

Town of Groton



Adopted FYE 2016 Budget

Fiscal Year Ending June 30, 2016

June 2, 2015

TOWN OF GROTON, CONNECTICUT
PRINCIPAL OFFICIALS

Town Council

Rita M. Schmidt, Mayor
Bob Frink
Genevieve Cerf
Joe de la Cruz
Bruce S. Flax
Rich Moravsik
Deborah L. Peruzzotti
Harry A. Watson
Dean Antipas

Representative Town Meeting

Christine Conley (D) - Moderator

District 1

Karin Adams (R)
Joe Baril (D)
Dolores R. Harrell (D)
Roscoe Merritt (D)
Scott Meyer (D)
Lori A. Watrous (R)
Ivy R. Williams (D)

District 2

Jean-Claude Ambroise (D)
Patrice Granatosky (D)
Jackie Massett (R)
Juliette M. Parker (D)

District 3

Alicia T. Bauer (D)
John A Espada (R)
Conrad F. Heede (D)
Lisa M. Luck (D)
Brandon Marley (D)
Archie Swindell (R)

District 4

Christine Conley (D)
Matthew G. Longino (R)
Shawn Powers (D)
Judith Strode (D)
Patricia Wagner (D)
Jonathan E. Wilson (R)

District 5

Susan Deane-Shinbrot (R)
Robert M. Garcia (D)
Kathy Neugent (D)
Richard J. Pasqualini, Jr (D)
Vacancy (R)
Jordan Brayman (D)

District 6

Luanne E. DeMatto (R)
Jim Loughlin (D)
Bruce A. McDermott (R)
Douglas Monaghan (D)
Richard Semeraro (D)
Mark Svencer (D)
Fred Turnbull (D)

District 7

Lynn Crockett Hubbard (R)
Karen F. Morton (R)
Scott L. Newsome (R)
Bill Smith (D)
Vacancy (D)

Appointed Officials

Mark R. Oefinger:	Town Manager
Dr. Michael H. Graner:	Superintendent of Schools
Eileen M. Duggan:	Town Attorney

Department Directors

Finance:	Cindy R. Landry
Human Resources:	Robert Zagami
Human Services:	Marjorie D. Fondulas
Library:	Betty Anne Reiter
Parks & Recreation:	Mark Berry
Planning & Development:	Jonathan Reiner
Police:	Steve Smith
Public Works:	Gary J. Schneider
Town Clerk:	Betsy Moukawsher

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FYE 2016 Adopted Budget
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"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

How To Use This Budget Document Adopted Budget - FYE 2016

This budget document is divided and organized into segments by utilizing tab sheets. The tabs organize the Budget by section and then Areas of Service. The budget is then separated by department and function within each of the Areas of Service.

The inside cover of this document has a list of the Principal Officials, Appointed Officials and Department Directors followed by a Table of Contents, Location & Transportation Map, Groton At A Glance introduction, Town Profile and the Distinguished Budget Award from FYE 2014. The tab labeled "**(I) Budget Message**", includes the letter of transmittal from the Town Manager to the Town Council, as well as a graphic comparison of the Adopted/Adjusted FYE 2015 Budget to the Adopted FYE 2016 budget and various reconciliation, projection and summary reports.

The next tab labeled, "**(II) Financial Structure / Plans & Policies**" shows the reader how the Town of Groton is organized on an administrative level as well as providing detailed information on the Town Governmental Structure, Budgetary Process, Budgetary Control, Debt Policy & Management-Fiscal Practices, Town Charter Finance & Taxation excerpt, Reserve Fund For Capital Expenditures and the Basis of Budgeting and Accounting for the Town. The third tab "**(III) Revenues & Summaries**" contains financial information by fund and provides a concise overview of the budget for FYE 2016 including summaries of the revenue and expenditure budgets. The following schedules and narratives also appear within this section: General Fund Revenue Descriptions and Detail, Program Summary, Budget Comparisons by Functions, Budgets in Brief-All Funds, Summary of Sources and Uses-All Funds and Estimated Changes in Fund Balances.

The next fifteen tabs, beginning with **(IV) General Government** through **(XVIII) Other Funds**, reflect the various Areas of Service. A Mission Statement is provided on the front of each tab for the functions that are included within each of the Areas of Service. On the bottom front, a graphic showing the budget as a % to the total budget together with the operating and personnel costs associated with that particular Area of Service is depicted. The back of the tab depicts a table of organization associated with that specific Area of Service.

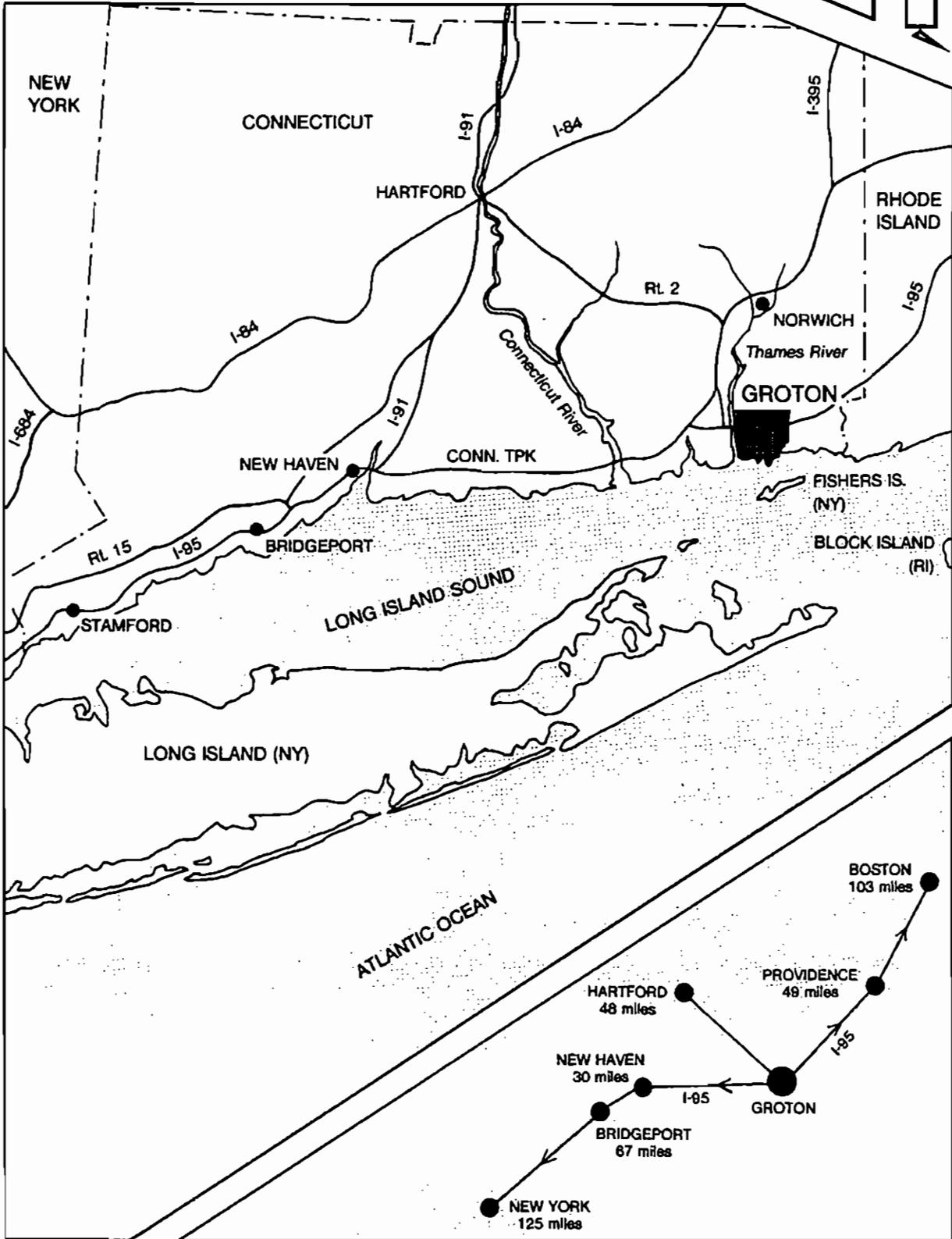
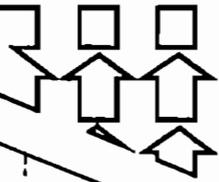
Each functional unit of the government is listed individually beginning with the page entitled Function Summary and Function Highlights. The Function Summary describes the Function and lists quantitative measurements for a three-year period: Actual FYE 2014, Estimate FYE 2015, and Anticipated FYE 2016. The Highlights section notes any anticipated changes for the next fiscal year. The pages following the Function Highlights are details of expenditures for each function by appropriation, cost centers, the financing plan for that function, personnel and operating expenses of each function. If applicable, these will be followed by a page that details the full-time positions and their associated salaries and wages. The final pages within each function provide a description of each of the cost centers within that specific function.

The next tab, "**(XIX) Capital Budget/CIP**", lists the Town's Capital Improvement Budget (CIB) for FYE 2016. The CIB provides a summary of the projects by category, i.e., roads, education, public buildings, etc. and also includes the revenue sources that will be used to fund these projects. Individual Project Detail Sheets for FYE 2016 projects are also included within this tab section as well as a Capital Improvement Plan (CIP), which details the capital projects that the Town will pursue for the upcoming fiscal year plus the next 5 years. The CIP provides a description and justification for each project within that six-year period.

The final tab, "**(XX) Appendices**", provides the reader with additional information such as a Glossary of terms, Acronym listing and Object Code Description. These will help to more clearly define terminology and help the reader to better understand the budget information.

LOCATION & TRANSPORTATION

Town of Groton



GROTON AT A GLANCE

A charming Connecticut shoreline community, the Town of Groton borders Fishers Island Sound between the Thames and Mystic Rivers. Thirty-eight and three tenths square miles in size, over 3,500 acres of reserved open space, active recreation areas, and watershed lands, and 58 miles of shoreline provide residents with a high quality standard of living.

Originally the home of the Pequot Indians, an Algonquin-speaking woodland tribe, this territory provided vital resources; an abundance of food and clothing supplied from wildlife, and fish retrieved from the shoreline areas. The Pequots became the most powerful tribe in the region now known as Connecticut, attributable to their strength in warfare and possession over the shellfish beds, used for wampum trade amongst tribes.

Groton was first settled as part of New London in 1646 when John Winthrop Jr. came from Massachusetts Bay to found Pequot Plantation at the mouth of the Thames River. By 1705, the population east of the Thames had increased sufficiently, and inhabitants were allowed to incorporate as a separate town, named Groton, in honor of the Winthrop family estate in England.

In 1868, area residents, with the help of the State of Connecticut, purchased 112 acres on the Thames River and presented the site to the Federal Government for use as a navy yard. During World War I, the navy yard was officially commissioned a United States submarine base.

Fittingly, Groton is known as "The Submarine Capital of the World". It is the home of the Electric Boat Division of General Dynamics, a firm responsible for delivering 74 diesel submarines to the Navy during World War II. In 1954, the company launched the world's first nuclear-powered submarine, the USS Nautilus, currently displayed at the USS Nautilus Memorial. Electric Boat is the premier designer of submarines for the United States Government and was responsible for the development of the fifteen of eighteen classes of nuclear submarines including Trident, Seawolf, and the new attack submarine.

Groton is home to Pfizer, Incorporated which encompasses over 2.4 million square feet of research, office and manufacturing space. Pfizer employs over 3,500 individuals and is the Town's largest single taxpayer. Products discovered, developed, and manufactured in Groton generate a substantial percentage of the company's yearly income, and alleviate disease and improve the quality of life throughout the world.

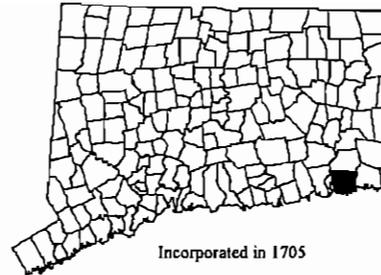
The treasures of Groton's past are retained through the historic homes that are scattered through the Town, the quaint streets of Noank, and the scenic Long Island Sound. The Town is committed to preserving this past, while striving to implement new initiatives as the leader in Southeastern Connecticut.

Groton, Connecticut

CERC Town Profile 2014

Town Hall
45 Fort Hill Road
Groton, CT 06340
(860) 441-6630

Belongs to
New London County
LMA Norwich - New London
Southeast Economic Dev. Region
Southeastern Connecticut Planning Area



Incorporated in 1705

Demographics

Population (2012)	Town	County	State	Race/Ethnicity (2012)	Town	County	State
2000	39,907	259,088	3,405,565	White	31,583	226,453	2,802,217
2010	40,254	272,360	3,545,837	Black	2,208	14,834	355,660
2012	40,079	273,723	3,572,213	Asian Pacific	2,433	12,047	139,827
2020	38,172	279,893	3,690,997	Native American	215	1,472	8,531
'12-'20 Growth / Yr	-0.6%	0.3%	0.4%	Other/Multi-Race	3,640	18,917	265,978
				Hispanic (any race)	3,807	23,331	480,185
Land Area (sq. miles)	31	666	4,845	Poverty Rate (2012)	7.5%	8.1%	10.0%
Pop./ Sq. Mile (2012)	1,280	411	737	Educational Attainment (2012)			
Median Age (2012)	33	40	40	Persons Age 25 or Older	Town	%	State
Households (2012)	15,669	106,817	1,360,184	High School Graduate	7,154	28%	677,253 28%
Med HH Inc. (2012)	\$61,966	\$68,310	\$69,519	Associates Degree	2,115	8%	177,531 7%
				Bachelors or Higher	8,403	33%	879,089 36%
Age Distribution (2012)							
	0-4	5-17	18-24	25-49	50-64	65+	Total
Male	1,525 4%	2,945 7%	4,336 11%	6,656 17%	3,379 8%	2,121 5%	20,962
Female	1,314 3%	2,636 7%	2,141 5%	6,483 16%	3,554 9%	2,989 7%	19,117
County Total	14,771 5%	44,233 16%	27,177 10%	91,182 33%	57,129 21%	39,231 14%	273,723
State Total	200,031 6%	612,181 17%	328,661 9%	1,194,793 33%	726,725 20%	509,822 14%	3,572,213

Economics

Business Profile (2013)	Units	Employment	Top Five Grand List (2013)	Amount	% of Net
Sector			Pfizer Inc	\$511,942,340	13.1%
Total - All Industries	1,067	25,706	Electric Boat Corp	\$255,281,330	6.5%
23 Construction	49	164	LCOR Groton Apartments LLC	\$21,400,150	0.5%
31 Manufacturing	NA	NA	Exit 88 Hotel LLC	\$18,710,270	0.5%
44 Retail Trade	155	2,055	Groton Devel Associates LTD	\$17,533,460	0.4%
54 Prof. Scientific, and Technical Svcs	146	2,146	Net Grand List (2013)	\$3,910,324,166	
62 Health Care and Social Assistance	105	1,690	Major Employers (2014)		
72 Accommodation and Food Services	131	2,299	Pfizer Inc	Marriott-Mystic Hotel & Spa	
Total Government	55	3,485	Naval Submarine Base	Naval Ambulatory Care Ctr	
			Mystic Seaport Museum		

Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal						
			Grade 4		Grade 6		Grade 8		
Total Town School Enrollment	5,222	548,313	Town	State	Town	State	Town	State	
Most public school students in Groton attend Groton School District, which has 4,965 students.			Reading	64 63	76 76	76 75			
			Math	63 67	67 72	66 67			
			Writing	66 67	62 65	72 65			
			Average Class Size			Average SAT Score			
For more education data see:	Students per Computer	Town	State	Grade K		Grade 2		Reading	State
http://sdeportal.ct.gov/Cedar	Elementary:	2.5	4.1	17.1	18.5	487	502		
WER Research and Reports SS	Middle:	1.2	2.7	20.3	18.3	497	506		
PReports.aspx	Secondary:	1.4	2.9	High School		Math	504	506	
				18.9					

Government

Government Form: Council-Manager				Annual Debt Service (2012)	\$7,832,715
Total Revenue (2012)	\$123,676,477	Total Expenditures (2012)	\$123,131,899	As % of Expenditures	6.4%
Tax Revenue	\$77,709,085	Education	\$79,722,039	Eq. Net Grand List (2010)	\$5,219,564,260
Non-tax Revenue	\$45,967,392	Other	\$43,409,860	Per Capita	\$130,232
Intergovernmental	\$43,940,965	Total Indebtness (2012)	\$58,667,201	As % of State Average	90%
Per Capita Tax (2012)	\$1,939	As % of Expenditures	47.6%	Moody's Bond Rating (2012)	Aa2
As % of State Average	75.1%	Per Capita	\$1,464	Actual Mill Rate (2012)	18.89
		As % of State Average	64.9%	Equalized Mill Rate (2012)	14.86
				% of Grand List Com/Ind (2010)	25.4%

Housing/Real Estate

<i>Housing Stock (2012)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	Owner Occupied Dwellings (2012)	8,031	72,837	929,560
Total Units	17,828	120,752	1,485,445	As % Total Dwellings	45%	60%	63%
% Single Unit	55.8%	69.4%	64.6%	Subsidized Housing (2012)	3,666	12,166	161,379
New Permits Auth. (2012)	20	291	4,669	<i>Distribution of House Sales (2011)</i>			
As % Existing Units	0.11%	0.24%	0.31%	Number of Sales			
Demolitions (2012)	5	39	955	Less than \$100,000	NA	33	392
House Sales (2011)	NA	791	13,847	\$100,000-\$199,999	NA	243	3,205
Median Price	NA	\$238,000	\$291,000	\$200,000-\$299,999	NA	272	3,494
Built Pre 1950 share (2012)	23.9%	30.1%	30.2%	\$300,000-\$399,999	NA	126	2,086
				\$400,000 or More	NA	117	4,670

Labor Force

<i>Place of Residence (2013)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	<i>Connecticut Commuters (2011)</i>			
Labor Force	18,265	144,217	1,859,934	Commuters into Town from:	Town Residents Commuting to:		
Employed	16,732	132,813	1,715,398	Groton	5,225	Groton	5,225
Unemployed	1,533	11,404	144,536	Ledyard	1,621	New London	1,402
Unemployment Rate	8.4%	7.9%	7.8%	Stonington	1,604	Stonington	1,032
<i>Place of Work (2013)</i>				Waterford	1,358	Ledyard	930
Units	1,067	7,065	113,697	New London	1,337	Waterford	646
Total Employment	25,706	122,143	1,640,223	Norwich	1,245	Montville	637
2000-'13 AAGR	-0.3%	-0.3%	0.2%	East Lyme	1,235	Norwich	594
Mfg Employment	NA	14,244	163,828	Montville	1,151	Hartford	289
				Griswold	520	East Lyme	265

Other Information

<i>Crime Rate (2012)</i>	<i>Town</i>	<i>State</i>	<i>Distance to Major Cities</i>	<i>Miles</i>	<i>Residential Utilities</i>		
Per 100,000 Residents	2,063	2,433	Hartford	45	Electric Provider		
<i>Library (2013)</i>			Boston	86	Groton Utilities Electric Division		
Public Web Computers	80		New York City	110	(860) 446-4000		
Circulation per Capita	11		Providence	46	Gas Provider		
<i>Families Receiving (2014)</i>					Yankee Gas Company		
Temporary Assistance	312				(800) 989-0900		
<i>Population Receiving (2014)</i>					Water Provider		
Food Stamps	3,683				Groton Utilities Water Division		
					(860) 446-4000		
					Cable Provider		
					Thames Valley Communications, Inc		
					860-446-4009		



"SUBMARINE CAPITAL OF THE WORLD"



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Groton

Connecticut

For the Fiscal Year Beginning

July 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Groton, Connecticut for its annual budget for the fiscal year beginning July 1, 2014. The Town of Groton has had the distinction of receiving this award for the past 21 years in a row starting in FYE 1995.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





TOWN OF GROTON

OFFICE OF THE TOWN MANAGER

MARK R. OEFINGER, AICP
TOWN MANAGER
MOEFINGER@GROTON-CT.GOV

45 FORT HILL ROAD, GROTON, CONNECTICUT 06340
TELEPHONE (860) 441-6630 FAX (860) 441-6638
WWW.GROTON-CT.GOV

June 2, 2015

FYE 2016 ADOPTED BUDGET

Dear Members of the Groton Town Council and Representative Town Meeting:

As required by the Groton Town Charter, please find herein the Town of Groton's FYE 2016 Adopted Budget. The budget has two main components: expenditures and anticipated revenues. The mill rate is determined by the amount of revenues needed to be raised by local property taxes to fund the appropriated expenditures minus other anticipated revenues and Fund Balance Applied.

The Adopted FYE 2016 budget is \$125,738,680 a \$2,956,339 or 2.4% increase over the FYE 2015 Adopted/Adjusted Budget. The budget is divided into six "Areas of Service," and changes in the budgets for these areas of service from the FYE 2015 Adopted/Adjusted Budget are as follows:

- Town Operations (\$103,153 or 0.3%)
- Education Services (\$1,631,296 or 2.2%)
- Capital/Debt Service (\$955,575 or 13.7%)
- Outside Agencies (\$30,168 or 1.4%)
- Subdivisions (-\$25,223 or -0.5%)
- Contingency (\$200,000 or 57.1%)

In addition to the expenditure changes noted above, the other major factors impacting the budget/mill rate are the estimated revenues (\$42,286,249) from sources other than current year property taxes and the use of Fund Balance Applied. The total of all revenues (not including Current Taxes and the amount of Fund Balance Applied), is anticipated to decrease \$213,381 or approximately .5% from the FYE 2015 Adopted/Adjusted Budget amount. This decrease is a dramatic shift compared to the FYE 2015 Adopted Budget when it was projected that the Town would see an increase in these funding sources of approximately 2% compared to FYE 2014 Adopted/Actual budget, a \$2.26 million swing in revenues compared to the current situation.

Furthermore, the October 1, 2014 Grand List (after adjustments by the Board of Assessment Appeals), decreased approximately 2.3% which will result in a decrease in revenue of \$1,790,602 (compared to the FYE 2015 Adopted/Adjusted amount) in property tax revenues using the FYE 2015 mill rate of 20.13 mills. In comparison, the October 1, 2013 Grand List went up approximately 1.1% from the previous year, a gain of approximately \$850,000 in tax revenues. As projected last year, the drop in the grand list is primarily due to Pfizer's decision to

demolish Building 118. Had the Pfizer demolition of Building 118 not occurred the net grand list decrease would have been -0.1% instead of -2.3%.

For FYE 2016, \$5,035,029 of available Fund Balance will be used to fund expenditures, which is an increase of \$1,790,029 from the amount used in the FYE 2015 Adopted/Adjusted Budget. This amount includes the \$1.8 million that was reserved during the FYE 2015 budget deliberations when it was decided to set aside \$2.7 million in fund balance to provide multi-year property tax relief. The reservation of these funds (\$1.8 million for FYE 2016 and \$900,000 for FYE 2017) was to provide multi-year property tax relief to our residents and businesses as a result of Pfizer's decision to demolish Building 118.

As a result of a decrease in the grand list, a reduction in other revenues, and increases in expenditures, the Adopted FYE 2016 budget, as presented, will require a mill rate of 20.95, an increase of .82 mills over the FYE 2015 mill rate of 20.13 mills. For the FYE 2015 Adopted/Adjusted budget the Town Council reduced the mill rate 0.59 mills from the prior year. As a result of this FYE 2016 budget, for every \$100,000 of assessed value, \$2,095 in local property taxes would be owed.

GROTON'S BUDGET PROCESS

Chapter IX of the Groton Town Charter, titled "Budget and Finance" sets out in detail the annual budget preparation process and the duties of the Town Council, Representative Town Meeting (RTM), Board of Education, and Town Manager with respect to the annual budget process. In addition, the Charter identifies a specific schedule that must be followed in preparing, reviewing and approving the budget. A copy of the section of the Charter dealing with the Town budget process is located on p. 56.

Though the Town Council did not issue formal budget guidance to the Town Manager they did hold a "Pre-Budget Public Hearing" on March 3, 2015 to solicit input from the community. In addition, the RTM has had a standing budget discussion item on their monthly agendas leading up to the issuance of the FYE 2016 Proposed Budget.

Town staff began development of the FYE 2016 Proposed Budget in November 2014 and as a result, the Town budget development, review and approval process takes close to eight months to complete. Input has been sought from many individuals including the public, the Town Council, the RTM and Town staff. Anticipated revenues from the state and federal governments and other sources must also be determined.

This year, as in years past, the Town Manager requested all Town department heads to begin their budget preparation by developing a requested FYE 2016 "level service" budget which would maintain necessary and/or current programming. Department heads were also requested to prepare two alternative scenarios that would result in a zero dollar increase and a 5% reduction scenario from their FYE 2015 appropriation. The "level service" budget requests are shown in the "Request FYE 2016" column of the Summary Cost Center page for each function (example on p. 85). The information that department heads submitted as part of their alternative budget scenarios was considered by the Town Manager along with other information in formulating the Town Manager's FYE 2016 Proposed Budget for Town Operations.

Finally, while the Proposed budget is commonly referred to as the “Town Manager’s Budget,” the Town Manager and his direct reports have input and control over less than one third of the proposed budget amount (Town Operations, Contingency, and a portion of Capital Reserve). By Town Charter, the Town Manager has no control over budgets submitted by the Board of Education and the political subdivisions, and from a practical standpoint, cannot alter the debt service that the Town is obligated to pay.

GENERAL FUND EXPENDITURES – HOW THE MONEY IS SPENT

The Town of Groton budget provides funds for six “Areas of Service”: Town Operations; Education Services; Capital/Debt Services; Outside Agencies; Subdivisions; and Contingency (see p. 77 for further information on the Areas of Service/Comparison by Function). The Adopted budget for FYE 2016 is \$125,738,680 and represents a \$2,956,339 or 2.4% increase over the FYE 2015 Adopted/Adjusted Budget. The vast majority of the increase (88%) is attributable to two of the six Areas of Service, Capital/Debt Reserve (\$955,575) and Education Services (\$1,631,296). The following is an overview of the six Areas of Service.

TOWN OPERATIONS

The **Town Operations** portion of the budget contains two major components: *Town Departments* and *Town Other*, which includes Non-Departmental (Insurance and Claims and Self-Funded Plans) and Contributions to Other Funds. As presented, the Town Operations portion of the budget is \$33,378,603 and represents a \$103,153 or a 0.3% increase over the FYE 2015 Adopted/Adjusted Budget. The Town Operations portion of the budget represents 26.5% of the FYE 2016 Adopted Budget, compared to 27% of the FYE 2015 Adopted/Adjusted budget. It should be noted that wage increases for three of the five Town union groups and the non-union employees are not included in the Town Operations portion of the budget at this time, pending settlement of union contract negotiations. Instead, funding from Contingency will be transferred to the various functions once contracts have been settled.

Town Departments

Over the years due to changing needs, budget constraints, and changes to the Town’s revenue structure, Town departments have modified, decreased, and eliminated a variety of services and programs. In a few instances new programs and services have been added, but only if funding became available as a result of additional funding sources or the elimination of another program/service. From FYE 2002 through FYE 2014, 42 full time positions have been eliminated, a reduction of approximately 14.0% of the Town’s full time workforce. During FYE 2015, one new position was added to Public Safety/Animal Control and the FYE 2016 budget calls for the addition of one additional full time position in Public Works.

As previously noted, the Town Manager asked all department heads to begin preparation of their FYE 2016 budget submittals by developing “level service” budgets that maintained necessary and/or current programming. For some departments, that means continuing to do what they have been doing during the current fiscal year; for others it means modifying their work program as a result of completing projects or initiatives and/or determining that a particular project, task, or program would no longer be necessary. The budget numbers that appear in the

“Request FYE 2016” column represent what would be required, in the opinion of the department head, to maintain necessary and/or current programming. It should be noted that wage increases for three of the five Town union groups and the non-union employees are not included in the Town Operations portion of the budget at this time, pending settlement of union contract negotiations. Instead, funding from Contingency will be transferred to the various functions once contracts have been settled. (See table on p. 32)

Town department budget requests for FYE 2016 totaled \$24,440,131. Following review by the Town Manager, department/function requests were reduced \$337,681, resulting in a Proposed Town Departments budget of \$24,102,450, an increase of \$252,395 or 1.1% over the FYE 2015 Adopted/Adjusted Budget amount. After budget deliberations with the Town Council and RTM, the FYE 2016 Adopted Budget for Town Departments resulted in a budget of \$24,110,682 an increase of \$199,257. Town Departments/Function budget changes (p. 77) range from a 7.2% increase for Planning & Development Services (1046) to a decrease of 82.4% for Legislative Policy (1001).

The following is a brief review of the Town Departments/Function program and budget highlights.

- **Legislative Policy (1001)** – This budget has decreased \$200,745 or 82.4%. No funds are requested for the Initiatives Cost Center which was allocated \$200,000 in FYE 2015. Approximately two-thirds of the requested funds are used to pay dues to the Connecticut Conference of Municipalities (CCM) (\$30,368). In addition, funds are provided to belong to ICLEI–USA; support the Permanent School Building Committee; provide veterans/military recognitions; support the Jabez Smith House Committee; and provide limited operating funds for the Town Council and RTM. (p. 85)
- **Voter Registration (1003)** – This budget has decreased \$1,766 or 1.2%. Two primaries and one election are budgeted for in FYE 2016. (p. 91)
- **Town Clerk (1005)** – This budget has decreased \$42,938 or 11.5%. Personnel costs are down \$57,284 due to changes in a number of full time positions and the elimination of a regular part time position. It is proposed that Citizen Day Recognition be fully reinstated (\$2,500). Conveyance tax revenues along with other revenue producing activities are difficult to predict and have been conservatively estimated. (p. 97)
- **Legal Services (1006)** – This budget is up \$30,000, a 7.1% increase. The budget request, prepared in consultation with the Town Attorney, is our best estimate as to the allocation among the various costs centers and is reflective of current and anticipated legal activities. The budget reflects a rate of \$150 per hour that went into effect on January 1, 2012. A FYE 2015 fourth quarter transfer is in process to cover unanticipated legal costs. (p. 105)
- **Executive Management (1010)** – This budget is down \$23,442 or 5.3% and is due to the retirement of the former Assistant Town Manager and the expectation that this position will be filled at a lower salary. As a result of a reorganization undertaken in

FYE 2014, the former Administrative Services Department was eliminated; a Department of Human Resources (1012) was created; and separate functions for Information Technology (1011) and Emergency Management (1014) were created and are currently under the auspices of the Town Manager's office. The reorganization was designed to better serve the Town's needs and allowed for the creation of an Assistant Town Manager position which had been discussed for a number of years. (p. 111)

- **Information Technology (1011)** – This budget is down \$25,840 or 2.5%. The vast majority of this decrease is due to staff turnover. During FYE 2015, the GIS Coordinator resigned and a PC/Network Support I retired. A GIS Coordinator was hired at a lower salary and the PC/Network Support I position was replaced with an Office Technician position at a lower pay grade. (p. 117)
- **Human Resources (1012)** – This budget is down \$5,244 or 1.6% due to reductions in a number of operating expenses. (p. 123)
- **Finance Administration (1013)** – This budget is down \$2,545 or 0.2%. Overall operating expenses are down due to the elimination of DMV fees of \$9,550 and an associated decrease in Professional/Technical Services. Two Financial Assistant II positions were increased from 35 to 40 hours per week to address workload issues in the Accounting division. At this time, it is anticipated that a FYE 2015 fourth quarter transfer will be necessary to cover unanticipated retirement costs. (p. 129)
- **Emergency Communications (1014)** – This budget is up \$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. Major increases include a maintenance contract for the new radio console-control system that will be coming off warranty; replacement of digital dialers; increased costs related to repairs and “moves” of fire alarm cabling; and a significant increase in the cost of dispatch phone lines. (p. 137)
- **Public Safety (1024)** – This budget is up \$48,767 or 0.7%. Personnel services is up \$69,351 due to step increases, which affect regular full time, overtime pay, and shift replacement accounts. A negative Salary Adjustment (5109) in the amount of \$150,000 has been made to reflect anticipated normal employee turnover and vacancies. Operating costs are down \$20,584 due to a reduction in Vehicle Fuel costs and Professional/Technical Services. The administrative fee collected for outside police work is shown as revenue in the financing plan. (p. 143)
- **Public Works (1035)** – This budget is up \$290,576 or 4.6%. Personnel services are up \$206,841 and operating expenses are up \$83,735. The primary reasons for the personnel services increase is the addition of one position, changes in a number of positions, and the salaries associated with those positions. Changes include the elimination of a Material Control Specialist position which will be replaced by a Financial Assistant II position; the elimination of an Office Assistant II position; the addition of a Grant Writer position and the addition of a Sustainability Project Manager (employee to be transferred from Planning and Development Services). These changes will 1) complete the consolidation of the Fleet Maintenance and

Public Buildings cost centers with respect to support and supervisor staff; 2) support the sustainability initiative which has been discussed for years through the creation of the Sustainability Project Manager, Grant Writer and Financial Assistant II positions. This effort will focus on grant writing, administration and implementation pertaining to sustainability strategies associated with energy efficiency and renewable energy, waste reduction, recycling, water conservation and wastewater efficiency. In addition, the Financial Assistant II position will support cost accounting activities throughout the department. For FYE 2016, personnel services have been reduced \$50,000 (5109 Salary Adjustment) to account for normal employee turnover and vacancies that occur during the course of the fiscal year. Increases in operating costs include Utilities/Fuel; Occupational Health; Materials and Supplies; Vehicle Maintenance Fees; and Equipment/Machinery. It should be noted that the Snow and Ice Control account for FYE 2015 will be significantly over spent and a fourth quarter transfer request is in process. (p. 151)

- **Planning and Development (1046)** – This budget is up \$84,692 or 7.2%. Personnel services are up \$51,351 and operating expenses are up \$33,341. Personnel services are up due the addition of two positions, an Assistant Director of Planning and Development and an Economic and Community Development Manager. The cost of these two positions is partially offset by the elimination of two positions, the Program/Project Manager (employee to be transferred to Public Works) and Inspection Services Technician. In addition, the Office Assistant III position will increase from 35 to 40 hours per week. Operating expenses are up due to an increase in Professional/Technical Services. Additional funding will be used to begin implementation of the Plan of Conservation and Development update and economic development marketing. (p. 159)
- **Human Services (1051)** – This budget is down \$308 or 0.1%. Personnel services are down \$753 and operating expenses are up \$445. This budget maintains the departments existing level of service. A FYE 2015 fourth quarter transfer is in process to cover unanticipated eviction costs. (p. 167)
- **Library (1063)** – The overall decrease in this budget is \$9,999 or 0.6%. Personnel services are down \$10,335 and Operating expenses are up \$336. This budget reflects a number of position reclassifications and job description changes that have been made to promote personnel savings in the future. These changes have redefined job titles, simplified organizational structure and will bring equity to the pay scale associated with each position. (p. 175)
- **Parks and Recreation (1064)** – This budget is down \$19,568 or 1.1%. Personnel services are down \$20,845 and operating expenses are up \$1,277. This budget will allow for the same level of recreational services and programs that have previously been provided. For Recreation Services (Cost Centers 1, 2, 3) no significant changes are proposed; most expenses are related to full-time personnel and some staff development and training. For Senior Center (Cost Centers 4, 5, 6) personnel expenses are down \$20,845. The Meals on Wheels Program Coordinator position was eliminated, with TVCCA now handling registrations and recertifications, and a part-time Program Supervisor position was changed to a part-time Building Monitor

position. Parks Maintenance (Cost Center 8) will be level funded. This budget (1064) should be reviewed in conjunction with the Parks and Recreation Special Revenue Fund budget (3240 - p. 291) (p. 181)

In summary, the Town Departments portion of the Town Operations budget proposes a \$199,257 or .8% increase over the FYE 2015 Adopted/Adjusted Budget. Of the fifteen functions that make up the Town Operations portion of the budget, five have increases – Legal Services (\$30,000); Emergency Communications (\$77,617); Public Safety (\$48,767); Public Works (\$290,576); and Planning and Development (\$84,692) for a total of \$531,652. These increases are significantly offset by budget reductions in the other ten Town Departments/Functions.

The FYE 2016 Budget calls for one additional full time position, increasing the number of full-time Town employees from 267 to 268. In addition, as noted above 3 departments are proposing significant staffing changes: Public Works, Planning and Development Services, and Groton Public Library. These changes will greatly enhance the effectiveness of these departments in the years to come and better position the Town to become more efficient, save money and enhance our economic development position. Salary and wages represent 52.5% of the FYE 2016 Town Operations budget compared to 52.1% in the FYE 2015 Adopted Budget (see Table 1. Town Operations Expenditure Report, p. 18). In FYE 2010, salary and wages for Town Operations totaled \$18,195,950 compared to \$17,509,617 in the FYE 2016 Adopted Budget, which represents a 3.8% reduction.

Over the last seven years, a number of operating accounts have seen significant reductions in their budgeted amounts. This year, four accounts will see a significant reduction (-5% or more): Professional/Technical Services; Vehicle Operation/Maintenance; Vehicle Fuel; and Computer Equipment. Five accounts are receiving significant increases (5% or more): Postage/Printing/Advertising; Utilities/Fuel/Mileage; Payments/Contributions; Occupational Health and Safety; and Equipment/Machinery and Furniture. Table 1 entitled “Town Operations Expenditure Report” (p. 18) shows increases/decreases for all personnel and operating accounts. In order to have a full appreciation of these increases and decreases one has to take into account the significant reductions that have been made in the Town’s operating expenses over the last seven years. In FYE 2010 Operating Expenses for Town Operations totaled \$6,827,708 compared to \$6,360,629 in the FYE 2016 Adopted Budget, which represents a 6.8% reduction.

Town Other

The Town Other subsection of the Town Operations budget includes Non-Departmental [Insurance and Claims (1070); Self-Funded Plans (1071)]; and Contributions to Other Funds (1077). The Town Other portion of the Town Operations budget shows a decrease of \$96,104 or 1.0% from the FYE 2015 Adopted/Adjusted Budget. This decrease is attributable to a reduction in Self-Funded Plans (1071) of \$184,797 or 2.1%, which is partially offset by increases in 1070 and 1077.

Town Operations Expenditure Report							
Account Code	DESCRIPTION	ACTUAL FYE 2014	ADJUSTED FYE 2015	ADOPTED FYE 2016	\$ VARIANCE '15' to '16'	% VARIANCE '15' to '16'	% OF TOTAL BUDGET
5101	Regular Full Time	\$ 14,552,143	\$ 14,981,459	\$ 15,262,893	\$ 281,434	1.9%	45.7%
5102	Part Time Personnel	\$ 405,925	\$ 471,469	\$ 437,916	\$ (33,553)	-7.1%	1.3%
5103	Seasonal Personnel	\$ 53,169	\$ 84,760	\$ 85,160	\$ 400	0.5%	0.3%
5104	Overtime Pay	\$ 867,907	\$ 872,900	\$ 834,365	\$ (38,535)	-4.4%	2.5%
5105	Longevity Pay	\$ 85,068	\$ 90,621	\$ 90,204	\$ (417)	-0.5%	0.3%
5106	College Incentive Pay	\$ 93,165	\$ 92,184	\$ 101,599	\$ 9,415	10.2%	0.3%
5107	Shift Replacement Overtime	\$ 271,432	\$ 306,200	\$ 300,218	\$ (5,982)	-2.0%	0.9%
5110	Regular Part Time	\$ 188,155	\$ 194,928	\$ 145,950	\$ (48,978)	-25.1%	0.4%
5111	Premium Pay	\$ 96,443	\$ 82,681	\$ 104,233	\$ 21,552	26.1%	0.3%
5112	Sick Incentive	\$ 49,817	\$ 54,837	\$ 51,935	\$ (2,902)	-5.3%	0.2%
5115	Shift Premium	\$ 69,053	\$ 79,288	\$ 79,288	\$ -	0.0%	0.2%
5116	Wage Continuation	\$ 37,453	\$ -	\$ -	\$ -	n/a	0.0%
5117	Allowances	\$ 47,827	\$ 52,359	\$ 47,556	\$ (4,803)	-9.2%	0.1%
5119	Salary Reimbursements	\$ -	\$ (57,960)	\$ (31,700)	\$ 26,260	-45.3%	-0.1%
	Salaries and Wages	\$ 16,817,557	\$ 17,305,726	\$ 17,509,617	\$ 203,891	1.2%	52.5%
5151	Social Security	\$ 914,209	\$ 988,218	\$ 996,343	\$ 8,125	0.8%	3.0%
5152	Retirement	\$ 2,463,323	\$ 2,551,268	\$ 2,162,321	\$ (388,947)	-15.2%	6.5%
5153	Health Insurance	\$ 3,775,841	\$ 3,880,411	\$ 3,817,682	\$ (62,729)	-1.6%	11.4%
5154	Unemployment Comp.	\$ 36,745	\$ 10,327	\$ 8,500	\$ (1,827)	-17.7%	0.0%
5155	Worker's Compensation	\$ 63,846	\$ 137,837	\$ 343,693	\$ 205,856	149.3%	1.0%
5158	Life Insurance	\$ 28,290	\$ 29,445	\$ 29,683	\$ 238	0.8%	0.1%
5159	Heart & Hypertension	\$ 224,548	\$ 219,108	\$ 188,612	\$ (30,496)	-13.9%	0.6%
5160	Health-Retiree-Current	\$ 623,193	\$ 657,558	\$ 723,810	\$ 66,252	10.1%	2.2%
5170	Other Post Employment Benefits	\$ 1,119,144	\$ 1,212,684	\$ 1,237,713	\$ 25,029	2.1%	3.7%
	Employee Benefits	\$ 9,249,139	\$ 9,686,856	\$ 9,508,357	\$ (178,499)	-1.8%	28.5%
	TOTAL PERSONNEL SERVICES	\$ 26,066,696	\$ 26,992,582	\$ 27,017,974	\$ 25,392	0.1%	80.9%
5201	Postage/Print/Advertising	\$ 129,901	\$ 147,689	\$ 173,774	\$ 26,085	17.7%	0.5%
5210	Profession Develop/Train	\$ 118,626	\$ 147,434	\$ 146,315	\$ (1,119)	-0.8%	0.4%
5220	Utilities/Fuel/Mileage	\$ 1,312,845	\$ 1,300,906	\$ 1,367,308	\$ 66,402	5.1%	4.1%
5230	Pymnts/Contributions	\$ 107,187	\$ 122,158	\$ 219,493	\$ 97,335	79.7%	0.7%
5240	Boards & Commissions	\$ 150	\$ 300	\$ 300	\$ -	0.0%	0.0%
5260	Repairs & Maint-Fac/Equip	\$ 215,180	\$ 210,924	\$ 203,279	\$ (7,645)	-3.6%	0.6%
5261	Software Maint Fees	\$ 293,408	\$ 302,629	\$ 310,231	\$ 7,602	2.5%	0.9%
5280	Insurance/Risk Mgmt	\$ 487,006	\$ 520,387	\$ 538,907	\$ 18,520	3.6%	1.6%
5281	Occupational Health & Safety	\$ 56,738	\$ 71,426	\$ 82,200	\$ 10,774	15.1%	0.2%
5285	Building & Property Damage	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%	0.0%
5289	Insurance Claim Payments	\$ -	\$ 15,000	\$ 15,000	\$ -	0.0%	0.0%
5290	Profess/Technical Service	\$ 1,392,389	\$ 1,703,972	\$ 1,524,209	\$ (179,763)	-10.5%	4.6%
5300	Materials & Supplies	\$ 888,305	\$ 676,991	\$ 669,717	\$ (7,274)	-1.1%	2.0%
5310	Vehicle Oper/Maintenance	\$ 13,678	\$ 12,655	\$ 10,900	\$ (1,755)	-13.9%	0.0%
5315	Vehicle Replacement Fee	\$ 194,987	\$ 190,656	\$ 192,244	\$ 1,588	0.8%	0.6%
5316	Vehicle Maintenance Fee	\$ 345,900	\$ 358,350	\$ 377,870	\$ 19,520	5.4%	1.1%
5317	Vehicle Fuel	\$ 393,308	\$ 419,244	\$ 381,173	\$ (38,071)	-9.1%	1.1%
5318	Computer Replacement Fee	\$ 67,152	\$ 67,547	\$ 66,688	\$ (859)	-1.3%	0.2%
5400	Equip/Machinery & Furniture	\$ 53,693	\$ 2,500	\$ 69,521	\$ 67,021	2680.8%	0.2%
5410	Computer Equipment	\$ 9,842	\$ 600	\$ -	\$ (600)	-100.0%	0.0%
5609	Evictions	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	0.0%
	TOTAL OPERATING EXPENSES	\$ 6,081,795	\$ 6,282,868	\$ 6,360,629	\$ 77,761	1.2%	19.1%
	GRAND TOTAL	\$ 32,148,491	\$ 33,275,450	\$ 33,378,603	\$ 103,153	0.3%	

Table 1. Town Operations Expenditure Report

Notable changes in Town Other include:

- **Insurance and Claims (1070)** – This budget is up \$16,693, a 3.0% increase. This budget reflects our current estimate of insurance costs; insurance renewals are not finalized until June. The Town is self-insured for unemployment and as such pays claims directly. For FYE 2016 all anticipated unemployment claims are budgeted in this account. These mainly arise from part-time and seasonal employees, such as Crossing Guards and Seasonal Groundkeepers. No funds have been budgeted for costs associated with changes in staffing. (p. 189)
- **Self-Funded Plans (1071)** (pp. 193-200) (Please note - Only employee benefit costs charged to the General Fund are included in this function.)

Retirement – The General Fund contribution to the Town’s Retirement Fund is \$2,162,321, down \$388,947 or 15.37% compared to a 3.5% increase in FYE 2015. Actuarial losses attributable to the market decline of 2008-09 (\$12.2 million in FYE 10) have now been fully recovered and the plan now shows an unrecognized actuarial gain of \$6.06 million, which will have a positive impact of lowering annual required contributions.

Health Insurance – The FYE 2016 General Fund contribution to the Self-Funded Insurance Fund is \$4,541,492, up \$3,523 or .07% over FYE 2015. For FYE 2016, \$754,936 or 70% of the excess fund balance is being used compared to \$727,119 in FYE 2015. The Town portion of the insurance fund balance decreased from \$2.74 million in FYE 2015 to \$2.69 million in FYE 2016. The Town has had a long standing practice of using a percentage of excess fund balance, i.e. the excess over the corridor between expected claims and 125% of expected claims where stop loss insurance takes over to reduce the Town’s annual contribution to the fund.

Worker’s Compensation - For FYE 2016 a General Fund contribution of \$343,693 is being made to the Town’s self-insured Worker’s Compensation Fund, a 149.3% increase over the FYE 2015 contribution amount of \$137,837. Over the last few years the Town has been amortizing excess fund balance over a three year period to reduce the recommended actuarial contribution, which for FYE 2016 was \$331,610. As of July 1, 2014, the Worker’s Compensation Fund had a fund balance of \$268,302 down from \$516,027 in FYE 2015. The large increase in contributions is attributable to declines in the fund balance and for the first time in years a significant increase (\$109,788) in the recommended annual contribution, which had remained fairly stable over the prior five years. This increase is due to higher than average loss amounts in FYE 2014 (see chart on p. 199).

Heart and Hypertension - The FYE 2016 contribution (\$188,612) is a 13.9% reduction from FYE 2015. Over recent history, this account continues to be relatively stable.

Other Post-Employment Benefits (OPEB) - In accordance with a statement from the General Accounting Standards Board (GASB), the Town was required beginning in FYE 2008 to recognize the liability of Other Post-Employment Benefits (OPEB) on its financial statements. GASB requires an actuarial evaluation be performed every

two years to update the Town's OPEB liability and annual required contribution (ARC). It also requires an explanation of how the Town intends to fund this obligation. In essence, OPEB benefits, primarily retiree health insurance, are to be treated like pension benefits.

In anticipation of this liability, the Town began making annual General Fund contributions to an OPEB Fund in 2005. The fund was established as a trust fund in 2008 and the Town developed a ten-year implementation plan to bring its annual contribution up to the net portion of the ARC attributable to the Town. As of June 30, 2014, the Town has contributed \$7,738,715 to the fund and the fund value is \$10,388,662.

Based on the July 2014 actuarial valuation, the Town's OPEB liability is estimated to be \$46.4 million with an ARC of \$3.8 million, and with a net budget impact of \$1.4 million. Based on the plan (p. 200), the Town contributions will reach net budget impact in FYE 2017. As indicated in the plan, the total recommended contribution to OPEB for FYE 2016 is \$1,365,576, an increase of \$27,095 or 2.0% over FYE 2015 of which \$1,237,713 pertains to the General Fund.

- **Contributions to Other Funds (1077)** - Contributions to Other Funds will provide a General Fund contribution of \$65,000 to the Fleet Replacement Fund (6040) and \$100,000 to the Revaluation Fund (2120), a \$50,000 increase over FYE 2015. With respect to the Fleet Replacement Fund, in FYE 2013 a \$165,000 direct General Fund contribution was made from this account to the Fleet Replacement Fund which has been significantly underfunded since FYE 2009. A similar contribution was proposed in FYE 2014, but the amount was reduced to \$65,000 as a result of budget deliberations. In FYE 2015, a \$65,000 contribution was made. The previous direct General Fund contribution of \$165,000 to the Fleet Fund was made in an effort to begin to replenish the fund. At the time, this amount represented approximately 21% of the recommended General Fund Vehicle Replacement Fees, which together with the 25% contribution in departmental accounts would bring contributions to 46% of the recommended amount. Taking into account the 25% contributions that are being made by the various departments/functions, an additional supplemental appropriation of \$576,723 would be needed to fully fund the annual recommended contribution. (pp. 203-206)

In summary, the Adopted FYE 2016 Town Operations budget is \$33,378,603 and represents a \$103,153 or 0.3% increase over the FYE 2015 Adopted/Adjusted Budget. The Town Operations portion of the budget represents 26.5% of the FYE 2016 Adopted Budget compared to 27% in FYE 2015. The major cost drivers contributing to the increase are Salaries and Wages (\$203,891); Workers Compensation (\$205,856); Retiree Health (\$66,252); Utilities/Fuel/Mileage (\$66,402); and Equipment/Machinery/Furniture (\$67,021) (see Table 1. Town Operations Expenditure Report, p. 18).

Over the last five years, significant cuts have been made to the Town Operations portion of the budget. Since 2003, a 13 year period, this portion of the budget has increased 15.2%, an average of 1.2% per year (see Table 2. Town Operations Adjusted/ Adopted Budgets - Thirteen Year Comparison on p. 21). This modest cumulative increase, when coupled with built-in annual increases in operating and personnel services of approximately 2.5% to 3% per year, has

effectively resulted in an 18% to 24% reduction in the resources available for Town Operations for this same period.

Town Operations Adjusted/Adopted Budgets Thirteen (13) Year Comparison		
Fiscal Year Ending (FYE)	Budget	% change from Previous Year
Adjusted 2003	\$ 28,963,762	-
Adjusted 2004	\$ 28,089,064	-3.0%
Adjusted 2005	\$ 28,037,383	-0.2%
Adjusted 2006	\$ 28,937,997	3.2%
Adjusted 2007	\$ 30,710,625	6.1%
Adjusted 2008	\$ 31,853,363	3.7%
Adjusted 2009	\$ 32,720,667	2.7%
Adjusted 2010	\$ 32,350,052	-1.1%
Adjusted 2011	\$ 32,377,415	0.1%
Adjusted 2012	\$ 32,068,298	-1.0%
Adjusted 2013	\$ 32,469,861	1.3%
Adjusted 2014	\$ 32,603,540	0.4%
Adjusted 2015	\$ 33,275,450	2.1%
Adopted 2016	\$ 33,378,603	0.3%
Increase over thirteen years: ----->		15.2%
2003 to 2016		
Average Thirteen Year Increase ----->		1.2%

Table 2. Town Operations Adjusted/Adopted Budgets. Thirteen Year Comparison

EDUCATION

The Education Services budget as submitted by the Board of Education/ Superintendent of Schools is \$76,730,239 and represents a \$1,631,296 or 2.2% increase over the FYE 2015 Adopted/Adjusted Budget. As Adopted, this budget represents 61% of the FYE 2016 Budget compared to 61.2% in FYE 2015. As per the Town Charter, the Town Manager must submit the Proposed Education budget with no adjustments. (p. 207) (Also see Board of Education FYE 2015 Adopted Budget for details.)

Other budgeted education-related expenses that are not contained in the Education Services budget include Outside Agencies - VNA - School Health (10541); the School Resource Officer at the High School (1024); School Crossing Guards (1024 and 1090); Debt Service for School Related Projects (1076); a portion of the Capital Reserve contribution (5010); and education facility related capital improvement projects.

CAPITAL/DEBT SERVICES

This area of service accounts for General Fund contributions that are made to the Town's Capital Reserve Fund, as well as debt service payments made on bonded projects. The Adopted FYE 2016 appropriation for Capital/Debt Services is \$7,906,875 which is a \$955,575 or 13.7% increase over the FYE 2015 appropriation. The Capital/Debt Services account represents 6.3% of the FYE 2016 Budget compared to 5.7% in FYE 2015. Funding is needed to cover debt service payments including interest and principle payments due on bonded projects and to make a contribution to the Capital Reserve Fund.

The Town's contribution to the Capital Reserve Fund is \$2,723,400, which when compared to \$1,700,000 in FYE 2015 is a \$1,023,400 or 60.2% increase. This increase in capital reserve funding represents 60.2% of the total budget increase for FYE 2016 and is needed to cover the cost of capital improvement projects for FYE 2016. As previously noted in years past, the Town continues to have a growing backlog of capital improvement needs and a minimal Capital Reserve Fund Balance, both of which must be addressed in the coming years.

The Town's budgeted debt service payment is decreasing \$67,825 or 1.3% from \$5,251,300 in FYE 2015 to \$5,183,475 in FYE 2016. (p. 215)

OUTSIDE AGENCIES

The Outside Agencies service area includes Function 1007 Regional Agencies; 1026 Ambulance Services; 1054 Health/Service/Cultural Agencies; and 1065 Other Libraries. For FYE 2016, the budget for Outside Agencies is \$2,147,716 which represents a \$30,168 or 1.4% increase over the FYE 2015 Adopted/Adjusted Budget. The Outside Agencies budget represents 1.7% of the FYE 2016 Adopted Budget which is the same as in FYE 2015. (pp. 223-241)

- **Regional Agencies (1007)** is up \$3,166 or 2.4%. Requests for the Southeastern Connecticut Council of Governments (SCCOG); the Southeastern Connecticut Enterprise Region (seCTer); and the Southeastern Connecticut Probate Court are the same as last year. The Southeast Area Transit (SEAT) request is up \$3,165 or 3.5% over their FYE 2015 request.
- **Ambulance Services (1026)**, provides funding for Groton Ambulance and Mystic River Ambulance. Funding requests for both organizations are the same as FYE 2015 budgeted amounts
- **Health/Service/Cultural Agencies (1054)** is the largest function area in the Outside Agencies area of service. This function includes the Town and City contributions to the Ledge Light Health District, the cost of services provided by the Visiting Nurse Association (VNA) to the Board of Education as well as health promotion activities, Housing Authority sewer use payments, requests for funding by outside social service and cultural agencies, and the marine sewage disposal service. The overall budget for this function is \$1,656,350, a \$27,002 or 1.7% increase over FYE 2015.

The requested contribution to the Ledge Light Health District (\$287,258) represents an \$8,784 or 3.2% increase. The contribution is based on the population estimates provided by the State Department of Health. The per capita rate of \$7.15 is \$0.17

higher than FYE 2015. The requested contribution of \$287,258 includes a \$68,418 contribution on behalf of the City of Groton.

With respect to the VNA - School Health (10541), the request for FYE 2016 is \$1,178,769, which is \$18,214 more than the budgeted amount for FYE 2015. The other VNA account, Health Promotion (10542), is to be funded at \$56,460 which is a decrease of \$4,355 or 7.2%.

Other accounts that appear in 1054 include Housing Authority sewer use payments of \$61,313, which is an increase of \$3,359 or 5.8% compared to FYE 2015. Service Agencies (10545) and Cultural Agencies (10546), which are commonly referred to as "outside agency requests," were reviewed by a committee of Town employees and their recommendation was forwarded to the Town Manager. Requests received totaled \$96,050, and the committee recommended funding in the amount of \$52,750, a \$1,000 increase over FYE 2015. Finally, Marine Sewage Disposal (10547) is being recommended to be level funded at the \$19,980 FYE 2015 amount. This program provides pump out boat services along the Mystic River, Fishers Island Sound, and the Thames River.

- **Other Libraries (1065)** provides funding for the Bill Memorial Library and the Mystic and Noank Library. Both organizations are requesting the same amounts they received in FYE 2015; \$188,000 for Mystic Noank Library and \$20,000 for the Bill Memorial Library, for a total of \$208,000.

SUBDIVISIONS

The Subdivisions service area includes payments to and for services (police, highway and street lighting) for the City of Groton (1090), Groton Long Point (1091), and the various fire districts through the Fire Districts PILOT Program (1092). Requested/provided payments for the City of Groton, Groton Long Point and the Fire Districts PILOT for FYE 2016 total \$5,025,247, a \$25,223 or 0.5% decrease from the FYE 2015 appropriation. Requested/provided funds in this service area represent 3.9% of the FYE 2016 budget compared to 4.1% in FYE 2015. As per the Town Charter, the Town Manager submits the subdivisions' budget requests to the Town Council/RTM with no adjustments.

- **City of Groton (1090)** request for police and highway funds is \$4,240,123 and represents a decrease of \$731 or 0.01% from their FYE 2015 appropriation. Their request for police services increased \$84,564 or 3.8% from their FYE 2015 appropriation; their Highway budget request has decreased \$85,295 or 4.2% from their FYE 2015 appropriation. The Town Council reduced the City Highway request by \$830,292 and created a new cost center for City Highway Pending Arbitration and funded it in the amount of \$830,292. In addition, the Town pays for street lighting in the City (\$113,170) and this expenditure will be charged to this function. (p. 243) (Also see supplemental budget information.)
- **Groton Long Point (1091)** request for police and highway funds is \$412,599 and represents a \$21,000 or 4.8% decrease from their FYE 2015 appropriation. The police budget request of \$250,000 is the same as the FYE 2015 appropriation. The highway budget request of \$162,500 is a decrease of \$21,000 or 11.5% from the FYE

2015 appropriation. For FYE 2016, the street lighting expenses for Groton Long Point, which the Town pays, will be \$13,442. (p. 247) (Also see supplemental budget information.)

- **Fire District PILOT Program (1092)** is to be funded at \$246,012, which is the same amount it has been funded at since FYE 2002. There are two components to the Fire District PILOT program - a State reimbursement PILOT portion and a Town-owned property PILOT program. The need for a Town-wide fire protection service assessment has been discussed for over ten years with no real progress being made. (p. 251)

CONTINGENCY

The Contingency account (1074) is its own service area and represents funds set aside for unforeseen expenses; it is available for any and all expenses contained within the General Fund. Section 9.10.7 of the Town Charter requires that no expenditures be charged directly to the Contingency account. Funds may be transferred from Contingency to any other account upon Town Council approval. Transfers of \$10,000 or more require the approval of the Representative Town Meeting (RTM). The Town's Debt Policy and Management/Fiscal Practices specify that an annual Contingency reserve of not more than 2.0% of the General Fund Operating Budget can be appropriated. For FYE 2016, it is requested that \$550,000 be budgeted for this purpose which is a \$200,000 or 57.1% increase over FYE 2015. The additional funding is to be used to cover a portion of yet to be determined FYE 2016 wage increases. The requested contingency amount equates to approximately 0.4% of the General Fund Operating Budget.

Table 3 entitled "Final Budget Appropriation – Town of Groton - FYE 2004 through FYE 2016 (Adopted)" (p. 25) shows the dollar and percentage changes for the above noted/discussed "Areas of Service" from year to year and cumulatively for a 13 year period. As noted, since 2004 the Town budget increased on average 2.1% per year while the Town Operations portion of the budget has increased 1.2% on average.

GENERAL FUND REVENUES – WHERE THE MONEY COMES FROM

The following is a summary of the projected FYE 2016 revenues (pp. 63-64), which will be used to fund the FYE 2016 operating budget of \$125,738,680. The FYE 2015 Adjusted revenues from the State of Connecticut are based on the Governor's Proposed FYE 2015 budget while the FYE 2015 Estimate state revenues are based on the state's FYE 2015 Adopted Budget. The FYE 2016 revenues are based on the Governor's Proposed Budget which was released on February 18, 2015.

Town of Groton	FINAL Budget Appropriation - Town of Groton - FYE 2004 through FYE 2016 Adopted											Adopted/ ADJ				
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016			
Town Operations	\$ 28,089,064	\$ 28,037,383	\$ 28,937,997	\$ 30,710,625	\$ 31,859,363	\$ 32,720,867	\$ 32,350,052	\$ 32,377,415	\$ 32,068,288	\$ 32,469,861	\$ 32,603,540	\$ 33,275,450	\$ 33,378,603	Town Operations		
% Change from Previous Year	-3.0%	-0.2%	3.2%	6.1%	3.7%	2.7%	-1.1%	0.1%	-1.0%	1.3%	0.4%	2.1%	0.3%	% Change from Previous Year		
Average % Change over the 13 years													1.2%	Average % Change over the 13 years		
Education	\$ 61,015,890	\$ 63,530,000	\$ 65,771,300	\$ 68,073,295	\$ 70,000,000	\$ 71,500,000	\$ 72,572,500	\$ 72,645,500	\$ 72,645,500	\$ 72,645,500	\$ 73,662,715	\$ 75,098,943	\$ 76,730,239	Education		
% Change from Previous Year	1.7%	4.1%	3.5%	3.5%	2.8%	2.1%	1.5%	0.1%	0.0%	0.0%	1.4%	1.9%	2.2%	% Change from Previous Year		
Average % Change over the 13 years													1.9%	Average % Change over the 13 years		
Subdivisions	\$ 4,325,510	\$ 4,262,479	\$ 4,581,248	\$ 4,719,027	\$ 4,838,436	\$ 5,092,447	\$ 4,964,012	\$ 4,738,765	\$ 4,881,072	\$ 5,228,394	\$ 5,217,249	\$ 5,050,470	\$ 5,025,247	Subdivisions		
% Change from Previous Year	-2.6%	-1.5%	7.5%	3.0%	2.5%	5.2%	-2.5%	-4.5%	3.0%	7.1%	-0.2%	-3.2%	-0.5%	% Change from Previous Year		
Average % Change over the 13 years													1.0%	Average % Change over the 13 years		
Capital/Debt Service	\$ 3,914,547	\$ 4,475,985	\$ 4,559,692	\$ 4,536,280	\$ 5,792,780	\$ 6,889,370	\$ 6,461,100	\$ 5,964,650	\$ 6,712,449	\$ 8,233,440	\$ 6,242,337	\$ 6,961,300	\$ 7,906,875	Capital/Debt Service		
% Change from Previous Year	31.9%	14.3%	1.9%	-0.5%	27.7%	18.9%	-6.2%	-7.7%	12.5%	22.7%	-24.2%	11.4%	13.7%	% Change from Previous Year		
Average % Change over the 13 years													9.0%	Average % Change over the 13 years		
Outside Agencies	\$ 1,605,730	\$ 1,632,431	\$ 1,654,212	\$ 1,687,622	\$ 1,791,791	\$ 1,803,105	\$ 1,913,400	\$ 2,029,963	\$ 2,050,744	\$ 2,043,565	\$ 2,085,937	\$ 2,117,548	\$ 2,147,716	Outside Agencies		
% Change from Previous Year	-3.3%	1.7%	1.3%	2.0%	6.2%	0.6%	6.1%	6.1%	1.1%	-0.4%	2.1%	1.5%	1.4%	% Change from Previous Year		
Average % Change over the 13 years													2.0%	Average % Change over the 13 years		
Contingency	\$ 215,500	\$ 81,400	\$ -	\$ 248,400	\$ 261,584	\$ 18,525	\$ 102,275	\$ 112,455	\$ 127,000	\$ 275,608	\$ 355,350	\$ 288,630	\$ 550,000	Contingency		
% Change from Previous Year	-20.9%	-62.2%	-100.0%	n/a	5.31%	-92.92%	452.09%	9.95%	12.93%	117.01%	21.66%	0.00%	90.56%	% Change from Previous Year		
Average % Change over the 13 years													33.3%	Average % Change over the 13 years		
Contingency (appropriation)	\$ 400,000	\$ 400,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 450,000	\$ 350,000	\$ 350,000	\$ 550,000	Contingency (appropriation)		
Total FINAL Budgets	\$ 99,165,241	\$ 102,019,678	\$ 105,504,449	\$ 109,975,249	\$ 114,537,954	\$ 118,024,114	\$ 118,363,339	\$ 117,868,148	\$ 118,485,063	\$ 120,896,368	\$ 120,147,128	\$ 122,782,341	\$ 125,738,680	Total Budgets		
% Change from Previous Year	0.9%	2.9%	3.4%	4.2%	4.1%	3.0%	0.3%	-0.4%	0.5%	2.0%	-0.6%	2.2%	2.4%	% Change from Previous Year		
Average % Change over the 13 years													1.9%	Average % Change over the 13 years		

Table 3. Final Budget Appropriation – Town of Groton – FYE 2004 through FYE 2016 (Adopted)

One of the greatest challenges facing all Connecticut municipalities over the last couple of years is the uncertainty associated with the amount of state funding that will be received. Historically, the Town has used the Governor's estimates in formulating our proposed budget. In most years, the actual funding received from the state has exceeded the Governor's estimates. That is not the case for FYE 2015 as the Town is expected to receive \$134,784 less as a result of the state's FYE 2015 Adopted Budget. Despite the potential variations, it is recommended that the Governor's Proposed FYE 2016 budget be used at this time.

With this revenue budget, the Town will be using \$3,148,000 of Fund Balance Applied and the additional committed Fund Balance Applied of \$1,800,000 (that was set aside during last year's budget deliberations) for a total of \$4,948,000. That would leave approximately \$9.7 million in Fund Balance and maintain our current policy of having an unassigned Fund Balance of 7.75%. An additional \$900,000 in committed Fund Balance would remain that could be used in FYE 2017 to help mitigate the lingering effects of the Grand List decrease brought about by Pfizer's decision to take down Building 118 and the resulting tax revenue loss of \$1.8 million.

Last year it was my strong recommendation that the unassigned Fund Balance policy be increased from 7.75% to at least 8.0%. The Town Council chose not to do that and instead lowered the mill rate from 20.72 to 20.13 mills. Though FYE 2016 does not appear to be the year to increase the unassigned Fund Balance, it is something the Town needs to consider doing in the near term. As a result of the FYE 2009 budget process, the Town increased the unassigned Fund Balance from 7.25% to 7.5%; maintained a 7.5% unassigned Fund Balance in FYE 2010, FYE 2011, FYE 2012 and FYE 2013; and in February 2014 increased the unassigned Fund Balance to 7.75% of expenditures. Communities in our bond rating peer group have on average an unassigned fund balance in the 11% range.

Like all Connecticut municipalities, Groton uses a variety of revenue sources to fund its expenditures. These include general property taxes; state grants in aid-education; state grants in aid-general government; federal grants in aid for education; fees associated with licenses and permits; interest on investments; charges for current services; user fees; and fund balance/other revenue. For the FYE 2016 Adopted Budget, the percentages of revenue coming from these various sources are projected to be as follows:

General Property Taxes	64.2%	Federal Grants in Aid	3.7%
Licenses and Permits	0.2%	Charges for Current Services	1.6%
Revenue from Investments	0.1%	Schools-Library-Recreation	0.1%
State Grants in Aid-Education	22.0%	Other Revenue	0.4%
State Grants in Aid-General Government	3.7%	Fund Balance Applied	4.0%

GENERAL PROPERTY TAXES

The FYE 2016 Adopted Budget increases the mill rate of 20.13 to 20.95, an increase of .82 mills from the FYE 2015. One mill is equivalent to \$3,743,904. The property tax levy for FYE 2016 will be based on all taxable property in the Town as of October 1, 2014 after adjustments by the Board of Assessment Appeals (BAA). The October 1, 2014 Grand List decreased 2.3% when compared to the 2013 Grand List after the BAA deliberations. A decrease in the 2014 Grand List was expected due to Pfizer's demolition of Building 118. The net

adjusted Grand List now totals \$3,808,651,399, which results in a decrease of approximately \$1.7 million in tax revenue if the FYE 2014 mill rate was maintained. The combined assessments of the top 10 taxpayers dropped significantly by approximately \$100 million to about \$788 million and now comprise 20.7% of the Town's net Grand List.

Net **real estate** decreased 2.0%, from approximately \$3.419 billion to \$3.351 billion. Much of this can be attributed to demolition of Building 118 at Pfizer's research facility. Net residential real estate assessments increased 0.4%, from approximately \$2.253 billion to \$2.262 billion and represent 59.2% of the 2014 Grand List. Twenty single-family homes were under construction for the October 1, 2014 Grand List compared to 26 last year. Commercial real estate remained stable at 15% while industrial property which includes Pfizer and Electric Boat dropped and now accounts for 15.3% of the overall 2014 Grand List.

The **personal property** Grand List experienced a decrease of 8.2% in net assessments. The number of business personal property accounts fell for the third year in a row and the volume of accounts experiencing penalties for late or non-filing stabilized. The final number of taxable businesses for the 2014 Grand List was 1,938 accounts, down from 1,971 accounts for the 2013 Grand List. The net assessment on personal property now comprises 6.81% of the Grand List.

The **motor vehicles** portion of the Grand List, adjusted for military exemptions, reflects a slight increase of 0.8%. The net assessment on motor vehicles now comprises 5.18% of the Grand List.

Summary - Total revenue to be raised by general property taxes including supplemental motor vehicles, interest and liens, and prior year taxes is \$80,717,402 compared to the FYE 2015 estimate of \$79,910,000, a 1.0% increase. General property taxes will provide 64.2% of the General Fund budget, as compared to 64.6% last year. (p. 65)

OTHER REVENUES

Licenses and Permits - Revenues generated from licenses and fees will total \$238,705, which represents 0.2% of the Adopted FYE 2016 General Fund budget. These funds are received from building and development activity, sporting and dog licenses, and other licenses and fees. The projected revenue from this source is down approximately \$73,000 from the FYE 2015 estimate. During FYE 2015 a large number of permits were filed for a single project which contributed to the increase in revenue for 2015. (p. 66)

Investments - For FYE 2016, it is estimated that the Town will receive \$95,000 in investment income which is a slight decrease from the FYE 2015 estimate. (p. 67)

State Grants in Aid-Education - The revenues designated from the State of Connecticut for State Grants in Aid-Education are based on the Governor's Proposed FYE 2016 Budget. Accordingly, the Town will receive \$27,631,314 in State Grants in Aid-Education in FYE 2016 which represents 22.0% of the Adopted FYE 2016 General Fund budget. This amount is approximately \$109,716 more than the FYE 2015 estimate. With the Governor's Proposed FYE 2016 Budget, 36.0% of the Adopted education budget (1080) will be funded from state aid for education in FYE 2016 compared to 36.8% estimated in FYE 2015. (p. 68)

State Grants in Aid-General Government – According to the Governor’s Proposed FYE 2016 Budget, the Town will receive \$4,620,843 in State Grants in Aid–General Government. This amount is approximately \$593,000 less than the FYE 2015 estimate. The reduction is primarily due to the elimination of the Municipal Aid Adjustment and Municipal Revenue Sharing grants. The Municipal Revenue Sharing grant for FYE 2015 was rescinded. Overall, the amount of anticipated state aid represents 3.7% of the Adopted FYE 2016 General Fund budget. (pp. 69-70)

Federal Grants in Aid – Revenues from Federal Grants in Aid for FYE 2016 are estimated to be \$4,680,019, which represents 3.7% of the Adopted FYE 2016 General Fund budget. The principal Federal Grant in Aid that the Town receives is pupil impact aid, which covers a portion of the cost of educating dependents of personnel assigned to the U.S. Submarine Base. The projected revenue from this source is up from the FYE 2015 estimate due to funds from a prior year anticipated to be received in FYE 2016. (p. 71)

Charges for Current Services - Revenues for current services are estimated to be \$2,040,970, which represents 1.6% of the Adopted FYE 2016 General Fund budget. This amount is a decrease from the FYE 2015 estimate of about \$234,000, which is mainly attributable to a reduction in anticipated conveyance tax collection. The conveyance tax is 0.5% of real estate selling price. (p. 72)

Schools-Library-Recreation Accounts - Revenues from user fees associated with Schools-Library-Recreation activities are estimated to be \$188,465, which represents 0.1% of the Adopted FYE 2016 General Fund budget. Revenues are down approximately \$59,000 from FYE 2015 primarily due to a reduction in Tuition from Other Towns, which are payments received for students outside the district that attend Groton schools. (p. 73)

Other Revenue and Fund Balance Applied - Other Revenue and Fund Balance Applied account for \$5,525,962 or 4.4% of the Adopted FYE 2016 General Fund budget. (p. 74)

It should be noted that as a result of last year’s budget deliberations, \$3,245,000 of the Fund Balance Applied was approved to be used to support the FYE 2015 General Fund budget. It is anticipated that only \$1.71 million of that amount will be needed to fund FYE 2015 expenditures due to additional revenues estimated to be \$1.25 million over budget and expenditures to be \$283,000 under budget. However we are still in the process of determining how much the Public Works’ function will be over budget due to the numerous snow events this winter.

As Adopted, \$5,035,029 is being applied from Fund Balance to fund expenses in FYE 2016. With this year’s allocation of Fund Balance Applied, the General Fund’s fund balance is projected to be 7.75% of expenditures or approximately \$9.7 million, which is the minimum per the Debt Policy and Management/Fiscal Practices. The Fund Balance Applied of \$5,035,029 includes \$1.8 million of committed fund balance for tax relief due to the loss of revenue from Pfizer’s demolition of Building 118, with the remainder of \$3.235 million from unassigned Fund Balance. With the unassigned Fund Balance estimated at 7.75% for FYE 2016 this leaves no funds available to fund future budgets. In order to achieve a reduction of tax revenues required for the Adopted FYE 2016 budget a transfer of \$4,366,500 from available fund balances in various funds to the General Fund for FYE 2015 was approved by the Town Council.

Summary - As shown in Table 4 entitled “Trends in General Fund Current Revenues, excluding Fund Balance Applied” (p. 29), the trend has been for state, federal, and other revenues to

decline while property taxes are used to make up the shortfall. In FYE 2008, State/Federal revenues funded 34.5%, Other Revenue funded 4.0% and Property Tax funded 61.5% of all revenues. Over the next nine years, State/Federal and Other Revenues declined as a percentage of revenues while the percentage of Property Tax funding of revenues increased. As noted below, for FYE 2016, State/Federal revenue funding is 30.6%, Other Revenue funding is 2.5% and Property Tax funding is 66.9% of the budget.

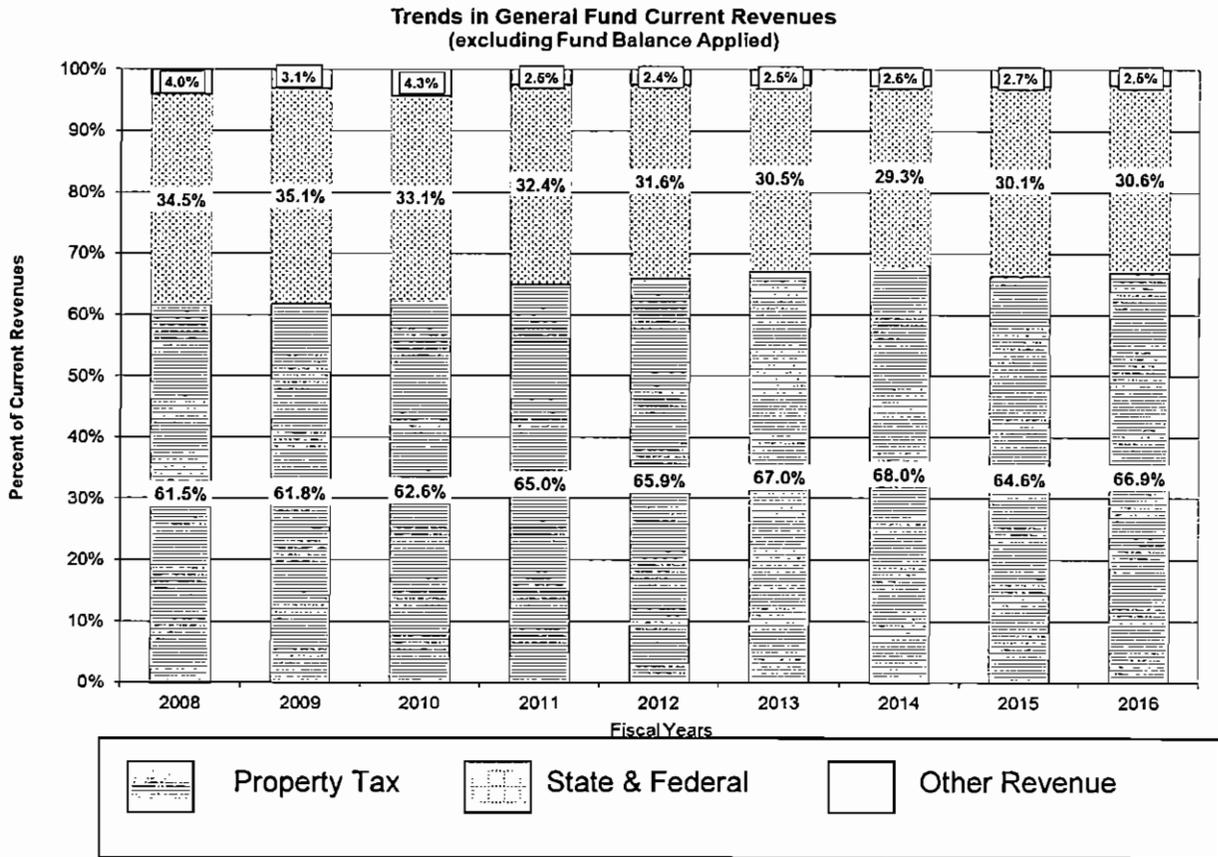


Table 4. Trends in General Fund Current Revenues (excluding Fund Balance Applied)

OTHER FUNDS

Over the years, the Town has established a number of special funds in order to provide services to the residents of the community. The following is an overview of the major funds that are considered as part of the annual budget process.

Golf Course Fund (2010) – The Shennecossett Golf Course is owned and operated by the Town of Groton, but unlike many other recreation activities/facilities is considered a self-supporting enterprise in which operational expenses are to be funded by income generated by the golf course operation. For FYE 2016, the golf course budget is \$1,210,400, which represents a 0.1% increase from the FYE 2015 Adopted/Adjusted Budget. No General Fund contribution is being requested for FYE 2016 nor will any Fund Balance be used to “balance” the budget. This will leave a projected Fund Balance for FYE 2016 of \$42,110 which equates to 3.4% of expenditures, far below the established goal of 10%. For FYE 2016, the golf course will make a

contribution/return to the General Fund equivalent to 5.25% of expenses or \$60,376. Personnel costs are down \$9,920 and operating costs increased \$10,663 from FYE 2015. The golf course continues to contribute 100% of recommended vehicle replacement fees. Greens fees revenue for FYE 2016 was calculated by applying the approved 2015 season rates. Golf course revenue is subject to the weather and is difficult to predict. From a cost recovery standpoint and using the same criteria, the golf course has a significantly higher cost recovery percentage compared to the other Parks and Recreation program budgets found in Functions 1064 and 3240 (133% versus 62%). (p. 259)

Sewer Operating Fund (2020) – Water Pollution Control is a 100% user fee funded division of the Public Works Department. The Adopted Water Pollution Control budget of \$6,944,693 for FYE 2016 represents a 20.8% increase from the FYE 2015 Adopted/Adjusted Budget. The Water Pollution Control Authority has approved the budget. The residential use rate will increase to \$29.00/month/unit while the commercial users' rate is determined by water usage. The budget increase is primarily related to increases in the Capital Reserve Fund contribution for equipment purchases, professional development and facility/equipment repairs and maintenance. A portion of the capital projects (\$650,000) will be funded from available fund balance in the Capital Reserve Fund. Debt service for the Fort Hill Sewer Rehabilitation Project is included in this budget as well as a payment to the General Fund for billing, accounting and general management services provided. (p. 267)

Solid Waste Fund (2030) – The FYE 2016 budget for this fund is \$2,346,842, which represents a 1.8% decrease from the FYE 2015 Adopted/Adjusted Budget. For FYE 2015, fund balance of \$11,168 is being used to fund expenses associated with this fund. It is projected that 25,232 tons of municipal solid waste will be sent to Preston. The Southeastern Connecticut Regional Resources Recovery Authority (SCRRA) has set the tipping fee at \$58/ton. This budget maintains a \$56/ton fee that will be charged to all accounts reducing their billing amounts. This fund will make a cost allocation payment to the General Fund in the amount of \$272,455 for services performed by General Fund departments. A protest of the 6% sales tax assessed by the State Department of Revenue Services on commercial solid waste accounts in the amount of \$240,866 and paid in January 2011 is pending resolution with the New Britain Superior Court. (p. 275)

Revaluation Fund (2120) – The FYE 2016 budget for this fund is \$250,000 to contract with a firm to begin the revaluation process which will be effective October 1, 2016. (p. 285)

Recreation and Senior Activities Fund (3240) – This fund was shown for the first time as a budgeted fund in FYE 2012. A non-budgeted Special Revenue Fund was created in 2004 that included recreational programs that were designed to “pay for themselves,” i.e. the direct cost of the programs would be covered by fees. Since 2004 an increasing number of recreational programs and expenses have been shifted to the fund. As of FYE 2015, the fund has generated an estimated fund balance of \$199,905.

For FYE 2016, the budget for this fund shows a 0.7% decrease in expenditures. This decrease is primarily due to moving the partial salaries for two employees from the operating budget to personnel. This budget anticipates using \$5,656 of fund balance, leaving an estimated FYE 2016 fund balance of \$359,370.

This fund consists of two groups of programs: Recreation Services and the Senior Center.

- Recreation Services Programs – This portion of the fund consists of three components: Recreation Programs, Summer Camp and Special Needs Programs.
- Senior Center Programs – This portion of the fund consists of three components: Senior Trips, Senior Programs and Senior Food Concessions.

In summary, this Special Revenue Fund was established with the anticipation that revenues for Recreation and Senior Activities components will cover expenses allocated to this function. A more detailed analysis of this fund appears in the Function Highlights (p. 291).

Sewer District Fund (4010) – This fund finances the Town of Groton sewer district, which pays the principal and interest on sewer bonds and notes. The principal sources of revenue are the sewer district tax and fund balance applied. The Adopted budget for FYE 2016 is \$835,450 and represents a 1.6% decrease from FYE 2015. The mill rate for FYE 2016 is 0.25 mills and has been maintained by the use of \$200,000 from the fund’s fund balance. The fund balance has been maintained at approximately \$697,000 in an effort to minimize the impact on the mill rate as the fund repays the state’s Clean Water Fund loan (\$12.9 million) over the next 20 years. (p. 305)

Capital Reserve Fund (5010) – The Capital Reserve Fund contains funds to be appropriated for needed capital improvement projects. The appropriation of \$4,452,400 consists of capital improvement projects being funded from the Capital Reserve Fund of \$3,133,400 and Sewer Operating Fund (WPCF) projects totaling \$1,319,000. Four projects are proposed to be funded utilizing State LoCIP funding (\$437,000). Twenty-four capital improvement projects are proposed to be funded in FYE 2016 including 17 for the Town, 2 for the Board of Education, and five Water Pollution Control projects. In addition, one sewer project is identified for potential referendum. These projects are part of the Town’s six-year Capital Improvement Program (CIP) that is required by both Town Charter and State Statutes. The Planning Commission has reviewed the draft CIP and its recommendations were considered in the preparation of the Town’s FYE 2016 through FYE 2021 Capital Improvement Program. (p. 311)

Fleet Reserve Fund (6040) – The Fleet Reserve Fund is supported by user fees which cover the costs of vehicle purchases, maintenance, and fuel. The Fleet Division of the Public Works Department is responsible for the asset management of the Town’s fleet and the repair of its construction, operations, and staff vehicles. The Fleet Reserve budget for FYE 2016 is \$1,589,985, which represents a 31.4% increase from the FYE 2015 budgeted amount. The majority of this increase is due to an increase in vehicle purchases.

For FYE 2016, the replacement schedule program calls for the replacement of 43 vehicles (\$2,354,672) of which 29 are past their replacement date. This budget calls for the replacement/refurbishment of 11 out of 43 vehicles scheduled for replacement (\$768,794).

The departmental contributions to the fund were reduced to 75% of the recommended amount in FYE 2009 and FYE 2010. The percentage was further reduced in FYE 2011 through FYE 2015 to 25%, which will be continued for FYE 2016. In an effort to replenish this fund after several years of underfunding, a General Fund contribution of \$65,000 will be made from Contributions to Other Funds. The amount represents approximately 8.5% of the recommended General Fund Vehicle Replacement Fees, which together with the 25% contribution in departmental accounts

will bring contributions to 33.5% of the recommended amount. The Golf Course and Wastewater Treatment continue to pay 100% of the scheduled replacement costs.

The maintenance fees assigned to each vehicle are based on actual maintenance costs which were incurred during the previous three years and then averaged for a one year period. Budgeted vehicle maintenance costs for FYE 2016 are projected to decrease \$20,418 or 5.1%.

