

# CITY OF GROTON

## BUDGET



**FISCAL YEAR 2012-2013**



# THE CITY OF GROTON

## Mayor Marian Galbraith

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

### MAYOR'S BUDGET MESSAGE FISCAL YEAR 2012-2013

Dear Members of the City Council;

As required by Article VI, Section 2 (d) of the Charter, I submit to you the proposed budget for Fiscal Year 2013 (FY 2013).

I am submitting a budget which includes an increase of \$921,070 (5.7%) over FY 2012. The City's Grand List has increased 1.2%. The increase in the budget would require a .46 mill rate increase, bringing the City's mill rate to 4.595.

The principal drivers of the increase are non-discretionary expenditures which are required or recommended by state and federal regulations and/or sound accounting principles. These include \$264,629 to fund our obligation toward Other Post Employment Benefits (OPEB) and a decreased reliance on surplus to fund our annual expenses (\$371,883).

At the same time we are modestly investing in the preservation of our fixed assets and in the quality of life here in the City. This year we will use bond funds to begin necessary repairs to the old Colonel Ledyard School building and the repair of the Costa Property and Pollution Abatement Facility (PAF) bulkheads. We also plan to hire a part-time Blight Enforcement Officer.

Our capital expenditures include a new sanitation truck, a payloader, improvements at Washington Park and Eastern Point Beach, and street paving projects.

The contributions from the Utility Department remain the same. The remaining money needed to balance the budget comes from the undesignated fund balance. After using some of the fund, we anticipate a reserve of about 14.2% of budget expenses.

The City continues to be fiscally responsible and on solid financial ground.

Sincerely,

  
Marian Galbraith

**THE CITY OF GROTON  
2012-2013 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 Commissions.....	14
Citizen Participation.....	17
Administration .....	20
Health District .....	24
Building Maintenance .....	27
Human Resources .....	30
Financial Administration.....	35
Building, & Zoning, Planning	
Building & Zoning .....	40
Building Inspection .....	42
Boards and Commissions .....	46
Planning .....	49

**THE CITY OF GROTON**  
**2012-2013 BUDGET**  
**TABLE OF CONTENTS**

Public Safety:

Police: .....	54
Administration.....	57
Crime Prevention.....	61
Crime Apprehensions .....	65
Fire.....	69
Civil Preparedness.....	74

Public Works:

Highway: .....	79
Administration.....	82
Roads and Streets .....	86
Fleet Maintenance .....	90
Engineering .....	94
Sanitation .....	98
WPCA.....	103
Parks and Recreation: .....	108
Recreation .....	111
Maintenance .....	115

Non-Departmental:

General Insurance .....	119
Pay Adjustment.....	122
Debt Service.....	125
Contingency .....	130

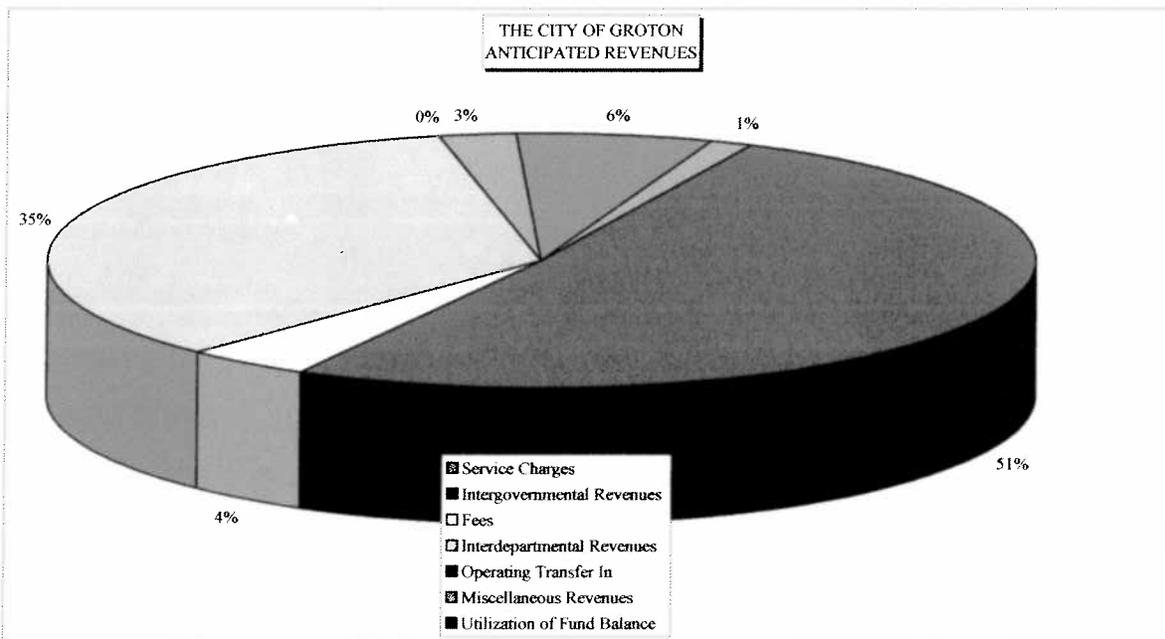
**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-11	BUDGET FYE 6-30-12	ESTIMATED FYE 6-30-12	PROPOSED BUDGET FYE 6-30-13
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**THE CITY OF GROTON  
ANTICIPATED REVENUE  
FOR FISCAL YEAR 2012-2013**

**SUMMARY OF ANTICIPATED REVENUES**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-11	BUDGET FYE 6-30-12	ESTIMATED FYE 6-30-12	PROPOSED BUDGET FYE 6-30-13
<b>FUND: 010001 GENERAL FUND</b>					
	Taxes	\$6,137,302	\$5,457,953	\$5,457,953	\$6,128,223
	Intergovernmental Revenues	4,626,637	4,906,413	5,130,158	5,507,278
	Licenses and Permit Fees	442,143	434,000	434,000	444,000
	Interdepartmental Revenues	3,810,911	3,717,670	3,717,670	3,722,788
	Miscellaneous Revenues	321,226	295,500	289,255	285,500
	Operating Transfer In	0	0	0	0
	Service Charges	148,157	128,100	128,100	144,800
	<b>Total</b>	<b>15,486,376</b>	<b>14,939,636</b>	<b>15,157,136</b>	<b>16,232,589</b>
	Utilization of Fund Balance	-	1,048,110	830,610	676,227
	<b>Total Anticipated Revenue</b>	<b>\$15,486,376</b>	<b>\$15,987,746</b>	<b>\$15,987,746</b>	<b>\$16,908,816</b>



**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-11	BUDGET FYE 6-30-12	ESTIMATED FYE 6-30-12	PROPOSED BUDGET FYE 6-30-13
<b>FUND: 010001 GENERAL FUND</b>					
<b><u>Property Taxes</u></b>					
100-9999-110-00-0	Property Taxes - Proposed Levy 4.595Mills	6,103,641	5,435,953	5,435,953	6,106,223
100-9999-120-00-0	Interest on Delinquent Taxes	32,341	20,000	20,000	20,000
100-9999-121-00-0	Recovered Lien Fees	1,320	2,000	2,000	2,000
	<b>TOTAL PROPERTY TAXES</b>	<b>6,137,302</b>	<b>5,457,953</b>	<b>5,457,953</b>	<b>6,128,223</b>
<b><u>Intergovernmental Revenues</u></b>					
<b>TOWN OF GROTON:</b>					
100-9999-220-01-0	Police Grant	2,230,000	2,221,752	2,230,000	2,253,752
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,000,000	1,935,422	1,935,422	2,254,608
100-9999-220-05-0	Health District	70,729	63,900	70,800	63,900
100-9999-220-06-0	State Aid Pass Thru	-	19,464	19,464	19,464
100-9999-220-07-0	Town Pilot	34,565	18,243	18,243	18,243
	Paving	-	-	-	-
	Rertaining walls - Thames St	-	242,000	-	-
	<b>TOTAL TOWN OF GROTON</b>	<b>4,335,294</b>	<b>4,500,781</b>	<b>4,273,929</b>	<b>4,609,967</b>
<b>WEST PLEASANT VALLEY FIRE DISTRICT:</b>					
100-9999-230-01-0	WPV Fire District	126,705	303,658	303,658	281,829
<b>STATE OF CONNECTICUT:</b>					
100-9999-210-01-0	Boating Safety	2,740	3,390	3,390	3,390
100-9999-210-02-0	Elderly Property	2,290	5,845	5,845	5,845
100-9999-210-03-0	Totally Disabled	130	125	125	125
100-9999-210-04-0	Telephone Access Line	12,387	19,000	19,000	19,000
100-9999-210-05-0	Civil Preparedness	12,274	3,500	3,500	3,500
100-9999-210-06-0	Town Aid Road	-	-	-	57,606
100-9999-210-07-0	Manufacturer's Mach. & Equip	-	9,933	460,530	460,530
100-9999-210-08-0	Enterprise Zone	121,939	49,181	49,181	54,486
100-9999-210-15-0	Boat pumping reimbursement	-	10,000	10,000	10,000
	<b>TOTAL STATE OF CONNECTICUT</b>	<b>151,760</b>	<b>100,974</b>	<b>551,571</b>	<b>614,482</b>
<b>MISCELLANEOUS REVENUES:</b>					
100-9999-210-09-0	Miscellaneous	12,878	1,000	1,000	1,000
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>4,626,637</b>	<b>4,906,413</b>	<b>5,130,158</b>	<b>5,507,278</b>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-11	BUDGET FYE 6-30-12	ESTIMATED FYE 6-30-12	PROPOSED BUDGET FYE 6-30-13
<b><u>Licenses and Permit Fees</u></b>					
100-9999-310-01-0	Building and Zoning Fees	392,110	380,000	380,000	390,000
100-9999-321-00-0	Police Fees	6,088	4,000	4,000	4,000
	TOTAL LICENSES AND PERMITS	<u>398,198</u>	<u>384,000</u>	<u>384,000</u>	<u>394,000</u>
		7,884			
<b><u>Fees</u></b>					
100-9999-325-00-0	Parking Tickets	43,945	50,000	50,000	50,000
	TOTAL FEES	<u>43,945</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>442,143</u>	<u>434,000</u>	<u>434,000</u>	<u>444,000</u>
<b><u>Interdepartmental Revenues</u></b>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	3,100,000	3,119,490	3,119,490	3,119,490
100-9999-510-02-0	Rent and Services	128,219	111,495	111,495	111,495
100-9999-510-03-0	Finance and Acctg Services	206,649	179,700	179,700	179,700
100-9999-510-04-0	Planning Services	-	-	-	-
100-9999-510-05-0	Human Resources	95,657	95,657	95,657	98,983
	TOTAL ELECTRIC DEPARTMENT	<u>3,530,525</u>	<u>3,506,342</u>	<u>3,506,342</u>	<u>3,509,668</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	24,388	23,555	23,555	23,555
100-9999-520-02-0	Watershed Rent	9,166	10,000	10,000	10,000
100-9999-520-03-0	Finance and Acctg Services	96,761	96,761	96,761	96,761
100-9999-520-04-0	Planning Services	-	-	-	-
100-9999-510-05-0	Human Resources	51,507	51,507	51,507	53,299
	TOTAL WATER DEPARTMENT	<u>181,822</u>	<u>181,823</u>	<u>181,823</u>	<u>183,615</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	80,262	15,218	15,218	15,218
100-9999-531-00-0	Highway Services	18,302	14,287	14,287	14,287
	TOTAL MISCELLANEOUS REVENUES	<u>98,564</u>	<u>29,505</u>	<u>29,505</u>	<u>29,505</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>3,810,911</u>	<u>3,717,670</u>	<u>3,717,670</u>	<u>3,722,788</u>

**THE CITY OF GROTON  
ANTICIPATED REVENUES  
FOR FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-11	BUDGET FYE 6-30-12	ESTIMATED FYE 6-30-12	PROPOSED BUDGET FYE 6-30-13
<b><u>Miscellaneous Revenues</u></b>					
100-9999-615-00-0	Interest on Investments	232,788	200,000	200,000	200,000
100-9999-625-02-0	Insurance Claims Recoveries	65,051	40,000	40,000	40,000
100-9999-635-01-0	Rental Income - Auditorium	1,200	5,000	5,000	5,000
100-9999-635-02-0	Zbierski House	8,175	15,000	15,000	15,000
100-9999-645-01-0	Xerox Copies	845	1,000	1,000	1,000
100-9999-645-03-0	Trip Collections	-	-	-	-
100-9999-645-04-0	Miscellaneous	7,642	20,000	20,000	20,000
100-9999-645-06-0	Recycling	3,049	10,000	3,755	-
100-9999-645-08-0	City Day	2,196	2,000	2,000	2,000
100-9999-645-09-0	Bulky Waste	280	2,500	2,500	2,500
	TOTAL MISCELLANEOUS REVENUES	321,226	295,500	289,255	285,500
<b><u>Operating Transfer In</u></b>					
100-9999-691-00-0	Special Revenue	-	-	-	-
	TOTAL OPERATING TRANSFER IN	-	-	-	-
<b><u>Service Charges</u></b>					
100-9999-710-00-0	Sewer Use Charge	37,497	21,800	21,800	21,800
100-9999-720-00-0	Beach Receipts	87,305	78,000	78,000	90,000
100-9999-730-00-0	Recreation Receipts	19,320	18,000	18,000	23,000
100-9999-740-00-0	Parks Receipts	4,035	10,300	10,300	10,000
	TOTAL SERVICES CHARGES	148,157	128,100	128,100	144,800
<b><u>Utilization of Fund Balance</u></b>					
100-9999-810-00-0	Utilization of Fund Balance	-	1,048,110	830,610	676,227
	TOTAL ANTICIPATED REVENUE	15,486,376	15,987,746	15,987,746	16,908,816

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**APPROVED FISCAL YEAR 2012-2013**

The financing plan for the General Fund for the Fiscal Year 2011-2012 totals \$16,908,816 an increase of \$921,070 over the current revenue budget. This includes the lowering of Utilization of Fund Balance by \$371,883, appropriation of the City's obligation to Other Post Employment Benefits (OPEB) for \$264,629, and a new sanitation truck for \$250,000 replacing a 2002 model. The following are explanations of the Fiscal Year 2012-2013 revenue category.

