

V

CITY OF GROTON

BUDGET



FISCAL YEAR 2014-2015

*THE CITY OF GROTON
2014-2015 BUDGET
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2014-2015 BUDGET
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**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2014-2015**

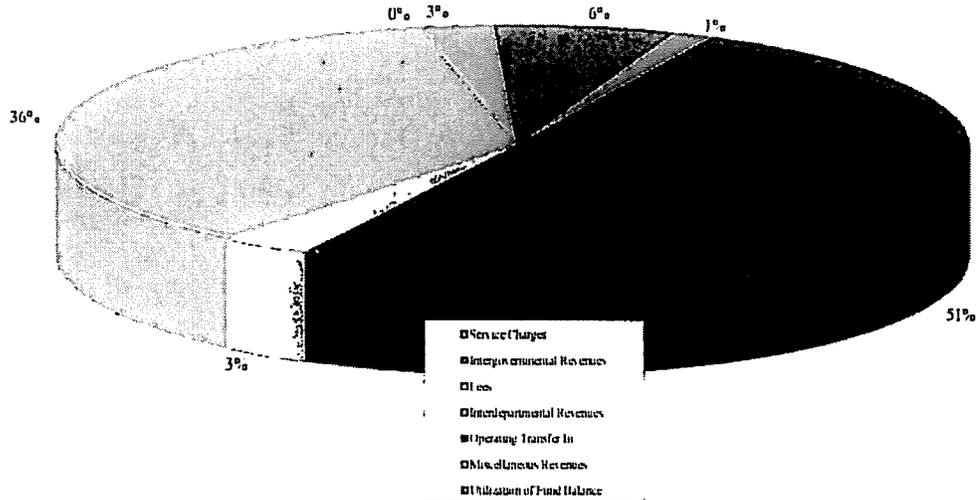
ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-13	BUDGET FYE 6-30-14	ESTIMATED FYE 6-30-14	PROPOSED BUDGET FYE 6-30-15
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**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2014-2015**

SUMMARY OF ANTICIPATED REVENUES

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-13	BUDGET FYE 6-30-14	ESTIMATED FYE 6-30-14	PROPOSED BUDGET FYE 6-30-15
FUND: 010001 GENERAL FUND					
	Taxes	\$6,417,756	\$5,921,875	\$6,128,000	\$6,223,689
	Intergovernmental Revenues	5,378,272	5,554,509	5,699,888	5,236,452
	Licenses and Permit Fees	291,561	399,700	396,050	330,000
	Interdepartmental Revenues	3,756,107	3,770,347	3,723,752	3,715,741
	Miscellaneous Revenues	738,888	395,500	259,074	272,812
	Operating Transfer In	0	57,606	0	0
	Service Charges	172,366	144,800	140,100	152,800
	Total	16,754,850	16,244,337	16,346,864	15,931,494
	Utilization of Fund Balance	-	657,188	275,564	658,750
	Total Anticipated Revenue	\$16,754,850	\$16,901,525	\$16,622,428	\$16,590,244

**THE CITY OF GROTON
ANTICIPATED REVENUES**



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2014-2015**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-13	BUDGET FYE 6-30-14	ESTIMATED FYE 6-30-14	PROPOSED BUDGET FYE 6-30-15
FUND: 010001 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 4.822 Mills	6,386.731	5,899.875	6,106.000	6,192.689
100-9999-120-00-0	Interest on Delinquent Taxes	29.681	20.000	20.000	29.000
100-9999-121-00-0	Recovered Lien Fees	1.344	2.000	2.000	2.000
	TOTAL PROPERTY TAXES	<u>6,417.756</u>	<u>5,921.875</u>	<u>6,128.000</u>	<u>6,223.689</u>
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,253.752	2,253.752	2,301.288	2,232.573
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,254.608	2,254.608	2,254.608	2,125.087
100-9999-220-05-0	Health District	71.165	63.900	63.900	67.943
100-9999-220-06-0	State Aid Pass Thru	-	19.464	19.464	-
100-9999-220-07-0	Town Pilot	84.593	18.243	18.243	37.707
	TOTAL TOWN OF GROTON	<u>4,664.118</u>	<u>4,609.967</u>	<u>4,657.503</u>	<u>4,463.310</u>
WLST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	254.508	279.021	281.829	284.560
STATE OF CONNECTICUT:					
100-9999-210-01-0	Boating Safety	-	3.390	-	-
100-9999-210-02-0	Elderly Property	2,815	5,845	5,845	2,815
100-9999-210-03-0	Totally Disabled	109	125	125	109
100-9999-210-04-0	Telephone Access Line	12,848	19,000	14,000	12,848
100-9999-210-05-0	Civil Preparedness	10,504	3,500	11,766	4,600
100-9999-210-06-0	Town Aid Road	115,808	128,175	115,808	115,808
100-9999-210-07-0	Municipal Grants & Aid	154,839	440,000	460,530	154,839
100-9999-210-08-0	Enterprise Zone	59,343	54,486	134,582	16,821
100-9999-210-15-0	State Grant Miscellaneous	103,380	10,000	16,900	66,742
	TOTAL STATE OF CONNECTICUT	<u>459,646</u>	<u>664,521</u>	<u>759,556</u>	<u>374,582</u>
MISCELLANEOUS REVENUES:					
100-9999-210-09-0	Miscellaneous	-	1,000	1,000	114,000
	TOTAL INTERGOVERNMENTAL REVENUES	<u>5,378.272</u>	<u>5,554.509</u>	<u>5,699.888</u>	<u>5,236.452</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2014-2015**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-13	BUDGET FYE 6-30-14	ESTIMATED FYE 6-30-14	PROPOSED BUDGET FYE 6-30-15
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	269,476	390,000	390,000	320,000
100-9999-321-00-0	Police Fees	6600	4,000	4,000	4,000
	TOTAL LICENSES AND PERMITS	<u>276,076</u>	<u>394,000</u>	<u>384,000</u>	<u>324,000</u>
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	15,485	5,700	12,050	6,000
	TOTAL FEES	<u>15,485</u>	<u>5,700</u>	<u>12,050</u>	<u>6,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>291,561</u>	<u>399,700</u>	<u>396,050</u>	<u>330,000</u>
<u>Interdepartmental Revenues</u>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	3,119,496	3,119,490	3,119,490	3,119,490
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	179,700
100-9999-510-04-0	Planning Services	-	-	-	-
100-9999-510-05-0	Human Resources	95,988	101,739	101,739	101,739
	TOTAL ELECTRIC DEPARTMENT	<u>3,509,676</u>	<u>3,512,424</u>	<u>3,512,424</u>	<u>3,512,424</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	96,761
100-9999-520-04-0	Planning Services	-	-	-	-
100-9999-510-05-0	Human Resources	53,304	54,783	51,507	54,783
	TOTAL WATER DEPARTMENT	<u>183,612</u>	<u>185,099</u>	<u>181,823</u>	<u>185,099</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	48,822	15,218	15,218	15,218
100-9999-531-00-0	Highway Services	13,997	57,606	14,287	3,000
	TOTAL MISCELLANEOUS REVENUES	<u>62,819</u>	<u>72,824</u>	<u>29,505</u>	<u>18,218</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>3,756,107</u>	<u>3,770,347</u>	<u>3,723,752</u>	<u>3,715,741</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2014-2015**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-13	BUDGET FYE 6-30-14	ESTIMATED FYE 6-30-14	PROPOSED BUDGET FYE 6-30-15
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	204,759	310,000	200,000	200,000
100-9999-625-02-0	Insurance Claims Recoveries	30,086	40,000	30,000	30,000
100-9999-635-01-0	Rental Income - Auditorium	1,912	5,000	1,912	1,912
100-9999-635-02-0	Zbierski House	730	15,000	-	15,000
100-9999-645-01-0	Xerox Copies	1,008	1,000	1,000	1,000
100-9999-645-03-0	Trip Collections	-	-	-	-
100-9999-645-04-0	Miscellaneous	496,000	20,000	20,000	20,000
100-9999-645-06-0	Recycling	1,662	-	1,662	2,000
100-9999-645-08-0	City Day	2,391	2,000	2,000	2,400
100-9999-645-09-0	Bulky Waste	340	2,500	2,500	500
	TOTAL MISCELLANEOUS REVENUES	738,888	395,500	259,074	272,812
<u>Operating Transfer In</u>					
100-9999-691-00-0	Special Revenue	-	57,606	-	-
	TOTAL OPERATING TRANSFLR IN	-	57,606	-	-
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	27,173	21,800	21,800	21,800
100-9999-720-00-0	Beach Receipts	108,585	90,000	90,000	98,000
100-9999-730-00-0	Recreation Receipts	31,558	23,000	18,000	23,000
100-9999-740-00-0	Parks Receipts	4,950	10,000	10,300	10,000
	TOTAL SERVICES CHARGES	172,266	144,800	140,100	152,800
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	-	657,188	275,564	658,750
	TOTAL ANTICIPATED REVENUE	16,754,850	16,901,525	16,622,428	16,590,244

THE CITY OF GROTON, CT.

