



"SUBMARINE CAPITAL OF THE WORLD"

Mission Statement

General Services (Functions 1010, 1011, 1012, 1013, 1014)

To provide for the daily and long-term management of the Town in the areas of Executive Management, Finance and Administration:

Function 1010 – Executive Management;

- Implementing Town Council goals through coordinating the efforts of various Town Departments.
- Developing and presenting the Annual Town Budget to the Town Council and Representative Town Meeting.
- Facilitating the flow of information and communications within Town government and to the public as expeditiously as possible.

Function 1011 – Information Technology;

- Acquiring and maintaining computer systems and data bases to help employees perform their jobs as effectively as possible.
- Providing telecommunication support for all Town Departments.

Function 1012 – Human Resources;

- Recruiting and training employees to effectively fulfill the responsibilities of their positions.
- Administering State and Federal requirements such as the American with Disabilities Act (ADA), and the Family and Medical Leave Act (FMLA) and Occupational Safety and Health Act (OSHA).
- Negotiating and administering collective bargaining agreements.
- Protecting the assets of the Town by recommending the most effective measure for reducing exposures and funding/purchasing insurance.

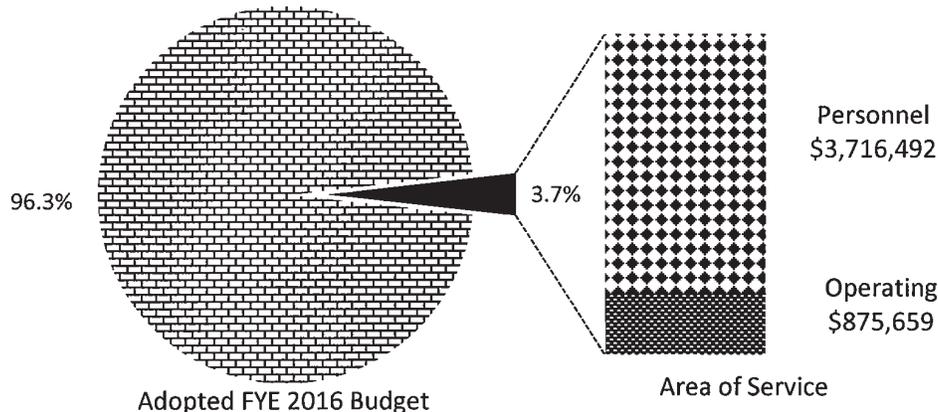
Function 1013 – Finance;

- Compiling and maintaining the property tax base to ensure the fair and equitable distribution of the property tax burden and the billing and collection of those taxes.
- Procuring goods and services for all departments in accordance with Town Charter requirements and the Town's Purchasing Manual.
- Assisting in developing and administering the Annual Budget.
- Preparing the Comprehensive Annual Financial Report (CAFR).
- Establishing or using effective cash management and investment procedures that allow for the timely disbursement of accounts payable and payroll/pension processing.

Function 1014 – Emergency Communications/Management;

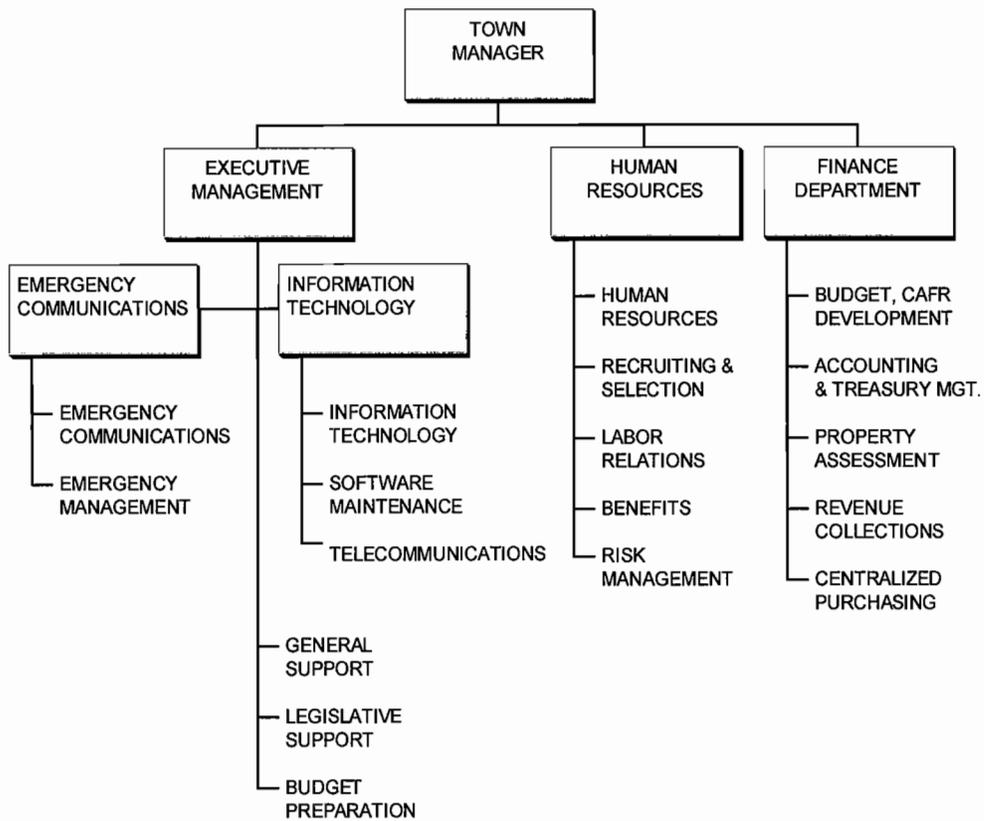
- Planning for and managing any natural or man-made disaster that threatens the lives or property of the citizens of Groton.
- Providing a communications system that allows citizens to quickly call for emergency assistance and provides for the rapid and effective dispatch of police, fire and/or emergency medical service units to the scene of the emergency.

GENERAL SERVICES As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: GENERAL SERVICES



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Executive Management 1010

Department: Town Manager

FUNCTION DESCRIPTION:

The Town Manager provides overall administrative direction of the daily and long-term work of each Town Department. The Town Manager presents an annual operations budget and Capital Improvement Program to the Town Council and RTM. The Town Manager's staff provides support to the Town Council and its Committees and a number of other committees/commissions as required. The Town Manager and his staff also attend RTM, RTM budget, and subcommittee meetings. The Town Manager's staff provides support for Groton Resource Recovery Authority, the Committee of Chairpersons, and other ad hoc committees on an as-needed basis.

Activities include researching a variety of topics relating to municipal government, funding, and environmental and economic issues facing the community. The Town Manager frequently confers and collaborates with state officials, other towns and with regional organizations. As a result, a significant portion of this function may involve work that takes place outside the Town organization.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
# Agendas Prepared for Town Council and Committee meetings	107	105	105
# RTM Meetings attended	37	36	36
# Local/Regional/State Organization Meetings Attended	254	238	236
# Budget meetings attended (Staff, Council, RTM)	38	37	37
Referrals and other agenda items considered	325	310	310
Management Initiatives undertaken; including implementation	3	7	5

TOWN OF GROTON
 FYE 2016 BUDGET
 FUNCTION HIGHLIGHTS

DEPARTMENT: Town Manager			FUNCTION: Executive Management 1010		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 425,534	\$ 444,425	\$ 439,421	\$ 420,983	(5.3%)

HIGHLIGHTS:

- The overall decrease in this budget is \$23,442 or 5.3 %. Personnel Services are down \$18,817 due to the retirement of the previous Assistant Town Manager and the expectation that this position will be filled at a lower salary. Operating Expenses are down \$375 .

