

CITY OF GROTON
BUDGET
Approved June 6, 2016



FISCAL YEAR 2016-2017

THE CITY OF GROTON
2016-2017 BUDGET
TABLE OF CONTENTS

Budget Message.....	i
Summary of Anticipated Revenues	1
Revenue Budget.....	2
Appropriations:	
Summary of Expenditures.....	8
General Government	9
Legislative	11
Boards and Commission	14
Citizen Participation	17
Administration.....	20
Health District	24
Human Resources	27
Financial Administration.....	32
Building & Zoning, Planning:	
Building & Zoning.....	37
Building Inspection.....	39
Boards and Commissions.....	43
Planning	46
Public Safety:	
Police	51
Fire.....	57
Civil Preparedness	62

THE CITY OF GROTON
2016-2017 BUDGET
TABLE OF CONTENTS

Public Works:

Highway	67
Sanitation	72
WPCA.....	77
Building Maintenance.....	82
Parks and Recreation	86
Recreation.....	89
Maintenance.....	93

Non-Departmental:

General Insurance	97
Pay Adjustment	100
Debt Service	103
Contingency	108



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 2016-2017

Dear Members of the City Council:

As required by Article VI, Section 2 (a) of the Charter, I submit to you the proposed budget for Fiscal Year 2017 (FY 2017).

I am submitting a budget which includes a decrease of \$121,751 in comparison to FY 2016. The proposed budget would produce a modest decrease of .096 mill resulting in a mill rate of 5.772. For taxpayers, this would mean a tax decrease of \$9.64 per \$100,000 of assessed property value.

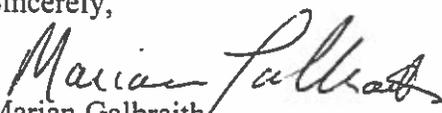
There has been a decrease in revenues in several areas. In addition to a 2.5% reduction in the grand list, the utilization of fund balance has also been reduced. Capital expenditures of \$400,000 have been added to fund the required repairs on the aging Municipal Building. All departmental requests have been carefully scrutinized and in many cases have been reduced. This budget is predicated on the following provisions:

- Trash pick up will be reduced to once a week accompanied by a reduction of related staff through attrition.
- Bond money has not been reallocated for the municipal building repairs.
- Additional capital improvements (i.e. municipal properties, parks and recreation) will require reallocation of bond funds.
- Fees will be charged for bulky waste pick up and all fees will be reviewed for possible increase in the coming year.
- The City will continue to lease land
- The City will recoup, at least in part, funds lost through Town Council cuts in the highway budget.
- Funds necessary to support economic development will be transferred from the Community Development and Beautification Fund.

The use of the undesignated fund balance will be \$400,000. This would leave a healthy reserve of 16.3%, slightly higher than FY 2016.

The City continues to be fiscally responsible.

Sincerely,


Marian Galbraith

**THE CITY OF GROTON
BUDGET 2016-2017
CITY COUNCIL AMENDMENTS**

RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE CITY OF GROTON BUDGET AS AMENDED FOR THE FISCAL YEAR 2016-2017 PURSUANT TO THE CITY OF GROTON CHARTER, ARTICLE VI, SECTION 2(C)

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

WHEREAS, the City Council approved with FY 2016-2017 budget with the following amendments:
Decrease Building and Maintenance, Public Buildings account by \$400,000
Decrease Police Department account by \$52,800 and Decrease Town Funding by \$59,075;

THEREFORE, BE IT RESOLVED that the Mayor and Council approve the City of Groton Budget as amended for the Fiscal Year 2016-2017 pursuant to the City of Groton Charter, Article VI, Section 2(c).

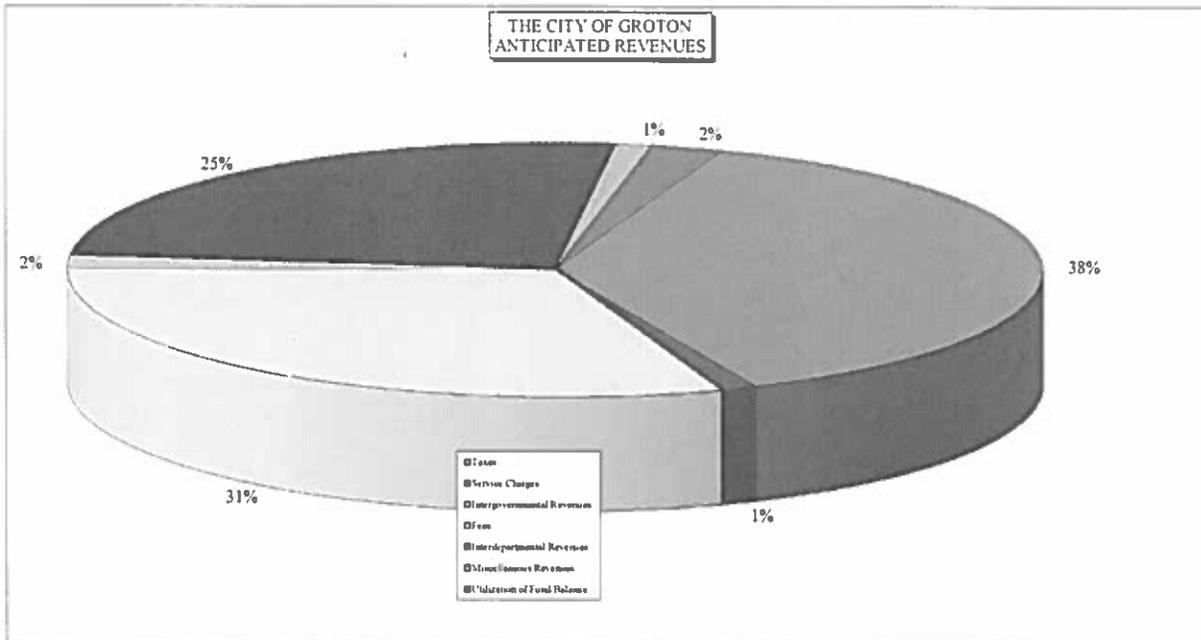
**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2016-2017**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-15	BUDGET FYE 6-30-16	ESTIMATED FYE 6-30-16	PROPOSED BUDGET FYE 6-30-17
----------------	-------	-----------------------	-----------------------	--------------------------	-----------------------------------

**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2016-2017**

SUMMARY OF ANTICIPATED REVENUES

	ACTUAL FYE 6-30-15	BUDGET FYE 6-30-16	ESTIMATED FYE 6-30-16	PROPOSED BUDGET FYE 6-30-17
FUND: 100 GENERAL FUND				
Taxes	\$ 6,240,201	\$ 6,989,126	\$ 6,956,148	\$ 6,307,427
Intergovernmental Revenues	5,046,240	4,908,733	4,933,034	5,106,251
Licenses and Permit Fees	312,154	269,600	282,073	269,600
Interdepartmental Revenues	3,822,198	4,200,791	4,218,127	4,230,412
Miscellaneous Revenues	222,138	190,850	339,716	194,850
Operating Transfer In	-	-	-	115,000
Service Charges	199,716	193,500	195,258	204,510
Total	15,842,647	16,752,600	16,924,356	16,428,050
Utilization of Fund Balance	-	650,000	-	400,000
Total Anticipated Revenue	\$ 15,842,647	\$ 17,402,600	\$ 16,924,356	\$ 16,828,050



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2016-2017**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-15	BUDGET FYE 6-30-16	ESTIMATED FYE 6-30-16	PROPOSED BUDGET FYE 6-30-17
FUND: 100 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 5.432 Mills	\$ 6,212,690	\$ 6,957,626	\$ 6,929,903	\$ 6,275,927
100-9999-120-00-0	Interest on Delinquent Taxes	26,359	30,000	25,183	30,000
100-9999-121-00-0	Recovered Lien Fees	1,152	1,500	1,062	1,500
	TOTAL PROPERTY TAXES	6,240,201	6,989,126	6,956,148	6,307,427
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,232,573	2,317,137	2,317,137	2,303,893
100-9999-220-04-0	Highway Grant	2,008,281	1,922,986	1,922,986	1,908,302
100-9999-220-05-0	Health District	67,943	68,418	68,418	68,147
100-9999-220-07-0	Town Pilot	37,707	37,707	37,707	37,707
	TOTAL TOWN OF GROTON	4,346,504	4,346,248	4,346,248	4,318,049
WEST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	288,918	288,918	322,190	350,000
STATE OF CONNECTICUT:					
100-9999-210-02-0	Elderly Property	3,214	3,214	2,831	3,214
100-9999-210-03-0	Totally Disabled	125	125	152	125
100-9999-210-04-0	Telephone Access Line	12,489	12,848	12,848	12,848
100-9999-210-05-0	Civil Preparedness	9,380	4,600	24,545	4,600
100-9999-210-06-0	Town Aid Road	115,485	115,846	115,846	115,846
100-9999-210-07-0	Municipal Grants & Aid	154,839	-	-	164,635
100-9999-210-08-0	Enterprise Zone	14,241	-	-	-
	State Pilot	59,676	61,934	61,920	61,934
100-9999-210-15-0	State Grant Miscellaneous	39,114	25,000	21,454	25,000
	TOTAL STATE OF CONNECTICUT	408,563	223,567	239,596	388,202
MISCELLANEOUS REVENUES:					
100-9999-210-17-0	Miscellaneous	2,255	50,000	25,000	50,000
	TOTAL INTERGOVERNMENTAL REVENUES	\$ 5,046,240	\$ 4,908,733	\$ 4,933,034	\$ 5,106,251