**GENERAL PROPERTY TAXES:**

Current Taxes: The current levy for FY 2012-2013 is based on all taxable property in the City as of October 1, 2011 and does not include 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 2012-2013 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, 2011 Grand List, less legal exemptions and the estimated tax collection rate of 98.5%. Current taxes are due July 1. The FY 2012-2013 mill rate that was proposed by the Mayor was 4.595 mills and an increase in the tax rate .46 mills.

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 46.9 per cent of the total police appropriation less the cost for the City of Groton Chief of Police, outside work and parking ticket receipts.

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

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

State Aid Pass Thru - Represents City share of the State "in lieu of real estate taxes" payment which passed on by the Town.

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**

**APPROVED FISCAL YEAR 2012-2013**

**STATE OF CONNECTICUT**

Elderly Property - Represents the reimbursement amount paid by the State on exempt property based on the current mill rate. In addition Totally Disabled, Boating Safety and Additional Veterans Exemption are reimbursed based on the current mill rate.

Manufacturing Machinery & Equipment - represents the reimbursement amount that the state provides due to tax revenue loss sustained as a result of the 100% exemption for eligible manufacturing machinery and equipment. Reimbursement is based on 60% of the current mill rate of the City.

Telecommunications Personal Property Tax - Reflects the amount of personal property tax liability for the AT & T Company. The tax liability is calculated by applying 70% assessment ratio to the declared value of personal property in the City as of October 1, 2010.

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. This State revenue represents 40% of the taxes due on the property with the another 20% paid by the taxpayers and the remaining 40% abated by the City.

**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.

**INTERDEPARTMENTAL**

**Electric Department**

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

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

Finance and Accounting Service Reflects the portion of the Finance Department cost associated to Electric Department operations.

**THE CITY OF GROTON, CT.**

**DESCRIPTIONS OF GENERAL FUND REVENUES**

**APPROVED FISCAL YEAR 2011-2012**

**Water Department**

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

Watershed Rent This amount represents rental on reservoir properties.

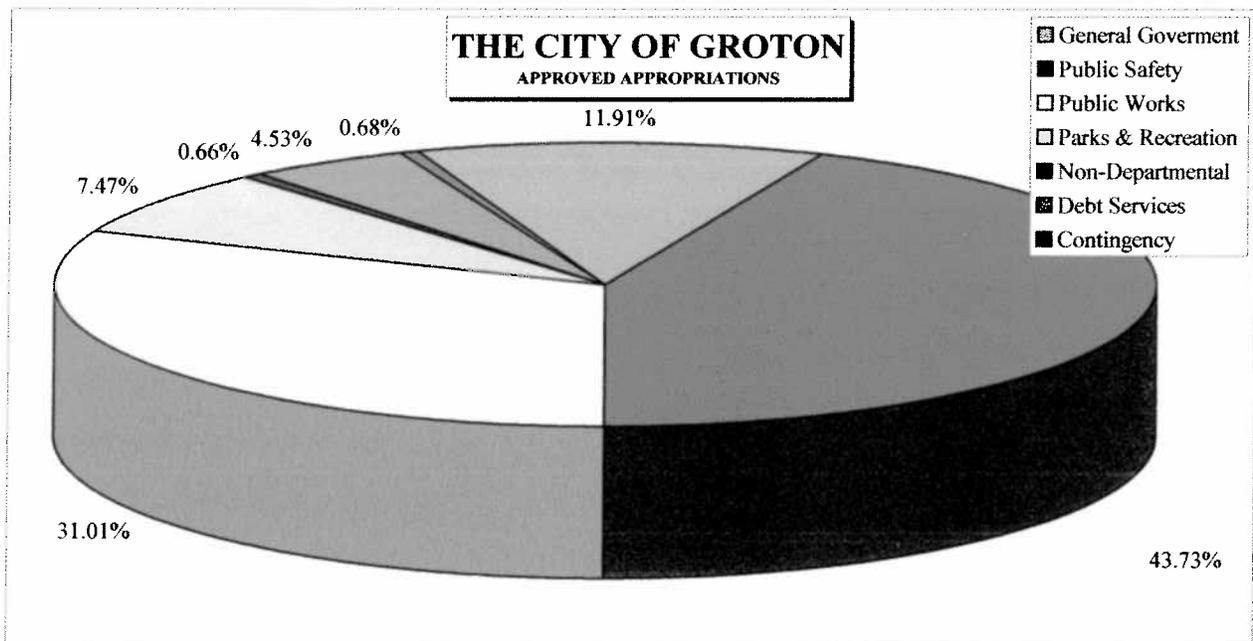
Finance and Accounting Service Reflects the portion of the Finance Department cost associated to Water Department operations.

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

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

**SUMMARY OF EXPENDITURES**

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
General Government:	1,705,389	1,751,919	1,674,608	2,014,176
Public Safety:				
Police	4,836,273	4,740,387	4,605,367	4,805,462
Fire	2,407,695	2,453,947	2,465,302	2,589,575
Total Public Safety	7,243,968	7,194,334	7,070,669	7,395,037
Public Works:				
Highway Maintenance	2,074,102	2,258,748	2,007,606	2,329,993
Sanitation	915,887	962,585	822,346	1,175,232
Pollution Abatement Facilities	1,607,858	1,649,186	1,603,561	1,738,847
Total Public Works	4,597,847	4,870,519	4,433,513	5,244,072
Parks & Recreation	1,121,737	1,120,274	1,124,010	1,262,923
Non-Departmental:				
General Insurance	61,150	61,000	61,000	61,000
Pay Adjustment	-	50,000	50,000	50,000
	61,150	111,000	111,000	111,000
Debt Services:				
Public Improvements	507,340	474,500	474,500	461,573
Sewer Authority	550,776	350,200	350,200	305,035
Total Debt Services	1,058,116	824,700	824,700	766,608
Contingency	76,856	115,000	115,000	115,000
Total General Fund Budget	15,865,063	15,987,746	15,353,500	16,908,816



**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

**Cost Center**

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

**Cost Centers**

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

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

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

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

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

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

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

**Cost Center**

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

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

**Cost Center**

**001. Building Maintenance** – Costs associated with the mainenance of City buildings including the Municipal Building, the Mother Bailey House, the Costa Property house, and the Colonel Ledyard School.

**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 2012-2013  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Legislative Policy</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	4,384	2,400	2,500	3,000	25.00%
<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 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**APPROPRIATION**

Operating Expenses	4,384	2,400	2,500	3,000
Total	4,384	2,400	2,500	3,000

**COST CENTER**

001 City Council	4,384	2,400	2,500	3,000
Total	4,384	2,400	2,500	3,000

**FINANCING PLAN**

General Fund	4,384	2,400	2,500	3,000
Total	4,384	2,400	2,500	3,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Professional Development	4,384	2,400	2,500	3,000
Total Operating Expenses	4,384	2,400	2,500	3,000
GRAND TOTALS	4,384	2,400	2,500	3,000

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	7,340	15,500	-	25,000	61.29%
<b>HIGHLIGHTS:</b>					
<p>The FY2013 budget includes funding associated with the Charter Revision Commission. This includes both legal and advertising costs necessary for printing revisions prior to the vote.</p>					
<b>PERSONNEL:</b>					
<p>- No personnel in this function</p>					
<b>CAPITAL:</b>					
<p>- None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	7,340	15,500	-	25,000
Total	7,340	15,500	-	25,000

<b>COST CENTER</b>				
001 Boards and Commissions	7,340	15,500	-	10,000
002 Charter Revision	-	-	-	15,000
Total	7,340	15,500	-	25,000

<b>FINANCING PLAN</b>				
General Fund	7,340	15,500	-	25,000
Total	7,340	15,500	-	25,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	500	-	13,000
Professional Development	-	-	-	-
Contractual Services	7,340	15,000	-	12,000
Total Operating Expenses	7,340	15,500	-	25,000
<b>GRAND TOTALS</b>	7,340	15,500	-	25,000

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Citizens Participation</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	6,733	10,000	9,390	10,000	0.00%
<b>HIGHLIGHTS:</b>					
- Funding has been reallocated to provide adequate funding for City Day.					
<b>PERSONNEL:</b>					
- No personnel in this function					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	6,733	10,000	9,390	10,000
Total	6,733	10,000	9,390	10,000

<b>COST CENTER</b>				
001 Groton Day	6,640	7,000	8,890	9,000
002 Beautification/Community Events	93	3,000	500	1,000
Total	6,733	10,000	9,390	10,000

<b>FINANCING PLAN</b>				
Groton Day	2,196	2,000	2,000	2,000
General Fund	4,537	8,000	7,390	8,000
Total	6,733	10,000	9,390	10,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Payments/Contribution	6,733	10,000	9,390	10,000
Total Operating Expenses	6,733	10,000	9,390	10,000
GRAND TOTALS	<u>6,733</u>	<u>10,000</u>	<u>9,390</u>	<u>10,000</u>

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DÉPARTMENT: General Government</b>		<b>FUNCTION: Administration</b>			
	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Proposed FY 12-13</b>	<b>% Change</b>
<b>BUDGET</b>	<b>305,193</b>	<b>296,799</b>	<b>297,330</b>	<b>412,084</b>	<b>38.84%</b>

**HIGHLIGHTS:**

The FY2013 budget for General Government reflects the following changes:

Legislative Policy • an adjustment of Professional Development funds to account for increased travel costs and conference fees

Boards and Commissions • a reallocation and decrease in Contractual Services to provide legal advice for Charter Revision • Additional Office Supply and Advertising funds to provide for the required publication of the proposed Charter Revision

Citizen Participation • a reallocation of funds to reflect trends in funding for Groton Day and Community Events

Administration • a slight decrease in Professional Development funds • a slight increase in Utilities to cover rising costs. • a reallocation of Contractual Services funds to Human Resources for legal advice on general employment issues. This reflects an overall increase in Contractual Services across the two departments which is in large part offset by cuts in other areas • an increase in funds for Elections to account for a vote on Charter Revision in November of 2012 and a general election in May of 2013.

**PERSONNEL:**

Personnel costs in Administration reflect the addition of a Full Time File Clerk to assist in the management and preservation of City documents

**CAPITAL:**

The FY2013 budget includes funds for Capital Reserve to be set aside toward improvements in the Municipal Building to be carried out over three years. These include a new fuel dispensing system, replacement of the roof, and the renovation and replacement of HVAC units.

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	226,242	226,255	227,430	324,984
Operating Expenses	78,951	70,544	69,900	87,100
Total	<u>305,193</u>	<u>296,799</u>	<u>297,330</u>	<u>412,084</u>

<b>COST CENTER</b>				
001 Leadership	85,860	88,838	88,238	88,838
002 Recording legal documents	125,565	138,924	137,201	177,004
003 Elections	11,129	8,800	-	4,000
004 General Support	38,812	48,237	40,891	105,242
005 Professional Services	43,827	12,000	31,000	12,000
006 Reserve for Equipment	-	-	-	25,000
Total	<u>305,193</u>	<u>296,799</u>	<u>297,330</u>	<u>412,084</u>

<b>FINANCING PLAN</b>				
General Fund	<u>305,193</u>	<u>296,799</u>	<u>297,330</u>	<u>412,084</u>
Total	<u>305,193</u>	<u>296,799</u>	<u>297,330</u>	<u>412,084</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	174,633	170,970	178,314	210,380
Part Time Employees	-	-	-	-
Overtime	389	8,000	2,400	3,500
Step Increases/Pay Adjustments	-	-	-	-
<b>Benefits:</b>				
Medical Insurance	21,307	16,452	16,452	52,315
Life Insurance	1,446	2,302	1,600	2,809
Pension	14,244	14,244	14,244	28,488
FICA tax	13,278	13,692	13,825	16,362
OPEB	-	-	-	10,480
Worker's Compensation	945	595	595	650
<b>Total Personnel Services</b>	<b>226,242</b>	<b>226,255</b>	<b>227,430</b>	<b>324,984</b>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	10,345	18,000	16,000	18,500
Professional Development	4,219	10,244	7,200	8,600
Utilities/Fuel	1,179	3,000	2,200	3,000
Contractual Services	63,208	39,300	44,500	32,000
Reserve Fund/Equipment	-	-	-	25,000
Program Equipment	-	-	-	-
<b>Total Operating Expenses</b>	<b>78,951</b>	<b>70,544</b>	<b>69,900</b>	<b>87,100</b>
<b>GRAND TOTALS</b>	<b>305,193</b>	<b>296,799</b>	<b>297,330</b>	<b>412,084</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Mayor	1.00	1.00	1.00	1.00
City Clerk	0.33	0.45	0.45	0.45
Administrative Clerk	0.67	0.55	0.55	0.55
Administrative Secretary	1.00	1.00	1.00	1.00
Records Clerk	-	-	-	1.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees	3.00	3.00	3.00	4.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Mayor	76,398	75,000	75,000	75,000
City Clerk	-	14,000	15,071	22,645
Administrative Clerk	44,259	28,185	30,342	27,679
Administrative Secretary	53,976	53,785	57,901	55,056
Records Clerk	-	-	-	30,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	174,633	170,970	178,314	210,380