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

- No personnel changes have been proposed.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
3	4	4	4	4	4

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Personnel Services	406,702	409,210	416,981	390,393	390,393	390,393	390,393
Operating Expenses	18,830	35,215	22,440	30,590	30,590	30,590	30,590
Total Appropriation	\$425,532	\$444,425	\$439,421	\$420,983	\$420,983	\$420,983	\$420,983
----- COST CENTERS -----							
10100 LEADERSHIP/GEN SUPPT	274,743	293,131	288,071	269,473	269,473	269,473	269,473
10101 LEGISLATIVE SUPPORT	95,810	95,780	95,817	95,930	95,930	95,930	95,930
10102 BUDGET PREPARATION	54,979	55,514	55,533	55,580	55,580	55,580	55,580
Total Cost Centers	\$425,532	\$444,425	\$439,421	\$420,983	\$420,983	\$420,983	\$420,983
----- FINANCING PLAN -----							
GENERAL FUND	425,532	444,425	439,421	420,983	420,983	420,983	420,983
Total Financing Plan	\$425,532	\$444,425	\$439,421	\$420,983	\$420,983	\$420,983	\$420,983

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	365,615	374,716	337,623	356,734	356,734	356,734	356,734
5104 OVERTIME PAY	0	200	200	200	200	200	200
5109 SALARY ADJUSTMENTS	6,364	0	44,943	0	0	0	0
5112 SICK INCENTIVE	4,107	2,630	2,630	2,960	2,960	2,960	2,960
5117 ALLOWANCES	4,800	4,800	4,800	4,800	4,800	4,800	4,800
5151 SOCIAL SECURITY	25,816	26,864	26,785	25,699	25,699	25,699	25,699
Total Personnel Services	\$406,702	\$409,210	\$416,981	\$390,393	\$390,393	\$390,393	\$390,393
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	11,078	13,250	13,000	13,450	13,450	13,450	13,450
5210 PROFESS DEVELOP/TRAI	3,242	9,875	4,500	9,945	9,945	9,945	9,945
5220 UTILITIES/FUEL/MILEA	194	680	680	690	690	690	690
5260 REPAIRS & MAINT-FAC/	1,992	2,310	2,160	2,605	2,605	2,605	2,605
5290 PROFESS/TECHNICAL SE	0	5,000	0	0	0	0	0
5300 MATERIALS & SUPPLIES	1,724	3,500	1,500	3,300	3,300	3,300	3,300
5318 COMPUTER REPLMNT FEE	600	600	600	600	600	600	600
Total Operating Expenses	\$18,830	\$35,215	\$22,440	\$30,590	\$30,590	\$30,590	\$30,590
GRAND TOTAL	\$425,532	\$444,425	\$439,421	\$420,983	\$420,983	\$420,983	\$420,983

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
TOWN MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
ASSISTANT TOWN MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	4.00	4.00	4.00	4.00	4.00	4.00
FTE SALARIES & WAGES						
TOWN MANAGER	142,894	142,894	142,894	142,894	142,894	142,894
ASSISTANT TOWN MANAGER	120,179	83,083	101,600	101,600	101,600	101,600
EXECUTIVE ASSISTANT	65,984	65,984	66,028	66,028	66,028	66,028
ADMINISTRATIVE SECRETARY	45,660	45,662	46,212	46,212	46,212	46,212
Total FTE Salaries & Wages	\$374,716	\$337,622	\$356,734	\$356,734	\$356,734	\$356,734

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Town Manager
FUNCTION: Executive Management 1010

CC0 – Leadership/General Support

- Assist Town Council with policy development; guides the implementation of Town Council goals.
- Supervision and Development of Management Team; attend Department Heads and Management Team meetings.
- Participation in Regional and Inter-governmental organizations - Council of Governments (COG), Southeastern Conn. Enterprise Region Corp. (seCTer), Eastern CT and Mystic Chambers of Commerce, SUBASE Coalition, Mystic Cooperative Task Force, Eastern Conn. Housing Opportunities (ECHO), Southeastern Connecticut Housing Alliance (SECHA), Regional Emergency Planning Team (REPT) and others as required. Work with area Fire Officers and heads of ambulance services.
- Respond to public inquiries, and advise and assist Town departments. Assist state and regional agencies in matters of interest and benefit to Groton.

CC1 – Legislative Support

- Process Town Council and RTM referrals.
- Attend Connecticut Conference of Municipalities (CCM) Legislative and other Committee meetings in order to set State legislative priorities; coordinate Groton's legislative agenda with local legislators.
- Develop and issue agenda for all meetings of Town Council, Committee-of-the-Whole, Group I, Group II, and others as required.
- Maintain a system of accepting, tracking and completing referrals concerning issues before the Town Council and RTM. Responsible for quality and thoroughness of all supporting staff work, including development of alternatives for all decisions.
- Develop agendas and handles referrals for auxiliary functions of the Town Council, including the GRRRA (Groton Resource Recovery Authority).
- Recruit and appoint members to boards and commissions not requiring individual confirmation by the Council.

CC2 – Budget Preparation

- Coordinate development and preparation of Town operations budget and capital improvement budget.
- Work with outside agencies to incorporate their budget requests into the Town budget.
- Introduce budget at public hearing and discuss budget at Town Council and RTM budget sessions. Attend RTM subcommittee budget review sessions as required.

TOWN OF GROTON

FUNCTION SUMMARY

Function: Information Technology 1011

Department: Information Technology

FUNCTION DESCRIPTION:

Information Technology is responsible for providing other departments with data and voice communications services, computer systems maintenance, application development, GIS user and technical support.

GOALS:

- To support Town employees in meeting the needs and desires of the community by providing effective technology solutions, which include stable platforms, well-maintained and up-to-date equipment, and long-range plans for future technology needs.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
<u>PC Support</u>			
PCs Supported	520	516	516
Users Supported	459	459	459
GIS Users	125	125	125
Help Desk Tickets	4,244	4,248	4,290
Remote Locations Served	33	33	33
<u>Network Support</u>			
Viruses Found	4,992	4,750	4,800
Spam E-Mails Stopped	336,540	205,000	210,000
E-Mails Scanned	923,419	850,000	860,000
Scheduled Interruptions (HRS)	35	24	24
Unscheduled Interruptions (HRS)	6	12	8
Systems Supported	48	48	48
Upgrades	9	5	8
Installations	10	1	6
<u>Web Page (Town)</u>			
Web Updates	1,864	1,816	1,834
Town Web Site Hits	1,426,256	1,460,000	1,480,000
GIS Web Site Hits	127,028	170,000	190,000
<u>Face Book</u>			
Active Users	624	2,427	2,520
Average Daily Users	56	343	445
Total Fans	1,090	1,530	1,730
<u>Telecommunications:</u>			
Number of Land Phones	27	27	27
Number of VoIP Phones	276	276	276
Number of Cell Phones	97	93	93
Phone Issues	310	240	220