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2016-2017**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-15	BUDGET FYE 6-30-16	ESTIMATED FYE 6-30-16	PROPOSED BUDGET FYE 6-30-17
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	\$ 292,587	\$ 250,000	\$ 260,327	\$ 250,000
100-9999-321-00-0	Police Fees	6,722	7,600	6,346	7,600
	TOTAL LICENSES AND PERMITS	<u>299,309</u>	<u>257,600</u>	<u>266,673</u>	<u>257,600</u>
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	12,845	12,000	15,400	12,000
	TOTAL FEES	<u>12,845</u>	<u>12,000</u>	<u>15,400</u>	<u>12,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>312,154</u>	<u>269,600</u>	<u>282,073</u>	<u>269,600</u>
<u>Interdepartmental Revenues</u>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	3,119,496	3,587,414	3,587,414	3,540,140
100-9999-510-02-0	Rent and Services	111,492	111,495	111,495	111,495
100-9999-510-03-0	Finance and Acctg Services	179,700	179,700	179,700	199,835
100-9999-510-05-0	Human Resources	114,792	111,388	111,388	113,284
	Building Maintenance	-	-	-	30,550
	TOTAL ELECTRIC DEPARTMENT	<u>3,525,480</u>	<u>3,989,997</u>	<u>3,989,997</u>	<u>3,995,304</u>
WATER DEPARTMENT:					
100-9999-520-01-0	Rent and Services	23,556	23,555	23,555	23,555
100-9999-520-02-0	Watershed Rent	9,996	10,000	10,000	10,000
100-9999-520-03-0	Finance and Acctg Services	96,756	96,761	96,761	107,603
100-9999-510-05-0	Human Resources	76,224	59,978	59,978	61,000
	Building Maintenance	-	-	-	16,450
	TOTAL WATER DEPARTMENT	<u>206,532</u>	<u>190,294</u>	<u>190,294</u>	<u>218,608</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	74,310	15,500	33,036	15,500
100-9999-531-00-0	Highway Services	15,876	5,000	4,800	1,000
	TOTAL MISCELLANEOUS REVENUES	<u>90,186</u>	<u>20,500</u>	<u>37,836</u>	<u>16,500</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>\$ 3,822,198</u>	<u>\$ 4,200,791</u>	<u>\$ 4,218,127</u>	<u>\$ 4,230,412</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2016-2017**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-15	BUDGET FYE 6-30-16	ESTIMATED FYE 6-30-16	PROPOSED BUDGET FYE 6-30-17
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	\$ 1,037	\$ 2,000	\$ 1,500	\$ 2,000
100-9999-625-02-0	Insurance Claims Recoveries	112,641	30,000	71,550	30,000
100-9999-635-01-0	Rental Income - Auditorium	1,165	1,350	2,475	1,350
100-9999-635-02-0	Zbierski House	10,530	7,500	10,755	10,000
100-9999-645-01-0	Xerox Copies	1,671	1,000	1,460	1,000
100-9999-645-03-0	Trip Collections	-	-	-	18,500
100-9999-645-04-0	Miscellaneous	90,124	100,000	147,479	20,000
100-9999-645-06-0	Recycling	1,062	3,000	821	3,000
100-9999-645-08-0	City Day	3,548	3,000	3,336	3,000
100-9999-645-09-0	Bulky Waste	360	21,000	2,340	21,000
100-9999-645-12-0	Gravel Sales	-	22,000	35,000	22,000
	Lease of City Land	-	-	63,000	63,000
	TOTAL MISCELLANEOUS REVENUES	<u>222,138</u>	<u>190,850</u>	<u>339,716</u>	<u>194,850</u>
<u>Operating Transfer In</u>					
100-9999-691-00-0	Special Revenue - CD&BF Internal Service Fund	-	-	-	15,000
		-	-	-	100,000
	TOTAL OPERATING TRANSFER IN	<u>-</u>	<u>-</u>	<u>-</u>	<u>115,000</u>
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	29,687	27,500	30,856	29,000
100-9999-720-00-0	Beach Receipts	101,912	106,000	106,000	106,710
100-9999-730-00-0	Recreation Receipts	-11,166	50,000	48,090	58,800
100-9999-740-00-0	Parks Receipts	26,951	10,000	10,312	10,000
	TOTAL SERVICES CHARGES	<u>199,716</u>	<u>193,500</u>	<u>195,258</u>	<u>204,510</u>
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	-	650,000	-	400,000
	TOTAL ANTICIPATED REVENUE	<u>\$ 15,842,647</u>	<u>\$ 17,402,600</u>	<u>\$ 16,924,356</u>	<u>\$ 16,828,050</u>

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2016-2017

The financing plan for the General Fund for the Fiscal Year 2016-2017 totals \$16,828,050 a decrease of \$574,550 over the current revenue budget. This includes decreasing Property Taxes by \$681,699 and the Utilization of Fund Balance by \$250,000, and increasing the Municipal Grants in Aid by \$164,635. The following are explanations of the Fiscal Year 2016-2017 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2016-2017 is based on all taxable property in the City as of October 1, 2015 and includes adjustments made by the Board of Tax Review. The total of all values compiled is the Grand List. The amount to be raised by taxes is calculated by taking the proposed budget appropriations for FY 2016-2017 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, 2015 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2016-2017 mill rate that was proposed by the Mayor and Council is 5.432 mills which is a decrease in the tax rate of 0.436 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 50 per cent of the total police appropriation less the cost for the City of Groton Chief of Police, outside work and parking ticket receipts.

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

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

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

West Pleasant Valley Fire District:

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

THE CITY OF GROTON, CT.

DESCRIPTIONS OF GENERAL FUND REVENUES

FISCAL YEAR 2016-2017

STATE OF CONNECTICUT

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

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

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

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

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

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

LICENSES AND FEES

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

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

Parking Tickets represents revenue received by the City police.

THE CITY OF GROTON, CT.
DESCRIPTIONS OF GENERAL FUND REVENUES
FISCAL YEAR 2016-2017

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.

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:

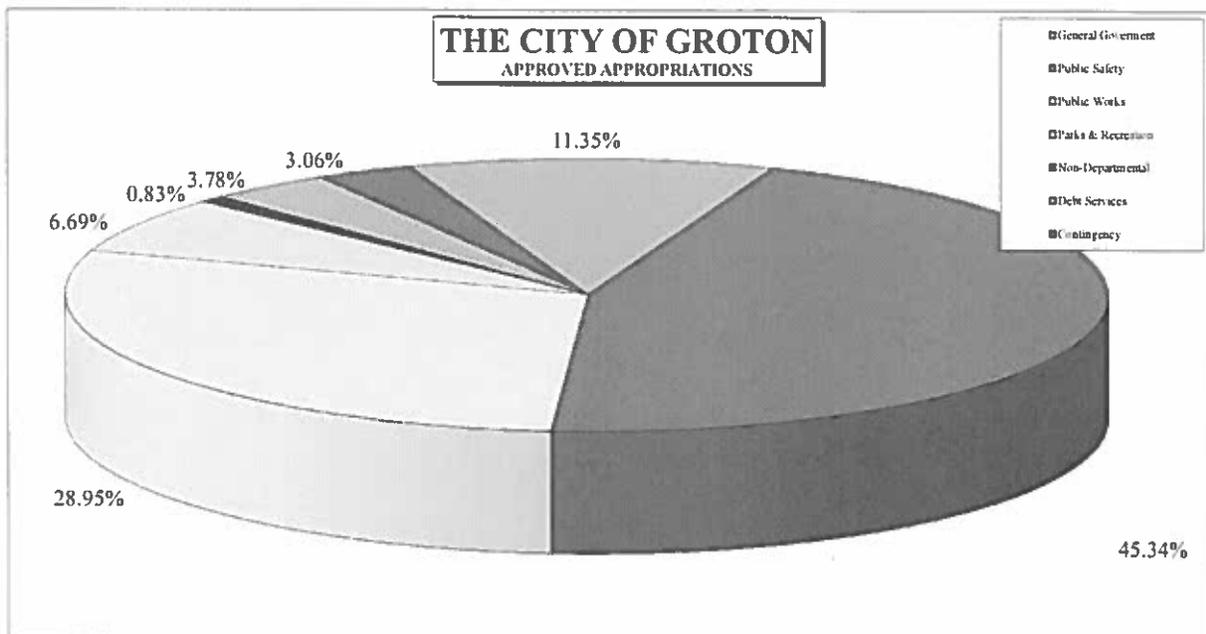
Finance and Accounting Service Reflects the portion of the Finance Department cost associated to Water Department operations.

