

LEGISLATIVE POLICY #1001

The overall decrease in this budget is \$10,200 or 20.6% due primarily to moving \$10,000 from Initiatives for the Water Taxi to Outside Agencies.

Cost Center 0 – Town Council

Attend Town Council, Committee-of-the-Whole, meetings with other municipalities; and meetings as needed with various Town boards, commissions and others. Attend regional and state meetings as needed, re: Council of Governments, Regional Resource Recovery. Attend numerous meetings and ceremonial events, including new business openings, representing the Town of Groton. Conduct budget review and establish annual mill rate.

Cost Center 2 – RTM

Attend regular RTM meetings and budget review sessions as well as numerous subcommittee meetings. Adopt final budget and forward to Council for setting the mill rate.

Cost Center 3 – Jabez Smith House

Support program activities, maintenance needs and enhancements to the property.

Cost Center 5 – Veterans & Military

Provide funds to veterans' organizations for the purchase of flags and wreaths and to help pay expenses related to the Memorial Day parade, when it occurs in Groton.

Cost Center 7 – Initiatives

Provide funding for legislative, economic development/community development and other initiatives.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: GENERAL GOVERNMENT
FUNCTION: LEGISLATIVE POLICY 1001

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Operating Expenses	54,089	49,400	48,670	39,200	39,200
Total Appropriation	\$54,089	\$49,400	\$48,670	\$39,200	\$39,200

----- COST CENTERS -----					
10010 TOWN COUNCIL	30,913	33,900	33,570	34,000	34,000
10012 RTM	112	250	250	250	250
10013 JABEZ SMITH HOUSE	0	3,150	2,750	2,850	2,850
10015 VETERANS & MILITARY	2,070	2,100	2,100	2,100	2,100
10017 INITIATIVES	10,000	10,000	10,000	0	0
10018 CHARTER REVISION	10,994	0	0	0	0
Total Cost Centers	\$54,089	\$49,400	\$48,670	\$39,200	\$39,200

----- FINANCING PLAN -----					
MISC-UNCLASSIFIED	20	0	0	0	0
GENERAL FUND	54,069	49,400	48,670	39,200	39,200
Total Financing Plan	\$54,089	\$49,400	\$48,670	\$39,200	\$39,200

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: GENERAL GOVERNMENT
FUNCTION: LEGISLATIVE POLICY 1001

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	11,754	2,350	2,250	2,350	2,350
5210 PROFESS DEVELOP/TRAI	30,070	31,500	31,070	31,500	31,500
5220 UTILITIES/FUEL/MILEA	0	2,100	2,100	2,100	2,100
5230 PYMNTS/CONTRIBUTIONS	12,265	12,700	12,500	2,500	2,500
5300 MATERIALS & SUPPLIES	0	750	750	750	750

Total Operating Expenses	\$54,089	\$49,400	\$48,670	\$39,200	\$39,200

GRAND TOTAL	\$54,089	\$49,400	\$48,670	\$39,200	\$39,200

VOTER REGISTRATION #1003

The overall increase in this budget is \$6,348 or 3.6%. Personnel Services are down \$87 and operating expenses are up \$6,435.

Cost Center 3 – General Support

This cost center includes all charges that are not directly related to a specific election. All costs are the direct result of election functions. The Secretary of the State mandates what the ROV needs to accomplish every year.

Cost Center 6 – Primary Election

In FYE 2021, we have budgeted for one Primary to be held in August along with an audit as we are usually chosen to be audited.

Cost Center 7 – Presidential Election

In FYE 2021, we have budgeted for one Presidential Election to be held in November along with an audit.

General Information from the Registrar of Voters

Office Hours: Monday - Friday 8:30 a.m. - 12:30 p.m.

Office Phone: (860) 441-6650

Registrars of Voters: Kristen Venditti (R) – Available anytime
Jeanne Rogers (D) – Available anytime
Both Registrars are available at any time day or night by appointment.

The Registrars' Office works using State Mandates under the Secretary of the State to:

1. Maintain the Accuracy of the Voter Registration List and Files
2. Organize and Supervise Elections
3. Maintain and Care for Voting Machines/Equipment
4. Conduct the Canvass of Electors
5. Facilitate Audits and Recounts as required by Law
6. Registration Sessions at schools/Supervised Balloting

Our office has taken voter applications the entire year which is great for our voters to show interest in voting. We worked with schools and outside organizations to help register as many people as possible to ensure a good democracy for everyone.

REGISTER TO VOTE: If you are **not** registered, you can go to <http://voterregistration.ct.gov> and register online at your convenience. The link is also located on the Town of Groton Registrar of Voters homepage.

PARTY AFFILIATION CHANGES: You can make changes to your party affiliation at any time up to 90 days before a primary in order to be eligible to vote in that primary if you were affiliated with another major party. Please feel free to call our office if you have any questions.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: GENERAL GOVERNMENT
FUNCTION: VOTER REGISTRATION 1003

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	143,092	134,494	125,364	134,407	134,407
Operating Expenses	34,284	42,185	36,535	48,620	48,620
Total Appropriation	\$177,376	\$176,679	\$161,899	\$183,027	\$183,027
----- COST CENTERS -----					
10033 GENERAL SUPPORT	103,667	91,579	89,914	102,471	102,471
10034 MUNICIPAL ELECTION	0	39,550	26,435	0	0
10035 STATE ELECTIONS	48,735	0	0	0	0
10036 PRIMARY ELECTIONS	24,974	45,550	45,550	34,050	34,050
10037 PRESIDENTIAL ELECTIO	0	0	0	46,506	46,506
Total Cost Centers	\$177,376	\$176,679	\$161,899	\$183,027	\$183,027
----- FINANCING PLAN -----					
GENERAL FUND	177,376	176,679	161,899	183,027	183,027
Total Financing Plan	\$177,376	\$176,679	\$161,899	\$183,027	\$183,027

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: GENERAL GOVERNMENT
FUNCTION: VOTER REGISTRATION 1003

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5102 PART TIME PERSONNEL	39,996	40,000	40,000	40,000	40,000
5103 SEASONAL PERSONNEL	71,695	61,600	52,470	59,750	59,750
5104 OVERTIME PAY	665	1,000	1,000	1,806	1,806
5110 REGULAR PART TIME	25,536	25,709	25,709	26,480	26,480
5151 SOCIAL SECURITY	5,200	6,185	6,185	6,371	6,371

Total Personnel Services	\$143,092	\$134,494	\$125,364	\$134,407	\$134,407

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	19,469	18,700	18,700	24,000	24,000
5210 PROFESS DEVELOP/TRAI	1,273	3,405	1,770	1,820	1,820
5220 UTILITIES/FUEL/MILEA	777	1,050	1,329	1,900	1,900
5260 REPAIRS & MAINT-FAC/	3,600	3,600	3,750	4,800	4,800
5290 PROFESS/TECHNICAL SE	6,277	10,350	6,386	7,100	7,100
5300 MATERIALS & SUPPLIES	1,650	5,080	4,600	6,100	6,100
5400 EQUIP/MACHINRY& FURN	1,238	0	0	2,900	2,900

Total Operating Expenses	\$34,284	\$42,185	\$36,535	\$48,620	\$48,620

GRAND TOTAL	\$177,376	\$176,679	\$161,899	\$183,027	\$183,027

TOWN CLERK #1005

The overall increase in this budget is \$7,959 or 2.5%. Personnel Services are up \$7,704 and operating expenses are up \$255.

The increases in personnel are due to negotiated employment contracts.

Cost Center 0 – Leadership & General Support

Included in this cost center are Town Clerk Association dues, Town Clerk Educational Conferences and schools, and support for the Town Council and the Representative Town Meeting. We offer most notarization services to the public. We respond to requests for both historical and current Town records, Council and RTM action, and all Boards and Commissions, reports, contracts, trade names, liens, memberships, etc., from Federal, State and Town departments, and from elected officials and the general public.

Cost Center 2 – Legislative Service

By Town Charter the Town Clerk is designated as the Clerk of the Council and the Clerk of the RTM. In this capacity, the Town Clerk serves as the official record keeper for the Town Council, and the Representative Town Meeting. We act as the repository for all claims and legal actions for the Town. We process and record all Ordinances enacted by the Town Council and maintain the preservation of these documents.

Cost Center 3 – Vital Statistics

As the Registrar of Vital Statistics, we are responsible for the preservation of all Birth, Marriage and Death records that occur in Groton or of our Groton residents. We issue certified copies of our vital records and retain the \$20 fee for this service. We compile and report all statistics and information that is required for the State on a monthly basis.

Cost Center 4 – Elections

This office is responsible for certifying elections, primaries, referenda questions, and issuing all Absentee Ballots. The election reports that we provide to the Secretary of the State must be concurrent with the Registrar of Voters and Master Moderators reports. All election records are recorded for permanent record.

Cost Center 6 – Record Legal Documents

Any and all transactions involving land located in the Town of Groton must be recorded in the Town Clerk's Office. This includes deeds, mortgages, attachments, tax liens, judgments, maps, probate certificates, variances and all other legal documents pertaining to land use and transfers. The Town Clerk records, and keeps permanent documentation and indices of all transactions. These records are open to the public and may be reproduced in our office or online for a fee.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: TOWN CLERK
FUNCTION: TOWN CLERK 1005

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	267,526	288,665	287,846	296,369	296,369
Operating Expenses	28,060	34,233	34,233	34,488	34,488
Total Appropriation	\$295,586	\$322,898	\$322,079	\$330,857	\$330,857

COST CENTERS -----					
10050 LEADERSHIP/GEN SUPPT	102,637	106,496	106,386	107,720	107,720
10052 LEGISLATIVE SERVICE	37,129	46,622	46,475	48,055	48,055
10053 VITAL STATISTICS	49,164	56,744	56,534	58,723	58,723
10054 ELECTIONS	24,674	30,637	30,535	31,597	31,597
10056 RECORD LEGAL DOCUMEN	81,982	82,399	82,149	84,762	84,762
Total Cost Centers	\$295,586	\$322,898	\$322,079	\$330,857	\$330,857

FINANCING PLAN -----					
SPORTING LICENSES	651	0	6,500	6,500	6,500
DOG LICENSES (GF)	7,020	6,500	6,000	6,500	6,500
OTHER LICENSES/PERMITS	5,993	5,000	5,000	5,000	5,000
RECORDING INSTRUMENTS	129,910	120,000	120,000	120,000	120,000
CONVEYANCE TAX	1,237,870	700,000	700,000	650,000	650,000
VITAL STATISTICS	6,101	5,000	5,000	5,000	5,000
LAND RECORD COPIES	27,599	28,000	28,000	25,000	25,000
VITALS COPIES	61,611	60,000	60,000	60,000	60,000
PAYMENTS FROM OTHER FUNDS	5,000	6,500	6,500	6,500	6,500
GENERAL FUND	(1,186,169)	(608,102)	(614,921)	(553,643)	(553,643)
Total Financing Plan	\$295,586	\$322,898	\$322,079	\$330,857	\$330,857

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: TOWN CLERK
FUNCTION: TOWN CLERK 1005

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	247,694	265,650	264,892	272,807	272,807
5104 OVERTIME PAY	1,262	2,500	2,500	2,500	2,500
5151 SOCIAL SECURITY	18,570	20,515	20,454	21,062	21,062

Total Personnel Services	\$267,526	\$288,665	\$287,846	\$296,369	\$296,369
OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	14,030	16,340	16,340	16,340	16,340
5210 PROFESS DEVELOP/TRAI	1,312	1,390	1,390	1,595	1,595
5230 PYMNTS/CONTRIBUTIONS	440	500	500	500	500
5260 REPAIRS & MAINT-FAC/	599	803	803	803	803
5290 PROFESS/TECHNICAL SE	6,861	9,150	9,150	9,200	9,200
5300 MATERIALS & SUPPLIES	4,716	6,050	6,050	6,050	6,050
5400 EQUIP/MACHINRY& FURN	102	0	0	0	0

Total Operating Expenses	\$28,060	\$34,233	\$34,233	\$34,488	\$34,488
GRAND TOTAL	\$295,586	\$322,898	\$322,079	\$330,857	\$330,857

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: TOWN CLERK
FUNCTION: TOWN CLERK 1005

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

TOWN CLERK	1.00	1.00	1.00	1.00
DEPUTY TOWN CLERK	1.00	1.00	1.00	1.00
ASSISTANT TOWN CLERK	2.00	2.00	2.00	2.00
OFFICE ASSISTANT II (35)	1.00	1.00	1.00	1.00

Total FTE Personnel	5.00	5.00	5.00	5.00
FTE SALARIES & WAGES				

TOWN CLERK	69,000	69,000	69,000	69,000
DEPUTY TOWN CLERK	52,068	51,866	53,961	53,961
ASSISTANT TOWN CLERK	98,996	98,615	102,600	102,600
OFFICE ASSISTANT II (35)	45,585	45,410	47,245	47,245

Total FTE Salaries & Wages	\$265,649	\$264,892	\$272,806	\$272,806

LEGAL SERVICES #1006

The overall budget is flat with no change in requested expenditures.

Cost Center 0 – Town Attorney

The Town Attorney advises the Town on a wide variety of legal matters including but not limited to federal, state and local laws and regulations, contracts, litigation, Freedom of Information (FOI) matters and tax collection issues. The Town Attorney is available for monthly meetings at the Town Hall to address many of these issues. In addition, issues arise at the staff, Town Council, RTM and Commission levels that require input from the Town Attorney's office. The Town Attorney is appointed by the Town Council.

Cost Center 2 – Special Attorney

Special Attorneys are hired when there may be a conflict of interest for the Town Attorney to advise and possibly defend the Town in court. Many of these cases deal with tax foreclosures.

Cost Center 4 – General Support

Includes costs associated with appraisals for tax foreclosures, marshal fees and deed research.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
DEPARTMENT: TOWN MANAGER
FUNCTION: LEGAL SERVICES 1006

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Operating Expenses	202,464	297,500	297,500	297,500	297,500
Total Appropriation	\$202,464	\$297,500	\$297,500	\$297,500	\$297,500
----- COST CENTERS -----					
10060 TOWN ATTORNEY	165,685	227,500	227,500	227,500	227,500
10062 SPECIAL ATTORNEY	18,787	10,000	10,000	10,000	10,000
10064 GENERAL SUPPORT	17,992	60,000	60,000	60,000	60,000
Total Cost Centers	\$202,464	\$297,500	\$297,500	\$297,500	\$297,500
----- FINANCING PLAN -----					
GENERAL FUND	202,464	297,500	297,500	297,500	297,500
Total Financing Plan	\$202,464	\$297,500	\$297,500	\$297,500	\$297,500

TOWN OF GROTON
 SUMMARY COST CENTER
 FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL GOVERNMENT
 DEPARTMENT: TOWN MANAGER
 FUNCTION: LEGAL SERVICES 1006

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5290 PROFESS/TECHNICAL SE	202,464	297,500	297,500	297,500	297,500
Total Operating Expenses	\$202,464	\$297,500	\$297,500	\$297,500	\$297,500
GRAND TOTAL	\$202,464	\$297,500	\$297,500	\$297,500	\$297,500

EXECUTIVE MANAGEMENT #1010

The overall increase in this budget is \$5,465 or 1.8%. Personnel Services are up \$9,414 and operating expenses are down \$3,949.

Cost Center 0 - Leadership/General Support

Assists the Town Council with policy development and guides the implementation of Town Council goals. The Town Manager is also, responsible for the Supervision and Development of the Management Team, and participation in state and regional agencies. This office responds to public inquiries, and advises and assists Town departments as well as state and regional agencies in matters of interest and benefit to Groton.

Cost Center 1 – Legislative Support

Responsible for processing Town Council and RTM referrals, attending Legislative and other Committee meetings in order to set State legislative priorities and coordinating Groton's legislative agenda with local legislators. Develops and issues agendas for all meetings of Town Council, Committee-of-the-Whole, and others as required.

Cost Center 2 – Budget Preparation

This office coordinates development and preparation of the Town operations and capital improvement budgets. It also works with outside agencies to incorporate their budget requests into the Town budget. Introduces the budget at public hearings and discusses budget at Town Council and RTM budget sessions. Attends RTM subcommittee budget review sessions as required.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EXECUTIVE MANAGEMENT 1010

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	265,554	270,487	271,263	279,901	279,901
Operating Expenses	14,047	31,145	30,369	31,196	27,196
Total Appropriation	\$279,601	\$301,632	\$301,632	\$311,097	\$307,097

----- COST CENTERS -----					
10100 LEADERSHIP/GEN SUPPT	129,588	149,875	149,514	154,912	150,912
10101 LEGISLATIVE SUPPORT	103,457	102,689	102,984	105,807	105,807
10102 BUDGET PREPARATION	46,556	49,068	49,134	50,378	50,378
Total Cost Centers	\$279,601	\$301,632	\$301,632	\$311,097	\$307,097

----- FINANCING PLAN -----					
GENERAL FUND	279,601	301,632	301,632	311,097	307,097
Total Financing Plan	\$279,601	\$301,632	\$301,632	\$311,097	\$307,097

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EXECUTIVE MANAGEMENT 1010

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	241,659	244,385	245,106	251,758	251,758
5109 SALARY ADJUSTMENTS	2,669	0	0	0	0
5117 ALLOWANCES	4,800	9,800	9,800	11,300	11,300
5151 SOCIAL SECURITY	16,426	16,302	16,357	16,843	16,843

Total Personnel Services	\$265,554	\$270,487	\$271,263	\$279,901	\$279,901

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	4,652	10,000	9,224	10,000	10,000
5210 PROFESS DEVELOP/TRAI	2,310	14,500	14,500	14,500	10,500
5220 UTILITIES/FUEL/MILEA	512	645	645	696	696
5260 REPAIRS & MAINT-FAC/	0	400	400	400	400
5290 PROFESS/TECHNICAL SE	1,800	2,500	2,500	2,500	2,500
5300 MATERIALS & SUPPLIES	1,773	2,600	2,600	2,600	2,600
5400 EQUIP/MACHINRY& FURN	3,000	500	500	500	500

Total Operating Expenses	\$14,047	\$31,145	\$30,369	\$31,196	\$27,196

GRAND TOTAL	\$279,601	\$301,632	\$301,632	\$311,097	\$307,097

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EXECUTIVE MANAGEMENT 1010

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

TOWN MANAGER	1.00	1.00	1.00	1.00
ASST TOWN MGR/DIRECTOR HR	0.10	0.10	0.10	0.10
EXECUTIVE ASSISTANT	1.00	1.00	1.00	1.00

Total FTE Personnel	2.10	2.10	2.10	2.10
FTE SALARIES & WAGES				

TOWN MANAGER	171,510	171,510	176,690	176,690
ASST TOWN MGR/DIRECTOR HR	11,371	11,484	11,713	11,713
EXECUTIVE ASSISTANT	61,504	62,113	63,355	63,355

Total FTE Salaries & Wages	\$244,385	\$245,106	\$251,758	\$251,758

INFORMATION TECHNOLOGY #1011

The overall increase in this budget is \$2,346 or .2%. Personnel Services are up \$13,316 and operating expenses are down \$10,970.

We are working with Tyler and ClientFirst on the ERP phase 1 financial software installation. This would include general ledger, budgeting (already live in Tyler), Purchasing, Accounts Payable and Tyler Content Manager, Accounts Receivable, P-cards, Capital Assets, Contract Management, Grants Management Bid Management, cashiering, eProcurement, forms, reporting and grant accounting. We are working on the financial data conversion. This is scheduled for go-live 6/1/2020.

Phase 2 started January 2020, and this will include Payroll, HR, Employee Self-Service, Recruiting, ExecuTime Time & Attendance (w/ Mobile) and Risk Management. Currently HR has been extracting data for conversion. This is scheduled for go-live 1/1/2021.

The department is currently in the process of updating the Town's GIS aerial and parcel data. A Request for Proposals for updating Color Digital Orthophotography, Planimetric and Topographic Vector Data was submitted in early 2020. The last aerial fly over was done in 2015 and the Planimetric and Topographic was last updated in 2009. A full GIS data update is done every 10 years. This new GIS data will help the Assessment department with their 2021 Revaluation of Real Property and update the Town's GIS data with current information.

With the 2020 US Census coming up the department works with the US Census Bureau on updating over 13,000+ address points. Updating of address information was important for the upcoming Census to make sure all residents of Groton will receive a Census packet.

We responded to 3,217 help desk tickets in FYE 2019. The estimate for FYE 2020 is 3,300. These numbers do not include the long term projects.

We have completed the backup migration of the Town's critical systems to Microsoft Azure cloud backup services. This off-site backup is for security and redundancy. We are also continuing with internal tape backup too.

The webpage redesign committee is continuing to work on getting a new Town webpage. We have selected Revize to do the redesign. We are working on rebranding and webpage layouts.

The Palo Alto firewall to filter and protect the Public Safety building has been installed and setup. This is a major step toward being CJIS compliant.

Two-Factor authentication - we are working with the Police department on how the officers will be receiving the Two-Factor authentication information via their cell phone or token. This will be a major step toward being CJIS compliant.

Network Gateway Switch Upgrade – Upgraded several gateway edge switches from older models considered 'end of life' and implemented MACSEC security for each of the edge ports.

Cost Center 3 – Information Technology

The department provides annual hardware (servers, network equipment) maintenance, network connectivity and internet connectivity utilized by all Town departments. We utilize the GIS software to assist numerous Town departments and the public in achieving their strategies and goals involving all aspects of GIS related

data preparation, building geodatabases and maintaining well over 1,000 layers of data and templates. We are responsible for managing and maintaining the town wide data infrastructure and GIS technical support.

Cost Center 4 – Software Maintenance

The department provides annual maintenance contracts, modifications and support for third party applications utilized by all Town departments. Of these applications up for maintenance renewal, one new application has been added and two removed from the budget. The new system is Nexgen (new 911/Police Record Management system). The two that were removed were MobileTec (911 system) and IMC (Police Record Management system).

Cost Center 7 – Telecommunications

Manage, support, repair and maintain the Town's VoIP telephone system, Frontier copper land lines for faxes and alarm circuits and cell phones.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: INFORMATION TECHNOLOGY 1011

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	507,555	522,573	523,657	535,889	535,889
Operating Expenses	486,908	545,642	534,915	534,672	534,672
Total Appropriation	\$994,463	\$1,068,215	\$1,058,572	\$1,070,561	\$1,070,561
----- COST CENTERS -----					
10113 INFORMATION TECHNOLO	585,527	608,363	603,923	618,944	618,944
10114 SOFTWARE MAINTENANCE	347,791	421,112	419,246	415,963	415,963
10117 TELECOMMUNICATIONS	61,145	38,740	35,403	35,654	35,654
Total Cost Centers	\$994,463	\$1,068,215	\$1,058,572	\$1,070,561	\$1,070,561
----- FINANCING PLAN -----					
GIS REVENUE	0	0	75	150	150
GENERAL FUND	994,463	1,068,215	1,058,497	1,070,411	1,070,411
Total Financing Plan	\$994,463	\$1,068,215	\$1,058,572	\$1,070,561	\$1,070,561

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: INFORMATION TECHNOLOGY 1011

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	472,235	484,352	485,359	496,652	496,652
5105 LONGEVITY PAY	1,015	1,085	1,085	1,155	1,155
5151 SOCIAL SECURITY	34,305	37,136	37,213	38,082	38,082

Total Personnel Services	\$507,555	\$522,573	\$523,657	\$535,889	\$535,889
OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	83	275	275	275	275
5210 PROFESS DEVELOP/TRAI	300	1,850	885	1,835	1,835
5220 UTILITIES/FUEL/MILEA	67,542	71,421	68,366	69,680	69,680
5260 REPAIRS & MAINT-FAC/	1,299	1,299	1,299	1,395	1,395
5261 SOFTWARE MAINT FEES	348,074	421,112	419,246	415,963	415,963
5290 PROFESS/TECHNICAL SE	67,968	47,835	42,994	43,474	43,474
5300 MATERIALS & SUPPLIES	1,642	1,850	1,850	2,050	2,050

Total Operating Expenses	\$486,908	\$545,642	\$534,915	\$534,672	\$534,672
GRAND TOTAL	\$994,463	\$1,068,215	\$1,058,572	\$1,070,561	\$1,070,561

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: INFORMATION TECHNOLOGY 1011

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

MANAGER IT	1.00	1.00	1.00	1.00
GIS COORDINATOR	1.00	1.00	1.00	1.00
IT SYSTEMS ADMINISTRATOR	1.00	1.00	1.00	1.00
PC/NETWORK SUPPORT II	3.00	3.00	3.00	3.00

Total FTE Personnel	6.00	6.00	6.00	6.00
FTE SALARIES & WAGES				

MANAGER IT	101,702	102,708	104,763	104,763
GIS COORDINATOR	77,947	77,947	81,092	81,092
IT SYSTEMS ADMINISTRATOR	77,131	77,131	78,674	78,674
PC/NETWORK SUPPORT II	227,572	227,572	232,124	232,124

Total FTE Salaries & Wages	\$484,352	\$485,359	\$496,652	\$496,652

TECHNOLOGY REPLACEMENT #6050

The overall decrease in this budget is \$6,423 or 6.6%.

