

Town of Rocky Hill, Connecticut



**2012-2013
Adopted Annual Budget**



Town of Rocky Hill

June 2012

Dear Mayor LaRosa and Members of the Town Council:

The following is the Town of Rocky Hill's adopted budget for fiscal year 2012-2013; this budget was approved by the Town Council at its May 21, 2012 meeting and will take effect on July 1, 2012. This budget provides funding for all town departments, boards and commissions, for the Board of Education and for the Town's debt service. The total Town budget is \$62,854,027 which is \$2,763,850, or a 4.6%, increase over last year. The budget for all town departments, boards and commissions totals \$28,466,357, an increase of \$1,313,117, or 4.8%, compared to last year. Capital Improvements budget total is \$2,062,385, an increase of \$826,913, or 66.9%, over last year. The Board of Education allocation is \$30,193,935 which is \$877,789, or 3.0%, higher than last year. The Town's debt service is \$2,131,350, a reduction of \$253,969 to last year.

The total net tax revenue for 2012-2013 is \$55,242,758. This is based on a Net Taxable Grand List of \$2,156,334,725 and using a current tax collection rate of 99.20% compared to a 99.31% collection rate for fiscal year 2011-2012. To collect this tax revenue, a mill rate for fiscal year 2012-2013 has been set at 25.9 mills which is an increase of 5.71% compared to 2011-2012. Various forms of aid from the State of Connecticut totaled \$5,129,394, only a minimal increase of \$109,714 over the previous fiscal year. This budget does not utilize any funds from the unassigned fund balance.

Last budget year all Town employees and certain Board of Education employees agreed not to take a salary increase. For the 2012-2013 budget, the Teacher's Union has agreed to a no salary increase for its members. All Town employees' union contracts are in place other than the NAGE R-288 contract which is set to expire on June 30, 2012 but is currently being negotiated.

This is a responsible budget that strives to maintain the services provided to our residents and recognizes the limitations of their ability to pay.

The fiscal year 2012-2013 budget does try to address those items that are crucial for the Town to move forward, those projects that have been delayed for years, and those items that are being mandated by either Federal or State regulations.

On behalf of the staff and myself, I would like to thank the Mayor and the members of the Town Council for their time and efforts in developing the 2012-2013 Budget. Town staff and I look forward to working with the Council throughout the upcoming fiscal year.

Yours truly,

Barbara R. Gilbert
Town Manager

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

TABLE OF CONTENTS

	<u>Page #</u>
Town Manager's Budget Message	i
Executive Summary	1
Revenue Summary	3
Expenditure Summary	6
Full Time Personnel Summary	8

<u>Department Index</u>	<u>Page #</u>	<u>Department Index</u>	<u>Page #</u>
Ambulance	70	Mini-Bus Transportation	88
Board of Education	108	Open Space & Conservation	32
Bond Interest	106	Parks & Recreation - Aquatic Programs	96
Bond Principal	104	Parks & Recreation - Grounds	90
Building Department	68	Parks & Recreation - Organized Activities	94
Capital Improvements	118	Parks & Recreation - Senior Programs	92
Capital Improvement Program (CIP)	120	Personnel Administration	14
Central Services	22	Planning Boards & Commission	34
Contingency / Reserves	114	Police Services - Animal Control	52
Economic Development	40	Police Services - Investigations	46
Engineering	78	Police Serv - Records & Communications	44
Facilities Mgmt - Building Maint.	98	Police Services - Special Services	50
Facilities Mgmt - School Facilities	100	Police Services - Supervision	42
Finance & Accounting	16	Police Services - Uniform Patrol	48
Fire Apparatus Maintainance	64	Probate Court	26
Fire Communications	58	Property Tax Assessment	18
Fire Fighting	62	Property Tax Collection	20
Fire Prevention	60	Public Health - Health District	82
Fire Stations	66	Public Library - Cora Belden Library	102
Fire Supervision	54	Redevelopment Agency	34
Fire Training	64	Registrars of Voters	28
Highway - Road Maintenance	76	Road Improvement Program	120
Highway - Supervision	72	Sanitation	80
Highway - Town Garage	74	Senior Citizen Programs	90
Human Services	84	Special Programs - Non Classified	116
Insurance - Employee Benefits	110	Technology	38
Insurance - Property & Liability	112	Town Clerk	30
Legal	24	Town Manager	12
Mayor & Town Council	10	Town Planner	36
MDC & Sewer Charges	78	Youth Services	86
		Zoning Board of Appeals	34

**Town of Rocky Hill
2012-2013 Adopted Budget
Executive Summary**

Personnel

Full Time net increased to 152 from 149.

1. Increase in: Tax Collector (1 FTE); Uniform Patrol (1 FTE); Highway Supervision (1 FTE); and Library. (1 FTE).
2. Risk Manager Position removed from Finance budget.
3. One and Half (1.5) Custodians moved from School Facilities to Town Facilities budget.

Revenue

1. Total General Fund Revenue of \$62,854,027.
2. Mill rate is 25.9 (1.4 mill rate increase). Grand List growth 0.02%. No growth with investment income.
3. State ECS Grant increased \$131 thousand over last year
4. NO Fund Balance used in this budget. A reduction of \$368 thousand over last year.

Debt Service

Principal and interest payments decreased \$254 thousand over last year. The 2004 Refunding Bonds last payments were made in August 2011.

Departmental Expenditures

All contractual salary increases are in department budgets.

1. Central
 - Created Fee line for bank fees (\$36,000).
2. Police
 - Adding a Patrol Officer.
 - Increase Radio Equipment for mandated FCC upgrades to control stations on Dispatch Tower (\$23,865).
 - Increase for Motor Fuels (\$21,700).
3. Fire
 - Increase to Part Time in Prevention (\$12,000)
 - Increase to Part Time in Firefighting as remuneration for responding to fire calls (\$10,000) and Storm Standby pay (\$20,000)
 - Increase Training for new members (\$11,850).
 - Increase for Radio Equipment for equipment upgrades mandated by the FCC (\$5,300).
 - Increase for Radio Equipment for a replacement air horn at fire station two (\$7,000).
 - Increase for Turn out Gear (\$17,300).
4. Highway
 - Adding an Assistant Recycling Coordinator
 - Increase for Equipment Repair (\$30,515) and motor fuel (\$31,558).
 - Transferred Street Markings (\$31,020) to Engineering budget.
5. Sanitation
 - Increase Solid Waste Collections (\$55,938) and MDC Sewer Service charge (\$95,400).

**Town of Rocky Hill
2012-2013 Adopted Budget
Executive Summary**

Departmental Expend

6. Employee Benefits
 - Health (\$384,927) and increased OPEB Contribution (\$50,000).
7. Property and Liabilities
 - Increase in Pension (\$25,000) and Insurance Loss (\$15,000).
8. Contingency
 - Decrease in Reserve account (\$48,250).
9. Board of Education
 - \$877,700/year. No salary increase for the teachers.

Capital Improvement:

1. Property Tax October 2013 Grand List (\$65,000)
2. Online Services (\$55,000)
3. Various Improvements (\$405,000) and lease payments for Stevens School modular classrooms (\$36,000)
4. Town Projects:
 - i. Upgrade for restrooms and oil tank replacement for generator (\$45,000)
 - ii. Upgrade of restrooms and ADA entrance ramp (\$60,000)
 - iii. Repair Library, Wi-Fi for Police Station, interior painting Town buildings, Miscellaneous (\$76,500)
5. McVicker Road the replacement of the field carpet (\$150,000).
6. Infrastructure:
 - i. Through LOCIP (\$100,000)
 - ii. Goff Brook Bridge (\$50,000)
 - iii. Streets (\$100,000)
 - iv. Repairs (TAR) from State (\$168,473)
 - v. For Town's 20% share towards a Federal Grant of approx \$1.36 million for Phase 2 of Streetscape Project
 - vi. Sidewalks (\$200,000).
7. Police
 - i. Purchase of patrol cars and an unmarked vehicle (\$96,982).
8. Parks
 - i. Purchase of Ford Pick up with plow (\$26,251). With a grant, to be converted to a natural gas vehicle.
 - ii. Repairs at RHHS pool and clean/paint Elm Ridge pool (\$28,000).
9. Other
 - i. Purchase of a Dump Truck through a 5 year lease (\$45,250).
 - ii. Training Center Project (\$25,000)
 - iii. Funds toward a scheduled mini bus replacement (\$20,000).

TOWN OF ROCKY HILL 2012-13 ANNUAL BUDGET

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2011 Net Taxable Grand List, after the Board of Assessment appeals, for the 2012 – 2013 Adopted Budget is \$2,156,334,725, a slight increase of 0.02% over the previous year.

The 2012 – 2013 Adopted Budget has a mill rate of 25.9 mills, an increase of 1.4 mills over last year. The total projected current tax revenue adjusted for the collection rate of 99.20% is \$55,242,758. The projected current tax revenue was reduced by \$69,033 for property tax abatements for volunteer firefighters and for volunteer emergency medical service personnel, and by \$91,215 for the elderly property tax credit that is reimbursed by the State.

Non-tax revenues for licenses, permits, fines, investments, charges, and other items are based on economic conditions, trending prior years and activity in the Town.

The Intergovernmental revenues consist primarily of State payments to the Town. These amounts are based on the Governor Dannel Malloy Fiscal Year 2013 Governor's Midterm Budget Adjustments, Section E - Municipal Aid that was released on February 8, 2012. For the 2011 – 2012 Adopted Budget, the Educational Cost Sharing (ECS) Grant received from the State is budgeted at \$3,355,227. For the 2012 – 2013 Adopted Budget, the Town is expecting to receive \$3,487,075 of ECS funding from the State.

The amount of Fund Balance used for the 2011 - 2012 Adopted Budget is \$368,921. However, due to the October 29, 2011 snowstorm, the Town Council passed a resolution on November 7, 2011, approving an emergency appropriation of \$500,000 from Fund Balance to be used to return the Town to normalcy and alleviate any public health and safety conditions caused by the snowstorm. The amount of Fund Balance used in the 2012 – 2013 Adopted Budget is zero. At the February 6, 2006, Town Council meeting, an ordinance was passed that required the Town Manager to use funds in the Unassigned Fund Balance from the preceding fiscal year that exceeds six percent (6%) of General Fund expenditures and those funds be applied to the Capital Improvement Budget. For the fiscal year ending June 30, 2011 balance less the November 7, 2011 resolution, the Unassigned Fund Balance was 5.11% of General Fund expenditures. Therefore, zero of Undesignated Fund Balance is being applied to the Capital Improvement Budget.

Net Taxable Grand List

<u>List Date</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% change</u>	<u>Mill Rate</u>
10/1/11	2012-2013	\$2,156,334,725	0.02%	25.9
10/1/10	2011-2012	\$2,155,868,126	(2.02%)	24.5
10/1/09	2010-2011	\$2,200,202,480	0.17%	23.8
10/1/08	2009-2010	\$2,196,442,903	32.57% *	22.9
10/1/07	2008-2009	\$1,656,796,317	1.28%	29.2

* - is the result of implementing new assessed property values from a State mandated revaluation (physical).

**TOWN OF ROCKY HILL
REVENUE - ADOPTED BUDGET 2012-13**

Acct #	DESCRIPTION	2010-2011 Actual	2011-2012 Adopted	2011-2012 Projected	2012-2013 Adopted	Variance 2011-12 vs 2012-13	% Variance
01019	<u>GENERAL PROPERTY TAX</u>						
	CURRENT TAX LEVY	51,315,526	52,294,701	51,898,708	55,242,758	2,948,057	5.6 %
	PRIOR YEARS LEVIES	458,903	250,000	290,000	250,000	0	0 %
	CO SUPPLEMENT COLLECTIONS	0	70,000	0	70,000	0	0 %
	SUSPENSE COLLECTIONS	16,292	2,000	3,188	2,000	0	0 %
	MOTOR VEHICLE SUPPLEMENTS	343,061	350,000	325,000	350,000	0	0 %
	INTEREST & LIEN FEES	247,778	175,000	125,000	175,000	0	0 %
	SUBTOTAL	52,381,560	53,141,701	52,641,896	56,089,758	2,948,057	5.5 %
01029	<u>INTERGOVERNMENTAL NONRESTRICT</u>						
	TRANSPORTATION	71,654	58,960	58,960	47,504	(11,456)	(19.4) %
	MISC STATE GRANTS	106,522	45,000	45,000	45,000	0	0 %
	STATE LOCIP & TOWN AID	267,568	305,915	305,915	280,086	(25,829)	(8.4) %
	HOUSING AUTHORITY	6,424	20,000	24,638	20,000	0	0 %
	ELDERLY & VETERANS	114,795	114,795	114,795	114,795	0	0 %
	STATE PROPERTY	620,695	606,718	606,967	606,001	(717)	(0.1) %
	HOTEL/RETAIL	0	176,450	147,946	185,193	8,743	5.0 %
	PEQUOT FUND	274,569	276,615	280,097	283,740	7,125	2.6 %
	SUBTOTAL	1,462,227	1,604,453	1,584,318	1,582,319	(22,134)	(1.4) %
01039	<u>INVESTMENT EARNINGS</u>						
	INTEREST ON INVESTMENTS	24,070	30,000	15,000	20,000	(10,000)	(33.3) %
	TOWN TRUST FUNDS	347	1,000	300	1,000	0	0 %
	SUBTOTAL	24,416	31,000	15,300	21,000	(10,000)	(32.3) %
01049	<u>GEN REV SPECIAL ITEMS</u>						
	SALE OF FIXED ASSETS	0	3,000	1,000	3,000	0	0 %
	SUBTOTAL	0	3,000	1,000	3,000	0	0 %
01059	<u>MISCELLANEOUS REVENUE</u>						
	OTHER REVENUES	11,254	15,000	14,285	15,000	0	0 %
	HEALTH INS-COBRA	48,531	50,000	57,841	50,000	0	0 %
	HEALTH INS-EMPLOYEE CO-PAY	257,669	250,000	258,990	250,000	0	0 %
	WORKERS COMP INSURANCE	64,361	20,000	5,981	20,000	0	0 %
	LEASE-COMM TOWERS	168,935	120,000	141,564	120,000	0	0 %
	SUBTOTAL	550,751	455,000	478,661	455,000	0	0 %
01069	<u>GENERAL REVENUE TRANSFERS</u>						
	TRANSFER FR FUND BALANCE	0	368,921	368,921	0	(368,921)	(100.0) %
	SUBTOTAL	0	368,921	368,921	0	(368,921)	(100.0) %

**TOWN OF ROCKY HILL
REVENUE - ADOPTED BUDGET 2012-13**

Acct #	DESCRIPTION	2010-2011 Actual	2011-2012 Adopted	2011-2012 Projected	2012-2013 Adopted	Variance 2011-12 vs 2012-13	% Variance
01101	<u>GENERAL GOVERNMENT</u>						
	RECORDING FEES	89,035	95,000	81,268	95,000	0	0 %
	BUSINESS LICENSES	2,241	2,550	2,258	2,550	0	0 %
	ANIMAL LICENSES	1,265	2,000	1,190	2,000	0	0 %
	LAND USE COMMISSIONS	13,082	14,000	13,868	14,000	0	0 %
	SPORTSMEN	191	4,000	1,183	4,000	0	0 %
	OTHER PERMITS	5,271	5,000	7,000	5,000	0	0 %
	CONVEYANCE TAX	156,262	149,600	173,377	149,600	0	0 %
	VITAL STATISTICS	26,259	15,000	26,922	25,000	10,000	66.7 %
	TELEPHONE ACCESS	59,773	60,000	60,000	60,000	0	0 %
	REFUNDS & RECOVERIES	47,812	20,000	25,767	20,000	0	0 %
	RECYCLING	50,985	50,000	32,699	80,000	30,000	60.0 %
	OTHER REVENUES	7	145,000	263,524	145,000	0	0 %
	OTHER CHARGES	50,816	40,000	42,059	40,000	0	0 %
	SUBTOTAL	503,000	602,150	731,115	642,150	40,000	6.6 %
01201	<u>PUBLIC SAFETY</u>						
	BUILDING PERMIT FEES	319,746	275,000	317,924	295,000	20,000	7.3 %
	POLICE SPECIAL DUTY	135,847	170,000	200,000	170,000	0	0 %
	FIRE DEPARTMENT	740	1,000	0	1,000	0	0 %
	PARKING FINES	15,388	11,000	16,460	11,000	0	0 %
	SUBTOTAL	471,720	457,000	534,384	477,000	20,000	4.4 %
01501	<u>PARKS, RECREATION & FACILITIES</u>						
	PARK RECREATION & FACILITIES	14,613	51,725	42,663	76,725	25,000	48.3 %
	SUBTOTAL	14,613	51,725	42,663	76,725	25,000	48.3 %
01551	<u>LIBRARY SERVICES</u>						
	LIBRARY	13,877	20,000	8,440	20,000	0	0 %
	SUBTOTAL	13,877	20,000	8,440	20,000	0	0 %
01802	<u>EDUCATION</u>						
	ECS GRANTS	2,874,681	3,355,227	3,355,227	3,487,075	131,848	3.9 %
	SUBTOTAL	2,874,681	3,355,227	3,355,227	3,487,075	131,848	3.9 %
	TOTALS FOR REVENUE	58,296,844	60,090,177	59,761,925	62,854,027	2,763,850	4.6 %

