

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021



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FOR FISCAL YEAR 2020-2021
JUNE 2, 2020

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

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ANNUAL BUDGET PROCESS

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KEY BUDGET DATES

January 23, 2020	The Board of Education submitted its proposed budget to the First Selectman and Director of Finance.
February 8, 2020	The budget as proposed by the First Selectman was delivered to the Town Council.
March 15, 2020	The budget as proposed by the Town Council was delivered to the Board of Finance.
<i>As required by Governor Lamont's Executive Orders, all subsequent dates were revised pursuant to Town Council Resolution #20-43.</i>	
May 19, 2020	The budget as proposed by the Board of Finance was delivered back to the First Selectman.
May 21, 2020	The Proposed Annual Budget as proposed by the Board of Finance was posted to the Town's website.
May 27, 2020	A summary of the Proposed Annual Budget was published in a newspaper having a general circulation in the Town.
June 2, 2020	The Board of Finance adopted the Annual Budget and fixed the tax rate in mills for the ensuing fiscal year, in accordance with the annual budget ¹ .
July 1, 2020	The new Fiscal Year begins.

¹ Governor Lamont's Executive Order No. 71(13) prohibited the Town of Monroe from holding a referendum for the purpose of adopting the 2020-2021 fiscal year municipal budget and in lieu thereof mandated that said budget be adopted by the Board of Finance as authorized by the Town Council pursuant to Resolution #20-43.

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TOWN CHARTER, CHAPTER VIII – AS AMENDED DECEMBER 16, 2019

§1 Fiscal year.

The fiscal year of the Town shall start on July 1 and terminate on June 30 of the succeeding year.

§2 Preliminary budget estimates.

All departments, offices, agencies, boards, commissions, committees and authorities shall submit to the Director of Finance and the First Selectman, at such time and in such manner as the First Selectman prescribes, but no later than January 2 of each year, an estimate of proposed revenue and expenditures relating to their respective departments, offices and public bodies for the fiscal year to commence the following July 1. The Board of Education shall submit to the First Selectman and Director of Finance its proposed budget no later than **January 23** of each year.

§3 Preparation of First Selectman's budget.

The budget as proposed by the First Selectman shall consist of:

1. An expense budget for all Town expenditures, including expenditures of the Board of Education.
2. A capital expense budget.
3. A financial plan for the fiscal year.
4. An explanation by the First Selectman of the proposed budget and the fiscal policy proposed by the First Selectman.
5. Recommendations of the First Selectman concerning all proposed Town expenditures and capital projects.

§4 Duties of the Town Council on the budget.

The Town Council, except as otherwise provided by this Charter, has such powers and duties relating to the Town budget and the Board of Education budget as are set forth in the Connecticut General Statutes. The Council shall review the Town budget and shall make such revisions as it deems desirable consistent with the welfare and the resources of the Town. During its review of the budget, the Council shall hold one public hearing, at which time any elector or taxpayer may have an opportunity to be heard regarding the Town budget as proposed by the First Selectman. Not later than March 15 of each year, the Council shall forward the budget as proposed by the Town Council to the Board of Finance.

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§5 Duties of the Board of Finance on the budget.

The Board of Finance, except as otherwise provided by this Charter, has such powers and duties relating to the Town budget and the Board of Education budget as set forth in the Connecticut General Statutes for boards of finance. Upon receipt of the budget as proposed by the Town Council, the Board of Finance shall review the same and shall make such revisions as it deems desirable consistent with the welfare and resources of the Town. During its review process of the budget, the Board of Finance shall hold one public hearing, at which such time the electors and taxpayers of the Town shall have an opportunity to be heard regarding the budget as proposed by the Town Council. After such meetings and hearings, the Board shall prepare its final proposed annual budget and shall deliver the same to the First Selectman not later than April 20 of each year.

§6 Publication and referendum. (See Note 1 at the end of this section for changes to the budget process for the current year resulting from the pandemic.)

The First Selectman shall, upon receipt of the budget as proposed by the Board of Finance, prepare the final proposed annual Town budget to be submitted to the annual budget referendum. The First Selectman shall cause to be published in a newspaper having a general circulation in the Town of Monroe a summary of the final proposed annual budget at least five days prior to the date of the annual budget referendum.

The Town Clerk shall place notice of the annual budget referendum in a newspaper having a substantial circulation in the Town of Monroe at least five days before the date of the referendum. The ballots shall be prepared by the Town Clerk, and the question shall be worded in accordance with the requirement of § 9-369, Connecticut General Statutes.

In addition to the vote on the proposed budget, the budget referendum may also contain nonbinding advisory questions as to whether or not the proposed budget is too high or too low, in accordance with Connecticut General Statutes.

The annual budget referendum shall be held on the first Tuesday in May of each year. Copies of the final proposed annual budget shall be made available to the public at the Town Library and the Town Clerk's office at least five days prior to the date of the annual budget referendum. The annual Town budget shall be deemed approved and shall become effective when approved by a majority of those voting at the annual budget referendum. Not later than seven days after approval by the annual budget referendum, the Board of Finance shall file a copy of the approved annual Town budget in the office of the Town Clerk. Within 10 days after such budget approval, the Board of Finance shall determine and fix the tax rate in mills for the ensuing fiscal year in accordance with the budget approved in the referendum.

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§6 Publication and referendum (continued).

In the event that the proposed annual Town budget is rejected at the annual budget referendum, the proposed budget shall be reviewed by the First Selectman, who shall meet with and receive input from all elected officials of the Board of Finance, the Town Council and the Board of Education. All revisions shall be decided by the First Selectman. The First Selectman shall thereupon call for a second annual budget referendum to be held two weeks from the date of the first annual budget referendum. Notice of each succeeding annual budget referendum shall be published in a newspaper having a general circulation in the Town not less than five days prior to the date of each referendum. Copies of the revised annual budget as proposed by the First Selectman shall be made available to the public at the Town Library and the Town Clerk's office at least five days prior to the date of such referendum.

In the event that the second annual budget referendum rejects the proposed budget, third and succeeding budget referenda shall be held two weeks following the date of the previous referendum, and shall be held in accordance with the procedures outlined for the second annual budget referendum as aforesaid, until such time as an annual budget of the Town is approved by budget referendum. If the budget remains unaccepted at the start of the fiscal year, the previous mill rate will continue to prevail until such time as the budget is accepted. The Board of Finance may direct the Tax Collector to mail out tax bills reflecting the old mill rate until the budget has been approved. Once the budget is approved, a supplemental tax bill may be mailed to reflect the new mill rate, if necessary. The Council may prescribe the hours of voting in a budget referendum.

The entire Town Charter is available at
www.monroect.org

Note 1

Pursuant to Town Council Resolution #20-43, adopted pursuant to Executive Orders issued by Connecticut Governor Ned Lamont, the Board of Finance shall hold a Budget Adoption Meeting on June 2, 2020 but in no event later than June 5, 2020. This Budget Adoption Meeting will be a Remote Electronic Public Meeting. The public may submit comments at www.MonroeCT.org/budget on the Proposed Annual Budget no later than twenty-four (24) hours prior to the commencement of the Budget Adoption Meeting. The electors and taxpayers of the Town shall have an opportunity to be heard at this meeting regarding the Proposed Annual Budget, including the prior submission of any written comments. Upon consideration thereof, the Board of Finance shall adopt the Annual Budget and fix the tax rate in mills for the ensuing fiscal year in accordance with the Annual Budget.

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FIRST SELECTMAN'S BUDGET OVERVIEW

ADOPTED ANNUAL BUDGET
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TOWN OF MONROE
OFFICE OF THE FIRST SELECTMAN

UPDATED BUDGET DISCUSSION
June 2, 2020

As everyone will recall, Monroe's budget process started prior to the COVID-19 pandemic. On February 8, 2020, I presented a budget to the Town Council that included a municipal expenditure increase of less 0.60%, and reduced the Board of Education's requested 4.88% increase to 4.01%. Because the Board of Education's appropriation is the largest driver in our budget, this would have resulted in a projected tax rate increase of approximately 2.6%.

As we are acutely aware, the world's economy has changed dramatically since that time. While I firmly believe our Town will be a part of an economic recovery, we must assume that the upcoming fiscal year will present significant financial challenges for our Monroe families and businesses. Now is not the time to ask taxpayers to pay more.

In preparing their budget, the Board of Finance took significant actions to avoid increasing the mill rate. They have appropriated a total of \$8.5 million of our fund balance, often referred to as our "rainy day fund," to offset anticipated reductions in revenues and the expected tax collection rate. Additionally, the Board of Finance further reduced the Board of Education's allocation by just over \$1 million, which brings their increase to 2.19%. The increase in municipal expenditures has been lowered to 0.27% by a further reduction of approximately \$400,000. Both the Superintendent of Schools and I have requested, consistent with the direction of the Board of Finance, that all unions accept a hard salary freeze for fiscal year 2020-2021. I have already informed all non-union staff of a salary freeze. While not a decision taken lightly, it is necessary in order to avoid further impacts to staffing and services.

Together, these actions result in a mill rate of 35.48, a 0.28% reduction. As a result of the state-mandated property revaluation that was just completed, the change in any individual tax bill will vary. I encourage taxpayers to use the tax calculator at www.MonroeCT.org/taxcalc to estimate next year's taxes based upon their updated property assessment and the new mill rate.

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While the Governor's executive orders have mandated against our annual budget referendum this year, I applaud our Town Council and Board of Finance in ensuring that Monroe's taxpayers continued to have a voice. The Board of Finance conducted two public hearings on the budget prior to finalizing their Proposed Annual Budget on May 19, 2020 by unanimous vote. They accepted further public comments prior to their final adoption of the fiscal year 2020-2021 budget on June 2, 2020.

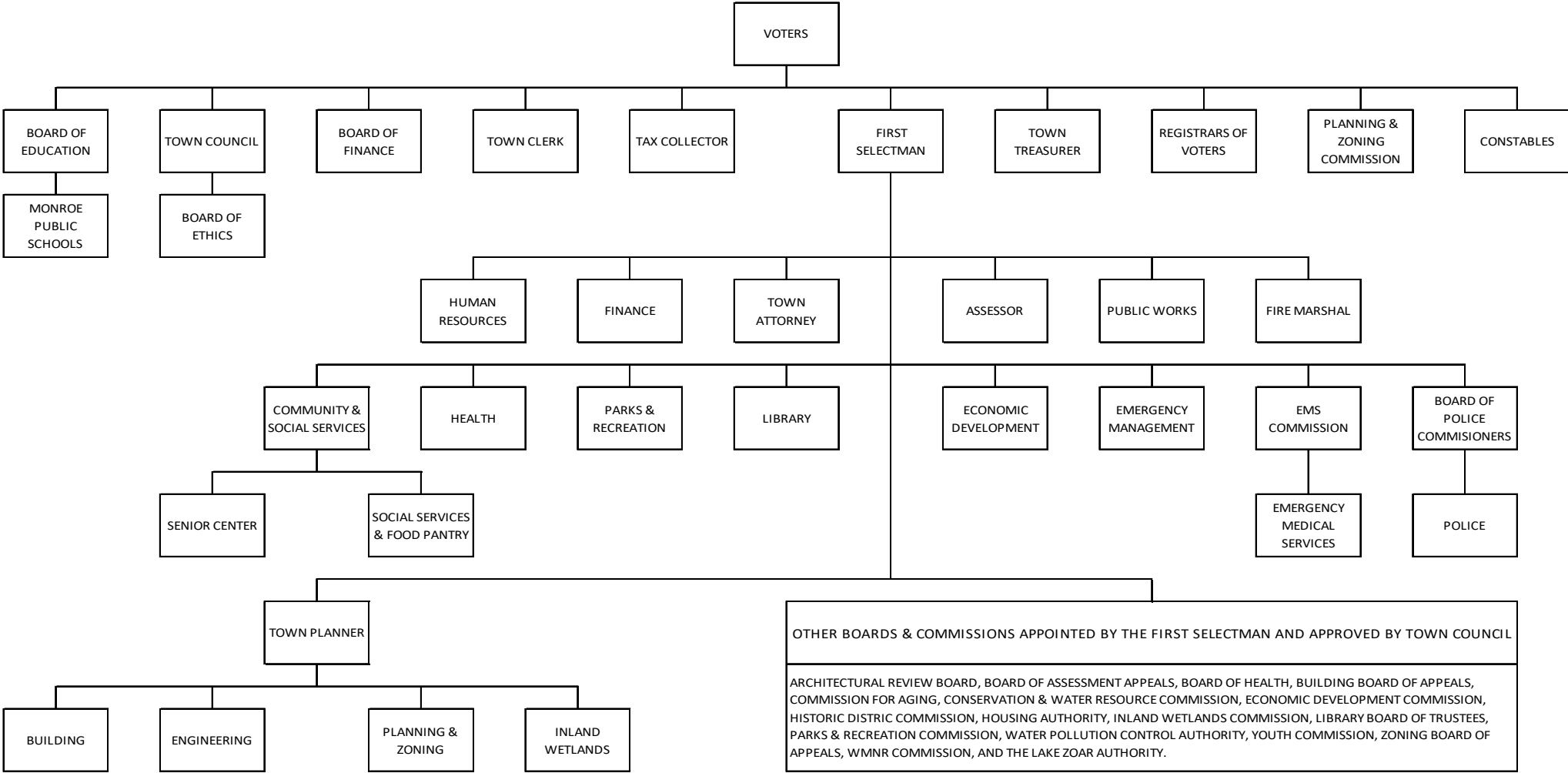
I thank all our Town staff and officials, including our dedicated volunteers on our Board of Education, Town Council, and Board of Finance, who spent considerable time and effort, in what has been a very long budget process in the midst of a serious pandemic. There have been no easy answers, and I applaud the good faith efforts to achieve the balance necessary to continue to provide services and robust education while anticipating a long-term recovery.



Kenneth M. Kellogg
First Selectman

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ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
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GRAND LIST AND MILL RATE DATA FOR THE LAST 10 YEARS

Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year	Grand List Dated	Real Estate				Motor Vehicles	Personal Property	Exemptions	Total Assessed Value of Taxable Property (Net Grand List)	Mill Rate
		Residential	Commercial/ Industrial/ Public Utility	Land						
2021	10/1/2019 (1)	\$ 1,680,027,370	\$ 255,232,560	\$ 25,207,820	\$ 173,705,195	\$ 114,255,747	\$ 23,380,440	\$ 2,225,048,252	35.48 (2)	
2020	10/1/2018	\$ 1,653,973,621	\$ 253,040,465	\$ 25,903,340	\$ 168,786,240	\$ 110,567,293	\$ 26,156,285	\$ 2,186,114,674	35.58	
2019	10/1/2017	\$ 1,646,277,486	\$ 251,811,130	\$ 27,414,240	\$ 168,675,972	\$ 102,767,145	\$ 25,323,099	\$ 2,171,622,874	35.24	
2018	10/1/2016	\$ 1,640,527,840	\$ 246,377,500	\$ 30,745,803	\$ 167,903,024	\$ 95,313,866	\$ 22,090,976	\$ 2,158,777,057	35.76	
2017	10/1/2015	\$ 1,637,841,440	\$ 242,904,936	\$ 32,162,073	\$ 167,301,230	\$ 90,398,935	\$ 17,297,222	\$ 2,153,311,392	35.00	
2016	10/1/2014 (1)	\$ 1,636,392,900	\$ 243,819,216	\$ 32,825,420	\$ 163,276,216	\$ 86,481,284	\$ 16,683,328	\$ 2,146,111,708	34.35	
2015	10/1/2013	\$ 1,788,623,260	\$ 240,281,903	\$ 57,092,438	\$ 162,084,062	\$ 83,973,333	\$ 20,635,956	\$ 2,311,419,040	31.01	
2014	10/1/2012	\$ 1,785,703,412	\$ 240,872,126	\$ 58,103,838	\$ 156,954,517	\$ 83,513,266	\$ 17,162,517	\$ 2,307,984,642	30.41	
2013	10/1/2011	\$ 1,784,313,791	\$ 237,512,033	\$ 58,042,628	\$ 156,689,468	\$ 80,346,311	\$ 20,188,798	\$ 2,296,715,433	29.26	
2012	10/1/2010	\$ 1,781,550,580	\$ 238,448,260	\$ 58,617,908	\$ 150,399,886	\$ 80,587,807	\$ 19,825,455	\$ 2,289,778,986	28.79	

(1) Revaluation Year

(2) Mill Rate Set by the Board of Finance on June 2, 2020

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FISCAL PLAN FOR 2020-2021 (PAGE 1 OF 2)

Revenue & Other Financing Sources	Approved Annual Town Budget (as Amended)	Approved Annual Town Budget		
	2019-2020	2020-2021	\$ Change	%
Non-Tax Revenue				
General Government	\$ 2,738,615	\$ 2,166,592	\$ (572,023)	-20.89%
Intergovernmental	\$ 5,457,781	\$ 5,777,753	\$ 319,972	5.86%
Total Non-Tax Revenue	\$ 8,196,396	\$ 7,944,345	\$ (252,051)	-3.08%
Tax Revenue				
Current Year Taxes	\$ 76,046,481	\$ 72,499,130	\$ (3,547,351)	-4.66%
Supplemental Taxes	\$ 650,000	\$ 600,000	\$ (50,000)	-7.69%
Prior Years' Taxes	\$ 600,000	\$ 500,000	\$ (100,000)	-16.67%
Total Tax Revenue	\$ 77,296,481	\$ 73,599,130	\$ (3,697,351)	-4.78%
Total Revenue	\$ 85,492,877	\$ 81,543,475	\$ (3,949,402)	-4.62%
Other Financing Sources				
Appropriations from Fund Balance	\$ 2,360,000	\$ 8,500,000	\$ 6,140,000	260.17%
Total Other Financing Sources	\$ 2,360,000	\$ 8,500,000	\$ 6,140,000	260.17%
Total Revenue & Other Financing Sources	\$ 87,852,877	\$ 90,043,475	\$ 2,190,598	2.49%

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FISCAL PLAN FOR 2020-2021 (PAGE 2 OF 2)

Expenditures	Approved Annual Town Budget (as Amended)	Approved Annual Town Budget		
Municipal	2019-2020	2020-2021	\$ Change	%
Operating Expenditures (excluding Contingency)	\$ 22,883,647	\$ 23,175,334	\$ 291,687	1.27%
Debt Service	\$ 5,903,648	\$ 5,859,043	\$ (44,605)	-0.76%
Equipment Replacement	\$ 170,206	\$ -	\$ (170,206)	-100.00%
Total Municipal Operating Expenditures	\$ 28,957,501	\$ 29,034,377	\$ 76,876	0.27%
Board of Education				
Operating Expenditures (excluding Contingency)	\$ 57,246,740	\$ 58,501,943	\$ 1,255,203	2.19%
Total Education Operating Expenditures	\$ 57,246,740	\$ 58,501,943	\$ 1,255,203	2.19%
Total Operating Expenditures	\$ 86,204,241	\$ 87,536,320	\$ 1,332,079	1.55%
Fund Appropriations & Contingency				
Capital Reserve - EMS Vehicle	\$ 80,000	\$ 80,000	\$ -	0.00%
Board of Education - Medical Reserve Fund	\$ -	\$ 1,500,000	\$ 1,500,000	0.00%
Capital Reserve - Revaluation	\$ 70,000	\$ 70,000	\$ -	0.00%
Internal Service - Heart & Hypertension	\$ 20,000	\$ 20,000	\$ -	0.00%
Capital Reserve - Bicentennial, IT Plan & Assigned	\$ 475,500	\$ 126,500	\$ (349,000)	-73.40%
Board of Finance - Contingency	\$ 1,003,136	\$ 710,655	\$ (292,481)	-29.16%
Total Fund Appropriations & Contingency	\$ 1,648,636	\$ 2,507,155	\$ 858,519	52.07%
Total Expenditures	\$ 87,852,877	\$ 90,043,475	\$ 2,190,598	2.49%
Projected Mill Rate	35.58	35.48	(0.10)	-0.28%

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PROJECTED MILL RATE CALCULATION FOR FISCAL YEAR 2020-2021

MILL RATE CALCULATION ON THE 2019 GRAND LIST FOR FISCAL YEAR 2020-2021		
2019 GRAND LIST:		
REAL ESTATE	2,098,804,950	
MOTOR VEHICLES	173,705,195	
PERSONAL PROPERTY	114,255,747	
GROSS GRAND LIST		\$ 2,386,765,892
PROPERTY EXEMPTIONS:		
REAL ESTATE	(140,597,430)	
MOTOR VEHICLES	(833,480)	
PERSONAL PROPERTY	(20,286,730)	
GRAND LIST NET OF EXEMPTIONS		(161,717,640)
NET TAXABLE GRAND LIST BEFORE ADJUSTMENTS		2,225,048,252
NET PROJECTED GRAND LIST ADJUSTMENTS/CONTINGENCY		(12,000,000)
EFFECTIVE ASSESSMENT ON COMBINED STATE & TOWN TAX BENEFITS		(15,800,000)
NET TAXABLE GRAND LIST AFTER ADJUSTMENTS (A)		2,197,248,252
TAX COLLECTIONS ON THE CURRENT LEVY REQUIRED TO BALANCE THE BUDGET		72,499,130
PROJECTED COLLECTION RATE ON TAXES FOR THE 2019 GRAND LIST		93.00%
TOTAL TAX LEVY REQUIRED AT THE PROJECTED COLLECTION RATE (B)		\$ 77,956,054
PROJECTED MILL RATE FOR FY2021 [(B)/(A) X 1000]		35.48
PERCENTAGE DECREASE OVER THE FY2020 MILL RATE OF 35.58		-0.28%

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REVENUE BUDGET

ADOPTED ANNUAL BUDGET
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REVENUE BUDGET SUMMARY

ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	SUBMITTED BY DEPTS	FISCAL YEAR 2020-2021				BUDGET			
					BUDGET ADJUSTMENTS				CHANGE FROM			
					FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS	ADOPTED ANNUAL BUDGET	2019-20 TO 2020-21		
ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET						\$ CHG	% CHG			
REVENUE BUDGET SUMMARY												
ALL PROPERTY TAXES (CURRENT, PRIOR YR, AND SUPPLEMENTAL)	\$ 77,492,761	\$ 45,015,081	77,599,981	84,932,914	\$ (3,844,568)	\$ -	\$ (7,235,716)	\$ (11,080,284)	\$ 73,852,630	\$ (3,747,351)	-4.83%	
LICENSES AND PERMITS	\$ 831,421	\$ 433,716	861,315	804,092	\$ 19,700	\$ -	\$ (270,000)	\$ (250,300)	\$ 553,792	\$ (307,523)	-35.70%	
INTERGOVERNMENTAL TOWN	\$ 515,264	\$ 455,717	501,302	504,818	\$ -	\$ -	\$ -	\$ -	\$ 504,818	\$ 3,516	0.70%	
CHARGES FOR SERVICES TOWN	\$ 773,903	\$ 421,852	962,800	965,736	\$ 94,064	\$ -	\$ (5,000)	\$ 89,064	\$ 1,054,800	\$ 92,000	9.56%	
INTEREST AND DIVIDENDS	\$ 1,080,100	\$ 442,228	527,000	620,500	\$ -	\$ -	\$ (400,000)	\$ (400,000)	\$ 220,500	\$ (306,500)	-58.16%	
OTHER REVENUES	\$ 89,537	\$ 71,241	75,000	75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	0.00%	
TOTAL TOWN	\$ 3,290,224	\$ 1,824,754	2,927,417	2,970,146	\$ 113,764	\$ -	\$ (675,000)	\$ (561,236)	\$ 2,408,910	\$ (518,507)	-17.71%	
INTERGOVERNMENTAL EDUCATION	\$ 5,687,727	\$ 1,362,211	4,956,479	5,272,935	\$ -	\$ -	\$ -	\$ -	\$ 5,272,935	\$ 316,456	6.38%	
CHARGES FOR SERVICES EDUCATION	\$ 16,698	\$ 3,245	9,000	9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	0.00%	
TOTAL BOE	\$ 5,704,425	\$ 1,365,456	4,965,479	5,281,935	\$ -	\$ -	\$ -	\$ -	\$ 5,281,935	\$ 316,456	6.37%	
SUBTOTAL	\$ 8,994,649	\$ 3,190,209	7,892,896	8,252,081	\$ 113,764	\$ -	\$ (675,000)	\$ (561,236)	\$ 7,690,845	\$ (202,051)	-2.56%	
TOTAL REVENUE:	\$ 86,487,410	\$ 48,205,290	85,492,877	93,184,995	\$ (3,730,804)	\$ -	\$ (7,910,716)	\$ (11,641,520)	\$ 81,543,475	\$ (3,949,403)	-4.62%	
OTHER FINANCING SOURCES:												
OPERATING TRANSFER IN	\$ 39,822	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
APPROPRIATION - ASSIGNED FUND BALANCE	\$ -	\$ -	-	-	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	0.00%	
APPROPRIATION - UNASSIGNED FUND BALANCE	\$ -	\$ -	2,360,000	-	\$ 1,580,000	\$ -	\$ 6,420,000	\$ 8,000,000	\$ 8,000,000	\$ 5,640,000	238.98%	
TOTAL OTHER FINANCING SOURCES	\$ 39,822	\$ -	2,360,000	-	2,080,000	\$ -	6,420,000	8,500,000	8,500,000	6,140,000	260.17%	
TOTAL REVENUE & OTHER FINANCING SOURCES	\$ 86,527,232	\$ 48,205,290	87,852,877	93,184,995	\$ (1,650,804)	\$ -	\$ (1,490,716)	\$ (3,141,520)	\$ 90,043,475	\$ 2,190,598	2.49%	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUE BUDGET DETAIL (PAGE 1 OF 2)

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	% CHG
PROPERTY TAXES:												
1001-10-14001-140000	TAX LEVY - CURRENT YEAR REVENUE	\$ 75,232,869	\$ 45,015,057	76,046,481	83,379,414	\$ (4,194,568)	\$ -	\$ (6,685,716)	\$ (10,880,284)	\$ 72,499,130	\$ (3,547,351)	-4.66%
1001-10-14001-140001	TAX LEVY - SUPPLEMENTAL TAXES	\$ 848,900	\$ -	650,000	650,000	\$ 150,000	\$ -	\$ (200,000)	\$ (50,000)	\$ 600,000	\$ (50,000)	-7.69%
1001-10-14001-140002	TAX LEVY - PRIOR YEAR REVENUE	\$ 902,289	\$ -	600,000	600,000	\$ 100,000	\$ -	\$ (200,000)	\$ (100,000)	\$ 500,000	\$ (100,000)	-16.67%
1001-10-14001-140003	TAX SUSPENSE REVENUE	\$ 53,726	\$ -	50,000	50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	0.00%
1001-10-14001-140004	TAX LIEN REVENUE	\$ 4,776	\$ -	3,500	3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	0.00%
1001-10-14001-140005	TAX INTEREST REVENUE	\$ 450,201	\$ 24	250,000	250,000	\$ 100,000	\$ -	\$ (150,000)	\$ (50,000)	\$ 200,000	\$ (50,000)	-20.00%
1001-10-14001-140006	TAX FEE REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL PROPERTY TAXES	\$ 77,492,761	\$ 45,015,081	77,599,981	84,932,914	\$ (3,844,568)	\$ -	\$ (7,235,716)	\$ (11,080,284)	\$ 73,852,630	\$ (3,747,351)	-4.83%
LICENSES AND PERMITS:												
1001-10-14003-140100	CANINE LICENSES REVENUE	\$ 715	\$ 345	1,000	1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0.00%
1001-10-14003-140105	POLICE PERMITS REVENUE	\$ 17,098	\$ 6,425	15,000	14,300	\$ -	\$ -	\$ -	\$ -	\$ 14,300	\$ (700)	-4.67%
1001-10-14003-140115	BUILDING PERMITS REVENUE	\$ 226,851	\$ 103,357	275,000	225,000	\$ -	\$ -	\$ (75,000)	\$ (75,000)	\$ 150,000	\$ (125,000)	-45.45%
1001-10-14003-140125	BURNING PERMITS REVENUE	\$ 1,750	\$ 965	3,250	3,250	\$ -	\$ -	\$ -	\$ -	\$ 3,250	\$ -	0.00%
1001-10-14003-140135	PLANNING & ZONING PERMITS REVENUE	\$ 33,785	\$ 17,741	36,350	34,800	\$ 200	\$ -	\$ (10,000)	\$ (9,800)	\$ 25,000	\$ (11,350)	-31.22%
1001-10-14003-140145	PLANNING & ZONING FINES REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14003-140155	LIBRARY REVENUE	\$ 13,864	\$ 5,456	13,200	10,400	\$ -	\$ -	\$ (5,000)	\$ (5,000)	\$ 5,400	\$ (7,800)	-59.09%
1001-10-14003-140165	REFUSE PERMITS REVENUE	\$ 2,800	\$ -	2,000	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	0.00%
1001-10-14003-140175	DRIVEWAY PERMITS REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14003-140185	TOWN CLERK'S FEES REVENUE	\$ 448,706	\$ 266,074	430,000	430,000	\$ 20,000	\$ -	\$ (150,000)	\$ (130,000)	\$ 300,000	\$ (130,000)	-30.23%
1001-10-14003-140190	HEALTH DEPT FEE REVENUE	\$ 85,852	\$ 33,353	85,515	83,342	\$ (500)	\$ -	\$ (30,000)	\$ (30,500)	\$ 52,842	\$ (32,673)	-38.21%
	TOTAL LICENSES AND PERMITS	\$ 831,421	\$ 433,716	861,315	804,092	\$ 19,700	\$ -	\$ (270,000)	\$ (250,300)	\$ 553,792	\$ (307,523)	-35.70%
INTERGOVERNMENTAL:												
1001-10-14005-140300	MISCELLANEOUS GRANTS REVENUE	\$ 9,917	\$ -	9,000	9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	0.00%
1001-10-14005-140500	ELDERLY PROPERTY TAX RELIEF REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140505	ELDERLY PROPERTY TAX RELIEF REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140510	DISABLED PERSONS TAX GRANT REVENUE	\$ 1,979	\$ 2,001	-	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	0.00%
1001-10-14005-140515	PILOT-STATE PROPERTY REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140520	CIRCUIT BREAKER REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140525	BOND INTEREST SUBSIDY PAYMENTS	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140530	PILOT-CAPITAL EQUIPMENT REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140540	VETERAN EXEMPTION REVENUE	\$ 9,087	\$ 9,537	9,000	9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	0.00%
1001-10-14005-140545	STATE REVENUE SHARING-PEQUOT REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140550	STATE REVENUE SHARING REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14005-140551	MUNICIPAL STABILIZATION REVENUE	\$ 443,723	\$ 443,723	443,723	443,723	\$ -	\$ -	\$ -	\$ -	\$ 443,723	\$ -	0.00%
1001-10-14005-140555	TELEPHONE ACCESS REVENUE	\$ 32,345	\$ -	25,000	25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	0.00%
1001-10-14005-140560	HEALTH GRANTS	\$ 18,213	\$ 455	14,579	16,095	\$ -	\$ -	\$ -	\$ -	\$ 16,095	\$ 1,516	10.40%
1001-10-14005-140400	BOE EDUCATION COST SHARING (ECS)	\$ 5,687,727	\$ 1,362,211	4,956,479	5,272,935	\$ -	\$ -	\$ -	\$ -	\$ 5,272,935	\$ 316,456	6.38%
1001-10-14005-140410	BOE TRANSPORTATION REVENUE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL INTERGOVERNMENTAL	\$ 6,202,991	\$ 1,817,928	5,457,781	5,777,753	\$ -	\$ -	\$ -	\$ -	\$ 5,777,753	\$ 319,972	5.86%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUE BUDGET DETAIL (PAGE 2 OF 2)

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
											\$ CHG	% CHG
CHARGES FOR SERVICES:												
TOWN:												
1001-10-14007-140705	RECREATION DEPARTMENT FEES REVENUE	\$ 178,685	\$ 86,371	185,800	198,736	\$ (12,936)	\$ -	\$ (100,000)	\$ (112,936)	\$ 85,800	\$ (100,000)	-53.82%
1001-10-14007-140715	LANDFILL LEASE (TV TOWER) REVENUE	\$ 61,892	\$ 29,619	70,000	60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ (10,000)	-14.29%
1001-10-14007-140720	NUTRITION REVENUE	\$ 400	\$ 1,083	2,000	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	0.00%
1001-10-14007-140722	EDC CHARGES FOR SERVICES			1,500	1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	0.00%
1001-10-14007-140725	SENIOR CITIZENS TRANSPORTATION	\$ 2,950		-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14007-140735	POLICE SPECIAL DUTY REVENUE			100,000	100,000	\$ 100,000	\$ -	\$ 200,000	\$ 300,000	\$ 400,000	\$ 300,000	300.00%
1001-10-14007-140737	EMS REVENUE	\$ 516,452	\$ 301,092	584,500	584,500	\$ 12,000	\$ -	\$ (100,000)	\$ (88,000)	\$ 496,500	\$ (88,000)	-15.06%
1001-10-14007-140740	INLAND WETLAND COMMISSION REVENUE	\$ 13,524	\$ 3,687	19,000	19,000	\$ (5,000)	\$ -	\$ (5,000)	\$ (10,000)	\$ 9,000	\$ (10,000)	-52.63%
BOE:												
1001-10-14007-140795	BOE TUITION REVENUE	\$ 16,698	\$ 3,245	9,000	9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	0.00%
	TOTAL CHARGES FOR SERVICES	\$ 790,601	\$ 425,096	971,800	974,736	\$ 94,064	\$ -	\$ (5,000)	\$ 89,064	\$ 1,063,800	\$ 92,000	9.47%
INTEREST AND DIVIDENDS:												
1001-10-14009-140800	INVESTMENT INTEREST REVENUE	\$ 905,916	\$ 438,821	500,000	600,000	\$ -	\$ -	\$ (400,000)	\$ (400,000)	\$ 200,000	\$ (300,000)	-60.00%
1001-10-14009-140810	WATERMAIN-PRICIPAL REVENUE		\$ -	5,000	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	-100.00%
1001-10-14009-140820	WATERMAIN-INTEREST REVENUE	\$ 699	\$ 148	2,000	500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ (1,500)	-75.00%
1001-10-14009-140822	GAIN ON DISPOSAL OF ASSET REVENUE	\$ 59,610	\$ 3,260	20,000	20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	0.00%
1001-10-14009-140825	UNREALIZED GAIN/LOSS - GAAP ONLY	\$ 113,875	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL INTEREST AND DIVIDENDS	\$ 1,080,100	\$ 442,228	527,000	620,500	\$ -	\$ -	\$ (400,000)	\$ (400,000)	\$ 220,500	\$ (306,500)	-58.16%
OTHER REVENUES:												
1001-10-14011-140900	MISCELLANEOUS INCOME	\$ 89,537	\$ 71,241	75,000	75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	0.00%
	TOTAL OTHER REVENUE	\$ 89,537	\$ 71,241	75,000	75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	0.00%
	TOTAL REVENUE:	\$ 86,487,410	\$ 48,205,290	85,492,877	93,184,995	\$ (3,730,804)	\$ -	\$ (7,910,716)	\$ (11,641,520)	\$ 81,543,475	\$ (3,949,402)	-4.62%
OTHER FINANCING SOURCES:												
1001-10-14013-140999	OPERATING TRANSFERS IN	\$ 39,822	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14013-141001	ASSIGNED FUND BALANCE - BUDGET	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-14013-141001	ASSIGNED FUND BALANCE - BOE MEDICAL RESERVE	\$ -	\$ -	-	-	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	0.00%
1001-10-14013-141002	UNASSIGNED FUND BALANCE	\$ -	\$ -	2,360,000	-	\$ 1,580,000	\$ -	\$ 6,420,000	\$ 8,000,000	\$ 8,000,000	\$ 5,640,000	238.98%
	TOTAL OTHER FINANCING SOURCES	\$ 39,822	\$ -	2,360,000	-	\$ 2,080,000	\$ -	\$ 6,420,000	\$ 8,500,000	\$ 8,500,000	\$ 6,140,000	260.17%
	TOTAL REVENUE & OTHER FINANCING SOURCES	\$ 86,527,232	\$ 48,205,290	87,852,877	93,184,995	\$ (1,650,804)	\$ -	\$ (1,490,716)	\$ (3,141,520)	\$ 90,043,475	\$ 2,190,598	2.49%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021



EXPENDITURE BUDGET BY DEPARTMENT

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

EXPENDITURE BUDGET SUMMARY

EXPENDITURE BUDGET SUMMARY	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2019-2020					BUDGET		
	2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS			ADOPTED ANNUAL BUDGET	CHANGE FROM		
	ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE		TOTAL ADJUSTMENTS	2019-20 TO 2020-21 \$ CHG	% CHG
MUNICIPAL											
GENERAL GOVERNMENT (EXCLUDING CONTINGENCY)	\$ 8,457,988	\$ 4,680,674	8,858,764	9,235,678	\$ (157,186)	\$ -	\$ (57,062)	\$ (214,248)	\$ 9,021,430	\$ 162,666	1.84%
PUBLIC SAFETY	\$ 7,777,683	\$ 3,888,536	8,268,706	8,562,502	\$ (158,023)	\$ -	\$ (40,910)	\$ (198,933)	\$ 8,363,569	\$ 94,863	1.15%
PUBLIC WORKS	\$ 3,240,913	\$ 1,723,477	3,212,165	4,012,814	\$ (785,430)	\$ -	\$ -	\$ (785,430)	\$ 3,227,384	\$ 15,219	0.47%
SANITATION	\$ 386,260	\$ 229,166	442,705	490,690	\$ (24,950)	\$ -	\$ -	\$ (24,950)	\$ 465,740	\$ 23,035	5.20%
HEALTH & WELFARE	\$ 325,475	\$ 163,353	338,824	336,621	\$ (5,765)	\$ -	\$ -	\$ (5,765)	\$ 330,856	\$ (7,968)	-2.35%
CULTURE & RECREATION	\$ 1,662,887	\$ 887,686	1,758,983	1,783,804	\$ (19,450)	\$ -	\$ -	\$ (19,450)	\$ 1,764,354	\$ 5,371	0.31%
DEBT SERVICE	\$ 5,850,201	\$ 1,918,008	5,903,648	5,859,043	\$ -	\$ -	\$ -	\$ -	\$ 5,859,043	\$ (44,605)	-0.76%
EQUIPMENT REPLACEMENT	\$ 200,000	\$ 170,206	170,206	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (170,206)	-100.00%
SPECIAL PROJECTS	\$ 1,717	\$ 2,020	3,500	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (1,500)	-42.86%
TOTAL TOWN	\$ 27,903,124	\$ 13,663,126	28,957,501	30,283,153	\$ (1,150,804)	\$ -	\$ (97,972)	\$ (1,248,776)	\$ 29,034,377	\$ 76,876	0.27%
TOTAL EDUCATION OPERATING EXPENDITURE	\$ 55,711,582	\$ -	57,246,740	60,040,842	\$ (500,000)	\$ -	\$ (1,038,899)	\$ (1,538,899)	\$ 58,501,943	\$ 1,255,203	2.19%
TOTAL OPERATING EXPENDITURES	\$ 83,614,706	\$ 13,663,126	86,204,241	90,323,995	\$ (1,650,804)	\$ -	\$ (1,136,871)	\$ (2,787,675)	\$ 87,536,320	\$ 1,332,079	1.55%
BOARD OF FINANCE - CONTINGENCY	\$ -	\$ -	1,003,136	1,020,000	\$ -	\$ -	\$ (309,345)	\$ (309,345)	\$ 710,655	\$ (292,481)	-29.16%
OTHER APPROPRIATIONS	\$ 1,357,173	\$ 645,500	645,500	1,841,000	\$ -	\$ -	\$ (44,500)	\$ (44,500)	\$ 1,796,500	\$ 1,151,000	178.31%
TOTAL	\$ 1,357,173	\$ 645,500	1,648,636	2,861,000	\$ -	\$ -	\$ (353,845)	\$ (353,845)	\$ 2,507,155	\$ 858,519	52.07%
TOTAL EXPENDITURES	\$ 84,971,879	\$ 14,308,626	87,852,877	93,184,995	\$ (1,650,804)	\$ -	\$ (1,490,716)	\$ (3,141,520)	\$ 90,043,475	\$ 2,190,598	2.49%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

FIRST SELECTMAN, TOWN ATTORNEY, TOWN COUNCIL, BOARD OF FINANCE

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET		
					ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS			CHANGE FROM 2019-20 TO 2020-21
GENERAL GOVERNMENT	DEPTS 005 - 0250					FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS	ADOPTED ANNUAL BUDGET	\$ CHG	% CHG
FIRST SELECTMAN:	Dept 0005											
1001-10-15101-0005-150001	FIRST SELECTMAN SALARY ADMIN	\$ 90,998	\$ 48,999	90,998	90,998	\$ -	\$ -	\$ -	\$ -	\$ 90,998	\$ -	0.00%
1001-10-15101-0005-150003	FIRST SELECTMAN SALARY OTHER	\$ 57,322	\$ 30,912	57,322	57,222	\$ -	\$ -	\$ -	\$ -	\$ 57,222	\$ (100)	-0.17%
1001-10-15101-0005-150005	FIRST SELECTMAN SALARY PT	\$ 19,796	\$ 11,098	18,269	31,600	\$ -	\$ -	\$ -	\$ -	\$ 31,600	\$ 13,331	72.97%
1001-10-15101-0005-150100	FIRST SELECTMAN LEGAL FEES	\$ 122,264	\$ 40,526	160,000	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (160,000)	-100.00%
1001-10-15101-0005-153065	FIRST SELECTMAN CONSULTING	\$ -	\$ -	5,000	5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	0.00%
1001-10-15101-0005-153385	FIRST SELECTMAN OFFICE EXP	\$ 5,597	\$ 4,125	5,950	5,150	\$ -	\$ -	\$ -	\$ -	\$ 5,150	\$ (800)	-13.45%
1001-10-15101-0005-153579	FIRST SELECTMAN VEHICLE FUEL	\$ 731	\$ 296	1,000	622	\$ -	\$ -	\$ -	\$ -	\$ 622	\$ (378)	-37.80%
1001-10-15101-0005-153580	FIRST SELECTMAN VEHICLE EXP	\$ 46	\$ -	100	100	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	0.00%
1001-10-15101-0005-153594	FIRST SELECTMAN CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL FIRST SELECTMAN	\$ 296,753	\$ 135,955	338,639	190,692	\$ -	\$ -	\$ -	\$ -	\$ 190,692	\$ (147,947)	-43.69%
TOWN ATTORNEY	Dept 0007											
1001-10-15101-0007-150100	GENERAL & SPECIAL COUNSEL, INCLUDING LITIGATION	\$ -	\$ -	-	225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	0.00%
1001-10-15101-0007-153385	TOWN ATTORNEY OFFICE EXPENSE	\$ -	\$ -	-	500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.00%
	TOTAL TOWN ATTORNEY	\$ -	\$ -	-	225,500	\$ -	\$ -	\$ -	\$ -	\$ 225,500	\$ 225,500	0.00%
TOWN COUNCIL:	Dept 0010											
1001-10-15101-0010-150021	TOWN COUNCIL CLERK	\$ 4,114	\$ 1,500	4,500	4,500	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ -	0.00%
1001-10-15101-0010-153385	TOWN COUNCIL OFFICE EXPENSE	\$ 552	\$ -	700	800	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 100	14.29%
1001-10-15101-0010-153594	TOWN COUNCIL CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL TOWN COUNCIL	\$ 4,666	\$ 1,500	5,200	5,300	\$ -	\$ -	\$ -	\$ -	\$ 5,300	\$ 100	1.92%
BOARD OF FINANCE:	Dept 0020											
1001-10-15101-0020-150021	BOARD OF FINANCE CLERK	\$ 694	\$ -	2,080	2,080	\$ -	\$ -	\$ -	\$ -	\$ 2,080	\$ -	0.00%
1001-10-15101-0020-150200	BOARD OF FINANCE AUDIT EXPENSE	\$ 42,850	\$ 41,820	50,000	50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	0.00%
1001-10-15101-0020-150205	BOARD OF FINANCE CONTINGENCY	\$ -	\$ -	1,003,136	1,020,000	\$ -	\$ -	\$ (309,345)	\$ (309,345)	\$ 710,655	\$ (292,481)	-29.16%
1001-10-15101-0020-153145	BOARD OF FINANCE EQUIPMENT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0020-153385	BOARD OF FINANCE OFFICE EXP	\$ 387	\$ -	600	700	\$ (500)	\$ -	\$ -	\$ (500)	\$ 200	\$ (400)	-66.67%
	TOTAL BOARD OF FINANCE	\$ 43,931	\$ 41,820	1,055,816	1,072,780	\$ (500)	\$ -	\$ (309,345)	\$ (309,845)	\$ 762,935	\$ (292,881)	-27.74%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REGISTRARS, TOWN CLERK, TAX COLLECTOR

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
									\$ CHG	% CHG		
REGISTRARS OF VOTERS:		Dept 0030										
1001-10-15101-0030-150001	ROV SALARY ADMIN	\$ 45,000	\$ 24,231	46,000	47,000	\$ -	\$ -	\$ -	\$ -	\$ 47,000	\$ 1,000	2.17%
1001-10-15101-0030-150003	ROV SALARY OTHER	\$ 24,567	\$ 13,462	25,000	25,500	\$ -	\$ -	\$ -	\$ -	\$ 25,500	\$ 500	2.00%
1001-10-15101-0030-150005	ROV SALARIES PT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0030-150021	ROV CLERK	\$ 24,506	\$ 10,983	30,500	32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ 1,500	4.92%
1001-10-15101-0030-153145	ROV EQUIPMENT	\$ 1,200	\$ -	1,000	1,000	\$ (500)	\$ -	\$ -	\$ (500)	\$ 500	\$ (500)	-50.00%
1001-10-15101-0030-153385	ROV OFFICE EXPENSE	\$ 4,973	\$ 2,210	7,700	7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ (700)	-9.09%
1001-10-15101-0030-153485	ROV R & M EQUIPMENT	\$ 2,400	\$ 2,700	2,750	2,750	\$ -	\$ -	\$ -	\$ -	\$ 2,750	\$ -	0.00%
1001-10-15101-0030-153594	ROV CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0030-153595	ROV VOTING EXPENSE	\$ 12,979	\$ 5,241	13,050	14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 950	7.28%
TOTAL REGISTRAR OF VOTERS		\$ 115,625	\$ 58,826	126,000	129,250	\$ (500)	\$ -	\$ -	\$ (500)	\$ 128,750	\$ 2,750	2.18%
TOWN CLERK:		Dept 0040										
1001-10-15101-0040-150001	TOWN CLERK SALARY ADMIN	\$ 58,735	\$ 31,627	59,922	61,108	\$ -	\$ -	\$ -	\$ -	\$ 61,108	\$ 1,186	1.98%
1001-10-15101-0040-150003	TOWN CLERK SALARY OTHER	\$ 79,935	\$ 42,163	85,516	86,493	\$ -	\$ -	\$ -	\$ -	\$ 86,493	\$ 977	1.14%
1001-10-15101-0040-150005	TOWN CLERK SALARIES PT	\$ 1,266	\$ -	3,750	3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ (250)	-6.67%
1001-10-15101-0040-150300	TOWN CLERK LAND RECORDS	\$ 11,690	\$ 9,800	16,000	16,000	\$ (5,000)	\$ -	\$ -	\$ (5,000)	\$ 11,000	\$ (5,000)	-31.25%
1001-10-15101-0040-150305	TOWN CLERK VITAL STATISTICS	\$ 253	\$ 280	850	850	\$ (350)	\$ -	\$ -	\$ (350)	\$ 500	\$ (350)	-41.18%
1001-10-15101-0040-153145	TOWN CLERK EQUIP EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0040-153385	TOWN CLERK OFFICE EXPENSE	\$ 4,998	\$ 1,061	4,900	4,900	\$ (400)	\$ -	\$ -	\$ (400)	\$ 4,500	\$ (400)	-8.16%
1001-10-15101-0040-153440	TOWN CLERK PRINTING	\$ 2,077	\$ -	2,000	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	0.00%
1001-10-15101-0040-153594	TOWN CLERK CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0040-153595	TOWN CLERK VOTING EXPENSE	\$ 2,014	\$ 753	2,500	2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	0.00%
TOTAL TOWN CLERK		\$ 160,969	\$ 85,684	175,438	177,351	\$ (5,750)	\$ -	\$ -	\$ (5,750)	\$ 171,601	\$ (3,837)	-2.19%
TAX COLLECTOR:		Dept 0050										
1001-10-15101-0050-150001	TAX COLL SALARY ADMIN	\$ 58,068	\$ 32,308	60,000	60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	0.00%
1001-10-15101-0050-150003	TAX COLL SALARY OTHER	\$ 60,031	\$ 33,129	61,225	61,225	\$ -	\$ -	\$ -	\$ -	\$ 61,225	\$ -	0.00%
1001-10-15101-0050-150005	TAX COLL SALARIES PT	\$ 28,797	\$ 16,504	29,728	29,728	\$ -	\$ -	\$ -	\$ -	\$ 29,728	\$ -	0.00%
1001-10-15101-0050-150350	TAX COLL DELINQUENT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0050-153145	TAX COLL EQUIP EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0050-153385	TAX COLL OFFICE EXPENSE	\$ 33,146	\$ 11,364	39,325	40,100	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 39,100	\$ (225)	-0.57%
1001-10-15101-0050-153384	TAX COLL CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL TAX COLLECTOR		\$ 180,042	\$ 93,305	190,278	191,053	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 190,053	\$ (225)	-0.12%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

TREASURER, BOARDS & COMMISSIONS, SENIOR CENTER, ECONOMIC DEVELOPMENT

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET			
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM		
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	% CHG	
TREASURER:	Dept 0060												
1001-10-15101-0060-150001	TREASURY SALARY ADMIN	\$ 10,918	\$ 5,953	11,056	11,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,056	\$ -	0.00%
	TOTAL TREASURER	\$ 10,918	\$ 5,953	11,056	11,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,056	\$ -	0.00%
BOARDS & COMMISSIONS:	Dept 0070												
1001-10-15101-0070-150400	B&C ARCHIT REVIEW	\$ -	\$ -	200	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200)	-100.00%
1001-10-15101-0070-150405	B&C BOARD OF ASSESS APPEALS	\$ 746	\$ 101	1,000	-	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 200	20.00%
1001-10-15101-0070-150410	B&C CONSERVATION COMMISSION	\$ 526	\$ 100	600	600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	0.00%
1001-10-15101-0070-150411	B&C EDC	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0070-150415	B&C ETHICS BOARD	\$ -	\$ -	100	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100)	-100.00%
1001-10-15101-0070-150416	B&C WATER POLLUTION	\$ -	\$ -	500	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500)	-100.00%
1001-10-15101-0070-150420	B&C FARMER'S MARKET	\$ 400	\$ 400	400	-	\$ 400	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.00%
1001-10-15101-0070-150425	B&C HISTORIC DISTRICT	\$ 417	\$ 91	400	-	\$ 400	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.00%
1001-10-15101-0070-150430	B&C INLAND/WETLAND COMM	\$ 1,655	\$ 935	3,500	-	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ (1,000)	-28.57%
1001-10-15101-0070-150434	B&C PENSION COMMITTEE	\$ 180	\$ -	500	400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ (100)	-20.00%
1001-10-15101-0070-150435	B&C PLANNING & ZONING	\$ 1,716	\$ 429	5,000	5,000	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ -	\$ 4,000	\$ (1,000)	-20.00%
1001-10-15101-0070-150440	B&C ZONING BOARD OF APPEALS	\$ 43	\$ -	150	150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	0.00%
1001-10-15101-0070-150441	B&C COMMISSION ON AGING	\$ -	\$ -	400	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (400)	-100.00%
1001-10-15101-0070-150442	B&C YOUTH COMMISSION	\$ 565	\$ 24	750	900	\$ (150)	\$ -	\$ -	\$ (150)	\$ -	\$ 750	\$ -	0.00%
	TOTAL BOARDS AND COMMISSIONS	\$ 6,248	\$ 2,080	13,500	7,050	\$ 3,350	\$ -	\$ -	\$ 3,350	\$ -	\$ 10,400	\$ (3,100)	-22.96%
ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET			
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM		
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	% CHG	
SENIOR CENTER:	Dept 0080												
1001-10-15101-0080-150001	SR CTR SALARY ADMIN	\$ 63,291	\$ 35,268	66,300	70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 3,700	5.58%
1001-10-15101-0080-150003	SR CTR SALARY OTHER	\$ 86,203	\$ 41,688	86,451	83,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,900	\$ (2,551)	-2.95%
1001-10-15101-0080-150005	SR CTR SALARIES PT	\$ 57,684	\$ 37,072	59,790	59,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,567	\$ (223)	-0.37%
1001-10-15101-0080-150500	SR CTR NUTRITION	\$ 7,106	\$ 4,160	7,350	7,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,350	\$ -	0.00%
1001-10-15101-0080-150375	SR CTR CONTRACTED SERVICES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0080-153385	SR CTR OFFICE EXPENSE	\$ 2,272	\$ 1,110	3,400	3,400	\$ (500)	\$ -	\$ -	\$ (500)	\$ -	\$ 2,900	\$ (500)	-14.71%
1001-10-15101-0080-153390	SR CTR OPERATING EXPENSE	\$ 3,758	\$ 3,170	5,550	8,450	\$ (2,900)	\$ -	\$ -	\$ (2,900)	\$ -	\$ 5,550	\$ -	0.00%
1001-10-15101-0080-153485	SR CTR R & M EQUIPMENT	\$ 5,786	\$ 1,661	5,375	5,150	\$ (250)	\$ -	\$ -	\$ (250)	\$ -	\$ 4,900	\$ (475)	-8.84%
1001-10-15101-0080-153563	SR CTR ELECTRIC	\$ 12,427	\$ 6,603	13,500	13,500	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 14,500	\$ 1,000	7.41%
1001-10-15101-0080-153564	SR CTR HEAT	\$ 10,359	\$ 3,396	12,000	12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	0.00%
1001-10-15101-0080-153565	SR CTR-UTILITIES OTHER	\$ 4,076	\$ 981	3,675	5,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,150	\$ 1,475	40.14%
1001-10-15101-0080-153579	SR CTR VEHICLE FUEL	\$ 8,090	\$ 4,106	10,250	10,000	\$ (1,554)	\$ -	\$ -	\$ (1,554)	\$ -	\$ 8,446	\$ (1,804)	-17.60%
1001-10-15101-0080-153580	SR CTR VEHICLE EXPENSE	\$ 1,525	\$ 727	2,800	2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (800)	-28.57%
1001-10-15101-0080-153594	SR CTR CAPITAL	\$ 16,424	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL SENIOR CENTER	\$ 279,002	\$ 139,943	276,441	280,467	\$ (4,204)	\$ -	\$ -	\$ (4,204)	\$ -	\$ 276,263	\$ (178)	-0.06%
EDC	Dept 0090												
1001-10-15101-0090-150001	EDC SALARY ADMIN	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0090-150550	EDC MARKETING & DEVELOPMENT	\$ 23,035	\$ 5,483	14,500	11,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ (3,200)	-22.07%
1001-10-15101-0090-153385	EDC OFFICE EXPENSE	\$ 711	\$ -	500	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.00%
1001-10-15101-0090-153579	EDC VEHICLE FUEL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0090-153580	EDC VEHICLE EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0090-153594	EDC CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL ECONOMIC AND DEVELOPMENT	\$ 23,746	\$ 5,483	15,000	11,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,800	\$ (3,200)	-21.33%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

HUMAN RESOURCES, FINANCE

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET					
					ACTUAL	YTD ACTUAL	REVISED BUDGET	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
									FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
Dept 0110										\$ CHG	% CHG				
1001-10-15101-0110-150001	HR SALARY ADMIN	\$ 86,703	\$ 51,711	86,703	86,353	\$ -	\$ -	\$ -	\$ -	\$ 86,353	\$ (350)	-0.40%			
1001-10-15101-0110-150003	HR SALARY OTHER	\$ 38,632	\$ 19,072	42,625	42,500	\$ -	\$ -	\$ -	\$ -	\$ 42,500	\$ (125)	-0.29%			
1001-10-15101-0110-150600	HR EDUCATION	\$ 15,454	\$ 5,324	11,000	12,000	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 11,000	\$ -	0.00%			
1001-10-15101-0110-150610	HR SAFETY COMMITTEE	\$ 1,465	\$ 476	6,000	2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ (3,500)	-58.33%			
1001-10-15101-0110-150620	HR WAGE ADJUSTMENTS	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0110-150630	HR INSURANCE	\$ 2,951,037	\$ 1,877,106	3,285,508	3,499,700	\$ -	\$ -	\$ (57,062)	\$ (57,062)	\$ 3,442,638	\$ 157,130	4.78%			
1001-10-15101-0110-150640	HR UNEMPLOYMENT COMPENSATION	\$ 2,694	\$ 162	7,000	5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ (2,000)	-28.57%			
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES	\$ 793,482	\$ 396,506	830,343	840,051	\$ -	\$ -	\$ -	\$ -	\$ 840,051	\$ 9,708	1.17%			
1001-10-15101-0110-150660	HR LABOR RELATIONS	\$ 82,688	\$ 40,322	65,000	65,000	\$ (65,000)	\$ -	\$ -	\$ (65,000)	\$ -	\$ (65,000)	-100.00%			
1001-10-15101-0110-150670	HR LEGAL DISABILITY	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0110-150680	HR AMERICAN DISABILITIES ACT	\$ -	\$ -	650	650	\$ (650)	\$ -	\$ -	\$ (650)	\$ -	\$ (650)	-100.00%			
1001-10-15101-0110-150690	HR LOSS CONTROL	\$ 16,325	\$ 9,084	18,000	21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 3,000	16.67%			
1001-10-15101-0110-153075	HR CONTRACTED SERVICES	\$ 32,083	\$ 5,000	17,776	20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 2,224	12.51%			
1001-10-15101-0110-153145	HR EQUIPMENT	\$ 627	\$ -	300	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (300)	-100.00%			
1001-10-15101-0110-153385	HR OFFICE EXPENSE	\$ 1,038	\$ 1,202	1,800	1,800	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ -	0.00%			
1001-10-15101-0110-153409	HR OPEB	\$ 187,868	\$ -	134,964	135,439	\$ -	\$ -	\$ -	\$ -	\$ 135,439	\$ 475	0.35%			
1001-10-15101-0110-153410	HR PENSION	\$ 481,119	\$ 274,645	415,794	420,721	\$ -	\$ -	\$ -	\$ -	\$ 420,721	\$ 4,927	1.18%			
1001-10-15101-0110-153415	HR PERSONNEL ADMINISTRATION	\$ 905	\$ 480	2,000	1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (1,000)	-50.00%			
1001-10-15101-0110-153430	HR POLICE DISABILITY	\$ 81,768	\$ 31,964	70,000	70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	0.00%			
1001-10-15101-0110-153594	HR CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0110-153005	HR ADMINISTRATION CHARGEBACK	\$ (4,992)	\$ (2,975)	(5,100)	(5,100)	\$ -	\$ -	\$ -	\$ -	\$ (5,100)	\$ -	0.00%			
	TOTAL HUMAN RESOURCES	\$ 4,768,898	\$ 2,710,078	4,990,363	5,218,613	\$ (66,650)	\$ -	\$ (57,062)	\$ (123,712)	\$ 5,094,901	\$ 104,538	2.09%			
	FINANCE:														
	Dept 0125														
1001-10-15101-0120-150001	FINANCE SALARY ADMIN	\$ 106,594	\$ 57,397	106,594	106,694	\$ -	\$ -	\$ -	\$ -	\$ 106,694	\$ 100	0.09%			
1001-10-15101-0120-150003	FINANCE SALARY OTHER	\$ 187,688	\$ 97,931	198,405	194,407	\$ -	\$ -	\$ -	\$ -	\$ 194,407	\$ (3,998)	-2.01%			
1001-10-15101-0120-150005	FINANCE SALARY-PT	\$ 56,198	\$ 28,504	57,379	57,159	\$ -	\$ -	\$ -	\$ -	\$ 57,159	\$ (220)	-0.38%			
1001-10-15101-0120-150700	FINANCE BANK EXPENSE	\$ 754	\$ 361	975	865	\$ -	\$ -	\$ -	\$ -	\$ 865	\$ (110)	-11.28%			
1001-10-15101-0120-153005	FINANCE WMNR ADMIN CHGBK	\$ (32,400)	\$ (19,278)	(33,048)	(33,048)	\$ -	\$ -	\$ -	\$ -	\$ (33,048)	\$ -	0.00%			
1001-10-15101-0120-153385	FINANCE OFFICE EXPENSE	\$ 15,666	\$ 6,943	15,125	12,550	\$ -	\$ -	\$ -	\$ -	\$ 12,550	\$ (2,575)	-17.02%			
1001-10-15101-0120-153485	FINANCE R&M EQUIPMENT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0120-153594	FINANCE CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
	TOTAL FINANCE	\$ 334,501	\$ 171,858	345,430	338,628	\$ -	\$ -	\$ -	\$ -	\$ 338,628	\$ (6,802)	-1.97%			