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Health District</b>		<b>FUNCTION: Health Services</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	70,729	63,900	63,900	71,165	11.37%
<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 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	70,729	63,900	63,900	71,165
Total	<u>70,729</u>	<u>63,900</u>	<u>63,900</u>	<u>71,165</u>

<b>COST CENTER</b>				
001 Health District	70,729	63,900	63,900	71,165
Total	<u>70,729</u>	<u>63,900</u>	<u>63,900</u>	<u>71,165</u>

<b>FINANCING PLAN</b>				
Town of Groton	70,729	63,900	63,900	71,165
Total	<u>70,729</u>	<u>63,900</u>	<u>63,900</u>	<u>71,165</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**OPERATING EXPENSES**

Contractual Services	<u>70,729</u>	<u>63,900</u>	<u>63,900</u>	<u>71,165</u>
Total Operating Expenses	<u>70,729</u>	<u>63,900</u>	<u>63,900</u>	<u>71,165</u>
GRAND TOTALS	<u><u>70,729</u></u>	<u><u>63,900</u></u>	<u><u>63,900</u></u>	<u><u>71,165</u></u>

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Building Maintenance</b>		<b>FUNCTION: Public Building</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	89,488	93,500	93,500	93,500	0.00%
<b>HIGHLIGHTS:</b>					
<p>Included in this function is the cost for maintenance supplies and contractual services necessary for cleaning and maintaining the Municipal Building, The Mother Bailey House, the Costa Property, and Colonel Ledyard School building.</p>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	89,488	93,500	93,500	93,500
Total	89,488	93,500	93,500	93,500

<b>COST CENTER</b>				
001 Building Maintenance	89,488	93,500	93,500	93,500
Total	89,488	93,500	93,500	93,500

<b>FINANCING PLAN</b>				
General Fund	89,488	93,500	93,500	93,500
Total	89,488	93,500	93,500	93,500

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	19	500	500	500
Utilities/Fuel	13,431	2,000	2,000	8,000
Contractual Services	42,839	41,000	41,000	39,000
Facility Material & Supply	31,663	30,000	30,000	28,000
General Material & Supply	1,536	20,000	20,000	18,000
Total Operating Expenses	89,488	93,500	93,500	93,500
GRAND TOTALS	89,488	93,500	93,500	93,500

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 2012-2013  
Function Highlights**

<b>DEPARTMENT: General Government</b>		<b>FUNCTION: Human Resources</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	152,639	164,973	154,503	185,869	12.67%
<p><b>HIGHLIGHTS:</b></p> <p>The FY2013 budget reflects an increase in Contractual Services to provide for legal advice on general employment issues not directly related to a particular department.</p> <p>Eighty-two percent of the funding for the HR department is from The Utilities Department. The Utilities also pays for Medical and Life insurance.</p>					
<p><b>PERSONNEL:</b></p> <p style="text-align: center;">- No change in staffing</p>					
<p><b>CAPITAL:</b></p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	144,623	157,973	146,432	155,269
Operating Expenses	8,016	7,000	8,071	30,600
Total	152,639	164,973	154,503	185,869

<b>COST CENTER</b>				
001 Human Resources	152,639	164,973	154,503	185,869
Total	152,639	164,973	154,503	185,869

<b>FINANCING PLAN</b>				
Interdepartmental	147,164	147,164	147,164	152,282
General Fund	5,475	17,809	7,339	33,587
Total	152,639	164,973	154,503	185,869

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	119,445	118,708	122,304	124,750
Part Time Employees	-	-	-	-
Overtime	1,278	-	500	1,000
<b>Benefits:</b>				
Pension	14,244	14,244	14,244	14,244
FICA tax	8,964	9,081	9,000	9,620
Blue Cross/ CMS		14,004		
Group Insurance		1,552		
OPEB	-	-	-	5,240
Worker's Compensation	692	384	384	415
<b>Total Personnel Services</b>	144,623	157,973	146,432	155,269
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	4,065	3,000	3,973	4,100
Professional Development	3,704	4,000	3,900	4,000
Utilities/Fuel	-	-	-	-
Contractual Services	247	-	198	22,500
<b>Total Operating Expenses</b>	8,016	7,000	8,071	30,600
<b>GRAND TOTALS</b>	152,639	164,973	154,503	185,869

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>			
General Government	General Government	Human Resources	Actual	Current Year	Estimated	Proposed
	For Year Ended	Budget	For Year Ended	For Year Ended	For Year Ended	Budget
	FY 6-30-11	FY 6-30-12	June 30, 2012	June 30, 2012	June 30, 2012	FY 6-30-13

**FULL TIME EMPLOYEE ANALYSIS**

Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.00	1.00	1.00
Total Full Time Employees	2.00	2.00	2.00	2.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Human Resource Director	74,500	74,570	78,000	79,560
HR Generalist	44,945	44,138	44,304	45,190
Total Full Time Employees Salaries & Wages	119,445	118,708	122,304	124,750

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 2012-2013  
Function Highlights**

<b>DEPARTMENT: Finance</b>		<b>FUNCTION: Financial Administration</b>			
	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Proposed FY 12-13</b>	<b>% Change</b>
<b>BUDGET</b>	541,138	572,115	562,866	602,258	5.27%
<b>HIGHLIGHTS:</b>					
<ul style="list-style-type: none"> <li>- OPEB - Other Post Employment Benefits, allocation is an addition to the Finance Budget.</li> </ul>					
<b>PERSONNEL:</b>					
<ul style="list-style-type: none"> <li>- No changes in personnel</li> </ul>					
<b>CAPITAL:</b>					
<ul style="list-style-type: none"> <li>- No Capital requested</li> </ul>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	463,821	483,801	483,838	518,660
Operating Expenses	77,317	88,314	79,028	83,598
Total	541,138	572,115	562,866	602,258

<b>COST CENTER</b>				
001 Leadership	39,401	41,116	39,401	41,965
002 Account/Treasury Mgt	175,614	202,789	175,614	188,102
003 Payroll/Benefit Admin.	38,275	38,107	38,275	41,107
004 Purchasing	57,412	64,825	57,412	61,595
005 Risk Management	1,689	2,023	1,689	2,023
006 General Support	228,238	223,255	250,475	267,466
007 Reserve for Vehicles & Equipment	509	-	-	-
Total	541,138	572,115	562,866	602,258

<b>FINANCING PLAN</b>				
Interdepartmental	303,410	276,461	276,461	276,461
General Fund	237,728	295,654	286,405	325,797
Total	541,138	572,115	562,866	602,258

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	322,164	322,660	330,013	340,934
Part Time Employees	-	3,000	-	3,000
Overtime	4,376	12,000	6,000	9,000
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	4,200	4,200	4,200
<b>Benefits:</b>				
OPEB				13,100
Medical Insurance	64,539	69,148	69,270	72,735
Life Insurance	3,618	4,500	3,900	4,500
Pension	35,610	35,610	35,610	35,610
FICA tax	24,321	24,683	25,245	26,081
Worker's Compensation	9,193	8,000	9,600	9,500
Total Personnel Services	<u>463,821</u>	<u>483,801</u>	<u>483,838</u>	<u>518,660</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	19,898	28,335	24,000	25,000
Professional Development	9,000	9,520	7,000	9,520
Utilities/Fuel/Safety Incen	609	2,300	782	609
Contractual Services	47,125	47,784	46,871	47,784
General Insurance	685	375	375	685
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	<u>77,317</u>	<u>88,314</u>	<u>79,028</u>	<u>83,598</u>
GRAND TOTALS	<u><u>541,138</u></u>	<u><u>572,115</u></u>	<u><u>562,866</u></u>	<u><u>602,258</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Finance	97,218	98,400	98,010	99,970
Administrative Assistant	46,918	46,444	47,445	48,870
Utility Accountant	53,128	55,775	58,490	62,244
Senior Accountant	74,199	73,539	75,566	77,833
Purchasing Agent	-			
Accounting Assistant	50,700	48,502	50,502	52,017
Total Full Time Employees Salaries & Wages	322,164	322,660	330,013	340,934

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 within 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 2012-2013  
Function Highlights**

<b>DEPARTMENT: Building</b>		<b>FUNCTION: Inspection</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	354,015	337,249	321,822	398,171	18.06%
<b>HIGHLIGHTS:</b>					
Continue scanning of records OPEB allocation adds to personnel budget.					
<b>PERSONNEL:</b>					
Add part time Blight Enforcement Officer					
<b>CAPITAL:</b>					
None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	290,086	292,969	284,942	351,791
Operating Expenses	63,929	44,280	36,880	46,380
Total	354,015	337,249	321,822	398,171

<b>COST CENTER</b>				
001 Building Inspection	90,888	94,661	91,192	97,327
002 Inquires & Assistance	58,568	63,416	60,009	67,474
003 Zoning	34,044	35,420	34,520	65,980
004 Plan Review	19,804	18,468	18,217	21,680
005 General Support	125,711	125,284	117,884	145,710
006 Reserve for Vehicles & Equipment	25,000	-	-	-
Total	354,015	337,249	321,822	398,171

<b>FINANCING PLAN</b>				
Permits	322,987	250,000	250,000	250,000
General Fund	31,028	87,249	71,822	148,171
Total	354,015	337,249	321,822	398,171

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	183,120	187,502	183,332	195,470
Part Time Employees	5,590	6,400	5,000	36,050
Overtime	558	3,000	1,200	3,000
<b>Benefits:</b>				
Medical Insurance	53,529	49,152	49,152	57,380
Life Insurance	1,899	2,212	2,212	2,366
Pension	21,366	21,366	21,366	21,366
FICA tax	14,036	15,063	14,406	17,941
OPEB	-	-	-	7,860
Worker's Compensation	9,988	8,274	8,274	10,358
Total Personnel Services	<u>290,086</u>	<u>292,969</u>	<u>284,942</u>	<u>351,791</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	6,451	14,900	9,500	11,000
Professional Development	1,836	6,000	3,500	6,000
General Insurance	2,055	1,880	1,880	1,880
Utilities	2,669	3,500	4,000	4,000
Contractual Services	22,104	11,000	11,000	16,500
Vehicle Operations/Supply	3,814	7,000	7,000	7,000
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	25,000	-	-	-
Total Operating Expenses	<u>63,929</u>	<u>44,280</u>	<u>36,880</u>	<u>46,380</u>
<b>GRAND TOTALS</b>	<u><u>354,015</u></u>	<u><u>337,249</u></u>	<u><u>321,822</u></u>	<u><u>398,171</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Building Official	76,695	82,590	80,184	84,050
Building Inspector	57,303	60,504	58,740	61,100
Secretary	50,567	44,408	44,408	48,870
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	184,565	187,502	183,332	194,020

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Building &amp; Zoning</b>		<b>FUNCTION: Boards and Commissions</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	13,020	30,750	22,968	30,750	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b> - No change					
<b>CAPITAL:</b> - None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	13,020	30,750	22,968	30,750
Total	13,020	30,750	22,968	30,750

<b>COST CENTER</b>				
001 Historic Review	1,493	4,000	2,250	4,000
002 Zoning Board of Appeals	8,197	16,750	15,875	16,750
003 Harbor Management	-	2,750	-	5,000
004 Conservation Commission	3,330	7,250	4,843	5,000
Total	13,020	30,750	22,968	30,750

<b>FINANCING PLAN</b>				
Harbor Management Fees	803	1,500	400	4,000
General Fund	12,217	29,250	22,568	26,750
Total	13,020	30,750	22,968	30,750

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	5,338	11,500	5,843	11,500
Professional Development	160	3,250	1,625	3,250
Contractual Services	7,522	16,000	15,500	16,000
Total Operating Expenses	13,020	30,750	22,968	30,750
GRAND TOTALS	13,020	30,750	22,968	30,750

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 and development of the Capital Improvement Program.