**TOWN OF ROCKY HILL
ADOPTED BUDGET 2012-13
EXPENDITURE SUMMARY**

Department #	Name	2010-2011 Actual Expended	2011-2012 Adopted Budget	2011-2012 Projected Year End	2012-2013 Department Request	2012-2013 Town Manager	2012-2013 Adopted Budget	Variance 2011-12 vs 2012-13	% Variance
01100100	TOWN COUNCIL	41,937	48,272	44,695	49,238	49,238	49,238	966	2.0 %
01100200	TOWN MANAGER	286,447	278,065	277,973	278,984	278,984	278,984	919	0.3 %
01100300	PERSONNEL	67,402	62,802	62,600	64,302	64,302	64,302	1,500	2.4 %
01100400	FINANCE & ACCOUNTING	416,703	423,670	421,613	482,257	482,257	444,757	21,087	5.0 %
01100500	PROPERTY ASSESSMENT	284,681	281,997	275,945	286,679	286,679	286,679	4,682	1.7 %
01100600	PROPERTY TAX COLLECTION	242,795	201,591	193,199	232,129	232,129	232,129	30,538	15.1 %
01100700	CENTRAL SUPPLIES	67,437	68,164	64,349	104,349	104,349	104,349	36,185	53.1 %
01100800	LEGAL	273,125	232,000	154,388	220,000	220,000	195,000	(37,000)	(15.9)%
01100900	PROBATE COURT	26,571	27,368	26,571	27,368	27,368	27,368	0	0 %
01101000	REGISTRARS OF VOTERS	70,635	75,800	67,600	89,750	89,750	89,750	13,950	18.4 %
01101100	TOWN CLERK	259,136	263,617	270,170	263,259	263,259	263,259	(358)	(0.1)%
01101200	OPEN SPACE CONSERVATION	3,074	6,558	4,098	6,558	6,558	6,558	0	0 %
01101300	PLANNING BOARD/COMMISSION	3,921	7,325	6,400	7,325	7,325	7,325	0	0 %
01101400	TOWN PLANNER	134,044	134,872	147,830	134,922	134,922	134,922	50	0 %
01101500	INFORMATION TECHNOLOGY	235,448	294,072	295,102	321,050	321,050	321,050	26,978	9.2 %
01101700	ECONOMIC DEVELOPMENT	91,934	91,840	92,240	92,830	92,830	92,830	990	1.1 %
01202101	POLICE SUPERVISION	272,621	269,930	269,380	272,303	272,303	272,303	2,373	0.9 %
01202102	POLICE RECORDS/COMMUN	579,739	587,238	579,592	680,807	671,590	646,964	59,726	10.2 %
01202103	POLICE INVESTIGATIONS	484,872	330,403	397,377	315,655	315,655	315,655	(14,748)	(4.5)%
01202104	POLICE UNIFORM PATROL	2,832,646	2,633,209	2,711,530	2,784,256	2,784,256	2,784,256	151,047	5.7 %
01202105	POLICE SPECIAL SERVICES	220,669	249,055	237,013	252,564	252,564	252,564	3,509	1.4 %
01202106	POLICE ANIMAL CONTROL	15,353	14,250	15,000	15,000	15,000	15,000	750	5.3 %
01202201	FIRE DEPT SUPERVISION	67,301	69,480	69,444	72,418	72,418	72,418	2,938	4.2 %
01202202	FIRE DEPT TRAINING	41,142	39,550	39,300	51,400	51,400	51,400	11,850	30.0 %
01202203	FIRE DEPT COMMUNICATIONS	49,601	49,000	47,000	98,600	98,600	69,100	20,100	41.0 %
01202204	FIRE DEPT PREVENTION	126,674	128,641	128,649	146,216	146,216	146,216	17,575	13.7 %
01202205	FIRE DEPT FIRE FIGHTING	368,327	404,494	397,834	461,750	457,250	457,250	52,756	13.0 %
01202206	FIRE DEPT APPARATUS	210,502	207,665	207,665	224,295	224,295	224,295	16,630	8.0 %

**TOWN OF ROCKY HILL
ADOPTED BUDGET 2012-13
EXPENDITURE SUMMARY**

Department #	Name	2010-2011 Actual Expended	2011-2012 Adopted Budget	2011-2012 Projected Year End	2012-2013 Department Request	2012-2013 Town Manager	2012-2013 Adopted Budget	Variance 2011-12 vs 2012-13	% Variance
01202207	FIRE DEPT FIRE STATIONS	13,883	19,100	18,700	19,100	19,100	19,100	0	0 %
01202401	BUILDING DEPT	229,841	220,366	225,541	236,143	236,143	236,143	15,777	7.2 %
01202901	VOL. AMBULANCE ASSOC	149,720	143,794	143,978	143,794	143,794	143,794	0	0 %
01300101	HIGHWAY SUPERVISION	782,394	789,200	789,200	844,914	844,914	826,464	37,264	4.7 %
01300102	HIGHWAY GARAGE	643,403	602,954	666,388	677,460	677,460	677,460	74,506	12.4 %
01300103	HIGHWAY RD MAINTENANCE	576,232	466,061	413,763	457,975	446,250	436,250	(29,811)	(6.4)%
01300401	ENGINEERING	357,691	358,500	357,999	391,744	391,744	391,744	33,244	9.3 %
01300502	SANITATION	2,900,758	3,049,161	3,130,180	3,165,862	3,165,862	3,165,862	116,701	3.8 %
01400100	HEALTH DISTRICT	76,539	76,500	76,438	80,300	86,200	86,200	9,700	12.7 %
01400200	HUMAN SERVICES DEPT	182,168	184,849	182,624	189,702	189,702	189,702	4,853	2.6 %
01400201	YOUTH SERVICES	145,377	150,371	148,021	155,426	155,426	155,426	5,055	3.4 %
01400202	MINI BUS TRANSPORTATION	118,811	118,204	125,804	131,796	131,796	131,796	13,592	11.5 %
01500100	PARK AREA GROUNDS	793,242	831,490	840,040	852,844	852,844	849,844	18,354	2.2 %
01500200	RECREATION SENIOR PROGRAMS	195,516	197,806	197,806	207,037	207,037	207,037	9,231	4.7 %
01500201	RECREATION ORGANIZED ACTIVITY	255,252	242,218	242,218	239,467	239,467	239,467	(2,751)	(1.1)%
01500204	RECREATION AQUATIC PROGRAM	200,691	199,845	200,142	208,383	208,383	208,383	8,538	4.3 %
01500501	FACILITIES BLDG MAINTENANCE	1,103,646	1,134,679	1,152,995	1,151,232	1,279,685	1,212,986	78,307	6.9 %
01500502	FACILITIES SCHOOLS	2,633,064	2,610,502	2,599,159	2,643,848	2,524,152	2,545,751	(64,751)	(2.5)%
01550100	CORA BELDEN LIBRARY	888,055	872,918	890,026	926,152	926,152	926,152	53,234	6.1 %
01700100	PRINCIPAL PAYMENTS	1,735,000	1,765,000	1,765,000	1,555,000	1,555,000	1,555,000	(210,000)	(11.9)%
01700200	INTEREST PAYMENTS	628,467	620,319	620,319	576,350	576,350	576,350	(43,969)	(7.1)%
01802	EDUCATION	28,514,583	29,316,146	29,316,146	30,353,935	30,303,935	30,193,935	877,789	3.0 %
01900100	EMPLOYEE BENEFITS	5,426,584	5,940,393	5,805,460	6,374,797	6,374,797	6,367,997	427,604	7.2 %
01900200	INSURANCE	1,116,965	1,100,342	1,127,878	1,131,533	1,131,533	1,131,533	31,191	2.8 %
01900300	CONTIGENCY/RESERVES	0	349,400	0	477,650	477,650	397,650	48,250	13.8 %
01900400	SPECIAL PROGRAMS	9,087	13,659	11,137	13,695	13,695	13,695	36	0.3 %
01950000	CAPITAL IMPROVEMENTS	1,243,207	1,235,472	1,210,406	2,052,134	2,112,134	2,062,385	826,913	66.9 %
	TOTALS FOR EXPENSE	58,694,910	60,090,177	59,761,925	63,294,537	63,293,752	62,854,027	2,763,850	4.6 %

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

BUDGET SUMMARY:

The General Government 2012-2013 Adopted Budget has 152 full time positions, a net increase of three (3) full time positions from the 2011-2012 Adopted Budget. The following Departments created and/or eliminated, or transferred in and/or out full-time positions:

FINANCE DEPARTMENT:

- In the 2008–2009 Budget, a Risk Manager position was approved in the Finance Budget. This position has not yet been filled. In the 2012-2013 Adopted Budget, certain risk manager duties have been assigned to the Executive Assistant to the Town Manager – Risk and Personnel Manager.

PROPERTY TAX COLLECTION DEPARTMENT:

- A part time Technical Assistant position has been upgraded to a full time position.

POLICE DEPARTMENT – INVESTIGATIONS:

- A Detective retired in the 2011-2012 budget year and this full time position was transferred to Uniform Patrol to create a new Sergeant position.

POLICE DEPARTMENT – UNIFORM PATROL:

- An additional full time Sergeant position was created and filled from the transfer of a Detective position from Investigations.
- Created a new full time Patrol Officer position.

HIGHWAY DEPARTMENT - SUPERVISION:

- Created a new full time Assistant Recycling Coordinator position.

FACILITIES DEPARTMENT – BUILDING MAINTENANCE:

- Transferred in from the School Facilities budget one and half (1.5) full time Custodian positions.

FACILITIES DEPARTMENT – SCHOOL FACILITIES:

- Transferred to the Building Maintenance budget a full time shared Custodian position (0.5).
- Transferred to the Building Maintenance budget one (1) full time Custodian - Floater position.

CORA J. BELDEN PUBLIC LIBRARY:

- A part time Library Assistant position has been upgraded to a full time position. (Position was previously reduced temporarily due to family illness.)

At the end of the budget process the IBPO (Police), the NAGE Custodians, the Library Employees (CILU), the MEIU, and the AFSCME Clerical union contracts were in effect. The NAGE Highway/Parks union contract will expire on June 30, 2012. Currently, the NAGE Highway/Parks union contract is being negotiated. Funds to cover any changes in the contract are contained in a separate salary adjustment account in the Contingency / Reserve Budget.

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

2010-11 ACTUAL	2011-12 BUDGET		2012-13 REQUEST	2012-13 ADOPTED
		<u>GENERAL ADMINISTRATION</u>		
0.0	0.0	Town Council	0.0	0.0
2.0	2.0	Town Manager	2.0	2.0
0.0	0.0	Personnel Administration	0.0	0.0
5.0	5.0	Finance & Accounting	5.0	4.0
4.0	4.0	Property Assessment	4.0	4.0
2.0	2.0	Tax Collection	3.0	3.0
3.0	3.0	Town Clerk	3.0	3.0
1.0	1.0	Town Planner	1.0	1.0
1.0	1.0	Economic Development	1.0	1.0
<u>18.0</u>	<u>18.0</u>	TOTAL	<u>19.0</u>	<u>18.0</u>
		<u>PUBLIC SAFETY</u>		
43.0	43.0	Police Services	44.0	44.0
4.0	4.0	Fire Department	4.0	4.0
3.0	3.0	Building Department	3.0	3.0
<u>50.0</u>	<u>50.0</u>	TOTAL	<u>51.0</u>	<u>51.0</u>
		<u>PUBLIC WORKS</u>		
15.0	15.0	Highway	16.0	16.0
4.0	4.0	Engineering	4.0	4.0
0.0	0.0	Sanitation	0.0	0.0
<u>19.0</u>	<u>19.0</u>	TOTAL	<u>20.0</u>	<u>20.0</u>
		<u>HEALTH & HUMAN SERVICES</u>		
6.0	6.0	Human Services	6.0	6.0
<u>10.0</u>	<u>10.0</u>			
		<u>LIBRARY</u>		
			11.0	11.0
		<u>PARKS & RECREATION</u>		
7.0	7.0	Grounds	7.0	7.0
2.0	2.0	Senior Programs	2.0	2.0
2.0	2.0	Organized Activities	2.0	2.0
1.0	1.0	Aquatic Program	1.0	1.0
<u>12.0</u>	<u>12.0</u>	TOTAL	<u>12.0</u>	<u>12.0</u>
		<u>FACILITIES MANAGEMENT</u>		
6.5	6.5	Building Maintenance	9.0	8.0
24.5	24.5	School Facilities	22.0	23.0
3.0	3.0	Information Technology	3.0	3.0
<u>34.0</u>	<u>34.0</u>	TOTAL	<u>34.0</u>	<u>34.0</u>
<u>149.0</u>	<u>149.0</u>	TOTAL FULL TIME	<u>153.0</u>	<u>152.0</u>

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: MAYOR and TOWN COUNCIL

CODE: 01100100

DEPARTMENT FUNCTION:

The Town Council is the legislative and policy making body of the Town, and consists of nine members elected at-large for two year terms. The Mayor (one of the nine Council members) is separately elected and presides over all meetings of the Town Council. The Mayor submits recommendations for appointments under the Council's jurisdiction and, as directed by the Council, appoints such special subcommittees of the Council as are needed to effectively conduct the Council's business. In addition, the Mayor serves as Civil Preparedness Administrator and official head of the Town for ceremonial purposes.

Town Council responsibilities include: enacting ordinances and adopting resolutions to properly govern the Town; reviewing and adopting the annual budget after conducting a public hearing on the plan and; appointing the Town Manager, Town Attorney, Town Clerk, Constables, and various citizen boards and commissions.

The Town Council meets on the first and third Monday of each month. Subcommittees of the Council meet as needed. Council members serve without compensation.

BUDGET SUMMARY:

The Part Time Salary account (\$15,100) is for: a stipend for the Clerk to the Town Council who is responsible for attending all meetings of the Council, and for the recording and the transcribing of all minutes of the Council meetings (\$5,000); the filming of approximately 127 boards / committees meetings including Town Council and Board of Education meetings (\$7,600); and for providing clerical support to Council's subcommittees (\$2,500).

Technical Supplies (\$750) includes the costs of media supplies for the recording of Town Council, Board of Education, and other committee meetings.

Technical Equipment (\$1,000) is for various types of electronic equipment needed for the Media Room in the Town Council Chamber.

Member expenses (\$3,700) include costs related primarily for Council meetings and special events.

Contributions (\$1,500) include:

The Connecticut River Assembly - \$500 and;
Various organizations approved during the year - \$1,000.

Dues and Subscriptions (\$27,188) include the Town's membership in:

The Capitol Region Council of Governments (CRCOG) - \$14,154;
Connecticut Council of Municipalities (CCM) - \$11,679;
Connecticut Council of Small Cities (COST) - \$1,025 and;
The Chamber of Commerce - \$330.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100100 TOWN COUNCIL

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	16,969	14,100	16,210	15,400	15,100	15,100		15,100
TECHNICAL SUPPLIES	5627	1,321	750	672	750	750	750		750
TECHNICAL EQUIPMENT	5749	645	1,000	304	250	1,000	1,000		1,000
MEMBER EXPENSE	5814	3,810	3,700	3,874	2,264	3,700	3,700		3,700
CONTRIBUTIONS	5817	0	1,500	0	500	1,500	1,500		1,500
DUES & SUBSCRIPTIONS	5818	19,192	27,222	25,531	25,531	27,188	27,188		27,188
Totals	41,937	48,272	0.00	46,590	44,695	49,238	49,238	0.00	49,238

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN MANAGER

CODE: 01100200

DEPARTMENT FUNCTION:

The Town Manager is the Chief Executive Officer for the Town and is responsible for the over-all management of all Town departments except for the Board of Education. The Town Manager is directly responsible to the Town Council. The Town Manager is responsible for the effective and efficient implementation of policies established by the Council. Additional responsibilities included hiring and supervision of all Town employees except for the Town Clerk and Town Attorney.

The Town Manager's major responsibilities include: preparation of the annual budget; collective bargaining; policy recommendation to the Town Council; economic development; various grant applications; and representation of the Town before regional, state, and federal agencies and governments.

BUDGET SUMMARY:

Full-Time salaries account (\$199,553) includes the Town Manager and the Executive Assistant to the Town Manager – Risk and Personnel Manager. Part-Time salary account (\$7,000) includes a stipend for the Emergency Management Director that is offset by a grant from the State.

Longevity Payments (\$63,650) are for employees based on years of service that are determined upon existing collective bargaining contracts and personnel rules.

Fees include (\$3,000) for various expenses associated with economic development and for the Town Manager to attend a national or regional town manager conference per contractual agreement.

Business Expenses (\$450) include travel and meeting expenses as related to the performance of town business.

Photocopier (\$2,850) is for the photocopier in the Town Manager's office.

Office Supplies (\$500) is for general office supplies.

Technical supplies (\$500) are for printer cartridges, computer and software upgrades.

Dues and Subscriptions (\$1,481) include funds for the Town's membership in ICMA and the Connecticut Town and City Manager's Association as well as subscription expense for periodicals.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100200 TOWN MANAGER

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	202,588	199,553	2.00	183,497	199,553	199,553	199,553	2.00	199,553
PART TIME SALARIES	5120	6,719	6,000		4,387	6,000	7,000	7,000		7,000
LONGEVITY	5291	70,350	64,000		52,547	64,000	63,650	63,650		63,650
FEEES	5326	1,855	3,000		150	3,000	3,000	3,000		3,000
BUSINESS EXPENSES	5501	351	450		355	400	450	450		450
PHOTOCOPIER	5550	2,749	2,625		2,486	2,640	2,850	2,850		2,850
OFFICE SUPPLIES	5622	502	500		428	500	500	500		500
TECHNICAL SUPPLIES	5627	120	500		198	500	500	500		500
DUES & SUBSCRIPTIONS	5818	1,214	1,437		1,380	1,380	1,481	1,481		1,481
Totals		286,447	278,065	2.00	245,429	277,973	278,984	278,984	2.00	278,984

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PERSONNEL ADMINISTRATION

CODE: 01100300

DEPARTMENT FUNCTION:

The Town Charter specifies that the Town Manager shall serve as Personnel Director of the Town. The Personnel Director is responsible for preparing personnel rules, job descriptions, a pay and classification plan, testing, recruiting, and employee training and evaluation programs. An independent Personnel Review Board, consisting of three members appointed by the Town Council, is responsible for adjudicating appeals from actions of the Town Manager involving employees not covered by collective bargaining contracts.

The Town Manager serves as the Town's chief labor negotiator for purposes of collective bargaining with the Town's six (6) collective bargaining units: Police Officers (IBPO); Highway and Parks Maintenance staff (NAGE – Highway); Town Hall, Library Clerical, and Administrative staff (AFSCME – Clerical); Facilities Management – Town and School Custodians (NAGE - Custodians); Library (CILU); and Department Supervisors and Recreation Supervisors (MEUI). The Manager is assisted in labor negotiations by labor counsel; the Finance Director, and appropriate department heads.

BUDGET SUMMARY:

Part-Time (\$23,052) includes one (1) part time receptionist position (\$18,052) and for the handling of insurance issues for the Town's healthcare, workers' compensation and property/auto insurance policies (\$5,000).

Tuition Reimbursement (\$8,250) is based upon existing collective bargaining contracts and personnel rules for employee reimbursement for the successful completion of an accredited course.

Fees (\$26,000) are: for employee related items such as OSHA health and safety mandates, mandatory random drug/alcohol screening, physicals, labor grievances, flu shots, and related police pre-employment screenings (\$16,100); for a consultant to assist with personnel matters and training (\$5,000); and for the fees paid to the company that is providing the Town employees with a full service employee assistance program (\$4,900).

Training expenses (\$4,000) are available to employees for ongoing and continuing education, and for skills improvement.

