

# TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's  
Proposed Budget



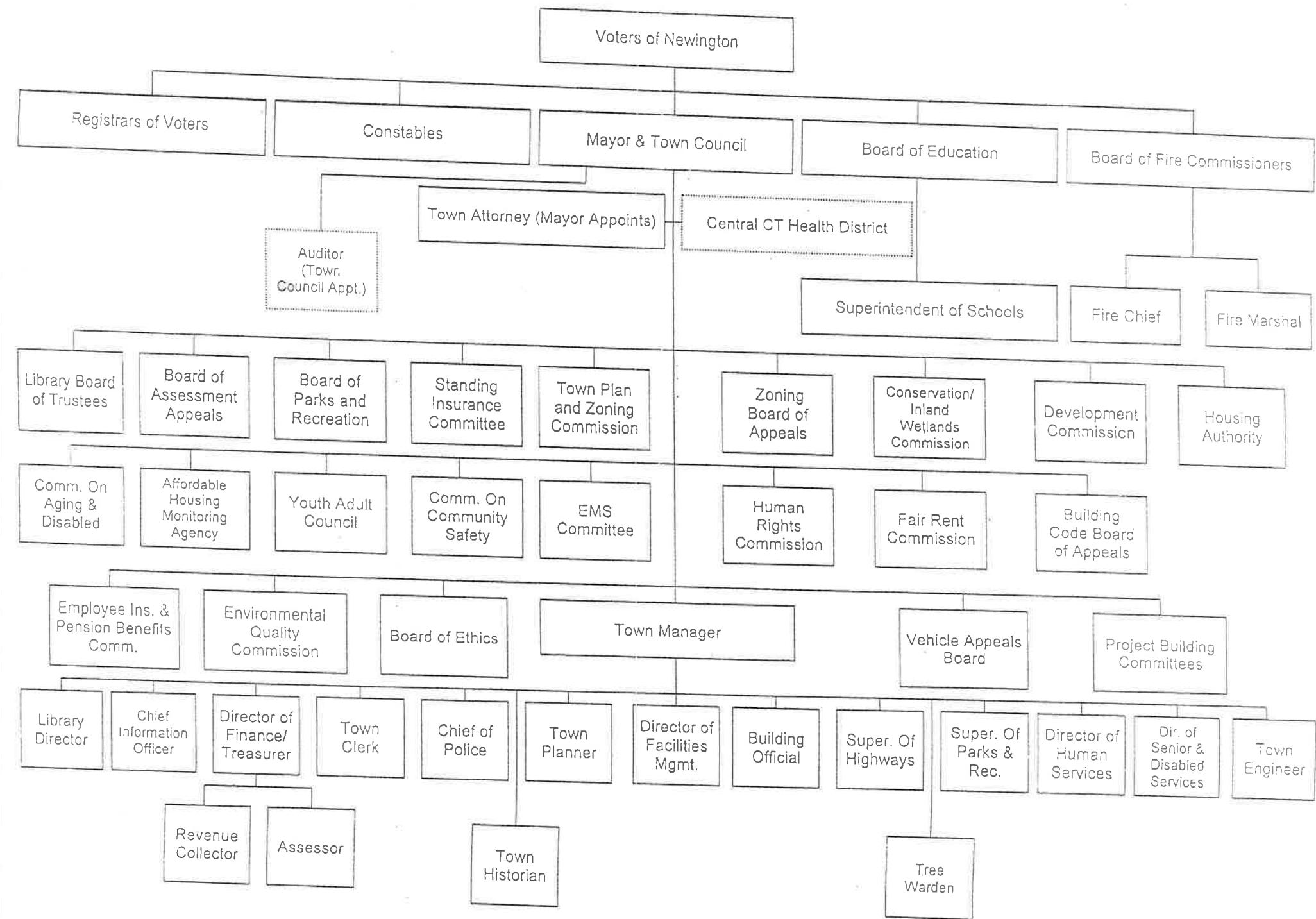
2020-2021

## TABLE OF CONTENTS

	<u>Page</u>		<u>Code</u>
Newington Town Organization		Comm. Planning & Development Appropriations	400
Budget Message	i	Planning and Development	420
Budget Assumptions	ix	Town Plan and Zoning Comm.	430
Explanation of Mill Rate	x	Zoning Board of Appeals	440
General Fund Budget Summary	1	Building Department	450
Town Appropriations Summaries	3	Conservation Commission	460
General Fund Revenues	9	Economic Development	470
General Government Appropriations	100	Public Health Appropriations	500
Town Council	110	Health Services	511
Town Manager	120	Community Services Appropriations	600
Courts	130	Human Services	610
Elections	140	Senior and Disabled Center	640
Finance	150	Boards and Commissions	670
Town Attorney	160	Public Library Appropriations	700
Town Clerk/Records Admin.	170	Operations	710
Personnel	180	Hubbard Book Fund	730
General Services	190	Parks and Recreation Appropriations	800
Public Safety Appropriations	200	Administration	810
Police Department	210	Recreation	820
Fire Department	230	Grounds Maintenance	830
Street Lighting	250	Insurance-Miscellaneous Appropriations	900
Emergency Management	260	Municipal Insurance & Bonds	910
Emergency Medical Services	270	Greater Hartford Transit Distr.	930
Hydrants	280	Employee Benefits	940
Volunteer Incentive Program	290	Donations and Contributions	950
Public Works Appropriations	300	Contingency	960
Engineering	310		
Highway	320		
Solid Waste Services	350		

## TABLE OF CONTENTS

	<u>Code</u>	
Debt Service Appropriations	1000	Appendices
Metropolitan District Appropriation	1051	A. Standard Account Definition
Capital Improvements Appropriation	1100	B. Summary of Accounting Policies
Equipment Reserve Appropriation	2000	C. Budgeting and Budgetary Control
Employee Leave Liability Fund Appropriation	3000	D. Schedules of Long-Term Debt
		E. Budget Calendar
		F. Summary of Personnel
		G. Summary of Undesignated Fund Balances
		H. Miscellaneous Statistics
		I. Adopting Resolution
 Board of Education		
Special Revenue/Other Funds	5000	
Cemetery Fund	5001	
Road Aid Maintenance Fund	5002	
Local Capital Improvement Program (LOCIP) Fund	5003	
Recreation	5004	
Human Services – Needs & Donations	5005	
Senior and Disabled Center Donations	5006	
Insurance Reserve Fund	5007	
Public School Capital Impr, Projects Fund	5008	
Health Benefits Fund	5009	
Land Acquisition Fund	5010	
Recreation CIP Fund	5011	





# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

Keith Chapman  
Town Manager

February 28, 2019

Dear: Mayor DelBuono and Members of the Newington Town Council:

On behalf of the Town of Newington, I am pleased to present the Town Manager's proposed Fiscal Year 2020-2021 budget for General Government Operations and the Board of Education. The proposed budget for the upcoming year has been formulated from both a historical view as well as looking forward, as the last 20 years has placed extraordinary pressures on both the residential and business communities, in relation to property tax increases. Since year 2000-01, Newington's budget has grown from \$62,608,261 to the current budget of \$123,706,166 or just under a 100% increase. However, during the same twenty-year period the Town's Grand List growth has only increased 52.2 %. Additionally, during the same 20 years the Consumer Price Index has risen 48.82 %.

These factors of the last 20 years, coupled with the residential population growing from 28,477 to over 30,562 or over a 9.0%, while the public-school student population has declined, from a high of 4,614 in 2005 to 4,051 in 2019 (a reduction of 8.7%) might appear to be positive for the Town. However, in reality reflect changes of growing concern. The Board of Education's operating budget continues to rise due to a myriad of Federal and State unfunded mandates that has resulted in an average operating budget increase of 5.5% annually, or over \$40,000,000 over the past 20 years, while the Board's ECS grant from the State of Connecticut rose only \$6,2654,192 during the same 20-year period.

The continued expansion of Newington's financially struggling residents per the ALICE (Asset Limited Income Constrained Employment) most recent report, indicates that in 2012 the percent of struggling population was 22%, whereas the most recent percentage has risen to over 30%, meaning the income constraints of the total residential population of the town is becoming more difficult, in affording things such events for emergencies, meeting basic needs, while having less than \$400.00 in savings, and that this vulnerability can easily place households into the poverty level. Coupled with the Town's manufacturing base declining, have all resulted in the pressing need to establish the annual mill rate adjustment to a negative or flat growth pattern starting in year 2020-2021, and continuing into the future.

The goal in maintaining or enhancing current levels of services for our residents and business community while keeping the level of appropriations at a minimum will be the focus of the new Administration. In keeping with this goal, you will find slight adjustments in such areas of the re-introduction of the 26 weeks of Sunday openings at the Library, to better serve the family needs of our residents. In addition, enhanced road

sweeping of our business areas has been re-instated on a Friday early morning basis to assure our commercial areas are kept clean and free of debris and trash at all times. The Blight enforcement efforts have become a focus of my office as well as the Blight Officer, to eliminate the negative impacts that blight has on the residential and commercial real estate values, resulting in decreases or stagnation of annual Grand List adjustments.

The increases in property taxes, combined with increased blight occurrences are two primary causes of poor Grand List growth, with corrective action currently on the Administration's priority list. Conversely, retention and recruitment of the commercial sector is being enhanced to assure all opportunities to retain and recruit businesses for the Town of Newington remains a high priority of the Administration.

Economic Development will become an aspect of all Town employees in the future. All employees are charged with promoting and marketing the Town for new and expanding commercial and residential opportunities, with maximum professional service being provided, at the lowest possible cost being the new standard of Newington, moving forward. Outreach to our current business owners and contacting potential new businesses, nationally, is a primary function of the Administration.

## Appropriations

The total appropriations proposed for 2020-2021 totals \$126,122,105 reflecting an increase of \$ 2,415,939, over FY 2019-2020. The major drivers for the \$126,122,105 increase are attributed to contractual wages, a rise in the annual pension contribution, the upsurge in tip fees for trash collection, the assessment increase for MDC.

	FY 2019-20	FY 2020-21	\$ Change	% Change
Total Town Budget	\$123,706,166	\$125,675,911	\$1,969,745	1.6%

The MDC assessment for this year reflects an 8% increase--or \$ 357,300, due to the Commissions efforts to conform to the latest DEEP and EPA requirements and regulations. MIRA, the Town's primary handler of trash and recycling is also dealing with DEEP and EPA regulations as well as the challenges of recycling markets declining coupled with the separation of trash and recycling still remaining low in percentile when Connecticut is compared to numerous other States successes in separation. It should be noted that both MDC's and MIRA's financial futures will be difficult for all of its member towns to cope with going forward.

As we consider the amount of Municipal Aid for the FY 2020-21 budget as presented by Governor Lamont, it appears that the grants are going to increase slightly from our estimated municipal aid in FY 2019-20. The chart below illustrates the estimate and proposed change in the State Aid.

Revenue Source	2019-2020 Council Adopted	2019-2020 Estimated	2020-2021 Governor Proposed	Change from Adopted budget
<b>TOTAL MUNICIPAL AID</b>	<b>16,711,485</b>	<b>17,193,703</b>	<b>17,470,481</b>	<b>758,996</b>

The FY 2020-21 budget that I am recommending includes all of the Governor's Proposed FY 2020-21 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2019-20 as a baseline for what we expect to receive in FY 2020-21.

### Revenues

The revenues to finance the proposed FY 2020-21 budget come from the following sources:

Type	\$	%
Property Tax	102,152,232	81.3
Non-Tax Revenue	20,270,460	16.7
General Fund Balance	2,500,000	2.0
<b>TOTAL</b>	<b>124,241,442</b>	<b>100.0</b>

The largest source of revenues is generated by the property tax. Included in non-tax revenues are State of Connecticut grants, principally PILOT (Payment in Lieu Of Taxes) and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. The Town of Newington relies very heavily on the property tax for the bulk of its revenues.

When the Grand List or municipal aid does not escalate, the only new revenue that can be used to balance the budget is a tax increase. To minimize any tax increase, I have asked, and received, budgets from department heads that reflects our need for a balanced budget. Unfortunately, we are faced with a contractual increase, a rise in OPEB contribution expense, and increased tip fees for trash removal.

### General Government

	FY 2019-20	FY 2020-21	\$ Change	% Change
General Government	\$37,581,156	\$38,374,098	\$792,942	2.11%

Limiting the increase in General Government operations to 2.11% was a very mindful process again this year—in large part achieved through the cooperation of the department heads. There are only limited expansions discretionary funding contained within this proposal that include restoring an additional police cruiser to be purchased from 2 to 3. The expansion of the Fire Marshals Administrative Assistant from 28 hours per week to 35 hours per week, the expansion of Library operating hours to include 26 Sundays of 3 hours duration

Decreases to the budget include the elimination of two vacant positions. The Economic Director, with in-house staff being redirected to address the retention and recruitment of businesses and development in town, and the elimination Facilities Manager funding with concentration of current staff handling the needs of this function.

There are positive improvements: 1) the Facility Department budget was reduced by \$32,711 in anticipation of a new Town Hall/Community Center building; and 2) medical health increases are at zero percent as a result of transitioning all employees to a high deductible health insurance plan, which resulted in lower claim cost.

We have maintained the decreases achieved in the last budget while upholding our continued commitment to maintaining quality services. I anticipate achieving that goal again this year. However, further reductions could affect personnel which would definitely alter the delivery of service and the quality of life for our Newington residents.

#### Board of Education

As submitted by the Superintendent, the Board of Education budget reflects a 3.48% increase in appropriations over last year. I suggested a reduction of \$590,335 to achieve a 2.67% increase. The Board of Education is still meeting and further changes may be made to the budget submitted by the Superintendent. Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2019-20	FY 2020-21	\$ Change	% Change
Board of Education	\$74,768,011	\$76,768,011	\$2,000,000	2.67%

#### Metropolitan District Commission

The Town of Newington is a member of a regional authority that provides water and waste water (sewer) service to the Town of Newington and seven other municipalities. The MDC funding for the FY 2019-20 was \$4,466,3000. FY 2020-21 will see an increase of \$357,300 or 8.0%.

#### Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is increasing because the Town will be issuing the second bond for the Town Hall/Community Center project in the spring. The Town's current outstanding debt of nearly \$12.5 million puts us in good standing with a credit rating of AA+. The bond issuance of the remaining \$19.8 million funding over the next two years for the Town Hall/Community Center project will slightly alter the Town's position of having some of the lowest debt ratios in the State.

## Capital Improvement Program (CIP)

Some of the most vital assets of the community are in public facilities and infrastructure. In order to best serve the needs of the community and its taxpayers these assets must be maintained appropriately. The CIP is a mechanism through which important initiatives may be undertaken without the need for the Town to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. Since its inception the Town has earmarked funds for capital purchases and debt payments. Last year we transitioned to an updated approach of earmarking, as a maximum amount, 5.8% of the budget in FY 2019-2020 instead of the flat \$6.3 million. I am proposing that the Town contribute \$3,160,604 for Pay-As-You-Go projects. This amount coupled with \$600,000 from other financial sources (i.e. LOCIP and Town Aid Roads), along with our debt service payment of \$2,482,598 will generate a total CIP contribution of \$6.243 million.

### **Capital Improvement Program Adopted for Fiscal Year 2020-2021**

PROJECT TITLE	PROJECT TITLE		
General Property Improvements	90,000	Road Resurfacing/Reconstruction	900,000
Information Technology Reserve	600,000	Local Bridge & Dam Inspection	25,000
Town Hall/Community Center Audio/Visual	450,000	Library Carpet Replacement	25,204
Revaluation	168,000	Traffic Signal Repair & Replacement Reserve	50,000
Town Hall/Community Center FF&E	80,000	Park, Pool & Playground Improvements	50,000
Town Buildings Sidewalk Replacement & Repairs	25,000	Handicapped Accessible Playground – Clem Lemire	100,000
Senior & Disabled Center Window Replacement	50,000	Lease, Purchase & Other Payments	267,400
Radio Replacement Reserve	40,000	Equipment Replacement Reserve	630,000
Fire Dept Thermal Imager Camera	25,000	<b>Total Town Share</b>	<b>3,635,604</b>
Fire Dept PPE Equipment Replacement	60,000	Appr. To Public School CIP Reserve	125,000
<b>GRAND TOTAL</b>		<b>Total Board of Education Share</b>	<b>125,000</b>
			<b>3,760,604</b>

## Grand List

The October 1, 2019 Grand List totals \$2,657,248,824—an increase of 0.63% from the 2018 Grand List (subject to the Board of Assessment Appeals review). It should be noted that the Net Grand List (the Grand List less the estimated value for legal corrections and exemptions) is used to calculate the mill rate.

The 2019 net real estate Grand List increased from \$2,253,289,510 to \$2,256,364,870—an increase of \$3,075,360 or .14%. This increase is attributable to the completion of several new buildings in Town including the new O'Reilly's Auto Parts Store, Chick-Fil-A and the Goddard School Day Care Center. Personal Property increased from \$154,804,410 to \$163,382,550—an increase of \$8,578,140 or 5.54% and Motor Vehicle increased from \$232,481,010 to \$237,501,404—an increase of \$5,020,394 or 2.16%. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2018 and the 2019 Grand Lists is as follows:

Category	2018	2019	% Change	\$ Change
Real Estate	2,253,289,510	2,256,364,870	.14	3,075,360
Personal Property	154,804,410	163,382,550	5.54	8,578,140
Motor Vehicle	232,481,010	237,501,404	2.16	5,020,394
Total	2,640,574,930	2,657,248,824	.63	16,673,894

Manufacturing Equipment Exemption	2018	2019	% Change	\$ Change
Gross Personal Property	254,171,830	272,068,190	7.04	17,896,360
Equipment Exemption & Other	99,367,420	108,685,640	9.38	9,318,220
Net Personal Property	154,804,410	163,382,550	5.54	8,578,140

This list reflects the gross assessment for the properties. Some accounts receive manufacturing exemptions which reduce the actual tax paid.

2019 GRAND LIST: TOP TAXPAYERS

2019	TAXPAYER	TOTAL				
		GROSS	EXEMPTION	NET	MILL RATE	TAXES
1	CL&P COMPANY/EVERSOURCE	\$54,563,310	\$0	\$54,153,310	0.03945	\$2,136,348.08
2	MANDELL PROPERTIES	\$25,786,750	\$16,429,280	\$9,357,470	0.03945	\$369,152.19
3	IREIT NEWINGTON FAIR	\$21,509,790	\$0	\$21,509,790	0.03945	\$848,561.22
4	NEWINGTON VF LLC	\$20,300,000	\$0	\$20,300,000	0.03945	\$800,835.00
5	NEWINGTON GROSS LLC	\$19,462,690	\$0	\$19,462,690	0.03945	\$767,803.12
6	GKN AEROSPACE NEWINGTON LLC	\$19,259,810	\$15,636,240	\$3,623,570	0.03945	\$142,949.84
7	TLG NEWINGTON LLC	\$18,315,500	\$0	\$18,315,500	0.03945	\$722,546.48
8	BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	\$0	\$17,850,000	0.03945	\$704,182.50
9	HAYES KAUFMAN NEWINGTON	\$13,724,370	\$0	\$13,724,370	0.03945	\$541,426.40
10	SCELZA/CAMBRIDGE/BALDWIN	\$13,069,520	\$0	\$13,069,520	0.03945	\$515,592.56
11	RENO PROPERTIES & SUBSIDIARIES	\$12,368,030	\$2,739,700	\$9,628,330	0.03945	\$379,837.62
12	BALF/TILCON	\$11,786,250	\$2,423,260	\$9,362,990	0.03945	\$369,369.96
13	TARGET CORP. #T1802	\$11,419,550	\$0	\$11,419,550	0.03945	\$450,501.25
14	LOWES HOME CENTERS INC #623	\$11,037,360	\$0	\$11,037,360	0.03945	\$435,423.85
15	FURNITURE EXECUTIVES NO 4 L P	\$9,845,280	\$0	\$9,845,280	0.03945	\$388,396.30
16	CONNECTICUT NATURAL GAS	\$9,300,120	\$0	\$9,300,120	0.03945	\$366,889.73
17	SHELBOURNE NEWINGTON LLC	\$9,207,210	\$0	\$9,207,210	0.03945	\$363,224.43
18	BRE SELECT HOTELS PROPERTIES	\$9,201,490	\$0	\$9,201,490	0.03945	\$362,998.78
19	SAPUTO DAIRY FOODS USA	\$8,409,200	\$7,706,310	\$702,890	0.03945	\$27,729.01
20	COHEN FAMILY PROPERTIES	\$6,855,000	\$0	\$6,855,000	0.03945	\$270,429.75
21	BERLIN NEWINGTON ASSOCIATES	\$6,650,000	\$0	\$6,650,000	0.03945	\$262,342.50
22	GRISWOLD HILLS OF NEWINGTON	\$6,491,590	\$0	\$6,491,590	0.03945	\$256,093.23
23	FENNWOODE DEVELOPMENT LLC	\$6,300,720	\$0	\$6,300,720	0.03945	\$248,563.40
24	CERES NEWINGTON ASSOCIATES	\$5,250,000	\$0	\$5,250,000	0.03945	\$207,112.50
25	UNITED TECHNOLOGIES CORP	\$4,325,490	\$0	\$4,325,490	0.03945	\$170,640.58
		\$352,289,030	\$44,934,790	\$306,944,240		\$12,108,950.27

## Motor Vehicles

The passage of Public Act 17-2 by the General Assembly decrees that all motor vehicles in the State of Connecticut shall be taxed at a mill rate not to exceed 45.00 mills. Since Newington's mill rate falls below this threshold, motor vehicles and other taxable property will be taxed at the same rate.

## Undesignated, Unreserved Fund Balance

The FY 2020-21 budget applies \$2,500,000 from the General Fund balance which is an increase of \$1,400,000 from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2020 of approximately \$18.5 million, or approximately 14.7% of the FY 2020-21 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$12.7 million is set aside as a minimum cushion. This will leave the same amount of funds to balance the FY 2021-22 budget.

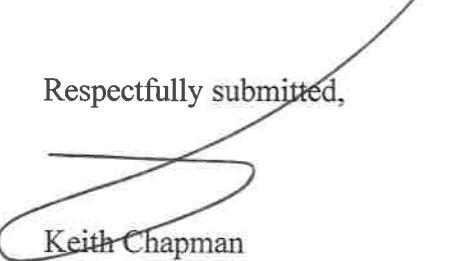
## Mill Rate

Effective with the October 1, 2019 taxable Grand List, the proposed mill rate for fiscal year 2020-21 is 39.14 mills, a decrease of .31 mills or .80% from last year.

## Conclusion

I extend my sincere gratitude to Finance Director, Janet Murphy, Deputy Finance Director, Lisa Rydecki, and Heather Shonty for their tireless work in producing this complicated document. I look forward to working with the Town Council to complete a budget that is effective, fiscally responsible and in the best interest of the taxpayers of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of the proposed decrease in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,

  
Keith Chapman  
Town Manager

## MAJOR ASSUMPTIONS

1. Projected heating fuel, motor fuel and utility costs:

Energy costs are budgeted by using a percentage decrease or increase from the revised 2019-20 amount expected to be spent by June 30th.

	FY 2020-2021	
Postage	\$0.55	Per first class letter; No change from 2020 rate
Telephone	21.8%	Decrease from 2020
Electricity	0.0%	No change from 2020
Water	\$4.01	Per ccf; \$0.51 increase over 2020 rate
Special Sewer Service	\$5.15	Per ccf; \$0.51 increase over 2020 rate
Natural Gas	11.7%	Decrease from 2020 to reflect actual usage
Heating Fuel Oil	11.7%	Decrease from 2020 to reflect actual usage
Unleaded Gasoline	0.0%	No change from 2020
Diesel Fuel	8.7%	Increase from 2020
Transportation	0.575	Per mile; \$.005 decrease from 2020 rate

2. All Full Time salaries for FY 2020-21 are budgeted at 26.1 pay periods, versus the 26.2 pay periods budgeted in FY 2019-20.
3. The actual negotiated increases for the IBPO Local 443 employees are included in the departmental budgets for FY 2020-21.
4. AFSCME Local 2930 employees are included in the department budget at current FY 2019-20 rates. Potential increases for FY 2020-21 are included in the Town Council Contingency account (10962).
5. Administrative salaries included in the Manager Proposed departmental budgets are based on FY 2019-20 rates. The large jump in salaries is due to the fact that increases for the prior fiscal year (FY 2017-18) and the current fiscal year (FY 2018-19) for the Administrative salaries were not built into the current FY 2019-20 budget. Potential increases for FY 2020-21 are included in the Town Council Contingency account (10962).
6. Part-time wages included in the Manager Proposed departmental budgets are based on FY 2018-19 rates, except for minimum wage employees. All minimum wage employees reflect the scheduled increase to \$12 as of 9/1/20. Potential increases for FY 2019-20 and FY 2020-21 are included in the Town Council Contingency account (10962).

## EXPLANATION OF THE CALCULATION OF THE MILL RATE

The following explains how the mill rate is calculated using figures presented on the adjacent page.

The total budget appropriation for FY 2020-21 is \$125,675,911 which represents the estimated expenditures for FY 2020-21. It includes expenditures to provide the following municipal services as authorized in the Town's charter: public safety (police, fire and emergency medical services), library, parks and recreation, solid waste services, street construction and maintenance, health and human services, community development, education, public improvements, and general administrative services. The budget includes operating and capital expenditures. These appropriations will be financed by four sources of revenues:

Non-tax Revenues	\$21,023,679
Appropriated Fund Balance	\$2,500,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$102,152,232

Included in Non-tax Revenues are State of Connecticut grants, principally PILOT and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. Non-tax revenues in FY 2020-21 total \$21,023,679 which reflects an increase of \$753,219 from the adopted FY 2019-20 levels. State Aid estimates for FY 2020-21 are based on Governor Lamont's 2020-21 proposed budget as submitted to the General Assembly in February 2020.

The FY 2020-21 budget applies \$2,500,000 from the General Fund balance, which is an \$1.4 million increase from FY 2019-20. This will leave an estimated, projected unassigned fund balance as of June 30, 2020 of approximately \$18.5 million, or approximately 14.7% of the FY 2020-21 expenditure budget which is the acceptable level as set forth by the credit industry standards.

The last category, Tax Revenues, or the "Amount To Be Raised by Current Taxes," is calculated on a residual basis; that is, whatever appropriations are not financed through Non-tax Revenues, Motor Vehicles Taxes or Appropriated Fund Balance are financed by the Amount To Be Raised by Current Taxes. The calculation of the mill rate takes into account the Amount To Be Raised by Current Taxes and the following:

October 1, 2019 Net Grand List	\$2,657,248,824
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
Estimated Tax Collection Rate	98.6%

The Net Grand List is subject to the review of the Board of Assessment Appeals and represents the taxable property in the Town on October 1, 2019 which includes real estate, and personal properties and subtracts exemption values for State-mandated exemption programs for the elderly, local exemptions for veterans, legal deductions by the court and estimated corrections by the Assessor's office. The State of Connecticut reimburses the Town for the revenues lost from some exemption programs. The Estimated Tax Collection Rate of 98.6% takes into account the actual amount of taxes estimated to be received during the year they are levied.

Taking the Net Grand List (before review by the Board of Assessment Appeals), subtracting the Estimated Legal Deductions & Exemptions, and multiplying the resulting figure by the Tax Collection Rate of 98.6% yields an amount of \$2,610,187,340, the "Net Adjusted Collectible Grand List." This figure is then divided into the "Amount To Be Raised by Current Taxes" the quotient of which is then multiplied by 1,000. The result of this calculation is a Mill Rate for the FY 2020-21 of 39.14 (tax levy per \$1,000 of assessed value) or an decrease of 0.31, down .80% from FY 2019-20 levels.

2018-19 REVISED BUDGET	2019-20 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2020-2021 MANAGER PROPOSED	\$	PERCENT
				CHANGE FROM PREVIOUS BUDGET	CHANGE FROM PREVIOUS BUDGET
		<b>BUDGET APPROPRIATIONS:</b>			
36,556,591	37,581,156	Town Government Operations	38,374,098	792,942	2.11%
72,803,285	74,768,011	Board of Education Operations	76,768,011	2,000,000	2.67%
4,348,900	4,466,300	Metropolitan District Comm. Payment	4,823,600	357,300	8.0%
476,660	1,225,889	Debt Service - Town's Share (1)	1,756,927	531,038	43.3%
309,421	299,342	Debt Service - Education's Share (1)	725,671	426,329	142.4%
2,795,000	4,958,740	Capital Improvements & Equip. Res. - Town's Share (2)	3,035,604	-1,923,136	-38.8%
1,313,828	313,828	Capital Improvements - Education's Share (2)	125,000	-188,828	-60.2%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	15,300	-54,400	-78.1%
<u>23,200</u>	<u>23,200</u>	Empl. Leave Liability Res. Fund - Education's Share (3)	<u>51,700</u>	<u>28,500</u>	<u>122.8%</u>
118,696,585	123,706,166	<b>TOTAL APPROPRIATIONS - TOWN AND BOARD</b>	125,675,911	1,969,745	1.6%
		<b>LESS:</b>			
18,351,197	20,270,460	Estimated Revenues from Non-Tax Sources	21,023,679	753,219	3.7%
0	0	Estimated Revenues from Motor Vehicle Tax	0	0	0.0%
		<b>LESS:</b>			
1,100,000	1,100,000	General Fund Balance Applied	2,500,000	1,400,000	127.3%
99,245,388	102,335,706	<b>AMOUNT TO BE RAISED BY CURRENT TAXES</b>	102,152,232	-183,474	-0.2%
2,624,408,027	2,640,574,930	NET GRAND LIST	2,657,248,824	16,673,894	0.6%
0	0	LESS: Motor Vehicle	0	0	0.0%
10,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	0	0.0%
2,614,408,027	2,630,574,930	<b>NET ADJUSTED GRAND LIST</b>	2,647,248,824	16,673,894	0.6%
2,577,806,315	2,593,746,881	<b>NET ADJUSTED COLLECTIBLE GRAND LIST</b>	2,610,187,340	16,440,459	0.6%
		(\$ VALUE OF ONE MILL = \$2,610,187)			
38.50	39.45	<b>MILL RATE</b>	39.14	-0.31	-0.80%

(1)Total Debt Service appears on page 8 of Gen. Govt. operations summary

(2)Total CiP appears on page 8 of Gen. Govt. operations summary

(3)Total ELLR appears on page 8 of Gen. Govt. operations summary

# APPROPRIATIONS

## TOWN APPROPRIATIONS SUMMARIES

## EXPLANATION OF THE APPROPRIATION PAGES

The following is a definition of each of the columns on the appropriations pages:

2018-2019 Actual: These figures are the actual funds spent during FY 2018-2019.

2019-2020 Original Budget: These figures equal the original budget adopted for FY 2019-2020.

2019-2020 Revised Budget: These figures equal the original budget adopted for FY 2019-2020, plus all interdepartmental and intradepartmental transfers.

2020-2021 Department Request: These figures represent the departments' requests for FY 2020-2021 based on criteria set forth by the Town Manager.

2020-2021 Manager Proposed: These figures equal the Department Request amounts with any adjustments made by the Town Manager.

Change from Previous Budget: These figures compare the FY 2019-2020 Revised Budget column to the FY 2020-2021 Manager Proposed column.

FUNCTION Town Government Operations			ACTIVITY Summary	PROGRAM			
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget	BUDGET APPROPRIATIONS	2020-2021 Manager Proposed	\$	%	% of Total Change
<u>Object Summary</u>							
16,331,728	16,909,334	16,896,808	100 Personal Services	17,334,077	437,269	2.59%	55.15%
17,379,867	18,693,429	18,716,585	200 Contractual Services	18,942,228	225,643	1.21%	28.46%
1,367,244	1,485,788	1,475,236	300 Materials and Supplies	1,507,483	32,247	2.19%	4.07%
420,946	360,105	360,027	400 Capital Outlay	457,810	97,783	27.16%	12.33%
42,500	132,500	132,500	500 Transfers to Other Funds	132,500	0	0.00%	0.00%
<b>35,542,285</b>	<b>37,581,156</b>	<b>37,581,156</b>	<b>TOTAL</b>	<b>38,374,098</b>	<b>792,942</b>	<b>2.11%</b>	<b>100.00%</b>
5,180,058	5,275,110	5,275,110	100 General Government	5,229,808	-45,302	-0.86%	-5.71%
8,661,272	8,957,901	8,957,901	200 Public Safety	9,476,543	518,642	5.79%	65.41%
4,964,669	5,397,735	5,397,735	300 Public Works	5,509,009	111,274	2.06%	14.03%
550,425	557,909	557,909	400 Community Planning & Development	480,302	-77,607	-13.91%	-9.79%
183,345	192,472	192,472	500 Public Health	200,333	7,861	4.08%	0.99%
1,038,836	1,057,394	1,057,394	600 Community Services	1,089,364	31,970	3.02%	4.03%
1,766,112	1,809,841	1,809,841	700 Public Library	1,849,577	39,736	2.20%	5.01%
1,681,698	1,810,882	1,810,882	800 Parks & Recreation	1,863,885	53,003	2.93%	6.68%
11,515,870	12,521,912	12,521,912	900 Insurance-Miscellaneous	12,675,277	153,365	1.22%	19.34%
<b>35,542,285</b>	<b>37,581,156</b>	<b>37,581,156</b>	<b>TOTAL</b>	<b>38,374,098</b>	<b>792,942</b>	<b>2.11%</b>	<b>100.00%</b>

FUNCTION			ACTIVITY			PROGRAM			
Total Appropriations - Town and Board			Summary						
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget	BUDGET APPROPRIATIONS			2020-2021 Manager Proposed	\$	Change from revised budget %	% of Total Change
<b>0100 General Government</b>									
50,961	54,139	54,139	0110 Town Council			53,784	-355	-0.66%	-0.02%
380,811	387,110	387,110	0120 Town Manager			397,044	9,934	2.57%	0.66%
39,570	39,992	39,992	0130 Courts			39,992	0	0.00%	0.00%
150,239	162,537	162,537	0140 Elections			133,478	-29,059	-17.88%	-1.94%
1,513,421	1,547,647	1,547,647	0150 Finance			1,579,107	31,460	2.03%	2.11%
226,025	157,025	157,025	0160 Town Attorney			157,025	0	0.00%	0.00%
184,424	186,365	186,365	0170 Town Clerk			201,341	14,976	8.04%	1.00%
33,908	41,808	41,808	0180 Personnel			41,808	0	0.00%	0.00%
2,600,699	2,698,487	2,698,487	0190 General Services			2,626,229	-72,258	-2.68%	-4.84%
5,180,058	5,275,110	5,275,110	<b>TOTAL</b>			5,229,808	-45,302	-0.86%	-3.03%
<b>0200 Public Safety</b>									
7,494,161	7,633,210	7,633,210	0210 Police Department			7,917,211	284,001	3.72%	19.01%
792,357	875,491	875,491	0230 Fire Department			1,089,170	213,679	24.41%	14.30%
261,844	330,000	330,000	0250 Street Lighting			315,000	-15,000	-4.55%	-1.00%
0	4,050	4,050	0260 Emergency Management			4,050	0	0.00%	0.00%
31,760	34,000	34,000	0270 Emergency Medical Services			44,000	10,000	29.41%	0.67%
81,150	81,150	81,150	0280 Hydrants			107,112	25,962	31.99%	1.74%
8,661,272	8,957,901	8,957,901	<b>TOTAL</b>			9,476,543	518,642	5.79%	34.71%
<b>0300 Public Works</b>									
313,176	322,603	322,603	0310 Engineering			327,068	4,465	1.38%	0.30%
2,581,641	2,737,641	2,737,641	0320 Highway Department			2,754,835	17,194	0.63%	1.15%
2,069,852	2,337,491	2,337,491	0350 Solid Waste Services			2,427,106	89,615	3.83%	6.00%
4,964,669	5,397,735	5,397,735	<b>TOTAL</b>			5,509,009	111,274	2.06%	7.45%
<b>0400 Community Planning &amp; Development</b>									
220,057	228,888	228,888	0420 Planning and Development			235,445	6,557	2.86%	0.44%
19,141	17,412	17,412	0430 Town Plan and Zoning			17,508	96	0.55%	0.01%
2,167	2,417	2,417	0440 Zoning Board of Appeals			2,432	15	0.62%	0.00%
209,092	208,578	208,578	0450 Building Department			215,057	6,479	3.11%	0.43%
5,681	5,201	5,201	0460 Conservation Commission			5,394	193	3.71%	0.01%
94,287	95,413	95,413	0470 Economic Development			4,466	-90,947	-95.32%	-6.09%
550,425	557,909	557,909	<b>TOTAL</b>			480,302	-77,607	-13.91%	-5.19%

FUNCTION Total Appropriations - Town and Board			ACTIVITY Summary	PROGRAM				
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget	BUDGET APPROPRIATIONS	2020-2021 Manager Proposed	\$	%	% of Total Change	
			0500 Public Health					
183,345	192,472	192,472	0510 Health Services	200,333	7,861	4.08%	0.53%	
183,345	192,472	192,472	TOTAL	200,333	7,861	4.08%	0.53%	
			0600 Community Services					
440,768	459,794	459,794	0610 Human Services	466,631	6,837	1.49%	0.46%	
581,021	588,301	588,301	0640 Senior and Disabled Center	619,097	30,796	5.23%	2.06%	
8,047	9,299	9,299	0670 Boards and Commissions	3,636	-5,663	-60.90%	-0.38%	
1,029,836	1,057,394	1,057,394	TOTAL	1,089,364	31,970	3.02%	2.14%	
			0700 Public Library					
1,765,870	1,809,811	1,809,811	0710 Library Operations	1,849,547	39,736	2.20%	2.66%	
242	30	30	0730 Hubbard Book Fund	30	0	0.00%	0.00%	
1,766,112	1,809,841	1,809,841	TOTAL	1,849,577	39,736	2.20%	2.66%	
			0800 Parks & Recreation					
325,648	329,014	329,014	0810 Parks & Recreation Administr.	339,215	10,201	3.10%	0.68%	
1,356,050	1,481,868	1,481,868	0830 Grounds Maintenance	1,524,670	42,802	2.89%	2.86%	
1,681,698	1,810,882	1,810,882	TOTAL	1,863,885	53,003	2.93%	3.55%	
			0900 Insurance - Miscellaneous					
870,677	990,585	990,585	0910 Municipal Insurance	977,473	-13,112	-1.32%	-0.88%	
2,930	2,930	2,930	0930 Greater Htfd. Transit District	2,930	0	0.00%	0.00%	
10,578,132	11,078,397	11,078,397	0940 Employee Benefits	11,212,474	134,077	1.21%	8.97%	
17,500	22,500	22,500	0950 Special Community Activities	17,500	-5,000	-22.22%	-0.33%	
46,631	427,500	427,500	0960 Contingency	464,900	37,400	8.75%	2.50%	
11,515,870	12,521,912	12,521,912	TOTAL	12,675,277	153,365	1.22%	10.26%	

FUNCTION Total Appropriations - Town and Board			ACTIVITY Summary	PROGRAM			
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget	BUDGET APPROPRIATIONS	2020-2021 Manager Proposed	\$	%	% of Total Change
			1000 Debt Service				
91,081	385,231	545,898	1010 Interest Expense	607,598	61,700	11.30%	4.13%
695,000	1,140,000	1,140,000	1020 Principal Payments	1,875,000	735,000	64.47%	49.19%
786,081	1,525,231	1,685,898	TOTAL	2,482,598	796,700	47.26%	53.32%
			1050 Metropolitan District				
4,343,265	4,466,300	4,466,300	1051 MDC Assessment	4,823,600	357,300	8.00%	23.91%
4,343,265	4,466,300	4,466,300	TOTAL	4,823,600	357,300	8.00%	23.91%
			1100 Capital Improvements				
3,531,428	4,485,168	4,800,168	1100 Capital Improvements Program	2,263,204	-2,536,964	-52.85%	-169.80%
3,531,428	4,485,168	4,800,168	TOTAL	2,263,204	-2,536,964	-52.85%	-169.80%
			2000 Equipment Reserve				
747,400	787,400	787,400	2500 Equipment Reserve CIP	897,400	110,000	13.97%	7.36%
747,400	787,400	787,400	TOTAL	897,400	110,000	13.97%	7.36%
			3000 Employee Leave Liability				
23,200	23,200	23,200	3100 ELLF-Board of Education	51,700	28,500	122.84%	1.91%
69,700	69,700	69,700	3200 ELLF-Town Operations	15,300	-54,400	-78.05%	-3.64%
92,900	92,900	92,900	TOTAL	67,000	-25,900	-27.88%	-1.73%
			4000 Board of Education				
72,670,217	74,768,011	74,768,011	4000 Board of Education	76,768,011	2,000,000	2.67%	133.86%
72,670,217	74,768,011	74,768,011	TOTAL	76,768,011	2,000,000	2.67%	133.86%
117,704,576	123,706,166	124,181,833	GRAND TOTALS	125,675,911	1,494,078	1.20%	100.00%

# REVENUES

## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy and Motor Vehicles for FY 2020-21 is based on the Net Grand List (prior to the Board of Assessment Appeals review) of all taxable real estate and personal property located in the Town as of October 1, 2019. The amount to be raised by taxes of \$102,152,232 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2019 Net Grand List of \$2,657,248,824, less the estimated legal exemptions and deductions of \$10,000,000, and an estimated tax collection rate of 98.6%. The mill rate for FY 2020-21 is 39.14, a decrease of 0.31 mills from the FY 2019-20 mill rate of 39.45, or -.80%. The calculation of the mill rate is presented on page 1 and explained on page ix.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2019 to August 1, 2020; i.e., after the Grand List of October 1, 2019 is set. This account is down \$100,000 compared to the 2019-20 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2020 Grand List and included in the current levy for the next fiscal year. Prorated real estate taxes are paid on new construction receiving a Certificate of Occupancy after October 1, 2019. Historically we have not collected any revenue for this and therefore reduced our estimate to zero for the FY 2020-21.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to be lower than the FY 2019-20 estimates but only slightly less than the FY 2019-20 budgeted amounts. Interest payments and liens collected are related to the amount of prior year taxes collected. The related interest rate is charged on outstanding balances at 18% per year in accordance with State Statutes. Revenue from these sources is expected to decrease from the FY 2019-20.