DESCRIPTIONS OF GENERAL FUND REVENUES

APPROVED FISCAL YEAR 2014-2015

The financing plan for the General Fund for the Fiscal Year 2014-2015 totals \$16,590,244 a decrease of \$253,675 over the current revenue budget. This includes an increased of Utilization of Fund Balance by \$5,312, and decreasing the City debt contribution by \$252,460 The following are explanations of the Fiscal Year 2013-2014 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2014-2015 is based on all taxable property in the City as of October 1, 2013 and does not include adjustments made by the Board of Tax Review. The total of all values compiled is the Grand List. The amount to be raised by taxes is calculated by taking the proposed budget appropriations for FY 2014-2015 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, 2013 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2014-2015 mill rate that was proposed by the Mayor was 4.822 mills with an increase in the tax rate of .227 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

APPROVED FISCAL YEAR 2014-2015

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.

Municipal Grants & Aid - Represents funds received from the State for costs associated with the repair and maintenance of highways and bridges or other approved capital projects.

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 state 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.

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.

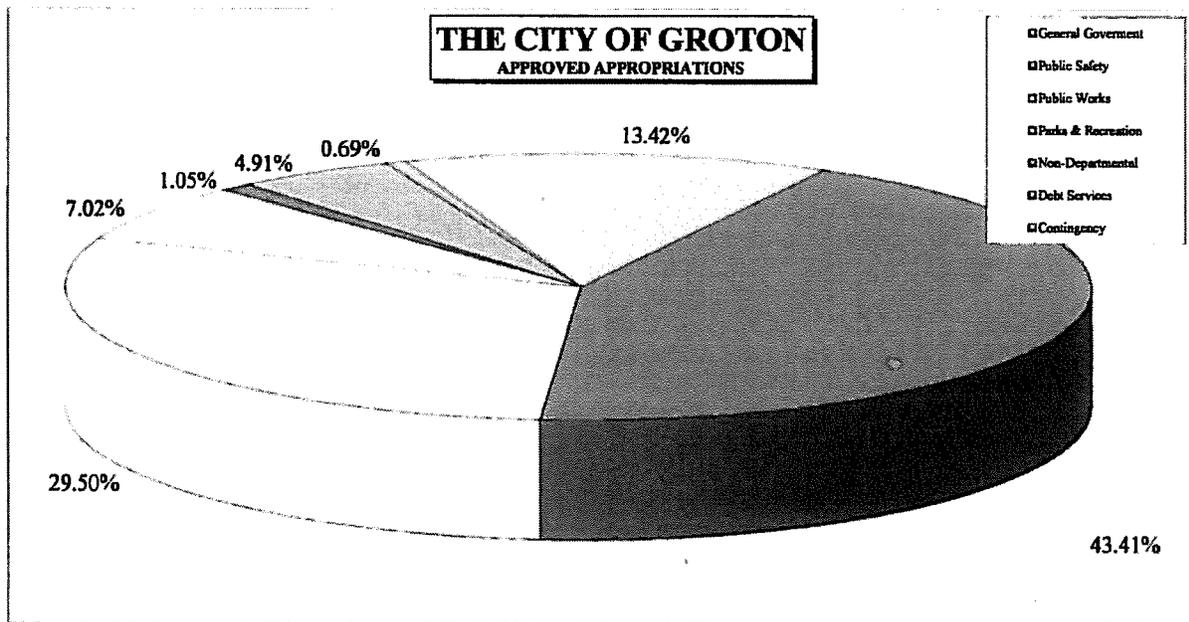
Finance and Accounting Service Reflects the portion of the Finance Department cost associated to Water Department operations.

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

SUMMARY OF EXPENDITURES

	<u>Actual For Year Ended FY 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
General Government:	1,847,898	2,091,170	1,792,887	2,225,662
Public Safety:				
Police	4,490,822	4,746,563	4,697,483	4,608,627
Fire	2,509,505	2,575,641	2,440,934	2,593,375
Total Public Safety	7,000,327	7,322,204	7,138,417	7,202,002
Public Works:				
Highway Maintenance	2,226,945	2,169,687	2,108,753	2,125,087
Sanitation	1,145,510	957,632	975,622	1,007,017
Pollution Abatement Facilities	1,733,500	1,772,680	1,693,750	1,762,123
Total Public Works	5,105,955	4,899,999	4,778,125	4,894,227
Parks & Recreation	1,319,930	1,295,006	1,244,376	1,165,290
Non-Departmental:				
General Insurance	62,407	61,000	61,000	61,000
Pay Adjustment	-	50,000	50,000	112,377
	62,407	111,000	111,000	173,377
Debt Services:				
Public Improvements	440,072	723,476	723,476	649,481
Sewer Authority	314,030	343,670	343,670	165,205
Total Debt Services	754,102	1,067,146	1,067,146	814,686
Contingency	-	115,000	115,000	115,000
Total General Fund Budget	16,090,619	16,901,525	16,246,951	16,590,244



General Government

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

- **Human Resources**

- **Financial Administration**

THE CITY OF GROTON
BUDGET 2014-2015
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.

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

Cost Center

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

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

Cost Center

001. Building Maintenance – Costs associated with the maintenance of City buildings including the Municipal Building, the Mother Bailey House, the Costa Property house, and the Colonel Ledyard School. This also includes contribution to the Capital Reserve to fund capital improvement projects associated with public buildings.

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 2014-2015
Function Highlights

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	499	3,000	2,768	1,000	-66.67%
HIGHLIGHTS:					
PERSONNEL: - No personnel charged to this function.					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Operating Expenses	499	3,000	2,768	1,000
Total	499	3,000	2,768	1,000

COST CENTER

001 City Council	499	3,000	2,768	1,000
Total	499	3,000	2,768	1,000

FINANCING PLAN

General Fund	499	3,000	2,768	1,000
Total	499	3,000	2,768	1,000

THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
OPERATING EXPENSES				
Professional Development	499	3,000	2,768	1,000
Total Operating Expenses	499	3,000	2,768	1,000
GRAND TOTALS	499	3,000	2,768	1,000

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	10,836	10,000	5,500	13,000	30.00%
HIGHLIGHTS:					
The increase in this budget is to provide funding for the Economic Development Commission					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Operating Expenses	10,836	10,000	5,500	13,000
Total	10,836	10,000	5,500	13,000

COST CENTER				
001 Boards and Commissions	10,836	10,000	5,500	13,000
002 Charter Revision	-	-	-	-
Total	10,836	10,000	5,500	13,000

FINANCING PLAN				
General Fund	10,836	10,000	5,500	13,000
Total	10,836	10,000	5,500	13,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
OPERATING EXPENSES				
Office Supplies/Advertising	33	-	3,000	-
Professional Development	-	-	-	-
Contractual Services	10,803	10,000	2,500	13,000
Total Operating Expenses	10,836	10,000	5,500	13,000
GRAND TOTALS	10,836	10,000	5,500	13,000

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	6,825	12,500	8,029	12,000	-4.00%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Operating Expenses	6,825	12,500	8,029	12,000
Total	6,825	12,500	8,029	12,000

COST CENTER				
001 Groton Day	6,267	9,000	6,529	10,000
002 Beautification/Community Events	558	3,500	1,500	2,000
Total	6,825	12,500	8,029	12,000

FINANCING PLAN				
Groton Day	2,256	2,000	2,000	2,000
General Fund	4,569	10,500	6,029	10,000
Total	6,825	12,500	8,029	12,000

THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
OPERATING EXPENSES				
Payments/Contribution	6,825	12,500	8,029	12,000
Total Operating Expenses	6,825	12,500	8,029	12,000
GRAND TOTALS	6,825	12,500	8,029	12,000

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: General Government		FUNCTION: Administration			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	364,589	462,585	306,739	378,581	-18.16%
HIGHLIGHTS:					
Decrease is due to the relocation of capital projects to Public Buildings. The budget includes the cost of the 2015 elections.					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	268,249	348,485	268,447	314,381
Operating Expenses	96,340	114,100	38,292	64,200
Total	<u>364,589</u>	<u>462,585</u>	<u>306,739</u>	<u>378,581</u>