Advertising (\$2,500) is for personnel recruitment.

Office Supplies (\$500) is for general office supplies.

EMERGENCY APPROPRIATION – Budget Year 2011-2012:

The Town Council at its November 7, 2011, meeting approved an emergency resolution appropriating \$500,000 to respond to the town wide damage caused by the October 29, 2011, snow storm. The emergency appropriation was budgeted to Overtime – Special Purposes (\$250,000) and to Materials and Supplies – Special Purposes (\$250,000).

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100300 PERSONNEL

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	31,123	23,052		23,683	27,100	23,052	23,052		23,052
TUITION REIMBURSEMENT	5240	3,750	6,750		2,831	4,500	8,250	8,250		8,250
FEEES	5326	27,155	26,000		21,981	25,100	26,000	26,000		26,000
TRAINING	5334	3,427	4,000		3,150	4,000	4,000	4,000		4,000
ADVERTISING	5540	1,475	2,500		0	1,500	2,500	2,500		2,500
OFFICE SUPPLIES	5622	472	500		0	400	500	500		500
Totals		67,402	62,802	0.00	51,644	62,600	64,302	64,302	0.00	64,302

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: FINANCE & ACCOUNTING

CODE: 01100400

DEPARTMENT FUNCTION:

The Finance and Accounting budget consists of the Finance Director and the Accounting Office. The Finance Director serves as chief financial and accounting officer for the Town and is responsible for the coordination of the activities of the accounting, tax assessment, tax collection, and treasury management functions of the Town. In addition, the Finance Director assists the Town Manager in the preparation of the annual budget, oversees the day-to-day administration of the adopted budget, and supervises the annual independent financial audit.

The Accounting Office has three full time positions. The Accounting Clerk – Payroll is responsible for: the pre-audit of all weekly payrolls; the preparation of payroll checks and payroll deduction checks; and the overseeing of the Town’s pension and deferred compensation plans. The Accounting Clerk - Accounts Payable is responsible for the review of and the payment of vendor invoices, the preparation of weekly vendor checks, and the vendor files. The Accounting Manager/ Treasurer is responsible for the maintenance of the general ledgers of the various funds and account groups of the Town, and the financial report preparation for the receipt, custody, and disbursement of all Town funds including those of the Board of Education. The Treasurer is appointed by the Town Manager for an indefinite term.

BUDGET SUMMARY:

Full Time Salaries account (\$357,701) includes the Finance Director, two Accounting Clerks, and Accounting Manager/Treasurer. The Payroll and Accounts Payable Accounting Clerks are members of AFSCME. The Accounting Manager/Treasurer is a member of Municipal Employees Union Independent (MEUI). The Part Time (\$4,500) is for special projects and for extra help.

The Town Charter requires that the Town Council arrange for an annual independent financial audit of the Town. The cost of the 2011-12 fiscal year audit is (\$45,000) which includes the auditing of the accounts for both the Town and Board of Education. The accounting firm of Blum Shapiro & Company has been appointed to audit the Town records for the 2011-12 and 2012-13 fiscal years.

Fees (\$32,791) are for the MUNIS accounting software annual software licensing fees and technical support, and other accounting support.

Training Expense (\$2,120) is for assisting in the continuing professional development of the personnel in the department and for training department heads on how to access accounting information.

Meeting Expense (\$600) is for reimbursement for cost of attending meetings to discuss Town business. Office supplies (\$1,000) are for printer cartridges, forms, storage boxes, and general office supplies.

Dues and Subscription (\$1,045) include memberships in the Government Finance Officers Association (GFOA) and other organizations.

PERFORMANCE MEASUREMENTS:

	2010-11 <u>ACTUAL</u>	2011-12 <u>EST</u>	2012-13 <u>FORECAST</u>
Total Expenditures (All Funds)	64,106,064	65,340,000	66,840,000
Total Interest Earned (All Funds)	394,887	390,000	390,000
Total Funds Maintained	31	31	31

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100400 FINANCE & ACCOUNTING

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	347,536	339,066	5.00	328,975	339,066	395,201	395,201	4.00	357,701
PART TIME SALARIES	5120	4,055	4,500		2,469	4,250	4,500	4,500		4,500
AUDITING SERVICES	5310	40,000	42,500		42,500	42,500	45,000	45,000		45,000
FEES	5326	21,384	33,694		26,162	32,032	32,791	32,791		32,791
TRAINING	5334	1,521	1,300		920	1,220	2,120	2,120		2,120
MEETING EXPENSE	5500	299	600		599	535	600	600		600
OFFICE SUPPLIES	5622	933	1,000		971	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	976	1,010		1,007	1,010	1,045	1,045		1,045
Totals		416,703	423,670	5.00	403,603	421,613	482,257	482,257	4.00	444,757

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY ASSESSMENT

CODE: 01100500

DEPARTMENT FUNCTION:

The Assessor is responsible for the valuation of all real property within the Town for property tax purposes. The Assessor's Office provides information to the public, potential homebuyers, and real estate professionals. Most duties of the office are specified by state statute. Duties of the assessor include but are not limited to: valuing all real property, business personal property and motor vehicles. The assessor administers a variety of property tax exemption programs for the blind, elderly, disabled, veterans, manufacturers and certain commercial motor vehicles.

Current law requires a town-wide revaluation every five years with an inspection conducted at least once every ten years.

The Board of Assessment Appeals is included in this budget. This is a three-member citizen board, separately elected by the voters of Rocky Hill to hear appeals to property assessments made by the Assessor. Revisions in assessments made by the Board of Assessment Appeals are binding upon the Assessor. Appeals of board decisions are made directly to Superior Court.

BUDGET SUMMARY:

Full Time Salaries (\$244,804) include: the Assessor; the Deputy Assessor; and two Technical Assistant III positions. The salary for the Assessor and Deputy Assessor are budgeted based on the MEIU contract. The salary of the Technical Assistant's are budgeted based upon the AFSCME contract. Part Time Salaries of (\$500) are for assistance to the Board of Assessment Appeals.

Funds included in the Audit Service account (\$10,000) are for conducting twenty (20) personal property tax account audits.

Fees (\$16,800) include Quality Data computer software support (\$6,400), maintenance support for CAMA (\$6,200), internet web hosting (\$4,200).

Training expenses (\$6,400) are for assessor school, CCMA certificates and workshops, Revaluation courses and IAAO conferences.

Photocopier (\$2,825) reflects cost for copier rental (lease)

Office Supplies (\$1,000) are for printer toner cartridges and general office supplies that are used by the Assessor's Office.

Technical Supplies (\$3,530) include pricing manuals, abstract binding, and personal property declarations.

The Dues and Subscription account (\$820) includes funds for the Town's membership in the International Association of Assessing Officers and the Connecticut Association of Assessing Officers (CAAO).

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100500 PROPERTY ASSESSMENT

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	245,403	243,412	4.00	216,283	237,245	244,804	244,804	4.00	244,804
PART TIME SALARIES	5120	588	250		120	375	500	500		500
AUDITING SERVICES	5310	10,000	10,000		5,000	10,000	10,000	10,000		10,000
FEES	5326	15,987	16,500		15,788	16,500	16,800	16,800		16,800
TRAINING	5334	5,317	4,400		4,657	4,400	6,400	6,400		6,400
PHOTOCOPIER	5550	0	2,500		2,081	2,500	2,825	2,825		2,825
OFFICE SUPPLIES	5622	3,757	800		965	800	1,000	1,000		1,000
TECHNICAL SUPPLIES	5627	2,808	3,305		3,207	3,305	3,530	3,530		3,530
DUES & SUBSCRIPTIONS	5818	820	830		785	820	820	820		820
Totals		284,681	281,997	4.00	248,885	275,945	286,679	286,679	4.00	286,679

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY TAX COLLECTION

CODE: 01100600

DEPARTMENT FUNCTION:

The Tax Collector is responsible for the collection of all real estate, personal property, and motor vehicle taxes levied by the Town of Rocky Hill. Collection efforts are governed by state statute and local policy, prescribed by the Town Council. The Tax Collector has been responsible for administering a very aggressive delinquent tax collection program with the assistance of the Town Attorney, as well as skip tracing and warrants with the marshal and constables.

The Town Charter requires that, when estimating tax revenues, a collection rate that does not exceed the average of the past three years' collection rate be used. For the 2012-2013 Budget, a collection rate of 99.20% is being used.

FY 2010-2011 Collection Rate	99.00%
FY 2009-2010 Collection Rate	99.29%
FY 2008-2009 Collection Rate	99.30%
Three Year Average	99.20%

BUDGET SUMMARY:

Full-time Salaries (\$178,924) include the Tax Collector and two full time Technical Assistant. The staff has facilitated a more aggressive pursuit of delinquent taxes including tracing motor vehicle delinquents through the DMV on-line service, as well as through other sources. This has resulted in producing more tax warrants for collection by marshal and/or constable.

The Part Time Salary account (\$5,590) is for clerical assistance in the production and mailing of tax bills, and processing payments during collection periods.

The Support Service account (\$14,560) is for computer software support; book binding fees; Post Office Box rental; Bulk mail permit; DMV fee and usage for skip tracing; Public notices; July tax bills mailing service, as well as the DMV delinquent reporting fee. Training (\$1,480) is for collector continuing technical education and staff certification courses and Associations' technical meetings. Postage (\$6,000) is for the cost to mail tax bills, delinquent statements, and Demands.

Office supplies (\$4,750) cover the cost of printer cartridges, tax bill envelopes, and general office supplies. Technical Supplies (\$1,200) are for tax bill forms and receipts.

Prior Year Tax Refunds (\$19,500) are for overpayments and adjustments based upon historical experience. Dues & Subscriptions (\$125) are professional dues to State, Regional and County Associations for Tax Collector

<u>PERFORMANCE MEASUREMENTS</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Total Tax Accounts	30,222	30,536	30,502
Real Estate	7,330	7469	7,472
Personal Property	1,196	1283	1,277
Motor Vehicles & Suppl	21,696	21,784	21,753
Total liens			

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100600 PROPERTY TAX COLLECTION

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	158,230	119,465	2.00	98,677	103,768	178,924	178,924	3.00	178,924
PART TIME SALARIES	5120	49,481	33,771		37,843	39,856	5,590	5,590		5,590
SUPPORT SERVICES	5327	15,927	14,800		12,618	15,700	14,560	14,560		14,560
TRAINING	5334	1,049	1,480		226	300	1,480	1,480		1,480
POSTAGE	5530	2,794	7,000		7,011	7,000	6,000	6,000		6,000
OFFICE SUPPLIES	5622	4,601	4,250		3,271	4,250	4,750	4,750		4,750
TECHNICAL SUPPLIES	5627	762	1,200		100	1,200	1,200	1,200		1,200
PRIOR YEAR TAX REFUNDS	5802	9,826	19,500		21,032	21,000	19,500	19,500		19,500
DUES & SUBSCRIPTIONS	5818	125	125		125	125	125	125		125
Totals		242,795	201,591	2.00	180,902	193,199	232,129	232,129	3.00	232,129

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: CENTRAL SERVICES

CODE: 01100700

DEPARTMENT FUNCTION:

The Town Charter requires that the Town Purchasing Agent purchase supplies, materials and equipment used by Town departments, boards and committees. The Code of Ordinances specifies that the Director of Finance, as designated by resolution of the Town Council, shall, in addition to his duties, serve as Purchasing Agent until such time as the Town Council shall deem that a separate full-time position be created.

The Charter requires that all supplies, materials, and equipment with an estimated value of \$4,000 or more be competitively bid. Contracts for public works projects, with an estimated value of \$10,000 or more must be competitively bid. Contracts subject to the competitive bid requirements of the Charter must be advertised in at least one newspaper of general circulation in the Town, at least ten days prior to the scheduled bid opening.

This budget is set up to centralize purchasing of common services and supplies to all departments such as advertising, postage, printing, and photocopying paper which do not have a major impact on a department.

The purchasing process anticipates the use of joint purchasing arrangements with neighboring communities, Capital Region Council of Governments (CRCOG), and with the State of Connecticut.

BUDGET SUMMARY:

The Fees account (\$36,000) is for fees that are charged by the banks for various services provided to the Town associated to its bank accounts. These fees in the past have been paid for by soft dollar earnings from available balances in the Town's bank accounts. Due to the current low interest rate environment, the earnings credit rate is minimal at best (at about .25%).

The Equipment Repair account (\$500) is for unexpected repairs to office equipment. Maintenance Contracts (\$1,524) include the cost associated with the postage meter in the Town Hall.

The Postage account (\$24,000) is to fund the overall general postage needs of all town departments except for the tax department.

Advertising (\$18,000) is for legal ads for request for proposal bids, legal notices, and public notices for Land Use Commissions.

Printing (\$6,720) is for the cost of printing various forms, letterhead, the Annual Report, and the Proposed and the Adopted Town Budget.

Office Supplies account (\$14,355) is for the purchase of photocopying paper and general office supplies.

Food account (\$1,000) is for the purchase of food and beverages for retirements and for ceremonially occasions.

Office Equipment (\$2,250) is for the purchasing of office equipment for departments if the need arises.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100700 CENTRAL SUPPLIES

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FEEES	5326	0	0		0	0	36,000	36,000		36,000
EQUIPMENT REPAIR	5431	73	500		102	250	500	500		500
MAINTENANCE CONTRACTS	5436	2,057	2,244		1,504	1,524	1,524	1,524		1,524
POSTAGE	5530	26,831	24,000		23,915	24,000	24,000	24,000		24,000
ADVERTISING	5540	12,659	18,000		16,427	17,000	18,000	18,000		18,000
PRINTING	5541	8,960	6,720		7,773	6,375	6,720	6,720		6,720
OFFICE SUPPLIES	5622	13,411	14,450		8,160	13,500	14,355	14,355		14,355
FOOD	5640	2,017	0		0	0	1,000	1,000		1,000
OFFICE EQUIPMENT	5740	1,429	2,250		2,167	1,700	2,250	2,250		2,250
Totals		67,437	68,164	0.00	60,049	64,349	104,349	104,349	0.00	104,349

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: LEGAL

CODE: 01100800

DEPARTMENT FUNCTION:

The Town Charter calls for the appointment of a Town Attorney by the Town Council. The Town Attorney serves as legal advisor to the Town Council, to the Town Manager, and to all department officers, boards, commissions and agencies of the Town. The Attorney also is responsible for representing the Town in all litigation in which the Town or any of its departments, officers, boards, commissions or agencies is a party of, unless otherwise provided by vote of the Council. The Town Attorney is responsible for preparing ordinances and resolutions in proper form for consideration by the Town Council.

The law firm of Rome McGuigan, P.C., was reappointed as the Town Attorney for the Town of Rocky Hill in February of 2008. Rome McGuigan will not be on retainer but will bill the Town on an hourly basis for legal work performed.

The Town Council, as needed, can appoint special counsel to supplement the services of the Town Attorney.

BUDGET SUMMARY:

The General Fees account (\$127,000) is for legal services provided by the Town Attorney that is billed back to the Town on a per hour basis. This account is also for other legal matters, such as special counsel services, as needed.

Support Services account (\$12,000) is for appraisals, title searches, and sheriff services associated with tax appeal and foreclosure cases.

Tax Foreclosures (\$10,000) and Tax Appeals (\$10,000) accounts are for these types of legal cases that are billed by the Town Attorney on an individual case basis.

The Labor Counsel account (\$36,000) is the estimated cost of legal services for union negotiations, grievances, and other personnel matters. The Town uses the law firm of Rose Kallor LLP as labor counsel. One union contract will expire on June 30, 2012: the NAGE Highway.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100800 LEGAL

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
GENERAL LEGAL FEES	5311	178,118	176,000		75,951	108,872	152,000	152,000		127,000
SUPPORT SERVICES	5327	15,799	12,000		9,401	12,000	12,000	12,000		12,000
TAX FORECLOSURE	5336	20,444	10,000		160	1,000	10,000	10,000		10,000
LABOR COUNSEL	5337	34,043	24,000		14,586	24,000	36,000	36,000		36,000
TAX APPEALS	5803	24,721	10,000		7,010	8,516	10,000	10,000		10,000
Totals		273,125	232,000	0.00	107,107	154,388	220,000	220,000	0.00	195,000

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROBATE COURT

CODE: 01100900

DEPARTMENT FUNCTION:

The Probate Court has jurisdiction over the probate of wills and the administration of estates of deceased persons. Rocky Hill is included in the Probate Court District that serves the towns of Newington and Wethersfield. The Court is located in leased space in the Town of Newington.

This budget represents the Town of Rocky Hill's share (approximately 31%) of the rent and other operating costs of the Probate Court. Costs are apportioned based upon the total Property Tax Grand List of each member community.

BUDGET SUMMARY:

The Newington Probate Court serves Newington, Wethersfield, and Rocky Hill. Information is not available at this time for the Court's 2012-13 Budget. Rocky Hill's estimated share is \$27,368 that is based on a projected 3% increase over previous year operating costs. The Town's share of the probate court operating costs for the 2011-12 fiscal year was \$26,571.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01100900 PROBATE COURT

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
COURT COSTS PROBATE	5332	26,571	27,368		26,571	26,571	27,368	27,368		27,368
Totals		26,571	27,368	0.00	26,571	26,571	27,368	27,368	0.00	27,368

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: REGISTRAR OF VOTERS

CODE: 01101000

DEPARTMENT FUNCTION:

The duties of the two (2) elected Registrars, one from each political party, are: to prepare for and supervise all elections; to maintain a file of voters and party affiliations; to conduct an annual voter census; to balance voter sheets; to keep current on election law; to prepare data and reports for the Secretary of State and State Legislature; to conduct change-over sessions and to conduct voter recounts; to insure voter equipment and machines are fully functional and accurate; to hire and train all election workers; and to provide for all appropriate legal requirements per election law.

The Town currently has three election districts and eleven voting machines, three of which are handicapped accessible. As of February 8, 2011 there are 11,400 registered voters in Rocky Hill.

BUDGET SUMMARY:

Part Time Salaries (\$46,000) includes (2) Registrars at (\$14,500) each and (2) Deputy Registrars at (\$8,500) each.

Fees account (\$19,000) pays for staffing of all election workers at polls and for (1) Presidential Election and (1) dual primary. We have not budgeted for a Referendum at a cost of \$5,000 to \$7,000. We also may have mandatory audits if chosen by Secretary of the State's lottery as we have in the past. Due to new technology, there will be more stringent training sessions for workers which will increase the training session stipend and base salaries. Equipment repairs (\$2,000) are for repair of equipment.