### 5100 Payments in Lieu of Taxes (PILOTs)

PILOTs are designed to partially replace tax revenues that were once received or would have been received if the property were taxable. Examples of State-administered PILOTs include general hospitals in Newington, State property in Newington, tax exemptions for low-income elderly and disabled residents and for new regulation of the mill rate tax cap on motor vehicles.

The reimbursement for State-owned real property is declared by Statute to be 45% of the 2019 Grand List exempt value of the real estate. The private hospital reimbursement PILOT is calculated at a rate of 77% of the annual property tax loss. However, statutory language provides for a proportional reduction of that rate based on available funds in the annual State budget. For FY2019-20, the amount of aid we received remained the same compared to FY 2018-19. We expect both State-Owned Pilots and Tax Exempt Colleges & Hospitals to stay at the same level as the FY 2019-20.

Overall the Town expects to receive \$1,954,589, in FY2020-21 for these two pilots based on Governor Lamont's proposed FY 2020-21 budget. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$30,011 under this category.

2018-2019 Actual	2019-2020 Council Adopted	2019-2020 Estimated	Revenue Source		2020-2021 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
TAXES							
92,218,818	93,330,164	93,990,699	5001	Current Levy	93,867,686	(123,013)	-0.1%
1,213,303	1,230,637	1,230,637	5002	Prorated Motor Vehicles	1,130,637	(100,000.00)	-8.1%
-	50,000	-	5003	Prorated Real Estate	-	-	0.0%
603,590	400,000	750,000	5004	Prior Year Tax Levies	375,000	(375,000)	-50.0%
452,275	355,000	355,000	5005	Interest & Liens	345,000	(10,000)	-2.8%
8,128,403	9,005,542	8,742,772	5007	Motor Vehicles	8,284,546	(458,226)	-5.2%
102,616,389	104,371,343	105,069,108	SUBTOTAL		104,002,869	(1,066,239)	-1.0%
PILOTS							
14,719	14,719	14,719	5101	State-Owned PILOT	14,719	-	0.0%
4,718	4,718	5,233	5105	Disabled Exemption	5,000	(233.00)	-4.5%
-	-	-	5106	Elderly Circuit Breaker	-	-	0.0%
26,950	26,950	25,011	5107	Add'l Veteran's Exemption	25,011	-	0.0%
1,939,870	1,939,870	1,939,870	5109	Tax Exempt Colleges & Hospital	1,939,870	-	0.0%
-	-	-	5111	Municipal Revenue Sharing	-	-	0.0%
1,986,257	1,986,257	1,984,833	SUBTOTAL		1,984,600	(233.00)	0.0%

## 5200 Assessments

Assessments replace tax revenues that would have been received if the property were taxable similar to PILOTs in the previous category (#5100) but this income source is derived from the property owner rather than the State of Connecticut. The Assessor for the Town has determined that the New Meadow Elderly Housing, Inc. entity is exempt from property tax in accordance with Connecticut state statutes. This property is leased from the Town to New Meadow to operate a 32 unit subsidized elderly residential housing complex. On July 8, 2008 The Town and New Meadow signed a PILOT (payment in lieu of tax) agreement whereby New Meadow contracted to make an annual payment of 4% of gross rental income. This PILOT is the product of that contractual calculation.

## 5300 Licenses and Permits

The largest item under the Licenses and Permits category is building permits. Building permit income is estimated at \$250,000, which is the same as the budgeted level in FY 2019-20.

## 5400 Rentals

This category reflects revenues the Town receives from rental payment for use of its property including the Town Hall, the Senior and Disabled Center, the Newington High School cell tower land lease agreement and the Indian Hill Country Club. Income at IHCC of \$48,000 reflects the PILOT on the property.

## 5500 Investment Income

The Interest Earnings category reflects income earned from temporary investments made when the Town's cash in a given period exceeds the Town's immediate disbursement needs. Short term interest rates have started to decrease this year and are forecasted to level out causing the estimate for FY 2020-21 to be lower than the 2019-20 estimate of \$650,000 but higher than the 2019-20 budget of \$250,000.

## 5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$22,000.

2018-2019 Actual	2019-2020 Council Adopted	2019-2020 Estimated	Revenue Source	2020-2021 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
ASSESSMENTS						
15,352	15,300	15,643	5201 New Meadow Housing	15,300	(343)	-2.2%
15,352	15,300	15,643	SUBTOTAL	15,300	(343)	-2.2%
LICENSES & PERMITS						
251,376	250,000	250,000	5301 Building Permits	250,000	-	0.0%
3,875	2,000	2,000	5302 Vendor's Permits	2,000	-	0.0%
10,657	10,000	10,000	5305 Gun Permits	10,000	-	0.0%
240	500	500	5306 Raffle & Bingo Permits	500	-	0.0%
26,725	20,000	20,000	5308 Work Within Rights of Way	20,000	-	0.0%
2,640	2,000	2,000	5310 Refuse Handling Licenses	2,000	-	0.0%
295,513	284,500	284,500	SUBTOTAL	284,500	-	0.0%
RENTALS						
2,462	3,600	3,600	5402 Town Hall Rental Receipts	2,000	(1,600.00)	-44.4%
48,000	48,000	48,000	5403 Indian Hill Country Club	48,000	-	0.0%
51,494	50,000	47,000	5404 Other Town Property	47,000	0	0.0%
101,956	101,600	98,600	SUBTOTAL	97,000	(1,600)	-1.6%
INVESTMENT INCOME						
790,603	250,000	650,000	5501 Interest Earnings	475,000	(175,000)	-26.9%
790,603	250,000	650,000	SUBTOTAL	475,000	(175,000)	-26.9%
FINES						
12,602	11,000	11,000	5602 Parking Tickets	11,000	-	0.0%
13,663	10,000	10,000	5603 False Alarms	10,000	0	0.0%
-	1,000	500	5605 Blighted Premises	1,000	500	100.0%
946	-	1,023	5606 Snow Removal Fines	-	(1,023)	-100.0%
-	-	5607 Zoning Citation Fines		-	-	0.0%
27,211	22,000	22,523	SUBTOTAL	22,000	(523)	-2.3%

#### 5700 Charges for Services

This revenue category includes fees and charges for various services as outlined in the Newington Code of Ordinances. It includes items such as library overdue fines, Dial-a-Ride trip fees, fees collected for the family counseling program, Police Department fees, application fees to various Town commissions and recording fees of the Town Clerk function.

The largest revenue source in this category are the Town Clerk fees estimated at \$475,000 which include fees collected for land conveyances, deeds recorded, and vital statistics. Estimates for conveyance tax revenue, the main source for this account, are based on the \$2.50 per thousand rate. Revenues in this category remain fairly constant with FY 2019-20 levels.

#### 5800 Refunds and Reimbursements

The Refunds-Town line item includes miscellaneous reimbursements for Town expenditures. Refunds-Schools includes miscellaneous reimbursements for school expenditures. It is anticipated the Town will not receive a rebate for 2,800 tons of recyclables at rate of \$5.00 as we had in the past.

#### 5900 Sale of Town Property

This category includes proceeds from the sale of Town-owned property. No increase in revenue is estimated in this account in FY 2020-21.

2018-2019 Actual	2019-2020 Council Adopted	2019-2020 Estimated	Revenue Source	2020-2021 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
CHARGES FOR SERVICES						
3,976	6,000	3,000	5702 Conservation Commission	5,000	2,000	66.7%
520	600	600	5703 Zoning Board of Appeals	600	-	0.0%
13,360	10,000	10,000	5704 Town Planning & Zoning	10,000	-	0.0%
466,815	475,000	475,000	5705 Town Clerk Fees	475,000	-	0.0%
13,228	10,000	10,000	5706 Police	10,000	-	0.0%
2,725	4,000	4,000	5707 Human Services-Counseling Fee	4,000	-	0.0%
19,148	19,000	19,000	5708 Library - Overdue Fines	19,000	-	0.0%
4,269	5,000	5,000	5709 Dial-A-Ride Tickets	5,000	-	0.0%
495	1,275	1,275	5711 Engineering Fees	1,275	-	0.0%
41,669	20,000	15,000	5712 Scrap Metal Curbside	15,000	-	0.0%
-	-	-	6307 Youth-Adult Council	-	-	-
566,205	550,875	542,875	SUBTOTAL	544,875	2,000	0.4%
REFUNDS & REIMBURS.						
11,386	20,000	10,000	5802 Refunds-Town	10,000	-	0.0%
24,581	10,000	10,000	5803 Refunds-Schools	10,000	-	0.0%
5,548	10,000	5,000	5822 Recycling Rebates	10,000	5,000	100.0%
41,515	40,000	25,000	SUBTOTAL	30,000	5,000	20.0%
SALE-TOWN PROPERTY						
4,361	4,840	4,840	5902 Other	4,720	(120)	-2.5%
286	300	300	5904 Library-Sale of Earbuds	300	-	0.0%
4,647	5,140	5,140	SUBTOTAL	5,020	(120)	-2.3%

## 6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category continue to be most challenging for FY 2020-21 as the Governor and legislator have only just started the budget process for the 2020-21 aid. This category shows an overall increase of \$277,011 from FY 2019-20 estimated levels. This is an increase of \$760,653 in aid compared to what we budgeted in the 2019-20 fiscal year.

One the major change is the increase of the Grants for Municipal Projects from \$917,869 in FY 2019-20 to \$1,365,802 for 2020-21. We have not yet received this aid from the State for this fiscal year. Funding for this grant is contingent on the State going out to bond which they have as yet not done.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula that was adopted during the 2017-18 fiscal year. This grant was reduced by the General Assembly during FY 2017-18 based on this formula to a level of \$11,262,873. During the FY2018-19 and FY 2019-20 the amount of our grant was restored and we are estimated to receive \$13,408,892 this year. The Governor's budget proposes the amount for the FY 2020-21 at \$13,772,951, is a \$364,059 increase over the FY 2019-20 estimates.

In FY 2020-21, there are no funds expected from School Building Grant revenues for capital projects due to the one current project being the new Town Hall/Community Center.

## 6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$9,000.

2018-2019 Actual	2019-2020 Council Adopted	2019-2020 Estimated	Revenue Source	2020-2021 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
STATE-AID						
-	-	-	6002 Municipal Stabilization Grant	-	-	0.0%
-	-	-	6003 Public Library	-	-	0.0%
164,924	164,924	164,924	6005 Mashantucket Pequot Fund	164,924	-	0.0%
20,974	20,368	20,368	6006 Youth Services Bureau	20,368	-	0.0%
5,663	4,500	5,663	6007 Alcohol and Drug Abuse	-	(5,663)	-100.0%
-	-	-	6011 Municipal Revenue Sharing	-	-	0.0%
89,251	98,500	98,500	6013 Telecommunications Tax	98,500	-	0.0%
21,827	18,459	18,459	6015 Emergency Management Grant	18,459	-	0.0%
-	-	-	6016 Controlling Interest Tax	-	-	0.0%
917,869	917,869	1,365,802	6022 Grants for Municipal Projects	1,365,802	-	0.0%
1,200	-	-	6030 Miscellaneous State Grants	-	-	0.0%
36,275	39,061	41,596	6054 Adult Education	42,222	626	1.5%
62,451	50,000	82,011	6056 School Building Grants	-	(82,011)	-100.0%
2,655	2,655	2,655	6058 Health Services	2,655	-	0.0%
12,942,179	13,408,892	13,408,892	6062 Education Cost Sharing Grant	13,772,951	364,059	2.7%
14,265,268	14,725,228	15,208,870	SUBTOTAL	15,485,881	277,011	1.8%
FEDERAL AID						
11,392	9,000	9,000	6101 Senior Citizen Trans Aid	9,000	-	0.0%
11,392	9,000	9,000	SUBTOTAL	9,000	-	0.0%

**6200 Miscellaneous**

This category includes revenues that are not easily classified in the above revenue categories such as closeout of prior year purchase orders. In FY 2020-21, \$60,000 is estimated to be received.

**6300 Donations**

Income for United Way (\$6,000) is shown here.

**7000 Transfers from Other Funds**

This category represents transfers of funds to the General Fund from Other Funds. The transfer from the Cemetery Special Revenue Fund (\$159,646) offsets operating expenses reflected in Cemeteries program #832. Transfer from Cemetery Trust Funds reflects interest earnings of \$70 from several cemetery trust funds. Transfer from Hubbard Book Fund represents interest earnings of \$30 in a Library Trust Fund and offsets the Library appropriation #730.

2018-2019 Actual	2019-2020 Council Adopted	2019-2020 Estimated	Revenue Source	2020-2021 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
MISCELLANEOUS						
269,948	80,000	80,000	6203 Cancelled PY Encumbrances	60,000	(20,000)	-25.0%
12	-	-	6201 Other-Miscellaneous	-	-	0.0%
269,960	80,000	80,000	SUBTOTAL	60,000	(20,000)	-25.0%
DONATIONS						
5,500	6,000	6,181	6302 United Way (Human Services)	-	(6,181)	-100.0%
5,500	6,000	6,181	SUBTOTAL	-	(6,181)	-100.0%
TRF FROM OTHER FUNDS						
100,000	-	-	7001 Transfer from CNRE Fund	-	-	0.0%
499,933	-	36,000	7002 Transfer from Public Building Fund		(36,000)	-100.0%
148,259	158,823	158,823	7012 Transfer from Cemetery Fund	159,766	943	0.6%
518	70	70	7021 Transfer From Cemetery Trust	70	-	0.0%
242	30	30	7022 Transfer from Hubbard Fund	30	-	0.0%
748,952	158,923	194,923	SUBTOTAL	159,866	(35,057)	-18.0%
121,746,720	122,606,166	124,197,196	TOTAL	123,175,911	(1,021,285)	-0.8%

# **GENERAL GOVERNMENT**

## GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

170 TOWN CLERK/RECORDS ADMINISTRATION

180 PERSONNEL

190 GENERAL SERVICES

FUNCTION GENERAL GOVERNMENT	ACTIVITY	PROGRAM SUMMARY	CODE 100		
<u>PERSONNEL SUMMARY</u>		2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<u>Positions (in work years)</u>					
<u>Town Manager</u>					
Town Manager	1.0	1.0	1.0	1.0	1.0
Director of Admin. Services	1.0	1.0	1.0	1.0	1.0
Assistant to the Town Manager for Administration	1.0	1.0	1.0	1.0	1.0
Insurance and Benefits Administrator	1.0	1.0	1.0	1.0	1.0
	4.0	4.0	4.0	4.0	4.0
<u>Elections</u>					
Registrar of Voters (PT)	1.2	1.2	1.2	1.2	1.2
<u>Finance</u>					
Director of Finance	1.0	1.0	1.0	1.0	1.0
Deputy Director of Finance	1.0	1.0	1.0	1.0	1.0
Account Clerk II	2.0	2.0	2.0	2.0	2.0
Accounts Administrator(PT)	0.5	0.5	0.5	0.5	0.5
Town Assessor	1.0	1.0	1.0	1.0	1.0
Deputy Assessor	1.0	1.0	1.0	1.0	1.0
Assessment Technician II	1.0	1.0	1.0	1.0	1.0
Assessment Technician I	1.0	1.0	1.0	1.0	1.0
Revenue Collector	1.0	1.0	1.0	1.0	1.0
Assistant Revenue Collector	1.0	1.0	1.0	1.0	1.0
Revenue Clerk	1.0	1.0	1.0	1.0	1.0
	11.5	11.5	11.5	11.5	11.5
<u>Town Clerk</u>					
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
Assistant Town Clerk (PT)	0.5	0.5	0.5	0.5	0.5
	2.5	2.5	2.5	2.5	2.5

FUNCTION GENERAL GOVERNMENT	ACTIVITY	PROGRAM SUMMARY		CODE 100
<u>PERSONNEL SUMMARY</u>				
<u>Positions (in work years)</u>	2019-2020 <u>Authorized</u>	2019-2020 <u>Requested</u>	2019-2020 <u>Proposed</u>	2019-2020 <u>Approved</u>
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	0.0	
Facilities Electrician	1.0	1.0	1.0	
Air Conditioning & Heating Control Mechanic (LT-17)	1.0	1.0	1.0	
Heating & Ventilating Mechanic (LT-15)	1.0	1.0	1.0	
Head Custodian	1.0	1.0	1.0	
Custodian (PT)	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>	
	5.5	5.0	4.0	
<u>Information Systems &amp; Technology</u>				
Chief Information Officer	1.0	1.0	1.0	
Network Administrator/Project Leader	1.0	1.0	1.0	
Network Applications Specialist	2.0	2.0	2.0	
Geographic Information Systems (GIS) Coordinator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.0	5.0	5.0	
<u>Seasonal (work hours)</u>				
Finance	222.3	321.0	321.0	
Town Clerk	235.0	235.0	235.0	
Central Services	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>	
	517.3	616.0	616.0	
<u>Town Council</u>				
Clerk of the Council (PT)	1.0	1.0	1.0	
<u>Town Attorney</u>				
Town Attorney (Retainer)	1.0	1.0	1.0	

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN COUNCIL	PROGRAM	CODE 110
--------------------------------	--------------------------	---------	-------------

### EXPLANATION

Pursuant to the Town Charter, the Town Council – comprised of the Mayor and eight members elected at large for two-year terms – serves as the governing body of the Town and the fiscal authority concerning the budget and the tax rate.

The Council also:

- Appoints the Town Manager, the Town Treasurer, Town Planner and various committees that serve the Town in a policymaking and quasi-judicial capacity; and
- Acts on ordinances and resolutions establishing Town policy relative to the good order, peace, health and safety of its inhabitants.
- The Mayor appoints the Town Attorney and Clerk of the Council.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Took action on “Don’t Block the Box” traffic initiatives.
- Approved an application for a 2019 State Homeland Security grant.
- Updated the elderly tax relief program.
- Amended sections of the Newington Code of Ordinances.
- Accepted Packard’s Way as a Town street.
- Accepted a ten acre portion of Cedar Mountain from the State of Connecticut.
- Adopted job descriptions for numerous full time positions.
- Honored several staff members in their retirements and residents for volunteer services and achievements.
- Made numerous appointments to various boards and commissions.
- Adopted an ATV ordinance to address illegal vehicles operating on Town roadways.
- Approved a resolution supporting participation in the Sustainable CT Municipal Certification program.

### OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2020-21 annual budget, the 2020-21 through 2024-25 Long Range Capital Improvement Plan, and to set the Mill Rate for 2020-21.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates.
- Dues and Subscriptions reflects a slight increase for Capital Region Council of Governments and Connecticut Conference of Municipalities at current actual cost.

Function General Government		Activity Town Council		Program Town Council		Code 0110
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
3,922	3,527	3,527	8103 Part Time	3,562	3,562	35 0.99 %
3,922	3,527	3,527	OBJECT TOTAL	3,562	3,562	35 0.99 %
<u>PROFESSIONAL SVCS</u>						
1,971	1,700	1,700	8201 Public Notification	1,700	1,700	0 0.00 %
43,711	44,714	44,714	8202 Dues and Subscriptions	44,324	44,324	-390 -0.87 %
0	50	50	8204 Conferences,Meetings,Training	50	50	0 0.00 %
1,070	1,491	1,491	8216 Printing and Binding	1,491	1,491	0 0.00 %
46,752	47,955	47,955	OBJECT TOTAL	47,565	47,565	-390 -0.81 %
<u>MATERIAL &amp; SUPPLIES</u>						
0	400	400	8301 Office Supplies	400	400	0 0.00 %
287	2,257	2,257	8310 Other Materials	2,257	2,257	0 0.00 %
287	2,657	2,657	OBJECT TOTAL	2,657	2,657	0 0.00 %
50,961	54,139	54,139	TOTAL	53,784	53,784	-355 -0.66 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN MANAGER	PROGRAM	CODE 120
--------------------------------	--------------------------	---------	-------------

### EXPLANATION

The Town Manager, appointed by the Town Council for an indefinite term, serves as the Town's Chief Administrative Officer and is responsible for the overall management of all Town departments. Under the provisions of the Charter, the Town Manager serves as Personnel Director, Public Safety Director and Legal Traffic Authority. As such, the Manager is charged with informing and advising the Town Council on matters affecting the Town's welfare and recommending an executive budget for all Town agencies on an annual basis.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Attended Town Council meetings and performed research and follow-up of deliverables.
- Met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Worked with staff on enforcement of various blighted properties.
- Met with staff, union and legal representatives regarding personnel issues.
- Met with various residents and constituencies to discuss concerns.
- Attended the Town Hall Renovations Project Building Committee meetings.
- Worked with the Public Works team to discuss various matters.
- Attended utility related workshops and meetings.
- Participated in the interview process for numerous positions.
- Began the FY 2020-21 Budget and CIP process and met with various departments regarding CIP requests for the coming years.
- Attended several civic events, such as the annual Waterfall Festival and 9-11-01 Remembrance Ceremony at Fire Department Headquarters.

### OBJECTIVES

- Continue the emphasis on the capital needs of all Town facilities and the future provision of Town services.
- Ensure that the Town remains involved in efforts to improve the long term operations of the MDC and its planning for long range capital improvements.
- Continue to pursue the coordination of personnel and services through collaborations with the Mid-State Collaborative.
- Continue to encourage delivery and coordination of programming and services through collaborations with public agencies, private vendors, and non-profit organizations.
- Continue to work with representatives of CRCOG and the Department of Transportation regarding traffic related issues and how to address them.
- Relocate the office into the new Town Hall.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects 2019-20 rates and a change in personnel for the Town Manager position.
- Dues and Subscriptions decreased to reflect historical actuals.

Function General Government	Activity Town Manager	Program Town Manager	Code 0120
--------------------------------	--------------------------	-------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
370,124	379,859	379,859	8101 Full time salaries	384,002	389,913	10,054 2.65 %
0	0	0	8103 Part Time	0	0	0 ****
370,124	379,859	379,859	OBJECT TOTAL	384,002	389,913	10,054 2.65 %
<u>PROFESSIONAL SVCS</u>						
536	1,956	1,956	8202 Dues and Subscriptions	1,836	1,836	-120 -6.13 %
0	2,600	2,600	8204 Conferences,Meetings,Training	2,600	2,600	0 0.00 %
280	280	280	8216 Printing and Binding	280	280	0 0.00 %
1,200	1,200	1,200	8220 Other Contractual Services	1,200	1,200	0 0.00 %
2,016	6,036	6,036	OBJECT TOTAL	5,916	5,916	-120 -1.99 %
<u>MATERIAL &amp; SUPPLIES</u>						
582	715	715	8301 Office Supplies	715	715	0 0.00 %
489	500	500	8310 Other Materials	500	500	0 0.00 %
1,071	1,215	1,215	OBJECT TOTAL	1,215	1,215	0 0.00 %
<u>CAPITAL OUTLAY</u>						
7,600	0	0	8406 Office Equipment	0	0	0 ****
7,600	0	0	OBJECT TOTAL	0	0	0 ****

380,811	387,110	387,110	TOTAL	391,133	397,044	9,934	2.57 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>PROBATE COURT</b>	PROGRAM	CODE <b>130</b>
---------------------------------------	----------------------------------	---------	--------------------

#### EXPLANATION

Newington currently shares 37 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 32 percent and 31 percent, respectively. Total cost includes office rent, office supplies, and utilities. The percentage is calculated based on the relative taxable Grand Lists of the three towns. The formula is specified by State Statute Sec. 45a.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
39,570	39,992	39,992	8220 Other Contractual Services	39,992	39,992	0 0.00 %
39,570	39,992	39,992	OBJECT TOTAL	39,992	39,992	0 0.00 %

39,570	39,992	39,992	TOTAL	39,992	39,992	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY ELECTIONS	PROGRAM	CODE 140
--------------------------------	-----------------------	---------	-------------

## EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 35,000 records of all registered, inactive, and any elector removed from the voter's list. The Election Department provides for:

- Registration of electors in person, by mail-in, on line registration (OLR), High School Registration, unfunded Voter Registration Session (VRS) and Election Day Registration (EDR).
- Maintenance preparation includes, annual inspection from LHS voting machine company, programming, ordering materials for all aspects for voting, checking on ballots, setup of all voting equipment and signage.
- Set up for all 10 polling places for Elections, which includes Central Counting of Absentee Ballots, Election Day Registration (EDR), on-line (OLR).
- Set up and inspection of all 18 election tabulators, 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment phone lines to polling places and the implementation of the 10 new IVS (handicapped accessible) voting machines.
- Unfunded Mandated special registration sessions for each election and Primary following the SOS Election Calendar daily.
- Annually unfunded Audits mandates after each election.
- Overseeing all Elections, Primaries, any Referenda's.
- Registrars are responsible for the distribution of absentee ballot applications, the delivery of absentee ballots and overseeing the voting process of all six of the medical facilities in Newington, returning several times for client rights to voting procedures.
- Conduct mandated training sessions for all poll workers for each election by state statute.
- Every four years all district Moderators and Assistant Registrars must be certified to work the polls five hour class. Another unfunded mandate to the municipalities.
- The Registrar of Voters annually attends 10 hours of instructional training at two, 3-day sessions conducted by Registrar of Voters Association of Connecticut and Secretary of the State office. Also including 4 county meetings a year for the certification of Registrars.
- Perform the unfunded mandate of the annual canvass which includes extensive mailings, to track electors who have moved with-in town, out of town, and daily updates with the DMV.
- Perform and maintain annual mandated mailing of permanent absentee voters to update their status.
- The Secretary of State is striving to improve the Election Night Reporting Process (ENR).
- Online Voting is updated from the SOS office daily. SOTS anticipates moving forward with this initiative to increase voter participation.
- Scheduling of yearly maintenance of voting tabulators.
- The SOS now has mandated that all Registrars of Voters be certified by UCONN, which is another unfunded mandate.
- With inclusion of OLR, EDR, IVS and retention schedule changes we have over grown our space for records, equipment and cabinet issues.
- Longtime Republican Registrar of Voters, Linda Cultrera, retired in October. We welcomed new Republican Registrar of Voters, Theresa NC Avey, and Deputy, Jennifer Ancona.

## OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- The registrars are (unfunded) mandate to utilize the Converse System to update records from DMV daily.
- Finalizing certification training for ROV.

## MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-2019 rates for Registrars and a request for an increase for both Deputy Registrars to bring them up to same rate as the Part Time Assistant Town Clerk.
- Public Notification and Printing and Binding decreased to reflect only a November Election.
- Other Contractual Services decreased to reflect only a November Election, partially offset by requested increases for most poll workers.
- We need to revitalize all districts polling place signage by State Statute.

Function General Government		Activity Elections		Program Elections		Code 0140	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
74,597	74,118	74,118	8103 Part Time	80,689	80,689	6,571	8.87 %
74,597	74,118	74,118	OBJECT TOTAL	80,689	80,689	6,571	8.87 %
<u>PROFESSIONAL SVCS</u>							
1,150	1,100	1,100	8201 Public Notification	300	300	-800	-72.73 %
130	140	140	8202 Dues and Subscriptions	140	140	0	0.00 %
434	550	550	8203 Transportation	550	550	0	0.00 %
1,030	4,900	4,900	8204 Conferences,Meetings,Training	4,900	4,900	0	0.00 %
79	500	500	8205 Postage and Shipping	500	500	0	0.00 %
3,870	4,414	4,414	8212 Equipment Maintenance	4,414	4,414	0	0.00 %
15,450	16,175	16,175	8216 Printing and Binding	6,725	6,725	-9,450	-58.42 %
52,862	59,390	59,390	8220 Other Contractual Services	34,010	34,010	-25,380	-42.73 %
75,004	87,169	87,169	OBJECT TOTAL	51,539	51,539	-35,630	-40.87 %
<u>MATERIAL &amp; SUPPLIES</u>							
547	550	550	8301 Office Supplies	550	550	0	0.00 %
0	350	350	8302 Technical Supplies	350	350	0	0.00 %
91	350	350	8310 Other Materials	350	350	0	0.00 %
638	1,250	1,250	OBJECT TOTAL	1,250	1,250	0	0.00 %
150,239	162,537	162,537	TOTAL	133,478	133,478	-29,059	-17.88 %

FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>FINANCE</b>	PROGRAM <b>ACCOUNTING &amp; ADMINISTRATION</b>	CODE <b>151</b>
---------------------------------------	----------------------------	---	--------------------

### EXPLANATION

The Finance Department consists of the Administration and Accounting, Assessor's and Revenue Collection Offices. The Administration and Accounting Division is responsible for administration of Town finances and accounting of all Town funds; administration of certain aspects of employee benefits program and Town's investments; is involved in revenue and cash management and debt management; and assists in the development and administration of the Town's budget.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association for the Town's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2019 for the twenty eighth consecutive year.
- Financial planning support for the Town Hall/Community Center Building project.
- In May we successfully went out to bond for the first time in over 10 years to secure financing for the building of the new Town Hall/Community Center.
- Assisted Town Manager and Town Labor Attorney with various labor issues.
- Accounting Clerk II Accounts Payable, Josephine Aux completed her first year of service after replacing Lori Longstaff who retired after 28 years of service.
- Accounting Clerk II Payroll, Jennifer Robinson completed her first year of service after replacing Jennifer Massaro-Cook took a new position within the Town.

### OBJECTIVES

- Continue to enhance the features of the financial management system and train departments on its functions and reporting capabilities.
- Continue to maintain adequate controls in financial reporting and achieve unqualified opinion from the independent auditors.
- Enhance the Town's financial position consistent with the best practices in municipal finance.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Proposed Full Time Salaries for FY 2020-21 reflects Administrative salaries at 2019-2020 rates and AFSCME employees at the 2019-20 rates since this contract expires on 6/30/20. The large jump in salaries is due to the fact that the prior fiscal year and the current fiscal year increases for the Administrative salaries were not built into the 2019-2020 budget.
- Part Time reflects 2019-2020 rates.

Function General Government	Activity Finance	Program Accounting and Administration	Code 0151
--------------------------------	---------------------	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
311,088	319,220	319,220	8101 Full time salaries	322,525	333,794	14,574 4.57 %
20,657	24,336	24,336	8103 Part Time	24,336	24,580	244 1.00 %
331,745	343,556	343,556	OBJECT TOTAL	346,861	358,374	14,818 4.31 %
<u>PROFESSIONAL SVCS</u>						
505	510	510	8202 Dues and Subscriptions	510	510	0 0.00 %
635	580	580	8204 Conferences,Meetings,Training	680	680	100 17.24 %
110	250	250	8212 Equipment Maintenance	150	150	-100 -40.00 %
580	580	580	8220 Other Contractual Services	580	580	0 0.00 %
1,829	1,920	1,920	OBJECT TOTAL	1,920	1,920	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
568	600	600	8301 Office Supplies	600	600	0 0.00 %
1,032	1,474	1,474	8302 Technical Supplies	1,474	1,474	0 0.00 %
1,600	2,074	2,074	OBJECT TOTAL	2,074	2,074	0 0.00 %
<u>CAPITAL OUTLAY</u>						
2,000	0	0	8406 Office Equipment	0	0	0 ****
2,000	0	0	OBJECT TOTAL	0	0	0 ****

337,174	347,550	347,550	TOTAL	350,855	362,368	14,818	4.26 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ASSESSOR	CODE 152
--------------------------------	---------------------	---------------------	-------------

### EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established at the time of the last revaluation which was effective as of October 1, 2015. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,100 real estate parcels, 1,474 commercial personal property accounts and 30,000 taxable motor vehicles. The office is also responsible for assisting special service programs by annually updating over 550 elderly, 50 blind, 6,100 special assessment adjustments for veterans, and 250 disabled exemptions for Newington taxpayers.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.
- Inspected and valued all residential and commercial properties that had building permits.
- Filed all required reports with the State of Connecticut in a timely fashion.

### OBJECTIVES

- Continue to provide taxpayers and professionals with courteous and responsive service.
- Implement a more streamline and efficient reporting system for Business Personal Property.
- Maintain an equalized tax base according to State Statutes and professional standards.
- Meet all filing requirements of the State of Connecticut.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries and Administrative salaries at 2019-20 rates.
- Other accounts re-allocated to better reflect actual use and need.

Function General Government		Activity Finance		Program Assessor		Code 0152		
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
324,724	333,333	333,333	8101 Full time salaries	335,825	340,623	7,290	2.19 %	
324,724	333,333	333,333	OBJECT TOTAL	335,825	340,623	7,290	2.19 %	
<u>PROFESSIONAL SVCS</u>								
875	1,845	1,845	8202 Dues and Subscriptions	1,850	1,850	5	0.27 %	
2,054	3,500	3,500	8204 Conferences,Meetings,Training	4,040	4,040	540	15.43 %	
4,844	6,300	6,300	8216 Printing and Binding	5,900	5,900	-400	-6.35 %	
5,000	5,000	5,000	8217 Consultants/Special Contractor	5,000	5,000	0	0.00 %	
12,772	16,645	16,645	OBJECT TOTAL	16,790	16,790	145	0.87 %	
<u>MATERIAL &amp; SUPPLIES</u>								
129	800	800	8301 Office Supplies	655	655	-145	-18.13 %	
129	800	800	OBJECT TOTAL	655	655	-145	-18.13 %	
<u>CAPITAL OUTLAY</u>								
2,400	0	0	8406 Office Equipment	0	0	0	***	
2,400	0	0	OBJECT TOTAL	0	0	0	***	
340,025		350,778	350,778	TOTAL	353,270	358,068	7,290	2.08 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM BOARD OF ASSESSMENT APPEALS	CODE 153
--------------------------------	---------------------	--	-------------

### EXPLANATION

The Board of Assessment Appeals (BAA) consists of three members appointed by the Council empowered to change assessments to correct any inequities, errors or omissions it may discover. The Board meets in September to review the Motor Vehicle list and during the month of March to hear aggrieved taxpayers that have filed an appeal application on or before the February 20th deadline.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- The Board of Assessment Appeals held meetings on three (3) days during March 2019 and heard a total of twenty one (21) appeals on the October 1, 2018.
- Motor vehicle hearings were held in November 2019 and heard a total of twenty six (26) appeals on the October 1, 2018 Grand List.

### OBJECTIVES

- To produce a finalized Grand List that is free of inequities and errors and complies with the State of Connecticut laws for Board of Assessment Appeals.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function General Government	Activity Finance	Program Board of Assess. Appeals	Code 0153
--------------------------------	---------------------	-------------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
1,500	1,500	1,500	8103 Part Time	1,500	1,500	0 0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0 0.00 %

1,500	1,500	1,500	TOTAL	1,500	1,500	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM REVENUE COLLECTOR	CODE 154
--------------------------------	---------------------	------------------------------	-------------

#### EXPLANATION

The Office of the Revenue Collector is responsible for the collection, process and depositing of property taxes in accordance with Connecticut General Statutes §12-130; serves as the central depository of revenue for the Town Clerk's Office, Parks and Recreation, Senior Center, Police, Library, Building, Engineering, Sanitation and Finance Departments. It is also responsible for the input of parking tickets into the system, and for collecting parking violation fines. The Revenue Office is responsible for approximately 75% of the revenue for the Town of Newington. In addition, the collector must enforce payment of delinquent taxes as required by the State Statutes, using recommended collection methods; balance collections each day and make regular deposits with a Police escort; maintain accurate collection records and controls; and secures the maximum collection of revenue due the Town and safeguards the collected revenues.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- To reduce expenses, the second installment for Real Estate and Personal Property taxes is included with the initial bill for the July installment. The taxpayer then has this information on-hand for any time they choose to make their January payment. It is no longer necessary for them to wait for the second installment bill to be mailed.
- Continue the availability for the taxpayer to view current and past tax payments which is now available through our online payment system which retains payment history. This is a convenience for taxpayers when wanting IRS information as well as for title searchers, attorneys and anyone who might need tax information immediately. Access is available twenty-four hours a day so when the office is closed for holidays and weekends the information is available.
- Assigns Alias Tax Warrants to Newington Constables for the collection of delinquent Personal Property and Motor Vehicle taxes.
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- All payments are processed in the Revenue/Tax Office, and a direct check processor is used by the Revenue and Assistant Revenue Collector to deposit check payments directly into Newington's bank account.
- On a daily basis the staff needs to take extra time to release delinquent taxpayers from a hold at the Dept. of Motor Vehicles when payments are made so the taxpayer can register a vehicle. Time is spent by getting to another computer to log into the Motor Vehicle Dept.'s web-site where only authorized individuals can release a taxpayer. The Department of Motor Vehicles has a direct connection with CT municipalities. Paper clearances or stamped registrations are no longer accepted by the Dept. of Motor Vehicles.
- A Tax Sale was conducted in September and five properties were sold.
- The use of a new online service provider was implemented which now gives the taxpayers access to paying taxes by debit/credit cards or checks 24 hours a day 7 days a week for a fee of \$.95 cents for checks and 2.95% for Debit and Credit card payments.
- "Brinks" now picks up our deposits in the Tax Office which saves time for staff and is more secure.

#### OBJECTIVES

- Maintain the highest collection rate possible.
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriff, and tax sales.
- Improve computer capabilities to further enhance the tax collection program.
- Continue to provide the public with accurate information along with efficient and courteous service.
- Promote opportunities for the Tax Office staff to attend meetings and classes for personal development.
- Provide opportunities for the staff to improve customer service performance by attending classes.
- Continue to initiate Tax Sales for real estate properties where the taxpayer's debt to the town continues to grow due to not maintaining and/or ignoring payment arrangements.
- Continue to provide the service for online payments with debit/credit cards and checks. Also, due to the budget reductions, the January and July installments are mailed only once in July. The taxpayers are reminded of their January installment through News Releases and the Newington website.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries and Administrative salaries at 2019-20 rates, as well as bringing an administrative employee up to prevailing rates for comparable positions in the labor market.
- Seasonal was removed to reflect trend and used to offset increases in other accounts.
- Conferences, Meetings, Training reflects increased meeting costs.
- Consultants/Special Contractors increased due to price increase for Accurint search service and Quality printing and mailing tax bills.

Function General Government		Activity Finance		Program Revenue Collector		Code 0154	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
214,038	215,807	215,807	8101 Full time salaries	216,193	222,256	6,449	2.99 %
0	3,000	2,686	8103 Part Time	0	0	-2,686	0.00 %
284	2,667	2,667	8104 Seasonal	4,500	4,500	1,833	68.73 %
214,322	221,474	221,160	OBJECT TOTAL	220,693	226,756	5,596	2.53 %
			<u>PROFESSIONAL SVCS</u>				
486	950	950	8201 Public Notification	950	950	0	0.00 %
165	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %
1,555	1,100	1,414	8204 Conferences,Meetings,Training	1,370	1,370	-44	-3.11 %
10,110	13,736	13,736	8205 Postage and Shipping	13,736	13,736	0	0.00 %
0	125	125	8212 Equipment Maintenance	125	125	0	0.00 %
1,900	1,950	1,950	8216 Printing and Binding	1,950	1,950	0	0.00 %
11,850	12,170	12,170	8217 Consultants/Special Contractor	12,970	12,970	800	6.57 %
524,453	543,029	543,029	8224 Elderly Tax Relief Program	543,029	543,029	0	0.00 %
550,518	573,255	573,569	OBJECT TOTAL	574,325	574,325	756	0.13 %
			<u>MATERIAL &amp; SUPPLIES</u>				
596	600	600	8301 Office Supplies	600	600	0	0.00 %
1,553	3,340	3,340	8302 Technical Supplies	3,340	3,340	0	0.00 %
2,149	3,940	3,940	OBJECT TOTAL	3,940	3,940	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
19,000	0	0	8406 Office Equipment	0	0	0	****
19,000	0	0	OBJECT TOTAL	0	0	0	****
785,989	798,669	798,669	TOTAL	798,958	805,021	6,352	0.80 %

FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>FINANCE</b>	PROGRAM <b>AUDITING</b>	CODE <b>155</b>
---------------------------------------	----------------------------	----------------------------	--------------------

#### **EXPLANATION**

Connecticut General Statutes §7-392, along with regulations promulgated by the State Tax Commissioner, mandates the manner in which Town finances are recorded. The Town Charter requires that the Town Council annually appoint a firm of independent public accountants to conduct the audit.

#### **HIGHLIGHTS OF FY 2018-2019 OPERATION**

- The auditing firm of Blum Shapiro conducted the audit of the FY 2018-2019 financial records during the FY 2019-2020.

#### **OBJECTIVES**

- To examine the FY 2019-2020 financial reports of the Town and certify that they are in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and generally accepted accounting standards.