Unleaded fuel costs are budgeted at \$3.14/gallon for FYE 2016 versus \$3.38/gallon for FYE 2015 while diesel fuel is budgeted at \$3.15/gallon for FYE 2016 compared to \$3.35/gallon for FYE 2015. (p. 315)

OTHER CONSIDERATIONS

PERSONNEL COSTS

The following chart shows negotiated wage/salary increases for Town bargaining units and budgeted increases for non-union employees going back to FYE 2012. For FYE 2016 Town Operations department budgets only include negotiated/agreed upon wage/salary increases. As noted below only two out of five Town bargaining units have negotiated contracts in place for FYE 2016, covering approximately 20% of the full time employees. No increases for non-union employees have been budgeted for at this time. As noted earlier, for FYE 2016 \$550,000 is budgeted for Contingency, a \$200,000 increase from FYE 2015. The additional funding is to be used to cover a portion of the yet to be determined FYE 2016 wage/salary increases.

General Wage/Salary Increases	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	Step Increases*
CILU/GMEA (Clerical/Professional)	0.00%	0.00%	2.00%	2.00%	pending	2%
USWA (Steelworkers)	0.00%	2.00%	2.00%	2.00%	pending	4%
Police	0.00%	2.00%	2.00%	pending	pending	4%
AFSCME (Supervisory)	2.00%	2.75%	0.00%	2.00%	2.00%	2%
Telecommunicators	0.00%	2.00%	2.00%	2.00%	2.00%	2%
Non-Union	0.00%	3.00%	2.50%	2.00%	pending	None

*Step increases are granted annually to the 40 bargaining unit employees who have not reached the top step of their classification.

FUND BALANCE

According to the Government Finance Officers Association (GFOA), Fund Balance is the cumulative (not annual) difference of all revenues and expenditures from the government's creation. Over the last 13 years, the Town has increased its unassigned Fund Balance from 5% to 7.75% of the total General Fund budget. Most recently, in February 2014 after receiving and accepting the Annual Audit, the Town Council raised the Town's unassigned Fund Balance from 7.5% to 7.75%

During the Town's bond rating presentations in November 2011 and in February 2013, the issue of the Town's unassigned Fund Balance became a topic of discussion with the rating agencies and the Town's financial advisor. The Town is rated either AA2 or AA by the three bond rating agencies and they consider other municipalities with the same bond rating as our "peer communities." For all Connecticut municipalities with such an AA2/AA rating, the median for their unassigned Fund Balance is 11.1% while the average unassigned Fund Balance for that same peer group is 11.3% based on 2014 data.

Though maintaining the Town's Fund Balance over the last couple of years has sent a positive message to the bond rating agencies, the Town in the short term needs to increase its unassigned Fund Balance to be more in line with its peer municipalities.

GAINING SOME PERSPECTIVE

For FYE 2016 the Town is confronted with a reduced grand list resulting in tax revenue reductions of approximately \$1.7 million, primarily associated with Pfizer's decision to demolish Building 118. In addition, there is little likelihood that the state will provide municipalities with significant additional funding over the next couple of years or that meaningful property tax reform will be implemented. These realities, coupled with anticipated increases in certain personnel and operational budget items, mean that municipalities can expect to see "level" service budgets continue to increase in the 2-3% range. While there is growing optimism with respect to the national, state, and local economy, it is unlikely that the Town's Grand List will grow significantly in the short term. In an effort to help the reader have a better understanding and appreciation of how Groton compares to other Connecticut communities, an excerpt from the State of Connecticut/Municipal Fiscal Indicators for Fiscal Years Ended 2009-2013, dated January 2015 has been included (p. 37). A quick review of a number of the major indicators confirms that Groton, compared to many, if not most of the other 168 communities in Connecticut is in a very enviable position. A summary of these indicators follows:

- Debt per Capita / below the median; 105 out of 169
- Education Expenditures per Pupil /average; 83 out of 169
- Tax Levy per Capital/below the median; 138 out of 169
- Property Tax Revenue as a % of Total Revenue/below average; 133 out of 169
- Equalized Mill Rate/below average; 149 out of 169 (does not take into account that Groton has one of the largest Commercial/Industrial tax bases in the state as a percentage of its Grand List.)

While everything is relative, we must not lose sight that Groton is a very fortunate community from an economic/fiscal perspective and has had incredible good fortune for many decades. In dealing with our changing economic realities, we need to make certain that we do not do damage to our long term prospect for growth and strong financial management practices in order to achieve short term tax relief. Those types of decisions will be more costly to the Town in the long term.

UNMET NEEDS

In almost all respects, the FYE 2016 Budget for Town Operations is a level service budget. A number of staff changes are recommended in Public Works and Planning and Development Services, and one additional position has been added in Public Works in an effort to address two previously identified unmet needs. These are:

- Funding/staffing for enhanced economic development initiatives with an eye on growing the community's tax base. This is the only option available to the Town to increase local revenues in a meaningful way and not increase local property taxes.
- Funding for a dedicated Energy Conservation Initiative including a Sustainability Project Manager and a Grant Writer to help implement recommendations contained in the Task Force on Climate Change and Sustainable Community report; to support the efforts of the Town's Energy, Efficiency and Conservation Committee; and to increase investment in energy conservation enhancements.

Previously identified unmet needs that have not been addressed or adequately addressed that should be kept in mind when the budget is being reviewed and future budgets are prepared include:

- Funding to support Community Events Cost Center in Legislative Policy (1001). Funds would be used to support events, activities, and opportunities that present themselves throughout the year that are unknown at budget time and would allow for more timely decisions by the community to participate in these types of activities.
- Full funding of the Fleet Replacement Fund.
- Increase annual CIP funding and/or bond authorizations to address long-standing capital improvement needs. The FYE 2016-2021 Capital Improvement Program identifies close to \$116 million in needed improvements over the next six years. This does not include any funding for new schools. Clearly this level of work cannot be undertaken given current funding levels and budget constraints.

LOOKING AHEAD

Following the completion of the FYE 2016 budget review and approval process, it is once again recommended that the Town Council and RTM hold a series of meetings during the summer/fall of 2015 to discuss the upcoming FYE 2017 budget. Consideration should be given to engaging the public in a dialogue to help prioritize what services and programs they would

like to see provided and the extent to which they are willing to pay for these services and programs.

Looking ahead, the following general precepts should be kept in mind as we move through next year and plan for the FYE 2017 budget:

- Review scope of services provided by the Town, identify core services, and explore funding options with others. Structure the organization to provide these core services in the most efficient and cost-effective manner.
- Evaluate joint endeavors with the Board of Education, political subdivisions and fire districts. While the City, Groton Long Point and the fire districts have the right to provide separate services to their residents, the cost, need, identification of who pays, and viability of providing duplicative services need to be taken into consideration. The recommendations of the November 2013 Town Wide Police Study need to be discussed and implemented. Likewise the long talked about Town wide Fire Assessment should be undertaken.
- Make sure that we do not take on additional responsibilities without an understanding of their impact on current and future budgets and services. We should try to avoid imposing mandates on ourselves, and where possible, simplify rather than make things more complex.
- Increase emphasis on growing revenues to offset tax increases. The steady increase in property taxes as a percentage of revenue has put extreme pressure on operating budgets (and our taxpayers) in an effort to maintain the scope of services desired by the community.
- Collective bargaining agreements must reflect the changing economic realities. Continue to implement benefit plan design changes in an effort to reduce costs long term.
- Regionalization should be embraced in those areas where it would result in cost savings and improved efficiencies, and/or bring about greater capabilities. While the Town may need to take the lead in these efforts, it must be careful to assure that costs are shared equitably among participating communities (e.g. emergency dispatch; vehicle maintenance; revaluation; animal control).
- Carefully evaluate whether to continue contributions to outside agencies in light of reductions to Town departments.

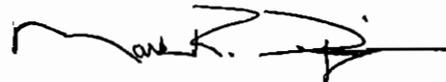
Finally, while the regional, state and national economies have begun to emerge from a prolonged period of difficult economic conditions, growth in Town revenues will continue to lag behind. Town Operations has attempted over the last 13 years to adapt to these changed economic conditions, by reducing its workforce and containing the cost of providing services. To date this has been accomplished without major reductions to the services provided to the citizens of Groton. Unfortunately, the focus of Town Council and RTM budget deliberations have narrowed to comparisons with the prior year, often with the goal of no increases and/or reductions. In doing so, decisions have been made to reduce contributions to the Fleet Fund, the

Capital Reserve Fund, and facility maintenance in an effort to hold the line on increases or to make up for increases in other areas. During this same time period, revenue from the state and federal governments continued to decline as a percentage of funds available to fund the budget as they faced their own budget struggles. In other words, saving for the future through the annual budget process has taken a back seat to meeting current operational needs. An organization can only do this for so long without reinvesting in itself. Schools need to be modernized and/or replaced, roads need to be paved, buildings repaired, equipment replaced, economic development initiatives undertaken, and recreation facilities upgraded, to name a few examples. Groton has been and continues to be proud of the level and quality of services it provides to its citizens. It may no longer be prudent to maintain these services at the expense of not investing in the Town's future. Absent a political consensus as to where to reduce services, the Town needs to place increased emphasis on growing revenue (economic development) and take a comprehensive look at efficiencies and cost savings that may be gained internally and within the fire districts and political subdivisions. Despite difficult economic times, the Groton taxpayers have seen fit to invest in the Town's future by approving two relatively recent bond authorizations (the rehabilitation of Thames Street and the Town-wide road rehabilitation program). It must be kept in mind that as we begin review of the FYE 2016 Budget that Groton's budget situation has more to do with changing revenue growth than unreasonable growth in expenditures.

ACKNOWLEDGEMENTS

Work began on preparation of the FYE 2016 Budget in fall 2014 and has involved countless hours of effort by Department Heads and their respective staffs. In addition to recognizing and thanking the Department Heads and their staff for their hard work and dedication in preparing their FYE 2016 budget requests, I would like to personally express my sincere gratitude and appreciation to our new Finance Director Cindy Landry; Robert Zagami, Human Resource Director; Robin Moulding, Financial Assistant II; Mary Jo McCarthy, Administrative Secretary; and Nicki Bresnyan, Executive Assistant for their commitment and the hard work they put forth in assisting me in the preparation of the FYE 2016 Budget.

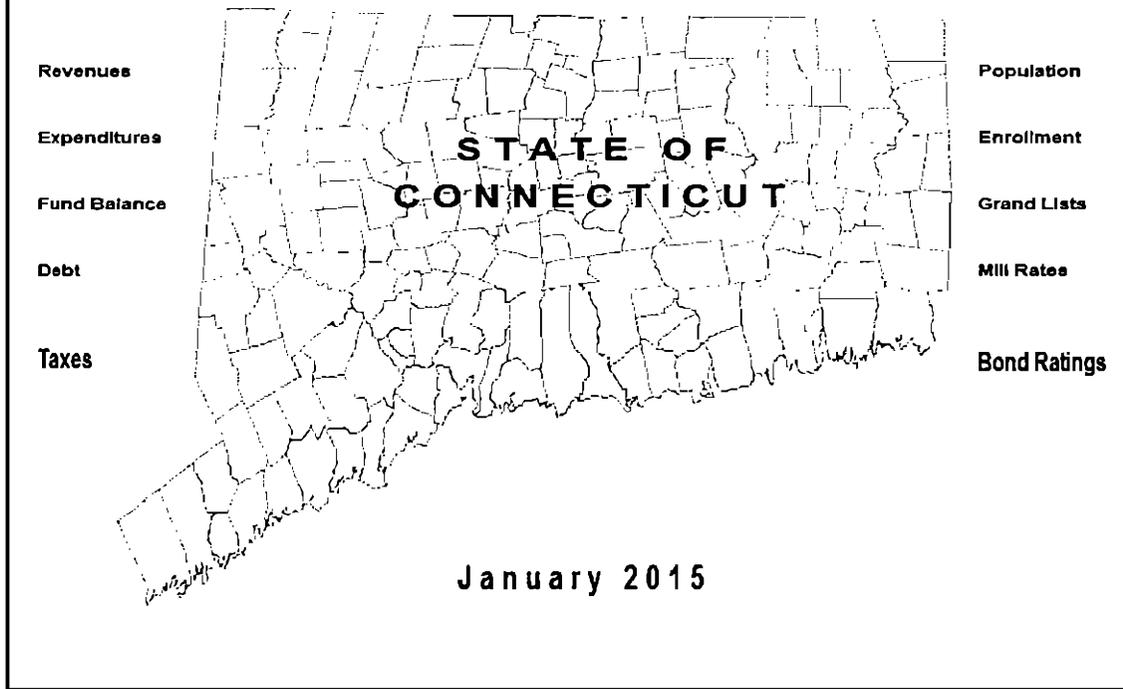
Sincerely,



Mark R. Oefinger, AICP
Town Manager

MUNICIPAL FISCAL INDICATORS

Fiscal Years Ended
2009 - 2013



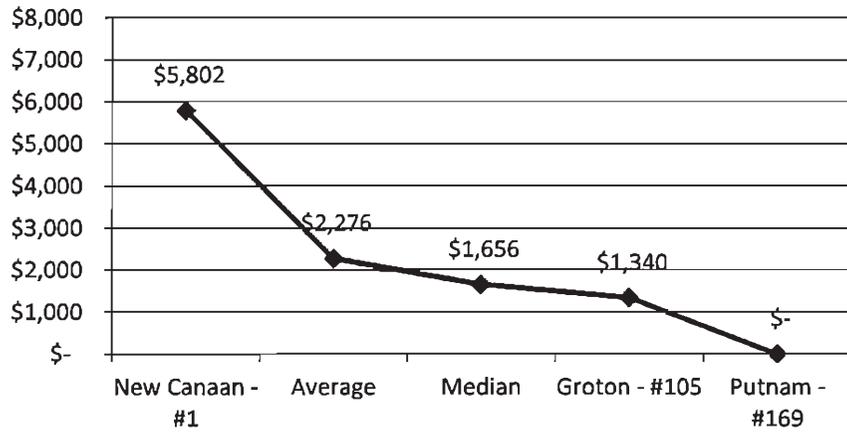
'Municipal Fiscal Indicators' is an annual publication of the Intergovernmental Policy Division Office of Policy and Management (OPM).

The publication consists of the most current financial information available for each of Connecticut's 169 municipalities. The majority of the data has been compiled from the audited financial reports of municipalities. The data extracted from these reports pertains primarily to each municipality's General Fund.

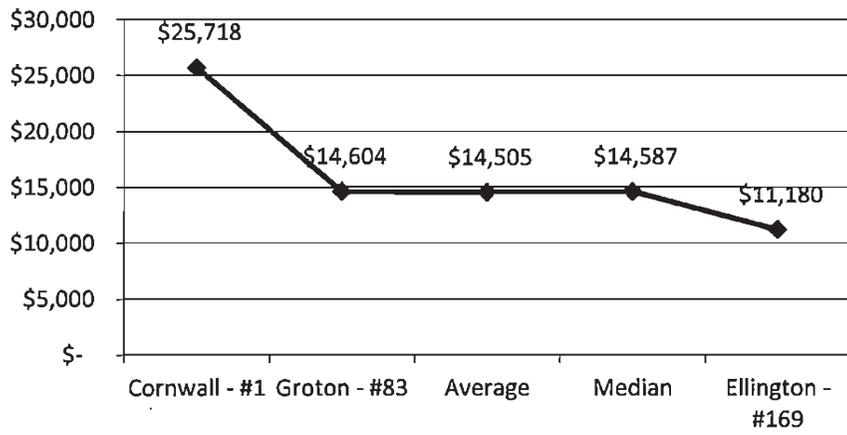
Attached are five (5) Fiscal Indicators that show the State-wide rankings comparing the Town of Groton along with the highest, lowest, average and median indicator for those five fiscal indicators:

Debt Per Capita
Education Expenditures per Pupil
Tax Levy per Capita
Property Tax Revenue as a % of Total Revenue
Equalize Mill Rate

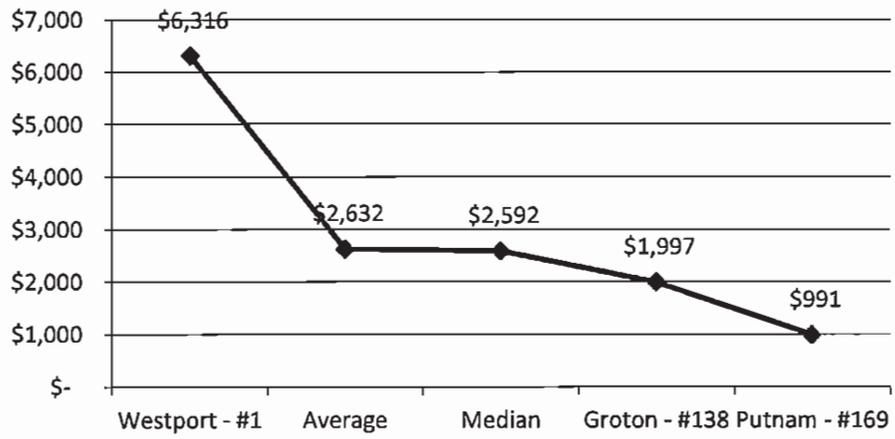
Debt per Capita



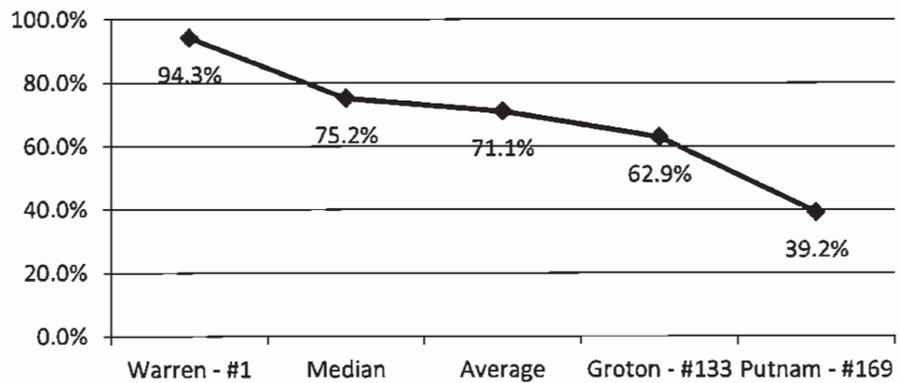
Education Expenditures per Pupil

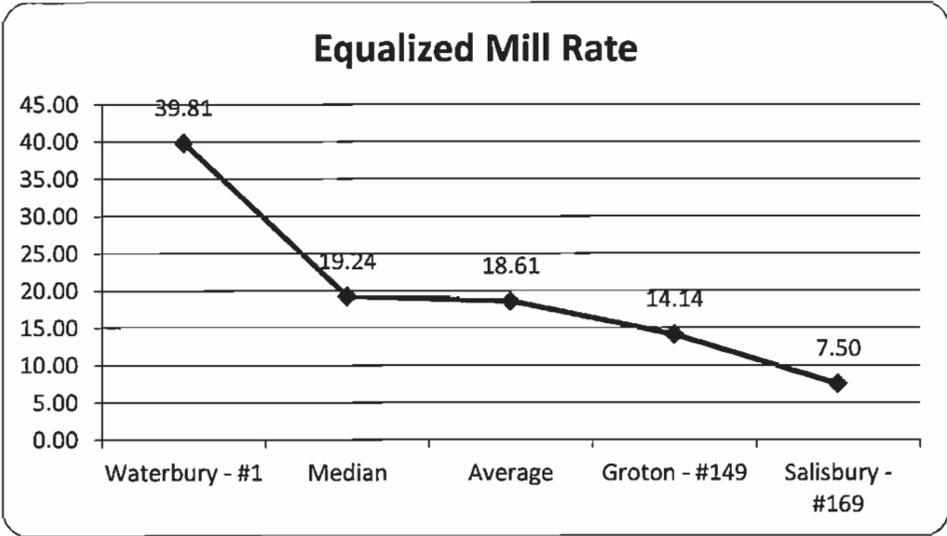


Tax Levy per Capita



Property Tax Revenue as a % of Total Revenue





The Equalized Mill Rate, or Effective Tax Rate, is calculated by dividing the adjusted tax levy by the Equalized Net Grand List.

OPM calculates the Equalized Net Grand List from sales and assessment ratio information and grand list reports filed by municipalities providing a more comparable mill rate statewide.



Town of Groton, Connecticut

Text File

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager 860-441-6630

Introduced: 12/4/2013

File Number: 2013-0286

Version: 2

Status: Passed

RESOLUTION ADOPTING TWENTY-NINTH GROTON TOWN COUNCIL GOALS

RESOLVED, that the 29th Groton Town Council adopts the following goals for 2013-2014:

Economic Development

- Evaluate and restructure goals and direction of the current Economic Development Commission to create a highly efficient, functioning Economic Development Commission.
- Increase revenue (grow the grand list).
- Implement quarterly meetings with the Economic Development Commission.

Charter Revision

- Establish a Charter Revision Commission with a focus on Chapters 5 and 9 to create a more efficient Town government.

Communication

- Create Town-wide Facebook page that all Town departments contribute to.
- Increase Councilor presence in the community.
- Evaluate efficiencies of Town-wide technology and analyze merging our systems to achieve savings in purchasing and maintenance with the possibility of outsourcing.

Co-location of Departments

Develop a viable strategic plan to build a Town of Groton Core Community Complex utilizing the current Town Hall and Fitch Middle School, to be bonded by a referendum.

Town Planning Processes

Title	Description	Purpose	Budget Impacts
Multi-Year Budget Model	Two year's of budget projections for the General Fund.	Projects revenues and expenditures for the Town's General Fund for the next two years.	Provides an illustration as to how the budget may look in the coming fiscal years.
Capital Improvement Program (CIP)	Six year plan that includes project funding by department, by plan year and by proposed funding source.	To evaluate and prioritize projects in terms of need, cost effectiveness, ability to generate economic benefit and available sources of funding.	Allows planning for funding as well as debt service requirements and operating costs of new facilities and infrastructure improvements.
Groton Strategic Economic Development Plan	A comprehensive analysis of economic development conditions in Groton and a strategy for securing the Town's economic future.	A strategic action plan for improving the economy of Groton.	Determines what incentives are needed to improve the economic growth in Groton.
Groton Parks & Recreation Master Plan	A strategy to maximize the quality of life through identifying the community's needs and desires.	Establishes a clear direction, prioritized action plan, and implementation strategies to guide staff, committees and elected officials in their efforts to enhance the community's parks and recreation facilities, programs and services.	Determines what resources are needed to reach the community's recreational needs and desires.
Groton Bicycle, Pedestrian and Trails Master Plan	A town-wide system of safe routes for pedestrians & bicyclists that links destinations.	Improve the recreation system by connecting neighborhoods, parks and open space with convenient walkways, bikeways & trails that provide healthy recreational opportunities for all town residents.	Improves the transportation system with convenient walkways, bikeways & trails that provide healthy recreational opportunities.
Sutton Park Master Plan	A site Master Plan of Sutton Park.	To create a plan and conceptual site design that emphasizes functionality, provides a unique sense of place, incorporates green principles and sustainable design and best meets the needs of the Town and it's residents.	To determine future programming opportunities.
Plan of Conservation and Development	A tool for guiding the future development of the community.	Provides a framework for consistent decision-making with regard to conservation and development activities in Groton over the next decade or so.	Provides the basis for review of all land development applications.
Energy Action Plan	A "snapshot" of the Town's current energy situation, and a vision of what the Town could achieve with respect to future energy use.	Reducing energy use in operations and exploring alternatives to conventional fossil energy sources.	Reduces the future impact of energy costs to the Town.
Groton Stormwater Management Plan	Addresses the impacts of stormwater runoff by developing and implementing a plan.	The goal of improving the overall quality of the Town's stormwater runoff.	Calls for public education, outreach, involvement and participation to improve quality of stormwater runoff.
Vehicle Replacement	A plan to replace certain vehicles and equipment on particular schedules.	Public Works schedules and identifies items to be replaced and forwards the list to the Town Manager.	Allows for the funding of vehicles on the list annually, reducing the cost of fleet maintenance and service.
Computer Replacement	Multi-year plan to replace computer hard drives and monitors.	Replaces hard drives and monitors according to a schedule created by IT.	Sets aside funding that allows for yearly replacements of computer equipment on a scheduled basis.
Groton Public Library Technology Plan	Describes the technology and telecommunication services currently offered or planned for the library.	To enhance the personal development of Groton citizens by meeting their informational, educational, cultural and leisure time needs.	Provides for long term planning of capital technology expenses to provide town library services to the public.

TOWN OF GROTON

Reconciliation from Manager's to Council's to RTM's Budget

FYE 2016 Budget - General Fund (#100)

Manager's Budget (as of 3/15/2015):			\$ 128,474,682
Additions to Manager's Budget by Town Council:			
10541	VNA (School Health) (4/15/15)	\$ 18,214	
1046	Planning & Development (4/18/15)	\$ 8,232	
10905	Highway Pending Arbitration (Groton City) (4/18/15)	\$ 830,292	
10772	Human Services Assistance Spicer Fund (4/18/15)	\$ 22,000	
	Total Additions		\$ 878,738
Reductions to Manager's Budget by Town Council:			
1080	Board of Education (4/6/15)	\$ (400,000)	
10901	City Highway (4/11/15)	\$ (830,292)	
10900	City Police (4/11/15)	\$ (84,564)	
1035	Public Works (4/11/15)	\$ (100,000)	
1075	Capital Reserve Contribution (4/18/15)	\$ (2,076,600)	
1071	Self Funded Plans (Health Insurance) (4/18/15)	\$ (107,848)	
	Total Reductions		\$ (3,599,304)
	Net Change		\$ (2,720,566)
Council's Budget (as of 4/20/2015):			\$ 125,754,116
Additions to Council's Budget by RTM:			
10900	City Police (5/7/15)	\$ 84,564	
1035	Public Works (5/14/15)	\$ 100,000	
	Total Additions		\$ 184,564
Reductions to Council's Budget by RTM:			
1075	Capital Reserves (5/18/15)	\$ (200,000)	
	Total Reductions		\$ (200,000)
	Net Change		\$ (15,436)
RTM's Budget (as of 5/19/2015):			\$ 125,738,680

TOWN OF GROTON		
Reconciliation from Manager's to Council's to RTM's		
FYE 2016 Capital Projects Budget		
		Capital Reserve Fund (501)
Manager's Budget (as of 3/15/2015):		\$ 5,410,000
Additions to Manager's Budget by Town Council:		
5B)	Asbestos Removal (4/6/15)	\$ 160,000
Reductions to Manager's Budget by Town Council:		
7B)	Computer Technology Acquisition Software Systems (3/31/15)	\$ (69,600)
5I)	Mary Morrison (4/6/15)	\$ (100,000)
5C)	Charles Barnum (4/6/15)	\$ (185,000)
5D)	West Side Middle School (4/6/15)	\$ (200,000)
5E)	Claude Chester (4/6/15)	\$ (370,000)
5F)	Cutler Middle School (4/6/15)	\$ (300,000)
5G)	S. B. Butler (4/6/15)	\$ (185,000)
5H)	Fitch High School (4/6/15)	\$ (170,000)
5J)	Pleasant Valley (4/6/15)	\$ (370,000)
5M)	Administration Building (4/6/15)	\$ (194,000)
6O)	Esker Point Concession Stand (4/15/15)	\$ (18,000)
8C)	Open Space Acquisition (4/15/15)	\$ (40,000)
4C)	Open Space Management Plan (4/18/15)	\$ (35,000)
Council's Budget (as of 4/20/2015):		\$ 3,333,400
Additions to Council's Budget by RTM:		
8C)	Open Space Acquisition (5/4/15)	\$ 5,000
Reductions to Council's Budget by RTM:		
5I)	Mary Morrisson (5/13/15)	\$ (80,000)
1J)	North Stonington Road Bridge (5/14/15)	\$ (125,000)
RTM's Budget (as of 5/19/15):		\$ 3,133,400
	Add WPCF Projects	\$ 1,319,000
	Capital Reserve Fund Appropriation (#5010)	\$ 4,452,400

TOWN OF GROTON
FYE 2016 General Fund
CALCULATION OF GRAND LIST, MILL RATE AND FUND BALANCE

Mill rate increased from 20.13 to 20.95 mills or .82 mills for a 4.1% increase	06 02 2015
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A Based on NET 10/1/14 Grand List Categories			
1	Real Estate	\$3,351,351,550	
2	Motor Vehicle	\$197,281,695	
3	Personal Property	\$260,018,154	
4	Total Grand List (adjusted net)	\$ 3,808,651,399	
5	(AFTER Board of Assessment Appeals adjustments)	\$ 3,808,651,399	
B Calculation of Mill Rate			
1	Total Operating Appropriations	\$125,738,680	
2	Less: Operating Revenues	\$42,286,249	
3	Sub-Total: Appropriations less Operating Revenues & Grants	\$83,452,431	
4	Less: (Fund Balance Applied) / needed to maintain 7.75%	(\$5,035,029)	
5	Balance To Be Raised From Taxes	\$78,417,402	Mill Rate
6	divided by Grand list (at 100% collection rate)	0.020589	20.59
7	Mill Rate Adjusted (at 98.3% Collection Rate)		
8	Mill Rate @ 98.3% Collection Rate (based on a 3 year collection	0.020945	20.95
			One Mill =
			\$3,743,904
C Calculation of Current Taxes & Mfg. Exempt.& Enterprize Zone			Tax Revenue
1	Current Taxes: Grand list \$ X mill rate X 98.3%	0.02095	\$ 78,417,402
D Analysis of Unassigned Fund Balance			
1	Unassigned Fund Balance as of June 30, 2014		\$11,442,314
	Fund Balance Committed to FY 2016		\$1,800,000
2	Less: Supplemental Appropriations during the year		\$0
3	Add: FYE 2015 returned to Fund Balance or (additional needed)		\$ 1,537,463
4	Estimated Unassigned Fund Balance as of June 30, 2015		\$14,779,777
5	Less: (Fund Balance Designated for FYE 2016) / additional needed to meet 7.75%		(\$5,035,029)
6	Estimated Unassigned Fund Balance as of June 30, 2016		\$9,744,748
7	Estimated Unassigned Fund Balance on June 30, 2016 as a % of FYE 2016 Operating Appropriations		7.75%

PURPOSE:

The below two year forecast (FYE 2017 and FYE 2018) serves as an illustration as to how the budget may look in the coming fiscal years. It is purely a forecast and in no way represents proposed appropriations in the out years. Consideration is given to known factors such as debt service. In other areas, assumptions are used which are based on history of both revenues and expenditures. The FYE 2014 Actuals, the FYE 2015 Estimated Budget and the FYE 2016 Adopted Budget are provided for reference.

**Town of Groton
Two Years' Projections (FYE 2017 & FYE 2018)
for the General Fund
Projected Revenues, Appropriations, Mill Rates, Taxes and Fund Balance**

A	B	C	D	E	F
Revenues and Appropriations:	FYE 2014 Actuals	FYE 2015 Estimate	FYE 2016 Adopted	FYE 2017 Projected	FYE 2018 Projected
1 Revenues:					
2 Property Taxes - Current	\$ 78,766,233	\$ 77,555,000	\$ 78,417,402	\$ 84,101,802	\$ 86,168,784
3 Other Property Taxes	\$ 3,304,946	\$ 2,355,000	\$ 2,300,000	\$ 1,675,000	\$ 1,980,000
4 Enterprise Zone Grant-State Reimbursement	\$ 269,975	\$ 61,087	\$ -	\$ -	\$ -
5 Pequot/Mohegan Funds	\$ 1,373,412	\$ 1,376,364	\$ 1,407,316	\$ 1,386,000	\$ 1,386,000
6 PILOT; State exempts	\$ 1,184,447	\$ 1,289,365	\$ 1,181,146	\$ 1,285,000	\$ 1,285,000
7 Other State & Federal Aid	\$ 34,240,596	\$ 33,172,854	\$ 34,181,714	\$ 34,805,262	\$ 34,805,262
8 Other Revenues	\$ 3,989,659	\$ 4,981,890	\$ 3,216,073	\$ 3,216,073	\$ 3,216,073
9 Committed Funds	\$ -	\$ -	\$ 1,800,000	\$ 900,000	\$ -
10 Fund Balance Applied (needed to maintain a 7.5% fund balance)	\$ -	\$ 1,707,537	\$ 3,235,029	\$ (118,000)	\$ (114,000)
11 Total Revenues	\$ 123,129,268	\$ 122,499,097	\$ 125,738,680	\$ 127,251,137	\$ 128,727,119
12 Appropriations:					
13 Town Operations	\$ 32,148,491	\$ 33,583,835	\$ 33,378,603	\$ 33,779,146	\$ 34,184,496
14 Education	\$ 73,613,686	\$ 74,795,943	\$ 76,730,239	\$ 78,188,114	\$ 79,673,688
15 Outside Agencies	\$ 2,020,311	\$ 2,117,549	\$ 2,147,716	\$ 2,190,670	\$ 2,234,484
16 Subdivisions	\$ 5,212,930	\$ 5,050,470	\$ 5,025,247	\$ 5,075,499	\$ 5,126,254
17 Capital/Debt Service	\$ 6,242,288	\$ 6,951,300	\$ 7,906,875	\$ 7,667,707	\$ 7,158,197
18 Contingency	\$ -	\$ -	\$ 550,000	\$ 350,000	\$ 350,000
19 Total Appropriations	\$ 119,237,706	\$ 122,499,097	\$ 125,738,680	\$ 127,251,137	\$ 128,727,119
20 % Increase in Appropriations from Previous Year	1.2%	2.7%	2.6%	1.2%	1.2%
Tax Rate and Change from Previous Year:					
21 General Fund Mill Rate	20.72	20.13	20.95	22.46	25.02
22 Mill Rate Change from Previous Year	0.50	-0.59	0.82	1.51	2.56
Median Assessment, Annual Taxes and \$ & % Change:					
23 Assessment on a "median" Fair Market Value Home of \$316,947 was reduced by 13% with the 2011 revaluation	\$193,021	\$193,021	\$193,021	\$193,021	\$193,021
24 Town Tax - Annual	\$3,999	\$3,886	\$4,044	\$4,335	\$4,829
25 Annual \$ Increase in Taxes from Previous Year	\$96	(\$114)	\$158	\$291	\$494
26 Annual % Increase in Taxes from Previous Year	2.5%	-2.8%	4.1%	7.2%	11.4%
Estimated Fund Balance:					
27 Estimated Unassigned Fund Balance - Beginning	\$17,387,314	\$11,442,314	\$14,779,777	\$9,744,748	\$9,862,748
Committed Fund Balance for Future Tax Relief (Building #118)		\$1,800,000		\$900,000	
28 Estimated Fund Balance - Returned/Increased or additional needed	\$0	\$1,537,463	\$0	\$0	\$0
29 Estimated Revenues over Expenditures	\$0	\$0	\$0	\$0	
30 Committed Fund Balance for Future Tax Relief (Building #118)	(\$2,700,000)		(\$1,800,000)	(\$900,000)	
31 (Fund Balance Applied) or Raised to Maintain Fund Balance %	(\$3,245,000)		(\$3,235,029)	\$118,000	\$114,000
32 Estimated Unassigned Fund Balance - Ending	\$11,442,314	\$14,779,777	\$9,744,748	\$9,862,748	\$9,976,748
33 Estimated Unassigned Fund Balance as a % of Appropriations	9.60%	12.07%	7.75%	7.75%	7.75%

*****Assumption for Revenue Projections:**

Property Taxes: Property taxes are what is needed to balance the budget after all other revenue sources are considered. In addition to the removal of building #118, assumes no increase in the 2015 Grand List that will impact the FYE 2017 budget and an 8% decrease in the 2016 Grand List due to anticipated reductions in residential real estate values after completion of the 10/1/2016 revaluation. The real estate property revaluation conducted in 2011 that impacted the FYE 2013 budget found over 90% of properties realized a reduction in the market value with the average decrease being 13%. Based on current sales ratios it is anticipated the real estates values will be again be reduced with October 2016 revaluation. The collection rate is projected at 98.3%.

Other Property Taxes: Anticipates that the collections of other taxes will be reduced due to collection efforts resulting in a lesser amount of prior year taxes dues at year end.

Enterprise Zone Grants: The one remaining account expired in FYE 2015 and all accounts become taxable once the accounts expire after five years in the grant program.

State & Federal Aid: Forecast is based on a Municipal Revenue Sharing Grant funded from sales tax beginning with FY17 with no increase from what is anticipated in FYE 2016 for federal aid and changes reflected in the State's FYE 2016 Adopted budget.

Other Revenues: Projections are based on actual trends over the past three years. Forecast does not include any anticipated fee schedule increases.

Fund Balance Applied: The amount of Fund Balance needed to have a balanced budget. A negative amount represents the amount that must be raised to maintain a 7.75% fund balance as a % of appropriations.

*****Assumption for Expenditures Projections:**

Town Operations, Education, Outside Agencies and Subdivisions: are assumed to increase based on the average increases over the last thirteen years, 1.2%, 1.9%, 2.0% and 1.0% respectively.

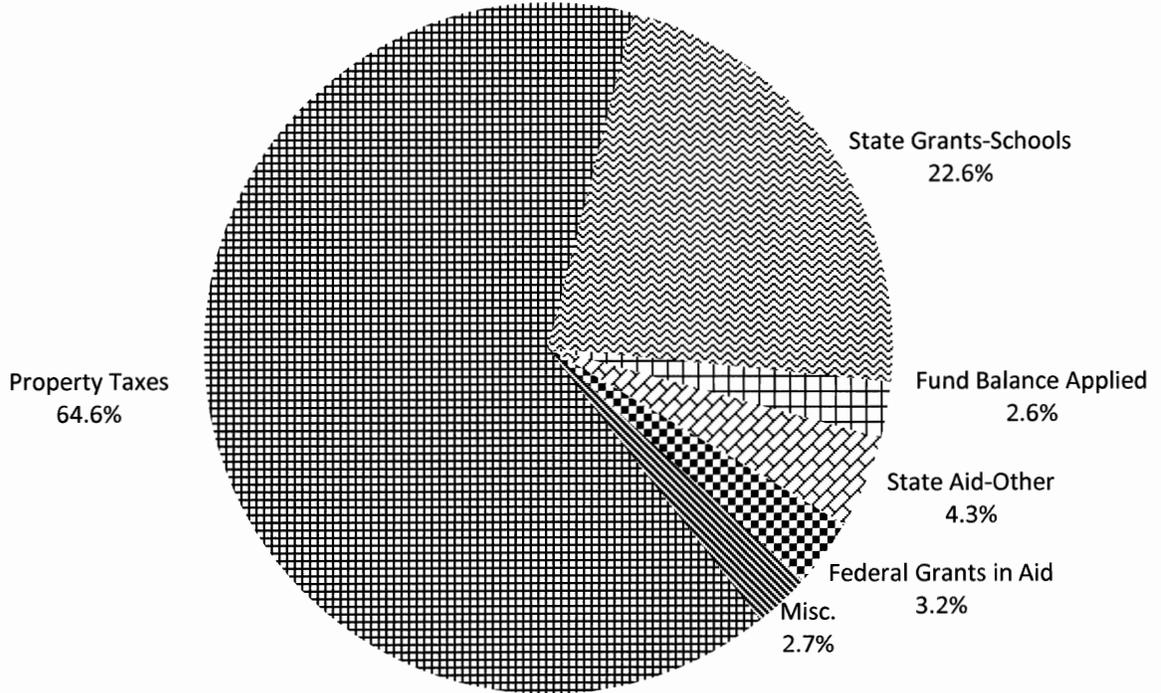
Reserves/Debt Service: Anticipates that \$2.7 million will be annually transferred into the Capital Reserve Fund and incorporates the existing debt service payments as well as future debt service payments based on general obligation bonds that have been issued.

Contingency: Anticipates that \$350,000 will be appropriated for this area of service.

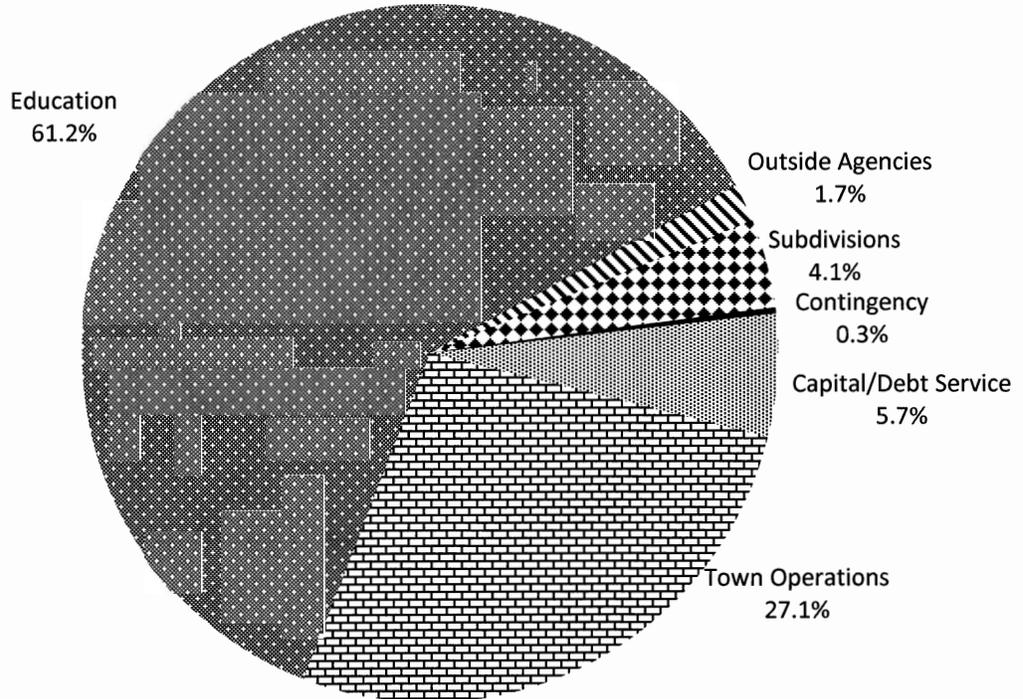
TOWN OF GROTON

Adjusted FYE 2015 Budget

GENERAL FUND REVENUES



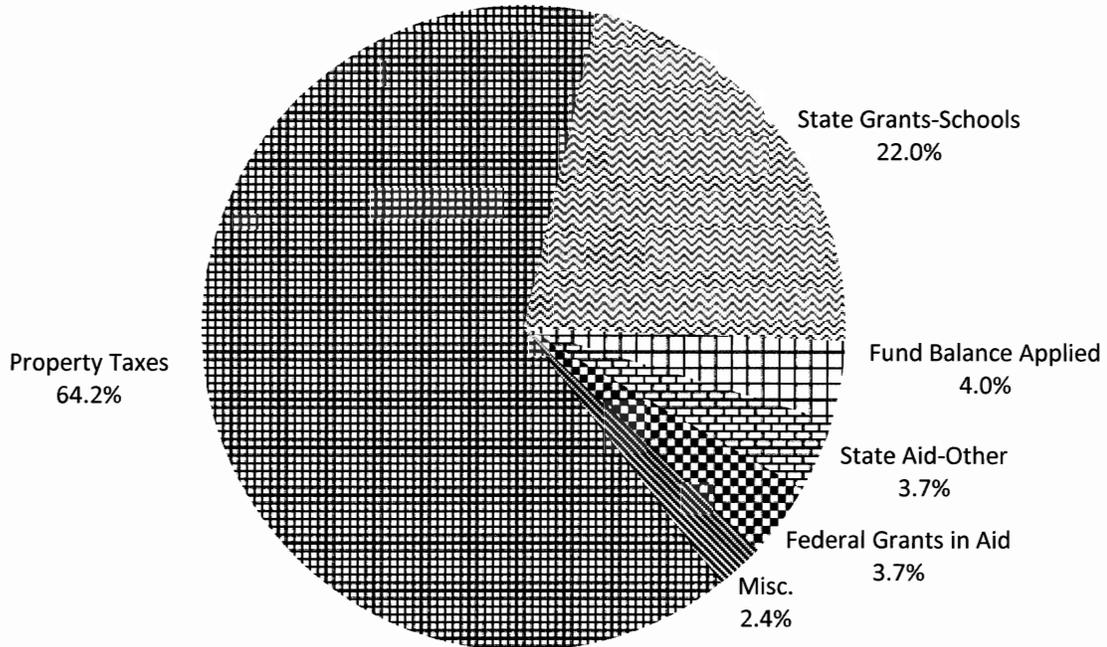
GENERAL FUND EXPENDITURES



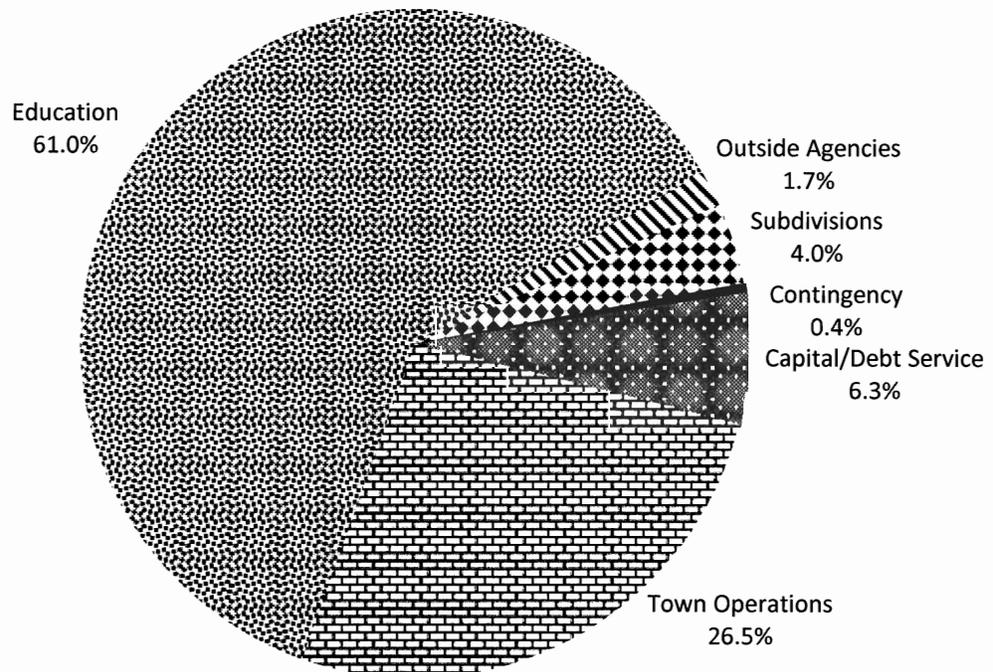
TOWN OF GROTON

Adopted FYE 2016 Budget

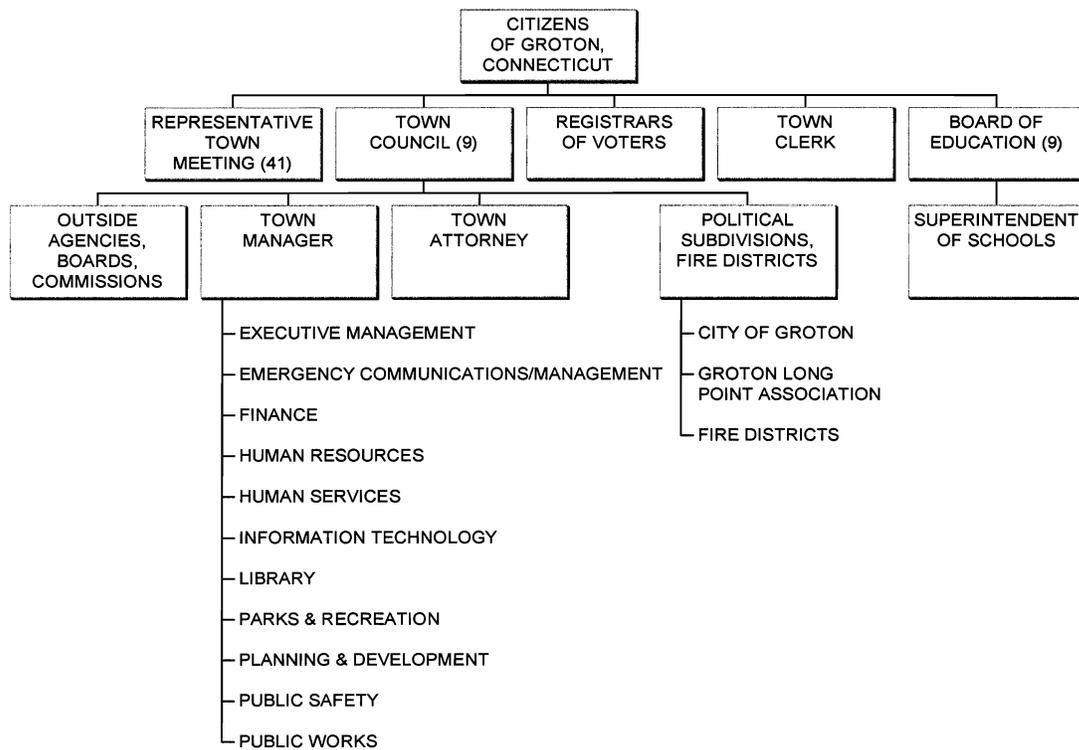
GENERAL FUND REVENUES



GENERAL FUND EXPENDITURES



TOWN OF GROTON ORGANIZATION CHART



FYE 2016



GOVERNMENTAL STRUCTURE

The structure of the Town's government combines a modern professional approach with the traditional town meeting form. Since 1957, the Town has been governed by a Town Council-Town Manager-Representative Town Meeting (RTM) structure. A revised Town Charter was adopted on November 4, 2008 and became effective January 3, 2009.

The Town Council is responsible for determining policy and appointing the Town Manager to execute this policy and administer the day-to-day affairs of the Town. The Council holds public hearings on the budget and sets the tax rate. It appoints one of its nine (9) members as Mayor to serve as chairperson of its meetings and as the Town's representative at ceremonial functions. The councilors each are elected for two-year terms.

The Town Manager is appointed by and directly responsible to the Council and serves for no definite term, but at the pleasure of the Council. The Manager is responsible to the Council for the supervision and administration of Town departments and boards and commissions of the Town, except those elected by the people, or appointed by the Council, Mayor or a regional or state authority. The Council appoints the Town's independent financial auditor.

The Council approves a budget that it sends to the RTM for consideration and final approval. The RTM must approve the budget before the Council sets the final tax rate. In most other matters, the RTM reviews the actions of the Council and has the power of initiative to institute legislation or force reconsideration of legislation already adopted. RTM members are elected by seven (7) voting districts for two-year terms.

Within the Town of Groton there are two political subdivisions, the City of Groton and Groton Long Point Association. In addition, there are seven (7) special taxing districts within the Town. For the political subdivisions, the Town funds approximately one hundred percent of their public works budgets and up to fifty percent of their public safety budgets. The special districts are organized units of government within the Town, having separate governing bodies. They were established by special acts of the State legislature for specific purposes such as fire protection. All these governmental units have individual taxing authority.

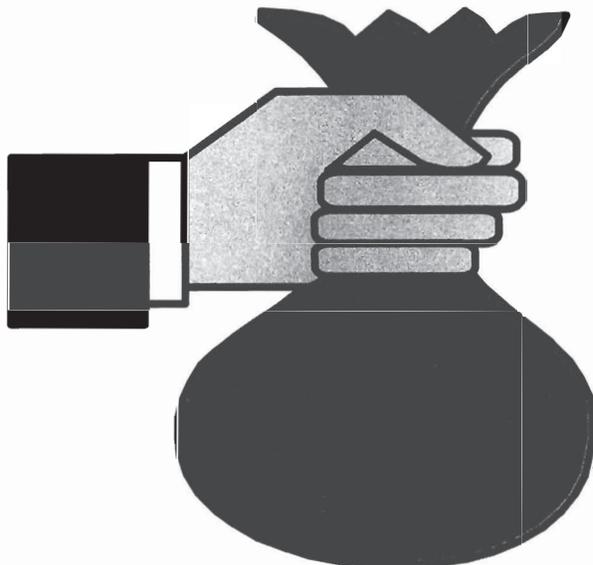
BUDGETARY CONTROL

The Town maintains extensive budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Town Council and RTM. Activities of the general fund, certain special revenue funds and the debt service are included in the annual appropriated budget. Project-length budgets are prepared for the capital projects funds. The level of budgetary control (i.e., the level at which expenditures cannot legally exceed the appropriated amount) is the function level within each fund.

At the direction of the Town Manager, all Department Directors are expected to follow strict guidelines for expenditure control within the approved function appropriation. The Town Manager reserves the right to set "administrative spending authority" limits when justified to maintain the fiscal integrity of the budget. Department Directors are evaluated on budget management abilities.

The Town also maintains an encumbrance accounting system as another method of maintaining budgetary control. All purchases, except certain services as outlined in the Town's Purchasing Manual, require a purchase requisition and a purchase order. In addition, purchases over \$500 require evidence that quotations were received and that the lowest quote, consistent with quality, was selected. The Town's Purchasing Manual requires formal competitive bids for expenditures over \$15,000. Funds are recorded as encumbered when the purchase order is issued and expenditures are recorded when the Town issues a check or incurs a liability.

All unexpended and unencumbered appropriations lapse at year-end except in the Capital Reserve Fund where appropriations are continued until completion of the projects or five years from date of appropriation, whichever is less. However, any project shall be deemed to have been abandoned if three (3) fiscal years lapse without any expenditure from or encumbrance of the appropriation therefore. Budgetary control in the Capital Reserve Fund is achieved by the constraints imposed by the project's authorization or grant awards related to these funds.



Budgetary Process

The budget process for the Town of Groton begins in October of each year preceding the beginning of the fiscal year (July 1). This process is a time for priority setting: define and prioritize needs, evaluate alternatives, and then budget appropriately to meet those needs. Budget discussions with the Town Manager and Department Directors set the tone for implementation. During the FYE 2016 development, the Directors were asked to submit a "level service" budget. In addition, directors were asked to submit with their initial budget request, reductions in their budget that would bring about budgets representing a 0% increase from the FYE 2015 Adopted Budget.

The Budget Cycle:

One of the functions of a budget is to provide a financial plan for the organization's operations for a given period of time. For the Town of Groton, the budget provides a plan from July through June of each year. Prior to implementation in July, the budget is developed with the aid, cooperation and resources of many participants. The entire process consumes almost a full year, from development of the goals, objectives and budget guidelines and assumptions by the Town Council in October through the implementation of the approved budget and printing of the Adopted Budget document. Opportunities for public comment are available throughout March and April before the final adoption of the budget by June. An overview of a typical Town of Groton Budget Cycle follows:

Town of Groton's Budget Cycle - FYE 2016											
Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
(late Oct.)	Budget Calendar developed										
	(late Nov. - mid Dec.)		Town Council develops and finalizes Budget Goals & Objectives								
		(mid Dec. - mid Jan.)		Department's prepare Budget Requests							
			(by Jan. 14)		Departments submit Requests to Finance						
			(late Jan. - late Feb.)			Town Manager reviews Requests & prepares Recommended Budget					
				(mid Feb.)		Town Council holds a Preliminary Public Input Meeting on the Budget					
				(by Feb. 28)		Board of Education & Political Subdivisions submit their requests for appropriations					
					(by March 16)		Town Manager submits Recommended Budget & Capital Improvement Plan (CIP) to the Town Council and RTM				
					(late March - mid April)			Town Council holds Public Hearing by April 6th & Budget Deliberations			
						(by April 28)		Town Council approves Budget & forwards to RTM			
							(all month)		RTM holds Public Comment Session by May 3rd & Budget Deliberations		
							(by May 25)		RTM adopts Budget		
								(by June 9)		Town Council sets Tax Rate	
									(July 1)		Budget Implementation
											Submittal of Adopted Budget to GFOA for Distinguished Budget Presentation Award (by Sept. 9)
Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.

TOWN OF GROTON, CONNECTICUT

DEBT POLICY
&
MANAGEMENT / FISCAL PRACTICES

Revised by the Town Council on: February 4, 2014

Revised by the Town Council on: May 19, 2009

ADOPTED BY THE TOWN COUNCIL ON: SEPTEMBER 21, 1993.

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A. Purpose:

1. To establish a criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness.
2. To provide consistency and continuity to public policy development through the Town's Capital Improvement Program, a mechanism that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing, and
3. To transmit a message to investors and rating agencies who value such evidence of a community's commitment to financial management.

B. Guiding Principles/General Policies:

1. The Town Charter Section 9.13 "Borrowing" and applicable State Statutes governs the Town's issuance of debt as it pertains to referendum requirements and state mandated debt limitations.
2. The Town will conduct its debt management functions in a manner designed to maintain or enhance its existing credit ratings (Fitch: AA; Moody's: Aa2; and Standard & Poor: AA+).
3. Debt issuance will be utilized by the town only in those cases where equity, effectiveness and efficient use of limited resources favor debt over alternative sources of funds. The Town shall view debt as a mechanism to equalize the costs of improvements to present and future residents. The issuance of debt should provide a sufficient sum of money to make major improvements when it is needed and should take into account the relative costs of obtaining the funds. Decision criteria considered shall include the following:
 - (a) Debt shall be primarily used to finance capital projects with a relatively long life expectancy, i.e., ten (10) years or greater. Capital requirements that are recurring, of relative small scale, or are for short-lived improvement should be funded through current funds or the Capital Reserve Fund.
 - (b) Debt shall be issued in such a way so that the term of the financing does not exceed the useful life of the asset.

4. All budgeted funds are required to be balanced. As such, total anticipated revenues, plus fund balance applied if applicable, must equal the sum of budgeted expenditures for each fund.
5. The Town maintains a financial and budgetary control system to ensure adherence to the budget and an awareness of the financial environment, preparing quarterly reports to compare actual revenues and expenditures to budgeted amounts.

C. Capital Improvement Program:

1. A Capital Improvement Program shall be prepared by Town staff and submitted to the Planning Commission as per Connecticut General State Statutes.
2. The Town Council shall approve a Capital Improvement Program annually.
3. The Capital Improvement Program shall consist of a multi-year priority listing of long term capital projects, accompanied by a financing plan which finances all projects in the plan, and is supported by the appropriate sources of revenue. The financing plan shall be in accordance with the debt management policies contained herein.
4. It is the intent of these policies that authorized projects must be part of an adopted Capital Improvement Program.
5. Appropriations for construction or for other permanent improvements from whatever source derived shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned. However any project shall be deemed to have been abandoned if three (3) fiscal years lapse without any expenditure from or encumbrance of the appropriation therefore. Furthermore, any such appropriation which has not been completely expended at the end of five (5) years from the date thereof shall thereupon lapse, unless re-appropriated or extended.

D. Capital Reserve Fund:

1. A Capital Reserve Fund shall be funded annually to ensure that adequate funds are available to purchase equipment, repairs and improvements on a timely basis. This program is designed to stabilize budgeting for such purchases and to fund that part of the Town's capital budget related to those purchases.
2. As per council resolution adopted in December of 1984 and Ordinance Number 179 adopted on September 17, 1985, the Town Manager shall include in the proposed annual budget not less than four (4) percent of the total General Fund Budget for the purpose of paying current outstanding debt service and allocating funds to a "Reserve Fund for Capital and Non-Recurring Expenditures". The amount of said Capital Reserve Fund for capital items will be the remainder after subtracting the necessary debt service payments. The amount so allocated shall be subject to the annual budgetary process.

E. Management:

1. It shall be the responsibility of the Town Manager or his designee to maintain all necessary files associated with the issuance of Town debt.
2. The Town Manager shall submit for Council consideration a fiscal impact statement prior to any Council action to authorize a project involving the issuance of debt. The fiscal impact statement shall contain tables, charts and graphs which address the following:
 - (a) an estimate of the debt service levy to be required at the time of long term debt issuance,
 - (b) a calculation showing the impact of this additional levy to the existing debt service levy at that time,
 - (c) a schedule showing the impact of such issuance on the mill rate over the period of time that the issuance is for, and
 - (d) a table setting forth the computation of the debt limit of the Town and the debt incurring margin as set by State Statute and listing various debt ratios relating to the Town's indebtedness.

F. Debt Issuance Ratios/Limits and Repayment Schedules:

1. The Town shall use the following limits to guide issuance of debt:
 - (a) The Town shall not exceed fifty (50) percent of its statutory debt limit.
 - (b) Total direct indebtedness shall not exceed five (5) percent as percentage of full valuation (most recent equalized grand list as developed by the State of Connecticut).
 - (c) Total debt service shall not exceed ten (10) percent of the Total General Fund expenditures.
2. Repayment schedules shall be designed to relate to the useful life of the asset and generally be in accordance with the following:
 - (a) Fifteen (15) years for most general obligation public improvement debt.
 - (b) Twenty (20) years for benefit district debt and debt supported by special revenues.
 - (c) Ten (10) to twenty (20) years for capital improvement of town-wide significance and where justified by the magnitude of the project.
 - (d) On an overall basis, all general obligation debt shall be structured to retire at least fifty (50) percent of the Town's indebtedness within ten (10) years.

G. Operating Reserves:

1. The maintenance of adequate operating reserves is essential to the financial strength and flexibility of the Town as a whole. They are an integral part of the financial structure of the Town and help make it possible for the Town to issue debt. Operating reserves are a significant factor considered in evaluating and assigning credit ratings by the bond rating agencies.

2. The Town shall maintain the following reserves:
 - (a) An annual contingency reserve in the general fund operating budget which is not more than two (2) percent of annual expenditures.
 - (b) An unassigned General Fund reserve maintained in an amount equal to at least seven and three-quarters (7.75%) percent of annual general fund expenditures.
 - (c) A sixty (60) day reserve in special revenue funds in order to meet potential unanticipated needs.

H. Continuing Disclosure:

1. The Town is committed to continuing disclosure of financial and pertinent credit information relevant to the Town's outstanding securities and will abide by the provisions of the Securities and Exchange Commission (SEC), Rule 15c2-12 concerning primary and secondary market disclosure. The Town shall file such information through a nationally recognized municipal securities information repository (NRMSIR) and where applicable on the Town's web page.

I. Alternative Financing Plan:

The Town Manager is allowed to suggest to the Town Council an alternative financing plan for proposed capital projects if a complete analysis indicates that an alternative approach is deemed in the best interests of the Town of Groton.

Excerpt from Town Charter that describes the process for preparing, reviewing, adopting and amending the budget.

CHAPTER IX. BUDGET AND FINANCE

9.1 Annual Budget Preparation.

9.1.1 The Budget shall provide a complete financial plan of all town funds to be appropriated for the ensuing fiscal year and, except as required by CGS or this Charter, shall be in such form as the Council may require. The Budget shall begin with a general summary of its contents; shall show in detail all estimated income, including the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged to show comparative figures for actual revenue and expenditures of the preceding fiscal year, estimated revenue and expenditures of the current fiscal year, and estimates of revenue and requested budget for the next fiscal year.

9.1.2 The Budget shall include the Town Manager's recommendations of the amounts to be appropriated for the several departments, departmental functions, offices or agencies of the Town for the ensuing fiscal year for all items, except that the Town Manager shall transmit to the Council the estimates for the BOE or any political subdivision within the Town as submitted to the Town Manager under Section 9.2. Upon the request of the Council, the Town Manager may provide comments on the budget estimates of any political subdivision. The Town Manager shall present reasons for all the manager's recommendations with other such information as may be required by the Council.

9.1.3 *Proposed Capital Projects.*

As part of the annual Budget or as a separate report attached thereto, the Town Manager shall present a program, previously considered and acted upon by the Town Planning Commission in accordance with the CGS, concerning municipal improvements and proposed capital projects for the ensuing fiscal year and for the five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted by each department, departmental function, office or agency including the BOE annually in the form and manner prescribed by the Town Manager. The Town Manager shall recommend to the Council those projects to be undertaken during the ensuing fiscal year and the methods of financing the same. All proposed capital projects, regardless of the proposed method or source of funding, shall be included in the Budget. No capital project, regardless of the method or source of funding, shall be undertaken until it has been approved by a majority vote of the RTM.

9.1.4 *Fiscal Year.*

The fiscal year of the Town shall begin on July 1st and end June 30th unless changed by the CGS.

9.2 Duties of the Town Manager on the Budget.

The Town Manager shall require each department, office or agency of the Town supported wholly or in part by town funds, or for which a specific town appropriation is made, including the BOE and any political subdivision within the Town requesting an appropriation, to set forth in such form as the Council may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing year. Estimated cost of services, work and activities shall be included.

9.2.1 *Budget Estimates.*

9.2.1.1 The Town Manager shall compile preliminary estimates for the annual Budget. The head of each department, office or agency of the Town, except the BOE and any political subdivision within the Town requesting town appropriation, shall file with the Town Manager on or before January 14th on forms prescribed and provided by the Manager a detailed estimate of the expenditures to be incurred by each department, departmental function or agency and the revenue, other than tax revenues, to be earned thereby in the ensuing fiscal year and such other information as may be required by the Council or the Town Manager.

9.2.1.2. The Chairman of the BOE shall submit a similar report on or before February 28th.

9.2.1.3. The governing body of any political subdivision within the Town requesting town appropriations shall submit a similar report on or before February 28th.

9.2.2. Not later than March 15th the Town Manager shall present to the Council a total Budget of the general form and content described in Section 9.1.

Sec. 9.3 Duties of the Council on the Budget.

9.3.1 General.

Following receipt of the proposed budget estimates from the Town Manager, the Chairman of the BOE, and the political subdivisions, and not later than April 6th, the Council shall hold at least one public hearing at which the public may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. At least ten (10) days prior to the aforementioned public hearing, the Council shall cause sufficient copies of said budget estimates to be made available for general distribution in the office of the Town Clerk; shall cause a copy of said estimates to be made available for download via the internet; and shall cause to be published in a newspaper having circulation in the Town, a notice of such public hearing and a summary of said proposed budget estimates and also showing the amount proposed to be raised by taxation. After holding such hearing and on or before April 28th, the Council shall approve a Budget, present the same to the RTM, and set a date for the annual budget meeting of the RTM. The Council's proposed Budget need not be limited in total or in any particular by the recommendations of the Town Manager, the BOE, nor any political subdivision within the Town.

9.3.2 Tax rate.

When the Council approves the Budget, it shall also compute the tax rate in mills which would be levied on the taxable property in the Town for the ensuing fiscal year if the RTM adopts the Budget. Such tax shall be sufficient to pay all estimated expenses for the ensuing year, and any deficits of the current year. When the RTM has approved a final Budget, the Council shall determine the final tax rate on or before June 9th.

Sec. 9.4 Duties of the RTM on the Budget.

Following receipt of the Budget approved by the Council, the RTM shall meet as directed by the Council for the consideration of the Budget. This meeting shall be held on or before May 3rd at such hour and at such place as the Council shall direct. It may be adjourned from time-to-time provided that final action be taken on the Budget not later than May 25th.

The RTM may cut appropriations recommended in the Budget and may, by a two-thirds (2/3) vote of the members present and voting, restore cuts made in a department appropriation by the Council; provided, that in no case can the final total of the Budget or of any bond issue be greater than that proposed by the Town Manager (including the BOE budget) or by the Council, whichever is greater. The RTM shall return the approved Budget to the Council.

Sec. 9.5 Failure to adopt Budget.

9.5.1 Council fails to adopt Budget.

Should the Council fail to approve a Budget on or before April 28th, the Budget as transmitted by the Town Manager, in accordance with the provisions of Section 9.2.2 of this Charter, shall be presented to the RTM. Should the RTM adopt a Budget at the annual budget meeting as specified in Section 9.4 of this Charter, the RTM's adopted Budget shall be deemed to be the Budget of the Town, and the Council shall lay the tax rate in accordance therewith.

9.5.2 RTM fails to adopt Budget.

Should the Council approve a Budget on or before April 28th, and the RTM fails to adopt a Budget at the annual budget meeting as specified in Section 9.4 of this Charter, the Council's approved Budget shall be deemed to be the Budget of the Town, and the Council shall lay the tax rate in accordance therewith.

9.5.3 Both Council and RTM fail to adopt Budget.

Should the Council fail to approve a Budget on or before April 28th, the Budget as transmitted by the Town Manager in accordance with the provisions of Section 9.2.2 of the Charter, shall be presented to the RTM. Should the RTM fail to adopt a Budget at the annual budget meeting as specified in Section 9.4 of the Charter, the Budget as transmitted by the Town Manager in accordance with Section 9.2.2 of the Charter shall be deemed to be the Budget of the Town, and the Town Manager shall lay the tax rate in accordance therewith.

Sec. 9.6 Financial Powers of the RTM.

Any appropriation of ten thousand dollars (\$10,000) or more in addition to or supplementary to the annual budget appropriation, the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued, and any resolution providing for the sale of real estate of the Town valued in excess of ten thousand dollars (\$10,000) used or reserved for town purposes or the purchase of real estate valued in excess of ten thousand dollars (\$10,000) for such purposes, shall become effective, except as otherwise specifically provided in this Charter, only after it has been adopted by the RTM by the vote of the majority of those present and voting at such meeting.

The RTM shall not act upon any proposal for the sale or purchase of real estate or the issuance of bonds or other borrowing except upon recommendation of the Council nor act upon any appropriation which has not been acted upon by the Council.

No capital project, regardless of the method or source of funding, shall be undertaken until it has been approved by a majority vote of the RTM.

Sec. 9.7 Emergency Appropriations.

Emergency appropriations not exceeding fifty thousand dollars (\$50,000.00) in any one fiscal year may be made upon the recommendation of the Town Manager and by a vote of not less than seven (7) members of the Council for the purpose of meeting a public emergency threatening either the lives, health or property of citizens; provided a public hearing, at which any elector or taxpayer of the Town shall have an opportunity to be heard, shall be held prior to making such appropriations, notice of which hearing shall be given in a local daily newspaper having circulation in the Town not more than ten (10) days nor less than five (5) days prior to such hearing. Such hearing and notice of hearing may be waived if the Council by an affirmative vote of not less than eight (8) of its members shall decide that a delay in making the emergency appropriation would jeopardize the lives or health or property of citizens.

In addition to the above appropriation, upon the recommendation of the Town Manager, the Council may also make an emergency appropriation for similar purposes not exceeding ten thousand dollars (\$10,000) without any such hearing and notice upon the affirmative vote of not less than six (6) of its members. In the absence of an available unappropriated and unencumbered surplus in the general fund to meet such appropriations, additional means of financing shall be provided in such a manner, consistent with the provisions of the CGS and of the Charter, as may be determined by the Council.

Sec. 9.8 Tax Bills.

It shall be the duty of the Tax Collector to prepare and mail to each taxpayer, before the date when taxes are due and payable, a tax bill the form of which shall be acceptable to the Commissioner of Revenue Services.

Sec. 9.9 Assessment and Collection of Taxes.

Except as specifically provided in the Charter, the assessment of property for taxation and the collection of taxes shall be carried on as provided in the CGS.

Sec. 9.10 Expenditures and Accounting.

9.10.1 General.

No purchase shall be made by any department, ABC, or officer of the Town other than the BOE, the Probate Court, except through the Purchasing Agent and such purchases shall be made under such rules and regulations as may be established by the Council. The Director of Finance shall record the amounts of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

9.10.2 Approval by Director of Finance.

No voucher, claim or charge against the Town shall be paid until the same has been audited by the Director of Finance or the Director's agent and approved by him/her for correctness and legality. Checks shall be drawn by the Director of Finance for the payment of approved claims which shall be valid only when countersigned by the Treasurer. The Council may make provision, by resolution, for other town officials, or town or BOE employees to sign and countersign checks in the absence or inability to act of either the Director of Finance or the Treasurer, or both, subject to such conditions as the Council may impose.

9.10.2.1 Restrictions on purchasing. Purchases shall be made under such rules and regulations as may be established by the Council, subject to the provisions of CGS.

9.10.3 Method of making Payments.

The Director of Finance shall prescribe the time at which and the manner in which persons receiving money on account of the Town shall pay the same to the Town Treasurer.

9.10.4 Council Approval before exceeding Budgetary item.

The several departments, commissions, officers and boards of the Town shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated therefor until the matter has been approved and voted by the Council and each order drawn upon the Treasurer shall state the department, commission, board or officer or the appropriation against which it is to be charged. When any department, commission, board or officer shall desire to secure a transfer of funds in its or his/her appropriation from funds set apart for one specific purpose

to another, before incurring any expenditure therefor, such department, commission, board or officer shall make application to the Town Manager whose duty it shall be to examine into the matter, and upon approval of the Council such transfer may be made but not otherwise.

9.10.5 Council Authority for Transfer of Funds.

Upon the request of the Town Manager, but only within the last three (3) months of the fiscal year, the Council may by resolution transfer any unencumbered appropriations, balance or portion thereof from one department, commission, board or office to another.

In no instance shall appropriations for debt service or other statutory charges be transferred to other purposes. Transfers of ten thousand dollars (\$10,000) or more shall become effective only after they have been adopted by the RTM by the vote of the majority of those present and entitled to vote at such meeting.

9.10.6 Supplemental appropriations.

Additional appropriations over and above the total Budget may be made from time to time by the Council, except as otherwise provided in this Charter, upon recommendation of the Town Manager and certification from the Director of Finance or his/her agent as approved by the Town Manager that there is available an unappropriated and unencumbered surplus in general fund to meet such appropriations.

9.10.7 Contingency account.

No expenditure may be charged to the contingency account, but the Council may transfer funds in the contingency account to any other account. Transfers of ten thousand dollars (\$10,000) or more shall become effective only after they have been adopted by the RTM by the vote of the majority of those present and entitled to vote at such meeting.

9.10.8 Penalties for violations.

Every payment made in violation of the provision of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town for the full amount so paid or received. If any officer or employee of the Town or BOE shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of the Charter or take any part therein, such action shall be cause for his/her removal.

Sec. 9.11 Contributions.

The annual Budget may include contributions to organizations or private corporations which perform a public function that benefits the Town and/or its residents. Such organizations or private corporations shall properly account for the proposed spending of funds provided by the Town.

Sec. 9.12 Annual Audit.

The Council shall require an annual audit of all accounts of record and all town funds appropriated, nonappropriated and held in trust in accordance with the CGS.

Sec. 9.13 Borrowing.

The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the CGS subject to the limitations thereof and the provisions of this section.

The issuance of bonds and notes shall be authorized by ordinance and if any such bond issue or issuance of notes, except notes in anticipation of taxes to be paid or other revenue to be received within the fiscal year in which issued, shall exceed when authorized the sum of seven hundred fifty thousand dollars (\$750,000) or which shall, when added to all other bond issues or issuance of notes previously authorized in the same fiscal year bring the total of such bond issues or issuance of notes authorized for that fiscal year to a sum in excess of seven hundred fifty thousand dollars (\$750,000), said bond issue or issuance of notes shall be approved by a referendum vote at any regular town, state or special election or at a referendum called for that purpose.

RESERVE FUND FOR CAPITAL AND NON-RECURRING EXPENDITURES

ARTICLE I. IN GENERAL

Sec. 2-1. Reserve fund for capital and nonrecurring expenditures.

(a) *Creation of fund.* Pursuant to C.G.S. §§ 7-359 through 7-368, there is hereby established a reserve fund for capital and nonrecurring expenditures for the town.

(b) *Allocation to reserve fund.* The town manager shall include in the proposed annual budget to the town council an allocation of funds to the reserve fund based on the following formula: Calculate the amount of not less than four percent of the general fund budget, subtract the sum necessary to defray general fund obligated annual debt service, the remainder amount to be allocated to the reserve fund for capital and nonrecurring expenditures. The amount so allocated shall be subject to the annual budget and appropriation or supplemental appropriation process as provided in the Charter. No appropriation shall be made to such fund so that the total fund balance exceeds 50 percent of the total general fund budget, or the unappropriated portion of the fund exceeds 12 percent of the total general fund budget.

(c) *Appropriation from the fund.* The town manager shall annually recommend expenditures from such fund for the purpose of planning, construction, reconstruction, or acquisition of any specific capital improvement or acquisition of any specific item of equipment as provided by statute, such expenditures proposed shall be subject to the annual budget and appropriation or supplemental appropriation process as provided by the Charter. Appropriations from the fund shall be made only for capital assets, projects, or acquisitions of a non-recurring nature, with a cost of over \$25,000.00, and with a useful life expectancy of over five years. Supplemental appropriations from the fund shall require public notice, a public hearing, and simple majority vote of the town council and representative town meeting.

(d) *Maintenance of the fund.* At least quarterly, the town manager shall report to the town council on the status of the fund and the expended and unexpended balances of each appropriation.
(Ord. No. 179, 9-17-85)

TOWN OF GROTON, CONNECTICUT

BASIS OF BUDGETING AND ACCOUNTING

Background

There are three basic categories of differences between the basis of accounting and the basis of budgeting that follows generally accepted accounting principles (GAAP) for state and local government: (1) Basis of Accounting – “Cash plus encumbrances” and “modified accrual” are two of the different ways to define revenue and expenditures; (2) Perspective – The budget and accounting reports may have different fund reporting structures, e.g., a budget may account for debt services in the Local Funds, while GAAP principles require that debt service be recorded in a separate fund; (3) Reporting Component – the Town’s Comprehensive Annual Financial Report (CAFR) may present “reporting components and funds in different ways than the budget document.

Accounting System

The Town’s accounting system is organized and operated on a fund basis. A fund is a group of functions combined into a separate accounting entity (corresponding to a corporation in the private sector) having its own assets, liabilities, equity, revenue and expenditure/expenses. The types of funds used are determined by GAAP. The number of funds established within each type is determined by sound financial administration. Specialized accounting and reporting principles and practices apply to governmental funds. Proprietary and trust funds are accounted for in the same manner as similar business enterprises or nonbusiness organizations.

Internal Control

Management of the Town is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Basis of Budgeting

The basis of budgeting refers to the conversions for recognition of costs and revenue in budget development and in establishing and reporting appropriations, which are the legal authority to spend or collect revenues. The Town uses a modified accrual basis for budgeting governmental funds under which expenditures are recorded at the time liabilities are incurred and revenues recorded when measurable and available to finance expenditures of the fiscal period. Propriety funds are budgeted using accrual concepts in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. All operating and capital expenditures and revenue are identified in the budgeting process because of the need for appropriation authority.

The budget is fully reconciled to the accounting system at the beginning of the fiscal year, and in preparing the CAFR at the end of the fiscal year. A number of GAAP adjustments are made to reflect balance sheet requirements and their effect on the budget.



"SUBMARINE CAPITAL OF THE WORLD"

FUND DESCRIPTIONS

The accounts of the Town are organized on the basis of funds, each of which are considered a separate accounting entity. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with special regulation, restriction, or limitations. Any budgeted fund that represents more than 10 percent of the total appropriated revenues or expenditures is considered a major fund for this purpose. The breakdown of the Town's fund structure is as follows:

GOVERNMENTAL FUNDS: These funds are used to account for the programs and activities of the governmental functions of the Town.

General Fund: This major fund serves as the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. General government, general services, public safety, public works, planning & development, human services, community services, insurance, contributions to other funds, education, capital/debt service, outside agencies, subdivisions are financed through real property taxes, licenses and permits, interest, state & federal funds, service charges and other revenues.

SPECIAL REVENUE FUNDS: These non-major funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted expenditures for specified purposes.

Golf Course (Function 2010): This fund is used to account for the operation of the Town's municipal golf course, Shennecossett Golf Course.

Sewer Operating (Function 2020): This fund is used to account for the operation of the water pollution control wastewater collection system and secondary treatment facility.

Solid Waste Collections (Function 2030): This fund is used to account for the management of the solid waste disposal system, residential, commercial and governmental operations.

Special/Taxing Districts (Function 2060): This fund is used to provide funds for fire protection services to properties not in an operational fire district.

Revaluation (Function 2120): This fund is used to account for quadrennial revaluations and updating aerial mapping.

Recreation and Senior Activities (Function 3240): This fund is used to account for recreational activities conducted by the Recreational Services Division and physical fitness and trip programs offered by the Senior Center.

Connecticard (Function 3310): This fund accounts for receipt of state aid for library purposes.

Sewer District (Function 4010): This fund is used to finance the Sewer District, which pays the principal and interest on bonds and notes.

Capital Reserve (Function 5010): This fund is used to account for financial resources provided by other funds with appropriations from the fund made only for capital assets, projects or acquisition of a non-recurring nature with a cost of over \$25,000 and with a useful life expectancy of over five years.

Computer Replacement (Function 6050): This fund accounts for the reservation of funds used for the acquisition of computers, licenses and related equipment.

INTERNAL SERVICE FUND: This non-major fund is used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the Town on a cost-reimbursement basis. Also includes funds that account for the capitalization of assets associated with their activities.

Fleet Reserve (Function 6040): This fund accounts for the reservation of funds for the acquisition and maintenance of vehicles, fuel and parts.

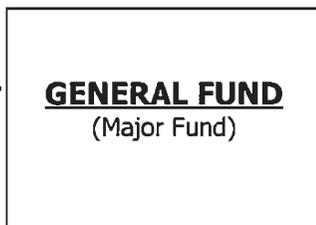
EXPENDABLE TRUST FUND: This non-major fund is used to account for trust where both principal and earnings on principal may be spent for the trust's intended purposes.

Human Services Assistance (Function 7320): This fund is used to account for the benefit, maintenance and support of the poor residents of the Town of Groton.