Postage (\$200) is for the returning and insuring of memory cards to UCONN and LHS Associates. We also do an annual NCOA canvass of voters who may have moved within or out of Town. Printing (\$12,000) Towns are now responsible for the printing costs for all ballots and printed materials required at the polls and Town Hall. We have ordered ballots from Adkins on Election Day to insure we do not run out of ballots. The Town is permanently responsible for the printing of all ballots for all elections. The cost of ballots runs from \$.43 to \$.75 apiece. We will have to order 100% for the dual Primary in August and the Presidential Election in November raising the cost of printing significantly. Technical supplies (\$5,500). This account includes materials needed in our office, the polls and the transport of all equipment to the polls. The Town is now responsible for the programming of memory cards (250.00 per tabulator) We use 8 tabulators per election. This also includes replacing tabulator batteries at the cost of \$30.00 per tabulator. Food account (\$3,000) is for elections workers. We will be hiring more workers this year than most.

Member expenses (\$2,000) will cover a spring and fall conference and state mandated meeting fees for both Registrars and Deputies. Moderators also must be certified by the State of Connecticut and register for classes for this purpose. ROVAC (Registrar of Voters Association of Connecticut) fees and expenses have escalated.

PERFORMANCE MEASURES:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Presidential Elections			1
Primaries		1	1
Referendum		1	

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101000 REGISTRARS OF VOTERS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	42,220	44,000		40,454	44,000	46,000	46,000		46,000
FEES	5326	17,435	15,000		18,279	9,500	19,000	19,000		19,000
EQUIPMENT REPAIR	5431	854	2,000		769	1,600	2,000	2,000		2,000
TELEPHONE	5507	0	50		0	100	50	50		50
POSTAGE	5530	73	150		141	200	200	200		200
PRINTING	5541	4,927	5,000		5,501	3,700	12,000	12,000		12,000
TECHNICAL SUPPLIES	5627	1,706	5,000		4,266	5,500	5,500	5,500		5,500
FOOD	5640	2,079	2,600		2,366	1,000	3,000	3,000		3,000
MEMBER EXPENSE	5814	1,341	2,000		2,021	2,000	2,000	2,000		2,000
Totals		70,635	75,800	0.00	73,798	67,600	89,750	89,750	0.00	89,750

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN CLERK

CODE: 01101100

DEPARTMENT FUNCTION:

The Town Clerk's office is responsible for recording and filing of official documents, including all land record instruments and maps. As Registrar of Vital Statistics the Clerk maintains records of all births, marriages, civil unions and deaths. The Clerk's office is responsible for issuing business, sporting, vending, and dog licenses, as well as, marriage licenses, civil union licenses, birth and death certificates, burial/cremation permits. The Town Clerk's office provides notary public services to town residents. The Clerk is custodian of all minutes for boards and commissions of the Town including the Town Council. This office is responsible for the processing of violations and collection of fines. A paid Hearing Officer hears appeals to violations as outlined by ordinance. The Clerk is an integral part of all elections, primaries and referendums, and is responsible for the preparation of legal notices etc, certifies nomination papers/petitions.

BUDGET SUMMARY:

The Full Time Salary account (\$204,670) includes funding for the Town Clerk, the Assistant Town Clerk, and the Assistant Registrar of Vital Statistics. The Part Time Salary account (\$3,600) includes funding for part time help, temporary office coverage and part time help during elections/primaries. Overtime account (\$400) funds additional hours needed during peak periods.

The Support Service Account (\$41,000) includes funds for Land Records indexing, auditing, optical imaging and microfilm storage; imaging and microfilming of maps.

The Training Account (\$1,700) is for certification of the Town Clerk and his staff for the Institute for Town Clerks and two mandated Annual State Elections Conferences.

Elections/Vital Statistics (\$3,800) includes the cost of one municipal election/primary. Vital Statistics includes fees to other municipalities for attested copies of Vital Statistics, special binders, acid free sleeves used to keep these permanent records.

The Photocopier account (\$2,780) is for the lease of the public copier.

Technical Supplies (\$3,459) includes special binders, papers and mapping instruments.

Technical equipment (\$1,600) is to replace date/time electronic stamp and bar code printers when needed.

Dues and subscriptions (\$250) are for National, New England and Hartford County Association memberships.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Instruments recorded in land records 14,822 pages	4,411	4,500	4,500
Business licenses issued liquor+mech+trade+notary+notary ser	330	350	1,200
Certified copies of vital statistics	1,126	1,200	1,200
Animal Licenses Issued	1,252	1,200	1,200

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101100 TOWN CLERK

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	206,413	205,028	3.00	190,400	211,581	204,670	204,670	3.00	204,670
PART TIME SALARIES	5120	3,683	3,600		2,253	3,600	3,600	3,600		3,600
OVERTIME	5130	0	400		0	400	400	400		400
FEES	5326	36,965	41,000		39,333	41,000	41,000	41,000		41,000
TRAINING	5334	1,354	1,700		805	1,700	1,700	1,700		1,700
ELECTION VITALS	5341	3,215	3,800		4,165	3,800	3,800	3,800		3,800
PHOTOCOPIER	5550	2,652	2,780		2,431	2,780	2,780	2,780		2,780
TECHNICAL SUPPLIES	5627	3,371	3,459		3,274	3,459	3,459	3,459		3,459
TECHNICAL EQUIPMENT	5736	1,273	1,600		859	1,600	1,600	1,600		1,600
DUES & SUBSCRIPTIONS	5818	210	250		280	250	250	250		250
Totals		259,136	263,617	3.00	243,800	270,170	263,259	263,259	3.00	263,259

**TOWN OF ROCKY HILL
2012-2013-ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: OPEN SPACE & CONSERVATION COMMISSION

CODE: 01101200

DEPARTMENT FUNCTION:

The Open Space and Conservation Commission consists of seven members and three alternate member all appointed by the Town Council for two year terms. The Commission continually reviews the open space needs of the Town and makes recommendations to the Town Council. Administration of the local inland-wetlands program is also the responsibility of this commission. State statutes require the inland wetlands and water courses be protected and preserved. The Director of Engineering and Highways serves as the enforcement agent and administrative officer for the local inland wetlands and watercourse agency.

BUDGET SUMMARY:

The Part Time Salary account (\$3,660) provides funding for the Secretary to the Open Space and Conservation Commission.

Member Expense (\$700) provides for costs of field trips, photographs and slides taken of sites, member training, and other miscellaneous Commission expenses.

The Contributions account includes funds to the Connecticut River Coastal Conservation District (\$2,198) The District provides technical assistance to local governments on inland wetland protection, erosion and sediment control, storm water management and groundwater protection.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101200 OPEN SPACE CONSERVATION

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	846	3,660	778	1,200	3,660	3,660		3,660
MEMBER EXPENSE	5814	30	700	125	700	700	700		700
CONTRIBUTIONS	5817	2,198	2,198	2,198	2,198	2,198	2,198		2,198
Totals	3,074	6,558	0.00	3,102	4,098	6,558	6,558	0.00	6,558

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PLANNING BOARDS & COMMISSIONS

CODE: 01101300

DEPARTMENT FUNCTION

This budget is for the Planning & Zoning Commission and the Zoning Board of Appeals.

Policy decisions with respect to planning and zoning are made by a five member Planning and Zoning Commission appointed for two-year terms. The Commission's responsibilities are specified by Connecticut statute and include: preparation and adoption of zoning and subdivision regulations; plan of development amendments; and the review of subdivision, site plan and special permit. The primary focus will be the Plan of Conservation and Development Update, which will be based upon the most recent draft and/or final State of Connecticut Plan of Development. Planning and Zoning also performs comprehensive updates to the Zoning and the Subdivision Regulations.

The Zoning Board of Appeals (ZBA) is made up of a five member board that is separately elected along with three elected alternate members. Members serve two-year terms. The primary function of the ZBA is to consider applications for variances from the Town zoning regulations, the locations of automotive-related uses, and appeals from decisions of the Zoning Enforcement Officer and/or the Assistant Zoning Enforcement Officer.

BUDGET SUMMARY:

Part time salary (\$5,400) provides funding for secretarial duties to prepare working notes and minutes of all meetings as well as verbatim notes required for all litigation and FOIA requests.

Printing (\$1,000) is for the Plan of Conservation and Development/Regulations/Maps etc.

Member expense (\$450) is for attendance by Board members at educational seminars, such as the biannual CT Bar Association presentation (2013) on legal issues and process as well as the Land Use Academy, recognition dinner, nameplates, recognition gifts.

Dues and subscriptions (\$475) are for professional materials shared with the Boards and Commissions.

<u>PERFORMANCE MEASUREMENTS:</u>	2010-2011 <u>ACTUAL</u>	2011-2012 <u>EST.</u>	2012-13 <u>FORECAST</u>
Meetings Regular/Special	28	26	32

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101300 PLANNING BOARD/COMMISSION

	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Adopted</u>	<u>FTE</u>	<u>2011-2012</u> <u>YTD Actual</u>	<u>2011-2012</u> <u>Projected</u>	<u>2012-2013</u> <u>Dept Req</u>	<u>2012-2013</u> <u>Town Mgr</u>	<u>FTE</u>	<u>2012-2013</u> <u>Adopted</u>
PART TIME SALARIES	5120	3,257	5,500	2,696	5,400	5,400	5,400		5,400
PRINTING	5541	0	1,000	0	1,000	1,000	1,000		1,000
OFFICE SUPPLIES	5622	190	0	0	0	0	0		0
MEMBER EXPENSE	5814	75	350	91	0	450	450		450
DUES & SUBSCRIPTIONS	5818	399	475	0	0	475	475		475
Totals	3,921	7,325	0.00	2,787	6,400	7,325	7,325	0.00	7,325

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PLANNING DEPARTMENT

CODE: 01101400

DEPARTMENT FUNCTION:

The Director of Planning and Building serves as the administrative officer for the Planning and Zoning Commission. The Director serves in the capacity as Town Planner and is responsible for reviewing development proposals; providing technical assistance and advice to the Town Manager, Town Council, Zoning Board of Appeals, and Planning and Zoning Commission. Staff provides assistance to other agencies and commissions as needed. Major duties of the office include coordination of development projects; providing information and advice to the public; draft, review and amendment of land use regulations; research, preparation and presentation of planning projects for the Planning & Zoning Commission; site plan and subdivision site inspections; and zoning enforcement as well as follow up inspections on all projects. Additional duties include assistance with the Small Cities Community Development Block Grant applications, and as Special Constables, to enforce the inoperable vehicle ordinance.

BUDGET SUMMARY:

Full-time salary (\$93,875) is for the Director of Planning and Building. The Planning Department shares the Administrative Assistant with the Engineering Department.

Part time (\$39,122) is for a part time Assistant Planner/Zoning Enforcement Officer/Wetlands Enforcement Officer.

The Meeting Expenses (\$225) account is for the cost of attending meetings to discuss Town business.

Uniforms and Cleaning (\$350) is for compliance with the NAGE contract (glasses annually and one pair safety shoes during the life of the contract).

Office Supplies (\$600) is for general office supplies used by department.

Technical Supplies (\$200) is for a digital camera to record violations memory cars, 100 foot tape, scales , etc.

Dues and subscriptions (\$550) are for professional fees and subscriptions shared with other Staff and Commissions..

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-2011 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Meetings (P&Z, ZBA, Council, ETC)	33	35	40
Variances, Site Plan, Subdivisions, Special Permits	47	38	35
Other (bond releases, regulation amendments, etc)			

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101400 TOWN PLANNER

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted	
FULL TIME SALARIES	5111	93,430	93,875	1.00	86,322	93,875	93,875	93,875	1.00	93,875
PART TIME SALARIES	5120	40,107	39,122		38,667	53,100	39,122	39,122		39,122
MEETING EXPENSE	5500	73	225		0	0	225	225		225
UNIFORMS & CLEANING	5613	0	350		0	0	350	350		350
OFFICE SUPPLIES	5622	415	600		502	450	600	600		600
TECHNICAL SUPPLIES	5627	0	300		0	0	200	200		200
DUES & SUBSCRIPTIONS	5818	20	400		0	405	550	550		550
Totals	134,044	134,872	1.00	125,491	147,830	134,922	134,922	1.00	134,922	

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FACILITIES MANAGEMENT

PROGRAM: INFORMATION TECHNOLOGY

CODE: 01101500

DEPARTMENT FUNCTION:

This department is responsible for information technology for the Town Hall, Police Department, Community Center, Highway Garage, Park Maintenance Garage, Human Services Building, Fire Association Building, Fire Companies #1, #2 and #3, Cora Belden Library and connectivity to schools. The department also oversees the acquisition and implementation of various information technology components. Components include fully networked systems, computers, virtual servers, standardized software, networks, switches, routers, and high speed connectivity. Other complex components have grown exponentially in support of the Fire Department, Police Department, Finance, Tax Assessor, Tax Collector, Town Clerk, CROG, Mobile-Tech, Mobile Data, Captain, Fire House software, Wide Area Networks, and the like.

The Town's information technology systems are managed by the Facilities Director and are operated, maintained, and upgraded by the Information Technology staff. In addition, the Technology Team comprised of staff and consultants periodically meet to discuss strategic planning initiatives, technology improvements, special projects, updates, and to develop computer training for the Town's standardized software for employees. The Town website is maintained by the information technology staff.

In addition the Capital Improvement Budget incorporates a lease for a *Virtual Server Consolidation Environment Network (VE)* (completed in January of 2011) which is phase one for a reduced Total Cost of Ownership, incorporates VE network hardware with Thin Client provisioning, and meets the auditor's requirements for the Town's Disaster Backup and Recovery Plan by the technology team. Additional benefits of the new VE hardware and software is that it also incorporates 100% redundancy to All Critical Systems, 100% Data Backup and Verification, and 100% offsite Backup for Disaster Recovery.

Phase 2 (continued into 2012-2013) of the Town Councils plan of the VE network consists of provisioning virtual desktops (also referred to as Panologic Cubes with no moving components) and will significantly reduce the number of standard desktop P/C's, reducing the electrical and HVAC expenses by 95% for each computer removed from service. This plan effectively and significantly improves services and reduces the Total Cost of Ownership of the Town's I.T. systems.

BUDGET SUMMARY:

The Full Time Salary account includes funding for one General Information Technology Technician, a Technical Assistant and an Information Technology Technical Systems & Network Administrator Technician (\$193,226).

Information Technology Service account (\$34,229) includes the cost of ISP utilities, WAN, consultants, a hardware. The network supports e-mail, internet / intranet access, web pages from multiple departments, as well as specialty software applications for Police, Fire, Finance, Tax Collector, Tax Assessor, Town Clerk, Parks & Recreation, and other departments. Major financial components are: VE network equipment lease (capital improvement), high speed fiber internet connection by Cox; support services and system maintenance; switches, routers, and backup system hardware. A WAN (Wide Area Network) provided by Cox for remote Town Buildings and point to point access.

The Technical Supplies account (\$40,870) includes software purchases, software maintenance agreements, upgrades, and license renewals, printer cartridges and parts for computer equipment and printer repairs. Funding for Microsoft Windows, Exchange, SQL, Anti-SPAM renewal, Anti-Virus renewals, authorized remote vendor network access for support and maintenance are also included within this account.

The Technical Equipment account (\$49,435) includes funding for Phase 2 (continued into 2012-2013) Virtual Desktop Hardware and associated Windows O.S. software, and also includes funding for replacement hardware. Virtual Desktops promote a lower Total Cost of Ownership.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101500 INFORMATION TECHNOLOGY

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	185,028	184,433	3.00	171,440	186,433	193,226	193,226	3.00	193,226
TRAINING	5334	0	3,975		4,101	2,995	2,995	2,995		2,995
INFORMATION TECHNOLOGY SERV	5342	26,186	33,253		34,257	33,253	34,229	34,229		34,229
TECHNICAL SUPPLIES	5627	6,246	36,670		33,305	36,670	40,870	40,870		40,870
TECHNICAL EQUIPMENT	5736	17,988	35,456		24,376	35,456	49,435	49,435		49,435
DUES & SUBSCRIPTIONS	5818	0	285		295	295	295	295		295
Totals		235,448	294,072	3.00	267,775	295,102	321,050	321,050	3.00	321,050

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ECONOMIC DEVELOPMENT

CODE: 01101700

DEPARTMENT FUNCTION:

The Economic Development Department creates a positive atmosphere for business and commercial development throughout the Town. The Department consists of the Economic Development Director and Administrative Assistant. The Director is the liaison with State and Federal resources, local and regional businesses, and local and regional Chambers of Commerce and other economic development entities. The Economic Development Director initiates new projects and programs that focus on increasing the commercial tax base and wealth of the Town. The Director is responsible for analyzing tax incentive packages for the Town. The Economic Development Director works collaboratively with the Town Manager and Planning & Engineering staff to partner with potential business prospects, implement revitalization strategies throughout Town and seek grants. The Director manages the Silas Deane Highway Façade Improvement Program and the Design Review process for commercial development. The Director is Staff to the Economic Development Commission, the Design Review Advisory Board, the Economic Development Subcommittee of the Town Council and the Land Acquisition and Farmland Preservation Committee.

BUDGET SUMMARY:

Full-time salary (\$82,400) is for the Economic Development Director.

Part Time (\$1,400) is for the cost of a recording secretary to attend over 40 meetings.

Training – (\$500) is for certification/seminars for ICSC, NEDA, CEDAS, RE Exchange, IEDC, CT Main Street Center & other various education sessions sponsored by State, Federal, regional and private economic development entities. Focus will be on attending in-State & regional sessions.

Business/Meeting Expense (\$500) is for local meetings with potential and existing businesses and expenses for workshops and educational seminars.

Printing – (\$2,300) is to advertise & to prepare & solicit RFP/Qs for targeted properties/redevelopment sites and to promote the Town to attract new businesses and for direct targeting program provided by WEDA.

Office Supplies (\$300) such as business cards, toner & inks for the Economic Development Office as needed.

