

Town of Groton



Adopted FYE 2013 Budget

Fiscal Year Ending June 30, 2013

June 5, 2012

TOWN OF GROTON, CONNECTICUT

PRINCIPAL OFFICIALS

Town Council

Heather Bond Somers, Mayor
Dean G. Antipas
Bruce S. Flax
Bill Johnson
Frank O'Beirne, Jr.
Deborah L. Peruzzotti
Rita M. Schmidt
James L. Streeter
Harry A. Watson

Appointed Officials

Mark R. Oefinger:	Town Manager
Paul J. Kadri:	Superintendent of Schools
Eileen M. Duggan:	Town Attorney

Department Directors

Administrative Services:	Douglas R. Ackerman
Finance:	Salvatore M. Pandolfo
Human Services:	Marjorie D. Fondulas
Library:	Elizabeth Ann Reiter
Parks & Recreation:	Douglas R. Ackerman (Acting Director)
Planning & Development:	Michael Murphy
Police:	Michael J. Crowley, Chief
Public Works:	Gary J. Schneider
Town Clerk:	Betsy Moukawsher

TOWN OF GROTON

How To Use This Budget Document **Adopted Budget - FYE 2013**

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 2012. 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 2012 Budget to the Adopted FYE 2013 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 2013 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 2011, Estimate FYE 2012, and Anticipated FYE 2013. 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 2013. 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 2013 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.

**TOWN OF GROTON
FYE 2013 ADOPTED BUDGET**

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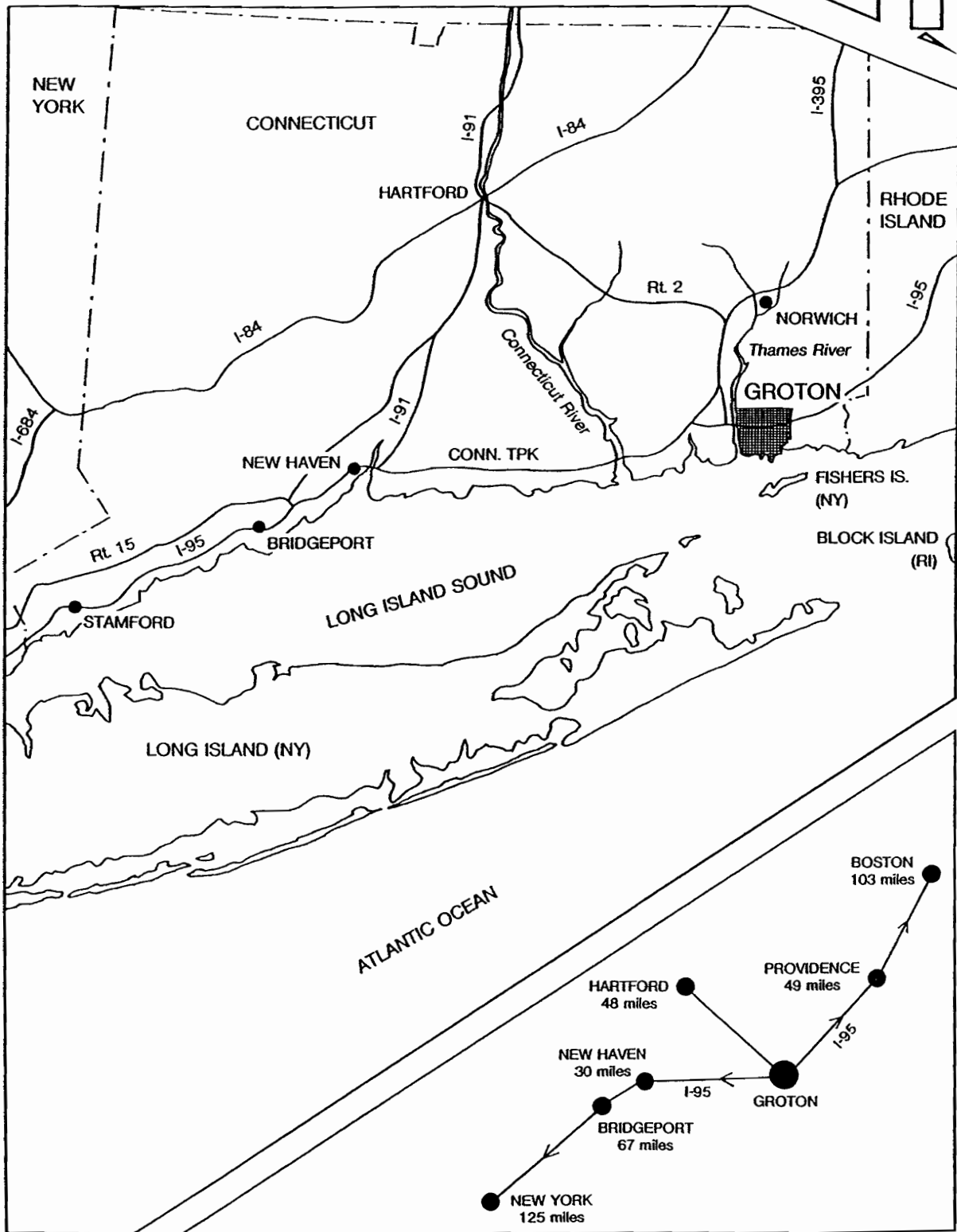
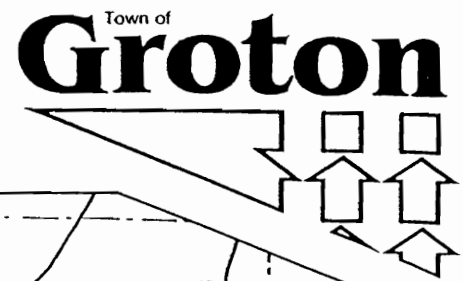
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LOCATION & TRANSPORTATION



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 3 million square feet of research, office and manufacturing space. Pfizer employs over 5,000 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.

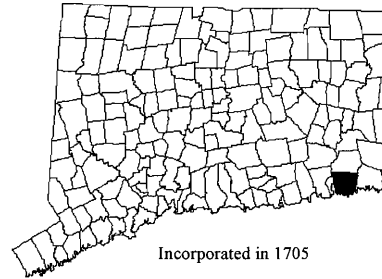
The treasures of Groton's past are retained through the historic homes that are scattered through the Town, the quaint streets of Noank, and the scenic Long Island Sound. The Town is committed to preserving this past, while striving to implement new initiatives as the leader in Southeastern Connecticut.

Groton, Connecticut

CERC Town Profile 2012

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

<i>Population (2011)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	<i>Race/Ethnicity (2011)</i>	<i>Town</i>	<i>County</i>	<i>State</i>
1990	45,144	254,957	3,287,116	White	31,949	228,237	2,800,328
2000	39,907	259,088	3,405,565	Black	2,806	16,228	365,949
2011	40,593	277,700	3,610,073	Asian Pacific	2,569	11,708	138,364
2016	42,734	292,047	3,754,486	Native American	318	2,537	11,369
'11-'16 Growth / Yr	1.0%	1.0%	0.8%	Other/Multi-Race	2,951	18,990	294,063
				Hispanic (any race)	3,990	25,778	512,039
Land Area (sq. miles)	31	666	5,009	<i>Poverty Rate (2010)</i>	7.2%	7.2%	9.2%
Pop./ Sq. Mile (2011)	1,297	417	721	<i>Educational Attainment (2011)</i>			
Median Age (2011)	41	40	40	Persons Age 25 or Older	<i>Town</i>	<i>%</i>	<i>State</i>
Households (2011)	16,119	108,680	1,391,975	High School Graduate	8,864	31%	702,670
Med HH Inc. (2011)	\$61,709	\$68,884	\$70,705	Some College	9,488	33%	594,209
				Bachelors or More	8,377	29%	883,658
<i>Age Distribution (2011)</i>							
	<i>0-4</i>	<i>5-17</i>	<i>18-24</i>	<i>25-49</i>	<i>50-64</i>	<i>65+</i>	<i>Total</i>
Male	1,116 3%	2,844 7%	1,890 5%	8,126 20%	4,321 11%	2,140 5%	20,437
Female	1,108 3%	3,121 8%	1,648 4%	7,209 18%	4,079 10%	2,991 7%	20,156
County Total	15,861 6%	44,714 16%	27,651 10%	94,194 34%	55,872 20%	39,408 14%	277,700
State Total	217,641 6%	611,932 17%	343,959 10%	1,213,300 34%	711,463 20%	511,778 14%	3,610,073

Economics

<i>Business Profile (2005)</i>	<i>% of Total</i>	<i>Top Five Grand List (2009)</i>	<i>Amount</i>	<i>% of Net</i>
<i>Sector</i>	<i>Establishments</i>	<i>Employment</i>		
Agriculture	1.5%	0.1%	Pfizer Inc.	\$559,124,192 13.6%
Const. and Mining	6.2%	0.6%	Electric Boat Corp	\$196,629,294 4.8%
Manufacturing	3.9%	21.8%	Exit 88 Hotel LLC	\$27,841,770 0.7%
Trans. and Utilities	3.8%	2.4%	LCOR Groton Apartments LLC	\$21,666,920 0.5%
Trade	27.1%	11.0%	Groton Devel Assoc	\$18,670,260 0.5%
Finance, Ins. and Real Estate	8.7%	2.0%	Net Grand List (2009)	\$4,123,340,224
Services	44.3%	13.3%	<i>Top Five Major Employers (2006)</i>	
Government	4.5%	48.7%	U.S. Naval Submarine Base	Town of Groton
			Electric Boat Corp.	AVCRAD
			Pfizer, Inc.	
			<i>Town</i>	<i>State</i>
			<i>Retail Sales (2007)</i>	
			All Outlets	\$1,899,166,454 \$136,936,194,241

Education

<i>2009-2010 School Year</i>	<i>Town</i>	<i>State</i>	<i>Connecticut Mastery Test Percent Above Goal</i>						
Total Town School Enrollment	5,293	552,782	<i>Grade 4</i>	<i>Grade 6</i>	<i>Grade 8</i>				
Most public school students in Groton attend Groton School District, which has 5,134 students.			<i>Town</i>	<i>State</i>	<i>Town</i>	<i>State</i>	<i>Town</i>	<i>State</i>	
			Reading	58 61	60 69	67 69			
			Math	57 64	63 69	58 65			
			Writing	58 64	49 62	62 67			
							<i>Average SAT Score</i>		
<i>For more education data please see: http://www.state.ct.us/sde/</i>	<i>Students per Computer</i>	<i>Town</i>	<i>State</i>	<i>Average Class Size</i>			<i>Town</i>	<i>State</i>	
	Elementary:	2.7	4.1	Grade K 17.1	Grade 2 20.3	Reading	502	503	
	Middle:	2.2	2.8	Grade 5 22.6	Grade 7 16.1	Writing	497	506	
	Secondary:	1.7	2.7	High School 19.3		Math	507	508	

Government

Government Form: Council-Manager				Annual Debt Service (2010)	\$6,155,073
				As % of Expenditures	5.0%
Total Revenue (2010)	\$120,062,813	Total Expenditures (2010)	\$123,236,612	Eq. Net Grand List (2008)	\$5,650,001,776
Tax Revenue	\$74,812,435	Education	\$79,363,536	Per Capita	\$139,565
Non-tax Revenue	\$45,250,378	Other	\$43,873,076	As % of State Average	84%
Intergovernmental	\$42,969,276	Total Indebtness (2010)	\$68,309,468	Date of Last Revaluation (2009)	2006
Per Capita Tax (2010)	\$1,871	As % of Expenditures	55.4%	Moody's Bond Rating (2009)	Aa3
As % of State Average	75.5%	Per Capita	\$1,709	Actual Mill Rate (2010)	17.95
				Equalized Mill Rate (2010)	13.04
				% of Grand List Com/Ind (2007)	23.0%
				As % of State Average	76.7%

Housing/Real Estate

<i>Housing Stock (2009)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	Owner Occupied Dwellings (2009)	7,460	64,162	812,964
Existing Units (total)	17,794	117,950	1,452,007	As % Total Dwellings	41%	55%	57%
% Single Unit	59.4%	69.2%	64.8%	Subsidize Housing (2008)	3,625	12,075	149,355
New Permits Auth. (2009)	42	427	3,786	<i>Distribution of House Sales (2009)</i>	<i>Town</i>	<i>County</i>	<i>State</i>
As % Existing Units	0.24%	0.36%	0.26%	Number of Sales			
Demolitions (2009)	3	46	1,219	Less than \$100,000	14	55	346
House Sales (2009)	188	1,204	14,696	\$100,000-\$199,999	48	277	3,539
Median Price	\$245,750	\$250,000	\$265,000	\$200,000-\$299,999	66	479	4,847
Built Pre 1950 share (2000)	24.7%	32.7%	31.5%	\$300,000-\$399,999	29	204	2,510
				\$400,000 or More	31	189	3,454

Labor Force

<i>Place of Residence (2011)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	<i>Commuters (2000)</i>		
Labor Force	19,407	151,676	1,918,145	Commuters into Town from:	Town Residents Commuting to:	
Employed	17,599	138,558	1,749,489	Groton	11,797	Groton 11,797
Unemployed	1,808	13,118	170,828	Ledyard	2,534	New London 1,791
Unemployment Rate	9.3%	8.6%	8.9%	New London	2,089	Ledyard 1,290
<i>Place of Work (2011)</i>				Stonington	2,078	Stonington 1,141
# of Units	1,033	6,888	103,381	Norwich	1,696	Waterford 1,031
Total Employment	25,581	88,797	1,612,373	Waterford	1,499	Montville 712
2000-'11 Growth AAGR	-0.4%	-2.9%	-0.3%	East Lyme	1,484	Norwich 691
Mfg Employment	10,838	14,247	166,279	Montville	1,319	East Lyme 265
				Westerly, RI	1,162	Old Saybrook 128
				Griswold	613	Old Lyme 113

Other Information

<i>Banks (2007)</i>	<i>Town</i>	<i>State</i>			<i>Residential Utilities</i>
	6	1,029			Electric Provider
<i>Crime Rate (2009)</i>			<i>Distance to Major Cities</i>	<i>Miles</i>	Groton Utilities Electric Division
Per 100,000 Residents	143	298	Hartford	45	(860) 446-4000
<i>Library (2010)</i>	<i>Town</i>		Boston	86	Gas Provider
Total Volumes	209,583		New York City	110	Yankee Gas Company
Circulation Per Capita	11.9		Providence	46	(800) 989-0900
					Water Provider
					Groton Utilities Water Division
					(860) 446-4000
					Cable Provider
					Comcast/Groton-Thames Valley Communicat
					(860) 446-4039





TOWN OF GROTON

OFFICE OF THE TOWN MANAGER

MARK R. OEFINGER, TOWN MANAGER
45 FORT HILL ROAD
GROTON, CONNECTICUT 06340
TELEPHONE (860) 441-6630
FAX (860) 441-6638

June 5, 2012

FYE 2013 ADOPTED BUDGET

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

This is the Town of Groton's Adopted Budget for FYE 2013. The adopted budget has two main components: proposed expenditures and anticipated revenues. The mill rate is then 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 2013 budget is \$120,896,368 which is a \$2,411,305 or 2.0% increase over the FYE 2012 Adopted/Adjusted Budget. The budget is divided into six major areas of service, and changes in the budgets for these areas of service from last year's Adopted/Adjusted Budget are as follows:

- Town Operations (\$255,771 or 0.8%)
- Education Services (\$0 or 0%)
- Capital/Debt Service (\$1,720,991 or 26.4%)
- Outside Agencies (-\$12,779 or -0.6%)
- Subdivisions (\$347,322 or 7.1%)
- Contingency (\$100,000 or 28.6%)

In addition to expenditure increases in five of the six areas of service, another factor impacting the budget is the decline in revenues from sources other than current year property taxes and the use of Fund Balance Applied. The total of all revenues, not including current year property taxes and the amount of Fund Balance Applied is anticipated to decrease \$991,078 or 2.4% from the FYE 2012 Adopted/Adjusted Budget. However, for FYE 2013 it is anticipated to use \$1,589,059 of available Fund Balance (the amount above the 7.5% designated amount) to fund expenditures, which is an increase of \$722,929 above the amount used in the FYE 2012 Adopted/ Adjusted Budget. Combined, these two items (reduced revenues and larger Fund Balance) result in a \$268,149 reduction in funds that can be used to fund the proposed FYE 2013 budget, prior to calculating the mill rate needed to support the FYE 2013 budget. As a result, the expenditure and revenue budget as adopted for FYE 2013 budget will result in a 1.33 mill increase, from 18.89 mills to 20.22 mills, a 7.0% increase. For every \$100,000 of assessed value, \$2,022 in local property taxes would be owed, a \$133 annual increase over FYE 2012.

However, it should be noted that a portion of the mill rate increase is a result of the recently completed Town-wide property revaluation which showed the Town's Grand List going down 3.9% from the previous year. Therefore, the actual tax increase or decrease that an individual taxpayer

will see in their FYE 2013 tax bill will depend on valuation changes made as a result of the 2011 property revaluation for their property.

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, 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 pp. 8-12.

Town staff began development of the FYE 2013 Budget in November 2011 and as a result, the Town budget development, review and approval process takes close to eight months to complete. Input is 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 the Town Council decided not to issue formal budget guidance to the Town Manager. However, since November 2011 the Town Council has had a standing referral concerning the FYE 2013 Budget and has held numerous discussions concerning the upcoming FYE 2013 Budget. The Town Council had discussions with representatives of the City of Groton and Groton Long Point concerning their FYE 2013 highway maintenance and police budget requests; met with the Board of Education and Superintendent concerning the middle school consolidation project and the FYE 2013 Board of Education budget request; and discussed with the Stonington Board of Selectmen the funding of a number of outside agencies that provide services to both communities. In addition, the RTM has discussed the upcoming budget at a number of their meetings leading up to the issuance of the FYE 2013 Proposed Budget. Finally, on February 7, 2012 the Town Council held a pre-budget public hearing to solicit public comment on the FYE 2013 Proposed Budget.

This year, as in years past, the Town Manager requested all Town department heads to begin their budget preparation by developing a requested FYE 2013 "level service" budget which would maintain necessary and/or current programming. If department heads felt there were new initiatives that should be addressed and/or current programs that should be eliminated, they were requested to identify and present them in their budget submittals to the Town Manager. Department heads were also requested to prepare two alternative scenarios that would result in a 2% increase and a zero dollar increase, from their FYE 2012 appropriation. The "level service" budget requests are shown in the "Request FYE 2013" column of the Summary Cost Center page for each function (example on p. 39). The information that department heads submitted as part of their alternative scenarios was considered by the Town Manager along with other information in formulating the Town Manager's FYE 2013 Proposed Budget for Town Operations.

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 approximately 27% of the proposed budget amount. 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, can not 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 major areas of service: Town Operations; Education Services; Capital/Debt Services; Outside Agencies; Subdivisions; and Contingency (see p. 28 for further information on the Areas of Service/Functions). The budget for FYE 2013 is \$120,896,368 and represents a \$2,411,305 or 2.0% increase over the FYE 2012 Adopted/ Adjusted Budget. This increase is a result of increases in four of the six areas of service contained in the budget – Town Operations, Subdivisions, Capital/ Debt Services, and Contingency. Approximately 71% of the increase is attributable to increased expenditures in Capital/Debt Service (\$1,720,991); another 14% of the increase is attributable to the Subdivisions area of service (\$347,322) due to increased allocation to the City of Groton; 11% of the increase is attributable to Town Operations (\$255,771); 4% of the increase is attributable to Contingency (\$100,000); the remaining amount is attributable to a reduction in Outside Agency requests (-\$12,779). Board of Education is at a zero dollar and 0% increases. The following is an overview of these 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 adopted, the Town Operations portion of the budget is \$32,301,069 and represents a \$255,771 or 0.8% increase over the FYE 2012 Adopted/Adjusted Budget. The Town Operations portion of the budget represents 26.7% of the FYE 2013 Adopted Budget, compared to 27.1% of the FYE 2012 Adopted/Adjusted budget.

Town Departments - Over the years due to changing needs, budget constraints, and changes to the Town's revenue structure, Town departments have modified, eliminated, and decreased 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 2012, 41 full time positions have been eliminated, a reduction of approximately 13.3% of the Town's full time workforce.

As previously noted, the Town Manager asked all department heads to begin preparation of their FYE 2013 budget submittals by developing "level service" budgets that maintained necessary and/or current programming. For some departments, that would mean continuing to do what they have been doing during the current fiscal year; for others it meant 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 2013" 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 negotiated step and wage increases effective in FYE 2013 have been incorporated into the budget (Police and AFSCME). In addition, where appropriate, the proposed budget included a 2% wage contingency to cover potential increases yet to be determined in line 5109 Salary Adjustment. During budget deliberations, the Town Council removed those amounts from each department function and that action was sustained by the Representative Town Meeting.

Town departments' budget requests totaled \$24,156,535. Following review by the Town Manager, department requests were reduced \$333,117 resulting in a proposed Town Departments budget of \$23,823,418, an increase of \$540,271 or 2.3% from the FYE 2012 Adopted/Adjusted Budget amount. After budget deliberations with the Town Council and RTM, the FYE 2013 Adopted Budgets for Town Departments resulted in a budget of \$23,455,378 an increase of

\$172,231 or 0.7%. Function budget changes (p. 29) range from a -14.2% decrease for Legal Services (1006) to an increase of 27.2% for Voter Registration (1003). Other Function changes ranged from -1.8% to 3.7%. Approximately 38% of the total Town Departments/Function increase (\$255,771) is a direct result of negotiated salary increases (\$96,639) excluding step increases.

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

- Legislative Policy (1001) – This budget is down \$783 or -1.8%. Approximately two-thirds of the funds are used to pay dues to the Connecticut Conference of Municipalities (CCM) (\$30,368). In addition, funds are provided to support the Permanent School Building Committee, veterans/military recognitions, and the Jabez Smith House Committee, along with limited operating funds for the Town Council and RTM (p. 37).
- Voter Registration (1003) – This budget is up \$31,503 or 27.2% which is a direct result of the type (Presidential) and increase in the number of election events (one) anticipated in FYE 2013. Due to unforeseen circumstances two additional election events (Judge of Probate election and Republican Presidential Primary) will take place in FYE 2012 which will result in the need for a fourth quarter transfer (p. 43).
- Town Clerk (1005) – This budget is down \$2,327 or -0.6%. Personnel costs are up and operating costs are down. Due to economic conditions, conveyance tax revenues along with other revenue producing activities are difficult to predict. The estimate for FYE 2012 and the adopted FYE 2013 are hopeful, yet conservative (p. 49).
- Legal Services (1006) – This budget is down \$60,000 or -14.2%. The budget, 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 Town Attorneys hourly rate increased from \$145.00 to \$150.00 effective January 1, 2012 and is the first increase since January 1, 2005 (p. 57).
- Executive Management (1010) – This budget is down \$3,209 or -1.1%. Personnel costs are up and operating costs are down. In FYE 2011, the vacant Assistant to the Town Manager position was eliminated. Due to continuing budget constraints, a replacement position of Assistant Town Manager has not been proposed at this time and remains an unmet need (p. 63).
- Finance Administration (1013) – This budget is up \$2,851 or 0.2%. Personnel costs are down due to personnel changes made in the assessment division. A part time Administrative Secretary position (30 hours) will be made full time (35 hours). Operating costs are up in part due to the reinstatement of personal property audits, an increase in the fee paid to the state for access to DMV files, and a new web hosted tax inquiry/payment software program (p. 69).
- Administrative Services (1014) – This budget is up \$5,245 or 0.2%. Personnel costs include contractual step increases which are offset by reductions in other personnel accounts, including the elimination of a regular part time position. Increases in operating expenses are primarily due to software maintenance and phone line costs (p. 77).

- Public Safety (1024) – This budget is up \$193,083 or 3.0%. The vast majority of the increase is in personnel services (\$187,933) due to step increases and a 2% contractual across the board wage increase. Professional development has increased \$12,000 as a result of the State’s decision to charge municipalities for in service and recruit training. This and other increases in operating expenses were partially offset by reductions in other operating accounts (p. 85).
- Public Works (1035) – This budget is down \$11,186 or -0.2%. The personnel services budget, by action of the Town Council and sustained by the RTM, was maintained at the FYE 2012 level. Operating expenses are down \$11,186. Several operating accounts increased, but were offset by decreases in others. Professional Technical Services (5290) is up due to the inclusion of funding to undertake Stormwater Phase II activities (\$50,000). Fuel oil is budgeted at \$3.26/gallon, compared to \$2.85/gallon in FYE 2012. Outside contracting for grounds maintenance for three vacant school properties has been eliminated; work will be done by Parks Maintenance staff (p. 93).
- Planning and Development (1046) – This budget is up \$42,225 or 3.7%. Personnel services are up \$31,857; operating expenses are up \$10,368. An Inspector II position has been replaced with an Inspection Services Technician, which is proposed to be funded for half a year. Other increases in personnel services include contractual step increases. The Town Council increased funding by \$10,000 for Economic Development activity and that action was sustained by the RTM. Associated revenues are anticipated to increase compared to estimated FYE 2012 activity and revenue (p. 101).
- Human Services (1051) – This budget is up \$39 or 0.0%. Personnel Services are up \$1,371 due primarily to contractual step increases. Operating expenses are down \$1,332 due primarily to a reduction in eviction expenses (\$1,000) (p. 109).
- Library (1063) – This budget is down \$7,807 or 0.5%. Personnel services are down \$3,332 due primarily to some personnel changes. Operating expenses are down \$4,475 due to a new copier lease and reduced photocopy costs (combined \$8,000 savings). These savings are partially offset by an increase (\$3,500) in Library Materials (5300) which is still budgeted at approximately \$30,000 less than what was spent on similar materials in 2003 (p. 117).
- Parks and Recreation (1064) – This budget is down \$17,403 or -0.9%. Personnel services are down \$12,478 due primarily to changes in part time personnel. In FYE 2004 a non-budgeted Parks and Recreation special revenue fund was created which was initially envisioned to be a program account where recreation programs that “paid for themselves” were placed, thereby not impacting the General Fund. In FYE 2012, the use of the fund was significantly expanded and the fund became a budgeted function entitled “Recreation and Senior Activities Fund” (3240). All direct program costs for Recreation Programs, Summer Playgrounds and Special Needs have been moved to Function 3240, leaving only full time personnel costs in Function 1064 and employee benefits in Function 1071. During FYE 2012 the Parks Maintenance Division was placed under the general supervision of the Golf Course Superintendent with 25% of the position’s salary now being charged to Function 1064. In addition, the Parks Maintenance Division will now be responsible for ground maintenance of the three vacated school properties, resulting in a \$8,038 savings in contractual services in Public Works (1035) (p. 123).

Summary - The Town Departments portion of the Town Operations budget reflects a \$172,231 or 0.7% increase over the FYE 2012 Adopted/Adjusted Budget. Over 74% of this increase is attributable to two items: 1) a 27.2% increase in voter registration expenses (\$31,503); and 2) the inclusion of contractual salary increase (\$96,639) for the police and AFSCME supervisors' unions.

The FYE 2013 Adopted Budget calls for the addition of one full time position: an Administrative Secretary position (35 hours) to replace a part time Administrative Secretary position (30 hours) in the Finance Department (an increase of \$617). As a result of adding this position, the Town's full time personnel will increase from 267 in FYE 2012 to 268 in FYE 2013. As a result of this additional position, contractual increases, and other proposed adjustments, Salaries and Wages are projected to increase \$177,011 or 1.0% over FYE 2012. Salaries and Wages represent 52.9% of the Adopted FYE 2013 Town Operations budget, up from 52.8% in FYE 2012 (see Table 1. Town Operations Expenditures Report, p. VII). This increase is due in large part to the variation in Line 5109 Salary Adjustments from FYE 2012 (-\$151,213) versus FYE 2013 (-46,640).

Like the last couple of years, a number of operating accounts will see significant reductions (-5% or more), including Occupation Health and Safety (-5.3%); Vehicle Operations/Maintenance (-12.8%); Computer Replacement Fee (-9.9%); and Equipment/Machinery/Furniture (-40.0%). Overall Town Operating Expenses increased \$144,366 or 2.4% compared to FYE 2012. Table 1 entitled "Town Operations Expenditure Report" on p. VII shows proposed increases/decreases for all personnel and operating accounts.

Town Other - The Town Other portion of the Town Operations budget shows an \$83,540 or 1.0% increase from the FYE 2012 Adopted/Adjusted Budget. This subsection of the Town Operations budget includes Non-Departmental [Insurance and Claims (1070) and Self-Funded Plans (1071)] and Contributions to Other Funds (1077). The increase is solely attributable to an increase in Contributions to Other Funds (1077) of \$170,000 or 566.7%, which is partially offset by decreases in the Non-Departmental Subsection totaling \$86,460. Insurance and Claims (1070) shows a decrease of \$54,100 or -9.4% largely due to a reduction in anticipated unemployment payments. A decrease is projected for Self-Funded Plans (1071) of \$32,360 or -0.4% due to reductions in the General Fund contribution to the Employee Benefits, Retiree Health Benefits, and OPEB Liability cost centers. The OPEB contribution from the General Fund is reduced as a result of allocating a portion of the FYE 2013 OPEB Liability to the Golf Course and Sewer Operating Funds.

With respect to Contributions to Other Funds (1077), a direct General Fund contribution of \$165,000 will be made to the Fleet Fund in an effort to replenish the fund after several years of underfunding that began in FYE 2009. This amount represents approximately 22% of the recommended General Fund vehicle replacement fees, which together with the 25% contribution in departmental accounts will bring contributions close to 50% of the recommended amount. This will be a significant step toward bringing Fleet contributions up to the recommended level.

Town Operations Expenditure Report							
Account Code	DESCRIPTION	ACTUAL FYE 2011	ADJUSTED FYE 2012	ADOPTED FYE 2013	\$ VARIANCE '12' to '13'	% VARIANCE '12' to '13'	% OF TOTAL BUDGET
5101	Regular Full Time	\$ 14,137,553	\$ 14,587,233	\$ 14,717,900	\$ 130,667	0.9%	45.6%
5102	Part Time Personnel	\$ 534,062	\$ 489,090	\$ 476,391	\$ (12,699)	-2.6%	1.5%
5103	Seasonal Personnel	\$ 258,517	\$ 62,100	\$ 92,878	\$ 30,778	49.6%	0.3%
5104	Overtime Pay	\$ 912,287	\$ 898,894	\$ 902,127	\$ 3,233	0.4%	2.8%
5105	Longevity Pay	\$ 86,815	\$ 92,777	\$ 94,006	\$ 1,229	1.3%	0.3%
5106	College Incentive Pay	\$ 88,842	\$ 92,874	\$ 91,103	\$ (1,771)	-1.9%	0.3%
5107	Shift Replacement Overtime	\$ 384,956	\$ 305,504	\$ 309,852	\$ 4,348	1.4%	1.0%
5109	Salary Adjustment	\$ 50,133	\$ (151,213)	\$ (46,640)	\$ 104,573	-69.2%	-0.1%
5110	Regular Part Time	\$ 300,804	\$ 307,687	\$ 220,334	\$ (87,353)	-28.4%	0.7%
5111	Premium Pay	\$ 113,951	\$ 85,629	\$ 85,547	\$ (82)	-0.1%	0.3%
5112	Sick Incentive	\$ 52,117	\$ 52,690	\$ 52,700	\$ 10	0.0%	0.2%
5115	Shift Premium	\$ 66,713	\$ 77,530	\$ 73,288	\$ (4,242)	-5.5%	0.2%
5116	Wage Continuation	\$ 22,496	\$ -	\$ -	\$ -	0.0%	0.0%
5117	Allowances	\$ 50,022	\$ 51,440	\$ 51,465	\$ 25	0.0%	0.2%
5119	Salary Reimbursements	\$ -	\$ (36,933)	\$ (28,638)	\$ 8,295	-22.5%	-0.1%
	Salaries and Wages	\$ 17,059,268	\$ 16,915,302	\$ 17,092,313	\$ 177,011	1.0%	52.9%
5151	Social Security	\$ 929,780	\$ 953,434	\$ 956,074	\$ 2,640	0.3%	3.0%
5152	Retirement	\$ 1,799,870	\$ 2,191,710	\$ 2,320,733	\$ 129,023	5.9%	7.2%
5153	Health Insurance	\$ 3,843,912	\$ 3,967,985	\$ 3,819,088	\$ (148,897)	-3.8%	11.8%
5154	Unemployment Comp.	\$ 58,629	\$ 68,136	\$ 32,250	\$ (35,886)	-52.7%	0.1%
5155	Worker's Compensation	\$ -	\$ -	\$ 3,676	\$ -	0.0%	0.0%
5158	Life Insurance	\$ 30,521	\$ 28,249	\$ 28,302	\$ 53	0.2%	0.1%
5159	Heart & Hypertension	\$ 220,415	\$ 219,484	\$ 225,647	\$ 6,163	2.8%	0.7%
5160	Health-Retiree-Current	\$ 589,713	\$ 671,773	\$ 660,752	\$ (11,021)	-1.6%	2.0%
5170	Other Post Employment Benefits	\$ 1,033,700	\$ 1,078,700	\$ 1,067,343	\$ (11,357)	-1.1%	3.3%
	Employee Benefits	\$ 8,506,540	\$ 9,179,471	\$ 9,113,865	\$ (65,606)	-0.7%	28.2%
	TOTAL PERSONNEL SERVICES	\$ 25,565,808	\$ 26,094,773	\$ 26,206,178	\$ 111,405	0.4%	81.1%
5201	Postage/Print/Advertising	\$ 141,530	\$ 164,119	\$ 161,325	\$ (2,794)	-1.7%	0.5%
5210	Profession Develop/Train	\$ 99,356	\$ 124,419	\$ 137,462	\$ 13,043	10.5%	0.4%
5220	Utilities/Fuel/Mileage	\$ 1,370,642	\$ 1,388,031	\$ 1,350,428	\$ (37,603)	-2.7%	4.2%
5230	Pymnts/Contributions	\$ 60,803	\$ 37,423	\$ 207,603	\$ 170,180	454.7%	0.6%
5240	Boards & Commissions	\$ -	\$ 150	\$ 150	\$ -	0.0%	0.0%
5260	Repairs & Maint-Fac/Equip	\$ 205,756	\$ 249,185	\$ 245,026	\$ (4,159)	-1.7%	0.8%
5261	Software Maint Fees	\$ 249,310	\$ 247,506	\$ 286,642	\$ 39,136	15.8%	0.9%
5280	Insurance/Risk Mgmt	\$ 440,169	\$ 484,250	\$ 469,150	\$ (15,100)	-3.1%	1.5%
5281	Occupational Health & Safety	\$ 59,227	\$ 79,561	\$ 75,362	\$ (4,199)	-5.3%	0.2%
5285	Building & Property Damage	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%	0.0%
5289	Insurance Claim Payments	\$ 1,616	\$ 15,000	\$ 15,000	\$ -	0.0%	0.0%
5290	Profess/Technical Service	\$ 1,486,948	\$ 1,417,789	\$ 1,413,965	\$ (3,824)	-0.3%	4.4%
5300	Materials & Supplies	\$ 1,060,528	\$ 782,854	\$ 742,717	\$ (40,137)	-5.1%	2.3%
5310	Vehicle Oper/Maintenance	\$ 22,790	\$ 15,605	\$ 13,605	\$ (2,000)	-12.8%	0.0%
5315	Vehicle Replacement Fee	\$ 184,310	\$ 184,586	\$ 188,835	\$ 4,249	2.3%	0.6%
5316	Vehicle Maintenance Fee	\$ 252,550	\$ 294,725	\$ 298,800	\$ 4,075	1.4%	0.9%
5317	Vehicle Fuel	\$ 329,457	\$ 359,100	\$ 393,724	\$ 34,624	9.6%	1.2%
5318	Computer Replacement Fee	\$ 94,662	\$ 91,722	\$ 82,597	\$ (9,125)	-9.9%	0.3%
5400	Equip/Machinery & Furniture	\$ 57,989	\$ 2,500	\$ 1,500	\$ (1,000)	-40.0%	0.0%
5410	Computer Equipment	\$ 10,080	\$ -	\$ -	\$ -	0.0%	0.0%
5609	Evictions	\$ 750	\$ 2,000	\$ 1,000	\$ (1,000)	-50.0%	0.0%
	TOTAL OPERATING EXPENSES	\$ 6,128,473	\$ 5,950,525	\$ 6,094,891	\$ 144,366	2.4%	18.9%
	GRAND TOTAL	\$ 31,694,281	\$ 32,045,298	\$ 32,301,069	\$ 255,771	0.8%	

Table 1. Town Operations Expenditure Report

Notable changes in Town Other include:

- Insurance and Claims (1070) - The overall budget for this function is decreasing by - \$54,100, a 9.4% reduction. The amount is the Town's best estimate as to insurance costs since insurance renewals are not finalized until June. The largest reduction (\$39,000) is in the line item for unemployment. The Town is self-insured for unemployment. The

decrease is based on claims experience. If cuts are made to personnel, additional funds may be needed in this account (pp. 131-134).

- Self-Funded Plans (1071) (pp. 135-143)

Retirement – The General Fund contribution to the Town’s Retirement Fund is up \$129,023 or 5.9%, a marked reduction from the 21.7% increase experienced in FYE 2012. Actuarial losses attributable to the past market decline continue to impact the Town plan due to smoothing of investment gains/losses over a five-year period. However, these losses (\$3.0 million) were considerably less than those experienced last year (\$6.2 million). There remains \$1.8 million in unrecognized actuarial losses, down considerably from last year’s \$12.2 million figure. The recognition of actuarial losses continues to negatively impact annual required contributions.

Health Insurance - Even though overall health insurance costs increased by 0.9% from FYE 2012, the General Fund contribution to the Self-Funded Insurance Fund (\$4,479,840) has decreased by 3.4%. This is primarily due to a \$214,896 increase in the amount of the insurance fund balance used to offset costs. For FYE 2013, \$322,166 or 50% of the excess balance was used compared to \$107,270 in FYE 2012. The Town portion of the insurance fund balance increased from \$1.48 million in FYE 2012 to \$1.89 million in FYE 2013. 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 2013 a General Fund contribution of \$3,676 is being made to the Town’s self-insured Worker’s Compensation Fund. No contribution was made in FYE 2012. As of July 1, 2011, the Worker’s Compensation Fund had a fund balance of \$867,902, down from \$1.04 million in the previous year. The Town’s contribution for FYE 2013 is \$212,410. Beginning in FYE 2009, the contribution was reduced by amortizing the excess fund balance over a three period. Applying this methodology resulted in the total contribution of \$4,054 of which \$3,676 pertains to the General Fund. This will leave a projected fund balance of \$412,658 after covering expected claims and incurred but not reported claims.

Heart and Hypertension - The FYE 2013 contribution (\$225,647) is a \$6,163 or 2.8% increase from FYE 2012. This account continues to be relatively stable after a period of +/- 30% fluctuations.

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. To date the Town has contributed \$4.1 million to the fund and the fund value as of June 30, 2011 is \$4.9 million.

Based on the July 2011 actuarial valuation, the Town's OPEB liability is estimated to be \$40.5 million with an ARC of \$3.6 million, and with a net budget impact of \$1,666,000. Based on the plan (p. 142), the Town contributions will reach net budget impact in FYE 2017. As indicated in the plan, the total recommended contribution to OPEB for FYE 2013 is \$1,176,700, an increase of \$98,000 (9.1%) over FYE 2012. The General Fund contribution (\$1,067,343) for FYE 2013 is a reduction from the FYE 2012 General Fund contribution as a result of the Golf Course Fund and Sewer Operating Fund making contributions to the OPEB fund for the first time in FYE 2013. Contributions related to employees charged to these funds were previously made from the General Fund.

- Contributions to Other Funds (1077) - The increase in Contributions to Other Funds (\$170,000) is almost entirely due to a proposed General Fund contribution of \$165,000 to the Fleet Reserve Fund. Since 2009, departmental contributions to the Fleet Reserve Fund have been below the recommended amount. This contribution is the initial step in an effort to bring fleet contributions up to recommended levels. When combined with departmental contributions at the 25% level, this additional contribution brings total Fleet Reserve Fund contributions for FYE 2013 close to the 50% level (pp. 145-148).

Town Operations		
Adjusted/Adopted Budgets		
Ten (10) Year Comparison		
Fiscal Year Ending (FYE)	Budget	% change from Previous Year
Adjusted 2003	\$ 28,963,762	-
Adjusted 2004	\$ 28,038,820	-3.2%
Adjusted 2005	\$ 28,056,133	0.1%
Adjusted 2006	\$ 28,957,347	3.2%
Adjusted 2007	\$ 30,704,550	6.0%
Adjusted 2008	\$ 31,851,947	3.7%
Adjusted 2009	\$ 32,739,787	2.8%
Adjusted 2010	\$ 32,127,062	-1.9%
Adjusted 2011	\$ 32,391,915	0.8%
Adjusted 2012	\$ 32,045,298	-1.1%
Adopted 2013	\$ 32,301,069	0.8%
Increase over ten years: 2003 to 2013	----->	11.5%
Average Ten Year Increase	----->	1.2%

Table 2. Town Operations Adjusted/Proposed Budgets. Ten Year Comparison

Summary - The adopted FYE 2013 Town Operations budget is \$32,301,069 and represents a \$255,771 or 0.8% increase from the FYE 2012 Adopted/Adjusted Budget. The major factors contributing to this increase are 1) Voter Registration (1003) (\$31,503) for additional election events; 2) inclusion of contractual salary increases (\$96,639); and 3) a General Fund contribution (\$165,000) out of Contributions to Other Funds (1077) to the Town's Fleet Reserve Fund for the vehicle replacement program. These three increases total \$293,142 and are offset but reductions in other Town functions.

Over the last three years, significant and unprecedented cuts have been made to the Town Departments portion of the budget. Over the last eleven years, the Town Operations portion of the budget has increased 11.5%, an average of 1.2% per year (see Table 2. Town Operations Adjusted/Proposed Budgets. Ten Year Comparison on p. IX). This cumulative increase, when coupled with built-in annual increases in operating and personnel costs that have averaged +/-3% per year, effectively results in a +/-17% reduction in the resources available for Town Operations for this same ten-year period.

EDUCATION

The Education Services budget as submitted is \$72,645,500 and represents a \$0 or 0.0% increase over the FYE 2012 Adopted/Adjusted Budget. The Education Services budget represents 60.1% of the FYE 2013 Adopted Budget. As per the Town Charter, the Town Manager must submit the proposed Education budget with no adjustments to the Town Council and RTM. (See Board of Education FYE 2013 Proposed 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); 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 FYE 2013 appropriation for Capital/Debt Services is \$8,233,440 which is a 26.4% increase above the FYE 2012 appropriation. The Capital/Debt Services account represents 6.8% of the FYE 2013 Budget and is needed to cover debt service payments including interest and principle payments due on bonded projects and a contribution to the Capital Reserve Fund.

The Town's contribution to the Capital Reserve Fund is \$3,650,000, which is a \$2,150,000 or 143.3% increase above the FYE 2012 appropriation. Due to the growing backlog of capital improvement needs and a shrinking Capital Reserve Fund Balance, this contribution is significantly higher.

The Town's budgeted debt service payment is decreasing \$429,009 or 8.6% from \$5,012,449 in FYE 2012 to \$4,583,440 in FYE 2013. It is projected that debt service will continue to decrease in future years as current debt service payments are made and if no other projects are approved for bonding. The November 2011 refunding of previously issued bonds also reduced debt service payments. No permanent financing has been issued for the bond ordinance that was

approved by the voters in May 2011 for the \$6.4 million Thames Street Rehabilitation Program. Also, previously issued bonds become fully paid off in future years (pp. 160-161).

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 2013, the adopted budget for Outside Agencies is \$2,037,965, which represents a reduction of \$12,779 or a 0.6% decrease over the FYE 2012 Adopted/Adjusted Budget. The proposed Outside Agencies budget represents 1.7% of the FYE 2013 Budget.

Regional Agencies (1007) is up \$3,890 or 3.1% due to a 6.7% increase in the SCCOG request and a 4% increase in the SEAT request. SECTER has reduced their request by \$500 and the Town's contribution to the Southeastern Regional Probate Court has been maintained at \$13,433.

Ambulance Services (1026) which provides funding for Groton Ambulance and Mystic River Ambulance is up \$2,246 or 1.9% from the FYE 2012 appropriation. Groton Ambulance's appropriation is \$81,951 which is \$4 less than their FYE 2012 appropriation; Mystic River Ambulance appropriation is \$36,000 or \$2,250 over their FYE 2012 appropriation.

Other Libraries (1065) which provides funding for the Bill Memorial Library and the Mystic and Noank Library is down \$3,000 or -1.6%. This decrease is entirely due to a \$3,000 decrease in the Mystic and Noank Library's appropriation from what they received in FYE 2012.

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 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.

The requested contribution to the Ledge Light Health District increased 1.5% or \$3,932 due to an increase in population according to the State Department of Health. The per capita rate of \$6.85 is the same as FYE 2012. The contribution of \$274,857 includes a \$71,165 contribution on behalf of the City of Groton.

With respect to the VNA - School Health (10541), the appropriation for FYE 2013 is \$1,120,278, which is a decrease of \$15,360 or -1.4% from FYE 2012. The other VNA account, Health Promotion (10542), shows a \$7,965 or 10.4% decrease from their FYE 2012 appropriation.

Other accounts that appear in 1054 include Housing Authority sewer use payments of \$57,954, which represents a decrease of \$22 from FYE 2012. 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 \$111,100, and the committee recommended funding in the amount of \$57,000 which was adopted. As a result, these two cost centers when combined show a \$3,500 or 6.5% increase from the FYE 2012 appropriation. Finally, Marine Sewage Disposal (10547) is being recommended to be level funded at the \$19,980 FYE 2012 amount. This program provides pumpout boat services along the Mystic River, Fishers Island Sound, and the Thames River.

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). Payments for the City of Groton, Groton Long Point and the Fire Districts PILOT for FYE 2013 total \$5,228,394, a \$347,322 or 7.1% increase from the FYE 2012 appropriation. Requested funds in this service area represent 4.3% of the FYE 2013 budget.

The City of Groton's request for police and highway funds was \$5,375,111 which was a \$1,217,936 or 29.3% increase over the FYE 2012 appropriation. The requested payment would cover approximately 48.2% of the City of Groton's police budget and 97.6% of their highway maintenance budget, less certain costs in each. The City's request for police services increased \$141,079 or 6.3% over FYE 2012; their highway budget request increased \$1,076,858 or 55.6% over FYE 2012. This large percentage increase in the City request for the highway budget is due to the request for operating funds for pavement management (\$757,672), acquisition of a payload loader (\$190,000) and an OPEB Contribution (\$41,396). During budget deliberations, the Town Council reduced the Police budget request by \$109,079 and reduced the highway request by \$757,672. The RTM sustained these changes. For FYE 2013, the street lighting expenses for the City, which the Town pays, will be \$114,197, compared to \$111,457 in FYE 2012.

Groton Long Point's request for police and highway funds was \$733,500 and represents a \$380,500 or 107.8% increase over their FYE 2012 appropriation. The requested payment would cover 32.6% of the Groton Long Point Association's police budget and 100% of their highway maintenance budget. The police budget request of \$220,000 was a \$19,500 increase over the FYE 2012 appropriation. The highway budget request of \$513,500 is a \$361,000 or 236.7% increase over the FYE 2012 appropriation. Groton Long Point Association has not submitted CIP requests for FYE 2013, but instead has requested highway capital (\$271,230) and Tropical Storm Irene clean-up (\$82,000) in their operating budget request. During budget deliberations, the Town Council reduced the Highway request by \$367,500. That action was sustained by the RTM and the RTM also reduced the Police budget by \$19,500. For FYE 2013, the street lighting expenses for Groton Long Point, which the Town pays, will be \$13,325 compared to \$13,429 in FYE 2012.

The Fire District PILOT Program (1092) is funded at \$246,012, which is the same amount it has been funded at since FYE 2002. Once again it is recommended that consideration be given to making FYE 2013 PILOT payments dependent upon the receiving entity agreeing to participate in a Town-wide fire protection service assessment. The need for this type of assessment has been discussed by the Town Council and others for a number of years with no real progress being made.

CONTINGENCY

The Contingency account (1074) is its own service area and represents funds set aside for unforeseen expenses, and 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 2013, it was requested that \$350,000 be budgeted for this purpose which equates to approximately 0.3% of the General Fund Operating Budget and represents no increase

over FYE 2012. For FYE 2012, \$350,000 was appropriated for Contingency and as a result of anticipated transfers of \$50,000 to the Public Works function and the Jabez Smith cost center due for the cost of #2 heating oil and \$200,000 to the Capital Reserve Fund for the Middle School Modifications Project, it is estimated that the FYE 2012 Contingency balance will be \$100,000. During FYE 2013 budget deliberations, the Town Council increased Contingency by \$150,000 and the RTM reduced that increase by \$50,000 for a total of \$450,000.

GENERAL FUND REVENUES – WHERE THE MONEY COMES FROM

The following is a summary of the adopted FYE 2013 revenues (pp. 15-27), which will be used to fund the FYE 2013 operating budget of \$120,896,368. The revenues designated from the State of Connecticut are based on the second year of the state's FY2012-FY2013 biennium budget and the February 8, 2012 "Estimates of State Formula Aid to Municipalities."

One of the greatest challenges facing all Connecticut municipalities is the uncertainty associated with the amount of state funding that will be received for FYE 2013 and beyond. 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. Given the continued uncertainty associated with the national economy and decreased revenues that the state is receiving through traditional means including sales tax, income tax revenues and casino revenues, there continues to be concern in utilizing the state's biennium numbers. However, in the absence of another viable alternative, the State's biennium budget figures were used at this time.

With this revenue budget, the Town will be using \$1.6 million of Fund Balance and still maintain a projected Fund Balance of 7.5% of General Fund expenditures, with \$9,067,228 remaining in the Fund Balance. The Town, through the FYE 2009 budget process, increased the Fund Balance from 7.25% to 7.5%; maintained a 7.5% Fund Balance in FYE 2010, FYE 2011 and FYE 2012; this percentage was maintained for FYE 2013.

Like all Connecticut municipalities, Groton uses a variety of revenue sources to fund its adopted 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 2013 Adopted Budget, the percentages of revenue coming from these various sources are projected to be as follows:

Property Taxes	66.1%	Licenses/Permits	0.2%
State Grants-Education	22.6%	Investment Income	0.1%
State Grants-Other	4.6%	Service Charges	1.6%
Federal Grants in Aid	2.9%	User Fees	0.3%
		Fund Balance/Other	1.7%

GENERAL PROPERTY TAXES

The FYE 2013 Adopted Budget increases the FYE 2012 mill rate of 18.89 mills by 1.33 mills to 20.22 mills, a 7.0% increase. This increase is a result of an increase in expenditures while the combination of state, federal and other revenues are declining. Due to the 2011 revaluation of real estate, a decrease in the 2011 Grand List was realized that also impacts the mill rate needed to fund expenditures. The property tax levy for FYE 2013 is based on all taxable property in the Town as of October 1, 2011 after adjustments by the Board of Assessment Appeals (BAA).

Following the BAA's actions, the October 1, 2011 Grand List declined 3.9% over last year's after the Board of Assessment Appeals. The net adjusted Grand List now totals \$3,938,277,080, which would result in a loss of \$2.9 million in tax revenue if the FYE 2012 mill rate was maintained. The combined assessments of the top 10 taxpayers increased by approximately \$50 million to about \$925 million and now comprise 23.5% of the Town's net Grand List. This is the first year since 2005 that the combined assessments of the top 10 taxpayers rose.

Net **real estate** fell 6.0%, from approximately \$3.6 billion to \$3.3 billion. Most of this change is reflective of the recently completed 2011 revaluation of all real estate. Net residential real estate assessments dropped 7%, from approximately \$2.4 billion to \$2.2 billion. This year, with the increase in the personal property portion of the Grand List, the residential real estate's share of the entire net Grand List dropped slightly, from 59% of the 2010 Grand List to 56% of the 2011 Grand List. Net commercial real estate dropped this year, falling 11.8% to \$572 million. Although the gross assessment for industrial property which includes Pfizer and Electric Boat remained flat at \$610 million, the net industrial assessments increased by 3.3% to \$568.3 million due to the expiration of state enterprise zone exemptions. Thirteen single-family homes were started for the October 1, 2011 Grand List, compared to 33 on the 2010 Grand List.

Following the BAA's sessions, the **personal property** Grand List increased in both the gross and net assessments. With a 16.6% increase, the net personal property Grand List rose to \$352.5 million, up from \$302 million in 2010. The majority of the increase is attributable to an increase in the net assessment for Pfizer, which increased by slightly more than \$47 million from the 2010 declared asset list. The increase in assessments for furniture, fixtures, machinery and equipment indicates an increase in assets on the Groton campuses, probably from the closing of the New London office complex and the moving of those assets to the Groton site. There were 26 fewer businesses listed this year, with 2,114 accounts on the Grand List.

The **motor vehicles** portion of the Grand List, adjusted for military exemptions, rose 11.3% this year, from \$177,292,052 in 2010 to \$197,354,793. It's notable that the assessed value of motor vehicles rose despite the fact that there were 228 fewer motor vehicles registered in the Town in 2011. This was mainly due to an in-depth analysis of vehicles left unpriced by Connecticut DMV resulting in an increase in values as well as an increase in vehicle values as reflected in the National Automobile Dealers Association (NADA) guide

Summary - Total revenue to be raised by general property taxes including supplemental motor vehicles, interest and liens, and prior year taxes is \$79,981,815 compared to the FYE 2012 estimate of \$77,969,000, a 2.6% increase. General property taxes will provide 66.1% of the General Fund budget, as compared to 65.4% last year (p. 17).

OTHER REVENUES

Licenses and Permits - Revenues generated from licenses and fees will total \$204,254, which represents 0.2% of the FYE 2013 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 \$12,600 from the FYE 2012 budget amount (p. 18).

Investments - Over the last couple of years, revenues from investments have significantly decreased due to lower interest rates. For FYE 2013, it is estimated that the Town will receive \$88,000 in investment income, which represents 0.1% of the FYE 2013 General Fund budget. The projected revenue from this source is down approximately \$39,000 from the FYE 2011 actual amount (p. 19).

State Grants in Aid-Education - The revenues designated from the State of Connecticut for State Grants in Aid-Education are based on the state's biennium budget and the February 2012 "Estimates of State Formula Aid to Municipalities." Accordingly, the Town will receive \$27,274,319 in State Grants in Aid-Education in FYE 2013. This amount is approximately \$261,000 more than the FYE 2012 estimate and approximately \$361,000 more than the FYE 2012 budgeted amount. The amount to be received represents 22.6% of the FYE 2013 General Fund budget compared to 22.7% for FYE 2012. With the state's biennium budget, 37.5% of the education budget (1080) will be funded from state aid for education in FYE 2013 compared to 37.0% in FYE 2012 (p. 20).

State Grants in Aid-General Government – According to the State's biennium budget, the Town will receive \$5,620,981 in State Grants in Aid-General Government. This amount is approximately \$ 260,000 more than the FYE 2012 estimate, but down approximately \$132,000 from the FYE 2012 budgeted amount. The reason for the difference compared to the FYE 2012 estimate is due to the PILOT: Manufacturing Machinery & Equipment (MME) exemption program which for FYE 2012 and FYE 2013 is titled the Manufacturing Transition Grant. During their audit process, the State Office of Policy and Management determined that their adjustments would only impact the amount received in FYE 2012. The Town would receive the same amount in FYE 2013 that we should have received in FYE 2012 before reduction from the OPM audit. This budget also includes, for the second year, the Property Tax Relief grant that is funded from a portion of the increased state sales tax and the entire increased portion of the state real estate conveyance tax. The amount of anticipated state aid will represent 4.6% of the FYE 2013 General Fund budget, which is down from 4.9% budgeted in FYE 2012 (pp. 21-22).

Federal Grants in Aid – Revenues from Federal Grants in Aid for FYE 2013 are estimated to be \$3,459,971, which represents 2.9% of the FYE 2013 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 down approximately \$748,667 from the FYE 2012 estimate, and down approximately \$1.1 million from the FYE 2012 budgeted amount (p. 23).

Charges for Current Services - Revenues for current services are estimated to be \$1,891,731, which represents 1.6% of the FYE 2013 General Fund budget. This amount has increased from the FYE 2012 budgeted amount by about \$46,000, which is mainly attributable to budgeting for

Snow and Ice Control Services (\$74,837) that is provided to the Board of Education, Mumford Cove and some fire districts. In previous years, the revenue for this service was not budgeted but recorded in the Miscellaneous Unclassified Revenue account. The Conveyance Tax is budgeted at 0.5% of the selling price (p. 24).

Schools-Library-Recreation Accounts - Revenues from user fees associated with Schools-Library-Recreation activities are estimated to be \$319,432, which represents 0.3% of the FYE 2013 General Fund budget. Revenues are about the same (\$319,000) from the FYE 2012 estimate and up approximately \$33,000 from the FYE 2012 budgeted amount. The primary increase is due to Tuition from Other Towns which are payments received for students outside the district that attend Groton schools (p. 25).

Other Revenue and Fund Balance Applied - Other Revenue and Fund Balance Applied accounts for \$2,055,865 or 1.7% of the FYE 2013 General Fund budget (p. 26). There is approximately \$1.6 million that is being applied from Fund Balance to fund expenses in FYE 2013. With this year's allocation of Fund Balance Applied, the General Fund's unassigned Fund Balance is projected to be maintained at 7.5% of expenditures. Though maintaining the Town's Fund Balance may send a positive message to the bond rating agencies, the Town needs to consider increasing the unassigned fund balance to be more in line with its peer municipalities. This will be particularly important when the Town seeks a bond rating and issues bonds in the future.

It should be noted that as a result of last year's budget deliberations, \$866,130 of the Fund Balance Applied was approved to be used to support the FYE 2012 General Fund budget. It is anticipated that \$370,666 of that amount will be needed to fund FYE 2012 expenditures due to expenditures estimated to be \$662,693 under budget and revenues to be \$167,229 under budget (p. 26).

Summary - As shown in the chart below (Table 3. Trends in General Fund Current Revenues, excluding Fund Balance Applied), state, federal, and other revenues continue to decline while property taxes are used to make up that shortfall. For FYE 2004, State/Federal revenues funded 40.0%, Other Revenue funded 3.0% and Property Tax funded 57.0% of all revenues. Over the next nine years, State/Federal and Other Revenues have declined as a percentage of revenues while the percentage of Property Tax funding of revenues has increased. In FYE 2013, the percentages have changed dramatically with State/Federal revenues funding 30.1%, Other Revenues funding 2.5% and Property Tax funding 66.2% of the FYE 2013 Proposed Budget.

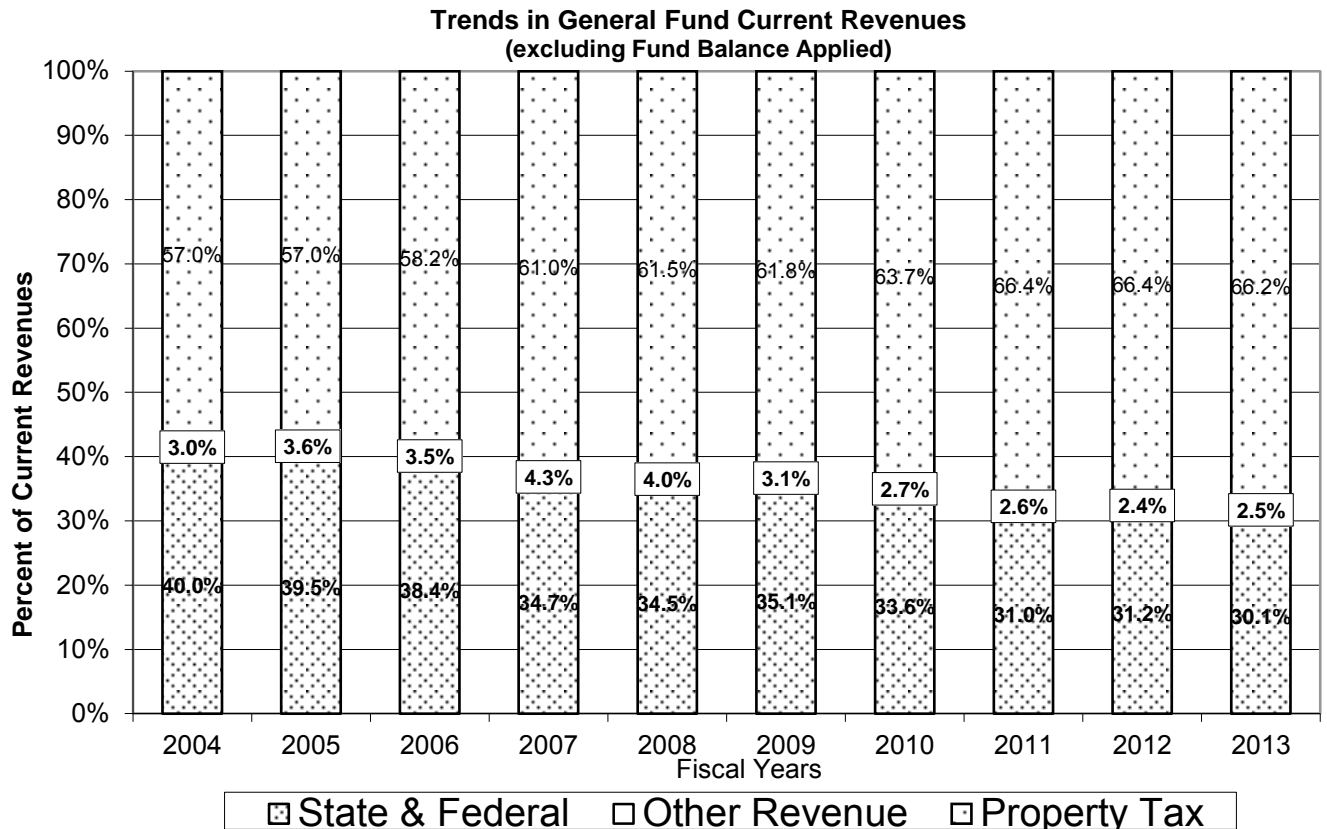


Table 3. Trends in General Fund Current Revenues

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 2013, the golf course budget is \$1,171,427, which represents a 0.7% increase from the FYE 2012 Adopted/Adjusted Budget. No General Fund contribution is being requested for FYE 2013, however it is projected that \$3,027 will need to be used from Fund Balance to “balance” the budget. This will leave a projected Fund Balance for FYE 2013 of \$15,626 which equates to 1.3% of expenditures, far below the established goal of 10%. The FYE 2013 budget was impacted by the inclusion of a \$27,340 contribution to the OPEB Fund in the operating budget. Although previously made by the General Fund, this contribution is appropriately charged to this fund since it is attributable to employees of the golf course. This contribution along with increases in personnel services due to contractual step increases and anticipated across the board wage increases was only partially offset by the transfer of 25% of the Golf Course Superintendent’s salary to Parks Maintenance in Function 1064. During FYE 2012, the Golf Course Superintendent assumed responsibility for that division. The golf course continues to make a contribution to the General Fund in the form of a cost allocation payment in

the amount of \$58,157 for services performed by General Fund departments. In the future, consideration should be given to converting this payment to a flat percentage of revenue. Operating costs were reduced slightly (\$3,592) from FYE 2012. Fleet Replacement continues to be reviewed with several pieces of equipment being overhauled/repared in lieu of replaced thereby extending their scheduled replacement date and reducing the replacement fee. The golf course continues to contribute 100% of recommended vehicle replacement fees. Greens Fees revenue for FYE 2013 was calculated by applying the approved 2012 season rates to the estimated number of rounds for FYE 2012. Golf course revenue is subject to the weather and is difficult to predict, so using the same number of rounds seemed prudent. This results in a revenue increase of less than 1% from the FYE 2012 budget but a 2.3% increase from estimated FYE 2012 revenue (p. 201).

Sewer Operating Fund (2020) – Water Pollution Control is a 100% user fee funded division of the Public Works Department. The Water Pollution Control budget for FYE 2013 is \$5,927,671, which represents a 2.3% increase from the FYE 2012 Adopted/Adjusted Budget. Though the residential use rate was proposed to be increased by \$1.50 from \$26.00/month/unit to \$27.50/month/unit with a corresponding rate increase for commercial users, the Town Council acted against that increase and decided to use fund balance instead to fund the budget. The increase in the budget is due to increases in both personnel and operating expenditures (\$132,395). Debt service for the Fort Hill Sewer Rehabilitation Project is \$489,363, a decrease (\$68,443) from the FYE 2012 Adopted/Adjusted Budget. Debt service for the Fort Hill project will continue to decrease annually until the payments are completed in 2029. This fund will make a cost allocation payment to the General Fund in the amount of \$247,225 for services performed by General Fund departments such as billing, accounting, and general management. In addition, this fund will contribute \$580,000 to the Capital Reserve Fund for needed capital improvements to the system (p. 209). Finally, beginning in FYE 2013, an OPEB (Other Post-Employment Benefits) contribution is now being funded by this account in the amount of \$82,017.

Solid Waste Fund (2030) – The FYE 2013 budget for this fund is \$2,662,750, which represents a 1.4% increase from the FYE 2012 budget. This increase is primarily due to an increase in the hauler fee for commercial collections (5290). For FYE 2013, \$113,916 of available fund balance is being used to fund expenses associated with this fund. It is projected that 29,481 tons of municipal solid waste will be sent to Preston, the same amount estimated for FYE 2012. The Southeastern Connecticut Regional Resource Recovery Agency (SCRRA) has advised that they will keep the same tipping fee of \$60/ton for another year. This fund will make a cost allocation payment to the General Fund in the amount of \$232,096 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 is still pending resolution (p. 217).

Revaluation Fund (2120) – The FYE 2013 budget for this fund is \$0. With the completion of the October 1, 2011 revaluation, no appropriation of funds out of this account is required for FYE 2013 (p. 227).

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 account. The fund has generated an estimated fund balance of \$213,090 for FYE 2012.

For FYE 2013, the budget for this fund shows an 11.6% decrease in expenditures and a corresponding reduction in revenue. The budget anticipates using \$27,879 of Fund Balance to offset expenditures leaving an estimated FYE 2013 Fund Balance of \$185,211. The decrease in expenditures and revenue is the result of lower enrollments and revenues from recreation programs.

This fund consists of two groups of programs: programs associated with the Recreation Services and programs associated with the Senior Center. Going forward it may be appropriate to create separate Special Revenue Funds for these two program areas.

- Recreation – As a result of FYE 2012 budget, \$284,294 of program costs were transferred from Parks and Recreation Function (1064) to the Recreation portion of the Special Revenue Fund. This amount included a portion of the costs associated with the Summer Playground and Special Needs Programs. The FYE 2013 budget completes this process with the remaining program costs associated with these programs (\$36,137) being moved to the Special Revenue Fund, leaving only full time personnel costs and benefits in the General Fund portion of the budget.

Enrollments and program offerings are down significantly from what was projected in the FYE 2012 Adopted/Adjusted Budget. This is primarily due to the unavailability of the Mystic Education Center for recreational programing which had a major impact on aquatics and other programs as well as a general decline in overall program participation especially in the summer programs. The FYE 2013 budget is based on these lower enrollment levels and projects an operating deficit of \$33,750 as the fund continues to absorb additional expenses related to Special Needs and Summer Camp Programs. A concerted effort will be made during FYE 2013 to reduce the deficit either through increased revenue and/or reduced costs with the goal of bringing revenues and expenses into balance for the FYE 2014 Budget.

- Senior Programs - The Senior Activities portion of the fund consists of two components: Senior Trips and Senior Programs. For FYE 2013, these programs are projected to generate an operating surplus of \$5,871. It is anticipated that Senior Food Concession will be added to this section of the fund in FYE 2014. This operation is in a non-budgeted special revenue fund, but the growth and magnitude of the operation lends itself to becoming a budgeted fund.