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Information Technology			FUNCTION: Information Technology 1011		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 998,038	\$ 1,044,779	\$ 1,002,043	\$ 1,018,939	(2.5%)

HIGHLIGHTS:

- The overall decrease in this budget is \$25,840 or 2.5%. Personnel Services are down \$22,982. Operating Expenses are down \$2,858.
- During FYE 2015, the GIS Coordinator resigned and a PC/Network Support I retired. A GIS Coordinator was hired at the starting step pay grade and the PC/Network Support I position was replaced with an Office Technician position at a lower pay grade.
- Scheduling to replace the Town's main router and firewall with a Next-gen firewall and router in one device. The new generations of firewalls can dive deep into applications and encrypted traffic to make sure the data coming in is appropriate and harmless. The current devices will be at their end-of-life within the next year.
- The Town will be connecting to the CEN (Connecticut Education Network) for internet connectivity. All the required paperwork has been submitted.
- Setting up a disaster recovery lab with thirty PC's at the William Seely Building. This will serve as spare PC's in the event of an incident.
- Working with ClientFirst on the comprehensive software analysis and review for the Town's and BOE's internal operating processes, procedures and software needs assessment for the next 5-7 years.
- Working to replace the Town's current Thames Valley Cable fiber optic wide area network with a "Ring" topology that will provide redundancy and growth potential. This infrastructure will also be used to replace existing T-1 circuits used by the Emergency Operations Manager center. The Town will have 144 strands of single mode 10 gigabit fiber run that will connect to all the Town's buildings. The run will also include connectivity to Fitch High School, with potential to be used for security monitoring by Public Safety Dispatch/Police. The Town will own the fiber network infrastructure after five years.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

FYE 2015: The PC/Network Support I position was replaced with an Office Technician.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
N/A	7	7	7	7	7

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	533,132	546,501	504,902	523,519	523,519	523,519	523,519
Operating Expenses	464,904	498,278	497,141	504,577	495,420	495,420	495,420
Total Appropriation	\$998,036	\$1,044,779	\$1,002,043	\$1,028,096	\$1,018,939	\$1,018,939	\$1,018,939
COST CENTERS							
10113 INFORMATION TECHNOLO	641,135	682,678	642,094	653,538	652,438	652,438	652,438
10114 SOFTWARE MAINTENANCE	280,259	290,249	290,249	302,780	294,723	294,723	294,723
10117 TELECOMMUNICATIONS	76,642	71,852	69,700	71,778	71,778	71,778	71,778
Total Cost Centers	\$998,036	\$1,044,779	\$1,002,043	\$1,028,096	\$1,018,939	\$1,018,939	\$1,018,939
FINANCING PLAN							
SALE OF FIXED ASSETS	228	0	0	0	0	0	0
GENERAL FUND	997,808	1,044,779	1,002,043	1,028,096	1,018,939	1,018,939	1,018,939
Total Financing Plan	\$998,036	\$1,044,779	\$1,002,043	\$1,028,096	\$1,018,939	\$1,018,939	\$1,018,939

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	494,910	505,985	457,061	485,511	485,511	485,511	485,511
5105 LONGEVITY PAY	1,540	1,680	1,260	805	805	805	805
5109 SALARY ADJUSTMENTS	0	0	10,701	0	0	0	0
5151 SOCIAL SECURITY	36,682	38,836	35,880	37,203	37,203	37,203	37,203

Total Personnel Services	\$533,132	\$546,501	\$504,902	\$523,519	\$523,519	\$523,519	\$523,519

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	11	100	894	600	600	600	600
5210 PROFESS DEVELOP/TRAI	1,479	7,000	7,000	7,035	7,035	7,035	7,035
5220 UTILITIES/FUEL/MILEA	120,110	90,699	90,699	88,845	88,845	88,845	88,845
5230 PYMNTS/CONTRIBUTIONS	0	0	0	2,706	2,706	2,706	2,706
5260 REPAIRS & MAINT-FAC/	8,311	1,299	1,455	1,199	1,199	1,199	1,199
5261 SOFTWARE MAINT FEES	280,259	290,249	290,249	302,780	294,723	294,723	294,723
5290 PROFESS/TECHNICAL SE	26,247	80,953	77,650	74,426	74,426	74,426	74,426
5300 MATERIALS & SUPPLIES	1,638	3,400	4,300	2,475	1,375	1,375	1,375
5315 VEHICLE REPLACEMENT	1,042	1,042	1,042	1,042	1,042	1,042	1,042
5316 VEHICLE MAINT FEE	600	600	600	750	750	750	750
5317 VEHICLE FUEL	1,127	845	845	628	628	628	628
5318 COMPUTER REPLMNT FEE	24,042	22,091	22,091	22,091	22,091	22,091	22,091
5410 COMPUTER EQUIPMENT	38	0	316	0	0	0	0

Total Operating Expenses	\$464,904	\$498,278	\$497,141	\$504,577	\$495,420	\$495,420	\$495,420

GRAND TOTAL	\$998,036	\$1,044,779	\$1,002,043	\$1,028,096	\$1,018,939	\$1,018,939	\$1,018,939

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
MANAGER IT	1.00	1.00	1.00	1.00	1.00	1.00
GIS COORDINATOR	1.00	1.00	1.00	1.00	1.00	1.00
IT SYSTEMS ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00	1.00
PC/NETWORK SUPPORT I	1.00	0.00	0.00	0.00	0.00	0.00
PC/NETWORK SUPPORT II	3.00	3.00	3.00	3.00	3.00	3.00
OFFICE TECHNICIAN	0.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	7.00	7.00	7.00	7.00	7.00	7.00
FTE SALARIES & WAGES						
MANAGER IT	92,572	92,496	92,572	92,572	92,572	92,572
GIS COORDINATOR	74,188	56,528	65,387	65,387	65,387	65,387
IT SYSTEMS ADMINISTRATOR	76,461	76,460	77,775	77,775	77,775	77,775
PC/NETWORK SUPPORT I	62,480	0	0	0	0	0
PC/NETWORK SUPPORT II	200,283	200,284	201,548	201,548	201,548	201,548
OFFICE TECHNICIAN	0	31,294	48,229	48,229	48,229	48,229
Total FTE Salaries & Wages	\$505,985	\$457,061	\$485,511	\$485,511	\$485,511	\$485,511

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Information Technology
FUNCTION: Information Technology 1011

CC3 – Information Technology

- Support users and associated computer applications utilized by Town Departments.
- Provide or make available hardware and software training to users.
- Maintain a "Help Desk" to support all Town users.
- Maintain and administer a Computer/Printer Replacement Fund whereby PC's and printers are replaced on a regularly scheduled basis to ensure they can support current software applications.
- Insure uninterrupted hardware and software access.
- Provide Internet access while maintaining network security.
- Provide Geographic Information Systems (GIS) information and services to employees and the public.
- Provide maintenance and support for updates to GIS software and related peripheral equipment.
- Continue to develop new and maintain existing GIS data layers.
- Integrate GIS with existing Town databases and explore regional applications.
- Provide GIS training as needed.
- Maintain the Town's network infrastructure either directly or through maintenance agreements.
- Continue to improve the speed and efficiency of the network utilizing Point-to-Point high-speed dark fiber optic segments, as well as cable modem VPN connections.
- Keep the Town's website current with information provided by departments.
- Administer hardware contracts and licensing agreements.
- Develop and maintain a disaster recovery and Continuing Operations (COOP) plan.