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY, ASSESSOR, ENGINEERING

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET					
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM				
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21				
									\$ CHG	% CHG					
INFORMATION TECH:															
Dept 0125															
1001-10-15101-0125-150001	IT SALARY ADMIN	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0125-150003	IT SALARY OTHER	\$ 369,182	\$ 179,106	367,500	394,145	\$ (17,591)	\$ -	\$ -	\$ (17,591)	\$ 376,554	\$ 9,054	2.46%			
1001-10-15101-0125-150005	IT SALARY PT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1001-10-15101-0125-150750	IT AUDIO/VISUAL	\$ 417	\$ 618	2,000	1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (1,000)	-50.00%			
1001-10-15101-0125-150751	IT TONER	\$ 16,550	\$ -	600	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (600)	-100.00%			
1001-10-15101-0125-150752	IT REPAIRS	\$ 14,596	\$ 10,677	17,000	17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ -	0.00%			
1001-10-15101-0125-150753	IT MUNIS	\$ 57,735	\$ 44,492	58,500	60,255	\$ -	\$ -	\$ -	\$ -	\$ 60,255	\$ 1,755	3.00%			
1001-10-15101-0125-150754	IT WIDE AREA NETWORK	\$ 37,984	\$ 19,740	41,000	41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000	\$ -	0.00%			
1001-10-15101-0125-153060	IT COMMUNICATIONS	\$ 101,592	\$ 55,854	102,100	101,600	\$ (3,000)	\$ -	\$ -	\$ (3,000)	\$ 98,600	\$ (3,500)	-3.43%			
1001-10-15101-0125-153075	IT CONTRACTED SERVICES	\$ 56,467	\$ 49,816	56,850	55,700	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 56,700	\$ (150)	-0.26%			
1001-10-15101-0125-153105	IT DATA PROCESSING	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0125-153385	IT OFFICE EXPENSE	\$ -	\$ -	1,500	1,500	\$ (500)	\$ -	\$ -	\$ (500)	\$ 1,000	\$ (500)	-33.33%			
1001-10-15101-0125-153530	IT TECHNOLOGY PLAN	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0125-153594	IT CAPITAL	\$ 7,832	\$ -	8,000	8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	0.00%			
	TOTAL IT	\$ 662,355	\$ 360,302	655,050	680,200	\$ (20,091)	\$ -	\$ -	\$ (20,091)	\$ 660,109	\$ 5,059	0.77%			
ASSESSOR:															
Dept 0130															
1001-10-15101-0130-150001	ASSESSOR SALARY ADMIN	\$ 76,990	\$ 42,285	78,530	78,530	\$ -	\$ -	\$ -	\$ -	\$ 78,530	\$ -	0.00%			
1001-10-15101-0130-150003	ASSESSOR SALARY OTHER	\$ 144,415	\$ 74,081	150,886	150,279	\$ -	\$ -	\$ -	\$ -	\$ 150,279	\$ (607)	-0.40%			
1001-10-15101-0130-153065	ASSESSOR CONSULTANT FEES	\$ 3,250	\$ -	6,500	6,500	\$ (1,500)	\$ -	\$ -	\$ (1,500)	\$ 5,000	\$ (1,500)	-23.08%			
1001-10-15101-0130-153385	ASSESSOR OFFICE EXPENSE	\$ 7,950	\$ 2,015	13,100	13,000	\$ (900)	\$ -	\$ -	\$ (900)	\$ 12,100	\$ (1,000)	-7.63%			
1001-10-15101-0130-153579	ASSESSOR VEHICLE FUEL	\$ 64	\$ 25	300	200	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ (100)	-33.33%			
1001-10-15101-0130-153580	ASSESSOR VEHICLE EXPENSE	\$ 331	\$ 324	500	500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.00%			
1001-10-15101-0130-153594	ASSESSOR CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
	TOTAL ASSESSORS	\$ 232,999	\$ 118,730	249,816	249,009	\$ (2,400)	\$ -	\$ -	\$ (2,400)	\$ 246,609	\$ (3,207)	-1.28%			
ENGINEERING:															
Dept 0140															
1001-10-15101-0140-150001	ENGINEERING SALARY ADMIN	\$ 54,476	\$ 59,857	110,971	110,971	\$ -	\$ -	\$ -	\$ -	\$ 110,971	\$ -	0.00%			
1001-10-15101-0140-150003	ENGINEERING SALARY OTHER	\$ 96,309	\$ 53,005	98,360	98,360	\$ -	\$ -	\$ -	\$ -	\$ 98,360	\$ -	0.00%			
1001-10-15101-0140-150005	ENGINEERING SALARY PT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
1001-10-15101-0140-153065	ENGINEERING CONSULTING FEES	\$ 188	\$ -	10,000	14,500	\$ (9,500)	\$ -	\$ -	\$ (9,500)	\$ 5,000	\$ (5,000)	-50.00%			
1001-10-15101-0140-153145	ENGINEERING EQUIPMENT	\$ -	\$ -	500	500	\$ (500)	\$ -	\$ -	\$ (500)	\$ -	\$ (500)	-100.00%			
1001-10-15101-0140-153385	ENGINEERING OFFICE EXPENSE	\$ 2,456	\$ 1,553	2,835	2,835	\$ -	\$ -	\$ -	\$ -	\$ 2,835	\$ -	0.00%			
1001-10-15101-0140-153390	ENGINEERING OPERATING EXP	\$ 426	\$ 460	700	700	\$ 100	\$ -	\$ -	\$ 100	\$ 800	\$ 100	14.29%			
1001-10-15101-0140-153579	ENGINEERING VEHICLE FUEL	\$ 393	\$ 171	500	250	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ (250)	-50.00%			
1001-10-15101-0140-153580	ENGINEERING VEHICLE EXPENSE	\$ -	\$ -	1,000	500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ (500)	-50.00%			
1001-10-15101-0140-153594	ENGINEERING CAPITAL	\$ 6,875	\$ -	-	35,000	\$ (35,000)	\$ -	\$ -	\$ (35,000)	\$ -	\$ -	0.00%			
	TOTAL ENGINEERING	\$ 161,122	\$ 115,047	224,866	263,616	\$ (44,900)	\$ -	\$ -	\$ (44,900)	\$ 218,716	\$ (6,150)	-2.73%			

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

INLAND/WETLANDS, BUILDING, PLANNING & ZONING

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET		
					SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
	Dept 0145	ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET						\$ CHG	% CHG	
INLAND/WETLANDS:												
1001-10-15101-0145-150001	I/W SALARY ADMIN	\$ 54,476	\$ 25,054	54,796	56,741	\$ -	\$ -	\$ -	\$ -	\$ 56,741	\$ 1,945	3.55%
1001-10-15101-0145-150003	I/W SALARY OTHER	\$ 24,901	\$ 15,220	25,426	25,426	\$ -	\$ -	\$ -	\$ -	\$ 25,426	\$ -	0.00%
1001-10-15101-0145-150005	I/W SALARY PT	\$ 27,727	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0145-153065	I/W CONSULTANT FEES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0145-153145	I/W EQUIPMENT	\$ 94	\$ -	500	500	\$ (500)	\$ -	\$ -	\$ (500)	\$ -	\$ (500)	-100.00%
1001-10-15101-0145-153385	I/W OFFICE EXPENSE	\$ 3,839	\$ 1,336	4,400	4,400	\$ (4,050)	\$ -	\$ -	\$ (4,050)	\$ 350	\$ (4,050)	-92.05%
1001-10-15101-0145-153579	I/W VEHICLE FUEL	\$ -	\$ -	-	600	\$ (350)	\$ -	\$ -	\$ (350)	\$ 250	\$ 250	0.00%
1001-10-15101-0145-153580	I/W VEHICLE EXPENSE	\$ -	\$ -	-	600	\$ (100)	\$ -	\$ -	\$ (100)	\$ 500	\$ 500	0.00%
1001-10-15101-0145-153390	I/W OPERATING EXPENSE	\$ -	\$ -	300	300	\$ 3,900	\$ -	\$ -	\$ 3,900	\$ 4,200	\$ 3,900	1300.00%
1001-10-15101-0145-153594	I/W CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL INLAND/WETLANDS	\$ 111,037	\$ 41,610	85,422	88,567	\$ (1,100)	\$ -	\$ -	\$ (1,100)	\$ 87,467	\$ 2,045	2.39%
BUILDING:												
	Dept 0150											
1001-10-15101-0150-150001	BUILDING SALARY ADMIN	\$ 82,018	\$ 52,264	78,549	80,350	\$ -	\$ -	\$ -	\$ -	\$ 80,350	\$ 1,801	2.29%
1001-10-15101-0150-150003	BUILDING SALARY OTHER	\$ 65,760	\$ 31,286	42,026	43,472	\$ -	\$ -	\$ -	\$ -	\$ 43,472	\$ 1,446	3.44%
1001-10-15101-0150-150005	BUILDING SALARY PT	\$ 23,851	\$ 11,250	39,150	39,000	\$ -	\$ -	\$ -	\$ -	\$ 39,000	\$ (150)	-0.38%
1001-10-15101-0150-153065	BUILDING CONSULTANT FEES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0150-153145	BUILDING EQUIPMENT	\$ -	\$ -	200	200	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	0.00%
1001-10-15101-0150-153385	BUILDING OFFICE EXPENSE	\$ 4,170	\$ 410	5,580	5,524	\$ -	\$ -	\$ -	\$ -	\$ 5,524	\$ (56)	-1.00%
1001-10-15101-0150-153579	BUILDING VEHICLE FUEL	\$ 1,000	\$ 357	1,100	1,100	\$ (225)	\$ -	\$ -	\$ (225)	\$ 875	\$ (225)	-20.45%
1001-10-15101-0150-153580	BUILDING VEHICLE EXPENSE	\$ 1,006	\$ 511	1,400	1,400	\$ (200)	\$ -	\$ -	\$ (200)	\$ 1,200	\$ (200)	-14.29%
1001-10-15101-0150-153594	BUILDING CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL BUILDING	\$ 177,805	\$ 96,078	168,005	171,046	\$ (425)	\$ -	\$ -	\$ (425)	\$ 170,621	\$ 2,616	1.56%
PLANNING & ZONING:												
	Dept 0155											
1001-10-15101-0155-150001	P&Z SALARY ADMIN	\$ 132,929	\$ 91,096	169,093	169,093	\$ -	\$ -	\$ -	\$ -	\$ 169,093	\$ -	0.00%
1001-10-15101-0155-150003	P&Z SALARY OTHER	\$ 44,019	\$ 22,285	44,704	41,027	\$ -	\$ -	\$ -	\$ -	\$ 41,027	\$ (3,677)	-8.22%
1001-10-15101-0155-153065	P&Z CONSULTANT FEES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0155-153385	P&Z OFFICE EXPENSE	\$ 10,717	\$ 4,888	15,900	14,900	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 13,900	\$ (2,000)	-12.58%
1001-10-15101-0155-153440	P&Z PRINTING	\$ 555	\$ -	750	750	\$ (750)	\$ -	\$ -	\$ (750)	\$ -	\$ (750)	-100.00%
1001-10-15101-0155-153485	P&Z R & M EQUIPMENT	\$ 131	\$ -	200	200	\$ (200)	\$ -	\$ -	\$ (200)	\$ -	\$ (200)	-100.00%
1001-10-15101-0155-153594	P&Z CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	PLANNING & ZONING	\$ 188,350	\$ 118,269	230,647	225,970	\$ (1,950)	\$ -	\$ -	\$ (1,950)	\$ 224,020	\$ (6,627)	-2.87%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

P&Z ENFORCEMENT, TOWN HALL MAINTENANCE, CHALK HILL BUILDING

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET		
					SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS			ADOPTED ANNUAL BUDGET	CHANGE FROM		
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE		TOTAL ADJUSTMENTS	2019-20 TO 2020-21	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET						\$ CHG	% CHG	
P&Z ENFORCEMENT		Dept 0156										
1001-10-15101-0156-150003	P&Z ZON ENF SALARY OTHER	\$ 62,117	\$ 31,728	63,861	63,600	\$ -	\$ -	\$ -	\$ -	\$ 63,600	\$ (261)	-0.41%
1001-10-15101-0156-150005	P&Z ZON ENF SALARY PT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0156-150950	P&Z ZON HEARING OFFICER	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0156-153385	P&Z ZON ENF OFFICE EXPENSE	\$ 500	\$ 120	550	550	\$ -	\$ -	\$ -	\$ -	\$ 550	\$ -	0.00%
1001-10-15101-0156-153579	P&Z ZON ENF VEHICLE FUEL	\$ 391	\$ 167	600	600	\$ (250)	\$ -	\$ -	\$ (250)	\$ 350	\$ (250)	-41.67%
1001-10-15101-0156-153580	P&Z ZON ENF VEHICLE EXPENSE	\$ 21	\$ -	600	600	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	0.00%
1001-10-15101-0156-153594	P&Z ENFORCEMENT CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING AND ZONING ENFORCEMENT		\$ 63,028	\$ 32,015	65,611	65,350	\$ (250)	\$ -	\$ -	\$ (250)	\$ 65,100	\$ (511)	-0.78%
TOTAL PLANNING & ZONING		\$ 251,378	\$ 150,284	296,258	291,320	\$ (2,200)	\$ -	\$ -	\$ (2,200)	\$ 289,120	\$ (7,138)	-2.41%
TH MAINTENANCE		Dept 0160										
1001-10-15101-0160-150003	TH MAINT SALARY OTHER	\$ 99,275	\$ 32,291	107,124	106,777	\$ -	\$ -	\$ -	\$ -	\$ 106,777	\$ (347)	-0.32%
1001-10-15101-0160-151040	TH MAINT WATER	\$ 2,801	\$ 1,704	3,500	3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	0.00%
1001-10-15101-0160-153075	TH MAINT CONTRACTED SVCS	\$ 124,610	\$ 49,004	129,391	138,446	(9,305)	\$ -	\$ -	\$ (9,305)	\$ 129,141	\$ (250)	-0.19%
1001-10-15101-0160-153145	TH MAINT EQUIPMENT	\$ 10,653	\$ -	1,000	4,300	(3,200)	\$ -	\$ -	\$ (3,200)	\$ 1,100	\$ 100	10.00%
1001-10-15101-0160-153390	TH MAINT OPERATING EXPENSE	\$ 61,949	\$ 35,501	43,250	43,250	\$ -	\$ -	\$ -	\$ -	\$ 43,250	\$ -	0.00%
1001-10-15101-0160-153563	TH MAINT ELECTRIC	\$ 100,458	\$ 49,969	102,000	102,000	7,300	\$ -	\$ -	\$ 7,300	\$ 109,300	\$ 7,300	7.16%
1001-10-15101-0160-153564	TH MAINT HEAT	\$ 41,421	\$ 14,386	46,410	46,410	(2,940)	\$ -	\$ -	\$ (2,940)	\$ 43,470	\$ (2,940)	-6.33%
1001-10-15101-0160-153579	TH MAINT VEHICLE FUEL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0160-153594	TH MAINT CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL TOWN HALL MAINTENANCE		\$ 441,167	\$ 182,855	432,675	444,683	\$ (8,145)	\$ -	\$ -	\$ (8,145)	\$ 436,538	\$ 3,863	0.89%
CHALK HILL BUILDING:		Dept 0161										
1001-10-15101-0161-150003	CHALK HILL SALARY OTHER	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-151150	CHALK HILL HIBERNATION	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-151040	CHALK HILL WATER	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-151075	CHALK HILL CONTRACTED SERVICES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-153390	CHALK HILL OPERATING EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-153563	CHALK HILL ELECTRIC	\$ 5,312	\$ 1,562	11,000	8,800	(2,671)	\$ -	\$ -	\$ (2,671)	\$ 6,129	\$ (4,871)	-44.28%
1001-10-15101-0161-153564	CHALK HILL HEAT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-153579	CHALK HILL VEHICLE FUEL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15101-0161-153594	CHALK HILL CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL CHALK HILL BUILDING:		\$ 5,312	\$ 1,562	11,000	8,800	\$ (2,671)	\$ -	\$ -	\$ (2,671)	\$ 6,129	\$ (4,871)	-44.28%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SPECIAL PROGRAMS, REGIONAL PROGRAMS

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021						BUDGET	
					SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET						\$ CHG	% CHG	
SPECIAL PROGRAMS:												
	Dept 0200											
1001-10-15101-0200-151210	SP C-MED COMMUN CONT	\$ 82,828	\$ 70,040	86,056	89,047	\$ -	\$ -	\$ -	\$ -	\$ 89,047	\$ 2,991	3.48%
1001-10-15101-0200-151240	SP MEMORIAL DAY PARADE	\$ 2,369	\$ -	3,000	3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.00%
1001-10-15101-0200-151250	SP TTLXX GRANT CRISIS	\$ -	\$ -	1,000	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	-100.00%
1001-10-15101-0200-151270	SP VOL FIRE TAX INCENTIVE	\$ 55,840	\$ 49,860	56,000	56,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000	\$ -	0.00%
	TOTAL SPECIAL PROGRAMS	\$ 141,037	\$ 119,899	146,056	148,047	\$ -	\$ -	\$ -	\$ -	\$ 148,047	\$ 1,991	1.36%
REGIONAL PROGRAMS:												
	Dept 0250											
1001-10-15101-0250-151300	RP CT CONF OF MUNICIPALITIES	\$ 12,053	\$ 12,053	12,053	12,053	\$ -	\$ -	\$ -	\$ -	\$ 12,053	\$ -	0.00%
1001-10-15101-0250-151310	RP CT SMALL TOWN	\$ 1,025	\$ 1,025	1,025	1,275	\$ -	\$ -	\$ -	\$ -	\$ 1,275	\$ 250	24.39%
1001-10-15101-0250-151320	RP LAKE ZOAR AUTHORITY	\$ 18,761	\$ 19,867	19,867	19,783	\$ -	\$ -	\$ -	\$ -	\$ 19,783	\$ (84)	-0.42%
1001-10-15101-0250-151330	RP REGIONAL COUNCIL OF GOVERNMENT	\$ 8,876	\$ 8,876	8,876	8,876	\$ -	\$ -	\$ -	\$ -	\$ 8,876	\$ -	0.00%
1001-10-15101-0250-151340	RP SOUTHWEST CONSERVATION DISTRICT	\$ -	\$ -	-	1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00%
1001-10-15101-0250-151350	RP PROBATE COURT	\$ 5,763	\$ -	5,770	5,862	\$ -	\$ -	\$ -	\$ -	\$ 5,862	\$ 92	1.59%
1001-10-15101-0250-151370	RP SW REG MNLT HEALTH BD	\$ 2,000	\$ -	2,000	1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ (500)	-25.00%
	TOTAL REGIONAL PROGRAMS	\$ 48,478	\$ 41,821	49,591	50,849	\$ -	\$ -	\$ -	\$ -	\$ 50,849	\$ 1,258	2.54%
	TOTAL GENERAL GOVERNMENT	\$ 8,457,988	\$ 4,680,674	9,861,900	10,255,678	\$ (157,186)	\$ -	\$ (366,407)	\$ (523,593)	\$ 9,732,085	\$ (129,815)	-1.32%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

POLICE - ADMINISTRATION, PERSONNEL, OPERATIONS

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
									\$ CHG	% CHG		
PUBLIC SAFETY	DEPTS 0300 - 0460											
POLICE ADMIN:	Dept 0300											
1001-10-15103-0300-150001	POL SALARY ADMIN	\$ 122,927	\$ 66,191	122,927	122,927	\$ -	\$ -	\$ -	\$ -	\$ 122,927	\$ -	0.00%
1001-10-15103-0300-150003	POL SALARY OTHER	\$ 296,920	\$ 157,649	300,952	300,432	\$ -	\$ -	\$ -	\$ -	\$ 300,432	\$ (520)	-0.17%
1001-10-15103-0300-153385	POL OFFICE-EXPENSE	\$ 5,059	\$ 2,831	11,400	11,400	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 10,400	\$ (1,000)	-8.77%
	TOTAL POLICE ADMINISTRATION	\$ 424,906	\$ 226,672	435,279	434,759	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 433,759	\$ (1,520)	-0.35%
POLICE PERSONNEL:	Dept 0305											
1001-10-15103-0305-150007	POL SALARY UNIFORM	\$ 2,854,770	\$ 1,400,082	3,078,785	3,060,165	\$ -	\$ -	\$ -	\$ -	\$ 3,060,165	\$ (18,620)	-0.60%
1001-10-15103-0305-150009	POL SALARY DISPATCHER	\$ 380,645	\$ 210,149	441,817	465,935	\$ (7,500)	\$ -	\$ -	\$ (7,500)	\$ 458,435	\$ 16,618	3.76%
1001-10-15103-0305-150011	POL SALARY AUXILLARY STAFF	\$ 28,514	\$ 11,790	29,305	28,755	\$ -	\$ -	\$ -	\$ -	\$ 28,755	\$ (550)	-1.88%
1001-10-15103-0305-150013	POL SALARY HOLIDAY	\$ 136,007	\$ 66,800	143,379	143,379	\$ -	\$ -	\$ -	\$ -	\$ 143,379	\$ 0	0.00%
1001-10-15103-0305-150015	POL SALARY OVERTIME	\$ 312,112	\$ 147,535	266,603	266,603	\$ (13,500)	\$ -	\$ -	\$ (13,500)	\$ 253,103	\$ (13,500)	-5.06%
1001-10-15103-0305-150017	POL SALARY O/T TACTICAL	\$ 48,700	\$ 18,603	35,700	35,700	\$ -	\$ -	\$ -	\$ -	\$ 35,700	\$ -	0.00%
1001-10-15103-0305-151500	POL UNIFORM ALLOWANCE	\$ 58,163	\$ 22,345	64,964	65,220	\$ -	\$ -	\$ -	\$ -	\$ 65,220	\$ 256	0.39%
1001-10-15103-0305-153410	POL PENSION	\$ 613,811	\$ 351,184	717,168	788,224	\$ -	\$ -	\$ (35,910)	\$ (35,910)	\$ 752,314	\$ 35,146	4.90%
	TOTAL POLICE PERSONNEL	\$ 4,432,724	\$ 2,228,488	4,777,721	4,853,981	\$ (21,000)	\$ -	\$ (35,910)	\$ (56,910)	\$ 4,797,071	\$ 19,350	0.41%
POLICE OPERATIONS:	Dept 0310											
1001-10-15103-0310-151505	POL SAFETY EQUIPMENT	\$ 34,282	\$ 12,633	37,058	34,850	\$ -	\$ -	\$ -	\$ -	\$ 34,850	\$ (2,208)	-5.96%
1001-10-15103-0310-151510	POL NEW POLICE CARS	\$ 74,950	\$ -	75,350	189,830	\$ (94,915)	\$ -	\$ -	\$ (94,915)	\$ 94,915	\$ 19,565	25.97%
1001-10-15103-0310-151515	POL EMERGENCY FUND & SCHOOL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0310-151516	POL TRAINING	\$ 24,945	\$ 9,184	25,750	29,850	\$ -	\$ -	\$ -	\$ -	\$ 29,850	\$ 4,100	15.92%
1001-10-15103-0310-151520	POL AUDIO/VISUAL	\$ 2,838	\$ -	2,800	2,800	\$ -	\$ -	\$ -	\$ -	\$ 2,800	\$ -	0.00%
1001-10-15103-0310-151525	POL DETECTIVE BUREAU	\$ 6,296	\$ 1,954	6,550	6,550	\$ -	\$ -	\$ -	\$ -	\$ 6,550	\$ -	0.00%
1001-10-15103-0310-151530	POL TRAFFIC CONTROL	\$ 4,560	\$ 2,765	4,930	4,930	\$ -	\$ -	\$ -	\$ -	\$ 4,930	\$ -	0.00%
1001-10-15103-0310-151535	POL RADIO	\$ 36,912	\$ 19,583	38,630	38,730	\$ -	\$ -	\$ -	\$ -	\$ 38,730	\$ 100	0.26%
1001-10-15103-0310-151540	POL RECORD ROOM	\$ 24,333	\$ 21,119	26,580	26,121	\$ -	\$ -	\$ -	\$ -	\$ 26,121	\$ (459)	-1.73%
1001-10-15103-0310-151545	POL RANGE MAINTENANCE	\$ 1,425	\$ 1,302	1,350	1,350	\$ -	\$ -	\$ -	\$ -	\$ 1,350	\$ -	0.00%
1001-10-15103-0310-151550	POL YOUTH BUREAU	\$ 3,706	\$ 120	3,800	3,800	\$ -	\$ -	\$ -	\$ -	\$ 3,800	\$ -	0.00%
1001-10-15103-0310-151555	POL CRIME PREVENTION	\$ 5,859	\$ 2,716	5,900	5,900	\$ -	\$ -	\$ -	\$ -	\$ 5,900	\$ -	0.00%
1001-10-15103-0310-151560	POL ABANDON VEH EXP	\$ 275	\$ 88	500	500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.00%
1001-10-15103-0310-153060	POL COMMUNICATIONS	\$ 10,907	\$ 2,154	13,175	13,175	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 12,175	\$ (1,000)	-7.59%
1001-10-15103-0310-153145	POL EQUIPMENT	\$ 23,407	\$ 8,672	20,760	29,675	\$ (9,400)	\$ -	\$ -	\$ (9,400)	\$ 20,275	\$ (485)	-2.34%
1001-10-15103-0310-153390	POL OPERATING EXPENSE	\$ 49,866	\$ 39,256	64,685	75,115	\$ -	\$ -	\$ -	\$ -	\$ 75,115	\$ 10,430	16.12%
1001-10-15103-0310-153579	POL VEHICLE FUEL	\$ 78,894	\$ 39,606	78,375	78,375	\$ -	\$ -	\$ -	\$ -	\$ 78,375	\$ -	0.00%
1001-10-15103-0310-153580	POLVEHICLE-EXPENSE	\$ 46,016	\$ 18,394	48,700	50,360	\$ -	\$ -	\$ -	\$ -	\$ 50,360	\$ 1,660	3.41%
1001-10-15103-0310-153594	POL CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL POLICE OPERATIONS	\$ 429,471	\$ 179,547	454,893	591,911	\$ (105,315)	\$ -	\$ -	\$ (105,315)	\$ 486,596	\$ 31,703	6.97%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ANIMAL CONTROL, PARK RANGER, MONROE VOLUNTEER FIRE DEPT

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET				
					ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				CHANGE FROM	
									FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS	ADOPTED ANNUAL BUDGET	2019-20 TO 2020-21 \$ CHG % CHG
ANIMAL CONTROL:														
	Dept 0315													
1001-10-15103-0315-150003	AC SALARY OTHER	\$ 73,999	\$ 40,554	74,541	74,378	\$ -	\$ -	\$ -	\$ -	\$ 74,378	\$ (163)	-0.22%		
1001-10-15103-0315-150005	AC SALARY PT	\$ 42,456	\$ 25,165	45,440	45,266	\$ -	\$ -	\$ -	\$ -	\$ 45,266	\$ (174)	-0.38%		
1001-10-15103-0315-153045	AC BUILDING & GROUND MAINTENANCE	\$ 1,117	\$ 1,417	3,000	3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.00%		
1001-10-15103-0315-153390	AC OPERATING EXPENSE	\$ 7,760	\$ 3,351	9,885	9,885	\$ -	\$ -	\$ -	\$ -	\$ 9,885	\$ -	0.00%		
1001-10-15103-0315-153563	AC ELECTRIC	\$ 2,670	\$ 1,267	3,060	3,060	\$ 350	\$ -	\$ -	\$ 350	\$ 3,410	\$ 350	11.44%		
1001-10-15103-0315-153564	AC HEAT	\$ 4,069	\$ 1,242	8,750	6,750	\$ -	\$ -	\$ -	\$ -	\$ 6,750	\$ (2,000)	-22.86%		
1001-10-15103-0315-153579	AC VEHICLE FUEL	\$ 1,519	\$ 885	1,986	1,986	\$ -	\$ -	\$ -	\$ -	\$ 1,986	\$ -	0.00%		
1001-10-15103-0315-153580	AC VEHICLE EXPENSE	\$ 460	\$ 692	600	700	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 100	16.67%		
	TOTAL ANIMAL CONTROL	\$ 134,050	\$ 74,573	147,262	145,025	\$ 350	\$ -	\$ -	\$ 350	\$ 145,375	\$ (1,887)	-1.28%		
PARK RANGER:														
	Dept 0320													
1001-10-15103-0320-150003	PR SALARY OTHER	\$ 68,442	\$ 35,935	73,182	73,218	\$ -	\$ -	\$ -	\$ -	\$ 73,218	\$ 36	0.05%		
1001-10-15103-0320-153145	PR EQUIPMENT	\$ -	\$ -	650	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (650)	-100.00%		
1001-10-15103-0320-153390	PR OPERATING EXPENSE	\$ 1,245	\$ 274	1,300	1,900	\$ (600)	\$ -	\$ -	\$ (600)	\$ 1,300	\$ -	0.00%		
1001-10-15103-0320-153579	PR VEHICLE FUEL	\$ 2,497	\$ 731	2,613	2,299	\$ -	\$ -	\$ -	\$ -	\$ 2,299	\$ (314)	-12.02%		
1001-10-15103-0320-153580	PR VEHICLE EXPENSE	\$ 431	\$ 15	1,000	1,000	\$ (500)	\$ -	\$ -	\$ (500)	\$ 500	\$ (500)	-50.00%		
	TOTAL PARK RANGER	\$ 72,616	\$ 36,955	78,745	78,417	\$ (1,100)	\$ -	\$ -	\$ (1,100)	\$ 77,317	\$ (1,428)	-1.81%		
	TOTAL POLICE	\$ 5,493,766	\$ 2,746,234	5,893,900	6,104,093	\$ (128,065)	\$ -	\$ (35,910)	\$ (163,975)	\$ 5,940,118	\$ 46,218	0.78%		
MONROE FD:														
	Dept 0400													
1001-10-15103-0400-153390	MONROE FIRE DEPT OP EXP	\$ 229,563	\$ 116,000	232,000	237,000	\$ -	\$ -	\$ (5,000)	\$ (5,000)	\$ 232,000	\$ -	0.00%		
1001-10-15103-0400-150630	MFD INSURANCE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
1001-10-15103-0400-153045	MFD BUILDING & GROUND MAINTENANCE	\$ 2,461	\$ 1,303	2,740	2,740	\$ -	\$ -	\$ -	\$ -	\$ 2,740	\$ -	0.00%		
1001-10-15103-0400-153563	MFD ELECTRIC	\$ 12,695	\$ 6,620	12,850	12,550	\$ 1,726	\$ -	\$ -	\$ 1,726	\$ 14,276	\$ 1,426	11.10%		
1001-10-15103-0400-153564	MFD HEAT	\$ 6,048	\$ 2,052	5,500	6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 500	9.09%		
1001-10-15103-0400-153565	MFD UTILITIES OTHER	\$ 7,095	\$ 3,544	8,100	8,100	\$ -	\$ -	\$ -	\$ -	\$ 8,100	\$ -	0.00%		
1001-10-15103-0400-153579	MFD VEHICLE FUEL	\$ 8,353	\$ 3,162	6,238	6,238	\$ (309)	\$ -	\$ -	\$ (309)	\$ 5,929	\$ (309)	-4.95%		
1001-10-15103-0400-153580	MFD VEHICLE EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
1001-10-15103-0400-153594	MFD CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL MONROE FIRE DEPARTMENT	\$ 266,214	\$ 132,681	267,428	272,628	\$ 1,417	\$ -	\$ (5,000)	\$ (3,583)	\$ 269,045	\$ 1,617	0.60%		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

STEVENSON VOLUNTEER FIRE DEPT, STEPNEY VOLUNTEER FIRE DEPT, WATER DISTRIBUTION SYSTEM, FIRE MARSHAL

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET		
					SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	% CHG
	Dept 0410	ACTUAL	YTD ACTUAL	BUDGET								
STEVENSON FD:												
1001-10-15103-0410-153390	STEVENSON FIRE DEPT OP EXP	\$ 155,939	\$ 78,886	157,772	161,200	\$ -	\$ -	\$ -	\$ -	\$ 161,200	\$ 3,428	2.17%
1001-10-15103-0410-150630	STVFD INSURANCE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0410-153045	STVFD BUILDING & GROUND MAINTENANCE	\$ 2,916	\$ 1,744	3,000	3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.00%
1001-10-15103-0410-153563	STVFD ELECTRIC	\$ 10,390	\$ 4,815	12,200	12,200	\$ (500)	\$ -	\$ -	\$ (500)	\$ 11,700	\$ (500)	-4.10%
1001-10-15103-0410-153564	STVFD HEAT	\$ 10,254	\$ 6,516	8,840	8,840	\$ (560)	\$ -	\$ -	\$ (560)	\$ 8,280	\$ (560)	-6.33%
1001-10-15103-0410-153565	STVFD UTILITIES OTHER	\$ 2,540	\$ 1,444	3,600	3,900	\$ -	\$ -	\$ -	\$ -	\$ 3,900	\$ 300	8.33%
1001-10-15103-0410-153579	STVFD VEHICLE FUEL	\$ 5,409	\$ 2,935	6,968	6,968	\$ (336)	\$ -	\$ -	\$ (336)	\$ 6,632	\$ (336)	-4.82%
1001-10-15103-0410-153580	STVFD VEHICLE EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0410-153594	STVFD CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL STEVENSON FIRE DEPARTMENT	\$ 187,448	\$ 96,341	192,380	196,108	\$ (1,396)	\$ -	\$ -	\$ (1,396)	\$ 194,712	\$ 2,332	1.21%
	Dept 0420											
STEPNEY FD:												
1001-10-15103-0420-153390	STEPNEY FIRE DEPT OP EXP	\$ 215,951	\$ 109,000	218,000	222,000	\$ -	\$ -	\$ -	\$ -	\$ 222,000	\$ 4,000	1.83%
1001-10-15103-0420-150630	STPFD INSURANCE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0420-153045	STPFD BUILDING & GROUND MAINTENANCE	\$ 2,156	\$ 1,328	2,050	2,200	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ 150	7.32%
1001-10-15103-0420-153563	STPFD ELECTRIC	\$ 14,896	\$ 7,382	18,000	18,000	\$ (1,800)	\$ -	\$ -	\$ (1,800)	\$ 16,200	\$ (1,800)	-10.00%
1001-10-15103-0420-153564	STPFD HEAT	\$ 12,303	\$ 3,614	15,500	15,500	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	0.00%
1001-10-15103-0420-153565	STPFD UTILITIES OTHER	\$ 5,955	\$ 3,208	7,400	6,550	\$ -	\$ -	\$ -	\$ -	\$ 6,550	\$ (850)	-11.49%
1001-10-15103-0420-153579	STPFD VEHICLE FUEL	\$ 6,970	\$ 3,231	6,014	6,014	\$ (416)	\$ -	\$ -	\$ (416)	\$ 5,598	\$ (416)	-6.92%
1001-10-15103-0420-153580	STPFD VEHICLE EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0420-153594	STPFD CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL STEPNEY FIRE DEPARTMENT	\$ 258,232	\$ 127,764	266,964	270,264	\$ (2,216)	\$ -	\$ -	\$ (2,216)	\$ 268,048	\$ 1,084	0.41%
	Dept 0430											
FIRE HYDRANT SERVICE:												
1001-10-15103-0430-151600	WATER DISTRIBUTION SYSTEM	\$ 614,177	\$ 319,902	623,190	665,000	\$ -	\$ -	\$ -	\$ -	\$ 665,000	\$ 41,810	6.71%
	Dept 0440											
FIRE MARSHAL:												
1001-10-15103-0440-150001	FIRE MAR SALARY ADMIN	\$ 69,952	\$ 39,658	71,840	71,840	\$ -	\$ -	\$ -	\$ -	\$ 71,840	\$ -	0.00%
1001-10-15103-0440-150003	FIRE MAR SALARY OTHER	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0440-150005	FIRE MAR SALARY PT	\$ 20,756	\$ 11,007	27,268	27,164	\$ -	\$ -	\$ -	\$ -	\$ 27,164	\$ (104)	-0.38%
1001-10-15103-0440-153145	FIRE MAR EQUIPMENT	\$ 2,347	\$ 513	3,600	3,600	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 2,600	\$ (1,000)	-27.78%
1001-10-15103-0440-153385	FIRE MAR OFFICE EXPENSE	\$ 812	\$ 1,280	2,400	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (400)	-16.67%
1001-10-15103-0440-153390	FIRE MAR OPERATING EXP	\$ 4,588	\$ 1,277	5,800	5,800	\$ (1,800)	\$ -	\$ -	\$ (1,800)	\$ 4,000	\$ (1,800)	-31.03%
1001-10-15103-0440-153579	FIRE MAR VEHICLE FUEL	\$ 2,423	\$ 765	3,000	1,950	\$ -	\$ -	\$ -	\$ -	\$ 1,950	\$ (1,050)	-35.00%
1001-10-15103-0440-153580	FIRE MAR VEHICLE EXPENSE	\$ 1,695	\$ 556	2,000	1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (1,000)	-50.00%
1001-10-15103-0440-153594	FIRE MAR CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL FIRE MARSHAL	\$ 102,573	\$ 55,056	115,908	113,354	\$ (2,800)	\$ -	\$ -	\$ (2,800)	\$ 110,554	\$ (5,354)	-4.62%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

EMERGENCY MANAGEMENT, EMERGENCY MEDICAL SERVICES (EMS)

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021					BUDGET		
					SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET						\$ CHG	% CHG	
EMERGENCY MGMT												
Dept 0450												
1001-10-15103-0450-150001	EM MGMT SALARY ADMIN	\$ 5,750	\$ 2,875	5,750	5,750	\$ -	\$ -	\$ -	\$ -	\$ 5,750	\$ -	0.00%
1001-10-15103-0450-151650	EM MGMT FAIRFIELD CTY HAZMT	\$ 3,000	\$ 3,000	3,000	3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.00%
1001-10-15103-0450-153385	EM MGMT OFFICE EXPENSE	\$ 383	\$ 250	1,000	1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0.00%
1001-10-15103-0450-153390	EM MGMT OPERATING EXPENSE	\$ 258	\$ -	3,750	3,750	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ -	0.00%
1001-10-15103-0450-153594	EM MGMT CAPITAL	\$ -	\$ -	-	3,750	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ 3,750	0.00%
	TOTAL EMERGENCY MGMT	\$ 9,391	\$ 6,125	13,500	17,250	\$ -	\$ -	\$ -	\$ -	\$ 17,250	\$ 3,750	27.78%
EMS												
Dept 0460												
1001-10-15103-0460-150005	EMS SALARY PT	\$ 34,784	\$ 17,524	34,303	34,172	\$ -	\$ -	\$ -	\$ -	\$ 34,172	\$ (131)	-0.38%
1001-10-15103-0460-150560	EMS FICA & MEDICARE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0460-151270	EMS VOLUNTEER ABATEMENT	\$ 24,245	\$ 19,383	23,000	20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ (3,000)	-13.04%
1001-10-15103-0460-153045	EMS BUILDING & GROUND MAINTENANCE	\$ 8,296	\$ 3,246	10,000	10,000	\$ (800)	\$ -	\$ -	\$ (800)	\$ 9,200	\$ (800)	-8.00%
1001-10-15103-0460-153060	EMS COMMUNICATIONS	\$ 4,248	\$ 1,541	5,000	5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	0.00%
1001-10-15103-0460-153075	EMS CONTRACTED SERVICES	\$ 670,091	\$ 339,483	698,333	724,175	\$ (11,763)	\$ -	\$ -	\$ (11,763)	\$ 712,412	\$ 14,079	2.02%
1001-10-15103-0460-153145	EMS EQUIPMENT EXPENSE	\$ 10,956	\$ -	12,000	11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ (1,000)	-8.33%
1001-10-15103-0460-153385	EMS OFFICE EXPENSE	\$ 3,377	\$ -	4,700	4,000	\$ (500)	\$ -	\$ -	\$ (500)	\$ 3,500	\$ (1,200)	-25.53%
1001-10-15103-0460-153390	EMS OPERATING EXPENSE	\$ 35,294	\$ 6,595	45,100	45,100	\$ (5,100)	\$ -	\$ -	\$ (5,100)	\$ 40,000	\$ (5,100)	-11.31%
1001-10-15103-0460-153520	EMS SUPPLEMENTAL APPROPRIATION	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15103-0460-153540	EMS TRAINING EXPENSE	\$ 16,691	\$ 2,200	19,000	23,358	\$ -	\$ -	\$ -	\$ -	\$ 23,358	\$ 4,358	22.94%
1001-10-15103-0460-153563	EMS ELECTRIC	\$ 7,061	\$ 2,984	9,600	9,600	\$ (1,700)	\$ -	\$ -	\$ (1,700)	\$ 7,900	\$ (1,700)	-17.71%
1001-10-15103-0460-153564	EMS HEAT	\$ 1,821	\$ 828	2,500	2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	0.00%
1001-10-15103-0460-153565	EMS UTILITIES OTHER	\$ 1,719	\$ 864	1,900	1,900	\$ (100)	\$ -	\$ -	\$ (100)	\$ 1,800	\$ (100)	-5.26%
1001-10-15103-0460-153579	EMS VEHICLE FUEL	\$ 10,878	\$ 6,438	15,000	15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	0.00%
1001-10-15103-0460-153580	EMS VEHICLE EXPENSE	\$ 16,421	\$ 3,346	15,000	18,000	\$ (5,000)	\$ -	\$ -	\$ (5,000)	\$ 13,000	\$ (2,000)	-13.33%
	TOTAL EMS	\$ 845,882	\$ 404,432	895,436	923,805	\$ (24,963)	\$ -	\$ -	\$ (24,963)	\$ 898,842	\$ 3,406	0.38%
	TOTAL PUBLIC SAFETY	\$ 7,777,683	\$ 3,888,536	8,268,706	8,562,502	\$ (158,023)	\$ -	\$ (40,910)	\$ (198,933)	\$ 8,363,569	\$ 94,863	1.15%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PUBLIC WORKS - ADMINISTRATION, HIGHWAY, SNOW REMOVAL, ROAD & BUILDING

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	SUBMITTED BY DEPTS	FISCAL YEAR 2020-2021				ADOPTED ANNUAL BUDGET	BUDGET	
						BUDGET ADJUSTMENTS					CHANGE FROM	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21 \$ CHG	% CHG
PUBLIC WORKS	DEPTS 0500 - 0610											
PUBLIC WORKS ADMIN:	Dept 0500	ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET								
1001-10-15105-0500-150001	PW SALARY ADMIN	\$ 102,361	\$ 55,221	102,361	102,361	\$ -	\$ -	\$ -	\$ -	\$ 102,361	\$ -	0.00%
1001-10-15105-0500-150003	PW SALARY OTHER	\$ 186,666	\$ 99,733	195,075	194,847	\$ -	\$ -	\$ -	\$ -	\$ 194,847	\$ (228)	-0.12%
1001-10-15105-0500-150005	PW SALARIES PT	\$ 16,661	\$ 8,190	16,541	16,478	\$ -	\$ -	\$ -	\$ -	\$ 16,478	\$ (64)	-0.38%
1001-10-15105-0500-153385	PW OFFICE EXPENSE	\$ 4,487	\$ 3,265	8,100	9,100	\$ (2,400)	\$ -	\$ -	\$ (2,400)	\$ 6,700	\$ (1,400)	-17.28%
1001-10-15105-0500-153390	PW OPERATING EXPENSE	\$ 7,498	\$ -	5,500	5,500	\$ (650)	\$ -	\$ -	\$ (650)	\$ 4,850	\$ (650)	-11.82%
	TOTAL PUBLIC WORKS ADMINISTRATION	\$ 317,673	\$ 166,409	327,577	328,286	\$ (3,050)	\$ -	\$ -	\$ (3,050)	\$ 325,236	\$ (2,341)	-0.71%
HIGHWAY:	Dept 0510											
1001-10-15105-0510-150001	PW SALARY GM ADMIN	\$ 85,998	\$ 47,436	87,709	87,709	\$ -	\$ -	\$ -	\$ -	\$ 87,709	\$ -	0.00%
1001-10-15105-0510-150003	PW SALARY GM OTHER	\$ 1,125,832	\$ 593,605	1,161,595	1,156,529	\$ -	\$ -	\$ -	\$ -	\$ 1,156,529	\$ (5,066)	-0.44%
1001-10-15105-0510-153075	PW GM CONTRACTED SVCS	\$ 49,524	\$ 27,033	40,000	95,500	\$ (61,000)	\$ -	\$ -	\$ (61,000)	\$ 34,500	\$ (5,500)	-13.75%
1001-10-15105-0510-153390	PW GM OPERATING EXPENSE	\$ 22,305	\$ 9,876	17,050	19,250	\$ -	\$ -	\$ -	\$ -	\$ 19,250	\$ 2,200	12.90%
1001-10-15105-0510-153594	PW CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL HIGHWAY	\$ 1,283,659	\$ 677,949	1,306,354	1,358,988	\$ (61,000)	\$ -	\$ -	\$ (61,000)	\$ 1,297,988	\$ (8,366)	-0.64%
PW SNOW REMOVAL:	Dept 0520											
1001-10-15105-0520-150015	PW SALARY SNOW OT	\$ 185,117	\$ 56,791	165,000	165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000	\$ -	0.00%
1001-10-15105-0520-153075	PW SNOW CONTRACTED SVCS	\$ 17,780	\$ 1,675	25,000	31,700	\$ (6,700)	\$ -	\$ -	\$ (6,700)	\$ 25,000	\$ -	0.00%
1001-10-15105-0520-153390	PW SNOW OPERATING EXP	\$ 350,104	\$ 122,598	329,400	395,100	\$ (14,500)	\$ -	\$ -	\$ (14,500)	\$ 380,600	\$ 51,200	15.54%
	TOTAL SNOW REMOVAL	\$ 553,000	\$ 181,064	519,400	591,800	\$ (21,200)	\$ -	\$ -	\$ (21,200)	\$ 570,600	\$ 51,200	9.86%
PW ROAD & BUILDING:	Dept 0530											
1001-10-15105-0530-151700	PW DRAINAGE IMPROVEMENT	\$ 63,625	\$ 51,939	63,625	63,625	\$ -	\$ -	\$ -	\$ -	\$ 63,625	\$ -	0.00%
1001-10-15105-0530-151710	PW STREET RECONSTRUCT ENG	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15105-0530-151720	PW HWY PAVING/MAINT	\$ 560,200	\$ 410,371	530,200	1,166,971	\$ (636,771)	\$ -	\$ -	\$ (636,771)	\$ 530,200	\$ -	0.00%
1001-10-15105-0530-151730	PW BUS BARN MAINTENANCE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15105-0530-151740	PW TRAFFIC SIGNS & LINES	\$ 65,391	\$ 46,917	68,024	68,024	\$ (10,274)	\$ -	\$ -	\$ (10,274)	\$ 57,750	\$ (10,274)	-15.10%
1001-10-15105-0530-151750	PW STREET LIGHTS	\$ 16,000	\$ 8,003	14,625	17,000	\$ (2,000)	\$ -	\$ -	\$ (2,000)	\$ 15,000	\$ 375	2.56%
1001-10-15105-0530-153045	PW BUILDING & GROUND MAINTENANCE	\$ 18,673	\$ 9,550	24,540	24,540	\$ (3,190)	\$ -	\$ -	\$ (3,190)	\$ 21,350	\$ (3,190)	-13.00%
1001-10-15105-0530-153145	PW EQUIPMENT	\$ 23,850	\$ 10,347	13,800	49,200	\$ (41,000)	\$ -	\$ -	\$ (41,000)	\$ 8,200	\$ (5,600)	-40.58%
1001-10-15105-0530-153390	PW TREE WARD OPERATING EXP	\$ 63,770	\$ 17,638	68,000	68,000	\$ (1,500)	\$ -	\$ -	\$ (1,500)	\$ 66,500	\$ (1,500)	-2.21%
1001-10-15105-0530-153485	PW R & M EQUIPMENT	\$ 147,921	\$ 84,043	130,000	130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	0.00%
1001-10-15105-0530-153563	PW ELECTRIC	\$ 19,443	\$ 8,368	18,760	18,760	\$ 1,875	\$ -	\$ -	\$ 1,875	\$ 20,635	\$ 1,875	9.99%
1001-10-15105-0530-153564	PW HEAT	\$ 14,182	\$ 4,947	13,260	13,260	\$ (840)	\$ -	\$ -	\$ (840)	\$ 12,420	\$ (840)	-6.33%
1001-10-15105-0530-153579	PW VEHICLE FUEL	\$ 93,526	\$ 45,932	114,000	114,360	\$ (6,480)	\$ -	\$ -	\$ (6,480)	\$ 107,880	\$ (6,120)	-5.37%
1001-10-15105-0530-150003	PW SALARY TREE WARD OTHER	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL ROAD AND BUILDING	\$ 1,086,581	\$ 698,054	1,058,834	1,733,740	\$ (700,180)	\$ -	\$ -	\$ (700,180)	\$ 1,033,560	\$ (25,274)	-2.39%
	TOTAL PUBLIC WORKS	\$ 3,240,913	\$ 1,723,477	3,212,165	4,012,814	\$ (785,430)	\$ -	\$ -	\$ (785,430)	\$ 3,227,384	\$ 15,219	0.47%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SOLID WASTE, RECYCLING

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2020-2021					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED BY DEPTS	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		2019-20 TO 2020-21	
									\$ CHG	% CHG		
SANITATION												
PW SOLID WASTE: Dept 0600												
1001-10-15105-0600-150005	PW SOL WASTE SALARY PT	\$ 6,838	\$ 3,240	13,689	13,689	\$ -	\$ -	\$ -	\$ -	\$ 13,689	\$ -	0.00%
1001-10-15105-0600-151760	PW SOL WASTE DISPOSAL	\$ 1,041	\$ -	800	800	\$ (800)	\$ -	\$ -	\$ (800)	\$ -	\$ (800)	-100.00%
1001-10-15105-0600-151770	PW SOL WASTE LANDFILL OP	\$ 7,200	\$ 2,389	24,500	34,500	\$ (10,800)	\$ -	\$ -	\$ (10,800)	\$ 23,700	\$ (800)	-3.27%
1001-10-15105-0600-153563	PW SOL WASTE ELECTRIC	\$ -	\$ 367	850	850	\$ (150)	\$ -	\$ -	\$ (150)	\$ 700	\$ (150)	-17.65%
TOTAL PUBLIC WORKS SOLID WASTE		\$ 15,078	\$ 5,996	39,839	49,839	\$ (11,750)	\$ -	\$ -	\$ (11,750)	\$ 38,089	\$ (1,750)	-4.39%
PW RECYCLING: Dept 0610												
1001-10-15105-0610-151780	PW RECYCLING HAZ WASTE DAY	\$ 6,022	\$ 2,142	5,800	5,800	\$ 300	\$ -	\$ -	\$ 300	\$ 6,100	\$ 300	5.17%
1001-10-15105-0610-151790	PW RECYCLING TRANSFER STATN	\$ 60,847	\$ 13,113	50,000	50,000	\$ (15,000)	\$ -	\$ -	\$ (15,000)	\$ 35,000	\$ (15,000)	-30.00%
1001-10-15105-0610-153075	PW RECYCLING CONTRACTED SVCS	\$ 304,313	\$ 207,915	347,066	385,051	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ 386,551	\$ 39,485	11.38%
1001-10-15105-0610-153390	PW RECYCLE OPERATING EXP	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL PUBLIC WORKS RECYCLING		\$ 371,182	\$ 223,170	402,866	440,851	\$ (13,200)	\$ -	\$ -	\$ (13,200)	\$ 427,651	\$ 24,785	6.15%
TOTAL SANITATION		\$ 386,260	\$ 229,166	442,705	490,690	\$ (24,950)	\$ -	\$ -	\$ (24,950)	\$ 465,740	\$ 23,035	5.20%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

HEALTH, SOCIAL SERVICES

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2019-2020					BUDGET			
		2018-2019	2019-2020	2019-2020	SUBMITTED	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM		
		ACTUAL	12/31/19 YTD ACTUAL	REVISED BUDGET		BY DEPTS	FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE		TOTAL ADJUSTMENTS	2019-20 TO 2020-21	\$ CHG
HEALTH AND WELFARE													
HEALTH DEPARTMENT:													
Dept 0700													
1001-10-15109-0700-150001	HEALTH SALARY ADMIN	\$ 95,741	\$ 51,553	95,741	95,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,741	\$ -	0.00%
1001-10-15109-0700-150003	HEALTH SALARY OTHER	\$ 119,758	\$ 55,491	123,373	117,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,621	\$ (5,752)	-4.66%
1001-10-15109-0700-150005	HEALTH SALARY PT	\$ 18,411	\$ 13,228	19,576	19,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,576	\$ 0	0.00%
1001-10-15109-0700-150600	HEALTH EDUCATION	\$ 225	\$ 140	540	740	\$ (240)	\$ -	\$ -	\$ -	\$ (240)	\$ 500	\$ (40)	-7.41%
1001-10-15109-0700-150650	HEALTH FICA & MEDICARE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15109-0700-153065	HEALTH CONSULTANT FEES	\$ 1,936	\$ -	-	2,900	\$ (2,900)	\$ -	\$ -	\$ -	\$ (2,900)	\$ -	\$ -	0.00%
1001-10-15109-0700-153385	HEALTH OFFICE EXPENSE	\$ 1,514	\$ 1,257	2,500	3,674	\$ (500)	\$ -	\$ -	\$ -	\$ (500)	\$ 3,174	\$ 674	26.96%
1001-10-15109-0700-153390	HEALTH OPERATING EXPENSE	\$ 3,093	\$ 1,598	3,595	4,095	\$ (500)	\$ -	\$ -	\$ -	\$ (500)	\$ 3,595	\$ -	0.00%
1001-10-15109-0700-153520	HEALTH SUPPLEMENTAL APPROP	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15109-0700-153579	HEALTH VEHICLE FUEL	\$ 848	\$ 235	1,000	1,200	\$ (450)	\$ -	\$ -	\$ -	\$ (450)	\$ 750	\$ (250)	-25.00%
1001-10-15109-0700-153580	HEALTH VEHICLE EXPENSE	\$ 101	\$ 445	700	700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ -	0.00%
TOTAL HEALTH DEPARTMENT		\$ 241,627	\$ 123,947	247,025	246,248	\$ (4,590)	\$ -	\$ -	\$ -	\$ (4,590)	\$ 241,658	\$ (5,367)	-2.17%
SOCIAL SERVICES:													
Dept 0710													
1001-10-15109-0710-150005	SOC SVC SALARY PT	\$ 68,879	\$ 33,748	71,994	71,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,719	\$ (275)	-0.38%
1001-10-15109-0710-151820	SOC SVC RELIEF	\$ 156	\$ -	3,000	2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (1,000)	-33.33%
1001-10-15109-0710-153075	SOC SVC CONTRACTED SERVICES	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15109-0710-153385	SOC SVC OFFICE EXPENSE	\$ 1,141	\$ 802	1,130	1,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130	\$ -	0.00%
1001-10-15109-0710-153390	SOC SVC OPERATING EXPENSE	\$ 1,684	\$ 828	2,350	2,350	\$ (200)	\$ -	\$ -	\$ -	\$ (200)	\$ 2,150	\$ (200)	-8.51%
1001-10-15109-0710-153485	SOC SVC R & M EQUIPMENT	\$ 2,585	\$ 78	4,000	3,450	\$ (800)	\$ -	\$ -	\$ -	\$ (800)	\$ 2,650	\$ (1,350)	-33.75%
1001-10-15109-0710-153563	SOC SVC ELECTRIC	\$ 3,568	\$ 2,066	4,000	4,000	\$ 150	\$ -	\$ -	\$ -	\$ 150	\$ 4,150	\$ 150	3.75%
1001-10-15109-0710-153564	SOC SVC HEAT	\$ 3,086	\$ 428	3,000	3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.00%
1001-10-15109-0710-153565	SOC SVC UTILITIES OTHER	\$ 2,747	\$ 1,455	2,325	2,725	\$ (325)	\$ -	\$ -	\$ -	\$ (325)	\$ 2,400	\$ 75	3.23%
1001-10-15109-0710-153580	SOC SVC VEHICLE EXPENSE	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15109-0710-153594	SOC SVC CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SOCIAL SERVICES		\$ 83,848	\$ 39,406	91,799	90,374	\$ (1,175)	\$ -	\$ -	\$ -	\$ (1,175)	\$ 89,199	\$ (2,600)	-2.83%
TOTAL HEALTH & WELFARE		\$ 325,475	\$ 163,353	338,824	336,621	\$ (5,765)	\$ -	\$ -	\$ -	\$ (5,765)	\$ 330,856	\$ (7,968)	-2.35%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

LIBRARY, PARKS & RECREATION

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR 2019-2020					BUDGET		
		2018-2019	2019-2020	2019-2020	SUBMITTED	BUDGET ADJUSTMENTS				ADOPTED ANNUAL BUDGET	CHANGE FROM	
			12/31/19	REVISED		FIRST	TOWN	BOARD	TOTAL		2019-20 TO 2020-21	
	DEPTS 0800 - 0810	ACTUAL	YTD ACTUAL	BUDGET	BY DEPTS	SELECTMAN	COUNCIL	OF FINANCE	ADJUSTMENTS	BUDGET	\$ CHG	% CHG
CULTURE & RECREATION												
LIBRARY:	Dept 0800											
1001-10-15111-0800-150001	LIBRARY SALARY ADMIN	\$ 79,440	\$ 43,302	80,225	80,225	\$ -	\$ -	\$ -	\$ -	\$ 80,225	\$ -	0.00%
1001-10-15111-0800-150003	LIBRARY SALARY OTHER	\$ 265,891	\$ 148,980	295,715	301,215	\$ -	\$ -	\$ -	\$ -	\$ 301,215	\$ 5,500	1.86%
1001-10-15111-0800-150005	LIBRARY SALARY PT	\$ 220,877	\$ 109,334	237,818	236,964	\$ -	\$ -	\$ -	\$ -	\$ 236,964	\$ (854)	-0.36%
1001-10-15111-0800-151850	LIBRARY BOOKS	\$ 50,251	\$ 19,366	47,411	47,011	\$ -	\$ -	\$ -	\$ -	\$ 47,011	\$ (400)	-0.84%
1001-10-15111-0800-151855	LIBRARY BIBLIOMATION	\$ 49,004	\$ 47,339	48,544	47,788	\$ -	\$ -	\$ -	\$ -	\$ 47,788	\$ (756)	-1.56%
1001-10-15111-0800-151860	LIBRARY MATERIALS	\$ 29,994	\$ 15,867	26,943	28,306	\$ -	\$ -	\$ -	\$ -	\$ 28,306	\$ 1,363	5.06%
1001-10-15111-0800-153385	LIBRARY OFFICE EXPENSE	\$ 7,619	\$ 4,603	9,855	9,648	\$ -	\$ -	\$ -	\$ -	\$ 9,648	\$ (207)	-2.10%
1001-10-15111-0800-153485	LIBRARY R & M EQUIPMENT	\$ 34,055	\$ 16,312	25,772	28,122	\$ -	\$ -	\$ -	\$ -	\$ 28,122	\$ 2,350	9.12%
1001-10-15111-0800-153563	LIBRARY ELECTRIC	\$ 51,448	\$ 27,073	53,400	52,167	\$ 7,438	\$ -	\$ -	\$ 7,438	\$ 59,605	\$ 6,205	11.62%
1001-10-15111-0800-153564	LIBRARY HEAT	\$ 16,311	\$ 6,782	14,160	15,061	\$ -	\$ -	\$ -	\$ -	\$ 15,061	\$ 901	6.36%
1001-10-15111-0800-153565	LIBRARY UTILITIES OTHER	\$ 4,288	\$ 3,552	4,016	3,937	\$ -	\$ -	\$ -	\$ -	\$ 3,937	\$ (79)	-1.97%
1001-10-15111-0800-153594	LIBRARY CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL LIBRARY	\$ 809,179	\$ 442,511	843,859	850,444	\$ 7,438	\$ -	\$ -	\$ 7,438	\$ 857,882	\$ 14,023	1.66%
PARKS & RECREATION:	Dept 0810											
1001-10-15111-0810-150001	P & R SALARY ADMIN	\$ 67,095	\$ 37,692	70,000	70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	0.00%
1001-10-15111-0810-150003	P & R SALARY OTHER	\$ 365,992	\$ 198,278	387,293	387,630	\$ -	\$ -	\$ -	\$ -	\$ 387,630	\$ 337	0.09%
1001-10-15111-0810-150005	P & R SALARY PT	\$ 196,140	\$ 122,787	220,606	229,367	\$ -	\$ -	\$ -	\$ -	\$ 229,367	\$ 8,761	3.97%
1001-10-15111-0810-151910	P & R VENDOR	\$ 8,268	\$ -	4,500	3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ (1,000)	-22.22%
1001-10-15111-0810-151920	P & R PARK IMPROVMENTS	\$ 17,572	\$ 994	25,500	27,438	\$ (14,073)	\$ -	\$ -	\$ (14,073)	\$ 13,365	\$ (12,135)	-47.59%
1001-10-15111-0810-153045	P & R BUILDING & GROUND MAINTENANCE	\$ 68,938	\$ 33,353	75,000	79,000	\$ -	\$ -	\$ -	\$ -	\$ 79,000	\$ 4,000	5.33%
1001-10-15111-0810-153145	P & R EQUIPMENT EXPENSE	\$ 23,854	\$ -	19,400	22,500	\$ (2,000)	\$ -	\$ -	\$ (2,000)	\$ 20,500	\$ 1,100	5.67%
1001-10-15111-0810-153385	P & R OFFICE EXPENSE	\$ 8,064	\$ 436	8,500	9,400	\$ (1,000)	\$ -	\$ -	\$ (1,000)	\$ 8,400	\$ (100)	-1.18%
1001-10-15111-0810-153390	P & R OPERATING EXPENSE	\$ 9,189	\$ 5,447	9,925	9,625	\$ (2,015)	\$ -	\$ -	\$ (2,015)	\$ 7,610	\$ (2,315)	-23.32%
1001-10-15111-0810-153485	P & R R & M EQUIPMENT	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15111-0810-153563	P & R ELECTRIC	\$ 34,233	\$ 20,657	42,000	42,000	\$ (6,000)	\$ -	\$ -	\$ (6,000)	\$ 36,000	\$ (6,000)	-14.29%
1001-10-15111-0810-153564	P & R HEAT	\$ 10,314	\$ 4,217	10,000	10,000	\$ (1,500)	\$ -	\$ -	\$ (1,500)	\$ 8,500	\$ (1,500)	-15.00%
1001-10-15111-0810-153565	P & R UTILITIES OTHER	\$ 16,856	\$ 8,996	17,300	17,800	\$ -	\$ -	\$ -	\$ -	\$ 17,800	\$ 500	2.89%
1001-10-15111-0810-153579	P & R VEHICLE FUEL	\$ 11,761	\$ 5,583	11,100	11,100	\$ (300)	\$ -	\$ -	\$ (300)	\$ 10,800	\$ (300)	-2.70%
1001-10-15111-0810-153580	P & R VEHICLE EXPENSE	\$ 15,432	\$ 6,735	14,000	14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	0.00%
1001-10-15111-0810-153594	P & R CAPITAL	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL PARKS AND RECREATION	\$ 853,708	\$ 445,175	915,124	933,360	\$ (26,888)	\$ -	\$ -	\$ (26,888)	\$ 906,472	\$ (8,652)	-0.95%
	TOTAL CULTURE & RECREATION	\$ 1,662,887	\$ 887,686	1,758,983	1,783,804	\$ (19,450)	\$ -	\$ -	\$ (19,450)	\$ 1,764,354	\$ 5,371	0.31%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BOARD OF EDUCATION

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020					BUDGET		
					SUBMITTED	BUDGET ADJUSTMENTS			ADOPTED ANNUAL	CHANGE FROM		
			12/31/19	REVISED	BY DEPTS	FIRST	TOWN	BOARD	TOTAL	BUDGET	2019-20 TO 2020-21	
		ACTUAL	YTD ACTUAL	BUDGET		SELECTMAN	COUNCIL	OF FINANCE	ADJUSTMENTS		\$ CHG	% CHG
BOARD OF EDUCATION	Dept 0900											
1001-10-15113-0900-151970	MONROE PUBLIC SCHOOLS	\$ 55,711,582	\$ -	57,246,740	60,040,842	\$ (500,000)		\$ (1,038,899)	\$ (1,538,899)	\$ 58,501,943	\$ 1,255,203	2.19%
TBD	TEACHERS' RETIREMENT BOARD	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL EDUCATION	\$ 55,711,582	\$ -	57,246,740	60,040,842	\$ (500,000)	\$ -	\$ (1,038,899)	\$ (1,538,899)	\$ 58,501,943	\$ 1,255,203	2.19%

The complete 2020-21 Board of Education Budget
can be found on the Monroe Public Schools website:

www.monroeps.org/departments/business_office/budget_information/budget_2020-21

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

DEBT SERVICE, EQUIPMENT REPLACEMENT, SPECIAL PROJECTS, OTHER APPROPRIATIONS

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2019-2020	SUBMITTED BY DEPTS	FISCAL YEAR 2019-2020				ADOPTED ANNUAL BUDGET	BUDGET CHANGE FROM	
						BUDGET ADJUSTMENTS					2019-20 TO 2020-21	
						FIRST SELECTMAN	TOWN COUNCIL	BOARD OF FINANCE	TOTAL ADJUSTMENTS		\$ CHG	% CHG
DEBT SERVICE												
	Dept 0950											
		ACTUAL	YTD ACTUAL	REVISED BUDGET								
1001-10-15115-0950-152000	DEBT SVC BOND REDEMPTION	\$ 4,579,453	\$ 1,295,000	4,885,000	4,955,000	\$ -	\$ -	\$ -	\$ -	\$ 4,955,000	\$ 70,000	1.43%
1001-10-15115-0950-152001	DEBT SVC NEW DEBT	\$ -	\$ -	60,000	50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ (10,000)	-16.67%
1001-10-15115-0950-152005	DEBT SVC BOND PREMIUM	\$ -	\$ -	(57,500)	(365,522)	\$ -	\$ -	\$ -	\$ -	\$ (365,522)	\$ (308,022)	535.69%
1001-10-15115-0950-152010	DEBT SVC BOND INTEREST	\$ 1,240,854	\$ 595,419	1,163,108	1,242,381	\$ -	\$ -	\$ -	\$ -	\$ 1,242,381	\$ 79,273	6.82%
1001-10-15115-0950-152013	DEBT SVC NOTE INTEREST	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1001-10-15115-0950-152015	DEBT SVC LEASE PAYMENTS	\$ 29,893	\$ 27,589	42,000	45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 3,000	7.14%
1001-10-15115-0950-152020	DEBT SVC ASSIGNED FUND BALANCE	\$ -	\$ -	(188,960)	(67,816)	\$ -	\$ -	\$ -	\$ -	\$ (67,816)	\$ 121,144	-64.11%
	TOTAL DEBT SERVICE	\$ 5,850,201	\$ 1,918,008	5,903,648	5,859,043	\$ -	\$ -	\$ -	\$ -	\$ 5,859,043	\$ (44,605)	-0.76%
EQUIPMENT REPLACEMENT												
	Dept 0955											
1001-10-15117-0955-153145	CAPITAL FINANCING APPROPRIATION	\$ 200,000	\$ 170,206	170,206	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (170,206)	-100.00%
	TOTAL EQUIPMENT REPLACEMENT	\$ 200,000	\$ 170,206	170,206	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (170,206)	-100.00%
SPECIAL PROJECTS												
	Dept 0960											
1001-10-15120-0960-152065	SP TAX DEFRAVAL	\$ 1,717	\$ 2,020	3,500	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (1,500)	-42.86%
1001-10-15120-0960-152075	SP CAPITAL STUDY	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL SPECIAL PROJECTS	\$ 1,717	\$ 2,020	3,500	2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (1,500)	-42.86%
OTHER APPROPRIATIONS												
	Dept 0999											
1001-10-15125-0999-152200	EMS VEHICLE REPLACEMENT	\$ 75,000	\$ 80,000	80,000	80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	0.00%
1001-10-15125-0999-152205	PLAN OF CONS & DEV (POCD)	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
1001-10-15125-0999-152210	REVALUATION CAPITAL EXP	\$ 70,000	\$ 70,000	70,000	70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	0.00%
1001-10-15125-0999-152215	POLICE HEART & HYPERTENSION	\$ 20,000	\$ 20,000	20,000	20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	0.00%
1001-10-15125-0999-152216	MS4 MAPPING&SCREENING	\$ 20,000	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
1001-10-15125-0999-152217	MONROE BICENTENIAL	\$ -	\$ 5,000	5,000	5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	0.00%
1001-10-15125-0999-152218	MUNICIPAL IT PLAN	\$ -	\$ 10,000	10,000	16,000	\$ -	\$ -	\$ (16,000)	\$ (16,000)	\$ -	\$ (10,000)	-100.00%
1001-10-15125-0999-152219	CAPITAL RESERVE	\$ -	\$ 460,500	460,500	150,000	\$ -	\$ -	\$ (28,500)	\$ (28,500)	\$ 121,500	\$ (339,000)	-73.62%
	BOARD OF EDUCATION MEDICAL RESERVE	\$ -	\$ -	-	1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	100.00%
	TOTAL APPROPRIATIONS	\$ 185,000	\$ 645,500	645,500	1,841,000	\$ -	\$ -	\$ (44,500)	\$ (44,500)	\$ 1,796,500	\$ 1,151,000	178.31%
TRANSFERS OUT:												
1001-10-15125-0999-152999	GENERAL FUND TRANSFER OUT	\$ 1,172,173	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL TRANSFERS OUT	\$ 1,172,173	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL OTHER APPROPRIATIONS	\$ 1,357,173	\$ 645,500	645,500	1,841,000	\$ -	\$ -	\$ (44,500)	\$ (44,500)	\$ 1,796,500	\$ 1,151,000	178.31%
TOTAL EXPENDITURES:		\$ 84,971,879	\$ 14,308,626	87,852,877	93,184,995	\$ (1,650,804)	\$ -	\$ (1,490,716)	\$ (3,141,520)	\$ 90,043,475	\$ 2,190,598	2.49%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021



DEPARTMENT DETAIL

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

OFFICE OF THE FIRST SELECTMAN

Pursuant to the Town Charter, the First Selectman is the chief executive officer of the Town. Some of the duties of the First Selectman’s Office include:

- Administration and supervision of Town departments, agencies and offices.
- Participation at Town Council meetings and making reports to the Town Council; making recommendations to the Council for legislative action.
- Approval or veto of ordinances.
- Acting as the purchasing agent of the Town.
- Acting as the personnel director for the Town.
- Coordinating among boards, commissions, committees, agencies, authorities and other public bodies within the Town government.
- Acting as the bargaining agent for the Town in all labor and employment matters.