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

SUMMARY OF EXPENDITURES

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
General Government:	\$ 1,772,039	\$ 1,875,365	\$ 1,819,138	\$ 1,910,817
Public Safety:				
Police	4,476,359	4,774,277	4,814,356	4,816,105
Fire	2,830,315	2,807,237	2,744,043	2,801,799
Civil Preparedness	35,990	11,459	10,700	11,459
Total Public Safety	7,342,664	7,592,973	7,569,099	7,629,363
Public Works:				
Highway Maintenance	2,165,776	2,039,472	2,044,148	2,024,788
Sanitation	992,971	915,440	926,008	909,863
Public Buildings	265,749	213,800	190,358	236,047
Pollution Abatement Facilities	1,747,941	1,783,139	1,733,622	1,700,894
Total Public Works	5,172,437	4,951,851	4,894,136	4,871,592
Parks & Recreation	1,223,478	1,134,875	1,066,660	1,125,378
Non-Departmental:				
General Insurance	77,644	90,000	81,324	90,000
Pay Adjustment	62,377	50,000	50,000	50,000
	140,021	140,000	131,324	140,000
Debt Services:				
Public Improvements	627,056	615,119	615,119	595,825
Sewer Authority	157,853	147,125	147,125	40,075
Total Debt Services	784,909	762,244	762,244	635,900
Contingency	-	945,292	100,000	515,000
Total General Fund Budget	\$ 16,435,548	\$ 17,402,600	\$ 16,342,601	\$ 16,828,050



General Government

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

- **Human Resources**

- **Financial Administration**

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

Cost Center

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Center

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

Glossary of Department Specific Terms

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

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

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	240	500	175	240	-52.00%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	240	500	175	240
Total	240	500	175	240

COST CENTER				
001 City Council	240	500	175	240
Total	240	500	175	240

FINANCING PLAN				
General Fund	240	500	175	240
Total	240	500	175	240

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Professional Development	240	500	175	240
Total Operating Expenses	240	500	175	240
GRAND TOTALS	240	500	175	240

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	21,167	26,300	14,000	14,300	-45.63%
HIGHLIGHTS: The decrease in this budget is from moving the funding for the Economic Development Commission from the General Fund to the Community Development Fund					
PERSONNEL: - No personnel in this function					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	21,167	26,300	14,000	14,300
Total	<u>21,167</u>	<u>26,300</u>	<u>14,000</u>	<u>14,300</u>

COST CENTER				
001 Boards and Commissions	21,167	26,300	14,000	14,300
002 Charter Revision	-	-	-	-
Total	<u>21,167</u>	<u>26,300</u>	<u>14,000</u>	<u>14,300</u>

FINANCING PLAN				
General Fund	21,167	26,300	14,000	14,300
Total	<u>21,167</u>	<u>26,300</u>	<u>14,000</u>	<u>14,300</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Office Supplies/Advertising	877	1,300	1,000	1,300
Professional Development	-	-	-	-
Contractual Services	20,290	25,000	13,000	13,000
Total Operating Expenses	21,167	26,300	14,000	14,300
GRAND TOTALS	21,167	26,300	14,000	14,300

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	8,494	17,480	13,346	8,500	-51.37%
HIGHLIGHTS: The decrease in the current year budget is due to the change of funding sources for the Summer in the City Coordinator					
PERSONNEL: - No personnel in this function					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	8,494	17,480	13,346	8,500
Total	<u>8,494</u>	<u>17,480</u>	<u>13,346</u>	<u>8,500</u>

COST CENTER				
001 Groton Day	7,432	10,000	5,900	7,500
002 Beautification/Community Events	1,062	7,480	7,446	1,000
Total	<u>8,494</u>	<u>17,480</u>	<u>13,346</u>	<u>8,500</u>

FINANCING PLAN				
Groton Day	3,028	2,400	3,548	3,000
General Fund	5,466	15,080	9,798	5,500
Total	<u>8,494</u>	<u>17,480</u>	<u>13,346</u>	<u>8,500</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Payments/Contribution	8,494	17,480	13,346	8,500
Total Operating Expenses	8,494	17,480	13,346	8,500
GRAND TOTALS	8,494	17,480	13,346	8,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Personnel Services	298,199	310,199	310,599	314,972
Operating Expenses	72,381	69,500	71,425	88,100
Total	370,580	379,699	382,024	403,072

COST CENTER

001 Leadership	87,490	89,138	86,738	86,800
002 Recording legal documents	162,925	174,612	179,712	186,752
003 Elections	10,062	-	-	13,000
004 General Support	110,103	115,949	115,574	116,520
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	-	-	-
Total	370,580	379,699	382,024	403,072

FINANCING PLAN

General Fund	370,580	379,699	382,024	403,072
Total	370,580	379,699	382,024	403,072

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	180,308	185,183	185,183	187,387
Part Time Employees	5,807	-	-	-
Overtime	1,811	2,000	2,400	3,500
Step Increases/Pay Adjustments	-	-	-	-
Benefits:				
Medical Insurance	59,161	83,603	83,603	84,000
Life Insurance	1,866	1,854	1,854	1,900
Pension	23,121	12,372	12,372	12,500
FICA tax	14,021	14,167	14,167	14,665
OPEB	10,480	9,170	9,170	9,170
Worker's Compensation	1,624	1,850	1,850	1,850
Total Personnel Services	298,199	310,199	310,599	314,972
OPERATING EXPENSES				
Elections	-	-	-	13,000
Office Supplies/Advertising	16,124	12,000	10,000	10,600
Professional Development	1,681	5,500	4,300	4,500
Utilities/Fuel	1,766	3,000	1,500	2,000
Contractual Services	52,810	49,000	55,625	58,000
Reserve Fund/Equipment	-	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	72,381	69,500	71,425	88,100
GRAND TOTALS	370,580	379,699	382,024	403,072

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Mayor	74,984	75,000	75,000	75,000
City Clerk	26,892	28,936	28,936	29,515
Administrative Clerk	22,002	23,675	23,675	24,150
Administrative Secretary	56,430	57,572	57,572	58,722
Records Clerk	-	-	-	-
Total Full Time Employees Salaries & Wages	180,308	185,183	185,183	187,387

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	67,943	68,418	68,418	68,147	-0.40%
HIGHLIGHTS: Health Budget based on State Health Dept. Population					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Operating Expenses	67,943	68,418	68,418	68,147
Total	67,943	68,418	68,418	68,147

COST CENTER

001 Health District	67,943	68,418	68,418	68,147
Total	67,943	68,418	68,418	68,147

FINANCING PLAN

Town of Groton	67,943	68,418	68,418	68,147
Total	67,943	68,418	68,418	68,147

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Contractual Services	67,943	68,418	68,418	68,147
Total Operating Expenses	67,943	68,418	68,418	68,147
GRAND TOTALS	67,943	68,418	68,418	68,147

THE CITY OF GROTON
BUDGET 2016-2017
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 2016-2017
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	184,112	208,984	205,370	212,541	1.70%
HIGHLIGHTS:					
Eighty-two percent of the funding for the HR department is from The Utilities Department.					
PERSONNEL:					
- No change in staffing					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	158,348	188,524	187,731	191,341
Operating Expenses	25,764	20,460	17,639	21,200
Total	184,112	208,984	205,370	212,541

COST CENTER				
001 Human Resources	184,112	208,984	205,370	212,541
Total	184,112	208,984	205,370	212,541

FINANCING PLAN				
Interdepartmental	148,805	171,367	171,367	174,284
General Fund	35,307	37,617	34,003	38,257
Total	184,112	208,984	205,370	212,541

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Full Time Employees	127,003	130,870	130,870	133,487
Part Time Employees	-	-	-	-
Overtime	969	2,500	1,711	2,500
Benefits:				
Pension	15,414	8,249	8,249	8,249
FICA tax	9,544	10,203	10,203	10,403
Blue Cross/ CMS	-	31,158	31,158	31,158
Group Insurance	-	102	100	102
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	178	202	200	202
Total Personnel Services	158,348	188,524	187,731	191,341

OPERATING EXPENSES

Office Supplies/Advertising	1,326	600	528	600
Professional Development	124	200	190	2,000
Utilities/Fuel	1,340	2,760	696	1,600
Contractual Services	22,974	16,900	16,225	17,000
Total Operating Expenses	25,764	20,460	17,639	21,200
GRAND TOTALS	184,112	208,984	205,370	212,541

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
<u>FULL TIME EMPLOYEE ANALYSIS</u>				
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

<u>FULL TIME EMPLOYEE SALARIES & WAGES</u>				
Human Resource Director	81,127	83,602	83,602	85,274
HR Generalist	45,876	47,268	47,268	48,213
Total Full Time Employees Salaries & Wages	127,003	130,870	130,870	133,487

THE CITY OF GROTON
BUDGET 2016-2017
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 2016-2017
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	591,867	614,877	600,054	614,877	0.00%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	<u>Actual For Year Ended FY 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
APPROPRIATION				
Personnel Services	491,809	519,477	509,088	519,477
Operating Expenses	<u>100,058</u>	<u>95,400</u>	<u>90,966</u>	<u>95,400</u>
Total	<u><u>591,867</u></u>	<u><u>614,877</u></u>	<u><u>600,054</u></u>	<u><u>614,877</u></u>

COST CENTER				
001 Leadership	46,778	46,996	46,778	47,934
002 Account/Treasury Mgt	203,024	203,614	203,024	208,039
003 Payroll/Benefit Admin.	38,832	38,859	38,832	39,791
004 Purchasing	51,630	53,981	51,630	52,905
005 Risk Management	2,138	2,148	2,138	2,191
006 General Support	248,956	269,279	257,652	264,017
007 Reserve for Vehicles & Equipment	<u>509</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u><u>591,867</u></u>	<u><u>614,877</u></u>	<u><u>600,054</u></u>	<u><u>614,877</u></u>

