

CITY OF GROTON
PROPOSED
BUDGET



FISCAL YEAR 2015-2016

THE CITY OF GROTON
2015-2016 BUDGET
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THE CITY OF GROTON
2015-2016 BUDGET
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THE CITY OF GROTON
Mayor Marian Galbraith
295 Meridian Street, Groton, CT 06340
(860) 446-4103 (860) 445-4058 FAX

MAYOR'S BUDGET MESSAGE
FISCAL YEAR 2015-2016

Dear Members of the City Council:

As required by Article VI, Section 2 (a) of the Charter, I submit to you the proposed budget for Fiscal Year 2016 (FY 2016).

I am submitting a budget which includes a decrease of \$17,161 in comparison to FY 2015. The proposed budget would require a modest increase of .34 mill resulting in a mill rate of 5.162. For taxpayers, this would mean a tax increase of \$34.00 per \$100,000 of assessed property value.

There has been a decrease in revenues in several areas. In addition to a 7.5% reduction in the grand list, intergovernmental revenues and interest income are also expected to drop. Costs associated with health care have risen as have pension costs in certain departments. All departmental requests have been carefully scrutinized and in many cases have been reduced. This budget is predicated on the following provisions:

- Trash pick up will be reduced to once a week accompanied by a reduction of related staff.
- Bond money previously allocated for the renovation of Colonel Ledyard School will be used to fund capital improvements.
- The City will use the full allocated rates for calculation of medical insurance costs.
- Fees will be charged for bulky waste pick up and all fees will be reviewed for possible increase in the coming year.
- The return to the City from Groton Utilities will be increased by 15%.

The use of the undesignated fund balance will be \$650,000. This would leave a healthy reserve of 16.4%, slightly higher than FY 2015.

The City continues to be fiscally responsible.

Sincerely,


Marian Galbraith

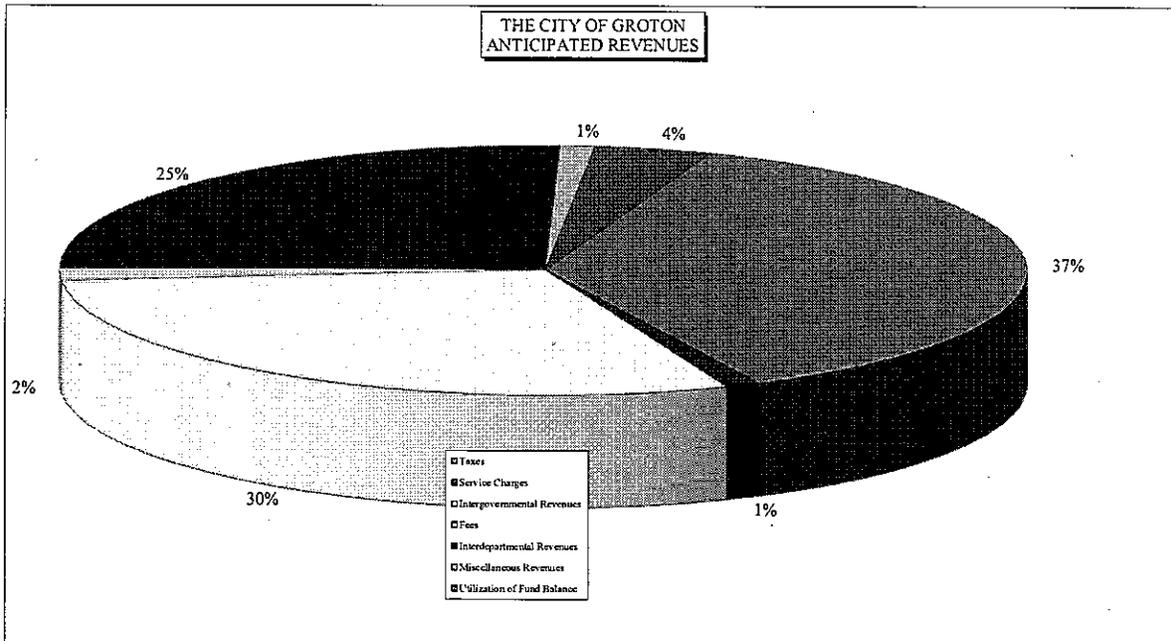
**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-14	BUDGET FYE 6-30-15	ESTIMATED FYE 6-30-15	PROPOSED BUDGET FYE 6-30-16
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**THE CITY OF GROTON
ANTICIPATED REVENUE
FOR FISCAL YEAR 2015-2016**

SUMMARY OF ANTICIPATED REVENUES

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-14	BUDGET FYE 6-30-15	ESTIMATED FYE 6-30-15	PROPOSED BUDGET FYE 6-30-16
FUND: 010001 GENERAL FUND					
	Taxes	\$6,166,362	\$6,223,689	\$6,175,250	\$6,159,609
	Intergovernmental Revenues	5,429,378	5,236,452	5,168,694	4,908,733
	Licenses and Permit Fees	320,083	330,000	313,684	269,600
	Interdepartmental Revenues	3,750,171	3,715,741	3,772,167	4,200,791
	Miscellaneous Revenues	341,505	272,812	127,610	190,850
	Operating Transfer In	-	-	-	-
	Service Charges	198,075	152,800	154,230	193,500
	Total	16,205,574	15,931,494	15,711,635	15,923,083
	Utilization of Fund Balance	-	658,750	-	650,000
	Total Anticipated Revenue	\$16,205,574	\$16,590,244	\$15,711,635	\$16,573,083



**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-14	BUDGET FYE 6-30-15	ESTIMATED FYE 6-30-15	PROPOSED BUDGET FYE 6-30-16
FUND: 010001 GENERAL FUND					
<u>Property Taxes</u>					
100-9999-110-00-0	Property Taxes - Proposed Levy 5.162 Mills	6,127,196	6,192,689	6,150,000	6,128,109
100-9999-120-00-0	Interest on Delinquent Taxes	37,414	29,000	24,000	30,000
100-9999-121-00-0	Recovered Lien Fees	1,752	2,000	1,250	1,500
	TOTAL PROPERTY TAXES	<u>6,166,362</u>	<u>6,223,689</u>	<u>6,175,250</u>	<u>6,159,609</u>
<u>Intergovernmental Revenues</u>					
TOWN OF GROTON:					
100-9999-220-01-0	Police Grant	2,301,288	2,232,573	2,232,573	2,317,137
100-9999-220-02-0	Crossing Guards	-	-	-	-
100-9999-220-04-0	Highway Grant	2,047,998	2,125,087	2,125,087	1,922,986
100-9999-220-05-0	Health District	71,339	67,943	67,943	68,418
100-9999-220-06-0	State Aid Pass Thru	-	-	-	-
100-9999-220-07-0	Town Pilot	37,707	37,707	37,707	37,707
	TOTAL TOWN OF GROTON	<u>4,458,332</u>	<u>4,463,310</u>	<u>4,463,310</u>	<u>4,346,248</u>
WEST PLEASANT VALLEY FIRE DISTRICT:					
100-9999-230-01-0	WPV Fire District	279,021	284,560	288,918	288,918
STATE OF CONNECTICUT:					
100-9999-210-01-0	Boating Safety	-	-	-	-
100-9999-210-02-0	Elderly Property	3,030	2,815	2,815	3,214
100-9999-210-03-0	Totally Disabled	16	109	109	125
100-9999-210-04-0	Telephone Access Line	12,848	12,848	12,848	12,848
100-9999-210-05-0	Civil Preparedness	33,604	4,600	14,064	4,600
100-9999-210-06-0	Town Aid Road	115,808	115,808	115,808	115,846
100-9999-210-07-0	Municipal Grants & Aid	-	154,839	154,839	-
100-9999-210-08-0	Enterprise Zone	92,007	16,821	14,241	-
	State Pilot	-	-	-	61,934
100-9999-210-15-0	State Grant Miscellaneous	434,712	66,742	66,742	25,000
	TOTAL STATE OF CONNECTICUT	<u>692,025</u>	<u>374,582</u>	<u>381,466</u>	<u>223,567</u>
MISCELLANEOUS REVENUES:					
100-9999-210-17-0	Miscellaneous	-	114,000	35,000	50,000
	TOTAL INTERGOVERNMENTAL REVENUES	<u>5,429,378</u>	<u>5,236,452</u>	<u>5,168,694</u>	<u>4,908,733</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-14	BUDGET FYE 6-30-15	ESTIMATED FYE 6-30-15	PROPOSED BUDGET FYE 6-30-16
<u>Licenses and Permit Fees</u>					
100-9999-310-01-0	Building and Zoning Fees	293,195	320,000	293,084	250,000
100-9999-321-00-0	Police Fees	8,612	4,000	5,600	7,600
	TOTAL LICENSES AND PERMITS	<u>301,807</u>	<u>324,000</u>	<u>298,684</u>	<u>257,600</u>
<u>Fees</u>					
100-9999-325-00-0	Parking Tickets	18,276	6,000	15,000	12,000
	TOTAL FEES	<u>18,276</u>	<u>6,000</u>	<u>15,000</u>	<u>12,000</u>
	TOTAL LICENSES, PERMITS AND FEES	<u>320,083</u>	<u>330,000</u>	<u>313,684</u>	<u>269,600</u>
<u>Interdepartmental Revenues</u>					
ELECTRIC DEPARTMENT:					
100-9999-510-01-0	Return of Investment	3,119,496	3,119,490	3,119,490	3,587,414
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	98,988	101,739	101,739	111,388
	TOTAL ELECTRIC DEPARTMENT	<u>3,509,676</u>	<u>3,512,424</u>	<u>3,512,424</u>	<u>3,989,997</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	54,783	59,978
	TOTAL WATER DEPARTMENT	<u>183,612</u>	<u>185,099</u>	<u>185,099</u>	<u>190,294</u>
MISCELLANEOUS REVENUES:					
100-9999-532-00-0	Outside Services - Police	46,367	15,218	66,202	15,500
100-9999-531-00-0	Highway Services	10,516	3,000	8,442	5,000
	TOTAL MISCELLANEOUS REVENUES	<u>56,883</u>	<u>18,218</u>	<u>74,644</u>	<u>20,500</u>
	TOTAL INTERDEPARTMENTAL REVENUES	<u>3,750,171</u>	<u>3,715,741</u>	<u>3,772,167</u>	<u>4,200,791</u>