In summary, this Special Revenue Fund was established with the anticipation that revenues for Recreation and Senior Activities components will cover their budgeted expenses. While individual programs may subsidize other programs, it is not intended that recreation programs will subsidize senior programs or trips. To date Senior Activities have generated a slight operating surplus. However, recreation programs in the aggregate continue to operate at a deficit. This is understandable in the short run, due the inclusion of Special Needs and Summer Camp Programs into the fund. As currently structured these two programs run deficits, which in theory should be offset by the revenues generated by the programs contained in Recreation Programs Cost Center (32401).

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 revenues are the sewer district tax and Fund Balance Applied. The budget for FYE 2013 is \$1,162,592 and represents a 0.5% decrease from FYE 2012. The mill rate for FYE 2013 is 0.25 mills and has been maintained by the use of \$515,000 from the fund's fund balance. The fund balance has been maintained at approximately \$1.6 million 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, and to cover any financing costs on the \$22.9 million project (p. 245).

Capital Reserve Fund (5010) – The Capital Reserve Fund contains funds to be appropriated for needed capital improvement projects. The FYE 2013 appropriation of \$3,822,230 consists of capital improvement projects being funded from the Capital Reserve Fund of \$3,242,230; and Sewer Operating Fund (WPCF) projects totaling \$580,000. Three projects are proposed to be funded utilizing State LoCIP funding (\$367,000). Thirty capital improvement projects are to be funded in FYE 2013 include 17 for the Town, six for the Board of Education, and two Water Pollution Control projects. In addition, three projects are 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 2013 through FYE 2018 Capital Improvement Program (p. 251).

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 2013 is \$1,450,835, which represents a 32.2% increase from the FYE 2012 budgeted amount. The majority of this increase is due to an increase in vehicle replacement costs.

For FYE 2013, the replacement schedule program calls for the replacement of 49 vehicles (\$1,747,469) of which 26 are past their replacement date. The budget calls for the replacement of 14 vehicles and six refurbishments (\$725,823).

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 and FYE 2012 to 25%, which will be continued for FYE 2013. In an effort to replenish this fund after several years of underfunding, a General Fund contribution of \$165,000 will be made out of Fund Balance. The amount represents approximately 22% of the recommended General Fund vehicle replacement fees, which together with the 25% contribution in departmental accounts will bring contributions close to 50% 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 2013 are projected to increase \$4,075 or 1.3%.

Due to rising fuel costs (\$2.95/gallon FYE 2012 vs. \$3.32/gallon FYE 2013), vehicle fuel costs are proposed to increase \$33,783 (p. 255).

OTHER CONSIDERATIONS

PERSONNEL COSTS

The FYE 2013 Budget includes general wage increases for the AFSCME Supervisors Union and the Police Union based on negotiated settlements (\$96,639). The other collective bargaining agreements (United Steelworkers, CILU, and CILU-Telecommunicators) expired on June 30, 2011. Anticipated wage increases for FYE 2013 were included in the proposed department budgets (General Fund, Golf Course Fund, and Sewer Operating Fund) in Salary Adjustment (5109) (\$268,072) but those increases in the General Fund were eliminated by the Town Council and RTM.

The FYE 2012 budget included general wage increases less one furlough day (approximately \$5,300) for the AFSCME Supervisors Union based on the wage contract that was approved in May 2010. The Town Operations portion of the FYE 2012 budget did not include wage increases for the Non-Union (45 members), United Steelworkers (53 members), CILU (91 members), CILU-Telecommunicators (13 members) and Police (65 members) units. There were no wage increases in the budget for Part-Time personnel. There were no contingency funds in the FYE 2012 budget to cover any wage increases for these units. The Town negotiating team is currently in negotiations for successor agreements retroactive to July 1, 2011. The FYE 2011 budget did not include wage increases for United Steelworkers unit and Non Union employees nor did they receive any general wage increase.

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 ten years, the Town has increased and/or maintained its unassigned Fund Balance from 5% to 7.5% of the total General Fund budget.

During the last bond rating presentations in November 2011, 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 that same bond rating as our peers. For all Connecticut municipalities with such an AA2/AA rating, the median percentage for their unassigned fund balance is 10.8% while the average unassigned fund balance percentage for that same peer group is 11.4%.

For FYE 2013, the Town will maintain its projected Fund Balance at 7.5%. Though maintaining the Town's Fund Balance may send a positive message to the bond rating agencies, the Town needs to consider increasing the unassigned fund balance to be more in line with its peer municipalities. This will be particularly important when the Town seeks a bond rating and issues bonds in the future.

LOOKING AHEAD

The FYE 2013 Budget preparation and review process has been very challenging. As the budget goes to press, there is still uncertainty with respect to the national economy and revenues that the Town can reasonably expect to receive from the federal government and the State of Connecticut. While there is some optimism that Connecticut is beginning to get its fiscal house in order, there continues to be areas of concern and uncertainty. Town staff and others continued to monitor what was happening in Hartford and provided revenue updates to the Council before the final mill rate was set on June 5, 2012.

Most would probably agree that there is little likelihood that the state will provide municipalities with significant additional funding over the next couple of years. This, coupled with anticipated increases in benefit costs, energy, and other fixed costs means that municipalities can expect to see “level” service budgets continue to increase in the 2-3%+ range. These types of increases are not sustainable unless there is a willingness on the part of local taxpayers to pick up this additional burden, or additional revenues are received. The only alternatives that the Town has if this is not the case, are to cut costs either through eliminating programs and services or reducing the cost of the services that it provides.

In many respects, the FYE 2013 Budget is at most a bare minimum level service budget. There are numerous unmet needs that have not been addressed or adequately addressed that should be kept in mind when the proposed budget is being reviewed and future budgets are prepared. These unmet needs include:

- Funding to respond to a potential Base Realignment Review (BRAC) that could impact the Groton Submarine Base.
- Funding for enhanced economic development initiatives with an eye on growing the community’s tax base.
- Full funding of the Fleet Replacement Fund.
- Increase in the Town Designated Fund Balance (currently 7.5%) to put it more in line with our peer group of other communities.
- Funding for a dedicated Energy Conservation/Grants person to help implement recommendations contained in the Task Force on Climate Change and Sustainable Community report.
- Funding for an Assistant Town Manager position.

Following the completion of the FYE 2013 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 2012 to discuss the upcoming FYE 2014 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. The FYE 2013 Budget, like the ones before it, is reflective of a difficult and uncertain economy, which unfortunately will be with us for a while longer.

Looking ahead, the following general precepts should be considered as we move through next year and plan for the FYE 2014 budget:

- We need to 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.
- Continue to 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.
- As opportunities present themselves, we need to evaluate joint endeavors with the Board of Education, political subdivisions and fire districts.
- Town-wide police and fire assessments should be undertaken and completed.
- Collective bargaining agreements must reflect the changing economic realities. Explore options such as early retirement initiatives and benefit plan design and funding in an effort to reduce costs.
- 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 in an effort to maintain the scope of services desired by the community.
- Carefully evaluate contributions to outside agencies in light of reductions to Town departments providing the same or similar services.
- Regionalization should be explored in those areas where it would result in cost savings and improved efficiencies. 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).

Finally, I am hopeful that we are beginning to emerge from a prolonged period of difficult economic conditions. Town Operations have adapted to these changed economic conditions, by reducing its workforce and containing the cost of providing services. This has been accomplished without major reductions to the services provided to the citizens of Groton. The focus of Town Council and RTM budget deliberations have understandably narrowed to comparisons with the prior year, often with the goal of no increases. 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. At the same time, revenue from the state and federal governments continued to be uncertain and declined as they faced their own budget struggles. In other words, saving for the future has taken a back seat to meeting current operational needs. An organization can only do this for so long without reinvesting in itself. Roads need to be paved, buildings repaired, equipment replaced, economic development initiatives undertaken, and recreation facilities upgraded, to name a few

examples. Groton has 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 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.

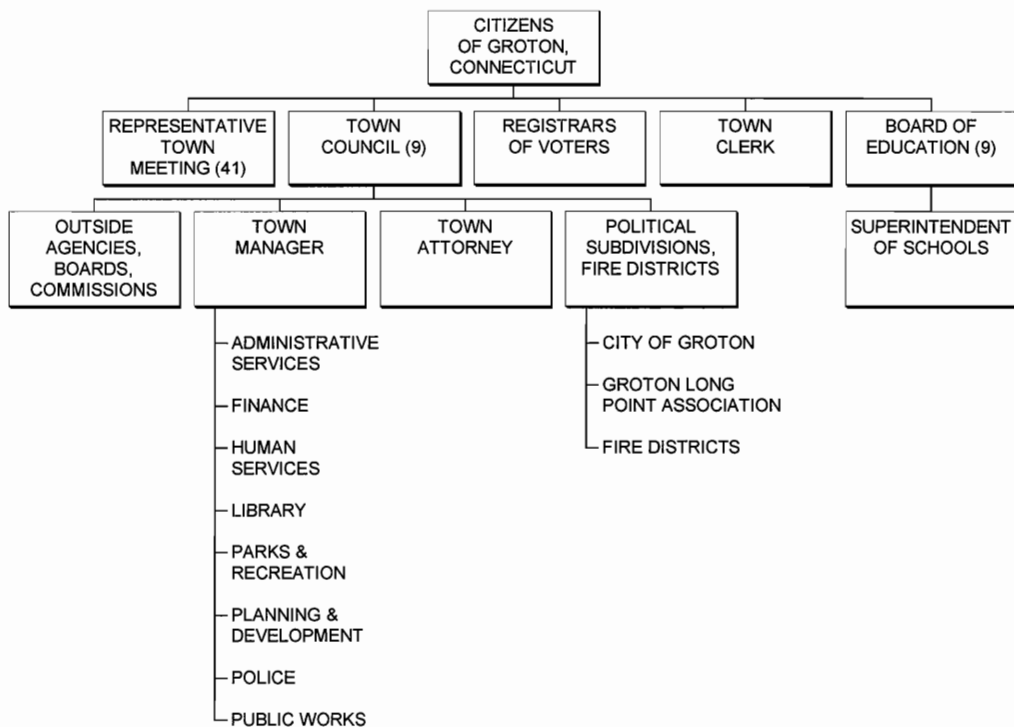
ACKNOWLEDGEMENTS

Work began on preparation of the FYE 2013 Budget in fall 2011 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 2013 budget requests, I would like to once again personally express my sincere gratitude and appreciation to Sal Pandolfo, Finance Director; Doug Ackerman, Administrative Services Director; Joyce Sauchuk, Manager Labor Relations/Risk Management; Robin Moulding, Financial Assistant II; Cindy Landry, Treasurer/Accounting Manager; and Nicki Bresnayan, Executive Assistant for their commitment and hard work they put forth in assisting me in the preparation of the FYE 2013 Budget.

Sincerely,

Mark R. Oefinger, AICP
Town Manager

TOWN OF GROTON ORGANIZATION CHART



FYE 2013

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 eight (8) 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.

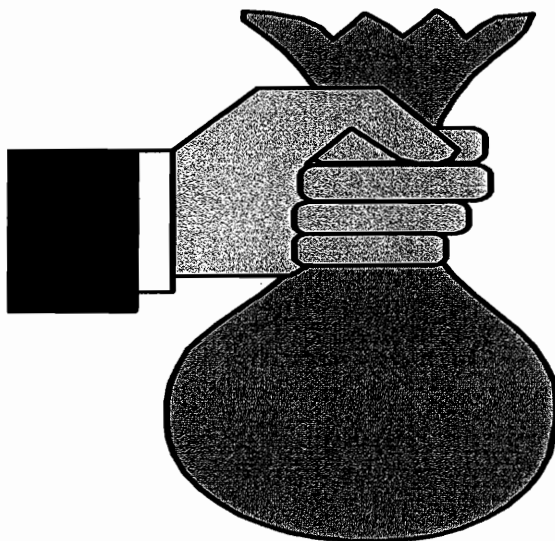
BUDGETARY CONTROL

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 \$7,500. 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 encumbered 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. 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 2013 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 2% increase, and a 0% increase from the FYE 2012 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 2013											
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 15)	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: 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: AA3; 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 one-half (7.5%) 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. Propriety funds are budgeted using accrual concepts. 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.

FUND DESCRIPTIONS

The accounts of the Town are organized on the basis of funds and account groups, each of which are considered a separate accounting entity. The operation of the funds is accounted for by a separate set of self-balancing accounts that comprise assets, liabilities, fund equity, and revenues, and as applicable, expenditures and expenses. 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. These are all allocated.

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

General Fund: This 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 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 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 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

GENERAL FUND

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

SPECIAL REVENUE FUNDS

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

INTERNAL SERVICE/ TRUST FUND

Users:

- General Government
- General Services
- Public Safety
- Public Works
- Planning & Development
- Human Services
- Community Services
- 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 2013 Adopted Budget
GENERAL FUND REVENUE DETAIL

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	PROPOSED FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
<u>General Property Taxes</u>							
4110 Current Taxes	\$ 74,534,209	\$ 75,452,361	\$ 75,700,000	\$ 79,465,669	\$ 77,904,007	\$ 78,131,815	1999
4111 Supplemental MV Tax	\$ 308,389	\$ 300,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 350,000	1999
4113 Interest & Lien Fees	\$ 694,212	\$ 510,000	\$ 745,000	\$ 550,000	\$ 550,000	\$ 600,000	1999
4114 Prior Year Taxes	\$ 2,817,064	\$ 1,284,245	\$ 1,174,000	\$ 800,000	\$ 800,000	\$ 900,000	1999
Total	\$ 78,353,874	\$ 77,546,606	\$ 77,969,000	\$ 81,115,669	\$ 79,554,007	\$ 79,981,815	
<u>Licenses and Permits</u>							
4234 Build and Related Permits/C.O.	\$ 195,068	\$ 194,832	\$ 149,923	\$ 184,869	\$ 184,869	\$ 184,869	1046
4236 Sporting Licenses	\$ 893	\$ 1,300	\$ 850	\$ 850	\$ 850	\$ 850	1005
4238 Dog Licenses	\$ 8,439	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	1005
4239 Other Licenses & Permits	\$ 14,986	\$ 12,400	\$ 13,700	\$ 10,245	\$ 10,245	\$ 10,245	1005, 1024
4242 Building Permits-Education Fee	\$ 183	\$ 193	\$ 150	\$ 150	\$ 150	\$ 150	1046
4243 State Land Use Fees	\$ 74	\$ 150	\$ 120	\$ 140	\$ 140	\$ 140	1046
Total	\$ 219,643	\$ 216,875	\$ 172,743	\$ 204,254	\$ 204,254	\$ 204,254	
<u>Revenue from Investments</u>							
4412 Interest on Investments	\$ 127,274	\$ 100,000	\$ 85,000	\$ 88,000	\$ 88,000	\$ 88,000	1013
Total	\$ 127,274	\$ 100,000	\$ 85,000	\$ 88,000	\$ 88,000	\$ 88,000	
<u>State Grants in Aid-Education</u>							
4521 Education Cost Sharing	\$ 21,775,544	\$ 25,374,989	\$ 25,358,393	\$ 25,625,179	\$ 25,625,179	\$ 25,625,179	1080
4522 Adult Education	\$ 135,251	\$ 114,517	\$ 106,271	\$ 122,161	\$ 122,161	\$ 122,161	1080
4523 Instruction for the Blind	\$ 12,801	\$ 13,843	\$ 13,843	\$ 13,843	\$ 13,843	\$ 13,843	1080
4525 Special Education	\$ 1,167,726	\$ 1,020,572	\$ 1,127,798	\$ 1,167,726	\$ 1,167,726	\$ 1,167,726	1080
4527 Non-Public Transportation	\$ 35,596	\$ 27,020	\$ 33,859	\$ 34,308	\$ 34,308	\$ 34,308	1080
4534 School Transportation	\$ 536,465	\$ 274,373	\$ 289,465	\$ 283,132	\$ 283,132	\$ 283,132	1080
4540 School Building Grants	\$ 55,853	\$ 54,689	\$ 54,689	\$ -	\$ -	\$ -	
4541 Int Subsidy Payments	\$ 2,774	\$ 940	\$ 940	\$ -	\$ -	\$ -	
4544 Non-Public Pupil Service	\$ 32,846	\$ 32,851	\$ 27,821	\$ 27,970	\$ 27,970	\$ 27,970	1080
Total	\$ 23,754,856	\$ 26,913,794	\$ 27,013,079	\$ 27,274,319	\$ 27,274,319	\$ 27,274,319	
<u>State Grants in Aid-General Gov</u>							
4507 State Grants	\$ 101,398	\$ 148,853	\$ 146,976	\$ 73,620	\$ 73,620	\$ 73,620	various
4551 PILOT:Enterprise Zone	\$ 547,385	\$ 574,000	\$ 547,385	\$ 435,533	\$ 426,974	\$ 429,536	1999
4552 PILOT:Mfg Mach & Equipment	\$ -	\$ 1,373,459	\$ -	\$ -	\$ -	\$ -	
4553 PILOT:State & Tax Exempts	\$ 1,398,633	\$ 1,204,227	\$ 1,206,844	\$ 1,204,820	\$ 1,204,820	\$ 1,204,820	1999
4554 Pequot-Mohegan Grant	\$ 1,374,940	\$ 1,362,025	\$ 1,395,130	\$ 1,394,298	\$ 1,394,298	\$ 1,394,298	1999
4555 911 Enhancements	\$ 162,557	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,482	1014
4556 Miscellaneous State Revenue	\$ 6,778	\$ 14,800	\$ 14,750	\$ 15,050	\$ 15,050	\$ 15,050	1024, 1051
4557 Nuclear Safety Drill	\$ 31,156	\$ 31,626	\$ 24,072	\$ 24,072	\$ 24,072	\$ 24,072	1014
4558 Highway Illumination	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	1035
4559 Town Highway Aid	\$ 188,718	\$ 203,490	\$ 189,622	\$ 189,622	\$ 189,622	\$ 189,622	1035
4560 Telephone Access	\$ 161,647	\$ 161,000	\$ 161,000	\$ 161,000	\$ 161,000	\$ 161,000	1999
4563 Manufacturing Transition Grant	\$ -	\$ -	\$ 984,717	\$ 1,374,459	\$ 1,374,459	\$ 1,374,459	1999
4564 Property Tax Relief	\$ -	\$ 472,797	\$ 482,989	\$ 546,969	\$ 546,969	\$ 546,969	1999
4566 TVCCA-Supp Housing Program Grant	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	1051
4568 Youth Service Bureau	\$ 31,444	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434	1051
Total	\$ 4,015,275	\$ 5,753,812	\$ 5,361,020	\$ 5,626,978	\$ 5,618,419	\$ 5,620,981	
<u>Federal Grants in Aid</u>							
4508 Federal Funds	\$ 69,163	\$ 119,377	\$ 69,163	\$ 115,156	\$ 115,156	\$ 115,156	1,080
4510 FEMA Reimbursement	\$ 76,325	\$ -	\$ 91,160	\$ -	\$ -	\$ -	
4591 Pupil Impact Aid	\$ 4,973,251	\$ 4,397,751	\$ 4,078,286	\$ 3,626,219	\$ 3,626,219	\$ 3,329,619	1080
4592 Emergency Management (SLA)	\$ 17,856	\$ 15,196	\$ 15,196	\$ 15,196	\$ 15,196	\$ 15,196	1014
4593 Education State Grants (ARRA/SFSF)	\$ 3,620,123	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 8,756,718	\$ 4,532,324	\$ 4,253,805	\$ 3,756,571	\$ 3,756,571	\$ 3,459,971	

TOWN OF GROTON
FYE 2013 Adopted Budget
GENERAL FUND REVENUE DETAIL

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	PROPOSED FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
<u>Charges for Current Services</u>							
4602 Planning Application Fees	\$ 8,815	\$ 10,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	1046
4610 Recording Instruments	\$ 159,192	\$ 170,000	\$ 160,000	\$ 170,000	\$ 170,000	\$ 160,000	1005
4611 Conveyance Tax	\$ 577,832	\$ 586,000	\$ 540,000	\$ 580,000	\$ 580,000	\$ 540,000	1005
4616 Golf Course	\$ 57,074	\$ 63,103	\$ 63,103	\$ 58,157	\$ 58,157	\$ 58,157	1999
4617 Maps/Copies/Document Sales	\$ 1,451	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	1046
4618 Tax Collection Services	\$ 182,627	\$ 208,439	\$ 208,439	\$ 214,692	\$ 214,692	\$ 214,692	1013
4620 Sewer Fund/Landfill Service	\$ 485,477	\$ 612,698	\$ 612,698	\$ 631,079	\$ 631,079	\$ 631,079	1999
4622 Accident Reports	\$ 1,615	\$ 2,100	\$ 2,100	\$ 1,674	\$ 1,674	\$ 1,674	1024
4623 Dispatch/Paramedic Service	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	1014
4624 N Stonington-Dispatch	\$ 37,562	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	1014
4624A Stonington Ambulance Dispatch	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1014
4624B Groton Utilities Dispatch	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1014
4626 Playground Aides - BOE	\$ 40,573	\$ -	\$ -	\$ -	\$ -	\$ -	-
4627 Housing Authority Shelter Rent	\$ 50,015	\$ 49,250	\$ 50,600	\$ 50,600	\$ 50,600	\$ 50,600	1054
4629 Coord Medical Emerg Direc	\$ 21,891	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	1014
4631 BOE-FHS/Ground Mowing	\$ 44,538	\$ 48,875	\$ 48,875	\$ 50,341	\$ 50,341	\$ 50,341	1064
4632 GIS Revenue	\$ 679	\$ 1,000	\$ 700	\$ 700	\$ 700	\$ 700	1013, 1014
4637 Snow/Ice Control Services	\$ -	\$ -	\$ 45,868	\$ 74,837	\$ 74,837	\$ 74,837	1035
4641 Vital Statistics	\$ 5,626	\$ 6,200	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	1005
Total	\$ 1,685,967	\$ 1,845,316	\$ 1,842,034	\$ 1,941,731	\$ 1,941,731	\$ 1,891,731	
<u>Schools-Library-Recreation</u>							
4662 Tuition from Other Towns	\$ 166,316	\$ 138,066	\$ 166,317	\$ 166,317	\$ 166,317	\$ 166,317	1080
4669 Other School Receipts	\$ 46,100	\$ 50,000	\$ 54,075	\$ 54,075	\$ 54,075	\$ 54,075	1080
4670 Library Fines	\$ 27,244	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	1063
4671 Library-Lost & Damaged	\$ 3,117	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	1063
4672 Senior Center Fees	\$ 71,313	\$ 42,540	\$ 42,282	\$ 42,540	\$ 42,540	\$ 42,540	1064
4683 Park Concession & Rentals	\$ 1,066	\$ 1,000	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	1064
4684 Program & Events Revenue	\$ 18,922	\$ -	\$ -	\$ -	\$ -	\$ -	-
4685 Summer Playground Revenue	\$ 24,739	\$ -	\$ -	\$ -	\$ -	\$ -	-
4686 Park & Recreation Rentals	\$ 2,590	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	1064
4688 Library Fees	\$ 16,324	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	1063
4691 Library-Copier Fees	\$ 6,191	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	1063
Total	\$ 383,922	\$ 286,606	\$ 319,074	\$ 319,432	\$ 319,432	\$ 319,432	
<u>Other Revenue</u>							
4310 Court Fines	\$ 13,802	\$ 13,210	\$ 13,355	\$ 13,800	\$ 13,800	\$ 13,800	1024
4311 Parking Tickets	\$ 2,550	\$ 2,700	\$ 3,000	\$ 2,850	\$ 2,850	\$ 2,850	1024
4710 Land Record Copies	\$ 24,127	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	1005
4711 Vitals Copies	\$ 69,789	\$ 60,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	1005
4712 Finance Dept Copies	\$ 1,172	\$ 1,350	\$ 1,600	\$ 1,300	\$ 1,300	\$ 1,300	1013
4714 Returned Check Fees	\$ 1,140	\$ 1,320	\$ 1,400	\$ 1,300	\$ 1,300	\$ 1,300	1013
4715 Aircraft Registrations	\$ 19,310	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	1013
4731 Sale of Capital Assets	\$ 6,426	\$ 4,100	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000	1013
4733 Misc Unclassified	\$ 178,520	\$ 39,118	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1035
4734 Animal Control Fees	\$ 4,757	\$ 5,100	\$ 5,000	\$ 4,450	\$ 4,450	\$ 4,450	1024
4740 Disposal Fees	\$ 150,106	\$ 134,498	\$ 163,867	\$ 195,901	\$ 195,901	\$ 195,901	1035
4741 Lease Fees	\$ 106,398	\$ 109,004	\$ 109,527	\$ 110,005	\$ 110,005	\$ 110,005	1014, 1051
4766 Payments From Other Funds	\$ 78,452	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	1005
Total	\$ 656,549	\$ 423,600	\$ 435,949	\$ 466,806	\$ 466,806	\$ 466,806	
Total Revenue	\$ 117,954,078	\$ 117,618,933	\$ 117,451,704	\$ 120,793,760	\$ 119,223,539	\$ 119,307,309	
4999 Fund Balance Applied	\$ -	\$ 866,130	\$ 370,666	\$ 1,810,339	\$ 1,919,889	\$ 1,589,059	1999
Total Revenue with Fund Balance	\$ 117,954,078	\$ 118,485,063	\$ 117,822,370	\$ 122,604,099	\$ 121,143,428	\$ 120,896,368	

TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

The adopted financing plan for the General Fund for Fiscal Year Ending June 30, 2013 totals \$120,896,368. This is an increase of 7% over the FYE 2012 revenue budget. The following are explanations of the FYE 2013 revenues by category along with comparison financial data. The revenues designated from the State of Connecticut are based on the State's Adopted Budget for FYE 2013 that was signed by the Governor in early May 2012.

This budget maintains the projected fund balance at 7.5% of General Fund Expenditures and proposes that \$9,067,228 million remain in the fund balance.

*****GENERAL PROPERTY TAXES:**

66.2% of the General Fund Budget:

The current (FYE 2012) mill rate of 18.89 mills is increased by 1.33 mills to 20.22 mills, a 7% increase.

***Current Taxes:** The current levy for FYE 2013 is based on all taxable property in the Town as of October 1, 2011, after adjustments by the Board of Assessment Appeals.

The total of all values compiled is the Grand List.

The amount to be raised by taxes is calculated by taking the adopted budget appropriations for FYE 2013 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, 2011 Grand List less estimated legal exemptions and the tax collection rate of 98.1%.

Current taxes are due July 1 and January 1.

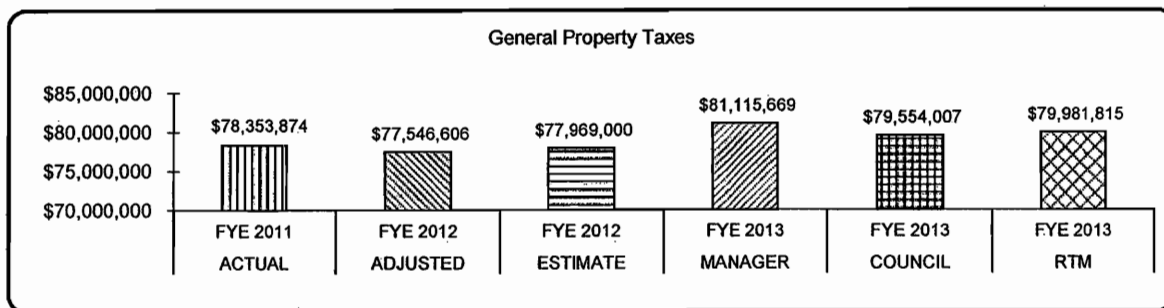
The Grand List which consists of three categories, decreased 3.6%. The real estate category decreased 6% while personal property and motor vehicles, which are revalued every year, both increased by 16.8% and 11.3%, respectively.

***Supplemental Motor Vehicle Tax:** These taxes are based on vehicles expected to be registered in the Town during the interim period of October 2, 2011 to August 1, 2012; i.e., after the Grand List of October 1, 2011 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. In recent years, the increased collection efforts have maximized the collection of these taxes.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4110 Current Taxes	\$ 74,534,209	\$ 75,452,361	\$ 75,700,000	\$ 79,465,669	\$ 77,904,007	\$ 78,131,815	1999
4111 Supplemental MV Tax	\$ 308,389	\$ 300,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 350,000	1999
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Total	\$ 78,353,874	\$ 77,546,606	\$ 77,969,000	\$ 81,115,669	\$ 79,554,007	\$ 79,981,815	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****LICENSES & PERMITS;**

0.2% of the General Fund Budget:

*Building Permits: 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.

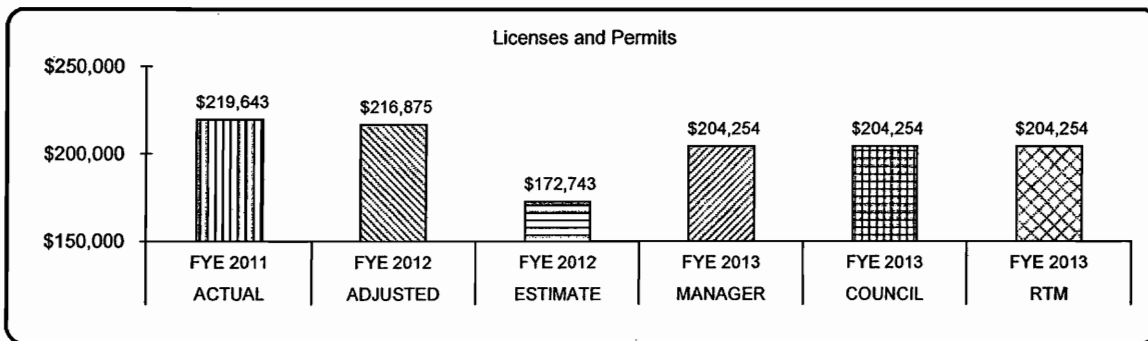
*Certificates of Occupancy: reflects an issuance fee of \$10.00 or 2% of the building permit fee, whichever is greater.

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

*Dog License: 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, Vendor Permits and Land Use Application Fees.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4234 Build and Related Permits/C.O.	\$ 195,068	\$ 194,832	\$ 149,923	\$ 184,869	\$ 184,869	\$ 184,869	1046
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4238 Dog Licenses	\$ 8,439	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	1005
4239 Other Licenses & Permits	\$ 14,986	\$ 12,400	\$ 13,700	\$ 10,245	\$ 10,245	\$ 10,245	1005, 1024
4242 Building Permits-Education Fee	\$ 183	\$ 193	\$ 150	\$ 150	\$ 150	\$ 150	1046
4243 State Land Use Fees	\$ 74	\$ 150	\$ 120	\$ 140	\$ 140	\$ 140	1046
Total	\$ 219,643	\$ 216,875	\$ 172,743	\$ 204,254	\$ 204,254	\$ 204,254	



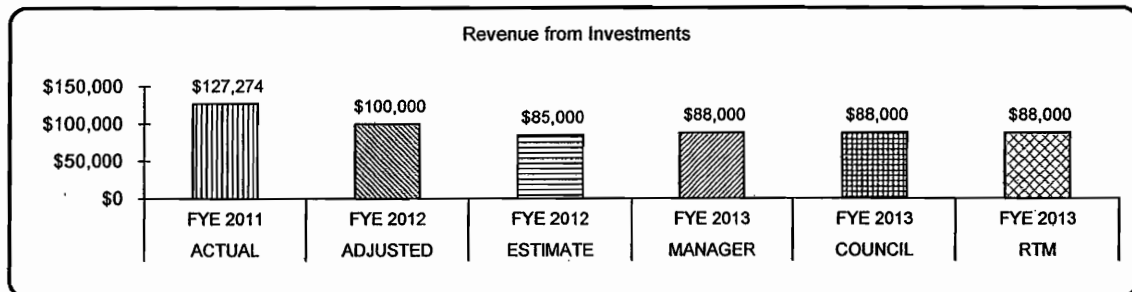
TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****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 0.20% for FYE 2012 and now estimated at between 0.16% to 0.65% for FYE 2012 and for FYE 2013.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4412 Interest on Investments	\$ 127,274	\$ 100,000	\$ 85,000	\$ 88,000	\$ 88,000	\$ 88,000	1013
Total	\$ 127,274	\$ 100,000	\$ 85,000	\$ 88,000	\$ 88,000	\$ 88,000	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****STATE GRANTS IN AID-EDUCATION;** **22.6% of the General Fund Budget;**
The revenues designated from the State of Connecticut are based on the State's FYE 2012 Adopted Budget.

*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". In FYE 2011, approximately 14.3% of this revenue was supported by Federal Funds.

*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.

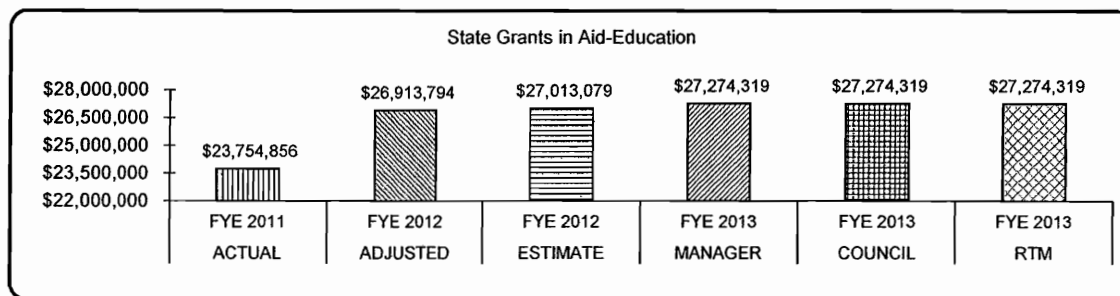
*Non-Public Transportation: reimbursement for transportation provided to private schools in the same manner and the basis as Public School transportation.

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

*School Building Grants: represents a program which subsidizes the debt service for bonds sold by the Town to construct and renovate school facilities.

*Interest Subsidy Payments: The State subsidizes the interest payments due for bonds sold to finance the construction, alteration or renovation of school facilities.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4521 Education Cost Sharing	\$ 21,775,544	\$ 25,374,989	\$ 25,358,393	\$ 25,625,179	\$ 25,625,179	\$ 25,625,179	1080
4522 Adult Education	\$ 135,251	\$ 114,517	\$ 106,271	\$ 122,161	\$ 122,161	\$ 122,161	1080
4523 Instruction for the Blind	\$ 12,801	\$ 13,843	\$ 13,843	\$ 13,843	\$ 13,843	\$ 13,843	1080
4525 Special Education	\$ 1,167,726	\$ 1,020,572	\$ 1,127,798	\$ 1,167,726	\$ 1,167,726	\$ 1,167,726	1080
4527 Non-Public Transportation	\$ 35,596	\$ 27,020	\$ 33,859	\$ 34,308	\$ 34,308	\$ 34,308	1080
4534 School Transportation	\$ 536,465	\$ 274,373	\$ 289,465	\$ 283,132	\$ 283,132	\$ 283,132	1080
4540 School Building Grants	\$ 55,853	\$ 54,689	\$ 54,689	\$ 0	\$ 0	\$ 0	0
4541 Int Subsidy Payments	\$ 2,774	\$ 940	\$ 940	\$ 0	\$ 0	\$ 0	0
4544 Non-Public Pupil Service	\$ 32,846	\$ 32,851	\$ 27,821	\$ 27,970	\$ 27,970	\$ 27,970	1080
Total	\$ 23,754,856	\$ 26,913,794	\$ 27,013,079	\$ 27,274,319	\$ 27,274,319	\$ 27,274,319	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****STATE GRANTS IN AID-GENERAL GOVERNMENT:**

4.6% of the General Fund Budget:

The revenues designated from the State of Connecticut are from the State's FYE 2012 Adopted Budget.

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

*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. This year the amount of the assessment associated with this exemption increased due to construction of two construction platforms at Electric Boat. An amount is appropriated state-wide and then allocated to those municipalities participating in this exemption program.

*PILOT:Manufacturing Machinery & Equipment (MME): represents the reimbursement amount that the state provides for tax revenue loss sustained as a result of two separate exemption programs for manufacturers. For FYE 2012, the State budget restores funding for the PILOT MME reimbursement program. Since Groton was one of the municipalities that did not receive a grant in FYE 2011 due to a filing error, we will receive an amount equal to the Town's FYE 2012 estimated payment.

*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. For FYE 2013, the State's Budget provides the same level of funding for state owned real property as in FYE 2013.

*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. For FYE 2013, the State's Budget provides approximately the same level of funding as in FYE 2012.

*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 streetlights along state highways.

*Town Highway Aid: is a grant used for various purposes including the construction and maintenance of public highways, roads and bridges. For FYE 2013, the Governor's Budget provides the same level of funding for state owned real property as in FYE 2012.

*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, 2011.

*Manufacturing Transition Grant: funded through the Municipal Revenue Sharing Account, replaces the MME PILOT and provides the same allocation as in FYE 2012 to eligible municipalities before any adjustments by OPM.

*Property Tax Relief: funded through the Municipal Revenue Sharing Account and distributed on a per capital/population basis.

*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.

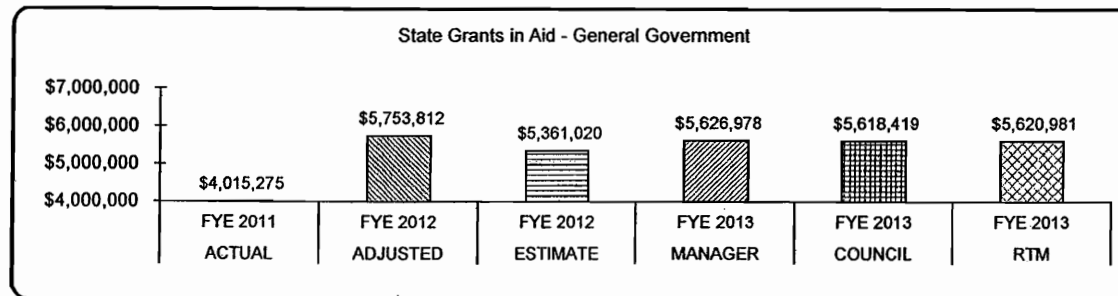
*Youth Service Bureau: represents a grant which enables the Human Services Department to provide counseling and crisis intervention services for at risk children, youth and parents.

(con't)

TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4507 State Grants	\$ 101,398	\$ 148,853	\$ 146,976	\$ 73,620	\$ 73,620	\$ 73,620	various
4551 PILOT:Enterprise Zone	\$ 547,385	\$ 574,000	\$ 547,385	\$ 435,533	\$ 426,974	\$ 429,536	1999
4552 PILOT:Mfr Mach & Equipment	\$ 0	\$ 1,373,459	\$ 0	\$ 0	\$ 0	\$ 0	
4553 PILOT:State & Tax Exempts	\$ 1,398,633	\$ 1,204,227	\$ 1,206,844	\$ 1,204,820	\$ 1,204,820	\$ 1,204,820	1999
4554 Pequot-Mohegan Grant	\$ 1,374,940	\$ 1,362,025	\$ 1,395,130	\$ 1,394,298	\$ 1,394,298	\$ 1,394,298	1999
4555 911 Enhancements	\$ 162,557	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,482	\$ 165,482	1014
4556 Miscellaneous State Revenue	\$ 6,778	\$ 14,800	\$ 14,750	\$ 15,050	\$ 15,050	\$ 15,050	1024, 1051
4557 Nuclear Safety Drill	\$ 31,156	\$ 31,626	\$ 24,072	\$ 24,072	\$ 24,072	\$ 24,072	1014
4558 Highway Illumination	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619	1035
4559 Town Highway Aid	\$ 188,718	\$ 203,490	\$ 189,622	\$ 189,622	\$ 189,622	\$ 189,622	1035
4560 Telephone Access	\$ 161,647	\$ 161,000	\$ 161,000	\$ 161,000	\$ 161,000	\$ 161,000	1999
4563 Manufacturing Transition Grant	\$ 0	\$ 0	\$ 984,717	\$ 1,374,459	\$ 1,374,459	\$ 1,374,459	1999
4564 Property Tax Relief	\$ 0	\$ 472,797	\$ 482,989	\$ 546,969	\$ 546,969	\$ 546,969	1999 ¹
4566 TVCCA-Supp Housing Program Grant	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	1051
4568 Youth Service Bureau	\$ 31,444	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434	\$ 31,434	1051
Total	\$ 4,015,275	\$ 5,753,812	\$ 5,361,020	\$ 5,626,978	\$ 5,618,419	\$ 5,620,981	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****FEDERAL GRANTS IN AID:**

2.9% of the General Fund Budget:

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

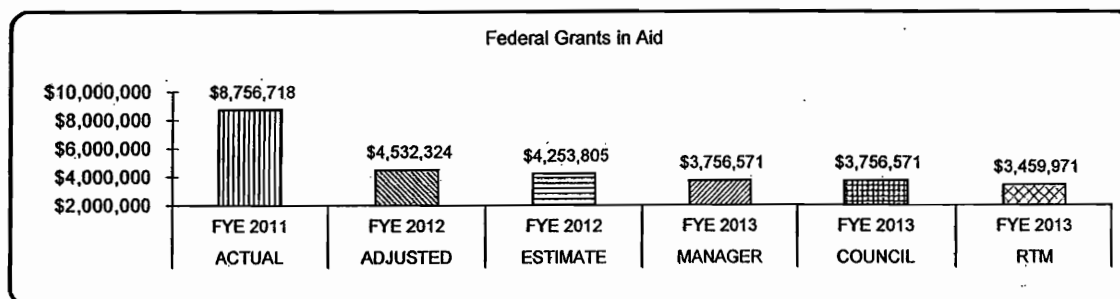
***FEMA Reimbursement:** Federal reimbursement for storm related damages.

***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.

***ARRA/SFSF:** The Federal State Fiscal Stabilization (SFSF) under the American Recovery and Reinvestment Act of 2010 (ARRA) supported 14.3% of the State's Education Cost Sharing entitlement grants. Initially there were two separate SFSF funding strands: Education State Grants and Government Services Funds and their funding portion of the 14.3% was 9.2% and 5.1% respectively. In FYE 2011, the funds were received as Education State Grants. These funds expired as of June 30, 2011.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4508 Federal Funds	\$ 69,163	\$ 119,377	\$ 69,163	\$ 115,156	\$ 115,156	\$ 115,156	1080
4510 FEMA Reimbursement	\$ 76,325	\$ 0	\$ 91,160	\$ 0	\$ 0	\$ 0	
4591 Pupil Impact Aid	\$ 4,973,251	\$ 4,397,751	\$ 4,078,286	\$ 3,626,219	\$ 3,626,219	\$ 3,329,619	1080
4592 Emergency Management (SLA)	\$ 17,856	\$ 15,196	\$ 15,196	\$ 15,196	\$ 15,196	\$ 15,196	1014
4593 Education State Grants (ARRA/SFSF)	\$ 3,620,123	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 8,756,718	\$ 4,532,324	\$ 4,253,805	\$ 3,756,571	\$ 3,756,571	\$ 3,459,971	



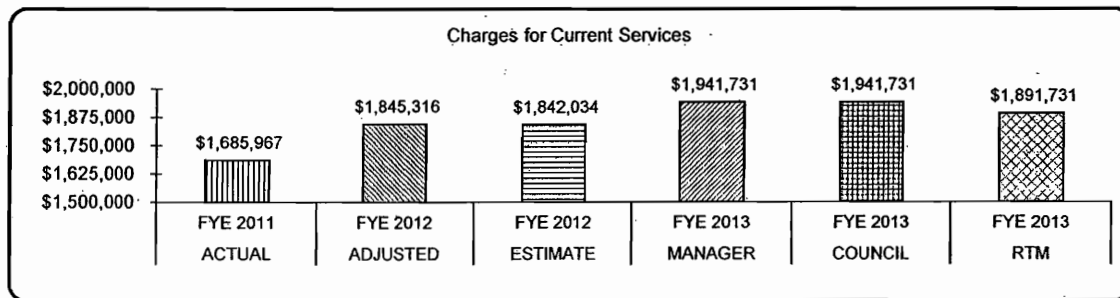
TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

*****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)). Due to the real estate market, the budget shows a decrease in the Conveyance Tax revenue which is made up 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%.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4602 Planning Commission Fees	\$ 8,815	\$ 10,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	1046
4610 Recording Instruments	\$ 159,192	\$ 170,000	\$ 160,000	\$ 170,000	\$ 170,000	\$ 160,000	1005
4611 Conveyance Tax	\$ 577,832	\$ 586,000	\$ 540,000	\$ 580,000	\$ 580,000	\$ 540,000	1005
4616 Golf Course (cas)	\$ 57,074	\$ 63,103	\$ 63,103	\$ 58,157	\$ 58,157	\$ 58,157	1999
4617 Maps/Copies/Document Sales	\$ 1,451	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	1046
4618 Tax Collection Services (cas)	\$ 182,627	\$ 208,439	\$ 208,439	\$ 214,692	\$ 214,692	\$ 214,692	1013
4620 Sewer Fund/Landfill Service (cas)	\$ 485,477	\$ 612,698	\$ 612,698	\$ 631,079	\$ 631,079	\$ 631,079	1999
4622 Accident Reports	\$ 1,615	\$ 2,100	\$ 2,100	\$ 1,674	\$ 1,674	\$ 1,674	1024
4623 Dispatch/Paramedic Service	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	1014
4624 N Stonington-Dispatch	\$ 37,562	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	\$ 52,819	1014
4624A Stonington Ambulance Dispatch	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1014
4624B Groton Utilities Dispatch	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1014
4626 Playground Aides-BOE	\$ 40,573	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
4627 Housing Authority Shelter Rent	\$ 50,015	\$ 49,250	\$ 50,600	\$ 50,600	\$ 50,600	\$ 50,600	1054
4629 Coord Medical Emerg Direc	\$ 21,891	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	\$ 22,832	1014
4631 BOE-FHS/Ground Mowing	\$ 44,538	\$ 48,875	\$ 48,875	\$ 50,341	\$ 50,341	\$ 50,341	1064
4632 GIS Revenue	\$ 679	\$ 1,000	\$ 700	\$ 700	\$ 700	\$ 700	1013, 1014
4637 Snow/Ice Control Services	\$ 0	\$ 0	\$ 45,868	\$ 74,837	\$ 74,837	\$ 74,837	1035
4641 Vital Statistics	\$ 5,626	\$ 6,200	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	1005
Total	\$ 1,685,967	\$ 1,845,316	\$ 1,842,034	\$ 1,941,731	\$ 1,941,731	\$ 1,891,731	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

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

0.3% 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:

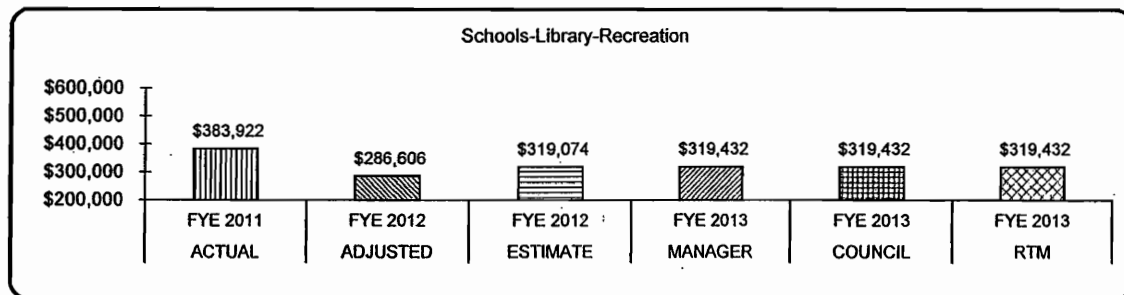
*Tuition from Other Towns: reflects payments for students outside the district to attend Groton Schools.

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

*All Other Recreation: represents revenues received from participants of Parks and Recreation activities. In FYE 2006 and continuing through FYE 2013, additional programs have been transferred to a Special Revenue Fund.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4662 Tuition from Other Towns	\$ 166,316	\$ 138,066	\$ 166,317	\$ 166,317	\$ 166,317	\$ 166,317	1080
4669 Other School Receipts	\$ 46,100	\$ 50,000	\$ 54,075	\$ 54,075	\$ 54,075	\$ 54,075	1080
4670 Library Fines	\$ 27,244	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	1063
4671 Library-Lost & Damaged	\$ 3,117	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	1063
4672 Senior Center Fees	\$ 71,313	\$ 42,540	\$ 42,282	\$ 42,540	\$ 42,540	\$ 42,540	1064
4683 Park Concession & Rental	\$ 1,066	\$ 1,000	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	1064
4684 Program & Events Revenue	\$ 18,922	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
4685 Summer Playground Revenue	\$ 24,739	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
4686 Park & Recreation Rentals	\$ 2,590	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	1064
4688 Library Fees	\$ 16,324	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	1063
4691 Library-Copier Fees	\$ 6,191	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	1063
Total	\$ 383,922	\$ 286,606	\$ 319,074	\$ 319,432	\$ 319,432	\$ 319,432	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

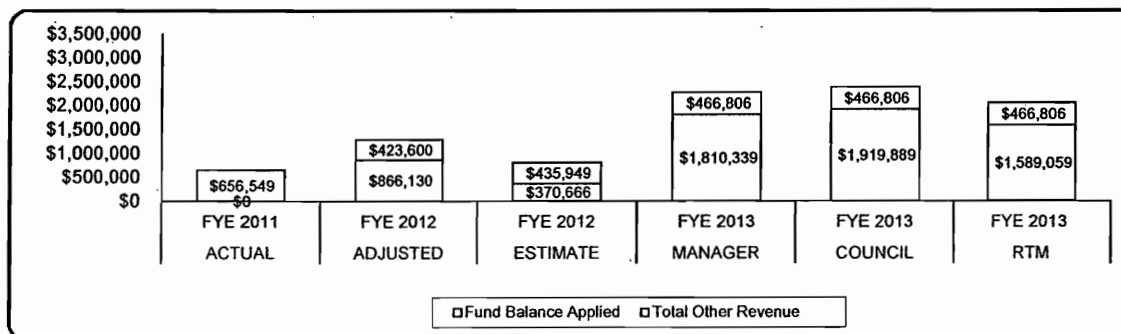
*****OTHER REVENUE and FUND BALANCE APPLIED:**

1.7% of the General Fund Budget:

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

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. With this year's allocation of Fund Balance Applied, the General Fund's unassigned Fund Balance is projected to be maintained at 7.5% of expenditures.

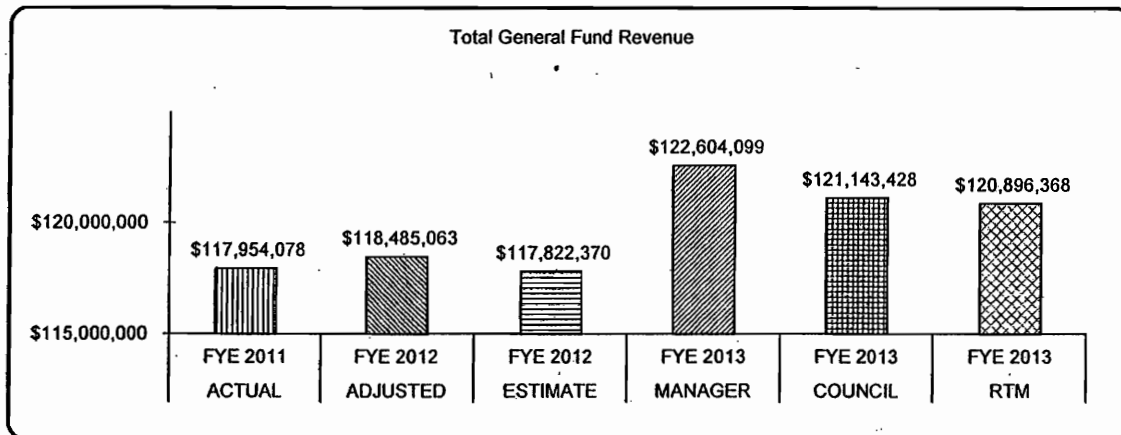
	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013	FUNCTION(S) CODE
4310 Court Fines	\$ 13,802	\$ 13,210	\$ 13,355	\$ 13,800	\$ 13,800	\$ 13,800	1024
4311 Parking Tickets	\$ 2,550	\$ 2,700	\$ 3,000	\$ 2,850	\$ 2,850	\$ 2,850	1024
4710 Land Record Copies	\$ 24,127	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	1005
4711 Vital Copies	\$ 69,789	\$ 60,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	1005
4712 Finance Dept Copies	\$ 1,172	\$ 1,350	\$ 1,600	\$ 1,300	\$ 1,300	\$ 1,300	1013
4714 Returned Check Fees	\$ 1,140	\$ 1,320	\$ 1,400	\$ 1,300	\$ 1,300	\$ 1,300	1013
4715 Aircraft Registrations	\$ 19,310	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	1013
4731 Sale of Capital Assets	\$ 6,426	\$ 4,100	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000	1013
4733 Misc. Unclassified	\$ 178,520	\$ 39,118	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	1035
4734 Animal Control Fees	\$ 4,757	\$ 5,100	\$ 5,000	\$ 4,450	\$ 4,450	\$ 4,450	1024
4740 Disposal Fees	\$ 150,106	\$ 134,498	\$ 163,867	\$ 195,901	\$ 195,901	\$ 195,901	1035
4741 Lease Fees	\$ 106,398	\$ 109,004	\$ 109,527	\$ 110,005	\$ 110,005	\$ 110,005	1014, 1051
4766 Payments From Other Funds	\$ 78,452	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	1005
Total Other Revenue	\$ 656,549	\$ 423,600	\$ 435,949	\$ 466,806	\$ 466,806	\$ 466,806	
4999 Fund Balance Applied	\$ 0	\$ 866,130	\$ 370,666	\$ 1,810,339	\$ 1,919,889	\$ 1,589,059	1999
Total Other Revenue & Fund Balance	\$ 656,549	\$ 1,289,730	\$ 806,615	\$ 2,277,145	\$ 2,386,695	\$ 2,055,865	



TOWN OF GROTON
GENERAL FUND REVENUE DESCRIPTIONS AND DETAIL
ADOPTED FISCAL YEAR ENDING JUNE 30, 2013

***TOTAL GENERAL FUND REVENUE:

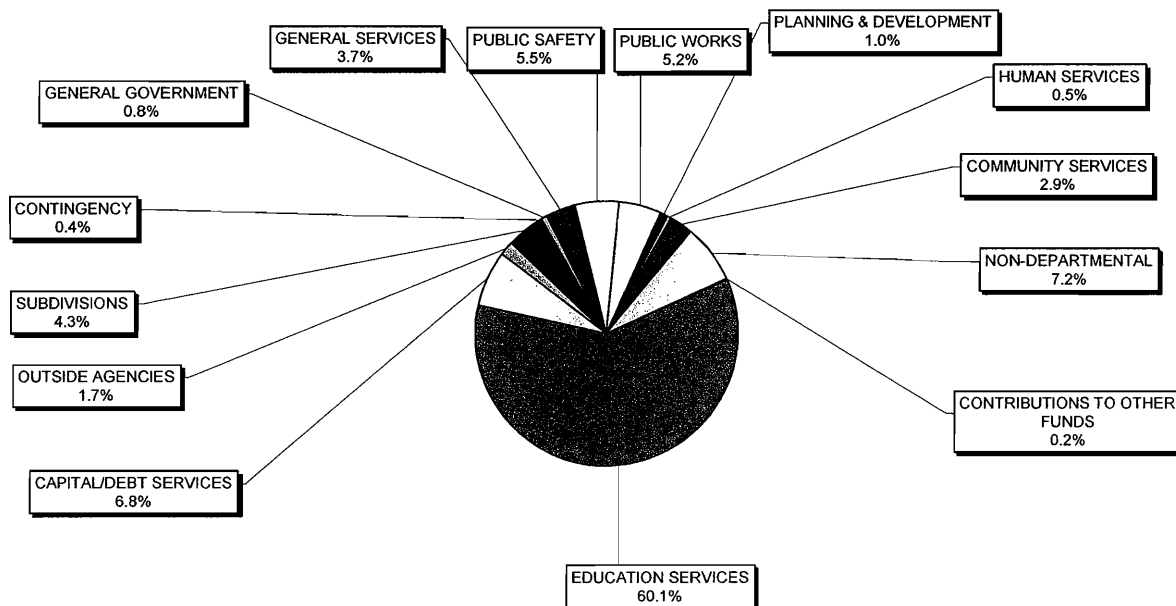
	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
Total Revenues and Fund Balance Applied	\$ 117,954,078	\$ 118,485,063	\$ 117,822,370	\$ 122,604,099	\$ 121,143,428	\$ 120,896,368



Town of Groton
TOWN OPERATION
 FYE 2013 Adopted Budget
 Program Summary General Fund

AREA OF SERVICE	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM ADOPTED FYE 2013
GENERAL GOVERNMENT	\$ 855,354	\$ 951,772	\$ 917,690	\$ 1,081,637	\$ 1,013,491	\$ 921,165	\$ 920,165
GENERAL SERVICES	\$ 4,348,928	\$ 4,428,944	\$ 4,332,462	\$ 4,532,200	\$ 4,500,483	\$ 4,476,891	\$ 4,433,831
PUBLIC SAFETY	\$ 6,330,925	\$ 6,399,815	\$ 6,311,171	\$ 6,657,965	\$ 6,615,013	\$ 6,592,898	\$ 6,592,898
PUBLIC WORKS	\$ 6,599,413	\$ 6,262,537	\$ 6,159,753	\$ 6,512,377	\$ 6,366,298	\$ 6,251,351	\$ 6,251,351
PLANNING & DEVELOPMENT	\$ 1,108,147	\$ 1,140,176	\$ 1,136,122	\$ 1,217,423	\$ 1,192,229	\$ 1,217,401	\$ 1,182,401
HUMAN SERVICES	\$ 560,500	\$ 564,255	\$ 557,613	\$ 575,210	\$ 575,010	\$ 564,294	\$ 564,294
COMMUNITY SERVICES	\$ 3,835,933	\$ 3,535,648	\$ 3,488,644	\$ 3,579,723	\$ 3,560,894	\$ 3,510,438	\$ 3,510,438
SUBTOTAL TOWN DEPARTMENTS	<u>\$ 23,639,199</u>	<u>\$ 23,283,147</u>	<u>\$ 22,903,455</u>	<u>\$ 24,156,535</u>	<u>\$ 23,823,418</u>	<u>\$ 23,534,438</u>	<u>\$ 23,455,378</u>
NON-DEPARTMENTAL	\$ 8,000,087	\$ 8,732,151	\$ 8,688,001	\$ 9,009,532	\$ 8,645,691	\$ 8,645,691	\$ 8,645,691
CONTRIBUTIONS TO OTHER FUNDS	\$ 55,000	\$ 30,000	\$ 30,000	\$ 601,486	\$ 200,000	\$ 200,000	\$ 200,000
SUBTOTAL TOWN OTHER	<u>\$ 8,055,087</u>	<u>\$ 8,762,151</u>	<u>\$ 8,718,001</u>	<u>\$ 9,611,018</u>	<u>\$ 8,845,691</u>	<u>\$ 8,845,691</u>	<u>\$ 8,845,691</u>
TOWN OPERATIONS	<u>\$ 31,694,286</u>	<u>\$ 32,045,298</u>	<u>\$ 31,621,456</u>	<u>\$ 33,767,553</u>	<u>\$ 32,669,109</u>	<u>\$ 32,380,129</u>	<u>\$ 32,301,069</u>
EDUCATION SERVICES	<u>\$ 72,517,308</u>	<u>\$ 72,645,500</u>	<u>\$ 72,645,500</u>	<u>\$ 72,645,500</u>	<u>\$ 72,645,500</u>	<u>\$ 72,645,500</u>	<u>\$ 72,645,500</u>
CAPITAL/DEBT SERVICES	<u>\$ 5,964,586</u>	<u>\$ 6,512,449</u>	<u>\$ 6,374,145</u>	<u>\$ 8,333,440</u>	<u>\$ 8,333,440</u>	<u>\$ 8,333,440</u>	<u>\$ 8,233,440</u>
OUTSIDE AGENCIES	<u>\$ 2,028,042</u>	<u>\$ 2,050,744</u>	<u>\$ 2,047,561</u>	<u>\$ 2,178,005</u>	<u>\$ 2,123,905</u>	<u>\$ 2,036,465</u>	<u>\$ 2,037,965</u>
SUBDIVISIONS	<u>\$ 4,740,354</u>	<u>\$ 4,881,072</u>	<u>\$ 4,883,708</u>	<u>\$ 6,482,145</u>	<u>\$ 6,482,145</u>	<u>\$ 5,247,894</u>	<u>\$ 5,228,394</u>
CONTINGENCY	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 250,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 500,000</u>	<u>\$ 450,000</u>
TOTAL GENERAL FUND	<u>\$116,944,576</u>	<u>\$118,485,063</u>	<u>\$117,822,370</u>	<u>\$123,756,643</u>	<u>\$122,604,099</u>	<u>\$121,143,428</u>	<u>\$120,896,368</u>

Adopted General Fund Budget by Area of Service



Comparison By Function

FYE 2012 Adopted/Adjusted Budget to Adopted FYE 2013 Budget

Func. #	Function Description Area of Service	Page Number	Adopted/ Adjusted FYE 2012	Estimated FYE 2012	Adopted Budget FYE 2013	\$ Variance Adjusted FYE12 vs. Adopted FYE13	% Variance Adjusted FYE12 vs. Adopted FYE13
1001	Legislative Policy	37	\$ 43,436	\$ 43,436	\$ 42,653	\$ (783)	(1.8%)
1003	Voter Registration	43	\$ 115,736	\$ 142,117	\$ 147,239	\$ 31,503	27.2%
1005	Town Clerk	49	\$ 369,650	\$ 369,637	\$ 367,323	\$ (2,327)	(0.6%)
1006	Legal Services	57	\$ 422,950	\$ 362,500	\$ 362,950	\$ (60,000)	(14.2%)
	GENERAL GOVERNMENT		\$ 951,772	\$ 917,690	\$ 920,165	\$ (31,607)	(3.3%)
1010	Executive Management	63	\$ 293,133	\$ 293,042	\$ 289,924	\$ (3,209)	(1.1%)
1013	Finance Administration	69	\$ 1,345,609	\$ 1,343,518	\$ 1,348,460	\$ 2,851	0.2%
1014	Administrative Services	77	\$ 2,790,202	\$ 2,695,902	\$ 2,795,447	\$ 5,245	0.2%
	GENERAL SERVICES		\$ 4,428,944	\$ 4,332,462	\$ 4,433,831	\$ 4,887	0.1%
1024	Public Safety	85	\$ 6,399,815	\$ 6,311,171	\$ 6,592,898	\$ 193,083	3.0%
	PUBLIC SAFETY		\$ 6,399,815	\$ 6,311,171	\$ 6,592,898	\$ 193,083	3.0%
1035	Public Works	93	\$ 6,262,537	\$ 6,159,753	\$ 6,251,351	\$ (11,186)	(0.2%)
	PUBLIC WORKS		\$ 6,262,537	\$ 6,159,753	\$ 6,251,351	\$ (11,186)	(0.2%)
1046	Planning & Development Svcs	101	\$ 1,140,176	\$ 1,136,122	\$ 1,182,401	\$ 42,225	3.7%
	PLANNING & DEVELOPMENT		\$ 1,140,176	\$ 1,136,122	\$ 1,182,401	\$ 42,225	3.7%
1051	Human Services	109	\$ 564,255	\$ 557,613	\$ 564,294	\$ 39	0.0%
	HUMAN SERVICES		\$ 564,255	\$ 557,613	\$ 564,294	\$ 39	0.0%
1063	Groton Public Library	117	\$ 1,697,259	\$ 1,674,383	\$ 1,689,452	\$ (7,807)	(0.5%)
1064	Parks & Recreation	123	\$ 1,838,389	\$ 1,814,261	\$ 1,820,986	\$ (17,403)	(0.9%)
	COMMUNITY SERVICES		\$ 3,535,648	\$ 3,488,644	\$ 3,510,438	\$ (25,210)	(0.7%)
	SUBTOTAL TOWN DEPARTMENTS		\$ 23,283,147	\$ 22,903,455	\$ 23,455,378	\$ 172,231	0.7%
1070	Insurance & Claims	131	\$ 574,250	\$ 530,100	\$ 520,150	\$ (54,100)	(9.4%)
1071	Self Funded Plans	135	\$ 8,157,901	\$ 8,157,901	\$ 8,125,541	\$ (32,360)	(0.4%)
	NON-DEPARTMENTAL		\$ 8,732,151	\$ 8,688,001	\$ 8,645,691	\$ (86,460)	(1.0%)
1077	Contributions to Other Funds	145	\$ 30,000	\$ 30,000	\$ 200,000	\$ 170,000	566.7%
	CONTRIBUTIONS TO OTHER FUNDS		\$ 30,000	\$ 30,000	\$ 200,000	\$ 170,000	566.7%
	SUBTOTAL TOWN OTHER		\$ 8,762,151	\$ 8,718,001	\$ 8,845,691	\$ 83,540	1.0%
	TOWN OPERATIONS		\$ 32,045,298	\$ 31,621,456	\$ 32,301,069	\$ 255,771	0.8%
1080	Education	149	\$ 72,645,500	\$ 72,645,500	\$ 72,645,500	\$ -	0.0%
	EDUCATION SERVICES		\$ 72,645,500	\$ 72,645,500	\$ 72,645,500	\$ -	0.0%
1075	Capital Reserve	153	\$ 1,500,000	\$ 1,500,000	\$ 3,650,000	\$ 2,150,000	143.3%
1076	Debt Service	157	\$ 5,012,449	\$ 4,874,145	\$ 4,583,440	\$ (429,009)	(8.6%)
	CAPITAL/DEBT SERVICES		\$ 6,512,449	\$ 6,374,145	\$ 8,233,440	\$ 1,720,991	26.4%
1007	Regional Agencies	165	\$ 127,235	\$ 127,235	\$ 131,125	\$ 3,890	3.1%
1026	Ambulance Services	171	\$ 115,705	\$ 115,705	\$ 117,951	\$ 2,246	1.9%
1054	Health/Service/Cultural Agencies	177	\$ 1,614,804	\$ 1,611,621	\$ 1,598,889	\$ (15,915)	(1.0%)
1065	Other Libraries	181	\$ 193,000	\$ 193,000	\$ 190,000	\$ (3,000)	(1.6%)
	OUTSIDE AGENCIES		\$ 2,050,744	\$ 2,047,561	\$ 2,037,965	\$ (12,779)	(0.6%)
1090	City of Groton	185	\$ 4,268,631	\$ 4,271,371	\$ 4,622,557	\$ 353,926	8.3%
1091	Groton Long Point	189	\$ 366,429	\$ 366,325	\$ 359,825	\$ (6,604)	(1.8%)
1092	Fire Districts PILOT	193	\$ 246,012	\$ 246,012	\$ 246,012	\$ -	0.0%
	SUBDIVISIONS		\$ 4,881,072	\$ 4,883,708	\$ 5,228,394	\$ 347,322	7.1%
1074	Contingency	197	\$ 350,000	\$ 250,000	\$ 450,000	\$ 100,000	28.6%
	CONTINGENCY		\$ 350,000	\$ 250,000	\$ 450,000	\$ 100,000	28.6%
	GENERAL FUND TOTAL		\$ 118,485,063	\$ 117,822,370	\$ 120,896,368	\$ 2,411,305	2.0%

Town of Groton
Comparison By Fund
 FYE 2012 Adopted/Adjusted Budget to Adopted FYE 2013 Budget