Computer equipment scheduled for replacement this fiscal year:

- 67 computers
- 12 Laptops
- 5 Police MDT replacement systems
- 1 check validator (Tax office)

Budgeted to replace up to 50 monitors - These funds are to be used to replace monitors when the current monitor fails.

Budgeted for PC peripheral equipment repair or replacement - These funds are to be used to repair or replace, if needed, PC peripheral equipment. This would include cash drawers, barcode scanners, UPS batteries, etc.

Cost Center 0 – Computer Replacement

This is for replacement of computers, laptops, and monitors. The used but still working computers and laptops are repurposed.

Cost Center 1 – Printer Replacement

Eight (8) network printers are scheduled for replacement this fiscal year.

Cost Center 2 – Software Maintenance

This consists of Software Maintenance renewals for outside agencies. The outside agencies are billed for these items.

Cost Center 4 – Maintenance

Provides funding for repairs to PCs, PC Peripheral equipment, laptops and printers that are not covered under a manufacturer warranty.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: INFORMATION TECHNOLOGY
FUNCTION: TECHNOLOGY REPLACEMENT 6050

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Operating Expenses	48,581	96,638	92,426	90,215	90,215
Total Appropriation	\$48,581	\$96,638	\$92,426	\$90,215	\$90,215

COST CENTERS					

60500 COMPUTER REPLACEMENT	42,332	80,150	77,438	70,175	70,175
60501 PRINTER REPLACEMENT	1,881	3,600	3,600	9,600	9,600
60502 SOFTWARE MAINTENANCE	3,888	3,888	3,888	1,440	1,440
60504 MAINTENANCE	480	9,000	7,500	9,000	9,000
Total Cost Centers	\$48,581	\$96,638	\$92,426	\$90,215	\$90,215

FINANCING PLAN					

INTEREST INCOME	4,197	3,500	4,000	3,500	3,500
OTHER AGENCIES	1,040	1,170	1,170	1,125	1,125
OUTSIDE AGENCIES - MDT	3,892	3,880	3,880	1,440	1,440
PAYMENTS FROM OTHER FUNDS	75,561	80,466	80,466	66,355	66,355
FUND BALANCE APPLIED	0	7,622	2,910	17,795	17,795
Total Financing Plan	\$84,690	\$96,638	\$92,426	\$90,215	\$90,215

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: INFORMATION TECHNOLOGY
FUNCTION: TECHNOLOGY REPLACEMENT 6050

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5220 UTILITIES/FUEL/MILEA	600	600	600	600	600
5260 REPAIRS & MAINT-FAC/	480	9,000	7,500	9,000	9,000
5261 SOFTWARE MAINT FEES	2,448	2,448	2,448	0	0
5290 PROFESS/TECHNICAL SE	840	840	840	840	840
5410 COMPUTER EQUIPMENT	44,213	83,750	81,038	79,775	79,775

Total Operating Expenses	\$48,581	\$96,638	\$92,426	\$90,215	\$90,215

GRAND TOTAL	\$48,581	\$96,638	\$92,426	\$90,215	\$90,215

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

TECHNOLOGY REPLACEMENT FUND REVENUES: #6050

Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

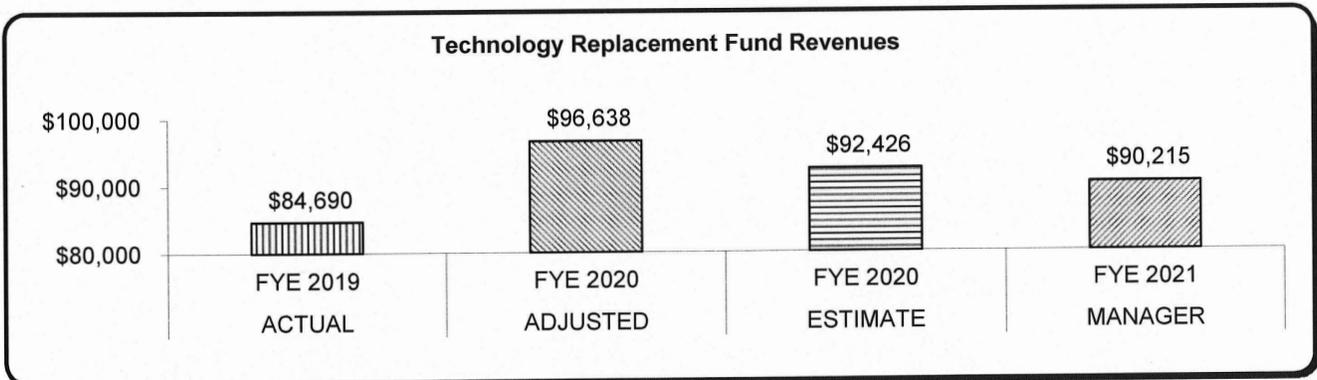
Other Agencies - represents the amount received from the Poquonnock Bridge Fire District which participates in this fund.

Other Agencies - MDT: represents the amount received from outside agencies for purchases of mobile data terminals.

Payments From Other Funds - represents the amount that Other Funds will contribute to the operation of this fund.

Fund Balance Applied - represents the amount of unassigned fund balance in the Technology Replacement Fund to be used to fund the budget for the fiscal year.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4412 Interest Income	\$ 4,197	\$ 3,500	\$ 4,000	\$ 3,500
4625 Other Agencies	\$ 1,040	\$ 1,170	\$ 1,170	\$ 1,125
4625A Outside Agencies - MDT	\$ 3,892	\$ 3,880	\$ 3,880	\$ 1,440
4766 Payments from Other Funds	\$ 75,561	\$ 80,466	\$ 80,466	\$ 66,355
4999 Fund Balance Applied	\$ 0	\$ 7,622	\$ 2,910	\$ 17,795
Total	\$ 84,690	\$ 96,638	\$ 92,426	\$ 90,215



Audit Fund Balance as of 6/30/2019	\$ 345,112
Estimated Fund Balance as of 6/30/20	\$ 342,202
Estimated Fund Balance as of 6/30/21	\$ 324,407
Fund Balance as a % of 2020 Expenditures	359.59%

HUMAN RESOURCES #1012

The overall increase in this budget is \$50,537 or 15.3%. Personnel Services are up \$5,327 and operating expenses are up \$45,210.

The following list illustrates the array of services and responsibilities provided by the Human Resources Department:

- Total Personnel Management record maintenance
- Recruiting and total onboarding
- Training and Compliance
- Review insurance certificate requirements
- Customer service (both internal and external)
- Oversight of consultation services
- Diversity, Equality and Inclusion
- Benefit Administration
- Employee Relations
- Investigations
- Conflict Resolution
- Retirement
- Risk and Safety (OSHA)
- ADA

List of targeted tasks for FYE 2021:

1. Review of retirement plan for new employees.
2. Negotiations for two (2) successor collective bargaining agreements.
3. Continuing development of safety culture:
 - a. Training
 - b. Complete re-write of manuals
 - c. Retrain Safety Committee in regards to incentive program
4. Work on completion of Enterprise Resource Planning (ERP) (HRIS).
5. Implement succession planning, assessing competencies for both current and prospective employees. Emphasis placed on evaluation of necessary skill set and a design of a training program.
6. Continue to revamp the "Onboarding Process".
7. Expand Diversity, Equality and Inclusion within all functional areas.

Cost Center 0 - Leadership/General Support

- Charged with the maintenance for records relative to Town personnel via Human Resources Information System (HRIS). This is inclusive of the Enterprise Resource Planning project (ERP) whereas, the department will embark on a conversion of all data to the Tyler system.
- As a member of the "Budget Committee", participate in deliberation of all Town budgets.
- Provide training in both compliance and performance enhancement.
- Continue to act as lead in investigations.

Cost Center 1 – Recruiting & Selection

- Provide departments with staffing structure, including the revision and/or creation of applicable job descriptions.
- Responsible for sourcing a pool of qualified candidates.
- Provide orientation and training for hired, transferred and promoted employees.
- Authorized Full-Time positions are 253 in FYE 2020, and are anticipated to be 253 in FYE 2021.

Cost Center 2 – Employee/Labor Relations

- Review current collective bargaining agreements to determine appropriate strategies to be employed by the Town.
- Participate in negotiations with the Town attorney.
- Train the existing management team in employee relations.
- Provide contract interpretation to the management staff.
- Assist management in the processing of grievances and all labor issues.

Current Status of Collective Bargaining Agreements:

GrEATS: July 1, 2019 – June 30, 2022

Police: July 1, 2016 – June 30, 2020

Telecommunicators: July 1, 2019 – June 30, 2022

USWA: July 1, 2017 – June 30, 2020

AFSCME: July 1, 2019 – June 30, 2022

General Wage/Salary Increases	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>	<u>FYE 20</u>	<u>FYE21</u>	<u>Step Increases</u>
GrEATS (Clerical/Professional)	2.25%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Police	2.00/2.50%	2.00%	3.00%	2.50%	2.50%	n/a	4.00%
Telecommunicators	2.00%	2.00%	3.00%	2.00%	2.00%	2.00%	2.00%
USWA (Steelworkers)	2.25%	2.25%	2.00%	2.50%	2.00%	n/a	4.00%
AFSCME (Supervisory)	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Non-union	2.00%	0.00%	2.50%	2.00%	2.00%	2.00%	n/a

Cost Center 3 – Benefits

- Constant collaboration with the healthcare consultants in maintaining the most current cost effective plans.
- Review experience rating which ultimately results in slowing down the escalation of costs.
- Monitor healthcare consultant's performance in both bidding current contracts and negotiations with the carriers.
- Maintain compliance with all regulatory bodies.
- Work with the actuaries to review the health of the plan.

Cost Center 4 – Risk Management

- Protect the assets of the Town by developing and maintaining a consistent "Safety Culture".
- Provide the staff with training, technical assistance and organizational analysis with recommendations which foster a safe environment for both employees and those who visit our facilities.
- Encourage reporting to identify exposures to risk.
- Expedite reporting and investigations relative to accidents.

	FYE 2020
Accidents	9
Liability Claims	1
Citizen Injury	0
Property Damage	1

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: HUMAN RESOURCES
FUNCTION: HUMAN RESOURCES 1012

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	296,344	303,550	299,295	308,877	308,877
Operating Expenses	27,292	26,595	24,918	71,805	71,805
Total Appropriation	\$323,636	\$330,145	\$324,213	\$380,682	\$380,682

----- COST CENTERS -----					
10120 LEADERSHIP/GEN SUPPT	133,909	319,115	316,373	369,192	369,192
10121 RECRUITING & SELECTI	56,015	4,650	4,650	5,225	5,225
10122 EMPLOYEE/LABOR RELAT	70,720	190	0	0	0
10123 BENEFITS	39,581	5,525	2,525	5,600	5,600
10124 RISK MANAGEMENT	23,411	665	665	665	665
Total Cost Centers	\$323,636	\$330,145	\$324,213	\$380,682	\$380,682

----- FINANCING PLAN -----					
MISC-UNCLASSIFIED	116	0	0	0	0
GENERAL FUND	323,520	330,145	324,213	380,682	380,682
Total Financing Plan	\$323,636	\$330,145	\$324,213	\$380,682	\$380,682

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: HUMAN RESOURCES
FUNCTION: HUMAN RESOURCES 1012

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	274,710	281,979	269,324	286,927	286,927
5109 SALARY ADJUSTMENTS	0	0	8,702	0	0
5112 SICK INCENTIVE	1,082	0	0	0	0
5151 SOCIAL SECURITY	20,552	21,571	21,269	21,950	21,950

Total Personnel Services	\$296,344	\$303,550	\$299,295	\$308,877	\$308,877
OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	992	4,200	4,200	4,500	4,500
5210 PROFESS DEVELOP/TRAI	1,285	6,990	3,800	47,155	47,155
5220 UTILITIES/FUEL/MILEA	630	797	600	797	797
5260 REPAIRS & MAINT-FAC/	428	998	998	998	998
5281 OCCUPATIONAL HEALTH	806	280	280	280	280
5290 PROFESS/TECHNICAL SE	21,983	11,650	13,380	16,725	16,725
5300 MATERIALS & SUPPLIES	793	1,680	1,500	1,350	1,350
5400 EQUIP/MACHINRY& FURN	375	0	160	0	0

Total Operating Expenses	\$27,292	\$26,595	\$24,918	\$71,805	\$71,805
GRAND TOTAL	\$323,636	\$330,145	\$324,213	\$380,682	\$380,682

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: HUMAN RESOURCES
FUNCTION: HUMAN RESOURCES 1012

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

ASST TOWN MGR/DIRECTOR HR	0.90	0.90	0.90	0.90
SUPERVISOR, ADMIN HR	1.00	1.00	1.00	1.00
EMPLOYEE BENEFITS COORD	1.00	1.00	1.00	1.00
HUMAN RESOURCES ASST	1.00	1.00	1.00	1.00

Total FTE Personnel	3.90	3.90	3.90	3.90
FTE SALARIES & WAGES				

ASST TOWN MGR/DIRECTOR HR	102,339	103,352	105,419	105,419
SUPERVISOR, ADMIN HR	69,715	70,405	71,813	71,813
EMPLOYEE BENEFITS COORD	60,743	54,579	59,715	59,715
HUMAN RESOURCES ASST	49,184	40,988	49,980	49,980

Total FTE Salaries & Wages	\$281,979	\$269,324	\$286,927	\$286,927

INSURANCE & CLAIMS #1070

The overall increase in this budget is \$52,278 or 8.2%. Personnel Services are up \$6,000 and operating expenses are up \$46,278.

FYE 21 Insurance liability represents a 7% increase over FYE 20 due to an increase in coastal property coverage rates, an increase in property claims country wide and auto claims settling for higher limits.

Cost Center 0 – General Liability

This Function reflects premiums not only for third party damages but property damage to Town owned property as well. Limits for flood and earthquake coverage are also included. The basic property damage deductible is \$10,000. An umbrella liability policy is also used to ride above the limits of the primary general liability policy to provide even broader coverage subject to a major self-insured retention of \$10,000 which is applicable only to exposure not covered on the primary layer. In addition, it reflects the premiums paid for the Police Version of Public Officials coverage. The deductible for this coverage is \$25,000. This will include wrongful entry, wrongful arrest, etc. This cost center also includes boiler coverage for the buildings and pump stations, the crime policy for money and securities, and fiduciary coverage.

10700 Policy	2019 - 2020 Premium	2020 - 2021 Projected Total
Property/Boiler	\$152,462	\$163,134
Inland Marine	\$21,735	\$23,256
Hull/Boat	\$9,184	\$9,827
General Liability	\$122,710	\$131,300
Law Enforcement	\$56,450	\$60,402
Umbrella	\$65,578	\$70,168
Fiduciary Liability	\$6,055	\$6,479
Crime	\$3,596	\$3,848
Pollution Storage Tank	\$1,191	\$1,274
Groton Library Drone	\$745	\$797
Totals:	\$439,706	\$470,485

Cost Center 1 – Motor Vehicle Liability & Physical Damage

Reflects premiums paid on the Town's vehicles. The Town has a \$1,000 deductible on its collision and comprehensive liability coverage on all vehicles with full glass included.

10701 Policy	201 - 2020 Premium	2020 - 2021 Projected Total
Auto	\$88,357	\$94,542
Totals:	\$88,357	\$94,542

Cost Center 2 – Public Official Liability

Reflects the premium paid to protect Town officials in their decision-making capacity from errors and omissions exposures. Emergency Dispatch "911" coverage for errors and omissions is also included here. This coverage generally serves as additional legal defense coverage. It also includes bonding for the Tax Collector and Treasurer/Accounting Manager. The deductible for Public Official Liability coverage is \$25,000. The deductible for Employment Practice Liability is \$15,000.

10702 Policy	2019 - 2020 Premium	2020 - 2021 Projected Total
Public Officials Liability	\$18,071	\$19,336
Public Officials EPLI	\$52,958	\$56,665
Bond - Tax Collector	400	\$428
Bond- Treasurer	\$1,000	\$1,070
Totals:	\$72,429	\$77,499

Cost Center 3 – Shellfish Commission

The Town's insurance costs for the Shellfish Commission boats and equipment are budgeted here.

10703 Policy	2019 - 2020 Premium	2020 - 2021 Projected Total
Hull/Boat	\$5,394	\$5,772
Totals:	\$5,394	\$5,772

Cost Center 5 – Administration and Claim Payments

Includes payments made for professional services associated with liability insurances and to claimants that are within the deductible amount.

Cost Center 6 – Unemployment

Includes estimates for unemployment compensation payments for the fiscal year. The Town is self-insured in regards to this claims area.

Unemployment charges			
	<i>FY19</i>	<i>FY20</i>	<i>FY21</i>
Budget	26,600	12,000	18,000
Expended	1,232	10,564	n/a
Balance	25,368	1,436	n/a

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: NON-DEPARTMENTALS
DEPARTMENT: NON-DEPARTMENTALS
FUNCTION: INSURANCE & CLAIMS 1070

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Personnel Services	1,356	12,000	12,500	18,000	18,000
Operating Expenses	613,437	626,303	628,580	672,581	672,581

Total Appropriation	\$614,793	\$638,303	\$641,080	\$690,581	\$690,581

COST CENTERS					

10700 GENERAL LIABILITY	417,110	424,930	439,706	470,485	470,485
10701 MV LIA & PHY DAMAGE	97,297	99,244	88,357	94,542	94,542
10702 PUBLIC OFFICIAL LIAB	69,802	71,607	72,429	77,499	77,499
10703 SHELLFISH COMMISSION	4,228	5,522	5,394	5,772	5,772
10705 ADMIN & CLAIM PAYMEN	25,000	25,000	22,694	24,283	24,283
10706 UNEMPLOYMENT	1,356	12,000	12,500	18,000	18,000

Total Cost Centers	\$614,793	\$638,303	\$641,080	\$690,581	\$690,581

FINANCING PLAN					

MISC-UNCLASSIFIED	764	0	0	0	0
GENERAL FUND	614,029	638,303	641,080	690,581	690,581

Total Financing Plan	\$614,793	\$638,303	\$641,080	\$690,581	\$690,581

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: NON-DEPARTMENTALS
DEPARTMENT: NON-DEPARTMENTALS
FUNCTION: INSURANCE & CLAIMS 1070

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5154 UNEMPLOYMENT COMPENS	1,356	12,000	12,500	18,000	18,000
Total Personnel Services	\$1,356	\$12,000	\$12,500	\$18,000	\$18,000

OPERATING EXPENSES					

5280 INSURANCE/RISK MGMT	588,437	601,303	605,886	648,298	648,298
5289 INSURANCE CLAIM PAYM	25,000	25,000	22,694	24,283	24,283
Total Operating Expenses	\$613,437	\$626,303	\$628,580	\$672,581	\$672,581
GRAND TOTAL	\$614,793	\$638,303	\$641,080	\$690,581	\$690,581

SELF-FUNDED PLANS #1071

The overall increase in this budget is \$1,753,897 or 18.7%.

Cost Center 0 – Employee Benefits

Retirement 5152

An actuarial evaluation is completed annually to measure actuarial gains and losses from the previous year in order to determine recommended employer contributions to the retirement fund. The Retirement Fund's Market Value was \$123 million as of June 30, 2019, up from \$119 million in 2018, a 3% increase. Actuarial liabilities continue to grow as active members earn additional benefits. Liabilities now exceed assets by \$26.0 million up from \$23.6 million in 2018. This resulting Funded Ratio of 82.6% is down from 83.7% in 2018.

While the market value of investment return for 2019 was 7.2%, the actuarial value was 5.4%, below the assumed 7.25% return which produced this investment gain. The difference is attributable to the smoothing of investment gains/losses over a five year period. Smoothing serves to moderate potential large swings in actuarial gains/losses and required contributions if investment gains and losses were recognized on an annual basis.

The differences between Actuarial Value Return (smoothed) to the Market Value Return can be seen in the following chart:

FYE	2014	2015	2016	2017	2018	2019
Market Value Return	15.80%	3.6%	-0.1%	10.3%	7.5%	7.2%
Actuarial Value Return	9.36%	8.8%	6.8%	6.7%	6.9%	5.4%
Actuarial Assumption	7.75%	7.75%	7.5%	7.5%	7.25%	7.25%

Health Insurance 5153 (\$7,817,784)

Each year, the Town works collaboratively with our health insurance consultant MDG. This effort ensures that the renewals received from Anthem are accurately projecting expected claims while providing an analysis of future trends.

The total combined health insurances costs are representative of the following funds: General Fund, Golf Course Fund, Sewer Operating Fund and the School Project for FYE 2020 totaling \$7,817,784. Expenses are inclusive of the following: cost for retirees and active employees for the self-funded plan, premium cost for retirees the over 65 premium based plan and the Town's contributions to the employees' Health Savings Account (HSA). Consideration should also be given to the fact that there is an application of the employees' contribution toward a portion of the Excess of Fund Balance has been reduced. For FYE 2021, we are projecting a net cost increase from \$5,999,572 to \$6,843,508. The General Fund contribution for active and retired employees will see an increase from \$5,377,087 in FYE 2020 to \$6,133,460 in FYE 2021.

Explanation for increased Health Care Costs

- Anthem's self-funded plan renewal projections are based on claims and enrollment data through December 2019.
- Anthem's underwriting formulas call for 9.95% annual trend inflation on medical costs and 13.1% on Rx costs.
- The movement to High Deductible Health Plans has helped lower inflation costs, as two years ago when a greater share of employees were enrolled in traditional PPO plans the Anthem trend inflation factors were 14% on the medical and 17% on the Rx. Last year Anthem's medical inflation factor was 11% on the medical and 13% on the Rx.
- The current plan year's claims are running well at 84.1% of budget.
- Anthem's self-funded health plan costs project to increase by 8% plan wide compared to this year's budget.

- The Town has less employees enrolled in the self-funded plan than last year at 290 this year compared to 317 last year, as a result while overall total plan wide costs are increasing by 8% when that total plan wide cost is divided over a smaller number of enrolled employees the projection per employee is 17%.
- Employer funding of employee Health Savings Accounts is projected to decrease by 6%.
- Fully insured premiums for retiree coverage project to increase by 3.9%.
- The Town has moved many retirees from the self-funded plan to a fully insured plan to eliminate risk of catastrophic claims, retirees tend to have a greater likelihood of high cost claims. We feel confident this transition of risk away from the Town's self-funded plan and on to a fully-insured plan will benefit the Town's budget in the long term.

Life Insurance 5158 (\$16,277)

This amount covers the premium cost for providing life insurance benefits to general fund employees. The cost per \$1,000 of coverage is \$0.085. This rate is guaranteed through January 1, 2022. Our carrier also provides the Employee Assistance Program (EAP) at no cost, which was previously funded at \$4,900/year.

Worker's Compensation General Fund Contribution 5155 (\$473,947)

Having completed an actuarial evaluation of the Worker's Compensation Fund, the contribution is a recommendation based on a risk factor. Historically, the Town and the Board of Education have used a recommended contribution based on a 55% risk factor, meaning that there is a 55% chance that the claims will be equal to or less than the estimated. Contributions also cover the cost of the Third Party Administrator (TPA) hired to manage claims, legal services and excess claims insurance.