COST CENTER				
001 Leadership	83,098	92,338	89,572	91,338
002 Recording legal documents	147,522	166,005	136,162	150,462
003 Elections	25,848	-	-	12,000
004 General Support	108,121	129,242	81,005	124,781
005 Professional Services	-	-	-	-
006 Reserve for Equipment	-	75,000	-	-
Total	<u>364,589</u>	<u>462,585</u>	<u>306,739</u>	<u>378,581</u>

FINANCING PLAN				
General Fund	<u>364,589</u>	<u>462,585</u>	<u>306,739</u>	<u>378,581</u>
Total	<u>364,589</u>	<u>462,585</u>	<u>306,739</u>	<u>378,581</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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PERSONNEL SERVICES

Full Time Employees	180,859	211,416	181,427	183,022
Part Time Employees	-	-	-	19,246
Overtime	1,239	2,000	500	1,000
Step Increases/Pay Adjustments	-	-	-	-
Benefits:				
Medical Insurance	55,998	76,315	55,997	58,503
Life Insurance	1,749	2,809	1,749	2,809
Pension	14,244	28,488	14,244	23,121
FICA tax	13,671	16,327	13,880	15,550
OPEB	-	10,480	-	10,480
Worker's Compensation	489	650	650	650
Total Personnel Services	268,249	348,485	268,447	314,381

OPERATING EXPENSES

Elections	25,848			12,000
Office Supplies/Advertising	10,422	12,000	9,834	11,000
Professional Development	2,093	8,100	6,728	6,100
Utilities/Fuel	2,021	3,000	2,365	3,000
Contractual Services	30,956	16,000	19,365	32,100
Reserve Fund/Equipment	25,000	75,000	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	96,340	114,100	38,292	64,200
GRAND TOTALS	364,589	462,585	306,739	378,581

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Mayor	74,975	75,000	75,000	75,000
City Clerk	16,598	27,950	27,673	28,369
Administrative Clerk	33,699	22,868	22,642	23,211
Administrative Secretary	55,587	55,598	56,112	56,442
Records Clerk	-	30,000	-	-
Total Full Time Employees Salaries & Wages	180,859	211,416	181,427	183,022

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	71,165	71,400	71,400	67,943	-4.84%
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 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Operating Expenses	71,165	71,400	71,400	67,943
Total	71,165	71,400	71,400	67,943

COST CENTER				
001 Health District	71,165	71,400	71,400	67,943
Total	71,165	71,400	71,400	67,943

FINANCING PLAN				
Town of Groton	71,165	71,400	71,400	67,943
Total	71,165	71,400	71,400	67,943

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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OPERATING EXPENSES

Contractual Services	71,165	71,400	71,400	67,943
Total Operating Expenses	71,165	71,400	71,400	67,943
GRAND TOTALS	71,165	71,400	71,400	67,943

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	87,166	113,500	88,589	322,890	184.48%
HIGHLIGHTS:					
<p style="margin-left: 40px;">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, the Costa Property, and Colonel Ledyard School building.</p> <p style="margin-left: 40px;">Contractual Services will include costs for the City Engineer.</p>					
PERSONNEL:					
CAPITAL:					
<p style="margin-left: 40px;">Roof for Municipal Building : \$200,000 Modifications to Municipal Building: \$40,000</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Personnel Services	-	-	-	14,890
Operating Expenses	87,166	113,500	88,589	308,000
Total	<u>87,166</u>	<u>113,500</u>	<u>88,589</u>	<u>322,890</u>

COST CENTER

001 Building Maintenance	87,166	113,500	88,589	322,890
Total	<u>87,166</u>	<u>113,500</u>	<u>88,589</u>	<u>322,890</u>

FINANCING PLAN

General Fund	87,166	113,500	88,589	322,890
Total	<u>87,166</u>	<u>113,500</u>	<u>88,589</u>	<u>322,890</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Part Time Employees	-	-	-	13,832
Benefits:				
FICA tax	-	-	-	1,058
Total Personnel Services	-	-	-	14,890
OPERATING EXPENSES				
Office Supplies/Advertising	-	500	-	-
Utilities/Fuel	14,866	-	15,000	53,000
Contractual Services	38,447	59,000	47,000	59,000
Facility Material & Supply	28,554	36,000	26,000	30,000
General Material & Supply	5,299	18,000	589	6,000
Capital Reserve	-	-	-	160,000
Total Operating Expenses	87,166	113,500	88,589	308,000
GRAND TOTALS	87,166	113,500	88,589	322,890

THE CITY OF GROTON
BUDGET 2014-2015
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 2014-2015
Function Highlights

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	176,797	190,580	183,392	182,006	-4.50%
HIGHLIGHTS:					
<p>Eighty-two percent of the funding for the HR department is from The Utilities Department. The Utilities also pays for Medical and Life insurance.</p>					
PERSONNEL:					
<p>- No change in staffing</p>					
CAPITAL:					

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	155,959	156,580	156,432	159,746
Operating Expenses	20,838	34,000	26,960	22,260
Total	176,797	190,580	183,392	182,006

COST CENTER				
001 Human Resources	176,797	190,580	183,392	182,006
Total	176,797	190,580	183,392	182,006

FINANCING PLAN				
Interdepartmental	147,164	156,522	153,246	148,805
General Fund	29,633	34,058	30,146	33,201
Total	176,797	190,580	183,392	182,006

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	126.133	125.997	126,006	128.304
Part Time Employees	-	-	-	-
Overtime	636	1.000	1.000	500
<u>Benefits:</u>				
Pension	14.244	14,244	14,244	15.414
FICA tax	9,395	9,715	9,508	9,854
Blue Cross/ CMS	5,240	5,240		-
Group Insurance				
OPEB	-	-	5,240	5,240
Worker's Compensation	312	384	434	434
Total Personnel Services	155.959	156.580	156.432	159.746
OPERATING EXPENSES				
Office Supplies/Advertising	4,092	2,000	800	1,800
Professional Development	3,786	4,000	360	200
Utilities/Fuel	-	3,000	-	2,760
Contractual Services	12,960	25,000	25,800	17,500
Total Operating Expenses	20.838	34.000	26.960	22.260
GRAND TOTALS	176.797	190.580	183.392	182.006

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

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

	<u>Actual For Year Ended FY 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Human Resource Director	79,560	80,356	80,356	81,963
HR Generalist	46,573	45,641	45,650	46,341
Total Full Time Employees Salaries & Wages	126,133	125,997	126,006	128,304

THE CITY OF GROTON
BUDGET 2014-2015
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 2014-2015
Function Highlights

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	601,498	603,586	583,879	610,737	1.18%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	501,585	519,437	501,986	515,397
Operating Expenses	99,913	84,149	81,893	95,340
Total	<u>601,498</u>	<u>603,586</u>	<u>583,879</u>	<u>610,737</u>

COST CENTER				
001 Leadership	42,039	40,912	42,039	44,130
002 Account/Treasury Mgt	195,599	188,794	195,599	204,413
003 Payroll/Benefit Admin.	42,039	41,107	42,039	44,276
004 Purchasing	53,717	61,595	53,717	55,949
005 Risk Management	2,336	2,023	2,336	2,148
006 General Support	265,259	269,155	248,149	259,821
007 Reserve for Vehicles & Equipment	509	-	-	-
Total	<u>601,498</u>	<u>603,586</u>	<u>583,879</u>	<u>610,737</u>

FINANCING PLAN				
Interdepartmental	303,411	276,461	276,461	276,461
General Fund	298,087	327,125	307,418	334,276
Total	<u>601,498</u>	<u>603,586</u>	<u>583,879</u>	<u>610,737</u>

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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PERSONNEL SERVICES

Full Time Employees	350,192	341,934	346,026	351,837
Part Time Employees		3,000	-	-
Overtime	6,957	8,700	6,000	8,200
Step Increases/Pay Adjustments	-		-	
Sell Back of Time Off	-	4,200	4,200	2,000
<u>Benefits:</u>				
OPEB	-	13,100	13,100	13,100
Medical Insurance	71,009	72,735	59,214	60,029
Life Insurance	4,631	4,500	4,455	4,500
Pension	35,610	35,610	35,610	38,535
FICA tax	26,040	26,158	26,081	27,696
Worker's Compensation	7,146	9,500	7,300	9,500
Total Personnel Services	501,585	519,437	501,986	515,397

OPERATING EXPENSES

Office Supplies/Advertising	19,033	25,000	24,000	21,000
Professional Development	2,946	9,520	9,000	3,000
Utilities/Fuel/Safety Incen	550	611	782	700
Contractual Services	76,059	48,784	47,877	70,000
General Insurance	686	234	234	640
Reserve for Vehicles & Equipment	639	-	-	-
Total Operating Expenses	99,913	84,149	81,893	95,340
GRAND TOTALS	601,498	603,586	583,879	610,737