**THE CITY OF GROTON
ANTICIPATED REVENUES
FOR FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	TITLE	ACTUAL FYE 6-30-14	BUDGET FYE 6-30-15	ESTIMATED FYE 6-30-15	PROPOSED BUDGET FYE 6-30-16
<u>Miscellaneous Revenues</u>					
100-9999-615-00-0	Interest on Investments	140,255	200,000	120	2,000
100-9999-625-02-0	Insurance Claims Recoveries	68,722	30,000	90,530	30,000
100-9999-635-01-0	Rental Income - Auditorium	1,027	1,912	1,294	1,350
100-9999-635-02-0	Zbierski House	-	15,000	8,200	7,500
100-9999-645-01-0	Xerox Copies	1,003	1,000	1,623	1,000
100-9999-645-03-0	Trip Collections				
100-9999-645-04-0	Miscellaneous	123,715	20,000	20,631	100,000
100-9999-645-06-0	Recycling	3,275	2,000	1,504	3,000
100-9999-645-08-0	City Day	3,028	2,400	3,548	3,000
100-9999-645-09-0	Bulky Waste	480	500	160	21,000
100-9999-645-12-0	Gravel Sales	-	-	-	22,000
	TOTAL MISCELLANEOUS REVENUES	341,505	272,812	127,610	190,850
<u>Operating Transfer In</u>					
100-9999-691-00-0	Special Revenue	-	-	-	-
	TOTAL OPERATING TRANSFER IN	-	-	-	-
<u>Service Charges</u>					
100-9999-710-00-0	Sewer Use Charge	28,848	21,800	24,754	27,500
100-9999-720-00-0	Beach Receipts	107,452	98,000	93,352	106,000
100-9999-730-00-0	Recreation Receipts	52,122	23,000	22,580	50,000
100-9999-740-00-0	Parks Receipts	9,653	10,000	13,544	10,000
	TOTAL SERVICES CHARGES	198,075	152,800	154,230	193,500
<u>Utilization of Fund Balance</u>					
100-9999-810-00-0	Utilization of Fund Balance	-	658,750	-	650,000
	TOTAL ANTICIPATED REVENUE	16,205,574	16,590,244	15,711,635	16,573,083

THE CITY OF GROTON, CT.

DESCRIPTIONS OF GENERAL FUND REVENUES

APPROVED FISCAL YEAR 2015-2016

The financing plan for the General Fund for the Fiscal Year 2015-2016 totals \$16,573,083 a decrease of \$17,161 over the current revenue budget. This includes decreasing the Utilization of Fund Balance by \$8,750, and decreasing the City debt contribution by \$52,442. The following are explanations of the Fiscal Year 2015-2016 revenue category.

GENERAL PROPERTY TAXES:

Current Taxes: The current levy for FY 2015-2016 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 2015-2016 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, 2014 Grand List, less legal exemptions and the estimated tax collection rate of 99%. Current taxes are due July 1. The FY 2015-2016 mill rate that was proposed by the Mayor was 5.162 mills with an increase in the tax rate of .34 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 2015-2016

STATE OF CONNECTICUT

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

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

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

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

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

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

LICENSES AND FEES

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

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

Parking Tickets represents revenue received by the City police.

THE CITY OF GROTON, CT.

DESCRIPTIONS OF GENERAL FUND REVENUES

APPROVED FISCAL YEAR 2015-2016

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:

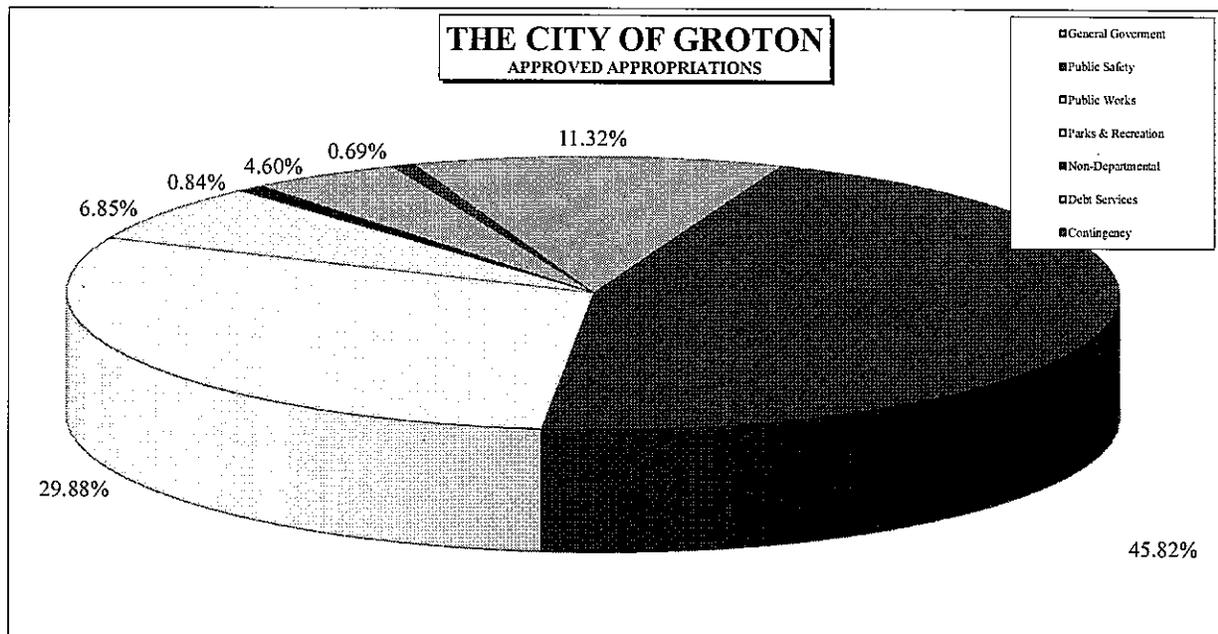
Finance and Accounting Service Reflects the portion of the Finance Department cost associated to Water Department operations.

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

SUMMARY OF EXPENDITURES

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
General Government:	1,903,699	1,889,638	1,830,392	1,876,140
Public Safety:				
Police	4,584,080	4,608,627	4,581,681	4,774,277
Fire	2,586,215	2,593,375	2,682,131	2,807,237
Civil Preparedness	30,993	13,134	14,054	11,459
Total Public Safety	7,201,288	7,215,136	7,277,866	7,592,973
Public Works:				
Highway Maintenance	2,060,105	2,125,087	2,183,573	2,039,472
Sanitation	897,066	1,007,017	942,131	915,440
Public Buildings	106,238	322,890	269,000	213,800
Pollution Abatement Facilities	1,727,040	1,762,123	1,715,270	1,783,139
Total Public Works	4,790,449	5,217,117	5,109,974	4,951,851
Parks & Recreation	1,288,970	1,165,290	1,127,739	1,134,875
Non-Departmental:				
General Insurance	84,429	61,000	87,644	90,000
Pay Adjustment	-	112,377	112,377	50,000
	84,429	173,377	200,021	140,000
Debt Services:				
Public Improvements	679,399	649,481	628,481	615,119
Sewer Authority	309,786	165,205	165,205	147,125
Total Debt Services	989,185	814,686	793,686	762,244
Contingency	-	115,000	100,000	115,000
Total General Fund Budget	16,258,020	16,590,244	16,439,678	16,573,083



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

AREA OF SERVICE: General Government

DEPARTMENT: General Government

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

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

Cost Center

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Center

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

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.

General Government

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

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Legislative Policy			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	2,622	1,000	500	500	-50.00%

HIGHLIGHTS:

PERSONNEL:

- No personnel charged to this function.