Dues and Subscriptions (\$5,430) are for membership in: Connecticut Economic Development Association (CEDAS); CT Economic Resource Center (CERC); Hartford Business Journal, WEDA and; other weekly/monthly real estate publications and business updates. **This line item includes \$3,900 for the Hartford Metro Alliance membership. The Alliance is recognized by the Economic Development Administration (EDA) as the official Hartford metro region economic development entity. As such, membership in the Alliance is paramount if Rocky Hill is to participate in regional economic development planning and activities and to have access to any EDA funding and many other Federal and private funding programs.**

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01101700 ECONOMIC DEVELOPMENT

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	88,243	82,400	1.00	80,847	82,400	82,400	82,400	1.00	82,400
PART TIME SALARIES	5120	1,068	1,000		1,531	1,400	1,400	1,400		1,400
TRAINING	5334	60	500		35	500	500	500		500
MEETING EXPENSE	5500	487	500		216	500	500	500		500
PRINTING	5541	950	2,000		1,632	2,000	2,300	2,300		2,300
OFFICE SUPPLIES	5622	82	300		288	300	300	300		300
DUES & SUBSCRIPTIONS	5818	1,045	5,140		5,233	5,140	5,430	5,430		5,430
Totals		91,934	91,840	1.00	89,782	92,240	92,830	92,830	1.00	92,830

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: SUPERVISION

CODE: 01202101

DEPARTMENT FUNCTION:

The Chief of Police directs police operations and supervision within the Department of Police Services. The Supervision budget page fully supports the administrative activity of the Chief and Deputy Chief of Police.

Police Supervision, under the direction of the Police Chief, is responsible for preserving the peace, preventing and detecting crime, apprehending law violators, controlling traffic, protecting persons and property, and enforcing both state laws and town ordinances.

The Deputy Chief of Police serves as second-in-command and assumes the duties of the Chief during his absence. He also absorbs some of the administrative responsibilities of the Chief and the Command Staff. This frees up supervisory personnel to conduct more field services and to focus on exceptional matters.

BUDGET SUMMARY:

Full Time Salaries (\$265,003) include the salaries of the Police Chief, the Deputy Chief, and an Administrative Secretary.

Awards and Recognition (\$800) is a way to recognize and reward those officers that perform their job in an outstanding manner.

Photocopier (\$3,900) is for copier rental fees plus copy charges.

Administrative and Conference Expenses (\$300) are for administrative and conference expenses that are associated with the operation of the police department.

Dues and Subscriptions (\$2,300) includes funding for the Town's membership in the Capitol Region Chiefs of Police; membership in the International Association of Chiefs of Police; membership in IACP NET; membership in the New England Chiefs Association; membership in the Connecticut Police Chiefs Association; membership in FBI/LEEDA; as well as various professional subscriptions to police publications and journals. This fee covers the entire command staff (Chief, Deputy Chief, & 2 Lieutenants).

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202101 POLICE SUPERVISION

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	265,985	263,030	3.00	243,035	263,030	265,003	265,003	3.00	265,003
AWARDS/RECOGNITION	5292	795	800		104	500	800	800		800
PHOTOCOPIER	5550	3,899	3,500		4,023	3,900	3,900	3,900		3,900
CONFERENCE EXPENSE	5816	440	300		78	150	300	300		300
DUES & SUBSCRIPTIONS	5818	1,503	2,300		1,483	1,800	2,300	2,300		2,300
Totals		272,621	269,930	3.00	248,723	269,380	272,303	272,303	3.00	272,303

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: RECORDS & COMMUNICATIONS

CODE: 01202102

DEPARTMENT FUNCTION:

This budget page covers the operation of the Public Safety Communications Center, as well as the Records Unit of the Police Department. The Communications Center handles the dispatching of all emergency calls for service (police, fire, & medical) in the Town of Rocky Hill and also serves as a back-up system for neighboring towns. Included in the Communications Center is the State Police Hot Line, Regional Access Frequency System (RAFS) that provides direct communication with 32 Hartford area towns, and the dispatching of Public Works, Parks and Recreation, and other town administrative personnel. Also supported in this budget is the operation and maintenance of the Computer Aided Dispatch and Records Management Systems. Records personnel maintain records on all complaints, case reports, and arrest records. They also daily prepare all police documents for presentation in court.

BUDGET SUMMARY:

Full Time Salaries (\$448,227) includes funding for 7 full time public safety dispatchers and 1 full time records clerk. Part Time Salaries (\$15,000) includes funding for a part time public safety dispatcher to assist in the staffing of the communications center. Overtime funds (\$27,000) are provided in order to fund coverage of open dispatch shifts.

The Fee account (\$62,815) includes the use of the "COLLECT" system (\$4,850), airtime for 19 cars (\$18,050), live scan booking (\$7,200), Emergency Notification System maintenance agreement (\$5,000), RAFS maintenance agreement (\$645), APCO dues (\$900) and RMS/CAD software license (\$24,380) and Reverse Notification data updates (\$1,790). Training funds (\$4,000) are for mandated dispatcher training. Recorder Maintenance (\$5,800) is the annual service agreement for 3 voice recording systems. Radio Service (\$26,362) includes: the service contracts for the 2-way radios, base station, portables, antennas, etc. (\$18,562); various repairs (\$2,500); emergency lighting/siren service (\$3,800) and cruiser changeover costs (\$1,500). Photocopier (\$4,500) is for the rental of the Records & Patrol copier machines, plus copy charges.

Office supplies (\$5,500) are used by patrol, records, & administrative staff. Technical supplies (\$3,500) include toner and ink for the printers and other computer supplies. Recorder/VCR Supplies (\$265) is for Dictaphone discs, cleaners, etc.

Technical Equipment (\$1,100) is for digital video support. Office Equipment (\$1,800) is for a new Dispatch chair and for repair parts. Radio Equipment (\$33,895) includes 1 replacement mobile radio (\$1,010), 3 replacement portable radios (\$7,200), 10 spare portable batteries (\$1,820) and for a Radio Upgrade for 5 control stations located on the Dispatch Tower as required by the FCC to meet 12.5 MHZ narrow banding (\$23,865). Other Equipment (\$7,200) is for the replacement of 4 computer work stations.

PERFORMANCE MEASUREMENTS:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Dispatched Calls for Service	23,090	23,400	25,000
Arrests processed for Court	335	320	350

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202102 POLICE RECORDS/COMMUN

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	414,500	419,438	8.00	388,993	419,437	448,227	448,227	8.00	448,227
PART TIME SALARIES	5120	14,873	15,000		11,694	15,000	39,626	39,626		15,000
OVERTIME	5130	40,000	27,000		16,682	23,000	27,000	27,000		27,000
FEES	5326	54,530	60,075		59,542	60,075	64,832	62,815		62,815
TRAINING	5334	3,752	4,000		2,255	3,500	4,000	4,000		4,000
MAINTENANCE	5433	5,721	5,300		5,971	5,300	5,800	5,800		5,800
RADIO SERVICE	5531	21,745	25,070		18,918	23,500	26,362	26,362		26,362
PHOTOCOPIER	5550	2,395	4,500		2,422	3,000	4,500	4,500		4,500
OFFICE SUPPLIES	5622	4,577	5,000		7,230	5,500	5,500	5,500		5,500
TECHNICAL SUPPLIES	5627	3,246	3,500		2,632	3,000	3,500	3,500		3,500
SUPPLIES-RECORDER SYSTEM	5628	45	150		0	100	265	265		265
TECHNICAL EQUIPMENT	5736	933	1,000		744	1,000	1,100	1,100		1,100
OFFICE EQUIPMENT	5740	1,555	1,575		1,433	1,550	1,800	1,800		1,800
RADIO EQUIPMENT	5742	10,117	10,030		9,687	10,030	33,895	33,895		33,895
OTHER EQUIPMENT	5749	1,750	5,600		7,070	5,600	14,400	7,200		7,200
Totals		579,739	587,238	8.00	535,270	579,592	680,807	671,590	8.00	646,964

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: INVESTIGATIONS

CODE: 01202103

DEPARTMENT FUNCTION:

This budget page provides for the investigation of major crimes with the purpose of identifying, apprehending, and arresting individuals involved in major crimes. It also includes the preparation of cases for prosecution. The Investigations Division utilizes a proactive approach to identify and apprehend offenders prior to, during, and after the commission of criminal acts. Specialized areas of investigation include vice, narcotics, sex offenses, robberies, burglaries, computer crime and certain juvenile crimes. This Division is augmented by the assignment of a rotating officer from the Patrol Division. The Investigations Division is also responsible for the maintenance of all criminal history files and evidence. The Investigations Division has joined forces with the Newington, Berlin and Wethersfield Police Departments to form the Mid State Narcotics Task Force. The Investigations Division also remains active as a member of the Capitol Region Investigative Support Team, as well as the Hartford and Middlesex County Detectives Association.

BUDGET SUMMARY:

Full Time Salaries (\$284,710) includes a Lieutenant and two and a half (2.5) Detectives. Part Time Salary (\$22,500) is for the employment of part-time clerical assistance in the Detective Division.

Support Services (\$1,700) is for the rental of the identikit software (\$700) and for the Town's share for participation in the Mid State Task Force Narcotics Unit (\$1,000). Training Expenses (\$575) are for drug related training, gang intelligence operations, legal updates, and major crime investigation. Equipment Repairs (\$250) are for upkeep of cameras, camcorders, and evidence processing equipment. Meeting expenses (\$120) is provided for regional Detective meetings during the year.

Office Supplies (\$500) cover the cost of printer cartridges and general office supplies. The Technical Supplies account (\$3,500) includes funds for assorted materials (narcotic testing kits, dusting powder, fingerprinting, etc.) needed for the purposes of conducting crime scene investigations and preserving evidence.

Other Equipment (\$1,800) is for a stand alone Computer Work Station to view closed-circuit video CD's.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Criminal cases assigned	200	215	245

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202103 POLICE INVESTIGATIONS

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted	
FULL TIME SALARIES	5111	460,872	310,758	4.50	305,673	367,252	284,710	284,710	3.50	284,710
PART TIME SALARIES	5120	21,171	12,500		22,031	22,500	22,500	22,500		22,500
SUPPORT SERVICES	5327	1,535	2,200		1,201	2,200	1,700	1,700		1,700
TRAINING	5334	0	575		536	350	575	575		575
EQUIPMENT REPAIR	5431	0	250		115	200	250	250		250
MEETING EXPENSE	5500	64	120		0	75	120	120		120
OFFICE SUPPLIES	5622	429	500		502	500	500	500		500
TECHNICAL SUPPLIES	5627	802	3,500		4,196	4,300	3,500	3,500		3,500
OTHER EQUIPMENT	5749	0	0		0	0	1,800	1,800		1,800
Totals		484,872	330,403	4.50	334,253	397,377	315,655	315,655	3.50	315,655

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: UNIFORM PATROL

CODE: 01202104

DEPARTMENT FUNCTION:

This budget page covers the cost of providing 24 hour; seven days a week uniformed presence to deter crime, respond to emergencies and calls for service, direct and regulate traffic, enforce motor vehicle laws, conduct preliminary criminal investigations, apprehend offenders and enforce state laws and local ordinances. This is accomplished by actively patrolling in conspicuously marked patrol vehicles in designated areas.

BUDGET SUMMARY:

Full Time salaries (\$2,086,706) include 1 lieutenant, 6 patrol sergeants, and 21 patrol officers. All salaries are budgeted according to the current IBPO collective bargaining contract. Holiday pay (\$130,000) is budgeted based on the current IBPO contract that requires overtime for 13 paid holidays each year. Overtime (\$227,500) covers shift vacancies and unanticipated incidents. Town Events (\$15,000) covers overtime for town sponsored events and functions such as the Memorial Day Parade, Rocky Hill Fall Fest, Summer Concert Series, etc.

College Credit (\$14,750) and Longevity (\$21,000) are based upon the requirements of the existing IBPO collective bargaining contract.

Support Services (\$1,000) is for the Town's share for participation in the Mid State Task Force Accident Squad (\$1,000).

Training (\$22,000) is budgeted for firearms training & qualification, first aid certification, defensive tactics recertification, the Capitol Region Training Assessment, and increased training due to new mandates such as blood-borne pathogens, OSHA requirements, weapons of mass destruction, and terrorism.

Equipment Repairs (\$2,500) are for the repair, maintenance, and the certification of radar units, the breathalyzer machine, and other equipment.

Uniforms and Cleaning (\$51,000) is budgeted on the basis of the current IBPO contract.

Motor Fuel (\$114,000), Tires (\$15,000), Vehicle Parts/Repairs (\$50,000) are based on the age of the fleet, vehicle accidents, and vehicle maintenance. Car Wash (\$6,000) is the annual service agreement to wash the fleet. Police Tows (\$1,500) is for the cost to tow violator's and abandoned vehicles.

Technical Supplies (\$25,500) include funds for ammunition, film processing, first aid and OSHA supplies, etc., as well as supplies for the CREST, Canine, and Marine Units.

Food (\$800) is for meals for prisoners, training, and special details.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Patrol Miles	230,000	225,000	250,000
Summons Issued	1,200	1,200	1,500
Accidents Investigated	435	550	525

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202104 POLICE UNIFORM PATROL

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	2,062,160	1,966,134	26.00	1,745,215	1,986,455	2,086,706	2,086,706	28.00	2,086,706
HOLIDAY PAY	5112	114,949	130,000		98,757	120,000	130,000	130,000		130,000
OVERTIME	5130	345,612	227,500		296,835	275,000	227,500	227,500		227,500
OVERTIME TOWN EVENTS	5132	5,523	15,000		9,725	12,000	15,000	15,000		15,000
COLLEGE CREDITS	5240	14,250	13,550		12,550	13,550	14,750	14,750		14,750
LONGEVITY	5291	21,788	23,625		19,313	23,625	21,000	21,000		21,000
SUPPORT SERVICES	5327	0	0		0	0	1,000	1,000		1,000
TRAINING	5334	22,675	22,000		20,139	22,000	22,000	22,000		22,000
EQUIPMENT REPAIR	5431	2,725	2,300		2,786	2,300	2,500	2,500		2,500
CAR WASHES	5502	5,675	6,000		5,180	6,000	6,000	6,000		6,000
POLICE TOWS	5503	212	1,500		631	800	1,500	1,500		1,500
UNIFORMS & CLEANING	5613	50,956	47,000		57,752	51,000	51,000	51,000		51,000
MOTOR FUEL & LUBRICANTS	5620	98,054	92,300		114,736	110,000	114,000	114,000		114,000
TECHNICAL SUPPLIES	5627	20,909	25,500		10,780	23,000	25,500	25,500		25,500
TIRES & TUBES	5629	14,569	15,000		13,179	15,000	15,000	15,000		15,000
VEHICLE PARTS	5630	51,350	45,000		53,714	50,000	50,000	50,000		50,000
FOOD	5640	1,241	800		473	800	800	800		800
Totals		2,832,646	2,633,209	26.00	2,461,764	2,711,530	2,784,256	2,784,256	28.00	2,784,256

**TOWN OR ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: SPECIAL SERVICES

CODE: 01202105

DEPARTMENT FUNCTION:

This budget page includes funding for one and a half (1.5) Youth Officers. Overtime pay for private duty work is also reflected under this account. This money is paid up front by the town and then reimbursed by private contractors. The full time Youth Officer is responsible for the investigation of crimes where it is suspected or known that juveniles are either victims or perpetrators. The Youth Officer is the primary Life Skills Coordinator for the Rocky Hill School System and is assisted by 2 officers from the Patrol Division. The Youth Officer serves as a school resource officer for both the Middle and High Schools. This officer serves on the R.H.H.S. Youth Advisory Board, as well as the Rocky Hill Coalition to Reduce Underage Drinking.

BUDGET SUMMARY:

The Full Time Salary account (\$120,614) includes funding for one Detective who serves as the Town's Youth Officer and an additional half position for a Youth Officer. Salaries are based upon the current IBPO Collective Bargaining Contract. Private Duty (\$120,000) is budgeted for police private detail services. This sum is offset by revenue from private contractors in the revenue budget for this service. Overtime (\$4,500) is budgeted for the Life Skills program which is taught to approximately 400 fifth and seventh grade students at Griswold Middle, Stevens, & West Hill Schools.

Support Services (\$1,000) is funding for the Police Cadet Academy and Post fees. The training account (\$1,000) includes seminars and workshops for officers that work with youths in substance abuse, child safety, sexual abuse. Funds in the Uniform & Cleaning account (\$1,500) are for the Police Cadets and the Honor Guard Unit. Materials and Supplies (\$300) are for miscellaneous Police Cadet expenses. Technical Supplies (\$3,500) provides funding for program supplies and materials for approximately 2,400 students in the Rocky Hill school system.

Dues and Subscriptions (\$150) are for various professional publications and newsletters, as well as for membership in various School Resource Officer and Juvenile Officer Associations.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Cases Referred to Youth Division	31	35	38
School Programs Presented	235	200	225

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202105 POLICE SPECIAL SERVICES

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	118,412	117,105	1.50	108,581	117,113	120,614	120,614	1.50	120,614
PRIVATE DUTY	5114	96,627	120,000		100,634	110,000	120,000	120,000		120,000
OVERTIME	5130	1,223	4,500		471	3,000	4,500	4,500		4,500
FEES	5326	743	1,000		180	1,000	1,000	1,000		1,000
TRAINING	5334	109	1,000		1,167	1,000	1,000	1,000		1,000
UNIFORMS & CLEANING	5613	737	1,500		757	1,500	1,500	1,500		1,500
MATERIALS & SUPPLIES	5623	0	300		0	300	300	300		300
TECHNICAL SUPPLIES	5627	2,817	3,500		1,442	3,000	3,500	3,500		3,500
DUES & SUBSCRIPTIONS	5818	0	150		100	100	150	150		150
Totals		220,669	249,055	1.50	213,332	237,013	252,564	252,564	1.50	252,564

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: ANIMAL CONTROL

CODE: 01202106

DEPARTMENT FUNCTION:

This budget page includes funding for 2 part time Animal Control Officers. The Animal Control Department is responsible for investigating all domestic animal and wildlife complaints and enforces state laws and local ordinances pertaining to animals. The Animal Control Department also tracks dog licenses issued by the town and oversees the quarantine of animals involved in bites. The Animal Control Department also performs other duties as assigned by the Chief of Police.

BUDGET SUMMARY:

Part Time Salaries (\$15,000) are for 2 part time Animal Control Officers.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Animal Complaints Investigated	200	212	215

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202106 POLICE ANIMAL CONTROL

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	15,353	14,250		12,995	15,000	15,000	15,000		15,000
Totals		15,353	14,250	0.00	12,995	15,000	15,000	15,000	0.00	15,000

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: SUPERVISION

CODE: 01202201

DEPARTMENT FUNCTION:

This activity covers the various expenses of supervisory personnel. Also covered are all expenses needed to run the office at Headquarters and office supplies to the other stations. The Fire Chiefs, while volunteer, devote many hours to the operation of the division. They attend Public Safety Meetings, and Council Meetings in support of the division. Also included is control of data entry and video operations.