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Finance	101,262	100,970	100,970	102,485
Administrative Assistant	53,064	48,870	49,226	50,088
Utility Accountant	65,957	62,244	65,006	66,144
Senior Accountant	77,843	77,833	78,417	79,791
Purchasing Agent	-			
Accounting Assistant	52,066	52,017	52,407	53,329
Total Full Time Employees Salaries & Wages	350,192	341,934	346,026	351,837

Building & Zoning, Planning

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

- **Planning**

THE CITY OF GROTON
BUDGET 2014-2015
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: Building and Zoning

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Centers

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

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

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

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

Glossary of Department Specific Terms

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

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

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

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	337,378	397,631	340,120	441,165	10.95%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					
Public Records software permit program: \$38,900					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Personnel Services	307,887	352,251	311,000	358,885
Operating Expenses	29,491	45,380	29,120	82,280
Total	337,378	397,631	340,120	441,165

COST CENTER

001 Building Inspection	90,814	98,205	93,224	98,688
002 Inquires & Assistance	63,050	65,546	64,021	69,054
003 Zoning	36,516	66,660	34,058	66,789
004 Plan Review	20,784	22,113	22,597	22,053
005 General Support	126,214	145,107	126,220	145,681
006 Reserve for Vehicles & Equipment	-	-	-	38,900
Total	337,378	397,631	340,120	441,165

FINANCING PLAN

Permits	322,987	250,000	250,000	250,000
General Fund	14,391	147,631	90,120	191,165
Total	337,378	397,631	340,120	441,165

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
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PERSONNEL SERVICES

Full Time Employees	194,023	195,529	194,024	199,301
Part Time Employees	2,038	36,050	4,075	36,050
Overtime	446	3,000	600	3,000
Benefits:				
Medical Insurance	65,307	57,380	57,446	58,596
Life Insurance	2,259	2,366	2,154	2,366
Pension	21,366	21,763	21,366	23,121
FICA tax	14,657	17,945	15,201	18,233
OPEB	-	7,860	7,860	7,860
Worker's Compensation	7,791	10,358	8,274	10,358
Total Personnel Services	307,887	352,251	311,000	358,885

OPERATING EXPENSES

Office Supplies/Advertising	8,244	11,000	8,299	8,000
Professional Development	2,986	5,000	3,140	5,000
General Insurance	1,918	1,880	1,880	4,380
Utilities	2,547	4,000	2,690	4,000
Contractual Services	11,570	16,500	10,129	16,500
Vehicle Operations/Supply	2,226	7,000	2,982	5,500
Vehicles	-	-	-	-
Reserve for Vehicles & Equipment	-	-	-	38,900
Total Operating Expenses	29,491	45,380	29,120	82,280
GRAND TOTALS	337,378	397,631	340,120	441,165

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	84,053	84,938	84,055	86,614
Building Inspector	61,110	61,721	61,110	62,454
Secretary	50,567	48,870	48,859	50,233
Total Full Time Employees Salaries & Wages	195,730	195,529	194,024	199,301

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	25,281	30,750	27,329	30,750	0.00%
HIGHLIGHTS:					
PERSONNEL: - No change					
CAPITAL: - None					

THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Operating Expenses	25,281	30,750	27,329	30,750
Total	25,281	30,750	27,329	30,750

COST CENTER

001 Historic Review	2,915	5,000	3,750	5,000
002 Zoning Board of Appeals	19,102	15,000	20,659	15,000
003 Harbor Management	1,150	5,500	500	5,500
004 Conservation Commission	2,114	5,250	2,420	5,250
Total	25,281	30,750	27,329	30,750

FINANCING PLAN

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

THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2014-2015

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
OPERATING EXPENSES				
Office Supplies/Advertising	5,564	8,500	6,420	8,500
Professional Development	2,260	2,250	2,409	2,250
Contractual Services	17,457	20,000	18,500	20,000
Total Operating Expenses	25,281	30,750	27,329	30,750
GRAND TOTALS	25,281	30,750	27,329	30,750

THE CITY OF GROTON
BUDGET 2013-2014
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: General Government

DEPARTMENT: Planning

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

Cost Centers

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

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

Glossary of Department Specific Terms

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

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

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

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

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	123,577	155,352	149,832	152,456	-1.86%
HIGHLIGHTS:					
- None					
PERSONNEL:					
- None					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	114,512	116,302	116,302	121,106
Operating Expenses	9,065	39,050	33,530	31,350
Total	123,577	155,352	149,832	152,456

COST CENTER

001 Planning	123,577	124,852	124,832	127,456
002 Zoning	-	30,500	25,000	25,000
Total	123,577	155,352	149,832	152,456

FINANCING PLAN

General Fund	123,577	155,352	149,832	152,456
Total	123,577	155,352	149,832	152,456

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	81,598	82,415	82,415	83,650
Benefits:				
Medical Insurance	18,378	16,610	16,610	19,500
Life Insurance	949	800	800	800
Pension	7,122	7,122	7,122	7,707
FICA tax	6,142	6,305	6,305	6,399
OPEB	-	2,620	2,620	2,620
Worker's Compensation	323	430	430	430
Total Personnel Services	114,512	116,302	116,302	121,106
OPERATING EXPENSES				
Office Supplies/Advertising	893	6,100	880	5,000
Professional Development	35	1,000	1,000	1,000
Utilities	317	250	250	350
Vehicle Operations/Supply	-	300	-	-
Contractual Services	7,820	31,400	31,400	25,000
Total Operating Expenses	9,065	39,050	33,530	31,350
GRAND TOTALS	123,577	155,352	149,832	152,456

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Planner	81,598	82,415	82,415	83,650
Total Full Time Employees Salaries & Wages	81,598	82,415	82,415	83,650

Public Safety

- Police
 - Administration
 - Crime Prevention
 - Crime Apprehension

- Fire

- Civil Preparedness

THE CITY OF GROTON
BUDGET 2014-2015
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 FY2011	Actual FY2012	Actual FY2013	Current FY2014*	Projected FY2014
CC1- Calls for Service	20,420	17,695	14,735	13312	17,749
CC2 – Criminal Arrests	596	496	496	408	544
CC3 – Motor Vehicle Accidents	231	195	219	171	228
CC4 – Special Enforcement (DWI)	51	38	36	33	44
CC5 – Medical Responses	804	818	850	571	761
CC6 – Traffic Ticket Summons/Warnings	2,453	2,254	1,819	1,863	2,484

* As of 4/3/2014

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	4,490,822	4,746,563	4,697,483	4,608,627	-2.91%
HIGHLIGHTS:					
The Police Department is requesting funding for FY 15 authorized personnel					
PERSONNEL:					
Twenty-nine (29) sworn personnel Seven and a half (7.5) civilian personnel					
CAPITAL:					
	Vehicles		\$	80,000	
	MDT Replacement			8,000	
	Seven Bullet proof Vests			7,000	
	Desktop Replacements			4,000	
			<u>\$</u>	<u>99,000</u>	

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Administration (Leadership/Gen Sup)	2,106,744	2,199,226	2,072,594	1,941,369
Training	-	-	79,950	90,400
Crime Prevention (Patrol)	1,990,325	2,202,645	2,156,462	2,194,759
Assembly Safety	-	-	40,000	40,000
Alcohol Enforcement	-	-	9,200	10,765
Outside Charges	43,319	15,218	27,000	-
Crime Apprehensions (Investigations)	350,434	329,474	312,277	331,334
Total	<u>4,490,822</u>	<u>4,746,563</u>	<u>4,697,483</u>	<u>4,608,627</u>

Town of Groton Funding

Administration (Leadership/Gen Sup)	987,619	1,044,228	984,253	912,693
Training	-	-	39,975	45,200
Crime Prevention (Patrol)	1,070,049	1,101,323	1,100,173	1,087,380
Assembly Safety	-	-	20,000	20,000
Alcohol Enforcement	-	-	1,150	1,633
Crime Invest Evid (incl YO)	196,084	155,737	155,737	165,667
Total	<u>2,253,752</u>	<u>2,301,288</u>	<u>2,301,288</u>	<u>2,232,573</u>
Town's share	2,253,752	2,301,288	2,301,288	2,232,573
Crossing guards	-	-	-	-

FINANCING PLAN

Administration

Town of Groton	987,619	1,044,228	984,253	912,693
General Fund	1,119,125	1,154,998	1,088,341	1,028,676