The recommended annual contribution for FYE 2021, based on the July 1, 2019 actuarial evaluation, is \$441,220, decreased from \$485,930 for FYE 2020. As of that date, the Town's portion of the Worker's Compensation Fund Balance stands at \$288,856, up from \$236,530 the previous year. For several years, the recommended contribution has been reduced by amortizing excess fund balance over a five year period. Excess fund balance is determined by subtracting the Incurred but Not Reported Claims (IBNR) from the fund balance. For FYE 2021, this results in a fund balance deficit of \$437,972, with a three year amortization of \$145,991. Coupled with the recommended contribution, this results in a total contribution of \$587,211 of which \$526,285 is to the General Fund.

Going Forward

The Town is invested in intensive training, updating safety manuals, and has initiated a safety incentive program.

FYE	2016	2017	2018	2019	2020	2021
Claims	\$508,505	\$262,173	349,857	405,625	TBD	TBD
Total WC Cost	\$575,053	\$399,991	426,416	536,166	TBD	TBD
Recommended Annual Contribution	\$331,610	\$400,030	\$419,578	\$407,391	485,930	441,220
WC Fund Bal	\$268,302	(\$7,888)	(\$200,582)	\$53,095	236,530	288,856
IBNR	\$411,067	\$630,473	\$565,706	\$741,699	732,347	726,828
Available Assets	(\$142,765)	(\$638,361)	(\$766,288)	(\$688,604)	(495,817)	(437,972)
*5 Yr. Amortization	(\$47,588)	(\$212,787)	(\$153,258)	(\$137,721)	(99,163)	(145,991)
Fund Balance Applied	\$0	\$0	\$0	\$0	\$0	\$0
Actual Contribution – All Funds	\$379,198	\$612,817	\$572,836	\$545,112	585,093	587,211
Actual Contribution – General Fund	\$343,693	\$555,004	\$515,552	\$488,103	524,387	526,285

* 5 year amortization commencing in 2018; prior years were 3 year amortization. Return to 3 year amortization in 2021.

Cost Center 1 – Retiree Health Benefit

Reflects payment made to the Health Insurance Fund out of which payments are made to cover health benefits for retirees and their families based on negotiated labor agreements.

Cost Center 2 – Heart & Hypertension

For Police officers hired prior to July 1, 1996, it is presumed that injuries, illness or death due to heart disease or hypertension are job related and therefore are compensable injuries or illnesses. Claims are administered through the Worker's Compensation System. There was a 2.6% decrease, from \$95,543 to \$93,089.

Cost Center 3 – Other Post-Employment Benefits (OPEB)

Statement #45 of June 2004 entitled "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions", the Governmental Accounting Standards Board (GASB) has required the following: Retiree medical plans are required to disclose information about asset and liability levels and disclose historical contribution information. Actuarial valuations are required to determine liability levels and illustrate the historical contribution information.

As post-employment benefits are deemed as part of the compensation paid to employees in return for services, their cost should be recognized as a future liability rather than after retirement. This follows the same methodology as applied to the pension benefits.

There is an allowance of up to a 30 year amortization period for liability which requires an actuarial valuation be performed at least every two years in order to update the Town's OPEB liability amount and Annual Required Contribution (ARC).

The Accrued Liability based on July 1, 2018 was \$47,502,130 as compared to July 1, 2019 which increased to \$51,720,472. This was an increase of \$4,218,342. The Actuarial Value of Assets of July 1, 2018 \$18,943,603 and July 1, 2019 \$20,630,676, resulted in an increase in Unfunded Liabilities from \$28,558,527 to \$31,089,796, for an increase of \$2,531,269 in Unfunded Accrued Liabilities.

The Town determined that it would fund a total of \$1,397,576 for FYE 2021.

Annual Required Contribution – Summary of Town

	Based on 7/1/18 Actuarial Valuation	Based on 7/1/19 Actuarial Valuation
Accrued Liability	\$47,502,130	\$51,720,472
Actuarial Value of Assets	18,943,603	20,630,676
Unfunded Accrued Liability	28,558,527	31,089,796
Amortization Period	19	18
Amortization Growth Rate	3.75%	3.75%
Past Service Cost	1,993,047	2,256,361
Total Normal Cost	1,100,933	1,180,799
Employee Contributions	0	0
Net Normal Cost	1,100,933	1,180,799
Interest	224,313	249,193
ARC	3,318,293	3,686,353
Expected Benefit Payouts	2,052,272	2,288,777
Net Budget Impacts	1,266,021	1,397,576

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: NON-DEPARTMENTALS
DEPARTMENT: NON-DEPARTMENTALS
FUNCTION: SELF FUNDED PLANS 1071

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Personnel Services	8,692,677	9,382,495	9,382,495	11,136,392	11,136,392
Total Appropriation	\$8,692,677	\$9,382,495	\$9,382,495	\$11,136,392	\$11,136,392

COST CENTERS					

10710 EMPLOYEE BENEFITS	6,735,764	7,593,014	7,593,014	8,439,095	8,439,095
10711 RETIREE HEALTH BENEF	1,267,053	1,245,815	1,245,815	1,351,637	1,351,637
10712 HEART & HYPERTENSION	189,860	95,543	95,543	93,089	93,089
10713 OPEB LIABILITY	500,000	448,123	448,123	1,252,571	1,252,571
Total Cost Centers	\$8,692,677	\$9,382,495	\$9,382,495	\$11,136,392	\$11,136,392

FINANCING PLAN					

GENERAL FUND	8,692,677	9,382,495	9,382,495	11,136,392	11,136,392
Total Financing Plan	\$8,692,677	\$9,382,495	\$9,382,495	\$11,136,392	\$11,136,392

TOWN OF GROTON
SUMMARY COST CENTER

28-Feb-2020

FYE 2021 PROPOSED BUDGET

AREA OF SERVICE: NON-DEPARTMENTALS

DEPARTMENT: NON-DEPARTMENTALS

FUNCTION: SELF FUNDED PLANS 1071

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5152 RETIREMENT	2,448,349	2,921,077	2,921,077	3,114,710	3,114,710
5153 HEALTH INSURANCE	3,783,049	4,131,272	4,131,272	4,781,823	4,781,823
5155 WORKER'S COMP	488,103	524,387	524,387	526,285	526,285
5158 LIFE INSURANCE	16,263	16,278	16,278	16,277	16,277
5159 HEART & HYPERTENSION	189,860	95,543	95,543	93,089	93,089
5160 HEALTH-RETIREE-CURRE	1,267,053	1,245,815	1,245,815	1,351,637	1,351,637
5170 OTHER POSTEMPLOY BEN	500,000	448,123	448,123	1,252,571	1,252,571

Total Personnel Services	\$8,692,677	\$9,382,495	\$9,382,495	\$11,136,392	\$11,136,392

GRAND TOTAL	\$8,692,677	\$9,382,495	\$9,382,495	\$11,136,392	\$11,136,392

Benefit Allocation by Function and Employee Affiliation

FUNCTION NUMBER & DESCRIPTION	# of FTEs	Non-Union		AFSCME	GMEA	Steelworkers	Police Union	Police Non-Union	Employee Benefits							TOTAL BENEFITS		
		Town Plan	ICMA						Retirement #5152	ICMA #5152	Health #5153 & #5160	Life #5158	Work. Comp #5155	OPEB #5170	Heart & Hyper. #5159			
GENERAL FUND :																		
1005-TOWN CLERK	5.00	1.00			4.00					\$41,807	\$135,247	\$359	\$11,605	\$27,620			\$216,638	
1010-EXECUTIVE MANAGEMENT	2.00	2.00								\$37,269	\$54,099	\$144	\$4,642	\$11,048			\$107,201	
1011-INFORMATION TECHNOLOGY	6.00	2.00			4.00					\$60,442	\$162,297	\$431	\$13,926	\$33,144			\$270,239	
1012-HUMAN RESOURCES	4.00	3.00	1.00							\$55,903	\$108,198	\$287	\$9,284	\$22,096			\$198,641	
1013-FINANCE	20.00	4.00	1.00	2.00	13.00					\$184,570	\$540,989	\$1,436	\$46,420	\$110,480			\$887,257	
1024-PUBLIC SAFETY	87.00	0.00			17.00		67.00	3.00		\$1,793,285	\$2,353,301	\$6,245	\$201,926	\$480,589		\$93,089	\$4,928,436	
1035-PUBLIC WORKS	44.00	4.75		3.00	9.25	27.00				\$421,036	\$1,190,175	\$3,159	\$102,124	\$243,057			\$1,959,550	
1046-PLANNING & DEVELOPMENT	14.00	5.00	1.00		8.00					\$139,517	\$378,692	\$1,005	\$32,494	\$77,336			\$632,175	
1051-HUMAN SERVICES	8.00	1.00			7.00					\$59,187	\$216,396	\$574	\$18,568	\$44,192			\$338,917	
1063-LIBRARY	17.00	2.00			15.00					\$124,167	\$459,840	\$1,220	\$39,457	\$93,908			\$718,593	
1064-PARKS & RECREATION	19.75	5.00	1.25		9.00	4.50				\$183,120	\$534,226	\$1,418	\$45,840	\$109,099			\$878,744	
GENERAL FUND: SUB-TOTAL: FYE 2021	226.75	29.75	4.25	5.00	86.25	31.50	67.00	3.00		\$3,100,303	\$6,133,460	\$16,277	\$526,285	\$1,252,571		\$93,089	\$11,136,392	
OTHER FUNDS:																		
2010-GOLF COURSE FUND	6.25	1.00	0.75			4.50				\$56,443	\$169,059	\$449	\$14,506	\$34,525			\$277,711	
3240-REC & SENIOR ACTIVITIES											\$912						\$912	
2020-SEWER FUND	19.00	3.25			2.75	13.00				\$185,719	\$513,939	\$1,364	\$44,099	\$104,956			\$850,076	
5000-SCHOOL PROJECTS	1.00	1.00								\$18,635	\$27,050	\$72	\$2,321	\$5,524			\$53,602	
OTHER FUNDS: SUB-TOTAL: FYE 2021	26.25	5.25	0.75	0.00	2.75	17.50	0.00	0.00		\$260,797	\$710,048	\$1,885	\$60,926	\$145,005			\$1,182,302	
T O T A L S - ALL FUNDS-----FYE 2021	253.00	35.00	5.00	5.00	89.00	49.00	67.00	3.00		\$3,361,100	\$6,843,508	\$18,162	\$687,211	\$1,397,576		\$93,089	\$12,318,694	
FYE 2020 Adopted Budget: General & Other										\$3,137,200	\$5,999,572	\$18,162	\$585,093	\$500,000		\$95,543	\$10,353,817	
\$ Change from FYE 2020 to FYE 2021										\$223,900	\$843,936	(\$0)	\$2,117	\$897,576		(\$2,454)	\$1,964,877	
% Change from FYE 2020 to FYE 2021										7.1%	14.1%	0.0%	0.4%	179.5%		-2.6%	19.0%	

FINANCE #1013

The overall increase in this budget is \$46,934 or 2.9%. Personnel Services are up \$38,312 and operating expenses are up \$8,622.

Cost Center 0 – Leadership/General Support

Responsible for preparing a Comprehensive Annual Financial Report and a Budget that provides detailed information on the transactions and events affecting the Town's funds. Assures that Town funds are used for appropriate purposes and within approved budgetary functions/accounts.

Cost Center 1 – Accounting/Treasury Management

Administers grants, accounts receivable, accounts payable, payroll and pension responsibilities of the Town. Reconciles cash and invests funds in a financially prudent manner and completes financial statements.

Cost Center 3 – Assessment

Compiles the property grand list to ensure the fair and equitable distribution of the property tax burden. Discovers, lists and values real estate and personal property (includes motor vehicles). Coordinates revaluations of all real property every five years. Administers exemption and abatement programs and works with Board of Assessment Appeals. The Aircraft Registration Official coordinates with Groton – New London Airport manager to contact and collect registration fees annually.

Cost Center 5 – Revenue Collection

Maintain, bill and collect taxes for the Town, Groton Sewer District, and the nine (9) taxing districts and/or political subdivisions within the Town. Maintain, bill and collect residential and commercial sewer use charges, and landfill charges. Rebill all active delinquent accounts twice a fiscal year. Send lien notices to all delinquent real estate accounts, personal property and sewer use accounts once a year.

Cost Center 7 – Purchasing

Secure goods and services for all departments of the Town in accordance with Town Charter requirements and the Town's Purchasing Manual. Process purchase requisitions and all solicitations (bids, Requests for Proposals, & Requests for Qualifications). Management of Procurement card (P-Card) program. Maintain, control and generate all required reports for a capital asset system. Operate the mail room at maximum efficiency. Negotiate, execute and monitor lease agreements for equipment as well as for leased property and buildings. Coordinate the sale of the Town's surplus/obsolete property through a formal auction on a biennial basis as well as throughout the year utilizing an on-line surplus property website.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: FINANCE
FUNCTION: FINANCE 1013

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Personnel Services	1,327,408	1,488,505	1,446,891	1,526,817	1,526,817
Operating Expenses	125,810	120,007	133,327	128,629	128,629

Total Appropriation	\$1,453,218	\$1,608,512	\$1,580,218	\$1,655,446	\$1,655,446

COST CENTERS					

10130 LEADERSHIP/GEN SUPPT	261,453	368,968	356,578	389,852	389,852
10131 ACCOUNTING/TREASURY	374,462	340,257	357,299	335,112	335,112
10133 ASSESSMENT	357,770	371,819	355,178	384,533	384,533
10135 REVENUE COLLECTION	312,898	349,859	344,087	360,503	360,503
10137 PURCHASING	146,635	177,609	167,076	185,446	185,446

Total Cost Centers	\$1,453,218	\$1,608,512	\$1,580,218	\$1,655,446	\$1,655,446

FINANCING PLAN					

INTEREST INCOME	751,511	550,000	700,000	500,000	500,000
MAPS/COPIES/DOCUMENTS	39	0	0	0	0
TAX COLLECTION SERVICES	150,991	159,674	159,674	171,282	171,282
GIS REVENUE	1,527	1,000	0	0	0
FINANCE DEPT COPIES	841	950	950	900	900
RETURNED CHECK FEES	1,008	1,300	1,300	1,200	1,200
AIRCRAFT REGISTRATIONS	22,560	19,700	22,310	22,000	22,000
DELINQUENT MV FEE	18,652	16,200	16,000	16,000	16,000
SALE OF FIXED ASSETS	6,654	5,000	12,000	8,000	8,000
MISC-UNCLASSIFIED	2,518	0	0	0	0
GENERAL FUND	496,917	854,688	667,984	936,064	936,064

Total Financing Plan	\$1,453,218	\$1,608,512	\$1,580,218	\$1,655,446	\$1,655,446

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: FINANCE
FUNCTION: FINANCE 1013

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	1,178,850	1,350,871	1,273,891	1,386,093	1,386,093
5102 PART TIME PERSONNEL	24,175	0	44,931	0	0
5104 OVERTIME PAY	2,821	3,150	3,320	3,300	3,300
5105 LONGEVITY PAY	2,435	1,730	1,030	1,095	1,095
5109 SALARY ADJUSTMENTS	26,584	0	7,171	0	0
5110 REGULAR PART TIME	0	25,460	12,730	26,288	26,288
5112 SICK INCENTIVE	1,464	1,415	1,540	1,570	1,570
5116 WAGE CONTINUATION	340	0	0	0	0
5117 ALLOWANCES	0	100	100	100	100
5151 SOCIAL SECURITY	90,739	105,779	102,178	108,371	108,371

Total Personnel Services	\$1,327,408	\$1,488,505	\$1,446,891	\$1,526,817	\$1,526,817

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	52,261	52,975	55,225	53,440	53,440
5210 PROFESS DEVELOP/TRAI	5,295	10,115	9,427	13,565	13,565
5220 UTILITIES/FUEL/MILEA	0	170	265	830	830
5230 PYMNTS/CONTRIBUTIONS	387	0	0	0	0
5240 BOARDS & COMMISSIONS	0	350	350	350	350
5260 REPAIRS & MAINT-FAC/	1,749	2,786	3,789	4,308	4,308
5281 OCCUPATIONAL HEALTH	230	350	260	350	350
5290 PROFESS/TECHNICAL SE	41,750	41,857	41,837	42,212	42,212
5300 MATERIALS & SUPPLIES	8,466	11,404	11,409	12,119	12,119
5400 EQUIP/MACHINRY& FURN	15,672	0	8,420	1,025	1,025
5410 COMPUTER EQUIPMENT	0	0	2,345	430	430

Total Operating Expenses	\$125,810	\$120,007	\$133,327	\$128,629	\$128,629

GRAND TOTAL	\$1,453,218	\$1,608,512	\$1,580,218	\$1,655,446	\$1,655,446

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: FINANCE
FUNCTION: FINANCE 1013

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

DIRECTOR OF FINANCE	1.00	1.00	1.00	1.00
TAX COLLECTOR	1.00	1.00	1.00	1.00
TREASURER/ACCT MGR	1.00	1.00	1.00	1.00
ASSESSOR	1.00	1.00	1.00	1.00
DEPUTY FINANCE DIRECTOR	1.00	1.00	1.00	1.00
PURCHASING AGENT	1.00	1.00	1.00	1.00
ACCOUNTANT	1.00	1.00	1.00	1.00
BUDGET ANALYST & COORD.	1.00	1.00	1.00	1.00
ASSISTANT ASSESSOR	1.00	1.00	1.00	1.00
DEPUTY TAX COLLECTOR	1.00	1.00	1.00	1.00
ASSESS ANALYST ASSOCIATE	1.00	1.00	1.00	1.00
ASSESSMENT TECHNICIAN	1.00	1.00	1.00	1.00
FINANCIAL ASST I 35 HRS	3.00	3.00	3.00	3.00
FINANCIAL ASST I 40 HRS	1.00	1.00	1.00	1.00
FINANCIAL ASST II 35 HRS	1.00	1.00	1.00	1.00
FINANCIAL ASST II 40 HRS	2.00	2.00	2.00	2.00
OFFICE ASSISTANT II (35)	1.00	1.00	1.00	1.00

Total FTE Personnel	20.00	20.00	20.00	20.00

FTE SALARIES & WAGES				

DIRECTOR OF FINANCE	126,966	127,062	129,603	129,603
TAX COLLECTOR	84,019	84,419	87,415	87,415
TREASURER/ACCT MGR	87,653	90,264	82,162	82,162
ASSESSOR	103,857	103,857	105,935	105,935
DEPUTY FINANCE DIRECTOR	85,753	65,077	95,880	95,880
PURCHASING AGENT	80,012	82,396	84,044	84,044
ACCOUNTANT	74,522	56,765	70,754	70,754
BUDGET ANALYST & COORD.	68,277	70,311	71,718	71,718
ASSISTANT ASSESSOR	64,475	46,103	68,002	68,002
DEPUTY TAX COLLECTOR	59,142	50,289	59,745	59,745
ASSESS ANALYST ASSOCIATE	51,553	51,378	53,429	53,429
ASSESSMENT TECHNICIAN	55,840	55,627	56,739	56,739
FINANCIAL ASST I 35 HRS	136,224	119,739	139,131	139,131
FINANCIAL ASST I 40 HRS	52,632	52,432	54,550	54,550
FINANCIAL ASST II 35 HRS	54,571	54,362	56,558	56,558
FINANCIAL ASST II 40 HRS	118,934	117,546	122,295	122,295
OFFICE ASSISTANT II (35)	46,441	46,263	48,132	48,132

Total FTE Salaries & Wages	\$1,350,871	\$1,273,890	\$1,386,092	\$1,386,092

REVALUATION FUND #2120

The overall increase in this budget is \$319,825 or 175.5%.

This fund was set up in FYE 1999 to accumulate funds on an annual basis in order to pay for the expenses incurred for the State mandated revaluations. In FYE 2005, the Town began setting aside funds annually for the purpose of accumulating funds for aerial mapping using the same methodology they did when they created this fund for future revaluation expenses. Funds are contributed annually so that major fluctuations in appropriations from the General Fund do not materialize in the one or two years prior to the actual date of revaluation, aerial mapping and other related costs.

Proposed contributions to this fund have been reduced in prior budgets which have resulted in significant increases in the future years to accumulate sufficient funds for the next revaluation cycle.

Revaluation Fund		Appropriation		Balance
Fiscal Year	Contribution to Fund	Revaluation	Mapping	Cumulative \$\$ at end of fiscal year
2019 Balance				\$ 221,508
2020 Estimate	\$ 240,000	\$ 52,200	\$ 166,000	\$ 243,308
2021 Proposed	\$ 280,000	\$ 502,025		\$ 21,283
2022	\$ 280,000	\$ 300,000	\$ -	\$ 1,283
2023	\$ 150,000	\$ 50,000	\$ -	\$ 101,283
2024	\$ 150,000	\$ 50,000	\$ -	\$ 201,283
2025	\$ 150,000	\$ 50,000	\$ -	\$ 301,283
2026	\$ 150,000	\$ 310,000	\$ 32,000	\$ 109,283
2027	\$ 150,000	\$ 210,000	\$ -	\$ 49,283
2028	\$ 150,000	\$ 50,000	\$ -	\$ 149,283
2029	\$ 150,000	\$ 50,000	\$ -	\$ 249,283
2030	\$ 150,000	\$ 50,000	\$ -	\$ 349,283
2031	\$ 150,000	\$ 50,000	\$ -	\$ 449,283
2032	\$ 150,000	\$ 50,000	\$ -	\$ 549,283

Cost Center 0 – Property Revaluation

The most recent revaluation was effective October 1, 2016 and the results were reflected in the FYE 2018 budget. The October 1, 2016 revaluation was an interim revaluation and did not require the physical inspection of every property. The next revaluation will be effective October 1, 2021 and will impact the FYE 2022 budget. This revaluation will be a full list and measure of all properties.

Cost Center 1 – Aerial Mapping

The last aerial mapping and the updating of GIS planimetric data was completed in FYE 2010. Regular updates were anticipated when the revaluation fund was established on a 5 year schedule. The supplemental imagery update was flown in April 2015 to coincide with the interim revaluation. The full imagery and planimetric updates will again coincide with the full measure and list revaluation and the cost is included in the FYE 2020 budget.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: FINANCE
FUNCTION: REVALUATION FUND 2120

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Operating Expenses	40,260	182,200	218,200	502,025	502,025
Total Appropriation	\$40,260	\$182,200	\$218,200	\$502,025	\$502,025

COST CENTERS					

21200 PROPERTY REVALUATION	40,260	182,200	52,200	502,025	502,025
21201 AERIAL MAPPING	0	0	166,000	0	0
Total Cost Centers	\$40,260	\$182,200	\$218,200	\$502,025	\$502,025

FINANCING PLAN					

INTEREST INCOME	3,393	1,800	6,000	4,000	4,000
PAYMENTS FROM OTHER FUNDS	225,000	240,000	240,000	280,000	280,000
FUND BALANCE APPLIED	0	0	0	218,025	218,025
Total Financing Plan	\$228,393	\$241,800	\$246,000	\$502,025	\$502,025

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: FINANCE
FUNCTION: REVALUATION FUND 2120

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	963	2,000	2,000	1,830	1,830
5290 PROFESS/TECHNICAL SE	39,297	180,000	216,000	500,000	500,000
5300 MATERIALS & SUPPLIES	0	200	200	195	195

Total Operating Expenses	\$40,260	\$182,200	\$218,200	\$502,025	\$502,025

GRAND TOTAL	\$40,260	\$182,200	\$218,200	\$502,025	\$502,025

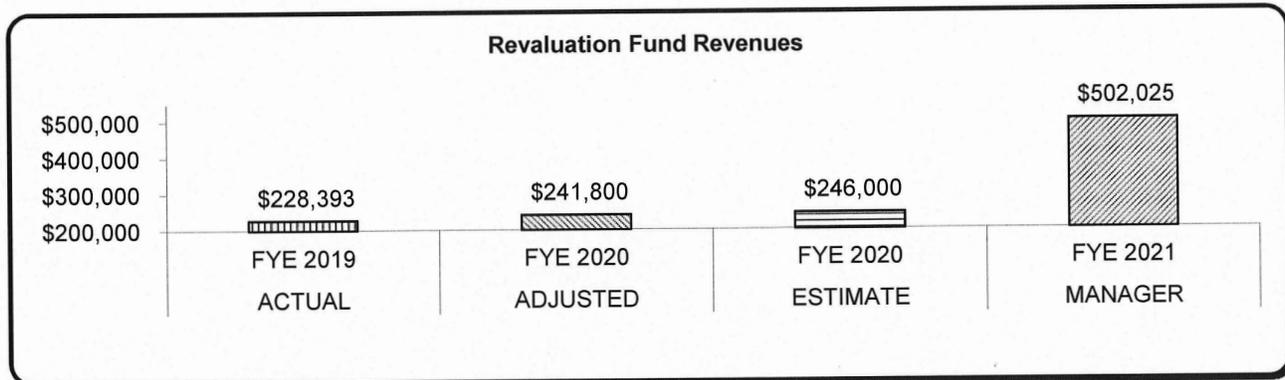
**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

REVALUATION FUND REVENUES: #2120

Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

Payments From Other Funds - represents the amount that the General Fund will contribute to the operation of this fund for State mandated revaluations of real estate property and costs associated with updating the aerial maps.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4412 Interest Income	\$ 3,393	\$ 1,800	\$ 6,000	\$ 4,000
4766 Payments from Other Funds	\$ 225,000	\$ 240,000	\$ 240,000	\$ 280,000
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 218,025
Total	\$ 228,393	\$ 241,800	\$ 246,000	\$ 502,025



Audit Fund Balance as of 6/30/2019	\$ 221,509
Estimated Fund Balance as of 6/30/20	\$ 249,309
Estimated Fund Balance as of 6/30/21	\$ 31,284
Fund Balance as a % of 2020 Expenditures	6.23%

PUBLIC SAFETY #1024

The overall increase in this budget is \$326,869 or 3.8%. Personnel Services are up \$306,330 and operating expenses are up \$20,539.

