

TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's
Proposed Budget



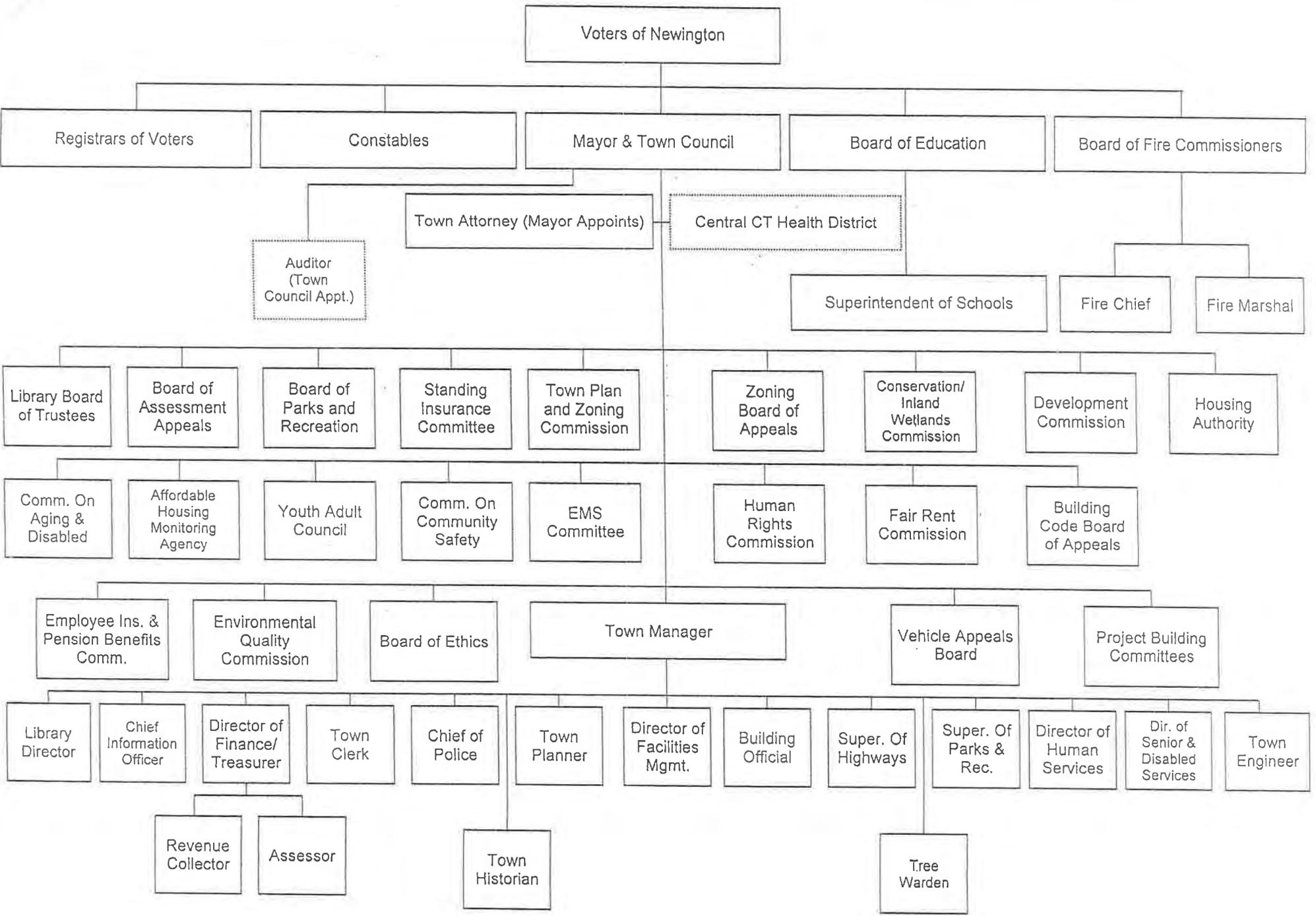
2019-2020

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
	<u>Code</u>	Public Health Appropriations	500
General Government Appropriations	100	Health Services	511
Town Council	110		
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		
Town Clerk/Records Admin.	170	Public Library Appropriations	700
Personnel	180	Operations	710
General Services	190	Hubbard Book Fund	730
Public Safety Appropriations	200		
Police Department	210	Parks and Recreation Appropriations	800
Fire Department	230	Administration	810
Street Lighting	250	Recreation	820
Emergency Management	260	Grounds Maintenance	830
Emergency Medical Services	270		
Hydrants	280	Insurance-Miscellaneous Appropriations	900
Volunteer Incentive Program	290	Municipal Insurance & Bonds	910
Public Works Appropriations	300	Greater Hartford Transit Distr.	930
Engineering	310	Employee Benefits	940
Highway	320	Donations and Contributions	950
Solid Waste Services	350	Contingency	960

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	





Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

February 28, 2019

Dear Mayor Zartarian 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 2019-2020 budget for General Government Operations and the Board of Education. The goal is always to maintain current levels of services for our residents while keeping the level of appropriations at a minimum. To this end, I commend each department for submitting a budget that reflects minimal increases. Despite our hard work, this year we are subjected to an increase in vendor costs and limited growth of taxable real estate.

As presented, the budget totals \$124,241,442 reflecting an increase of \$5,544,857, or 4.7% greater than FY 2018-2019. The major drivers for the \$5,544,857 increase are attributed to contractual wages, a rise in the annual pension contribution, the upsurge in tip fees for trash collection, and the transition from the historical \$6.3 million target for the Capital Improvement Plan to a targeted 5.8% of the budget.

	FY 2018-19	FY 2019-20	\$ Change	% Change
Total Town Budget	\$118,696,585	\$124,241,442	\$5,544,857	4.7%

The MDC assessment for this year reflects a 2.7% increase--or \$117,400. This is a much smaller increase than in previous years because MDC was able to settle a billing dispute with Pratt & Whitney. The funds awarded were apportioned to the member towns.

As we consider the amount of Municipal Aid for the FY 2019-20 budget as presented by Governor Lamont, it appears that the grants are going to increase slightly from our estimated municipal aid in FY 2018-19. Because the State budget was adopted so late, when you compare the State Aid in

the FY 2018-19 adopted budget to the anticipated amount of revenue expected to be received from the State in FY 2019-20, there is an increase of \$2.9 million. The chart below illustrates these comparisons and the increase in revenue from the State that spans both fiscal years.

Revenue Source	2018-2019 Council Adopted	2018-2019 Estimated	2019-2020 Governor Proposed	Changes from Adopted budget
TOTAL MUNICIPAL AID	13,624,138	16,168,041	16,485,334	2,858,196

The FY 2019-20 budget that I am recommending includes all of the Governor’s Proposed FY 2019-20 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2018-19 as a baseline for what we expect to receive in FY 2019-20.

Revenues

The revenues to finance the proposed FY 2019-20 budget come from the following sources:

Type	\$	%
Property Tax	102,870,982	82.8
Non-Tax Revenue	20,270,460	16.3
General Fund Balance	1,100,000	.9
TOTAL	124,241,442	100.0

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 the tax increase, I have asked, and received, a budget from department heads that reflects no increases. Unfortunately, we are faced with a contractual increase, a rise in pension contribution expense, and increased tip fees for trash removal.

General Government

	FY 2018-19	FY 2019-20	\$ Change	% Change
General Government	\$36,556,591	\$37,622,059	\$1,065,468	2.91%

Limiting the increase in General Government operations to 2.91% was a very mindful process again this year—in large part achieved through the cooperation of the department heads. There are no new initiatives added to this budget.

Staffing changes include: 1) reorganization of the Town Manager’s office achieving a reduction of one full time position, and 2) a reduction of one part time maintenance position. Both of these positions were being carried as vacancies. There was an increase in the contribution to our pension and OPEB of \$415,363. The \$213,160 increase in the Highway Department budget represents the surge in tip fees for trash collection.

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 on 7/1/2019.

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 \$348,582 to achieve a 3.0% 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 2018-19	FY 2019-20	\$ Change	% Change
Board of Education	\$72,803,285	\$74,987,384	\$2,184,099	3.0%

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 2018-19 was \$4,348,900. FY 2019-20 will see a slight rate increase of \$117,400 or 2.7%.

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 a bond for the Town Hall/Community Center project in the spring. The Town’s current outstanding debt of nearly \$3.5 million puts us in good standing with a credit rating of AA+. The bond issuance of \$28.8 million over the next three 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. This year we will transition to an updated approach of earmarking 5.8% of the budget in FY 2019-2020 instead of the flat \$6.3 million. I am proposing that the Town contribute \$5,547,568 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 \$1,525,231 will generate a total CIP contribution of \$7.073 million.

Capital Improvement Program Adopted for Fiscal Year 2019-2020

PROJECT TITLE	\$	PROJECT TITLE	\$
General Property Improvements	90,000	Road Resurfacing/Reconstruction	900,000
Information Technology Reserve	408,000	Local Bridge & Dam Inspection	25,000
Townwide Fiber Optic Deployment	425,000	MS4 Compliance/Stormwater Management Plan	30,000
Town Hall/Community Center Technology Costs	500,000	Traffic Signal Repair & Replacement Reserve	25,000
Town Buildings Mechanical Reerve	40,000	Public Bldg Resurfacing Program	50,000
Town Buildings Sidewalk Replacement & Repairs	12,000	Sidewalk, Pavers & Curbs Maint/Repair/Replace	50,000
Senior & Disabled Center Energy Management System	12,000	Flood System Control Maintenance Reserve	20,000
Highway Garage Building Addition	25,000	Drainage Improvement	25,000
American Legion Bldg Roof & Siding Replacement	40,000	Stonewall Repair	15,000
Town Hall/Community Center Spray Foam Insulation	120,409	Town Hall/Community Center Generator	231,481
Radio Replacement Reserve	40,000	Town Hall/Community Center Gym Equipment	174,330
Police Door Access Control System	95,000	Town Hall/Community Center Roof Screen	388,525
Fire Dept PPE Extractor	26,000	Town Hall/Community Center Kitchenettes	138,158
Fire Dept PPE Equipment Replacement	72,000	Equipment Replacement Reserve	520,000
Fire Dept Apparatus Emergency Lighting Upgrade	35,000	Lease Purchase Payments	267,400
Fire Dept Apparatus ResQ Tec Airbags	70,000	Total Town Share	5,608,740
Fire Dept Pager Replacement	50,000		
Synthetic Turf Replacement Reserve	25,000	Appr. To Public School CIP Reserve	125,000
Park, Pool & Playground Improvements	200,000	School Bus Replacement Program	200,000
Town Parks ADA Compliance	50,000	School Technology Reserve	188,828
Gym Expansion	413,437	Total Board of Education Share	513,828
GRAND TOTAL			6,122,568

Grand List

The October 1, 2018 Grand List totals \$2,640,574,930--an increase of 0.62% from the 2017 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 2018 net real estate Grand List decreased from \$2,253,662,350 to \$2,253,289,510—a decrease of \$372,840 or .02%. This decrease is attributable to the demolition of several buildings in town including the former Eversource complex at 3333 Berlin Turnpike. Personal Property increased from \$145,795,972 to \$154,804,410—an increase of \$9,008,438 or 6.18% and Motor Vehicle increased from \$224,949,705 to \$232,481,000—an increase of \$7,532,205 or 3.35%. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2017 and the 2018 Grand Lists is as follows:

Category	2017	2018	% Change	\$ Change
Real Estate	2,253,662,350	2,253,289,510	(0.02)	(372,840)
Personal Property	145,795,972	154,804,410	6.18	9,008,438
Motor Vehicle	224,949,705	232,481,010	3.35	7,531,305
Total	2,624,408,027	2,640,574,930	.62	16,166,903

Manufacturing Equipment Exemption	2017	2018	% Change	\$ Change
Gross Personal Property	240,896,722	254,171,830	5.51	13,275,108
Equipment Exemption & Other	95,100,750	99,367,420	4.49	4,266,670
Net Personal Property	145,795,972	154,804,410	6.18	9,008,438

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

TOWN OF NEWINGTON TOP TAX PAYERS - 2018 GRAND LIST

<u>2018</u>	<u>TAXPAYER</u>	<u>Gross Assessment</u>	<u>% of GL</u>	<u>Exemption</u>	<u>Net Grand List</u>
1	CL&P COMPANY / EVERSOURCE	\$47,472,340	1.8%	\$0	\$47,472,340
2	MANDELL PROPERTIES	\$22,312,330	0.8%	\$12,198,840	\$10,113,490
3	IREIT NEWINGTON FAIR	\$21,509,790	0.8%	\$0	\$21,509,790
4	NEWINGTON VF LLC	\$20,300,000	0.8%	\$0	\$20,300,000
5	NEWINGTON GROSS LLC	\$19,462,690	0.7%	\$0	\$19,462,690
6	GKN AEROSPACE NEWINGTON LLC	\$19,288,260	0.7%	\$15,575,250	\$3,713,010
7	TLG NEWINGTON LLC	\$18,315,500	0.7%	\$0	\$18,315,500
8	BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	0.7%	\$0	\$17,850,000
9	HAYES KAUFMAN NEWINGTON	\$13,724,370	0.5%	\$0	\$13,724,370
10	SCELZA/CAMBRIDGE/BALDWIN APTS	\$13,005,440	0.5%	\$0	\$13,005,440
11	RENO PROPERTIES & SUBSIDIARIES	\$12,672,910	0.5%	\$2,871,350	\$9,801,560
12	LOWES HOME CENTERS INC #623	\$10,968,560	0.4%	\$0	\$10,968,560
13	TARGET CORPORATION #T1802	\$10,851,940	0.4%	\$0	\$10,851,940
14	FURNITURE EXECUTIVES NO 4 L P	\$9,853,040	0.4%	\$0	\$9,853,040
15	SAPUTO DAIRY FOODS USA	\$9,443,370	0.4%	\$8,889,790	\$553,580
16	BRE SELECT HOTELS PROPERTIES LLC	\$9,452,400	0.4%	\$0	\$9,452,400
17	SHELBOURNE NEWINGTON LLC	\$9,067,880	0.3%	\$0	\$9,067,880
18	BALF/TILCON	\$8,701,200	0.3%	\$2,616,230	\$6,084,970
19	CONNECTICUT NATURAL GAS	\$7,047,650	0.3%	\$0	\$7,047,650
20	COHEN FAMILY PROPERTIES	\$6,885,380	0.3%	\$0	\$6,885,380
21	BERLIN NEWINGTON ASSOCIATES LLC	\$6,650,000	0.3%	\$0	\$6,650,000
22	GRISWOLD HILLS NEWINGTON LTD PRT	\$6,491,940	0.2%	\$0	\$6,491,940
23	FENNWOODE DEVELOPMENT LLC	\$6,337,770	0.2%	\$0	\$6,337,770
24	UNITED TECHNOLOGIES CORPORATION	\$5,532,090	0.2%	\$0	\$5,532,090
25	CERES NEWINGTON ASSOCIATES LLC	\$5,250,000	0.2%	\$0	\$5,250,000
		<u>\$338,446,850</u>	<u>12.8%</u>	<u>\$42,151,460</u>	<u>\$296,295,390</u>

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 2019-20 budget applies \$1,100,000 from the General Fund balance which is the same amount as last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2019 of approximately \$14.5 million, or approximately 12.5% of the FY 2019-20 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 2020-21 budget.

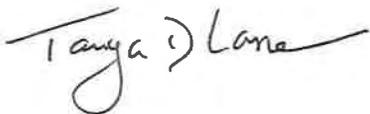
Mill Rate

Effective with the October 1, 2018 taxable Grand List, the proposed mill rate for fiscal year 2019-20 is 39.66 mills, an increase of 1.16 mills or 3.02%--a decrease from last year. Last year's increase was unusually large because we adopted our budget before the State was able to reinstate our municipal aid.

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 any proposed increase in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,



Tanya D. Lane
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 2018-19 amount expected to be spent by June 30th.

	FY 2019-2020	
Postage	\$0.55	Per first class letter; \$0.05 increase from 2019 rate
Telephone	0.0%	No change from 2019
Electricity	0.0%	No change from 2019
Water	\$3.50	Per ccf; \$0.36 increase over 2019 rate
Special Sewer Service	\$4.64	Per ccf; \$0.84 increase over 2019 rate
Natural Gas	0.0%	No change from 2019
Heating Fuel Oil	0.0%	No change from 2019
Unleaded Gasoline	0.0%	No change from 2019
Diesel Fuel	0.0%	No change from 2019
Transportation	0.58	Per mile; \$.035 increase from 2019 rate

2. The actual negotiated increases for the AFSCME Local 2930 employees and IBPO Local 443 employees are included in the departmental budgets for FY 2019-20.
3. Administrative salaries and part-time wages included in the departmental budgets are based on FY 2017-18 rates. Potential increases for FY 2018-19 and FY 2019-20 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 2019-20 is \$124,241,442 which represents the estimated expenditures for FY 2019-20. 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	\$20,270,460
Appropriated Fund Balance	\$1,100,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$102,870,982

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 2019-20 total \$20,270,460 which reflects an increase of 1.9 million from the adopted FY 2018-19 levels. State Aid estimates for FY 2019-20 are based on Governor Lamont's 2019-20 proposed budget as submitted to the General Assembly in February 2019.

The FY 2019-20 budget applies \$1,100,000 from the General Fund balance, which is the same amount as FY 2018-19. This will leave an estimated, projected unassigned fund balance as of June 30, 2019 of approximately \$15.5 million, or approximately 12.5% of the FY 2019-20 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, 2018 Net Grand List	\$2,640,574,930
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, 2018 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 \$2,593,746,881, 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 2019-20 of 39.66 (tax levy per \$1,000 of assessed value) or an increase of 1.16, up 3.02% from FY 2018-19 levels.

2017-2018 REVISED BUDGET	2018-19 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2019-2020	\$	PERCENT
			MANAGER PROPOSED	CHANGE FROM PREVIOUS BUDGET	CHANGE FROM PREVIOUS BUDGET
		BUDGET APPROPRIATIONS:			
35,286,641	36,556,591	Town Government Operations	37,622,059	1,065,468	2.91%
70,389,647	72,803,285	Board of Education Operations	74,987,384	2,184,099	3.00%
3,915,150	4,348,900	Metropolitan District Comm. Payment	4,466,300	117,400	2.7%
478,370	476,660	Debt Service - Town's Share (1)	1,225,889	749,229	157.2%
672,211	309,421	Debt Service - Education's Share (1)	299,342	-10,079	-3.3%
3,500,949	2,795,000	Capital Improvements & Equip. Res. - Town's Share (2)	5,033,740	2,238,740	80.1%
1,523,094	1,313,828	Capital Improvements - Education's Share (2)	513,828	-800,000	-60.9%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	69,700	0	0.0%
23,200	23,200	Empl. Leave Liability Res. Fund - Education's Share (3)	23,200	0	0.0%
115,858,962	118,696,585	TOTAL APPROPRIATIONS - TOWN AND BOARD	124,241,442	5,544,857	4.7%
		LESS:			
21,037,561	18,351,197	Estimated Revenues from Non-Tax Sources	20,270,460	1,919,263	10.5%
7,028,418	0	Estimated Revenues from Motor Vehicle Tax	0	0	0.0%
		LESS:			
2,000,000	1,100,000	General Fund Balance Applied	1,100,000	0	0.0%
85,792,983	99,245,388	AMOUNT TO BE RAISED BY CURRENT TAXES	102,870,982	3,625,594	3.7%
2,610,601,359	2,624,408,027	NET GRAND LIST	2,640,574,930	16,166,903	0.6%
222,756,646	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%
2,377,844,713	2,614,408,027	NET ADJUSTED GRAND LIST	2,630,574,930	16,166,903	0.6%
2,344,554,887	2,577,806,315	NET ADJUSTED COLLECTIBLE GRAND LIST	2,593,746,881	15,940,566	0.6%
		(\$ VALUE OF ONE MILL = \$2,593,746)			
36.59	38.50	MILL RATE	39.66	1.16	3.02%

(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:

2017-2018 Actual:	These figures are the actual funds spent during FY 2017-2018.
2018-2019 Original Budget:	These figures equal the original budget adopted for FY 2018-2019.
2018-2019 Revised Budget:	These figures equal the original budget adopted for FY 2018-2019, plus all interdepartmental and intradepartmental transfers.
2019-2020 Department Request:	These figures represent the departments' requests for FY 2019-2020 based on criteria set forth by the Town Manager.
2019-2020 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 2018-2019 Revised Budget column to the FY 2019-2020 Manager Proposed column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget	BUDGET APPROPRIATIONS	2019-2020 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
<u>Object Summary</u>							
15,874,668	16,308,633	16,591,642	100 Personal Services	16,909,334	317,692	1.91%	29.82%
16,184,500	18,242,838	17,955,102	200 Contractual Services	18,688,429	733,327	4.08%	68.83%
330,221	1,477,243	1,480,707	300 Materials and Supplies	1,487,788	7,081	0.48%	0.66%
444,481	345,377	346,640	400 Capital Outlay	404,008	57,368	16.55%	5.38%
7,500	182,500	182,500	500 Transfers to Other Funds	132,500	-50,000	-27.40%	-4.69%
32,841,370	36,556,591	36,556,591	TOTAL	37,622,059	1,065,468	2.91%	100.00%
4,715,616	5,406,439	5,412,839	100 General Government	5,275,110	-137,729	-2.54%	-12.93%
8,454,052	8,500,201	8,769,675	200 Public Safety	9,001,804	232,129	2.65%	21.79%
4,737,204	5,114,679	5,119,839	300 Public Works	5,397,735	277,896	5.43%	26.08%
550,768	543,704	546,945	400 Community Planning & Development	557,909	10,964	2.00%	1.03%
175,973	185,579	185,579	500 Public Health	192,472	6,893	3.71%	0.65%
986,903	1,027,504	1,037,035	600 Community Services	1,057,394	20,359	1.96%	1.91%
1,726,520	1,772,571	1,778,291	700 Public Library	1,809,841	31,550	1.77%	2.96%
1,623,171	1,757,676	1,763,076	800 Parks & Recreation	1,812,882	49,806	2.82%	4.67%
10,871,163	12,248,238	11,943,312	900 Insurance-Miscellaneous	12,516,912	573,600	4.80%	53.84%
33,841,370	36,556,591	36,556,591	TOTAL	37,622,059	1,065,468	2.91%	100.00%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board		
Summary		

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget	BUDGET APPROPRIATIONS	2019-2020 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
0100 General Government							
52,608	52,543	52,543	0110 Town Council	54,139	1,596	3.04%	0.03%
403,273	449,594	449,594	0120 Town Manager	387,110	-62,484	-13.90%	-1.13%
39,570	39,992	39,992	0130 Courts	39,992	0	0.00%	0.00%
115,503	149,969	149,969	0140 Elections	162,537	12,568	8.38%	0.23%
1,241,290	1,523,266	1,525,431	0150 Finance	1,547,647	22,216	1.46%	0.40%
155,025	156,025	156,025	0160 Town Attorney	157,025	1,000	0.64%	0.02%
176,375	183,527	185,407	0170 Town Clerk	186,365	958	0.52%	0.02%
35,168	41,808	41,808	0180 Personnel	41,808	0	0.00%	0.00%
2,496,804	2,809,715	2,812,070	0190 General Services	2,698,487	-113,583	-4.04%	-2.05%
4,715,616	5,406,439	5,412,839	TOTAL	5,275,110	-137,729	-2.54%	-2.48%
0200 Public Safety							
7,156,601	7,195,137	7,462,576	0210 Police Department	7,677,113	214,537	2.87%	3.87%
881,279	859,464	861,499	0230 Fire Department	875,491	13,992	1.62%	0.25%
304,890	330,000	330,000	0250 Street Lighting	330,000	0	0.00%	0.00%
523	4,050	4,050	0260 Emergency Management	4,050	0	0.00%	0.00%
33,500	34,000	34,000	0270 Emergency Medical Services	34,000	0	0.00%	0.00%
77,259	77,550	77,550	0280 Hydrants	81,150	3,600	4.64%	0.06%
8,454,052	8,500,201	8,769,675	TOTAL	9,001,804	232,129	2.65%	4.19%
0300 Public Works							
282,170	314,894	315,609	0310 Engineering	322,603	6,994	2.22%	0.13%
2,513,614	2,675,790	2,679,950	0320 Highway Department	2,737,641	57,691	2.15%	1.04%
1,941,420	2,123,995	2,124,280	0350 Solid Waste Services	2,337,491	213,211	10.04%	3.85%
4,737,204	5,114,679	5,119,839	TOTAL	5,397,735	277,896	5.43%	5.01%
0400 Community Planning & Development							
220,242	220,074	220,074	0420 Planning and Development	228,888	8,814	4.01%	0.16%
17,525	17,242	17,337	0430 Town Plan and Zoning	17,412	75	0.43%	0.00%
1,959	2,703	2,703	0440 Zoning Board of Appeals	2,417	-286	-10.58%	-0.01%
212,147	203,301	206,396	0450 Building Department	208,578	2,182	1.06%	0.04%
5,338	5,174	5,211	0460 Conservation Commission	5,201	-10	-0.19%	0.00%
93,557	95,210	95,224	0470 Economic Development	95,413	189	0.20%	0.00%
550,768	543,704	546,945	TOTAL	557,909	10,964	2.00%	0.20%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board		Summary

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget	BUDGET APPROPRIATIONS	2019-2020 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0500 Public Health				
175,973	185,579	185,579	0510 Health Services	192,472	6,893	3.71%	0.12%
175,973	185,579	185,579	TOTAL	192,472	6,893	3.71%	0.12%
			0600 Community Services				
409,890	443,843	447,068	0610 Human Services	459,794	12,726	2.85%	0.23%
568,946	574,362	580,668	0640 Senior and Disabled Center	588,301	7,633	1.31%	0.14%
8,067	9,299	9,299	0670 Boards and Commissions	9,299	0	0.00%	0.00%
986,903	1,027,504	1,037,035	TOTAL	1,057,394	20,359	1.96%	0.37%
			0700 Public Library				
1,726,373	1,772,541	1,778,261	0710 Library Operations	1,809,811	31,550	1.77%	0.57%
147	30	30	0730 Hubbard Book Fund	30	0	0.00%	0.00%
1,726,520	1,772,571	1,778,291	TOTAL	1,809,841	31,550	1.77%	0.57%
			0800 Parks & Recreation				
310,098	318,066	323,466	0810 Parks & Recreation Administr.	329,014	5,548	1.72%	0.10%
1,313,073	1,439,610	1,439,610	0830 Grounds Maintenance	1,483,868	44,258	3.07%	0.80%
1,623,171	1,757,676	1,763,076	TOTAL	1,812,882	49,806	2.82%	0.90%
			0900 Insurance - Miscellaneous				
803,350	1,012,939	1,012,939	0910 Municipal Insurance	990,585	-22,354	-2.21%	-0.40%
2,930	2,930	2,930	0930 Greater Htfd. Transit District	2,930	0	0.00%	0.00%
10,013,524	10,565,019	10,565,019	0940 Employee Benefits	11,078,397	513,378	4.86%	9.26%
25,000	17,500	17,500	0950 Special Community Activities	17,500	0	0.00%	0.00%
26,359	649,850	344,924	0960 Contingency	427,500	82,576	23.94%	1.49%
10,871,163	12,248,238	11,943,312	TOTAL	12,516,912	573,600	4.80%	10.34%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board		
Summary		

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget	BUDGET APPROPRIATIONS	2019-2020 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			1000 Debt Service				
125,581	91,081	91,081	1010 Interest Expense	385,231	294,150	322.95%	5.30%
1,025,000	695,000	695,000	1020 Principal Payments	1,140,000	445,000	64.03%	8.03%
1,150,581	786,081	786,081	TOTAL	1,525,231	739,150	94.03%	13.33%
			1050 Metropolitan District				
3,916,650	4,348,900	4,348,900	1051 MDC Assessment	4,466,300	117,400	2.70%	2.12%
3,916,650	4,348,900	4,348,900	TOTAL	4,466,300	117,400	2.70%	2.12%
			1100 Capital Improvements				
2,213,746	3,321,428	3,321,428	1100 Capital Improvements Program	4,760,168	1,438,740	43.32%	25.95%
2,213,746	3,321,428	3,321,428	TOTAL	4,760,168	1,438,740	43.32%	25.95%
			2000 Equipment Reserve				
725,400	787,400	787,400	2500 Equipment Reserve CIP	787,400	0	0.00%	0.00%
725,400	787,400	787,400	TOTAL	787,400	0	0.00%	0.00%
			3000 Employee Leave Liability				
23,200	23,200	23,200	3100 ELLF-Board of Education	23,200	0	0.00%	0.00%
69,700	69,700	69,700	3200 ELLF-Town Operations	69,700	0	0.00%	0.00%
92,900	92,900	92,900	TOTAL	92,900	0	0.00%	0.00%
			4000 Board of Education				
70,088,976	72,803,285	72,803,285	4000 Board of Education	74,987,384	2,184,099	3.00%	39.39%
70,088,976	72,803,285	72,803,285	TOTAL	74,987,384	2,184,099	3.00%	39.39%
112,029,623	118,696,585	118,696,585	GRAND TOTALS	124,241,442	5,544,857	4.67%	100.00%

REVENUES

GENERAL FUND REVENUES

EXPLANATION OF GENERAL FUND REVENUES

5000 Taxes

The current levy and Motor Vehicles for FY 2019-20 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, 2018. The amount to be raised by taxes of \$102,870,982 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, 2018 Net Grand List of \$2,640,574,930, 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 2019-20 is 39.66, an increase of 1.16 mills from the FY 2018-19 mill rate of 38.50, or 3.02%. 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, 2018 to August 1, 2019; i.e., after the Grand List of October 1, 2018 is set. This account is flat to the amount set for the 2018-19 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2019 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, 2018. It is estimated \$50,000 will be received from this source in FY 2019-20. As with prorated motor vehicles, these properties will be fully reflected in the October 1, 2019 Grand List.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to be slightly higher than the FY 2018-19 estimates but less than the FY 2018-19 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 stay the same as per FY 2018-19 budget based on historical trend.