BUDGET - OFFICE OF THE FIRST SELECTMAN		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0005	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0005-150001	FIRST SELECTMAN SALARY ADMIN	90,998	48,999	90,998	90,998	-	-	-	90,998	-	0.00%
1001-10-15101-0005-150003	FIRST SELECTMAN SALARY OTHER	57,322	30,912	57,322	57,222	-	-	-	57,222	(100)	-0.17%
1001-10-15101-0005-150005	FIRST SELECTMAN SALARY PT	19,796	11,098	18,269	31,600	-	-	-	31,600	13,331	72.97%
1001-10-15101-0005-150100	FIRST SELECTMAN LEGAL FEES	122,264	40,526	160,000	-	-	-	-	-	(160,000)	-100.00%
1001-10-15101-0005-153065	FIRST SELECTMAN CONSULTING	-	-	5,000	5,000	-	-	-	5,000	-	0.00%
1001-10-15101-0005-153385	FIRST SELECTMAN OFFICE EXP	5,597	4,125	5,950	5,150	-	-	-	5,150	(800)	-13.45%
1001-10-15101-0005-153579	FIRST SELECTMAN VEHICLE FUEL	731	296	1,000	622	-	-	-	622	(378)	-37.80%
1001-10-15101-0005-153580	FIRST SELECTMAN VEHICLE EXP	46	-	100	100	-	-	-	100	-	0.00%
1001-10-15101-0005-153594	FIRST SELECTMAN CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL FIRST SELCTMAN:		296,753	135,955	338,639	190,692	-	-	-	190,692	(147,947)	-43.69%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - OFFICE OF THE FIRST SELECTMAN

		Budget 19-20	Budget 20-21
Dept 0005			
1001-10-15101-0005-150001	First Selectman	90,998	90,998
	Total Admin:	90,998	90,998
1001-10-15101-0005-150003	Administrative Assistant	57,222	57,222
	Longevity	100	-
	Total Other:	57,322	57,222
1001-10-15101-0005-150005	PT-Office and Communication Assistant	15,210	28,600
	Paid Time Off Coverage	3,000	3,000
	Leap Day Wages	59	-
	Total Part Time:	18,269	31,600
	Total First Selectman:	166,589	179,820
	Headcount-FT	2	2
	Headcount-PT	1	1
SALARY SUMMARY			
		19-20	20-21
	FIRST SELECTMAN SALARY ADMIN	90,998	90,998
	FIRST SELECTMAN SALARY OTHER	57,322	57,222
	FIRST SELECTMAN SALARY PT	18,269	31,600
		166,589	179,820

Hours 19-20	Rate 19-20	\$ Amount 19-20	Hours 20-21	Rate 20-21	\$ Amount 20-21
1,014	\$ 15.00	\$ 15,210	1,300	\$ 22.00	\$ 28,600
200	\$ 15.00	\$ 3,000	200	\$ 15.00	\$ 3,000

*increase hours/hourly rate per approved job description

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE FIRST SELECTMAN

EXPENDITURES							
	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0005-150100 FIRST SELECTMAN LEGAL FEES							
Town Attorney, and special counsel excluding labor matters	160,000	-				-	Moved toTown Attorney Dept
	160,000	-	-	-	-	-	
1001-10-15101-0005-153065 FIRST SELECTMAN CONSULTING							
Grant research and support	5,000	5,000				5,000	Expect to fully spend FY20
	5,000	5,000	-	-	-	5,000	
1001-10-15101-0005-153385 FIRST SELECTMAN OFFICE EXP							
Office supplies	3,350	2,200				2,200	
Supplies for public recognition (plaques, certificates,proclamations)	300	600				600	
Meeting registrations and expenses	800	800				800	CCM, COST and miscellaneous meetings
Town memberships (Chamber of Commerce, BRBC)	200	-				-	Carried in EDC
Postage	300	600				600	Includes meter supplies for all departments
Legal notices	500	300				300	lower cost realized due to Voices
Toner Cartridges	500	650				650	
	5,950	5,150	-	-	-	5,150	
1001-10-15101-0005-153579 FIRST SELECTMAN VEHICLE FUEL							
	1,000	622				622	
	1,000	622	-	-	-	622	
1001-10-15101-0005-153580 FIRST SELECTMAN VEHICLE EXP							
	100	100				100	
	100	100	-	-	-	100	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

TOWN ATTORNEY

BUDGET - TOWN ATTORNEY		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG	
	Dept 0005											
1001-10-15101-0007-15010	GENERAL & SPECIAL COUNSEL, INCLUDING LITIGATION	-	-	-	225,000	-	-	-	225,000	225,000	0.00%	
1001-10-15101-0007-15338	TOWN ATTORNEY OFFICE EXPENSE	-	-	-	500	-	-	-	500	500	0.00%	
TOTAL TOWN ATTORNEY:		-	-	-	225,500	-	-	-	225,500	225,500	0.00%	

BUDGET - TOWN ATTORNEY

EXPENDITURES

		19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
1001-10-15101-0007-150100	GENERAL & SPECIAL COUNSEL, INCLUDING LITIGATION		225,000				225,000		
		-	225,000	-	-	-	225,000		
1001-10-15101-0007-153385	TOWN ATTORNEY OFFICE EXPENSE		500				500		
		-	500	-	-	-	500		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

TOWN COUNCIL

The legislative branch of government for Monroe is the Town Council. The Town Charter states the following:

Chapter II, Section 1 - The Town Council:

The legislative power in the Town shall be vested in a Town Council consisting of nine members, elected at large, hereinafter referred to as the "Council." The members of the Council shall serve without compensation, except for the reimbursement of actual expenses incurred in the performance of official duties. No member of the Council shall hold any appointed office of profit under the government of the Town of Monroe or be appointed to any office of profit under the government of said Town during the term of office and for one year thereafter.

Chapter II, Section 4 - General Powers & Duties:

The Council shall have the powers and duties which, on the effective date of this Charter, were conferred by law upon officers, boards and commissions of said Town existing immediately prior to such date, except as otherwise specifically provided in this Charter. The legislative power of the Town shall be vested in the Council, except as limited or otherwise provided in this Charter. The Council's powers shall include but not necessarily be limited to the following powers, to the extent that the same are not limited or otherwise inconsistent with this Charter:

The power to enact, amend or repeal ordinances.

The power to create or abolish by ordinance boards, commissions, departments and offices of the Town.

The power to accept roads.

The power to approve and authorize contracts to which the Town is a party or in which the Town has an interest.

The Council, in adopting ordinances, is authorized to incorporate by reference any nationally recognized code, rules or regulations that have been published or any code officially adopted by any administrative agency of the State of Connecticut or any subdivision thereof; provided, however, that upon the adoption of any such ordinance wherein any such code, rules or regulations or portions thereof have been incorporated by reference, there shall be maintained two copies of such code, rules or regulations in the office of the Town Clerk for examination by the public.

The Council shall create, maintain and update from time to time a policy handbook, which shall be separate and distinct from the minutes of the Council meetings. Such policy handbook of the Council shall be a cumulative record of all policy statements adopted by the Council, and a copy of said policy handbook shall be available for public inspection in the office of the Town Clerk.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

Chapter VIII, Section 4 - Duties of the Town Council on the Budget:

The Town Council, except as otherwise provided by this Charter, has such powers and duties relating to the Town budget and the Board of Education budget as are set forth in the Connecticut General Statutes. The Council shall review the Town budget and shall make such revisions as it deems desirable consistent with the welfare and the resources of the Town. During its review of the budget, the Council shall hold one public hearing, at which time any elector or taxpayer may have an opportunity to be heard regarding the Town budget as proposed by the First Selectman. Not later than March 15 of each year, the Council shall forward their proposed budget to the Board of Finance.

BUDGET - TOWN COUNCIL		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0010										
1001-10-15101-0010-150021	TOWN COUNCIL CLERK	4,114	1,500	4,500	4,500	-	-	-	4,500	-	0.00%
1001-10-15101-0010-153385	TOWN COUNCIL OFFICE EXPENSE	552	-	700	800	-	-	-	800	100	14.29%
1001-10-15101-0010-153594	TOWN COUNCIL CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL TOWN COUNCIL:		4,666	1,500	5,200	5,300	-	-	-	5,300	100	1.92%

SALARY DETAIL - TOWN COUNCIL

Dept 0010		Budget	Budget	Hours	Rate	\$ Amount	Hours	Rate	\$ Amount
		19-20	20-21	19-20	19-20	19-20	20-21	20-21	20-21
1001-10-15101-0010-150021	Town Council Clerk	4,500	4,500	300	\$ 15.00	\$ 4,500	300	\$ 15.00	\$ 4,500
Total Clerk:		4,500	4,500						

Salaries Summary:

Total Clerk: 4,500 4,500

Headcount-FT	-	-
Headcount-PT	-	-

Paid from Accounts Payable

BUDGET - TOWN COUNCIL

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
1001-10-15101-0010-153385	TOWN COUNCIL OFFICE EXPENSE								
	Legal Ads	500	500				500		Ordinances
	Office Supplies	100	100				100		
	Budget meeting expenses	100	200				200		
		700	800	-	-	-	800		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BOARD OF FINANCE

The Board of Finance has the following duties as prescribed by the Town Charter:

Chapter VIII, Section 5

The Board of Finance, except as otherwise provided by this Charter, has such powers and duties relating to the Town budget and the Board of Education budget as set forth in the Connecticut General Statutes for boards of finance. Upon receipt of the budget as proposed by the Town Council, the Board of Finance shall review the same and shall make such revisions as it deems desirable consistent with the welfare and resources of the Town. During its review process of the budget, the Board of Finance shall hold one public hearing, at which such time the electors and taxpayers of the Town shall have an opportunity to be heard regarding the budget as proposed by the Town Council. After such meetings and hearings, the Board shall prepare its final proposed annual budget and shall deliver the same to the First Selectman not later than April 20 of each year.

Chapter VIII, Section 7(g)

Upon request of the First Selectman, the Board of Finance may transfer any unencumbered appropriation, balance or portion thereof from one office, agency, board or commission to another within the fiscal year after notice by the First Selectman to the affected office or agency, board or commission. No transfer shall be made from any appropriations for debt service or other statutory charges.

Chapter VIII, Section 7(i)

The Board of Finance shall provide a contingency fund not to exceed 1/2 of one mill of the grand list within the annual budget to cover unexpected conditions or requirements. Except as otherwise provided in this Charter, additional expense appropriations over and above the total amount of the approved annual budget shall not be made, except from the contingency fund. Appropriations from the contingency fund shall be approved by the First Selectman, the Council, and the Board of Finance.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - BOARD OF FINANCE		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
Dept 0020											
1001-10-15101-0020-150021	BOARD OF FINANCE CLERK	694	-	2,080	2,080	-	-	-	2,080	-	0.00%
1001-10-15101-0020-150200	BOARD OF FINANCE AUDIT EXP	42,850	41,820	50,000	50,000	-	-	-	50,000	-	0.00%
1001-10-15101-0020-150205	BOARD OF FINANCE CONTINGENCY	-	-	1,003,136	1,020,000	-	-	(309,345)	710,655	(292,481)	-29.16%
1001-10-15101-0020-153145	BOARD OF FINANCE EQUIPMENT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0020-153385	BOARD OF FINANCE OFFICE EXP	387	-	600	700	(500)	-	-	200	(400)	-66.67%
TOTAL BOARD OF FINANCE		43,931	41,820	1,055,816	1,072,780	(500)	-	(309,345)	762,935	(292,881)	-27.74%

SALARY DETAIL - BOARD OF FINANCE

Dept 0020		Budget	Budget	Hours	Rate	\$ Amount	Hours	Rate	\$ Amount
		19-20	20-21	19-20	19-20	19-20	20-21	20-21	20-21
1001-10-15101-0020-150021	Board of Finance Clerk	2,080	2,080	139	\$ 15.00	\$ 2,080	139	\$ 15.00	\$ 2,080
Total Clerk:		2,080	2,080						

Salaries Summary:

Total Clerk:	2,080	2,080
Headcount-FT	-	-
Headcount-PT	-	-

Paid from Accounts Payable

BUDGET - BOARD OF FINANCE

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
1001-10-15101-0020-150200	BOARD OF FINANCE AUDIT EXP	50,000	50,000	-	-	-	50,000	Audit Fees-split with Board of Educations
		50,000	50,000				50,000	
1001-10-15101-0020-150205	BOARD OF FINANCE CONTINGENCY	1,003,136	1,020,000	-	-	(309,345)	710,655	Pursuant to Chapter VIII, Section 7(i) of the Town Charter
		1,003,136	1,020,000			(309,345)	710,655	
1001-10-15101-0020-153385	BOARD OF FINANCE OFFICE EXP	500	500	(500)	-	-	-	Legal Ad for Budget
	Budget meeting expenses	100	200	-	-	-	200	
		600	700	(500)	-	-	200	Carried in First Selectman's budget

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

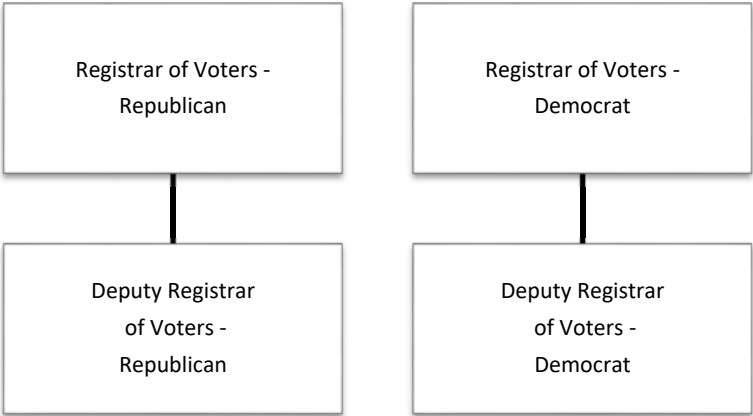
REGISTRARS OF VOTERS

It is the mission of the Monroe Registrars of Voters (ROV) office to guarantee every eligible Monroe voter the opportunity to cast his/her votes in a safe and private environment; to maintain accurate records; to conduct fair and open elections and to remain impartial in all matters.

PRIMARY PROGRAMS & SERVICES

- Registers voters, ensures accuracy of voting records, annually conducts a voter canvass and maintains accurate records for the 13,262 active and 436 inactive voters in Monroe.
- Oversees the operation of the polls during general elections, primaries, referenda, town meetings and adjourned town meetings; appoints and trains election officials; prepares polling places; and organizes Election Day Registration.
- Responsible for the maintenance, testing and security of the optical scan voting machines and the ballot marking system for disabled voters.
- Conducts mandated voter enrollment sessions before elections and special high school student (age 17) registration sessions.
- Collaborates with the Town Clerk's office to ensure the availability, eligibility and accurate counting of Absentee Ballots.
- Attends two annual mandated Registrars of Voters Association of Connecticut (ROVAC) and Secretary of State Conventions; Fairfield County ROVAC meetings, and any other special sessions required by the Secretary of State's office.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Completed state recertification of nine Moderators and new certification of five Moderators.
- Trained two Head Moderators in the use of the Secretary of State's mandatory Election Management System.
- Recruited and trained election officials for each municipal election, primary election and budget referendum.
- Conducted referendum, municipal election, town meetings and presidential primary as well as primary petition for municipal election.
- Improved safety measures at the polls while schools are in session and trained election officials in active shooter protocol.
- Training of new Registrar of Voters and new Deputy Registrar of Voters.
- Commenced annual canvass of voters, including the processing of residents moving in/out of town, inactive voters and the identification and removal of duplicate registrations.
- Continued to improve communication with election officials, school officials, and the Town Clerk's Office.
- Integration of any legislative changes made to elections and election enforcement due to state legislation.
- Made initial improvements to ROV office space for better organization and efficiency.

GOALS & OBJECTIVES

- Improve organization and efficiency of voting opportunities, including election procedural changes.
- Accurate counting and reporting of election and referenda results.
- Enhance and reorganize training sessions of election officials.
- Recruitment of more election officials and certified Moderators.
- State certification of new Registrar of Voters.
- Continue networking with other Registrar of Voters offices in the state to identify and implement best practices.

BUDGET HIGHLIGHTS

- Slight increase due to 2020 Presidential election and summer primary, necessitating hiring more election officials, increased postage, office supplies, ballots, meals, police security and advertising of election and registration procedures.
- Office expense costs account for the need to state certify new Registrar of Voters.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - REGISTRARS OF VOTERS		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0030										
1001-10-15101-0030-150001	ROV SALARY ADMIN	45,000	24,231	46,000	47,000	-	-	-	\$ 47,000	1,000	2.17%
1001-10-15101-0030-150003	ROV SALARY OTHER	24,567	13,462	25,000	25,500	-	-	-	\$ 25,500	500	2.00%
1001-10-15101-0030-150005	ROV SALARIES PT	-	-	-	-	-	-	-	\$ -	-	0.00%
1001-10-15101-0030-150021	ROV CLERK	24,506	10,983	30,500	32,000	-	-	-	\$ 32,000	1,500	4.92%
1001-10-15101-0030-153145	ROV EQUIPMENT	1,200	-	1,000	1,000	(500)	-	-	\$ 500	(500)	-50.00%
1001-10-15101-0030-153385	ROV OFFICE EXPENSE	4,973	2,210	7,700	7,000	-	-	-	\$ 7,000	(700)	-9.09%
1001-10-15101-0030-153485	ROV R & M EQUIPMENT	2,400	2,700	2,750	2,750	-	-	-	\$ 2,750	-	0.00%
1001-10-15101-0030-153594	ROV CAPITAL	-	-	-	-	-	-	-	\$ -	-	0.00%
1001-10-15101-0030-153595	ROV VOTING EXPENSE	12,979	5,241	13,050	14,000	-	-	-	\$ 14,000	950	7.28%
	TOTAL REGISTRAR OF VOTERS:	115,625	58,826	126,000	129,250	(500)	-	-	128,750	2,750	2.18%

SALARY DETAIL - REGISTRARS OF VOTERS

Dept 0030		19-20	20-21	
1001-10-15101-0030-150001	Registrar-Administration	23,000	23,500	
1001-10-15101-0030-150001	Registrar-Administration	23,000	23,500	
	Total Administration:	46,000	47,000	
1001-10-15101-0030-150003	Deputy Registrar	12,500	12,750	increase annual salary by \$500 each on 1/1/21
1001-10-15101-0030-150003	Deputy Registrar	12,500	12,750	
	Total Other:	25,000	25,500	
1001-10-15101-0030-150005		-	-	
	Total Part Time:	-	-	
	Total Registrar of Voters:	71,000	72,500	

Headcount-FT	-	-
Headcount-PT	4	4

SALARY SUMMARY	19-20	20-21
ROV SALARY ADMIN	46,000	47,000
ROV SALARY OTHER	25,000	25,500
ROV SALARIES PT	-	-
	71,000	72,500

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - REGISTRARS OF VOTERS

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15101-0030-150021	ROV CLERK	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
All election official's salaries (for general, primary special and referenda)		30,500	32,000	(32,000)			-	Recast below
Primary Election				7,600			7,600	Increased due to Presidential election and Summer primary
Presidential Election				13,250			13,250	
Referendum				11,150			11,150	
							-	
		30,500	32,000	-	-	-	32,000	
1001-10-15101-0030-153145	ROV EQUIPMENT	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
Replace ROV equipment		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		1,000	1,000	(500)			500	Reduction based on Secretary of State not approving e-pollbooks based on cyber security
							-	
		1,000	1,000	(500)	-	-	500	
1001-10-15101-0030-153385	ROV OFFICE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
Mandatory Moderator certification classes, mandatory Registrar of Voters certification classes, professional dues, conferences, postage for voter registration and annual canvass, office supplies, toner cartridges and NCOA subscription.		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		7,500	6,000				6,000	New Registrar certification and Presidential election
State mandated certification of new Registrar of Voters		200					-	
			1,000				-	
		7,700	7,000	-	-	-	7,000	
1001-10-15101-0030-153485	ROV R & M EQUIPMENT	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
Yearly maintenance agreement for voting machines		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		2,750	2,750				2,750	
							-	
		2,750	2,750	-	-	-	2,750	
1001-10-15101-0030-153595	ROV VOTING EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
Printing ballots, coding for Acu-vote cards & handicapped machines, voting booths, signage, meals, police security and mandatory advertising of elections and registration procedures.		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		13,050	14,000				14,000	
							-	
		13,050	14,000	-	-	-	14,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

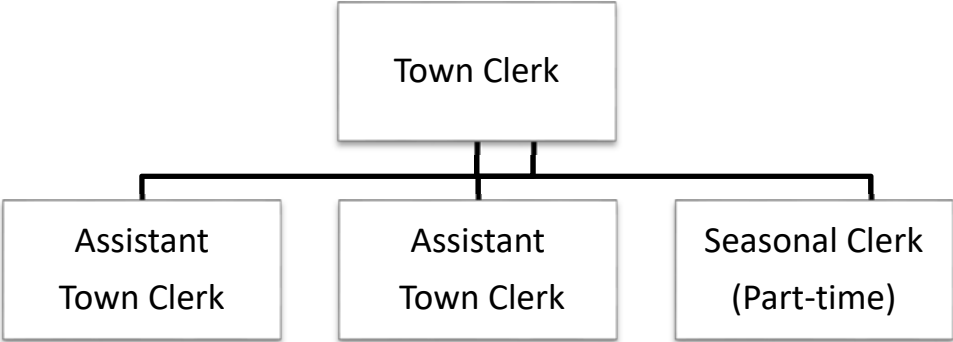
OFFICE OF THE TOWN CLERK

The mission of the Monroe Town Clerk’s Office is to provide the citizens of Monroe quality service in a courteous and efficient manner while conforming to State of Connecticut General Statutes, Secretary of the State of Connecticut and the Monroe Town Charter. Additional responsibilities include elections administration, act as the registrar of vital statistics, service veterans in conjunction with the Connecticut Department of Veterans Affairs, manage public records, maintain and publish municipal ordinances/town code, notice and record Town Meetings and act as custodian of the official Town Seal. The office is a resource for boards, commissions and elected officials.

PRIMARY PROGRAMS & SERVICES

- Recording and permanently storing land records and maps.
- State’s agent for permits and certificates and registrar of vital statistics. Issuance of liquor permits, notary public certificates, hunting and fishing licenses, trade name certificates, birth, marriage and death certificates, burial permits and dog licenses.
- Elections law administration through the Secretary of the State of Connecticut. Generates documents involving absentee ballots, sample ballots, creating the list of offices to be filled, candidate committees and campaign financing and legal ads.
- Serves as the Veterans Service Contact for the CT Department of Veterans Affairs.
- Manage appointed and elected officials term dates. Keeper of the record for agendas, voting records and minutes of boards and commissions following the Freedom of Information Act.
- Maintain Municipal Ordinances/Town Code as well as clerk for Town Meetings.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Successfully obtained Connecticut Town Clerk licensing for Town Clerk and Assistant Town Clerk.
- CT State Library approved grant in the amount of \$5,500 for historic preservation.
- Reorganized certain records in Town Clerk's vault for improved efficiency and organization.

GOALS & OBJECTIVES

- Implement online dog license renewals.
- Implement ability to pay with debit/credit card with Finance Department.
- Apply for historic preservation grant to continue preservation projects.
- Continue upgrading the Town Clerk's webpage.
- Relocate public computer access from the vault to main office.

BUDGET HIGHLIGHTS

- Partially offset contractual wage and step increases by reduction in part time hours due to increased staff efficiency.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE TOWN CLERK		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0040										
1001-10-15101-0040-150001	TOWN CLERK SALARY ADMIN	58,735	31,627	59,922	61,108	-	-	-	61,108	1,186	1.98%
1001-10-15101-0040-150003	TOWN CLERK SALARY OTHER	79,935	42,163	85,516	86,493	-	-	-	86,493	977	1.14%
1001-10-15101-0040-150005	TOWN CLERK SALARIES PT	1,266	-	3,750	3,500	-	-	-	3,500	(250)	-6.67%
1001-10-15101-0040-150300	TOWN CLERK LAND RECORDS	11,690	9,800	16,000	16,000	(5,000)	-	-	11,000	(5,000)	-31.25%
1001-10-15101-0040-150305	TOWN CLERK VITAL STATISTICS	253	280	850	850	(350)	-	-	500	(350)	-41.18%
1001-10-15101-0040-153145	TOWN CLERK EQUIP EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0040-153385	TOWN CLERK OFFICE EXPENSE	4,998	1,061	4,900	4,900	(400)	-	-	4,500	(400)	-8.16%
1001-10-15101-0040-153440	TOWN CLERK PRINTING	2,077	-	2,000	2,000	-	-	-	2,000	-	0.00%
1001-10-15101-0040-153594	TOWN CLERK CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0040-153595	TOWN CLERK VOTING EXPENSE	2,014	753	2,500	2,500	-	-	-	2,500	-	0.00%
	TOTAL TOWN CLERK:	160,969	85,684	175,438	177,351	(5,750)	-	-	171,601	(3,837)	-2.19%

BUDGET - OFFICE OF THE TOWN CLERK		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0040										
1001-10-14003-140100	CANINE LICENSES REVENUE	715	345	1,000	1,000	-	-	-	1,000	-	0.00%
1001-10-14003-140185	TOWN CLERK'S FEES REVENUE	448,706	266,074	430,000	430,000	20,000	-	(150,000)	300,000	(130,000)	-30.23%
	TOTAL TOWN CLERK:	449,421	266,419	431,000	431,000	20,000	-	(150,000)	301,000	(130,000)	-30.16%

SALARY DETAIL - OFFICE OF THE TOWN CLERK

		19-20	20-21
Dept 0040			
1001-10-15101-0040-150001	Town Clerk-Administration	59,922	61,108
	Total Admin:	59,922	61,108
1001-10-15101-0040-150003	Assistant Town Clerk II	44,012	44,521
	Longevity	-	-
	Assistant Town Clerk II	41,149	41,972
	Longevity	-	-
	Leap Day Wages	355	-
	Total Other:	85,516	86,493
1001-10-15101-0040-150005	Seasonal PT	3,750	3,500
	Total PT:	3,750	3,500
	Total Town Clerk:	\$ 149,188	\$ 151,101

Headcount-FT	3	3
Headcount-PT	1	1

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
300	\$ 12.50	\$ 3,750	280	\$ 12.50	\$ 3,500

*wants to reduce due to staff efficiency

SALARY SUMMARY		
	19-20	20-21
TOWN CLERK SALARY ADMIN	59,922	61,108
TOWN CLERK SALARY OTHER	85,516	86,493
TOWN CLERK SALARIES PT	3,750	3,500
	\$ 149,188	\$ 151,101

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE TOWN CLERK

EXPENDITURES:

	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0040-150300 TOWN CLERK LAND RECORDS							
Special acid free paper and binders	16,000	16,000	(5,000)			11,000	To cover diffence from Town Clerk Fund
Land records management						-	
	16,000	16,000	(5,000)	-	-	11,000	
1001-10-15101-0040-150305 TOWN CLERK VITAL STATISTICS							
Binders	850	850	(350)			500	covered by Historic Preservation account
Special acid free paper for Vitals (Marriage & Birth)						-	
	850	850	(350)	-	-	500	
1001-10-15101-0040-153385 TOWN CLERK OFFICE EXPENSE							
General Office Supplies	3,000	3,000	(400)			2,600	current trend
eCode360 yearly maintenance fee	1,200	1,200				1,200	
Toner Cartridges	700	700				700	
	4,900	4,900	(400)	-	-	4,500	
1001-10-15101-0040-153440 TOWN CLERK PRINTING							
Updating and adding new town code/ordinances	2,000	2,000				2,000	
	2,000	2,000	-	-	-	2,000	
1001-10-15101-0040-153595 TOWN CLERK VOTING EXPENSE							
Budget Referendum/Town Meetings/Municipal Election	2,500	2,500				2,500	Increased cost association with Presidential Election to be covered by the Town Clerk fund
						-	
	2,500	2,500	-	-	-	2,500	
BUDGET - OFFICE OF THE TOWN CLERK							
REVENUE:							
1001-10-14003-0000-140100 CANINE LICENSES REVENUE							
Dog licenses	1,000	1,000				1,000	
	1,000	1,000	-	-	-	1,000	
1001-10-14003-0000-140185 TOWN CLERK'S FEES REVENUE							
Land records, maps and indexing	430,000	430,000	20,000		(150,000)	300,000	
						-	
	430,000	430,000	20,000	-	(150,000)	300,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

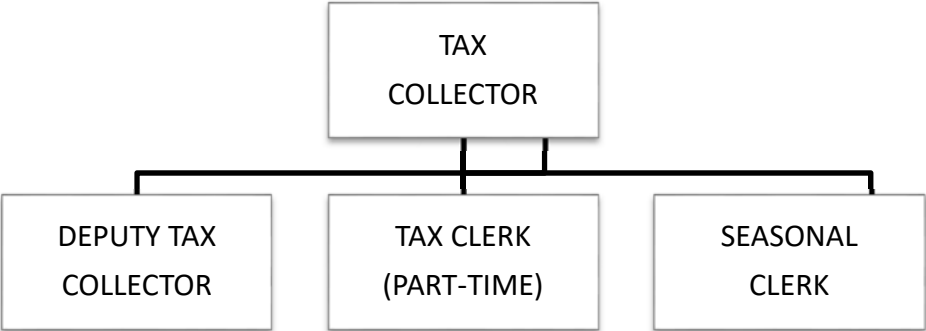
OFFICE OF THE TAX COLLECTOR

The Tax Collector’s Department mission is to serve the public in a courteous and efficient manner while providing the tax collection effort in conformance with applicable state statutes.

PRIMARY PROGRAMS & SERVICES

- Collect current and delinquent taxes, representing over 92% of the total revenue for the Town.
- Mailing of tax bills, delinquent notices, balance due notices and intent to lien notices.
- Conduct tax sales.
- Process Certificate of Corrections and transfers.
- Track escrow and delinquent accounts, bankruptcies, and refunds.
- Produce and file tax liens.
- Interface with DMV, collection agencies, and auditors.
- Provide regular reporting to the Board of Finance and Director of Finance.
- Coordinate with vendor and Parks and Recreation Department for distribution of park stickers.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	FY15	FY16	FY17	FY18	FY19
Collection Rate	98.82%	99.06%	98.97%	98.95%	99.07%

SIGNIFICANT ACCOMPLISHMENTS

- Reduced operational costs.
- Exceeded revenue target as set by Board of Finance.
- Implemented distribution of park stickers to residents by mail in collaboration with the Parks & Recreation Department.

GOALS & OBJECTIVES

- Maintain the high collection rate as set by the Board of Finance.

BUDGET HIGHLIGHTS

- Overall slight reduction.
- Increased costs in LexisNexis and adding park sticker to January motor vehicle supplemental mailings, offset by savings in legal notices and other operational costs.

BUDGET - OFFICE OF THE TAX COLLECTOR		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES: Dept 0050		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0050-150001	TAX COLL SALARY ADMIN	58,068	32,308	60,000	60,000	-	-	-	60,000	-	0.00%
1001-10-15101-0050-150003	TAX COLL SALARY OTHER	60,031	33,129	61,225	61,225	-	-	-	61,225	-	0.00%
1001-10-15101-0050-150005	TAX COLL SALARIES PT	28,797	16,504	29,728	29,728	-	-	-	29,728	-	0.00%
1001-10-15101-0050-150350	TAX COLL DELINQUENT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0050-153145	TAX COLL EQUIP EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0050-153385	TAX COLLECTOR OFFICE EXP	33,146	11,364	39,325	40,100	(1,000)	-	-	39,100	(225)	-0.57%
1001-10-15101-0050-153384	TAX COLLECTOR CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL TAX COLLECTOR:		180,042	93,305	190,278	191,053	(1,000)	-	-	190,053	(225)	-0.12%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - OFFICE OF THE TAX COLLECTOR

		<u>19-20</u>	<u>20-21</u>
Dept 0050			
1001-10-15101-0050-150001	Tax Collector-Administration	60,000	60,000
	Total Admin:	60,000	60,000
1001-10-15101-0050-150003	Certified Municipal Collector	60,875	60,875
	Tax Collector Assistant	-	-
	Longevity	350	350
	Overtime	-	-
	Total Other:	61,225	61,225
1001-10-15101-0050-150005	Seasonal Lockbox	5,200	5,200
1001-10-15101-0050-150005	Part Time Salary	22,247	22,247
	Paid Time Off Coverage	2,281	2,281
	Total Part Time:	29,728	29,728
	Total Tax Collector:	150,953	150,953
	Headcount-FT	2	2
	Headcount-PT	1	1

<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>
<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
400	\$ 13.00	\$ 5,200	400	\$ 13.00	\$ 5,200
819	\$ 18.25	\$ 14,947	819	\$ 18.25	\$ 14,947
400	\$ 18.25	\$ 7,300	400	\$ 18.25	\$ 7,300
		\$ 22,247			\$ 22,247
** PT- 42 wks					
19.5hrs / 10wks 40 hrs					
125	\$ 18.25	\$ 2,281	125	\$ 18.25	\$ 2,281

SALARY SUMMARY	<u>19-20</u>	<u>20-21</u>
TAX COLL SALARY ADMIN	60,000	60,000
TAX COLL SALARY OTHER	61,225	61,225
TAX COLL SALARIES PT	29,728	29,728
	150,953	150,953

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE TAX COLLECTOR

EXPENDITURES:	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1001-10-15101-0050-153385 TAX COLLECTOR OFFICE EXP	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Postage and mailing services	7,500	7,500	4,750			12,250	Recast to include all postage and mailing costs
Postage (auditor)	2,500	2,500	(2,500)			-	
Mailing service	2,500	2,500	(2,500)			-	
Tax Bills,(Forms and Printing, Park stickers and envelopes)	10,725	11,500	2,400			13,900	Recast to include all tax bill production costs
Envelopes	1,500	1,500	(1,500)			-	Includes \$650 increase for stickers in supplemental MV tax bills.
Online Services (Qsearch, LexisNexis, Pacer)	1,850	1,850	2,050			3,900	Includes \$1,000 annual increas to Lexis
Legal notice and inserts	3,500	3,500	(1,000)			2,500	Legal notice savings
Rate Book printing	1,500	1,500				1,500	
Supplies	2,000	2,000				2,000	
Memberships and Schools	2,750	2,750	(950)			1,800	Based upon requirements for certification
Copies	1,000	1,000	(1,000)			-	
Mileage	1,500	1,500	(750)			750	
Toner Cartridges	500	500				500	
	39,325	40,100	(1,000)	-	-	39,100	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

TOWN TREASURER

Pursuant to Chapter VI, Section 3 of the Town Charter, the Treasurer is the agent of the Town Deposit Fund.

BUDGET - TOWN TREASURER		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0060										
1001-10-15101-0060-150001	TREASURY SALARY ADMIN	10,918	5,953	11,056	11,056	-	-	-	11,056	-	0.00%
TOTAL TREASURER		10,918	5,953	11,056	11,056	-	-	-	11,056	-	0.00%

SALARY DETAIL - TOWN TREASURER

		Budget	Budget
		19-20	20-21
	Dept 0060		
1001-10-15101-0060-150001	Treasury Salary Admin	11,056	11,056
Total Admin:		11,056	11,056

<u>SALARY SUMMARY</u>		
Total Treasurer:	11,056	11,056
Headcount-FT	-	-
Headcount-PT	1	1

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BOARDS & COMMISSIONS

See Chapter IV, Sections 4-21 of the Town Charter for further details regarding the responsibilities of these Boards and Commissions.

BUDGET - BOARDS & COMMISSIONS		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
Dept 0070											
1001-10-15101-0070-150400	B&C ARCHIT REVIEW	-	-	200	-	-	-	-	-	(200)	-100.00%
1001-10-15101-0070-150405	B&C BOARD OF ASSESS APPEALS	746	101	1,000	-	1,200	-	-	1,200	200	20.00%
1001-10-15101-0070-150410	B&C CONSERVATION COMMISSION	526	100	600	600	-	-	-	600	-	0.00%
1001-10-15101-0070-150415	B&C ETHICS BOARD	-	-	100	-	-	-	-	-	(100)	-100.00%
1001-10-15101-0070-150416	B&C WATER POLLUTION	-	-	500	-	-	-	-	-	(500)	-100.00%
1001-10-15101-0070-150420	B&C FARMER'S MARKET	400	400	400	-	400	-	-	400	-	0.00%
1001-10-15101-0070-150425	B&C HISTORIC DISTRICT	417	91	400	-	400	-	-	400	-	0.00%
1001-10-15101-0070-150430	B&C INLAND/WETLAND COMM	1,655	935	3,500	-	2,500	-	-	2,500	(1,000)	-28.57%
1001-10-15101-0070-150434	B&C PENSION COMMITTEE	180	-	500	400	-	-	-	400	(100)	-20.00%
1001-10-15101-0070-150435	B&C PLANNING & ZONING	1,716	429	5,000	5,000	(1,000)	-	-	4,000	(1,000)	-20.00%
1001-10-15101-0070-150440	B&C ZONING BOARD OF APPEALS	43	-	150	150	-	-	-	150	-	0.00%
1001-10-15101-0070-150441	B&C COMMISSION ON AGING	-	-	400	-	-	-	-	-	(400)	-100.00%
1001-10-15101-0070-150442	B&C YOUTH COMMISSION	565	24	750	900	(150)	-	-	750	-	0.00%
TOTAL BOARDS AND COMMISSIONS		6,248	2,080	13,500	7,050	3,350	-	-	10,400	(3,100)	-22.96%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

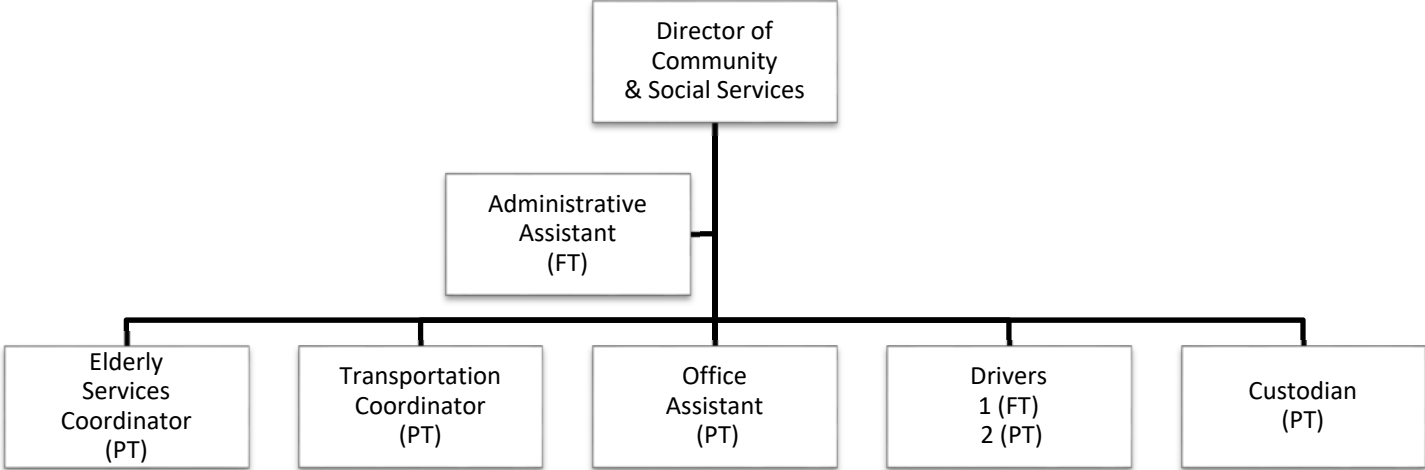
COMMUNITY & SOCIAL SERVICES – SENIOR CENTER

The mission of the Senior Center is to create opportunities for mindful aging through physical activity, social engagement, creativity, lifelong learning and guidance, which creates a positive impact on our entire community.

PRIMARY PROGRAMS & SERVICES

- Provide a balance of social, recreational, educational, wellness and financial programs to adults, age 55 and older.
- Aging and Disability Resource Center, which is a single point of entry to provide seamless access to services and support to seniors, family and the community.
- Provide transportation to residents age 60 and over and/or disabled.
- Conduct outreach to those in the community who are homebound.

ORGANIZATION CHART



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PERFORMANCE METRICS

- Senior Center Programs

<u>Fiscal Year</u>	<u>Total Attendance</u>	<u>Total Members</u>
2012-2013	10,960	640
2013-2014	11,562	699
2014-2015	11,684	628
2015-2016	12,984	610
2016-2017	15,484	671
2017-2018	14,108	655
2018-2019	15,868	640

- Senior Services - Information, Referrals & Assistance:

<u>Service</u>	<u># Contacts</u>		<u>Description</u>
	2018	2019	
Energy	395	366	Federal & State Funding, Operation Fuel, Project Warmth, Utility Hardship, Below Budget & NuStart
Nutrition	172	207	SNAP – Food Stamps, Meals on Wheels, Food Pantry & Farmer’s Market Coupons
Medicare Savings Plan	192	216	Low Income Subsidy & Applications
Medicaid	47	26	Claims & Applications
Insurance	308	346	Information, Special Needs Plan, Medicare Advantage Plan, Medigap, Part D – Prescriptions & Claims
Housing	64	49	Low Income, Skilled Nursing & Assisted Living
Financial	209	136	Taxes, Senior Tax Credit, Renter’s Rebate, Bill Assistance, Social Security
Legal	99	100	Conservator/Power of Attorney, Protective Services, Attorney, Wills/Trusts
In Home Services	288	265	Non-medical, Medical, CT Home Care, Respite, Lifeline/Personal Alarm/Cell Phone & Well Being Check
Transportation	91	103	Monroe Senior, Bridgeport Transit, Private & Volunteer
Adult Day Care	3	4	Information & Referral
Veteran	6	65	Benefits & Services
Evacuation List	43	0	Monroe residents who would need assistance in an emergency or evacuation event
Support	500	789	Case Management/Education
Totals	2,417	2,672	10% increase in service

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SIGNIFICANT ACCOMPLISHMENTS

- Continued to receive a grant to support Caregiver Assistance Program through Southwestern Connecticut Agency on Aging.
- Applied for and received 55 % increase to the grant from the Southwestern Connecticut Agency on Aging for transportation.
- Collaborated with local restaurant for the meal program.
- Increased recreational activities offered through Parks and Recreation department with the Water Aerobics class.
- Increased recreational activities, luncheons, and holiday programs at Senior Center through Masuk High School student volunteers.

GOALS & OBJECTIVES

- Explore a new funding / grant opportunity identified for the Wilton Cafe.
- Complete ongoing efforts to Increase recreational offerings while evaluating associated costs (e.g., volunteers, in-kind services, sponsorships, reduced instructor fees, etc.)
- Increase marketing to help raise membership.

BUDGET HIGHLIGHTS

- Decrease in vehicle and vehicle fuel expense.
- Decrease in Repair and Maintenance costs based on fire suppression system testing schedule.
- Increased the Utilities Other for Aquarian due to the private fire water line previously covered by Hydrant Service.

**ADOPTED ANNUAL BUDGET
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BUDGET - SENIOR CENTER		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0070										
1001-10-15101-0080-150001	SR CTR SALARY ADMIN	63,291	35,268	66,300	70,000	-	-	-	70,000	3,700	5.58%
1001-10-15101-0080-150003	SR CTR SALARY OTHER	86,203	41,688	86,451	83,900	-	-	-	83,900	(2,551)	-2.95%
1001-10-15101-0080-150005	SR CTR SALARIES PT	57,684	37,072	59,790	59,567	-	-	-	59,567	(223)	-0.37%
1001-10-15101-0080-150500	SR CTR NUTRITION	7,106	4,160	7,350	7,350	-	-	-	7,350	-	0.00%
1001-10-15101-0080-153075	SR CTR CONTRACTED SERVICES	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0080-153385	SR CTR OFFICE EXPENSE	2,272	1,110	3,400	3,400	(500)	-	-	2,900	(500)	-14.71%
1001-10-15101-0080-153390	SR CTR OPERATING EXPENSE	3,758	3,170	5,550	8,450	(2,900)	-	-	5,550	-	0.00%
1001-10-15101-0080-153485	SR CTR R&M EQUIPMENT	5,786	1,661	5,375	5,150	(250)	-	-	4,900	(475)	-8.84%
1001-10-15101-0080-153563	SR CTR ELECTRIC	12,427	6,603	13,500	13,500	1,000	-	-	14,500	1,000	7.41%
1001-10-15101-0080-153564	SR CTR HEAT	10,359	3,396	12,000	12,000	-	-	-	12,000	-	0.00%
1001-10-15101-0080-153565	SR CTR-UTILITIES OTHER	4,076	981	3,675	5,150	-	-	-	5,150	1,475	40.14%
1001-10-15101-0080-153579	SR CTR VEHICLE FUEL	8,090	4,106	10,250	10,000	(1,554)	-	-	8,446	(1,804)	-17.60%
1001-10-15101-0080-153580	SR CTR VEHICLE EXPENSE	1,525	727	2,800	2,000	-	-	-	2,000	(800)	-28.57%
1001-10-15101-0080-153594	SR CTR CAPITAL	16,424	-	-	-	-	-	-	-	-	0.00%
TOTAL SR CENTER EXPENDITURES:		279,002	139,943	276,441	280,467	(4,204)	-	-	276,263	(178)	-0.06%

BUDGET - SENIOR CENTER		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14007-140720	NUTRITION REVENUE	400	1,083	2,000	2,000	-	-	-	2,000	-	0.00%
1001-10-14007-140725	SR CITIZENS TRANSPORTATION REVENUE	2,950	-	-	-	-	-	-	-	-	0.00%
TOTAL SR CENTER REVENUES:		3,350	1,083	2,000	2,000	-	-	-	2,000	-	0.00%

SALARY DETAIL - SENIOR CENTER

		19-20	20-21	
Dept 0070				
1001-10-15101-0080-150001	Sr Center Director-Admin	66,300	70,000	New Hire
1001-10-15101-0080-150001	Longevity	-	-	
Total Administration:		66,300	70,000	
1001-10-15101-0080-150003	Administrative Assistant	47,691	45,842	New Hire
1001-10-15101-0080-150003	Longevity	350	-	
1001-10-15101-0080-150003	Van Driver	37,958	37,958	
1001-10-15101-0080-150003	Longevity	100	100	
	Leap Day Wages	352	-	
Total Other:		86,451	83,900	
1001-10-15101-0080-150005	Outreach Worker	26,874	26,874	
1001-10-15101-0080-150005	Part-Time Van Driver	6,032	6,032	
1001-10-15101-0080-150005	Custodial Services	11,830	11,830	
1001-10-15101-0080-150005	Sr Ctr PT Office Assistant	13,312	13,312	
1001-10-15101-0080-150005	Sr Ctr Paid Time Off Coverage	1,519	1,519	*blended rate of custodian and driver
	Leap Day Wages	223	-	
Total Part-Time		59,790	59,567	
Total Senior Center:		212,541	213,467	
Headcount-FT		3	3	
Headcount-PT		4	4	

	19-20			20-21		
	Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
	19-20	19-20	19-20	20-21	20-21	20-21
	416	\$ 14.50	\$ 6,032	416	\$ 14.50	\$ 6,032
	910	\$ 13.00	\$ 11,830	910	\$ 13.00	\$ 11,830
	832	\$ 16.00	\$ 13,312	832	\$ 16.00	\$ 13,312
	18	\$ 13.00	\$ 228	18	\$ 13.00	\$ 228
	89	\$ 14.50	\$ 1,291	89	\$ 14.50	\$ 1,291
SALARY SUMMARY						
	19-20		20-21			
SR CTR SALARY ADMIN	66,300	70,000				
SR CTR SALARY OTHER	86,451	83,900				
SR CTR SALARIES PT	59,790	59,567				
	212,541	213,467				

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BUDGET - SENIOR CENTER

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15101-0080-150500	SR CTR NUTRITION	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Coffee & Creamers	2,500	2,500				2,500	
	Kitchen Supplies	850	850				850	
	Meals & Special Events	4,000	4,000				4,000	
		7,350	7,350	-	-	-	7,350	
1001-10-15101-0080-153385	SR CTR OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Postage	1,000	1,000				1,000	
	Office Supplies	500	500				500	
	Printing & Mailing Center	500	500				500	
	Toner Cartridges	1,400	1,400	(500)			900	Based on current year trend
		3,400	3,400	(500)	-	-	2,900	
1001-10-15101-0080-153390	SR CTR OPERATING EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Newsletter Postage	2,200	3,900	(1,700)			2,200	price increase for postage. Shopping for other vendors/paper reduction
	Building & Program Supplies	2,300	3,500	(1,200)			-	Initiate membership incentive to reduce postage cost.
	Memberships, Dues & Training	500	500				2,300	includes the myseniorcenter program cost of \$1,200.
	Employee Mileage	550	550				-	Not previously budgeted. (Xavus)
		5,550	8,450	(2,900)	-	-	5,550	
1001-10-15101-0080-153485	SR CTR R&M EQUIPMENT	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Brake Fire	3,000	1,750				1,750	Fire system testing and inspection (Q and annual testing cost for 2020)
	Edgerton	725	1,000				1,000	
	Wind River Septic	400	400				400	
	Sparkle & Shine	750	1,000	(250)			750	no price increase anticipated
	Misc. Repairs	500	1,000				1,000	misc. repairs such as rural fuels requested by fire marshal and roof repair.
		5,375	5,150	(250)	-	-	4,900	
1001-10-15101-0080-153563	SR CTR ELECTRIC	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Eversource	13,500	13,500	1,000			14,500	Based on current usage and anticipated rates
		13,500	13,500	1,000	-	-	14,500	
1001-10-15101-0080-153564	SR CTR HEAT	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Rural Gas	12,000	12,000				12,000	
		12,000	12,000	-	-	-	12,000	

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		19-20	20-21	20-21	20-21	20-21	20-21	
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0080-153565	SR CTR-UTILITIES OTHER							
Aquarion-Water		1,500	2,900	(1,700)			1,200	based on current usage
Aquarion-Private fire service line				1,700			1,700	Previously captured in hydrant service
Gallagher Pump		400	400				400	
Shelton Alarm - Fire		450	450				450	
Residential Waste		825	900				900	monthly cost increase \$75 per month)
GenTech		200	200				200	
Kirk Fire Extinguishers		300	300				300	
		3,675	5,150	-	-	-	5,150	
1001-10-15101-0080-153579 SR CTR VEHICLE FUEL		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
East River - Gas for Vehicles		10,250	10,000	(1,554)			8,446	Adjusted to reflect usage trends and new pricing
		10,250	10,000	(1,554)	-	-	8,446	
1001-10-15101-0080-153580 SR CTR VEHICLE EXPENSE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Repairs & Maintenance		2,800	2,000				2,000	decrease cost trend and new car
		2,800	2,000	-	-	-	2,000	
BUDGET - SENIOR CENTER								
REVENUES:								
1001-10-14007-140720	NUTRITION REVENUE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Revenue is contingent on increased Nutrition funding		2,000	2,000				2,000	averaging about 95 people per luncheon
		2,000	2,000	-	-	-	2,000	
1001-10-14007-140725	SR CITIZENS TRANSPORTATION REVENUE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Deposits		-	-	-	-	-	-	
		-	-	-	-	-	-	

ADOPTED ANNUAL BUDGET
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ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission’s role is to conduct research into the economic conditions and trends in the town, make recommendations to appropriate officials and agencies regarding action to improve our economic condition and development, and seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development. The EDC may advertise and prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes.

Our mission is to promote planned, proactive investment in Monroe’s economic future consistent with Monroe’s community character, commitment to conservation and quality of life.

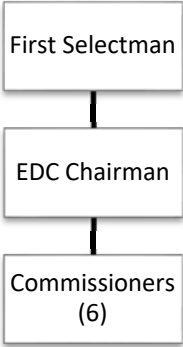
PRIMARY PROGRAMS & SERVICES

The Economic Development Commission works directly with the First Selectman’s Office and through partnerships with the public, community organizations, elected officials, town departments and other boards and commissions, to:

- Attract new commercial development to increase the grand list, expand the commercial tax base, and reduce the tax burden on residents.
- Support retention of existing commercial businesses.
- Have a robust marketing strategy to promote Monroe.
- Increase local employment base and attract skilled workers.

ORGANIZATION CHART

The Economic Development commission consists of seven members appointed by the First Selectman, each for a term of 3 years.



ADOPTED ANNUAL BUDGET
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SIGNIFICANT ACCOMPLISHMENTS

- Hosted a well-received meeting of the Fairfield County Commercial Brokers, highlighting new project proposals, opportunities, and vision of current administration.
- Created new marketing materials for distribution to commercial brokers.
- Commenced grant assessment efforts with First Selectman's Office.
- Continued success with Monroe's Restaurant Week, including improved webpage with information on specific restaurant participation and links.
- Continued success and partnership with Chamber of Commerce on all grand openings and joint ribbon cuttings.
- Launching new business retention event this spring, to complement Restaurant Week and support all retail businesses in Monroe.

GOALS & OBJECTIVES

- Focus on new commercial development growth.
- Identify and market commercial space – open land and vacant retail space – with commercial developers, brokers, and prospects.
- Pursue grant opportunities as appropriate.
- Rebuild and improve the EDC pages on the Town website.