CAPITAL:

- None

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	2,622	1,000	500	500
Total	<u>2,622</u>	<u>1,000</u>	<u>500</u>	<u>500</u>

COST CENTER				
001 City Council	2,622	1,000	500	500
Total	<u>2,622</u>	<u>1,000</u>	<u>500</u>	<u>500</u>

FINANCING PLAN				
General Fund	2,622	1,000	500	500
Total	<u>2,622</u>	<u>1,000</u>	<u>500</u>	<u>500</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Professional Development	2,622	1,000	500	500
Total Operating Expenses	2,622	1,000	500	500
GRAND TOTALS	2,622	1,000	500	500

City of Groton
Proposed Budget FY 2015-2016
Function Highlights

DEPARTMENT: General Government		FUNCTION: Boards and Commissions			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	13,355	13,000	7,000	26,300	102.31%
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 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	13,355	13,000	7,000	26,300
Total	13,355	13,000	7,000	26,300

COST CENTER				
001 Boards and Commissions	13,355	13,000	7,000	26,300
002 Charter Revision	-	-	-	-
Total	13,355	13,000	7,000	26,300

FINANCING PLAN				
General Fund	13,355	13,000	7,000	26,300
Total	13,355	13,000	7,000	26,300

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Office Supplies/Advertising	589	-	5,000	1,300
Professional Development	-	-	-	-
Contractual Services	12,766	13,000	2,000	25,000
Total Operating Expenses	13,355	13,000	7,000	26,300
GRAND TOTALS	13,355	13,000	7,000	26,300

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Citizens Participation			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	36,088	12,000	26,494	17,480	45.67%
HIGHLIGHTS:					
PERSONNEL:					
- No personnel in this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	36,088	12,000	26,494	17,480
Total	36,088	12,000	26,494	17,480

COST CENTER				
001 Groton Day	7,416	10,000	7,416	10,000
002 Beautification/Community Events	28,672	2,000	19,078	7,480
Total	36,088	12,000	26,494	17,480

FINANCING PLAN				
Groton Day	3,028	2,400	3,548	3,000
General Fund	33,060	9,600	22,946	14,480
Total	36,088	12,000	26,494	17,480

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Payments/Contribution	36,088	12,000	26,494	17,480
Total Operating Expenses	36,088	12,000	26,494	17,480
GRAND TOTALS	36,088	12,000	26,494	17,480

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	324,392	314,381	293,044	310,199
Operating Expenses	137,638	64,200	75,762	69,500
Total	<u>462,030</u>	<u>378,581</u>	<u>368,806</u>	<u>379,699</u>

COST CENTER				
001 Leadership	87,031	91,338	91,238	89,138
002 Recording legal documents	169,719	150,462	165,626	174,612
003 Elections	-	12,000	12,000	-
004 General Support	130,280	124,781	99,942	115,949
005 Professional Services	-	-	-	-
006 Reserve for Equipment	75,000	-	-	-
Total	<u>462,030</u>	<u>378,581</u>	<u>368,806</u>	<u>379,699</u>

FINANCING PLAN				
General Fund	462,030	378,581	368,806	379,699
Total	<u>462,030</u>	<u>378,581</u>	<u>368,806</u>	<u>379,699</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	181,976	183,022	183,022	185,183
Part Time Employees	-	19,246	-	-
Overtime	500	1,000	1,600	2,000
Step Increases/Pay Adjustments	-	-	-	-
Benefits:				
Medical Insurance	86,795	58,503	58,503	83,603
Life Insurance	1,854	2,809	2,809	1,854
Pension	28,488	23,121	21,852	12,372
FICA tax	13,651	15,550	14,128	14,167
OPEB	10,480	10,480	10,480	9,170
Worker's Compensation	648	650	650	1,850
Total Personnel Services	324,392	314,381	293,044	310,199
OPERATING EXPENSES				
Elections	-	12,000	12,000	-
Office Supplies/Advertising	12,015	11,000	16,100	12,000
Professional Development	2,530	6,100	2,830	5,500
Utilities/Fuel	2,797	3,000	2,000	3,000
Contractual Services	45,296	32,100	42,832	49,000
Reserve Fund/Equipment	75,000	-	-	-
Program Equipment	-	-	-	-
Total Operating Expenses	137,638	64,200	75,762	69,500
GRAND TOTALS	462,030	378,581	368,806	379,699

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Mayor	74,985	75,000	75,000	75,000
City Clerk	27,966	28,369	28,369	28,936
Administrative Clerk	22,882	23,211	23,211	23,675
Administrative Secretary	56,143	56,442	56,442	57,572
Records Clerk	-	-	-	-
Total Full Time Employees Salaries & Wages	181,976	183,022	183,022	185,183

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Health District		FUNCTION: Health Services			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	71,339	67,943	67,943	68,418	0.70%
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 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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APPROPRIATION

Operating Expenses	71,339	67,943	67,943	68,418
Total	<u>71,339</u>	<u>67,943</u>	<u>67,943</u>	<u>68,418</u>

COST CENTER

001 Health District	71,339	67,943	67,943	68,418
Total	<u>71,339</u>	<u>67,943</u>	<u>67,943</u>	<u>68,418</u>

FINANCING PLAN

Town of Groton	71,339	67,943	67,943	68,418
Total	<u>71,339</u>	<u>67,943</u>	<u>67,943</u>	<u>68,418</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	<u>Actual For Year Ended FY 6-30-14</u>	<u>Current Year Budget FY 6-30-15</u>	<u>Estimated For Year Ended June 30, 2015</u>	<u>Proposed Budget FY 6-30-16</u>
OPERATING EXPENSES				
Contractual Services	71,339	67,943	67,943	68,418
Total Operating Expenses	71,339	67,943	67,943	68,418
GRAND TOTALS	71,339	67,943	67,943	68,418

THE CITY OF GROTON
BUDGET 2015-2016
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 2015-2016
Function Highlights**

DEPARTMENT: General Government		FUNCTION: Human Resources			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	186,649	182,006	175,747	208,984	14.82%
HIGHLIGHTS:					
<p>A porEighty-two percent of the funding for the HR department is from The Utilities Department.</p>					
PERSONNEL:					
<p>- No change in staffing</p>					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	155,637	159,746	156,937	188,524
Operating Expenses	31,012	22,260	18,810	20,460
Total	186,649	182,006	175,747	208,984

COST CENTER				
001 Human Resources	186,649	182,006	175,747	208,984
Total	186,649	182,006	175,747	208,984

FINANCING PLAN				
Interdepartmental	152,292	148,805	148,805	171,367
General Fund	34,357	33,201	26,942	37,617
Total	186,649	182,006	175,747	208,984

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	124,758	128,304	128,299	130,870
Part Time Employees	-	-	-	-
Overtime	1,881	500	2,126	2,500
Benefits:				
Pension	14,244	15,414	14,244	8,249
FICA tax	9,514	9,854	6,850	10,203
Blue Cross/ CMS	-	-	-	31,158
Group Insurance	-	-	-	102
OPEB	5,240	5,240	5,240	5,240
Worker's Compensation	-	434	178	202
Total Personnel Services	155,637	159,746	156,937	188,524
OPERATING EXPENSES				
Office Supplies/Advertising	2,763	1,800	1,794	600
Professional Development	914	200	25	200
Utilities/Fuel	933	2,760	696	2,760
Contractual Services	26,402	17,500	16,295	16,900
Total Operating Expenses	31,012	22,260	18,810	20,460
GRAND TOTALS	186,649	182,006	175,747	208,984

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
<u>FULL TIME EMPLOYEE ANALYSIS</u>				
Human Resource Director	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.00	1.00	1.00
Total Full Time Employees	2.00	2.00	2.00	2.00

FULL TIME EMPLOYEE SALARIES & WAGES				
Human Resource Director	79,560	81,963	81,957	83,602
HR Generalist	45,198	46,341	46,342	47,268
Total Full Time Employees Salaries & Wages	124,758	128,304	128,299	130,870

THE CITY OF GROTON
BUDGET 2015-2016
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 2015-2016
Function Highlights**

DEPARTMENT: Finance		FUNCTION: Financial Administration			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	611,039	610,737	587,850	614,877	0.68%
HIGHLIGHTS:					
PERSONNEL: - No changes in personnel					
CAPITAL: - No Capital requested					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	494,777	515,397	482,268	519,477
Operating Expenses	116,262	95,340	105,582	95,400
Total	611,039	610,737	587,850	614,877

COST CENTER				
001 Leadership	44,677	44,130	44,677	46,996
002 Account/Treasury Mgt	194,578	204,413	194,578	203,614
003 Payroll/Benefit Admin.	37,035	44,276	37,035	38,859
004 Purchasing	51,731	55,949	51,731	53,981
005 Risk Management	1,764	2,148	1,764	2,148
006 General Support	280,745	259,821	258,065	269,279
007 Reserve for Vehicles & Equipment	509	-	-	-
Total	611,039	610,737	587,850	614,877

FINANCING PLAN				
Interdepartmental	276,461	276,461	276,461	276,461
General Fund	334,578	334,276	311,389	338,416
Total	611,039	610,737	587,850	614,877

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	317,593	351,837	325,664	344,995
Part Time Employees	-	-	-	-
Overtime	16,861	8,200	12,000	10,200
Step Increases/Pay Adjustments	-	-	-	-
Sell Back of Time Off	-	2,000	2,000	2,000
Benefits:	-	-	-	-
OPEB	-	13,100	13,100	13,100
Medical Insurance	85,835	60,029	60,029	95,882
Life Insurance	4,449	4,500	4,506	4,850
Pension	35,610	38,535	38,535	20,620
FICA tax	24,962	27,696	25,984	27,325
Worker's Compensation	9,467	9,500	450	505
Total Personnel Services	494,777	515,397	482,268	519,477
OPERATING EXPENSES				
Office Supplies/Advertising	26,796	21,000	24,000	19,000
Professional Development	2,640	3,000	2,500	4,400
Utilities/Fuel/Safety Incen	705	700	1,200	1,000
Contractual Services	84,553	70,000	76,882	70,000
General Insurance	1,070	640	1,000	1,000
Reserve for Vehicles & Equipment	498	-	-	-
Total Operating Expenses	116,262	95,340	105,582	95,400
GRAND TOTALS	611,039	610,737	587,850	614,877