Func. #	Function Description Area of Service	Page Number	Adopted/ Adjusted FYE 2012	Estimated FYE 2012	Adopted Budget FYE 2013	\$ Variance Adjusted FYE12 vs. Adopted FYE13	% Variance Adjusted FYE12 vs. Adopted FYE13
2010	Golf Course Fund	201	\$ 1,163,399	\$ 1,136,047	\$ 1,171,427	\$ 8,028	0.7%
2020	Sewer Operating Fund	209	\$ 5,795,276	\$ 5,696,561	\$ 5,927,671	\$ 132,395	2.3%
2030	Solid Waste Fund	217	\$ 2,625,684	\$ 2,637,987	\$ 2,662,750	\$ 37,066	1.4%
2060	Mumford Cove	223	\$ 21,027	\$ 21,027	\$ 21,057	\$ 30	0.1%
2120	Revaluation Fund	227	\$ 140,310	\$ 145,537	\$ -	\$ (140,310)	(100.0%)
3240	Recreation & Senior Activities	233	\$ 917,959	\$ 792,021	\$ 811,728	\$ (106,231)	(11.6%)
3310	Connecticard	239	\$ 49,866	\$ 43,866	\$ 50,322	\$ 456	0.9%
4010	Groton Sewer District	245	\$ 1,168,570	\$ 1,175,915	\$ 1,162,592	\$ (5,978)	(0.5%)
5010	Capital Reserve Fund	251	\$ 3,362,340	\$ 3,362,340	\$ 3,822,230	\$ 459,890	13.7%
6040	Fleet Reserve Fund	255	\$ 1,097,079	\$ 1,078,082	\$ 1,450,835	\$ 353,756	32.2%
6050	Computer Replacement Fund	263	\$ 60,980	\$ 58,022	\$ 146,765	\$ 85,785	140.7%
7320	Human Serv. Asst Fund	269	\$ 40,000	\$ 36,269	\$ 40,000	\$ -	0.0%

TOWN OF GROTON

Fiscal Year Ending June 30, 2013

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 2011	ADJUSTED FYE 2012	ESTIMATED FYE 2012	ADOPTED FYE 2013
General Fund (100)	\$ 117,954,078	\$ 117,618,933	\$ 117,451,704	\$ 119,307,309
Golf Course (201)	\$ 1,125,229	\$ 1,166,443	\$ 1,144,509	\$ 1,168,400
Sewer Operating Fund (202)	\$ 5,394,464	\$ 5,309,412	\$ 5,340,812	\$ 5,262,846
Solid Waste (203)	\$ 2,802,877	\$ 2,421,401	\$ 2,598,604	\$ 2,548,834
Fire Districts (206/207/208)	\$ 20,947	\$ 20,927	\$ 20,940	\$ 20,757
Revaluation Fund (212)	\$ 55,622	\$ 30,660	\$ 30,025	\$ 35,038
Parks & Rec Programs (324)	\$ -	\$ 917,959	\$ 810,263	\$ 783,849
Connecticard (331)	\$ 47,531	\$ 36,592	\$ 38,263	\$ 38,116
Sewer District (401)	\$ 802,425	\$ 668,570	\$ 700,353	\$ 647,592
Capital Reserve Fund (501)	\$ 3,088,131	\$ 3,131,350	\$ 3,121,565	\$ 4,265,284
Fleet Reserve Fund (604)	\$ 944,000	\$ 988,169	\$ 980,373	\$ 1,184,829
Computer Replacement Fund (605)	\$ 126,520	\$ 124,837	\$ 124,812	\$ 115,274
Human Serv Asst Fund (732)	\$ 384	\$ 288	\$ 320	\$ 358
Total Revenue By Fund Without Fund Balance Applied	\$ 132,362,208	\$ 132,435,541	\$ 132,362,543	\$ 135,378,486
EXPENDITURES BY FUND	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATED FYE 2012	ADOPTED FYE 2013
General Fund (100)	\$ 116,944,576	\$ 118,485,063	\$ 117,822,370	\$ 120,896,368
Golf Course (201)	\$ 1,115,260	\$ 1,163,399	\$ 1,136,047	\$ 1,171,427
Sewer Operating Fund (202)	\$ 5,436,705	\$ 5,795,276	\$ 5,696,561	\$ 5,927,671
Solid Waste (203)	\$ 2,828,011	\$ 2,625,684	\$ 2,637,987	\$ 2,662,750
Fire Districts (206/207/208)	\$ 20,767	\$ 21,027	\$ 21,027	\$ 21,057
Revaluation Fund (212)	\$ 327,867	\$ 140,310	\$ 145,537	\$ -
Parks & Rec Programs (324)	\$ -	\$ 917,959	\$ 792,021	\$ 811,728
Connecticard (331)	\$ 46,078	\$ 49,866	\$ 43,866	\$ 50,322
Sewer District (401)	\$ 1,436,626	\$ 1,168,570	\$ 1,175,915	\$ 1,162,592
Capital Reserve Fund (501)	\$ 6,265,785	\$ 3,362,340	\$ 3,362,340	\$ 3,822,230
Fleet Reserve Fund (604)	\$ 1,009,767	\$ 1,097,079	\$ 1,078,082	\$ 1,450,835
Computer Replacement Fund (605)	\$ 53,842	\$ 60,980	\$ 58,022	\$ 146,765
Human Serv Asst Fund (732)	\$ 35,264	\$ 40,000	\$ 36,269	\$ 40,000
Total Expenditures By Fund	\$ 135,520,548	\$ 134,927,553	\$ 134,006,044	\$ 138,163,745

TOWN OF GROTON
SUMMARY OF SOURCES AND USES - ALL FUNDS

ADOPTED FYE 2013

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	\$ 79,981,815				\$ 20,707	
Licenses & Permits	\$ 204,254					
Revenue from Investments	\$ 88,000		\$ 3,252	\$ 2,160		\$ 38
State Grants in Aid-General Govt	\$ 27,274,319					
State Grants in Aid-Education	\$ 5,620,981					
Federal Grants in Aid	\$ 3,459,971					
Charges for Current Services	\$ 1,891,731			\$ 1,448,204		
Schools-Library-Recreation	\$ 319,432					
Other Revenue	\$ 466,806			\$ 15,870	\$ 50	
Memberships, Greens Fees, Carts		\$ 1,168,400				
Sewer Use Charges			\$ 5,259,594			
Disposal Fees, Bldg Lease Pmts				\$ 1,082,600		
Payments from Other Funds						\$ 35,000
Total Revenues	\$ 119,307,309	\$ 1,168,400	\$ 5,262,846	\$ 2,548,834	\$ 20,757	\$ 35,038
EXPENDITURES - USE OF FUNDS	GENERAL 100	GOLF COURSE 201	SEWER OPERATING 202	SOLID WASTE 203	MUMFORD COVE SPEC. DISTRICT 206	REVALUATION 212
General Government	\$ 920,165					
General Services	\$ 4,433,831					\$ -
Public Safety	\$ 6,592,898					
Public Works	\$ 6,251,351		\$ 5,927,671	\$ 2,662,750		
Planning & Development	\$ 1,182,401					
Human Services	\$ 564,294					
Community Services	\$ 3,510,438	\$ 1,171,427				
Non-Departmental	\$ 8,645,691					
Contributions To Other Funds	\$ 200,000					
Education	\$ 72,645,500					
Capital/Debt Service	\$ 8,233,440					
Outside Agencies	\$ 2,037,965					
Subdivisions	\$ 5,228,394				\$ 21,057	
Contingency	\$ 450,000					
Total Expenditures	\$ 120,896,368	\$ 1,171,427	\$ 5,927,671	\$ 2,662,750	\$ 21,057	\$ -
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	\$ (1,589,059)	\$ (3,027)	\$ (664,825)	\$ (113,916)	\$ (300)	\$ 35,038
Estimated Beginning Fund Balance 7/1/2012	\$ 10,656,287	\$ 18,653	\$ 3,121,020	\$ 1,514,093	\$ 890	\$ 217,001
Estimated Ending Fund Balance 6/30/2013	\$ 9,067,228	\$ 15,626	\$ 2,456,195	\$ 1,400,177	\$ 590	\$ 252,039

TOWN OF GROTON
SUMMARY OF SOURCES AND USES - ALL FUNDS

ADOPTED FYE 2013

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
		\$ 617,167					\$ 80,619,689
							\$ 204,254
	\$ 16	\$ 5,450	\$ 16,284	\$ 3,200	\$ 762	\$ 358	\$ 119,520
	\$ 1,200	\$ 1,475		\$ -			\$ 27,276,994
							\$ 5,620,981
							\$ 3,459,971
\$ 783,849			\$ 17,000				\$ 4,140,784
							\$ 319,432
	\$ 36,900	\$ 13,500		\$ 15,000	\$ 28,660		\$ 576,786
							\$ 1,168,400
		\$ 10,000	\$ 2,000				\$ 5,271,594
							\$ 1,082,600
			\$ 4,230,000	\$ 1,166,629	\$ 85,852		\$ 5,517,481
\$ 783,849	\$ 38,116	\$ 647,592	\$ 4,265,284	\$ 1,184,829	\$ 115,274	\$ 358	\$ 135,378,486
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
							\$ 920,165
		\$ 1,162,592			\$ 146,765		\$ 5,743,188
							\$ 6,592,898
				\$ 1,450,835			\$ 16,292,607
							\$ 1,182,401
						\$ 40,000	\$ 604,294
\$ 811,728	\$ 50,322						\$ 5,543,915
							\$ 8,645,691
							\$ 200,000
							\$ 72,645,500
			\$ 3,822,230				\$ 12,055,670
							\$ 2,037,965
							\$ 5,249,451
							\$ 450,000
\$ 811,728	\$ 50,322	\$ 1,162,592	\$ 3,822,230	\$ 1,450,835	\$ 146,765	\$ 40,000	\$ 138,163,745
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
\$ (27,879)	\$ (12,206)	\$ (515,000)	\$ 443,054	\$ (266,006)	\$ (31,491)	\$ (39,642)	\$ (2,785,259)
\$ 213,090	\$ 124,128	\$ 2,151,136	\$ 514,896	\$ 1,158,621	\$ 407,101	\$ 136,474	\$ 20,233,390
\$ 185,211	\$ 111,922	\$ 1,636,136	\$ 957,950	\$ 892,615	\$ 375,610	\$ 96,832	\$ 17,448,131

TOWN OF GROTON

Fiscal Year Ending 2013

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 2011	Estimated Fund Balance FYE 2012	FYE 2013 Adopted Revenues	FYE 2013 Adopted Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
General (100)	\$11,026,953	\$10,656,287	\$119,307,309	\$120,896,368	\$9,067,228	7.50%
Golf Course (201)	\$10,191	\$18,653	\$1,168,400	\$1,171,427	\$15,626	1.33%
Sewer Operating (202)	\$3,476,769	\$3,121,020	\$5,262,846	\$5,927,671	\$2,456,195	41.44%
Solid Waste (203)	\$1,553,476	\$1,514,093	\$2,548,834	\$2,662,750	\$1,400,177	52.58%
Mumford Cove (206)	\$977	\$890	\$20,757	\$21,057	\$590	2.80%
Revaluation (212)	\$332,513	\$217,001	\$35,038	\$0	\$252,039	NA
Parks & Rec Programs (324)	\$194,847	\$213,090	\$783,849	\$811,728	\$185,211	22.82%
Connecticard (331)	\$129,731	\$124,128	\$38,116	\$50,322	\$111,922	222.41%
Sewer District (401)	\$2,626,698	\$2,151,136	\$647,592	\$1,162,592	\$1,636,136	140.73%
Capital Reserve (501)	\$755,671	\$514,896	\$4,265,284	\$3,822,230	\$957,950	25.06%
Fleet Reserve (604)	\$1,256,330	\$1,158,621	\$1,184,829	\$1,450,835	\$892,615	61.52%
Computer Replcmnt (605)	\$340,311	\$407,101	\$115,274	\$146,765	\$375,610	255.93%
Human Serv Asst fund (732)	\$172,423	\$136,474	\$358	\$40,000	\$96,832	242.08%
Total All Funds	\$21,876,890	\$20,233,390	\$135,378,486	\$138,163,745	\$17,448,131	12.63%

Town of Groton
Full Time Employees

FYE 2012 ADJUSTED vs FYE 2013 ADOPTED

FUNCTION NUMBER & DESCRIPTION	PRIOR YEAR FYE 2010 ADJUSTED	LAST YEAR FYE 2011 ADJUSTED	THIS YEAR FYE 2012 ADJUSTED	THIS YEAR FYE 2012 ESTIMATE	NEXT YEAR FYE 2013 MANAGER	NEXT YEAR FYE 2013 ADOPTED	THIS YEAR FYE 2012 ADJ VS. NEXT YEAR FYE 2013 ADOPTED # DIFFERENCE	CHANGE DESCRIPTION FY 2013
1005-TOWN CLERK	5.00	5.00	5.00	5.00	5.00	5.00	0.00	
SUBTOTAL: GENERAL GOVERNMENT	5.00	5.00	5.00	5.00	5.00	5.00	0.00	
1010-EXECUTIVE MANAGEMENT	4.00	3.00	3.00	3.00	3.00	3.00	0.00	
1013-FINANCE	20.00	18.00	18.00	18.00	19.00	19.00	1.00	+1 Administrative Secretary
1014-ADMINISTRATIVE SERVICES	29.00	27.00	27.00	26.63	27.00	27.00	0.00	
SUBTOTAL: GENERAL SERVICES	53.00	48.00	48.00	47.63	49.00	49.00	1.00	
1024-PUBLIC SAFETY	75.00	72.00	72.00	72.00	73.00	72.00	0.00	
SUBTOTAL: PUBLIC SAFETY	75.00	72.00	72.00	72.00	73.00	72.00	0.00	
1035-PUBLIC WORKS	57.25	53.25	52.25	52.25	52.25	52.25	0.00	
SUBTOTAL: PUBLIC WORKS	57.25	53.25	52.25	52.25	52.25	52.25	0.00	
1046-PLANNING & DEVELOPMENT SVCS	17.00	16.00	16.00	16.00	16.00	16.00	0.00	
SUBTOTAL: PLANNING & DEVELOPMENT	17.00	16.00	16.00	16.00	16.00	16.00	0.00	
1051-HUMAN SERVICES	8.00	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	8.00	0.00	
1063-LIBRARY	20.00	20.00	20.00	20.00	20.00	20.00	0.00	
1064-PARKS & RECREATION	23.00	20.50	20.50	21.04	20.75	20.75	0.25	+ .25 Golf Course Superintendent
SUBTOTAL: COMMUNITY SERVICES	43.00	40.50	40.50	41.04	40.75	40.75	0.25	
GENERAL FUND: SUB-TOTAL	258.25	242.75	241.75	241.92	244.00	243.00	1.25	
2010-GOLF COURSE FUND	7.00	6.50	6.50	6.33	6.25	6.25	-0.25	- .25 Golf Course Superintendent
2020-SEWER FUND	17.75	18.75	18.75	18.75	18.75	18.75	0.00	
OTHER FUNDS: SUB-TOTAL	24.75	25.25	25.25	25.08	25.00	25.00	-0.25	
TOTALS - ALL FUNDS	283.00	268.00	267.00	267.00	269.00	268.00	1.00	



Mission Statement

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

To lead and make informed policy decisions that are in the best interests 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.

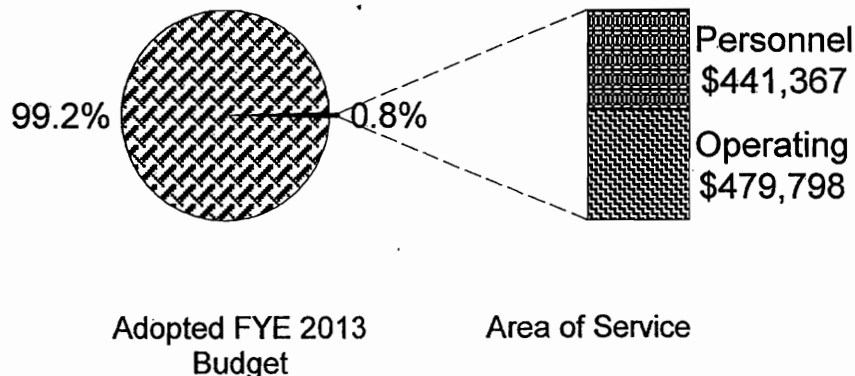
To enable citizens to participate in the governing of Groton and be protected under statutes by:

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

To ensure that the Town meets the requirements of the Connecticut General Statutes and Town Charter by:

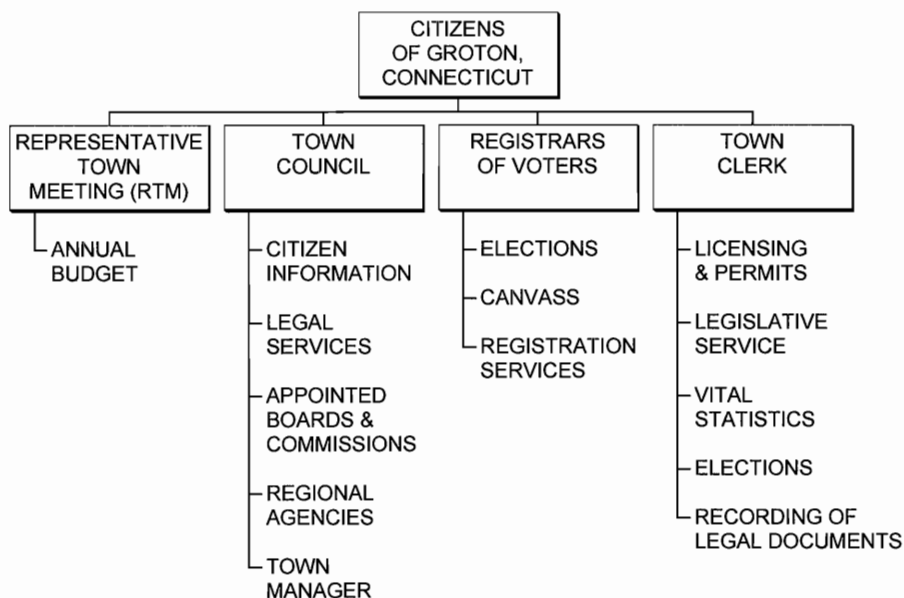
- Providing information, services and education to staff, elected and appointed Town officials and to citizens of the Town.
- Preserving Town records.
- Requesting legal opinions and providing legal expertise in all areas of government.

GENERAL GOVERNMENT as a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: GENERAL GOVERNMENT



FYE 2013

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 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Number of meetings held - Town Council, Committee of the Whole, Group I & Group II	80	70	70
Number of meetings held - RTM & Committees	35	30	30
Referrals and other agenda items considered	267	280	280

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government			FUNCTION: Legislative Policy 1001		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 36,425	\$ 43,436	\$ 43,436	\$ 42,653	(1.8%)

HIGHLIGHTS:

- 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 (\$2,805).
- Veterans and Military recognition has been cut \$500 leaving \$2,000.
- Eliminates funding for Citizen Information (\$1000). Information is available through other sources such as the Town's webpage.
- Provides limited operating funds for the Town Council and RTM-such as Postage/Printing/Advertising, Professional Development and Supplies.

Final Budget Result:

- During budget deliberations, the Town Council made no changes to this function. The RTM cut \$1000 from 5201 for RTM Postage/ Printing and Advertising.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
<hr/>							
APPROPRIATION							
<hr/>							
Operating Expenses	36,425	43,436	43,436	45,403	43,653	43,653	42,653
Total Appropriation	\$36,425	\$43,436	\$43,436	\$45,403	\$43,653	\$43,653	\$42,653
<hr/>							
COST CENTERS							
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10010 TOWN COUNCIL	32,002	36,672	36,672	37,298	37,048	37,048	37,048
10012 RTM	839	164	164	1,300	1,300	1,300	300
10013 JABEZ SMITH HOUSE	2,048	2,600	2,600	2,805	2,805	2,805	2,805
10014 PERM SCHOOL BLDG COM	6	500	500	500	500	500	500
10015 VETERANS & MILITARY	1,450	2,500	2,500	2,500	2,000	2,000	2,000
10017 CITIZEN INFORMATION	80	1,000	1,000	1,000	0	0	0
Total Cost Centers	\$36,425	\$43,436	\$43,436	\$45,403	\$43,653	\$43,653	\$42,653
<hr/>							
FINANCING PLAN							
<hr/>							
GENERAL FUND	36,425	43,436	43,436	45,403	43,653	43,653	42,653
Total Financing Plan	\$36,425	\$43,436	\$43,436	\$45,403	\$43,653	\$43,653	\$42,653

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	2,280	4,600	4,600	5,600	4,600	4,600	3,600
5210 PROFESS DEVELOP/TRAI	30,676	32,147	32,147	32,743	32,493	32,493	32,493
5220 UTILITIES/FUEL/MILEA	1,170	1,675	1,675	1,910	1,910	1,910	1,910
5230 PYMNTS/CONTRIBUTIONS	1,550	3,100	3,100	3,100	2,600	2,600	2,600
5300 MATERIALS & SUPPLIES	749	1,914	1,914	2,050	2,050	2,050	2,050

Total Operating Expenses	\$36,425	\$43,436	\$43,436	\$45,403	\$43,653	\$43,653	\$42,653
GRAND TOTAL	\$36,425	\$43,436	\$43,436	\$45,403	\$43,653	\$43,653	\$42,653

TOWN OF GROTON
FYE 2013 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 other 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

- Funds budgeted to support program activities and certain maintenance needs and enhancements to the property.

CC4 – Permanent School Building Committee

- Funds budgeted to support work of Permanent School Building Committee.

CC5 – Veterans & Military

- Funds provided 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.

CC7 – Citizen Information

- Community Outreach Activities - i.e., public information sessions, fact sheets, special meeting/legal notices.



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 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Mandated Registration Sessions	8	6	4
High School Registration Sessions	2	2	2
Registered Voters (Avg. for FYE)	19,600	20,000	20,000
Primaries/Elections/Referenda	4	3	2
Instructed Poll Workers (Primary/ Election/Referenda)	3	3	2
Canvass of Registered Voters	1	1	1
Supervised Absentee Balloting (Convalescent Homes)	2	2	3
Moderators' Training/# of Attendees	25	0	25

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government			FUNCTION: Voter Registration 1003		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 159,977	\$ 115,736	\$ 142,117	\$ 147,239	27.2%

HIGHLIGHTS:

- The proposed increase is due to a Presidential election in November 2012 and an anticipated dual party Senatorial primary in August 2012.
- Two voter registration sessions will be held at Fitch Senior High School and Grasso Technical School.
- Budgeting for three supervised absentee voter sessions at nursing homes for the primary and election.
- Training is programmed for 25 moderators this year. State Law now requires moderator certification every two years.
- The estimate for FYE 2012 is over the FYE 2012 adjusted amount due to non budgeted election events (Probate Judge Election and Republican Presidential Primary) and to cover costs associated with a recount and an audit. A fourth quarter transfer will be required.

Final Budget Result:

- During budget deliberations, the Town Council reduced this function by \$85,995 due to an error in the Seasonal Personnel account. The RTM sustained these changes.

PERSONNEL:

- Increase in seasonal personnel (5103) is as a direct result of the number and type of elections.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	128,959	87,671	122,708	206,200	206,200	120,205	120,205
Operating Expenses	31,019	28,065	19,409	30,679	27,034	27,034	27,034
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Total Appropriation	\$159,978	\$115,736	\$142,117	\$236,879	\$233,234	\$147,239	\$147,239

COST CENTERS							

10030 REGISTRATION SERVICE	49,371	44,704	45,710	46,175	46,130	45,577	45,577
10031 ELECTIONS	96,851	56,681	82,298	175,984	172,384	86,942	86,942
10032 CANVASS	13,756	14,351	14,109	14,720	14,720	14,720	14,720
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Total Cost Centers	\$159,978	\$115,736	\$142,117	\$236,879	\$233,234	\$147,239	\$147,239

FINANCING PLAN							

GENERAL FUND	159,978	115,736	142,117	236,879	233,234	147,239	147,239
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Total Financing Plan	\$159,978	\$115,736	\$142,117	\$236,879	\$233,234	\$147,239	\$147,239

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5102 PART TIME PERSONNEL	37,152	37,554	36,882	38,583	38,583	38,583	38,583
5103 SEASONAL PERSONNEL	60,333	18,700	53,230	134,920	134,920	49,478	49,478
5105 LONGEVITY PAY	0	665	665	700	700	700	700
5109 SALARY ADJUSTMENTS	0	0	0	553	553	0	0
5110 REGULAR PART TIME	25,515	25,177	25,981	25,718	25,718	25,718	25,718
5112 SICK INCENTIVE	674	673	700	700	700	700	700
5151 SOCIAL SECURITY	4,846	4,902	4,910	5,026	5,026	5,026	5,026
5154 UNEMPLOYMENT COMPENS	439	0	340	0	0	0	0

Total Personnel Services	\$128,959	\$87,671	\$122,708	\$206,200	\$206,200	\$120,205	\$120,205

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	14,051	14,461	9,050	16,550	16,550	16,550	16,550
5210 PROFESS DEVELOP/TRAI	965	600	600	1,225	1,225	1,225	1,225
5220 UTILITIES/FUEL/MILEA	5,830	2,500	2,500	2,500	2,500	2,500	2,500
5260 REPAIRS & MAINT-FAC/	4,713	3,645	300	3,645	0	0	0
5290 PROFESS/TECHNICAL SE	39	0	0	0	0	0	0
5300 MATERIALS & SUPPLIES	4,488	6,094	6,094	6,094	6,094	6,094	6,094
5318 COMPUTER REPLMNT FEE	735	765	765	665	665	665	665
5400 EQUIP/MACHINRY& FURN	198	0	100	0	0	0	0

Total Operating Expenses	\$31,019	\$28,065	\$19,409	\$30,679	\$27,034	\$27,034	\$27,034

GRAND TOTAL	\$159,978	\$115,736	\$142,117	\$236,879	\$233,234	\$147,239	\$147,239

TOWN OF GROTON
FYE 2013 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 two 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.

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 change information received.



TOWN OF GROTON

FUNCTION SUMMARY

Function: Town Clerk 1005

Department: Town Clerk

FUNCTION DESCRIPTION:

The Town Clerk has several diverse responsibilities. Licenses, permits, vital records, elections and land records are 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.

FUNCTION ACTIVITIES:

	Actual <u>FYE 2011</u>	Estimate <u>FYE 2012</u>	Anticipated <u>FYE 2013</u>
Town Council meetings and Public Hearings	26	25	25
RTM & RTM Budget Meetings	18	18	18
Appointments to Boards or Oaths of Office	15	75	20
Ordinances processed	2	0	3
 Births to Groton residents	 546	 550	 550
Marriages of Groton residents	546	550	550
Deaths of Groton residents	374	400	400
Adoptions recorded	41	40	40
Vital records copies, burials & cremations	3,627	3,700	3,700
 Elections, primaries, and referenda	 6	 4	 4
Presidential and Absentee ballots issued	1,255	550	2,360
 Sporting licenses, tags, permits & stamps	 1,607	 1,600	 1,600
Dog licenses	2,083	2,000	2,000
Shellfish permits	648	650	650
 Deeds, liens, releases, mortgages	 8,173	 8,100	 8,100
Maps recorded	130	130	130
Pages recorded and microfilmed	26,000	26,000	26,000
Older L R pages scanned & linked to index	120,000	120,000	120,000
 Armed Forces discharges filed	 99	 100	 100
Liquor permits	70	70	70
Trade names filed	124	125	125
Land record copies	21,391	21,500	21,500
Properties conveyed with tax	379	380	380
 Passport applications processed	 20	 0	 0
Notarizations, Notary certifications & filings	645	650	650
 Proclamations issued	 18	 20	 20
Claims & Legal actions	24	24	24

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Town Clerk

FUNCTION: Town Clerk 1005

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 365,166	\$ 369,650	\$ 369,637	\$ 367,323	(0.6%)

HIGHLIGHTS:

- The overall increase in this budget is \$4,004 or 1.1%. Personnel services are up \$6,737. Operating expenses are down \$2,733.
- Some administrative expenses are statutorily offset by revenues (\$5,200-payment from other funds) which is Town Clerk's portion of Community Investment Act funds collected in land records.
- Due to economic conditions, conveyance tax revenues are difficult to predict. The estimate for FYE 2012 and the projected FYE 2013 are hopeful, yet conservative.

Final Budget Result:

- During budget deliberations, the Town Council reduced this account by \$6,331 which was the amount in the Salary Adjustments account. The RTM sustained these changes.

PERSONNEL CHANGES/HISTORY:

- No personnel changes have been proposed.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
5.00	5.00	5.00	5.00	5.00	5.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	320,356	320,756	323,483	330,093	327,493	321,162	321,162
Operating Expenses	44,813	48,894	46,154	46,312	46,161	46,161	46,161

Total Appropriation	\$365,169	\$369,650	\$369,637	\$376,405	\$373,654	\$367,323	\$367,323

COST CENTERS							

10050 LEADERSHIP/GEN SUPPT	147,794	150,855	151,681	155,294	152,694	149,879	149,879
10051 LICENSING & PERMITS	27,058	26,750	26,656	27,120	27,120	26,599	26,599
10052 LEGISLATIVE SERVICE	48,153	46,903	46,674	47,482	47,482	46,747	46,747
10053 VITAL STATISTICS	42,991	43,895	43,888	44,822	44,671	43,882	43,882
10054 ELECTIONS	19,187	18,608	18,484	17,485	17,485	17,225	17,225
10056 RECORD LEGAL DOCUMEN	79,986	82,639	82,254	84,202	84,202	82,991	82,991

Total Cost Centers	\$365,169	\$369,650	\$369,637	\$376,405	\$373,654	\$367,323	\$367,323

FINANCING PLAN							

SPORTING LICENSES	893	1,300	850	850	850	850	850
DOG LICENSES (GF)	8,439	8,000	8,000	8,000	8,000	8,000	8,000
OTHER LICENSES/PERMITS	8,091	6,000	6,000	6,000	6,000	6,000	6,000
RECORDING INSTRUMENTS	159,192	170,000	160,000	170,000	170,000	170,000	160,000
CONVEYANCE TAX	577,832	586,000	540,000	580,000	580,000	580,000	540,000
VITAL STATISTICS	5,626	6,200	6,000	6,000	6,000	6,000	6,000
LAND RECORD COPIES	24,127	28,000	28,000	28,000	28,000	28,000	28,000
VITALS COPIES	69,789	60,000	74,000	74,000	74,000	74,000	74,000
PAYMENTS FROM OTHER FUNDS	5,170	5,200	5,200	5,200	5,200	5,200	5,200
GENERAL FUND	(493,990)	(501,050)	(458,413)	(501,645)	(504,396)	(510,727)	(460,727)

Total Financing Plan	\$365,169	\$369,650	\$369,637	\$376,405	\$373,654	\$367,323	\$367,323

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	264,935	265,243	264,737	265,569	265,569	265,569	265,569
5104 OVERTIME PAY	3,875	5,530	4,330	3,550	3,550	3,550	3,550
5105 LONGEVITY PAY	2,136	1,891	2,205	2,312	2,312	2,312	2,312
5109 SALARY ADJUSTMENTS	15	0	2,500	8,931	6,331	0	0
5110 REGULAR PART TIME	25,380	24,898	24,898	24,898	24,898	24,898	24,898
5112 SICK INCENTIVE	1,959	400	1,826	1,826	1,826	1,826	1,826
5151 SOCIAL SECURITY	22,056	22,794	22,987	23,007	23,007	23,007	23,007

Total Personnel Services	\$320,356	\$320,756	\$323,483	\$330,093	\$327,493	\$321,162	\$321,162

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	20,711	19,075	18,995	19,220	19,220	19,220	19,220
5210 PROFESS DEVELOP/TRAI	1,430	3,490	1,770	1,770	1,770	1,770	1,770
5220 UTILITIES/FUEL/MILEA	137	680	400	400	400	400	400
5230 PYMNTS/CONTRIBUTIONS	394	500	500	500	500	500	500
5260 REPAIRS & MAINT-FAC/	1,162	923	1,113	931	780	780	780
5290 PROFESS/TECHNICAL SE	10,413	11,466	11,616	11,466	11,466	11,466	11,466
5300 MATERIALS & SUPPLIES	7,896	10,050	9,050	9,750	9,750	9,750	9,750
5318 COMPUTER REPLMNT FEE	2,670	2,710	2,710	2,275	2,275	2,275	2,275

Total Operating Expenses	\$44,813	\$48,894	\$46,154	\$46,312	\$46,161	\$46,161	\$46,161

GRAND TOTAL	\$365,169	\$369,650	\$369,637	\$376,405	\$373,654	\$367,323	\$367,323

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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

Total FTE Personnel	5.00	5.00	5.00	5.00	5.00	5.00
FTE SALARIES & WAGES						

TOWN CLERK	69,000	69,000	69,000	69,000	69,000	69,000
SUPVSR TOWN CLERKS OFFICE	61,771	61,771	61,771	61,771	61,771	61,771
ASSISTANT TOWN CLERK	92,812	92,456	92,456	92,456	92,456	92,456
OFFICE ASSISTANT II (35)	41,661	41,511	42,341	42,341	42,341	42,341

Total FTE Salaries & Wages	\$265,243	\$264,737	\$265,568	\$265,568	\$265,568	\$265,568

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: Town Clerk
FUNCTION: Town Clerk 1005

CC0 – Leadership/General Support

- All staff attend conferences and schools 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. Includes general purpose postage, display and some legal ads, and the computer replacement fee.
- Participates in department head and management team activities and works with the Town Manager to achieve Town Council goals. Supports all activities of the Representative Town Meeting.
- Responds 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.
- Reports and transmits revenue to the Finance Department and to the State Department of Revenue Services.
- Participates in collection of Town Clerk data to support current efforts in measuring performance.

CC1 – Licensing & Permits

- Sells and collects for Sporting Licenses and Permits regulated by the State DEP, and for permits issued for the Shellfish Commission. Since the 2009 implementation of the electronic Sporting License System, there has been a drop in licensing. This may be due to the home use of the system and decrease of discretionary spending.
- Provides 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

- Agendas and Minutes, legislative matters, and other information are available on the Town website.
- Records the Minutes of Town Council meetings and publishes legal ads for Council Public Hearings. Supplies bonding ordinance data for the bond attorneys. Supplements the Town Code, and prints the Town Charter.
- Prepares and funds the proclamations, awards, and recognitions for those volunteers who provide service to the Town, such as Citizenship Day. 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.
- Provides access through the Town's website to the Town Code of Ordinances.

TOWN OF GROTON
FYE 2013 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.
- The Town Clerk's office is preparing to implement the new Electronic Death Registry System (EDRS). This system is similar to EVRS that we use for Birth Certificates.
- 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 is ongoing.
- 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.
- Backfile scanning and linking of older Land Records is continuing, funded largely by Historic Documents Preservation Grants.



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 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Town Manager

FUNCTION: Legal Services 1006

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 293,786	\$ 422,950	\$ 362,500	\$ 362,950	(14.2%)

HIGHLIGHTS:

- The overall decrease in this budget is \$60,000 or a 14.2% reduction. The proposed budget for FYE 2013 is our best estimate as to the allocation among the various cost centers and is reflective of current legal activities and expenditures.
- During FYE 2013, the Town Attorney will continue to handle a variety of matters. It is anticipated that the Town Attorney will be involved in continued collective bargaining issues and contract negotiations. The Town is currently in negotiations with three out of five bargaining units.
- This budget reflects a rate increase from \$145.00 to \$150.00 per hour that went into effect January 1, 2012 which is the first rate increase since January 1, 2005.

Final Budget Result:

- During budget deliberations, no changes were made.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	293,786	422,950	362,500	422,950	362,950	362,950	362,950
Total Appropriation	\$293,786	\$422,950	\$362,500	\$422,950	\$362,950	\$362,950	\$362,950

COST CENTERS							

10060 TOWN ATTORNEY	239,481	337,950	288,000	337,950	242,950	242,950	242,950
10062 SPECIAL ATTORNEY	5,628	5,000	4,500	5,000	5,000	5,000	5,000
10064 GENERAL SUPPORT	31,464	50,000	40,000	50,000	40,000	40,000	40,000
10066 REVALUATION	17,213	30,000	30,000	30,000	75,000	75,000	75,000
Total Cost Centers	\$293,786	\$422,950	\$362,500	\$422,950	\$362,950	\$362,950	\$362,950

FINANCING PLAN							

GENERAL FUND	293,786	422,950	362,500	422,950	362,950	362,950	362,950
Total Financing Plan	\$293,786	\$422,950	\$362,500	\$422,950	\$362,950	\$362,950	\$362,950

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5290 PROFESS/TECHNICAL SE	293,786	422,950	362,500	422,950	362,950	362,950	362,950

Total Operating Expenses	\$293,786	\$422,950	\$362,500	\$422,950	\$362,950	\$362,950	\$362,950

GRAND TOTAL	\$293,786	\$422,950	\$362,500	\$422,950	\$362,950	\$362,950	\$362,950

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Government

DEPARTMENT: Town Manager
FUNCTION: Legal Services 1006

CC0 – Town Attorney

- Provides professional 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.



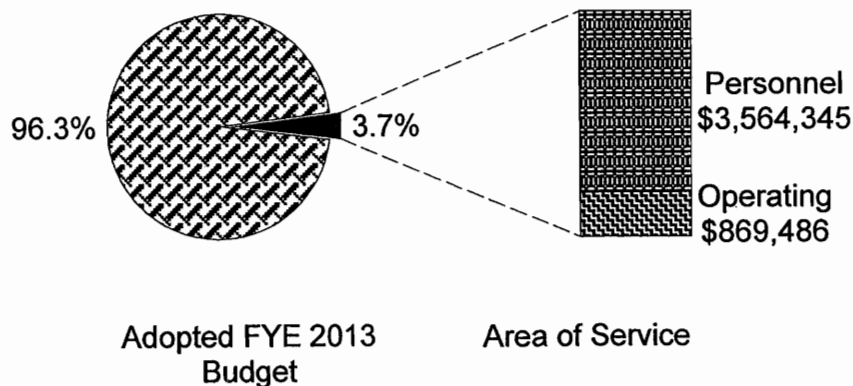
Mission Statement

General Services
(Functions 1010, 1013, 1014)

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

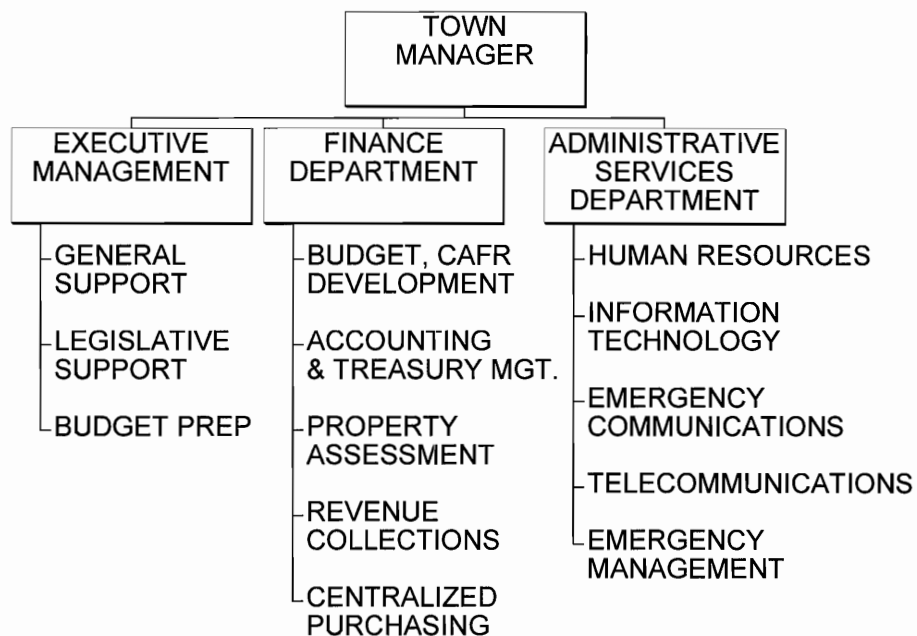
- Implementing Town Council goals through coordinating the efforts of various Town Departments.
- Facilitating the flow of information and communications within Town government and to the public as expeditiously as possible.
- Compiling and maintaining the property tax base to ensure the fair and equitable distribution of the property tax burden and the billing and collection of those taxes.
- To procure goods and services for all departments in accordance with Town Charter requirements and the Town's Purchasing Manual.
- Protecting the assets of the Town by recommending the most effective measure for reducing exposures and funding/purchasing insurance.
- Developing and administering the Annual Budget and preparing the Comprehensive Annual Financial Report (CAFR).
- Effective cash management and investment procedures that allow for the timely disbursement of accounts payable and payroll/pension processing.
- 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).
- Negotiate and administer collective bargaining agreements.
- Acquiring and maintaining computer systems and data bases to help employees perform their jobs as efficiently as possible.
- 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.
- Provides telecommunication support for all Town Departments.

GENERAL SERVICES **as a % of the Total Budget**



TOWN OF GROTON

AREA OF SERVICE: GENERAL SERVICES



FYE 2013

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 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
# Agendas Prepared for Town Council and Committee meetings	128	120	120
# RTM Meetings attended	35	30	30
# Local/Regional/State Organization Meetings Attended	273	268	270
# Budget meetings attended (Staff, Council, RTM)	46	45	45
Referrals and other agenda items considered	267	280	280
Management Initiatives undertaken; including implementation	1	2	2

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Town Manager

FUNCTION: Executive Management 1010

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 282,090	\$ 293,133	\$ 293,042	\$ 289,924	(1.1%)

HIGHLIGHTS:

- The overall increase in this budget is \$1,833 or 0.6%. Personnel services are up \$5,263. Operating expenses are down \$3,430.

- The Assistant to the Town Manager position was eliminated in the FYE 2011 budget. Due to continuing budget constraints, a replacement position of Assistant Town Manager has not been proposed at this time and remains an unmet need. The need for this type of position has clearly been identified and in fact the Town had an Assistant Town Manager position from the mid 1970's through mid 1990's when the position was changed to Assistant to the Town Manager.

- Professional Development and Training (5210) includes \$4,000 for Navy/Military Relations, the same as in FYE 2012. However, additional funding may be necessary due to the possibility of a new BRAC round which is currently being discussed by Congress.

Final Budget Result:

-During budget deliberations, the Town Council added \$43,060 to fund an Assistant Town Manager position for half the year and cut \$5,042 from the Salary Adjustment account . The RTM cut \$43,060 for the Assistant Town Manager position.

PERSONNEL CHANGES/HISTORY:

- FYE 2011 Eliminated Assistant to the Town Manager position

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
4	3	3	3	3	3

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	264,111	257,823	257,732	263,086	263,086	301,104	258,044
Operating Expenses	17,977	35,310	35,310	34,380	31,880	31,880	31,880
	-----	-----	-----	-----	-----	-----	-----
Total Appropriation	\$282,088	\$293,133	\$293,042	\$297,466	\$294,966	\$332,984	\$289,924

COST CENTERS							

10100 LEADERSHIP/GEN SUPPT	138,744	153,580	153,580	155,155	152,655	193,292	150,232
10101 LEGISLATIVE SUPPORT	91,082	87,862	87,771	89,729	89,729	87,960	87,960
10102 BUDGET PREPARATION	52,262	51,691	51,691	52,582	52,582	51,732	51,732
	-----	-----	-----	-----	-----	-----	-----
Total Cost Centers	\$282,088	\$293,133	\$293,042	\$297,466	\$294,966	\$332,984	\$289,924

FINANCING PLAN							

GENERAL FUND	282,088	293,133	293,042	297,466	294,966	332,984	289,924
	-----	-----	-----	-----	-----	-----	-----
Total Financing Plan	\$282,088	\$293,133	\$293,042	\$297,466	\$294,966	\$332,984	\$289,924

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	234,865	233,965	233,965	233,965	233,965	233,965	233,965
5104 OVERTIME PAY	64	185	100	200	200	200	200
5109 SALARY ADJUSTMENTS	5,507	0	0	5,042	5,042	40,000	0
5112 SICK INCENTIVE	2,503	2,410	2,410	2,410	2,410	2,410	2,410
5117 ALLOWANCES	4,800	4,800	4,800	4,800	4,800	4,800	4,800
5151 SOCIAL SECURITY	16,372	16,463	16,457	16,669	16,669	19,729	16,669
	-----	-----	-----	-----	-----	-----	-----
Total Personnel Services	\$264,111	\$257,823	\$257,732	\$263,086	\$263,086	\$301,104	\$258,044
OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	9,266	12,250	12,250	13,250	13,250	13,250	13,250
5210 PROFESS DEVELOP/TRAI	2,241	8,770	8,770	8,770	8,770	8,770	8,770
5220 UTILITIES/FUEL/MILEA	240	640	640	910	910	910	910
5260 REPAIRS & MAINT-FAC/	1,933	4,250	4,250	2,150	2,150	2,150	2,150
5290 PROFESS/TECHNICAL SE	0	5,000	5,000	5,000	2,500	2,500	2,500
5300 MATERIALS & SUPPLIES	2,339	3,500	3,500	3,500	3,500	3,500	3,500
5318 COMPUTER REPLMNT FEE	985	900	900	800	800	800	800
5410 COMPUTER EQUIPMENT	973	0	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$17,977	\$35,310	\$35,310	\$34,380	\$31,880	\$31,880	\$31,880
GRAND TOTAL	\$282,088	\$293,133	\$293,042	\$297,466	\$294,966	\$332,984	\$289,924

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

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	3.00	3.00	3.00	3.00	3.00	3.00
FTE SALARIES & WAGES						

TOWN MANAGER	130,175	130,175	130,175	130,175	130,175	130,175
EXECUTIVE ASSISTANT	60,960	60,960	60,960	60,960	60,960	60,960
ADMINISTRATIVE SECRETARY	42,830	42,830	42,830	42,830	42,830	42,830

Total FTE Salaries & Wages	\$233,965	\$233,965	\$233,965	\$233,965	\$233,965	\$233,965

TOWN OF GROTON
FYE 2013 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.
- Develops and issues agenda for all meetings of Town Council, Committee-of-the-Whole, Group I, Group II, and others as required.
- Maintains 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.
- Develops agendas and handles referrals for auxiliary functions of the Town Council, including the GRRRA (Groton Resource Recovery Authority). Recruits and appoints 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.
- Works 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: 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, Tax Collection and Purchasing. Staff are required to assist in the preparation and execution of the budget; to set up and operate an adequate system of accounts and controls with monthly reports and a pre-audit of expenditures; to purchase supplies, materials and equipment; to assess property for taxes and special assessments; to bill and collect taxes, sewer benefit assessment, water benefit assessment, and sewer use charges, and have custody of moneys, funds and investments of the Town; and to monitor the Town's financial position through an accurate accounting program and debt management and property appraisal.

GOALS

The Finance Department, by fulfilling the above responsibilities efficiently and accurately, can achieve its goals to assist the Town Council in establishing fairness and equity in taxation, maintaining the confidence of the citizens, fostering public awareness, and promoting the health, safety and general welfare of the community.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Outputs			
Accounts Payable Checks	7,437	8,600	8,500
Payroll Checks	11,168	10,800	10,500
Pension Checks	2,455	2,462	2,470
Grants Administered	37	35	35
 Real Estate Parcels	 13,023	 13,018	 13,002
Motor Vehicle Accounts (includes Supplemental Motor Vehicle)	36,989	37,108	36,883
Personal Property Accounts	2,215	2,143	2,151
Certificates of Change	3,706	3,900	4,500
 Bid Packages Prepared	 40	 35	 40
Purchase Orders Processed	1,685	1,650	1,650
Change Orders Processed	334	300	300
Capital Assets Processed	32	30	30
 Tax Bills-July	 42,557	 42,474	 42,600
Tax Bills-January	5,250	5,531	5,450
Tax Collection Demands	150	218	195
 Effectiveness Goal			
Number of GAAP audit adjustments related to GF only	3	3	3
Number of weeks to complete the CAFR	11	11	11
Average number of days after receipt of the statement to complete bank reconciliations	n/a	35	32
 Tax Collection Rate	 98.1%	 98.1%	 98.1%
 Efficiency Goal			
Number of years to receive Award for Certificate of Achievement for Excellence in Financial Reporting from GFOA	18	19	20
Number of years to receive Distinguished Budget Presentation Award from GFOA	17	18	19
 Average turnaround in days for conversion of requisitions to purchase Orders	 1.64	 1.75	 1.75
% of Bids/RFP's processed within 4 weeks	67.5%	65%	65%
% of requisitions converted to purchase orders within 3 days	98%	95%	95%
 Assessment to Sale Ratio (median ratio of assessments divided by sales prices)	 73.6%	 81%	 70%

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Finance

FUNCTION: Finance Administration 1013

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,337,684	\$ 1,345,609	\$ 1,343,518	\$ 1,348,460	0.2%

HIGHLIGHTS:

- The overall increase in this budget is \$23,218 or 1.7%. Personnel services are up \$13,799. Operating expenses are up \$9,419.
- Personnel Services is up primarily due to step increases and anticipated across the board wage increases.
- Overtime (5104) is increased in order to eliminate "comp time" and having employees out of the office and unavailable to get the work tasks completed.
- Increases in Operating expenses are primarily due to:
 - Reinstate contracting for personal property audits which are detailed examinations of selected businesses' accounting and income tax records.
 - Fee paid to State Treasurer for Delinquent MV tax administration
 - An enhancement to the existing software program for web hosted tax inquiries and payments
 - Surplus sale expenses
 - Professional development and training for new employees

Final Budget Result:

-During budget deliberations, the Town Council reduced this function by \$20,367 in the Salary Adjustments account. The RTM sustained this action.

PERSONNEL CHANGES/HISTORY:

FYE 2013 - It is proposed to change a part time Administrative Secretary position (30 hours) at \$39,339 to a full time position (35 hours) at \$39,956.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
20	18	18	18	19	19

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	1,207,803	1,220,344	1,212,646	1,241,204	1,234,143	1,213,776	1,213,776
Operating Expenses	129,881	125,265	130,872	138,600	134,684	134,684	134,684
	-----	-----	-----	-----	-----	-----	-----
Total Appropriation	\$1,337,684	\$1,345,609	\$1,343,518	\$1,379,804	\$1,368,827	\$1,348,460	\$1,348,460

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

COST CENTERS							

10130 LEADERSHIP/GEN SUPPT	224,372	223,999	217,145	232,834	231,767	227,552	227,552
10131 ACCOUNTING/TREASURY	313,276	313,530	315,938	323,279	320,139	314,688	314,688
10133 ASSESSMENT	310,741	332,071	313,077	331,896	330,836	326,658	326,658
10135 REVENUE COLLECTION	296,526	331,495	350,099	340,639	338,582	334,755	334,755
10137 PURCHASING	192,769	144,514	147,259	151,156	147,503	144,807	144,807
	-----	-----	-----	-----	-----	-----	-----
Total Cost Centers	\$1,337,684	\$1,345,609	\$1,343,518	\$1,379,804	\$1,368,827	\$1,348,460	\$1,348,460

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FINANCING PLAN							

INTEREST INCOME	127,274	100,000	85,000	88,000	88,000	88,000	88,000
TAX COLLECTION SERVICES	182,627	208,439	208,439	214,692	214,692	214,692	214,692
GIS REVENUE	679	750	700	700	700	700	700
FINANCE DEPT COPIES	1,172	1,350	1,600	1,300	1,300	1,300	1,300
RETURNED CHECK FEES	1,140	1,320	1,400	1,300	1,300	1,300	1,300
AIRCRAFT REGISTRATIONS	19,310	20,000	20,000	20,000	20,000	20,000	20,000
SALE OF FIXED ASSETS	6,426	4,100	6,000	5,000	5,000	5,000	5,000
MISC-UNCLASSIFIED	6	0	0	0	0	0	0
GENERAL FUND	999,050	1,009,650	1,020,379	1,048,812	1,037,835	1,017,468	1,017,468
	-----	-----	-----	-----	-----	-----	-----
Total Financing Plan	\$1,337,684	\$1,345,609	\$1,343,518	\$1,379,804	\$1,368,827	\$1,348,460	\$1,348,460

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	1,051,737	1,079,034	1,071,588	1,104,500	1,104,500	1,104,500	1,104,500
5102 PART TIME PERSONNEL	431	0	0	0	0	0	0
5104 OVERTIME PAY	5,477	4,927	5,386	6,726	6,726	6,726	6,726
5105 LONGEVITY PAY	6,601	7,045	6,635	5,470	5,470	5,470	5,470
5109 SALARY ADJUSTMENTS	12,898	(618)	7,972	31,600	24,539	4,172	4,172
5110 REGULAR PART TIME	39,490	39,339	31,955	0	0	0	0
5112 SICK INCENTIVE	3,514	4,213	4,255	4,330	4,330	4,330	4,330
5116 WAGE CONTINUATION	4,792	0	0	0	0	0	0
5151 SOCIAL SECURITY	82,863	86,404	84,855	88,578	88,578	88,578	88,578

Total Personnel Services	\$1,207,803	\$1,220,344	\$1,212,646	\$1,241,204	\$1,234,143	\$1,213,776	\$1,213,776

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	52,157	53,165	51,955	54,825	53,165	53,165	53,165
5210 PROFESS DEVELOP/TRAI	2,781	4,529	4,444	5,750	4,860	4,860	4,860
5220 UTILITIES/FUEL/MILEA	865	1,577	768	1,387	1,255	1,255	1,255
5240 BOARDS & COMMISSIONS	0	50	50	50	50	50	50
5260 REPAIRS & MAINT-FAC/	2,670	6,532	3,387	3,517	3,113	3,113	3,113
5281 OCCUPATIONAL HEALTH	228	155	105	145	145	145	145
5290 PROFESS/TECHNICAL SE	55,139	40,867	50,620	55,173	54,843	54,843	54,843
5300 MATERIALS & SUPPLIES	8,279	11,600	12,753	11,760	11,260	11,260	11,260
5315 VEHICLE REPLACEMENT	688	688	688	688	688	688	688
5316 VEHICLE MAINT FEE	300	300	300	300	300	300	300
5317 VEHICLE FUEL	224	205	205	228	228	228	228
5318 COMPUTER REPLMNT FEE	5,492	5,597	5,597	4,777	4,777	4,777	4,777
5400 EQUIP/MACHINRY& FURN	892	0	0	0	0	0	0
5410 COMPUTER EQUIPMENT	166	0	0	0	0	0	0

Total Operating Expenses	\$129,881	\$125,265	\$130,872	\$138,600	\$134,684	\$134,684	\$134,684

GRAND TOTAL	\$1,337,684	\$1,345,609	\$1,343,518	\$1,379,804	\$1,368,827	\$1,348,460	\$1,348,460

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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	0.00	0.00	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 (35)	1.00	1.00	1.00	1.00	1.00	1.00

Total FTE Personnel	18.00	18.00	19.00	19.00	19.00	19.00
FTE SALARIES & WAGES						

DIRECTOR OF FINANCE	112,005	112,005	112,005	112,005	112,005	112,005
TAX COLLECTOR	70,851	70,851	74,255	74,255	74,255	74,255
TREASURER/ACCT MGR	92,680	92,680	92,680	92,680	92,680	92,680
ASSESSOR	89,755	81,369	85,279	85,279	85,279	85,279
PURCHASING AGENT	80,050	80,050	80,050	80,050	80,050	80,050
ACCOUNTANT	68,511	68,511	68,511	68,511	68,511	68,511
ASSISTANT ASSESSOR	59,578	51,670	52,588	52,588	52,588	52,588
DEPUTY TAX COLLECTOR	45,489	45,318	46,224	46,224	46,224	46,224
ASSESS ANALYST ASSOCIATE	49,703	49,510	50,011	50,011	50,011	50,011
ASSESSMENT TECHNICIAN	47,007	43,221	42,287	42,287	42,287	42,287
ADMINISTRATIVE SECRETARY	0	0	39,956	39,956	39,956	39,956
FINANCIAL ASSISTANT I	131,562	145,473	127,507	127,507	127,507	127,507
FINANCIAL ASSISTANT II	187,246	186,505	187,850	187,850	187,850	187,850
OFFICE ASSISTANT II (35)	44,597	44,426	45,297	45,297	45,297	45,297

Total FTE Salaries & Wages	\$1,079,034	\$1,071,588	\$1,104,500	\$1,104,500	\$1,104,500	\$1,104,500

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Finance
FUNCTION: Finance Administration 1013

CC0 – Leadership/General Support

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

CC1 – Accounting/Treasury Management

- Administers cash management, accounts receivable and accounts payable responsibilities of the Town.
- To reconcile cash and invest funds in a financially prudent manner.
- To assure that funds designated for the Town are received.
- To pay bills within thirty days of receipt of invoice or Request for Payment.
- Completes financial statements and assists in the preparation of the comprehensive annual report.
- Processes and administers the payroll responsibilities of the Town including completion of state and federal reports and the issuance of W-2's.
- Processes monthly pension payments, associated state and federal reports and issues 1099R's.
- Assists on bonding projects and prepares estimated debt service payments as it relates to the issuance of new debt.
- Grant administration to insure funds are expended for intended purpose and reimbursement requests are submitted in a timely manner.

CC3 – Assessment

- Compiles and maintains the property tax list to ensure the fair and equitable distribution of the property tax burden.
- To discover, list and value real and personal property uniformly and according to law.
- To administer exemption and abatement programs according to State Statute and local ordinance.

CC5 – Revenue Collection

- Responsible for the billing and collection of taxes for the Town, Groton Sewer District, and the nine (9) taxing districts within the Town as well as the billing and collection of residential and commercial sewer use charges, sewer benefit assessment and water benefit assessment accounts, landfill accounts and commercial solid waste accounts.
- To 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.
- To rebill every active delinquent tax account each Fall and Spring.

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Finance
FUNCTION: Financial Administration 1013

- Send delinquent personal property and motor vehicle suspended accounts to the collection agency each year.
- To send lien notices to all delinquent real estate accounts in April and all delinquent personal property accounts in May.
- To send Tax Collectors Demands to delinquent personal property and real estate accounts which are two or more years in the arrears and to delinquent sewer benefit assessment accounts and sewer use charge accounts each Fall and Spring.
- To file each May, real estate liens with the Town Clerk's Office and UCC-1 liens on delinquent personal property accounts with the Secretary of State.
- Commercial Solid Waste Accounts 90 days or more in arrears and not adhering to a payment plan are referred to Public Works for removal of dumpsters.
- To 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

- To 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.
- To process purchase requisitions on average within three days of receipt, and bids and proposals within 30 days of receipt.
- To maintain and control a capital asset system in conformity with generally accepted accounting principles.
- To utilize the automated purchasing system to monitor vendor delivery schedules and to consolidate purchase requirements wherever possible to reduce the number of individual transactions.
- To investigate and develop new products and sources of supply which will provide greater value to the Town.
- To 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.
- To operate the mail room at maximum efficiency which will ensure that incoming and outgoing mail is processed in a timely manner.
- To negotiate, execute and monitor lease agreements for various equipment as well as for leased property and buildings.
- To 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.



TOWN OF GROTON

FUNCTION SUMMARY

Function: Administrative Services 1014

Department: Administrative Services

FUNCTION DESCRIPTION:

The Administrative Services Department includes three major functional areas: Human Resources, Information Technology and Emergency Communications/Management. Human Resources provides human resource, training, management development, labor relations, safety, risk management and benefit administration services to departments and individual employees. Information technology is responsible for providing other departments with data and voice communications services, computer systems maintenance, application development, GIS user and technical support. 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 and Fire/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.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Authorized Full Time Positions	270	267	269
Full Time Employees Hired	1	12	4
Full Time Employees Leaving Employment	15	6	5
Part-Time/Seasonal Employees Hired	125	110	110
Collective Bargaining Agreements Negotiated	1	4	3
Grievances Processed	12	12	15
COG Training Programs	4	10	10
Building Safety Inspections	11	11	11
Playground Safety Inspections	20	20	20
Municipal Building Fire Safety Drills	6	6	6
Safety Training (Total Hours)	216.5	215	215
Workers Comp Claims (Includes BOE)	130	110	110
Total Workers Comp Claims Experience (Includes prior year claims)	459,508	220,000	220,000
PCs Supported	508	525	535
Users Supported	455	464	464
GIS Users	120	125	125
Help Desk Questions	3,736	3,754	3,866
Remote Locations Served	35	34	34
9-1-1 Telephone Calls Received	17,776	18,000	18,000
Non-Emergency Telephone Calls Received	87,711	86,000	86,000
Law Enforcement Type Events	22,955	23,000	23,000
Fire Type Events	3,527	5,000	5,000
Emergency Medical Type Events	9,217	1,000	11,000
Administrative/Other Type Events	12,424	5,500	5,500
Total Calls for Service	48,163	44,500	44,500

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Administrative Services			FUNCTION: Administrative Services 1014		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 20013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 2,729,154	\$ 2,790,202	\$ 2,695,902	\$ 2,795,447	0.2%

HIGHLIGHTS:

- The overall increase in this budget is \$46,488 or 1.7%. Personnel services are down \$7,936. Operating expenses are up \$54,424.

- Personnel Services includes contractual step increases and anticipated across the board salary increases which were offset by the elimination of a regular part time position, reduction in part time personnel and reduction in overtime.

- Overtime for dispatchers had been reduced based on the contractual changes and changes in schedules.

- Increases in Operating are primarily due to:

- Software maintenance fees (5261), that are associated with department and Town wide operating systems have increased \$38,861.
- Utility costs (5220) associated with an increase in the rates for dispatch phone lines have increased \$15,600.

Final Budget Result:

-During budget deliberations, the Town Council reduced this function by \$41,243 which was the amount in the Salary Adjustments account. The RTM sustained this change.

PERSONNEL CHANGES/HISTORY:

FYE 2012 - Eliminated 1 vacant Telecommunicator IV position.

FYE 2013 - Eliminated a regular part time position (PC Network Support Specialist II)

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
29	27	27	27	27	27

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: ADMINISTRATIVE SERVICES
FUNCTION: ADMINISTRATIVE SERVICES 1014

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Personnel Services	2,106,069	2,141,704	2,036,695	2,136,768	2,133,768	2,092,525	2,092,525
Operating Expenses	623,083	648,498	659,207	718,162	702,922	702,922	702,922
Total Appropriation	\$2,729,152	\$2,790,202	\$2,695,902	\$2,854,930	\$2,836,690	\$2,795,447	\$2,795,447

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
COST CENTERS							
10140 LEADERSHIP/GEN SUPPT	126,780	126,716	81,347	134,656	128,206	125,795	125,795
10141 HUMAN RESOURCES	302,628	323,519	316,654	328,865	325,240	319,622	319,622
10143 INFORMATION TECHNOLO	672,057	687,205	658,428	672,847	666,372	656,138	656,138
10144 SOFTWARE MAINTENANCE	236,283	237,801	233,491	276,762	276,762	276,762	276,762
10145 EMERGENCY COMMUNICAT	1,222,340	1,245,109	1,236,734	1,269,084	1,267,394	1,246,275	1,246,275
10147 TELECOMMUNICATIONS	70,817	70,150	70,950	70,650	70,650	70,650	70,650
10148 EMERGENCY MANAGEMENT	98,247	99,702	98,298	102,066	102,066	100,205	100,205
Total Cost Centers	\$2,729,152	\$2,790,202	\$2,695,902	\$2,854,930	\$2,836,690	\$2,795,447	\$2,795,447

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
FINANCING PLAN							
FEMA REIMBURSEMENT	416	0	0	0	0	0	0
911 ENHANCEMENT	162,557	165,482	165,482	165,482	165,482	165,482	165,482
NUCLEAR SAFETY DRILL	31,156	31,626	24,072	24,072	24,072	24,072	24,072
EMERGENCY MGMTG (SLA)	17,856	15,196	15,196	15,196	15,196	15,196	15,196
DISPATCH-PARAMEDIC SERV	1,000	1,000	1,000	1,000	1,000	1,000	1,000
N STONINGTON-DISPATCH	37,562	52,819	52,819	52,819	52,819	52,819	52,819
STONIN AMBULANCE DISPATCH	5,000	5,000	5,000	5,000	5,000	5,000	5,000
GROTON UTILITIES DISPATCH	5,000	5,000	5,000	5,000	5,000	5,000	5,000
COORD MEDICAL EMERG DIREC	21,891	22,832	22,832	22,832	22,832	22,832	22,832
GIS REVENUE	0	250	0	0	0	0	0
LEASE FEES	10,000	13,000	13,000	13,000	13,000	13,000	13,000
GENERAL FUND	2,436,714	2,477,997	2,391,501	2,550,529	2,532,289	2,491,046	2,491,046
Total Financing Plan	\$2,729,152	\$2,790,202	\$2,695,902	\$2,854,930	\$2,836,690	\$2,795,447	\$2,795,447

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: ADMINISTRATIVE SERVICES
FUNCTION: ADMINISTRATIVE SERVICES 1014

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	1,647,652	1,672,147	1,629,488	1,678,303	1,678,303	1,678,303	1,678,303
5102 PART TIME PERSONNEL	5,342	5,800	1,200	4,000	2,000	2,000	2,000
5104 OVERTIME PAY	215,404	222,811	200,000	206,400	206,400	206,400	206,400
5105 LONGEVITY PAY	8,015	8,855	8,855	9,415	9,415	9,415	9,415
5109 SALARY ADJUSTMENTS	654	0	3,283	41,243	41,243	0	0
5110 REGULAR PART TIME	60,077	62,442	31,729	30,969	30,969	30,969	30,969
5111 PREMIUM PAY/OUT OF C	16,449	14,200	15,000	14,200	14,200	14,200	14,200
5112 SICK INCENTIVE	6,949	3,050	2,850	3,050	2,050	2,050	2,050
5117 ALLOWANCES	369	500	250	500	500	500	500
5151 SOCIAL SECURITY	145,158	151,899	144,040	148,688	148,688	148,688	148,688

Total Personnel Services	\$2,106,069	\$2,141,704	\$2,036,695	\$2,136,768	\$2,133,768	\$2,092,525	\$2,092,525

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	1,369	2,350	2,400	2,600	2,150	2,150	2,150
5210 PROFESS DEVELOP/TRAI	7,734	20,852	19,400	22,277	20,352	20,352	20,352
5220 UTILITIES/FUEL/MILEA	199,864	205,060	210,670	223,480	223,480	223,480	223,480
5260 REPAIRS & MAINT-FAC/	16,518	25,465	23,395	22,049	21,684	21,684	21,684
5261 SOFTWARE MAINT FEES	242,453	242,851	241,241	281,712	281,712	281,712	281,712
5281 OCCUPATIONAL HEALTH	279	0	0	0	0	0	0
5290 PROFESS/TECHNICAL SE	98,899	100,377	103,902	111,425	105,925	105,925	105,925
5300 MATERIALS & SUPPLIES	8,313	10,750	13,900	13,750	11,750	11,750	11,750
5315 VEHICLE REPLACEMENT	1,558	1,559	1,559	1,559	1,559	1,559	1,559
5316 VEHICLE MAINT FEE	1,200	1,100	1,100	1,100	1,100	1,100	1,100
5317 VEHICLE FUEL	1,998	1,949	1,949	1,905	1,905	1,905	1,905
5318 COMPUTER REPLMNT FEE	40,125	36,185	36,185	36,305	31,305	31,305	31,305
5400 EQUIP/MACHINRY& FURN	168	0	3,244	0	0	0	0
5410 COMPUTER EQUIPMENT	2,605	0	262	0	0	0	0

Total Operating Expenses	\$623,083	\$648,498	\$659,207	\$718,162	\$702,922	\$702,922	\$702,922

GRAND TOTAL	\$2,729,152	\$2,790,202	\$2,695,902	\$2,854,930	\$2,836,690	\$2,795,447	\$2,795,447

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: GENERAL SERVICES
DEPARTMENT: ADMINISTRATIVE SERVICES
FUNCTION: ADMINISTRATIVE SERVICES 1014

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIR OF ADMIN SERVICES	1.00	0.63	1.00	1.00	1.00	1.00
MANAGER EC/EMER. MGT. DIR	1.00	1.00	1.00	1.00	1.00	1.00
MANAGER IT	1.00	1.00	1.00	1.00	1.00	1.00
MGR LABOR REL/RISK MGT	1.00	1.00	1.00	1.00	1.00	1.00
EMERGENCY MGT & COMM COOR	1.00	1.00	1.00	1.00	1.00	1.00
GIS PROG/ANALYST	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
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
PC/NETWORK SUPPORT I	2.00	1.00	1.00	1.00	1.00	1.00
PC/NETWORK SUPPORT II	2.00	3.00	3.00	3.00	3.00	3.00
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
HUMAN RESOURCES ASST	1.00	1.00	1.00	1.00	1.00	1.00

Total FTE Personnel	27.00	26.63	27.00	27.00	27.00	27.00
FTE SALARIES & WAGES						

DIR OF ADMIN SERVICES	112,004	70,003	112,005	112,005	112,005	112,005
MANAGER EC/EMER. MGT. DIR	86,101	86,101	86,101	86,101	86,101	86,101
MANAGER IT	85,525	85,525	85,525	85,525	85,525	85,525
MGR LABOR REL/RISK MGT	77,820	77,820	77,820	77,820	77,820	77,820
EMERGENCY MGT & COMM COOR	55,989	55,989	55,989	55,989	55,989	55,989
GIS PROG/ANALYST	66,683	66,682	68,015	68,015	68,015	68,015
IT SYSTEMS ADMINISTRATOR	71,910	71,910	71,910	71,910	71,910	71,910
EMPLOYEE BENEFITS COORD	56,506	56,506	56,506	56,506	56,506	56,506
HR COORDINATOR	56,506	56,506	56,506	56,506	56,506	56,506
PC/NETWORK SUPPORT I	117,207	60,054	60,054	60,054	60,054	60,054
PC/NETWORK SUPPORT II	127,057	187,505	189,841	189,841	189,841	189,841
TELECOMMUNICATOR III	601,652	599,335	600,331	600,331	600,331	600,331
TELECOMMUNICATOR IV	118,036	116,404	118,550	118,550	118,550	118,550
HUMAN RESOURCES ASST	39,150	39,150	39,150	39,150	39,150	39,150

Total FTE Salaries & Wages	\$1,672,146	\$1,629,489	\$1,678,303	\$1,678,303	\$1,678,303	\$1,678,303

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Administrative Services
FUNCTION: Administrative Services 1014

CC0 – Leadership/General Support

- Provide direction and support in the carrying out of function activities.
- Oversee the design and administration of a wide range of services supporting all Town departments in Human Resources, Employee Relations and Organization Development.
- Oversee the design and administration of the Town's insurance and employee benefit programs.
- Develop and implement a functional strategic plan to enhance the organizations' investment and utilization of technology.
- Interact with all Town departments to understand their technology and communication needs and assist in implementation.
- Provide administrative support and direction to the Town's Emergency Communication and Management Operations.