FINANCING PLAN				
Interdepartmental	276,461	276,461	276,461	307,438
General Fund	<u>315,406</u>	<u>338,416</u>	<u>323,593</u>	<u>307,439</u>
Total	<u><u>591,867</u></u>	<u><u>614,877</u></u>	<u><u>600,054</u></u>	<u><u>614,877</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	338,464	344,995	338,707	346,445
Part Time Employees	-	-	-	-
Overtime	8,595	10,200	8,492	8,750
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	2,000	-	2,000
Benefits:	-	-	-	-
OPEB	13,100	13,100	13,100	13,100
Medical Insurance	62,003	95,882	95,882	95,882
Life Insurance	4,531	4,850	4,855	4,850
Pension	38,535	20,620	20,620	20,620
FICA tax	26,079	27,325	26,899	27,325
Worker's Compensation	502	505	533	505
Total Personnel Services	491,809	519,477	509,088	519,477
OPERATING EXPENSES				
Office Supplies/Advertising	19,135	19,000	18,377	19,000
Professional Development	1,180	4,400	1,145	4,400
Utilities/Fuel/Safety Incen	1,080	1,000	957	1,000
Contractual Services	77,806	70,000	69,491	70,000
General Insurance	857	1,000	996	1,000
Reserve for Vehicles & Equipment	-	-	-	-
Total Operating Expenses	100,058	95,400	90,966	95,400
GRAND TOTALS	591,867	614,877	600,054	614,877

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

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	104,938	109,140	109,140	111,320
Administrative Assistant	59,940	50,088	40,084	42,832
Utility Accountant	54,839	60,408	61,617	62,744
Senior Accountant	79,768	79,791	81,387	81,387
Accounting Assistant	38,979	45,568	46,479	48,162
Total Full Time Employees Salaries & Wages	338,464	344,995	338,707	346,445

Building & Zoning, Planning

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

THE CITY OF GROTON
BUDGET 2015-2016
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: Building and Zoning

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Centers

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

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

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

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

Glossary of Department Specific Terms

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

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

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	383,461	394,655	368,221	407,132	3.16%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

APPROPRIATION

Personnel Services	311,522	346,475	339,249	366,252
Operating Expenses	71,939	48,180	28,972	40,880
Total	383,461	394,655	368,221	407,132

COST CENTER

001 Building Inspection	92,958	100,524	110,987	102,299
002 Inquires & Assistance	64,757	69,505	67,938	70,711
003 Zoning	37,515	51,344	35,222	67,752
004 Plan Review	21,291	22,495	22,495	22,883
005 General Support	166,940	150,787	131,579	143,487
006 Reserve for Vehicles & Equipment	-	-	-	-
Total	383,461	394,655	368,221	407,132

FINANCING PLAN

Permits	292,587	250,000	260,327	250,000
Transfer from Community - Development and Beatification Fund	-	-	-	15,000
General Fund	90,874	144,655	107,894	142,132
Total	383,461	394,655	368,221	407,132

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Full Time Employees	197,238	202,137	202,137	205,903
Part Time Employees	4,331	21,400	16,120	36,050
Overtime	77	3,000	1,433	3,000
Benefits:				
Medical Insurance	58,596	76,674	76,674	76,674
Life Insurance	2,214	2,200	2,200	2,200
Pension	23,121	12,373	12,373	12,373
FICA tax	14,875	17,331	16,952	18,692
OPEB	7,860	7,860	7,860	7,860
Worker's Compensation	3,210	3,500	3,500	3,500
Total Personnel Services	311,522	346,475	339,249	366,252

OPERATING EXPENSES

Office Supplies/Advertising	5,718	10,800	7,000	10,000
Professional Development	2,030	5,500	3,007	5,000
General Insurance	6,871	4,380	4,495	4,380
Utilities	1,552	4,000	1,526	4,000
Contractual Services	14,376	18,000	10,444	12,000
Vehicle Operations/Supply	2,492	5,500	2,500	5,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	38,900	-	-	-
Total Operating Expenses	71,939	48,180	28,972	40,880
GRAND TOTALS	383,461	394,655	368,221	407,132

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	85,702	88,346	88,346	89,638
Building Inspector	62,252	63,703	63,703	65,176
Secretary	50,567	50,088	50,088	51,089
Total Full Time Employees Salaries & Wages	198,521	202,137	202,137	205,903

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	12,742	26,500	25,300	29,750	12.26%
HIGHLIGHTS:					
PERSONNEL: - No change					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	12,742	26,500	25,300	29,750
Total	12,742	26,500	25,300	29,750

COST CENTER				
001 Historic Review	2,114	4,000	4,800	5,500
002 Zoning Board of Appeals	6,937	16,500	16,000	18,500
003 Harbor Management	2,257	1,500	-	1,250
004 Conservation Commission	1,434	4,500	4,500	4,500
Total	12,742	26,500	25,300	29,750

FINANCING PLAN				
Harbor Management Fees	1,600	-	-	-
General Fund	11,142	26,500	25,300	29,750
Total	12,742	26,500	25,300	29,750

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Office Supplies/Advertising	5,461	9,000	8,000	9,000
Professional Development	742	2,500	2,800	2,250
Contractual Services	6,539	15,000	14,500	18,500
Total Operating Expenses	12,742	26,500	25,300	29,750
GRAND TOTALS	12,742	26,500	25,300	29,750

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: Planning

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

Cost Centers

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

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

Glossary of Department Specific Terms

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

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

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

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	131,433	137,952	142,230	152,258	10.37%
HIGHLIGHTS: - None					
PERSONNEL: - None					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	120,683	121,602	121,602	123,308
Operating Expenses	10,750	16,350	20,628	28,950
Total	131,433	137,952	142,230	152,258

COST CENTER				
001 Planning	127,149	127,952	136,052	134,958
002 Zoning	4,284	10,000	6,178	17,300
Total	131,433	137,952	142,230	152,258

FINANCING PLAN				
General Fund	131,433	137,952	142,230	152,258
Total	131,433	137,952	142,230	152,258

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

Planning & Zoning

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	82,632	85,323	85,323	87,029
Benefits:				
Medical Insurance	19,500	20,772	20,772	20,772
Life Insurance	931	660	660	660
Pension	7,707	4,125	4,125	4,125
FICA tax	6,273	6,527	6,527	6,527
OPEB	2,620	2,620	2,620	2,620
Worker's Compensation	1,020	1,575	1,575	1,575
Total Personnel Services	120,683	121,602	121,602	123,308
OPERATING EXPENSES				
Office Supplies/Advertising	2,619	5,000	4,603	4,600
Professional Development	20	1,000	150	1,000
Utilities	175	350	300	350
Vehicle Operations/Supply	-	-	-	-
Contractual Services	7,936	10,000	15,575	23,000
Total Operating Expenses	10,750	16,350	20,628	28,950
GRAND TOTALS	131,433	137,952	142,230	152,258

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

Planning & Zoning

Actual
For Year Ended
FY 6-30-15

Current Year
Budget
FY 6-30-16

Estimated
For Year Ended
June 30, 2016

Proposed
Budget
FY 6-30-17

FULL TIME EMPLOYEE ANALYSIS

Planner	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Full Time Employees	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Planner	<u>82,632</u>	<u>85,323</u>	<u>85,323</u>	<u>87,029</u>
Total Full Time Employees Salaries & Wages	<u>82,632</u>	<u>85,323</u>	<u>85,323</u>	<u>87,029</u>

Public Safety

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

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

Administration. The operation of the Police Department including the promulgation of department policies; budget development and administration; labor contract administration; bargaining unit relations; training; recruitment and selection; discipline; purchasing; technology; community involvement; and inter and intra-agency relationships. Full time employees for administration include the Police Chief and the 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.

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

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

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

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

Crime Investigation/Evidence. Detectives respond to serious crimes that require in-depth investigations. The Youth Officer investigates all offenses committed by and against children. The position interfaces with DCF and is a member of the New London Interdisciplinary 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.