BUDGET HIGHLIGHTS

- Reduction in budget based upon Commission's evaluation of needs to support the FY21 activities.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - ECONOMIC DEVELOPMENT COMMISSION		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES: Dept 0090		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0090-150001	EDC SALARY ADMIN	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0090-150550	EDC MARKETING & DEVELOPMENT	23,035	5,483	14,500	11,300	-	-	-	11,300	(3,200)	-22.07%
1001-10-15101-0090-153385	EDC OFFICE EXPENSE	711	-	500	500	-	-	-	500	-	0.00%
1001-10-15101-0090-153579	EDC VEHICLE FUEL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0090-153580	EDC VEHICLE EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0090-153594	EDC CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL EDC:		23,746	5,483	15,000	11,800	-	-	-	11,800	(3,200)	-21.33%

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1001-10-15101-0090-150550	EDC MARKETING & DEVELOPMENT	Final Budget	Department	FS Adj	TC Adj	Total Budget	Total Budget	
	Marketing collateral (EDC brochure, print, displays)	3,000	1,000				1,000	
	Networking - BRBC, CERC, Chamber, broker and developer meetings	2,000	1,500				1,500	
	Community outreach marketing and media promotion	1,000	1,000				1,000	
	Community events - Restaurant week, Spring Event	3,500	3,800				3,800	Add second event (spring)
	Business/Broker Event	5,000	4,000				4,000	No cost for bus FY21
		14,500	11,300	-	-	-	11,300	
1001-10-15101-0090-153385	EDC OFFICE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	office expense (business cards, office supplies, etc.)	500	500				500	Printing in house - toner
		500	500	-	-	-	500	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

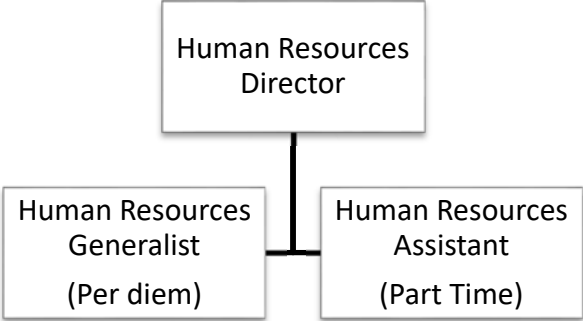
HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides quality services and support in the areas of talent acquisition, benefits administration, employee and labor relations, as well as overseeing the training and safety of our staff. The delivery of these services to our employees enables them to better serve the Town’s internal and external clients.

PRIMARY PROGRAMS & SERVICES:

- Talent acquisition, interview process, and on-boarding of all staff, and volunteers
- Benefits administration (enrollment and coordination) for all eligible personnel, including medical, dental, life/disability, retirement, flexible spending accounts.
- Employee relations – Develop and disseminate employee information, referral resource, conflict resolution.
- Labor Relations – Assist in negotiation of all union contracts, grievances, and employee investigations.
- Risk Management - Chair of Safety Committee; claims processing and review of all worker’s compensation and liability claims.
- ADA Coordinator for Town of Monroe
- Management of employee benefit accruals / time management, Leave management.
- Administration of retirement savings plans, including defined benefit and contribution plans, e.g., 401a, 457 plans, include BOE.
- Management of occupational health program for volunteer firefighter and EMS personnel.
- Performance management administration.
- Training Programs for staff.
- Maintain records and oversee compliance for staff required to have a Commercial Driver’s License, and Random drug testing program.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
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PERFORMANCE METRICS

- Recruitment and on-boarding of all Town personnel, includes full time, part time, seasonal, and volunteers:

<u>Calendar Year</u>	<u>Positions Posted</u>	<u>Applications Reviewed</u>	<u>Interviews Conducted</u>	<u>New Hires Processed</u>
2015	19	302	61	40
2016	18	327	74	61
2017	12	242	34	53 ⁽¹⁾
2018	20	277	32	85
2019	18	154	67	65

(1) Additionally two transfers.

SIGNIFICANT ACCOMPLISHMENTS

- Conducted annual review, update and training of certain safety plans (e.g., emergency evacuation, hostile intrude, CPR and first aid.)
- Supported the successful negotiation of bargaining unit agreements.
- Collaborated with Finance to develop and roll out an updated travel expense policy.
- Created and launched a new employee orientation video.
- Reviewed and updated ADA Plan/Program.
- Updated Performance Management Program.

GOALS & OBJECTIVES

- Continue review and finalize updating of Human Resource policies and procedures.
- Continue clerical job description review.
- Improve delivery of all human resources services.
- Full implementation of Performance Management Program.
- Manage communication and enrollment process for changes to benefits programs.
- Ensure compliance with new state-mandated training.

BUDGET HIGHLIGHTS

- Anticipated 10% increase in medical insurance over current costs, based upon current guidance. Actual rates anticipated mid-April.
- Labor Relations line item moved to the Town Attorney budget.

**ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

BUDGET - DEPARTMENT OF HUMAN RESOURCES		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0110	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0110-150001	HR SALARY ADMIN	86,703	51,711	86,703	86,353	-	-	-	86,353	(350)	-0.40%
1001-10-15101-0110-150003	HR SALARY OTHER	38,632	19,072	42,625	42,500	-	-	-	42,500	(125)	-0.29%
1001-10-15101-0110-150600	HR EDUCATION	15,454	5,324	11,000	12,000	(1,000)	-	-	11,000	-	0.00%
1001-10-15101-0110-150610	HR SAFETY COMMITTEE	1,465	476	6,000	2,500	-	-	-	2,500	(3,500)	-58.33%
1001-10-15101-0110-150620	HR WAGE ADJUSTMENTS	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0110-150630	HR INSURANCE	2,951,037	1,877,106	3,285,508	3,499,700	-	-	(57,062)	3,442,638	157,130	4.78%
1001-10-15101-0110-150640	HR UNEMPLOYMENT COMPENSATION	2,694	162	7,000	5,000	-	-	-	5,000	(2,000)	-28.57%
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES	793,482	396,506	830,343	840,051	-	-	-	840,051	9,708	1.17%
1001-10-15101-0110-150660	HR LABOR RELATIONS	82,688	40,322	65,000	65,000	(65,000)	-	-	-	(65,000)	-100.00%
1001-10-15101-0110-150670	HR LEGAL DISABILITY	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0110-150680	HR AMERICAN DISABILITIES ACT	-	-	650	650	(650)	-	-	-	(650)	-100.00%
1001-10-15101-0110-150690	HR LOSS CONTROL	16,325	9,084	18,000	21,000	-	-	-	21,000	3,000	16.67%
1001-10-15101-0110-153075	HR CONTRACTED SERVICES	32,083	5,000	17,776	20,000	-	-	-	20,000	2,224	12.51%
1001-10-15101-0110-153145	HR EQUIPMENT	627	-	300	-	-	-	-	-	(300)	-100.00%
1001-10-15101-0110-153385	HR OFFICE EXPENSE	1,038	1,202	1,800	1,800	-	-	-	1,800	-	0.00%
1001-10-15101-0110-153409	HR OPEB	187,868	-	134,964	135,439	-	-	-	135,439	475	0.35%
1001-10-15101-0110-153410	HR PENSION	481,119	274,645	415,794	420,721	-	-	-	420,721	4,927	1.18%
1001-10-15101-0110-153415	HR PERSONNEL ADMINISTRATION	905	480	2,000	1,000	-	-	-	1,000	(1,000)	-50.00%
1001-10-15101-0110-153430	HR POLICE DISABILITY	81,768	31,964	70,000	70,000	-	-	-	70,000	-	0.00%
1001-10-15101-0110-153594	HR CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0110-153005	HR ADMINISTRATION CHARGEBACK	(4,992)	(2,975)	(5,100)	(5,100)	-	-	-	(5,100)	-	0.00%
TOTAL HUMAN RESOURCES:		4,768,898	2,710,078	4,990,363	5,218,613	(66,650)	-	(57,062)	5,094,901	104,538	2.09%

SALARY DETAIL - DEPARTMENT OF HUMAN RESOURCES

Dept 0110		19-20	20-21						
1001-10-15101-0110-150001	Director of Human Resources-Admin	86,353	86,353						
	Longevity	350	-						
	Total Admin:	86,703	86,353	Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
				19-20	19-20	19-20	20-21	20-21	20-21
1001-10-15101-0110-150003	PT Human Resources Assistant	32,500	32,500	1,300	\$ 25.00	\$ 32,500	1,300	\$ 25.00	\$ 32,500
	PT Human Resources Seasonal-per diem	10,000	10,000	500	\$ 20.00	\$ 10,000	500	\$ 20.00	\$ 10,000
	Leap Day Wages	125	-						
	Total Other:	42,625	42,500						
1001-10-15101-0110-150620	HR Wage Adjustments	-	-						
1001-10-15101-0110-150650	HR FICA & Medicare ER Tax	830,343	840,051						
1001-10-15101-0110-153410	HR Pension	415,794	420,721						
	Total Wage Expense:	\$ 1,246,137	\$ 1,260,772						
	Total Human Resources:	1,375,465	1,389,625						
	Headcount-FT	1	1						
	Headcount-PT	2	2						

SALARY SUMMARY	19-20	20-21
HR SALARY ADMIN	86,703	86,353
HR SALARY OTHER	42,625	42,500
HR WAGE ADJUSTMENTS	-	-
HR FICA & MEDICARE ER TAXES	830,343	840,051
HR PENSION	415,794	420,721
TOTAL	1,375,465	1,389,625

ADOPTED ANNUAL BUDGET FOR FISCAL YEAR 2020-2021

BUDGET - DEPARTMENT OF HUMAN RESOURCES

EXPENDITURES:

	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
1001-10-15101-0110-150600	HR EDUCATION						
Education Programs	10,000	10,000	(1,000)			9,000	Provides employee reimbursement of approved educational programs
MUNIS training	1,000	2,000				2,000	(contractual), special accredited courses for staff, certification renewal costs Clerical union (\$5,000 max). Based on current Trend
	11,000	12,000	(1,000)	-	-	11,000	
1001-10-15101-0110-150610	HR SAFETY COMMITTEE						
Safety Programs	6,000	2,500				2,500	Supplies for AED's town wide. First Aid Kit and supplies
						-	Minor safety purchases & repairs, training programs, other safety equip
						-	Park & Rec (AED Batteries, Sr Ctr. Pads)
						-	Pads replacements - Town Hall
	6,000	2,500	-	-	-	2,500	
1001-10-15101-0110-150630	HR INSURANCE						
Medical/Vision/Dental	2,396,151	2,617,025			(34,768)	2,582,257	Includes contracted medical reimbursements
Liability/Worker's Compensation-CIRMA	823,258	816,875			(22,294)	794,581	LAP flat 17-18 actual/WC & audit fees 3% incr/deductables/crime bond
						-	*includes BOE reimbursement for LAP/WC
Life Insurance-Prudential	57,600	55,600				55,600	
Behavioral Health-EE Assistance	7,000	8,700				8,700	Sufficient to cover 200 service requests
Progressive Benefits-Flex	1,500	1,500				1,500	
	3,285,508	3,499,700	-	-	(57,062)	3,442,638	
1001-10-15101-0110-150640	HR UNEMPLOYMENT COMPENSATION						
Unemployment Compensation	7,000	5,000				5,000	Self insured for our unemployment claims
						-	
	7,000	5,000	-	-	-	5,000	
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES						
FICA/Medicare Employer Tax (rate .0765 on gross payroll)	830,343	840,051				840,051	
						-	
	830,343	840,051	-	-	-	840,051	
1001-10-15101-0110-150660	HR LABOR RELATIONS						
Labor and employee relations	65,000	65,000	(65,000)			-	Moving to Town Attorney Dept
						-	
	65,000	65,000	(65,000)	-	-	-	
1001-10-15101-0110-150680	HR AMERICAN DISABILITIES ACT						
ADA	650	650	(650)			-	Not utilized in the last 4 years
						-	Can handle through contingency if needed
	650	650	(650)	-	-	-	
1001-10-15101-0110-150690	HR LOSS CONTROL						
Loss Control	18,000	21,000				21,000	all new hire drug screens, physicals for Police, volunteer fire personnel, TB EMS tests, vaccinations for DPW, Custodial, Health Dept., Animal control
						-	
	18,000	21,000	-	-	-	21,000	Increase due to mandated DOT CDL clearinghouse and trend

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
1001-10-15101-0110-153075 HR CONTRACTED SERVICES							
Fees for insurance consultant	17,776	20,000				20,000	
	17,776	20,000	-	-	-	20,000	
1001-10-15101-0110-153145 HR EQUIPMENT							
HR Equipment	300					-	
	300	-	-	-	-	-	
1001-10-15101-0110-153385 HR OFFICE EXPENSE							
Office Expense	1,100	1,100				1,100	postage, carrier fees, copies, general supplies
Toner Cartridges	700	700				-	personnel files replaced
	1,800	1,800	-	-	-	1,800	
1001-10-15101-0110-153409 HR OPEB							
Police OPEB Trust - ADEC	134,964	135,439				135,439	
	134,964	135,439	-	-	-	135,439	
1001-10-15101-0110-153410 HR PENSION							
457 Plan - 7.5%	94,997	82,304				82,304	
401(a) Plan - 3%	28,642	41,343				41,343	
Defined Benefit Plan - ADEC (Plan Frozen for new hires)	291,581	297,074				297,074	
	415,220	420,721	-	-	-	420,721	
1001-10-15101-0110-153415 HR PERSONNEL ADMINISTRATION							
Personnel Administration	2,000	1,000				1,000	employee recognition supplies & program, ad fees, background checks,
	2,000	1,000	-	-	-	1,000	wellness program fees/supplies
1001-10-15101-0110-153430 HR POLICE DISABILITY							
Police Disability	70,000	70,000				70,000	H&H evaluations, prescriptions, other med tests/evaluations
	70,000	70,000	-	-	-	70,000	
1001-10-15101-0110-153005 HR ADMINISTRATION CHARGEBACK							
Administrative Charge to WMNR for Human Resources Services provided	(5,100)	(5,100)				(5,100)	
	(5,100)	(5,100)	-	-	-	(5,100)	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

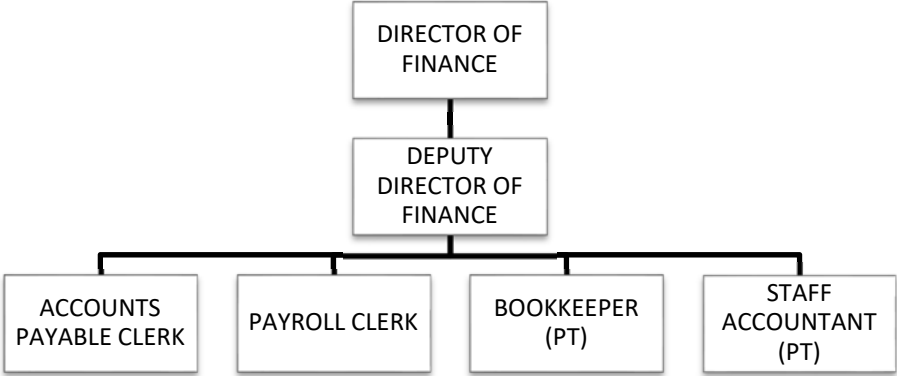
FINANCE DEPARTMENT

The mission of the Finance Department is to provide timely and accurate financial information to all members of the Public, Elected Officials, Town Departments and all Boards and Commissions; in an effort to promote better decision making and fiscal resource management; while maintaining a high level of compliance with the Town Charter, State Statute, Federal Regulations, Generally Accepted Accounting Principles, and Government Accounting Standards.

PRIMARY PROGRAMS & SERVICES

- Provides support to the First Selectman, the Town Council and the Board of Finance during the preparation and review of the Town's Annual Budget.
- Manages the Annual Audit of the Town's Financial Statements and the preparation of the Comprehensive Annual Financial Report (CAFR).
- Schedules the issuance of all authorized and appropriated general obligation bonds; working in conjunction with the First Selectman, Bond Council and the Town's Independent Financial Advisor. This process includes the preparation of the Town's Official Statement and meeting with our rating agency to review the Town's financial information to obtain a rating for the bond issue.
- Reports budget vs. actual revenues and expenditures of the Town to the Board of Finance on a monthly basis for their review.
- Provides support to the Pension Committee in working with our actuary for the preparation of required financial disclosures; and the investment adviser with regard to managing the Town's pension assets for the defined benefit pension plan.
- Processes bi-weekly payroll for Town employees, accounts payable and accounts receivable.
- Reconciles all Town bank accounts and prepares the monthly report of cash and investments for the Town Treasurer, which is reported to the Board of Finance.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Awarded the Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association for the third year in a row.
- Collaborated with the First Selectman, the Town Council and the Board of Finance:
 - 2019-2020 Annual Town Budget prepared and reviewed in an efficient and transparent process, which was helpful in getting it adopted at the first Budget Referendum on May 7, 2019,
 - \$10,355,000 of Refunding Bonds on December 3, 2019 and January 16, 2020, saving the Town approximately \$380,000 in debt service over the next 10 years, and
 - Issuing \$2,315,000 of General Obligation Bonds on December 3, 2019 for Phase I of the EMS Facility Project, Town Hall Campus Safety & Security Improvements, Phase 6 of the Road Construction/Reconstruction Plan and the 2018-19 Vehicle Replacement Plan & DPW Trucks.

GOALS & OBJECTIVES

- In collaboration with the Board of Finance, issue a Request for Proposal (RFP) for audit services for fiscal years 2021 through 2023.
- Continue the Town of Monroe’s excellence in financial reporting.
- Work with the First Selectman, Town Council, Board of Finance and Board of Education to explore the establishment of a joint Finance Department.

BUDGET HIGHLIGHTS

- Reduction in overtime based upon a three-year average, the current trend and anticipated department needs.
- Reduction in office expenses based upon an analysis of anticipated department needs, after taking into account available funds reserved from the current fiscal year for Munis training related to a mandatory software upgrade.

BUDGET - FINANCE DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0125	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0120-150001	FINANCE SALARY ADMIN	106,594	57,397	106,594	106,694	-	-	-	106,694	100	0.09%
1001-10-15101-0120-150003	FINANCE SALARY OTHER	187,688	97,931	198,405	194,407	-	-	-	194,407	(3,998)	-2.01%
1001-10-15101-0120-150005	FINANCE SALARY-PT	56,198	28,504	57,379	57,159	-	-	-	57,159	(220)	-0.38%
1001-10-15101-0120-150700	FINANCE BANK EXPENSE	754	361	975	865	-	-	-	865	(110)	-11.28%
1001-10-15101-0120-153005	FINANCE WMNR ADMIN CHGBK	(32,400)	(19,278)	(33,048)	(33,048)	-	-	-	(33,048)	-	0.00%
1001-10-15101-0120-153385	FINANCE OFFICE EXPENSE	15,666	6,943	15,125	12,550	-	-	-	12,550	(2,575)	-17.02%
1001-10-15101-0120-153485	FINANCE R&M EQUIPMENT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0120-153594	FINANCE CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL FINANCE:		334,501	171,858	345,430	338,628	-	-	-	338,628	(6,802)	-1.97%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - FINANCE DEPARTMENT

		<u>19-20</u>	<u>20-21</u>
Dept 0125			
1001-10-15101-0120-150001	Director of Finance	106,594	106,594
	Longevity	-	100
	Total Admin:	106,594	106,694
1001-10-15101-0120-150003	Deputy Director of Finance	87,451	87,451
	Longevity	225	350
	Payroll Clerk	48,241	47,691
	Longevity	450	450
	Perfect Attendance		548
	Accounts Payable Clerk	47,691	47,691
	Longevity	225	225
	OT - Annual Audit/Year-End	13,729	10,000
	Leap Day Wages	392	-
	Total Other:	198,405	194,407
1001-10-15101-0120-150005	PT-Bookkeeper	21,801	21,801
	PT-Staff Accountant	35,358	35,358
	Leap Day Wages	220	-
	Total Part-Time:	57,379	57,159
	Total Finance:	362,378	358,261
	Headcount-FT	4	4
	Headcount-PT	2	2

contractual increase *19-20 included perfect attendance.

new-was in payroll clerk salary

3 yr average - adjusted for projected increases

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
1,014	\$ 21.50	\$ 21,801	1,014	\$ 21.50	\$ 21,801

SALARY SUMMARY	<u>19-20</u>	<u>20-21</u>
FINANCE SALARY ADMIN	106,594	106,694
FINANCE SALARY OTHER	198,405	194,407
FINANCE SALARY-PT	57,379	57,159
	362,378	358,261

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - FINANCE DEPARTMENT

EXPENDITURES:

1001-10-15101-0120-150700 FINANCE BANK EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Bank service charges	975	865				865	3 year average
	975	865	-	-	-	865	
1001-10-15101-0120-153005 FINANCE WMNR ADMIN CHGBK	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Administrative Charge to WMNR for accounting services provided	(33,048)	(33,048)				(33,048)	accounts payable and payroll
	(33,048)	(33,048)	-	-	-	(33,048)	
1001-10-15101-0120-153385 FINANCE OFFICE EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
technical support-MUNIS	4,800	2,200				2,200	payroll/year end/upgrade
tax forms	450	400				400	W-2'S & 1099'S
envelopes & checks	700	1,725				1,725	accounts payable/receivable/payroll
capital planning software	725	-				-	using internal excel spreadsheet
color toner cartridges	750	-				-	consolidated with toner cart. below
print cartridges for checks	1,000	1,000				1,000	micr cartridges
toner cartridges	1,200	1,675				1,675	color cartridges primarily for budget
professional fees, continuing education & CAFR submission	1,250	1,650				1,650	GFOA, CTCPA, CPA, CAFR
budget supplies	250	250				250	binders, etc.
office supplies	1,200	1,000				1,000	boxes, folders, etc.
postage	2,800	2,650				2,650	vendor checks, 1099's, W2's
	15,125	12,550	-	-	-	12,550	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

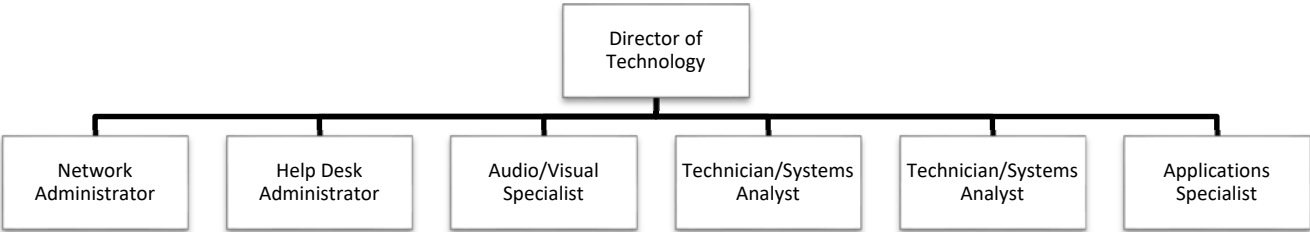
TECHNOLOGY DEPARTMENT

The Town of Monroe Technology Department’s mission is to use information technology to increase the capabilities of the organization by improving service delivery, supporting policy development, and enabling information access. The IT Department is a shared service between the Town and Board of Education.

PRIMARY PROGRAMS & SERVICES

- Technology infrastructure.
- Cyber security.
- Telephony systems, including VOIP Audio / Visual (AV) systems Application support.
- Desktop / laptop support and maintenance.
- Printer systems.
- Wireless technologies.
- Town-wide cellular.
- Email systems.
- Websites and social media accounts.
- Card access control systems.
- Security camera systems.
- Police Department body/vehicle camera systems.
- Vendor management.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	FY 16	FY 17	FY 18	FY 19
HELP DESK TICKET COUNTS	4,026	5,830	4,468	4,774

Help Desk Ticket Counts (FY19)

Total Tickets:	4,774	
monroe.local	--	Master (Root) Domain
monroeboe.monroe.local	307	Monroe Board of Education
monroepsd.monroe.local	3,345	Monroe Public Schools
monroect.monroe.local	753	Town of Monroe
monroelib.monroe.local	110	Edith Wheeler Memo Library
monroepd.local	259	Monroe Police Department

User Accounts (Current – Excludes generic, test and service accounts)

Total User Accounts:	4,452	
monroe.local	7	Master (Root) Domain
monroeboe.monroe.local	36	Monroe Board of Education
monroepsd.monroe.local	4,085	Monroe Public Schools
monroect.monroe.local	196	Town of Monroe
monroelib.monroe.local	40	Edith Wheeler Memo Library
monroepd.local	88	Monroe Police Department

SIGNIFICANT ACCOMPLISHMENTS

- Replaced town-wide firewalls.
- Reducing overall server counts.
- Deploying desktop operating system upgrades from Windows 7 to Windows 10.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

- Centralized antivirus and patch management.
- Completion of upgrade to Microsoft Office Suite.
- Conducted Cybersecurity presentations for staff.

GOALS & OBJECTIVES

- Continue to replace aging switching equipment.
- Continue to replace aging desktops and police mobile data terminals.
- Municipal IT Plan appropriation to include backup resiliency project for cyberattack mitigation, response, and recovery.

BUDGET HIGHLIGHTS

- As a shared service utilizing Board of Education staff, all taxes, benefits and healthcare costs are included within the salary expenditures in the department budget.
- Increase in salary lines reflects 2% salary raise and 10% increase in projected costs for health insurance from BOE.
- Cost reduction from re-negotiation of Verizon Wireless plan.

BUDGET - INFORMATION TECHNOLOGY DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES: Dept 0125		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0125-150001	IT SALARY ADMIN	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0125-150003	IT SALARY OTHER	369,182	179,106	367,500	394,145	(17,591)	-	-	376,554	9,054	2.46%
1001-10-15101-0125-150005	IT SALARY PT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0125-150750	IT AUDIO/VISUAL	417	618	2,000	1,000	-	-	-	1,000	(1,000)	-50.00%
1001-10-15101-0125-150751	IT TONER	16,550	-	600	-	-	-	-	-	(600)	-100.00%
1001-10-15101-0125-150752	IT REPAIRS	14,596	10,677	17,000	17,000	-	-	-	17,000	-	0.00%
1001-10-15101-0125-150753	IT MUNIS	57,735	44,492	58,500	60,255	-	-	-	60,255	1,755	3.00%
1001-10-15101-0125-150754	IT WIDE AREA NETWORK	37,984	19,740	41,000	41,000	-	-	-	41,000	-	0.00%
1001-10-15101-0125-153060	IT COMMUNICATIONS	101,592	55,854	102,100	101,600	(3,000)	-	-	98,600	(3,500)	-3.43%
1001-10-15101-0125-153075	IT CONTRACTED SERVICES	56,467	49,816	56,850	55,700	1,000	-	-	56,700	(150)	-0.26%
1001-10-15101-0125-153105	IT DATA PROCESSING	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0125-153385	IT OFFICE EXPENSE	-	-	1,500	1,500	(500)	-	-	1,000	(500)	-33.33%
1001-10-15101-0125-153530	IT TECHNOLOGY PLAN	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0125-153594	IT CAPITAL	7,832	-	8,000	8,000	-	-	-	8,000	-	0.00%
TOTAL IT:		662,355	360,302	655,050	680,200	(20,091)	-	-	660,109	5,059	0.77%

**ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

SALARY DETAIL - INFORMATION TECHNOLOGY DEPARTMENT

		<u>19-20</u>	<u>20-21</u>	<u>Corrected 20-21</u>
Dept 0125				
1001-10-15101-0125-150001	Technology Director (Town, BOE & Police)	-	-	
	Total Admin:	-	-	
1001-10-15101-0125-150003	IT Manager	74,280	79,767	76,718.27
	Network Server Analyst	57,741	63,058	60,009.18
	Helpdesk P/C System Analyst	36,651	48,442	45,393.30
	Helpdesk P/C System Analyst	32,623	34,341	33,167.25
	Network Server Analyst	42,682	44,601	43,427.02
	Helpdesk P/C System Analyst	57,241	62,519	59,469.91
	Applications Specialist	48,832	53,967	50,918.68
	Ancillary Costs, OT, on call & mileage	17,450	7,450	7,450.00
	Total Other:	367,500	394,145	376,553.61 (17,591.39)
1001-10-15101-0125-150005	IT Salary PT	-	-	
	Total Part Time:	-	-	
	Total IT:	367,500	394,145	
	Headcount-FT	-	-	
	Headcount-PT	7	7	

*Adjustment for employee portion of medical premium

SALARY SUMMARY	<u>19-20</u>	<u>20-21</u>
IT SALARY ADMIN	-	-
IT SALARY OTHER	367,500	376,554
IT SALARY PT	-	-
	367,500	376,554

BUDGET - INFORMATION TECHNOLOGY DEPARTMENT

EXPENDITURES:

		<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15101-0125-150750	IT AUDIO/VISUAL								
Various A/V Support		2,000	1,000				1,000	Various A/V Support - Council Chambers, etc.	
		2,000	1,000	-	-	-	1,000		
1001-10-15101-0125-150751	IT TONER								
Moved to department budgets		600					-		
		600	-	-	-	-	-		
1001-10-15101-0125-150752	IT REPAIRS								
Various	Repairs - Town Hall	12,000	12,000				12,000	Town-wide computer parts/repairs - consistent with current trend	
Watchguard	Firewall	5,000	5,000				5,000	Contractual - Firewall Renewal	
		17,000	17,000	-	-	-	17,000		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		19-20	20-21	20-21	20-21	20-21	20-21		
1001-10-15101-0125-150753	IT MUNIS	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
Tyler Technologies	Financial System reoccurring	58,500	60,255				60,255	Contractual 3% increase	
		58,500	60,255	-	-	-	60,255		
1001-10-15101-0125-150754	IT WIDE AREA NETWORK	19-20	20-21	20-21	20-21	20-21	20-21		
Charter	Internet Access	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
		41,000	41,000				41,000	Contractual - Internet Access	
		41,000	41,000	-	-	-	41,000		
1001-10-15101-0125-153060	IT COMMUNICATIONS	19-20	20-21	20-21	20-21	20-21	20-21		
Frontier	Phone / Data Lines	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
		56,000	55,500				55,500	Telephone / POTS Lines - current trend slightly lower	
							-	Added Park Ranger cell phone service	
Verizon	Town Cellular	32,000	32,000	(3,000)			29,000	Renegotiation of Verizon plan	
Various	Telephone Repairs	600	600				600	Desktop phone repairs	
Code RED	Code RED	13,500	13,500				13,500	Code RED	
		102,100	101,600	(3,000)	-	-	98,600		
1001-10-15101-0125-153075	IT CONTRACTED SERVICES	19-20	20-21	20-21	20-21	20-21	20-21		
Network Sec Grp	Email Antivirus	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
GoDaddy	Domain / SSL Registration	4,100	5,100				5,100	Anti-spam / Anti-virus - TOM / MPD	
Vision	Assessor's Office	500	500				500	Town-wide Internet Domain Renewals	
QDS	Assessor's Office	8,750	9,500				9,500	Contractual - Assessor Software	
QDS	Tax Collector	11,000	11,000				11,000	Contractual - Assessor Software	
QSCEND	New Website / Hosting	6,400	8,900				8,900	Contractual -Tax Collector Software	
Wholesale	Monroe PD UPS Maintenance	10,000	7,500				7,500	Contractual - Town website hosting	
MetroCOG	GIS Dev & Mapping	3,100	3,200				3,200	PD UPS maintenance	
		13,000	10,000	1,000			11,000	Maintenance, aerial pictometry, and allowance for parcel updates.	
		56,850	55,700	1,000	-	-	56,700		
1001-10-15101-0125-153385	IT OFFICE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21		
Various	Tech Office Expense	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
		1,500	1,500	(500)			1,000	Google licensing	
		1,500	1,500	(500)	-	-	1,000		
1001-10-15101-0125-153594	IT CAPITAL	19-20	20-21	20-21	20-21	20-21	20-21		
CDWG	MDT Replacement	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
		8,000	8,000				8,000	Continue planned replacement	
	Mobile Data Terminals-Police						-		
		8,000	8,000	-	-	-	8,000		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

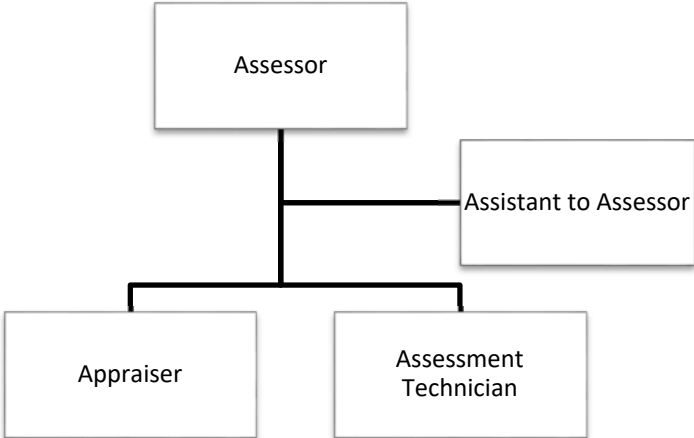
OFFICE OF THE ASSESSOR

The Assessor’s Office ensures Monroe property owners share the tax burden through the discovery, listing, and equitable valuation of all real estate, business personal property, and motor vehicles in accordance with governing state statutes and the Uniform Standards of Professional Appraisal Practice. The overwhelming majority of the town’s revenue is generated through the assessment process.

PRIMARY PROGRAMS & SERVICES

- The primary function of the department is the development, oversight, and management of the town’s annual Grand List.
- Implements state mandated town-wide property revaluations every 5 years.
- Updates and maintains accurate property record and assessment information.
- Generates and files mandatory reports for the State of Connecticut as prescribed by state statute.
- Administers various town and state mandated exemption programs.
- Generates valuation estimates for prospective real estate projects.
- Provides property valuation, exemption information, mapping, and ownership records to the general public.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

<u>Grand List Account Totals</u>	<u>2016 GL</u> FY 18	<u>2017 GL</u> FY 19	<u>2018 GL</u> FY 20
Real Estate Parcels	7,814	7,811	7,812
Motor Vehicles	22,160	22,136	22,057
Personal Property	1,382	1,378	1,380
Senior Tax Relief Program Applicants	502	473	449
Total Board of Assessment Appeals	36	45	34

SIGNIFICANT ACCOMPLISHMENTS

- Completion of the 2019 town-wide revaluation project on schedule and in accordance with state-mandated performance standards.
- Resolution of all appeals stemming from the 2017 & 2018 Grand Lists.
- GIS mapping and records database updated to reflect all recent land changes and integrated with current property record information.

GOALS & OBJECTIVES

- Resolve any appeals stemming from the 2019 revaluation in a fair and cost-effective fashion.
- Work with the Connecticut Association of Assessing Officers to maintain an open dialogue with the State of Connecticut regarding any proposed assessment-related legislation that may have a fiscal impact.
- Create an online fillable Income & Expense form for posting on the Town website.
- Continue working to enhance customer service through communication with residents and website/software integration and upgrades.
- Continue professional training to remain current with legislative changes, software upgrades, and market trends.

BUDGET HIGHLIGHTS

- Slight budget decrease.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE ASSESSOR		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0130										
1001-10-15101-0130-150001	ASSESSOR SALARY ADMIN	76,990	42,285	78,530	78,530	-	-	-	78,530	-	0.00%
1001-10-15101-0130-150003	ASSESSOR SALARY OTHER	144,415	74,081	150,886	150,279	-	-	-	150,279	(607)	-0.40%
1001-10-15101-0130-153065	ASSSOR CONSULTANT FEES	3,250	-	6,500	6,500	(1,500)	-	-	5,000	(1,500)	-23.08%
1001-10-15101-0130-153385	ASSESSOR OFFICE EXPENSE	7,950	2,015	13,100	13,000	(900)	-	-	12,100	(1,000)	-7.63%
1001-10-15101-0130-153579	ASSESSOR VEHICLE FUEL	64	25	300	200	-	-	-	200	(100)	-33.33%
1001-10-15101-0130-153580	ASSESSOR VEHICLE EXPENSE	331	324	500	500	-	-	-	500	-	0.00%
1001-10-15101-0130-153594	ASSESSOR CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
	TOTAL ASSESSORS:	232,999	118,730	249,816	249,009	(2,400)	-	-	246,609	(3,207)	-1.28%

SALARY DETAIL - OFFICE OF THE ASSESSOR

		Dept 0130	19-20	20-21
1001-10-15101-0130-150001	Assessor-Administrations		78,530	78,530
	Longevity		-	-
	Total Administration:		78,530	78,530
1001-10-15101-0130-150003	Assessor's Assistant		44,521	44,521
	Longevity		450	450
	Assessor's Technician		43,140	43,140
	Longevity		-	-
	Appraiser		60,168	60,168
	Longevity		-	-
	Overtime		2,000	2,000
	Leap Day Wages		607	-
	Total Other:		150,886	150,279
	Total Assessors:		229,416	228,809
	Headcount-FT		4	4
	Headcount-PT		-	-

SALARY SUMMARY	19-20	20-21
ASSESSOR SALARY ADMIN	78,530	78,530
ASSESSOR SALARY OTHER	150,886	150,279
	\$ 229,416	\$ 228,809

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE ASSESSOR

EXPENDITURES:							
	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0130-153065 ASSSOR CONSULTANT FEES							
Personal Property Audits & Consulting	6,500	6,500	(1,500)			5,000	Funding for experts for assessment appeals & PP audits to ensure equity and improve compliance.
						-	Revenue recovery. Funding appropriate based on prior years cost. Based on current Trend
						-	
	6,500	6,500	(1,500)	-	-	5,000	
1001-10-15101-0130-153385 ASSESSOR OFFICE EXPENSE							
Office Supplies	5,000	4,900	(900)			4,000	Office supplies, subscriptions, public notices, mailings, postage, legal notice, etc. trend
Assessor Association Dues & Meetings	-	1,500				1,500	Assessor's organizations dues and meetings costs.
Education-incurred second half of the year	1,500	2,500				2,500	Education/recertification courses, workshops, seminars.
						-	
CAVS Liscense-incurred second half of the year	2,500	2,500				2,500	Personal Property valuation software.
Toner Cartridges	-	3,000				3,000	Appropriate based on current trend.
	3,000	1,100				1,100	
	13,100	13,000	(900)	-	-	12,100	
1001-10-15101-0130-153579 ASSESSOR VEHICLE FUEL							
Fuel Town Car	300	200				200	Adjusted to reflect usage trends and new pricing
	300	200	-	-	-	200	
1001-10-15101-0130-153580 ASSESSOR VEHICLE EXPENSE							
Vehicle Expense	500	500				500	vehicle maintenance and parts.
	500	500	-	-	-	500	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

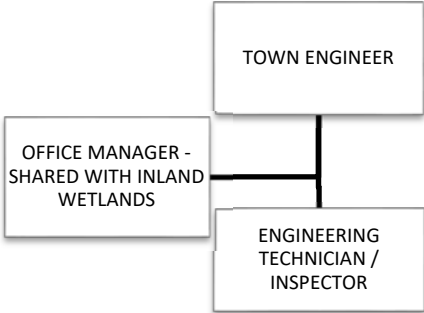
ENGINEERING DEPARTMENT

The Engineering Department provides design and project development/coordination, and technical support and services to the various local boards and commissions, the Town administration, other Town departments, applicants and/or their representatives, and the general public, in addition to coordination with the State Department of Environmental Protection, State Department of Transportation, Metropolitan Council of Governments, utility companies, and other applicable agencies and/or organizations.

PRIMARY PROGRAMS & SERVICES

- Review relative to engineering related issues associated with applicable administrative Building Department/Land Use applications, and technical review for application submissions to various boards and commissions.
- Design services for Town projects, and coordination of Town involvement with State projects.
- Preliminary design and technical assistance for local, state, and/or federal applications respective to procurement of project permits/approvals, grant applications, and requests for funding.
- Coordination and implementation of the Town MS4 General Stormwater Discharge Permit functions.
- Coordination of consultant services for project design and other engineering functions.
- Supervision and inspection services relative to private development, and Town projects.
- Map updating and drafting services, and technical and mapping assistance with GIS.
- Reviews of commission approval requirements, and recommendations for the establishment or release of bonding.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

The following table lists the approximate number of engineering tasks completed for each of the service categories listed. However, note that services vary considerably within each category, contingent on the type and magnitude of application/project/development.

Service/Category	Description	2016	2017	2018	2019
Technical reviews for PZC applications (Commission applications)	Review of hydrology, traffic, layout, bonding, E&S control, public improvements, grading, details, etc.	61	48	27	46
Technical reviews for IWC applications	Review of hydrology, layout, bonding, E&S control, grading, details	47	34	19	46
Technical reviews and recommendations for flood plain permits	Engineering assistance in processing technical data relative to compliance with FEMA requirements	1	6	1	3
Engineering reviews for building permits (BPs, COs,CCs)	Review of drainage, grading, E&S control, sight line, parking (new houses, garages, and commercial buildings)	34	45	80	63
Town projects	Applications for funding, preliminary design, drainage calculations/design, traffic, permitting, ROW issues, bidding, inspection	6	11	13	7
State projects	Coordination of Town issues relative to State projects (easements, permitting, ROW, alterations to Town infrastructure, etc.)	4	5	5	3
Oversight of development inspection (PZC & IWC)	Assistance in resolving engineering issues during site construction	N/A	approx. 60 (active)	approx. 60 (active)	approx. 60 (active)
Bond release reports (PZC & IWC)	Review of construction status and reports for bond releases or reductions	13	15	36	41

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Coordinated with Inland Wetlands and Planning & Zoning to facilitate disposition of outstanding performance bonds.
- Surveying, design, and estimating for rehabilitation of the pedestrian entrances from the Wolfe Park parking lots and maintenance area adjacent to the pool building.
- Pepper Street rehabilitation project, including the multi-use trail (Grant Rd to Northbrook) – coordination efforts with the design consultant and the State for reinstatement of final project design & bidding; coordination with the State, design consultant, and contractor for procurement of design and construction authorization; payments for services; acceptance of construction and inspection agreements; utility coordination; and general coordination of construction start-up.
- Coordination for finalization of the Roundabout Project at routes 111 & 110.
- Preparation of plans and coordination of approval and construction for Masuk High School ball field dugouts.
- Continued coordination of the State mandated MS-4 DEEP permit/requirements for the Town, met new goals and objectives/requirements, continued coordination of outfall inspection and screening, implemented procedures and processes detailed in the Illicit Discharge Detection Elimination (IDDE) Plan, and assisted/coordinated in the establishment of a GIS/plan inventory of Town owned and maintained drainage facilities (catch basins, pipe, outfalls, etc.).
- Initiated reconnaissance and planning for Todd Drive culvert replacement.

GOALS & OBJECTIVES

- Complete review and update the Town Standards.
- Continue coordination of the State mandated MS-4 DEEP permit/requirements for the Town, and meet new goals and objectives/requirements.
- Continue technical coordination and support for updating/maintaining, and integrating drainage facility data, into the GIS program.
- Expand engineering and design services for Town/Public Works Projects, and decrease time spent on regulatory commission review.
- Develop a required ADA Self Evaluation and Action Plan for Town facilities and public Right of Ways.

BUDGET HIGHLIGHTS

- Half of vehicle costs moved to Inlands Wetlands budget.
- Reduction in MS4 consulting costs in department budget through use of residual MS4 appropriation.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - ENGINEERING DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0140										
1001-10-15101-0140-150001	ENGINEERING SALARY ADMIN	54,476	59,857	110,971	110,971	-	-	-	110,971	-	0.00%
1001-10-15101-0140-150003	ENGINEERING SALARY OTHER	96,309	53,005	98,360	98,360	-	-	-	98,360	-	0.00%
1001-10-15101-0140-150005	ENGINEERINGSALARY PT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0140-153065	ENGINEERING CONSULTING FEES	188	-	10,000	14,500	(9,500)	-	-	5,000	(5,000)	-50.00%
1001-10-15101-0140-153145	ENGINEERING EQUIPMENT	-	-	500	500	(500)	-	-	-	(500)	-100.00%
1001-10-15101-0140-153385	ENGINEERING OFFICE EXPENSE	2,456	1,553	2,835	2,835	-	-	-	2,835	-	0.00%
1001-10-15101-0140-153390	ENGINEERING OPERATING EXP	426	460	700	700	100	-	-	800	100	14.29%
1001-10-15101-0140-153579	ENGINEERING VEHICLE FUEL	393	171	500	250	-	-	-	250	(250)	-50.00%
1001-10-15101-0140-153580	ENGINEERING VEHICLE EXPENSE	-	-	1,000	500	-	-	-	500	(500)	-50.00%
1001-10-15101-0140-153594	ENGINEERING CAPITAL	6,875	-	-	35,000	(35,000)	-	-	-	-	0.00%
	TOTAL ENGINEERING:	161,122	115,047	224,866	263,616	(44,900)	-	-	218,716	(6,150)	-2.73%

SALARY DETAIL - ENGINEERING DEPARTMENT

		Dept 0140	
		19-20	20-21
1001-10-15101-0140-150001	Town Engineer & Land Use Director-Admin	110,746	110,746
	Longevity	225	225
	Total Admin:	110,971	110,971
1001-10-15101-0140-150003	Office Manager	25,426	25,426
	Longevity	100	100
	Engineering Technician	72,734	72,734
	Longevity	100	100
	Total Other:	98,360	98,360
1001-10-15101-0140-150005	PT Engineering	-	-
	Total Part Time:	-	-
	Total Engineering:	209,331	209,331
	Headcount-FT	3	3
	Headcount-PT	-	-

SALARY SUMMARY	19-20	20-21
ENGINEERING SALARY ADMIN	110,971	110,971
ENGINEERING SALARY OTHER	98,360	98,360
ENGINEERINGSALARY PT	-	-
	209,331	209,331

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15101-0140-153065	ENGINEERING CONSULTING FEES	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	MS4 Annual Report	5,000	9,500	(9,500)			-	DEEP General Permit Mandatory requirement (adding outfall monitoring starts this year) Handle through residuals in MS4 appropriation
	Surveys - In house Engineering Projects	2,500	2,500				2,500	For various town projects
	Consulting Resources	2,500	2,500				2,500	For various town projects
		10,000	14,500	(9,500)	-	-	5,000	
1001-10-15101-0140-153145	ENGINEERING EQUIPMENT	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
		500	500	(500)			-	No identified needs in FY
		500	500	(500)	-	-	-	
1001-10-15101-0140-153385	ENGINEERING OFFICE EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
	License Fee	285	285				285	Mandatory
	Professional Development/Certification Maint.	400	400				400	
	Copies and Mailings	250	250				250	
	ACAD subscription	1,900	1,900				1,900	
		-	-				-	
		2,835	2,835	-	-	-	2,835	
1001-10-15101-0140-153390	ENGINEERING OPERATING EXP	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
	Supplies	200	200	100			300	Cover maintenance of equipment
	Map Printer	500	500				500	
		700	700	100	-	-	800	
1001-10-15101-0140-153579	ENGINEERING VEHICLE FUEL	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
	Engineering Vehicle	500	250				250	Previously had Inland/Wetland charged here
		-	-				-	
		500	250	-	-	-	250	
1001-10-15101-0140-153580	ENGINEERING VEHICLE EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
	Repairs & Maintenance - Town Engineer Vehicle	1,000	500				500	Previously had Inland/Wetland charged here
		-	-				-	
		1,000	500	-	-	-	500	
1001-10-15101-0140-153594	ENGINEERING CAPITAL	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
	1 (Town Engineer/inspection) vehicle replacement		35,000	(35,000)			-	Repurposed Police vehicle
		-	35,000	(35,000)	-	-	-	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

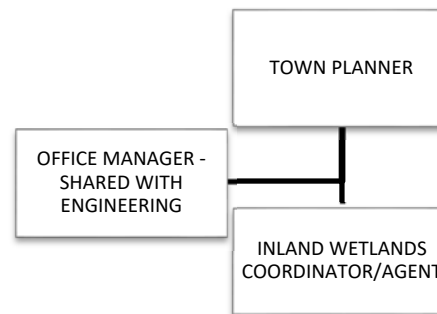
INLAND WETLANDS DEPARTMENT

The Inland Wetlands Department provides administrative, technical, and enforcement services to the Inland Wetlands Commission, associated boards and commissions, federal agencies, state agencies, applicants, consultants, and the general public, in order to: (a) Assure that the Town of Monroe complies with mandatory requirements (*Inland Wetlands and Watercourses Act, pursuant to sections 22a-36 to 22a-45 inclusive of the Connecticut General Statutes as amended*), and (b) Provides preservation and protection of the Inland Wetlands and Watercourses within the Town.

PRIMARY PROGRAMS & SERVICES

- Public outreach and education relative to the mandated Inland Wetlands protection/regulatory program.
- Technical review of application submissions.
- Coordination and processing of agendas, minutes, decision letters, public notices, applications, referrals, reports, etc.
- Updating and re-writing of regulations.
- Enforcement (inspections, notices, coordination, advisement, testimony, research, reporting, litigation, etc.) in response to complaints and/or requests for compliance and assistance with real estate and financial transactions.
- Assistance with retroactive permitting and violation resolution as necessitated per public need (sales, financing, estate planning, etc.)
- Construction coordination of public and private development relative to compliance with wetland regulations.
- Mapping services/assistance to applicants for submission of various applications.
- Inspection and processing of Building Permit applications relative to wetland requirements for new development.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

The following table lists the approximate number of wetland department tasks performed for each of the service categories listed. However, note that services vary considerably within each category, contingent on the type and magnitude of application/project/development.

Service/Category	Description	2017	2018	2019
Inland Wetlands Commission (IWC) Applications	Applications/Permitting through the Commission for significant activities	13	19	16
Agent Approval application	Administrative permitting process for insignificant activities	27	41	29
Permitted Uses	Registration process involving Jurisdictional rulings by the commission	9	14	22
Remediation Submissions	Resolution of violations through the commission	13	5	6
Citations	Process for achieving compliance via the issuance of fines associated with non-responsiveness to enforcement actions	6	3	4
Violations (new)	Most violations are the result of the processing of applications for development (verification of compliance is needed), requests for compliance, real estate transactions, and/or financial changes.	14	16	16
Violations (active)	Currently at some point within the process (research, inspection, report, commission contact, remediation submission, approval, construction/work, follow up reporting)	83	57	47
Violations (resolved)	Note that when considering the above detailed parts of the process, resolution can take a number of years to complete, especially when follow-up monitoring is typically extended to three years after completion of work	14	23	31

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Reduced the number of outstanding violations.
- Inland Wetlands Coordinator has made deliberate efforts to establish positive interactions with the residents, property owners, contractors and consultants.
- Inland Wetlands Coordinator completed the course requirements required as Inland Wetlands Agent of the Inland Wetlands Commission.

GOALS & OBJECTIVES

- Continued to assist in updating the Inland Wetlands regulations.
- Develop a public outreach subcommittee and respective program to build on the work done in 2018.
- Develop instructional template (submission data details/instructions, and mapping) for use in resolving violations.
- Improve the Inland Wetlands webpage to include public information and education.

BUDGET HIGHLIGHTS

- Salary line reflects step increase per union contract.
- Overall reduction in operating and office expenses.

BUDGET - INLAND WETLANDS DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0145	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0145-150001	I/W SALARY ADMIN	54,476	25,054	54,796	56,741	-	-	-	56,741	1,945	3.55%
1001-10-15101-0145-150003	I/W SALARY OTHER	24,901	15,220	25,426	25,426	-	-	-	25,426	-	0.00%
1001-10-15101-0145-150005	I/W SALARY PT	27,727	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0145-153065	I/W CONSULTANT FEES	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0145-153145	I/W EQUIPMENT	94	-	500	500	(500)	-	-	-	(500)	-100.00%
1001-10-15101-0145-153385	I/W OFFICE EXPENSE	3,839	1,336	4,400	4,400	(4,050)	-	-	350	(4,050)	-92.05%
1001-10-15101-0145-153579	I/W VEHICLE FUEL	-	-	-	600	(350)	-	-	250	250	0.00%
1001-10-15101-0145-153580	I/W VEHICLE EXPENSE	-	-	-	600	(100)	-	-	500	500	0.00%
1001-10-15101-0145-153390	I/W OPERATING EXPENSE	-	-	300	300	3,900	-	-	4,200	3,900	1300.00%
1001-10-15101-0145-153594	I/W CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL INLAND/WETLANDS EXPENDITURE		111,037	41,610	85,422	88,567	(1,100)	-	-	87,467	2,045	2.39%

BUDGET - INLAND WETLANDS DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:	Dept 0145	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14007-140740	I/W COMMISSION REVENUE	13,524	3,687	19,000	19,000	(5,000)	-	(5,000)	9,000	(10,000)	-52.63%
TOTAL INLAND/WETLANDS REVENUE:		13,524	3,687	19,000	19,000	(5,000)	-	(5,000)	9,000	(10,000)	-52.63%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - INLAND WETLANDS DEPARTMENT

		<u>19-20</u>	<u>20-21</u>	
Dept 0145				
1001-10-15101-0145-150001	Inland Wetlands Agent	54,568	56,741	Step increase
	Longevity	-	-	
	Leap Day Wages	228	-	
	Total Admin:	54,796	56,741	
1001-10-15101-0145-150003	Office Manager	25,426	25,426	
	Longevity	-	-	
	Inspection Enforcement-FT	-	-	
	Total Other:	25,426	25,426	
1001-10-15101-0145-150005	Inspection Enforcement-PT	-	-	
	Leap Day Wages	-	-	
	Total Part Time:	-	-	
Total Inland/Wetlands:		80,222	82,167	
	Headcount-FT	1	1	*1 FT- Office Manager position in Engineering
	Headcount-PT	-	-	

<u>SALARY SUMMARY</u>	<u>19-20</u>	<u>20-21</u>
I/W SALARY ADMIN	54,796	56,741
I/W SALARY OTHER	25,426	25,426
I/W SALARY PT	-	-
	80,222	82,167

BUDGET - INLAND WETLANDS DEPARTMENT

EXPENDITURES:

	19-20	20-21	20-21	20-21	20-21	20-21	
<u>1001-10-15101-0145-153145 I/W EQUIPMENT</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>Explanation</u>
	500	500	(500)			-	covered in office expense
	500	500	(500)	-	-	-	
<u>1001-10-15101-0145-153385 I/W OFFICE EXPENSE</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>Explanation</u>
Legal Notices	1,500	1,500	(1,500)			-	moved to operating expense
Office Supplies	200	200				200	
Postal Expenses	2,700	2,700	(2,700)			-	moved to operating expense
Professional Development			150			150	moved from operating expense
	4,400	4,400	(4,050)	-	-	350	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15101-0145-153579 I/W VEHICLE FUEL	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Fuel		600	(350)			250	Previously charged to Engineering
	-	600	(350)	-	-	250	
1001-10-15101-0145-153580 I/W VEHICLE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Maintenance and repairs		600	(100)			500	Previously charged to Engineering
	-	600	(100)	-	-	500	
1001-10-15101-0145-153390 I/W OPERATING EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Miscellaneous	150	150	(150)			-	covered in office expense
Professional Development	150	150	(150)			-	moved to office supplies
Legal Notices			1,500			1,500	moved from office supplies
Postal Expenses			2,700			2,700	moved from office supplies
						-	
	300	300	3,900	-	-	4,200	
1001-10-15101-0145-153385 REVENUES:	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
1001-10-14007-140740 I/W COMMISSION REVENUE							
Application Fees, Agent Approval	19,000	19,000	(5,000)		(5,000)	9,000	current trend
Application Fees, Public Hearing						-	
Fees, IW Citation Program Fines,						-	
Copies, Maps, Publications, Misc						-	
and State Surcharge						-	
	19,000	19,000	(5,000)	-	(5,000)	9,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

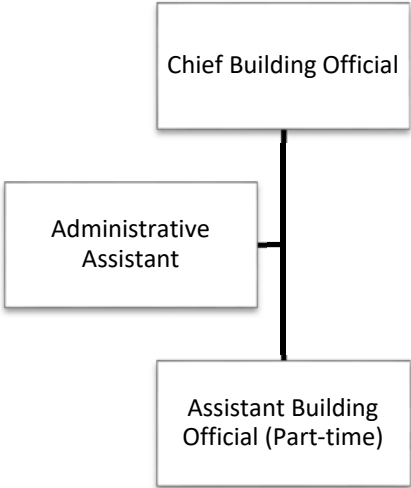
BUILDING DEPARTMENT

The mission of the Building Department is to maximize building safety for the general public, to enforce the State Building Code, to provide efficient record retention, and to maintain positive public relations.

PRIMARY PROGRAMS & SERVICES

- The Building Department establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety for the people of Monroe by reviewing, developing, adopting and administering the State Building Code. (Connecticut General Statutes Chapter 541 including but not limited to Sections 29-262-1a through 29-262-11a.)
- Conduct plan reviews; issues permits; performs inspections and testing; issues Certificates of Occupancies for each form of new, repaired, or altered structures throughout the town.
- Researches state statutes and building codes, and coordinates town department approvals to maximize building safety conditions for the general public involving public, commercial, and residential buildings.
- Investigates complaints, fire and demolition activities; responds to emergencies; issues abatements, cease and desist orders, investigates and processes violations, request orders for condemnation, injunctions, and fines.
- Maintain the high ISO insurance rating for the Town.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

<u>Permit Processed</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<i>Includes both new and alterations</i>						
Residential	344	221	184	202	210	226
Commercial	76	51	25	41 ⁽¹⁾	26	23
Public Buildings				2		4
Other (e.g., pools, sheds)	289	144	199	264	201	223
Mechanical (e.g., electric, HVAC)	1,788	803	884	925	857	985
Totals	2,497	1,219	1,292	1,434	1,294	1,461

(1) Driven by increase in alterations.

SIGNIFICANT ACCOMPLISHMENTS

- Completion and submission of the 2019 ISO report.
- Maintained existing ISO rating which is higher than state average.

GOALS & OBJECTIVES

- Evaluation and updating of the Building Department pages on the Town website.
- Collaborative development of an on-line permitting process.
- Preparation for the adoption of the 2020 Connecticut State Building Code.

BUDGET HIGHLIGHTS

- Salary line increases reflect contractual increases from FY20, however remain lower than FY19 from prior year restructuring.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - BUILDING DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0150										
1001-10-15101-0150-150001	BUILDING SALARY ADMIN	82,018	52,264	78,549	80,350	-	-	-	80,350	1,801	2.29%
1001-10-15101-0150-150003	BUILDING SALARY OTHER	65,760	31,286	42,026	43,472	-	-	-	43,472	1,446	3.44%
1001-10-15101-0150-150005	BUILDING SALARY PT	23,851	11,250	39,150	39,000	-	-	-	39,000	(150)	-0.38%
1001-10-15101-0150-153065	BLDG CONSULTANT FEES	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0150-153145	BUILDING EQUIPMENT	-	-	200	200	-	-	-	200	-	0.00%
1001-10-15101-0150-153385	BUILDING OFFICE EXPENSE	4,170	410	5,580	5,524	-	-	-	5,524	(56)	-1.00%
1001-10-15101-0150-153579	BUILDING VEHICLE FUEL	1,000	357	1,100	1,100	(225)	-	-	875	(225)	-20.45%
1001-10-15101-0150-153580	BUILDING VEHICLE EXPENSE	1,006	511	1,400	1,400	(200)	-	-	1,200	(200)	-14.29%
1001-10-15101-0150-153594	BUILDING CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL BUILDING EXPENDITURES:		177,805	96,078	168,005	171,046	(425)	-	-	170,621	2,616	1.56%

BUDGET - BUILDING DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14003-140115	BUILDING PERMITS REVENUE	226,851	103,357	275,000	225,000	-	-	(75,000)	150,000	(125,000)	-45.45%
TOTAL BUILDING REVENUE:		226,851	103,357	275,000	225,000	-	-	(75,000)	150,000	(125,000)	-45.45%

SALARY DETAIL - BUILDING DEPARTMENT

		19-20	20-21	
Dept 0150				
1001-10-15101-0150-150001	Building Inspector	78,199	80,000	New Hire-FY20 partial year
	Longevity	350	350	
	Total Administration:	78,549	80,350	
1001-10-15101-0150-150003	Administrative Assistant I	40,357	41,972	Step increase
	Longevity	-	-	
	Paid Time Off Coverage	1,500	1,500	
	Leap Day Wages	169	-	
	Total Other:	42,026	43,472	
1001-10-15101-0150-150005	Assistant Building Inspector-PT	39,000	39,000	
	Administrative Assistant I-PT	-	-	
	Paid Time Off Coverage	-	-	
	Leap Day Wages	150	-	
	Total Part-Time:	39,150	39,000	
Total Building:		159,725	162,822	
Headcount-FT		2	2	
Headcount-PT		1	1	

SALARY SUMMARY	19-20	20-21
BUILDING SALARY ADMIN	78,549	80,350
BUILDING SALARY OTHER	42,026	43,472
BUILDING SALARY PT	39,150	39,000
	159,725	162,822

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15101-0150-153065	BLDG CONSULTANT FEES	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Building consultant fees	-	-	-	-	-	-	Not being utilized historically
1001-10-15101-0150-153145	BUILDING EQUIPMENT	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Test / Analysis Equipment	200	200				200	for any necessary equipment (i.e. testers, flashlights, handtools,etc)
		200	200	-	-	-	200	
1001-10-15101-0150-153385	BUILDING OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Professional Develop /License Maint	2,040	1,680				1,680	Based upon required affiliation membership fees and CEU meeting fees
	Office Supplies/ Code Books	3,000	3,304				3,304	Increase due to new 2020 State Building Code adoption and required Code books
	Postal Expenses	540	540				540	
		5,580	5,524	-	-	-	5,524	
1001-10-15101-0150-153579	BUILDING VEHICLE FUEL	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Fuel For Two Vehicles	1,100	1,100	(225)			875	Adjusted to reflect usage trends and new pricing
		1,100	1,100	(225)	-	-	875	
1001-10-15101-0150-153580	BUILDING VEHICLE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Repair Cost For Two Vehicles	1,400	1,400	(200)			1,200	
		1,400	1,400	(200)	-	-	1,200	
BUDGET - BUILDING DEPARTMENT								
REVENUE:								
1001-10-14003-0000-140115	BUILDING PERMITS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Building permits revenue	275,000	225,000			(75,000)	150,000	
		275,000	225,000	-	-	(75,000)	150,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

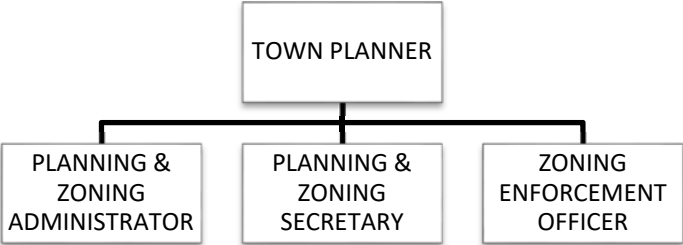
PLANNING AND ZONING DEPARTMENT

To protect the public health, safety and general welfare of the community by providing administrative and professional technical services to the Planning and Zoning Commission, Zoning Board of Appeals, associated local boards and commissions, federal agencies, state agencies, and the general public, in order to assist the Town in guiding the orderly development and use of land to provide housing and employment opportunities; to stabilize the property tax base; to foster and enhance the visual image and vernacular character of the Town; and to protect open space and areas of sensitive and unique natural resources within the Town.