- The Town Manager's reduction to the level service budget request accounts for current vacancies and the time required for filling positions during the fiscal year.
- Personnel services have increased in the proposed budget due to scheduled pay raises in collective bargaining agreements with the unions, attrition of full-time dispatch personnel and extended leave of police personnel.
- Operating expenses have increased due to expenses on professional services for equipment and maintenance associated with fire department radios.
- This proposed budget includes a request for an additional patrol officer position to serve as the SRO at the new middle school.
- Software maintenance has increased for law enforcement programs used regularly by the police department.
- Costs associated with new officer training at the Police Officer Standards and Training Council (POST-C) Academy have increased \$1,800 per recruit.
- In the Emergency Communications and Emergency Management area, efficiencies continue to be realized. However, we expect that attrition through retirements of existing staff will result in increased short term costs while new hires are on-boarded and trained.

Cost Center 0 – Leadership & General Support

The Police Department consists of the following components: Administration, Patrol, Detective, Special Services, Records, Training and Animal Control. The Administrative Division is responsible for the overall command and operational functions of the Police Department, including budget preparation, presentation and implementation.

Cost Center 1 – Training

The training of all officers as well as interaction with the youth of our community, and recording and licensing duties, are part of the overall function.

Cost Center 2 – Special Services Bureau

Special Services maintains a dual role in conducting investigations of sex crimes and child & elderly abuse, while also providing services to Groton's youth and schools through the School Resource Officers.

Cost Center 3 – Patrol

The Patrol Division is the largest single component of the Department. All personnel share in the responsibility of effective crime deterrence and prevention, response to critical incidents, emergencies and criminal acts, and providing for overall public safety. The Patrol Division is responsible for efforts in community-oriented policing.

Cost Center 4 – Assembly Safety

Police coverage for parades, Groton Community Events, and all other assembly gatherings where safety is a concern.

Cost Center 6 – Police Canine

Track suspects or missing persons, conduct area searches, building searches, drug searches, and article searches, provide police K9 back up and participate in community public relations events.

Cost Center 7 – Community Oriented Policing

Community Policing Program which is active in community outreach and education.

Cost Center 8 – Criminal Investigations/Evidence

The Detective Division is responsible for the initial and follow-up investigations of major crimes occurring in the Town of Groton in addition to follow-up of other cases that require additional investigation or expertise. Embedded within the Detective Division is the Narcotics Unit.

Cost Center 9 – Animal Control

The Animal Control Division is responsible for the operation and maintenance of the animal shelter, enforcing state statutes regarding animal control, investigating complaints of nuisance and damage caused by dogs for all of Groton, including the political subdivisions therein. Animal Control is also responsible for servicing complaints regarding all animals, pet adoption and community education.

Cost Center A – Major Crimes

Major criminal investigations for very serious cases that require intensive investigative time and effort, to include homicide or attempted homicide and other serious cases that are important to solve for public safety and security. There is no budgeted amount for this cost center because the frequency of these types of investigations cannot be predicted and the amount of hours expended varies depending upon specific circumstances.

Cost Center C – Emergency Communications

The Emergency Communications Center receives requests for assistance from the public through the 9-1-1 system and other means including non-emergency telephone lines and automatic alarms and dispatches Police, Fire and EMS units as appropriate.

Cost Center D – Emergency Management

Emergency Management is responsible for planning for, coordinating the response to and recovering from disasters and other emergencies. This requires extensive work with our partners in public safety, both within and outside of Groton.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC SAFETY
DEPARTMENT: POLICE
FUNCTION: PUBLIC SAFETY 1024

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	7,571,526	8,000,683	7,956,334	8,307,013	8,307,013
Operating Expenses	546,790	562,656	585,620	583,995	583,195
Total Appropriation	\$8,118,316	\$8,563,339	\$8,541,954	\$8,891,008	\$8,890,208

----- COST CENTERS -----					
10240 LEADERSHIP/GEN SUPPO	665,144	697,770	697,124	716,256	716,256
10241 TRAINING	230,848	212,563	156,696	213,732	213,732
10242 SPECIAL SERVICES BUR	393,906	477,385	477,405	484,153	484,153
10243 PATROL	4,965,549	4,897,786	5,003,661	5,088,544	5,088,544
10244 ASSEMBLY SAFETY	24,465	39,114	32,970	39,114	39,114
10246 POLICE CANINE	61,168	55,731	56,037	57,300	57,300
10247 COMM ORIENTED POLICI	287	77,656	80,724	82,259	82,259
10248 CRIMINAL INVEST/EVID	295,412	580,202	445,201	519,266	519,266
10249 ANIMAL CONTROL	127,093	158,827	149,291	161,575	161,575
1024B MAJOR EVENTS	8,398	0	0	0	0
1024C EMERGENCY COMMUNICAT	1,342,773	1,360,770	1,437,935	1,523,274	1,523,274
1024D EMERGENCY MANAGEMENT	3,273	5,535	4,910	5,535	4,735
Total Cost Centers	\$8,118,316	\$8,563,339	\$8,541,954	\$8,891,008	\$8,890,208

----- FINANCING PLAN -----					
OTHER LICENSES/PERMITS	8,545	6,500	9,240	9,100	9,100
COURT FINES	13,000	13,000	13,200	13,000	13,000
PARKING TICKETS	1,565	1,300	3,500	2,040	2,040
FEDERAL FUNDS	2,590	0	14,700	3,000	3,000
911 ENHANCEMENT	142,046	165,318	160,440	160,000	160,000
NUCLEAR SAFETY DRILL	50,948	38,000	68,434	50,000	50,000
EMERGENCY MGMTG (SLA)	19,846	20,150	19,600	19,000	19,000
ACCIDENT REPORTS	4,736	3,500	4,800	4,800	4,800
DISPATCH-PARAMEDIC SERV	2,000	2,000	2,000	3,000	3,000
N STONINGTON-DISPATCH	52,819	52,819	52,819	52,819	52,819
COORD MEDICAL EMERG DIREC	29,081	22,257	21,874	22,000	22,000
MISC-UNCLASSIFIED	1,116	0	200	200	200
ANIMAL CONTROL FEES	2,235	2,300	2,200	2,250	2,250
LEASE FEES	34,159	33,950	33,950	33,950	33,950
PAYMENTS FROM OTHER FUNDS	26,779	23,284	23,284	0	0
GENERAL FUND	7,726,851	8,178,961	8,111,713	8,515,849	8,515,049
Total Financing Plan	\$8,118,316	\$8,563,339	\$8,541,954	\$8,891,008	\$8,890,208

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC SAFETY
DEPARTMENT: POLICE
FUNCTION: PUBLIC SAFETY 1024

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
PERSONNEL SERVICES					
5101 REGULAR FULL TIME	5,721,546	6,531,897	6,422,063	6,765,627	6,765,627
5102 PART TIME PERSONNEL	54,052	51,824	60,800	73,194	73,194
5104 OVERTIME PAY	751,498	623,660	706,800	725,831	725,831
5105 LONGEVITY PAY	34,185	35,540	34,565	36,875	36,875
5106 COLLEGE INCENTIVE PA	94,326	113,099	107,815	113,119	113,119
5107 SHIFT REPLACEMENT OT	399,756	340,618	373,968	347,430	347,430
5109 SALARY ADJUSTMENTS	53,881	(150,000)	(124,903)	(100,000)	(100,000)
5111 PREMIUM PAY/OUT OF C	96,184	93,417	94,078	100,145	100,145
5112 SICK INCENTIVE	51,400	48,026	48,386	56,501	56,501
5115 SHIFT PREMIUM	66,786	78,352	71,444	78,352	78,352
5116 WAGE CONTINUATION	40,107	0	0	0	0
5117 ALLOWANCES	24,536	25,900	24,398	26,400	26,400
5119 SALARY REIMBURSEMENT	0	0	(59,250)	(135,000)	(135,000)
5151 SOCIAL SECURITY	183,269	208,350	196,170	218,539	218,539
Total Personnel Services	\$7,571,526	\$8,000,683	\$7,956,334	\$8,307,013	\$8,307,013
OPERATING EXPENSES					
5201 POSTAGE/PRINT/ADVERT	10,958	10,100	8,578	10,950	10,950
5210 PROFESS DEVELOP/TRAI	67,889	60,356	62,570	66,687	66,687
5220 UTILITIES/FUEL/MILEA	97,013	109,395	114,022	155,014	155,014
5230 PYMNTS/CONTRIBUTIONS	500	0	0	0	0
5260 REPAIRS & MAINT-FAC/	110,711	109,464	157,037	153,868	153,868
5261 SOFTWARE MAINT FEES	4,869	5,250	10,165	13,200	12,400
5281 OCCUPATIONAL HEALTH	5,733	4,300	5,480	7,035	7,035
5290 PROFESS/TECHNICAL SE	92,626	144,394	104,191	52,361	52,361
5300 MATERIALS & SUPPLIES	127,042	116,397	120,477	121,880	121,880
5310 VEHICLE OPER/MAINT	363	3,000	3,100	3,000	3,000
5400 EQUIP/MACHINRY& FURN	11,054	0	0	0	0
5410 COMPUTER EQUIPMENT	18,032	0	0	0	0
Total Operating Expenses	\$546,790	\$562,656	\$585,620	\$583,995	\$583,195
GRAND TOTAL	\$8,118,316	\$8,563,339	\$8,541,954	\$8,891,008	\$8,890,208

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC SAFETY
DEPARTMENT: POLICE
FUNCTION: PUBLIC SAFETY 1024

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

CHIEF OF POLICE	1.00	1.00	1.00	1.00
DEPUTY CHIEF	1.00	1.00	1.00	1.00
POLICE CAPTAIN	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	4.00	5.00	5.00	5.00
DETECTIVE LIEUTENANT	1.00	0.00	0.00	0.00
PATROL SERGEANT	9.00	9.00	9.00	9.00
TELECOMMUNICATOR III	11.00	11.00	11.00	11.00
TELECOMMUNICATOR IV	2.00	2.00	2.00	2.00
PATROL OFFICER	42.00	42.00	44.00	44.00
DETECTIVE	4.00	4.00	4.00	4.00
INVESTIGATOR	4.00	4.00	4.00	4.00
ANIMAL CONTROL OFFICER	1.00	1.00	1.00	1.00
ASST. ANIMAL CONTROL OFCR	1.00	1.00	1.00	1.00
EXECUTIVE ASST POLICE	0.00	1.00	1.00	1.00
POLICE SUPPORT SPECIALIST	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (40)	2.00	2.00	2.00	2.00
OFFICE ASST. III (40)	1.00	0.00	0.00	0.00

Total FTE Personnel	86.00	86.00	88.00	88.00

FTE SALARIES & WAGES				

CHIEF OF POLICE	138,307	138,411	141,180	141,180
DEPUTY CHIEF	113,661	113,746	116,021	116,021
POLICE CAPTAIN	111,561	111,645	113,878	113,878
POLICE LIEUTENANT	379,592	473,684	486,884	486,884
DETECTIVE LIEUTENANT	95,948	0	0	0
PATROL SERGEANT	798,748	788,512	807,598	807,598
TELECOMMUNICATOR III	696,355	663,888	709,848	709,848
TELECOMMUNICATOR IV	141,788	141,232	144,057	144,057
PATROL OFFICER	3,066,875	3,018,434	3,209,193	3,209,193
DETECTIVE	292,372	277,776	321,824	321,824
INVESTIGATOR	328,361	327,064	333,606	333,606
ANIMAL CONTROL OFFICER	66,482	66,304	70,335	70,335
ASST. ANIMAL CONTROL OFCR	62,590	60,156	63,814	63,814
EXECUTIVE ASST POLICE	0	63,936	65,215	65,215
POLICE SUPPORT SPECIALIST	63,048	63,048	64,309	64,309
OFFICE ASSISTANT II (40)	114,874	114,225	117,864	117,864
OFFICE ASST. III (40)	61,337	0	0	0

Total FTE Salaries & Wages	\$6,531,898	\$6,422,064	\$6,765,627	\$6,765,627

PUBLIC WORKS #1035

The overall decrease in this budget is \$106,878 or 1.7%. Personnel Services are up \$12,795 and operating expenses are down \$119,673.

Personnel Service Highlights:

There are no changes in personnel proposed.

\$20,000 decrease in overtime based on historical data from previous years snow callouts. This decrease offsets the contractual salary increases reflecting the small increase in the personnel budget.

Operational Highlights:

\$21,692 decrease in utility billing in the Groton Utilities service area for streetlights. The streetlights have all been replaced with new energy efficient LED lights.

\$45,298 decrease in the payment to Eversource for LED streetlights for payoff of the loan.

\$7,324 decrease as a result of the herbicide spraying program elimination.

\$30,000 increase to roadside maintenance to truly reflect the increased efforts needed for street tree trimming/removal and replanting.

\$44,852 decrease in repairs and maintenance of Town facilities. There was a major overhaul of the Police Station chiller unit completed in FYE 20 for \$40,000. Also we are realizing a \$5,350 savings from elimination of cathodic protection testing and repairs to the fleet refueling facility that was recently replaced.

\$66,700 decrease for MS4 consultant services done in FYE 20.

\$42,510 increase in custodial services for the Groton Community Center. With the increased use of this facility, Parks and Recreation has requested a level of cleaning equal to other highly used public facilities.

\$18,000 decrease in computer equipment costs based on an upgrade to the Town's DDC system completed in FYE 20.

Cost Center 0 – Leadership & General Support

Provides efficient support to all operating divisions of the Public Works Department by providing oversight and direction to staff, setting and enforcing policies, managing human resource matters, staff development and training, budget development and control, and fiscal management to ensure services are being provided effectively and efficiently. Provides public outreach and interactions with citizens.

As the fiscal arm of the Department, develops information/clarification on our submitted budget and 4th quarter transfers/supplemental appropriation requests and consults with Purchasing Agent to ensure compliance with Town purchasing procedures.

Cost Center 1 – Engineering

Engineering ensures citizen safety and high quality of life by providing properly designed, constructed and inspected public facilities and right-of-way infrastructure. It also supports other Town departments when undertaking capital improvement projects and site plan reviews.

Cost Center 2 – Public Buildings

This Division provides ongoing maintenance, repair and custodial services for over thirty-nine (39) Town-owned buildings and structures, allowing Town employees, Groton residents, and the general public to have access to clean and safe public buildings. The Division ensures the efficient operation of facilities, provides after-hour emergency support, and supports building automation and utility management.

Cost Center 4 – Stormwater MS4

Under this cost center are included all activities associated with the State mandated stormwater permit requirements. Activities such as catch basin cleaning, street sweeping and the water quality testing program are included. Identifying the true cost of this expanded unfunded State mandated program will better identify the impacts to the Department and the required funding of these activities in order stay compliant with the permit.

Cost Center 5 – Roads & Streets

This Division is dedicated to enhancing the citizen's quality of life by maintaining, repairing and replacing streets and other related infrastructure. The Division is responsible for the installation, maintenance, repair and revitalization of streets, bridges, retaining walls, guardrails, tree trimming and mowing within the right-of-way, traffic signs and markings, traffic signals, graffiti removal, street sweeping and snow removal from streets within the Town's jurisdiction.

Cost Center 6 – Snow & Ice Control

- Provides services to 96 centerline miles of road and three schools (Cutler, Fitch High School, and Kolnaski)
- Will be adding the new Middle School in winter 2020/21
- Clears parking lots totaling 1,564,176 square feet or 36 acres of paved surface
- Provides materials and overtime for Parks Maintenance personnel to clear walks around town facilities

Cost Center 7 – Street Lighting

The Town owns all of the streetlights in the Eversource area of service. In this service area, the Department is responsible not only for the electricity, but also for the maintenance of the streetlights. All of the streetlights in the Eversource area have been converted to LED lights. In the Groton Utilities service area, the utility owns the streetlights and is responsible for the maintenance of the recently converted LED streetlights. Thus, the rate charged by Groton Utilities includes electricity, maintenance and capital depreciation.

Cost Center 8 – Post Closure Maintenance

The closure and post-closure care requirements for municipal solid waste landfills (MSWLFs) establish the minimum requirements with which MSWLF owner/operators must comply once the landfill stops receiving waste and begins closure. Owner/operators also are required to continue monitoring and maintaining the landfill once it is closed to protect against the release of hazardous constituents to the environment.

Groton has 76 acres at two sites that contain three separate landfills. Welles Road contains bulky (construction) waste while Flanders Road has both a bulky waste and a municipal waste landfill.

Cost Center 9 – Residential Transfer Station

The Flanders Road site is comprised of about 167 acres of which about six acres are allocated for the Transfer Station.

The Transfer Station site is designed to maintain a smooth traffic flow pattern, increase the sorting area for bulky wastes, and allow better sorting of additional wastes. Brush and yard waste, leaves, appliances and scrap metal are separated in the outdoor materials storage area. The site includes a two-story office building with the bottom floor used for consumer electronics and fluorescent light bulb collection and storage, a building for waste oil, oil filter, and antifreeze, and a material storage area.

Cost Center A – Fleet Maintenance

The Fleet staff makes repairs to all Town owned light vehicles, heavy equipment and construction equipment, including Police vehicles, so that staff can operate programs and provide services at a level of optimum effectiveness and efficiency. The division also maintains vehicles from the Board of Education.

The staff in this division delivers vehicle management services to Town of Groton vehicles and equipment units. It also provides fuel management and enforcement of vehicle rules and regulations.

Cost Center B – Vacated School Structures

This cost center programs funds to provide for bare minimum operations of facilities (Groton Heights, Colonel Ledyard, and William Seely) that are turned over to the Town from the Board of Education.

Cost Center C – Utilities

Provides funds for utilities (sewer, water, electricity, propane, natural gas and heating oil) for all general government facilities and parks and recreational areas, excluding the Golf Course and Water Pollution Control Facility.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
FUNCTION: PUBLIC WORKS 1035

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Personnel Services	3,237,413	3,439,382	3,352,846	3,452,177	3,452,177
Operating Expenses	2,424,057	2,670,595	2,718,944	2,550,922	2,550,922
Total Appropriation	\$5,661,470	\$6,109,977	\$6,071,790	\$6,003,099	\$6,003,099

COST CENTERS					

10350 LEADERSHIP/GEN SUPPT	412,782	456,071	510,734	453,898	453,898
10351 ENGINEERING	427,168	448,590	435,754	467,709	467,709
10352 PUBLIC BUILDINGS	1,185,238	1,266,114	1,291,225	1,266,117	1,266,117
10354 STORMWATER MS4	145,331	286,378	272,893	223,589	223,589
10355 ROADS & STREETS	1,410,530	1,386,237	1,385,418	1,426,116	1,426,116
10356 SNOW/ICE CONTROL	266,104	306,334	264,677	275,102	275,102
10357 STREET LIGHTING	335,666	372,700	375,964	307,975	307,975
10358 POST CLOSURE MAINTEN	32,756	38,298	34,900	35,523	35,523
10359 RESIDENTIAL TRANSFER	266,675	296,471	264,290	288,508	288,508
1035A FLEET MAINTENANCE	481,862	483,488	470,869	480,589	480,589
1035B VACATED SCHOOL STRUC	14,225	6,625	11,625	10,925	10,925
1035C UTILITIES	683,133	762,671	753,441	767,048	767,048
Total Cost Centers	\$5,661,470	\$6,109,977	\$6,071,790	\$6,003,099	\$6,003,099

FINANCING PLAN					

MUNICIPAL PROJECT GRANT	1,242,507	1,240,819	1,819,768	1,819,768	1,819,768
HIGHWAY ILLUMINATION	0	470	470	470	470
TOWN HIGHWAY AID	375,122	375,122	373,106	373,106	373,106
SNOW/ICE CONTROL SVCS	35,669	20,000	12,000	20,000	20,000
SALE OF FIXED ASSETS	456	0	0	0	0
MISC-UNCLASSIFIED	11,648	0	0	0	0
DISPOSAL FEES	218,091	170,050	209,558	209,558	209,558
LEASE FEES	152,038	146,073	0	0	0
GENERAL FUND	3,625,939	4,157,443	3,656,888	3,580,197	3,580,197
Total Financing Plan	\$5,661,470	\$6,109,977	\$6,071,790	\$6,003,099	\$6,003,099

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
FUNCTION: PUBLIC WORKS 1035

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	2,784,612	3,020,426	2,911,302	3,056,792	3,056,792
5104 OVERTIME PAY	166,176	204,878	159,725	184,444	184,444
5105 LONGEVITY PAY	17,745	17,125	16,480	17,050	17,050
5109 SALARY ADJUSTMENTS	2,006	0	80,533	0	0
5111 PREMIUM PAY/OUT OF C	28,580	27,649	28,756	28,877	28,877
5112 SICK INCENTIVE	3,138	3,945	3,145	2,205	2,205
5116 WAGE CONTINUATION	6,033	0	0	0	0
5117 ALLOWANCES	10,632	12,440	11,008	11,694	11,694
5119 SALARY REIMBURSEMENT	0	(97,875)	(97,875)	(99,832)	(99,832)
5151 SOCIAL SECURITY	218,491	250,794	239,772	250,947	250,947

Total Personnel Services	\$3,237,413	\$3,439,382	\$3,352,846	\$3,452,177	\$3,452,177

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	4,489	8,295	9,325	7,376	7,376
5210 PROFESS DEVELOP/TRAI	9,337	17,922	17,572	17,263	17,263
5220 UTILITIES/FUEL/MILEA	1,075,734	1,188,879	1,193,533	1,138,085	1,138,085
5230 PYMNTS/CONTRIBUTIONS	1,918	7,998	7,560	7,758	7,758
5260 REPAIRS & MAINT-FAC/	175,577	260,413	268,465	215,561	215,561
5261 SOFTWARE MAINT FEES	5,337	9,580	9,030	12,030	12,030
5281 OCCUPATIONAL HEALTH	48,886	85,278	80,530	85,432	85,432
5290 PROFESS/TECHNICAL SE	633,914	735,371	755,102	751,072	751,072
5300 MATERIALS & SUPPLIES	365,520	296,213	288,132	299,595	299,595
5310 VEHICLE OPER/MAINT	119	0	0	0	0
5400 EQUIP/MACHINRY& FURN	87,419	40,046	66,695	15,750	15,750
5410 COMPUTER EQUIPMENT	15,807	20,600	23,000	1,000	1,000

Total Operating Expenses	\$2,424,057	\$2,670,595	\$2,718,944	\$2,550,922	\$2,550,922

GRAND TOTAL	\$5,661,470	\$6,109,977	\$6,071,790	\$6,003,099	\$6,003,099

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
FUNCTION: PUBLIC WORKS 1035

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

DIRECTOR OF PUBLIC WORKS	0.75	0.75	0.75	0.75
SUPER TECHNICAL SERVICES	1.00	1.00	1.00	1.00
SUSTAINABILITY PROJ/MANAG	1.00	1.00	1.00	1.00
SUPERVISOR, ADMIN PW	1.00	1.00	1.00	1.00
CIVIL ENGINEER PE	1.75	1.75	1.75	1.75
PROJECT MGMT SPECIALIST	2.00	2.00	2.00	2.00
ENGINEERING TECH II	1.00	1.00	1.00	1.00
INSPECTOR I	1.00	1.00	1.00	1.00
MATERIAL CONTROL SPEC	1.00	1.00	1.00	1.00
FINANCIAL ASST I 35 HRS	1.00	1.00	1.00	1.00
FINANCIAL ASST II 40 HRS	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	0.50	0.50	0.50	0.50
PUBLIC BLDG & FLEET SUPV	1.00	1.00	1.00	1.00
FOREMAN	3.00	2.00	2.00	2.00
PUBLIC WORKS SUPER R&S	1.00	1.00	1.00	1.00
TRANSF STATION WORKING LD	0.00	1.00	1.00	1.00
FLOOR LEADER	1.00	1.00	1.00	1.00
CHIEF EQUIPMENT MECHANIC	3.00	3.00	3.00	3.00
SKILLED BUILDING TECH	2.00	2.00	2.00	2.00
HEAVY EQUIP OPERATOR	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	2.00	2.00	2.00	2.00
MAINTAINER	1.00	0.00	0.00	0.00
EQUIPMENT OPERATOR	14.00	15.00	15.00	15.00

Total FTE Personnel	44.00	44.00	44.00	44.00

FTE SALARIES & WAGES				

DIRECTOR OF PUBLIC WORKS	92,288	89,747	89,315	89,315
SUPER TECHNICAL SERVICES	101,065	86,242	103,046	103,046
SUSTAINABILITY PROJ/MANAG	90,919	90,919	92,737	92,737
SUPERVISOR, ADMIN PW	73,866	74,597	76,089	76,089
CIVIL ENGINEER PE	153,694	152,651	156,936	156,936
PROJECT MGMT SPECIALIST	128,893	128,792	132,595	132,595
ENGINEERING TECH II	69,231	68,975	71,762	71,762
INSPECTOR I	64,799	47,375	64,018	64,018
MATERIAL CONTROL SPEC	63,817	63,573	64,845	64,845
FINANCIAL ASST I 35 HRS	51,576	44,896	46,710	46,710
FINANCIAL ASST II 40 HRS	63,817	63,573	64,845	64,845
OFFICE ASSISTANT II (35)	25,641	25,543	26,203	26,203
PUBLIC BLDG & FLEET SUPV	93,437	93,437	95,306	95,306
FOREMAN	215,116	158,504	147,583	147,583
PUBLIC WORKS SUPER R&S	89,808	89,808	91,604	91,604
TRANSF STATION WORKING LD	0	30,920	63,228	63,228
FLOOR LEADER	80,151	79,845	81,442	81,442
CHIEF EQUIPMENT MECHANIC	218,944	218,059	225,041	225,041
SKILLED BUILDING TECH	130,564	130,249	135,272	135,272
HEAVY EQUIP OPERATOR	200,560	201,090	205,112	205,112
MAINTENANCE WORKER	126,607	126,515	129,045	129,045
MAINTAINER	48,564	12,877	0	0
EQUIPMENT OPERATOR	837,071	833,113	894,057	894,057

Total FTE Salaries & Wages	\$3,020,426	\$2,911,302	\$3,056,792	\$3,056,792

SEWER OPERATING #2020

The overall increase in this budget is \$1,472,811 or 23.7%. Personnel Services are up \$161,335 and operating expenses are up \$1,311,476.