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

	Actual FY 2013	Actual FY 2014	Actual FY 2015	Current FY 2016*	Projected FY16**
CC1- Calls for Service	14,735	20,583	17,132	10,464	13,952
CC2 – Criminal Arrests	496	561	621	385	513
CC3 – Motor Vehicle Accidents	219	218	207	114	152
CC4 – Special Enforcement (DWI)	36	50	56	29	39
CC5 – Medical Responses	850	824	784	562	749
CC6 – Traffic Ticket Summons /Warnings	1,819	2,649	2,626	1,174	1,565

*As of 2/26/2016

** 17 weeks of FY remaining

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary												
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change									
BUDGET	4,476,359	4,774,277	4,814,356	4,816,105	0.88%									
HIGHLIGHTS:														
PERSONNEL:														
Twenty-nine (29) sworn personnel Seven and a half (7.5) civilian personnel														
CAPITAL:														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vehicles</td> <td style="width: 10%; text-align: center;">S</td> <td style="width: 30%; text-align: right;">29,000</td> </tr> <tr> <td>Bullet proof Vests</td> <td></td> <td style="text-align: right;">5,000</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>S</u></td> <td style="text-align: right;"><u>34,000</u></td> </tr> </table>						Vehicles	S	29,000	Bullet proof Vests		5,000		<u>S</u>	<u>34,000</u>
Vehicles	S	29,000												
Bullet proof Vests		5,000												
	<u>S</u>	<u>34,000</u>												

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Administration (Leadership/Gen Sup)	1,890,481	2,133,573	2,103,767	2,097,916
Training	91,329	81,000	77,060	90,000
Crime Prevention (Patrol)	2,109,158	2,119,324	2,185,341	2,180,985
Assembly Safety	31,626	40,000	34,000	30,000
Alcohol Enforcement	4,270	4,058	3,838	4,058
Outside Charges	-	-	-	-
Crime Apprehensions (Investigations)	349,495	396,322	410,350	413,146
Total	4,476,359	4,774,277	4,814,356	4,816,105

Town of Groton Funding

Administration (Leadership/Gen Sup)	912,693	1,007,307	1,007,307	987,995
Training	45,200	40,500	40,500	45,000
Crime Prevention (Patrol)	1,087,380	1,055,662	1,055,662	1,053,818
Assembly Safety	20,000	20,000	20,000	15,000
Alcohol Enforcement	1,633	507	507	507
Crime Invest/Evid (incl. YO)	165,667	193,161	193,161	201,573
Total	2,232,573	2,317,137	2,317,137	2,303,893

Town's share	2,232,573	2,317,137	2,317,137	2,303,893
Crossing guards	-	-	-	-

FINANCING PLAN

Administration				
Town of Groton	912,693	1,007,307	1,007,307	987,995
General Fund	977,788	1,126,266	1,096,460	1,109,921
Training				
Town of Groton	45,200	40,500	40,500	45,000
General Fund	46,129	40,500	36,560	45,000
Crime Prevention				
Town of Groton	1,087,380	1,055,662	1,055,662	1,053,818
Parking Tickets	13,335	8,000	8,000	8,000
Outside Charges	-	-	-	-
DUI Grant	-	-	-	-
General Fund	1,008,443	1,055,662	1,121,679	1,119,167
Assembly Safety				
Town of Groton	20,000	20,000	20,000	15,000
General Fund	11,626	20,000	14,000	15,000
Alcohol Enforcement				
Town of Groton	1,633	507	507	507
General Fund	818	507	453	507
DUI Grant	1,819	3,044	2,878	3,044
Crime Apprehensions				
Town of Groton	165,667	193,161	193,161	201,573
Statewide Narcotics Task Force (SNTF)	-	10,000	10,000	10,000
General Fund	183,828	193,161	207,189	201,573
Crossing Guards				
Town of Groton	-	-	-	-
Total	4,476,359	4,774,277	4,814,356	4,816,105

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Safety	Police	Summary	12100	
	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	2,321,240	2,374,246	2,415,009	2,457,515
Part Time Employee (STO & Dispatch)	10,808	12,000	12,000	12,000
Part Time Employee (Records Clerk)	16,715	18,850	17,800	18,850
Overtime	184,267	114,000	117,564	114,000
Alcohol Enforcement	4,210	4,000	3,780	4,000
Outside Charges	-			
Shift Overtime Replacement	217,132	267,167	306,520	264,395
Assembly Safety	31,637	40,000	34,000	30,000
Longevity	9,654	15,336	15,337	14,738
MRT/EMT Stipends	17,500	18,900	18,900	18,900
Step Increases/Pay Adjustments	2,740	7,460	5,500	4,500
Sell Back of Time Off	8,271	10,500	10,500	11,602
Benefits:				
Medical Insurance	572,834	719,000	719,000	719,000
Life Insurance	16,496	17,500	17,500	17,500
Pension	262,339	321,900	321,900	366,500
FICA tax	74,970	77,319	77,519	79,033
Worker's Compensation	76,495	90,000	90,000	104,500
Education/Enhancement (College Incentive)	24,744	30,500	26,500	31,000
OPEB	94,320	94,320	94,320	94,320
Unemployment Compensation	-	1,252	1,252	1,252
Heart & Hypertension	31,372	60,000	10,000	10,000
Clothing Allowance	18,673	27,525	27,425	27,800
Total Personnel Services	3,996,417	4,321,775	4,342,326	4,401,405
OPERATING EXPENSES				
Office Supplies/Advertising	1,128	750	1,000	1,000
Professional Development	19,224	21,750	21,750	23,300
Insurance/Risk Management (General Ins.)	53,842	65,000	65,000	55,000
Utilities	16,289	22,000	18,000	22,000
Software Maintenance	21,872	36,500	34,300	36,500
Equipment Maintenance	11,892	6,000	10,000	6,000
Contractual Services	86,118	55,000	80,000	85,000
Facility Material & Supply	2,844	3,000	4,200	3,000
Safety Incentive	4,541	6,452	5,500	5,500
Vehicle Operations/Supply	12,308	2,250	2,000	2,250
Material & Supply	32,749	24,500	26,480	34,800
Occupational Health	1,173	1,300	1,300	1,300
Reserve Fund/Equipment	11,000	-	-	-
Vehicle Maintenance Fee	42,033	62,000	42,000	42,000
Vehicle Replacements	88,000	92,000	92,000	29,000
Vehicle Fuel	74,929	54,000	68,500	68,050
Total Operating Expenses	479,942	452,502	472,030	414,700
GRAND TOTALS	4,476,359	4,774,277	4,814,356	4,816,105

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief of Police	100,368	100,394	100,394	102,407
Deputy Chief	92,331	95,809	95,809	95,048
Police Lieutenants	175,121	169,978	173,377	88,422
Sergeants	307,664	370,968	302,710	385,955
Patrol Officer	1,017,640	1,035,797	1,056,512	1,088,172
Detective & Youth Officer	312,721	285,314	366,646	373,926
Dispatch	181,351	182,834	182,835	187,782
Administrative Assistant	43,817	43,450	44,617	44,325
Records Clerk	42,895	42,602	43,745	43,451
Office & Maintenance Support	47,332	47,100	48,364	48,027
Total Full Time Employees Salaries & Wages	2,321,240	2,374,246	2,415,009	2,457,515

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Safety

DEPARTMENT: Fire

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

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

Cost Centers

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

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

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

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

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

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

DEPARTMENT: Fire		FUNCTION: Fire Operations			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	2,830,315	2,807,237	2,744,043	2,801,799	-0.19%
HIGHLIGHTS:					
PERSONNEL:					
- No Change					
CAPITAL:					
-None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	2,352,600	2,401,839	2,379,471	2,413,899
Operating Expenses	477,715	405,398	364,572	387,900
Total	<u>2,830,315</u>	<u>2,807,237</u>	<u>2,744,043</u>	<u>2,801,799</u>

COST CENTER				
001 Leadership	207,453	186,041	96,699	189,630
002 Training	8,598	7,000	3,909	5,650
003 Fire Services	2,558,055	2,606,196	2,636,515	2,599,519
004 Fire Marshall	2,618	3,000	1,920	2,000
005 Vehicles Reserve Fund	40,000	-	-	-
006 Program Equipment	13,591	5,000	5,000	5,000
Total	<u>2,830,315</u>	<u>2,807,237</u>	<u>2,744,043</u>	<u>2,801,799</u>

FINANCING PLAN				
West Pleasant Valley Fire District	288,918	288,918	322,190	350,000
General Fund	2,541,397	2,518,319	2,421,853	2,451,799
Total	<u>2,830,315</u>	<u>2,807,237</u>	<u>2,744,043</u>	<u>2,801,799</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	1,237,006	1,249,388	1,128,089	1,177,829
Part Time Employees	11,555	20,000	9,729	12,325
Overtime	382,544	240,000	347,764	340,000
Longevity	4,350	4,450	4,300	4,050
Step Increases/Pay Adjustments	-	2,400	2,400	-
Stipends	23,300	27,500	26,800	25,400
Safety Incentive	2,534	2,920	3,376	-
Clothing Allowance	8,708	8,625	8,625	8,625
Sell Back of Time Off	51,983	53,730	53,437	52,844
Benefits:				
Medical Insurance	342,182	452,952	452,952	452,952
Life Insurance	9,364	10,500	10,500	10,500
Pension	131,019	167,563	167,563	167,563
Pension - volunteer	2,426	2,500	4,625	2,500
FICA tax	19,811	21,141	21,141	21,141
OPEB	44,540	44,540	44,540	44,540
Volunteer incentive	-	-	-	-
Worker's Compensation	81,278	93,630	93,630	93,630
Total Personnel Services	2,352,600	2,401,839	2,379,471	2,413,899
OPERATING EXPENSES				
Office Supplies/Advertising	5,787	5,500	4,750	5,100
Professional Development	8,598	7,000	3,909	5,650
Fire Marshall	2,618	3,000	1,920	2,000
Fire Services	20,755	17,000	11,430	13,300
H and H	78,831	70,500	74,402	75,000
Emergency Medical Service	8,861	8,000	7,422	8,500
Fire Fighter Health & Safety	7,987	7,000	7,247	7,000
Awards & Recognition	1,502	1,000	1,276	500
General Insurance	14,560	25,000	25,000	25,000
Utilities	182,745	176,398	171,716	180,000
Equipment Maintenance	10,772	9,000	4,500	9,000
Contractual Services	24,000	20,000	8,000	8,000
Facility Material & Supply	17,255	13,000	12,000	13,750
Vehicle Operations/Supply	39,853	38,000	26,000	30,100
Reserve Fund/Equipment	40,000	-	-	-
Program Equipment	13,591	5,000	5,000	5,000
Total Operating Expenses	477,715	405,398	364,572	387,900
GRAND TOTALS	2,830,315	2,807,237	2,744,043	2,801,799