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

**Glossary of Department Specific Terms**

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

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

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

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

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Planning &amp; Zoning</b>		<b>FUNCTION:</b>			
	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Proposed FY 12-13</b>	<b>% Change</b>
<b>BUDGET</b>	117,924	137,947	120,519	155,594	12.79%
<b>HIGHLIGHTS:</b>					
Contractual Services will increase due to a multiple-year project to have files scanned and multiple-year set aside to finance the comprehensive revision of the Zoning Regulations planned for 2014.					
<b>PERSONNEL:</b>					
- None					
<b>CAPITAL:</b>					
- None					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	108,405	110,097	110,099	116,544
Operating Expenses	9,519	27,850	10,420	39,050
Total	<u>117,924</u>	<u>137,947</u>	<u>120,519</u>	<u>155,594</u>

<b>COST CENTER</b>				
001 Planning	115,199	119,947	116,249	125,094
002 Zoning	2,725	18,000	4,270	30,500
Total	<u>117,924</u>	<u>137,947</u>	<u>120,519</u>	<u>155,594</u>

<b>FINANCING PLAN</b>				
General Fund	117,924	137,947	120,519	155,594
Total	<u>117,924</u>	<u>137,947</u>	<u>120,519</u>	<u>155,594</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	78,626	80,233	80,233	82,640
<b>Benefits:</b>				
Medical Insurance	15,819	15,593	15,593	16,610
Life Insurance	807	770	781	800
Pension	6,875	7,122	7,122	7,122
FICA tax	5,862	6,138	6,138	6,322
OPEB	-	-	-	2,620
Worker's Compensation	416	241	232	430
Total Personnel Services	108,405	110,097	110,099	116,544
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	3,382	12,000	5,250	6,100
Professional Development	772	1,000	470	1,000
Utilities	194	250	250	250
Vehicle Operations/Supply	4,136	600	200	300
Contractual Services	1,035	14,000	4,250	31,400
Total Operating Expenses	9,519	27,850	10,420	39,050
GRAND TOTALS	117,924	137,947	120,519	155,594

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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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	78,626	80,233	80,233	81,600
Total Full Time Employees Salaries & Wages	78,626	80,233	80,233	81,600

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

**Administration**, responsible for 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 Captain. 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.

**Cost Centers**

**001. Supervision** – Personnel and material costs associated with the leadership and management of the Department and its resources. This includes costs for policy research, development and implementation; promulgation of rules and regulations; labor contract administration; discipline; budget development and administration.

**002. 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.

**003. Administrative Services** – Personnel costs associated with the position of Captain.

**004. General Support** – Personnel and material costs associated with administrative assistance, general clerical support, and building, equipment and facility maintenance This also includes benefits for the entire department.

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

**Crime Apprehensions**, responsible for investigations. 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 Committee dealing with offenses against children. The Youth Officer also provides programs such as D.A.R.E. for school age children. Officers on administrative assignment may be assigned to work with the Statewide Narcotics Task Force or the Southeastern Connecticut Cold Case Squad.

**Crime Prevention**, responsible for 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. 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.

**Cost Centers**

**001. Patrol** – Personnel and material supply costs associated with three patrol shifts. This includes three sergeants, three corporals and fourteen patrol officers.

**002. Dispatch** – Personnel and material supply costs associated with dispatch. This includes costs for full time personnel, overtime and part time personnel as well as clothing allowances.

**003. Harbor Patrol** – Personnel, material and maintenance costs associated with staffing the Department's watercraft during the summer months, special events and waterborne emergencies.

**004. Traffic Control** – Personnel and material supply costs associated with traffic control including parking violations and the direction of commuter traffic.

**005. DWI and Special Enforcement** – Personnel and material costs associated with directed patrols for motor vehicle operators driving under the influence of alcohol and/or drugs. These patrols are funded at the rate of 75% by a State Highway Safety Grant and 25% by the City of Groton.

**006. Outside Charges** – Personnel and material costs associated with providing traffic control at highway construction sites or providing security at private events. The City is reimbursed in full for these costs by the firms and individuals contracting for police services.

**Glossary of Department Specific Terms**

**Step Increases/Pay Adjustments** – Step increases and pay adjustments for the entire department. This would include step increases required because of the collective bargaining agreement or a special assignment requiring a pay adjustment (i.e. assignment to the Southeastern Connecticut Cold Case Squad).

**Sell Back of Time Off** – Officers are contractually obligated to sell back not less than two or more than four holidays per calendar year.

**Education/Enhancement** – Payment to collective bargaining personnel for college credits/degrees and college tuition reimbursement as required by collective bargaining agreement.

**Office Supplies/Advertising** – In addition to the general office supplies and advertising, in Crime Apprehension this includes evidence processing & packaging supplies, batteries, photographic supplies, drug testing supplies.

**Professional Development** - Fees for registration, tuition and expenses incurred while attending fee-based training courses, seminars and conferences, e.g. first-line supervisors training, Medical Response Technician training, etc. This also includes membership in professional organizations.

**Data Processing** - Lease fees for: Computer Aided Dispatch and Records Management Systems, COLLECT system, IMC mobile interface and software upgrades as necessary. AFIS expenses, computer and peripheral replacements and upgrades as necessary.

**Equipment Maintenance** - Radar and Laser calibration and maintenance, radio system maintenance, mobile and portable radio repair, copier rentals, CCTV.

**Contractual Services** - Legal services, EAP, hangar rental, Pre-employment testing, e.g. polygraph, psychological evaluation, credit reports and medical physicals.

**Heart and Hypertension** - Worker's compensation benefit payments to retirees and or their survivors for physical ailments attributed to the police duties.

**Miscellaneous Events** - Overtime salaries and expenses associated with the annual fireworks display, submarine christenings, parades, City Day, Halloween party, holiday party, Easter egg hunt, and other events requiring department participation. This includes awards for recognition of department personnel as well as new hire & promotion ceremonies.

**Facility Materials and Supplies** - Cleaning and maintenance supplies for building.

**Safety Incentives** – Costs associated with departmental participation in a city-wide program awarding points to employees for remaining injury-free and incurring no lost time accidents.

**Vehicle Operations and Supply** - Gasoline, vehicle maintenance and repair, tires, and towing.

**General Material and Supply** – Under Administration this includes weapons cleaning system and solution, ammunition, targets, TASER cartridges, "Bean Bag" rounds, recharge oxygen bottles, maintain fire extinguishers, postage meter expenses, and shipping charges. Under Crime Prevention this includes first aid supplies, prisoner blankets and paper clothing, annual legal updates for field manuals issued to each officer, protective gloves, fingerprinting supplies, and O2 refills for dive operations.

	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
CC1- Calls for Service	23,133	23,536	22,061	19,927
CC2 – Criminal Arrests	809	841	728	616
CC3 – Motor Vehicle Accidents	252	281	218	239
CC4 – Special Enforcement (DWI)	103	124	78	51
CC5 – Medical Responses	734	747	755	804
CC6 – Traffic Ticket Summons/Warnings	2,879	3,282	3,290	2,453

**City of Groton**  
**Proposed Budget FY 2012-2013**  
**Function Highlights**

<b>DEPARTMENT: Police</b>		<b>FUNCTION: Administration</b>																								
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change																					
<b>BUDGET</b>	1,928,009	1,987,534	1,977,310	2,189,980	10.19%																					
<b>HIGHLIGHTS:</b> The Police Department is requesting funding for FY 13 to maintain its current authorized personnel.																										
<b>PERSONNEL:</b>																										
One (1) clerical position is part-time. Two (2) patrol officer positions remain vacant. One Special Traffic Officer part time Establishment of an Administrative position of Captain The Youth Officer has been moved to Apprehension																										
<b>CAPITAL:</b>																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">HVAC Locker Room Full funding</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;">26,000</td> </tr> <tr> <td>CCTV</td> <td></td> <td style="text-align: right;">16,978</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">42,978</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">42,978</td> </tr> <tr> <td style="padding-top: 10px;">Purchase partial 1 Vehicle</td> <td style="text-align: center; padding-top: 10px;">\$</td> <td style="text-align: right; padding-top: 10px;">21,298</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">21,298</td> </tr> </table>						HVAC Locker Room Full funding	\$	26,000	CCTV		16,978			-			42,978			42,978	Purchase partial 1 Vehicle	\$	21,298			21,298
HVAC Locker Room Full funding	\$	26,000																								
CCTV		16,978																								
		-																								
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Purchase partial 1 Vehicle	\$	21,298																								
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**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	1,440,461	1,429,294	1,459,970	1,652,204
Operating Expenses	487,548	558,240	517,340	537,776
Total	<u>1,928,009</u>	<u>1,987,534</u>	<u>1,977,310</u>	<u>2,189,980</u>

<b>COST CENTER</b>				
001 Supervision	91,414	93,198	93,198	116,265
002 Training	75,346	92,250	81,959	85,000
003 Administrative Services	-	-	-	89,245
004 General Support	1,761,249	1,733,101	1,733,168	1,835,194
005 Capital	-	68,985	68,985	64,276
Total	<u>1,928,009</u>	<u>1,987,534</u>	<u>1,977,310</u>	<u>2,189,980</u>

<b>FINANCING PLAN</b>				
Town of Groton	812,613	877,934	960,154	987,619
Capital Fund	-	-	-	-
General Fund	1,115,396	1,109,600	1,017,156	1,202,361
Total	<u>1,928,009</u>	<u>1,987,534</u>	<u>1,977,310</u>	<u>2,189,980</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**PERSONNEL SERVICES**

Full Time Employees	261,437	211,976	211,976	303,661
Part Time Employee	-	19,000	19,000	19,380
Overtime & Shift Premium/Replacement	41,974	42,500	43,554	42,500
Longevity	-	-	-	-
MRT/EMT Stipends	-	-	-	-
Step Increases/Pay Adjustments	7,059	9,000	6,225	8,000
Sell Back of Time Off	9,075	12,000	7,000	10,000
<b>Benefits:</b>				
Medical Insurance	622,521	614,750	665,000	654,003
Life Insurance	14,462	15,191	14,950	15,190
Pension	347,392	358,372	347,000	368,700
FICA tax	15,381	12,985	12,985	15,120
Worker's Compensation	95,595	100,970	105,000	104,000
Education/Enhancement	23,236	30,500	25,230	30,500
Unemploy Comp /OPEB	-	1,000	1,000	79,600
Clothing Allowance	2,329	1,050	1,050	1,550
<b>Total Personnel Services</b>	<b>1,440,461</b>	<b>1,429,294</b>	<b>1,459,970</b>	<b>1,652,204</b>

**OPERATING EXPENSES**

Office Supplies/Advertising	10,521	10,440	10,440	10,000
Professional Development	11,323	30,885	25,885	25,000
General Insurance	34,023	60,000	40,000	40,000
Utilities	20,914	20,000	21,170	25,000
Data Processing	14,711	30,000	18,750	20,000
Equipment Maintenance	14,197	15,000	9,500	12,000
Contractual Services	30,275	40,000	70,000	55,000
Heart & Hypertension	74,393	82,000	69,000	82,000
Miscellaneous Events/OPSAIL	33,947	40,000	48,290	55,000
Facility Material & Supply	5,639	7,500	5,200	6,500
Safety Incentives	6,471	6,500	6,500	6,500
Vehicle Operations/Supply	105,541	136,430	112,625	125,000
General Material & Supply	4,200	10,500	10,995	11,500
Reserve Fund/Equipment	61,940	68,985	68,985	42,978
Vehicles	59,453	-	-	21,298
<b>Total Operating Expenses</b>	<b>487,548</b>	<b>558,240</b>	<b>517,340</b>	<b>537,776</b>
<b>GRAND TOTALS</b>	<b>1,928,009</b>	<b>1,987,534</b>	<b>1,977,310</b>	<b>2,189,980</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

Chief of Police	1.00	1.00	1.00	1.00
Captain				1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Youth Officer	1.00			
Office & Maintenance Support	3.00	2.50	2.50	2.50
<b>Total Full Time Employees</b>	<b>6.00</b>	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief of Police	88,692	91,373	91,373	93,200
Administrative Assistant	37,669	38,799	38,799	40,755
Youth Officer	-	-	-	-
Captain				87,445
Office & Maintenance Support	135,076	81,804	81,804	82,261
<b>Total Full Time Employees Salaries &amp; Wages</b>	<b>261,437</b>	<b>211,976</b>	<b>211,976</b>	<b>303,661</b>

**City of Groton**  
**Proposed Budget FY 2012-2013**  
**Function Highlights**

<b>DEPARTMENT: Police</b>		<b>FUNCTION: Crime Prevention</b>			
	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Proposed FY 12-13</b>	<b>% Change</b>
<b>BUDGET</b>	2,407,987	2,228,420	2,175,290	2,205,315	-1.04%
<p><b>HIGHLIGHTS:</b></p> <ul style="list-style-type: none"> <li>- Limited use of directed enforcement efforts, e.g., bicycle patrol, traffic enforcement patrols, etc. will be utilized to augment regular patrols when sufficient staffing available.</li> <li>- Harbor Patrol has been eliminated.</li> </ul>					
<p><b>PERSONNEL:</b></p> <p>Two vacant positions will not be filled during FY 13.</p> <ul style="list-style-type: none"> <li>- Recruitment and selection will be continued as necessary to maintain the Department's current strength. With the number of anticipated retirements in FY 13, recruitment and selection will be an on-going process.</li> </ul>					
<p><b>CAPITAL:</b></p> <p style="padding-left: 20px;">- None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	2,380,363	2,192,420	2,149,632	2,183,915
Operating Expenses	27,624	36,000	25,658	21,400
Total	2,407,987	2,228,420	2,175,290	2,205,315

<b>COST CENTER</b>				
001 Patrol	1,888,239	1,880,921	1,836,134	1,883,185
002 Dispatch	278,899	248,088	258,504	254,574
003 Harbor Patrol	16,376	21,700	21,624	-
004 Traffic Control	79,895	35,073	12,372	25,988
005 DWI & Special Enforcement	38,426	27,420	31,296	26,350
006 Outside Charges	106,152	15,218	15,360	15,218
Total	2,407,987	2,228,420	2,175,290	2,205,315