CC1 – Human Resources

- Assist departments in hiring and promoting highly qualified candidates/employees while maintaining the Town's commitments to non-discrimination.
- Provide programs/training to enhance employees' skills in becoming more effective and productive.
- Maintain and update accurate employee records, meeting internal needs and external regulatory requirements.
- Inform departments on OSHA, insurance company safety and health requirements, new requirements and policies which affect 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.
- Develop and maintain productive relationships with the Town's collective bargaining units through fair and consistent contract administration and imposition of employee discipline.
- 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.
- 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 require a change in procedures.
- Design and administer an employee benefit program that meets the needs of the Town's employees while containing costs in a period of rapid change in health care.

CC3 – Information Technology

- Support users and associated computer applications operating in all 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.

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Administrative Services
FUNCTION: Administrative Services 1014

- 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.
- Assist GIS Super Users in Planning, Public Works, Police and Assessment to meet departmental requirements.
- 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.
- Utilize the Computer Replacement Fund for the scheduled replacement of servers and network support equipment.
- Keep the Town's website current with information provided by departments.
- Administer hardware contracts and licensing agreements.
- Develop and maintain a disaster recovery 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.

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 manufacture representative, etc.)
- Monitor telephone, radio and security/fire alarms systems.

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: General Services

DEPARTMENT: Administrative Services
FUNCTION: Administrative Services 1014

- Provide both required and recommended in-service training to Telecommunicators 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.

CC7 – Telecommunications

- Manage, maintain and support 300 telephone sets located throughout the Town.
- Manage voice mail systems serving entire Town.
- Maintain two electronic key telephone systems located at Library and Police Station.
- Manage two Centralink 3100 telephone systems serving the entire Town.

CC8 – Emergency Management

- Update and maintain Town Comprehensive Emergency Management Plan.
- 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).
- Attending 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.

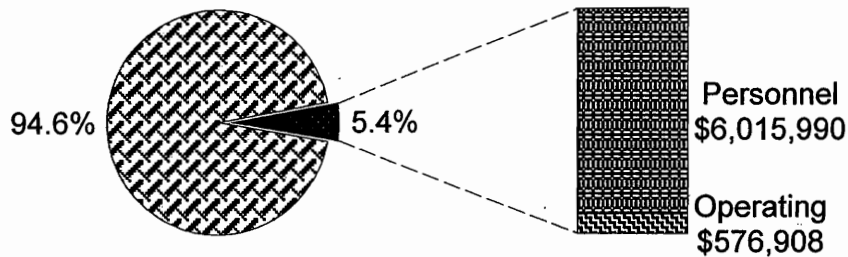
Compassion: To have compassion and show we care about the well being of our community and each other and to treat everyone with dignity and respect.

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**

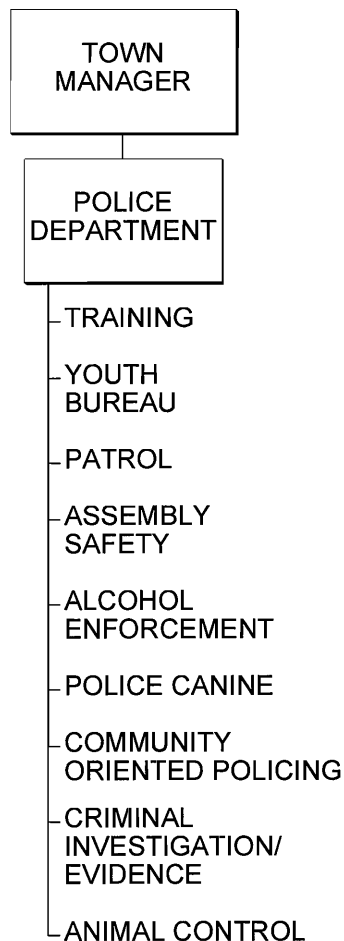


Adopted FYE 2013
Budget

Area of Service

TOWN OF GROTON

AREA OF SERVICE: PUBLIC SAFETY



FYE 2013

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.

<u>FUNCTION ACTIVITIES:</u>	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Calls for Service from the community	23,166	26,020	27,322
Instruct DARE program Encompasses All 5 th & 7 th Grade Classes	total classes 300 (160/140)	total classes 300 (160/140)	total classes 300 (160/140)
Detective Division Criminal Investigations / Search Warrants / Ex Parte Warrants	164/28/29	170/32/31	170/32/31
School Resource Officer (SRO) Cases / Arrests	51/32	38/24	38/24
Physical/Sexual Assault of Children Investigations	27	36	36
Drug Unit Total Arrests	53	47	47
Drug Unit Search & Seizure Warrants	15	12	12
Drug Unit Vehicle / Gun Seizures	4/3	2/1	2/1
Shellfish permits issued	732	706	788
Pistol Permits	88	73	84
Vendor Permits	17	21	21
Applicant Fingerprints	378	396	409
Background Checks	1,979	1,058	1,995
Accident Investigations	959	1,082	1,104
Criminal Arrests	883	770	825
Motor Vehicle Arrests/Infractions	553/1,311	440/1,438	440/1,438
DUI Roadblocks	3	3	3
Community education & safety programs	72	56	40
Community oriented meetings	40	37	15
Investigation of Canine / Feline Bites / Other	72/15/0	66/32/0	69/23/0
Capture & impoundments Canine / Feline/ Other	259/285/2	290/274/6	300/284/4
Total Animal Related Investigations	1,352	1,512	1,692
Animal Care & Safety Presentations	2	2	2

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Police

FUNCTION: Public Safety 1024

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 6,330,925	\$ 6,399,815	\$ 6,311,171	\$ 6,592,898	3.0%

HIGHLIGHTS:

- The overall increase in this budget is \$215,198 or 3.4%. Personnel services are up \$210,048. Operating expenses are up \$5,150.

- Personnel Services is up primarily due to step increases and a 2% contractual across the board wage increase. These increases affect regular full time (5101), overtime pay (5104) and shift replacement (5107). The Police Union did not receive an across the board wage increase in FYE 2012.

- One additional patrol officer position is included but is only funded for 3 months. The addition of this position will begin to restore some of the positions that have been eliminated in previous fiscal years.

- Total increase in operating expenses is \$5,150. Vehicle maintenance (5316) increased \$2,500 and vehicle fuel (5317) increased \$10,400. Professional Development (5210) increased \$12,000 due to the decision of the State to begin charging municipalities for in-service and recruit training at the police academy. These increases are partially offset by reductions in postage printing and advertising, professional development, material and supplies and the elimination of funding for the Maritime Academy.

Final Budget Result:

-During budget deliberations, the Town Council reduced the budget by \$22,115 which was the amount in the Salary Adjustment account plus 1/4 Patrol Officer position. The RTM sustained these changes.

PERSONNEL CHANGES/HISTORY:

FYE 2013 - Requested 1 new Patrol Officer for 1/4 of the year

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
75	72	72	72	73	72

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Personnel Services	5,755,463	5,828,057	5,770,124	6,058,366	6,038,105	6,015,990	6,015,990
Operating Expenses	575,462	571,758	541,047	599,599	576,908	576,908	576,908
Total Appropriation	\$6,330,925	\$6,399,815	\$6,311,171	\$6,657,965	\$6,615,013	\$6,592,898	\$6,592,898

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
COST CENTERS							
10240 LEADERSHIP/GEN SUPPO	620,297	559,745	584,008	619,427	616,104	606,134	606,134
10241 TRAINING	188,280	189,909	185,594	196,337	196,337	196,337	196,337
10242 YOUTH BUREAU	315,997	334,626	322,697	339,881	337,881	337,881	337,881
10243 PATROL	4,484,675	4,569,407	4,536,593	4,715,446	4,689,267	4,677,122	4,677,122
10244 ASSEMBLY SAFETY	55,349	49,553	48,851	50,699	50,699	50,699	50,699
10245 ALCOHOL ENFORCEMENT	7,452	9,895	9,644	10,090	10,090	10,090	10,090
10246 POLICE CANINE	27,794	36,929	27,766	37,487	37,487	37,487	37,487
10247 COMM ORIENTED POLICI	57,205	5,060	7,497	4,500	0	0	0
10248 CRIMINAL INVEST/EVID	455,642	551,965	485,532	573,936	569,786	569,786	569,786
10249 ANIMAL CONTROL	116,118	92,726	102,989	110,162	107,362	107,362	107,362
1024B MAJOR EVENTS	2,116	0	0	0	0	0	0
Total Cost Centers	\$6,330,925	\$6,399,815	\$6,311,171	\$6,657,965	\$6,615,013	\$6,592,898	\$6,592,898

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
FINANCING PLAN							
OTHER LICENSES/PERMITS	6,895	6,400	7,700	4,245	4,245	4,245	4,245
COURT FINES	13,802	13,210	13,355	13,800	13,800	13,800	13,800
PARKING TICKETS	2,550	2,700	3,000	2,850	2,850	2,850	2,850
MISC STATE REVENUE	6,484	7,250	7,200	7,500	7,500	7,500	7,500
ACCIDENT REPORTS	1,615	2,100	2,100	1,674	1,674	1,674	1,674
MISC-UNCLASSIFIED	1,366	0	0	0	0	0	0
ANIMAL CONTROL FEES	4,757	5,100	5,000	4,450	4,450	4,450	4,450
GENERAL FUND	6,293,456	6,363,055	6,272,816	6,623,446	6,580,494	6,558,379	6,558,379
Total Financing Plan	\$6,330,925	\$6,399,815	\$6,311,171	\$6,657,965	\$6,615,013	\$6,592,898	\$6,592,898

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	4,381,114	4,583,312	4,415,942	4,724,296	4,712,324	4,700,353	4,700,353
5102 PART TIME PERSONNEL	116,876	115,312	113,690	117,536	117,536	117,536	117,536
5104 OVERTIME PAY	440,519	466,034	462,495	481,386	481,386	481,386	481,386
5105 LONGEVITY PAY	28,345	30,050	30,290	31,475	31,475	31,475	31,475
5106 COLLEGE INCENTIVE PA	88,843	92,874	91,103	91,103	91,103	91,103	91,103
5107 SHIFT REPLACEMENT OT	384,956	305,504	299,731	317,852	309,852	309,852	309,852
5109 SALARY ADJUSTMENTS	16,742	(50,000)	84,172	9,970	9,970	0	0
5111 PREMIUM PAY/OUT OF C	72,253	42,937	50,994	43,796	43,796	43,796	43,796
5112 SICK INCENTIVE	29,643	32,207	27,523	32,852	32,852	32,852	32,852
5115 SHIFT PREMIUM	66,712	77,530	64,136	73,288	73,288	73,288	73,288
5116 WAGE CONTINUATION	4,004	0	0	0	0	0	0
5117 ALLOWANCES	27,978	32,685	31,722	32,685	32,685	32,685	32,685
5151 SOCIAL SECURITY	89,393	91,476	90,190	93,877	93,588	93,414	93,414
5154 UNEMPLOYMENT COMPENS	8,085	8,136	8,136	8,250	8,250	8,250	8,250

Total Personnel Services	\$5,755,463	\$5,828,057	\$5,770,124	\$6,058,366	\$6,038,105	\$6,015,990	\$6,015,990

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	4,184	7,123	4,129	7,123	4,800	4,800	4,800
5210 PROFESS DEVELOP/TRAI	27,252	28,917	25,600	40,917	38,917	38,917	38,917
5220 UTILITIES/FUEL/MILEA	23,824	32,050	29,276	32,050	30,550	30,550	30,550
5260 REPAIRS & MAINT-FAC/	18,172	20,643	19,055	21,368	20,500	20,500	20,500
5261 SOFTWARE MAINT FEES	130	0	0	0	0	0	0
5281 OCCUPATIONAL HEALTH	1,761	3,900	2,384	3,900	2,900	2,900	2,900
5290 PROFESS/TECHNICAL SE	103,243	83,646	76,675	84,225	79,225	79,225	79,225
5300 MATERIALS & SUPPLIES	98,712	117,527	106,876	117,527	107,527	107,527	107,527
5310 VEHICLE OPER/MAINT	11,112	5,000	4,100	3,500	3,500	3,500	3,500
5315 VEHICLE REPLACEMENT	38,612	39,255	39,255	43,162	43,162	43,162	43,162
5316 VEHICLE MAINT FEE	55,500	68,500	68,500	71,000	71,000	71,000	71,000
5317 VEHICLE FUEL	142,441	153,972	153,972	164,372	164,372	164,372	164,372
5318 COMPUTER REPLMNT FEE	10,865	11,225	11,225	10,455	10,455	10,455	10,455
5400 EQUIP/MACHINRY& FURN	35,316	0	0	0	0	0	0
5410 COMPUTER EQUIPMENT	4,338	0	0	0	0	0	0

Total Operating Expenses	\$575,462	\$571,758	\$541,047	\$599,599	\$576,908	\$576,908	\$576,908

GRAND TOTAL	\$6,330,925	\$6,399,815	\$6,311,171	\$6,657,965	\$6,615,013	\$6,592,898	\$6,592,898

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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	42.00	42.00	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
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	72.00	73.00	73.00	72.00	72.00
FTE SALARIES & WAGES						

CHIEF OF POLICE	107,150	101,496	103,000	103,000	103,000	103,000
DEPUTY CHIEF	92,158	93,164	94,638	94,638	94,638	94,638
POLICE CAPTAIN	90,131	15,022	90,131	90,131	90,131	90,131
POLICE LIEUTENANT	310,110	308,922	315,266	315,266	315,266	315,266
DETECTIVE LIEUTENANT	77,527	77,230	78,817	78,817	78,817	78,817
PATROL SERGEANT	645,317	618,584	656,076	656,076	656,076	656,076
PATROL OFFICER	2,416,113	2,382,745	2,518,977	2,507,005	2,495,034	2,495,034
DETECTIVE	319,589	295,573	335,544	335,544	335,544	335,544
YOUTH OFFICER	265,092	264,077	269,525	269,525	269,525	269,525
ANIMAL CONTROL OFFICER	57,733	57,512	58,704	58,704	58,704	58,704
OFFICE ASSISTANT II (40)	149,890	149,319	150,274	150,274	150,274	150,274
OFFICE ASST. III (40)	52,501	52,298	53,344	53,344	53,344	53,344

Total FTE Salaries & Wages	\$4,583,313	\$4,415,942	\$4,724,295	\$4,712,323	\$4,700,352	\$4,700,352

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police
FUNCTION: Public Safety 1024

CC0 – Leadership/General Support

- Police Development and Implementation. Update the rules and regulations of the police department.
- Supervision and Enhancements to Police Management Team. Attend 80 staff meetings.
- 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 by maintaining 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.
- Records and communications are essential elements in providing the most efficient and effective law enforcement to the community.
- The success and failure of every division within the department rests to some degree on the ability of the Records Division to retrieve accurate information in a timely fashion, and to 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 12 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

- Provide police officers with recertification training.
- Instruct all police and auxiliary officers on all 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.
- Continue assigning School Resource Officer.
- 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 2013 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 26 payrolls to administration for review as well as overall responsibility for criminal case management.
- Make improvements to the patrol force and methods of patrol with community policing in mind.
- Maintain equipment in Patrol Division.
- Respond to all calls for service.
- Respond to all 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

- Establish roadblocks throughout the year for drunken drivers.
- Establish extra drunk driving patrols throughout the year.
- Reduce the amount of DUI and related accidents.

CC6 – Police Canine

- Canine officers will patrol within the Town of Groton for up to 80 hours of each week.
- Will 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.

CC7 – Community Oriented Policing Program

- A strong partnership has been formed with the community. We will continue this partnership with our department wide Community Policing efforts.
- Maintain our Groton Maritime Academy for the youth of our community.

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 in Detective Division.
- Detectives investigate all major crimes.
- The Detectives are responsible for most of the crime clearance rate.
- The Detectives will investigate/process bad checks cases and investigate/process burglaries.
- The Detective Division works with the drug task force on narcotics cases, and will assist the task force in preparation and execution of Search and Seizure warrants.

TOWN OF GROTON
FYE 2013 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.
- The ACO's will work with the Ledge Light Health District on cases related to rabies.
- Continue educating public on Rabies and the PAWZ dog bite prevention program.

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. Also included are major weather events such as Hurricanes and other unexpected natural or unnatural disasters.
- 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

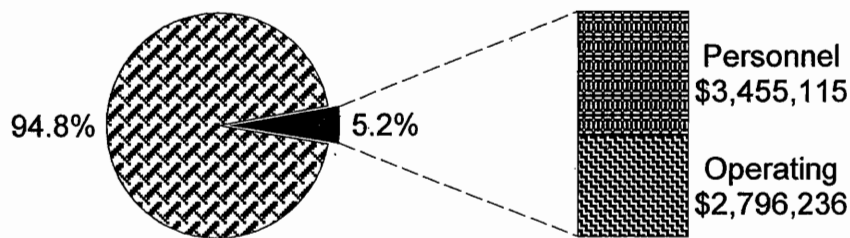
Public Works
(Function 1035)

The Department of Public Works is responsible for, and committed to, maintaining, improving, and protecting the physical resources of the Town of Groton. All staff will be highly trained not only in their primary areas of responsibility, but also in areas that will provide flexibility in assignment of duties and work practices.

The Department will continue to embrace new technologies and will remain competitive in providing services to the community. Tasks assigned to the Department will be worthwhile, with achievable goals.

- Supporting first responders in public disasters, assuming the lead agency role during recovery and restoration.
- 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.
- Providing quality services to citizens through utilization of technical advances.
- Investigating all citizen concerns; assuring citizen requests are efficiently managed; providing the highest level of service possible in a cost effective manner.
- Utilizing competitive operations in providing public services.
- Complying with environmental regulations and policies.

PUBLIC WORKS **as a % of the Total Budget**

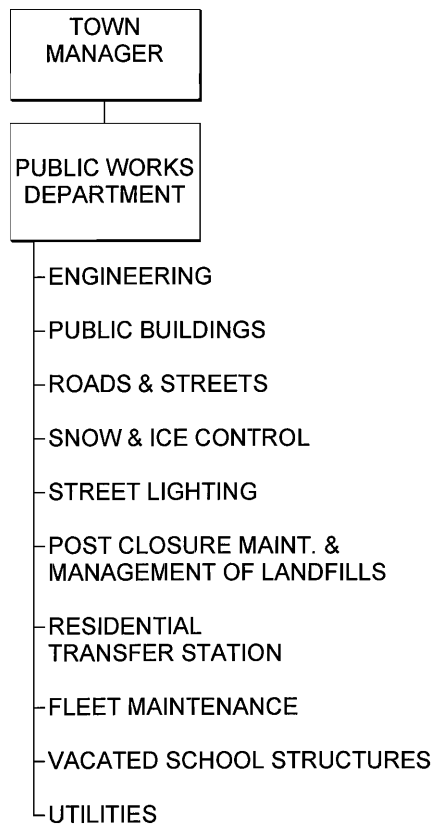


Adopted FYE 2013
Budget

Area of Service

TOWN OF GROTON

AREA OF SERVICE: PUBLIC WORKS



FYE 2013

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 \$16 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 Noank Elementary. 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 all major construction and renovation projects for all departments.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Purchase requisitions processed	366	348	325
Work orders processed	4,019	3,628	4,000
Citizen requests (number)	526	650	600
Cash transactions/\$	2,017/\$158,448	1,803/\$182,343	2,400/\$235,000
Snow removal/sanding call-outs	18	8	12
Transfer Station annual permits sold for fee*	771	780	0
Total Transfer Station annual permits issued*	898	904	0
Transfer Station daily passes sold*	3,899	4,204	0
Transfer Station trip tickets sold*	91	90	13,937
Bulky waste transported to out-of-town site (tons)	398	358	350

*proposed changes under review by Town Council

**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Public Works			FUNCTION: Public Works 1035		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
PUBLIC WORKS TOTAL	\$ 6,599,413	\$ 6,262,537	\$ 6,159,753	\$ 6,251,351	(0.2%)

HIGHLIGHTS:

- The overall increase in this budget is \$103,761 or 1.7%. Personnel services are up \$114,947. Operating expenses are down \$11,186.
- The primary reason for the Personnel Service increases is due to anticipated across the board salary increases; contractual step increases; and the placement of the RTM FYE 2012 budget cut in the 5109 Salary Adjustment budget line.
- Total increase in operating expenses is \$11,186. Several areas increased but were offset by decreases in other areas.
- Professional Technical Services (5290) is up due to the inclusion of funding to undertake mandated Stormwater Phase II activities (\$50,000).
- Saturday, Sunday and Holiday winter building checks have been eliminated.
- Fuel Oil (1035C) is budgeted at 3.26/gallon for FYE 2013 compared to \$2.85/gallon for FYE 2012. The rates are not locked in for FYE 2012 or 2013.
- Outside contracting for grounds maintenance has been eliminated for vacant schools (Groton Heights, William Seely, and Noank). The work will be done by Parks Maintenance staff.
- Street Lighting (10357)-Groton Utilities and CL&P are projecting a 0% rate increase. TransCanada rates are locked until 2017.
- Residential Transfer Station (10359)-An increase and restructuring of fees is being proposed and is currently under review by Town Council. Days and hours of operation will remain the same.

Final Budget Result:

-During budget deliberations the Town Council reduced this function by \$114,947 which was the amount of Salary Adjustments (\$64,135) and an amount (\$50,812) to reduce FYE 2013 personnel services to the FYE 2012 Adjusted amount. The RTM sustained this action.

PERSONNEL CHANGES/HISTORY:

FYE 2012: Eliminated vacant Equipment Operator

FYE 2013: Administrative Assistant vacant position changed to Office Assistant II
Certified Maintenance Technician II vacant position changed to Maintenance Worker

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
57.25	53.25	52.25	52.25	52.25	52.25

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Personnel Services	3,503,238	3,455,115	3,430,974	3,594,229	3,570,062	3,455,115	3,455,115
Operating Expenses	3,096,176	2,807,422	2,728,779	2,918,148	2,796,236	2,796,236	2,796,236
Total Appropriation	\$6,599,414	\$6,262,537	\$6,159,753	\$6,512,377	\$6,366,298	\$6,251,351	\$6,251,351

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
COST CENTERS							
10350 LEADERSHIP/GEN SUPPT	516,906	454,891	523,640	522,719	515,902	455,623	455,623
10351 ENGINEERING	498,260	470,737	470,116	493,006	485,506	478,554	478,554
10352 PUBLIC BUILDINGS	1,147,336	1,122,598	1,162,999	1,164,062	1,117,158	1,109,908	1,109,908
10355 ROADS & STREETS	1,970,799	1,846,349	1,853,536	1,986,845	1,935,290	1,911,598	1,911,598
10356 SNOW/ICE CONTROL	481,631	285,732	169,812	295,461	294,081	291,017	291,017
10357 STREET LIGHTING	268,684	290,885	270,301	275,932	275,932	275,932	275,932
10358 POST CLOSURE MAINT/M	62,131	66,921	73,895	76,745	72,002	72,002	72,002
10359 RESIDENTIAL TRANSFER	516,948	470,502	453,089	460,484	450,242	444,081	444,081
1035A FLEET MAINTENANCE	431,481	488,737	453,222	496,763	492,863	485,314	485,314
1035B VACATED SCHOOL STRUC	52,977	61,454	53,320	61,003	52,965	52,965	52,965
1035C UTILITIES	652,261	703,731	675,823	679,357	674,357	674,357	674,357
Total Cost Centers	\$6,599,414	\$6,262,537	\$6,159,753	\$6,512,377	\$6,366,298	\$6,251,351	\$6,251,351

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
FINANCING PLAN							
STATE GRANTS	28,980	46,702	47,897	15,660	15,660	15,660	15,660
FEMA REIMBURSEMENT	75,909	0	91,160	0	0	0	0
HIGHWAY ILLUMINATION	1,619	1,619	1,619	1,619	1,619	1,619	1,619
TOWN HIGHWAY AID	188,718	203,490	189,622	189,622	189,622	189,622	189,622
SNOW/ICE CONTROL SVCS	0	0	45,868	74,837	74,837	74,837	74,837
MISC-UNCLASSIFIED	141,353	39,118	5,000	5,000	5,000	5,000	5,000
DISPOSAL FEES	150,106	134,498	163,867	195,901	195,901	195,901	195,901
LEASE FEES	94,398	94,254	95,427	95,905	95,905	95,905	95,905
GENERAL FUND	5,918,331	5,742,856	5,519,293	5,933,833	5,787,754	5,672,807	5,672,807
Total Financing Plan	\$6,599,414	\$6,262,537	\$6,159,753	\$6,512,377	\$6,366,298	\$6,251,351	\$6,251,351

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	2,946,242	3,054,937	2,977,393	3,033,890	3,033,890	3,033,890	3,033,890
5104 OVERTIME PAY	224,914	177,466	132,286	194,166	179,166	179,166	179,166
5105 LONGEVITY PAY	22,905	24,258	23,953	23,375	23,375	23,375	23,375
5109 SALARY ADJUSTMENTS	12,625	(64,192)	38,282	71,442	64,135	(50,812)	(50,812)
5111 PREMIUM PAY/OUT OF C	24,989	27,742	26,161	26,801	26,801	26,801	26,801
5112 SICK INCENTIVE	5,158	7,387	5,360	6,482	6,482	6,482	6,482
5116 WAGE CONTINUATION	9,555	0	708	0	0	0	0
5117 ALLOWANCES	15,745	11,975	9,792	13,860	12,000	12,000	12,000
5119 SALARY REIMBURSEMENT	0	(36,933)	(28,638)	(28,638)	(28,638)	(28,638)	(28,638)
5151 SOCIAL SECURITY	241,105	252,475	245,677	252,851	252,851	252,851	252,851
Total Personnel Services	\$3,503,238	\$3,455,115	\$3,430,974	\$3,594,229	\$3,570,062	\$3,455,115	\$3,455,115
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	3,437	7,135	4,268	5,060	5,060	5,060	5,060
5210 PROFESS DEVELOP/TRAI	6,903	7,460	6,980	8,526	8,126	8,126	8,126
5220 UTILITIES/FUEL/MILEA	1,127,751	1,131,785	1,066,073	1,084,049	1,079,049	1,079,049	1,079,049
5230 PYMNTS/CONTRIBUTIONS	3,859	2,683	2,185	3,363	3,363	3,363	3,363
5260 REPAIRS & MAINT-FAC/	151,317	174,967	210,695	216,904	184,239	184,239	184,239
5261 SOFTWARE MAINT FEES	4,321	3,285	3,185	3,185	3,185	3,185	3,185
5281 OCCUPATIONAL HEALTH	51,316	70,176	67,730	70,787	66,787	66,787	66,787
5290 PROFESS/TECHNICAL SE	679,021	587,110	610,183	707,713	637,412	637,412	637,412
5300 MATERIALS & SUPPLIES	618,776	341,326	257,020	319,232	309,686	309,686	309,686
5315 VEHICLE REPLACEMENT	112,302	112,936	112,936	113,278	113,278	113,278	113,278
5316 VEHICLE MAINT FEE	178,550	206,700	206,700	207,700	207,700	207,700	207,700
5317 VEHICLE FUEL	139,579	153,329	153,329	170,401	170,401	170,401	170,401
5318 COMPUTER REPLMNT FEE	7,910	7,030	7,030	6,450	6,450	6,450	6,450
5400 EQUIP/MACHINRY& FURN	10,703	1,500	20,465	1,500	1,500	1,500	1,500
5410 COMPUTER EQUIPMENT	431	0	0	0	0	0	0
Total Operating Expenses	\$3,096,176	\$2,807,422	\$2,728,779	\$2,918,148	\$2,796,236	\$2,796,236	\$2,796,236
GRAND TOTAL	\$6,599,414	\$6,262,537	\$6,159,753	\$6,512,377	\$6,366,298	\$6,251,351	\$6,251,351

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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
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
PROJECT MGMT SPECIALIST	3.00	3.00	3.00	3.00	3.00	3.00
ENGINEERING TECH II	2.00	2.00	2.00	2.00	2.00	2.00
INSPECTOR II	1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASST (35)	1.00	1.00	0.00	0.00	0.00	0.00
MATERIAL CONTROL SPEC	2.00	2.00	2.00	2.00	2.00	2.00
FINANCIAL ASSISTANT I	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	1.50	1.50	2.50	2.50	2.50	2.50
FOREMAN	2.00	2.00	2.00	2.00	2.00	2.00
SOLID WASTE/TRAN STA COOR	1.00	1.00	1.00	1.00	1.00	1.00
PUBLIC WORKS SUPER EQUIP	1.00	1.00	1.00	1.00	1.00	1.00
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	2.00	2.00	2.00	2.00	2.00	2.00
CHIEF EQUIPMENT MECHANIC	2.00	2.00	2.00	2.00	2.00	2.00
CERTIFIED MAINT TECH II	4.00	4.00	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	0.00	0.00	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	52.25	52.25	52.25

FTE SALARIES & WAGES						

DIRECTOR OF PUBLIC WORKS	83,377	83,377	83,377	83,377	83,377	83,377
ASSIST DIR PUBLIC WORKS	85,334	85,334	85,334	85,334	85,334	85,334
SUPER TECHNICAL SERVICES	87,341	87,340	89,742	89,742	89,742	89,742
SUPERVISOR, ADMIN PW	73,820	73,820	73,820	73,820	73,820	73,820
CIVIL ENGINEER PE	80,117	80,117	80,117	80,117	80,117	80,117
PROJECT MGMT SPECIALIST	176,339	175,518	176,654	176,654	176,654	176,654
ENGINEERING TECH II	132,755	132,246	132,246	132,246	132,246	132,246
INSPECTOR II	66,378	66,123	66,123	66,123	66,123	66,123
ADMINISTRATIVE ASST (35)	50,206	32,846	0	0	0	0
MATERIAL CONTROL SPEC	110,288	109,866	109,866	109,866	109,866	109,866
FINANCIAL ASSISTANT I	43,929	44,426	44,426	44,426	44,426	44,426
OFFICE ASSISTANT II (35)	66,912	66,639	105,606	105,606	105,606	105,606
FOREMAN	126,226	126,226	126,226	126,226	126,226	126,226
SOLID WASTE/TRAN STA COOR	58,204	58,204	58,204	58,204	58,204	58,204
PUBLIC WORKS SUPER EQUIP	77,612	77,612	79,746	79,746	79,746	79,746
PUBLIC WORKS SUPER R&S	77,612	77,612	79,746	79,746	79,746	79,746
FLOOR LEADER	50,363	24,892	51,165	51,165	51,165	51,165
EQUIPMENT MECHANIC	117,346	116,896	116,896	116,896	116,896	116,896
CHIEF EQUIPMENT MECHANIC	124,310	121,589	123,833	123,833	123,833	123,833
CERTIFIED MAINT TECH II	230,766	206,451	172,411	172,411	172,411	172,411
LANDFILL OPERATOR	58,673	58,448	58,448	58,448	58,448	58,448
HEAVY EQUIP OPERATOR	169,316	168,667	168,667	168,667	168,667	168,667
MAINTENANCE WORKER	0	0	40,643	40,643	40,643	40,643
MAINTAINER	90,335	97,913	99,620	99,620	99,620	99,620
EQUIPMENT OPERATOR	718,660	706,888	712,628	712,628	712,628	712,628
CUSTODIAN	49,360	49,171	49,171	49,171	49,171	49,171
SOLID WASTE INSPECTOR	49,360	49,171	49,171	49,171	49,171	49,171

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
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Total FTE Salaries & Wages	\$3,054,937	\$2,977,394	\$3,033,889	\$3,033,889	\$3,033,889	\$3,033,889

TOWN OF GROTON
FYE 2013 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 Maintenance 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.
- 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 all approved 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 utilities (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.
- Responsible for maintaining 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 186.8 lane miles of roads twice a year to remove debris. Sweep commercial areas once a week to control litter.
- Patch potholes.
- Resurface roads.
- 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.
- Support town departments in non-road work in the areas of furniture moving, storage of records, moving of voting machines.

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Works

DEPARTMENT: Public Works
FUNCTION: Public Works 1035

CC6 – Snow/Ice Control

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

CC7 – Street Lighting

- Maintain and repair 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 monitoring 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, vehicle batteries, leaves and other recyclables.
- Ensure the removal of freon and ballasts from appliances brought to Transfer Station to meet 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.
- Furnish heat, 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 and heat).

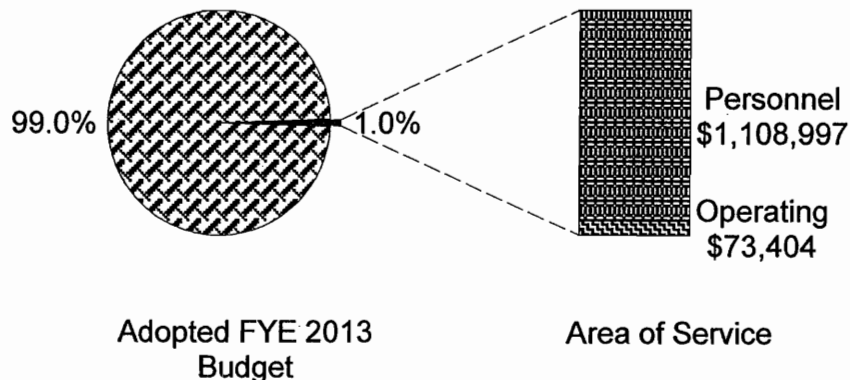
Mission Statement

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 and 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:

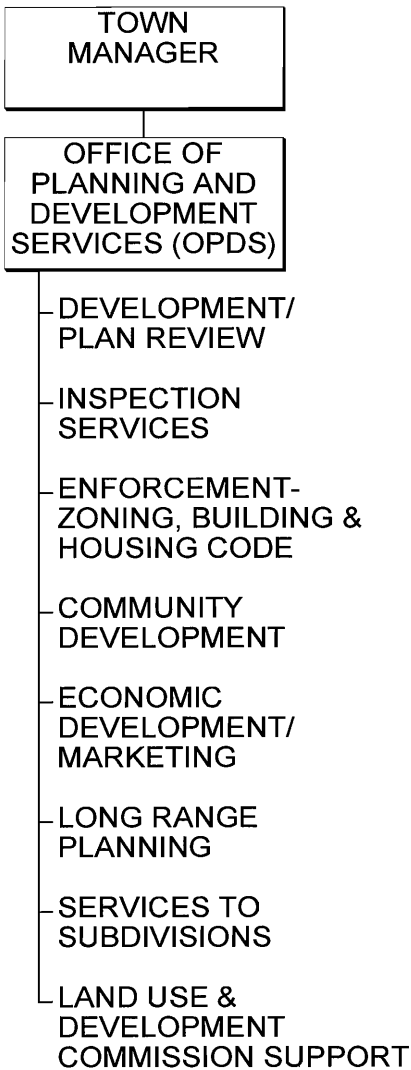
- Prepare and implement long-range plans and studies, and special projects, including the Town's Plan of Conservation and Development, the Town's Conservation Plan, Strategic Economic Development and Marketing Plan, among others.
- Provide staff support to the Town's land use and development commissions/agencies 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 in business retention and outreach/marketing efforts, including identifying users for existing properties and buildings; assisting with questions regarding the permit process, state programs, or available training; maintaining a land/building inventory; 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 2013

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. This division undertakes investigations, prepares studies and reports, and makes recommendations concerning zoning, subdivision, and site development, general land use, environmental protection, and other more specific issues concerning municipal growth and development. Inspection Services is charged with enforcement of the State of Connecticut Building Code. This division is also responsible for the 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 encouraging 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 in the Town and City. This program supports and promotes affordable housing through our Housing Rehabilitation Program which offers a variety of loan products to bring homes into code compliance.

The Land Use & Development Commission cost center shows the direct expenses (including legal and display advertisements, and funds for training of commissioners) associated with the Town's 13 land use and development commissions.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Land use/development applications reviewed	68	80	95
Site inspections related to land use/development applications	550	604	700
Building and related permits issued	1,296	1,200	1,250
Value of building and related permits issued	\$17,897,056	\$13,337,528	\$16,897,056
Building inspections	2,750	2,900	3,100
Certificates of Occupancy issued	110	100	115
OPDS-supported commission meetings attended	110	118	157
Other Town/local meetings attended	254	204	157
Regional/state meetings attended	95	96	84
Inquiries received as a result of marketing efforts	48	55	55
Major program/planning and grant initiatives			
Grant dollars awarded:			
- CD and/or Other	\$378,000	\$175,000	\$200,000
Contracts administered:			
- CD Housing Rehab	6	6	6
- Other	3	6	4

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Planning & Development			FUNCTION: Planning & Develop Svcs 1046		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,108,147	\$ 1,140,176	\$ 1,136,122	\$ 1,182,401	3.7%

HIGHLIGHTS:

- The overall increase in this budget is \$52,053 or 4.6%. Personnel services are up \$51,685. Operating expenses are up \$368.

- The Inspector II position has been replaced with an Inspection Services Technician. The position will support development, inspection and enforcement activities. For FYE 2013, it is proposed to fund this position for ½ year.

- Other increases in Personnel Services include contractual step increases and anticipated across the board salary increases.

- The FYE 2013 work program includes seven (7) major projects- Mystic Streetscape Phase II construction, Thomas Road Bikeway design and construction, POCD update, two (2) climate preparedness initiatives, the Downtown Gateway Streetscape Design, and blight code/enforcement initiative.

- For FYE 2013 development activity and associated revenues is anticipated to increase compared to estimated FYE 2012 activity and revenue.

- Anticipated grant reimbursement revenue (Streetscape Project) for FYE 2012, exceeds the amount that was budgeted. For FYE 2013, it is anticipated that this function will receive approximately \$39,000 from this grant source.

Final Budget Result:

-During budget deliberations, the Town Council added \$37,678 for a grant writer position, \$10,000 for Economic Development and reduced the budget by the amount in Salary Adjustments, \$22,506. The RTM cut \$35,000 for the Grant writer position.

PERSONNEL CHANGES/HISTORY:

FYE 2011: Eliminated Planning Technician position

FYE 2013: Replaced Inspector II with an Inspection Services Technician (funded six months)

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
17.00	16.00	16.00	16.00	16.00	16.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	1,050,380	1,077,140	1,074,823	1,152,199	1,128,825	1,143,997	1,108,997
Operating Expenses	57,770	63,036	61,299	65,224	63,404	73,404	73,404

Total Appropriation	\$1,108,150	\$1,140,176	\$1,136,122	\$1,217,423	\$1,192,229	\$1,217,401	\$1,182,401

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

COST CENTERS							

10460 LEADERSHIP/GEN SUPPT	152,168	179,972	170,419	185,751	179,360	213,672	178,672
10461 PLAN REVIEW	206,634	194,476	195,288	199,532	198,812	195,050	195,050
10462 INSPECTION SERVICES	214,295	179,946	204,281	221,755	215,287	211,273	211,273
10463 ENFORCEMENT	88,943	95,508	80,736	106,174	94,904	92,834	92,834
10464 COMMUNITY DEVELOPMEN	47,198	82,479	82,374	86,167	86,167	84,568	84,568
10465 ECON DEV/MARKETING	86,674	73,130	73,153	74,881	74,536	83,138	83,138
10466 LONG RANGE PLANNING	172,566	198,220	197,843	204,159	204,159	200,254	200,254
10467 SERVICES TO SUBDIVIS	10,679	10,653	10,653	10,866	10,866	10,653	10,653
10468 LAND USE & DEV COM S	128,993	125,792	121,375	128,138	128,138	125,959	125,959

Total Cost Centers	\$1,108,150	\$1,140,176	\$1,136,122	\$1,217,423	\$1,192,229	\$1,217,401	\$1,182,401

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FINANCING PLAN							

BLDG AND RELATED PERMITS	195,068	194,832	149,923	184,869	184,869	184,869	184,869
BLDG PERMITS-EDUC FEE	183	193	150	150	150	150	150
STATE LAND USE-PLNG	74	150	120	140	140	140	140
STATE GRANTS	41,635	53,459	61,510	39,140	39,140	39,140	39,140
PLANNING APPLICATION FEES	8,815	10,000	16,000	16,000	16,000	16,000	16,000
MAPS/COPIES/DOCUMENTS	1,451	1,000	1,000	1,000	1,000	1,000	1,000
GENERAL FUND	860,924	880,542	907,419	976,124	950,930	976,102	941,102

Total Financing Plan	\$1,108,150	\$1,140,176	\$1,136,122	\$1,217,423	\$1,192,229	\$1,217,401	\$1,182,401

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	961,350	1,020,514	985,290	1,033,030	1,012,091	1,012,091	1,012,091
5104 OVERTIME PAY	9,707	10,046	9,300	12,287	11,514	11,514	11,514
5105 LONGEVITY PAY	3,606	3,851	3,851	4,096	4,096	4,096	4,096
5109 SALARY ADJUSTMENTS	984	(36,403)	0	22,506	22,506	35,000	0
5151 SOCIAL SECURITY	74,733	79,132	76,382	80,280	78,618	81,296	81,296

Total Personnel Services	\$1,050,380	\$1,077,140	\$1,074,823	\$1,152,199	\$1,128,825	\$1,143,997	\$1,108,997

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	13,638	23,130	20,173	22,800	22,800	24,800	24,800
5210 PROFESS DEVELOP/TRAI	10,234	7,735	8,715	8,765	7,700	9,700	9,700
5220 UTILITIES/FUEL/MILEA	4,018	3,860	4,150	3,470	3,470	3,470	3,470
5260 REPAIRS & MAINT-FAC/	1,236	1,510	1,510	1,510	2,055	2,055	2,055
5281 OCCUPATIONAL HEALTH	609	1,175	1,125	1,175	1,175	1,175	1,175
5290 PROFESS/TECHNICAL SE	1,918	1,950	1,950	1,950	650	6,650	6,650
5300 MATERIALS & SUPPLIES	5,471	5,000	5,000	5,000	5,000	5,000	5,000
5315 VEHICLE REPLACEMENT	4,533	4,303	4,303	4,303	4,303	4,303	4,303
5316 VEHICLE MAINT FEE	3,100	2,725	2,725	2,600	2,600	2,600	2,600
5317 VEHICLE FUEL	7,210	6,588	6,588	8,781	8,781	8,781	8,781
5318 COMPUTER REPLMNT FEE	5,440	5,060	5,060	4,870	4,870	4,870	4,870
5410 COMPUTER EQUIPMENT	363	0	0	0	0	0	0

Total Operating Expenses	\$57,770	\$63,036	\$61,299	\$65,224	\$63,404	\$73,404	\$73,404

GRAND TOTAL	\$1,108,150	\$1,140,176	\$1,136,122	\$1,217,423	\$1,192,229	\$1,217,401	\$1,182,401

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIR PLANNING & DEV	1.00	1.00	1.00	1.00	1.00	1.00
MGR INSPECTION SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
MGR PLANNING SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
PROG/PROJ MGR-PLANNING	1.00	1.00	1.00	1.00	1.00	1.00
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	0.00	0.00	1.00	1.00	1.00	1.00
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	2.00	2.00	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

Total FTE Personnel	16.00	16.00	16.00	16.00	16.00	16.00

FTE SALARIES & WAGES						

DIR PLANNING & DEV	98,959	98,959	98,959	98,959	98,959	98,959
MGR INSPECTION SERVICES	81,006	81,006	81,006	81,006	81,006	81,006
MGR PLANNING SERVICES	74,811	74,811	74,811	74,811	74,811	74,811
PROG/PROJ MGR-PLANNING	76,848	76,848	76,848	76,848	76,848	76,848
PLANNER II - ENVIRONMENTAL	71,307	71,307	71,307	71,307	71,307	71,307
PLANNER II - NEIGHBORHOOD	69,179	69,171	70,554	70,554	70,554	70,554
PLANNER II - LAND	71,307	71,307	71,307	71,307	71,307	71,307
ECONOMIC DEVEL SPECIALIST	72,356	72,356	72,356	72,356	72,356	72,356
INSPECTION SERVICES TECH	0	0	41,878	20,939	20,939	20,939
SENIOR BUILDING INSPECTOR	71,765	71,490	71,490	71,490	71,490	71,490
INSPECTOR II - CODE	63,342	63,103	64,365	64,365	64,365	64,365
INSPECTOR II	100,194	66,123	66,123	66,123	66,123	66,123
OFFICE ASSISTANT II (35)	125,550	125,088	127,429	127,429	127,429	127,429
OFFICE ASSISTANT III (35)	43,891	43,722	44,596	44,596	44,596	44,596

Total FTE Salaries & Wages	\$1,020,514	\$985,289	\$1,033,029	\$1,012,089	\$1,012,089	\$1,012,089

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Planning & Development

DEPARTMENT: Office of Planning & Dev. Services

FUNCTION: Planning & Development Services 1046

CC0 – Leadership/General Support

- Leadership - Personnel costs for the Director, Division Heads, clerical and technical staff needed for the overall management/administration/support of the department.
- General Support - 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.
- Provides for review of 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.
- Activities needed to maintain State Building Officials' licenses as required by State Statutes.

CC3 – Enforcement

- Administration of zoning, historic district, rental housing code, 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 2013 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.

CC 5 – 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.

CC7 – Services to Subdivisions

- Provide planning and inspection services to the various political subdivisions/districts on an as-needed basis, i.e., coordination of FEMA digital flood map appeals process, climate adaptation activities.

CC8 – Land Use and Development Commission Support

- Planning and development personnel 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.
- In addition to the above-noted commissions, staff attends, on an as-needed basis, 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.
- This cost center provides for operating funds that are directly related to commission activities including funds for legal advertising, professional development for commissioners, etc.



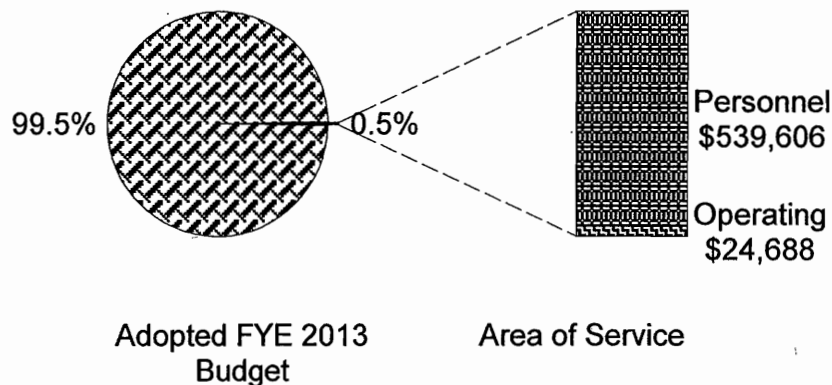
Mission Statement

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:

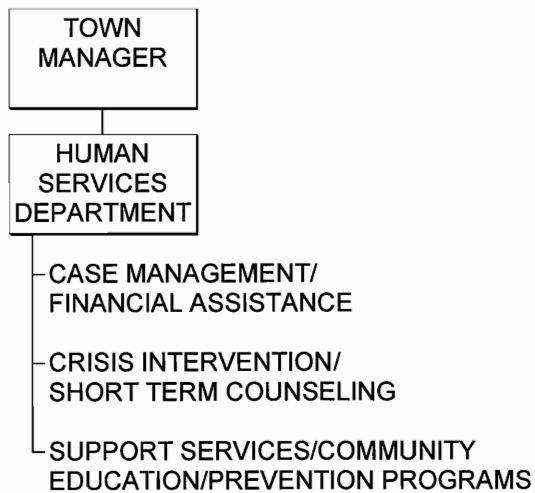
- Applying for grant funding as available that may provide housing, outreach services and general human services programming.
- Providing access to a community food locker and organizing holiday distributions of food and toys.
- Providing special/discretionary funds for energy assistance and other client 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 2013

TOWN OF GROTON

FUNCTION SUMMARY

Function: Human Services 1051

Department: Human Services

FUNCTION DESCRIPTION:

The Human Services Department provides information and referral, counseling, case management and advocacy services, emergency allocations of food, household and personal hygiene items and financial assistance, via donated and grant monies, for utility, fuel, rent and other needs, based upon availability of funds.

The department provides guidance on housing issues, employment, budgeting, effective parenting and issues impacting senior citizens, the disabled and families/youth in the community. The department offers short term (3 month) counseling to identified children and youth and open-ended counseling and support services to parents and caregivers.

Community volunteers assist Human Services staff with the department's annual holiday distributions of food and gifts, which are available to income-eligible Groton households.

Department staff meets bi-monthly with the Groton Youth Advisory Council to review and assess emerging concerns and needs of Groton youth and families.

Department staff work cooperatively with local and state agencies to provide comprehensive, wrap-around 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.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Social Services Caseload (duplicated)	1,200	1,225	1,250
Elderly/Totally Disabled Tax Relief Program GSS	500	500	500
Food Locker Distributions – GSS	1,350	1,400	1,450
Holiday Distributions – GSS	875	875	900
Evictions -GSS	25	25	25
Discretionary Fund/Spicer Cases- GSS	400	420	430
Information/Referral contacts – GSS/FSC/YFS	6,000	6,050	6,075
Individual clients counseled- YFS, FSC	130	135	140
Juvenile Review Board cases	10	12	15

**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Human Services			FUNCTION: Human Services 1051		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 560,500	\$ 564,255	\$ 557,613	\$ 564,294	0.0%

HIGHLIGHTS:

- The overall increase in this budget is \$10,755 or 1.9%. Personnel services are up \$12,087. Operating expenses are down \$1,332.

- Personnel Services is up primarily due to contractual step increases and anticipated across the board wage increases.

- Operating expenses are down primarily due to a decrease of \$1,000 in the Eviction line item (5609) leaving \$1,000 to allow for the department's share of removal costs (approximately \$300 per removal) in the event mobile homes are removed from their lots and transported to Willimantic Waste for disposal.

- Groton residents are continuing to face dire economic times, with many facing unemployment, reduced hours of employment, catastrophic medical conditions/loss of health coverage, rent or mortgage arrearages, lack of food, electric shut-offs, high fuel bills, etc. Financial Assistance provided by Groton Human Services is based upon 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.

Final Budget Result:

-During budget deliberations, the Town Council reduced this function by \$10,716 which was the amount in the Salary Adjustments account. The RTM sustained this action.

PERSONNEL CHANGES/HISTORY:

-No personnel changes have been proposed.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
8.00	8.00	8.00	8.00	8.00	8.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Personnel Services	531,831	538,235	532,241	550,322	550,322	539,606	539,606
Operating Expenses	28,673	26,020	25,372	24,888	24,688	24,688	24,688
Total Appropriation	\$560,504	\$564,255	\$557,613	\$575,210	\$575,010	\$564,294	\$564,294
COST CENTERS							
10510 LEADERSHIP/GEN SUPPT	150,565	213,000	213,070	216,557	216,357	212,361	212,361
10511 CASE MGMT/FIN ASSIST	171,849	180,227	173,494	183,851	183,851	180,280	180,280
10512 FAMILY SUPPORT CTR	96,140	0	0	0	0	0	0
10513 YOUTH COMM ED & PROG	31,918	0	0	0	0	0	0
10514 CRISIS INTER/COUNSEL	110,032	106,134	106,155	108,645	108,645	106,721	106,721
10515 SUPPORT SERV/COM ED/	0	64,894	64,894	66,157	66,157	64,932	64,932
Total Cost Centers	\$560,504	\$564,255	\$557,613	\$575,210	\$575,010	\$564,294	\$564,294
FINANCING PLAN							
MISC STATE REVENUE	294	7,550	7,550	7,550	7,550	7,550	7,550
TVCCA-SUPP HOUS PROG	9,000	9,000	9,000	9,000	9,000	9,000	9,000
YOUTH SERVICE BUREAU	31,444	31,434	31,434	31,434	31,434	31,434	31,434
LEASE FEES	2,000	1,100	1,100	1,100	1,100	1,100	1,100
GENERAL FUND	517,766	515,171	508,529	526,126	525,926	515,210	515,210
Total Financing Plan	\$560,504	\$564,255	\$557,613	\$575,210	\$575,010	\$564,294	\$564,294

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	455,525	464,602	464,104	465,190	465,190	465,190	465,190
5104 OVERTIME PAY	183	0	0	0	0	0	0
5105 LONGEVITY PAY	3,185	2,905	2,905	3,570	3,570	3,570	3,570
5109 SALARY ADJUSTMENTS	0	0	0	10,716	10,716	0	0
5110 REGULAR PART TIME	32,758	32,479	32,500	32,500	32,500	32,500	32,500
5116 WAGE CONTINUATION	3,065	0	(5,480)	0	0	0	0
5151 SOCIAL SECURITY	37,115	38,249	38,212	38,346	38,346	38,346	38,346
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Total Personnel Services	\$531,831	\$538,235	\$532,241	\$550,322	\$550,322	\$539,606	\$539,606
OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	2,441	1,500	1,500	1,500	1,500	1,500	1,500
5210 PROFESS DEVELOP/TRAI	347	350	352	350	350	350	350
5220 UTILITIES/FUEL/MILEA	150	270	270	270	270	270	270
5260 REPAIRS & MAINT-FAC/	475	475	475	475	475	475	475
5290 PROFESS/TECHNICAL SE	18,098	14,284	14,284	14,284	14,284	14,284	14,284
5300 MATERIALS & SUPPLIES	3,531	4,500	4,500	4,500	4,300	4,300	4,300
5315 VEHICLE REPLACEMENT	387	193	193	193	193	193	193
5316 VEHICLE MAINT FEE	300	300	300	300	300	300	300
5317 VEHICLE FUEL	329	498	498	456	456	456	456
5318 COMPUTER REPLMNT FEE	1,865	1,650	1,650	1,560	1,560	1,560	1,560
5410 COMPUTER EQUIPMENT	0	0	450	0	0	0	0
5609 EVICTIONS	750	2,000	900	1,000	1,000	1,000	1,000
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$28,673	\$26,020	\$25,372	\$24,888	\$24,688	\$24,688	\$24,688
GRAND TOTAL	\$560,504	\$564,255	\$557,613	\$575,210	\$575,010	\$564,294	\$564,294

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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	93,101	93,101	93,101	93,101	93,101	93,101
SOCIAL WORKER II	164,897	164,754	165,840	165,840	165,840	165,840
COUNSELOR II	113,756	113,756	113,756	113,756	113,756	113,756
FINANCIAL ASSISTANT II	48,251	48,066	48,066	48,066	48,066	48,066
OFFICE ASSISTANT II (35)	44,597	44,426	44,426	44,426	44,426	44,426
	-----	-----	-----	-----	-----	-----
Total FTE Salaries & Wages	\$464,602	\$464,103	\$465,190	\$465,190	\$465,190	\$465,190

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Human Services

DEPARTMENT: Human Services
FUNCTION: Human Services 1051

CC0 – Leadership/General Support

- Supervision and development of staff.
- Participation in local, regional and state organizations.
- Provision of adequate supplies and resources for staff development and training.
- Maintenance of department vehicle.
- Provision of equipment and furniture sufficient to accommodate staff and clients in a safe, acceptable environment.

CC1 – Case Management/Financial Assistance

- Provision of 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, FEMA.
- Provision of 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.
- Provision of 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.

CC2 – Family Support Center

CC3 – Youth/Family Community Education and Programs

- In FYE 2012 Cost Center 2 and Cost Center 3 were combined into Cost Center 5 – Support Services/Community Education/Prevention Programs.

CC4 – Crisis Intervention/Short Term Counseling

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

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Human Services

DEPARTMENT: Human Services
FUNCTION: Human Services 1051

CC5 – Support Services/Community Education/Prevention Programs

- Provision of community-based, family-centered prevention, support, case management and advocacy services for at-risk families living in the Town of Groton.
- Provision of a variety of parent education, personal growth and skill training programs for parents and other primary caregivers in the greater Groton area.
- Provision of 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.
- Development of new resources for Groton area families in conjunction with other local, regional and State providers and groups as needed.
- Provision of 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.



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 educational and public service announcements, and working with other Town departments to provide technical support for audiovisual technology.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Circulation	381,769	380,000	380,000
Items added to collection	11,405	12,000	11,000
Items withdrawn from collection	9,009	9,000	9,000
Registered borrowers	20,712	21,000	21,000
Information requests	39,156	39,000	39,000
Programs/attendance	667/14,729	675/15,000	675/15,000
Public computer users	82,738	83,000	83,000
Library web page use	279,191	225,000	225,000
Meeting room use by community groups	1,502	1,500	1,500
Video programs produced	136	140	145
Hours video programs aired on municipal cable channel	4,810	4,810	4,850

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Library

FUNCTION: Groton Public Library 1063

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,719,433	\$ 1,697,259	\$ 1,674,383	\$ 1,689,452	(0.5%)

HIGHLIGHTS:

- The overall increase in this budget is \$16,640 or 1.0%. Personnel services are up \$21,115. Operating expenses are down \$4,475.
- Personnel Services is up primarily due to contractual step increases and anticipated across the board wage increases.
- The primary decrease in operating is due to a new copier lease that will save \$6,500 on equipment and \$1,500 on photocopy costs. A slight increase in Materials and Supplies (5300) is due to an increase in funding for library materials that has been an area of prior reductions. This funding is still more than \$30,000 less than what was spent on library materials in 2003.

Final Budget Result:

-During budget deliberations, the Town Council reduced this function by \$24,447 which was the amount in the Salary adjustment account. The RTM sustained this action.

PERSONNEL CHANGES/HISTORY:

- No full time personnel changes have been proposed.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
20.00	20.00	20.00	20.00	20.00	20.00

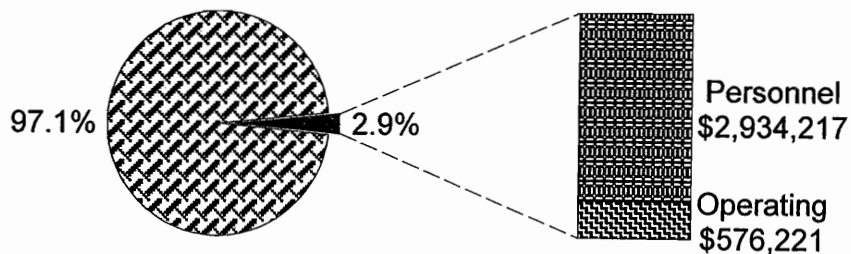
Mission Statement

Community Services
(Functions 1063, 1064)

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

- 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.
- Providing quality leisure opportunities in a safe and healthy atmosphere.
- Offering diverse community, educational and cultural activities for all members of the family.
- Providing well maintained park system, recreational facilities, school properties and trees.
- Preserving open space for future generations.
- Funding programs which enable Town residents to celebrate Groton.