Training

Town of Groton	-	-	39,975	45,200
General Fund	-	-	39,975	45,200

Crime Prevention

Town of Groton	1,070,049	1,101,323	1,100,173	1,087,380
Parking Tickets	15,485	-	22,210	20,000
Outside Charges	43,319	15,218	27,000	-
DUI Grant	3,060	-	-	-
General Fund	901,731	1,101,322	1,034,079	1,087,379

Assembly Safety

Town of Groton	-	-	20,000	20,000
General Fund	-	-	20,000	20,000

Alcohol Enforcement

Town of Groton	-	-	1,150	1,633
General Fund	-	-	1,150	1,633
DUI Grant	-	-	6,900	7,499

Crime Apprehensions

Town of Groton	196,084	155,737	155,737	165,667
Statewide Narcotics Task Force (SNTF)	6,000	-	-	-
General Fund	148,350	173,737	156,540	165,667

Crossing Guards

Town of Groton	-	-	-	-
Total	<u>4,490,822</u>	<u>4,746,563</u>	<u>4,697,483</u>	<u>4,608,627</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Safety	Police	Summary	12 100	
	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	2,195,003	2,295,683	2,289,145	2,356,997
Part Time Employee (STO & Dispatch)	21,203	30,613	12,613	12,613
Part Time Employee (Records Clerk)	16,119	19,380	15,560	18,392
Overtime	469,416	167,799	123,500	131,000
Alcohol Enforcement			9,200	
Outside Charges			27,000	
Shift Overtime Replacement	-	268,000	268,000	261,520
Assembly Safety	-	40,000	40,000	40,000
Longevity	15,024	17,905	17,905	15,357
MRT/EMT Stipends	14,000	22,800	18,900	18,900
Step Increases/Pay Adjustments	8,730	8,000	7,499	7,500
Sell Back of Time Off	7,166	10,000	11,660	13,260
Shift Premium (on call)	-	-	-	9,080
Benefits:				
Medical Insurance	757,983	680,000	680,000	559,572
Life Insurance	14,538	15,191	15,191	15,647
Pension	346,632	358,372	365,771	262,339
FICA tax	66,320	73,006	73,906	76,898
Worker's Compensation	78,226	104,000	104,000	104,000
Education/Enhancement (College Incentive)	23,966	32,000	20,500	25,000
OPEB	-	79,600	94,320	94,320
Unemployment Compensation	1,361	-	1,252	1,252
Heart & Hypertension	62,162	82,000	82,000	82,000
Clothing Allowance	30,964	28,582	27,832	27,307
Total Personnel Services	4,128,813	4,332,931	4,305,754	4,132,954
OPERATING EXPENSES				
Office Supplies/Advertising	-	500	500	500
Professional Development	23,233	36,915	26,650	30,218
Utilities	17,506	25,000	22,000	22,000
Repairs & Maintenance Facilities	26,385	38,500	42,720	43,000
Software Maintenance	-	-	-	-
Insurance/Risk Management (General Ins.)	35,880	50,000	54,000	54,000
Occupational Health	5,395	6,500	6,452	7,752
Professional / Technical Services	59,849	57,400	55,000	55,000
Material & Supply	28,598	46,000	36,271	43,753
Vehicle Operations/Supply	253	5,000	2,250	2,250
Vehicle Replacements	-	-	-	80,000
Vehicle Maintenance Fee	95,896	125,400	69,200	69,200
Vehicle Fuel	-	-	54,286	56,000
Computer Replacement Equipment	-	-	-	12,000
Reserve Fund/Equipment	69,014	22,417	22,400	-
Total Operating Expenses	362,009	413,632	391,729	475,673
GRAND TOTALS	4,490,822	4,746,563	4,697,483	4,608,627

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

FULL TIME EMPLOYEE SALARIES & WAGES

Chief of Police	92,546	100,000	97,000	97,970
Deputy Chief	114,487	87,000	93,000	93,930
Police Lieutenants	163,678	163,380	163,380	163,380
Sergeants	490,968	356,660	356,660	356,660
Patrol Officer	726,242	1,009,601	1,009,601	1,055,430
Detective & Youth Officer	321,104	271,752	271,752	286,229
Dispatch	164,767	183,044	173,506	173,506
Administrative Assistant	41,559	41,986	41,986	42,394
Records Clerk	38,377	41,130	41,130	41,554
Office & Maintenance Support	41,275	41,130	41,130	45,945
Total Full Time Employees Salaries & Wages	2,195,003	2,295,683	2,289,145	2,356,997

THE CITY OF GROTON
BUDGET 2014-2015
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Safety

DEPARTMENT: Fire

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

The City of Groton Fire Department strives to provide a large number of services in a quality and caring manner. As a result, we offer a wide range of emergency and non-emergency assistance. This budget is based on our Mission Statement and our 2012-2015 Vision Statement which states "Through Training and Preparation, Provide Adequate Protection to our Citizens, Guests and Mutual Aid Partners in a Quality and Caring Manner".

Cost Centers

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

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

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

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

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

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

**THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2014-2015**

DEPARTMENT: Fire		FUNCTION: Fire Operations			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	2,509,505	2,575,641	2,440,934	2,593,375	0.69%
HIGHLIGHTS:					
PERSONNEL:					
- No Change					
CAPITAL:					
-None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
APPROPRIATION				
Personnel Services	2,105,846	2,163,243	2,077,368	2,160,140
Operating Expenses	403,659	412,398	363,566	433,235
Total	2,509,505	2,575,641	2,440,934	2,593,375

COST CENTER				
001 Leadership	171,150	178,165	176,825	182,496
002 Training	14,716	13,000	13,000	10,000
003 Fire Services	2,291,556	2,371,476	2,238,644	2,347,879
004 Fire Marshall	2,682	3,000	2,500	3,000
005 Vehicles Reserve Fund	13,364	-	-	40,000
006 Program Equipment	16,037	10,000	9,965	10,000
Total	2,509,505	2,575,641	2,440,934	2,593,375

FINANCING PLAN				
West Pleasant Valley Fire District	240,427	281,748	281,748	303,658
General Fund	2,269,078	2,293,893	2,159,186	2,289,717
Total	2,509,505	2,575,641	2,440,934	2,593,375

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	1,142,676	1,159,535	1,140,597	1,178,654
Part Time Employees	19,451	20,000	20,000	32,200
Overtime	238,960	220,000	215,000	220,000
Longevity	3,500	3,150	3,500	4,050
Step Increases/Pay Adjustments	-	2,400	3,000	-
Stipends	28,450	27,500	28,750	27,500
Safety Incentive	3,441	2,920	2,920	2,920
Clothing Allowance	8,625	8,625	8,625	8,625
Sell Back of Time Off	50,438	51,449	50,545	52,227
Benefits:				
Medical Insurance	387,081	380,000	357,000	355,000
Life Insurance	9,434	10,444	10,129	10,444
Pension	139,000	141,780	139,500	131,019
Pension - volunteer	-	1,500	3,500	2,500
FICA tax	18,271	18,675	18,337	19,736
OPEB	-	44,540	5,240	44,540
Volunteer incentive	3,321	-	-	-
Worker's Compensation	53,198	70,725	70,725	70,725
Total Personnel Services	2,105,846	2,163,243	2,077,368	2,160,140
OPERATING EXPENSES				
Office Supplies/Advertising	5,028	5,500	5,214	5,500
Professional Development	14,648	13,000	13,000	10,000
Fire Marshall	2,809	3,000	2,500	3,000
Fire Services	29,727	17,000	15,752	16,235
H and H	54,338	58,500	53,709	58,500
Emergency Medical Service	7,480	8,000	6,940	8,000
Fire Fighter Health & Safety	9,336	9,000	8,926	9,000
Awards & Recognition	224	1,000	980	1,000
General Insurance	10,351	26,000	23,127	22,000
Utilities	188,936	176,398	153,962	165,000
Equipment Maintenance	8,351	9,000	8,462	9,000
Contractual Services	7,263	25,000	15,127	25,000
Facility Material & Supply	14,984	13,000	11,902	13,000
Vehicle Operations/Supply	36,820	38,000	34,000	38,000
Reserve Fund/Equipment	13,364	-	-	40,000
Program Equipment	-	10,000	9,965	10,000
Total Operating Expenses	403,659	412,398	363,566	433,235
GRAND TOTALS	2,509,505	2,575,641	2,440,934	2,593,375