BUDGET SUMMARY:

The full-time clerical position (\$58,218) is budgeted based on the current A.F.S.C.M.E. contract. The part-time account will be set at (\$800).

The Department continues on a certification program for all personnel and compliance with mandated OSHA training for fire fighters. In order to obtain and maintain this certification it is important that the staff along with other administrative people attend seminars and training sessions both in and out of the State of Connecticut. The CT Fire Chief's Conference, International Instructor's Conference, New England Fire Chiefs, and other seminars and training programs are included in meeting expenses account (\$400).

Uniforms and Clothing (\$3,000) is the purchase of dress uniforms for the Chiefs and for Honor Guard Uniforms. Office Supplies (\$3,500) is the yearly cost of office supplies needed to operate 3 fire stations. Technical Supplies (\$1,500) includes various items for the fire stations, such as copy and FAX paper, film and film processing. This also includes flags, wreaths and holiday/memorial arrangements.

ISO Required Mandates (\$3,000) is for items that can affect our ISO score. Dues and subscriptions (\$2,000) includes staff officers and membership of all companies in the Connecticut State Fire Association, membership in the N.E. Fire Chief's Association, IAAI, IAFC, IFSTA, NFPA, Connecticut Fire Drill Instructors, Connecticut Public Fire Education, 100 Club, Division membership in Hartford County Mutual Aid Plan, Connecticut Parade Marshal, State Conference Registration, National Volunteer Fire Council, and other organizations vital to the Division.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Total Fire Calls	886	675	700
False Calls	162	217	200
Carbon Monoxide Calls	46	64	55
Total Structure Fires	103	119	110

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202201 FIRE DEPT SUPERVISION

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	56,180	1.00	51,506	55,980	58,218	58,218	1.00	58,218
PART TIME SALARIES	5120	104		0	400	800	800		800
TRAINING	5334	769		90	1,000	0	0		0
MEETING EXPENSE	5500	188		0	400	400	400		400
UNIFORMS & CLEANING	5613	1,982		2,383	2,500	3,000	3,000		3,000
OFFICE SUPPLIES	5622	3,705		2,330	3,250	3,500	3,500		3,500
TECHNICAL SUPPLIES	5627	939		1,614	1,614	1,500	1,500		1,500
ISO MANDATES	5807	0		2,994	3,000	3,000	3,000		3,000
DUES & SUBSCRIPTIONS	5818	934		1,099	1,300	2,000	2,000		2,000
STAFF ACTIVITY	5821	2,500		0	0	0	0		0
Totals		67,301	1.00	62,016	69,444	72,418	72,418	1.00	72,418

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: TRAINING

CODE: 01202202

DEPARTMENT FUNCTION:

This program encompasses all aspects of education and training for the department. It provides for education conducted by department instructors, external agencies such as the Connecticut Fire Academy, or the Hartford County Fire Emergency Planning Program. The program also covers specialized programs offered either in or out of State. The department's comprehensive training calendar allows us to maintain our high standard of performance as well as comply with applicable OSHA training standards.

BUDGET SUMMARY:

Support Services are set at (\$11,650). This will be used to maintain the licenses for the computer based mandatory education software and web based competency testing for OSHA required refresher training (Target Safety) and for Firehouse Software Licenses. Education expenses are set at (\$34,500). This covers the cost of all education including entry-level topics, specialized subject matter, hazardous materials, and managerial training. This also allows department members to attend courses sponsored by the Connecticut Fire Academy and the National Fire Academy and Mandated FEMA Training and additional training for department instructors and officers on the gas props for the training ground at 52 New Britain Avenue. RHFDF requires all members to be minimally certified as Firefighters level 1 which permits the member to work under direct supervision. The department expects to train 10 new members to this level and additional certification levels as determined by local, state, and federal regulatory requirements. The expense covers the cost of non-departmental instructors who provide specialized training.

Technical supplies expenses are set at (\$5,250). This includes the cost to maintain lesson plans and programs, Update DVDs, interactive software, and other course essentials. This also includes equipment associated with the training environment, Hazardous Materials Training supplies and Fire Blast Burn Trailer and Training Center Propane/Gas supply and Training Prop Fabrication and Repair.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Total Training Hours	7,678	10,000	12,000
Fire Fighting #1 Certification + #2	1,250	2,000	3,000
Fire Officer Training	250	350	350
Driver's Training	175	300	300

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202202 FIRE DEPT TRAINING

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
SUPPORT SERVICES	5327	11,200	11,650		11,200	11,650	11,650	11,650		11,650
TRAINING	5334	23,625	22,650		16,331	22,650	34,500	34,500		34,500
TECHNICAL SUPPLIES	5627	5,278	5,250		9,100	5,000	5,250	5,250		5,250
FOOD	5640	1,039	0		0	0	0	0		0
Totals		41,142	39,550	0.00	36,632	39,300	51,400	51,400	0.00	51,400

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: COMMUNICATIONS

CODE: 01202203

DEPARTMENT FUNCTION:

This program includes maintenance and operation of the Fire Department Communications system, 2-way radios, both mobile and portable, 2-way radio repeaters, transmitters, receivers, cell phones, Fire Station, personal receiving units and Fire Stations – Rip & Run. Fire calls are received at Police Headquarters via telephone (911), or alarm systems monitored by private companies or the Police Department. We also have emergency call boxes located throughout town, which are received at the Police Station via telephone line, updating of preplans and dispatch software.

BUDGET SUMMARY:

Telephone Service (\$10,500) is for cell phones for Chief Officers, Captains and fire apparatus/wireless computer air time. Radio Service (\$18,300) includes: the Motorola's service contract on the Fire radio system which services includes service calls and repairs of the units (\$9,800); the yearly inspection of the Opticom Traffic Pre-Emption System (\$4,500) which allows emergency vehicles to have the green light as they approach an intersection; and the repairs and replacements of radio equipment not covered under the repair service agreement (\$4,000). Communications (\$8,000) is for (\$3,000) for the service contract with Mobile Tec (CAD, Rip & Run, Lap Top Software) and (\$5,000) for Information Technology for 3 PCs and 2 printers.

Radio Supplies (\$3,600) is to purchase 25 Intrinsically safe batteries (\$2,800), and to purchase Minitor pager batteries and laptop batteries (\$800).

Radio Equipment (\$28,700) is for (\$13,600) to purchase 8 intrinsically safe radios that are needed for explosive atmosphere – propane, natural gas and CO leaks along with other chemicals; (\$5,300) is for equipment associated with becoming compliant with F.C.C. Regulation on narrow banding by January 1, 2013; (\$2,800) is for Minitor V pagers for new members and the replacement of non-repairable pagers; and (\$7,000) is for the replacement of Air Horns for CO # 2.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Average Yearly Communications	886	675	700

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202203 FIRE DEPT COMMUNICATIONS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
TELEPHONE	5507	7,782	10,500		7,225	8,500	10,500	10,500		10,500
RADIO SERVICE	5531	18,047	18,300		17,341	18,300	18,300	18,300		18,300
COMMUNICATIONS	5532	6,140	3,000		7,619	3,000	8,000	8,000		8,000
RADIO SUPPLIES	5614	3,525	3,600		3,355	3,600	3,600	3,600		3,600
RADIO EQUIPMENT	5742	14,107	13,600		16,187	13,600	58,200	58,200		28,700
Totals		49,601	49,000	0.00	51,726	47,000	98,600	98,600	0.00	69,100

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: PREVENTION

CODE: 01202204

DEPARTMENT FUNCTION:

Fire Code Enforcement is the responsibility of the Fire Marshal. The Fire Marshal is appointed by the Town Manager. The duties and responsibility of the Fire Marshal are promulgated by Connecticut General Statute. Duties include appointment/certification policy of hours of in-service training every 3 years; abatement of Fire Safety Code Violations; inspect or cause to be inspected all buildings covered by the CT Fire Safety Code at least once per year; fire/explosion investigation (cause and origin); NFIRS reporting system; code modification procedures; inspection of cargo tank motor vehicles; compliance with Connecticut Hazardous Materials Code, Connecticut Flammable and Combustible Liquids Code, Connecticut Gas and Equipment Piping Code, Connecticut Liquefied Petroleum Gas and Liquefied Natural Gas Code, Connecticut Oil Burning and Equipment Code; all reports associated with any of the above stated activities; requests for service; courtroom testimony; compliance with Fire Sprinkler System Codes, and Fire Alarm System Codes.

BUDGET SUMMARY:

Full Time (\$99,466) is for the Fire Marshal's salary. Part Time Salaries (\$37,000) includes: (\$4,000) devoted for yearly Fire Prevention Programs, (\$3,000) is for required fire watches at the high school auditorium, and other occupancies as required by CT fire safety code and (\$30,000) reflects part time paid inspectors for inspection services and fire investigations that are mandated by CT General Statutes as well as fireworks standby.

Training Expenses (\$2,500) allows five (5) personnel to attend IAAI Training Sessions, including mandated certification training by the State, and local and regional programs for the Fire Marshal's staff. The Public Information Material account (\$2,500) includes funds for the purchase of materials for public, educational, and business sectors programs, graphic supplies, and related fire prevention pamphlets, and related publications.

Uniforms and cleaning (\$1,000) is for Staff uniforms and cleaning. Technical Supplies (\$1,000) are for video supplies, photo processing, office supplies, fire reports, and forms.

Dues and subscriptions (\$2,750) are for various publications, codes documents, and dues for professional organizations.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Provide Building Fire Code Inspections	497	500	500

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202204 FIRE DEPT PREVENTION

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	97,484	95,641	1.00	89,445	95,641	99,466	99,466	1.00	99,466
PART TIME SALARIES	5120	22,686	25,000		19,456	25,000	37,000	37,000		37,000
TRAINING	5334	1,775	2,500		1,444	2,500	2,500	2,500		2,500
PUBLIC INFORMATION MATERIALS	5335	1,626	2,000		2,008	2,008	2,500	2,500		2,500
UNIFORMS & CLEANING	5613	844	1,000		395	1,000	1,000	1,000		1,000
TECHNICAL SUPPLIES	5627	870	1,000		990	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	1,390	1,500		1,393	1,500	2,750	2,750		2,750
Totals		126,674	128,641	1.00	115,131	128,649	146,216	146,216	1.00	146,216

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE FIGHTING

CODE: 01202205

DEPARTMENT FUNCTION:

This activity reflects the direct cost related to fire fighting and the suppression of fire by our three stations, Fire Police, and Cadets. Comprised of about 70 dedicated volunteer Fire Fighters (Active, Fire Police and Cadets), who give freely of their time and energy in extremely hazardous endeavors to provide effective and economical fire protection. Under mutual aid agreements, Rocky Hill, and adjoining communities assist each other. Responsibilities include but are not limited to: fire fighting, motor vehicle extrications, carbon monoxide detector alarms, traffic control, and various other community assistance services called upon.

BUDGET SUMMARY:

Part Time Salary (Remuneration) (\$150,000) includes a stipend for staff and line officers as well as engineers. Also included in this amount is the remuneration for fire personnel who respond to fire calls. The department uses a pay per point retention program for compensation. Part Time Salary (Storm Stand by) (\$20,000) is a new line item to track storm standby pay.

Group Insurance (\$11,500) is for Life Insurance of \$20,000 for active members. Pension Contribution (\$72,325) is to the Volunteer Fire Fighting Pension Plan. Health & Safety Account (\$19,425) is for annual physical examinations required under NFPA 1572. This includes (\$14,400) for the physical exams, (\$1,425) for stress tests when required, and (\$3,600) for 10 new members and for those Fire Cadets that become regular members when reaching their eighteenth birthday. Hydrant Insurance (\$60,000) is funded to provide annual hydrant service provided by the MDC to all of the Town's fire hydrants.

Chemicals (\$3,750) is for the purchase of fire fighting chemicals, recharging fire extinguishers, calibration gases for multi-gas meters, and gases for the torches. Uniform & Clothing Account (\$3,500) is for the continued replacement of uniforms that need to be standardized. Equipment & Supplies (\$32,800) is for firefighting and rescue equipment that includes the replacement of one thermal imaging camera that is obsolete, the replacement of 14 Scott Air bottles, as well as small tool and appliance updates and minor upgrades to hydraulic rescue equipment. Turn-Out Gear Account (\$45,500) and Gloves, Helmets, Boots, and Hoods Account (\$4,950) are for the continued replacement of outdated turn-out gear.

Recruitment & Retention (\$11,000) activities include funding (\$8,000) for the department's annual award dinner, as well as other retention activities such as the summer picnic and Children's Christmas Party. Also included, (\$3,000) is to help with advertising and materials needed to maintain the recruitment of perspective members/background checks on new members. Fire Division Activities (\$22,500) includes (\$5,000) to each station, (\$2,000) to the Fire Police, (\$1,000) to the Fire Cadets, (\$2,000) to the Fire Division Welfare Fund, and (\$2,500) to Staff Activities .

<u>PERFORMANCE MEASUREMENTS:</u>	2010-11 <u>ACTUAL</u>	2011-12 <u>EST.</u>	2012-13 <u>FORECAST</u>
Number of Volunteers	60	69	79
Public Hydrants	561	567	567
Private Hydrants	174	180	185

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202205 FIRE DEPT FIRE FIGHTING

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
PART TIME SALARIES	5120	148,621	140,000		137,523	140,000	150,000	150,000		150,000
PART TIME STORM STANDBY	5121	0	0		0	0	20,000	20,000		20,000
GROUP INSURANCE	5210	8,462	11,500		9,565	9,565	11,500	11,500		11,500
EMPLOYEE PENSION	5230	50,000	69,719		69,719	69,719	72,325	72,325		72,325
FEES	5326	8,792	21,525		10,626	17,800	19,425	19,425		19,425
HYDRANT SERVICE	5445	46,205	60,000		42,800	60,000	60,000	60,000		60,000
CHEMICALS	5612	3,776	3,750		2,245	3,750	3,750	3,750		3,750
UNIFORMS & CLEANING	5613	3,548	3,500		3,269	3,500	3,500	3,500		3,500
EQUIPMENT & SUPPLIES	5615	41,849	33,000		31,817	33,000	32,800	32,800		32,800
TURN OUT GEAR	5627	28,191	28,200		26,320	28,200	45,500	45,500		45,500
GLOVES, HELMETS ETC	5631	4,711	4,950		3,620	4,950	4,950	4,950		4,950
FOOD	5640	6,619	0		0	0	0	0		0
RECRUITMENT ACTIVITIES	5806	1,053	9,350		9,187	9,350	14,000	11,000		11,000
STAFF ACTIVITY	5821	16,500	19,000		19,000	18,000	24,000	22,500		22,500
Totals		368,327	404,494	0.00	365,690	397,834	461,750	457,250	0.00	457,250

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: APPARATUS MAINT

CODE: 01202206

DEPARTMENT FUNCTION:

This activity covers the purchase and maintenance of fire fighting apparatus, and equipment, and the maintenance of vehicles. Two full-time Mechanics (one Mechanic and one Mechanic/Custodian) maintain all fire vehicles, and equipment. The Fire Division operates major pieces of apparatus: (1) 104' Aerial Ladder; (1) 105' Aerial ladder with 1500 g.p.m. pump, (1) 100' Aerial Tower with 1,500 g.p.m. pump; (2) 1,500 g.p.m. Pumpers; (2) 1,200 g.p.m. Rescue Pumpers; (1) 1,750 g.p.m. Foam Pumper; (1) 300 g.p.m. Hose Tender; (1) Heavy Duty Rescue; (1) Salvage Overhaul Truck; (1) Fire Rescue Boat; (1) Mechanic's Vehicle; (1) 4 X 4 Chief's Vehicle; (1) 4 X 4 Fire Marshal's Vehicle; (1) Portable Generator and Lighting Trailer; (1) Foam trailer, (1) Trench Rescue Vehicle, (1) Fire Training Trailer; (2) 4 X 4 Fire Police Vehicles, and (1) Fire Police Utility Vehicle.

BUDGET SUMMARY:

Full Time includes the salaries for a full time Fire Mechanic and a full time Fire Mechanic/Custodian (\$102,725). The Mechanic also serves as active members of the fire fighting force.

Equipment Repairs (\$27,700), includes (\$2,000) for ground ladder testing, (\$1,000) for ladder repairs, (\$1,000) for Scott repairs, (\$1,000) for hydro-testing, (\$2,000) for Hurst tool testing, (\$4,000) for Hurst repairs, (\$5,000) for hose testing, (\$1,200) for life safety equipment, (\$1,500) for Fire Blast trailer, (\$1,000) maintenance for air compressor/cascade system and (\$8,000) for SCBA flow testing, which is done every other year. Vehicle Repairs is budgeted at (\$28,300) which includes (\$3,000) for testing all department aerial ladders, (\$5,300) for aerial ladders service contract for three aerials, and (\$20,000) for actual vehicle repairs.

Uniforms and Clothing (\$800) is budgeted for clothing for mechanics. Maintenance Supplies (\$1,600) are budgeted on the basis of average costs over past several years. Motor Fuels & Lube (\$31,170) is for unleaded gas, diesel fuel, oil, and fluids. Technical Supplies is budgeted at (\$500) for small tools and materials. Tires & Tubes (\$5,000) is for the replacement, and repair of vehicle tires. Vehicle Parts & Supplies account is budgeted at (\$20,000) based on prior year usage.

Technical Equipment is budgeted at (\$6,500) for fire hose replacement of various lengths and diameters.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Major Equipment Overhaul	21	25	25
Aerial Testing	4	4	4
Ground Ladder Testing	635 ft.	635 ft.	635 ft.
Airpack Testing (68 Packs)	68	0	72
Hose Testing	24,500 ft.	24,960 ft.	24,960 ft.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202206 FIRE DEPT APPARATUS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	103,167	102,725	2.00	94,313	102,725	102,725	102,725	2.00	102,725
EQUIPMENT REPAIR	5431	22,119	17,700		17,734	17,700	27,700	27,700		27,700
VEHICLE REPAIR	5432	22,383	28,300		28,286	28,300	28,300	28,300		28,300
UNIFORMS & CLEANING	5613	687	800		734	800	800	800		800
MAINTENANCE SUPPLIES	5617	1,557	1,600		1,619	1,600	1,600	1,600		1,600
MOTOR FUEL & LUBRICANTS	5620	30,283	27,540		33,066	27,540	31,170	31,170		31,170
TECHNICAL SUPPLIES	5627	518	500		479	500	500	500		500
TIRES & TUBES	5629	2,714	2,000		2,496	2,000	5,000	5,000		5,000
VEHICLE PARTS	5630	19,795	20,000		20,016	20,000	20,000	20,000		20,000
TECHNICAL EQUIPMENT	5736	7,278	6,500		6,274	6,500	6,500	6,500		6,500
Totals		210,502	207,665	2.00	205,018	207,665	224,295	224,295	2.00	224,295

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE STATION

CODE: 01202207

DEPARTMENT FUNCTION:

This budget provides for the maintenance and operation of Fire Station #1 on Old Main Street; Fire Station #2 on New Britain Avenue; Fire Station #3 on Main Street and Old Forge Road; and the Association Museum on Church Street. Cleaning, housekeeping, and routine maintenance of fire stations is handled by Fire Department Personnel.