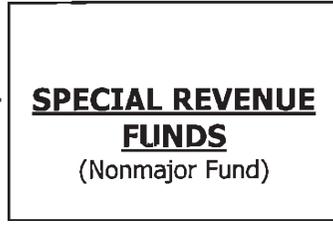
FLOW OF FUNDS STRUCTURE

Funding Sources:

- Property Tax
- Licenses & Permits
- Interest on Investment
- State & Federal Funds
- Service Charges
- Other Revenues



- Property Tax
- User Fees
- Interest on Investment
- State Grants
- Donations
- Payments from Other Funds



- Vehicle Maintenance Fees
- Departmental Reimbursement
- Payments from Other Agencies
- Payments from Other Funds



Users:

- General Government -
 - Legislative Policy
 - Voter Registration
 - Town Clerk
 - Legal Services
- General Services -
 - Executive Management
 - Information Technology
 - Human Resources
 - Finance
 - Emergency Communications
- Public Works
- Planning & Development
- Human Services
- Community Services -
 - Groton Public Library
 - Parks & Recreation
- Non-Departmentals
- Contributions to Other Funds
- Education
- Capital/Debt Service
- Outside Agencies
- Subdivisions
- Contingency

Users:

- Golf Course
- Sewer Operating
- Solid Waste Collections
- Mumford Cove
- Revaluation
- Recreation & Senior Activities
- Connecticard
- Groton Sewer District
- Capital Reserve
- Computer Replacement

Users:

- Fleet Reserve
- Human Services Assistance

TOWN OF GROTON
FYE 2016 Adopted Budget
GENERAL FUND REVENUE DETAIL

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	PROPOSED FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	\$ Variance Adjusted to Adopted	% Variance Adjusted to Adopted
General Property Taxes								
4110 Current Taxes	\$ 78,766,233	\$ 76,985,610	\$ 77,555,000	\$ 81,421,984	\$ 78,490,418	\$ 78,417,402	\$ 1,431,792	1.9%
4111 Supplemental MV Tax	\$ 432,538	\$ 425,000	\$ 440,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 25,000	5.9%
4113 Interest & Lien Fees	\$ 725,003	\$ 725,000	\$ 550,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ (75,000)	-10.3%
4114 Prior Year Taxes	\$ 2,147,405	\$ 1,160,000	\$ 1,365,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 40,000	3.4%
Total General Property Taxes	\$ 82,071,179	\$ 79,295,610	\$ 79,910,000	\$ 83,721,984	\$ 80,790,418	\$ 80,717,402	\$ 1,421,792	1.8%
Licenses and Permits								
4234 Bldg & Related Permits/C.O.	\$ 285,407	\$ 140,922	\$ 285,075	\$ 210,130	\$ 210,130	\$ 210,130	\$ 69,208	49.1%
4236 Sporting Licenses	\$ 763	\$ 850	\$ 700	\$ 700	\$ 700	\$ 700	\$ (150)	-17.6%
4238 Dog Licenses	\$ 9,017	\$ 8,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ (500)	-6.3%
4239 Other Licenses & Permits	\$ 21,832	\$ 20,520	\$ 18,000	\$ 20,020	\$ 20,020	\$ 20,020	\$ (500)	-2.4%
4242 Building Permits-Education Fee	\$ 271	\$ 110	\$ 200	\$ 180	\$ 180	\$ 180	\$ 70	63.6%
4243 State Land Use Fees	\$ 132	\$ 200	\$ 150	\$ 175	\$ 175	\$ 175	\$ (25)	-12.5%
Total Licenses and Permits	\$ 317,422	\$ 170,602	\$ 311,625	\$ 238,705	\$ 238,705	\$ 238,705	\$ 68,103	39.9%
Revenue from Investments								
4412 Interest on Investments	\$ 69,114	\$ 51,000	\$ 98,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 44,000	86.3%
Total Revenue from Investments	\$ 69,114	\$ 51,000	\$ 98,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 44,000	86.3%
State Grants in Aid-Education								
4521 Education Cost Sharing	\$ 25,571,522	\$ 25,625,179	\$ 25,532,449	\$ 25,625,179	\$ 25,625,179	\$ 25,625,179	\$ -	0.0%
4522 Adult Education	\$ 103,198	\$ 121,170	\$ 117,502	\$ 105,778	\$ 105,778	\$ 105,778	\$ (15,392)	-12.7%
4523 Instruction for the Blind	\$ -	\$ 24,833	\$ -	\$ -	\$ -	\$ -	\$ (24,833)	-100.0%
4525 Special Education	\$ 1,418,964	\$ 1,410,915	\$ 1,303,932	\$ 1,376,555	\$ 1,376,555	\$ 1,376,555	\$ (34,360)	-2.4%
4527 Non-Public Transportation	\$ 29,514	\$ 31,825	\$ 36,623	\$ 32,407	\$ 32,407	\$ 32,407	\$ 582	1.8%
4534 School Transportation	\$ 268,332	\$ 289,694	\$ 315,308	\$ 275,881	\$ 275,881	\$ 275,881	\$ (13,813)	-4.8%
4534A Magnet School Transportation	\$ 161,703	\$ 161,703	\$ 182,000	\$ 182,000	\$ 182,000	\$ 182,000	\$ 20,297	12.6%
4544 Non-Public Pupil Service	\$ 29,443	\$ 24,928	\$ 33,784	\$ 33,514	\$ 33,514	\$ 33,514	\$ 8,586	34.4%
Total State Grants in Aid-Education	\$ 27,582,676	\$ 27,690,247	\$ 27,521,598	\$ 27,631,314	\$ 27,631,314	\$ 27,631,314	\$ (58,933)	-0.2%
State Grants in Aid-General Gov								
4507 State Grants	\$ 74,000	\$ 12,077	\$ -	\$ -	\$ -	\$ -	\$ (12,077)	-100.0%
4515 Municipal Revenue Sharing	\$ -	\$ 116,103	\$ -	\$ -	\$ -	\$ -	\$ (116,103)	-100.0%
4516 Municipal Project Grant	\$ 1,168,576	\$ 1,166,988	\$ 1,168,576	\$ 1,240,819	\$ 1,240,819	\$ 1,240,819	\$ 73,831	6.3%
4551 PILOT: Enterprise Zone	\$ 269,975	\$ 52,101	\$ 61,087	\$ -	\$ -	\$ -	\$ (52,101)	-100.0%
4553 PILOT: State & Tax Exempls	\$ 1,184,447	\$ 1,285,472	\$ 1,289,365	\$ 1,181,146	\$ 1,181,146	\$ 1,181,146	\$ (104,326)	-8.1%
4554 Pequot-Mohegan Grant	\$ 1,373,412	\$ 1,386,526	\$ 1,376,364	\$ 1,407,316	\$ 1,407,316	\$ 1,407,316	\$ 20,790	1.5%
4555 911 Enhancements	\$ 164,802	\$ 164,802	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,318	\$ 516	0.3%
4556 Miscellaneous State Revenue	\$ 30,337	\$ 16,125	\$ 7,455	\$ 7,455	\$ 7,455	\$ 7,455	\$ (8,670)	-53.8%
4557 Nuclear Safety Drill	\$ 30,182	\$ 37,041	\$ 37,041	\$ 37,041	\$ 37,041	\$ 37,041	\$ -	0.0%
4558 Highway Illumination	\$ 1,812	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ -	0.0%
4559 Town Highway Aid	\$ 379,198	\$ 379,198	\$ 377,391	\$ 377,392	\$ 377,392	\$ 377,392	\$ (1,806)	-0.5%
4560 Telephone Access	\$ 162,493	\$ 161,000	\$ 168,663	\$ 162,000	\$ 162,000	\$ 162,000	\$ 1,000	0.6%
4565 Municipal Aid Adjustment Grant	\$ 539,968	\$ 519,984	\$ 519,984	\$ -	\$ -	\$ -	\$ (519,984)	-100.0%
4566 TVCCA-Supp Housing Program Grant	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.0%
4568 Youth Service Bureau	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	\$ -	0.0%
Total State Grants in Aid-General Gov	\$ 5,419,939	\$ 5,339,773	\$ 5,213,784	\$ 4,621,007	\$ 4,621,007	\$ 4,620,843	\$ (718,930)	-13.5%
Federal Grants In Aid								
4508 Federal Funds	\$ 156,899	\$ 197,451	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ (107,451)	-54.4%
4510 FEMA Reimbursement	\$ 4,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4591 Pupil Impact Aid	\$ 4,042,186	\$ 3,709,561	\$ 3,222,952	\$ 4,388,285	\$ 4,388,285	\$ 4,570,000	\$ 860,439	23.2%
4592 Emergency Management (SLA)	\$ 24,963	\$ 20,062	\$ 20,019	\$ 20,019	\$ 20,019	\$ 20,019	\$ (43)	-0.2%
Total	\$ 4,228,308	\$ 3,927,074	\$ 3,332,971	\$ 4,498,304	\$ 4,498,304	\$ 4,680,019	\$ 752,945	19.2%

TOWN OF GROTON
FYE 2016 Adopted Budget
GENERAL FUND REVENUE DETAIL

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	PROPOSED FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	\$ Variance Adjusted to Adopted	% Variance Adjusted to Adopted
Charges for Current Services								
4602 Planning Application Fees	\$ 13,869	\$ 13,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ (1,000)	-7.7%
4610 Recording Instruments	\$ 158,133	\$ 170,000	\$ 170,000	\$ 168,000	\$ 168,000	\$ 168,000	\$ (2,000)	-1.2%
4611 Conveyance Tax	\$ 649,957	\$ 650,000	\$ 900,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ -	0.0%
4616 Golf Course Contribution	\$ 58,869	\$ 60,339	\$ 60,339	\$ 60,376	\$ 60,376	\$ 60,376	\$ 37	0.1%
4617 Maps/Copies/Document Sales	\$ 1,377	\$ 500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 250	50.0%
4618 Tax Collection Services (cas)	\$ 202,417	\$ 210,000	\$ 148,819	\$ 148,819	\$ 148,819	\$ 148,819	\$ (61,181)	-29.1%
4620 Sewer Fund/Landfill Service (cas)	\$ 674,444	\$ 768,004	\$ 768,004	\$ 768,004	\$ 768,004	\$ 768,004	\$ -	0.0%
4622 Accident Reports	\$ 1,484	\$ 1,580	\$ 1,580	\$ 1,580	\$ 1,580	\$ 1,580	\$ -	0.0%
4623 Dispatch/Paramedic Service	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
4624 N Stonington-Dispatch	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ -	0.0%
4627 Housing Authority Shelter Rent	\$ 56,423	\$ 57,954	\$ 57,954	\$ 61,313	\$ 61,313	\$ 61,313	\$ 3,359	5.8%
4629 Coord Medical Emerg Direc	\$ 22,186	\$ 22,186	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	\$ 646	2.9%
4631 BOE-FHS/Ground Mowing	\$ 51,852	\$ 53,408	\$ 53,408	\$ 55,010	\$ 55,010	\$ 55,010	\$ 1,602	3.0%
4632 GIS Revenue	\$ 848	\$ 900	\$ 700	\$ 700	\$ 700	\$ 700	\$ (200)	-22.2%
4637 Snow/Ice Control Services	\$ 119,061	\$ 41,512	\$ 21,576	\$ 32,467	\$ 32,467	\$ 32,467	\$ (9,045)	-21.8%
4641 Vital Statistics	\$ 5,511	\$ 5,800	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ (500)	-8.6%
Total Charges for Current Services	\$ 2,070,250	\$ 2,108,002	\$ 2,275,081	\$ 2,040,970	\$ 2,040,970	\$ 2,040,970	\$ (68,032)	-3.2%
Schools-Library-Recreation								
4662 Tuition from Other Towns	\$ 146,796	\$ 171,452	\$ 79,342	\$ 14,785	\$ 14,785	\$ 14,785	\$ (156,667)	-91.4%
4669 Other School Receipts	\$ 73,939	\$ 72,080	\$ 72,080	\$ 72,080	\$ 72,080	\$ 72,080	\$ -	0.0%
4670 Library Fines	\$ 21,924	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ (5,000)	-20.0%
4671 Library-Lost & Damaged	\$ 3,083	\$ 3,000	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	\$ 400	13.3%
4672 Senior Programs	\$ 40,738	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 5,000	11.1%
4683 Park Concession & Rental	\$ 900	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 500	50.0%
4686 Park & Recreation Rentals	\$ 2,390	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
4688 Library Fees	\$ 17,025	\$ 17,000	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 500	2.9%
4691 Library-Copier Fees	\$ 6,393	\$ 6,000	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 200	3.3%
Total Schools-Library-Recreation	\$ 313,188	\$ 343,532	\$ 247,522	\$ 188,465	\$ 188,465	\$ 188,465	\$ (155,067)	-45.1%
Other Revenue								
4310 Court Fines	\$ 18,131	\$ 15,000	\$ 16,000	\$ 16,930	\$ 16,930	\$ 16,930	\$ 1,930	12.9%
4311 Parking Tickets	\$ 2,825	\$ 3,240	\$ 2,825	\$ 3,240	\$ 3,240	\$ 3,240	\$ -	0.0%
4710 Land Record Copies	\$ 33,288	\$ 28,000	\$ 30,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ -	0.0%
4711 Vital Copies	\$ 70,258	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ -	0.0%
4712 Finance Dept. Copies	\$ 1,012	\$ 1,200	\$ 930	\$ 900	\$ 900	\$ 900	\$ (300)	-25.0%
4714 Returned Check Fees	\$ 1,140	\$ 1,800	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ (400)	-22.2%
4715 Aircraft Registrations	\$ 26,500	\$ 18,000	\$ 21,950	\$ 21,700	\$ 21,700	\$ 21,700	\$ 3,700	20.6%
4716 Delinquent MV Fee	\$ 17,080	\$ 15,000	\$ 17,305	\$ 17,476	\$ 17,476	\$ 17,476	\$ 2,476	16.5%
4731 Sale of Capital Assets	\$ 3,109	\$ 5,000	\$ 16,666	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
4733 Misc. Unclassified	\$ 39,194	\$ 5,000	\$ 10,049	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
4734 Animal Control Fees	\$ 3,652	\$ 4,310	\$ 4,050	\$ 4,310	\$ 4,310	\$ 4,310	\$ -	0.0%
4739 Bond Premium	\$ 181,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
4740 Disposal Fees	\$ 190,492	\$ 155,380	\$ 134,586	\$ 162,830	\$ 162,830	\$ 162,830	\$ 7,450	4.8%
4741 Lease Fees	\$ 295,323	\$ 152,940	\$ 127,740	\$ 128,040	\$ 128,040	\$ 128,040	\$ (24,900)	-16.3%
4766 Payments From Other Funds	\$ 173,733	\$ 141,631	\$ 1,433,478	\$ 32,107	\$ 32,107	\$ 32,107	\$ (109,524)	-77.3%
Total Other Revenue	\$ 1,057,192	\$ 610,501	\$ 1,880,979	\$ 490,933	\$ 490,933	\$ 490,933	\$ (119,568)	-19.6%
Total Revenue	\$ 123,129,268	\$ 119,537,341	\$ 120,791,560	\$ 123,526,682	\$ 120,595,116	\$ 120,703,651	\$ 1,166,310	1.0%
4999A Committed Fund Balance	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
4999 Fund Balance Applied	\$ -	\$ 3,245,000	\$ 1,707,537	\$ 3,148,000	\$ 3,359,000	\$ 3,235,029	\$ (9,971)	
Total Fund Balance Applied	\$ -	\$ 3,245,000	\$ 1,707,537	\$ 4,948,000	\$ 5,159,000	\$ 5,035,029	\$ 1,790,029	
Total Revenue with Fund Balance	\$ 123,129,268	\$ 122,782,341	\$ 122,499,097	\$ 128,474,682	\$ 125,754,116	\$ 125,738,680	\$ 2,956,339	2.4%

TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

The adopted financing plan for the General Fund for Fiscal Year Ending June 30, 2016 totals \$125,738,680 . This is an increase of 2.4% over the FYE 2015 revenue budget. The following are explanations of the FYE 2016 revenues by category along with comparison financial data. The revenues designated from the State of Connecticut are based on the Governor's Proposed Budget for FYE 2016 as of February 18, 2015. This budget estimates that \$9.7 million (7.75%) will remain in the fund balance after \$5.035 million is applied to fund the FYE 2016 Budget and \$.9 million is committed to off-set the tax revenue loss from the demolition of Pfizer Building #118 in FYE 2017.

*****GENERAL PROPERTY TAXES:** **64.2% of the General Fund Budget:**

For FYE 2016, the FYE 2015 mill rate of 20.13 mills is increased by .82 mills to 20.95 mills, a 4.1% increase.

***Current Taxes:** The current levy for FYE 2016 is based on all taxable property in the Town as of October 1, 2014, after adjustments by the Board of Assessment Appeals.

The total of all taxable property is called the Grand List and consists of real estate, personal property and motor vehicles.

The amount to be raised by taxes is calculated by taking the adopted budget appropriations for FYE 2016 less estimated receipts from non-tax sources.

The mill rate (one mill is equivalent to one dollar of tax for every one thousand dollars of assessed value) is then calculated by using the October 1, 2014 Grand List and the tax collection rate of 98.3%.

Current taxes are due July 1 and January 1.

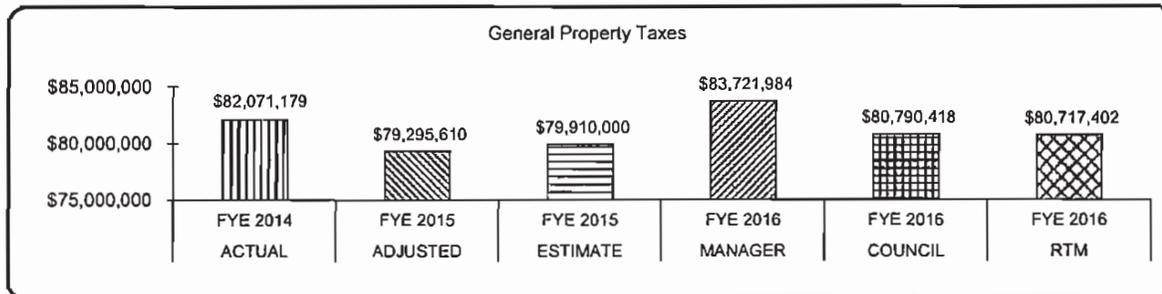
The Grand List which consists of three categories, decreased 2.3%. The real estate category decreased 2%, personal property decreased 8.2% and motor vehicles increased slightly by 0.8%. Both personal property and motor vehicles are revalued every year.

***Supplemental Motor Vehicle Tax:** These taxes are based on vehicles expected to be registered in the Town during the interim period of October 2, 2014 to August 1, 2015; i.e., after the Grand List of October 1, 2014 has been set.

***Interest & Lien Fees:** An interest rate of 1.5% per month is applied on delinquent taxes as well as a \$24.00 lien fee on any property that has a lien placed on it.

***Prior Year Taxes:** These are the anticipated collections of delinquent taxes.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4110 Current Taxes	\$ 78,766,233	\$ 76,985,610	\$ 77,555,000	\$ 81,421,984	\$ 78,490,418	\$ 78,417,402	1999
4111 Supplemental MV Tax	\$ 432,538	\$ 425,000	\$ 440,000	\$ 450,000	\$ 450,000	\$ 450,000	1999
4113 Interest & Lien Fees	\$ 725,003	\$ 725,000	\$ 550,000	\$ 650,000	\$ 650,000	\$ 650,000	1999
4114 Prior Year Taxes	\$ 2,147,405	\$ 1,160,000	\$ 1,365,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	1999
Total General Property Taxes	\$ 82,071,179	\$ 79,295,610	\$ 79,910,000	\$ 83,721,984	\$ 80,790,418	\$ 80,717,402	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****LICENSES & PERMITS;**

0.2% of the General Fund Budget:

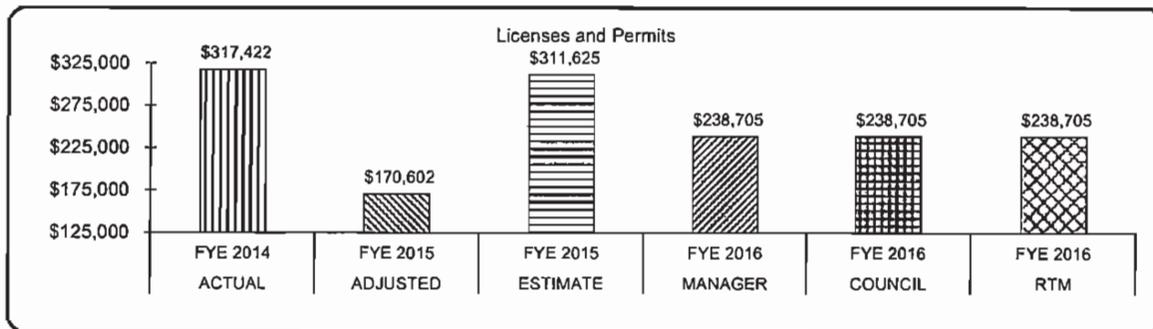
*Building Permits/Certificates of Occupancy: The Town charges \$20.00 on the first thousand dollars of construction cost and thereafter a \$10.00 fee on each one thousand dollars of construction. The Town also collects an issuance fee of \$10 or 2% of the building permit fee, whichever is greater.

*Sporting Licenses: revenues reflect the \$1.00 per license that is retained by the Town.

*Dog Licenses: revenues reflect the Town's portion of the amount of License fees that are collected of which some of the remainder is returned to the State.

*Other Licenses and Permits: This category includes revenues from Marriage Licenses, Pistol Permits and Vendor Permits.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4234 Build and Related Permits/C.O.	\$ 285,407	\$ 140,922	\$ 285,075	\$ 210,130	\$ 210,130	\$ 210,130	1046
4236 Sporting Licenses	\$ 763	\$ 850	\$ 700	\$ 700	\$ 700	\$ 700	1005
4238 Dog Licenses	\$ 9,017	\$ 8,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	1005
4239 Other Licenses & Permits	\$ 21,832	\$ 20,520	\$ 18,000	\$ 20,020	\$ 20,020	\$ 20,020	1005, 1024
4242 Building Permits-Education Fee	\$ 271	\$ 110	\$ 200	\$ 180	\$ 180	\$ 180	1046
4243 State Land Use Fees	\$ 132	\$ 200	\$ 150	\$ 175	\$ 175	\$ 175	1046
Total Licenses & Permits	\$ 317,422	\$ 170,602	\$ 311,625	\$ 238,705	\$ 238,705	\$ 238,705	



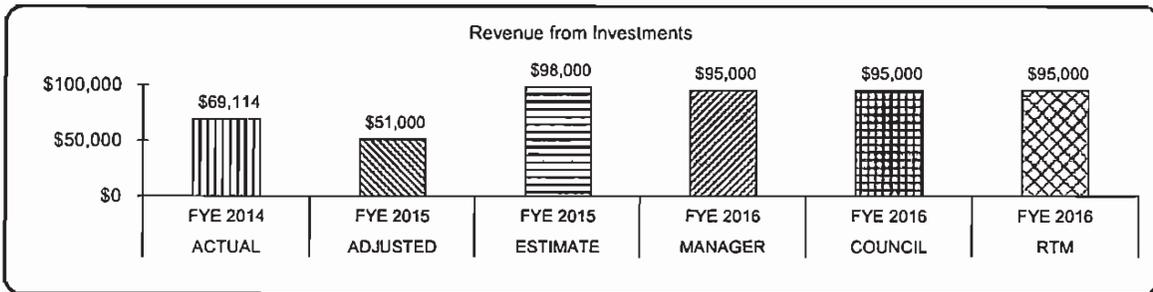
TOWN OF GROTON
 GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
 ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

***REVENUE FROM INVESTMENTS:

0.1% of the General Fund Budget:

*Interest on Investments: reflects the income earned from temporary investments made when Town funds in a given period exceeds the Town's immediate disbursement needs. Projected earnings from investments were budgeted at an average interest rate of 0.18% for FYE 2015 and now estimated at 0.19% for FYE 2015 and for FYE 2016.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4412 Interest on Investments	\$ 69,114	\$ 51,000	\$ 98,000	\$ 95,000	\$ 95,000	\$ 95,000	1013
Total Revenue from Investments	\$ 69,114	\$ 51,000	\$ 98,000	\$ 95,000	\$ 95,000	\$ 95,000	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****STATE GRANTS IN AID-EDUCATION: 22% of the General Fund Budget:**

The FYE 2016 revenues designated from the State of Connecticut are based on the Governor's Proposed Budget. The FYE 2015 Adjusted revenues were based on the Governor's FYE 2015 budget while the FYE 2015 Estimate is based on the State's FYE 2015 Adopted Bi-annual Budget of May 4, 2014. The Special Education and Non-Public Pupil Services revenues are based on information received from the Groton Board of Education.

*Education Cost Sharing (ECS): reflects the aid to the Town based on a State formula which takes into account a municipalities' wealth, State Guaranteed Wealth Level, state minimum education requirement and the count of "need students".

*Adult Education: provides reimbursement of a percentage of eligible costs of providing Adult Education programs.

*Special Education & Excess Special Education: provides assistance for special education programs.

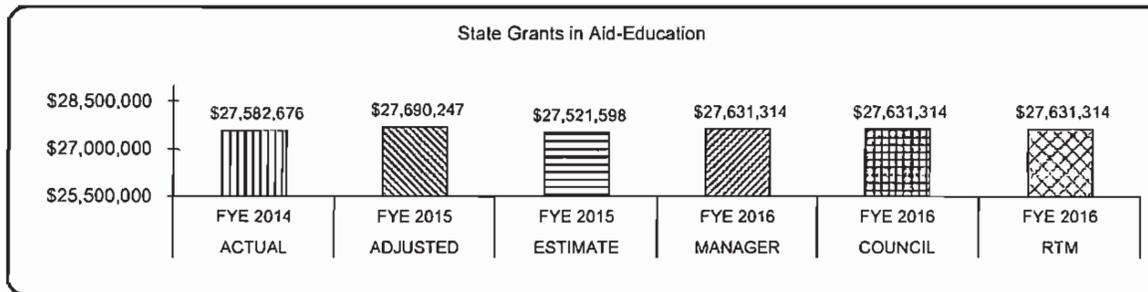
*Non-Public Transportation: reimbursement for transportation provided to private schools in the same manner and the basis as Public School transportation.

*School Transportation: provides for reimbursement of a portion of the costs associated with providing pupil transportation.

*Magnet School Transportation: provides for reimbursement of a portion of the costs associated with providing magnet school transportation.

*Non-Public Pupil Service: represents a health services grant related to school based health centers.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4521 Education Cost Sharing	\$ 25,571,522	\$ 25,625,179	\$ 25,532,449	\$ 25,625,179	\$ 25,625,179	\$ 25,625,179	1080
4522 Adult Education	\$ 103,198	\$ 121,170	\$ 117,502	\$ 105,778	\$ 105,778	\$ 105,778	1080
4523 Instruction for the Blind	\$ 0	\$ 24,833	\$ 0	\$ 0	\$ 0	\$ 0	1080
4525 Special Education	\$ 1,418,964	\$ 1,410,915	\$ 1,303,932	\$ 1,376,555	\$ 1,376,555	\$ 1,376,555	1080
4527 Non-Public Transportation	\$ 29,514	\$ 31,825	\$ 36,623	\$ 32,407	\$ 32,407	\$ 32,407	1080
4534 School Transportation	\$ 268,332	\$ 289,694	\$ 315,308	\$ 275,881	\$ 275,881	\$ 275,881	1080
4534A Magnet School Transportation	\$ 161,703	\$ 161,703	\$ 182,000	\$ 182,000	\$ 182,000	\$ 182,000	1080
4544 Non-Public Pupil Service	\$ 29,443	\$ 24,928	\$ 33,784	\$ 33,514	\$ 33,514	\$ 33,514	1080
Total State Grants in Aid-Education	\$ 27,582,676	\$ 27,690,247	\$ 27,521,598	\$ 27,631,314	\$ 27,631,314	\$ 27,631,314	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****STATE GRANTS IN AID-GENERAL GOVERNMENT; 3.7% of the General Fund Budget:**

The FYE 2016 revenues designated from the State of Connecticut are based on the Governor's Proposed budget. The FYE 2015 Adjusted revenues were based on the Governor's FYE 2015 budget while the FYE 2015 Estimate revenues are based on the State's FYE 2015 Adopted Bi-annual Budget of May 4, 2014.

*State Grants: represents the anticipated reimbursement amount that the State provides to the General Fund for working on the Mystic Streetscape project and Thomas Road Bikeway projects.

*Municipal Revenue Sharing: represents revenues that were anticipated but the grant was rescinded for FYE 2015.

*Municipal Projects Grants: represents the allocation of funds designated for public works' related projects, i.e., roads and streets and snow and ice control and the administration and planning thereof.

*PILOT: Enterprise Zone: represents the reimbursement amount that the State provides due to the Town's participation in the Connecticut Enterprise Zone Program as a defense dependent community. The Program is a state/local partnership that targets firms that move to or expand in the designated zone. This state revenue represents 40% of the taxes due on the property with another 20% paid by the taxpayers and the remaining 40% abated by the Town for a five year period. An amount is appropriated state-wide and then allocated to those municipalities participating in this program. The 10/1/14 grand list does not have any exemptions for the Enterprise Zone.

*PILOT: State & Tax Exemptions: represents tax loss resulting from the exemptions for eligible state-owned property as well as exemptions for veterans and the elderly.

*Pequot/Mohegan Grant: represents the allocation of funds resulting from the agreement reached in 1993, as amended between the State of Connecticut, the Mashantucket Pequots and the Mohegans for a portion of Indian Gaming revenues from slot machines. The State returns a portion of these revenues to the municipalities based on various statutory formulas.

*911 Enhancements: represents a state legislated monthly surcharge of \$.40 to \$.50 placed on each telephone line. The funds will be used to provide grants to Medical Regional Communications Centers (MRCC) to purchase new 911 computer equipment and pay network costs of the 911 system.

*Nuclear Safety Drill: the Town's reimbursement for expenses incurred for conducting a Millstone safety drill and other related expenses.

*Highway Illumination: State grant to reimburse the cost of streelights along state highways.

*Town Highway Aid: is a grant used for various purposes including the construction and maintenance of public highways, roads and bridges.

*Telephone Access: reflects the amount of personal property tax liability for telecommunications services providers. The tax liability is calculated by applying a 70% assessment ratio to the declared value of personal property in the Town as of October 1, 2014.

*Municipal Aid Adjustment Grant: provides municipalities an offset of any lost revenue from the elimination of funding from major statutory formula grants. This grant is not funded by the State for FYE 2016.

*Thames Valley Council for Community Action (TVCCA): represents a grant which provides supplemental funding to the Human Services Department which allows expanded housing and outreach activities.

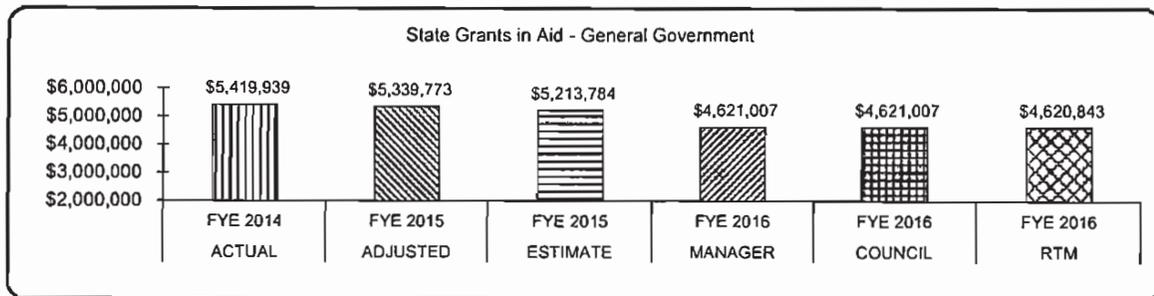
*Youth Service Bureau: represents a grant which enables the Human Services Department to provide counseling and crisis intervention services for at risk children, youth and parents.

(con't)

TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

***STATE GRANTS IN AID-GENERAL GOVERNMENT; (con't)

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4507 State Grants	\$ 74,000	\$ 12,077	\$ 0	\$ 0	\$ 0	\$ 0	various
4515 Municipal Revenue Sharing	\$ 0	\$ 116,103	\$ 0	\$ 0	\$ 0	\$ 0	1999
4516 Municipal Project Grant	\$ 1,168,576	\$ 1,166,988	\$ 1,168,576	\$ 1,240,819	\$ 1,240,819	\$ 1,240,819	1035
4551 PILOT: Enterprise Zone	\$ 269,975	\$ 52,101	\$ 61,087	\$ 0	\$ 0	\$ 0	1999
4553 PILOT: State & Tax Exempts	\$ 1,184,447	\$ 1,285,472	\$ 1,289,365	\$ 1,181,146	\$ 1,181,146	\$ 1,181,146	1999
4554 Pequot-Mohegan Grant	\$ 1,373,412	\$ 1,386,526	\$ 1,376,364	\$ 1,407,316	\$ 1,407,316	\$ 1,407,316	1999
4555 911 Enhancements	\$ 164,802	\$ 164,802	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,318	1014
4556 Miscellaneous State Revenue	\$ 30,337	\$ 16,125	\$ 7,455	\$ 7,455	\$ 7,455	\$ 7,455	1024, 1051
4557 Nuclear Safety Drill	\$ 30,182	\$ 37,041	\$ 37,041	\$ 37,041	\$ 37,041	\$ 37,041	1014
4558 Highway Illumination	\$ 1,812	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	1035
4559 Town Highway Aid	\$ 379,198	\$ 379,198	\$ 377,391	\$ 377,392	\$ 377,392	\$ 377,392	1035
4560 Telephone Access	\$ 162,493	\$ 161,000	\$ 168,683	\$ 162,000	\$ 162,000	\$ 162,000	1999
4565 Municipal Aid Adjustment Grant	\$ 539,968	\$ 519,984	\$ 519,984	\$ 0	\$ 0	\$ 0	1999
4566 TVCCA-Supp Housing Program Grant	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	1051
4568 Youth Service Bureau	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	\$ 31,737	1051
Total State Grants in Aid-General Govern.	\$ 5,419,939	\$ 5,339,773	\$ 5,213,784	\$ 4,621,007	\$ 4,621,007	\$ 4,620,843	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

***FEDERAL GRANTS IN AID;

3.7% of the General Fund Budget:

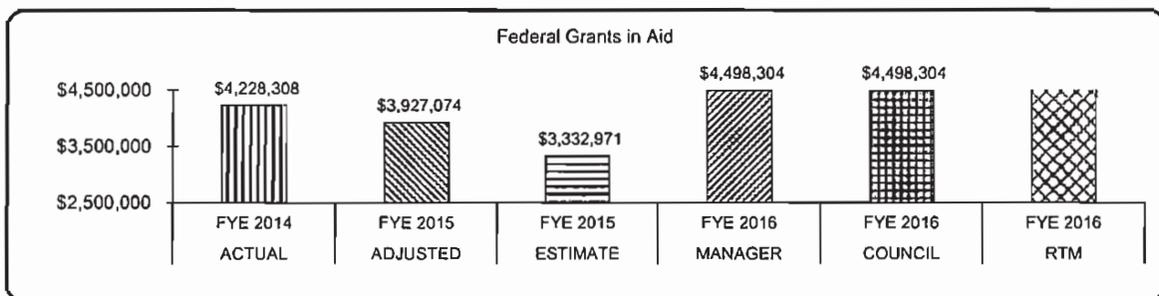
*Federal Funds: Federal reimbursements for health services for special education students who are eligible to receive Medicaid.

*FEMA Reimbursement: Federal reimbursement for storm related damages.

*Pupil Impact Aid: Federal reimbursement for the cost of educating federal dependents. This revenue is based on school enrollments and on a limited amount of funds appropriated by the U. S. Congress with estimates received by the Board of Education from the Federal Department of Education.

*Emergency Management (SLA): Partial reimbursement for costs related to Civil Preparedness through the State and Local Assistance (SLA) program.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4508 Federal Funds	\$ 156,899	\$ 197,451	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	1080
4510 FEMA Reimbursement	\$ 4,260	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
4591 Pupil Impact Aid	\$ 4,042,186	\$ 3,709,561	\$ 3,222,952	\$ 4,388,285	\$ 4,388,285	\$ 4,570,000	1080
4592 Emergency Management (SLA)	\$ 24,963	\$ 20,062	\$ 20,019	\$ 20,019	\$ 20,019	\$ 20,019	1014
Total Federal Grants in Aid	\$ 4,228,308	\$ 3,927,074	\$ 3,332,971	\$ 4,498,304	\$ 4,498,304	\$ 4,680,019	



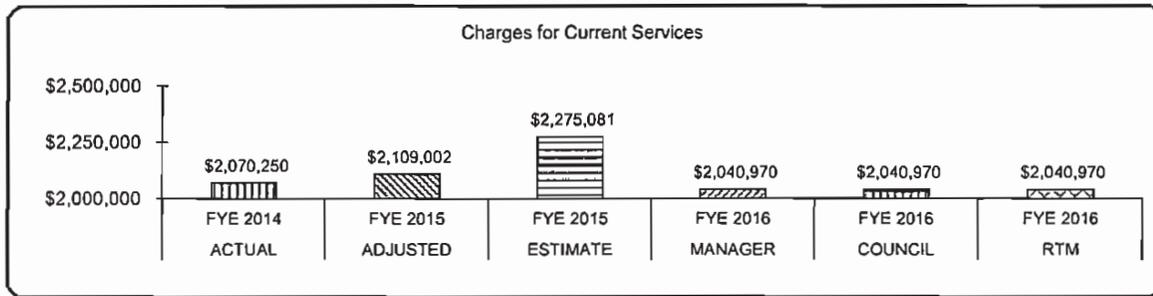
TOWN OF GROTON
 GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
 ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****CHARGES FOR CURRENT SERVICES;**

1.6% of the General Fund Budget:

*A variety of revenues that the Town's General Fund receives for services that it provides to the public, other organizations and other funds (cost allocation study (cas)). Conveyance Tax revenue is made up of two portions, a local real estate conveyance tax of 0.25% of the selling price for all municipalities and an additional 0.25% for "targeted investment communities" (TIC) of which Groton is categorized, for a total of 0.50%. The FYE 2015 budget increase in the Conveyance Tax is related to large one time sales.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4602 Planning Commission Fees	\$ 13,869	\$ 13,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	1046
4610 Recording Instruments	\$ 158,133	\$ 170,000	\$ 170,000	\$ 168,000	\$ 168,000	\$ 168,000	1005
4611 Conveyance Tax	\$ 649,957	\$ 650,000	\$ 900,000	\$ 650,000	\$ 650,000	\$ 650,000	1005
4616 Golf Course Contribution	\$ 58,869	\$ 60,339	\$ 60,339	\$ 60,376	\$ 60,376	\$ 60,376	1999
4617 Maps/Copies/Document Sales	\$ 1,377	\$ 500	\$ 750	\$ 750	\$ 750	\$ 750	1046
4618 Tax Collection Services (cas)	\$ 202,417	\$ 210,000	\$ 148,819	\$ 148,819	\$ 148,819	\$ 148,819	1013
4620 Sewer Fund/Landfill Service (cas)	\$ 674,444	\$ 768,004	\$ 768,004	\$ 768,004	\$ 768,004	\$ 768,004	1999
4622 Accident Reports	\$ 1,484	\$ 1,580	\$ 1,580	\$ 1,580	\$ 1,580	\$ 1,580	1024
4623 Dispatch/Paramedic Service	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	1014
4624 N Stonington-Dispatch	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	1014
4627 Housing Authority Shelter Rent	\$ 56,423	\$ 57,954	\$ 57,954	\$ 61,313	\$ 61,313	\$ 61,313	1054
4629 Coord Medical Emerg Direc	\$ 22,186	\$ 22,186	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	1014
4631 BOE-FHS/Ground Mowing	\$ 51,852	\$ 53,408	\$ 53,408	\$ 55,010	\$ 55,010	\$ 55,010	1064
4632 GIS Revenue	\$ 848	\$ 900	\$ 700	\$ 700	\$ 700	\$ 700	1013, 1014
4637 Snow/Ice Control Services	\$ 119,061	\$ 41,512	\$ 21,576	\$ 32,467	\$ 32,467	\$ 32,467	1035
4641 Vital Statistics	\$ 5,511	\$ 5,800	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	1005
Total Charges for Current Services	\$ 2,070,250	\$ 2,109,002	\$ 2,275,081	\$ 2,040,970	\$ 2,040,970	\$ 2,040,970	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****SCHOOLS-LIBRARY-RECREATION;**

0.1% of the General Fund Budget:

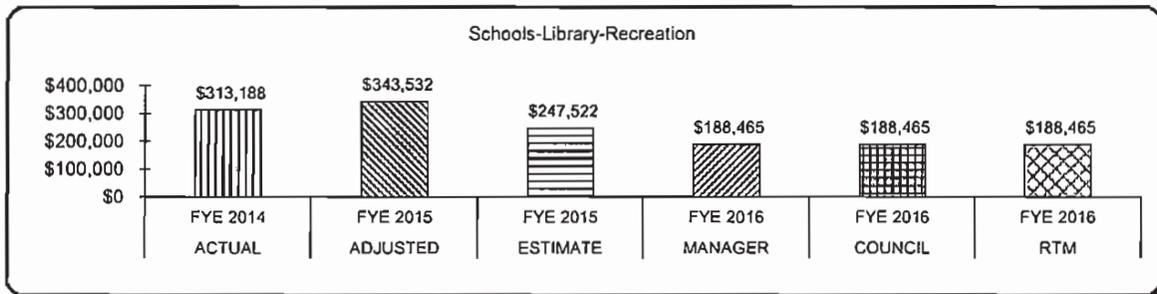
Includes revenues generated from activities provided by the Town and Board of Education of which the major revenue sources are:

*Tuition from Other Towns: reflects payments for students outside the district to attend Groton Schools.

*Other School Receipts: includes Adult Education tuition and building use fees. This category reflects the fees and tuition generated by various programs, activities and classes offered by the Town.

*Senior Programs: represents revenues generated from activities associated with the Groton Senior Center.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4662 Tuition from Other Towns	\$ 146,796	\$ 171,452	\$ 79,342	\$ 14,785	\$ 14,785	\$ 14,785	1080
4669 Other School Receipts	\$ 73,939	\$ 72,080	\$ 72,080	\$ 72,080	\$ 72,080	\$ 72,080	1080
4670 Library Fines	\$ 21,924	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	1063
4671 Library-Lost & Damaged	\$ 3,083	\$ 3,000	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	1063
4672 Senior Programs	\$ 40,738	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	1064
4683 Park Concession & Rental	\$ 900	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	1064
4686 Park & Recreation Rentals	\$ 2,390	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	1064
4688 Library Fees	\$ 17,025	\$ 17,000	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	1063
4691 Library-Copier Fees	\$ 6,393	\$ 6,000	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	1063
Total Schools-Library-Recreation	\$ 313,188	\$ 343,532	\$ 247,522	\$ 188,465	\$ 188,465	\$ 188,465	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

*****OTHER REVENUE and FUND BALANCE APPLIED:**

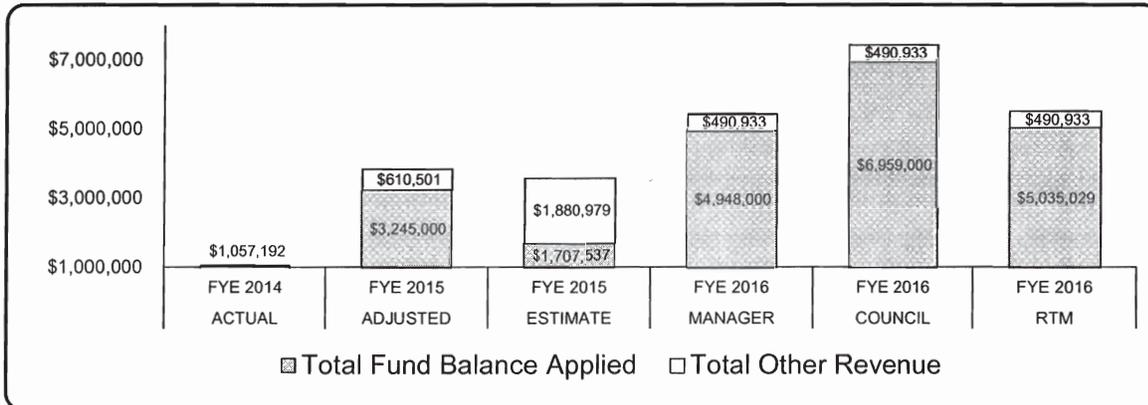
4.4% of the General Fund Budget:

A miscellaneous category which includes fees for copies of vital statistics, land records, delinquent motor vehicle fees, returned checks and income from dogs sold and redeemed from the Animal Control Shelter.

Payments from Other Funds: for FYE 2015 represents funds associated with the Community Investment Act (CIA) for Town Clerk expenses (\$5,200), accumulated administrative fees in the Police Outside Work Fund (POW) (\$61,778) and transfers from available fund balances from various funds to achieve a reduction in required tax revenue in FYE 2016 (Solid Waste Fund \$750,000, Capital Reserve Fund \$451,500, Recreation and Sr. Activities Fund \$100,000 and Fleet Fund \$65,000). For FYE 2016 the CIA (\$5,000) and POW (\$27,107) will transfer funds into the General Fund.

A major dollar amount in this category is the Fund Balance Applied which reflects funds earmarked from unassigned funds to balance the proposed fiscal year's expenditures. After this year's allocation of Fund Balance Applied the General Fund's unassigned Fund Balance is projected to be at 7.75% which is the current Town Council policy.

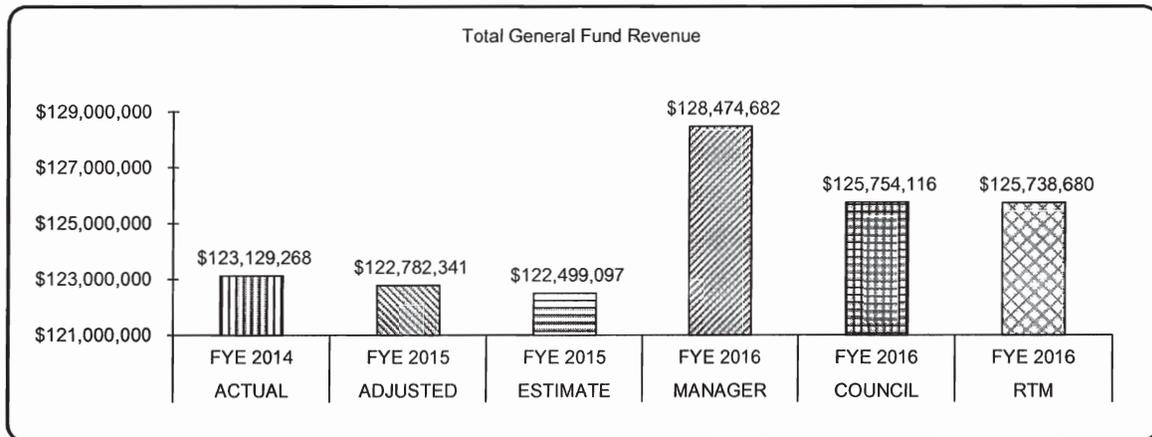
	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016	FUNCTION(S) CODE
4310 Court Fines	\$ 18,131	\$ 15,000	\$ 16,000	\$ 16,930	\$ 16,930	\$ 16,930	1024
4311 Parking Tickets	\$ 2,825	\$ 3,240	\$ 2,825	\$ 3,240	\$ 3,240	\$ 3,240	1024
4710 Land Record Copies	\$ 33,288	\$ 28,000	\$ 30,000	\$ 28,000	\$ 28,000	\$ 28,000	1005
4711 Vital Copies	\$ 70,258	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	1005
4712 Finance Dept. Copies	\$ 1,012	\$ 1,200	\$ 930	\$ 900	\$ 900	\$ 900	1013
4714 Returned Check Fees	\$ 1,140	\$ 1,800	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	1013
4715 Aircraft Registrations	\$ 26,500	\$ 18,000	\$ 21,950	\$ 21,700	\$ 21,700	\$ 21,700	1013
4716 Delinquent MV Fee	\$ 17,080	\$ 15,000	\$ 17,305	\$ 17,476	\$ 17,476	\$ 17,476	1013
4731 Sale of Capital Assets	\$ 3,109	\$ 5,000	\$ 16,666	\$ 5,000	\$ 5,000	\$ 5,000	1013
4733 Misc. Unclassified	\$ 39,194	\$ 5,000	\$ 10,049	\$ 5,000	\$ 5,000	\$ 5,000	1013, 1035
4734 Animal Control Fees	\$ 3,652	\$ 4,310	\$ 4,050	\$ 4,310	\$ 4,310	\$ 4,310	1024
4739 Bond Premium	\$ 181,455	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1076
4740 Disposal Fees	\$ 190,492	\$ 155,380	\$ 134,586	\$ 162,830	\$ 162,830	\$ 162,830	1035
4741 Lease Fees	\$ 295,323	\$ 152,940	\$ 127,740	\$ 128,040	\$ 128,040	\$ 128,040	various
4766 Payments From Other Funds	\$ 173,733	\$ 141,631	\$ 1,433,478	\$ 32,107	\$ 32,107	\$ 32,107	various
Total Other Revenue	\$ 1,057,192	\$ 610,501	\$ 1,880,979	\$ 490,933	\$ 490,933	\$ 490,933	
4999 Fund Balance Applied	\$ 0	\$ 3,245,000	\$ 1,707,537	\$ 3,148,000	\$ 5,159,000	\$ 3,235,029	1999
4999A Committed Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	1999
Total Fund Balance Applied	\$ 0	\$ 3,245,000	\$ 1,707,537	\$ 4,948,000	\$ 6,959,000	\$ 5,035,029	
Total Other Revenue & Fund Balance	\$ 1,057,192	\$ 3,855,501	\$ 3,588,516	\$ 5,438,933	\$ 7,449,933	\$ 5,525,962	



TOWN OF GROTON
 GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2016

***TOTAL GENERAL FUND REVENUE:

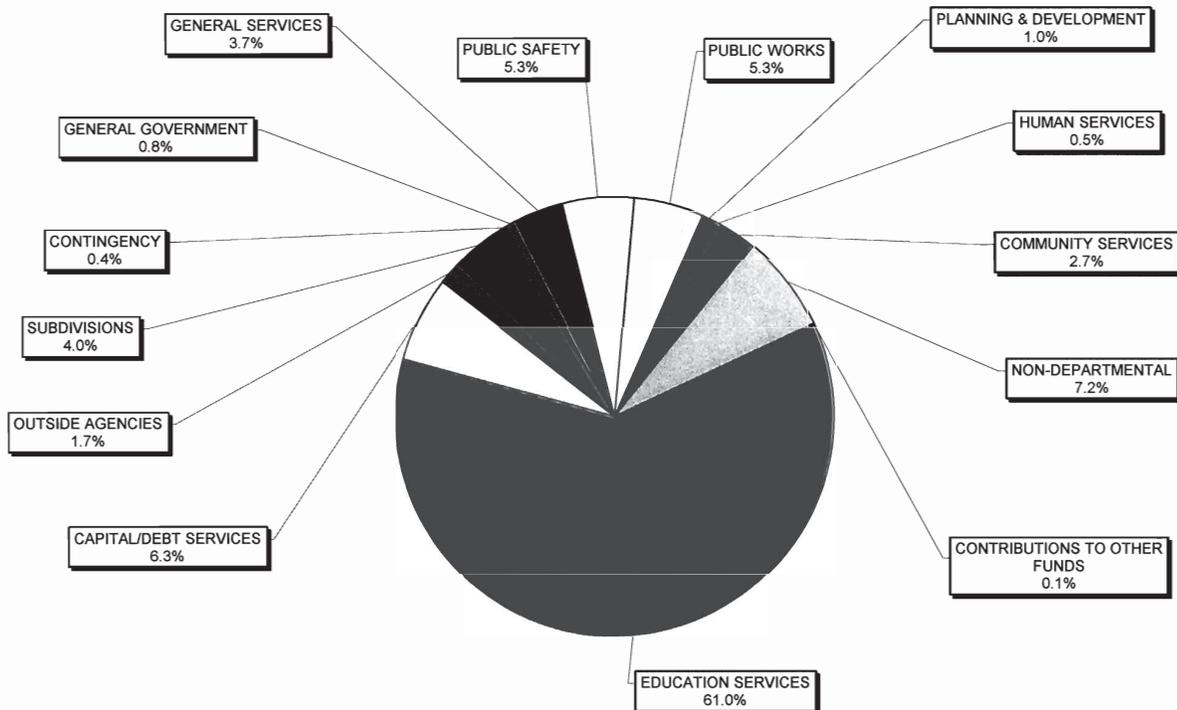
	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
Total Revenues and Fund Balance Applied	\$ 123,129,268	\$ 122,782,341	\$ 122,499,097	\$ 128,474,682	\$ 125,754,116	\$ 125,738,680



Town of Groton
TOWN OPERATION
 FYE 2016 Adopted Budget
 Program Summary General Fund

AREA OF SERVICE	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM ADOPTED FYE 2016
GENERAL GOVERNMENT	\$ 949,485	\$ 1,185,597	\$ 1,303,702	\$ 971,038	\$ 970,148	\$ 970,148	\$ 970,148
GENERAL SERVICES	\$ 4,427,107	\$ 4,571,605	\$ 4,536,488	\$ 4,594,296	\$ 4,592,151	\$ 4,592,151	\$ 4,592,151
PUBLIC SAFETY	\$ 6,359,823	\$ 6,608,561	\$ 6,515,648	\$ 6,818,828	\$ 6,657,328	\$ 6,657,328	\$ 6,657,328
PUBLIC WORKS	\$ 6,416,693	\$ 6,318,583	\$ 6,700,559	\$ 6,711,190	\$ 6,609,159	\$ 6,509,159	\$ 6,609,159
PLANNING & DEVELOPMENT	\$ 1,067,960	\$ 1,169,226	\$ 1,169,163	\$ 1,280,852	\$ 1,245,686	\$ 1,253,918	\$ 1,253,918
HUMAN SERVICES	\$ 581,954	\$ 592,732	\$ 595,721	\$ 593,124	\$ 592,424	\$ 592,424	\$ 592,424
COMMUNITY SERVICES	\$ 3,460,278	\$ 3,465,121	\$ 3,412,212	\$ 3,470,803	\$ 3,435,554	\$ 3,435,554	\$ 3,435,554
SUBTOTAL TOWN DEPARTMENTS	<u>\$ 23,263,300</u>	<u>\$ 23,911,425</u>	<u>\$ 24,233,493</u>	<u>\$ 24,440,131</u>	<u>\$ 24,102,450</u>	<u>\$ 24,010,682</u>	<u>\$ 24,110,682</u>
NON-DEPARTMENTAL	\$ 8,785,191	\$ 9,249,025	\$ 9,235,342	\$ 9,188,769	\$ 9,188,769	\$ 9,080,921	\$ 9,080,921
CONTRIBUTIONS TO OTHER FUNDS	\$ 100,000	\$ 115,000	\$ 115,000	\$ 165,000	\$ 165,000	\$ 187,000	\$ 187,000
SUBTOTAL TOWN OTHER	<u>\$ 8,885,191</u>	<u>\$ 9,364,025</u>	<u>\$ 9,350,342</u>	<u>\$ 9,353,769</u>	<u>\$ 9,353,769</u>	<u>\$ 9,267,921</u>	<u>\$ 9,267,921</u>
TOWN OPERATIONS	<u>\$ 32,148,491</u>	<u>\$ 33,275,450</u>	<u>\$ 33,583,835</u>	<u>\$ 33,793,900</u>	<u>\$ 33,456,219</u>	<u>\$ 33,278,603</u>	<u>\$ 33,378,603</u>
EDUCATION SERVICES	\$ 73,613,686	\$ 75,098,943	\$ 74,795,943	\$ 77,130,239	\$ 77,130,239	\$ 76,730,239	\$ 76,730,239
CAPITAL/DEBT SERVICES	\$ 6,242,288	\$ 6,951,300	\$ 6,951,300	\$ 10,183,475	\$ 10,183,475	\$ 8,106,875	\$ 7,906,875
OUTSIDE AGENCIES	\$ 2,020,311	\$ 2,117,548	\$ 2,117,549	\$ 2,129,502	\$ 2,129,502	\$ 2,147,716	\$ 2,147,716
SUBDIVISIONS	\$ 5,212,930	\$ 5,050,470	\$ 5,050,470	\$ 5,025,247	\$ 5,025,247	\$ 4,940,683	\$ 5,025,247
CONTINGENCY	\$ -	\$ 288,630	\$ -	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
TOTAL GENERAL FUND	<u>\$ 119,237,706</u>	<u>\$ 122,782,341</u>	<u>\$ 122,499,097</u>	<u>\$ 128,812,363</u>	<u>\$ 128,474,682</u>	<u>\$ 125,754,116</u>	<u>\$ 125,738,680</u>

Adopted General Fund Budget by Area of Service



Comparison By Function

FYE 2015 Adopted/Adjusted Budget to Adopted FYE 2016 Budget

Func. #	Function Description Area of Service	Page Number	Adopted/ Adjusted FYE 2015	Estimated FYE 2015	Adopted Budget FYE 2016	\$ Variance Adjusted FYE15 vs. Adopted FYE16	% Variance Adjusted FYE15 vs. Adopted FYE16
1001	Legislative Policy	85	\$ 243,678	\$ 243,078	\$ 42,933	\$ (200,745)	(82.4%)
1003	Voter Registration	91	\$ 149,602	\$ 139,952	\$ 147,836	\$ (1,766)	(1.2%)
1005	Town Clerk	97	\$ 372,317	\$ 325,672	\$ 329,379	\$ (42,938)	(11.5%)
1006	Legal Services	105	\$ 420,000	\$ 595,000	\$ 450,000	\$ 30,000	7.1%
	GENERAL GOVERNMENT		\$ 1,185,597	\$ 1,303,702	\$ 970,148	\$ (215,449)	(18.2%)
1010	Executive Management	111	\$ 444,425	\$ 439,421	\$ 420,983	\$ (23,442)	(5.3%)
1011	Information Technology	117	\$ 1,044,779	\$ 1,002,043	\$ 1,018,939	\$ (25,840)	(2.5%)
1012	Human Resources	123	\$ 337,994	\$ 335,140	\$ 332,750	\$ (5,244)	(1.6%)
1013	Finance Administration	129	\$ 1,405,808	\$ 1,421,408	\$ 1,403,263	\$ (2,545)	(0.2%)
1014	Emergency Communications	137	\$ 1,338,599	\$ 1,338,476	\$ 1,416,216	\$ 77,617	5.8%
	GENERAL SERVICES		\$ 4,571,605	\$ 4,536,488	\$ 4,592,151	\$ 20,546	0.4%
1024	Public Safety	143	\$ 6,608,561	\$ 6,515,648	\$ 6,657,328	\$ 48,767	0.7%
	PUBLIC SAFETY		\$ 6,608,561	\$ 6,515,648	\$ 6,657,328	\$ 48,767	0.7%
1035	Public Works	151	\$ 6,318,583	\$ 6,700,559	\$ 6,609,159	\$ 290,576	4.6%
	PUBLIC WORKS		\$ 6,318,583	\$ 6,700,559	\$ 6,609,159	\$ 290,576	4.6%
1046	Planning & Development Svcs	159	\$ 1,169,226	\$ 1,169,163	\$ 1,253,918	\$ 84,692	7.2%
	PLANNING & DEVELOPMENT		\$ 1,169,226	\$ 1,169,163	\$ 1,253,918	\$ 84,692	7.2%
1051	Human Services	167	\$ 592,732	\$ 595,721	\$ 592,424	\$ (308)	(0.1%)
	HUMAN SERVICES		\$ 592,732	\$ 595,721	\$ 592,424	\$ (308)	(0.1%)
1063	Groton Public Library	175	\$ 1,687,602	\$ 1,676,402	\$ 1,677,603	\$ (9,999)	(0.6%)
1064	Parks & Recreation	181	\$ 1,777,519	\$ 1,735,810	\$ 1,757,951	\$ (19,568)	(1.1%)
	COMMUNITY SERVICES		\$ 3,465,121	\$ 3,412,212	\$ 3,435,554	\$ (29,567)	(0.9%)
	SUBTOTAL TOWN DEPARTMENTS		\$ 23,911,425	\$ 24,233,493	\$ 24,110,682	\$ 199,257	0.8%
1070	Insurance & Claims	189	\$ 560,714	\$ 547,031	\$ 577,407	\$ 16,693	3.0%
1071	Self Funded Plans	193	\$ 8,688,311	\$ 8,688,311	\$ 8,503,514	\$ (184,797)	(2.1%)
	NON-DEPARTMENTAL		\$ 9,249,025	\$ 9,235,342	\$ 9,080,921	\$ (168,104)	(1.8%)
1077	Contributions to Other Funds	203	\$ 115,000	\$ 115,000	\$ 187,000	\$ 72,000	62.6%
	CONTRIBUTIONS TO OTHER FUNDS		\$ 115,000	\$ 115,000	\$ 187,000	\$ 72,000	62.6%
	SUBTOTAL TOWN OTHER		\$ 9,364,025	\$ 9,350,342	\$ 9,267,921	\$ (96,104)	(1.0%)
	TOWN OPERATIONS		\$ 33,275,450	\$ 33,583,835	\$ 33,378,603	\$ 103,153	0.3%
1080	Education	207	\$ 75,098,943	\$ 74,795,943	\$ 76,730,239	\$ 1,631,296	2.2%
	EDUCATION SERVICES		\$ 75,098,943	\$ 74,795,943	\$ 76,730,239	\$ 1,631,296	2.2%
1075	Capital Reserve	211	\$ 1,700,000	\$ 1,700,000	\$ 2,723,400	\$ 1,023,400	60.2%
1076	Debt Service	215	\$ 5,251,300	\$ 5,251,300	\$ 5,183,475	\$ (67,825)	(1.3%)
	CAPITAL/DEBT SERVICES		\$ 6,951,300	\$ 6,951,300	\$ 7,906,875	\$ 955,575	13.7%
1007	Regional Agencies	223	\$ 134,249	\$ 134,250	\$ 137,415	\$ 3,166	2.4%
1026	Ambulance Services	229	\$ 145,951	\$ 145,951	\$ 145,951	\$ -	0.0%
1054	Health/Service/Cultural Agencies	235	\$ 1,629,348	\$ 1,629,348	\$ 1,656,350	\$ 27,002	1.7%
1065	Other Libraries	239	\$ 208,000	\$ 208,000	\$ 208,000	\$ -	0.0%
	OUTSIDE AGENCIES		\$ 2,117,548	\$ 2,117,549	\$ 2,147,716	\$ 30,168	1.4%
1090	City of Groton	243	\$ 4,357,169	\$ 4,357,169	\$ 4,353,293	\$ (3,876)	(0.1%)
1091	Groton Long Point	247	\$ 447,289	\$ 447,289	\$ 425,942	\$ (21,347)	(4.8%)
1092	Fire Districts PILOT	251	\$ 246,012	\$ 246,012	\$ 246,012	\$ -	0.0%
	SUBDIVISIONS		\$ 5,050,470	\$ 5,050,470	\$ 5,025,247	\$ (25,223)	(0.5%)
1074	Contingency	255	\$ 288,630	\$ -	\$ 550,000	\$ 261,370	90.6%
	CONTINGENCY		\$ 288,630	\$ -	\$ 550,000	\$ 261,370	90.6%
	GENERAL FUND TOTAL		\$ 122,782,341	\$ 122,499,097	\$ 125,738,680	\$ 2,956,339	2.4%

Town of Groton
Comparison By Fund
 FYE 2015 Adopted/Adjusted Budget to Adopted FYE 2016 Budget

Func. #	Function Description Area of Service	Page Number	Adopted/ Adjusted FYE 2015	Estimated FYE 2015	Adopted Budget FYE 2016	\$ Variance Adjusted FYE15 vs. Adopted FYE16	% Variance Adjusted FYE15 vs. Adopted FYE16
2010	Golf Course Fund	259	\$ 1,209,657	\$ 1,198,555	\$ 1,210,400	\$ 743	0.1%
2020	Sewer Operating Fund	267	\$ 5,750,493	\$ 5,707,128	\$ 6,944,693	\$ 1,194,200	20.8%
2030	Solid Waste Fund	275	\$ 2,389,249	\$ 2,345,155	\$ 2,346,842	\$ (42,407)	(1.8%)
2060	Mumford Cove	281	\$ 21,038	\$ 21,028	\$ 21,028	\$ (10)	(0.0%)
2120	Revaluation Fund	285	\$ 30,000	\$ 10,900	\$ 250,000	\$ 220,000	733.3%
3240	Recreation & Senior Activities	291	\$ 1,051,260	\$ 967,145	\$ 1,043,831	\$ (7,429)	(0.7%)
3310	Connecticard	299	\$ 47,978	\$ 45,433	\$ 46,366	\$ (1,612)	(3.4%)
4010	Groton Sewer District	305	\$ 848,896	\$ 848,846	\$ 835,450	\$ (13,446)	(1.6%)
5010	Capital Reserve Fund	311	\$ 2,910,000	\$ 2,910,000	\$ 4,452,400	\$ 1,542,400	53.0%
6040	Fleet Reserve Fund	315	\$ 1,209,595	\$ 1,140,272	\$ 1,589,985	\$ 380,390	31.4%
6050	Computer Replacement Fund	323	\$ 146,140	\$ 143,140	\$ 125,320	\$ (20,820)	(14.2%)
7320	Human Serv. Asst Fund	329	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%

TOWN OF GROTON

Fiscal Year Ending June 30, 2016

BUDGETS-IN-BRIEF WITHOUT FUND BALANCE APPLIED: ALL FUNDS

***Purpose:** To summarize revenues and expenditures by fund for the previous actual, current adjusted, current estimated and next fiscal years.*

FINANCING PLAN BY FUND	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATED FYE 2015	ADOPTED FYE 2016
General Fund (100)	\$ 123,129,263	\$ 119,537,341	\$ 120,791,560	\$ 120,703,651
Golf Course (201)	\$ 1,154,452	\$ 1,233,752	\$ 1,198,197	\$ 1,233,494
Sewer Operating Fund (202)	\$ 5,759,439	\$ 5,730,284	\$ 5,707,193	\$ 6,806,144
Solid Waste (203)	\$ 2,353,150	\$ 2,429,099	\$ 2,455,637	\$ 2,335,674
Mumford Cove Taxing District (206)	\$ 20,876	\$ 20,638	\$ 20,615	\$ 21,028
Revaluation Fund (212)	\$ 35,693	\$ 50,725	\$ 50,915	\$ 100,915
Recreation & Senior Activities (324)	\$ 853,200	\$ 950,195	\$ 945,830	\$ 1,038,175
Connecticard (331)	\$ 29,330	\$ 33,615	\$ 33,500	\$ 33,500
Sewer District (401)	\$ 632,586	\$ 623,896	\$ 670,258	\$ 635,450
Capital Reserve Fund (501)	\$ 3,116,969	\$ 2,042,750	\$ 2,098,169	\$ 3,413,350
Fleet Reserve Fund (604)	\$ 1,317,462	\$ 1,248,987	\$ 1,245,203	\$ 1,158,762
Computer Replacement Fund (605)	\$ 78,454	\$ 79,344	\$ 79,224	\$ 72,361
Human Services Asst Fund (732)	\$ 4,814	\$ 1,150	\$ 2,300	\$ 24,115
Total Revenue By Fund Without Fund Balance Applied	\$ 138,485,688	\$ 133,981,776	\$ 135,298,601	\$ 137,576,619

EXPENDITURES BY FUND	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATED FYE 2015	ADOPTED FYE 2016
General Fund (100)	\$ 119,237,705	\$ 122,782,341	\$ 122,499,097	\$ 125,738,680
Golf Course (201)	\$ 1,163,441	\$ 1,209,657	\$ 1,198,555	\$ 1,210,400
Sewer Operating Fund (202)	\$ 5,911,098	\$ 5,750,493	\$ 5,707,128	\$ 6,944,693
Solid Waste (203)	\$ 2,377,645	\$ 2,389,249	\$ 2,345,155	\$ 2,346,842
Mumford Cove Taxing District (206)	\$ 21,027	\$ 21,038	\$ 21,028	\$ 21,028
Revaluation Fund (212)	\$ -	\$ 30,000	\$ 10,900	\$ 250,000
Recreation & Senior Activities (324)	\$ 887,010	\$ 1,051,260	\$ 967,145	\$ 1,043,831
Connecticard (331)	\$ 49,167	\$ 47,978	\$ 45,433	\$ 46,366
Sewer District (401)	\$ 1,170,804	\$ 848,896	\$ 848,846	\$ 835,450
Capital Reserve Fund (501)	\$ 2,419,000	\$ 2,910,000	\$ 2,910,000	\$ 4,452,400
Fleet Reserve Fund (604)	\$ 1,183,408	\$ 1,209,595	\$ 1,140,272	\$ 1,589,985
Computer Replacement Fund (605)	\$ 55,356	\$ 146,140	\$ 143,140	\$ 125,320
Human Services Asst Fund (732)	\$ 34,495	\$ 40,000	\$ 40,000	\$ 40,000
Total Expenditures By Fund	\$ 134,510,156	\$ 138,436,647	\$ 137,876,699	\$ 144,644,995

TOWN OF GROTON
SUMMARY OF SOURCES AND USES - ALL FUNDS

ADOPTED FYE 2016

Purpose: To demonstrate in summary form the revenue sources and expenditures by each fund.

REVENUES - SOURCE OF FUNDS	GENERAL 100	GOLF COURSE 201	SEWER OPERATING 202	SOLID WASTE 203	MUMFORD COVE SPEC. DISTRICT 206	REVALUATION 212
General Property Taxes	\$ 80,717,402				\$ 21,028	
Licenses & Permits	\$ 238,705					
Revenue from Investments	\$ 95,000		\$ 1,125	\$ 1,005		\$ 915
State Grants in Aid-General Govt	\$ 4,620,843					
State Grants in Aid-Education	\$ 27,631,314					
Federal Grants in Aid	\$ 4,680,019					
Charges for Current Services	\$ 2,040,970			\$ 1,125,975		
Schools-Library-Recreation	\$ 188,465					
Other Revenue	\$ 490,933			\$ 15,702		
Memberships, Greens Fees, Carts		\$ 1,197,494				
Sewer Use Charges			\$ 6,155,019			
Disposal Fees, Bldg Lease Pmts		\$ 36,000		\$ 1,192,992		
Payments from Other Funds			\$ 650,000			\$ 100,000
Total Revenues	\$ 120,703,651	\$ 1,233,494	\$ 6,806,144	\$ 2,335,674	\$ 21,028	\$ 100,915
EXPENDITURES - USE OF FUNDS	GENERAL 100	GOLF COURSE 201	SEWER OPERATING 202	SOLID WASTE 203	MUMFORD COVE SPEC. DISTRICT 206	REVALUATION 212
General Government	\$ 970,148					
General Services	\$ 4,592,151					\$ 250,000
Public Safety	\$ 6,657,328					
Public Works	\$ 6,609,159		\$ 6,944,693	\$ 2,346,842		
Planning & Development	\$ 1,253,918					
Human Services	\$ 592,424					
Community Services	\$ 3,435,554	\$ 1,210,400				
Non-Departmental	\$ 9,080,921					
Contributions To Other Funds	\$ 187,000					
Education	\$ 76,730,239					
Capital/Debt Service	\$ 7,906,875					
Outside Agencies	\$ 2,147,716					
Subdivisions	\$ 5,025,247				\$ 21,028	
Contingency	\$ 550,000					
Total Expenditures	\$ 125,738,680	\$ 1,210,400	\$ 6,944,693	\$ 2,346,842	\$ 21,028	\$ 250,000
CHANGES IN FUND BALANCE	GENERAL 100	GOLF COURSE 201	SEWER OPERATING 202	SOLID WASTE 203	MUMFORD COVE SPEC. DISTRICT 206	REVALUATION 212
Net Increase (Decrease) In Fund Balance	\$ (5,035,029)	\$ 23,094	\$ (138,549)	\$ (11,168)	\$ -	\$ (149,085)
Estimated Beginning Fund Balance 7/1/2015	\$ 14,779,777	\$ 19,016	\$ 2,310,868	\$ 854,200	\$ 104	\$ 217,021
Estimated Ending Fund Balance 6/30/2016	\$ 9,744,748	\$ 42,110	\$ 2,172,319	\$ 843,032	\$ 104	\$ 67,936

TOWN OF GROTON
SUMMARY OF SOURCES AND USES - ALL FUNDS

ADOPTED FYE 2016

Purpose: To demonstrate in summary form the revenue sources and expenditures by each fund.

REC & SENIOR ACTIVITIES 324	CONNECTICARD 331	GROTON SEWER DISTRICT 401	CAPITAL RESERVE 501	FLEET RESERVE 604	COMPUTER REPLACEMENT 605	HUMAN SERV ASST FUND 732	TOTAL ALL FUNDS
		\$ 628,495					\$ 81,386,925
							\$ 238,705
	\$ 300	\$ 1,940	\$ 10,950	\$ 1,915	\$ 650	\$ 115	\$ 113,915
	\$ 33,200	\$ 5,015					\$ 4,659,058
							\$ 27,631,314
							\$ 4,680,019
\$ 1,038,175			\$ 10,000				\$ 4,215,120
							\$ 188,465
				\$ 9,000	\$ 2,100	\$ 2,000	\$ 519,735
							\$ 1,197,494
							\$ 6,155,019
							\$ 1,228,992
			\$ 3,392,400	\$ 1,147,847	\$ 69,611	\$ 22,000	\$ 5,381,858
\$ 1,038,175	\$ 33,500	\$ 635,450	\$ 3,413,350	\$ 1,158,762	\$ 72,361	\$ 24,115	\$ 137,576,619
REC & SENIOR ACTIVITIES 324	CONNECTICARD 331	GROTON SEWER DISTRICT 401	CAPITAL RESERVE 501	FLEET RESERVE 604	COMPUTER REPLACEMENT 605	HUMAN SERV ASST FUND 732	TOTAL ALL FUNDS
							\$ 970,148
		\$ 835,450			\$ 125,320		\$ 5,802,921
							\$ 6,657,328
				\$ 1,589,985			\$ 17,490,679
							\$ 1,253,918
						\$ 40,000	\$ 632,424
\$ 1,043,831	\$ 46,366						\$ 5,736,151
							\$ 9,080,921
							\$ 187,000
							\$ 76,730,239
			\$ 4,452,400				\$ 12,359,275
							\$ 2,147,716
							\$ 5,046,275
							\$ 550,000
\$ 1,043,831	\$ 46,366	\$ 835,450	\$ 4,452,400	\$ 1,589,985	\$ 125,320	\$ 40,000	\$ 144,644,995
REC & SENIOR ACTIVITIES 324	CONNECTICARD 331	GROTON SEWER DISTRICT 401	CAPITAL RESERVE 501	FLEET RESERVE 604	COMPUTER REPLACEMENT 605	HUMAN SERV ASST FUND 732	TOTAL ALL FUNDS
\$ (5,656)	\$ (12,866)	\$ (200,000)	\$ (1,039,050)	\$ (431,223)	\$ (52,959)	\$ (15,885)	\$ (7,068,376)
\$ 265,026	\$ 74,293	\$ 897,275	\$ 1,916,310	\$ 966,713	\$ 440,129	\$ 62,382	\$ 22,803,114
\$ 259,370	\$ 61,427	\$ 697,275	\$ 877,260	\$ 535,490	\$ 387,170	\$ 46,497	\$ 15,734,738

TOWN OF GROTON

Fiscal Year Ending 2016

ESTIMATED CHANGES IN FUND BALANCE

Purpose: To document estimated changes in fund balance for each fund. This presentation identifies the impact of budget decisions and assumptions upon the financial position of each fund.

Fund Description & #	Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Adopted Revenues	FYE 2016 Adopted Expenditures	Estimated Fund Balance FYE 2016 **	Fund Balance as a % of Expenditures
General (100)	\$14,687,314	\$12,979,777	\$120,703,651	\$125,738,680	\$9,744,748	7.75%
Golf Course (201)	\$19,374	\$19,016	\$1,233,494	\$1,210,400	\$42,110	3.48%
Sewer Operating (202)	\$2,310,803	\$2,310,868	\$6,806,144	\$6,944,693	\$2,172,319	31.28%
Solid Waste (203)	\$1,493,718	\$854,200	\$2,335,674	\$2,346,842	\$843,032	35.92%
Mumford Cove (206)	\$517	\$104	\$21,028	\$21,028	\$104	0.49%
Revaluation (212)	\$177,006	\$217,021	\$100,915	\$250,000	\$67,936	27.17%
Rec & Senior Activities (324)	\$386,341	\$265,026	\$1,038,175	\$1,043,831	\$259,370	24.85%
Connecticard (331)	\$86,226	\$74,293	\$33,500	\$46,366	\$61,427	132.48%
Sewer District (401)	\$1,075,863	\$897,275	\$635,450	\$835,450	\$697,275	83.46%
Capital Reserve (501)	\$3,179,641	\$1,916,310	\$3,413,350	\$4,452,400	\$877,260	19.70%
Fleet Reserve (604)	\$926,782	\$966,713	\$1,158,762	\$1,589,985	\$535,490	33.68%
Computer Replcmnt (605)	\$504,045	\$440,129	\$72,361	\$125,320	\$387,170	308.95%
Human Serv Asst fund (732)	\$100,082	\$62,382	\$24,115	\$40,000	\$46,497	116.24%
Total All Funds	\$24,947,713	\$21,003,115	\$137,576,619	\$144,644,995	\$15,734,739	10.88%

** Estimated Fund Balance for the General Fund was calculated by using \$1.8M of committed fund balance to off set anticipated revenue loss in FYE 2016 per Town Council resolution adopted on June 3, 2014.

Town of Groton
Full Time Employees

FYE 2015 ADJUSTED vs FYE 2016 ADOPTED

FUNCTION NUMBER & DESCRIPTION	LAST YEAR FYE 2014 ADJUSTED	THIS YEAR FYE 2015 ADJUSTED	THIS YEAR FYE 2015 ESTIMATE	NEXT YEAR FYE 2016 MANAGER	NEXT YEAR FYE 2016 ADOPTED	THIS NEXT YEAR YEAR FYE 2015 FYE 2016 ADJ VS. ADOPTED # DIFFERENCE	CHANGE DESCRIPTION FYE 2016
1005-TOWN CLERK	5.00	5.00	5.00	5.00	5.00	0.00	-1 Assistant Town Clerk +1 Office Assistant II -1 Supervisor Town Clerks Office +1 Deputy Town Clerk
SUBTOTAL: GENERAL GOVERNMENT	5.00	5.00	5.00	5.00	5.00	0.00	
1010-EXECUTIVE MANAGEMENT	3.00	4.00	4.00	4.00	4.00	0.00	
1011-INFORMATION TECHNOLOGY	n/a	7.00	7.00	7.00	7.00	0.00	-1 PC/Network Support I +1 Office Technician
1012-HUMAN RESOURCES	n/a	4.25	4.25	4.25	4.25	0.00	
1013-FINANCE	19.00	19.00	19.00	19.00	19.00	0.00	
1014-EMERGENCY COMMUNICATIONS	n/a	14.75	14.75	14.75	14.75	0.00	
1014-ADMINISTRATIVE SERVICES	27.00	n/a	n/a	n/a	n/a	n/a	
SUBTOTAL: GENERAL SERVICES	49.00	49.00	49.00	49.00	49.00	0.00	
1024-PUBLIC SAFETY	72.00	73.00	73.00	73.00	73.00	0.00	
SUBTOTAL: PUBLIC SAFETY	72.00	73.00	73.00	73.00	73.00	0.00	
1035-PUBLIC WORKS	52.25	52.25	52.25	52.25	53.25	1.00	-1 Office Assistant -1 Material Control Specialist +1 Financial Assistant II +1 Sustainability Program Manager +1 Grant Writer
SUBTOTAL: PUBLIC WORKS	52.25	52.25	52.25	52.25	53.25	1.00	
1046-PLANNING & DEVELOPMENT SVCS	14.00	14.00	14.00	14.00	14.00	0.00	-1 Inspection Services Technician -1 Program/Project MGR Planning +1 Assistant Director Planning & Dev +1 Econ & Com Dev Manager
SUBTOTAL: PLANNING & DEVELOPMENT	14.00	14.00	14.00	14.00	14.00	0.00	
1051-HUMAN SERVICES	8.00	8.00	8.00	8.00	8.00	0.00	
SUBTOTAL: HUMAN SERVICES	8.00	8.00	8.00	8.00	8.00	0.00	
1063-LIBRARY	20.00	20.00	20.00	20.00	20.00	0.00	-7 Librarians, +7 Librarian II -1 Assistant Librarian Circulation +1 Librarian I - Circulation -1 Library Associate +1 Librarian I - Public Services +2 Library Assistant I -2 Library Assistants
1064-PARKS & RECREATION	20.50	20.75	20.75	20.75	20.75	0.00	
SUBTOTAL: COMMUNITY SERVICES	40.50	40.75	40.75	40.75	40.75	0.00	
GENERAL FUND: SUB-TOTAL	240.75	242.00	242.00	242.00	243.00	1.00	
2010-GOLF COURSE FUND	6.50	6.25	6.25	6.25	6.25	0.00	
2020-SEWER FUND	18.75	18.75	18.75	18.75	18.75	0.00	
OTHER FUNDS: SUB-TOTAL	25.25	25.00	25.00	25.00	25.00	0.00	
TOTALS - ALL FUNDS	266.00	267.00	267.00	267.00	268.00	1.00	



"SUBMARINE CAPITAL OF THE WORLD"

Mission Statement

General Government
(Function 1001, 1003, 1005, 1006)

Function 1001 – Legislative Policy;

To lead and make informed policy decisions that are in the best interest of Groton citizens by:

- Adopting short and long-term budgets in order to provide quality services as efficiently as possible.
- Developing goals in order to create a road map and a positive vision of where Groton should be in the future.

Function 1003 - Voter Registration;

To enable citizens to participate in the governing of Groton and be protected under statutes by:

- Registering and enabling as many qualified citizens as possible to vote.
- Assuring all citizens that the election process is accurate and fair.
- Complying with requirements of the Help America Vote Act (HAVA).

Function 1005 - Town Clerk;

- Providing information, services and education to staff, elected and appointed Town officials and to citizens of the Town.
- Preserving Town records.
- Providing guidance regarding compliance with the Freedom of Information Act.

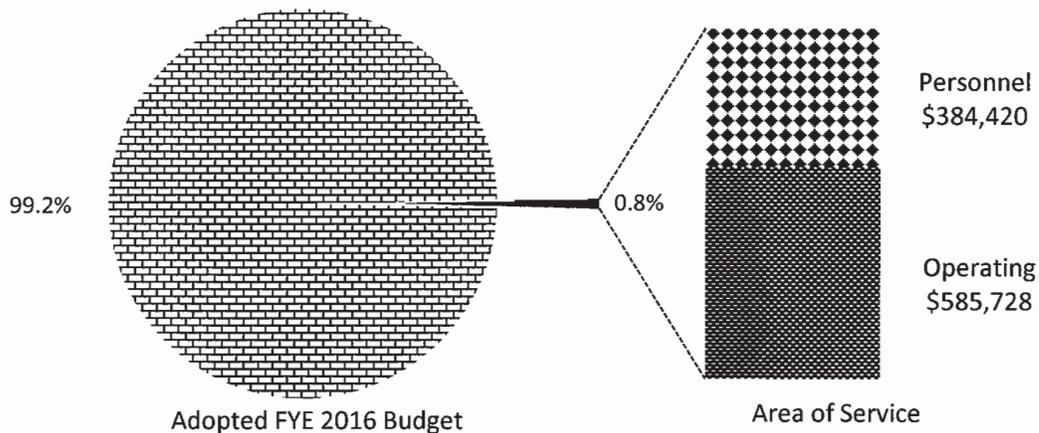
Function 1006 - Legal Services;

Provide high quality efficient legal service to the Town of Groton's elected officials, Boards, Commissions and Town Staff for the benefit of the citizens of Groton by:

- Providing legal opinions when requested.
- Providing legal expertise in all areas of government.
- Ensuring that the Town meets the requirements of the Connecticut General Statutes and Town Charter.

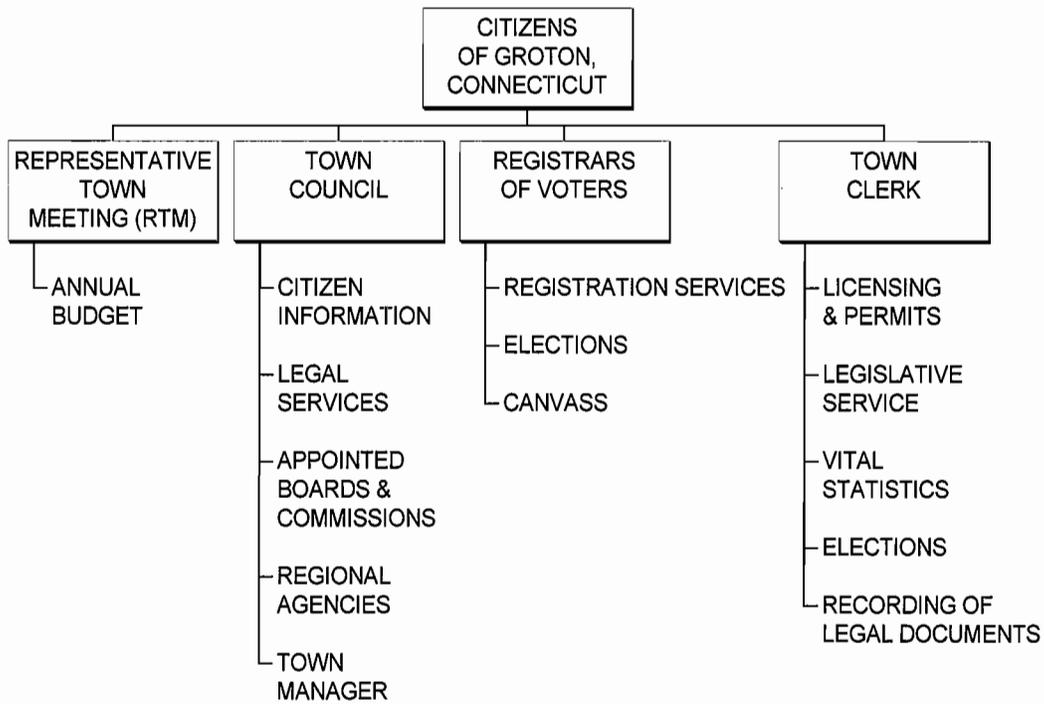
GENERAL GOVERNMENT

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: GENERAL GOVERNMENT



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Legislative Policy 1001

Department: General Government

FUNCTION DESCRIPTION

The Legislative Policy function includes operational and support funds for the Council, RTM and other programs that are associated with the legislative (elected) branch of town government.

Funds are mainly used for postage, printing, membership in the Connecticut Conference of Municipalities (CCM). Provides for attending meetings of governmental and advisory bodies on the regional, state, and national level to obtain information and to further the interests of the Town of Groton. The CCM membership enables Town elected and administrative officials to keep abreast of municipal and state legislative initiatives, as well as being pro-active in setting legislative agendas to further the Town's interests.

Cost Center 3 is for the Jabez Smith House. A committee of seven works with the curator to promote the property.

This function also includes funds for the Permanent School Building Committee and Veterans and Military recognitions.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Number of meetings held - Town Council and Committees	87	80	80
Number of meetings held - RTM and Committees	34	35	35
Referrals and other agenda items considered	325	310	310

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government

FUNCTION: Legislative Policy 1001

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 39,639	\$ 243,678	\$ 243,078	\$ 42,933	(82.4%)

HIGHLIGHTS:

- The overall decrease is \$200,745 or 82.4%, Operating Expenses are down \$200,745; no personnel are charged to this function.
- Provides funding of the annual dues for Connecticut Conference of Municipalities (CCM - \$30,368) and International Council for Local Environmental Initiatives (ICLEI-USA- \$600).
- Provides funding support for Permanent School Building Committee \$500 and Jabez Smith House Committee \$2,675.
- Veterans and Military recognition has been funded at \$2,000.
- Provides limited operating funds for the Town Council and RTM-such as Postage/Printing/Advertising Professional Development and Supplies.
- No funding has been proposed for the Community Response or the Initiatives cost centers.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	39,639	243,678	243,078	42,933	42,933	42,933	42,933
Total Appropriation	\$39,639	\$243,678	\$243,078	\$42,933	\$42,933	\$42,933	\$42,933
----- COST CENTERS -----							
10010 TOWN COUNCIL	33,886	37,053	37,053	37,058	37,058	37,058	37,058
10012 RTM	439	1,300	700	700	700	700	700
10013 JABEZ SMITH HOUSE	2,403	2,825	2,825	2,675	2,675	2,675	2,675
10014 PERM SCHOOL BLDG COM	0	500	500	500	500	500	500
10015 VETERANS & MILITARY	1,911	2,000	2,000	2,000	2,000	2,000	2,000
10016 COMMUNITY RESPONSE	1,000	0	0	0	0	0	0
10017 INITIATIVES	0	200,000	200,000	0	0	0	0
Total Cost Centers	\$39,639	\$243,678	\$243,078	\$42,933	\$42,933	\$42,933	\$42,933
----- FINANCING PLAN -----							
GENERAL FUND	39,639	243,678	243,078	42,933	42,933	42,933	42,933
Total Financing Plan	\$39,639	\$243,678	\$243,078	\$42,933	\$42,933	\$42,933	\$42,933

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	1,930	4,600	4,000	4,000	4,000	4,000	4,000
5210 PROFESS DEVELOP/TRAI	30,172	32,493	32,493	32,493	32,493	32,493	32,493
5220 UTILITIES/FUEL/MILEA	2,217	1,935	1,935	1,790	1,790	1,790	1,790
5230 PYMNTS/CONTRIBUTIONS	3,421	2,600	2,600	2,600	2,600	2,600	2,600
5290 PROFESS/TECHNICAL SE	0	200,000	200,000	0	0	0	0
5300 MATERIALS & SUPPLIES	1,899	2,050	2,050	2,050	2,050	2,050	2,050

Total Operating Expenses	\$39,639	\$243,678	\$243,078	\$42,933	\$42,933	\$42,933	\$42,933
GRAND TOTAL	\$39,639	\$243,678	\$243,078	\$42,933	\$42,933	\$42,933	\$42,933

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: General Government
FUNCTION: Legislative Policy 1001

CC0 – Town Council

- Attend Town Council, Committee-of-the-Whole, Group I and Group II meetings, 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.