#### **MAJOR BUDGET CHANGES AND COMMENTARY**

- Consultants/Special Contractor went out to RFP last spring. As per the contract with our auditors, the audit fee for the 2020-21 fiscal year will be \$51,000.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
0	40	40	8201 Public Notification	40	40	0 0.00 %
48,000	48,000	48,000	8217 Consultants/Special Contractor	51,000	51,000	3,000 6.25 %
48,000	48,040	48,040	OBJECT TOTAL	51,040	51,040	3,000 6.24 %

48,000	48,040	48,040	TOTAL	51,040	51,040	3,000	6.24 %
--------	--------	--------	-------	--------	--------	-------	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM PURCHASING	CODE 157
--------------------------------	---------------------	-----------------------	-------------

### EXPLANATION

The purchasing program, which provides the funds necessary to pay for the competitive bidding procedure required by the Town Charter, primarily includes the costs for legal advertisements in local newspapers. Sealed bids or proposals must be solicited for purchases over \$30,000.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Proposals were received for Complete Street design services, roof replacement architectural services, and facilities management services.

### OBJECTIVES

- Continue to maximize financial efficiency and effectiveness by preparing and advertising Bids/Requests for Proposals as necessary.
- Continue to handle the central purchasing operations for various departments to enhance buying power through economy of scale and ease the administrative burden on departments.
- Monitor the purchasing activities that departments engage in individually to ensure compliance with the guidelines set forth by the Town Charter and the Town Manager.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Purchasing	0157

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
699	1,000	1,000	8201 Public Notification	1,000	1,000	0 0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0 0.00 %
0	75	75	8204 Conferences,Meetings,Training	75	75	0 0.00 %
734	1,110	1,110	OBJECT TOTAL	1,110	1,110	0 0.00 %

734	1,110	1,110	TOTAL	1,110	1,110	0	0.00 %
-----	-------	-------	-------	-------	-------	---	--------

FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>TOWN ATTORNEY</b>	PROGRAM	CODE <b>160</b>
---------------------------------------	----------------------------------	---------	--------------------

#### EXPLANATION

The Town Attorney, appointed by the Mayor for the term of the appointing Mayor, serves as legal advisor to the Council, the Manager, and all commissions, boards, departments and offices of the Town. The Town Attorney represents the Town in any action or proceeding in which the Town or any commission, board, department or office is a party or has an interest; and in all litigation, including condemnation actions for the acquisition of land, appeals from the decisions of regulatory boards and commissions, suits for the enforcement of zoning regulations, foreclosures, payment of tax liens, and defense of the Town in damage suits.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Opened numerous working files since July 1 (does not include many miscellaneous day to day requests and contacts with Town officials).
- Had contact with almost every Town department and various commissions and committees.
- Defense of litigation in U. S. District Court and State of Connecticut Superior Court.
- Reviewed contractual agreements to protect the Town's interests.
- Ben Ancona, Jr. continued to serve as the Town Attorney, having been appointed in November 2015 by Mayor Zartarian and reappointed in November 2019 by Mayor DelBuono.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function General Government	Activity Town Attorney	Program Town Attorney	Code 0160
--------------------------------	---------------------------	--------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
825	1,825	1,825	8202 Dues and Subscriptions	1,825	1,825	0 0.00 %
95,000	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0 0.00 %
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	0 0.00 %
226,025	157,025	157,025	OBJECT TOTAL	157,025	157,025	0 0.00 %

226,025	157,025	157,025	TOTAL	157,025	157,025	0	0.00 %
---------	---------	---------	-------	---------	---------	---	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN CLERK & RECORDS ADMIN.	PROGRAM	CODE 170
--------------------------------	---	---------	-------------

#### EXPLANATION

The office of the Town Clerk operates in accordance with the Connecticut General Statutes (Chapters 92, 93, 141, 145, 821, et al.), Town Charter and Code of Ordinances. The office interacts with State departments and agencies, records documents, maintains and preserves permanent and historical records, and responds to inquiries from the public. The office assumes an official role in the election process, tracks board and commission membership, issues various licenses and permits, updates the Code of Ordinances, and acts as Registrar of Vital Statistics.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

	2012-13	2013-14	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020 (Through 12/31/2019)
Documents Recorded	6,751	5,146	5,115	5,660	4,988	4,623	4,584	2,508
Recording Fees	\$181,710	\$144,929	\$147,617	\$152,465	\$153,983	\$140,108	\$123,618	\$79,122
Conveyance Tax	\$241,036	\$251,802	\$252,717	\$264,495	\$401,905	\$332,349	\$274,399	\$184,038

- Land record copy revenue from the CT Clerks online portal continues to increase each month-attorneys and title searchers offer favorable comments about this service.
- Awarded \$6,500 Historic Document Preservation Grant to preserve the original Grand Lists/Assessment Levy Books beginning in 1870 through 1879.
- Staff continues backfile scanning during slow times to increase portal revenue and accessibility for searchers.
- Engaged staff in professional development opportunities through the Connecticut Town Clerks Association (CTCA).
- Town Clerk attended the Annual 2019 Spring & Fall Town Clerk Conferences.
- Assistant Town Clerk, Elizabeth Thompson attended the CTCA Records Management module held at CCSU on May 15, 2019 and the Elections Module held on December 4, 2019.

#### OBJECTIVES 2020-2021

- Procure \$7,500 Historic Document Preservation Grant used to complete the scanning and linking of the Land Record books from 1976-1985 to the existing electronic Index.
- Work with IT to allow credit card payments in the Town Clerk's office.
- Identify internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Continued re-creation of Town Board and Commission minutes on permanent archival paper and archival binders.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche). To date, the Parks & Recreation minutes from 1938-1998; Town Council from 1966-1975 & 2005-2018; Conservation Commission from 2013-2018; and Town Plan & Zoning from 1924-2019 have been completed.
- All AFSCME & IBPO Union Contracts and Administrative Letters from 1974-2008 have been scanned into Laserfiche for accessibility and preservation.
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2019-20 rates, as well as bringing an administrative employee up to prevailing rates for comparable positions in the labor market.
- Part Time and Seasonal reflects 2018-19 rates.
- Accounts were revised to re-distribute budget to better reflect actual use and offset most price increases.

Function General Government	Activity Town Clerk & Records Admin.	Program Town Clerk & Records Admin.	Code 0170
--------------------------------	---	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
140,888	139,188	139,188	8101 Full time salaries	141,429	153,344	14,156 10.17 %
12,814	16,796	16,796	8103 Part Time	16,796	16,796	0 0.00 %
1,955	3,995	3,995	8104 Seasonal	3,995	3,995	0 0.00 %
155,656	159,979	159,979	OBJECT TOTAL	162,220	174,135	14,156 8.85 %
<u>PROFESSIONAL SVCS</u>						
530	450	580	8202 Dues and Subscriptions	590	590	10 1.72 %
63	168	168	8203 Transportation	168	168	0 0.00 %
875	1,025	1,025	8204 Conferences,Meetings,Training	1,025	1,025	0 0.00 %
1,379	1,465	1,465	8211 Facilities Rental & Storage	1,479	1,479	14 0.96 %
1,271	881	881	8212 Equipment Maintenance	1,294	1,294	413 46.88 %
300	300	300	8216 Printing and Binding	300	300	0 0.00 %
10,129	11,941	11,811	8220 Other Contractual Services	11,632	11,632	-179 -1.52 %
14,547	16,230	16,230	OBJECT TOTAL	16,488	16,488	258 1.59 %
<u>MATERIAL &amp; SUPPLIES</u>						
390	391	391	8301 Office Supplies	391	391	0 0.00 %
9,831	9,765	9,765	8302 Technical Supplies	10,327	10,327	562 5.76 %
10,221	10,156	10,156	OBJECT TOTAL	10,718	10,718	562 5.53 %
<u>CAPITAL OUTLAY</u>						
4,000	0	0	8406 Office Equipment	0	0	0 ****
4,000	0	0	OBJECT TOTAL	0	0	0 ****
184,424	186,365	186,365	TOTAL	189,426	201,341	14,976 8.04 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY PERSONNEL	PROGRAM	CODE 180
--------------------------------	-----------------------	---------	-------------

### EXPLANATION

As Personnel Director, the Town Manager is responsible for hiring and supervising the full-time classified permanent Town employees. All labor relations with administrative employees, AFSCME (including Board of Education) and IBPO positions, along with several part-time positions are the responsibilities of the Office of the Town Manager. The personnel function includes employee recruitment, interviewing, pre-screening, benefit and Town orientation, employee training and grievance handling.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Through January 2019, 7 full-time employees retired, 6 full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Hired a new Supervisor of Parks, Grounds and Cemeteries and new Police Officers and promoted to fill Administrative Secretary positions in the Fire Department and Police Records Division.
- Sponsored training seminars on various topics for General Government employees and department heads.
- Revised a number of Job Descriptions as positions became vacant.

### OBJECTIVES

- To promote training in areas of diversity, sexual harassment, and “on the job” enhancement opportunities.
- To continue enhancing the various programs and functions within the personnel area to assure compliance with all federal and state regulations.
- To continue to foster growth through professional development opportunities available both internally and externally.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function General Government	Activity Personnel	Program Personnel	Code 0180
--------------------------------	-----------------------	----------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
3,254	7,595	7,595	8201 Public Notification	7,595	7,595	0 0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0 0.00 %
1,382	5,645	5,645	8204 Conferences,Meetings,Training	5,645	5,645	0 0.00 %
24,929	28,023	28,023	8217 Consultants/Special Contractor	28,023	28,023	0 0.00 %
29,600	41,298	41,298	OBJECT TOTAL	41,298	41,298	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
0	510	510	8301 Office Supplies	510	510	0 0.00 %
4,308	0	0	8310 Other Materials	0	0	0 ****
4,308	510	510	OBJECT TOTAL	510	510	0 0.00 %

33,908	41,808	41,808	TOTAL	41,808	41,808	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM FACILITIES MANAGEMENT	CODE 191
--------------------------------	------------------------------	----------------------------------	-------------

### EXPLANATION

The Facilities department has the responsibility of maintaining and operating the Town Hall Complex (which consists of the Police Department, the Council Chamber and Auditorium, General Administrative offices, the Board of Education offices and the Mortenson Community Center). The Town Hall complex, a former high school converted to office use in 1972, totals 89,446 square feet of which 75,906 are used for General Government and recreational purposes with the remainder occupied by the Administrative offices of the Board of Education & Transition Academy. This program also contains those items required to administer and maintain buildings owned by the Town which are not budgeted elsewhere including the Newington Volunteer Ambulance Corps building, 7 fire house buildings, 3 Historic Homes, Parks and Grounds buildings including the Cemetery Chapel & Annex building & Mill Pond and Churchill pool buildings, Highway Garage building structures including the Police Training Building, Senior & Disable Center and the Lucy Robbins Welles Library.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Installed entrance to highway facility office to increase building safety/security and ADA accessibility.
- Installed new doors on the Mortenson Community Center to increase Ada accessibility.
- Replace three columns in the Churchill Park Pool building to prevent the building from collapsing and extend the life of the building.
- Coordinated 442,466.08 Eversource energy incentive for LED lighting to reduce energy demand in the library, police department and library.
- Upgraded Police Department hot water heating system.
- Replace Mill Pond Park pool building hot water heater.
- Upgraded Library restroom facilities.
- Worked on the HVAC system at the Ambulance building.

### OBJECTIVES

- Assist the Town Hall Building Committee and Town Manager as requested in building a new Town Hall/Community Center.
- Continue to develop and refine a Town wide building maintenance program that will ensure the long term use of all facilities.
- Increase operational effectiveness & efficiency of all Town Buildings and infrastructure by increasing Preventive Maintenance.
- Work with all other department managers to meet their vision of facilities required to meet their specific use of Town buildings and to Promote Building-Wide Energy Efficiency.
- Identify facility improvements to all Town buildings and submit plans to achieve these improvements to the Town Manager.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries at 2019-2020 rates. The Facilities Manager position budget was removed.
- Part Time was eliminated to reflect out-sourcing cleaning services for the Mortenson Community Center and Park & Recreation offices.
- Most other accounts were reallocated or reduced to reflect new contracts, needs and trends.

FUNCTION General Government	ACTIVITY General Services	PROGRAM Facilities Management	CODE 0191
--------------------------------	------------------------------	----------------------------------	--------------

2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget	
<b><u>PERSONAL SERVICES</u></b>							
364,789	382,853	382,853	8101 Full Time	381,763	284,574	-98,279	-25.67%
10,902	7,000	7,000	8102 Overtime	9,575	9,575	2,575	36.79%
13,650	12,212	0	8103 Part Time	0	0	0	****
1,700	1,800	1,800	8105 Longevity	1,900	1,900	100	5.56%
391,041	403,865	391,653	OBJECT SUBTOTAL	393,238	296,049	-95,604	-24.41%
<b><u>PROFESSIONAL SERVICES</u></b>							
971	800	800	8202 Dues and Subscriptions	400	400	-400	-50.00%
1,753	3,400	3,400	8204 Conferences, Meetings, Training	1,400	1,400	-2,000	-58.82%
445,147	471,130	471,130	8206 Utilities	496,454	496,454	25,324	5.38%
600	600	600	8207 Clothing Allowance	600	600	0	0.00%
0	1,600	1,600	8209 Uniform Rental & Cleaning	1,850	1,850	250	15.63%
18,203	18,670	18,670	8212 Equipment Maintenance	18,670	18,670	0	0.00%
76,265	88,326	88,326	8213 Facilities Maintenance	85,326	85,326	-3,000	-3.40%
144,453	146,602	158,814	8220 Other Contractual Services	157,814	157,814	-1,000	-0.63%
687,392	731,128	743,340	OBJECT SUBTOTAL	762,514	762,514	19,174	2.58%
<b><u>MATERIALS &amp; SUPPLIES</u></b>							
679	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00%
4,017	0	0	8302 Technical Supplies	0	0	0	****
2,054	400	400	8303 Uniforms and Clothing	400	400	0	0.00%
19,542	25,093	25,093	8305 Cleaning Supplies	25,093	25,093	0	0.00%
20,570	32,200	32,200	8306 Construction & Maintenance Materials	30,200	30,200	-2,000	-6.21%
178,335	255,350	255,350	8308 Heating Fuel	225,350	225,350	-30,000	-11.75%
65	300	300	8310 Other Materials	300	300	0	0.00%
225,262	314,343	314,343	OBJECT SUBTOTAL	282,343	282,343	-32,000	-10.18%
<b><u>CAPITAL OUTLAY</u></b>							
7678	5074	5074	8405 Construction & Maint Equipment	5,074	5,074	0	0.00%
15000	2500	2500	8406 Office Equipment	2,500	2,500	0	0.00%
7174	0	0	8407 Building Equipment	0	0	0	****
3,862	12,500	12,500	8408 Building Improvements	12,500	12,500	0	0.00%
33,714	20,074	20,074	OBJECT SUBTOTAL	20,074	20,074	0	0.00%
1,337,409	1,469,410	1,469,410	TOTAL	1,458,169	1,360,980	-108,430	-7.38%

FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>GENERAL SERVICES</b>	PROGRAM <b>CENTRAL SERVICES</b>	CODE <b>195</b>
---------------------------------------	-------------------------------------	------------------------------------	--------------------

#### EXPLANATION

The Central Services program provides for common services shared by departments within Town Hall including costs for duplication, envelopes, and postage.

#### OBJECTIVES

- Continue to maintain postage equipment, photocopiers, fax machines, and other items that are shared by more than one department.
- To realize savings through the bulk purchase of commonly used paper supplies.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Equipment Rental decreased for the new photocopier lease for the Town Hall main copier and postage meter rental, and elimination of the base annual charge for the Town Hall main photocopier.
- Equipment Maintenance reflects additional cost for maintenance of the new Town Hall postage meter, the Town Hall main copier and the Revenue Collector and Assessor's Office copier.

Function General Government		Activity General Services		Program Central Services		Code 0195	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
263	606	606	8104 Seasonal	606	606	0	0.00 %
263	606	606	OBJECT TOTAL	606	606	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
31,981	39,930	39,930	8205 Postage and Shipping	39,930	39,930	0	0.00 %
8,640	9,060	9,060	8210 Equipment Rental	6,084	6,084	-2,976	-32.85 %
2,115	3,908	3,908	8212 Equipment Maintenance	4,590	4,590	682	17.45 %
42,735	52,898	52,898	OBJECT TOTAL	50,604	50,604	-2,294	-4.34 %
<u>MATERIAL &amp; SUPPLIES</u>							
11,062	12,461	12,461	8301 Office Supplies	12,461	12,461	0	0.00 %
11,062	12,461	12,461	OBJECT TOTAL	12,461	12,461	0	0.00 %
<u>CAPITAL OUTLAY</u>							
7,680	0	0	8406 Office Equipment	0	0	0	****
7,680	0	0	OBJECT TOTAL	0	0	0	****
61,740		65,965	65,965	TOTAL	63,671	63,671	-2,294
							-3.48 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM INFORMATION TECHNOLOGY	CODE 197
--------------------------------	------------------------------	-----------------------------------	-------------

### EXPLANATION

This program provides for the management, acquisition, maintenance, operation, and security of computer systems used by Town departments.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Deployment of Microsoft Office 2019 Productivity Suite
- Hyper-converged infrastructure replacement/upgrade
- Windows 10 upgrades
- Deployment of full disk encryption (FDE) on endpoints
- Migration of town departments to new Town Hall /Community Center including, but not limited to, workstations, telephone systems and core network operations.

### OBJECTIVES

- Work with Town departments to help identify areas where technology can assist them in reaching their goals and objectives.
- Work on improving network visibility as it relates to realtime network monitoring, performance/ health monitoring, network protection and power consumption.
- Where possible, work with other communities and regional organization on cost sharing opportunities.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2019-20 rates.
- Telephone reduced to reflect historical trend.
- Equipment Maintenance increases are due to higher maintenance costs for Munis (Finance System), Help Desk Software (Town), Off-site cloud backups (Town), Geocortex (GIS/Town), ViewPoint Cloud (Building Department), Mobile Device Management (Town), Email Spam/Phising/Malware (Town) and Netmotion VPN Software/ Services (Town).
- Other Contractual and Equipment Parts both changed to reflect 5 year historical averages.

Function General Government	Activity General Services	Program Information Technology	Code 0197
--------------------------------	------------------------------	-----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
402,896	412,928	412,928	8101 Full time salaries	417,584	426,583	13,655 3.31 %
402,896	412,928	412,928	OBJECT TOTAL	417,584	426,583	13,655 3.31 %
<u>PROFESSIONAL SVCS</u>						
369	964	964	8202 Dues and Subscriptions	964	964	0 0.00 %
4,300	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	0 0.00 %
121,955	158,820	158,820	8208 Telephone	158,820	124,120	-34,700 -21.85 %
574,969	489,735	489,735	8212 Equipment Maintenance	568,835	553,835	64,100 13.09 %
69,118	67,589	67,589	8220 Other Contractual Services	67,589	57,000	-10,589 -15.67 %
770,712	721,408	721,408	OBJECT TOTAL	800,508	740,219	18,811 2.61 %
<u>MATERIAL &amp; SUPPLIES</u>						
21	100	100	8301 Office Supplies	100	100	0 0.00 %
18,467	22,676	22,676	8302 Technical Supplies	22,676	22,676	0 0.00 %
2,319	3,500	3,500	8307 Equipment Parts	3,500	9,500	6,000 171.43 %
20,807	26,276	26,276	OBJECT TOTAL	26,276	32,276	6,000 22.83 %
<u>CAPITAL OUTLAY</u>						
3,136	2,500	2,500	8402 Technical Equipment	2,500	2,500	0 0.00 %
4,000	0	0	8406 Office Equipment	0	0	0 ****
7,136	2,500	2,500	OBJECT TOTAL	2,500	2,500	0 0.00 %

1,201,550	1,163,112	1,163,112	TOTAL	1,246,868	1,201,578	38,466	3.31 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

# **PUBLIC SAFETY**

## **PUBLIC SAFETY**

**210 POLICE**

**230 FIRE DEPARTMENT**

**250 STREET LIGHTING**

**260 EMERGENCY MANAGEMENT**

**270 EMERGENCY MEDICAL SERVICE**

**280 HYDRANTS**

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 210
---------------------------	--------------------	---------------------------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<u>Administrative</u>				
Chief of Police	1.0	1.0	1.0	
Administrative Secretary III	1.0	1.0	1.0	
Administrative Assistant to the Chief	1.0	1.0	1.0	
Administrative Sergeant	1.0	1.0	1.0	
<u>Patrol</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	6.0	6.0	6.0	
Police Officer	28.0	29.0	28.0	
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	1.0	1.0	1.0	
Detective	3.0	3.0	3.0	
Police Officer	2.0	2.0	2.0	
Youth Officer	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Civilian Evidence/Property Room Clerk	1.0	1.0	1.0	
<u>Communications</u>				
Dispatcher	8.0	8.0	8.0	
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	2.0	2.0	2.0	
Community Service Officer	1.0	1.0	1.0	
School Resource Officer	1.0	1.0	1.0	
Traffic Enforcement Officer	1.0	1.0	1.0	
Police Records Supervisor	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Administrative Clerk (PT)	0.5	0.5	0.5	
<u>Canine Control</u>				
Animal Control Officer (2-PT)	1.0 66.5	1.0 67.5	1.0 66.5	

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 211
---------------------------	--------------------	---------------------------	-------------

#### EXPLANATION

Under the direct supervision of the Chief of Police, this unit includes long term planning for the department, budgetary preparation and implementation, purchasing, payroll, grants, police recruitment and hiring, labor issues, responding to community and citizens' needs or complaints, interdepartmental coordination, participating and assisting in regional, state and federal law enforcement initiatives, as well as coordination of building maintenance and upkeep.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Administration: The police department held its first ever awards ceremony where police officers and dispatchers were recognized for achieving meritorious levels service. A total of 30 awards were presented to department members, which included awards for Distinguished Service, Excellence in Policing, Community Policing, Life Saving, and Dispatcher Service.
- The department signed an MOU with the Center for Policing Equity (CPE) from John Jay College of Criminal Justice in New York City, who has been collecting and analyzing department data such as arrests, traffic stops, use of force, crime statistics, and voluntary confidential employee surveys. CPE has also reviewed the department's policies and procedures. CPE will provide the department with a final report that will include identifying promising department practices, racial disparity policy and training recommendations, and benchmarks for monitoring future department outcomes. The report will help promote transparency, accountability, a professionalism that can optionally be shared with the community. There is no cost to the department for the CPE review as it is completely funded by private entities.
- Staffing: The police department hired one Connecticut certified Police Officer, one Public Safety Dispatcher, one full time Records Clerk, one part time Records Clerk and promoted two officers to the rank of Sergeant.

#### OBJECTIVES

- We will continue to recruit and select only the best qualified police officers for town service.
- We will continue to provide local residents with programs that strengthen police-community relations.
- We will work cooperatively with local and state elected officials on drafting public policy that improves public safety.
- We will continue to improve the department's infrastructure.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased due to contractual raises for IBPO, AFSCME employees and Administrative employees are at 2019-2020 rates.
- Overtime increased slightly for contractual raises.
- Longevity decreased due to retirements.
- Dues and Subscriptions reflects increased costs for various memberships and citation books, as well as the addition of an Educational law employment book.
- Increased costs for CPCA meetings is reflected in Conferences/Meetings.
- Consultants/Special Contractor reflects increased costs for shared lab fees and Bio hazard cleanups.
- Increase in cost for Hill Donnelly directories is reflected in Technical Supplies.

Services experienced by the Department are as follows:

Calendar Year	Calls for Service	Part 1 (Major) Crimes	Criminal Arrests	DUI Arrests	Traffic Violations	MV Accidents
2018	24,927	819	867	85	3,851	1,466
2017	27,378	980	848	94	5,562	1,454
2016	21,215	812	956	108	5,867	1,388
2015	26,049	985	1,011	112	5,821	1,510
2014	28,570	862	923	91	8,386	1,432

Function Public Safety	Activity Police Department	Program Police Administration	Code 0211
---------------------------	-------------------------------	----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
372,547	374,077	374,077	8101 Full time salaries	381,369	384,747	10,670	2.85 %
1,908	7,927	7,927	8102 Overtime	8,175	8,175	248	3.13 %
4,150	4,400	4,400	8105 Longevity	3,600	3,600	-800	-18.18 %
378,605	386,404	386,404	OBJECT TOTAL	393,144	396,522	10,118	2.62 %
<u>PROFESSIONAL SVCS</u>							
3,719	5,015	5,045	8202 Dues and Subscriptions	7,500	7,500	2,455	48.66 %
374	420	420	8204 Conferences,Meetings,Training	580	580	160	38.10 %
2,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	0	0.00 %
5,955	7,215	7,215	8217 Consultants/Special Contractor	8,860	8,860	1,645	22.80 %
12,048	14,650	14,680	OBJECT TOTAL	18,940	18,940	4,260	29.02 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,158	1,260	1,260	8302 Technical Supplies	1,375	1,375	115	9.13 %
1,158	1,260	1,260	OBJECT TOTAL	1,375	1,375	115	9.13 %
<u>CAPITAL OUTLAY</u>							
389	300	300	8406 Office Equipment	300	300	0	0.00 %
389	300	300	OBJECT TOTAL	300	300	0	0.00 %

392,200	402,614	402,644	TOTAL	413,759	417,137	14,493	3.60 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
---------------------------	--------------------	-------------------	-------------

#### EXPLANATION

Provides basic uniformed patrol coverage on a regular schedule 24 hours a day, seven days a week. The cost of regular time and overtime is included in Personnel Services and is calculated from planned staffing and anticipated off-line time.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Continued to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continued to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Conducted directed patrols and problem solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town. Some of these stops resulted in several major crime arrests.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- Maintain and enhance customer services provided to the residential and business communities.
- Newington Police joined "Operation Hope", an opiate addiction treatment program aligned with local healthcare facilities to help individuals with addiction and can be used in lieu of or in conjunction with an arrest.

#### OBJECTIVES

- Continue to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continue to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Focus on enhancing leadership practices with a goal of improving job satisfaction and employee retention.
- Maintain and enhance traffic enforcement efforts.
- Conduct directed patrols and problem solving techniques in response to complaints of traffic, quality of life, or criminal issues.
- Provide patrol officers with specialized training and opportunities for career development.
- Continue to engage in community policing, facilitating a relationship of trust and confidence with our residential and business communities.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime increased due to contractual raises for IBPO employees.
- Clothing Allowance reflects contractual obligations.
- Technical Supplies increased due to the addition of necessary Tourniquets and AED battery replacements
- Uniform and Clothing reflects need to purchase uniforms for new hires filling vacancies.
- Technical Equipment reflects replacing 10 ecitation printers.

Function Public Safety		Activity Police Department		Program Police Patrol		Code 0212	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,195,303	3,375,903	3,375,903	8101 Full time salaries	3,486,898	3,447,402	71,499	2.12 %
963,693	655,308	655,308	8102 Overtime	685,889	685,889	30,581	4.67 %
4,158,996	4,031,211	4,031,211	OBJECT TOTAL	4,172,787	4,133,291	102,080	2.53 %
<u>PROFESSIONAL SVCS</u>							
50	270	270	8202 Dues and Subscriptions	270	270	0	0.00 %
60	90	90	8204 Conferences,Meetings,Training	90	90	0	0.00 %
30,000	36,000	29,000	8207 Clothing Allowance	37,000	37,000	8,000	27.59 %
0	886	886	8212 Equipment Maintenance	550	550	-336	-37.92 %
1,685	2,050	2,050	8220 Other Contractual Services	2,050	2,050	0	0.00 %
31,795	39,296	32,296	OBJECT TOTAL	39,960	39,960	7,664	23.73 %
<u>MATERIAL &amp; SUPPLIES</u>							
9,419	12,229	12,229	8302 Technical Supplies	18,638	18,638	6,409	52.41 %
41,855	21,285	21,285	8303 Uniforms and Clothing	23,545	23,545	2,260	10.62 %
2,449	2,500	2,500	8310 Other Materials	2,500	2,500	0	0.00 %
53,723	36,014	36,014	OBJECT TOTAL	44,683	44,683	8,669	24.07 %
<u>CAPITAL OUTLAY</u>							
0	3,400	3,400	8402 Technical Equipment	10,900	10,900	7,500	220.59 %
0	3,400	3,400	OBJECT TOTAL	10,900	10,900	7,500	220.59 %
4,244,514	4,109,921	4,102,921	TOTAL	4,268,330	4,228,834	125,913	3.07 %

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>INVESTIGATION</b>	CODE <b>213</b>
----------------------------------	---------------------------	---------------------------------	--------------------

#### EXPLANATION

- Conducts original and follow-up investigation of all major crimes and complex crimes that require prolonged investigation or special training and expertise.
- Conducts vice and criminal intelligence operations and narcotics investigations and operations.
- Conducts crime scene processing.
- Conducts evidence processing and inventory services for the department.
- Conducts employee background checks.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Detective Division Personnel continued their involvement in the Mid-State Major Crime Squad which provides evidence processing services for qualifying crimes to the towns of Newington, Wethersfield, Rocky Hill, Berlin, and Cromwell.
- The Detective Division continued to participate in the Capital Region Digital Investigation Squad (regional computer forensics lab).
- Detectives also conducted numerous background investigations for potential Police Officer candidates, dispatcher candidates, and other town employees.
- Detectives processed numerous crime scenes for the Patrol Division and Detective Division combined.

#### OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations.
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies, and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.
- Continue to provide detectives with specialized training in death investigation, crime scene processing, and digital forensics.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased due to contractual raises for IBPO. AFSCME employees and Administrative employees are at 2019-2020 rates.
- Overtime increased due to contractual obligations.
- Dues and Subscriptions reflects a slight increase in NESPIN dues.
- Other Contractual Services reflects removal of line item for impound yard fees.
- Other Materials increased due to the cost of Intoxilyzer supplies.

Function Public Safety		Activity Police Department		Program Police Investigation			Code 0213
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
900,053	904,572	904,572	8101 Full time salaries	930,294	930,294	25,722	2.84 %
49,031	89,232	89,232	8102 Overtime	90,645	90,645	1,413	1.58 %
949,085	993,804	993,804	OBJECT TOTAL	1,020,939	1,020,939	27,135	2.73 %
<u>PROFESSIONAL SVCS</u>							
130	330	330	8202 Dues and Subscriptions	380	380	50	15.15 %
9,000	8,000	8,000	8207 Clothing Allowance	8,000	8,000	0	0.00 %
2,850	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
4,086	4,836	4,836	8220 Other Contractual Services	4,166	4,166	-670	-13.85 %
16,066	16,816	16,816	OBJECT TOTAL	16,196	16,196	-620	-3.69 %
<u>MATERIAL &amp; SUPPLIES</u>							
6,835	5,296	5,296	8302 Technical Supplies	5,296	5,296	0	0.00 %
1,292	3,696	3,696	8310 Other Materials	4,021	4,021	325	8.79 %
8,126	8,992	8,992	OBJECT TOTAL	9,317	9,317	325	3.61 %
973,276	1,019,612	1,019,612	TOTAL	1,046,452	1,046,452	26,840	2.63 %

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>TRAFFIC</b>	CODE <b>214</b>
----------------------------------	---------------------------	---------------------------	--------------------

#### EXPLANATION

Provides for the establishment, staffing and review of crossing guard posts to provide safety for pedestrians of the community during school hours at high traffic volume areas.

#### OBJECTIVES

- Provide safe walk routes for Newington students walking to and from school.
- Continue to provide the Board of Education with safety reviews of walking routes for students.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-2019 rates.

Function Public Safety	Activity Police Department	Program Traffic	Code 0214
---------------------------	-------------------------------	--------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
131,417	143,108	143,108	8103 Part Time	144,574	144,574	1,466	1.02 %
131,417	143,108	143,108	OBJECT TOTAL	144,574	144,574	1,466	1.02 %
<u>MATERIAL &amp; SUPPLIES</u>							
308	308	308	8303 Uniforms and Clothing	308	308	0	0.00 %
308	308	308	OBJECT TOTAL	308	308	0	0.00 %

131,725	143,416	143,416	TOTAL	144,882	144,882	1,466	1.02 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>COMMUNICATIONS</b>	CODE <b>215</b>
----------------------------------	---------------------------	----------------------------------	--------------------

#### EXPLANATION

Provides for the operation of the public safety communications system serving Fire, Police, and Emergency Medical operations 24 hours a day, seven days a week.

#### HIGHLIGHTS OF FY 2019-2020 OPERATIONS

- Added an eighth dispatcher to increase staffing levels on all three shifts
- Continued updating the new Computer Aided Dispatch System (CAD) for dispatching Police, Fire and EMS.
- Continued updating the Mobile Data system allowing officers to interface directly with the CAD/RMS from their patrol cars.

#### OBJECTIVES

- Continue to provide training to Public Safety Dispatchers to improve quality and service.
- Maintain and enhance customer service provided to the community with professionalism and promptness.
- Provide Town Hall and Police Department after-hour security via electronic means.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased due to contractual raises, step increases and midnight shift differential for IBPO employees
- Overtime increased due to contractual raises.
- Equipment Maintenance reflects increase in Nexgen program maintenance (Nexweb, Eticket, NexResponder) and addition of yearly Watchguard contract on equipment, current contract has expired. These are partially offset with a reduction in maintenance on Vision point.

Function Public Safety		Activity Police Department		Program Police Communication		Code 0215	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
509,768	553,431	553,431	8101 Full time salaries	571,990	571,990	18,559	3.35 %
161,125	169,820	169,820	8102 Overtime	173,748	173,748	3,928	2.31 %
1,526	0	0	8103 Part Time	0	0	0	****
672,419	723,251	723,251	OBJECT TOTAL	745,738	745,738	22,487	3.11 %
			<u>PROFESSIONAL SVCS</u>				
319	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %
4,200	5,600	5,600	8207 Clothing Allowance	5,600	5,600	0	0.00 %
55,752	49,136	56,136	8212 Equipment Maintenance	62,516	62,516	6,380	11.37 %
500	2,000	2,000	8220 Other Contractual Services	2,000	2,000	0	0.00 %
60,771	57,086	64,086	OBJECT TOTAL	70,466	70,466	6,380	9.96 %
			<u>MATERIAL &amp; SUPPLIES</u>				
1,353	1,353	1,353	8302 Technical Supplies	1,353	1,353	0	0.00 %
1,353	1,353	1,353	OBJECT TOTAL	1,353	1,353	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
0	1,500	1,500	8406 Office Equipment	1,500	1,500	0	0.00 %
0	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %
734,543	783,190	790,190	TOTAL	819,057	819,057	28,867	3.65 %

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>EDUCATION &amp; TRAINING</b>	CODE <b>217</b>
----------------------------------	---------------------------	--	--------------------

#### EXPLANATION

The primary goal of the Education and Training Program of the Newington Police Department is to provide adequate, timely and up to date training to each of its members in order to maintain State of Connecticut certification. Training consists of four basic categories: Recruit Training, Field Training Officer (FTO Program), In-Service Training for State of Connecticut Certification, and Specialized Training.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Conducted semiannual firearms training, which includes low light qualifications for all Department members.
- Maintained the COLLECT certification of Department's Officers, communications, and clerical staff.
- Continued monthly training of officers assigned to the Emergency Response Team.
- Maintained certifications of department members with patrol rifles and the X-26 Taser.
- Trained officers in the use of Less-Lethal Shotguns.
- Maintained certification of officers as Emergency Medical Responders.
- Trained officers in Active Shooter Response Tactics

#### OBJECTIVES

- Recertification for state certified officers and NCIC-COLLECT users.
- Provide spring and fall firearms qualification including low light training for all officers.
- Continue interactive scenario based training using Simmulations weapons and inert Tasers in the range "shoot house".
- Continue monthly training of the Department's K-9 Officer.
- Maintain Emergency Medical Response status of officers expiring in 2020/2021.
- Continue Arrest & Control Training with review of O.C. spray and handcuffing techniques.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for officers expiring in 2020/2021.
- Continue training on the Laser Shot system for interactive scenario based training on Taser, Firearms, OC, and decision making.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime increased due to contractual raises for IBPO employees.
- Conferences, Meetings, Training reflects increase in POST recruit training fees, plus increase from 3 to 4 trainees due to eligible retirements.
- Technical Supplies increased due to rising costs for Taser rounds.

Function Public Safety	Activity Police Department	Program Police Education & Training	Code 0217
---------------------------	-------------------------------	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
139,336	138,826	138,826	8102 Overtime	143,085	143,085	4,259	3.07 %
1,050	600	600	8108 Education Incentive	600	600	0	0.00 %
140,386	139,426	139,426	OBJECT TOTAL	143,685	143,685	4,259	3.05 %
<u>PROFESSIONAL SVCS</u>							
150	560	530	8202 Dues and Subscriptions	560	560	30	5.66 %
25,492	23,325	23,325	8204 Conferences,Meetings,Training	32,525	32,525	9,200	39.44 %
1,200	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %
26,842	26,885	26,855	OBJECT TOTAL	36,085	36,085	9,230	34.37 %
<u>MATERIAL &amp; SUPPLIES</u>							
30,312	40,701	40,701	8302 Technical Supplies	41,311	41,311	610	1.50 %
1,449	1,772	1,772	8310 Other Materials	1,772	1,772	0	0.00 %
31,761	42,473	42,473	OBJECT TOTAL	43,083	43,083	610	1.44 %

198,989	208,784	208,754	TOTAL	222,853	222,853	14,099	6.75 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	SUPPORT SERVICES	218

#### EXPLANATION

The Support Services Division assists all other operations in the Police Department including supervision of materials and supplies, maintenance of vehicles and equipment, radar/lidar certifications, records management, internal affairs investigations, citizen complaints, crime analysis, coordination of traffic enforcement, quality of life directed patrols, Community Services program, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), School Resource Officer (SRO) 50% funded by the BOE, and Training Officer (FTO) programs, special events coordination, recruit training, the TASER program, fingerprinting, communications, and animal control.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- The Community Services Unit conducted traffic surveys aimed at reducing traffic speed through the use of a high visibility trailer.
- Continued to utilize Social Media (Facebook and Twitter) as outreach tools to communicate with the public.
- Coordinated a National Night Out event that was held at the Police Department.
- Continued the School Resource Officer program at Newington High School.
- Conducted several Rape Aggression Defense program events for Newington women.

#### OBJECTIVES

- Continue both high visibility monitoring of traffic speeds with the speed trailer and stealth stat units to establish safe traffic speeds.
- Continue to promote the department in positive ways through effective use of the media and the Community Service Officer program.
- Continue expansion of the division's involvement in community policing.
- Continue partnerships with community and town services to resolve quality of life issues.
- Strengthen the active partnership between the Police, school system, judicial system, and other social and criminal justice agencies.
- Educate faculty and students about the criminal justice system, particularly law enforcement, e.g., reasonable suspicion, probable cause, search and seizure, and the legal restrictions on police, school administrators and faculty.
- Interact with students, high school faculty and staff to provide increased security and safety in the learning environment.
- Investigate criminal activity occurring on or adjacent to school property.
- Proactively preclude enforcement action through collaboration with students, parents or guardians and school and community resources.
- Serve as a resource for students, parents and teachers for referral services on an individual basis in the areas of substance abuse, behavioral problems, domestic violence and sexual abuse.
- Serve in an advisory capacity on the Youth-Adult Council and the Newington Juvenile Review Board.
- Serve as a resource in topical areas such as substance abuse, anger management, conflict resolution, and date rape.
- Serve as a role model and mentor for all students.
- Broaden the SRO's (School Resource Officer) exposure within the public school system.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased due to contractual raises for IBPO. AFSCME employees are at 2019-2020 rates.
- Overtime increased due to contractual raises for IBPO employees.

Function Public Safety	Activity Police Department	Program Police Support Services	Code 0218
---------------------------	-------------------------------	------------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
611,917	689,733	689,733	8101 Full time salaries	706,818	706,818	17,085 2.48 %
33,308	59,255	59,255	8102 Overtime	60,413	60,413	1,158 1.95 %
6,441	18,498	18,498	8103 Part Time	18,498	18,498	0 0.00 %
651,665	767,486	767,486	OBJECT TOTAL	785,729	785,729	18,243 2.38 %
<u>PROFESSIONAL SVCS</u>						
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0 0.00 %
23,826	29,164	29,164	8209 Uniform Rental & Cleaning	29,164	29,164	0 0.00 %
6,098	5,580	5,580	8210 Equipment Rental	5,580	5,580	0 0.00 %
90	200	200	8212 Equipment Maintenance	200	200	0 0.00 %
1,894	1,987	1,987	8216 Printing and Binding	1,987	1,987	0 0.00 %
2,022	3,960	3,960	8220 Other Contractual Services	3,960	3,960	0 0.00 %
39,931	46,891	46,891	OBJECT TOTAL	46,891	46,891	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
4,900	4,900	4,900	8301 Office Supplies	4,900	4,900	0 0.00 %
630	600	600	8302 Technical Supplies	600	600	0 0.00 %
5,530	5,500	5,500	OBJECT TOTAL	5,500	5,500	0 0.00 %

697,125	819,877	819,877	TOTAL	838,120	838,120	18,243	2.23 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>VEHICLES</b>	CODE <b>220</b>
----------------------------------	---------------------------	----------------------------	--------------------

#### EXPLANATION

This program provides for the operation and maintenance of vehicles permanently assigned to the Police Department. In FY 18/19 and 19/20, the vehicle account was reduced to 2 patrol cars. In this FY budget, we are requesting the replacement program return to the 3 patrol cars per year in order to keep the rotation of vehicles with higher mileage and wear filtered out of the system in accordance with the designed rotation schedule.

#### OBJECTIVES

- Maintain a fully operational fleet of police vehicles.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Passenger Cars increased for 3rd vehicle, plus increase in costs of base vehicle and set ups. It has been 2 years without the 3rd vehicle approval.