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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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	74,431	102,485	104,942	109,140
Administrative Assistant	48,859	50,088	50,088	50,088
Utility Accountant	64,448	66,144	54,000	60,408
Senior Accountant	77,834	79,791	79,791	79,791
Accounting Assistant	52,021	53,329	36,843	45,568
Total Full Time Employees Salaries & Wages	317,593	351,837	325,664	344,995

Building & Zoning, Planning

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

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

AREA OF SERVICE: General Government

DEPARTMENT: Building and Zoning

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

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

Cost Centers

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

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

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

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

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

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

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

Cost Centers

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

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

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

004. Conservation Commission – Operational and legal costs incurred in support of the Conservation Commission which acts as the Inlands Regulatory Agency for the City of Groton and their authority to monitor activity within the regulated wetland areas in the City of Groton or 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 2015-2016
Function Highlights**

DEPARTMENT: Building		FUNCTION: Inspection			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	347,333	441,165	425,834	394,655	-10.54%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	317,646	358,885	355,825	346,475
Operating Expenses	29,687	82,280	70,009	48,180
Total	347,333	441,165	425,834	394,655

COST CENTER				
001 Building Inspection	89,222	98,688	98,688	100,524
002 Inquires & Assistance	63,241	69,054	65,975	69,505
003 Zoning	36,716	66,789	66,789	51,344
004 Plan Review	20,998	22,053	22,053	22,495
005 General Support	137,156	145,681	133,429	150,787
006 Reserve for Vehicles & Equipment	-	38,900	38,900	-
Total	347,333	441,165	425,834	394,655

FINANCING PLAN				
Permits	293,195	320,000	293,084	250,000
General Fund	54,138	121,165	132,750	144,655
Total	347,333	441,165	425,834	394,655

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	195,458	199,301	199,301	202,137
Part Time Employees	-	36,050	36,050	21,400
Overtime	142	3,000	140	3,000
Benefits:				
Medical Insurance	73,100	58,596	58,596	76,674
Life Insurance	2,180	2,366	2,385	2,200
Pension	21,763	23,121	23,121	12,373
FICA tax	14,577	18,233	18,014	17,331
OPEB	-	7,860	7,860	7,860
Worker's Compensation	10,426	10,358	10,358	3,500
Total Personnel Services	<u>317,646</u>	<u>358,885</u>	<u>355,825</u>	<u>346,475</u>
OPERATING EXPENSES				
Office Supplies/Advertising	7,622	8,000	6,972	10,800
Professional Development	2,604	5,000	1,784	5,500
General Insurance	3,210	4,380	6,870	4,380
Utilities	2,495	4,000	2,300	4,000
Contractual Services	10,328	16,500	10,000	18,000
Vehicle Operations/Supply Vehicles	3,428	5,500	3,183	5,500
Reserve for Vehicles & Equipment	-	-	-	-
	-	38,900	38,900	-
Total Operating Expenses	<u>29,687</u>	<u>82,280</u>	<u>70,009</u>	<u>48,180</u>
GRAND TOTALS	<u>347,333</u>	<u>441,165</u>	<u>425,834</u>	<u>394,655</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Building Official	84,938	86,614	86,614	88,346
Building Inspector	61,721	62,454	62,454	63,703
Secretary	50,567	50,233	50,233	50,088
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	197,226	199,301	199,301	202,137

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Building & Zoning		FUNCTION: Boards and Commissions			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	24,550	30,750	18,262	26,500	-13.82%
<p>HIGHLIGHTS: A Harbor Management Fund has been established, therefore \$4,000 of expenditures were removed from the proposed FY15-16 budget.</p>					
<p>PERSONNEL: - No change</p>					
<p>CAPITAL: - None</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	24,550	30,750	18,262	26,500
Total	24,550	30,750	18,262	26,500

COST CENTER				
001 Historic Review	2,786	5,000	1,742	4,000
002 Zoning Board of Appeals	16,953	15,000	11,744	16,500
003 Harbor Management	1,106	5,500	2,005	1,500
004 Conservation Commission	3,705	5,250	2,771	4,500
Total	24,550	30,750	18,262	26,500

FINANCING PLAN				
Harbor Management Fees	4,100	4,000	1,650	-
General Fund	20,450	26,750	16,612	26,500
Total	24,550	30,750	18,262	26,500

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Office Supplies/Advertising	7,295	8,500	6,956	9,000
Professional Development	1,847	2,250	1,193	2,500
Contractual Services	15,408	20,000	10,113	15,000
Total Operating Expenses	24,550	30,750	18,262	26,500
GRAND TOTALS	24,550	30,750	18,262	26,500

THE CITY OF GROTON
BUDGET 2015-2016
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 2015-2016
Function Highlights**

DEPARTMENT: Planning & Zoning		FUNCTION:			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	148,694	152,456	151,956	137,952	-9.51%
HIGHLIGHTS: - None					
PERSONNEL: - None					
CAPITAL: - None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	116,201	121,106	121,106	121,602
Operating Expenses	32,493	31,350	30,850	16,350
Total	148,694	152,456	151,956	137,952

COST CENTER				
001 Planning	148,694	127,456	126,956	127,952
002 Zoning	-	25,000	25,000	10,000
Total	148,694	152,456	151,956	137,952

FINANCING PLAN				
General Fund	148,694	152,456	151,956	137,952
Total	148,694	152,456	151,956	137,952

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

AREA OF SERVICE DEPARTMENT FUNCTION CODE:

Planning & Zoning

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	82,410	83,650	83,650	85,323
Benefits:				
Medical Insurance	19,230	19,500	19,500	20,772
Life Insurance	917	800	800	660
Pension	7,122	7,707	7,707	4,125
FICA tax	6,195	6,399	6,399	6,527
OPEB	-	2,620	2,620	2,620
Worker's Compensation	327	430	430	1,575
Total Personnel Services	116,201	121,106	121,106	121,602
OPERATING EXPENSES				
Office Supplies/Advertising	923	5,000	5,000	5,000
Professional Development	75	1,000	500	1,000
Utilities	95	350	350	350
Vehicle Operations/Supply	-	-	-	-
Contractual Services	31,400	25,000	25,000	10,000
Total Operating Expenses	32,493	31,350	30,850	16,350
GRAND TOTALS	148,694	152,456	151,956	137,952

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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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 2015-2016
BUDGET NARRATIVE

AREA OF SERVICE: Public Safety

DEPARTMENT: Police

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

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

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

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

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

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

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

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Current FY 2015*	Projected FY15**
CC1- Calls for Service	17,695	14,735	20,583	13,545	18,060
CC2 – Criminal Arrests	496	496	561	474	632
CC3 – Motor Vehicle Accidents	195	219	218	170	227
CC4 – Special Enforcement (DWI)	38	36	50	48	64
CC5 – Medical Responses	818	850	824	586	781
CC6 – Traffic Ticket Summons /Warnings	2,254	1,819	2,649	2,153	2,871

*As of 3/31/2015

**13 weeks of FY remaining

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Police		FUNCTION: Summary			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	4,584,080	4,608,627	4,581,681	4,774,277	3.59%
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			\$ 92,000	
	Bullet proof Vests			7,000	
				<u>\$ 99,000</u>	

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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APPROPRIATION

Administration (Leadership/Gen Sup)	2,105,234	1,941,369	1,954,428	2,133,573
Training	67,882	90,400	90,268	81,000
Crime Prevention (Patrol)	2,091,191	2,194,759	2,131,206	2,119,324
Assembly Safety	26,845	40,000	40,000	40,000
Alcohol Enforcement	3,868	10,765	4,058	4,058
Outside Charges	-	-	-	-
Crime Apprehensions (Investigations)	289,060	331,334	361,721	396,322
Total	<u>4,584,080</u>	<u>4,608,627</u>	<u>4,581,681</u>	<u>4,774,277</u>

Town of Groton Funding

Administration (Leadership/Gen Sup)	984,253	912,693	912,693	1,007,307
Training	39,975	45,200	45,200	40,500
Crime Prevention (Patrol)	1,100,173	1,087,380	1,087,380	1,055,662
Assembly Safety	20,000	20,000	20,000	20,000
Alcohol Enforcement	1,150	1,633	1,633	507
Crime Invest/Evid (incl. YO)	155,737	165,667	165,667	193,161
Total	<u>2,301,288</u>	<u>2,232,573</u>	<u>2,232,573</u>	<u>2,317,137</u>

Town's share	2,301,288	2,232,573	2,232,573	2,317,137
Crossing guards	-	-	-	-

FINANCING PLAN

Administration

Town of Groton	984,253	912,693	912,693	1,007,307
General Fund	1,120,981	1,028,676	1,041,735	1,126,266

Training

Town of Groton	39,975	45,200	45,200	40,500
General Fund	27,907	45,200	45,068	40,500

Crime Prevention

Town of Groton	1,100,173	1,087,380	1,087,380	1,055,662
Parking Tickets	18,206	20,000	8,000	8,000
Outside Charges	-	-	-	-
DUI Grant	3,060	-	-	-
General Fund	969,752	1,087,379	1,035,826	1,055,662