CC2– RTM

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

CC3 – Jabez Smith House

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

CC4 – Permanent School Building Committee

- Support work of Permanent School Building Committee.

CC5 – Veterans & Military

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

CC6 – Community Response

- To cover the costs of preparing for unforeseen events, i.e., the possibility of another Base Realignment & Closure (BRAC) Commission hearing or participating in regional and community events, funding economic development/community development initiatives.

CC7 – Initiatives

- To invest in activities that will improve revenue and control costs and to minimize the effect of the FYE 2016 \$1.8M loss in tax revenue.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Voter Registration 1003

Department: General Government

FUNCTION DESCRIPTION:

The duties of the Registrars of Voters include administration of the registry list, and conducting and supervising all elections and primaries. The Registrars work under the direction of the Secretary of State. All activities are governed by State Statutes.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Mandated Registration Sessions	4	4	3
High School Registration Sessions	3	3	3
Community Service Sessions	1	1	1
Registered Voters (Avg. for FYE)	1,862	1,850	1,850
Primaries/Elections/Referenda	1	2/1/0	2/1/1
Instructed Poll Workers (Primary/ Election/Referenda)	40/63/0	63/63/0	63/63/0
Canvass of Registered Voters	696	700	700
Supervised Absentee Balloting (Convalescent Homes)	3	3	3
Moderators' Training # of Attendees	13	13	13

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government			FUNCTION: Voter Registration 1003		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 97,076	\$ 149,602	\$ 139,952	\$ 147,836	(1.2%)

HIGHLIGHTS:

- The overall decrease is \$1,766 or 1.2%, Personnel Services are down \$44. Operating Expenses are down \$1,722.
- The election costs for poll workers increased slightly due to the additional work caused by election day registration (EDR).
- 5300 - Includes \$270 to replace batteries in the remaining tabulators, \$360 to replace four of the batteries in the back-up power supply for the tabulators, and \$2,800 to purchase eight new memory cards for the tabulators.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No full-time employees charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	81,425	108,391	108,391	109,237	108,347	108,347	108,347
Operating Expenses	15,651	41,211	31,561	39,489	39,489	39,489	39,489
Total Appropriation	\$97,076	\$149,602	\$139,952	\$148,726	\$147,836	\$147,836	\$147,836
COST CENTERS							
10030 REGISTRATION SERVICE	41,139	42,383	42,383	42,689	41,799	41,799	41,799
10031 ELECTIONS	42,009	92,083	82,433	90,901	90,901	90,901	90,901
10032 CANVASS	13,928	15,136	15,136	15,136	15,136	15,136	15,136
Total Cost Centers	\$97,076	\$149,602	\$139,952	\$148,726	\$147,836	\$147,836	\$147,836
FINANCING PLAN							
GENERAL FUND	97,076	149,602	139,952	148,726	147,836	147,836	147,836
Total Financing Plan	\$97,076	\$149,602	\$139,952	\$148,726	\$147,836	\$147,836	\$147,836

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
PERSONNEL SERVICES							
5102 PART TIME PERSONNEL	39,063	39,744	39,744	39,744	39,744	39,744	39,744
5103 SEASONAL PERSONNEL	15,828	41,560	41,560	41,960	41,960	41,960	41,960
5104 OVERTIME PAY	337	667	667	681	654	654	654
5110 REGULAR PART TIME	21,070	21,684	21,684	22,121	21,258	21,258	21,258
5151 SOCIAL SECURITY	4,583	4,736	4,736	4,731	4,731	4,731	4,731
5154 UNEMPLOYMENT COMPENS	544	0	0	0	0	0	0
Total Personnel Services	\$81,425	\$108,391	\$108,391	\$109,237	\$108,347	\$108,347	\$108,347
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	8,434	16,550	9,200	16,610	16,610	16,610	16,610
5210 PROFESS DEVELOP/TRAI	415	850	850	850	850	850	850
5220 UTILITIES/FUEL/MILEA	1,998	3,200	3,200	3,200	3,200	3,200	3,200
5260 REPAIRS & MAINT-FAC/	3,356	3,600	3,766	3,600	3,600	3,600	3,600
5290 PROFESS/TECHNICAL SE	0	6,200	4,334	5,800	5,800	5,800	5,800
5300 MATERIALS & SUPPLIES	949	9,712	9,712	8,930	8,930	8,930	8,930
5318 COMPUTER REPLMNT FEE	499	499	499	499	499	499	499
5410 COMPUTER EQUIPMENT	0	600	0	0	0	0	0
Total Operating Expenses	\$15,651	\$41,211	\$31,561	\$39,489	\$39,489	\$39,489	\$39,489
GRAND TOTAL	\$97,076	\$149,602	\$139,952	\$148,726	\$147,836	\$147,836	\$147,836

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: General Government
FUNCTION: Voter Registration 1003

CC0 – Registration Services

- Register and enroll voters in party of their choice and maintain accuracy of the registry list.
- Conduct State mandated voter registration sessions prior to elections. Conduct a voter registration session at each of the three high schools in Town. Upon request, conduct special voter registration sessions at other locations in Town.
- Respond to Federal and State agencies, and to political party requests for voter information and lists, and for election statistics for the courts, legislative bodies, news media and other interested parties.
- Participate in regional and state registrar's conferences.
- Train and supervise assistant registrars and special assistant registrars.
- Review and enact new Federal and State voter registration regulations.
- Work with Town officials to combine voting districts.

CC1 – Elections

- Conduct primaries, elections, referenda, and recounts.
- Issue, receive, check and certify primary petitions.
- Instruct and supervise election workers for primaries, elections, referenda, and recounts.
- Supervise the programming of electronic optical scan voting machines and test prior to primaries, elections, and referenda.
- Maintain election history of voters.
- Review and incorporate new Federal and State voting machine technology requirements.

CC2 – Canvass

- Coordinate and conduct State mandated canvass of registered voters.
- Process and update address and name change information received.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Town Clerk 1005

Department: Town Clerk

FUNCTION DESCRIPTION:

The Town Clerk has many responsibilities. Licenses, permits, vital records, elections and land records are all functions mandated by State Statute. The Town Charter designates the Town Clerk as the Registrar of Vital Statistics, Clerk of the Council, and Clerk of the Representative Town Meeting. Staff advises other departments, elected officials, and citizens as to their rights and duties, and provides support for various legislative and departmental activities. The nature of business or transaction dictates the quantity of effort.

GOALS:

- To provide responsive services to the Town of Groton in accordance with State Statutes by managing all elections, vital statistics, land records and providing legislative support.
-
-

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Town Council meetings and Public Hearings	22	25	25
RTM & RTM Budget Meetings	14	15	15
Appointments to Boards or Oaths of Office	76	60	70
RTM Committee Meetings scheduled	13	15	15
Ordinances processed	2	1	1
Births to Groton residents	569	550	560
Marriages of Groton residents	543	495	500
Deaths of Groton residents	382	400	400
Adoptions recorded	51	42	45
Vital records copies, burials & cremations	3,874	3,700	3,500
Elections, primaries, and referenda	1	3	2
Referenda Questions	2	0	2
Presidential and Absentee ballots issued	235	621	230
Sporting licenses, tags, permits & stamps	1,619	1,580	1,500
Dog licenses	2,180	2,100	1,500
Shellfish permits	559	600	600
Deeds, liens, releases, mortgages	7,161	7,300	7,300
Maps recorded	165	80	100
Pages recorded and microfilmed	22,281	25,000	25,000
Armed Forces discharges filed	100	100	100
Liquor permits	65	70	70
Trade names filed	137	125	125
Land record copies	30,421	28,000	28,000
Properties conveyed with tax	451	400	400
Notarizations, Notary certifications & filings	844	650	650
Proclamations issued	19	25	20
Claims & Legal actions	50	45	45

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Town Clerk			FUNCTION: Town Clerk 1005		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 356,619	\$ 372,317	\$ 325,672	\$ 329,379	(11.5%)

HIGHLIGHTS:

- The overall decrease in this budget is \$42,938 or 11.5%. Personnel Services are down \$57,284. Operating Expenses are up \$14,346.
- The reduction in Personnel Services is due to the retirement of the Supervisor Town Clerk and the decision to not fill that position. A Deputy Town Clerk position was reinstated and an Assistant Town Clerk position eliminated. The Regular Part Time Office Assistant II position will become a Full Time Office Assistant II.
- 5201 - Postage/Printing/Advertising has been increased in anticipation of two Referendums. The Municipal Election costs are also calculated in this object code.
- 5260 - Repairs & Maintenance has been decreased \$160 as a result of a new vendor contract for the copiers and date stamp machines. It should be noted that \$63 is a new request as part of a shared shredder.
- 5300 - Materials and Supplies include a request for \$2,500 for funding a Citizen's Day reception. This request is on behalf of several citizens and elected official's appeals. The popular opinion is that basic appreciation should be shown to our many volunteers.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

FYE 2015: The Supervisor Town Clerks position was replaced with a Deputy Town Clerk position.
 FYE 2016: An Assistant Town Clerk position is being eliminated.
 A Regular Part time Office Assistant II position will become a full time Office Assistant II.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
5.00	5.00	5.00	5.00	5.00	5.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	320,679	333,357	286,844	276,073	276,073	276,073	276,073
Operating Expenses	35,937	38,960	38,828	53,306	53,306	53,306	53,306
Total Appropriation	\$356,616	\$372,317	\$325,672	\$329,379	\$329,379	\$329,379	\$329,379
COST CENTERS							
10050 LEADERSHIP/GEN SUPPT	148,437	156,966	112,519	110,709	110,709	110,709	110,709
10051 LICENSING & PERMITS	28,123	27,786	29,429	50,759	50,759	50,759	50,759
10052 LEGISLATIVE SERVICE	43,656	48,129	41,639	53,454	53,454	53,454	53,454
10053 VITAL STATISTICS	43,365	43,707	47,288	31,587	31,587	31,587	31,587
10054 ELECTIONS	19,408	16,841	19,366	4,254	4,254	4,254	4,254
10056 RECORD LEGAL DOCUMEN	73,627	78,888	75,431	78,616	78,616	78,616	78,616
Total Cost Centers	\$356,616	\$372,317	\$325,672	\$329,379	\$329,379	\$329,379	\$329,379
FINANCING PLAN							
SPORTING LICENSES	763	850	700	700	700	700	700
DOG LICENSES (GF)	9,017	8,000	7,500	7,500	7,500	7,500	7,500
OTHER LICENSES/PERMITS	6,044	6,000	5,500	5,500	5,500	5,500	5,500
RECORDING INSTRUMENTS	158,133	170,000	170,000	168,000	168,000	168,000	168,000
CONVEYANCE TAX	649,957	650,000	900,000	650,000	650,000	650,000	650,000
VITAL STATISTICS	5,511	5,800	5,300	5,300	5,300	5,300	5,300
LAND RECORD COPIES	33,288	28,000	30,000	28,000	28,000	28,000	28,000
VITALS COPIES	70,258	64,000	64,000	64,000	64,000	64,000	64,000
MISC-UNCLASSIFIED	158	0	1	0	0	0	0
PAYMENTS FROM OTHER FUNDS	5,200	5,200	5,200	5,000	5,000	5,000	5,000
GENERAL FUND	(581,713)	(565,533)	(862,529)	(604,621)	(604,621)	(604,621)	(604,621)
Total Financing Plan	\$356,616	\$372,317	\$325,672	\$329,379	\$329,379	\$329,379	\$329,379

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	251,151	274,305	194,663	249,500	249,500	249,500	249,500
5104 OVERTIME PAY	4,313	6,100	7,513	5,090	5,090	5,090	5,090
5105 LONGEVITY PAY	945	1,366	1,366	1,436	1,436	1,436	1,436
5109 SALARY ADJUSTMENTS	14,925	0	29,669	0	0	0	0
5110 REGULAR PART TIME	26,020	25,904	33,020	0	0	0	0
5111 PREMIUM PAY/OUT OF C	324	0	0	0	0	0	0
5112 SICK INCENTIVE	880	1,992	225	400	400	400	400
5151 SOCIAL SECURITY	22,121	23,690	20,388	19,647	19,647	19,647	19,647
Total Personnel Services	\$320,679	\$333,357	\$286,844	\$276,073	\$276,073	\$276,073	\$276,073
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	15,329	15,295	15,365	28,225	28,225	28,225	28,225
5210 PROFESS DEVELOP/TRAI	1,295	1,865	1,865	1,980	1,980	1,980	1,980
5220 UTILITIES/FUEL/MILEA	90	50	50	50	50	50	50
5230 PYMNTS/CONTRIBUTIONS	508	500	500	550	550	550	550
5260 REPAIRS & MAINT-FAC/	1,345	840	1,113	743	743	743	743
5290 PROFESS/TECHNICAL SE	9,806	8,902	8,927	8,950	8,950	8,950	8,950
5300 MATERIALS & SUPPLIES	5,858	9,550	9,050	10,850	10,850	10,850	10,850
5318 COMPUTER REPLMNT FEE	1,706	1,958	1,958	1,958	1,958	1,958	1,958
Total Operating Expenses	\$35,937	\$38,960	\$38,828	\$53,306	\$53,306	\$53,306	\$53,306
GRAND TOTAL	\$356,616	\$372,317	\$325,672	\$329,379	\$329,379	\$329,379	\$329,379

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

FULL TIME EMPLOYEE (FTE) ANALYSIS						

TOWN CLERK	1.00	1.00	1.00	1.00	1.00	1.00
SUPVSR TOWN CLERKS OFFICE	1.00	0.00	0.00	0.00	0.00	0.00
DEPUTY TOWN CLERK	0.00	1.00	1.00	1.00	1.00	1.00
ASSISTANT TOWN CLERK	2.00	2.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	1.00	1.00	2.00	2.00	2.00	2.00

Total FTE Personnel	5.00	5.00	5.00	5.00	5.00	5.00

FTE SALARIES & WAGES						

TOWN CLERK	71,413	69,000	69,000	69,000	69,000	69,000
SUPVSR TOWN CLERKS OFFICE	66,565	0	0	0	0	0
DEPUTY TOWN CLERK	0	36,585	50,155	50,155	50,155	50,155
ASSISTANT TOWN CLERK	90,324	55,212	43,212	43,212	43,212	43,212
OFFICE ASSISTANT II (35)	46,004	33,866	87,133	87,133	87,133	87,133

Total FTE Salaries & Wages	\$274,306	\$194,663	\$249,500	\$249,500	\$249,500	\$249,500

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: Town Clerk
FUNCTION: Town Clerk 1005

CC0 – Leadership/General Support

- All staff attends conferences and training to keep current on laws and regulations.
- The Town Clerk communicates the goals and objectives to the staff, participates in professional municipal clerk organizations, and advises upon request regarding the Freedom of Information Act and parliamentary procedure.
- Summons, citations, subpoenas, and claims against the Town are processed to the Town Attorney, with notification made to affected departments. Participate in department head and management team activities and work with the Town Manager to achieve Town Council goals. Supports all activities of the Representative Town Meeting.
- Respond to requests for both historical and current Town records, Council and RTM actions, Board and Commission reports, contracts, trade names, tax liens, memberships, etc., from Federal, State, and Town departments, and from elected officials and the general public.
- Report and transmit revenue to the Finance Department and to the State Department of Revenue Services.
- Participate in collection of Town Clerk data to support current efforts in measuring performance.

CC1 – Licensing & Permits

- Sell and collect for Sporting Licenses and Permits regulated by the State DEEP, and for permits issued for the Town of Groton Shellfish Commission.
- Provide information on hunting and fishing regulations. Issues Dog Licenses, and sends renewal notices. Coordinates licensing activities with Animal Control. Liquor permits are also filed annually.

CC2 – Legislative Service

- Assure Agendas and Minutes, legislative matters, and other information are available on the Town website.
- Record the Minutes of Town Council meetings and publish legal ads for Council Public Hearings. Supply bonding ordinance narrative for the bond attorneys. Prepare and fund the proclamations, awards, and recognitions for those volunteers who provide service to the Town. Issues Agendas and Minutes for RTM meetings, schedules RTM committee meetings. Provides information to newly elected and appointed town officials. Keeps records of memberships on over 30 Boards and Commissions with over 225 individuals, and administers oaths of office.
- Notifies public agencies and posts all public agency meeting notices and agendas to comply with Freedom of Information Act requirements, files and scans minutes of other boards and commissions. Supports other agencies as needed, such as the Charter Revision Commission. Prepares and prints publications such as the Town Register and the Guidebook to Boards and Commissions.
- Administers and coordinates the Legistar system providing agendas, minutes, legislative history, referral tracking, and reports for Town Council, Council Committees, Representative Town Meeting and its committees, Permanent School Building Committee, and Water Pollution Control Authority. Provide access through the Town's website to the Town Code of Ordinances.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: Town Clerk
FUNCTION: Town Clerk 1005

CC3 – Vital Statistics

- Records and indexes Births, Marriages, Deaths, Adoptions, and Burial Records. Makes monthly and annual reports to resident communities and to the State Department of Health Services. Complies with state requirements for confidentiality and for secure storage of records. With the implementation of the state-wide electronic vital records system (EVRS), the office is able to issue birth certificates for births occurring anywhere in the State since 2001.
- Re-indexing and restoration of vital records has been supported through the Historic Document Preservation Fund through grants.

CC4 – Elections

- The Town Clerk is a statutory Election Official and responsible to the Secretary of the State. Attends election conferences; publishes legal notices, checks primary petitions (and other petitions), and coordinates printed materials for elections and referenda with the Registrars of Voters.
- Notifies political parties and candidates of their responsibilities for certifications and campaign financing.
- Compiles referendum and ordinance schedules as needed.
- Absentee ballots are sent to military personnel, their dependents, and to civilians in dozens of countries outside the United States. There has been an increase in requests for absentee ballots due to the federal law Help America Vote Act (HAVA).

CC6 – Record Legal Documents

- Receives, records, microfilms, files, indexes, and scans all land records, which are essential and mandated procedures for the proper recording of legal documents. Includes land record audit fees.
- Trade name and Armed Forces discharges are handled in land records.
- Grant funding supports the Historic Document Preservation program.
- Management of half of the vault facility in the Town Hall Annex.
- Provides for the permanent binding of Annual Reports, and for notarization services.
- Supports offsite storage of land and vital records microfilm and compact disks.
- Maintenance contracts for almost all office equipment are combined here, and almost all office supplies are budgeted in this cost center.
- Back-file, scanning and linking of older Land Records is continuing, funded largely by Historic Documents Preservation Grants.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Legal Services 1006

Department: Town Manager

FUNCTION DESCRIPTION:

Local government is becoming increasingly complex every year with hundreds of new state laws that effect how towns conduct their operations and provide services. Parts of numerous laws must be addressed in the contracts the Town enters into each year including employee union contracts, contracts with supply vendors, professional services, etc. 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 advises the Town on a wide variety of legal matters, including federal, state and local laws and regulations, contracts, litigation, Freedom of Information (FOI) matters, and tax collection issues, to name a few. In order to manage these requests, the Town Attorney is available for monthly meetings at Town Hall to address many of these issues.

The Legal Services function includes funds for the Town Attorney; special attorneys used when there is a conflict of interest or a legal specialty is needed; general support (e.g. deed research, Marshall fees); and revaluation/assessment appeals. The Town Attorney is appointed by the Town Council.

TOWN OF GROTON
 FYE 2016 BUDGET
 FUNCTION HIGHLIGHTS

DEPARTMENT: Town Manager			FUNCTION: Legal Services 1006		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 456,151	\$ 420,000	\$ 595,000	\$ 450,000	7.1%

HIGHLIGHTS:

- The overall increase in this budget is \$30,000 or 7.1%.

- The proposed budget for FYE 2016 contains our best estimate as to the allocation among the various cost centers and reflects current and anticipated legal activities and expenditures.

- This budget reflects a rate of \$150 per hour that went into effect on January 1, 2012.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	456,151	420,000	595,000	450,000	450,000	450,000	450,000
Total Appropriation	\$456,151	\$420,000	\$595,000	\$450,000	\$450,000	\$450,000	\$450,000
----- COST CENTERS -----							
10060 TOWN ATTORNEY	352,375	320,000	495,000	350,000	350,000	350,000	350,000
10062 SPECIAL ATTORNEY	6,615	5,000	5,000	5,000	5,000	5,000	5,000
10064 GENERAL SUPPORT	46,902	45,000	45,000	45,000	45,000	45,000	45,000
10066 REVALUATION	50,259	50,000	50,000	50,000	50,000	50,000	50,000
Total Cost Centers	\$456,151	\$420,000	\$595,000	\$450,000	\$450,000	\$450,000	\$450,000
----- FINANCING PLAN -----							
MISC-UNCLASSIFIED	10,000	0	0	0	0	0	0
GENERAL FUND	446,151	420,000	595,000	450,000	450,000	450,000	450,000
Total Financing Plan	\$456,151	\$420,000	\$595,000	\$450,000	\$450,000	\$450,000	\$450,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

OPERATING EXPENSES							

5290 PROFESS/TECHNICAL SE	456,151	420,000	595,000	450,000	450,000	450,000	450,000
Total Operating Expenses	\$456,151	\$420,000	\$595,000	\$450,000	\$450,000	\$450,000	\$450,000
GRAND TOTAL	\$456,151	\$420,000	\$595,000	\$450,000	\$450,000	\$450,000	\$450,000

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: Town Manager
FUNCTION: Legal Services 1006

CC0 – Town Attorney

- Provides legal services to the Town Council, RTM, various boards and commissions, the Town Manager and staff on a variety of municipal issues including, but not limited to, planning and zoning issues, land use appeals, Freedom of Information, Labor and Employment, etc.

CC2 – Special Attorneys

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

CC4 – General Support

- Appraisals for tax foreclosures, marshal fees, and deed research.

CC6 – Revaluation

- Tax appeals and appraisals primarily resulting from periodic revaluation.



"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.

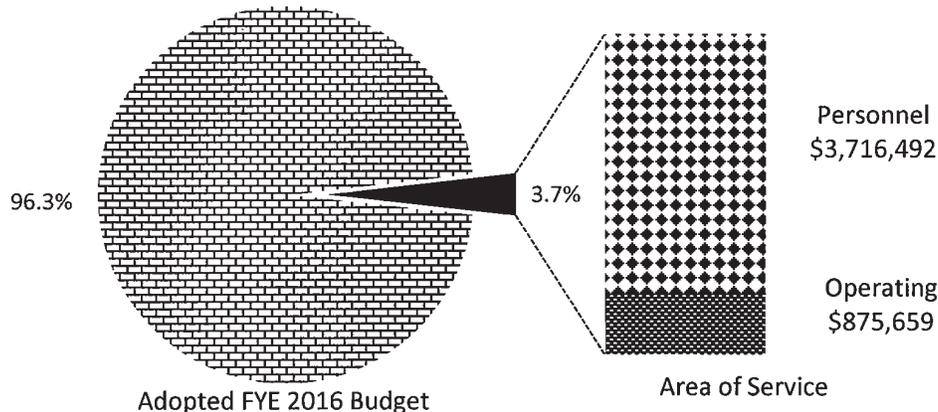
Function 1013 – Finance;

- 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;

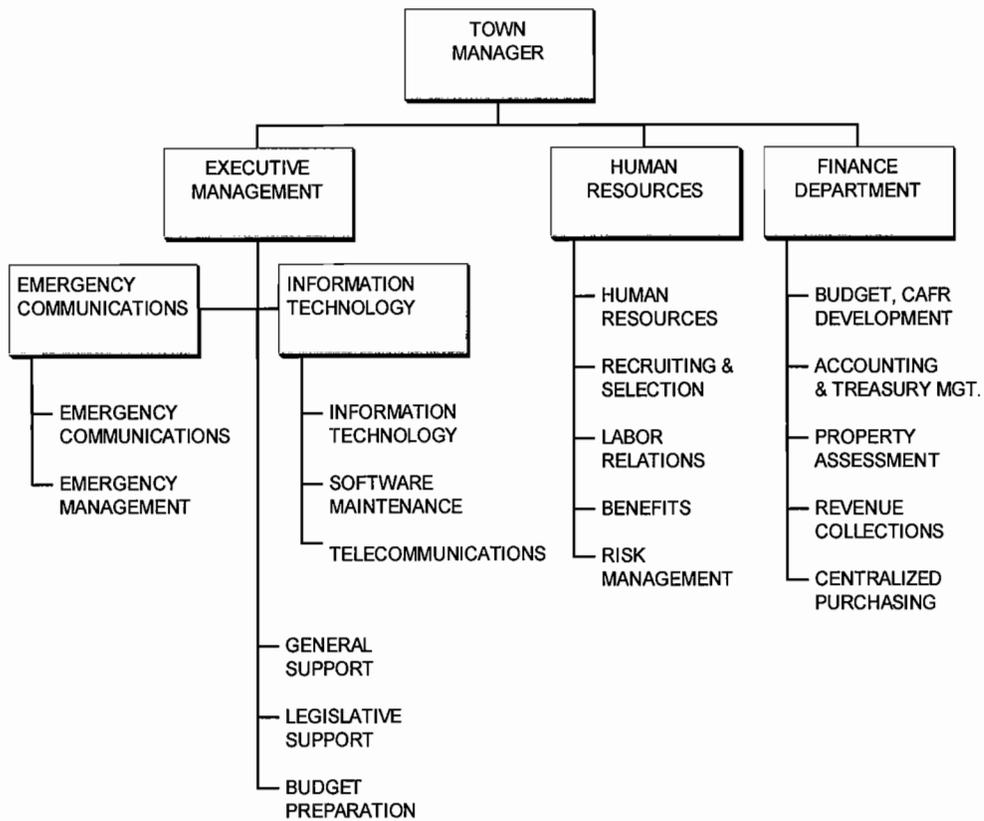
- Planning for and managing any natural or man-made disaster that threatens the lives or property of the citizens of Groton.
- Providing a communications system that allows citizens to quickly call for emergency assistance and provides for the rapid and effective dispatch of police, fire and/or emergency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

Mission Statement

Public Safety
(Function 1024)

The mission of the Town of Groton Police Department is to deliver professional, courteous and efficient police services to the citizens and visitors of our community. We are committed to working in partnership with our community, to provide quality and effective programs for the preservation of peace, prevention of crime, apprehension of criminals and the protection of property so all may enjoy a peaceful quality of life in Groton.

Values

We, the Officers of the Town of Groton Police Department, strive to live and perform by these core values:

Integrity; to have the integrity to meet the challenges of providing quality service to our community with the highest standards of honesty and ethical conduct.

Compassion; to have compassion and show we care about the well being of our community and each other and to treat everyone with dignity and respect.

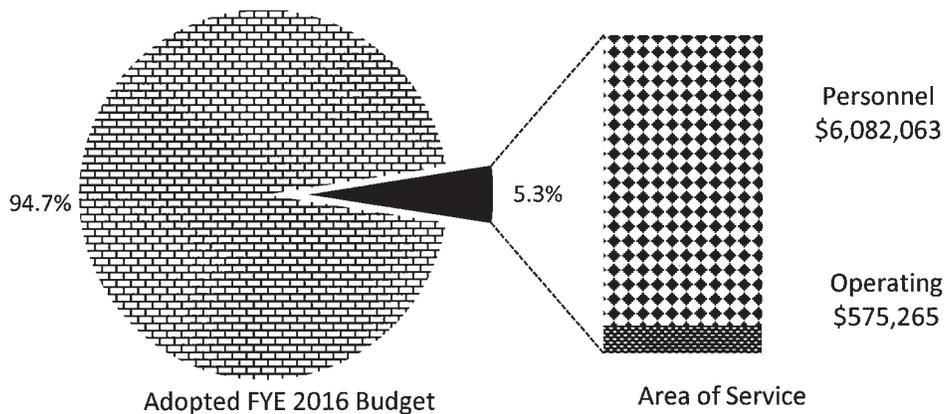
Loyalty; to have loyalty to ourselves, our fellow officers, our oath, and our police mission, of which we strive to uphold.

Honor; to take pride and honor in our service to our community and to never forget that we are here to serve and protect.

Community; to work together with the community to reduce crime and the fear of crime and to improve the quality of life in Groton.

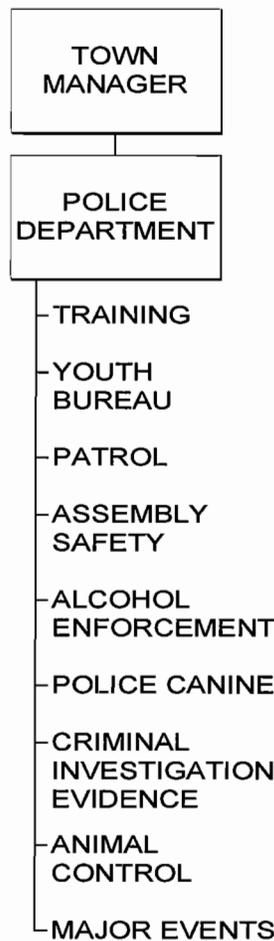
PUBLIC SAFETY

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: PUBLIC SAFETY



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Public Safety 1024

Department: Police

FUNCTION DESCRIPTION:

The Police Department is made up of four divisions: Administration, Patrol, Detective and Animal Control. The Administration Division is responsible for the daily operations of the police department, as well as budget preparation, presentation and implementation. The training of all full time regular officers as well as auxiliary police, the instruction and interaction with the youth of our community, and recording and licensing duties, are part of the overall function. The Patrol Division makes up the backbone of the Department. Employees are responsible for the prevention of crime, providing for the public's safety, as well as responding to emergencies. The Patrol Division is responsible for continued efforts in community oriented policing, which is a department-wide effort to be responsive to community concerns. The Detective Division is responsible for the initial and follow-up investigations of all major crimes occurring in the Town of Groton including follow-up of other cases that require additional investigation. This division spends a great deal of time on undercover and surveillance operations. The Animal Control Division is responsible for the operation and maintenance of the animal shelter, enforcing state statutes regarding animal control, and investigating complaints of nuisance and damage caused by dogs. Animal Control is also responsible for servicing complaints regarding felines, pet adoption and community education.

GOALS:

- To ensure the safety and security of the community by patrolling the town, investigating criminal incidents, holding crime prevention activities, enforcing animal control statutes and maintaining accurate records.
- To provide a safe environment for vehicular and pedestrian traffic by enforcing traffic statutes, and raising public awareness through education.
- To ensure high quality standards in public safety by providing ongoing training to all police officers in various law enforcement training categories.
- To respond to specialized policing needs in the community by providing marine patrol, K-9 unit, motor patrol, accident reconstruction team and dive team services.

FUNCTION ACTIVITIES:

	<u>Actual</u> FYE 2014	<u>Estimate</u> FYE 2015	<u>Anticipated</u> FYE 2016
Calls for Service from the community	27,665	27,665	27,665
Instruct DARE program	352	352	352
Encompasses All 5 th & 7 th Grade Classes	198 / 154	198 / 154	198 / 154
Detective Division Criminal Investigations / Search Warrants / Ex Parte Warrants / Polygraphs	175/35/17/38	190/34/17/40	190/34/17/40
School Resource Officer (SRO) Cases / Arrests	16 / 4	79 / 22	58 / 16
Physical/Sex Assault of Children Sex Assault of Adult Inv.	40	42	42
Drug Arrests	24	28	28
Drug Search & Seizure Warrants	3	4	5
Drug Vehicle / Gun Seizures	0 / 1	0 / 0	3 / 3
Shellfish permits issued	598	604	610
Pistol Permits	158	160	182
Vendor Permits	25	26	27
Applicant Fingerprints	732	739	746
Background Checks	291	293	295
Accident Investigations	1,040	1,040	1,040
Criminal Arrests	785	800	800
Motor Vehicle Arrests/Infractions	591/1,855	597/1,873	603/1,892
DUI Roadblocks	2	2	2
Community education & safety programs	37	34	35
Community oriented meetings	18	27	25
Investigation of Canine / Feline Bites / Other	95/24/0	82/24/1	85/23/1
Capture & impoundments Canine / Feline/ Other	240/348/11	212/291/7	212/291/7
Total Animal Related Investigations	1,533	1,383	1,400
Animal Care & Safety Presentations	2	2	2

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Police			FUNCTION: Public Safety 1024		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 6,359,823	\$ 6,608,561	\$ 6,515,648	\$ 6,657,328	0.7%

HIGHLIGHTS:

- The overall increase in this budget is \$48,767 or 0.7%. Personnel services are up \$69,351. Operating expenses are down \$20,584.
- The requested budget reflects the police departments effort to maintain current levels of public safety services and operations.
- The total increase in personnel expenses is \$69,351. The majority of increases are due to the contractual salary step increases. These increases apply to account: regular full time (5101), overtime pay (5104), and shift replacement (5107). A negative salary adjustment (5109) of \$150,000 has been made to reflect anticipated annual turnover rates. This reduction is shown in cost center 3.
- Operating Expenses are down due to reductions in vehicle fuel costs and Professional Technical Services.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

FYE 2015: An Assistant Animal Control Position was added.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
72	72	73	73	73	73

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Personnel Services	5,732,313	6,012,712	5,914,868	6,232,063	6,082,063	6,082,063	6,082,063
Operating Expenses	627,510	595,849	600,780	586,765	575,265	575,265	575,265
Total Appropriation	\$6,359,823	\$6,608,561	\$6,515,648	\$6,818,828	\$6,657,328	\$6,657,328	\$6,657,328

----- COST CENTERS -----							
10240 LEADERSHIP/GEN SUPPO	647,118	638,219	570,648	645,657	640,657	640,657	640,657
10241 TRAINING	165,278	206,598	193,749	200,253	200,253	200,253	200,253
10242 YOUTH BUREAU	316,848	349,736	345,176	349,360	349,360	349,360	349,360
10243 PATROL	4,583,403	4,614,103	4,618,129	4,817,911	4,661,411	4,661,411	4,661,411
10244 ASSEMBLY SAFETY	35,467	44,486	42,008	44,486	44,486	44,486	44,486
10245 ALCOHOL ENFORCEMENT	0	10,501	11,608	10,501	10,501	10,501	10,501
10246 POLICE CANINE	30,676	33,487	33,850	32,487	32,487	32,487	32,487
10248 CRIMINAL INVEST/EVID	470,961	586,802	550,824	556,729	556,729	556,729	556,729
10249 ANIMAL CONTROL	110,072	124,629	149,656	161,444	161,444	161,444	161,444
Total Cost Centers	\$6,359,823	\$6,608,561	\$6,515,648	\$6,818,828	\$6,657,328	\$6,657,328	\$6,657,328

----- FINANCING PLAN -----							
OTHER LICENSES/PERMITS	15,788	14,520	12,500	14,520	14,520	14,520	14,520
COURT FINES	18,131	15,000	16,000	16,930	16,930	16,930	16,930
PARKING TICKETS	2,825	3,240	2,825	3,240	3,240	3,240	3,240
FEDERAL FUNDS	509	0	0	0	0	0	0
MISC STATE REVENUE	5,191	8,670	0	0	0	0	0
ACCIDENT REPORTS	1,484	1,580	1,580	1,580	1,580	1,580	1,580
MISC-UNCLASSIFIED	1,113	0	4,705	0	0	0	0
ANIMAL CONTROL FEES	3,652	4,310	4,050	4,310	4,310	4,310	4,310
PAYMENTS FROM OTHER FUNDS	51,074	27,107	27,107	27,107	27,107	27,107	27,107
GENERAL FUND	6,260,056	6,534,134	6,446,881	6,751,141	6,589,641	6,589,641	6,589,641
Total Financing Plan	\$6,359,823	\$6,608,561	\$6,515,648	\$6,818,828	\$6,657,328	\$6,657,328	\$6,657,328

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	4,448,765	4,912,239	4,679,862	4,977,075	4,977,075	4,977,075	4,977,075
5102 PART TIME PERSONNEL	90,813	108,536	72,514	97,116	97,116	97,116	97,116
5104 OVERTIME PAY	379,875	460,509	421,950	414,391	414,391	414,391	414,391
5105 LONGEVITY PAY	25,860	28,525	26,285	27,870	27,870	27,870	27,870
5106 COLLEGE INCENTIVE PA	93,165	92,184	93,515	101,599	101,599	101,599	101,599
5107 SHIFT REPLACEMENT OT	271,432	306,200	306,138	300,218	300,218	300,218	300,218
5109 SALARY ADJUSTMENTS	134,074	(187,462)	17,946	0	(150,000)	(150,000)	(150,000)
5111 PREMIUM PAY/OUT OF C	56,177	40,814	60,936	62,716	62,716	62,716	62,716
5112 SICK INCENTIVE	29,641	34,084	32,972	34,084	34,084	34,084	34,084
5115 SHIFT PREMIUM	69,053	79,288	70,459	79,288	79,288	79,288	79,288
5116 WAGE CONTINUATION	11,259	0	0	0	0	0	0
5117 ALLOWANCES	24,349	33,070	26,759	28,075	28,075	28,075	28,075
5151 SOCIAL SECURITY	92,038	104,725	105,532	109,631	109,631	109,631	109,631
5154 UNEMPLOYMENT COMPENS	5,812	0	0	0	0	0	0
Total Personnel Services	\$5,732,313	\$6,012,712	\$5,914,868	\$6,232,063	\$6,082,063	\$6,082,063	\$6,082,063
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	5,645	4,300	4,280	7,450	7,450	7,450	7,450
5210 PROFESS DEVELOP/TRAI	32,092	37,417	25,833	32,400	32,400	32,400	32,400
5220 UTILITIES/FUEL/MILEA	42,339	28,180	41,223	35,350	35,350	35,350	35,350
5230 PYMNTS/CONTRIBUTIONS	25	0	0	0	0	0	0
5260 REPAIRS & MAINT-FAC/	18,721	20,479	19,859	20,479	20,479	20,479	20,479
5261 SOFTWARE MAINT FEES	260	0	0	0	0	0	0
5281 OCCUPATIONAL HEALTH	4,671	2,500	4,471	5,550	5,550	5,550	5,550
5290 PROFESS/TECHNICAL SE	47,996	75,164	56,887	61,739	61,739	61,739	61,739
5300 MATERIALS & SUPPLIES	139,650	102,527	124,742	112,827	101,327	101,327	101,327
5310 VEHICLE OPER/MAINT	688	3,000	978	3,000	3,000	3,000	3,000
5315 VEHICLE REPLACEMENT	53,166	49,823	49,823	52,880	52,880	52,880	52,880
5316 VEHICLE MAINT FEE	74,800	76,500	76,500	76,834	76,834	76,834	76,834
5317 VEHICLE FUEL	181,930	186,576	186,576	168,775	168,775	168,775	168,775
5318 COMPUTER REPLMNT FEE	7,680	9,383	9,383	9,481	9,481	9,481	9,481
5400 EQUIP/MACHINRY& FURN	16,325	0	225	0	0	0	0
5410 COMPUTER EQUIPMENT	1,522	0	0	0	0	0	0
Total Operating Expenses	\$627,510	\$595,849	\$600,780	\$586,765	\$575,265	\$575,265	\$575,265
GRAND TOTAL	\$6,359,823	\$6,608,561	\$6,515,648	\$6,818,828	\$6,657,328	\$6,657,328	\$6,657,328

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00	1.00
DEPUTY CHIEF	1.00	1.00	1.00	1.00	1.00	1.00
POLICE CAPTAIN	1.00	1.00	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	4.00	4.00	4.00	4.00	4.00	4.00
DETECTIVE LIEUTENANT	1.00	1.00	1.00	1.00	1.00	1.00
PATROL SERGEANT	9.00	9.00	9.00	9.00	9.00	9.00
PATROL OFFICER	41.00	41.00	41.00	41.00	41.00	41.00
DETECTIVE	5.00	5.00	5.00	5.00	5.00	5.00
YOUTH OFFICER	4.00	4.00	4.00	4.00	4.00	4.00
ANIMAL CONTROL OFFICER	1.00	1.00	1.00	1.00	1.00	1.00
ASST. ANIMAL CONTROL OFCR	0.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (40)	3.00	3.00	3.00	3.00	3.00	3.00
OFFICE ASST. III (40)	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	72.00	73.00	73.00	73.00	73.00	73.00
FTE SALARIES & WAGES						
CHIEF OF POLICE	110,588	42,308	106,650	106,650	106,650	106,650
DEPUTY CHIEF	102,048	104,717	102,704	102,704	102,704	102,704
POLICE CAPTAIN	97,056	96,794	96,794	96,794	96,794	96,794
POLICE LIEUTENANT	329,091	329,091	330,351	330,351	330,351	330,351
DETECTIVE LIEUTENANT	82,273	82,273	82,588	82,588	82,588	82,588
PATROL SERGEANT	674,716	622,120	699,106	699,106	699,106	699,106
PATROL OFFICER	2,609,050	2,476,151	2,600,196	2,600,196	2,600,196	2,600,196
DETECTIVE	350,701	350,691	352,971	352,971	352,971	352,971
YOUTH OFFICER	281,299	281,299	282,376	282,376	282,376	282,376
ANIMAL CONTROL OFFICER	61,231	61,231	61,465	61,465	61,465	61,465
ASST. ANIMAL CONTROL OFCR	0	27,858	46,783	46,783	46,783	46,783
OFFICE ASSISTANT II (40)	159,005	150,165	159,715	159,715	159,715	159,715
OFFICE ASST. III (40)	55,182	55,165	55,376	55,376	55,376	55,376
Total FTE Salaries & Wages	\$4,912,238	\$4,679,862	\$4,977,076	\$4,977,076	\$4,977,076	\$4,977,076

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police
FUNCTION: Public Safety 1024

CC0 – Leadership/General Support

- Update the rules and regulations of the police department.
- Attend various local and intergovernmental meetings, including Town Council, RTM, Planning, Ledge Light Health District, Emergency Communications Users, Steering Committee, Connecticut Police Chiefs Association, Law Enforcement of SE CT, Youth Services Advisory Board, Traffic Authority Meetings.
- Plan, organize, and direct the personnel of the police department to maintain an appropriate level of public safety in the Town of Groton.
- Encourage interaction between the youth of the community and the police through crime prevention and activities such as DARE.
- Retrieve accurate information in a timely fashion, and communicate it to the various segments of the Department.
- Lend administrative and clerical support to the Chief, Deputy Chief and Captain.
- Schedule use of training room and conference room use for police and town government groups, maintain inventory of office supplies for the entire department, process accounts payable, produce monthly management reports, prepare agenda and take minutes for Traffic Authority.
- Record and file all data associated with police activity, and enter all pertinent information into computer database and respond promptly to all requests for police records and statistics.
- Issue shellfishing licenses, process pistol permits, raffle permits, soliciting and vending permits, and make copies of reports for the public.
- Transmit proper paper work to court on criminal and motor vehicle arrests; produce statistical data for budget preparation, and detailed monthly statistics pertaining to patrol activity. Submit uniform crime reporting statistics monthly to State of Connecticut.
- Enter and maintain all warrants, both written and electronic.

CC1 – Training

- Assure police officers receive recertification training as required by law.
- Provide on-going training to police and auxiliary officers on various aspects of police work.
- Conduct background investigations for new officers.
- Provide oversight of the Field Training Program for new officers.

CC2 – Youth Bureau

- Teach the D.A.R.E. curriculum to the entire fifth grade population in the Groton school system.
- Continue the D.A.R.E. program in all 7th grades in the Groton middle schools.
- Conduct parent and youth counseling sessions.
- Investigate sexual assaults.
- Investigate physical assaults on children.
- Conduct child safety programs, bicycle rodeos and pre-elementary safety talks.
- Representative/liaison with the Juvenile Revue Board, TRIAD and GASP programs.
- Develop and maintain current relevant content on the department's portion of town website.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police
FUNCTION: Public Safety 1024

CC3 – Patrol

- Investigate and deter crime, arrest violators, and enforce federal and state law and town ordinances.
- Conduct motor vehicle enforcement.
- Submit payrolls to administration for review.
- Provide overall responsibility for criminal case management.
- Improve efficiency of the patrol force by reviewing methods of patrol with community policing in mind.
- Maintain equipment for the Patrol Division.
- Respond to all calls for service.
- Respond to emergency calls within four minutes 70% of the time.
- Investigate accidents, issue summonses, and written warnings.

CC4 – Assembly Safety

- Police coverage for parades and Groton Community Events.
- Police coverage at all other assembly gatherings where safety is an issue.

CC5 – Alcohol Enforcement

- Through the use of periodic road blocks and extra drunk driving patrols throughout the year, reduce the amount of DUI and related accidents.

CC6 – Police Canine

- Patrol up to 80 hours of each week.
- 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.

CC8 – Criminal Investigation/Evidence

- Manage and direct Detectives.
- Review procedures and policies to insure that existing methods of preliminary investigation, case assignment, and follow-up are achieving maximum results.
- Maintain equipment for the Detective Division.
- Investigate major crimes.
- Seek to improve the crime clearance rate.
- Investigate/process bad checks cases and investigate/process burglaries.
- Work with the drug task force on narcotics cases, and assist the task force in preparation and execution of Search and Seizure warrants.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police
FUNCTION: Public Safety 1024

CC9 – Animal Control

- Investigate animal complaints in the entire Town of Groton including the U.S. Submarine Base.
- Make arrests when necessary and issue infractions for violations.
- Impound stray animals.
- Redeem or adopt out animals.
- Conduct outreach, explaining the need for licensing and vaccination of animals.
- Handle citizen concerns. The ACO's spend much of their time educating the public, rather than taking enforcement action.
- Coordinate canine and feline investigations with state dog warden.
- Coordinate efforts to conduct town-wide educational campaign for licensing of animals, vaccinations against rabies, and personal safety around animals.
- Work with the Ledge Light Health District on cases related to rabies.
- Continue educating public on Rabies and the PAWZ dog bite prevention program.

CCA - Major Criminal Investigations

- Major criminal investigations for very serious cases that require intensive investigative time and effort.
- Major criminal investigations 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.

CCB - Major Events

- Major events include an unforeseen major situation that requires a large amount of departmental resources.
- Past major events have included an airplane crash, an increase in patrols due to an elevation of homeland security levels and presidential visits.
- 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.

Mission Statement

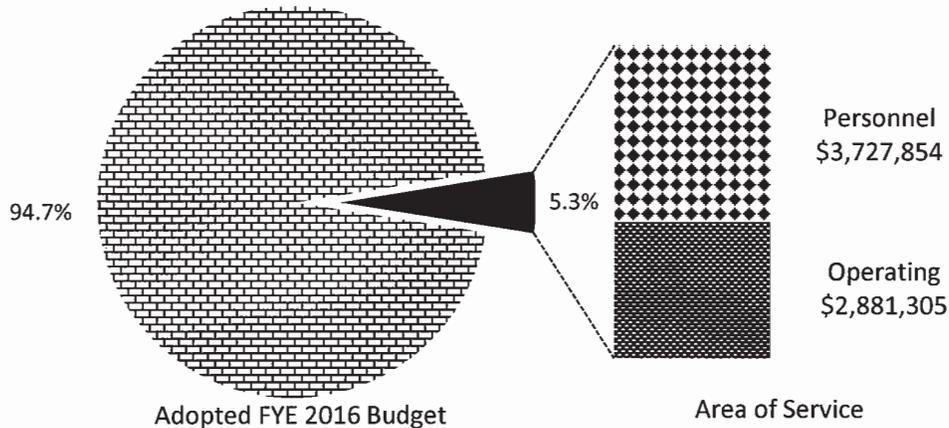
Public Works (Function 1035)

The Department of Public Works is responsible for, and committed to, maintaining, improving, and protecting the physical resources of the Town of Groton.

The Department will continue to evaluate and where feasible utilize new technologies and operating procedures to remain competitive in providing services to the community.

- Providing for the design, installation, operation, maintenance and repair of the Town's infrastructure, including buildings, roads, sewers, storm drainage, fleet, and equipment.
- Proper management of solid waste disposal and waste water treatment.
- Preserving, caring for, and planting trees in public places and along our roads.
- Supporting first responders in public disasters, assuming the primary role during recovery and restoration.
- Investigating citizen concerns; assuring citizen requests are efficiently managed; providing the highest level of service possible in a cost effective manner.
- Complying with environmental regulations and policies.

PUBLIC WORKS As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: PUBLIC WORKS

TOWN
MANAGER

PUBLIC WORKS
DEPARTMENT

- ENGINEERING
- PUBLIC BUILDINGS
- ROADS & STREETS
- SNOW & ICE CONTROL
- STREET LIGHTING
- POST CLOSURE MAINT. &
MANAGEMENT OF LANDFILLS
- RESIDENTIAL
TRANSFER STATION
- FLEET MAINTENANCE
- VACATED SCHOOL STRUCTURES
- UTILITIES
- SUSTAINABILITY INITIATIVE

FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Public Works 1035

Department: Public Works

FUNCTION DESCRIPTION:

The general fund portion of the Department consists of the following primary divisions:

Administration: responsible for nearly \$18 million in operational funds, manages capital projects, engineering activities, the physical assets of the Town and acts as liaison between citizens and operational divisions of the department.

Engineering: responsible for surveys, studies, designs, cost estimates, inspections, and contract administration duties for the construction of streets, sidewalks, bridges, culverts, sanitary sewers, buildings, parks, drainage structures, and fuel tanks.

Public Buildings: responsible for approximately 245,000 square feet of building and equipment infrastructure, encompassing equipment maintenance, emergency power generation, electrical and electronic security, underground storage tank management, internal and external environmental compliance, energy management, housekeeping services and supervision of contracted services; provides internal support to town departments.

Roads & Streets: responsible for all infrastructure maintenance of nearly 187 lane miles of public roads, including minor reconstruction, drainage maintenance and installation, street sweeping, and catch basin cleaning, streetlights, traffic signs and markings, and snow removal.

Residential Transfer Station: responsible for providing location for residents to dispose of bulky waste, such as construction debris, household furniture & scrap metal, and transportation of that waste to out-of-town disposal sites.

Fleet Maintenance: responsible for maintaining and repairing construction, operations & staff vehicles assigned to General Government, Board of Education, political subdivisions, fire and ambulance companies, and other vehicles assigned to regional authorities.

Vacated School Structures: provides interim caretaker functions for school buildings that are no longer in use: Groton Heights and Fitch Middle. A portion of the costs associated with the William Seely school building also appears here.

Utilities: provides for the cost of utilities for town buildings, facilities and parks.

Public Works also administers the Solid Waste Collections, Sewer Operating, and the Fleet Reserve Funds. The Department provides direct assistance and support to the Water Pollution Control Authority, and indirect support to the Land Use Commissions, Board of Education and political subdivisions. The Department also manages major construction and renovation projects for other departments.

GOALS:

- To maintain the integrity of Town roads and streets by providing snowplowing, sweeping, patching, curb repair, and replacement drainage and roadside maintenance.
- To provide usable governmental, public, and operational space throughout the Town of Groton.
- To provide technical support to the Town and to manage capital construction and maintenance projects.
- To provide excellent customer service to the Groton community, by responding to all customer inquiries.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Purchase requisitions processed	397	380	378
Work orders processed	4,097	4,260	4,172
Citizen requests (number)	474	490	490
Cash transactions/dollar amount	1,836/\$199,675	1,690/\$160,380	1,700/\$169,200
Snow removal/sanding call-outs	18	12	12
Transfer Station annual permits sold for fee	839	770	810
Total Transfer Station annual permits issued	984	905	975
Transfer Station daily passes sold	2,889	2,650	2,790
Transfer Station trip tickets sold	57	55	50
Cost of disposal of bulky waste to out-of-town site	\$27,616	\$27,100	\$27,400

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works			FUNCTION: Public Works 1035		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
PUBLIC WORKS TOTAL	\$ 6,416,693	\$ 6,318,583	\$ 6,700,559	\$ 6,609,159	4.6%

HIGHLIGHTS:

- The overall increase in this budget is \$290,576 or 4.6%. Personnel services are up \$206,841. Operating expenses are up \$83,735.
- The primary reason for the personnel services increase is the addition of one position and a number of position changes and the salaries associated with those positions. Changes include the elimination of a Materials Control position which will be replaced by a Financial Assistant II position; the elimination of an Office Assistant II position; the addition of a Grant Writer position and the addition of a Sustainability Project Manager (individual being transferred from OPDS).
- The proposed personnel changes will 1) complete the consolidation of Fleet Maintenance and Public Buildings cost centers with respect to support and supervisor staff; 2) create the Sustainability Project Manager, Grant Writer and Financial Assistant II positions to support the sustainability initiative which has been discussed for years. This effort will focus on grant writing, administration and implementation pertaining to sustainability strategies associated with energy efficiency and renewable energy, waste reduction, recycling, water conservation and wastewater efficiency. In addition, the Financial Assistant II position will also support cost accounting activities throughout the department.
- For FYE 2016, personnel services have been reduced \$50,000 (5109 Salary Adjustment) to account for normal employee turnover and vacancies that occur during the course of the fiscal year.
- Increases in operating costs include utilities/fuel; occupational health; materials and supplies; vehicle maintenance fees; and equipment/machinery.
- It should be noted that the Snow and Ice Control account for FYE 2015 will be significantly over budget and a fourth quarter transfer request is anticipated.

Final Budget Result:

During budget deliberations, the Town Council reduced this function by \$100,000. The RTM added \$100,000 back into this function.

PERSONNEL CHANGES/HISTORY:

- FYE 2016 - A Sustainability Project Manager position has been added.
 A Grant Administrator position has been added.
 A Material Control Specialist position has been eliminated and replaced with a Financial Assistant II.
 An Office Assistant II position has been eliminated.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
52.25	52.25	52.25	52.25	52.25	53.25

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	3,490,320	3,521,013	3,496,294	3,675,201	3,727,854	3,627,854	3,727,854
Operating Expenses	2,926,376	2,797,570	3,204,265	3,035,989	2,881,305	2,881,305	2,881,305
Total Appropriation	\$6,416,696	\$6,318,583	\$6,700,559	\$6,711,190	\$6,609,159	\$6,509,159	\$6,609,159
COST CENTERS							
10350 LEADERSHIP/GEN SUPPT	507,336	518,973	356,454	515,668	678,769	578,769	678,769
10351 ENGINEERING	459,927	499,544	496,964	498,542	493,392	493,392	493,392
10352 PUBLIC BUILDINGS	1,188,319	1,144,131	1,164,687	1,226,089	1,208,765	1,208,765	1,208,765
10355 ROADS & STREETS	1,789,821	1,811,076	1,916,727	1,981,333	1,838,188	1,838,188	1,838,188
10356 SNOW/ICE CONTROL	532,723	273,013	654,989	271,833	271,246	271,246	271,246
10357 STREET LIGHTING	259,704	282,351	281,850	272,726	272,726	272,726	272,726
10358 POST CLOSURE MAINT/M	95,371	107,536	156,690	105,314	98,219	98,219	98,219
10359 RESIDENTIAL TRANSFER	395,380	427,989	390,362	471,328	446,401	446,401	446,401
1035A FLEET MAINTENANCE	440,989	423,285	452,928	521,187	457,783	457,783	457,783
1035B VACATED SCHOOL STRUC	51,094	107,643	108,681	124,128	120,628	120,628	120,628
1035C UTILITIES	696,032	723,042	720,227	723,042	723,042	723,042	723,042
Total Cost Centers	\$6,416,696	\$6,318,583	\$6,700,559	\$6,711,190	\$6,609,159	\$6,509,159	\$6,609,159
FINANCING PLAN							
STATE GRANTS	25,779	0	0	0	0	0	0
FEMA REIMBURSEMENT	4,260	0	0	0	0	0	0
MUNICIPAL PROJECT GRANT	1,168,576	1,166,988	1,168,576	1,240,819	1,240,819	1,240,819	1,240,819
HIGHWAY ILLUMINATION	1,812	1,619	1,619	1,619	1,619	1,619	1,619
TOWN HIGHWAY AID	379,198	379,198	377,391	377,392	377,392	377,392	377,392
SNOW/ICE CONTROL SVCS	119,061	41,512	21,576	32,467	32,467	32,467	32,467
MISC-UNCLASSIFIED	3,109	5,000	5,000	5,000	5,000	5,000	5,000
DISPOSAL FEES	190,492	155,380	134,586	162,830	162,830	162,830	162,830
LEASE FEES	152,323	123,290	123,290	123,290	123,290	123,290	123,290
GENERAL FUND	4,372,086	4,445,596	4,868,521	4,767,773	4,665,742	4,565,742	4,665,742
Total Financing Plan	\$6,416,696	\$6,318,583	\$6,700,559	\$6,711,190	\$6,609,159	\$6,509,159	\$6,609,159

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	2,899,753	3,184,984	3,157,257	3,194,038	3,289,396	3,289,396	3,289,396
5104 OVERTIME PAY	251,396	177,009	199,823	179,481	179,481	179,481	179,481
5105 LONGEVITY PAY	22,498	23,325	22,810	23,568	23,568	23,568	23,568
5109 SALARY ADJUSTMENTS	8,498	(113,502)	(155,344)	0	(50,000)	(150,000)	(50,000)
5111 PREMIUM PAY/OUT OF C	25,125	26,917	27,017	26,917	26,917	26,917	26,917
5112 SICK INCENTIVE	2,819	5,361	5,368	5,361	5,361	5,361	5,361
5116 WAGE CONTINUATION	24,841	0	0	0	0	0	0
5117 ALLOWANCES	16,745	12,609	15,668	12,801	12,801	12,801	12,801
5119 SALARY REIMBURSEMENT	0	(57,960)	(34,000)	(31,700)	(31,700)	(31,700)	(31,700)
5151 SOCIAL SECURITY	238,645	262,270	257,695	264,735	272,030	272,030	272,030
Total Personnel Services	\$3,490,320	\$3,521,013	\$3,496,294	\$3,675,201	\$3,727,854	\$3,627,854	\$3,727,854
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	6,153	5,118	5,032	8,089	6,389	6,389	6,389
5210 PROFESS DEVELOP/TRAI	7,199	8,986	5,200	9,175	8,915	8,915	8,915
5220 UTILITIES/FUEL/MILEA	1,081,091	1,114,600	1,108,599	1,152,376	1,152,376	1,152,376	1,152,376
5230 PYMNTS/CONTRIBUTIONS	2,143	4,058	3,980	6,498	6,498	6,498	6,498
5260 REPAIRS & MAINT-FAC/	168,903	165,154	184,832	171,132	157,132	157,132	157,132
5261 SOFTWARE MAINT FEES	4,566	4,880	6,158	4,908	4,908	4,908	4,908
5281 OCCUPATIONAL HEALTH	49,061	60,346	57,628	72,153	69,832	69,832	69,832
5290 PROFESS/TECHNICAL SE	598,383	637,906	620,160	642,376	607,010	607,010	607,010
5300 MATERIALS & SUPPLIES	464,235	257,495	647,108	290,320	260,509	260,509	260,509
5310 VEHICLE OPER/MAINT	75	0	0	0	0	0	0
5315 VEHICLE REPLACEMENT	111,133	111,616	111,616	110,548	110,548	110,548	110,548
5316 VEHICLE MAINT FEE	247,000	255,750	255,750	271,809	271,809	271,809	271,809
5317 VEHICLE FUEL	147,741	164,048	164,048	151,389	151,389	151,389	151,389
5318 COMPUTER REPLMNT FEE	4,939	5,113	5,113	4,469	4,469	4,469	4,469
5400 EQUIP/MACHINRY& FURN	27,940	2,500	28,376	140,747	69,521	69,521	69,521
5410 COMPUTER EQUIPMENT	5,814	0	665	0	0	0	0
Total Operating Expenses	\$2,926,376	\$2,797,570	\$3,204,265	\$3,035,989	\$2,881,305	\$2,881,305	\$2,881,305
GRAND TOTAL	\$6,416,696	\$6,318,583	\$6,700,559	\$6,711,190	\$6,609,159	\$6,509,159	\$6,609,159

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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 PUBLIC WORKS	0.75	0.75	0.75	0.75	0.75	0.75
ASSIST DIR PUBLIC WORKS	1.00	1.00	1.00	1.00	1.00	1.00
SUPER TECHNICAL SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
SUSTAINABILITY PROJ/MANAG	0.00	0.00	0.00	1.00	1.00	1.00
SUPERVISOR, ADMIN PW	1.00	1.00	1.00	1.00	1.00	1.00
CIVIL ENGINEER PE	1.00	1.00	1.00	1.00	1.00	1.00
GRANT WRITER	0.00	0.00	0.00	1.00	1.00	1.00
PROJECT MGMT SPECIALIST	3.00	3.00	3.00	3.00	3.00	3.00
ENGINEERING TECH II	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR I	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR II	1.00	1.00	1.00	1.00	1.00	1.00
MATERIAL CONTROL SPEC	2.00	2.00	2.00	1.00	1.00	1.00
FINANCIAL ASSISTANT I	1.00	1.00	1.00	1.00	1.00	1.00
FINANCIAL ASSISTANT II	0.00	0.00	0.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	2.50	2.50	2.50	1.50	1.50	1.50
PUBLIC BLDG & FLEET SUPV	1.00	1.00	1.00	1.00	1.00	1.00
FOREMAN	3.00	3.00	3.00	3.00	3.00	3.00
PUBLIC WORKS SUPER R&S	1.00	1.00	1.00	1.00	1.00	1.00
FLOOR LEADER	1.00	1.00	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	3.00	1.00	1.00	1.00	1.00	1.00
CHIEF EQUIPMENT MECHANIC	1.00	3.00	3.00	3.00	3.00	3.00
CERTIFIED MAINT TECH II	3.00	3.00	3.00	3.00	3.00	3.00
LANDFILL OPERATOR	1.00	1.00	1.00	1.00	1.00	1.00
HEAVY EQUIP OPERATOR	3.00	3.00	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00	1.00
MAINTAINER	2.00	2.00	2.00	2.00	2.00	2.00
EQUIPMENT OPERATOR	14.00	14.00	14.00	14.00	14.00	14.00
CUSTODIAN	1.00	1.00	1.00	1.00	1.00	1.00
SOLID WASTE INSPECTOR	1.00	1.00	1.00	1.00	1.00	1.00

Total FTE Personnel	52.25	52.25	52.25	53.25	53.25	53.25

FTE SALARIES & WAGES						

DIRECTOR OF PUBLIC WORKS	90,047	86,524	86,524	86,524	86,524	86,524
ASSIST DIR PUBLIC WORKS	90,537	87,500	87,500	87,500	87,500	87,500
SUPER TECHNICAL SERVICES	91,537	91,537	93,368	93,368	93,368	93,368
SUSTAINABILITY PROJ/MANAG	0	0	0	83,141	83,141	83,141
SUPERVISOR, ADMIN PW	65,983	65,983	66,053	66,053	66,053	66,053
CIVIL ENGINEER PE	83,353	83,354	83,354	83,354	83,354	83,354
GRANT WRITER	0	0	0	55,000	55,000	55,000
PROJECT MGMT SPECIALIST	185,994	185,978	186,691	186,691	186,691	186,691
ENGINEERING TECH II	69,068	69,050	69,315	69,315	69,315	69,315
INSPECTOR I	63,829	63,809	64,054	64,054	64,054	64,054
INSPECTOR II	69,068	69,050	69,315	69,315	69,315	69,315
MATERIAL CONTROL SPEC	114,751	114,756	115,196	57,598	57,598	57,598
FINANCIAL ASSISTANT I	46,402	46,406	46,584	46,584	46,584	46,584
FINANCIAL ASSISTANT II	0	0	0	57,598	57,598	57,598
OFFICE ASSISTANT II (35)	111,397	111,392	112,658	69,875	69,875	69,875
PUBLIC BLDG & FLEET SUPV	84,628	84,628	86,321	86,321	86,321	86,321
FOREMAN	193,301	189,790	191,597	191,597	191,597	191,597
PUBLIC WORKS SUPER R&S	81,342	81,342	82,969	82,969	82,969	82,969
FLOOR LEADER	71,624	71,618	71,893	71,893	71,893	71,893
EQUIPMENT MECHANIC	176,165	62,243	62,482	62,482	62,482	62,482
CHIEF EQUIPMENT MECHANIC	65,959	183,044	187,307	187,307	187,307	187,307
CERTIFIED MAINT TECH II	183,628	183,598	184,301	184,301	184,301	184,301
LANDFILL OPERATOR	62,253	62,243	62,482	62,482	62,482	62,482
HEAVY EQUIP OPERATOR	179,714	177,396	180,090	180,090	180,090	180,090
MAINTENANCE WORKER	56,524	56,522	56,739	56,739	56,739	56,739

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
MAINTAINER	83,266	83,380	87,054	87,054	87,054	87,054
EQUIPMENT OPERATOR	759,870	741,380	755,058	755,058	755,058	755,058
CUSTODIAN	52,371	52,367	52,568	52,568	52,568	52,568
SOLID WASTE INSPECTOR	52,371	52,367	52,568	52,568	52,568	52,568
Total FTE Salaries & Wages	\$3,184,983	\$3,157,257	\$3,194,038	\$3,289,396	\$3,289,396	\$3,289,396

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Works

DEPARTMENT: Public Works
FUNCTION: Public Works 1035

CC0 – Leadership/General Support

- Provide long range planning for the Department.
- Implement the Computerized Asset Management System.
- Manage Sewer / Solid Waste / Fleet Reserve Funds.
- Prepare annual departmental budget and ensure its implementation.
- Provide recommendations to the Town Manager, Town & Regional Boards & Commissions, and elected officials on public works issues.
- Implement policies adopted by the Town Council and set departmental goals and vision accordingly.
- Provide for the professional development of Public Works staff.
- Properly bid, award and monitor each construction contract.
- Effectively and efficiently respond to citizen concerns.
- Manage Stormwater Phase II and all other environmental permits and regulatory requirements.
- Perform departmental payroll, purchasing/accounts payable and human resource functions.

CC1 – Engineering

- Design, inspect and provide contract administration for approved Town Capital Improvement construction projects.
- Inspect the construction of public improvements completed by developers, such as sidewalks, sewers, roads, and drainage that will be deeded to the Town upon completion of the development.
- Review all plans submitted by developers to the Town for conformance to Town Road and Drainage Standards, and Sewer Construction Standards. Report findings to Planning Department.
- Assist the public in procuring maps, providing information on public utilities, and determining property lines and street tree ownership.
- Perform pavement management for roads and other paved surfaces.

CC2 – Public Buildings

- Budget for alarm, solid waste disposal fees, etc.
- Provide cleaning services to all municipal buildings.
- Continue to monitor energy consumption and develop programs for energy efficiency.
- Maintain a preventative maintenance program for MEP systems, roofs, boilers, emergency generators, and fire suppression systems.
- Maintain approximately 245,000 square feet of building space.
- Continue to make modifications to buildings as required by various codes.

CC5 – Roads and Streets

- Install additional drainage pipe to control stormwater discharges onto private property.
- Clean catch basins of debris year-round.
- Sweep 190.42 lane miles of roads twice a year to remove debris. Sweep commercial areas once a week to control litter.
- Patch potholes.
- Resurface roads in accordance with CIP.
- Provide roadside mowing in critical areas only.
- Re-stripe roads with double yellow center lines, white edge markings and lane markings (32 miles).
- Re-stripe crosswalks, railroad crossings, and stop bars.
- Replace or repair damaged street signs and traffic control signs.
- Provide construction support to other departments.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Works

DEPARTMENT: Public Works
FUNCTION: Public Works 1035

- Support town departments in non-road work in the areas of furniture moving, storage of records, moving of voting machines.

CC6 – Snow/Ice Control

- Plan and budget for snow/ice events, in addition to plowing town roads.
- Perform snow removal services for a portion of the Board of Education facilities, town parking lots and several fire stations.

CC7 – Street Lighting

- Responsible for maintenance and repair of streetlights owned by the Town within the CL&P area.
- Budget the cost of energy and maintenance for traffic signals within the Town, and energy for street lighting throughout the Town and Mumford Cove.

CC8 – Post Closure Maintenance and Management

- Maintain the cap on the landfills to prevent any breach in the surface and to maintain growth of ground vegetation.
- Maintain landfill gas collection system and flare.
- Monitor groundwater, monitor wells.

CC9 – Residential Transfer Station

- Provide a convenient location for residents to dispose of bulky waste. Continue to remain open Saturdays all year.
- Provide disposal area for oil, tires, batteries, consumer electronics, leaves and other recyclables.
- Ensure the removal of freon and ballasts from appliances brought to Transfer Station to comply with Federal regulations.

CCA – Fleet Maintenance

- Provide funding for all personnel and related overhead costs associated with management of the Town's fleet of vehicles and mobile equipment.
- Ensure a minimum of 95% readiness for all vehicles at all times.

CCB – Vacated School Structures

- Provide interim caretaker functions for school buildings that are no longer in use.
- Maintenance and security for the more than 63,000 square feet of building space attributed to the decommissioned Groton Heights and Noank Elementary Schools until their final disposition is determined.
- Provide a portion of operating costs associated with the former William Seely school building.

CCC – Utilities

- Budget for utilities (sewer, water, electricity, propane, natural gas, and heat).

Mission Statement

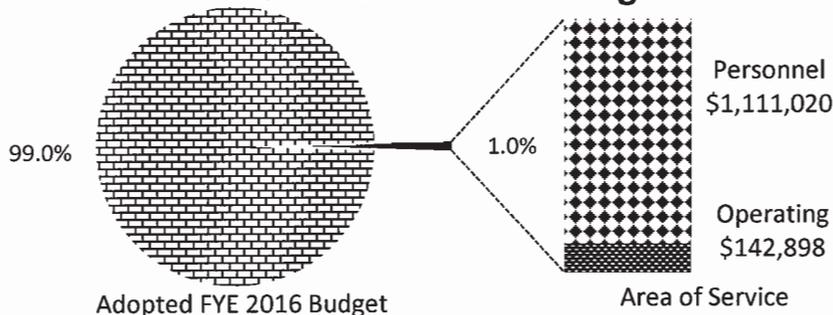
Planning and Development Services (Function 1046)

The Office of Planning and Development Services (OPDS) includes the Town's Planning, Community Development, Inspection Services and Economic Development programs. The mission of the Office of Planning and Development Services is to encourage the sound and orderly use of land, the conservation of natural resources; the economic well-being of the community; and to ensure the safe occupation of buildings, structures, and uses. In furtherance of this mission, OPDS strives to:

- Prepare and implement long-range plans and studies, and special projects, including the Town's Plan of Conservation and Development, the Town's Conservation Plan, Strategic Economic Development and Marketing Plan, among others.
- Provide staff support to the Town's land use and development commissions/agencies as well as representing the Town on other task forces and committees, including involvement in regional and state groups/projects, to ensure that Groton's interests/needs are represented.
- Review and coordinate the review by other departments/agencies of land use and development applications, including inspecting development projects to insure they are built according to approved plans.
- Serve as a clearing house for land use, environmental, and related information including GIS mapping, census and demographic information, planning resources library, land use statistics, street numbers and flood maps. Also, retain records pertaining to subdivisions, site plans, special permits, inland wetland permits, other land use applications, and building permit activity.
- Obtain grants to support the provision of affordable and energy-efficient housing for low and moderate income persons/families and townwide energy efficiency efforts, revitalize deteriorated residential and business areas, direct needed capital improvements in targeted areas, and to purchase open space, perform environmental studies, and make improvements to areas within the coastal zone.
- Be pro-active to make Groton a great place to do business through business retention and outreach/marketing efforts, including identifying uses for existing properties and buildings; assisting with questions regarding the permit process, state programs, or available training; maintaining a land/building inventory; assessing the need for regulatory reform; and advancing the location and business attributes of the Town.
- Review and approve all building plans and documents for proposed construction to assure compliance with applicable codes and standards, and inspect all phases of construction.
- Provide assistance and enforcement in relation to administration of the Town Zoning and Subdivision Regulations, Town Inland Wetlands Regulations, and specific ordinances such as the Property Maintenance Code as necessary.
- Work with the community to build public understanding and support for a balanced and effective planning and development program.

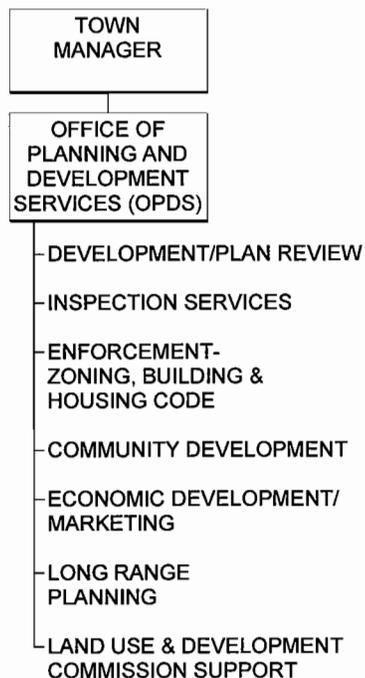
PLANNING & DEVELOPMENT

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: PLANNING & DEVELOPMENT



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Planning & Development Services 1046 Department: Office of Planning & Dev. Services

FUNCTION DESCRIPTION:

The Office of Planning & Development Services consists of four divisions: Planning, Inspection Services, Economic Development and Community Development. The Planning Division is responsible for encouraging the sound and orderly residential, commercial and industrial growth of the community and makes recommendations concerning zoning, subdivision, and site development, general land use, environmental protection, and municipal growth and development. Inspection Services is charged with enforcement of the State of Connecticut Building Code, enforcement and interpretation of the Town of Groton Zoning Regulations, Rental Housing Code, Property Maintenance Code and Demolition Code. Groton's Economic Development Program is responsible for the continued economic well-being of the community through the retention of existing businesses and the promotion of Groton as a location for new businesses. The Community Development Program secures State and Federal grants that provide benefits primarily to low and moderate income persons and promotes affordable housing through our Housing Rehabilitation Loan Program to bring homes into code compliance.

The Department provides staff and operational support for the Town's 14 Land Use and Development Commissions and a number of other special boards and task forces as required.

GOALS:

- To foster and encourage the attraction and growth of successful business opportunities within Groton by retaining and expanding high quality businesses that offer diverse, attractive employment opportunities and contribute to the quality of life in Groton.
- To preserve the community aesthetics, and high quality of life in Groton.
- To enhance the unique character of the community and maintain the high quality of life in Groton by regularly reviewing and updating plans and respond to changes in the built and natural environment.
- To provide activities and services that benefit low-and moderate-income persons and neighborhoods, monitoring compliance with CDBG regulations and procedures and working with the Neighborhood Revitalization Zone project.
- To improve the built environment and ensure building and occupant safety.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
<u>Development Review:</u>			
Number of building permit applications reviewed:	534	550	500
<u>Building</u>			
Single-family residential	44	36	20
Commercial	50	55	45
Renovation	366	350	330
<u>Trade</u>	756	770	700
Value of building permits issued	\$26,771,904	\$20,533,850	\$18,890,459
Building Inspections	2,900	3,100	2,850
Historic District Commission COA's	44	40	35
Total number of land use applications reviewed	84	60	75
Value of fees collected	\$13,869	\$10,000	\$12,000
Site inspections related to land use/development	585	500	600
Long Range Projects completed	1	0	0
<u>Enforcement Services</u>			
Violations corrected through: Voluntary compliance	40	30	30
Violations corrected through: Forced compliance	0	0	5
<u>Economic Development</u>			
Number of businesses contacted	133	120	132
<u>Community Development</u>			
Number of contracts administered	3	5	5
Grant dollars awarded (CD Housing Rehab)	\$400,000	\$800,000	\$800,000

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Planning & Development			FUNCTION: Planning & Develop Svcs 1046		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,067,960	\$ 1,169,226	\$ 1,169,163	\$ 1,253,918	7.2%

HIGHLIGHTS:

- The overall increase in this budget is \$84,692 or 7.2%. Personnel services are up \$51,351. Operating Expenses are up \$33,341.
- The FYE 2016 Work Program includes the finalization and implementation of the Plan of Conservation and Development (POCD), the completion and the implementation of the market analysis and zoning audit, working with a consultant on the LEAN process (to maximize customer value while minimizing waste in our process) and implementing those recommendations to our development review process, and proposed major changes to the zoning regulations;
- It is proposed to reinstate the Assistant Director of Planning and Development position. The main role of this position will be to oversee the Planning Division, assist the Director with administrative duties, manage the Office Assistants in the Department, and to take the lead role in the re-writing of the zoning and subdivision regulations. This position would bring an understanding of innovative zoning practices, would manage the current land use approval process, and work with other division heads and the Director in order to assist in the goal of making the town more business friendly.
- The Department will be reorganizing the Economic and Community Development functions into a new division in the OPDS. The reorganized division of Economic and Community Development will be led by a new position of Economic and Community Development Manager. This division will include the existing Economic Development Specialist, the Planner II for Community Development, and the part-time Office Assistant (OA). This reorganized division will be able to focus and align our goals and business development and retention, needed process improvements, business services, and work with prospective business owners and our current residents to address the workforce housing needs of the town and business community;
- Economic Development operating budget includes \$10,000 for office expenses, \$25,000 for marketing, and \$25,000 to implement the recommendations of the market analysis;
- The Planning division operating budget is seeking \$25,000 to begin implementation of the 2015 Plan of Conservation and Development (POCD);
- The increase in overtime is due to the OA's being paid for their overtime for night meetings instead of taking compensation time;
- The Inspection Services division has continued to effectively work with builders and developers to get their projects completed on time and enforcement of the town's new blight ordinance has been a great success with numerous properties coming into compliance;
- The Mystic Streetscapes phases I and II have been completed with a few minor items requiring attention. The sidewalk, roadway, and lighting improvements will improve the area as a tourism destination for years to come;
- A major focus in FYE 2016 will be to seek additional grant funding for the town. During FYE 2015 the OPDS received two major grants in the amount of \$800,000 and \$200,000 for housing rehabilitation and brownfields assessments.

Final Budget Result:

During budget deliberations, the Town Council increased this account by \$8,232 due to an error in the requested salary amount for a position. The RTM sustained this change.

PERSONNEL CHANGES/HISTORY:

FYE 2015: An Office Assistant III position was increased from 35 hours to 40 hours

FYE 2016: An Inspection Services Tech position was eliminated

Prog/Proj Manager-Planning position was eliminated and the employee transferred to Public Works

An Assistant Director of Planning and Development position was added

An Economic and Community Development Manager was added

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
14.00	14.00	14.00	14.00	14.00	14.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	1,011,456	1,059,669	987,421	1,059,634	1,102,788	1,111,020	1,111,020
Operating Expenses	56,503	109,557	181,742	221,218	142,898	142,898	142,898
Total Appropriation	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918
COST CENTERS							
10460 LEADERSHIP/GEN SUPPT	173,776	141,797	130,827	186,420	279,455	279,455	279,455
10461 PLAN REVIEW	167,953	193,474	185,733	208,494	206,994	206,994	206,994
10462 INSPECTION SERVICES	219,302	228,874	213,798	344,418	298,535	298,535	298,535
10463 ENFORCEMENT	65,047	94,266	81,125	57,929	57,929	66,161	66,161
10464 COMMUNITY DEVELOPMEN	44,687	64,442	64,443	83,597	83,597	83,597	83,597
10465 ECON DEV/MARKETING	98,277	128,739	196,642	164,792	221,430	221,430	221,430
10466 LONG RANGE PLANNING	200,311	178,409	166,586	171,261	31,760	31,760	31,760
10468 LAND USE & DEV COM S	98,606	139,225	130,009	63,941	65,986	65,986	65,986
Total Cost Centers	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918
FINANCING PLAN							
BLDG AND RELATED PERMITS	285,407	140,922	285,075	210,130	210,130	210,130	210,130
BLDG PERMITS-EDUC FEE	271	110	200	180	180	180	180
STATE LAND USE-PLNG	132	200	150	175	175	175	175
STATE GRANTS	33,865	12,077	0	0	0	0	0
PLANNING APPLICATION FEES	13,869	13,000	10,000	12,000	12,000	12,000	12,000
MAPS/COPIES/DOCUMENTS	1,377	500	750	750	750	750	750
MISC-UNCLASSIFIED	11,000	0	11	0	0	0	0
GENERAL FUND	722,038	1,002,417	872,977	1,057,617	1,022,451	1,030,683	1,030,683
Total Financing Plan	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	866,263	947,362	893,262	945,387	985,243	992,890	992,890
5104 OVERTIME PAY	9,876	9,978	9,470	11,711	11,961	11,961	11,961
5105 LONGEVITY PAY	3,360	3,572	3,572	3,781	3,781	3,781	3,781
5109 SALARY ADJUSTMENTS	44,764	0	0	0	0	0	0
5110 REGULAR PART TIME	0	23,452	10,945	23,452	23,452	23,452	23,452
5112 SICK INCENTIVE	50	0	0	0	0	0	0
5117 ALLOWANCES	198	0	0	0	0	0	0
5151 SOCIAL SECURITY	69,616	75,305	70,172	75,303	78,351	78,936	78,936
5154 UNEMPLOYMENT COMPENS	17,329	0	0	0	0	0	0
Total Personnel Services	\$1,011,456	\$1,059,669	\$987,421	\$1,059,634	\$1,102,788	\$1,111,020	\$1,111,020
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	16,865	22,350	21,450	20,900	20,400	20,400	20,400
5210 PROFESS DEVELOP/TRAI	9,271	18,740	20,285	20,750	18,930	18,930	18,930
5220 UTILITIES/FUEL/MILEA	3,239	3,730	3,670	3,740	3,740	3,740	3,740
5260 REPAIRS & MAINT-FAC/	1,310	1,915	1,915	1,915	1,915	1,915	1,915
5281 OCCUPATIONAL HEALTH	385	1,000	825	1,025	1,025	1,025	1,025
5290 PROFESS/TECHNICAL SE	428	37,250	107,315	150,300	75,300	75,300	75,300
5300 MATERIALS & SUPPLIES	4,498	6,030	6,000	4,730	4,730	4,730	4,730
5315 VEHICLE REPLACEMENT	4,331	4,365	4,365	4,303	4,303	4,303	4,303
5316 VEHICLE MAINT FEE	2,600	2,700	2,700	2,624	2,624	2,624	2,624
5317 VEHICLE FUEL	8,340	8,281	8,281	6,908	6,908	6,908	6,908
5318 COMPUTER REPLMNT FEE	3,652	3,196	3,196	3,023	3,023	3,023	3,023
5400 EQUIP/MACHINRY& FURN	916	0	900	0	0	0	0
5410 COMPUTER EQUIPMENT	668	0	840	1,000	0	0	0
Total Operating Expenses	\$56,503	\$109,557	\$181,742	\$221,218	\$142,898	\$142,898	\$142,898
GRAND TOTAL	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
DIR PLANNING & DEV	1.00	1.00	1.00	1.00	1.00	1.00
ASST DIR PLANNING & DEV	0.00	0.00	0.00	1.00	1.00	1.00
ECON & COM DEV MANAGER	0.00	0.00	0.00	1.00	1.00	1.00
MGR INSPECTION SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
PROG/PROJ MGR-PLANNING	1.00	1.00	1.00	0.00	0.00	0.00
PLANNER II -ENVIRONMENTAL	1.00	1.00	1.00	1.00	1.00	1.00
PLANNER II - NEIGHBORHOOD	1.00	1.00	1.00	1.00	1.00	1.00
PLANNER II - LAND	1.00	1.00	1.00	1.00	1.00	1.00
ECONOMIC DEVEL SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTION SERVICES TECH	1.00	1.00	1.00	0.00	0.00	0.00
SENIOR BUILDING INSPECTOR	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR II - CODE	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR II	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	2.00	2.00	2.00	2.00	2.00	2.00
OFFICE ASSISTANT III (35)	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	14.00	14.00	14.00	14.00	14.00	14.00
FTE SALARIES & WAGES						
DIR PLANNING & DEV	105,714	79,125	105,500	105,500	105,500	105,500
ASST DIR PLANNING & DEV	0	0	0	82,162	82,162	82,162
ECON & COM DEV MANAGER	0	0	0	76,535	76,535	76,535
MGR INSPECTION SERVICES	87,267	87,269	87,656	87,656	87,656	87,656
PROG/PROJ MGR-PLANNING	82,023	82,029	83,141	0	0	0
PLANNER II -ENVIRONMENTAL	74,188	80,121	74,188	74,188	74,188	74,188
PLANNER II - NEIGHBORHOOD	74,188	74,188	74,188	74,188	74,188	74,188
PLANNER II - LAND	74,188	74,188	74,188	74,188	74,188	74,188
ECONOMIC DEVEL SPECIALIST	71,077	71,076	72,140	72,140	72,140	72,140
INSPECTION SERVICES TECH	43,215	21,100	42,622	0	0	0
SENIOR BUILDING INSPECTOR	74,733	74,730	75,016	75,016	75,016	75,016
INSPECTOR II - CODE	60,176	48,868	53,534	53,534	61,181	61,181
INSPECTOR II	60,176	60,176	61,596	61,596	61,596	61,596
OFFICE ASSISTANT II (35)	92,138	92,125	93,164	93,164	93,164	93,164
OFFICE ASSISTANT III (35)	48,281	48,269	48,454	55,376	55,376	55,376
Total FTE Salaries & Wages	\$947,362	\$893,263	\$945,386	\$985,242	\$992,890	\$992,890

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Planning & Development

DEPARTMENT: Office of Planning & Dev. Services
FUNCTION: Planning & Development Services 1046

CC0 – Leadership/General Support

- Leadership - reflects personnel costs for the Director, Division Heads, clerical and technical staff needed for the overall management/administration/support of the department.
- General Support – reflects operating costs associated with overall operation of the department, i.e., postage, office equipment, maintenance and repairs, office materials, etc.