Function Public Safety	Activity Police Department		Program Police Vehicles		Code 0220
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
6,646	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700 0 0.00 %
6,646	6,700	6,700	OBJECT TOTAL	6,700	6,700 0 0.00 %
<u>CAPITAL OUTLAY</u>					
87,991	87,806	87,806	8403 Passenger Cars	141,150	141,150 53,344 60.75 %
87,991	87,806	87,806	OBJECT TOTAL	141,150	141,150 53,344 60.75 %
94,637	94,506	94,506	TOTAL	147,850	147,850 53,344 56.45 %

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>ANIMAL CONTROL</b>	CODE <b>222</b>
----------------------------------	---------------------------	----------------------------------	--------------------

#### EXPLANATION

This program provides for enforcement of State Statutes relating to animals.

#### OBJECTIVES

- Continue to develop the regional Animal Control Officer (ACO) Program with Wethersfield Police Department.
- Continue training for the Animal Control Officers for the safe capture of animals.
- Maintain a safe environment for the town's resident's through the control of stray, sick and roaming animals.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time increased to match Wethersfield rates.

Function Public Safety	Activity Police Department	Program Animal Control	Code 0222
---------------------------	-------------------------------	---------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
0	1,511	1,511	8102 Overtime	1,511	1,511	0 0.00 %
26,754	47,029	47,029	8103 Part Time	47,765	47,765	736 1.56 %
26,754	48,540	48,540	OBJECT TOTAL	49,276	49,276	736 1.52 %
<u>PROFESSIONAL SVCS</u>						
0	200	200	8204 Conferences,Meetings,Training	200	200	0 0.00 %
0	1,500	1,500	8220 Other Contractual Services	1,500	1,500	0 0.00 %
0	1,700	1,700	OBJECT TOTAL	1,700	1,700	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
398	1,050	1,050	8303 Uniforms and Clothing	1,050	1,050	0 0.00 %
398	1,050	1,050	OBJECT TOTAL	1,050	1,050	0 0.00 %

27,152	51,290	51,290	TOTAL	52,026	52,026	736	1.43 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 230
---------------------------	-----------------------------	---------------------------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	1.0	1.0	
Assistant Chief (PT)	1.0	1.0	1.0	
Deputy Chief (PT)	3.0	3.0	3.0	
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	6.0	6.0	6.0	
<u>Fire Marshall</u>				
Fire Marshal	1.0	1.0	1.0	
Fire Marshall's Assistant/Inspector	0.0	0.0	1.0	
Emergency Management Officer	0.5	0.5	0.0	
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	
	4.5	4.5	5.0	

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 231
---------------------------	-----------------------------	---------------------------	-------------

#### EXPLANATION

This program provides for the overall administration of the Fire Department, including items such as telephone, travel and transportation, paid administrative, clerical and fire watch services.

#### OBJECTIVES

- Continue to improve overall fire suppression operations through utilization of latest technology and equipment.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflect AFSME employees at 2019-2020 rates.
- Part Time reflects 2018-2019 rates.
- Conferences, Meetings and Training is increased to twice as much as the prior year. This includes sending 2 Chiefs to both in-state and out-of-state conferences.

Function Public Safety		Activity Fire Department		Program Fire Department Administration		Code 0231	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
57,486	59,369	59,369	8101 Full time salaries	59,143	59,143	-226	-0.38 %
31,924	33,978	33,978	8103 Part Time	34,187	34,187	209	0.62 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
90,410	94,347	94,347	OBJECT TOTAL	94,330	94,330	-17	-0.02 %
<u>PROFESSIONAL SVCS</u>							
3,258	1,955	1,955	8202 Dues and Subscriptions	1,955	1,955	0	0.00 %
4,554	4,968	4,968	8203 Transportation	4,968	4,968	0	0.00 %
460	2,725	2,225	8204 Conferences,Meetings,Training	5,450	5,450	3,225	144.94 %
692	875	875	8212 Equipment Maintenance	875	875	0	0.00 %
305	550	550	8216 Printing and Binding	550	550	0	0.00 %
9,269	11,073	10,573	OBJECT TOTAL	13,798	13,798	3,225	30.50 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,037	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
1,037	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,945	0	0	8406 Office Equipment	0	0	0	****
1,945	0	0	OBJECT TOTAL	0	0	0	****
102,661	106,420	105,920	TOTAL	109,128	109,128	3,208	3.03 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE FIGHTING	CODE 232
---------------------------	-----------------------------	--------------------------	-------------

### EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department
- Annual payment to the Firefighters' Pension Fund that recognizes the service of volunteer career firefighters to the community while encouraging members to remain in the volunteer service for longer periods
- Annual firefighter physicals required per OSHA regulations for firefighters

### OBJECTIVES

- To maintain a maximum number of first line firefighters through upgrading of equipment and encourage health maintenance for firefighters.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits reflects an increase in the volunteer incentive program per the State of Connecticut.
- Uniform Rental & Cleaning and Equipment Maintenance reflect prior year transfers.
- Motor Vehicle Maintenance increased due to the cost related to the rust proofing needed for Engine 2 and Service 2.
- Consultants/Special Contractors reflects prior year transfer.
- Technical Supplies increased due to additional quantity of Extrication gloves.
- Uniforms and Clothing reflects increased quantities of boots and Nomex firefighting hoods that reduce the exposure to carcinogens. This account also includes a request for the addition of cadet uniforms and badges, which has never been funded before.
- Other Materials increased for a large new line item - recruitment/retention aids. These aides will be shared among three divisions: Personnel, Cadets and Fire Prevention.
- Technical Equipment increased for the tools we require but which varies from year to year. Due to other needs, we were unable to replace the existing fire ground radio recording system on Rescue 1 which is no longer functioning nor is it repairable.

Function Public Safety	Activity Fire Department		Program Fire Fighting		Code 0232		
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>							
361,734	391,287	391,287	8110 Fringe Benefits	391,287	441,490	50,203	12.83 %
361,734	391,287	391,287	OBJECT TOTAL	391,287	441,490	50,203	12.83 %
<u>PROFESSIONAL SVCS</u>							
1,184	1,000	1,500	8209 Uniform Rental & Cleaning	1,000	1,000	-500	-33.33 %
7,279	8,150	12,190	8212 Equipment Maintenance	8,150	8,150	-4,040	-33.14 %
1,977	2,500	2,500	8214 Motor Vehicle Maintenance	15,500	15,500	13,000	520.00 %
23,766	26,306	25,756	8217 Consultants/Special Contractor	26,306	26,306	550	2.14 %
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	0	0.00 %
59,206	62,956	66,946	OBJECT TOTAL	75,956	75,956	9,010	13.46 %
<u>MATERIAL &amp; SUPPLIES</u>							
14,977	15,795	15,795	8302 Technical Supplies	16,545	16,545	750	4.75 %
21,508	25,000	25,000	8303 Uniforms and Clothing	34,450	34,450	9,450	37.80 %
13,703	14,080	14,080	8310 Other Materials	19,500	19,500	5,420	38.49 %
50,189	54,875	54,875	OBJECT TOTAL	70,495	70,495	15,620	28.46 %
<u>CAPITAL OUTLAY</u>							
22,579	31,860	28,370	8402 Technical Equipment	45,253	45,253	16,883	59.51 %
22,579	31,860	28,370	OBJECT TOTAL	45,253	45,253	16,883	59.51 %
493,708	540,978	541,478	TOTAL	582,991	633,194	91,716	16.94 %

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE PREVENTION	233

### EXPLANATION

The fire prevention program is primarily one of public education as a means of preventing or minimizing the loss of life and property due to fire. A Captain and two Lieutenants along with several firefighters and the Support Division serve as volunteer staff assistants to provide ongoing support for all existing programs.

Ongoing programs include, but are not limited to:

- Hartford Insurance Group Junior Fire Marshal Program in elementary schools
- School visits with apparatus
- In-service fire extinguisher/fire safety training at commercial, industrial and hospital facilities
- Fire safety tips provided to local news media, library and senior center
- Helping hand packets mailed to new residents
- Fire Hawk program
- Fire Prevention Week activities and public information related to specific fire safety issues

### OBJECTIVES

- To expand and increase the education of the general public through the media, newsletters, Channel 14, the school system and civic organization presentations.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function Public Safety	Activity Fire Department	Program Fire Prevention	Code 0233
---------------------------	-----------------------------	----------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
0	150	150	8202 Dues and Subscriptions	150	150	0 0.00 %
864	2,000	2,000	8216 Printing and Binding	2,000	2,000	0 0.00 %
480	500	500	8220 Other Contractual Services	500	500	0 0.00 %
1,344	2,650	2,650	OBJECT TOTAL	2,650	2,650	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
0	60	60	8302 Technical Supplies	60	60	0 0.00 %
198	750	750	8310 Other Materials	750	750	0 0.00 %
198	810	810	OBJECT TOTAL	810	810	0 0.00 %

1,542	3,460	3,460	TOTAL	3,460	3,460	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE TRAINING	CODE 234
---------------------------	-----------------------------	--------------------------	-------------

### EXPLANATION

The fire training program covers all training activities for the Fire Department including purchase or rental of textbooks, films and miscellaneous training supplies, as well as attendance at schools such as the Connecticut State Fire School and the United States Fire Academy.

### OBJECTIVES

- To fully utilize the capacities of the fire training tower facility at Milk Lane.
- Certification of firefighters interested in the rating of Firefighter I and Firefighter II, U. S. Standard and Fire Officer I.
- The Cadet Program of the Fire Department has grown over the past few years. Significant time and effort has been placed in expanding this program as we believe that this is the future of our department. Volunteerism has decreased nationally and fire departments in our state have had challenges meeting their recruitment needs, hence the need for a strong Cadet Program in Newington. We will be instituting a new initiative to send at least 10 Cadets to the Introduction to the Fire Service Program, a nationally recognized program that teaches cadets the basics of firefighting. Our intent is to reinforce their interest in serving our community and assist them in being successful with the certified training for Firefighter I and Firefighter II when they turn 18 years old.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects the addition of a new initiative to send at least 10 Cadets to the Connecticut Fire Academy's Introduction to the Fire Service Program and an increase in quantity of new members to attend Firefighter I classes.

Function Public Safety	Activity Fire Department	Program Fire Training	Code 0234
---------------------------	-----------------------------	--------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
249	650	650	8202 Dues and Subscriptions	650	650	0	0.00 %
22,390	36,745	36,745	8220 Other Contractual Services	51,145	51,145	14,400	39.19 %
22,639	37,395	37,395	OBJECT TOTAL	51,795	51,795	14,400	38.51 %

22,639	37,395	37,395	TOTAL	51,795	51,795	14,400	38.51 %
--------	--------	--------	-------	--------	--------	--------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE STATIONS	235

### EXPLANATION

The fire stations program provides funds for the maintenance, operation and improvement of all physical plants under the jurisdiction of the Fire Department.

### OBJECTIVES

#### Building Equipment

- Revolving Furniture Fund
- Retractable Hose Reels - Co #3 and Co #4
- Kitchen Supplies - Co #1
- Tables and Chairs – Co #3
- Floor Squeegees – Co #1, Co #4
- Vertical Blinds – Co #1

#### Building Improvements

- Toilet, Sink and Vanity Replacement – Co #4
- Bay Door Replacement – Co #4
- Exterior Shed Electrification – Co #4
- Bathroom Wall Partition - Co #2
- Landscaping and Patio Replacement – Co #3
- Air Conditioning Captains Office – Co #5

### MAJOR BUDGET CHANGES AND COMMENTARY

- Building Equipment and Building Improvements increased dramatically this year. These accounts vary from year to year and have changed to reflect the above objectives.

Function Public Safety		Activity Fire Department		Program Fire Stations		Code 0235	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
28,943	28,000	28,000	8213 Facilities Maintenance	28,000	28,000	0	0.00 %
28,943	28,000	28,000	OBJECT TOTAL	28,000	28,000	0	0.00 %
<u>CAPITAL OUTLAY</u>							
4,116	4,750	4,750	8407 Building Equipment	7,408	7,408	2,658	55.96 %
956	4,145	4,145	8408 Building Improvements	14,455	14,455	10,310	248.73 %
5,072	8,895	8,895	OBJECT TOTAL	21,863	21,863	12,968	145.79 %
34,015		36,895	36,895	TOTAL	49,863	49,863	12,968 35.15 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE MARSHAL	CODE 238
---------------------------	-----------------------------	-------------------------	-------------

### EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to enforce the State Fire Safety Code. The responsibilities of the Fire Marshal include the following:

- Investigate and report to the State Fire Marshal on every fire in town, listing injuries, probable cause, etc.;
- Inspect all buildings and facilities of public service, manufacturing, and occupancies regulated by the Fire Safety Code at least once a year;
- Inspect manufacturing establishment for hazardous materials;
- Inspect dry cleaning establishments on a yearly basis;
- Authorize blasting and provide on site monitoring;
- Review new building plans for compliance with the fire code;
- Inspect and approve all underground and above ground tanks as stated by the code;
- Maintain hazardous material files;
- Inspect all schools for code requirements annually;
- Inspect and approve woodstove installations pursuant to Town ordinance; and
- Demarcate fire lanes within the town pursuant to Town ordinance.

### HIGHLIGHTS OF FY 2020-2021 OPERATION

- Continued inspections of new and existing properties

### OBJECTIVES

- Continue to work with the public and building contractors to bring local buildings into compliance with the Connecticut Fire Safety Code.
- Maintain and enhance customer service provided to other Town departments, agencies and the community.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects new Fire Marshall as of 2/1/20 and the addition of a full time Fire Marshall Assistant/Inspector position.
- Part Time dramatically increased for a request to more than double hours and substantially increase rates for all the Deputy Fire Marshalls to catch up on overdue inspections. Increase of 171.5% over 2019-20 budget. This was partially offset by the proposed change in the part time Fire Marshall Assistant/Emergency Management Officer position to a newly defined full time position.
- Conferences, Meetings and Training increased to add one Deputy to IAAI training.
- Increase to Technical Supplies is requested in preparation for the Fire Marshal's office move to the New Town Hall location. The Fire Marshal's office will inventory and maintain their technical supplies in their new office.
- Uniforms and Clothing increased to reflect double the unit cost for Fire Marshall and 3 Deputies.

Function Public Safety	Activity Fire Department	Program Fire Marshal	Code 0238
---------------------------	-----------------------------	-------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
87,547	86,790	86,790	8101 Full time salaries	88,188	128,382	41,592 47.92 %
34,186	42,265	42,265	8103 Part Time	98,800	87,360	45,095 106.70 %
121,733	129,055	129,055	OBJECT TOTAL	186,988	215,742	86,687 67.17 %
<u>PROFESSIONAL SVCS</u>						
285	750	750	8202 Dues and Subscriptions	750	750	0 0.00 %
1,501	2,240	2,240	8204 Conferences,Meetings,Training	2,490	2,490	250 11.16 %
422	688	688	8212 Equipment Maintenance	688	688	0 0.00 %
2,208	3,678	3,678	OBJECT TOTAL	3,928	3,928	250 6.80 %
<u>MATERIAL &amp; SUPPLIES</u>						
58	700	700	8301 Office Supplies	700	700	0 0.00 %
0	100	100	8302 Technical Supplies	1,000	1,000	900 900.00 %
547	1,000	1,000	8303 Uniforms and Clothing	2,000	2,000	1,000 100.00 %
959	1,470	1,470	8310 Other Materials	1,470	1,470	0 0.00 %
1,563	3,270	3,270	OBJECT TOTAL	5,170	5,170	1,900 58.10 %

125,504	136,003	136,003	TOTAL	196,086	224,840	88,837	65.32 %
---------	---------	---------	-------	---------	---------	--------	---------

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>FIRE DEPARTMENT</b>	PROGRAM <b>SAFETY OFFICER</b>	CODE <b>240</b>
----------------------------------	------------------------------------	----------------------------------	--------------------

#### EXPLANATION

The Safety Officer serves as a volunteer staff assistant to the Fire Chief with overall responsibility for ensuring that vehicles and related equipment function properly and safely, and that accepted safety precautions are observed in firefighting and other departmental activities. All Fire Department injuries are analyzed and corrective training procedures are suggested. Funding includes all requirements to meet OSHA safety standards.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased for additional quantities of air cylinder hydrostatic testing and Self Contained Breathing Apparatus flow tests.

Function Public Safety	Activity Fire Department	Program Fire Safety Officer	Code 0240
---------------------------	-----------------------------	--------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
10,788	12,840	12,840	8220 Other Contractual Services	15,390	15,390	2,550 19.86 %
10,788	12,840	12,840	OBJECT TOTAL	15,390	15,390	2,550 19.86 %

10,788	12,840	12,840	TOTAL	15,390	15,390	2,550	19.86 %
--------	--------	--------	-------	--------	--------	-------	---------

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM REGIONAL FIRE TRAINING TOWER	CODE 242
---------------------------	-----------------------------	---	-------------

#### EXPLANATION

The fire training tower facility, located behind the Highway Garage, is maintained and operated through this program. The cost is split evenly between the Towns of Berlin, Newington, and Wethersfield.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Public Safety	Activity Fire Department	Program Regional Fire Training Tower	Code 0242
---------------------------	-----------------------------	---	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>T/F'S TO OTHER FUNDS</u>						
1,500	1,500	1,500	8517 Trans.to Miscellaneous Grants	1,500	1,500	0 0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0 0.00 %

1,500	1,500	1,500	TOTAL	1,500	1,500	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>STREET LIGHTING</b>	PROGRAM	CODE <b>250</b>
----------------------------------	------------------------------------	---------	--------------------

#### EXPLANATION

The Street Lighting activity provides for the installation, operation and maintenance of streetlights to include new residential developments.

#### OBJECTIVES

- Continue to track malfunctions and outages of streetlights.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Reduced budget due to improvements to light fixtures and locked in rate with Constellation.

Function Public Safety	Activity Street Lighting	Program Street Lighting	Code 0250
---------------------------	-----------------------------	----------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
261,844	330,000	330,000	8206 Utilities	315,000	315,000	-15,000 -4.55 %
261,844	330,000	330,000	OBJECT TOTAL	315,000	315,000	-15,000 -4.55 %

261,844	330,000	330,000	TOTAL	315,000	315,000	-15,000	-4.55 %
---------	---------	---------	-------	---------	---------	---------	---------

FUNCTION CODE	ACTIVITY	PROGRAM
PUBLIC SAFETY	EMERGENCY MANAGEMENT	260

### EXPLANATION

Pursuant to Newington Code of Ordinances §28-4, the Emergency Management Agency is responsible for the development and maintenance of plans and programs that may be needed in order to effectively respond to an emergency caused by an attack or by any natural or man-made disaster. Members of the Local Emergency Planning Committee (LEPC) and the Director of Emergency Management are appointed by the Town Manager.

### OBJECTIVES

- To attend civil preparedness training exercises.
- To ensure the Town is prepared for a major disaster or incident, including threats of bio-terrorism.
- To work in conjunction with Town departments and agencies to ensure community's preparedness.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Public Safety	Activity Emergency Management	Program Emergency Management	Code 0260
---------------------------	----------------------------------	---------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
0	50	50	8202 Dues and Subscriptions	50	50	0 0.00 %
0	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	0 0.00 %
0	1,550	1,550	OBJECT TOTAL	1,550	1,550	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
0	2,500	2,500	8302 Technical Supplies	2,500	2,500	0 0.00 %
0	2,500	2,500	OBJECT TOTAL	2,500	2,500	0 0.00 %

0	4,050	4,050	TOTAL	4,050	4,050	0	0.00 %
---	-------	-------	-------	-------	-------	---	--------

FUNCTION PUBLIC SAFETY	ACTIVITY EMERGENCY MEDICAL SERVICE	PROGRAM	CODE 270
---------------------------	---------------------------------------	---------	-------------

#### EXPLANATION

As an independent, non-profit organization, the Emergency Medical Services (NEMS) provides emergency medical services to resident's weeknights from 6:00 p.m. to 6:00 a.m. and 24 hours on weekends. As the Primary Service Area - Paramedic for the Town, services include emergency transportation of the sick and injured as well as CPR and First Aid training for townspeople and stand-by coverage at major events such as the Extravaganza and high school football games. This account provides the funding of a money purchase plan provided to volunteers of the NEMS and up to \$1,000 annually for each volunteer for enhanced pension contributions and/or a stipend.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services is added to cover just a portion of the CMED (Coordinated Medical Emergency Directions) fees. This hasn't been paid by the town at all since FY 2007-2008.

Function Public Safety		Activity Emergency Medical Service		Program Emergency Medical Service		Code 0270
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
24,760	27,000	27,000	8110 Fringe Benefits	27,000	27,000	0 0.00 %
24,760	27,000	27,000	OBJECT TOTAL	27,000	27,000	0 0.00 %
<u>PROFESSIONAL SVCS</u>						
1,000	1,000	1,000	8204 Conferences,Meetings,Training	1,000	1,000	0 0.00 %
0	0	0	8220 Other Contractual Services	0	10,000	10,000 ****
1,000	1,000	1,000	OBJECT TOTAL	1,000	11,000	10,000 1000.00 %
<u>T/F'S TO OTHER FUNDS</u>						
6,000	6,000	6,000	8521 T/F to Volunteer Ambulance Fd	6,000	6,000	0 0.00 %
6,000	6,000	6,000	OBJECT TOTAL	6,000	6,000	0 0.00 %
31,760		34,000		TOTAL	34,000	44,000 10,000 29.41 %

FUNCTION PUBLIC SAFETY	ACTIVITY HYDRANTS	PROGRAM	CODE 280
---------------------------	----------------------	---------	-------------

#### EXPLANATION

The Fire Hydrant Program provides funds for the rental of hydrants in the town. According to the New England Insurance Rating Association, hydrants should be installed at each street intersection with intermediate hydrants not greater than 300 feet apart in business and industrial districts, and each street intersection with intermediate hydrants not greater than 500 feet apart in residential districts.

This program funds the rental charges for the following hydrants:

New Britain Water Company	23
MDC	728

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect MDC rate change from \$125 to \$135

Function Public Safety	Activity Hydrants	Program Hydrants	Code 0280
---------------------------	----------------------	---------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
81,150	81,150	81,150	8219 Hydrants	107,112	107,112	25,962 31.99 %
81,150	81,150	81,150	OBJECT TOTAL	107,112	107,112	25,962 31.99 %

81,150	81,150	81,150	TOTAL	107,112	107,112	25,962	31.99 %
--------	--------	--------	-------	---------	---------	--------	---------

# **PUBLIC WORKS**

**PUBLIC WORKS**

# PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)

FUNCTION PUBLIC WORKS	ACTIVITY ENGINEERING	PROGRAM	CODE 310
--------------------------	-------------------------	---------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
Town Engineer	1.0	1.0	1.0	1.0
Engineering Technologist I	1.0	1.0	1.0	1.0
Engineering Technologist II	1.0	1.0	1.0	1.0
Administrative Secretary II	<u>0.5</u> 3.5	<u>0.5</u> 3.5	<u>0.5</u> 3.5	<u>0.5</u> 3.5

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

### EXPLANATION

The Engineering Department provides technical service (engineering, estimating and surveying):

- Evaluate, maintain and operate existing Town infrastructure (Town infrastructure is aging).
- Design and construct new Town infrastructure.
- Assist and support Town Council, Town Manager, Town departments (Planning, Facilities, Parks, Highway, Economic Development), BOE, Commissions (Conservation Commission and Planning and Zoning Commission) with engineering and infrastructure matters (site safety, access, drainage, etc.).

### ENGINEERING SERVICE HIGHLIGHTS

1. Provided engineering coordination for infrastructure projects in TON and regulatory agencies (CDEEP, CDOT, etc.).
2. Reviewed and issued 219 excavation and driveway permits.
3. Inspected portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System) with CTDEEP and NRCS.
4. Coordinated with the Town of West Hartford and City of Hartford in follow up to CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook.
5. South Branch Park River Flood Control System (Piper Brook and Mill Brook) – Inspected system with CTDEEP and NRCS staff and Coordinated with Hartford and West Hartford in follow up to inspection.
6. Coordinated with CNG, MDC, New Britain Water and Eversource utility projects in Newington and with CDOT transportation projects in Newington.
7. Coordinated with Central Connecticut Health District regarding possible sewage discharge to Mill Brook tributary.
8. Coordinated leak detection evaluation and repairs for leaks at Mill Pond Pool and Churchill Park Pool
9. Initiated Design for Complete Street Project - Robbins Avenue and Maple Hill Avenue – supplemental surveying and design services
10. Provided survey, engineering and environmental services for TON projects.

### OBJECTIVES

- Design and construct new Town infrastructure.
- Provide survey services for boundary survey, topographic survey, and construction survey.
- Assign building numbers to new buildings.
- Prepare capital improvement plan (CIP) for Town infrastructure (dams, roads, bridges, sidewalks, retaining walls, drainage systems, flood control system, etc.) with the focus to reduce maintain cost, increase public safety, and reduce liability.
- Evaluate 104 miles of road and prioritize streets to be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate and prioritize public facility parking lots be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate 60 miles of sidewalk and prioritize sidewalk slip/trip/fall hazards to be repaired as part of the CIP, based on available funds. Removed deteriorated sidewalk on Sequin Street to reduce TON liability.
- Evaluate and prioritize drainage features, including dams and flood control system, for maintenance or repair as part of the CIP, based on available funds. Inspected greater than 10,000 feet of stormwater drainage pipe.
- Evaluate and prioritize retaining walls maintenance or repair as part of the CIP program, based on available funds.
- Issue contractor licenses and excavation permits for utility and driveway construction within Town right-of-way.
- Operate and maintain/update Town drainage system and GIS database.
- Review plans and drainage calculations for conformance with Planning and Zoning and Inland Wetland regulations.
- Support Conservation Commission as inland wetland agent.
- Prepared draft annual MS4 Permit report.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflect administrative salaries at 2019-20 rates and AFSCME salaries at 2019-20 rates.

Function Public Works	Activity Engineering	Program Engineering	Code 0310
--------------------------	-------------------------	------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
303,302	310,198	310,198	8101 Full time salaries	311,900	314,563	4,365 1.41 %
1,809	2,000	2,000	8102 Overtime	2,000	2,000	0 0.00 %
200	300	300	8105 Longevity	400	400	100 33.33 %
305,311	312,498	312,498	OBJECT TOTAL	314,300	316,963	4,465 1.43 %
<u>PROFESSIONAL SVCS</u>						
1,161	720	850	8202 Dues and Subscriptions	720	720	-130 -15.29 %
0	150	150	8203 Transportation	150	150	0 0.00 %
764	2,885	2,885	8204 Conferences,Meetings,Training	2,885	2,885	0 0.00 %
400	400	400	8207 Clothing Allowance	400	400	0 0.00 %
518	300	300	8212 Equipment Maintenance	300	300	0 0.00 %
0	200	70	8216 Printing and Binding	200	200	130 185.71 %
500	1,500	1,500	8217 Consultants/Special Contractor	1,500	1,500	0 0.00 %
2,400	3,000	3,000	8220 Other Contractual Services	3,000	3,000	0 0.00 %
5,743	9,155	9,155	OBJECT TOTAL	9,155	9,155	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
122	400	400	8301 Office Supplies	400	400	0 0.00 %
0	500	500	8302 Technical Supplies	500	500	0 0.00 %
0	50	50	8303 Uniforms and Clothing	50	50	0 0.00 %
122	950	950	OBJECT TOTAL	950	950	0 0.00 %
<u>CAPITAL OUTLAY</u>						
2,000	0	0	8406 Office Equipment	0	0	0 ****
2,000	0	0	OBJECT TOTAL	0	0	0 ****

313,177	322,603	322,603	TOTAL	324,405	327,068	4,465	1.38 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SUMMARY	CODE 320
--------------------------	---------------------	--------------------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2019-2020 Authorized</u>	<u>2020-2021 Requested</u>	<u>2020-2021 Proposed</u>	<u>2020-2021 Approved</u>
Highway Superintendent	1.0	1.0	1.0	1.0
Assistant Highway Superintendent	1.0	1.0	1.0	1.0
Administrative Secretary III	1.0	1.0	1.0	1.0
Crew Foreperson	2.0	2.0	2.0	2.0
Mechanic Foreperson	1.0	1.0	1.0	1.0
Equipment Mechanic II	5.0	5.0	5.0	5.0
Mason	1.0	1.0	1.0	1.0
Equipment Operator III	2.0	2.0	2.0	2.0
Equipment Operator II	4.0	4.0	4.0	4.0
Equipment Operator I	4.0	4.0	4.0	4.0
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	22.5	22.5	22.5	22.5
Total Overtime	5,001	5,001	5,001	5,001
Total Seasonal	2,902	2,902	2,902	2,902

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM ADMINISTRATION	CODE 321
--------------------------	---------------------	---------------------------	-------------

### EXPLANATION

This program provides for the overall administration of the Highway/Sanitation Departments and its various divisions including roadway maintenance, fleet maintenance, signs and markings, sanitation, recycling and landfill operations.

### HIGHLIGHTS OF FY 2019 - 2020 OPERATION

- Continued with landfill closure plan and conversion to transfer station
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued improvements to workplace safety programs and employee training
- Attended all Environmental Quality Control Commission meetings
- Attended all Maple Hill and Robbins LOTCIP project meetings
- Continued to meet monthly with Public Works team, preparing all meeting agendas each month
- Participated in the interview process for several Town position vacancies
- Hosted annual Hazardous Waste collection event
- Administered contract and oversight for the cleaning of over 2,700 storm water catch basin structures
- Administered contract and oversight for large scale crack sealing of various Town roads

### OBJECTIVES

- Continue to improve on customer service
- Continue with coordination improvements in all Highway and Sanitation Department Divisions
- Continue to research cost effective strategies in managing all department division budgets

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries at 2019-20 rates and Administrative salaries at 2019-20 rates.
- Longevity reduced due to retirement.

Function Public Works	Activity Highway Department	Program Highway Administration	Code 0321
--------------------------	--------------------------------	-----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
256,131	255,061	255,061	8101 Full time salaries	258,760	263,551	8,490 3.33 %
11,600	11,350	11,350	8105 Longevity	10,400	10,400	-950 -8.37 %
267,731	266,411	266,411	OBJECT TOTAL	269,160	273,951	7,540 2.83 %
<u>PROFESSIONAL SVCS</u>						
100	100	100	8202 Dues and Subscriptions	100	100	0 0.00 %
1,898	2,155	2,155	8204 Conferences,Meetings,Training	2,180	2,180	25 1.16 %
2,455	3,150	3,150	8207 Clothing Allowance	3,150	3,150	0 0.00 %
8,351	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	0 0.00 %
229	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0 0.00 %
666	794	794	8217 Consultants/Special Contractor	794	794	0 0.00 %
13,699	17,396	17,396	OBJECT TOTAL	17,421	17,421	25 0.14 %
<u>MATERIAL &amp; SUPPLIES</u>						
1,004	720	720	8301 Office Supplies	720	720	0 0.00 %
130	874	874	8310 Other Materials	874	874	0 0.00 %
1,133	1,594	1,594	OBJECT TOTAL	1,594	1,594	0 0.00 %
<u>CAPITAL OUTLAY</u>						
0	0	2,202	8406 Office Equipment	0	0	-2,202 0.00 %
0	0	2,202	OBJECT TOTAL	0	0	-2,202 0.00 %

282,563	285,401	287,603	TOTAL	288,175	292,966	5,363	1.86 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION <b>PUBLIC WORKS</b>	ACTIVITY <b>HIGHWAY</b>	PROGRAM <b>HIGHWAY OPERATIONS</b>	CODE <b>322</b>
---------------------------------	----------------------------	--------------------------------------	--------------------

### EXPLANATION

This program includes all operations relating to the proper maintenance and repair of all Town roads, waterways and rights of way including storm water catch basins.

### HIGHLIGHTS OF FY 2019 - 2020 OPERATION

- Completed construction of access road for new Public Safety Radio Tower
- Completed the reconstruction of bituminous pathway at Martin Kellogg Middle School
- Completed construction of new handicapped parking area at Clem Lemire Complex
- Completed the milling, paving and drainage improvement project at Newington High School Parking Lots
- Completed the mill and overlay of the following roads: Cambridge Drive, Fleetwood Road, Francis Avenue, Glenview Drive, Goodale Drive, Green Avenue, Holmes Road, Isabell Terrace, Marvis Street, Pascone Place, Patriot Lane, Spruce Street, Sunnyside Road, Woodbridge Road.
- Completed biannual vegetation grinding at the Town Landfill
- Completed annual town-wide roadway sweeping program
- Completed annual leaf collection program
- Completed town-wide Christmas Tree collection
- Assisted with various evictions and short term property storage
- Completed other various drainage projects town-wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at various locations as needed
- Completed subsurface drainage, hauling and grading fill and top soil, curbing installation at the Library green space

### OBJECTIVES

- Continue with mill and overlay paving program to promote efficient road maintenance and longevity
- Continue to improve on road reconstruction methods and cost efficiency
- Improve upon waterway maintenance methods and timetables
- Continue with crack seal program to promote roadway longevity

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries at 2019-20 rates.

Function Public Works	Activity Highway Department	Program Highway Operations	Code 0322
--------------------------	--------------------------------	-------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
1,260,738	1,313,622	1,313,622	8101 Full time salaries	1,309,176	1,309,176	-4,446 -0.34 %
21,104	28,085	28,085	8102 Overtime	28,085	28,085	0 0.00 %
12,348	14,784	14,784	8104 Seasonal	14,784	14,784	0 0.00 %
1,294,190	1,356,491	1,356,491	OBJECT TOTAL	1,352,045	1,352,045	-4,446 -0.33 %
<u>PROFESSIONAL SVCS</u>						
4,150	4,150	4,150	8220 Other Contractual Services	4,150	4,150	0 0.00 %
4,150	4,150	4,150	OBJECT TOTAL	4,150	4,150	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
3,781	3,800	3,800	8302 Technical Supplies	3,800	3,800	0 0.00 %
862	945	945	8303 Uniforms and Clothing	945	945	0 0.00 %
0	150	150	8304 Agricultural Supplies	150	150	0 0.00 %
10,242	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	0 0.00 %
1,118	1,241	1,241	8310 Other Materials	1,241	1,241	0 0.00 %
16,003	18,136	18,136	OBJECT TOTAL	18,136	18,136	0 0.00 %

1,314,343	1,378,777	1,378,777	TOTAL	1,374,331	1,374,331	-4,446	-0.32 %
-----------	-----------	-----------	-------	-----------	-----------	--------	---------

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SNOW AND ICE CONTROL	CODE 324
--------------------------	---------------------	---------------------------------	-------------

### EXPLANATION

The snow and ice control program, which provides funding for the winter maintenance of all Town roads, includes plowing and salting over 100 miles of Town owned roads divided into 14 snowplow routes. The Town budgets for an average of 23 storms per year

### HIGHLIGHTS OF FY 2019-2020 OPERATION, AS OF 2/25/20

- There were 6 snow/ice events.
- 20.1 inches of snow/ice.
- Used 1,182 tons of enhanced salt.
- 1,257 hours of man hours.

### OBJECTIVES

- Keep Town roads open during snow and ice storms and provide a safe transportation network for emergency vehicles and motorists
- Utilize Town forces and equipment in an efficient and effective manner

### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function		Activity		Program		Code	
Public Works		Highway Department		Snow and Ice Control		0324	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
126,473	165,297	165,297	8102 Overtime	165,297	165,297	0	0.00 %
126,473	165,297	165,297	OBJECT TOTAL	165,297	165,297	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
899	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	0	0.00 %
899	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
3,996	4,000	4,000	8302 Technical Supplies	4,000	4,000	0	0.00 %
574	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
186,214	169,190	169,190	8306 Constr.& Maintenance Materials	169,185	169,185	-5	0.00 %
3,736	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
194,520	178,087	178,087	OBJECT TOTAL	178,082	178,082	-5	0.00 %
321,891	344,384	344,384	TOTAL	344,379	344,379	-5	0.00 %

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM TRAFFIC	CODE 325
--------------------------	---------------------	--------------------	-------------

### EXPLANATION

This program provides funding for maintenance and installation of traffic safety devices (i.e., signs, pavement markings, traffic signals) for town roads

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Continued with replacement and repairs to stolen or damaged street name and regulatory signage
- Completed yellow centerline, stop bar and crosswalk painting as needed Town-wide
- Continue to assist Police Department with traffic control and other departments as needed
- Continue to support Town departments with special event traffic control
- Continue to support Highway Crews with leaf collection and snow plowing operations

### OBJECTIVES

- Continue to improve annual roadway marking program
- Continue with maintenance and improvements to all Town owned traffic light systems

### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function Public Works	Activity Highway Department	Program Traffic	Code 0325
--------------------------	--------------------------------	--------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
3,220	4,057	4,057	8102 Overtime	4,057	4,057	0 0.00 %
3,220	4,057	4,057	OBJECT TOTAL	4,057	4,057	0 0.00 %
<u>PROFESSIONAL SVCS</u>						
19,601	18,000	18,000	8206 Utilities	18,000	18,000	0 0.00 %
929	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	0 0.00 %
20,530	19,000	19,000	OBJECT TOTAL	19,000	19,000	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
12,775	12,500	12,500	8302 Technical Supplies	12,500	12,500	0 0.00 %
363	382	382	8303 Uniforms and Clothing	382	382	0 0.00 %
0	250	250	8310 Other Materials	250	250	0 0.00 %
13,139	13,132	13,132	OBJECT TOTAL	13,132	13,132	0 0.00 %

36,888	36,189	36,189	TOTAL	36,189	36,189	0 0.00 %
--------	--------	--------	-------	--------	--------	----------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	VEHICLES & EQUIPMENT	327

### EXPLANATION

The Central Repair Garage is responsible for preventative maintenance, emergency repairs, acquisition and disposal for Police, Fire, Ambulance, Dial-A-Ride, Parks and Grounds, Highway and General Government vehicles and equipment along with fueling facility oversight.

### HIGHLIGHTS OF FY 2019 – 2020 OPERATION

- Completed new vehicle purchase and setup for various Town departments
- Continue to support Highway Crews with leaf collection and snow plowing operations

### OBJECTIVES

- Continue to operate an effective in-house repair facility utilizing automated fleet and fuel control software
- Continue with annual training programs to remain current with ever changing technology

### MAJOR BUDGET CHANGES AND COMMENTARY

- Technical Supplies increased due to rising costs.
- Equipment Parts reflects actual usage.
- Motor Fuel and Lubricants increased due to diesel fuel contractual rates.

FUNCTION Public Works	ACTIVITY Highway Department	PROGRAM Vehicles and Equipment	CODE 0327
--------------------------	--------------------------------	-----------------------------------	--------------

2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget	
<b><u>PERSONAL SERVICES</u></b>							
25,501	32,822	32,822	8102 Overtime	32,822	32,822	0	0.00%
7,493	11,856	11,856	8103 Part Time	11,856	11,856	0	0.00%
32,994	44,678	44,678	OBJECT SUBTOTAL	44,678	44,678	0	0.00%
<b><u>PROFESSIONAL SERVICES</u></b>							
584	684	684	8202 Dues and Subscriptions	684	684	0	0.00%
1,430	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0	0.00%
2,400	2,400	2,400	8207 Tool Allowance	2,400	2,400	0	0.00%
3,658	3,500	3,500	8212 Equipment Maintenance	3,500	3,500	0	0.00%
46,716	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	0	0.00%
54,788	54,754	54,754	OBJECT SUBTOTAL	54,754	54,754	0	0.00%
<b><u>MATERIALS &amp; SUPPLIES</u></b>							
5,850	6,265	6,265	8302 Technical Supplies	8,385	8,385	2,120	33.84%
241,492	220,000	220,000	8307 Equipment Parts	224,400	224,400	4,400	2.00%
244,163	305,840	303,638	8309 Motor Fuel and Lubricants	313,400	313,400	9,762	3.22%
2,287	3,000	3,000	8310 Other Materials	3,000	3,000	0	0.00%
493,792	535,105	532,903	OBJECT SUBTOTAL	549,185	549,185	16,282	3.06%
581,574	634,537	632,335	TOTAL	648,617	648,617	16,282	2.57%

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM LEAF COLLECTION	CODE 328
--------------------------	---------------------	----------------------------	-------------

#### EXPLANATION

The leaf collection program operates during the months of November and early December consisting of 24 full and part time employees including Parks and Grounds personnel.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Successfully completed several leaf collection passes Town-wide before significant snowfall

#### OBJECTIVES

- Complete a minimum of two Town-wide collections prior to snowfall in a manner that is cost effective, expedient and efficient

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function Public Works		Activity Highway Department		Program Leaf Collection		Code 0328	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
23,803	33,898	33,898	8102 Overtime	33,898	33,898	0	0.00 %
18,158	22,020	22,020	8104 Seasonal	22,020	22,020	0	0.00 %
41,961	55,918	55,918	OBJECT TOTAL	55,918	55,918	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,810	1,810	1,810	8302 Technical Supplies	1,810	1,810	0	0.00 %
610	625	625	8303 Uniforms and Clothing	625	625	0	0.00 %
2,420	2,435	2,435	OBJECT TOTAL	2,435	2,435	0	0.00 %
44,381	58,353	58,353	TOTAL	58,353	58,353	0	0.00 %

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM SUMMARY	CODE 350
--------------------------	----------------------------------	--------------------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
Landfill Attendant/Maintainer (PT)	0.4	0.4	0.4	
Sanitation Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	0.9	0.9	0.9	
Total Overtime	40	40	40	

FUNCTION <b>PUBLIC WORKS</b>	ACTIVITY <b>SOLID WASTE SERVICES</b>	PROGRAM <b>REFUSE COLLECTION</b>	CODE <b>351</b>
---------------------------------	---	-------------------------------------	--------------------

### EXPLANATION

This program provides for weekly curbside refuse pickup from private residences of three-family or less. Included are town-owned buildings, schools and weekly refuse pickup from those condominium complexes which have petitioned for Town service. Collections are made by two (2) private haulers under contract with the Town.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Approximately 9,316 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools
- Continued with a separate curbside collection of over-sized waste for independent dwelling units and condominium complexes

### OBJECTIVES

- Ensure that refuse collection services operate in a smooth, consistent and efficient manner

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects an increase in quantity of dwelling units for Residential and Condominium bulk collection.