COMMUNITY SERVICES **as a % of the Total Budget**

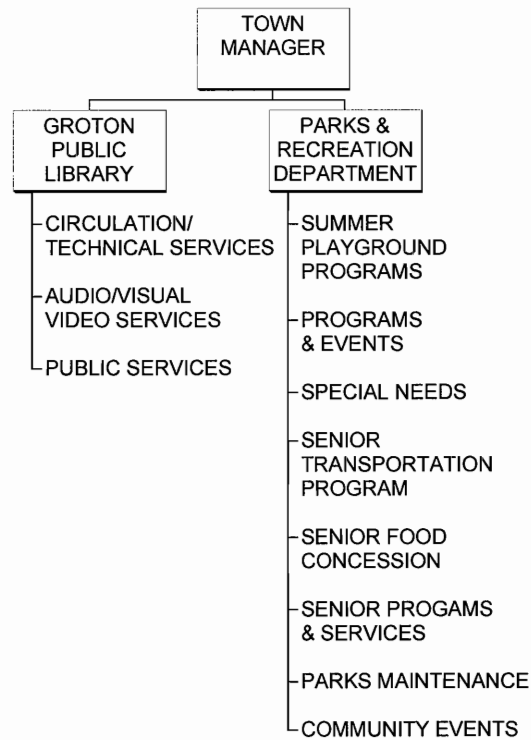


Adopted FYE 2013
Budget

Area of Service

TOWN OF GROTON

AREA OF SERVICE: COMMUNITY SERVICES



FYE 2013

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	1,445,168	1,435,477	1,412,651	1,461,896	1,456,592	1,432,145	1,432,145
Operating Expenses	274,266	261,782	261,732	261,807	257,307	257,307	257,307

Total Appropriation	\$1,719,434	\$1,697,259	\$1,674,383	\$1,723,703	\$1,713,899	\$1,689,452	\$1,689,452

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

COST CENTERS							

10630 LEADERSHIP/GEN SUPPT	214,562	227,690	223,375	207,533	207,533	204,621	204,621
10632 CIRCULATION/TECHNICA	564,205	508,244	497,614	529,045	528,470	520,819	520,819
10633 AV/VIDEO SVCS	128,685	130,990	113,569	129,896	128,896	126,625	126,625
10635 PUBLIC SERVICES	811,982	830,335	839,825	857,229	849,000	837,387	837,387

Total Cost Centers	\$1,719,434	\$1,697,259	\$1,674,383	\$1,723,703	\$1,713,899	\$1,689,452	\$1,689,452

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FINANCING PLAN							

LIBRARY FINES	27,244	28,000	28,000	28,000	28,000	28,000	28,000
LIBR LOST & DAMAGED	3,117	3,000	3,000	3,000	3,000	3,000	3,000
LIBRARY FEES	16,324	15,000	15,000	15,000	15,000	15,000	15,000
LIBRARY COPIER FEES	6,191	6,000	6,000	6,000	6,000	6,000	6,000
MISC-UNCLASSIFIED	512	0	0	0	0	0	0
GENERAL FUND	1,666,046	1,645,259	1,622,383	1,671,703	1,661,899	1,637,452	1,637,452

Total Financing Plan	\$1,719,434	\$1,697,259	\$1,674,383	\$1,723,703	\$1,713,899	\$1,689,452	\$1,689,452

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	1,102,916	1,112,035	1,091,787	1,109,309	1,109,309	1,109,309	1,109,309
5102 PART TIME PERSONNEL	205,988	184,255	184,255	189,182	184,255	184,255	184,255
5104 OVERTIME PAY	3,210	3,600	3,600	3,600	3,600	3,600	3,600
5105 LONGEVITY PAY	7,770	8,680	8,680	8,610	8,610	8,610	8,610
5109 SALARY ADJUSTMENTS	612	0	40	24,447	24,447	0	0
5110 REGULAR PART TIME	22,547	22,547	22,547	22,547	22,547	22,547	22,547
5112 SICK INCENTIVE	1,667	2,350	1,500	2,050	2,050	2,050	2,050
5151 SOCIAL SECURITY	99,718	102,010	99,936	102,151	101,774	101,774	101,774
5154 UNEMPLOYMENT COMPENS	740	0	306	0	0	0	0
Total Personnel Services	\$1,445,168	\$1,435,477	\$1,412,651	\$1,461,896	\$1,456,592	\$1,432,145	\$1,432,145
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	7,151	9,500	5,900	7,500	7,500	7,500	7,500
5210 PROFESS DEVELOP/TRAI	2,040	3,050	3,050	3,215	3,215	3,215	3,215
5220 UTILITIES/FUEL/MILEA	918	1,500	950	1,100	1,100	1,100	1,100
5260 REPAIRS & MAINT-FAC/	2,398	4,050	4,050	3,800	3,800	3,800	3,800
5261 SOFTWARE MAINT FEES	2,405	1,370	1,370	1,745	1,745	1,745	1,745
5290 PROFESS/TECHNICAL SE	57,352	49,000	41,650	44,515	44,515	44,515	44,515
5300 MATERIALS & SUPPLIES	182,828	174,750	186,200	181,750	178,250	178,250	178,250
5315 VEHICLE REPLACEMENT	1,750	875	875	875	875	875	875
5316 VEHICLE MAINT FEE	300	300	300	300	300	300	300
5317 VEHICLE FUEL	460	527	527	562	562	562	562
5318 COMPUTER REPLMNT FEE	14,200	15,860	15,860	15,445	15,445	15,445	15,445
5400 EQUIP/MACHINRY& FURN	1,358	1,000	1,000	1,000	0	0	0
5410 COMPUTER EQUIPMENT	1,106	0	0	0	0	0	0
Total Operating Expenses	\$274,266	\$261,782	\$261,732	\$261,807	\$257,307	\$257,307	\$257,307
GRAND TOTAL	\$1,719,434	\$1,697,259	\$1,674,383	\$1,723,703	\$1,713,899	\$1,689,452	\$1,689,452

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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	8.00	8.00	8.00	8.00	8.00	8.00
MUNICIPAL VIDEO SPECIALST	1.00	1.00	1.00	1.00	1.00	1.00
LIBRARY ASSISTANT (35)	2.00	2.00	2.00	2.00	2.00	2.00
ASSISTANT LIBRARIAN CIRC	1.00	1.00	1.00	1.00	1.00	1.00
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	85,233	85,233	85,233	85,233	85,233	85,233
MGR OF LIBRARY PUBLIC SVC	68,842	68,842	68,842	68,842	68,842	68,842
MGR LIB TECH SVCS & CIRC	72,947	72,947	72,947	72,947	72,947	72,947
LIBRARIAN	468,121	466,325	468,556	468,556	468,556	468,556
MUNICIPAL VIDEO SPECIALST	65,876	65,876	65,876	65,876	65,876	65,876
LIBRARY ASSISTANT (35)	72,896	71,562	72,824	72,824	72,824	72,824
ASSISTANT LIBRARIAN CIRC	52,757	52,562	52,562	52,562	52,562	52,562
MUNICIPAL VIDEO TECH	42,251	26,031	39,190	39,190	39,190	39,190
ADMINISTRATIVE ASST (35)	50,206	50,014	50,014	50,014	50,014	50,014
OFFICE ASSISTANT II (35)	132,908	132,396	133,267	133,267	133,267	133,267

Total FTE Salaries & Wages	\$1,112,036	\$1,091,787	\$1,109,309	\$1,109,309	\$1,109,309	\$1,109,309

TOWN OF GROTON
FYE 2013 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.
- Provide outreach and homebound services to the community.
- 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, CDs and software.
- Provide research assistance for individuals and groups.
- 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 instructional programs, trips, athletics, cultural events and a summer program for children. 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. The Parks & Forestry Division supports the delivery of leisure services in the community through the maintenance of Town-owned parks, public places, school grounds, playgrounds, coastal access points, athletic fields, cemeteries and open spaces.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Recreational Services Division:			
Offerings:			
Total program sections offered	795	702	702
Special Events/Trips	33	30	30
Enrollments:			
Program enrollments	11,260	10,797	10,780
Number of Scholarships	114	125	125
Scholarships amount	\$11,520	\$8,180	\$8,000
Senior Services Division:			
Seniors Using Transportation/Rides	182/5,022	161/6,278	175/69,00
Food revenue	\$88,828	\$75,000	\$80,000
Senior Programs:			
Classes/number of participants	150/2,067	170/2,270	178/2500
Special meals/participants	34/1,706	30/1,800	30/1,800
Special Events	68	70	70
Trips/Number of Participants:	33/880	36/900	39/960
Parks & Forestry Division:			
(Measured in hours)			
Maintenance of Town properties	14,280	14,280	14,340
School ground maintenance	2,590	2,590	2,590
Forestry, trails and open space maintenance	480	480	480
Number of facilities	101	101	101
Number of acres	1,578	1,578	1,585

TOWN OF GROTON FYE 2013 BUDGET FUNCTION HIGHLIGHTS					
DEPARTMENT: Parks and Recreation			FUNCTION: Parks & Recreation 1064		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 2,116,500	\$ 1,838,389	\$ 1,814,261	\$ 1,820,986	(0.9%)
<p>Highlights:</p> <ul style="list-style-type: none"> - The overall increase in this budget is \$8,606 or 0.5%. Personnel services are up \$13,531. Operating expenses are down \$4,925. - Personnel Services is up primarily due to contractual step increases and anticipated across the board wage increases. - This budget needs to be viewed in conjunction with Function 3240 Recreation and Senior Activities Fund. Cost Center (cc) 3 Special Needs and Cost Center (cc) 4 Senior Food Concession were added to correspond with matching cost centers in Function 3240. - Projects the hiring of a Director in Spring 2012. <p><u>Recreation Services</u></p> <ul style="list-style-type: none"> - All direct program costs for Recreation Programs (cc 1), Summer Playgrounds (cc 2) and Special Needs (cc 3) were moved to Function 3240, leaving only the full time personnel costs allocated to these cost centers in Function 1064. - Experienced a decrease in enrollment and a reduction in programs offered in FYE12 due to the unavailability of the Mystic Education Center for aquatics and other programs and lower enrollments in the summer playground programs. These levels are expected to continue into FYE13. <p><u>Senior Center</u></p> <ul style="list-style-type: none"> - Increased demand for programs especially in the fitness and active recreation areas. Evaluating programming and possibly hours of operation to meet needs and interests of the boomer generation. - Increased emphasis on marketing and fundraising to offset costs. <p><u>Parks Maintenance</u></p> <ul style="list-style-type: none"> - Cost centers 7 and 9 were combined with cost center 8 to form a single cost center for Parks Maintenance. During FYE12 the Parks Maintenance Division was placed under the general supervision of Golf Course Superintendent with 25% of his salary (\$18,761) now being charged to cc 8. Better integration of the two maintenance operations should lead to improved efficiencies and economies of scale. - The Parks Maintenance Division will take over responsibility for grounds maintenance at three (3) vacated schools, resulting in \$8,038 savings in contractual services in the Public Works Budget (1035). <p>Final Budget Result:</p> <ul style="list-style-type: none"> -During budget deliberations, the Town Council reduced this function by \$26,009 which was the amount in the Salary adjustment account. The RTM sustained this action. 					
PERSONNEL CHANGES/HISTORY:					
<ul style="list-style-type: none"> - 25% of the Golf Course Superintendent's salary (\$18,761) is being charged to cc 8 to reflect oversight responsibilities for Parks Maintenance. 					
FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
23.00	20.50	20.50	21.04	20.75	20.75

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	1,694,138	1,514,550	1,454,628	1,528,081	1,528,081	1,502,072	1,502,072
Operating Expenses	422,363	323,839	359,633	327,939	318,914	318,914	318,914
Total Appropriation	\$2,116,501	\$1,838,389	\$1,814,261	\$1,856,020	\$1,846,995	\$1,820,986	\$1,820,986

COST CENTERS							

10640 LEADERSHIP/GEN SUPPT	191,130	192,081	200,853	215,983	211,008	207,763	207,763
10641 SUMMER PLAYGROUND PR	263,937	64,226	53,589	14,853	14,853	14,562	14,562
10642 PROGRAMS & EVENTS	365,709	317,360	292,154	283,402	283,402	277,944	277,944
10643 SPECIAL NEEDS PROGRA	0	0	0	14,853	14,853	14,562	14,562
10644 SR FOOD CONCESSION	0	0	0	84,168	84,168	82,810	82,810
10645 SR TRANSPORTATION PR	165,619	165,950	160,436	174,396	174,396	172,566	172,566
10646 SR PROGRAMS & SERVIC	510,132	462,316	456,536	386,384	386,134	381,511	381,511
10647 SCHOOL GROUNDS & ATH	81,121	85,462	86,462	0	0	0	0
10648 PARKS MAINTENANCE	499,290	509,350	523,124	647,010	643,210	634,616	634,616
10649 FORESTRY & TRAILS	23,047	20,645	20,577	0	0	0	0
1064A COMMUNITY EVENTS	16,516	20,999	20,530	34,971	34,971	34,652	34,652
Total Cost Centers	\$2,116,501	\$1,838,389	\$1,814,261	\$1,856,020	\$1,846,995	\$1,820,986	\$1,820,986

FINANCING PLAN							

PLAYGROUND AIDES-BOE	40,573	0	0	0	0	0	0
BOE-FHS/GRND MOWING	44,538	48,875	48,875	50,341	50,341	50,341	50,341
SENIOR CTR FEES	71,313	42,540	42,282	42,540	42,540	42,540	42,540
PARK CONCESSION & RENTALS	1,066	1,000	1,400	1,500	1,500	1,500	1,500
PROGRAM & EVENTS REVENUE	18,922	0	0	0	0	0	0
SUMMER PLAYGROUND REVENUE	24,739	0	0	0	0	0	0
PARK & RECREATION RENTALS	2,590	3,000	3,000	3,000	3,000	3,000	3,000
MISC-UNCLASSIFIED	58	0	0	0	0	0	0
LEASE FEES	0	650	0	0	0	0	0
GENERAL FUND	1,912,702	1,742,324	1,718,704	1,758,639	1,749,614	1,723,605	1,723,605
Total Financing Plan	\$2,116,501	\$1,838,389	\$1,814,261	\$1,856,020	\$1,846,995	\$1,820,986	\$1,820,986

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	1,091,219	1,101,444	1,048,258	1,114,730	1,114,730	1,114,730	1,114,730
5102 PART TIME PERSONNEL	168,273	146,169	141,612	134,017	134,017	134,017	134,017
5103 SEASONAL PERSONNEL	198,183	43,400	43,400	43,400	43,400	43,400	43,400
5104 OVERTIME PAY	8,935	8,295	9,080	9,585	9,585	9,585	9,585
5105 LONGEVITY PAY	4,255	4,577	4,652	4,983	4,983	4,983	4,983
5109 SALARY ADJUSTMENTS	97	0	4,842	26,009	26,009	0	0
5110 REGULAR PART TIME	95,037	100,805	95,244	83,702	83,702	83,702	83,702
5111 PREMIUM PAY/OUT OF C	262	750	1,075	750	750	750	750
5112 SICK INCENTIVE	50	0	50	0	0	0	0
5116 WAGE CONTINUATION	1,080	0	0	0	0	0	0
5117 ALLOWANCES	1,130	1,480	1,580	1,480	1,480	1,480	1,480
5151 SOCIAL SECURITY	116,422	107,630	103,096	106,425	106,425	106,425	106,425
5154 UNEMPLOYMENT COMPENS	9,195	0	1,739	3,000	3,000	3,000	3,000

Total Personnel Services	\$1,694,138	\$1,514,550	\$1,454,628	\$1,528,081	\$1,528,081	\$1,502,072	\$1,502,072

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	10,848	9,830	9,780	9,730	9,730	9,730	9,730
5210 PROFESS DEVELOP/TRAI	6,753	6,519	5,915	8,839	7,684	7,684	7,684
5220 UTILITIES/FUEL/MILEA	5,879	6,434	5,634	5,534	5,534	5,534	5,534
5230 PYMNTS/CONTRIBUTIONS	0	1,140	1,140	1,140	1,140	1,140	1,140
5240 BOARDS & COMMISSIONS	0	100	0	100	100	100	100
5260 REPAIRS & MAINT-FAC/	5,160	6,725	6,561	6,800	6,230	6,230	6,230
5281 OCCUPATIONAL HEALTH	5,036	4,155	3,955	4,355	4,355	4,355	4,355
5290 PROFESS/TECHNICAL SE	169,040	96,139	98,739	90,695	89,195	89,195	89,195
5300 MATERIALS & SUPPLIES	119,145	95,843	93,300	96,550	93,550	93,550	93,550
5310 VEHICLE OPER/MAINT	11,678	10,605	10,000	10,605	10,105	10,105	10,105
5315 VEHICLE REPLACEMENT	24,480	24,777	24,777	24,777	24,777	24,777	24,777
5316 VEHICLE MAINT FEE	13,300	14,800	14,800	15,500	15,500	15,500	15,500
5317 VEHICLE FUEL	37,216	42,032	42,032	47,019	47,019	47,019	47,019
5318 COMPUTER REPLMNT FEE	4,375	4,740	4,740	3,995	3,995	3,995	3,995
5400 EQUIP/MACHINRY& FURN	9,354	0	2,860	2,300	0	0	0
5410 COMPUTER EQUIPMENT	99	0	35,400	0	0	0	0

Total Operating Expenses	\$422,363	\$323,839	\$359,633	\$327,939	\$318,914	\$318,914	\$318,914

GRAND TOTAL	\$2,116,501	\$1,838,389	\$1,814,261	\$1,856,020	\$1,846,995	\$1,820,986	\$1,820,986

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIR OF ADMIN SERVICES	0.00	0.38	0.00	0.00	0.00	0.00
DIRECTOR OF PARKS & REC	1.00	1.00	1.00	1.00	1.00	1.00
GOLF COURSE SUPER	0.00	0.17	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
PROGRAM SUPER SR CENTER	2.00	2.00	2.00	2.00	2.00	2.00
PROGRAM SUPER REC	3.00	3.00	3.00	3.00	3.00	3.00
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
GROUNDSCOOPER	3.00	3.00	3.00	3.00	3.00	3.00
MAINTAINER	1.50	1.50	1.50	1.50	1.50	1.50

Total FTE Personnel	20.50	21.04	20.75	20.75	20.75	20.75

FTE SALARIES & WAGES						

DIR OF ADMIN SERVICES	0	42,002	0	0	0	0
DIRECTOR OF PARKS & REC	92,337	21,947	87,790	87,790	87,790	87,790
GOLF COURSE SUPER	0	12,519	18,761	18,761	18,761	18,761
MGR RECREATION SERVICES	71,854	71,854	71,854	71,854	71,854	71,854
SR CENTER SUPERVISOR	67,393	67,393	67,393	67,393	67,393	67,393
PROGRAM SUPER SR CENTER	105,681	105,682	106,702	106,702	106,702	106,702
PROGRAM SUPER REC	156,460	121,163	154,405	154,405	154,405	154,405
OFFICE ASST/MAIL COURIER	37,337	37,201	37,933	37,933	37,933	37,933
FOOD SERVICE SUPERVISOR	40,376	40,376	40,376	40,376	40,376	40,376
OFFICE ASSISTANT II (35)	133,807	133,279	133,279	133,279	133,279	133,279
OFFICE ASSISTANT III (35)	46,406	46,228	46,228	46,228	46,228	46,228
FOREMAN	63,414	63,414	63,414	63,414	63,414	63,414
EQUIPMENT MECHANIC	58,673	58,448	58,448	58,448	58,448	58,448
GROUNDSCOOPER	156,899	156,312	156,312	156,312	156,312	156,312
MAINTAINER	70,808	70,441	71,834	71,834	71,834	71,834

Total FTE Salaries & Wages	\$1,101,444	\$1,048,258	\$1,114,728	\$1,114,728	\$1,114,728	\$1,114,728

TOWN OF GROTON
FYE 2013 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 progressive 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

- Includes full time personnel associated with Summer Playground programs.
- *Seasonal personnel and operating costs are found in the Recreation and Senior Activities Fund-Function 32402.

CC2 – Programs and Events

- *Offer an array of programs to meet the recreational, fitness, social, expressive and cultural needs of the community.
- Coordinate leisure services for citizens with special needs.
- *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.
- Offer community-focused events that bring citizens and families together.
- Improve community health and wellness.

CC3 – Special Needs

- Includes full time personnel associated with Special Needs programs.
- *Part-time personnel and operating costs are found in the Recreation and Senior Activities Fund-Function 32403.

CC4 – Senior Food Concession

- Includes full time, regular part-time personnel 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 Special Revenue Fund 32306.

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.
- Support the programs of the Recreation Division and Golf Course when possible.
- 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

- Promote the Snack Bar as an inexpensive, pleasurable nutrition source and meet the increasing demand for this program.
- Continue to work with TVCCA on Meals on Wheels to meet the increasing need of homebound seniors.
- Offer a variety of recreational and social programs to meet the needs of the senior community.
- Coordinate access to other service providers to benefit the seniors and meet their needs.
- Publish a comprehensive service guide for seniors in town.
- Provide intergenerational activities to encourage interaction with all ages.

*In FYE 2012 these activities were moved to the Recreation & Senior Activities Fund- Function #3240.

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Community Services

DEPARTMENT: Parks & Recreation
FUNCTION: Parks & Recreation 1064

- Support the Groton Senior Citizen's Club and their programs and services.
- Support the Groton Regional Theater and their programs and services.
- Utilize the marketing plan for promoting programs to all seniors including younger seniors.
- Provide social programs and special events which provide a setting for interaction.
- Utilize the recreation area behind the center for programs.
- Support community service efforts by the Groton Senior Citizen's Club and entertaining groups.
- Continue to develop staff proficiency in new computer software.
- Promote continuing staff education.
- Maintain personal interaction with the seniors.
- Promote positive working relations with other Town departments.
- Maintain upkeep of all classrooms and building facilities.

CC7 – School Grounds & Athletic Fields

This cost center has been combined into CC8 Parks Maintenance.

CC8 – Parks Maintenance

- Provide mowing to school grounds through contractual services. The Parks Foreman will continue to coordinate all school ground maintenance.
- Provide safe playing surfaces and turf management program for high school and middle school athletic fields.
- Provide safe playing surfaces for all sports fields.
- Continue to upgrade maintenance plan for athletic fields.
- Continue to work in cooperation with Board of Education Athletic Department.
- Maintain 71 town properties to accepted maintenance standards.
- Continue maintenance and landscape key areas in Town for beautification.
- Maintain safe and aesthetically pleasing environment at Esker Point.
- Rake and groom beach twice weekly.
- Support beach concerts, volleyball league and special events.
- Provide supervision and leadership for full-time and seasonal workers.
- Oversee all contractual services for the division, including school grounds.
- Maintain equipment systematically to improve longevity and productivity.
- Maintain 13 cemeteries in-house to accepted maintenance standards.
- Inspect and maintain play structures to accepted standards. Maintain systematic replacement plan.
- Remove hazardous trees, prune trees for public safety on parks, Town grounds and Town roads.
- Continue to plant trees in parks, Town grounds and roadsides throughout the Town.
- Hold an Arbor Day ceremony at a Town school.
- Maintain open space and trails.
- Tree warden duties per CT state statute 451-Section 23-59.

CC9 – Forestry & Trails

This cost center has been combined into CC8 Parks Maintenance.

CCA – Community Events

- Conduct annual community-wide celebrations including:
 - Fourth of July Parade
 - Thames River Fireworks entertainment at Fort Griswold
 - Groton's Fall Festival
 - Holiday Lights Parade

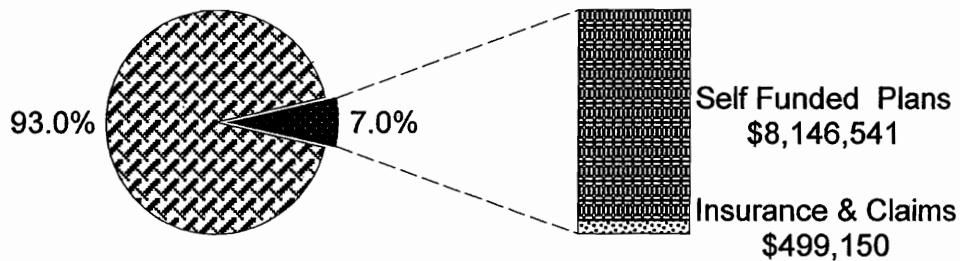


Non-Departmental

(Functions: 1070, 1071)

This area of service accounts for general insurances, unemployment claims, and employee health insurances associated with the employees and retirees as well as costs associated with the retirement system, workers compensation and the amount the Town contributes for future post employment benefits other than retirement.

NON-DEPARTMENTALS as a % of the Total Budget



Adopted FYE 2013
Budget

Area of Service

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals

FUNCTION: Insurance & Claims 1070

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 481,955	\$ 574,250	\$ 530,100	\$ 520,150	(9.4%)

HIGHLIGHTS:

- The overall budget is decreasing \$54,100 or a 9.4% reduction. Final rates (excluding unemployment) are determined in June, based on actual experience. The proposed budget reflects our best estimate of insurance costs for FYE 2013.

- In light of a potential reduction in force during FYE 2011, a line item was added for unemployment benefits. The Town is self-insured for unemployment benefits. The FYE 2013 budget proposes to decrease the line item for unemployment by (\$39,000) based on experience and the Town Manager's proposed budget. If cuts are made to personnel, additional funds may be needed.

Final Budget Result:

- During budget deliberations, there were no changes.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	40,170	60,000	26,000	25,000	21,000	21,000	21,000
Operating Expenses	441,785	514,250	504,100	518,150	499,150	499,150	499,150
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Total Appropriation	\$481,955	\$574,250	\$530,100	\$543,150	\$520,150	\$520,150	\$520,150

COST CENTERS							

10700 GENERAL LIABILITY	332,093	369,000	360,000	369,000	360,000	360,000	360,000
10701 MV LIA & PHY DAMAGE	74,113	77,850	74,500	77,850	67,850	67,850	67,850
10702 PUBLIC OFFICIAL LIAB	31,093	33,500	36,500	38,000	38,000	38,000	38,000
10703 SHELLFISH COMMISSION	2,870	3,900	3,100	3,300	3,300	3,300	3,300
10705 ADMIN & CLAIM PAYMEN	1,616	30,000	30,000	30,000	30,000	30,000	30,000
10706 UNEMPLOYMENT	40,170	60,000	26,000	25,000	21,000	21,000	21,000
	-----	-----	-----	-----	-----	-----	-----
Total Cost Centers	\$481,955	\$574,250	\$530,100	\$543,150	\$520,150	\$520,150	\$520,150

FINANCING PLAN							

GENERAL FUND	481,955	574,250	530,100	543,150	520,150	520,150	520,150
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Total Financing Plan	\$481,955	\$574,250	\$530,100	\$543,150	\$520,150	\$520,150	\$520,150

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5154 UNEMPLOYMENT COMPENS	40,170	60,000	26,000	25,000	21,000	21,000	21,000

Total Personnel Services	\$40,170	\$60,000	\$26,000	\$25,000	\$21,000	\$21,000	\$21,000

OPERATING EXPENSES							

5280 INSURANCE/RISK MGMT	440,169	484,250	474,100	488,150	469,150	469,150	469,150
5285 BUILDNG & PROPERTY D	0	10,000	10,000	10,000	10,000	10,000	10,000
5289 INSURANCE CLAIM PAYM	1,616	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	\$441,785	\$514,250	\$504,100	\$518,150	\$499,150	\$499,150	\$499,150

GRAND TOTAL	\$481,955	\$574,250	\$530,100	\$543,150	\$520,150	\$520,150	\$520,150

TOWN OF GROTON
FYE 2013 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.

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 area of claims.

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals

FUNCTION: Self Funded Plans 1071

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM ADOPTED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 7,518,131	\$ 8,157,901	\$ 8,157,901	\$ 8,125,541	(0.4%)

HIGHLIGHTS:

Benefit costs for the General Fund are included in this function:

- Employee Benefits (#10710) represents funds pertaining to retirement, health insurance workers' compensation, and life insurance.
- Retiree Health Benefits (#10711) represents funds pertaining to health benefits attributable to retirees.
- Heart & Hypertension (#10712) represents funds pertaining to those benefits attributable to police officers and their spouses.
- 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.

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

Final Budget Result:

- During budget deliberations, there were no changes.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Personnel Services	7,518,131	8,157,901	8,157,901	8,466,382	8,125,541	8,125,541	8,125,541
Total Appropriation	\$7,518,131	\$8,157,901	\$8,157,901	\$8,466,382	\$8,125,541	\$8,125,541	\$8,125,541
COST CENTERS							
10710 EMPLOYEE BENEFITS	5,674,303	6,187,944	6,187,944	6,395,873	6,171,799	6,171,799	6,171,799
10711 RETIREE HEALTH BENEF	589,713	671,773	671,773	668,162	660,752	660,752	660,752
10712 HEART & HYPERTENSION	220,415	219,484	219,484	225,647	225,647	225,647	225,647
10713 OPEB LIABILITY	1,033,700	1,078,700	1,078,700	1,176,700	1,067,343	1,067,343	1,067,343
Total Cost Centers	\$7,518,131	\$8,157,901	\$8,157,901	\$8,466,382	\$8,125,541	\$8,125,541	\$8,125,541
FINANCING PLAN							
STATE GRANTS	30,782	48,692	37,569	18,820	18,820	18,820	18,820
GENERAL FUND	7,487,349	8,109,209	8,120,332	8,447,562	8,106,721	8,106,721	8,106,721
Total Financing Plan	\$7,518,131	\$8,157,901	\$8,157,901	\$8,466,382	\$8,125,541	\$8,125,541	\$8,125,541

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5152 RETIREMENT	1,799,870	2,191,710	2,191,710	2,501,091	2,320,733	2,320,733	2,320,733
5153 HEALTH INSURANCE	3,843,912	3,967,985	3,967,985	3,862,804	3,819,088	3,819,088	3,819,088
5155 WORKER'S COMP	0	0	0	3,676	3,676	3,676	3,676
5158 LIFE INSURANCE	30,521	28,249	28,249	28,302	28,302	28,302	28,302
5159 HEART & HYPERTENSION	220,415	219,484	219,484	225,647	225,647	225,647	225,647
5160 HEALTH-RETIREE-CURRE	589,713	671,773	671,773	668,162	660,752	660,752	660,752
5170 OTHER POSTEMPLOY BEN	1,033,700	1,078,700	1,078,700	1,176,700	1,067,343	1,067,343	1,067,343

Total Personnel Services	\$7,518,131	\$8,157,901	\$8,157,901	\$8,466,382	\$8,125,541	\$8,125,541	\$8,125,541

GRAND TOTAL	\$7,518,131	\$8,157,901	\$8,157,901	\$8,466,382	\$8,125,541	\$8,125,541	\$8,125,541

TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Non-Departmental

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

The Self-Funded Plans function reflects those benefits paid for current employees, retirees and their families.

CC0 - Employee Benefits

Reflects payments made to the Fiduciary/Internal Service Funds out of which payments are made to employees for retirement, medical and life insurance costs and workers compensation.

CC1 - Retiree Benefits

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

CC2 - Heart & Hypertension

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

CC3 - Other Post Employment Benefit (OPEB) Liability

Reflects the amount that the Town contributes for future post employment benefits other than retirement.

Highlights 1071 - Self Funded Plans

This function contains contributions made by the Town to self-funded benefit plans for general fund employees. Also included are the costs of life insurance and contributions to the retirement fund for the same group of employees. Health insurance costs for retirees from general fund positions are also included in this function. Benefits for employees charged to Other 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.

The allocation of benefits to the various functions is summarized on a chart following this narrative. This chart lists the prorated benefits by function and employee affiliation. It should be noted that employee benefits are established by previously approved collective bargaining agreements and by the Terms and Conditions of Employment for Non-Union Employees.

Retirement (\$2,320,733)

Annually an actuarial evaluation is completed to measure actuarial gains and losses from the previous year. The evaluation also contains recommended employer contributions to the retirement fund. The Retirement Fund's Market Value was \$83.8 million as of June 30, 2011, up from \$72.1 in 2010. Actuarial liabilities exceed assets by \$17.7 million resulting in a Funded Ratio of 82.9% as compared to 85.8% in 2010. This ratio continues to decline as a result of net actuarial losses during 2011.

The recommended contribution for FYE 2013 as a percentage of payroll is 12.8% for the entire plan up from 11.5% in FYE 2012, an 11.3% increase. Actual dollar increase in contributions (\$129,023) for the Town portion is up 5.8% compared to a 21.7% increase in FYE 2012.

The plan in FYE 2011 experienced \$ 3.00 million dollars in net actuarial losses compared to \$6.12 million in FYE 2010. The primary source of actuarial losses (\$4.20 million) continues to be investment return lower than the actuarial assumption of 8.00%. However, this loss was partially offset by a \$1.2 million in actuarial gains resulting from lower than expected salary increases.

Actuarial losses attributable to the market declines in FYE 2008 and FYE 2009 have not been fully recovered due to the smoothing of investment gains and losses over a five year period. The impact of this smoothing can be seen in the following chart by comparing the Actuarial Value Return (smoothed) to the Market Value Return. The purpose of the smoothing is to avoid large swings in actuarial losses/gains if market value was used.

FYE	2006	2007	2008	2009	2010	2011
Market Value Return	6.90%	14.32%	-5.50%	-15.96%	13.45%	18.55%
Actuarial Value Return	5.35%	9.03%	7.06%	1.14%	0.67%	3.24%
Actuarial Assumption	8.25%	8.25%	8.25%	8.25%	8.00%	8.00%

In dollar terms, there remains \$1.8 million in unrecognized actuarial losses, down considerably from FYE 2010 figure of \$12.2 million. This is the difference between the market value of the plan assets compared to the actuarial value. Annual required contributions (ARC) are negatively impacted by the continuing recognition of actuarial losses.

Health Insurance (\$4,479,840)

The projected total health insurance cost for the Town (Town Operations plus Golf Course and Water Pollution Control) for FYE 2013 is \$6,614,922 up 0.9% from last year. This includes both retiree and active employees in the self funded plan and the premium based plan for retirees.

The Town works closely with a health insurance consultant to assure that the renewals received from Anthem are accurate projections of expected claims and trend factors. Anthem, through our consultants AON, provided the Town with a renewal in December 2011. The request column of the FYE 2013 budget reflects this renewal

As noted earlier the Town makes an annual contribution to the Insurance Fund. The health insurance cost noted above is reduced by employee/retiree/outside agency contributions \$1,354,122 and the application of a portion of the fund balance (\$322,166), resulting in a net town contribution of \$4,938,840. The general fund portion of this amount is \$4,479,840.

The total general fund contribution for health insurance is a 3.4% decrease from FYE 2012, even though overall health insurance costs are up .09% from last year. The difference primarily is the result of a \$214,896 increase in amount of fund balance used to offset insurance costs. A fund balance results from better than expected claims experience over the life of the fund.

The Town portion of the Self-funded Insurance Fund had a fund balance as of June 30, 2011 of \$1.89 million up from \$1.48 million with the corridor remaining steady at \$1.37 million. For several years, the Town has reduced the town contribution to health fund by a percentage of the fund balance amount in excess of the corridor between expected claims and 125% of expected claims which is the point at which stop-loss insurance takes over. In FYE 2012, the entire amount of the fund balance in excess of the corridor was used. The increase in fund balance FYE 2013 allows for a return to the previous practice of using 50% of the excess for this purpose. The amount of fund balance applied increased from \$107,270 in FYE 2012 to \$322,166 in FYE 2013, which along with an increase in contributions from outside agencies, employee and retirees (\$25,370) resulted in the 3.4% net reduction in general fund contribution noted above.

	FY 2011	FY 2012	FY 2013
Total Insurance Renewal	\$6,710,126	\$6,558,392	\$6,614,922
Fund Balance	\$2.24 Million	\$1.48 Million	\$1.89 Million
Corridor	\$1.43 Million	\$1.37 Million	\$1.37 Million
Dollar amount of Fund Balance used	\$ 401,048	\$107,270	\$322,166
Employee/Retiree/Outside Agency Contribution	\$1,303,183	\$1,328,752	\$1,354,122
General Fund Contribution for Actives	\$3,843,912	\$3,967,985	\$3,818,088
General Fund Contribution for Retirees	\$ 589,713	\$671,773	\$660,752
Total General Fund Contribution	\$4,433,625	\$4,639,758	\$4,479,840

Worker's Compensation (\$4,054)

Just 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 the 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. Contributions also cover the cost of the Third Party Administrator (TPA) hired to manage claims, legal services and excess claims insurance. The recommended general fund contribution for FYE13 based on the July 1, 2011 actuarial evaluation was \$212,410. As of that date the Town portion of the Workers Compensation Fund had a fund balance of \$867,902. Beginning in FYE09, the contribution was reduced by amortizing excess fund balance over a three year period. In FYE12 this resulted in a zero dollar contribution to the fund. Using the same methodology for FYE13 the contribution is \$4,054 (General Fund, Golf Course and Sewer Operating).

Currently, there are \$242,834 of incurred but not reported claims (INBR) which must be covered, adding the unreduced FYE13 contribution of \$212,410 equates to \$455,244 leaving an undesignated fund balance of \$412,658. While the fund balance is less than FY12, the opportunity again presented itself to substantially reduce the Town contribution to the fund. The remaining undesignated fund balance will cover the IBNR and approximately one year's annual contributions. While future claims may fluctuate, this continues to be a risk worth taking.

Life Insurance (\$28,279)

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 and remains the stable from FYE12.

Heart and Hypertension (\$225,647)

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 \$225,647 is an annual contribution to the Worker's Compensation Fund based on an actuarial estimate of future liability for current claims. This is a \$6,163 increase from FYE 2012. This account continues to stabilize after a period of +/- 30% fluctuations.

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 Postemployment 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.

FYE 2008 was the first year that the Town was required to recognize this liability on its financial statements. The July 1, 2011 valuation set the Town's OPEB liability at approximately \$40.5 million, with an Annual Required Contribution (ARC) of \$3.6 million. These amounts have increased from the July 1, 2010 valuation in which the liability was at \$38.9 million and the ARC was at \$3.5 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 \$5.3 million has been contributed into the trust fund that was set up in FYE 2008. The recommended General Fund Contribution to the OPEB for FYE 2013 is \$1,176,700.

The net budget impact (NBI) of the \$3.6 million ARC, discussed above, is \$1.7 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 \$1.7 million level.

Ten Year Implementation to Net Budget Impact				
FYE 2013 Proposed Budget				
\$ increase of \$98,000 for FYE 2013 and increases in the next 4 years achieves 100% funding of Net Budget Impact (NBI) of \$1,666,000 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	\$ 107,000	\$ 1,283,700	\$ 7,736,400	9.1%
2015	\$ 117,000	\$ 1,400,700	\$ 9,137,100	9.1%
2016	\$ 127,000	\$ 1,527,700	\$ 10,664,800	9.1%
2017	\$ 138,300	\$ 1,666,000	\$ 12,330,800	9.1%
** First year of plan to fund the Net Budget Impact Dollar Amount				
*** First Year OPEB Allocated to Other Funds: Golf Course and Sewer Operating				

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			AFSCME	GMEA	Steelworkers	Police Union	Pol Non-Union	Employee Benefits							Heart & Hyper. #5159	TOTAL BENEFITS	
		Town Plan	ICMA	Retirement #5152						ICMA #5152	Health #5153 & #5160	Life #5158	Work. Comp #5155	OPEB #5170					
GENERAL FUND :																			
1005-TOWN CLERK	5.00	2.00				3.00					\$40,499			\$91,800	\$580	\$75	\$21,872	\$154,826	
1010-EXECUTIVE MANAGEMENT	3.00	3.00									\$35,383			\$55,080	\$348	\$45	\$13,123	\$103,979	
1013-FINANCE	19.00	4.00			2.00	13.00					\$153,355			\$348,840	\$2,204	\$286	\$83,113	\$587,798	
1014-ADMINISTRATIVE SERVICES	27.00	6.00	3.00			18.00					\$172,228			\$495,720	\$3,132	\$407	\$118,107	\$797,227	
1024-PUBLIC SAFETY	73.00					4.00		66.00	3.00		\$1,060,193			\$1,340,280	\$8,467	\$1,100	\$319,328	\$2,955,015	
1035-PUBLIC WORKS	52.25	5.75		3.00	12.50	31.00					\$417,919			\$959,310	\$6,060	\$787	\$228,560	\$1,612,636	
1046-PLANNING & DEVELOPMENT	16.00	5.00				11.00					\$120,976			\$293,760	\$1,856	\$241	\$69,990	\$486,823	
1051-HUMAN SERVICES	8.00	1.00				7.00					\$51,251			\$146,880	\$928	\$121	\$34,995	\$234,175	
1063-LIBRARY	20.00	2.00	1.00			17.00					\$119,414			\$367,200	\$2,320	\$301	\$87,487	\$580,132	
1064-PARKS & RECREATION	20.75	3.00	2.25		10.00	5.50					\$132,610			\$380,970	\$2,407	\$313	\$90,768	\$612,930	
GENERAL FUND: SUB-TOTAL: FYE 2013	244.00	31.75	6.25	5.00	95.50	36.50	66.00	3.00			\$2,303,828	\$16,905	\$4,479,840	\$28,302	\$3,676	\$1,067,343	\$225,647	\$8,125,541	
OTHER FUNDS:																			
2010-GOLF COURSE FUND	6.25	1.00	0.75			4.50					\$45,224	\$2,251	\$114,750	\$725	\$94	\$27,340		\$190,384	
2020-SEWER FUND	18.75	3.25			3.50	12.00					\$147,208	\$0	\$344,250	\$2,173	\$284	\$82,017		\$575,932	
OTHER FUNDS: SUB-TOTAL: FYE 2013	25.00	4.25	0.75	0.00	3.50	16.50	0.00	0.00			\$192,432	\$2,251	\$459,000	\$2,898	\$378	\$109,357		\$766,316	
T O T A L S - ALL FUNDS-----FYE 2013	269.00	36.00	7.00	5.00	99.00	53.00	66.00	3.00			\$2,496,260	\$19,156	\$4,938,840	\$31,200	\$4,054	\$1,176,700	\$225,647	\$8,891,857	
FYE 2012 Adopted Budget: General & Other											\$2,355,895	\$19,769	\$5,122,370	\$31,200	\$0	\$1,078,700	\$219,484	\$8,827,418	
\$ Change from FYE 2012 to FYE 2013											\$140,365	(\$613)	(\$183,530)	\$0	\$4,054	\$98,000	\$6,163	\$64,439	
% Change from FYE 2012 to FYE 2013											6.0%	-3.1%	-3.6%	0.0%	0.0%	9.1%	2.8%	0.7%	

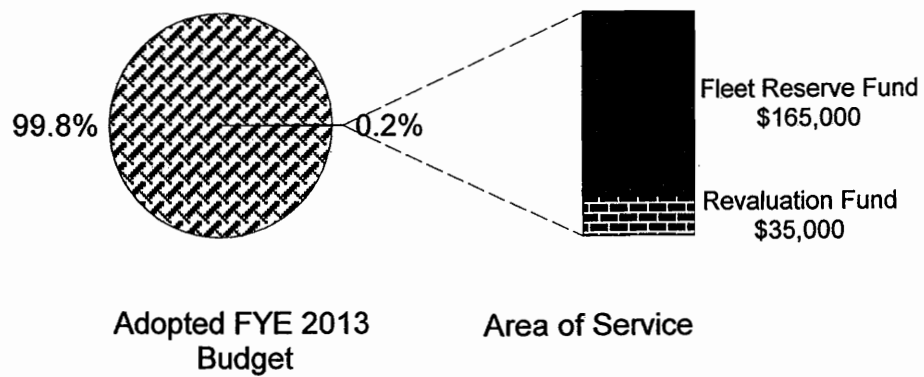


Contributions to other Funds

(Function: 1077)

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

CONTRIBUTIONS TO OTHER FUNDS as a % of the Total Budget



TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Contributions to Other Funds

FUNCTION: Contr. To Other Funds 1077

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 55,000	\$ 30,000	\$ 30,000	\$ 200,000	566.7%

HIGHLIGHTS:

- Represents General Fund contributions to Other funds. Contributions are being made to the Revaluation Fund (2120) and the Fleet Reserve Fund (6040).
- The contribution to the Revaluation Fund (#2120) allows for future revaluations and updating the GIS aerial maps.
- In an effort to replenish the Fleet Fund after several years of underfunding beginning in 2009, it is proposed that a general fund contribution of \$165,000 be made to the Fleet Fund. This amount represents approximately 22% of the recommended general fund vehicle replacement fees which with the 25% contribution in departmental accounts will bring contributions close to 50% of the recommended amount. This is the first step toward bringing fleet contributions up to the recommended level.

Final Budget Result:

-During budget deliberations, there were no changes.

PERSONNEL:

-No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	55,000	30,000	30,000	601,486	200,000	200,000	200,000
Total Appropriation	\$55,000	\$30,000	\$30,000	\$601,486	\$200,000	\$200,000	\$200,000

COST CENTERS							

10770 FLEET RESERVE FUND	0	0	0	566,486	165,000	165,000	165,000
10771 REVALUATION FUND	55,000	30,000	30,000	35,000	35,000	35,000	35,000
Total Cost Centers	\$55,000	\$30,000	\$30,000	\$601,486	\$200,000	\$200,000	\$200,000

FINANCING PLAN							

GENERAL FUND	55,000	30,000	30,000	601,486	200,000	200,000	200,000
Total Financing Plan	\$55,000	\$30,000	\$30,000	\$601,486	\$200,000	\$200,000	\$200,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	55,000	30,000	30,000	601,486	200,000	200,000	200,000
Total Operating Expenses	\$55,000	\$30,000	\$30,000	\$601,486	\$200,000	\$200,000	\$200,000
GRAND TOTAL	\$55,000	\$30,000	\$30,000	\$601,486	\$200,000	\$200,000	\$200,000

TOWN OF GROTON
FYE 2013 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

Contributions represent the 75% of vehicle replacement fees not included in department functions.

CC1 – Revaluation Fund

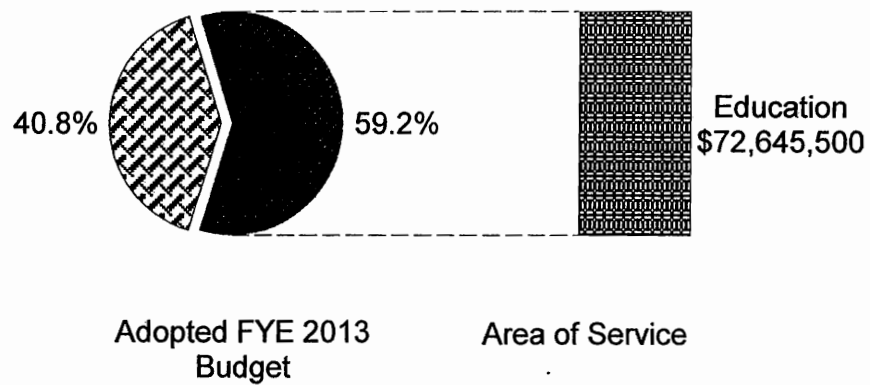
Contributions to pay for the expense associated with the State mandated revaluation of real property.

Education

(Function: 1080)

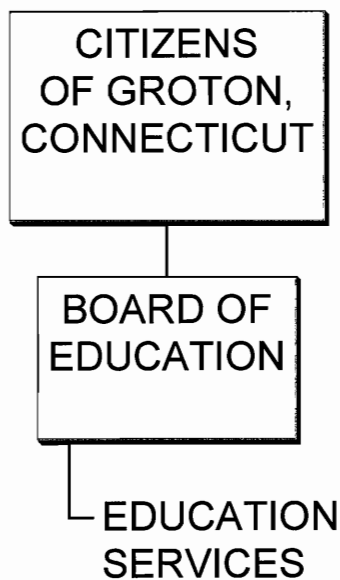
This area of service accounts for the Town's Board of Education operating expenditures.

EDUCATION as a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: EDUCATION



FYE 2013

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Education

FUNCTION: Education 1080

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 72,517,308	\$ 72,645,500	\$ 72,645,500	\$ 72,645,500	0.0%

HIGHLIGHTS:

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

Final Budget Result:

- During deliberations, there were no changes made.

PERSONNEL:

- See Board of Education Budget.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	72,517,308	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500
Total Appropriation	\$72,517,308	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500

COST CENTERS							

10800 EDUCATION SERVICES	68,917,102	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500
10802 ARRA STABILIZTN ED GR	2,883,280	0	0	0	0	0	0
10803 ARRA STABIL GOVT SER	716,926	0	0	0	0	0	0
Total Cost Centers	\$72,517,308	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500

FINANCING PLAN							

FEDERAL FUNDS	69,163	119,377	69,163	115,156	115,156	115,156	115,156
EDUC COST SHARING	21,775,544	25,374,989	25,358,393	25,625,179	25,625,179	25,625,179	25,625,179
ADULT EDUCATION	135,251	114,517	106,271	122,161	122,161	122,161	122,161
INSTRUCT FOR BLIND	12,801	13,843	13,843	13,843	13,843	13,843	13,843
SPECIAL EDUCATION	1,167,726	1,020,572	1,127,798	1,167,726	1,167,726	1,167,726	1,167,726
TRANSPORT-PRIVATE SCHOOLS	35,596	27,020	33,859	34,308	34,308	34,308	34,308
TRANSPORTATION-GRANTS	536,465	274,373	289,465	283,132	283,132	283,132	283,132
NON PUBLIC PUPIL SERVICE	32,846	32,851	27,821	27,970	27,970	27,970	27,970
PUPIL IMPACT AID	4,973,251	4,397,751	4,078,286	3,626,219	3,626,219	3,626,219	3,329,619
EDUC GRANTS ARRA/SFSF	3,620,123	0	0	0	0	0	0
TUITION-FR OTHR TOWNS	166,317	138,066	166,317	166,317	166,317	166,317	166,317
OTHR SCHOOL RECEIPTS	46,100	50,000	54,075	54,075	54,075	54,075	54,075
MISC-UNCLASSIFIED	7,976	0	0	0	0	0	0
GENERAL FUND	39,938,149	41,082,141	41,320,209	41,409,414	41,409,414	41,409,414	41,706,014
Total Financing Plan	\$72,517,308	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	72,517,308	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500	72,645,500

Total Operating Expenses	\$72,517,308	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500

GRAND TOTAL	\$72,517,308	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500	\$72,645,500

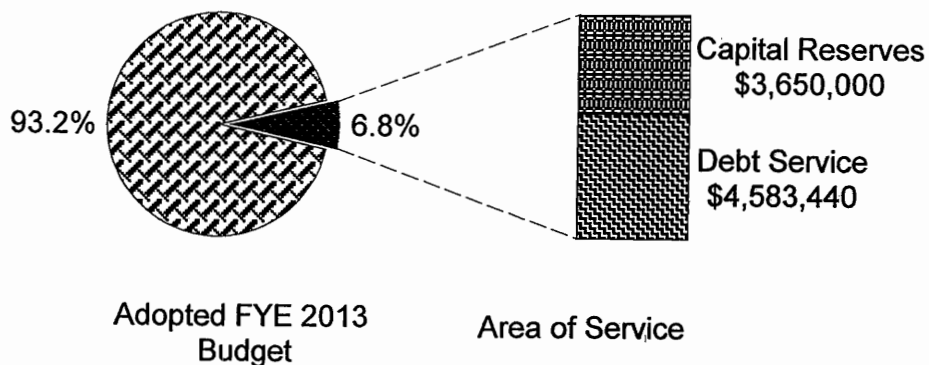


Capital/Debt Service

(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 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: General Government

FUNCTION: Reserves/Contributions 1075

	ACTUAL 2011	APPROVED ADJUSTED 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 828,000	\$ 1,500,000	\$ 1,500,000	\$ 3,650,000	143.3%

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 2011 CAFR)
Proposed Budget	\$ 122,604,099	
50% of General Fund	\$ 61,302,050	
Total Fund Balance	----->	\$ 3,800,861
12% of General Fund	\$ 14,712,492	
Unappropriated F. B.	----->	\$ 534,262

Final Budget Result:

- During budget deliberations, the Town Council made no changes. The RTM reduced this function by \$100,000.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Operating Expenses	828,000	1,500,000	1,500,000	3,750,000	3,750,000	3,750,000	3,650,000
Total Appropriation	\$828,000	\$1,500,000	\$1,500,000	\$3,750,000	\$3,750,000	\$3,750,000	\$3,650,000
COST CENTERS							
10750 CAPITAL RESERVE FUND	828,000	1,500,000	1,500,000	3,750,000	3,750,000	3,750,000	3,650,000
Total Cost Centers	\$828,000	\$1,500,000	\$1,500,000	\$3,750,000	\$3,750,000	\$3,750,000	\$3,650,000
FINANCING PLAN							
PAYMENTS FROM OTHER FUNDS	73,000	0	0	0	0	0	0
GENERAL FUND	755,000	1,500,000	1,500,000	3,750,000	3,750,000	3,750,000	3,650,000
Total Financing Plan	\$828,000	\$1,500,000	\$1,500,000	\$3,750,000	\$3,750,000	\$3,750,000	\$3,650,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	828,000	1,500,000	1,500,000	3,750,000	3,750,000	3,750,000	3,650,000
Total Operating Expenses	\$828,000	\$1,500,000	\$1,500,000	\$3,750,000	\$3,750,000	\$3,750,000	\$3,650,000
GRAND TOTAL	\$828,000	\$1,500,000	\$1,500,000	\$3,750,000	\$3,750,000	\$3,750,000	\$3,650,000



**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: General Government

FUNCTION: Debt Service 1076

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 5,136,586	\$ 5,012,449	\$ 4,874,145	\$ 4,583,440	(8.6%)

HIGHLIGHTS:

- This represents the debt payments including interest expense for long term financing (general obligation bonds).

Town of Groton: General Fund Debt per Capita

Fiscal Year (FY)	2009	2010	2011	2012	2013
Long Term Debt	\$42,555,000	\$48,895,000	\$45,700,000	\$42,340,000	\$39,270,000
Population	39,167	39,551	40,125	40,125	40,125
Debt per Capita	\$1,087	\$1,236	\$1,139	\$1,055	\$979
% change from Previous FY	142.0%	13.8%	-7.9%	-7.4%	-7.3%

- As noted above the Town's General Fund's debt per capita for FYE 2013 is estimated to be \$979 per capita.
- The State's most recent Municipal Fiscal Indicators (FYE 2010) lists Groton with a total debt (general fund, sewer district & sewer operating) per capita of \$1,702 and ranked Groton #80 out of the 169 municipalities, #1 was at \$6,437 per capita and #169 was at \$0 . The state average total debt per capita is \$2,187.

Final Budget Result:

- During budget deliberations, there were no changes.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	5,136,586	5,012,449	4,874,145	4,583,440	4,583,440	4,583,440	4,583,440
Total Appropriation	\$5,136,586	\$5,012,449	\$4,874,145	\$4,583,440	\$4,583,440	\$4,583,440	\$4,583,440

COST CENTERS							

10760 GENERAL GOVERNMENT	2,141,137	2,086,367	2,035,655	1,762,265	1,762,265	1,762,265	1,762,265
10761 EDUCATION	2,995,449	2,926,082	2,838,490	2,821,175	2,821,175	2,821,175	2,821,175
Total Cost Centers	\$5,136,586	\$5,012,449	\$4,874,145	\$4,583,440	\$4,583,440	\$4,583,440	\$4,583,440

FINANCING PLAN							

SCHOOL BLDG GRANTS	55,853	54,689	54,689	0	0	0	0
INTEREST SUBSIDY PMTS	2,774	940	940	0	0	0	0
GENERAL FUND	5,077,959	4,956,820	4,818,516	4,583,440	4,583,440	4,583,440	4,583,440
Total Financing Plan	\$5,136,586	\$5,012,449	\$4,874,145	\$4,583,440	\$4,583,440	\$4,583,440	\$4,583,440

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5290 PROFESS/TECHNICAL SE	63	125	125	125	125	125	125
5450 DEBT SERVICE	5,136,523	5,012,324	4,874,020	4,583,315	4,583,315	4,583,315	4,583,315
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$5,136,586	\$5,012,449	\$4,874,145	\$4,583,440	\$4,583,440	\$4,583,440	\$4,583,440
GRAND TOTAL	\$5,136,586	\$5,012,449	\$4,874,145	\$4,583,440	\$4,583,440	\$4,583,440	\$4,583,440

TOWN OF GROTON
FYE 2013
Town Long Term Debt Payment Schedule

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/11	FYE 2012 Principal Payment	FYE 2012 Interest Payment	FYE 2013 Principal Payment	FYE 2013 Interest Payment
2012	1,009,000.00	10/1/2003	9	Library-refunded	150,000.00	150,000.00	2,625.00	0.00	0.00
2012	566,000.00	10/1/2003	9	Fort Hill Water-refunded	85,000.00	85,000.00	1,487.50	0.00	0.00
2017	5,700,000.00	6/1/2002	15	Public Safety Project-refunded	2,430,000.00	405,000.00	60,345.00	0.00	0.00
2025	3,705,000.00	8/1/2005	20	SPV, Welles, Flinders, Annex-refunded	2,740,000.00	195,000.00	56,965.63	195,000.00	3,412.50
2027	1,570,000.00	11/1/2006	20	SPV Rd-refunded	1,250,000.00	80,000.00	32,330.00	80,000.00	13,950.00
2018	50,000.00	10/15/2007	10	SPV Rd	35,000.00	5,000.00	1,231.25	5,000.00	1,043.85
2019	1,200,000.00	10/15/2008	10	Animal Shelter-refunded	960,000.00	120,000.00	26,775.00	120,000.00	8,400.00
2030	9,030,000.00	10/15/2009	20	Animal Shelter, Sr Center	8,565,500.00	464,500.00	280,354.39	464,500.00	269,903.14
2025	5,675,000.00	12/13/2011	14	General Purpose (refunding)	0.00	0.00	63,367.14	418,000.00	182,805.00
Totals					16,215,500.00	1,504,500.00	525,480.91	1,282,500.00	479,514.49

Debt Service Payment FYE 2012 through FYE 2030

Function #10760-General Government			
FYE	Principal	Interest	FYE Total
2012	1,504,500.00	525,480.91	2,029,980.91
2013	1,282,500.00	479,514.38	1,762,014.38
2014	1,277,500.00	446,603.13	1,724,103.13
2015	1,263,500.00	408,729.38	1,672,229.38
2016	1,253,500.00	368,608.13	1,622,108.13
2017	1,241,500.00	327,835.01	1,569,335.01
2018	856,500.00	289,901.88	1,146,401.88
2019	851,500.00	256,653.75	1,108,153.75
2020	727,500.00	226,557.50	954,057.50
2021	706,000.00	201,285.00	907,285.00
2022	706,000.00	175,250.00	881,250.00
2023	705,000.00	149,895.00	854,895.00
2024	701,000.00	125,664.38	826,664.38
2025	699,000.00	101,304.38	800,304.38
2026	516,000.00	79,031.25	595,031.25
2027	516,000.00	59,418.75	575,418.75
2028	441,000.00	41,343.75	482,343.75
2029	441,000.00	24,806.25	465,806.25
2030	441,000.00	8,268.75	449,268.75

TOWN OF GROTON
FYE 2013
Education Long Term Debt Payment Schedule

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/11	FYE 2012 Principal Payment	FYE 2012 Interest Payment	FYE 2013 Principal Payment	FYE 2013 Interest Payment
2025	1,300,000.00	08/01/2005	20	Schools - refunded	940,000.00	70,000.00	19,627.50	70,000.00	1,225.00
2027	15,000,000.00	11/01/2006	20	Schools - refunded	12,000,000.00	750,000.00	311,625.00	750,000.00	136,500.00
2028	15,450,000.00	10/15/2007	20	Schools	13,140,000.00	770,000.00	501,550.00	770,000.00	472,675.00
2029	3,100,000.00	10/15/2008	20	Schools - refunded	2,790,000.00	155,000.00	76,725.00	155,000.00	10,850.00
2030	645,000.00	10/15/2009	20	Schools	614,500.00	30,500.00	20,301.88	30,500.00	19,615.63
2029	10,630,000.00	12/13/2011	18	Schools (refunding)	0.00	0.00	133,158.76	12,000.00	392,807.50
				Totals	29,484,500.00	1,775,500.00	1,062,988.14	1,787,500.00	1,033,673.13

Debt Service Payment FYE 2012 through FYE 2030

Function #10761 - Education			
FYE	Principal	Interest	FYE Total
2012	1,775,500.00	1,062,988.14	2,838,488.14
2013	1,787,500.00	1,033,673.13	2,821,173.13
2014	1,787,500.00	964,971.88	2,752,471.88
2015	1,776,500.00	900,770.63	2,677,270.63
2016	1,771,500.00	841,623.13	2,613,123.13
2017	1,768,500.00	777,946.26	2,546,446.26
2018	1,768,500.00	708,435.63	2,476,935.63
2019	1,778,500.00	632,821.25	2,411,321.25
2020	1,782,500.00	557,955.00	2,340,455.00
2021	1,784,000.00	487,852.50	2,271,852.50
2022	1,779,000.00	416,762.50	2,195,762.50
2023	1,770,000.00	348,355.00	2,118,355.00
2024	1,764,000.00	285,001.25	2,049,001.25
2025	1,776,000.00	219,917.50	1,995,917.50
2026	1,754,000.00	150,593.75	1,904,593.75
2027	1,704,000.00	81,196.88	1,785,196.88
2028	954,000.00	27,140.63	981,140.63
2029	174,000.00	4,537.50	178,537.50
2030	34,000.00	637.50	34,637.50

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 6/30/2011 (including interest & lien fees)	\$78,330,344
Total Tax Collections (including interest & lien fees) of coterminous municipalities	\$13,591,294
Reimbursement for Revenue Loss from Tax Relief for the elderly	<u>\$2,000</u>
Base for Establishing Debt Limit (per State Statute)	<u>\$91,923,638</u>

Debt Limits (per State Statute)	General Purpose	Schools	Sewers	Urban Renewal	Unfunded Pension	Total Debt
General Purpose (2.25 times base)	\$206,828,186					
Schools (4.50 times base)		\$413,656,371				
Sewers (3.75 times base)			\$344,713,643			
Urban Renewal (3.25 times base)				\$298,751,824		
Unfunded Pension (3.00 times base)					\$275,770,914	
Total Debt (7.0 times base)						\$643,465,466
Indebtedness						
Bonds & Serial Notes Payable	\$16,500,500	\$32,324,500	\$5,890,000	\$0	\$0	\$54,715,000
Auth. and Unissued	\$2,910,459	\$3,471,993	\$874,589	\$0	\$0	\$7,257,041
School Building Grants		(\$54,689)		\$0	\$0	(\$54,689)
Underlying Debt: **						
Bonds & Serial Notes	\$5,379,606	\$0	\$1,071,000	\$0	\$0	\$6,450,606
Authorized & Unissued	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Total Indebtedness	\$25,040,565	\$35,741,804	\$7,835,589	\$0	\$0	\$68,617,958
Excess of State Limit Over Outstanding and Amortized Debt	\$181,787,621	\$377,914,567	\$336,878,054	\$298,751,824	\$275,770,914	\$574,847,508
Percentage of Total Debt to State Debt Limit	12.1%	8.6%	2.3%	0.0%	0.0%	10.7%

**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, which was revised, and adopted by the Town Council in May, 2009, 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 10.7% 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 proposed budget, the Town's debt service payment for FYE 2013 will be at 3.7% of expenditures.

TOWN OF GROTON
FYE 2013

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 May 19, 2009 entitled:

"Debt Policy and Management/Fiscal Practices:

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

A) CALCULATION OF 4% AND 2% FIGURES		FYE 2013 Adopted
Total General Fund Budget (GFB)		\$120,896,368
Calculate 4% of GFB		\$4,835,855
B) DEBT & CAPITAL % CALCULATION		FYE 2013 Adopted
B1) Outstanding Debt Payments:		
Total Debt Payments (#1076)		\$4,583,440
Total Debt payments		\$4,583,440
B2) Capital Reserve Contribution:		
Capital Reserve (#10750)		\$3,650,000
Total Capital Reserve		\$3,650,000
Total Debt & Capital		\$8,233,440
% of Debt Payments & Contribution to Capital Reserve to GFB		6.8%
	\$ Amount over 4% allocation	\$ 3,397,585
C) CONTINGENCY & % CALCULATION		FYE 2013 Adopted
Contingency (#10741)		\$450,000
% of Contingency to GFB (= or < 2%)		0.4%



Mission Statement

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

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

To protect the lives and property of citizens of Groton by:

- Providing quality emergency medical care and transportation to the sick and injured.

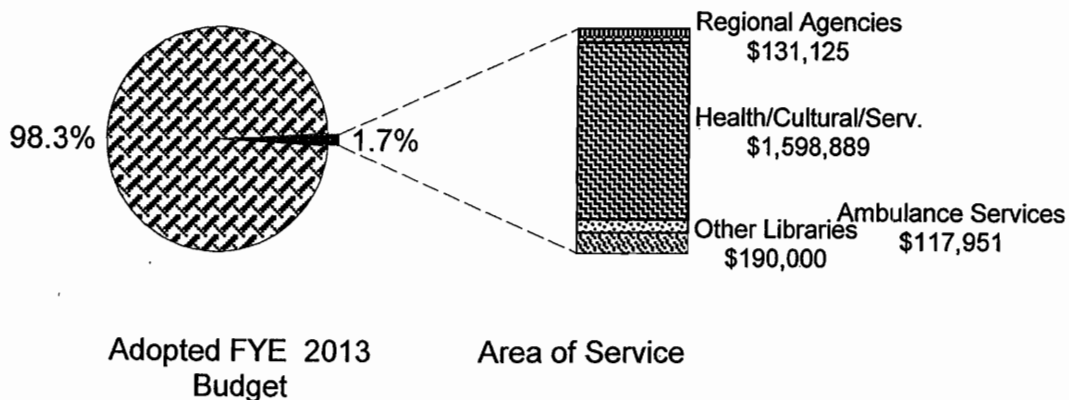
To ensure that all Groton residents have access to necessary health and social services and to help promote positive development among individuals and families by:

- 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.

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

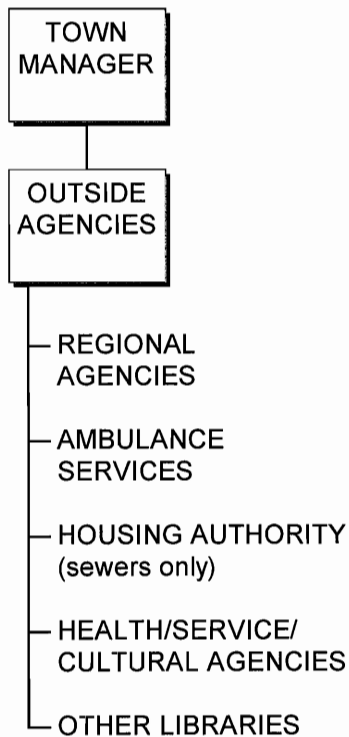
- Offering a full array of information services through the Mystic Noank Library and the Bill Memorial Library.

OUTSIDE AGENCIES as a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: OUTSIDE AGENCIES



FYE 2013

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 is 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 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Council of Governments	43	42	42
SECTER	33	38	32
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); OpSail 2012: other	48	46	46
Southeastern CT Regional Probate Court - weighted workload	5132	5100	5100

**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Regional Agencies			FUNCTION: Regional Agencies 1007		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 125,071	\$ 127,235	\$ 127,235	\$ 131,125	3.1%

HIGHLIGHTS:

- Southeastern Connecticut Council of Governments (SCCOG) municipal dues (\$16,349) are based on a rate of \$0.55 per capita which is a \$0.05 increase in the per capita rate from FYE 2012. The increase is the first one since 2007. Dues are assessed using the 2010 U.S. Census population data and the City of Groton pays their prorated share of the dues directly.
- Southeastern Connecticut Enterprise Region (SECTER) dues are \$13,974 and are based on the rate of \$0.35 per capita. Unlike previous years a \$500 contribution to support the development of the region's Comprehensive Economic Development Strategy (CEDs) which was recently completed, was not requested.
- Currently the Town Manager serves on the Executive Committee of the Council of Governments and is Chairman of the Board of Directors of SECTER.
- Southeastern Area Transit (SEAT) request reflects a 4.0% increase over the FYE 2012 appropriation.
- 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 pro rated 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 2012 appropriation.

Final Budget Result:

- During budget deliberations, there were no changes.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
----- APPROPRIATION -----							
Operating Expenses	125,071	127,235	127,235	131,125	131,125	131,125	131,125
Total Appropriation	\$125,071	\$127,235	\$127,235	\$131,125	\$131,125	\$131,125	\$131,125
----- COST CENTERS -----							
10070 SE CT COG	15,319	15,319	15,319	16,349	16,349	16,349	16,349
10071 SECTER	14,474	14,474	14,474	13,974	13,974	13,974	13,974
10072 SEAT	80,778	84,009	84,009	87,369	87,369	87,369	87,369
10073 SE CT PROBATE COURT	14,500	13,433	13,433	13,433	13,433	13,433	13,433
Total Cost Centers	\$125,071	\$127,235	\$127,235	\$131,125	\$131,125	\$131,125	\$131,125
----- FINANCING PLAN -----							
GENERAL FUND	125,071	127,235	127,235	131,125	131,125	131,125	131,125
Total Financing Plan	\$125,071	\$127,235	\$127,235	\$131,125	\$131,125	\$131,125	\$131,125

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	125,071	127,235	127,235	131,125	131,125	131,125	131,125
Total Operating Expenses	\$125,071	\$127,235	\$127,235	\$131,125	\$131,125	\$131,125	\$131,125
GRAND TOTAL	\$125,071	\$127,235	\$127,235	\$131,125	\$131,125	\$131,125	\$131,125

TOWN OF GROTON
FYE 2013 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.



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.

In FYE 2012 support for the Local Emergency Planning Council will come from Cost Center 10148 – emergency management accounts.

FUNCTION ACTIVITIES:

	Actual <u>2010</u>	Actual <u>2011</u>
# Calls for service- Groton Ambulance	4,806	4755
# Calls for service- Mystic River Ambulance	2,125 (Approx. 54.6% are Groton calls)	2,227

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Ambulance Services

FUNCTION: Ambulance Services 1026

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 119,451	\$ 115,705	\$ 115,705	\$ 117,951	1.9%

HIGHLIGHTS:

- Groton Ambulance requested \$81,951 which is \$4 less than was approved in FYE 2012.
- Mystic River Ambulance requested \$37,500 which is a \$3,750 increase from their approved FYE 2012 budget.

Final Budget Result:

- During budget deliberations, the Town Council reduced the Mystic River Ambulance request by \$6,000. The RTM restored \$4,500 of the Town Council's reduction for a final amount of \$36,000 for Mystic River Ambulance.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: AMBULANCE SERVICES
FUNCTION: AMBULANCE SERVICES 1026

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	119,451	115,705	115,705	119,451	119,451	113,451	117,951
Total Appropriation	\$119,451	\$115,705	\$115,705	\$119,451	\$119,451	\$113,451	\$117,951

COST CENTERS							

10260 GROTON AMBULANCE	81,951	81,955	81,955	81,951	81,951	81,951	81,951
10261 MYSTIC RIVER AMBUL	37,500	33,750	33,750	37,500	37,500	31,500	36,000
Total Cost Centers	\$119,451	\$115,705	\$115,705	\$119,451	\$119,451	\$113,451	\$117,951

FINANCING PLAN							

GENERAL FUND	119,451	115,705	115,705	119,451	119,451	113,451	117,951
Total Financing Plan	\$119,451	\$115,705	\$115,705	\$119,451	\$119,451	\$113,451	\$117,951

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: AMBULANCE SERVICES
FUNCTION: AMBULANCE SERVICES 1026

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	119,451	115,705	115,705	119,451	119,451	113,451	117,951
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$119,451	\$115,705	\$115,705	\$119,451	\$119,451	\$113,451	\$117,951
	-----	-----	-----	-----	-----	-----	-----
GRAND TOTAL	\$119,451	\$115,705	\$115,705	\$119,451	\$119,451	\$113,451	\$117,951

TOWN OF GROTON
FYE 2013 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.



**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Health/Svc/Cultural Agencies

FUNCTION: Health/Svc/Cultural Agencies 1054

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,616,968	\$ 1,614,804	\$ 1,611,621	\$ 1,598,889	(1.0%)

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.
- The requested contribution to the Ledge Light Health District increased 1.5% or \$3,932 based on population estimates of its member communities and a per capital charge of \$6.85. The recommended contribution of \$274,857 includes a contribution of \$71,165 for the City of Groton.
- Cost Center 1 (VNA School Health) covers the cost of services provided to the BOE by the VNA and that cost center is increasing by \$47,919 or 4.2% while Cost Center 2 (VNA Health Promotion) is decreasing by \$7,965 or 10.4%.
- Housing Authority sewer use payments of \$61,115.
- Outside Agency requests are reviewed by a committee of town employees and their recommendations are forwarded to the Town Manager. Requests received totaled \$111,100. The committee recommended funding in the amount of \$57,000.
- Marine sewage disposal pertains to expenses related to providing pump out boat service along our coastal waters. The same level of funding as FYE 2012 (\$19,980) is recommended for FYE 2013. Total program cost exceeds \$250,000.