CC1 – Development/Plan Review

- Provides logistical support for the processing of all building and land use applications, referrals, permit tracking, and permit review for the Planning and Inspection Services divisions, and processing of inquiries. This includes coordination of various agency reviews and assisting homeowners, developers and the like with policy and regulatory matters.
- Review development applications and construction plans for compliance with respect to planning, zoning, environmental, building code, fire protection code, and handicapped requirements, and compliance review for approved and completed site plans, subdivisions, inland wetland permits, and stormwater management plans.
- Coordinate plan review with outside agencies and other authorities before issuance of approvals/permits.

CC2 – Inspection Services

- Inspection of all building and site construction to ensure compliance with all applicable local and state codes, i.e., building, property maintenance, rental housing code, historic district regulations, etc.
- Coordinate inspections with other authorities and outside agencies, i.e., health district, fire, CONNDOT, etc.
- Assist homeowners, contractors, developers, architects and engineers with all related code requirements and interpretations during construction.
- Maintenance of construction records, documents and plans.
- Maintain State Building Officials' licenses as required by State Statutes.

CC3 – Enforcement

- Administration of zoning, historic district, rental housing code, blight, property maintenance code and inland wetlands regulations with respect to processing of complaints, investigations, interpretations, corrections of violations and comprehensive management of enforcement database.
- Assist homeowners, developers, businesses and others to understand and comply with local land use regulations and procedures.
- Check for compliance with flood protection regulations and the National Flood Insurance Program.

CC4 – Community Development

- Explore and pursue new funding sources and submit grant applications as appropriate. Carry out activities in compliance with each grant's program regulations. Develop partnerships with non-profits as may be applicable.
- Prepare quarterly reports and other documentation as required by the Department of Economic and Community Development.
- Attend affirmative action, grant implementation and other workshops dealing with issues such as housing rehabilitation; lead-based paint and asbestos abatement; Fair Housing, Residential Anti-Displacement and Relocation; and Section 3, i.e. Community Development Block Grant funds, Home Investment Partnerships.
- Staff Community Development Advisory Committee (CDAC), Neighborhood Revitalization Zone (NRZ) Committee, and Fair Rent Commission.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Planning & Development

DEPARTMENT: Office of Planning & Dev. Services
FUNCTION: Planning & Development Services 1046

- Develop specifications and cost estimates for the Housing Rehabilitation Program. Oversee inspections of all work in progress; prepare contract documents, mortgages and notes, lien waivers and monthly reports on the Housing Rehabilitation program.

CC5 – Economic Development/Marketing

- Administer the Town's program for business retention and business outreach, including maintaining an inventory of available buildings and land; administering the Town's development assistance funds; preparing promotional materials and demographic information used to assist in promoting the locational and business attributes of the community; and attending and participating in trade shows.
- Provide staff support to the Economic Development Commission, Committee of Chairpersons, Mystic Cooperative Task Group, and others as necessary. Organize special events, such as business caravans, seminars and public information sessions and undertake special projects as directed.
- Participate in regional and statewide initiatives advancing projects important to Groton, including seCTer (including lead management, loan review, regional marketing and regional economic development studies and initiatives), Thames Maritime Heritage Park, Groton-New London Airport, Marine Science Center at Avery Point, Chamber of Commerce of Eastern Connecticut, Greater Mystic Chamber of Commerce, Mystic Country/CONNECTICUT, and others as appropriate. Participate in efforts and activities that support and enhance community relations with the US Subase, including Military Community Council Subcommittees, and Navy League.

CC6 – Long Range Planning

- Prepare updates to core planning documents, i.e., Plan of Conservation and Development; Town-wide Conservation Plan.
- Prepare and implement special studies/initiatives of particular functional or geographic significance, i.e., Downtown Plan, Economic Development Strategy Plan, energy efficiency and conservation strategies, special projects.
- Perform other special studies and investigations as warranted, i.e. Coastal Public Access, Mystic Parking Study, Mystic Cooperative Task Group Report, etc.
- Initiate and/or assist others in the updating of the Town's land use regulations and guidelines including zoning, subdivision, inland wetlands, road and drainage standards.

CC8 – Land Use and Development Commission Support

- Provide direct staff support to the community's land use and development agencies. Staff prepares agendas, staff reports, supporting materials, minutes, and meeting follow-up for the Economic Development Commission, Planning Commission, Zoning Commission, Inland Wetlands Agency, Conservation Commission, Historic District Commission, Zoning Board of Appeals, Harbor Management Commission, Building Code Board of Appeals, Housing Code Board of Appeals, Property Maintenance Code BOA, Fair Rent Commission, Community Development Advisory Committee and the recently-formed Neighborhood Revitalization Zone Committee.
- Attend meetings, on an as-needed basis, of the following groups and committees: Airport Advisory Committee, Long Island Sound Regional Council, Subase Superfund Cleanup Technical Review Committee, Town Council, RTM, Energy Efficiency and Conservation Committee, and other boards and task forces as needed.
- Provides operating funds directly related to commission activities including funds for legal advertising, professional development for commissioners, etc.



"SUBMARINE CAPITAL OF THE WORLD"

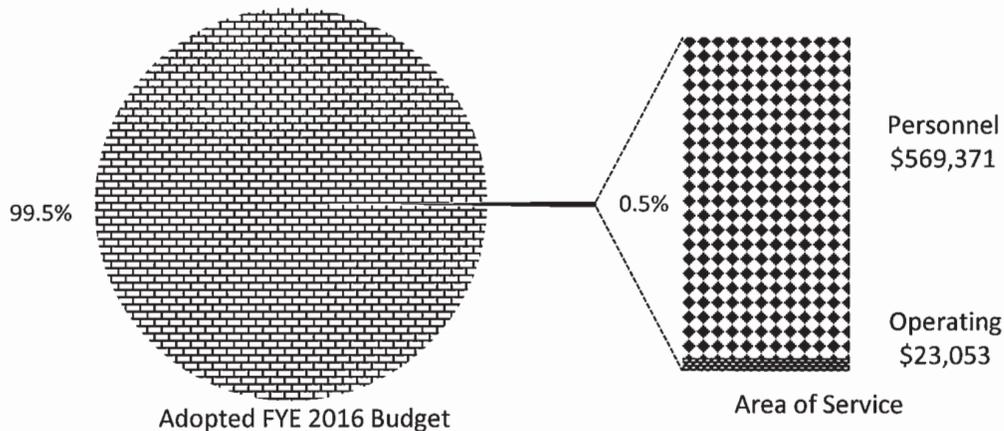
Mission Statement

Human Services (Function 1051)

To ensure that all Groton residents have access to necessary human services and to help promote positive development and self-sufficiency among individuals and families by:

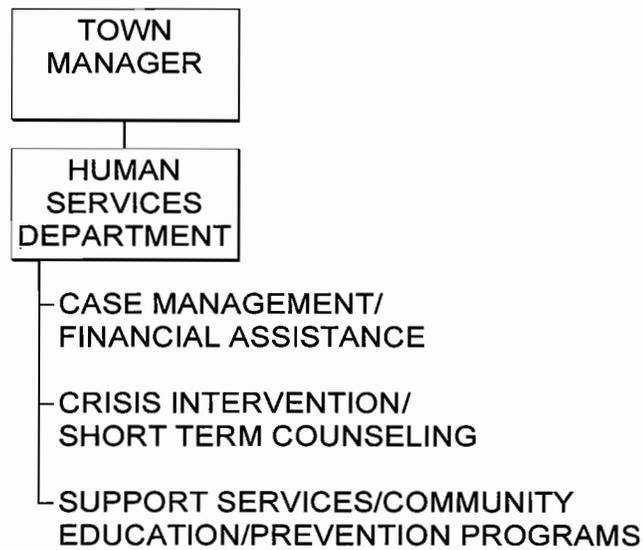
- Applying for grant funding as available that may provide housing, outreach services and general human services programming.
- Providing access to a community food locker and organizing holiday distributions of food and toys.
- Providing special/discretionary funds for energy assistance and other client needs.
- Providing prevention and intervention programs and services in various community-based settings to ensure equal access to anyone in need.
- Evaluating, planning and coordinating programs and services with other community and regional agencies to ensure non-duplication of efforts, responsive services, and comprehensive service delivery.
- On-going assessment of community human services needs and active pursuit of resources to ensure continued development of appropriate and essential community programs and services

HUMAN SERVICES As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: HUMAN SERVICES



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Human Services 1051

Department: Human Services

FUNCTION DESCRIPTION:

The Human Services Department consists of Groton Social Services, Groton Youth and Family Services and the Groton Family Support Center. The department provides information and referral, youth counseling, parenting support, case management and advocacy services, financial assistance, (via donated and grant monies) for utility, fuel, rent and other needs, based upon program eligibility and availability of funds, and also provides emergency allocations of food, personal hygiene products, diapers, baby food, pet food and household cleaning items. The department provides guidance concerning housing matters, employment search, household budgeting, effective parenting and a wide range of issues impacting senior citizens, veterans, the disabled and families/youth in the community. The department offers short term (3 month) counseling to identified Groton children and youth and support services including special programs and activities for parents and caregivers, including grandparents raising their grandchildren.

Numerous community volunteers assist Human Services staff with the department's annual holiday distributions in November and December, which provide food and toys to income-eligible Groton households. Volunteers help sort food donations for the Groton Food Locker, which is managed by the department and volunteers also regularly assist with the United Way Mobile Food Pantry, which offers fresh, perishable food items to anyone in need on the second Wednesday of each month, 10AM-Noon, at the Human Services Building.

Department staff convene bi-monthly meetings during the school year with the Groton Youth Advisory Council (YAC) to review and assess emerging concerns and needs of Groton youth and families. The YAC is a requirement of the CT State Department of Education, which (partially) funds Groton Youth and Family Services as Groton's Youth Services Bureau. Department staff work cooperatively with local and state agencies such as WIC, MASH, TVCCA and DSS, to provide comprehensive services for Groton households; many such services are provided at the Groton Human Services Building, which offers ease of access in a community-based location on the SEAT bus route.

GOALS:

- To promote self-sufficiency and help to those in need of temporary assistance with housing, food and other basic necessities by providing direct financial assistance, case management, advocacy, crisis intervention and information/referral services.
 - To achieve and maintain healthy, positive relationships within families by providing parents and caregivers with one-to-one parent education, advocacy, crisis management and support services.
 - Provide prevention and intervention services to at-risk youth ages 5-18 by providing counseling, support groups and unique programs and activities focused on building self-esteem, improving communications and team building.
-
-

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Juvenile Review Board Cases	15	15	20
Social Services Caseload (duplicated #):	1,286	1,300	1,300
Elderly/Totally Disabled Tax Relief Program:	567	600	600
Food Locker Distributions:	458	500	500
Holiday Distributions:	975	1,000	1,000
Counseling and/or Parenting Support Cases:	80	90	90
Spicer/Perkins/GAP/GEEF/DTF/OPFUEL/WARMUP/ EFSP/TVCCA ENERGY PROGRAM (Total cases):	482	500	500

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Human Services

FUNCTION: Human Services 1051

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 581,954	\$ 592,732	\$ 595,721	\$ 592,424	(0.1%)

HIGHLIGHTS:

- The overall decrease in this budget is \$308 or 0.1%. Personnel services are down \$753. Operating expenses are up \$445.
- The proposed budget maintains the departments existing level of service.
- Many Groton residents are continuing to face challenging economic times, with many facing unemployment, reduced hours of employment, rent or mortgage arrearages, insufficient food, electric shut offs, high fuel bills, etc. Financial Assistance provided by Groton Human Services is based upon specific eligibility criteria and comes solely from donated, grant and special fund monies; over \$100,000 is annually donated to the department for the purpose of providing financial assistance to residents in need.
- Donations of food, clothing and other items, valued at over \$350,000 annually, are managed and disbursed by department staff.
- Groton Youth and Family Services' counseling services and programs for at-risk youth meet CT State Department of Education criteria for intervention and prevention-based programs for youth services bureaus and enable Groton Human Services to obtain \$40,000 in grant funding from the State DOE on an annual basis.
- Department services to Groton residents are supplemented by community resources such as the WIC Program, the United Way Mobile Food Pantry, the State Dept. of Social Services' Mobile Office, UCFS', SNAP (Food Stamps) Outreach Program, and MASH (Mystic Area Shelter and Hospitality.) The latter programs all utilize space at the Human Services Building to provide assistance to eligible Groton households.

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
8.00	8.00	8.00	8.00	8.00	8.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	558,226	570,124	569,531	569,371	569,371	569,371	569,371
Operating Expenses	23,728	22,608	26,190	23,753	23,053	23,053	23,053
Total Appropriation	\$581,954	\$592,732	\$595,721	\$593,124	\$592,424	\$592,424	\$592,424
COST CENTERS							
10510 LEADERSHIP/GEN SUPPT	219,075	222,273	221,018	219,960	219,260	219,260	219,260
10511 CASE MGMT/FIN ASSIST	187,889	192,825	197,019	194,802	194,802	194,802	194,802
10514 CRISIS INTER/COUNSEL	108,818	110,153	110,203	110,843	110,843	110,843	110,843
10515 SUPPORT SERV/COM ED/	66,172	67,481	67,481	67,519	67,519	67,519	67,519
Total Cost Centers	\$581,954	\$592,732	\$595,721	\$593,124	\$592,424	\$592,424	\$592,424
FINANCING PLAN							
MISC STATE REVENUE	0	7,455	7,455	7,455	7,455	7,455	7,455
TVCCA-SUPP HOUS PROG	9,000	9,000	9,000	9,000	9,000	9,000	9,000
YOUTH SERVICE BUREAU	31,737	31,737	31,737	31,737	31,737	31,737	31,737
MISC-UNCLASSIFIED	1,573	0	260	0	0	0	0
LEASE FEES	0	1,100	550	550	550	550	550
GENERAL FUND	539,644	543,440	546,719	544,382	543,682	543,682	543,682
Total Financing Plan	\$581,954	\$592,732	\$595,721	\$593,124	\$592,424	\$592,424	\$592,424

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	482,601	492,369	489,836	490,888	490,888	490,888	490,888
5105 LONGEVITY PAY	3,780	3,430	3,430	4,165	4,165	4,165	4,165
5109 SALARY ADJUSTMENTS	0	0	1,936	0	0	0	0
5110 REGULAR PART TIME	33,155	33,810	33,810	33,810	33,810	33,810	33,810
5112 SICK INCENTIVE	50	0	50	50	50	50	50
5151 SOCIAL SECURITY	38,640	40,515	40,469	40,458	40,458	40,458	40,458

Total Personnel Services	\$558,226	\$570,124	\$569,531	\$569,371	\$569,371	\$569,371	\$569,371

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	1,824	1,500	1,766	2,852	2,852	2,852	2,852
5210 PROFESS DEVELOP/TRAI	170	100	130	130	130	130	130
5220 UTILITIES/FUEL/MILEA	90	0	0	0	0	0	0
5260 REPAIRS & MAINT-FAC/	727	542	619	619	619	619	619
5281 OCCUPATIONAL HEALTH	60	0	220	200	0	0	0
5290 PROFESS/TECHNICAL SE	13,185	12,400	12,400	12,400	12,400	12,400	12,400
5300 MATERIALS & SUPPLIES	4,057	4,300	4,300	4,000	3,500	3,500	3,500
5315 VEHICLE REPLACEMENT	193	193	193	193	193	193	193
5316 VEHICLE MAINT FEE	300	400	400	300	300	300	300
5317 VEHICLE FUEL	531	507	507	393	393	393	393
5318 COMPUTER REPLMNT FEE	1,091	1,166	1,166	1,166	1,166	1,166	1,166
5609 EVICTIONS	1,500	1,500	4,489	1,500	1,500	1,500	1,500

Total Operating Expenses	\$23,728	\$22,608	\$26,190	\$23,753	\$23,053	\$23,053	\$23,053

GRAND TOTAL	\$581,954	\$592,732	\$595,721	\$593,124	\$592,424	\$592,424	\$592,424

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
FULL TIME EMPLOYEE (FTE) ANALYSIS						
DIR OF HUMAN SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
SOCIAL WORKER II	3.00	3.00	3.00	3.00	3.00	3.00
COUNSELOR II	2.00	2.00	2.00	2.00	2.00	2.00
FINANCIAL ASSISTANT II	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE Personnel	8.00	8.00	8.00	8.00	8.00	8.00
FTE SALARIES & WAGES						
DIR OF HUMAN SERVICES	100,452	96,794	96,794	96,794	96,794	96,794
SOCIAL WORKER II	176,959	178,078	178,760	178,760	178,760	178,760
COUNSELOR II	118,353	118,352	118,352	118,352	118,352	118,352
FINANCIAL ASSISTANT II	50,204	50,206	50,398	50,398	50,398	50,398
OFFICE ASSISTANT II (35)	46,402	46,406	46,584	46,584	46,584	46,584
Total FTE Salaries & Wages	\$492,369	\$489,835	\$490,888	\$490,888	\$490,888	\$490,888

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Human Services

DEPARTMENT: Human Services
FUNCTION: Human Services 1051

CC0 – Leadership/General Support

- Supervises development of staff.
- Participation in local, regional and state organizations.
- Provides adequate supplies and resources for staff development and training.
- Includes costs associated with Department vehicle.

CC1 – Case Management/Financial Assistance

- Provides emergency assistance to eligible Groton residents, via use of special funds such as Operation Fuel, Project Warm-Up, Groton Utilities Energy Assistance Program, Groton Emergency Energy Fund, Discretionary Fund, Spicer, and FEMA.
- Provides housing services to eligible Groton residents including Eviction Prevention Program, Supportive Housing Program, Tax Deferral Program and Tax Relief Program for Elderly and Totally Disabled Renters.
- Department processing, on behalf of the Town, of State-mandated, court-ordered evictions, condemnations/relocations occurring within the geographical boundaries of the Town of Groton.
- Provides outreach programs for the elderly and special services including community workshops focused on social, health/nutrition, financial and other topics in conjunction with Town departments and/or outside agencies.
- Coordination of Groton Food Locker and Groton Holiday Distribution Program including recruitment, training and recognition of volunteers, ordering/pick-up of special food items from CT Food Bank/UW Food Bank and solicitation of monetary and food/material donations from community with appropriate acknowledgements.
- Coordination of special, community-based programs for Groton residents in conjunction with local agencies and businesses.

CC4 – Crisis Intervention/Short Term Counseling

- Provides clinical intervention services and assessments for children, youth and families via sessions in Groton schools, the YFS office and clients' homes.
- Provides individual and family counseling, crisis intervention, case management and linkages to other community and regional resources, youth advocacy and information and referral.

CC5 – Support Services/Community Education/Prevention Programs

- Provides community-based, family-centered prevention, support, case management and advocacy services for at-risk families living in the Town of Groton.
- Provides a variety of parent education, personal growth and skill training programs for parents and other primary caregivers in the greater Groton area.
- Provides counseling and advocacy via home visits to parents/families in Groton.
- Coordination of services with other community and Town services to enhance existing resources available to area families.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Human Services

DEPARTMENT: Human Services
FUNCTION: Human Services 1051

- Development of new resources for Groton area families in conjunction with other local, regional and State providers, and groups as needed.
- Provides programs and services that address contemporary social problems through collaborative prevention programming, including but not limited to:
 - facilitation of youth leadership groups/programs
 - court-referred community service placements and Juvenile Review Board (JRB) involvement
 - school-based mentoring services
 - cooperative role in local and regional grant initiatives
 - development of programs that respond to identified community needs.



"SUBMARINE CAPITAL OF THE WORLD"

Mission Statement

Community Services
(Functions 1063, 1064)

To enhance the quality of life for all Groton citizens by:

Function 1063 – Groton Public Library;

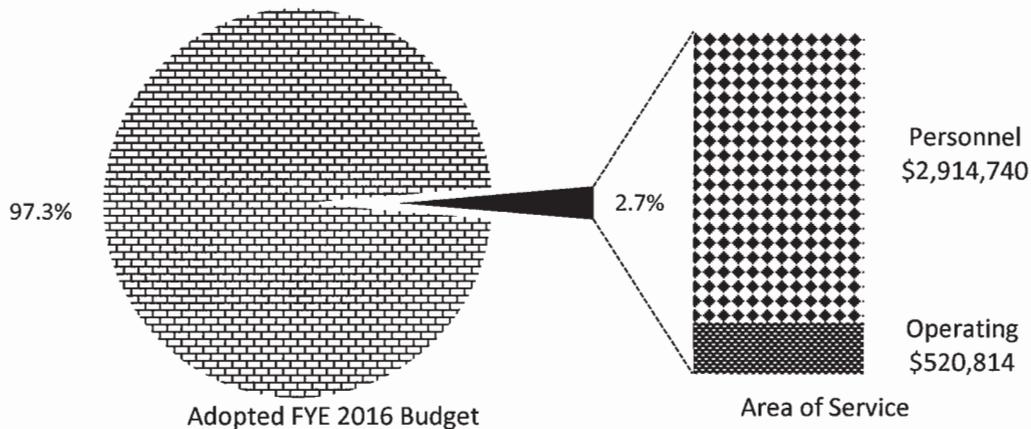
- Supporting the lifelong educational and entertainment needs of residents of all ages by providing materials, informational resources, research assistance and programs at the Groton Public Library.
- Informing the community about local government services, programs and issues via local cable television and internet outlets through GMTV.
- Creating a sense of community through programs and special events that enable residents to celebrate Groton.

Function 1064 – Parks and Recreation;

- Providing recreational opportunities through programs and facilities that promote Health and Wellness.
- Offering diverse community, educational and cultural activities for all members of the Groton Community.
- Preserving and protecting Groton's Natural Resources.
- Providing well maintained park system, recreational facilities, school properties and trees.

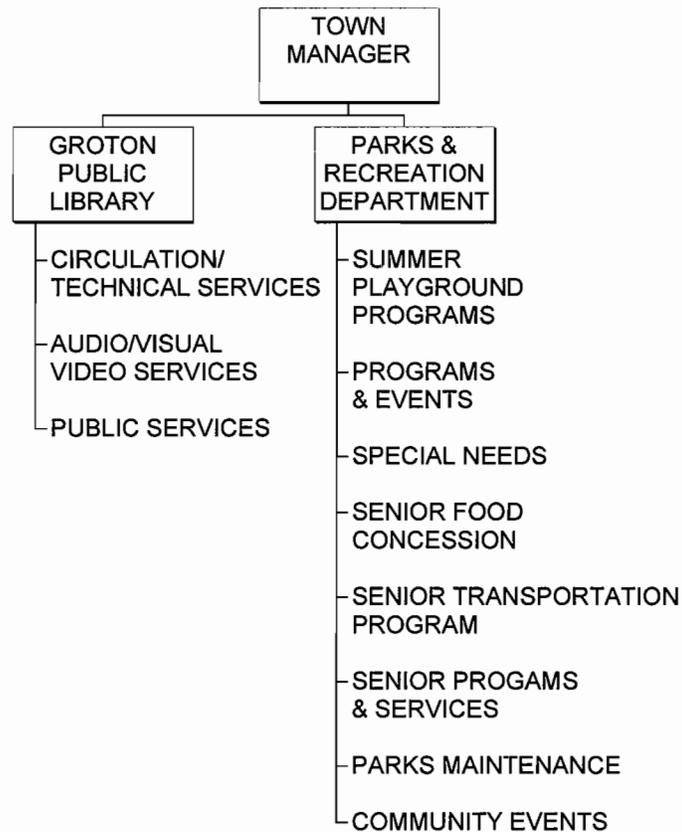
COMMUNITY SERVICES

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: COMMUNITY SERVICES



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Groton Public Library 1063

Department: Library

FUNCTION DESCRIPTION:

Groton's public library offers opportunities for lifelong learning to residents of all ages. Self-directed education is supported through our collection – from board books to large print titles – available in print and non-print formats. Research assistance and instruction is offered to individuals and groups through classes, workshops and one-on-one consultations. Library instructors teach computer classes, preschool classes on creative expression, listening comprehension and the foundations of reading, and K-5 classes that use literature and creative expression to explore school subjects. Programs, events, and partnerships provide instructive and cultural experiences for children, teens and adults.

Public access to technology is available through internet workstations, wi-fi, and a hands-on computer laboratory.

In addition, Library staff is responsible for the Groton government cable access channel, recording and televising municipal meetings, producing informative programs and public service announcements, and working with other Town departments to provide technical support for audiovisual technology.

GOALS:

- To serve the general public by ordering, processing and circulating material of various types.
- To support the lifelong educational and entertainment needs of residents of all ages, by providing materials, informational resources, research assistance, and programs.
- To inform the Groton community about local government services, programs and issues via local cable television and internet outlets by managing and programming the local governments' access channel and providing media support to the library and other Town departments.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Circulation	354,749	350,000	350,000
Items added to collection	11,598	13,800	13,000
Registered borrowers	24,532	25,000	25,000
Information requests	39,312	37,076	38,000
Programs/attendance	830/20,971	1,000/25,000	1,000/25,000
Public computer users	85,898	85,000	85,000
Library web page use	239,354	280,000	290,000
Video programs produced	166	140	150
Hours video programs aired on municipal cable channel	5,224	5,200	5,200

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Library	FUNCTION: Groton Public Library 1063
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	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,644,410	\$ 1,687,602	\$ 1,676,402	\$ 1,677,603	(0.6%)

HIGHLIGHTS:

- The overall decrease in this budget is \$9,999 or 0.6%. Personnel services are down \$10,335. Operating Expenses are up \$336.
- The proposed budget reflects a number of position reclassifications and job description changes made to promote personnel savings in the future. The proposed changes have redefined job titles, simplified organizational structure and will bring equity to the pay scale associated with each position.
- For children and young adults;
Programs for babies and preschoolers focusing on early literacy needs have been expanded. School aged children and young adults benefit from newly developed Steam (science, technology, engineering, arts, math) programs. These programs are offered at the library and at many outreach locations throughout town.
- For adults;
The Library is partnering with the Small Business Development Center to provide patrons with free, one-on-one, small business counseling services and access to business related resources. The library continues to develop, add and enhance popular computer classes and demonstrations of downloadable products to electronic devices.
- For seniors;
Expanded library services to shut-ins and residents of nursing homes and senior living facilities in town have been added. Regular deliveries of materials are made to homebound residents by volunteers. A librarian conducts monthly, literacy based programs at these locations with support provided by community volunteers and Groton Public School students.
- For all;
The Library provides collections of materials available to residents on an honor system at six permanent locations around town. An additional "little library" is a seasonal location at Esker Point Beach. All of the materials have been donated to the library.
- Remote access;
Residents can access a wide range of services from home including online services for resume writing and job coaching; technology, business, and school skills enhancement; early literacy development; e-books and e-magazines; and streaming of televised government meeting and library programs.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL CHANGES/HISTORY:

FYE 2016: Seven Librarians were reclassified as Librarian II's
 An Assistant Librarian Circulation position became a Librarian I - Circulation
 Library Assistant positions were reclassified as Library Assistant I's
 A Library Associate position became a Librarian I - Public Service position

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
20.00	20.00	20.00	20.00	20.00	20.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	1,402,633	1,454,229	1,436,928	1,462,018	1,443,894	1,443,894	1,443,894
Operating Expenses	241,774	233,373	239,474	234,684	233,709	233,709	233,709
Total Appropriation	\$1,644,407	\$1,687,602	\$1,676,402	\$1,696,702	\$1,677,603	\$1,677,603	\$1,677,603
COST CENTERS							
10630 LEADERSHIP/GEN SUPPT	204,301	193,154	199,515	190,928	191,103	191,103	191,103
10632 CIRCULATION/TECHNICA	500,170	528,724	511,031	532,276	507,825	507,825	507,825
10633 AV/VIDEO SVCS	127,698	132,612	133,650	134,375	133,275	133,275	133,275
10635 PUBLIC SERVICES	812,238	833,112	832,206	839,123	845,400	845,400	845,400
Total Cost Centers	\$1,644,407	\$1,687,602	\$1,676,402	\$1,696,702	\$1,677,603	\$1,677,603	\$1,677,603
FINANCING PLAN							
LIBRARY FINES	21,924	25,000	20,000	20,000	20,000	20,000	20,000
LIBR LOST & DAMAGED	3,083	3,000	3,400	3,400	3,400	3,400	3,400
LIBRARY FEES	17,025	17,000	17,500	17,500	17,500	17,500	17,500
LIBRARY COPIER FEES	6,393	6,000	6,200	6,200	6,200	6,200	6,200
GENERAL FUND	1,595,982	1,636,602	1,629,302	1,649,602	1,630,503	1,630,503	1,630,503
Total Financing Plan	\$1,644,407	\$1,687,602	\$1,676,402	\$1,696,702	\$1,677,603	\$1,677,603	\$1,677,603

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	1,105,783	1,140,368	1,140,485	1,150,083	1,152,783	1,152,783	1,152,783
5102 PART TIME PERSONNEL	160,333	171,956	164,000	172,514	172,514	172,514	172,514
5104 OVERTIME PAY	3,134	3,350	3,450	3,350	3,350	3,350	3,350
5105 LONGEVITY PAY	7,920	8,260	8,260	8,610	8,015	8,015	8,015
5109 SALARY ADJUSTMENTS	2,615	0	2,845	0	0	0	0
5110 REGULAR PART TIME	23,083	23,452	12,990	20,436	0	0	0
5112 SICK INCENTIVE	2,254	3,500	2,800	3,100	3,100	3,100	3,100
5151 SOCIAL SECURITY	96,818	103,343	102,098	103,925	104,132	104,132	104,132
5154 UNEMPLOYMENT COMPENS	693	0	0	0	0	0	0
Total Personnel Services	\$1,402,633	\$1,454,229	\$1,436,928	\$1,462,018	\$1,443,894	\$1,443,894	\$1,443,894
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	4,914	5,600	8,426	10,000	10,000	10,000	10,000
5210 PROFESS DEVELOP/TRAI	2,757	3,255	3,055	3,255	3,155	3,155	3,155
5220 UTILITIES/FUEL/MILEA	1,295	850	600	500	500	500	500
5230 PYMNTS/CONTRIBUTIONS	0	0	0	0	225	225	225
5260 REPAIRS & MAINT-FAC/	1,129	3,300	3,300	3,300	3,000	3,000	3,000
5261 SOFTWARE MAINT FEES	1,484	1,000	1,800	1,800	1,000	1,000	1,000
5290 PROFESS/TECHNICAL SE	41,797	29,545	29,195	28,945	28,945	28,945	28,945
5300 MATERIALS & SUPPLIES	173,097	176,350	172,390	173,350	173,350	173,350	173,350
5315 VEHICLE REPLACEMENT	875	875	875	875	875	875	875
5316 VEHICLE MAINT FEE	300	300	300	300	300	300	300
5317 VEHICLE FUEL	596	507	507	471	471	471	471
5318 COMPUTER REPLMNT FEE	11,584	11,791	11,791	11,888	11,888	11,888	11,888
5400 EQUIP/MACHINRY& FURN	1,946	0	1,499	0	0	0	0
5410 COMPUTER EQUIPMENT	0	0	5,736	0	0	0	0
Total Operating Expenses	\$241,774	\$233,373	\$239,474	\$234,684	\$233,709	\$233,709	\$233,709
GRAND TOTAL	\$1,644,407	\$1,687,602	\$1,676,402	\$1,696,702	\$1,677,603	\$1,677,603	\$1,677,603

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIR OF LIBRARY SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
MGR OF LIBRARY PUBLIC SVC	1.00	1.00	1.00	1.00	1.00	1.00
MGR LIB TECH SVCS & CIRC	1.00	1.00	1.00	1.00	1.00	1.00
LIBRARIAN II	0.00	0.00	0.00	7.00	7.00	7.00
LIBRARIAN	7.00	7.00	7.00	0.00	0.00	0.00
LIBRARIAN I - CIRCULATION	0.00	0.00	0.00	1.00	1.00	1.00
LIBRARIAN I - PUBLIC SERV	0.00	0.00	0.00	1.00	1.00	1.00
MUNICIPAL VIDEO SPECIALST	1.00	1.00	1.00	1.00	1.00	1.00
LIBRARY ASSISTANT (35)	2.00	2.00	2.00	0.00	0.00	0.00
LIBRARY ASSISTANT I	0.00	0.00	0.00	2.00	2.00	2.00
LIBRARY ASSOCIATE	1.00	1.00	1.00	0.00	0.00	0.00
ASSISTANT LIBRARIAN CIRC	1.00	1.00	1.00	0.00	0.00	0.00
MUNICIPAL VIDEO TECH	1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASST (35)	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	3.00	3.00	3.00	3.00	3.00	3.00

Total FTE Personnel	20.00	20.00	20.00	20.00	20.00	20.00

FTE SALARIES & WAGES						

DIR OF LIBRARY SERVICES	91,692	91,711	92,319	92,319	92,319	92,319
MGR OF LIBRARY PUBLIC SVC	73,419	73,413	74,493	74,493	74,493	74,493
MGR LIB TECH SVCS & CIRC	79,004	79,004	79,004	79,004	79,004	79,004
LIBRARIAN II	0	0	0	429,046	429,046	429,046
LIBRARIAN	426,072	426,074	429,046	0	0	0
LIBRARIAN I - CIRCULATION	0	0	0	49,774	49,774	49,774
LIBRARIAN I - PUBLIC SERV	0	0	0	48,285	48,285	48,285
MUNICIPAL VIDEO SPECIALST	68,538	68,538	68,538	68,538	68,538	68,538
LIBRARY ASSISTANT (35)	77,546	77,625	78,654	0	0	0
LIBRARY ASSISTANT I	0	0	0	75,523	75,523	75,523
LIBRARY ASSOCIATE	41,475	41,461	42,454	0	0	0
ASSISTANT LIBRARIAN CIRC	48,598	48,611	49,774	0	0	0
MUNICIPAL VIDEO TECH	42,584	42,597	43,616	43,616	43,616	43,616
ADMINISTRATIVE ASST (35)	52,235	52,234	52,434	52,434	52,434	52,434
OFFICE ASSISTANT II (35)	139,206	139,217	139,751	139,751	139,751	139,751

Total FTE Salaries & Wages	\$1,140,368	\$1,140,485	\$1,150,083	\$1,152,783	\$1,152,783	\$1,152,783

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Community Services

DEPARTMENT: Library

FUNCTION: Groton Public Library 1063

CC0 – Leadership/General Support

- Develop library policies and long-range plans with input from the public, library board, staff and town management.
- Supervise and provide training for staff.
- Participate in local, regional and state library groups and associations to stay abreast of current library trends and improve services to users.
- Collaborate with other agencies and departments to enhance library services.
- Maintain awareness of grant opportunities.
- Provide public access to the internet and library databases.

CC2 – Circulation/Technical Services

- Select adult fiction in all formats including DVDs and audiobooks.
- Order and process all library materials.
- Circulate library materials using the integrated library system.
- Generate overdue notices and bills for library materials.
- Answer and redirect incoming telephone calls.
- Coordinate scheduling of library meeting rooms.

CC3 – Audio Visual/Video Services

- Record municipal meetings and produce municipal informational and educational videos and public service announcements.
- Coordinate and program the Town's municipal video channel on both local cable television systems.
- Distribute Town information to the community via video streaming on the Town website.
- Provide Town departments and the public with technical support for their use of audiovisual technology.

CC5 – Public Services

- Select and maintain a collection of materials to support the self-directed education and life-enrichment of residents of all ages.
- Support Groton's school curriculum with books, DVDs and software.
- Provide research assistance for individuals and groups.
- Provide outreach services to the community.
- Offer seminars, classes and workshops led by library instructors to:
 - Enhance children's creative expression, listening comprehension, reading readiness, and social, cognitive and communication skills.
 - Develop computer skills and enhance use of library databases.
- Provide cultural and instructive experiences through events, programs and partnerships for residents of all ages.

TOWN OF GROTON

FUNCTION SUMMARY

Function: Parks & Recreation 1064

Department: Parks & Recreation

FUNCTION DESCRIPTION:

This Department consists of the Recreational Services, Senior Services and Parks & Forestry Divisions. The mission of the department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life within the community through the responsible management of fiscal and natural resources. The Recreational Services Division provides opportunities through programs and facilities that promote health and wellness and personal enrichment for adults and youth. The division also coordinates special events that enable residents to celebrate Groton and to create a sense of community. The Division offers special programs for people with disabilities and makes all of its other programs open for inclusion. The Senior Center provides transportation, nutrition, health, fitness and recreational services to residents 55 years of age and older. Both Recreation Services and Senior Services divisions provide additional programming opportunity through the use of Recreation and Senior activities Special Division, (Function 3240).

The Parks & Forestry Division supports the delivery of department programs and facilities. The Division maintains parks, trails and open space and plays a critical role in preserving our communities' natural resources.

The department is also responsible for Shennecossett Golf Course (Function 2010).

GOALS:

- To enhance the health, skill development, enjoyment and socialization of Groton's residents by offering diverse, safe and quality recreational opportunities to the entire community.
 - To provide for the aging in a place and recreation of individuals ages 55 and older by offering quality programs in socialization, nutrition, health and social services, recreation and transportation.
 - To provide safe and inviting parks, grounds and athletic fields by maintaining, enhancing and protecting public open space in a timely, cost effective manner.
-
-

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Recreational Services Division:			
Total program sections offered	553	665	665
Enrollment Per Section	14.9	15.0	15.0
Program enrollments	8,243	10,000	10,000
Senior Services Division:			
Transportation/Rides	6,470	8,000	8,000
MOW meals served	12,700	12,400	12,000
Recreation registrations	2,588	3,000	3,200
Benefit Services/Participants	4/427	4/425	4/475
Health Wellness Program/Participants	52/873	54/1,400	55/1,500
Volunteer hours	6,923	7,250	7,500
Parks & Forestry Division:			
Number of facilities	74	74	76
Number of acres/acres maintained	1,266/145	1,266/145	1,281/151

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Parks and Recreation

FUNCTION: Parks & Recreation 1064

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,815,868	\$ 1,777,519	\$ 1,735,810	\$ 1,757,951	(1.1%)

Highlights:

- The overall decrease in this budget is \$19,568 or 1.1%. Personnel Services are down \$20,845. Operating Expenses are up \$1,277.
- The proposed budget will allow for the same level of recreational services and programs that have previously been provided.
- For Recreation Services (Cost Centers 1,2,3,) no significant changes are proposed; most expenses are related to full-time personnel and some staff development and training.
- For Senior Center (Cost Centers 4,5,6) personnel expenses are down \$20,845. The Meals on Wheels Program Coordinator position was eliminated with TVCCA now handling registrations and recertifications and a part time Program Supervisor position was changed to a part time Building Monitor position.
- Parks Maintenance is proposed to be level funded.
- This budget (1064) should be reviewed in conjunction with the Parks and Recreation Special Revenue Fund budget (3240).

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
20.75	20.75	20.75	20.75	20.75	20.75

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

5-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	1,529,991	1,491,691	1,449,299	1,471,196	1,470,846	1,470,846	1,470,846
Operating Expenses	285,879	285,828	286,511	302,905	287,105	287,105	287,105
Total Appropriation	\$1,815,870	\$1,777,519	\$1,735,810	\$1,774,101	\$1,757,951	\$1,757,951	\$1,757,951

COST CENTERS							
10640 LEADERSHIP/GEN SUPPT	213,820	220,620	222,812	221,428	221,078	221,078	221,078
10641 SUMMER PLAYGROUND PR	15,656	0	0	0	0	0	0
10642 PROGRAMS & EVENTS	297,968	249,682	249,708	250,853	250,653	250,653	250,653
10643 SPECIAL NEEDS PROGRA	15,065	15,308	15,308	15,308	15,308	15,308	15,308
10644 SR FOOD CONCESSION	68,593	58,999	58,999	59,295	59,295	59,295	59,295
10645 SR TRANSPORTATION PR	178,430	164,133	160,148	166,965	166,965	166,965	166,965
10646 SR PROGRAMS & SERVIC	369,042	401,906	364,392	375,770	375,220	375,220	375,220
10648 PARKS MAINTENANCE	631,854	633,376	644,671	650,716	635,666	635,666	635,666
1064A COMMUNITY EVENTS	25,442	33,495	19,772	33,766	33,766	33,766	33,766
Total Cost Centers	\$1,815,870	\$1,777,519	\$1,735,810	\$1,774,101	\$1,757,951	\$1,757,951	\$1,757,951

FINANCING PLAN							
BOE-FHS/GRND MOWING	51,852	53,408	53,408	55,010	55,010	55,010	55,010
SENIOR CTR FEES	40,738	45,000	45,000	50,000	50,000	50,000	50,000
PARK CONCESSION & RENTALS	900	1,000	1,000	1,500	1,500	1,500	1,500
PARK & RECREATION RENTALS	2,390	3,000	3,000	3,000	3,000	3,000	3,000
MISC-UNCLASSIFIED	165	0	72	0	0	0	0
LEASE FEES	2,000	1,550	3,900	4,200	4,200	4,200	4,200
PAYMENTS FROM OTHER FUNDS	25,735	74,653	100,000	0	0	0	0
GENERAL FUND	1,692,090	1,598,908	1,529,430	1,660,391	1,644,241	1,644,241	1,644,241
Total Financing Plan	\$1,815,870	\$1,777,519	\$1,735,810	\$1,774,101	\$1,757,951	\$1,757,951	\$1,757,951

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

5-Jun-2015

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

	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	1,145,796	1,176,102	1,090,306	1,109,244	1,109,244	1,109,244	1,109,244
5102 PART TIME PERSONNEL	115,717	151,233	128,326	128,542	128,542	128,542	128,542
5103 SEASONAL PERSONNEL	37,341	43,200	43,300	43,200	43,200	43,200	43,200
5104 OVERTIME PAY	7,610	10,235	9,165	10,235	10,235	10,235	10,235
5105 LONGEVITY PAY	4,921	5,458	5,458	5,814	5,814	5,814	5,814
5109 SALARY ADJUSTMENTS	15,068	(73,565)	3,104	0	0	0	0
5110 REGULAR PART TIME	84,826	66,626	65,916	67,430	67,430	67,430	67,430
5111 PREMIUM PAY/OUT OF C	201	750	750	750	400	400	400
5112 SICK INCENTIVE	150	50	0	50	50	50	50
5116 WAGE CONTINUATION	1,276	0	(1,400)	0	0	0	0
5117 ALLOWANCES	1,195	1,380	1,380	1,380	1,380	1,380	1,380
5151 SOCIAL SECURITY	103,523	110,222	102,994	104,551	104,551	104,551	104,551
5154 UNEMPLOYMENT COMPENS	12,367	0	0	0	0	0	0

Total Personnel Services	\$1,529,991	\$1,491,691	\$1,449,299	\$1,471,196	\$1,470,846	\$1,470,846	\$1,470,846

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	6,217	7,020	7,020	8,420	8,420	8,420	8,420
5210 PROFESS DEVELOP/TRAI	5,453	7,804	7,404	7,879	7,429	7,429	7,429
5220 UTILITIES/FUEL/MILEA	4,802	5,164	6,300	6,800	6,800	6,800	6,800
5230 PYMNTS/CONTRIBUTIONS	1,091	0	0	19,914	19,914	19,914	19,914
5240 BOARDS & COMMISSIONS	0	100	0	100	100	100	100
5260 REPAIRS & MAINT-FAC/	2,989	5,493	5,493	5,670	5,670	5,670	5,670
5261 SOFTWARE MAINT FEES	0	0	0	3,100	3,100	3,100	3,100
5281 OCCUPATIONAL HEALTH	2,156	2,955	2,593	2,868	2,668	2,668	2,668
5290 PROFESS/TECHNICAL SE	74,722	64,009	54,730	45,215	45,215	45,215	45,215
5300 MATERIALS & SUPPLIES	71,871	81,850	77,340	84,450	80,450	80,450	80,450
5310 VEHICLE OPER/MAINT	12,897	9,655	15,100	12,000	7,900	7,900	7,900
5315 VEHICLE REPLACEMENT	23,010	21,606	21,606	21,192	21,192	21,192	21,192
5316 VEHICLE MAINT FEE	17,500	20,500	20,500	23,653	23,653	23,653	23,653
5317 VEHICLE FUEL	51,670	56,421	56,421	51,242	51,242	51,242	51,242
5318 COMPUTER REPLMNT FEE	3,360	3,251	3,251	3,352	3,352	3,352	3,352
5400 EQUIP/MACHINRY& FURN	6,565	0	8,753	7,050	0	0	0
5410 COMPUTER EQUIPMENT	1,576	0	0	0	0	0	0

Total Operating Expenses	\$285,879	\$285,828	\$286,511	\$302,905	\$287,105	\$287,105	\$287,105

GRAND TOTAL	\$1,815,870	\$1,777,519	\$1,735,810	\$1,774,101	\$1,757,951	\$1,757,951	\$1,757,951

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

5-Jun-2015

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

	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 PARKS & REC	1.00	1.00	1.00	1.00	1.00	1.00
MGR GOLF COURSE & PARKS	0.25	0.25	0.25	0.25	0.25	0.25
MGR RECREATION SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
SR CENTER SUPERVISOR	1.00	1.00	1.00	1.00	1.00	1.00
REC SUPER MARKETING/EVENT	1.00	0.75	0.75	0.75	0.75	0.75
PROGRAM SUPER SR CENTER	2.00	1.75	1.75	1.75	1.75	1.75
PROGRAM SUPER REC	2.00	1.25	1.25	1.25	1.25	1.25
OFFICE ASST/MAIL COURIER	1.00	1.00	1.00	1.00	1.00	1.00
FOOD SERVICE SUPERVISOR	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	3.00	3.00	3.00	3.00	3.00	3.00
OFFICE ASSISTANT III (35)	1.00	1.00	1.00	1.00	1.00	1.00
FOREMAN	1.00	1.00	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00	1.00	1.00
GROUNDSKEEPER	2.00	2.00	2.00	2.00	2.00	2.00
MAINTAINER	2.50	2.50	2.50	2.50	2.50	2.50
Total FTE Personnel	20.75	19.50	19.50	19.50	19.50	19.50
FTE SALARIES & WAGES						
DIRECTOR OF PARKS & REC	98,867	98,869	99,323	99,323	99,323	99,323
MGR GOLF COURSE & PARKS	20,171	20,171	20,305	20,305	20,305	20,305
MGR RECREATION SERVICES	77,494	77,535	77,535	77,535	77,535	77,535
SR CENTER SUPERVISOR	71,997	72,000	72,862	72,862	72,862	72,862
REC SUPER MARKETING/EVENT	50,431	37,824	38,580	38,580	38,580	38,580
PROGRAM SUPER SR CENTER	113,198	82,589	94,535	94,535	94,535	94,535
PROGRAM SUPER REC	113,757	71,098	71,098	71,098	71,098	71,098
OFFICE ASST/MAIL COURIER	41,197	41,199	42,174	42,174	42,174	42,174
FOOD SERVICE SUPERVISOR	40,480	40,480	40,755	40,755	40,755	40,755
OFFICE ASSISTANT II (35)	139,206	139,217	139,751	139,751	139,751	139,751
OFFICE ASSISTANT III (35)	48,284	48,269	48,454	48,454	48,454	48,454
FOREMAN	68,493	68,493	68,493	68,493	68,493	68,493
EQUIPMENT MECHANIC	62,253	62,243	62,482	62,482	62,482	62,482
GROUNDSKEEPER	111,003	110,998	111,423	111,423	111,423	111,423
MAINTAINER	119,268	119,320	121,475	121,475	121,475	121,475
Total FTE Salaries & Wages	\$1,176,100	\$1,090,306	\$1,109,245	\$1,109,245	\$1,109,245	\$1,109,245

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Community Services

DEPARTMENT: Parks & Recreation
FUNCTION: Parks & Recreation 1064

CC0 – Leadership/General Support

- Provide support to the four divisions of the department.
- Collaborate and foster relationships with other agencies and departments to provide services to Town residents.
- Improve marketing efforts for the department to promote a customer friendly service delivery system.
- Offer a professional development program.
- Engender an effective management team and foster open communication to guide the department.
- Stay abreast of current trends and promote growth of the park and recreation profession.
- Obtain outside sponsorships, donations and grant funding.

CC1 – Summer Playground Programs

- Costs for these programs are found in the Recreation and Senior Activities Fund- Function 32402.

CC2 – Programs and Events

- Includes a portion of full time personnel associated with Recreation programs.
- Other personnel and operating costs are found in the Recreation and Senior Activities Fund- Function 32401.

CC3 – Special Needs

- Includes full time personnel associated with Summer Camps and Recreation programs for people with Special Needs.
- Other personnel and operating costs are found in the Recreation and Senior Activities Fund- Function 32403.

CC4 – Senior Food Concession

- Includes full time, and part-time office/accounting support associated with the Senior Food Concession; i.e. meals prepared and served at the senior center.
- Other part-time personnel and operating costs are found in Revenue and Senior Activities Fund Function 32406.

CC5 – Senior Transportation Program

- Provide essential transportation for seniors for medical, grocery, banking, and to the center, which is crucial for their independence and well-being.
- Assure drivers maintain required licensing and good driving record through training and feedback.
- Work with Fleet Maintenance on the upkeep of all vehicles.
- Work with state DOT and other towns on state matching transportation grant for municipal transportation.

CC6 – Senior Programs & Services

- Offer recreational programs that promote health, wellness and independence. Coordinate access to various services including; medical, health and transportation.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Community Services

DEPARTMENT: Parks & Recreation
FUNCTION: Parks & Recreation 1064

- Support Club 55 in the special events they sponsor and the community services they support.
- Provide programs that keep participants connected to other seniors and to the community, such as intergenerational and outreach activities.
- Offer affordable, healthy meals that meet nutritional needs through the center's cafeteria. Work with TVCCA Meals on Wheels program to provide nutritional meals to homebound seniors.

CC8 – Parks Maintenance

- Maintain school and municipal athletic fields through turf management practices. Coordinate contractual services and department staff in the maintenance of recreational facilities (parks, beaches, boardwalks, playgrounds, etc.) and numerous municipal buildings, including landscaping and tree care.
- Provide support services for various recreational events and programs, including parades, concerts, road races and other special events.
- Supervise tree management on municipal property, roadsides and parks including, hazardous tree removal, pruning and tree replacement. Promote tree stewardship through an annual Arbor Day ceremony.
- Maintain open space and trails.

CCA – Community Events

- Offer community-focused events that bring citizens and families together.
- Conduct annual community-wide celebrations including:
 - Fourth of July Parade
 - Thames River Fireworks entertainment at Fort Griswold
 - Groton's Fall Festival
 - Holiday Lights Parade



"SUBMARINE CAPITAL OF THE WORLD"

Non-Departmental

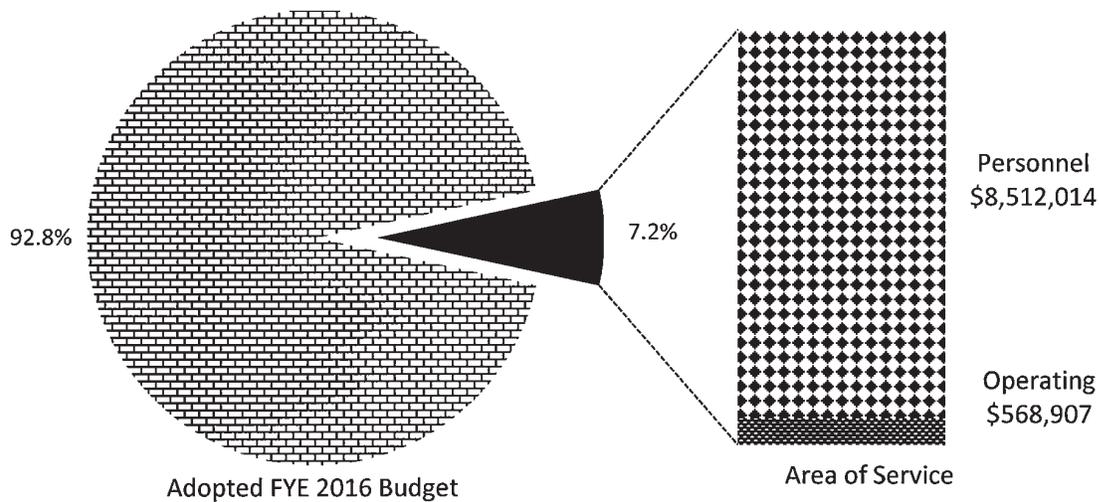
Functions - 1070, 1071;

Function 1070; includes the premium and administrative costs for property and liability insurance and unemployment claim payments.

Function 1071; Self-Funded Plans – includes contributions made by the Town to the Health Insurance Fund, Retirement Fund, Worker’s Compensation Fund and Other Post-Employment Benefits (OPEB) fund. These funds are used to pay the Town share of benefit costs for current employees and retirees.

NON-DEPARTMENTALS

As a % of the Total Budget





TOWN OF GROTON
 FYE 2016 BUDGET
 FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals			FUNCTION: Insurance & Claims 1070		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 487,006	\$ 560,714	\$ 547,031	\$ 577,407	3.0%

HIGHLIGHTS:

- The overall increase in this budget is \$16,693 or 3.0%. Personnel Services are down \$1,827. Operating expenses are up \$18,520.
- Final premium rates for property and liability insurance are not determined until June, based on an actual experience. The premium costs for FYE 2015 are contained in the estimate column.
- Administration and Claims Payments cover deductible payments related to insurance claims.
- The Town is self-insured for unemployment and as such pays claims directly. For FYE 2016 all anticipated unemployment claims are budgeted here. These mainly arise from part-time and seasonal employees, such as Crossing Guards and Seasonal Groundkeepers. No funds have been budgeted for costs associated with changes in staff due to layoffs or other departmental actions. These additional costs have to be taken into account when considering personnel changes.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	0	10,327	8,000	8,500	8,500	8,500	8,500
Operating Expenses	487,006	550,387	539,031	568,907	568,907	568,907	568,907
Total Appropriation	\$487,006	\$560,714	\$547,031	\$577,407	\$577,407	\$577,407	\$577,407
COST CENTERS							
10700 GENERAL LIABILITY	373,479	397,520	398,602	423,264	423,264	423,264	423,264
10701 MV LIA & PHY DAMAGE	73,852	79,391	69,560	74,755	74,755	74,755	74,755
10702 PUBLIC OFFICIAL LIAB	36,418	39,996	36,588	36,588	36,588	36,588	36,588
10703 SHELLFISH COMMISSION	3,257	3,480	4,281	4,300	4,300	4,300	4,300
10705 ADMIN & CLAIM PAYMEN	0	30,000	30,000	30,000	30,000	30,000	30,000
10706 UNEMPLOYMENT	0	10,327	8,000	8,500	8,500	8,500	8,500
Total Cost Centers	\$487,006	\$560,714	\$547,031	\$577,407	\$577,407	\$577,407	\$577,407
FINANCING PLAN							
GENERAL FUND	487,006	560,714	547,031	577,407	577,407	577,407	577,407
Total Financing Plan	\$487,006	\$560,714	\$547,031	\$577,407	\$577,407	\$577,407	\$577,407

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

PERSONNEL SERVICES							

5154 UNEMPLOYMENT COMPENS	0	10,327	8,000	8,500	8,500	8,500	8,500
Total Personnel Services	\$0	\$10,327	\$8,000	\$8,500	\$8,500	\$8,500	\$8,500

OPERATING EXPENSES							

5280 INSURANCE/RISK MGMT	487,006	520,387	509,031	538,907	538,907	538,907	538,907
5285 BUILDNG & PROPERTY D	0	10,000	10,000	10,000	10,000	10,000	10,000
5289 INSURANCE CLAIM PAYM	0	15,000	15,000	15,000	15,000	15,000	15,000
5290 PROFESS/TECHNICAL SE	0	5,000	5,000	5,000	5,000	5,000	5,000
Total Operating Expenses	\$487,006	\$550,387	\$539,031	\$568,907	\$568,907	\$568,907	\$568,907
GRAND TOTAL	\$487,006	\$560,714	\$547,031	\$577,407	\$577,407	\$577,407	\$577,407

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Non-Departmentals

DEPARTMENT: Non-Departmentals
FUNCTION: Insurance & Claims 1070

The Insurance & Claims function reflects those insurance premiums for coverages that the Town obtained through a bid process. Premiums for property, liability, and errors and omissions exposures are included here. The coverage may be refined during the year to address any changes in the Town's exposure.

CC0 – General Liability

- 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.

CC1 – Motor Vehicle Liability and Physical Damage

- Reflects premiums paid on the Town's vehicles. Loaders and tractors are also included under this coverage if they are used on the road. The Town has a \$1,000 deductible on its collision and comprehensive liability coverage on all vehicles with full glass included.

CC2 – 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.

CC3 – Shellfish Commission

- Insurance costs.

CC5 – Administration and Claim Payments

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

CC6 - Unemployment

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

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals

FUNCTION: Self Funded Plans 1071

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM ADOPTED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 8,298,185	\$ 8,688,311	\$ 8,688,311	\$ 8,503,514	(2.1%)

A more detailed narrative on this function follows along with a chart denoting Benefit Allocations by Function and Employee Affiliation.

HIGHLIGHTS:

- The overall decrease in this budget is \$107,848 or 2.1%.
- Only benefit costs charged to the General Fund are included in this function.
- Employee Benefits (10710) represents contributions from the General Fund to the Retirement Fund, to the Health Insurance Fund for self-insured active employees and retirees, and to the Worker's Compensation Trust Fund. It also includes the premium cost for life insurance benefits. Cost Center decrease of 2.3%.
- Retiree Health Benefits (10711) represents the cost to the Town of premium based retiree health benefits. The increase is attributable to an increase in the number of retirees. Cost Center increase of 12.5%.
- Heart & Hypertension (10712) represents the amortized annual cost to cover current heart and hypertension claims for police officers and their spouses. Cost Center decrease of 13.9%.
- OPEB (Other Post Employment Benefits) (10713) represents funds pertaining to the liability associated with post employment benefits other than pension benefits, as required by the Governmental Accounting Standards Board's Statement No. 45. Cost Center increase of 2.1%.

Final Budget Result:

During budget deliberations, the Town Council reduced Health Insurance by \$107,848. The RTM sustained this change.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Personnel Services	8,298,185	8,688,311	8,688,311	8,611,362	8,611,362	8,503,514	8,503,514

COST CENTERS -----							
10710 EMPLOYEE BENEFITS	6,331,300	6,598,961	6,598,961	6,445,423	6,445,423	6,353,379	6,353,379
10711 RETIREE HEALTH BENEF	623,193	657,558	657,558	739,614	739,614	723,810	723,810
10712 HEART & HYPERTENSION	224,548	219,108	219,108	188,612	188,612	188,612	188,612
10713 OPEB LIABILITY	1,119,144	1,212,684	1,212,684	1,237,713	1,237,713	1,237,713	1,237,713
Total Cost Centers	\$8,298,185	\$8,688,311	\$8,688,311	\$8,611,362	\$8,611,362	\$8,503,514	\$8,503,514

FINANCING PLAN -----							
STATE GRANTS	14,356	0	0	0	0	0	0
GENERAL FUND	8,283,829	8,688,311	8,688,311	8,611,362	8,611,362	8,503,514	8,503,514
Total Financing Plan	\$8,298,185	\$8,688,311	\$8,688,311	\$8,611,362	\$8,611,362	\$8,503,514	\$8,503,514

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

PERSONNEL SERVICES							

5152 RETIREMENT	2,463,323	2,551,268	2,551,268	2,162,321	2,162,321	2,162,321	2,162,321
5153 HEALTH INSURANCE	3,775,841	3,880,411	3,880,411	3,909,726	3,909,726	3,817,682	3,817,682
5155 WORKER'S COMP	63,846	137,837	137,837	343,693	343,693	343,693	343,693
5158 LIFE INSURANCE	28,290	29,445	29,445	29,683	29,683	29,683	29,683
5159 HEART & HYPERTENSION	224,548	219,108	219,108	188,612	188,612	188,612	188,612
5160 HEALTH-RETIREE-CURRE	623,193	657,558	657,558	739,614	739,614	723,810	723,810
5170 OTHER POSTEMPLOY BEN	1,119,144	1,212,684	1,212,684	1,237,713	1,237,713	1,237,713	1,237,713

Total Personnel Services	\$8,298,185	\$8,688,311	\$8,688,311	\$8,611,362	\$8,611,362	\$8,503,514	\$8,503,514

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Non-Departmental

DEPARTMENT: Non-Departmental
FUNCTION: Self-Funded Plans 1071

The Town of Groton has established Fiduciary/Internal Service Funds for Health Insurance, Retirement, Workers Compensation/Heart and Hypertension and Other Post-Retirement Benefits (OPEB). This function contains the general fund contributions to these funds to cover the benefit costs attributable to general fund employees. The Golf Course and the Sewer Fund also make contributions to these funds for their employees since they are Special Revenue Funds. Expenditures from these funds are for the sole purpose of covering the cost of employee benefits.

OBJECTIVES

- Continue to contribute to the plans based on the actuarially determined recommended annual contribution.
- While maximizing the benefits and services that employees receive for each dollar spent, seek to reduce and/or limit the growth in Town contributions to these funds through changes in plan design and increased cost sharing with employees and retirees.

CC0 – Employee Benefits:

Retirement

- The Town has its own Retirement System established by a Special Act of the legislature and implemented through a Retirement Ordinance. The system is funded by contributions from employees and the Town and returns on investment. By Town Charter, the Retirement Board is responsible for the management of the retirement fund. An annual Actuarial Evaluation is completed containing actuarial gains and losses over the prior year and the recommended employer contributions to the fund. This function contains the general fund portion of the recommended contribution.

Health Insurance & Life Insurance

- The Town has entered into an Administrative Services Only Agreement (ASO) with Anthem whereby they administer the town's health insurance program and pay claims. Annually a recommended annual contribution is actuarially determined to cover the cost of projected claims and administrative costs. Thus, the Town directly pays based on its own claims rather than pay an annual premium. Aggregate and individual stop loss insurance is purchased to protect against major claims. The Town does purchase Medicare Supplemental Insurance and Life Insurance on a premium basis.

Workers' Compensation

- As is the case with health insurance, the Town is self-insured for Worker's Compensation, pays on a claims basis compared to paying for worker's compensation insurance. The Town uses a Third Party Administrator (TPA) to handle claims management and limits claim liability through the purchase of excess claims insurance. An annual actuarial evaluation is also completed including a recommended annual contribution.

CC1 – 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.

CC2 – Heart & Hypertension

- Reflects payments made to the Trust Fund to pay for heart and hypertension benefits to police officers.

CC3 – Other Post-Employment Benefits (OPEB)

- In 2004 the Government Accounting Standards Board determined that municipalities should treat retiree health benefits similar to pension benefits, that is recognize and set aside a portion of the costs during the course of employment. Since FYE 2005 the town has been making contributions to the OPEB Trust Fund based on an actuarial evaluation and has established a plan to reach the annual recommended contribution by FYE 2017. Given the magnitude of the unfunded liabilities municipalities were not expected to fully fund the ARC provided they had and followed a plan to reach the ARC within a ten year period.

Highlights 1071 - Self Funded Plans

This function contains the benefit costs for general fund employees including contributions to the following:

- Health Insurance Fund including Life insurance
- Retirement Fund
- Worker’s Compensation Fund including Heart & Hypertension benefits
- Other Post Employment Benefit Fund (OPEB)
- Health insurance costs for retirees from general fund positions are also included in this function.

Benefit costs for employees charged to Special Revenue Funds (Golf Course and Sewer Operating) are appropriated in those funds.

The Town and the Board of Education jointly established and contribute annually to self-funded plans for Health Insurance and Worker’s Compensation. The Town of Groton operates its own pension plan under a Special Act of the Legislature and implemented by a Pension Ordinance adopted by the Town Council. Non-certified employees of the Board of Education also participate in the plan as do paid employees of the Poquonnock Bridge Fire Department. Each contributes to the retirement plan as part of their annual budget.

The allocation of benefits to the various functions is summarized on a chart following this narrative. Prorated benefits are listed by function and employee affiliation. Employee benefits are determined by collective bargaining agreements and the Terms and Conditions of Employment for Non-Union Employees.

Contributions to the Retirement Fund (\$2,162,321)

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 \$108.1 million as of June 30, 2014, up from \$95.0 million in 2013, a 13.7% increase. Actuarial liabilities continue to grow as active members earn additional benefits. This growth exceeds reductions to the liability resulting from benefit payments. Liabilities now exceed assets by \$18.1 million down from \$23.4 million in 2013. The resulting Funded Ratio of 84.9% is up from 79.58% in 2013.

For 2014, the plan experienced \$ 2.6 million dollars in net actuarial gains and increase from \$1.1 million loss in 2013. The primary source of actuarial gains (\$1.5 million) resulted from an investment return that was higher than the actuarial assumption of 7.75%.

While the market value of investment return for 2014 was 15.80%, the actuarial value was 9.36%, above the assumed 7.75% 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 loses/gains 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	2009	2010	2011	2012	2013	2014
Market Value Return	-15.96%	13.50%	18.55%	3.41%	11.60%	15.80%
Actuarial Value Return	1.14%	0.67%	3.24%	2.32%	5.90%	9.36%
Actuarial Assumption	8.25%	8.00%	8.00%	8.00%	8.00%	7.75 %

The actuarial value of plan assets is now less than the market value resulting in an unrecognized actuarial gain of \$6.06 million, which in contrast to unrecognized losses will have the impact of lowering required contributions.

The recommended contribution for FYE 2016 as a percentage of payroll is 13.6% for the Town portion of the plan less than the 15.6% percentage for FYE 2015. The general fund contribution of \$2,162,321 included in this function is down \$388,947 or 15.37% down from the 3.5% increase in FYE 2015.

In summary, the retirement plan seems to be stabilizing in terms of the plan’s operations and required annual contributions. The plans funded ratio of approximately 85% is comparable to the average of other plans of similar size and asset allocation. This position is attributable to the Town’s and the Board of Education’s long standing policy of fully funding the plan based on the annual recommended actuarial contribution.

Health Insurance General Fund Contribution (\$4,649,340)

Annually, the Town works collaboratively with our health insurance consultant AON. This effort ensures that the renewals received from Anthem are accurately projecting expected claims while providing an analysis of future trends. This narrative and the chart projections are based on AON's figures for FYE 2016 which were compiled and representative of January 2015. As stated in the narrative last year, the Board of Education utilizes projections from the same document.

A compilation of the health insurances inclusive of the following: General Fund, Golf Course Fund and the Sewer Operating Fund for FYE 2016 are projected to be \$7,324,363, down \$3,489 or .1% from last year. This figure includes the cost for retirees and active employees in the self-funded plan, the premium costs for retirees in the over 65 premium based plan and Town contributions to employee Health Savings Accounts (HSA). Some reductions are realized by employee contributions applied toward a portion of the excess of fund balance. This results in a net cost of \$5,129,644 up from \$5,008,713, a 2.4% increase.

The general fund contribution for active employees and retirees is \$4,649,340, up \$111,370 or 2.5% increase from FYE 2015. This contribution amount is included in this function, allocated between actives and retirees.

The FYE 2016 2.5% increase in active employees and retirees contributions in contrast to the previous 2 years which show reductions in the Town contributions to the health insurance fund. In 2016, the amount of fund balance applied increased by \$111,370 or 2.5%.

The Town portion of the Self-funded Insurance Fund (General Fund, Golf Course and Sewer Operating) had a fund balance as of June 30, 2014 of \$2.69 million down from \$2.73 million the previous year. The fund balance reflects better than expected claims experience over the life of the fund.

	FYE 2014	FYE 2015	FYE 2016
Renewal – Self-Insured	\$6,350,653	\$6,671,466	\$6,737,142
Premium Based Retiree Coverage	\$607,409	\$573,886	\$504,721
Total Renewal	\$6,958,061	\$7,245,352	\$7,241,863
Health Savings Account Contributions	\$70,500	\$82,500	\$82,500
Total Health Insurance Costs	\$7,028,562	\$7,327,852	\$7,324,363
Percentage Increase in Health Insurance Costs	6.2%	4.2%	-0.1%
Fund Balance – Town Portion	\$2,646,007	\$2,738,434	\$2,691,519
Corridor Amount	\$1,447,426	\$1,528,570	\$1,513,039
Available Fund Balance	\$1,198,581	\$1,211,864	\$1,078,480
Fund Balance Used	\$719,149	\$727,119	\$647,088
% of Available Fund Balance Used	60%	60%	60%
Total Health Insurance Costs	\$7,028,562	\$7,327,852	\$7,324,363
Less Fund Balance Used	(\$719,149)	(\$727,119)	(\$647,088)
Less Employee/Retiree Contributions	(\$1,457,803)	(\$1,592,020)	(\$1,547,631)
Equals Recommended Contribution - All Funds	\$4,851,609	\$5,008,713	\$5,129,644
Recommended Contribution – General Fund	\$4,399,034	\$4,537,970	\$4,649,340
Percentage Increase – General Fund Contribution	-1.8%	3.2%	2.5%

Worker's Compensation General Fund Contribution (\$343,693)

As is the case with the Retirement Fund, an actuarial evaluation of Worker's Compensation Fund is completed annually. The actuary recommends contribution levels based on a risk factor. For several years the Town and the BOE have used a recommended contribution based on a 65% risk factor; i.e. there is a 65% chance that the claims will be equal to or less than estimated. For FYE 2015, it was decided to base the contribution on estimated claims as is the case with the Health Insurance Fund. Contributions also cover the cost of the Third Party Administrator (TPA) hired to manage claims, legal services and excess claims insurance.

The recommended contribution for FYE 2016 based on the July 1, 2014 actuarial evaluation based on expected losses is \$331,610 a 149.5% percent increase from FYE 2015. As of that date, the Town's portion of the Workers Compensation Fund Balance stood at \$268,302 down from \$516,027 the previous year. For several years, the recommended contribution has been reduced by amortizing excess fund balance over a three year period. Excess fund balance is determined by subtracting the Incurred but Not Reported Claims (IBNR) from the fund balance. For FYE 2016, this resulted in a fund balance deficit of (\$142,765), with a three year amortization of (\$47,588). Adding

this amount to the recommended contribution results is a contribution of \$379,198 of which \$343,693 is attributable to the general fund.

This is a substantial increase, \$205,856 over the FYE 2015 general fund contribution of \$137,837. As the fund balance is drawn down, the amount available to offset the recommended contribution continues to decrease. Looking at the chart below the Recommended Contribution has not varied significantly from FYE 2011. The variation in the General Fund Contribution is directly attributable to the amount of fund balance available to offset the annual recommended contribution.

The following chart summarizes the information presented above.

FYE	2011	2012	2013	2014	2015	2016
Claims	\$ 183,332	\$ 153,867	\$ 164,326	\$270,608	TBD	TBD
Total WC Cost	\$ 235,672	\$ 221,770	\$ 222,124	\$ 340,080	TBD	TBD
Recommended Annual Contribution	\$ 234,540	\$ 199,038	\$ 212,410	\$ 214,608	\$ 221,822	\$331,610

WC Fund Bal	\$1,175,031	\$ 1,041,537	\$ 867,902	\$ 687,797	\$ 516,027	\$ 268,302
IBNR	\$ 212,727	\$ 181,530	\$ 242,834	\$ 256,835	\$ 306,966	\$411,067
Available Assets	\$ 962,304	\$ 860,007	\$ 625,068	\$ 430,962	\$ 209,061	(\$142,765)
3 Yr. Amortization	\$ 320,768	\$ 286,669	\$ 208,356	\$ 143,654	\$ 69,687	(\$47,588)
Fund Balance Applied	\$ 234,540	\$ 199,038	\$ 208,356	\$ 143,654	\$ 69,687	\$ 0
Actual Contribution – All Funds	\$ 0	\$ 0	\$ 4,054	\$ 70,954	\$ 152,135	\$ 379,198
Actual Contribution – General Fund	\$ 0	\$ 0	\$ 3,676	\$ 63,846	\$ 137,837	\$ 343,693

Life Insurance (\$29,445)

This amount covers the premium cost for providing life insurance benefits to general fund employees. The cost per \$1,000 of coverage is \$0.155. This rate has remained stable from FYE 2012 and is guaranteed through June 30, 2015.

Heart and Hypertension (\$188,612)

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. The \$188,612 is an annual contribution to the Worker's Compensation Fund based on an actuarial estimate of future liability for current claims. This is a 13.9% reduction from FYE 2015.

Other Post Employment Benefit (OPEB) Liability:

In June 2004, the Governmental Accounting Standards Board (GASB) issued Statement #45 entitled "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions". 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 show historical contribution information.

The philosophy behind the statement is that post-employment benefits are part of the compensation that is paid to employees in return for services. Therefore, the cost of these benefits should be recognized while the employees are providing those services rather than after they have retired. This same philosophy has been applied to pension benefits for many years.

GASB allows for up to a 30 year amortization period for the liability and requires that 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).

FYE 2008 was the first year that the Town was required to recognize this liability on its financial statements. The July 1, 2014 valuation set the Town's OPEB liability at approximately \$46.3 million, with an Annual Required Contribution (ARC) of \$3.8 million. These amounts have increased from the July 1, 2013 valuation in which the liability was at \$43.6 million and the ARC was at \$3.6 million. Though GASB does not require that the ARC be funded, it does require an explanation of how the Town intends to fund that obligation.

Anticipating the magnitude of the liability and the potential to reduce future costs by establishing and beginning to contribute to a fund set aside for OPEB benefits, the Town began making general fund contributions for OPEB in FYE 2005. To date \$9.0 million has been contributed into the trust fund that was set up in FYE 2008. The recommended General Fund Contribution to the OPEB Trust Fund for FYE 2016 is \$1,237,713 with the remainder of \$127,863 being contributed from the Golf Course and Sewer Operating Funds for a total of \$1,365,576.

The net budget impact (NBI) of the \$3.8 million ARC, discussed above, is \$1.3 million since the Town is already contributing towards retiree health benefits. Bond rating agencies will also be looking for adherence to the plan to fund the ARC.

The table shows actual and recommended General Fund Contributions to OPEB over a ten year period to reach the \$1.392 million level.

Ten Year Implementation to Net Budget Impact				
FYE 2016 Proposed Budget				
\$ increase of \$27,095 for FYE 2016 and increase in the next year achieves 100% funding of Net Budget Impact (NBI) of \$1,392,672 in 10th year.				
Fiscal Year Ending	Fiscal Year Increase	Fiscal Year Contribution	Accumulated Contributions	Increase in FY Contribution
2005	\$ 150,000	\$ 150,000	\$ 150,000	-
2006	\$ -	\$ 150,000	\$ 300,000	0.0%
2007	\$ 290,000	\$ 440,000	\$ 740,000	193.3%
2008 **	\$ 156,700	\$ 596,700	\$ 1,336,700	35.6%
2009	\$ 196,500	\$ 793,200	\$ 2,129,900	32.9%
2010	\$ 240,500	\$ 1,033,700	\$ 3,163,600	30.3%
2011	\$ -	\$ 1,033,700	\$ 4,197,300	0.0%
2012	\$ 45,000	\$ 1,078,700	\$ 5,276,000	4.4%
2013	\$ 98,000	\$ 1,176,700	\$ 6,452,700	9.1%
2014	\$ 61,781	\$ 1,238,481	\$ 7,691,181	5.3%
2015	\$ 100,000	\$ 1,338,481	\$ 9,029,662	8.1%
2016	\$ 27,095	\$ 1,365,576	\$ 10,395,238	2.0%
2017	\$ 27,096	\$ 1,392,672	\$ 11,787,910	2.0%

** First year of plan to fund the Net Budget Impact Dollar Amount

Under OPEB, actuarial valuations are required to be conducted at least every two years. Therefore, the ARC is likely to change. However, the establishment of and adherence to the plan is a crucial factor in minimizing the increase in the liability and maintaining bond ratings. We will continue to monitor this with the Town's actuaries and auditors.

Benefit Allocation by Function and Employee Affiliation

FUNCTION NUMBER & DESCRIPTION	# of FTEs	Non-Union		GMEA	Steelworkers	Police Union	Pol 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	2.00		3.00				\$35,321		\$93,832	\$613	\$7,101	\$25,573			\$162,440
1010-EXECUTIVE MANAGEMENT	4.00	4.00						\$43,230		\$75,066	\$491	\$5,681	\$20,458			\$144,926
1011-INFORMATION TECHNOLOGY	7.00	2.00		5.00				\$21,615		\$131,365	\$859	\$9,942	\$35,802			\$199,582
1012-HUMAN RESOURCES	4.25	2.25	2.00					\$24,317	\$4,862	\$79,758	\$521	\$6,036	\$21,737			\$137,231
1013-FINANCE	19.00	4.00	2.00	13.00				\$129,334		\$356,563	\$2,331	\$26,984	\$97,176			\$612,388
1014-EMERGENCY COMMUNICATIONS	14.75	1.75		13.00				\$101,152		\$276,806	\$1,809	\$20,948	\$75,439			\$476,154
1024-PUBLIC SAFETY	73.00			4.00		66.00	3.00	\$1,129,489		\$1,369,954	\$8,954	\$103,676	\$373,360	\$188,612		\$3,174,045
1035-PUBLIC WORKS	52.25	5.75	3.00	12.50	31.00			\$325,883		\$980,549	\$6,409	\$74,206	\$267,234			\$1,654,281
1046-PLANNING & DEVELOPMENT	14.00	4.00		10.00				\$88,918		\$262,731	\$1,717	\$19,883	\$71,603			\$444,852
1051-HUMAN SERVICES	8.00	1.00		7.00				\$42,789		\$150,132	\$981	\$11,362	\$40,916			\$246,180
1063-LIBRARY	20.00	2.00	1.00	17.00				\$99,285	\$3,767	\$375,330	\$2,453	\$28,404	\$102,290			\$611,529
1064-PARKS & RECREATION	20.75	3.00	2.25	10.00	5.50			\$107,663	\$4,696	\$389,405	\$2,545	\$29,470	\$106,126			\$639,905
GENERAL FUND: SUB-TOTAL: FYE 2016	242.00	31.75	5.25	94.50	36.50	66.00	3.00	\$2,148,996	\$13,325	\$4,541,492	\$29,683	\$343,693	\$1,237,713	\$188,612		\$8,503,514
OTHER FUNDS:																
2010-GOLF COURSE FUND	6.25	1.00	0.75		4.50			\$34,986	\$2,485	\$120,076	\$767	\$8,876	\$31,965			\$199,155
2020-SEWER FUND	18.75	3.25		3.50	12.00			\$115,592	\$0	\$360,228	\$2,300	\$26,629	\$95,898			\$600,646
OTHER FUNDS: SUB-TOTAL: FYE 2016	25.00	4.25	0.75	3.50	16.50	0.00	0.00	\$150,578	\$2,485	\$480,304	\$3,067	\$35,505	\$127,863			\$799,802
TOTALS - ALL FUNDS-----FYE 2016	267.00	36.00	6.00	98.00	53.00	66.00	3.00	\$2,299,574	\$15,810	\$5,021,796	\$32,750	\$379,198	\$1,365,576	\$188,612		\$9,303,316
FYE 2015 Adopted Budget: General & Other								\$2,757,475	\$15,601	\$5,008,713	\$32,500	\$152,135	\$1,338,481	\$219,108		\$9,524,013
\$ Change from FYE 2015 to FYE 2016								(\$457,901)	\$209	\$13,083	\$250	\$227,063	\$27,095	(\$30,496)		(\$220,697)
% Change from FYE 2015 to FYE 2016								-16.6%	1.3%	0.3%	0.8%	149.3%	2.0%	-13.9%		-2.3%



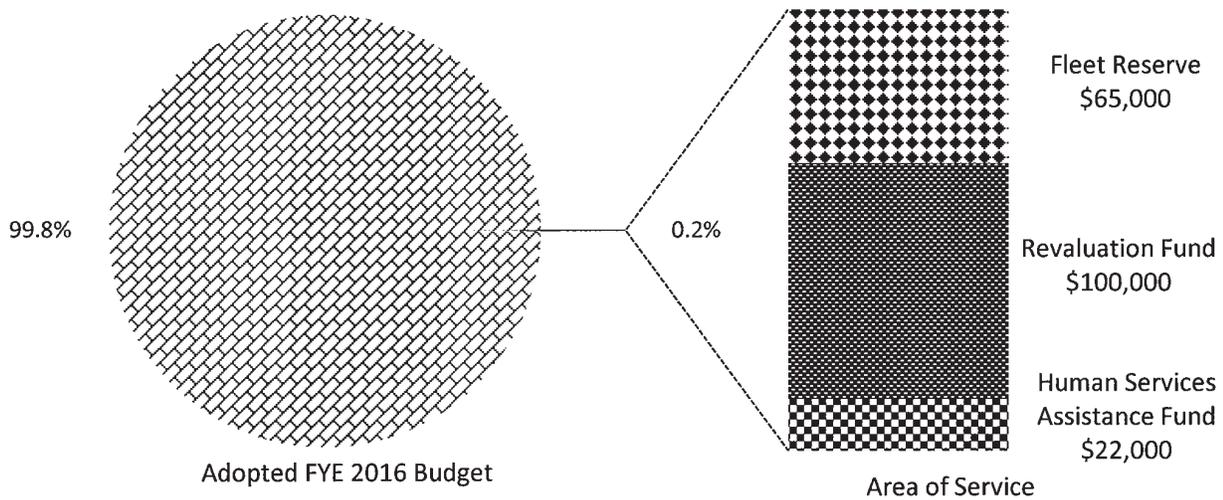
"SUBMARINE CAPITAL OF THE WORLD"

Contributions to other Funds

Function 1077;

This area of service accounts for the General Fund's contribution to other funds.

CONTRIBUTION TO OTHER FUNDS
As a % of the Total Budget





TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Contributions to Other Funds

FUNCTION: Contr. To Other Funds 1077

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 100,000	\$ 115,000	\$ 115,000	\$ 187,000	62.6%

HIGHLIGHTS:

- Contributions to Other Funds will provide a General Fund contribution of \$65,000 to the Fleet Replacement Fund (6040) and \$100,000 to the Revaluation Fund (2120), a \$50,000 increase over FYE 2015.
- The contribution \$100,000 to the Revaluation Fund (2120) allows for future revaluations and updating the GIS aerial maps.
- The Fleet Replacement Fund has been significantly underfunded since FYE 2009. In an effort to begin to replenish the fund the FYE 2013 budget included a \$165,000 direct General Fund contribution from this account. A similar amount was proposed in FYE 2014 but was reduced to \$65,000 during budget deliberations. The same amount (\$65,000) was approved in the FYE 2015 budget. The \$165,000 contribution in FYE 2013 represented approximately 21% of the recommended General Fund Vehicle Replacement fees and when combined with the 25% contributions from departmental accounts, total funding was 46% of the recommended amount. To fully fund the FYE 2016 annual recommended contribution would require an additional supplemental appropriation of over \$576,723 in addition to the 25% contributed by various departments/functions.

Final Budget Result:

During budget deliberations, the Town Council added \$22,000 for the Spicer Fund donation account. The RTM sustained this change.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CONTR. TO OTHER FUNDS
DEPARTMENT: CONTR. TO OTHER FUNDS
FUNCTION: CONTR. TO OTHER FUNDS 1077

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	100,000	115,000	115,000	165,000	165,000	187,000	187,000
Total Appropriation	\$100,000	\$115,000	\$115,000	\$165,000	\$165,000	\$187,000	\$187,000
----- COST CENTERS -----							
10770 FLEET RESERVE FUND	65,000	65,000	65,000	65,000	65,000	65,000	65,000
10771 REVALUATION FUND	35,000	50,000	50,000	100,000	100,000	100,000	100,000
10772 SPICER FUND	0	0	0	0	0	22,000	22,000
Total Cost Centers	\$100,000	\$115,000	\$115,000	\$165,000	\$165,000	\$187,000	\$187,000
----- FINANCING PLAN -----							
GENERAL FUND	100,000	115,000	115,000	165,000	165,000	187,000	187,000
Total Financing Plan	\$100,000	\$115,000	\$115,000	\$165,000	\$165,000	\$187,000	\$187,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CONTR. TO OTHER FUNDS
DEPARTMENT: CONTR. TO OTHER FUNDS
FUNCTION: CONTR. TO OTHER FUNDS 1077

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	100,000	115,000	115,000	165,000	165,000	187,000	187,000
Total Operating Expenses	\$100,000	\$115,000	\$115,000	\$165,000	\$165,000	\$187,000	\$187,000
GRAND TOTAL	\$100,000	\$115,000	\$115,000	\$165,000	\$165,000	\$187,000	\$187,000

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Contribution to Other Funds

DEPARTMENT: Contr. to Other Funds
FUNCTION: Contr. to Other Funds 1077

CC0 – Fleet Reserve Fund

- Supplemental contribution representing 8.4% of recommended vehicle replacement fees.