PRIMARY PROGRAMS & SERVICES

- Administrative and professional technical services to the Planning and Zoning Commission, Zoning Board of Appeals and related enforcement capacities under the Zoning Enforcement Officer, including Zoning Citation Hearing Officer.
- Record files organization, management and maintenance; land use development application review and processing; and enforcement/permitting inspections, compliance assessment, reports and legal coordination with Town Attorney.
- Responsible for and provides hands-on support services to Town residents and property owners, developers and institutional/civic organizations, as well as in regard to Planning and Zoning Commission and Town initiatives and projects.
- Study and administration of matters relating to the physical, social and economic planning and coordinated development of the Town in accordance with the Town Charter, Plan of Conservation and Development, Zoning Regulations and Subdivision Regulations.
- Preparation of draft amendments to Zoning Regulations and Subdivision Regulations, as well as other Town Ordinances.
- Maintenance of the official Town Plan of Conservation and Development (POCD), Official Zoning Map, Zoning Regulations, Subdivision Regulations and Street Index.
- Public and intra-agency government assistance and referral consideration.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

PLANNING & ZONING and ZONING BOARD OF APPEALS ACTIVE APPLICATIONS and ACTIONS ⁽¹⁾												
ACTION / PERMIT	2017				2018				2019			
	PYP	NEW	DET	EYP	PYP	NEW	DET	EYP	PYP	NEW	DET	EYP
Special Exception Permits	4	13	15	2	2	9	9	2	2	13	12	3
Site Development Plan	0	6	6	0	0	4	4	0	0	0	0	0
Minor Site Plan (Staff)	N/A				N/A				N/A	4	4	0
Permit Amendment Modification	1	5	6	0	0	9	9	0	0	7	7	0
Excavation /Filling Permit	0	0	0	0	0	0	0	0	0	3	1	2
Subdivision	1	2	3	0	0	2	2	0	0	2	2	0
Zone Boundary Change	1	2	3	0	0	2	0	2	2	0	2	0
Scenic Road Development Permit	0	0	0	0	0	0	0	0	0	1	1	0
Zoning Text Amendment	4	12	16	0	0	6	5	1	1	6	7	0
Subdivision Text Amendment	0	0	0	0	0	1	1	0	0	0	0	0
CGS §8-24 Municipal Referral	0	2	1	1	1	0	1	0	0	0	0	0
Bond Reduction/Release/Hold	0	8	8	0	0	8	8	0	0	9	11	0
Time Extensions	0	25	25	0	0	30	30	0	0	11	11	0
ZBA Variance Applications	2	6	7	1	1	5	5	1	1	1	2	0
ZBA Zoning Appeals	0	0	0	0	0	1	1	0	0	1	1	0
ZBA Court Appeals	0	1	1	0	0	0	0	0	0	1	0	1
P&Z Court Appeals	1	3	4	0	0	1	1	0	0	1	0	1

INDEX: PYP – Past Year Pending NEW – New Submission DET – Determination Issued EYP – End of Year Pending # – Number Issued

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SUMMARY OF PLANNING AND ZONING PERMIT / DEVELOPMENT ACTIVITY ⁽¹⁾			
COMMISSION ACTIVITY	2017	2018	2019
Approved Commercial Projects	19	12	11
Approved Subdivision Lots	6	4	3
Residential Lots	0	5	0
Commercial Lots			
New House Construction Approved	18	7	8
Counter, Phone and Email Inquires	Thousands	Thousands	Thousands
ZONING ENFORCEMENT OFFICER (ZEO) ACTIVITY	2017	2018	2019
Certificate of Zoning Compliance (Zoning Permit)	234	288	305
Accessory Apartment Permits	4	4	2
Home Based Business Permits	24	17	18
Sign Permits	26	21	20
Other Building Permit Signoffs	203	167	208
Floodplain Permits	6	1	1
Zoning Compliance Letters	10	3	6
Zoning Notice of Violation	31	27	24
Zoning Citations	4	18	5
Blight Investigations	5	4	5
ZEO Decision Appeals to ZBA	1	0	11
ZEO Decision Appeals to Court	2	1	1

(1) NOTE: The above data is purely quantitative and does not distinguish variable complexity, site or applicant specific considerations, and level of interagency coordination required for an individual permit, action taken or service rendered, all of which impact amount of staff time required.

SIGNIFICANT ACCOMPLISHMENTS

- Plan of Conservation and Development (POCD) Update – Consultant hired; Advisory Committee formed; POCD Kick-Off meeting held.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

- Reduced applicant permit costs by additional reduction in materials submission; reduced number of copies and allowance for digital submission.
- Streamlined Final Approved Site Plan document processing, saving applicants time and resources.
- Open Space mapping integration to GIS with MetroCOG GIS Services.
- Completed identification of Zoning District discrepancies on Assessor Cards prior to revaluation by Assessor.
- Adoption of Zoning Regulations Amendments:
 - Referrals to Conservation Commission (recognition of long standing practice of application advisory referral.)
 - Public Utility Facility (added definition and restored use and applicable permit standards.)
 - Minor Site Plan (established permit thresholds, and procedural and permit regulations for the review and approval of Staff Administrative review and approval of Minor Site Plans.)
 - Alcohol Service Eligibility (repeal 1,500 separation requirement and restaurant 50-seat rule.)
 - Miscellaneous Amendments 2019 (Cross Zone Exceptions; Site Plans; Referrals; Amendments; Definitions; Use Schedule; and Off-Street Parking Schedule amendments, clarifications and corrections.)

GOALS & OBJECTIVES

- Plan of Conservation and Development (POCD) 2020 update – Completion of data research; holding of public workshops and activities; conduct focus groups and stakeholder interviews; promote and complete online public survey.
- Continued assistance with Planning and Zoning Commission regulation amendments.
- Completion of Conservation Easement identification and integration to GIS mapping with MetroCOG GIS services.
- Conversion from AutoCAD to GIS Digital Zoning Map.
- Support Town Council in amendments to current blight ordinance.
- Collaboration with MetroCOG in implementation of online permitting and workflow support.

BUDGET HIGHLIGHTS

- Continued anticipated legal notice cost reduction with publication in Voices.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - PLANNING & ZONING DEPT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
PLANNING AND ZONING: Dept 0155											
1001-10-15101-0155-150001	P&Z SALARY ADMIN	132,929	91,096	169,093	169,093	-	-	-	169,093	-	0.00%
1001-10-15101-0155-150003	P&Z SALARY OTHER	44,019	22,285	44,704	41,027	-	-	-	41,027	(3,677)	-8.22%
1001-10-15101-0155-153065	P&Z CONSULTANT FEES	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0155-153385	P&Z OFFICE EXPENSE	10,717	4,888	15,900	14,900	(1,000)	-	-	13,900	(2,000)	-12.58%
1001-10-15101-0155-153440	P&Z PRINTING	555	-	750	750	(750)	-	-	-	(750)	-100.00%
1001-10-15101-0155-153485	P&Z R & M EQUIPMENT	131	-	200	200	(200)	-	-	-	(200)	-100.00%
1001-10-15101-0155-153594	P&Z CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
PLANNING & ZONING		188,350	118,269	230,647	225,970	(1,950)	-	-	224,020	(6,627)	-2.87%
EXPENDITURES:											
P & Z ENFORCEMENT: Dept 0156											
1001-10-15101-0156-150003	P&Z ZON ENF SALARY OTHER	62,117	31,728	63,861	63,600	-	-	-	63,600	(261)	-0.41%
1001-10-15101-0156-150005	P&Z ZON ENF SALARY PT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0156-150950	P&Z ZON HEARING OFFICER	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0156-153385	P&Z ZON ENF OFFICE EXPENSE	500	120	550	550	-	-	-	550	-	0.00%
1001-10-15101-0156-153579	P&Z ZON ENF VEHICLE FUEL	391	167	600	600	(250)	-	-	350	(250)	-41.67%
1001-10-15101-0156-153580	P&Z ZON ENF VEHICLE EXPENSE	21	-	600	600	-	-	-	600	-	0.00%
1001-10-15101-0156-153594	P&Z ENFORCEMENT CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
P&Z ENFORCEMENT		63,028	32,015	65,611	65,350	(250)	-	-	65,100	(511)	-0.78%
TOTAL P & Z/ENF EXPENDITURES:		251,378	150,284	296,258	291,320	(2,200)	-	-	289,120	(7,138)	-2.41%
BUDGET - PLANNING & ZONING DEPT											
REVENUES: Dept 0155											
1001-10-14003-140135	P&Z PERMITS REVENUE	33,785	17,741	36,350	34,800	200	-	(10,000)	25,000	(11,350)	-31.22%
TOTAL P & Z REVENUE:		33,785	17,741	36,350	34,800	200	-	(10,000)	25,000	(11,350)	-31.22%

**ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

SALARY DETAIL - PLANNING & ZONING DEPT

PLANNING & ZONING		Dept 0155	19-20	20-21	
1001-10-15101-0155-150001	Town Planner		90,000	90,000	
	P&Z Administrator		78,993	78,993	
	Longevity		100	100	
	Total Administration:		169,093	169,093	
1001-10-15101-0155-150003	Secretary		44,521	41,027	New hire
	Longevity		-	-	
	Leap Day Wages		183	-	
	Total Other:		44,704	41,027	
	Total P&Z		213,797	210,120	

ENFORCEMENT		Dept 0156	19-20	20-21	
1001-10-15101-0156-150003	Zoning Enforcement Officer		63,500	63,500	
	Longevity		100	100	
	Leap Day Wages		261	-	
	Total Other:		63,861	63,600	
1001-10-15101-0156-150005	PT Enforcement Personnel		-	-	
	Total Part Time:		-	-	
	P&Z Enforcement:		63,861	63,600	
	Total P&Z:		277,658	273,720	
	Headcount-FT		3	3	
	Headcount-PT		-	-	

SALARY SUMMARY	19-20	20-21
P&Z SALARY ADMIN	169,093	169,093
P&Z SALARY OTHER	44,704	41,027
	213,797	210,120
P&Z ZON ENF SALARY OTHER	63,861	63,600
P&Z ZON ENF SALARY PT	-	-
	63,861	63,600
TOTAL PLANNING & ZONING:	277,658	273,720

BUDGET - PLANNING & ZONING DEPT

EXPENDITURES:	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
1001-10-15101-0155-153385 P&Z OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Total Budget	
Postage	1,550	1,550				1,550	1,550	Avg \$130/month
Office Supplies	2,300	2,300				2,300	2,300	Based on trend
Prof Development/Certification Maintenance	2,750	2,750				2,750	2,750	x2 APA/AICP Membership, AICP Certification maintenance and professional development training
	-	-				-	-	
Toner Cartridges	2,500	2,500				2,500	2,500	Moved from IT toner budget into department budget and all Landuse cartridges are charged to P&Z
	-	-				-	-	
Legal Notices	6,800	5,800	(1,000)			4,800	4,800	Trending at \$400/month
Nondiscretionary expense generated by permit application public hearings and decision notices						-	-	
						-	-	
	15,900	14,900	(1,000)	-	-	13,900	13,900	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

	19-20	20-21	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15101-0155-153440								
P&Z PRINTING								
Outsourced copying/binding of Dept studies, POCD, Regulations and similar	750	750	(750)			-	No historical need; covered in office expense	
	750	750	(750)	-	-	-		
1001-10-15101-0155-153485								
P&Z R & M EQUIPMENT								
Office equipment maintenance, repair and replacement	200	200	(200)			-	Covered in office expense	
	200	200	(200)	-	-	-		
1001-10-15101-0156-153385								
P&Z ZON ENF OFFICE EXPENSE								
Postage	150	150				150		
Office Supplies	200	200				200		
Prof Development / Certification Maintenance	200	200				200	CAZEO mtgs, certification and training	
	550	550	-	-	-	550		
1001-10-15101-0156-153579								
P&Z ZON ENF VEHICLE FUEL								
ZEO Vehicle	600	600	(250)			350	Adjusted to reflect usage trends and new pricing	
	600	600	(250)	-	-	350		
1001-10-15101-0156-153580								
P&Z ZON ENF VEHICLE EXPENSE								
Annual and Unknown vehicle maintenance/repair	600	600				600		
	600	600	-	-	-	600		
BUDGET - PLANNING & ZONING DEPT								
REVENUE:								
1001-10-14003-0000-140135								
P&Z PERMITS REVENUE								
P&Z Application Fees	11,600	12,000				12,000		
ZBA Application Fees	4,050	2,500	200			2,700	Customer support providing guidance towards compliant solutions	
Zoning Permit Fees	18,700	19,000				19,000		
Copies/Maps/Doc Fees	800	600				600	Increased requests fulfilled by website access and use of phone cameras	
State Surcharge Fee Hold-Back	1,200	700				700	Correction	
Board of Finance adjustment						(10,000)		
	36,350	34,800	200	-	(10,000)	25,000		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

TOWN HALL MAINTENANCE

BUDGET - TOWN HALL MAINTENANCE (PUBLIC WORKS)		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES: Dept 0160		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0160-150003	TH MAINT SALARY OTHER	99,275	32,291	107,124	106,777	-	-	-	106,777	(347)	-0.32%
1001-10-15101-0160-151040	TH MAINT WATER	2,801	1,704	3,500	3,500	-	-	-	3,500	-	0.00%
1001-10-15101-0160-153075	TH MAINT CONTRACTED SVCS	124,610	49,004	129,391	138,446	(9,305)	-	-	129,141	(250)	-0.19%
1001-10-15101-0160-153145	TH MAINT EQUIPMENT	10,653	-	1,000	4,300	(3,200)	-	-	1,100	100	10.00%
1001-10-15101-0160-153390	TH MAINT OPERATING EXPENSE	61,949	35,501	43,250	43,250	-	-	-	43,250	-	0.00%
1001-10-15101-0160-153563	TH MAINT ELECTRIC	100,458	49,969	102,000	102,000	7,300	-	-	109,300	7,300	7.16%
1001-10-15101-0160-153564	TH MAINT HEAT	41,421	14,386	46,410	46,410	(2,940)	-	-	43,470	(2,940)	-6.33%
1001-10-15101-0160-153579	TH MAINT VEHICLE FUEL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0160-153594	TH MAINT CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL TOWN HALL MAINTENANCE:		441,167	182,855	432,675	444,683	(8,145)	-	-	436,538	3,863	0.89%

SALARY DETAIL - TOWN HALL MAINTENANCE (PUBLIC WORKS)

		Dept 0160		19-20	20-21
1001-10-15101-0160-150003	Custodian			41,987	41,987
	Longevity			100	100
	Building Maintainer/Custodian			54,505	54,505
	Longevity			225	225
	Overtime/Replacement Personnel			9,960	9,960
	Leap Day Wages			347	-
Total Town Hall Maintenance:				107,124	106,777
Headcount-FT				2	2
Headcount-PT				-	-
SALARY SUMMARY				19-20	20-21
TH MAINT SALARY OTHER				107,124	106,777

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - TOWN HALL MAINTENANCE (PUBLIC WORKS)

EXPENDITURES:

	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0160-151040 TH MAINT WATER							
27,000 cf @ \$.12000	3,500	3,500				3,500	
	3,500	3,500	-	-	-	3,500	
1001-10-15101-0160-153075 TH MAINT CONTRACTED SVCS							
HVAC Maintenance Contract (Edgerton - All Buildings)	16,340	16,340				16,340	Contract 2nd year - Exp. 2024
Emergency Generator Service (Sr. Center)	850	850				850	
Emergency Generator Service (Data Center)	800	800				800	
Emergency Generator Service (Town Hall)	1,000	1,000				1,000	
Emergency Generator Service (Library)	1,000	1,000				1,000	
Emergency Generator Service (MVFD #2)	920	920				920	
Emergency Generator Service (Stepney FD#2)	610	610				610	
Emergency Generator Service (Stevenson FD #2)	830	830				830	
PD/Town HVAC controls contract - SNE building systems	4,000	4,000				4,000	
Library HVAC controls contract - SNE building systems	2,795	2,795				2,795	
Custodial Services for Police Station	26,355	33,000	(6,288)			26,712	Negotiated price reduction
Town Hall Elevator Maintenance & Inspection Agreement (\$350/mth)	3,700	4,561				4,561	Contract increase
Above ground storage tank & ATG Maintenance & Service	2,500	2,500				2,500	
Annual Employee Training (SWPPP & SPCC Plans)	1,150	1,150				1,150	
Stormwater Sampling Collection & DEEP Reporting	975	975				975	Cost of Permit
Monthly Inspection Reports required by SWPPP	6,960	6,960				6,960	
Semi-Annual Inspection reports required by SWPPP	1,000	1,000				1,000	
Quarterly Stormwater Visual Analysis and quarterly inspections required	2,000	2,000				2,000	
Monroe Station #2/Town Hall Fire Sprinkler System testing & inspection	5,270	5,270				5,270	Additional testing required by code.
Town Hall /PD Sprinkler System testing & inspection	3,485	3,485				3,485	New 5-year required by code
Custodial Cleaning (Library)	30,821	32,370	(3,017)			29,353	Negotiated price reduction
Fire Alarm Monitoring - Library - Shelton Alarm Systems	420	420				420	
Fire Alarm Service Contract - Library - FAS Systems	1,640	1,640				1,640	
Fire Alarm Monitoring - Schools - Shelton Alarm Systems	3,360	3,360				3,360	
Fire Alarm Monitoring - Data Center - Shelton Alarm Systems	420	420				420	
Fire Alarm Monitoring - Town Hall - Shelton Alarm Systems	420	420				420	
Fire Alarm Monitoring - Monroe Station #2- Shelton Alarm Systems	470	470				470	
Septic Pump Out - Town Hall & Library - Amherst Septic	3,300	3,300				3,300	
Overhead Doors Service	6,000	6,000				6,000	
	-					-	
	129,391	138,446	(9,305)	-	-	129,141	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15101-0160-153145 TH MAINT EQUIPMENT							
Oil / Air Filter Change (Oil Change 4, Air Filter 4)	100	100				100	
Vehicle R&M (Tune-up, Brakes, Battery, Belts, Hoses, Fluids)	400	400				400	
12' Extension ladder	300					-	
Belt Sander	200					-	
Heavy Duty Hand Truck & moving dollies		350				350	
Multi tool		250				250	
Door replacement and hardware repair/replacement Stepney Stat #2		3,200	(3,200)			-	Stepney Fire to cover within appropriation
	1,000	4,300	(3,200)	-	-	1,100	
1001-10-15101-0160-153390 TH MAINT OPERATING EXPENSE							
Cleaning/Maintenance supplies (bulbs, paper goods)	9,000	9,000				9,000	
Building & Equipment Maintenance	18,850	18,850	(8,100)			10,750	Recast below
Town Hall Garbage Service		-	3,100			3,100	
Town Hall Entryway Carpet Service		-	4,500			4,500	
Town Hall Fire Extinguisher testing & maintenance		-	500			500	
Maintenance of Stepney #2, Monroe #2 & Stevenson #2 Firehouses	15,000	15,000				15,000	Parially covered in new overhead door service
Clerical Union Contract - Building Maintainer & Custodian Boots \$200 X 2ct	400	400				400	Union Contract
	43,250	43,250	-	-	-	43,250	
1001-10-15101-0160-153563 TH MAINT ELECTRIC							
~662,738 kwh @ blended rate based on rate classification	102,000	102,000	7,300			109,300	Based on current usage and anticipated rates
	102,000	102,000	7,300	-	-	109,300	
1001-10-15101-0160-153564 TH MAINT HEAT							
#2 Heating Fuel (21,000 Gallons @ \$2.07/gal)-prior year \$2.13/gal	46,410	46,410	(2,940)			43,470	Adjusted to reflect usage trends and new pricing
	46,410	46,410	(2,940)	-	-	43,470	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

CHALK HILL BUILDING

BUDGET - CHALK HILL (PUBLIC WORKS)		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0161										
1001-10-15101-0161-150003	CHALK HILL SALARY OTHER	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-151150	CHALK HILL HIBERNATION	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-151040	CHALK HILL WATER	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-151075	CHALK HILL CONTRACTED SERVICES	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-153390	CHALK HILL OPERATING EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-153563	CHALK HILL ELECTRIC	5,312	1,562	11,000	8,800	(2,671)	-	-	6,129	(4,871)	-44.28%
1001-10-15101-0161-153564	CHALK HILL HEAT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-153579	CHALK HILL VEHICLE FUEL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15101-0161-153594	CHALK HILL CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL CHALK HILL SCHOOL:		5,312	1,562	11,000	8,800	(2,671)	-	-	6,129	(4,871)	-44.28%

BUDGET - CHALK HILL (PUBLIC WORKS)		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
EXPENDITURES:		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
1001-10-15101-0161-153563	CHALK HILL ELECTRIC	11,000	8,800	(2,671)	-	-	6,129	Adjusted to reflect usage trends and new pricing
Electricity		11,000	8,800	(2,671)	-	-	6,129	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SPECIAL & REGIONAL PROGRAMS

BUDGET - SPECIAL PROGRAMS		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0200	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0200-151210	SP C-MED COMMUN CONT	82,828	70,040	86,056	89,047	-	-	-	89,047	2,991	3.48%
1001-10-15101-0200-151240	S P MEMORIAL DAY PARADE	2,369	-	3,000	3,000	-	-	-	3,000	-	0.00%
1001-10-15101-0200-151250	SP TTLXX GRANT CRISIS - COUNCIL OF CHURCHES	-	-	1,000	-	-	-	-	-	(1,000)	-100.00%
1001-10-15101-0200-151270	SP VOL FIRE TAX INCENTIVE	55,840	49,860	56,000	56,000	-	-	-	56,000	-	0.00%
TOTAL SPECIAL PROGRAMS		141,037	119,899	146,056	148,047	-	-	-	148,047	1,991	1.36%

BUDGET - REGIONAL PROGRAMS		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0250	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15101-0250-151300	RP CT CONF OF MUNICIPALITIES	12,053	12,053	12,053	12,053	-	-	-	12,053	-	0.00%
1001-10-15101-0250-151310	RP CT SMALL TOWN	1,025	1,025	1,025	1,275	-	-	-	1,275	250	24.39%
1001-10-15101-0250-151320	RP LAKE ZOAR AUTHORITY	18,761	19,867	19,867	19,783	-	-	-	19,783	(84)	-0.42%
1001-10-15101-0250-151330	RP REGIONAL COUNCIL OF GOVERNMENT	8,876	8,876	8,876	8,876	-	-	-	8,876	-	0.00%
1001-10-15101-0250-151340	RP SOUTHWEST CONSERVATION DISTRICT	-	-	-	1,500	-	-	-	1,500	1,500	0.00%
1001-10-15101-0250-151350	RP PROBATE COURT	5,763	-	5,770	5,862	-	-	-	5,862	92	1.59%
1001-10-15101-0250-151370	RP SW REG MNTL HEALTH BD	2,000	-	2,000	1,500	-	-	-	1,500	(500)	-25.00%
TOTAL REGIONAL PROGRAMS		48,478	41,821	49,591	50,849	-	-	-	50,849	1,258	2.54%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

POLICE DEPARTMENT

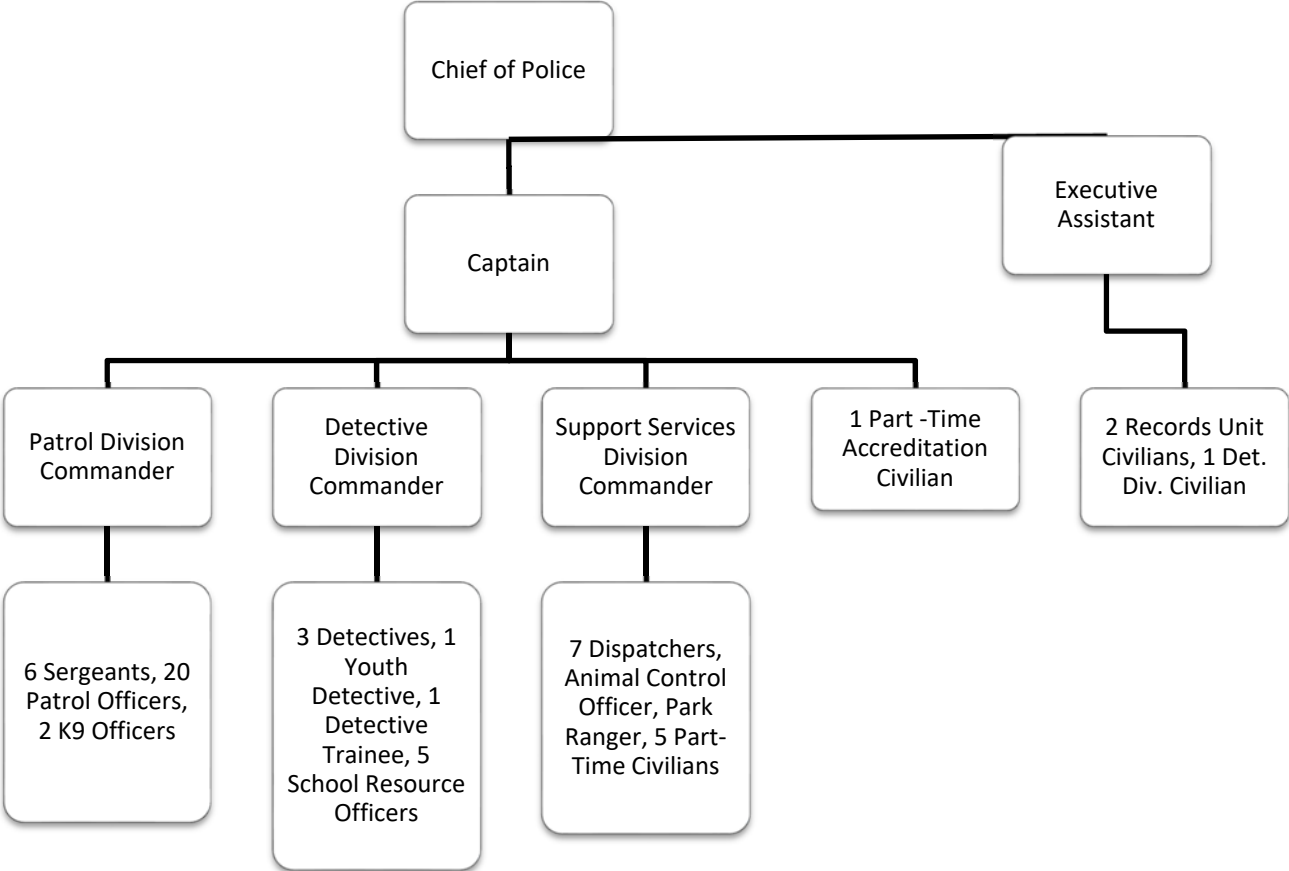
The Monroe Police Department provides a safe and orderly environment in the town through professional services, dedication and partnership with the community to enhance the quality of life, while maintaining the highest moral and ethical standards.

PRIMARY PROGRAMS & SERVICES

- Responsible for all Law Enforcement activity within the Town of Monroe.
- Investigate all criminal offenses, vehicular collisions and serious injury events within this jurisdiction.
- Provide community oriented service to residents and businesses to deter or prevent criminal behavior or anti-social conduct.
- First Responders for Emergency Medical Services.
- Proactive traffic safety initiatives.
- Emphasis on youth/police activities and events.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	FISCAL YEAR			
	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
ASSAULTS	3	8	3	2
BURGLARY	32	21	32	24
LARCENY	86	84	86	103
ROBBERY	3	2	3	4
SEX CRIMES	4	10	4	15
DOMESTIC VIOLENCE	124	121	124	99
STOLEN VEHICLE	9	11	9	5
MOTOR VEHICLE ACCIDENTS	593	546	593	532
EVADING ACCIDENTS	33	38	33	38
TRAFFIC STOPS	4,806	5,130	4,806	3,218
DUI	65	93	65	78
DRUG/NARCOTICS	52	41	52	51
WEAPONS VIOLATIONS	12	3	12	15

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Implemented a software scheduling system that reduces supervisor time filling extra-duty shifts by over 85%, expedites billing contractors, provides users with real-time scheduling of all personnel, and provides projections of future workdays and leave dates. The system reduces paper copies with digital archives of employee work schedules.
- Equipped all line patrol vehicles with new WatchGuard in-car audio/video recording systems, which interact and complement the recordings of the officers' body-worn cameras. The new system guarantees quality recordings with minimal labor to download, preserve and copy for Superior Court.
- Acquired the FARO Technologies 3-D Scanning, Imaging and Photographic System for vehicle crash and crime-scene recording and presentation. Reduces on-scene time for officers by about 50 percent, minimizing road closures and inconvenience to the public.

GOALS & OBJECTIVES

- Continue to research and evaluate the feasibility of advances in technology to reduce staff hours and assist and expedite investigative or administrative functions.
- Utilize improvements in traffic services technology to address specific problem areas with police attention, enforcement, signage or engineering.
- Maintain emphasis on prevention efforts and other community-service activities to enhance the public's perception of police.
- Promote employee wellness initiatives, increase professional development opportunities and retain qualified staff.

BUDGET HIGHLIGHTS

- Increase in costs for new patrol vehicles due to manufacturer's new design and higher price, and with additional conversion costs due to modifications in vehicle dimensions, rendering certain equipment in current cars incompatible with newer vehicles. Continue to fund two from operating budget and two from Special Duty fund.
- Increase of approximately 16% to Operating Expense driven by the ongoing requirement to acquire forensic tool subscriptions and new technology to enable police to conduct technical investigations demanded for successful apprehension and prosecution of offenders.
- Increases in Equipment offset by funding part of Taser replacements and new video player system through Special Duty Fund.
- The 15.9% increase to the Training line mandated by Police Academy tuition hikes dictated by the state, additional vendor-provided instruction necessitated by the state's contraction of offered in-service courses and escalating private contractor-provided training costs.
- State-managed pension program (CMERS) increasing Town contribution percentage from 19.45% to 21.95%, resulting in \$88k increase.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - POLICE DEPARTMENT											
EXPENDITURES:											
		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
POLICE ADMIN: Dept 0300		<u>Actual</u>	<u>YTD 12/31/19</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>\$ CHG</u>	<u>% CHG</u>
1001-10-15103-0300-150001	POL SALARY ADMIN	122,927	66,191	122,927	122,927	-	-	-	122,927	-	0.00%
1001-10-15103-0300-150003	POL SALARY OTHER	296,920	157,649	300,952	300,432	-	-	-	300,432	(520)	-0.17%
1001-10-15103-0300-153385	POL OFFICE-EXPENSE	5,059	2,831	11,400	11,400	(1,000)	-	-	10,400	(1,000)	-8.77%
TOTAL POLICE ADMIN:		424,906	226,672	435,279	434,759	(1,000)	-	-	433,759	(1,520)	-0.35%
POLICE PERSONNEL: Dept 0305		<u>Actual</u>	<u>YTD 12/31/19</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>\$ CHG</u>	<u>% CHG</u>
1001-10-15103-0305-150007	POL SALARY UNIFORM	2,854,770	1,400,082	3,078,785	3,060,165	-	-	-	3,060,165	(18,620)	-0.60%
1001-10-15103-0305-150009	POL SALARY DISPATCHER	380,645	210,149	441,817	465,935	(7,500)	-	-	458,435	16,618	3.76%
1001-10-15103-0305-150011	POL SALARY AUXILIARY STAFF	28,514	11,790	29,305	28,755	-	-	-	28,755	(550)	-1.88%
1001-10-15103-0305-150013	POL SALARY HOLIDAY	136,007	66,800	143,379	143,379	-	-	-	143,379	0	0.00%
1001-10-15103-0305-150015	POL SALARY OVERTIME	312,112	147,535	266,603	266,603	(13,500)	-	-	253,103	(13,500)	-5.06%
1001-10-15103-0305-150017	POL SALARY O/T TACTICAL	48,700	18,603	35,700	35,700	-	-	-	35,700	-	0.00%
1001-10-15103-0305-151500	POL UNIFORM ALLOWANCE	58,163	22,345	64,964	65,220	-	-	-	65,220	256	0.39%
1001-10-15103-0305-153410	POL PENSION	613,811	351,184	717,168	788,224	-	-	(35,910)	752,314	35,146	4.90%
TOTAL POLICE PERSONNEL:		4,432,724	2,228,488	4,777,721	4,853,981	(21,000)	-	(35,910)	4,797,071	19,350	0.41%
POLICE OPERATIONS: Dept 0310		<u>Actual</u>	<u>YTD 12/31/19</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>\$ CHG</u>	<u>% CHG</u>
1001-10-15103-0310-151505	POL SAFETY EQUIPMENT	34,282	12,633	37,058	34,850	-	-	-	34,850	(2,208)	-5.96%
1001-10-15103-0310-151510	POL NEW POLICE CARS	74,950	-	75,350	189,830	(94,915)	-	-	94,915	19,565	25.97%
1001-10-15103-0310-151515	POL EMERGENCY FUND	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0310-151516	POL TRAINING	24,945	9,184	25,750	29,850	-	-	-	29,850	4,100	15.92%
1001-10-15103-0310-151520	POL AUDIO/VISUAL	2,838	-	2,800	2,800	-	-	-	2,800	-	0.00%
1001-10-15103-0310-151525	POL DETECTIVE BUREAU	6,296	1,954	6,550	6,550	-	-	-	6,550	-	0.00%
1001-10-15103-0310-151530	POL TRAFFIC CONTROL	4,560	2,765	4,930	4,930	-	-	-	4,930	-	0.00%
1001-10-15103-0310-151535	POL RADIO	36,912	19,583	38,630	38,730	-	-	-	38,730	100	0.26%
1001-10-15103-0310-151540	POL RECORD ROOM	24,333	21,119	26,580	26,121	-	-	-	26,121	(459)	-1.73%
1001-10-15103-0310-151545	POL RANGE MAINTENANCE	1,425	1,302	1,350	1,350	-	-	-	1,350	-	0.00%
1001-10-15103-0310-151550	POL YOUTH BUREAU	3,706	120	3,800	3,800	-	-	-	3,800	-	0.00%
1001-10-15103-0310-151555	POL CRIME PREVENTION	5,859	2,716	5,900	5,900	-	-	-	5,900	-	0.00%
1001-10-15103-0310-151560	POL ABANDON VEH EXP	275	88	500	500	-	-	-	500	-	0.00%
1001-10-15103-0310-153060	POL COMMUNICATIONS	10,907	2,154	13,175	13,175	(1,000)	-	-	12,175	(1,000)	-7.59%
1001-10-15103-0310-153145	POL EQUIPMENT	23,407	8,672	20,760	29,675	(9,400)	-	-	20,275	(485)	-2.34%
1001-10-15103-0310-153390	POL OPERATING EXPENSE	49,866	39,256	64,685	75,115	-	-	-	75,115	10,430	16.12%
1001-10-15103-0310-153579	POL VEHICLE FUEL	78,894	39,606	78,375	78,375	-	-	-	78,375	-	0.00%
1001-10-15103-0310-153580	POLVEHICLE-EXPENSE	46,016	18,394	48,700	50,360	-	-	-	50,360	1,660	3.41%
1001-10-15103-0310-153594	POL CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL POLICE OPERATIONS:		429,471	179,547	454,893	591,911	(105,315)	-	-	486,596	31,703	6.97%
SUBTOTAL - POLICE		5,287,100	2,634,706	5,667,893	5,880,651	(127,315)	-	(35,910)	5,717,426	49,533	0.87%

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		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
ANIMAL CONTROL:	Dept 0315										
1001-10-15103-0315-150003	AC SALARY OTHER	73,999	40,554	74,541	74,378	-	-	-	74,378	(163)	-0.22%
1001-10-15103-0315-150005	AC SALARY PT	42,456	25,165	45,440	45,266	-	-	-	45,266	(174)	-0.38%
1001-10-15103-0315-153045	AC BUILDING & GROUND MAINTENANCE	1,117	1,417	3,000	3,000	-	-	-	3,000	-	0.00%
1001-10-15103-0315-153390	AC OPERATING EXPENSE	7,760	3,351	9,885	9,885	-	-	-	9,885	-	0.00%
1001-10-15103-0315-153563	AC ELECTRIC	2,670	1,267	3,060	3,060	350	-	-	3,410	350	11.44%
1001-10-15103-0315-153564	AC HEAT	4,069	1,242	8,750	6,750	-	-	-	6,750	(2,000)	-22.86%
1001-10-15103-0315-153579	AC VEHICLE FUEL	1,519	885	1,986	1,986	-	-	-	1,986	-	0.00%
1001-10-15103-0315-153580	AC VEHICLE EXPENSE	460	692	600	700	-	-	-	700	100	16.67%
	TOTAL ANIMAL CONTROL:	134,050	74,573	147,262	145,025	350	-	-	145,375	(1,887)	-1.28%
PARK RANGER:	Dept 0320										
1001-10-15103-0320-150003	PR SALARY OTHER	68,442	35,935	73,182	73,218	-	-	-	73,218	36	0.05%
1001-10-15103-0320-153145	PR EQUIPMENT	-	-	650	-	-	-	-	-	(650)	-100.00%
1001-10-15103-0320-153390	PR OPERATING EXPENSE	1,245	274	1,300	1,900	(600)	-	-	1,300	-	0.00%
1001-10-15103-0320-153579	PR VEHICLE FUEL	2,497	731	2,613	2,299	-	-	-	2,299	(314)	-12.02%
1001-10-15103-0320-153580	PR VEHICLE EXPENSE	431	15	1,000	1,000	(500)	-	-	500	(500)	-50.00%
	TOTAL PARK RANGER:	72,616	36,955	78,745	78,417	(1,100)	-	-	77,317	(1,428)	-1.81%
	TOTAL POLICE EXPENDITURES:	5,493,766	2,746,234	5,893,900	6,104,094	(128,065)	-	(35,910)	5,940,119	46,219	0.78%

BUDGET - POLICE DEPARTMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14003-140105	POLICE PERMITS REVENUE	17,098	6,425	15,000	14,300	-	-	-	14,300	(700)	-4.67%
	TOTAL POLICE REVENUES:	17,098	6,425	15,000	14,300	-	-	-	14,300	(700)	-4.67%

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SALARY DETAIL - POLICE DEPARTMENT

<u>ADMINISTRATION</u>		<u>Dept 0300</u>	
		<u>19-20</u>	<u>20-21</u>
1001-10-15103-0300-150001	Police Chief	122,927	122,927
	Total Admin:	122,927	122,927
1001-10-15103-0300-150003	Police Captain	113,252	113,252
	Longevity	450	450
	Executive Assistant	58,374	58,374
	Longevity	350	350
	Office Assistant II	41,758	41,758
	Longevity	450	450
	Records Clerk	41,758	41,758
	Longevity	450	450
	Support Services Assistant	43,140	43,140
	Longevity	450	450
	Leap Day Wages	520	-
	Total Other:	300,952	300,432
	Total Police Administration:	423,879	423,359

<u>PERSONNEL</u>		<u>Dept 0305</u>	
		<u>19-20</u>	<u>20-21</u>
1001-10-15103-0305-150007	Lieutenants Step 2 - 2 officers	184,588	276,165
	Lieutenants Step 1 to 2 - 1 officer	91,577	-
	Sergeants Step 2 - 5 officers	415,739	498,241
	Sergeants Step 1 to 2 - 1 officer	82,502	-
	Sergeants Step 1 - 0 officers	-	-
	Detectives Step 6 - 2 officers	149,815	149,815
	Detectives Step 5 to 6 - 1 officer	-	71,711
	Youth Officer Step 6 - 1 officer	74,908	74,908
	Computer Forensics Examiner Step 6 - 1 officer	74,908	74,908
	SRO Step 6 - 3 officers	224,723	224,723
	SRO Step 5 to 6 - 1 officer	-	72,460
	Allowance for Detective Bureau - 7 officers	8,050	8,050
	Patrol Officers Step 6 - 11 officers	971,192	896,304
	Patrol Officers Step 5 to 6 - 2 officers	72,480	139,744
	Patrol Officers Step 4 to 5 - 2 officers	271,205	68,920
	Patrol Officers Step 3 to 4 - 2 officers	-	363,079
	Patrol Officers Step 2 to 3 - 7 officers	424,479	-
	Patrol Officers Step 2 - 0 officers	-	118,514
	Longevity	7,525	8,025
	Higher Education Incentive	13,100	14,600
	Leap Day Wages	11,996	-
	Total Uniform Officers:	3,078,785	3,060,165

**ADOPTED ANNUAL BUDGET
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		<u>19-20</u>	<u>20-21</u>		
1001-10-15103-0305-150009	Dispatch 8-7 Step 4 (4)	197,210	197,210		
	Dispatch 8-7 Step 3 to 4 (0)	-	-		
	Dispatch 8-7 Step 2 to 3 (2)	93,172	96,500		
	Dispatch 8-7 Step 1 to 2 (1)	45,527	45,243		
	1.25 Hour Allowance	9,244	16,177		
	Longevity	650	750		
	Holiday Overtime Pay	25,785	18,285	reduced by \$7,500 - anticipated savings due to staff retention	
	Weekend Staffing	10,000	10,000		
	Paid Time Off Coverage-Vacation OT	51,853	46,186		
	Paid Time Off Coverage-Sick OT	7,084	7,084		
	Stipend		21,000	as per contract for dispatch	
	Leap Day Wages	1,293	-		
	Total Dispatch:	441,817	458,435		

		<u>19-20</u>	<u>20-21</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>
1001-10-15103-0305-150011	Special Officers	5,500	4,950	275	\$ 20.00	\$ 5,500	275	\$ 18.00	\$ 4,950
	Matron	2,205	2,205	100	\$ 18.00	\$ 1,800	100	\$ 18.00	\$ 1,800
	Matron	-	-	15	\$ 27.00	\$ 405	15	\$ 27.00	\$ 405
	Civilian Accreditation Assistant	21,600	21,600	800	\$ 27.00	\$ 21,600	800	\$ 27.00	\$ 21,600
	Total Special Police Officers:	29,305	28,755	reduce to prior years' rate					

		<u>19-20</u>	<u>20-21</u>		
1001-10-15103-0305-150013	Holiday Pay	143,379	143,379		
1001-10-15103-0305-150015	Police Salary Overtime	266,603	253,103	reduced by \$13,500 - anticipated savings from dispatch staff retention	
1001-10-15103-0305-150017	Police Salary Overtime Tactical	35,700	35,700		
1001-10-15103-0305-151500	Police Uniform Allowance	64,964	65,220		
1001-10-15103-0305-153410	Police Pension	717,168	752,314		
	Total Other:	1,227,814	1,249,716		
	Total Police Personnel:	4,777,721	4,797,071		
	Sub-Total Police:	5,201,600	5,220,430		

ANIMAL CONTROL:

		<u>19-20</u>	<u>20-21</u>
1001-10-15103-0315-150003	Dept 0315 Animal Control Officer	68,763	68,763
	Longevity	450	450
	Overtime	5,064	5,165
	Leap Day Wages	263	-
	Total Other:	74,541	74,378

		<u>19-20</u>	<u>20-21</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>
1001-10-15103-0315-150005	PT-Animal Control \$13.25 20hrs/wk	10,478	10,478	676	\$ 15.50	\$ 10,478	676	\$ 15.50	\$ 10,478
	PT-Animal Control \$13.25 20hrs/wk	10,478	10,478	676	\$ 15.50	\$ 10,478	676	\$ 15.50	\$ 10,478
	PT-Animal Control	10,478	10,478	676	\$ 15.50	\$ 10,478	676	\$ 15.50	\$ 10,478
	PT-Animal Control	6,916	6,916	520	\$ 13.30	\$ 6,916	520	\$ 13.30	\$ 6,916
	PT-Animal Control	6,916	6,916	520	\$ 13.30	\$ 6,916	520	\$ 13.30	\$ 6,916
	Leap Day Wages	174	-	*blended rate-partial yr increase					
	Total PT:	45,440	45,266						
	Total Animal Control:	119,981	119,644						

ADOPTED ANNUAL BUDGET
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<u>PARK RANGER:</u>	<u>Dept 0320</u>	<u>19-20</u>	<u>20-21</u>
1001-10-15103-0320-150003	Park Ranger	68,763	68,763
	Longevity	450	450
	Overtime	3,705	3,705
	Perfect Attendance	-	300
	Leap Day	263	-
	Total Park Ranger:	73,182	73,218
	Total Police:	5,394,763	5,449,202
	Headcount-FT	56	56
	Headcount-PT	7	7

<u>SALARY SUMMARY</u>	<u>19-20</u>	<u>20-21</u>
POL SALARY ADMIN	122,927	122,927
POL SALARY OTHER	300,952	300,432
TOTAL POLICE ADMINISTRATION:	423,879	423,359
POL SALARY UNIFORM	3,078,785	3,060,165
POL SALARY DISPATCHER	441,817	458,435
POL SALARY SPECIAL DUTY	29,305	28,755
POL SALARY HOLIDAY	143,379	143,379
POL SALARY OVERTIME	266,603	253,103
POL SALARY O/T TACTICAL	35,700	35,700
POL UNIFORM ALLOWANCE	64,964	65,220
POL PENSION	717,168	788,224
TOTAL POLICE PERSONNEL:	4,777,721	4,832,981
SUB-TOTAL POLICE:	5,201,600	5,256,340
AC SALARY OTHER	74,541	74,378
AC SALARY PT	45,440	45,266
TOTAL ANIMAL CONTROL:	119,981	119,644
PR SALARY OTHER	73,182	73,218
TOTAL PARK RANGER:	73,182	73,218
TOTAL POLICE	5,394,763	5,449,202

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BUDGET - POLICE DEPARTMENT

EXPENDITURES:

POLICE ADMIN:

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0300-153385 POL OFFICE-EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Publications	500	500				500	
Printed Forms	1,000	1,000				1,000	
Office Supplies (letterhead, envelopes, flash drives, etc.)	3,500	3,500				3,500	
Postage/UPS Costs*	1,400	1,400				1,400	
Toner Cartridges	5,000	5,000	(1,000)			4,000	Based on current trend
	11,400	11,400	(1,000)	-	-	10,400	

POLICE PERSONNEL:

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0305-150011 POL SALARY AUXILLARY STAFF	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Special Officers--Approx. 275 hours per year x \$18/hr.	5,500	4,950				4,950	
Matron--Salaries at \$18/hour x 100 hours; \$27/hour x 15 hours	2,205	2,205				2,205	
Civilian Accreditation Assistant	21,600	21,600				21,600	
16 hours/week x 50 weeks x \$27/hour	-	-				-	
	29,305	28,755	-	-	-	28,755	

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0305-150013 POL SALARY HOLIDAY	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Salaries Holidays	143,379	143,379				143,379	
	143,379	143,379	-	-	-	143,379	

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0305-150015 POL SALARY OVERTIME	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Include Filling Shifts due to: Vacation, Illness, Injury, Investigations, Storms, Training, Prisoner Watch, etc.	266,603	266,603	(13,500)			253,103	Anticipated reduction in need to cover dispatch due to staff retention
	266,603	266,603	(13,500)	-	-	253,103	

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0305-150017 POL SALARY O/T TACTICAL	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Tactical Team Training, either on overtime or shifts backfilled with overtime.	35,700	35,700				35,700	
Approx. 64 hours per month* x 12 months x \$54.89 per hour (avg. overtime rate)						-	
*Two training days per month						-	
	35,700	35,700	-	-	-	35,700	

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1001-10-15103-0305-151500	POL UNIFORM ALLOWANCE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
	New Officer Issue	10,000	10,000				10,000	
	Officer Cleaning Allowance	17,200	17,200				17,200	
	Administrative Clothing Allowance	1,750	1,750				1,750	
	Replacement of body armor	4,000	4,000				4,000	
	Shirts, Summer (2 ea/ofc)	3,936	3,936				3,936	
	Shirts, Winter (2 ea/ofc)	4,018	4,018				4,018	
	Pants (3 ea/ofc)	10,824	11,070				11,070	
	Winter/Summer Hat Replacements	630	630				630	
	Body Armor Carrier Replacements	800	800				800	
	Light Weight Jacket Replacements	1,480	1,480				1,480	
	Winter Jacket Replacements	1,650	1,650				1,650	
	Turtleneck Shirt Replacements	1,080	1,080				1,080	
	Sweater Replacements	440	450				450	
	Ties	220	220				220	
	Rain Gear Replacements	1,256	1,256				1,256	
	Shoulder Badge/Patches	400	400				400	
	Knit Hat Replacements	150	150				150	
	Replacement of Various Leather, Gear, etc.	1,050	1,050				1,050	
	Winter Overalls	1,580	1,580				1,580	
	Replacement of Various Tactical Gear, Uniforms	500	500				500	
	Dispatcher Clothing and Replacement of Collar Brass, Tie Clasps, Name Tags, Etc.	2,000	2,000				2,000	
		-					-	
		64,964	65,220	-	-	-	65,220	
1001-10-15103-0305-153410	POL PENSION	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
	CMERS (FY2020 - 19.45%, FY2021 - 21.95%)	717,168	788,224	-	-	(35,910)	752,314	
		717,168	788,224	-	-	(35,910)	752,314	

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POLICE OPERATIONS:

1001-10-15103-0310-151505 POL SAFETY EQUIPMENT	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Boxes Road Flares (36 per box)	890	-				-	
Chemical Lightsticks (Flare alternative)	318	-				-	
Rolls - Police Line Barrier Tape	450	450				450	
Oxygen Refills, Resuscitator Repairs	3,500	3,500				3,500	
Defibrillator Battery	1,500	2,000				2,000	
Replacement Personal Biohazard Protection Kits	750	750				750	
Ammunition, Targets and Miscellaneous	18,000	18,000				18,000	
Firearms/Qualification Material	-	-				-	
Taser Cartridges (For Training and Deployment)	3,400	3,400				3,400	
Ammunition, Replacement for Duty Use	2,000	2,000				2,000	
Armorer Equipment	500	500				500	
First Aid Equipment, Bandages, CPR Masks, etc.	2,500	2,500				2,500	
Naloxone (NARCAN), 25 @ \$50/unit	1,250	1,250				1,250	
EMR (MRT) Recert Training (includes books, state fees, instructors)	2,000	-				-	Moved to Training Budget
Traffic Safety Cones	-	500				500	
	37,058	34,850	-	-	-	34,850	
1001-10-15103-0310-151510 POL NEW POLICE CARS	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Cars--4	-	-				-	
Ford Interceptor, AWD (0) ()	59,800	-				-	
Ford SUV-Interceptor, 4WD (4) (\$37,000)	-	148,000	(74,000)			74,000	Price Increase due to new Ford design and conversion equipment to accommodate new design.
Unmarked Car (0)	-	-				-	
Warranties--4 @ approximately \$2,000 each	4,000	8,000	(4,000)			4,000	
Replacement Equipment (Sirens, Switch Boxes, Light Relays, Prisoner Cages)	2,500	5,000	(2,500)			2,500	
Consoles (4) @ \$570 each	-	2,280	(1,140)			1,140	
Prisoner Cages (New) (4) @ \$2,000 each	675	8,000	(4,000)			4,000	
4 Sets of Graphics @ \$450 each	375	1,800	(900)			900	
Manuals	8,000	750	(375)			375	
Conversion Cost (4) @ \$4,000 each	-	16,000	(8,000)			8,000	
<i>Prior Year - Two Police Cars will be funded by the police special duty fund</i>	-	-				-	
	75,350	189,830	(94,915)	-	-	94,915	
1001-10-15103-0310-151516 POL TRAINING	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Fairfield County Training Officers	750	750				750	
In-Service Instruction (vendor provided) (Including EMR Recertification)	7,500	8,500				8,500	
Training Supplies	700	700				700	
Basic Police Academy Training Classes	5,000	7,600				7,600	Tuition increase to \$3,800/officer
Police Academy In-Service Training Classes*	4,000	4,000				4,000	
Management Training--FBI, etc.	2,000	2,000				2,000	
Executive Conferences/Workshops/Professional Standards	3,050	3,050				3,050	
Computer Forensics Conference	1,250	1,250				1,250	
Training--Meals Reimbursement	1,500	2,000				2,000	
	25,750	29,850	-	-	-	29,850	

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1001-10-15103-0310-151520 POL AUDIO/VISUAL		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
Memory Cards and Thumb Drives	250	350				350		
Developing--Outside Vendor*	200	200				200		
Batteries for Cameras	200	200				200		
Equipment Repairs/Part Replacements	300	300				300		
Printer Paper--Photo Quality	500	500				500		
Printer Cartridges	600	500				500		
CD/DVD Discs (Blank)	450	450				450		
Jewel Cases/Labels	300	300				300		
	2,800	2,800	-	-	-	2,800		
1001-10-15103-0310-151525 POL DETECTIVE BUREAU		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
Narcotic/Drug Field Test Kits	300	300				300		
Evidence Collection/Processing Supplies	3,000	3,000				3,000		
Air-Clean Carbon Filters	400	400				400		
Technology Ex Parte Orders Fees	500	500				500		
Reference Materials/Resources/LexisNexis	600	600				600		
Association Dues/Meetings	450	450				450		
Spare Hard Drives (Investigation Mirroring)	900	900				900		
Arrest Warrant Envelopes, Laser Labels, Etc.	400	400				400		
	6,550	6,550	-	-	-	6,550		
1001-10-15103-0310-151530 POL TRAFFIC CONTROL		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
Recert of RADAR units and Tuning Forks (13 x \$50 ea x 2/year)	1,300	1,300				1,300		
Recert of Laser Units (3 x \$60 ea x 2/year)	720	720				720		
Recert of Laser Unit for Crash Reconstruction (twice/year)	60	60				60		
In-car Video Camera Maintenance	1,250	1,250				1,250		
Drager Alcotest--Supplies, Certifications, Parts	650	650				650		
Drager Alcotest--Software Upgrades, Gas Canisters	450	450				450		
Radar Unit Parts/Repairs/Cables	500	500				500		
	4,930	4,930	-	-	-	4,930		
1001-10-15103-0310-151535 POL RADIO		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
Service/Parts/Major Repairs--All Radio Systems	4,285	4,285				4,285		
Replacement Batteries for Portable Radios	1,000	1,100				1,100		
Radio Service Contract with Northeastern Communications	30,345	30,345				30,345		
Fairfield County Chiefs of Police Association Regional Radio Network Assessment	-	-				-		
	3,000	3,000				3,000		
	38,630	38,730	-	-	-	38,730		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15103-0310-151540 POL RECORD ROOM							
NexGen Service Contract	22,330	22,071				22,071	
NexGen Appeon MDT Software Maintenance	950	950				950	
NexResponders Application Annual Maintenance (2)	200	-				-	
Ledgers	400	400				400	
Paper, Mailing Labels	500	500				500	
Case Report File Folders	1,700	1,700				1,700	
Misc Office Supplies, Staples, etc.	500	500				500	
	26,580	26,121	-	-	-	26,121	
1001-10-15103-0310-151545 POL RANGE MAINTENANCE							
Building/Grounds Maintenance	1,100	1,100				1,100	
Nails, Staples, Cardboard, Targets	250	250				250	
	1,350	1,350	-	-	-	1,350	
1001-10-15103-0310-151550 POL YOUTH BUREAU							
Programs, Instructional Materials/Supplies	3,550	3,550				3,550	
Professional Assoc. Dues, Meeting Expenses	250	250				250	
	3,800	3,800	-	-	-	3,800	
1001-10-15103-0310-151555 POL CRIME PREVENTION							
Community Service Programs	1,750	1,750				1,750	
Informational Materials, Handouts, Supplies, CDs	800	800				800	
Triad Conference	500	500				500	
Professional Assoc. Dues, Meetings	250	250				250	
Crime Prevention Training	1,000	1,000				1,000	
Explorer Post Equipment/Activities	-	-				-	
"Monroe Night At The Park" Activities	1,600	1,600				1,600	
	5,900	5,900	-	-	-	5,900	
1001-10-15103-0310-151560 POL ABANDON VEH EXP							
Towing, Certified Mailings, etc.	500	500				500	
	500	500	-	-	-	500	
1001-10-15103-0310-153060 POL COMMUNICATIONS							
COLLECT/NCIC System Upgrades	2,850	2,850	(1,000)			1,850	Based on current trend
AT&T Mobile Data Terminal Modem Service	7,200	7,200				7,200	
IACP NET Contract	875	875				875	
SWRERT Communications--Assessment	2,250	2,250				2,250	
	13,175	13,175	(1,000)	-	-	12,175	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15103-0310-153145 POL EQUIPMENT	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
1 Radar Unit	1,000					-	
2 Portable Radios (\$2,925 each)	5,850	5,850				5,850	
1 Mobile Radio Unit (In-Car) (\$3,075 each)	3,075	3,075				3,075	
Taser Model X26E (\$1,700 each)	1,700	8,500	(5,100)			3,400	Replacing 2 tasers (replacing an additional 3 from Special Duty Fund)
Automatic Electronic Defibrillator (AED)--Replacement	1,800	1,800				1,800	
AED Carrying Case	150	150				150	
AED Batteries, 3@\$395 each	1,185					-	
VIRTRA Training Simulator Equipment Replacement/Addition	6,000	6,000				6,000	
Multi-Media Video Player		4,300	(4,300)			-	Moved to Special Duty Fund
	20,760	29,675	(9,400)	-	-	20,275	
<hr/>							
1001-10-15103-0310-153390 POL OPERATING EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Canine Maint. (food,vet bills, replacement equipment.)	2,500	2,500				2,500	
Emergency Management/Homeland Security	1,000	1,000				1,000	
Specialized Garments/Equipment	-					-	
Vendor Tech Support/Computer Forensics Tools	10,075	10,335				10,335	
AccessData FTK Subscription Renewal	-					-	
Cellebrite Subscription Renewal	-					-	
VmWare Upgrades	-					-	
IEF	-					-	
WinHex	-					-	
MacQuisition	-					-	
Netanalysis Software	-					-	
FINALMobile Forensics	-					-	
Miscellaneous Hardware Upgrades	-					-	
IAFCI and IACIS Membership (Financial Crimes)	-					-	
Miscellaneous Forensic Licenses	-					-	
Visual Computer Solutions Scheduling System Annual Service Contract	-	4,750				4,750	
PowerDMS Recurring Standards and User Fees	3,800	3,800				3,800	
Regional Tactical Team Annual Assessment	4,000	4,000				4,000	
Annual Server Fee for GPS Tracker	500	500				500	
iRecord Interview Recording System/911Telephone Radio Logger Lease	6,350	17,035				17,035	Replaced end of service life equipment
911 Telephone Radio Logger/Recorder Lease Payment	5,265					-	
Virtra Training System Maintenance Fee	2,100	2,100				2,100	
Professional Assoc. Dues	1,100	1,100				1,100	
Meeting Expenses	950	950				950	
Prisoner Maintenance--Food, Clothing, etc.	500	500				500	
Selection Process--Includes Psych, Polygph, Promo. Processes, etc.	8,000	8,000				8,000	
Investigation Expenses--Confid. Funds, Travel, Associated Expenses	1,000	1,000				1,000	
WatchGuard Body-Worn Camera Annual Licensing Fee	14,825	14,825				14,825	
License Plate Reader Warranty and Software Updates	2,245	2,245				2,245	
Taser Assurance Plan	475	475				475	
	64,685	75,115	-	-	-	75,115	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15103-0310-153579	POL VEHICLE FUEL	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Gasoline		78,375	78,375				78,375	
		78,375	78,375	-	-	-	78,375	
1001-10-15103-0310-153580	POLVEHICLE-EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Emissions Testing and New Car Testing Exemption Fee		200	200				200	
Insurance Deductible		1,500	1,500				1,500	
Vendors--Alignments, Electrical, Upholsters, Markings, Body Work, Towing, etc.		13,000	13,000				13,000	
Parts, Batteries, Oil, Lubricants, Assoc. Materials/Supplies		22,000	22,000				22,000	
Tires, All-Season		12,000	13,660				13,660	Tire Prices increased to \$148.99 each (State Bid)
		48,700	50,360	-	-	-	50,360	
ANIMAL CONTROL:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0315-153045	AC BUILDING & GROUND MAINTENANCE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Aquarion		1,000	500				500	
Cleaning Supplies (disinfect., towels, brooms, mops, etc.)		1,000	1,500				1,500	
Misc. Building Repairs (waterproofing, crack repair, etc.)		1,000	1,000				1,000	
		3,000	3,000	-	-	-	3,000	
1001-10-15103-0315-153390	AC OPERATING EXPENSE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Newspaper advertising (required by CGS)		500	500				500	
Printing/Dog License Tags		1,000	1,000				1,000	
Copies/Office Supplies/Postage		700	700				700	
Specimen Delivery to State Lab via Pony Express (Average 15/yr @ \$40 each)		600	600				600	
Batteries, Film, Photo Print Paper		75	75				75	
Uniform Cleaning (per contract)		100	100				100	
Uniform Replacement		1,000	1,000				1,000	
Animal Food		800	800				800	
Veterinary Services (emergency care, euthanasia, body disposal)		2,500	2,500				2,500	
Training (seminars, magazines/literature)		500	500				500	
Equipment Repairs/Maintenance (snare poles, traps, etc.)		800	800				800	
Generator Maintenance Contract (\$360/year)/Repairs and Parts (approx. \$500)		860	860				860	
Service Contracts (alarm system \$450/year)		450	450				450	
Animal Damage Claims (per CGS §22-355)							-	
		9,885	9,885	-	-	-	9,885	
1001-10-15103-0315-153563	AC ELECTRIC	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Electrical Service (Eversource)		3,060	3,060	350			3,410	Based on current usage and anticipated rates
		3,060	3,060	350	-	-	3,410	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		19-20	20-21	20-21	20-21	20-21	20-21	
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15103-0315-153564	AC HEAT							
	LP Gas (heat/hot water)	8,000	6,000				6,000	
	Furnace/Water Heater Repair/Service	750	750				750	
		8,750	6,750	-	-	-	6,750	
1001-10-15103-0315-153579	AC VEHICLE FUEL							
	Fuel (gasoline/oil)	1,986	1,986				1,986	
		1,986	1,986	-	-	-	1,986	
1001-10-15103-0315-153580	AC VEHICLE EXPENSE							
	Parts and Tires	600	700				700	
		600	700	-	-	-	700	
PARK RANGER:								
1001-10-15103-0320-153145	PR EQUIPMENT							
	Security Cameras	650					-	
		650	-	-	-	-	-	
1001-10-15103-0320-153390	PR OPERATING EXPENSE							
	Uniform	800	800				800	
	Uniform Cleaning (per contract)	100	100				100	
	Copying	100	100				100	
	Education	200	100				100	
	Maintenance of Equipment	100	200				200	
	Smart Phone Service Plan @ \$50/month		600	(600)			-	Moved to IT Communications
		1,300	1,900	(600)	-	-	1,300	
1001-10-15103-0320-153579	PR VEHICLE FUEL							
	Fuel (gasoline/oil)	2,613	2,299				2,299	
		2,613	2,299	-	-	-	2,299	
1001-10-15103-0320-153580	PR VEHICLE EXPENSE							
	Parts and Tires	1,000	1,000	(500)			500	New vehicle
		1,000	1,000	(500)	-	-	500	
REVENUES:								
1001-10-14003-140105	POLICE PERMITS REVENUE							
	Fees Received for Records Requests, Fingerprinting, Vendor Permits, Raffle/Bazaar Permits, Pistol Permits, Street Opening Permits and Local Parking Tickets	15,000	14,300				14,300	
		15,000	14,300	-	-	-	14,300	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

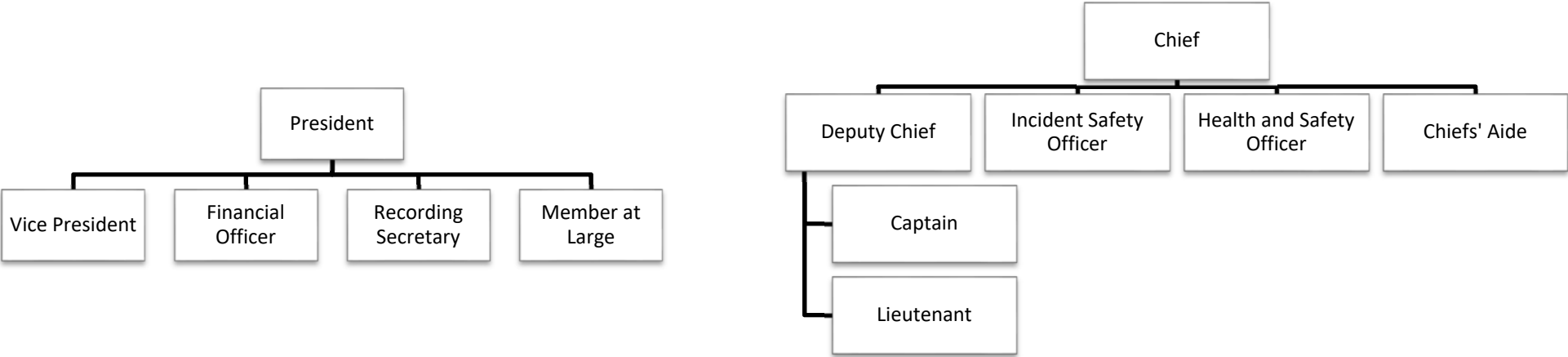
MONROE VOLUNTEER FIRE DEPARTMENT

The objective of the Monroe Fire Department No. 1, Incorporated is to provide aid in the preservation and protection from damage and destruction by fire and other emergencies of the properties within the limits of such, in any portion of the Town of Monroe and bordering towns, as agreed on by mutual aid agreements as may hereafter be fixed by the Bylaws of this corporation; and to acquire, hold and use such equipment, apparatus and other personal property as may be required in the promotion of such purpose; and to acquire and hold such real property as may be necessary for the housing and care of such personal property.