Final Budget Result:

-During budget deliberations, the Town Council reduced the Housing Authority by \$3,161 and VNA by \$63,279 due to changes in budget numbers. The RTM sustained this action.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: HEALTH/SVC/CULTURAL AGENC
FUNCTION: HEALTH/SVC/CULTURAL AGENC 1054

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Operating Expenses	1,616,967	1,614,804	1,611,621	1,719,429	1,665,329	1,598,889	1,598,889
Total Appropriation	\$1,616,967	\$1,614,804	\$1,611,621	\$1,719,429	\$1,665,329	\$1,598,889	\$1,598,889
COST CENTERS							
10540 LEDGELIGHT HEALTH	297,567	270,925	270,925	274,857	274,857	274,857	274,857
10541 VNA (SCHOOL HEALTH)	1,056,014	1,135,638	1,135,638	1,183,557	1,183,557	1,120,278	1,120,278
10542 VNA (HEALTH PROMO)	114,785	76,785	76,785	68,820	68,820	68,820	68,820
10544 HOUSING AUTHORITY	54,801	57,976	54,793	61,115	61,115	57,954	57,954
10545 SERVICE AGENCIES	70,800	52,500	52,500	107,300	56,000	56,000	56,000
10546 CULTURAL AGENCIES	3,200	1,000	1,000	3,800	1,000	1,000	1,000
10547 MARINE SEWAGE DISP.	19,800	19,980	19,980	19,980	19,980	19,980	19,980
Total Cost Centers	\$1,616,967	\$1,614,804	\$1,611,621	\$1,719,429	\$1,665,329	\$1,598,889	\$1,598,889
FINANCING PLAN							
HOUS AUTH-SHELTER RENT	50,015	49,250	50,600	50,600	50,600	50,600	50,600
GENERAL FUND	1,566,952	1,565,554	1,561,021	1,668,829	1,614,729	1,548,289	1,548,289
Total Financing Plan	\$1,616,967	\$1,614,804	\$1,611,621	\$1,719,429	\$1,665,329	\$1,598,889	\$1,598,889

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: HEALTH/SVC/CULTURAL AGENC
FUNCTION: HEALTH/SVC/CULTURAL AGENC 1054

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
OPERATING EXPENSES							
5220 UTILITIES/FUEL/MILEA	54,801	57,976	54,793	61,115	61,115	57,954	57,954
5230 PYMNTS/CONTRIBUTIONS	1,562,166	1,556,828	1,556,828	1,658,314	1,604,214	1,540,935	1,540,935
Total Operating Expenses	\$1,616,967	\$1,614,804	\$1,611,621	\$1,719,429	\$1,665,329	\$1,598,889	\$1,598,889
GRAND TOTAL	\$1,616,967	\$1,614,804	\$1,611,621	\$1,719,429	\$1,665,329	\$1,598,889	\$1,598,889

SUMMARY OF OUTSIDE AGENCIES				
Agency	Approved FYE 2012	Requested FYE 2013	Proposed FYE 2013	Adopted FYE 2013
Community Health Center, Inc. (CHC)	\$5,000	\$5,000	\$5,000	\$5,000
New London Homeless Hospitality Center, Inc.	3,000	18,500	6,000	6,000
SCADD	2,000	4,000	2,000	2,000
The Women's Center of Southeastern CT, Inc.	10,000	14,000	10,000	10,000
Big Brothers Big Sisters of Southeastern CT	7,500	7,500	7,500	7,500
Sound Community Services Inc.	0	5,000	0	0
ARC of New London County Inc.	1,000	0	0	0
Connecticut Legal Services	12,000	13,000	12,000	12,000
TVCCA, Inc.	500	500	500	500
United Community and Family Services, Inc.				
Dental Health Services	0	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	4,000	1,000	1,000
Mystic Area Shelter and Hospitality Inc.	6,000	12,000	6,000	6,000
Sexual Assault Crisis Center of Eastern CT, Inc.	0	2,500	0	0
SUBTOTAL - Social Services	\$52,500	\$107,300	\$56,000	\$56,000
Eastern Connecticut Symphony	\$1,000	\$3,000	\$1,000	\$1,000
Noank Mystic Community Band	0	800	0	0
SUBTOTAL - Cultural	\$1,000	\$3,800	\$1,000	\$1,000
TOTAL - GRANTS	\$53,500	\$111,100	\$57,000	\$57,000

TOWN OF GROTON
FYE 2013 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 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Other Libraries			FUNCTION: Other Libraries 1065		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 166,552	\$ 193,000	\$ 193,000	\$ 190,000	(1.6%)

HIGHLIGHTS:

- Mystic & Noank Library is requesting \$188,000 which is \$15,000 more than they received in FYE 2012.
- Bill Memorial Library is requesting \$20,000 which is the same amount they received in FYE 2012.

Final Budget Result:

-During budget deliberations, the Town Council reduced the Mystic & Noank Library request by \$15,000 to \$173,000. The RTM further reduced the Mystic & Noank Library another \$3,000 to \$170,000.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: OTHER LIBRARIES
FUNCTION: OTHER LIBRARIES 1065

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	166,552	193,000	193,000	208,000	208,000	193,000	190,000
Total Appropriation	\$166,552	\$193,000	\$193,000	\$208,000	\$208,000	\$193,000	\$190,000

COST CENTERS							

10650 MYSTIC NOANK LIBRARY	146,552	173,000	173,000	188,000	188,000	173,000	170,000
10651 BILL MEMORIAL LIBRAR	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Cost Centers	\$166,552	\$193,000	\$193,000	\$208,000	\$208,000	\$193,000	\$190,000

FINANCING PLAN							

GENERAL FUND	166,552	193,000	193,000	208,000	208,000	193,000	190,000
Total Financing Plan	\$166,552	\$193,000	\$193,000	\$208,000	\$208,000	\$193,000	\$190,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OUTSIDE AGENCIES
DEPARTMENT: OTHER LIBRARIES
FUNCTION: OTHER LIBRARIES 1065

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	166,552	193,000	193,000	208,000	208,000	193,000	190,000
Total Operating Expenses	\$166,552	\$193,000	\$193,000	\$208,000	\$208,000	\$193,000	\$190,000
GRAND TOTAL	\$166,552	\$193,000	\$193,000	\$208,000	\$208,000	\$193,000	\$190,000

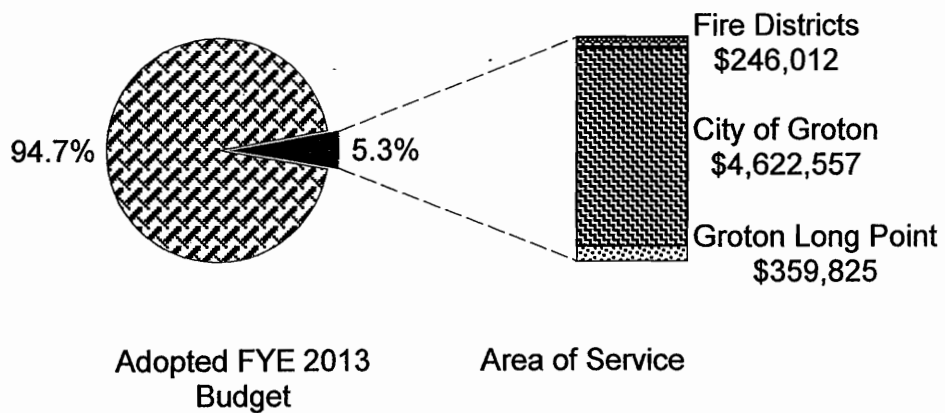


Subdivisions

(Functions: 1090, 1091, 1092)

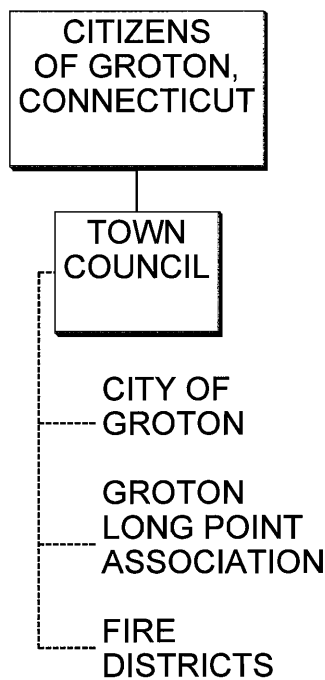
This area of service accounts for funds provided to the two political subdivisions of the Town -- the City of Groton and the Groton Long Point Association. In addition, the Town allocates a portion of State revenues that it receives to the seven operating fire districts within the Town.

SUBDIVISIONS as a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: SUBDIVISIONS



FYE 2013

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions

FUNCTION: City of Groton 1090

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 4,340,801	\$ 4,268,631	\$ 4,271,371	\$ 4,622,557	8.3%

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 Town has provided payment to the City of Groton in lieu of the following services: Police, and Highway Maintenance. The requested payment would cover approximately 48.2% of the City's Police budget as the cost of Supervision salary & benefits, outside charges and parking tickets are excluded from the request (\$2,362,831 vs. \$2,221,752 in FYE 2012). The requested payment for Highways is approximately 97.6% of the City's Highway Maintenance budget when the cost of Outside Charges and State Aid is factored out (\$3,012,280 vs. \$1,935,422 in FYE 2012).
- The City of Groton's budget request represents an increase of \$1,217,937 or 29.3% from their FYE 2012 appropriation. Their request for Police services has increased \$141,079 or 6.4% over FYE 2012; their Highway budget request has increased \$1,076,858 or 55.6% from their FYE 2012 appropriation.
- The City Mayor has submitted their Police budget with a request for capital items (\$73,938) plus a request for the purchase of 2 vehicles (\$65,000).
- The City Mayor has submitted their Public Works' budget with an OPEB Contribution (\$41,396), a capital acquisition of a payloader (\$190,000), and funds for road resurfacing (\$757,672).
- The Town pays for Street Lighting expenses associated with the City (\$114,197) and the expenditures will be charged here.
- The Town reimburses the City for its Health District contribution (1054); for FYE 2013 this would be \$71,165.

Final Budget Result:

- During budget deliberations, the Town Council reduced the Police budget request by \$109,079 to fund this at the FYE 2012 budget level plus \$32,000 for a vehicle and reduced the Highway budget by \$757,672 removing paving from the operating budget but allocating \$400,000 to a CIP #1B. The RTM sustained these changes.

- See City of Groton's budget request.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: CITY OF GROTON 1090

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Operating Expenses	4,340,801	4,268,631	4,271,371	5,489,308	5,489,308	4,622,557	4,622,557
Total Appropriation	\$4,340,801	\$4,268,631	\$4,271,371	\$5,489,308	\$5,489,308	\$4,622,557	\$4,622,557
COST CENTERS							
10900 POLICE	2,230,000	2,221,752	2,221,752	2,362,831	2,362,831	2,253,752	2,253,752
10901 HIGHWAY MAINTENANCE	2,000,000	1,935,422	1,935,422	3,012,280	3,012,280	2,254,608	2,254,608
10904 STREET LIGHTING	110,801	111,457	114,197	114,197	114,197	114,197	114,197
Total Cost Centers	\$4,340,801	\$4,268,631	\$4,271,371	\$5,489,308	\$5,489,308	\$4,622,557	\$4,622,557
FINANCING PLAN							
GENERAL FUND	4,340,801	4,268,631	4,271,371	5,489,308	5,489,308	4,622,557	4,622,557
Total Financing Plan	\$4,340,801	\$4,268,631	\$4,271,371	\$5,489,308	\$5,489,308	\$4,622,557	\$4,622,557

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: CITY OF GROTON 1090

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	110,801	111,457	114,197	114,197	114,197	114,197	114,197
5230 PYMNTS/CONTRIBUTIONS	4,230,000	4,157,174	4,157,174	5,375,111	5,375,111	4,508,360	4,508,360

Total Operating Expenses	\$4,340,801	\$4,268,631	\$4,271,371	\$5,489,308	\$5,489,308	\$4,622,557	\$4,622,557

GRAND TOTAL	\$4,340,801	\$4,268,631	\$4,271,371	\$5,489,308	\$5,489,308	\$4,622,557	\$4,622,557



TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions			FUNCTION: Groton Long Point 1091		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 153,541	\$ 366,429	\$ 366,325	\$ 359,825	(1.8%)

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.
- Groton Long Point's budget request represents an increase of \$380,500 or 107.8% from the FYE 2012 appropriation. The Police budget request of \$220,000, is an increase of \$19,500 or 9.7% over the FYE 2012 appropriation. The Highway budget request of \$513,500 is a \$361,000 or 236.7% increase over the FYE 2012 appropriation.
- Groton Long Point Association has not submitted CIP project requests but instead has requested Highway Capital (\$271,230) in their operating budget request.
- The Town pays for Street Lighting expenses associated with Groton Long Point (\$13,325) and the expenditures will be charged here.

Final Budget Result:

-During budget deliberations, the Town Council reduced the Highway request by \$367,500 removing \$82,000 for a pending FEMA grant, \$271,230 for paving but allocated \$131,230 to a CIP #1B and \$14,270 for snow and ice removal. The RTM reduced the Police budget by \$19,500 to fund at the FYE 2012 Budget amount.

PERSONNEL:

- See Groton Long Point Association's budget request.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: GROTON LONG POINT 1091

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	153,541	366,429	366,325	746,825	746,825	379,325	359,825
Total Appropriation	\$153,541	\$366,429	\$366,325	\$746,825	\$746,825	\$379,325	\$359,825

COST CENTERS							

10910 POLICE	0	200,500	200,500	220,000	220,000	220,000	200,500
10911 HIGHWAY MAINTENANCE	140,100	152,500	152,500	513,500	513,500	146,000	146,000
10912 STREET LIGHTING	13,441	13,429	13,325	13,325	13,325	13,325	13,325
Total Cost Centers	\$153,541	\$366,429	\$366,325	\$746,825	\$746,825	\$379,325	\$359,825

FINANCING PLAN							

GENERAL FUND	153,541	366,429	366,325	746,825	746,825	379,325	359,825
Total Financing Plan	\$153,541	\$366,429	\$366,325	\$746,825	\$746,825	\$379,325	\$359,825

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: GROTON LONG POINT 1091

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	13,441	13,429	13,325	13,325	13,325	13,325	13,325
5230 PYMNTS/CONTRIBUTIONS	140,100	353,000	353,000	733,500	733,500	366,000	346,500

Total Operating Expenses	\$153,541	\$366,429	\$366,325	\$746,825	\$746,825	\$379,325	\$359,825
GRAND TOTAL	\$153,541	\$366,429	\$366,325	\$746,825	\$746,825	\$379,325	\$359,825



TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Subdivisions			FUNCTION: Fire Districts PILOT 1092		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
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 districts 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 2013, the overall payment is the same as FYE 2012 (\$121,012).
 - 2) Fire District mill rates 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 2013, the overall payment is the same as FYE 2012 (\$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 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: FIRE DISTRICTS PILOT 1092

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SUBDIVISIONS
DEPARTMENT: SUBDIVISIONS
FUNCTION: FIRE DISTRICTS PILOT 1092

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

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



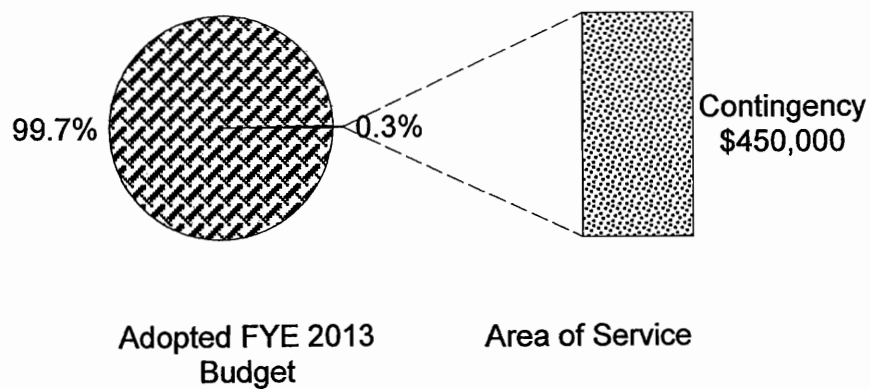
Contingency

(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 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Non-Departmentals

FUNCTION: Contingency 1074

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM ADOPTED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ -	\$ 350,000	\$ 250,000	\$ 450,000	28.6%

HIGHLIGHTS:

- This represents the amount of funds set aside for unforeseen expenses.
- 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 (\$350,000) equates to approximately 0.3% 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 2012; \$350,000 was appropriated and it is anticipated that about \$50,000 will be transferred to the public works function (#1035) and the Jabez Smith cost center (#10013) due to the cost of #2 oil and \$200,000 to the Capital Reserve Fund for the Middle Schools Modification Project leaving a balance of \$100,000.
- 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.
- FYE 2010; \$350,000 was appropriated and \$247,725 was transferred to the Legal Services, Finance, and Public Works functions leaving a balance of \$102,275.
- FYE 2009; \$350,000 was appropriated and \$331,475 was transferred to Legal Services, Public Safety and Public Works leaving a balance of \$18,525.
- FYE 2008; \$350,000 was appropriated and \$88,416 was transferred to Voter Registration, Legal Services, Human Services and the Golf Course leaving a balance of \$261,584.

Final Budget Result:

- During budget deliberations, the Town Council increased this function by \$150,000. The RTM reduced it by \$50,000 to \$450,000.

PERSONNEL:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: CONTINGENCY
DEPARTMENT: CONTINGENCY
FUNCTION: CONTINGENCY 1074

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	0	350,000	250,000	350,000	350,000	500,000	450,000

Total Appropriation	\$0	\$350,000	\$250,000	\$350,000	\$350,000	\$500,000	\$450,000

COST CENTERS							

10741 GENERAL CONTINGENCY	0	350,000	250,000	350,000	350,000	500,000	450,000

Total Cost Centers	\$0	\$350,000	\$250,000	\$350,000	\$350,000	\$500,000	\$450,000

FINANCING PLAN							

GENERAL FUND	0	350,000	250,000	350,000	350,000	500,000	450,000

Total Financing Plan	\$0	\$350,000	\$250,000	\$350,000	\$350,000	\$500,000	\$450,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: CONTINGENCY
DEPARTMENT: CONTINGENCY
FUNCTION: CONTINGENCY 1074

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5499 CONTINGENCY	0	350,000	250,000	350,000	350,000	500,000	450,000
Total Operating Expenses	\$0	\$350,000	\$250,000	\$350,000	\$350,000	\$500,000	\$450,000
GRAND TOTAL	\$0	\$350,000	\$250,000	\$350,000	\$350,000	\$500,000	\$450,000

TOWN OF GROTON

Fiscal Year Ending 2013

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 2011	Estimated Fund Balance FYE 2012	FYE 2013 Adopted Revenues	FYE 2013 Adopted Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
General (100)	\$11,026,953	\$10,656,287	\$119,307,309	\$120,896,368	\$9,067,228	7.50%
Golf Course (201)	\$10,191	\$18,653	\$1,168,400	\$1,171,427	\$15,626	1.33%
Sewer Operating (202)	\$3,476,769	\$3,121,020	\$5,262,846	\$5,927,671	\$2,456,195	41.44%
Solid Waste (203)	\$1,553,476	\$1,514,093	\$2,548,834	\$2,662,750	\$1,400,177	52.58%
Mumford Cove (206)	\$977	\$890	\$20,757	\$21,057	\$590	2.80%
Revaluation (212)	\$332,513	\$217,001	\$35,038	\$0	\$252,039	NA
Parks & Rec Programs (324)	\$194,847	\$213,090	\$783,849	\$811,728	\$185,211	22.82%
Connecticard (331)	\$129,731	\$124,128	\$38,116	\$50,322	\$111,922	222.41%
Sewer District (401)	\$2,626,698	\$2,151,136	\$647,592	\$1,162,592	\$1,636,136	140.73%
Capital Reserve (501)	\$755,671	\$514,896	\$4,265,284	\$3,822,230	\$957,950	25.06%
Fleet Reserve (604)	\$1,256,330	\$1,158,621	\$1,184,829	\$1,450,835	\$892,615	61.52%
Computer Replcmnt (605)	\$340,311	\$407,101	\$115,274	\$146,765	\$375,610	255.93%
Human Serv Asst fund (732)	\$172,423	\$136,474	\$358	\$40,000	\$96,832	242.08%
Total All Funds	\$21,876,890	\$20,233,390	\$135,378,486	\$138,163,745	\$17,448,131	12.63%

Mission Statements

Other Funds

2010 (p. 201) - Golf Course - Provide golfers with a positive golf experience by:

- Maintaining the course at or above industry standards
- Providing full pro shop services
- Providing quality food services

2020 (p. 209) - Sewer Operating - Collect and properly treat and discharge all waste water by:

- Providing for the continuous operation, maintenance, and repair of all 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. 217) - Solid Waste Collections - To manage and ensure the proper disposal/recycling and billing of residential and commercial solid waste.

2060 (p. 223) - Mumford Cove Special Taxing District provides for fire protection.

2120 (p. 227) - Revaluation - To account for the State-mandated revaluations of property within the Town.

3240 (p. 233) - Recreation & Senior Activities - To account for recreational activities, and senior center physical fitness and trip programs.

3310 (p. 239) - Connecticard - Supports a program in which a library card from any public library can be used in any other public library. Libraries with high non-resident use receive funds to help offset the cost of serving these users.

4010 (p. 245) - Groton Sewer District - Pays the principal and interest on sewer bonds and notes.

5010 (p. 251) - Capital Reserve - Funds used for capital assets, projects or acquisition of a non-recurring nature.

6040 (p. 255) - Fleet Reserve - To manage and ensure proper maintenance, purchase and utilization of vehicles and equipment.

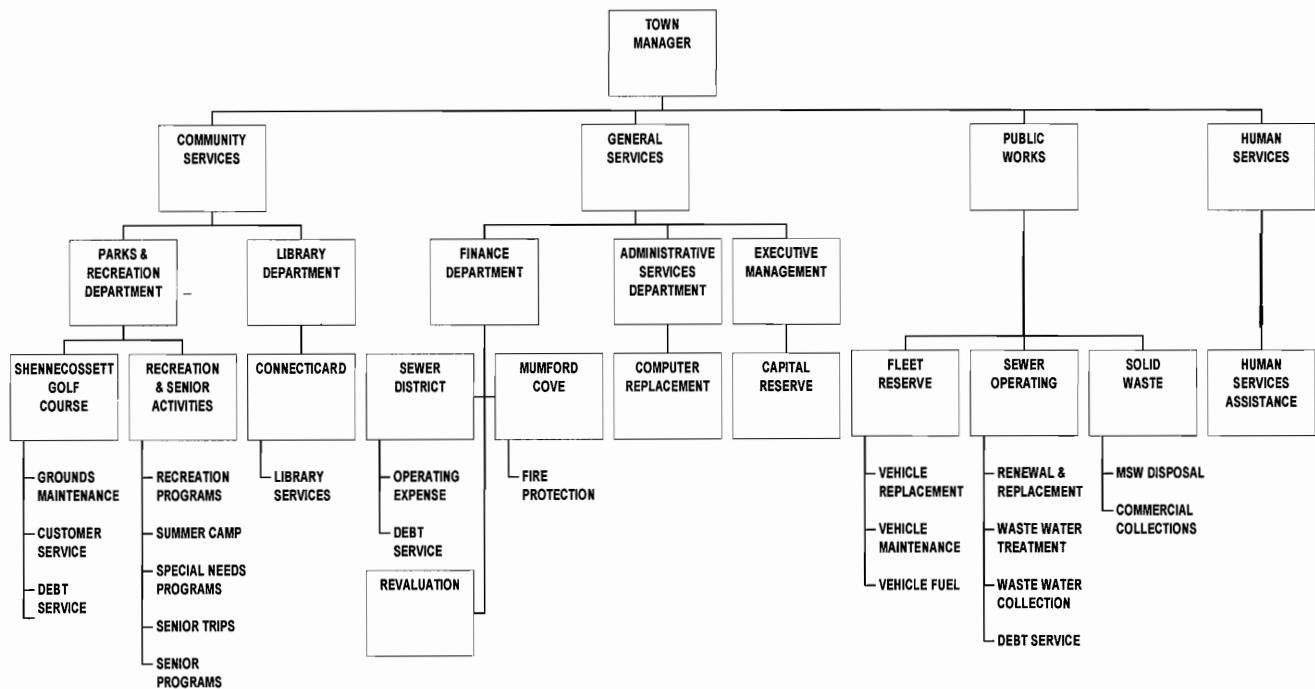
6050 (p. 263) - Computer Replacement - Funds used to ensure proper maintenance and purchase of computers, printers and associated network equipment.

7320 (p. 269) - 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 2013

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 reimburses the Town for services provided by Town departments as determined by the cost allocation study. Fees collected also pay all employee salaries and benefits, facility insurance and all operating expenses.

Golf rates for the 2012 season passes and daily green fees were increased by 3% in most categories. Greens fees range between \$21 and \$47. Afternoon, twilight, and winter rates will continue to be offered.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
# Greens Fee Rounds	20,149	20,707	20,710
# Season Pass Rounds	10,672	10,685	10,802
# Cart Rounds	10,462	10,569	10,815
# Season Passes	266	268	271

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Parks and Recreation

FUNCTION: Shennecossett Golf Course 2010

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,115,260	\$ 1,163,399	\$ 1,136,047	\$ 1,171,427	0.7%

HIGHLIGHTS:

The overall increase in this budget is \$8,028 or 0.7%. Personnel services are up \$11,620. Operating expenses are down \$3,592.

Personnel Services is up primarily due to contractual step increases, anticipated across the board wage increases and OPEB contribution.

- Health insurance and employee benefits for golf course employees are budgeted in this fund. A \$27,340 contribution to the OPEB fund was added to cover Golf Course employees. This contribution previously came from the general fund.
- During FYE 2012 the Golf Course Superintendent assumed responsibility for the Parks Maintenance Division with 25% of his salary (\$18,760) now being charged to Function 1064.

Operating Expenditures

- Reflects increases in heating oil and diesel fuel of \$5,800 as well as a \$4,500 increase in vehicle replacement cost. It should be noted that the Golf Course Fund continues to contribute 100% of vehicle replacement fees to the Fleet Fund.
- The reduction in Professional/Technical Services is due to the final lease /purchase payment (\$5,000) on a fairway aerator being made in FYE 2012.
- The golf course fund contributes \$58,157 to the general fund for services provided by other departments. Future consideration will be given to converting this contribution to a percentage of revenue.

Revenue

- The adopted rates for the 2013 season include: a 3% increase in season passes, an increase in most daily fees although there is a reduction in the twilight rate to reflect market trends and the charging of weekend rates on Fridays. The cart fee remained the same.
- Revenue was based on applying the revised rates to same number of rounds as estimated for FYE 2012.
- While an operating surplus of \$8,462 is projected for FYE 2012, the proposed budget for FYE 2013 uses \$3,027 in fund balance. Estimated fund balance for FYE 2013 is \$15,626 or 1.3% of proposed expenditures far below the long term goal of 10%.

Final Budget Result:

- During budget deliberations, no changes were made.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$10,191	\$18,653	\$1,168,400	\$1,171,427	\$15,626	1.3%

PERSONNEL CHANGES/HISTORY:

- 25% of Golf Course Superintendent salary transferred to Parks and Recreation.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
7	7	6.5	6.33	6.25	6.25

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	698,728	724,348	707,749	715,065	735,968	735,968	735,968
Operating Expenses	416,532	439,051	428,298	442,405	435,459	435,459	435,459
Total Appropriation	\$1,115,260	\$1,163,399	\$1,136,047	\$1,157,470	\$1,171,427	\$1,171,427	\$1,171,427

COST CENTERS							

20100 GROUNDS MAINTENANCE	743,526	791,401	767,446	762,038	782,562	782,562	782,562
20101 CUSTOMER SERVICE	275,663	270,995	267,635	272,029	270,408	270,408	270,408
20102 LEADERSHIP/GEN SUPPT	96,071	101,003	100,966	123,403	118,457	118,457	118,457
Total Cost Centers	\$1,115,260	\$1,163,399	\$1,136,047	\$1,157,470	\$1,171,427	\$1,171,427	\$1,171,427

FINANCING PLAN							

MISC-UNCLASSIFIED	514	0	309	0	0	0	0
SEASON MEMBERSHIPS	291,563	308,951	292,000	298,000	298,000	298,000	298,000
GREENS FEES	632,643	629,115	650,000	663,000	663,000	663,000	663,000
CART RENTALS	169,309	197,177	171,000	175,000	175,000	175,000	175,000
LEASE FEES	31,200	31,200	31,200	32,400	32,400	32,400	32,400
FUND BALANCE APPLIED	0	0	0	0	3,027	3,027	3,027
Total Financing Plan	\$1,125,229	\$1,166,443	\$1,144,509	\$1,168,400	\$1,171,427	\$1,171,427	\$1,171,427

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	372,775	386,195	374,647	370,278	370,278	370,278	370,278
5102 PART TIME PERSONNEL	47,627	46,885	46,885	46,885	46,885	46,885	46,885
5103 SEASONAL PERSONNEL	25,842	25,760	25,760	25,760	25,760	25,760	25,760
5104 OVERTIME PAY	33,064	41,300	41,300	41,300	41,300	41,300	41,300
5105 LONGEVITY PAY	2,160	2,250	2,325	2,408	2,408	2,408	2,408
5109 SALARY ADJUSTMENTS	0	0	0	9,066	9,066	9,066	9,066
5111 PREMIUM PAY/OUT OF C	9,022	9,200	9,200	9,500	9,500	9,500	9,500
5116 WAGE CONTINUATION	4,644	0	(4,600)	0	0	0	0
5117 ALLOWANCES	960	2,260	2,260	2,260	2,260	2,260	2,260
5151 SOCIAL SECURITY	37,152	39,310	38,784	38,127	38,127	38,127	38,127
5152 RETIREMENT	43,056	46,191	46,191	51,643	47,475	47,475	47,475
5153 HEALTH INSURANCE	121,589	124,237	124,237	117,019	114,750	114,750	114,750
5155 WORKER'S COMP	0	0	0	94	94	94	94
5158 LIFE INSURANCE	837	760	760	725	725	725	725
5170 OTHER POSTEMPLOY BEN	0	0	0	0	27,340	27,340	27,340
Total Personnel Services	\$698,728	\$724,348	\$707,749	\$715,065	\$735,968	\$735,968	\$735,968

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	5,531	5,000	5,000	5,000	5,000	5,000	5,000
5210 PROFESS DEVELOP/TRAI	2,589	3,955	3,300	3,955	3,955	3,955	3,955
5220 UTILITIES/FUEL/MILEA	113,876	126,090	126,090	131,172	131,172	131,172	131,172
5230 PYMNTS/CONTRIBUTIONS	57,324	66,003	67,801	67,803	62,857	62,857	62,857
5260 REPAIRS & MAINT-FAC/	1,590	0	125	0	0	0	0
5261 SOFTWARE MAINT FEES	4,540	4,500	1,500	1,500	1,500	1,500	1,500
5280 INSURANCE/RISK MGMT	17,802	18,700	16,865	18,700	18,700	18,700	18,700
5281 OCCUPATIONAL HEALTH	820	900	900	900	900	900	900
5290 PROFESS/TECHNICAL SE	78,692	71,161	70,675	66,118	66,118	66,118	66,118
5300 MATERIALS & SUPPLIES	44,367	76,300	69,600	76,300	74,300	74,300	74,300
5310 VEHICLE OPER/MAINT	6,201	15,000	15,000	15,000	15,000	15,000	15,000
5315 VEHICLE REPLACEMENT	80,395	49,367	49,367	53,882	53,882	53,882	53,882
5316 VEHICLE MAINT FEE	1,750	1,750	1,750	1,750	1,750	1,750	1,750
5318 COMPUTER REPLMNT FEE	305	325	325	325	325	325	325
5400 EQUIP/MACHINRY& FURN	550	0	0	0	0	0	0
5410 COMPUTER EQUIPMENT	200	0	0	0	0	0	0
Total Operating Expenses	\$416,532	\$439,051	\$428,298	\$442,405	\$435,459	\$435,459	\$435,459

GRAND TOTAL	\$1,115,260	\$1,163,399	\$1,136,047	\$1,157,470	\$1,171,427	\$1,171,427	\$1,171,427

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

GOLF COURSE SUPER	1.00	0.83	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	6.50	6.33	6.25	6.25	6.25	6.25
FTE SALARIES & WAGES						

GOLF COURSE SUPER	72,157	61,558	56,282	56,282	56,282	56,282
GOLF PROFESSIONAL	66,656	66,656	66,656	66,656	66,656	66,656
CHIEF GROUNDSKEEPER	61,345	61,110	61,110	61,110	61,110	61,110
EQUIPMENT MECHANIC	58,673	58,448	58,448	58,448	58,448	58,448
GROUNDSKEEPER	104,609	104,208	104,208	104,208	104,208	104,208
MAINTAINER	22,755	22,666	23,573	23,573	23,573	23,573

Total FTE Salaries & Wages	\$386,195	\$374,647	\$370,277	\$370,277	\$370,277	\$370,277

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

GOLF COURSE FUND REVENUES: #2010

Revenues for golf course operations reflect the 2012 calendar year rates.

Season Memberships - represents annual payment to use the facility on a space available basis. Prices range from \$317 for a youth pass to \$2,824 for a non-resident family pass.

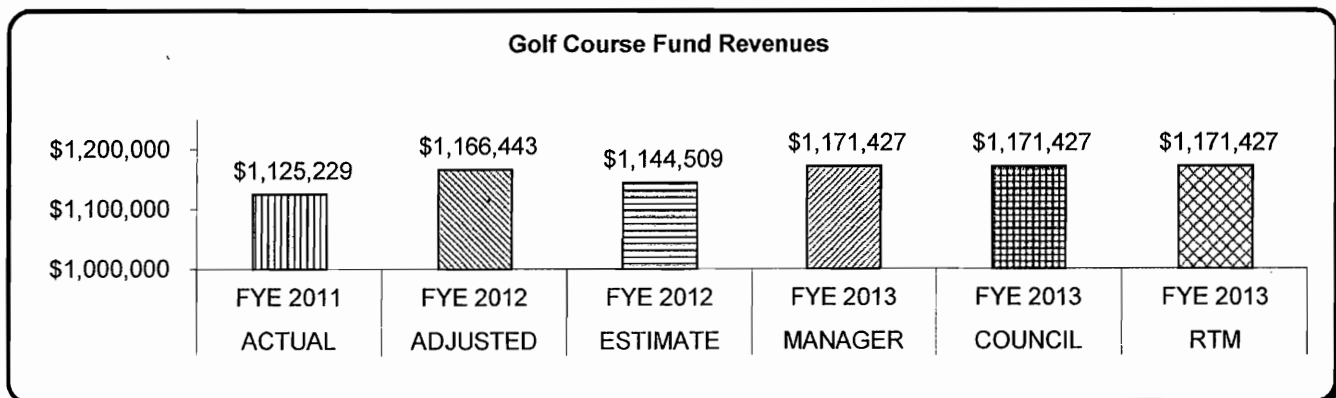
Greens Fees - represents the cost of one round of nine or eighteen holes of golf. The rates range from a \$21 youth rate to a \$47 rate for weekend non-resident eighteen holes. Additionally, there are Twilight and Winter rates of \$24 - \$32.

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.

Fund Balance Applied - represents the amount of unreserved, undesignated fund balance in the Golf Course Fund to be used to fund the budget for the fiscal year.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
4733 Misc-Unclassified	\$ 514	\$ 0	\$ 309	\$ 0	\$ 0	\$ 0
4736 Season Memberships	\$ 291,563	\$ 308,951	\$ 292,000	\$ 298,000	\$ 298,000	\$ 298,000
4737 Greens Fees	\$ 632,643	\$ 629,115	\$ 650,000	\$ 663,000	\$ 663,000	\$ 663,000
4738 Cart Rentals	\$ 169,309	\$ 197,177	\$ 171,000	\$ 175,000	\$ 175,000	\$ 175,000
4741 Lease Fees	\$ 31,200	\$ 31,200	\$ 31,200	\$ 32,400	\$ 32,400	\$ 32,400
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 3,027	\$ 3,027	\$ 3,027
Total	\$ 1,125,229	\$ 1,166,443	\$ 1,144,509	\$ 1,171,427	\$ 1,171,427	\$ 1,171,427



TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Parks & Recreation
FUNCTION: Shennecossett Golf Course 2010

CC0 – Grounds Maintenance

- Maintain the golf course at or above industry standards.
- Continue to improve overall golf course aesthetics.
- Continue in-house bunker and drainage projects.
- Direct maintenance operations with environmental stewardship practices; retain certification as an Audubon Cooperative Sanctuary.

CC1– Customer Service

- Provide a quality golf experience for 35,000+ golfers annually.
- Continue to improve customer service.
- Improve the pace of play at the golf course.
- Increase the number of rounds played.
- Continue with a marketing plan to increase course revenues.

CC2– General Support

- Increase staff training.
- Market the course on a regional level.
- Work with Golf Advisory Board.



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 (valued at \$90 million) 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.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Treat septic tank waste (gallons) (Typical household discharge = 2,000 gals)	535,000	550,000	525,000
Collect & test discharge samples	18,150	18,150	18,150
Miles of sewer line maintained	136.3	136.3	136.3
Manholes maintained	2,513	2,513	2,513
Pump Stations maintained	23	23	23
Grinder pumps maintained	159	159	159
Sludge disposal (dry tons)	900	900	900

**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Public Works

FUNCTION: Sewer Funds 2020

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 5,436,705	\$ 5,795,276	\$ 5,696,561	\$ 5,927,671	2.3%

HIGHLIGHTS:

- Projects residential rate to increase of \$1.50 to \$27.50/month/unit with a corresponding rate increase for the commercial users.
- The third year debt service payment (\$489,363) for the Fort Hill Homes Project is a reduction from the prior year. Debt payments will continue to decrease until the year 2029 when the payments will be completed.
- Beginning with the FYE 2013 budget, OPEB (Other Post-Employment Benefits) contributions are now being funded by this account. The contribution (\$82,017) attributable to employees in this account previously came from the General Fund.

Final Budget Result:

- During budget deliberations, the Town Council requested that the fund balance be used to cover the operating expenses instead of raising the rates. The RTM made no changes.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$3,476,769	\$3,121,020	\$5,262,846	\$5,927,671	\$2,456,195	41.4%

PERSONNEL CHANGES/HISTORY:

FYE 2011 - One (1) Civil Engineer transferred from Function 1035.

FYE 2010 ACTUAL	FYE 2011 ACTUAL	FYE 2012 ADJUSTED	FYE 2012 ESTIMATE	FYE 2013 REQUEST	FYE 2013 ADOPTED
17.75	18.75	18.75	18.75	18.75	18.75

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	1,880,309	1,916,968	1,915,129	1,953,650	2,012,883	2,012,883	2,012,883
Operating Expenses	3,556,396	3,878,308	3,781,432	3,914,987	3,914,788	3,914,788	3,914,788
Total Appropriation	\$5,436,705	\$5,795,276	\$5,696,561	\$5,868,637	\$5,927,671	\$5,927,671	\$5,927,671

COST CENTERS							

20200 LEADERSHIP/GEN SUPPT	867,374	923,635	921,137	938,173	1,015,032	1,015,032	1,015,032
20202 RENEWAL & REPLACEMEN	656,600	768,500	750,594	605,500	605,500	605,500	605,500
20203 WASTE WATER TREATMEN	2,207,498	2,192,987	2,156,589	2,229,605	2,219,200	2,219,200	2,219,200
20204 WASTE WATER COLLECTI	1,132,364	1,352,348	1,346,908	1,605,996	1,598,576	1,598,576	1,598,576
20205 DEBT SERVICE	572,869	557,806	521,333	489,363	489,363	489,363	489,363
Total Cost Centers	\$5,436,705	\$5,795,276	\$5,696,561	\$5,868,637	\$5,927,671	\$5,927,671	\$5,927,671

FINANCING PLAN							

INTEREST INCOME	2,171	6,000	3,110	3,252	3,252	3,252	3,252
FEMA REIMBURSEMENT	0	0	73,905	0	0	0	0
MISC STATE REVENUE	0	0	3,300	0	0	0	0
MISC-UNCLASSIFIED	1,668	0	903	0	0	0	0
SEWER USE CHARGES	5,390,629	5,303,412	5,259,594	5,866,472	5,563,032	5,259,594	5,259,594
FUND BALANCE APPLIED	42,237	485,864	355,749	0	361,387	664,825	664,825
Total Financing Plan	\$5,436,705	\$5,795,276	\$5,696,561	\$5,869,724	\$5,927,671	\$5,927,671	\$5,927,671

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
PERSONNEL SERVICES							
5101 REGULAR FULL TIME	1,122,846	1,172,207	1,160,624	1,168,249	1,168,249	1,168,249	1,168,249
5104 OVERTIME PAY	113,600	119,651	121,177	113,583	113,583	113,583	113,583
5105 LONGEVITY PAY	8,375	7,608	7,913	8,070	8,070	8,070	8,070
5109 SALARY ADJUSTMENTS	66,153	0	1,176	29,994	27,598	27,598	27,598
5110 REGULAR PART TIME	8,863	0	0	0	0	0	0
5111 PREMIUM PAY/OUT OF C	14,910	12,278	18,082	13,652	13,652	13,652	13,652
5112 SICK INCENTIVE	2,593	4,793	3,816	3,816	3,816	3,816	3,816
5116 WAGE CONTINUATION	798	0	1,539	0	0	0	0
5117 ALLOWANCES	1,600	1,625	1,808	1,675	1,675	1,675	1,675
5151 SOCIAL SECURITY	99,745	100,477	100,665	100,308	100,308	100,308	100,308
5152 RETIREMENT	112,902	137,763	137,763	160,790	147,208	147,208	147,208
5153 HEALTH INSURANCE	325,682	358,375	358,375	351,056	344,250	344,250	344,250
5155 WORKER'S COMP	0	0	0	284	284	284	284
5158 LIFE INSURANCE	2,242	2,191	2,191	2,173	2,173	2,173	2,173
5170 OTHER POSTEMPLOY BEN	0	0	0	0	82,017	82,017	82,017
Total Personnel Services	\$1,880,309	\$1,916,968	\$1,915,129	\$1,953,650	\$2,012,883	\$2,012,883	\$2,012,883
OPERATING EXPENSES							
5201 POSTAGE/PRINT/ADVERT	2,184	600	414	800	800	800	800
5210 PROFESS DEVELOP/TRAI	5,084	3,493	4,251	3,517	3,517	3,517	3,517
5220 UTILITIES/FUEL/MILEA	717,937	736,888	765,042	747,288	747,288	747,288	747,288
5230 PYMNTS/CONTRIBUTIONS	391,628	449,099	451,765	469,814	469,814	469,814	469,814
5260 REPAIRS & MAINT-FAC/	143,951	138,281	134,301	135,374	135,175	135,175	135,175
5261 SOFTWARE MAINT FEES	11,864	17,179	16,220	18,055	18,055	18,055	18,055
5280 INSURANCE/RISK MGMT	47,470	52,570	44,974	48,347	48,347	48,347	48,347
5281 OCCUPATIONAL HEALTH	6,275	13,273	13,736	28,302	28,302	28,302	28,302
5290 PROFESS/TECHNICAL SE	488,385	585,093	563,214	578,126	578,126	578,126	578,126
5300 MATERIALS & SUPPLIES	329,067	342,435	312,605	301,783	301,783	301,783	301,783
5315 VEHICLE REPLACEMENT	51,642	37,666	37,666	37,666	37,666	37,666	37,666
5316 VEHICLE MAINT FEE	11,500	11,500	11,500	11,500	11,500	11,500	11,500
5317 VEHICLE FUEL	14,381	15,315	15,315	15,472	15,472	15,472	15,472
5318 COMPUTER REPLMNT FEE	1,635	2,110	2,110	1,580	1,580	1,580	1,580
5400 EQUIP/MACHINRY& FURN	155,492	228,000	203,062	446,000	446,000	446,000	446,000
5410 COMPUTER EQUIPMENT	5,095	2,000	1,128	2,000	2,000	2,000	2,000
5450 DEBT SERVICE	572,806	557,806	519,129	489,363	489,363	489,363	489,363
5460 RESERVE FUND/EQUIPME	600,000	685,000	685,000	580,000	580,000	580,000	580,000
Total Operating Expenses	\$3,556,396	\$3,878,308	\$3,781,432	\$3,914,987	\$3,914,788	\$3,914,788	\$3,914,788
GRAND TOTAL	\$5,436,705	\$5,795,276	\$5,696,561	\$5,868,637	\$5,927,671	\$5,927,671	\$5,927,671

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIRECTOR OF PUBLIC WORKS	0.25	0.25	0.25	0.25	0.25	0.25
MANAGER OF WPCF	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
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
FACILITIES & MAINT SUPV	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	3.00	3.00	3.00	3.00	3.00	3.00
MECHANIC WPCD	4.00	4.00	4.00	4.00	4.00	4.00
CHIEF OPERATOR	1.00	1.00	1.00	1.00	1.00	1.00
CHIEF MECHANIC	1.00	1.00	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	1.00	1.00	1.00	1.00	1.00	1.00
MECH/OPERATOR TRAINEE	1.00	1.00	1.00	1.00	1.00	1.00

Total FTE Personnel	18.75	18.75	18.75	18.75	18.75	18.75
FTE SALARIES & WAGES						

DIRECTOR OF PUBLIC WORKS	27,792	27,792	27,792	27,792	27,792	27,792
MANAGER OF WPCF	93,975	93,975	93,975	93,975	93,975	93,975
CIVIL ENGINEER PE	75,094	75,092	76,594	76,594	76,594	76,594
LABORATORY TECH	59,779	59,550	59,550	59,550	59,550	59,550
WPCF TECHNICIAN	61,549	62,222	63,467	63,467	63,467	63,467
MATERIAL CONTROL SPEC	55,144	54,933	54,933	54,933	54,933	54,933
OFFICE ASSISTANT II (35)	22,299	22,213	22,213	22,213	22,213	22,213
FACILITIES & MAINT SUPV	62,600	64,154	64,154	64,154	64,154	64,154
OPERATIONS SUPER WPCD	81,945	70,907	70,907	70,907	70,907	70,907
OPERATOR WPCD	174,734	174,304	176,274	176,274	176,274	176,274
MECHANIC WPCD	228,411	227,471	229,424	229,424	229,424	229,424
CHIEF OPERATOR	62,139	61,901	61,901	61,901	61,901	61,901
CHIEF MECHANIC	62,139	61,901	61,901	61,901	61,901	61,901
EQUIPMENT OPERATOR	52,304	52,104	52,104	52,104	52,104	52,104
MECH/OPERATOR TRAINEE	52,304	52,104	53,061	53,061	53,061	53,061

Total FTE Salaries & Wages	\$1,172,208	\$1,160,623	\$1,168,250	\$1,168,250	\$1,168,250	\$1,168,250

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

SEWER OPERATING FUND REVENUES: #2020

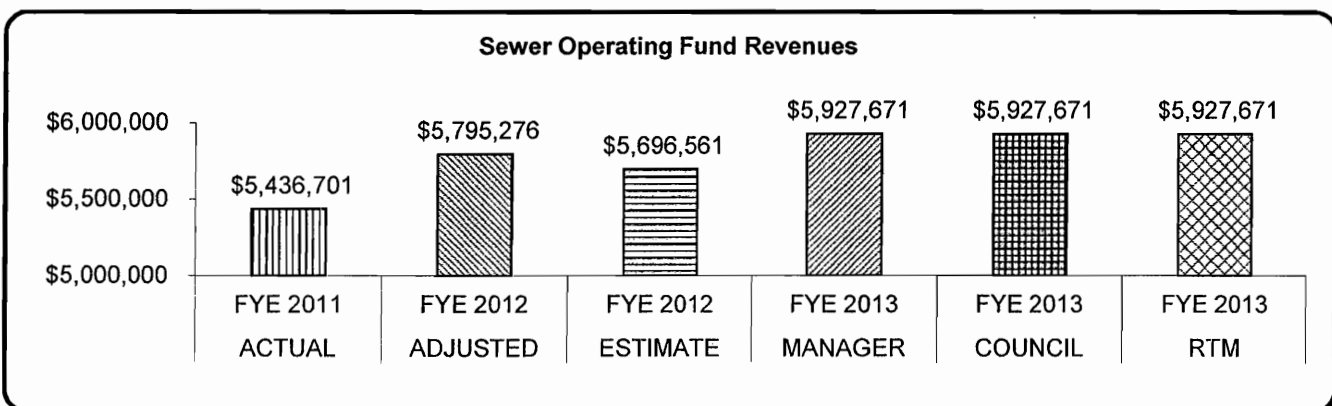
Interest on Investments - represents income earned on the short-term investment of funds not required for immediate expenses.

State Grants - reimbursement from the Clean Water Fund for expenditures related to the WPCF upgrade project.

Sewer Use Charges - users of the sanitary sewer services are assessed a sewer use charge. The residential rate will remain \$26.00 per month per unit and for industrial/commercial units it will remain \$.0414 cubic foot of water consumed.

Fund Balance Applied - represents that amount of unreserved, undesignated Fund Balance in the Sewer Operating Fund to be used to fund the budget for the next fiscal year.

	<u>ACTUAL FYE 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 2,171	\$ 6,000	\$ 3,110	\$ 3,252	\$ 3,252	\$ 3,252
4510 FEMA Reimbursement	\$ 0	\$ 0	\$ 73,905	\$ 0	\$ 0	\$ 0
4556 Misc State Revenue	\$ 0	\$ 0	\$ 3,300	\$ 0	\$ 0	\$ 0
4733 Misc-Unclassified	\$ 1,668	\$ 0	\$ 903	\$ 0	\$ 0	\$ 0
4735 Sewer Use Charges	\$ 5,390,625	\$ 5,303,412	\$ 5,259,594	\$ 5,563,032	\$ 5,259,594	\$ 5,259,594
4999 Fund Balance Applied	\$ 42,237	\$ 485,864	\$ 355,749	\$ 361,387	\$ 664,825	\$ 664,825
Total	\$ 5,436,701	\$ 5,795,276	\$ 5,696,561	\$ 5,927,671	\$ 5,927,671	\$ 5,927,671



TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Public Works
FUNCTION: Sewer Operating Fund 2020

CC0 – Leadership/General Support

- Direct the 24-hour operations of the facility and collection system.
- Plan for the change from a secondary treatment facility to an advanced treatment facility.
- 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.
- Process and respond to citizen complaints.
- 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

- Main sewers including outfall sewer.
- Hydraulically clean sewer lines.
- Maintain, repair, and rebuilding manholes.
- Respond to sewer blockage complaints within 2 hours.
- Maintain 23 pumping stations.
- Maintain 159 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 2013
Sewer Operating Long Term Debt Payment Schedule

FYE Maturity	Original Issue Amount	Date of Issue	Term of Issue (years)	Purpose of Issue	Principal Balance 07/01/10	FYE 2012 Principal Payment	FYE 2012 Interest Payment	FYE 2013 Principal Payment	FYE 2013 Interest Payment
2028	3,000,000.00	10/15/2007	20	Fort Hill Homes sewer rehab	2,550,000.00	150,000.00	98,625.00	150,000.00	92,625.00
2029	3,250,000.00	10/15/2008	20	Fort Hill Homes sewer rehab-refunded	2,920,000.00	165,000.00	81,578.12	165,000.00	11,137.50
2029	2,710,000.00	12/13/2011	18	Fort Hill Homes (refunding)	0.00	0.00	23,925.56	0.00	70,600.00
Totals					5,470,000.00	315,000.00	204,128.68	315,000.00	174,362.50

Debt Service Payment FYE 2012 through FYE 2029
Fort Hill Homes Sewer Rehab

Function #20205-Sewer Operating			
FYE	Principal	Interest	FYE Total
2012	315,000.00	204,128.68	519,128.68
2013	315,000.00	174,362.50	489,362.50
2014	315,000.00	160,937.50	475,937.50
2015	360,000.00	149,125.00	509,125.00
2016	355,000.00	138,975.00	493,975.00
2017	355,000.00	128,875.00	483,875.00
2018	350,000.00	119,106.25	469,106.25
2019	345,000.00	109,625.00	454,625.00
2020	340,000.00	99,962.50	439,962.50
2021	340,000.00	89,925.00	429,925.00
2022	335,000.00	79,475.00	414,475.00
2023	330,000.00	68,462.50	398,462.50
2024	325,000.00	57,137.50	382,137.50
2025	320,000.00	45,962.50	365,962.50
2026	320,000.00	34,343.75	354,343.75
2027	315,000.00	22,293.75	337,293.75
2028	310,000.00	10,218.75	320,218.75
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 29,000 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 (GRRRA), 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 (SCRRRA) 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.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Municipal Solid Waste (tons)	27,135	29,481	29,481
Tipping Fee @ SCRRRA (per ton)	\$60	\$60	\$60
Commercial waste accounts	420	415	415

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works

FUNCTION: Solid Waste Collections 2030

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 2,828,011	\$ 2,625,684	\$ 2,637,987	\$ 2,662,750	1.4%

HIGHLIGHTS:

- SCRRRA was able to keep the same tipping fee structure for another year (\$60/ton).
- MSW to Preston is projected at 29,481 tons, the same level as estimated for FYE 2012.
- In FYE 2011 the Town Council and RTM authorized to pay, under protest, the 6% sales tax on commercial solid waste accounts in the amount of \$240,866 that was assessed by the State Department of Revenue Services (DRS). This issue is still pending resolution with DRS.
- Projects the use of \$113,916 in the available fund balance to fund the expenses associated with this fund.

Final Budget Result:

- During budget deliberations, there were no changes.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$1,553,476	\$1,514,093	\$2,548,834	\$2,662,750	\$1,400,177	52.6%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	2,828,011	2,625,684	2,637,987	2,662,750	2,662,750	2,662,750	2,662,750
Total Appropriation	\$2,828,011	\$2,625,684	\$2,637,987	\$2,662,750	\$2,662,750	\$2,662,750	\$2,662,750

COST CENTERS							

20300 LEADERSHIP/GEN. SUPP	126,012	160,726	160,726	165,548	165,548	165,548	165,548
20302 RESIDENTIAL/GOV. MSW	1,359,728	1,294,936	1,273,595	1,295,665	1,295,665	1,295,665	1,295,665
20309 COMMER. MSW COL. & D	1,342,271	1,170,022	1,203,666	1,201,537	1,201,537	1,201,537	1,201,537
Total Cost Centers	\$2,828,011	\$2,625,684	\$2,637,987	\$2,662,750	\$2,662,750	\$2,662,750	\$2,662,750

FINANCING PLAN							

INTEREST INCOME	3,850	3,250	2,200	2,160	2,160	2,160	2,160
MISC-UNCLASSIFIED	140,804	0	183	0	0	0	0
DISPOSAL FEES	1,158,022	1,254,620	1,122,644	1,082,600	1,082,600	1,082,600	1,082,600
COMMERCIAL COLLECTIONS	1,484,330	1,146,821	1,457,707	1,448,204	1,448,204	1,448,204	1,448,204
SCRRRA TRANSPORT SUBSIDY	15,870	16,710	15,870	15,870	15,870	15,870	15,870
FUND BALANCE APPLIED	25,135	204,283	39,383	113,916	113,916	113,916	113,916
Total Financing Plan	\$2,828,011	\$2,625,684	\$2,637,987	\$2,662,750	\$2,662,750	\$2,662,750	\$2,662,750

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	2,357	2,100	2,138	2,000	2,000	2,000	2,000
5220 UTILITIES/FUEL/MILEA	1,770,425	1,768,860	1,769,602	1,770,674	1,770,674	1,770,674	1,770,674
5230 PYMNTS/CONTRIBUTIONS	433,349	225,335	225,335	232,096	232,096	232,096	232,096
5290 PROFESS/TECHNICAL SE	621,880	629,389	640,912	657,980	657,980	657,980	657,980

Total Operating Expenses	\$2,828,011	\$2,625,684	\$2,637,987	\$2,662,750	\$2,662,750	\$2,662,750	\$2,662,750

GRAND TOTAL	\$2,828,011	\$2,625,684	\$2,637,987	\$2,662,750	\$2,662,750	\$2,662,750	\$2,662,750

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

SOLID WASTE FUND REVENUES: #2030

	<u>FYE 2010</u>	<u>FYE 2011</u>
SCRRRA Waste to Energy		
MSW	\$ 60.00/ton	\$ 60.00/ton
Commercial Collections	GRRRA approves	GRRRA approves

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

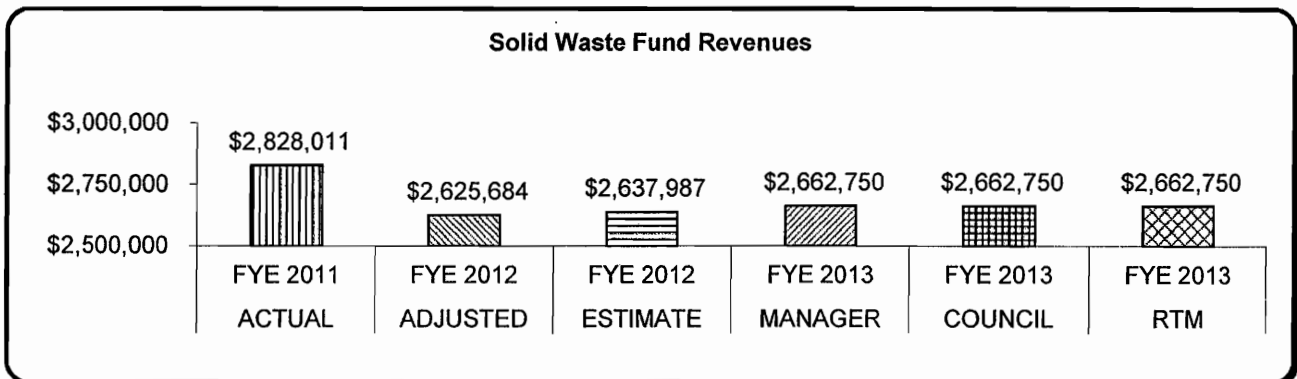
Disposal Fees - includes payments from private haulers for MSW delivered to Preston (includes City of Groton, Navy) and for waste from the Transfer Station diverted to the Waste-to-Energy facility for more cost effective disposal.

Commercial Collections—represents the amount received from users of the commercial trash collection pickup.

SCRRRA Transport Subsidy - represents subsidy received due to the distance Groton is from the Waste Energy Plant in Preston.

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

	<u>ACTUAL FYE 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 3,850	\$ 3,250	\$ 2,200	\$ 2,160	\$ 2,160	\$ 2,160
4733 Misc-Unclassified	\$ 140,804	\$ 0	\$ 183	\$ 0	\$ 0	\$ 0
4740 Disposal Fees	\$ 1,158,022	\$ 1,254,620	\$ 1,122,644	\$ 1,082,600	\$ 1,082,600	\$ 1,082,600
4753 Commercial Collections	\$ 1,484,330	\$ 1,146,821	\$ 1,457,707	\$ 1,448,204	\$ 1,448,204	\$ 1,448,204
4769 SCRRRA Transport Subsidy	\$ 15,870	\$ 16,710	\$ 15,870	\$ 15,870	\$ 15,870	\$ 15,870
4999 Fund Balance Applied	\$ 25,135	\$ 204,283	\$ 39,383	\$ 113,916	\$ 113,916	\$ 113,916
Total	\$ 2,828,011	\$ 2,625,684	\$ 2,637,987	\$ 2,662,750	\$ 2,662,750	\$ 2,662,750



TOWN OF GROTON
FYE 2013 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 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Other Funds

FUNCTION: Mumford Cove Spec Dist 2060

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 20,767	\$ 21,027	\$ 21,027	\$ 21,057	0.1%

HIGHLIGHTS:

- Mumford Cove taxes residents in order to cover the cost of fire protection by contract with the Noank Fire District. Current year (FYE 2012) tax rate is 0.279 mills.
- Tax Rate Calculation:
\$20,707 to be raised by taxes divided by a Grand List of \$68,182,290 divided by 99.7% collection rate multiplied by 1,000 = 0.305 mills.

Final Budget Result:

- During budget deliberations, no changes were made.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$977	\$890	\$20,757	\$21,057	\$590	2.8%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: OTHER FUNDS
FUNCTION: MUMFORD COVE 2060

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	20,767	21,027	21,027	21,057	21,057	21,057	21,057
Total Appropriation	\$20,767	\$21,027	\$21,027	\$21,057	\$21,057	\$21,057	\$21,057

COST CENTERS							

20600 FIRE PROTECTION	20,767	21,027	21,027	21,057	21,057	21,057	21,057
Total Cost Centers	\$20,767	\$21,027	\$21,027	\$21,057	\$21,057	\$21,057	\$21,057

FINANCING PLAN							

CURRENT TAXES	20,885	20,877	20,900	20,707	20,707	20,707	20,707
PRIOR YEAR TAXES	62	50	40	50	50	50	50
FUND BALANCE APPLIED	0	100	87	300	300	300	300
Total Financing Plan	\$20,947	\$21,027	\$21,027	\$21,057	\$21,057	\$21,057	\$21,057

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: OTHER FUNDS
FUNCTION: MUMFORD COVE 2060

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5230 PYMNTS/CONTRIBUTIONS	767	1,007	1,007	1,037	1,037	1,037	1,037
5290 PROFESS/TECHNICAL SE	20,000	20,020	20,020	20,020	20,020	20,020	20,020
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Total Operating Expenses	\$20,767	\$21,027	\$21,027	\$21,057	\$21,057	\$21,057	\$21,057
GRAND TOTAL	\$20,767	\$21,027	\$21,027	\$21,057	\$21,057	\$21,057	\$21,057



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.

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Finance

FUNCTION: Revaluation Fund 2120

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 327,867	\$ 140,310	\$ 145,537	\$ -	(100.0%)

HIGHLIGHTS:

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 state mandated revaluation that was effective October 1, 2011 impacts the millrate associated with the FYE 2013 budget. The bulk of that revaluation process took place in FYE 2011 and FYE 2012. No funds are budgeted for expenditure in FYE 2013.
- The aerial mapping and the updating of GIS planimetric data was completed by June 30, 2010. Regular updates were anticipated when the revaluation fund was established, with the next update scheduled for FYE 2014.

Final Budget Result:

- There was no action taken on this item.

Revaluation Fund		Appropriation		Balance
Fiscal Year	Contribution to Fund	Revaluation	Mapping	Cumulative \$\$ at end of fiscal year
2011 Balance				\$ 332,513
FYE 2012 Estimate	\$ 30,000	\$ 145,537	\$ -	\$ 216,976
FYE 2013 Adopted	\$ 35,000	\$ -	\$ -	\$ 251,976
FYE 2014	\$ 40,000	\$ -	\$ 5,000	\$ 286,976
FYE 2015	\$ 50,000	\$ -	\$ 15,000	\$ 321,976
FYE 2016	\$ 75,000	\$ 250,000	\$ -	\$ 146,976
FYE 2017	\$ 90,000	\$ 150,000	\$ -	\$ 86,976
FYE 2018	\$ 150,000	\$ -	\$ -	\$ 236,976
FYE 2019	\$ 150,000	\$ -	\$ 50,000	\$ 336,976
FYE 2020	\$ 160,000	\$ 50,000	\$ 80,000	\$ 366,976
FYE 2021	\$ 165,000	\$ 450,000	\$ -	\$ 81,976
FYE 2022	\$ 170,000	\$ 250,000	\$ -	\$ 1,976
FYE 2023	\$ 170,000	\$ -	\$ -	\$ 171,976
FYE 2024	\$ 180,000	\$ -	\$ 6,000	\$ 345,976
FYE 2025	\$ 180,000	\$ -	\$ 16,000	\$ 509,976
FYE 2026	\$ 190,000	\$ 250,000	\$ -	\$ 449,976

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$332,513	\$217,001	\$35,038	\$0	\$252,039	NA

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	327,868	140,310	145,537	0	0	0	0
Total Appropriation	\$327,868	\$140,310	\$145,537	\$0	\$0	\$0	\$0

COST CENTERS							

21200 PROPERTY REVALUATION	327,868	140,310	145,537	0	0	0	0
Total Cost Centers	\$327,868	\$140,310	\$145,537	\$0	\$0	\$0	\$0

FINANCING PLAN							

INTEREST INCOME	622	660	25	38	38	38	38
PAYMENTS FROM OTHER FUNDS	55,000	30,000	30,000	35,000	35,000	35,000	35,000
FUND BALANCE APPLIED	272,246	109,650	115,512	0	0	0	0
Total Financing Plan	\$327,868	\$140,310	\$145,537	\$35,038	\$35,038	\$35,038	\$35,038

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	0	300	6,037	0	0	0	0
5220 UTILITIES/FUEL/MILEA	1,034	900	400	0	0	0	0
5240 BOARDS & COMMISSIONS	0	150	300	0	0	0	0
5290 PROFESS/TECHNICAL SE	321,904	138,800	138,800	0	0	0	0
5300 MATERIALS & SUPPLIES	152	160	0	0	0	0	0
5400 EQUIP/MACHINRY& FURN	4,778	0	0	0	0	0	0

Total Operating Expenses	\$327,868	\$140,310	\$145,537	\$0	\$0	\$0	\$0
GRAND TOTAL	\$327,868	\$140,310	\$145,537	\$0	\$0	\$0	\$0

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

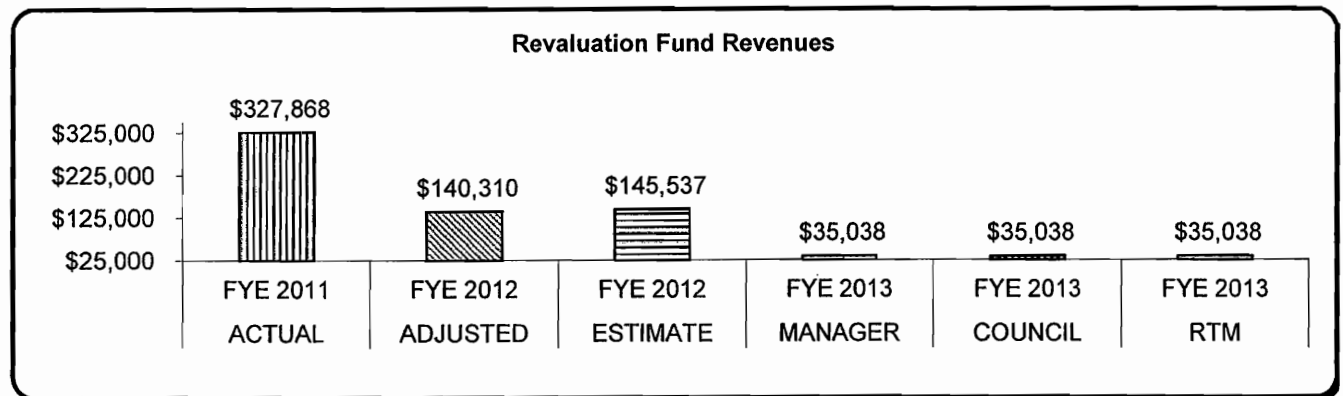
REVALUATION FUND REVENUES: #2120

Interest on Investments - 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.

Fund Balance Applied - represents that amount of unreserved, undesignated Fund Balance in the Revaluation Fund to be used to fund the budget for the next fiscal year.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
4412 Interest on Investments	\$ 622	\$ 660	\$ 25	\$ 38	\$ 38	\$ 38
4766 Payments from Other Funds	\$ 55,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000
4999 Fund Balance Applied	\$ 272,246	\$ 109,650	\$ 115,512	\$ 0	\$ 0	\$ 0
Total	\$ 327,868	\$ 140,310	\$ 145,537	\$ 35,038	\$ 35,038	\$ 35,038



TOWN OF GROTON
FYE 2013 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.

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 Services and a portion of Senior Services programs and trips are included in the fund. Fund 3240 received no direct support from the General Fund Budget of the town.

FUNCTION ACTIVITIES:

	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Program Sections Offered:		
Recreation	609	609
Summer Camp	51	51
Special Needs	42	42
Senior Trips	36	39
Senior Programs	60	60
Enrollments:		
Recreation	8,352	8,350
Summer Camp	1,663	1,650
Special Needs	782	780
Senior Trips	900	960
Senior Programs	1,338	1,400

Prior to FYE 2012, these activities were in either the General Fund Function #1064 (Parks & Recreation) or the non-budgeted special revenue fund #3230.

**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Parks & Recreation

FUNCTION: Rec. & Senior Activities 3240

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ -	\$ 917,959	\$ 792,021	\$ 811,728	11.6%

HIGHLIGHTS:

This fund was created in FYE 2012 as a budgeted special revenue account for fee based recreation programs. This account must be viewed in conjunction with Function 1064, Parks and Recreation. While program revenues and direct program costs are contained in this fund, full-time personnel costs associated with these programs remain in Function 1064.