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Firefighter	8.00	8.00	8.00	9.00
Firefighter 5th Step	1.00	1.00	1.00	1.00
Firefighter 4th Step	1.00	1.00	1.00	1.00
Firefighter 3rd step	1.00	1.00	1.00	1.00
Firefighter 2nd step	1.00	-	1.00	-
Total Full Time Employees	17.00	16.00	17.00	17.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	86,925	88,805	87,925	90,137
Deputy Chief	83,011	82,845	82,015	85,812
Captain	207,980	211,137	207,980	215,137
Firefighter	592,115	776,748	590,032	787,568
Firefighter 5th Step	61,430	-	61,430	-
Firefighter 4th Step	57,430	-	57,430	-
Firefighter 3rd step	53,785	-	-	-
Firefighter 2nd step	-	-	53,785	-
Total Full Time Employees Salaries & Wages	1,142,676	1,159,535	1,140,597	1,178,654

THE CITY OF GROTON
BUDGET 2014-2015
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 2014-2015
Function Highlights

DEPARTMENT: Civil Preparedness		FUNCTION: Public Safety			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	42,287	26,786	25,310	13,134	-50.97%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	15,519	15,586	14,510	6,634
Operating Expenses	26,768	11,200	10,800	6,500
Total	42,287	26,786	25,310	13,134

COST CENTER				
001 Civil Preparedness	42,287	26,786	25,310	13,134
Total	42,287	26,786	25,310	13,134

FINANCING PLAN				
General Fund	42,287	26,786	25,310	13,134
Total	42,287	26,786	25,310	13,134

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	14,294	14,316	13,316	-
Part Time Employees				6,000
Benefits:				
FICA tax	1,093	1,095	1,019	459
Worker's Compensation	132	175	175	175
Total Personnel Services	15,519	15,586	14,510	6,634
OPERATING EXPENSES				
Office Supplies/Advertising	20,138	1,000	600	500
Professional Development	-	200	200	200
Utilities/Fuel	4,786	5,000	5,000	3,000
Equipment Maintenance	1,844	500	500	300
Miscellaneous/Awards Events		4,500	4,500	2,500
Total Operating Expenses	26,768	11,200	10,800	6,500
GRAND TOTALS	42,287	26,786	25,310	13,134

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director	14,294	14,316	13,316	-
Total Full Time Employees Salaries & Wages	14,294	14,316	13,316	-

Public Works

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

- Sanitation

- WPCA

- Parks and Recreation
 - Recreation
 - Maintenance

THE CITY OF GROTON
BUDGET 2014-2015
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 includes costs for 10 snow emergencies and five ice emergencies.

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.

Public 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 2014-2015
Function Highlights

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	2,226,945	2,169,687	2,108,753	2,125,087	-2.06%
<p>HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance. Engineering, Public Buildings and Vehicle Reserve.</p>					
<p>PERSONNEL: No Change</p>					
<p>CAPITAL: Tractor with pail mower, snow blower and snow plow.</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Personnel Services	1,669,378	1,651,542	1,589,139	1,630,189
Operating Expenses	557,567	518,145	519,614	494,898
Total	2,226,945	2,169,687	2,108,753	2,125,087

COST CENTER

ADMINISTRATION	791,730	711,439	721,914	715,127
FLEET MAINTENANCE	177,481	221,334	203,783	198,430
ROADS & STREETS	829,387	813,227	816,502	849,120
SNOW / ICE CONTROL	90,800	101,732	119,750	90,868
ENGINEERING	147,547	144,542	71,485	72,671
PUBLIC BUILDINGS	-	48,413	46,319	48,871
VEHICLES	190,000	129,000	129,000	150,000
Total	2,226,945	2,169,687	2,108,753	2,125,087

FINANCING PLAN

Outside Charges	7,395	14,083	3,000	1,000
State Town Aid Road	57,606	57,606	115,806	115,806
Town of Groton	2,254,608	2,097,998	2,047,998	2,008,281
Subtotal	2,319,609	2,169,687	2,166,804	2,125,087
TOTAL	2,319,609	2,169,687	2,166,804	2,125,087

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	1,012,683	995,304	933,832	980,661
Overtime	60,134	70,097	80,542	69,934
Longevity	2,940	2,800	2,600	2,800
Clothing Allowances	8,557	8,885	9,435	9,547
FICA tax	82,264	88,138	77,166	81,343
Seasonal Laborers	5,032	9,910	8,435	9,910
Medical Insurance	289,304	265,973	265,973	251,086
Pension	120,650	120,650	120,650	123,755
OPEB	47,160	41,396	41,920	47,160
Life Insurance	6,806	6,993	5,938	6,993
Worker's Compensation	33,848	41,396	42,648	47,000
Total Personnel Services	1,669,378	1,651,542	1,589,139	1,630,189
OPERATING EXPENSES				
Office Supplies/Advertising	-	1,310	1,000	1,000
Professional Development	1,209	2,200	1,092	1,700
Utility/Fuel/Mileage	27,881	30,000	26,862	29,955
Pavement Management Contribution	-	1,000	752	1,000
Repairs & Maintenance Facilities	6,156	20,400	20,470	20,520
Software Maintenance Fees	1,238	800	1,214	1,200
Occupational Health	-	10,775	9,875	10,915
Profess/Technical Services	68,831	42,400	53,188	41,370
General Material & Supply	137,086	129,800	125,449	104,168
Vehicle / Reserve	190,000	129,000	129,000	150,000
Vehicle Operations Supply	63,333	43,770	39,000	26,000
Vehicle Fuel	34,282	75,000	70,900	74,000
Computer Equipment	-	690	684	2,070
General Insurance	27,551	31,000	40,128	31,000
Total Operating Expenses	557,567	518,145	519,614	494,898
GRAND TOTALS	2,226,945	2,169,687	2,108,753	2,125,087

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

Highway Foreman	0.80	0.80	0.80	0.80
Highway Supervisor	1.00	1.00	1.00	1.00
Office Support	0.67	0.67	0.67	0.67
Garage Mechanic	1.00	1.00	1.00	1.00
Master Maintenance Mechanic	1.00	1.00	1.00	1.00
Heavy Equipment Operator	2.00	1.71	1.71	2.00
Maintenance Mechanic	2.97	2.97	2.97	2.97
Light Equipment Operator	1.83	2.00	2.00	2.00
Laborer	3.55	3.55	3.55	4.55
Engineer	2.00	2.00	1.00	1.00
Total Full Time Employees	16.82	16.70	15.70	16.99

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FTE SALARIES & WAGES

Highway Foreman	68,990	71,688	69,679	71,688
Highway Supervisor	73,550	73,550	71,721	73,550
Office Support	32,736	33,327	32,986	35,112
Garage Mechanic	61,630	62,188	61,572	62,188
Master Maintenance Mechanic	62,568	65,031	64,387	65,103
Heavy Equipment Operator	116,148	100,018	113,387	123,181
Maintenance Mechanic	177,911	176,558	174,040	176,558
Light Equipment Operator	105,881	114,094	112,964	114,094
Laborer	181,996	179,364	177,530	203,065
Engineer	131,273	124,101	55,566	56,122
Total Full Time Employees	1,012,683	999,919	933,832	980,661

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	1,145,510	957,632	975,622	1,007,017	5.16%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL: Includes contribution to reserve for purchase of a new truck.					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	618,796	689,787	686,552	697,672
Operating Expenses	526,714	267,845	289,070	309,345
Total	<u>1,145,510</u>	<u>957,632</u>	<u>975,622</u>	<u>1,007,017</u>

COST CENTER				
001 Supervision	19,930	18,753	18,714	19,034
002 Municipal Solid Waste	662,748	523,632	542,439	503,204
003 Recycling	138,226	137,101	136,323	140,375
004 General Support	324,606	278,146	278,146	294,404
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	-	-	-	50,000
Total	<u>1,145,510</u>	<u>957,632</u>	<u>975,622</u>	<u>1,007,017</u>

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	4,963	-	3,755	-
Bulky Waste	340	2,500	2,500	2,500
General Fund	1,140,207	955,132	969,367	1,004,517
Total	<u>1,145,510</u>	<u>957,632</u>	<u>975,622</u>	<u>1,007,017</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	331,640	383,957	383,957	391,544
Overtime	1,414	1,000	1,000	1,000
Part Time Employees	18,197	39,523	39,523	25,000
Longevity	1,950	1,770	1,770	1,770
Benefits:		-		
Medical Insurance	159,329	125,708	125,708	150,398
Life Insurance	2,968	2,283	2,283	2,283
Pension	55,581	55,581	55,581	46,242
FICA tax	26,285	32,608	29,373	32,078
OPEB	-	18,864	18,864	18,864
Worker's Compensation	21,432	28,493	28,493	28,493
Total Personnel Services	618,796	689,787	686,552	697,672
OPERATING EXPENSES				
Office Supplies/Advertising	4,967	5,000	5,100	5,000
Equipment Maintenance	23	-	-	-
General Insurance	-	-	-	-
Contractual Services	11,090	4,000	7,000	7,000
	215,569	-	-	-
Tipping Fees(incl bulky waste)	-	194,000	217,290	194,000
General Material & Supply	-	-	-	-
Vehicle Operations/Supply	13,065	29,000	17,500	17,500
Diesel Fuel	32,000	35,845	42,180	35,845
Vehicles	250,000	-	-	50,000
Total Operating Expenses	526,714	267,845	289,070	309,345
GRAND TOTALS	1,145,510	957,632	975,622	1,007,017