The overall increase is primarily related to the increase in Capital Improvement Program construction spending requests. The FYE 21 CIP program consists of a funding request (\$1,300,000) for replacement of major mechanical and electrical components and a failed underground fuel storage tank at the Goss Cove Pump Station. This pump station primarily serves the Subase and the Bailey Hill section of Town. Personnel Services costs do not include any new personnel. These costs are higher in response to predominantly contractual salary and benefit cost increases.

At their February 11, 2020 meeting, the Water Pollution Control Authority approved the expenditure side of the budget and discussed using available fund balance as well as a rate increase of 4.55% which would change the fixed residential rate from \$33 to \$34.50 per month and the metered/commercial rate from \$5.26 per one hundred cubic feet to \$5.50 per one hundred cubic feet of water used.

Cost Center 0 – Leadership & General Support

Responsible for ensuring compliance with State & Federal Permits and directing the 24-hour/365 days per year operation of the 7.5 million gallons per day treatment plant and its associated 22 pump stations and 136+ miles of collection system piping.

Cost Center 2 – Renewal & Replacement

Properly fund the replacement of existing equipment and collection system components. The WPCD has developed a ten-year capital improvement program to address the issues related to aging infrastructure and equipment and obsolescence.

Cost Center 3 – Waste Water Treatment

Operation and maintenance of the facilities, systems and equipment present at the waste water treatment plant. Management of the waste water treatment process from receipt of untreated influent through discharge of permit compliant, treated effluent and sludge disposal.

Cost Center 4 – Waste Water Collection

Operation and maintenance of the facilities, systems and equipment associated with the collection system piping and pump stations. Locate and repair clogs and broken piping. Manage nuisance odors and hydrogen sulfide present in the system. Clean, inspect, maintain and repair manholes and piping. Funds are included to procure new equipment to improve inspection, maintenance and repair of the collection system to ensure compliance with Environmental Protection Agency Capacity, Management, Operations and Maintenance (CMOM) requirements for waste water collection systems.

Cost Center 5 – Debt Service

Provides for repayment of principal and interest associated with the cost of the Fort Hill Homes rehabilitation project. Decreasing payments will continue annually until final payment is made in FYE 2029.

**TOWN OF GROTON
FYE 2021
Sewer Operating Long Term Debt Payment Schedule**

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/19	FYE 2020 Principal Payment	FYE 2020 Interest Payment	FYE 2021 Principal Payment	FYE 2021 Interest Payment
2029	2,710,000.00	12/13/2011	18	Fort Hill Homes (refunding)	1,695,000.00	190,000.00	48,400.00	190,000.00	44,362.50
2028	2,020,000.00	3/12/2013	16	Fort Hill Homes (refunding)	1,375,000.00	160,000.00	36,987.50	160,000.00	32,187.50
Totals					3,070,000.00	350,000.00	85,387.50	350,000.00	76,550.00

**Debt Service Payment FYE 2021 through FYE 2029
Fort Hill Homes Sewer Rehab**

Function #20205-Sewer Operating			
FYE	Principal	Interest	FYE Total
2021	350,000.00	76,550.00	426,550.00
2022	340,000.00	67,375.00	407,375.00
2023	335,000.00	57,712.50	392,712.50
2024	325,000.00	48,000.00	373,000.00
2025	325,000.00	38,631.25	363,631.25
2026	320,000.00	28,912.50	348,912.50
2027	310,000.00	18,993.75	328,993.75
2028	305,000.00	9,118.75	314,118.75
2029	110,000.00	2,062.50	112,062.50

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SEWER OPERATING 2020

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Personnel Services	2,264,116	2,350,939	2,332,010	2,512,274	2,512,274
Operating Expenses	4,114,670	3,866,611	3,860,195	5,177,779	5,178,087

Total Appropriation	\$6,378,786	\$6,217,550	\$6,192,205	\$7,690,053	\$7,690,361

COST CENTERS					

20200 LEADERSHIP/GEN SUPPT	994,694	961,993	946,856	1,107,543	1,107,851
20202 RENEWAL & REPLACEMEN	1,132,262	596,942	548,442	1,705,385	1,705,385
20203 WASTE WATER TREATMEN	2,285,555	2,460,387	2,500,023	2,588,853	2,588,853
20204 WASTE WATER COLLECTI	1,517,237	1,762,840	1,761,496	1,861,722	1,861,722
20205 DEBT SERVICE	449,038	435,388	435,388	426,550	426,550

Total Cost Centers	\$6,378,786	\$6,217,550	\$6,192,205	\$7,690,053	\$7,690,361

FINANCING PLAN					

INTEREST INCOME	11,856	4,000	10,000	5,000	5,000
MISC-UNCLASSIFIED	3,209	5,648	5,648	0	0
SEWER USE CHARGES	6,530,281	6,448,099	6,448,099	6,879,819	6,879,819
PAYMENTS FROM OTHER FUNDS	86,693	86,963	97,882	71,645	71,645
FUND BALANCE APPLIED	0	0	0	733,589	733,897

Total Financing Plan	\$6,632,039	\$6,544,710	\$6,561,629	\$7,690,053	\$7,690,361

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SEWER OPERATING 2020

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	1,261,524	1,358,319	1,338,864	1,370,541	1,370,541
5102 PART TIME PERSONNEL	5,250	5,600	0	0	0
5104 OVERTIME PAY	145,374	156,956	152,858	155,708	155,708
5105 LONGEVITY PAY	6,140	6,220	6,220	4,980	4,980
5109 SALARY ADJUSTMENTS	14,899	0	22,632	0	0
5111 PREMIUM PAY/OUT OF C	15,086	15,530	8,587	8,802	8,802
5112 SICK INCENTIVE	1,598	2,995	0	1,586	1,586
5117 ALLOWANCES	1,600	3,100	2,600	3,100	3,100
5151 SOCIAL SECURITY	106,780	104,817	102,847	117,480	117,480
5152 RETIREMENT	151,761	163,988	163,988	185,719	185,719
5153 HEALTH INSURANCE	426,927	450,561	450,561	513,939	513,939
5155 WORKER'S COMP	41,263	43,940	43,940	44,099	44,099
5158 LIFE INSURANCE	1,375	1,364	1,364	1,364	1,364
5170 OTHER POSTEMPLOY BEN	84,539	37,549	37,549	104,956	104,956

Total Personnel Services	\$2,264,116	\$2,350,939	\$2,332,010	\$2,512,274	\$2,512,274

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	1,026	1,725	1,625	1,625	1,625
5210 PROFESS DEVELOP/TRAI	9,997	16,878	13,730	19,310	19,310
5220 UTILITIES/FUEL/MILEA	703,443	741,967	776,041	778,541	778,541
5230 PYMNTS/CONTRIBUTIONS	498,070	452,784	409,964	527,883	528,191
5260 REPAIRS & MAINT-FAC/	112,843	267,918	284,490	308,050	308,050
5261 SOFTWARE MAINT FEES	18,799	20,277	20,277	18,682	18,682
5280 INSURANCE/RISK MGMT	61,039	66,068	66,068	66,068	66,068
5281 OCCUPATIONAL HEALTH	16,215	26,473	27,484	27,740	27,740
5290 PROFESS/TECHNICAL SE	722,893	797,588	800,512	778,595	778,595
5300 MATERIALS & SUPPLIES	320,192	388,545	409,991	454,062	454,062
5316 VEHICLE MAINT FEE	18,500	16,150	16,150	16,150	16,150
5317 VEHICLE FUEL	12,500	14,615	17,663	14,786	14,786
5318 COMPUTER REPLMNT FEE	2,020	1,770	1,770	1,740	1,740
5400 EQUIP/MACHINRY& FURN	36,335	227,465	239,042	242,997	242,997
5410 COMPUTER EQUIPMENT	0	2,000	2,000	2,000	2,000
5420 VEHICLES	400,760	51,000	0	18,000	18,000
5450 DEBT SERVICE	449,038	435,388	435,388	426,550	426,550
5460 RESERVE FUND/EQUIPME	731,000	338,000	338,000	1,475,000	1,475,000

Total Operating Expenses	\$4,114,670	\$3,866,611	\$3,860,195	\$5,177,779	\$5,178,087

GRAND TOTAL	\$6,378,786	\$6,217,550	\$6,192,205	\$7,690,053	\$7,690,361

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SEWER OPERATING 2020

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
FULL TIME EMPLOYEE (FTE) ANALYSIS				
DIRECTOR OF PUBLIC WORKS	0.25	0.25	0.25	0.25
ASSIST DIR PUBLIC WORKS	1.00	1.00	1.00	1.00
CIVIL ENGINEER PE	0.25	0.25	0.25	0.25
PROCURE & LOGISTICS ASST	1.00	1.00	1.00	1.00
LABORATORY TECH	1.00	1.00	1.00	1.00
WPCF TECHNICIAN	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	0.50	0.50	0.50	0.50
FACILITIES & MAINT SUPV	1.00	1.00	1.00	1.00
OPERATIONS SUPER WPCD	1.00	1.00	1.00	1.00
OPERATOR WPCD	4.00	4.00	4.00	4.00
MECHANIC WPCD	3.00	3.00	3.00	3.00
SHIFT OPERATOR	1.00	1.00	1.00	1.00
CHIEF MECHANIC	1.00	1.00	1.00	1.00
MAINTAINER	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	1.00	1.00	1.00	1.00
MECH/OPERATOR TRAINEE	1.00	1.00	1.00	1.00
Total FTE Personnel	19.00	19.00	19.00	19.00
FTE SALARIES & WAGES				
DIRECTOR OF PUBLIC WORKS	30,763	29,916	29,772	29,772
ASSIST DIR PUBLIC WORKS	96,981	96,981	90,000	90,000
CIVIL ENGINEER PE	20,480	20,132	20,945	20,945
PROCURE & LOGISTICS ASST	57,787	60,531	62,977	62,977
LABORATORY TECH	71,000	70,721	72,135	72,135
WPCF TECHNICIAN	69,231	68,502	71,269	71,269
OFFICE ASSISTANT II (35)	25,641	25,543	26,203	26,203
FACILITIES & MAINT SUPV	81,377	81,377	83,005	83,005
OPERATIONS SUPER WPCD	97,291	98,338	100,305	100,305
OPERATOR WPCD	278,647	277,524	285,742	285,742
MECHANIC WPCD	213,039	196,937	203,118	203,118
SHIFT OPERATOR	80,151	80,151	81,754	81,754
CHIEF MECHANIC	73,822	73,821	75,298	75,298
MAINTAINER	51,783	51,385	54,509	54,509
EQUIPMENT OPERATOR	55,433	55,111	58,462	58,462
MECH/OPERATOR TRAINEE	54,894	51,893	55,048	55,048
Total FTE Salaries & Wages	\$1,358,320	\$1,338,863	\$1,370,541	\$1,370,541

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

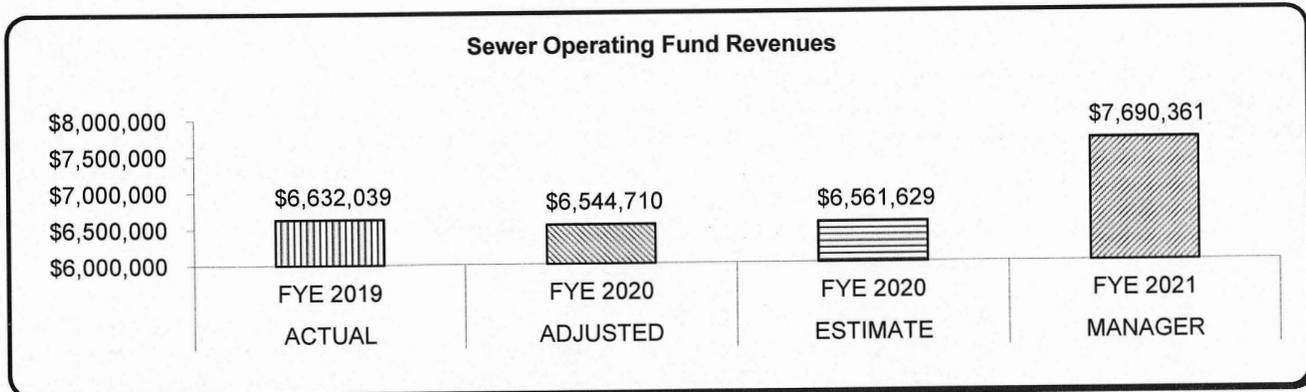
SEWER OPERATING FUND REVENUES: #2020

Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

Sewer Use Charges - users of the sanitary sewer services are assessed a sewer use charge.

At their February 11, 2020 meeting, the Water Pollution Control Authority approved the expenditure side of the budget and discussed using available fund balance as well as a rate increase of 4.55% which would change the fixed residential rate from \$33 to \$34.50 per month and the metered/commercial rate from \$5.26 per one hundred cubic feet to \$5.50 per one hundred cubic feet of water used.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4412 Interest Income	\$ 11,856	\$ 4,000	\$ 10,000	\$ 5,000
4733 Misc. Unclassified	\$ 3,209	\$ 5,648	\$ 5,648	\$ 0
4735 Sewer Use Charges	\$ 6,530,281	\$ 6,448,099	\$ 6,448,099	\$ 6,879,819
4766 Payments from Other Funds	\$ 86,693	\$ 86,963	\$ 97,882	\$ 71,645
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 733,897
Total	\$ 6,632,039	\$ 6,544,710	\$ 6,561,629	\$ 7,690,361



Audit Fund Balance as of 6/30/2019	\$ 2,473,920
Estimated Fund Balance as of 6/30/20	\$ 2,843,344
Estimated Fund Balance as of 6/30/21	\$ 2,109,447
Fund Balance as a % of 2020 Expenditures	27.43%

SOLID WASTE #2030

The overall decrease in this budget is \$109,048 or 6.3%.

The overall decrease is a result of the slight decrease in the flow of waste through the waste-to-energy facility.

There is a State DEEP plan, Connecticut Comprehensive Materials Management Strategy (CMMS), which focuses on meeting Connecticut's goal of achieving sixty-percent diversion of solid waste from disposal by the year 2024. According to the plan, to achieve sixty-percent diversion will require significant steps by municipalities to improve recycling collection systems, reduction in waste generation by both compliance with existing statutory requirements and the implementation of new best management practices. Our existing ordinance is currently under legal review

Work that still needs to be completed:

- Revisions to the 1998 Rules and Regulations of the Town of Groton Resource Recovery Authority
- Implement waste reduction initiatives designed to reduce total MSW disposed by at least 10 percent from 2014 baseline by the year 2024. This may include the implementation of unit-based-pricing systems. Groton has five areas, four independent collection districts which have the right to manage the collection of their waste and the rest by subscription. It is unknown what right the Town has to monitor, dictate or assign the responsibility to the four districts. This effort will require involvement with the Town Attorney.

Cost Center 0 – Leadership & General Support

This covers the funds share of the annual audit.

Cost Center 2 – Residential/Government Municipal Solid Waste (MSW)

As a member of the Southeastern Connecticut Regional Resources Recovery Authority (SCRRA), municipal solid waste generated within the Town is directed to the Waste-to-Energy Facility located on Route 12, in Preston, CT. SCRRA has negotiated a new 10-year agreement with the Wheelabrator waste-to energy plant in Lisbon, CT. Beginning January 1, 2021, SCRRA towns will be bringing waste to the Lisbon facility. SCRRA will continue to subsidize the tipping fee to maintain the \$58/ton rate that has held steady for years.

Private haulers, subdivisions, public works departments and large businesses can dispose of the waste at this facility under a permit that is assigned to the Town. SCRRA then bills the Town for the waste as the agreement is between the Town and SCRRA. The Town's Finance Department then bills the hauler, subdivision, public works departments or large business. All private haulers and large businesses must post a payment bond.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SOLID WASTE 2030

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Operating Expenses	1,545,066	1,736,585	1,621,892	1,627,537	1,627,537
Total Appropriation	\$1,545,066	\$1,736,585	\$1,621,892	\$1,627,537	\$1,627,537

----- COST CENTERS -----					
20300 LEADERSHIP/GEN. SUPP	7,492	49,527	7,492	49,616	49,616
20302 RESIDENTIAL/GOV. MSW	1,537,574	1,687,058	1,614,400	1,577,921	1,577,921
Total Cost Centers	\$1,545,066	\$1,736,585	\$1,621,892	\$1,627,537	\$1,627,537

----- FINANCING PLAN -----					
INTEREST INCOME	1,368	1,200	1,000	1,000	1,000
DISPOSAL FEES	1,457,993	1,687,058	1,609,296	1,577,921	1,577,921
FUND BALANCE APPLIED	85,705	48,327	11,596	48,616	48,616
Total Financing Plan	\$1,545,066	\$1,736,585	\$1,621,892	\$1,627,537	\$1,627,537

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SOLID WASTE 2030

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5220 UTILITIES/FUEL/MILEA	1,537,574	1,687,058	1,614,400	1,577,921	1,577,921
5290 PROFESS/TECHNICAL SE	7,492	49,527	7,492	49,616	49,616

Total Operating Expenses	\$1,545,066	\$1,736,585	\$1,621,892	\$1,627,537	\$1,627,537

GRAND TOTAL	\$1,545,066	\$1,736,585	\$1,621,892	\$1,627,537	\$1,627,537

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

SOLID WASTE FUND REVENUES: #2030

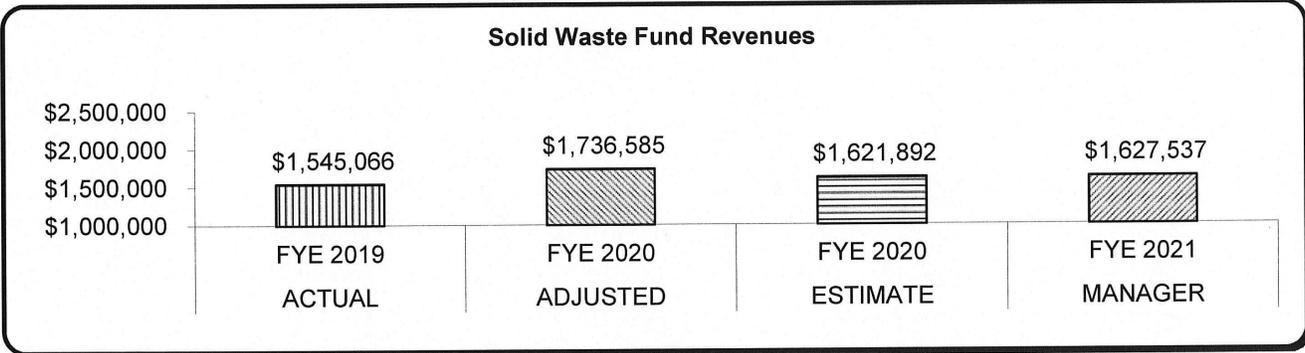
	<u>FYE 2020</u>	<u>FYE 2021</u>
SCRRA Tipping Fee	\$ 58.00/ton	\$ 58.00/ton

Interest Income – represents income earned on the short-term investment of funds not required for immediate expenses.

Disposal Fees - includes payments from private haulers for MSW delivered to Preston (includes City of Groton, Navy) and for waste from the Transfer Station diverted to the Waste-to-Energy facility for more cost effective disposal.

Fund Balance Applied - represents that amount of unassigned Fund Balance in the Solid Waste Fund to be used to fund the budget for the fiscal year.

	ACTUAL <u>FYE 2019</u>	ADJUSTED <u>FYE 2020</u>	ESTIMATE <u>FYE 2020</u>	MANAGER <u>FYE 2021</u>
4412 Interest Income	\$ 1,368	\$ 1,200	\$ 1,000	\$ 1,000
4740 Disposal Fees	\$ 1,457,993	\$ 1,687,058	\$ 1,609,296	\$ 1,577,921
4999 Fund Balance Applied	\$ 85,705	\$ 48,327	\$ 11,596	\$ 48,616
Total	\$ 1,545,066	\$ 1,736,585	\$ 1,621,892	\$ 1,627,537



Audit Fund Balance as of 6/30/2019	\$ 282,216
Estimated Fund Balance as of 6/30/20	\$ 270,620
Estimated Fund Balance as of 6/30/21	\$ 222,004
Fund Balance as a % of 2020 Expenditures	13.64%

Fleet #6040

The overall increase in this budget is \$206,870 or 23.7%.

The purpose of this fund is to maintain the integrity of the Town's fleet, by delivering reliable fleet services. The Fleet fund covers the costs of vehicle purchases, maintenance and fuel. This fund is responsible for the management of the Town's fleet (rightsizing, replacing, purchase/selling, remarketing), and the repair of its construction, operations and staff vehicles.

Vehicle purchase fees, maintenance and fuel are now budgeted in Function 1077, Contribution to Other Funds.