CC1 – Revaluation Fund

- Contributions to pay for the expense associated with the State mandated revaluation of real property.

CC2 – Spicer Fund

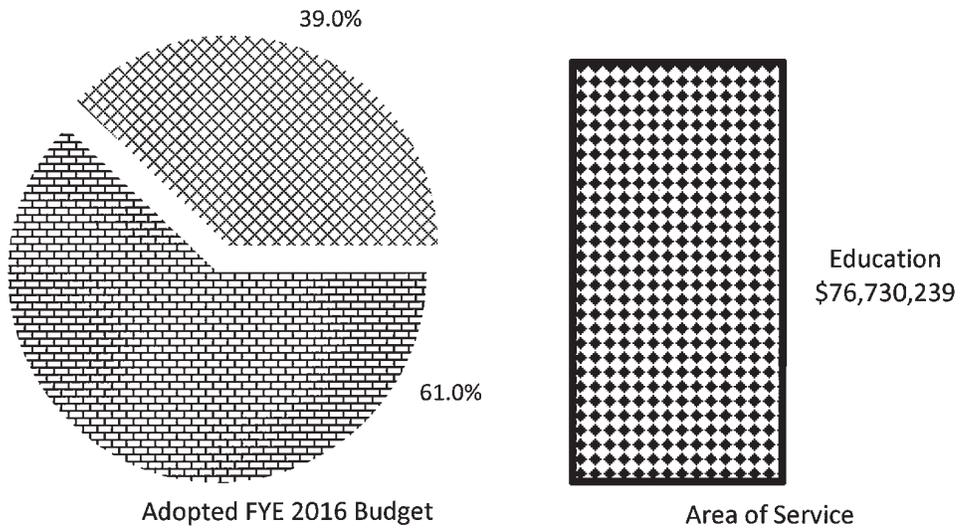
- Contributions to the Spicer Trust Fund from the Human Services Assistance Fund.

Education

Function 1080;

This area of service accounts for the Town's Board of Education operating expenditures.

EDUCATION
As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: EDUCATION

CITIZENS
OF GROTON,
CONNECTICUT

BOARD OF
EDUCATION

— EDUCATION
SERVICES

FYE 2016

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Education			FUNCTION: Education 1080		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 73,613,686	\$ 75,098,943	\$ 74,795,943	\$ 76,730,239	2.2%

HIGHLIGHTS:

- As per the Town Charter, the Town Manager submits the Education Budget to the Town Council with no adjustments.

Final Budget Result:

During budget deliberations, the Town Council reduced this function by \$400,000. The RTM sustained this action.

PERSONNEL:

- See Board of Education Budget.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

3-Jun-2015

AREA OF SERVICE: EDUCATION SERVICES
DEPARTMENT: EDUCATION
FUNCTION: EDUCATION 1080

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	73,613,686	75,098,943	74,795,943	77,130,239	77,130,239	76,730,239	76,730,239
Total Appropriation	\$73,613,686	\$75,098,943	\$74,795,943	\$77,130,239	\$77,130,239	\$76,730,239	\$76,730,239
----- COST CENTERS -----							
10800 EDUCATION SERVICES	73,613,686	75,098,943	74,795,943	77,130,239	77,130,239	76,730,239	76,730,239
Total Cost Centers	\$73,613,686	\$75,098,943	\$74,795,943	\$77,130,239	\$77,130,239	\$76,730,239	\$76,730,239
----- FINANCING PLAN -----							
FEDERAL FUNDS	156,390	197,451	90,000	90,000	90,000	90,000	90,000
EDUC COST SHARING	25,571,522	25,625,179	25,532,449	25,625,179	25,625,179	25,625,179	25,625,179
ADULT EDUCATION	103,198	121,170	117,502	105,778	105,778	105,778	105,778
INSTRUCT FOR BLIND	0	24,833	0	0	0	0	0
SPECIAL EDUCATION	1,418,964	1,410,915	1,303,932	1,376,555	1,376,555	1,376,555	1,376,555
TRANSPORT-PRIVATE SCHOOLS	29,514	31,825	36,623	32,407	32,407	32,407	32,407
TRANSPORTATION-GRANTS	268,332	289,694	315,308	275,881	275,881	275,881	275,881
MAGNET SCHL TRANSPORTATIN	161,703	161,703	182,000	182,000	182,000	182,000	182,000
NON PUBLIC PUPIL SERVICE	29,443	24,928	33,784	33,514	33,514	33,514	33,514
PUPIL IMPACT AID	4,042,186	3,709,561	3,222,952	4,388,285	4,388,285	4,388,285	4,570,000
TUITION-FR OTHR TOWNS	146,796	171,452	79,342	14,785	14,785	14,785	14,785
OTHR SCHOOL RECEIPTS	73,939	72,080	72,080	72,080	72,080	72,080	72,080
GENERAL FUND	41,611,699	43,258,152	43,809,971	44,933,775	44,933,775	44,533,775	44,352,060
Total Financing Plan	\$73,613,686	\$75,098,943	\$74,795,943	\$77,130,239	\$77,130,239	\$76,730,239	\$76,730,239

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

3-Jun-2015

AREA OF SERVICE: EDUCATION SERVICES
DEPARTMENT: EDUCATION
FUNCTION: EDUCATION 1080

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	73,613,686	75,098,943	74,795,943	77,130,239	77,130,239	76,730,239	76,730,239
Total Operating Expenses	\$73,613,686	\$75,098,943	\$74,795,943	\$77,130,239	\$77,130,239	\$76,730,239	\$76,730,239
GRAND TOTAL	\$73,613,686	\$75,098,943	\$74,795,943	\$77,130,239	\$77,130,239	\$76,730,239	\$76,730,239



"SUBMARINE CAPITAL OF THE WORLD"

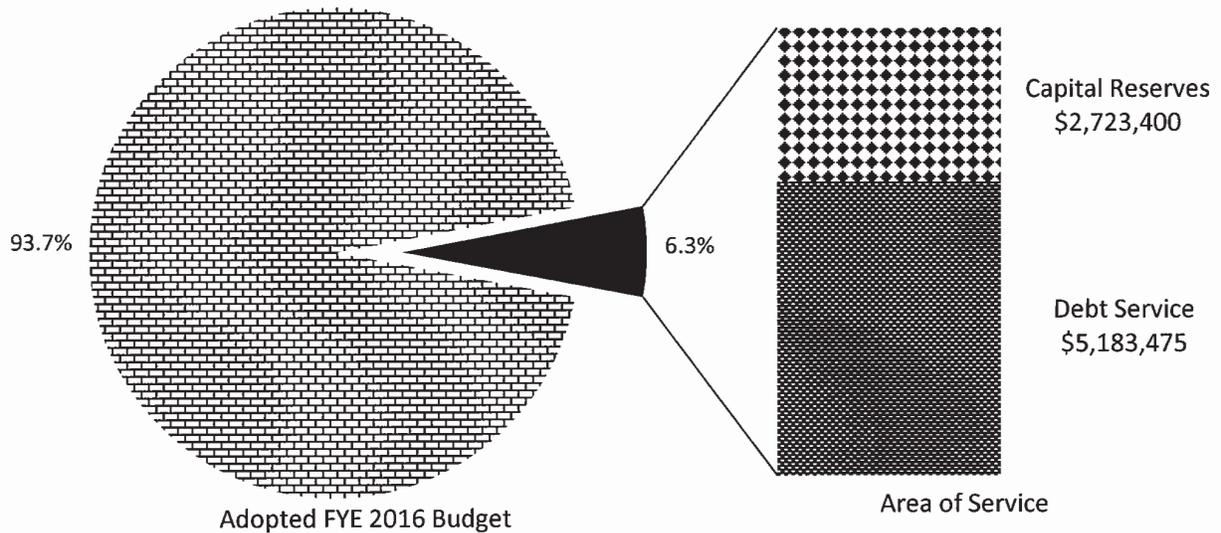
Capital/Debt Service

Functions 1075, 1076;

This area of service accounts for the General Fund's contribution to the Capital Reserve Fund as well as the debt service payments made on long term financing for bonded projects.

CAPITAL & DEBT SERVICE

As a % of the Total Budget





TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government

FUNCTION: Reserves/Contributions 1075

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,800,000	\$ 1,700,000	\$ 1,700,000	\$ 2,723,400	60.2%

HIGHLIGHTS:

- This function represents the General Fund contribution to the Capital Reserve Fund (5010).

The Groton Town Code Article I, Section 2.1(b) requires that: "The town manager shall include in the proposed budget to the town council an allocation of funds to the reserve fund based on the following formula: Calculate the amount of not less than four percent of the general fund budget, subtract the sum necessary to defray general fund obligated annual debt service, the remainder amount to be allocated to the reserve fund for capital and nonrecurring expenditures....
...No appropriation shall be made to such fund so that the total fund balance exceeds 50 percent of the total general fund budget, or the unappropriated portion of the fund exceeds 12 percent of the total general fund budget."

	General Fund	Capital Reserve (FYE 2014 CAFR)
Adopted Budget	\$ 125,738,680	
50% of General Fund	\$ 62,869,340	
Total Fund Balance	----->	\$ 5,834,191
12% of General Fund	\$ 15,088,642	
Unassigned Fund Balance	----->	\$ 2,380,609

During budget deliberations, the Town Council reduced this by \$2,076,600 and the RTM reduced it by another \$200,000.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CAPITAL/DEBT SERVICE
DEPARTMENT: CAPITAL RESERVE
FUNCTION: CAPITAL RESERVE 1075

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	1,800,000	1,700,000	1,700,000	5,000,000	5,000,000	2,923,400	2,723,400
Total Appropriation	\$1,800,000	\$1,700,000	\$1,700,000	\$5,000,000	\$5,000,000	\$2,923,400	\$2,723,400
----- COST CENTERS -----							
10750 CAPITAL RESERVE FUND	1,800,000	1,700,000	1,700,000	5,000,000	5,000,000	2,923,400	2,723,400
Total Cost Centers	\$1,800,000	\$1,700,000	\$1,700,000	\$5,000,000	\$5,000,000	\$2,923,400	\$2,723,400
----- FINANCING PLAN -----							
GENERAL FUND	1,800,000	1,700,000	1,700,000	5,000,000	5,000,000	2,923,400	2,723,400
Total Financing Plan	\$1,800,000	\$1,700,000	\$1,700,000	\$5,000,000	\$5,000,000	\$2,923,400	\$2,723,400

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CAPITAL/DEBT SERVICE
DEPARTMENT: CAPITAL RESERVE
FUNCTION: CAPITAL RESERVE 1075

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	1,800,000	1,700,000	1,700,000	5,000,000	5,000,000	2,923,400	2,723,400
Total Operating Expenses	\$1,800,000	\$1,700,000	\$1,700,000	\$5,000,000	\$5,000,000	\$2,923,400	\$2,723,400
GRAND TOTAL	\$1,800,000	\$1,700,000	\$1,700,000	\$5,000,000	\$5,000,000	\$2,923,400	\$2,723,400



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government			FUNCTION: Debt Service 1076		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 4,442,288	\$ 5,251,300	\$ 5,251,300	\$ 5,183,475	(1.3%)

HIGHLIGHTS:

- This represents the debt payments including interest expense for long term financing (general obligation bonds).
- The decrease in Long Term Debt in FYE 2016 is associated with the maturity of previously issued bonds associated with Road Improvement, Schools, Animal Shelter and Senior Center Projects.

Town of Groton: General Fund Debt per Capita

Fiscal Year (FY)	2012	2013	2014	2015	2016
Long Term Debt	\$42,340,000	\$38,580,000	\$35,515,000	\$41,090,000	\$37,390,000
** Population	40,038	39,896	39,896	40,176	40,176
Debt per Capita	\$1,057	\$967	\$890	\$1,023	\$931
% change from Previous FY	135.5%	-8.6%	-7.9%	14.9%	-9.0%

** Population provided by State of Connecticut, Department of Public Health.

- As noted above the Town's General Fund's debt per capita for FYE 2016 is estimated to be \$931 per capita.
- The States most recent Municipal Fiscal Indicators (FYE 2013) lists Groton with a total debt (general fund, sewer district and sewer operating per capita) at \$1,340 and ranked Groton #105 out of the 169 municipalities; #1 (New Canaan) was at \$5,802 per capita and #169 (Putnam) was at \$0 per capita. The State average for total debt per capita is \$2,245.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CAPITAL/DEBT SERVICE
DEPARTMENT: DEBT SERVICE
FUNCTION: DEBT SERVICE 1076

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	4,442,287	5,251,300	5,251,300	5,183,475	5,183,475	5,183,475	5,183,475
Total Appropriation	\$4,442,287	\$5,251,300	\$5,251,300	\$5,183,475	\$5,183,475	\$5,183,475	\$5,183,475
----- COST CENTERS -----							
10760 GENERAL GOVERNMENT	1,738,393	2,622,606	2,622,606	2,641,195	2,641,195	2,641,195	2,641,195
10761 EDUCATION	2,703,894	2,628,694	2,628,694	2,542,280	2,542,280	2,542,280	2,542,280
Total Cost Centers	\$4,442,287	\$5,251,300	\$5,251,300	\$5,183,475	\$5,183,475	\$5,183,475	\$5,183,475
----- FINANCING PLAN -----							
BOND PREMIUM	181,455	0	0	0	0	0	0
GENERAL FUND	4,260,832	5,251,300	5,251,300	5,183,475	5,183,475	5,183,475	5,183,475
Total Financing Plan	\$4,442,287	\$5,251,300	\$5,251,300	\$5,183,475	\$5,183,475	\$5,183,475	\$5,183,475

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CAPITAL/DEBT SERVICE
DEPARTMENT: DEBT SERVICE
FUNCTION: DEBT SERVICE 1076

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

OPERATING EXPENSES							

5290 PROFESS/TECHNICAL SE	14,650	50	49	50	50	50	50
5450 DEBT SERVICE	4,427,637	5,251,250	5,251,251	5,183,425	5,183,425	5,183,425	5,183,425
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$4,442,287	\$5,251,300	\$5,251,300	\$5,183,475	\$5,183,475	\$5,183,475	\$5,183,475
GRAND TOTAL	\$4,442,287	\$5,251,300	\$5,251,300	\$5,183,475	\$5,183,475	\$5,183,475	\$5,183,475

**TOWN OF GROTON
FYE 2016
Town Long Term Debt Payment Schedule**

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/14	FYE 2015 Principal Payment	FYE 2015 Interest Payment	FYE 2016 Principal Payment	FYE 2016 Interest Payment
2018	50,000.00	10/15/2007	10	SPV Rd (refunded Mar. 2013)	5,000.00	5,000.00	93.75	0.00	0.00
2030	9,030,000.00	10/15/2009	20	2013	464,500.00	464,500.00	9,870.63	0.00	0.00
2025	5,675,000.00	12/13/2011	14	General Purpose (Dec. 2011 refunding)	4,649,000.00	794,000.00	154,555.00	789,000.00	130,810.00
2030	6,752,000.00	3/12/2013	18	General Purpose (Mar. 2013 refunding)	6,752,000.00	0.00	243,850.00	455,000.00	237,025.00
2019	375,000.00	4/16/2014	5	General Purpose (B) Senior Center	375,000.00	75,000.00	7,546.88	75,000.00	6,375.00
2034	8,945,000.00	4/16/2014	20/10	General Purpose (A)	8,945,000.00	630,000.00	238,139.85	635,000.00	235,893.76
2035	5,370,000.00	6/1/2015	2	General Purpose	0.00	0.00	0.00	76,897.00	76,897.00
Totals					21,190,500.00	1,968,500.00	654,056.11	1,954,000.00	687,090.76

Debt Service Payment FYE 2016 through FYE 2036

Function #10760-General Government			
FYE	Principal	Interest	FYE Total
2016	1,954,000.00	687,090.00	2,641,090.00
2017	2,384,000.00	696,281.25	3,080,281.25
2018	2,037,000.00	625,621.25	2,662,621.25
2019	2,032,000.00	558,030.00	2,590,030.00
2020	1,833,000.00	491,846.25	2,324,846.25
2021	1,817,000.00	438,460.00	2,255,460.00
2022	1,822,000.00	384,147.50	2,206,147.50
2023	1,825,000.00	328,747.50	2,153,747.50
2024	1,821,000.00	273,873.75	2,094,873.75
2025	1,439,000.00	218,452.50	1,657,452.50
2026	1,256,000.00	174,581.25	1,430,581.25
2027	816,000.00	139,450.00	955,450.00
2028	737,000.00	113,475.00	850,475.00
2029	742,000.00	90,490.00	832,490.00
2030	737,000.00	67,180.00	804,180.00
2031	310,000.00	50,025.00	360,025.00
2032	310,000.00	38,625.00	348,625.00
2033	310,000.00	26,575.00	336,575.00
2034	310,000.00	14,525.00	324,525.00
2035	50,000.00	2,475.00	52,475.00
2036	50,000.00	825.00	50,825.00

TOWN OF GROTON
FYE 2016
Education Long Term Debt Payment Schedule

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/14	FYE 2015 Principal Payment	FYE 2015 Interest Payment	FYE 2016 Principal Payment	FYE 2016 Interest Payment
2028	15,450,000.00	10/15/2007	20	Schools refunded Mar 13	770,000.00	770,000.00	14,437.50	0.00	0.00
2030	645,000.00	10/15/2009	20	Schools refunded Mar 13	30,500.00	30,500.00	648.13	0.00	0.00
2029	10,630,000.00	12/31/2011	18	Schools (refunding)	10,536,000.00	976,000.00	376,407.50	971,000.00	347,202.50
2030	12,308,000.00	3/12/2013	18	Schools (refunding)	12,308,000.00	0.00	460,700.00	775,000.00	449,075.00
Totals					22,644,500.00	1,776,500.00	852,193.13	1,746,000.00	796,277.50

Debt Service Payment FYE 2016 through FYE 2030

Function #10810-Board of Education FYE 2004 10761			
FYE	Principal	Interest	FYE Total
2016	1,746,000.00	796,277.50	2,542,277.50
2017	1,756,000.00	738,907.50	2,494,907.50
2018	1,743,000.00	676,742.50	2,419,742.50
2019	1,743,000.00	606,032.50	2,349,032.50
2020	1,747,000.00	532,433.75	2,279,433.75
2021	1,743,000.00	463,700.00	2,206,700.00
2022	1,738,000.00	394,080.00	2,132,080.00
2023	1,725,000.00	327,222.50	2,052,222.50
2024	1,719,000.00	265,520.00	1,984,520.00
2025	1,731,000.00	202,108.75	1,933,108.75
2026	1,709,000.00	134,853.75	1,843,853.75
2027	1,659,000.00	68,406.25	1,727,406.25
2028	903,000.00	21,318.75	924,318.75
2029	173,000.00	4,110.00	177,110.00
2030	33,000.00	495.00	33,495.00

TOWN OF GROTON, CT

STATUTORY DEBT LIMITS & TOWN INDEBTEDNESS

Purpose: To describe the Town's current indebtedness level and to demonstrate its relationship to statutory limits and Town Council Policy.

Total Tax Collections (including interest & lien fees)	\$82,071,257
Total Tax Collections (including interest and lien fees) of coterminous municipalities	\$13,622,572
Reimbursement for Revenue Loss from Tax Relief for the elderly	<u>\$2,000</u>
Base for Establishing Debt Limit (per State Statute)	<u>\$95,695,830</u>

Debt Limits (per State Statute):	General Purpose	Schools	Sewers	Urban Renewal	Unfunded Pension	Total Debt
General Purpose (2.25 times base)	\$215,315,617					
Schools (4.50 times base)		\$430,631,233				
Sewers (3.75 times base)			\$358,859,361			
Urban Renewal (3.25 times base)				\$311,011,446		
Unfunded Pension (3.00 times base)					\$287,087,489	
Total Debt (7.0 times base)						\$669,870,807
Less Indebtedness:						
Bonds	\$21,190,500	\$23,644,500	\$4,880,000	\$0	\$0	\$49,715,000
Serial Notes	\$0	\$0	\$0	\$0	\$0	\$0
Authorized & Unissued	\$10,752,595	\$0	\$0	\$0	\$0	\$10,752,595
Underlying Debt:						
Bonds & Serial Notes	\$6,152,311	\$0	\$655,000	\$0	\$0	\$6,807,311
Authorized & Unissued	\$250,000	\$0	\$0	\$0	\$0	\$250,000
School Buildings Grants		\$0			\$0	\$0
Total Indebtedness	\$38,345,406	\$23,644,500	\$5,535,000	\$0	\$0	\$67,524,906
Excess of State Limit Over Outstanding and Amortized Debt	\$176,970,211	\$406,986,733	\$353,324,361	\$311,011,446	\$287,087,489	\$602,345,901
	17.8%	5.5%	1.5%	0.0%	0.0%	10.1%

** Underlying debt is the debt of smaller municipal units within a government's jurisdiction. In the event of a default, the community may have a moral or political obligation to assume the debt and provide the special services of the defaulting unit.

Town Council Policy:

In September, 1993 the Town Council adopted a Debt Policy & Management/Fiscal Practices Policy, as revised in February 2014, that sets the limits on debt issuance which are more stringent than those imposed by the State of Connecticut.

The Council's policy provides the following guidelines, which excludes underlying debt:

- 1) The Town shall not exceed fifty (50) percent of its statutory debt limit. The Town is well below the statutory debt limits at its current 8.4% of Town debt to statutory debt limit.
- 2) Total debt service shall not exceed ten (10) percent of the Total General Fund expenditures. Based on the adopted budget, the Town's debt service payment for FYE 2016 will be at 4.0% of expenditures.

TOWN OF GROTON
FYE 2016

Calculation of Debt Payments, Capital and Contingency Reserves
(as a percent of the General Fund Budget)

As per the Town Council Policy adopted/revised on February 4, 2014 entitled:
"Debt Policy and Management/Fiscal Practices"

- 1) Calculation of Capital Reserve & Debt Reserve Allocation to be not less than 4% of General
2) Contingency Reserve is not to be more than 2% of the General Fund Operating Budget.

A) CALCULATION OF 4% AND 2% FIGURES		FYE 2016 Adopted
Total General Fund Budget (GFB)		\$125,738,680
Calculate 4% of GFB		\$5,029,547
B) DEBT & CAPITAL % CALCULATION		FYE 2016 Adopted
B1) Outstanding Debt Payments:		
Total Debt Payments (#1076)		\$5,183,475
Total Debt Payments		\$5,183,475
B2) Capital Reserve Contribution:		
Capital Reserve (#10750)		\$2,723,400
Total Capital Reserve		\$2,723,400
Total Debt & Capital		\$7,906,875
% of Debt Payments & Contribution to Capital Reserve to GFB		6.3%
\$ Amount over 4% allocation		\$2,877,328
C) CONTINGENCY & % CALCULATION		FYE 2016 Adopted
Contingency (#10741)		\$550,000
% of Contingency to GFB (= or < 2%)		0.4%



"SUBMARINE CAPITAL OF THE WORLD"

Mission Statement

Outside Agencies
(Functions 1007, 1026, 1054, 1065)

Function 1007 – Outside Agencies;

- To participate in regional organizations in order to actively pursue the Town's interests.

Function 1026 – Ambulance Services;

- To protect the lives and property of citizens of Groton by providing quality emergency medical care and transportation to the sick and injured.

Function 1054 – Health/Service/Cultural Agencies;

To ensure that all Groton residents have access to necessary health and social services and to help promote positive development among individuals and families by:

- Funding outside health and social service agencies that provide necessary and unduplicated services to Groton residents.
- Enforcing the state and local health codes and promoting access to primary health care.

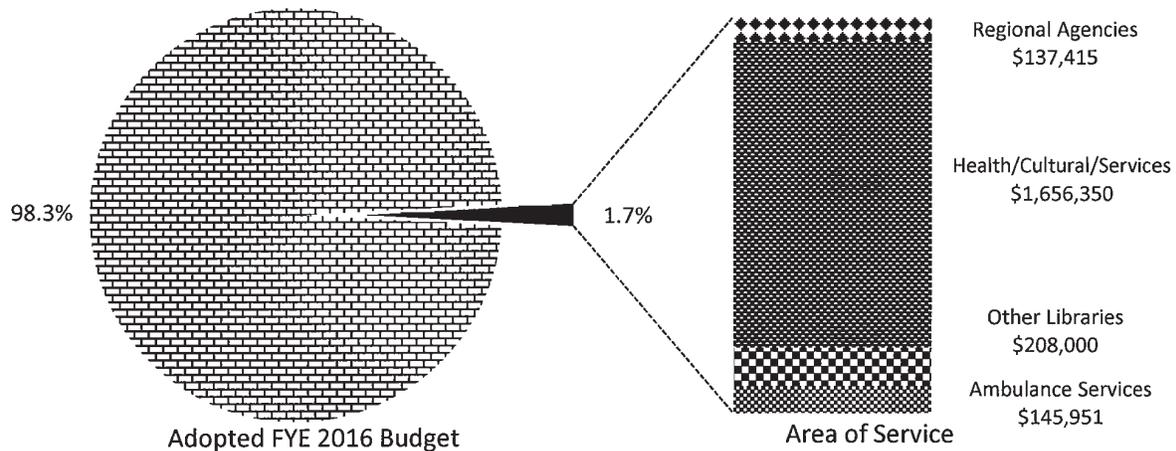
Function 1065 – Other Libraries;

To enhance the quality of life for all Groton citizens by:

- Offering a full array of information services through the Mystic Noank Library and the Bill Memorial Library.

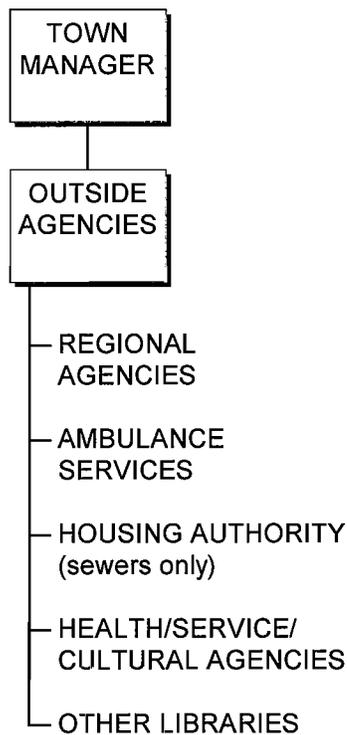
OUTSIDE AGENCIES

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: OUTSIDE AGENCIES



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Regional Agencies 1007

Department: Outside Agencies

FUNCTION DESCRIPTION:

Town of Groton representatives/members actively participate and provide leadership and professional insight in numerous regional organizations and working groups. A wide range of subject areas are covered including infrastructure development, economic development, transportation, public safety, quality of life, tourism and housing issues. These meetings often require considerable study and preparation as well as follow-up tasks in order to promote Groton's and the region's best interests.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Council of Governments	40	36	36
Southeastern Connecticut Enterprise Region	30	30	30
Other Regional Meetings Attended -Mystic Cooperative Task Group, Eastern Connecticut Housing Opportunities Inc. (ECHO), Chambers of Commerce, Naval Submarine League, Southeastern Connecticut Housing Alliance (SECHA), Regional Emergency Planning Team (REPT), South Eastern Area Transit (SEAT)	54	60	58
Southeastern CT Regional Probate Court - weighted workload	5,600 est.	5,600 est.	5,600 est.

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Regional Agencies			FUNCTION: Regional Agencies 1007		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 131,125	\$ 134,249	\$ 134,250	\$ 137,415	2.4%

HIGHLIGHTS:

- The overall increase in this budget is \$3,166 or 2.4%.
- Southeastern Connecticut Council of Governments (SCCOG) municipal dues \$16,349 are based on a rate of \$0.55 per capita which is the same per capita rate as FYE 2015. Dues are assessed using the 2010 U.S. Census population data and the City of Groton pays their prorated share of the dues directly. Currently the Town Manager serves on the Executive Committee of the Council of Governments.
- Southeastern Connecticut Enterprise Region (seCTer) dues are \$14,041 and are based on the rate of \$0.35 per capita.
- Southeastern Area Transit (SEAT) request reflects a 3.5% increase over the FYE 2015 appropriation. Councilor Moravsik and the Town Manager serve on the Board of Directors.
- On January 3, 2011, the probate courts of Groton, Stonington, North Stonington and Ledyard were consolidated into the new regional probate court. The Town's contribution is a per capita prorated share (50.3%) of the total municipal funding that is being requested by the court \$26,700. This year's request is \$13,433, the same as the FYE 2015 request.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: REGIONAL AGENCIES
FUNCTION: REGIONAL AGENCIES 1007

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	131,125	134,249	134,250	137,415	137,415	137,415	137,415
Total Appropriation	\$131,125	\$134,249	\$134,250	\$137,415	\$137,415	\$137,415	\$137,415
----- COST CENTERS -----							
10070 SE CT COG	16,349	16,349	16,349	16,349	16,349	16,349	16,349
10071 SECTER	13,974	14,040	14,041	14,041	14,041	14,041	14,041
10072 SEAT	87,369	90,427	90,427	93,592	93,592	93,592	93,592
10073 SE CT PROBATE COURT	13,433	13,433	13,433	13,433	13,433	13,433	13,433
Total Cost Centers	\$131,125	\$134,249	\$134,250	\$137,415	\$137,415	\$137,415	\$137,415
----- FINANCING PLAN -----							
GENERAL FUND	131,125	134,249	134,250	137,415	137,415	137,415	137,415
Total Financing Plan	\$131,125	\$134,249	\$134,250	\$137,415	\$137,415	\$137,415	\$137,415

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: REGIONAL AGENCIES
FUNCTION: REGIONAL AGENCIES 1007

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	131,125	134,249	134,250	137,415	137,415	137,415	137,415
Total Operating Expenses	\$131,125	\$134,249	\$134,250	\$137,415	\$137,415	\$137,415	\$137,415
GRAND TOTAL	\$131,125	\$134,249	\$134,250	\$137,415	\$137,415	\$137,415	\$137,415

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Outside Agencies

DEPARTMENT: General Government
FUNCTION: Regional Agencies 1007

CC0 – SE CT Council of Governments

CC1 – SECT Enterprise Region

- Town officials are active participants in both the Southeastern Connecticut Council of Governments (COG) and the Southeastern Connecticut Enterprise Region (seCTer). Both organizations request operating funds on a formula basis from Southeastern Connecticut communities. The Mayor and Town Manager (alternate) serve on the COG Board of Directors; the Town Manager serves on the COG Executive Committee; and the Town Manager is on the seCTer Board of Directors and currently serves as its chairperson.

CC2 – SE Area Transit

- The Southeastern Area Transit Authority (SEAT) requests funds in proportion to the level of bus service it expects to provide. SEAT requests that the nine (9) towns who comprise the SEAT service area contribute to the anticipated budget shortfall; this shortfall is prorated amongst the nine communities based on a calculation of annual service hours.

CC3 – SE CT Regional Probate Court

- The Southeastern CT Regional Probate Court requests funds to fund the regional probate court that was set up in January 2011 and includes the Towns of Groton, Ledyard, North Stonington and Stonington.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Ambulance Services 1026

Department: Ambulance Services

FUNCTION DESCRIPTION:

Both Groton Ambulance and Mystic River Ambulance (MRA) request a fund contribution on an annual basis from the Town. MRA also requests funds from Stonington. The Town presently leases a building to Groton Ambulance for one dollar a year.

FUNCTION ACTIVITIES:

	Actual <u>2013</u>	Actual <u>2014</u>
# Calls for service- Groton Ambulance	4,953	4,940
# Calls for service- Mystic River Ambulance	2,517	2,500
	(Approximately 57% are Groton Calls)	(Approximately 56% are Groton Calls)

TOWN OF GROTON
 FYE 2016 BUDGET
 FUNCTION HIGHLIGHTS

DEPARTMENT: Ambulance Services			FUNCTION: Ambulance Services 1026		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 144,455	\$ 145,951	\$ 145,951	\$ 145,951	0.0%

HIGHLIGHTS:

- Groton Ambulance budget request is \$105,951 which is the same as FYE 15.

- Mystic River Ambulance budget request is \$40,000 which is the same as FYE 15.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: AMBULANCE SERVICES
FUNCTION: AMBULANCE SERVICES 1026

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	144,455	145,951	145,951	145,951	145,951	145,951	145,951
Total Appropriation	\$144,455	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951
----- COST CENTERS -----							
10260 GROTON AMBULANCE	106,955	105,951	105,951	105,951	105,951	105,951	105,951
10261 MYSTIC RIVER AMBUL	37,500	40,000	40,000	40,000	40,000	40,000	40,000
Total Cost Centers	\$144,455	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951
----- FINANCING PLAN -----							
GENERAL FUND	144,455	145,951	145,951	145,951	145,951	145,951	145,951
Total Financing Plan	\$144,455	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: AMBULANCE SERVICES
FUNCTION: AMBULANCE SERVICES 1026

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	144,455	145,951	145,951	145,951	145,951	145,951	145,951
Total Operating Expenses	\$144,455	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951
GRAND TOTAL	\$144,455	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951	\$145,951

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Outside Agencies

DEPARTMENT: Ambulance Services
FUNCTION: Ambulance Services 1026

CC0 – Groton Ambulance

CC1 – Mystic River Ambulance

- These are the two ambulance agencies that provide service to the Town.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Health/Svc/Cultural Agencies

FUNCTION: Health/Svc/Cultural Agencies 1054

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,554,731	\$ 1,629,348	\$ 1,629,348	\$ 1,656,350	1.7%

HIGHLIGHTS:

- This function includes the Town and City contributions to the Ledge Light Health District; the cost of services provided by the Visiting Nurses Association (VNA) to the Board of Education as well as health promotion activities; Housing Authority Sewer use payments; requests for funding by Outside Social Service and Cultural Agencies; and the Marine Sewage Disposal Service.
- 10540 -The requested contribution to the Ledge Light Health District increased \$8,784 based on population estimates of its member communities and a per capita rate of \$7.15 which is 17 cents higher than FYE 2015. The recommended contribution of \$287,258 includes a contribution of \$68,418 for the City of Groton.
- 10541 - VNA/School Health FYE 2016 request is \$1,160,555 which is the same as FYE 2015.
- 10542 - The VNA account Health Promotion is proposed to be funded at \$56,460 a decrease of \$4,355.
- 10544 - Housing Authority sewer use payments of \$61,313.
- 10545/10546 - Service/Cultural/Outside Agency requests are reviewed by a committee of town employees and their recommendations are forwarded to the Town Manager. Requests received totaled \$96,050 the committee recommended funding in the amount of \$52,750, which is a \$1,000 increase from FYE 2015.
- 10547 - Marine sewage disposal pertains to expenses related to providing pump out boat service along our coastal waters. The same level of funding as FYE 2015 \$19,980 is recommended for FYE 2016. Total program costs exceed \$250,000.

Final Budget Result:

During budget deliberations the Town Council increased this amount by \$18,214 due to a computation error in the VNA (School Health) budget request. The RTM sustained this action.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: HEALTH/SVC/CULTURAL AGENC
FUNCTION: HEALTH/SVC/CULTURAL AGENC 1054

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Operating Expenses	1,554,731	1,629,348	1,629,348	1,638,136	1,638,136	1,656,350	1,656,350
Total Appropriation	\$1,554,731	\$1,629,348	\$1,629,348	\$1,638,136	\$1,638,136	\$1,656,350	\$1,656,350
COST CENTERS							
10540 LEDGELIGHT HEALTH	275,462	278,474	278,474	287,258	287,258	287,258	287,258
10541 VNA (SCHOOL HEALTH)	1,089,706	1,160,555	1,160,555	1,160,555	1,160,555	1,178,769	1,178,769
10542 VNA (HEALTH PROMO)	55,074	60,815	60,815	56,460	56,460	56,460	56,460
10544 HOUSING AUTHORITY	58,939	57,954	57,954	61,313	61,313	61,313	61,313
10545 SERVICE AGENCIES	54,500	50,500	50,500	51,500	51,500	51,500	51,500
10546 CULTURAL AGENCIES	1,250	1,250	1,250	1,250	1,250	1,250	1,250
10547 MARINE SEWAGE DISP.	19,800	19,800	19,800	19,800	19,800	19,800	19,800
Total Cost Centers	\$1,554,731	\$1,629,348	\$1,629,348	\$1,638,136	\$1,638,136	\$1,656,350	\$1,656,350
FINANCING PLAN							
HOUS AUTH-SHELTER RENT	56,423	57,954	57,954	61,313	61,313	61,313	61,313
GENERAL FUND	1,498,308	1,571,394	1,571,394	1,576,823	1,576,823	1,595,037	1,595,037
Total Financing Plan	\$1,554,731	\$1,629,348	\$1,629,348	\$1,638,136	\$1,638,136	\$1,656,350	\$1,656,350

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: HEALTH/SVC/CULTURAL AGENC
FUNCTION: HEALTH/SVC/CULTURAL AGENC 1054

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
OPERATING EXPENSES							
5220 UTILITIES/FUEL/MILEA	58,939	57,954	57,954	61,313	61,313	61,313	61,313
5230 PYMNTS/CONTRIBUTIONS	1,495,792	1,571,394	1,571,394	1,576,823	1,576,823	1,595,037	1,595,037
Total Operating Expenses	\$1,554,731	\$1,629,348	\$1,629,348	\$1,638,136	\$1,638,136	\$1,656,350	\$1,656,350
GRAND TOTAL	\$1,554,731	\$1,629,348	\$1,629,348	\$1,638,136	\$1,638,136	\$1,656,350	\$1,656,350

SUMMARY OF OUTSIDE AGENCIES				
Agency	Approved	Requested	Proposed	Approved
	FYE 2015	FYE 2016	FYE 2016	FYE 2016
Community Health Center, Inc. (CHC)	\$5,000	\$6,000	\$5,000	\$5,000
New London Homeless Hospitality Center, Inc.	7,500	10,000	7,500	7,500
SCADD	2,000	4,000	2,000	2,000
Safe Futures, Inc. (formerly The Women's Center of Southeastern CT, Inc.	10,000	14,000	10,000	10,000
Big Brothers Big Sisters of Southeastern CT	0	0	0	0
ARC of New London County Inc.	0	2,500	0	0
Connecticut Legal Services	10,000	11,000	10,000	10,000
TVCCA, Inc.	0	3,000	0	0
United Community and Family Services, Inc.				
Dental Health Services	2,000	11,500	2,000	2,000
Adult Day Care	0	2,800	0	0
Behavioral Health Services	4,000	4,000	4,000	4,000
Primary Care	0	3,000	0	0
Boys and Girls Club of Southeastern CT	1,500	2,500	1,500	1,500
Mystic Area Shelter and Hospitality Inc.	7,500	7,500	7,500	7,500
Sexual Assault Crisis Center of Eastern CT, Inc.	0	2,000	0	0
Senior Resources Agency on Aging	1,000	5,000	1,000	1,000
Union Baptist Church (Groton Community Meals)	0	2,000	1,000	1,000
SUBTOTAL - Social Services	\$50,500	\$90,800	\$51,500	\$51,500
Eastern Connecticut Symphony	\$1,000	\$5,000	\$1,000	\$1,000
Noank Mystic Community Band	250	250	250	250
SUBTOTAL - Cultural	\$1,250	\$5,250	\$1,250	\$1,250
TOTAL - GRANTS	\$51,750	\$96,050	\$52,750	\$52,750

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Outside Agencies

DEPARTMENT: Health/Svc/Cultural Agencies
FUNCTION: Health/Svc/Cultural Agencies 1054

CC0 – Ledge Light Health District

- The Town participates in this regional health district and contributes a per capita rate to support the LLHD operations. The Town also reimburses the City of Groton for its share of their contribution to LLHD.

CC1 – VNA (School Health)

CC2 – VNA (Health Promo)

- The Visiting Nurses Association of Southeastern Connecticut provides a regional approach to health related issues. School Health provides a nurse and aid to various schools. Health Promotion provides flu clinics, immunization clinics, blood pressure clinic/community activity/health promotion visits, dental health program and indigent care. Senior Health Clinic provides physical exams and lab work for senior citizens.

CC4 – Housing Authority

- The Groton Housing Authority and Redevelopment Agency (GHARA) has an agreement with the Town that the Town will pay for the sewer use payments while the GHARA will pay the Town 10% of its income less the cost of utilities.

CC5 – Service Agencies

CC6 – Cultural Agencies

- Outside Agency requests are solicited and reviewed for funding by Town staff.

CC7 – Marine Sewage Disposal Facility

- The Town's share of expenses related to providing pump out boat service along our coastal waters.

TOWN OF GROTON
 FYE 2016 BUDGET
 FUNCTION HIGHLIGHTS

DEPARTMENT: Other Libraries			FUNCTION: Other Libraries 1065		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 190,000	\$ 208,000	\$ 208,000	\$ 208,000	0.0%

HIGHLIGHTS:

- Mystic & Noank Library is requesting \$188,000 which is the same amount they received in FYE 2015.
- Bill Memorial Library is requesting \$20,000 which is the same amount they received in FYE 2015.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: OTHER LIBRARIES
FUNCTION: OTHER LIBRARIES 1065

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	190,000	208,000	208,000	208,000	208,000	208,000	208,000
Total Appropriation	\$190,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000
----- COST CENTERS -----							
10650 MYSTIC NOANK LIBRARY	170,000	188,000	188,000	188,000	188,000	188,000	188,000
10651 BILL MEMORIAL LIBRAR	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Cost Centers	\$190,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000
----- FINANCING PLAN -----							
GENERAL FUND	190,000	208,000	208,000	208,000	208,000	208,000	208,000
Total Financing Plan	\$190,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: OTHER LIBRARIES
FUNCTION: OTHER LIBRARIES 1065

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	190,000	208,000	208,000	208,000	208,000	208,000	208,000
Total Operating Expenses	\$190,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000
GRAND TOTAL	\$190,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000	\$208,000



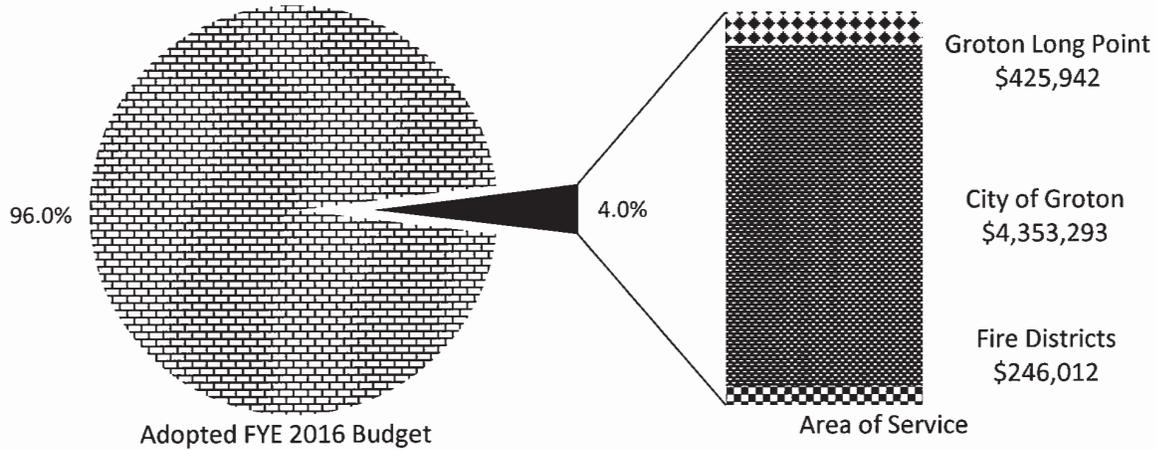
"SUBMARINE CAPITAL OF THE WORLD"

Subdivisions

Functions 1090, 1091, 1092;

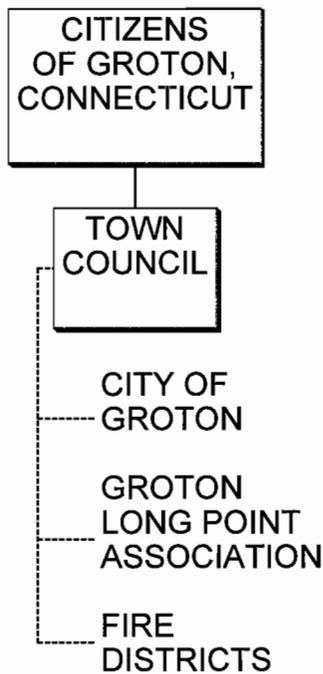
This area of service accounts for funds provided to the two political subdivisions of the Town -- the City of Groton and the Groton Long Point Association. In addition, the Town allocates a portion of State revenues that it receives to the seven operating fire districts within the Town.

SUBDIVISIONS
As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: SUBDIVISIONS



FYE 2016

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions			FUNCTION: City of Groton 1090		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 4,461,604	\$ 4,357,169	\$ 4,357,169	\$ 4,353,293	(0.1%)

HIGHLIGHTS:

- As per the Town Charter, the Manager submits the Subdivision budgets to the Council with no adjustments.
- Section 40 of Number 362 of the Special Acts of 1933 requires that the Town Council shall pay to the City the amount of monies that are "necessary and proper for making and repairing of the streets and highways" within the City. There is no similar Special Act regarding the payment of monies to the City for its police.
- The City of Groton's budget request for Police represents an increase of \$84,564 or 3.8% from their FYE 2015 appropriation. Their request for Highway services has decreased \$85,295 or 4.2% over FYE 2015.
- The Town pays for Street Lighting expenses associated with the City (\$113,170) and the expenditures will be charged here.
- The Town reimburses the City for its Health District contribution (1054); for FYE 2016 this would be \$68,418.

Final Budget Result:

During budget deliberations the Town Council cut City Highway by \$830,292 and cut City Police by \$84,564. The Council created a new cost center, Highway Pending Arbitration and approved \$830,292 in funding. The RTM restored the \$84,564 to City Police and approved the Town Council's amounts for Highway and Highway Pending Arbitration.

- See City of Groton's budget request.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: CITY OF GROTON 1090

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	4,461,604	4,357,169	4,357,169	4,353,293	4,353,293	4,268,729	4,353,293
Total Appropriation	\$4,461,604	\$4,357,169	\$4,357,169	\$4,353,293	\$4,353,293	\$4,268,729	\$4,353,293
----- COST CENTERS -----							
10900 POLICE	2,301,288	2,232,573	2,232,573	2,317,137	2,317,137	2,232,573	2,317,137
10901 HIGHWAY MAINTENANCE	2,047,998	2,008,281	2,008,281	1,922,986	1,922,986	1,092,694	1,092,694
10904 STREET LIGHTING	112,318	116,315	116,315	113,170	113,170	113,170	113,170
10905 HIGHWAY PENDING ARBI	0	0	0	0	0	830,292	830,292
Total Cost Centers	\$4,461,604	\$4,357,169	\$4,357,169	\$4,353,293	\$4,353,293	\$4,268,729	\$4,353,293
----- FINANCING PLAN -----							
GENERAL FUND	4,461,604	4,357,169	4,357,169	4,353,293	4,353,293	4,268,729	4,353,293
Total Financing Plan	\$4,461,604	\$4,357,169	\$4,357,169	\$4,353,293	\$4,353,293	\$4,268,729	\$4,353,293

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: CITY OF GROTON 1090

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

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	112,318	116,315	116,315	113,170	113,170	113,170	113,170
5230 PYMNTS/CONTRIBUTIONS	4,349,286	4,240,854	4,240,854	4,240,123	4,240,123	4,155,559	4,240,123

Total Operating Expenses	\$4,461,604	\$4,357,169	\$4,357,169	\$4,353,293	\$4,353,293	\$4,268,729	\$4,353,293

GRAND TOTAL	\$4,461,604	\$4,357,169	\$4,357,169	\$4,353,293	\$4,353,293	\$4,268,729	\$4,353,293



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions			FUNCTION: Groton Long Point 1091		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 505,314	\$ 447,289	\$ 447,289	\$ 425,942	(4.8%)

HIGHLIGHTS:

- As per the Town Charter, the Manager submits Subdivision budgets to the Council with no adjustments.
- Section 24 of the Groton Long Point Association Special Act/Charter requires that the Town of Groton shall pay to the Groton Long Point Association the amount of monies that "shall be necessary and proper for the making and repairing of the highways and bridges within the territorial limits of the Association." There is no similar Special Act regarding the payment of monies to the Groton Long Point Association for its police function.
- The Groton Long Point Police budget request of \$250,000 is the same as the FYE 2015 appropriation. The Highway budget request of \$162,500 is a decrease of \$21,000 or 11.5% from the FYE 2015 appropriation.
- The Town pays for Street Lighting expenses associated with Groton Long Point \$13,442 and the expenditures will be charged here.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- See Groton Long Point Association's budget request.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: GROTON LONG POINT 1091

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	505,314	447,289	447,289	425,942	425,942	425,942	425,942
Total Appropriation	\$505,314	\$447,289	\$447,289	\$425,942	\$425,942	\$425,942	\$425,942
----- COST CENTERS -----							
10910 POLICE	250,000	250,000	250,000	250,000	250,000	250,000	250,000
10911 HIGHWAY MAINTENANCE	242,000	183,500	183,500	162,500	162,500	162,500	162,500
10912 STREET LIGHTING	13,314	13,789	13,789	13,442	13,442	13,442	13,442
Total Cost Centers	\$505,314	\$447,289	\$447,289	\$425,942	\$425,942	\$425,942	\$425,942
----- FINANCING PLAN -----							
GENERAL FUND	505,314	447,289	447,289	425,942	425,942	425,942	425,942
Total Financing Plan	\$505,314	\$447,289	\$447,289	\$425,942	\$425,942	\$425,942	\$425,942

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: GROTON LONG POINT 1091

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

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	13,314	13,789	13,789	13,442	13,442	13,442	13,442
5230 PYMNTS/CONTRIBUTIONS	492,000	433,500	433,500	412,500	412,500	412,500	412,500
Total Operating Expenses	\$505,314	\$447,289	\$447,289	\$425,942	\$425,942	\$425,942	\$425,942
GRAND TOTAL	\$505,314	\$447,289	\$447,289	\$425,942	\$425,942	\$425,942	\$425,942



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions			FUNCTION: Fire Districts PILOT 1092		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 246,012	\$ 246,012	\$ 246,012	\$ 246,012	0.0%

HIGHLIGHTS:

- There are two components to the Fire District PILOT program:

- 1) The State allocates an "in lieu of real estate taxes" payment which is intended to reimburse the Town for services to State-owned properties. The Town cannot collect taxes on State-owned property. Since the Town is not providing fire protection services and as the fire district also depend on real estate taxes as their major revenue source, a share of the State "in lieu of real estate taxes" payment is passed on. Fire Districts provide protection to the State-owned properties and receive no payment from the State for this service. All seven operating fire districts receive a \$1,000 base payment by the formula in recognition that all assume some responsibility for protection of State property through the mutual aid system. The total is reduced by the \$7,000 in base payments and the remainder is distributed according to a prior year allocation. For FYE 2016 the overall payment is the same as FYE 2015 \$121,012.

- 2) Fire District mill taxes are not collected on Town-owned property. Begun in FYE 2002 was a PILOT (payment in lieu of taxes) to be divided among the fire districts according to a formula based on acres of Town-owned land and square footage of Town-owned buildings within each District. For FYE 2016, the overall payment is the same as FYE 2015 \$125,000.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: FIRE DISTRICTS PILOT 1092

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	246,012	246,012	246,012	246,012	246,012	246,012	246,012
Total Appropriation	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012
----- COST CENTERS -----							
10920 CITY OF GROTON	37,707	37,707	37,707	37,707	37,707	37,707	37,707
10921 POQ BRIDGE FIRE DIST	154,550	154,550	154,550	154,550	154,550	154,550	154,550
10922 MYSTIC FIRE DISTRICT	13,841	13,841	13,841	13,841	13,841	13,841	13,841
10923 NOANK FIRE DISTRICT	6,361	6,361	6,361	6,361	6,361	6,361	6,361
10924 OLD MYSTIC FIRE DIST	18,185	18,185	18,185	18,185	18,185	18,185	18,185
10925 GROTON LONG POINT AS	1,271	1,271	1,271	1,271	1,271	1,271	1,271
10926 CTR GROTON FIRE DIST	5,625	5,625	5,625	5,625	5,625	5,625	5,625
10927 WEST PLEASANT VALLEY	8,472	8,472	8,472	8,472	8,472	8,472	8,472
Total Cost Centers	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012
----- FINANCING PLAN -----							
GENERAL FUND	246,012	246,012	246,012	246,012	246,012	246,012	246,012
Total Financing Plan	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: FIRE DISTRICTS PILOT 1092

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	246,012	246,012	246,012	246,012	246,012	246,012	246,012
Total Operating Expenses	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012
GRAND TOTAL	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012	\$246,012



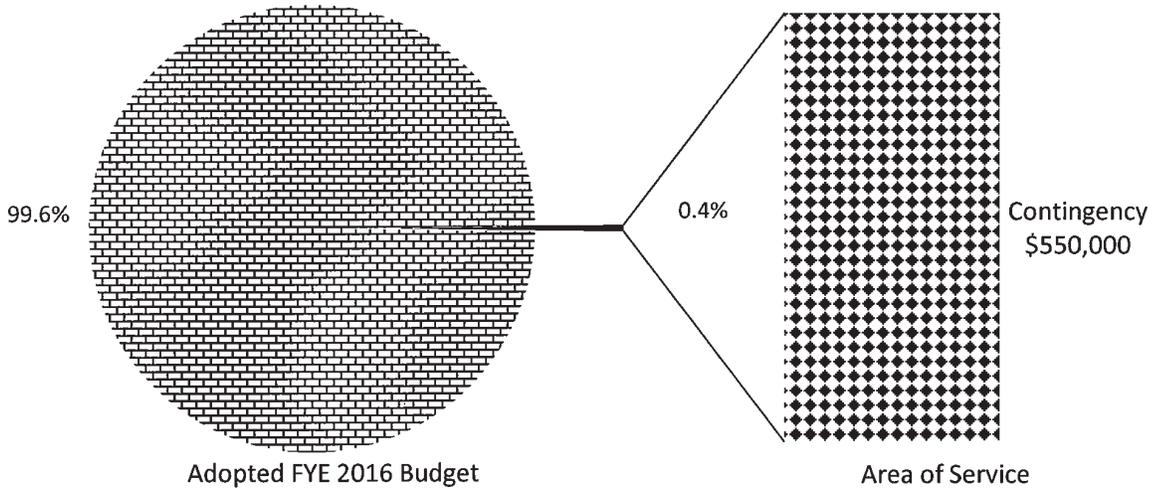
"SUBMARINE CAPITAL OF THE WORLD"

Contingency

Function 1074;

This area of service accounts for funds set aside for unforeseen expenses that may occur during the fiscal year. As these unforeseen expenses are realized, the funds are transferred, after Council/RTM approval from this function to the function in which the expenses were actually charged to.

CONTINGENCY
As a % of the Total Budget





TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals			FUNCTION: Contingency 1074		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM ADOPTED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ -	\$ 288,630	\$ -	\$ 550,000	N/A

HIGHLIGHTS:

- This represents the amount of funds set aside for unforeseen expenses.
- It is proposed to increase the contingency amount from \$350,000 to \$550,000 thereby providing funds for possible contract and wage increases in FYE 2016.
- Town Charter Section 9.10.7 requires that no expenditure may be charged directly to the Contingency account. Funds may be transferred from Contingency to any other account upon Town Council approval. Transfers of \$10,000 or more require the approval of the Representative Town Meeting (RTM).
- The Town's Debt Policy and Management/Fiscal Practices specifies that an annual contingency reserve of not more than 2.0% of the General Fund operating budget must be maintained. This request \$550,000 equates to approximately 0.4% of the General Fund Operating Budget.
- General Contingency: represents the amount of funds set aside for unforeseen expenses that may occur within the fiscal year.
- Recent General Contingency Experience:
 - FYE 2015: \$350,000 was appropriated. It is anticipated that based on budgetary estimates the following transfers will be needed. Legal Services \$140,000, Finance Administration \$22,167, Public Works \$366,963, Human Services \$4,074, Regional Agencies \$1 functions. For a total of \$533,205 exceeding the appropriation of \$350,000 by \$183,205.
 - FYE 2014: \$350,000 was appropriated and \$350,000 was transferred to Debt Service, City of Groton, and Public Works.
 - FYE 2013: \$450,000 was appropriated and \$266,392 was transferred to Legal Services, Probate and departmental functions leaving a balance of \$183,608.
 - FYE 2012: \$350,000 was appropriated and \$223,000 was transferred to Capital Reserve and Voter Registration leaving a balance of \$127,000.
 - FYE 2011: \$350,000 was appropriated and \$237,545 was transferred to Town Clerk, Voter Registration and Public Works functions leaving a balance of \$112,455.

Final Budget Result:

During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CONTINGENCY
DEPARTMENT: CONTINGENCY
FUNCTION: CONTINGENCY 1074

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Operating Expenses	0	288,630	0	550,000	550,000	550,000	550,000
Total Appropriation	\$0	\$288,630	\$0	\$550,000	\$550,000	\$550,000	\$550,000
COST CENTERS							
10741 GENERAL CONTINGENCY	0	288,630	0	550,000	550,000	550,000	550,000
Total Cost Centers	\$0	\$288,630	\$0	\$550,000	\$550,000	\$550,000	\$550,000
FINANCING PLAN							
GENERAL FUND	0	288,630	0	550,000	550,000	550,000	550,000
Total Financing Plan	\$0	\$288,630	\$0	\$550,000	\$550,000	\$550,000	\$550,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: CONTINGENCY
DEPARTMENT: CONTINGENCY
FUNCTION: CONTINGENCY 1074

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

OPERATING EXPENSES							

5499 CONTINGENCY	0	288,630	0	550,000	550,000	550,000	550,000
Total Operating Expenses	\$0	\$288,630	\$0	\$550,000	\$550,000	\$550,000	\$550,000
GRAND TOTAL	\$0	\$288,630	\$0	\$550,000	\$550,000	\$550,000	\$550,000

TOWN OF GROTON

Fiscal Year Ending 2016

ESTIMATED CHANGES IN FUND BALANCE

Purpose: To document estimated changes in fund balance for each fund. This presentation identifies the impact of budget decisions and assumptions upon the financial position of each fund.

Fund Description & #	Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Adopted Revenues	FYE 2016 Adopted Expenditures	Estimated Fund Balance FYE 2016 **	Fund Balance as a % of Expenditures
General (100)	\$14,687,314	\$12,979,777	\$120,703,651	\$125,738,680	\$9,744,748	7.75%
Golf Course (201)	\$19,374	\$19,016	\$1,233,494	\$1,210,400	\$42,110	3.48%
Sewer Operating (202)	\$2,310,803	\$2,310,868	\$6,806,144	\$6,944,693	\$2,172,319	31.28%
Solid Waste (203)	\$1,493,718	\$854,200	\$2,335,674	\$2,346,842	\$843,032	35.92%
Mumford Cove (206)	\$517	\$104	\$21,028	\$21,028	\$104	0.49%
Revaluation (212)	\$177,006	\$217,021	\$100,915	\$250,000	\$67,936	27.17%
Rec & Senior Activities (324)	\$386,341	\$265,026	\$1,038,175	\$1,043,831	\$259,370	24.85%
Connecticard (331)	\$86,226	\$74,293	\$33,500	\$46,366	\$61,427	132.48%
Sewer District (401)	\$1,075,863	\$897,275	\$635,450	\$835,450	\$697,275	83.46%
Capital Reserve (501)	\$3,179,641	\$1,916,310	\$3,413,350	\$4,452,400	\$877,260	19.70%
Fleet Reserve (604)	\$926,782	\$966,713	\$1,158,762	\$1,589,985	\$535,490	33.68%
Computer Replcmnt (605)	\$504,045	\$440,129	\$72,361	\$125,320	\$387,170	308.95%
Human Serv Asst fund (732)	\$100,082	\$62,382	\$24,115	\$40,000	\$46,497	116.24%
Total All Funds	\$24,947,713	\$21,003,115	\$137,576,619	\$144,644,995	\$15,734,739	10.88%

** Estimated Fund Balance for the General Fund was calculated by using \$1.8M of committed fund balance to off set anticipated revenue loss in FYE 2016 per Town Council resolution adopted on June 3, 2014.

Mission Statements

(Other Funds)

2010 (p. 259) - Golf Course - Provide golfers with a positive golf experience by:

- Maintaining the course in the best playing conditions possible.
- Providing full pro shop services.
- Providing quality food services.

2020 (p. 267) - Sewer Operating – Collect, properly treat and discharge waste water by:

- Providing for the continuous operation, maintenance, and repair of equipment, instrumentation, facilities, sewer lines, and pump stations.
- Continually improving the efficiency and reliability by competitive operation.
- Meeting all State and Federal Regulations.

2030 (p. 275) - Solid Waste Collections - To manage and ensure the proper disposal/recycling and billing of residential and commercial solid waste.

2060 (p. 281) - Mumford Cove Special Taxing District provides for fire protection.

2120 (p. 285) - Revaluation - To account for the State-mandated revaluations of property within the Town.

3240 (p. 291) - Recreation & Senior Activities – To account for recreational programs and activities and senior center physical fitness, food concession and trip programs.

3310 (p. 299) - Connecticard – Funds received from a statewide program in which a library card from any public library can be used in any other public library. Libraries with high non-resident use receives funds to help offset the cost of serving these users.

4010 (p. 305) - Groton Sewer District – Pays the principal and interest on sewer bonds and notes.

5010 (p. 311) - Capital Reserve - Funds used for capital assets, projects or acquisition of a non-recurring nature.

6040 (p. 315) - Fleet Reserve –To manage and ensure proper maintenance, purchase and utilization of vehicles and equipment.

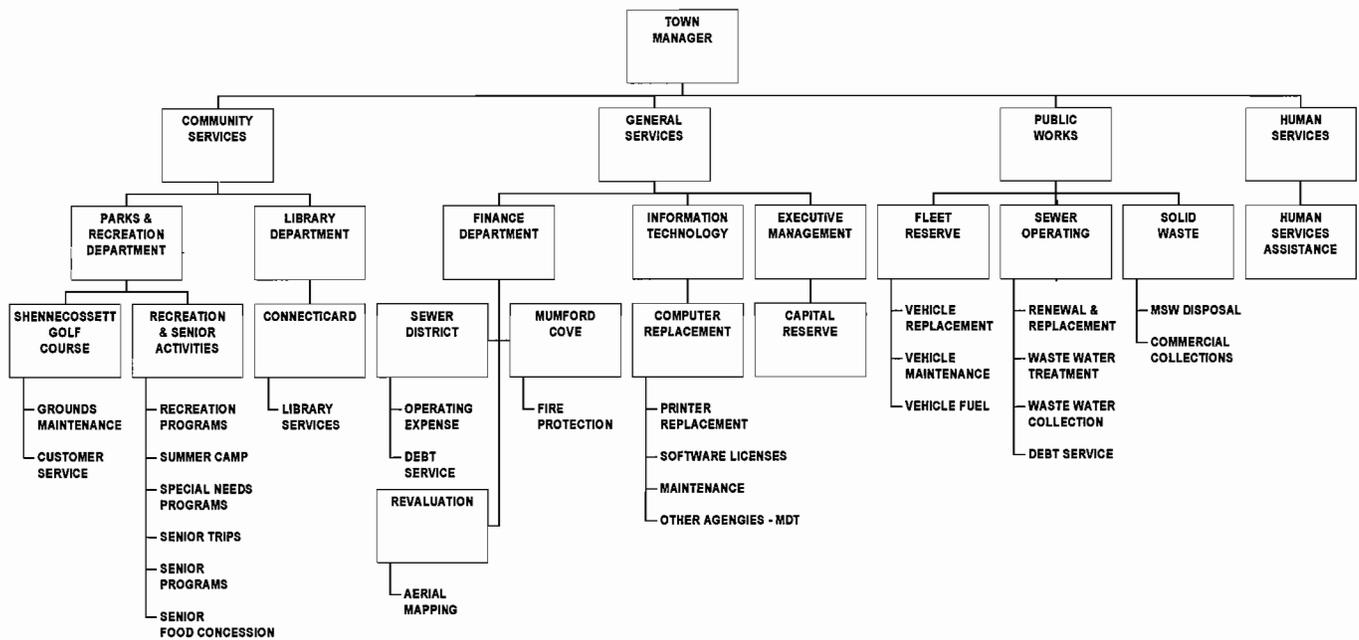
6050 (p. 323) - Computer Replacement – Funds used to ensure proper maintenance and purchase of computers, printers and associated network equipment.

7320 (p. 329) - Human Services Assistance - The Human Services Department will ensure proper documentation of records and accountability to Town and State authorities through:

- Case management processes including, but not limited to, verification of eligibility and assessment of need.
- The Director's review and approval of all applications prior to release of funds and establishing reporting and accounting systems in concert with Town Council, Town Manager and Finance Director.

TOWN OF GROTON

AREA OF SERVICE: OTHER FUNDS



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Shennecossett Golf Course 2010

Department: Parks & Recreation

FUNCTION DESCRIPTION:

Shennecossett Golf Course continually offers golfers a scenic and challenging place to play golf. Designed by renowned architect Donald Ross, Shennecossett is available year-round to golfers of Southeastern CT and the rest of New England as the only public Ross course in the State. Breathtaking views of the Thames River and Long Island Sound can be seen from the 16th and 17th holes.

Next season, the course will continue to improve upon the playing conditions of the golf course and the aesthetic quality of the facility. Marketing plans will continue to strive for increased membership and daily play, and further the rank of Shennecossett as one of the best public courses in the State.

Customer service provided by the PGA Professionals and the Pro Shop includes reserved tee times, tournament scheduling, private and group golf instruction, a junior golf program, and golf merchandise.

The course continues to operate as a special revenue fund and provides a 5.25% return/contribution to the General Fund. Fees collected also pay all employee salaries and benefits, post-employment benefits, facility insurance and all operating expenses.

GOALS:

- To provide a quality, enjoyable golf experience by operating and maintaining high quality facilities, providing excellent customer service and utilizing sound fiscal and environmental operating practices.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
# Greens Fee Rounds	21,775	23,360	24,060
# Season Pass Rounds	10,544	11,299	11,638
# Cart Rounds	13,581	13,740	14,152
# Season Passes	225	230	236

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Parks and Recreation			FUNCTION: Shennecossett Golf Course 2010		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,163,441	\$ 1,209,657	\$ 1,198,555	\$ 1,210,400	0.1%

HIGHLIGHTS:

- The overall increase in this budget is \$743 or 0.1%. Personnel Services is down \$9,920. Operating Expenses are up \$10,663.
- The golf course operating budget is a Special Revenue Fund. Operating expenses for the golf course are managed based on current revenue and short-term revenue projections.
- Revenue projections for FYE 2016 total \$1,233,494 and reflect a 0.2% decrease from FYE 2015 revenue. Based on the revenue reports from the first two quarters of FYE 2015 and figures from the last six months of FYE 2014, the projected revenue for FYE 2015 will be \$1,198,197.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$19,374	\$19,016	\$1,233,494	\$1,210,400	\$42,110	3.5%

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
6.3	6.3	6.25	6.25	6.25	6.25

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	736,939	776,467	756,431	766,547	766,547	766,547	766,547
Operating Expenses	426,502	433,190	442,124	440,771	443,853	443,853	443,853
Total Appropriation	\$1,163,441	\$1,209,657	\$1,198,555	\$1,207,318	\$1,210,400	\$1,210,400	\$1,210,400
COST CENTERS							
20100 GROUNDS MAINTENANCE	786,536	792,712	785,687	791,933	795,433	795,433	795,433
20101 CUSTOMER SERVICE	249,894	280,075	276,891	278,841	278,341	278,341	278,341
20102 LEADERSHIP/GEN SUPPT	127,011	136,870	135,977	136,544	136,626	136,626	136,626
Total Cost Centers	\$1,163,441	\$1,209,657	\$1,198,555	\$1,207,318	\$1,210,400	\$1,210,400	\$1,210,400
FINANCING PLAN							
MISC-UNCLASSIFIED	687	0	781	0	0	0	0
SEASON MEMBERSHIPS	260,847	312,849	274,872	283,118	283,118	283,118	283,118
GREENS FEES	657,430	678,408	689,506	710,191	710,191	710,191	710,191
CART RENTALS	201,889	207,695	198,238	204,185	204,185	204,185	204,185
LEASE FEES	33,600	34,800	34,800	36,000	36,000	36,000	36,000
FUND BALANCE APPLIED	8,988	0	358	0	0	0	0
Total Financing Plan	\$1,163,441	\$1,233,752	\$1,198,555	\$1,233,494	\$1,233,494	\$1,233,494	\$1,233,494

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	374,251	395,515	393,186	394,599	394,599	394,599	394,599
5102 PART TIME PERSONNEL	36,306	37,421	37,421	38,235	38,235	38,235	38,235
5103 SEASONAL PERSONNEL	30,383	41,800	40,040	41,240	41,240	41,240	41,240
5104 OVERTIME PAY	36,220	44,000	38,000	43,800	43,800	43,800	43,800
5105 LONGEVITY PAY	2,480	2,533	2,533	2,588	2,588	2,588	2,588
5109 SALARY ADJUSTMENTS	0	0	1,373	0	0	0	0
5111 PREMIUM PAY/OUT OF C	5,122	0	250	500	500	500	500
5116 WAGE CONTINUATION	8,648	0	(9,000)	0	0	0	0
5117 ALLOWANCES	1,986	6,898	6,110	6,110	6,110	6,110	6,110
5151 SOCIAL SECURITY	36,846	40,790	39,008	40,320	40,320	40,320	40,320
5152 RETIREMENT	53,928	54,036	54,036	37,471	37,471	37,471	37,471
5153 HEALTH INSURANCE	117,925	117,686	117,686	120,076	120,076	120,076	120,076
5154 UNEMPLOYMENT COMPENS	640	0	0	0	0	0	0
5155 WORKER'S COMP	1,642	3,575	3,575	8,876	8,876	8,876	8,876
5158 LIFE INSURANCE	728	764	764	767	767	767	767
5170 OTHER POSTEMPLOY BEN	29,834	31,449	31,449	31,965	31,965	31,965	31,965

Total Personnel Services	\$736,939	\$776,467	\$756,431	\$766,547	\$766,547	\$766,547	\$766,547

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	1,225	2,000	1,500	2,000	1,750	1,750	1,750
5210 PROFESS DEVELOP/TRAI	2,650	3,405	3,000	3,315	3,315	3,315	3,315
5220 UTILITIES/FUEL/MILEA	134,553	134,130	142,000	130,740	130,740	130,740	130,740
5230 PYMNTS/CONTRIBUTIONS	62,218	65,289	65,289	65,244	65,326	65,326	65,326
5260 REPAIRS & MAINT-FAC/	704	500	500	500	500	500	500
5261 SOFTWARE MAINT FEES	150	0	546	3,350	3,350	3,350	3,350
5280 INSURANCE/RISK MGMT	19,438	20,896	20,003	20,896	20,896	20,896	20,896
5281 OCCUPATIONAL HEALTH	1,739	900	2,000	2,363	2,363	2,363	2,363
5290 PROFESS/TECHNICAL SE	69,507	67,876	68,092	68,419	68,419	68,419	68,419
5300 MATERIALS & SUPPLIES	64,684	70,300	70,300	70,300	67,300	67,300	67,300
5310 VEHICLE OPER/MAINT	13,125	14,000	15,000	15,000	14,000	14,000	14,000
5315 VEHICLE REPLACEMENT	54,489	51,489	51,489	54,477	54,477	54,477	54,477
5316 VEHICLE MAINT FEE	1,750	2,000	2,000	2,512	2,512	2,512	2,512
5318 COMPUTER REPLMNT FEE	270	405	405	405	405	405	405
5400 EQUIP/MACHINRY& FURN	0	0	0	1,000	0	0	0
5410 COMPUTER EQUIPMENT	0	0	0	250	0	0	0
5499 CONTINGENCY	0	0	0	0	8,500	8,500	8,500

Total Operating Expenses	\$426,502	\$433,190	\$442,124	\$440,771	\$443,853	\$443,853	\$443,853

GRAND TOTAL	\$1,163,441	\$1,209,657	\$1,198,555	\$1,207,318	\$1,210,400	\$1,210,400	\$1,210,400

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

FULL TIME EMPLOYEE (FTE) ANALYSIS						

MGR GOLF COURSE & PARKS	0.75	0.75	0.75	0.75	0.75	0.75
GOLF PROFESSIONAL	1.00	1.00	1.00	1.00	1.00	1.00
CHIEF GROUNDSKEEPER	1.00	1.00	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00	1.00	1.00
GROUNDSKEEPER	2.00	2.00	2.00	2.00	2.00	2.00
MAINTAINER	0.50	0.50	0.50	0.50	0.50	0.50

Total FTE Personnel	6.25	6.25	6.25	6.25	6.25	6.25

FTE SALARIES & WAGES						

MGR GOLF COURSE & PARKS	60,512	60,513	60,914	60,914	60,914	60,914
GOLF PROFESSIONAL	70,966	68,656	68,656	68,656	68,656	68,656
CHIEF GROUNDSKEEPER	65,085	65,083	65,332	65,332	65,332	65,332
EQUIPMENT MECHANIC	62,253	62,243	62,482	62,482	62,482	62,482
GROUNDSKEEPER	111,003	110,998	111,423	111,423	111,423	111,423
MAINTAINER	25,696	25,693	25,791	25,791	25,791	25,791

Total FTE Salaries & Wages	\$395,514	\$393,186	\$394,599	\$394,599	\$394,599	\$394,599

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

GOLF COURSE FUND REVENUES: #2010

Revenues for golf course operations reflect the 2015 calendar year rates.

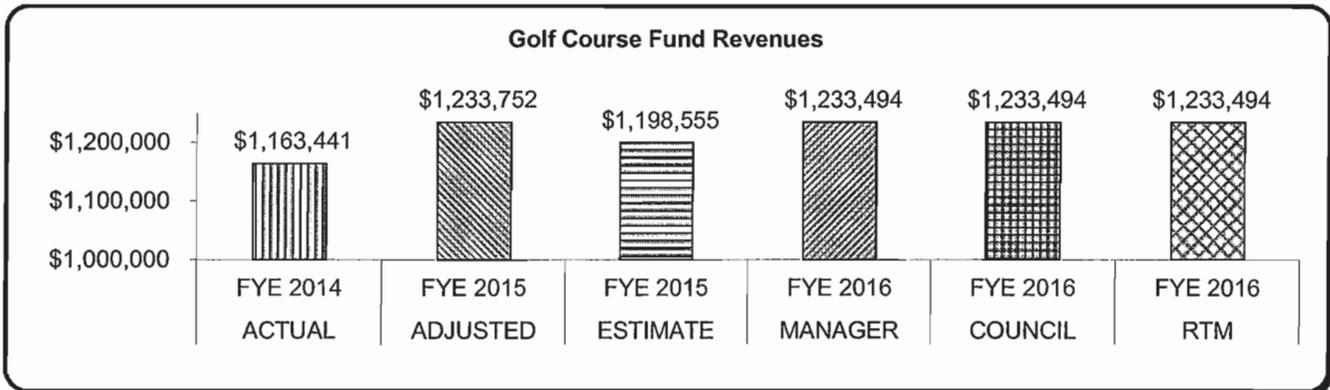
Season Memberships - represents annual payment to use the facility on a space available basis. Prices range from \$325 for a youth pass to \$2,880 for a non-resident family pass.

Greens Fees - represents the cost of one round of nine or eighteen holes of golf. The rates range from a \$21 youth rate to a \$48 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.

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4733 Misc-Unclassified	\$ 687	\$ 0	\$ 781	\$ 0	\$ 0	\$ 0
4736 Season Memberships	\$ 260,847	\$ 312,849	\$ 274,872	\$ 283,118	\$ 283,118	\$ 283,118
4737 Greens Fees	\$ 657,430	\$ 678,408	\$ 689,506	\$ 710,191	\$ 710,191	\$ 710,191
4738 Cart Rentals	\$ 201,889	\$ 207,695	\$ 198,238	\$ 204,185	\$ 204,185	\$ 204,185
4741 Lease Fees	\$ 33,600	\$ 34,800	\$ 34,800	\$ 36,000	\$ 36,000	\$ 36,000
Total	\$ 1,163,441	\$ 1,233,752	\$ 1,198,555	\$ 1,233,494	\$ 1,233,494	\$ 1,233,494



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Parks & Recreation
FUNCTION: Shennecossett Golf Course 2010

CC0 – Grounds Maintenance

- Maintain the golf course in the best playing condition possible.
- Continue to improve overall golf course aesthetics – Through the rebuilding of bunkers, tees and greens.
- Direct maintenance operations with environmental stewardship practices; retain certification as an Audubon Cooperative Sanctuary.

CC1– Customer Service

- Provide a quality golf experience for golfers - by implementing customer survey results.
- Continue to improve customer service - by conducting an annual "Golfer Satisfaction Survey" and incorporating those results into the management of the course.
- Improve the pace of play at the golf course - by tracking 9 hole split times and increased diligence of Rangers.
- Increase the number of rounds played - through increased promotion of 9 hole rates, offering flex pricing during off-peak times and increasing awareness of golf course regionally.
- Continue with a marketing plan to increase course revenues - arranging special events (Nine and Wine, etc.) and promotional programs to attract new or latent golfers.

CC2– General Support

- Increase staff training.
- Market the course on a regional level - utilizing radio, internet (golf marketing programs) and statewide CSGA playbook.
- Work with Golf Advisory Board.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Sewer Operating Fund 2020

Department: Public Works

FUNCTION DESCRIPTION:

The Sewer Operating Fund is a 100% user fee funded division of the Department of Public Works. The Water Pollution Control Authority sets policy and goals for the operation of the wastewater collection system and the treatment facility. Discharge permits limitations are established by the State Department of Energy & Environmental Protection through the issuance of a 5-year permit for the treatment facility.

Division personnel are responsible for the repair and maintenance of the collection, treatment and instrumentation systems that control the collection, treatment and discharge of treated effluent into the Thames River. The division responds to citizen concerns of odor and blockages and provides, along with other wastewater treatment facilities in the area, an emergency response team for failures of the collection or treatment systems in the region.

In order to provide the least impact to the Thames River, every effort is made within available resources to provide the highest level of treatment of discharged effluent.

GOALS:

- To provide an environmentally safe discharge of effluent to receiving waters by processing wastewater through physical and biological treatment, disinfection and with proper disposal of residuals.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Treat septic tank waste (gallons) (Typical household discharge = 2,000 gals)	625,280	592,715	630,893
Collect & test discharge samples	18,150	18,150	18,150
Miles of sewer line maintained	136.3	136.3	136.3
Manholes maintained	2,488	2,488	2,488
Pump Stations maintained	22	22	22
Grinder pumps maintained	163	163	163
Sludge disposal (dry tons)	879	865	872

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works

FUNCTION: Sewer Funds 2020

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 5,911,098	\$ 5,750,493	\$ 5,707,128	\$ 6,944,693	20.8%

HIGHLIGHTS:

- The overall increase in this budget is \$1,194,200 or 20.8%. Personnel Services has decreased \$11,048. Operating Expenses have increased \$1,205,248.
- Budget proposes a residential rate of \$29 per month per unit which is a \$1 per month increase and an industrial/commercial unit rate increase to \$.0462 per cubic foot of water up from \$.0438.
- Operating expenses are up due to close to a \$1 million increase in 5460 - Reserve Fund/Equipment contribution compared to FYE 2015. A number of significant projects are proposed in the CIP to address the pump station and the treatment facility needs. To help cover the cost of some of these projects \$650,000 of available sewer operating CIP fund Balance is proposed to be used.
- Nitrogen Credit payment to the State is projected to be \$19,654; a reduction of \$13,107 from the FYE 2015 amount.
- Debt Service (Fort Hill Homes), third year payment is \$490,613 for principal and interest. This will decrease until the year 2029 when the payments will have been completed.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$2,310,803	\$2,310,868	\$6,806,144	\$6,944,693	\$2,172,319	31.3%

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
18.75	18.75	18.75	18.75	18.75	18.75

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	2,084,452	2,127,029	2,088,989	2,126,743	2,115,981	2,115,981	2,115,981
Operating Expenses	3,826,649	3,623,464	3,618,139	4,915,422	4,828,712	4,828,712	4,828,712
Total Appropriation	\$5,911,101	\$5,750,493	\$5,707,128	\$7,042,165	\$6,944,693	\$6,944,693	\$6,944,693
COST CENTERS							
20200 LEADERSHIP/GEN SUPPT	1,129,106	1,192,932	1,185,193	1,213,638	1,229,560	1,229,560	1,229,560
20202 RENEWAL & REPLACEMEN	853,189	565,860	565,860	1,582,705	1,582,705	1,582,705	1,582,705
20203 WASTE WATER TREATMEN	2,382,209	2,354,001	2,343,144	2,383,708	2,336,087	2,336,087	2,336,087
20204 WASTE WATER COLLECTI	1,089,547	1,147,462	1,122,693	1,371,501	1,305,728	1,305,728	1,305,728
20205 DEBT SERVICE	457,050	490,238	490,238	490,613	490,613	490,613	490,613
Total Cost Centers	\$5,911,101	\$5,750,493	\$5,707,128	\$7,042,165	\$6,944,693	\$6,944,693	\$6,944,693
FINANCING PLAN							
INTEREST INCOME	1,168	945	1,125	1,125	1,125	1,125	1,125
SEWER USE CHARGES	5,758,271	5,729,339	5,706,068	6,155,019	6,155,019	6,155,019	6,155,019
CIP FUND BALANCE APPLIED	0	0	0	650,000	650,000	650,000	650,000
FUND BALANCE APPLIED	151,662	20,209	0	236,021	138,549	138,549	138,549
Total Financing Plan	\$5,911,101	\$5,750,493	\$5,707,193	\$7,042,165	\$6,944,693	\$6,944,693	\$6,944,693

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	1,164,717	1,240,577	1,193,392	1,243,812	1,243,812	1,243,812	1,243,812
5104 OVERTIME PAY	125,305	123,478	123,478	150,194	139,432	139,432	139,432
5105 LONGEVITY PAY	8,423	8,575	8,415	7,913	7,913	7,913	7,913
5109 SALARY ADJUSTMENTS	50,942	0	12,831	0	0	0	0
5111 PREMIUM PAY/OUT OF C	13,409	15,043	15,043	13,120	13,120	13,120	13,120
5112 SICK INCENTIVE	1,230	2,665	2,665	578	578	578	578
5116 WAGE CONTINUATION	1,589	0	0	0	0	0	0
5117 ALLOWANCES	1,940	2,030	2,075	2,030	2,030	2,030	2,030
5151 SOCIAL SECURITY	100,971	106,469	102,898	108,449	108,449	108,449	108,449
5152 RETIREMENT	165,540	167,772	167,772	115,592	115,592	115,592	115,592
5153 HEALTH INSURANCE	353,774	353,058	353,058	360,228	360,228	360,228	360,228
5155 WORKER'S COMP	4,926	10,723	10,723	26,629	26,629	26,629	26,629
5158 LIFE INSURANCE	2,183	2,291	2,291	2,300	2,300	2,300	2,300
5170 OTHER POSTEMPLOY BEN	89,503	94,348	94,348	95,898	95,898	95,898	95,898
Total Personnel Services	\$2,084,452	\$2,127,029	\$2,088,989	\$2,126,743	\$2,115,981	\$2,115,981	\$2,115,981
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	109	1,400	1,400	2,960	2,960	2,960	2,960
5210 PROFESS DEVELOP/TRAI	4,665	5,866	5,866	7,826	22,546	22,546	22,546
5220 UTILITIES/FUEL/MILEA	672,723	715,694	710,369	715,894	710,662	710,662	710,662
5230 PYMNTS/CONTRIBUTIONS	490,433	562,228	562,228	554,511	554,511	554,511	554,511
5260 REPAIRS & MAINT-FAC/	134,864	129,525	129,525	276,142	248,142	248,142	248,142
5261 SOFTWARE MAINT FEES	17,851	19,287	19,287	19,287	19,287	19,287	19,287
5280 INSURANCE/RISK MGMT	55,334	55,721	55,721	59,590	59,792	59,792	59,792
5281 OCCUPATIONAL HEALTH	12,615	31,770	31,770	29,489	27,439	27,439	27,439
5290 PROFESS/TECHNICAL SE	684,500	669,200	669,200	678,620	672,725	672,725	672,725
5300 MATERIALS & SUPPLIES	313,372	302,785	302,785	299,530	299,530	299,530	299,530
5315 VEHICLE REPLACEMENT	37,666	39,405	39,405	40,608	40,608	40,608	40,608
5316 VEHICLE MAINT FEE	15,000	17,500	17,500	18,250	18,250	18,250	18,250
5317 VEHICLE FUEL	14,448	17,536	17,536	15,713	15,713	15,713	15,713
5318 COMPUTER REPLMNT FEE	1,875	1,309	1,309	1,309	1,309	1,309	1,309
5400 EQUIP/MACHINRY& FURN	113,810	240,000	240,000	348,177	293,217	293,217	293,217
5410 COMPUTER EQUIPMENT	334	4,000	4,000	7,595	2,100	2,100	2,100
5450 DEBT SERVICE	457,050	490,238	490,238	490,613	490,613	490,613	490,613
5460 RESERVE FUND/EQUIPME	800,000	320,000	320,000	1,319,000	1,319,000	1,319,000	1,319,000
5499 CONTINGENCY	0	0	0	30,308	30,308	30,308	30,308
Total Operating Expenses	\$3,826,649	\$3,623,464	\$3,618,139	\$4,915,422	\$4,828,712	\$4,828,712	\$4,828,712
GRAND TOTAL	\$5,911,101	\$5,750,493	\$5,707,128	\$7,042,165	\$6,944,693	\$6,944,693	\$6,944,693

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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 PUBLIC WORKS	0.25	0.25	0.25	0.25	0.25	0.25
MANAGER UTILITIES DIV.	1.00	0.00	0.00	0.00	0.00	0.00
ASSIST DIR PUBLIC WORKS	0.00	1.00	1.00	1.00	1.00	1.00
CIVIL ENGINEER PE	1.00	1.00	1.00	1.00	1.00	1.00
LABORATORY TECH	1.00	1.00	1.00	1.00	1.00	1.00
WPCF TECHNICIAN	1.00	1.00	1.00	1.00	1.00	1.00
MATERIAL CONTROL SPEC	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	0.50	0.50	0.50	0.50	0.50	0.50
MAINTENANCE SUPER WPCD	1.00	1.00	1.00	1.00	1.00	1.00
OPERATIONS SUPER WPCD	1.00	1.00	1.00	1.00	1.00	1.00
OPERATOR WPCD	4.00	2.00	2.00	2.00	2.00	2.00
MECHANIC WPCD	3.00	4.00	5.00	5.00	5.00	5.00
SHIFT OPERATOR	0.00	1.00	1.00	1.00	1.00	1.00
CHIEF OPERATOR	1.00	0.00	0.00	0.00	0.00	0.00
CHIEF MECHANIC	1.00	1.00	1.00	1.00	1.00	1.00
MECH/OPERATOR TRAINEE	2.00	3.00	2.00	2.00	2.00	2.00
Total FTE Personnel	18.75	18.75	18.75	18.75	18.75	18.75
FTE SALARIES & WAGES						
DIRECTOR OF PUBLIC WORKS	30,016	28,841	28,841	28,841	28,841	28,841
MANAGER UTILITIES DIV.	94,448	0	0	0	0	0
ASSIST DIR PUBLIC WORKS	0	88,385	90,015	90,015	90,015	90,015
CIVIL ENGINEER PE	82,903	82,904	83,353	83,353	83,353	83,353
LABORATORY TECH	63,424	63,433	63,676	63,676	63,676	63,676
WPCF TECHNICIAN	67,618	67,714	69,239	69,239	69,239	69,239
MATERIAL CONTROL SPEC	57,376	57,378	57,598	57,598	57,598	57,598
OFFICE ASSISTANT II (35)	23,201	23,203	23,292	23,292	23,292	23,292
MAINTENANCE SUPER WPCD	63,289	63,285	64,235	64,235	64,235	64,235
OPERATIONS SUPER WPCD	75,077	71,709	84,413	84,413	84,413	84,413
OPERATOR WPCD	250,031	123,205	126,082	126,082	126,082	126,082
MECHANIC WPCD	190,273	246,909	306,641	306,641	306,641	306,641
SHIFT OPERATOR	0	66,933	68,791	68,791	68,791	68,791
CHIEF OPERATOR	65,959	0	0	0	0	0
CHIEF MECHANIC	65,959	65,960	66,213	66,213	66,213	66,213
MECH/OPERATOR TRAINEE	111,003	143,532	111,423	111,423	111,423	111,423
Total FTE Salaries & Wages	\$1,240,576	\$1,193,391	\$1,243,813	\$1,243,813	\$1,243,813	\$1,243,813

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

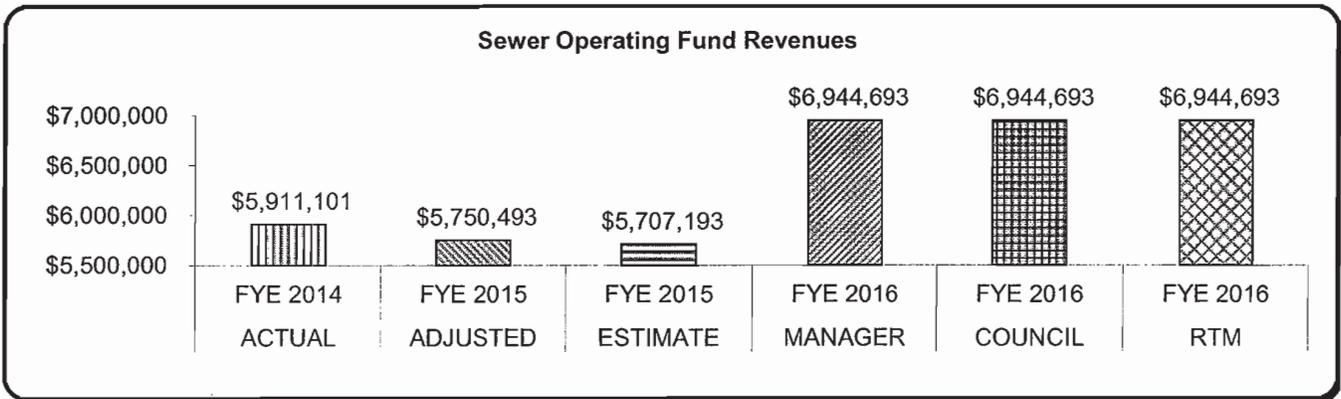
SEWER OPERATING FUND REVENUES: #2020

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. The proposed residential rate will increase to \$29.00 per month per unit and for industrial/commercial units it will increase to \$.0462 cubic foot of water consumed.