Recreation Accounts

- Includes expenses for Recreation Programs (CC1, CC2 and CC3) other than full time personnel.
- Expenses have been adjusted to reflect lower enrollments experienced in FYE 2012 and projected for FYE 2013.
- Program revenues have been matched to program expenses indicating a net operating deficit of \$33,750.

FYE 13	Expenses	Revenue	Net Income (Loss)
Recreation Prog	\$405,159	\$437,500	\$32,341
Summer Camp	\$177,244	\$145,647	(\$31,597)
Special Needs	\$81,586	\$47,092	(\$34,494)
	\$663,989	\$630,239	(\$33,750)

- It is recommended for FYE 2013 this deficit be made up from fund balance. Fees and costs need to be adjusted to bring these accounts into balance for FYE 2014.

Senior Center Accounts

- Program revenues have been allocated to program expenses indicated - a net operating surplus of \$5,871.
- Consideration should be given in FYE 2014 as to whether to bring Senior Food Concessions (32306) into this fund in order to have an established budget for expenses. A trial budget will be established and monitored during FYE 2013.

	Expenses	Revenue	Net Income (Loss)
Senior Trips	\$113,179	\$118,610	\$5,431
Senior Programs	\$34,560	\$35,000	\$440
	\$147,739	\$153,610	\$5,871

Final Budget Result:

During budget deliberations, no changes were made.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$194,847	\$213,090	\$783,849	\$811,728	\$185,211	22.8%

PERSONNEL CHANGES/HISTORY:

- No full time personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	0	295,116	236,053	276,496	276,496	276,496	276,496
Operating Expenses	0	622,843	555,968	535,232	535,232	535,232	535,232

Total Appropriation	\$0	\$917,959	\$792,021	\$811,728	\$811,728	\$811,728	\$811,728

COST CENTERS							

32401 RECREATION PROGRAMS	0	509,501	412,193	405,159	405,159	405,159	405,159
32402 SUMMER CAMP	0	214,922	188,642	177,244	177,244	177,244	177,244
32403 SPECIAL NEEDS PROG	0	46,033	46,033	81,586	81,586	81,586	81,586
32404 SENIOR TRIPS	0	113,178	110,653	113,179	113,179	113,179	113,179
32405 SENIOR PROGRAMS	0	34,325	34,500	34,560	34,560	34,560	34,560

Total Cost Centers	\$0	\$917,959	\$792,021	\$811,728	\$811,728	\$811,728	\$811,728

FINANCING PLAN							

SUMMER CAMP AIDES - BOE	0	31,512	42,800	46,026	46,026	46,026	46,026
SENIOR TRIPS	0	118,610	120,000	118,610	118,610	118,610	118,610
SENIOR PROGRAMS	0	28,894	31,000	31,000	31,000	31,000	31,000
SR CENTER FUNDRAISING	0	0	3,000	4,000	4,000	4,000	4,000
SPECIAL NEEDS PROGRAMS	0	14,260	28,013	28,013	28,013	28,013	28,013
RECREATION PROGRAMS	0	585,083	409,000	437,500	437,500	437,500	437,500
SUMMER CAMP	0	139,600	176,450	118,700	118,700	118,700	118,700
FUND BALANCE APPLIED	0	0	0	27,879	27,879	27,879	27,879

Total Financing Plan	\$0	\$917,959	\$810,263	\$811,728	\$811,728	\$811,728	\$811,728

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5102 PART TIME PERSONNEL	0	105,808	74,267	107,370	107,370	107,370	107,370
5103 SEASONAL PERSONNEL	0	168,336	145,000	149,475	149,475	149,475	149,475
5104 OVERTIME PAY	0	0	10	0	0	0	0
5151 SOCIAL SECURITY	0	20,972	16,776	19,651	19,651	19,651	19,651

Total Personnel Services	\$0	\$295,116	\$236,053	\$276,496	\$276,496	\$276,496	\$276,496

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	0	26,000	13,000	17,250	17,250	17,250	17,250
5210 PROFESS DEVELOP/TRAI	0	2,019	2,019	2,269	2,269	2,269	2,269
5220 UTILITIES/FUEL/MILEA	0	43,850	28,000	28,050	28,050	28,050	28,050
5230 PYMNTS/CONTRIBUTIONS	0	2,000	2,000	8,800	8,800	8,800	8,800
5260 REPAIRS & MAINT-FAC/	0	7,500	7,500	5,100	5,100	5,100	5,100
5281 OCCUPATIONAL HEALTH	0	2,500	2,500	2,500	2,500	2,500	2,500
5290 PROFESS/TECHNICAL SE	0	472,355	418,780	422,090	422,090	422,090	422,090
5300 MATERIALS & SUPPLIES	0	54,619	45,169	45,173	45,173	45,173	45,173
5310 VEHICLE OPER/MAINT	0	500	500	500	500	500	500
5400 EQUIP/MACHINRY& FURN	0	11,500	1,500	3,500	3,500	3,500	3,500
5410 COMPUTER EQUIPMENT	0	0	35,000	0	0	0	0

Total Operating Expenses	\$0	\$622,843	\$555,968	\$535,232	\$535,232	\$535,232	\$535,232

GRAND TOTAL	\$0	\$917,959	\$792,021	\$811,728	\$811,728	\$811,728	\$811,728

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

REC. & SENIOR ACTIVITIES REVENUES: #3240

Summer Camp Aides - BOE: represents revenue from Groton Public Schools to pay for the one on one aides in summer camp programs for students with IEPs (Individualized Educational Programs) calling for assistance.

Senior Programs: represents revenue from programs at the Senior Center.

Senior Trips: represents revenue from trips at the Senior Center.

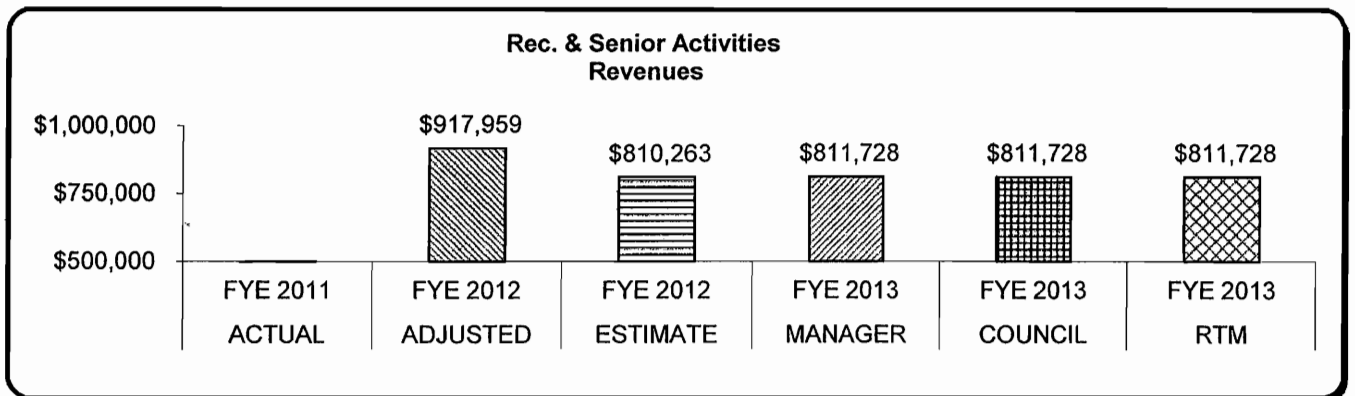
Recreation Programs: represents revenue from recreation programs for the general public.

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.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
4626A Summer Camp Aides - BOE	\$ 0	\$ 31,512	\$ 42,800	\$ 46,026	\$ 46,026	\$ 46,026
4672A Senior Trips	\$ 0	\$ 118,610	\$ 120,000	\$ 118,610	\$ 118,610	\$ 118,610
4672B Senior Programs	\$ 0	\$ 28,894	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000
4672C Fundraising	\$ 0	\$ 0	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000
4684A Special Needs Programs	\$ 0	\$ 14,260	\$ 28,013	\$ 28,013	\$ 28,013	\$ 28,013
4684B Recreation Programs	\$ 0	\$ 585,083	\$ 409,000	\$ 437,500	\$ 437,500	\$ 437,500
4685A Summer Camp	\$ 0	\$ 139,600	\$ 176,450	\$ 118,700	\$ 118,700	\$ 118,700
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 27,879	\$ 27,879	\$ 27,879
Total	\$ 0	\$ 917,959	\$ 810,263	\$ 811,728	\$ 811,728	\$ 811,728



TOWN OF GROTON
FYE 2013 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.

CC2– Summer Camp

- Staff three summer playground sites at various elementary schools throughout Groton to provide a high-quality, safe and healthy play environment for children ages 5-12.
- Maintain a camper to staff ratio of 15:1.
- Provide a therapeutic camping experience for children ages 6-12.
- 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.

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 and Groton libraries.

These funds also support the Public Computer Learning Center, which provides hands-on training for the public and for library staff. Funding for replacement furniture is also included.

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Library

FUNCTION: Connecticard 3310

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 46,078	\$ 49,866	\$ 43,866	\$ 50,322	0.9%

HIGHLIGHTS:

- This account includes all of the expenses related to the integrated library circulation system. Maintenance charges for the system have increased in accordance with the contract.
- Funds are included to staff the Public Computer Learning Center. The computer center provides classes teaching basic computer skills and hands-on computer practice time.

Final Budget Result:

- During budget deliberations, there were no changes made to this fund.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$129,731	\$124,128	\$38,116	\$50,322	\$111,922	222.4%

PERSONNEL CHANGES/HISTORY:

FYE 2011 - reduction in hours for part time personnel (5102).

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Personnel Services	10,340	10,846	10,846	10,846	10,846	10,846	10,846
Operating Expenses	35,738	39,020	33,020	39,476	39,476	39,476	39,476

Total Appropriation	\$46,078	\$49,866	\$43,866	\$50,322	\$50,322	\$50,322	\$50,322

COST CENTERS							

33100 CONNECTICARD	46,078	49,866	43,866	50,322	50,322	50,322	50,322

Total Cost Centers	\$46,078	\$49,866	\$43,866	\$50,322	\$50,322	\$50,322	\$50,322

FINANCING PLAN							

INTEREST INCOME	169	192	15	16	16	16	16
STATE GRANTS	1,136	1,200	1,348	1,200	1,200	1,200	1,200
CONNECTICARD GRANT	46,226	35,200	36,900	36,900	36,900	36,900	36,900
FUND BALANCE APPLIED	0	13,274	5,603	12,206	12,206	12,206	12,206

Total Financing Plan	\$47,531	\$49,866	\$43,866	\$50,322	\$50,322	\$50,322	\$50,322

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

PERSONNEL SERVICES							

5102 PART TIME PERSONNEL	9,605	10,075	10,075	10,075	10,075	10,075	10,075
5151 SOCIAL SECURITY	735	771	771	771	771	771	771

Total Personnel Services	\$10,340	\$10,846	\$10,846	\$10,846	\$10,846	\$10,846	\$10,846

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	1,620	3,250	1,620	1,620	1,620	1,620	1,620
5260 REPAIRS & MAINT-FAC/	1,418	2,500	1,250	2,000	2,000	2,000	2,000
5261 SOFTWARE MAINT FEES	16,827	28,620	25,500	31,031	31,031	31,031	31,031
5290 PROFESS/TECHNICAL SE	6,421	0	0	0	0	0	0
5318 COMPUTER REPLMNT FEE	2,000	1,350	1,350	1,350	1,350	1,350	1,350
5400 EQUIP/MACHINRY& FURN	1,488	2,000	2,000	2,000	2,000	2,000	2,000
5410 COMPUTER EQUIPMENT	5,964	1,300	1,300	1,475	1,475	1,475	1,475

Total Operating Expenses	\$35,738	\$39,020	\$33,020	\$39,476	\$39,476	\$39,476	\$39,476

GRAND TOTAL	\$46,078	\$49,866	\$43,866	\$50,322	\$50,322	\$50,322	\$50,322

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

CONNECTICARD FUND REVENUES: #3310

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

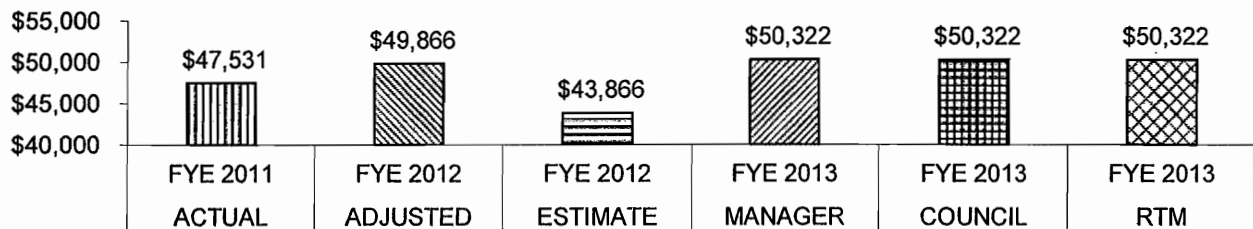
State Grants - Each public library shall be eligible to receive a state grant of \$1200 providing the requirements of CGS 11-24b are met.

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 unreserved, undesignated Fund Balance in the Connecticard Fund to be used to fund the budget for the fiscal year.

	<u>ACTUAL FYE 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 169	\$ 192	\$ 15	\$ 16	\$ 16	\$ 16
4507 State Grants	\$ 1,136	\$ 1,200	\$ 1,348	\$ 1,200	\$ 1,200	\$ 1,200
4745 Connecticard Grant	\$ 46,226	\$ 35,200	\$ 36,900	\$ 36,900	\$ 36,900	\$ 36,900
4999 Fund Balance Applied	\$ 0	\$ 13,274	\$ 5,603	\$ 12,206	\$ 12,206	\$ 12,206
Total	\$ 47,531	\$ 49,866	\$ 43,866	\$ 50,322	\$ 50,322	\$ 50,322

Connecticard Fund Revenues





**TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Other Funds

FUNCTION: Groton Sewer District 4010

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,436,626	\$ 1,168,570	\$ 1,175,915	\$ 1,162,592	(0.5%)

HIGHLIGHTS:

- The purpose of this Fund is to finance the Town of Groton Sewer District, which pays the principal and interest on sewer bonds and notes. The principal sources of revenues are the Sewer District tax and sewer benefit assessments. The requested allocation is based on a Grand List (excluding motor vehicles) of \$2,465,636,374 and a 98.8% collection rate.
- The proposed mill rate is maintained at 0.25 mills in FYE 2013.
- 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 and to cover any financing costs on the \$22.944 million project.

Final Budget Result:

- During budget deliberations, no changes were made.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$2,626,698	\$2,151,136	\$647,592	\$1,162,592	\$1,636,136	140.7%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: FINANCE
FUNCTION: GROTON SEWER DISTRICT 4010

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	1,436,626	1,168,570	1,175,915	1,162,592	1,162,592	1,162,592	1,162,592
Total Appropriation	\$1,436,626	\$1,168,570	\$1,175,915	\$1,162,592	\$1,162,592	\$1,162,592	\$1,162,592

COST CENTERS							

40100 OPERATING EXPENSE	109,271	118,045	119,875	124,135	124,135	124,135	124,135
40101 DEBT SERVICE	1,327,355	1,050,525	1,056,040	1,038,457	1,038,457	1,038,457	1,038,457
Total Cost Centers	\$1,436,626	\$1,168,570	\$1,175,915	\$1,162,592	\$1,162,592	\$1,162,592	\$1,162,592

FINANCING PLAN							

CURRENT TAXES	749,955	647,355	660,000	617,167	617,167	617,167	617,167
INTEREST & LIEN FEES	16,985	9,000	7,200	7,500	7,500	7,500	7,500
PRIOR YEAR TAXES	10,945	5,200	6,000	6,000	6,000	6,000	6,000
INTEREST INCOME	6,564	4,620	4,750	5,450	5,450	5,450	5,450
PILOT:ENTERPRISE ZONE	75	84	43	55	55	55	55
PILOT:MFG MACHINE/EQUIP	1,388	1,791	0	0	0	0	0
PILOT:STATE/TAX EXEMPTS	51	70	20	20	20	20	20
MFGR. TRANSITION GRANT	0	0	1,340	1,400	1,400	1,400	1,400
SEWER ASSESSMENTS	16,462	450	21,000	10,000	10,000	10,000	10,000
FUND BALANCE APPLIED	634,201	500,000	475,562	515,000	515,000	515,000	515,000
Total Financing Plan	\$1,436,626	\$1,168,570	\$1,175,915	\$1,162,592	\$1,162,592	\$1,162,592	\$1,162,592

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: FINANCE
FUNCTION: GROTON SEWER DISTRICT 4010

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	6,385	5,650	7,450	8,345	8,345	8,345	8,345
5230 PYMNTS/CONTRIBUTIONS	102,846	112,175	112,175	115,540	115,540	115,540	115,540
5290 PROFESS/TECHNICAL SE	40	120	150	150	150	150	150
5300 MATERIALS & SUPPLIES	0	100	100	100	100	100	100
5450 DEBT SERVICE	1,327,355	1,050,525	1,056,040	1,038,457	1,038,457	1,038,457	1,038,457

Total Operating Expenses	\$1,436,626	\$1,168,570	\$1,175,915	\$1,162,592	\$1,162,592	\$1,162,592	\$1,162,592

GRAND TOTAL	\$1,436,626	\$1,168,570	\$1,175,915	\$1,162,592	\$1,162,592	\$1,162,592	\$1,162,592

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

SEWER DISTRICT FUND REVENUES: #4010

Current Taxes - The current levy for FYE 2013 is based on all taxable property in the Town (excluding the political subdivision of the City) as of October 1, 2011, before adjustments by the Board of Assessment Appeals. The amount to be raised by taxes is calculated by taking the proposed budget appropriations for FYE 2013 less estimated receipts from non-tax resources. The Grand List pertaining to the Sewer District decreased 5.9%. The proposed mill rate for FYE 2013 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 on Investments - 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.

PILOT: Manufacturing Machinery & Equipment (MME) - represents the reimbursement amount that the state provides for tax revenue loss sustained as a result of two separate exemption programs for manufacturers for FYE 2011.

The first was a 100% exemption for "new" eligible manufacturing machinery and equipment. Although state statutes called for 80% reimbursement for local taxes lost, the governor had rescission power and an amount was appropriated state-wide and then allocated to municipalities participating in this program.

Pursuant to CGS 12-94f, an exemption program for "old" MME (6 years or older) was part of the existing State reimbursement program. FYE 2012 was the last year of a five-year phase-in of a full exemption for manufacturing machinery and equipment no longer eligible for exemption in the program discussed above.

Starting in FYE 2012, this program was done away with and the State created a Manufacturing Transition Grant whereby local governments would received what they would have under the MME PILOT in FYE 2011 less any OPM adjustments.

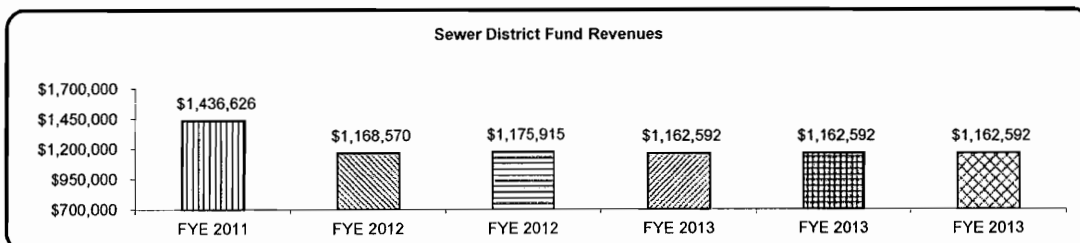
PILOT: State & Tax Exempts - represents the reimbursement from the state for exemptions due to veteran's exemptions, circuit breaker program, totally disabled and elderly freeze programs.

Manufacturing Transition Grant - replaces the MME PILOT and provides for the same allocation as in FYE 2011 to eligible municipalities before any adjustments by OPM.

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 unreserved, undesignated Fund Balance in the Sewer District Fund to be used to fund the budget for the next fiscal year.

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
4110 Current Taxes	\$ 749,955	\$ 647,355	\$ 660,000	\$ 617,167	\$ 617,167	\$ 617,167
4113 Interest & Lien Fees	\$ 16,985	\$ 9,000	\$ 7,200	\$ 7,500	\$ 7,500	\$ 7,500
4114 Prior Year Taxes	\$ 10,945	\$ 5,200	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
4412 Interest on Investments	\$ 6,564	\$ 4,620	\$ 4,750	\$ 5,450	\$ 5,450	\$ 5,450
4551 PILOT: Enterprise Zone	\$ 75	\$ 84	\$ 43	\$ 55	\$ 55	\$ 55
4552 PILOT: MFG Machine & Equipment	\$ 1,388	\$ 1,791	\$ 0	\$ 0	\$ 0	\$ 0
4553 PILOT: State & Tax Exempts	\$ 51	\$ 70	\$ 20	\$ 20	\$ 20	\$ 20
4563 MFG Transition Grant	\$ 0	\$ 0	\$ 1,340	\$ 1,400	\$ 1,400	\$ 1,400
4747 Sewer Assessments	\$ 16,462	\$ 450	\$ 21,000	\$ 10,000	\$ 10,000	\$ 10,000
4999 Fund Balance Applied	\$ 634,201	\$ 500,000	\$ 475,562	\$ 515,000	\$ 515,000	\$ 515,000
Total	\$ 1,436,626	\$ 1,168,570	\$ 1,175,915	\$ 1,162,592	\$ 1,162,592	\$ 1,162,592



TOWN OF GROTON
FYE 2013
Sewer Long Term Debt Payment Schedule

FYE	Original Issue	Date of	Term of Issue	Purpose of	Principal Balance	FYE 2012 Principal	FYE 2012 Interest	FYE 2013 Principal	FYE 2013 Interest
2013	2,110,000.00	06/01/2002	10	WPCF Improvements	420,000.00	210,000.00	16,800.00	210,000.00	8,400.00
2030	12,864,411.44	11/01/2009	20	Clean Water Funds	11,161,441.14	606,051.12	217,673.35	606,051.12	205,552.33
2030	114,143.22	11/01/2011	19	Clean Water Funds	0.00	4,208.08	1,307.13	6,312.12	2,140.86
				Totals	11,581,441.14	820,259.20	235,780.48	822,363.24	216,093.19

Debt Service Payment FYE 2012 through FYE 2030

Function #40101-Sewer District			
FYE	Principal	Interest	FYE Total
2012	820,259.20	235,780.48	1,056,039.68
2013	822,363.24	216,093.19	1,038,456.43
2014	612,363.24	195,445.90	807,809.14
2015	612,363.24	183,198.63	795,561.87
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	109,718.08	722,081.32
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	255,151.34	1,275.76	256,427.10



TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Town Manager

FUNCTION: Capital Reserve 5010

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 6,265,785	\$ 3,362,340	\$ 3,362,340	\$ 3,822,230	13.7%

HIGHLIGHTS:

- This function includes funds to be appropriated for capital improvements.

- Payments From Other Funds - represents the contribution from:

General Fund (#10750)	\$3,650,000
Sewer Operating (#2020)	580,000
Total Contribution	<u>\$4,230,000</u>

- As noted below, the Estimated Fund Balance for FYE 2013 is \$957,950 and represents unexpended appropriations from the Sewer Operating Fund (\$238,418) and the General Fund (\$719,532).

Final Budget Result:

-During budget deliberations, the Town Council decreased this function by \$17,770.
The RTM further reduced it by \$100,000.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$755,671	\$514,896	\$4,265,284	\$3,822,230	\$957,950	25.1%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

26-Jul-2012

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: TOWN MANAGER
FUNCTION: CAPITAL RESERVE PROJECTS 5010

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Operating Expenses	6,265,785	3,362,340	3,362,340	3,940,000	3,940,000	3,922,230	3,822,230
Total Appropriation	\$6,265,785	\$3,362,340	\$3,362,340	\$3,940,000	\$3,940,000	\$3,922,230	\$3,822,230
COST CENTERS							
50102 FYE 2013 CIP	6,265,785	3,362,340	3,362,340	3,940,000	3,940,000	3,922,230	3,822,230
Total Cost Centers	\$6,265,785	\$3,362,340	\$3,362,340	\$3,940,000	\$3,940,000	\$3,922,230	\$3,822,230
FINANCING PLAN							
INTEREST INCOME	14,158	15,850	7,915	7,690	7,690	7,690	7,690
INTEREST INCOME-WPCF	13,445	14,500	8,415	8,594	8,594	8,594	8,594
STATE GRANTS	1,086,077	0	0	0	0	0	0
CWF LOAN	528,556	0	0	0	0	0	0
RECORDING INSTRUMENTS	15,708	16,000	17,605	17,000	17,000	17,000	17,000
WATER ASSESSMENTS	2,187	0	2,630	2,000	2,000	2,000	2,000
PAYMENTS FROM OTHER FUNDS	1,428,000	3,085,000	3,085,000	4,330,000	4,330,000	4,330,000	4,230,000
FUND BALANCE APPLIED	3,177,654	230,990	240,775	0	0	0	0
Total Financing Plan	\$6,265,785	\$3,362,340	\$3,362,340	\$4,365,284	\$4,365,284	\$4,365,284	\$4,265,284

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

26-Jul-2012

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: TOWN MANAGER
FUNCTION: CAPITAL RESERVE PROJECTS 5010

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5460 RESERVE FUND/EQUIPME	6,265,785	3,362,340	3,362,340	3,940,000	3,940,000	3,922,230	3,822,230
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$6,265,785	\$3,362,340	\$3,362,340	\$3,940,000	\$3,940,000	\$3,922,230	\$3,822,230
	-----	-----	-----	-----	-----	-----	-----
GRAND TOTAL	\$6,265,785	\$3,362,340	\$3,362,340	\$3,940,000	\$3,940,000	\$3,922,230	\$3,822,230

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

CAPITAL RESERVE FUND REVENUES: #5010

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

State Grants - reimbursement from the Clean Water Fund for expenditures related to the WPCF upgrade project.

CWF Loan: represents funds received that will need to be repaid at a 2% interest rate related to the upgrade project.

Recording Instruments - PA 05-228 instituted a new \$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.

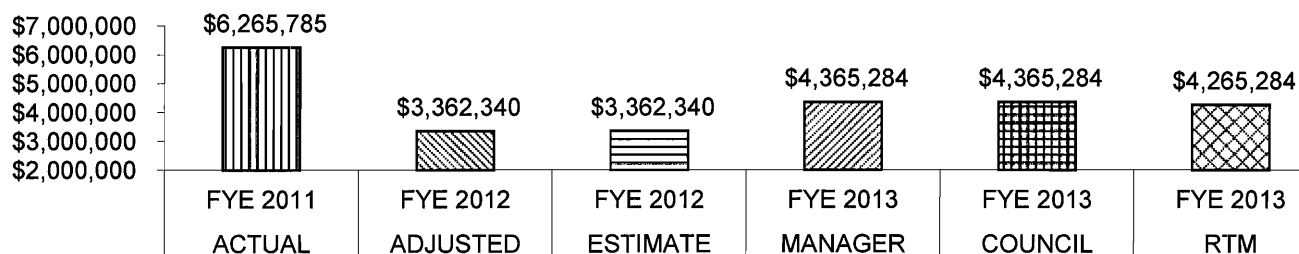
Water Assessments - represents revenues received from Center Groton Water assessments.

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 unreserved, undesignated fund balance in the Capital Reserve Fund to be used to fund the budget for the fiscal year.

	<u>ACTUAL FYE 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 14,158	\$ 15,850	\$ 7,915	\$ 7,690	\$ 7,690	\$ 7,690
4412A Interest on Investments-WPCF	\$ 13,445	\$ 14,500	\$ 8,415	\$ 8,594	\$ 8,594	\$ 8,594
4507 State Grants	\$ 1,086,077	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4507B CWF Loan	\$ 528,556	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4610 Recording Instruments	\$ 15,708	\$ 16,000	\$ 17,605	\$ 17,000	\$ 17,000	\$ 17,000
4746 Water Assessments	\$ 2,187	\$ 0	\$ 2,630	\$ 2,000	\$ 2,000	\$ 2,000
4766 Payments from Other Funds	\$ 1,428,000	\$ 3,085,000	\$ 3,085,000	\$ 4,330,000	\$ 4,330,000	\$ 4,230,000
4999 Fund Balance Applied	\$ 3,177,654	\$ 230,990	\$ 240,775	\$ 0	\$ 0	\$ 0
Total	\$ 6,265,785	\$ 3,362,340	\$ 3,362,340	\$ 4,365,284	\$ 4,365,284	\$ 4,265,284

Capital Reserve Fund Revenues



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.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
Vehicle Works Orders Processed	1,282	1,303	1,433
Preventative Maintenance Work Orders	367	372	409
Unscheduled Maintenance / Road Service Work Orders	915	931	1,024
Outside Agencies' Work Orders (included in above numbers)	289	297	325

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Public Works			FUNCTION: Fleet Reserve 6040		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 1,009,767	\$ 1,097,079	\$ 1,078,082	\$ 1,450,835	32.2%

HIGHLIGHTS:

- This function contains funds for fuel, maintenance, and vehicle replacement. Personnel and all other associated costs are contained in cost center 1035A under function 1035, Public Works.
- For FYE 2013, the replacement schedule program called for the replacement of 49 vehicles (\$1,747,469) of which 26 are past their replacement date. The proposed budget calls for the replacement of 14 vehicles and 6 refurbishments (\$725,823).
- 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 proposed that a General Fund contribution of \$165,000 be made out of function #1077 to this Fund. This amount represents approximately 22% of the recommended general fund vehicle replacement fees which with the 25% contribution in departmental accounts will bring contributions close to 50% 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.
- Due to rising fuel costs (\$2.95/gallon FYE 2012 vs. \$3.32/gallon FYE 2013) vehicle fuel costs are proposed to increase \$33,783.

Final Budget Result:

- During budget deliberations, there were no changes made to this fund.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$1,256,330	\$1,158,621	\$1,184,829	\$1,450,835	\$892,615	61.5%

PERSONNEL CHANGES/HISTORY:

No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	1,009,767	1,097,079	1,078,082	1,988,324	1,450,835	1,450,835	1,450,835
Total Appropriation	\$1,009,767	\$1,097,079	\$1,078,082	\$1,988,324	\$1,450,835	\$1,450,835	\$1,450,835

COST CENTERS							

60400 VEHICLE REPLACEMENT	386,785	413,315	406,240	1,267,077	729,588	729,588	729,588
60401 VEHICLE MAINTENANCE	303,393	308,350	296,156	312,050	312,050	312,050	312,050
60402 VEHICLE FUEL	319,589	375,414	375,686	409,197	409,197	409,197	409,197
Total Cost Centers	\$1,009,767	\$1,097,079	\$1,078,082	\$1,988,324	\$1,450,835	\$1,450,835	\$1,450,835

FINANCING PLAN							

INTEREST INCOME	3,032	2,760	3,080	3,200	3,200	3,200	3,200
STATE GRANTS	6,500	16,400	8,200	0	0	0	0
SALE OF FIXED ASSETS	8,483	15,000	15,084	15,000	15,000	15,000	15,000
PAYMENTS FROM OTHER FUNDS	925,985	954,009	954,009	1,568,115	1,166,629	1,166,629	1,166,629
FUND BALANCE APPLIED	65,767	108,910	97,709	402,009	266,006	266,006	266,006
Total Financing Plan	\$1,009,767	\$1,097,079	\$1,078,082	\$1,988,324	\$1,450,835	\$1,450,835	\$1,450,835

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	183	250	220	200	200	200	200
5220 UTILITIES/FUEL/MILEA	319,589	375,414	375,686	409,197	409,197	409,197	409,197
5260 REPAIRS & MAINT-FAC/	33,322	36,570	31,736	34,263	34,263	34,263	34,263
5290 PROFESS/TECHNICAL SE	1,272	3,565	1,860	3,565	3,565	3,565	3,565
5300 MATERIALS & SUPPLIES	0	0	934	0	0	0	0
5310 VEHICLE OPER/MAINT	270,071	271,780	263,486	277,787	277,787	277,787	277,787
5420 VEHICLES	385,330	409,500	404,160	1,263,312	725,823	725,823	725,823

Total Operating Expenses	\$1,009,767	\$1,097,079	\$1,078,082	\$1,988,324	\$1,450,835	\$1,450,835	\$1,450,835

GRAND TOTAL	\$1,009,767	\$1,097,079	\$1,078,082	\$1,988,324	\$1,450,835	\$1,450,835	\$1,450,835

FYE 2013 Fleet Fund - Programmed Vehicle Replacement Schedule

	Adjusted Replacement Price	Department	Year	Make	Model	Program Life	Years in Service	Years Past Due	
\$1,747,469	\$26,335	Admin Services	2003	CHEV	BLAZER	10	10	0	Total vehicles & equipment due / overdue for replacement
	\$26,000	OPDS	2003	CHEVY	BLAZER	10	10	0	
	\$26,335	OPDS	2003	CHEVY	BLAZER	10	10	0	
	\$18,455	Parks & Recreation	1995	FORD	1620 Tractor	15	17	-2	
	\$22,800	Parks & Recreation	1999	FORD	WINDSTAR	10	13	-3	
	\$23,105	Parks & Recreation	2003	CHEVY	VENTURE	10	10	0	
	\$26,899	Parks & Recreation	1999	CHEVY	CK20903	10	14	-4	
	\$30,941	Parks & Recreation	2002	FORD	F250	10	10	0	
	\$41,420	Parks & Recreation	2001	FORD	F550	12	12	0	
	\$49,420	Parks & Recreation	1997	JCB	BACKHOE	15	15	0	
	\$25,500	Police	2000	FORD	CR VIC	10	12	-2	
	\$26,000	Police	2001	FORD	CR VIC	10	12	-2	
	\$26,500	Police	2003	FORD	CR VIC	10	10	0	
	\$26,500	Police	2003	FORD	CR VIC	10	10	0	
	\$32,673	Police	1995	CHEVY	VAN	15	17	-2	
	\$33,000	Police	2009	FORD	CR VIC	3	4	-1	
	\$33,000	Police	2008	FORD	CR VIC	3	5	-2	
	\$33,000	Police	2007	FORD	CR VIC	4	5	-1	
	\$33,000	Police	2001	FORD	CR VIC	10	12	-2	
	\$33,138	Police	2008	FORD	Expedition	5	5	0	
	\$22,000	Public Works	2001	FORD	E150	10	12	-2	
	\$22,000	Public Works	2001	FORD	E150	10	12	-2	
	\$22,181	Public Works	2003	FORD	F150	10	10	0	
	\$24,000	Public Works	2000	FORD	E150	10	13	-3	
	\$49,338	Public Works	1993	FORD	F350	20	20	0	
	\$52,106	Public Works	2002	FORD	F350	10	10	0	
	\$200,000	Public Works	2002	Freightliner	Sweeper	10	11	-1	
	\$18,000	Public Works-WPCF	2000	CHEVY	S10	12	12	0	
	\$18,000	Public Works-WPCF	1999	CHEVY	S10	12	13	-1	
\$725,823	\$1,000	Golf Course *	2006	TORO	5040	4	6	-2	Vehicles to be replaced
	\$3,000	Golf Course *	1991	JDEERE	2155	20	21	-1	
	\$3,000	Golf Course *	2004	TORO	5400D	8	8	0	
	\$3,500	Golf Course *	2004	TORO	3250D	8	8	0	
	\$44,270	Golf Course	2000	TORO	5500	12	12	0	
	\$2,000	Parks & Recreation *	2005	EXMARK	Lazer Z-XP	8	8	0	
	\$2,000	Parks & Recreation *	2005	EXMARK	Lazer Z-XP	8	8	0	
	\$75,295	Parks & Recreation	1997	TORO	580	15	15	0	
	\$56,761	Parks & Recreation	2006	FORD	E350	8	8	0	
	\$33,000	Police Patrol	2009	FORD	CR VIC	3	4	-1	
	\$33,000	Police Patrol	2007	FORD	CR VIC	3	6	-3	
	\$33,000	Police Patrol	2009	FORD	CR VIC	3	3	0	
	\$33,000	Police Patrol	2009	FORD	CR VIC	3	4	-1	
	\$33,000	Police Patrol	2005	FORD	CR VIC	4	8	-4	
	\$33,000	Police Patrol	2008	FORD	CR VIC	3	5	-2	
	\$28,400	PW Rds & Sts	2001	FORD	F150	10	11	-1	
	\$28,400	PW Rds & Sts	2001	FORD	F150	10	11	-1	
	\$55,196	PW Rds & Sts	2002	FORD	F350	10	11	-1	
	\$105,000	PW Rds & Sts	2001	Trackless	MT-5	12	12	0	
	\$120,000	PW Rds & Sts	1997	CAT	416C	15	16	-1	

* To be refurbished not replaced

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

FLEET RESERVE FUND REVENUES: #6040

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

State Grants - represents a state grant towards the purchase of hybrid vehicles.

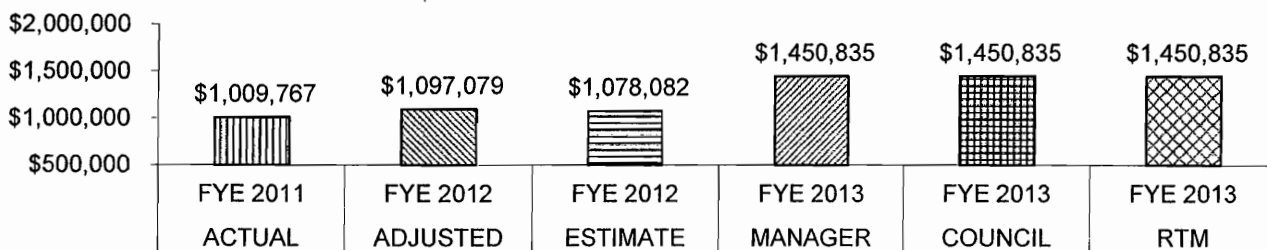
Sale of Fixed Assets – represents revenues generated from the sale of obsolete equipment.

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 unreserved, undesignated fund balance in the Fleet Reserve Fund to be used to fund the budget for the fiscal year.

	<u>ACTUAL FYE 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 3,032	\$ 2,760	\$ 3,080	\$ 3,200	\$ 3,200	\$ 3,200
4507 State Grants	\$ 6,500	\$ 16,400	\$ 8,200	\$ 0	\$ 0	\$ 0
4731 Sale of Fixed Assets	\$ 8,483	\$ 15,000	\$ 15,084	\$ 15,000	\$ 15,000	\$ 15,000
4766 Payments from Other Funds	\$ 925,985	\$ 954,009	\$ 954,009	\$ 1,166,629	\$ 1,166,629	\$ 1,166,629
4999 Fund Balance Applied	\$ 65,767	\$ 108,910	\$ 97,709	\$ 266,006	\$ 266,006	\$ 266,006
Total	\$ 1,009,767	\$ 1,097,079	\$ 1,078,082	\$ 1,450,835	\$ 1,450,835	\$ 1,450,835

Fleet Reserve Fund Revenues



TOWN OF GROTON
FYE 2013 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 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.



TOWN OF GROTON

FUNCTION SUMMARY

Function: Computer Replacement Fund 6050

Department: Administrative Services

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.

Currently, PC's have been replaced with the minimum processor at 2.8 GHz. Analysis is done of CPU-intensive activities and user activities. Some PC's may only need additional memory or upgraded graphics cards, while others may need to be replaced with a faster processing PC. It is expected to replace the balance of the 2.4 GHz PC's and 2.8 GHz PC's this year (FYE 2013). The price to purchase a new PC has greatly decreased while the quality of the PC has increased.

FUNCTION ACTIVITIES:

	<u>Actual FYE 2011</u>	<u>Estimate FYE 2012</u>	<u>Anticipated FYE 2013</u>
PCs Replaced	48	75	31
PC's Replaced (PBFD)	0	0	1
PCs Funded	355	355	360
PC's Not Funded by CRF	245	260	265
Printers Replaced	11	10	16
Printers Funded	107	88	80
Servers Funded	26	22	20
Licenses Purchased:	0	0	0

TOWN OF GROTON
FYE2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Administrative Services			FUNCTION: Computer Replacement 6050		
	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 53,842	\$ 60,980	\$ 58,022	\$ 146,765	140.7%

HIGHLIGHTS:

- This account contains proposed expenditures from the computer replacement fund which are listed below under Equipment Purchases.
- Department accounts include a prorated annual charge to cover the projected replacement cost for computers, printers and associated network equipment utilized by that department.
- The annual maintenance fee for Poquonnock Bridge Fire Department servers is in account 5290.
- It should be noted that fire departments, EMS, and ambulances contribute to the fund to cover replacement costs of MDT's.
- There has been a 25% reduction in town printers since FYE 2011.

Final Budget Result:

- During budget deliberations, there were no changes made to this fund.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$340,311	\$407,101	\$115,274	\$146,765	\$375,610	255.9%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

EQUIPMENT PURCHASES:

Computers:

PC's - 31 @ \$550
Laptops-EOC and IT - 2 @ \$3,500
Fire MDT Laptops - 27 @ \$3,500

PBFD Servers Annual Maint - \$525

Printers:

Laser (networked) - 7 @ \$1,300
Ink Jets - 4 @ \$330
Laser (networked) - 5 @ \$1,050

Software Licenses:

First Look Pro Annual Maint - \$5,870
Norton Antivirus (MDTs) Maint - \$1,550
MDT Communication (Modem - \$600

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: ADMINISTRATIVE SERVICES
FUNCTION: COMPUTER REPLACEMENT 6050

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
APPROPRIATION							
Operating Expenses	53,842	60,980	58,022	146,765	146,765	146,765	146,765
Total Appropriation	\$53,842	\$60,980	\$58,022	\$146,765	\$146,765	\$146,765	\$146,765
COST CENTERS							
60500 COMPUTER REPLACEMENT	30,449	36,000	35,662	24,050	24,050	24,050	24,050
60501 PRINTER REPLACEMENT	14,700	12,540	12,520	15,670	15,670	15,670	15,670
60502 SOFTWARE LICENSES	6,395	8,440	8,440	8,545	8,545	8,545	8,545
60504 MAINTENANCE	2,298	4,000	1,400	4,000	4,000	4,000	4,000
60505 OTHER AGENCIES - MDT	0	0	0	94,500	94,500	94,500	94,500
Total Cost Centers	\$53,842	\$60,980	\$58,022	\$146,765	\$146,765	\$146,765	\$146,765
FINANCING PLAN							
INTEREST INCOME	793	775	750	762	762	762	762
OTHER AGENCIES	4,383	1,635	1,635	1,740	1,740	1,740	1,740
OUTSIDE AGENCIES - MDT	22,742	26,920	26,920	26,920	26,920	26,920	26,920
PAYMENTS FROM OTHER FUNDS	98,602	95,507	95,507	90,852	85,852	85,852	85,852
FUND BALANCE APPLIED	0	0	0	26,491	31,491	31,491	31,491
Total Financing Plan	\$126,520	\$124,837	\$124,812	\$146,765	\$146,765	\$146,765	\$146,765

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

AREA OF SERVICE: SPEC REV FUNDS-OTHER
DEPARTMENT: ADMINISTRATIVE SERVICES
FUNCTION: COMPUTER REPLACEMENT 6050

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5220 UTILITIES/FUEL/MILEA	0	600	600	600	600	600	600
5260 REPAIRS & MAINT-FAC/	95	4,000	1,400	4,000	4,000	4,000	4,000
5261 SOFTWARE MAINT FEES	6,395	7,420	7,420	7,420	7,420	7,420	7,420
5290 PROFESS/TECHNICAL SE	0	420	420	525	525	525	525
5410 COMPUTER EQUIPMENT	47,352	48,540	48,182	134,220	134,220	134,220	134,220
	-----	-----	-----	-----	-----	-----	-----
Total Operating Expenses	\$53,842	\$60,980	\$58,022	\$146,765	\$146,765	\$146,765	\$146,765
GRAND TOTAL	\$53,842	\$60,980	\$58,022	\$146,765	\$146,765	\$146,765	\$146,765

**TOWN OF GROTON, CT
FYE 2013 BUDGET**

COMPUTER REPLACEMENT FUND REVENUES: #6050

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

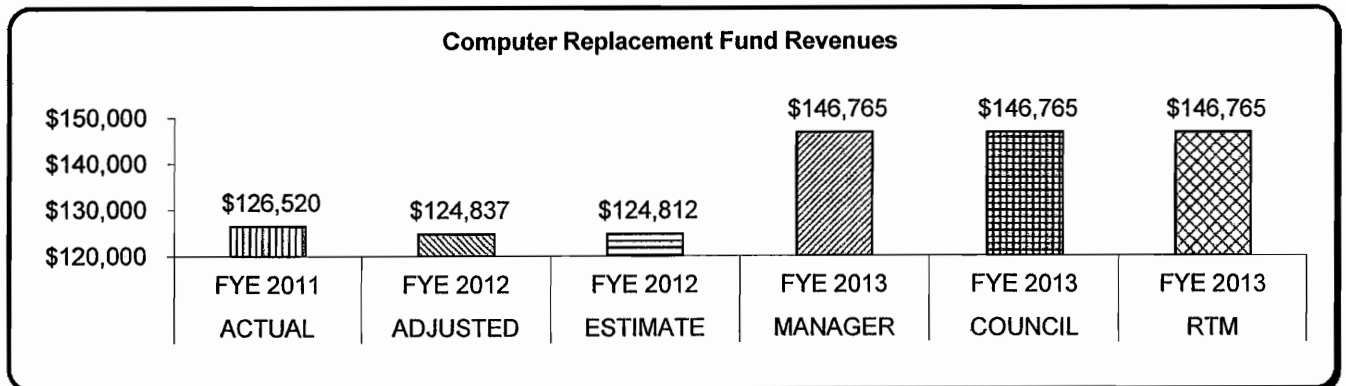
Other Agencies - represents the amount received from the Poquonnock Bridge Fire District which participates in this fund.

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 2011</u>	<u>ADJUSTED FYE 2012</u>	<u>ESTIMATE FYE 2012</u>	<u>MANAGER FYE 2013</u>	<u>COUNCIL FYE 2013</u>	<u>RTM FYE 2013</u>
4412 Interest on Investments	\$ 793	\$ 775	\$ 750	\$ 762	\$ 762	\$ 762
4625 Other Agencies	\$ 4,383	\$ 1,635	\$ 1,635	\$ 1,740	\$ 1,740	\$ 1,740
4625A Outside Agencies - MDT	\$ 22,742	\$ 26,920	\$ 26,920	\$ 26,920	\$ 26,920	\$ 26,920
4766 Payments from Other Funds	\$ 98,602	\$ 95,507	\$ 95,507	\$ 85,852	\$ 85,852	\$ 85,852
4999 Fund Balance Applied	\$ 0	\$ 0	\$ 0	\$ 31,491	\$ 31,491	\$ 31,491
Total	\$ 126,520	\$ 124,837	\$ 124,812	\$ 146,765	\$ 146,765	\$ 146,765



TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

DEPARTMENT: Administrative Services
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 funds "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 and provide programs and services that specifically benefit at-risk Groton children.

TOWN OF GROTON
FYE 2013 BUDGET
FUNCTION HIGHLIGHTS

DEPARTMENT: Social Services

FUNCTION: Human Serv Assist Fund 7320

	ACTUAL FYE 2011	APPROVED ADJUSTED FYE 2012	ESTIMATED FYE 2012	RTM APPROVED FYE 2013	% Change FYE 2012 to FYE 2013
TOTAL	\$ 35,264	\$ 40,000	\$ 36,269	\$ 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 \$89,821 as of 6/30/11. 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 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." By action of the Town Council, the Town immediately re-gifted \$44,000 to the fledgling Boys and Girls Club of Southeastern Connecticut. 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." Historically, the Perkins Trust has been used solely for supplies, programs and activities associated with the Town's ongoing Child Abuse Prevention Initiative. Three thousand dollars (\$3,000) has been annually appropriated, with the exception of the first year, when \$17,500 was expended for Child Abuse Prevention, the Town's Diversity Project, and One Book, One Region. The balance of this fund is \$82,602 as of 6/30/11. The Perkins Trust appropriation supplants program funding that is no longer available to Human Services via the General Fund. Further, 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 families with children.

Final Budget Result:

- During budget deliberations, there were no changes made to this fund.

Audit Fund Balance FYE 2011	Estimated Fund Balance FYE 2012	FYE 2013 Proposed Revenues	FYE 2013 Proposed Expenditures	Estimated Fund Balance FYE 2013	Fund Balance as a % of Expenditures
\$172,423	\$136,474	\$358	\$40,000	\$96,832	242.1%

PERSONNEL CHANGES/HISTORY:

- No personnel charged to this function.

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

APPROPRIATION							

Operating Expenses	35,264	40,000	36,269	40,000	40,000	40,000	40,000
Total Appropriation	\$35,264	\$40,000	\$36,269	\$40,000	\$40,000	\$40,000	\$40,000

COST CENTERS							

73200 ELIHU SPICER TRUST	30,000	30,000	26,269	30,000	30,000	30,000	30,000
73202 FLORA PERKINS TRUST	5,264	10,000	10,000	10,000	10,000	10,000	10,000
Total Cost Centers	\$35,264	\$40,000	\$36,269	\$40,000	\$40,000	\$40,000	\$40,000

FINANCING PLAN							

INTEREST INCOME	334	288	320	358	358	358	358
DONATIONS	50	0	0	0	0	0	0
FUND BALANCE APPLIED	34,880	39,712	35,949	39,642	39,642	39,642	39,642
Total Financing Plan	\$35,264	\$40,000	\$36,269	\$40,000	\$40,000	\$40,000	\$40,000

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2013 ADOPTED BUDGET

5-Jun-2012

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	3,706	5,000	4,000	4,000	4,000	4,000	4,000
5290 PROFESS/TECHNICAL SE	150	1,500	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	200	200	200
5611 BURIALS	0	150	0	150	150	150	150
5616 UTILITIES	9,688	9,000	10,750	10,750	10,750	10,750	10,750
5617 RENTALS	21,720	17,000	18,500	18,500	18,500	18,500	18,500
5619 FOOD/CLOTHING	0	4,000	0	2,000	2,000	2,000	2,000
5620 DOCTOR FEES	0	150	0	150	150	150	150
5621 PRESCRIPTIONS	0	1,500	0	1,500	1,500	1,500	1,500
5622 MISC/SOCIAL SERVICES	0	0	269	0	0	0	0

Total Operating Expenses	\$35,264	\$40,000	\$36,269	\$40,000	\$40,000	\$40,000	\$40,000
GRAND TOTAL	\$35,264	\$40,000	\$36,269	\$40,000	\$40,000	\$40,000	\$40,000

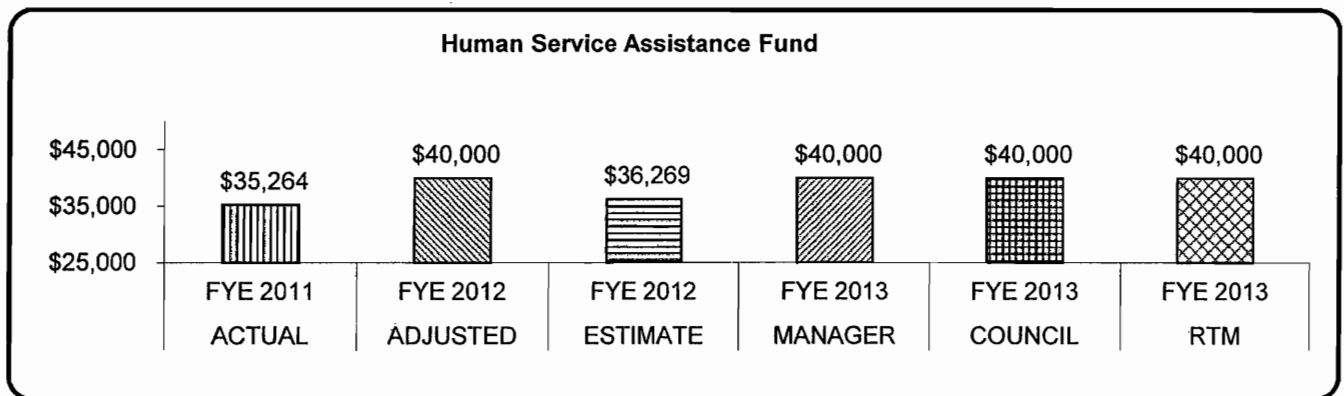
**TOWN OF GROTON, CT
FYE 2013 BUDGET**

HUMAN SERVICE ASSISTANCE FUND: #7320

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

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

	ACTUAL FYE 2011	ADJUSTED FYE 2012	ESTIMATE FYE 2012	MANAGER FYE 2013	COUNCIL FYE 2013	RTM FYE 2013
4412 Interest on Investments	\$ 334	\$ 288	\$ 320	\$ 358	\$ 358	\$ 358
4750 Donations	\$ 50	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4999 Fund Balance Applied	\$ 34,880	\$ 39,712	\$ 35,949	\$ 39,642	\$ 39,642	\$ 39,642
Total	\$ 35,264	\$ 40,000	\$ 36,269	\$ 40,000	\$ 40,000	\$ 40,000



TOWN OF GROTON
FYE 2013 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Other Funds

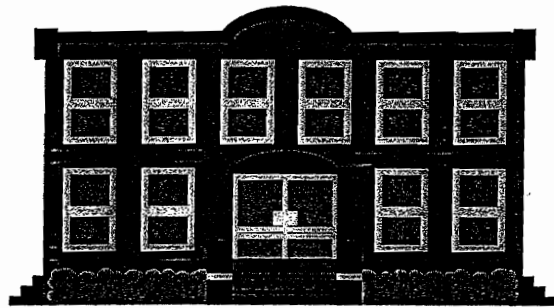
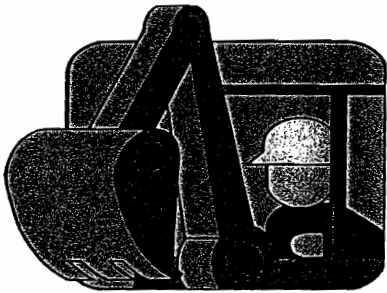
DEPARTMENT: Human Services
FUNCTION: Human Services
Assistance Fund 7320

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 (XV. 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 2013 (000)						
PROJECT	Page #	Source of Funds			Other Funding Source	Total Costs
		Capital Reserve Fund	General Obligation Bonds	Other		
1) ROADS						
A) Pavement Management Program Implementation - Town	276	\$ 500				\$ 500
B) Pavement Management Program Implementation - City	277	\$ 400				\$ 400
C) Pavement Management Program Implementation - GLP	278	\$ 131				\$ 131
I) Replacement of Defective Roadside Barrier Systems	279	\$ -				\$ -
K) Improvement to Riverview Avenue	280	\$ 90				\$ 90
		\$ 1,121				\$ 1,121
2) DRAINAGE AND WATERSHED PROTECTION						
B) Local Drainage Improvements/New Installations	281	\$ 85				\$ 85
D) Judson Avenue Drainage	282		\$ 1,615	*		\$ 1,615
		\$ 85	\$ 1,615			\$ 1,700
3) SIDEWALKS						
B) New Sidewalk Construction - Route 1, Mystic	283			\$ 60	LoCIP	\$ 60
C) New Sidewalk Construction - Thomas Road	284	\$ 176				\$ 176
		\$ 176		\$ 60		\$ 236
4) PARKS AND RECREATION						
A) Facilities Improvements	285	\$ 75				\$ 75
B) Trail Improvement Program	286	\$ 40		\$ 160	National Recreational Trails Grant	\$ 200
D) Open Space Acquisition and Development	287	\$ 75				\$ 75
E) Golf Course Improvement Plan	288	\$ 25				\$ 25
G) Aquatics Center	289	\$ -				\$ -
H) Park Improvement Plan	290	\$ 5				\$ 5
		\$ 220		\$ 160		\$ 380
5) EDUCATION						
A) School Design Phase II	291	\$ 75				\$ 75
B) Asbestos Removal	292	\$ 250				\$ 250
C) Charles Barnum	293	\$ 108				\$ 108
G) S. B. Butler	294	\$ 270				\$ 270
H) Fitch High School	295	\$ 600				\$ 600
J) Mary Morrisson	296	\$ 90				\$ 90
N) Administration	297	\$ -				\$ -
		\$ 1,393				\$ 1,393
6) PUBLIC BUILDINGS						
B) Police Station	298		\$ 5,105	*		\$ 5,105
E) Groton Public Library	299	\$ 35				\$ 35
G) Town Hall Annex Complex - Roads and Streets	300	\$ 79		\$ 236	FEMA HMGP	\$ 315
J) Jabez Smith House	301	\$ 13				\$ 13
K) Golf Course Facilities - Maintenance Building	302	\$ -				\$ -
M) Golf Course Facilities - Clubhouse	303			\$ 242	LoCIP	\$ 242
N) Town Hall Annex - Annex	304			\$ 65	LoCIP	\$ 65
		\$ 127	\$ 5,105	\$ 543		\$ 5,775
7) TECHNOLOGY						
C) CAD/RMS MDT Implementation	305	\$ 40				\$ 40
D) Replacement Radio Control Console System	306	\$ 55				\$ 55
		\$ 95				\$ 95
8) ECONOMIC DEVELOPMENT						
B) Flanders Road Utility Installation	307		\$ 15,500	*		\$ 15,500
			\$ 15,500			\$ 15,500
9) WATER POLLUTION CONTROL FACILITY						
B) Pump Stations	308			\$ 360	WPCF User Fees	\$ 360
C) Treatment Facility	309			\$ 220	WPCF User Fees	\$ 220
				\$ 580		\$ 580
10) MISCELLANEOUS						
A) Mystic Education Center	310	\$ 25				\$ 25
		\$ 25				\$ 25
TOTAL		\$ 3,242	\$ 22,220	\$ 1,343		\$ 26,805
* No formal FYE 2013 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 A) PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION - TOWN				ACTIVITY/DEPARTMENT 1) ROADS				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>The Town is responsible for funding the entire road network of 128 center line miles (Town, City and Groton Long Point) of accepted roads. A pavement management study has been completed for the entire network. This is a formal evaluation that provides a systematic, consistent approach to the evaluation of the present condition of the road surface. It is used to prioritize the repairs. It is not intended to replace sound engineering judgment, which should dictate specific needs for an individual project. All roads identified in this project fall under the definition of needing rehabilitation. This is defined as milling the top two inches of old asphalt from the surface and replacing with new asphalt or full depth reclamation where the asphalt is ground up and mixed with the base to establish a new base and then resurfaced with three to five inches of new asphalt. Pavement maintenance and repair activities are not to be funded under this project. These are found in the operating budgets of the respective subdivisions.</p> <p>Other outlying years are funds for pavement management based on the analysis of the Town's portion of the network, which recommends a funding level between \$1 million and \$1.3 million. For these outlying years the funds programmed increase annually by 3% per year through FYE 18.</p> <p>No funding was provided last year for pavement management. Requested for FYE 13 are funds (\$650,000) for Kings Highway, Brook Street from the Haley Brook culvert east to Route 215, Sandy Hollow Road and to start the roads in the Tanglewood Subdivision.</p> <p>Programmed for FYE 14 are funds (\$1,060,000) for roads in the vicinity of the former Noank School (Prospect Hill, Williams, Ridge, Hillside, Smith, Westview, Harbor and MacDonald). Other roads in this year are being evaluated for a 2-4 inch milling and overlay and will be included in the funding request.</p> <p>Engineering: (Town of Groton) In-House Construction: (Town of Groton) Combination contractor for pavement recycling and In-House personnel for paving and restoration Impact on Operating Budget: Funds for repairs can be reallocated to other roads resulting in an increase in pavement ratings. Historical data for the Town shows a reduction of pavement area by 1% resulting in future savings in maintenance repair costs and increases in costs for asphalt materials of at least 3% per year. Sustainability Goals: Sustainability Goal #3 (Help reduce GHG) would apply. State of Nevada had shown that driving on smoother surfaces can reduce fuel consumption in the neighborhood of 4.5 to 5%.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	500	1060	1093	1123	1159	1194	6129
D. Equipment								0
E. Other Costs								0
Total	C	500	1060	1093	1123	1159	1194	6129
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations:

This project was proposed at \$650,000 and reduced to \$500,000 by the Town Council.
The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT				ACTIVITY/DEPARTMENT				
B) PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION - CITY				1) ROADS				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>This project includes:</p> <p>1) Paving Church Street (pulverizing the road bed, removing excess material, grading, compacting and paving a total of 2,200 square yards). \$61,600</p> <p>2) Paving Spicer Avenue (pulverizing the road bed, removing excess material, grading, compacting and paving a total of 4,864 square yards). \$136,192</p> <p>3) Paving Bridge Street (milling three inches, cleaning up, and replacing with three inches of class one a total of 8,366 square yards and replacing 1,600 feet of bituminous curb). \$238,178</p> <p>These projects total \$435,970 but only \$400,000 was approved. After paving Spicer Avenue and Bridge Street the remaining funds will be used towards completing the Church Street paving project.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	400	0	0	0	0	0	400
D. Equipment								0
E. Other Costs								0
Total	C	400	0	0	0	0	0	400
<div style="display: flex; justify-content: space-between;"> *Funding <div> (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other </div> </div>								

During Budget Deliberations:

This project was initially included in the Political subdivision's Operating Budget request and moved to CIP by Town Council action. The original request was for \$757,652 and was reduced to \$400,000 by the Town Council. The RTM sustained these changes.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT C) PAVEMENT MANAGEMENT PROGRAM IMPLEMENTATION - GLP				ACTIVITY/DEPARTMENT 1) ROADS				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>This project includes:</p> <p>1) Ridge Road paving (\$121,000) and Roadside Barriers (\$10,230)</p>								
RECOMMENDED FINANCING								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	121,000	0	0	0	0	0	121,000
D. Equipment	C	10,230	0	0	0	0	0	10,230
E. Other Costs								0
Total	C	131,230	0	0	0	0	0	131,230
<p>*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other</p>								

During Budget Deliberations:

This project was initially included in the Political Subdivisions' Operating Budget request and moved to CIP by Town Council Action. The original request was for \$367,500 and was then reduced to \$131,230 by the Town Council. The RTM sustained these changes.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL																																																																													
PROJECT I) REPLACEMENT OF DEFECTIVE ROADSIDE BARRIER SYSTEMS				ACTIVITY/DEPARTMENT 1) ROADS																																																																									
DESCRIPTION/PURPOSE/JUSTIFICATION																																																																													
<p>Roadside barriers are longitudinal barriers used to prevent a vehicle from leaving the roadway and striking a fixed object or terrain feature that is considered more hazardous than the barrier itself. Many of the existing systems do not meet current standards and may even cause more damage than what they are intended to prevent. Therefore, Public Works is conducting an inventory and analysis of the condition of the existing systems. For each location, staff will review the most current information from the American Association of State Highway and Transportation Officials, U.S. Department of Transportation, Federal Highway Administration and State of Connecticut Department of Transportation Form 814 to determine if a barrier system is required and, if so, the proper barrier system that should be installed.</p> <p>Requested for FYE 13 are funds (\$65,000) to replace approximately 800 linear feet of defective barriers with metal beam barrier systems along Colonel Ledyard Highway, Fishtown Road, Flanders Road and Groton Long Point Road (Town portion of the road). Replacement for outlying years will be based on the Town-wide inventory and analysis of condition completed by the Department of Public Works. Programmed for FYE 14, FYE 15 and FYE 16 are funds (\$125,000 each year) to continue this work.</p> <p>Engineering: In-House Construction: Contractor Impact on Operating Budget: No impact on operating budget. Repairs to systems are made due to accidents causing damage, not failure of the system. Sustainability Goals: Not applicable.</p>																																																																													
RECOMMENDED FINANCING (000)																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;"></th> <th rowspan="2" style="width: 8%;">Source of Funds*</th> <th colspan="6" style="text-align: center;">Estimated Funding by Year</th> <th rowspan="2" style="width: 8%;">Total Estimated Cost</th> </tr> <tr> <th style="width: 8%;">FYE2013</th> <th style="width: 8%;">FYE2014</th> <th style="width: 8%;">FYE2015</th> <th style="width: 8%;">FYE2016</th> <th style="width: 8%;">FYE2017</th> <th style="width: 8%;">FYE2018</th> </tr> </thead> <tbody> <tr> <td>A. Planning and Engineering</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>B. Land and Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>C. Construction</td> <td style="text-align: center;">C</td> <td style="text-align: right;">0</td> <td style="text-align: right;">125</td> <td style="text-align: right;">125</td> <td style="text-align: right;">125</td> <td></td> <td></td> <td style="text-align: right;">375</td> </tr> <tr> <td>D. Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>E. Other Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">C</td> <td style="text-align: right;">0</td> <td style="text-align: right;">125</td> <td style="text-align: right;">125</td> <td style="text-align: right;">125</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">375</td> </tr> </tbody> </table>										Source of Funds*	Estimated Funding by Year						Total Estimated Cost	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	A. Planning and Engineering								0	B. Land and Right of Way								0	C. Construction	C	0	125	125	125			375	D. Equipment								0	E. Other Costs								0	Total	C	0	125	125	125	0	0	375
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost																																																																					
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During Budget Deliberations:

This project was proposed at \$65,000 and reduced to \$0 by the Town Council. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
K) IMPROVEMENT TO RIVERVIEW AVENUE			1) ROADS					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>A portion of Riverview Avenue in Noank is supported by a ninety-foot long, six-foot high concrete retaining wall. On top of this wall is an old deteriorating pipe rail system. The pipe rail does not meet any current standard for crash protection. At the south end of the wall near the coastal access stairway, erosion of the back supporting the road is occurring. This erosion has already caused a utility pole holding a street light to fall over. This erosion over time will lead to the road surface becoming undermined.</p> <p>In FYE 08, \$75,000 was appropriated for this project. During design, it was found that the retaining wall was on private property with no recorded permanent easement. In order to complete this project, the Town needed to secure a temporary construction easement to complete the work and a permanent easement for the retaining wall itself. Negotiations concerning the granting of a permanent easement from the private property owner took over 18 months to complete.</p> <p>This project was first bid on August 25, 2011 with two bidders responding. Bids (plus a set aside for contingency) were over the funds available (\$74,000). The Department opened the rebid of this project on February 9, 2012. Although seven companies submitted bids for this project, all but one bid was over the allotted funds. Although the low bidder (plus a set aside for contingency) is within the budget, it was found that several of the major components required for the project will not be available for 60 to 90 days after the contract is signed. Since the funds for this project were authorized in the FYE 08 CIP and the funds will expire June 30th of this year, the project can not be completed.</p> <p>Requested for FYE 2013 is \$90,000 (\$74,179 in funds lapsing June 30th and \$15,821 in additional funding). The additional funds are being requested if the low bidder will not hold his bid prices until September of 2012. This will bring the funding more in line with the second group of bidders.</p> <p>If approved and the current low bidder holds his bid, the project will commence on July 1st. If the low bidder will not hold his bid prices, this project will be placed out to bid in late July 2012 with construction to start no earlier than September 30th and with a completion date of November 2012.</p> <p>Engineering: In-House Construction: Contractor Impact on Operating Budget: No impact on operating budget. If postponed, project will increase in cost by 2-4% each year. ICLEI/Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	90						90
D. Equipment								0
E. Other Costs								0
Total	C	90	0	0	0	0	0	90
<p>*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other</p>								

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CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT B) LOCAL DRAINAGE IMPROVEMENTS/ NEW INSTALLATIONS				ACTIVITY/DEPARTMENT 2) DRAINAGE AND WATERSHED PROTECTION				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>This project funds areas where local drainage systems need to be improved or where new local systems should be installed. Drainage systems are installed to control flooding, prevent erosion and protect public and private property from damage. All systems will be designed to current Town of Groton Road and Drainage Standards.</p> <p>Requested for FYE 13 are funds (\$30,000) to install a new drainage pipe and secure an easement from Latham Street to High Street to correct a collapsed stone culvert. This collapsed line is causing local flooding. Also requested are funds (\$55,000) to upgrade the existing drainage line off Irving Street. The existing line is undersized and has caused repeated flooding of private property. It involves relocating the water line in Irving Street in order to get the proper sized pipes installed.</p> <p>Programmed for FYE 14 are funds (\$25,000) for the installation of a drainage system on Lemont, Stonecrest and Hemlock Roads. When this subdivision was built, no formal storm drainage system was installed. Extension of the existing system will provide relief to the local neighborhood from localized flooding of yards.</p> <p>As projects are identified, they will be added to outlying years. Programmed for FYE 15 through FYE 18 are funds (\$25,000/year) to complete these projects.</p> <p>Engineering: In-House Construction: In-House Impact on Operating Budget: Impact is the removal and disposal of catch basin cleanings, estimated to be \$50/year/structure. Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	85	25	25	25	25	25	210
D. Equipment								0
E. Other Costs								0
Total	C	85	25	25	25	25	25	210
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations there were no changes made.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
D) JUDSON AVENUE DRAINAGE			2) DRAINAGE AND WATERSHED PROTECTION					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Approved in FYE 11 were funds (\$50,000) for preliminary engineering to improve the existing drainage system on Judson Avenue, in the area of Somerset Drive. Several residents have experienced flooding in their basements. Studies have found the existing drainage system was not constructed to handle the current design standard of a 25 year storm. Approved in FYE 12 were funds (\$165,000) for permitting and preliminary design of a storm drainage system to a 25 year storm.</p> <p>The engineering study identified six areas to address at an estimated cost of \$1,059,000. The improvements on public and private land include:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> - Approximately 2,070 linear feet of new and replacement piping - Approximately 150 linear feet of under drain system - Replacement/retrofitting of 26 existing catch basins - Installation of 24 backflow preventers - Construction of 5 water quality areas </div> <div style="width: 48%;"> <ul style="list-style-type: none"> - Approximately 1,250 linear feet of new and replacement box culvert - Eight new manholes - Replacement of the existing Farmstead Avenue culvert with a larger culvert - Disconnection of all sump pumps from the existing drain pipes </div> </div> <p>The project identified six sub areas that can be completed as one project or separately:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> - Judson Avenue (new outfall) \$358,000 - Farmstead Avenue System Improvements \$115,900 - Somerset Drive System Improvements \$33,400 </div> <div style="width: 48%;"> <ul style="list-style-type: none"> - Judson Avenue (current outfall) improvements \$206,300 - Beebe Pond Park System Improvements \$146,800 - Farmstead Avenue Culvert Replacement \$198,200 </div> </div> <p>Since this is a bond referendum recommended by staff for November of 2012, no formal budget action is requested of the Town Council or RTM. This page is for informational purposes only.</p> <p>Engineering: In-House Construction: Contractor Impact on Operating Budget: No impact Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	G	182						182
B. Land and Right of Way	G	10						10
C. Construction	G	1423						1423
D. Equipment								0
E. Other Costs								0
Total	G	1615	0	0	0	0	0	1615
<div style="display: flex; justify-content: space-between;"> <div>*Funding</div> <div>(C) Capital Reserve Fund</div> <div>(G) General Obligation Bonds</div> <div>(O) Other</div> </div>								

During Budget Deliberations:

No formal budget action is requested on this item 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 B) NEW SIDEWALK CONSTRUCTION - ROUTE 1, MYSTIC				ACTIVITY/DEPARTMENT 3) SIDEWALKS																																																																									
<div style="text-align: center; font-weight: bold;">DESCRIPTION/PURPOSE/JUSTIFICATION</div> <p>This project is in keeping with the policies identified in the Plan of Conservation and Development (page 118) and the Town's Master Trails Plan to create an overall pedestrian network.</p> <p>Requested for FYE 13 are funds (\$60,000) to construct a 350 foot long sidewalk along the north side of New London Road (Route 1), between High Meadow Lane and Ice House Lane, which will complete the sidewalk network that runs from Judson Avenue all the way to downtown Mystic.</p> <p>Construction of this sidewalk will require acquisition of sidewalk and temporary construction easements from several adjacent private properties. It will also involve resettling or relocating a couple of utility poles, a stone wall, and a decorative fence; removing ledge rock; and installing retaining walls. A Connecticut DOT encroachment permit and necessary traffic control during construction will also be required.</p> <p>Programmed for FYE 14 are funds (\$80,000) to construct a sidewalk from West Mystic Avenue to Orchard Lane.</p> <p>Engineering: In-House Construction: Contractor Impact on Operating Budget: No impact on operating budget. If postponed, project increases in cost by 2-4% per year. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) and Goal #3 (reduce GHG) would apply.</p>																																																																													
RECOMMENDED FINANCING (000)																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Source of Funds*</th> <th colspan="6">Estimated Funding by Year</th> <th rowspan="2">Total Estimated Cost</th> </tr> <tr> <th>FYE2013</th> <th>FYE2014</th> <th>FYE2015</th> <th>FYE2016</th> <th>FYE2017</th> <th>FYE2018</th> </tr> </thead> <tbody> <tr> <td>A. Planning and Engineering</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>B. Land and Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>C. Construction</td> <td>O</td> <td>60</td> <td>80</td> <td></td> <td></td> <td></td> <td></td> <td>140</td> </tr> <tr> <td>D. Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>E. Other Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>O</td> <td>60</td> <td>80</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>140</td> </tr> </tbody> </table>										Source of Funds*	Estimated Funding by Year						Total Estimated Cost	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	A. Planning and Engineering								0	B. Land and Right of Way								0	C. Construction	O	60	80					140	D. Equipment								0	E. Other Costs								0	Total	O	60	80	0	0	0	0	140
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost																																																																					
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018																																																																						
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Total	O	60	80	0	0	0	0	140																																																																					
<div style="display: flex; justify-content: space-between;"> *Funding <div> (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other (LoCIP) </div> </div>																																																																													

During Budget Deliberations, there were no changes were made to this project.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT C) NEW SIDEWALK CONSTRUCTION - THOMAS ROAD	ACTIVITY/DEPARTMENT 3) SIDEWALKS
-----------------------------------------------------------------	--------------------------------------------

DESCRIPTION/PURPOSE/JUSTIFICATION

This project involves the installation of 3400 linear feet of multi-purpose path (with a boardwalk bridge and crabbing/fishing deck) along Thomas Road, a high pedestrian use area from the intersection of Tower Avenue/High Rock Road to the intersection of Shennecossett Road in the City. This project is in keeping with the policies identified in the 2002 Plan of Conservation and Development and the Bicycle and Pedestrian Master Trails Plan completed in 2005 to establish a bikeway network in the Town. The design took into account the documented hazardous condition for pedestrians and cyclists along the road, the opportunity for scenic views, and the need to minimize the impact to sensitive environmental areas adjacent to the salt marsh and estuary at Birch Plain Creek.