PRIMARY PROGRAMS & SERVICES

- Fire Prevention
- Fire Suppression
- Rescue Services
- Property and Life Preservation

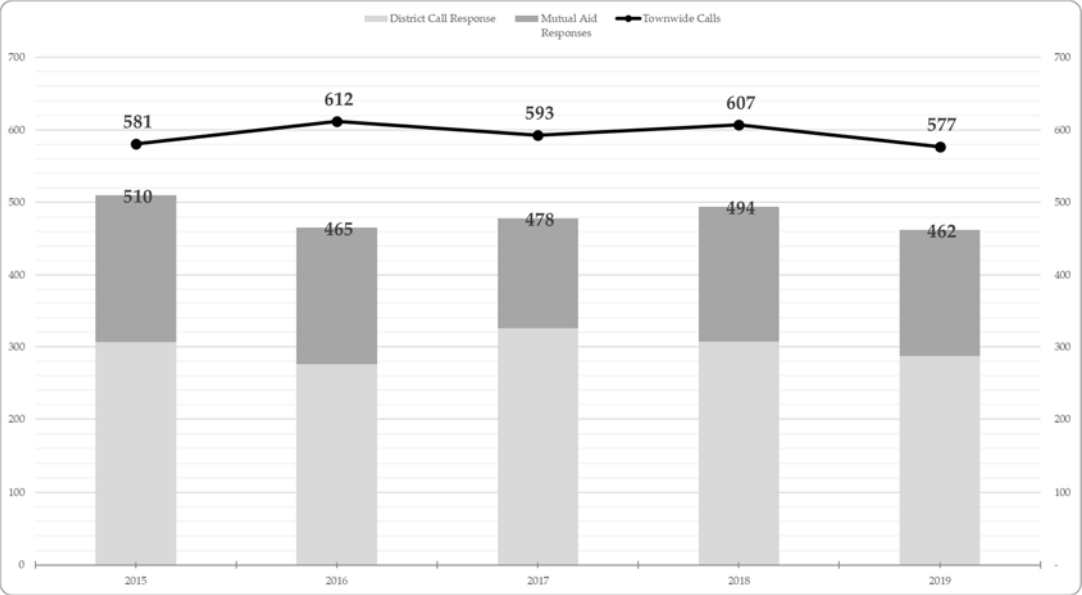
ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

- For the 2019 calendar year, responded to 462 calls for service, which represents a decrease of 7% over calendar year 2018.
 - Note: For a portion of the year, call volume was reduced due to variations in dispatch protocols for certain motor vehicle accidents, power line and transformer incidents.
- These responses represent 80% of total calls for fire or rescue services in the town of Monroe.
- Of the 462 calls for service, 287 (62%) were within first due response area, while the remainder (38%) represent mutual aid calls to Stepney, Stevenson, or out-of-town response.
- In-district responses (287 incidents) represent approximately 50% of total calls for fire or rescue services in the town of Monroe.



SIGNIFICANT ACCOMPLISHMENTS

- Developed and presented comprehensive action plan in response to the town-wide fire services study.
- Implemented new tri-company committees overseeing training, recruitment and retention, and communications.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

- Maintained 100% response to alarms, had crews assigned to cover 100% of overnight shifts during the year, and crews on duty at the station at least 3 nights per week during the entire year.
- Maintained compliance with strict minimum annual training requirements, held training sessions at least twice per month, conducted both required live burn trainings in Fairfield with Stepney and Stevenson, and finalized certification training on aerial truck.
- Experienced no significant firefighter injuries or civilian fire-related deaths or significant injuries.
- Implemented new ERP system which aligns with the system used by Stepney and Stevenson and new on-line training software program for firefighters.
- Continued to remain active in community events including fire safety presentations at all schools and pre-schools, cub scout and girl scout tours, Library Big Truck Day, Trick or Trunk, National Night Out, Sprint for Monroe, and Christmas visits to families in need.

GOALS & OBJECTIVES

- Maintain 100% response call coverage.
 - In the past year, had continued success with our designated home responder, or “DHR” program and duty crew programs. These programs have added value to the quality of our call responses.
- Increase recruitment efforts and ranks of active firefighters.
 - Average response per incident remains steady at **5 firefighters** as of November 30, 2019, which highlights that even through social media campaigns and membership drives, volunteerism declines are offsetting efforts. Two of the top 10 call responders during 2018 moved out of town during 2019 and two stepped down for career and family commitments. Recruited 4 new members, but only one completed training to the minimum State certification of Firefighter I level to date.
- Maintain superb safety record.
- Continue to realize cost savings through diligent negotiations with vendors and purchasing using volume incentives and state contracted prices.
- Maintain compliance with OSHA and NFPA standards.
- Meet minimum required training mandates.

BUDGET HIGHLIGHTS

- Operating expense request is for \$237,000, which represents an increase of \$5,000 from the current year, or 2.2%.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - MONROE VOLUNTEER FIRE DEPT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES: Dept 0400		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15103-0400-153390	MONROE FIRE DEPT OP EXP	229,563	116,000	232,000	237,000	-	-	(5,000)	232,000	-	0.00%
1001-10-15103-0400-150630	INSURANCE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0400-153045	BUILDING MAINTENANCE	2,461	1,303	2,740	2,740	-	-	-	2,740	-	0.00%
1001-10-15103-0400-153563	MFD ELECTRIC	12,695	6,620	12,850	12,550	1,726	-	-	14,276	1,426	11.10%
1001-10-15103-0400-153564	MFD HEAT	6,048	2,052	5,500	6,000	-	-	-	6,000	500	9.09%
1001-10-15103-0400-153565	MFD UTILITIES OTHER	7,095	3,544	8,100	8,100	-	-	-	8,100	-	0.00%
1001-10-15103-0400-153579	MFD VEHICLE FUEL	8,353	3,162	6,238	6,238	(309)	-	-	5,929	(309)	-4.95%
1001-10-15103-0400-153580	MFD VEHICLE EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0400-153594	MFD CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
		266,214	132,681	267,428	272,628	1,417	-	(5,000)	269,045	1,617	0.60%

BUDGET - MONROE VOLUNTEER FIRE DEPT		19-20	20-21	20-21	20-21	20-21	20-21	Explanation	
EXPENDITURES:		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
1001-10-15103-0400-153390	MONROE FIRE DEPT OP EXP								
Administrative		26,607	27,598				27,598	Primary drive is expected 4.8% increase in insurance costs	
Apparatus Repair and Maintenance		20,625	25,625				25,625	Increase due to higher repair costs observed with '09 apparatus now at 10+ years old	
Building and Grounds Maintenance		21,060	21,180				21,180	Nil change	
Capital Expenditures		59,337	37,200				37,200	(6) APX8000 Portable Radios above Town Replacement Plan	
Equipment Repair and Maintenance		14,877	19,022				19,022	Due to beginning of replacement cycle of SCBA Facepiece (10 @ \$305 per). Will continue through FY23	
Fire Ground Operations		21,630	21,210				21,210	Nil change	
Personnel Costs		40,615	48,365				48,365	Driven by additional gear due to aging of current inventory and replenishment of firefighting glove supply	
Public Education and Relations		1,450	1,477				1,477	Nil change	
Recruitment and Retention		6,950	8,680				8,680	Increase to assist with recruiting and retention efforts of current members (Active FF Program - Gas Cards, Meals, Jacket, etc.)	
Technology Costs		5,869	8,663				8,663	Vendor change for NFIRS software with annual CAD integration license	
Town of Monroe Financing Costs		-	-				-	Final SCBA payment made in FY19	
Training Costs		17,980	17,980				17,980	Nil change	
Utilities		-	-				-		
		(5,000)				(5,000)	(5,000)		
		232,000	237,000	-	-	(5,000)	232,000		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15103-0400-153045 BUILDING MAINTENANCE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #1 Garbage - Call Peter		2,200	2,200				2,200	Calc by DPW
Station #2 50%		540	540				540	Calc by DPW
		2,740	2,740	-	-	-	2,740	
1001-10-15103-0400-153563 MFD ELECTRIC		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #1 Electricity		7,500	7,500	2,979			10,479	Based on current usage and anticipated rates
Station #1 Electricity for the Field		1,600	1,600	(1,503)			97	
Station #1 Electricity for 50,000 Lumen HP Sodium Light		650	350	250			600	
Station #2 Electricity 25% (EMS Charged 75%)		3,100	3,100				3,100	
		12,850	12,550	1,726	-	-	14,276	
1001-10-15103-0400-153564 MFD HEAT		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #1 - Natural Gas		5,000	5,000				5,000	Calc by DPW
Station #2 Natural Gas 25%		500	1,000				1,000	Calc by DPW
		5,500	6,000	-	-	-	6,000	
1001-10-15103-0400-153565 MFD UTILITIES OTHER		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #2 Water for Sprinkler Service 35%		1,000	1,000				1,000	Calc by DPW
Station #2 Domestic Water 35%		900	900				900	Calc by DPW
Station #1 Charter		5,500	5,500				5,500	Calc by IT
Station #1 Frontier		700	700				700	Calc by IT
		8,100	8,100	-	-	-	8,100	
1001-10-15103-0400-153579 MFD VEHICLE FUEL		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Gasoline - 1,000 Gallon @ \$2.06/Gal-prior year \$2.03/gal		2,090	2,090	(30)			2,060	Adjusted to reflect usage trends and new pricing
Diesel - 1,860 Gallon @ \$2.08/Gal-prior year \$2.15/gal		4,148	4,148	(279)			3,869	
		6,238	6,238	(309)	-	-	5,929	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

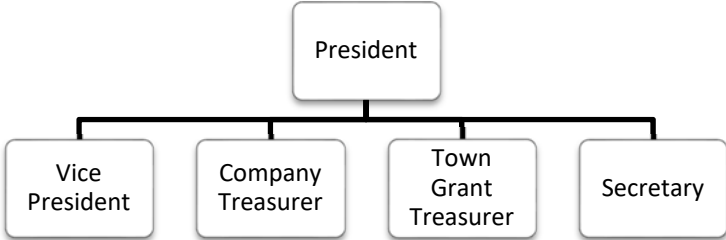
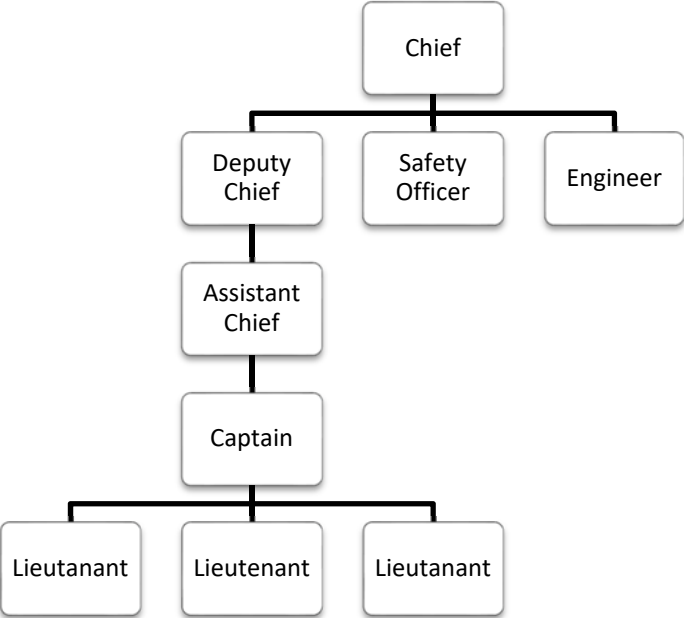
STEVENSON VOLUNTEER FIRE COMPANY

The purpose of this company is to provide fire and rescue service for the Stevenson section of the Town of Monroe and to provide support for the other sections, Monroe and Stepney, when requested, and also to provide mutual aid to surrounding communities.

PRIMARY PROGRAMS & SERVICES

- Fire Suppression Services.
- Rescue Services.
- Community Education / Outreach in regards to fire safety and prevention.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

Calls for Service	2014	2015	2016	2017	2018	2019
Stevenson District	60	67	78	54	61	79
Monroe District	134	128	137	168	165	137
Stepney District	59	86	84	71	77	83
Other	16	9	19	10	15	13
Total Calls	269	290	318	303	318	312
Volunteer Hours						
Alarm Response					638	642
Drills & Training	46	41	44	522	1,899 ⁽¹⁾	1,832
Business Meetings (count)	15	15	13	13	13	12
Community Outreach	123	122	124	104	3,054	2,720
Other related activities					4,634	2,286
Total Hours Donated	3,802	3,475	3,450	4,293	10,225⁽¹⁾	7,480
Total Members	23	22	26	25	27	26 +8⁽²⁾

(1) Improved data collection / metrics resulting from implementation of Emergency Reporting software

(2) Additional, Junior members

SIGNIFICANT ACCOMPLISHMENTS

- Placed replacement for vehicle 351 in service.
- Distributed presents as part of town *Giving Tree* program.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

GOALS & OBJECTIVES

- Continue to deliver high quality, cost effective and professional fire and rescue service.
- Begin implementation of fire study recommendations.
- Continue to provide a response to 100% of calls for service.
- Collaboratively develop comprehensive strategic apparatus plan.
- Work with other two departments and surrounding towns on recruitment and retention initiatives.

BUDGET HIGHLIGHTS

- Overall operating increase of 2.17% excluding utilities.

BUDGET - STEVENSON VOLUNTEER FIRE DEPT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0410	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15103-0410-153390	STEVENSON FIRE DEPT OP EXP	155,939	78,886	157,772	161,200	-	-	-	161,200	3,428	2.17%
1001-10-15103-0410-150630	INSURANCE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0410-153045	BUILDING MAINTENANCE	2,916	1,744	3,000	3,000	-	-	-	3,000	-	0.00%
1001-10-15103-0410-153563	STVFD ELECTRIC	10,390	4,815	12,200	12,200	(500)	-	-	11,700	(500)	-4.10%
1001-10-15103-0410-153564	STVFD HEAT	10,254	6,516	8,840	8,840	(560)	-	-	8,280	(560)	-6.33%
1001-10-15103-0410-153565	STVFD UTILITIES OTHER	2,540	1,444	3,600	3,900	-	-	-	3,900	300	8.33%
1001-10-15103-0410-153579	STVFD VEHICLE FUEL	5,409	2,935	6,968	6,968	(336)	-	-	6,632	(336)	-4.82%
1001-10-15103-0410-153580	VEHICLE EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0410-153594	STVFD CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
		187,448	96,341	192,380	196,108	(1,396)	-	-	194,712	2,332	1.21%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - STEVENSON VOLUNTEER FIRE DEPT

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0410-153390	STEVENSON FIRE DEPT OP EXP	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Administration Expenses		12,460	12,700				12,700	Include expenses such as insurance, office machine lease costs, profession services (e.g. accounting, legal), contributions to combined officers fund, office supplies, and similar type items
		-					-	
Building and Grounds Maintenance		15,320	15,000				15,000	Include expenses such as repairs and maintenance expense (e.g. painting, floor cleaning, janitorial service, cleaning supplies, HVAC repair, and similar type items). Also includes run-off utility
		-					-	
Capital Expenditures		19,500	15,500				15,500	Includes the costs of individual or aggregated like asset purchases that exceed expenses that the town has not yet taken over, primarily alarm company monitoring.
		-					-	
Fire Ground Operations		7,980	8,000				8,000	Includes the costs of individual or aggregated like asset purchases that exceed \$1,000 in cost. Individually or aggregated like asset purchases below this threshold are included within other applicable categories.
		-					-	
Apparatus Repair and Maintenance		47,292	50,000				50,000	Include expenses such as apparatus fuel, cellular and data charges for emergency operations, and other consumable costs related to fire ground operations
Equipment Repair and Maintenance		18,500	20,000				20,000	Includes expenses such as repairs, periodic maintenance, and testing of apparatus (e.g. SCBA, hose, hand tools, hydraulic tools, air tools, and power tools)
		-					-	
Personnel Equipment		17,950	18,000				18,000	Include expenses related to personnel equipment, including the purchase and maintenance of structural firefighting gear, fire police equipment, uniforms, and similar type items
		-					-	
Technology Costs		5,980	6,000				6,000	Include expenses related to technology including software license fees and hardware related to desktop, mobile, and security technologies (e.g. cameras, access systems)
		-					-	
Public Education and Relations		2,540	3,000				3,000	Include expenses related to fire prevention, open houses, school visits, and similar type items
		-					-	
Training Costs		7,350	10,000				10,000	Include expenses related to training, including program costs, instructor fees, facility rentals, publication subscription costs, and related incidental items (e.g. lunch, etc.)
		-					-	
Recruitment and Retention		2,900	3,000				3,000	Include expenses such as incentive programs (gas cards, gym discounts, and other incidental costs related to recruiting and retaining volunteers)
		-					-	
		157,772	161,200	-	-	-	161,200	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15103-0410-153045	BUILDING MAINTENANCE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Garbage for both stations		3,000	3,000				3,000	Calc by DPW
		3,000	3,000	-	-	-	3,000	
1001-10-15103-0410-153563	STVFD ELECTRIC	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #1 Electricity		2,000	2,000				2,000	
Station #2 Electricity		10,200	10,200	(500)			9,700	Based on current usage and anticipated rates
		12,200	12,200	(500)	-	-	11,700	
1001-10-15103-0410-153564	STVFD HEAT	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #1 Heating oil - 1,000 gal X \$2.07/Gal-pr yr \$2.13/gal		2,210	2,210	(140)			2,070	Adjusted to reflect usage trends and new pricing
Station #2 Heating oil - 3,000 gal X \$2.07/Gal-pr yr \$2.13/gal		6,630	6,630	(420)			6,210	
		-	-				-	
		8,840	8,840	(560)	-	-	8,280	
1001-10-15103-0410-153565	STVFD UTILITIES OTHER	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Station #2 Water		1,200	1,200				1,200	Calc by DPW
Station #1 Charter		400	400				400	Calc by IT
Station #2 Charter		2,000	2,300				2,300	Calc by IT-trending
		-	-				-	
		3,600	3,900	-	-	-	3,900	
1001-10-15103-0410-153579	STVFD VEHICLE FUEL	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Gasoline - 1,200 Gallon @ \$2.06/Gal		2,508	2,508	(36)			2,472	Adjusted to reflect usage trends and new pricing
Diesel - 2,000 Gallon @ \$2.08/Gal		4,460	4,460	(300)			4,160	
		6,968	6,968	(336)	-	-	6,632	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

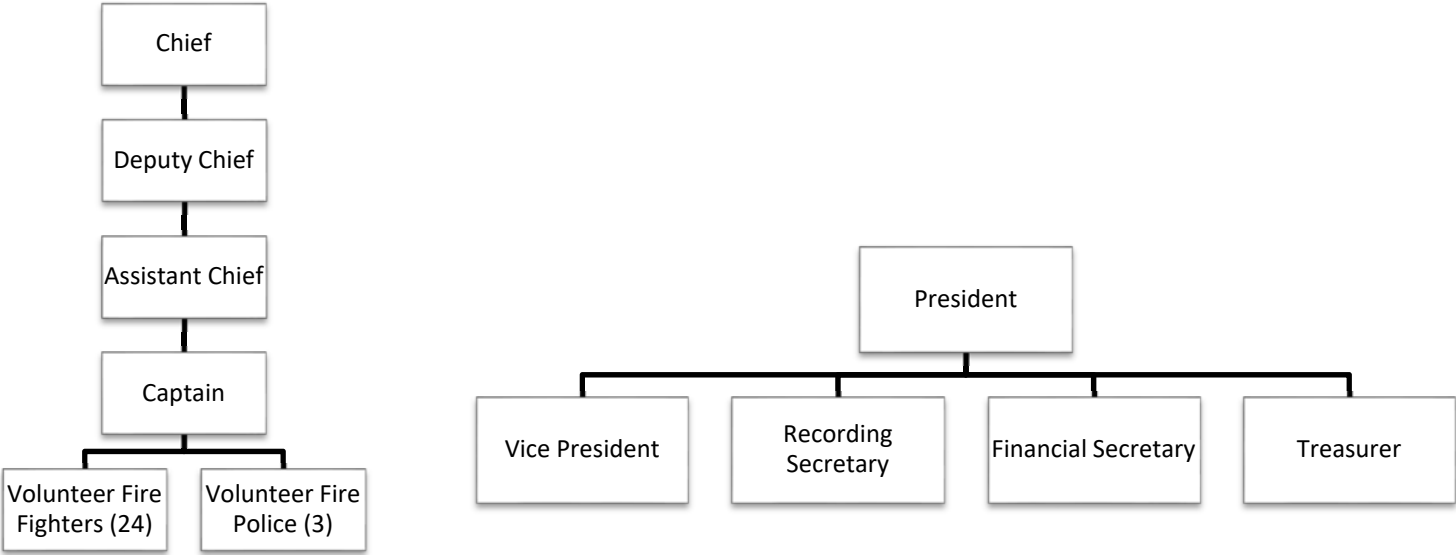
STEPNEY VOLUNTEER FIRE DEPARTMENT

The Stepney Volunteer Fire Company is dedicated to protecting the lives and property of the residents of the Town.

PRIMARY PROGRAMS & SERVICES

- Primary coverage for the Stepney District.
 - Fire suppression.
 - Fire prevention.
 - Motor vehicle extrication.
 - Water rescue.
- Mutual aid coverage for the Stevenson & Monroe Districts.
- Mutual aid for the towns of Trumbull, Easton, Newtown and Shelton.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

Calls for Service	2018	2019
Stepney District	233	214
Other Districts	241	197
Total	434	411

SIGNIFICANT ACCOMPLISHMENTS

- Trained new members; 46 training drills in 2019.

GOALS & OBJECTIVES

- Continue recruitment.
- Continuing to improve training.

BUDGET HIGHLIGHTS

- Slight increase in operating costs driven by insurance increases, contractual increases and new mandates for personnel equipment.

BUDGET - STEPNEY VOLUNTEER FIRE DEPT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:	Dept 0420	Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-15103-0420-153390	STEPNEY FIRE DEPT OP EXP	215,951	109,000	218,000	222,000	-	-	-	222,000	4,000	1.83%
1001-10-15103-0420-150630	STPF D INSURANCE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0420-153045	STFD BUILDING MAINTENANCE	2,156	1,328	2,050	2,200	-	-	-	2,200	150	7.32%
1001-10-15103-0420-153563	STPF D ELECTRIC	14,896	7,382	18,000	18,000	(1,800)	-	-	16,200	(1,800)	-10.00%
1001-10-15103-0420-153564	STPF D HEAT	12,303	3,614	15,500	15,500	-	-	-	15,500	-	0.00%
1001-10-15103-0420-153565	STPF D UTILITIES OTHER	5,955	3,208	7,400	6,550	-	-	-	6,550	(850)	-11.49%
1001-10-15103-0420-153579	STPF D VEHICLE FUEL	6,970	3,231	6,014	6,014	(416)	-	-	5,598	(416)	-6.92%
1001-10-15103-0420-153580	STPF D VEHICLES EXPENSE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0420-153594	STPF D CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
		258,232	127,764	266,964	270,264	(2,216)	-	-	268,048	1,084	0.41%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - STEPNEY VOLUNTEER FIRE DEPT

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0420-153390	STEPNEY FIRE DEPT OP EXP	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Adminstration	25,000	26,000				26,000	office Supplies, profesional fees, insurance,
	Insurance	-					-	VFIS
	Fire Station Operaton & Maint	21,000	22,000				22,000	general maintenace, custodians,
	Communications	10,000	10,000				10,000	computers software, hardware and security
	Apparatus Repair & Maintance	65,000	65,000				65,000	apparatus repairs, annual maintenance tires parts, testing
	Education & Training	18,000	18,000				18,000	training , schooling, publications, facility rentals, and related
		-					-	incidental items
	Firefighting Equipment	25,000	25,000				25,000	Equipment, scba and hose , equipment maintenance uniforms,
		-					-	fire gear
	Fire Ground Operations	19,000	19,000				19,000	cellular and data charges, other consumable
		-					-	costs, radio/pagers
	Public Education and Relations	3,000	3,000				3,000	expenses related to fire prevention, open houses, school visits
		-					-	and similar items
	Recruitment and Retentin	12,000	12,000				12,000	includes incentive programs(gas cards, gym discounts and
		-					-	other incidental costs)
	Personnel Equipment	20,000	22,000				22,000	Expenses related to personnel equipment, purchase of
		-					-	firefighting gear
		218,000	222,000	-	-	-	222,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
1001-10-15103-0420-153045	STFD BUILDING MAINTENANCE							
Station #1 Garbage		1,150	1,200				1,200	Calc by DPW-Trending
Station #2 Garbage		900	1,000				1,000	Calc by DPW-Trending
		2,050	2,200	-	-	-	2,200	
1001-10-15103-0420-153563	STFPD ELECTRIC							
Station #1 Electricity		9,600	9,600	(1,800)			7,800	Based on current usage and anticipated rates
Station #2 Electricity		8,400	8,400				8,400	
		18,000	18,000	(1,800)	-	-	16,200	
1001-10-15103-0420-153564	STFPD HEAT							
Station #1 Propane		8,000	8,000				8,000	Calc by DPW
Station #2 Natural Gas		7,500	7,500				7,500	Calc by DPW
		15,500	15,500	-	-	-	15,500	
1001-10-15103-0420-153565	STFPD UTILITIES OTHER							
Station #1 Domestic Water Service		1,300	1,300				1,300	Calc by DPW-\$2,366 Combined
Station #2 Domestic Water Service		1,300	1,300				1,300	Calc by DPW
Station #1 Charter		1,300	350				350	Calc by IT-Trending
Station #1Frontier		1,400	1,800				1,800	Calc by IT-Trending
Station #2 Frontier		2,100	1,800				1,800	Calc by IT-Trending
		7,400	6,550	-	-	-	6,550	
1001-10-15103-0420-153579	STFPD VEHICLE FUEL							
Gasoline - 900 Gallon @ \$2.06/Gal-prior year \$2.03/gal		2,000	2,000	(146)			1,854	Adjusted to reflect usage trends and new pricing
Diesel - 1,800 Gallon @ \$2.08/Gal-prior year \$2.15/gal		4,014	4,014	(270)			3,744	
		6,014	6,014	(416)	-	-	5,598	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

WATER DISTRIBUTION SYSTEM

BUDGET - FIRE HYDRANT SERVICE		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		<u>Actual</u>	<u>YTD 12/31/19</u>	<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>\$ CHG</u>	<u>% CHG</u>
1001-10-15103-0430-151600	Dept 0430 WATER DISTRIBUTION SYSTEM	614,177	319,902	623,190	665,000	-	-	-	665,000	41,810	6.71%

BUDGET - FIRE HYDRANT SERVICE		19-20	20-21	20-21	20-21	20-21	20-21		
EXPENDITURES:		<u>Final Budget</u>	<u>Department</u>	<u>FS Adj</u>	<u>TC Adj</u>	<u>BOF Adj</u>	<u>Total Budget</u>	<u>Explanation</u>	
1001-10-15103-0430-151600	WATER DISTRIBUTION SYSTEM								
Transmission & Distribution System		450,732	451,392				451,392	Per Aquarion Letter (1/31/20)	
Hydrants		122,501	122,501				122,501	Per Aquarion Letter (1/31/20)	
Fire Service Charges:		573,233	573,893	-	-	-	573,893		
WICA @ 8.83%		35,111	50,675				50,675	Per Aquarion Letter (1/31/20)	
WRA @ 3.44%		14,847	19,742				19,742	Per Aquarion Letter (1/31/20)	
Total Fire Service Charges with 4/1/20 Rates:		623,191	644,309	-	-	-	644,309		
50% of Potential increase @ 10/1/20		-	20,691				20,691		
Fire Service Charges with 50% of potential increase:		623,191	665,000	-	-	-	665,000		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

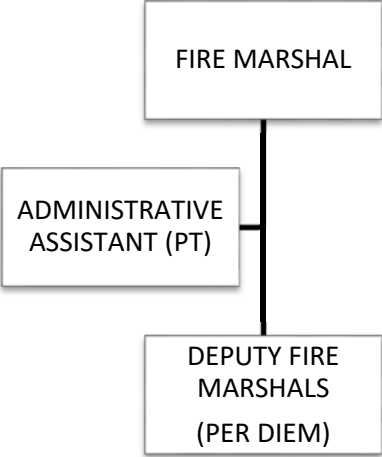
FIRE MARSHAL

It is the mission of the Fire Marshal’s Office to provide professional Life Safety protection to the citizens of the Town of Monroe. This is done through inspection, prevention, and investigation as provided by state law and regulations.

PRIMARY PROGRAMS & SERVICES

- Thorough investigation of all fire incidents in Town as per state law.
- Life Safety Inspections and overall safety of all public and private schools and daycare buildings.
- Life Safety Inspections of all commercial and new construction occupancies in town as regulated by Connecticut General Statutes Chapter 541.
- Issuance of blasting, open burn and campfire permits throughout town.
- New commercial building sprinkler and general plan review and approval.
- Onsite inspection for underground fuel tanks and installation of new tanks.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	2016	2017	2018	2019
Fire investigations completed, and reports filed with the State Fire Marshal’s Office:	48	55	44	36
Completed Life Safety Inspections:	315	300	296	305
Assist residents with the installation of smoke and/or carbon monoxide detectors:	8	5	6	5
Private fireworks displays:	N/A	4	3	3

SIGNIFICANT ACCOMPLISHMENTS

- Completed electronic Knox Box decoders for key release in fire apparatus.
- Collaboration with Community & Social Services to assist with hoarding situations.
- Implemented a Fire Marshal fee schedule.

GOALS & OBJECTIVES

- Provide increased fire extinguisher training for employees at Monroe businesses.
- Maintain state-mandated training for Fire Marshal certification and ongoing education.
- Collaborate with other town departments to enhance community relations, provide training, and improve permitting process.
- Implement a dry hydrant testing program throughout town.

BUDGET HIGHLIGHTS

- Reductions in all non-salary lines based upon trends and anticipated FY21 needs.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE FIRE MARSHAL		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0440										
1001-10-15103-0440-150001	FIRE MAR SALARY ADMIN	69,952	39,658	71,840	71,840	-	-	-	71,840	-	0.00%
1001-10-15103-0440-150003	FIRE MAR SALARY OTHER	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0440-150005	FIRE MAR SALARY PT	20,756	11,007	27,268	27,164	-	-	-	27,164	(104)	-0.38%
1001-10-15103-0440-153145	FIRE MAR EQUIPMENT	2,347	513	3,600	3,600	(1,000)	-	-	2,600	(1,000)	-27.78%
1001-10-15103-0440-153385	FIRE MAR OFFICE EXPENSE	812	1,280	2,400	2,000	-	-	-	2,000	(400)	-16.67%
1001-10-15103-0440-153390	FIRE MAR OPERATING EXP	4,588	1,277	5,800	5,800	(1,800)	-	-	4,000	(1,800)	-31.03%
1001-10-15103-0440-153579	FIRE MAR VEHICLE FUEL	2,423	765	3,000	1,950	-	-	-	1,950	(1,050)	-35.00%
1001-10-15103-0440-153580	FIRE MAR VEHICLE EXPENSE	1,695	556	2,000	1,000	-	-	-	1,000	(1,000)	-50.00%
1001-10-15103-0440-153594	FIRE MAR VEHICLE CAPTIAL	-	-	-	-	-	-	-	-	-	0.00%
		102,573	55,056	115,908	113,354	(2,800)	-	-	110,554	(5,354)	-4.62%

REVENUES:		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14003-140125	BURNING PERMITS & FEES	1,750	965	3,250	3,250	-	-	-	3,250	-	0.00%
		1,750	965	3,250	3,250	-	-	-	3,250	-	0.00%

SALARY DETAIL - OFFICE OF THE FIRE MARSHAL

		19-20	20-21						
Dept 0440				Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
1001-10-15103-0440-150001	Fire Marshal	69,490	69,490						
	Longevity	350	350						
	Overtime	2,000	2,000						
	Total Administration:	71,840	71,840						
1001-10-15103-0440-150005	PT-Deputy Fire Marshal	7,813	7,813	390.625	\$ 20.00	\$ 7,813	390.625	\$ 20.00	\$ 7,813
	PT-Deputy Fire Marshal	6,641	6,641	390.625	\$ 17.00	\$ 6,641	390.625	\$ 17.00	\$ 6,641
	PT-Deputy Fire Marshal	1,268	1,268	79.25	\$ 16.00	\$ 1,268	79.250	\$ 16.00	\$ 1,268
	PT-Office Assistant	11,443	11,443	702	\$ 16.30	\$ 11,443	702.000	\$ 16.30	\$ 11,443
	Leap Day Wages	104	-						
	Total PT:	27,268	27,164						
	Total Fire Marshal:	99,108	99,004						
	Headcount-FT	1	1						
	Headcount-PT	4	4						

**PT Deputy Fire Marshals are paid per diem

SALARY SUMMARY	19-20	20-21
FIRE MAR SALARY ADMIN	71,840	71,840
FIRE MAR SALARY OTHER	-	-
FIRE MAR SALARY PT	27,268	27,164
	99,108	99,004

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - OFFICE OF THE FIRE MARSHAL

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15103-0440-153145	FIRE MAR EQUIPMENT	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Meters	2,400					-	
	Radio Upgrades	500	500				500	replacement pager
	Respirators	200	200				200	N95 respirators scene gloves
	Misc equipment	500	2,900	(1,000)			1,900	car console, trsf of equip.,scene light, tool kit, camera, helmet
		3,600	3,600	(1,000)	-	-	2,600	reduction-costs part of vehicle purchase
1001-10-15103-0440-153385	FIRE MAR OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	General office supplies	800	1,500				1,500	New state requirement for violation notices to be sent by certified mail
	Code books	1,100					-	
	Toner Cartridges	500	500				500	
		2,400	2,000	-	-	-	2,000	
1001-10-15103-0440-153390	FIRE MAR OPERATING EXP	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Association dues, subscriptions & uniforms	5,800	5,800	(1,800)			4,000	Including IAFC, CT, Fire Marshals, NAFL-trending
		5,800	5,800	(1,800)	-	-	4,000	
1001-10-15103-0440-153579	FIRE MAR VEHICLE FUEL	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Vehicle gasoline	3,000	1,950				1,950	Adjusted to reflect usage trends and new pricing
		3,000	1,950	-	-	-	1,950	
1001-10-15103-0440-153580	FIRE MAR VEHICLE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Tires, maintenance & repairs	2,000	1,000				1,000	Maint/Repairs
		2,000	1,000	-	-	-	1,000	
BUDGET - OFFICE OF THE FIRE MARSHAL								
REVENUE:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-14003-0000-140125	BURNING PERMITS & FEES	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Burning permits	1,750	1,750				1,750	open burning permits
	Proposed inspection fees	1,500	1,500				1,500	inspection fees
		3,250	3,250	-	-	-	3,250	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

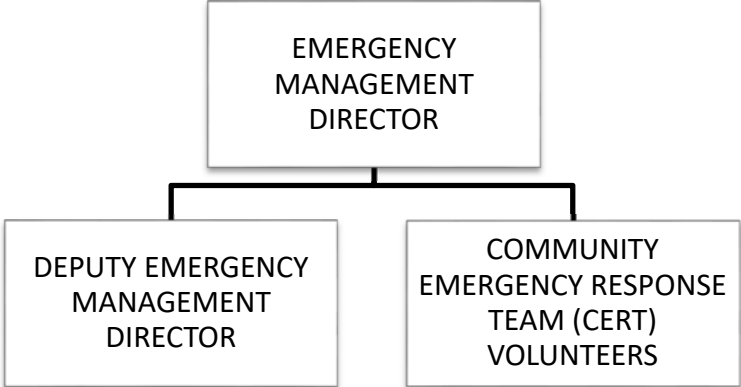
EMERGENCY MANAGEMENT DEPARTMENT

The mission of the Emergency Management Department includes the following: Coordinate and collaborate with state, local, federal, and private sector partners, as well as the public to develop, maintain, exercise, and train on a comprehensive local emergency management plan and program; direct and coordinate all available resources to protect the life and property of the residents of Monroe in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery, mitigation, and public education; maintain, operate, and oversee the Town’s Emergency Operations Center.

PRIMARY PROGRAMS & SERVICES

- Provide coordination among various departments and agencies, including utility companies, during emergencies such as major storms.
- Promote and implement community preparedness events.
- Manage the volunteer Community Emergency Response Team (CERT), which assists the Police Department with the annual Memorial Day Parade, the annual United Ride (in memory of 9/11), and with parking and public access at the summer programs conducted at Wolfe Park.
 - Provide 20-hour CERT training course for volunteers.
 - Actively participate with other regional CERT programs in training and mutual aid response.
- Active, voting member on the Regional Emergency Planning Team.
- Maintain standards as presented by the State Division of Emergency Management and Homeland Security

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Total membership	85	95	105
Active membership	24	40	42
Meetings/Training events	38	38	39
Activations	32	23	26

SIGNIFICANT ACCOMPLISHMENTS

- Have trained over 105 citizens in the Basic CERT course and over 40 remain active in some capacity with our local CERT.
- Maintained joint training with Trumbull’s CERT.
- Certified six CERT volunteers in the state-sponsored Train-the-Trainer for basic CERT Training.
- Enhanced our emergency preparedness information page on Town website.
- Developed a storm events web page to provide real time updates to municipal services.

GOALS & OBJECTIVES

- Train and certify additional personnel in the use of WebEOC.
- Conduct another basic CERT training course during Spring 2020.
- Increase the number of CERT members trained in emergency shelter management.
- Create employee field guides for various town buildings specific to emergency preparedness procedures.

BUDGET HIGHLIGHTS

- Emergency Management services are being provided to our community at very low cost - partially offset by a state grant.
- Need to replace batteries for entire cache of portable radios used for regional interoperability and local emergency backup.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - EMERGENCY MANAGEMENT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0450										
1001-10-15103-0450-150001	EM MGMT SALARY ADMIN	5,750	2,875	5,750	5,750	-	-	-	5,750	-	0.00%
1001-10-15103-0450-151650	EM MGMT FAIRFIELD CTY HAZMT	3,000	3,000	3,000	3,000	-	-	-	3,000	-	0.00%
1001-10-15103-0450-153385	EM MGMT OFFICE EXPENSE	383	250	1,000	1,000	-	-	-	1,000	-	0.00%
1001-10-15103-0450-153390	EM MGMT OPERATING EXPENSE	258	-	3,750	3,750	-	-	-	3,750	-	0.00%
1001-10-15103-0450-153594	EM MGMT CAPITAL	-	-	-	3,750	-	-	-	3,750	3,750	0.00%
	TOTAL EMERGENCY MGMT	9,391	6,125	13,500	17,250	-	-	-	17,250	3,750	27.78%

SALARY DETAIL - EMERGENCY MGMT		19-20	20-21
EMERGENCY MGMT			
1001-10-15103-0450-150001	Emergency Management Director	5,750	5,750
	Total Emergency Management:	5,750	5,750
	Headcount-FT	-	-
	Headcount-PT	1	1
SALARY SUMMARY		19-20	20-21
	EM MGMT SALARY ADMIN	5,750	5,750

BUDGET - EMERGENCY MANAGEMENT

EXPENDITURES:

19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget		
1001-10-15103-0450-151650	EM MGMT FAIRFIELD CTY HAZMT						
This is our Town's annual contribution to the Regional Hazardous Materials Team	3,000	3,000			3,000		
	3,000	3,000	-	-	3,000		
1001-10-15103-0450-153385	EM MGMT OFFICE EXPENSE						
With over 85 CERT members the cost of meetings and copying etc. increases.	1,000	1,000			1,000	current buget levels have been sufficient	
	1,000	1,000	-	-	1,000		
1001-10-15103-0450-153390	EM MGMT OPERATING EXPENSE						
This is the curent cost of our Town's participation in the Urban Area Strategic Initiative (UASI) - a regional interoperative radio system for all 14 municipalities in Region 1	3,750	3,750			3,750		
	3,750	3,750	-	-	3,750		
1001-10-15103-0450-153594	EM MGMT CAPITAL						
UASI battery replacement 30 units at \$125 each		3,750			3,750		
	-	3,750	-	-	3,750		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

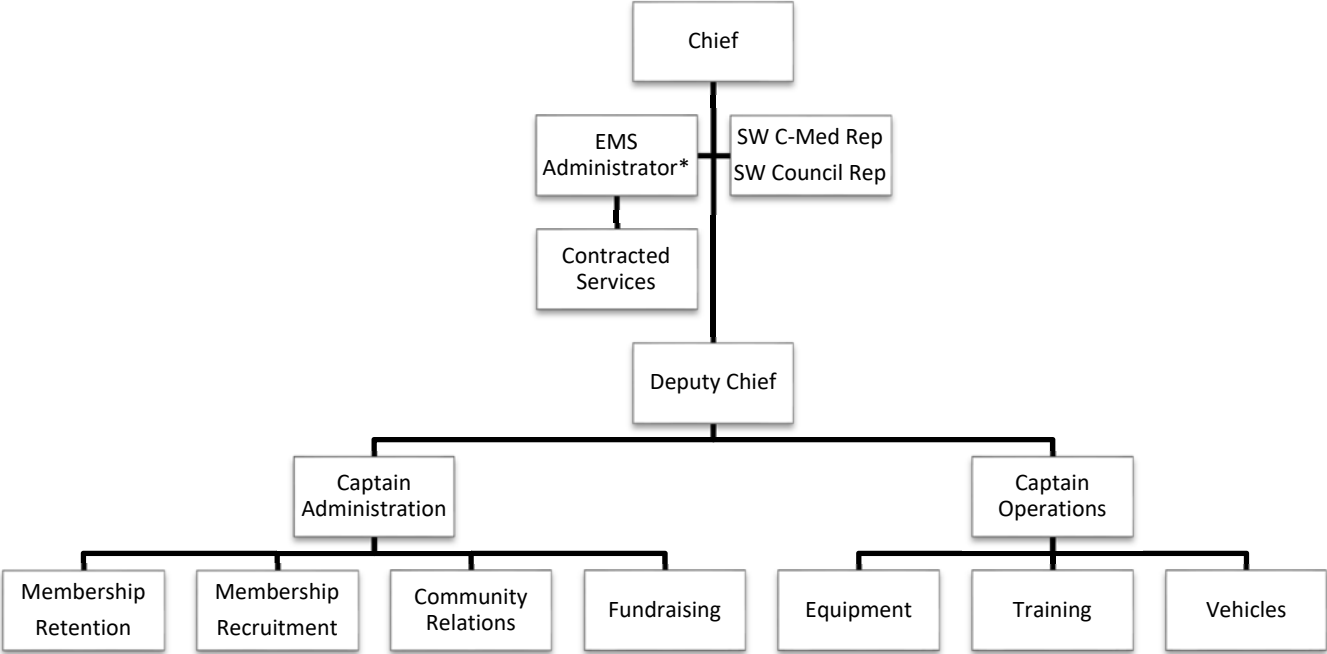
EMERGENCY MEDICAL SERVICE

The mission of Monroe Volunteer Emergency Medical Service is to provide high quality pre-hospital emergency medical care with respect, empathy and understanding.

PRIMARY PROGRAMS & SERVICES

- Response to emergency medical calls.
- Conduct public CPR and first aid training.
- Provide ambulance coverage at special events.
- Records management & data analysis (reporting and analysis on membership, training, equipment, call handling & performance, patient categories, vehicle maintenance.)
- Administration and oversight of medical claims processing.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	2015	2016	2017	2018	2019
Calls for Service	1,374	1,435	1,497	1,485	1,531
Volunteer Hours	9,612	9,358	10,166	8,141	8,795
Active volunteers	48	52	49	43	44
Special Events Coverage	35	42	41	42	43

SIGNIFICANT ACCOMPLISHMENTS

- Conducted a mass casualty drill.
- Conducted several *Stop the Bleed* classes for members of the community at no charge, including one session at Masuk High School where approximately 70 paraprofessionals participated.
- Added 9 new CPR instructors to allow EMS to offer more public CPR training classes.
- Placed an administrative vehicle in-service to help reduce response times and improve call coverage.

GOALS & OBJECTIVES

- Ongoing efforts to minimize need for mutual aid ambulance coverage despite increasing call volume.
- Increase volunteer membership to 50 active members.
- Improve our training programs for members and residents.

BUDGET HIGHLIGHTS

- Anticipated increases in contracted service rates.
- Increase in the training costs due to changes in the state-mandated recertification process.
- Anticipated Increases in contractual costs, offset by cost reductions and anticipated increase in revenue.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - EMS		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0460										
1001-10-15103-0460-150005	EMS SALARY PT	34,784	17,524	34,303	34,172	-	-	-	34,172	(131)	-0.38%
1001-10-15103-0460-150560	EMS FICA & MEDICARE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0460-151270	EMS VOLUNTEER ABATEMENT	24,245	19,383	23,000	20,000	-	-	-	20,000	(3,000)	-13.04%
1001-10-15103-0460-153045	EMS BUILDING MAINTENANCE	8,296	3,246	10,000	10,000	(800)	-	-	9,200	(800)	-8.00%
1001-10-15103-0460-153060	EMS COMMUNICATIONS	4,248	1,541	5,000	5,000	-	-	-	5,000	-	0.00%
1001-10-15103-0460-153075	EMS CONTRACTED SERVICES	670,091	339,483	698,333	724,175	(11,763)	-	-	712,412	14,079	2.02%
1001-10-15103-0460-153145	EMS EQUIPMENT EXPENSE	10,956	-	12,000	11,000	-	-	-	11,000	(1,000)	-8.33%
1001-10-15103-0460-153385	EMS OFFICE EXPENSE	3,377	-	4,700	4,000	(500)	-	-	3,500	(1,200)	-25.53%
1001-10-15103-0460-153390	EMS OPERATING EXPENSE	35,294	6,595	45,100	45,100	(5,100)	-	-	40,000	(5,100)	-11.31%
1001-10-15103-0460-153520	EMS SUPPLEMENTAL APPROPRIATION	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0460-153540	EMS TRAINING EXPENSE	16,691	2,200	19,000	23,358	-	-	-	23,358	4,358	22.94%
1001-10-15103-0460-153563	EMS ELECTRIC	7,061	2,984	9,600	9,600	(1,700)	-	-	7,900	(1,700)	-17.71%
1001-10-15103-0460-153564	EMS HEAT	1,821	828	2,500	2,500	-	-	-	2,500	-	0.00%
1001-10-15103-0460-153565	EMS UTILITIES OTHER	1,719	864	1,900	1,900	(100)	-	-	1,800	(100)	-5.26%
1001-10-15103-0460-153579	EMS VEHICLE FUEL	10,878	6,438	15,000	15,000	-	-	-	15,000	-	0.00%
1001-10-15103-0460-153580	EMS VEHICLE EXPENSE	16,421	3,346	15,000	18,000	(5,000)	-	-	13,000	(2,000)	-13.33%
1001-10-15103-0460-153594	EMS CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15103-0460-153596	EMS REVENUE	-	-	-	-	-	-	-	-	-	0.00%
	TOTAL EMS EXPENDITURES:	845,882	404,432	895,436	923,805	(24,963)	-	-	\$ 898,842	3,406	0.38%

REVENUES:		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14007-140737	EMS REVENUE	516,452	301,092	584,500	584,500	12,000	-	(100,000)	496,500	(88,000)	-15.06%
	TOTAL EMS REVENUES:	516,452	301,092	584,500	584,500	12,000	-	(100,000)	\$ 496,500	(88,000)	-15.06%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - EMS				Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
EXPENDITURES:	Dept 0460	19-20	20-21	19-20	19-20	19-20	20-21	20-21	20-21
1001-10-15103-0460-150005	PT Administrator	34,172	34,172	1,014	\$ 33.70	\$ 34,172	1,014	\$ 33.70	\$ 34,172
	Leap Day Wages	131	-						
	Total PT:	34,303	34,172						
Headcount-FT		-	-						
Headcount-PT		1	1						

BUDGET - EMS

EXPENDITURES:

1001-10-15103-0460-151270	EMS VOLUNTEER ABATEMENT	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget				
Potential liability if all eligible members take tax incentive for 2020	23,000	20,000				20,000			
	23,000	20,000	-	-	-	20,000			
1001-10-15103-0460-153045	EMS BUILDING MAINTENANCE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation	
Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget				
Cleaning \$3,000, Linen Service \$1,000	4,800	5,000	(800)			4,200		Savings on cleaning service	
Assorted building repairs, maintenance and supplies	5,200	5,000				5,000			
	10,000	10,000	(800)	-	-	9,200			
1001-10-15103-0460-153060	EMS COMMUNICATIONS	19-20	20-21	20-21	20-21	20-21	20-21	Explanation	
Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget				
Cell service for iPads used for patient charting	2,040	2,362				2,362			
Assorted radio batteries and repairs	2,960	2,638				2,638			
	5,000	5,000	-	-	-	5,000			
1001-10-15103-0460-153075	EMS CONTRACTED SERVICES	19-20	20-21	20-21	20-21	20-21	20-21	Explanation	
Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget				
VEMS ALS Contract	446,503	459,503	(4,070)			455,433		Anticipated 2% increase	
VEMS BLS Contract	160,680	165,500	(1,606)			163,894		Anticipated 2% increase	
Billing Company	45,000	52,087	(6,087)			46,000		7.75% of projected revenue	
Assorted intercept/OT/holiday	46,150	47,085				47,085			
	698,333	724,175	(11,763)	-	-	712,412			

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

1001-10-15103-0460-153145 EMS EQUIPMENT EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Non-consumable equipment and repairs	12,000	11,000				11,000		Based upon 3 year average
	12,000	11,000	-	-	-	11,000		
1001-10-15103-0460-153385 EMS OFFICE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Copy costs/paper/assorted office supplies	4,000	3,300	(300)			3,000		Based upon 3 year average
Toner Cartridges	700	700	(200)			500		
	4,700	4,000	(500)	-	-	3,500		
1001-10-15103-0460-153390 EMS OPERATING EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Oxygen	4,000	4,000				4,000		Based upon 3 year average
Lucas Maintenance Agreement	3,500	4,000				4,000		
SyncPad	1,000	1,000				1,000		
Active 911	400	430				430		
Stryker Maintenance Agreement	7,000	10,000				10,000		Cover preventive maintenance
EMS Charts	2,200	2,200				2,200		
Consumable supplies (variable based on call volume)	27,000	23,470	(5,100)			18,370		Based upon review of current costs
	45,100	45,100	(5,100)	-	-	40,000		
1001-10-15103-0460-153540 EMS TRAINING EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
EMT Class \$12,038, EMT-R: \$3,320	12,000	15,358				15,358		Increase cost due to change in state mandates
Public classes: \$4,000, Supplies: \$1,000	2,000	5,000				5,000		Offset in training revenue
EMS Conference	5,000	3,000				3,000		For increased public and staff CME courses
	19,000	23,358	-	-	-	23,358		

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		19-20	20-21	20-21	20-21	20-21	20-21	
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15103-0460-153563	EMS ELECTRIC							
Eversource		9,600	9,600	(1,700)			7,900	Based on current usage and anticipated rates
		9,600	9,600	(1,700)	-	-	7,900	
1001-10-15103-0460-153564	EMS HEAT							
		2,500	2,500				2,500	Based on current year budget projection
		2,500	2,500	-	-	-	2,500	
1001-10-15103-0460-153565	EMS UTILITIES OTHER							
Aquarion		1,900	1,900	(100)			1,800	Based on current year budget projection
		1,900	1,900	(100)	-	-	1,800	
1001-10-15103-0460-153579	EMS VEHICLE FUEL							
Fuel for ambulances and fly car		15,000	15,000	(15,000)			-	Recast below
Gasoline				6,407			6,407	Adjusted to reflect usage trends and new pricing
Deisel				8,593			8,593	Adjusted to reflect usage trends and new pricing
		15,000	15,000	-	-	-	15,000	
1001-10-15103-0460-153580	EMS VEHICLE EXPENSE							
Vehicle repair and maintenance expences		15,000	18,000	(5,000)			13,000	Based om 3 year average
		15,000	18,000	(5,000)	-	-	13,000	
BUDGET - EMS								
REVENUES:								
1001-10-14007-140737	EMS REVENUE							
Training Income		4,500	4,500	2,000			6,500	
Billing revenue		580,000	580,000	10,000		(100,000)	490,000	Based upon current year projections plus 2.3% rate increase
		584,500	584,500	12,000	-	(100,000)	496,500	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

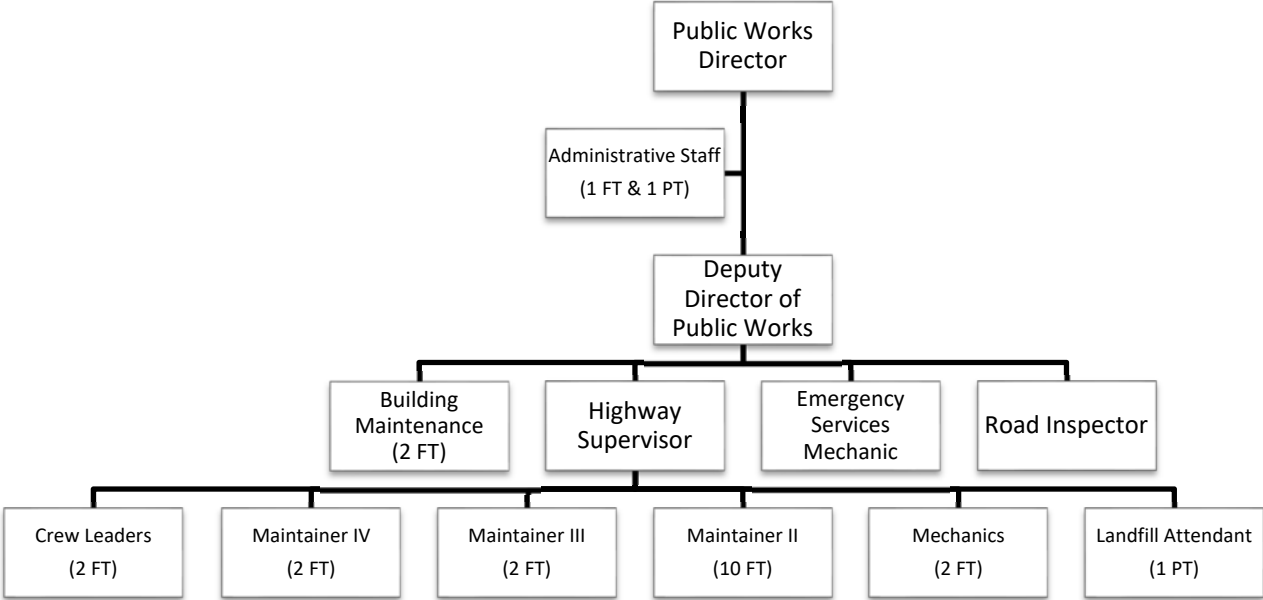
DEPARTMENT OF PUBLIC WORKS

The mission of the department is to enhance the quality of life for residents of the Town of Monroe through the safe, responsive, efficient and effective delivery of services to every neighborhood.

The Department of Public Works is comprised of two divisions, Building Maintenance & the Highway Department.

- Building Maintenance - this division provides general and contracted maintenance of 20 public facilities including the Town Hall, Police Department, Library, Senior Center, Fire Houses and Highway Garage. In total, the building maintenance division is responsible for 236,911 square feet of building and 11 emergency generators with 1 full-time Building Maintainer.
- Highway Department - this division performs all of the maintenance and construction work within the Town owned right-of-way over the 143 miles of road, 5 miles of which are dirt roads. These functions include road reconstruction, excavation, paving, pothole patching, curbing, topsoil & seed, drainage pipe, drainage structure installation, traffic sign installation, street sign installation, roadside trimming, roadside mowing, litter cleanup, street sweeping, tree removal, tree trimming, snow plowing, sanding, dirt-road grading, dust control, and guiderail maintenance. Highway also participates in the annual bulky waste pickup and collection of waste motor oil.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Road miles repaired/paved	4.14	2.96	6.80	5.58	4.77
Miles striped	54.0	49.5	43.5	45.0	40.0
Drainage pipes addressed ⁽¹⁾	0.25	3.73	3.91	2.29	2.36
Catch basins cleaned	350	400	581	1021	538
Number of bulky waste pickups	918	560	720	724	773

	<u>2010</u>	<u>2014</u>	<u>2018</u>
Pavement Condition Index (4 year re-evaluation)	64.0	72.6	75.0

(1) Significant road funding since 2015-2016 has been focused on drainage repairs.

SIGNIFICANT ACCOMPLISHMENTS

- Have completed approximately 7.46 miles of road pavement in FY20 – highest in several years.
- Increased departmental drainage repairs and new installations.
- Increased pothole repairs with utilization of new milling equipment for permanent repair.
- Completed significant amount of curbing repairs throughout town.

GOALS & OBJECTIVES

- Utilize updated pavement management study to prioritizing drainage replacement and pavement program; continue to improve PCI.
- Continue with fleet replacement program.
- Develop long-term town facilities plan informed by the Municipal Space Needs Assessment.
- Completion of energy audit and evaluation to identify cost savings projects.