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 2018 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 FY2017-18, the amount of aid we received was cut from \$477,113 to \$13,472 and remained the same for the FY 2018-19. We expect a slight increase for the FY 2019-20 to \$14,719. Also, the amount expected for tax exempt colleges & hospitals for FY2019-20 will be flat to the FY 2018-19 estimate at an amount of \$1,939,870.

Overall the Town expects to receive \$1,954,589, in FY2019-20 for these two pilots based on Governor Lamont's proposed FY 2019-20 budget. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$31,668 under this category.

2017-2018 Actual	2018-2019 Council Adopted	2018-2019 Estimated	Revenue Source	2019-2020 Manager Proposed	Change from estimated budget	
					\$	%
TAXES						
86,430,481	90,739,159	90,739,159	5001 Current Levy	93,814,034	3,074,875	3.4%
1,135,178	1,230,637	1,230,637	5002 Prorated Motor Vehicles	1,230,637	-	0.0%
-	50,000		5003 Prorated Real Estate	50,000	50,000	***
386,836	490,000	385,000	5004 Prior Year Tax Levies	400,000	15,000	3.9%
320,880	355,000	350,000	5005 Interest & Liens	355,000	5,000	1.4%
7,694,622	8,506,229	8,506,229	5007 Motor Vehicles	9,056,948	550,719	6.5%
95,967,997	101,371,025	101,211,025	SUBTOTAL	104,906,619	3,695,594	3.7%
PILOTS						
13,472	13,472	14,719	5101 State-Owned PILOT	14,719	-	0.0%
4,936	5,057	4,718	5105 Disabled Exemption	4,718	-	0.0%
-	-		5106 Elderly Circuit Breaker		-	***
28,101	28,401	26,950	5107 Add'l Veteran's Exemption	26,950	-	0.0%
896,361	896,361	1,939,870	5109 Tax Exempt Colleges & Hospital	1,939,870	-	0.0%
-	-		5111 Municipal Revenue Sharing		-	***
942,870	943,291	1,986,257	SUBTOTAL	1,986,257	-	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 \$10,000 less than the budgeted level in FY 2018-19.

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 been high this year and are forecasted to level out causing the estimate for FY 2019-20 to be lower than the 2018-19 estimate of \$500,000 but higher than the 2018-19 budget of \$130,000.

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.

2017-2018 Actual	2018-2019 Council Adopted	2018-2019 Estimated	Revenue Source	2019-2020 Manager Proposed	Change from estimated budget \$	%
ASSESSMENTS						
14,846	14,846	15,352	5201 New Meadow Housing	15,300	(52)	-0.3%
14,846	14,846	15,352	SUBTOTAL	15,300	(52)	-0.3%
LICENSES & PERMITS						
253,009	260,000	250,000	5301 Building Permits	250,000	-	0.0%
1,970	1,000	2,000	5302 Vendor's Permits	2,000	-	0.0%
8,400	10,000	10,000	5305 Gun Permits	10,000	-	0.0%
205	500	500	5306 Raffle & Bingo Permits	500	-	0.0%
25,575	12,000	20,000	5308 Work Within Rights of Way	20,000	-	0.0%
-	2,000	2,000	5310 Refuse Handling Licenses	2,000	-	0.0%
289,159	285,500	284,500	SUBTOTAL	284,500	-	0.0%
RENTALS						
3,358	3,600	3,600	5402 Town Hall Rental Receipts	3,600	-	0.0%
52,334	52,334	48,000	5403 Indian Hill Country Club	48,000	-	0.0%
51,594	44,000	48,000	5404 Other Town Property	50,000	2,000	4.2%
107,286	99,934	99,600	SUBTOTAL	101,600	2,000	2.0%
INVESTMENT INCOME						
377,730	130,000	500,000	5501 Interest Earnings	250,000	(250,000)	-50.0%
377,730	130,000	500,000	SUBTOTAL	250,000	(250,000)	-50.0%
FINES						
11,327	20,000	11,000	5602 Parking Tickets	11,000	-	0.0%
17,325	10,000	12,000	5603 False Alarms	10,000	(2,000)	-16.7%
100	2,500	-	5605 Blighted Premises	1,000	1,000	***
-	-	347	5606 Snow Removal Fines	-	(347)	-100.0%
-	-	-	5607 Zoning Citation Fines	-	-	***
28,752	32,500	23,347	SUBTOTAL	22,000	(1,347)	-5.8%

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 2018-19 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 2019-20.

2017-2018 Actual	2018-2019 Council Adopted	2018-2019 Estimated	Revenue Source	2019-2020 Manager Proposed	Change from estimated budget	
					\$	%
CHARGES FOR SERVICES						
8,800	9,000	5,000	5702 Conservation Commission	6,000	1,000	20.0%
560	600	600	5703 Zoning Board of Appeals	600	-	0.0%
12,755	9,000	10,000	5704 Town Planning & Zoning	10,000	-	0.0%
546,042	475,000	475,000	5705 Town Clerk Fees	475,000	-	0.0%
10,215	8,000	10,000	5706 Police	10,000	-	0.0%
3,835	5,000	4,000	5707 Human Services-Counseling Fee	4,000	-	0.0%
22,397	19,000	19,000	5708 Library - Overdue Fines	19,000	-	0.0%
4,005	5,000	5,000	5709 Dial-A-Ride Tickets	5,000	-	0.0%
1,019	1,275	1,275	5711 Engineering Fees	1,275	-	0.0%
17,118	11,500	34,000	5712 Scrap Metal Curbside	20,000	(14,000)	-41.2%
71	-	-	6307 Youth-Adult Council	-	-	-
626,817	543,375	563,875	SUBTOTAL	550,875	(13,000)	-2.3%
REFUNDS & REIMBURS.						
135,699	35,000	15,900	5802 Refunds-Town	20,000	4,100	25.8%
2,118	10,000	25,000	5803 Refunds-Schools	10,000	(15,000)	-60.0%
25,644	34,000	10,000	5822 Recycling Rebates	10,000	-	0.0%
163,461	79,000	50,900	SUBTOTAL	40,000	(10,900)	-21.4%
SALE-TOWN PROPERTY						
22,333	4,840	4,840	5902 Other	4,840	-	0.0%
239	300	300	5904 Library-Sale of Earbuds	300	-	0.0%
22,572	5,140	5,140	SUBTOTAL	5,140	-	0.0%

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 was most challenging for FY 2019-20 as the Governor and legislator have only just started the budget process for the 2019-20 aid. This category shows an overall increase of \$345,807 from FY 2018-19 estimated levels. This is an increase of \$1,415,187 in aid compared to what we budgeted in the 2018-19 fiscal year.

One the major change is the increase of the Motor Vehicle Mill Rate cap for the 2018-19 fiscal year to 45 mills. There has not been any changed made to that Motor Vehicle Mill Rate cap since. This allows us to set one mill rate for all taxable items. This also eliminates Newington's share of MRSA (Account #6011) and Motor Vehicle Property Tax Grants which have compensated our town for the loss of revenue due to the Motor Vehicle Mill Rate (MVMR) cap. The Grants for Municipal Projects funding will remain at the \$917,869 funding for the 2019-20 fiscal year based on Governor Lamont's proposed FY 2019-20 budget.

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 the amount of our grant was restored and we are estimated to receive \$13,094,438. The Governor's budget proposes the amount for the FY 2019-20 at \$13,408,892, is a \$314,454 increase over the FY 2018-19 estimates.

In FY 2019-20, \$50,000 is expected from School Building Grant revenues for capital projects such as the Newington High School Career Technical Project.

6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$8,000.

2017-2018 Actual	2018-2019 Council Adopted	2018-2019 Estimated	Revenue Source	2019-2020 Manager Proposed	Change from estimated budget	
					\$	%
			STATE-AID			
698,607		-	6002 Municipal Stabilization Grant		-	***
-	1,250	-	6003 Public Library		-	***
245,693	164,924	164,924	6005 Mashantucket Pequot Fund	164,924	-	0.0%
20,368	20,368	20,368	6006 Youth Services Bureau	20,368	-	0.0%
5,663	4,500	5,663	6007 Alcohol and Drug Abuse	4,500	(1,163)	-20.5%
-	-	-	6011 Municipal Revenue Sharing		-	***
98,470	115,300	98,500	6013 Telecommunications Tax	98,500	-	0.0%
8,893	18,459	18,459	6015 Emergency Management Grant	18,459	-	0.0%
10,196	-	-	6016 Controlling Interest Tax		-	***
917,869	917,869	917,869	6022 Grants for Municipal Projects	917,869	-	0.0%
-	-	-	6026 Motor Vehicle Property Tax Grant		-	***
39,320	36,545	36,545	6054 Adult Education	39,061	2,516	6.9%
-	378,000	20,000	6056 School Building Grants	50,000	30,000	150.0%
2,089	15,000	2,655	6058 Health Services	2,655	-	0.0%
11,262,873	11,597,967	13,094,438	6062 Education Cost Sharing Grant	13,408,892	314,454	2.4%
13,310,041	13,270,182	14,379,421	SUBTOTAL	14,725,228	345,807	2.4%
			FEDERAL AID			
8,094	9,000	8,000	6101 Senior Citizen Trans Aid	8,000	-	0.0%
8,094	9,000	8,000	SUBTOTAL	9,000	1,000	12.5%

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 2019-20, \$80,000 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 (\$158,823) 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.

2017-2018 Actual	2018-2019 Council Adopted	2018-2019 Estimated	Revenue Source	2019-2020 Manager Proposed	Change from estimated budget	
					\$	%
			MISCELLANEOUS			
80,001	58,500	58,500	6203 Cancelled PY Encumbrances	80,000	21,500	36.8%
165	-	-	6201 Other-Miscellaneous	-	-	***
80,166	58,500	58,500	SUBTOTAL	80,000	21,500	36.8%
			DONATIONS			
9,825	6,000	6,000	6302 United Way (Human Services)	6,000	-	0.0%
9,825	6,000	6,000	SUBTOTAL	6,000	-	0.0%
			TRF FROM OTHER FUNDS			
-	100,000	100,000	7001 Transfer from CNRE Fund		(100,000)	-100.0%
-	499,933	499,933	7002 Transfer from Public Building Fund		(499,933)	-100.0%
123,921	148,259	148,259	7012 Transfer from Cemetery Fund	158,823	10,564	7.1%
316	70	70	7021 Transfer From Cemetery Trust	70	-	0.0%
147	30	30	7022 Transfer from Hubbard Fund	30	-	0.0%
124,384	748,292	748,292	SUBTOTAL	158,923	(589,369)	-78.8%
112,074,000	117,596,585	119,940,209	TOTAL	123,141,442	3,201,233	2.7%

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	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	2018-2019 <u>Authorized</u>	2019-2020 <u>Requested</u>	2019-2020 <u>Proposed</u>	2019-2020 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	
Director of Admin. Services	1.0	1.0	1.0	
Assistant to the Town Manager for Administration	1.0	1.0	1.0	
Insurance and Benefits Administrator	1.0	1.0	1.0	
Administrative Secretary I	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>	
	5.0	4.0	4.0	
<u>Elections</u>				
Registrar of Voters (PT)	1.2	1.2	1.2	
<u>Finance</u>				
Director of Finance	1.0	1.0	1.0	
Deputy Director of Finance	1.0	1.0	1.0	
Account Clerk II	2.0	2.0	2.0	
Accounts Administrator(PT)	0.4	0.5	0.5	
Town Assessor	1.0	1.0	1.0	
Deputy Assessor	1.0	1.0	1.0	
Assessment Technician II	1.0	1.0	1.0	
Assessment Technician I	1.0	1.0	1.0	
Revenue Collector	1.0	1.0	1.0	
Assistant Revenue Collector	1.0	1.0	1.0	
Revenue Clerk	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	11.4	11.5	11.5	
<u>Town Clerk</u>				
Town Clerk	1	1	1	
Assistant Town Clerk	1	1	1	
Assistant Town Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	2.5	2.5	2.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	<u>2018-2019</u> <u>Authorized</u>	<u>2019-2020</u> <u>Requested</u>	<u>2019-2020</u> <u>Proposed</u>	<u>2019-2020</u> <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	1.0	
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>1.0</u>	<u>0.5</u>	<u>0.5</u>	
	6.0	5.5	5.5	
<u>Information Systems & 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	522.2	222.3	222.3	
Town Clerk	235.0	235.0	235.0	
Central Services	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>	
	817.2	517.3	517.3	
<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	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN COUNCIL		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 2018-2019 OPERATION

- Renewed the Waste Recycling and Trash Disposal contracts
- Approved an application for a 2018 State Homeland Security grant.
- Executed a new lease agreement with the Balf Company for a new communications tower.
- Amended five sections of the Newington Code of Ordinances.
- Adopted revised Inland Wetlands & Watercourses regulations.
- Accepted a portion of Main Street from the State of Connecticut Department of Transportation.
- 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.

OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2019-20 annual budget, the 2019-20 through 2023-24 Long Range Capital Improvement Plan, and to set the Mill Rate for 2019-20.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2017-2018 rates.
- Dues and Subscriptions includes increases in the annual dues for the Capital Region Council of Governments.
- Office Supplies decreased as meetings are now digitally recorded on less expensive DV-R diskettes.
- Recognition chairs for former Town Council members are only budgeted every other year, resulting in an increase to the Other Materials line item.

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
4,061	3,492	3,492	8103 Part Time	3,527	3,527	35	1.00 %
4,061	3,492	3,492	OBJECT TOTAL	3,527	3,527	35	1.00 %
<u>PROFESSIONAL SVCS</u>							
2,178	1,700	1,700	8201 Public Notification	1,700	1,700	0	0.00 %
43,427	44,315	44,315	8202 Dues and Subscriptions	44,714	44,714	399	0.90 %
0	50	50	8204 Conferences,Meetings,Training	50	50	0	0.00 %
1,376	1,491	1,491	8216 Printing and Binding	1,491	1,491	0	0.00 %
46,981	47,556	47,556	OBJECT TOTAL	47,955	47,955	399	0.84 %
<u>MATERIAL & SUPPLIES</u>							
172	509	509	8301 Office Supplies	400	400	-109	-21.41 %
1,393	986	986	8310 Other Materials	2,257	2,257	1,271	128.90 %
1,566	1,495	1,495	OBJECT TOTAL	2,657	2,657	1,162	77.73 %

52,608	52,543	52,543	TOTAL	54,139	54,139	1,596	3.04 %
--------	--------	--------	-------	--------	--------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN MANAGER		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 2018-2019 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 2019-20 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 CROCOG and the Department of Transportation regarding traffic related issues and how to address them.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects 2017-2018 rates, change in personnel for Executive Assistant/Human Resources position and elimination of C-8 Administrative Secretary position.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
389,204	442,343	442,343	8101 Full time salaries	439,229	379,859	-62,484	-14.13 %
11,127	0	0	8103 Part Time	0	0	0	****
400,331	442,343	442,343	OBJECT TOTAL	439,229	379,859	-62,484	-14.13 %
<u>PROFESSIONAL SVCS</u>							
420	1,956	1,956	8202 Dues and Subscriptions	1,956	1,956	0	0.00 %
96	2,600	2,600	8204 Conferences,Meetings,Training	2,600	2,600	0	0.00 %
235	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 %
1,951	6,036	6,036	OBJECT TOTAL	6,036	6,036	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
501	715	715	8301 Office Supplies	715	715	0	0.00 %
490	500	500	8310 Other Materials	500	500	0	0.00 %
991	1,215	1,215	OBJECT TOTAL	1,215	1,215	0	0.00 %

403,273	449,594	449,594	TOTAL	446,480	387,110	-62,484	-13.90 %
---------	---------	---------	-------	---------	---------	---------	----------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

EXPLANATION

Newington currently shares 38 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 32 percent and 30 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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 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 %
--------	--------	--------	-------	--------	--------	---	--------

EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 25,000 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).
- The preparation and maintenance includes, inspection, programming, ordering materials, checking on ballots errors, listening pronunciation of candidates and setup of voting equipment and signage.
- Setting 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.
- Design educational program to conduct mandated training sessions for all poll workers for each election with updated legislation that pertains to each election.
- Every two years Moderator Certification training for all Moderators to be certified, unfunded mandate.
- 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.

OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- The registrars are also now (unfunded) mandated to utilize the Converse system to update records from DMV daily.
- Larger space needs
- Finalizing certification training for ROV.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects 2017-2018 rates.
- All accounts reflect November Election, and two (PPP) primaries, D & R, in April. They also reflect transfers done in the prior year.
- Conferences, Meeting and Training includes full certification for two registrars, as well as spring and fall conferences both registrars and assistant registrars.

Function	Activity	Program	Code
General Government	Elections	Elections	0140

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
73,609	72,829	72,829	8103 Part Time	74,118	74,118	1,289	1.77 %
73,609	72,829	72,829	OBJECT TOTAL	74,118	74,118	1,289	1.77 %
<u>PROFESSIONAL SVCS</u>							
662	600	1,151	8201 Public Notification	1,100	1,100	-51	-4.43 %
130	140	140	8202 Dues and Subscriptions	140	140	0	0.00 %
422	550	550	8203 Transportation	810	550	0	0.00 %
1,480	4,800	1,920	8204 Conferences,Meetings,Training	4,900	4,900	2,980	155.21 %
0	500	400	8205 Postage and Shipping	500	500	100	25.00 %
3,600	3,975	3,875	8212 Equipment Maintenance	4,414	4,414	539	13.91 %
5,698	13,175	15,475	8216 Printing and Binding	16,175	16,175	700	4.52 %
27,229	52,250	52,850	8220 Other Contractual Services	59,390	59,390	6,540	12.37 %
39,220	75,990	76,361	OBJECT TOTAL	87,429	87,169	10,808	14.15 %
<u>MATERIAL & SUPPLIES</u>							
2,577	500	529	8301 Office Supplies	550	550	21	3.97 %
0	350	50	8302 Technical Supplies	350	350	300	600.00 %
97	300	200	8310 Other Materials	350	350	150	75.00 %
2,674	1,150	779	OBJECT TOTAL	1,250	1,250	471	60.46 %

115,503	149,969	149,969	TOTAL	162,797	162,537	12,568	8.38 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ACCOUNTING & ADMINISTRATION	CODE 151
--------------------------------	---------------------	----------------------------------------	-------------

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 2018-2019 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, 2017 for the twenty seventh consecutive year.
- Financial planning support for the Town Hall Building and Bus Garage Remediation projects.
- A major upgrade to the financial software system MUNIS was completed.
- Assisted Town Manager and Town Labor Attorney with both IBPO and AFSCME contract negotiations.
- Accounting Clerk II Accounts Payable, Lori Longstaff retired after 28 years of service and Josephine Aux, our part time employee, was hired to replacement.
- Accounting Clerk II Payroll, Jennifer Massaro-Cook took a new position within the Town and Jennifer Robinson was hired as her replacement.

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

- Full Time Salaries reflects a change in personnel, Administrative salaries at 2017-2018 rates and contractual raises for AFSCME employees.
- Part Time reflects 2017-2018 rates.
- Longevity decreased due to retirement.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
312,785	308,556	308,556	8101 Full time salaries	319,220	319,220	10,664	3.46 %	
24,889	23,408	23,408	8103 Part Time	24,336	24,336	928	3.96 %	
1,000	1,050	1,050	8105 Longevity	0	0	-1,050	0.00 %	
338,674	333,014	333,014	OBJECT TOTAL	343,556	343,556	10,542	3.17 %	
<u>PROFESSIONAL SVCS</u>								
505	510	510	8202 Dues and Subscriptions	510	510	0	0.00 %	
345	580	580	8204 Conferences,Meetings,Training	580	580	0	0.00 %	
105	250	250	8212 Equipment Maintenance	250	250	0	0.00 %	
580	580	580	8220 Other Contractual Services	580	580	0	0.00 %	
1,535	1,920	1,920	OBJECT TOTAL	1,920	1,920	0	0.00 %	
<u>MATERIAL & SUPPLIES</u>								
541	600	600	8301 Office Supplies	600	600	0	0.00 %	
1,450	1,474	1,474	8302 Technical Supplies	1,474	1,474	0	0.00 %	
1,990	2,074	2,074	OBJECT TOTAL	2,074	2,074	0	0.00 %	

342,200	337,008	337,008	TOTAL	347,550	347,550	10,542	3.13 %
---------	---------	---------	-------	---------	---------	--------	--------

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, 1,400 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 2018-2019 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 Administrative salaries at 2017-2018 rates and contractual raises for AFSCME employees.
- Longevity decreased due to retirement.
- Other accounts reflect reallocation of amounts to better reflect actual use.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
323,899	323,629	323,629	8101 Full time salaries	333,333	333,333	9,704	3.00 %
1,635	4,500	2,000	8104 Seasonal	0	0	-2,000	0.00 %
1,000	1,000	1,000	8105 Longevity	0	0	-1,000	0.00 %
326,534	329,129	326,629	OBJECT TOTAL	333,333	333,333	6,704	2.05 %
<u>PROFESSIONAL SVCS</u>							
1,491	2,345	2,345	8202 Dues and Subscriptions	1,845	1,845	-500	-21.32 %
679	2,000	2,000	8204 Conferences,Meetings,Training	3,500	3,500	1,500	75.00 %
4,971	3,000	5,500	8216 Printing and Binding	6,300	6,300	800	14.55 %
4,000	5,000	5,000	8217 Consultants/Special Contractor	5,000	5,000	0	0.00 %
11,141	12,345	14,845	OBJECT TOTAL	16,645	16,645	1,800	12.13 %
<u>MATERIAL & SUPPLIES</u>							
306	600	600	8301 Office Supplies	800	800	200	33.33 %
306	600	600	OBJECT TOTAL	800	800	200	33.33 %

337,981	342,074	342,074	TOTAL	350,778	350,778	8,704	2.54 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

- The Board of Assessment Appeals held meetings on three (3) days during March 2018 and heard a total of twenty five (25) appeals on the October 1, 2017 Grand List and the October 1, 2016 Supplemental Motor Vehicles 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	Activity	Program	Code
General Government	Finance	Board of Assess. Appeals	0153

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 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 through the town's web-site under Tax Query Information. 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.
- 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.