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	<u>Actual For Year Ended FY 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	91,446	91,940	90,126	94,559
Deputy Chief	109,532	87,528	-	88,498
Captain	219,111	227,640	223,491	223,491
Firefighter	816,917	842,280	814,472	673,440
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	-	-	-	-
Firefighter 2nd step	-	-	-	52,876
Firefighter 1st step	-	-	-	44,965
Total Full Time Employees Salaries & Wages	1,237,006	1,249,388	1,128,089	1,177,829

THE CITY OF GROTON
BUDGET 2016-2017
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 2016-2017
Function Highlights**

DEPARTMENT: Civil Preparedness		FUNCTION: Public Safety			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	35,990	11,459	10,700	11,459	0.00%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	10,122	6,459	6,459	6,459
Operating Expenses	25,868	5,000	4,241	5,000
Total	35,990	11,459	10,700	11,459

COST CENTER				
001 Civil Preparedness	35,990	11,459	10,700	11,459
Total	35,990	11,459	10,700	11,459

FINANCING PLAN				
General Fund	35,990	11,459	10,700	11,459
Total	35,990	11,459	10,700	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	-	-	-	-
Part Time Employees	6,115	6,000	6,000	6,000
Benefits:				
FICA tax	478	459	459	459
Worker's Compensation	2	-	-	-
Unemployment Compensation	3,527	-	-	-
Total Personnel Services	10,122	6,459	6,459	6,459
OPERATING EXPENSES				
Office Supplies/Advertising	391	500	491	500
Professional Development	-	200	150	200
Utilities/Fuel	932	1,500	1,250	1,500
Equipment Maintenance	-	300	150	300
Miscellaneous/Awards/Events	24,545	2,500	2,200	2,500
Total Operating Expenses	25,868	5,000	4,241	5,000
GRAND TOTALS	35,990	11,459	10,700	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

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

Public Works

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

- **Sanitation**

- **WPCA**

- **Public Buildings**

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

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: Highway

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

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

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

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

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

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

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

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	2,165,776	2,039,472	2,044,148	2,024,788	-0.72%
<p>HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>					
<p>PERSONNEL:</p> <p style="padding-left: 40px;">The budget represents a decrease of 1.33 FTE's</p>					
<p>CAPITAL:</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

<u>Actual For Year Ended FY 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
---	---	---	---

APPROPRIATION

Personnel Services	1,604,503	1,603,374	1,598,581	1,525,420
Operating Expenses	561,273	436,098	445,567	499,368
Total	2,165,776	2,039,472	2,044,148	2,024,788

COST CENTER

ADMINISTRATION	833,270	757,237	780,242	736,337
FLEET MAINTENANCE	189,220	190,354	184,223	190,662
ROADS & STREETS	703,374	742,123	728,936	674,774
SNOW / ICE CONTROL	179,147	111,370	115,609	125,361
ENGINEERING	75,103	70,882	70,710	76,494
PUBLIC BUILDINGS	35,662	72,506	69,428	71,160
VEHICLES	150,000	95,000	95,000	150,000
Total	2,165,776	2,039,472	2,044,148	2,024,788

FINANCING PLAN

Outside Charges	15,876	1,000	1,000	1,000
State Town Aid Road	115,486	115,486	115,486	115,486
Town of Groton	2,008,281	1,092,694	1,092,694	1,908,302
Contingency	26,133	830,292 *	834,968 *	-
Subtotal	2,165,776	2,039,472	2,044,148	2,024,788
TOTAL	2,165,776	2,039,472	2,044,148	2,024,788

* \$830,292 remains in dispute

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	883,856	889,208	881,843	841,916
Overtime	112,907	69,434	70,386	83,634
Longevity	2,700	6,350	2,800	2,800
Allowances	14,094	10,645	13,784	16,000
FICA tax	74,442	74,101	73,564	71,570
Seasonal Laborers	4,410	10,000	9,386	10,000
Medical Insurance	260,997	338,601	338,601	326,500
Pension	123,755	70,031	70,031	56,000
OPEB	47,160	47,160	47,160	36,000
Life Insurance	5,470	7,000	5,514	7,000
Unemployment Compensation	4,759		4,668	
Worker's Compensation	69,953	80,844	80,844	74,000
Total Personnel Services	<u>1,604,503</u>	<u>1,603,374</u>	<u>1,598,581</u>	<u>1,525,420</u>
OPERATING EXPENSES				
Office Supplies/Advertising	1,022	750	641	750
Professional Development	745	1,700	1,205	1,700
Utility/Fuel/Mileage	29,574	26,440	25,820	26,440
Payments Contribution	-	1,000	1,000	1,000
Repairs & Maintenance Facilities	9,452	20,520	15,547	16,940
Software Maintenance Fees	30,570	1,200	5,920	6,200
Occupational Health	10,794	10,915	10,684	10,915
Profess/Technical Services	64,007	35,470	37,109	36,770
General Material & Supply	124,617	125,603	121,745	116,153
Vehicle / Reserve	150,000	95,000	95,000	150,000
Vehicle Operations/Supply	38,253	26,000	25,827	26,000
Vehicle Fuel	61,127	55,000	53,760	55,000
Computer Equipment	40	1,500	3,751	1,500
General Insurance	41,072	35,000	47,558	50,000
Total Operating Expenses	<u>561,273</u>	<u>436,098</u>	<u>445,567</u>	<u>499,368</u>
GRAND TOTALS	<u><u>2,165,776</u></u>	<u><u>2,039,472</u></u>	<u><u>2,044,148</u></u>	<u><u>2,024,788</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17

FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.80	0.60	0.60	0.60
Highway Supervisor	1.00	0.80	0.80	0.80
Office Support	0.67	0.67	0.67	0.67
Garage Mechanic	0.94	0.94	0.94	0.94
Master Maintenance Mechanic	1.00	0.98	0.98	0.98
Heavy Equipment Operator	1.88	1.88	1.88	1.88
Maintenance Mechanic	2.80	2.80	2.80	2.80
Light Equipment Operator	1.78	1.78	1.78	1.78
Laborer	2.60	2.99	2.99	1.66
Engineer	1.00	1.00	1.00	1.00
Total Full Time Employees	14.47	14.44	14.44	13.11

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17

FTE SALARIES & WAGES

Public Works Director	74,244	57,126	56,796	57,932
Highway Supervisor	72,800	60,017	59,405	60,593
Office Support	31,703	33,409	33,716	34,911
Garage Mechanic	59,106	59,349	60,279	60,527
Master Maintenance Mechanic	65,749	65,638	65,718	66,946
Heavy Equipment Operator	116,843	118,107	119,189	120,479
Maintenance Mechanic	172,064	174,572	174,572	178,059
Light Equipment Operator	102,668	104,432	104,704	106,503
Laborer	132,290	159,771	151,587	96,966
Engineer	56,389	56,787	55,877	59,000
Total Full Time Employees	883,856	889,208	881,843	841,916

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: Sanitation

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

Cost Centers

- 001. Leadership** – Supervise the Sanitation Division and its employees. Develop policies, procedures and specifications for the department.
- 002. Municipal Solid Waste** – Collect, transport and dispose of all garbage, rubbish and ashes in an environmentally sound manner.
- 003. Recycling** – Collect, transport and dispose of all recyclable materials as mandated by the State of Connecticut. Collection of Bulky Waste on Wednesdays.
- 004. General Support** – Continue to provide a high level of service to the City's residents. Effectively and efficiently respond to citizen's complaints.