Funding has been authorized in previous years from both capital reserve and LoCip funding sources. Due to delays prompted by requirements of the Army Corp of Engineers and Groton Utilities (water line crossing at Birch Plain Creek), the latest estimate by our consultants brings the total project cost to \$1,143,835.00. The Town is responsible for 20% of construction and rights of way acquisition costs, which are expected to total as much as \$228,700.

The above delays and additional costs relating to Groton Utilities requirements for the pedestrian bridge construction over the water line in Birch Plain Creek will now result in a need to fund additional design work in the amount of \$60,900.00, as well as increased construction costs mentioned above. Design work is not funded under this grant. In addition, existing construction funding authorized in FYE 2008 (\$64,000) will expire by June 30, 2011 and will need to be re-appropriated if the project is to continue moving forward.

Therefore, requested for FYE 2013 are rounded totals of \$61,000 for design and a combined total of \$115,000 for construction (reauthorization of \$64,420 and \$50,580 new funding). The \$115,000 will supplement the existing \$113,000 appropriated in FYE 2011 that is currently available for construction to achieve the \$228,000 match requirement.

Engineering: Consultant

Construction: Contractor

Impact on Operating Budget: No impact on operating budget.

Sustainability Goals: Sustainability Goal #3 (reduce GHG and/or vehicle trips) would apply.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	61						61
B. Land and Right of Way								0
C. Construction	C	115						115
D. Equipment								0
E. Other Costs								0
Total	C	176	0	0	0	0	0	176

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During Budget Deliberations, there were no changes were made to this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
A) FACILITIES IMPROVEMENTS			4) PARKS AND RECREATION					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>This project includes improvements to the various parks that provide a variety of active and passive activities for Town residents.</p> <p>Requested for FYE 13 are funds (\$75,000) to resurface the two basketball courts and two tennis courts, and repair the parking lot at Farquhar Park located in the Center Groton area off of Route 117. The Parks and Recreation Master Plan gave the park an overall score of 37.68% which means that the park is failing to provide an expected level of service. The park is hindered by lack of sidewalks, lack of connections to trails and irreparable cracks to the surfaces of the tennis and basketball courts. The tennis courts are the only public courts in the Town that exist other than at school facilities. The basketball courts have traditionally been a popular amenity at the park.</p> <p>Also included in FYE 13 are funds (\$50,000) for the planning/engineering and design of additional athletic fields on the Merritt Property. There is an acute need for athletic fields to take the pressure off Poquonnock Plains Park. The additional fields will primarily be used for practices and some games, but will not be maintained to the level of Poquonnock Plains Park. Programmed for FYE 14 are funds (\$250,000) for construction.</p> <p>Programmed for FYE 15 are funds (\$4,000,000) for improvements to Sutton Park. They include reconfiguring the ball fields in order to add additional softball fields, lights, a concession stand with restrooms, trail connections, improved parking, basketball court improvements, improvements for the skate park, lighting and other amenities. These improvements were identified in the master plan for Sutton Park which was developed in FYE 07 as part of the Parks and Recreation Master Planning effort. The plan calls for various upgrades to the park to make it safer, more usable and more enjoyable for citizens. It is envisioned that this park will remain the primary park for families and youth in the community. This item would be a bond referendum.</p> <p>Programmed in Project 4) C) are FYE 16 funds (\$150,000) to update the Master Plan for the Copp Property. This reference is made to provide a complete overview of facilities improvements.</p> <p>Programmed for FYE 17 are funds (\$150,000) for additional athletic fields.</p> <p>Programmed for FYE 18 are funds (\$50,000) to develop a Master Plan for Esker Point Beach and a portion of anticipated construction costs (\$100,000).</p> <p>Engineering: Contractor Construction: In-House and contractor Impact on Operating Budget: Ongoing maintenance costs Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	0				25	50	75
B. Land and Right of Way								0
C. Construction	G C	75	250	4000		125	100	4000 550
D. Equipment								0
E. Other Costs								0
Total	C,G	75	250	4000	0	150	150	4625
<div>*Funding</div> <div>(C) Capital Reserve Fund</div> <div>(G) General Obligation Bonds</div> <div>(O) Other</div>								

During Budget Deliberations:

The Town Council made no changes to the original amount of \$125,000. The RTM reduced it by 50,000.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT				ACTIVITY/DEPARTMENT				
B) TRAIL IMPROVEMENT PROGRAM				4) PARKS AND RECREATION				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>In FYE 04, the Town completed a comprehensive Bicycle, Pedestrian and Trails Master Plan. In addition to enhancing the Town's recreational and physical fitness opportunities, the trails plan will create an alternative transportation network of bikeways, sidewalks and trails that link neighborhoods to destinations such as schools, places of work, business areas, park and recreational facilities and open space areas. In a step by step manner, the plan will be implemented by prioritizing the critical need areas in the community. Funding for the long-term implementation will be derived from local government funding, public donations and state and federal grants.</p> <p>Requested in FYE 13 is funding (\$200,000) for the second phase of the Groton portion of the Tri-Town Trail Project. A grant was submitted in FYE 12 for planning the trail from Bluff Point to the Copp Property and construction of the middle section from old North Road to a point along Route 117 near I-95. This funding will be for the northern section of the trail that will connect to the system on the Copp property. This will be funded by a grant with a 20% local match.</p> <p>Programmed for FYE 14 are funds (\$30,000) for Beebe Pond wooden foot bridge construction. Beebe Pond Open Space is a 97 acre parcel that has a maintained foot trail around a fresh water pond. This trail measures approximately 1.55 miles and is listed in the Town's Guide to Hiking Trails. At one point the trail crosses the pond spillway that fed an old ice mill. For about 20 feet hikers must negotiate water and loose stone with deep water and rocks on both sides, creating a hazardous situation.</p> <p>Also programmed in FYE 14 are funds (\$25,000) to identify permitting constraints, rights of way, and opportunities for creating bike lanes, bicycle amenities, and signage improvements to allow for bicycle, pedestrian, and non-motorized modes of transportation for the East/West Bikeway. The bikeway is part of a Town-wide goal to link employment centers in the City with residential centers and recreational areas in the Town. It will begin at Depot Road, proceed south/west to South Road, then southerly along South Road as it becomes Tower Avenue to Thomas Road.</p> <p>Also programmed for FYE 14 are funds (\$200,000) for the southern section of the Tri-Town Trail or further extension of the northern section. This will be funded by a grant with a 20% local match.</p> <p>Programmed for FYE 15 are funds (\$50,000) to construct the final phase of the G & S Trolley Trail from Knoxville Court to Depot Road.</p> <p>Programmed for FYE 16 through FYE 18 are funds (\$50,000/year) to complete additional trail projects consistent with the Bicycle, Pedestrian and Trails Master Plan.</p> <p>Engineering: Consultant Impact on Operating Budget: Ongoing maintenance costs. Sustainability Goals: Sustainability Goal #3 (reduce GHG emissions and vehicle trips) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C		25					25
B. Land and Right of Way								0
C. Construction	O	160	160					320
	C	40	70	50	50	50	50	310
D. Equipment								0
E. Other Costs								0
Total	C,O	200	255	50	50	50	50	655
<div>*Funding</div> <div>(C) Capital Reserve Fund</div> <div>(G) General Obligation Bonds</div> <div>(O) Other (National Recreational Trails Grant)</div>								

During Budget Deliberations no changes were made.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT D) OPEN SPACE ACQUISITION AND DEVELOPMENT			ACTIVITY/DEPARTMENT 4) PARKS AND RECREATION					
DESCRIPTION/PURPOSE/JUSTIFICATION								
Requested for FYE 13 through FYE 18 are funds (\$25,000/year) to investigate (surveys, appraisals, archaeological assessments, environmental assessments, etc.) potential open space acquisitions, fund negotiations for property acquisition, and provide matching funds for open space acquisition. The balance as of June 30, 2011 is \$111,320.99. This funding is in addition to \$150,153.29 (as of June 30, 2011) that is available for this purpose through the Planning Commission's subdivision regulation that allows it to collect fees in lieu of open space dedication.								
Engineering: N/A Construction: N/A Impact on Operating Budget: N/A Sustainability Goals: Not applicable.								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	75	25	25	25	25	25	200
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	75	25	25	25	25	25	200
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations:

The Town Council increased this project from \$25,000 to \$100,000. The RTM reduced it by \$25,000 to \$75,000.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
E) GOLF COURSE IMPROVEMENT PLAN			4) PARKS AND RECREATION					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Shennecossett Golf Course was founded in 1898; its present layout has been in existence since 1916, with a partial redesign occurring in 1997 in conjunction with the Pfizer land swap. The golf course is operated as a special revenue fund. It has been demonstrated that the revenues generated can support the golf course operations, however, they are not able to support capital improvements.</p> <p>In 2004, the Town hired the National Golf Foundation to review the entire operation of Shennecossett. In this study, the NGF recommended that the Town use general fund money to complete a series of necessary facility improvements to the golf course that the NGF study has highlighted and the Mungeam Cornish Golf Design firm has laid out. This plan will be utilized to guide future improvements to the course. Improvements to buildings on the property are highlighted on a separate page. Funding was reduced to zero in both FYE 11 and FYE 12 from the requested \$50,000 each year.</p> <p>Programmed for FYE 13 are funds (\$50,000) for tee renovations. The tees were built at a time when the course received far less traffic than it has since the Town has owned the course. Therefore, some tees need to be renovated or rebuilt. In FYE 09, in conjunction with cart path improvements, the 12th tee was rebuilt and expanded. In FYE 10, the 4th tee complex was rebuilt, and a new forward tee for the 7th hole was constructed. This year's project will focus on the 14th hole. The current tee complex consists of two tees; the back tee will remain, but will be stripped, leveled and resodded. The other tee will be abandoned and a new tee will be constructed to replace it. Two fairway bunkers that were filled in the past will be reconstructed as part of this project. Programmed for FYE 14 through FYE 18 are funds (\$50,000/year) for continued course renovation work.</p> <p>FYE 14: Rebuild bunker complex around 10th green/11th tee FYE 15: Build new tees on 13, renovate bunkers around 13th green FYE 16: Build new tee complex on 18 FYE 17: Build new tee complex on 2 FYE 18: Build new tee complex on 8</p> <p>Engineering: In-House/Contractor Construction: Contractor Impact on Operating Budget: Ongoing maintenance costs Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	25	50	50	50	50	50	275
D. Equipment								0
E. Other Costs								0
Total	C	25	50	50	50	50	50	275
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations:

The Town Council did not make any changes to the original amount of \$50,000. The RTM reduced it by \$25,000.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL									
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PROJECT	ACTIVITY/DEPARTMENT
G) AQUATICS CENTER	4) PARKS AND RECREATION

DESCRIPTION/PURPOSE/JUSTIFICATION	
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The Recreation Master Plan completed in 2009 identified the "initiation of a feasibility study for a multi-purpose indoor facility that would incorporate the highest needs of the community - aquatic and recreational amenities" as a high priority for the 2009-2012 time period. With the closing of the Mystic Education Center, the need for additional space for recreational programming has become more acute. Aquatics programs are now limited to weekends at the Avery Point pool. While the potential closing of a middle school may present opportunities for additional recreation programming, the lack of a community aquatics facility will remain.

Requested for FYE 13 are funds (\$75,000) for a feasibility study for this type of facility. The Parks and Recreation Commission through its Master Plan Implementation Committee has endorsed both the community center and aquatics facility as priorities. Ideally, they should be considered jointly, but the need for the aquatics center is more pressing.

While it is anticipated that a bond referendum would be necessary to fund this type of facility there are no funds currently identified as the scope of the project is unknown at this time.

Engineering: Consultant
Construction: Contractor
Impact on Operating Budget: Unknown
Sustainability Goals: Not applicable.

RECOMMENDED FINANCING (000)	
1	2
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99	100

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
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
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During Budget Deliberations:

The Town Council reduced this project from \$75,000 to \$0. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
H) PARK IMPROVEMENT PLAN			4) PARKS AND RECREATION					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>A Park Improvement Plan was initiated in 1998 to provide timely funding for the replacement of playground structures and other park features. This has resulted in the systematic replacement of the play structures at 15 neighborhood park/playground facilities. Effective March 2012 are new ADA standards for recreation facilities. Programmed for FYE 13 are funds (\$10,000) to develop a transition plan which includes an assessment of existing facilities and a plan to bring them into compliance. Included in this project is funding that could be applied toward bringing recreational facilities up to these new standards. Until this plan is completed, the extent of work/funding is unknown.</p> <p>Engineering: Consultant Construction: In-House/Contractor Impact on Operating Budget: No impact on budget Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	5						5
B. Land and Right of Way								0
C. Construction	C		30	30	30	30	30	150
D. Equipment								0
E. Other Costs								0
Total	C	5	30	30	30	30	30	155
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations:

This project was originally \$10,000, the Town Council reduced it by \$5,000. The RTM sustained this action.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
A) SCHOOL DESIGN PHASE II	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Town Council by resolution on 01/23/03, appointed a School Design Committee who developed a comprehensive plan to address the educational and physical deficiencies of all school facilities. The plan provided a comprehensive and affordable plan to address 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 06/02/03 summarized the educational needs of the community and the 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 2007, \$200,000 was approved for review of the recommendations in the original School Design Committee report. The Town Council re-established the School Design Committee by resolution on 04/03/08 to oversee a Phase II planning process. During the process, the Board of Education developed an educational program that differed from their 2002 Vision Report by adding a Pre-K educational component and modifying the school grade structure. Working closely with the Superintendent of Schools, the School Design Committee developed a plan that included space for Pre-K, which makes efficient and cost effective use of existing facilities. A referendum on this proposal was held on 05/02/11 and was defeated.

Requested for FYE 2013 are funds (\$75,000) to continue development of plans for a referendum for a new phase II proposal. The funding will be used to redefine a plan to address the needs of Groton's Public Schools including, but not limited to, possible siting issues, racial balancing, estimates for construction, bussing, redistricting, renovations, maintenance and other issues necessary to support a referendum. It should be understood that the outcome of a future referendum will affect other requests in the proposed CIP. Unfortunately some of the needs of our school facilities should not be deferred any longer.

Engineering: Consultant

Construction: Contractor

Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year.

Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) and Goal #2 (facilitate transition to renewable energy) would apply.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
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**

PROJECT

B) ASBESTOS REMOVAL

ACTIVITY/DEPARTMENT

5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

This is a project to remove non-friable asbestos from all schools. Non-friable asbestos is a solid form of asbestos that does not mix easily with air unless it is damaged or abraded. While all known sources of friable asbestos were removed from the schools about twenty years ago, sources of non-friable asbestos such as floor tile, bench tops and glue holding up ceiling tile remain in place. While schools are not required to remove non-friable asbestos that is in good condition, a considerable amount of floor tile in all schools (except Pleasant Valley, which was fully abated in 1995) is cracked due to age. The Asbestos Emergency Hazard Response Act (AHERA) requires all damaged asbestos containing floor tile to be removed. Damaged non-friable asbestos is considered a health risk. Each summer over the past 20 years, the schools have abated damaged areas of non-friable asbestos as they occur. It is no longer practical to do small repairs since the problem is escalating with the age of the schools. The cost per square foot removal decreases with the size of the project. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Implementation of this project at eight schools and the Administration Building will take several years. The work has to be done during the summer breaks since each project requires a minimum of six weeks to complete and students cannot be present during abatement. Five schools are to be used for summer recreation and summer school programs. Mary Morrisson will be the first school to be completed next summer. Each year after that two additional schools will be completed and the Administration Building will be abated last since it affects the least number of school children.

Requested for FYE 13 are funds (\$250,000) to remove non-friable asbestos from Mary Morrisson. (Design funds were approved in FYE 12 for Mary Morrisson, Charles Barnum and Fitch High School).

Programmed for FYE 14 are funds (\$100,000) to develop plans and specifications for removal of non-friable asbestos at Claude Chester, SB Butler, Cutler, Fitch Middle, West Side Middle and the Administration Building. Also programmed for FYE 14 are funds (\$580,000) for removal of non-friable asbestos from Fitch High and Charles Barnum.

Programmed for FYE 15 are funds (\$404,000) to abate non-friable asbestos from Claude Chester and S. B. Butler.
Programmed for FYE 16 are funds (\$879,000) to abate non-friable asbestos from Cutler Middle and Fitch Middle.
Programmed for FYE 17 are funds (\$638,000) to abate non-friable asbestos from West Side Middle and Fitch High.
Programmed for FYE 18 are funds (\$114,000) to abate non-friable asbestos from the Administration Building (which does impact a limited number of students).

The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facilities and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased.

Engineering: Consultant
Construction: Contractor
Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year.
Sustainability Goals: Not applicable.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C		100					100
B. Land and Right of Way								0
C. Construction	C	250	580	404	879	638	114	2865
D. Equipment								0
E. Other Costs								0
Total	C	250	680	404	879	638	114	2965

*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) CHARLES BARNUM	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Charles Barnum School opened in 1965. Additional classroom space was added in 1970. Studies undertaken over the past 12 years by the Town and Board of Education agree that it will be cost effective to keep Charles Barnum in use. Since this school was constructed, the fuel oil tank has been replaced, an additional parking lot built, the roof has been replaced and friable asbestos has been removed. Continued effective use of this facility in its current configuration will require fire code compliance, handicapped accessibility code compliance, removal of non-friable asbestos floor tile, security upgrades, central air conditioning and ventilation, replacement of windows, plumbing and electrical upgrades and replacement of temporary classroom space with a permanent addition.

Requested for FYE 13 are funds for plans and specifications (\$108,000) and in FYE 14 for construction (\$309,000) to address fire code deficiencies. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Programmed for FYE 14 are funds (\$150,000) for plans and specifications for ventilation and air conditioning. Programmed for FYE 15 are funds (\$600,000) for construction.

Programmed for FYE 15 are funds (140,000) for construction of a security system. Some of the work will include security cameras for parking lots, perimeter of the building, halls and common areas within the school. Also included are electronic door locks with card readers on certain doors. The main entry doors and doors leading to portable classrooms will be equipped with a public address system. Main entries will be arranged to open into the main office for processing visitors. Plans and specifications for this project were developed by Groton Public Schools in FYE 12.

Programmed for FYE 15 are funds (\$100,000) to develop plans and specifications for handicapped accessibility. Programmed for FYE 16 are funds (\$421,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Programmed for FYE 17 are funds (\$187,000) for plans and specifications to replace temporary classrooms with a permanent addition. Programmed for FYE 18 are funds (\$533,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Programmed for FYE 18 are funds for engineering (\$395,000) and construction (\$1,125,000) for a replacement electrical system.

The above request represents what is required to keep this building operational in its current configuration. In the future, this building will also need an expanded media center, a larger cafeteria, a gymnasium, larger and redesigned space for administration, additional space for resource and remedial programs, appropriate spaces for instrumental and band programs and a full service kitchen.

The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facility and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased.

Engineering: Consultant

Construction: Contractor

Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year.

Sustainability Goals: Sustainability Goal #1 (reduce overall energy use), Goal #2 (facilitate transition to renewable energy), and Goal #5 (reduction of impervious surfaces, innovative stormwater management methods, etc.) would apply.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	108	150	100		187	503	1048
B. Land and Right of Way								0
C. Construction	C		309	740	421		1966	3436
D. Equipment								0
E. Other Costs								0
Total	C	108	459	840	421	187	2469	4484

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

During Budget Deliberations there were no changes made.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL																																																																													
PROJECT				ACTIVITY/DEPARTMENT																																																																									
G) S. B. BUTLER				5) EDUCATION																																																																									
DESCRIPTION/PURPOSE/JUSTIFICATION																																																																													
<p>S. B. Butler School was built in 1952 with a major addition in 1962. Studies undertaken by the Town Council and the Board of Education over the past 12 years agree that a full renovation and expansion of this facility would be cost effective. Some of the major work already performed includes roof replacement, fuel tank replacement and removal of friable asbestos. Continued effective use of this facility in its current configuration will require abatement of non-friable asbestos, handicapped accessibility, replacement of temporary classrooms with a permanent structure, fire code compliance, replacement of the steam heating system, electrical and plumbing upgrades, central air conditioning and ventilation and improved security. The prioritized list of projects below may be affected by future plans that may close schools, construct new schools, renovate certain schools or consolidate schools.</p> <p>Requested for FYE 13 are funds (\$275,000) to replace the steam boiler system. Groton Public Schools has hired an engineering firm to develop plans and specifications for this project. In the past two years one of the boilers failed several times and required extensive repairs. A major failure in the future could result in school cancellation. The existing boilers are almost 60 years old.</p> <p>Requested for FYE 13 are funds (\$100,000) for development of plans and specifications to address fire code deficiencies. The fire detection and alarm system must be replaced and fire sprinklers installed. Also, fire escape windows need to be installed. Programmed for FYE 14 are funds (\$497,000) for construction (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>Requested for FYE 14 are funds (\$100,000) for engineering for the outdated electrical system. Programmed for FYE 15 are funds (\$1,399,000) for construction.</p> <p>Programmed for FYE 14 are funds (\$94,000) for development of plans and specifications for ventilation and air conditioning. This building is not fully air conditioned. Air conditioning will provide a good working environment for student achievement. Air conditioning also lowers humidity, improving air quality. Programmed for FYE 15 are funds (\$268,000) for construction.</p> <p>Programmed for FYE 15 are funds (\$35,000) for the development of plans and specifications to deal with structural issues pertaining to handicapped accessibility. Programmed for FYE 16 are funds (\$99,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 15 are funds (\$148,000) for the construction of a security system. Some of the work will include security cameras for parking lots, perimeter of the building, halls and common areas within the school. Also included are electronic door locks with card readers on certain doors. The main entry doors and doors leading to portable classrooms will be equipped with a PA system. Main entries will be arranged to open into the main office for processing visitors. Plans and specifications for this project were developed by GPS in FYE 12.</p> <p>Programmed for FYE 15 are funds (\$109,000) for the development of plans and specifications to address structural issues with the roof. Programmed for FYE 16 are funds (\$309,000) for construction of the roof.</p> <p>Programmed for FYE 16 are funds (\$100,000) for the development of plans and specifications to address structural issues. Programmed for FYE 17 are funds (\$749,000) for construction.</p> <p>Programmed for FYE 17 are funds (\$100,000) for the development of plans and specifications to replace the three temporary classrooms with permanent space. Programmed for FYE 18 are funds (\$1,340,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>The requests above represent what is required to keep this building operational in its current state. In the future, this building also requires an expanded media center, a full service kitchen, a larger cafeteria, a gymnasium, larger and redesigned space for administration, additional space for resource and remedial programs, appropriate spaces for instrumental and band programs, an art room, and a larger space for the school nurse.</p> <p>The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facility and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use), Goal #2 (facilitate transition to renewable energy), and Goal #5 (reduction of impervious surfaces, innovative stormwater management methods, etc.) would apply.</p>																																																																													
RECOMMENDED FINANCING (000)																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;"></th> <th rowspan="2" style="width: 10%;">Source of Funds*</th> <th colspan="6" style="text-align: center;">Estimated Funding by Year</th> <th rowspan="2" style="width: 10%;">Total Estimated Cost</th> </tr> <tr> <th style="width: 10%;">FYE2013</th> <th style="width: 10%;">FYE2014</th> <th style="width: 10%;">FYE2015</th> <th style="width: 10%;">FYE2016</th> <th style="width: 10%;">FYE2017</th> <th style="width: 10%;">FYE2018</th> </tr> </thead> <tbody> <tr> <td>A. Planning and Engineering</td> <td style="text-align: center;">C</td> <td style="text-align: center;">0</td> <td style="text-align: center;">194</td> <td style="text-align: center;">144</td> <td style="text-align: center;">100</td> <td style="text-align: center;">100</td> <td></td> <td style="text-align: center;">538</td> </tr> <tr> <td>B. Land and Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>C. Construction</td> <td style="text-align: center;">C</td> <td style="text-align: center;">270</td> <td style="text-align: center;">497</td> <td style="text-align: center;">1815</td> <td style="text-align: center;">408</td> <td style="text-align: center;">749</td> <td style="text-align: center;">1340</td> <td style="text-align: center;">5079</td> </tr> <tr> <td>D. Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>E. Other Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">C</td> <td style="text-align: center;">270</td> <td style="text-align: center;">691</td> <td style="text-align: center;">1959</td> <td style="text-align: center;">508</td> <td style="text-align: center;">849</td> <td style="text-align: center;">1340</td> <td style="text-align: center;">5617</td> </tr> </tbody> </table>										Source of Funds*	Estimated Funding by Year						Total Estimated Cost	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	A. Planning and Engineering	C	0	194	144	100	100		538	B. Land and Right of Way								0	C. Construction	C	270	497	1815	408	749	1340	5079	D. Equipment								0	E. Other Costs								0	Total	C	270	691	1959	508	849	1340	5617
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost																																																																					
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Total	C	270	691	1959	508	849	1340	5617																																																																					
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During Budget Deliberations:

This project was initially \$375,000. The Town Council approved \$270,000 to replace the steam boiler system. The RTM sustained this action.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT

H) FITCH HIGH SCHOOL

ACTIVITY/DEPARTMENT

5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Fitch High School was constructed in 1955. Since then there have been a number of alterations and additions. The addition in 2008 replaced most of the older section of the school. The remaining portions of the older section will need improvements to remain effective. Some of that work includes removal of non-friable asbestos floor tile, roof replacement, fire code and handicapped accessibility code compliance, central air conditioning and ventilation and security improvements.

Requested for FYE 13 are funds (\$600,000) to address issues with the roof. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Programmed for FYE 15 are funds (\$208,000) for development of plans and specifications to address fire code deficiencies. The fire detection and alarm system must be replaced and fire sprinklers installed. Also, fire escape windows need to be installed. Programmed for FYE 16 are funds (\$592,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)

Programmed for FYE 15 are funds (\$83,000) for the development of plans and specifications to deal with structural issues pertaining to handicapped accessibility. Programmed for FYE 16 are funds (\$237,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. If the funding is approved then GPS may apply for the grant).

The current security system in the school does not allow full coverage of the perimeter of the school or the common areas and halls inside the school. This is a proposal to extend coverage to all of these areas. Programmed for FYE 15 are funds (\$336,000) for construction. Some of the work will include security cameras for parking lots, perimeter of the building, halls and common areas of the school. Plans and specifications were developed by Groton Public Schools in FYE 12.

Programmed for FYE 18 are funds (\$100,000) for development of plans and specifications for ventilation and air conditioning. This building is not fully air conditioned. Air conditioning will provide a good working environment for student achievement. Air conditioning also lowers humidity, improving air quality. Programmed for FYE 18 are funds (\$2,000,000) for construction.

The requests above represent what is required to keep this building operational as is. In addition, some of the spaces in the older section will require renovation and expansion in the future including locker rooms, technical education classrooms, home arts classrooms, and art classrooms.

The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facility and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased.

Engineering: Consultant

Construction: Contractor

Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year.

Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) and Goal #2 (facilitate transition to renewable energy) would apply.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C			291			100	391
B. Land and Right of Way								0
C. Construction	C	600		336	829		2000	3765
D. Equipment								0
E. Other Costs								0
Total	C	600	0	627	829	0	2100	4156

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During Budget Deliberations there were no changes made.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT				ACTIVITY/DEPARTMENT				
J) MARY MORRISSE				5) EDUCATION				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Mary Morrisson School opened in 1963. Studies undertaken over the past 12 years by the Town Council and Board of Education agree that it will be cost effective to keep Mary Morrisson in use. Since this school was constructed there have been no major improvements except replacement of the fuel oil tank, removal of friable asbestos and replacement of the roof. Continued use of this building in its current configuration will require fire code compliance, handicapped accessibility compliance, replacement of windows, removal of non-friable asbestos floor tile, security upgrades, central air conditioning and ventilation, plumbing and electrical upgrades, expansion of the parking lot and replacement of temporary classrooms with a permanent addition.</p> <p>Requested for FYE 13 are funds (\$80,000) for plans and specifications for parking/vehicle access. Programmed for FYE 14 are funds (\$420,000) for construction.</p> <p>Requested for FYE 13 are funds (\$90,000) for plans and specifications to address fire code deficiencies. Programmed for FYE 14 are funds (\$314,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 14 are funds (\$150,000) for plans and specifications for ventilation and air conditioning. Programmed for FYE 15 are funds (\$600,000) for construction.</p> <p>Programmed for FYE 15 are funds (\$240,000) for construction of a security system. Some of the work will include security cameras for parking lots, perimeter of the building, halls and common areas within the school. Also included are electronic door locks with card readers on certain doors. The main entry doors and doors leading to portable classrooms will be equipped with a public address system. Main entries will be arranged to open into the main office for processing visitors. Plans and specifications for this project were developed by Groton Public Schools in FYE 12.</p> <p>Programmed for FYE 15 are funds (\$132,000) for plans and specifications to address accessibility issues. Programmed for FYE 16 are funds (\$374,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 17 are funds (\$100,000) for plans and specifications to replace temporary classrooms with a permanent addition. Programmed for FYE 18 are funds (\$533,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 50% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 18 are funds (\$100,000) for plans and specifications for a replacement electrical system. Programmed for FYE 18 are funds (\$1,377,000) for construction.</p> <p>This request represents what is required to keep this building operational in its current state. In the future, this building will also need an expanded media center, a larger cafeteria, a gymnasium, larger and redesigned space for administration, additional space for resource and remedial programs, appropriate spaces for instrumental and band programs and a full service kitchen.</p> <p>The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facility and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use), Goal #2 (facilitate transition to renewable energy), and Goal #5 (reduction of impervious surfaces, innovative stormwater management methods. etc.) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	90	150	132		100	100	572
B. Land and Right of Way								0
C. Construction	C		734	840	374		1910	3858
D. Equipment								0
E. Other Costs								0
Total	C	90	884	972	374	100	2010	4430
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

During Budget Deliberations:

This project was proposed at \$170,000. The Town Council cut \$80,000 for plans for parking/vehicle access. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM

PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT																																																																					
N) ADMINISTRATION	5) EDUCATION																																																																					
DESCRIPTION/PURPOSE/JUSTIFICATION																																																																						
<p>The Administration Building was originally built as an elementary school in 1956. A classroom wing was added in 1960. In 1977, the school was formally closed and the administration and maintenance departments moved into the space. There are currently no plans to close this facility. Since the building was constructed there have been no major upgrades to the infrastructure other than removal of friable asbestos, fuel tank replacement, a new roof and paving the parking lot. Continued effective use of this facility will require removal of non-friable asbestos floor tile, fire 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.</p> <p>Requested for FYE 13 are funds (\$54,000) for the development of plans and specifications to address fire code deficiencies. Programmed for FYE 14 are funds (\$154,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 25% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 14 are funds (\$194,000) for the development of plans and specifications for a heating, ventilation, and air conditioning 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 15 are funds (\$1,285,000) for construction.</p> <p>Programmed for FYE 15 are funds (\$84,000) for the development of plans and specifications to address accessibility issues. Programmed for FYE 16 are funds (\$238,000) for construction. (A State Department of Education Grant may be available to reimburse approximately 25% of all costs associated with this project. 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.)</p> <p>Programmed for FYE 15 are funds (\$50,000) for construction of a security system. Some of the work will include security cameras for parking lots, perimeter of the building, halls and common areas within the school. Also included are electronic door locks with card readers on certain doors. Plans and specifications for this project were developed by Groton Public Schools in FYE 12.</p> <p>Programmed for FYE 18 are funds (\$100,000) for engineering and electrical upgrades. Programmed for FYE 18 are funds (\$419,000) for construction.</p> <p>The scope of work and cost estimates were updated last spring by McKissick Associates Architects. With the failure of the Phase II School referendum last spring there is now no plan to address the needs of the schools. Work will continue on development of a new plan to address both the need to continue operating the facility and the concerns of Groton citizens. This proposed work was deferred previously while a plan was developed and presented to the public. The urgency of these needs has increased. Depending on the new plan, a more appropriate location for the school administration facilities may become available negating all requests on this page.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: If postponed, projects increase in price by 2-4% each year. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) and Goal #2 (facilitate transition to renewable energy) would apply.</p>																																																																						
RECOMMENDED FINANCING (000)																																																																						
	<table> <tr> <th rowspan="2"></th> <th rowspan="2">Source of Funds*</th> <th colspan="6">Estimated Funding by Year</th> <th rowspan="2">Total Estimated Cost</th> </tr> <tr> <th>FYE2013</th> <th>FYE2014</th> <th>FYE2015</th> <th>FYE2016</th> <th>FYE2017</th> <th>FYE2018</th> </tr> <tr> <td>A. Planning and Engineering</td> <td>C</td> <td>0</td> <td>194</td> <td>84</td> <td></td> <td></td> <td>100</td> <td>378</td> </tr> <tr> <td>B. Land and Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>C. Construction</td> <td>C</td> <td></td> <td>154</td> <td>1335</td> <td>238</td> <td></td> <td>419</td> <td>2146</td> </tr> <tr> <td>D. Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>E. Other Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>C</td> <td>0</td> <td>348</td> <td>1419</td> <td>238</td> <td>0</td> <td>519</td> <td>2524</td> </tr> </table>		Source of Funds*	Estimated Funding by Year						Total Estimated Cost	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	A. Planning and Engineering	C	0	194	84			100	378	B. Land and Right of Way								0	C. Construction	C		154	1335	238		419	2146	D. Equipment								0	E. Other Costs								0	Total	C	0	348	1419	238	0	519	2524
	Source of Funds*			Estimated Funding by Year							Total Estimated Cost																																																											
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018																																																															
A. Planning and Engineering	C	0	194	84			100	378																																																														
B. Land and Right of Way								0																																																														
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E. Other Costs								0																																																														
Total	C	0	348	1419	238	0	519	2524																																																														
*Funding	(C) Capital Reserve Fund (G) General Obligation Bonds (O) Other																																																																					

During Budget Deliberations:

This project was proposed at \$54,000 and was reduced to \$0 by the Town Council. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
B) POLICE STATION			6) PUBLIC BUILDINGS					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Approved in FYE 08 were funds to start the process to modernize the prisoner processing and detention areas of the Police Station originally built in 1977. Approved in FYE 10 were funds to prepare plans and cost estimates to bring this project to a bond referendum in FYE 13. Connecticut legislation now mandates the separation of juveniles from adults. Additionally, recent statutes (January 2012) have changed the definition of juvenile status. Currently it includes those aged 16 and will shortly include the 17 year olds who were previously considered to be adults.</p> <p>The major identified issues are 1) a realized potential for detained persons to attempt suicide, engage in self-harm, commit assaults upon personnel or engage in acts of destructive vandalism of municipal property; 2) Connecticut legislative mandates exist requiring the separation of juveniles from adults; 3) physical separation of genders; 4) the confidentiality of detained persons; 5) poor video coverage; 6) detained persons overcrowding and; 7) Sally Port limitations. This project also includes funding for the repaving of the building parking area. Additionally, a recently completed structural analysis of this facility has identified over \$500,000 of structural and building envelope items that would need to be completed to strengthen the facility to withstand a Category 3 hurricane. This concern will be addressed as part of the overall project to modernize the prisoner processing and detention areas.</p> <p>In previous capital improvement programs, there was a separate project identified to replace the equipment in the firing range located in the basement of the Police Station. For this year, it has been included in this project narrative. The request is to upgrade the mechanical and electrical equipment in the firing range to prevent frequent malfunctions and subsequent repairs thereby allowing the department to complete mandated firearms training. The firing range is used for annual mandated police firearm and use of force training, qualification and certification. The equipment is the target system which was installed in 1977 when the police building was constructed. The equipment is over 34 years old, is prone to break downs and requires a great deal of maintenance and repair. Some replacement parts are no longer being manufactured and are becoming very difficult to obtain. If parts can be found, the price is at a premium. On occasion, our range officers have manufactured parts on their own because they were unable to locate the parts. We have employed local welders, machinists and electricians to help with problems but these have only been temporary fixes to keep the range running. It is estimated that the time spent on maintenance and repairs is equal to actual range usage time.</p> <p>Since this is a bond referendum recommended by staff for November of 2012, no formal budget action is requested of the Town Council or RTM. This page is for informational purposes only .</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: No impact on budget. If postponed, a cost increase of 2-4% each year would be expected. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	G	440						440
B. Land and Right of Way								0
C. Construction	G	4665						4665
D. Equipment								0
E. Other Costs								0
Total	G	5105	0	0	0	0	0	5105
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other								

No formal budget action is requested on this item 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			ACTIVITY/DEPARTMENT					
E) GROTON PUBLIC LIBRARY			6) PUBLIC BUILDINGS					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Requested for FYE 13 are funds (\$35,000) to replace portions of the exterior walks (concrete and paver distressed areas, \$15,000), and to address interior items (\$20,000) such as window blinds, carpeting, ceilings and painting. Also requested for FYE 13 are funds (\$25,000) to prepare preliminary design and cost estimates to replace the existing roof top unit (RTU) #4. RTU #4 serves the Video Studio. This replacement will require an in depth analysis because of the heat loads from the lighting and the humidity issues and the need to provide cooling and dehumidification quietly. Repair of the studio floor will also be addressed at this time.</p> <p>Programmed for FYE 14 are funds (\$100,000) to replace the existing RTU #4.</p> <p>Programmed for FYE 15 are funds (\$105,000) to address the replacement of RTU #3, the last remaining RTU.</p> <p>Programmed for FYE 16 are funds (\$175,000) for the reconstruction of the parking lot and minor modifications to the overflow parking to the rear of the Library. Pervious pavement and rain gardens will be investigated to mitigate stormwater flow from this site.</p> <p>Engineering: In-House/Consultant Construction: Contractor for pavement recycling / In-House paving Impact on Operating Budget: None Sustainability Goal: For FYE 13, FYE 14 and FYE 15, Sustainability Goal #1 (reduce overall energy use). For FYE 16 Goal #5 (retention of landscaping) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	0	10	10				20
B. Land and Right of Way								0
C. Construction	C	35	90	95	175			395
D. Equipment								0
E. Other Costs								0
Total	C	35	100	105	175	0	0	415
*Funding <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (C) Capital Reserve Fund (G) General Obligation Bonds </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (O) Other </div>								

During Budget Deliberations:

This project was proposed at \$60,000 and reduced to \$35,000 by the Town Council. The RTM sustained this action.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
G) TOWN HALL ANNEX COMPLEX - ROADS AND STREETS	6) PUBLIC BUILDINGS

DESCRIPTION/PURPOSE/JUSTIFICATION

Approved for FYE 07 were funds to analyze if the current Vehicle Maintenance/Roads and Streets facility could withstand a Category 3 hurricane. This facility would be the main Public Works operation center for recovery operations. Approved for FYE 09 were funds for the design of the corrective work.

The 2003 International Building Code (IBC 2003) with the 2005 Connecticut Supplement defines Category IV buildings as buildings that are of higher importance after a disaster, typically an emergency response agency or facility. The Building Code requires higher wind, seismic, and roof snow loads in the design of the primary structural systems for these buildings.

This project would replace all windows (or provide shutters) and doors including the garage doors, install new roofing components such as the flashing, and properly attach the concrete masonry walls to the roof system.

Public Works is applying for FEMA Hazard Mitigation Grant Program (HMGP) funding for this project which requires a 25% local match. Based on the 2007 Hurricane Retrofit Study, Public Works is estimating the project costs to include \$15,000 for final design/bid documents and \$300,000 for construction. Requested for FYE 13 are funds (\$79,000) for the 25% local match to the \$236,000 from HMGP funding.

Engineering: Consultant

Construction: Contractor

Impact on Operating Budget: No impact on operating budget. If postponed, project will increase in cost by 2-4% each year.

Sustainability Goals: Not applicable.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	O	11						11
	C	4						4
B. Land and Right of Way								0
C. Construction	O	225						225
	C	75						75
D. Equipment								0
E. Other Costs								0
Total	C,O	315	0	0	0	0	0	315

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other (FEMA HMGP)

During Budget Deliberations there were no changes made to this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
J) JABEZ SMITH HOUSE			6) PUBLIC BUILDINGS					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>This project is in keeping with the policies identified in the Plan of Conservation and Development to address the protection of historic resources.</p> <p>The c. 1783 Jabez Smith House has undergone extensive stabilization and restoration work over the years since the Town took over stewardship of the homestead.</p> <p>In 2006, Noyes-Vogt Architects completed a comprehensive <i>Condition Report and Manual of Maintenance and Repair for the Jabez Smith House</i>. This report became the basis for a prioritized list of maintenance and repair projects for the house that has been, and continues to be, systematically addressed. As the Town nears completion of the prioritized list of projects, and in recognition of other maintenance needs that have come to light (i.e. carriage house) since the 2006 report was prepared, it would be prudent to review and update the condition report.</p> <p>Requested for FYE 13 are funds (\$10,000) to update the condition report and identify priority maintenance and repair projects. Also requested are funds (\$13,000) that are currently in Capital Reserve, but that will expire on June 30, 2012. These funds were originally appropriated in FYE 08 for maintenance projects.</p> <p>Programmed for FYE 14 , FYE 16, and FYE 18 are funds (\$25,000) to undertake the priority projects identified by the consultant.</p> <p>Engineering: Consultant Construction: In House/Contractor Impact on Operating Budget: If postponed, a cost increase of 2-4% per year would be expected. Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	0						0
B. Land and Right of Way								0
C. Construction	C	13	25		25		25	88
D. Equipment								0
E. Other Costs								0
Total	C	13	25	0	25	0	25	88
<p>*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other</p>								

This project was proposed at \$23,000 and reduced to \$13,000 by the Town Council. The RTM sustained this action.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT K) GOLF COURSE FACILITIES - MAINTENANCE BUILDING				ACTIVITY/DEPARTMENT 6) PUBLIC BUILDINGS				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>Approved in FYE 07 were funds to construct a vehicle wash pad at the Golf Course Maintenance Building. The construction of this pad and canopy were completed in the spring of 2010. The pad was designed to allow for placement of a chemical storage building and a mix/load pad for spraying equipment. Current operations have chemical storage located in a corner room inside the Maintenance Building.</p> <p>Requested for FYE 13 are funds (\$30,000) to purchase a chemical storage building, chemical recovery tank, chemical sump pump and an eyewash station/shower. Upgrading the storage and handling of chemicals at this site will allow the golf course to meet the highest standards of compliance in this regard and further enhance Shennecossett's environmental stewardship efforts.</p> <p>The Maintenance Building exterior surfaces (roof, walls three exterior windows, three overhead and two passage doors) need to be replaced or repaired. The existing metal panels are rusted and have numerous holes. Programmed in FYE 14 is \$15,000 to prepare a bid package for FYE 15. Based on a visual inspection, the repairs/replacement will be approximately \$120,000.</p> <p>Anticipated for FYE 16 and outlying years are modifications to the interior including a larger heating unit to heat the entire building, renovation of the toilet areas to add a female toilet area, ventilation and other improvements to the work area. Cost estimates will be developed in FYE 14.</p> <p>Engineering: In-House/Consultant Construction: Contractor Impact on Operating Budget: No increase in costs. Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C		15					15
B. Land and Right of Way								0
C. Construction	C			120				120
D. Equipment	C	0						0
E. Other Costs								0
Total	C	0	15	120	0	0	0	135
<p>*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other</p>								

During Budget Deliberations:

This project was proposed at \$30,000 and reduced to \$0 by the Town Council. The RTM sustained this action.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT												
M) GOLF COURSE FACILITIES - CLUB HOUSE	6) PUBLIC BUILDINGS												
<p style="text-align: center;">DESCRIPTION/PURPOSE/JUSTIFICATION</p> <p>The Club House at Shennecossett Golf Course is 94 years old and is in poor to fair condition. Although the windows and doors were addressed in FYE 10 (\$220,000) and the oil tanked replaced in FYE 11 (\$70,000), there still remains major building envelope and mechanical system replacement. The building also requires alterations to address handicapped accessibility to a toilet facility.</p> <p>Requested for FYE 13 are funds (\$242,000) to continue with the repairs and replacement of exterior elements as follows:</p> <table> <tr> <td>Reroof 100% with 10% sheathing replacement - \$94,000</td><td>Repair exterior chimney cracks - \$7,700</td></tr> <tr> <td>Paint rake and eave trim - \$14,000</td><td>Replace/install gutters and rainwater leaders - \$8,500</td></tr> <tr> <td>Replace soft/rake/eave trim on east porch - \$35,500</td><td>Miscellaneous repairs - \$7,200</td></tr> <tr> <td>Repair fascia and gables - \$5,500</td><td>Exterior stucco repairs - \$19,000</td></tr> <tr> <td>Exterior spot painting - \$5,600</td><td></td></tr> <tr> <td>Reline metal chimney - \$25,000</td><td></td></tr> </table> <p>Programmed for FYE 14 are funds to abate the asbestos found in the crawl space soil, replace the handicap ramp, make improvements to the HVAC, replace foundation plantings removed for the repairs, and paint the exterior. It also includes funds to evaluate the heating and ventilation system for the entire building.</p> <p>Programed for FYE 15 are funds that will focus on building accessibility issues (inclusion). The existing male and female toilet facilities do not provide handicapped accessible toilets. Due to their location, these facilities are not available until the restaurant is open. Proposed is a plan to renovate the existing toilet rooms to provide the required accessibility.</p> <p>Future years' (FYE 16 and later) funding will be requested to address HVAC components, interior painting, the pro shop area, the south porch area, the cart building and paving of several parking lots.</p> <p>Engineering: In-House / Consultant Construction: Contractor Impact on Operating Budget: No increase in costs. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) would apply.</p>		Reroof 100% with 10% sheathing replacement - \$94,000	Repair exterior chimney cracks - \$7,700	Paint rake and eave trim - \$14,000	Replace/install gutters and rainwater leaders - \$8,500	Replace soft/rake/eave trim on east porch - \$35,500	Miscellaneous repairs - \$7,200	Repair fascia and gables - \$5,500	Exterior stucco repairs - \$19,000	Exterior spot painting - \$5,600		Reline metal chimney - \$25,000	
Reroof 100% with 10% sheathing replacement - \$94,000	Repair exterior chimney cracks - \$7,700												
Paint rake and eave trim - \$14,000	Replace/install gutters and rainwater leaders - \$8,500												
Replace soft/rake/eave trim on east porch - \$35,500	Miscellaneous repairs - \$7,200												
Repair fascia and gables - \$5,500	Exterior stucco repairs - \$19,000												
Exterior spot painting - \$5,600													
Reline metal chimney - \$25,000													

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	O C	20 22		15	18			20 55
B. Land and Right of Way								0
C. Construction	O C	222 243		180	180	300		222 903
D. Equipment								0
E. Other Costs								0
Total	C,O	242	265	195	198	300	0	1200

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other (LoCIP)

During Budget Deliberations there were no changes to this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT				ACTIVITY/DEPARTMENT				
N) TOWN HALL ANNEX				6) PUBLIC BUILDINGS				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>First installed in 1975, the metal roof and supporting sills in Town Hall Annex have deteriorated to the point that they must be replaced. Water damage is occurring in Community Rooms 2 and 3. Also, due to water infiltration from the roof, 300 square feet of exterior insulation and finish system (EIFS) must be repaired over the front entrance to the building. It was anticipated that a new roofing system could be placed over the existing roof structure, but further investigation revealed this is not possible. Thus the existing roof must be completely removed and the underlying structural components replaced.</p> <p>Approved in FYE 11 were funds (\$105,000) to replace the existing roof and repair the exterior surfaces. The latest cost estimate based on the complete removal of the roof is \$170,000, therefore an additional \$65,000 to complete the project is requested for FYE 13.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: None Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
Estimated Funding by Year								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	O	65						65
D. Equipment								0
E. Other Costs								0
Total	O	65	0	0	0	0	0	65
<div style="display: flex; justify-content: space-between;"> <div>*Funding</div> <div> (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other (LoCIP) </div> </div>								

During Budget Deliberations, there were no changes made to this project.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
C) CAD/RMS MDT IMPLEMENTATION	7) TECHNOLOGY

DESCRIPTION/PURPOSE/JUSTIFICATION

The upgraded Mobile Tech Computer Aided Dispatch System (CAD) became operational in November 2010. The system provides for communication to fire vehicles through Mobile Data Terminals. The various fire districts are all using the same software (FIREHOUSE) to store data such as pre-plans which are critical to have available at a fire scene. Pre-plans are developed by each fire district with copies shared with other districts. The plans are stored on individual servers within each district.

Requested for FYE 13 are funds (\$40,000) to provide for the consolidation of the (FIREHOUSE) software on a single enterprise server located at the Police Department. This will enable the Town to store data from each fire department on a central server to facilitate sharing and updating information such as pre-plans and mapping. The FIREHOUSE CAD monitor software is a stand alone executable that creates records in the system based on information entered into the Mobile Tech CAD.

Programmed for FYE 14 are funds (\$31,000) for networking the Fire/EMS agencies to the Town's wide area network infrastructure. This funding will support additional licensing and hardware needed to secure those connections.

Engineering: Consultant

Construction: Consultant

Impact on Operating Budget: A recurring cost of \$7,000 per year will be directly related to the 4 MB bandwidth increase.

Sustainability Goals: Not applicable.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	5	6					11
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C	35	25					60
E. Other Costs								0
Total	C	40	31	0	0	0	0	71

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

During Budget Deliberations, there were no changes made to this project.

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
D) REPLACEMENT RADIO CONTROL CONSOLE SYSTEM	7) TECHNOLOGY

DESCRIPTION/PURPOSE/JUSTIFICATION

Radio Communications for Town and emergency services are handled by a variety of radio systems. Separate radio systems service police, fire, ambulance and Town departments. In addition, several state and regional radio systems connect the Town of Groton to Connecticut State Police, Department of Emergency Management and Homeland Security as well as surrounding towns during times of emergency. The Emergency Communications Center currently operates over 20 radio frequencies across the radio spectrum ranging from low band to 900 mhz.

These various radio systems are centralized, controlled and operated by a single Radio Control Console System located within the Emergency Communications Center. This system allows emergency dispatchers to communicate with field units and regional/state agencies, and provides the ability to cross-connect the varied radio frequencies allowing responders interoperability.

The current computer operated Radio Console System was purchased in 2000. The manufacturer stopped producing the product in 2007. Upgrades and parts were available only through 2010. Repairs will not be supported beyond 2014. Failure to replace the console increases the risk of communication failures with no ability to correct the problems in a timely manner.

Requested in FYE 13 are funds (\$55,000) for planning/engineering costs and preparation of specifications/bid documents. Programmed in FYE 14 are the costs to purchase the equipment (\$640,000) along with a State 911 Grant that would cover \$45,000 of the equipment cost.

Engineering: Contractor
Construction: Contractor
Impact on Operating Budget: Unknown
Sustainability Goals: Not applicable.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	C	55						55
B. Land and Right of Way								0
C. Construction								0
D. Equipment	O		45					45
	C		640					640
E. Other Costs	C							0
Total	C,O	55	685	0	0	0	0	740

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other (State 911 Grant)

During Budget Deliberations, there were no changes made to this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT				ACTIVITY/DEPARTMENT				
B) FLANDERS ROAD UTILITY INSTALLATION				8) ECONOMIC DEVELOPMENT				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>In 2005, a consultant was engaged to prepare a study to analyze the various routes to provide sewer to a portion of land north and east of I-95. The study was to analyze all reasonable routes for constructability, ability to provide sewer service to abutting properties, public cost/benefit analyses, and environmental impact. Part of this project would be to provide public water to the same area. As this is in Groton Utilities' service area, they would be responsible for the design and construction, for which the Town would reimburse them. This project is included in the Town's Strategic Economic Development Plan and the final report of the Governor's Diversification Committee.</p> <p>In December of 2006, the Town Council established the Flanders Road Utilities Extension Committee ("Committee") to further study the preferred routes for water and sewer line extension, identify potential funding sources for any expansion, and recommend a preferred route. To further refine the data, permitting, subsurface investigation, wetland delineation, zoning, flow, and opinion of cost were then evaluated by Fuss and O'Neill.</p> <p>The Committee and Town staff began its work in June of 2007 and a recommendation on the preferred route for both sewer and water was submitted and presented to the Town Council in February 2008. Approved for FYE 09 were funds to further refine the engineering design and develop more detailed costs of construction for the recommended route. These cost estimates, depending upon which segments are constructed, range from \$2.5 million to \$15.5 million.</p> <p>Since this is likely to be a bond referendum, no formal budget action is requested by the Town Council or RTM. This page is for informational purposes only.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: No impact on operating budget. If constructed, operating expenses will be recovered by user fees. Sustainability Goals: Not applicable.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	G	15500						15500
D. Equipment								0
E. Other Costs								0
Total	G	15500	0	0	0	0	0	15500
<div style="display: flex; justify-content: space-between;"> *Funding <div> (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other </div> </div>								

During Budget Deliberations:

No formal budget action is requested on this item 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				ACTIVITY/DEPARTMENT				
B) PUMP STATIONS				9) WATER POLLUTION CONTROL FACILITY				
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>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.</p> <p>Requested for FYE 13 are funds (\$100,000) for design for the rehabilitation of the Fishtown Road Pump Station. This station has experienced joint failure of the wet and dry wells and generator failure. The pump motors are inefficient. First built in 1978, this station has not seen a major rehabilitation.</p> <p>Also requested for FYE 13 are funds (\$260,000) to complete a condition analysis for the 8 major pump stations and 14 minor stations. This analysis will identify critical components for replacement or reconditioning, alarms, structural integrity, and energy efficiency for each station. Programmed for FYE 14 are replacement fuel tanks for Poquonnock Road and Beebe Cove Pump Stations (must be completed before FYE 16). Also requested is \$80,000 for replacing failing roofs and siding at several pump stations that are highly visible from the road (Noank, Tower Avenue, Bridge Street), and \$950,000 for construction of the Fishtown Pump Station.</p> <p>Programmed for FYE 15 is the rehabilitation of Poquonnock Road Pump Station constructed in 1967. The conditional analysis performed in FYE 14 will determine the cost of this project.</p> <p>Programmed for FYE 16 is the rehabilitation of Gravel Street Pump Station constructed in 1970. The conditional analysis performed in FYE 14 will determine the cost of this project. Programmed for FYE 17 is the rehabilitation of Goss Cove Pump Station constructed in 1974. The conditional analysis performed in FYE 14 will determine the cost of this project.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: Energy efficient motors and variable frequency drives should allow us to realize a 10% reduction in energy consumption. Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	O	360	0				50	410
B. Land and Right of Way								0
C. Construction	O		1030	505	468	697	500	3200
D. Equipment								0
E. Other Costs								0
Total	O	360	1030	505	468	697	550	3610
*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other (WPCF User Fees)								

During Budget Deliberations, there were no changes made to this project.

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL								
PROJECT			ACTIVITY/DEPARTMENT					
C) TREATMENT FACILITY			9) WATER POLLUTION CONTROL FACILITY					
DESCRIPTION/PURPOSE/JUSTIFICATION								
<p>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.</p> <p>Requested for FYE 13 are funds (\$120,000) to design the upgrade the WPCF Effluent Pump Station. The station transfers treated effluent to the Thames River for discharge. Compared to other facilities in the State with effluent pumping, Groton's station is significantly more robust due to the discharge point being located more than four miles from the WPCF. Should this facility experience a failure, the effluent would discharge into the environmentally sensitive Mumford Cove. Reliable operation of this facility is therefore of critical importance. In addition, the relatively high head and the great distance consume significant power to operate the electric motors. The Station was constructed in the 1980s, and has never experienced a significant upgrade. The proposed upgrade project consists of the replacement of pumps, piping, valves and the installation of variable frequency drives for electrical efficiency and system reliability. The project also includes electrical equipment replacements, new instrumentation and controls and the station's incorporation into the facility SCADA system. Also requested for FYE 13 are funds (\$100,000) to design the upgrades to the Gravity Thickeners. The Gravity Thickeners are original to the facility, and were constructed in the early 1970s. Other than sand-blasting and repainting of the mechanical equipment, the Thickeners have experienced no major upgrades. Construction (\$2,260,000) is programmed in FYE 14.</p> <p>Programmed for FYE 14 are funds (\$50,000 design, \$290,000 construction) for the HVAC Upgrade to the Administration and Operations buildings in order to improve energy efficiency. The Operations Building may be able to use treated effluent for cooling and primary heating. Funds are also programmed for the replacement of Generator A (\$50,000 design, \$400,000 construction). Generator A is a 900 kilowatt unit located in the Operations Building and is original to the plant (1974).</p> <p>Also programmed for FYE 14 are funds (\$110,000 construction) for the first phase of work required to strengthen the building envelope around the Operations Building so that it can withstand category 3 hurricane winds. Essentially, this means bringing the roof, windows and walls to current building code requirements.</p> <p>Programmed for FYE 15 is the final phase of work for the upgrades to the sludge processing area, the replacement of the underground heating oil storage tank at the operations building and the design of the renovation of the laboratory.</p> <p>Programmed for FYE 16 is the construction of the laboratory and the start of the rehabilitation of the primary clarifiers.</p> <p>Engineering: Consultant Construction: Contractor Impact on Operating Budget: Energy efficient boilers should yield a savings due to better fuel usage Sustainability Goals: Sustainability Goal #1 (reduce overall energy use) would apply.</p>								
RECOMMENDED FINANCING (000)								
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	
A. Planning and Engineering	O	220	100	98	50	110	100	678
B. Land and Right of Way								0
C. Construction	O		3060	1375	900	1250	1000	7585
D. Equipment								0
E. Other Costs								0
Total	O	220	3160	1473	950	1360	1100	8263
<p>*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other (WPCF User Fees)</p>								

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CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL																																																																													
PROJECT			ACTIVITY/DEPARTMENT																																																																										
A) MYSTIC EDUCATION CENTER			10) Miscellaneous																																																																										
DESCRIPTION/PURPOSE/JUSTIFICATION																																																																													
<p>The Mystic Education Center occupies land perched above the Mystic River just north of I-95 and to the east of Cow Hill Road. There are currently five buildings totaling over 240,000 square feet on 48 acres. The site also contains recreational fields, wooded areas and a parcel that is used for local fire training. Access to the site is from the south by Oral School Road or from the north by an access driveway directly across from Lamphere Road. The buildings were constructed over a period of time from 1923 to 1973.</p> <p>The Groton Strategic Economic Development Plan (July 2006) lists this property in the "Project List" and specifically notes that "in a town with a limited number of development sites, the Mystic Education Center represents a unique opportunity to plan for a significant adaptive reuse development in Groton. The site's singular combination of riverfront views, proximity to I-95, and natural beauty both increases the site's value and creates the imperative for careful planning to maximize this value while preserving the site's unique features and attributes. As the Town will be the most impacted by the redevelopment of the site, it is logical that the Town partner with the state in reviewing the potential for the site's reuse".</p> <p>Requested for FYE 13 are funds (\$50,000) to be used for the review of the Mystic Education Center for Town use or for the Town to use in evaluating proposals as a result of the sale of the property.</p>																																																																													
RECOMMENDED FINANCING (000)																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;"></th> <th rowspan="2" style="width: 10%;">Source of Funds*</th> <th colspan="6" style="text-align: center;">Estimated Funding by Year</th> <th rowspan="2" style="text-align: center;">Total Estimated Cost</th> </tr> <tr> <th style="text-align: center;">FYE2013</th> <th style="text-align: center;">FYE2014</th> <th style="text-align: center;">FYE2015</th> <th style="text-align: center;">FYE2016</th> <th style="text-align: center;">FYE2017</th> <th style="text-align: center;">FYE2018</th> </tr> </thead> <tbody> <tr> <td>A. Planning and Engineering</td> <td style="text-align: center;">C</td> <td style="text-align: center;">25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">25</td> </tr> <tr> <td>B. Land and Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>C. Construction</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>D. Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>E. Other Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">C</td> <td style="text-align: center;">25</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>										Source of Funds*	Estimated Funding by Year						Total Estimated Cost	FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018	A. Planning and Engineering	C	25						25	B. Land and Right of Way								0	C. Construction								0	D. Equipment								0	E. Other Costs								0	Total	C	25	0	0	0	0	0	25
	Source of Funds*	Estimated Funding by Year						Total Estimated Cost																																																																					
		FYE2013	FYE2014	FYE2015	FYE2016	FYE2017	FYE2018																																																																						
A. Planning and Engineering	C	25						25																																																																					
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Total	C	25	0	0	0	0	0	25																																																																					
<div style="display: flex; justify-content: space-between;"> *Funding <div> (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other (WPCF User Fees) </div> </div>																																																																													

During Budget Deliberations:

This project was proposed at \$50,000 and reduced to \$25,000 by the Town Council. The RTM sustained this action.

TOWN OF GROTON
FYE 2013 ADOPTED BUDGET

APPENDICES

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TOWN OF GROTON, CONNECTICUT

GLOSSARY OF TERMS
FYE 2013

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 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 2013", means the fiscal year which began on July 1, 2012 and ends on June 30, 2013.

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 2012 Adopted Budget is 18.89 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 2012 budget, this means that \$18.89 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 2013

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
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
GIS	-Geographic Information System
GLPA	-Groton Long Point 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
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
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 2013**

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 days 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 \$110,100 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.

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, 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.



Town of Groton



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