<b>FINANCING PLAN</b>				
Town of Groton	1,167,883	1,081,601	1,078,438	1,070,049
Parking Tickets	46,165	50,000	50,000	50,000
Outside Charges	26,057	15,218	15,218	15,218
General Fund	1,167,882	1,081,601	1,031,634	1,070,048
Total	2,407,987	2,228,420	2,175,290	2,205,315

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Safety	Police	Crime Prevention	012100	
	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	1,719,566	1,718,525	1,679,844	1,713,990
Part Time Employees	40,755	-	-	30,488
Overtime & Shift Premium/Replacement	505,347	356,050	374,753	340,550
Longevity	13,397	14,839	13,739	13,139
MRT/EMT Stipends	16,800	21,800	15,400	20,000
<b>Benefits:</b>				
FICA tax	40,199	37,758	40,145	41,423
Unemployment Compensation		20,073	100	-
Clothing Allowance	44,299	23,375	25,651	24,325
Total Personnel Services	<u>2,380,363</u>	<u>2,192,420</u>	<u>2,149,632</u>	<u>2,183,915</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	12,772	15,000	10,972	12,000
Recruitment & Selection	1,392	1,500	2,400	2,500
Vehicle Operations/Supply	3,828	7,500	7,186	400
General Material & Supply	9,632	12,000	5,100	6,500
Total Operating Expenses	<u>27,624</u>	<u>36,000</u>	<u>25,658</u>	<u>21,400</u>
GRAND TOTALS	<u><u>2,407,987</u></u>	<u><u>2,228,420</u></u>	<u><u>2,175,290</u></u>	<u><u>2,205,315</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended <u>FY 6-30-11</u>	Current Year Budget <u>FY 6-30-12</u>	Estimated For Year Ended <u>June 30, 2012</u>	Proposed Budget <u>FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Lieutenants	2.00	2.00	2.00	2.00
Sergeants	5.00	5.00	5.00	5.00
Operations	17.00	16.00	16.00	16.00
Traffic person	1.00	-	-	-
Civil Dispatchers	4.00	4.00	4.00	4.00
Total Full Time Employees	29.00	27.00	27.00	27.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Lieutenants	145,299	81,690	160,468	163,380
Sergeants	343,164	408,924	316,758	356,660
Operations	1,066,602	1,032,010	1,022,774	1,010,906
Traffic person	17,317	16,445	-	-
Civil Dispatchers	147,184	179,456	179,844	183,044
Total Full Time Employees Salaries & Wages	1,719,566	1,718,525	1,679,844	1,713,990

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Police</b>		<b>FUNCTION: Apprehensions</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	500,277	524,433	452,767	410,167	-21.79%
<b>HIGHLIGHTS:</b>					
<p style="margin-left: 40px;">One (1) officer assigned to Statewide Narcotics Task Force One (1) officer assigned to Southeastern Connecticut Cold Case Task Force.</p>					
<b>PERSONNEL:</b>					
<p style="margin-left: 40px;">- The FY 13 budget includes Youth Officer. - The FY 13 budget does not include a detective sergeant.</p>					
<b>CAPITAL:</b>					
<p style="margin-left: 40px;">- None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	495,174	519,433	447,566	405,167
Operating Expenses	5,103	5,000	5,201	5,000
Total	<u>500,277</u>	<u>524,433</u>	<u>452,767</u>	<u>410,167</u>

<b>COST CENTER</b>				
001 Investigation	500,277	524,433	452,767	410,167
Total	<u>500,277</u>	<u>524,433</u>	<u>452,767</u>	<u>410,167</u>

<b>FINANCING PLAN</b>				
Town of Groton	250,139	262,217	226,384	196,084
Statewide Narcotics Task Force	-	-	-	18,000
General Fund	250,138	262,216	226,383	196,083
Total	<u>500,277</u>	<u>524,433</u>	<u>452,767</u>	<u>410,167</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	405,781	421,389	391,138	339,690
Overtime & Shift Premium/Replacement	54,849	64,600	22,000	32,600
Statewide Narcotics Grant Overtime	15,001	15,628	15,200	15,000
Longevity	5,584	4,432	4,043	4,043
MRT/EMT Stipends	3,500	4,200	4,200	3,500
<b>Benefits:</b>				
FICA tax	3,479	4,084	5,920	6,084
Clothing Allowance	6,980	5,100	5,065	4,250
Total Personnel Services	495,174	519,433	447,566	405,167
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	5,103	5,000	5,201	5,000
General Material & Supply	-	-	-	-
Total Operating Expenses	5,103	5,000	5,201	5,000
GRAND TOTALS	500,277	524,433	452,767	410,167

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Supervisor	1.00	1.00	1.00	0.00
Operations	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>
Total Full Time Employees	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Supervisor	71,395	81,699	71,111	
Operations	<u>260,580</u>	<u>339,690</u>	<u>320,027</u>	<u>339,690</u>
Total Full Time Employees Salaries & Wages	<u><u>331,975</u></u>	<u><u>421,389</u></u>	<u><u>391,138</u></u>	<u><u>339,690</u></u>

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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. This budget is based on our Mission Statement and our 2012-2015 Vision Statement which states "Through Training and Preparation, Provide Adequate Protection to our Citizens, Guests and Mutual Aid Partners in a Quality and Caring Manner".

**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 2012-2013**

<b>DEPARTMENT: Fire</b>		<b>FUNCTION: Fire Operations</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	2,407,695	2,453,947	2,465,302	2,589,575	5.53%

**HIGHLIGHTS:**

**PERSONNEL:**

- No Change

**CAPITAL:**

-None

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	1,913,486	2,013,447	1,926,457	2,173,575
Operating Expenses	494,209	440,500	538,845	416,000
Total	2,407,695	2,453,947	2,465,302	2,589,575

<b>COST CENTER</b>				
001 Leadership	168,363	169,470	164,987	176,465
002 Training	14,619	15,000	15,000	13,000
003 Fire Services	2,216,448	2,216,977	2,232,815	2,388,110
004 Fire Marshall	1,421	2,500	2,500	3,000
005 Vehicles Reserve Fund	-	40,000	40,000	-
006 Program Equipment	6,844	10,000	10,000	9,000
Total	2,407,695	2,453,947	2,465,302	2,589,575

<b>FINANCING PLAN</b>				
West Pleasant Valley Fire District	240,427	281,748	281,748	303,658
General Fund	2,167,268	2,172,199	2,183,554	2,285,917
Total	2,407,695	2,453,947	2,465,302	2,589,575

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	1,088,482	1,122,617	1,090,648	1,140,607
Part Time Employees	23,767	24,000	24,000	16,000
Overtime	112,991	145,000	120,000	215,000
Longevity	3,250	3,500	3,250	3,150
Step Increases/Pay Adjustments	-	3,000	3,000	8,644
Stipends	26,850	28,500	28,500	28,750
Safety Incentive	2,519	4,420	4,420	2,920
Clothing Allowance	8,625	8,625	8,625	8,625
Sell Back of Time Off	47,749	54,210	47,439	50,545
<b>Benefits:</b>				
Medical Insurance	356,612	380,000	357,000	410,670
Life Insurance	10,129	10,444	10,444	10,444
Pension	137,927	139,000	139,000	141,780
Pension - volunteer	-	-	3,500	2,500
FICA tax	15,864	18,265	17,265	18,675
OPEB	-	-	-	44,540
Volunteer incentive	941	2,500	-	-
Worker's Compensation	77,780	69,366	69,366	70,725
Total Personnel Services	1,913,486	2,013,447	1,926,457	2,173,575
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	7,032	5,500	5,500	5,500
Professional Development	14,638	15,000	15,000	13,000
Fire Marshall	1,421	2,500	2,500	3,000
Fire Services	23,893	20,000	20,000	17,000
H and H	145,067	60,000	143,345	58,500
Emergency Medical Service	6,426	9,000	9,000	8,000
Fire Fighter Health & Safety	7,117	9,000	5,000	9,000
Awards & Recognition	200	1,500	1,500	1,000
General Insurance	10,983	35,500	35,500	26,000
Utilities	184,078	165,000	165,000	185,000
Equipment Maintenance	8,936	9,000	8,500	9,000
Contractual Services	29,215	25,000	25,000	25,000
Facility Material & Supply	13,085	8,500	12,000	13,000
Vehicle Operations/Supply	42,118	25,000	41,000	34,000
Reserve Fund/Equipment	-	40,000	40,000	-
Program Equipment	-	10,000	10,000	9,000
Total Operating Expenses	494,209	440,500	538,845	416,000
GRAND TOTALS	2,407,695	2,453,947	2,465,302	2,589,575

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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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	8.00	8.00	8.00	9.00
Firefighter 5th Step	1.00	1.00	1.00	1.00
Firefighter 4th Step	1.00	1.00	1.00	1.00
Firefighter 3rd step	1.00	1.00	1.00	1.00
Firefighter 2nd step	1.00	1.00	1.00	-
Total Full Time Employees	17.00	17.00	17.00	17.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief	87,500	87,045	84,510	87,925
Deputy Chief	79,688	81,197	78,832	82,025
Captain	194,817	207,980	200,907	207,980
Firefighter	523,099	573,750	551,048	590,032
Firefighter 5th Step	60,269	61,430	51,964	61,430
Firefighter 4th Step	-	57,430	41,129	57,430
Firefighter 3rd step	47,703	53,785		53,785
Firefighter 2nd step	95,406		82,258	-
Total Full Time Employees Salaries & Wages	1,088,482	1,122,617	1,090,648	1,140,607

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 2012-2013  
Function Highlights**

<b>DEPARTMENT: Civil Preparedness</b>		<b>FUNCTION: Public Safety</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	42,786	26,786	25,310	26,786	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 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	14,542	15,586	14,510	15,586
Operating Expenses	28,244	11,200	10,800	11,200
Total	42,786	26,786	25,310	26,786

<b>COST CENTER</b>				
001 Civil Preparedness	42,786	26,786	25,310	26,786
Total	42,786	26,786	25,310	26,786

<b>FINANCING PLAN</b>				
General Fund	42,786	26,786	25,310	26,786
Total	42,786	26,786	25,310	26,786

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
General Government	Civil Preparedness	Administration	11800

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	13,315	14,316	13,316	14,316
<b>Benefits:</b>				
FICA tax	1,019	1,095	1,019	1,095
Worker's Compensation	208	175	175	175
	14,542	15,586	14,510	15,586
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	12,981	1,000	600	1,000
Professional Development	80	200	200	200
Utilities/Fuel	6,358	5,000	5,000	5,000
Equipment Maintenance	-	500	500	500
Miscellaneous/Awards/Events	8,825	4,500	4,500	4,500
	28,244	11,200	10,800	11,200
GRAND TOTALS	42,786	26,786	25,310	26,786

**THE CITY OF GROTON  
APPROVED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Approved Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

Director	1.00	1.00	1.00	1.00
Total Full Time Employees	1.00	1.00	1.00	1.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director	13,315	14,316	13,316	14,316
Total Full Time Employees Salaries & Wages	13,315	14,316	13,316	14,316

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 four functions of the Highway Department and their associated cost centers.

**Administration**, responsible for supervision as well as administrative and general support for the highway department.

**Cost Centers**

**001. Contract Administration/General Support** – Administrative costs including 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 those associated with upkeep and maintenance of the highway facility, liability and auto insurance, utilities, contractual services, office supplies and bidding, awarding and monitoring construction.

**002. Capital Acquisition** – Costs associated with the purchase of capital items including vehicles and large equipment.

**Roads and Streets**, responsible for maintenance of public roads, sidewalks, and roadsides as well as road resurfacing and snow and ice removal. 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.

**Cost Centers**

**001. Drainage Installation and Maintenance** – Personnel and material supply costs associated with the upkeep and replacement of drainage systems. This includes installing drainage pipe catch basins and manholes to control storm water discharge; leaning catch basin grates, silt pits, waterways and ditches of winter sand and leaves; and repairing or replacing damaged catch basins.

**002. Pavement Maintenance** – Personnel and material supply costs associated with minor repair of roads. This includes sweeping and disposing of twenty nine miles of road debris; pot hole repair; bituminous gutter and shoulder repair; and delamination repair.

**003. Road Resurfacing** - Personnel and material supply costs associated with road resurfacing projects

**004. Snow/Ice Control** – Personnel and material supply costs associated with snow removal including the sanding and plowing streets and sidewalks. This includes costs for 10 snow emergencies and five ice emergencies.

**005. Roadside Maintenance** – Personnel, professional development and material supply costs associated with maintaining roadsides including mowing, litter control, tree removal and replanting.

**006. Sidewalk Maintenance** – Personnel and material supply costs associated with the maintenance, repair or replacement of 2000 feet of damaged walkway and sidewalks in compliance with ADA accessibility.

**007. Traffic Control** – Personnel and material supply costs associated with traffic control including restriping roads with double yellow lines, crosswalks, stop bars, arrows and other pavement markings; repairing and replacing traffic control signs; maintaining road and street signs and stanchions; and restriping yellow curbs.

**008. Outside Charges** – Costs associated with work done by or for outside agencies including other City departments.

**009. Capital Acquisition** – Costs associated with the purchase of vehicles and heavy equipment needed for the maintenance and construction of roads and streets.