This year's contribution from the general fund for vehicle purchases is \$566,000. The amounts budgeted for maintenance, fuel, and vehicle replacements are transferred to the Fleet fund and are included in the Financing plan as "Payments from Other Funds". The costs and revenues associated with vehicle maintenance and fuel of Outside Agencies are captured in a special revenue fund.

Cost Center 0 – Vehicle Replacement

This budget is developed using purchase price and the assigned life for each vehicle. Using these two data points, an annual cost is assigned that must be funded each year so that at the end of its expected life, funds are available for purchase of a replacement.

Cost Center 1 – Vehicle Maintenance

This budget is developed using historical maintenance and repair data for each vehicle.

Cost Center 2 – Vehicle Fuel

The current motor fuels are diesel and gasoline and are dispensed from the key controlled pumps located at the Town Hall Annex. This budget is developed using historical fuel usage data for each vehicle.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: FLEET 6040

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Operating Expenses	1,054,634	871,416	980,294	1,308,286	1,078,286
Total Appropriation	\$1,054,634	\$871,416	\$980,294	\$1,308,286	\$1,078,286
----- COST CENTERS -----					
60400 VEHICLE REPLACEMENT	399,141	206,280	304,163	596,000	366,000
60401 VEHICLE MAINTENANCE	388,223	405,500	416,495	411,650	411,650
60402 VEHICLE FUEL	267,270	259,636	259,636	300,636	300,636
Total Cost Centers	\$1,054,634	\$871,416	\$980,294	\$1,308,286	\$1,078,286
----- FINANCING PLAN -----					
INTEREST INCOME	15,963	12,000	15,000	12,000	12,000
STATE GRANTS	0	0	48,800	0	0
SALE OF FIXED ASSETS	9,094	0	0	0	0
MISC-UNCLASSIFIED	4,685	0	0	0	0
PAYMENTS FROM OTHER FUNDS	1,489,958	1,451,618	1,451,618	1,544,535	1,232,011
Total Financing Plan	\$1,519,700	\$1,463,618	\$1,515,418	\$1,556,535	\$1,244,011

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: FLEET 6040

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5220 UTILITIES/FUEL/MILEA	267,270	259,636	259,636	300,636	300,636
5230 PYMNTS/CONTRIBUTIONS	86,759	0	97,883	0	0
5260 REPAIRS & MAINT-FAC/	77,825	42,558	53,553	49,398	49,398
5300 MATERIALS & SUPPLIES	1,772	0	0	0	0
5310 VEHICLE OPER/MAINT	308,318	362,942	362,942	362,252	362,252
5400 EQUIP/MACHINRY& FURN	308	0	0	0	0
5420 VEHICLES	312,382	206,280	206,280	596,000	366,000

Total Operating Expenses	\$1,054,634	\$871,416	\$980,294	\$1,308,286	\$1,078,286

GRAND TOTAL	\$1,054,634	\$871,416	\$980,294	\$1,308,286	\$1,078,286

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

FLEET FUND REVENUES: #6040

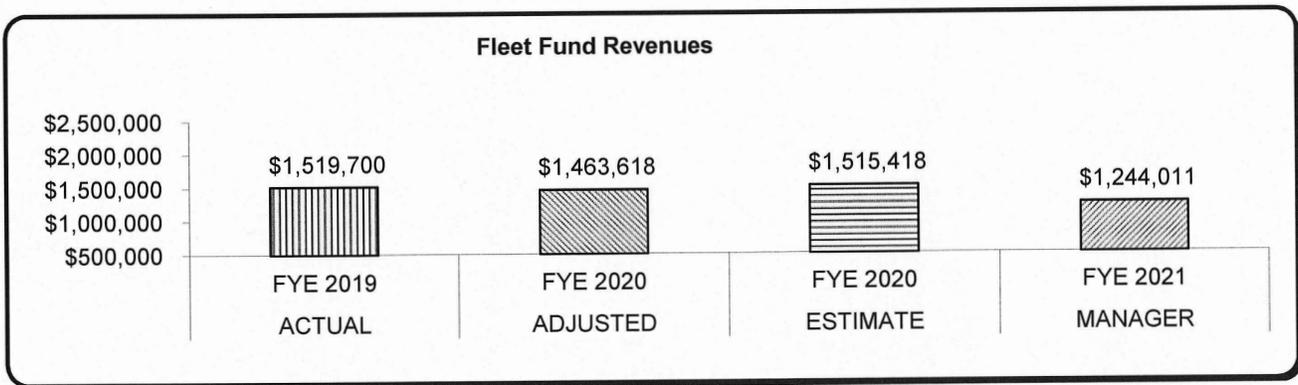
Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

State Grants - represents a state grant towards the purchase of van for the Senior Center.

Sale of Fixed Assets – represents revenues generated from the sale of obsolete equipment.

Payments From Other Funds - represents the amount that Other Funds will contribute to the operation of this fund.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4412 Interest Income	\$ 15,963	\$ 12,000	\$ 15,000	\$ 12,000
4507 State Grants	\$ 0	\$ 0	\$ 48,800	\$ 0
4731 Sale of Fixed Assets	\$ 9,094	\$ 0	\$ 0	\$ 0
4733 Misc. - Unclassified	\$ 4,685	\$ 0	\$ 0	\$ 0
4766 Payments from Other Funds	\$ 1,489,958	\$ 1,451,618	\$ 1,451,618	\$ 1,232,011
Total	\$ 1,519,700	\$ 1,463,618	\$ 1,515,418	\$ 1,244,011



Audit Fund Balance as of 6/30/2019	\$ 670,218
Estimated Fund Balance as of 6/30/20	\$ 1,205,342
Estimated Fund Balance as of 6/30/21	\$ 1,371,067
Fund Balance as a % of 2020 Expenditures	127.15%

FYE 2021 FLEET FUND - Programmed Vehicle Replacement Schedule

Adjusted Replacement Price	Department	YEAR	MAKE	MODEL	IN-SERVICE	Years in Service	Years Past Due
\$18,000	Recreation	1994	CHEVY	S10	1994	27	-15
\$150,000	PW R&S	1987	INTERNATIONAL	S2674	2006	15	-10
\$165,000	PW R&S	1987	JOHN DEERE	690D	1987	34	-9
\$26,000	Recreation	2003	CHEVY	VENTURE	2003	18	-6
\$27,000	Social Services	2003	CHEVY	BLAZER	2003	18	-6
\$41,420	Parks Maintenance	2001	FORD	F550	2001	20	-5
\$215,000	PW R&S	2006	SCHWARZE	A8000	2006	15	-5
\$26,206	PW Transfer Station	2005	FORD	F250	2004	17	-5
\$149,000	PW R&S	2002	STERLING	LT9500	2002	19	-4
\$32,000	Building Inspection	2010	FORD	ESCAPE	2010	11	-3
\$197,000	PW R&S 358-GRO	2003	STERLING	LT9501	2003	18	-3
\$41,478	Parks Maintenance	2003	FORD	F550	2003	18	-3
\$27,500	Police Detectives	2005	FORD	CR VIC	2006	15	-3
\$27,500	Police Detectives	2006	FORD	CR VIC	2006	15	-3
\$42,500	Police Patrol	2014	FORD	INTERCEPTOR	2014	7	-3
\$42,500	Police Patrol	2014	FORD	EXPLORER AWD	2014	7	-3
\$42,500	Police Patrol	2014	FORD	EXPLORER AWD	2014	7	-3
\$35,750	Police Patrol	2008	FORD	F-250	2008	13	-3
\$49,338	PW Public Bldgs	1993	FORD	F350	1993	28	-3
\$253,603	PW R&S	2003	STERLING	LT9500	2003	18	-3
\$82,781	PW Transfer Station	2003	INTERNATIONAL	9100 I	2003	18	-3
\$35,000	Building Inspection	2011	FORD	ESCAPE	2011	10	-2
\$31,800	Emerg Comm	2007	FORD	F150	2007	14	-2
\$35,000	Library	2009	FORD	ESCAPE-HYBRID	2009	12	-2
\$25,000	OPDS - Planning	2009	FORD	ESCAPE	2009	12	-2
\$25,500	Parks Maintenance	2009	FORD	F-250	2009	12	-2
\$28,500	Parks Maintenance	2008	TORO	325D	2009	12	-2
\$28,500	Police Admin	2007	FORD	CR VIC	2007	14	-2
\$42,500	Police Patrol	2015	FORD	EXPLORER AWD	2015	6	-2
\$45,494	PW R&S	2005	INGERSOL	DD34HF	2004	17	-2
\$18,000	PW Transfer Station	2007	FORD	RANGER	2007	14	-2
\$35,000	Recreation	2009	FORD	ESCAPE-HYBRID	2009	12	-2
\$35,000	Senior Center	2009	FORD	ESCAPE-HYBRID	2009	12	-2
\$25,000	Admin-IT	2008	FORD	ESCAPE	2008	13	-1
\$25,000	Admin-IT	2008	FORD	ESCAPE	2008	13	-1
\$25,000	Econ Development	2008	FORD	ESCAPE	2008	13	-1
\$27,500	Finance	2010	TOYOTA	PRIUS	2010	11	-1
\$42,500	Parks Maintenance 147-GRO	1997	GMC	SIERRA	2012	9	-1
\$42,500	Parks Maintenance 48-GRO	1997	GMC	TC31003	2012	9	-1
\$47,000	Parks Maintenance	2010	FORD	F-350	2010	11	-1
\$58,000	Parks Maintenance	2005	NEW HLND	TN60DA	2005	16	-1
\$28,800	Police Admin	2008	DODGE	CHARGER	2008	13	-1
\$28,800	Police Admin	2008	DODGE	CHARGER	2008	13	-1
\$28,800	Police Detectives	2008	DODGE	CHARGER	2008	13	-1
\$42,500	Police Patrol	2015	FORD	INTERCEPTOR	2016	5	-1
\$42,500	Police Patrol	2015	FORD	INTERCEPTOR	2016	5	-1
\$42,500	Police Patrol	2016	FORD	EXPLORER AWD	2016	5	-1
\$42,500	Police Patrol	2015	FORD	EXPLORER AWD	2016	5	-1
\$18,000	PW Engineering -3	2008	FORD	FOCUS	2008	13	-1
\$39,706	PW R&S	1995	FORD	F800	1995	26	-1
\$84,500	PW R&S	1997	CAT	CB-543C	2000	21	-1
\$258,271	PW Transfer Station	2000	CAT	M318	2000	21	-1
\$45,500	WPCF	2008	FORD	RANGER	2008	13	-1
\$18,000	WPCF	2008	FORD	FOCUS	2008	13	-1
\$32,000	WPCF	2010	FORD	ESCAPE	2010	11	-1
\$32,000	WPCF	2010	FORD	ESCAPE	2010	11	-1
\$205,000	PW R&S 75-GRO	1993	INTERNATIONAL	4900	1994	27	-7
\$25,000	Parks Maintenance	2007	TORO	325D	2007	14	-4
\$25,000	Parks Maintenance	2004	TORO	325D	2004	17	-2
\$200,000	PW Transfer Station - 359-GRO	2004	STERLING	LT9500	2004	17	-2
\$48,000	PW R&S 148-GRO	2008	FORD	F-350	2008	13	-1
\$48,000	PW R&S 58-GRO	2008	FORD	F-350	2008	13	-1
\$45,000	PW R&S Backhoe	2005	New Holland	555E	2005		

\$3,750,245

\$3,384,245

\$366,000

Vehicles Approved by the Town Manager

PLANNING & DEVELOPMENT SERVICES #1046

The overall increase in this budget is \$70,472 or 5%. Personnel Services are up \$13,502 and operating expenses are up \$56,970.

Key goals for the Department for this year and the coming years are as follows:

- Grow the Grand List;
- Continue to work with the public and the business community on planning and development related concerns;
- Implement the recommendations of the adopted Plan of Conservation and Development;
- Implement the recommendations of the Economic Development Strategy and the market analysis;
- Implement the zoning regulatory changes; and
- Focus on the key growth areas identified in the Great Blue Survey.

For FYE 2021 our major initiatives will be to continue to improve our regulatory process, economic and business development, while improving the Town of Groton's sense of place and community character. Although the department will not be starting any new special projects during FYE 2021, there is still a tremendous amount of work to be done to complete our current projects. The Office of Planning and Development Services (OPDS) will continue to work to market excess properties in order to maximize their tax revenue, to continue to establish Tax Increment Financing Districts, to implement the new Zoning Regulations, to create guidelines for our Tax Abatement Program, and to provide the day-to-day staff support to eight land use commissions. These day-to-day activities include participation in the Sustainable CT and Community Rating System programs, administering the Community Development Block Grant program and conducting building and code enforcement inspections. In addition, OPDS will continue its work on several grant-funded projects including the Thames River Innovation Project, and the Thames River Heritage Park. Other previously funded projects that will be continued in FYE 2021 include:

- Utilizing the new Economic Development website;
- Creating additional development process guidance materials to assist growing and new business development;
- Implement the Poquonnock Bridge Village Design project;
- Implement the signage and wayfinding program;
- Implement the Mystic coastal access plan;
- Continue to oversee and manage the \$1,500,000 2019 Community Development Block Grant project for Mystic River Homes;
- Continue the marketing, promotion of and ultimately the disposition of excess Town property including the Mystic Education Center, Groton Heights, the Seely School, Pleasant Valley School, and Col. Ledyard School;
- Establishing a new TIF District in conjunction with the Mystic Education Center development;
- Development of new marketing strategies and efforts to promote Groton;
- Develop an economic development outreach program outside of Connecticut and continue to develop and expand our social media presence to showcase Groton; and
- Working with the SCCOG to implement the recommendations of the Joint Land Use Study (JLUS) through the implementation grant from the Department of Defense.

The department also works with other town departments and local and regional partners on projects that improve the quality of life and sense of place of Groton. The entire department will continue to offer excellent service and assistance to businesses and homeowners.

Cost Center 0 – Leadership & General Support

Provides leadership and direction on the current and future focus of the department. Responsible for directing the planning, development, and economic development priorities, preparing the department annual budget, as well as financial and grant administration, assuring that land is developed in a well-planned orderly fashion, and is consistent with the development vision of Groton.

Cost Center 1 – Development and Plan Review

Responsible for providing assistance in the preparation of and logistical support for the processing of all land use applications.

Cost Center 2 – Inspection Services

Responsible for the day-to-day activity and administration for all active building and construction projects.

Cost Center 3 – Enforcement

Responsible for the administration of zoning, historic district, rental housing code, blight, property maintenance code, plastics ordinance and inland wetlands regulations with respect to processing of complaints, investigations, interpretations, corrections of violations and comprehensive management of enforcement database.

Cost Center 4 – Community Development

Responsible for the development and rehabilitation of the Town's housing stock with a focus on meeting the Town's affordable housing needs.

Cost Center 5 – Economic Development/Marketing

Serve as the Town of Groton primary "Point of Contact" to the business and development community assisting as a guidance and informational liaison. Market and promote the Town to grow business and economic development.

Cost Center 6 – Long Range Planning

Responsible for implementing the community's vision and goals for the physical, economic and social future of the Town. The focus this year is to implement the recommendations of the 2016 Plan of Conservation and Development. A priority of this document is to enhance community character and Groton's sense of place.

Cost Center 8 – Land Use & Development Commission Support

Responsible for providing direct technical and administrative staff support to Groton's 14 land use and development agencies, boards and commissions. The land use agencies are the key boards and commissions in Town that are adopting new plans and regulatory changes, as well as approving most plans for development.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION -----					
Personnel Services	1,146,961	1,269,871	1,253,626	1,283,373	1,283,373
Operating Expenses	118,684	133,684	163,627	245,654	190,654
Total Appropriation	\$1,265,645	\$1,403,555	\$1,417,253	\$1,529,027	\$1,474,027

COST CENTERS -----					
10460 LEADERSHIP/GEN SUPPT	300,051	316,610	319,446	357,213	342,213
10461 DEV & PLAN REVIEW	197,255	228,864	226,348	217,748	217,748
10462 INSPECTION SERVICES	300,379	316,008	338,459	385,686	385,686
10463 ENFORCEMENT	53,559	56,229	56,229	58,490	58,490
10464 COMMUNITY DEVELOPMEN	40,928	89,145	89,145	91,775	91,775
10465 ECON DEV/MARKETING	295,855	330,624	318,994	347,769	307,769
10466 LONG RANGE PLANNING	19,974	2,000	2,460	2,000	2,000
10468 LAND USE & DEV COM S	57,644	64,075	66,172	68,346	68,346
Total Cost Centers	\$1,265,645	\$1,403,555	\$1,417,253	\$1,529,027	\$1,474,027

FINANCING PLAN -----					
BLDG AND RELATED PERMITS	531,629	469,314	500,000	525,000	525,000
BLDG PERMITS-EDUC FEE	760	550	750	750	750
STATE LAND USE-PLNG	92	100	100	100	100
PLANNING APPLICATION FEES	11,820	8,000	8,000	8,000	8,000
MAPS/COPIES/DOCUMENTS	1,707	500	500	500	500
GENERAL FUND	719,637	925,091	907,903	994,677	939,677
Total Financing Plan	\$1,265,645	\$1,403,555	\$1,417,253	\$1,529,027	\$1,474,027

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	1,060,172	1,168,713	1,132,788	1,172,660	1,172,660
5104 OVERTIME PAY	4,441	9,516	16,040	18,058	18,058
5105 LONGEVITY PAY	1,330	1,400	1,400	1,470	1,470
5109 SALARY ADJUSTMENTS	372	0	14,404	0	0
5117 ALLOWANCES	20	0	0	0	0
5151 SOCIAL SECURITY	80,626	90,242	88,994	91,185	91,185

Total Personnel Services	\$1,146,961	\$1,269,871	\$1,253,626	\$1,283,373	\$1,283,373

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	31,071	29,168	31,086	32,213	32,213
5210 PROFESS DEVELOP/TRAI	17,144	30,795	28,357	34,312	34,312
5220 UTILITIES/FUEL/MILEA	3,362	3,520	3,472	4,216	4,216
5260 REPAIRS & MAINT-FAC/	160	1,520	1,520	220	220
5261 SOFTWARE MAINT FEES	606	940	906	1,525	1,525
5281 OCCUPATIONAL HEALTH	435	1,500	1,350	1,375	1,375
5290 PROFESS/TECHNICAL SE	55,193	60,016	89,711	164,593	109,593
5300 MATERIALS & SUPPLIES	4,989	6,225	6,225	5,900	5,900
5400 EQUIP/MACHINRY& FURN	4,068	0	1,000	1,000	1,000
5410 COMPUTER EQUIPMENT	1,656	0	0	300	300

Total Operating Expenses	\$118,684	\$133,684	\$163,627	\$245,654	\$190,654

GRAND TOTAL	\$1,265,645	\$1,403,555	\$1,417,253	\$1,529,027	\$1,474,027

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

DIR PLANNING & DEV	1.00	1.00	1.00	1.00
ASST DIR PLANNING & DEV	1.00	1.00	1.00	1.00
ECON & COM DEV MANAGER	1.00	1.00	1.00	1.00
MGR INSPECTION SERVICES	1.00	1.00	1.00	1.00
INSPECTOR I -CONSTRUCTION	1.00	2.00	2.00	2.00
PLANNER I	1.00	1.00	1.00	1.00
PLANNER II - NEIGHBORHOOD	1.00	1.00	1.00	1.00
PLANNER II - LAND	1.00	1.00	1.00	1.00
CODE ENFORCENMT PLANNER I	1.00	1.00	1.00	1.00
ASST BUILD/ZONING OFFICIA	1.00	0.00	0.00	0.00
ECONOMIC DEVEL SPECIALIST	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT TECH	0.00	1.00	1.00	1.00
BUILDING PERMIT TECH	0.00	1.00	1.00	1.00
EXECUTIVE ASSISTNT OPDS	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	3.00	1.00	1.00	1.00

Total FTE Personnel	15.00	15.00	15.00	15.00

FTE SALARIES & WAGES				

DIR PLANNING & DEV	124,027	124,121	126,603	126,603
ASST DIR PLANNING & DEV	105,854	105,853	107,970	107,970
ECON & COM DEV MANAGER	103,778	103,776	105,852	105,852
MGR INSPECTION SERVICES	96,300	96,686	93,840	93,840
INSPECTOR I -CONSTRUCTION	63,841	86,705	128,936	128,936
PLANNER I	67,031	67,031	69,748	69,748
PLANNER II - NEIGHBORHOOD	82,110	82,110	83,752	83,752
PLANNER II - LAND	82,110	82,110	83,752	83,752
CODE ENFORCENMT PLANNER I	69,272	69,272	72,074	72,074
ASST BUILD/ZONING OFFICIA	86,616	22,727	0	0
ECONOMIC DEVEL SPECIALIST	74,857	76,728	78,263	78,263
ECONOMIC DEVELOPMENT TECH	0	48,637	50,602	50,602
BUILDING PERMIT TECH	0	52,644	54,520	54,520
EXECUTIVE ASSISTNT OPDS	66,201	67,856	69,213	69,213
OFFICE ASSISTANT II (35)	146,716	46,533	47,536	47,536

Total FTE Salaries & Wages	\$1,168,713	\$1,132,789	\$1,172,660	\$1,172,660

HUMAN SERVICES #1051

The overall increase in this budget is \$891 or .2%. Personnel Services are up \$1,491 and operating expenses are down \$600.

- The staffing level in the department (8 full time staff) remains unchanged from FYE 20. No new positions are requested.
- All department programs and services are funded by donations, grants and trust funds. No financial assistance to clients is funded by the General Fund. The department receives on-going donations throughout the year from individuals and community groups and disseminates financial assistance, food and other resources valued at more than \$400,000 annually.
- The department serves the entire Town of Groton including all subdivisions. There is no equivalent department in the City of Groton's municipal structure.
- The department networks with numerous regional social services programs and offers space at its Fort Hill Rd location to agencies that might otherwise be difficult to access for local residents. Agencies such as Almost Home (formerly MASH), WIC and the Supplemental Nutrition Assistance Program (SNAP - formerly Food Stamps) have weekly office hours at the department's building. Additionally, the department directly provides State and regionally-operated programs at its Groton location, making it easier for eligible local residents to benefit from services such as TVCCA/State LIHEAP energy assistance, the Tax Relief Program for Elderly and Totally Disabled Renters (Renters' Rebate) and Operation Fuel.
- On a monthly basis, year-round, the department provides a site at its building for the United Way Mobile Food Pantry and the TVCCA Veterans' Coffeehouse.

Cost Center 0 – Leadership & General Support

This includes the Director's memberships in CT Local Administrators of Social Services (CLASS) and CT Association of Municipal Agents for the Elderly (CAMAEE), lease and maintenance fees for printer, shredder and copier, Department postage and printing costs and general office supplies.

Cost Center 1 – Case Management & Financial Assistance

Human Services staff represent the Department at community events throughout the year, oversee the Groton Food Locker, coordinate the Department's annual holiday distributions and assist veterans, seniors, the disabled and income-eligible Groton residents via a myriad of local, regional and State programs.

Cost Center 4 – Crisis Intervention & Short Term Counseling

Department staff provides intervention and prevention services via Groton Youth and Family Services (GYFS) for children ages 5-18 who reside in Groton. Short-term (3 mos duration) counseling is offered as well as case management for Juvenile Review Board cases and Student Support Referrals from Fitch High School. Staff offers programs that promote community awareness of child abuse prevention and increase participants' self-esteem, communication skills and ability to interact with others.