Function Public Works		Activity Solid Waste Services		Program Refuse Collection		Code 0351	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
817,251	822,728	822,728	8220 Other Contractual Services	829,028	829,028	6,300	0.77 %
817,251	822,728	822,728	OBJECT TOTAL	829,028	829,028	6,300	0.77 %
<u>MATERIAL &amp; SUPPLIES</u>							
11,050	9,800	9,800	8302 Technical Supplies	9,800	9,800	0	0.00 %
11,050	9,800	9,800	OBJECT TOTAL	9,800	9,800	0	0.00 %
828,301	832,528	832,528	TOTAL	838,828	838,828	6,300	0.76 %

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM REFUSE DISPOSAL	CODE 352
--------------------------	----------------------------------	----------------------------	-------------

#### EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes where Town service is provided, public schools, and other Town-owned facilities. Also included in this account are funds associated with the processing and disposal of vegetative waste at the Town's landfill.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates.
- Other Contractual Services increased due to trash disposal cost increases. The estimated per ton cost for 2020-2021 is \$94, compared to the current budgeted cost per ton of \$86.

Function Public Works		Activity Solid Waste Services		Program Refuse Disposal		Code 0352		
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
0	1,922	1,922	8102 Overtime	1,922	1,922	0	0.00 %	
29,699	29,303	29,303	8103 Part Time	30,266	30,266	963	3.29 %	
29,699	31,225	31,225	OBJECT TOTAL	32,188	32,188	963	3.08 %	
<u>PROFESSIONAL SVCS</u>								
822,686	1,039,069	1,039,069	8220 Other Contractual Services	1,055,669	1,143,141	104,072	10.02 %	
822,686	1,039,069	1,039,069	OBJECT TOTAL	1,055,669	1,143,141	104,072	10.02 %	
<u>MATERIAL &amp; SUPPLIES</u>								
169	500	500	8310 Other Materials	500	500	0	0.00 %	
169	500	500	OBJECT TOTAL	500	500	0	0.00 %	
852,554		1,070,794	1,070,794	TOTAL	1,088,357	1,175,829	105,035	9.81 %

FUNCTION <b>PUBLIC WORKS</b>	ACTIVITY <b>SOLID WASTE SERVICES</b>	PROGRAM <b>RECYCLING</b>	CODE <b>353</b>
---------------------------------	---	-----------------------------	--------------------

### EXPLANATION

This program provides funding for the collection and disposal of designated recyclable materials. Recyclables are collected curbside from residential dwelling units including condominiums, town buildings, public schools and the Town Landfill.

### HIGHLIGHTS OF FY 2018-2019 OPERATION

- Approximately 9,316 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools

### OBJECTIVES

- Continue to increase recycling rates utilizing single stream collection methods along with additional statewide product stewardship initiatives

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reduced to reflect historical usage.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
388,997	434,169	434,169	8220 Other Contractual Services	437,449	412,449	-21,720 -5.00 %
388,997	434,169	434,169	OBJECT TOTAL	437,449	412,449	-21,720 -5.00 %

388,997	434,169	434,169	TOTAL	437,449	412,449	-21,720	-5.00 %
---------	---------	---------	-------	---------	---------	---------	---------

# **PLANNING/DEVELOPMENT**

## COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT

FUNCTION <b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>	ACTIVITY	PROGRAM		CODE 400
<u>PERSONNEL SUMMARY</u>		2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>
<u>Positions (in work years)</u>				
<u>Planning and Development</u>				
Town Planner		1.0	1.0	1.0
Zoning Enforcement Officer/Assistant Town Planner		1.0	1.0	1.0
Administrative Secretary II		<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
		3.0	3.0	3.0
<u>Building Department</u>				
Building Official		1.0	1.0	1.0
Assistant Building Official		1.0	1.0	1.0
Assistant Building Official (PT)		0.2	0.2	0.2
Administrative Secretary II		<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
		2.7	2.7	2.7
<u>Town Planning and Zoning</u>				
Recording Clerk (PT)		1.0	1.0	1.0
<u>Zoning Board of Appeals</u>				
Recording Clerk (PT)		1.0	1.0	1.0
<u>Conservation Commission</u>				
Recording Clerk (PT)		1.0	1.0	1.0
<u>Economic Development</u>				
Recording Clerk (PT)		1.0	1.0	1.0
Economic Director (Retainer)		1.0	1.0	0.0

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM ADMINISTRATION	CODE 420
-------------------------------------	------------------------------------	---------------------------	-------------

### EXPLANATION

The Planning and Development Department provides information to the general public in the area of land use and development, as well as professional services and clerical support to town staff, land use boards, and elected and appointed officials, as follows:

- Professional and clerical support to the Town Plan and Zoning Commission, the Zoning Board of Appeals, the Economic Development Commission, the Affordable Housing Monitoring Agency, the Open Space Committee, and other committees as assigned by the Town Manager.
- Planning services to the Town Council and the Town Manager, providing short-range and long-range perspective on development opportunities.
- Zoning enforcement.
- Blight enforcement.
- Project management for special projects as assigned by the Town Manager. Currently includes the Garfield Street “Community Connectivity/Complete Streets” project.
- Grant writing and management as assigned by the Town Manager. Currently includes the Community Connectivity/Complete Streets DOT grant; and the on-going HUD-funded residential rehab program.

### HIGHLIGHTS OF FY 2019-20 OPERATIONS

- Supported the TPZ in the review and action on: 10 site plan/site plan modification applications; 1 subdivision; 15 special permit applications; 3 Sec. 8-24 referrals to the Town Council; 1 tent sale application and 5 zoning text amendment applications.
- Approved 3 residential rehab grants for moderate-income homeowners.
- Acted upon 248 zoning violations.
- Reviewed 38 zoning permit applications.
- Issued 21 Certificates of Zoning Compliance.
- Acted upon 105 Blighted Premises complaints.

### OBJECTIVES

- Develop and adopt an Affordable Housing Plan.
- Begin construction of the Garfield Street “Community Connectivity/Complete Streets” Project (bicycle/pedestrian improvements on Garfield Street).
- Apply for “Bronze” Certification in the Sustainable CT program.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME salaries at 2019-20 rates and Administrative salaries at 2018-19 rates.
- Both Conferences, Meetings, Training and Printing and Binding are decreased for one-time items in previous year.
- Other Contractual Services is added for abatement of private property due to Blight Enforcement. This often involves the Town having to clean up blighted property and billing the owner. Sometimes the work can be done by town forces, but sometimes such forces are not available and a private contractor must be hired. The expense is recouped from the owner by them either voluntarily paying the bill, or by the Town placing a lien on the property.

Function		Activity		Program		Code	
Community Planning & Developmt		Planning and Development		Planning and Development		0420	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
214,460	224,657	224,657	8101 Full time salaries	224,809	228,914	4,257	1.89 %
412	0	0	8103 Part Time	0	0	0	****
214,873	224,657	224,657	OBJECT TOTAL	224,809	228,914	4,257	1.89 %
<u>PROFESSIONAL SVCS</u>							
681	826	826	8202 Dues and Subscriptions	826	826	0	0.00 %
29	0	0	8203 Transportation	0	0	0	****
375	2,055	2,055	8204 Conferences,Meetings,Training	855	855	-1,200	-58.39 %
1,031	1,000	1,000	8216 Printing and Binding	0	0	-1,000	0.00 %
0	0	0	8220 Other Contractual Services	4,500	4,500	4,500	****
2,116	3,881	3,881	OBJECT TOTAL	6,181	6,181	2,300	59.26 %
<u>MATERIAL &amp; SUPPLIES</u>							
68	250	250	8301 Office Supplies	250	250	0	0.00 %
0	100	100	8310 Other Materials	100	100	0	0.00 %
68	350	350	OBJECT TOTAL	350	350	0	0.00 %
<u>CAPITAL OUTLAY</u>							
3,000	0	0	8406 Office Equipment	0	0	0	****
3,000	0	0	OBJECT TOTAL	0	0	0	****
220,057	228,888	228,888	TOTAL	231,340	235,445	6,557	2.86 %

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM TOWN PLAN & ZONING COMMISSION	CODE 430
-------------------------------------	------------------------------------	--	-------------

#### EXPLANATION

The Town Plan and Zoning (TPZ) Commission is authorized by state statute (CGS 8-2, 8-3, 8-19, 8-23 and 8-25) and the Newington Town Charter to establish land use policies and procedures. The Commission has seven members and three alternates appointed by the Town Council and is responsible for the following:

- Review and act upon proposals for commercial and residential development in the Town of Newington;
- Prepare and adopt a Plan of Conservation and Development every ten years;
- Adopt Subdivision Regulations and Zoning Regulations to manage future growth; and
- Pursuant to Connecticut General Statutes §8-24, review proposed public improvements and render reports to the Town Council.

#### HIGHLIGHTS OF FY 2019-20 OPERATIONS

- Approved 10 site plan/site plan modification applications;
- Approved 1 residential subdivision;
- Approved 15 special permit applications;
- Approved 3 Sec. 8-24 referrals to the Town Council;
- Approved 1 tent sale application;
- Approved 5 zoning text amendment applications.

#### OBJECTIVES

- Process all subdivision and zoning petitions in a timely and proper manner, respecting the rights and expectations of all citizens while promoting appropriate growth and economic development.
- Develop and approve an Affordable Housing Plan.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates.

Function		Activity		Program		Code	
Community Planning & Developmt		Town Planning & Zoning		Town Plan & Zoning Comm.		0430	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
9,687	9,587	9,587	8103 Part Time	9,683	9,683	96	1.00 %
9,687	9,587	9,587	OBJECT TOTAL	9,683	9,683	96	1.00 %
<u>PROFESSIONAL SVCS</u>							
9,453	7,500	7,500	8201 Public Notification	7,500	7,500	0	0.00 %
0	275	275	8204 Conferences,Meetings,Training	275	275	0	0.00 %
9,453	7,775	7,775	OBJECT TOTAL	7,775	7,775	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	50	50	8310 Other Materials	50	50	0	0.00 %
0	50	50	OBJECT TOTAL	50	50	0	0.00 %
19,141	17,412	17,412	TOTAL	17,508	17,508	96	0.55 %

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	ZONING BOARD OF APPEALS	440

#### EXPLANATION

The Zoning Board of Appeals has five regular and three alternate members, all appointed by the Town Council. Its power and duties are defined in the Connecticut General Statutes §8-6 and include acting on petitions from property owners seeking relief from the zoning regulations, and appeals from decisions made by the Zoning Enforcement Officer. The Zoning Enforcement Officer provides administrative and technical assistance to the Board.

#### HIGHLIGHTS OF CY 2019 OPERATIONS

- The ZBA received and approved 2 applications for variances, and received no ZEO appeals this calendar year. A third variance request was withdrawn.

#### OBJECTIVES FOR CY 2020

- Provide relief to property owners in unusual situations where “exceptional difficulty or unusual hardship” would result from the strict enforcement of the zoning regulations, and from errors made by the Zoning Enforcement Officer.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code	
Community Planning & Developmt		Zoning Board of Appeals		Zoning Board of Appeals		0440	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
997	1,491	1,491	8103 Part Time	1,506	1,506	15	1.01 %
997	1,491	1,491	OBJECT TOTAL	1,506	1,506	15	1.01 %
<u>PROFESSIONAL SVCS</u>							
1,170	900	900	8201 Public Notification	900	900	0	0.00 %
1,170	900	900	OBJECT TOTAL	900	900	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	13	13	8301 Office Supplies	13	13	0	0.00 %
0	13	13	8310 Other Materials	13	13	0	0.00 %
0	26	26	OBJECT TOTAL	26	26	0	0.00 %
2,167		2,417	2,417	TOTAL	2,432	2,432	15 0.62 %

FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

### EXPLANATION

The Building Department, responsible for reviewing plans, specifications and inspections of all building construction in Town, is staffed by professionals licensed by the Department of Public Safety. Three administrative members of the staff are licensed Building Officials and are qualified to review and inspect concrete work, steel construction, plumbing, heating, electrical, HVAC systems, sprinkler systems and the work of all other related trades. The Department is also responsible for the following:

- Enforcement Officers for the Newington Housing Code, Administrative Officers for Fair Rent Commission, Building Code Board of Appeals, and Vehicle Appeals Board;
- Interacting with the Director of Planning and Development, Town Engineer, Fire Marshal and Health District from the plan review stage through construction inspections and the issuance of Certificates of Occupancy; and
- Interacting with Human Services, Town Assessor, Tax Collector, Police and Fire Department for assistance.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- During the first 6 months of fiscal year of 2019-20, the Building Department received 985 applications, issued 2 Certificates of Occupancy and 1 partial Certificate of Occupancy, and conducted 985 field inspections.
- A Certificate of Occupancy was issued for O'Reilly Auto Parts at 3443 Berlin Turnpike.
- A Certificate of Occupancy was issued for Tony Boloneys located at 2190 Berlin Turnpike.
- A partial Certificate of Occupancy was issued for the Amazon storeroom located at 65 Holmes Road.
- Numerous Permits were issued for the new dental office to be located at 435-D Willard Avenue.
- 5 Permits were applied for and are under review for new businesses in Newington. They are for a hair salon at 3320 Berlin Turnpike, a restaurant fit out at 2434-3 Berlin Turnpike, a restaurant to be located at 1046 Main Street, A new Daycare at 395 Willard Avenue, and the renovation of the Hitchcock Wing at 1 John H. Steward Drive.
- Inspections for the Newington Municipal Center construction are ongoing.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME salaries at 2019-20 rates and Administrative salaries at 2019-20 rates.

Function		Activity		Program		Code	
Community Planning & Developmt		Building Department		Building Department		0450	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
190,261	189,293	189,293	8101 Full time salaries	191,736	195,772	6,479	3.42 %
15,004	15,000	15,000	8103 Part Time	15,000	15,000	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
206,265	205,293	205,293	OBJECT TOTAL	207,736	211,772	6,479	3.16 %
<u>PROFESSIONAL SVCS</u>							
355	835	835	8202 Dues and Subscriptions	835	835	0	0.00 %
67	100	100	8203 Transportation	100	100	0	0.00 %
510	600	600	8204 Conferences,Meetings,Training	600	600	0	0.00 %
483	500	500	8207 Clothing Allowance	500	500	0	0.00 %
1,415	2,035	2,035	OBJECT TOTAL	2,035	2,035	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
98	300	300	8301 Office Supplies	300	300	0	0.00 %
1,314	950	950	8310 Other Materials	950	950	0	0.00 %
1,412	1,250	1,250	OBJECT TOTAL	1,250	1,250	0	0.00 %
209,092	208,578	208,578	TOTAL	211,021	215,057	6,479	3.11 %

FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	CONSERVATION COMMISSION		460

### EXPLANATION

The Conservation Commission, advises and makes recommendations to the Town Manager, Town Council, and other Town commissions regarding conservation of natural resources (open space development, plan of conservation development, and conservation easements). The Commission is comprised of seven members and three alternate members appointed by the Town Council for terms of four years. The Commission is the local regulatory agency for the Inland Wetland and Water Courses Act. The Commission reviews proposed construction activities within a wetland and watercourse and within the 100-foot upland review area.

### HIGHLIGHTS OF 2019-2020 OPERATIONS

- Implemented the administrative wetland permits program.
- Implemented the Wetland Agent review and approval process (Administration).
- Attend CDEEP training program for Municipal Inland Wetlands Agents.

### OBJECTIVES

- Review and establish policies related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update maps (as amended) for regulated wetlands.
- Research and review wetland map amendments.
- Update Official Inland Wetlands Map.
- Ensure construction activities located within regulated areas do not negatively impact wetlands or water courses.
- Update wetlands regulations to be consistent with DEEP's model regulations.
- Coordinate public hearing(s).
- Attend CDEEP training program for Municipal Inland Wetlands Agents.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates.

Function		Activity		Program		Code	
Community Planning & Developmt		Conservation Commission		Conservation Commission		0460	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
4,100	3,688	3,688	8103 Part Time	3,881	3,881	193	5.23 %
4,100	3,688	3,688	OBJECT TOTAL	3,881	3,881	193	5.23 %
<u>PROFESSIONAL SVCS</u>							
1,385	1,043	1,043	8201 Public Notification	1,043	1,043	0	0.00 %
65	120	120	8202 Dues and Subscriptions	120	120	0	0.00 %
130	300	300	8204 Conferences,Meetings,Training	300	300	0	0.00 %
1,580	1,463	1,463	OBJECT TOTAL	1,463	1,463	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	50	50	8301 Office Supplies	50	50	0	0.00 %
0	50	50	OBJECT TOTAL	50	50	0	0.00 %
5,680	5,201	5,201	TOTAL	5,394	5,394	193	3.71 %

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	471

#### EXPLANATION

The Economic Development Program promotes the orderly growth of the business and industrial resources of the town. The Economic Development Director works with the Town Manager, Town Planner, Economic Development Commission, Town Council, Town Plan and Zoning Commission, local businesses, private developers and business-oriented groups to achieve this goal.

#### HIGHLIGHTS OF FY 2019-2020 OPERATIONS

- Orchestrated activities directed at major development initiatives.
- Provided assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assisted businesses interested in expanding within, or relocating to, Newington.
- Prepared economic data as requested.
- Supported the activities of the Economic Development Commission.

#### OBJECTIVES FOR FY 2020-2021

- Direct/coordinate activities to advance progress of major development initiatives.
- Provide assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assist businesses interested in expanding within, or relocating to, Newington.
- Prepare economic data as requested.
- Support the activities of the Economic Development Commission.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects removal of Director's contractual position.

Function	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Director	0471

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
1,929	2,100	2,100	8202 Dues and Subscriptions	2,100	2,100	0 0.00 %
90,960	90,960	90,960	8220 Other Contractual Services	90,960	0	-90,960 0.00 %
92,889	93,060	93,060	OBJECT TOTAL	93,060	2,100	-90,960 -97.74 %

92,889	93,060	93,060	TOTAL	93,060	2,100	-90,960	-97.74 %
--------	--------	--------	-------	--------	-------	---------	----------

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY ECONOMIC DEVELOPMENT	PROGRAM ECONOMIC DEVELOPMENT COMMISSION	CODE 472
-------------------------------------	----------------------------------	--	-------------

#### EXPLANATION

The economic development function is responsible for planning, organizing and administering an Economic Development Program, which promotes the orderly growth of the business and industrial resources of the Town. The Economic Development Director and Town Planner provide administrative and technical support to the Commission. The Development Commission, comprised of nine members appointed by the Town Council, is charged with and responsible for the following:

- Conducting research into the economic conditions and trends of the Town;
- Making recommendations to appropriate officials and agencies regarding actions to improve Newington's economic condition and development;
- Coordinating the activities of and cooperating with unofficial bodies organized to promote such economic development.

#### HIGHLIGHTS OF FY 2019-2020 OPERATIONS

- Reviewed the activities of the Economic Development Director and provided useful input.
- Commented on various development issues.

#### OBJECTIVES FOR 2020-2021

- Provide continued input to the Economic Development Director.
- Raise topics of interest or concern regarding Economic Development opportunities and challenges.
- Consider initiatives to support the business community.
- Work cooperatively with the Newington Chamber of Commerce to achieve joint objectives.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates.

Function		Activity		Program		Code	
Community Planning & Developmt		Economic Development		Development Commission		0472	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,372	1,353	1,353	8103 Part Time	1,366	1,366	13	0.96 %
1,372	1,353	1,353	OBJECT TOTAL	1,366	1,366	13	0.96 %
<u>PROFESSIONAL SVCS</u>							
0	1,000	960	8220 Other Contractual Services	1,000	1,000	40	4.17 %
0	1,000	960	OBJECT TOTAL	1,000	1,000	40	4.17 %
<u>MATERIAL &amp; SUPPLIES</u>							
26	0	40	8301 Office Supplies	0	0	-40	0.00 %
26	0	40	OBJECT TOTAL	0	0	-40	0.00 %
1,398		2,353	2,353	TOTAL	2,366	2,366	13 0.55 %

# **PUBLIC HEALTH**

PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION PUBLIC HEALTH	ACTIVITY HEALTH SERVICES	PROGRAM	CODE 511
---------------------------	-----------------------------	---------	-------------

#### EXPLANATION

Effective July 1, 2006, the Town of Newington became a member of the Central Connecticut Health District (CCHD), which also includes the Towns of Berlin, Wethersfield, and Rocky Hill. The district-wide services include environmental health, community health, and emergency preparedness for the Town's residents.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects an expected increase in the annual per capita membership fee charged to towns.

Function Public Health	Activity Health Services		Program Health Services		Code 0511
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
182,538	191,665	191,665	8220 Other Contractual Services	199,526	199,526 7,861 4.10 %
182,538	191,665	191,665	OBJECT TOTAL	199,526	199,526 7,861 4.10 %
<u>MATERIAL &amp; SUPPLIES</u>					
807	807	807	8302 Technical Supplies	807	807 0 0.00 %
807	807	807	OBJECT TOTAL	807	807 0 0.00 %
183,345	192,472	192,472	TOTAL	200,333	200,333 7,861 4.08 %

# COMMUNITY SERVICE

## **COMMUNITY SERVICES**

**610 HUMAN SERVICES**

**640 SENIOR AND DISABLED CENTER SERVICES**

**670 BOARDS AND COMMISSIONS**

FUNCTION COMMUNITY SERVICES	ACTIVITY	PROGRAM SUMMARY		CODE 600	
<u>PERSONNEL SUMMARY</u>		2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<u>Positions (in work years)</u>					
<u>Human Services</u>					
Director of Human Services	1.0	1.0	1.0	1.0	1.0
Youth Services/Clinical Casework Coord.	1.0	1.0	1.0	1.0	1.0
Human Services Coordinator	1.0	1.0	1.0	1.0	1.0
Caseworker II (Formerly Social Worker II )	1.0	1.0	1.0	1.0	1.0
Youth Services Coordinator	1.0	1.0	1.0	1.0	1.0
Youth Worker (PT)	0.5	0.5	0.5	0.5	0.5
Administrative Secretary I	1.0	1.0	1.0	1.0	1.0
Administrative Secretary (PT)	0.4	0.4	0.4	0.4	0.4
Caseworker (PT) (formerly Social Worker (PT))	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>
<b>Total</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>	<b>7.1</b>
<u>Senior and Disabled Center</u>					
Senior and Disabled Center Director	1.0	1.0	1.0	1.0	1.0
Program Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Social Worker I	1.0	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0	1.0
Elderly Worker	1.0	1.0	1.0	1.0	1.0
Clerical (PT)	0.5	0.5	0.5	0.5	0.5
Special Olympics Coordinator (PT)	0.1	0.1	0.1	0.1	0.1
Morning Set-up Person (PT)	0.5	0.5	0.5	0.5	0.5
Program Assistant-Deaf Programs (PT)	0.1	0.1	0.1	0.1	0.1
Nurse (PT)	0.2	0.2	0.2	0.2	0.2
Congregate Meal Site Manager (PT)	0.5	0.5	0.5	0.5	0.5
Head Dial-A-Ride Driver	1.0	1.0	1.0	1.0	1.0
Dial-A-Ride Driver (PT)	1.5	1.5	1.5	1.5	1.5
Sub. Dial-A-Ride Driver	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>
<u>Comm. On Aging and Disabled</u>					
Recording Clerk (PT)	1.0	1.0	1.0	1.0	1.0

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	HUMAN SERVICES		610

#### EXPLANATION

The Human Services Department is responsible for a comprehensive approach to planning, management, coordination and delivery of human service programs for children, youth, adults, elderly, people with disabilities and their families. Service areas include: information and referral; early childhood development; prevention and positive youth and family development, adventure based learning opportunities to develop team building, leadership and empowerment skills, community and parent education, health and mental health information, service and referrals, crisis intervention, social casework, counseling, emergency shelter, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. A combination of municipal budget, State grants, private contributions and fees fund Human Service programs.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- During FY 2018-2019, positive youth development handled 2582 program registrations and served an additional 328 5<sup>th</sup> grade students with ALPS –Adventure Learning Program. The Newington Outdoor Challenge Ropes Course continued to offer dynamic programming to Newington youth and outside groups including other town youth service agencies and numerous college/university, business and school groups.
- The Department provided prevention/education programs with topics including mental health first aid, a collaborative Conference on Hoarding and other mental health topics with a combined attendance of 685 individuals. The Youth and Family Counseling program handled an average of 14 cases per month/ 54 service hours per month with counseling topics including issues such as family conflict, divorce/separation, death, depression, suicidal ideation and suicide, substance abuse, child neglect/abuse, relationships.
- In FY18-19, the Juvenile Review Board, a partnership of police, schools, court, DCF and human services received and acted on 17 referrals. Additionally the Clinical Coordinator served on the Disciplinary and Review Board at the High School – meeting 6 times per year and consulting on 15 to 20 cases at each meeting.
- Staff handled 7,996 information/referral requests FY 18-19.
- During FY 18-19, households were assisted with a variety of basic needs that include the Food Bank (1,697 visits/7,559 bags), Outdoor Market (1619 visits), Clothing Closet (60visits/76 bags- clothing closet closed at the end of the summer) Holiday Food, Toy and Gift Program (444 households/929 individuals) and Special Needs (107 households) funding requests. Economic hardship continues to effect many residents. 64 residents assisted by Operation Fuel Program but administered by this department received \$26, 898.92 in heating & or utility assistance grants. Newington HAT (Hunger Action Team) continues to work toward mission of reducing/eliminating hunger in Newington- continuing summer- program Newington Got Lunch- where qualified households with school aged children were delivered a bag of food to supplement the loss of free or reduced school lunches over the summer. This program served 63 households and 140 kids. HAT additionally started a weekend backpack program in January of 2018 where households with school age children pick up back packs with non-perishable food items intended to defray the loss of the food resource of school lunches over the weekend. This program served an average of 18 families comprised of 74 individuals each month.
- Over 200 volunteers and 2 college field placement interns provided thousands of service hours assisting with the Food Bank, Outdoor Market, Clothing Closet, Holiday Programs and office assistance. Volunteers are essential for the operation of these services.
- Social work services averaged about 72 cases monthly, representing 1385.5 service hours. Many of these situations are quite multifaceted, requiring multiple appointments and resources/services. Seniors, adults and families presented a variety of issues including financial problems, unemployment, underemployment, chronic illness, neglect/abuse, domestic conflict/violence, substance abuse, health, mental health and safe home referrals among many others. We work closely with the police, fire, school, Senior & Disabled Center, Health and others regarding at-risk and emergency situations.
- Wellness Wednesdays, held the first Wednesday of 3 spring and 3 fall months, provided a wellness topic of interest to the community as a whole. The series offered Drumming for Wellness, Alzheimers, Mindfulness, Mental Health Awareness forum, Self-care & laughter yoga, Wake Up Human's- the Body's ability to Heal and FUNN- functional understanding not needed- a fun interactive presentation by Rik Huggard- each session attracting 20 to 25 participants per session.
- Through our leadership, the Hoarding Working Group held a fifth annual conference September 2019.
- The Newington Safe Homes Task Force which is comprised of town staff from Human Services, Fire, Police, Animal Control, Zoning Enforcement, Senior & Disabled Center, Town Manager, Building and Health continues to work together toward a cooperative and coordinated approach to resolution of situations that have been identified with safety concerns either as a result of code violations, insufficient financial resources, insufficient care for frail family members or animals.
- The Social Worker II position was changed to Caseworker II due to legislation re: use of title.

#### OBJECTIVES

- Reviewing and offering programs/services to insure human service needs of Newington residents are addressed and enhanced in a cost-effective manner.
- Continue to develop professional competencies for staff and enhance staff support.
- Provide information, basic need and emergency assistance, casework, counseling, crisis intervention and positive development programs to all ages while enhancing mental health community education/training opportunities.
- Youth Services Bureau grant is expected to remain the same as FY20 at \$20, 974.
- Youth Services Bureau Enhancement Grant was increased to \$12,967 for FY20 and is expected to remain constant.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time includes AFSCME employees and Administrative employees at 2019-20 rates.
- Part Time reflect 2018-19 rates.
- Special Needs for the United Way Grant was moved to the Miscellaneous Grant Fund to better account for these funds. It was increased to \$6,181 in FY20 and hopefully for FY21.

Function Community Services	Activity Human Services	Program Human Services	Code 0610
--------------------------------	----------------------------	---------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
377,046	387,018	387,018	8101 Full time salaries	392,010	399,076	12,058 3.12 %
39,205	40,815	40,815	8103 Part Time	41,094	41,094	279 0.68 %
10,494	10,500	10,500	8104 Seasonal	10,500	10,500	0 0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0 0.00 %
427,745	439,333	439,333	OBJECT TOTAL	444,604	451,670	12,337 2.81 %
<u>PROFESSIONAL SVCS</u>						
735	825	825	8202 Dues and Subscriptions	825	825	0 0.00 %
0	100	100	8203 Transportation	100	100	0 0.00 %
3,435	2,943	2,943	8204 Conferences,Meetings,Training	2,943	2,943	0 0.00 %
688	690	690	8212 Equipment Maintenance	690	690	0 0.00 %
500	420	420	8216 Printing and Binding	420	420	0 0.00 %
4,610	5,083	5,083	8217 Consultants/Special Contractor	5,083	5,083	0 0.00 %
2,900	2,000	2,000	8218 Contributions and Subsidies	2,000	2,000	0 0.00 %
5,757	5,500	5,500	8225 Special Needs	6,181	0	-5,500 0.00 %
18,624	17,561	17,561	OBJECT TOTAL	18,242	12,061	-5,500 -31.32 %
<u>MATERIAL &amp; SUPPLIES</u>						
599	600	600	8301 Office Supplies	600	600	0 0.00 %
2,799	2,300	2,300	8310 Other Materials	2,300	2,300	0 0.00 %
3,398	2,900	2,900	OBJECT TOTAL	2,900	2,900	0 0.00 %

449,767	459,794	459,794	TOTAL	465,746	466,631	6,837	1.49 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION FUNCTION COMMUNITY SERVICES	ACTIVITY ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM PROGRAM CENTER OPERATION	CODE CODE 644
--	--	--	---------------------

### EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center improves the wellbeing of older adults and adults with disabilities through a comprehensive range of programs and services including wellness, recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Served more than 3000 people through programs and services including health and fitness, life long learning, information and referral, case management, recreation, and social programs.
- Offered a strong catalog of evidence-based health promotion interventions including the Aging Mastery Program, LiveWell Chronic Disease Self-Management and Diabetes Self-Management through the Connecticut Healthy Living Collective, Matter of Balance, through funding from Jefferson House Institute and the Powerful Tools for Caregivers Program, provided in partnership with the Spinal Cord Injury Association. Lead an effort to implement Tai Ji Quan: Moving for Better Balance, a fall prevention program, in 10 communities through an Older Americans Act grant. Continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- Selected as one of 3 sites in the nation, participating in a National Council on Aging initiative to introduce Lyft Ridesharing to older adults.
- The Center's 75 registered volunteers contributed more than 7,500 hours of dedicated service.
- Continued to develop partnership with CCSU, including the WISE program, an intergenerational discussion group, and student internships.
- Expanded the "Giving Garden", a volunteer initiative to grow organic produce for Food Pantry beneficiaries with the construction of an indoor garden area and accessible walkways outside.
- Continued to seek collaborative partners within the community and region to enhance capacity for programs and services. This allowed the Center to replace 15 meals cancelled by Community Renewal Team, ensuring nutrition and social engagement for vulnerable residents.
- Continued collaborative efforts with other Town departments including AARP and grant funded fitness programs with the Parks and Recreation Department and the annual "Safety Picnic" with the Newington Fire Department.
- In addition to assisting residents with access to programs including Medicare Part D, Medicare Savings Program, Meals on Wheels, Renters Rebate and Energy Assistance and MyPlaceCT, provided income tax filing, shredding and fraud prevention activities.
- Continued focus on preventative maintenance, safety and general ambiance of facility.

### OBJECTIVES

- Continue to address the goals developed through strategic planning.
- Continue to meet the increasing basic needs and quality of life issues for a growing older population, as the complexity of needs increases due to a shift away from institutional to home and community based care.
- Work to develop transitional programs for younger seniors as well as frail older adults.
- Continue to assess the needs and interests of senior and disabled residents, especially boomers, and offer meaningful programs.
- Continue to develop partnerships to maximize efficiency, impact and range of services.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries and Administrative salaries at 2019-20 rates, as well as bringing two administrative employees up to prevailing rates for comparable positions in the labor market.
- Part Time reflects 2018-19 rates.

Function Community Services		Activity Sr. and Dis. Center Services		Program Center Operation		Code 0644
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
377,246	374,332	374,332	8101 Full time salaries	380,132	404,554	30,222 8.07 %
45,685	51,912	51,912	8103 Part Time	52,390	52,390	478 0.92 %
200	300	300	8105 Longevity	400	400	100 33.33 %
423,131	426,544	426,544	OBJECT TOTAL	432,922	457,344	30,800 7.22 %
<u>PROFESSIONAL SVCS</u>						
438	438	438	8202 Dues and Subscriptions	438	438	0 0.00 %
200	400	400	8204 Conferences,Meetings,Training	400	400	0 0.00 %
2,420	2,585	2,585	8210 Equipment Rental	2,585	2,585	0 0.00 %
2,406	4,090	4,090	8212 Equipment Maintenance	4,090	4,090	0 0.00 %
1,452	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	0 0.00 %
544	700	700	8216 Printing and Binding	700	700	0 0.00 %
4,039	5,138	5,138	8220 Other Contractual Services	5,138	5,138	0 0.00 %
11,499	14,816	14,816	OBJECT TOTAL	14,816	14,816	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
857	1,000	1,000	8301 Office Supplies	1,000	1,000	0 0.00 %
2,925	3,085	3,085	8302 Technical Supplies	3,085	3,085	0 0.00 %
3,782	4,085	4,085	OBJECT TOTAL	4,085	4,085	0 0.00 %
<u>CAPITAL OUTLAY</u>						
5,995	4,000	4,000	8402 Technical Equipment	4,000	4,000	0 0.00 %
5,995	4,000	4,000	OBJECT TOTAL	4,000	4,000	0 0.00 %
444,407	449,445	449,445	TOTAL	455,823	480,245	30,800 6.85 %

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	DIAL-A-RIDE	645

#### EXPLANATION

The Dial-A-Ride program provides essential transportation to senior and disabled residents for medical appointments, shopping, personal business, socialization, special trips and group transportation.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Provided more than 12,000 trips covering almost 40,000 miles through traditional Dial-A-Ride to an increasingly frail population.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill.
- Networked and collaborated with other providers to look at future options for transportation including rideshare through the Lyft Initiative.

#### OBJECTIVES

- To continue to coordinate and provide efficient transportation to senior and disabled residents.
- Continue support for continued state funding of medical transportation program.
- To work with other providers to expand options for Newington residents.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries at 2019-20 rates.
- Part Time reflects 2018-19 rates.

Function Community Services	Activity Sr. and Dis. Center Services	Program Dial-A-Ride	Code 0645
--------------------------------	--	------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
59,134	61,077	61,077	8101 Full time salaries	60,844	60,844	-233 -0.38 %
0	1,000	1,000	8102 Overtime	1,000	1,000	0 0.00 %
76,432	75,059	75,059	8103 Part Time	75,088	75,088	29 0.04 %
900	1,100	1,100	8105 Longevity	1,300	1,300	200 18.18 %
136,466	138,236	138,236	OBJECT TOTAL	138,232	138,232	-4 0.00 %
<u>PROFESSIONAL SVCS</u>						
120	120	120	8214 Motor Vehicle Maintenance	120	120	0 0.00 %
28	500	500	8216 Printing and Binding	500	500	0 0.00 %
148	620	620	OBJECT TOTAL	620	620	0 0.00 %

136,614	138,856	138,856	TOTAL	138,852	138,852	-4	0.00 %
---------	---------	---------	-------	---------	---------	----	--------

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM COMM. ON AGING & DISABLED	CODE 671
--------------------------------	------------------------------------	--------------------------------------	-------------

#### EXPLANATION

Created by ordinance in September 1984, this nine member Commission implements policies established by the Town Council relevant to senior and disabled residents, advises the Town Council and other Town agencies on matters affecting the elderly and disabled and exercises policy oversight for Senior and Disabled Center operations and activities.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Provided policy oversight to the Senior and Disabled Center and advice on initiatives including Lyft Initiative.
- Sponsored volunteer recognition event.

#### OBJECTIVES

- Continue to work closely with Center staff and provide input for programming and policy oversight.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Community Services	Activity Boards and Commissions	Program Commission on Aging & Disabled	Code 0671
--------------------------------	------------------------------------	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
1,066	1,066	1,066	8103 Part Time	1,066	1,066	0 0.00 %
1,066	1,066	1,066	OBJECT TOTAL	1,066	1,066	0 0.00 %
<u>PROFESSIONAL SVCS</u>						
0	500	500	8216 Printing and Binding	500	500	0 0.00 %
1,318	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0 0.00 %
1,318	1,760	1,760	OBJECT TOTAL	1,760	1,760	0 0.00 %
<u>MATERIAL &amp; SUPPLIES</u>						
0	60	60	8301 Office Supplies	60	60	0 0.00 %
0	60	60	OBJECT TOTAL	60	60	0 0.00 %

2,384	2,886	2,886	TOTAL	2,886	2,886	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM HUMAN RIGHTS COMMISSION	CODE 673
--------------------------------	------------------------------------	------------------------------------	-------------

### EXPLANATION

Created by Article V of the Newington Code of Ordinances, the purpose of the Human Rights Commission is as follows:

- To promote mutual understanding and respect among all racial, religious, ethnic, and other groups.
- To secure equality of treatment of, and opportunity for, all human beings.
- To cooperate with governmental and nongovernmental agencies with organizations having like or kindred functions to those of the commission as it deems necessary or desirable.
- To make such studies in the field of human rights as in the judgment of the commission will aid in effectuating its general purpose.
- To demonstrate to federal or state funding agencies or courts that the Town has an official body which reviews issues or challenges involving compliance with federal and state laws on human rights and which can make recommendations to the Town Council for action.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- The purpose of the Human Rights Commission is to promote understanding and respect among all racial, religious, ethnic and other groups, and to secure equality of, and opportunity for all people.
- Human Rights Commission had many vacancies- making it difficult to hold an official meeting with required quorum.

### OBJECTIVES

- To fill vacant positions
- To continue enhancing diversity awareness opportunities within the community.
- To support Human Services Department programs and services.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Small line item maintained to support the commission's activities as needed. No Change.

Function Community Services	Activity Boards and Commissions	Program Human Rights Commission	Code 0673
--------------------------------	------------------------------------	------------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
0	750	750	8220 Other Contractual Services	750	750	0 0.00 %
0	750	750	OBJECT TOTAL	750	750	0 0.00 %

0	750	750	TOTAL	750	750	0	0.00 %
---	-----	-----	-------	-----	-----	---	--------

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM YOUTH-ADULT COUNCIL	CODE 674
--------------------------------	------------------------------------	--------------------------------	-------------

### EXPLANATION

Created by §2-73 of the Newington Code of Ordinances, the Youth-Adult Council constitutes a board which provides:

- policy advice on the formulation, development and alteration of youth-serving programs of the Human Services Department;
- fosters cooperation and coordination among public and private youth serving agencies;
- promotes voluntary service and assistance for youth programs and enhances communication between youth and adults; and provides programs for community education.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Supported substance abuse prevention programs through the Local Prevention Council State Grant.
- Sponsored Super Hoop-La Basketball Game with student teams participating from all elementary and middle schools.
- Provided two scholarships for graduating high school students.
- Provided financial support to the NHS Safe Graduation Party and safe driving campaign prior to proms Spring, 2019.

### OBJECTIVES

- Continue to serve in an advisory capacity to the Human Services Department.
- Continue to support community education and prevention programs.
- Review programs and discuss allocation of Local Prevention Council grant funds.
- Continue to provide scholarships to graduating high school students.
- Explore additional fund raising opportunities.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractors for the CASAC Alcohol and Drug Abuse grant, now the LPC grant administered by Amplify, has been moved to the Miscellaneous Grant Fund to better account for these funds. It is expected to remain constant at \$5,662.90 in annual grant revenue.