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 Administrative salaries at 2017-2018 rates and contractual raises for AFSCME employees.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
207,114	210,672	212,837	8101 Full time salaries	215,807	215,807	2,970	1.40 %	
390	3,000	2,653	8103 Part Time	3,000	3,000	347	13.08 %	
2,110	2,667	2,667	8104 Seasonal	2,667	2,667	0	0.00 %	
209,614	216,339	218,157	OBJECT TOTAL	221,474	221,474	3,317	1.52 %	
<u>PROFESSIONAL SVCS</u>								
1,612	950	950	8201 Public Notification	950	950	0	0.00 %	
42	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %	
912	1,100	1,447	8204 Conferences,Meetings,Training	1,100	1,100	-347	-23.98 %	
18,432	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 %	
1,800	1,950	1,950	8216 Printing and Binding	1,950	1,950	0	0.00 %	
19,015	12,170	12,170	8217 Consultants/Special Contractor	12,170	12,170	0	0.00 %	
258,493	543,029	543,029	8224 Elderly Tax Relief Program	543,029	543,029	0	0.00 %	
300,305	573,255	573,602	OBJECT TOTAL	573,255	573,255	-347	-0.06 %	
<u>MATERIAL & SUPPLIES</u>								
477	600	600	8301 Office Supplies	600	600	0	0.00 %	
1,302	3,340	3,340	8302 Technical Supplies	3,340	3,340	0	0.00 %	
1,779	3,940	3,940	OBJECT TOTAL	3,940	3,940	0	0.00 %	

511,699	793,534	795,699	TOTAL	798,669	798,669	2,970	0.37 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM AUDITING	CODE 155
--------------------------------	---------------------	---------------------	-------------

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 2017-2018 OPERATION

- The auditing firm of Blum Shapiro conducted the audit of the FY 2017-2018 financial records during the FY 2018-2019.

OBJECTIVES

- To examine the FY 2018-2019 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 will be going out to RFP this spring. Due to this fact we decided to leave the fee flat to the 2018-19 budget.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
40	40	40	8201 Public Notification	40	40	0	0.00 %
47,200	48,000	48,000	8217 Consultants/Special Contractor	48,000	48,000	0	0.00 %
47,240	48,040	48,040	OBJECT TOTAL	48,040	48,040	0	0.00 %

47,240	48,040	48,040	TOTAL	48,040	48,040	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

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 2018-2019 OPERATION

- Bids were awarded for a new parking lot for the Lucy Robbins Welles Library, construction phases III and IV for closing/capping the Vegetation Waste Disposal Area, cleaning of Police uniforms, an aerial bucket truck, and cleaning services for several municipal buildings.
- New photocopiers were leased for the Assessor's and Revenue Collector's Offices and the Town Hall mail room.
- Proposals were received for the Town Hall and Community Center Commissioning Agent and for Independent Construction Testing 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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
358	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 %
393	1,110	1,110	OBJECT TOTAL	1,110	1,110	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
277	0	0	8310 Other Materials	0	0	0	****
277	0	0	OBJECT TOTAL	0	0	0	****

670	1,110	1,110	TOTAL	1,110	1,110	0	0.00 %
-----	-------	-------	-------	-------	-------	---	--------

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 2018-2019 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 2016 by Mayor Zartarian.

MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions reflects full cost of Lexus-Nexus subscription for Town Attorney

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
825	825	825	8202 Dues and Subscriptions	825	1,825	1,000	121.21 %
24,000	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 %
155,025	156,025	156,025	OBJECT TOTAL	156,025	157,025	1,000	0.64 %

155,025	156,025	156,025	TOTAL	156,025	157,025	1,000	0.64 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

	2011-12	2012-13	2013-14	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019 (Through 12/31/2018)
Documents Recorded	5,595	6,751	5,146	5,115	5,660	4,988	4,623	2,346
Recording Fees	\$142,367	\$181,710	\$144,929	\$147,617	\$152,465	\$153,983	\$140,108	\$65,295
Conveyance Tax	\$176,623	\$241,036	\$251,802	\$252,717	\$264,495	\$401,905	\$332,349	\$167,350

- 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 used to preserve, scan and recreate 1870-1879 Tax Levy Books.
- Staff continues backfile scanning during slow times to increase portal revenue and accessibility for searchers.
- Engaged staff in professional development opportunities through CCM and Connecticut Town Clerks Association (CTCA).
- Town Clerk attended the Annual Spring Town Clerk’s & Fall Town Clerk’s Conference.
- Assistant Town Clerk, Elizabeth Thompson attended the CTCA Other Duties Education module held at CCSU on December 4, 2018.

OBJECTIVES 2019-2020

- Procure \$6,500 Historic Document Preservation Grant for expansion of vault shelving for permanent record book storage in preparation for vault expansion.
- Continued scanning and digitizing of land record images. Goal is to scan images back to 1976.
- 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.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche).
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.
- Deliver superb customer service.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative salaries at 2017-2018 rates.
- Dues and Subscriptions was reduced for removal of IIMC dues for Assistant Town Clerk.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
138,125	136,250	138,130	8101 Full time salaries	139,188	139,188	1,058	0.77 %
15,389	16,796	16,796	8103 Part Time	16,796	16,796	0	0.00 %
1,866	3,995	3,995	8104 Seasonal	3,995	3,995	0	0.00 %
155,380	157,041	158,921	OBJECT TOTAL	159,979	159,979	1,058	0.67 %
<u>PROFESSIONAL SVCS</u>							
510	550	550	8202 Dues and Subscriptions	550	450	-100	-18.18 %
135	168	168	8203 Transportation	168	168	0	0.00 %
835	1,025	1,025	8204 Conferences,Meetings,Training	1,025	1,025	0	0.00 %
1,362	1,465	1,465	8211 Facilities Rental & Storage	1,465	1,465	0	0.00 %
583	881	881	8212 Equipment Maintenance	881	881	0	0.00 %
255	300	300	8216 Printing and Binding	300	300	0	0.00 %
8,235	11,941	11,941	8220 Other Contractual Services	11,941	11,941	0	0.00 %
11,915	16,330	16,330	OBJECT TOTAL	16,330	16,230	-100	-0.61 %
<u>MATERIAL & SUPPLIES</u>							
395	391	391	8301 Office Supplies	391	391	0	0.00 %
8,685	9,765	9,765	8302 Technical Supplies	9,765	9,765	0	0.00 %
9,080	10,156	10,156	OBJECT TOTAL	10,156	10,156	0	0.00 %

176,375	183,527	185,407	TOTAL	186,465	186,365	958	0.52 %
---------	---------	---------	-------	---------	---------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PERSONNEL		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 2018-2019 OPERATION

- Through January 2018, 1 full-time employee retired, 10 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 Highway Equipment Mechanic, Social Worker II, Zoning Enforcement Officer/Assistant Town Planner, GIS Technician, Assessment Technician, Executive Assistant/Human Resource Specialist, 2 Police Officers and 3 Police Recruits.
- Sponsored training seminars on various topics for General Government employees and department heads.
- Revised a number of Job Descriptions as positions became vacant.
- Continued with the collective bargaining process with the IBPO Local 443 union.

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	Activity	Program	Code
General Government	Personnel	Personnel	0180

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
4,036	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 %
909	5,645	5,645	8204 Conferences,Meetings,Training	5,645	5,645	0	0.00 %
30,010	28,023	28,023	8217 Consultants/Special Contractor	28,023	28,023	0	0.00 %
34,990	41,298	41,298	OBJECT TOTAL	41,298	41,298	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
178	510	510	8301 Office Supplies	510	510	0	0.00 %
178	510	510	OBJECT TOTAL	510	510	0	0.00 %

35,168	41,808	41,808	TOTAL	41,808	41,808	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

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 Mortensen 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 2018-2019 OPERATION

- Finished the installation of LED lighting upgrades to fire houses 2 & 3 so with the completion of all fire houses with energy upgrades will help reduce overall utility operating costs.
- Installed a new mechanics lift at the Highway Garage and upgraded all of the HVAC units for greater efficiency and lower operating utility costs
- Installed new front entrance doors at the Library for better building occupants comfort and better temperature control.
- Rebuilt the Mill Pond Park Concession house due to fire vandalism
- Completed the upgrades to all of the unit HVAC ventilators at the Senior & Disabled Center for greater efficiency and lower utility costs
- Upgraded all of the Parks & Rec. parks lighting to LED for greater utility savings
- Started cleanup on the BOE fuel spill at the Garfield Bus Garage

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 Administrative salaries at 2017-2018 rates and contractual raises for AFSCME employees.
- Part Time was decreased to reflect out-sourcing the cleaning services for Mortenson Community Center & Parks & Rec. offices.
- Uniform Rental & Cleaning was added for rental of uniforms for AFSCME employees.
- 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

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
363,603	370,652	373,007	8101 Full Time	382,853	382,853	9,846	2.64%
13,804	7,000	7,000	8102 Overtime	7,000	7,000	0	0.00%
28,223	27,901	20,001	8103 Part Time	12,212	12,212	-7,789	-38.94%
1,600	1,700	1,700	8105 Longevity	1,800	1,800	100	5.88%
407,230	407,253	401,708	OBJECT SUBTOTAL	403,865	403,865	2,157	0.54%
<u>PROFESSIONAL SERVICES</u>							
760	800	971	8202 Dues and Subscriptions	800	800	-171	-17.61%
1,999	3,400	3,400	8204 Conferences, Meetings, Training	3,400	3,400	0	0.00%
457,031	471,130	471,130	8206 Utilities	471,130	471,130	0	0.00%
545	600	600	8207 Clothing Allowance	600	600	0	0.00%
0	0	0	8209 Uniform Rental & Cleaning	1,600	1,600	1,600	****
20,485	23,585	23,585	8212 Equipment Maintenance	18,670	18,670	-4,915	-20.84%
97,306	94,020	94,020	8213 Facilities Maintenance	88,326	88,326	-5,694	-6.06%
126,396	149,380	157,280	8220 Other Contractual Services	146,602	146,602	-10,678	-6.79%
704,522	742,915	750,986	OBJECT SUBTOTAL	731,128	731,128	-19,858	-2.64%
<u>MATERIALS & SUPPLIES</u>							
839	1,000	829	8301 Office Supplies	1,000	1,000	171	20.63%
3,161	4,017	4,017	8302 Technical Supplies	0	0	-4,017	-100.00%
2,021	2,000	2,000	8303 Uniforms and Clothing	400	400	-1,600	-80.00%
24,569	26,093	26,093	8305 Cleaning Supplies	25,093	25,093	-1,000	-3.83%
20,288	39,200	38,087	8306 Construction & Maintenance Materials	32,200	32,200	-5,887	-15.46%
160,884	255,350	255,350	8308 Heating Fuel	255,350	255,350	0	0.00%
88	200	200	8310 Other Materials	300	300	100	50.00%
211,850	327,860	326,576	OBJECT SUBTOTAL	314,343	314,343	-12,233	-3.75%
<u>CAPITAL OUTLAY</u>							
3187	0	0	8402 Technical Equipment	0	0	0	****
0	4564	7677	8405 Construction & Maint Equipment	5,074	5,074	-2,603	-33.91%
1142	2500	500	8406 Office Equipment	2,500	2,500	2,000	400.00%
0	7174	7174	8407 Building Equipment	0	0	-7,174	****
17,621	7,500	7,500	8408 Building Improvements	12,500	12,500	5,000	66.67%
21,950	21,738	22,851	OBJECT SUBTOTAL	20,074	20,074	-2,777	-12.15%
1,345,552	1,499,766	1,502,121	TOTAL	1,469,410	1,469,410	-32,711	-2.18%

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

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 reflects the new photocopier lease for the Tax and Assessor's Offices.
- Office Supplies reflects changes to costs for envelopes and photocopy paper.

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
295	606	606	8104 Seasonal	606	606	0	0.00 %	
295	606	606	OBJECT TOTAL	606	606	0	0.00 %	
<u>PROFESSIONAL SVCS</u>								
39,143	39,930	39,930	8205 Postage and Shipping	39,930	39,930	0	0.00 %	
9,580	9,996	9,996	8210 Equipment Rental	9,060	9,060	-936	-9.36 %	
1,631	3,908	3,908	8212 Equipment Maintenance	3,908	3,908	0	0.00 %	
50,354	53,834	53,834	OBJECT TOTAL	52,898	52,898	-936	-1.74 %	
<u>MATERIAL & SUPPLIES</u>								
9,972	12,363	12,363	8301 Office Supplies	12,461	12,461	98	0.79 %	
9,972	12,363	12,363	OBJECT TOTAL	12,461	12,461	98	0.79 %	
<u>CAPITAL OUTLAY</u>								
1,829	0	0	8406 Office Equipment	0	0	0	****	
1,829	0	0	OBJECT TOTAL	0	0	0	****	

62,450	66,803	66,803	TOTAL	65,965	65,965	-838	-1.25 %
--------	--------	--------	-------	--------	--------	------	---------

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 2018-2019 OPERATION

- Deployment of online web payments for Revenue Collector (Property Tax Payments)
- Deployment of online web payments for Parks and Recreation (Program Sign-Ups & Payments)
- Emergency deployment of manufacture BIOS upgrades to address “Meltdown” & “Spectre” security vulnerabilities
- Extended deployment of 2 factor authentication on additional town assets
- Extended deployment of disk encryption on additional town assets
- Extended deployments of Microsoft Windows 10 and Microsoft Office 2019 on additional town assets

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 2017-2018 rates.
- Equipment Maintenance reduced due to Microsoft’s 3 year licensing renewal not being due for 2019-2020 budget. At the request of Town Manager, all future Microsoft renewals will be entered as CIP items moving forward. A maintenance line item was also added for the Police Department’s in-car video system. The original system was purchased with 5 years of pre-paid maintenance in 2015.
- Technical Equipment increased to better reflect needs.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
387,699	403,712	403,712	8101 Full time salaries	412,928	412,928	9,216	2.28 %
387,699	403,712	403,712	OBJECT TOTAL	412,928	412,928	9,216	2.28 %
<u>PROFESSIONAL SVCS</u>							
0	964	964	8202 Dues and Subscriptions	964	964	0	0.00 %
4,299	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	0	0.00 %
154,169	158,820	158,820	8208 Telephone	158,820	158,820	0	0.00 %
450,343	579,985	579,985	8212 Equipment Maintenance	489,735	489,735	-90,250	-15.56 %
65,515	67,589	67,589	8220 Other Contractual Services	67,589	67,589	0	0.00 %
674,327	811,658	811,658	OBJECT TOTAL	721,408	721,408	-90,250	-11.12 %
<u>MATERIAL & SUPPLIES</u>							
0	100	100	8301 Office Supplies	100	100	0	0.00 %
22,131	22,676	22,676	8302 Technical Supplies	22,676	22,676	0	0.00 %
3,425	3,500	3,500	8307 Equipment Parts	3,500	3,500	0	0.00 %
25,556	26,276	26,276	OBJECT TOTAL	26,276	26,276	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,219	1,500	1,500	8402 Technical Equipment	2,500	2,500	1,000	66.67 %
1,219	1,500	1,500	OBJECT TOTAL	2,500	2,500	1,000	66.67 %

1,088,802	1,243,146	1,243,146	TOTAL	1,163,112	1,163,112	-80,034	-6.44 %
-----------	-----------	-----------	-------	-----------	-----------	---------	---------

PUBLIC SAFETY

PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ADMINISTRATION	210

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 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	28.0	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	1.0	1.0	
	66.5	66.5	66.5	

Function	Activity	Program	Code
Public Safety	Police Department	Police Total	0211-0222

2017-2018 ACTUAL	2018-2019 ORIG BUD	2018-2019 REVISED BUD		2019-2020 DEPT REQUEST	2019-2020 MANAGER PROPOSED	2019-2020 COUNCIL ADOPTED
PERSONAL SERVICES						
5,336,369	5,543,086	5,764,388	8101 Full time salaries	5,907,724	5,897,716	-
1,214,022	1,050,622	1,096,759	8102 Overtime	1,121,879	1,121,879	-
4,400	3,950	3,950	8105 Longevity	4,400	4,400	-
179,152	204,578	204,578	8103 Part Time	208,635	208,635	-
300	300	300	8108 Education Incentive	600	600	-
6,734,244	6,802,537	7,069,976	OBJECT TOTAL	7,243,238	7,233,230	-
PROFESSIONAL SVCS						
3,932	6,160	6,160	8202 Dues and Subscriptions	6,525	6,525	-
19,139	24,035	24,035	8204 Conferences,Meetings,Training	24,035	24,035	-
57,435	57,600	57,600	8207 Clothing Allowance	57,600	57,600	-
24,262	27,604	27,604	8209 Uniform Rental & Cleaning	29,164	29,164	-
7,500	7,500	7,500	8210 Equipment Rental	5,580	5,580	-
25,930	53,872	53,872	8212 Equipment Maintenance	53,872	53,872	-
6,693	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	-
673	1,987	1,987	8216 Printing and Binding	1,987	1,987	-
6,010	6,515	6,515	8217 Consultants/Special Contractor	7,215	7,215	-
9,515	14,346	14,346	8220 Other Contractual Services	14,346	14,346	-
600	3,000	3,000	8221 Higher Education Support	3,000	3,000	-
161,689	209,319	209,319	OBJECT TOTAL	210,024	210,024	-
MATERIAL & SUPPLIES						
4,896	4,900	4,900	8301 Office Supplies	4,900	4,900	-
56,801	56,439	56,439	8302 Technical Supplies	61,439	61,439	-
40,623	22,241	22,241	8303 Uniforms and Clothing	22,643	22,643	-
6,991	7,968	7,968	8310 Other Materials	7,968	7,968	-
109,311	91,548	91,548	OBJECT TOTAL	96,950	96,950	-
CAPITAL OUTLAY						
21,498	3,400	3,400	8402 Technical Equipment	3,400	3,400	-
128,058	88,032	88,032	8403 Passenger Cars	131,709	131,709	-
1,800	300	300	8406 Office Equipment	1,800	1,800	-
151,357	91,733	91,733	OBJECT TOTAL	136,909	136,909	-
7,156,601	7,195,137	7,462,576	TOTAL	7,687,121	7,677,113	-

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 2018-2019 OPERATION

Infrastructure: The police department is in the final stages of constructing a new 175' communications tower to replace the Town's existing primary communications site atop the former Cedarcrest Hospital building to a new location on the Balf/Tilcon property on Russell Road. The new tower will provide space for the Town's public safety services and IT Department.

Staffing: The police department hired six Police Officers to fill existing vacancies.

Administrative: The police department completed a review of all 118 departmental General Orders. General Orders most susceptible to litigation were reviewed by an attorney who specializes in police liability to ensure the orders are in compliance with applicable laws.

Community Outreach: On August 1st the police department partnered with Newington Parks & Recreation in the town's first annual "National Night Out". National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make neighborhoods safer. It also enhances the relationship between the community and the police. The event was funded through donations made by local residents and businesses.

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 Salaries reflect Administrative salaries at 2017-2018 rates and includes contractual raises for IBPO and AFSCME employees.
- Overtime reflects contractual raises.
- Longevity increased due to contractual obligations.
- Dues and Subscriptions reflects citation book increase.
- Consultants/Special Contractor reflects increase for shared lab fees in Glastonbury.

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
2017	27,378	1,141	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
2013	26,977	831	909	111	6,196	1,485

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
325,605	358,460	367,595	8101 Full time salaries	374,077	374,077	6,482	1.76 %
3,575	7,459	7,459	8102 Overtime	7,927	7,927	468	6.27 %
4,400	3,950	3,950	8105 Longevity	4,400	4,400	450	11.39 %
333,581	369,869	379,004	OBJECT TOTAL	386,404	386,404	7,400	1.95 %
<u>PROFESSIONAL SVCS</u>							
3,565	4,950	4,950	8202 Dues and Subscriptions	5,015	5,015	65	1.31 %
711	420	420	8204 Conferences,Meetings,Training	420	420	0	0.00 %
2,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	0	0.00 %
6,010	6,515	6,515	8217 Consultants/Special Contractor	7,215	7,215	700	10.74 %
12,286	13,885	13,885	OBJECT TOTAL	14,650	14,650	765	5.51 %
<u>MATERIAL & SUPPLIES</u>							
1,510	1,260	1,260	8302 Technical Supplies	1,260	1,260	0	0.00 %
1,510	1,260	1,260	OBJECT TOTAL	1,260	1,260	0	0.00 %
<u>CAPITAL OUTLAY</u>							
300	300	300	8406 Office Equipment	300	300	0	0.00 %
300	300	300	OBJECT TOTAL	300	300	0	0.00 %

347,677	385,314	394,449	TOTAL	402,614	402,614	8,165	2.07 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	PATROL	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 2018-2019 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.
- 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.

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 salaries reflects IBPO contractual raises. No increase in personnel.
- Overtime reflects contractual raises.
- Clothing Allowance and Uniforms and Clothing reflect transfer done in current year between the two accounts.

Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
2,996,950	3,181,104	3,315,573	8101 Full time salaries	3,375,903	3,375,903	60,330	1.82 %
791,848	619,839	646,948	8102 Overtime	655,308	655,308	8,360	1.29 %
3,788,798	3,800,943	3,962,521	OBJECT TOTAL	4,031,211	4,031,211	68,690	1.73 %
<u>PROFESSIONAL SVCS</u>							
0	270	270	8202 Dues and Subscriptions	270	270	0	0.00 %
0	90	90	8204 Conferences,Meetings,Training	90	90	0	0.00 %
34,940	36,000	30,000	8207 Clothing Allowance	36,000	36,000	6,000	20.00 %
486	886	886	8212 Equipment Maintenance	886	886	0	0.00 %
2,051	2,050	2,050	8220 Other Contractual Services	2,050	2,050	0	0.00 %
37,477	39,296	33,296	OBJECT TOTAL	39,296	39,296	6,000	18.02 %
<u>MATERIAL & SUPPLIES</u>							
9,876	12,229	12,229	8302 Technical Supplies	12,229	12,229	0	0.00 %
39,674	21,285	27,685	8303 Uniforms and Clothing	21,285	21,285	-6,400	-23.12 %
968	2,500	2,500	8310 Other Materials	2,500	2,500	0	0.00 %
50,519	36,014	42,414	OBJECT TOTAL	36,014	36,014	-6,400	-15.09 %
<u>CAPITAL OUTLAY</u>							
21,498	3,400	3,400	8402 Technical Equipment	3,400	3,400	0	0.00 %
21,498	3,400	3,400	OBJECT TOTAL	3,400	3,400	0	0.00 %

3,898,291	3,879,653	4,041,631	TOTAL	4,109,921	4,109,921	68,290	1.69 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

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 2018-2019 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 responded to and investigated an intentionally set fire at a local motel. The investigation resulted in an arrest of a 27 year old Manchester resident for Arson and additional charges.
- Detectives also conducted 41 Background investigations for potential Police Officer candidates and other town employees.
- Detectives processed 85 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 salaries includes contractual raises for IBPO and AFSCME employees and Civilian Evidence/Property Officer at 2017-2018 rate.
- Overtime reflects contractual obligations, including holidays.
- Clothing Allowance reflects a current year transfer.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
946,993	851,006	884,404	8101 Full time salaries	914,580	904,572	20,168	2.28 %
74,380	81,972	85,515	8102 Overtime	89,232	89,232	3,717	4.35 %
1,021,373	932,978	969,919	OBJECT TOTAL	1,003,812	993,804	23,885	2.46 %
<u>PROFESSIONAL SVCS</u>							
50	330	330	8202 Dues and Subscriptions	330	330	0	0.00 %
9,000	8,000	9,000	8207 Clothing Allowance	8,000	8,000	-1,000	-11.11 %
2,850	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
3,646	4,836	4,836	8220 Other Contractual Services	4,836	4,836	0	0.00 %
15,546	16,816	17,816	OBJECT TOTAL	16,816	16,816	-1,000	-5.61 %
<u>MATERIAL & SUPPLIES</u>							
5,315	5,296	5,296	8302 Technical Supplies	5,296	5,296	0	0.00 %
3,615	3,696	3,696	8310 Other Materials	3,696	3,696	0	0.00 %
8,930	8,992	8,992	OBJECT TOTAL	8,992	8,992	0	0.00 %

1,045,849	958,786	996,727	TOTAL	1,029,620	1,019,612	22,885	2.30 %
-----------	---------	---------	-------	-----------	-----------	--------	--------

FUNCTION
PUBLIC SAFETY

ACTIVITY
POLICE

PROGRAM
TRAFFIC

CODE
214

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 2017-2018 rates.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
129,984	141,723	141,723	8103 Part Time	143,108	143,108	1,385	0.98 %
129,984	141,723	141,723	OBJECT TOTAL	143,108	143,108	1,385	0.98 %
<u>MATERIAL & SUPPLIES</u>							
299	308	308	8303 Uniforms and Clothing	308	308	0	0.00 %
299	308	308	OBJECT TOTAL	308	308	0	0.00 %

130,283	142,031	142,031	TOTAL	143,416	143,416	1,385	0.98 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 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 salaries reflect includes IBPO contractual raises, step increases, and midnight shift differential.
- Decrease in Overtime reflects increase in staffing (leading to less overtime), partially offset by contractual increases.
- Clothing Allowance reflects a current year transfer.
- Office Equipment reflects need for purchase of dispatcher's chair.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
422,456	504,142	525,826	8101 Full time salaries	553,431	553,431	27,605	5.25 %
166,292	173,143	180,915	8102 Overtime	169,820	169,820	-11,095	-6.13 %
588,748	677,285	706,741	OBJECT TOTAL	723,251	723,251	16,510	2.34 %
<u>PROFESSIONAL SVCS</u>							
0	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %
5,495	5,600	4,200	8207 Clothing Allowance	5,600	5,600	1,400	33.33 %
22,398	49,136	49,136	8212 Equipment Maintenance	49,136	49,136	0	0.00 %
500	2,000	2,000	8220 Other Contractual Services	2,000	2,000	0	0.00 %
28,393	57,086	55,686	OBJECT TOTAL	57,086	57,086	1,400	2.51 %
<u>MATERIAL & SUPPLIES</u>							
1,125	1,353	1,353	8302 Technical Supplies	1,353	1,353	0	0.00 %
1,125	1,353	1,353	OBJECT TOTAL	1,353	1,353	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,500	0	0	8406 Office Equipment	1,500	1,500	1,500	****
1,500	0	0	OBJECT TOTAL	1,500	1,500	1,500	****

619,766	735,724	763,780	TOTAL	783,190	783,190	19,410	2.54 %
---------	---------	---------	-------	---------	---------	--------	--------

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 2018-2019 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.
- Trained officers in civil disorder and crowd control.
- Maintained certification of officers as Emergency Medical Responders.
- Trained two additional officers for the Crisis Intervention Team (CIT).
- 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 Simmunitions 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 2019/2020.
- 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 2019/2020.
- 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 reflects IBPO contractual increases.
- Education Incentive increased for additional degree acknowledgement per contract.
- Dues and Subscriptions increased for RAD program license renewals for 3 Officers (Rape, Aggression, Defense).
- Technical Supplies reflects need for 5 Taser replacements due to age of equipment and discontinuance of existing equipment.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
138,545	130,461	136,623	8102 Overtime	138,826	138,826	2,203	1.61 %	
300	300	300	8108 Education Incentive	600	600	300	100.00 %	
138,845	130,761	136,923	OBJECT TOTAL	139,426	139,426	2,503	1.83 %	
<u>PROFESSIONAL SVCS</u>								
317	260	260	8202 Dues and Subscriptions	560	560	300	115.38 %	
18,428	23,325	23,325	8204 Conferences,Meetings,Training	23,325	23,325	0	0.00 %	
600	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %	
19,345	26,585	26,585	OBJECT TOTAL	26,885	26,885	300	1.13 %	
<u>MATERIAL & SUPPLIES</u>								
38,411	35,701	35,701	8302 Technical Supplies	40,701	40,701	5,000	14.01 %	
2,408	1,772	1,772	8310 Other Materials	1,772	1,772	0	0.00 %	
40,819	37,473	37,473	OBJECT TOTAL	42,473	42,473	5,000	13.34 %	

199,009	194,819	200,981	TOTAL	208,784	208,784	7,803	3.88 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

- Deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- The Community Services Unit conducted numerous 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.
- Continued to conduct Citizens Police Academy programs to educate citizens on how their police department works along with the challenges facing police officers.
- Coordinated a National Night Out event with the Parks and Recreation Department that was held at Mill Pond Park.
- Continued the School Resource Officer program at Newington High School.