CC4 - Information Technology - Software Maintenance

- Provide support (maintenance, modifications, updates, etc.) for 3rd party software applications utilized by the Town Departments.
- Administer software contracts and licensing agreements.

CC7 – Telecommunications

- Manage, maintain and support telephone systems utilized by Town employees including VoIP and analog systems. Coordinate cell phone plans and purchases.

TOWN OF GROTON

FUNCTION SUMMARY

Function: Human Resources 1012

Department: Human Resources

FUNCTION DESCRIPTION:

Human Resources provide human resource, training, management development, labor relations, safety, risk management and benefit administration services to departments and individual employees.

GOALS:

- To maintain a healthy and qualified workforce by providing high-quality benefits, wellness and training opportunities and conducting highly effective, timely recruitments.
 - To ensure the safety and welfare of all Town employees by providing high quality safety training to help prevent accidents, caring for injured employees through workers compensation and limiting the detrimental effects of accidents through property and casualty insurance.
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FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Authorized Full Time Positions	266	266	266
Full Time Employees Hired	11	6	14
Full Time Employees Leaving Employment	17	9	9
Part-Time/Seasonal Employees Hired	138	52	120
Collective Bargaining Agreements Negotiated	0	1	1
Grievances Processed	3	4	6
Building Safety Inspections	7	10	10
Playground Safety Inspections	20	20	20
Municipal Building Fire Safety Drills	0	6	6
Safety Training (Total Hours)	212.5	230	230
Workers Comp Claims (BOE 64) (TOG 31)	64/31	67/41	67/41
Workers Comp BOE \$'s 2014	\$257,916	\$288,589	\$288,589
Workers Comp TOG \$'s 2014	\$194,003	\$210,900	\$210,900
Total Workers Comp Claims	\$451,919	\$499,489	\$499,489

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Human Resources

FUNCTION: Human Resources 1012

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 311,185	\$ 337,994	\$ 335,140	\$ 332,750	1.6%

HIGHLIGHTS:

- The overall decrease in this budget is \$5,244 or 1.6%. Personnel Services are up \$1,295. Operating Expenses are down \$6,539.
- Labor Relations expenses are expected to increase in FYE 2016 due to the number of pending contract negotiations.
- Operating Expenses are down due to decreases in Postage/Printing/Advertising, Occupational Health, Professional Technical Services, and Materials and Supplies.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

- No personnel changes have been proposed.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
N/A	4	4.25	4.25	4.25	4.25

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	265,924	289,211	289,186	290,506	290,506	290,506	290,506
Operating Expenses	45,262	48,783	45,954	59,446	42,244	42,244	42,244
Total Appropriation	\$311,186	\$337,994	\$335,140	\$349,952	\$332,750	\$332,750	\$332,750
COST CENTERS							
10120 LEADERSHIP/GEN SUPPT	0	38,011	37,799	38,172	38,172	38,172	38,172
10121 RECRUITING & SELECTI	311,186	72,028	71,121	68,348	68,348	68,348	68,348
10122 EMPLOYEE/LABOR RELAT	0	115,863	112,499	117,101	115,101	115,101	115,101
10123 BENEFITS	0	56,916	58,849	71,510	56,808	56,808	56,808
10124 RISK MANAGEMENT	0	55,176	54,872	54,821	54,321	54,321	54,321
Total Cost Centers	\$311,186	\$337,994	\$335,140	\$349,952	\$332,750	\$332,750	\$332,750
FINANCING PLAN							
GENERAL FUND	311,186	337,994	335,140	349,952	332,750	332,750	332,750
Total Financing Plan	\$311,186	\$337,994	\$335,140	\$349,952	\$332,750	\$332,750	\$332,750

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	241,726	268,659	268,635	269,862	269,862	269,862	269,862
5109 SALARY ADJUSTMENTS	5,348	0	0	0	0	0	0
5151 SOCIAL SECURITY	18,850	20,552	20,551	20,644	20,644	20,644	20,644
Total Personnel Services	\$265,924	\$289,211	\$289,186	\$290,506	\$290,506	\$290,506	\$290,506
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	996	1,864	1,500	1,500	1,500	1,500	1,500
5210 PROFESS DEVELOP/TRAI	17,539	9,210	10,169	23,865	10,683	10,683	10,683
5220 UTILITIES/FUEL/MILEA	670	756	607	937	937	937	937
5260 REPAIRS & MAINT-FAC/	415	357	357	357	357	357	357
5281 OCCUPATIONAL HEALTH	308	4,500	4,500	4,500	3,000	3,000	3,000
5290 PROFESS/TECHNICAL SE	23,141	29,390	26,090	26,031	23,511	23,511	23,511
5300 MATERIALS & SUPPLIES	1,387	1,600	1,500	1,250	1,250	1,250	1,250
5318 COMPUTER REPLMNT FEE	806	1,106	1,106	1,006	1,006	1,006	1,006
5400 EQUIP/MACHINRY& FURN	0	0	125	0	0	0	0
Total Operating Expenses	\$45,262	\$48,783	\$45,954	\$59,446	\$42,244	\$42,244	\$42,244
GRAND TOTAL	\$311,186	\$337,994	\$335,140	\$349,952	\$332,750	\$332,750	\$332,750

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
DIRECTOR HR/RISK MGT	1.00	1.00	1.00	1.00	1.00	1.00
COORD. RISK & EMERG. MGT.	0.25	0.25	0.25	0.25	0.25	0.25
EMPLOYEE BENEFITS COORD	1.00	1.00	1.00	1.00	1.00	1.00
HR COORDINATOR	1.00	1.00	1.00	1.00	1.00	1.00
HUMAN RESOURCES ASST	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	4.25	4.25	4.25	4.25	4.25	4.25
FTE SALARIES & WAGES						
DIRECTOR HR/RISK MGT	91,593	91,594	91,800	91,800	91,800	91,800
COORD. RISK & EMERG. MGT.	15,640	15,640	15,752	15,752	15,752	15,752
EMPLOYEE BENEFITS COORD	60,560	60,562	60,777	60,777	60,777	60,777
HR COORDINATOR	60,601	60,603	60,777	60,777	60,777	60,777
HUMAN RESOURCES ASST	40,265	40,237	40,755	40,755	40,755	40,755
Total FTE Salaries & Wages	\$268,659	\$268,635	\$269,861	\$269,861	\$269,861	\$269,861

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Human Resources
FUNCTION: Human Resources 1012

CC0 – Leadership/General Support

- Oversee the maintenance of employee records and Human Resources Information System (HRIS), adhering to guidelines set forth by regulatory bodies: OSHA, EEOC, AA, ADA, CHRO, FMLA, FLSA, DOL and NLRB.
- Provide a high level of Customer Service to both internal and external customers.
- Prepare and administer departmental budget.
- Provide staff support, technical assistance and organization analysis with recommendations for cost effective change and operation.