Function Community Services	Activity Boards and Commissions	Program Youth-Adult Council	Code 0674
--------------------------------	------------------------------------	--------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
5,663	5,663	5,663	8220 Other Contractual Services	5,663	0	-5,663 0.00 %
5,663	5,663	5,663	OBJECT TOTAL	5,663	0	-5,663 0.00 %

5,663	5,663	5,663	TOTAL	5,663	0	-5,663	****
-------	-------	-------	-------	-------	---	--------	------

**LIBRARY**

# LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY	PROGRAM SUMMARY	CODE 700	
PERSONNEL SUMMARY				
Positions (in work years)	2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<b>Administration</b>				
Library Director	1.0	1.0	1.0	
Assistant Library Director	1.0	1.0	1.0	
Librarian II	1.0	1.0	1.0	
<b>Children's Services</b>				
Librarian III	1.0	1.0	1.0	
Librarian I	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.1	0.1	0.1	
Library Technician (PT)	1.2	1.2	1.3	
<b>Reference &amp; Community Services</b>				
Librarian III	2.0	2.0	2.0	
Librarian I	2.3	2.3	2.3	
Librarian (PT)	1.3	1.3	1.3	
Library Technician (PT)	1.4	1.4	1.4	
<b>Building</b>				
Maintenance Technician (PT)	0.3	0.4	0.4	
Library Monitor (PT)	0.5	0.5	0.5	
<b>Collection Management</b>				
Librarian III	0.7	0.7	0.7	
Librarian I	0.7	0.7	0.7	
Library Technician (PT)	0.3	0.3	0.3	
<b>Circulation</b>				
Librarian III	0.3	0.3	0.3	
Librarian II	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.0	0.5	0.5	
Library Technician (PT)	2.7	2.2	2.3	
Pages (PT)	<u>2.4</u>	<u>2.4</u>	<u>2.5</u>	
	24.2	24.3	24.6	
<b>Seasonal (hours)</b>				
Circulation	473.0	473.0	473.0	
<b>Overtime (hours)</b>				
Reference Services	0.0	0.0	52.0	
Circulation	0.0	0.0	22.8	
Children's Services	<u>0.0</u>	<u>0.0</u>	<u>26.0</u>	
	0.0	0.0	100.8	

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM ADMINISTRATION	CODE 711
----------------------------	------------------------	---------------------------	-------------

### EXPLANATION

This program provides for management and coordination of all programs and services offered by the Lucy Robbins Welles Library, as well as hosting a number of unallocated department-wide expenses. Technology services are handled directly from this program.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- The new library parking lot project that began in the fall of 2018 and should have been completed in within a few months was almost finished in the fall of 2019 thanks to the hard work of Town employees. The project was very problematic with the original vendor being fired and replaced by the Town. Library Board of Trustees worked with the Town to insure that the terms of the agreement was being followed. Some additional work will need to be done in the spring of 2020 to finalize the project.
- The Library Board of Trustees celebrated the 80<sup>th</sup> anniversary of the library with a special 80<sup>th</sup> Anniversary Celebration Series that included 8 cultural events to celebrate 8 decades of library service to the community. Events included Grayson Hugh, Golden Scrolls and a presentation by Gina Barreca at the annual meeting in September 2019.
- The Board also continued its fundraising efforts with the Annual 5K Road Race fundraiser (which celebrated its 23<sup>rd</sup> year).
- Offered free meeting space 1,568 times for in-house use and public groups and 3,195 hours of free conference/study room use.
- Worked with the Friends of the Library on many fundraising efforts, including their two book sales and their Winterfest that sold out for the first time ever.
- Added additional mobile shelves under the atrium to be able to hold large events in the library after hours on when it was closed.
- Filled several key part-time and full-time positions after longtime employees retired.
- Offered one-on-one technology assistance to the public including *Tech Troubleshooting with Teens*, *Tech 4 U* and *Book a Librarian*.
- Staff training and professional development opportunities were encouraged to keep staff current with technology and library trends.
- Continued using social media to promote library programs and services.
- Maintained the library website on a regular basis to keep it current and relevant for our patrons.
- Worked with the Mid-State Collaborative coordinating summer reading programs and other activities for children, teens and adults.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.

### OBJECTIVES FOR 2020-2021

- Work with the Library Board of Trustees and the Town to complete the new library parking lot per the agreement in spring of 2020.
- Work with the Library Board of Trustees and the Town to address the needs of the library during the Town Hall Building project.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Continue to investigate possible uses of new technologies and formats as they arise.
- Investigate software and/or online service to offer wireless printing for the library patrons.
- Work to fills several key Full-time positions that will be open in 2020 due to retirement.
- Oversee the completion of the Library's 2020-2021 Plan of Work.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSME salaries at 2019-20 rates and Administrative salaries at 2019-20 rates.
- Decrease in longevity due to retirements.
- Decrease in Dues & Subscriptions due to membership decreases.

Function Public Library	Activity Library Operations	Program Library Administration	Code 0711
----------------------------	--------------------------------	-----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
257,111	257,234	257,234	8101 Full time salaries	259,900	264,552	7,318 2.84 %
3,300	3,700	3,700	8105 Longevity	3,300	2,300	-1,400 -37.84 %
260,411	260,934	260,934	OBJECT TOTAL	263,200	266,852	5,918 2.27 %
<u>PROFESSIONAL SVCS</u>						
2,353	2,421	2,421	8202 Dues and Subscriptions	2,366	2,366	-55 -2.27 %
33	394	394	8203 Transportation	394	394	0 0.00 %
1,165	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	0 0.00 %
1,307	2,000	2,000	8205 Postage and Shipping	2,000	2,000	0 0.00 %
605	650	650	8210 Equipment Rental	650	650	0 0.00 %
192	300	300	8216 Printing and Binding	300	300	0 0.00 %
48,535	49,044	49,044	8222 Data Services	49,044	49,044	0 0.00 %
54,189	56,191	56,191	OBJECT TOTAL	56,136	56,136	-55 -0.10 %
<u>MATERIAL &amp; SUPPLIES</u>						
646	628	628	8301 Office Supplies	628	628	0 0.00 %
646	628	628	OBJECT TOTAL	628	628	0 0.00 %

315,246	317,753	317,753	TOTAL	319,964	323,616	5,863	1.85 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CHILDREN'S SERVICES	CODE 712
----------------------------	------------------------	--------------------------------	-------------

### EXPLANATION

This program includes the personnel and operating costs for services to younger patrons including reference assistance, program planning and implementation, and maintenance of the book and digital collections.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Bestselling children's author Tami Charles, gave presentations to 1,364 children in the 3<sup>rd</sup> through 8<sup>th</sup> grades in the public schools as part of the *Sliva Young People's Literary Series*.
- Spearheaded a winter reading program "Ice Cream for Books" with 95 children completing the activities log.
- Spearheaded a successful summer reading program *A Universe of Stories* with 664 children participating.
- Presented 757 educational programs to 25,371 children and their caregivers.
- Staff answered 20,817 reference questions over the year.
- Presented fall informational assemblies and monthly book talks to the middle schools per requests from teachers and administrators.
- Provided 1,203 free or reduced rate museum and local attraction passes to the public, thanks to the Friends of the Library.
- Added some mobile shelves to be able to open the space during large multi-room children's programs.
- Offered 12 story time programs over a 6 week period to Newington Parks & Recreation young summer campers.
- Added *Li'l Chefs* cooking/story time program for 3 – 4 year olds.
- Continued to offer collaborative programming between the children and teens, *Magic in Our Universe* magic show and *Digeridoo Down Under* musical program.
- Offered monthly outreach programs to pre-schools and daycares to promote early literacy 367 times to 13,434 children.

### OBJECTIVES FOR 2020-2021

- Maintain the present level of program offerings to preschool and school age children, changing programs to meet needs of the children.
- Continue to provide extensive support services to elementary and middle school students in all areas of the curriculum by offering current print and electronic resources.
- Continue grades K through 4 class field trips to the Library for instruction and educational programs.
- Continue to serve the 5th and 6th grades of Newington by presenting book talks and book discussions at the middle schools.
- Continue monthly outreach to the day care and early childhood centers to support early literacy efforts.
- Increase participation in the summer reading program by continuing to work closely with Newington educators and parents.
- Continue the *Sliva Young People's Literary Series* with another author visit to the schools.
- Continue to be present at school open houses and end of year picnics to promote library services to parents and childrens.
- Continue to work with other town departments to provide collaborative programming.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSME salaries at 2019-20 rates.
- Part Time reflects 2018-19 rates.

Function Public Library	Activity Library Operations	Program Library Children's Services	Code 0712
----------------------------	--------------------------------	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
212,004	218,953	218,953	8101 Full time salaries	218,118	218,118	-835	-0.38 %
70,085	70,238	70,238	8103 Part Time	70,652	70,652	414	0.59 %
282,089	289,191	289,191	OBJECT TOTAL	288,770	288,770	-421	-0.15 %
<u>PROFESSIONAL SVCS</u>							
7,136	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	0	0.00 %
525	525	525	8216 Printing and Binding	525	525	0	0.00 %
1,933	1,959	1,959	8220 Other Contractual Services	1,959	1,959	0	0.00 %
9,594	9,794	9,794	OBJECT TOTAL	9,794	9,794	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
198	200	200	8301 Office Supplies	200	200	0	0.00 %
348	350	350	8310 Other Materials	350	350	0	0.00 %
546	550	550	OBJECT TOTAL	550	550	0	0.00 %
<u>CAPITAL OUTLAY</u>							
38,907	38,919	38,919	8401 Public Circulation Material	38,919	38,919	0	0.00 %
38,907	38,919	38,919	OBJECT TOTAL	38,919	38,919	0	0.00 %

331,136	338,454	338,454	TOTAL	338,033	338,033	-421	-0.12 %
---------	---------	---------	-------	---------	---------	------	---------

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM REF. AND COMMUNITY SERVICES	CODE 713
----------------------------	------------------------	--	-------------

### EXPLANATION

Services provided under this program include:

- Responses to requests for information and services from the general public and the business community.
- Presentation of adult and teen informational programs on a wide variety of topics to those specific audiences.
- Coordination of Library outreach services to the community.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- The Library website was visited 100,197 times during the year.
- Staff handled 36,838 reference transactions from the public.
- Added two new online databases: *Creativebug* and *Auto Repair Source*.
- Continued offering more hands-on instructional computer classes as well as technology related workshops to the public. Classes included *Word*, *Excel*, and *PowerPoint*. Workshops included *Instagram*, *Snapchat*, *Computer Troubleshooting* and *Google Photos*.
- Offered 69 programs to 4,012 teens, including a teen summer reading program, *Teen Horror Movie Night*, *Teen Makerspace*, *Teen String Art* and many programs that promoted creativity.
- Added regular book talks to the 7<sup>th</sup> as well as 8<sup>th</sup> graders language arts classes at the middle schools.
- Presented 204 cultural, literature based and educational programs for more than 6,548 adults, including author visits, music concerts, film series, health and wellness series, book discussions and programs that inspired creativity and collaboration.
- Continued outreach to the community with monthly visits to Cedar Mountain Commons as well as *Middlewoods*, homebound services and participation at community events.
- Offered an adult winter reading program with 451 participants, reading 2,199 books and an adult summer reading program with 858 participants, who read 5,001 books.
- Added a new service called *Lucy-to-Go* that allows patrons to prearrange delivery of items on hold to their car at a specified time.
- Offer several larger programs after hours at the library under the atrium partly in response to the parking challenges to regular hours but also due to lack of adequate regular programming space for larger crowds.
- Through the Teen Volunteer Network and connections with the schools, had a good pool of volunteers for library events.

### OBJECTIVES FOR 2020-2021

- Continue to offer computer and technology classes as well as one-on-one technology assistance for the public.
- Offer new and varied programs that promote literacy and creativity.
- Explore additional outreach services to other assisted living facilities and nursing homes.
- Explore venues for pop-up library as part of outreach services.
- Explore ways to do more collaborative programming with other Town departments.
- Improve and enhance the promotion of the library and its services including its presence on social media.
- Explore new and emerging technologies and train staff on how to use them.
- Continue to offer excellent customer service at public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSME salaries at 2019-20 rates. Also included is the proposed addition of Sunday openings for 3 hours per day, 25 Sundays. If approved, this will be moved to the appropriate Part Time and Overtime accounts.
- Part Time reflects 2018-19 rates.

Function Public Library	Activity Library Operations	Program Reference and Community Svcs	Code 0713
----------------------------	--------------------------------	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
315,060	325,383	325,383	8101 Full time salaries	324,141	344,656	19,273	5.92 %
149,721	144,993	144,993	8103 Part Time	151,700	151,700	6,707	4.63 %
464,781	470,376	470,376	OBJECT TOTAL	475,841	496,356	25,980	5.52 %
<u>PROFESSIONAL SVCS</u>							
58,543	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	0	0.00 %
126	425	425	8216 Printing and Binding	425	425	0	0.00 %
1,326	1,389	1,389	8220 Other Contractual Services	1,389	1,389	0	0.00 %
59,996	60,358	60,358	OBJECT TOTAL	60,358	60,358	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,661	1,661	1,661	8301 Office Supplies	1,661	1,661	0	0.00 %
918	225	225	8310 Other Materials	225	225	0	0.00 %
2,579	1,886	1,886	OBJECT TOTAL	1,886	1,886	0	0.00 %
<u>CAPITAL OUTLAY</u>							
132,909	133,451	133,451	8401 Public Circulation Material	133,451	133,451	0	0.00 %
132,909	133,451	133,451	OBJECT TOTAL	133,451	133,451	0	0.00 %

660,264	666,071	666,071	TOTAL	671,536	692,051	25,980	3.90 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM BUILDING	CODE 714
----------------------------	------------------------	---------------------	-------------

### EXPLANATION

This account provides for the operation and maintenance of the Library facility.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Lack of adequate parking has been ongoing since the beginning of the New Town Hall construction.
- Balancing the heating and cooling continued to be problematic.
- Added additional mobile shelving near the teen area and the quiet reference area to be able repurpose space and move collections around.
- A new cleaning service called Uncle Sam's Cleaning Service was hired. The quality of cleaning of the library has improved.
- The sink areas in the two public restrooms were replaced because there was rot around the faucets. The baby changing areas were updated as well.
- The construction on the new library parking lot was long and problematic. The employees of the Town who completed the project did a great job picking up the pieces and getting it done.
- New drainage was connected to the library building and parts of the parking lot to help with water flow during rainstorms and melting snow.
- An outdoor book drop was added to allow patrons to pull up to the curb and to return items rather than have to park and walk to the building to do it.
- Completed some painting and a number of minor building projects and maintenance upgrades.

### OBJECTIVES FOR 2020-2021

- Work with the Library Board of Trustees and the Town to get the parking lot completed by early spring 2020.
- Continue to work with the Facilities Management department to try to find a solution to the heating and cooling issues.
- Continue work on minor repairs and projects that need attention.
- Continue to monitor the facility, handling problems with vandalism, inappropriate behavior and safety in a timely and professional manner.
- Continue to be creative and reuse space when possible to address space issues.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2018-19 rates, as well as minimum wage increase required as of 9/1/20.

Function Public Library	Activity Library Operations	Program Library Building	Code 0714
----------------------------	--------------------------------	-----------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
12,261	17,620	17,620	8103 Part Time	21,764	21,764	4,144	23.52 %
12,261	17,620	17,620	OBJECT TOTAL	21,764	21,764	4,144	23.52 %
<u>PROFESSIONAL SVCS</u>							
34	1,164	1,164	8212 Equipment Maintenance	1,164	1,164	0	0.00 %
674	1,104	1,104	8213 Facilities Maintenance	1,104	1,104	0	0.00 %
1,483	1,752	1,752	8220 Other Contractual Services	1,752	1,752	0	0.00 %
2,191	4,020	4,020	OBJECT TOTAL	4,020	4,020	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
0	175	175	OBJECT TOTAL	175	175	0	0.00 %

14,453	21,815	21,815	TOTAL	25,959	25,959	4,144	19.00 %
--------	--------	--------	-------	--------	--------	-------	---------

FUNCTION <b>PUBLIC LIBRARY</b>	ACTIVITY <b>OPERATIONS</b>	PROGRAM <b>COLLECTION MANAGEMENT</b>	CODE <b>715</b>
-----------------------------------	-------------------------------	---	--------------------

### EXPLANATION

This account provides for the personnel and supplies needed to acquire, catalog, and process all adult, teen, and children's Library books and audiovisual materials and downloadable audio books and e-books.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Selected, ordered and processed 25,051 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a physical collection of 174,744 items and a digital collection of more than 91,139 downloadable media (e-books and audio books).
- Due to demand for electronic media, staff continued to increase downloadable e-books and audio books available through the Overdrive online subscription service offered through our Library consortium as well as through other subscription services like *Freegal* and *Hoopla*.
- Continued to weed, shift and move collections when possible to address the space constraints.
- Supervised a corps of 20 weekly volunteers, who in total worked 1,110 hours during the year.
- Worked with outside agencies to offer work opportunities to disabled adults.
- The revamped statewide delivery system continued to be inadequate. A supplemental service was added through the library's consortium Library Connection, Inc.

### OBJECTIVES FOR 2020-2021

- Continue to work with outside agencies to offer job training to disabled persons.
- Continue to use volunteer services where appropriate.
- Continue to work with CT Library Consortium, The State Library and vendors for discounts in Library supplies.
- Investigate and evaluate e-content vendors and the e-content formats offered, such as downloadable magazines, music and video.
- Continue to address space planning through reorganization, weeding of underutilized materials and obsolete formats.
- Offer a variety of Readers' Advisory services via print and digital services as well as on the library's website, including promoting the summer and winter reading programs for all ages.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSME salaries at 2019-20 rates.
- Part Time reflects 2018-19 rates and personnel changes.

Function Public Library	Activity Library Operations	Program Collection Management	Code 0715
----------------------------	--------------------------------	----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
103,121	106,500	106,500	8101 Full time salaries	106,094	106,094	-406	-0.38 %
14,400	14,815	14,815	8103 Part Time	12,189	12,189	-2,626	-17.73 %
117,522	121,315	121,315	OBJECT TOTAL	118,283	118,283	-3,032	-2.50 %
<u>PROFESSIONAL SVCS</u>							
467	500	500	8216 Printing and Binding	500	500	0	0.00 %
467	500	500	OBJECT TOTAL	500	500	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
7,387	8,100	8,100	8302 Technical Supplies	8,100	8,100	0	0.00 %
7,387	8,100	8,100	OBJECT TOTAL	8,100	8,100	0	0.00 %

125,375	129,915	129,915	TOTAL	126,883	126,883	-3,032	-2.33 %
---------	---------	---------	-------	---------	---------	--------	---------

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CIRCULATION	CODE 716
----------------------------	------------------------	------------------------	-------------

### EXPLANATION

This account provides for the personnel and supplies to circulate all Library materials, register Library patrons, and retrieve overdue materials.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- During the year 183,499 people visited the library and they checked out over 300,029 items.
- 11,480 people in Newington have library cards.
- Continued to find evidence of stolen library materials both in the adult collection and the children's collection.
- While the three self-checkout stations in the library continued to be grow in popularity, personal service from staff was as important and greatly appreciated by patrons.
- Continued offering the service of issuing new library cards at outreach programs with the use of a laptop, ILS software and a WiFi hotspot.
- Continued to promote email notification to patrons to cut down on the expenses to mail these notifications.
- With the addition of RFID and the self-checkouts, have been working to reassign duties to meet the needs in other areas of the library

### OBJECTIVES FOR 2020-2021

- Work with the consortium to implement periodic circulation system upgrades.
- Continue to increase the database of patron email addresses for email notification, email blasts and Wowbrary.
- Continue to look for opportunities to use library technology to issue new library cards while staff is out in the community promoting the library.
- Continue to offer excellent customer service at public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSME salaries at 2019-20 rates.
- Part Time reflects 2018-19 rates, as well as minimum wage increase required as of 9/1/20 and personnel changes.
- Seasonal reflects minimum wage increase as of 11/1/19.

Function Public Library	Activity Library Operations	Program Circulation	Code 0716
----------------------------	--------------------------------	------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
160,215	165,477	165,477	8101 Full time salaries	164,845	164,845	-632	-0.38 %
153,721	163,834	163,834	8103 Part Time	171,484	171,484	7,650	4.67 %
5,162	5,019	5,019	8104 Seasonal	5,203	5,203	184	3.67 %
319,098	334,330	334,330	OBJECT TOTAL	341,532	341,532	7,202	2.15 %
<u>PROFESSIONAL SVCS</u>							
287	482	482	8216 Printing and Binding	482	482	0	0.00 %
287	482	482	OBJECT TOTAL	482	482	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
11	991	991	8302 Technical Supplies	991	991	0	0.00 %
11	991	991	OBJECT TOTAL	991	991	0	0.00 %

319,396	335,803	335,803	TOTAL	343,005	343,005	7,202	2.14 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION <b>PUBLIC LIBRARY</b>	ACTIVITY <b>HUBBARD BOOK FUND</b>	PROGRAM	CODE <b>730</b>
-----------------------------------	--------------------------------------	---------	--------------------

#### EXPLANATION

This appropriation represents an authorization to expend the interest earnings, of the Fred Hubbard Library Book Fund, which are reflected in the General Fund Revenues (Account #7022).

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Public Library	Activity Hubbard Book Fund	Program Hubbard Book Fund	Code 0730
----------------------------	-------------------------------	------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
242	30	30	8220 Other Contractual Services	30	30	0 0.00 %
242	30	30	OBJECT TOTAL	30	30	0 0.00 %

242	30	30	TOTAL	30	30	0	0.00 %
-----	----	----	-------	----	----	---	--------

# **PARKS & RECREATION**

# PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION <b>PARKS AND RECREATION</b>	ACTIVITY	PROGRAM SUMMARY		CODE <b>800</b>	
<u>PERSONNEL SUMMARY</u>		2019-2020 <u>Authorized</u>	2020-2021 <u>Requested</u>	2020-2021 <u>Proposed</u>	2020-2021 <u>Approved</u>
<u>Positions (in work years)</u>					
<b>Administration</b>					
Supt. of Parks and Recreation	1.0	1.0	1.0		
Recreation Supervisors*	2.0	2.0	2.0		
Recreation Supervisor** (formerly Recreation Program Specialist)	1.0	1.0	1.0		
Administrative Secretary I	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>		
	6.0	6.0	6.0		
<b>Parks and Grounds</b>					
Supervisor of Parks, Grounds & Cemeteries***	1.0	1.0	1.0		
Groundskeeper Foreperson	1.0	1.0	1.0		
Groundskeeper IV	1.0	1.0	1.0		
Groundskeeper I	9.0	9.0	9.0		
Parks Mechanic II	1.0	1.0	1.0		
Town Center Maintainer (Beautification Worker) (PT)	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>		
	13.3	13.3	13.3		
<b>Cemeteries</b>					
Groundskeeper IV	1.0	1.0	1.0		
Parks Laborer (Cemetery Maintainer) (PT)	0.4	0.4	0.4		
Office Assistant (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>		
	1.9	1.9	1.9		
<b>Overtime (work hours)</b>					
Parks & Grounds	1,676.8	1,676.8	1,676.8		
Cemeteries	<u>286.0</u>	<u>286.0</u>	<u>286.0</u>		
	1,962.8	1,962.8	1,962.8		
<b>Seasonal (work hours)</b>					
Maintenance Cemetery – Maintainer	960.0	960.0	960.0		
Maintenance Parks & Grounds – Maintainer	<u>8,400.0</u>	<u>8,400.0</u>	<u>8,400.0</u>		
	9,360.0	9,360.0	9,360.0		
<b>Board of Parks and Recreation</b>					
Recording Clerk	1.0	1.0	1.0		

\*Approximately 25% of the funding for these positions is charged to the Recreation Fund.

\*\*This position is charged in full to the Recreation Fund.

\*\*\*2.5% of the funding for this positions is charged to the Cemetery Fund.

FUNCTION <b>PARKS AND RECREATION</b>	ACTIVITY <b>ADMINISTRATION</b>	PROGRAM	CODE <b>810</b>
---	-----------------------------------	---------	--------------------

## EXPLANATION

This account includes the personnel, equipment, and materials needed for the department's overall administration.

## HIGHLIGHTS OF FY 2019-2020 OPERATION

- We're celebrating our 39<sup>th</sup> year of hosting the Life. Be In It. Extravaganza. This is a major annual fundraiser for the Department.
- The Department continues to recruit public/private partnerships as advertising in our quarterly program guide, which is a significant fundraiser for the Department.
- The Department has completely computerized its operation, which allows residents to register online. Over blank people have registered for programs online, making it convenient and economical.
- For the first year, the Department hosted a Water Lantern Festival. Over 12,000 people attended this beautiful and serene event at Mill Pond Park.
- The Department's annual Motorcycle Madness event won the Connecticut Recreation and Parks Association Program of Merit Award. In its fourth year, the program was culminated with a close-proximity fireworks show.
- Introduced the brand new, town-wide Kindness Counts program.
- The Life. Be in it. Extravaganza celebration was expanded this year by adding camp carnival day, three skydivers landing in Mill Pond, Kindness Counts celebration, live bands all four days, two-story high inflatable water slide, and children's Monster Mural.
- The Department's annual Touch-a-Truck event experienced its largest numbers in history.

## OBJECTIVES

- Stay current with trends in the parks and recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- Follow the recommendations of the Parks and Recreation Master and Strategic Plans.
- Continue to provide inclusive, quality programs and construct and maintain fully accessible facilities.
- Continue to improve customer service by improving marketing and communications through social media and other forms of advertising.
- Continue implementing and developing the Management Information System (MIS) entitled RecTrac.
- Conveniently offer registration and facility use information online.
- Enhance the existing after school program entitled ERC, which stands for education, recreation, and cultural arts, in all four elementary schools.
- Enrich the downtown Holiday lights and decorations.

## MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSME salaries and Administrative salaries at 2019-20 rates.
- Office Supplies increased to reflect additional needs.

Function Parks & Recreation		Activity Parks & Recreation Administr.		Program Parks & Recreation Administr.		Code 0810	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
321,030	321,537	321,537	8101 Full time salaries	325,396	331,338	9,801	3.05 %
600	900	900	8103 Part Time	900	900	0	0.00 %
300	400	400	8105 Longevity	500	500	100	25.00 %
321,930	322,837	322,837	OBJECT TOTAL	326,796	332,738	9,901	3.07 %
<u>PROFESSIONAL SVCS</u>							
662	1,077	1,077	8202 Dues and Subscriptions	1,077	1,077	0	0.00 %
937	1,400	1,400	8204 Conferences,Meetings,Training	1,400	1,400	0	0.00 %
803	1,500	1,500	8210 Equipment Rental	1,500	1,500	0	0.00 %
265	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
2,666	4,277	4,277	OBJECT TOTAL	4,277	4,277	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,051	1,600	1,600	8301 Office Supplies	1,900	1,900	300	18.75 %
0	300	300	8310 Other Materials	300	300	0	0.00 %
1,051	1,900	1,900	OBJECT TOTAL	2,200	2,200	300	15.79 %
325,647	329,014	329,014	TOTAL	333,273	339,215	10,201	3.10 %

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	PARKS AND PUBLIC GROUNDS	831

### EXPLANATION

This program provides maintenance and upkeep for all park, school and municipal grounds, including 3 major parks, 9 neighborhood parks, 3 town greens, 5 firehouses, the Town Library, Senior and Disabled Center, Town Hall, 7 miles of pathways, 3 cemeteries, 2 outdoor pools, 7 school grounds, 2 historic houses, 2 farm properties, and the center of Town for a total of over 300 acres. Responsibilities include turf, tree and shrub management, leaf removal from parks, schools, town buildings and roadsides, athletic field preparation, apparatus and equipment maintenance, development work, litter and refuse removal, and winter snow and sanding operations. It also provides for the year-round maintenance of the community garden plots, picnic and recreation facilities, Skate Park, several miles of hiking/biking trails, public rights of way, cul-de-sacs, roadside mowing and flower beds and decorative planters.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Personnel performed numerous duties to ensure that the Life Be in It Extravaganza was a success.
- Installed new LED light's at Mill Pond for night event's
- Division personnel prepared for the annual tree lighting in December by decorating the Center Green, Main St. Market Square and Municipal parking lot areas.
- New lights were purchased and installed for the annual tree lighting.
- Athletic fields were well maintained despite difficult growing conditions.
- Field Turf professionally cleaned Clem football field.
- Completed renovation to the skate park with pavilion.
- Completed new roof on Middle Pavilion at Churchill Park.

### OBJECTIVES

- Continue to enhance beautification of the town center.
- Maintain and enhance all parks, school and municipal grounds to provide safe and enjoyable outdoor recreational and athletic facilities for interscholastic, youth and adult league play and family recreational pursuits at town parks.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME salaries and Administrative salaries at 2019-20 rates.
- Part time and Seasonal reflect minimum wage increase required as of 9/1/20.
- Equipment rental increased for rising cost and quantity of portable bathrooms and for rental of man-lift to install Christmas decorations.
- Equipment Maintenance reflects prior year transfers.
- Increasing costs are reflected in Other Contractual Services relating to fire extinguisher inspections and tennis court preparations.
- Technical Supplies increased due to rising cost of supplies for pool maintenance, ice melt, field marking and holiday decorations.
- Agricultural Supplies reflects increases in cost of fertilizer, grass seed and flowers.
- Construction & Maintenance Materials reduced for pavilion being re-done in the current year by Town forces.
- Equipment Parts includes increases in costs for these items.
- Technical Equipment increased for purchase of new Sprayer for field maintenance, purchase to be split with Cemetery.

Function Parks & Recreation		Activity Grounds Maintenance		Program Parks and Public Grounds		Code 0831	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
754,038	870,047	870,047	8101 Full time salaries	882,414	887,090	17,043	1.96 %
116,680	84,839	84,839	8102 Overtime	84,839	84,839	0	0.00 %
6,212	6,006	6,006	8103 Part Time	6,377	6,377	371	6.18 %
64,135	103,740	103,740	8104 Seasonal	109,534	109,534	5,794	5.59 %
3,550	3,750	3,750	8105 Longevity	4,250	4,250	500	13.33 %
944,615	1,068,382	1,068,382	OBJECT TOTAL	1,087,414	1,092,090	23,708	2.22 %
<u>PROFESSIONAL SVCS</u>							
350	600	600	8202 Dues and Subscriptions	600	600	0	0.00 %
3,355	3,070	3,070	8204 Conferences,Meetings,Training	3,070	3,070	0	0.00 %
2,314	2,100	2,100	8207 Clothing Allowance	2,100	2,100	0	0.00 %
11,202	17,108	17,108	8210 Equipment Rental	17,720	17,720	612	3.58 %
4,939	4,758	11,938	8212 Equipment Maintenance	4,758	4,758	-7,180	-60.14 %
380	0	0	8213 Facilities Maintenance	0	0	0	****
16,283	30,964	30,964	8220 Other Contractual Services	32,089	32,089	1,125	3.63 %
38,823	58,600	65,780	OBJECT TOTAL	60,337	60,337	-5,443	-8.27 %
<u>MATERIAL &amp; SUPPLIES</u>							
55,508	56,428	56,428	8302 Technical Supplies	61,149	61,149	4,721	8.37 %
6,865	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	0	0.00 %
66,143	53,255	49,665	8304 Agricultural Supplies	57,498	57,498	7,833	15.77 %
14,522	17,500	17,500	8306 Constr.& Maintenance Materials	17,000	13,500	-4,000	-22.86 %
5,679	4,300	4,300	8307 Equipment Parts	5,000	5,000	700	16.28 %
5,943	5,700	5,700	8310 Other Materials	5,700	5,700	0	0.00 %
154,661	144,763	141,173	OBJECT TOTAL	153,927	150,427	9,254	6.56 %
<u>CAPITAL OUTLAY</u>							
10,724	13,600	10,010	8402 Technical Equipment	24,100	24,100	14,090	140.76 %
20,000	0	0	8409 Other	0	0	0	****
30,724	13,600	10,010	OBJECT TOTAL	24,100	24,100	14,090	140.76 %
1,168,822	1,285,345	1,285,345	TOTAL	1,325,778	1,326,954	41,609	3.24 %

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

### EXPLANATION

Parks and Grounds personnel provide maintenance and interment services for the Town cemeteries. The cost of this program is paid by the Cemetery Fund (Special Revenue Fund, Code 5001) by way of a transfer in from the fund that is reflected in General Fund Revenue #7012.

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990 and again in 2010, was designed with maintenance efficiency standards and averages over 120 interments per year.
- Center Cemetery, which dates back to the 1700's, is sold to capacity and continues to average 5 or 6 interments per year and requires labor-intensive maintenance.
- Church Street cemetery is an ancient, inactive cemetery which is maintained by Parks and Grounds.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- A memorial service was held at the Cherish the Children statue in September.
- There were 116 interments in 2019.
- The Wreaths Across America ceremony was held at West Meadow Cemetery in December.
- Implement new fee schedule

### OBJECTIVES

- To provide efficient maintenance and interment services to Town operated cemeteries.
- To enforce and carry out all cemetery regulations as required by the Newington Town Charter.
- To continue to replace declining shrub beds and perennials.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME and Administrative employees at 2019-20 rates.
- Part time reflects 2018-19 rate for office clerk and new minimum wage required as of 9/1/20 for Cemetery worker.
- Seasonal reflects new minimum wage required as of 9/1/20.
- Technical Equipment and Office Equipment remain the same, but are for different items than in last year - a new Sprayer for cemetery maintenance (purchase to be split with Grounds) and chairs for cemetery sales.

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Cemeteries		0832	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
72,654	74,327	74,327	8101 Full time salaries	74,084	74,204	-123	-0.17 %
10,254	16,445	16,445	8102 Overtime	16,445	16,445	0	0.00 %
15,707	23,550	23,550	8103 Part Time	23,049	23,049	-501	-2.13 %
1,773	9,840	9,840	8104 Seasonal	11,357	11,357	1,517	15.42 %
850	950	950	8105 Longevity	1,000	1,000	50	5.26 %
101,238	125,112	125,112	OBJECT TOTAL	125,935	126,055	943	0.75 %
<u>PROFESSIONAL SVCS</u>							
0	400	400	8202 Dues and Subscriptions	400	400	0	0.00 %
2,892	2,120	2,120	8206 Utilities	2,120	2,120	0	0.00 %
0	3,500	3,500	8220 Other Contractual Services	3,500	3,500	0	0.00 %
2,892	6,020	6,020	OBJECT TOTAL	6,020	6,020	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
3,966	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
8,045	6,691	6,691	8304 Agricultural Supplies	6,691	6,691	0	0.00 %
5,636	4,300	4,300	8306 Constr.& Maintenance Materials	4,300	4,300	0	0.00 %
17,646	14,391	14,391	OBJECT TOTAL	14,391	14,391	0	0.00 %
<u>CAPITAL OUTLAY</u>							
5,150	12,500	12,500	8402 Technical Equipment	12,500	12,500	0	0.00 %
377	800	800	8406 Office Equipment	800	800	0	0.00 %
5,527	13,300	13,300	OBJECT TOTAL	13,300	13,300	0	0.00 %
127,303	158,823	158,823	TOTAL	159,646	159,766	943	0.59 %

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM HISTORICAL PROPERTIES	CODE 833
----------------------------------	---------------------------------	----------------------------------	-------------

#### EXPLANATION

The Kellogg-Eddy House and the Kelsey House, owned by the Town of Newington, are leased to the Newington Historical Society and Trust which is responsible for rooms and areas designated as parts of the historical museums. The Parks and Grounds Division and Facilities Managements are responsible for all other maintenance aspects of the houses and grounds.

#### HIGHLIGHTS OF FY 2019-2020 OPERATION

#### OBJECTIVES

- In cooperation with the Facilities Department, maintain the outside grounds.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Historical Properties	0833

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>CAPITAL OUTLAY</u>						
379	500	500	8408 Building Improvements	500	500	0 0.00 %
379	500	500	OBJECT TOTAL	500	500	0 0.00 %

379	500	500	TOTAL	500	500	0	0.00 %
-----	-----	-----	-------	-----	-----	---	--------

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM TREE MAINTENANCE	CODE 834
----------------------------------	---------------------------------	-----------------------------	-------------

### EXPLANATION

Under the Tree Warden's direction, the tree maintenance program funds the maintenance of all roadside trees which are valued over 30 million dollars. This program also maintains all the trees in parks and all municipal buildings.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- Continued to address tree concerns to ensure safety.
- Continued the joint agreement with the Town of Wethersfield for tree service.
- Planted trees in parks and roadside areas.

### OBJECTIVES

- Manage the municipal tree inventory to enhance public safety while preserving shade, clean air and character of the Town.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects small increase for Tree Warden.
- Redistributed funds within the Technical Supplies account by decreasing tree equipment and increasing tree maintenance/replacement. Shows increase only due to prior year transfer to Building Improvements for garage doors.

Function Parks & Recreation		Activity Grounds Maintenance		Program Tree Maintenance		Code 0834	
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,750	1,750	1,750	8101 Full time salaries	2,000	2,000	250	14.29 %
1,750	1,750	1,750	OBJECT TOTAL	2,000	2,000	250	14.29 %
<u>PROFESSIONAL SVCS</u>							
960	2,450	2,450	8204 Conferences,Meetings,Training	2,450	2,450	0	0.00 %
48,836	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0	0.00 %
49,796	27,450	27,450	OBJECT TOTAL	27,450	27,450	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
8,000	8,000	3,200	8302 Technical Supplies	8,000	8,000	4,800	150.00 %
8,000	8,000	3,200	OBJECT TOTAL	8,000	8,000	4,800	150.00 %
<u>CAPITAL OUTLAY</u>							
0	0	4,800	8408 Building Improvements	0	0	-4,800	0.00 %
0	0	4,800	OBJECT TOTAL	0	0	-4,800	0.00 %
59,546	37,200	37,200	TOTAL	37,450	37,450	250	0.67 %

## **INSURANCE/MISCELLANEOUS**

## **INSURANCE AND MISCELLANEOUS**

**910 MUNICIPAL INSURANCE AND BONDS**

**930 GREATER HARTFORD TRANSIT DISTRICT**

**940 EMPLOYEE BENEFITS**

**950 DONATIONS AND CONTRIBUTIONS**

**960 CONTINGENCY**

FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY MUNICIPAL INSURANCE	PROGRAM	CODE 910
---------------------------------------	---------------------------------	---------	-------------

### EXPLANATION

This account funds premiums on various types of municipal insurance including:

- Worker's Compensation
- General Liability
- Auto Liability
- Auto Physical Damage
- Umbrella Liability
- Police Professional Liability
- Public Official Liability
- Property Coverage
- Surety Bonds
- Fee for the Town's Insurance Agent of Record.

### HIGHLIGHTS OF FY 2019-2020 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the first year of their three year appointment
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.
- Coverage was provided for some cyber liability incurred by the Town and Board of Education, in the event that personal financial information is compromised by the Town.

### OBJECTIVES

- Keep the Town's premiums low by reducing the frequency and severity of both slips and falls and materials handling injuries.
- Continue to maintain an excellent working relationship with the Agent of Record.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Rates for coverage included in accounts 10911 through 10919 increased by 5% over expiring premiums.

FUNCTION		ACTIVITY		PROGRAM		CODE	
Insurance - Miscellaneous		Municipal Insurance				0910	
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget	
Object Summary							
835,677	865,585	865,585	200 Contractual Services	852,473	852,473	-13,112	-1.51%
35,000	125,000	125,000	500 Transfers to Other Funds	125,000	125,000	0	0.00%
870,677	990,585	990,585		977,473	977,473	-13,112	-1.32%
Program Summary							
417,425	436,165	436,165	0911 Workers Compensation	420,349	420,349	-15,816	-3.63%
162,575	169,680	169,680	0912 General Liability & Auto Ins.	170,252	170,252	572	0.34%
69,056	72,513	72,513	0914 Umbrella Liability	72,513	72,513	0	0.00%
40,675	42,710	42,710	0915 Police Professional Liability	42,803	42,803	93	0.22%
50,290	52,807	52,807	0916 Public Official Liability	52,807	52,807	0	0.00%
40,843	40,764	40,764	0919 Property Coverage	42,803	42,803	2,039	5.00%
33,346	33,346	33,346	0920 Other Coverage	33,346	33,346	0	0.00%
0	100	100	0921 Surety Bonds	100	100	0	0.00%
21,467	17,500	17,500	0922 Agent Fees	17,500	17,500	0	0.00%
35,000	125,000	125,000	0925 Reimbursement Insurance Fund	125,000	125,000	0	0.00%
870,677	990,585	990,585	TOTAL	977,473	977,473	-13,112	-1.32%

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

#### EXPLANATION

This account includes a voluntary contribution based on cost per capita, which is used for support of the Transit District Board and its staff.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity		Program		Code
Insurance-Miscellaneous	Greater Htfd. Transit District		Greater Htfd. Transit District		0930
2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
2,930	2,930	2,930	8218 Contributions and Subsidies	2,930	2,930 0 0.00 %
2,930	2,930	2,930	OBJECT TOTAL	2,930	2,930 0 0.00 %
2,930	2,930	2,930	TOTAL	2,930	2,930 0 0.00 %

FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY EMPLOYEE BENEFITS	PROGRAM SUMMARY	CODE 940
---------------------------------------	-------------------------------	--------------------	-------------

### EXPLANATION

This account provides for:

- Contributions for current employee medical benefits including hospital, medical/ surgical, dental and prescriptions that is a self-insured activity accounted for in the Health Benefit Fund (5009);
- Contributions for retired employee medical benefits accounted for in the Other Post Employment Benefits (OPEB) Trust;
- Pension contributions for the Town's retirement plans (Administrative; Police IBPO; and AFSCME);
- Life and disability insurance for all full time employees;
- Social Security and Medicare taxes for full time and part time employees; and
- Disability income and unemployment compensation benefits for which the Town is responsible.

### MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is a 0% increase. The 2020-2021 budgeted amount for the Town's contribution for current employees (net of co-pays, COBRA and other income) for the Blue Cross/Blue Shield ASO (Administrative Services Only) program totals \$2,772,708. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$1,301,000 is included.

The Town, involved in the ASO self-insurance program since March 1989, pays directly for actual claims incurred. The Town continues to explore and implement initiatives to reduce health insurance costs while meeting its contractual obligations. The employee co-insurance payment, enacted for all employee groups, also helps partially offset these additional costs. Interest earnings are deposited directly into the Health Benefits Fund in order to offset the Town's contribution.