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

Highway Supervisory	0.20	0.20	0.20	0.20
Light Equipment Operators	3.50	3.12	3.90	3.12
Laborers	2.75	2.31	2.70	2.31
Heavy Equipment Operators	0.00	0.11	0.00	0.11
Garage Mechanic	0.00	0.00	0.00	0.00
Office Support	0.03	0.33	0.33	0.33
Total Full Time Employees	6.48	6.07	7.13	6.07

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Highway Supervisory	18,528	17,420	17,420	17,681
Light Equipment Operators	172,534	174,148	174,148	177,628
Laborers	124,834	171,173	171,173	174,596
Heavy Equipment Operators	-	1,951	1,951	1,990
Garage Mechanic	-	2,993	2,993	3,052
Office Support	15,744	16,272	16,272	16,597
Total Full Time Employees Salaries & Wages	331,640	383,957	383,957	391,544

THE CITY OF GROTON
BUDGET 2014-2015
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

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

Cost Centers

001. Operations - Personnel and perational costs associated with planning, organizing and directing

the operations of the Pollution Abatement Facility (PAF) including treatment of domestic waste under the mandates of the DEEP NDES permit, operation and maintenance pump stations, emergency response and repair of all equipment, and mandatory testing of effluent discharge.

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

003. Capital Addition - Funding for capital additions.

**Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	1,733,500	1,772,680	1,693,750	1,762,123	-0.60%
HIGHLIGHTS:					
<p>PERSONNEL: Wastewater Treatment Plant Staff:</p> <ul style="list-style-type: none"> Chief Plant Operator Leader Operator Certification Required: Laboratory Technician (2) Senior Operators Junior Operator Seasonal Marine Pump Out Station Operator Intern 					
<p>CAPITAL: Presently there are no long term debts in the form of General Bond obligations. Capital expenditure is made from a Capital Reserve Account. Expenditures follow the Capital Improvement Plan.</p> <p>Proposed Capital Reserve Projects:</p> <ul style="list-style-type: none"> • Cleaning Digesters • SCADA update 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	702,236	740,680	731,916	762,847
Operating Expenses	1,031,264	1,032,000	961,834	999,276
Total	1,733,500	1,772,680	1,693,750	1,762,123

COST CENTER				
001 Operations	1,547,254	1,636,680	1,557,750	1,626,123
002 Reserve Fund/Equipment & Vehicles	186,246	136,000	136,000	136,000
003 Capital Addition	-	-	-	-
Total	1,733,500	1,772,680	1,693,750	1,762,123

FINANCING PLAN				
Sewer use charge	27,531	21,800	21,800	21,800
State reimbursement	61,915	10,000	10,000	10,000
General Fund	1,644,054	1,740,880	1,661,950	1,730,323
Total	1,733,500	1,772,680	1,693,750	1,762,123

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	Actual For Year Ended FY 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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PERSONNEL SERVICES

Full Time Employees	404,201	420,000	404,000	445,408
Overtime	77,762	68,000	88,454	71,823
Part-Time Employees	8,831	11,500	12,597	-
Benefits:				
Medical Insurance	106,095	110,000	106,294	110,000
Life Insurance	2,206	2,060	2,182	2,060
Pension	44,000	46,000	37,714	46,242
FICA tax	36,781	35,500	36,523	39,737
OPEB		15,720	15,720	15,720
Worker's Compensation	16,172	25,000	22,171	25,000
Clothing Allowance	6,188	6,900	6,261	6,857
Total Personnel Services	702,236	740,680	731,916	762,847

OPERATING EXPENSES

Office Supplies/Advertising	6,982	3,000	9,147	3,500
Professional Development	5,532	4,000	2,736	4,000
General Insurance	19,382	80,000	24,955	80,000
Utilities/Fuel	334,806	296,000	284,772	295,000
Equipment Maintenance	260,685	148,000	168,057	246,000
Contractual Services	70,709	116,500	99,356	80,876
Sludge Removal	91,781	105,400	88,385	101,900
Facility Material & Supply	49,254	100,100	114,075	45,500
Vehicle Operations/Supply	5,887	14,500	12,808	6,500
General Material & Supply	-	28,500	21,543	-
Reserve Fund/Vehicles & Equipment	186,246	80,000	80,000	80,000
Payment for 9S	-	56,000	56,000	56,000
Total Operating Expenses	1,031,264	1,032,000	961,834	999,276
GRAND TOTALS	1,733,500	1,772,680	1,693,750	1,762,123

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
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FULL TIME EMPLOYEE ANALYSIS

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

FULL TIME EMPLOYEE SALARIES & WAGES

Chief Operator	87,849	85,259	83,595	89,311
Chemist	77,791	72,488	71,073	84,444
Operators	238,561	262,253	249,332	271,653
Total Full Time Employees Salaries & Wages	404,201	420,000	404,000	445,408

THE CITY OF GROTON
BUDGET 2014-2015
BUDGET NARRATIVE & COST CENTER ANALYSIS

AREA OF SERVICE: Public Works

DEPARTMENT: Parks and Recreation

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

Cost Centers

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

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

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

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

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

Cost Centers

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

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

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

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

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

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

Department Specific Glossary

Recreation

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

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

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

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

Maintenance

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

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

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

Facility Material & Supply: includes all the necessary supplies needed for all ballfields and courts (tennis and basketball), 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. Park House Storage, Bleachers at Washington Park, Three Wheel Groomer, Washington Park Restroom update, and Slocomb terrace – Iron Fence.

Parks Improvement: includes the necessary materials (woodmatte, stonedust, clay, sod and 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 2014-2015
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	359,628	391,492	358,276	396,802	1.36%
HIGHLIGHTS:					
<p>The Recreation function for 2014-2015 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.</p>					
PERSONNEL:					
<p>- No change.</p>					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	277,137	306,207	273,866	313,517
Operating Expenses	82,491	85,285	84,410	83,285
Total	359,628	391,492	358,276	396,802

COST CENTER				
001 Leadership	70,072	75,780	75,780	70,858
002 Summer Playground	147,606	171,558	142,108	171,826
003 Beach Operations	118,676	113,879	110,388	123,843
004 Programs & Events	23,274	30,275	30,000	30,275
Total	359,628	391,492	358,276	396,802

FINANCING PLAN				
Trip Collections				
Beach Receipts	100,491	90,000	90,000	90,000
Recreation Receipts	20,400	23,000	18,000	23,000
Zbierski House	7,560	15,000	-	15,000
General Fund	231,177	263,492	250,276	268,802
Total	359,628	391,492	358,276	396,802

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Full Time Employees	47,279	48,104	48,104	46,319
Part Time Employees	-	-	-	-
OPEB	-	2,096	2,096	2,096
Seasonal Employees	210,237	234,395	204,353	242,971
Benefits:				
FICA tax	19,621	21,612	19,313	22,131
Total Personnel Services	277,137	306,207	273,866	313,517
OPERATING EXPENSES				
Office Supplies/Advertising	14,333	12,500	12,500	12,500
Professional Development	1,353	1,500	1,500	1,500
Utilities Fuel	3,720	-	-	-
Contractual Services	43,558	49,710	49,510	46,710
Facility Material & Supply	19,527	21,575	20,900	22,575
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	82,491	85,285	84,410	83,285
GRAND TOTALS	359,628	391,492	358,276	396,802

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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

	<u>Actual For Year Ended FY 6-30-13</u>	<u>Current Year Budget FY 6-30-14</u>	<u>Estimated For Year Ended June 30, 2014</u>	<u>Proposed Budget FY 6-30-15</u>
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	28,554	28,560	28,560	29,270
Administrative Assistant	<u>18,725</u>	<u>19,544</u>	<u>19,544</u>	<u>17,049</u>
Total Full Time Employees Salaries & Wages	<u>47,279</u>	<u>48,104</u>	<u>48,104</u>	<u>46,319</u>

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	960,302	903,514	886,100	741,480	-17.93%
HIGHLIGHTS:					
The Maintenance function maintains the current level of services.					
PERSONNEL:					
- No addition employees					
CAPITAL:					
<ul style="list-style-type: none"> ● Fencing at ballfield #4 ● Tyler House Pillars ● Planning and Engineering for Park Development 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Personnel Services	525,241	535,779	529,940	502,250
Operating Expenses	435,061	367,735	356,160	239,230
Total	<u>960,302</u>	<u>903,514</u>	<u>886,100</u>	<u>741,480</u>