Assembly Safety

Town of Groton	20,000	20,000	20,000	20,000
General Fund	6,845	20,000	20,000	20,000

Alcohol Enforcement

Town of Groton	1,150	1,633	1,633	507
General Fund	1,150	1,633	606	507
DUI Grant	1,568	7,499	1,819	3,044

Crime Apprehensions

Town of Groton	155,737	165,667	165,667	193,161
Statewide Narcotics Task Force (SNTF)	-	-	-	10,000
General Fund	133,323	165,667	196,054	193,161

Crossing Guards

Town of Groton	-	-	-	-
Total	<u>4,584,080</u>	<u>4,608,627</u>	<u>4,581,681</u>	<u>4,774,277</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Safety	Police	Summary	12100	
	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	2,320,980	2,356,997	2,351,669	2,374,246
Part Time Employee (STO & Dispatch)	9,574	12,613	11,000	12,000
Part Time Employee (Records Clerk)	13,999	18,392	17,800	18,850
Overtime	106,799	131,000	118,000	114,000
Alcohol Enforcement	3,813	-	4,000	4,000
Outside Charges				
Shift Overtime Replacement	247,712	261,520	263,000	267,167
Assembly Safety	26,845	40,000	40,000	40,000
Longevity	13,926	15,357	15,357	15,336
MRT/EMT Stipends	16,800	18,900	18,900	18,900
Step Increases/Pay Adjustments	9,279	7,500	2,730	7,460
Sell Back of Time Off	4,991	13,260	10,500	10,500
Shift Premium (on call)	-	9,080		
Benefits:				
Medical Insurance	682,620	559,572	562,192	719,000
Life Insurance	15,900	15,647	15,647	17,500
Pension	358,372	262,339	321,900	321,900
FICA tax	74,105	76,898	76,263	77,318
Worker's Compensation	103,662	104,000	104,000	90,000
Education/Enhancement (College Incentive)	21,198	25,000	26,368	30,500
OPEB	87,744	94,320	94,320	94,320
Unemployment Compensation	1,252	1,252	200	1,252
Heart & Hypertension	44,759	82,000	60,000	60,000
Clothing Allowance	27,001	27,307	27,419	27,525
Total Personnel Services	4,191,331	4,132,954	4,141,265	4,321,774
OPERATING EXPENSES				
Office Supplies/Advertising	11,280	500	1,000	750
Professional Development	23,140	30,218	23,700	21,750
Insurance/Risk Management (General Ins.)	60,514	54,000	60,514	65,000
Utilities	20,881	22,000	22,000	22,000
Software Maintenance	20,116	43,000	31,500	36,500
Equipment Maintenance	12,349	-	7,500	6,000
Contractual Services	73,791	55,000	55,000	55,000
Facility Material & Supply	32,032		2,800	3,000
Safety Incentive	5,349		6,452	6,452
Vehicle Operations/Supply	901	2,250	2,250	2,250
Material & Supply	18,539	43,753	30,400	24,500
Occupational Health	-	7,752	1,300	1,300
Reserve Fund/Equipment	11,828	12,000	-	-
Vehicle Maintenance Fee	129,166	69,200	62,000	62,000
Vehicle Replacements	-	80,000	80,000	92,000
Vehicle Fuel	-	56,000	54,000	54,000
Total Operating Expenses	419,886	475,673	440,416	452,502
GRAND TOTALS	4,611,217	4,608,627	4,581,681	4,774,276

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	<u>Actual For Year Ended FY 6-30-14</u>	<u>Current Year Budget FY 6-30-15</u>	<u>Estimated For Year Ended June 30, 2015</u>	<u>Proposed Budget FY 6-30-16</u>
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FULL TIME EMPLOYEE ANALYSIS

Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Police Lieutenants	2	2	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	99,065	97,970	97,970	100,394
Deputy Chief	133,291	93,930	93,930	95,809
Police Lieutenants	173,581	163,380	163,380	169,978
Sergeants	379,007	356,660	430,854	370,968
Patrol Officer	1,008,690	1,055,429	1,009,600	1,035,797
Detective & Youth Officer	215,011	286,229	252,536	285,314
Dispatch	183,797	173,506	173,506	182,834
Administrative Assistant	41,997	42,394	42,394	43,450
Records Clerk	41,143	41,554	41,554	42,602
Office & Maintenance Support	45,398	45,945	45,945	47,100
Total Full Time Employees Salaries & Wages	2,320,980	2,356,997	2,351,669	2,374,246

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

AREA OF SERVICE: Public Safety

DEPARTMENT: Fire

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

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

Cost Centers

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

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

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

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

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

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	2,193,070	2,160,140	2,306,624	2,401,839
Operating Expenses	393,145	433,235	375,507	405,398
Total	<u>2,586,215</u>	<u>2,593,375</u>	<u>2,682,131</u>	<u>2,807,237</u>

COST CENTER				
001 Leadership	176,029	182,496	183,740	186,041
002 Training	13,460	10,000	7,100	7,000
003 Fire Services	2,384,023	2,347,879	2,476,491	2,606,196
004 Fire Marshall	3,150	3,000	2,800	3,000
005 Vehicles Reserve Fund	-	40,000	-	-
006 Program Equipment	9,553	10,000	12,000	5,000
Total	<u>2,586,215</u>	<u>2,593,375</u>	<u>2,682,131</u>	<u>2,807,237</u>

FINANCING PLAN				
West Pleasant Valley Fire District	279,021	284,560	288,918	288,918
General Fund	2,307,194	2,308,815	2,393,213	2,518,319
Total	<u>2,586,215</u>	<u>2,593,375</u>	<u>2,682,131</u>	<u>2,807,237</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	1,166,799	1,178,654	1,178,654	1,249,388
Part Time Employees	17,865	32,200	19,000	20,000
Overtime	247,294	220,000	375,000	240,000
Longevity	4,150	4,050	3,500	4,450
Step Increases/Pay Adjustments	-	-	3,000	2,400
Stipends	26,700	27,500	27,500	27,500
Safety Incentive	3,376	2,920	2,920	2,920
Clothing Allowance	8,625	8,625	8,625	8,625
Sell Back of Time Off	51,449	52,227	52,227	53,730
Benefits:				
Medical Insurance	424,540	355,000	387,080	452,952
Life Insurance	9,119	10,444	9,400	10,500
Pension	141,780	131,019	131,019	167,563
Pension - volunteer	-	2,500	3,500	2,500
FICA tax	18,469	19,736	19,243	21,141
OPEB	-	44,540	5,240	44,540
Volunteer incentive	2,409	-	-	-
Worker's Compensation	70,495	70,725	80,716	93,630
Total Personnel Services	<u>2,193,070</u>	<u>2,160,140</u>	<u>2,306,624</u>	<u>2,401,839</u>
OPERATING EXPENSES				
Office Supplies/Advertising	6,464	5,500	6,600	5,500
Professional Development	14,114	10,000	7,100	7,000
Fire Marshall	3,676	3,000	2,800	3,000
Fire Services	21,630	16,235	10,500	17,000
H and H	56,940	58,500	58,500	70,500
Emergency Medical Service	5,628	8,000	7,900	8,000
Fire Fighter Health & Safety	8,643	9,000	8,000	7,000
Awards & Recognition	594	1,000	980	1,000
General Insurance	17,978	22,000	22,000	25,000
Utilities	190,041	165,000	169,700	176,398
Equipment Maintenance	8,135	9,000	7,300	9,000
Contractual Services	7,976	25,000	15,127	20,000
Facility Material & Supply	17,802	13,000	7,700	13,000
Vehicle Operations/Supply	33,524	38,000	39,300	38,000
Reserve Fund/Equipment	-	40,000	-	-
Program Equipment	-	10,000	12,000	5,000
Total Operating Expenses	<u>393,145</u>	<u>433,235</u>	<u>375,507</u>	<u>405,398</u>
GRAND TOTALS	<u><u>2,586,215</u></u>	<u><u>2,593,375</u></u>	<u><u>2,682,131</u></u>	<u><u>2,807,237</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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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	9.00	8.00	12.00
Firefighter 5th Step	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	-
Firefighter 2nd step	1.00	-	1.00	-
Total Full Time Employees	17.00	17.00	17.00	18.00

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Chief	89,432	90,137	90,137	91,940
Deputy Chief	85,374	85,812	85,812	87,528
Captain	211,959	215,137	215,137	227,640
Firefighter	780,034	787,568	787,568	842,280
Firefighter 5th Step	-	-	-	-
Firefighter 4th Step	-	-	-	-
Firefighter 3rd step	-	-	-	-
Firefighter 2nd step	-	-	-	-
Total Full Time Employees Salaries & Wages	1,166,799	1,178,654	1,178,654	1,249,388

THE CITY OF GROTON
BUDGET 2015-2016
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 2015-2016
Function Highlights**

DEPARTMENT: Civil Preparedness		FUNCTION: Public Safety			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	30,993	13,134	14,054	11,459	-12.75%
HIGHLIGHTS:					
PERSONNEL: - No change in personnel					
CAPITAL: -None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	15,583	6,634	6,459	6,459
Operating Expenses	15,410	6,500	7,595	5,000
Total	30,993	13,134	14,054	11,459

COST CENTER				
001 Civil Preparedness	30,993	13,134	14,054	11,459
Total	30,993	13,134	14,054	11,459