The pension contribution requirements are based on the annual actuarial valuation. In addition to the three Defined Benefit plans, the Town's contribution to the Administrative, Municipal and NVFD defined contribution plans and police money purchase plan are included here. Overall, the Town's contribution for all these accounts decreased by \$71,671.

The 2020 wage base for Social Security taxes is \$137,700. All 2020 wages are subject to Medicare taxes. The total tax rate remains the same at 7.65% (6.20% for Social Security and 1.45% for Medicare). In total these expense line items increased by \$249 or less than 1%.

The 2020-2021 budget incorporates the requirement that the Town maintain the reserve levels for both the Town and Board of Education groups, as per the Health Benefits Memorandum of Understanding that the Town Council and the Board of Education agreed to on August 27, 1996. The agreement also allows the Town and Board of Education to reduce contributions to the Health Benefits Fund during a current fiscal year or in the subsequent year if actual paid claims are projected to be below the original expected claims estimate for the plan year.

FUNCTION			ACTIVITY	PROGRAM		CODE	
Insurance - Miscellaneous			Employee Benefits	Summary		0940	
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget	
<b>Object Summary</b>							
10,578,132	11,078,397	11,078,397	200 Contractual Services	11,446,108	11,212,474	134,077	1.21%
10,578,132	11,078,397	11,078,397		11,446,108	11,212,474	134,077	1.21%
<b>Program Summary</b>							
4,344,301	4,331,023	4,331,023	0941 Medical Insurance	4,620,108	4,530,452	199,429	4.60%
32,610	37,253	37,253	0942 Life Insurance	37,581	37,581	328	0.88%
5,222,232	5,614,220	5,614,220	0943 Retirement	5,686,527	5,542,549	-71,671	-1.28%
594,944	683,618	683,618	0944 Social Security	683,680	683,680	62	0.01%
233,078	248,601	248,601	0945 Medicare Taxes	248,788	248,788	187	0.08%
150,967	163,682	163,682	0946 Other Benefits	169,424	169,424	5,742	3.51%
10,578,132	11,078,397	11,078,397	<b>TOTAL</b>	11,446,108	11,212,474	134,077	1.21%

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	DONATIONS AND CONTRIBUTIONS		950

#### EXPLANATION

This program, previously entitled Special Community Activities, has been combined and accounts for donations and contributions to various community activities including:

- Memorial Day
- Community Access Television
- NVFD Veterans

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Town 150<sup>th</sup> Anniversary was removed because it was one-time funding in FY20.
- All others remained the same.

FUNCTION			ACTIVITY		PROGRAM			CODE
Insurance - Miscellaneous			Donations & Contributions		Summary			0950
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget			2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget	
<b>Object Summary</b>								
17,500	22,500	22,500	200 Contractual Services		17,500	17,500	-5,000	-22.22%
17,500	22,500	22,500			17,500	17,500	-5,000	-22.22%
<b>Program Summary</b>								
5,000	5,000	5,000	0953 Memorial Day Parade		5,000	5,000	0	0.00%
0	5,000	5,000	0954 Town 150th Anniversary		0	0	-5,000	****
10,000	7,500	7,500	0956 Community Access Television		7,500	7,500	0	0.00%
2,500	5,000	5,000	0957 NVFA - Veterans		5,000	5,000	0	0.00%
17,500			TOTAL		17,500	17,500	-5,000	-22.22%

FUNCTION <b>INSURANCE – MISCELLANEOUS</b>	ACTIVITY <b>CONTINGENCY</b>	PROGRAM <b>MANAGER'S CONTINGENCY</b>	CODE <b>961</b>
--	--------------------------------	---	--------------------

**EXPLANATION**

This program provides a contingency for unforeseen expenses in Town Government operations.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- The amount budgeted is one-tenth of one percent (0.1%) of the overall budget for which the Town Manager is responsible.

Function Insurance-Miscellaneous	Activity Contingency	Program Manager's Contingency	Code 0961
-------------------------------------	-------------------------	----------------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
46,631	48,500	48,500	8220 Other Contractual Services	48,500	48,500 0 0.00 %
46,631	48,500	48,500	OBJECT TOTAL	48,500	48,500 0 0.00 %

46,631	48,500	48,500	TOTAL	48,500	48,500	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY CONTINGENCY	PROGRAM SPECIAL CONTINGENCY	CODE 962
---------------------------------------	-------------------------	--------------------------------	-------------

#### EXPLANATION

This program allows budgetary flexibility for significant unforeseen expenses and wage settlements and/or other salary increases that are not yet known. State law requires Town Council authorization for expenditures from this account. Expenditures from Special Contingency are typically transferred to the departmental budget appropriations where they more correctly should be charged to reflect the true cost of operation. As a result, the historic figures for both the current year budget and actual expenditures are net of these transfers.

#### HIGHLIGHTS OF FY 2019-2020 OPERATIONS

The following table shows the total original appropriations in Contingency programs, less the Town Council's approved transfers from the Special Contingency program to other departmental budgets in FY 2019-2020 through February 26, 2020:

Original Appropriation	\$379,000
<b>Less: Transfers to Other Departments:</b>	
Council Transfers as of 2/26/2020	\$0
Amended Budget Appropriation	\$379,000

#### MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is three-tenths of one percent (0.3%) of total General Fund estimated expenditure. The account was increased to reflect sufficient funds for contract negotiations including potential wage increases for administrative, part time and AFSCME personnel.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget		2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
0	379,000	379,000	8220 Other Contractual Services	503,400	416,400	37,400 9.87 %
0	379,000	379,000	OBJECT TOTAL	503,400	416,400	37,400 9.87 %

0	379,000	379,000	TOTAL	503,400	416,400	37,400	9.87 %
---	---------	---------	-------	---------	---------	--------	--------

# **DEBT/MDC**

1000 DEBT SERVICE

FUNCTION <b>DEBT SERVICE</b>	ACTIVITY	PROGRAM	CODE <b>1000</b>
---------------------------------	----------	---------	---------------------

### EXPLANATION

Serial Bonds are a long-term method of financing capital projects whereby principal is repaid in periodic installments over the life of the issue, for a twenty (20) year period or less.

Standard & Poor's Ratings Services confirmed its rating on Newington's general obligation (GO) bonds at 'AA+' during our rating review call in May of this past year prior to going out to bond on the new Town Hall/Community Center project.

### MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2020</u>	<u>Principal Paid 2020-21</u>	<u>Interest Paid 2020-21</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Town Hall Building Project	2020	15,000,000	750,000	450,000	1,200,000	Unknown	2040
Town Hall Building Project	2019	6,412,500	337,500	75,875	590,625	2.70	2039
Town Hall Building Project - BOE Education Facilities I & II Refunding (E. Green & R. Chaffee)	2019	2,137,500	112,500	25,291	196,875	2.70	2039
Police Station I & II Refunding	2013	1,038,000	267,000	20,880	287,880	1.58	2024
<b>Total</b>		<b>26,360,000</b>	<b>1,875,000</b>	<b>607,598</b>	<b>2,482,598</b>		

Debt service payments increased by \$957,367 in fiscal year 2020-2021 due to additional bond sale which is scheduled for May 2020. This bond is anticipated to be in the amount of \$15,000,000 for the new Town Hall Building Project.

FUNCTION Debt Service	ACTIVITY Summary	PROGRAM	CODE 1000
--------------------------	---------------------	---------	--------------

2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget
<b>Object Summary</b>						
786,081	1,525,231	1,685,898	200 Contractual Services	2,482,598	2,482,598	796,700 47.26%
786,081	1,525,231	1,685,898		2,482,598	2,482,598	796,700 47.26%
<b>Program Summary</b>						
91,081	385,231	545,898	1014 Interest Expense	607,598	607,598	61,700 11.30%
695,000	1,140,000	1,140,000	1024 Principal Payments	1,875,000	1,875,000	735,000 64.47%

786,081	1,525,231	1,685,898	2,482,598	2,482,598	796,700	47.26%
---------	-----------	-----------	-----------	-----------	---------	--------

1050 METROPOLITAN DISTRICT COMMISSION

**EXPLANATION**

The Metropolitan District Commission (MDC) provides water and sewer service to Hartford area residents. The cost of sewer service, paid through a tax levied on the eight member towns of the MDC (Newington, Hartford, E. Hartford, Wethersfield, Windsor, Bloomfield, Rocky Hill and W. Hartford), provides funds for the operating and maintenance costs of the wastewater system and a share of MDC's general administration. The regional hazardous household waste collection program is also included. Funding is also included for sewer assessments for Newington Housing Authority units.

The method for taxing member municipalities is set forth in Section 3-10 of the MDC Charter which grants the District Board the power to levy a tax on the member towns sufficient to finance the MDC's sewer operations. The tax is divided among the eight member towns in proportion to the total tax revenues received in each town averaged over the previous three years.

The following table shows the annual sewer tax levied on Newington and the other member towns for the last three years:

	<b><u>2018</u></b>	<b><u>%</u></b>	<b><u>2019</u></b>	<b><u>%</u></b>	<b><u>2020</u></b>	<b><u>%</u></b>
Hartford	\$11,550,400	25.67%	\$12,372,000	25.69%	\$13,035,400	25.32%
E. Hartford	5,486,600	12.19%	5,775,200	12.00%	6,089,300	11.83%
NEWINGTON	4,120,900	9.16%	4,318,900	8.97%	4,623,100	8.98%
Wethersfield	3,707,800	8.24%	3,979,400	8.26%	4,240,800	8.24%
Windsor	4,001,500	8.89%	4,274,900	8.88%	4,611,600	8.96%
Bloomfield	3,256,200	7.23%	3,488,600	7.25%	3,879,300	7.54%
Rocky Hill	2,712,500	6.03%	2,909,600	6.04%	3,144,100	6.11%
W. Hartford	<u>10,168,100</u>	<u>22.59%</u>	<u>11,034,500</u>	<u>22.91%</u>	<u>11,852,100</u>	<u>23.02%</u>
<b>TOTAL</b>	<b>\$45,004,000</b>	<b>100.00%</b>	<b>\$48,153,100</b>	<b>100.00%</b>	<b>\$51,475,700</b>	<b>100.00%</b>

(Source: MDC's 2020 Adopted Budget)

**MAJOR BUDGET CHANGES AND COMMENTARY**

The MDC's Fiscal Year (January 1 to December 31) is different from the Town's Fiscal Year (July 1 to June 30), with a result that any changes in the MDC budget are not fully reflected in the Town's 2020-21 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2020 tax bill for Newington. The remainder of Newington's budgeted funds is a lag adjustment from the previous fiscal year, equal to the difference between the total 2020 MDC tax for Newington and the amount paid on the 2019 MDC tax (i.e., 50%) during FY 2019-20.

Function Metropolitan District	Activity Metropolitan District Tax	Program MDC - Assessment	Code 1051
-----------------------------------	---------------------------------------	-----------------------------	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
4,343,265	4,466,300	4,466,300	8220 Other Contractual Services	4,823,600	4,823,600 357,300 8.00 %
4,343,265	4,466,300	4,466,300	OBJECT TOTAL	4,823,600	4,823,600 357,300 8.00 %

4,343,265	4,466,300	4,466,300	TOTAL	4,823,600	4,823,600	357,300	8.00 %
-----------	-----------	-----------	-------	-----------	-----------	---------	--------

**CIP/EQR**

# CAPITAL IMPROVEMENTS

FUNCTION CAPITAL IMPROVEMENTS	ACTIVITY SUMMARY	PROGRAM	CODE	
EXPLANATION	1100			
STATE AID				
Project Title	Department Request	Town Manager Proposed	CIP Committee Proposed	
General Government				
Indian Hill Country Club Clubhouse Roof Replacement	238,400			
Revaluation	200,000	168,000	168,000	
Municipal Vault Record Fixtures & Shelving	45,500			
General Property Improvements	90,000	90,000	90,000	
Town Buildings Mechanical Reserve	40,000			
Town Buildings Sidewalk Replacement & Repairs	25,000	25,000	25,000	
Town Hall Furniture, Fixtures & Equipment	80,000	80,000	80,000	
Town Hall/Community Ctr Technology Costs	550,000			
Townwide Fiber Optic Deployment	700,000			
Town Hall/Community Center Audio/Visual	450,000	450,000	450,000	
Information Technology Reserve	668,250	600,000	600,000	
Public Safety				
Radio Replacement Reserve	40,000	40,000	40,000	
Fire Department PPE Replacement & PPE Dryer (Personal Protective Equip)	72,000	60,000	60,000	
Fire Dept Thermal Imager Camera Replacements	90,000	25,000	25,000	
Fire Co #5 Interior and Exterior Painting	30,000			
Fire Co #4 & #5 Heating System Replacement	25,000			
Fire Co #1 Energy Efficient Radiant Heat System	50,000			
Public Works				
Local Bridge & Dam Inspection and Maintenance	50,000	25,000	25,000	
Road Resurfacing/Reconstruction	1,100,000	900,000	900,000	
Public Building Resurfacing Program	50,000			
Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	300,000			
Flood Control System Maintenance Reserve	40,000			
MS4 Compliance/Stormwater Management Plan	25,000			
Drainage Improvements	25,000			
Drainage Projects	275,000			
Stonewall Repair	50,000			
MDC Wet Weather Sewer Separation Teaming/Participation	50,000			
Traffic Signal Reserve	50,000	50,000	50,000	
Highway Garage Building Upgrades & Repairs	90,000			
Highway Garage Building Addition	425,000			
Community Development				
Newington Town Center Vision Plan	50,000			
Newington Town Center East Concept Plan	100,000			
Community Services				
Senior & Disabled Center Window Replacements	50,000	50,000	50,000	
Senior & Disabled Center Removal of Auditorium Stage	100,000			
Library	Library Carpet Replacement	25,204	25,204	25,204
Parks And Recreation	Handicapped Accessible Playground - Clem Lemire Complex	100,000	100,000	100,000
	Community Center Furniture and Equipment	85,000		
	Park, Pool & Playfield Improvements	200,000	50,000	50,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000		
	Synthetic Turf Field Replacement Reserve	50,000		
	Sports Field Irrigation (various fields)	50,000		
	Volunteer Little League Baseball Field Renovations	40,000		
Education	Appr. To Public School CIP Reserve	125,000	125,000	125,000
	School Bus Replacement Program	492,000		
	School Technology Reserve	188,828	188,828	
Subtotal Capital Improvements		7,630,182	3,052,032	2,863,204
Equipment Replacement	Equipment Replacement Reserve	630,000	630,000	630,000
	Lease Purchase & Other Payments	267,400	267,400	267,400
Annual Debt Service Payments		2,482,598	2,482,598	2,482,598
GRAND TOTAL		11,010,180	6,432,030	6,243,202
				5,643,202

Function Capital Improvements	Activity Capital Improvement Program	Program Capital Improvement Program	Code 1100
----------------------------------	---	--	--------------

2018 - 2019 Actual	2019 - 2020 Original Budget	2019 - 2020 Revised Budget	2020 - 2021 Department Request	2020 - 2021 Manager Proposed	Change from Revised budget
<u>T/F'S TO OTHER FUNDS</u>					
2,776,428	3,673,076	3,673,076	8501 T/F to Capital Non-Recurring	6,101,782	2,088,204 -1,584,872 -43.15 %
630,000	687,092	1,002,092	8502 T/F to Public Building Fund	803,400	50,000 -952,092 -95.01 %
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000 0 0.00 %
3,531,428	4,485,168	4,800,168	OBJECT TOTAL	7,030,182	2,263,204 -2,536,964 -52.85 %

3,531,428	4,485,168	4,800,168	TOTAL	7,030,182	2,263,204 -2,536,964 -52.85 %
-----------	-----------	-----------	-------	-----------	-------------------------------

# EQUIPMENT RESERVE

FUNCTION <b>EQUIPMENT RESERVE</b>	ACTIVITY <b>SUMMARY</b>	PROGRAM	CODE <b>2000</b>
--------------------------------------	----------------------------	---------	---------------------

### EXPLANATION

The Equipment Reserve program provides for the replacement of existing major equipment and rolling stock. Additional information on expenditures from the Equipment Reserve is contained in the Long-Range Capital Improvement Plan (CIP) document.

### MAJOR BUDGET CHANGES AND COMMENTARY

- The formulation of the "Equipment Replacement Schedule" provides the full life cycle projection of each piece of existing equipment as it is acquired in the motor vehicle fleet.
- The appropriation for 2020-2021 includes funding for: 1) annual straight-line depreciation-reserve of the entire Town fleet which reflects an increase based on the actual rising value of vehicles purchased during the past several years, 2) lease-financed payments scheduled for the fire apparatus.

The following expenditures are included for FY 2020-2021:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$52,163	
Public Safety Police	59,585	
Public Safety Fire	9,655	267,400
Highway	396,817	
Parks & Grounds	111,780	
<b>Total</b>	<b>\$630,000</b>	<b>\$267,400</b>

\$293,788 Estimated June 30, 2020 Balance  
 897,400 July 1, 2020 General Fund Appropriation  
1,044,340 Estimated Purchases  
\$146,848 Estimated June 30, 2021 Balance

FUNCTION Equipment Reserve			ACTIVITY Equipment Reserve-CIP	PROGRAM Summary		CODE 2000
2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget
Object Summary						
787,400	787,400	787,400	500 Transfers to Other Funds	897,400	897,400	110,000 13.97%
Program Summary						
787,400	787,400	787,400	2500 Equipment Reserve	897,400	897,400	110,000 13.97%
787,400	787,400	787,400		897,400	897,400	110,000 13.97%

**ELLR/BOE**

# EMPLOYEE LEAVE LIABILITY RESERVE FUND

FUNCTION EMPLOYEE LEAVE LIAB. RES. FUND	ACTIVITY	PROGRAM SUMMARY	CODE 3000
--	----------	--------------------	--------------

### EXPLANATION

This account reflects annual allocations to the Employee Leave Liability Reserve Fund, which was established (Newington Code §48-4) for both Board of Education and General Government employees as a sound means to cover the Town's liability for accrued, unused sick leave to which employees are entitled to cash payments upon termination. This benefit has been eliminated for new hires. Contribution levels are periodically evaluated through actuarial consultation. Appropriations and Terminations are based on an actuarial evaluation performed by Milliman in 2019.

### MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2018-2019 Actual</u>	<u>2019-2020 Budget</u>	<u>2019-2020 Estimated</u>	<u>2020-2021 Proposed</u>
OPENING BALANCE	567,717	516,456	625,415	614,115
<b>ACTUAL/ESTIMATED RECEIPTS</b>				
Board of Education Appropriation	23,200	23,200	52,500	51,700
Town Operations Appropriation	69,700	69,700	18,300	15,300
Interest	<u>12,719</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
TOTAL RECEIPTS	105,619	103,900	81,800	78,000
AVAILABLE FUNDS	673,336	620,356	707,215	692,115
<b>EXPENDITURES/APPROPRIATIONS</b>				
Board of Education Terminations	41,054	49,000	26,700	22,200
Town Operation Terminations	6,867	108,300	57,900	100,800
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>8,500</u>	<u>0</u>
TOTAL EXPENDITURES/APPROPRIATIONS	47,921	157,300	93,100	123,000
CLOSING BALANCE	625,415	463,056	614,115	569,115

FUNCTION Employee Leave Liability Fund	ACTIVITY Summary	PROGRAM	CODE 3000
---	---------------------	---------	--------------

2018-2019 Actual	2019-2020 Original Budget	2019-2020 Revised Budget		2020-2021 Department Request	2020-2021 Manager Proposed	Change from revised budget
<b>Object Summary</b>						
92,900	92,900	92,900	500 Transfers to Other Funds	67,000	67,000	-25,900    -27.88%

<b>Program Summary</b>								
23,200	23,200	23,200	3100 Board of Educ Employee Leave Liab.	51,700	51,700	28,500	122.84%	
69,700	69,700	69,700	3200 Town Employee Leave Liability	15,300	15,300	-54,400	-78.05%	

92,900	92,900	92,900		67,000	67,000	-25,900	-27.88%
--------	--------	--------	--	--------	--------	---------	---------

# BOARD OF EDUCATION

## SUPERINTENDENT'S FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2019 - 2020</u>	<u>2019 - 2020</u>
Art	\$740,844	\$751,261
CTE	\$738,619	\$718,397
Education Technology	\$1,661,825	\$1,761,847
English/Language Arts	\$4,194,626	\$4,270,827
World Language	\$1,356,687	\$1,367,920
Mathematics	\$4,380,611	\$4,342,738
Music	\$1,207,168	\$1,173,918
Wellness	\$1,540,399	\$1,548,038
Reading	\$4,015,021	\$4,120,721
Science	\$3,462,299	\$3,505,296
STEM	\$603,645	\$610,511
Social Studies	\$3,516,575	\$3,612,023
Special Education	\$10,096,334	\$10,804,855
Homebound K-12	\$79,200	\$82,200
Continuing/Adult Education	\$104,461	\$104,949
Student Activities-Non-Athletics	\$169,571	\$170,847
Student Activities - Athletics	\$596,670	\$607,407
School Counseling	\$1,170,920	\$1,199,824
Health/Nursing Services	\$659,206	\$630,007
Psychological Services	\$1,257,029	\$1,282,176
Speech/Hearing	\$690,636	\$681,843
Curriculum & Assessment	\$345,379	\$324,399
Media/Library Services	\$828,765	\$826,533
General Supplies	\$269,357	\$239,260
Central Direction	\$1,834,997	\$1,874,188
Building Direction	\$3,893,527	\$3,916,491
Staff Development & Evaluation	\$94,210	\$102,560
Board of Education	\$528,284	\$1,093,389
Maintenance	\$2,215,045	\$2,226,887
Plant Operations	\$4,829,811	\$4,909,874
Transportation	\$3,271,712	\$3,364,257
Insurance	\$811,910	\$811,910
Other Salaries	\$1,055,719	\$1,216,025
Employee Benefits	\$12,449,188	\$13,004,568
Community Services	\$97,761	\$100,400
<b>TOTAL</b>	<b>\$74,768,011</b>	<b>\$77,358,346</b>
<b>TOWN MANAGER PROPOSED</b>		<b>\$76,768,011</b>

# **SPECIAL FUNDS**

## SPECIAL REVENUE/OTHER FUNDS

- 5001 CEMETERY FUND
- 5002 ROAD AID MAINTENANCE FUND
- 5003 LOCAL CAPITAL IMPROVEMENT PROGRAM
- 5004 RECREATION
- 5005 HUMAN SERVICES – NEEDS & DONATIONS
- 5006 SENIOR AND DISABLED CENTER DONATIONS
- 5007 INSURANCE RESERVE FUND
- 5008 PUBLIC SCHOOL CAPITAL IMPR. PROJECTS FUND
- 5009 HEALTH BENEFITS FUND
- 5010 LAND ACQUISITION FUND
- 5011 RECREATION CIP FUND

FUNCTION <b>SPECIAL REVENUE FUNDS</b>	ACTIVITY	PROGRAM <b>SUMMARY</b>	CODE <b>5000</b>
--	----------	---------------------------	---------------------

#### EXPLANATION

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. In most cases, these funds do not directly affect the mill rate. The major Special Revenue Funds in Newington are as follows:

Cemetery: Accounts for reserves designated for maintaining the Town's cemeteries.

Road Aid Maintenance: Accounts for the revenues received from the State of Connecticut Town Aid Road Grant. The fund pays for selected road maintenance projects including crack sealing.

Local Capital Improvement Program (LOCIP) Fund: Funds received from the State used to finance expenditures related to infrastructure improvements, specifically for road reconstruction.

Recreation Program: This fund accounts for all the fees collected for recreation programs and the expenditures needed to operate the programs.

Highlights of FY 2019-2020 include:

- Over 750 programs/classes were offered throughout the year, and approximately 8,000 participants registered for these programs.
- New program offerings included American Sign Language for both children and adults, Tighten and Tone, Intro to Guitar, Fundamentals of Fitness and Nutrition
- New special events included Water Lantern Festival.
- Returning special events included: Motorcycle Madness – 4th annual: approximately 700 motorcycles; Halloween Scarecrow Contest—3rd annual, consisted of 15 hand-made scarecrows from both businesses and families; End of the summer outdoor pool parties at Churchill Park and Mill Pond Park, which included DJ, music, games, pool contests, candy drop, limbo and more; Cornhole League – Summer and Fall.
- Facebook continues to be an effective way to reach the community.
- The program guide advertising program was again offered to local businesses who want to put advertisements in our seasonal brochure.
- Free opportunities and events for recreation and leisure are offered each year, including Fun Runs, (additional) Concerts at Mill Pond Park (including cookie giveaways donated by local businesses), Pictures with Santa / Winter Wonderland, introductory classes, Night of Lights, Touch a Truck, National Trails Day Bird Walk, family fishing classes and more.
- Several events continued with the 38th annual Life. Be In It. Extravaganza, including Helicopter Rides, Hot Air Balloon, 4-day carnival, Tiki Water Slide, professional bands and a much larger fireworks' display. The weeklong events also included Sundaes on Wednesdays, Tie Dye activity, craft beer tasting, concert in the park, traditional crafts and entertainment.
- State Awards at the Central Property Services, 2019 Selected Organization; Motorcycle Madness, Program of Merit Award.
- Newington Parks & Recreation Awards (Building a Strong Community): Matt Nelson; Trantolo & Trantolo; Church of Christ Congregational; Rosenberg Orthodontics.

Human Services – Needs & Donations: This fund, which accounts for the financial support received by the Human Services Department through contributions from individuals, community organizations and the Youth-Adult Council, allows response to critical basic needs for disadvantaged residents, Neighbors-Helping-Neighbors program, social work services, the Adventure-Based Challenge ROPE (Rite of Passage Experience) Course at the H. P. Hood site, the annual "Hoop-La" basketball game, and a college scholarship for one Newington High School student.

Senior & Disabled Center Donations: Accounts for the revenues and expenses associated with the coffee and gift shop operations and records membership fees and donations received. All net proceeds are spent at the discretion of the Commission on Aging and Disabled.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Cemetery Fund: Transfer to General Fund is for Operating Expenditures in Program #832.
- Recreation Fund: Includes enhancement of existing major community events.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000		CODE 5000
2018-19	2019-2020			2020-2021		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED	Change from Revised Budget
211,777	275,823	242,323	Cemetery Fund	276,646	276,766	943
603,044	452,000	452,000	Road Aid Maintenance Fund	442,000	442,000	(10,000)
253,795	200,000	159,186	Local Capital Improvement Program Fund	200,000	200,000	-
1,199,040	1,258,500	1,358,500	Recreation Programs Fund	1,393,317	1,393,317	134,817
106,874	118,000	108,000	Human Services - Needs & Donations	118,000	118,000	-
53,534	46,000	47,000	Senior & Disabled Center Donations	47,000	47,000	1,000
293,558	93,143	93,143	Insurance Reserve Fund	166,749	166,749	73,606
1,196,112	400,000	400,000	Public School Capital Improvement Program	1,200,000	1,200,000	800,000
10,458,331	10,911,668	10,911,668	Health Benefits Fund	11,138,771	11,138,771	227,103
-	-	-	Land Acquisition Fund	-	-	-
-	305,000	305,000	Recreation Capital Improvement Program	130,000	130,000	(175,000)
<u>14,376,065</u>	<u>14,060,134</u>	<u>14,076,820</u>	<b>TOTAL APPROPRIATIONS</b>	<u>15,112,483</u>	<u>15,112,603</u>	<u>1,052,469</u>

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY CEMETERY FUND	PROGRAM 2001/20832	CODE 5001
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
1,519,069	1,471,710	1,536,486	OPENING BALANCE	1,520,163	1,520,163
			ACTUAL/ESTIMATED RECEIPTS		
30,670	10,000	25,000	5506 Investment Income	25,000	25,000
114,125	115,000	115,000	5701 Interment Charges	115,000	115,000
83,200	85,000	85,000	5905 Grave Sales	85,000	85,000
1,200	1,000	1,000	6030 State Grant - Veteran Markers	1,000	1,000
229,195	211,000	226,000	TOTAL RECEIPTS	226,000	226,000
1,748,264	1,682,710	1,762,486	TOTAL AVAILABLE FUNDS	1,746,163	1,746,163
			APPROPRIATIONS:		
			Transfer to General Fund for Operating Expenditures		
148,259	158,823	158,823	87011 in Program #832	159,646	159,766
-	1,000	500	87012 Pamphlets for Purchasers	1,000	1,000
28,463	38,000	30,000	87013 Capital Outlay - Grounds Care Equipment	38,000	38,000
-	1,000	1,000	87014 Office Equipment	1,000	1,000
-	1,000	1,000	87015 Capital Improvements - Trees & Shrubs	1,000	1,000
33,160	60,000	35,000	87016 Capital Improvements - Other	60,000	60,000
975	3,000	3,000	87017 Refunds (prior years sales)	3,000	3,000
920	1,000	1,000	87020 Faceplate Inscriptions	1,000	1,000
-	12,000	12,000	87021 Consultants/Special Contractor	12,000	12,000
211,777	275,823	242,323	TOTAL APPROPRIATIONS	276,646	276,766
1,536,486	1,406,887	1,520,163	CLOSING BALANCE	1,469,517	1,469,397

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY ROAD AID MAINTENANCE	PROGRAM 2003/20322	CODE 5002
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
330,750	138,647	142,603	OPENING BALANCE	105,500	105,500
			ACTUAL/ESTIMATED RECEIPTS		
414,897	414,897	414,897	6030 State Grants	413,929	413,929
414,897	414,897	414,897	TOTAL RECEIPTS	413,929	413,929
745,647	553,544	557,500	TOTAL AVAILABLE FUNDS	519,429	519,429
			APPROPRIATIONS:		
495,962	400,000	399,000	87092 Pavement Resurfacing - Vendor <i>2018-2019 Connecticut Ave (Whitewood-Atwood), Old Hatchery Ln, Evergreen Rd, Hemlock St, Laurel Circle, Pane Rd (Rockwell-Tpke ), Rockwell Rd, Tremont St (Boylston-Red Rock); 2019-2020 Roads to be determined</i>	400,000	400,000
9,864	10,000	10,000	87093 Pavement Patching Materials	10,000	10,000
97,218	42,000	43,000	87096 Pavement Crack Sealing	32,000	32,000
603,044	452,000	452,000	TOTAL APPROPRIATIONS	442,000	442,000
142,603	101,544	105,500	CLOSING BALANCE	77,429	77,429

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY LOCAL CAPITAL IMPROVEMENT PROGRAM (LocIP)	PROGRAM 2004/20323	CODE 5003
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
286,476	284,838	296,163	OPENING BALANCE	354,540	354,540
			ACTUAL/ESTIMATED RECEIPTS		
9,687	10,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000
253,795	207,562	207,562	6030 State Grants	207,562	207,562
263,482	217,562	217,562	TOTAL RECEIPTS	217,562	217,562
549,958	502,400	513,725	TOTAL AVAILABLE FUNDS	572,102	572,102
			APPROPRIATIONS:		
253,795			Prior Year Projects		
	60,000	46,633	87110 Fleetwood Road		
	140,000	112,553	87113 Francis Avenue		
-	-	-	2020-2021 Roads to be determined	200,000	200,000
253,795	200,000	159,186	TOTAL APPROPRIATIONS	200,000	200,000
296,163	302,400	354,540	CLOSING BALANCE	372,102	372,102

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY RECREATION	PROGRAM 2010	CODE 5004
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
1,000,000	1,000,000	1,000,000		1,000,000	1,000,000
23,965	6,000	24,000	OPENING BALANCE		
281,400	303,025	355,025	ACTUAL/ESTIMATED RECEIPTS		
155,517	192,500	192,500	5506 Interest Earnings	12,000	12,000
292,464	307,500	307,500	20801 Summer Camp	397,984	397,984
80,551	112,000	112,000	20802 Preschool	196,500	196,500
33,613	34,200	34,200	20803 Youth	316,000	316,000
98,911	97,900	97,900	20804 Adult	105,800	105,800
3,608	4,000	4,000	20805 Seniors	34,200	34,200
19,656	8,250	8,250	20806 Aquatics	99,900	99,900
56,768	64,500	64,500	20807 Special Needs	3,800	3,800
89,693	103,050	103,050	20808 Concessions/Vending	15,250	15,250
62,895	55,575	55,575	20809 Facilities	66,000	66,000
1,199,040	1,288,500	1,358,500	20810 Extravaganza	87,000	87,000
2,199,040	2,288,500	2,358,500	20812 Special Events	110,575	110,575
			TOTAL RECEIPTS	1,445,009	1,445,009
			TOTAL AVAILABLE FUNDS	2,445,009	2,445,009
			APPROPRIATIONS:		
105,954		100,000	8526 Transfer to Recreation CIP Fund		
209,992	223,925	223,925	20801 Summer Camp	294,184	294,184
128,395	135,180	135,180	20802 Preschool	131,080	131,080
210,832	244,600	244,600	20803 Youth	263,100	263,100
73,398	85,783	85,783	20804 Adult	82,533	82,533
12,636	17,050	17,050	20805 Seniors	17,050	17,050
166,197	171,400	171,400	20806 Aquatics	190,000	190,000
7,587	9,600	9,600	20807 Special Needs	8,700	8,700
13,021	10,100	10,100	20808 Concessions/Vending	13,100	13,100
27,609	19,600	19,600	20809 Facilities	29,608	29,608
64,075	80,800	80,800	20810 Extravaganza	76,800	76,800
179,343	260,462	260,462	20812 Special Events	287,162	287,162
1,199,040	1,258,500	1,358,500	TOTAL APPROPRIATIONS	1,393,317	1,393,317
1,000,000	1,030,000	1,000,000	CLOSING BALANCE	1,051,692	1,051,692

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620		CODE 5005
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
320,848	323,348	325,827	OPENING BALANCE	330,827	330,827	
			ACTUAL/ESTIMATED RECEIPTS			
66,640	65,000	65,000	6305 Donations - Special Needs	65,000	65,000	
41,857	55,000	45,000	6306 Donations- Prevention, Social Work & Challenge Course	55,000	55,000	
3,356	3,000	3,000	6307 YAC Contributions	3,000	3,000	-
111,854	123,000	113,000	TOTAL RECEIPTS	123,000	123,000	-
432,701	446,348	438,827	TOTAL AVAILABLE FUNDS	453,827	453,827	-
			APPROPRIATIONS:			
54,120	60,000	60,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000	
51,319	55,000	45,000	87410 Prevention, Social Work & Challenge Course - consultants	55,000	55,000	
1,435	3,000	3,000	87420 YAC Contributions to & Scholarships	3,000	3,000	-
106,874	118,000	108,000	TOTAL APPROPRIATIONS	118,000	118,000	-
325,827	328,348	330,827	CLOSING BALANCE	335,827	335,827	-

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SENIOR & DISABLED CENTER DONATIONS	PROGRAM 2701/20651	CODE 5006
2018-19		2019-2020		2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED
145,550	156,850	161,875	OPENING BALANCE	173,875	173,875
			ACTUAL/ESTIMATED RECEIPTS		
15,822	14,000	14,000	5715 Senior ID Membership Fees	14,000	14,000
11,723	8,500	9,000	5722 Coffee Shop	9,000	9,000
17,152	15,000	15,000	5724 Gift Shop	15,000	15,000
25,162	17,000	21,000	6311 Donations	21,000	21,000
69,860	54,500	59,000	TOTAL RECEIPTS	59,000	59,000
215,409	211,350	220,875	TOTAL AVAILABLE FUNDS	232,875	232,875
			APPROPRIATIONS:		
8,571	10,000	10,000	87968 Membership Expenses	10,000	10,000
7,527	5,000	6,000	87919 Coffee Shop Expenses	6,000	6,000
13,293	11,000	11,000	87920 Gift Shop Expenses	11,000	11,000
24,144	20,000	20,000	87918 Donations Expenses	20,000	20,000
53,534	46,000	47,000	TOTAL APPROPRIATIONS	47,000	47,000
161,875	165,350	173,875	CLOSING BALANCE	185,875	185,875

The Senior and Disabled Center receives financial support through contributions from individuals and community organizations. Profits received from the Coffee Shoppe, Gift Shoppe, Membership Fees, donations from senior fundraisers, dances, etc., are spent at the discretion of the Commission on Aging and Disabled.

FUNCTION OTHER FUNDS	ACTIVITY INSURANCE RESERVE FUND	PROGRAM	CODE 5007
-------------------------	------------------------------------	---------	--------------

#### EXPLANATION

The Insurance Reserve Fund (Town Code of Ordinances §48-1 - §48-4) was established as a means to pay for and finance the Town's obligations from uninsured losses, deductibles, and/or rating plan adjustments from its property and casualty insurance programs. Any refunds or return premiums yielded from the Town's property and casualty insurance policies or third party recoveries are accounted for in this fund. Starting in 2010-11 the fund's appropriation level shall be based on an actuarial review of open loss sensitive rating plans from prior years and projections for the current and upcoming year. Recommendations from the actuarial review will use a 75% confidence level. The appropriation level also includes projected payments for property and casualty exposures that are not included in the actuarial review.

FUNCTION OTHER FUNDS			ACTIVITY INSURANCE RESERVE FUND	PROGRAM 2007/20925		CODE 5007
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
737,564	924,740	715,517	OPENING BALANCE	847,374	847,374	
			ACTUAL/ESTIMATED RECEIPTS			
236,511		100,000	5814 Return Premiums from Insurance Policy			
35,000	125,000	125,000	6206 Miscellaneous - Remediation Grant			
271,511	125,000	225,000	7031 Transfers from General Fund	125,000	125,000	-
1,009,075	1,049,740	940,517	TOTAL RECEIPTS	125,000	125,000	-
			TOTAL AVAILABLE FUNDS	972,374	972,374	-
			APPROPRIATIONS:			
47,370	50,000	50,000	87251 Losses from deductibles and uninsured	50,000	50,000	
246,187	43,143	43,143	87253 Insurance Payments (deductibles, retro, etc)	116,749	116,749	-
293,558	93,143	93,143	TOTAL APPROPRIATIONS	166,749	166,749	-
715,517	956,597	847,374	CLOSING BALANCE	805,625	805,625	-

FUNCTION OTHER FUNDS	ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS FUND	PROGRAM	CODE 5008
-------------------------	--	---------	--------------

#### EXPLANATION

In June 1989, the adoption of Town Code of Ordinances §2-10 (now §48-14) established the Public School Capital Improvement Projects Reserve Fund which provides for an annual appropriation of at least \$125,000 from the General Fund and for receipts from rentals of school buildings, tuition reimbursements to the Town for non-resident students enrolled in Newington public schools, and interest earnings to be deposited into this capital fund. The criteria for projects to be included in this fund are repairs, renovations and/or minor additions, which have a life expectancy of at least seven years and costs in excess of \$15,000 but less than the mandated fund balance, to a building and/or facility maintained by the Board of Education. The fund balance shall not exceed the sum of one million two hundred thousand dollars (\$1,200,000) at any time. All funds in excess of one million two hundred thousand dollars (\$1,200,000) are mandated to be immediately returned or deposited to the General Fund balance.

FUNCTION OTHER FUNDS			ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM	PROGRAM 3003/31193	CODE 5008
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
1,841,994	1,080,050	1,190,815	OPENING BALANCE	1,198,815	1,198,815
			ACTUAL/ESTIMATED RECEIPTS		
125,000	125,000	125,000	7032 General Fund Appropriations	125,000	125,000
15,808			6203 Cancelled PY Encumbrances		
24,258	2,000	10,000	5506 Interest Earnings	2,000	2,000
255,170	200,000	200,000	5751 Tuition Receipts	200,000	200,000
124,697	73,000	73,000	5401 School Rental Receipts	73,000	73,000
544,932	400,000	408,000	TOTAL RECEIPTS	400,000	400,000
2,386,926	1,480,050	1,598,815	TOTAL AVAILABLE FUNDS	1,598,815	1,598,815
			APPROPRIATIONS:		
641,944			8501 Transfer to CNRE Fund		
1,245	1,245	88957 Painting	25,000	25,000	
1,000	1,000	88959 Carpeting	75,000	75,000	
60,000	60,000	88452 Districtwide Security and Safety	50,000	50,000	
30,000	30,000	88453 Districtwide Furniture Replacement	75,000	75,000	
60,000	60,000	88555 Technology Equipment	75,000	75,000	
49,436	179,205	179,205	88651 System-wide HVAC Installation	75,000	75,000
		88851 Athletic Improvements	25,000	25,000	
		88355 Districtwide Bathroom Renovations	75,000	75,000	
		88356 Districtwide Playground Renovations	25,000	25,000	
	3,000	3,000	88152 Districtwide Lighting Improvements	50,000	50,000
		88354 Districtwide Corridor/Exterior Doors	75,000	75,000	
		88757 Districtwide Roof Reserve	25,000	25,000	
150,000		88758 Districtwide Blacktop/Paving	100,000	100,000	
354,732		88950 Districtwide Vehicles	75,000	75,000	
	65,550	65,550	88050 Town Hall Furniture, Fixtures & Equipment (FF&E)	100,000	100,000
		88154 Districtwide Classroom/Academic Improvements	75,000	75,000	
		88155 Districtwide Building Systems & Controls	75,000	75,000	
		88156 Districtwide Environmental Services	75,000	75,000	
		88157 Districtwide Sidewalks & Concrete	25,000	25,000	
		88158 Districtwide Electrical Infrastructure	25,000	25,000	
1,196,112	400,000	400,000	TOTAL APPROPRIATIONS	1,200,000	1,200,000
1,190,815	1,080,050	1,198,815	CLOSING BALANCE	398,815	398,815

FUNCTION  
OTHER FUNDS

ACTIVITY

PROGRAM  
HEALTH BENEFITS FUNDCODE  
5009EXPLANATION

The Health Benefits Fund, an Internal Service Fund, pays for costs associated with providing medical benefits to the Board of Education and Town Government current employees and their families. Receipts include annual contributions from the Board of Education, Town Government (appropriation #941-8220) and Cafeteria Fund budgets. Also, Consolidated Omnibus Budget Reconciliation Act (COBRA) payments from terminated personnel who remain on the Town's insurance for a limited period of time and pay specific rates are accounted for in this fund. Employee co-pays as well as interest earnings are deposited in this fund. Expenses include actual claims, administrative fees and premiums for specific coverages. Blue Cross/Blue Shield (BC/BS) provides the Town, through the Agent of Record, with an expected claim level which is used as a basis of budgeting contributions and expenses.