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 salaries reflects contractual raises for IBPO and AFSCME employees.
- Overtime reflects contractual raises for IBPO employees and includes patrol hours for Town programs.
- Part Time increase reflects proposed rate for open position.
- Uniform Rental & Cleaning increase reflect changes in new vendor contract.
- Equipment Rental decreased due to new contract on copiers with a new vendor.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
644,365	648,374	670,990	8101 Full time salaries	689,733	689,733	18,743	2.79 %
39,382	36,306	37,857	8102 Overtime	59,255	59,255	21,398	56.52 %
15,907	16,107	16,107	8103 Part Time	18,498	18,498	2,391	14.84 %
699,654	700,787	724,954	OBJECT TOTAL	767,486	767,486	42,532	5.87 %
<u>PROFESSIONAL SVCS</u>							
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0	0.00 %
24,262	27,604	27,604	8209 Uniform Rental & Cleaning	29,164	29,164	1,560	5.65 %
7,500	7,500	7,500	8210 Equipment Rental	5,580	5,580	-1,920	-25.60 %
197	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
673	1,987	1,987	8216 Printing and Binding	1,987	1,987	0	0.00 %
3,318	3,960	3,960	8220 Other Contractual Services	3,960	3,960	0	0.00 %
41,950	47,251	47,251	OBJECT TOTAL	46,891	46,891	-360	-0.76 %
<u>MATERIAL & SUPPLIES</u>							
4,896	4,900	4,900	8301 Office Supplies	4,900	4,900	0	0.00 %
564	600	600	8302 Technical Supplies	600	600	0	0.00 %
5,460	5,500	5,500	OBJECT TOTAL	5,500	5,500	0	0.00 %

747,063	753,538	777,705	TOTAL	819,877	819,877	42,172	5.42 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM VEHICLES	CODE 220
---------------------------	--------------------	---------------------	-------------

EXPLANATION

This program provides for the operation and maintenance of vehicles permanently assigned to the Police Department. In FY 18/19, 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 was increased to add back the purchase of a 3rd vehicle.

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
6,693	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	0	0.00 %
6,693	6,700	6,700	OBJECT TOTAL	6,700	6,700	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
128,058	88,032	88,032	8403 Passenger Cars	131,709	131,709	43,677	49.61 %
128,058	88,032	88,032	OBJECT TOTAL	131,709	131,709	43,677	49.61 %

134,752	94,732	94,732	TOTAL	138,409	138,409	43,677	46.11 %
---------	--------	--------	-------	---------	---------	--------	---------

FUNCTION
PUBLIC SAFETY

ACTIVITY
POLICE

PROGRAM
ANIMAL CONTROL

CODE
222

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

- Overtime reflects IBPO contractual increases.
- Part Time increased to match Wethersfield ACO wages.
- Uniforms & Clothing increased to reflect one new uniform per contract and one uniform replacement.

Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
0	1,442	1,442	8102 Overtime	1,511	1,511	69	4.79 %
33,261	46,748	46,748	8103 Part Time	47,029	47,029	281	0.60 %
33,261	48,190	48,190	OBJECT TOTAL	48,540	48,540	350	0.73 %
			<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 & SUPPLIES</u>				
650	650	650	8303 Uniforms and Clothing	1,050	1,050	400	61.54 %
650	650	650	OBJECT TOTAL	1,050	1,050	400	61.54 %

33,911	50,540	50,540	TOTAL	51,290	51,290	750	1.48 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 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 Marshal</u>				
Fire Marshal	1.0	1.0	1.0	
Emergency Management Officer	0.5	0.5	0.5	
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	
	4.5	4.5	4.5	

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Total	0231-0238

2017-2018 ACTUAL	2018-2019 ORIG BUD	2018-2019 REVISED BUD		2019-2020 DEPT REQUEST	2019-2020 MANAGER PROPOSED	2019-2020 COUNCIL ADOPTED
PERSONAL SERVICES						
142,209	141,925	143,625	8101 Full time salaries	146,159	146,159	-
80,172	75,238	75,573	8103 Part Time	84,243	76,243	-
900	1,000	1,000	8105 Longevity	1,000	1,000	-
394,324	391,287	391,287	8110 Education Incentive	391,287	391,287	-
617,606	609,450	611,485	OBJECT TOTAL	622,689	614,689	-
PROFESSIONAL SVCS						
2,608	3,505	4,330	8202 Dues and Subscriptions	3,505	3,505	-
4,968	4,968	4,968	8203 Transportation	4,968	4,968	-
3,422	7,690	7,260	8204 Conferences,Meetings,Training	7,690	4,965	-
1,370	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	-
8,400	9,563	9,563	8212 Equipment Maintenance	9,713	9,713	-
28,526	28,000	28,000	8213 Facilities Maintenance	28,000	28,000	-
5,633	2,500	2,500	8214 Motor Vehicle Maintenance	2,500	2,500	-
1,635	2,550	2,550	8216 Printing and Binding	2,550	2,550	-
12,169	26,306	26,306	8217 Consultants/Special Contractor	26,306	26,306	-
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	-
27,229	37,245	37,245	8220 Other Contractual Services	37,245	37,245	-
120,959	148,327	148,722	OBJECT TOTAL	148,477	145,752	-
MATERIAL & SUPPLIES						
1,692	1,700	1,700	8301 Office Supplies	1,700	1,700	-
11,351	14,205	14,205	8302 Technical Supplies	15,955	15,955	-
31,287	23,000	23,000	8303 Uniforms and Clothing	26,000	26,000	-
16,619	16,300	15,905	8310 Other Materials	16,300	16,300	-
60,949	55,205	54,810	OBJECT TOTAL	59,955	59,955	-
CAPITAL OUTLAY						
48,275	23,892	23,892	8402 Technical Equipment	39,260	31,860	-
12,530	4,250	4,250	8407 Building Equipment	4,750	4,750	-
10,500	4,000	4,000	8408 Building Improvements	4,145	4,145	-
71,304	32,142	32,142	OBJECT TOTAL	48,155	40,755	-
870,818	845,124	847,159	TOTAL	879,276	861,151	-

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 reflects AFSCME contractual increases.
- Part Time reflects 2017-2018 rates.
- Dues and Subscriptions reflects current year transfer.
- Conferences, Meetings and Training was cut in half to reflect trend and reduce out of state conferences.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Department Administration	0231

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
56,082	57,486	57,486	8101 Full time salaries	59,369	59,369	1,883	3.28 %	
33,719	33,385	33,720	8103 Part Time	33,978	33,978	258	0.77 %	
900	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %	
90,701	91,871	92,206	OBJECT TOTAL	94,347	94,347	2,141	2.32 %	
<u>PROFESSIONAL SVCS</u>								
1,829	1,955	2,780	8202 Dues and Subscriptions	1,955	1,955	-825	-29.68 %	
4,968	4,968	4,968	8203 Transportation	4,968	4,968	0	0.00 %	
1,482	5,450	5,020	8204 Conferences,Meetings,Training	5,450	2,725	-2,295	-45.72 %	
496	875	875	8212 Equipment Maintenance	875	875	0	0.00 %	
87	550	550	8216 Printing and Binding	550	550	0	0.00 %	
8,861	13,798	14,193	OBJECT TOTAL	13,798	11,073	-3,120	-21.98 %	
<u>MATERIAL & SUPPLIES</u>								
1,648	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %	
1,648	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %	

101,210	106,669	107,399	TOTAL	109,145	106,420	-979	-0.91 %
---------	---------	---------	-------	---------	---------	------	---------

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

- Technical Supplies reflects an increase in the cost and quantity needed of structural firefighting gloves, the increase in cost for Class A uniforms and an increase in cost of firefighting boots and helmets.
- Uniforms and Clothing increased for a few new recruits that may need new uniforms and to replace some senior staff's uniforms.
- Technical Equipment increased for purchase of equipment which varies from year to year. This year will include the following equipment for our Radio Division; the existing fire ground radio recording system on Rescue 1 is no longer functioning nor is it repairable.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
394,324	391,287	391,287	8110 Fringe Benefits	391,287	391,287	0	0.00 %
394,324	391,287	391,287	OBJECT TOTAL	391,287	391,287	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
1,370	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	0	0.00 %
7,488	8,000	8,000	8212 Equipment Maintenance	8,150	8,150	150	1.88 %
5,633	2,500	2,500	8214 Motor Vehicle Maintenance	2,500	2,500	0	0.00 %
12,169	26,306	26,306	8217 Consultants/Special Contractor	26,306	26,306	0	0.00 %
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	0	0.00 %
51,660	62,806	62,806	OBJECT TOTAL	62,956	62,956	150	0.24 %
<u>MATERIAL & SUPPLIES</u>							
11,351	14,045	14,045	8302 Technical Supplies	15,795	15,795	1,750	12.46 %
30,584	22,000	22,000	8303 Uniforms and Clothing	25,000	25,000	3,000	13.64 %
14,178	14,080	14,080	8310 Other Materials	14,080	14,080	0	0.00 %
56,113	50,125	50,125	OBJECT TOTAL	54,875	54,875	4,750	9.48 %
<u>CAPITAL OUTLAY</u>							
48,275	23,892	23,892	8402 Technical Equipment	39,260	31,860	7,968	33.35 %
48,275	23,892	23,892	OBJECT TOTAL	39,260	31,860	7,968	33.35 %

550,372	528,110	528,110	TOTAL	548,378	540,978	12,868	2.44 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE PREVENTION	CODE 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	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
1,548	2,000	2,000	8216 Printing and Binding	2,000	2,000	0	0.00 %
427	500	500	8220 Other Contractual Services	500	500	0	0.00 %
1,975	2,650	2,650	OBJECT TOTAL	2,650	2,650	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	60	60	8302 Technical Supplies	60	60	0	0.00 %
1,096	750	750	8310 Other Materials	750	750	0	0.00 %
1,096	810	810	OBJECT TOTAL	810	810	0	0.00 %

3,071	3,460	3,460	TOTAL	3,460	3,460	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

•

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE TRAINING	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.

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
249	650	650	8202 Dues and Subscriptions	650	650	0	0.00 %
26,802	36,745	36,745	8220 Other Contractual Services	36,745	36,745	0	0.00 %
27,051	37,395	37,395	OBJECT TOTAL	37,395	37,395	0	0.00 %

27,051	37,395	37,395	TOTAL	37,395	37,395	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION
PUBLIC SAFETY

ACTIVITY
FIRE DEPARTMENT

PROGRAM
FIRE STATIONS

CODE
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

- Revolving Furniture Fund
- Folding tables - Co #4
- Kitchen Supplies - Co #1
- Dry Erase Board - Co #1
- Garbage Disposal - Co #5
- Paint and Supplies - Co #2
- Carpet Replacement Office/Dayroom – Co #5
- Cabinet for Bay – Co #5
- Window Blinds - Co #2
- Exterior Door Closers - Co #2

MAJOR BUDGET CHANGES AND COMMENTARY

- Building Equipment and Building Improvements vary from year to year and have changed to reflect the above objectives.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Stations	0235

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
28,526	28,000	28,000	8213 Facilities Maintenance	28,000	28,000	0	0.00 %
28,526	28,000	28,000	OBJECT TOTAL	28,000	28,000	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
12,530	4,250	4,250	8407 Building Equipment	4,750	4,750	500	11.76 %
10,500	4,000	4,000	8408 Building Improvements	4,145	4,145	145	3.63 %
23,030	8,250	8,250	OBJECT TOTAL	8,895	8,895	645	7.82 %

51,555	36,250	36,250	TOTAL	36,895	36,895	645	1.78 %
--------	--------	--------	-------	--------	--------	-----	--------

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 2018-2019 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 and Part Time reflect 2017-2018 rates.
- Other Materials reflects current year transfer.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
86,127	84,439	86,139	8101 Full time salaries	86,790	86,790	651	0.76 %
46,453	41,853	41,853	8103 Part Time	50,265	42,265	412	0.98 %
132,581	126,292	127,992	OBJECT TOTAL	137,055	129,055	1,063	0.83 %
<u>PROFESSIONAL SVCS</u>							
530	750	750	8202 Dues and Subscriptions	750	750	0	0.00 %
1,940	2,240	2,240	8204 Conferences,Meetings,Training	2,240	2,240	0	0.00 %
416	688	688	8212 Equipment Maintenance	688	688	0	0.00 %
2,886	3,678	3,678	OBJECT TOTAL	3,678	3,678	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
44	700	700	8301 Office Supplies	700	700	0	0.00 %
0	100	100	8302 Technical Supplies	100	100	0	0.00 %
702	1,000	1,000	8303 Uniforms and Clothing	1,000	1,000	0	0.00 %
1,346	1,470	1,075	8310 Other Materials	1,470	1,470	395	36.74 %
2,092	3,270	2,875	OBJECT TOTAL	3,270	3,270	395	13.74 %

137,559	133,240	134,545	TOTAL	144,003	136,003	1,458	1.08 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	SAFETY OFFICER	240

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

- None.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
8,960	12,840	12,840	8220 Other Contractual Services	12,840	12,840	0	0.00 %
8,960	12,840	12,840	OBJECT TOTAL	12,840	12,840	0	0.00 %

8,960	12,840	12,840	TOTAL	12,840	12,840	0	0.00 %
-------	--------	--------	-------	--------	--------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	REGIONAL FIRE TRAINING TOWER	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	Activity	Program	Code
Public Safety	Fire Department	Regional Fire Training Tower	0242

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 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

PUBLIC SAFETY

ACTIVITY

STREET LIGHTING

PROGRAM

CODE

250

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

- None.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
304,890	330,000	330,000	8206 Utilities	330,000	330,000	0	0.00 %
304,890	330,000	330,000	OBJECT TOTAL	330,000	330,000	0	0.00 %

304,890	330,000	330,000	TOTAL	330,000	330,000	0	0.00 %
---------	---------	---------	-------	---------	---------	---	--------

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	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 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 & SUPPLIES</u>				
523	2,500	2,500	8302 Technical Supplies	2,500	2,500	0	0.00 %
523	2,500	2,500	OBJECT TOTAL	2,500	2,500	0	0.00 %

523	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

- None.

Function	Activity	Program	Code
Public Safety	Emergency Medical Service	Emergency Medical Service	0270

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
26,500	27,000	27,000	8110 Fringe Benefits	27,000	27,000	0	0.00 %
26,500	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 %
1,000	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<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 %

33,500	34,000	34,000	TOTAL	34,000	34,000	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

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	731

MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect actuals for 2018-19.

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>		-		
77,259	77,550	77,550	8219 Hydrants	81,150	81,150	3,600	4.64 %
77,259	77,550	77,550	OBJECT TOTAL	81,150	81,150	3,600	4.64 %

77,259	77,550	77,550	TOTAL	81,150	81,150	3,600	4.64 %
--------	--------	--------	-------	--------	--------	-------	--------

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>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 Approved</u>
Town Engineer	1.0	1.0	1.0	
Engineering Technologist I	1.0	1.0	1.0	
Engineering Technologist II	1.0	1.0	1.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	3.5	3.5	3.5	

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 Town Council, Town departments (Planning, Facilities, Parks, Highway, Economic Development) Town Manager, Conservation Commission, Planning and Zoning Commission, and B.O.E.

ENGINEERING SERVICE HIGHLIGHTS

1. Provided engineering coordination for roadway and utility projects in TON and regulatory agencies (CDEEP, CDOT, etc.).
2. Reviewed and issued 296 excavation and driveway permits.
3. Assisted public (residence and businesses) with drainage/flooding concerns and inspected drainage systems.
4. Inspected portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System) with CTDEEP and NRCS.
5. 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.
6. Coordinated with CTDEEP in follow up to CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook.
7. Coordinated with West Hartford regarding resurfacing South Main Street in West Hartford at Town Line.
8. Coordinated with MDC regarding annual hydrant bill, TON 5-year road improvement plan, and MDC projects in TON.
9. BOE diesel spill emergency action.
10. Some of the projects worked on included: Pedestrian crossings on local roads, Route 175 signal improvements, Route 9 sign improvements, District 1 signal improvements, Transfer of Myra Cohen Way to TON, Transfer of Old Road (part of Route 176 corridor) to TON, Cedar + Willard sewer and water improvements and CT-Rail train station.
11. LOTCIP 2018 grant application – Prepared grant application and began preparing design documents (engineering plans and specifications) for Complete Street Project (Robbins Avenue and Maple Hill Avenue)

OBJECTIVES

- Design and construct new Town infrastructure.
- Provide construction survey for maintenance and reconstruction of Town infrastructure and for determining location of Town property.
- 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 maintain/increase public safety and reduce liability
- Evaluate and prioritize streets and bridges to be paved (maintenance/improvements) as part of the CIP program, based on available funds.
- Evaluate and prioritize public facility parking lots to be paved (maintenance/improvements) as part of the CIP program, based on available funds.
- Evaluate and prioritize sidewalk slip/trip/fall hazards to be repaired as part of the CIP program, based on available funds.
- Evaluate and prioritize drainage features, including dams and flood control system, for maintenance or repair as part of the CIP program, 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 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.
- Prepare annual MS4 Permit.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects 2017-2018 rates for Administrative employees and contractual increases for AFSCME employees.
- Dues and Subscriptions and Other Contractual Services reflect current year transfer between these two accounts.

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
266,022	302,589	303,304	8101 Full time salaries	310,198	310,198	6,894	2.27 %
1,748	2,000	2,000	8102 Overtime	2,000	2,000	0	0.00 %
100	200	200	8105 Longevity	300	300	100	50.00 %
267,870	304,789	305,504	OBJECT TOTAL	312,498	312,498	6,994	2.29 %
<u>PROFESSIONAL SVCS</u>							
845	720	1,320	8202 Dues and Subscriptions	720	720	-600	-45.45 %
0	150	150	8203 Transportation	150	150	0	0.00 %
294	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 %
0	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
40	200	200	8216 Printing and Binding	200	200	0	0.00 %
12,178	1,500	1,500	8217 Consultants/Special Contractor	1,500	1,500	0	0.00 %
188	3,000	2,400	8220 Other Contractual Services	3,000	3,000	600	25.00 %
13,944	9,155	9,155	OBJECT TOTAL	9,155	9,155	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
126	400	400	8301 Office Supplies	400	400	0	0.00 %
230	500	500	8302 Technical Supplies	500	500	0	0.00 %
0	50	50	8303 Uniforms and Clothing	50	50	0	0.00 %
356	950	950	OBJECT TOTAL	950	950	0	0.00 %

282,170	314,894	315,609	TOTAL	322,603	322,603	6,994	2.22 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 Approved</u>
Highway Superintendent	1.0	1.0	1.0	
Assistant Highway Superintendent	1.0	1.0	1.0	
Administrative Secretary III	1.0	1.0	1.0	
Crew Foreperson	2.0	2.0	2.0	
Mechanic Foreperson	1.0	1.0	1.0	
Equipment Mechanic II	5.0	5.0	5.0	
Mason	1.0	1.0	1.0	
Equipment Operator III	2.0	2.0	2.0	
Equipment Operator II	4.0	4.0	4.0	
Equipment Operator I	4.0	4.0	4.0	
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	22.5	22.5	22.5	
Total Overtime	5,001	5,001	5,001	
Total Seasonal	2,902	2,902	2,902	

Function	Activity	Program	Code
Public Works	Highway Department	Highway Totals	0320-0353

2017-2018 ACTUAL	2018-2019 ORIG BUD	2018-2019 REVISED BUD		2019-2020 DEPT REQUEST	2019-2020 MANAGER PROPOSED	2019-2020 COUNCIL ADOPTED
PERSONAL SERVICES						
1,452,840	1,519,644	1,523,804	8101 Full time salaries	1,568,683	1,568,683	-
211,068	259,329	259,614	8102 Overtime	266,081	266,081	-
9,550	38,463	38,463	8103 Part Time	41,159	41,159	-
36,271	36,804	36,804	8104 Seasonal	36,804	36,804	-
12,550	12,900	12,900	8105 Longevity	11,350	11,350	-
1,722,278	1,867,140	1,871,585	OBJECT TOTAL	1,924,077	1,924,077	-
PROFESSIONAL SVCS						
599	684	684	8202 Dues and Subscriptions	784	784	-
1,822	3,155	3,155	8204 Conferences,Meetings,Training	3,155	3,155	-
18,522	18,000	18,000	8206 Utilities	18,000	18,000	-
4,494	5,550	5,550	8207 Clothing/Tool Allowance	5,550	5,550	-
10,508	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	-
3,978	5,600	5,600	8212 Equipment Maintenance	5,600	5,600	-
54,587	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	-
1,449	1,644	1,644	8217 Consultants/Special Contractor	1,794	1,794	-
4,090	2,086,956	2,086,956	8220 Other Contractual Services	2,164,108	2,300,116	-
100,050	2,178,856	2,178,856	OBJECT TOTAL	2,256,258	2,392,266	-
MATERIAL & SUPPLIES						
680	720	720	8301 Office Supplies	720	720	-
27,192	38,175	38,175	8302 Technical Supplies	38,175	38,175	-
2,196	2,552	2,552	8303 Uniforms and Clothing	2,552	2,552	-
150	150	150	8304 Argicultural Supplies	150	150	-
219,925	181,190	181,190	8306 Constr. & Maintenance Materials	181,190	181,190	-
221,657	215,000	215,000	8307 Equipment Parts	220,000	220,000	-
209,932	305,840	305,840	8309 Motor Fuel and Lubricants	305,840	305,840	-
9,555	10,162	10,162	8310 Other Materials	10,162	10,162	-
691,286	753,789	753,789	OBJECT TOTAL	758,789	758,789	-
2,513,614	4,799,785	4,804,230	TOTAL	4,939,124	5,075,132	-

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 2018 - 2019 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
- Continued to meet monthly with Public Works team and composed all meeting agendas each month
- Participated in the interview process for several Town position vacancies
- Hosted annual Hazardous Waste collection event

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 2017-2018 rates.
- Longevity decreased to reflect retirements.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
249,890	247,318	251,478	8101 Full time salaries	255,061	255,061	3,583	1.42 %
12,550	12,900	12,900	8105 Longevity	11,350	11,350	-1,550	-12.02 %
262,440	262,218	264,378	OBJECT TOTAL	266,411	266,411	2,033	0.77 %
<u>PROFESSIONAL SVCS</u>							
100	100	100	8202 Dues and Subscriptions	100	100	0	0.00 %
1,822	2,155	2,155	8204 Conferences,Meetings,Training	2,155	2,155	0	0.00 %
2,094	3,150	3,150	8207 Clothing Allowance	3,150	3,150	0	0.00 %
10,508	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	0	0.00 %
375	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0	0.00 %
550	644	666	8217 Consultants/Special Contractor	794	794	128	19.22 %
15,451	17,246	17,268	OBJECT TOTAL	17,396	17,396	128	0.74 %
<u>MATERIAL & SUPPLIES</u>							
680	720	720	8301 Office Supplies	720	720	0	0.00 %
135	874	852	8310 Other Materials	874	874	22	2.58 %
815	1,594	1,572	OBJECT TOTAL	1,594	1,594	22	1.40 %

278,705	279,058	283,218	TOTAL	285,401	285,401	2,183	0.77 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM HIGHWAY OPERATIONS	CODE 322
--------------------------	---------------------	-------------------------------	-------------

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 2018 - 2019 OPERATION

- Completed construction of the Elton Drive Terminus
- Completed the reconstruction of bituminous pathway at Anna Reynolds School
- Completed excavation project for Highway Department Fueling Facility upgrade project
- Completed the Garfield Street remediation site backfill project
- Completed the mill and overlay of the following roads: Birchlawn Terrace, Connecticut Avenue (partial), Constance Leigh Drive, Evergreen Road, Hemlock Street, Holland Drive, Laurel Circle, Middlebrook Drive, Old Hatchery Lane, Pane Road, Progress Circle, Red Rock Circle, Rockwell Road, Schoolhouse Road, Standard Street, Styles Avenue, Tremont Street (partial).
- Completed biannual vegetation grinding at the Town Landfill
- Completed annual town-wide roadway sweeping 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

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 and Overtime increased for AFSCME contractual raises.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,202,951	1,272,326	1,272,326	8101 Full time salaries	1,313,622	1,313,622	41,296	3.25 %
24,179	27,142	27,142	8102 Overtime	28,085	28,085	943	3.47 %
12,431	14,784	14,784	8104 Seasonal	14,784	14,784	0	0.00 %
1,239,560	1,314,252	1,314,252	OBJECT TOTAL	1,356,491	1,356,491	42,239	3.21 %
<u>PROFESSIONAL SVCS</u>							
4,090	4,150	4,150	8220 Other Contractual Services	4,150	4,150	0	0.00 %
4,090	4,150	4,150	OBJECT TOTAL	4,150	4,150	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
3,530	3,800	3,800	8302 Technical Supplies	3,800	3,800	0	0.00 %
944	945	945	8303 Uniforms and Clothing	945	945	0	0.00 %
150	150	150	8304 Agricultural Supplies	150	150	0	0.00 %
10,366	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	0	0.00 %
1,008	1,241	1,241	8310 Other Materials	1,241	1,241	0	0.00 %
15,999	18,136	18,136	OBJECT TOTAL	18,136	18,136	0	0.00 %

1,259,649	1,336,538	1,336,538	TOTAL	1,378,777	1,378,777	42,239	3.16 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

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.