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
4412 Interest Income	\$ 1,168	\$ 945	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125
4735 Sewer Use Charges	\$ 5,758,271	\$ 5,729,339	\$ 5,706,068	\$ 6,155,019	\$ 6,155,019	\$ 6,155,019
4801A CIP Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 650,000	\$ 650,000	\$ 650,000
4999 Fund Balance Applied	\$ 151,662	\$ 20,209	\$ 0	\$ 138,549	\$ 138,549	\$ 138,549
Total	\$ 5,911,101	\$ 5,750,493	\$ 5,707,193	\$ 6,944,693	\$ 6,944,693	\$ 6,944,693



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Public Works
FUNCTION: Sewer Operating Fund 2020

CC0 – Leadership/General Support

- Ensure compliance with State & Federal Permits.
- Direct the 24-hour operations of the facility and collection system.
- Provide safe and efficient sewage disposal for residential and business needs, protect public health, and support desired development patterns.
- Payments to General Fund for services provided, such as sewer billing, accounts receivable and program management.

CC2– Renewal & Replacement

- Properly fund the replacement of equipment and collection system based on an Infrastructure Management Plan.

CC3– Waste Water Treatment

- Treat raw sewage and septic tank waste.
- Collect and test discharge samples daily.
- Continue to dispose of sludge through contracted services.
- Control hydrogen sulfide levels in work place to below 5 parts per million (Federal Standard).
- Continue to respond quickly to citizen complaints regarding odors.
- Conduct thorough investigation of all commercial, industrial and Naval Facility operations requests to discharge pre-treated industrial wastes, grease, oil trap discharges and treated medical facility wastes into Town treatment system.

CC4 – Waste Water Collection

- Process and respond to citizen complaints.
- Control odors.
- Maintain sewers including outfall sewer.
- Hydraulically clean sewer lines.
- Maintain, repair, and when necessary rebuild manholes.
- Respond to sewer blockage complaints within 2 hours.
- Maintain 22 pumping stations, (this includes the waste water treatment plant).
- Maintain 163 grinder pumps (individual town-owned residential sewage pump units).

CC5 – Debt Service

- Provide for repayment of principal and interest associated with the cost of the Fort Hill Homes Sewer Rehabilitation project.

**TOWN OF GROTON
FYE 2016
Sewer Operating Long Term Debt Payment Schedule**

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/14	FYE 2015 Principal Payment	FYE 2015 Interest Payment	FYE 2016 Principal Payment	FYE 2016 Interest Payment
2015	3,000,000.00	10/15/2007	3	Fort Hill Homes sewer rehab-refunded Feb	150,000.00	150,000.00	3,000.00	0.00	0.00
2029	2,710,000.00	12/13/2011	18	Fort Hill Homes (refunding)	2,710,000.00	210,000.00	68,500.00	205,000.00	64,350.00
2028	2,020,000.00	3/12/2013	16	Fort Hill Homes (refunding)	2,020,000.00	0.00	58,737.50	165,000.00	56,262.50
Totals					4,880,000.00	360,000.00	130,237.50	370,000.00	120,612.50

**Debt Service Payment FYE 2016 through FYE 2029
Fort Hill Homes Sewer Rehab**

Function #20205-Sewer Operating			
FYE	Principal	Interest	FYE Total
2016	370,000.00	120,612.50	490,612.50
2017	365,000.00	111,637.50	476,637.50
2018	360,000.00	102,787.50	462,787.50
2019	355,000.00	94,037.50	449,037.50
2020	350,000.00	85,387.50	435,387.50
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

FUNCTION SUMMARY

Function: Solid Waste Collections 2030

Department: Public Works

FUNCTION DESCRIPTION:

The Department of Public Works is responsible for the management of approximately 25,000 tons of Municipal Solid Waste (MSW) generated within the Town of Groton. MSW is categorized as either residential or commercial. Residential MSW is either collected by political subdivisions or by private haulers contracting directly with individual residents. The Town contracts for the collection of commercial and industrial customers; excluding, the City of Groton, Groton Long Point, Federal, and State properties. The Town Council, acting as the Groton Resource Recovery Authority (GRRA), sets the rates charged for the disposal of the various waste streams at the Transfer Station and contracts for the collection of commercial MSW and certain mandatory recyclables. The Town has a long-term commitment with the Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) to dispose of all its MSW, with the exception of mandatory recyclables, at the waste-to-energy plant in Preston.

This function contains the portion of solid waste management that is supported by user fees paid to the Solid Waste Fund. It includes the disposal costs for MSW at Preston and the hauler fees for commercial MSW. The remaining costs are payments to the General Fund for services provided.

GOALS:

- To provide Town residents with a disposal location for bulky waste and certain recyclables with convenient hours of operations.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Municipal Solid Waste (tons) (FYE 16 min 25,232)	29,481	25,232	25,232
Tipping Fee @ SCRRA (per ton)	\$58	\$58	\$58
Commercial waste accounts	399	402	407

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works			FUNCTION: Solid Waste Collections 2030		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 2,377,645	\$ 2,389,249	\$ 2,345,155	\$ 2,346,842	(1.8%)

HIGHLIGHTS:

- The overall decrease in this budget is \$42,407 or 1.8%.
- SCRRRA's tipping fee structure remains \$58 per ton. Department is again recommending an additional \$2 per ton decrease. This will reduce the fund balance approximately \$50,000.
- Projecting MSW to Preston at 25,232 tons, our minimum commitment.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$1,493,718	\$854,200	\$2,335,674	\$2,346,842	\$843,032	35.9%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	2,377,646	2,389,249	2,345,155	2,338,785	2,346,842	2,346,842	2,346,842
Total Appropriation	\$2,377,646	\$2,389,249	\$2,345,155	\$2,338,785	\$2,346,842	\$2,346,842	\$2,346,842
----- COST CENTERS -----							
20300 LEADERSHIP/GEN. SUPP	197,491	217,452	217,381	217,452	217,452	217,452	217,452
20302 RESIDENTIAL/GOV. MSW	1,147,402	981,270	996,280	1,114,550	1,114,550	1,114,550	1,114,550
20309 COMMER. MSW COL. & D	1,032,753	1,190,527	1,131,494	1,006,783	1,014,840	1,014,840	1,014,840
Total Cost Centers	\$2,377,646	\$2,389,249	\$2,345,155	\$2,338,785	\$2,346,842	\$2,346,842	\$2,346,842
----- FINANCING PLAN -----							
INTEREST INCOME	1,440	1,550	1,005	1,005	1,005	1,005	1,005
MISC-UNCLASSIFIED	63,893	0	0	0	0	0	0
DISPOSAL FEES	975,559	835,112	1,184,992	1,192,992	1,192,992	1,192,992	1,192,992
COMMERCIAL COLLECTIONS	1,292,861	1,576,735	1,253,938	1,125,975	1,125,975	1,125,975	1,125,975
SCRRRA TRSP SUBSIDY/E-WAS	19,396	15,702	15,702	15,702	15,702	15,702	15,702
FUND BALANCE APPLIED	24,497	0	0	3,111	11,168	11,168	11,168
Total Financing Plan	\$2,377,646	\$2,429,099	\$2,455,637	\$2,338,785	\$2,346,842	\$2,346,842	\$2,346,842

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	1,504	2,100	2,100	2,100	2,100	2,100	2,100
5220 UTILITIES/FUEL/MILEA	1,505,618	1,465,270	1,418,278	1,414,806	1,414,806	1,414,806	1,414,806
5230 PYMNTS/CONTRIBUTIONS	244,743	272,455	272,455	272,455	272,455	272,455	272,455
5261 SOFTWARE MAINT FEES	0	0	0	0	8,057	8,057	8,057
5290 PROFESS/TECHNICAL SE	625,781	649,424	652,322	649,424	649,424	649,424	649,424
Total Operating Expenses	\$2,377,646	\$2,389,249	\$2,345,155	\$2,338,785	\$2,346,842	\$2,346,842	\$2,346,842
GRAND TOTAL	\$2,377,646	\$2,389,249	\$2,345,155	\$2,338,785	\$2,346,842	\$2,346,842	\$2,346,842

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

SOLID WASTE FUND REVENUES: #2030

	<u>FYE 2015</u>	<u>FYE 2016</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.

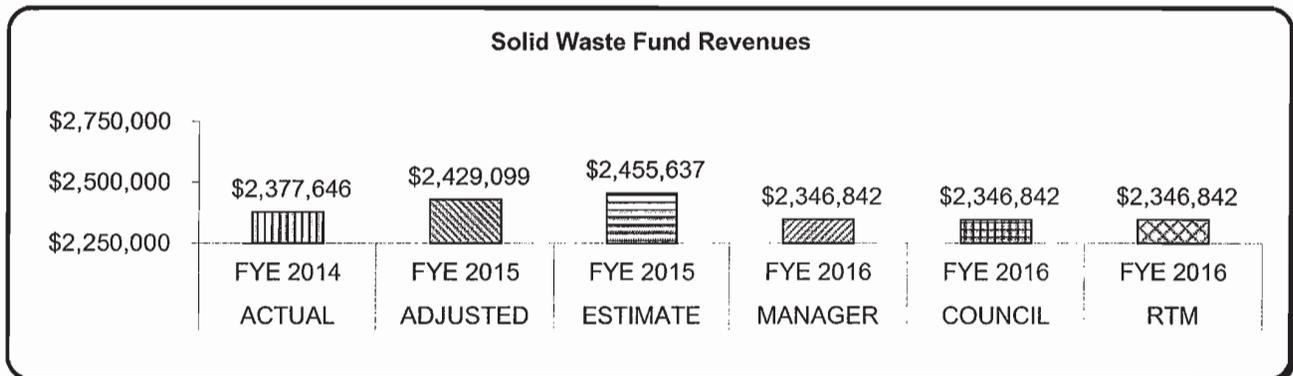
Disposal Fees - includes payments from private haulers for MSW delivered to Preston (includes City of Groton, Navy) and for waste from the Transfer Station diverted to the Waste-to-Energy facility for more cost effective disposal.

Commercial Collections–represents the amount received from users of the commercial trash collection pickup.

SCRRA Trsp Subsidy/E-Waste - represents subsidy received due to the distance Groton is from the Waste Energy Plant in Preston.

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.

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 1,440	\$ 1,550	\$ 1,005	\$ 1,005	\$ 1,005	\$ 1,005
4733 Misc.-Unclassified	\$ 63,893	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4740 Disposal Fees	\$ 975,559	\$ 835,112	\$ 1,184,992	\$ 1,192,992	\$ 1,192,992	\$ 1,192,992
4753 Commercial Collections	\$ 1,292,861	\$ 1,576,735	\$ 1,253,938	\$ 1,125,975	\$ 1,125,975	\$ 1,125,975
4769 SCRRA Trsp Subsidy/E-Waste	\$ 19,396	\$ 15,702	\$ 15,702	\$ 15,702	\$ 15,702	\$ 15,702
4999 Fund Balance Applied	\$ 24,497	\$ 0	\$ 0	\$ 11,168	\$ 11,168	\$ 11,168
Total	\$ 2,377,646	\$ 2,429,099	\$ 2,455,637	\$ 2,346,842	\$ 2,346,842	\$ 2,346,842



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Public Works
FUNCTION: Solid Waste Collections 2030

CC0 – Leadership/Gen. Support

- Payments to General Fund for services provided, such as billing, accounts receivable and program management.

CC2– Residential/Gov. MSW

- Disposal costs for residential municipal solid waste (MSW) to the Waste-to-Energy Facility.
- Disposal costs for Residential Transfer Station bulky waste that can be more cost-effectively diverted to the Waste-to-Energy Facility.

CC9 – Commer. MSW Col. & Disp.

- Provides for collection and disposal of MSW and recyclables from commercial and industrial facilities in the Town (excludes City of Groton, Groton Long Point, and federal and state properties).
- Includes MSW and recyclables from town buildings, schools, parks and street cans.

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Other Funds			FUNCTION: Mumford Cove Spec Dist 2060		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 21,027	\$ 21,038	\$ 21,028	\$ 21,028	(0.0%)

HIGHLIGHTS:

- Mumford Cove Association taxes residents in order to cover the cost of fire protection by contract with the Noank Fire District.
- FYE 2016 the Tax Rate Calculation is as follows: \$21,028 to be raised by taxes divided by a Grand List of \$68,042,488 divided by 99.8% collection rate multiplied by 1,000 = 0.309 mills. Current year FYE 2015 tax rate is 0.305 mills.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$517	\$104	\$21,028	\$21,028	\$104	0.5%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: OTHER FUNDS
FUNCTION: MUMFORD COVE 2060

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	21,027	21,038	21,028	21,028	21,028	21,028	21,028
Total Appropriation	\$21,027	\$21,038	\$21,028	\$21,028	\$21,028	\$21,028	\$21,028
----- COST CENTERS -----							
20600 FIRE PROTECTION	21,027	21,038	21,028	21,028	21,028	21,028	21,028
Total Cost Centers	\$21,027	\$21,038	\$21,028	\$21,028	\$21,028	\$21,028	\$21,028
----- FINANCING PLAN -----							
CURRENT TAXES	20,694	20,530	20,590	21,028	21,028	21,028	21,028
PRIOR YEAR TAXES	182	108	25	0	0	0	0
FUND BALANCE APPLIED	151	400	413	0	0	0	0
Total Financing Plan	\$21,027	\$21,038	\$21,028	\$21,028	\$21,028	\$21,028	\$21,028

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: OTHER FUNDS
FUNCTION: MUMFORD COVE 2060

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

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	1,007	1,008	1,008	1,008	1,008	1,008	1,008
5290 PROFESS/TECHNICAL SE	20,020	20,030	20,020	20,020	20,020	20,020	20,020
Total Operating Expenses	\$21,027	\$21,038	\$21,028	\$21,028	\$21,028	\$21,028	\$21,028
GRAND TOTAL	\$21,027	\$21,038	\$21,028	\$21,028	\$21,028	\$21,028	\$21,028



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Revaluation Fund 2120

Department: Finance

FUNCTION DESCRIPTION:

The function accounts for the expenditures for a five-year revaluation cycle, updating the base GIS information on a ten-year cycle and other associated costs. This fund will be utilized to accumulate funds for anticipated expenditures, which will occur over several fiscal years. The next revaluation is scheduled for 2016.

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Finance			FUNCTION: Revaluation Fund 2120		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ -	\$ 30,000	\$ 10,900	\$ 250,000	733.3%

HIGHLIGHTS:

- The overall increase in this budget is \$220,000 or 733.3%.
- 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 required 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 the revaluation, aerial mapping and other related costs.
- The last state mandated revaluation was effective October 1, 2011 and impacted the mill rate that was adopted for the FYE 2013 budget.
- The next revaluation will be effective for October 1, 2016 and impact the FYE 2018 budget.
- 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. A supplemental imagery update is set to coincide with the statistical revaluation and full imagery and planimetric updates will coincide with full measure and list revaluation.

Revaluation Fund		Appropriation		Balance
Fiscal Year	Contribution to Fund	Revaluation	Mapping	Cumulative \$\$ at end of fiscal year
2014 Balance				\$ 177,006
2015 Estimate	\$ 50,000	\$ -	\$ 30,000	\$ 197,006
2016 Adopted	\$ 100,000	\$ 250,000	\$ -	\$ 47,006
2017	\$ 135,000	\$ 150,000	\$ -	\$ 32,006
2018	\$ 170,000	\$ -	\$ -	\$ 202,006
2019	\$ 170,000	\$ -	\$ -	\$ 372,006
2020	\$ 170,000	\$ 50,000	\$ 130,000	\$ 362,006
2021	\$ 170,000	\$ 450,000	\$ -	\$ 82,006
2022	\$ 170,000	\$ 250,000	\$ -	\$ 2,006
2023	\$ 170,000	\$ -	\$ -	\$ 172,006
2024	\$ 165,000	\$ -	\$ -	\$ 337,006
2025	\$ 165,000	\$ -	\$ 32,000	\$ 470,006
2026	\$ 165,000	\$ 260,000		\$ 375,006
2027	\$ 165,000	\$ 160,000	\$ -	\$ 380,006
2028	\$ 165,000	\$ -	\$ -	\$ 545,006

Final Budget Result

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$177,006	\$217,021	\$100,915	\$250,000	\$67,936	27.2%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Operating Expenses	0	30,000	10,900	250,000	250,000	250,000	250,000
Total Appropriation	\$0	\$30,000	\$10,900	\$250,000	\$250,000	\$250,000	\$250,000
COST CENTERS							
21200 PROPERTY REVALUATION	0	0	0	250,000	250,000	250,000	250,000
21201 AERIAL MAPPING	0	30,000	10,900	0	0	0	0
Total Cost Centers	\$0	\$30,000	\$10,900	\$250,000	\$250,000	\$250,000	\$250,000
FINANCING PLAN							
INTEREST INCOME	693	725	915	915	915	915	915
PAYMENTS FROM OTHER FUNDS	35,000	50,000	50,000	100,000	100,000	100,000	100,000
FUND BALANCE APPLIED	0	0	0	149,085	149,085	149,085	149,085
Total Financing Plan	\$35,693	\$50,725	\$50,915	\$250,000	\$250,000	\$250,000	\$250,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

OPERATING EXPENSES							

5290 PROFESS/TECHNICAL SE	0	30,000	10,900	250,000	250,000	250,000	250,000
Total Operating Expenses	\$0	\$30,000	\$10,900	\$250,000	\$250,000	\$250,000	\$250,000
GRAND TOTAL	\$0	\$30,000	\$10,900	\$250,000	\$250,000	\$250,000	\$250,000

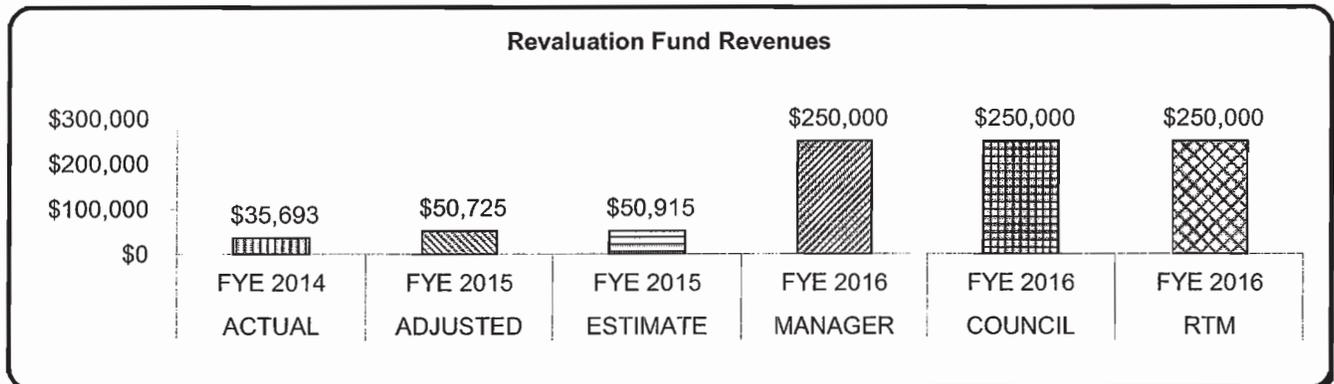
**TOWN OF GROTON, CT
FYE 2016 BUDGET**

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.

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 693	\$ 725	\$ 915	\$ 915	\$ 915	\$ 915
4766 Payments from Other Funds	\$ 35,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 149,085	\$ 149,085	\$ 149,085
Total	\$ 35,693	\$ 50,725	\$ 50,915	\$ 250,000	\$ 250,000	\$ 250,000



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Finance
FUNCTION: Revaluation Fund 2120

CC0 – Property Revaluation

- Revaluations are conducted to ensure an equal distribution of the local property tax burden, to bring assessments up-to-date, to update municipal assessment procedures and to comply with state law. Connecticut law (Sec. 12-62) formerly required municipalities to reassess all real estate every four years, but in 2004, the General Assembly changed the law to require revaluations every five years. The Town completed the October 1, 2011 revaluation and under current law, the next revaluation will be required for the October 1, 2016 Grand List.

CC1 - Aerial Mapping

- The purpose of this cost center is to provide funds to update aerial mapping and GIS planimetric information on a regular basis. The information to be updated includes all planimetric features (i.e. pavement, buildings, sidewalks, etc.), two foot contours, and a town-wide color digital orthophotograph.

TOWN OF GROTON

FUNCTION SUMMARY

Function: Recreation & Senior Activities Fund 3240

Department: Parks & Recreation

FUNCTION DESCRIPTION:

The Recreation and Senior Activities Fund provides recreational programs funded through revenues generated through this fund. All Recreational Division programs and a portion of Senior Services programs, food concession and trips are included in the fund.

GOALS:

- To enhance the health, skill development, enjoyment and socialization of Groton's residents by offering diverse, safe and quality recreational opportunities to the entire community.
 - To provide for the aging in a place and recreation of individuals ages 55 and older by offering quality programs in socialization, nutrition, health and social services, recreation and transportation.
-
-

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Recreational Services Division:			
Total program sections offered	553	665	665
Program enrollments	8,243	10,000	10,000
Number of Scholarships	274	275	275
Scholarships Amount	\$15,845	\$18,500	\$19,900
Program evaluation rating (out of 5 possible)	4.7	4.5	4.5
Senior Services Division:			
Trips/Number of Participants	37/1,013	40/1,200	42/1,250
Recreation	837	1,000	1,240
Kitchen Meals Served	18,919	19,250	19,500

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Parks & Recreation			FUNCTION: Rec. & Senior Activities 3240		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 887,013	\$ 1,051,260	\$ 967,145	\$ 1,043,831	(0.7%)

HIGHLIGHTS:

- The overall decrease in this budget is \$7,429 or 0.7%. Personnel Services are up \$106,241. Operating Expenses are down \$113,670.
- Personnel Expenses are proposed to increase due to adjustments to pay rates as a result of minimum wage increases, the addition of a 5th block of classes, moving summer High School Support Camp coaches to seasonal (5103) from Professional Services (5290) and moving salaries for employees partially charged to this fund from Payments/Contributions (5230) to Regular Full Time (5101).
- Operating Expenses are proposed to decrease due to the FYE 15 salary of \$74,653 for employees partially charged to this fund being moved from Payments/Contributions (5230) to Regular Full Time (5101) \$68,071.
- The pricing structure of the Summer Day Camp is moving away from a subsidized program toward a program with a higher cost recovery.
- Notable changes to the Senior Center in Special Revenue is a decrease in Operating Expenses due to a \$30,000 decrease to (5290) Professional Technical Services and a \$25,000 decrease in (5300) Materials and Supplies for food concession supplies at the Senior Center. Decreases were made to more closely reflect recent annual expenditures.

FYE 2016 Program Areas	Combined Expenses	Combined Revenue	Cost Recovery
Summer Camps	210,662	212,600	101%
Recreation Programs	736,498	500,975	68%
Special Needs	99,849	58,600	59%
Subtotal	1,047,009	772,175	74%
Senior Programs	433,066	116,000	27%
Senior Trips	96,690	87,000	90%
Senior Food	167,542	113,000	67%
Subtotal	697,298	316,000	45%
Total	1,744,307	1,088,175	62%
Golf Course	930,055	1,233,494	133%

* The Golf Course expenses have been reduced by benefits, Insurance/Risk MGMT, and the general fund contribution.

Final Budget Result:

During budget deliberations, no changes were made.

Audit FYE 2014	Estimated FYE 2015	FYE 2016 Revenues	FYE 2016 Expenditures	Estimated FYE 2016	Fund Balance Expenditures
\$386,341	\$265,026	\$1,038,175	\$1,043,831	\$259,370	34.4%

PERSONNEL CHANGES/HISTORY:

- No full time personnel

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	310,688	432,220	514,930	538,461	538,461	538,461	538,461
Operating Expenses	576,325	619,040	452,215	512,120	505,370	505,370	505,370
Total Appropriation	\$887,013	\$1,051,260	\$967,145	\$1,050,581	\$1,043,831	\$1,043,831	\$1,043,831

COST CENTERS							
32401 RECREATION PROGRAMS	417,762	440,950	464,363	489,345	485,845	485,845	485,845
32402 SUMMER CAMP	160,156	211,747	205,803	211,662	210,662	210,662	210,662
32403 SPECIAL NEEDS PROG	69,955	79,847	76,734	86,541	84,541	84,541	84,541
32404 SENIOR TRIPS	112,919	128,336	85,841	96,690	96,690	96,690	96,690
32405 SENIOR PROGRAMS	49,674	59,199	47,403	58,096	57,846	57,846	57,846
32406 SENIOR FOOD CONCESSI	76,547	131,181	87,001	108,247	108,247	108,247	108,247
Total Cost Centers	\$887,013	\$1,051,260	\$967,145	\$1,050,581	\$1,043,831	\$1,043,831	\$1,043,831

FINANCING PLAN							
SENIOR TRIPS	112,615	118,000	75,000	87,000	87,000	87,000	87,000
SENIOR PROGRAMS	47,366	45,000	54,000	60,000	60,000	60,000	60,000
SR CENTER FUNDRAISING	7,474	5,000	5,000	6,000	6,000	6,000	6,000
SR CTR FOOD CONCESSION	91,836	113,000	96,000	113,000	113,000	113,000	113,000
SPECIAL NEEDS PROGRAMS	52,063	55,830	55,830	58,600	58,600	58,600	58,600
RECREATION PROGRAMS	400,769	440,000	475,000	500,975	500,975	500,975	500,975
SUMMER CAMP	141,078	173,365	185,000	212,600	212,600	212,600	212,600
FUND BALANCE APPLIED	33,812	101,065	21,315	12,406	5,656	5,656	5,656
Total Financing Plan	\$887,013	\$1,051,260	\$967,145	\$1,050,581	\$1,043,831	\$1,043,831	\$1,043,831

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	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	0	0	63,837	68,071	68,071	68,071	68,071
5102 PART TIME PERSONNEL	143,601	209,791	233,500	241,754	241,754	241,754	241,754
5103 SEASONAL PERSONNEL	144,782	170,635	162,500	168,872	168,872	168,872	168,872
5104 OVERTIME PAY	50	0	0	0	0	0	0
5110 REGULAR PART TIME	0	21,076	18,500	21,498	21,498	21,498	21,498
5151 SOCIAL SECURITY	22,067	30,718	36,593	38,266	38,266	38,266	38,266
5154 UNEMPLOYMENT COMPENS	188	0	0	0	0	0	0
Total Personnel Services	\$310,688	\$432,220	\$514,930	\$538,461	\$538,461	\$538,461	\$538,461
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	18,140	21,300	20,500	20,230	20,230	20,230	20,230
5210 PROFESS DEVELOP/TRAI	3,033	2,280	2,650	3,150	3,150	3,150	3,150
5220 UTILITIES/FUEL/MILEA	23,754	21,600	21,000	20,500	20,500	20,500	20,500
5230 PYMNTS/CONTRIBUTIONS	37,534	90,953	19,300	20,900	20,900	20,900	20,900
5260 REPAIRS & MAINT-FAC/	6,458	12,415	11,000	10,715	10,715	10,715	10,715
5261 SOFTWARE MAINT FEES	10,362	10,542	11,142	5,800	5,800	5,800	5,800
5281 OCCUPATIONAL HEALTH	511	2,300	2,250	2,150	2,150	2,150	2,150
5290 PROFESS/TECHNICAL SE	368,509	321,100	267,500	309,675	309,675	309,675	309,675
5300 MATERIALS & SUPPLIES	99,993	136,300	95,873	118,000	112,000	112,000	112,000
5310 VEHICLE OPER/MAINT	39	250	250	250	250	250	250
5400 EQUIP/MACHINRY& FURN	7,992	0	750	750	0	0	0
Total Operating Expenses	\$576,325	\$619,040	\$452,215	\$512,120	\$505,370	\$505,370	\$505,370
GRAND TOTAL	\$887,013	\$1,051,260	\$967,145	\$1,050,581	\$1,043,831	\$1,043,831	\$1,043,831

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

FULL TIME EMPLOYEE (FTE) ANALYSIS						

REC SUPER MARKETING/EVENT	0.00	0.25	0.25	0.25	0.25	0.25
PROGRAM SUPER SR CENTER	0.00	0.25	0.25	0.25	0.25	0.25
PROGRAM SUPER REC	0.00	0.75	0.75	0.75	0.75	0.75

Total FTE Personnel	0.00	1.25	1.25	1.25	1.25	1.25

FTE SALARIES & WAGES						

REC SUPER MARKETING/EVENT	0	12,608	12,860	12,860	12,860	12,860
PROGRAM SUPER SR CENTER	0	8,570	12,552	12,552	12,552	12,552
PROGRAM SUPER REC	0	42,659	42,659	42,659	42,659	42,659

Total FTE Salaries & Wages	\$0	\$63,837	\$68,071	\$68,071	\$68,071	\$68,071

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

RECREATION & SENIOR ACTIVITIES REVENUES: #3240

Senior Programs - represents revenue from programs at the Senior Center.

Senior Trips - represents revenue from trips at the Senior Center.

Recreation Programs - represents revenue from recreation programs for the general public.

Special Needs Programs - represents revenue from recreation programs designed for people with special needs.

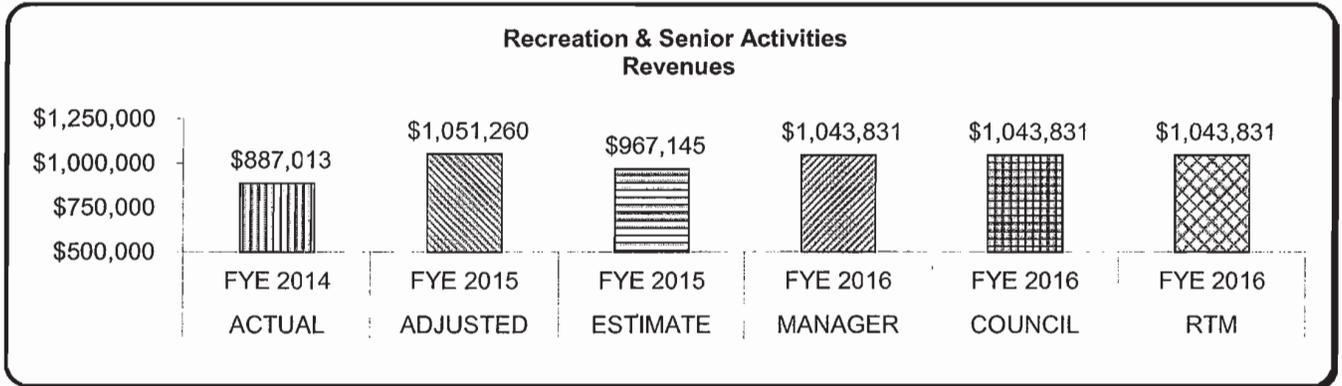
Summer Camp - represents revenue from summer camp programs.

Fundraising - represents revenue received from fund raising efforts.

Senior Center Food Concession - represents revenue received from the concession stand at the Senior Center.

Fund Balance Applied - represents that amount of unassigned Fund Balance in the Recreation & Senior Activities Fund to be used to fund the budget for the next fiscal year.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
4672A Senior Trips	\$ 112,615	\$ 118,000	\$ 75,000	\$ 87,000	\$ 87,000	\$ 87,000
4672B Senior Programs	\$ 47,366	\$ 45,000	\$ 54,000	\$ 60,000	\$ 60,000	\$ 60,000
4672C Fundraising	\$ 7,474	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000
4672D Senior Center Food Concessi	\$ 91,836	\$ 113,000	\$ 96,000	\$ 113,000	\$ 113,000	\$ 113,000
4684A Special Needs Programs	\$ 52,063	\$ 55,830	\$ 55,830	\$ 58,600	\$ 58,600	\$ 58,600
4684B Recreation Programs	\$ 400,769	\$ 440,000	\$ 475,000	\$ 500,975	\$ 500,975	\$ 500,975
4685A Summer Camp	\$ 141,078	\$ 173,365	\$ 185,000	\$ 212,600	\$ 212,600	\$ 212,600
4999 Fund Balance Applied	\$ 33,812	\$ 101,065	\$ 21,315	\$ 5,656	\$ 5,656	\$ 5,656
Total	\$ 887,013	\$ 1,051,260	\$ 967,145	\$ 1,043,831	\$ 1,043,831	\$ 1,043,831



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT:

Parks & Recreation

FUNCTION: Recreation & Senior Activities Fund 3240

CC1– Recreation Programs

- Offer an array of programs to meet the recreational, fitness, social, expressive and cultural needs of the community.
- Implement youth sports programs in a manner consistent with a recreational/instructional philosophy.
- Ensure program quality and safety through effective training and supervision of staff and volunteers and completion of comprehensive program evaluations.
- Improve community health and wellness.

CC2– Summer Camp

- Staff three summer playground sites at various elementary schools throughout Groton to provide a high-quality, safe, healthy and affordable play environment for children ages 5-13.
- Provide a therapeutic camping experience for children ages 6-13.
- Provide a pre-school camp experience for children ages 3-5.
- Provide a camp experience for teens.

CC3– Special Needs Programs

- Offer an array of programs to meet the unique recreational, fitness, social, expressive and cultural needs of citizens with special needs.
- Coordinate leisure services for citizens with special needs.

CC4– Senior Trips

- Provide a variety of day and overnight trips to meet the interests of participants.
- Offer trips in conjunction with other senior centers to increase trip opportunities.

CC5– Senior Programs

- Provide a variety of fitness programs to meet the varied level of physical needs of seniors.

CC6 – Food Concession

- Offer affordable, healthy food choices to seniors.
- Promote the Snack Bar as an inexpensive, pleasurable nutrition source and meet the increasing demand for this program.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Connecticard 3310

Department: Library

FUNCTION DESCRIPTION:

This fund provides for the disbursement of state aid received by the Town through its participation in the Connecticard program. Connecticard allows residents of any town in the state to use their library cards to borrow materials from any participating library. Funds received can be used for general library purposes only.

Connecticard funds are used to pay for maintenance fees for the integrated library system which is shared by Waterford, Mystic & Noank, Bill Memorial and Groton libraries. Funding for annual maintenance fees for other software applications used by the public are included.

These funds also support the Public Computer Learning Center, which provides hands-on training for the public and for library staff.

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Library

FUNCTION: Connecticutcard 3310

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 49,167	\$ 47,978	\$ 45,433	\$ 46,366	(3.4%)

HIGHLIGHTS:

- The overall decrease in this budget is \$1,612 or 3.4%. Personnel Services are \$0 increase/decrease. Operating Expenses are down \$1,612.
- Connecticutcard funding from the State is expected to continue to be funded at the FYE 2015 level \$32,000.
- 5102 - Part Time Personal (unchanged). The request includes funding for an Office Clerk 19.5 hours per week who provides one-on-one assistance during open computer times in the lab.
- 5261 - Software Maintenance Fees went up \$2,048. The increase is mainly attributable to higher software costs for antivirus software for the public computers and DeepFreeze (computer restore software used on public computers).
- 5290 - Professional/Technical Services up \$840. Printer server maintenance contracts were moved to this account.
- 5318 - Computer Replacement Fee (unchanged).
- 5400 - Equipment, Machinery & Furniture (unchanged). These funds will be used to replace and renovate worn furnishings.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$86,226	\$74,293	\$33,500	\$46,366	\$61,427	132.5%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Personnel Services	10,774	13,645	13,645	13,645	13,645	13,645	13,645
Operating Expenses	38,393	34,333	31,788	38,221	32,721	32,721	32,721
Total Appropriation	\$49,167	\$47,978	\$45,433	\$51,866	\$46,366	\$46,366	\$46,366
COST CENTERS							
33100 CONNECTICARD	49,167	47,978	45,433	51,866	46,366	46,366	46,366
Total Cost Centers	\$49,167	\$47,978	\$45,433	\$51,866	\$46,366	\$46,366	\$46,366
FINANCING PLAN							
INTEREST INCOME	343	415	300	300	300	300	300
STATE GRANTS	422	1,200	1,200	1,200	1,200	1,200	1,200
CONNECTICARD GRANT	28,565	32,000	32,000	32,000	32,000	32,000	32,000
FUND BALANCE APPLIED	19,837	14,363	11,933	18,366	12,866	12,866	12,866
Total Financing Plan	\$49,167	\$47,978	\$45,433	\$51,866	\$46,366	\$46,366	\$46,366

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- PERSONNEL SERVICES -----							
5102 PART TIME PERSONNEL	10,008	12,675	12,675	12,675	12,675	12,675	12,675
5151 SOCIAL SECURITY	766	970	970	970	970	970	970
Total Personnel Services	\$10,774	\$13,645	\$13,645	\$13,645	\$13,645	\$13,645	\$13,645
----- OPERATING EXPENSES -----							
5260 REPAIRS & MAINT-FAC/	2,968	0	0	0	0	0	0
5261 SOFTWARE MAINT FEES	32,780	26,625	23,240	28,673	28,673	28,673	28,673
5290 PROFESS/TECHNICAL SE	0	0	840	840	840	840	840
5318 COMPUTER REPLMNT FEE	810	1,208	1,208	1,208	1,208	1,208	1,208
5400 EQUIP/MACHINRY& FURN	494	2,000	2,000	2,000	2,000	2,000	2,000
5410 COMPUTER EQUIPMENT	1,341	4,500	4,500	5,500	0	0	0
Total Operating Expenses	\$38,393	\$34,333	\$31,788	\$38,221	\$32,721	\$32,721	\$32,721
GRAND TOTAL	\$49,167	\$47,978	\$45,433	\$51,866	\$46,366	\$46,366	\$46,366

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

CONNECTICARD FUND REVENUES: #3310

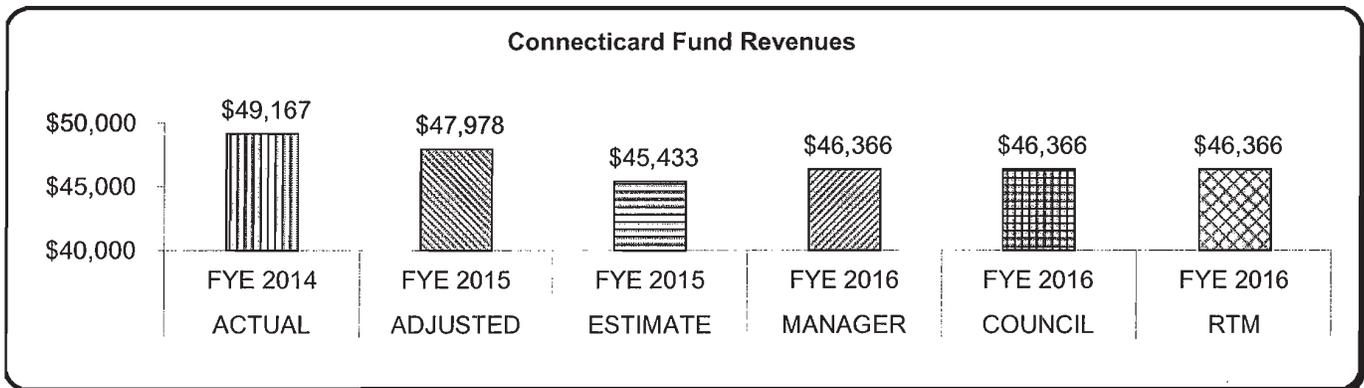
Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

State Grants - Each public library shall be eligible to receive a state grant of \$1,200 providing the requirements of CGS 11-24b are met.

Connecticard - a Grant which reimburses the Library for services rendered to nonresidents. This grant may be used for general library purposes and no portion of the money shall revert to the General Fund.

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

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 343	\$ 415	\$ 300	\$ 300	\$ 300	\$ 300
4507 State Grants	\$ 422	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
4745 Connecticard Grant	\$ 28,565	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
4999 Fund Balance Applied	\$ 19,837	\$ 14,363	\$ 11,933	\$ 12,866	\$ 12,866	\$ 12,866
Total	\$ 49,167	\$ 47,978	\$ 45,433	\$ 46,366	\$ 46,366	\$ 46,366





"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Other Funds			FUNCTION: Groton Sewer District 4010		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,170,804	\$ 848,896	\$ 848,846	\$ 835,450	(1.6%)

HIGHLIGHTS:

- The overall decrease in this budget is \$13,446 or 1.6%.
- The purpose of this Fund is to finance the Town of Groton Sewer District, which pays the principal and interest on sewer bonds. The principal source of revenue is the Sewer District Tax. The requested allocation is based on a Grand List (excluding motor vehicles) of \$2,451,552,472 and a 98.6% collection rate.
- The proposed mill rate is maintained at 0.25 mills in FYE 2016.
- A fund balance for this fund has been maintained in an effort to minimize the impact on the mill rate for repaying the State's Clean Water Loan of \$12.9 million starting in FYE 2011 and over a twenty year period.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$1,075,863	\$897,275	\$635,450	\$835,450	\$697,275	83.5%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: FINANCE
FUNCTION: GROTON SEWER DISTRICT 4010

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	1,170,803	848,896	848,846	835,450	835,450	835,450	835,450
Total Appropriation	\$1,170,803	\$848,896	\$848,846	\$835,450	\$835,450	\$835,450	\$835,450

COST CENTERS -----							
40100 OPERATING EXPENSE	362,994	53,334	53,284	52,135	52,135	52,135	52,135
40101 DEBT SERVICE	807,809	795,562	795,562	783,315	783,315	783,315	783,315
Total Cost Centers	\$1,170,803	\$848,896	\$848,846	\$835,450	\$835,450	\$835,450	\$835,450

FINANCING PLAN -----							
CURRENT TAXES	603,640	595,955	608,500	611,015	611,015	611,015	611,015
INTEREST & LIEN FEES	11,128	12,000	9,950	9,950	9,950	9,950	9,950
PRIOR YEAR TAXES	8,062	9,000	7,530	7,530	7,530	7,530	7,530
INTEREST INCOME	1,690	1,915	1,940	1,940	1,940	1,940	1,940
PILOT:ENTERPRISE ZONE	28	8	20	0	0	0	0
PILOT:STATE/TAX EXEMPTS	39	18	17	15	15	15	15
SEWER ASSESSMENTS	7,999	5,000	42,301	5,000	5,000	5,000	5,000
FUND BALANCE APPLIED	538,217	225,000	178,588	200,000	200,000	200,000	200,000
Total Financing Plan	\$1,170,803	\$848,896	\$848,846	\$835,450	\$835,450	\$835,450	\$835,450

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: FINANCE
FUNCTION: GROTON SEWER DISTRICT 4010

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

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	7,476	8,500	8,500	6,117	6,117	6,117	6,117
5230 PYMNTS/CONTRIBUTIONS	355,408	44,534	44,534	44,534	44,534	44,534	44,534
5290 PROFESS/TECHNICAL SE	110	150	250	780	780	780	780
5300 MATERIALS & SUPPLIES	0	150	0	704	704	704	704
5450 DEBT SERVICE	807,809	795,562	795,562	783,315	783,315	783,315	783,315

Total Operating Expenses	\$1,170,803	\$848,896	\$848,846	\$835,450	\$835,450	\$835,450	\$835,450

GRAND TOTAL	\$1,170,803	\$848,896	\$848,846	\$835,450	\$835,450	\$835,450	\$835,450

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

SEWER DISTRICT FUND REVENUES: #4010

Current Taxes - The current levy for FYE 2016 is based on all taxable property in the Town (excluding the political sub-division of the City) as of October 1, 2014, after adjustments by the Board of Assessment Appeals. The amount to be raised by taxes is calculated by taking the proposed budget appropriations for FYE 2016 less estimated receipts from non-tax resources. The Grand List pertaining to the Sewer District increased 0.4%. The proposed mill rate for FYE 2016 will be maintained at 0.25 mills.

Interest & Liens - represents the interest rate of 1.5% per month that is applied on delinquent taxes as well as a \$24.00 lien fee on any property that has a lien placed on it.

Prior Year Taxes - represents the anticipated collection of delinquent taxes.

Interest Income - reflects the income earned from temporary investments made when funds in a given period exceed the immediate disbursement needs of the Fund.

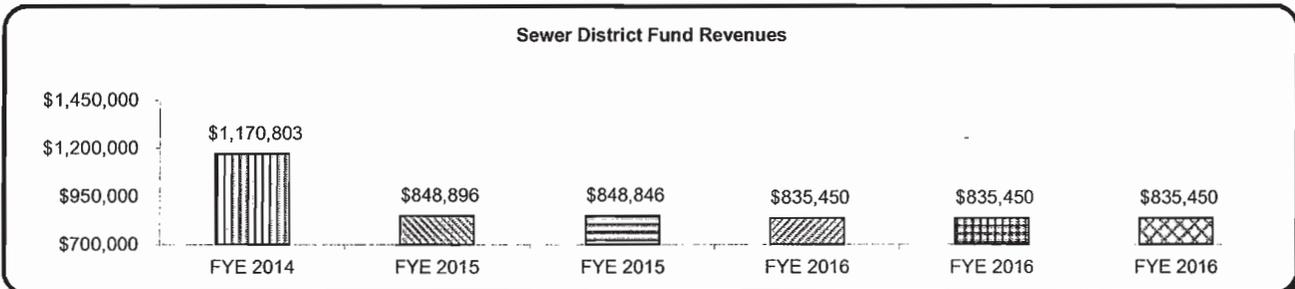
PILOT: Enterprise Zone - represents the reimbursement amount that the State provides due to the Town's participation in the Connecticut Enterprise Zone Program as a defense dependent community. The Program is a state/local partnership that targets firms that move to or expand in the designated zone. This state revenue represents 40% of the taxes due on the property with another 20% paid by the taxpayers and the remaining 40% abated by the Town for a five year period. An amount is appropriated state-wide and then allocated to those municipalities participating in this exemption program. The 2014 grand list does not include any Enterprise zone exemptions.

PILOT: State & Tax Exempts - represents the reimbursement from the state for exemptions due to veteran's exemptions, circuit breaker program, totally disabled and elderly freeze programs.

Sewer Assessments - represents a formula developed by the Water Pollution Control Authority to recover costs incurred for the various sewer projects. A calculation that includes a connection charge, land value, front footage and area determine a sewer benefit assessment.

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
4110 Current Taxes	\$ 603,640	\$ 595,955	\$ 608,500	\$ 611,015	\$ 611,015	\$ 611,015
4113 Interest & Lien Fees	\$ 11,128	\$ 12,000	\$ 9,950	\$ 9,950	\$ 9,950	\$ 9,950
4114 Prior Year Taxes	\$ 8,062	\$ 9,000	\$ 7,530	\$ 7,530	\$ 7,530	\$ 7,530
4412 Interest Income	\$ 1,690	\$ 1,915	\$ 1,940	\$ 1,940	\$ 1,940	\$ 1,940
4551 PILOT: Enterprise Zone	\$ 28	\$ 8	\$ 20	\$ 0	\$ 0	\$ 0
4553 PILOT: State & Tax Exempts	\$ 39	\$ 18	\$ 17	\$ 15	\$ 15	\$ 15
4747 Sewer Assessments	\$ 7,999	\$ 5,000	\$ 42,301	\$ 5,000	\$ 5,000	\$ 5,000
4999 Fund Balance Applied	\$ 538,217	\$ 225,000	\$ 178,588	\$ 200,000	\$ 200,000	\$ 200,000
Total	\$ 1,170,803	\$ 848,896	\$ 848,846	\$ 835,450	\$ 835,450	\$ 835,450



**TOWN OF GROTON
FYE 2016
Sewer Long Term Debt Payment Schedule**

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/14	FYE 2015 Principal Payment	FYE 2015 Interest Payment	FYE 2016 Principal Payment	FYE 2016 Interest Payment
2030	12,864,411.44	11/1/2009	20	Clean Water Funds	9,343,287.78	606,051.12	181,310.29	606,051.12	169,189.27
2030	114,143.22	11/1/2011	19	Clean Water Funds	97,310.88	6,312.12	1,888.34	6,312.12	1,762.10
Totals					9,440,598.66	612,363.24	183,198.63	612,363.24	170,951.37

Debt Service Payment FYE 2016 through FYE 2030

Function #40101-Sewer District			
FYE	Principal	Interest	FYE Total
2016	612,363.24	170,951.37	783,314.61
2017	612,363.24	158,704.10	771,067.34
2018	612,363.24	146,456.84	758,820.08
2019	612,363.24	134,209.58	746,572.82
2020	612,363.24	121,962.32	734,325.56
2021	612,363.24	109,715.06	722,078.30
2022	612,363.24	97,467.79	709,831.03
2023	612,363.24	85,220.53	697,583.77
2024	612,363.24	72,973.27	685,336.51
2025	612,363.24	60,726.01	673,089.25
2026	612,363.24	48,478.75	660,841.99
2027	612,363.24	36,231.48	648,594.72
2028	612,363.24	23,984.22	636,347.46
2029	612,363.24	11,736.96	624,100.20
2030	255,151.35	1,275.76	256,427.11



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Town Manager

FUNCTION: Capital Reserve 5010

	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 2,419,000	\$ 2,910,000	\$ 2,910,000	\$ 4,452,400	53.0%

HIGHLIGHTS:

- This function includes funds to be appropriated for capital improvements.

- Payments From Other Funds - represents the contribution from:

General Fund (#10750)	\$2,723,400
Sewer Operating (#2020)	669,000
Total Contribution	\$3,392,400

- As noted below, the Estimated Fund Balance for FYE 2016 is \$1,328,760 and represents unexpended appropriations from the Sewer Operating Fund \$155,332 and the General Fund \$721,928.

Final Budget Result:

During budget deliberations, the Town Council reduced the general fund contribution by \$2,076,600. The RTM reduced it by another \$200,000.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$3,179,641	\$1,916,310	\$3,413,350	\$4,452,400	\$877,260	19.7%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: TOWN MANAGER
FUNCTION: CAPITAL RESERVE PROJECTS 5010

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Operating Expenses	2,419,000	2,910,000	2,910,000	6,729,000	6,729,000	4,652,400	4,452,400
Total Appropriation	\$2,419,000	\$2,910,000	\$2,910,000	\$6,729,000	\$6,729,000	\$4,652,400	\$4,452,400
COST CENTERS							
50105 FYE 2016 CIP	2,419,000	2,910,000	2,910,000	6,729,000	6,729,000	4,652,400	4,452,400
Total Cost Centers	\$2,419,000	\$2,910,000	\$2,910,000	\$6,729,000	\$6,729,000	\$4,652,400	\$4,452,400
FINANCING PLAN							
INTEREST INCOME	7,866	8,350	7,800	7,800	7,800	7,800	7,800
INTEREST INCOME-WPCF	3,990	4,400	3,150	3,150	3,150	3,150	3,150
STATE GRANTS	60	0	0	0	0	0	0
SCHOOL BLDG GRANTS	492,197	0	3,219	0	0	0	0
RECORDING INSTRUMENTS	12,855	10,000	10,000	10,000	10,000	10,000	10,000
PAYMENTS FROM OTHER FUNDS	2,600,000	2,020,000	2,074,000	5,669,000	5,669,000	5,669,000	3,392,400
FUND BALANCE APPLIED	0	867,250	811,831	1,039,050	1,039,050	0	1,039,050
Total Financing Plan	\$3,116,968	\$2,910,000	\$2,910,000	\$6,729,000	\$6,729,000	\$5,689,950	\$4,452,400

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: TOWN MANAGER
FUNCTION: CAPITAL RESERVE PROJECTS 5010

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

OPERATING EXPENSES							

5460 RESERVE FUND/EQUIPME	2,419,000	2,910,000	2,910,000	6,729,000	6,729,000	4,652,400	4,452,400
Total Operating Expenses	\$2,419,000	\$2,910,000	\$2,910,000	\$6,729,000	\$6,729,000	\$4,652,400	\$4,452,400
GRAND TOTAL	\$2,419,000	\$2,910,000	\$2,910,000	\$6,729,000	\$6,729,000	\$4,652,400	\$4,452,400

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

CAPITAL RESERVE FUND REVENUES: #5010

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

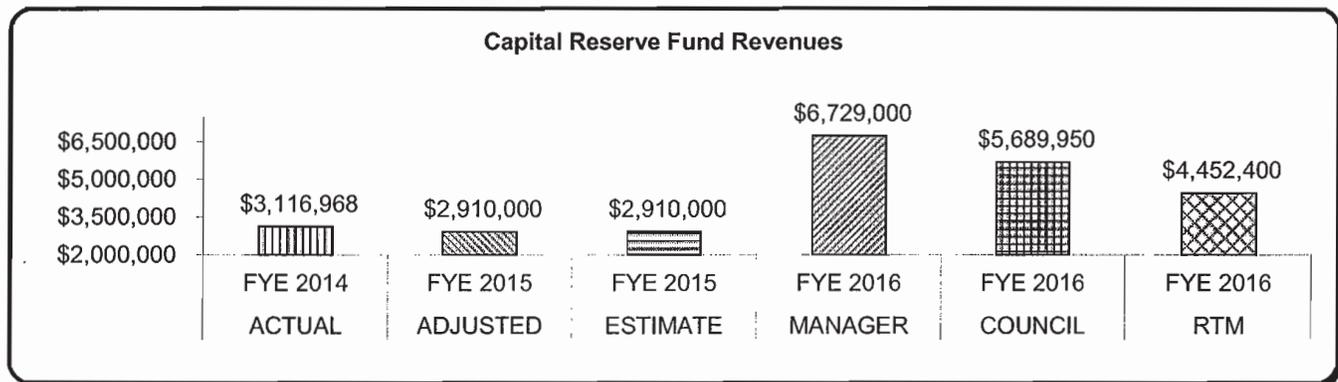
School Building Grants - represents the amount of reimbursement from the State on the principal of non-bonded school projects.

Recording Instruments - PA 05-228 instituted a \$30.00 fee for document recording effective 7/1/05. The Clerk retains \$4.00 of this, \$3.00 of which is to be used for local capital improvement projects.

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 Capital Reserve Fund to be used to fund the budget for the fiscal year.

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
4412 Interest Income	\$ 7,866	\$ 8,350	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
4412A Interest Income - WPCF	\$ 3,990	\$ 4,400	\$ 3,150	\$ 3,150	\$ 3,150	\$ 3,150
4507 State Grants	\$ 60	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4540 School Building Grants	\$ 492,197	\$ 0	\$ 3,219	\$ 0	\$ 0	\$ 0
4610 Recording Instruments	\$ 12,855	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
4766 Payments from Other Funds	\$ 2,600,000	\$ 2,020,000	\$ 2,074,000	\$ 5,669,000	\$ 5,669,000	\$ 3,392,400
4999 Fund Balance Applied	\$ 0	\$ 867,250	\$ 811,831	\$ 1,039,050	\$ 0	\$ 1,039,050
Total	\$ 3,116,968	\$ 2,910,000	\$ 2,910,000	\$ 6,729,000	\$ 5,689,950	\$ 4,452,400



TOWN OF GROTON

FUNCTION SUMMARY

Function: Fleet Reserve 6040

Department: Public Works

FUNCTION DESCRIPTION:

The Fleet Reserve Fund is supported by user fees which cover the costs of vehicle purchases, maintenance and fuel. This fund is responsible for the management of the Town's fleet (rightsizing, replacing, rent/lease/purchase, remarketing), and the repair of its construction, operations and staff vehicles.

Town departments have object codes placed in their budgets (#5315 - lease fee; #5316 - parts; #5317 - fuel). The amounts budgeted in these line items are then transferred to the Fleet Reserve Fund. The costs and revenues associated with vehicle maintenance and fuel of Outside Agencies are captured in a special revenue fund.

The Fleet Reserve Fund "owns" each town vehicle or piece of equipment. Annual budget variances are minimized through management of the fund, bringing more stability, predictability and control to each department's operating budget.

GOALS:

- To maintain the integrity of the Town's fleet, by delivering reliable fleet services.
-

FUNCTION ACTIVITIES:

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Vehicle Work Orders Processed	1,542	1,730	1,625
Preventative Maintenance Work Orders	384	435	392
Unscheduled Maintenance / Road Service Work Orders	1,158	1,295	1,301
Outside Agencies' Work Orders (included in above numbers)	306	345	250

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works			FUNCTION: Fleet Reserve 6040		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,183,408	\$ 1,209,595	\$ 1,140,272	\$ 1,589,985	31.4%

HIGHLIGHTS:

- This function contains funds for fuel, maintenance, and vehicle replacement. Personnel and all other associated costs are contained in cost center 1035A and under function 1035, Public Works.
- For FYE 2016, the department is recommending 10 vehicles be replaced and one refurbishment for a cost of \$768,794. There are an additional 32 vehicles due for replacement, but are being deferred.
- The departmental contributions to this fund were maintained at 25% of the recommended amount. In an effort to replenish this Fund after several years of underfunding beginning in 2009, it is again proposed that a General Fund contribution of \$65,000 be made out of function 1077 to this Fund as was done last year. This amount represents approximately 8.5% of the recommended general fund vehicle replacement fees which with the 25% contribution in departmental accounts will bring contributions to 33.5% of the recommended amount.
- The maintenance fees assigned to each vehicle are based on actual maintenance costs which were incurred during the previous 3 years and then averaged for a 1 year period.
- Unleaded Fuel is budgeted at \$3.14 /gallon for FYE 2016 compared to \$3.38/gallon for FYE 2015. Diesel fuel is budgeted at \$3.15/gallon for FYE 2016 compared to \$3.35/gallon for FYE 2015.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$926,782	\$966,713	\$1,158,762	\$1,589,985	\$535,490	33.7%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	1,183,407	1,209,595	1,140,272	1,750,985	1,589,985	1,589,985	1,589,985
Total Appropriation	\$1,183,407	\$1,209,595	\$1,140,272	\$1,750,985	\$1,589,985	\$1,589,985	\$1,589,985
----- COST CENTERS -----							
60400 VEHICLE REPLACEMENT	417,828	353,765	306,765	933,559	772,559	772,559	772,559
60401 VEHICLE MAINTENANCE	365,306	419,050	400,130	398,632	398,632	398,632	398,632
60402 VEHICLE FUEL	400,273	436,780	433,377	418,794	418,794	418,794	418,794
Total Cost Centers	\$1,183,407	\$1,209,595	\$1,140,272	\$1,750,985	\$1,589,985	\$1,589,985	\$1,589,985
----- FINANCING PLAN -----							
INTEREST INCOME	1,964	2,300	1,915	1,915	1,915	1,915	1,915
SALE OF FIXED ASSETS	16,852	10,000	6,601	9,000	9,000	9,000	9,000
MISC-UNCLASSIFIED	3,674	0	0	0	0	0	0
PAYMENTS FROM OTHER FUNDS	1,294,972	1,236,687	1,236,687	1,147,847	1,147,847	1,147,847	1,147,847
FUND BALANCE APPLIED	0	0	0	592,223	431,223	431,223	431,223
Total Financing Plan	\$1,317,462	\$1,248,987	\$1,245,203	\$1,750,985	\$1,589,985	\$1,589,985	\$1,589,985

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	0	200	200	200	200	200	200
5220 UTILITIES/FUEL/MILEA	400,273	436,780	433,377	418,794	418,794	418,794	418,794
5260 REPAIRS & MAINT-FAC/	68,688	41,620	38,600	43,770	43,770	43,770	43,770
5290 PROFESS/TECHNICAL SE	538	3,565	3,565	3,565	3,565	3,565	3,565
5300 MATERIALS & SUPPLIES	466	0	0	0	0	0	0
5310 VEHICLE OPER/MAINT	296,152	377,430	361,530	354,862	354,862	354,862	354,862
5400 EQUIP/MACHINRY& FURN	592	0	0	0	0	0	0
5420 VEHICLES	416,698	350,000	303,000	929,794	768,794	768,794	768,794

Total Operating Expenses	\$1,183,407	\$1,209,595	\$1,140,272	\$1,750,985	\$1,589,985	\$1,589,985	\$1,589,985

GRAND TOTAL	\$1,183,407	\$1,209,595	\$1,140,272	\$1,750,985	\$1,589,985	\$1,589,985	\$1,589,985

FYE 2016 Fleet Fund - Programmed Vehicle Replacement Schedule

	Adjusted Replacement Price	Department	Year	Make	Model	In Service	Years in Service	Years Past Due	
\$2,354,672	\$35,000	Parks & Rec Golf Course	2004	TORO	3250D tee/green mower	2005	11	0	Total vehicles & equipment due/overdue for replacement
	\$27,000	PW Rds & Sts 412-GRO	2006	FORD	Escape Hybrid	2006	10	-2	
	\$57,000	Parks & Rec Golf Course	2004	TORO	5400D fairway mower	2005	11	0	
	\$110,000	* PW Rds & Sts 351-GRO	2008	INTL	7400 5-yd plow truck				
	\$26,335	Emerg Comm 098-GRO	2003	CHEVY	BLAZER	2003	13	-1	
	\$28,000	Police Admin 837-PSL	2001	FORD	CR VIC	2001	15	-3	
	\$28,000	Police Admin 944-SEM	2003	FORD	CR VIC	2003	13	-1	
	\$26,000	Police Admin 875-SVS	2003	FORD	CR VIC	2004	12	0	
	\$26,500	Police Admin 317-SFV	2003	FORD	CR VIC	2004	12	0	
	\$35,417	Police Patrol 93-GRO	1995	CHEVY	VAN	1996	20	0	
	\$28,000	Police Patrol 761-PSL	2001	FORD	CR VIC	2001	15	-3	
	\$24,000	PW Engr 139-GRO	2000	FORD	E150	2000	16	-4	
	\$24,000	PW Facilities 104-GRO	2001	FORD	E150	2001	15	-3	
	\$24,000	PW Facilities 107-GRO	2001	FORD	E150	2001	15	-3	
	\$245,000	PW Rds & Sts 163-GRO	2002	FREIGHT	BROOMBEAR	2002	14	-4	
	\$165,000	PW Rds & Sts Excavator	1987	J Deere	690D	2004	12	-2	
	\$215,000	PW Rds & Sts 166-GRO	2006	SCHWARZE	A8000	2006	10	0	
	\$26,206	PW Solid Waste 229-GRO	2005	FORD	F250	2004	12	0	
	\$27,000	OPDS-Cmt Dev 228-GRO	2003	CHEVY	BLAZER	2003	13	-1	
	\$26,000	Recreation 78-GRO	2003	CHEVY	VENTURE	2003	13	-1	
	\$18,000	Parks & Rec 119-GRO	1994	CHEVY	S-10	1994	22	-10	
	\$21,000	Parks & Rec Parks	2004	TORO	325D - Mower	2004	12	-2	
	\$41,420	Parks & Rec Parks 112-GRO	2001	FORD	F550	2001	15	0	
	\$34,000	Parks & Rec Golf Course	2003	TORO	1250 - Sprayer	2004	12	-2	
	\$22,000	Parks & Rec Golf Course	2001	Cushman	Truckster	2002	14	-2	
	\$83,000	Parks & Rec Golf Course	2004	TORO	580	2005	11	-1	
	\$20,000	Parks & Rec Golf Course	2009	JDEERE	1200	2010	6	0	
\$33,000	Parks & Rec Golf Course	2006	TORO	2000	2007	9	-1		
\$35,000	Parks & Rec Golf Course	2006	TORO	3250D	2007	9	-1		
\$24,000	PW WPCF 142-GRO	1999	CHEVY	S-10	2000	16	-4		
\$25,000	PW WPCF 40-GRO	2002	FORD	F-250	2003	13	-1		
\$26,000	PW Fleet 419-GRO	2003	FORD	F150	2003	13	-1		
\$768,794	\$68,000	Parks & Rec SRC 40732	2008	FORD	E350 Senior mini-bus	2008	8	0	Vehicles to be replaced
	\$195,000	PW Rds & Sts 57-GRO	2000	INTL	4900 5-YD Plow Truck	2000	16	-1	
	\$37,500	Police Patrol 11-GRO	2011	FORD	CR VIC Patrol Car	2012	4	0	
	\$25,000	Parks & Rec 118-GRO	2002	FORD	F-250 pick up	2003	13	-1	
	\$28,000	Police Detectives 328-SFV	2003	FORD	CR VIC detective car	2003	13	-1	
	\$27,000	PW Rds & Sts 156-GRO	2006	FORD	Escape Hybrid	2006	10	-2	
	\$165,794	PW Rds & Sts 158-GRO	2001	VOLVO	L70D loader	2001	15	0	
	\$37,500	Police Patrol 20-GRO	2006	FORD	CR VIC patrol car	2006	10	-2	
	\$110,000	* PW Rds & Sts 418-GRO	2003	Sterling	L-7500 5-yd plow truck				
	\$45,000	PW WPCF 41-GRO	2002	FORD	F-250 pick up	2003	13	-1	
\$30,000	Parks & Rec Golf Course	2003	TORO	1250 Sprayer	2003	13	-3		

* REFURBISHMENT: FOR CHASSIS ONLY

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

FLEET RESERVE FUND REVENUES: #6040

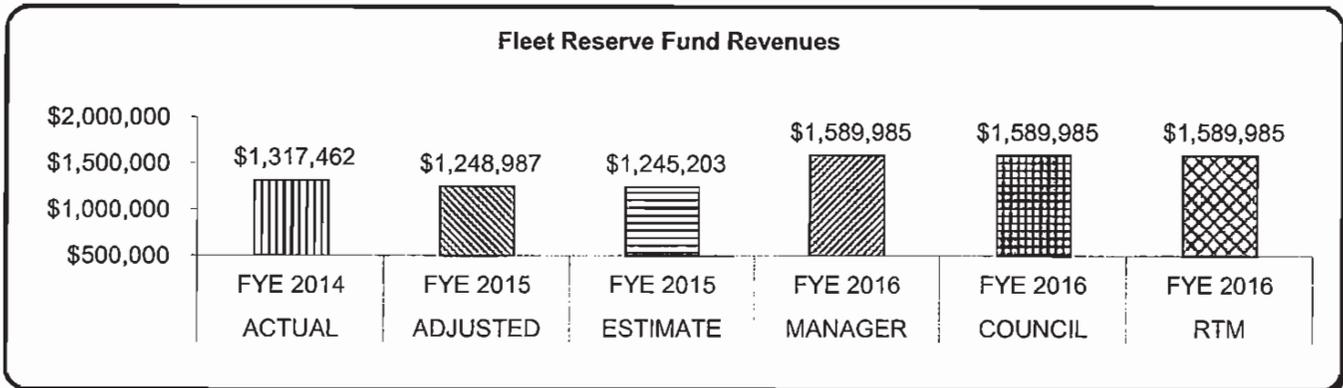
Interest Income - represents income earned on the short-term investment of funds not required for immediate expenses.

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.

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

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 1,964	\$ 2,300	\$ 1,915	\$ 1,915	\$ 1,915	\$ 1,915
4615 Fuel-Other Agencies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4731 Sale of Fixed Assets	\$ 16,852	\$ 10,000	\$ 6,601	\$ 9,000	\$ 9,000	\$ 9,000
4733 Misc. - Unclassified	\$ 3,674	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4766 Payments from Other Funds	\$ 1,294,972	\$ 1,236,687	\$ 1,236,687	\$ 1,147,847	\$ 1,147,847	\$ 1,147,847
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 431,223	\$ 431,223	\$ 431,223
Total	\$ 1,317,462	\$ 1,248,987	\$ 1,245,203	\$ 1,589,985	\$ 1,589,985	\$ 1,589,985



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Public Works
FUNCTION: Fleet Reserve Fund 6040

CC0 – Vehicle Replacement

- Ensures adequate funding for future vehicle purchases. All vehicles and equipment purchases associated with the Fleet Reserve over \$5,000 are funded from this cost center.

CC1– Vehicle Maintenance

- This cost center is used to record the annual maintenance cost (parts and outside services) assigned to the user departments of the fleet assets.

CC2 – Vehicle Fuel

- Manages and records the annual fuel cost of vehicles assigned to the user department of the fleet assets.



"SUBMARINE CAPITAL OF THE WORLD"

TOWN OF GROTON

FUNCTION SUMMARY

Function: Computer Replacement Fund 6050 Department: Information Technology

FUNCTION DESCRIPTION:

The Computer Replacement Fund was established to fund the repair and replacement of all personal computers and printers used in the Town of Groton. By anticipating the future repair and replacement cost of the computers and printers, and ensuring funds are on hand to replace them at the end of their life cycle, large budget variances will be eliminated bringing more stability, predictability and control to each department's function operating budget.

Recurring analysis is done of CPU-intensive, storage, memory and user activities are taken into consideration for replacement allowing allow users to take advantage of software upgrades, new features and increased productivity. The current market has allowed us to continually increase the quality of the PCs purchased.

FUNCTION ACTIVITIES:

Activity	<u>Actual FYE 2014</u>	<u>Estimated FYE 2015</u>	<u>Anticipated FYE 2016</u>
Number of PC's in Fund	382	387	388
PC's Scheduled for Replacement	32	48	57
PC's Replaced	32	48	57
Fire Dept. MDT's Replaced	0	27	2
% of Scheduled Replacements Completed	100%	100%	100%
Number of Printers in Fund	80	82	82
Printers Scheduled for Replacement	11	12	3
Printers Replaced	11	12	3
% of Scheduled Replacements Completed	100%	100%	100%
Printers per Employee	.30	.30	.30

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Administrative Services			FUNCTION: Computer Replacement 6050		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 55,356	\$ 146,140	\$ 143,140	\$ 125,320	(14.2%)

HIGHLIGHTS:

- The overall decrease in this budget is \$20,820 or 14.2%. The decrease is due to the computer hardware replacement schedule.
- This account contains expenditures from the computer replacement fund which are listed below under Equipment Purchases.
- The Town's current servers will be upgraded to the latest operating system since Windows Server 2003 support ends in 2015.
- Planning to replace the current 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 GMTV NewTek video editing system is scheduled for replacement. The library uses the NewTek non-linear editing system to produce almost all GMTV programs; convert video files for airing on GMTV's server and the town's website. The library's current NewTek was purchased in 2003. NewTek has since moved to a new platform (Tricaster) and is no longer supporting the 2003 version. The NewTek non-linear editing system is one of the essential computer systems for the operation of GMTV.
- The annual maintenance fee for Poquonnock Bridge Fire Department server is in account 5290.
- It should be noted that a number of fire departments, EMS and ambulances contribute to the fund to cover the costs of MDT's communication and other services.

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$504,045	\$440,129	\$72,361	\$125,320	\$387,170	309.0%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

PURCHASES:

Computers		Software Licenses	
PC's	57@	\$600	Server Operating Upgrade 11@ \$700
Fire MDT Laptops	2@	\$3,850	Hardware
Police MDT Systems	4@	\$6,000	Fire MDT Communication \$600
NewTek Video Editing	1@	\$14,000	Router/Firewall Replacement \$29,000
Printers		PBFD Servers Annual Maint -	
Laser (networked)	3@	\$1,300	\$420

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
APPROPRIATION							
Operating Expenses	55,356	146,140	143,140	125,320	125,320	125,320	125,320
Total Appropriation	\$55,356	\$146,140	\$143,140	\$125,320	\$125,320	\$125,320	\$125,320
COST CENTERS							
60500 COMPUTER REPLACEMENT	32,600	30,000	30,000	108,700	108,700	108,700	108,700
60501 PRINTER REPLACEMENT	14,939	10,750	10,750	3,900	3,900	3,900	3,900
60502 SOFTWARE LICENSES	6,890	6,890	6,890	1,020	1,020	1,020	1,020
60504 MAINTENANCE	927	4,000	1,000	4,000	4,000	4,000	4,000
60505 OTHER AGENCIES - MDT	0	94,500	94,500	7,700	7,700	7,700	7,700
Total Cost Centers	\$55,356	\$146,140	\$143,140	\$125,320	\$125,320	\$125,320	\$125,320
FINANCING PLAN							
INTEREST INCOME	721	770	650	650	650	650	650
OTHER AGENCIES	899	1,635	1,635	1,500	1,500	1,500	1,500
OUTSIDE AGENCIES - MDT	6,727	6,470	6,470	600	600	600	600
PAYMENTS FROM OTHER FUNDS	70,107	70,469	70,469	69,611	69,611	69,611	69,611
FUND BALANCE APPLIED	0	66,796	63,916	52,959	52,959	52,959	52,959
Total Financing Plan	\$78,454	\$146,140	\$143,140	\$125,320	\$125,320	\$125,320	\$125,320

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

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

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	600	600	600	600	600	600	600
5260 REPAIRS & MAINT-FAC/	927	4,000	1,000	4,000	4,000	4,000	4,000
5261 SOFTWARE MAINT FEES	5,870	5,870	5,870	0	0	0	0
5290 PROFESS/TECHNICAL SE	420	420	420	420	420	420	420
5410 COMPUTER EQUIPMENT	47,539	135,250	135,250	120,300	120,300	120,300	120,300

Total Operating Expenses	\$55,356	\$146,140	\$143,140	\$125,320	\$125,320	\$125,320	\$125,320
GRAND TOTAL	\$55,356	\$146,140	\$143,140	\$125,320	\$125,320	\$125,320	\$125,320

**TOWN OF GROTON, CT
FYE 2016 BUDGET**

COMPUTER REPLACEMENT FUND REVENUES: #6050

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

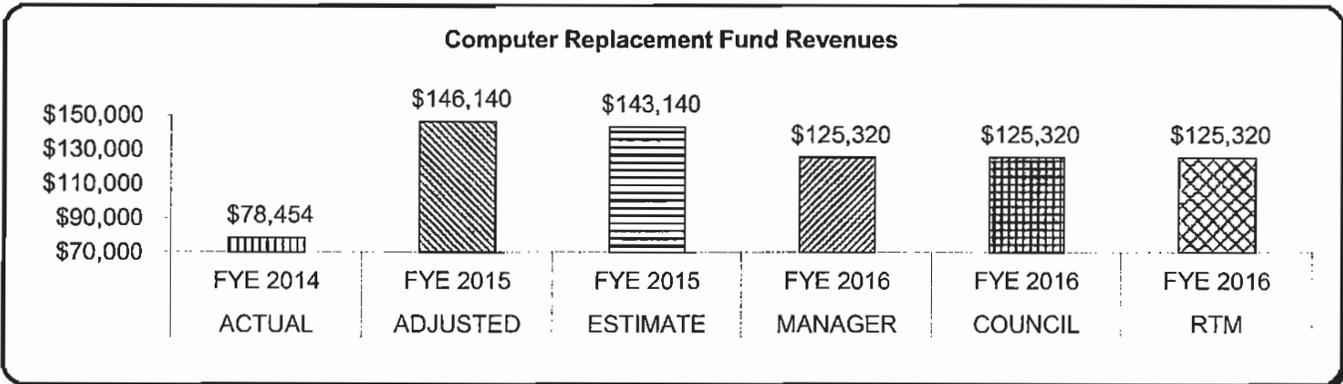
Other Agencies - represents the amount received from the Poquonnock Bridge Fire District which participates in this fund.

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 Computer Replacement Fund to be used to fund the budget for the fiscal year.

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 721	\$ 770	\$ 650	\$ 650	\$ 650	\$ 650
4625 Other Agencies	\$ 899	\$ 1,635	\$ 1,635	\$ 1,500	\$ 1,500	\$ 1,500
4625A Outside Agencies - MDT	\$ 6,727	\$ 6,470	\$ 6,470	\$ 600	\$ 600	\$ 600
4766 Payments from Other Funds	\$ 70,107	\$ 70,469	\$ 70,469	\$ 69,611	\$ 69,611	\$ 69,611
4999 Fund Balance Applied	\$ 0	\$ 66,796	\$ 63,916	\$ 52,959	\$ 52,959	\$ 52,959
Total	\$ 78,454	\$ 146,140	\$ 143,140	\$ 125,320	\$ 125,320	\$ 125,320



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Information Technology
FUNCTION: Computer Replacement Fund 6050

CC0 – Computer Replacement

- All new computer systems and upgrades are funded from this cost center. The Manager of Information Technology prepares a list of replacement equipment from the analysis of maintenance records, and requests for new systems from Department Heads.

CC1 – Printer Replacement

- All new printers are funded from this cost center.

CC2 – Software Licenses

- Purchase software licenses for operating systems on individual PC's.

CC4 – Maintenance

- The cost of repair parts for PC's and printers have been moved to this cost center.

CC5 – Other Agencies – MDT

- The cost of mobile data terminals for outside agencies.

TOWN OF GROTON

FUNCTION SUMMARY

Function: Human Services Assistance Fund 7320

Department: Human Services

FUNCTION DESCRIPTION:

The Human Services Assistance Fund is comprised of two entities:

1) **The Elihu Spicer Trust Fund** was established under a Stipulated Judgment of the Superior Court dated 7/19/79. The stipulation directed that the principal and income of such Fund "shall be used for the benefit, maintenance and support of the poor residents of the Town of Groton and such other residents of the Town of Groton as said Town is or may be legally liable to support." Assistance with emergency needs is based upon established Human Service Department guidelines.

2) **The Flora Perkins Trust** resulted from a bequest in The Last Will and Testament of Flora F. Perkins, who directed that the bequeathed money be used to enhance the overall well-being of Groton's children. The monies annually appropriated from the trust to the Human Services Dept. are used to support the Town's Child Abuse Prevention Initiative, supplement the Elihu Spicer Trust Fund and other discretionary funds for families (with children) in need of emergency financial assistance and provide programs and services that specifically benefit at-risk Groton children.

FUNCTION ACTIVITIES:

	Actual <u>FYE 14</u>	Estimate <u>FYE 15</u>
<u>Spicer Trust Fund</u>		
Client Households Served	110	66
Total Assistance Provided	\$28,237	\$18,000 - \$20,000
<u>Flora Perkins Trust</u>		
Client Households Served	11	5
Total Assistance Provided	\$2,982	\$1,500
Child Abuse Prevention Initiative Calendars		\$3,239

TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Social Services			FUNCTION: Human Serv Assist Fund 7320		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 34,495	\$ 40,000	\$ 40,000	\$ 40,000	0.0%

HIGHLIGHTS:

- This function contains 2 separate funds associated with Human Services assistance:
 - The Spicer Trust Fund was established in 1979 as a result of a stipulated judgment from Superior Court which required the Town to establish a trust fund in the amount of \$196,995 for the "benefit, maintenance and support of the poor residents of the Town of Groton and such other residents as said Town is or may be legally liable to support." The interest and/or principal of the fund are to be tapped for the purposes of assisting residents in need, whose income falls within 175% of the Federal Poverty Level. The balance of this fund is \$34,021 as of 6/30/14. The fund is utilized when other sources of grant/special funds are unavailable and/or clients do not meet income guidelines for other sources of assistance. The remaining balance in the fund will essentially be spent in FYE 2016.
 - 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." In 2001 the Town received a check in the amount of \$8,017.25, "representing the final distribution of the residue and remainder of the (Perkins) Estate." The balance of this fund is \$66,062 as of 6/30/2014. The Perkins Trust appropriation supplants program funding that is no longer available to Human Services via the General Fund.
 - The Perkins Fund acts as a back-up to the Spicer Fund, adhering to the same eligibility criteria as Spicer and offering financial assistance as needed to Groton families with children.

Final Budget Result:

During budget deliberations, the Town Council increased the Spicer Trust fund by \$22,000 from the general fund. The RTM sustained this action.