FINANCING PLAN				
General Fund	30,993	13,134	14,054	11,459
Total	30,993	13,134	14,054	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	14,313	-	-	-
Part Time Employees	-	6,000	6,000	6,000
Benefits:				
FICA tax	1,095	459	459	459
Worker's Compensation	175	175	-	-
Total Personnel Services	15,583	6,634	6,459	6,459
OPERATING EXPENSES				
Office Supplies/Advertising	256	500	491	500
Professional Development	-	200	150	200
Utilities/Fuel	3,089	3,000	1,000	1,500
Equipment Maintenance	150	300		300
Miscellaneous/Awards/Events	11,915	2,500	5,954	2,500
Total Operating Expenses	15,410	6,500	7,595	5,000
GRAND TOTALS	30,993	13,134	14,054	11,459

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

Director	1.00			
Total Full Time Employees	1.00	-	-	-

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director	14,313			-
Total Full Time Employees Salaries & Wages	14,313	-	-	-

Public Works

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

- **Sanitation**

- **WPCA**

- **Public Buildings**

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

THE CITY OF GROTON
BUDGET 2015-2016
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 2015-2016
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Summary			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	2,060,105	2,125,087	2,183,573	2,039,472	-4.03%
<p>HIGHLIGHTS: Contains seven functional areas of the highway department: Administration/Clerical, Fleet Maintenance, Road and Sidewalk Maintenance, Engineering, Public Buildings and Vehicle Reserve.</p>					
<p>PERSONNEL: No Change</p>					
<p>CAPITAL:</p>					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	1,527,339	1,630,189	1,647,162	1,603,374
Operating Expenses	532,766	494,898	536,411	436,098
Total	<u>2,060,105</u>	<u>2,125,087</u>	<u>2,183,573</u>	<u>2,039,472</u>

COST CENTER				
ADMINISTRATION	796,723	715,127	800,396	757,237
FLEET MAINTENANCE	222,670	198,430	185,295	190,354
ROADS & STREETS	681,884	849,120	789,351	742,123
SNOW / ICE CONTROL	116,236	90,868	148,665	111,370
ENGINEERING	70,864	72,671	70,068	70,882
PUBLIC BUILDINGS	42,728	48,871	39,798	72,506
VEHICLES	129,000	150,000	150,000	95,000
Total	<u>2,060,105</u>	<u>2,125,087</u>	<u>2,183,573</u>	<u>2,039,472</u>

FINANCING PLAN				
Outside Charges	6,880	1,000	7,053	1,000
State Town Aid Road	115,808	115,806	115,486	115,486
Town of Groton	2,047,998	2,008,281	2,008,281	1,922,986
Subtotal	<u>2,170,686</u>	<u>2,125,087</u>	<u>2,130,820</u>	<u>2,039,472</u>
TOTAL	<u>2,170,686</u>	<u>2,125,087</u>	<u>2,130,820</u>	<u>2,039,472</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<u>AREA OF SERVICE</u>	<u>DEPARTMENT</u>	<u>FUNCTION</u>	<u>CODE:</u>	
Public Works	Highway	Summary	13100	
	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	883,375	980,661	951,876	889,208
Overtime	65,859	69,934	93,196	69,434
Longevity	3,825	2,800	3,550	6,350
Clothing Allowances	10,102	9,547	11,603	10,645
FICA tax	77,337	81,343	80,591	74,101
Seasonal Laborers	6,141	9,910	8,410	10,000
Medical Insurance	265,973	251,086	251,086	338,601
Pension	120,650	123,755	123,755	70,031
OPEB	43,397	47,160	47,160	47,160
Life Insurance	5,826	6,993	6,242	7,000
Worker's Compensation	44,854	47,000	69,693	80,844
Total Personnel Services	<u>1,527,339</u>	<u>1,630,189</u>	<u>1,647,162</u>	<u>1,603,374</u>
OPERATING EXPENSES				
Office Supplies/Advertising	16	1,000	727	750
Professional Development	1,025	1,700	1,350	1,700
Utility/Fuel/Mileage	29,256	29,955	25,025	26,440
Pavement Management Contribution		1,000	1,000	1,000
Repairs & Maintenance Facilities	18,435	20,520	17,171	20,520
Software Maintenance Fees	1,268	1,200	1,200	1,200
Occupational Health	11,525	10,915	10,932	10,915
Profess/Technical Services	41,905	41,370	60,744	35,470
General Material & Supply	126,640	104,168	125,951	125,603
Vehicle / Reserve	129,000	150,000	150,000	95,000
Vehicle Operations/Supply	62,941	26,000	29,391	26,000
Vehicle Fuel	59,035	74,000	60,500	55,000
Computer Equipment		2,070	700	1,500
General Insurance	51,720	31,000	51,720	35,000
Total Operating Expenses	<u>532,766</u>	<u>494,898</u>	<u>536,411</u>	<u>436,098</u>
GRAND TOTALS	<u><u>2,060,105</u></u>	<u><u>2,125,087</u></u>	<u><u>2,183,573</u></u>	<u><u>2,039,472</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

Highway Foreman	0.80	0.80	0.80	0.60
Highway Supervisor	1.00	1.00	1.00	0.80
Office Support	0.67	0.67	0.67	0.67
Garage Mechanic	1.00	1.00	1.00	0.94
Master Maintenance Mechanic	1.00	1.00	1.00	0.98
Heavy Equipment Operator	1.71	2.00	2.00	1.88
Maintenance Mechanic	2.97	2.97	2.97	2.80
Light Equipment Operator	2.00	2.00	2.00	1.78
Laborer	3.55	4.55	4.55	2.99
Engineer	1.00	1.00	1.00	1.00
Total Full Time Employees	15.70	16.99	16.99	14.44

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FTE SALARIES & WAGES

Highway Foreman	69,679	71,688	71,688	57,126
Highway Supervisor	71,721	73,550	73,550	60,017
Office Support	31,263	35,112	33,894	33,409
Garage Mechanic	58,337	62,188	60,031	59,349
Master Maintenance Mechanic	61,003	65,103	62,845	65,638
Heavy Equipment Operator	93,824	123,181	118,908	118,107
Maintenance Mechanic	165,623	176,558	170,433	174,572
Light Equipment Operator	107,028	114,094	110,137	104,432
Laborer	168,255	203,065	196,022	159,771
Engineer	56,642	56,122	54,368	56,787
Total Full Time Employees	883,375	980,661	951,876	889,208

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

AREA OF SERVICE: Public Works

DEPARTMENT: Sanitation

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

Cost Centers

001. Leadership – Supervise the Sanitation Division and its employees. Develop policies, procedures and specifications for the department.

002. Municipal Solid Waste – Collect, transport and dispose of all garbage, rubbish and ashes in an environmentally sound manner.

003. Recycling – Collect, transport and dispose of all recyclable materials as mandated by the State of Connecticut. Collection of Bulky Waste on Wednesdays.

004. General Support – Continue to provide a high level of service to the City's residents. Effectively and efficiently respond to citizen's complaints.

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Highway		FUNCTION: Sanitation			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	897,066	1,007,017	942,131	915,440	-9.09%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	683,175	697,672	669,919	681,490
Operating Expenses	213,891	309,345	272,212	233,950
Total	<u>897,066</u>	<u>1,007,017</u>	<u>942,131</u>	<u>915,440</u>

COST CENTER				
001 Supervision	19,903	19,034	21,600	35,656
002 Municipal Solid Waste	630,657	503,204	432,574	502,548
003 Recycling	172,541	140,375	151,478	81,368
004 General Support	73,965	294,404	286,479	295,868
005 Bulky Waste	-	-	-	-
006 Reserve for Vehicles & Equipment	-	50,000	50,000	-
Total	<u>897,066</u>	<u>1,007,017</u>	<u>942,131</u>	<u>915,440</u>

FINANCING PLAN				
Capital Reserve	-	-	-	-
Recycling	3,275	2,000	1,504	3,000
Bulky Waste	480	500	160	21,000
General Fund	893,311	1,004,517	940,467	891,440
Total	<u>897,066</u>	<u>1,007,017</u>	<u>942,131</u>	<u>915,440</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	406,312	391,544	353,445	374,314
Overtime	58	1,000	380	600
Part Time Employees	17,822	25,000	19,276	-
Longevity	1,475	1,770	2,050	2,100
Benefits:				
Medical Insurance	144,572	150,398	150,398	176,905
Life Insurance	2,799	2,283	3,144	2,825
Pension	55,581	46,242	46,242	27,138
FICA tax	26,160	32,078	28,543	28,681
OPEB	-	18,864	18,864	16,244
Worker's Compensation	28,396	28,493	47,577	52,683
Total Personnel Services	683,175	697,672	669,919	681,490
OPERATING EXPENSES				
Office Supplies/Advertising	2,343	5,000	-	-
Equipment Maintenance	-	-	-	-
General Insurance	-	-	-	-
Contractual Services	3,164	7,000	4,989	6,000
Tipping Fees(incl bulky waste)	166,932	194,000	175,129	190,000
General Material & Supply	-	-	-	-
Vehicle Operations/Supply	9,112	17,500	8,506	7,500
Diesel Fuel	32,340	35,845	33,588	30,450
Vehicles	-	50,000	50,000	-
Total Operating Expenses	213,891	309,345	272,212	233,950
GRAND TOTALS	897,066	1,007,017	942,131	915,440