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

- Overtime increased for AFSCME contractual raises.

Function	Activity	Program	Code
Public Works	Highway Department	Snow and Ice Control	0324

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
123,319	161,264	161,264	8102 Overtime	165,297	165,297	4,033	2.50 %
123,319	161,264	161,264	OBJECT TOTAL	165,297	165,297	4,033	2.50 %
<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 & SUPPLIES</u>							
3,977	4,000	4,000	8302 Technical Supplies	4,000	4,000	0	0.00 %
316	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
209,559	169,190	169,190	8306 Constr.& Maintenance Materials	169,190	169,190	0	0.00 %
5,436	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
219,286	178,087	178,087	OBJECT TOTAL	178,087	178,087	0	0.00 %

343,504	340,351	340,351	TOTAL	344,384	344,384	4,033	1.18 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 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

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

- Overtime increased for AFSCME contractual raises.

Function	Activity	Program	Code
Public Works	Highway Department	Traffic	0325

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,516	3,958	3,958	8102 Overtime	4,057	4,057	99	2.50 %
3,516	3,958	3,958	OBJECT TOTAL	4,057	4,057	99	2.50 %
<u>PROFESSIONAL SVCS</u>							
18,522	18,000	18,000	8206 Utilities	18,000	18,000	0	0.00 %
88	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	0	0.00 %
18,610	19,000	19,000	OBJECT TOTAL	19,000	19,000	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
12,474	12,500	12,500	8302 Technical Supplies	12,500	12,500	0	0.00 %
311	382	382	8303 Uniforms and Clothing	382	382	0	0.00 %
0	250	250	8310 Other Materials	250	250	0	0.00 %
12,784	13,132	13,132	OBJECT TOTAL	13,132	13,132	0	0.00 %

34,911	36,090	36,090	TOTAL	36,189	36,189	99	0.27 %
--------	--------	--------	-------	--------	--------	----	--------

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM VEHICLES & EQUIPMENT	CODE 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 2018 – 2019 OPERATION

- Completed new vehicle purchase and setup for various Town departments
- Assisted with the design layout installation of an additional 8,000 gallon above ground fuel storage tank

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

- Overtime increased for AFSCME contractual raises.
- Part Time reflects increased rate to fill open position with new employee.
- Equipment Parts increased to reflect trend and increasing cost of replacement parts.

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

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
29,976	32,016	32,016	8102 Overtime	32,822	32,822	806	2.52%
9,550	9,450	9,450	8103 Part Time	11,856	11,856	2,406	25.46%
39,526	41,466	41,466	OBJECT SUBTOTAL	44,678	44,678	3,212	7.75%
<u>PROFESSIONAL SERVICES</u>							
499	584	584	8202 Dues and Subscriptions	684	684	100	17.12%
0	1,000	1,135	8204 Conferences, Meetings, Training	1,000	1,000	-135	-11.89%
2,400	2,400	2,400	8207 Tool Allowance	2,400	2,400	0	0.00%
3,514	3,500	3,500	8212 Equipment Maintenance	3,500	3,500	0	0.00%
54,587	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	0	0.00%
61,000	54,654	54,789	OBJECT SUBTOTAL	54,754	54,754	-35	-0.06%
<u>MATERIALS & SUPPLIES</u>							
5,420	6,265	6,265	8302 Technical Supplies	6,265	6,265	0	0.00%
221,657	215,000	215,000	8307 Equipment Parts	220,000	220,000	5,000	2.33%
209,932	305,840	305,840	8309 Motor Fuel and Lubricants	305,840	305,840	0	0.00%
2,976	3,000	2,865	8310 Other Materials	3,000	3,000	135	4.71%
439,985	530,105	529,970	OBJECT SUBTOTAL	535,105	535,105	5,135	0.97%
540,511	626,225	626,225	TOTAL	634,537	634,537	8,312	1.33%

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 2018 - 2019 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

- Overtime reflects contractual increases for AFSCME employees.

Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
30,078	33,073	33,073	8102 Overtime	33,898	33,898	825	2.49 %
23,840	22,020	22,020	8104 Seasonal	22,020	22,020	0	0.00 %
53,918	55,093	55,093	OBJECT TOTAL	55,918	55,918	825	1.50 %
<u>MATERIAL & SUPPLIES</u>							
1,792	1,810	1,810	8302 Technical Supplies	1,810	1,810	0	0.00 %
625	625	625	8303 Uniforms and Clothing	625	625	0	0.00 %
2,416	2,435	2,435	OBJECT TOTAL	2,435	2,435	0	0.00 %

56,334	57,528	57,528	TOTAL	58,353	58,353	825	1.43 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

	2018-2019 <u>Authorized</u>	2019-2020 <u>Requested</u>	2019-2020 <u>Proposed</u>	2019-2020 <u>Approved</u>
<u>Positions (in work years)</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	41	

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM REFUSE COLLECTION	CODE 351
--------------------------	----------------------------------	------------------------------	-------------

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 2018-2019 OPERATION

- Approximately 9,307 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 increased for additional households.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Collection	0351

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
813,092	814,339	814,339	8220 Other Contractual Services	822,728	822,728	8,389	1.03 %
813,092	814,339	814,339	OBJECT TOTAL	822,728	822,728	8,389	1.03 %
			<u>MATERIAL & SUPPLIES</u>				
9,795	9,800	9,800	8302 Technical Supplies	9,800	9,800	0	0.00 %
9,795	9,800	9,800	OBJECT TOTAL	9,800	9,800	0	0.00 %

822,887	824,139	824,139	TOTAL	832,528	832,528	8,389	1.02 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE DISPOSAL	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

- Overtime reflects contractual increases for AFSCME.
- Trash disposal receiving facility changed from Covanta Bristol to MIRA Hartford effective July 1, 2018.
- Other Contractual Services increased due to trash disposal cost increases. The estimated per ton cost for 2019-2020 is \$86, compared to the current budgeted cost per ton of \$69.08. This is mainly due to mechanical issues with MIRA.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Disposal	0352

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
0	1,876	1,876	8102 Overtime	1,922	1,922	46	2.45 %
29,084	29,013	29,298	8103 Part Time	29,303	29,303	5	0.02 %
29,084	30,889	31,174	OBJECT TOTAL	31,225	31,225	51	0.16 %
<u>PROFESSIONAL SVCS</u>							
695,932	834,298	834,298	8220 Other Contractual Services	903,061	1,039,069	204,771	24.54 %
695,932	834,298	834,298	OBJECT TOTAL	903,061	1,039,069	204,771	24.54 %
<u>MATERIAL & SUPPLIES</u>							
8,508	500	500	8310 Other Materials	500	500	0	0.00 %
8,508	500	500	OBJECT TOTAL	500	500	0	0.00 %
<u>CAPITAL OUTLAY</u>							
3,560	0	0	8402 Technical Equipment	0	0	0	****
2,560	0	0	8409 Other	0	0	0	****
6,120	0	0	OBJECT TOTAL	0	0	0	****

739,644	865,687	865,972	TOTAL	934,786	1,070,794	204,822	23.65 %
---------	---------	---------	-------	---------	-----------	---------	---------

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM RECYCLING	CODE 353
--------------------------	----------------------------------	----------------------	-------------

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 9,307 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

- Recycling receiving facility changed from Murphy Road Recycling to MIRA Hartford effective July 1, 2018

Function	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
378,890	434,169	434,169	8220 Other Contractual Services	434,169	434,169	0	0.00 %
378,890	434,169	434,169	OBJECT TOTAL	434,169	434,169	0	0.00 %

378,890	434,169	434,169	TOTAL	434,169	434,169	0	0.00 %
---------	---------	---------	-------	---------	---------	---	--------

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	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

PERSONNEL SUMMARY

	2018-2019 <u>Authorized</u>	2019-2020 <u>Requested</u>	2019-2020 <u>Proposed</u>	2019-2020 <u>Approved</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	1.0	

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 Phase VI of the Town Center Streetscape Project (Constance Leigh and Lowrey Place).
- Grant writing and management as assigned by the Town Manager. Currently includes Phase VI of the Town Center Streetscape Project; the Community Connectivity (complete streets) DOT grant; and the on-going HUD-funded residential rehab program.

HIGHLIGHTS OF CY 2018 OPERATIONS

- Supported TPZ in the review and recommendation on four Sec. 8-24 referrals; three tent sale applications; ten site plan approvals; one re-subdivision; fifteen special permit applications; and six zoning text amendment applications.
- Approved three rehab grants for moderate-income homeowners.
- Acted upon 214 zoning violations.
- Reviewed 24 zoning permit applications.
- Issued 17 Certificates of Zoning Compliance.
- Acted upon 98 Blighted Premises complaints.

OBJECTIVES FOR FY 2019-2020

- Finish the decennial update to the Plan of Conservation and Development.
- Adopt "Transit Village Design District" overlay zone regulations.
- Finish construction of the Town Center Streetscape Project Phase VI (Constance Leigh Drive).
- Finish planning and design of the Town Center Streetscape Project Phase VII (to be determined).
- Begin construction of the Garfield Street "Complete Streets" Project (bicycle/pedestrian improvements).

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects 2017-2018 rates for Administrative employees and contractual increases for AFSCME employees.
- Conferences, Meetings, Training increased for the required certification by the CT Association of Zoning Enforcement Officials for the Town ZEO.
- Printing and Binding increased to reflect copies of the new POCD for the Library, Town offices, Town Councilmembers, EDC commissioners and TPZ commissioners.
- Other increases are due to transfers between accounts in the prior year.

Function	Activity	Program	Code
Community Planning & Developmt	Planning and Development	Planning and Development	0420

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
219,278	218,512	218,100	8101 Full time salaries	224,657	224,657	6,557	3.01 %	
0	0	412	8103 Part Time	0	0	-412	0.00 %	
219,278	218,512	218,512	OBJECT TOTAL	224,657	224,657	6,145	2.81 %	
<u>PROFESSIONAL SVCS</u>								
681	647	682	8202 Dues and Subscriptions	826	826	144	21.11 %	
0	0	100	8203 Transportation	0	0	-100	0.00 %	
175	515	515	8204 Conferences,Meetings,Training	2,055	2,055	1,540	299.03 %	
40	50	90	8216 Printing and Binding	1,000	1,000	910	1011.11 %	
896	1,212	1,387	OBJECT TOTAL	3,881	3,881	2,494	179.81 %	
<u>MATERIAL & SUPPLIES</u>								
68	250	115	8301 Office Supplies	250	250	135	117.39 %	
0	100	60	8310 Other Materials	100	100	40	66.67 %	
68	350	175	OBJECT TOTAL	350	350	175	100.00 %	
<u>CAPITAL OUTLAY</u>								
0	0	0	8406 Office Equipment	0	0	0	****	
0	0	0	OBJECT TOTAL	0	0	0	****	

220,242	220,074	220,074	TOTAL	228,888	228,888	8,814	4.01 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	TOWN PLAN & ZONING COMMISSION	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 approve/deny all plans 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 CY 2018 OPERATIONS

- Approved four Sec. 8-24 referrals; three tent sale applications; ten site plan approvals; and one residential re-subdivision.
- Adopted 6 zoning regulation revisions.
- Approved 22,760 square feet of new commercial construction.
- Approved 15 special permits.

OBJECTIVES FOR FY 2019-2020

- 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.
- Finish the decennial update to the Plan of Conservation and Development.

MAJOR BUDGET CHANGES AND COMMENTARY

- Conferences, Meetings, Training increased to reflect needed training for TPZ commissioners.

Function Community Planning & Developmt	Activity Town Planning & Zoning	Program Town Plan & Zoning Comm.	Code 0430
-----------------------------------------------	------------------------------------	-------------------------------------	--------------

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
9,604	9,492	9,587	8103 Part Time	9,587	9,587	0	0.00 %
9,604	9,492	9,587	OBJECT TOTAL	9,587	9,587	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
7,724	7,500	7,500	8201 Public Notification	7,500	7,500	0	0.00 %
0	200	200	8204 Conferences,Meetings,Training	275	275	75	37.50 %
0	0	0	8220 Other Contractual Services	0	0	0	****
7,724	7,700	7,700	OBJECT TOTAL	7,775	7,775	75	0.97 %
			<u>MATERIAL & SUPPLIES</u>				
197	50	50	8310 Other Materials	50	50	0	0.00 %
197	50	50	OBJECT TOTAL	50	50	0	0.00 %

17,525	17,242	17,337	TOTAL	17,412	17,412	75	0.43 %
--------	--------	--------	-------	--------	--------	----	--------

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 2018 OPERATIONS

- The ZBA received and approved 3 applications for variances, and received no ZEO appeals this calendar year.

OBJECTIVES FOR 2019-2020

- 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

- Part Time reflects 2017-2018 rates.
- Public Notification decreased to reflect trend.

Function Community Planning & Developmt	Activity Zoning Board of Appeals	Program Zoning Board of Appeals	Code 0440
-----------------------------------------------	-------------------------------------	------------------------------------	--------------

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
738	1,477	1,477	8103 Part Time	1,491	1,491	14	0.95 %
738	1,477	1,477	OBJECT TOTAL	1,491	1,491	14	0.95 %
			<u>PROFESSIONAL SVCS</u>				
1,214	1,200	1,200	8201 Public Notification	900	900	-300	-25.00 %
1,214	1,200	1,200	OBJECT TOTAL	900	900	-300	-25.00 %
			<u>MATERIAL & SUPPLIES</u>				
6	13	13	8301 Office Supplies	13	13	0	0.00 %
0	13	13	8310 Other Materials	13	13	0	0.00 %
6	26	26	OBJECT TOTAL	26	26	0	0.00 %

1,959	2,703	2,703	TOTAL	2,417	2,417	-286	-10.58 %
-------	-------	-------	-------	-------	-------	------	----------

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 2018-2019 OPERATION

- During the first 6 months of fiscal year of 2018-19, the Building Department received 942 applications, issued 9 Certificates of Occupancy and conducted 1183 field inspections.
- An Application was applied for and is under review for new construction of O'Reilly Auto Parts to be built at 3443 Berlin Turnpike.
- A Certificate of Occupancy was issued for Montana Nights Axe Throwing located at 80 Fenn Road.
- A Building Permit was issued for the installation of a new 2000 sq. ft. modular building that will house the BOE Transition Academy to be located at 50 Mill St. Ext.
- A Building Permit was issued for interior renovations for a new medical office to be located at 141 Willard Avenue.
- Work is continuing on the new Chick-fil-A located at 3240 Berlin Turnpike.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects 2017-2018 rates for Administrative employees and contractual increases for AFSCME employees.
- Part time Inspector went from 1 ½ days per week to 1 day per week, from approximately \$23,000 to \$15,000 in 2018-2019.

Function	Activity	Program	Code
Community Planning & Developmt	Building Department	Building Department	0450

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
186,393	184,016	187,111	8101 Full time salaries	189,293	189,293	2,182	1.17 %
22,073	0	15,000	8103 Part Time	15,000	15,000	0	0.00 %
950	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
209,416	185,016	203,111	OBJECT TOTAL	205,293	205,293	2,182	1.07 %
<u>PROFESSIONAL SVCS</u>							
390	835	415	8202 Dues and Subscriptions	835	835	420	101.20 %
0	100	100	8203 Transportation	100	100	0	0.00 %
270	600	600	8204 Conferences,Meetings,Training	600	600	0	0.00 %
497	500	500	8207 Clothing Allowance	500	500	0	0.00 %
0	15,000	0	8220 Other Contractual Services	0	0	0	****
1,157	17,035	1,615	OBJECT TOTAL	2,035	2,035	420	26.01 %
<u>MATERIAL & SUPPLIES</u>							
315	300	300	8301 Office Supplies	300	300	0	0.00 %
1,260	950	1,370	8310 Other Materials	950	950	-420	-30.66 %
1,575	1,250	1,670	OBJECT TOTAL	1,250	1,250	-420	-25.15 %

212,148	203,301	206,396	TOTAL	208,578	208,578	2,182	1.06 %
---------	---------	---------	-------	---------	---------	-------	--------

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

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 that 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 2017-2018 rates.

Function Community Planning & Developmt	Activity Conservation Commission	Program Conservation Commission	Code 0460
-----------------------------------------------	-------------------------------------	------------------------------------	--------------

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,878	3,661	3,698	8103 Part Time	3,688	3,688	-10	-0.27 %
3,878	3,661	3,698	OBJECT TOTAL	3,688	3,688	-10	-0.27 %
<u>PROFESSIONAL SVCS</u>							
1,153	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 %
100	300	300	8204 Conferences,Meetings,Training	300	300	0	0.00 %
1,318	1,463	1,463	OBJECT TOTAL	1,463	1,463	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
142	50	50	8301 Office Supplies	50	50	0	0.00 %
142	50	50	OBJECT TOTAL	50	50	0	0.00 %

5,338	5,174	5,211	TOTAL	5,201	5,201	-10	-0.19 %
-------	-------	-------	-------	-------	-------	-----	---------

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 2018-2019 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 2019-2020

- 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

- Dues and Subscriptions increased to reflect change in cost for LoopNet subscription.
- Other Contractual Services reflects Director's contract amount for the year.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
1,529	1,911	1,911	8202 Dues and Subscriptions	2,100	2,100	189	9.89 %
90,960	90,960	90,960	8220 Other Contractual Services	90,960	90,960	0	0.00 %
92,489	92,871	92,871	OBJECT TOTAL	93,060	93,060	189	0.20 %

92,489	92,871	92,871	TOTAL	93,060	93,060	189	0.20 %
--------	--------	--------	-------	--------	--------	-----	--------

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 2018-2019 OPERATIONS

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

OBJECTIVES FOR 2019-2020

- 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

- None.

Function Community Planning & Developmt	Activity Economic Development	Program Development Commission	Code 0472
-----------------------------------------------	----------------------------------	-----------------------------------	--------------

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,067	1,339	1,353	8103 Part Time	1,353	1,353	0	0.00 %
1,067	1,339	1,353	OBJECT TOTAL	1,353	1,353	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
0	1,000	974	8220 Other Contractual Services	1,000	1,000	26	2.67 %
0	1,000	974	OBJECT TOTAL	1,000	1,000	26	2.67 %
			<u>MATERIAL & SUPPLIES</u>				
0	0	26	8301 Office Supplies	0	0	-26	0.00 %
0	0	26	OBJECT TOTAL	0	0	-26	0.00 %

1,067	2,339	2,353	TOTAL	2,353	2,353	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

PUBLIC HEALTH

PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES		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	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2016 - 2017 Actual	2017 - 2018 Original Budget	2017 - 2018 Revised Budget		2018 - 2019 Department Request	2018 - 2019 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
161,096	175,973	175,973	8220 Other Contractual Services	175,973	184,772	8,799	5.00 %
161,096	175,973	175,973	OBJECT TOTAL	175,973	184,772	8,799	5.00 %
<u>MATERIAL & SUPPLIES</u>							
0	807	807	8302 Technical Supplies	807	807	0	0.00 %
0	0	0	8310 Other Materials	0	0	0	****
0	807	807	OBJECT TOTAL	807	807	0	0.00 %

161,096	176,780	176,780	TOTAL	176,780	185,579	8,799	4.98 %
---------	---------	---------	-------	---------	---------	-------	--------

COMMUNITY SERVICE

COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES		SUMMARY	600

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 Approved</u>
<u>Human Services</u>				
Director of Human Services	1.0	1.0	1.0	
Youth Services/Clinical Casework Coord.	1.0	1.0	1.0	
Human Services Coordinator	1.0	1.0	1.0	
Social Worker II	1.0	1.0	1.0	
Youth Services Coordinator	1.0	1.0	1.0	
Youth Worker (PT)	0.5	0.5	0.5	
Administrative Secretary I	1.0	1.0	1.0	
Administrative Secretary (PT)	0.4	0.4	0.4	
Social Worker (PT)	<u>0.1</u>	<u>0.1</u>	<u>0.2</u>	
Total	7.0	7.0	7.1	
<u>Senior and Disabled Center</u>				
Senior and Disabled Center Director	1.0	1.0	1.0	
Program Coordinator	1.0	1.0	1.0	
Administrative Coordinator	1.0	1.0	1.0	
Social Worker I	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Elderly Worker	1.0	1.0	1.0	
Clerical (PT)	0.5	0.5	0.5	
Special Olympics Coordinator (PT)	0.1	0.1	0.1	
Morning Set-up Person (PT)	0.5	0.5	0.5	
Program Assistant-Deaf Programs (PT)	0.1	0.1	0.1	
Nurse (PT)	0.2	0.2	0.2	
Congregate Meal Site Manager (PT)*	0.5	0.5	0.5	
Head Dial-A-Ride Driver	1.0	1.0	1.0	
Dial-A-Ride Driver (PT)	1.5	1.5	1.5	
Sub. Dial-A-Ride Driver	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	
	10.5	10.5	10.5	
<u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	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 the 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 for youth, 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 2018-2019 OPERATION

- During FY 2017-2018, positive youth development remained stable at 3,291 program registrants, with some students duplicated. 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 716 individuals. The Youth and Family Counseling program handled an average of 12 cases per month/ 35.5 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 FY17-18, the Juvenile Review Board, a partnership of police, schools, court, DCF and human services received and acted on 5 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 7,335 information/referral requests FY 17-18, a decrease in numbers from the previous year due to Administrative Secretary being out on Medical leave for 3 months and having a vacancy in our Social Worker II position.
- During FY 17-18, households were assisted with a variety of basic needs that include the Food Bank (1,596 visits/7,306bags), Outdoor Market (1495visits), Clothing Closet (254 visits/320 bags), Holiday Food, Toy and Gift Program (428 households/881 individuals) and Special Needs (73 households) funding requests. Economic hardship continues to effect many residents. Those assisted by Operation Fuel Program but administered by this department increased from 85 last year to 91 households totaling \$38,358.80 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 57 households and 110 kids. HAT additionally started a weekend backpack program in January of 2018 where households with school age children pick up backpacks with non-perishable food items intended to defray the loss of the food resource of school lunches over the weekend. From January to June of 2018 this program assisted 32 households made up of 117 individuals- 68 of which were school-age children.
- Over 200 volunteers and 1 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 87 cases monthly, representing 1556.25 service hours with a decrease in service hours vacant position. 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, where on the first Wednesday of every month a wellness topic of interest to the community as a whole was offered. The series offered Drumming for Wellness, Love, Laughter, & Self-Care, and how to decrease stress through mindfulness techniques attracting 20 to 25 participants per session.
- Through our leadership, the Hoarding Working Group held a fourth annual conference May, 2018.
- 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 filled in August of 2018 with Kayla Gugliotti, who has been an awesome contribution to the department.

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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects 2017-2018 rates for Administrative employees and contractual increases for AFSCME employees.
- Part Time reflects 2017-2018 rates and an increase in budgeted hours to reflect actual hours worked for part time secretary.
- Budget remains stable with expenditures already at a minimum

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
327,769	370,567	373,792	8101 Full time salaries	387,018	387,018	13,226	3.54 %
47,396	38,915	38,915	8103 Part Time	40,815	40,815	1,900	4.88 %
11,068	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 %
387,233	420,982	424,207	OBJECT TOTAL	439,333	439,333	15,126	3.57 %
<u>PROFESSIONAL SVCS</u>							
735	773	773	8202 Dues and Subscriptions	825	825	52	6.73 %
0	100	100	8203 Transportation	100	100	0	0.00 %
2,644	3,495	3,495	8204 Conferences,Meetings,Training	2,943	2,943	-552	-15.79 %
620	690	690	8212 Equipment Maintenance	690	690	0	0.00 %
420	420	420	8216 Printing and Binding	420	420	0	0.00 %
5,129	5,083	5,083	8217 Consultants/Special Contractor	5,083	5,083	0	0.00 %
4,100	2,900	2,900	8218 Contributions and Subsidies	2,000	2,000	-900	-31.03 %
6,000	6,000	6,000	8225 Special Needs	5,500	5,500	-500	-8.33 %
19,647	19,461	19,461	OBJECT TOTAL	17,561	17,561	-1,900	-9.76 %
<u>MATERIAL & SUPPLIES</u>							
592	600	600	8301 Office Supplies	600	600	0	0.00 %
2,418	2,800	2,800	8310 Other Materials	2,300	2,300	-500	-17.86 %
3,010	3,400	3,400	OBJECT TOTAL	2,900	2,900	-500	-14.71 %

409,890	443,843	447,068	TOTAL	459,794	459,794	12,726	2.85 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION FUNCTION	ACTIVITY ACTIVITY	PROGRAM PROGRAM	CODE CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	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 recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community.