Audit Fund Balance FYE 2014	Estimated Fund Balance FYE 2015	FYE 2016 Proposed Revenues	FYE 2016 Proposed Expenditures	Estimated Fund Balance FYE 2016	Fund Balance as a % of Expenditures
\$100,082	\$62,382	\$24,115	\$40,000	\$46,497	116.2%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Operating Expenses	34,495	40,000	40,000	40,000	18,000	40,000	40,000
Total Appropriation	\$34,495	\$40,000	\$40,000	\$40,000	\$18,000	\$40,000	\$40,000
----- COST CENTERS -----							
73200 ELIHU SPICER TRUST	28,237	30,000	30,000	30,000	8,000	30,000	30,000
73202 FLORA PERKINS TRUST	6,258	10,000	10,000	10,000	10,000	10,000	10,000
Total Cost Centers	\$34,495	\$40,000	\$40,000	\$40,000	\$18,000	\$40,000	\$40,000
----- FINANCING PLAN -----							
INTEREST INCOME	154	150	150	115	115	115	115
DONATIONS	4,660	1,000	2,150	2,000	2,000	2,000	2,000
PAYMENTS FROM OTHER FUNDS	0	0	0	0	0	22,000	22,000
FUND BALANCE APPLIED	29,681	38,850	37,700	37,885	15,885	15,885	15,885
Total Financing Plan	\$34,495	\$40,000	\$40,000	\$40,000	\$18,000	\$40,000	\$40,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

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

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	3,276	4,000	4,000	4,000	4,000	4,000	4,000
5290 PROFESS/TECHNICAL SE	0	1,250	1,250	1,250	1,250	1,250	1,250
5300 MATERIALS & SUPPLIES	0	1,500	1,500	1,500	1,500	1,500	1,500
5601 TRANSPORTATION	0	200	0	200	0	0	200
5611 BURIALS	0	150	0	150	0	0	150
5616 UTILITIES	300	10,750	10,750	10,750	1,750	10,750	10,750
5617 RENTALS	30,790	18,500	22,307	18,500	9,500	22,307	18,500
5619 FOOD/CLOTHING	0	2,000	0	2,000	0	0	2,000
5620 DOCTOR FEES	0	150	0	150	0	0	150
5621 PRESCRIPTIONS	129	1,500	0	1,500	0	0	1,500
5622 MISC/SOCIAL SERVICES	0	0	193	0	0	193	0
Total Operating Expenses	\$34,495	\$40,000	\$40,000	\$40,000	\$18,000	\$40,000	\$40,000
GRAND TOTAL	\$34,495	\$40,000	\$40,000	\$40,000	\$18,000	\$40,000	\$40,000

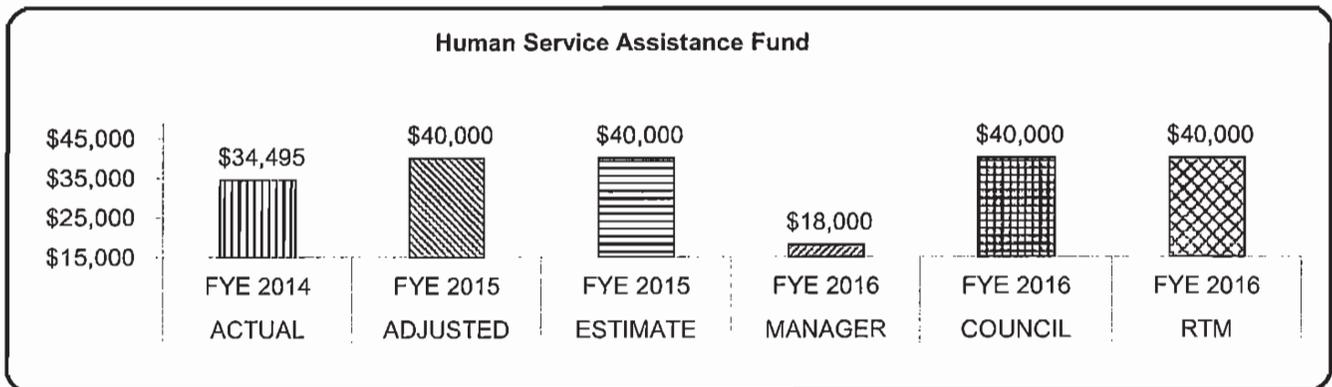
**TOWN OF GROTON, CT
FYE 2016 BUDGET**

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.

	<u>ACTUAL FYE 2014</u>	<u>ADJUSTED FYE 2015</u>	<u>ESTIMATE FYE 2015</u>	<u>MANAGER FYE 2016</u>	<u>COUNCIL FYE 2016</u>	<u>RTM FYE 2016</u>
4412 Interest Income	\$ 154	\$ 150	\$ 150	\$ 115	\$ 115	\$ 115
4750 Donations	\$ 4,660	\$ 1,000	\$ 2,150	\$ 2,000	\$ 2,000	\$ 2,000
4766 Payments from Other Funds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 22,000	\$ 22,000
4999 Fund Balance Applied	\$ 29,681	\$ 38,850	\$ 37,700	\$ 15,885	\$ 15,885	\$ 15,885
Total	\$ 34,495	\$ 40,000	\$ 40,000	\$ 18,000	\$ 40,000	\$ 40,000



TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

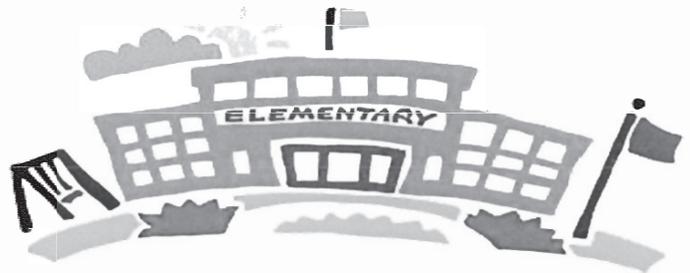
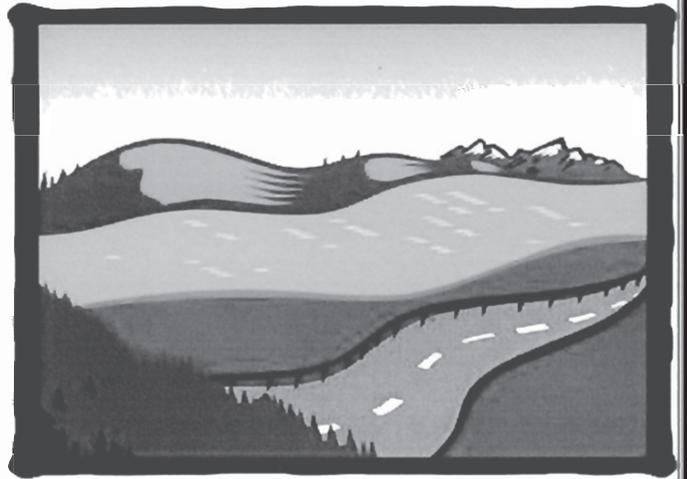
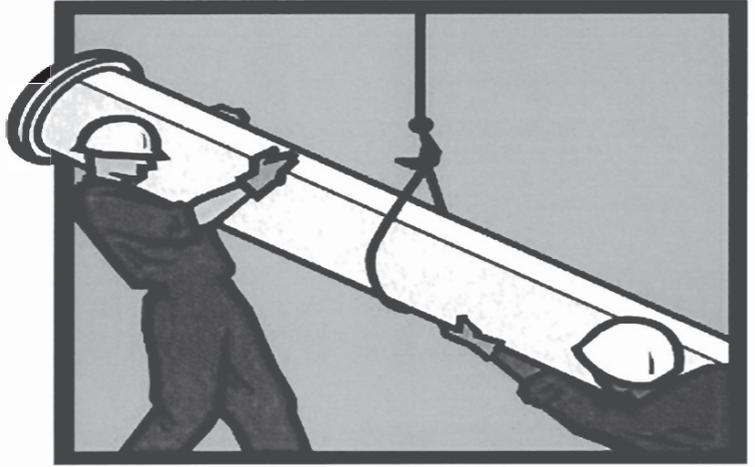
DEPARTMENT: Human Services
FUNCTION: Human Services Assistance Fund 7320

CC0 – Spicer Trust Fund

- The Department of Human Services will ensure that the principal and interest will be available and disbursed to all residents in need following proper application and determination of said need. (Groton Town Council Ordinance #153: 10/20/80).
- The Director of Human Services will review and approve all Spicer Trust Fund expenditures prior to the release of any funds.
- All required reporting and accounting procedures as stipulated by the State and Town will be adhered to.
- The Department will administer the Spicer Trust Fund along established guidelines, subject to review and revision by the Fund's trustees, the Groton Town Council.
- The Department will annually submit to the Attorney General's Office of the State of Connecticut a report showing the income and expenditures from the Trust Fund as well as the proposed budget for the following fiscal year.

CC2 – Flora Perkins Trust

- Provision of funding for programs/activities that enhance the overall well-being of Groton's children in accordance with the Last Will and Testament of Flora F. Perkins.



TOWN OF GROTON

Capital Improvement Budget/Program

The Capital Improvement Plan (CIP) is a long-term planning and policy document that includes capital projects for the upcoming fiscal year plus the ensuing five (5) fiscal years. Projects are evaluated and prioritized in terms of their need by the Town, their cost effectiveness, their ability to generate economic benefit, and their courses of funding. In this way, projects included in the CIP are only those that reflect both the capital needs of the Town and its ability to fund these projects.

The Town prepares its CIP document in accordance with two definitions of what constitutes a capital improvement:

“...Capital improvement means a major improvement or betterment of a non-recurring nature to the physical plant of the municipality as differentiated from ordinary repairs or maintenance of a recurring nature,...” (Connecticut State Statutes, Sec. 8-160)

“Appropriations from the fund (Capital Reserve Fund for capital and non-recurring expenditures) shall be made only for capital assets, projects, or acquisitions of a non-recurring nature, with a cost of over \$25,000, and with a useful life expectancy of over five years.” (Code of Ordinances, Chapter 2, Section 2-1©; Ord. No. 179, 9-17-85)

This section of the Budget (XIX. Capital Budget/CIP) contains the Capital Improvement Budget (CIB) which is the annual appropriation for capital spending for the various projects that pertain to the upcoming fiscal year. This CIB summary page provides a one-line description of the projects and denotes each project's source of funding. In addition to the summary page, each proposed project is described on an individual Project Detail sheet which contains a brief description of the project, the estimated cost, proposed method of financing, and a schedule for implementation.

CAPITAL PROJECTS - FYE 2016 (000)

PROJECT	Page #	Source of Funds			Other Funding Source	Total Costs
		Capital Reserve Fund	General Obligation Bonds	Other		
1) ROADS						
D) TRAFFIC SIGNAL REPLACEMENT AND UPGRADE	336	\$ 213.0				\$ 213.0
J) NORTH STONINGTON ROAD BRIDGE	337	\$ -		\$ -	Town of Stonington	\$ -
SUBTOTAL		\$ 213.0		\$ -		\$ 213.0
2) DRAINAGE AND WATERSHED PROTECTION						
SUBTOTAL		\$ -		\$ -		\$ -
3) SIDEWALKS						
A) MYSTIC STREETScape - PHASE III	338			\$ 75	HPP (60), LoCIP (15)	\$ 75.0
SUBTOTAL		\$ -		\$ 75		\$ 75.0
4) PARKS AND RECREATION						
C) OPEN SPACE MANAGEMENT PLAN	339	\$ -				\$ -
D) GOLF COURSE IMPROVEMENT PLAN	340			\$ 50	LoCIP	\$ 50.0
G) PARK IMPROVEMENT/ADA COMPLIANCE	341	\$ 60.0				\$ 60.0
H) NOANK DOCK	343			\$ 106	FEMA (13), LoCIP (93)	\$ 106.0
I) MERRITT FIELD DEVELOPMENT	344		\$ 12,200	*		\$ 12,200.0
SUBTOTAL		\$ 60.0	\$ 12,200	\$ 156		\$ 12,416.0
5) EDUCATION						
A) SCHOOL DESIGN	345	\$ 75.0				\$ 75.0
B) ASBESTOS REMOVAL	346	\$ 845.0				\$ 845.0
C) CHARLES BARNUM	347	\$ -				\$ -
D) WEST SIDE MIDDLE SCHOOL	348	\$ -				\$ -
E) CLAUDE CHESTER	349	\$ -				\$ -
F) CUTLER MIDDLE SCHOOL	350	\$ -				\$ -
G) S. B. BUTLER	351	\$ -				\$ -
H) FITCH HIGH SCHOOL	352	\$ -				\$ -
I) MARY MORRISON	353	\$ -				\$ -
J) PLEASANT VALLEY	354	\$ -				\$ -
M) ADMINISTRATION BUILDING	355	\$ -				\$ -
SUBTOTAL		\$ 920.0				\$ 920.0
6) PUBLIC BUILDINGS						
B) POLICE STATION	356			\$ 279	LoCIP	\$ 279.0
D) TOWN HALL COMPLEX	357	\$ 475.0				\$ 475.0
E) GROTON PUBLIC LIBRARY	358	\$ 445.0		\$ 414	State Library Grants	\$ 859.0
G) VACANT SCHOOL PROPERTIES	359	\$ 160.0				\$ 160.0
M) REPLACEMENT OF UPS - EMERGENCY COMMUNICATIONS CENTER	360	\$ 110.0				\$ 110.0
O) ESKER POINT CONCESSION STAND	361	\$ 27.0				\$ 27.0
SUBTOTAL		\$ 1,217.0		\$ 693		\$ 1,910.0
7) TECHNOLOGY						
B) COMPUTER TECHNOLOGY ACQUISITION - SOFTWARE SYSTEMS	362	\$ 380.4				\$ 380.4
C) UPGRADE RADIO SYSTEMS-TOWN POLICE	363	\$ 100.0				\$ 100.0
SUBTOTAL		\$ 480.4				\$ 480.4
8) PLANNING AND ECONOMIC DEVELOPMENT						
A) ECONOMIC ASSISTANCE FUND	364	\$ 100.0				\$ 100.0
C) OPEN SPACE ACQUISITION	365	\$ 15.0				\$ 15.0
SUBTOTAL		\$ 115.0				\$ 115.0
9) ENERGY EFFICIENCY AND CONSERVATION						
A) LED STREETLIGHTS	366	\$ 28.0				\$ 28.0
SUBTOTAL		\$ 28.0				\$ 28.0
10) WATER POLLUTION CONTROL FACILITY						
B) PUMP STATIONS	367			\$ 213	WPCF User Fees	\$ 213.0
C) TREATMENT FACILITY	368			\$ 1,106	WPCF User Fees	\$ 1,106.0
D) SOUTH ROAD SEWERS	369	\$ 30.0				\$ 30.0
E) ROUTE 117 SEWERS	370	\$ 70.0				\$ 70.0
F) SEWER BOND REFERENDUM	371			\$ 8,230	* Sewer District Bonds	\$ 8,230.0
SUBTOTAL		\$ 100.0		\$ 9,549		\$ 9,649.0
TOTAL		\$ 3,133.4	\$ 12,200	\$ 10,473		\$ 25,806.4

* No formal FYE 2016 budget action is requested on these items by the Town Council or RTM at this time. Projects are shown for information purposes only pending future action by the Town Council and RTM.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT D) TRAFFIC SIGNAL REPLACEMENT AND UPGRADE	ACTIVITY/DEPARTMENT 1) ROADS
-------------------------------------------------------------	----------------------------------------

DESCRIPTION/PURPOSE/JUSTIFICATION

The Town is responsible for traffic signals installed at the intersections of Town roads that control traffic from a driveway onto a Town road, or a driveway onto a State road, installed at the Town's request. All other locations are the responsibility of the State DOT. Currently, the Town has four intersections where traffic signals have been installed. Those are Military Highway/Crystal Lake Road, Gungywamp Road/Briar Hill Road, Poquonnock Road/Village Lane and Route 1/Harry Day Drive. The traffic heads and controllers are becoming outdated and replacement circuit boards for the controllers are becoming rare. It is important, as vehicle trips increase in the Town, that our signals function properly and are timed to allow for maximum traffic flow.

Funds were approved in FYE 09 (\$35,000) for a consultant traffic engineer to review each of the intersections and prepare a report of the condition of existing equipment, the continuing need for the traffic signals, a recommended replacement schedule, and cost estimates. This report identified upgrades to Military Highway at Crystal Lake Road, Gungywamp Road at Briar Hill Road, Poquonnock Road at Village Lane, and Route 1 at Harry Day Drive, and the elimination of a signal at Bridge Street at Kings Highway (completed). Funds were approved in FYE 14 (\$25,000) to complete the design of the replacement of the traffic signal at Gungywamp Road at Briar Hill Road.

Requested for FYE 16 are funds (\$213,000) for engineering and construction of the traffic signal at Gungywamp Road and Briar Hill Road.

Programmed for FYE 17 and FYE 18 are funds (\$270,000) for a traffic signal at Poquonnock Road and Village Lane. The light at Crystal Lake Road will be addressed as part of its reconstruction. If approved, this will complete the upgrade to Town owned traffic signals.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: New LED signals reduce maintenance costs and save 80% in electricity

Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	8	20					28
B. Land and Right of Way								0
C. Construction	C	205		250				455
D. Equipment								0
E. Other Costs								0
Total	C	213	20	250	0	0	0	483

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
J) NORTH STONINGTON ROAD BRIDGE	1) ROADS

DESCRIPTION/PURPOSE/JUSTIFICATION

In March 2010 the North Stonington Road Bridge, which straddles both Groton and Stonington was found to be in poor condition following an intensity of a storm, that would happen once every 500 years. Groton and Stonington hired an engineering firm to perform an inspection and load rating analysis of the bridge. The inspection revealed that the superstructure should be repaired or replaced. A weight restriction was placed on the bridge. The condition of the bridge was not a result of the flooding.

Funding was approved in FYE 12 to design the repair work and the cost was shared 50/50 with Stonington. Groton's share for the design and construction of the repairs was \$50,000.

Repair work began on the bridge in June 2012. It became clear that the deck would have to be replaced, which was not anticipated at the start of work. Work stopped and the engineer estimated the cost of deck replacement to be \$200,000 or replacement of the entire superstructure to be \$750,000.

On March 31, 2014, with Town Council authorization, a settlement was reached with the original engineering firm for \$90,000. These funds are being held in escrow with the Town Attorney. The settlement funds will be used to hire a consulting engineering firm to design the bridge.

Requested for FYE 16 are funds (\$50,000) to complete the final design and prepare bid specifications, and (\$200,000) for construction. Costs will be shared 50/50 with the Town of Stonington.

Engineering: Consultant
Construction: Contractor
Impact on operating budget: No impact
Sustainability Goals: None

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	O	0						0
	C	0						0
B. Land and Right of Way								0
C. Construction	O	0						0
	C	0						0
D. Equipment								0
E. Other Costs								0
Total	C,O	0	0	0	0	0	0	0

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other (Town of Stonington)

During budget deliberations, the RTM reduced this project from \$250,000 to \$0.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
A) MYSTIC STREETScape - PHASE III	3) SIDEWALKS

DESCRIPTION/PURPOSE/JUSTIFICATION

Upon completion of Mystic Streetscape - Phase II, there will be some funding available to complete a smaller Phase III project. Although not originally envisioned as part of the streetscape project, it will allow the finishing of some sidewalks and other items not included in Phase I and Phase II. Projects under consideration include the completion of sidewalks along Noank Road from the Phase II project limits south to the intersection with High/Latham Streets and Fort Rachel Place; construction of sidewalks along the local portion of Water Street; and establishing a location to display the bull gears from the Mystic River Bascule Bridge.

Other potential projects being evaluated include addressing a low area in Gravel Street that floods during extremely high tides.

The funding for this project will be 80% Federal High Priority Project (HPP) grant and 20% matching funds, which will come from available State LoCIP funding. The balance of HPP and LoCIP funds upon the completion of Phase II will determine what can be accomplished in Phase III.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 3 (reduce greenhouse gas) and Goal 4 (adapt to climate change)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	O	75						75
B. Land and Right of Way								0
C. Construction	O		425					425
D. Equipment								0
E. Other Costs								0
Total	O	75	425	0	0	0	0	500

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other HPP Grant and LoCIP

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) OPEN SPACE MANAGEMENT PLAN	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The 2002 POCD and the 2015 draft POCD both contain a recommendation to develop an Open Space Management Plan. The proposed plan would inventory the resources on existing open spaces and provide a guide for future uses (such as trails, fields, community facilities) and management strategies, such as selective tree cutting and meadow mowing. Recommendations would also take into account uses on adjacent facilities.

This plan would identify management strategies for some of the larger open space tracts throughout Groton. These areas include: Deerfield, Great Brook, River Road, Kiely, Mortimer Wright, Wolfbrook, Beebe Pond, Johl and open space properties adjacent to Pequot Woods, totaling over 236 acres.

Smaller tracts would be addressed in the future.

Requested for FYE 16 are funds (\$35,000) to develop an Open Space Management Plan.

Engineering: Not applicable
 Construction: Not applicable
 Impact on operating budget: Not applicable
 Sustainability Goals: Goal 5 (protection of assets)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0						0
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	0	0	0	0	0	0	0

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations the Town Council reduced this project from \$35,000 to \$0 and the RTM sustained this action.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
D) GOLF COURSE IMPROVEMENT PLAN	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Shennecossett Golf Course is operated as a special revenue fund. It has been demonstrated that the revenue generated can support the golf course operations; however, they are not able to support capital improvements.

Based on recommendations from the National Golf Foundation and the 2008 Master Plan from Mungeam Cornish Golf Design firm, a series of necessary facility improvements to the golf course were developed. The proposed FYE 16 through FYE 21 improvements reflect the plan's recommendations. To remain competitive in an increasingly tight golf market, Shennecossett needs to create a golfing experience that meets market demands. The project approved in FYE 15, which includes improving the greens on the 10th and 11th holes, is ongoing.

Requested for FYE 16 are funds (\$50,000) to restore bunkers near the 13th green to their original design, making the approach shot easier for the average player, thereby improving player experience and the pace of play. Fifty-four percent of golfers surveyed rated bunkers at Shennecossett average or below.

Programmed for FYE 17 through FYE 21 are funds (\$50,000/year) to continue course renovations designed to improve player experience.

FYE 17 Build new tee complex on 2
 FYE 18 Restore bunker complex on 14
 FYE 19 Build new tee complex on 6
 FYE 20 Build new tee complex on 8
 FYE 21 Dredge Creek/Pond near Plant Street

Engineering: In-house/Contractor
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	50						50
	C		50	50	50	50	50	250
D. Equipment								0
E. Other Costs								0
Total	C,O	50	50	50	50	50	50	300

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (LoCIP)

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
G) PARK IMPROVEMENT/ADA COMPLIANCE	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Park Improvement Plan recommendations are based on the estimated life of a park asset, current life cycle, and calculated replacement cost. The plan strives to increase productivity by improving efficiency, service delivery, and values of park assets; reducing down time, repair costs, and the initial capital costs associated with future asset replacement.

The Americans with Disability Act (ADA) adopted new requirements for accessibility to park and recreation facilities that took effect in 2012. Based on a review of 31 recreational sites by Recreational Accessibility Consultants (RAC), an ADA Transitional Plan was developed. The plan outlines the corrective actions required and establishes a proposed timeline to complete the work. Improvements are needed to bring the parks into ADA compliance.

Requested for FYE 16 are funds (\$60,000) to:

- 1) Reconstruct 175 linear feet of stonewall in the Deerfield Subdivision - (\$20,000). Stonewalls are the Planning Commission approved boundary markers between private property, public parks, and open space in this subdivision. The walls were not properly constructed and are crumbling and falling into abutting property (see photos in the 4G addendum sheet). The stones were placed on edge rather than stacked horizontally and must be rebuilt from the ground up to avoid continual repair.
- 2) Develop a Sand Replenishment and Beach Management Program, including permitting through the state Department of Energy and Environmental Protection - (\$20,000). The plan would develop conservation practices to help retain and maintain sand at Esker Point Beach.
- 3) Modify playground equipment and park amenities to become ADA compliant - (\$20,000).

Programmed for FYE 17 through FYE 21 are funds (\$60,000/year) to meet the calculated costs identified in the ADA Transition Plan and Park Improvement Plan.

Engineering: In-house

Construction: Contractor

Impact on operating budget: Minimal reduction in repair/maintenance costs

Sustainability Goals: Goal 5 (protect assets)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	60	60	60	60	60	60	360
D. Equipment								0
E. Other Costs								0
Total	C	60	60	60	60	60	60	360

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL (ADDENDUM)

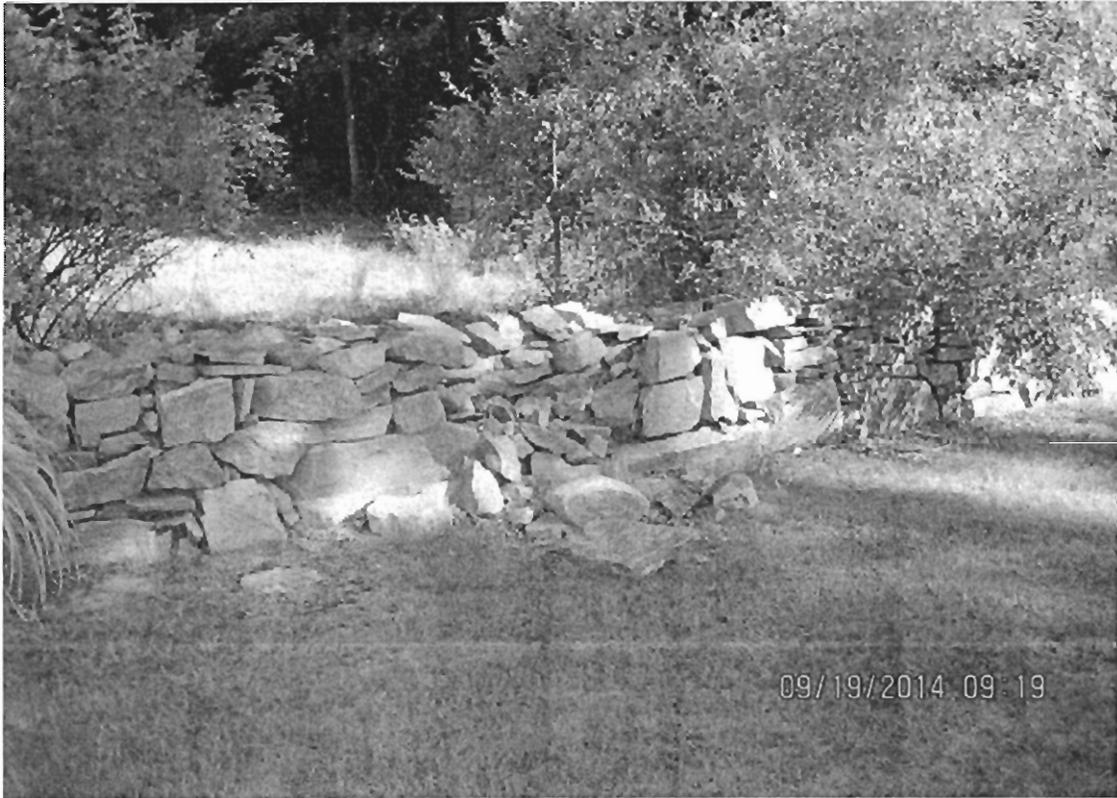
PROJECT

ACTIVITY/DEPARTMENT

G) PARK IMPROVEMENT/ADA COMPLIANCE

4) PARKS AND RECREATION

ADDITIONAL INFORMATION



CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
H) NOANK DOCK	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Noank Dock is a fixed platform style dock that requires on-going repairs and maintenance. Severe storms in 2011 and 2012 had significant impact on the dock's condition. Some of the stringers and decking are in poor condition and some pilings should be replaced. The proposal is to replace the dock and repair the seawall and rock rip-rap. During high tide, water washes away some of the soil behind the seawall causing sinkholes to develop along the shore.

Approved in FYE 14 was \$20,000 for planning and engineering, which is nearing completion.

Requested for FYE 16 are funds (\$106,000) for construction.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: Minimal reduction in repair and maintenance costs
 Sustainability Goals: Goal 4 (adapt to climate change)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	106						106
D. Equipment								0
E. Other Costs								0
Total	O	106	0	0	0	0	0	106

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (FEMA, LoCIP)

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
I) MERRITT FIELD DEVELOPMENT	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Funding for a Merritt Athletic Fields Needs Assessment and Master Plan was approved in FYE 14. The study was completed in FYE 15. The assessment identified the need for four full size multipurpose fields. The Master Plan was initiated with the goal of accommodating four full size regulation rectangles and one U10 rectangle for players under 10 years old, with all of the required parking and support amenities. The property could accommodate the necessary fields, parking, and support amenities. Since it is centrally located within the Town, it would become a "hub" of outdoor recreation space, linking Poquonnock Plains Park, Sutton Park, Grasso Tech, Fitch High School, GOSA's Merritt Family Forest, Mortimer Wright Preserve, Haley Farm, G&S Trolley Trail, and Bluff Point. The addition of the new fields will reduce the required maintenance at Poquonnock Plains Park.

The cost estimate for the Merritt Field Project is (\$12,200,000). No formal FYE 2016 budget action is requested on these items by the Town Council or RTM at this time. Projects are shown for information purposes only pending future action by the Town Council and RTM.

Engineering: In-house/Contractor
 Construction: Contractor
 Impact on operating budget: Projected increase in annual operating cost of \$29,000
 Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C							0
B. Land and Right of Way								0
C. Construction	G	12200						12200
D. Equipment								0
E. Other Costs								0
Total	G	12200	0	0	0	0	0	12200

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations this item was not discussed.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 1

PROJECT	ACTIVITY/DEPARTMENT
A) SCHOOL DESIGN	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The School Design Committee developed a comprehensive plan to address the educational and physical deficiencies of all school facilities. This plan addressed the needs outlined in the 2002 Vision Committee Report prepared by the Board of Education and accepted by the School Design Committee. The Pre-K -12 Master Planning Study, dated June 2, 2003 summarized the educational needs of the community and physical condition of the existing schools. Phase I of the plan was completed in 2008 and consisted of two new elementary schools and additions to Fitch High School.

In FYE 07, (\$200,000) was approved to review the recommendations in the original School Design Committee Report. The Town Council re-established a School Design Committee to oversee Phase II planning. The Board of Education added a Pre-K educational component and modified the school grade structure. A referendum for this proposal held on April 2, 2011 was defeated. With the defeat a new effort to develop a plan acceptable to the voters began.

Requested for FYE 16 are funds (\$75,000) to continue development of plans for a referendum for Phase II school modernization and construction. The funding is required to redefine a plan that addresses the needs of Groton Public Schools, including siting, racial balancing, estimates for construction, bussing, redistricting, renovations, maintenance, and other issues necessary to support a referendum.

A successful referendum will affect other requests proposed in this CIP. Should the referendum be unsuccessful, many of the needs of our school facilities should not be deferred any longer.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	75						75
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	75	0	0	0	0	0	75

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PRIORITY 1

PROJECT	ACTIVITY/DEPARTMENT
B) ASBESTOS REMOVAL	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

This is a project to complete removal of non-friable asbestos from all schools. This is a solid form that does not mix easily with air unless damaged or abraded. The State does not require removal of non-friable asbestos in good condition, but the Asbestos Emergency Hazard Response Act (AHERA) requires that all damaged asbestos-containing material be removed. Each summer damaged areas are identified and are abated, but a considerable amount of floor tile in all schools (except Pleasant Valley, Mary Morrisson, Northeast Academy and Catherine Kolnaski) is cracked due to age and considered a health risk. Small repairs are no longer practical since the problem is escalating with the age of the schools. Removal/abatement costs decrease with the size of the project.

Requested for FYE 16 are funds (\$100,000) for plans and specifications for non-friable asbestos removal at S. B. Butler, Cutler Middle School, West Side Middle School, the Administration Building, Fitch High School, and Claude Chester. Also requested for FYE 16 are funds (\$370,000) for Fitch High School and (\$415,000) for Claude Chester abatement.

Programmed for FYE 17 are funds (\$370,000) for Fitch High School and (\$215,000) for S. B. Butler abatement. Programmed for FYE 18 are funds (\$408,000) for abatement in West Side Middle. Programmed for FYE 19 are funds (\$405,000) for abatement in Cutler Middle. Programmed for FYE 20 are funds (\$114,000) for abatement in the Administration Building (which does impact a limited number of students).

State Department of Education Grants may reimburse approximately 50% of project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant
Construction: Contractor
Impact on operating budget: No impact
Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	60						60
B. Land and Right of Way								0
C. Construction	C	785	585	408	405	114		2297
D. Equipment								0
E. Other Costs								0
Total	C	845	585	408	405	114	0	2357

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council approved \$370,000 for Fitch High School, \$415 for Claude Chester and \$60,000 (down from \$100,000) for plans & specs. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
C) CHARLES BARNUM	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and Board of Education agree that it is cost effective to keep Charles Barnum in use. Continued safe and effective use requires fire code improvements, handicapped accessibility code compliance, replacement of temporary classroom space with a permanent addition, central air conditioning, ventilation, and electrical upgrades.

Requested for FYE 16 are funds (\$185,000) for plans and specifications for improvements to HVAC and handicapped (ADA) accessibility.

Programmed for FYE 17 are funds (\$224,000) for construction to address fire code issues. Design funding was approved in FYE 13.

Programmed for FYE 18 are funds (\$446,000) for HVAC installation and (\$421,000) for ADA construction.

Programmed for FYE 19 are funds (\$582,000) to develop plans and specifications to replace temporary classrooms with a permanent addition and for engineering to design upgrades to the electrical system.

Programmed for FYE 20 are funds (\$1,658,000) for construction of a permanent addition and replacement of the electrical system.

State Department of Education Grants may reimburse approximately 50% of ADA, fire code, and classroom addition project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0			582			582
B. Land and Right of Way								0
C. Construction	C		224	867		1658		2749
D. Equipment								0
E. Other Costs								0
Total	C	0	224	867	582	1658	0	3331

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$185,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
D) WEST SIDE MIDDLE SCHOOL	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and the Board of Education agree it is cost effective to keep West Side Middle School in use. Continued effective use of the facility will require replacement of the steam heating system, removal of non-friable asbestos floor tile, installation of central air conditioning and ventilation (HVAC), electrical and plumbing upgrades, improved security and improvements to the parking lot. The projects below may be affected by future facility plans.

Requested for FYE 16 are funds (\$200,000) for plans and specifications for HVAC installation.

Programmed for FYE 18 are funds (\$3,080,000) for HVAC installation.

Programmed for FYE 19 are funds (\$200,000) for engineering for an upgrade to the electrical system.

Programmed for FYE 20 are funds (\$1,808,000) for upgrading the electrical system and (\$67,000) for plans and specifications to improve the current parking lot and bus drop off area. A separate parent drop off lane needs to be developed.

Programmed for FYE 21 are funds (\$192,000) for parking lot construction.

In the future, this building will need additional space for resource and remedial programs and a larger school nurse's suite.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0			200	67		267
B. Land and Right of Way								0
C. Construction	C			3080		1808	192	5080
D. Equipment								0
E. Other Costs								0
Total	C	0	0	3080	200	1875	192	5347

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$200,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
E) CLAUDE CHESTER	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and Board of Education agree that a full renovation and expansion of this facility would not be cost effective. The projects listed below may be affected by future facility plans.

Requested for FYE 16 are funds (\$85,000) for plans and specifications to address fire code deficiencies; (\$85,000) for plans and specifications to address ADA issues; and (\$200,000) for plans and specifications relating to an HVAC system.

Programmed for FYE 17 are funds (\$200,000) for plans and specifications for electrical upgrades.
Programmed for FYE 18 are funds (\$772,000) for construction to address fire code issues; (\$445,000) for construction to address ADA issues; (\$2,488,000) for HVAC installation; and (\$1,236,000) to upgrade the electrical system.

Programmed for FYE 19 are funds (\$100,000) for plans and specifications to address structural issues.
Programmed for FYE 20 are funds (\$990,000) for construction to address structural issues.

State Department of Education Grants may reimburse approximately 50% of ADA and fire code project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant
Construction: Contractor
Impact on operating budget: No impact
Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0	200		100			300
B. Land and Right of Way								0
C. Construction	C			4941		990		5931
D. Equipment								0
E. Other Costs								0
Total	C	0	200	4941	100	990	0	6231

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$370,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
F) CUTLER MIDDLE SCHOOL	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and the Board of Education agree that it is cost effective to keep Cutler Middle School in use. Continued effective use requires fire code compliance, ADA accessibility, a redesigned and expanded parking lot, removal of non-friable asbestos floor and ceiling tiles, window replacement, air conditioning and ventilation, electrical and plumbing upgrades, and improved security. The projects below may be affected by future facility plans.

Requested for FYE 16 are funds (\$100,000) for plans and specifications to address ADA issues and fire code deficiencies and \$200,000 for plans and specifications for HVAC.

Programmed for FYE 18 are funds (\$1,742,000) for construction to address ADA and fire code issues and \$170,000 for plans and specifications for a replacement electrical system.

Programmed for FYE 19 are funds (\$1,470,000) to install a HVAC system; \$2,272,000 to upgrade the electrical system; and \$76,000 for plans and specifications to address structural issues.

Programmed for FYE 20 are funds (\$217,000) for construction to correct structural issues and \$104,000 for plans and specifications for a larger parking lot including a separate parent drop off area.

Programmed for FYE 21 are funds (\$296,000) for parking lot construction.

State Department of Education Grants may reimburse approximately 50% of the ADA and fire code project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0		170	76	104		350
B. Land and Right of Way								0
C. Construction	C			1742	3742	217	296	5997
D. Equipment								0
E. Other Costs								0
Total	C	0	0	1912	3818	321	296	6347

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$300,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
G) S. B. BUTLER	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and the Board of Education agree that a full renovation and expansion of this facility would not be cost effective. The list of projects below may be affected by future facility plans.

Requested for FYE 16 are funds (\$85,000) for plans and specifications to address fire code deficiencies and (\$100,000) for development of plans and specifications for HVAC.

Programmed for FYE 17 are funds (\$100,000) for engineering to update the outdated electrical system. Programmed for FYE 18 are funds (\$497,000) for construction to address fire code issues; (\$268,000) for HVAC system installation; (\$1,399,000) for construction to update the electrical system; (\$35,000) for plans and specifications pertaining to ADA structural issues; and (\$109,000) for plans and specifications to address roof issues.

Programmed for FYE 19 are funds (\$99,000) for construction to address ADA issues; (\$309,000) for roof construction; and (\$100,000) for plans and specifications to address building structural issues.

Programmed for FYE 20 are funds (\$749,000) for construction to correct structural issues and (\$100,000) for plans and specifications to replace the three temporary classrooms with permanent space. Programmed for FYE 21 are funds (\$1,340,000) for construction of permanent classroom space.

State Department of Education grants may be available to reimburse approximately 50% of all costs associated with the fire code, ADA, and roof projects. The State requires that funding for the entire project be approved locally prior to applying for the grant. If CIP funding is approved, Groton Public Schools will apply for the grant and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0	100	144	100	100		444
B. Land and Right of Way								0
C. Construction	C			2164	408	749	1340	4661
D. Equipment								0
E. Other Costs								0
Total	C	0	100	2308	508	849	1340	5105

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

The Town Council reduced this project from \$185,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
H) FITCH HIGH SCHOOL	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The 2008 addition to the high school replaced most of the older section of the school. The remaining older portions need improvements to remain effective. That work includes removal of non-friable asbestos floor tile, fire code and ADA accessibility code compliance, central air conditioning and ventilation (HVAC), and security improvements.

Requested for FYE 16 are funds (\$85,000) for plans and specifications for structural issues pertaining to ADA and (\$85,000) for plans and specifications to address fire code deficiencies. The fire detection and alarm system must be replaced and fire sprinklers must be installed in the older section.

Programmed for FYE 17 are funds (\$336,000) for design and construction of required security upgrades. The current security system does not allow full coverage of the perimeter, common areas, and halls inside the school. This is a proposal to extend coverage to all of these areas.

Programmed for FYE 18 are funds (\$700,000) for fire code compliance and (\$237,000) for construction to address ADA issues.

Programmed for FYE 19 are funds (\$100,000) for development of plans and specifications for HVAC. This building is not fully air conditioned. Air conditioning provides a good working environment for student achievement.

Programmed for FYE 20 are funds (\$2,000,000) for HVAC installation.

State Department of Education Grants may reimburse approximately 50% of ADA and fire code project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0			100			100
B. Land and Right of Way								0
C. Construction	C		336	937		2000		3273
D. Equipment								0
E. Other Costs								0
Total	C	0	336	937	100	2000	0	3373

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$170,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PRIORITY 1 & 2

PROJECT	ACTIVITY/DEPARTMENT
I) MARY MORRISSON	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies undertaken by the Town Council and Board of Education agree that it is cost effective to keep Mary Morrisson in use. Continued use requires fire code and ADA accessibility compliance, window replacement, security upgrades, central air conditioning and ventilation (HVAC), plumbing and electrical upgrades, expansion of the parking lot, replacement of windows, and replacement of temporary classrooms with a permanent addition.

Requested for FYE 16 are funds (\$80,000) for plans and specifications for parking/vehicle access and (\$100,000) for plans and specifications for HVAC.

Programmed for FYE 17 are funds (\$420,000) for parking lot and (\$302,000) for HVAC construction.
 Programmed for FYE 18 are funds (\$314,000) for construction to address fire code issues for which design work was funded in FYE 13 and (\$132,000) for plans and specifications to address ADA issues.
 Programmed for FYE 19 are funds (\$374,000) for construction to address ADA issues and (\$187,000) for plans and specifications to replace temporary classrooms with permanent space.
 Programmed for FYE 20 are funds (\$900,000) for permanent space construction and (\$100,000) for plans and specifications for a replacement electrical system.
 Requested for FYE 21 are funds (\$1,377,000) to upgrade the electrical system.

State Department of Education Grants may reimburse approximately 50% of ADA, fire code, and classroom addition project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0		132	187	100		419
B. Land and Right of Way								0
C. Construction	C		722	314	374	900	1377	3687
D. Equipment								0
E. Other Costs								0
Total	C	0	722	446	561	1000	1377	4106

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$180,000 to \$80,000 for plans and specs for parking/vehicle access. The RTM reduced the \$80,000 to \$0.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PRIORITY 2

PROJECT	ACTIVITY/DEPARTMENT
J) PLEASANT VALLEY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Studies by the Town Council and Board of Education agree that a full renovation and expansion of this facility is not cost effective. Continued use of this school requires handicapped accessibility (ADA) upgrades, fire code compliance, replacement of the temporary classrooms with permanent classrooms, electrical and plumbing upgrades, new heating system, central air conditioning, ventilation (HVAC), and improved security. The projects listed below could be affected by future facility plans.

Requested for FYE 16 are funds (\$200,000) for plans and specifications for HVAC; (\$85,000) for plans and specifications to address fire code issues; and (\$85,000) for plans and specifications to address ADA issues.

Programmed for FYE 17 are funds (\$1,573,000) for HVAC installation and (\$100,000) for plans and specifications for a replacement electrical system.

Programmed for FYE 18 are funds (\$495,000) for construction to address fire code issues; (\$275,000) for construction to address ADA issues; and (\$1,027,000) to upgrade the electrical system.

Programmed for FYE 19 are funds (\$100,000) for plans and specifications for permanent classroom space construction.

Programmed for FYE 20 are funds (\$900,000) for permanent classroom space construction.

State Department of Education Grants may reimburse approximately 50% of ADA, fire code, and classroom addition project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0	100		100			200
B. Land and Right of Way								0
C. Construction	C		1573	1797		900		4270
D. Equipment								0
E. Other Costs								0
Total	C	0	1673	1797	100	900	0	4470

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$370,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PRIORITY 3

PROJECT	ACTIVITY/DEPARTMENT
M) ADMINISTRATION BUILDING	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Administration Building was originally an elementary school built in 1956. The only upgrades have been removal of friable asbestos, fuel tank replacement, a new roof, and paving of the parking lot. Continued effective use of the Administration Building will require removal of non-friable asbestos floor tile, fire code and handicapped accessibility code compliance, replacement of the steam heating system, replacement of the windows, plumbing and electrical upgrades, and improved security. Municipal water is not available to this facility. If major upgrades to the facility require the installation of sprinklers, a water tank will be necessary.

Requested for FYE 16 are funds (\$194,000) for plans and specifications for an HVAC system. The existing steam heating system is inefficient and prone to failure. This building is not properly ventilated or heated. Ventilation is important for maintaining good indoor air quality.

Programmed for FYE 17 are funds (\$54,000) for plans and specifications to address fire code deficiencies. Programmed for FYE 18 are funds: (\$154,000) to correct fire code deficiencies; (\$1,285,000) for HVAC installation; and (\$84,000) for plans and specifications to address ADA issues. Programmed for FYE 19 are funds (\$238,000) to correct ADA issues and (\$100,000) for engineering of electrical upgrades. Programmed for FYE 20 are funds (\$419,000) to update the electrical system.

State Department of Education Grants may reimburse approximately 50% of fire code and ADA project costs. The State requires local approval of entire project funding to apply for the grant. If CIP funding is approved, Groton Public Schools will apply and reimbursed funds will be returned to the Capital Reserve Fund.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	0	54	84	100			238
B. Land and Right of Way								0
C. Construction	C			1439	238	419		2096
D. Equipment								0
E. Other Costs								0
Total	C	0	54	1523	338	419	0	2334

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from \$194,000 to \$0 based on Superintendent Graner's recommendation. The RTM sustained this change.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
B) POLICE STATION	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

The firing range is subject to frequent malfunctions requiring repair and should be upgraded to allow the department to efficiently complete annual mandated firearms training, use of force training, qualification, and certification. The equipment in the target system, which was installed in 1977 when the police building was constructed, is prone to breakdowns. This requires a great deal of maintenance and repair with some replacement parts no longer being manufactured. The price is costly for those parts that can be found. On occasion, our range officers have manufactured parts on their own because they were not available. We have employed local welders, machinists and electricians to assist with correcting problems but these have only been temporary fixes. The estimated time spent on maintenance and repairs now equals the actual range usage time. A bond referendum to address these issues failed in November 2013.

Approved for FYE 15 was (\$73,000) for engineering and equipment to replace the closed circuit television system and (\$95,000) for engineering and replacement of two boiler units.

Requested for FYE 16 are funds (\$260,000) to upgrade the mechanical and electrical equipment in the firing range and to purchase asphalt for Public Works to resurface the parking lots, which have failed due to age.

Requested for FYE 16 are funds (\$19,000) for the Police Station Building Management System Upgrade. This project will upgrade the existing DDC system to Alerton BACtalk Control System which is being used in many of our key facilities. The Alerton BACtalk system will provide us with the ability to interconnect to the Town Wide Control System Webserver. This transition provides a forward thinking solution by upgrading the current front end hardware to a platform capable of running all existing and future building controls in a more efficient manner.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	44						44
D. Equipment	O	235						235
E. Other Costs								0
Total	O	279	0	0	0	0	0	279

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (LoCIP)

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
D) TOWN HALL COMPLEX	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

To address the concerns of the Town's insurance carrier, an evaluation of Town Hall, in particular, Land Records and Information Technology, is needed to ensure the security of expensive equipment and important non-replaceable records. There are many other issues in Town Hall that need to be addressed, such as HVAC, electrical and energy efficiency. All of these concerns should be included in a comprehensive plan for the entire complex.

The analysis of space use must include both buildings that currently occupy the site (the former Fitch Middle School and the Town Hall). This site is now a municipal complex, where additional departments of the general government and the Board of Education could co-locate in spaces that function efficiently.

Approved in FYE 15 was (\$55,000) to hire professional consulting services to: 1) perform ADA and building code analysis; 2) conduct a physical condition assessment; 3) identify space needs for those departments that may move into the facility; and 4) provide a rough order of magnitude cost for the renovations to maximize use of the facilities. Funding requests for future years will be determined either by the endorsement of the master renovation plan or by separate projects that will address those individual components.

Requested for FYE 16 are funds (\$475,000) to address the roof issues found by the assessment. The A-wing roof must be replaced. The B,C, and D-wing roofs will be repaired. Funding in FYE 17 is to be determined based on a potential bond referendum. If no referendum is held in FYE 17, then funds will be required to continue the work required to maintain the building in the current partially occupied mode.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: Unknown until study has been completed

Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 4 (adapt to climate change)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	50	TBD					50
B. Land and Right of Way								0
C. Construction	C	425	TBD					425
D. Equipment								0
E. Other Costs								0
Total	C	475	TBD	0	0	0	0	475

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
E) GROTON PUBLIC LIBRARY	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

This project involves the expansion of the local history room into the existing computer lab. A separate ventilation system will be installed to maintain proper humidity and temperature control. The windows will be covered with UV blocking shades and archival storage units will be installed. The expansion will house a recently donated collection of important historic Groton materials. The library will catalogue and index the collection and will make it available to the public. The computer lab will be relocated to a newly constructed glass enclosed area at the rear of the existing computer area. This renovation cost is estimated at (\$400,000).

This project also includes replacement of two roof top units, repair of the floor surfaces in the video studio, replacement of ceiling tiles throughout the building and reconstruction of the parking lot including minor modifications to the overflow parking area. This portion of the project is estimated at (\$459,000).

These projects are eligible for a State Public Library Construction Grant which is expected to cover 50% of the construction costs.

Requested for FYE 16 are funds (\$859,000) to construct the project.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: Minor impact
 Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	30						30
B. Land and Right of Way								0
C. Construction	O	414						414
	C	415						415
D. Equipment								0
E. Other Costs								0
Total	C,O	859	0	0	0	0	0	859

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (State Library Grant)

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
G) VACANT SCHOOL PROPERTIES	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

Of the schools that were declared surplus in 2008, the Eastern Point site has been leased to Project LEARN and is home to a new Marine Science Magnet High School, the Colonel Ledyard site has been leased to the City of Groton, and the Noank School is scheduled to be demolished, with the property retained by the Town and a portion used as a community garden. Remaining are the Groton Heights and William Seely sites. A portion of the William Seely School is currently being used by the Parks and Recreation Department for programming needs. Groton Heights is not used.

Requested for FYE 16 are funds (\$80,000) to remove the Groton Heights underground oil tank which must be removed by 2017. If the Town decides to continue heating the building, an additional (\$80,000) must be funded for all work associated with the installation of an above ground tank. Recent air quality tests found high counts of mold throughout the entire building.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	15						15
B. Land and Right of Way								0
C. Construction	C	145						145
D. Equipment								0
E. Other Costs								0
Total	C	160	0	0	0	0	0	160

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT M) REPLACEMENT OF UPS - EMERGENCY COMMUNICATIONS CENTER	ACTIVITY/DEPARTMENT 6) PUBLIC BUILDINGS
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DESCRIPTION/PURPOSE/JUSTIFICATION

The manufacturer of the uninterruptible power system (UPS) that protects the Emergency Communications Center and server systems has notified the Town that they will only guarantee the availability of repair parts through 2015. This project will replace the two existing units with one smaller, more efficient and less expensive unit. UPS units supply temporary power for the relatively brief period of time between a street-power outage and activation of the back-up generator. The UPS also "cleans" the electricity received from both the utility and the back-up generator protecting electronics, computers, and servers from voltage and cycle spikes and drops.

Requested for FYE 16 are funds (\$110,000) to replace the obsolete UPS at the Emergency Communications Center with a more efficient unit.

Engineering: Completed
 Construction: Contractor
 Impact on operating budget: Reduction of \$3,000/year annual maintenance costs
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	O	110						110
E. Other Costs								0
Total	O	110	0	0	0	0	0	110

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (LoCIP)

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
O) ESKER POINT CONCESSION STAND	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

Decking

The wooden deck at Esker Point Beach's Concession Stand requires frequent maintenance and needs to be replaced. Splintering of the decking is a safety concern. Replacing only the decking and hand railing components can be done as the physical structure is intact. Composite decking should be used as it does not splinter, requires only annual power washing, and is estimated to last over 30 years. Project cost is (\$16,000).

Electrical Service

The electrical service to the concession stand requires replacement. The mast and weather head are badly rusted allowing water to enter the meter socket. The distribution panels are in poor condition and circuit breakers are no longer available. Poor connections between the circuit breaker and buss work have caused intermittent power losses and unwanted heat inside the panels. Project cost is (\$3,975).

Awning

Installing a new 27' x 22.5' awning over the deck would provide UV protection to beachgoers, including those with limited mobility. The new awning will be supported by a roof mounted fixed frame canopy with trussed rafters and can be removed for off-season storage. Project cost is (\$18,250).

Exterior Painting

The exterior paint is peeling badly on the facility. Repainting will involve power washing, sanding and scraping, caulking of windows, and trenching to prevent wicking of moisture under the painted walls followed by two coats of paint. Project cost is (\$6,775).

Requested for FYE 16 are funds (\$45,000) to complete the projects.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: No impact

Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	27						27
D. Equipment								0
E. Other Costs								0
Total	C	27	0	0	0	0	0	27

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During Budget deliberations, the Town Council reduced this project by \$18,000 for the new awning.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT B) COMPUTER TECHNOLOGY ACQUISITION - SOFTWARE SYSTEMS	ACTIVITY/DEPARTMENT 7) TECHNOLOGY
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DESCRIPTION/PURPOSE/JUSTIFICATION

In FYE 14, (\$75,000) was appropriated to hire a consultant to undertake a review and analysis of the Town's major software systems. Many of these systems have reached the end of their useful life (or soon will), and before committing funds for these upgrades, it was felt that the Town should undertake a comprehensive analysis/review of its internal operating processes, procedures, and software needs with the assistance of a consultant. ClientFirst was hired, and both Town and Groton Public Schools staff have been engaged in this review and analysis over the last year. The consultant is in the process of completing an Enterprise Application Software Assessment and Plan to take advantage of advancements in technology, to integrate other solutions, and to improve business processes and accuracy. As part of that plan, ClientFirst has provided the Town with preliminary CIP budget figures through FYE 20. Due to the nature of this project, all costs are being classified as "Other Costs". Examples of project costs include training and support, new system acquisition and implementation, GIS strategic planning, and new software/hardware.

Requested for FYE 16 are funds (\$450,000) to implement the first phase of the master plan, which includes funding for process reviews, development of Request(s) for Proposals for vendor selection, vendor evaluation, vendor contract negotiations, and implementation readiness.

Engineering: Not applicable
Construction: Not applicable
Impact on operating budget: TBD
Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs	C	380.4	1190	785	785	965		4105.4
Total	C	380.4	1190	785	785	965	0	4105.4

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

The Town Council reduced this project from 450,000 to \$380,400.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) UPGRADE RADIO SYSTEMS-TOWN POLICE	7) TECHNOLOGY

DESCRIPTION/PURPOSE/JUSTIFICATION

This project was initially funded by the Town Council for (\$100,000) in FYE 15. Subsequently, the RTM deleted funding from the budget. The need for this project still exists and it is therefore resubmitted for approval.

Town and City police officers are unable to communicate directly because the departments use different radio systems for their daily operations. The PERF Police Study identified the inability to communicate directly as a serious public safety issue. The study strongly recommended that all departments use the same radio frequency and that Groton City police dispatch/communications be integrated into the Town's Dispatch Center. This project will increase the efficiency and capabilities of the departments by allowing officers from the Town, City and Groton Long Point police departments to communicate directly.

The most efficient method to integrate the radio systems of the police departments would be to upgrade the Town PD 800 MHz system to a simulcast system, extending full radio coverage into the City and replacing the City Police systems with 800 MHz units. By extending the system coverage, City officers could operate anywhere in town. Dispatching officers from all three police departments from a single Dispatch Center allows more efficient handling of citizens' calls and improves communications between the agencies and their responders. This ensures proper coordination of all emergency responders. In addition, the existing radio system does not sufficiently cover Town Police jurisdiction, forcing officers to rely upon portable radios due to lack of radio signal strength from the Dispatch Center. This project would improve the existing Town Police radio coverage in the problem areas.

Requested for FYE 16 are funds (\$100,000) to evaluate the existing system and initial equipment purchases.

Programmed for FYE 17 are funds (\$300,000) to complete the project.
Availability of grant funds to offset Town expenditures will be investigated during the project.

Engineering: Consultant/In-house
Construction: Contractor
Impact on operating budget: No impact
Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C	100	300					400
E. Other Costs								0
Total	C	100	300	0	0	0	0	400

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
A) ECONOMIC ASSISTANCE FUND	8) PLANNING AND ECONOMIC DEVELOPMENT

DESCRIPTION/PURPOSE/JUSTIFICATION

This program provides funding for construction of necessary public infrastructure improvements associated with new job-creating development opportunities. The goal is to retain, support, and entice new job-creating businesses to Groton by paying for public infrastructure improvements that are extraordinary in nature, and usually beyond the business' ability to pay. Public improvements that would support these businesses can include water and sewer line extensions, electric and telephone extensions, public sidewalks, road improvements, installation of traffic control devices, street lighting, and downstream drainage improvements. Contributions to the fund are requested annually with appropriations made as-needed. Program guidelines were established by the Town Council, which authorizes all expenditures.

To date, four projects have been funded using this program: 1) property acquisition associated with the Midway Industrial area; 2) Shore Avenue relocation associated with the Pfizer/Groton land exchange project; 3) Mystic public restrooms; and 4) partial cost of a new sidewalk on Route 1, east of Buddington Road. As of June 30, 2014 the fund balance is (\$511,683.64).

Requested for FYE 16 are funds (\$100,000) to complete projects supporting economic development and/or set aside funds until such projects arise. Expenditures are contingent upon the need for economic assistance to assist a business looking to grow or to relocate to Town. There are presently no projects planned, however the additional funds provide a tool critical to the support of the Town's economic development efforts.

Programmed for FYE 17 through FYE 21 are funds (\$100,000/year) to continue the program and develop a reserve fund to enable the Town to provide assistance for a larger project, or to assist multiple projects in a short time period should they arise.

Engineering: Not applicable

Construction: Not applicable

Impact on operating budget: Not identified at this time; depends on types of projects authorized

Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	100	100	100	100	100	100	600
D. Equipment								0
E. Other Costs								0
Total	C	100	100	100	100	100	100	600

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) OPEN SPACE ACQUISITION	8) PLANNING AND ECONOMIC DEVELOPMENT

DESCRIPTION/PURPOSE/JUSTIFICATION

The Conservation Commission and the Planning Commission through the Plan of Conservation and Development have identified a number of parcels of land that would be worthy of acquisition as Town open space. This would allow the Town to protect natural resources, make trail connections, allow for marsh advancement due to climate change, and fill gaps in and around existing open space. Funds from this project were most recently used to leverage the purchase of the Sparkle Lake Conservation Area on Thomas Road by applying them to the required 25% match for a State Open Space and Watershed Land Acquisition grant.

Requested for FYE 16 are funds (\$50,000) and programmed for FYE 17 through FYE 21 are funds (\$25,000/year) to investigate potential open space acquisition through required surveys and environmental assessments, to fund negotiations for property acquisition, and to provide matching funds for open space grants. The Open Space Acquisition Fund balance as of June 30, 2014 is (\$19,000). Fees collected in lieu of open space dedication through the Planning Commission's subdivision process are also used toward the purchase of open space.

Engineering: Not applicable
 Construction: Not applicable
 Impact on operating budget: Not applicable
 Sustainability Goals: Goal 5 (reduction of impervious surfaces) and Goal 4 (adapt to climate change)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way	C	15	25	25	25	25	25	140
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	15	25	25	25	25	25	140

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During Town Council budget deliberations this project was reduced from \$50,000 to \$10,000. The RTM increased the amount to \$15,000.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
A) LED STREETLIGHTS	9) ENERGY EFFICIENCY AND CONSERVATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Town owns the streetlights in the CL&P service area. In 1990 the lights were converted from incandescent and mercury vapor to high pressure sodium vapor, which at the time was the most efficient street lighting source.

The LED (light emitting diode) is now the most efficient street lighting source. The life expectancy is three times that of the high pressure sodium and they use 50-75% less energy for the same amount of light.

The Town will be entering into the CCM Energy Efficiency Program, Statewide LED Streetlight Retrofit initiative. This will replace only the fixture head, not the supporting arm. The metal arms, in many cases, have been exposed to the weather for over 30 years and it is anticipated that some of these arms will need to be replaced during the changeover.

Requested for FYE 16 are funds (\$28,000) for the replacement of those arms found to be deficient.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Goal 1 (reduce overall energy use) and Goal 2 (transition to renewable energy)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C	28						28
E. Other Costs								0
Total	C	28	0	0	0	0	0	28

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
B) PUMP STATIONS	10) WATER POLLUTION CONTROL AUTHORITY

DESCRIPTION/PURPOSE/JUSTIFICATION

These projects have been approved by the Water Pollution Control Authority as part of their annual budget and are paid from the user fees collected. This project replaces worn out or outdated mechanical and electrical equipment located in the collection system's 22 pump stations. This also includes structural repairs to the facilities along with replacement of underground and above ground fuel tanks. Odor control has been added as an additional component to this category of capital improvements. Although a nuisance, the odors are an indicator of hydrogen sulfide which is corrosive to the concrete pipe and manholes in the system. By addressing the creation of the odors, we are limiting the deterioration of the pipe.

Approved in FYE 15 was (\$10,000) to prepare designs for the replacement of underground fuel tanks at the Poquonnock Bridge and Beebe Cove Pump Stations. These tanks must be removed by 2016 as they have met their useful life.

Requested for FYE 16 are funds (\$134,000) to replace underground tanks with above ground units and (\$79,000) to replace the existing emergency generator in the Gravel Street Pump Station. The unit has failed and the station is temporarily wired to a portable generator.

A conditional analysis of the major pump stations was completed in 2014. This determined the work required at each station. It also provided a planned order to address the issues found and the corresponding costs. The magnitude of the work is unknown at this time. The work will be programmed in FYE 17 through FYE 21.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: Energy efficient motors/variable frequency drives provide 10% energy savings

Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	213	TBD	TBD	TBD	TBD	TBD	213
D. Equipment								0
E. Other Costs								0
Total	O	213	TBD	TBD	TBD	TBD	TBD	213

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other (WPCF User Fees)

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) TREATMENT FACILITY	10) WATER POLLUTION CONTROL FACILITY

DESCRIPTION/PURPOSE/JUSTIFICATION

These projects have been approved by the Water Pollution Control Authority as part of their annual budget, and are paid from the user fees collected. This project addresses the need to maintain the exteriors of the buildings, as well as the interior structural components, such as concrete repairs to the wet wells, metal coatings, and painting.

Approved in FYE 15 was (\$25,000) to design the replacement of the underground fuel tank. The tank must be removed by 2017 as it has met its useful life.

Requested for FYE 16 are funds to install an above ground tank (\$174,000), replace the existing steam boiler with a hot water boiler and associated unit heaters (\$500,000), relocate the mechanics' workshop (\$400,000), and install a heat exchanger for the emergency generator (\$32,000).

Programmed for FYE 17 are funds (\$85,000) for engineering to rehabilitate the primary clarifier #1.

Programmed for FYE 18 are funds (\$250,000) to rehabilitate the primary clarifier #1.

Programmed for FYE 19 are funds for the replacement of components to the sludge handling system.

Engineering: Consultant

Construction: Contractor

Impact on operating budget: Energy efficient boilers will reduce cost by decreased fuel use

Sustainability Goals: Goal 1 (reduce overall energy use)

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	O	90	85					175
B. Land and Right of Way								0
C. Construction	O	1016		250	TBD			1266
D. Equipment								0
E. Other Costs								0
Total	O	1106	85	250	TBD	0	0	1441

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other (WPCF User Fees)

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
D) SOUTH ROAD SEWERS	10) WATER POLLUTION CONTROL FACILITY

DESCRIPTION/PURPOSE/JUSTIFICATION

The installation of public sewers at South Road will serve residential and commercial property north of the AMTRAK rail line as well as industrial property just south of the rail line. Public sewer currently ends at the South Road/Route 1 intersection. This would bring the last major utility (public water and natural gas are available) to this portion of the airport industrial zone. The airport industrial zone area offers an excellent transportation network with access to I-95 and Route 1. A secondary benefit of providing sewers would be the protection of the shellfish beds in the Poquonnock River.

This study would provide the community with information to help secure grants to provide public utilities to the industrial zone along this corridor.

Requested for FYE 16 are funds (\$30,000) to hire an engineering firm to prepare plans to install a sanitary sewer line to this commercial area.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	30						30
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	30	0	0	0	0	0	30

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
E) ROUTE 117 SEWERS	10) WATER POLLUTION CONTROL FACILITY

DESCRIPTION/PURPOSE/JUSTIFICATION

The lack of available sites with appropriate infrastructure to accommodate future growth has been identified as a key constraint hampering the Town's efforts to attract and grow new business. Outside of retail, the job-creating businesses that might locate in Groton do not create enough real estate value to justify expensive site improvements. By being proactive and with some expenditure of funds, the Town can help facilitate the development of such lands by multiple users who would be unable to afford such improvements on their own.

Bringing public sewers to the Route 117, Route 184 intersection would bring the second major utility (public water is available) to the commercial node identified in the 2002 POCD. Public sewer and gas currently end in the vicinity of Poheganut Drive and Route 117, some 4500 feet south of this node. This node offers excellent transportation access to I-95 just 2 miles to the west via Route 184. Route 117 is a major north/south State road offering access from Route 2 in Preston south to Route 1 in Groton. There is also access to I-95 south of this node within 1.5 miles.

The public water extends north on Route 117 into Ledyard Center. Extending sewer to the Route 117/ Route 184 area would also allow extending the sewer to Ledyard Center at a future date. This would provide both communities the opportunity to work regionally to provide public utilities to commercial and mixed use zones along the Route 117 corridor.

Requested for FYE 16 are funds (\$70,000) to hire an engineering firm to prepare plans to install a sanitary sewer line to the commercial node. How the line is ultimately installed (i.e. public or private) is to be determined.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering	C	70						70
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	70	0	0	0	0	0	70

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During budget deliberations there were no changes.

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
F) SEWER BOND REFERENDUM	10) WATER POLLUTION CONTROL FACILITY

DESCRIPTION/PURPOSE/JUSTIFICATION

Requested for FYE 16 are funds (\$1,716,000) to replace the Fishtown Road Pump Station. Funds were approved in FYE 13 to prepare the design. Also requested for FYE 16 are funds (\$6,514,000) for the renovation of the Effluent Pump Station. Approved in FYE 13 were funds to design the renovation. The station pumps treated effluent to the Thames River. Staff is recommending this be programmed for a November 2015 bond referendum.

No formal FYE 16 budget action is requested on these items by the Town Council or RTM at this time. Projects are shown for information purposes only pending future action by the Town Council and RTM.

Engineering: Consultant
 Construction: Contractor
 Impact on operating budget: No impact
 Sustainability Goals: Not applicable

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2016	FYE2017	FYE2018	FYE2019	FYE2020	FYE2021	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	8230						8230
D. Equipment								0
E. Other Costs								0
Total	O	8230	0	0	0	0	0	8230

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
 (O) Other (Sewer District Obligation Bonds)

During budget deliberations this item was not discussed.



"SUBMARINE CAPITAL OF THE WORLD"

**TOWN OF GROTON
FYE 2016 ADOPTED BUDGET**

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TOWN OF GROTON, CONNECTICUT
GLOSSARY OF TERMS
FYE 2016

ACCRUAL BASIS - a basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

ADJUSTED BUDGET - The original adopted budget plus any transfers or supplemental appropriations passed as of a certain date.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. Usually authorization is limited in the amount and the time in which it may be expended.

AREAS OF SERVICE - A group of related activities aimed at accomplishing a major service or program for which a governmental unit is responsible. Examples of Areas of Service are: General Government, Public Safety, Planning and Development, and Human Services.

ASSESSED VALUATION - A valuation set upon real estate or other property by a government as a basis for levying taxes. In Connecticut, the assessed value is currently set at seventy percent of appraised value.

BALANCED BUDGET - For all of its appropriated funds, the Town Manager submits budgets in which estimated expenditures equal estimated revenues and surplus (fund balance applied).

BENEFIT - A payment made or entitlement available in accordance with a labor agreement or contract.

BONUS - Something given or paid in addition to what is usual or expected.

BUDGET - A plan of financial operation containing an estimate of proposed expenditures for a single fiscal year (July 1 through June 30) and the proposed means for financing them.

BUDGETARY BASIS - Refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

BUDGET DOCUMENT - As defined by the Charter of the Town of Groton, not later than March 15th, the Manager files the proposed budget including a budget message outlining the financial policy of the Town Government which

describes the important features of the plan indicating major changes from the current year and clearly summarizes the contents. This budget document includes:

- Actual revenues and expenditures during the past fiscal year, total estimated revenues and expenditures for the past fiscal year, Department's requests for expenditures for the ensuing fiscal year, and the Manager's recommendation of itemized revenues to be collected and amounts to be appropriated for the ensuing fiscal year.
- Statistical information to aid evaluation of proposed programs to determine appropriate levels of service.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and have an initial, individual cost of more than \$10,000 and an estimated useful life in excess of two years.

CAPITAL BUDGET - A plan of proposed capital projects and the means of financing them for a current fiscal period. Examples include construction of a police station, establishing a new park.

CAPITAL IMPROVEMENT - A major improvement or betterment of a non-recurring nature to the physical plant of the municipality as differentiated from ordinary repairs or maintenance of a recurring nature (CSS Sec 8-160). Appropriations from this fund shall be made only for capital assets, projects or acquisitions of a non-recurring nature, with a cost of over \$25,000 and with a useful life of over five years (GTO #179, 9-17-85).

CAPITAL RESERVE FUND - An account in which annual governmental fund appropriations are accumulated to fund multi-year capital projects.

CHARACTER OF EXPENDITURE - A grouping of expenditures on the basis of the nature of goods or services purchased, as follows:

- A. Personnel Services - Direct payment to employees of wages and salaries and selected benefits through normal payroll procedures.

- B. Operating Expense - Payment of ordinary and recurring operating expenses not otherwise classified.

CONNECTICARD FUND - A special revenue fund established to account for the revenues and expenses of State grants which are to be used for Library purposes only.

CONTINGENCY - A budgetary reserve to provide for emergency and unanticipated expenditures.

COST CENTER - A specific area of work performed in carrying out department responsibilities. The Assessment Division (10133) is a cost center in the Finance Department Function (1013).

DEBT SERVICE - The amount of money required to pay the interest and principal of outstanding bonded debt.

DEPARTMENT - An organizational unit in which various services are managed.

ENCUMBRANCE - Legal commitments in the form of purchase orders or contracts which are chargeable to an appropriation and for which the part of the appropriation is reserved. The legal commitment ceases to be an encumbrance when paid or when an actual liability for payment is recorded.

EQUALIZED NET GRAND LIST (ENGL) - is the estimate of the market value of all taxable property in a municipality. Municipalities revalue their Grand Lists based on schedules established by the CT General Assembly. Thus, there can be a marked difference between the market value of all property and the assessed value. The State of CT's Office of Policy and Management calculates the ENGL from sales and assessment ratio information and grand list reports filed by the municipality.

EXPENDITURES - This term designates the costs of goods delivered or services rendered, whether paid or unpaid, as well as provision for debt retirement and capital outlays.

FISCAL YEAR - A twelve month period of time to which the annual budget applies and at the end of which a governmental unit determines financial position and results of operations (July 1 through June 30).

FYE (Fiscal Year Ended) - Connecticut municipalities operate on the uniform fiscal year July 1 to June 30. A listing of "FYE 2016", means

the fiscal year which began on July 1, 2015 and ends on June 30, 2016.

FLEET RESERVE FUND - A special revenue fund established to accumulate funds necessary to replace equipment and vehicles and to purchase fuel and parts.

FUNCTION - A grouping of expenditures on the basis of specific and distinct cost centers or services performed by a department.

FUND - An independent fiscal and accounting entity with a self balancing set of accounts, in which are recorded cash and/or other resources together with all related liabilities, obligations, reserves and equities. All funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE APPLIED - The amount of unreserved/undesignated fund balance that is used to balance a particular budget.

FUND BALANCE; UNRESERVED, UNDESIGNATED - The excess of assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND - All expenditures supported by general property taxes and other revenues designated for general governmental and educational purposes.

GENERAL OBLIGATION (GO) BONDS - Bonds that are secured by the Town's "full faith and credit" pledge to repay debt. GO bonds issued by the Town are repaid from taxes and other general revenue sources.

GOVERNMENTAL FUNDS - All funds and financing supported by general property taxes and other revenues designated for governmental and educational purposes.

GOVERNMENT SUBDIVISION - The Town of Groton has two political subdivisions, the City of Groton and the Groton Long Point Association. Seven additional special districts are organized units of government within the Town which also have separate governing bodies and taxing authority. The districts were established by the

State legislature for specific purposes such as fire and police protection.

GRAND LIST - A total value of all taxable real estate, personal property and motor vehicles upon which the property tax levy is allocated among the property owners in the Town, the political subdivisions, the fire/special districts, and the sewer district.

INTERGOVERNMENTAL REVENUE - Revenue received from other governments (State, Federal) in the form of grants, shared revenues, or payments in lieu of taxes.

LEVY - The total amount of taxes imposed by a governmental unit.

LoCIP (Local Capital Improvement Program) - The amount of State funds provided as financial assistance to municipalities for eligible projects within its five-year capital improvement plan.

MILL RATE - The rate applied to assessed valuation to determine property taxes. The Town mill rate for the FYE 2016 Adopted Budget is 20.95 mills. A mill is the amount of tax paid for each \$1,000 of assessed value and is \$1.00 of tax for each \$1,000 of assessed value. For the FYE 2016 budget, this means that \$20.95 in property taxes must be paid for every \$1,000 of assessed value of property.

MODIFIED ACCRUAL BASIS - The basis of accounting under which expenditures are recorded at the time liabilities are incurred and revenues are recorded when measurable and available to finance expenditures of the fiscal period.

OBJECT CODE - As used in expenditure classifications, this term applies to the article purchased or the service obtained, such as contractual services, utilities, postage, equipment maintenance, overtime, etc.

OBLIGATIONS - Amounts which a governmental unit may be required legally to meet out of its resources. This includes actual liabilities and unliquidated encumbrances.

OTHER POST EMPLOYMENT BENEFITS - (OPEB) Refers to post employment benefits other than pension benefits and includes post employment health care benefits, i.e., medical, dental, vision, hearing and other health-related benefits and other types of post employment benefits, i.e., life insurance, disability, long-term care and other benefits provided separately from a pension plan.

OPERATING EXPENSES - Expenditures for day-to-day operations, such as postage, materials and supplies, routine maintenance of equipment, professional development and travel.

ORDINANCE - A formal legislative enactment by the Council or governing body of a municipality which has full force and effect of law within the boundaries of the municipality to which it applies. A resolution differs from an ordinance in that it requires less legal formality and carries lower legal status.

PERSONNEL SERVICES - Cost related to compensating employees, including salaries and wages and benefits.

PILOT - Payment in lieu of taxes. Various grants received from the State of Connecticut.

REPRESENTATIVE TOWN MEETING (RTM) - An elected body of not more than forty-one (41) members who shall approve or amend budgets passed by the Town Council, accept or reject bonding ordinances and exercise other powers as granted under the State Statutes and the Town Charter.

RESERVE - An account which records a portion of fund balance which is legally segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

REVENUE - This term designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, and do not represent contributions of fund capital.

SPECIAL REVENUE FUND - Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

SPICER TRUST/LOCAL ASSISTANCE FUND - A special revenue fund established by stipulated judgment to be used for the benefit, maintenance, and support of poor residents.

SUBSIDY - An appropriation of funds from a government to aid in establishing or maintaining a service deemed advantageous to the public.

TRANSFER FROM OTHER FUNDS - Loans or transfer amounts made from one fund to another.

TRUST FUND - A fund separate from the General Fund used to account for assets held by the Town in a trustee capacity, e.g. the Spicer Trust Fund, Pension Fund.

TOWN OF GROTON, CONNECTICUT

ACRONYMS**FYE 2016**

ACO	-Animal Control Officer
BAA	-Board of Assessment Appeals
BOE	-Board of Education
CAD	-Computer Aided Drafting
CCM	-Connecticut Conference of Municipalities
CEDAS	-CT Economic Development Association
COG	-Council of Governments
CRF	-Computer Replacement Fund
DARE	-Drug Abuse Resistance Education
DCYS	-Department of Children & Youth Services
DWI	-Driving While Intoxicated
ECHO	-Eastern CT Housing Opportunities
EMS	-Emergency Medical Service
FTE	-Full Time Employee
FSC	-Family Support Center
FYE	-Fiscal Year End
GASB	-Government Accounting Standards Board
GFOA	-Government Finance Officers Association
GIS	-Geographic Information System
GLPA	-Groton Long Point Association
GMEA	-Groton Municipal Employees Association
GMTV	-Groton Municipal Television
GREAT	-Gang Resistance Education and Training
GSS	-Groton Social Services
HRDG	-Human Resources Development Grant
LoCIP	-Local Capital Improvement Program
LLHD	-Ledge Light Health District
MASH	-Mystic Area Shelter & Hospitality
MDT's	-Mobile Data Terminals
MED	-Medical Emergency Dispatch
MIS	-Management Information Systems
MSW	-Municipal Solid Waste
NLC	-National League of Cities
NAWAS	-National Warning System
NRZ	-Neighborhood Revitalization Zone
PBFD	-Poquonnock Bridge Fire Department
OPDS	-Office of Planning & Development Services
OPEB	-Other Post-Employment Benefits
PILOT	-Payment in Lieu of Taxes
RSVP	-Retired Senior Volunteer Programs
RTM	-Representative Town Meeting
SCADD	-Southeast Council on Alcohol & Drug Dependence
SCCOG	-Southeastern Connecticut Council of Governments
SCRRA	-Southeastern Connecticut Regional Resource Recovery Authority
SECTER	-Southeastern CT Enterprise Region
SSBG	-Social Service Block Grant
TEA-21	-Transportation Equity Act for the 21 st Century
TECHCONN	-Technology for CT
TVCCA	-Thames Valley Council for Community Action
VNA	-Visiting Nurses Association
WPCF	-Water Pollution Control Facility
YFS	-Youth & Family Services

**TOWN OF GROTON, CONNECTICUT
OBJECT CODES WITH DESCRIPTIONS
FYE 2016**

PERSONNEL SERVICES

5101 Regular Full Time Personnel

Employees working a minimum of 35 hours per week on a year-round basis.

5102 Part Time Personnel

- a) **Part Time** - employees working less than twenty (20) hours per week year round or for recurring periods exceeding six-months (less than 1,027 hours per year).
- b) **On Call Employees** - employees such as Dispatchers and Supernumeraries (Police Department) who are available on an as-needed basis.
- c) **Temporary** – full-time employees hired in a regular classification for five (5) months or less (and/or as otherwise set forth in any Collective Bargaining Agreement) to replace a regular employee on leave or to accomplish a non-recurring project or assignment.

5103 Seasonal Personnel

Employees working part-time or full-time on a recurring basis for less than six (6) months in a calendar year (e.g. summer employees).

5104 Overtime Pay

Additional pay for hourly paid employees who work more than the normal number of hours in a pay period or day. This could usually be paid at straight, time and one-half or double times the normal hourly rate.

5105 Longevity Pay

Payments received based on one's length of employment with the Town beginning on an employee's anniversary date in accordance with their labor agreement.

5106 College Incentive Pay

Incentive payments made to Police Officers for college credit and/or degrees.

5107 Shift Replacement Overtime

Used by the Police Department to charge an officer's time when he/she is brought in on overtime to cover another officer's absence.

5109 Salary Adjustments

Normally, used to reflect salary adjustments paid out of a function budget for accrued vacation hours and a retiree's sick leave hours. Also used to account for salary adjustments that could bring about the elimination of positions and/or furlough days.

- 5110 Regular Part Time**
Employees that work on a year round basis at least twenty but less than thirty-five hours per week. Generally are included in collective bargaining units.
- 5111 Premium Pay/Out of Class**
Used to charge extra pay for work performed out of one's normal classification or as a premium pay for performing certain activities. In Police accounts, used when an officer cashes in accumulated paid holidays.
- 5112 Sick Incentive**
Incentive for employees not to use sick leave. Police Officers are awarded one day's pay for each quarter no sick leave is taken. Employees affiliated with the GMEA receive a \$50.00 payment for each quarter of perfect attendance. Depending on labor agreements, other employees who have sick leave accrued in excess of 200 days can have it converted to pay in the ratio of 3 sick day's equivalent to one day's pay.
- 5115 Shift Premium**
Premium for working evening or night shift.
- 5116 Wage Continuation**
Wages paid to an injured employee prior to a determination of workers compensation eligibility.
- 5117 Allowances**
Payments made to an employee in lieu of furnishing a Town owned vehicle on a permanent basis for business purposes. Also included are payments made to employees (on a non-reimbursable basis) for meals, clothing, tools, fluids, etc. as per the labor agreements.
- 5119 Salary Reimbursement**
Used to offset the home based salary expenditures when funds are expected to be received from outside sources.
- 5151 Social Security**
Represents the Town's contribution of 6.2% on wages and up to \$117,000 for Old Age Survivors and Disability (OASDI) and 1.45% on all wages for Medicare. The Town's police officers are exempt from OASDI but the Town contributes the Medicare portion on any officer hired after 1986.
- 5152 Retirement**
Represents the amount that the Town contributes to the Pension Trust Fund based on an annual actuarial study.
- 5153 Health Insurance**
Represents the amount that the Town contributes to the Health Insurance Trust Fund which pays the medical costs associated with the health insurance plans. This amount is net of employee co-payments.
- 5154 Unemployment Compensation**
Represents payments made to the State for actual unemployment claims.
- 5155 Worker's Compensation**
Represents the amount that the Town contributes to the Trust Fund based on an actuarial study.

- 5158 Life Insurance**
Represents the amount that the Town contributes to the Health Insurance Trust Fund which pays the life insurance costs.
- 5159 Heart & Hypertension**
Represents the contribution to the Trust Fund to pay for heart and hypertension benefits.
- 5160 Health-Retiree-Current**
Represents the amount that the Town contributes to pay for the medical costs associated with retiree health insurance plans. This amount is net of retiree contributions.
- 5170 Other Post Employment Benefits (OPEB) Liability**
Represents the amount that the Town contributes for future post employment benefits other than retirement.

OPERATING EXPENSES

- 5201 Postage/Printing/Advertising**
Charges for postage, printing and advertising.
- 5210 Professional Development/Training**
Expenses such as membership in professional associations, dues, professional subscriptions, costs of seminars and conferences including transportation, lodging and meals; reimbursement for interview expenses, tuition reimbursement.
- 5220 Utilities/Fuel/Mileage**
Charges for fuel, mileage reimbursement, monthly telephone bills, lubricants, electricity, natural gas, water, sewer, waste disposal, and heating fuel.
- 5230 Payment/Contributions**
Contributions and/or payments to hospitals, the State of Connecticut, subdivisions of the Town of Groton, outside agencies and grievance/arbitration settlements other than wage payments.
- 5240 Boards and Commissions**
Appropriations to various boards and commissions such as Groton Arts Committees, Conservation Commission, Cable TV Advisory Committee, Veterans Memorial Committee, Community Events, Board of Assessment Appeals Expenses.
- 5260 Repairs & Maintenance – Facility/Equipment**
Contractual costs of maintenance and repair of miscellaneous equipment and facilities. Also includes maintenance agreements/contracts on computer hardware, typewriters, telephones, etc. Minor office renovation and routine building maintenance.
- 5261 Software Maintenance Fees**
Right to use software, right to updates, and telephone support. Software is never owned outright, a user is only licensed to use the software.
- 5280 Insurance/Risk Management**
Premium costs for property and liability insurance. Bond costs.

- 5281 Occupational Health and Safety**
Safety and health related equipment and services including OSHA-mandated training costs, commercial driver's license (CDL) physicals and drug and alcohol tests.
- 5285 Building/Property Damage**
Accident expense/claim expense.
- 5289 Insurance Claim Payments**
Payments made for claims not covered by insurance or below the deductible. Unemployment claims.
- 5290 Professional/Technical Services**
Management consulting or professional services, engineering and architectural services, legal services, rentals and/or lease fees for buildings and equipment, commercial solid waste removal, oil/water and sludge disposal, temporary employment agencies, pre-employment physicals/drug/alcohol tests and instructors for classes. Expenses associated with the surplus equipment sale.
- 5300 Materials and Supplies**
Agricultural supplies, sand, chemicals, salt, clothing, medical, recreational, electrical and communication supplies, construction supplies, food, clothing, awards and recognitions, admission fees, tickets, federally donated food, ammunition and electrical and mechanical equipment parts. Also includes meal allowances, books or manuals which are necessary in the operation of the department. Janitorial supplies, office supplies, building materials, tools, heating, ventilation, air conditioning and cooling (HVAC) supplies.
- 5310 Vehicle Operation and Maintenance**
Expenditures for vehicles used to transport personnel or objects. Included here are motor vehicle and boat parts. Equipment that can travel under its own power is considered a vehicle.
- 5315 Vehicle Replacement Fee**
This account is used to record the annual replacement cost of vehicles assigned to a department. These funds are accumulated in the Fleet Reserve Fund for vehicle purchases.
- 5316 Vehicle Maintenance Fee**
This account is used to record the annual maintenance cost of vehicles assigned to a department. These funds are accumulated in the Fleet Reserve Fund for vehicle maintenance.
- 5317 Vehicle Fuel**
This account is used to record the annual fuel cost of vehicles assigned to a department. These funds are accumulated in the Fleet Reserve Fund for vehicle fuel.
- 5318 Computer Replacement Fee**
This account is used to record the annual contribution to the Computer Replacement Fund for the replacement of computers and printers assigned to departments and related network equipment.

5400 Equipment/Machinery & Furniture

Maintenance equipment, janitorial equipment, office equipment and furniture. Recreation, communication, and surveillance equipment. Capitalized machinery and equipment for physical plant operations.

5410 Computer Equipment

This account is used to purchase computer equipment not included in the Computer Replacement Fund such as scanners, digital cameras, palm pilots, etc. as well as canned software such as Adobe, Publisher, Employee Appraiser, Front Page, etc. The initial purchase of computers and printers that will be later included in the Computer Replacement Fund is also charged here.

5420 Vehicles

All purchases of new vehicles.

5450 Debt Service

This account is used by the General Fund, Golf Course Fund and possibly other special funds for debt service payments.

5460 Reserve Fund/Equipment

This account is used by the General Fund, Golf Course Fund and possibly other special funds as a reserve account for major purchases to take place in future years.

5499 Contingency

This account is used by the General Fund, and Other Funds as a reserve for budgeted items which cost more than anticipated.

5600 Human Services Accounts

The 5600 series of accounts are expenses associated with providing General Assistance to qualified applicants.



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Town of Groton



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