**Equipment Maintenance**, responsible for the repair and maintenance of light, medium and heavy duty construction vehicles and equipment used by the Public Works Department . This function includes supplemental mechanical services to the Utility, Parks and Recreation, Police and Finance Departments as well as the purchase of diesel fuel.

#### **Cost Centers**

**001. Fleet Maintenance** – Personnel and vehicle costs for all Highway Department construction equipment and miscellaneous small tools and equipment.

**002. Outside Charges** – Personnel and material supply costs for performing emergency and minor repairs for the Sanitation, Utility, Parks and Recreation, Police and Finance Departments.

**Engineering**, 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.

#### **Cost Centers**

**001. Project Inspection** - Personnel costs associated with inspecting drainage, sidewalk and driveway construction projects as well as traffic counts, street analysis, and infrastructure records.

**002. Project Design** – Personnel costs associated with the design of drainage projects, analysis of roadway pavements and recommendation proper resources to increase the longevity of roads.

**003. Land Surveying** – Personnel costs associated with providing land surveys for public properties and easements and locating in-place drainage, street lines and topographical features prior to construction.

**004. Construction Layout** – Personnel costs associated with providing horizontal and vertical alignment for highway, drainage and sidewalk reconstruction and repair as well as surveying construction projects for drawing “As-Built” plans.

**005. Plan Review** – Personnel costs associated with reviewing all plans and calculations submitted by contractors for compliance with City Highway Specifications.

**006. General Support** – Personnel and material supply costs associated with engineering as well as assisting the public in obtaining plans and other vital information pertaining to streets and highways, assisting the Finance Department in inventorying and assessing the City’s infrastructure for GASB 34 compliance, and completing NPDES phase 2 stormwater requirements.

**Glossary of Department Specific Terms**

**Contractual Services** – Amounts paid to outside agencies or companies for services provided on an ongoing basis. For personnel these include drug testing, background checks, service awards, safety incentive programs, and ongoing medical services. Contractual services may also include legal fees, outside equipment repair or other ongoing services.

**Facility Maintenance** – This account is used for costs of materials and services associated with maintenance of the building and grounds used by the highway department. This includes necessary repairs and maintenance of buildings and structures including HVAC systems, office equipment, overhead doors, sprinkler system and oil grit separator. This would also include electrical supplies and cleaning supplies.

**General Materials** – This account is used for cost of materials such as sand, salt, construction supplies, signage supplies, paint, uniforms, asphalt, cement, and software supplies.

**Tipping Fees**- This account is used for fees required for the disposal of bulky waste, solid waste or recyclables.

**Vehicle Operations/Supply** – This account is used for costs associated with the in-house repair and maintenance of vehicles including auto and equipment parts, tires, and gasoline.



**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	646,433	629,119	655,015	699,953
Operating Expenses	88,174	168,900	82,200	96,200
<b>Total</b>	<u>734,607</u>	<u>798,019</u>	<u>737,215</u>	<u>796,153</u>

<b>COST CENTER</b>				
001 Contract Admin/Gen'l Support	734,607	798,019	737,215	796,153
009 Capital Acquisition	-	-	-	-
<b>Total</b>	<u>734,607</u>	<u>798,019</u>	<u>737,215</u>	<u>796,153</u>

<b>FINANCING PLAN</b>				
Town of Groton	734,607	798,019	737,215	796,153
<b>Total</b>	<u>734,607</u>	<u>798,019</u>	<u>737,215</u>	<u>796,153</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Administration	13100	
	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
<b>PERSONNEL SERVICES</b>				
Full Time Employees	168,170	171,165	171,969	177,127
Facility Support	21,392		21,000	21,384
Overtime	2,897	3,000	4,000	3,000
Longevity	2,925	2,800	2,800	2,800
Step Increases/Pay Adjustments	-	-	-	-
<b>Benefits:</b>				
Medical Insurance	259,613	265,973	265,973	265,973
Life Insurance	5,973	6,993	6,993	6,993
Pension	119,736	120,650	120,650	120,650
FICA tax	28,610	13,538	15,630	15,630
Worker's Compensation	36,305	45,000	45,000	45,000
Unemployment Comp/ OPEB CONTRI	812	-	1,000	41,396
Total Personnel Services	<u>646,433</u>	<u>629,119</u>	<u>655,015</u>	<u>699,953</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	1,913	10,000	3,000	3,000
Professional Development	90	1,000	200	200
General Insurance	27,519	47,800	31,000	31,000
Utilities	33,741	76,000	25,000	35,000
Facility Material & Supply	14,111	-	14,000	15,000
Contractual Services	10,800	34,100	9,000	12,000
	-		-	-
Total Operating Expenses	<u>88,174</u>	<u>168,900</u>	<u>82,200</u>	<u>96,200</u>
<b>GRAND TOTALS</b>	<u><u>734,607</u></u>	<u><u>798,019</u></u>	<u><u>737,215</u></u>	<u><u>796,153</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Administration	13,100

Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

Highway Supervisor	0.80	0.80	0.80	0.80
Highway Foreman	1.00	1.00	1.00	1.00
Office Support	0.67	0.67	0.67	0.67
Facility Support	0.39	0.39	0.39	0.39
Total Full Time Employees	2.86	2.47	2.86	2.86

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Highway Supervisor	67,278	68,911	68,911	70,978
Highway Foreman	69,169	70,701	70,701	72,822
Office Support	31,723	31,553	32,357	33,327
Total Full Time Employees Salaries & Wages	168,170	171,165	171,969	177,127

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Highway</b>		<b>FUNCTION: Roads and Streets</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	990,287	862,124	888,340	1,141,926	32.45%
<b>HIGHLIGHTS:</b>					
<ul style="list-style-type: none"> <li>- Handicap ramps (at 20 various locations)</li> <li>- Curb repairs (est 200 feet at various locations in the City)</li> <li>- 2000 feet of sidewalks -</li> <li>- Drainage upgrades</li> </ul>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					
	One (1) 2012 Payloader		\$	190,000	
	Total CAPITAL		\$	190,000	
Nine streets in Groton estates, 1) Paul Revere Rd 2) Nathan Hale Rd 3) Constitution Pl 4) Liberty Dr 5) Mayflower Ct 6) Pilgrim Dr 7) Colonial Dr 8) Mowhawk Dr 9) Madison Pl Total of 22,065 sq. yds. Streets to be pulverized, excess material removed, graded, compacted and paved: <span style="float: right;">\$617,820</span> Concrete curb - Remove eight thousand four hundred feet of concrete curb and gutter and replace it with eight inch extruded concrete. Total curb replacement : <span style="float: right;">\$108,517</span> Catch basin repair (30) : <span style="float: right;">\$31,334</span>					
	Total Road Resurfacing			\$757,672	

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Roads and Streets	13100

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	665,786	597,154	696,812	745,300
Operating Expenses	324,501	264,970	191,528	396,626
<b>Total</b>	<b>990,287</b>	<b>862,124</b>	<b>888,340</b>	<b>1,141,926</b>

<b>COST CENTER</b>				
001 Drainage Installation & Maintenance	92,173	88,923	138,050	112,430
002 Pavement Maintenance	290,414	211,500	274,760	315,990
003 Road Resurfacing	486	460	-	-
004 Snow/Ice Control	101,504	153,458	53,825	119,447
005 Roadside Maintenance	134,964	72,446	152,775	103,194
006 Sidewalk Maintenance	145,998	214,900	146,825	206,353
007 Traffic Control	59,629	51,892	67,678	76,733
008 Outside Charges	5,457	19,545	6,427	17,779
009 Capital Acquisition	160,148	49,000	48,000	190,000
<b>Total</b>	<b>990,773</b>	<b>862,124</b>	<b>888,340</b>	<b>1,141,926</b>

<b>FINANCING PLAN</b>				
Town Aid Road	57,606	57,606	57,606	57,606
Outside Charges	2,729	19,545	6,427	17,779
Town of Groton	930,438	784,973	824,307	1,066,541
<b>Total</b>	<b>990,773</b>	<b>862,124</b>	<b>888,340</b>	<b>1,141,926</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Roads and Streets	13100

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	568,536	460,968	594,190	617,008
Overtime	51,127	83,919	55,600	59,372
Summer Help	9,257	11,080	8,100	9,910
Longevity	-	-	-	-
Step Increases/Pay Adjustments	-	-	-	-
FICA tax	36,866	41,187	38,922	59,010
<b>Total Personnel Services</b>	<b>665,786</b>	<b>597,154</b>	<b>696,812</b>	<b>745,300</b>
<b>OPERATING EXPENSES</b>				
Professional Development	125	6,500	125	-
Contractual Services	21,044	8,980	20,000	28,220
Safety Equip/Incentive	-	4,400	-	-
Facility Material & Supply	-	58,751	1,000	-
Pavement Management Contribution	460	-	-	-
Vehicle Operations/Supply	-	-	-	-
General Material & Supply	142,724	137,339	122,403	178,406
Capital Acquisition	160,148	49,000	48,000	190,000
<b>Total Operating Expenses</b>	<b>324,501</b>	<b>264,970</b>	<b>191,528</b>	<b>396,626</b>
<b>GRAND TOTALS</b>	<b>990,287</b>	<b>862,124</b>	<b>888,340</b>	<b>1,141,926</b>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Public Works	Highway	Roads and Streets	13100

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

Light Equipment Operators	2.99	3.50	2.71	2.17
Heavy Equipment Operators	1.83	2.13	1.54	1.87
Master Maintenance Mechanics	1.00	1.00	0.85	0.97
Maintenance Mechanics	2.38	3.12	1.90	2.97
General Mechanic				0.04
Laborers	2.90	2.00	3.10	3.31
Total Full Time Employees	11.10	11.75	10.10	11.33

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Light Equipment Operators	126,779	106,786	119,114	122,317
Heavy Equipment Operators	121,748	90,097	104,457	105,174
Master Maintenance Mechanics	60,647	43,013	60,690	46,966
Maintenance Mechanics	141,691	127,121	169,513	165,375
Laborers	117,705	93,951	140,416	177,176
Total Full Time Employees Salaries & Wages	568,570	460,968	594,190	617,008

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Highway</b>		<b>FUNCTION: Fleet Maintenance</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	212,416	208,889	236,660	247,595	18.53%
<p><b>HIGHLIGHTS:</b> Supplemental mechanical services to the Utility Department, Parks and Recreation, Police Department and Finance</p>					
<p><b>PERSONNEL:</b> - No change</p>					
<p><b>CAPITAL:</b> - None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	68,864	65,739	69,160	78,595
Operating Expenses	<u>143,552</u>	<u>143,150</u>	<u>167,500</u>	<u>169,000</u>
Total	<u><u>212,416</u></u>	<u><u>208,889</u></u>	<u><u>236,660</u></u>	<u><u>247,595</u></u>

<b>COST CENTER</b>				
001 Fleet Maintenance	212,416	208,889	236,660	242,738
002 Outside Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,857</u>
Total	<u><u>212,416</u></u>	<u><u>208,889</u></u>	<u><u>236,660</u></u>	<u><u>247,595</u></u>

<b>FINANCING PLAN</b>				
Outside Charges	-	-	-	-
Town of Groton	<u>212,416</u>	<u>208,889</u>	<u>236,660</u>	<u>247,595</u>
Total	<u><u>212,416</u></u>	<u><u>208,889</u></u>	<u><u>236,660</u></u>	<u><u>247,595</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	64,491	59,122	64,045	69,900
Overtime	-	2,024	200	3,110
FICA tax	4,373	4,593	4,915	5,585
Longevity	-	-	-	-
Step Increases/Pay Adjustments	-	-	-	-
Total Personnel Services	68,864	65,739	69,160	78,595
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	-	-	-	-
Vehicle Operations/Supply	105,143	63,150	105,000	105,000
Contractual Services	1,558	8,000	2,500	4,000
Diesel Fuel	36,851	72,000	60,000	60,000
Total Operating Expenses	143,552	143,150	167,500	169,000
GRAND TOTALS	212,416	208,889	236,660	247,595

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Heavy Equipment Operators	0.15	0.15	0.15	0.10
Light Equipment Operators				0.05
Mechanic	1.00	1.00	1.00	0.91
Total Full Time Employees	1.15	1.15	1.15	1.06

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Heavy Equipment Operators	5,012	4,637	5,560	8,640
Mechanic	59,479	54,485	58,485	61,260
Total Full Time Employees Salaries & Wages	64,491	59,122	64,045	69,900

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Highway</b>		<b>FUNCTION: Engineering</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	136,792	148,176	145,391	144,319	-2.60%
<b>HIGHLIGHTS:</b> <p style="margin-left: 40px;">Maintaining storm water pollution plan and storm water sampling per state requirements.</p>					
<b>PERSONNEL:</b> <p style="margin-left: 40px;">- No change</p>					
<b>CAPITAL:</b> <p style="margin-left: 40px;">None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**APPROPRIATION**

Personnel Services	131,875	127,841	128,641	131,959
Operating Expenses	4,917	20,335	16,750	12,360
Total	<u>136,792</u>	<u>148,176</u>	<u>145,391</u>	<u>144,319</u>

**COST CENTER**

001 Project Inspection	16,079	12,785	12,785	13,197
002 Project Design	12,285	19,176	19,176	19,794
003 Land Survey	12,056	12,785	12,785	13,197
004 Construction Layout	7,175	3,834	3,834	3,958
005 Plan Review	18,871	25,568	25,568	26,391
006 General Support	70,326	74,028	71,243	67,782
007 Operating Expenses	-	-	-	-
Total	<u>136,792</u>	<u>148,176</u>	<u>145,391</u>	<u>144,319</u>