CC1 – Recruiting & Selection

- Assist departments in timely hiring and promoting highly qualified candidates/employees while maintaining the Town's commitment to Equal Employment Opportunity.
- Provide orientation and training with periodic tracking of employees' performance and progress within the introductory phase.
- Assist departments with succession planning for positions soon to be vacated, including the identification of viable internal candidates with the appropriate skill sets and the provision of additional training, if needed.

CC2 – Employee/Labor Relations

- To provide training to our management team which will effectively establish enhance performance through accountability while fostering sound relationships with our employees.
- In contract negotiations strive to balance the economic and management needs of the Town with Union demands and arbitration awards while working to address areas of mutual concern.
- As part of the administration of the Collective Bargaining Agreement (CBA) provide post-ratification training as changes will have an effect on the various departments and external providers. Departments in tandem with Human Resources are responsible for the fair and consistent enforcement of management's contractual rights through remediation or disciplinary action.
- In the Administration of the Grievance Procedure attempt to settle any disputes or complaints between the Town and the Union timely and equitably within the confines of the collective bargaining agreement.

CC3 – Benefits

- Design and administer an employee benefit program that meets the needs of the Town's employees while containing costs in a rapidly changing environment.
- Provide excellent customer service with timely responses.
- Administer the Town's Retirement System in accordance with plan provisions.

CC4 – Risk Management

- Keep departments up to date on OSHA, insurance company safety and health requirements and policies which effect the day to day operation of business within the Town of Groton.
- Provide staff support, technical assistance and organization analysis with recommendations for cost effective change and operation.
- Protect the assets of the Town by recommending the most effective method for reducing identified exposures by either transferring or retaining the risk utilizing the most cost effective approach.
- Recommend methods to reduce identified exposures and accidents. Inform departments of any trends in claims that may need changing procedures.

TOWN OF GROTON
FUNCTION SUMMARY

Function: Financial Administration 1013

Department: Finance

FUNCTION DESCRIPTION:

The Finance Department is responsible for the functions of financial administration and control. The Department consists of four divisions: Accounting & Treasury, Assessment, Revenue Collection and Purchasing.

GOALS:

- To ensure the responsible and effective use of all Town funds by efficiently and accurately monitoring and reporting all financial activity, preparing high quality audit documentation and ensuring compliance with all applicable federal, state and local finance laws.
- To ensure the Town's tax base is distributed fairly assess property for taxes and special assessments; through billing and collection of taxes, sewer and water benefit assessment accounts, residential and commercial sewer use charges, commercial solid waste and landfill charges accurately and equitably through the discovery, data collection and valuation of all property on the Grand List.
- To assist in the development of the annual budget and provide daily and long-term management of Town finances.
- To procure commodities and services for all Town departments in a timely manner by utilizing best purchasing practices while complying with all applicable Town resolutions and ordinances, the Town Charter and the Town's Purchasing Manual.
- To ensure the financial sustainability of the Town's operations by maximizing collections through timely issuance of bills and delinquency notices and accurately monitoring and reporting all collection and refund activity in accordance with all applicable regulations.

FUNCTION ACTIVITIES:

Outputs	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Accounts Payable Checks	6,727	7,500	7,500
Payroll Checks	10,214	12,100	12,150
Pension Checks	2,870	2,940	2,950
Grants Administered	25	25	25
Real Estate Parcels	12,968	12,992	13,005
Motor Vehicle Accounts (includes Supplemental Motor Vehicle)	30,326	30,548	30,500
Personal Property Accounts	1,997	1,973	1,960
Certificates of Change	4,032	3,500	3,700
Bid Packages Prepared	20	25	25
Purchase Orders Processed	1,396	1,400	1,400
Change Orders Processed	296	275	275
Capital Assets Processed	31	30	30
Tax Bills-July	43,813	44,010	43,912
Tax Bills-January	6,580	6,205	6,393
Revenue Collection Rebills	19,645	16,554	18,100
Effectiveness Goal			
Number of GAAP audit adjustments related to GF only	4	4	4
Number of weeks to complete the CAFR	15	15	15
Average number of days after receipt of the statement to complete bank reconciliations	14 days	12 days	12 days
Tax Collection Rate	98.3%	98.3%	98.3%
Efficiency Goal			
Number of years to receive Award for Certificate of Achievement for Excellence in Financial Reporting from GFOA	21	22	23
Number of years to receive Distinguished Budget Presentation Award from GFOA	20	21	22
Average turnaround in days for conversion of requisitions to purchase Orders	1.31	1.50	1.50
% of Bids/RFP's processed within 4 weeks	90%	85%	85%
% of requisitions converted to purchase orders within 3 days	98.1%	90%	90%
Assessment to Sale Ratio (median ratio of assessments divided by sales prices)	72%	71%	71%

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Finance			FUNCTION: Finance Administration 1013		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,364,251	\$ 1,405,808	\$ 1,421,408	\$ 1,403,263	(0.2%)

HIGHLIGHTS:

- The overall decrease in this budget is \$2,545 or 0.2%. Personnel Services are down \$1,327. Operating Expenses are down \$1,218.
- Personnel services is down slightly due to the retirement of the previous Finance Director and the promotion of the Treasurer to Finance Director. The resulting salary savings is offset in part by making two Financial Assistant II positions 40 hour positions versus 35 hours. This is being done to address accounting division work load issues.
- Overall Operating Expenses are down due to a decrease in Professional/Technical Services for DMV Fees of \$9,550. This reduction is offset in part by increases in Postage/Printing/Advertising and Professional Development.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

FYE 2016: Two Financial Assistant II positions were increased from 35 to 40 hours per week.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
19	19	19	19	19	19

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	1,241,423	1,278,206	1,292,897	1,262,832	1,276,879	1,276,879	1,276,879
Operating Expenses	122,831	127,602	128,511	132,639	126,384	126,384	126,384
Total Appropriation	\$1,364,254	\$1,405,808	\$1,421,408	\$1,395,471	\$1,403,263	\$1,403,263	\$1,403,263
COST CENTERS							
10130 LEADERSHIP/GEN SUPPT	230,250	237,075	299,030	226,886	226,886	226,886	226,886
10131 ACCOUNTING/TREASURY	323,682	332,173	283,732	319,234	327,781	327,781	327,781
10133 ASSESSMENT	323,002	333,136	334,687	350,289	349,989	349,989	349,989
10135 REVENUE COLLECTION	339,204	351,474	351,335	348,286	347,831	347,831	347,831
10137 PURCHASING	148,116	151,950	152,624	150,776	150,776	150,776	150,776
Total Cost Centers	\$1,364,254	\$1,405,808	\$1,421,408	\$1,395,471	\$1,403,263	\$1,403,263	\$1,403,263
FINANCING PLAN							
INTEREST INCOME	69,114	51,000	98,000	95,000	95,000	95,000	95,000
TAX COLLECTION SERVICES	202,417	210,000	148,819	148,819	148,819	148,819	148,819
GIS REVENUE	675	900	700	700	700	700	700
FINANCE DEPT COPIES	1,012	1,200	930	900	900	900	900
RETURNED CHECK FEES	1,140	1,800	1,400	1,400	1,400	1,400	1,400
AIRCRAFT REGISTRATIONS	26,500	18,000	21,950	21,700	21,700	21,700	21,700
DELINQUENT MV FEE	17,080	15,000	17,305	17,476	17,476	17,476	17,476
SALE OF FIXED ASSETS	2,880	5,000	16,666	5,000	5,000	5,000	5,000
MISC-UNCLASSIFIED	534	0	0	0	0	0	0
GENERAL FUND	1,042,902	1,102,908	1,115,638	1,104,476	1,112,268	1,112,268	1,112,268
Total Financing Plan	\$1,364,254	\$1,405,808	\$1,421,408	\$1,395,471	\$1,403,263	\$1,403,263	\$1,403,263