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	992,971	915,440	926,008	909,863	-0.61%

HIGHLIGHTS:

PERSONNEL:

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	728,453	681,490	670,512	639,913
Operating Expenses	264,518	233,950	255,496	269,950
Total	992,971	915,440	926,008	909,863

COST CENTER				
001 Supervision	20,569	35,656	35,524	37,096
002 Municipal Solid Waste	682,054	502,548	413,546	413,661
003 Recycling	148,598	81,368	176,157	170,740
004 General Support	91,750	295,868	300,781	288,366
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	50,000	-	-	-
Total	992,971	915,440	926,008	909,863

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	1,062	3,000	821	3,000
Bulky Waste	360	21,000	2,340	21,000
General Fund	991,549	891,440	922,847	885,863
Total	992,971	915,440	926,008	909,863

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Full Time Employees	417,114	374,314	339,991	343,165
Overtime	531	600	457	600
Part Time Employees	10,570	-	19,609	-
Longevity	2,325	2,100	1,975	2,100
Benefits:				
Medical Insurance	150,398	176,905	176,905	161,390
Life Insurance	3,068	2,825	2,947	3,000
Pension	46,242	27,138	27,138	25,679
FICA tax	30,678	28,681	27,543	26,298
OPEB	18,864	16,244	16,244	13,100
Worker's Compensation	48,663	52,683	57,703	64,581
Total Personnel Services	728,453	681,490	670,512	639,913

OPERATING EXPENSES

Office Supplies/Advertising	-	-	-	-
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	7,259	6,000	6,561	6,000
Tipping Fees(incl bulky waste)	166,966	190,000	204,841	220,000
General Material & Supply	-	-	6,204	-
Vehicle Operations/Supply	7,988	7,500	9,602	13,500
Diesel Fuel	32,305	30,450	28,288	30,450
Vehicles	50,000	-	-	-
Total Operating Expenses	264,518	233,950	255,496	269,950
GRAND TOTALS	992,971	915,440	926,008	909,863

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

Public Works Director	0.20	0.20	0.20	0.20
Highway Supervisory	0.00	0.20	0.20	0.20
Light Equipment Operators	3.30	3.22	3.24	3.22
Laborers	3.40	2.01	2.01	1.34
Heavy Equipment Operators	0.00	0.13	0.13	0.13
Maintenance Mechanic	0.00	0.00	0.00	0.20
Garage Mechanic	0.06	0.06	0.06	0.06
Office Support	0.33	0.33	0.33	0.33
	<u>7.29</u>	<u>6.15</u>	<u>6.17</u>	<u>5.68</u>
Total Full Time Employees				

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Public Works Director	19,130	18,562	18,440	19,311
Highway Supervisory	-	14,560	14,560	15,149
Light Equipment Operators	197,210	173,949	170,148	192,855
Laborers	175,612	144,754	108,286	73,903
Heavy Equipment Operators	-	1,825	7,825	7,797
Maintenance Mechanic	-	-	-	12,822
Garage Mechanic	3,730	3,968	4,132	4,128
Office Support	21,432	16,696	16,600	17,200
	<u>417,114</u>	<u>374,314</u>	<u>339,991</u>	<u>343,165</u>
Total Full Time Employees Salaries & Wages				

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

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

Cost Centers

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

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

003. Capital Addition – Funding for capital additions.

**Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	1,747,941	1,783,139	1,733,622	1,700,894	-4.61%

HIGHLIGHTS:

PERSONNEL: Wastewater Treatment Plant Staff:

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

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	754,221	792,532	808,800	835,111
Operating Expenses	993,720	990,607	924,822	865,783
Total	<u>1,747,941</u>	<u>1,783,139</u>	<u>1,733,622</u>	<u>1,700,894</u>

COST CENTER				
001 Operations	1,611,941	1,662,139	1,612,622	1,675,894
002 Reserve Fund/Equipment & Vehicles	136,000	121,000	121,000	25,000
003 Capital Addition	-	-	-	-
Total	<u>1,747,941</u>	<u>1,783,139</u>	<u>1,733,622</u>	<u>1,700,894</u>

FINANCING PLAN				
Sewer use charge	29,687	27,500	30,856	29,000
State reimbursement	-	-	-	-
General Fund	1,718,254	1,755,639	1,702,766	1,671,894
Total	<u>1,747,941</u>	<u>1,783,139</u>	<u>1,733,622</u>	<u>1,700,894</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Full Time Employees	445,762	451,460	451,460	475,733
Overtime	64,602	72,990	76,740	76,930
Part-Time Employees	8,225	1,620	12,208	12,960
Benefits:				
Medical Insurance	110,000	150,140	150,140	150,140
Life Insurance	2,141	2,300	2,300	2,300
Pension	46,242	31,262	31,262	31,262
FICA tax	38,035	40,244	42,574	43,270
OPEB	15,720	15,720	15,720	15,720
Worker's Compensation	17,769	20,416	20,416	20,416
Clothing Allowance	5,725	6,380	5,980	6,380
Total Personnel Services	754,221	792,532	808,800	835,111

OPERATING EXPENSES

Office Supplies/Advertising	9,425	3,500	4,574	2,500
Professional Development	2,996	10,720	5,592	10,720
General Insurance	51,686	60,000	54,241	60,000
Utilities/Fuel	347,631	323,570	283,270	323,735
Equipment Maintenance	201,364	239,425	204,712	198,050
Contractual Services	100,133	101,395	91,114	101,735
Sludge Removal	76,014	93,400	99,594	99,446
Facility Material & Supply	58,592	33,597	47,546	40,597
Vehicle Operations/Supply	9,879	4,000	13,179	4,000
General Material & Supply	-	-	-	-
Reserve Fund/Vehicles & Equipment	80,000	65,000	65,000	-
Payment for 9S	56,000	56,000	56,000	25,000
Total Operating Expenses	993,720	990,607	924,822	865,783
GRAND TOTALS	1,747,941	1,783,139	1,733,622	1,700,894

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief Operator	89,311	91,097	91,097	92,663
Chemist	84,444	86,133	86,133	87,588
Operators	<u>272,007</u>	<u>274,230</u>	<u>274,230</u>	<u>295,482</u>
Total Full Time Employees Salaries & Wages	<u>445,762</u>	<u>451,460</u>	<u>451,460</u>	<u>475,733</u>

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: Public Buildings

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

Cost Center

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	265,749	213,800	190,358	236,047	10.41%
HIGHLIGHTS:					
<p>Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining the Municipal Building, The Mother Bailey House, and the Colonel Ledyard School.</p> <p>Contractual Services will include costs for the City Engineer.</p>					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	-	104,300	97,124	131,547
Operating Expenses	265,749	109,500	93,234	104,500
Total	<u>265,749</u>	<u>213,800</u>	<u>190,358</u>	<u>236,047</u>

COST CENTER				
001 Building Maintenance	265,749	213,800	190,358	236,047
Total	<u>265,749</u>	<u>213,800</u>	<u>190,358</u>	<u>236,047</u>

FINANCING PLAN				
Interdepartmental				47,000
General Fund	265,749	213,800	190,358	189,047
Total	<u>265,749</u>	<u>213,800</u>	<u>190,358</u>	<u>236,047</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	-	69,000	62,339	74,311
Part Time Employees				20,000
Benefits:				
Medical Insurance		20,772	20,772	20,772
Life Insurance		355	350	355
Pension		4,124	4,124	4,124
FICA tax	-	5,279	4,769	7,215
OPEB		2,620	2,620	2,620
Workers Compensation		2,150	2,150	2,150
Total Personnel Services	-	104,300	97,124	131,547
OPERATING EXPENSES				
Office Supplies/Advertising	167	-	90	-
Utilities/Fuel	7,214	17,500	5,276	16,500
Contractual Services	79,735	50,000	50,000	50,000
Facility Material & Supply	17,658	32,000	27,026	28,000
General Material & Supply	975	10,000	10,842	10,000
Capital Reserve	160,000	-	-	-
Total Operating Expenses	265,749	109,500	93,234	104,500
GRAND TOTALS	265,749	213,800	190,358	236,047

FULL TIME EMPLOYEE ANALYSIS

Public Works Director		0.20	0.20	0.20
Laborer		1.00	1.00	1.00
Total Full Time Employees	-	1.20	1.20	1.20

FTE SALARIES & WAGES

Public Works Director		18,562	18,562	19,311
Laborer		50,438	43,777	55,000
Total Full Time Employees	-	69,000	62,339	74,311

THE CITY OF GROTON
BUDGET 2016-2017
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: Parks and Recreation

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

Cost Centers

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

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

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

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

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

Cost Centers

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

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

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

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

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

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

Department Specific Glossary

Recreation

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

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

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

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

Maintenance

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

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

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

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

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

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

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

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	419,221	421,734	381,706	436,291	3.45%

HIGHLIGHTS:

The Recreation function for 2016-2017 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 current year budget includes the bus trips which related to the increase in the total expenditures, however the increase has been offset by revenue.

PERSONNEL:

- No change.

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Personnel Services	304,226	327,424	305,347	321,506
Operating Expenses	114,995	94,310	76,359	114,785
Total	419,221	421,734	381,706	436,291

COST CENTER

001 Leadership	82,580	77,848	71,029	78,378
002 Summer Playground	166,572	181,081	168,103	183,724
003 Beach Operations	125,587	130,555	120,720	121,464
004 Programs & Events	43,522	32,250	21,854	52,725
Total	418,261	421,734	381,706	436,291

FINANCING PLAN

Trip Collections				18,500
Beach Receipts	101,912	106,000	106,000	106,710
Recreation Receipts	41,166	50,000	48,090	58,800
Zbierski House	10,530	7,500	13,755	10,000
General Fund	264,653	258,234	213,861	242,281
Total	418,261	421,734	381,706	436,291

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
PERSONNEL SERVICES				
Full Time Employees	47,279	48,167	45,510	49,099
Part Time Employees	-	-	-	-
OPEB	2,096	2,096	2,096	2,096
Seasonal Employees	233,918	254,042	236,228	247,588
Benefits:				
FICA tax	20,933	23,119	21,513	22,723
Total Personnel Services	304,226	327,424	305,347	321,506
OPERATING EXPENSES				
Office Supplies/Advertising	21,346	16,500	15,251	16,500
Professional Development	3,137	1,500	909	1,500
Utilities/Fuel	4,250	-	-	-
Contractual Services	62,938	50,410	40,109	74,785
Facility Material & Supply	23,324	25,900	20,090	22,000
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	114,995	94,310	76,359	114,785
GRAND TOTALS	419,221	421,734	381,706	436,291

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Recreation	01-1100

	<u>Actual For Year Ended FY 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

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	29,125	29,855	27,855	29,855
Administrative Assistant	<u>18,154</u>	<u>18,312</u>	<u>17,655</u>	<u>19,244</u>
Total Full Time Employees Salaries & Wages	<u>47,279</u>	<u>48,167</u>	<u>45,510</u>	<u>49,099</u>

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	804,257	713,141	684,954	689,087	-3.37%

HIGHLIGHTS:

The Maintenance function maintains the current level of services.