BUDGET HIGHLIGHTS

- Continued increase in recycling costs, offset by various reductions in other lines and increased use of Town Aid Road grant.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - PUBLIC WORKS & SANITATION											
EXPENDITURES:		Depts 0500 - 0610									
		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
PW ADMINISTRATION:											
		Dept 0500									
1001-10-15105-0500-150001	PW SALARY ADMIN	102,361	55,221	102,361	102,361	-	-	-	102,361	-	0.00%
1001-10-15105-0500-150003	PW SALARY OTHER	186,666	99,733	195,075	194,847	-	-	-	194,847	(228)	-0.12%
1001-10-15105-0500-150005	PW SALARIES PT	16,661	8,190	16,541	16,478	-	-	-	16,478	(64)	-0.38%
1001-10-15105-0500-153385	PW OFFICE EXPENSE	4,487	3,265	8,100	9,100	(2,400)	-	-	6,700	(1,400)	-17.28%
1001-10-15105-0500-153390	P W OPERATING EXPENSE	7,498	-	5,500	5,500	(650)	-	-	4,850	(650)	-11.82%
TOTAL PUBLIC WORKS ADMINISTRATION:		317,673	166,409	327,577	328,286	(3,050)	-	-	325,236	(2,341)	-0.71%
PW HIGHWAY:											
		Dept 0510									
1001-10-15105-0510-150001	PW SALARY GM ADMIN	85,998	47,436	87,709	87,709	-	-	-	87,709	-	0.00%
1001-10-15105-0510-150003	PW SALARY GM OTHER	1,125,832	593,605	1,161,595	1,156,529	-	-	-	1,156,529	(5,066)	-0.44%
1001-10-15105-0510-153075	PW GM CONTRACTED SVCS	49,524	27,033	40,000	95,500	(61,000)	-	-	34,500	(5,500)	-13.75%
1001-10-15105-0510-153390	PW GM OPERATING EXPENSE	22,305	9,876	17,050	19,250	-	-	-	19,250	2,200	12.90%
1001-10-15105-0510-153594	PW CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL HIGHWAY:		1,283,659	677,949	1,306,354	1,358,988	(61,000)	-	-	1,297,988	(8,366)	-0.64%
PW SNOW REMOVAL:											
		Dept 0520									
1001-10-15105-0520-150015	PW SALARY SNOW OT	185,117	56,791	165,000	165,000	-	-	-	165,000	-	0.00%
1001-10-15105-0520-153075	PW SNOW CONTRACTED SVCS	17,780	1,675	25,000	31,700	(6,700)	-	-	25,000	-	0.00%
1001-10-15105-0520-153390	PW SNOW OPERATING EXP	350,104	122,598	329,400	395,100	(14,500)	-	-	380,600	51,200	15.54%
TOTAL SNOW REMOVAL:		553,000	181,064	519,400	591,800	(21,200)	-	-	570,600	51,200	9.86%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
PW ROAD AND BUILDING: Dept 0530											
1001-10-15105-0530-151700	PW DRAINAGE IMPROVEMENT	63,625	51,939	63,625	63,625	-	-	-	63,625	-	0.00%
1001-10-15105-0530-151710	P W STREET RECONSTRUCT ENG	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15105-0530-151720	P W HWY PAVING/MAINT	560,200	410,371	530,200	1,166,971	(636,771)	-	-	530,200	-	0.00%
1001-10-15105-0530-151730	PW BUS BARN MAINTENANCE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15105-0530-151740	PW TRAFFIC SIGNS & LINES	65,391	46,917	68,024	68,024	(10,274)	-	-	57,750	(10,274)	-15.10%
1001-10-15105-0530-151750	PW STREET LIGHTS	16,000	8,003	14,625	17,000	(2,000)	-	-	15,000	375	2.56%
1001-10-15105-0530-153045	PW BUILDING MAINTENANCE	18,673	9,550	24,540	24,540	(3,190)	-	-	21,350	(3,190)	-13.00%
1001-10-15105-0530-153145	PW EQUIPMENT	23,850	10,347	13,800	49,200	(41,000)	-	-	8,200	(5,600)	-40.58%
1001-10-15105-0530-153390	PW TREE WARD OPERATING EXP	63,770	17,638	68,000	68,000	(1,500)	-	-	66,500	(1,500)	-2.21%
1001-10-15105-0530-153485	PW R & M EQUIPMENT	147,921	84,043	130,000	130,000	-	-	-	130,000	-	0.00%
1001-10-15105-0530-153563	PW ELECTRIC	19,443	8,368	18,760	18,760	1,875	-	-	20,635	1,875	9.99%
1001-10-15105-0530-153564	PW HEAT	14,182	4,947	13,260	13,260	(840)	-	-	12,420	(840)	-6.33%
1001-10-15105-0530-153579	PW VEHICLE FUEL	93,526	45,932	114,000	114,360	(6,480)	-	-	107,880	(6,120)	-5.37%
1001-10-15105-0530-150003	PW SALARY TREE WARD OTHER	-	-	-	-	-	-	-	-	-	0.00%
TOTAL ROAD AND BUILDING:		1,086,581	698,054	1,058,834	1,733,740	(700,180)	-	-	1,033,560	(25,274)	-2.39%
TOTAL PUBLIC WORKS:		3,240,913	1,723,477	3,212,165	4,012,814	(785,430)	-	-	3,227,384	15,219	0.47%
PW SOLID WASTE: Dept 0600											
1001-10-15105-0600-150005	PW SOL WASTE SALARY PT	6,838	3,240	13,689	13,689	-	-	-	13,689	-	0.00%
1001-10-15105-0600-151760	PW SOL WASTE DISPOSAL	1,041	-	800	800	(800)	-	-	-	(800)	-100.00%
1001-10-15105-0600-151770	PW SOL WASTE LANDFILL OP	7,200	2,389	24,500	34,500	(10,800)	-	-	23,700	(800)	-3.27%
1001-10-15105-0600-153563	PW SOL WASTE ELECTRIC	-	367	850	850	(150)	-	-	700	(150)	-17.65%
TOTAL SOLID WASTE:		15,078	5,996	39,839	49,839	(11,750)	-	-	38,089	(1,750)	-4.39%
PW RECYCLING: Dept 0610											
1001-10-15105-0610-151780	PW RECYCLING HAZ WASTE DAY	6,022	2,142	5,800	5,800	300	-	-	6,100	300	5.17%
1001-10-15105-0610-151790	PW RECYCLING TRANSFER STATN	60,847	13,113	50,000	50,000	(15,000)	-	-	35,000	(15,000)	-30.00%
1001-10-15105-0610-153075	PW RECYCLING CONTRACTED SVCS	304,313	207,915	347,066	385,051	1,500	-	-	386,551	39,485	11.38%
1001-10-15105-0610-153390	PW RECYCLE OPERATING EXP	-	-	-	-	-	-	-	-	-	0.00%
TOTAL RECYCLING:		371,182	223,170	402,866	440,851	(13,200)	-	-	427,651	24,785	6.15%
TOTAL PUBLIC WORKS EXPENDITURES:		386,260	229,166	442,705	490,690	(24,950)	-	-	465,740	23,035	5.20%
TOTAL PUBLIC WORKS:		3,627,173	1,952,643	3,654,870	4,503,504	(810,380)	-	-	3,693,124	38,254	1.05%
BUDGET - PUBLIC WORKS & SANITATION											
REVENUES:											
1001-10-14003-140165	REFUSE PERMIT REVENUE	2,800	-	2,000	2,000	-	-	-	2,000	-	0.00%
TOTAL PUBLIC WORKS EXPENDITURES:		2,800	-	2,000	2,000	-	-	-	2,000	-	0.00%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - PUBLIC WORKS

PW ADMIN:	<u>Dept 0500</u>	<u>19-20</u>	<u>20-21</u>						
1001-10-15105-0500-150001	Director of Public Works-Administration	102,136	102,136						
	Longevity	225	225						
	Total Admin:	102,361	102,361						
1001-10-15105-0500-150003	Deputy Director of Public Works	74,285	74,285						
	Longevity	100	100						
	Engineering Inspector	59,939	60,168						
	Overtime	3,000	3,000						
	Longevity	225	225						
	Development Services	54,505	54,505	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>
	Longevity	225	225	<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
	Paid Time Off Coverage	2,340	2,340	144	\$ 16.25	\$ 2,340	144	\$ 16.25	\$ 2,340
	Leap Day Wages	456	-						
	Total Other:	195,075	194,847						
1001-10-15105-0500-150005	PT-Clerical	16,478	16,478	1,014	\$ 16.25	\$ 16,478	1,014	\$ 16.25	\$ 16,478
	Leap Day Wages	63	-						
	Total Part Time:	16,541	16,478						
	Total Public Works Administration:	313,976	313,686						
PW HIGHWAY:	<u>Dept 0510</u>	<u>19-20</u>	<u>20-21</u>						
1001-10-15105-0510-150001	Highway Supervisor	87,259	87,259						
	Longevity	450	450						
	Total Administration:	87,709	87,709						
1001-10-15105-0510-150003	Crew Leaders - 2 people	129,916	129,916						
	Longevity	900	900						
	Maintainer II - 10 people	567,477	510,729						
	Longevity	1,950	1,350						
	Maintainer III - 2 people	118,920	175,668						
	Longevity	800	1,050						
	Maintainer IV - 2 people	124,298	124,298						
	Longevity	800	450						
	Mechanics - 3 people	199,017	199,017						
	Longevity	1,150	1,150						
	Perfect Attendance Bonus	3,000	3,000						
	Emergency Overtime	9,000	9,000						
	Leap Day Wages	4,366	-						
	Total Other:	1,161,595	1,156,529						
	Total Public Works Highway:	1,249,304	1,244,238						

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PW Highway Part Time Seasonal Workers

3 Seasonal staff for road maintenance	\$ 16,277	New
To be covered by Town Aid Road Fund	\$ (16,277)	
	\$ -	

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
			1,080	\$ 14.00	\$ 15,120
				Fica/MC	\$ 1,157
			Total		\$ 16,277

PW SNOW REMOVAL:
1001-10-15105-0520-150015

	<u>19-20</u>	<u>20-21</u>
Dept 0520 Snow Removal OT	165,000	165,000
Total Public Works Snow Removal:	165,000	165,000

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
1,014	\$ 13.50	\$ 13,689	1,014	\$ 13.50	\$ 13,689

PW SOLID WASTE:
1001-10-15105-0600-150005

	<u>19-20</u>	<u>20-21</u>
Dept 0600 PT-Landfill Attendant	13,689	13,689
Total Public Works Solid Waste:	13,689	13,689
Total Public Works :	1,741,970	1,736,613
Headcount-FT	29	29
Headcount-PT	2	5

*includes 3 seasonal staff covered by Town Aid Road Fund

<u>SALARY SUMMARY</u>	<u>19-20</u>	<u>20-21</u>
PW SALARY ADMIN	102,361	102,361
PW SALARY OTHER	195,075	194,847
PW SALARIES PT	16,541	16,478
	313,976	313,686
PW SALARY GM ADMIN	87,709	87,709
PW SALARY GM OTHER	1,161,595	1,156,529
	1,249,304	1,244,238
PW SALARY SNOW OT	165,000	165,000
	165,000	165,000
PW SOL WASTE SALARY PT	13,689	13,689
TOTAL PW	1,741,970	1,736,613

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - PUBLIC WORKS & SANITATION

EXPENDITURES:

PW ADMINISTRATION:

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0500-153385 PW OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Office & Field Supplies / Equipment	3,000	3,000	(500)			2,500	Required
Seminar & Conference - Training	2,500	3,200	(1,400)			1,800	departmental
Bid & Job advertising	1,500	1,500				1,500	evaluation and
Replace Office Furniture	500	500	(500)			-	resubmission
Toner Cartridges	600	900				900	Trend is \$541 to date
	8,100	9,100	(2,400)	-	-	6,700	

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0500-153390 P W OPERATING EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Repair & Calibration Equip, toilet paper and soap, T.P., paper towels & trash liners	5,000	5,000	(1,100)			3,900	Required
Fiirst Aid Station supplies, dust masks, poison ivy cleaner, etc.			950			950	departmental
MS4 Permit-covered by Engineering	500	500	(500)			-	evaluation and
	5,500	5,500	(650)	-	-	4,850	resubmission

PW HIGHWAY:

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0510-153075 PW GM CONTRACTED SVCS	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Catch Basin Cleaning-required by MS4	45,000	45,000	(5,000)			40,000	Required
Drainage Ditch/Swale Cleaning	8,000	8,000				8,000	departmental
Parts Washer		5,000				5,000	evaluation and
Installation & Repair of Guide Rails- DOT Spec change \$32/lf conversion price	12,500	15,000				15,000	resubmission
Hydraulic Jetting of plugged drainage pipes	2,000	2,000	(400)			1,600	
Weed Control, materials & Equipment transport	4,500	4,500	400			4,900	
Detention basin cleaning- Engineering request in Industrial park	8,000	16,000				16,000	
To be covered by Town Aid Road-Catch Basin and Detension basin cleaning	(40,000)	-	(56,000)			(56,000)	
	40,000	95,500	(61,000)	-	-	34,500	

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0510-153390 PW GM OPERATING EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Uniforms & Clothing Allowance (\$225 x 18)	4,050	4,050				4,050	Per Union Contract
Uniforms for Mechanics	1,600	1,600				1,600	Per Union Contract
Safety Shoes Per Contract (HWY, Deputy & Inspector) (\$225x 22)	4,950	4,950				4,950	Per Union Contract
Tool Allowance (3 x \$150)	450	450				450	Per Union Contract
Pump out Oil Water Separator	6,000	6,000				6,000	
PPE - ANSI Class III Reflective PPE - rain gear		2,200				2,200	OSHA Required
	17,050	19,250	-	-	-	19,250	

PW SNOW REMOVAL:

	19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0520-150015 PW SALARY SNOW OT	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Overtime - winter storms	165,000	165,000				165,000	Based on calculation of an 6 year average
	165,000	165,000	-	-	-	165,000	

**ADOPTED ANNUAL BUDGET
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1001-10-15105-0520-153075 PW SNOW CONTRACTED SVCS		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Dirt Road Contractor	20,500	20,500				20,500		Same rates as prior year
Industrial Park	11,200	11,200				11,200		Same rates as prior year
To be covered by Town Aid Road-Snow Contracted Services	(6,700)		(6,700)			(6,700)		
	25,000	31,700	(6,700)	-	-	25,000		
1001-10-15105-0520-153390 PW SNOW OPERATING EXP		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Equipment & Replacement, parts & repairs	54,000	54,000				54,000		
Truck Washing per Industrial Stormwater & MS4 Permit (20 vehicles @ \$92/EA X 5 washes)		9,200				9,200		
Road Salt 4500 T x \$62	238,000	280,000				280,000		Storm trend & town wide salt usage
Sand prior year(750 T x 26/T)	19,500	19,500				19,500		
Replace sand/salt tarp required by DEEP & Permit compliance		4,000				4,000		
Precision Weather Service	1,400	1,400				1,400		
Frame & Body Maintenance & Plow Maintenance	16,500	16,500				16,500		Remaining plows & frames to be refurbished
Poly Sander for mason dump		7,700				7,700		Replacement
Masuk Salt Shed block replacement and interior wall sealing.		2,800	(2,800)			-		BOE expenditure
To be covered by Town Aid Road-Sand tarp and Poly Sander		-	(11,700)			(11,700)		
	329,400	395,100	(14,500)	-	-	380,600		
PW ROAD AND BUILDING:		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1001-10-15105-0530-151700 PW DRAINAGE IMPROVEMENT		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget
Pipe (2000lf @ \$10)	20,000	20,000				20,000		
Catch Basin Top Replacement (50 @ \$140)	7,000	7,000				7,000		
Catch Bassin R/R (35 @ \$475)	16,625	16,625				16,625		
Drainage Materials (block, cement, stone, rip rap, seed)	20,000	20,000				20,000		
	63,625	63,625	-	-	-	63,625		
1001-10-15105-0530-151720 P W HWY PAVING/MAINTENANCE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total	Budget	
Crack Sealing - stable pricing & volume	170,000	170,000				170,000		
Paving - standard 2" (\$90/ton)	387,411	387,411				387,411		
Paving - shim/level (\$90/ton)	96,860	96,860				96,860		
Cold In Place Recycling (\$5.75/syd)	218,000	218,000				218,000		
Bituminous road surface sealing & patching (\$255/ton - approx. 1.6 miles)	180,000	190,000				190,000		
Dust Control for roads, bike path, const	10,000	10,000				10,000		
Asphalt Patch (600T x \$87/ton)	52,200	52,200				52,200		
Process gravel for dirt roads (2000 T x \$16/ton)	32,000	32,000				32,000		
Misc. Road maintenance. (tools, guide posts, etc)	5,000	5,000				5,000		
Screen Top Soil	5,500	5,500				5,500		
First Selectman Adjustment - Utilize Town Aid Road/Bonding as Needed	(626,771)	-	(636,771)			(636,771)		
	530,200	1,166,971	(636,771)	-	-	530,200		

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1001-10-15105-0530-151740 PW TRAFFIC SIGNS & LINES	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Signs - Street sign posts (84ea @ \$24)	4,000	4,000	(2,000)			2,000	Required
Signs - Street sign blanks (100ea @ \$30.00)-Reflective blank	1,744	1,744	56			1,800	departmental
Signs - Traffic sign posts (91ea @ \$22)	4,000	4,000	(2,000)			2,000	evaluation and
Signs - Traffic sign blanks & faces (150ea @ \$40)	6,000	6,000				6,000	resubmission
Signs - Misc. signs, bolts, reflective papers, brightsides & repair of sign equipment	1,000	1,000	650			1,650	
Meet Retro Reflectivity Requirements - Sign fabrication made in house	7,500	7,500	(7,500)			-	
Striping - Stopbars (7500LF@\$0.573)	3,640	3,640	660			4,300	
Striping - School cross walks (2500LF@\$0.84)	1,765	1,765	335			2,100	
Striping - School zones (6ea @ \$117)	600	600	100			700	
Striping - Parking stalls (150ea @ \$3)	450	450	(450)			-	
Striping - Handicap stalls (5ea @ \$25)	125	125	(125)			-	
Striping - 4 Turn Arrows and 120' of white centerline	200	200				200	
Striping - Yellow double center	25,000	25,000				25,000	
Striping - White edge line	12,000	12,000				12,000	
	68,024	68,024	(10,274)	-	-	57,750	
1001-10-15105-0530-151750 PW STREET LIGHTS	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Street & Traffic Lights	14,625	15,500	(2,000)			13,500	Based on current usage and anticipated rates
NEW - Roundabout Street Lighting (estimated costing)		1,500				1,500	Roundabout Street Lighting
	14,625	17,000	(2,000)	-	-	15,000	
1001-10-15105-0530-153045 PW BUILDING MAINTENANCE	19-20 Final Budget	20-21 Department	20-21 FS Adj	20-21 TC Adj	20-21 BOF Adj	20-21 Total Budget	Explanation
Water service	940	940	(240)			700	Required
Propane	2,600	2,600				2,600	departmental
Bottled water	1,350	1,350				1,350	evaluation and
Building maintenance & supplies	3,000	3,000	(1,000)			2,000	resubmission
General building maintenance	7,500	7,500	(1,450)			6,050	
Pest control			1,200			1,200	
Highway Building Fire Extinguisher testing/maintenance/replacement			300			300	
Vehicle lift & crane hoist inspections & OSHA certifications	1,000	1,000				1,000	
Septic Pump Out - Highway Garage	450	450				450	
Fire Alarm Monitoring Contract - Highway Garage - SAS	450	450				450	Contract
Emergency Generator Maint Contract - Hwy Garage	850	850				850	Contract
						-	
<u>Bus Barn Maintenance</u>						-	
Water service	700	700				700	
Building Maintenance & Supplies	4,000	4,000	(2,000)			2,000	
Septic Tank Pumping	300	300				300	
Fire Alarm Monitoring Contract-Highway Garag -SAS	450	450				450	
Bus Barn Generator Maintenance	950	950				950	
	24,540	24,540	(3,190)	-	-	21,350	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

	19-20	20-21	20-21	20-21	20-21	20-21	
	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15105-0530-153145 PW EQUIPMENT							
Diagnostic Tool	6,800					-	Required
AgriBlower for tractor (mowing and street prep for paving)	7,000					-	departmental
Tink bucket for Loaders -moved to capital		19,500	(19,500)			-	evaluation and
Laptop for Freightliner OBD with cables & program (windows 10min & Cummins program)-Freightliners,		2,500	(2,500)			-	resubmission
Laser Level with Story pole and tripod & grade set capability (Trimble GL412)		1,900				1,900	
Maintenance Garage Door Panel Replacement (approx. \$1,200/EA)-moved to capital		6,000	(6,000)			-	
Sign Room & Maint garage main door-frame & door replacement		2,500				2,500	
AC reclamation and charging unit for PD, Fire, EMS & Town fleet -moved to capital		13,000	(13,000)			-	
Skid Steer Tracks		3,800				3,800	
	13,800	49,200	(41,000)	-	-	8,200	
1001-10-15105-0530-153390 PW TREE WARD OPERATING EXP							
Contracted tree removal, replacement & trimming	60,000	60,000	(1,000)			59,000	Based on FY19 Actuals adjusted for inflation at 2%
Street Pruning Needed - Contracted Bucket Truck Need	8,000	8,000	(500)			7,500	Based on FY19 Actuals adjusted for inflation at 2%
	68,000	68,000	(1,500)	-	-	66,500	
1001-10-15105-0530-153485 PW R & M EQUIPMENT							
Maintenance of Highway & DPW Fleet & Equipment	130,000	130,000				130,000	
	130,000	130,000	-	-	-	130,000	
1001-10-15105-0530-153563 PW ELECTRIC							
Highway Maintenance Garage/Annex	14,960	14,960	1,140			16,100	Electricity (88,000 kWh @ \$0.17)
Highway Office	3,800	3,800	735			4,535	Based on current usage and anticipated rates
	18,760	18,760	1,875	-	-	20,635	
1001-10-15105-0530-153564 PW HEAT							
#2 Heating Fuel (3,500 Gallons @ \$2.07)-prior year \$2.13/gal	7,735	7,735	(490)			7,245	Based on current usage and anticipated rates
Highway Office - #2 Heating Fuel 2,500 gal @ current Avg = \$2.07-prior year \$2.13	5,525	5,525	(350)			5,175	
	13,260	13,260	(840)	-	-	12,420	
1001-10-15105-0530-153579 PW VEHICLE FUEL							
Diesel Fuel (38,000 Gallons @ \$2.08)-prior year \$2.15/gal	84,740	84,740	(5,700)			79,040	Adjusted to reflect usage trends and new pricing
Regular Gasoline 87 Octane - 14,000 Gallons @ \$2.06)-prior year \$2.03/gal	29,260	29,620	(780)			28,840	
	114,000	114,360	(6,480)	-	-	107,880	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PW SOLID WASTE:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0600-151760	PW SOL WASTE DISPOSAL	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Supplies, Tags & Stickers	800	800	(800)			-	Moved to Waste Disposal Fund
		800	800	(800)	-	-	-	
1001-10-15105-0600-151770	PW SOL WASTE LANDFILL OP	19-20	20-21	20-21	20-21	20-21	20-21	
	Toilet rental, building maintenance, supplies, utility costs	3,000	3,000	(800)			2,200	
	Annual state license fees (DEEP)	1,500	1,500				1,500	
	Grind logs & brush	20,000	30,000	(10,000)			20,000	Move to capital budget to be covered by Waste Disposal or TAR
		24,500	34,500	(10,800)	-	-	23,700	
1001-10-15105-0600-153563	PW SOL WASTE ELECTRIC	19-20	20-21	20-21	20-21	20-21	20-21	
	Electricity - for AC & Heat units	850	850	(150)			700	Based on current usage and anticipated rates
		850	850	(150)	-	-	700	
PW RECYCLING:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15105-0610-151780	PW RECYCLING HAZ WASTE DAY	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	200 Households @ \$29/household	5,800	5,800	300			6,100	Current trend
		5,800	5,800	300	-	-	6,100	
1001-10-15105-0610-151790	PW RECYCLING TRANSFER STATN	19-20	20-21	20-21	20-21	20-21	20-21	
	Regional transfer station	50,000	50,000	(15,000)			35,000	Current trend
		50,000	50,000	(15,000)	-	-	35,000	
1001-10-15105-0610-153075	PW RECYCLING CONTRACTED SVCS	19-20	20-21	20-21	20-21	20-21	20-21	
	Mixed paper @ Town Hall(12 pickups x \$150/ea)	1,800	1,800				1,800	
	Tires pickup @ Garder Road Bulky Waste Landfill (10 pickups x \$650/ea)	6,500	6,500				6,500	
	Metal bin pickup @ Garder Road Bulky Waste Landfill (6 pickups x \$275/ea)	1,760	1,760				1,760	
	Residential Recycling (\$2.95/mth x 12 mth x 7076 units)-prior year \$2.86/mth	242,506	250,491				250,491	FY21 7th year of 7 year contract
	Recycling Tonnage - Disposal Fee @ \$83/Ton X 1,500 ton avg	94,500	124,500	1,500			126,000	Based on projected interlocal rates
		347,066	385,051	1,500	-	-	386,551	Updated @ \$84/ton
BUDGET - PUBLIC WORKS & SANITATION		19-20	20-21	20-21	20-21	20-21	20-21	
REVENUES:		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-14003-140165	REFUSE PERMITS REVENUE							
	Hauler Permits	2,000	2,000				2,000	
		2,000	2,000	-	-	-	2,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

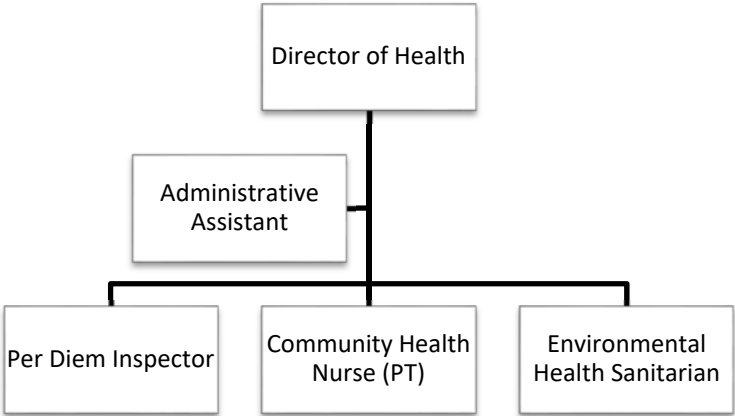
HEALTH DEPARTMENT

The Monroe Health Department is committed to providing exceptional professional service to our community to improve the quality of life through the promotion of health, prevention of disease and injury, and fostering a healthy environment.

PRIMARY PROGRAMS & SERVICES

- Environmental Health: Promotion of community health and well-being by fostering a safe and healthful environment through the enforcement of the Connecticut Public Health Code. Inspections in facilities such as restaurants and salons, conduct soil testing and review plans for subsurface sewage disposal systems, and investigate complaints.
- Community Health: Monitor, investigate, and respond to reports of disease in our community. Provide outreach and education to the public, schools, businesses, and act as a resource for public health information.
- Emergency Preparedness: Collaboration with our regional Healthcare Coalition to develop plans to prepare for and respond to urgent situations such as disease outbreaks or other public health emergencies.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

ENVIRONMENTAL HEALTH PROGRAMS	FY 2017	FY2018	FY 2019
Food Service, Routine and Reinspections	326	241 ⁽¹⁾	255
Temporary Food and Farmers' Market Application Reviews	96	96	119
Public Pools, Routine and Reinspections	8	13	9
Cosmetology, Routine and Reinspections	11	11	28 ⁽²⁾
Soil Testing # Lots Commercial and Residential	92	79	76
Permit's to Construct Commercial and Residential	70	84	76
B100a / Addition Reviews	169	192	174
Well Permits	31	19	12
New Complaint Investigations	40	38	25
Rabies Case Investigations	4	2	4

COMMUNITY HEALTH PROGRAMS	FY2017	FY 2018	FY2019
Child Vaccinations	1	15	3
Hypertension Management Training Participants	10	9	9
Child Lead Case Management	1	1	0
Blood Pressure Screenings	64	49	69
Diabetes Screenings	64	44	48
Community Presentations and Information Booths	5	5	12 ⁽³⁾
Food-borne Alert Interviews	2	7	0
Vaccine Clinics	4	2	1

(1) CT Dept. Public Health code change – reduction in the # of inspections with an increase in inspection time.

(2) Additional of per diem sanitarian to conduct salon inspections.

(3) Increase due to additional grant funding.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- Provided information and onsite education to food service establishments regarding the state's migration to the FDA food code.
- Continued to address goals in strategic plan, including:
 - Ongoing community engagement through education programs that addressed hypertension and obesity.
 - Provided community outreach through numerous public health displays at the Edith Wheeler Memorial Library, Town Hall, Farmers' Market, etc.
 - Organized speaking engagements concerning opioids, mental health, diabetes and nutrition.
 - Collaborated with MetroCOG and Parks and Recreation Department to develop Monroe trail maps and promote physical activity in the community.
- Obtained CT Department of Public Health grant that supported a public health opioid awareness program.
- Prepared for and participated in an emergency preparedness full scale, point of dispensing exercise with the towns of Stratford and Trumbull.
- Completed 2019 Community Health Needs Assessment and Improvement Plan with regional partners.
- Completed septic tank inspection/clean out schedule and tracking system for town-owned facilities.

GOALS & OBJECTIVES

Collaborate with Community & Social Services to evaluate statewide network to link health and social services providers through a shared technology platform.

- Implementation of online permitting and continued progress to provide online public access of health department records (septic as-built and well completion reports.)
- Address final requirements in food protection program activities in state adoption of the FDA Food Code.
- Commence outreach with salon operators to institute new state licensing requirements.
- Continue to ensure that regulated facilities are inspected as required.
- Provide recommendations to the First Selectman regarding public health ordinances.
- Collaborate with regional partners to obtain grant funding to promote wellness initiatives in Monroe.

BUDGET HIGHLIGHTS

- Essentially flat; slight increase in Office Expense driven by printing costs.

**ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021**

BUDGET - HEALTH DEPT		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
Dept 0700 / FUND 1619											
1001-10-15109-0700-150001	HEALTH SALARY ADMIN	95,741	51,553	95,741	95,741	-	-	-	95,741	-	0.00%
1001-10-15109-0700-150003	HEALTH SALARY OTHER	119,758	55,491	123,373	117,621	-	-	-	117,621	(5,752)	-4.66%
1001-10-15109-0700-150005	HEALTH SALARY PT	18,411	13,228	19,576	19,576	-	-	-	19,576	0	0.00%
1001-10-15109-0700-150600	HEALTH EDUCATION	225	140	540	740	(240)	-	-	500	(40)	-7.41%
1001-10-15109-0700-150650	HEALTH FICA & MEDICARE	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15109-0700-153065	HEALTH CONSULTANT FEES	1,936	-	-	2,900	(2,900)	-	-	-	-	100.00%
1001-10-15109-0700-153385	HEALTH OFFICE EXPENSE	1,514	1,257	2,500	3,674	(500)	-	-	3,174	674	26.96%
1001-10-15109-0700-153390	HEALTH OPERATING EXPENSE	3,093	1,598	3,595	4,095	(500)	-	-	3,595	-	0.00%
1001-10-15109-0700-153520	HEALTH SUPPLEMENTAL APPROP	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15109-0700-153579	HEALTH VEHICLE FUEL	848	235	1,000	1,200	(450)	-	-	750	(250)	-25.00%
1001-10-15109-0700-153580	HEALTH VEHICLE EXPENSE	101	445	700	700	-	-	-	700	-	0.00%
TOTAL HEALTH DEPARTMENT EXPENDITURES:		241,627	123,947	247,025	246,248	(4,590)	-	-	241,658	(5,367)	-2.17%

REVENUES:		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1001-10-14003-140190	HEALTH DEPARTMENT FEE REVENUE	85,852	33,353	85,515	83,342	(500)	-	(30,000)	52,842	(32,673)	-38.21%
1001-10-14005-140560	HEALTH DEPARTMENT GRANTS REVENUE	18,213	455	14,579	16,095	-	-	-	16,095	1,516	10.40%
TOTAL HEALTH DEPARTMENT REVENUES:		104,064	33,808	100,094	99,437	(500)	-	(30,000)	68,937	(31,157)	-31.13%

SALARY DETAIL - HEALTH DEPT

		19-20	20-21
Dept 0440			
1001-10-15109-0700-150001	Health Director	95,741	95,741
Total Administration:		95,741	95,741
1001-10-15109-0700-150003	Chief Sanitarian	78,669	73,000
	Longevity	-	-
	Admin Assistant	44,521	44,521
	Longevity	-	100
	Leap Day Wages	183	-
Total Other:		123,373	117,621
1001-10-15109-0700-150005	PT-Nurse	18,176	18,176
	PT-Health Inspector-per diem	1,400	1,400
Total PT:		19,576	19,576
Total Health Department:		238,691	232,939
Headcount-FT		3	3
Headcount-PT		2	2
SALARY SUMMARY		19-20	20-21
HEALTH DEPT SALARY ADMIN		95,741	95,741
HEALTH DEPT SALARY OTHER		123,373	117,621
HEALTH DEPT SALARY PT		19,576	19,576
		238,691	232,939

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
19-20	19-20	19-20	20-21	20-21	20-21
440.64	\$ 41.25	\$ 18,176	440.64	\$ 41.25	\$ 18,176
35	\$ 40.00	\$ 1,400	35.00	\$ 40.00	\$ 1,400

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - HEALTH DEPT

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15109-0700-150600	HEALTH EDUCATION	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Professional conferences & subscriptions	540	740	(240)			500	Sanitarian management training and CT Public Health Assoc.
							-	Annual meeting/conference decrease-based on 3 yr trend
		540	740	(240)	-	-	500	
1001-10-15109-0700-153065	HEALTH CONSULTANT FEES	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	CHIP Community Health Needs Assessment Consultant		2,900	(2,900)			-	Not needed FY21. Done every 3 years
							-	Dept Strategic Plan - to be handled by dept in house
		-	2,900	(2,900)	-	-	-	
1001-10-15109-0700-153385	HEALTH OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Office supplies, forms, paper	1,000	1,000	(500)			500	Trend
	Sheriff services	300	300				300	Hand deliveries
	Postage	400	400				400	
	Toner Cartridges	800	1,974				1,974	Current fee for two sets of printer toner
		2,500	3,674	(500)	-	-	3,174	
1001-10-15109-0700-153390	HEALTH OPERATING EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Department memberships/subscriptions:	570	670	(100)			570	Added Environmental Health Association (NEHA) membership
	CADH \$250, CEHA \$40, NACCHO \$220, CPHA \$60, NEHA \$100	-					-	Reduction to remove new NEHA membership not necessary
	Environmental Health Inspection supplies/materials, etc.	300	300				300	
	Community Health supplies/materials/equipment/Epi Pens	1,125	1,125				1,125	
	Emergency Preparedness supplies	1,000	1,000	(200)			800	Trend
	Mileage	600	1,000	(200)			800	Increase due to per milage cost increase and driving distances
		3,595	4,095	(500)	-	-	3,595	
1001-10-15109-0700-153579	HEALTH VEHICLE FUEL	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Fuel for 2 Health Department vehicles	1,000	1,200	(450)			750	Adjusted to reflect usage trends and new pricing
		1,000	1,200	(450)	-	-	750	
1001-10-15109-0700-153580	HEALTH VEHICLE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Repairs for 2 Health Department vehicles	700	700				700	
		700	700	-	-	-	700	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-14003-140190	HEALTH DEPARTMENT FEE REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Food License		25,545	25,365	(250)			25,115	Proposed fee schedule revision
Food Reinspection		3,600	2,900				2,900	based on prior actuals/trends
Food Plan Review		2,230	1,615				1,615	based on prior actuals/trends
Temporary Food Permits		3,145	4,480				4,480	based on prior actuals/trends
Salon Licenses		7,145	6,670	(250)			6,420	Proposed fee schedule revision
Salon Plan Reviews		1,610	510				510	
Well Permits		3,100	1,750				1,750	based on prior actuals/trends
Pools		600	900				900	
Daycare Inspections		500	400				400	
Soil Testing		13,380	12,290				12,290	
B100a		7,440	11,410				11,410	Pending fee schedule approval by Town Council
Septic Plan Reviews		6,655	4,675				4,675	based on prior actuals/trends
Septic Permits		8,825	8,970				8,970	
Miscellaneous		1,740	1,407				1,407	
Board of Finance Adjustment						(30,000)	(30,000)	
		85,515	83,342	(500)	-	(30,000)	52,842	
1001-10-14005-140560	HEALTH DEPARTMENT GRANTS REVENUE	19-20	20-21	20-21	20-21	20-21	20-21	
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Preventive Health Services Grant		3,617	4,734				4,734	from State/DPH
Public Health Preparedness Grant		10,962	11,361				11,361	from State/DPH
		14,579	16,095	-	-	-	16,095	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

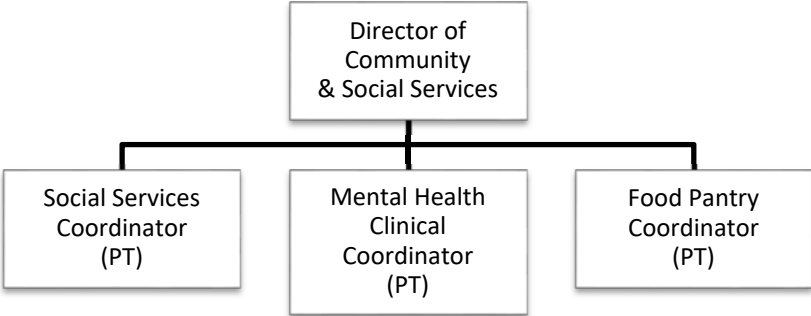
COMMUNITY & SOCIAL SERVICES – SOCIAL SERVICES

The mission of Social Services is to maintain and improve quality of life, while promoting independence through resources, referrals and assistance to all residents of Monroe.

PRIMARY PROGRAMS & SERVICES

- Provide assistance, information and referrals to Monroe families.
- Provide people of our community, who are struggling financially, with nutritious food and support.
- Provide residents individual and family consultations, assessments and referrals for mental health needs.
- Coordinate Back to School Buddies and Holiday Giving Tree Programs.
- Administer Project Warmth Program, which provides qualified families assistance with their energy needs.
- Administer the Friendship Fund which provides emergency funding and monetary assistance to residents.
- Coordinate Monroe’s statutory responsibilities during eviction proceedings.

ORGANIZATION CHART



ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

- Food Pantry (Yearly family & age groups are averages)

<u>Fiscal Year</u>	<u>Families</u>	<u>Seniors</u>	<u>Adults</u>	<u>Children</u>	<u>Total Meals</u>	<u>Total Pounds</u>
2012-2013	100	36	158	84	70,035	N/A
2013-2014	125	51	170	100	101,755	109,341
2014-2015	124	46	180	88	112,646	140,182
2015-2016	131	56	179	96	117,763	153,097
2016-2017	124	53	160	86	127,219	140,235
2017-2018	191	101	238	154	108,663	130,396
2018-2019	204	110	251	170	115,115	138,140

- Information, Referrals & Assistance:

<u>Service</u>	<u># Contacts</u>		<u>Description</u>
	2018	2019	
Energy	390	661	Federal & State Funding, Operation Fuel, Project Warmth, Utility Hardship, Below Budget & NuStart
Nutrition	85	96	SNAP – Food Stamps, Meals on Wheels, Food Pantry & Farmer’s Market Coupons
Medicaid	2	9	Claims & Applications
Insurance	44	13	Information, Special Needs Plan, Medicare Advantage Plan, Medigap, Part D – Prescriptions & Claims
Housing	39	46	Low Income, Skilled Nursing & Assisted Living
Financial	1	8	Taxes, Renter’s Rebate, Bill Assistance, Social Security
Legal	2	0	Conservator/Power of Attorney, Protective Services, Attorney, Wills/Trusts
Transportation	1	11	Disabled Rides, Bridgeport Transit, Private & Volunteer
Support	95	167	Case Management
Clinical Services	125	102	Includes family cases / Board of Education shared service
Totals	784	1,113	Service increased by 41%, primarily driven by Energy Assistance Program demand

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

- Special Programs:

Program	# Contacts	
	2018	2019
Back to School Buddies		
Families	71	77
Students	117	116
Holiday Giving Tree		
Families	122	112
Adults	271	255
Children	176	151

SIGNIFICANT ACCOMPLISHMENTS

- Successfully applied for renewal of grant from Southwestern Connecticut Agency on Aging to support Caregiver Assistance Program.
- Received a one-time grant from the Emergency Food and Shelter Program for the Monroe Food Pantry.
- Food Pantry volunteers successfully organized Wiffle Ball tournament and raised over \$1,900 (net of costs.)
- Absorbed 41% increase in breadth of service assistance, primarily energy assistance.

GOALS & OBJECTIVES

- Explore alternate funding and grant opportunities, with a focus on emergency housing (e.g., evictions, foreclosure prevention, temporary emergency housing).
- Support increase in volunteer fundraising efforts for Project Warmth, Social Services Exchange, and Food Pantry.

BUDGET HIGHLIGHTS

- Decrease in overall expenditures, based upon historical trends.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - SOCIAL SERVICES		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0710										
1001-10-15109-0710-150005	SOC SVC SALARY PT	68,879	33,748	71,994	71,719	-	-	-	\$ 71,719	(275)	-0.38%
1001-10-15109-0710-151820	SOC SVC RELIEF	156	-	3,000	2,000	-	-	-	\$ 2,000	(1,000)	-33.33%
1001-10-15109-0710-153075	SOC SVC CONTRACTED SERVICES	-	-	-	-	-	-	-	\$ -	-	0.00%
1001-10-15109-0710-153385	SOC SVC OFFICE EXPENSE	1,141	802	1,130	1,130	-	-	-	\$ 1,130	-	0.00%
1001-10-15109-0710-153390	SOC SVC OPERATING EXPENSE	1,684	828	2,350	2,350	(200)	-	-	\$ 2,150	(200)	-8.51%
1001-10-15109-0710-153485	SOC SVC R & M EQUIPMENT	2,585	78	4,000	3,450	(800)	-	-	\$ 2,650	(1,350)	-33.75%
1001-10-15109-0710-153563	SOC SVC ELECTRIC	3,568	2,066	4,000	4,000	150	-	-	\$ 4,150	150	3.75%
1001-10-15109-0710-153564	SOC SVC HEAT	3,086	428	3,000	3,000	-	-	-	\$ 3,000	-	0.00%
1001-10-15109-0710-153565	SOC SVC UTILITIES OTHER	2,747	1,455	2,325	2,725	(325)	-	-	\$ 2,400	75	3.23%
1001-10-15109-0710-153580	SOC SVC VEHICLE EXPENSE	-	-	-	-	-	-	-	\$ -	-	0.00%
1001-10-15109-0710-153594	SOC SVC CAPITAL	-	-	-	-	-	-	-	\$ -	-	0.00%
TOTAL SOCIAL SERVICES:		83,848	39,406	91,799	90,374	(1,175)	-	-	89,199	(2,600)	-2.83%

SALARY DETAIL - SOCIAL SERVICES				Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
Dept 0710		19-20	20-21	19-20	19-20	19-20	20-21	20-21	20-21
1001-10-15109-0710-150005	PT-Social Services	29,702	29,702	*in Clerical Union-contractual increase					
	PT-Food Pantry	26,874	26,874	*in Clerical Union-contractual increase					
	PT-Custodian	1,352	1,352	104	\$ 13.00	\$ 1,352	104	\$ 13.00	\$ 1,352
	PT-Mental Health Coordinator	13,790	13,790	416	\$ 33.15	\$ 13,790	416	\$ 33.15	\$ 13,790
	Board of Education funding a portion MHC		-						
	Leap Day Wages	275	-						
	Total Social Services:	71,994	71,719						
	Headcount-FT	-	-						
	Headcount-PT	4	4	*same custodian cleans Sr. Center and in Sr Center Headcount					
SALARY SUMMARY		19-20	20-21						
	SOC SVC SALARY PT	71,994	71,719						

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - SOCIAL SERVICES

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15109-0710-151820	SOC SVC RELIEF	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Eviction storage and legal notices	3,000	2,000				2,000	Current trends and potential for new grant offset
		3,000	2,000	-	-	-	2,000	
1001-10-15109-0710-153385	SOC SVC OFFICE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	
	Office Supplies	500	500				500	
	Postage	500	500				500	
	Printing	130	130				130	
		1,130	1,130	-	-	-	1,130	
1001-10-15109-0710-153390	SOC SVC OPERATING EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	
	CT Food Bank Annual Fee	25	25	175			200	Based on new proposed agreement
	Training	975	975	(375)			600	Based on current need
	Employee Mileage	150	150				150	
	Volunteer Mileage	1,200	1,200				1,200	
		2,350	2,350	(200)	-	-	2,150	
1001-10-15109-0710-153485	SOC SVC R & M EQUIPMENT	19-20	20-21	20-21	20-21	20-21	20-21	
	Edgerton	2,000	1,500				1,500	new equipment - cost trend lower
	Kirk Fire Extinguishers	200	150				150	
	Shelton Alarm Electrical	850	850	(350)			500	Trend
	Wind River Septic	450	450	(450)			-	Pumped FY20 need to budget for FY22
	Monroe Electric	500	500				500	
		4,000	3,450	(800)	-	-	2,650	
1001-10-15109-0710-153563	SOC SVC ELECTRIC	19-20	20-21	20-21	20-21	20-21	20-21	
	Eversource	4,000	4,000	150			4,150	Based on current usage and anticipated rates
		4,000	4,000	150	-	-	4,150	
1001-10-15109-0710-153564	SOC SVC HEAT	19-20	20-21	20-21	20-21	20-21	20-21	
	Sippin: Oil	3,000	3,000				3,000	Food Pantry
		3,000	3,000	-	-	-	3,000	
1001-10-15109-0710-153565	SOC SVC UTILITIES OTHER	19-20	20-21	20-21	20-21	20-21	20-21	
	Shelton Alarm	325	325	(325)			-	covered under R & M
	Aquarion Water	300	300				300	
	All American Waste	1,100	1,200				1,200	monthly cost increase
	Smart Pest: Pest Control	600	900				900	receiving monthly preventative maintenance
		2,325	2,725	(325)	-	-	2,400	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

EDITH WHEELER MEMORIAL LIBRARY

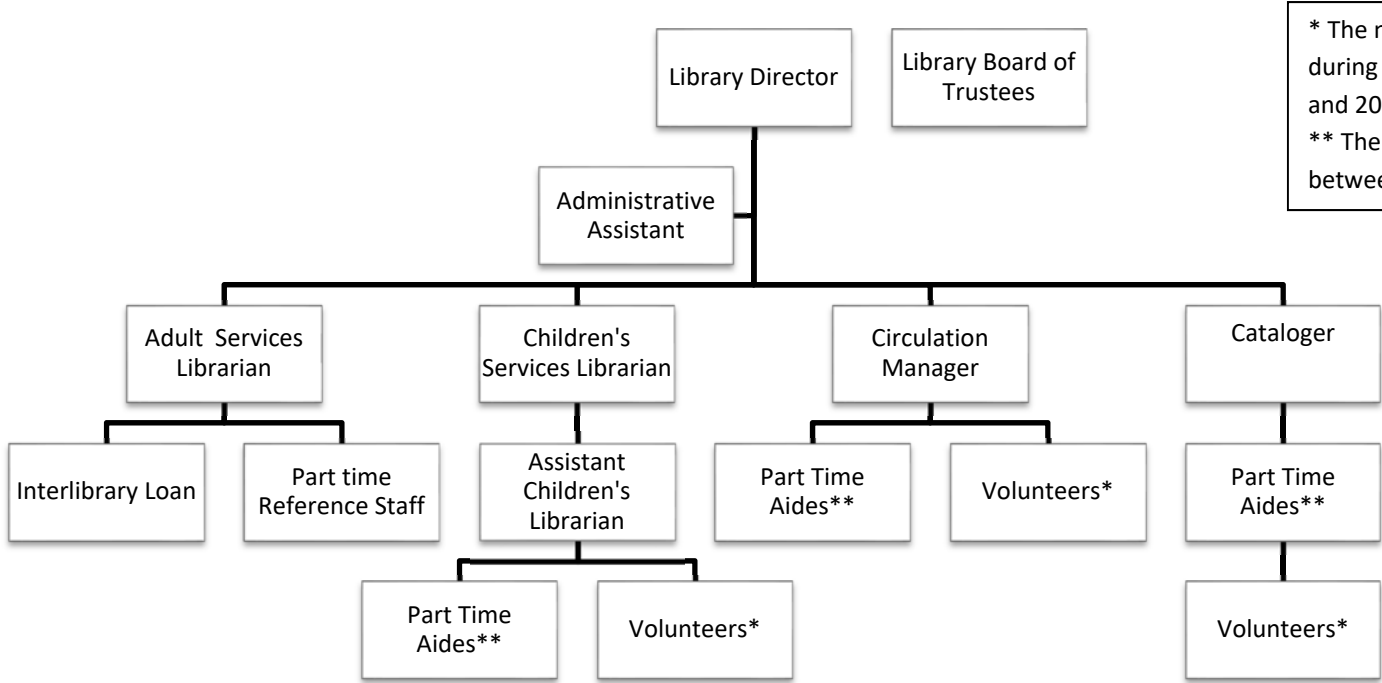
The mission of the Edith Wheeler Memorial Library is to enrich lives, foster success, and build community by bringing people, information and ideas together in a welcoming environment. Our new tagline is *Explore ~ Connect ~ Create!*

PRIMARY PROGRAMS & SERVICES

- Provide free access to information, computers, scanner, and internet connectivity; fee-based access to fax machine, copiers, and printers.
- Offer classes, instruction, and opportunities for independent and group activities in our new makerspace.
- Offer programming for community members with a wide variety of interests and needs, including business, art, technology, and more.
- Develop community connections with the Monroe Public Schools and other organizations and Town departments, including the Monroe Chamber of Commerce, the Monroe Historical Society, Rotary Club, The Lions, Monroe Women’s Club, Senior Center, Monroe Health Dept, Monroe EMS, local artists and more.
- Serve as a gathering place for learning, playing, and social support with meeting room spaces for businesses and groups. Offer a safe environment where teens can socialize and study.
- Provide free promotional space for Monroe businesses.
- Provide materials for lending including print, audio, visual and downloadable resources including outreach to homebound patrons.
- Promote literacy among children and adults through a variety of programs including book discussions, summer reading programs, and story hours.
- Help people navigate their new digital devices – smart phones, laptops, tablets and eReaders and create opportunities for experiential learning, such as coding, art and writing programs.
- Provide job-seeking assistance, especially for those who are less experienced in navigating career resources. Offer classes in resume and cover letter writing interview skills, job networking, online job searching and re-entering the workforce.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ORGANIZATION CHART



* The number of library volunteers fluctuates during the year, as much as 50 during the summer and 20-30 during the rest of the year.
 ** There are 25 library aides, some that float between departments.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PERFORMANCE METRICS

	<u>FY 19⁽¹⁾</u>	<u>FY 18⁽²⁾</u>	<u>FY 17</u>
Library Visits	121,531	109,489	145,713
Circulation of Physical Materials	134,417	131,163	145,701
Downloadable Circulations	14,022	11,977	9,926
Programs held	506	482	646
Program attendance	16,355	15,501	16,305
Reference questions	10,464	11,556	16,305
Active borrowers	8,859	7,496 ⁽³⁾	9,335
Items in physical collection	87,831	92,742	95,430
New and Renewed Library Cards	1,836	2,000	1,963

(1) Added 4 hours per week over prior year.

(2) During FY18, 20% reduction in hours - closed on Wednesdays and Adult/Teen area closed due to flood damage.

(3) Eliminated count on patrons with cards expired before 7/1/2017 per state library requirements

SIGNIFICANT ACCOMPLISHMENTS

- \$93,000 donation from Friends of the Library, through a grant from the Monroe Lions Club, funded major renovations, including Maker Space, new Teen Area, and Café space.
- Relocated materials to one area of the library to create new spaces for meetings and quiet seating, fulfilling our Strategic Plan objective: “Develop a balance of active and quiet areas that meet the needs of the community.”
- Made complex adjustments to staffing to accommodate new library hours.
- Implemented cross training of staff to improve coverage capability.
- Launched new library website.
- Created new Business and Career Center, with equipment for the entrepreneurial community.
- Supported efforts of the Friends of the Library fundraising committee in planning and running mini-golf fundraiser.
- Repaired David Merrill mural with funding from the Monroe Historical Society.
- Made strategic plan available to public and worked toward target goals.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

GOALS & OBJECTIVES

- Devise creative ways to use the library's new makerspace and offer associated programming.
- Seek out community partners with business, technical, and creative skills to enhance library's offerings.
- Increase patron attendance through outreach and marketing.
- Continue to pursue goals and objectives of existing Strategic Plan.

BUDGET HIGHLIGHTS

- Adjustments made to building maintenance budgets based on contract actuals and multi-year actual average expenses – overall 2% increase.
- Circulation of books and other physical materials continues to increase steadily while circulation of downloadable materials surge. Overall maintained stable funding level.
- Last year's model for downloadable content seems to be covering the cost of Hoopla usage. Slight shift from Audio/Visual to Downloadable budget line to allow for separate purchases in other platforms.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - LIBRARY		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0800										
1001-10-15111-0800-150001	LIBRARY SALARY ADMIN	79,440	43,302	80,225	80,225	-	-	-	80,225	-	0.00%
1001-10-15111-0800-150003	LIBRARY SALARY OTHER	265,891	148,980	295,715	301,215	-	-	-	301,215	5,500	1.86%
1001-10-15111-0800-150005	LIBRARY SALARY PT	220,877	109,334	237,818	236,964	-	-	-	236,964	(854)	-0.36%
1001-10-15111-0800-151850	LIBRARY BOOKS	50,251	19,366	47,411	47,011	-	-	-	47,011	(400)	-0.84%
1001-10-15111-0800-151855	LIBRART BIBLIOMATION	49,004	47,339	48,544	47,788	-	-	-	47,788	(756)	-1.56%
1001-10-15111-0800-151860	LIBRARY MATERIALS	29,994	15,867	26,943	28,306	-	-	-	28,306	1,363	5.06%
1001-10-15111-0800-153385	LIBRARY OFFICE EXPENSE	7,619	4,603	9,855	9,648	-	-	-	9,648	(207)	-2.10%
1001-10-15111-0800-153485	LIBRARY R & M EQUIPMENT	34,055	16,312	25,772	28,122	-	-	-	28,122	2,350	9.12%
1001-10-15111-0800-153563	LIBRARY ELECTRIC	51,448	27,073	53,400	52,167	7,438	-	-	59,605	6,205	11.62%
1001-10-15111-0800-153564	LIBRARY HEAT	16,311	6,782	14,160	15,061	-	-	-	15,061	901	6.36%
1001-10-15111-0800-153565	LIBRARY UTILITIES OTHER	4,288	3,552	4,016	3,937	-	-	-	3,937	(79)	-1.97%
1001-10-15111-0800-153594	LIBRARY CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
TOTAL LIBRARY:		809,179	442,511	843,859	850,444	7,438	-	-	857,882	14,023	1.66%

BUDGET - LIBRARY		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021	
REVENUES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0800										
1001-10-14003-140155	LIBRARY REVENUE	13,864	5,456	13,200	10,400	-	-	(5,000)	5,400	(7,800)	-59.09%
TOTAL LIBRARY:		13,864	5,456	13,200	10,400	-	-	(5,000)	5,400	(7,800)	-59.09%

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SALARY DETAIL - LIBRARY

	<u>Dept 0800</u>	<u>19-20</u>	<u>20-21</u>
1001-10-15111-0800-150001	Library Director-Administration	80,000	80,000
	Longevity	225	225
	Total Admin:	80,225	80,225
1001-10-15111-0800-150003	Children's Librarian	57,133	57,133
	Longevity	100	100
	Adult Services Librarian	54,920	54,920
	Longevity	100	100
	Office Assistant	44,521	44,521
	Longevity	-	100
	Library Assistant II	44,521	44,521
	Longevity	450	450
	Library Assistant II	45,071	44,521
	Longevity	450	450
	Perfect Attendance		550
	Library Assistant	37,530	43,648
	Longevity	-	-
	Paid Time Off Coverage	10,200	10,200
	Leap Day Wages	717	-
	Total Other:	295,715	301,215
1001-10-15111-0800-150005	Circulation Librarian	174,869	174,869
	Reference Librarian	43,425	43,425
	Circulation Paid Time Off Coverage	2,850	2,850
	Reference Paid Time Off Coverage	880	880
	Custodian	14,940	14,940
	Leap Day Wages	854	-
	Total PT:	237,818	236,964
	Total Library:	613,758	618,404
	Headcount-FT	7	7
	Headcount-PT	28	28

*19-20 included perfect attendance.

was in payroll clerk salary

	<u>Blended</u>			<u>Blended</u>		
	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>	<u>Hours/yr</u>	<u>Hrly Rate</u>	<u>\$ Amount</u>
	<u>19-20</u>	<u>19-20</u>	<u>19-20</u>	<u>20-21</u>	<u>20-21</u>	<u>20-21</u>
	11,674	\$ 14.98	\$ 174,869	11,674	\$ 14.98	\$ 174,869
	1,930	\$ 22.50	\$ 43,425	1,930	\$ 22.50	\$ 43,425
	197	\$ 14.50	\$ 2,850	197	\$ 14.50	\$ 2,850
	39	\$ 22.50	\$ 880	39	\$ 22.50	\$ 880
	996	\$ 15.00	\$ 14,940	996	\$ 15.00	\$ 14,940

<u>SALARY SUMMARY</u>	<u>19-20</u>	<u>20-21</u>
LIBRARY SALARY ADMIN	80,225	80,225
LIBRARY SALARY OTHER	295,715	301,215
LIBRARY SALARY PT	237,818	236,964
	613,758	618,404

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - LIBRARY

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15111-0800-151850	LIBRARY BOOKS	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Adult Fiction		14,000	14,000				14,000	<i>Circs Up 3.6%</i>
Adult Nonfiction		10,421	10,421				10,421	<i>Circs Up 1.3%</i>
Standing Orders		490	490				490	<i>Flat</i>
Adult & Teen Audiobooks		4,000	3,600				3,600	<i>Circs Down 16%</i>
Teen Books		3,500	3,550				3,550	<i>CircsUp 5.3%</i>
Juvenile Books		14,500	14,500				14,500	<i>CircsUp 11.2%</i>
Juvenile Audio Books		500	450				450	<i>Circs down 7.9%</i>
		47,411	47,011	-	-	-	47,011	
1001-10-15111-0800-151855	LIBRART BIBLIOMATION	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Operating Assessment		38,645	38,165				38,165	<i>Bibliomation - saved \$480 TY</i>
Databases		7,639	7,843				7,843	<i>Increase to NoveList</i>
CEN Internet		1,500	1,500				1,500	<i>Flat rate per CEN</i>
Supplies		760	280				280	<i>Ave of 3 yrs.</i>
		48,544	47,788	-	-	-	47,788	
1001-10-15111-0800-151860	LIBRARY MATERIALS	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Adult DVD's		6,250	5,500				5,500	<i>Circs Down 18%</i>
Databases		943	995				995	<i>Increase for Envisionware (PrinterOn)</i>
Magazines & Newspapers		5,700	6,100				6,100	<i>NYT and CT Post Cost increases</i>
Adult Programs		100	100				100	<i>Place holder</i>
Juvenile CD's		500	500				500	<i>circs Up 64% - One patron checks out hundreds</i>
Juvenile DVD's		1,350	1,350				1,350	<i>circs Up 11% - One patron checks out hundreds</i>
Juvenile Programs		100	100				100	<i>Place holder</i>
Downloadables		12,000	13,661				13,661	<i>circs up 55% - add special purchases on OverDrive</i>
		26,943	28,306	-	-	-	28,306	
1001-10-15111-0800-153385	LIBRARY OFFICE EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
General Library Supplies		4,500	4,668				4,668	<i>4 yr. average</i>
Special copy supplies		450	588				588	<i>3 yr. average - 2016 uncharacteristically low</i>
Confernces/Workshops		1,625	1,732				1,732	<i>4 yr. average plus increase for extra mileage payment</i>
Dues and Subcriptions		1,280	1,160				1,160	<i>actual</i>
Toner Cartridges		2,000	1,500				1,500	<i>Based on cost of toner for new color printer</i>
		9,855	9,648	-	-	-	9,648	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15111-0800-153485	LIBRARY R & M EQUIPMENT								
Elevator contract		3,239	3,467				3,467	Accounts for 4% annual increase in materials per contract	
Assa Abloy - auto doors		2,000	1,016				1,016	4 yr. average	
Gentech		720	788				788	per PW	
Red Hawk Fire (Sprinklers)		1,000	700				700	3 yr. average	
State of CT Elevator		240	240				240		
Magna Clean		504	504				504	flat per company rep	
Edgerton		2,800	2,800				2,800	per PW	
Wind River Environmental-septic		350	720				720	Based on two services per yr. - only planned one LY	
Shelton Alarms		400	400				400	3 yr. average	
Brake Fire Protection		1,000	1,620				1,620	Includes necessary inspections as quoted	
Kirk-Fire Extinguisher testing		150	150				150		
Grainger		1,127	855				855	4 yr. average	
Repairs		7,890	10,567				10,567	4 yr. average	
Supplies		4,352	4,295				4,295	4 yr. average	
		25,772	28,122	-	-	-	28,122		
		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15111-0800-153563	LIBRARY ELECTRIC								
Electric		53,400	52,167	7,438			59,605	Based on current usage and anticipated rates	
							-		
		53,400	52,167	7,438	-	-	59,605		
		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15111-0800-153564	LIBRARY HEAT								
Heat		14,160	15,061				15,061	Based on 4 yr. average - no info yet on rate changes	
		14,160	15,061	-	-	-	15,061		
		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15111-0800-153565	LIBRARY UTILITIES OTHER								
Aquarion		4,016	3,937				3,937	3 yr average - no info yet on rate changes	
		4,016	3,937	-	-	-	3,937		
		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
1001-10-15111-0800-153594	LIBRARY CAPITAL								
Rolling replacement of 74 computers and laptops at \$1,000 each for Staff, public and stand-up use							-	*Per Director of Finance moved to Capital-capital reserve	
							-		
		-	-	-	-	-	-		
		19-20	20-21	20-21	20-21	20-21	20-21		
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation	
BUDGET - LIBRARY									
REVENUES:									
1001-10-14003-140155	LIBRARY REVENUE								
Library fines		\$ 13,200	10,400				(5,000)	5,400	Based on steady trend for last 4 yrs.
		13,200	10,400	-	-	-	(5,000)	5,400	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

PARKS AND RECREATION DEPARTMENT

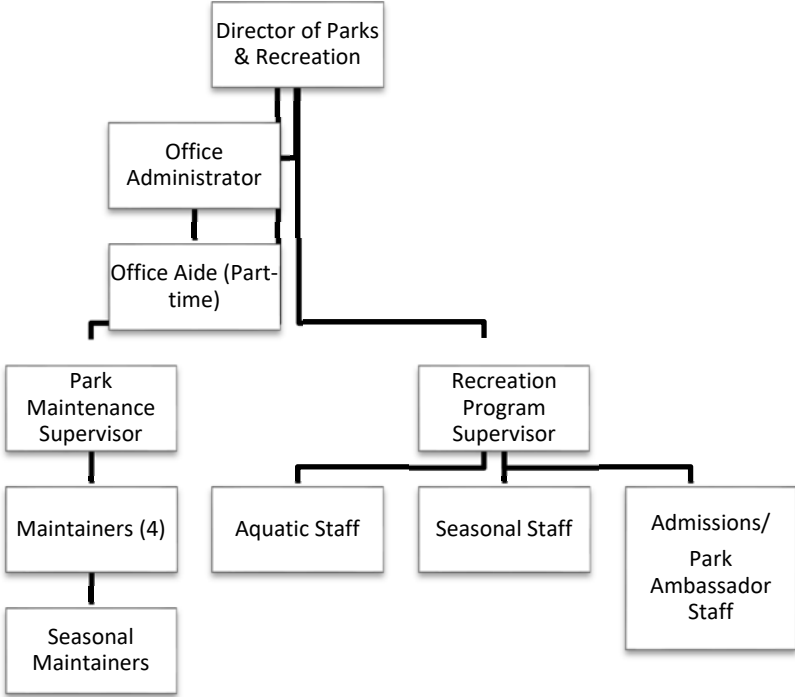
The Parks and Recreation Department is responsible for the effective management, maintenance and development of town designated park areas and their related facilities. In addition, the department provides leadership and expertise for the development, promotion and delivery of a comprehensive schedule of recreational and cultural opportunities for the citizens of the community.