BUDGET SUMMARY:

Building Repairs (\$16,000) is for routine maintenance repairs and fixed cost to service diesel exhaust recapture systems at three stations. Equipment Repair (\$500) includes service of ice machines. Photocopier (\$1,600) includes the monthly lease payment, copy charge, staples, and miscellaneous items for the Department's photocopier.

Maintenance supplies (\$1,000) are for replacing and repairing Department's furnishings and equipment located in the three firehouses, and to continue replacing tables and chairs that are used extensively by the public.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Station Repairs	4	4	4

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202207 FIRE DEPT FIRE STATIONS

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
BUILDING REPAIR	5430	11,088	16,000	15,745	16,000	16,000	16,000		16,000
EQUIPMENT REPAIR	5431	756	500	69	500	500	500		500
PHOTOCOPIER	5550	1,118	1,600	1,344	1,200	1,600	1,600		1,600
MAINTENANCE SUPPLIES	5617	921	1,000	937	1,000	1,000	1,000		1,000
Totals	13,883	19,100	0.00	18,096	18,700	19,100	19,100	0.00	19,100

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: BUILDING INSPECTION

CODE: 01202401

DEPARTMENT FUNCTION:

The Building Department budget includes funds for local administration of the State adopted International Building, residential, plumbing, and mechanical, energy conservation, handicap accessibility, existing building, the National Electrical codes, and State Statutes concerning building safety. The Building Department receives permit applications with fees, verifies validity of licenses at time of permit application that contractors have worker's compensation, or are exempt. The information received is entered into a database and interoffice routing form with the permit application. Pertinent data is processed to other departments for approval IE: planning and Zoning, Wetlands, Engineering, Fire Marshal, Fire Chief, and Health Inspector if food is involved.

The Building Department reviews the submitted documents for compliance of the proposed work with appropriate state adopted codes and verifies that no taxes for that address are owed to the Town. The Department is also responsible for enforcing various codes of the Town of Rocky Hill that pertain to blighted buildings, building construction, littering, multiple dwellings, and numbering of buildings. Daily field inspections are performed for compliance with appropriate adopted codes. The Building Department also responds to police and fire requests to evaluate building safety issues on a 24 hour / 7 days a week on call basis.

BUDGET SUMMARY:

Full Time Salaries (\$204,874) includes the Building Official, a Building Inspector, and a Secretary II. Part Time Salaries (\$18,744) is for a Mechanical Inspector, not to exceed 19 hrs per week. Overtime (\$4,925) is for call-out per contract for Building Inspector.

Training expense (\$2,500) is for State mandated 90 hours of continuing education over a three-year period for the Building Official, the Building Inspector, and Mechanical Inspector. It also provides funding for mandated training costs associated with State Trade license renewals, new technologies and the implementation of new rules and regulations. Uniform and Cleaning (\$350) is for expenses incurred during inspection services and for safety gear. Office Supplies (\$700) is budgeted for miscellaneous office materials.

Technical Supplies (\$3,600) are for code-related materials, permits, applications and the upgrade of GEOTMS software. Dues and Subscriptions (\$450) are budgeted for professional fees and materials.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Permits Issued	1245	1,142	1,223
CO's Issued	143	168	150
Inspections Performed	2352	1,795	2,000
Emergency call outs	49	24	37

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202401 BUILDING DEPT

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	202,734	195,166	3.00	182,814	195,166	204,874	204,874	3.00	204,874
PART TIME SALARIES	5120	22,545	17,800		17,354	17,800	18,744	18,744		18,744
OVERTIME	5130	460	0		4,777	4,925	4,925	4,925		4,925
TRAINING	5334	1,824	2,500		1,293	2,500	2,500	2,500		2,500
UNIFORMS & CLEANING	5613	340	350		90	350	350	350		350
OFFICE SUPPLIES	5622	413	700		809	700	700	700		700
TECHNICAL SUPPLIES	5627	1,424	3,600		1,543	3,600	3,600	3,600		3,600
DUES & SUBSCRIPTIONS	5818	100	250		275	500	450	450		450
Totals		229,841	220,366	3.00	208,955	225,541	236,143	236,143	3.00	236,143

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: AMBULANCE ASSOCIATION

CODE: 01202901

DEPARTMENT FUNCTION:

This budget provides funding for ambulance and emergency medical services in the Town of Rocky Hill on a twenty-four hour basis. Ambulance and emergency medical services are provided by members of the Rocky Hill Volunteer Ambulance Association and by a professional ambulance service on a contract for service basis. A private ambulance company provides Paramedic level services, and back up basic emergency medical services when members of the Rocky Hill Volunteer Ambulance Service are not available. The emergency medical service contract runs from July 1, 2000 through June 30, 2003. This contract has been extended by the mutual consent of all parties for two (2) one year periods and four (2) two year period. The Town, the Rocky Hill Volunteer Ambulance Association and the professional ambulance service have extended the contract for a two year period commencing July 1, 2011 through July 1, 2013. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

BUDGET SUMMARY:

Group Insurance (\$6,000) is to purchase \$20,000 of life insurance for each active member.

The Town intends to make a Pension Contribution (\$30,628) to the Volunteer Ambulance Association pension plan.

Fees (Paramedics) account (\$84,000) is to fund the Town of Rocky Hill's share of the private ambulance company contract for paramedic service. The current contract is with Aetna Ambulance Service expired on June 30, 2003. The Town's share is \$6,999 per month to Aetna for providing this service. The Town, RHVAA, and Aetna Ambulance Service have extended the contract for a two year period commencing July 1, 2011 through July 1, 2013 at the same rate of \$6,999 per month.

The Contribution account (\$10,000) provides funds for the Town's financial support for the Rocky Hill Volunteer Ambulance Association. This level of funding provides support for the following RHVAA costs: Radio Maintenance Contract; Radio Service; Training; Uniforms; First Aid Supplies; Office Supplies; Postage; Publications & Dues; Advertising; Equipment Replacement; Training Materials & Equipment; Oxygen Supplies; Vehicle Repair; Vehicle Parts & Supplies; and Ambulance Activity Fund.

Dues and Subscription account (\$13,166) is for the North Central Connecticut Emergency Medical Services (CMED) assessment. This assessment is based on a per capita rate of 66.646 cents with the Town's population of 19,754.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01202901 VOL. AMBULANCE ASSOC

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
GROUP INSURANCE	5210	5,457	5,625	5,810	5,810	6,000	6,000		6,000
EMPLOYEE PENSION	5230	35,635	32,339	32,339	32,339	30,628	30,628		30,628
FEEs	5326	89,047	84,000	76,989	84,000	84,000	84,000		84,000
CONTRIBUTIONS	5817	8,216	10,000	14,941	10,000	10,000	10,000		10,000
DUES & SUBSCRIPTIONS	5818	11,366	11,830	11,829	11,829	13,166	13,166		13,166
Totals	149,720	143,794	0.00	141,908	143,978	143,794	143,794	0.00	143,794

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HIGHWAY

PROGRAM: SUPERVISION

CODE: 01300101

DEPARTMENT FUNCTION:

This activity covers the administration of the Highway Division. Personnel of the Highway Division maintain streets; curbs and sidewalks; provide snow and ice control; street and traffic sign installation, including maintenance; limited construction and reconstruction of streets and drainage; annual leaf collection; street sweeping; and catch basin cleaning.

BUDGET SUMMARY:

Full Time Salaries (\$778,957) include: the Highway Superintendent (who acts as the Town's Recycling Coordinator), an Assistance Recycling Coordinator, a Crew Leader, three (3) Maintainer III, six (6) Maintainer II. Part Time Salaries is for the four (4) Dumpster Monitors. The account reflects the hours of operation for the Transfer Station (Thursday, Friday and Saturdays) for the fiscal year. Additional responsibilities include, backyard trash collection for incapacitated Seniors, snow removal of Town owned sidewalks, monitoring of curbside trash containers, monitoring of Town Building and Condo Dumpsters, assisting in curbside scrap metal pickup and bulky waste collection (\$36,544).

Fees include emission testing for Town Vehicles, Basic Cable service for accessing additional weather forecasting, fuel tank certification, oil/water separator cleaning (\$4,571). Training Expenses includes various training seminars, such as anti-lock brake inspection, factory updated repairs, diagnostic testing for police cruisers, OSHA training updates, workplace safety seminars, etc. have been put off for another year (\$750).

Uniforms & Cleaning (\$5,510) includes the cost of the contractual agreement with the NAGE bargaining unit to supply safety work shoes, rain gear, work gloves, hard hats, safety vests, ear and eye protection, work uniforms, etc. Office supplies include printer cartridges and miscellaneous supplies (\$132).

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Snow & Ice Call Outs	23	6	26

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01300101 HIGHWAY SUPERVISION

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	726,797	726,543	11.00	669,340	726,543	778,957	778,957	12.00	778,957
PART TIME SALARIES	5120	49,955	50,144		51,855	50,144	50,144	50,144		36,544
FEES	5326	645	4,571		1,030	4,571	4,571	4,571		4,571
TRAINING	5334	0	750		282	750	750	750		750
RADIO SERVICE	5531	368	1,550		3,490	1,550	4,850	4,850		0
UNIFORMS & CLEANING	5613	4,629	5,510		5,125	5,510	5,510	5,510		5,510
OFFICE SUPPLIES	5622	0	132		420	132	132	132		132
Totals		782,394	789,200	11.00	731,541	789,200	844,914	844,914	12.00	826,464

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HIGHWAY

PROGRAM: TOWN GARAGE

CODE: 01300102

DEPARTMENT FUNCTION:

The Town Garage activity includes all costs required to operate the Town Garage. The Garage houses the highway equipment, provides maintenance and repairs for all vehicles, including vehicles of the Parks, Police, Human Services, Town Hall staff, and the Board of Education, but excluding the Fire Division. Currently, over 95 vehicles ranging from pickups, dump trucks, loaders, graders, chippers, sedan, cruisers, etc., are maintained and serviced at the Town's repair facility.

BUDGET SUMMARY:

Full Time Salaries (\$260,500) include the Head Mechanic and three (3) regular mechanics.

Equipment repair includes funding for annual heavy equipment repairs, including the repair of corroded Highway Dump truck bodies, the replacement of leaf springs, and major engine overhauls, transmission replacement, rear end replacement, etc. (\$74,750).

Equipment Maintenance Supplies is for oxygen/acetylene tank refills, various automotive detergents including liquid wrench, brake degreaser, brake wash, spray lubricants, shop towels, silicon sand for sandblasting, etc., (\$8,450).

Maintenance supplies are for fasteners, screws, bolts, nuts, washers, plow pins, medical cabinet supplies, and include funds for the painting supplies for in-house painting of Highway Department Vehicles (\$6,750). Motor Fuel & Lubricants includes multi grade unleaded gasoline and diesel fuel, motor oil for both cars and trucks, grease, transmission fluid, hydraulic fluid, etc (\$200,750).

Antifreeze (\$565) is for highway and police vehicles as needed. Tires & Tubes includes all Highway trucks, heavy equipment, and pool cars tires (\$17,895). Vehicle Parts & Supplies are funds used for the maintenance of Town Pool cars and Highway Department vehicles (\$95,450).

Maintenance Equipment includes general tool replenishment for wrenches, sockets, drivers, etc. shop key software for repairs (\$12,350).

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01300102 HIGHWAY GARAGE

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	260,476	260,500	4.00	221,714	260,500	260,500	260,500	4.00	260,500
EQUIPMENT REPAIR	5431	51,498	44,235		41,269	53,967	74,750	74,750		74,750
EQUIPMENT & SUPPLIES	5615	8,424	7,007		10,217	7,427	8,450	8,450		8,450
MAINTENANCE SUPPLIES	5617	6,579	5,710		8,284	6,566	6,750	6,750		6,750
MOTOR FUEL & LUBRICANTS	5620	200,392	169,192		215,210	197,954	200,750	200,750		200,750
ANTIFREEZE	5621	292	565		0	565	565	565		565
TIRES & TUBES	5629	11,232	17,895		18,575	17,895	17,895	17,895		17,895
VEHICLE PARTS	5630	94,355	85,500		129,300	109,164	95,450	95,450		95,450
MAINTENANCE EQUIPMENT	5743	10,156	12,350		11,661	12,350	12,350	12,350		12,350
Totals		643,403	602,954	4.00	656,229	666,388	677,460	677,460	4.00	677,460

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HIGHWAY

PROGRAM: ROAD MAINTENANCE

CODE: 01300103

DEPARTMENT FUNCTION:

This budget provides funding for routine and emergency maintenance of streets including sidewalks, drainage facilities, highway markings, over ninety (90) cul-de-sacs, and traffic control sign replacement. Major repairs, construction, reconstruction of sidewalk and drainage projects are financed from the Capitol Improvement section of the budget. Street lighting is provided by the Connecticut Light & Power Co. under contract with the Town. Rates paid include installation, maintenance, depreciation, and current electric consumption. The Town is currently funding 1,419 lights on a monthly basis.

BUDGET SUMMARY:

Overtime covers snow removal, sanding, leaf pickup, emergency call outs, etc (\$178,650).

Fees-Highway Markings has been moved to Engineering Department (01300401).

Equipment rental provides funding to clean approximately 2,050 catch basins based on the CRCOG bid delayed for 1 year, the rental of a screener for topsoil and gravel screening, and the rental of a street sweeper for backup. (\$4,000) Street Lighting is funds for Connecticut Light & Power to provide electricity to the streetlights and to the traffic lights throughout the Town (\$226,000).

Signs cover traffic control signs, warning signs, street name signs, barricades, regulatory signs, and the material to install (\$7,730). Materials and Supplies covers shovels, rakes, brooms, chain saw, blades, etc (\$7,555). Food covers contractual agreement for meal reimbursement while working a winter storm (\$9,815).

Sand, Gravel & Cement (\$0) is for screened sand, sidewalk salt and cement for basin repairs.

Maintenance Equipment is for push leaf blowers and on demand chains (\$2,500).

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Street Sweeping (Miles)	240	244	244
Town Road Miles	61	61	61
Curb Miles	122	122	122
Leaf Collection (Cubic yds. Collected)	6,592	5,328	6,485

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01300103 HIGHWAY RD MAINTENANCE

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
OVERTIME	5130	250,558	178,650		133,675	135,560	178,650	178,650		178,650
FEES	5326	30,876	31,020		27,473	27,473	0	0		0
EQUIPMENT RENTAL	5444	0	4,000		1,750	4,000	4,000	4,000		4,000
STREET LIGHTING	5504	223,747	226,000		212,241	226,000	226,000	226,000		226,000
NEW & REPLACEMENT SIGNS	5611	4,078	7,730		9,230	7,730	7,730	7,730		7,730
MATERIALS & SUPPLIES	5623	7,555	6,346		5,613	7,555	7,555	7,555		7,555
SAND GRAVEL CEMENT	5625	49,007	0		0	0	10,000	10,000		0
FOOD	5640	8,211	9,815		3,842	2,945	9,815	9,815		9,815
MAINTENANCE EQUIPMENT	5743	2,200	2,500		0	2,500	14,225	2,500		2,500
Totals		576,232	466,061	0.00	393,825	413,763	457,975	446,250	0.00	436,250

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: ENGINEERING

CODE: 01300401

DEPARTMENT FUNCTION:

The Engineering budget provides funding for engineering and land survey services for all Town departments, boards, committees, and commissions. The Director of Engineering and Highways is responsible for research, design, and construction supervision for pavement, drainage, curb, sidewalk, and highway projects. The Director is also responsible for subdivision improvements and provision of staff assistance to the Inland Wetlands Commission.

BUDGET SUMMARY:

Full Time Salaries (\$320,039) include the Director, one Project Engineer, one Technician and an Administrative Assistant whose services are shared with the Town Planner. Part-time account (\$16,500) is for a construction inspector, who is utilized to inspect various public works projects such as, sidewalk construction and subdivision improvements. Overtime (\$500) is for after business hour's inspection work and attendance at necessary meetings

Fees-Highway Markings covers the town wide painting of street lines, stop bars, crosswalks, and arrows (\$31,020). This account was transferred from Highway-Road Maintenance (01300103).

Support Services (\$13,200) is for the implementation and maintenance of the federally mandated Phase II Storm Water Management Program and to provide town GIS data and mapping updates. Training expense (\$400) is for classes and seminars for training of technical staff. Business meeting expenses (\$1,750) for expenses incurred for engineering and Public Works Association meeting and workshop expenses. Photocopier (\$4,070) is for the maintenance of the wide format photocopier used for copying maps and plans, GIS plotter, and the lease and maintenance of the photocopier that is shared by the Engineering, Planning, Health, Highway and Building Departments.

Office supplies (\$500) are for office materials including film and paper supplies. Technical Supplies (\$1,900) are for plotting paper and pens, marking paint, survey stakes and supplies, drafting supplies and safety gear as provide for by union contract. Dues and Subscriptions (\$1,865) are for Department of Consumer Protection Licenses; Connecticut Association Land Surveyors, and Auto-Cad subscription updates.

PERFORMANCE MEASUREMENTS:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-2013 FORECAST</u>
Meetings Attended (P & Z, Wetlands, Council, Public Safety)	20	20	20
Review site plans and subdivision plans	15	15	12
Major engineering projects: sidewalk repairs	1	1	1
Road Rehabilitation project	1	1	1
Route 3 corridor study			

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01300401 ENGINEERING

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	319,142	318,065	4.00	295,447	318,066	320,039	320,039	4.00	320,039
PART TIME SALARIES	5120	17,131	16,500		23,444	16,500	16,500	16,500		16,500
OVERTIME	5130	0	500		0	0	500	500		500
FEES-MARKINGS	5326	0	0		0	0	31,020	31,020		31,020
SUPPORT SERVICES	5327	12,646	13,200		10,239	13,200	13,200	13,200		13,200
TRAINING	5334	410	400		435	400	400	400		400
BUSINESS EXPENSES	5501	1,559	1,500		1,498	1,498	1,750	1,750		1,750
PHOTOCOPIER	5550	3,506	4,070		3,379	4,070	4,070	4,070		4,070
OFFICE SUPPLIES	5622	602	500		401	500	500	500		500
TECHNICAL SUPPLIES	5627	889	1,900		1,297	1,900	1,900	1,900		1,900
DUES & SUBSCRIPTIONS	5818	1,805	1,865		1,240	1,865	1,865	1,865		1,865
Totals		357,691	358,500	4.00	337,381	357,999	391,744	391,744	4.00	391,744

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: SANITATION

CODE: 01300502

DEPARTMENT FUNCTION:

The Sanitation budget includes funds for the Town of Rocky Hill's share of the Metropolitan District Commission Sewer use charge for sanitary sewers and the Town's municipal solid waste and recycling contract, collection and disposal.