PERSONNEL:

- No addition employees

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>
Community Services	Parks & Recreation	Maintenance	01-200

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Personnel Services	509,423	497,796	478,148	480,552
Operating Expenses	294,834	215,345	206,806	208,535
Total	804,257	713,141	684,954	689,087

COST CENTER				
001 Leadership	75,412	89,180	86,639	90,868
002 Parks & Grounds	275,898	228,621	222,703	216,988
003 Beach Maintenance	102,545	96,746	86,880	88,137
004 Athletic Fields	68,754	65,253	62,427	59,333
005 Reserve for Vehicles & Equipment	48,008	-	-	-
006 General Support	233,640	233,341	226,305	233,761
Total	804,257	713,141	684,954	689,087

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	26,951	10,000	10,312	10,000
General Fund	777,306	703,141	674,642	679,087
Total	804,257	713,141	684,954	689,087

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15</u>	<u>Current Year Budget FY 6-30-16</u>	<u>Estimated For Year Ended June 30, 2016</u>	<u>Proposed Budget FY 6-30-17</u>
--	---	---	---	---

PERSONNEL SERVICES

Full Time Employees	245,026	240,813	240,813	244,807
Part Time Employees	61,339	46,080	49,110	26,880
Overtime	33,802	36,634	17,863	35,940
Longevity	1,225	1,225	1,125	1,225
Benefits:				
Medical Insurance	58,784	81,238	81,238	81,238
Group Insurance	2,415	2,500	2,586	2,500
Pension	38,535	20,621	20,621	20,621
FICA Tax	24,942	24,537	24,409	23,193
OPEB	14,182	14,148	14,148	14,148
Unemployment Compensation	9,999	8,000	4,235	8,000
Workers Compensation	19,174	22,000	22,000	22,000
	<u>509,423</u>	<u>497,796</u>	<u>478,148</u>	<u>480,552</u>
Total Personnel Services				

OPERATING EXPENSES

Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	170	2,250	105	2,250
General Insurance	41,294	32,535	32,535	32,535
Utilities/Fuel	35,498	38,500	34,975	32,800
Contractual Services	33,033	30,810	32,359	29,850
Facility Material & Supply	59,540	48,750	48,238	48,850
Vehicle Operations/Supply	17,800	21,000	17,826	21,000
Reserve for Vehicles & Equipment	48,008	-	-	-
Park Improvements	28,946	16,600	18,159	15,800
Beach Repairs	30,545	24,900	22,609	25,450
	<u>294,834</u>	<u>215,345</u>	<u>206,806</u>	<u>208,535</u>
Total Operating Expenses				
	<u>804,257</u>	<u>713,141</u>	<u>684,954</u>	<u>689,087</u>
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	44,120	44,783	44,783	44,778
Administrative Assistant	25,319	27,468	27,468	28,866
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	117,684	115,356	115,356	116,895
Laborer	57,903	53,206	53,206	54,268
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	245,026	240,813	240,813	244,807

Non-Departmental

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

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	77,644	90,000	81,324	90,000	0.00%

HIGHLIGHTS:

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- No capital charged to this function

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Operating Expenses	77,644	90,000	81,324	90,000
Total	77,644	90,000	81,324	90,000

COST CENTER

002 General Liability	24,093	27,927	25,235	27,927
004 MV Lia & Phy Damage	47,239	54,756	49,478	54,756
008 Misc Coverage	6,312	7,317	6,611	7,317
Total	77,644	90,000	81,324	90,000

FINANCING PLAN

General Fund	77,644	90,000	81,324	90,000
Total	77,644	90,000	81,324	90,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15

Current Year
Budget
FY 6-30-16

Estimated
For Year Ended
June 30, 2016

Proposed
Budget
FY 6-30-17

OPERATING EXPENSES

General Insurance	77,644	90,000	81,324	90,000
Total Operating Expenses	77,644	90,000	81,324	90,000
GRAND TOTALS	77,644	90,000	81,324	90,000

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	62,377	50,000	50,000	50,000	0.00%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

APPROPRIATION

Personnel Services	62,377	50,000	50,000	50,000
Total	62,377	50,000	50,000	50,000

COST CENTER

001 City Pay Adjustment	62,377	50,000	50,000	50,000
Total	62,377	50,000	50,000	50,000

FINANCING PLAN

General Fund	62,377	50,000	50,000	50,000
Total	62,377	50,000	50,000	50,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

PERSONNEL SERVICES

Step Increases/Pay Adjustments	-	50,000	50,000	50,000
Pension Adjustment	22,377	-	-	-
Medical Fund Adjustment	40,000	-	-	-
Total Personnel Services	<u>62,377</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
 GRAND TOTALS	 <u>62,377</u>	 <u>50,000</u>	 <u>50,000</u>	 <u>50,000</u>

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	157,853	147,125	147,125	40,075	-72.76%
HIGHLIGHTS:					
This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.					
PERSONNEL:					
- No personnel charged to this function					
CAPITAL:					
- No capital charged to this function					

**City of Groton
Proposed Budget FY 2016-2017
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	627,056	615,119	615,119	595,825	-3.14%
HIGHLIGHTS:					
This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.					
PERSONNEL:					
- No personnel charged to this function					
CAPITAL:					
- No capital charged to this function					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
--	--	--------------------------------------	--	----------------------------------

OPERATING EXPENSES

Contractual Services	5,124	500	500	500
Temporary Borrowing	-	21,000	-	-
Debt Service	984,061	793,186	793,186	635,400
 Total Operating Expenses	 989,185	 814,686	 793,686	 635,900
 GRAND TOTALS	 989,185	 814,686	 793,686	 635,900

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

<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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	989,185	814,686	793,686	635,900
Total	989,185	814,686	793,686	635,900

COST CENTER				
001 Gen'l Gov't Debt Service Principal	455,000	455,000	455,000	450,000
002 Gen'l Gov't Debt Service Interest	172,056	159,619	159,619	145,325
003 Sewer Debt Service Principal	135,000	130,000	130,000	25,000
004 Sewer Debt Service Interest	22,853	17,125	17,125	15,075
005 Gen'l Gov't Consulting Service	-	500	500	500
006 Gen'l Gov't Temporary Borrowing	-	-	-	-
Total	784,909	762,244	762,244	635,900

FINANCING PLAN				
General Fund	784,909	762,244	762,244	635,900
Total	784,909	762,244	762,244	635,900

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

DEBT SERVICE SCHEDULE 2016-2017

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2016</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2016-2017</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	2,665,000	150,000	103,250	253,250
Ref	10/8/2009	7/15/2017	849,000	200,000	100,000	3,625	103,625
	10/1/2007	10/1/2017	880,000	85,000	85,000	1,700	86,700
	10/8/2009	10/1/2024	1,725,000	1,035,000	115,000	33,350	148,350
Ref	7/9/2014	10/1/2017	85,000	85,000		3,400	3,400
Total Public Improvements			<u>6,654,000</u>	<u>4,070,000</u>	<u>450,000</u>	<u>145,325</u>	<u>595,325</u>
Sewer Authority:							
	4/15/2013	4/15/2033	460,000	385,000	25,000	15,075	40,075
Total Sewer Authority			<u>460,000</u>	<u>385,000</u>	<u>25,000</u>	<u>15,075</u>	<u>40,075</u>

City of Groton
Proposed Budget FY 2016-2017
Function Highlights

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 14-15	Approved FY 15-16	Estimated FY 15-16	Proposed FY 16-17	% Change
BUDGET	-	945,292	100,000	515,000	-45.52%

HIGHLIGHTS:

- This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year. The current year decrease is based on the City's decision not to budget for the entire pending arbitration with the Town of Groton over the funding of the highway budget.

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- None

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

DEPARTMENT: Non-Departmental

FUNCTION: Contingency

AREA OF SERVICE

DEPARTMENT

FUNCTION

CODE:

General Government

Non-Departmental

Contingency

	Actual For Year Ended FY 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
APPROPRIATION				
Operating Expenses	-	945,292	100,000	515,000
Total	-	945,292	100,000	515,000

COST CENTER				
001 General Contingency	-	945,292	100,000	515,000
Total	-	945,292	100,000	515,000

FINANCING PLAN				
General Fund	-	945,292	100,000	515,000
Total	-	945,292	100,000	515,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2016-2017**

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 6-30-15	Current Year Budget FY 6-30-16	Estimated For Year Ended June 30, 2016	Proposed Budget FY 6-30-17
OPERATING EXPENSES				
Contingency	-	115,000	100,000	115,000
Highway funding pending arbitration	-	830,292	-	400,000
Total Operating Expenses	-	945,292	100,000	515,000
GRAND TOTALS	-	945,292	100,000	515,000