PRIMARY PROGRAMS & SERVICES

- Maintenance of Wolfe Park and all town-owned properties including the Town Hall/Police Department complex, Edith Wheeler Memorial Library, Senior Center, Monroe Green, Stepney Green, Food Pantry, six firehouses, Webb Mountain campground and the Town responsibilities in maintaining the state roundabout a route 110/111.
- Ron Wallisa Memorial Pool at Wolfe Park, Great Hollow Lake and the Monroe section of the Housatonic Rails to Trails.
- Summer Fun Days camp program.
- Arts in the Park Summer Concert Series.
- Youth Athletics (track & field, tennis, basketball, diving classes, pre-school indoor soccer, swim lessons, floor hockey, volleyball)
- Reservations for various activities (picnic, camping, special events.)
- Passive recreation activities (arts & crafts, fishing programs, certification programs in babysitting & lifeguarding.)
- Adult recreation activities (water aerobics, swim lessons, volleyball, pickleball, basketball and assist in co-sponsorship with men's & women's softball leagues with neighboring towns.)
- Family programming (Family Fun Nights at the pool, Character Dinner Series, Party at the Lake)
- Joint programming with the Monroe Senior Center-Outdoor Aqua Aerobics at Wolfe Park Pool and Fall/Winter/Spring Aqua Aerobics at Masuk Pool.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ORGANIZATION CHART



PERFORMANCE METRICS

	2015	2016	2017	2018	2019
Wolfe Park Pool attendance	20,984	26,613	15,236	16,593	16,284
Wolfe Park Pool memberships	1,038	1,074	996	980	1,592
Great Hollow Lake attendance	17,924	20,059	17,994	15,909	14,861
Picnic reservations	126	117	120	124	126
Camping reservations	388	398	351	397	284
Summer Fun Days participants	565	516	572	658	519
Youth Basketball participants	432	358	331	342	365

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

SIGNIFICANT ACCOMPLISHMENTS

- New pool railing installed at the zero entry area of the pool at Wolfe Park.
- Arts in the Park sponsorship policy approved and implemented.
- Implemented distribution of park stickers to residents by mail in collaboration with the Tax Collector's Office.
- Added new sand at Great Hollow Lake and held our first "Party at the Lake" event.
- Second pickleball court painted at the Wolfe Park Tennis courts to meet increased demands.
- Collaborated with the Senior Center to offer Aquacise classes at Wolfe Park Pool and complimentary pool passes at Masuk Pool for Senior Center members.
- Expanded Wolfe Park Pool hours on Mondays and Fridays.

GOALS & OBJECTIVES

- Improve the Lake Zoar Boat Area to accommodate non-motorized boats (e.g., kayaks, canoes.)
- Collaboration with Town Planner and Inland Wetlands Coordinator to finalize revised plans for multipurpose field project.
- Add new electrical outlets at Great Hollow Lake to meet the increase demands of programming.
- Increase the camping permit days at Webb Mountain Campground to 12:00 pm Saturday of Monroe Public School's April Break through the second Sunday at 12:00 noon in November.
- Complete new evaluation of the Splash Pad project to ensure proper location and update cost estimates.
- Collaborate with Town Planner and Town Engineer to make upgrades to the overflow lot at Wolfe Park.
- Offer free, "pop-up" recreation opportunities at Wolfe Park.
- Implement changes to seasonal staff – "Security" to become "Park Ambassador"
- Add additional safety fencing along Wolfe Park #2 Ballfield.

BUDGET HIGHLIGHTS

- Increase in seasonal salaries, partially driven by minimum wage increases.
- Equipment and project work in Park Improvements to be funded through Program Fund and LoCIP, resulting in overall reduction.
- Reductions in other line items based upon historical trends and revised utility costs.

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - PARKS & RECREATION		18-19	19-20	19-20	20-21	20-21	20-21	20-21	20-21	2017-2018 TO 2018-2019	
EXPENDITURES:		Actual	YTD 12/31/17	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
	Dept 0810										
1001-10-15111-0810-150001	P & R SALARY ADMIN	67,095	37,692	70,000	70,000	-	-	-	70,000	-	0.00%
1001-10-15111-0810-150003	P & R SALARY OTHER	365,992	198,278	387,293	387,630	-	-	-	387,630	337	0.09%
1001-10-15111-0810-150005	P & R SALARY PT	196,140	122,787	220,606	229,367	-	-	-	229,367	8,761	3.97%
1001-10-15111-0810-151910	P & R VENDOR	8,268	-	4,500	3,500	-	-	-	3,500	(1,000)	-22.22%
1001-10-15111-0810-151920	P & R PARK IMPROVEMENTS	17,572	994	25,500	27,438	(14,073)	-	-	13,365	(12,135)	-47.59%
1001-10-15111-0810-153045	P & R BUILDING & GROUND MAINTENANCE	68,938	33,353	75,000	79,000	-	-	-	79,000	4,000	5.33%
1001-10-15111-0810-153145	P & R EQUIPMENT EXPENSE	23,854	-	19,400	22,500	(2,000)	-	-	20,500	1,100	5.67%
1001-10-15111-0810-153385	P & R OFFICE EXPENSE	8,064	436	8,500	9,400	(1,000)	-	-	8,400	(100)	-1.18%
1001-10-15111-0810-153390	P & R OPERATING EXPENSE	9,189	5,447	9,925	9,625	(2,015)	-	-	7,610	(2,315)	-23.32%
1001-10-15111-0810-153485	P & R R & M EQUIPMENT	-	-	-	-	-	-	-	-	-	0.00%
1001-10-15111-0810-153563	P & R ELECTRIC	34,233	20,657	42,000	42,000	(6,000)	-	-	36,000	(6,000)	-14.29%
1001-10-15111-0810-153564	P & R HEAT	10,314	4,217	10,000	10,000	(1,500)	-	-	8,500	(1,500)	-15.00%
1001-10-15111-0810-153565	P & R UTILITIES OTHER	16,856	8,996	17,300	17,800	-	-	-	17,800	500	2.89%
1001-10-15111-0810-153579	P & R VEHICLE FUEL	11,761	5,583	11,100	11,100	(300)	-	-	10,800	(300)	-2.70%
1001-10-15111-0810-153580	P & R VEHICLE EXPENSE	15,432	6,735	14,000	14,000	-	-	-	14,000	-	0.00%
1001-10-15111-0810-153594	P & R CAPITAL	-	-	-	-	-	-	-	-	-	0.00%
	TOTAL PARKS & REC EXPENDITURES:	853,708	445,175	915,124	933,360	(26,888)	-	-	906,472	(8,652)	-0.95%

REVENUES:		18-19	19-20	19-20	20-21	20-21	20-21	20-21	0	2017-2018 TO 2018-2019	
		Actual	YTD 12/31/17	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total FS Budget	\$ CHG	% CHG
1001-10-14007-140705	RECREATION DEPARTMENT FEES REVENUE	178,685	86,371	185,800	198,736	(12,936)	-	(100,000)	85,800	(100,000)	-53.82%
	TOTAL PARKS & REC REVENUES:	178,685	86,371	185,800	198,736	(12,936)	-	(100,000)	85,800	(100,000)	-53.82%

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SALARY DETAIL - PARKS & RECREATION			<u>19-20</u>	<u>20-21</u>
	<u>Dept 0810</u>			
1001-10-15111-0810-150001	Director Parks & Rec Admin		70,000	70,000
	Longevity		-	-
	Total Admin:		70,000	70,000
1001-10-15111-0810-150003	Office Administrator		49,227	49,227
	Longevity		450	450
	Other-Recreation Supervisor		48,288	49,254
	Longevity		-	-
	Overtime		-	-
	Park Maintenance Supervisor		67,193	67,193
	Stipend		3,000	3,000
	Longevity		450	450
	Park Maintainer		50,814	50,814
	Longevity		100	100
	Park Maintainer		50,814	50,814
	Longevity		300	350
	Park Maintainer		50,814	50,814
	Longevity		350	350
	Park Maintainer		50,814	50,814
	Longevity		-	100
	Overtime-Holiday/Differential		13,900	13,900
	Leap Day Wages		779	-
	Total Other:		387,293	387,630

SALARY DETAIL - PARKS & RECREATION			<u>19-20</u>	<u>19-20</u>	<u>\$ Amount</u>	<u>19-20</u>		<u>20-21</u>	<u>20-21</u>	<u>\$ Amount</u>	<u>20-21</u>				
1001-10-15111-0810-150005	PT- Office Staff		15,820	15,820		843.74	\$	18.75	\$	15,820	843.74	\$	18.75	\$	15,820
	Seasonal:			-											
	Maintenance Staff:			213,547											
	Skilled Laborers		16,875		900.00	\$	18.75	\$		16,875					
	Skilled Laborers		8,475		452.00	\$	18.75	\$		8,475					
	Skilled Laborers		10,675		700.00	\$	15.25	\$		10,675					
	Ground Maintainers/Laborers-1		8,550		500.00	\$	17.10	\$		8,550					
	Ground Maintainers/Laborers-5		42,000		3000.00	\$	14.00	\$		42,000					
	Closers		8,320		520.00	\$	16.00	\$		8,320					
	Park Ambassadors-April-October		11,830		700.00	\$	16.90	\$		11,830					
	Pool Staff:		0												
	PT- Lifeguards-Wolfe Park and Masuk Pools		63,500												
	PT-Admissions-Wolfe Park, Great Hollow, Masuk		34,500												
	Leap Day Wages		61												
	Total PT:		220,606	229,367											
	Total Park and Recreation:		677,899	686,997											
	Headcount-FT		6	6											
	Headcount-PT		1	1											
	Headcount-PT Seasonal		75	75											

SALARY SUMMARY	<u>19-20</u>	<u>20-21</u>
P & R SALARY ADMIN	70,000	70,000
P & R SALARY OTHER	387,293	387,630
P & R SALARY PT	220,606	229,367
	677,899	686,997

ADOPTED ANNUAL BUDGET
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19-20 Years Worked>	PT Seasonal Rates					
	1	2	3	4	5	6
Admission Monitor	\$ 11.10	\$ 11.35	\$ 11.85	\$ 12.35	\$ 12.85	\$ 13.85
Park Maintainer 1	\$ 11.35	\$ 11.60	\$ 11.85	\$ 11.85	\$ 11.85	\$ 12.10
Park Maintainer 2	\$ 11.60	\$ 11.85	\$ 12.35	\$ 12.85	\$ 13.35	\$ 14.35
Park Maintainer 3	\$ 14.10	\$ 14.60	\$ 15.10	\$ 15.60	\$ 16.10	\$ 17.10
Lifeguard 1	\$ 11.85	\$ 12.10	\$ 12.60	\$ 12.60	\$ 12.60	\$ 12.85
Lifeguard 2	\$ 12.35	\$ 12.60	\$ 13.10	\$ 13.60	\$ 14.10	\$ 15.10
Lifeguard 3		\$ 13.10	\$ 13.60	\$ 14.10	\$ 14.60	\$ 15.60
Lifeguard Head		\$ 13.35	\$ 13.85	\$ 14.35	\$ 14.85	\$ 15.85
Pool/Lake Manager	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00
Park Security	\$ 11.85	\$ 12.10	\$ 12.60	\$ 13.10	\$ 13.60	\$ 14.60
Skilled Labor	\$ 14.10	\$ 15.25	\$ 15.70	\$ 18.00	\$ 18.60	\$ 18.75
Program Fund:						
SFD Director	\$ 20.00	\$ 21.00	\$ 22.00	\$ 24.00	\$ 26.00	\$ 28.00
SFD Asst. Dir.	\$ 18.00	\$ 19.00	\$ 20.25	\$ 21.65	\$ 23.15	\$ 25.00
SFD Tween Cor.	\$ 16.00	\$ 17.00	\$ 17.50	\$ 18.75	\$ 19.25	\$ 20.00
SFD Counselor	\$ 10.10	\$ 11.10	\$ 11.60	\$ 12.10	\$ 12.35	\$ 12.60

7/1/20 to 6/30/21 Seasonal Salary Schedule - Proposal			
Current minimum wage \$11.00 (effective 10/1/2019). Minimum wage increase to \$12.00 (effective 9/1/20)			
*Any position not at minimum wage on 9/1/20 will be adjusted accordingly.			
Title	Starting Rate 7/1/20	Annual Step Increase	Hourly Rate Cap
Admissions Monitor	\$11.10	.25/hr above previous rate	\$13.85
Park Maintainer/Gardener			
I	\$11.35	.25/hr above previous rate	\$13.00
II	\$11.60	.50/hr above previous rate	\$15.25
III	\$14.10	.50/hr above previous rate	\$17.10
Lifeguards			
I	\$12.00	.50/hr above previous rate	\$13.75
II	\$12.50	.50/hr above previous rate	\$16.00
III	\$13.35	.50/hr above previous rate	\$17.00
Shift Leader	\$0.25 in addition to current rate of pay when assigned the shift		
Pool/Lake Manager	\$15.00	1.00/hr above previous rate	\$18.00
Park Ambassadors	\$11.85	.50/hr above previous rate	\$15.00
Skilled Laborer/Master Gardener	\$14.10	1.00/hr above previous rate	\$18.00
Summer Fun Days			
SFD Counselor	\$11.00	.25/hr above previous rate	\$16.00
SFD Specialty Counselor	\$0.25 in addition to current rate of pay when assigned the duty		
SFD Assistant Director (Twins Program)	\$16.00	.75/hr above previous rate	\$19.00
SFD Assistant Director (Playmates/Kids Program)	\$18.00	.75/hr above previous rate	\$21.00
SFD Director	\$22.00	1.00/hr above previous rate	\$25.00

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BUDGET - PARKS & RECREATION

EXPENDITURES:		19-20	20-21	20-21	20-21	20-21	20-21	
1001-10-15111-0810-151910	P & R VENDOR	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Red Cross certifications-not as many programs as prior year	2,000	1,500				1,500	current lifeguard, WSI trainings and certifications costs
	Seasonal programs-not as many programs as prior year	2,500	2,000				2,000	school holiday breaks, special event programming.
		4,500	3,500	-	-	-	3,500	
1001-10-15111-0810-151920	P & R PARK IMPROVEMENTS	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	New sand at Great Hollow Lake	4,500					-	Summer 2019
	Resurfacing of Rail Trail parking lot	3,000					-	Spring 2020
	Updating of park informational signage	4,000					-	Spring 2020
	Basketball court	9,000					-	Spring 2020
	New electrical line and pump WP. Pond	5,000					-	Spring 2020
	Clay for baseball/softball fields		3,220				3,220	for all 9 fields
	Top Dressing for soccer/football/general use fields		3,800				3,800	
	Field #2 Safety Fencing		6,345				6,345	prevent active baseballs from leaving park
	Safety Vests for staff		240	(240)			-	moved to operating
	Fertilizer Cart		9,383	(9,383)			-	moved to Capital funded by Parks and Rec Programs Fund
	electric work for sidewalk fix per Town Engineer (WP/GHL)		4,450	(4,450)			-	LoCIP Fund related to parking lot project
		25,500	27,438	(14,073)	-	-	13,365	
1001-10-15111-0810-153045	P & R BUILDING & GROUND MAINTENANCE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Pool supplies, technicians, equipment, service	15,000	14,000				14,000	Chlorine, water fountain parts, faucets
	Horticultural supplies	40,000	45,000				45,000	grass seed, sod, mulch (additional needed because of roundabout), safety fiber,etc)
	Building repairs and service	10,000	10,000				10,000	Park has 4 buildings to maintain. Routine servicing of pumps, furnaces, heaters, etc.
	Toiletries and cleaning supplies	10,000	10,000				10,000	
		75,000	79,000	-	-	-	79,000	
1001-10-15111-0810-153145	P & R EQUIPMENT EXPENSE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Replace Tools and Equipment Needs	2,400	2,500	8,000			10,500	routine replacement of small equipment
	Repairs to inventory	15,000	18,000	(8,000)			10,000	routine repairs to existing inventory
	Hand Tool replacement -included in tools and equipment needs	1,000	1,000	(1,000)			-	
	Power Tools-included in tools and equipment needs-included in tools and equipment n	1,000	1,000	(1,000)			-	
		19,400	22,500	(2,000)	-	-	20,500	

ADOPTED ANNUAL BUDGET
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		19-20	20-21	20-21	20-21	20-21	20-21	
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
1001-10-15111-0810-153385	P & R OFFICE EXPENSE							
Postage and Mailings supplies		2,000	2,300	300			2,600	Seasonal literature/reminder cards-increase postage
Department Identification and Membership Material		500	600	2,200			2,800	pool fobs and boat ramp membership cards
Register/ charge receipts/ office equipment		2,000	2,000	(500)			1,500	Time card, pens, markers, office supplies at GH/L/WPP -reduction due to trend
MyRec system upgrades and fees		3,000	3,000	(3,000)			-	Registration and website -removed-paid from Program Fund
Toner Cartridges		1,000	1,500	-			1,500	park-\$200, maint-\$200. office-\$987 (based on price from IT)
		8,500	9,400	(1,000)	-	-	8,400	
1001-10-15111-0810-153390	P & R OPERATING EXPENSE							
Clothing Allowances		2,125	2,125	375			2,500	Union contract
Dues, trainings, seminars, conferences		5,000	4,000	(2,500)			1,500	Trend
Great Hollow Lake Water Quality testing/ Medical supplies		2,000	2,500	(2,500)			-	Recast below
Water testing, medical supplies and MagnaKleen				1,370			1,370	
Alarm and Fire Services				1,000			1,000	
Safety Vests for staff				240			240	moved from Park Improvements
Dept. staff t-shirts, hats, (FT. PT)		800	1,000				1,000	new park ambassador shirts instead of security
		9,925	9,625	(2,015)	-	-	7,610	
1001-10-15111-0810-153563	P & R ELECTRIC							
Eversource Supply		42,000	42,000	(6,000)			36,000	Based on current usage and anticipated rates
		42,000	42,000	(6,000)	-	-	36,000	
1001-10-15111-0810-153564	P & R HEAT							
East River Energy (#2 oil)		10,000	10,000	(1,500)			8,500	Based on current usage and anticipated rates
Heating and hot water for Wolfe Park poolhouse building, patio bathroom, Maintenance headquarters.							-	
		10,000	10,000	(1,500)	-	-	8,500	
1001-10-15111-0810-153565	P & R UTILITIES OTHER							
Trash removal (All American)		6,300	6,300				6,300	based on past usage
Seasonal Toilets (Pond View picnic area, Gt. Hollow Lake, concert area)		4,000	4,500				4,500	need to update to handicap bathrooms in off season
Telephone systems and monitoring		1,500	1,500				1,500	based on past usage
Aquarion water Service		5,500	5,500				5,500	based on past usage
		17,300	17,800	-	-	-	17,800	

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1001-10-15111-0810-153579	P & R VEHICLE FUEL	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
East River Energy:		-					-	
Diesel (trucks, tractor, mower)		5,100	5,100	(800)			4,300	Adjusted to reflect usage trends and new pricing
Gasoline (re: car, trucks, maintenance vehicles, power equipment)		6,000	6,000	500			6,500	Adjusted to reflect usage trends and new pricing
		11,100	11,100	(300)	-	-	10,800	

1001-10-15111-0810-153580	P & R VEHICLE EXPENSE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Repairs and general maintenance to Dept. Fleet		14,000	14,000				14,000	Fleet consists of 5 trucks, 8 maintenance vehicles, 1 auto and 2 security carts. (based on past usage)
		14,000	14,000	-	-	-	14,000	

BUDGET - PARKS & RECREATION

REVENUES:

1001-10-14007-140705	RECREATION DEPARTMENT FEES REVENUE	19-20	20-21	20-21	20-21	20-21	20-21	Explanation
		Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Ron Wallisa Memorial Pool & Great Hollow Lake		151,000	160,711	(9,711)			151,000	based on 2019 season revenue
Picnic Reservations		27,000	29,400	(2,400)			27,000	Revenue from 5 locations in park.
Camping Permits - Webb Mountain Park		5,000	6,125	(1,125)			5,000	different fees for Res/Non Res
Private Pool Rentals		2,800	2,500	300			2,800	private rentals were down in 2019
Board of Finance Adjustment						(100,000)	(100,000)	
		185,800	198,736	(12,936)	-	(100,000)	85,800	

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PARKS & RECREATION PROGRAM FUND

BUDGET - PARKS & RECREATION PROGRAMS FUND 1610		18-19	19-20	19-20	20-21	20-21	20-21	20-21	2019-2020 TO 2020-2021		
REVENUE AND EXPENDITURES:		Actual	YTD 12/31/19	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	\$ CHG	% CHG
1610-00000-150650	P & R PROG FICA/MEDICARE EXPENDITURE	5,552		6,020	6,700	-	-	-	\$ 6,700	680	11.30%
1610-00000-152999	P & R PROG OPERATING TRANSFERS OUT				-	-	-	-			0.00%
1610-20350-145000	P & R PROG ADMIN PROGRAM REVENUE			-	-	-	-	-	\$ -	-	0.00%
1610-20351-145000	P & R PROG CREDIT CARD FEES REVENUE			-	-	-	-	-	\$ -	-	0.00%
1610-21351-155000	P & R PROG CREDIT CARD FEES EXPENDITURE	11,718		6,500	6,500	-	-	-	6,500		0.00%
1610-20353-145000	P & R PROG BABY SITTING TRAINING REVENUE	(3,856)		(2,500)	(3,500)	-	-	-	\$ (3,500)	(1,000)	40.00%
1610-20353-155000	P & R PROG BABY SITTING TRAINING EXPENDITURE	1,860		2,270	3,000	-	-	-	3,000	730	32.16%
1610-20354-145000	P & R PROG ADULT SPORTS REVENUE			(5,800)	(5,200)	-	-	-	(5,200)	600	-10.34%
1610-20354-155000	P & R PROG ADULT SPORTS EXPENDITURE			3,160	3,000	-	-	-	3,000	(160)	-5.06%
1610-20355-145000	P & R PROG BASKETBALL REVENUE	(58,068)		(58,000)	(62,000)	-	-	-	(62,000)	(4,000)	6.90%
1610-20355-155000	P & R PROG BASKETBALL EXPENDITURE	36,939		40,900	45,000	-	-	-	45,000	4,100	10.02%
1610-20362-145000	P & R PROG BUS TRIPS-MOHAWK SKI/SNOW REVENUE	(19,282)		(13,716)	(15,000)	-	-	-	(15,000)	(1,284)	9.36%
1610-20362-155000	P & R PROG BUS TRIPS-MOHAWK SKI/SNOW EXPENDITURE	17,231		11,850	13,200	-	-	-	13,200	1,350	11.39%
1610-20363-145000	P & R PROG TECH PROGRAMS REVENUE	-		(3,700)	(3,500)	-	-	-	(3,500)	200	-5.41%
1610-20363-155000	P & R PROG TECH PROGRAMS EXPENDITURE	-		2,750	2,550	-	-	-	2,550	(200)	-7.27%
1610-20364-145000	P & R PROG CREATIVE EXPRESSION ART REVENUE	(10,405)		(10,000)	(9,000)	-	-	-	(9,000)	1,000	-10.00%
1610-20364-155000	P & R PROG CREATIVE EXPRESSION ART EXPENDITURE	8,475		7,800	6,800	-	-	-	6,800	(1,000)	-12.82%
1610-20365-145000	P & R PROG PRE-SCHOOL INDOOR SPORTS REVENUE	(130)		(2,250)	(3,200)	-	-	-	(3,200)	(950)	42.22%
1610-20365-155000	P & R PROG PRE-SCHOOL INDOOR SPORTS EXPENDITURE	464		1,400	2,900	-	-	-	2,900	1,500	107.14%
1610-20369-145000	P & R PROG MISCELLANEOUS REVENUE	(19,203)		(20,000)	(22,000)	-	-	-	(22,000)	(2,000)	10.00%
1610-20369-155000	P & R PROG MISCELLANEOUS EXPENDITURE	72,145		44,446	29,600	-	-	-	29,600	(14,846)	-33.40%
1610-20372-145000	P & R PROG PLAYGROUNDS-SFD KIDS REVENUE	(129,382)		(138,000)	(79,000)	-	-	-	(79,000)	59,000	-42.75%
1610-20372-155000	P & R PROG PLAYGROUNDS-SFD KIDS EXPENDITURE	92,569		90,000	75,000	-	-	-	75,000	(15,000)	-16.67%
1610-20374-145000	P & R PROG COMMUNITY PROGRAMS REVENUE			(5,120)	(900)	-	-	-	(900)	4,220	-82.42%
1610-20374-155000	P & R PROG COMMUNITY PROGRAMS EXPENDITURE			15,400	8,300	-	-	-	8,300	(7,100)	-46.10%
1610-20375-145000	P & R PROG SKYHAWKS REVENUE	(10,790)		(12,000)	(9,100)	-	-	-	(9,100)	2,900	-24.17%
1610-20375-155000	P & R PROG SKYHAWKS EXPENDITURE	8,928		9,300	7,000	-	-	-	7,000	(2,300)	-24.73%
1610-20376-145000	P & R PROG SWIM LESSONS-PARENT TODDLER REVENUE	(1,938)		(1,500)	(1,400)	-	-	-	(1,400)	100	-6.67%
1610-20376-155000	P & R PROG SWIM LESSONS-PARENT TODDLER EXPENDITURE	462		300	200	-	-	-	200	(100)	-33.33%
1610-20377-145000	P & R PROG ADULT AQUATIC REVENUE	(430)		(1,800)	(3,100)	-	-	-	(3,100)	(1,300)	72.22%
1610-20377-155000	P & R PROG ADULT AQUATIC EXPENDITURE	320		1,600	2,700	-	-	-	2,700	1,100	68.75%
1610-20378-145000	P & R PROG YOUTH AQUATIC REVENUE	(24,871)		(11,140)	(12,700)	-	-	-	(12,700)	(1,560)	14.00%
1610-20378-155000	P & R PROG YOUTH AQUATIC EXPENDITURE	11,498		3,900	8,700	-	-	-	8,700	4,800	123.08%
1610-20379-145000	P & R PROG TENNIS LESSONS REVENUE	(27,170)		(17,000)	(17,500)	-	-	-	(17,500)	(500)	2.94%
1610-20379-155000	P & R PROG TENNIS LESSONS EXPENDITURE	22,396		13,050	14,500	-	-	-	14,500	1,450	11.11%
1610-20380-145000	P & R PROG VOLLEYBALL-ADULT COED REVENUE* <i>moved to Adult Sports FY20</i>	(4,105)		-	-	-	-	-	-	-	0.00%
1610-20380-155000	P & R PROG VOLLEYBALL-ADULT COED EXPENDITURE* <i>moved to Adult Sports FY20</i>	1,506		-	-	-	-	-	-	-	0.00%
1610-20382-145000	P & R PROG YOGA REVENUE			-	-	-	-	-	-	-	0.00%
1610-20382-155000	P & R PROG YOGA EXPENDITURE			-	-	-	-	-	-	-	0.00%
1610-20383-145000	P & R PROG ZUMBA REVENUE	(1,074)		-	-	-	-	-	-	-	0.00%
1610-20383-155000	P & R PROG ZUMBA REVENUE			-	-	-	-	-	-	-	0.00%
1610-20384-145000	P & R PROG CLASSES/OTHER REVENUE	(43,182)		(12,000)	(5,000)	-	-	-	(5,000)	7,000	-58.33%
1610-20384-155000	P & R PROG CLASSES/OTHER EXPENDITURE	35,034		12,000	5,000	-	-	-	5,000	(7,000)	-58.33%
1610-22300-145000	P & R PROG MOON BOUNCE REVENUE* <i>moved to Family Programs FY20</i>	(285)		-	-	-	-	-	-	-	0.00%
1610-22300-155000	P & R PROG MOON BOUNCE EXPENDITURE			-	-	-	-	-	-	-	0.00%
1610-22301-145000	P & R PROG GAME EQUIPMENT REVENUE			-	-	-	-	-	-	-	0.00%
1610-22301-155000	P & R PROG GAME EQUIPMENT EXPENDITURE			-	-	-	-	-	-	-	0.00%
1610-22302-145000	P & R PROG PRIVATE POOL REVENUE* <i>moved to General Fund FY20</i>	(2,432)		-	-	-	-	-	-	-	0.00%
1610-22302-155000	P & R PROG PRIVATE POOL EXPENDITURE			-	-	-	-	-	-	-	0.00%
1610-22303-145000	P & R PROG ARTS IN THE PARK REVENUE			(12,000)	(5,000)	-	-	-	(5,000)	7,000	-58.33%
1610-22303-155000	P & R PROG ARTS IN THE PARK EXPENDITURE			38,000	35,000	-	-	-	35,000	(3,000)	-7.89%
(EXCESS)/DEFICIENCY OF REVENUES OVER EXPENDITURES		(29,507)	-	(15,880)	18,550	-	-	-	18,550	34,430	-216.81%

**Funded by Fund Balance*

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

BUDGET - PARKS & RECREATION PROGRAMS FUND 1610

EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-0000-150650	P & R PROG FICA/MEDICARE EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		6,020	6,700				6,700	
		6,020	6,700	-	-	-	6,700	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-21351-155000	P & R PROG CREDIT CARD FEES EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Account which credit card fees are charged to		6,500	6,500				6,500	
		6,500	6,500	-	-	-	6,500	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20353-145000	P & R PROG BABY SITTING TRAINING REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
One class		(2,500)	(3,500)				(3,500)	
		(2,500)	(3,500)	-	-	-	(3,500)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20353-155000	P & R PROG BABY SITTING TRAINING EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
One class		2,270	3,000				3,000	
		2,270	3,000	-	-	-	3,000	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20354-145000	NEW-P & R PROG ADULT SPORTS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Volley Ball		(3,200)	(3,700)				(3,700)	
Yoga (will not offer 20_21)		(1,100)	-				-	
Pickle Ball		(500)	(500)				(500)	
Adult Basketball		(1,000)	(1,000)				(1,000)	
		(5,800)	(5,200)	-	-	-	(5,200)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20354-155000	NEW-P & R PROG ADULT SPORTS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Volley Ball		1,200	1,700				1,700	
Yoga (will not offer 20_21)		660	-				-	
Pickle Ball		400	400				400	
Adult Basketball		900	900				900	
		3,160	3,000	-	-	-	3,000	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20355-145000	P & R PROG BASKETBALL REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(58,000)	(62,000)				(62,000)	
		(58,000)	(62,000)	-	-	-	(62,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20355-155000	P & R PROG BASKETBALL EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
2019/2020 program-basketball runs through March and will be paying staff until then		40,900	45,000				45,000	
		40,900	45,000	-	-	-	45,000	

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REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20362-145000	P & R PROG BUS TRIPS-MOHAWK SKI/SNOW REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(13,716)	(15,000)				(15,000)	
		(13,716)	(15,000)	-	-	-	(15,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20362-155000	P & R PROG BUS TRIPS-MOHAWK SKI/SNOW EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		11,850	13,200				13,200	
		11,850	13,200	-	-	-	13,200	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20363-145000	NEW-P & R PROG TECH PROGRAMS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(3,700)	(3,500)				(3,500)	
		(3,700)	(3,500)	-	-	-	(3,500)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20363-155000	NEW-P & R PROG TECH PROGRAMS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		2,750	2,550				2,550	
		2,750	2,550	-	-	-	2,550	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20364-145000	P & R PROG CREATIVE EXPRESSION ART REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(10,000)	(9,000)				(9,000)	
		(10,000)	(9,000)	-	-	-	(9,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20364-155000	P & R PROG CREATIVE EXPRESSION ART EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		7,800	6,800				6,800	
		7,800	6,800	-	-	-	6,800	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20365-145000	NEW-P & R PROG PRE-SCHOOL INDOOR SPORTS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Indoor Soccer		(1,500)	(2,200)				(2,200)	
Mommy and Me		(750)	(1,000)				(1,000)	
		(2,250)	(3,200)	-	-	-	(3,200)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20365-155000	NEW-P & R PROG PRE-SCHOOL INDOOR SPORTS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Indoor Soccer		1,200	2,000				2,000	
Mommy and Me		200	900				900	
		1,400	2,900	-	-	-	2,900	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20369-145000	P & R PROG MISCELLANEOUS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Pool parties, camping, Panter sports camps and consignment tickets	(20,000)	(22,000)				(22,000)	
		(20,000)	(22,000)	-	-	-	(22,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20369-155000	P & R PROG MISCELLANEOUS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Program rentals, custodial fees and portable toilet fees	25,646	20,000				20,000	
	Recreation rental fees	18,800	9,600				9,600	
		-	-				-	
		44,446	29,600	-	-	-	29,600	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20372-145000	P & R PROG PLAYGROUDS-SFD KIDS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(138,000)	(79,000)				(79,000)	
		(138,000)	(79,000)	-	-	-	(79,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20372-155000	P & R PROG PLAYGROUDS-SFD KIDS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Tween program increased trips from 2 to 3 trips per session (8 sessions x 3=24 trips)	90,000	75,000				75,000	
		90,000	75,000	-	-	-	75,000	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20374-145000	NEW-P & R PROG COMMUNITY PROGRAMS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Bus Trips(will not offer for 20-21)	(4,200)	-				-	
	Moon Bounce	(520)	(500)				(500)	
	Face Painting	(400)	(400)				(400)	
		(5,120)	(900)	-	-	-	(900)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20374-155000	NEW-P & R PROG COMMUNITY PROGRAMS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
	Character Dinners	3,000	4,500				4,500	Programs do not
	Family Movie Nights (will not offer 20_21)	5,000	-				-	generate
	Family Float Nights	800	1,000				1,000	revenue
	Bus Trips(will not offer for 20-21)	4,200	-				-	No community t
	Face Painting/Hot Shot Basketball Contest	400	800				800	Free activity
	Senior Center Recreation Programming	2,000	2,000				2,000	Free activity
		15,400	8,300	-	-	-	8,300	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20375-145000	P & R PROG SKYHAWKS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		(12,000)	(9,100)				(9,100)	
		(12,000)	(9,100)	-	-	-	(9,100)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20375-155000	P & R PROG SKYHAWKS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		9,300	7,000				7,000	
		9,300	7,000	-	-	-	7,000	

ADOPTED ANNUAL BUDGET
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REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20376-145000	P & R PROG SWIM LESSONS-PARENT TODDLER REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		(1,500)	(1,400)				(1,400)	
		(1,500)	(1,400)	-	-	-	(1,400)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20376-155000	P & R PROG SWIM LESSONS-PARENT TODDLER EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		300	200				200	
		300	200	-	-	-	200	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20377-145000	NEW-P & R PROG ADULT AQUATIC REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Adult Swim Lessons		(600)	(900)				(900)	
Aquacise		(200)	(2,200)				(2,200)	
Aquacycle (will not offer in 20_21)		(1,000)					-	
		(1,800)	(3,100)	-	-	-	(3,100)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20377-155000	NEW-P & R PROG ADULT AQUATIC EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Adult Swim Lessons		300	800				800	
Aquacise		500	1,900				1,900	
Aquacycle (will not offer in 20_21)		800					-	
		1,600	2,700	-	-	-	2,700	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20378-145000	NEW-P & R PROG YOUTH AQUATIC REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Swimming Lessons		(10,000)	(11,000)				(11,000)	
Diving Lessons		(1,140)	(1,700)				(1,700)	
		(11,140)	(12,700)	-	-	-	(12,700)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20378-155000	NEW-P & R PROG YOUTH AQUATIC EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
Swimming Lessons		3,200	7,500				7,500	
Diving Lessons		700	1,200				1,200	
		3,900	8,700	-	-	-	8,700	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20379-145000	P & R PROG TENNIS LESSONS REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		(17,000)	(17,500)				(17,500)	
		(17,000)	(17,500)	-	-	-	(17,500)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	Explanation
1610-20379-155000	P & R PROG TENNIS LESSONS EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	
		13,050	14,500				14,500	
		13,050	14,500	-	-	-	14,500	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20380-145000	P & R PROG VOLLEYBALL-ADULT COED REVENUE*moved to Adult Sports FY20	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20380-155000	P & R PROG VOLLEYBALL-ADULT COED EXPENDITURE*moved to Adult Sports FY20	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20382-145000	P & R PROG YOGA REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20382-155000	P & R PROG YOGA EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20383-145000	P & R PROG ZUMBA REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22301-155000	P & R PROG GAME EQUIPMENT EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
							-	
		-	-	-	-	-	-	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20384-145000	P & R PROG CLASSES/OTHER REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
New Program Development		(12,000)	(5,000)				(5,000)	
		(12,000)	(5,000)	-	-	-	(5,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-20384-155000	P & R PROG CLASSES/OTHER EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
New Program Development		12,000	5,000				5,000	
		12,000	5,000	-	-	-	5,000	

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22300-145000	P & R PROG MOON BOUNCE REVENUE*moved to Family Programs FY20	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		-	-	-	-	-	-	
		-	-	-	-	-	-	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22301-155000	P & R PROG GAME EQUIPMENT EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		-	-	-	-	-	-	
		-	-	-	-	-	-	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22302-145000	P & R PROG PRIVATE POOL REVENUE*moved to General Fund FY20	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
		-	-	-	-	-	-	
		-	-	-	-	-	-	
REVENUE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22303-145000	P & R PROG ARTS IN THE PARK REVENUE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Two Planks admission charges, rental reimbursement and sponsorships								
		(12,000)	(5,000)	-	-	-	(5,000)	
		(12,000)	(5,000)	-	-	-	(5,000)	
EXPENDITURE		19-20	20-21	20-21	20-21	20-21	20-21	
1610-22303-155000	P & R PROG ARTS IN THE PARK EXPENDITURE	Final Budget	Department	FS Adj	TC Adj	BOF Adj	Total Budget	Explanation
Concerts, costume rental, Party at the Lake, sound & lighting and advertisements & Monroe Night Out Photo Booth								
		38,000	35,000	-	-	-	35,000	never covers full cost
		38,000	35,000	-	-	-	35,000	Free community event

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021



ADOPTED CAPITAL BUDGET
AND
5-YEAR CAPITAL IMPROVEMENT PLAN

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ADOPTED CAPITAL BUDGET

CAPITAL EXPENDITURES BY DEPARTMENT	PENDING TO BE DETERMINED	CAPITAL RESERVE	OPERATING BUDGET	POLICE PRIVATE DUTY FUND	GRANTS - LOTCIP, LOCIP, STEAP, OTHER	BOARD OF EDUCATION SPECIAL REVENUE FUND	TOWN ROAD FUND	TOTAL
BOARD OF EDUCATION								
Masuk High School - repave driveway and line stripe (Special Revenue Funds)						80,000		80,000
2 walk behind floor machines-Fawn Hollow/Jockey Hollow	22,499							22,499
Projector Replacements-systemwide	7,500							7,500
Network Switch upgrade (MH/JH Cores then secondary)	12,000							12,000
Systemwide Display upgrades	7,500							7,500
Systemwide Teacher Laptop Replacements	20,000							20,000
Chromebooks		75,000						75,000
Replace PC labs at Masuk and Stem		30,000						30,000
EMERGENCY MEDICAL SERVICES								
Renovations to Jockey Hollow	1,160,000				500,000			1,660,000
FIRE-MONROE								
Quick Attack Mini Pumper	325,000							325,000
MFD Chief's Vehicles- 1 NEW ADDITIONS (HALF TON PICKUPS)	63,000							63,000
FIRE-STEVENSON								
Rescue 320 Refurb	375,000							375,000
Airpacks		4,500			40,500			45,000
FIRE-STEPNEY								
Stepney FD Chiefs' Vehicles- 1 NEW ADDITIONS (HALF TON PICKUPS)	72,000							72,000
INFORMATION TECHNOLOGY								
Virtual Server Hardware		12,000						12,000
Municipal IT Plan	16,000							16,000
Mobile Data Terminals (PD)			8,000					8,000
ENGINEERING								
Reconstruction of Pepper Street-Phase II					500,000			500,000
Town Owned Bridges and culverts					290,000			290,000
Multi-Use Trail Extension					1,500,000			1,500,000
Evaluation of Shelton/Wheeler Rd Intersection reconfiguration-TBD LOTCIP								-
ADA Study & Improvements	35,000							35,000
Wolfe Park parking lot transition area					65,000			65,000
IMPLEMENTATION OF MUNICIPAL SPACE NEEDS ASSESSMENT PLAN								
Senior Center renovations including parking lot	365,000				870,000			1,235,000
LIBRARY								
Rolling replacement of 74 computers & Laptops - staff, public use, stand-up. Based c	15,000							15,000
PARKS & RECREATION								
Replace Park Maintenance Equipment	21,000							21,000
Golf Cart for Park Ambassador position (formerly security)/ Directors cart @ Park					9,383			9,383
POLICE								
Multi-Media video player				4,300				4,300
Police Car Replacement Plan			94,915	94,915				189,830
Tasers				5,100				5,100
Townwide Portable Radio System Replacement Phase II	100,000							100,000

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

ADOPTED CAPITAL BUDGET – CONTINUED

CAPITAL EXPENDITURES BY DEPARTMENT	PENDING TO BE DETERMINED	CAPITAL RESERVE	OPERATING BUDGET	POLICE PRIVATE DUTY FUND	GRANTS - LOTCIP, LOCIP, STEAP, OTHER	BOARD OF EDUCATION SPECIAL REVENUE FUND	TOWN ROAD FUND	TOTAL
PUBLIC WORKS								
Town Paving Program	1,000,000							1,000,000
6-Wheel & 10-Wheel Truck Replacement Plan (2-6 wheelers 19/20fy)	485,000							485,000
DPW 1 Ford F-550 Truck with Plow & Spreader	95,000							95,000
18 Shelton Road Renvoations	2,100,000							2,100,000
Excavator	265,000							265,000
DPW Mechanics Truck with Compressor, Welder, etc..	80,000							80,000
Install Doors on Garage Annex	150,000							150,000
Salt Storage Facility - Highway Garage	360,000							360,000
Roof Replacement - Hwy Office	125,000							125,000
Roof Replacement - Hwy Garage	250,000							250,000
Corrugated Metal Building - Highway Equipment Storage & Security	120,000							120,000
Wood Chipper	76,500							76,500
Mill & Pave & Drainage-Stepney Station #2					70,000			70,000
Mill & Pave -Stevenson Station #2					40,000			40,000
Grind Logs and Brush					10,000			10,000
Qualified Town Aid Road Expenditures							1,530,693	1,530,693
2 - Truck Lifts for Mason Dumps					8,600			8,600
Stevenson Station #2 Generator Replacement	65,500							65,500
Van-Street Signs	30,000							30,000
Trailer	45,000							45,000
Corrugated Metal Roof/Wall system for containers and small storage	15,000							15,000
Asphalt Trailer - Tilting	23,500							23,500
Town Hall Cupola repair & painting	15,000							15,000
Town Hall Sidewalk repairs					12,000			12,000
Tink bucket for Loaders	19,500							19,500
Maintenance Garage Door Panel Replacement (approx. \$1,200/EA)	6,000							6,000
AC reclamation and charging unit for PD, Fire, EMS & Town fleet					13,000			13,000
TOTAL FISCAL YEAR 2020-2021 PROPOSED CAPITAL BUDGET	7,942,499	121,500	102,915	104,315	3,928,483	80,000	1,530,693	13,810,405

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN

<u>5-YEAR CAPITAL IMPROVEMENT PLAN</u>						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
BOARD OF EDUCATION						
Facilities:						
Masuk High School - repave driveway and line stripe (Special Revenue Funds)	80,000					80,000
Front Driveway Reconstruction-Fawn Hollow Elementary		61,000				61,000
Roof Replacement - Monroe Elementary		1,530,000				1,530,000
Central Office - Install Ducts & Replace HVAC		120,000				120,000
Replace flooring in All Purpose Room (Café)-Monroe Elementary				100,000		100,000
Roof Replacement & Repair- Jockey Hollow Elementary			1,530,000			1,530,000
Masuk High School emergency generator			400,000			400,000
Vehicles & Equipment:						
2 walk behind floor machines-Fawn Hollow/Jockey Hollow	22,499					22,499
2 walk behind floor machines-Masuk/Stepney		23,000				23,000
Ventrac-Masuk (replaces 1996 Cushman)		32,000				32,000
Replace 2005 F350				45,000		45,000
Information Technology						
Projector Replacements-systemwide	7,500	7,500	7,500	7,500	7,500	37,500
Network Switch upgrade (MH/JH Cores then secondary)	12,000		12,000		12,000	36,000
Systemwide Display upgrades	7,500	7,500	7,500	7,500	7,500	37,500
Systemwide Teacher Laptop Replacements	20,000	20,000	20,000	20,000	20,000	100,000
Chromebooks	75,000	75,000	75,000	75,000	75,000	375,000
Replace PC labs at Masuk and Stem	30,000		30,000		30,000	90,000
Systemwide Virtual Server Hardware & Consolidation		10,000		10,000		20,000
TOTAL	254,499	1,886,000	2,082,000	265,000	152,000	4,639,499
BONDING						
EDUCATION CAPITAL RESERVE FUND - FUND BALANCE	-	1,650,000	1,930,000	100,000	-	3,680,000
GRANTS-LOTICIP, LOCIP,STEAP, OTHER	-	61,000	30,000	-	30,000	121,000
CAPTIAL RESERVE	105,000	175,000	122,000	165,000	122,000	689,000
BOE SPECIAL REVENUE FUND	80,000					80,000
TO BE DETERMINED	69,499	-	-	-	-	69,499
TOTAL	254,499	1,886,000	2,082,000	265,000	152,000	4,639,499
EMERGENCY MEDICAL SERVICES						
Renovations to Jockey Hollow	1,660,000					1,660,000
New Ambulance		200,000				200,000
TOTAL	1,660,000	200,000	-	-	-	1,860,000
BONDING						
GRANTS-LOTICIP, LOCIP,STEAP, OTHER	500,000	-	-	-	-	500,000
CAPTIAL RESERVE	-	200,000	-	-	-	200,000
TO BE DETERMINED	1,160,000	-	-	-	-	1,160,000
TOTAL	1,660,000	200,000	-	-	-	3,020,000

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

<u>5-YEAR CAPITAL IMPROVEMENT PLAN</u>						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
FIRE-MONROE						
Quick Attack Mini Pumper	325,000					325,000
MFD Chief's Vehicles- 1 NEW ADDITIONS (HALF TON PICKUPS)	63,000					63,000
Air Bag System		15,000				15,000
Turnout Gear Washer Washer & Dryer		21,000				21,000
SCBA Replacement			220,000			220,000
TOTAL	388,000	36,000	220,000	-	-	644,000
BONDING						
	-	-	220,000	-	-	220,000
CAPITAL RESERVE FUND - FUND BALANCE	-	36,000	-	-	-	36,000
TO BE DETERMINED	388,000	-	-	-	-	388,000
TOTAL	388,000	36,000	220,000	-	-	644,000
FIRE-STEVENSON						
SCBA Replacement						-
Rescue 320 Refurb	375,000					375,000
Airpacks	45,000					45,000
Stevenson Station #2 upgrades		50,000				50,000
Brush 310 Refurb (re-evaluate refurb / replace annually)			100,000			100,000
Engine 302 Replacement					850,000	850,000
TOTAL	420,000	50,000	100,000	-	850,000	1,420,000
BONDING						
	-	50,000	100,000	-	850,000	1,000,000
CAPITAL RESERVE FUND - FUND BALANCE	4,500	-	-	-	-	4,500
GRANTS-LOTICIP, LOCIP, STEAP, OTHER	40,500	-	-	-	-	40,500
TO BE DETERMINED	375,000	-	-	-	-	375,000
TOTAL	420,000	50,000	100,000	-	850,000	1,420,000
FIRE-STEPNEY						
Stepney FD Chiefs' Vehicles- 1 NEW ADDITIONS (HALF TON PICKUPS)	72,000					72,000
SCBA Replacement		401,830				401,830
Station 1 front ramp drainage and paving		200,000				200,000
Custom Pumper				800,000		800,000
TOTAL	72,000	601,830	-	800,000	-	1,473,830
BONDING						
	-	601,830	-	800,000	-	1,401,830
CAPITAL RESERVE FUND - FUND BALANCE	-	-	-	-	-	-
GRANTS-LOTICIP, LOCIP, STEAP, OTHER	-	-	-	-	-	-
TO BE DETERMINED	72,000	-	-	-	-	72,000
TOTAL	72,000	601,830	-	800,000	-	1,473,830

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

<u>5-YEAR CAPITAL IMPROVEMENT PLAN</u>						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
<u>INFORMATION TECHNOLOGY</u>						
Municipal IT Plan	16,000	10,000	10,000	10,000	10,000	56,000
Mobile Data Terminals (PD)	8,000	8,000	8,000	8,000	8,000	40,000
Virtual Server	12,000		12,000		12,000	36,000
Switch Replacement		15,000		15,000		30,000
TOTAL	36,000	33,000	30,000	33,000	30,000	162,000
BONDING						
GENERAL FUND OPERATING BUDGET	8,000	8,000	8,000	8,000	8,000	40,000
CAPITAL RESERVE FUND - FUND BALANCE	12,000	25,000	22,000	25,000	22,000	106,000
TO BE DETERMINED	16,000	-	-	-	-	16,000
TOTAL	36,000	33,000	30,000	33,000	30,000	162,000
<u>ENGINEERING</u>						
Reconstruction of Pepper Street-Phase II	500,000					500,000
Town Owned Bridges and culverts	290,000	300,000	60,000	300,000		950,000
Multi-Use Trail Extension	1,500,000					1,500,000
Master Town Drainage Study		150,000	100,000			250,000
Master Town Traffic Study		-	100,000	100,000		200,000
ADA Study & Improvements	35,000	20,000	20,000	20,000		95,000
Wolfe Park parking lot transition area	65,000					65,000
TOTAL	2,390,000	470,000	280,000	420,000	-	3,560,000
BONDING						
CAPITAL RESERVE FUND - FUND BALANCE	-	-	-	-	-	-
RECONSTRUCTION OF PEPPER ST FUND - GRANT REVENUE	-	170,000	220,000	120,000	-	510,000
GRANTS-LOTICIP, LOCIP, STEAP, OTHER	2,355,000	300,000	60,000	300,000	-	3,015,000
TOWN ROAD FUND - DEFERRED GRANT REVENUE	-	-	-	-	-	-
TO BE DETERMINED	35,000	-	-	-	-	35,000
TOTAL	2,390,000	470,000	280,000	420,000	-	3,560,000

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

<u>5-YEAR CAPITAL IMPROVEMENT PLAN</u>						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
PLANNING & ZONING						
Open Space Inventory Plan		40,000				40,000
Priority Growth/Overlay District Plan			75,000			75,000
Route 34 Corridor Traffic Study				40,000		40,000
Housing Needs Study		40,000				40,000
P&Z Ordinances			60,000			60,000
TOTAL	-	80,000	135,000	40,000		255,000
BONDING						
CAPITAL RESERVE FUND - FUND BALANCE	-	80,000	135,000	40,000	-	255,000
TO BE DETERMINED	-	-	-	-	-	-
TOTAL	-	80,000	135,000	40,000	-	255,000
LIBRARY						
Rolling replacement of 74 computers & Laptops - staff, public use, stand-up. Based on \$1,0	15,000	15,000	15,000	15,000	14,000	74,000
Paint and repair exterior columns		1,600				1,600
Re-carpet stairs & lay existing carpet tile in Children's Story Room			4,500			4,500
TOTAL	15,000	16,600	19,500	15,000	14,000	80,100
CAPITAL RESERVE FUND - FUND BALANCE						
TO BE DETERMINED	-	16,600	19,500	15,000	14,000	65,100
TOTAL	15,000	-	-	-	-	15,000
PARKS & RECREATION						
Replace Park Maintenance Equipment	21,000					21,000
Toro 4000D Mower 11 ft cut		72,000				72,000
Golf Cart for Park Ambassador position (formerly security)/ Directors cart @ Park	9,383					9,383
PT Concrete WP basketball courts		150,000				150,000
Park Maintenance Headquarters			225,000			225,000
TOTAL	30,383	222,000	225,000	-	-	477,383
BONDING						
CAPITAL RESERVE FUND - FUND BALANCE	-	150,000	225,000	-	-	375,000
GRANTS-LOTICIP, LOCIP, STEAP, OTHER	9,383	72,000	-	-	-	72,000
WOLFE FIELD ASSESSMENT FUND	-	-	-	-	-	-
TO BE DETERMINED	21,000	-	-	-	-	21,000
TOTAL	30,383	222,000	225,000	-	-	477,383

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
POLICE						
Police Car Replacement Plan	189,830	154,000	156,000	158,000		657,830
Tasers	5,100					5,100
Multi-Media video player	4,300					4,300
Townwide Portable Radio System Replacement Phase II	100,000					100,000
TOTAL	299,230	154,000	156,000	158,000	-	767,230
BONDING						
	-	-	-	-	-	100,000
GENERAL FUND OPERATING BUDGET	94,915	77,000	79,000	81,000	(77,000)	254,915
POLICE PRIVATE DUTY FUND - FUND BALANCE	104,315	77,000	77,000	77,000	77,000	412,315
TO BE DETERMINED	100,000	-	-	-	-	100,000
TOTAL	299,230	154,000	156,000	158,000	-	867,230
PUBLIC WORKS						
Roof Replacement - Hwy Office	125,000					125,000
Wood Chipper	76,500					76,500
Town Paving Program	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
6-Wheel & 10-Wheel Truck Replacement Plan (2-6 wheelers 19/20fy)	485,000	500,000	500,000	500,000	500,000	2,485,000
DPW Ford F-550 Truck with Plow & Spreader-move 1 out a fiscal year	95,000	95,000	95,000	95,000	95,000	475,000
Monroe Fire Station #1 18 Shelton Road Renvoations	2,100,000	2,100,000				4,200,000
Excavator	265,000	-				265,000
DPW Mechanics Truck with Compressor, Welder, etc..	80,000					80,000
Install Doors on Garage Annex	150,000					150,000
Salt Storage Facility - Highway Garage	360,000					360,000
Roof Replacement - Hwy Garage	250,000					250,000
Corrugated Metal Building - Highway Equipment Storage & Security	120,000					120,000
Stevenson Station #2 Generator Replacement-requested by Stevenson	65,500					65,500
Mill & Pave & Drainage-Stepney Station #1-Stepney request		200,000				200,000
Mill & Pave & Drainage-Stepney Station #2	70,000					70,000
Mill & Pave -Stevenson Station #2	40,000					40,000
Qualified Town Aid Road Expenditures	1,530,693	350,000	350,000	350,000	350,000	2,930,693

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

<u>5-YEAR CAPITAL IMPROVEMENT PLAN</u>						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
PUBLIC WORKS CONTINUED						
2 - Truck Lifts for Mason Dumps	8,600					8,600
Van-Street Signs	30,000					30,000
Trailer - 20 Ton	45,000					45,000
Corrugated Metal Roof/Wall system for containers and small storage	15,000					15,000
Asphalt Trailer - Tilting	23,500					23,500
Town Hall Cupola repair & painting	15,000					15,000
Town Hall Sidewalk repairs	12,000					12,000
Tink bucket for Loaders	19,500					19,500
Maintenance Garage Door Panel Replacement (approx. \$1,200/EA)	6,000					6,000
AC reclamation and charging unit for PD, Fire, EMS & Town fleet	13,000					13,000
Grind Logs and Brush	10,000					10,000
Hook Lift Truck with Multiple Bodies		285,000				285,000
Town Facility Repairs		85,000				85,000
Highway Garage Facility Study		50,000				50,000
Stepney Station #2 Renovations-requested by Stepney				150,000		150,000
Stepney Station #2 Generator Replacement-requested by Stepney				200,000		200,000
Conversion of Town Hall to Natural Gas		250,000				250,000
Sweeper		195,000				195,000
Bucket Truck		245,000				245,000
New Highway Garage		1,500,000				1,500,000
Volvo L-90 Loader		220,000	230,000			450,000
Grader		350,000				350,000
TOTAL	7,010,293	7,425,000	2,175,000	2,295,000	1,945,000	20,850,293
BONDING						
	-	6,825,000	1,825,000	1,945,000	1,595,000	17,296,500
CAPITAL RESERVE FUND - FUND BALANCE						
	-	50,000	-	-	-	303,100
TOWN ROAD FUND						
	1,530,693	350,000	350,000	350,000	350,000	2,930,693
GRANTS-LOTICIP, LOCIP,STEAP, OTHER						
	153,600	200,000	-	-	-	320,000
TO BE DETERMINED						
	5,326,000	-	-	-	-	8,325,693
TOTAL	7,010,293	7,425,000	2,175,000	2,295,000	1,945,000	29,175,986
IMPLEMENTATION OF MUNICIPAL SPACE NEEDS ASSESSMENT PLAN						
Senior Center renovations including parking lot	1,235,000					1,235,000
TOTAL	1,235,000	-	-	-	-	1,235,000
BONDING						
	-					-
GRANTS-LOTICIP, LOCIP,STEAP, OTHER						
	870,000	-	-	-	-	870,000
CAPITAL RESERVE FUND - FUND BALANCE						
	-	-	-	-	-	-
TO BE DETERMINED						
	365,000	-	-	-	-	365,000
TOTAL	1,235,000	-	-	-	-	1,235,000

ADOPTED ANNUAL BUDGET
FOR FISCAL YEAR 2020-2021

5-YEAR CAPITAL IMPROVEMENT PLAN – CONTINUED

5-YEAR CAPITAL IMPROVEMENT PLAN						
PROJECT BY DEPARTMENT	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	TOTAL
Vehicles						
Stepney FD Chiefs' Vehicles			78,000			78,000
Health Dept replace 2010 GMC Canyon			25,000			25,000
Health Dept replace 2008 Ford Taurus			25,000			25,000
	-	-	128,000			128,000
BONDING	-	-	128,000	-	-	128,000
TO BE DETERMINED	-	-	-	-	-	-
TOTAL	-	-	128,000	-	-	128,000
PROJECTED BOND ISSUANCE COSTS						-
GRAND TOTAL	13,810,405	11,174,430	5,550,500	4,026,000	2,991,000	37,552,335
SOURCE OF FUNDS FOR CAPITAL EXPENDITURES						
						TOTAL
BONDING	-	9,356,830	4,563,000	2,885,000	2,445,000	19,249,830
EDUCATION CAPITAL RESERVE FUND - FUND BALANCE	-	61,000	30,000	-	30,000	121,000
CAPITAL RESERVE FUND - FUND BALANCE	121,500	744,600	383,500	325,000	158,000	1,732,600
TO BE DETERMINED	7,942,499	-	-	-	-	7,942,499
GENERAL FUND OPERATING BUDGET	102,915	85,000	87,000	89,000	(69,000)	294,915
POLICE PRIVATE DUTY FUND - FUND BALANCE	104,315	77,000	77,000	77,000	77,000	412,315
GRANTS-LOTICIP, LOCIP OR STEAP, OTHER	3,928,483	500,000	60,000	300,000	-	4,788,483
TOWN ROAD FUND	1,530,693	350,000	350,000	350,000	350,000	2,930,693
BOARD OF EDUCATION SPECIAL REVENUE FUND	80,000	-	-	-	-	80,000
TOTAL CAPITAL EXPENDITURES BY FISCAL YEAR	13,810,405	11,174,430	5,550,500	4,026,000	2,991,000	37,552,335
PROJECTED BOND ISSUANCE COSTS						-
TOTAL CAPITAL EXPENDITURES & PROJECTED BOND ISSUANCE COSTS BY FISCAL YEAR	13,810,405	11,174,430	5,550,500	4,026,000	2,991,000	37,552,335