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	1,140,478	1,171,495	1,155,613	1,157,540	1,170,588	1,170,588	1,170,588
5104 OVERTIME PAY	5,207	4,852	4,760	5,003	5,003	5,003	5,003
5105 LONGEVITY PAY	5,810	6,150	6,150	6,490	6,490	6,490	6,490
5109 SALARY ADJUSTMENTS	0	0	30,184	0	0	0	0
5112 SICK INCENTIVE	4,747	5,220	3,845	3,930	3,930	3,930	3,930
5116 WAGE CONTINUATION	78	0	0	0	0	0	0
5151 SOCIAL SECURITY	85,103	90,489	92,345	89,869	90,868	90,868	90,868
Total Personnel Services	\$1,241,423	\$1,278,206	\$1,292,897	\$1,262,832	\$1,276,879	\$1,276,879	\$1,276,879
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	50,494	49,842	50,168	52,940	52,940	52,940	52,940
5210 PROFESS DEVELOP/TRAI	4,156	4,839	4,660	7,370	7,370	7,370	7,370
5220 UTILITIES/FUEL/MILEA	936	380	380	380	380	380	380
5240 BOARDS & COMMISSIONS	150	200	200	200	200	200	200
5260 REPAIRS & MAINT-FAC/	3,800	3,485	4,506	3,660	3,660	3,660	3,660
5281 OCCUPATIONAL HEALTH	100	125	108	125	125	125	125
5290 PROFESS/TECHNICAL SE	48,599	50,103	50,580	43,863	43,863	43,863	43,863
5300 MATERIALS & SUPPLIES	9,647	13,677	12,540	12,896	12,896	12,896	12,896
5315 VEHICLE REPLACEMENT	688	573	573	573	573	573	573
5316 VEHICLE MAINT FEE	300	300	300	300	300	300	300
5317 VEHICLE FUEL	242	270	270	267	267	267	267
5318 COMPUTER REPLMNT FEE	3,586	3,808	3,808	3,810	3,810	3,810	3,810
5400 EQUIP/MACHINRY& FURN	0	0	125	5,500	0	0	0
5410 COMPUTER EQUIPMENT	133	0	293	755	0	0	0
Total Operating Expenses	\$122,831	\$127,602	\$128,511	\$132,639	\$126,384	\$126,384	\$126,384
GRAND TOTAL	\$1,364,254	\$1,405,808	\$1,421,408	\$1,395,471	\$1,403,263	\$1,403,263	\$1,403,263

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
DIRECTOR OF FINANCE	1.00	1.00	1.00	1.00	1.00	1.00
TAX COLLECTOR	1.00	1.00	1.00	1.00	1.00	1.00
TREASURER/ACCT MGR	1.00	1.00	1.00	1.00	1.00	1.00
ASSESSOR	1.00	1.00	1.00	1.00	1.00	1.00
PURCHASING AGENT	1.00	1.00	1.00	1.00	1.00	1.00
ACCOUNTANT	1.00	1.00	1.00	1.00	1.00	1.00
ASSISTANT ASSESSOR	1.00	1.00	1.00	1.00	1.00	1.00
DEPUTY TAX COLLECTOR	1.00	1.00	1.00	1.00	1.00	1.00
ASSESS ANALYST ASSOCIATE	1.00	1.00	1.00	1.00	1.00	1.00
ASSESSMENT TECHNICIAN	1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00	1.00	1.00
FINANCIAL ASSISTANT I	3.00	3.00	3.00	3.00	3.00	3.00
FINANCIAL ASSISTANT II	4.00	4.00	4.00	4.00	4.00	4.00
OFFICE ASSISTANT II (25)	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	19.00	19.00	19.00	19.00	19.00	19.00
FTE SALARIES & WAGES						
DIRECTOR OF FINANCE	120,614	146,439	108,000	108,000	108,000	108,000
TAX COLLECTOR	78,801	78,801	81,985	81,985	81,985	81,985
TREASURER/ACCT MGR	100,337	60,821	82,162	82,162	82,162	82,162
ASSESSOR	90,497	90,511	94,167	94,167	94,167	94,167
PURCHASING AGENT	85,849	84,413	84,413	84,413	84,413	84,413
ACCOUNTANT	71,279	71,279	71,279	71,279	71,279	71,279
ASSISTANT ASSESSOR	57,148	57,148	58,504	58,504	58,504	58,504
DEPUTY TAX COLLECTOR	50,219	50,206	51,406	51,406	51,406	51,406
ASSESS ANALYST ASSOCIATE	52,235	52,234	52,434	52,434	52,434	52,434
ASSESSMENT TECHNICIAN	49,397	49,363	50,396	50,396	50,396	50,396
ADMINISTRATIVE SECRETARY	40,553	40,553	40,755	40,755	40,755	40,755
FINANCIAL ASSISTANT I	134,551	134,547	135,902	135,902	135,902	135,902
FINANCIAL ASSISTANT II	198,021	198,032	199,746	212,793	212,793	212,793
OFFICE ASSISTANT II (35)	41,992	41,266	46,392	46,392	46,392	46,392
Total FTE Salaries & Wages	\$1,171,494	\$1,155,612	\$1,157,541	\$1,170,588	\$1,170,588	\$1,170,588

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Finance
FUNCTION: Finance Administration 1013

CC0 – Leadership/General Support

- Plan, organize and direct the operations of the Finance Department.
- Implement a fully integrated financial management information system that will provide timely and more useful information.
- Act as staff to the Retirement Board and act as the liaison with the Board's investment manager.
- Prepare, a Comprehensive Annual Financial Report that provides detailed information on the transactions and events affecting the Town's funds and account groups.
- Prepare, a Budget that meets or exceeds the requirements of the Government Finance Officers Association Distinguished Budget Award Program.
- Assure that Town funds are used for appropriate purposes and within approved budgetary functions/objects.

CC1 – Accounting/Treasury Management

- Administer cash management accounts receivable and accounts payable responsibilities of the Town.
- Reconcile cash and invest funds in a financially prudent manner.
- Assure that funds designated for the Town are received.
- Pay bills within thirty days of receipt of invoice or Request for Payment.
- Complete financial statements and assist in the preparation of the comprehensive annual report.
- Process and administer the payroll responsibilities of the Town including completion of state and federal reports and the issuance of W-2's.
- Process monthly pension payments, associated state and federal reports and issue 1099R's.
- Assist on bonding projects and prepare estimated debt service payments as it relates to the issuance of new debt.
- Administer grants to insure funds are expended for intended purpose and reimbursement requests are submitted in a timely manner.