**FINANCING PLAN**

Town of Groton	136,792	148,176	145,391	144,319
Total	<u>136,792</u>	<u>148,176</u>	<u>145,391</u>	<u>144,319</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Engineering	13100	
	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	120,200	118,755	118,755	122,873
Overtime	2,479	-	800	-
Longevity	-	-	-	-
Step Increases/Pay Adjustments	-	-	-	-
FICA tax	9,196	9,086	9,086	9,086
Total Personnel Services	<u>131,875</u>	<u>127,841</u>	<u>128,641</u>	<u>131,959</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	2,174	2,540	1,250	2,540
Professional Development	473	4,000	800	2,000
Safety Equip/Incentive	-	-	-	-
General Materials/Supplies	281	1,000	800	800
Vehicle Operations/Supply	969	500	-	-
Storm Water testing		500	5,200	5,200
License Permit Fees		4,795	700	800
Software Upgrades	1,020	1,000	1,000	1,020
Stormwater/SPCC Plans		6,000	6,000	-
Contractual Services	-	-	-	-
Reserve for Vehicles & Equipment	-	-	1,000	-
Total Operating Expenses	<u>4,917</u>	<u>20,335</u>	<u>16,750</u>	<u>12,360</u>
GRAND TOTALS	<u><u>136,792</u></u>	<u><u>148,176</u></u>	<u><u>145,391</u></u>	<u><u>144,319</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**FULL TIME EMPLOYEE ANALYSIS**

Engineer	1.00	1.00	1.00	1.00
Senior Engineering Tech Aide	1.00	1.00	1.00	1.00
Total Full Time Employees	2.00	2.00	2.00	2.00

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Engineer	63,833	65,415	65,415	67,327
Senior Engineering Tech Aide	56,367	53,340	53,340	55,546
Total Full Time Employees Salaries & Wages	120,200	118,755	118,755	122,873

**THE CITY OF GROTON  
BUDGET 2012-2013  
COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: Highway  
FUNCTION: Sanitation  
CODE: 013120

Sanitation (013120) - Budget Narrative

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.

CC1 - Leadership

- A) Supervise the Sanitation Division and its employees.
- B) Develop policies, procedures and specifications for the department.

CC2 - Municipal Solid Waste

- A) Collect, transport and dispose of all garbage, rubbish and ashes in an environmentally sound manner.

CC3 - Recycling

- A) Collect, transport and dispose of all recyclable materials as mandated by the State of Connecticut.
- B) Collection of Bulky waste on Wednesdays

CC4 - General Support

- A) Continue to provide a high level of service to the City's residents.
- B) Effectively and efficiently respond to citizen's complaints.



**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
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**APPROPRIATION**

Personnel Services	526,795	676,055	563,646	644,262
Operating Expenses	389,092	286,530	258,700	530,970
Total	<u>915,887</u>	<u>962,585</u>	<u>822,346</u>	<u>1,175,232</u>

**COST CENTER**

001 Supervision	18,517	17,996	18,301	18,204
002 Municipal Solid Waste	544,588	554,966	442,978	501,414
003 Recycling	113,380	146,219	128,984	127,468
004 General Support	79,402	229,768	232,083	528,146
005 Bulky Waste	-	13,636	-	-
006 Reserve for Vehicles & Equipment	160,000	-	-	-
Total	<u>915,887</u>	<u>962,585</u>	<u>822,346</u>	<u>1,175,232</u>

**FINANCING PLAN**

Capital Reserve	-	-	-	-
Recycling	3,049	10,000	3,755	-
Bulky Waste	280	2,500	2,500	2,500
General Fund	912,558	950,085	816,091	1,172,732
Total	<u>915,887</u>	<u>962,585</u>	<u>822,346</u>	<u>1,175,232</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Sanitation	13120	
	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	292,914	392,132	303,300	342,490
Overtime	807	6,015	600	2,000
Part Time Employees	21,081	31,100	18,600	37,700
Longevity	1,950	1,770	1,850	1,770
<b>Benefits:</b>				
Medical Insurance	100,349	125,708	122,000	125,708
Life Insurance	1,943	2,283	2,600	2,283
Pension	55,581	55,581	55,582	55,581
FICA tax	23,626	32,973	24,814	29,373
OPEB	-	-	-	18,864
Worker's Compensation	28,544	28,493	34,300	28,493
Total Personnel Services	<u>526,795</u>	<u>676,055</u>	<u>563,646</u>	<u>644,262</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	4,090	4,000	5,100	5,500
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	5,829	16,040	5,000	7,000
Bulky Waste	(989)	-	-	-
Tipping Fees	183,414	217,290	205,000	217,290
General Material & Supply	-	-	-	-
Vehicle Operations/Supply	36,748	49,200	7,600	9,000
Diesel Fuel	-	-	36,000	42,180
Vehicles	160,000	-	-	250,000
Total Operating Expenses	<u>389,092</u>	<u>286,530</u>	<u>258,700</u>	<u>530,970</u>
GRAND TOTALS	<u><u>915,887</u></u>	<u><u>962,585</u></u>	<u><u>822,346</u></u>	<u><u>1,175,232</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

Highway Supervisory	0.20	0.20	0.20	0.20
Light Equipment Operators	3.50	3.90	3.90	3.91
Laborers	2.75	2.70	2.70	2.58
Heavy Equipment Operators	0.00	0.00	0.00	0.03
Garage Mechanic	0.00	0.00	0.00	0.05
Office Support	0.03	0.33	0.33	0.33
Total Full Time Employees	6.48	7.13	7.13	7.10

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Highway Supervisory	17,214	16,717	17,000	16,910
Light Equipment Operators	156,862	206,202	155,532	137,259
Laborers	104,452	154,538	116,268	167,283
Heavy Equipment Operators	-	-	-	1,951
Garage Mechanic	-	-	-	2,963
Office Support	14,386	14,675	14,500	16,124
Total Full Time Employees Salaries & Wages	292,914	392,132	303,300	342,490

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**BUDGET NARRATIVE & COST CENTER ANALYSIS**

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

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

**Cost Centers**

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

**002. Reserve Fund/ Equipment Vehicles** - Funding for future purchases through a Capital Reserve Account or Capital Transfer Account. The City adds \$80,000 per year to fund this account. Projects and vehicle replacements are taken from this fund.

**003. Capital Addition** – Funding for capital additions.

**Proposed Budget FY 2012-2013  
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	1,607,858	1,649,186	1,603,561	1,738,847	5.44%
<b>HIGHLIGHTS:</b>	<b>Overall</b>				<b>2%</b>
	Labor				3%
	Benefits				1%
	Utilities				-8%
	Treatment Chemicals				0%
	Fuel (includes Gas)				-37%
	Management Oversight				-18%
<b>PERSONNEL:</b>	Wastewater Treatment Plant Staff:				
			Chief Plant Operator		
			Leader Operator		
	Certification Required:		Laboratory Technician		
			(2) Senior Operators		
			Junior Operator		
			Seasonal Marine Pump Out Station Operator		
			Intern		
<b>CAPITAL:</b>	Presently there are no long term debts in the form of General Bond obligations.				
	Capital expenditure is made from a Capital Reserve Account. Expenditures follow the Capital Improvement Plan.				
	Proposed Items for FY 2013:				
	• Upgrade Screening Process		\$	50,000	
	• Generator Replacement		\$	80,000	
	• Optimization Study		\$	60,000	
	• Digester Cleaning Contribution		\$	35,000	

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
<b>APPROPRIATION</b>				
Personnel Services	662,327	649,343	697,727	707,403
Operating Expenses	945,531	999,843	905,834	1,031,444
Total	<u>1,607,858</u>	<u>1,649,186</u>	<u>1,603,561</u>	<u>1,738,847</u>

<b>COST CENTER</b>				
001 Operations	1,518,963	1,554,716	1,523,561	1,602,847
002 Reserve Fund/Equipment & Vehicles	88,895	94,470	80,000	136,000
003 Capital Addition	-	-	-	-
Total	<u>1,607,858</u>	<u>1,649,186</u>	<u>1,603,561</u>	<u>1,738,847</u>

<b>FINANCING PLAN</b>				
Sewer use charge	37,497	21,800	21,800	21,800
State reimbursement	-	10,000	10,000	10,000
General Fund	1,570,361	1,617,386	1,571,761	1,707,047
Total	<u>1,607,858</u>	<u>1,649,186</u>	<u>1,603,561</u>	<u>1,738,847</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
<b>PERSONNEL SERVICES</b>				
Full Time Employees	391,102	370,612	385,531	408,667
Overtime	62,428	63,612	88,454	65,939
Part-Time Employees	8,393	10,120	12,597	10,564
<b>Benefits:</b>				
Medical Insurance	86,358	97,000	106,294	97,000
Life Insurance	1,671	1,850	2,182	1,850
Pension	43,894	44,000	37,714	44,000
FICA tax	34,291	34,221	36,523	35,324
OPEB				15,720
Worker's Compensation	27,699	21,500	22,171	21,500
Clothing Allowance	6,491	6,428	6,261	6,839
Total Personnel Services	662,327	649,343	697,727	707,403
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	7,124	7,300	9,147	5,419
Professional Development	4,149	6,350	2,736	5,000
General Insurance	15,761	81,832	24,955	84,287
Utilities/Fuel	336,693	328,214	284,772	286,016
Equipment Maintenance	180,128	107,138	168,057	151,725
Contractual Services	91,282	135,982	99,356	120,982
Sludge Removal	111,083	103,570	88,385	103,570
Facility Material & Supply	80,560	100,095	114,075	100,095
Vehicle Operations/Supply	9,433	13,460	12,808	15,012
General Material & Supply	20,423	21,432	21,543	23,338
Reserve Fund/Vehicles & Equipment	88,895	94,470	80,000	80,000
Payment for 9S	-	-	-	56,000
Total Operating Expenses	945,531	999,843	905,834	1,031,444
<b>GRAND TOTALS</b>	1,607,858	1,649,186	1,603,561	1,738,847

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Chief Operator	76,870	79,179	79,179	79,560
Chemist	65,780	67,760	67,760	67,642
Operators	248,452	223,673	238,592	261,465
Total Full Time Employees Salaries & Wages	391,102	370,612	385,531	408,667

**THE CITY OF GROTON**  
**BUDGET 2012-2013**  
**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 of the Director and Secretary of the Department.

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

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

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

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

**Cost Centers**

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

**002. Parks and Grounds-** responsible for the maintenance of over sixty-five (65) acres of land and facilities (Six (6) pavilions, playground equipment and a concession stand), and to keep them at acceptable safety standards. Responsible for the improvement of the grounds and facilities so that members of the community enjoy both active and passive recreational opportunities in a safe environment. It gives the support staff of this division the opportunity to improve standards in tree/shrub care, fertilization, mowing and trimming of all areas. Supports 40% the salaries, overtime, FICA tax and OPEB of the two (2) Light Equipment Operators and one (1) Laborer. Supports the upkeep and improvement of the grounds around the World War II National Submarine Memorial East.

**003. Beach Maintenance-**responsible for providing and maintaining a safe and aesthetically pleasing environment at the waterfront area and park area of Eastern Point Beach Park. It supports the maintenance and operation of the facilities located in this area and provides for the necessary amenities throughout the year. Supports 20% the salaries, overtime, FICA tax and OPEB of the two (2) Light Equipment Operators and one (1) Laborer.

**004. Athletic Fields-** responsible for providing safe playing surfaces on five ball fields within Washington Park which is a premiere sports facility in Southeastern Connecticut and is maintained and supported to provide a safe environment for all that use the facility. Supports 25% the salaries, overtime, FICA tax and OPEB of the two (2) Light Equipment Operators and one (1) Laborer.

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

**006. General Support-** Administration costs that supports 15% the salaries, FICA tax and OPEB of the two (2) Light Equipment Operators and one (1) Laborer, longevity, vehicle operations, departmental benefits (medical insurance, life insurance, pension, workers compensation, unemployment compensation), any necessary architect/engineering cost and attorney fees.

#### **Department Specific Glossary**

##### **Recreation**

**Office Supplies/Advertising:** includes all office supply needs to department; advertising for special events and beach pass sales; all departmental postage; printing and mailing of the 2 seasonal brochures 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), Lawncare Supplies, Restroom Supplies, Repair Materials, Plumbing Repairs, Electric Supplies, Painting Supplies, Heating Supplies, Playground Repairs, Concession Repairs, Beach Concession Repairs, Safety Equipment, Welding Lease, Medical Supplies, Uniforms, Welding Supplies, Flowers and Plantings, Small Tools, Fire Extinguishers, Glass Repair, Highway Expense, Tree Replacement, Vandalism Repairs, Shelter and 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. Park House Storage, Bleachers at Washington Park, Three Wheel Groomer, Washington Park Restroom update, and Slocomb terrace – Iron Fence.

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

**Beach (Repair) Maintenance:** includes all the necessary areas that help keep the beach clean and safe. It includes sand cleaning, beach regarding, parking lot maintenance, ground maintenance, sidewalk maintenance, seawall maintenance, concession stand equipment, carpet cleaning, exterminator and porta potty rentals.