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

Highway Foreman	0.20	0.20	0.20	0.20
Highway Supervisory	0.00	0.00	0.00	0.20
Light Equipment Operators	3.50	3.12	3.90	3.22
Laborers	2.75	2.31	2.70	3.01
Heavy Equipment Operators	0.00	0.11	0.00	0.13
Garage Mechanic	0.00	0.00	0.00	0.06
Office Support	0.03	0.33	0.33	0.33
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees	6.48	6.07	7.13	7.15

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Highway Foreman	18,190	17,681	20,065	18,562
Highway Supervisory	-	-	-	14,560
Light Equipment Operators	201,970	177,628	171,747	173,949
Laborers	168,074	174,596	142,922	144,754
Heavy Equipment Operators	2,119	1,990	1,801	1,825
Garage Mechanic	-	3,052	-	3,968
Office Support	15,621	16,597	16,910	16,696
	<hr/>	<hr/>	<hr/>	<hr/>
Total Full Time Employees Salaries & Wages	405,974	391,544	353,445	374,314

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

AREA OF SERVICE: Public Works

DEPARTMENT: WPCA

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

Cost Centers

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

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

003. Capital Addition – Funding for capital additions.

**Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: WPCA		FUNCTION: Operation			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	1,727,040	1,762,123	1,715,270	1,783,139	1.19%

HIGHLIGHTS:

PERSONNEL: Wastewater Treatment Plant Staff:

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

CAPITAL: Presently there are no long term debts in the form of General Bond obligations.
 Capital expenditure is made from a Capital Reserve Account. Expenditures follow the Capital Improvement Plan.
Proposed Capital Reserve Projects:

- Cleaning Digesters
- SCADA update

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	756,910	762,847	759,308	792,532
Operating Expenses	970,130	999,276	955,962	990,607
Total	1,727,040	1,762,123	1,715,270	1,783,139

COST CENTER				
001 Operations	1,591,040	1,626,123	1,579,270	1,662,139
002 Reserve Fund/Equipment & Vehicles	136,000	136,000	136,000	121,000
003 Capital Addition	-	-	-	-
Total	1,727,040	1,762,123	1,715,270	1,783,139

FINANCING PLAN				
Sewer use charge	28,848	21,800	24,754	27,500
State reimbursement	-	-	-	-
General Fund	1,698,192	1,740,323	1,690,516	1,755,639
Total	1,727,040	1,762,123	1,715,270	1,783,139

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	443,860	445,408	445,408	451,460
Overtime	68,021	71,823	72,720	72,990
Part-Time Employees	4,809	-	10,561	1,620
Benefits:				
Medical Insurance	125,720	110,000	110,000	150,140
Life Insurance	2,083	2,060	2,030	2,300
Pension	46,000	46,242	37,714	31,262
FICA tax	38,755	39,737	40,445	40,244
OPEB		15,720	15,720	15,720
Worker's Compensation	21,430	25,000	19,430	20,416
Clothing Allowance	6,232	6,857	5,280	6,380
Total Personnel Services	756,910	762,847	759,308	792,532
OPERATING EXPENSES				
Office Supplies/Advertising	2,811	3,500	5,096	3,500
Professional Development	4,120	4,000	3,429	10,720
General Insurance	51,199	80,000	51,356	60,000
Utilities/Fuel	318,935	295,000	342,760	323,570
Equipment Maintenance	219,660	246,000	207,182	239,425
Contractual Services	85,295	80,876	95,192	101,395
Sludge Removal	93,660	101,900	86,004	93,400
Facility Material & Supply	47,246	45,500	21,505	33,597
Vehicle Operations/Supply	11,204	6,500	7,438	4,000
General Material & Supply	-	-	-	-
Reserve Fund/Vehicles & Equipment	136,000	80,000	80,000	65,000
Payment for 9S	-	56,000	56,000	56,000
Total Operating Expenses	970,130	999,276	955,962	990,607
GRAND TOTALS	1,727,040	1,762,123	1,715,270	1,783,139

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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

	Actual For Year Ended FY 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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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	90,045	89,311	89,311	91,097
Chemist	79,791	84,444	84,444	86,133
Operators	274,024	271,653	271,653	274,230
Total Full Time Employees Salaries & Wages	443,860	445,408	445,408	451,460

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

AREA OF SERVICE: Public Works

DEPARTMENT: Public Buildings

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

Cost Center

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

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Building Maintenance		FUNCTION: Public Building			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	106,238	322,890	269,000	213,800	-33.79%
HIGHLIGHTS:					
<p>Included in this function is the cost for maintenance supplies, personal costs and contractual services necessary for cleaning and maintaining the Municipal Building, The Mother Bailey House, and the Costa Property.</p> <p>Contractual Services will include costs for the City Engineer.</p>					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	-	14,890	-	104,300
Operating Expenses	106,238	308,000	269,000	109,500
Total	<u>106,238</u>	<u>322,890</u>	<u>269,000</u>	<u>213,800</u>

COST CENTER				
001 Building Maintenance	106,238	322,890	269,000	213,800
Total	<u>106,238</u>	<u>322,890</u>	<u>269,000</u>	<u>213,800</u>

FINANCING PLAN				
General Fund	106,238	322,890	269,000	213,800
Total	<u>106,238</u>	<u>322,890</u>	<u>269,000</u>	<u>213,800</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Part Time Employees	-	13,832	-	69,000
Benefits:				
Medical Insurance				20,772
Life Insurance				355
Pension				4,124
FICA tax	-	1,058	-	5,279
OPEB				2,620
Workers Compensation				2,150
Total Personnel Services	<u>-</u>	<u>14,890</u>	<u>-</u>	<u>104,300</u>
OPERATING EXPENSES				
Office Supplies/Advertising	127	-	-	-
Utilities/Fuel	13,808	53,000	15,000	17,500
Contractual Services	50,502	59,000	59,000	50,000
Facility Material & Supply	26,868	30,000	30,000	32,000
General Material & Supply	14,933	6,000	5,000	10,000
Capital Reserve	-	160,000	160,000	-
Total Operating Expenses	<u>106,238</u>	<u>308,000</u>	<u>269,000</u>	<u>109,500</u>
GRAND TOTALS	<u><u>106,238</u></u>	<u><u>322,890</u></u>	<u><u>269,000</u></u>	<u><u>213,800</u></u>

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

AREA OF SERVICE: Public Works

DEPARTMENT: Parks and Recreation

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

Cost Centers

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

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

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

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

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

Cost Centers

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

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

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

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

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

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

Department Specific Glossary

Recreation

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

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

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

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

Maintenance

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

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

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

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

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

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

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

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

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Recreation			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	387,329	410,306	381,707	421,734	2.79%

HIGHLIGHTS:

The Recreation function for 2015-2016 maintains the current level of services. It will allow the department to continue to operate the beach facility at a safe and enjoyable level for all patrons.

PERSONNEL:

- No change.

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	292,559	313,517	305,347	327,424
Operating Expenses	94,770	96,789	76,360	94,310
Total	<u>387,329</u>	<u>410,306</u>	<u>381,707</u>	<u>421,734</u>

COST CENTER				
001 Leadership	78,382	70,858	71,030	77,848
002 Summer Playground	162,803	185,330	168,103	181,081
003 Beach Operations	121,574	123,843	120,720	130,555
004 Programs & Events	26,180	30,275	21,854	32,250
Total	<u>388,939</u>	<u>410,306</u>	<u>381,707</u>	<u>421,734</u>

FINANCING PLAN				
Trip Collections				
Beach Receipts	107,452	98,000	93,352	106,000
Recreation Receipts	52,122	23,000	22,580	50,000
Zbierski House	-	15,000	8,200	7,500
General Fund	229,365	274,306	257,575	258,234
Total	<u>388,939</u>	<u>410,306</u>	<u>381,707</u>	<u>421,734</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Full Time Employees	47,279	46,319	45,510	48,167
Part Time Employees	-	-	-	-
OPEB	-	2,096	2,096	2,096
Seasonal Employees	224,432	242,971	236,228	254,042
Benefits:				
FICA tax	20,848	22,131	21,513	23,119
Total Personnel Services	292,559	313,517	305,347	327,424
OPERATING EXPENSES				
Office Supplies/Advertising	18,311	12,500	15,251	16,500
Professional Development	1,372	1,500	909	1,500
Utilities/Fuel	6,121	-	-	-
Contractual Services	44,634	60,214	40,110	50,410
Facility Material & Supply	24,332	22,575	20,090	25,900
Vehicle Operations/Supply	-	-	-	-
Total Operating Expenses	94,770	96,789	76,360	94,310
GRAND TOTALS	387,329	410,306	381,707	421,734

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14</u>	<u>Current Year Budget FY 6-30-15</u>	<u>Estimated For Year Ended June 30, 2015</u>	<u>Proposed Budget FY 6-30-16</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	29,125	29,270	28,861	29,855
Administrative Assistant	<u>18,154</u>	<u>17,049</u>	<u>16,649</u>	<u>18,312</u>
Total Full Time Employees Salaries & Wages	<u>47,279</u>	<u>46,319</u>	<u>45,510</u>	<u>48,167</u>

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Parks & Recreation		FUNCTION: Maintenance			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	901,641	754,984	746,032	713,141	-5.54%

HIGHLIGHTS:

The Maintenance function maintains the current level of services.