HIGHLIGHTS OF FY 2018-2019 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 in English and in ASL (the only site to do so), 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. Also continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- 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.
- Expanded the "Giving Garden", a volunteer initiative to grow organic produce for Food Pantry beneficiaries with the construction of a winter squash, rhubarb, and expanded perennial and herb beds.
- Continued to seek collaborative partners within the community and region to enhance capacity for programs and services.
- Continued collaborative efforts with other Town departments including the annual "Safety Picnic" with the Newington Police 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 reflects 2017-2018 rates for Administrative employees and contractual increases for AFSCME employees.
- Part Time reflects 2017-2018 rates.
- Other Contractual Services includes funding for a point of sale system to replace obsolete cash register.
- Conferences, Meetings, Training and Office Supplies were increased slightly to reflect needs.
- Technical equipment decreased to reflect cost of equipment to be replaced

Function	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Center Operation	0644

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
369,090	364,356	370,496	8101 Full time salaries	374,332	374,332	3,836	1.04 %
45,050	51,522	51,522	8103 Part Time	51,912	51,912	390	0.76 %
100	200	200	8105 Longevity	300	300	100	50.00 %
414,240	416,078	422,218	OBJECT TOTAL	426,544	426,544	4,326	1.02 %
<u>PROFESSIONAL SVCS</u>							
438	438	438	8202 Dues and Subscriptions	438	438	0	0.00 %
105	200	200	8204 Conferences,Meetings,Training	400	400	200	100.00 %
2,420	2,585	2,585	8210 Equipment Rental	2,585	2,585	0	0.00 %
3,092	4,090	4,090	8212 Equipment Maintenance	4,090	4,090	0	0.00 %
1,344	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	0	0.00 %
685	700	700	8216 Printing and Binding	700	700	0	0.00 %
0	0	0	8217 Consultants/Special Contractor	0	0	0	****
4,052	4,073	4,073	8220 Other Contractual Services	5,138	5,138	1,065	26.15 %
12,136	13,551	13,551	OBJECT TOTAL	14,816	14,816	1,265	9.34 %
<u>MATERIAL & SUPPLIES</u>							
785	800	800	8301 Office Supplies	1,000	1,000	200	25.00 %
3,047	3,085	3,085	8302 Technical Supplies	3,085	3,085	0	0.00 %
3,833	3,885	3,885	OBJECT TOTAL	4,085	4,085	200	5.15 %
<u>CAPITAL OUTLAY</u>							
0	5,995	5,995	8402 Technical Equipment	4,000	4,000	-1,995	-33.28 %
0	5,995	5,995	OBJECT TOTAL	4,000	4,000	-1,995	-33.28 %

430,208	439,509	445,649	TOTAL	449,445	449,445	3,796	0.85 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION COMMUNITY SERVICES	ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM DIAL-A-RIDE	CODE 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 2018-2019 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 mobility management and public-private options and access to CTFastrak

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 reflects contractual increases for AFSCME employees.
- Part Time reflects 2017-2018 rates for non-union part time driver and contractual increase for AFSCME drivers.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
57,699	59,134	59,134	8101 Full time salaries	61,077	61,077	1,943	3.29 %	
50	1,000	1,000	8102 Overtime	1,000	1,000	0	0.00 %	
79,950	73,199	73,365	8103 Part Time	75,059	75,059	1,694	2.31 %	
700	900	900	8105 Longevity	1,100	1,100	200	22.22 %	
138,399	134,233	134,399	OBJECT TOTAL	138,236	138,236	3,837	2.85 %	
<u>PROFESSIONAL SVCS</u>								
54	120	120	8214 Motor Vehicle Maintenance	120	120	0	0.00 %	
284	500	500	8216 Printing and Binding	500	500	0	0.00 %	
339	620	620	OBJECT TOTAL	620	620	0	0.00 %	

138,737	134,853	135,019	TOTAL	138,856	138,856	3,837	2.84 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	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 2018-2019 OPERATION

- Actively engaged in Center's Self-Assessment and Accreditation Process.
- Provided policy oversight to the Senior and Disabled Center.
- 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
--------------------------------	------------------------------------	----------------------------------------------	--------------

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
853	1,066	1,066	8103 Part Time	1,066	1,066	0	0.00 %
853	1,066	1,066	OBJECT TOTAL	1,066	1,066	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
292	500	500	8216 Printing and Binding	500	500	0	0.00 %
1,260	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0	0.00 %
1,552	1,760	1,760	OBJECT TOTAL	1,760	1,760	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	60	60	8301 Office Supplies	60	60	0	0.00 %
0	60	60	OBJECT TOTAL	60	60	0	0.00 %

2,404	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 2017-2018 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 focused on refining their mission.

OBJECTIVES

- 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.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
20	750	750	8220 Other Contractual Services	750	750	0	0.00 %
20	750	750	OBJECT TOTAL	750	750	0	0.00 %

20	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 2017-2018 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, 2018.

OBJECTIVES

- Continue to serve in an advisory capacity to the Human Services Department.
- Continue to support community education and prevention programs.
- Review programs and determine the 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

- None.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
5,643	5,663	5,663	8220 Other Contractual Services	5,663	5,663	0	0.00 %
5,643	5,663	5,663	OBJECT TOTAL	5,663	5,663	0	0.00 %

5,643	5,663	5,663	TOTAL	5,663	5,663	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

LIBRARY

LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY	PROGRAM SUMMARY	CODE 700
---------------------	----------	--------------------	-------------

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2018-2019 Authorized</u>	<u>2019-2020 Requested</u>	<u>2019-2020 Proposed</u>	<u>2019-2020 Approved</u>
<u>Administration</u>				
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	
<u>Children's Services</u>				
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	1.2	
<u>Reference & Community Services</u>				
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	
<u>Building</u>				
Maintenance Technician (PT)	0.3	0.3	0.3	
Library Monitor (PT)	0.5	0.5	0.5	
<u>Collection Management</u>				
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	
<u>Circulation</u>				
Librarian III	0.3	0.3	0.3	
Librarian II	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Library Technician (PT)	2.7	2.7	2.7	
Pages (PT)	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	
	24.2	24.2	24.2	
<u>Seasonal (hours)</u>				
Circulation	473.0	473.0	473.0	

Function	Activity	Program	Code
Public Library	Library	Library Total	0711-0716

2017-2018 ACTUAL	2018-2019 ORIG BUD	2018-2019 REVISED BUD		2019-2020 DEPT REQUEST	2019-2020 MANAGER PROPOSED	2019-2020 COUNCIL ADOPTED
PERSONAL SERVICES						
1,012,028	1,040,313	1,043,878	8101 Full time salaries	1,073,547	1,073,547	-
393,313	407,915	410,015	8103 Part Time	411,500	411,500	-
6,083	4,967	5,022	8104 Seasonal	5,019	5,019	-
2,950	3,300	3,300	8105 Longevity	3,700	3,700	-
1,414,374	1,456,495	1,462,215	OBJECT TOTAL	1,493,766	1,493,766	-
PROFESSIONAL SVCS						
68,406	68,269	68,269	8202 Dues and Subscriptions	68,275	68,275	-
75	394	394	8203 Transportation	394	394	-
1,064	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	-
287	2,366	2,366	8205 Postage and Shipping	2,000	2,000	-
616	650	650	8210 Equipment Rental	650	650	-
486	1,164	1,104	8212 Equipment Maintenance	1,164	1,164	-
1,137	1,150	1,150	8213 Facilities Maintenance	1,104	1,104	-
1,762	2,232	2,232	8216 Printing and Binding	2,232	2,232	-
4,069	4,818	4,878	8220 Other Contractual Services	5,100	5,100	-
48,140	48,535	48,535	8222 Data Services	49,044	49,044	-
126,042	130,960	130,960	OBJECT TOTAL	131,345	131,345	-
MATERIAL & SUPPLIES						
2,742	2,489	2,489	8301 Office Supplies	2,489	2,489	-
10,710	9,477	9,477	8302 Technical Supplies	9,091	9,091	-
558	175	175	8305 Cleaning Supplies	175	175	-
2,376	575	575	8310 Other Materials	575	575	-
16,386	12,716	12,716	OBJECT TOTAL	12,330	12,330	-
CAPITAL OUTLAY						
169,571	172,370	172,370	8401 Public Circulation Material	172,370	172,370	-
1,726,373	1,772,541	1,778,261	TOTAL	1,809,811	1,809,811	-

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
251,734	249,913	253,478	8101 Full time salaries	257,234	257,234	3,756	1.48 %
2,950	3,300	3,300	8105 Longevity	3,700	3,700	400	12.12 %
254,684	253,213	256,778	OBJECT TOTAL	260,934	260,934	4,156	1.62 %
<u>PROFESSIONAL SVCS</u>							
2,310	2,415	2,415	8202 Dues and Subscriptions	2,421	2,421	6	0.25 %
75	394	394	8203 Transportation	394	394	0	0.00 %
1,064	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	0	0.00 %
287	2,366	2,366	8205 Postage and Shipping	2,000	2,000	-366	-15.47 %
616	650	650	8210 Equipment Rental	650	650	0	0.00 %
0	300	300	8216 Printing and Binding	300	300	0	0.00 %
48,140	48,535	48,535	8222 Data Services	49,044	49,044	509	1.05 %
52,492	56,042	56,042	OBJECT TOTAL	56,191	56,191	149	0.27 %
<u>MATERIAL & SUPPLIES</u>							
884	628	628	8301 Office Supplies	628	628	0	0.00 %
884	628	628	OBJECT TOTAL	628	628	0	0.00 %
<u>CAPITAL OUTLAY</u>							
0	0	0	8406 Office Equipment	0	0	0	****
0	0	0	OBJECT TOTAL	0	0	0	****

308,060	309,883	313,448	TOTAL	317,753	317,753	4,305	1.37 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

- The Library Board of Trustees worked with the Town Manager and Town Attorney to come to an agreement for the Town to build a parking lot on the open land next to the library that is owned by the Library Board.
- Sponsored a community-wide reading event called *Newington READS – One Book – One Town*, reading the book *Heat & Light* by Jennifer Haigh. Offered multiple book discussions, related programs and concluded the event with a visit by the author.
- The statewide delivery system that was revamped due to budget cuts has drastically impacted the library's ability to share resources and to request materials for patrons from other libraries.
- Offered free meeting space 1,138 times for in-house use and public groups and 3,127 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 Wine and Cheese Social.
- Redesigned the new book area using mobile book shelves that allow the library to repurpose the space for larger cultural events.
- Continued to work with the Library Board on its fundraising efforts, including the Annual 5K Road Race (which celebrated its 22nd year) and a free concert featuring the Larry Gareau Jazz Quartet as part of the *George C. Hanel Fine Arts Series*.
- Began circulating solar chargers for devices and portable chargers for devices to be used in the library.
- Filled several key part-time positions after the yearlong hiring freeze was lifted.
- Offered one-on-one technology assistance to the public including *Tech Troubleshooting with Teens*, *Tech 4 U* and *Book a Librarian*.
- Staff technology training continued to be a priority to keep staff current on hardware and software being used.
- Redesigned the library's website, trained staff on the new software and launched the new library website.
- Continued using social media to promote library programs and services.
- Worked collaboratively with the Director of Educational Technology at the Board of Education on an *Hour of Code* program at the library.
- Worked with the Mid-State Collaborative coordinating summer reading programs and other activities for children, teens and adults.
- Provided free notary services to 228 patrons and continued to send informational packets to all new residents.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.

OBJECTIVES FOR 2019-2020

- Work with the Library Board of Trustees and the Town to get the new parking lot open for use in the spring.
- 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.
- Oversee the completion of the Library's 2019-2020 Plan of Work.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects Administrative salaries at 2017-2018 rates, and AFSCME contractual raises.
- Increase in longevity per union contract.
- Data Services increased slightly due to increased assessment from library consortium off set by decrease in Postage and Shipping.

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 2018-2019 OPERATION

- Bestselling children's author and illustrator Leslie Builion, gave presentations to 600 children in the 3rd through 6th grades in the public schools as part of the *Sliva Young People's Literary Series*.
- Spearheaded a successful winter reading program "Swing into Reading" with 105 children completing the activities log.
- Spearheaded a successful summer reading program *Libraries Rock with* 659 children participating.
- Presented 691 educational programs to 21,664 children and their caregivers.
- Staff answered 19,713 reference questions over the year.
- Increased number of book talks to the middle schools as requested by the language arts teachers.
- Provided 1,240 free or reduced rate museum and local attraction passes to the public, thanks to the Friends of the Library.
- Added VOX books, all-in-one audio and print books and silicone cake pans to the circulating collection.
- Added National Geographic for Kids online database via the library's website.
- Expanded story time programs for babies that focused on music and art with *Babies Love Music* and *Babies Love Art*.
- Teamed up with the teen department to offer *Snapology Saturdays* that promoted creative play with *LEGO* bricks, gears and other fun and challenging building components.
- Offered monthly outreach programs to pre-schools and daycares to promote early literacy 298 times to 11,045 children.

OBJECTIVES FOR 2019-2020

- 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

- Increase in Full Time Salaries per union contract.
- Part Time reflects 2017-2018 rates.
- Other Contractual Services reflects increase in movie licensing fee which took effect in 2018-2019.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
206,830	212,004	212,004	8101 Full time salaries	218,953	218,953	6,949	3.28 %
65,537	68,877	69,527	8103 Part Time	70,238	70,238	711	1.02 %
272,367	280,881	281,531	OBJECT TOTAL	289,191	289,191	7,660	2.72 %
<u>PROFESSIONAL SVCS</u>							
7,310	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	0	0.00 %
0	94	34	8212 Equipment Maintenance	0	0	-34	0.00 %
790	525	525	8216 Printing and Binding	525	525	0	0.00 %
1,737	1,818	1,980	8220 Other Contractual Services	1,959	1,959	-21	-1.06 %
9,837	9,747	9,849	OBJECT TOTAL	9,794	9,794	-55	-0.56 %
<u>MATERIAL & SUPPLIES</u>							
198	200	200	8301 Office Supplies	200	200	0	0.00 %
344	350	350	8310 Other Materials	350	350	0	0.00 %
541	550	550	OBJECT TOTAL	550	550	0	0.00 %
<u>CAPITAL OUTLAY</u>							
38,987	38,919	38,919	8401 Public Circulation Material	38,919	38,919	0	0.00 %
38,987	38,919	38,919	OBJECT TOTAL	38,919	38,919	0	0.00 %

321,732	330,097	330,849	TOTAL	338,454	338,454	7,605	2.30 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

- The Library website was visited 101,725 times during the year.
- Staff handled 39,401 reference transactions from the public.
- Added three new online databases: *A to Z*, *A to Z World Foods* and *Pronunciator*.
- Because of high demand, began offering more hands-on instructional computer classes as well as technology related workshops to the public. Classes included Basic and Intermediate *Word*, *Excel*, *Publisher* and *PowerPoint*, and *Google Sheets & Slides* and *Google Drive & Docs*. Workshops included *Computer Health Tips*, *iPad Basics* and *Saving It to the Cloud*.
- Offered 55 programs to 2,456 teens, including a teen summer reading program, *Teen Lazy Lounge*, *Monday Makerspace*, *Comic Book Day*, *Squid Dissection* and many programs that promoted creativity.
- Added regular book talks to the 8th graders language arts classes at the middle schools.
- Presented 211 cultural, literature based and educational programs for more than 8,243 adults, including author visits, music concerts, film series, health and wellness series, book discussions and programs that inspired creativity and collaboration.
- Added two new reading programs for adults *Page Turners*, a monthly evening book discussion group and *Books and Bites*, a program in which librarians' book talked and recommended books they enjoyed reading.
- Increased 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 309 participants, reading 1,534 books and an adult summer reading program with 551 participants, who read 4,284 books.

OBJECTIVES FOR 2019-2020

- 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 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

- Increase in Full Time Salaries per union contract.
- Part time reflects 2017-2018 rates.
- Equipment Maintenance was removed from this department and others to consolidate them in Department 714.
- Other Contractual Services reflects increase in movie licensing fee which took effect in 2018-2019.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
297,081	315,060	315,060	8101 Full time salaries	325,383	325,383	10,323	3.28 %
147,862	142,249	143,699	8103 Part Time	144,993	144,993	1,294	0.90 %
444,943	457,309	458,759	OBJECT TOTAL	470,376	470,376	11,617	2.53 %
<u>PROFESSIONAL SVCS</u>							
58,786	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	0	0.00 %
0	300	300	8212 Equipment Maintenance	0	0	-300	0.00 %
170	425	425	8216 Printing and Binding	425	425	0	0.00 %
1,236	1,248	1,350	8220 Other Contractual Services	1,389	1,389	39	2.89 %
60,192	60,517	60,619	OBJECT TOTAL	60,358	60,358	-261	-0.43 %
<u>MATERIAL & SUPPLIES</u>							
1,661	1,661	1,661	8301 Office Supplies	1,661	1,661	0	0.00 %
2,033	225	225	8310 Other Materials	225	225	0	0.00 %
3,693	1,886	1,886	OBJECT TOTAL	1,886	1,886	0	0.00 %
<u>CAPITAL OUTLAY</u>							
130,584	133,451	133,451	8401 Public Circulation Material	133,451	133,451	0	0.00 %
0	0	0	8410 Furniture, Fixtures & Equipmnt	0	0	0	****
130,584	133,451	133,451	OBJECT TOTAL	133,451	133,451	0	0.00 %

639,413	653,163	654,715	TOTAL	666,071	666,071	11,356	1.73 %
---------	---------	---------	-------	---------	---------	--------	--------

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 2018-2019 OPERATION

- Lack of adequate parking was a constant challenge throughout the year.
- Balancing the heating and cooling continued to be problematic.
- New tables were installed in the Community Room funded by the Friends of the Library.
- New mobile shelving was installed in the new book and music CDs areas and the Children's Department funded by the Friends.
- Permanent heaters were installed in the 1st floor public bathrooms to prevent pipes from freezing.
- The cleaning service KeeKlean has been very problematic throughout the year.
- Two new security cameras were installed in the Children's Department.
- The construction on the new library parking lot began in the fall of 2018 which included, removing trees, grading the lot and paving. The project was not completed by the end of the year.
- Completed some painting and a number of minor building projects and maintenance upgrades.

OBJECTIVES FOR 2019-2020

- Work with the Library Board of Trustees and the Director of Facilities to get the parking lot completed by early spring.
- Work with Director of Facilities to resolve the problems with the cleaning service.
- 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 reflect 2017-2018 rates.
- Increase in Equipment Maintenance due to consolidation of Equipment Maintenance line items from other library department budgets to the Building budget.

Function	Activity	Program	Code
Public Library	Library Operations	Library Building	0714

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
15,534	17,448	17,448	8103 Part Time	17,620	17,620	172	0.99 %
15,534	17,448	17,448	OBJECT TOTAL	17,620	17,620	172	0.99 %
			<u>PROFESSIONAL SVCS</u>				
486	635	431	8212 Equipment Maintenance	1,164	1,164	733	170.07 %
1,137	1,150	1,150	8213 Facilities Maintenance	1,104	1,104	-46	-4.00 %
1,097	1,752	1,752	8220 Other Contractual Services	1,752	1,752	0	0.00 %
2,720	3,537	3,333	OBJECT TOTAL	4,020	4,020	687	20.61 %
			<u>MATERIAL & SUPPLIES</u>				
558	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
558	175	175	OBJECT TOTAL	175	175	0	0.00 %

18,812	21,160	20,956	TOTAL	21,815	21,815	859	4.10 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION
PUBLIC LIBRARY

ACTIVITY
OPERATIONS

PROGRAM
COLLECTION MANAGEMENT

CODE
715

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 2018-2019 OPERATION

- Selected, ordered and processed 35,263 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a physical collection of 174,432 items and a digital collection of more than 92,470 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*.
- Added a new online streaming service called *Acorn TV*, that streams British mystery movies and TV shows.
- 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 1,185 hours during the year.
- Worked with outside agencies to offer work opportunities to disabled adults.
- Due to cuts in funding in the statewide delivery system and the inadequacy of it, a supplemental delivery service funded by the library's consortium was put in place to handle the volume of interlibrary loans and returns that was not being effectively handle by the State Library's delivery system.

OBJECTIVES FOR 2019-2020

- 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

- Increase in Full Time Salaries per union contract.
- Part Time reflects 2017-2018 rates
- Equipment Maintenance was removed from this department and others to consolidate them in Code 714.
- Technical Supplies was reduced to offset increase in the annual movie licensing fees in Code 712 and 713.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
100,073	103,121	103,121	8101 Full time salaries	106,500	106,500	3,379	3.28 %
13,967	14,669	14,669	8103 Part Time	14,815	14,815	146	1.00 %
114,040	117,790	117,790	OBJECT TOTAL	121,315	121,315	3,525	2.99 %
<u>PROFESSIONAL SVCS</u>							
0	135	135	8212 Equipment Maintenance	0	0	-135	0.00 %
428	500	500	8216 Printing and Binding	500	500	0	0.00 %
428	635	635	OBJECT TOTAL	500	500	-135	-21.26 %
<u>MATERIAL & SUPPLIES</u>							
9,623	8,486	8,486	8302 Technical Supplies	8,100	8,100	-386	-4.55 %
9,623	8,486	8,486	OBJECT TOTAL	8,100	8,100	-386	-4.55 %

124,091	126,911	126,911	TOTAL	129,915	129,915	3,004	2.37 %
---------	---------	---------	-------	---------	---------	-------	--------

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 2018-2019 OPERATION

- During the year 184,503 people visited the library and they checked out over 310,219 items.
- 11,870 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.
- Began 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 2019-2020

- 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

- Increase Full Time Salaries due to union contract.
- Part Time and Seasonal reflect 2017-2018 rates.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
156,309	160,215	160,215	8101 Full time salaries	165,477	165,477	5,262	3.28 %
150,412	164,672	164,672	8103 Part Time	163,834	163,834	-838	-0.51 %
6,083	4,967	5,022	8104 Seasonal	5,019	5,019	-3	-0.06 %
312,805	329,854	329,909	OBJECT TOTAL	334,330	334,330	4,421	1.34 %
<u>PROFESSIONAL SVCS</u>							
374	482	482	8216 Printing and Binding	482	482	0	0.00 %
374	482	482	OBJECT TOTAL	482	482	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
1,087	991	991	8302 Technical Supplies	991	991	0	0.00 %
1,087	991	991	OBJECT TOTAL	991	991	0	0.00 %

314,266	331,327	331,382	TOTAL	335,803	335,803	4,421	1.33 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	HUBBARD BOOK FUND		730

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
147	30	30	8220 Other Contractual Services	30	30	0	0.00 %
147	30	30	OBJECT TOTAL	30	30	0	0.00 %

147	30	30	TOTAL	30	30	0	0.00 %
-----	----	----	-------	----	----	---	--------

PARKS & RECREATION

PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION		SUMMARY	800

PERSONNEL SUMMARY

	2018-2019 <u>Authorized</u>	2019-2020 <u>Requested</u>	2019-2020 <u>Proposed</u>	2019-2020 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Administration</u>				
Supt. of Parks and Recreation	1.0	1.0	1.0	
Recreation Supervisors*	2.0	2.0	2.0	
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	
<u>Parks and Grounds</u>				
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 II	1.0	0.0	0.0	
Groundskeeper I	8.0	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	
<u>Cemeteries</u>				
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	
<u>Overtime (work hours)</u>				
Parks & Grounds	1,676.8	1,880.5	1676.6	
Cemeteries	<u>286.0</u>	<u>286.0</u>	<u>286.0</u>	
	1,962.8	2,166.5	1,962.6	
<u>Seasonal (work hours)</u>				
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	
<u>Board of Parks and Recreation</u>				
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	Activity	Program	Code
Parks & Recreation	Parks & Recreation	P & R Total	0800

2017-2018 ACTUAL	2018-2019 ORIG BUD	2018-2019 REVISED BUD		2019-2020 DEPT REQUEST	2019-2020 MANAGER PROPOSED	2019-2020 COUNCIL ADOPTED
PERSONAL SERVICES						
1,083,698	1,159,830	1,139,060	8101 Full time salaries	1,193,334	1,193,334	-
92,690	84,463	84,463	8102 Overtime	95,212	84,839	-
6,224	6,428	6,428	8103 Part Time	6,906	6,906	-
85,504	103,740	103,740	8104 Seasonal	103,740	103,740	-
4,550	5,350	5,350	8105 Longevity	4,150	4,150	-
1,272,666	1,359,811	1,339,041	OBJECT TOTAL	1,403,342	1,392,969	-
PROFESSIONAL SVCS						
710	1,677	1,677	8202 Dues and Subscriptions	1,677	1,677	-
2,561	6,920	6,920	8204 Conferences,Meetings,Training	6,920	6,920	-
1,808	2,100	2,100	8207 Clothing Allowance	2,100	2,100	-
9,780	18,162	18,162	8210 Equipment Rental	18,608	18,608	-
4,709	5,058	5,058	8212 Equipment Maintenance	5,058	5,058	-
-	-	1,000	8213 Facilities Maintenance	-	-	-
20,434	25,000	51,170	8217 Consultants/Special Contractor	25,000	25,000	-
28,125	27,964	27,964	8220 Other Contractual Services	30,964	30,964	-
68,125	86,881	114,051	OBJECT TOTAL	90,327	90,327	-
MATERIAL & SUPPLIES						
1,291	1,600	1,600	8301 Office Supplies	1,800	1,600	-
63,570	62,890	61,890	8302 Technical Supplies	64,428	64,428	-
4,793	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	-
52,690	53,255	53,255	8304 Agricultural Supplies	53,255	53,255	-
14,504	13,000	13,000	8306 Constr. & Maintenance Materials	17,500	17,500	-
5,793	4,300	4,300	8307 Equipment Parts	4,300	4,300	-
5,033	6,000	6,000	8310 Other Materials	8,000	8,000	-
147,675	148,625	147,625	OBJECT TOTAL	156,863	156,663	-
CAPITAL OUTLAY						
15,630	13,600	13,600	8402 Technical Equipment	21,100	13,600	-
-	500	500	8408 Building Improvements	500	500	-
15,630	14,100	14,100	OBJECT TOTAL	21,600	14,100	-
1,504,096	1,609,417	1,614,817	TOTAL	1,672,132	1,654,059	-

FUNCTION PARKS AND RECREATION	ACTIVITY ADMINISTRATION	PROGRAM	CODE 810
----------------------------------	----------------------------	---------	-------------

EXPLANATION

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

HIGHLIGHTS OF FY 2018-2019 OPERATION

- For the tenth year in a row, the Life. Be In It. Extravaganza was run with revenue off-setting expenses.
- The Program Guide advertising program is being offered for the fourth year, and we are actively seeking partnerships and sponsorships with local businesses.
- Online program registration utilizing WebTrac (a module of RecTrac)

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 Plan.
- Continue to ensure quality in all aspects of facilities, programs and service delivery.
- Continue to improve customer service by improving marketing and communications.
- To continue implementing the Management Information System (MIS) entitled RecTrac.
- Offer registration on line as well as facility use information on line.
- Continue to develop a comprehensive after school program entitled ERC, which stands for education, recreation and cultural arts, in all four elementary schools.
- Enhance the downtown Holiday lights and decorations.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects Administrative salaries at 2017-2018 rates and contractual increases for AFSCME employees.