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Parks &amp; Recreation</b>		<b>FUNCTION: Recreation</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	338,919	366,455	344,221	369,253	0.76%
<b>HIGHLIGHTS:</b>					
<p>The Recreation function for 2012-2013 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. The potential increase to the minimum wage has caused this function of the budget to increase. There is also an increase due to having to add OPEB to the budget.</p>					
<b>PERSONNEL:</b>					
<p>- No change.</p>					
<b>CAPITAL:</b>					
<p>- None</p>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	252,901	273,551	259,779	281,973
Operating Expenses	86,018	92,904	84,442	87,280
Total	338,919	366,455	344,221	369,253

<b>COST CENTER</b>				
001 Leadership	68,621	72,984	74,607	75,155
002 Summer Playground	144,978	152,847	144,754	155,943
003 Beach Operations	97,451	108,824	97,360	105,955
004 Programs & Events	27,869	31,800	27,500	32,200
Total	338,919	366,455	344,221	369,253

<b>FINANCING PLAN</b>				
Trip Collections				
Beach Receipts	87,305	78,000	78,000	90,000
Recreation Receipts	19,320	18,000	18,000	23,000
Zbierski House	8,175	15,000	15,000	15,000
General Fund	224,119	255,455	233,221	241,253
Total	338,919	366,455	344,221	369,253

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	45,036	44,812	49,400	47,504
Part Time Employees	-	1,248	-	-
OPEB	-	-	-	2,096
Seasonal Employees	189,973	208,051	191,911	212,464
<b>Benefits:</b>				
FICA tax	17,892	19,440	18,468	19,909
Total Personnel Services	<u>252,901</u>	<u>273,551</u>	<u>259,779</u>	<u>281,973</u>
<b>OPERATING EXPENSES</b>				
Office Supplies/Advertising	12,585	15,500	13,915	12,500
Professional Development	4,894	12,205	6,202	1,500
Utilities/Fuel	6,114	6,900	6,160	-
Contractual Services	18,398	21,700	16,230	51,080
Facility Material & Supply	44,027	36,599	41,935	22,200
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	<u>86,018</u>	<u>92,904</u>	<u>84,442</u>	<u>87,280</u>
GRAND TOTALS	<u><u>338,919</u></u>	<u><u>366,455</u></u>	<u><u>344,221</u></u>	<u><u>369,253</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**FULL TIME EMPLOYEE ANALYSIS**

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

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	27,421	27,100	28,655	28,560
Administrative Assistant	<u>17,615</u>	<u>17,712</u>	<u>20,745</u>	<u>18,944</u>
Total Full Time Employees Salaries & Wages	<u>45,036</u>	<u>44,812</u>	<u>49,400</u>	<u>47,504</u>

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Parks &amp; Recreation</b>		<b>FUNCTION: Maintenance</b>															
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change												
<b>BUDGET</b>	782,818	753,819	779,789	893,670	18.55%												
<b>HIGHLIGHTS:</b>																	
<p>The Maintenance function maintains the current level of services. There is an increase due to adding OPEB to the budget.</p>																	
<b>PERSONNEL:</b>																	
<p>- No addition employees</p>																	
<b>CAPITAL:</b>																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Parkhouse Storage</td> <td style="text-align: right;">66,000</td> </tr> <tr> <td>Bleachers</td> <td style="text-align: right;">34,000</td> </tr> <tr> <td>Three wheeled groomer</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Iron Fence Slocum Terrace</td> <td style="text-align: right;">35,000</td> </tr> <tr> <td>Eng for Restrooms Washington Park</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>155,000</b></td> </tr> </table>						Parkhouse Storage	66,000	Bleachers	34,000	Three wheeled groomer	15,000	Iron Fence Slocum Terrace	35,000	Eng for Restrooms Washington Park	5,000	<b>TOTAL</b>	<b>155,000</b>
Parkhouse Storage	66,000																
Bleachers	34,000																
Three wheeled groomer	15,000																
Iron Fence Slocum Terrace	35,000																
Eng for Restrooms Washington Park	5,000																
<b>TOTAL</b>	<b>155,000</b>																

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	489,534	486,684	490,345	524,743
Operating Expenses	293,284	267,135	289,444	368,927
Total	<u>782,818</u>	<u>753,819</u>	<u>779,789</u>	<u>893,670</u>

<b>COST CENTER</b>				
001 Leadership	72,372	74,875	81,109	77,490
002 Parks & Grounds	239,047	218,231	235,576	241,794
003 Beach Maintenance	87,356	92,118	107,861	102,895
004 Athletic Fields	60,715	70,287	67,023	69,949
005 Reserve for Vehicles & Equipment	102,677	73,400	73,400	155,000
006 General Support	220,651	224,908	214,820	246,542
Total	<u>782,818</u>	<u>753,819</u>	<u>779,789</u>	<u>893,670</u>

<b>FINANCING PLAN</b>				
Capital Reserve Fund	-	-	-	-
Parks Receipts	4,035	10,300	10,300	10,000
General Fund	778,783	743,519	769,489	883,670
Total	<u>782,818</u>	<u>753,819</u>	<u>779,789</u>	<u>893,670</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Full Time Employees	225,968	229,032	239,639	236,388
Part Time Employees	66,047	50,832	53,281	61,440
Overtime	26,144	36,423	32,156	33,500
Longevity	1,125	1,125	1,125	1,125
<b>Benefits:</b>				
Medical Insurance	70,370	78,694	70,370	78,694
Group Insurance	2,117	3,139	2,300	3,139
Pension	38,560	38,560	38,559	38,560
FICA Tax	24,019	21,365	24,869	25,379
OPEB	-	-	-	11,004
Unemployment Compensation	7,137	-	-	8,000
Workers Compensation	28,047	27,514	28,046	27,514
	489,534	486,684	490,345	524,743
Total Personnel Services				
<b>OPERATING EXPENSES</b>				
Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	3,456	2,540	1,935	750
General Insurance	27,471	24,825	27,470	24,825
Utilities/Fuel	32,634	34,400	40,567	38,500
Contractual Services	273	6,000	1,800	30,902
Facility Material & Supply	74,132	67,670	71,785	51,850
Vehicle Operations/Supply	19,906	18,000	18,350	21,000
Reserve for Vehicles & Equipment	102,677	73,400	73,400	155,000
Park Improvements	15,144	21,800	17,315	19,400
Beach Repairs	17,591	18,500	36,822	26,700
	293,284	267,135	289,444	368,927
Total Operating Expenses				
	782,818	753,819	779,789	893,670
GRAND TOTALS				

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</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
<b>Total Full Time Employees</b>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>

**FULL TIME EMPLOYEE  
SALARIES & WAGES**

Director of Parks & Recreation	40,690	41,890	45,474	42,840
Administrative Assistant	26,644	26,712	29,871	28,417
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	108,400	109,782	112,427	112,964
Laborer	50,234	50,648	51,867	52,167
<b>Total Full Time Employees Salaries &amp; Wages</b>	<u>225,968</u>	<u>229,032</u>	<u>239,639</u>	<u>236,388</u>

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: General Insurance</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	61,150	61,000	61,000	61,000	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 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	61,150	61,000	61,000	61,000
Total	<u>61,150</u>	<u>61,000</u>	<u>61,000</u>	<u>61,000</u>
<b>COST CENTER</b>				
002 General Liability	18,975	18,928	18,928	18,928
004 MV Lia & Phy Damage	37,204	37,112	37,112	37,112
008 Misc Coverage	4,971	4,960	4,960	4,960
Total	<u>61,150</u>	<u>61,000</u>	<u>61,000</u>	<u>61,000</u>
<b>FINANCING PLAN</b>				
General Fund	61,150	61,000	61,000	61,000
Total	<u>61,150</u>	<u>61,000</u>	<u>61,000</u>	<u>61,000</u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

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

	<u>Actual For Year Ended FY 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
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**OPERATING EXPENSES**

General Insurance	61,150	61,000	61,000	61,000
Total Operating Expenses	61,150	61,000	61,000	61,000
GRAND TOTALS	61,150	61,000	61,000	61,000

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: Pay Adjustment</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	-	50,000	50,000	50,000	0.00%
<b>HIGHLIGHTS:</b>					
<b>PERSONNEL:</b>					
<b>CAPITAL:</b>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Personnel Services	-	50,000	50,000	50,000
Total	-	50,000	50,000	50,000
<b>COST CENTER</b>				
001 City Pay Adjustment	-	50,000	50,000	50,000
Total	-	50,000	50,000	50,000
<b>FINANCING PLAN</b>				
General Fund	-	50,000	50,000	50,000
Total	-	50,000	50,000	50,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>PERSONNEL SERVICES</b>				
Step Increases/Pay Adjustments	-	50,000	50,000	50,000
Total Personnel Services	-	50,000	50,000	50,000
 GRAND TOTALS	 -	 50,000	 50,000	 50,000

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Debt Service</b>		<b>FUNCTION: Sewer Authority</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	550,776	350,200	350,200	305,035	-12.90%
<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					

**City of Groton**  
**Proposed Budget FY 2012-2013**  
**Function Highlights**

<b>DEPARTMENT: Debt Service</b>		<b>FUNCTION: Public Improvement</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	507,340	474,500	474,500	461,573	-2.72%
<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 2012-2013**

<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 6-30-11</u>	<u>Current Year Budget FY 6-30-12</u>	<u>Estimated For Year Ended June 30, 2012</u>	<u>Proposed Budget FY 6-30-13</u>
<b>OPERATING EXPENSES</b>				
Contractual Services	-	500	500	500
Temporary Borrowing	-	21,000	21,000	21,000
Debt Service	<u>1,058,116</u>	<u>803,200</u>	<u>803,200</u>	<u>745,108</u>
Total Operating Expenses	<u>1,058,116</u>	<u>824,700</u>	<u>824,700</u>	<u>766,608</u>
GRAND TOTALS	<u><u>1,058,116</u></u>	<u><u>824,700</u></u>	<u><u>824,700</u></u>	<u><u>766,608</u></u>

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

<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 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	1,058,116	824,700	824,700	766,608
Total	1,058,116	824,700	824,700	766,608

<b>COST CENTER</b>				
001 Gen'l Gov't Debt Service Principal	403,000	361,000	361,000	360,000
002 Gen'l Gov't Debt Service Interest	104,340	92,000	92,000	80,073
003 Sewer Debt Service Principal	518,425	315,000	315,000	280,000
004 Sewer Debt Service Interest	32,351	35,200	35,200	25,035
005 Gen'l Gov't Consulting Service	-	500	500	500
006 Gen'l Gov't Temporary Borrowing	-	21,000	21,000	21,000
Total	1,058,116	824,700	824,700	766,608

<b>FINANCING PLAN</b>				
General Fund	1,058,116	824,700	824,700	766,608
Total	1,058,116	824,700	824,700	766,608

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

**DEBT SERVICE SCHEDULE 2012-2013**

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2012</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2012-2013</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
Ref	10/8/2009	7/15/2017	849,000	722,000	155,000	17,823	172,823
	10/1/2007	10/1/2017	880,000	520,000	90,000	19,675	109,675
	10/8/2009	10/1/2024	<u>1,725,000</u>	<u>1,610,000</u>	<u>115,000</u>	<u>42,575</u>	<u>157,575</u>
Total Public Improvements			<u>3,454,000</u>	<u>2,852,000</u>	<u>360,000</u>	<u>80,073</u>	<u>440,073</u>
Sewer Authority:							
	5/15/1993	5/15/2013	470,000	20,000	20,000	1,100	21,100
Ref	10/8/2009	7/15/2013	665,000	300,000	145,000	6,555	151,555
	2/15/2006	2/15/2016	<u>1,140,000</u>	<u>445,000</u>	<u>115,000</u>	<u>17,380</u>	<u>132,380</u>
Total Sewer Authority			<u>2,275,000</u>	<u>765,000</u>	<u>280,000</u>	<u>25,035</u>	<u>305,035</u>

**City of Groton  
Proposed Budget FY 2012-2013  
Function Highlights**

<b>DEPARTMENT: Non-Departmental</b>		<b>FUNCTION: Contingency</b>			
	Actual FY 10-11	Approved FY 11-12	Estimated FY 11-12	Proposed FY 12-13	% Change
<b>BUDGET</b>	76,856	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> <ul style="list-style-type: none"> <li>- None</li> </ul>					

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

**DEPARTMENT: Non-Departmental**

**FUNCTION: Contingency**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>APPROPRIATION</b>				
Operating Expenses	76,856	115,000	115,000	115,000
Total	76,856	115,000	115,000	115,000

<b>COST CENTER</b>				
001 General Contingency	76,856	115,000	115,000	115,000
Total	76,856	115,000	115,000	115,000

<b>FINANCING PLAN</b>				
General Fund	76,856	115,000	115,000	115,000
Total	76,856	115,000	115,000	115,000

**THE CITY OF GROTON  
PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR 2012-2013**

**DEPARTMENT: Non-Departmental**

**FUNCTION: Contingency**

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

	Actual For Year Ended FY 6-30-11	Current Year Budget FY 6-30-12	Estimated For Year Ended June 30, 2012	Proposed Budget FY 6-30-13
<b>OPERATING EXPENSES</b>				
Contingency	76,856	115,000	115,000	115,000
Total Operating Expenses	76,856	115,000	115,000	115,000
<b>GRAND TOTALS</b>	<b>76,856</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>