Cost Center 5 – Support Services/Community Education/Prevention Programs

Department staff work with Groton parents/guardians on issues focused on parenting including advocating for their children's best interests with school and community agencies and promoting healthy, safe and nurturing family relationships. Special support groups are offered to parents and guardians and also to grandparents raising their grandchildren.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: HUMAN SERVICES
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES 1051

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	589,008	575,099	545,151	576,590	576,590
Operating Expenses	3,758	5,551	5,030	4,951	4,951
Total Appropriation	\$592,766	\$580,650	\$550,181	\$581,541	\$581,541
----- COST CENTERS -----					
10510 LEADERSHIP/GEN SUPPT	227,359	235,221	219,777	231,426	231,426
10511 CASE MGMT/FIN ASSIST	190,237	208,839	208,032	213,547	213,547
10514 CRISIS INTER/COUNSEL	111,264	120,305	109,642	120,651	120,651
10515 SUPPORT SERV/COM ED/	63,906	16,285	12,730	15,917	15,917
Total Cost Centers	\$592,766	\$580,650	\$550,181	\$581,541	\$581,541
----- FINANCING PLAN -----					
YOUTH SERVICE BUREAU	27,699	27,699	27,699	27,699	27,699
MISC-UNCLASSIFIED	175	0	500	500	500
LEASE FEES	550	550	550	550	550
GENERAL FUND	564,342	552,401	521,432	552,792	552,792
Total Financing Plan	\$592,766	\$580,650	\$550,181	\$581,541	\$581,541

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: HUMAN SERVICES
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES 1051

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
PERSONNEL SERVICES					
5101 REGULAR FULL TIME	491,154	531,676	504,467	533,796	533,796
5105 LONGEVITY PAY	3,220	2,555	1,750	1,820	1,820
5109 SALARY ADJUSTMENTS	9,526	0	207	0	0
5110 REGULAR PART TIME	35,996	0	0	0	0
5116 WAGE CONTINUATION	9,046	0	0	0	0
5151 SOCIAL SECURITY	40,066	40,868	38,727	40,974	40,974
Total Personnel Services	\$589,008	\$575,099	\$545,151	\$576,590	\$576,590
OPERATING EXPENSES					
5201 POSTAGE/PRINT/ADVERT	1,947	2,552	2,352	2,352	2,352
5210 PROFESS DEVELOP/TRAI	210	130	179	130	130
5260 REPAIRS & MAINT-FAC/	608	809	809	809	809
5290 PROFESS/TECHNICAL SE	0	0	30	0	0
5300 MATERIALS & SUPPLIES	993	2,060	1,660	1,660	1,660
Total Operating Expenses	\$3,758	\$5,551	\$5,030	\$4,951	\$4,951
GRAND TOTAL	\$592,766	\$580,650	\$550,181	\$581,541	\$581,541

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: HUMAN SERVICES
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES 1051

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
<hr style="border-top: 1px dashed black;"/>				
FULL TIME EMPLOYEE (FTE) ANALYSIS				
<hr style="border-top: 1px dashed black;"/>				
DIR OF HUMAN SERVICES	1.00	1.00	1.00	1.00
SOCIAL WORKER II	3.00	3.00	3.00	3.00
YFS COUNSELOR II	2.00	2.00	2.00	2.00
FINANCIAL ASST II 35 HRS	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	1.00	1.00	1.00	1.00
	<hr style="border-top: 1px dashed black;"/>			
Total FTE Personnel	8.00	8.00	8.00	8.00
FTE SALARIES & WAGES				
<hr style="border-top: 1px dashed black;"/>				
DIR OF HUMAN SERVICES	104,254	104,254	106,339	106,339
SOCIAL WORKER II	193,998	193,248	198,372	198,372
YFS COUNSELOR II	126,009	112,800	125,954	125,954
FINANCIAL ASST II 35 HRS	55,840	55,627	56,739	56,739
OFFICE ASSISTANT II (35)	51,575	38,538	46,392	46,392
	<hr style="border-top: 1px dashed black;"/>			
Total FTE Salaries & Wages	\$531,676	\$504,467	\$533,797	\$533,797

HUMAN SERVICES ASSISTANCE FUND #7320

The overall budget is flat with no change in requested expenditures.

- The fund remains solvent.
- Financial assistance to families with children is provided in the same manner that the Elihu Spicer Fund was utilized: A maximum payment of \$300 per household per year may be authorized, based upon eligibility.
- The requested authorization of \$10,000 will be utilized to assist with partial rental payments for families with children residing in Groton.

Cost Center 2 – Flora Perkins Trust

The Flora Perkins Trust was established in 2000, when the Town received a check from the Estate of Flora F. Perkins for \$144,079.36, resulting from Mrs. Perkins' *"love for young children and (her) concern that they be properly fed and cared for."* Mrs. Perkins made her bequest to Groton Youth and Family Services *"for use in the furtherance of its charitable objectives."*

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: EXPENDABLE TRUST FUNDS
DEPARTMENT: TRUST FUNDS
FUNCTION: HUMAN SERV ASST FUND 7320

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Operating Expenses	8,603	10,000	10,000	10,000	10,000
Total Appropriation	\$8,603	\$10,000	\$10,000	\$10,000	\$10,000

COST CENTERS					

73202 FLORA PERKINS TRUST	8,603	10,000	10,000	10,000	10,000
Total Cost Centers	\$8,603	\$10,000	\$10,000	\$10,000	\$10,000

FINANCING PLAN					

INTEREST INCOME	1,128	1,000	900	600	600
DONATIONS	0	2,000	2,000	2,000	2,000
FUND BALANCE APPLIED	7,475	7,000	7,100	7,400	7,400
Total Financing Plan	\$8,603	\$10,000	\$10,000	\$10,000	\$10,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: EXPENDABLE TRUST FUNDS
DEPARTMENT: TRUST FUNDS
FUNCTION: HUMAN SERV ASST FUND 7320

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	0	3,000	0	0	0
5617 RENTALS	8,603	7,000	10,000	10,000	10,000

Total Operating Expenses	\$8,603	\$10,000	\$10,000	\$10,000	\$10,000
GRAND TOTAL	\$8,603	\$10,000	\$10,000	\$10,000	\$10,000

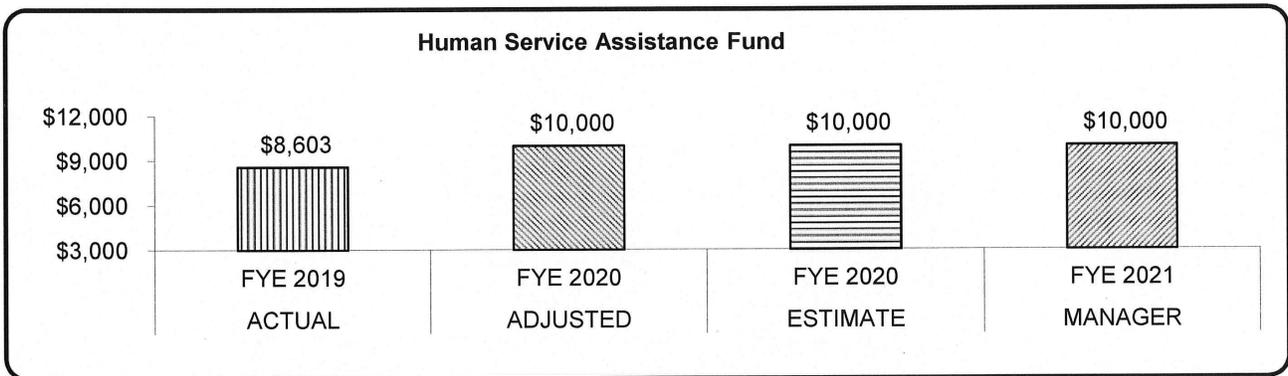
**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

HUMAN SERVICE ASSISTANCE FUND: #7320

Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

Fund Balance Applied - represents the amount of unassigned fund balance in the Human Services Assistance Fund to be used to fund the budget for the fiscal year.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4412 Interest Income	\$ 1,128	\$ 1,000	\$ 900	\$ 600
4750 Donations	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000
4999 Fund Balance Applied	\$ 7,475	\$ 7,000	\$ 7,100	\$ 7,400
Total	\$ 8,603	\$ 10,000	\$ 10,000	\$ 10,000



Audit Fund Balance as of 6/30/2019	\$ 45,388
Estimated Fund Balance as of 6/30/20	\$ 38,288
Estimated Fund Balance as of 6/30/21	\$ 30,888
Fund Balance as a % of 2020 Expenditures	308.88%

GROTON PUBLIC LIBRARY #1063

The overall decrease in this budget is \$29 or 0%. Personnel Services are down \$27,129 and operating expenses are up \$27,100.

Library Fast Facts

- Groton Public Library is open 68.5 hours/7 days a week.
- 192,252 people visited the Library last year.
- 22,782 people attended 1,154 programs.
- Groton Public Library has 156,866 items in its collection.
- 289,250 items were borrowed.
- 59,928 people used the Library's computers.
- 36,780 viewers watched GMTV's YouTube channel.

Cost Center 0 – Leadership & General Support

- Oversee all aspects of library services, staffing, collections, facilities, public relations.
- Establish and implement library policies and departmental planning.
- Develop and manage the budget and library finances.

Cost Center 2 – Circulation & Technical Services

- Circulation services: Manages the day-to-day customer service business of lending and returning of library materials, billing, patron relations, shelving materials, meeting room bookings, processing of materials and reserves, and interlibrary loans.
- Technical services: Conduct the "behind the scenes" activities to effectively deliver library services to the public including, but not limited to, the ordering, organizing, cataloging, repairing and preserving library materials.

Cost Center 3 – Audio Visual & Video Services

Groton Municipal Television (GMTV) is a government television service of the Library's AV division.

- Viewable on Comcast, TVC, Frontier, YouTube and the Town of Groton website.
- Provides Groton residents with vital town information through meeting coverage and programming.
- Serves the media needs of all town departments.

Cost Center 5 – Public Services

Public Services division provides programming, research, and information services including, but not limited to:

- Programming: For all ages and on diverse topics. Story times and playgroups, community conversations and outreach services to our local schools, preschools, and daycares, non-profits, town departments, homebound services and assisted living facilities.
- Professional research assistance: local history and genealogy, job search and resume writing, reader services, information literacy to students and general public.
- Information services including technology literacy classes and one-on-one tech services, referrals, passports, proctoring, onsite printing/faxing/photocopying, wireless printing, Wi-Fi, and volunteer opportunities.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: LIBRARY
FUNCTION: GROTON PUBLIC LIBRARY 1063

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	1,382,437	1,438,427	1,440,496	1,411,298	1,411,298
Operating Expenses	205,861	214,850	201,690	241,950	241,950
Total Appropriation	\$1,588,298	\$1,653,277	\$1,642,186	\$1,653,248	\$1,653,248

----- COST CENTERS -----					
10630 LEADERSHIP/GEN SUPPT	234,632	196,703	181,758	320,920	320,920
10632 CIRCULATION/TECHNICA	465,908	502,143	477,161	368,944	368,944
10633 AV/VIDEO SVCS	120,738	138,278	139,529	160,667	160,667
10635 PUBLIC SERVICES	767,020	816,153	843,738	802,717	802,717
Total Cost Centers	\$1,588,298	\$1,653,277	\$1,642,186	\$1,653,248	\$1,653,248

----- FINANCING PLAN -----					
LIBRARY FINES	13,769	13,877	14,058	14,000	14,000
LIBR LOST & DAMAGED	2,630	2,939	2,930	2,930	2,930
LIBRARY FEES	15,912	15,802	16,572	16,000	16,000
LIBRARY COPIER FEES	5,678	5,073	3,778	4,400	4,400
MISC-UNCLASSIFIED	13,004	10,000	10,255	10,000	10,000
GENERAL FUND	1,537,305	1,605,586	1,594,593	1,605,918	1,605,918
Total Financing Plan	\$1,588,298	\$1,653,277	\$1,642,186	\$1,653,248	\$1,653,248

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: LIBRARY
FUNCTION: GROTON PUBLIC LIBRARY 1063

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
PERSONNEL SERVICES					
5101 REGULAR FULL TIME	1,097,443	1,193,436	1,134,146	1,084,607	1,084,607
5102 PART TIME PERSONNEL	139,507	167,026	175,209	217,782	217,782
5104 OVERTIME PAY	2,743	3,578	3,578	3,681	3,681
5105 LONGEVITY PAY	5,215	5,425	4,760	4,935	4,935
5109 SALARY ADJUSTMENTS	42,845	(35,800)	22,000	0	0
5151 SOCIAL SECURITY	94,684	104,762	100,803	100,293	100,293
Total Personnel Services	\$1,382,437	\$1,438,427	\$1,440,496	\$1,411,298	\$1,411,298
OPERATING EXPENSES					
5201 POSTAGE/PRINT/ADVERT	5,455	7,600	6,840	6,750	6,750
5210 PROFESS DEVELOP/TRAI	3,019	3,390	3,390	3,350	3,350
5220 UTILITIES/FUEL/MILEA	176	300	300	300	300
5260 REPAIRS & MAINT-FAC/	1,146	3,000	3,000	3,000	3,000
5261 SOFTWARE MAINT FEES	10,581	11,481	420	42,350	42,350
5290 PROFESS/TECHNICAL SE	25,066	26,029	26,240	23,800	23,800
5300 MATERIALS & SUPPLIES	160,281	163,050	161,500	162,400	162,400
5410 COMPUTER EQUIPMENT	137	0	0	0	0
Total Operating Expenses	\$205,861	\$214,850	\$201,690	\$241,950	\$241,950
GRAND TOTAL	\$1,588,298	\$1,653,277	\$1,642,186	\$1,653,248	\$1,653,248

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: LIBRARY
FUNCTION: GROTON PUBLIC LIBRARY 1063

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
FULL TIME EMPLOYEE (FTE) ANALYSIS				
DIR OF LIBRARY SERVICES	1.00	1.00	1.00	1.00
ASST. DIR OF LIBRARY SERV	0.00	0.00	1.00	1.00
MGR OF LIBRARY PUBLIC SVC	1.00	1.00	0.00	0.00
MGR LIB TECH SVCS & CIRC	1.00	1.00	0.00	0.00
LIBRARIAN II	5.00	4.00	4.00	4.00
LIBRARIAN I - CIRCULATION	1.00	1.00	1.00	1.00
LIBRARIAN I - PUBLIC SERV	3.00	4.00	4.00	4.00
MUNICIPAL VIDEO SPECIALST	1.00	1.00	1.00	1.00
LIBRARY ASSISTANT I	2.00	1.00	1.00	1.00
MUNICIPAL VIDEO TECH	1.00	1.00	1.00	1.00
FINANCIAL ASST II 35 HRS	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	2.00	2.00	2.00	2.00
Total FTE Personnel	19.00	18.00	17.00	17.00
FTE SALARIES & WAGES				
DIR OF LIBRARY SERVICES	92,759	92,759	94,614	94,614
ASST. DIR OF LIBRARY SERV	0	0	86,101	86,101
MGR OF LIBRARY PUBLIC SVC	74,870	75,619	0	0
MGR LIB TECH SVCS & CIRC	86,795	86,795	0	0
LIBRARIAN II	343,246	273,717	279,191	279,191
LIBRARIAN I - CIRCULATION	59,630	59,577	61,807	61,807
LIBRARIAN I - PUBLIC SERV	169,449	221,745	230,652	230,652
MUNICIPAL VIDEO SPECIALST	75,857	75,857	77,375	77,375
LIBRARY ASSISTANT I	86,216	43,018	44,756	44,756
MUNICIPAL VIDEO TECH	45,633	46,675	48,561	48,561
FINANCIAL ASST II 35 HRS	55,831	55,627	56,739	56,739
OFFICE ASSISTANT II (35)	103,149	102,756	104,811	104,811
Total FTE Salaries & Wages	\$1,193,435	\$1,134,145	\$1,084,608	\$1,084,608

BorrowIT CT #3310

The overall increase in this budget is \$6,700 or 36.6%.

Cost Center 0 – BorrowIT CT

BorrowIT CT, formerly known as Connecticard, provides for the disbursement of state aid received by the Town through its participation in the borrowIT CT program.

- BorrowIT CT allows residents of any town in the state to use their library cards to borrow materials from any participating library.
- Funds received can only be used for general library purposes.
- State funding for this program has declined in recent years and future funding continues to be uncertain.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: LIBRARY
FUNCTION: BORROWIT CT 3310

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Operating Expenses	16,813	18,300	17,531	25,000	25,000
Total Appropriation	\$16,813	\$18,300	\$17,531	\$25,000	\$25,000

COST CENTERS -----					
33100 BORROWIT CT	16,813	18,300	17,531	25,000	25,000
Total Cost Centers	\$16,813	\$18,300	\$17,531	\$25,000	\$25,000

FINANCING PLAN -----					
INTEREST INCOME	379	300	500	400	400
CONNECTICARD GRANT	23,820	0	18,300	0	0
FUND BALANCE APPLIED	0	18,000	0	24,600	24,600
Total Financing Plan	\$24,199	\$18,300	\$18,800	\$25,000	\$25,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: LIBRARY
FUNCTION: BORROWIT CT 3310

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5261 SOFTWARE MAINT FEES	16,813	18,300	17,531	25,000	25,000
Total Operating Expenses	\$16,813	\$18,300	\$17,531	\$25,000	\$25,000
GRAND TOTAL	\$16,813	\$18,300	\$17,531	\$25,000	\$25,000

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

BorrowIT CT FUND REVENUES: #3310

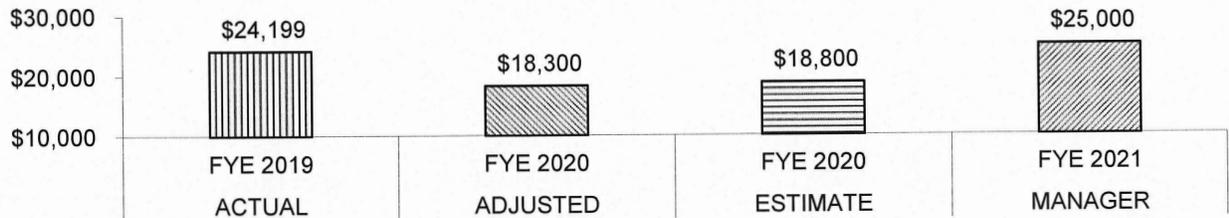
Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

BorrowIT CT - a Grant which reimburses the Library for services rendered to nonresidents. It is unknown if this grant will be received in FYE 2021.

Fund Balance Applied - represents that amount of unassigned Fund Balance in the Borrow IT CT Fund to be used to fund the budget for the fiscal year

	<u>ACTUAL FYE 2019</u>	<u>ADJUSTED FYE 2020</u>	<u>ESTIMATE FYE 2020</u>	<u>MANAGER FYE 2021</u>
4412 Interest Income	\$ 379	\$ 300	\$ 500	\$ 400
4745 BorrowIT CT Grant	\$ 23,820	\$ 0	\$ 18,300	\$ 0
4999 Fund Balance Applied	\$ 0	\$ 18,000	\$ 0	\$ 24,600
Total	\$ 24,199	\$ 18,300	\$ 18,800	\$ 25,000

BorrowIT CT Fund Revenues



Audit Fund Balance as of 6/30/2019	\$ 45,869
Estimated Fund Balance as of 6/30/20	\$ 47,138
Estimated Fund Balance as of 6/30/21	\$ 22,538
Fund Balance as a % of 2020 Expenditures	90.15%

PARKS & RECREATION #1064

The overall increase in this budget is \$66,593 or 4.2%. Personnel Services are up \$55,156 and operating expenses are up \$11,437.

Goals for this year

- Improve accessibility to parks to meet ADA compliance.
- Implement strategies to reduce barriers to participation at the Senior Center, identified in study conducted by GreatBlue study.
- Receive Agency Accreditation through National Recreation & Parks Association.
- Develop plans to implement recreational needs identified in the Community Needs Assessment.
- Expand native beach grass planting at Esker Point Beach further protecting the beach.

Highlights

- Selected as one of four senior centers across the country to implement a Seniors Cautious About Money (SCAM) program, Center received \$10,000 to implement program.
- Introduced Cognitive Safety and Awareness program.
- Addressed food insecurity issues for residents 5-18 by providing after-school meal program at the Community Center.
- Created after-school drop-in program to provide safe, structured activity for middle and high school students.

Cost Center 0 – Leadership & General Support

Our department recommitted to making Groton a more connected community working with local partners to engage in outreach and offer services to fill essential community needs.

Cost Center 2 – Programs and Events

Commit to delivering excellence in programming and services and to connect neighbors through clear communication, convenient access to information about parks, programming and financial aid.

Cost Center 4 – Senior Food Concession

Serve affordable healthy meals to seniors as part of a balanced approach to a healthy lifestyle. It includes part-time office/accounting support associated with the Senior Food Concession and kitchen Chef. A "Grab and Go" meal option is available. Meals are served Monday – Friday, from 8:30-10:30 and 11:15-12:45. All meals are prepared as reduced sodium and fat. A salad bar and healthy snack options are available.

Cost Center 5 – Senior Transportation Program

Provide transportation that supports independent living by providing essential transportation for medical, shopping and banking appointments. We have training for drivers to promote safe operation of vehicles.

Cost Center 6 – Senior Programs & Services

Senior programs and services encourage and develop physical, mental and social well-being of seniors through various programs and wellness services. Programs also create opportunities to keep seniors connected to the community through outreach activities.

Cost Center 8 – Parks Maintenance

We act as a steward of Groton's parks, trails and public beaches – conserving natural resources by using best practices to manage open spaces and coastal shorelines. Work includes: athletic field maintenance, landscaping, tree care and trail maintenance. It provides landscaping to numerous municipal building and non-park properties. Work also includes working with Groton Public Schools in maintaining some of their properties. The Town does receive a payment from the BOE for providing the field maintenance.

Cost Center A – Community Events

Offer community focused events that connect neighborhoods to the larger community, including annual community wide celebrations: Fourth of July Parade, Thames River Fireworks at Fort Griswold, Groton's Fall Festival and the Holiday Kickoff Celebration.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION 1064

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	1,357,037	1,441,986	1,405,912	1,561,410	1,497,142
Operating Expenses	155,419	150,793	152,412	162,230	162,230
	-----	-----	-----	-----	-----
Total Appropriation	\$1,512,456	\$1,592,779	\$1,558,324	\$1,723,640	\$1,659,372

----- COST CENTERS -----					
10640 LEADERSHIP/GEN SUPPT	179,508	239,565	243,975	251,520	251,520
10642 PROGRAMS & EVENTS	305,421	280,828	280,662	354,214	289,946
10644 SR FOOD CONCESSION	70,551	73,443	73,347	75,327	75,327
10645 SR TRANSPORTATION PR	156,185	150,972	137,308	167,665	167,665
10646 SR PROGRAMS & SERVIC	266,981	280,097	278,418	293,532	293,532
10648 PARKS MAINTENANCE	523,472	557,214	534,169	570,202	570,202
1064A COMMUNITY EVENTS	10,338	10,660	10,445	11,180	11,180
	-----	-----	-----	-----	-----
Total Cost Centers	\$1,512,456	\$1,592,779	\$1,558,324	\$1,723,640	\$1,659,372

----- FINANCING PLAN -----					
BOE-FHS/GRND MOWING	60,111	60,111	60,111	61,914	61,914
SENIOR CTR FEES	3,118	2,750	2,750	2,750	2,750
MISC-UNCLASSIFIED	26	0	0	0	0
LEASE FEES	5,590	4,500	0	0	0
GENERAL FUND	1,443,611	1,525,418	1,495,463	1,658,976	1,594,708
	-----	-----	-----	-----	-----
Total Financing Plan	\$1,512,456	\$1,592,779	\$1,558,324	\$1,723,640	\$1,659,372

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION 1064

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	1,107,758	1,179,227	1,179,313	1,215,591	1,215,591
5102 PART TIME PERSONNEL	55,657	39,689	46,700	51,861	51,861
5103 SEASONAL PERSONNEL	21,772	43,968	27,000	45,888	45,888
5104 OVERTIME PAY	14,095	10,050	10,050	10,850	10,850
5105 LONGEVITY PAY	3,413	2,668	2,668	2,798	2,798
5109 SALARY ADJUSTMENTS	4,945	0	302	64,268	0
5110 REGULAR PART TIME	58,130	62,381	41,198	66,087	66,087
5111 PREMIUM PAY/OUT OF C	0	250	250	250	250
5117 ALLOWANCES	1,025	1,380	1,380	1,430	1,430
5151 SOCIAL SECURITY	90,242	102,373	97,051	102,387	102,387

Total Personnel Services	\$1,357,037	\$1,441,986	\$1,405,912	\$1,561,410	\$1,497,142

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	3,014	5,150	3,725	4,290	4,290
5210 PROFESS DEVELOP/TRAI	5,394	7,100	9,240	12,000	12,000
5220 UTILITIES/FUEL/MILEA	5,348	7,000	7,480	8,140	8,140
5260 REPAIRS & MAINT-FAC/	853	2,230	610	2,110	2,110
5261 SOFTWARE MAINT FEES	3,698	4,150	3,723	4,845	4,845
5281 OCCUPATIONAL HEALTH	3,521	2,668	3,579	3,950	3,950
5290 PROFESS/TECHNICAL SE	39,028	42,335	42,735	42,775	42,775
5300 MATERIALS & SUPPLIES	60,060	68,760	68,655	68,730	68,730
5310 VEHICLE OPER/MAINT	16,157	11,400	11,400	11,400	11,400
5400 EQUIP/MACHINRY& FURN	18,346	0	1,265	3,990	3,990

Total Operating Expenses	\$155,419	\$150,793	\$152,412	\$162,230	\$162,230

GRAND TOTAL	\$1,512,456	\$1,592,779	\$1,558,324	\$1,723,640	\$1,659,372

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: COMMUNITY SERVICES
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION 1064

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

DIRECTOR OF PARKS & REC	1.00	1.00	1.00	1.00
MGR GOLF COURSE & PARKS	0.25	0.25	0.25	0.25
MGR RECREATION SERVICES	1.00	1.00	1.00	1.00
SR CENTER SUPERVISOR	1.00	1.00	1.00	1.00
PROGRAM SUPER SR CENTER	2.00	2.00	2.00	2.00
PROGRAM SUPER REC	2.00	2.00	2.00	2.00
COMMUNITY OUTREACH COORD.	1.00	1.00	1.00	1.00
FOOD SERVICE SUPERVISOR	1.00	1.00	1.00	1.00
FINANCIAL ASST I 35 HRS	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	3.00	3.00	3.00	3.00
PARKS LEADER	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
GROUNDSKEEPER	1.00	1.00	1.00	1.00
MAINTAINER	2.50	2.50	2.50	2.50

Total FTE Personnel	18.75	18.75	18.75	18.75
FTE SALARIES & WAGES				

DIRECTOR OF PARKS & REC	109,117	109,117	111,300	111,300
MGR GOLF COURSE & PARKS	22,307	22,307	22,753	22,753
MGR RECREATION SERVICES	85,181	85,181	86,885	86,885
SR CENTER SUPERVISOR	80,047	80,047	81,648	81,648
PROGRAM SUPER SR CENTER	117,664	117,662	122,418	122,418
PROGRAM SUPER REC	125,909	125,909	128,427	128,427
COMMUNITY OUTREACH COORD.	64,743	66,615	69,306	69,306
FOOD SERVICE SUPERVISOR	44,774	44,774	45,670	45,670
FINANCIAL ASST I 35 HRS	46,899	46,722	48,609	48,609
OFFICE ASSISTANT II (35)	143,495	142,946	148,348	148,348
PARKS LEADER	73,349	73,029	77,469	77,469
EQUIPMENT MECHANIC	69,675	69,405	70,793	70,793
GROUNDSKEEPER	62,107	62,125	63,368	63,368
MAINTAINER	133,959	133,475	138,598	138,598

Total FTE Salaries & Wages	\$1,179,227	\$1,179,314	\$1,215,592	\$1,215,592

Shennecossett Golf Course #2010

The overall increase in this budget is \$31,249 or 2.5%. Personnel Services are up \$61,770 and operating expenses are down \$30,521.