Function	Activity	Program	Code
Parks & Recreation	Parks & Recreation Administr.	Parks & Recreation Administr.	0810

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
304,337	310,626	316,026	8101 Full time salaries	321,537	321,537	5,511	1.74 %
750	913	913	8103 Part Time	900	900	-13	-1.42 %
200	350	350	8105 Longevity	400	400	50	14.29 %
305,287	311,889	317,289	OBJECT TOTAL	322,837	322,837	5,548	1.75 %
<u>PROFESSIONAL SVCS</u>							
710	1,077	1,077	8202 Dues and Subscriptions	1,077	1,077	0	0.00 %
1,051	1,400	1,400	8204 Conferences,Meetings,Training	1,400	1,400	0	0.00 %
1,267	1,500	1,500	8210 Equipment Rental	1,500	1,500	0	0.00 %
194	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
3,221	4,277	4,277	OBJECT TOTAL	4,277	4,277	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
1,291	1,600	1,600	8301 Office Supplies	1,800	1,600	0	0.00 %
299	300	300	8310 Other Materials	300	300	0	0.00 %
1,590	1,900	1,900	OBJECT TOTAL	2,100	1,900	0	0.00 %

310,099	318,066	323,466	TOTAL	329,214	329,014	5,548	1.72 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM PARKS AND PUBLIC GROUNDS	CODE 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 2018-2019 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.
- Installed ADA accessible paths to handicap parking spaces at Churchill Park.
- Completed work at the Sensory Garden installed plants and completed work on fountain
- Completed renovation to the skate park
- Installed pavers and grill at Mill Pond gazebo

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 Administrative employees at 2017-2018 rates and contractual increases for AFSCME employees.
- Overtime increased for AFSCME contractual raises.
- Part time reflects cost of living increase for cleaning of Newington Downtown.
- Longevity decreased due to retirements.
- Equipment rental increased for rising cost and quantity of portable bathrooms and for rental of man-lift to install Christmas decorations.
- Increasing costs are reflected in Other Contractual Services relating to herbicide treatments and tennis court preparations.
- Technical Supplies increased due to rising cost of supplies for pool maintenance and tennis court maintenance.
- Construction and Maintenance Supplies increased for new roof for Churchill Park Middle Pavilion.
- Other Materials increased for additional park benches.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Parks and Public Grounds	0831

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
777,611	847,454	821,284	8101 Full time salaries	870,047	870,047	48,763	5.94 %
92,690	84,463	84,463	8102 Overtime	95,212	84,839	376	0.45 %
5,474	5,515	5,515	8103 Part Time	6,006	6,006	491	8.90 %
85,504	103,740	103,740	8104 Seasonal	103,740	103,740	0	0.00 %
4,350	5,000	5,000	8105 Longevity	3,750	3,750	-1,250	-25.00 %
965,629	1,046,172	1,020,002	OBJECT TOTAL	1,078,755	1,068,382	48,380	4.74 %
<u>PROFESSIONAL SVCS</u>							
0	600	600	8202 Dues and Subscriptions	600	600	0	0.00 %
1,435	3,070	3,070	8204 Conferences,Meetings,Training	3,070	3,070	0	0.00 %
0	0	0	8206 Utilities	0	0	0	****
1,808	2,100	2,100	8207 Clothing Allowance	2,100	2,100	0	0.00 %
8,513	16,662	16,662	8210 Equipment Rental	17,108	17,108	446	2.68 %
4,515	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	0	0.00 %
0	0	1,000	8213 Facilities Maintenance	0	0	-1,000	0.00 %
28,125	27,964	27,964	8220 Other Contractual Services	30,964	30,964	3,000	10.73 %
44,395	55,154	56,154	OBJECT TOTAL	58,600	58,600	2,446	4.36 %
<u>MATERIAL & SUPPLIES</u>							
56,476	54,890	53,890	8302 Technical Supplies	56,428	56,428	2,538	4.71 %
4,793	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	0	0.00 %
52,690	53,255	53,255	8304 Agricultural Supplies	53,255	53,255	0	0.00 %
14,504	13,000	13,000	8306 Constr.& Maintenance Materials	17,500	17,500	4,500	34.62 %
5,793	4,300	4,300	8307 Equipment Parts	4,300	4,300	0	0.00 %
4,734	5,700	5,700	8310 Other Materials	7,700	7,700	2,000	35.09 %
138,991	138,725	137,725	OBJECT TOTAL	146,763	146,763	9,038	6.56 %
<u>CAPITAL OUTLAY</u>							
15,630	13,600	13,600	8402 Technical Equipment	21,100	13,600	0	0.00 %
15,630	13,600	13,600	OBJECT TOTAL	21,100	13,600	0	0.00 %

1,164,646	1,253,651	1,227,481	TOTAL	1,305,218	1,287,345	59,864	4.88 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM CEMETERIES	CODE 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 2018-2019 OPERATION

- A memorial service was held at the Cherish the Children statue in September.
- There were 131 interments in 2018.
- 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 and Overtime reflect contractual increases for AFSCME employees.
- Dues and Subscriptions increased for two CT Cemetery Association memberships.
- Technical Equipment includes the purchase of new Verticutter for cemetery maintenance.
- Office Equipment reflects need for chairs for cemetery sales.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
69,135	72,013	72,013	8101 Full time salaries	74,327	74,327	2,314	3.21 %
13,587	16,045	16,045	8102 Overtime	16,445	16,445	400	2.49 %
16,942	23,550	23,550	8103 Part Time	24,844	23,550	0	0.00 %
0	9,840	9,840	8104 Seasonal	9,840	9,840	0	0.00 %
750	850	850	8105 Longevity	950	950	100	11.76 %
100,415	122,298	122,298	OBJECT TOTAL	126,406	125,112	2,814	2.30 %
<u>PROFESSIONAL SVCS</u>							
0	150	0	8202 Dues and Subscriptions	400	400	400	****
2,778	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 %
2,778	5,770	5,620	OBJECT TOTAL	6,020	6,020	400	7.12 %
<u>MATERIAL & SUPPLIES</u>							
3,442	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
2,669	6,691	6,691	8304 Agricultural Supplies	6,691	6,691	0	0.00 %
4,271	4,300	4,300	8306 Constr.& Maintenance Materials	4,300	4,300	0	0.00 %
10,382	14,391	14,391	OBJECT TOTAL	14,391	14,391	0	0.00 %
<u>CAPITAL OUTLAY</u>							
5,500	5,000	5,150	8402 Technical Equipment	5,000	12,500	7,350	142.72 %
0	800	800	8406 Office Equipment	800	800	0	0.00 %
5,500	5,800	5,950	OBJECT TOTAL	5,800	13,300	7,350	123.53 %

119,075	148,259	148,259	TOTAL	152,617	158,823	10,564	7.13 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	HISTORICAL PROPERTIES	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 2018-2019 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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>CAPITAL OUTLAY</u>				
0	500	500	8408 Building Improvements	500	500	0	0.00 %
0	500	500	OBJECT TOTAL	500	500	0	0.00 %

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

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	TREE MAINTENANCE	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 2018-2019 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

- Consultants/Special Contractor reflects transfer in prior year.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Tree Maintenance	0834

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,750	1,750	1,750	8101 Full time salaries	1,750	1,750	0	0.00 %
1,750	1,750	1,750	OBJECT TOTAL	1,750	1,750	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
75	2,450	2,450	8204 Conferences,Meetings,Training	2,450	2,450	0	0.00 %
20,434	25,000	51,170	8217 Consultants/Special Contractor	25,000	25,000	-26,170	-51.14 %
20,509	27,450	53,620	OBJECT TOTAL	27,450	27,450	-26,170	-48.81 %
<u>MATERIAL & SUPPLIES</u>							
7,093	8,000	8,000	8302 Technical Supplies	8,000	8,000	0	0.00 %
7,093	8,000	8,000	OBJECT TOTAL	8,000	8,000	0	0.00 %

29,352	37,200	63,370	TOTAL	37,200	37,200	-26,170	-41.30 %
--------	--------	--------	-------	--------	--------	---------	----------

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	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		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 2018-2019 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 automobile, liability and property coverage increased by 5% over expiring premiums.
- Agents fees are reduced to actual paid in 2018-2019.
- Insurance Fund is in pretty good shape, so Reimbursement to Insurance Fund is reduced.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
Object Summary							
803,350	837,939	837,939	200 Contractual Services	865,585	865,585	27,646	3.30%
0	175,000	175,000	500 Transfers to Other Funds	175,000	125,000	-50,000	-28.57%
803,350	1,012,939	1,012,939		1,040,585	990,585	-22,354	-2.21%
Program Summary							
423,459	436,165	417,681	0911 Workers Compensation	436,165	436,165	18,484	4.43%
149,695	154,186	162,320	0912 General Liability & Auto Ins.	169,680	169,680	7,360	4.53%
63,973	65,893	69,057	0914 Umbrella Liability	72,513	72,513	3,456	5.00%
37,679	38,811	40,676	0915 Police Professional Liability	42,710	42,710	2,034	5.00%
46,585	47,984	50,290	0916 Public Official Liability	52,807	52,807	2,517	5.00%
36,727	37,829	40,844	0919 Property Coverage	40,764	40,764	-80	-0.20%
22,632	33,346	33,346	0920 Other Coverage	33,346	33,346	0	0.00%
100	100	100	0921 Surety Bonds	100	100	0	0.00%
22,500	23,625	23,625	0922 Agent Fees	17,500	17,500	-6,125	-25.93%
0	175,000	175,000	0925 Reimbursement Insurance Fund	175,000	125,000	-50,000	-28.57%

803,350	1,012,939	1,012,939	TOTAL	1,040,585	990,585	-22,354	-2.21%
---------	-----------	-----------	-------	-----------	---------	---------	--------

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 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	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	EMPLOYEE BENEFITS	SUMMARY	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 2019-2020 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 \$1,101,781 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 increased by \$354,924 or 6.75%.

The 2019 wage base for Social Security taxes is \$132,900. All 2019 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 \$39,318 or 4.4%.

The 2019-2020 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

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
Object Summary							
10,019,524	10,565,019	10,565,019	200 Contractual Services	11,188,757	11,078,397	513,378	4.86%
10,019,524	10,565,019	10,565,019		11,188,757	11,078,397	513,378	4.86%
Program Summary							
3,754,042	4,224,802	4,224,802	0941 Medical Insurance	4,372,342	4,331,023	106,221	2.51%
37,077	35,435	35,435	0942 Life Insurance	37,253	37,253	1,818	5.13%
5,275,067	5,259,296	5,259,296	0943 Retirement	5,683,261	5,614,220	354,924	6.75%
592,565	645,528	645,528	0944 Social Security	683,618	683,618	38,090	5.90%
231,380	247,373	247,373	0945 Medicare Taxes	248,601	248,601	1,228	0.50%
129,393	152,585	152,585	0946 Other Benefits	163,682	163,682	11,097	7.27%

10,019,524	10,565,019	10,565,019	TOTAL	11,188,757	11,078,397	513,378	4.86%
------------	------------	------------	-------	------------	------------	---------	-------

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

- None.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Donations & Contributions	Summary	0950

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
Object Summary							
25,000	17,500	17,500	200 Contractual Services	17,500	17,500	0	0.00%
25,000	17,500	17,500		17,500	17,500	0	0.00%
Program Summary							
5,000	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	0	0.00%
15,000	10,000	10,000	0956 Community Access Television	10,000	10,000	0	0.00%
5,000	2,500	2,500	0957 NVFD - Veterans	2,500	2,500	0	0.00%

25,000	17,500	17,500	TOTAL	17,500	17,500	0	0.00%
--------	--------	--------	-------	--------	--------	---	-------

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
26,359	48,500	48,500	8220 Other Contractual Services	48,500	48,500	0	0.00 %
26,359	48,500	48,500	OBJECT TOTAL	48,500	48,500	0	0.00 %

26,359	48,500	48,500	TOTAL	48,500	48,500	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	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 2018-2019 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 2018-2019 through February 26, 2019:

Original Appropriation	\$601,350
Less: Transfers to Other Departments: Council Transfers as of 2/26/2019	\$304,926
Amended Budget Appropriation	\$296,424

MAJOR BUDGET CHANGES AND COMMENTARY

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

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	601,350	296,424	8220 Other Contractual Services	379,000	379,000	82,576	27.86 %
0	601,350	296,424	OBJECT TOTAL	379,000	379,000	82,576	27.86 %

0	601,350	296,424	TOTAL	379,000	379,000	82,576	27.86 %
---	---------	---------	-------	---------	---------	--------	---------

DEBT/MDC

1000 DEBT SERVICE

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 raised its rating on Newington's general obligation (GO) bonds to 'AA+' from 'AA' based on the implementation of its local GO criteria.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2019</u>	<u>Principal Paid 2019-20</u>	<u>Interest Paid 2019-20</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Town Hall Building Project	2019	9,000,000	450,000	315,000	765,000	Unknown	2039
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	1,311,000	273,000	26,342	299,342	1.58	2024
Police Station I & II Refunding	2013	2,189,000	417,000	43,889	460,889	1.58	2025
Total		12,500,000	1,140,000	385,231	1,525,231		

Debt service payments increased by \$739,150 in fiscal year 2019-2020 due to additional bond sale which is scheduled for March 2019. This bond is anticipated to be in the amount of \$9,000,000 for the new Town Hall Building Project.

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

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
			Object Summary				
1,150,581	786,081	786,081	200 Contractual Services	1,610,231	1,525,231	739,150	94.03%
1,150,581	786,081	786,081		1,610,231	1,525,231	739,150	94.03%
			Program Summary				
125,581	91,081	91,081	1014 Interest Expense	420,231	385,231	294,150	322.95%
1,025,000	695,000	695,000	1024 Principal Payments	1,190,000	1,140,000	445,000	64.03%

1,150,581	786,081	786,081		1,610,231	1,525,231	739,150	94.03%
-----------	---------	---------	--	-----------	-----------	---------	--------

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:

	<u>2017</u>	<u>%</u>	<u>2018</u>	<u>%</u>	<u>2019</u>	<u>%</u>
Hartford	\$10,963,200	26.31%	\$11,550,400	25.67%	\$12,372,000	25.69%
E. Hartford	5,059,400	12.14%	5,486,600	12.19%	5,775,200	12.00%
NEWINGTON	3,752,900	9.01%	4,120,900	9.16%	4,318,900	8.97%
Wethersfield	3,408,200	8.18%	3,707,800	8.24%	3,979,400	8.26%
Windsor	3,656,900	8.78%	4,001,500	8.89%	4,274,900	8.88%
Bloomfield	3,067,100	7.36%	3,256,200	7.23%	3,488,600	7.25%
Rocky Hill	2,475,800	5.94%	2,712,500	6.03%	2,909,600	6.04%
W. Hartford	<u>9,286,900</u>	<u>22.28%</u>	<u>10,168,100</u>	<u>22.59%</u>	<u>11,034,500</u>	<u>22.91%</u>
TOTAL	\$41,670,400	100.00%	\$45,004,000	100.00%	\$48,153,100	100.00%

(Source: MDC's 2018 *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 2019-20 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2018 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 2019 MDC tax for Newington and the amount paid on the 2018 MDC tax (i.e., 50%) during FY 2018-19.

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
3,916,650	4,348,900	4,348,900	8220 Other Contractual Services	4,466,300	4,466,300	117,400	2.70 %
3,916,650	4,348,900	4,348,900	OBJECT TOTAL	4,466,300	4,466,300	117,400	2.70 %

3,916,650	4,348,900	4,348,900	TOTAL	4,466,300	4,466,300	117,400	2.70 %
-----------	-----------	-----------	-------	-----------	-----------	---------	--------

CIP/EQR

CAPITAL IMPROVEMENTS

EXPLANATION

Summaries of FY 2019-20 capital projects are listed below and further descriptions of these projects are in a separate document, the Town's Long-Range Capital Improvements Plan FY 2019-2020 Through 2023-2024.

	Project Title	Department Request	Town Manager Proposed	CIP Committee Proposed	STATE AID		General Fund Budget
					LoCIP	Town Aid Roads	
General Government	General Property Improvements	90,000	90,000	90,000			90,000
	Town Buildings Mechanical Reserve	40,000	40,000	40,000			40,000
	Town Buildings Sidewalk Replacement & Repairs	25,000	12,000	12,000			12,000
	Senior & Disabled Center Building Energy Management System	100,000	100,000	12,000			12,000
	Highway Garage Building Upgrades & Repairs	120,000					-
	Senior & Disabled Center Boiler Replacements	75,000					-
	Highway Garage Building Addition	400,000	25,000	25,000			25,000
	Volunteer Ambulance HVAC Replacement	35,000					-
	American Legion Bldg Roof & Siding Replacement	40,000	40,000	40,000			40,000
	Town Hall/Community Ctr Spray Foam Insulation	192,000	192,000	120,409			120,409
	Town Hall/Community Ctr Emergency Generator			231,481			231,481
	Town Hall/Community Ctr Gym Equipment			174,330			174,330
	Town Hall/Community Ctr Roof Screen			388,525			388,525
	Town Hall/Community Ctr Kitchenettes			138,158			138,158
	Information Technology Reserve	408,000	408,000	408,000			408,000
	Townwide Fiber Optic Deployment	650,000	650,000	500,000			500,000
	Town Hall/Community Ctr Technology Costs	825,000	825,000	425,000			425,000
Public Safety	Police Door Access Control System	95,000	95,000	95,000			95,000
	Radio Replacement Reserve	40,000	40,000	40,000			40,000
	Fire Department Apparatus Emergency Lighting Upgrade	35,000	35,000	35,000			35,000
	Fire Department Apparatus ResQ Tec Airbags	70,000	70,000	70,000			70,000
	Fire Department Pager Replacement	50,000	50,000	50,000			50,000
	Fire Department PPE Replacement & PPE Dryer (Personal Protective Equip)	72,000	72,000	72,000			72,000
	Fire Department PPE Extractor	26,000	26,000	26,000			26,000
Public Works	Local Bridge & Dam Inspection and Maintenance	75,000	25,000	25,000			25,000
	Road Resurfacing/Reconstruction	1,100,000	900,000	900,000	200,000	400,000	300,000
	Public Building Resurfacing Program	50,000	50,000	50,000			50,000
	Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	100,000	50,000	50,000			50,000
	Flood Control System Maintenance Reserve	40,000	20,000	20,000			20,000
	MS4 Compliance/Stormwater Management Plan	160,000	30,000	30,000			30,000
	Drainage Improvement	25,000	25,000	25,000			25,000
	Stonewall Repair	25,000	15,000	15,000			15,000
	Traffic Signal Reserve	25,000	25,000	25,000			25,000
Community Development	Affordable Housing Plan Appdx to 2030 Plan of Conservation & Development (POCD)	25,000	25,000	25,000			25,000
Parks And Recreation	Community Center Furniture and Equipment	1,000,000	350,000	413,437			413,437
	Park, Pool & Playfield Improvements	200,000	200,000	200,000			200,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000	50,000	50,000			50,000
	Synthetic Turf Field Replacement Reserve	50,000	25,000	25,000			25,000
	Sport Court Basketball Crack Maintenance & Color Coding	105,000					-
	Snow Removal/Roadside Mowing Equipment	225,000	225,000				-
	Clem Lemire Skate Park Improvements	65,000					-
	Emmanuel Christian Academy Soccer Fields Irrigation	100,000					-
	Churchill Park Middle Pavilion	150,000					-
Education	Appr. To Public School CIP Reserve	125,000	125,000	125,000			125,000
	School Bus Replacement Program	644,133	200,000	200,000			200,000
	School Technology Reserve	188,828	188,828	188,828			188,828
Subtotal Capital Improvements		7,915,961	5,298,828	5,360,168	200,000	400,000	4,760,168
Equipment Replacement	Equipment Replacement Reserve	520,000	520,000	520,000			520,000
	Lease Purchase & Other Payments	267,400	267,400	267,400			267,400
Annual Debt Service Payments		1,610,231	1,525,231	1,525,231			1,525,231
GRAND TOTAL		10,313,592	7,611,459	7,672,799			7,072,799

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

2017 - 2018 Actual	2018 - 2019 Original Budget	2018 - 2019 Revised Budget		2019 - 2020 Department Request	2019 - 2020 Manager Proposed	Change from Revised budget		
<u>T/F'S TO OTHER FUNDS</u>								
2,018,746	2,776,428	2,776,428	8501 T/F to Capital Non-Recurring	6,288,961	3,923,076	1,146,648	41.30 %	
70,000	420,000	420,000	8502 T/F to Public Building Fund	902,000	712,092	292,092	69.55 %	
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	0	0.00 %	
2,213,746	3,321,428	3,321,428	OBJECT TOTAL	7,315,961	4,760,168	1,438,740	43.32 %	

2,213,746	3,321,428	3,321,428	TOTAL	7,315,961	4,760,168	1,438,740	43.32 %
-----------	-----------	-----------	-------	-----------	-----------	-----------	---------

EQUIPMENT RESERVE

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 2019-2020 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 2019-2020:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$60,296	
Public Safety Police	55,584	
Public Safety Fire	10,055	267,400
Highway	264,176	
Parks & Grounds	129,889	
Total	\$520,000	\$267,400

\$159,031	Estimated June 30, 2019 Balance
787,400	July 1, 2019 General Fund Appropriation
775,612	Estimated Purchases
\$170,819	Estimated June 30, 2020 Balance

FUNCTION	ACTIVITY	PROGRAM	CODE
Equipment Reserve	Equipment Reserve-CIP	Summary	2000

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
			Object Summary				
725,400	787,400	787,400	500 Transfers to Other Funds	787,400	787,400	0	0.00%
			Program Summary				
725,400	787,400	787,400	2500 Equipment Reserve	787,400	787,400	0	0.00%

725,400	787,400	787,400		787,400	787,400	0	0.00%
---------	---------	---------	--	---------	---------	---	-------

ELLR/BOE

EMPLOYEE LEAVE LIABILITY RESERVE FUND

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 2010.

MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2017-2018</u> <u>Actual</u>	<u>2018-2019</u> <u>Budget</u>	<u>2018-2019</u> <u>Estimated</u>	<u>2019-2020</u> <u>Proposed</u>	<u>2019-2020</u> <u>Approved</u>
OPENING BALANCE	686,115	663,869	567,717	516,456	
 <u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	23,200	23,200	23,200	23,200	
Town Operations Appropriation	69,700	69,700	69,700	69,700	
Interest	<u>8,949</u>	<u>6,772</u>	<u>13,139</u>	<u>11,000</u>	
 TOTAL RECEIPTS	 101,849	 99,672	 106,039	 103,900	
 AVAILABLE FUNDS	 787,964	 763,541	 673,756	 620,356	
 EXPENDITURES/APPROPRIATIONS					
Board of Education Terminations	37,463	49,000	49,000	49,000	
Town Operation Terminations	182,784	108,300	108,300	108,300	
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
 TOTAL EXPENDITURES/APPROPRIATIONS	 220,247	 157,300	 157,300	 157,300	
 CLOSING BALANCE	 567,717	 549,349	 516,456	 463,056	

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2017-2018 Actual	2018-2019 Original Budget	2018-2019 Revised Budget		2019-2020 Department Request	2019-2020 Manager Proposed	Change from revised budget	
Object Summary							
92,900	92,900	92,900	500 Transfers to Other Funds	92,900	92,900	0	0.00%
Program Summary							
23,200	23,200	23,200	3100 Board of Educ Employee Leave Liab.	23,200	23,200	0	0.00%
69,700	69,700	69,700	3200 Town Employee Leave Liability	69,700	69,700	0	0.00%

92,900	92,900	92,900		92,900	92,900	0	0.00%
--------	--------	--------	--	--------	--------	---	-------

BOARD OF EDUCATION

BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2018 - 2019</u>	<u>2019 - 2020</u>
Art	\$757,161	\$785,349
CTE	\$724,219	\$767,623
Education Technology	\$1,878,761	\$1,768,442
English/Language Arts	\$4,133,778	\$4,220,854
World Language	\$1,305,764	\$1,330,651
Mathematics	\$4,394,666	\$4,413,977
Music	\$1,160,167	\$1,204,568
Wellness	\$1,535,676	\$1,540,249
Reading	\$4,013,361	\$4,009,689
Science	\$3,409,761	\$3,463,739
STEM	\$603,097	\$636,253
Social Studies	\$3,489,478	\$3,540,703
Special Education	\$9,163,687	\$10,098,767
Homebound K-12	\$79,000	\$79,200
Continuing/Adult Education	\$98,390	\$104,461
Student Activities-Non-Athletics	\$167,895	\$169,571
Student Activities - Athletics	\$555,988	\$596,670
School Counseling	\$1,208,412	\$1,168,692
Health/Nursing Services	\$651,242	\$679,969
Psychological Services	\$1,038,052	\$1,126,964
Speech/Hearing	\$665,428	\$686,713
Curriculum & Assessment	\$402,437	\$415,036
Media/Library Services	\$919,799	\$828,765
General Supplies	\$252,671	\$269,367
Central Direction	\$1,680,386	\$1,770,832
Building Direction	\$3,741,722	\$3,898,310
Staff Development & Evaluation	\$93,092	\$94,210
Board of Education	\$605,355	\$528,284
Maintenance	\$2,221,689	\$2,293,813
Plant Operations	\$4,720,716	\$4,840,912
Transportation	\$2,877,566	\$3,238,539
Insurance	\$740,846	\$824,910
Other Salaries	\$1,185,333	\$1,197,335
Employee Benefits	\$12,231,039	\$12,484,788
Community Services	\$96,651	\$97,761
TOTAL	\$72,803,285	\$75,175,966
TOWN MANAGER PROPOSED		\$74,987,384

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

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 2018-2019 include:

- Over 750 programs/classes were offered throughout the year, and approximately 8,000 participants registered for these programs.
- New program offerings included Boys' Volleyball Fundamentals, Summer Band Academy, Start Smart (soccer, basketball & baseball) Fundamentals of Fitness and Nutrition, Low Impact Zumba, Gymnastics' Camp, Youth Badminton Lessons, Water Safety Instructor classes
- New special events included Bring your own cheese party, sponsored by CT Beverage.
- Returning special events included: Motorcycle Madness – 3rd annual: approximately 684 motorcycles; Halloween Scarecrow Contest—2nd annual, consisted of 17 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; National Night Out – Parks and Recreation partnered with the Newington Police Department for this "America's Night Out Against Crime" free event.
- Facebook continues to be an effective way to reach the community.
- Stew Leonard's donated \$4,500 to help subsidize cost of swim lessons for families (we were able to offer \$10 lessons instead of \$40)
- 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 37th 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 Connecticut Recreation and Parks annual conference: Eileen Francolino, 2018 Public Service Award
- Newington Parks & Recreation Awards (Building a Strong Community): Chris Miner, Central Property Services; Dr. Ellen Leonard; Tony Palermino; ReMax

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 and increased due to the planned purchase of a new Verticutter for cemetery maintenance under Technical Equipment.
- Road Aid Maintenance Fund: Increase is planned for much needed Pavement Crack Sealing.
- Recreation Fund: Includes enhancement of existing major community events.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000		CODE 5000
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	Change from Revised Budget
150,235	263,159	263,159	Cemetery Fund	269,617	275,823	12,664
250,342	420,000	607,000	Road Aid Maintenance Fund	452,000	452,000	32,000
219,199	272,000	253,795	Local Capital Improvement Program Fund	200,000	200,000	(72,000)
1,306,399	1,192,000	1,204,000	Recreation Programs Fund	1,258,500	1,258,500	66,500
116,368	134,500	117,500	Human Services - Needs & Donations	118,000	118,000	(16,500)
69,290	43,000	43,200	Senior & Disabled Center Donations	46,000	46,000	3,000
125,958	141,988	141,988	Insurance Reserve Fund	93,143	93,143	(48,845)
1,879,458	555,000	1,196,944	Public School Capital Improvement Program	400,000	400,000	(155,000)
10,717,608	10,911,668	10,911,668	Health Benefits Fund	10,911,668	10,911,668	-
-	-	-	Land Acquisition Fund	-	-	-
-	-	-	Recreation Capital Improvement Program	305,000	305,000	305,000
<u>14,834,858</u>	<u>13,933,315</u>	<u>14,739,254</u>	TOTAL APPROPRIATIONS	<u>14,053,928</u>	<u>14,060,134</u>	<u>126,819</u>

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			CEMETERY FUND	2001/20832	5001	
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,442,426	1,464,965	1,519,069	OPENING BALANCE	1,471,710	1,471,710	
			ACTUAL/ESTIMATED RECEIPTS			
18,349	7,000	20,000	5506 Investment Income	10,000	10,000	
107,450	115,000	115,000	5701 Interment Charges	115,000	115,000	
98,080	80,000	80,000	5905 Grave Sales	85,000	85,000	
3,000	800	800	6030 State Grant - Veteran Markers	1,000	1,000	
<u>226,879</u>	<u>202,800</u>	<u>215,800</u>	TOTAL RECEIPTS	<u>211,000</u>	<u>211,000</u>	-
<u>1,669,305</u>	<u>1,667,765</u>	<u>1,734,869</u>	TOTAL AVAILABLE FUNDS	<u>1,682,710</u>	<u>1,682,710</u>	-
			APPROPRIATIONS:			
			Transfer to General Fund for Operating Expenditures			
123,921	148,259	148,259	87011 in Program #832	152,617	158,823	
-	1,000	1,000	87012 Pamphlets for Purchasers	1,000	1,000	
24,873	38,000	38,000	87013 Capital Outlay - Grounds Care Equipment	38,000	38,000	
46	1,000	1,000	87014 Office Equipment	1,000	1,000	
	1,000	1,000	87015 Capital Improvements - Trees & Shrubs	1,000	1,000	
	57,900	57,900	87016 Capital Improvements - Other	60,000	60,000	
1,395	3,000	3,000	87017 Refunds (prior years sales)	3,000	3,000	
	1,000	1,000	87020 Faceplate Inscriptions	1,000	1,000	
-	12,000	12,000	87021 Consultants/Special Contractor	12,000	12,000	
<u>150,235</u>	<u>263,159</u>	<u>263,159</u>	TOTAL APPROPRIATIONS	<u>269,617</u>	<u>275,823</u>	-
<u>1,519,069</u>	<u>1,404,606</u>	<u>1,471,710</u>	CLOSING BALANCE	<u>1,413,093</u>	<u>1,406,887</u>	-

FUNCTION			ACTIVITY	PROGRAM	CODE		
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE	2003/20322	5002		
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
165,706	97,450	330,750	OPENING BALANCE	138,647	138,647		
			ACTUAL/ESTIMATED RECEIPTS				
<u>415,386</u>	<u>415,386</u>	<u>414,897</u>	6030 State Grants	<u>414,897</u>	<u>414,897</u>		
<u>415,386</u>	<u>415,386</u>	<u>414,897</u>	TOTAL RECEIPTS	<u>414,897</u>	<u>414,897</u>	-	
<u>581,092</u>	<u>512,836</u>	<u>745,647</u>	TOTAL AVAILABLE FUNDS	<u>553,544</u>	<u>553,544</u>	-	
			APPROPRIATIONS:				
245,947	400,000	497,000	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		
4,395	10,000	10,000	87093 Pavement Patching Materials	10,000	10,000		
-	10,000	100,000	87096 Pavement Crack Sealing	<u>42,000</u>	<u>42,000</u>		
<u>250,342</u>	<u>420,000</u>	<u>607,000</u>	TOTAL APPROPRIATIONS	<u>452,000</u>	<u>452,000</u>	-	
<u>330,750</u>	<u>92,836</u>	<u>138,647</u>	CLOSING BALANCE	<u>101,544</u>	<u>101,544</u>	-	

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)		PROGRAM 2004/20323	CODE 5003
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
275,997	275,997	286,476	OPENING BALANCE	284,838	284,838	
			ACTUAL/ESTIMATED RECEIPTS			
10,479	10,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000	
219,199	242,156	242,156	6030 State Grants	207,562	207,562	
229,678	252,156	252,156	TOTAL RECEIPTS	217,562	217,562	-
505,676	528,153	538,632	TOTAL AVAILABLE FUNDS	502,400	502,400	-
			APPROPRIATIONS:			
219,199	63,438	60,126	Prior Year Projects			
	50,562	47,672	88153 Middlebrook Road			
	119,000	110,232	88154 Schoolhouse Road			
	39,000	35,765	88155 Standard Street			
-	-	-	2019-2020 Roads to be determined	200,000	200,000	
219,199	272,000	253,795	TOTAL APPROPRIATIONS	200,000	200,000	-
286,476	256,153	284,838	CLOSING BALANCE	302,400	302,400	-

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			RECREATION	2010	5004	
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,187,592	1,184,352	1,000,000	OPENING BALANCE	1,000,000	1,000,000	
			ACTUAL/ESTIMATED RECEIPTS			
14,338	6,000	14,000	5506 Interest Earnings	6,000	6,000	
283,804	301,075	301,075	20801 Playgrounds	303,025	303,025	
164,810	172,500	172,500	20802 Preschool	192,500	192,500	
262,439	273,000	273,000	20803 Youth	307,500	307,500	
92,633	109,600	109,600	20804 Adult	112,000	112,000	
32,732	29,200	29,200	20805 Seniors	34,200	34,200	
73,795	92,900	92,900	20806 Aquatics	97,900	97,900	
3,884	3,500	3,500	20807 Special Needs	4,000	4,000	
6,463	5,800	5,800	20808 Concessions/Vending	8,250	8,250	
62,019	56,000	56,000	20809 Facilities	64,500	64,500	
88,686	98,550	98,550	20810 Extravaganza	103,050	103,050	
33,206	47,875	47,875	20812 Special Events	55,575	55,575	
<u>1,118,807</u>	<u>1,196,000</u>	<u>1,204,000</u>	TOTAL RECEIPTS	<u>1,288,500</u>	<u>1,288,500</u>	-
<u>2,306,399</u>	<u>2,380,352</u>	<u>2,204,000</u>	TOTAL AVAILABLE FUNDS	<u>2,288,500</u>	<u>2,288,500</u>	-
			APPROPRIATIONS:			
324,011	-	12,000	8526 Transfer to Recreation CIP Fund			
183,973	241,084	241,084	20801 Playgrounds	223,925	223,925	
116,760	116,530	116,530	20802 Preschool	135,180	135,180	
216,919	236,800	236,800	20803 Youth	244,600	244,600	
80,506	90,433	90,433	20804 Adult	85,783	85,783	
12,384	17,050	17,050	20805 Seniors	17,050	17,050	
156,128	165,400	165,400	20806 Aquatics	171,400	171,400	
7,861	9,600	9,600	20807 Special Needs	9,600	9,600	
12,342	5,550	5,550	20808 Concessions/Vending	10,100	10,100	
20,029	14,600	14,600	20809 Facilities	19,600	19,600	
63,182	79,300	79,300	20810 Extravaganza	80,800	80,800	
112,306	215,653	215,653	20812 Special Events	260,462	260,462	
<u>1,306,399</u>	<u>1,192,000</u>	<u>1,204,000</u>	TOTAL APPROPRIATIONS	<u>1,258,500</u>	<u>1,258,500</u>	-
<u>1,000,000</u>	<u>1,188,352</u>	<u>1,000,000</u>	CLOSING BALANCE	<u>1,030,000</u>	<u>1,030,000</u>	-

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			HUMAN SERVICES - NEEDS & DONATIONS	2011/20620	5005	
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
334,749	313,249	320,848	OPENING BALANCE	323,348	323,348	
			ACTUAL/ESTIMATED RECEIPTS			
53,174	70,000	65,000	6305 Donations - Special Needs	65,000	65,000	
49,294	40,000	52,000	6306 Donations- Prevention, Social Work & Challenge Course	55,000	55,000	
-	3,000	3,000	6307 YAC Contributions	3,000	3,000	
<u>102,467</u>	<u>113,000</u>	<u>120,000</u>	TOTAL RECEIPTS	<u>123,000</u>	<u>123,000</u>	-
<u>437,216</u>	<u>426,249</u>	<u>440,848</u>	TOTAL AVAILABLE FUNDS	<u>446,348</u>	<u>446,348</u>	-
			APPROPRIATIONS:			
51,592	60,000	55,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000	
62,508	70,000	58,000	87410 Prevention, Social Work & Challenge Course - consultants	55,000	55,000	
2,268	4,500	4,500	87420 YAC Contributions to & Scholarships	3,000	3,000	
<u>116,368</u>	<u>134,500</u>	<u>117,500</u>	TOTAL APPROPRIATIONS	<u>118,000</u>	<u>118,000</u>	-
<u>320,848</u>	<u>291,749</u>	<u>323,348</u>	CLOSING BALANCE	<u>328,348</u>	<u>328,348</u>	-

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			SENIOR & DISABLED CENTER DONATIONS	2701/20651	5006	
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
156,200	165,200	145,550	OPENING BALANCE	156,850	156,850	
			ACTUAL/ESTIMATED RECEIPTS			
10,995	14,000	14,000	5715 Senior ID Membership Fees	14,000	14,000	
9,724	8,000	8,500	5722 Coffee Shop	8,500	8,500	
15,505	14,000	15,000	5724 Gift Shop	15,000	15,000	
<u>22,416</u>	<u>16,000</u>	<u>17,000</u>	6311 Donations	<u>17,000</u>	<u>17,000</u>	
<u>58,639</u>	<u>52,000</u>	<u>54,500</u>	TOTAL RECEIPTS	<u>54,500</u>	<u>54,500</u>	-
<u>214,840</u>	<u>217,200</u>	<u>200,050</u>	TOTAL AVAILABLE FUNDS	<u>211,350</u>	<u>211,350</u>	-
			APPROPRIATIONS:			
1,847	3,000	8,500	87968 Membership Expenses	10,000	10,000	
10,380	4,000	4,700	87919 Coffee Shop Expenses	5,000	5,000	
10,883	10,000	10,000	87920 Gift Shop Expenses	11,000	11,000	
<u>46,180</u>	<u>26,000</u>	<u>20,000</u>	87918 Donations Expenses	<u>20,000</u>	<u>20,000</u>	
<u>69,290</u>	<u>43,000</u>	<u>43,200</u>	TOTAL APPROPRIATIONS	<u>46,000</u>	<u>46,000</u>	-
<u>145,550</u>	<u>174,200</u>	<u>156,850</u>	CLOSING BALANCE	<u>165,350</u>	<u>165,350</u>	-

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			ACTIVITY	PROGRAM	CODE		
OTHER FUNDS			INSURANCE RESERVE FUND	2007/20925	5007		
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
604,008	646,330	737,564	OPENING BALANCE	924,740	924,740		
			ACTUAL/ESTIMATED RECEIPTS				
234,514		229,164	5814 Return Premiums from Insurance Policy				
25,000			6206 Miscellaneous - Remediation Grant				
-	175,000	100,000	7031 Transfers from General Fund	125,000	125,000		
<u>259,514</u>	<u>175,000</u>	<u>329,164</u>	TOTAL RECEIPTS	<u>125,000</u>	<u>125,000</u>	-	
<u>863,522</u>	<u>821,330</u>	<u>1,066,728</u>	TOTAL AVAILABLE FUNDS	<u>1,049,740</u>	<u>1,049,740</u>	-	
			APPROPRIATIONS:				
94,158	50,000	50,000	87251 Losses from deductibles and uninsured	50,000	50,000		
31,800	91,988	91,988	87253 Insurance Payments (deductibles, retro, etc)	43,143	43,143		
<u>125,958</u>	<u>141,988</u>	<u>141,988</u>	TOTAL APPROPRIATIONS	<u>93,143</u>	<u>93,143</u>	-	
<u>737,564</u>	<u>679,342</u>	<u>924,740</u>	CLOSING BALANCE	<u>956,597</u>	<u>956,597</u>	-	

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Transfer of excess funds was done in FY 2018-2019 to the Town CIP Fund for student transportation purposes, as per the Memorandum of Understanding (MOU) between the Town Council and the Board of Education.

FUNCTION			ACTIVITY		PROGRAM		CODE
OTHER FUNDS			PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM		3003/31193		5008
2017-18	2018-2019		EXPENDITURE CLASSIFICATION			2019-2020	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED
1,208,189	310,231	1,841,994	OPENING BALANCE			1,080,050	1,080,050
			ACTUAL/ESTIMATED RECEIPTS				
125,000	125,000	125,000	7032	General Fund Appropriations	125,000	125,000	
500,000			7002	Transfer from Public Building Fund			
69,174			6203	Cancelled PY Encumbrances			
14,513	2,000	15,000	5506	Interest Earnings	2,000	2,000	
296,144	200,000	200,000	5751	Tuition Receipts	200,000	200,000	
1,409,871			5803	Refunds - School (Remediation Grant)			
98,562	73,000	95,000	5401	School Rental Receipts	73,000	73,000	
<u>2,513,263</u>	<u>400,000</u>	<u>435,000</u>	TOTAL RECEIPTS			<u>400,000</u>	<u>400,000</u>
<u>3,721,453</u>	<u>710,231</u>	<u>2,276,994</u>	TOTAL AVAILABLE FUNDS			<u>1,480,050</u>	<u>1,480,050</u>
			APPROPRIATIONS:				
		641,944	8501	Transfer to CNRE Fund			
	30,000	30,000	88957	Painting	15,000	15,000	
	30,000	30,000	88959	Carpeting	15,000	15,000	
	30,000	30,000	88452	Districtwide Security and Safety	15,000	15,000	
	20,000	20,000	88453	Districtwide Furniture Replacement	15,000	15,000	
	40,000	40,000	88555	Technology Equipment	50,000	50,000	
150,000	15,000	15,000	88651	System-wide Air Conditioning Installation	15,000	15,000	
	15,000	15,000	88851	Athletic Improvements	15,000	15,000	
	30,000	30,000	88355	Districtwide Bathroom Renovations	25,000	25,000	
14,280	25,000	25,000	88356	Districtwide Playground Renovations	15,000	15,000	
19,958	30,000	30,000	88152	Districtwide Lighting Improvements	25,000	25,000	
	15,000	15,000	88354	Districtwide Corridor/Exterior Doors	15,000	15,000	
	45,000	45,000	88754	Arts Facility Modifications	50,000	50,000	
	60,000	60,000	88755	JWMS Wing Improvements			
1,452,947	60,000	60,000	88756	Districtwide Underground Storage Tanks			
242,273	60,000	60,000	88757	Districtwide Roof Reserve			
	30,000	30,000	88758	Districtwide Blacktop/Paving	15,000	15,000	
	20,000	20,000	88950	Districtwide Vehicles	15,000	15,000	
			88050	Town Hall Furniture, Fixtures & Equipment (FF&E)	100,000	100,000	
<u>1,879,458</u>	<u>555,000</u>	<u>1,196,944</u>	TOTAL APPROPRIATIONS			<u>400,000</u>	<u>400,000</u>
<u>1,841,994</u>	<u>155,231</u>	<u>1,080,050</u>	CLOSING BALANCE			<u>1,080,050</u>	<u>1,080,050</u>

EXPLANATION

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 2019-2020 is estimated to be \$11 million per figures obtained from the Town's Agent of Record. This represents a zero percent increase from the 2018-19 original budget for the Town and the Board of Education. This zero 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 \$1,741,901. 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, 2018 reconciliation for the 2017-18 plan year, the Town and the Board of Education earned a credit of \$50,617 and \$405,608 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2018-19 year.

2017-18 Plan Year	Town	Board of Education
Credit (Deficit)	\$50,617	\$405,608

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			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			HEALTH BENEFITS FUND	4001/40941	5009	
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
3,539,490	2,806,450	3,366,631	OPENING CASH BALANCE - JULY 1	2,976,023	2,970,023	
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,491,044	2,772,701	2,772,701	Town Operations	2,772,701	2,772,701	
6,295,582	6,397,066	5,991,458	Board of Education	6,397,066	6,397,066	
172,085	75,000	75,000	Stop Loss Recoveries and Settlements	75,000	75,000	
30,487	20,000	35,000	Interest Earnings	25,000	25,000	
1,555,550	1,646,901	1,646,901	COBRA & Employee Copays	1,646,901	1,646,901	
<u>10,544,749</u>	<u>10,911,668</u>	<u>10,521,060</u>	TOTAL RECEIPTS	<u>10,916,668</u>	<u>10,916,668</u>	-
<u>14,084,239</u>	<u>13,718,118</u>	<u>13,887,691</u>	TOTAL AVAILABLE FUNDS	<u>13,892,691</u>	<u>13,886,691</u>	-
			APPROPRIATIONS:			
			Benefit payments:			
2,746,672	3,537,519	3,537,519	Town Claims	3,537,519	3,537,519	
7,019,006	6,214,910	6,214,910	Board of Education/Cafeteria Claims	6,214,910	6,214,910	
951,930	1,159,239	1,159,239	Administrative Fees and other costs	1,159,239	1,159,239	
<u>10,717,608</u>	<u>10,911,668</u>	<u>10,911,668</u>	TOTAL APPROPRIATIONS	<u>10,911,668</u>	<u>10,911,668</u>	-
<u>3,366,631</u>	<u>2,806,450</u>	<u>2,976,023</u>	ENDING CASH BALANCE - JUNE 30	<u>2,981,023</u>	<u>2,975,023</u>	-
1,953,136	1,950,486	1,950,486	RESERVE: 20% of 2018-2019 CLAIMS	1,950,486	1,950,486	-
721,000	746,000	746,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	700,000	700,000	700,000
2,674,136	2,696,486	2,696,486	TOTAL RECOMMENDED RESERVE	2,650,486	2,650,486	700,000

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			ACTIVITY	PROGRAM	CODE		
OTHER FUNDS			LAND ACQUISITION FUND	3004/34001	5010		
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
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	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	RECREATION CIP FUND		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			ACTIVITY			PROGRAM		CODE
OTHER FUNDS			RECREATION CIP FUND			3005/35831		5011
2017-18	2018-2019		EXPENDITURE CLASSIFICATION	2019-2020				
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED		
-	-	324,011	OPENING BALANCE	336,011	336,011			
324,011		12,000	ACTUAL/ESTIMATED RECEIPTS					
			7010 Transfer from Recreation Fund					
324,011	-	12,000	TOTAL RECEIPTS	-	-	-		
324,011	-	336,011	TOTAL AVAILABLE FUNDS	336,011	336,011	-		
			APPROPRIATIONS:					
			Park and Playfield Renovations	65,000	65,000			
			Community Center Furniture & Equipment	135,000	135,000			
			Sports Court Basketball Crack Maintenance & Color Coding	105,000	105,000	-		
			TOTAL APPROPRIATIONS	305,000	305,000	-		
324,011	-	336,011	CLOSING BALANCE	31,011	31,011	-		

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
- I. Adopting Resolution

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 and the Public School Capital Improvements Reserve 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.

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 Ending June 30,	Refunding of Education Facilities I & II \$4,965,700 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58% true interest cost	Total Principal Payments
2020	\$273,000	\$417,000	\$690,000
2021	\$267,000	\$408,000	\$675,000
2022	\$263,000	\$402,000	\$665,000
2023	\$257,000	\$393,000	\$650,000
2024	\$251,000	\$384,000	\$635,000
2025		\$185,000	\$185,000
2026			\$0
TOTALS	\$1,311,000	\$2,189,000	\$3,500,000

Note: Figures above include serial bonds outstanding as of July 1, 2019.

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 \$4,965,700 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58% true interest cost	Total Interest Payments
2020	\$26,342	\$43,889	\$70,231
2021	\$20,880	\$35,552	\$56,432
2022	\$15,536	\$27,395	\$42,931
2023	\$10,269	\$19,362	\$29,631
2024	\$5,113	\$11,518	\$16,631
2025		\$3,931	\$3,931
2026			\$0
TOTALS	\$78,140	\$141,647	\$219,787

Note: Figures above include serial bonds outstanding as of July 1, 2019.

APPENDIX E

TOWN OF NEWINGTON'S BUDGET CALENDAR 2019-2020

On or about

October 24, 2018	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
November 5, 2018	Budget request forms submitted to department heads for ensuing FY operations.
November 7, 2018	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 2, 2019	Department heads finalize their budget requests and submit to Town Manager.
Month of January	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2019	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 1, 2019	Budget submitted to Town Council.
March 4, 2019	Town Manager makes formal budget presentation to Town Council and gives overview.
March 12, 2019	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 19, 2019	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Month of March, 2019	Town Council holds budget work sessions.
April 2, 2019	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 16, 2019	Town Council adopts budget.
July 1, 2019	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 2019-20**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2016-2017	2017-2018	2018-2019	2019-2020	2016-2017	2017-2018	2018-2019	2019-2020
GENERAL GOVERNMENT								
Town Manager	5	5	5	4				
Elections					1.2	1.2	1.2	1.2
Finance	11	11	11	11	0.9	0.4	0.4	0.5
Town Clerk/Records	2	2	2	2	0.5	0.5	0.5	0.5
General Services	9.5	10	10	10	1	1	1	0.5
PUBLIC SAFETY								
Police	64	65	65	65	1.5	1.5	1.5	1.5
Fire	2	2	2	2	0.5	0.5	0.5	0.5
PUBLIC WORKS								
Engineering	3.5	3.5	3.5	3.5	0.1			
Highway	22	22	22	22	0.5	0.5	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.3	0.3	0.2	0.2
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6	0.9	1	1	1.1
Senior and Disabled Center	7	7	7	7	3.1	3.5	3.5	3.5
PUBLIC LIBRARY								
Operations	14	14	14	14	10.2	10.2	10.2	10.2
PARKS & RECREATION								
Administration	5	5	6	6	0.5			
Grounds Maintenance	14	14	14	14	0.8	1.1	1.2	1.2
TOTAL PERSONNEL	170.5	172.0	173.0	172.0	22.9	22.6	22.6	22.3

APPENDIX G
TOWN OF NEWINGTON
SUMMARY OF UNASSIGNED FUND BALANCE

	June 30, 2018	June 30, 2019	June 30, 2020
	<u>Per Audit</u>	<u>Estimated</u>	<u>Projected</u>
General Fund Balance:			
Fund Balance	16,378,360	\$ 16,678,360	\$15,578,360
LESS: Assigned to Subsequent Fiscal Year	<u>1,100,000</u>	<u>\$ 1,100,000</u> *	<u>\$1,100,000</u>
Unassigned Fund Balance	15,278,360	15,578,360 **	14,478,360
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)	-	<u>12,424,144</u>	<u>12,734,748</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)		3,154,216	1,743,612

*/ Equals the amount of fund balance applied to the FY 2019-20 budget

**/ Estimated unassigned fund balance equals 12.5% of the FY 2019-20 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
MISCELLANEOUS STATISTICS
 June 30, 2018

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:	30,562

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:		18,243
Republicans	3,444	
Democrats	7,257	
Minor Parties	284	
Unaffiliated	7,258	

TAX STRUCTURE 2017-18

10/1/15 Net Grand List:	\$2,615,695,201
10/1/15 Net Supplemental List:	\$34,673,356
Mill Rate:	36.59
Assessment Ratio:	70%
Last Revaluation:	10/1/2011

EDUCATION

Total Classroom Teachers	352.0
Public School Enrollment (Oct 2015):	4,035
Teacher/Pupil ratio:	11.5
2017-18 Appropriation per Pupil:	\$17,445

PUBLIC SAFETY - POLICE

# of Police Stations:		1
# of Police Districts:		5-9
# of Police Officers:		
Police Chief	1	
Dispatchers	8	
Police Officers	50	
# of Vehicles:		41

Elementary Schools (PK-4):	4
Students (Oct 2016)	1135

Middle Schools (5-8):	2
Students (Oct 2016)	1149

High School (9-12):	1
Students (Oct 2016)	1164

Special Education	
Students (Oct 2016)	587

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 (2017-18)

Town General Government:		171
Board of Education (Full-Time Equivalents):		
Certified Teachers	352.0	
Certified - Administration	23.0	
Total Certified	375.0	
Classified Personnel (clerical, custodial, transp.)	<u>133</u>	
	508.0	
Total		<u>508.0</u>
		679.0