CC3 – Assessment

- Compile and maintain the property grand list to ensure the fair and equitable distribution of the property tax burden. Notify political subdivisions and fire districts of individual net grand lists.
- Discover list and value real estate and personal property (includes motor vehicles) uniformly and according to law.
- Coordinate revaluations of all real property every five years according to law.
- Administer exemption and abatement programs according to State Statute and local ordinance.
- Work closely with Board of Assessment Appeals to coordinate and execute duties of board and meet statutory requirements for notifications to appellants.
- Aircraft Registration Official: to coordinate with Groton – New London Airport manager to contact and collect registration fees annually per statutory requirements.

CC5 – Revenue Collection

- Maintain, bill and collect taxes for the Town, Groton Sewer District, and the nine (9) taxing districts within the Town.
- Maintain, bill and collect residential and commercial sewer use charges, landfill charges and commercial solid waste charges.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Finance
FUNCTION: Financial Administration 1013

- Maintain, bill and collect any remaining or activated sewer benefit or water benefit assessment accounts.
- Rebill new owners within one month of the notice of real estate transfers which have either outstanding taxes or the second installment due and which have either outstanding sewer benefit assessment accounts, outstanding sewer use accounts, and remaining residential sewer use quarterly charges.
- Rebill every active delinquent tax account each Fall and Spring.
- Send delinquent personal property and motor vehicle suspended accounts to the collection agency each year.
- Send Tax Collectors Demands to delinquent real estate owners each Fall and Spring that are two or more years in the arrears or owe over \$10,000.
- Send Tax Collector Demands to delinquent residential and commercial sewer use accounts that meet collection criteria.
- Send lien notices to all delinquent real estate accounts in April and all delinquent personal property accounts in May.
- File liens against the real estate of any outstanding property tax in the land records each May. To file a lien in the land records against the real estate of an outstanding residential sewer use account each fall and to file UCC-1 liens with the Secretary of State on any delinquent personal property account each spring.
- Refer to Public Works for removal of dumpsters, Commercial Solid Waste Accounts 90 days or more in arrears and not adhering to a payment plan.
- Increase customer service for residents by providing a public access screen to pay taxes and sewer use charges on line, and to review tax accounts.
- Notify Ledge Light Health District of delinquent personal property accounts for revocation or non-issuance of health permit and licensing.

CC7 – Purchasing

- Secure goods and services for all departments of the Town in accordance with Town Charter requirements and the Town's Purchasing Manual, as revised, in support of all Town Departments and agencies.
- Process purchase requisitions on average within three days of receipt, and bids and proposals within 30 days of receipt.
- Maintain and control a capital asset system in conformity with generally accepted accounting principles.
- Utilize the automated purchasing system to monitor vendor delivery schedules and to consolidate purchase requirements wherever possible to reduce the number of individual transactions.
- Investigate and develop new products and sources of supply which will provide greater value to the Town.
- Maximize cooperative purchasing with the Board of Education and other municipalities where possible in order to increase volume and thereby reduce the overall cost to the Town.
- Operate the mail room at maximum efficiency which will ensure that incoming and outgoing mail is processed in a timely manner.
- Negotiate, execute and monitor lease agreements for various equipment as well as for leased property and buildings.
- Coordinate the sale of the Town's surplus/obsolete property through a formal auction on an annual basis as well as throughout the year utilizing an on-line surplus property website.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Emergency Communications 1014 Department: Emergency Communications

FUNCTION DESCRIPTION:

The Emergency Communications Center receives emergency calls from the public through the 9-1-1 system and other means including automatic alarms and dispatches Police, Fire and EMS units as appropriate. Emergency Management is responsible for planning for and managing disasters and other emergencies. The Emergency Management Director serves as an advisor to the Town Manager during an emergency.

GOALS:

- To support Public Safety in the community by providing high quality, cost efficient public safety communications and dispatch services.
- To prepare the Groton community to respond effectively in the event of an emergency by regularly conducting emergency incident drills and ensuring that all emergency plans are up-to-date and widely available.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
<u>Emergency Communications</u>			
9-1-1 Telephone Calls Received	17,262	18,000	18,000
Non-Emergency Telephone Calls Received	58,787	44,000	58,000
Total Telephone Calls Received	76,049	62,000	76,000
Law Enforcement Type Events	22,577	22,000	22,000
Fire Type Events	3,643	3,600	3,600
Emergency Medical Type Events	11,169	11,500	11,500
Administrative/Other Type Events	6,114	6,000	6,000
Total Calls for Service	43,503	43,100	43,100
Average Time (Seconds) To Answer 911 Calls	3.8	3.8	3.5
Response Time Dispatch to On-Scene Priority 1 Calls (Min:Sec)	6:58	6:50	6:50
Total Percentage of 911 Calls Answered In 10 Seconds or Less (State Standard 90%)	99.8%	99.8%	99.8%
<u>Emergency Management</u>			
Full EOC Activations	1	1	1
EOC Activations	3	3	1
CERT Activations	0	0	1
Millstone Activations	1	0	0
Statewide Drills	3	3	3
Regional Drills	4	4	3
Local Drills	1	1	2
Hazardous Material Spills	332	325	325

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Emergency Communications			FUNCTION: Emergency Communications 1014		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,328,099	\$ 1,338,599	\$ 1,338,476	\$ 1,416,216	5.8%

Highlights:

- The overall increase in this budget is \$77,617 or 5.8%. Personnel Services are up \$15,565, due to contractual step, wage and overtime increases. Operating Expenses are up \$62,502.
- During FYE 2015 one top-step Telecommunicator III retired and was replaced with a Telecommunicator at a lower rate of pay.
- The new radio console-control system will be coming off warranty during FYE 2016, requiring a new maintenance contract \$24,500. The digital dialers \$13,400 for our fire/burglar alarm monitoring system are no longer repairable as parts are no longer available so they must be replaced. Also anticipated is a slight increase in costs \$2,000 related to repairs and "moves" of our fire alarm cabling throughout town. These anticipated costs are reflected in the \$39,900 increase in Professional Services (5290).

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

- No personnel changes have been proposed.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
27	27	14.75	14.75	14.75	14.75

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EMERGENCY COMMUNICATIONS 1014

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Personnel Services	1,194,289	1,219,630	1,181,745	1,218,773	1,235,195	1,235,195	1,235,195
Operating Expenses	133,812	118,969	156,731	181,021	181,021	181,021	181,021
Total Appropriation	\$1,328,101	\$1,338,599	\$1,338,476	\$1,399,794	\$1,416,216	\$1,416,216	\$1,416,216
----- COST CENTERS -----							
10145 EMERGENCY COMMUNICAT	1,240,457	1,247,104	1,247,760	1,307,301	1,323,723	1,323,723	1,323,723
10148 EMERGENCY MANAGEMENT	87,644	91,495	90,716	92,493	92,493	92,493	92,493
Total Cost Centers	\$1,328,101	\$1,338,599	\$1,338,476	\$1,399,794	\$1,416,216	\$1,416,216	\$1,416,216
----- FINANCING PLAN -----							
911 ENHANCEMENT	164,802	164,802	165,482	165,482	165,482	165,482	165,318
MISC STATE REVENUE	983	0	0	0	0	0	0
NUCLEAR SAFETY DRILL	30,182	37,041	37,041	37,041	37,041	37,041	37,041
EMERGENCY MGMTG (SLA)	24,963	20,062	20,019	20,019	20,019	20,019	20,019
DISPATCH-PARAMEDIC SERV	1,000	1,000	1,000	1,000	1,000	1,000	1,000
N STONINGTON-DISPATCH	52,819	52,819	52,819	52,819	52,819	52,819	52,819
COORD MEDICAL EMERG DIREC	22,186	22,186	22,832	22,832	22,832	22,832	22,832
GIS REVENUE	173	0	0	0	0	0	0
LEASE FEES	141,000	27,000	0	0	0	0	0
GENERAL FUND	889,993	1,013,689	1,039,283	1,100,601	1,117,023	1,117,023	1,117,187
Total Financing Plan	\$1,328,101	\$1,338,599	\$1,338,476	\$1,399,794	\$1,416,216	\$1,416,216	\$1,416,216