MAJOR BUDGET CHANGES AND COMMENTARY

Effective March 2011, the Town adopted an ordinance to establish an Other Post-Employment Benefits Trust Fund. Pursuant to Governmental Accounting Standards Board (GASB) 45, the trust shall serve as a means to hold and invest all contributions and assets of the Town's post-employment benefits, other than pension benefits. The trust shall be for the purpose of meeting the long term obligations of the Town regarding benefits provided to certain Town and Board of Education employees, retirees, their spouses and dependents in accordance with provisions for such benefits contained in any agreement between the employees and the Town. Therefore, contributions and costs associated with retiree benefits are no longer included in the Health Benefits Fund.

The cost of the self-insured medical benefits program for Town and Board of Education active participants for FY 2020-2021 is estimated to be \$11.3 million per figures obtained from the Town's Agent of Record. This represents a zero percent increase from the 2019-20 original budget for the Town and a 4.2% increase for the Board of Education. This increase is attributable to claim trends, current market conditions and health care reform. Also the High Deductible Health Plan (HDHP) with a Health Savings Account which become mandatory for IBPO employees effective July 1, 2018. This migration from the current Preferred Provider Organization (PPO) plan to the HDHP was estimated to result in a reduction in the expected claims costs. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$2,178,901. The Town comprises approximately 30% of total health care costs. The Town's contribution totals approximately \$2.7 million.

In accordance with the Health Benefits Funds Memorandum of Understanding executed in 1996, an interim projection of the Board and the Town health benefits cost for the current plan year is calculated by March 20 each year. Based on this calculation, should it be favorable, the Board and/or the Town can reduce their contributions during the remainder of the fiscal year or carry the estimated "credit" forward to the next fiscal year. In addition by October 1, a final reconciliation is conducted of any credit or shortfall for the previous plan year ending June 30th. As noted below from the September 30, 2019 reconciliation for the 2018-19 plan year, the Town and the Board of Education earned a credit of \$673,546 and \$749,547 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2019-20 year.

2018-19 Plan Year	Town	Board of Education
Credit (Deficit)	\$673,546	\$749,547

The Town, per the Agent of Record, maintains a reserve of 20% of expected claims to cover the Town's exposure. In addition, the Agent recommends a reserve for incurred but not reported claims attributable to our plan as of June 30.

FUNCTION OTHER FUNDS			ACTIVITY HEALTH BENEFITS FUND	PROGRAM 4001/40941	CODE 5009
2018-19	2019-2020		EXPENDITURE CLASSIFICATION	2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
2,614,630	2,976,023	3,387,714	OPENING CASH BALANCE - JULY 1	3,490,214	3,490,214
			ACTUAL/ESTIMATED RECEIPTS		
			General Fund Appropriations:		
2,772,708	2,772,701	2,772,701	Town Operations	2,772,701	2,772,701
6,605,815	6,397,066	6,397,066	Board of Education	6,665,743	6,665,743
168,610	75,000	147,500	Stop Loss Recoveries and Settlements	497,000	497,000
51,211	25,000	50,000	Interest Earnings	35,000	35,000
1,633,071	1,646,901	1,646,901	COBRA & Employee Copays	1,646,901	1,646,901
<u>11,231,415</u>	<u>10,916,668</u>	<u>11,014,168</u>	TOTAL RECEIPTS	<u>11,617,345</u>	<u>11,617,345</u>
<u>13,846,045</u>	<u>13,892,691</u>	<u>14,401,882</u>	TOTAL AVAILABLE FUNDS	<u>15,107,559</u>	<u>15,107,559</u>
			APPROPRIATIONS:		
			Benefit payments:		
2,352,716	3,537,519	3,537,519	Town Claims	3,537,519	3,537,519
7,163,819	6,214,910	6,214,910	Board of Education/Cafeteria Claims	6,475,936	6,475,936
941,796	1,159,239	1,159,239	Administrative Fees and other costs	1,125,316	1,125,316
<u>10,458,331</u>	<u>10,911,668</u>	<u>10,911,668</u>	TOTAL APPROPRIATIONS	<u>11,138,771</u>	<u>11,138,771</u>
<u>3,387,714</u>	<u>2,981,023</u>	<u>3,490,214</u>	ENDING CASH BALANCE - JUNE 30	<u>3,968,788</u>	<u>3,968,788</u>
1,903,307	1,950,486	1,950,486	RESERVE: 20% of 2018-2019 CLAIMS	2,002,691	2,002,691
721,000	746,000	746,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	700,000	700,000
2,624,307	2,696,486	2,696,486	TOTAL RECOMMENDED RESERVE	2,702,691	2,702,691
					700,000

FUNCTION <b>OTHER FUNDS</b>	ACTIVITY <b>LAND ACQUISITION FUND</b>	PROGRAM	CODE <b>5010</b>
--------------------------------	--	---------	---------------------

#### **EXPLANATION**

The Land Acquisition Fund (Town Code of Ordinances §48-18) was established, pursuant to C.G.S. § 7-131r, so as to permit the acquisition of land and/or development rights for areas identified in the Plan of Conservation and Development and other recreation and conservation planning documents. It is the intent of this provision that the proceeds of the Land Acquisition Fund shall be used for the voluntary purchase of property or development rights for the purpose of preserving open space or for recreational or agricultural purposes.

#### **MAJOR BUDGET CHANGES AND COMMENTARY**

- None.

FUNCTION OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND	PROGRAM 3004/34001	CODE 5010
2018-19		2019-2020		2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED
48,166	48,166	48,166	OPENING BALANCE	48,166	48,166
			ACTUAL/ESTIMATED RECEIPTS		
			6030 Marcap Open Space Grant		
			7032 General Fund Appropriations		
			TOTAL RECEIPTS		
48,166	48,166	48,166	TOTAL AVAILABLE FUNDS	48,166	48,166
			APPROPRIATIONS:		
			88040 Open Space Appraisals		
			88227 Open Space Land Acquisition		
			TOTAL APPROPRIATIONS		
48,166	48,166	48,166	CLOSING BALANCE	48,166	48,166

FUNCTION OTHER FUNDS	ACTIVITY RECREATION CIP FUND	PROGRAM	CODE 5011
-------------------------	---------------------------------	---------	--------------

#### EXPLANATION

The Recreation CIP Fund (Town Code of Ordinances §48-32) was established to set aside money for the financing of recreation capital improvement projects. This is funded with any balance in excess of \$1,000,000 at year end from the Recreation Enterprise Fund, the earnings from investment of fund balances and such transfers and appropriations that the Town Council, from time to time, authorize. The criteria for projects to be included in this fund are repairs, renovations and/or minor additions, which have a life expectancy of at least seven years and costs in excess of \$15,000 to a building and/or facility maintained by the Town of Newington Recreation Department. Expenditures may only be used for recreation improvement projects and must conform to appropriations made by the Town Council, as requested by the Recreation Department. No other expenditures or transfers can be made from this fund. The fund balance at the end of any fiscal year will remain in the fund.

FUNCTION OTHER FUNDS			ACTIVITY RECREATION CIP FUND	PROGRAM 3005/35831	CODE 5011
2018-19		2019-2020		2020-2021	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED
324,011	336,011	429,965	OPENING BALANCE	224,965	224,965
105,954		100,000	ACTUAL/ESTIMATED RECEIPTS 7010 Transfer from Recreation Fund		
105,954		100,000	TOTAL RECEIPTS		
429,965	336,011	529,965	TOTAL AVAILABLE FUNDS	224,965	224,965
APPROPRIATIONS:					
65,000	116,944		88080 Park and Playfield Renovations	130,000	130,000
135,000	135,000		88081 Community Center Furniture & Equipment		
-	105,000	53,056	88082 Sports Court Basketball Crack Maintenance & Color Coding		
-	305,000	305,000	TOTAL APPROPRIATIONS	130,000	130,000
429,965	31,011	224,965	CLOSING BALANCE	94,965	94,965

## **APPENDICES**

- A. Standard Account Definitions
- B. Summary of Accounting Policies
- C. Budgeting and Budgetary Control
- D. Schedule of Long-Term Debt
- E. Town of Newington Budget Calendar
- F. Summary of Full-time and Part-time Personnel
- G. Summary of Undesignated, Unreserved Fund Balances
- H. Miscellaneous Statistics

## APPENDIX A

### TOWN OF NEWINGTON

#### STANDARD ACCOUNT DEFINITION AND EXPLANATION

##### Personal Services

###### 8101 Full Time

Covers all full time town employees. Employees are reported by classification.

###### 8102 Overtime

Covers all overtime used by full time employees.

###### 8103 Part Time

Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.

###### 8104 Seasonal

Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.

###### 8105 Longevity

Covers payments of longevity to qualified full time employees.

###### 8108 Education Incentive

Covers education incentive payments per Police Union contract.

###### 8110 Fringe Benefits

Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.

###### 8112 Injury Compensation

Provides payment, at workers compensation rates, for "line of duty" injuries during the initial disablement period not covered by workers compensation, if not compensated from other sources.

## Contractual Services

8201 Public Notification  
Publication of legal notices and other advertising.

8202 Dues and Subscriptions  
Memberships in societies and associations, subscriptions to magazines and other publications. Purchase of individual copies of publications is coded 8310. Includes periodicals acquired by the Library for public circulation.

8203 (Travel and) Transportation  
Includes mileage, public transportation, lodging, meals and other expenses connected with official travel inside or out of town, but not travel to conferences or professional meetings which is coded 8204.

8204 Conferences, Meetings and Training  
Travel expenses, meals, registration fees, tuition and other expenses connected with the attendance of conferences and meetings devoted to professional development, and with enrollment in, and attendance at training and educational courses. This also includes the cost of bringing in persons for the purpose of training Town personnel. For annual professional conferences of more than one day, all expenses, except travel and registration fees, are covered by a per diem allotment.

8205 Postage and Shipping  
Cost of transportation of equipment received, disposed of, or otherwise transported, by or for the Town. This includes contract trucking. Minor shipping charges billed as part of the cost of acquisition are not included here.

8206 Utilities  
Charges for electricity, natural gas, water service available for the Town on a continuous basis. Telephone service is separately classified 8208.

8207 Clothing Allowance or Tool Allowance  
Allowances paid to Town employees to offset the cost of uniforms and special clothing paid for by employees. Or, in Vehicles and Equipment, allowance paid to Town mechanics to offset the cost of tools paid for by employees.

8208 Telephone  
Charges for telephone and similar communications services provided for the Town.

8209 Uniform Rental and Cleaning  
Rental or other charges for laundering, dry cleaning, towel service and clean rag service. Actual purchase of towels, paper towels, rags and other cleaning material are coded 8305.

8210 Equipment Rental  
Rental costs for equipment rented for Town use.

8211 Facilities Rental and Storage  
Rental of land, buildings, office space and storage space. Uniform rental should be charged to 8303. Equipment rental should be charged to 8210.

8212 Equipment Maintenance  
The cost of repair work done on furniture or equipment (except motor vehicles, which is included in 8214) by outside forces. Maintenance contracts are included. Charges for replacement parts that include labor for installation should be included in this category.

8213 Facilities Maintenance  
The cost of repair work done on buildings, pools, stadiums or other property (except equipment) by outside forces. Maintenance contracts are included. Charges for materials that include labor for installation should be included in this category.

8214 Motor Vehicle Maintenance  
Repairs to passenger vehicles, trucks, tractors and other self-propelled equipment by outside forces. Maintenance or service contracts are included. Charges for replacement parts that include labor for installation should be included in this category. Washing and polishing cars and other routine maintenance are included here.

8216 Printing and Binding  
All types of printing expenses including printing of office forms done by outside concerns. Includes the repair of existing books and related materials, the binding of tax rate books, etc.

8217 Consultants, Special Contractors and Fees  
Cost of professional and other services by persons other than Town employees. Examples are fees for legal, medical planning and engineering services, consultants, court and notary services.

8218 Contributions and Subsidies  
Payments made representing the Town's share of a public or quasi-public institution, enterprise or organization (museum, historic landmark, etc.). Also subsidies paid to groups sponsoring public events, celebrations and activities (baseball and football leagues, parades, pageants, etc.)

8219 Hydrants  
All expenses related to hydrants. Includes MDC installation and rental charges.

8220 Other Contractual Services  
Includes services of all types not properly chargeable against any of the other contractual service accounts. Charges for central services obtained from other Town department such as duplicating, photostating and postage are coded 8301.

8221 Higher Educational Support  
Provides for tuition reimbursement for job-related higher education costs per various Union contracts. All other types of employee education programs should be included in Conferences, Meetings and Training (8204).

8222 Data Services  
Cost of outside computer data services.

8224 Elderly Tax Relief  
Costs directly associated with the Elderly Tax Relief Program.

8225 Special Needs  
Financial assistance to eligible recipients who do not meet state income guidelines. Direct payment may include food, shelter, transportation or utilities at the discretion of the Human Services Department.

8226 Adventure Based Challenge Course  
Costs directly associated with the Human Services Department's Adventure Based Challenge Course.

**Materials and Supplies**

8301 Office Supplies  
Paper, forms, pens and pencils, computer paper, PC diskettes, ink and other expendable supplies used in the operation of an office. This includes supplies for typewriters, adding machines and office duplicating and copying machines (not cameras). Charges from outside firms for printing office forms are coded 8216. Charges for central services obtained from other Town departments such as duplicating, photostating and postage are included here.

8302 Technical Supplies  
Cost of supplies peculiar to the using department or division, generally bearing the same name as the using division. This code used by the Health Department refers to medical materials and supplies; in Parks and Recreation it refers to recreation materials and supplies, and so on. Supplies not peculiar to the using department or division which are not properly chargeable elsewhere should be coded 8310 (example: medical supplies used by Parks and Recreation).

8303 Uniforms and Clothing  
Purchased or rented clothing and related equipment worn by Town employees.

8304 Agricultural Supplies  
Includes trees and shrubs, seed, fertilizer, insecticide, topsoil and other materials necessary for the landscaping or the cultivation of plants. This does not include farming or gardening tools, which are coded 8302 or 8310.

8305 Cleaning Supplies  
Soaps, detergents, disinfectant, cleaning solutions, waxes, mops, brooms, buckets and other expendable cleaning supplies. Purchase of more permanent cleaning equipment (such as a polishing machine) is coded under 8400 (capital outlay). Repair parts for cleaning machines are coded 8307.

8306 Construction and Maintenance Materials  
Include materials used in road building, maintenance and other construction, including lumber, plumbing and electrical fixtures, sewer pipe, cement, asphalt, sand, gravel and other street surfacing materials. Also included are winter maintenance chemicals.

8307 Equipment Parts  
Parts for all types of equipment, including motor vehicles, that the Town installs. This includes parts that may be ordered for stock as well as parts ordered for the immediate repair of a specific piece of equipment. Charges for parts that include labor for installation or repair should be coded 8212 or 8213 or 8214 depending on the type of equipment.

8308 Fuel  
Cost of coal, fuel oil, and other types of fuel used for heating or cooking. Electricity and natural gas are coded 8205. Fuel used in motor vehicles is coded 8309.

8309 Motor Fuel and Lubricant  
Gasoline, diesel fuel, motor oil, grease and other fuel or lubricant used in the operation of motor vehicles or other motor equipment. This includes fuel used in stationary motors, such as generators.

8310 Other Materials and Supplies  
All materials and supplies not otherwise classified above. This includes food, toilet articles, tools, photographic supplies (not for office copying machines, coded 8301), first aid supplies, books, pamphlets and magazines, paint and refrigeration supplies.

#### Capital Outlay

8401 Public Circulation Material  
The Library would code books, periodicals and audiovisual materials for public circulation under this heading.

8402 Technical Equipment

Capital equipment peculiar to the using department or division, generally bearing the same name as the using division (see explanation for code 8302). For example, for Elections, it could include the cost of a voting machine. Technical equipment could also include the cost of specialized computer software for a department. Building maintenance equipment, however, regardless of the using department is coded 8407.

8403 Passenger Cars

Self-propelled vehicles normally carrying passengers, or light equipment, such as sedans and station wagons.

8404 Trucks and Tractors

Self-propelled vehicles used mainly for carrying, hauling or pulling loads or equipment.

8405 Construction and Maintenance Equipment

Equipment, whether self-propelled, towed or stationary, used in construction, repair or general maintenance including equipment attached to trucks or other vehicles. Includes equipment used for street and sewer maintenance and repair, vehicle repair, snow removal and grounds maintenance. Portable generators and pumps are included if related to the above, but not equipment used in building maintenance (8407).

8406 Office Equipment

Office furniture, equipment and machinery used in office operation. Includes desks, files, chairs, cabinets, typewriters, adding and accounting machines, voting machines and data processing equipment. Library furniture is also included.

8407 Building Equipment

Equipment that is part of a building or used in maintenance of a building (other than office equipment). Includes boilers, furnaces, generators, pumps, valves, partitions, electrical fixtures and similar equipment.

8408 Building Improvements

Includes the cost of improvements, of a permanent nature, to Town buildings and offices. (Expenditures for nonrecurring building improvements costing more than \$25,000, instead, are to be budgeted in the Capital Improvements Plan budget).

8409 Other

All expenses of a capital nature which do not fall into any of the above categories.

### Transfers to Other Funds

8501 [Transfers to Capital and Non-Recurring Expenditures Fund](#)  
Includes contributions or transfers from the General Fund to this capital fund. Also includes contributions from the General Fund to the Equipment Reserve accounts within this fund.

8502 [Transfers to Public Building Fund](#)  
Includes contributions or transfers from the General Fund to this capital fund.

8503 [Transfers to Public School Capital Improvements Projects Reserve Fund](#)  
Includes contributions or transfers from the General Fund to this capital fund, as required by Town ordinance.

8511 [Transfers to Recreation Fund](#)  
Includes contributions or transfers from the General Fund to this special revenue fund.

8512 [Transfers to Employee Leave Liability Reserve Fund](#)  
Includes contributions or transfers from the General Fund to this special revenue fund, as required by Town ordinance.

8513 [Transfers to Insurance Reserve Fund](#)  
Includes contributions or transfers from the General Fund to this special revenue fund, if needed to maintain the minimum fund balance as required by Town ordinance.

8521 [Transfers to Volunteer Ambulance Fund](#)  
Includes contributions or transfers from the General Fund to this trust fund, a retirement plan established by ordinance for the Town's volunteer ambulance personnel.

**APPENDIX B**  
**SUMMARY OF ACCOUNTING POLICIES**

1. General

The Town of Newington was incorporated July 10, 1871. The Town operates under a Council-Manager form of government and provides the following services as authorized by its charter: public safety (police and fire); culture and recreation; street reconstruction and maintenance, health and social services; education; sanitation; planning and zoning; and general administrative services.

2. Fund Accounting

The operations of the Town are organized on the basis of funds and account groups, each of which is considered to be a separate fiscal and accounting entity. The accounts are maintained in accordance with the principles of fund accounting. Descriptions of the Town's funds and account groups are as follows:

- \* Governmental Fund Types - those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town's expendable financial resources and related liabilities are accounted for through governmental funds. The following are the Town's governmental type funds.
  - General - The General Fund is the general operating fund of the Town government. All unrestricted resources except those required to be accounted for in another fund are accounted for in this fund.
  - Special Revenue - Special Revenue Funds are used to account for proceeds of special revenue sources (except for trust funds, or major capital projects) that are legally restricted to expenditure for specific purposes. The Town's special funds include:

Cafeteria Fund (Educational)	Cemetery Fund
State & Federal Grants (Educational)	Recreation Programs Fund
Dog License Fund	Employee Leave Liability Fund
Local Capital Improvement Program Fund	Balf Fund
Small Cities Fund	Miscellaneous Grants Fund
Human Services - Needs & Donations	Volunteer Firefighter's Fund
Volunteer Ambulance Fund	Student Technology Insurance Fund
Scholarship Trust Fund	Board of Education Non-Lapsing Fund
Road Aid Maintenance Fund	

- Permanent Fund Types – Permanent Funds are used to account for trust funds in which only the trust income may be expended. They are accounted for on an accrual basis. The Town's permanent funds are the Cemetery Trust Fund, Hubbard (Library) Book Fund, and the Tri-centennial Fund.

- Capital Projects - The Capital Projects Funds are used to account for financial resources used for the acquisition and/or construction of major capital facilities. Control over each project is achieved by the constraints imposed by each project's authorization. The Capital Projects Fund includes the Capital and Non-recurring Expenditures Fund, the Public Building Fund, the Land Acquisition Fund, the Public School Capital Improvements Reserve Fund and the Recreation Capital Improvements Fund. The Equipment Reserve account is part of the Capital and Non-Recurring Expenditures Fund.
- \* Proprietary Fund Types – are used to account for operations that are organized to be self-supporting through user charges. The Town has an internal service fund to account for the self-insurance activities related to providing health benefits to its current employees and the Insurance Reserve Fund.
- \* Fiduciary Fund Types - are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, or others. The Town's fiduciary funds are:
  - The Pension Trust Fund is used to account for the accumulation of resources to be used for future retirement benefits for Town personnel except Newington teachers who belong to a State-administered pension plan. The Town's pension trust fund includes the Municipal Employees Fund, the Police Pension Fund, the Administrative Retirement Fund, and the Volunteer Firefighters Pension Fund.
  - Other Post Employment Benefit Fund is used to account for the accumulation of resources and activities related to providing health benefits to its retired employees.
  - Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency Funds include Student Activity (accounts for the various student activities and clubs in the Town's schools) and Youth Activity.

### 3. Basis of Accounting

The Governmental, and Agency Funds follow the modified accrual basis of accounting whereby revenues are recognized in the accounting period in which they become both measurable and available to finance operations of the fiscal period. The major sources of revenue that are recognized under the modified accrual basis are property taxes and funds received from the State of Connecticut and the Federal government. Expenditures are recognized in the accounting period in which the fund liability is incurred.

The Proprietary Fund Types and Fiduciary Fund Types follow the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred.

**APPENDIX C**  
**BUDGETING AND BUDGETARY CONTROL**

1. General

At least 105 days before the end of the fiscal year, the Town Manager submits to the Town Council a proposed budget for the ensuing fiscal year beginning July 1. The proposed budget includes proposed expenditures and estimated revenues. Two public hearings are held on the budget; the first one within 15 days of the Town Manager's budget submission, and the second one within 30 days of the first hearing. The Town Council adopts the budget by a majority vote of all its members. The Town Council is legally required to adopt a budget for the General Fund and the Special Revenue Funds. If the Council fails to adopt the budget within ten days after the second public hearing, the Town Manager's proposed budget becomes the Town's budget.

Budgetary control is maintained by an encumbrance system. All purchases, except certain services as outlined in the Town's Purchasing Manual, require a purchase requisition and a purchase order. In addition, the Town Manager requires that purchases over \$2,500 require evidence that quotations were received and that the lowest bidder, consistent with quality, was selected. Town Charter requires formal competitive bids for expenditures of \$30,000 or more. 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.

The Town Manager may transfer appropriations from one classification to another within the same department, except within the Board of Education, when the Manager deems it necessary for the proper administration of the Town. During the last six months of the fiscal year, the Town Council may transfer any unencumbered appropriation, except within the Board of Education, provided that the resolution making the transfer includes the certification of the Director of Finance that the balance of the appropriation is free of encumbrances. The Town Council may make a special appropriation provided that the resolution is \$375,000 or less and that the Director of Finance certifies that the amount to be appropriated is unencumbered and unappropriated in the Town's treasury. Special appropriations between \$375,001 and \$975,000 require a Town ordinance. Special appropriations of \$975,001 or more require a Town referendum.

All unencumbered appropriations lapse at year-end, except in the Capital Projects Fund where appropriations are continued until completion of applicable projects, which often last more than one fiscal year. Budgetary control in the Capital Projects Fund is achieved by the constraints imposed by the project authorization or grant awards to these funds.

The Town's budgeting system for the general fund and special revenue fund requires accounting for certain transactions to be on a basis other than generally accepted accounting principles (GAAP basis). The major difference between a budget and a GAAP basis is that on a budget basis encumbrances are recognized as a charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are recorded in budgetary reports as expenditures in that year; whereas, on a GAAP basis, encumbrances at year-end are recorded as assignments of fund balance.

2. Town Charter (as revised 12/6/2012) Financial and Budget Provisions

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

The fiscal year of the Town shall be the Uniform Fiscal Year as defined by the Connecticut General Statutes.

§ C-802. General Form of Budget Preparation.

The Manager may, or at the request of the Council shall, require each department, office or agency of the Town supported wholly or in part by Town funds, or for which specific Town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Manager may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing fiscal year.

§ C-803. Departmental Estimates.

The Manager shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the Town as described in § C-802 shall, at least 150 days before the end of the fiscal year, except the Board of Education which shall, at least 120 days before the end of the fiscal year, file with the Manager on forms prescribed and provided by the Manager's office a detailed estimate of the expenditures to be made by said department, office or agency and the revenue, other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or by the Manager. Each commission, board, department and office shall be entitled to an opportunity to be heard by the Manager with respect to its estimates.

§ C-804. Duties of the Manager on the Budget.

Not later than 105 days before the end of the fiscal year, the Manager shall present to the Council the proposed budget for the ensuing fiscal year for all commissions, boards, departments and offices, including the Board of Education, such budget hereinafter referred to as the Manager's Proposed Budget. At the time of its submission to the Council, the Manager shall file a copy in the office of the Town Clerk as a public record and a copy on the website and within 10 days thereafter shall cause sufficient copies of the proposed budget, including the Board of Education budget, to be prepared in order that they may be available to interested persons.

§ C-805. Duties of the Council on the Budget.

A. The Council shall hold two public hearings at which any elector or taxpayer may have the opportunity to be heard regarding appropriations for the ensuing fiscal year. The first such hearing shall be held not later than 15 days following the presentation of the proposed budget of the Manager. The Council, at least five days prior to the aforementioned first public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town a notice of such public hearing and a summary of said Manager's Proposed Budget showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same form as prescribed for the budget estimates in § C-803, and shall also show the amount proposed to be raised by taxation. After consideration of the budget and within 30 days after holding the first public hearing, the Council shall hold the second public hearing. The Council, at least five days prior to the aforementioned second public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town, a notice of such public hearing and summary of the tentative Town budget which it proposed to adopt in the same form as prescribed herein for publication of the Manager's Proposed Budget. Within 20 days after holding such second public hearing, the Council shall complete its consideration of the budget, and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members. The Council shall simultaneously fix the tax rate in mills which shall be levied on taxable property in the Town for the ensuing fiscal year. In the event the Council shall fail to adopt the Town budget on or prior to the date provided, the

Manager's Proposed Budget as submitted to the Council shall be deemed to have been finally adopted by the Council as the Town budget, and thereafter expenditures shall be in accordance with said budget. In the event the Council shall fail to fix the tax rate on or prior to the date prescribed, the Manager shall fix said tax rate in mills.

B. In accordance with the Connecticut General Statutes, the Council shall be deemed to be the budget-making authority and the legislative body of the Town and shall have all the powers and duties contained in said statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

#### § C-806. Effect of Adoption of Town Budget.

The adoption of the Town budget shall constitute the appropriation to each commission, board, office and department, or major subdivision thereof when so indicated in the budget, of the sum estimated in the budget to be expended by each unit respectively, except that the Board of Education shall have the authority to expend the total sum appropriated to it in accordance with the Connecticut General Statutes.

#### § C-807. Special Appropriations.

The Council may appropriate subject to the limitations imposed in Article IV, § C-408, of this Charter, any unappropriated and unencumbered balance in the Town treasury, provided there shall be attached to the resolution or ordinance making such appropriation the certificate of the Director of Finance that such balance actually exists free from encumbrances.

#### § C-808. Transfer of Appropriation.

The Manager may at any time transfer any unencumbered appropriation balance or portion thereof from one classification to another within the same department, office or agency, except within the Board of Education. The Council may transfer the whole or any part of the unencumbered balance of any appropriation, except the appropriation of the Board of Education, to any other purpose which the Council may legally appropriate money, provided that such a transfer may be made from budget appropriations only in the last six months of the fiscal year and that there shall be attached to the resolution making the transfer the certificate of the Director of Finance that such balance exists free from encumbrances. Transfers among any capital project funds may occur at any time and are not subject to the six-month limitation stated above.

#### § C-809. Effect of Appropriation.

No money from any Town fund, including but not limited to the general fund, shall be expended or obligated for any expenditure incurred by any commission, board, department or office of the Town except in accordance with an appropriation by the Council. No contract, work order, purchase order or other authorization to spend money by any commission, board, department or office, except the Board of Education, shall be valid until the Director of Finance certifies in writing that there is an unexpended and unencumbered balance of an appropriation sufficient to meet the estimated cost thereof. The Director of Finance after such certification shall immediately encumber the appropriation with the estimated cost. The Board of Education shall set up its own system of budgetary control and certification of the sufficiency of unexpended and unencumbered balance of an appropriation.

#### § C-810. Lapse of Appropriation.

The unencumbered balance of all general fund appropriations shall lapse at the end of the fiscal year for which they were made, and any such balance shall be credited to the general fund.

#### § C-811. Borrowing to Meet Emergency Appropriations.

In the absence of unappropriated funds to meet emergency appropriations under the provisions of Article IV, § C-408, of this Charter, the Council may by resolution authorize the issuance of notes, each of which shall be designated "Emergency Note" and may be renewed from time to time,

but all such notes of any fiscal year and any renewals thereof shall be paid not later than the last day of the fiscal year next succeeding the fiscal year in which the emergency appropriation was made.

#### § C-812. Notes Redeemable Prior to Maturity.

No notes shall be made payable upon demand. Any note may be made subject to redemption prior to maturity on such notice and at such time as may be stated in the note.

#### § C-813. Competitive Bidding.

- A. The Council, the Board of Education, and the Library Board shall each establish rules and regulations covering purchases of goods and services for the Town, schools, and library respectively. Sealed bids or proposals shall be invited by the respective purchasing authority for any purchase or contract for purchasing, including a continuing order for contract for the purchase of the same commodity or services over a period of one year involving the expenditure of \$30,000 or more. Invitation for sealed bids or proposals shall be by giving 10 days public notice thereof by publication at least once in one newspaper having a circulation in the Town and by posting on the Town bulletin board and on the website.
- B. Sealed bids or proposals shall not be required for professional services when professional requirements or ethics prohibit such bidding, or when the Council, the Board of Education, or the Library Board shall determine, for reasons expressly stated, that sealed bids or proposals for a matter before that body are unnecessary or not in the best interests of the Town.
- C. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education or the Library Board, as applicable, where they shall be available for public inspection.
- D. During a state of emergency, the procurement of a competitive bid may be waived by the Town Manager to address issues of public health, safety and welfare.

#### § C-814. Contracts for Public Works.

Contracts for the construction of streets, sewers, Town and school buildings and other public works with any private contractor shall be made in accordance with relevant provisions of the Connecticut General Statutes and under such rules and regulations as may be established by the Council or the Board of Education, whichever has jurisdiction. However, on any contract involving the expenditures of \$30,000 or more, sealed bids or proposals shall be invited and 10 days public notice given thereof by publication at least once in one newspaper having circulation in the Town, and by posting on the Town bulletin board and on the website, unless the Council or the Board of Education or Project Building Committee, whichever has jurisdiction, shall determine for reasons which it shall expressly state that sealed bids are not in the best interest of the Town. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education where they shall be available for public inspection.

#### § C-815. Payments of Claims.

Payrolls, bills or other claims against the Town, except those of the Board of Education, shall not be paid until the same have been verified for correctness and legality by the Director of Finance, and all payments shall be made by check drawn on a Town bank account signed by the Town Treasurer and countersigned by the Manager. All payrolls, bills or other claims against the Board of Education shall be verified as such Board may provide, and payment shall be made by check signed by an agent designated by the Board of Education and countersigned by the Town Treasurer who shall only serve in this role to verify the amount of funds to cover such payments. The Manager and the Treasurer, on approval of the Council and the Board of Education shall each designate a deputy or deputy agent covered by the bond of said principal, who may sign or countersign certificates, payrolls, bills, claims and checks.

#### § C-816. Fees Collected by Town Officials and Employees.

All fees collected by officials and employees of the Town in their official capacities shall be paid into the Town treasury, except witness fees payable to police officers and fees payable to Constables and Justices of the Peace.

§ C-817. Official Bonds.

The Manager, Town Clerk, Director of Finance, agent of the Town deposit fund, Revenue Collector, Building Official and persons authorized to sign and countersign Town checks and such other officials and employees as may be determined by the Council, shall before entering on their respective duties, execute to the Town, in the form prescribed by the Council and approved by the Town Attorney, and file with the Town Clerk, a surety bond or other adequate insurance to be fixed by the Council, conditioned upon the honest and faithful performance of such official duties. The Council, if it deems it to be in the best interest of the Town, may prescribe a name schedule bond, schedule position bond or blanket bond, or may designate which commissions, boards, departments, offices and agencies shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town.

§ C-818. Penalties for Violation of any Provision of this Charter.

Any person or persons who make or cause to be made any payment from Town monies in violation of the provisions of this Charter, or who receive such payment shall be jointly and severally liable to the Town for the full amount of such payment. Any contract, verbal or written, made in violation of this Charter shall be null and void. Any person or employee of the Town who violates any of the provisions of this Charter shall be subject to a penalty in such amount as shall be determined by ordinance, and such a violation may be grounds for removal.

§ C-819. Annual Audit.

The Council shall cause an audit of the Town accounts, including those of the Board of Education, to be made once a year, or more often if deemed necessary, by the Town Auditor as provided for in Article VI, § C-609. The report of such audit shall be public record and available for public inspection.

**APPENDIX D-1**  
**NEWINGTON'S LONG-TERM DEBT SCHEDULE**  
**ANNUAL PRINCIPAL PAYMENTS ON EXISTING SERIAL BONDS**

Fiscal Year	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center - BOE	Total Principal Payments
	Issued 2/2013	Issued 2/2013	Issued 6/2019	Issued 6/2019	
Ending June 30,	1.58%	1.58%	2.70%	2.70%	
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	
2021	\$267,000	\$408,000	\$337,500	\$112,500	\$1,125,000
2022	\$263,000	\$402,000	\$337,500	\$112,500	\$1,115,000
2023	\$257,000	\$393,000	\$337,500	\$112,500	\$1,100,000
2024	\$251,000	\$384,000	\$337,500	\$112,500	\$1,085,000
2025		\$185,000	\$337,500	\$112,500	\$635,000
2026			\$337,500	\$112,500	\$450,000
2027			\$337,500	\$112,500	\$450,000
<b>TOTALS</b>	<b>\$1,038,000</b>	<b>\$1,772,000</b>	<b>\$2,362,500</b>	<b>\$787,500</b>	<b>\$5,960,000</b>

Note: Figures above include serial bonds outstanding as of July 1, 2020

APPENDIX D-2  
 NEWINGTON'S LONG-TERM DEBT SCHEDULE  
 ANNUAL INTEREST PAYMENTS ON EXISTING SERIAL BONDS

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center - BOE	Total Interest Payments
	1.58%	1.58%	2.70%	2.70%	
	true interest cost	true interest cost	true interest cost	true interest cost	
2021	\$20,880	\$35,552	\$75,875	\$25,291	\$157,598
2022	\$15,536	\$27,395	\$236,250	\$78,750	\$357,931
2023	\$10,269	\$19,362	\$219,375	\$73,125	\$322,131
2024	\$5,113	\$11,518	\$202,500	\$67,500	\$286,631
2025		\$3,931	\$185,625	\$61,875	\$251,431
2026			\$168,750	\$56,250	\$225,000
2027			\$151,875	\$50,625	\$202,500
<b>TOTALS</b>	<b>\$51,798</b>	<b>\$97,758</b>	<b>\$1,240,250</b>	<b>\$413,416</b>	<b>\$1,803,222</b>

Note: Figures above include serial bonds outstanding as of July 1, 2020.

## APPENDIX E

### **TOWN OF NEWINGTON'S BUDGET CALENDAR 2020-2021**

On or about

October 23, 2019	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
November 12, 2019	Budget request forms submitted to department heads for ensuing FY operations.
November 8, 2019	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 2, 2020	Department heads finalize their budget requests and submit to Town Manager.
Months of January & February	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2020	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 2, 2020	Budget submitted to Town Council.
March 10, 2020	Town Manager makes formal budget presentation to Town Council and gives overview.
March 17, 2020	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 28, 2020	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Month of March, 2020	Town Council holds budget work sessions.
April 9, 2020	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 28, 2020	Town Council adopts budget.
July 1, 2020	Beginning of new fiscal year. First installment of the tax bill is due.

APPENDIX F

**TOWN OF NEWINGTON**  
**SUMMARY OF FULL-TIME AND PART-TIME PERSONNEL**  
**FISCAL YEAR 2020-21**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2017-2018	2018-2019	2019-2020	2020-2021	2017-2018	2018-2019	2019-2020	2020-2021
GENERAL GOVERNMENT								
Town Manager	5	5	4	4				
Elections								
Finance	11	11	11	11				
Town Clerk/Records	2	2	2	2				
General Services	10	10	10	9				
PUBLIC SAFETY								
Police	65	65	65	65				
Fire	2	2	2	3				
PUBLIC WORKS								
Engineering	3.5	3.5	3.5	3.5				
Highway	22	22	22	22				
Solid Waste Services								
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5				
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6				
Senior and Disabled Center	7	7	7	7				
PUBLIC LIBRARY								
Operations	14	14	14	14				
PARKS & RECREATION								
Administration	5	6	6	6				
Grounds Maintenance	14	14	14	14				
TOTAL PERSONNEL	172.0	173.0	172.0	172.0				
	22.6	22.6	22.3	21.7				

**APPENDIX G**  
**TOWN OF NEWINGTON**  
**SUMMARY OF UNASSIGNED FUND BALANCE**

	June 30, 2019	June 30, 2020	June 30, 2021
	<u>Per Audit</u>	<u>Estimated</u>	<u>Projected</u>
General Fund Balance:			
Fund Balance	20,358,000	\$ 21,000,000	\$18,500,000
LESS: Assigned to Subsequent Fiscal Year	<u>1,100,000</u>	<u>\$ 2,500,000</u> *	<u>\$2,500,000</u>
Unassigned Fund Balance	19,258,000	18,500,000 **	16,000,000
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)	-	<u>12,370,617</u>	<u>12,567,591</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)	6,129,383	3,432,409	

\*/ Equals the amount of fund balance applied to the FY 2020-21 budget

\*\*/ Estimated unassigned fund balance equals 12.7% of the FY 2020-21 Budget, or approximately 6.5 weeks of the Town's average expenditures.

**DEFINITIONS:**

The equity of the fund financial statements is defined as "fund balance" and is classified in the following categories:

Assigned Fund Balance - For the General Fund this includes amounts constrained for the intent to be used for a specific purpose by Town Council or a governing board/body/official that has been delegated authority to assign amounts by the Town Charter

Unassigned Fund Balance - This represents fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. In recent years, Newington has maintained a balance of between 10% of General Fund expenditures as a financial cushion against unplanned circumstances affecting the Town's revenues or expenditures.

SOURCE: *Town of Newington, Comprehensive Annual Financial Report*

**APPENDIX H**  
**TOWN OF NEWINGTON, CONNECTICUT**  
**MISCELLANEOUS STATISTICS**  
**JUNE 30, 2019**

**GENERAL INFORMATION**

Incorporated:	1871
Settled:	1678
Form of Government:	Council-Manager
Chief Elected Official:	Mayor
Chief Administrative Officer:	Town Manager
Area of Town:	13.2 square miles
2010 Estimated Population:	20,562

**ELECTIONS**

Town Elections:	Odd years
Town Council (members + Mayor)	9
Board of Education (members):	9
Board of Fire Commissioners:	3
Registrars of Voters:	2
Registered Voters (Active) as of 11/2015:	19,145
Republicans	3,694
Democrats	7,494
Minor Parties	307
Unaffiliated	7,650

**PUBLIC SAFETY - POLICE**

# of Police Stations:	1
# of Police Districts:	5-9
# of Police Officers:	
Police Chief	1
Dispatchers	7
Police Officers	50
# of Vehicles:	45

**PUBLIC SAFETY - FIRE PROTECTION**

# of Fire Companies:	4
# of Volunteer Firefighters:	110
# of Vehicles:	17

**PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES**

# of Volunteers (average):	48
# of Ambulances:	5

**FULL-TIME EMPLOYEES (2018-19)**

Town General Government:	171
Board of Education (Full-Time Equivalents):	
Certified Teachers	353.0
Certified - Administration	21.0
Total Certified	374.0
Classified Personnel (clerical, custodial, transp.)	133
Total	507.0
	<u>507.0</u>
	678.0