COST CENTER				
001 Leadership	86,684	78,426	73,699	80,015
002 Parks & Grounds	247,891	242,511	233,219	236,706
003 Beach Maintenance	96,616	103,316	98,921	102,733
004 Athletic Fields	64,812	70,592	70,592	67,793
005 Reserve for Vehicles & Equipment	218,475	154,000	155,000	21,000
006 General Support	245,824	254,669	254,669	233,233
Total	<u>960,302</u>	<u>903,514</u>	<u>886,100</u>	<u>741,480</u>

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	5,795	10,000	10,300	10,000
General Fund	954,507	893,514	875,800	731,480
Total	<u>960,302</u>	<u>903,514</u>	<u>886,100</u>	<u>741,480</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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PERSONNEL SERVICES

Full Time Employees	247,873	239,043	234,965	238,000
Part Time Employees	55,003	61,440	59,578	61,440
Overtime	33,242	33,825	33,825	26,539
Longevity	1,125	1,125	1,125	1,125
Benefits:				
Medical Insurance	97,103	86,554	86,554	58,784
Group Insurance	2,587	3,139	3,139	3,139
Pension	38,560	38,560	38,560	38,535
FICA Tax	24,632	25,575	25,676	25,026
OPEB	-	11,004	11,004	14,148
Unemployment Compensation	4,421	8,000	8,000	8,000
Workers Compensation	20,695	27,514	27,514	27,514
	525,241	535,779	529,940	502,250
Total Personnel Services				

OPERATING EXPENSES

Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	226	750	-	750
General Insurance	29,480	24,825	24,825	30,920
Utilities/Fuel	37,817	38,500	35,752	38,500
Contractual Services	25,831	30,710	28,326	30,710
Facility Material & Supply	50,699	51,850	47,684	50,250
Vehicle Operations/Supply	23,357	21,000	21,000	21,000
Reserve for Vehicles & Equipment	218,475	154,000	155,000	21,000
Park Improvements	24,572	19,400	18,768	19,400
Beach Repairs	24,604	26,700	24,805	26,700
	435,061	367,735	356,160	239,230
Total Operating Expenses				
	960,302	903,514	886,100	741,480
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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FULL TIME EMPLOYEE ANALYSIS

Director of Parks & Recreation	0.60	0.60	0.60	0.60
Administrative Assistant	0.60	0.60	0.60	0.60
Maintenance Mechanic	0.00	0.00	0.00	0.00
Light Equipment Operators	1.35	2.00	2.00	2.00
Laborer	0.67	1.00	1.00	1.00
Total Full Time Employees	3.22	4.20	4.20	4.20

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	49,970	42,840	43,255	43,905
Administrative Assistant	31,258	29,316	24,823	25,573
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	114,358	114,200	114,200	115,315
Laborer	52,287	52,687	52,687	53,207
Total Full Time Employees Salaries & Wages	247,873	239,043	234,965	238,000

Non-Departmental

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

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	62,407	61,000	71,554	61,000	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 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Operating Expenses	62,407	61,000	71,554	61,000
Total	62,407	61,000	71,554	61,000

COST CENTER

002 General Liability	19,365	18,928	22,203	18,928
004 MV Lia & Phy Damage	37,968	37,112	43,533	37,112
008 Misc Coverage	5,074	4,960	5,818	4,960
Total	62,407	61,000	71,554	61,000

FINANCING PLAN

General Fund	62,407	61,000	71,554	61,000
Total	62,407	61,000	71,554	61,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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OPERATING EXPENSES

General Insurance	62,407	61,000	71,554	61,000
Total Operating Expenses	62,407	61,000	71,554	61,000
GRAND TOTALS	62,407	61,000	71,554	61,000

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	-	50,000	50,000	112,377	124.75%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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APPROPRIATION

Personnel Services	-	50,000	50,000	112,377
Total	-	50,000	50,000	112,377

COST CENTER

001 City Pay Adjustment	-	50,000	50,000	112,377
Total	-	50,000	50,000	112,377

FINANCING PLAN

General Fund	-	50,000	50,000	112,377
Total	-	50,000	50,000	112,377

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
PERSONNEL SERVICES				
Step Increases/Pay Adjustments	-	50,000	50,000	50,000
Pension Adjustment	-	-	-	22,377
Medical Fund Adjustment				40,000
Total Personnel Services	-	50,000	50,000	112,377
GRAND TOTALS	-	50,000	50,000	112,377

**City of Groton
Proposed Budget FY 2014-2015
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	314,030	343,670	343,670	165,205	-51.93%
HIGHLIGHTS:					
<p style="text-align: center;">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.</p>					
PERSONNEL:					
<p style="text-align: center;">- No personnel charged to this function</p>					
CAPITAL:					
<p style="text-align: center;">- No capital charged to this function</p>					

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	440,072	723,476	723,476	649,481	-10.23%
HIGHLIGHTS: <p style="margin-left: 40px;">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.</p>					
PERSONNEL: <p style="margin-left: 40px;">- No personnel charged to this function</p>					
CAPITAL: <p style="margin-left: 40px;">- No capital charged to this function</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
OPERATING EXPENSES				
Contractual Services	-	500	500	500
Temporary Borrowing	-	21,000	21,000	21,000
Debt Service	754,102	1,045,646	1,045,646	793,186
Total Operating Expenses	754,102	1,067,146	1,067,146	814,686
GRAND TOTALS	754,102	1,067,146	1,067,146	814,686

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

<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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Operating Expenses	754,102	1,067,146	1,067,146	814,686
Total	754,102	1,067,146	1,067,146	814,686

COST CENTER				
001 Gen'l Gov't Debt Service Principal	360,000	530,000	530,000	455,000
002 Gen'l Gov't Debt Service Interest	80,072	171,976	171,976	172,981
003 Sewer Debt Service Principal	280,000	305,000	305,000	140,000
004 Sewer Debt Service Interest	34,030	38,670	38,670	25,205
005 Gen'l Gov't Consulting Service	-	500	500	500
006 Gen'l Gov't Temporary Borrowing	-	21,000	21,000	21,000
Total	754,102	1,067,146	1,067,146	814,686

FINANCING PLAN				
General Fund	754,102	1,067,146	1,067,146	814,686
Total	754,102	1,067,146	1,067,146	814,686

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

DEBT SERVICE SCHEDULE 2014-2015

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2014</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2014-2015</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
	4/15 2013	4/15 2033	3,115,000	2,965,000	150,000	113,750	263,750
Ref	10/8 2009	7/15 2017	849,000	410,000	105,000	8,950	113,950
	10/1 2007	10/1 2017	880,000	340,000	85,000	11,900	96,900
	10/8 2009	10/1 2024	1,725,000	1,265,000	115,000	38,381	153,381
Total Public Improvements			<u>6,569,000</u>	<u>4,980,000</u>	<u>455,000</u>	<u>172,981</u>	<u>627,981</u>
Sewer Authority:							
	4/15 2013	4/15 2033	460,000	435,000	25,000	16,825	41,825
	2/15 2006	2/15 2016	1,140,000	220,000	115,000	8,380	123,380
Total Sewer Authority			<u>1,600,000</u>	<u>655,000</u>	<u>140,000</u>	<u>25,205</u>	<u>165,205</u>

City of Groton
Proposed Budget FY 2014-2015
Function Highlights

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 12-13	Approved FY 13-14	Estimated FY 13-14	Proposed FY 14-15	% Change
BUDGET	-	115,000	115,000	115,000	0.00%
<p>HIGHLIGHTS:</p> <ul style="list-style-type: none"> - This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year. 					
<p>PERSONNEL:</p> <ul style="list-style-type: none"> - No personnel charged to this function 					
<p>CAPITAL:</p> <ul style="list-style-type: none"> - None 					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
APPROPRIATION				
Operating Expenses	-	115,000	115,000	115,000
Total	-	115,000	115,000	115,000
COST CENTER				
001 General Contingency	-	115,000	115,000	115,000
Total	-	115,000	115,000	115,000
FINANCING PLAN				
General Fund	-	115,000	115,000	115,000
Total	-	115,000	115,000	115,000

THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2014-2015

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 6-30-13	Current Year Budget FY 6-30-14	Estimated For Year Ended June 30, 2014	Proposed Budget FY 6-30-15
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OPERATING EXPENSES

Contingency	-	115,000	115,000	115,000
Total Operating Expenses	-	115,000	115,000	115,000
GRAND TOTALS	-	115,000	115,000	115,000