Goals for Next Year

- Continue to expand membership and play among 21-35 year olds.
- Increase player feedback data collected, through an on course survey.
- Develop youth golfing program to encourage greater participation.
- Develop Memorial Stone project to create patio/planting area in front of the clubhouse.

Highlights

- Conducted Focus groups with millennials on enhancements to improve user experience.
- Hosted the CT Senior Open for the 22nd consecutive year, CT PGA Junior Tournament of Champions and the CSGA One Day Tournament of Champions.
- Introduced Monarchs In The Rough program to improve monarch butterfly habitat.
- Received recognition as one of the top ten courses in CT, by both Northeast Golf Magazine and Golfweek Magazine.
- Implemented new registration software improving online registration process.

Cost Center 0 – Grounds Maintenance

The Golf Course Manager works with the grounds staff to maintain the golf course in the best possible condition while utilizing sound fiscal and environmental stewardship practices, and assesses the relationship between golf course conditioning and pace of play. Improvements are made to various aspects of the course (bunkers, teeing areas, etc.) as budget and revenues allow.

Cost Center 1 – Customer Service

Management strives to provide a quality golf experience. Surveys are conducted on an annual basis to provide a process of continually assessing customer service delivery. Implementing various operational practices that reflect the needs of changing golfer expectations towards the goal of increasing rounds played. Those practices include allowing on-line booking of tee times, changes to membership options and more aggressive marketing to attract new or latent golfers. Administer the ranger staff to monitor and improve the pace of play at the course. Provide assistance to outside tournaments, conduct junior/beginner clinics, offer golf lessons and provide a well-stocked golf shop.

Cost Center 2 – Leadership/General Support

This cost center includes costs associated with the support of the golf course operation, including insurance, and credit card processing fees.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PARKS & RECREATION
FUNCTION: SHENNECOSSETT GOLF COURSE 2010

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	779,604	820,294	811,549	882,064	882,064
Operating Expenses	465,508	415,055	413,937	384,534	384,534
Total Appropriation	\$1,245,112	\$1,235,349	\$1,225,486	\$1,266,598	\$1,266,598
----- COST CENTERS -----					
20100 GROUNDS MAINTENANCE	812,081	793,343	782,363	867,097	867,097
20101 CUSTOMER SERVICE	297,336	317,502	317,987	318,317	318,317
20102 LEADERSHIP/GEN SUPPT	135,695	124,504	125,136	81,184	81,184
Total Cost Centers	\$1,245,112	\$1,235,349	\$1,225,486	\$1,266,598	\$1,266,598
----- FINANCING PLAN -----					
SEASON MEMBERSHIPS	264,030	297,745	280,609	286,221	286,221
GREENS FEES	590,688	637,789	663,254	676,519	676,519
CART RENTALS	199,185	215,080	206,873	211,010	211,010
LEASE FEES	35,775	37,800	38,000	38,200	38,200
PAYMENTS FROM OTHER FUNDS	66	0	0	0	0
FUND BALANCE APPLIED	155,368	46,935	36,750	54,648	54,648
Total Financing Plan	\$1,245,112	\$1,235,349	\$1,225,486	\$1,266,598	\$1,266,598

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PARKS & RECREATION
FUNCTION: SHENNECOSSETT GOLF COURSE 2010

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	393,288	410,622	405,180	421,746	421,746
5102 PART TIME PERSONNEL	48,527	46,186	46,186	45,808	45,808
5103 SEASONAL PERSONNEL	27,937	46,209	42,533	46,265	46,265
5104 OVERTIME PAY	29,886	39,525	39,525	39,825	39,825
5105 LONGEVITY PAY	1,213	1,943	1,268	1,363	1,363
5109 SALARY ADJUSTMENTS	0	0	623	0	0
5111 PREMIUM PAY/OUT OF C	0	250	250	250	250
5116 WAGE CONTINUATION	4,350	0	0	0	0
5117 ALLOWANCES	5,965	6,110	6,050	6,050	6,050
5151 SOCIAL SECURITY	37,180	42,142	42,141	43,045	43,045
5152 RETIREMENT	48,986	51,841	51,841	59,173	59,173
5153 HEALTH INSURANCE	140,437	148,211	148,211	169,059	169,059
5154 UNEMPLOYMENT COMPENS	0	0	486	0	0
5155 WORKER'S COMP	13,574	14,454	14,454	14,506	14,506
5158 LIFE INSURANCE	452	449	449	449	449
5170 OTHER POSTEMPLOY BEN	27,809	12,352	12,352	34,525	34,525

Total Personnel Services	\$779,604	\$820,294	\$811,549	\$882,064	\$882,064

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	702	2,000	2,000	2,000	2,000
5210 PROFESS DEVELOP/TRAI	2,762	3,525	2,775	3,505	3,505
5220 UTILITIES/FUEL/MILEA	112,650	130,686	130,686	124,240	124,240
5230 PYMNTS/CONTRIBUTIONS	59,433	46,420	46,420	250	250
5260 REPAIRS & MAINT-FAC/	250	500	500	500	500
5261 SOFTWARE MAINT FEES	2,725	3,020	3,020	3,840	3,840
5280 INSURANCE/RISK MGMT	22,814	22,899	23,531	23,531	23,531
5281 OCCUPATIONAL HEALTH	1,235	2,363	2,363	2,500	2,500
5290 PROFESS/TECHNICAL SE	71,760	75,987	74,987	76,018	76,018
5300 MATERIALS & SUPPLIES	56,735	70,300	70,300	70,300	70,300
5310 VEHICLE OPER/MAINT	8,452	15,000	15,000	15,000	15,000
5316 VEHICLE MAINT FEE	1,500	1,750	1,750	1,750	1,750
5318 COMPUTER REPLMNT FEE	605	605	605	600	600
5400 EQUIP/MACHINRY& FURN	1,547	5,000	5,000	2,500	2,500
5420 VEHICLES	122,338	15,000	15,000	28,000	28,000
5460 RESERVE FUND/EQUIPME	0	20,000	20,000	30,000	30,000

Total Operating Expenses	\$465,508	\$415,055	\$413,937	\$384,534	\$384,534

GRAND TOTAL	\$1,245,112	\$1,235,349	\$1,225,486	\$1,266,598	\$1,266,598

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PARKS & RECREATION
FUNCTION: SHENNECOSSETT GOLF COURSE 2010

	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

FULL TIME EMPLOYEE (FTE) ANALYSIS				

MGR GOLF COURSE & PARKS	0.75	0.75	0.75	0.75
GOLF PROFESSIONAL	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
GROUNDSKEEPER	2.00	2.00	2.00	2.00
MAINTAINER	1.50	1.50	1.50	1.50

Total FTE Personnel	6.25	6.25	6.25	6.25
FTE SALARIES & WAGES				

MGR GOLF COURSE & PARKS	66,922	66,922	68,260	68,260
GOLF PROFESSIONAL	73,948	73,948	75,427	75,427
EQUIPMENT MECHANIC	69,675	69,405	70,793	70,793
GROUNDSKEEPER	124,213	124,251	126,736	126,736
MAINTAINER	75,865	70,655	80,530	80,530

Total FTE Salaries & Wages	\$410,622	\$405,180	\$421,746	\$421,746

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

GOLF COURSE FUND REVENUES: #2010

Revenues for FYE 2021 golf course operations reflect the 2020 calendar year rates.

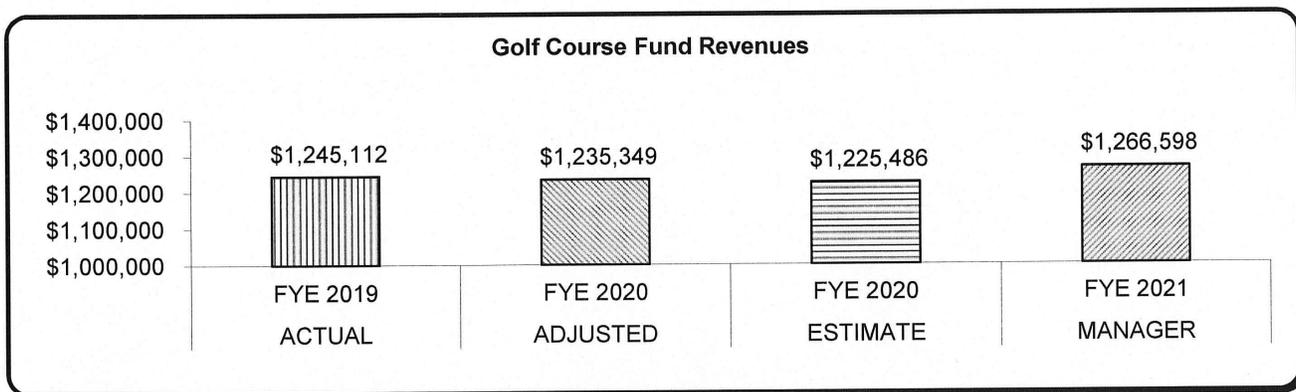
Season Memberships - represents annual payment to use the facility on a space available basis. Prices range from \$315 for a youth pass to \$2,860 for a non-resident family pass.

Greens Fees - represents the cost of one round of nine or eighteen holes of golf. The rates range from a \$20 youth rate to a \$52 rate for weekend non-resident eighteen holes. Additionally, there are Twilight and Winter rates of \$21 - \$33.

Cart Rentals - cart rentals are fixed at \$18 per person for eighteen holes, \$13 per person for nine holes, and \$13 per person for senior citizens before 9:00 a.m.

Lease Fees - represents lease payments received from the Par Four Restaurant.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4736 Season Memberships	\$ 264,030	\$ 297,745	\$ 280,609	\$ 286,221
4737 Greens Fees	\$ 590,688	\$ 637,789	\$ 663,254	\$ 676,519
4738 Cart Rentals	\$ 199,185	\$ 215,080	\$ 206,873	\$ 211,010
4741 Lease Fees	\$ 35,775	\$ 37,800	\$ 38,000	\$ 38,200
4766 Payments from Other Funds	\$ 66	\$ 0	\$ 0	\$ 0
4999 Fund Balance Applied	\$ 155,368	\$ 46,935	\$ 36,750	\$ 54,648
Total	\$ 1,245,112	\$ 1,235,349	\$ 1,225,486	\$ 1,266,598



Audit Fund Balance as of 6/30/2019	\$ 169,666
Estimated Fund Balance as of 6/30/20	\$ 132,916
Estimated Fund Balance as of 6/30/21	\$ 78,268
Fund Balance as a % of 2020 Expenditures	6.18%

REC & SENIOR ACTIVITIES #3240

The overall increase in this budget is \$66,264 or 5.3%. Personnel Services are up \$86,199 and operating expenses are down \$19,935.

Goals for this year

- Increase utilization of Community Center by those groups underserved in the community.
- Introduce mobile recreation program to reach underserved neighborhoods throughout the community.
- Relocate recreation division staff into A-wing of community center.

Highlights

- Received grant to install LED lights in the community center saving \$16,000 annually.
- Awarded First Place in Fundraising category through the National Institute of Senior Centers Programs for Bakers Battle event.
- Collaborated with Police department to implement Community Policing Office in Community Center.
- Hosted Annual National American Karate Championship.

Cost Center 1 – Recreation Programs

Provides affordable programs that meet the community's need for recreational, sports, social and cultural opportunities, while continuing to adapt our program offerings to meet the changing demands and interests of the community. Programing to meet the unique needs of citizens with physical and cognitive challenges is also provided. Programs offered include Unified Sports Fitness Club, which pairs individuals with and without special needs. Other classes offered include adaptive fitness and swimming.

Staffs summer camp sites for children ages 5-13, a pre-school camp experience for younger children and an adventure camp for teens.

Cost Center 5 – Senior Programs

Foster health and well-being by offering accessible recreation programming, affordable essential services and resources that support active lifestyles for those 55+.

Senior programs include overnight and multi-day trips. Trips are open to the public and family trips, as well as senior specific trips, are planned. Trips range from a day in NYC to lighthouse boat tours. Outdoor Adventure Travel (OATS) focus on the more adventuresome senior and include hiking, snowshoeing, ropes course, zip lines and much more. The goal is to attract younger seniors to the center.

Cost Center 6 – Senior Food Concession

Serve affordable healthy meals to seniors as part of a balanced approach to a healthy lifestyle. Revenue collected pays for the food, supplies and equipment expenses plus part-time office/accounting support associated with the Senior Food Concession.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PARKS & RECREATION
FUNCTION: REC & SENIOR ACTIVITIES 3240

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021
----- APPROPRIATION -----					
Personnel Services	561,521	649,573	651,031	735,772	735,772
Operating Expenses	460,879	592,665	546,836	557,730	572,730
Total Appropriation	\$1,022,400	\$1,242,238	\$1,197,867	\$1,293,502	\$1,308,502

COST CENTERS -----					
32401 RECREATION PROGRAMS	739,231	852,968	836,216	889,301	889,301
32405 SENIOR PROGRAMS	181,336	278,815	253,454	287,226	302,226
32406 SENIOR FOOD CONCESSI	101,833	110,455	108,197	116,975	116,975
Total Cost Centers	\$1,022,400	\$1,242,238	\$1,197,867	\$1,293,502	\$1,308,502

FINANCING PLAN -----					
SENIOR PROGRAMS	228,479	273,350	202,000	235,000	235,000
SR CTR FOOD CONCESSION	84,845	82,000	76,000	82,000	82,000
RECREATION PROGRAMS	691,698	822,670	823,000	850,000	850,000
MISC-UNCLASSIFIED	337	0	0	0	0
FUND BALANCE APPLIED	17,041	64,218	96,867	126,502	141,502
Total Financing Plan	\$1,022,400	\$1,242,238	\$1,197,867	\$1,293,502	\$1,308,502

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PARKS & RECREATION
FUNCTION: REC & SENIOR ACTIVITIES 3240

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

PERSONNEL SERVICES					

5101 REGULAR FULL TIME	81	0	0	0	0
5102 PART TIME PERSONNEL	345,230	369,008	378,500	430,777	430,777
5103 SEASONAL PERSONNEL	153,761	211,215	200,000	227,661	227,661
5104 OVERTIME PAY	31	0	500	500	500
5110 REGULAR PART TIME	22,184	22,357	25,000	23,700	23,700
5151 SOCIAL SECURITY	40,234	46,098	46,136	52,222	52,222
5152 RETIREMENT	0	895	895	912	912

Total Personnel Services	\$561,521	\$649,573	\$651,031	\$735,772	\$735,772

OPERATING EXPENSES					

5201 POSTAGE/PRINT/ADVERT	21,894	23,585	22,013	23,678	23,678
5210 PROFESS DEVELOP/TRAI	1,330	4,550	2,480	5,230	5,230
5220 UTILITIES/FUEL/MILEA	600	0	600	0	0
5230 PYMNTS/CONTRIBUTIONS	290	0	0	0	0
5260 REPAIRS & MAINT-FAC/	15,987	9,380	9,081	6,380	6,380
5261 SOFTWARE MAINT FEES	6,833	9,000	9,601	9,260	9,260
5281 OCCUPATIONAL HEALTH	0	750	0	0	0
5290 PROFESS/TECHNICAL SE	267,425	354,750	311,082	352,357	367,357
5300 MATERIALS & SUPPLIES	142,201	148,000	147,329	149,250	149,250
5400 EQUIP/MACHINRY& FURN	3,196	42,650	44,650	11,575	11,575
5410 COMPUTER EQUIPMENT	1,123	0	0	0	0

Total Operating Expenses	\$460,879	\$592,665	\$546,836	\$557,730	\$572,730

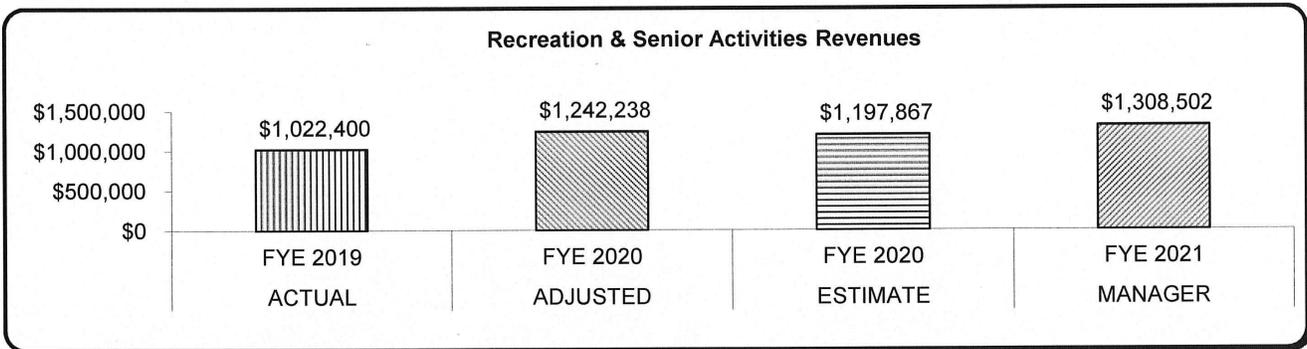
GRAND TOTAL	\$1,022,400	\$1,242,238	\$1,197,867	\$1,293,502	\$1,308,502

**TOWN OF GROTON, CT
FYE 2021 Proposed Budget**

RECREATION & SENIOR ACTIVITIES REVENUES: #3240

Each account below represents the revenue derived from a particular area of programs.

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	MANAGER FYE 2021
4672B Senior Programs	\$ 228,479	\$ 273,350	\$ 202,000	\$ 235,000
4672D Senior Center Food Concession	\$ 84,845	\$ 82,000	\$ 76,000	\$ 82,000
4684B Recreation Programs	\$ 691,698	\$ 822,670	\$ 823,000	\$ 850,000
4733 Misc-Unclassified	\$ 337	\$ 0	\$ 0	\$ 0
4999 Fund Balance Applied	\$ 17,041	\$ 64,218	\$ 96,867	\$ 141,502
Total	\$ 1,022,400	\$ 1,242,238	\$ 1,197,867	\$ 1,308,502



Audit Fund Balance as of 6/30/2019	\$ 377,367
Estimated Fund Balance as of 6/30/20	\$ 280,500
Estimated Fund Balance as of 6/30/21	\$ 138,998
Fund Balance as a % of 2020 Expenditures	10.62%

CONTRIBUTIONS TO OTHER FUNDS #1073

The overall decrease in this budget is \$108,610 or 6.6%.

Cost Center 1 – Revaluation Fund

The contribution to the Revaluation Fund (2120) allows for future revaluations and updating GIS aerial Maps.

Cost Center 3 – Computer Replacement

This is a contribution from the general fund to purchase equipment in Fund 605 as needed.

Cost Center 6 – Fleet Vehicles

In FYE 2020 we requested \$874,651 for vehicle contributions which was reduced to \$706,280. For FYE 2021 the department requested \$878,524 which the Town Manager reduced to \$566,000.

Cost Center 7 – Fleet Maintenance

In FYE 2019 the maintenance contribution was removed from the departments and they are now included in this function.

Cost Center 8 – Fleet Fuel

In FYE 2019 the fuel contribution was removed from the departments and they are now included in this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2021 PROPOSED BUDGET

28-Feb-2020

AREA OF SERVICE: CONTR. TO OTHER FUNDS
DEPARTMENT: CONTR. TO OTHER FUNDS
FUNCTION: CONTR. TO OTHER FUNDS 1073

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

APPROPRIATION					

Operating Expenses	1,699,159	1,651,951	1,651,951	1,855,865	1,543,341
Total Appropriation	\$1,699,159	\$1,651,951	\$1,651,951	\$1,855,865	\$1,543,341

COST CENTERS					

10731 REVALUATION FUND	225,000	240,000	240,000	280,000	280,000
10733 COMPUTER REPLACEMENT	72,936	78,091	78,091	64,015	64,015
10736 FLEET VEHICLES	748,502	706,280	706,280	878,524	566,000
10737 FLEET MAINTENANCE	370,575	387,600	387,600	393,750	393,750
10738 FLEET FUEL	282,146	239,980	239,980	239,576	239,576
Total Cost Centers	\$1,699,159	\$1,651,951	\$1,651,951	\$1,855,865	\$1,543,341

FINANCING PLAN					

GENERAL FUND	1,699,159	1,651,951	1,651,951	1,855,865	1,543,341
Total Financing Plan	\$1,699,159	\$1,651,951	\$1,651,951	\$1,855,865	\$1,543,341

TOWN OF GROTON
SUMMARY COST CENTER

28-Feb-2020

FYE 2021 PROPOSED BUDGET

AREA OF SERVICE: CONTR. TO OTHER FUNDS
DEPARTMENT: CONTR. TO OTHER FUNDS
FUNCTION: CONTR. TO OTHER FUNDS 1073

	ACTUAL FYE 2019	ADJUSTED FYE 2020	ESTIMATE FYE 2020	REQUEST FYE 2021	MANAGER FYE 2021

OPERATING EXPENSES					

5230 PYMNTS/CONTRIBUTIONS	1,699,159	1,651,951	1,651,951	1,855,865	1,543,341
Total Operating Expenses	\$1,699,159	\$1,651,951	\$1,651,951	\$1,855,865	\$1,543,341
GRAND TOTAL	\$1,699,159	\$1,651,951	\$1,651,951	\$1,855,865	\$1,543,341