PERSONNEL:

- No addition employees

CAPITAL:

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Personnel Services	532,401	502,250	521,282	497,796
Operating Expenses	369,240	252,734	224,750	215,345
Total	<u>901,641</u>	<u>754,984</u>	<u>746,032</u>	<u>713,141</u>

COST CENTER				
001 Leadership	68,943	80,015	74,856	89,180
002 Parks & Grounds	240,564	250,210	230,930	228,621
003 Beach Maintenance	90,333	102,733	90,642	96,746
004 Athletic Fields	71,890	67,793	66,560	65,253
005 Reserve for Vehicles & Equipment	154,000	21,000	21,000	-
006 General Support	275,911	233,233	262,044	233,341
Total	<u>901,641</u>	<u>754,984</u>	<u>746,032</u>	<u>713,141</u>

FINANCING PLAN				
Capital Reserve Fund	-	-	-	-
Parks Receipts	9,653	10,000	13,544	10,000
General Fund	891,988	744,984	732,488	703,141
Total	<u>901,641</u>	<u>754,984</u>	<u>746,032</u>	<u>713,141</u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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PERSONNEL SERVICES

Full Time Employees	244,751	238,000	245,026	240,813
Part Time Employees	67,539	61,440	60,567	46,080
Overtime	14,999	26,539	11,768	36,634
Longevity	1,225	1,125	1,125	1,225
Benefits:				
Medical Insurance	99,654	58,784	97,103	81,238
Group Insurance	2,283	3,139	2,586	2,500
Pension	38,560	38,535	38,560	20,621
FICA Tax	24,512	25,026	23,373	24,537
OPEB	-	14,148	16,244	14,148
Unemploment Compensation	11,453	8,000	4,235	8,000
Workers Compensation	27,425	27,514	20,695	22,000
	532,401	502,250	521,282	497,796
Total Personnel Services				

OPERATING EXPENSES

Safety Incentive	-	-	-	-
Office Supplies/Advertising	-	-	-	-
Professional Development	50	750	105	2,250
General Insurance	37,412	30,920	29,479	32,535
Utilities/Fuel	42,355	38,500	34,975	38,500
Contractual Services	32,435	44,214	32,359	30,810
Facility Material & Supply	39,429	50,250	48,238	48,750
Vehicle Operations/Supply	23,918	21,000	17,826	21,000
Reserve for Vehicles & Equipment	154,000	21,000	21,000	-
Park Improvements	24,144	19,400	18,159	16,600
Beach Repairs	15,497	26,700	22,609	24,900
	369,240	252,734	224,750	215,345
Total Operating Expenses				
	901,641	754,984	746,032	713,141
GRAND TOTALS				

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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FULL TIME EMPLOYEE ANALYSIS

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

**FULL TIME EMPLOYEE
SALARIES & WAGES**

Director of Parks & Recreation	43,688	43,905	44,120	44,783
Administrative Assistant	20,381	25,573	25,319	27,468
Maintenance Mechanic	-	-	-	-
Light Equipment Operators	116,645	115,315	117,684	115,356
Laborer	64,037	53,207	57,903	53,206
Total Full Time Employees Salaries & Wages	244,751	238,000	245,026	240,813

Non-Departmental

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

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: General Insurance			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	84,429	61,000	87,644	90,000	47.54%
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 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	84,429	61,000	87,644	90,000
Total	<u>84,429</u>	<u>61,000</u>	<u>87,644</u>	<u>90,000</u>
COST CENTER				
002 General Liability	26,198	18,928	27,196	27,927
004 MV Lia & Phy Damage	51,367	37,112	53,323	54,756
008 Misc Coverage	6,864	4,960	7,125	7,317
Total	<u>84,429</u>	<u>61,000</u>	<u>87,644</u>	<u>90,000</u>
FINANCING PLAN				
General Fund	84,429	61,000	87,644	90,000
Total	<u>84,429</u>	<u>61,000</u>	<u>87,644</u>	<u>90,000</u>

THE CITY OF GROTON
 PROPOSED ANNUAL BUDGET
 FOR FISCAL YEAR 2015-2016

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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OPERATING EXPENSES

General Insurance	84,429	61,000	87,644	90,000
Total Operating Expenses	84,429	61,000	87,644	90,000
GRAND TOTALS	84,429	61,000	87,644	90,000

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Pay Adjustment			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	-	112,377	112,377	50,000	-55.51%
HIGHLIGHTS:					
PERSONNEL:					
CAPITAL:					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
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APPROPRIATION

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

COST CENTER

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

FINANCING PLAN

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

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
PERSONNEL SERVICES				
Step Increases/Pay Adjustments	-	50,000	50,000	50,000
Pension Adjustment	-	22,377	22,377	
Medical Fund Adjustment		40,000	40,000	
Total Personnel Services	-	112,377	112,377	50,000
GRAND TOTALS	-	112,377	112,377	50,000

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Sewer Authority			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	309,786	165,205	165,205	147,125	-10.94%

HIGHLIGHTS:

This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- No capital charged to this function

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Debt Service		FUNCTION: Public Improvement			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	679,399	649,481	628,481	615,119	-5.29%

HIGHLIGHTS:

This represents the debt payments including interest for long term bonds and payments for bond anticipated notes as well as contractual services for bond and note sale.

PERSONNEL:

- No personnel charged to this function

CAPITAL:

- No capital charged to this function

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Contractual Services	5,124	500	500	500
Temporary Borrowing	-	21,000	-	-
Debt Service	<u>984,061</u>	<u>793,186</u>	<u>793,186</u>	<u>761,744</u>
Total Operating Expenses	<u>989,185</u>	<u>814,686</u>	<u>793,686</u>	<u>762,244</u>
GRAND TOTALS	<u><u>989,185</u></u>	<u><u>814,686</u></u>	<u><u>793,686</u></u>	<u><u>762,244</u></u>

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

<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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	989,185	814,686	793,686	762,244
Total	989,185	814,686	793,686	762,244

COST CENTER				
001 Gen'l Gov't Debt Service Principal	512,000	455,000	455,000	455,000
002 Gen'l Gov't Debt Service Interest	162,275	172,981	172,981	159,619
003 Sewer Debt Service Principal	281,000	140,000	140,000	130,000
004 Sewer Debt Service Interest	28,786	25,205	25,205	17,125
005 Gen'l Gov't Consulting Service	5,124	500	500	500
006 Gen'l Gov't Temporary Borrowing	-	21,000	-	-
Total	989,185	814,686	793,686	762,244

FINANCING PLAN				
General Fund	989,185	814,686	793,686	762,244
Total	989,185	814,686	793,686	762,244

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

DEBT SERVICE SCHEDULE 2015-2016

	<u>Date of Issue</u>	<u>Maturity</u>	<u>Amount Authorized</u>	<u>Balance June 30, 2015</u>	<u>Payment due during Fiscal Year</u>		<u>Payments 2015-2016</u>
					<u>Principal</u>	<u>Interest</u>	
Public Improvements:							
	4/15/2013	4/15/2033	3,115,000	2,815,000	150,000	109,250	259,250
Ref	10/8/2009	7/15/2017	849,000	305,000	105,000	5,931	110,931
	10/1/2007	10/1/2017	880,000	255,000	85,000	5,100	90,100
	10/8/2009	10/1/2024	1,725,000	1,150,000	115,000	35,938	150,938
Ref	7/9/2014	10/1/2017	85,000	85,000		3,400	3,400
Total Public Improvements			<u>6,654,000</u>	<u>4,610,000</u>	<u>455,000</u>	<u>159,619</u>	<u>614,619</u>
Sewer Authority:							
	4/15/2013	4/15/2033	460,000	410,000	25,000	16,075	41,075
	2/15/2006	2/15/2016	1,140,000	-			-
Ref	7/9/2014	10/1/2017	105,000	105,000	105,000	1,050	106,050
Total Sewer Authority			<u>1,705,000</u>	<u>515,000</u>	<u>130,000</u>	<u>17,125</u>	<u>147,125</u>

**City of Groton
Proposed Budget FY 2015-2016
Function Highlights**

DEPARTMENT: Non-Departmental		FUNCTION: Contingency			
	Actual FY 13-14	Approved FY 14-15	Estimated FY 14-15	Proposed FY 15-16	% Change
BUDGET	-	115,000	100,000	115,000	0.00%
HIGHLIGHTS:					
- This represents the amount of funds set aside for unforeseen expenses, that may occur within the fiscal year.					
PERSONNEL:					
- No personnel charged to this function					
CAPITAL:					
- None					

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
APPROPRIATION				
Operating Expenses	-	115,000	100,000	115,000
Total	-	115,000	100,000	115,000

COST CENTER				
001 General Contingency	-	115,000	100,000	115,000
Total	-	115,000	100,000	115,000

FINANCING PLAN				
General Fund	-	115,000	100,000	115,000
Total	-	115,000	100,000	115,000

**THE CITY OF GROTON
PROPOSED ANNUAL BUDGET
FOR FISCAL YEAR 2015-2016**

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 6-30-14	Current Year Budget FY 6-30-15	Estimated For Year Ended June 30, 2015	Proposed Budget FY 6-30-16
OPERATING EXPENSES				
Contingency	-	115,000	100,000	115,000
Total Operating Expenses	-	115,000	100,000	115,000
GRAND TOTALS	-	115,000	100,000	115,000