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EMERGENCY COMMUNICATIONS 1014

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	877,647	907,404	873,626	903,167	918,422	918,422	918,422
5104 OVERTIME PAY	206,160	200,000	200,000	204,000	204,000	204,000	204,000
5105 LONGEVITY PAY	8,435	8,855	7,875	8,260	8,260	8,260	8,260
5109 SALARY ADJUSTMENTS	0	0	264	0	0	0	0
5111 PREMIUM PAY/OUT OF C	14,615	14,200	13,500	14,200	14,200	14,200	14,200
5112 SICK INCENTIVE	5,120	2,000	2,000	2,000	2,000	2,000	2,000
5117 ALLOWANCES	540	500	500	500	500	500	500
5151 SOCIAL SECURITY	81,772	86,671	83,980	86,646	87,813	87,813	87,813

Total Personnel Services	\$1,194,289	\$1,219,630	\$1,181,745	\$1,218,773	\$1,235,195	\$1,235,195	\$1,235,195

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	10	300	150	938	938	938	938
5210 PROFESS DEVELOP/TRAI	3,387	5,000	5,000	5,000	5,000	5,000	5,000
5220 UTILITIES/FUEL/MILEA	53,773	50,682	67,050	72,650	72,650	72,650	72,650
5260 REPAIRS & MAINT-FAC/	2,181	2,150	725	2,300	2,300	2,300	2,300
5261 SOFTWARE MAINT FEES	6,839	6,500	8,194	6,500	6,500	6,500	6,500
5290 PROFESS/TECHNICAL SE	51,934	42,150	56,375	82,050	82,050	82,050	82,050
5300 MATERIALS & SUPPLIES	7,793	4,950	12,000	5,200	5,200	5,200	5,200
5310 VEHICLE OPER/MAINT	18	0	0	0	0	0	0
5315 VEHICLE REPLACEMENT	549	563	563	638	638	638	638
5316 VEHICLE MAINT FEE	2,500	1,300	1,300	1,300	1,300	1,300	1,300
5317 VEHICLE FUEL	1,131	1,789	1,789	1,100	1,100	1,100	1,100
5318 COMPUTER REPLMNT FEE	3,607	3,585	3,585	3,345	3,345	3,345	3,345
5410 COMPUTER EQUIPMENT	90	0	0	0	0	0	0

Total Operating Expenses	\$133,812	\$118,969	\$156,731	\$181,021	\$181,021	\$181,021	\$181,021

GRAND TOTAL	\$1,328,101	\$1,338,599	\$1,338,476	\$1,399,794	\$1,416,216	\$1,416,216	\$1,416,216

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: TOWN MANAGER
FUNCTION: EMERGENCY COMMUNICATIONS 1014

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

FULL TIME EMPLOYEE (FTE) ANALYSIS						

MANAGER EC/EMER. MGT. DIR	1.00	1.00	1.00	1.00	1.00	1.00
COORD. RISK & EMERG. MGT.	0.75	0.75	0.75	0.75	0.75	0.75
TELECOMMUNICATOR III	11.00	11.00	11.00	11.00	11.00	11.00
TELECOMMUNICATOR IV	2.00	2.00	2.00	2.00	2.00	2.00

Total FTE Personnel	14.75	14.75	14.75	14.75	14.75	14.75

FTE SALARIES & WAGES						

MANAGER EC/EMER. MGT. DIR	92,042	92,046	93,134	93,134	93,134	93,134
COORD. RISK & EMERG. MGT.	46,919	46,919	47,256	47,256	47,256	47,256
TELECOMMUNICATOR III	641,765	607,983	635,614	648,326	648,326	648,326
TELECOMMUNICATOR IV	126,678	126,678	127,163	129,707	129,707	129,707

Total FTE Salaries & Wages	\$907,405	\$873,627	\$903,167	\$918,422	\$918,422	\$918,422

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Emergency Communication
FUNCTION: Emergency Communication 1014

CC5 – Emergency Communications

- Receive, prioritize and process 9-1-1 emergency and non-emergency calls for service and dispatch appropriate police, fire and emergency medical services.
- Provide appropriate pre-arrival instructions to persons calling in emergency calls, i.e. offering CPR instructions in case of cardiac arrest, controlling bleeding, etc.
- Coordinate the response of police, fire and emergency medical services while responding to incidents in progress.
- Transfer incoming 9-1-1 calls to other emergency communications centers as needed.
- Monitor and maintain status of all emergency service units.
- Support field emergency services requests as needed:
- Performing computer checks for police field units.
- Contacting individuals/agencies at request of field units by phone, radio and/or FAX.
- Testing fire alarm systems with fire departments.
- Providing support for field units in Haz Mat incidents (weather conditions, coordinating agency's response, technical assistance via telephone contact with chemical manufacturer representative, etc.)
- Monitor telephone, radio and security/fire alarms systems.
- Provide both required and recommended in-service training to Telecommunicator's on a variety of subjects.
- Perform radio patches between emergency medical units in the field and emergency room physicians at hospitals.
- Ongoing review/updating of existing standard operating procedures.
- Provide public information on a variety of subjects concerning emergency communications.
- Back-up and accept 9-1-1 calls from outside communities in case of equipment failure in that community.
- Manage and operate Reverse 9-1-1 system.

CC8 – Emergency Management

- Update and maintain Town Comprehensive Emergency Management Plan and Continuing Operations Plan (COOP).
- Maintain Hazardous Materials Response Plan for the Town.
- Receive and process approximately 500 actual releases of hazardous materials per year.
- Receive and disseminate weather and other warnings received to emergency service agencies, town officials and if necessary, the public.
- Plan and monitor periodic emergency drills with emergency services and update response plans as necessary.
- Plan and participate in yearly nuclear power plant exercise.
- Maintain and update Standard Operating Procedures and process any actual alerts from Millstone Nuclear Power Station.
- Participate in radio pager tests and 52 nuclear emergency notification drills per year.
- Maintain liaison with state and local emergency management officials within Millstone Emergency Planning Zone (EPZ).
- Attend training courses and join professional Emergency Management associations to increase knowledge of Emergency Management Planning and Operations.
- Maintain and plan for technological and professional advancement of the Town's Emergency Operations Center and the personnel assigned therein.
- Develop and publish pages on the Town's Web Site offering advice to residents on a variety of Emergency Management related subject.