BUDGET SUMMARY:

The Solid Waste Collection account (\$639,000) is for the Town contracted weekly curbside collection with automated containers, for residential refuse and recyclables. The refuse contract is based on 5,535 residential units. The recycling contract is based on 6,034 residential units. The Town also provides for bulk container pickup at Town Buildings, at the Town Garage Transfer Station, and once a week at all Town Condominiums. The Town also provides a white goods pickup at the curb. Also included in this line are the purchase of additional replacement containers both refuse and recycling.

Solid Waste Disposal costs (\$490,600) are based upon the Connecticut Resource Recovery Authority (CRRA) published tipping fees. The tipping fee for municipal solid waste is \$63 per ton and the budget projects 6,200 tons generated. The tipping fee for bulky waste is \$80 per ton and the budget projects 975 tons generated. Also included in this is the cost of brush grinding.

Rocky Hill is one of eight member communities in the Metropolitan District Commission Sewer District (Hartford, East Hartford, Newington, Wethersfield, Windsor, Bloomfield and West Hartford). The Sewer Service Charge account (\$2,014,300) represents the Town's share of the MDC Sewer use charge for the period July 1, 2012 through June 30, 2013. This includes the cost of a household hazardous waste collection day, which is held in each of the eight member communities once a year.

The Discretionary Disposal Account (\$21,962) is for the following; permit labels, misc. advertisements, propane tanks, electronics disposal, storm water testing fees, oil filter waste storage drum disposal, refrigerant disposal, paint disposal, tire disposal, fluorescent light and ballast disposal, cooking grease disposal.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Solid Waste (tons)	5,975	6,125	6,200
Bulky Waste (tons)	927	973	975
Recycling (tons)	1,435	1,490	2,049

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01300502 SANITATION

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
SOLID WASTE COLLECTION	5401	538,996	583,062		531,431	638,315	639,000	639,000		639,000
SOLID WASTE DISPOSAL	5402	547,086	526,600		475,854	546,527	490,600	490,600		490,600
SEWER SERVICE CHARGE	5404	1,784,250	1,918,900		1,918,900	1,918,900	2,014,300	2,014,300		2,014,300
DISCRETIONARY CHARGES	5405	30,426	20,599		35,330	26,438	21,962	21,962		21,962
Totals		2,900,758	3,049,161	0.00	2,961,514	3,130,180	3,165,862	3,165,862	0.00	3,165,862

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PUBLIC HEALTH

PROGRAM: HEALTH DISTRICT

CODE: 01400100

DEPARTMENT FUNCTION:

This budget provides funds for local public health and environmental health services. The Town of Rocky Hill belongs to the Central Connecticut Health District along with Wethersfield, Berlin and Newington. The Health District assesses each town a per capita charge based on the District's Budget.

BUDGET SUMMARY:

The per capita assessment to the Towns approved by the Health District is \$4.36, an increase of 0.30 (7.4%) over last budget year assessment. The population for the Town of Rocky Hill as of July 1, 2010 is 19,754, an increase of 4.92% over the July 1, 2009 figure.

The District's 2012 - 2013 adopted budget is \$967,274 with funding from Rocky Hill of \$86,127, Wethersfield of \$116,390, Berlin of \$86,768, Newington of \$133,411, a State Per Capita Grant of \$179,355, the reserve account of \$40,414, and with the balance from permits, fees, and other income.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01400100 HEALTH DISTRICT

	2010-2011 Actual		2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
SUPPORT SERVICES	5327	76,539	76,500		76,438	76,438	80,300	86,200		86,200
Totals		76,539	76,500	0.00	76,438	76,438	80,300	86,200	0.00	86,200

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: HUMAN SERVICES DEPT.

CODE: 01400200

DEPARTMENT FUNCTION:

The Human Services Department helps serve the financial, social, developmental and mental health needs of town residents. The three major components are adult services, youth and family services and a transportation service. Adult services primarily administer and deliver a variety of state and local assistance programs to income and asset eligible residents. Youth Services administers and delivers youth and family therapy along with a variety of community programs on issues pertaining to family life and positive youth development. A transportation service for elderly/disabled residents enables access to medical appointments, food shopping and social needs. A Director, Youth Services Coordinator, Youth Services Counselor, Administrative Secretary, two full time bus drivers, a part time bus dispatcher, two part time contractual staff and a Municipal Agent for the Elderly staff the Department.

BUDGET SUMMARY:

Salaries (\$147,037) include the Human Services Director, and the Administrative Secretary. Part time (\$13,000) is the Municipal Agent for the Elderly at 10- hours per week.

Training (\$850) reflects cost for professional workshops and seminars. Tenant eviction funds (\$3,000) are for the rental of storage space and moving costs. Photocopier (\$2,700) reflects cost for copier rental (lease)

Office Supplies (\$1,500) reflects cost for computer and printer materials and miscellaneous office supplies.

The Companions and Homemakers account (\$4,500) represent matching funds from the Town to obtain federal grant funds for service to low income, elderly residents.

The Contribution account (\$16,715) includes the Town's contribution to the Inter-Community Mental Health Group, Housing Education Resource Center for counseling disadvantaged residents, Greater Hartford Transit District, North Central Regional Mental Health Board and Volunteer Care Teams of Rocky Hill. Dues and subscriptions (\$400) are memberships for Connecticut Associations of Social Services, Human Services and Ct. Coalition on Aging.

PERFORMANCE MEASUREMENTS:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST</u>	<u>2012-13 FORECAST</u>
Tax Relief Applications	83	85	85
Energy Applications	228	250	250
Welfare Case Served	66	60	55
Homemakers cases served	15	15	15

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01400200 HUMAN SERVICES DEPT

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	142,583	141,381	2.00	130,557	141,381	147,037	147,037	2.00	147,037
PART TIME SALARIES	5120	11,790	13,000		10,800	13,000	13,000	13,000		13,000
TRAINING	5334	609	850		881	850	850	850		850
TENANT EVICTIONS	5339	1,739	3,825		1,451	1,800	3,000	3,000		3,000
PHOTOCOPIER	5550	2,618	2,500		2,356	2,700	2,700	2,700		2,700
OFFICE SUPPLIES	5622	1,317	1,000		1,020	1,400	1,500	1,500		1,500
COMPANIONS/HOMEMAKERS	5812	4,500	4,500		4,500	4,500	4,500	4,500		4,500
CONTRIBUTIONS	5817	16,054	16,593		16,593	16,593	16,715	16,715		16,715
DUES & SUBSCRIPTIONS	5818	58	400		275	400	400	400		400
SENIOR ACTIVITY	5822	900	800		102	0	0	0		0
Totals		182,168	184,849	2.00	168,536	182,624	189,702	189,702	2.00	189,702

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: YOUTH SERVICES

CODE: 01400201

DEPARTMENT FUNCTION:

The Youth & Family Services Bureau, a division of the Human Services Department, provides youth and families with a variety of positive youth development programs as well as counseling, advocacy, resources, and educational programs for the entire community on issues pertaining to family life and drug/alcohol prevention activities.

A total of \$16,813 is anticipated grant revenue from the State Department of Education with the remaining balance funded from local revenue. Additionally, a \$3,300 grant is anticipated from DMHAS (CASAC) A modest sliding fee scale system based on family size and income is in place for the counseling program. No one is denied service based on finances. Approximately \$2,000 in revenue is generated from counseling fees and is applied to program expenses.

BUDGET SUMMARY:

Full Time Salaries (\$131,426) includes the salary of the professional Youth Services Coordinator and a Youth Services Counselor.

Clinical Consultant fees (\$2,000) are for clinical supervision for Rocky Hill Youth & Family Services therapy staff. Training for 3 staff (\$1,500) is for seminars, workshops and conferences, CEU credits are a requirement to maintain professional licensure. Clinical services (\$2,500) contractual therapist to conduct family therapy and mediation. Business meeting expenses (\$1,200) includes mileage reimbursement and other meeting related expenses.

Technical supplies (\$1,000) include therapeutic games and supplies. Positive Youth Development (\$7,500), includes , Youth Employment Service, Project Graduation, Project Adventure Program, Coalition to Reduce Underage Drinking, Summer Camp Program, Volunteer Recognition Program, Teen Dance, Juvenile Review Board & Youth & Police Program, After School Program. Education Awareness (\$2,500) includes parenting resources, education awareness materials, professional speakers, and parenting class curriculum series.

Administrative programs (\$2,500) include research & development, needs assessment, flyer development, Youth Services Board, and professional dues: ACA, AAMFT, AMHCA, CYSA, NAMP, ACC, and subscriptions to professional journals.

DMHAS Program grant (\$3,300) includes expenditures for various substance abuse prevention programs.

PERFORMANCE MEASUREMENTS:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Families Served in Counseling	113	114	115
Counseling Sessions Provided	1,310	1,315	1315
Positive Youth Development Programs	25	25	25
Education Programs	15	15	15

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01400201 YOUTH SERVICES

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	127,097	126,371	2.00	116,452	126,371	131,426	131,426	2.00	131,426
FEES	5326	1,550	2,000		1,200	1,350	2,000	2,000		2,000
TRAINING	5334	905	1,500		1,136	1,500	1,500	1,500		1,500
CLINICAL SERVICES	5340	628	2,500		2,076	1,000	2,500	2,500		2,500
MEETING EXPENSE	5500	1,016	1,200		915	1,000	1,200	1,200		1,200
TECHNICAL SUPPLIES	5627	465	1,000		656	1,000	1,000	1,000		1,000
POSITIVE YOUTH DEVELOPMENT	5804	7,253	7,500		5,158	7,500	7,500	7,500		7,500
EDUCATIONAL AWARENESS PROG	5805	884	2,500		2,069	2,500	2,500	2,500		2,500
ADMINISTRATIVE PROGRAMS	5807	2,268	2,500		2,215	2,500	2,500	2,500		2,500
DMHAS PROGRAM	5810	3,310	3,300		3,083	3,300	3,300	3,300		3,300
Totals		145,377	150,371	2.00	134,960	148,021	155,426	155,426	2.00	155,426

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: MINI-BUS TRANSPORTATION SERVICES

CODE: 01400202

DEPARTMENT FUNCTION:

The Human Services Department is responsible for coordinating the Town's elderly and disabled transportation program. All the buses used by the Town are able to accommodate wheelchair-confined passengers. The Town currently operates two buses and two full time drivers. The Town has one bus as back-up vehicles. The model years are 2009, 2008, 2003. The Town owns the 2008, and 2003 bus. The 2009 bus is owned by the State of Connecticut as it was purchased predominantly with State grant funds. Approximately 6% of the mini-bus budget is financed by a state operating assistance grant received from the Greater Hartford Transit District. During FY 2010 - 11 the Town received \$6660. Currently in FY 11 - 12 our transportation service receives \$16,700 in grant funds from the State to provide an expanded medical transportation service for elderly/disabled residents. It is unknown at this time if the grant funds will be available for FY 12-13.

BUDGET SUMMARY:

Full time personnel costs (\$87,521) are for two drivers. Wages are based on current collective bargaining agreement. Part time (\$19,000) is for a bus dispatcher/reservation staff and back-up temporary drivers.

Telephone (\$1,100) is utilized to allow the drivers to communicate with clients, doctors, and the supervisor. Motor fuel (\$19,175) reflects annual gasoline and diesel fuel usage for 3 buses. Vehicle Parts (\$5,000) is for vehicle replacement parts and tires.

Buses are generally replaced every 5 to 7 years. The two primary buses are model years 2008 and 2009. Therefore, we anticipate replacing the 2003 bus in FY – 2012-13. Hopefully, the State grant utilized to purchase the 2009 bus will continue to be available. Eventually, the 2008 bus will become a back-up and we will subsequently dispose of the 2003 bus.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Dial a ride trips	9,667	10,230	10,200

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01400202 MINI BUS TRANSPORTATION

	2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	81,485	2.00	76,344	81,704	87,521	87,521	2.00	87,521
PART TIME SALARIES	5120	19,207		18,151	20,000	19,000	19,000		19,000
OVERTIME	5130	22		0	0	0	0		0
PAGERS	5508	849		879	1,100	1,100	1,100		1,100
MOTOR FUEL & LUBRICANTS	5620	13,887		15,747	18,000	19,175	19,175		19,175
VEHICLE PARTS	5630	3,363		4,758	5,000	5,000	5,000		5,000
Totals	118,811	118,204	2.00	115,879	125,804	131,796	131,796	2.00	131,796

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: GROUNDS

CODE: 01500100

DEPARTMENT FUNCTION:

The Park Area and Public Grounds Maintenance budget provides funding for the planning, developing, improving and maintaining of the parks, the public grounds, the open space, and the athletic fields. Duties include mowing, routine tree and shrub pruning, landscaping design and plantings, performing a comprehensive turf management program, and maintaining the athletic fields. In addition, this unit is responsible for the Ferry Park boat launch, Elm Ridge Park, including the 75 Acres and amphitheater, Maxwell Park, and all other Parks in Town as well as the Rocky Hill High School pool, tennis courts, volleyball courts, basketball courts, amphitheater and the ice skating pond. Also, the unit assists the Highway Department with snow removal. The Tree Warden is also a responsibility of this Department.

BUDGET SUMMARY:

Full Time Salaries (\$466,575) include the Director of Parks & Recreation, one crew leader and five Park Maintainers. The Crew Leader and Park Maintainer positions are budgeted on the basis of the current NAGE collective bargaining contract. Part Time Salaries (\$101,856) include nine (9) seasonal workers to supplement full time parks maintenance staff. Funds are budgeted for overtime (\$27,000) for snow removal, field maintenance and special event requirements during other than normal work hours.

Equipment repairs (\$5,900) include repairs for equipment such as hydraulic repairs, metal fabrication, electrical components and miscellaneous truck repairs. Other service lines include outside service contracts such as Support (\$9,500) for Cemetery grounds, Tree Care (\$34,495) to maintain street trees and arborist services, Electrical Maintenance (\$5,000), Athletic Court Repair (\$2,000) and Sanitation (\$23,000). Training (\$1,500) includes classes for ground maintenance, irrigation, pesticides, safety and re-certification. Supplies reflect the various categories of supplies, uniforms, parts and tools required for ground maintenance. Equipment and Supplies include (\$25,375) and Maintenance Supplies (\$13,600) needed for equipment repair items for mowers, snow blowers, paint sprayers, rebuilding engines, tires and tubes for trucks, irrigation repair, grounding pads, welding supplies, and playground replacement parts due to aging equipment. Field Supplies (\$54,250) includes playground surfacing, supplies for maintaining 19 athletic fields, painting of McVicar field for soccer, football and lacrosse, supplies need for grounds of all Town facilities. Vehicle Parts (\$14,500) reflects work in-house for maintenance and repairs of all trucks.

Ground improvements (\$34,700) include infield work to Dimauro, and Aux 2 Soccer field at RHHS. Park Equipment (\$7,265), for snowplow replacement, brush cutter and rental equipment.

The Town Beautification Program account (\$1,000) includes the purchase of flowers for the pots, and Lend A Paw Day. Dues and subscriptions (\$310) include fees for Connecticut Parks and Groundskeepers Associations, CTPA, NEPA, Tree Warden Association and others.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Highly Maintained Area (Acres)	120	120	120
Moderately Maintained Areas (Acres)	140	140	140
Open Space	275	275	275
Athletic Fields maintained	19	19	19

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500100 PARK AREA GROUNDS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	475,772	466,575	7.00	428,079	466,575	466,575	466,575	7.00	466,575
PART TIME SALARIES	5120	73,173	101,856		80,033	101,856	101,856	101,856		101,856
OVERTIME	5130	40,948	30,000		19,470	30,000	30,000	30,000		27,000
SUPPORT SERVICES	5327	9,500	9,500		9,500	9,500	9,500	9,500		9,500
TRAINING	5334	1,497	1,500		940	1,500	1,500	1,500		1,500
SANITATION	5403	22,509	23,000		21,652	23,000	23,000	23,000		23,000
TREE CARE	5415	24,944	30,000		56,765	40,000	34,495	34,495		34,495
EQUIPMENT REPAIR	5431	2,269	5,900		1,178	5,900	5,900	5,900		5,900
ELECTRICAL MAINTENANCE	5439	1,513	3,000		2,574	3,000	5,000	5,000		5,000
ATHLETIC COURT REPAIR	5465	1,999	2,000		4,199	2,000	2,000	2,000		2,000
UNIFORMS & CLEANING	5613	4,817	5,384		4,904	5,384	5,478	5,478		5,478
EQUIPMENT & SUPPLIES	5615	24,272	25,375		21,331	25,375	25,375	25,375		25,375
MAINTENANCE SUPPLIES	5617	8,635	13,600		8,423	13,600	13,600	13,600		13,600
FIELD MAINTENANCE SUPPLIES	5618	50,603	52,250		55,624	52,250	54,250	54,250		54,250
SAFETY EQUIPMENT & SUPPLIES	5626	3,972	2,520		2,212	2,520	2,520	2,520		2,520
TECHNICAL SUPPLIES	5627	4,001	6,570		4,706	6,570	11,570	11,570		11,570
VEHICLE PARTS	5630	13,791	14,500		8,077	14,500	14,500	14,500		14,500
FOOD	5640	1,421	2,450		483	1,000	2,450	2,450		2,450
GROUNDS IMPROVEMENTS	5732	22,577	27,600		26,708	27,600	34,700	34,700		34,700
PARK EQUIPMENT	5744	3,995	6,600		1,852	6,600	7,265	7,265		7,265
TOWN BEAUTIFICATION	5811	991	1,000		560	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	45	310		175	310	310	310		310
Totals		793,242	831,490	7.00	759,445	840,040	852,844	852,844	7.00	849,844

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: SENIOR PROGRAM

CODE: 01500200

DEPARTMENT FUNCTION:

This budget includes funding for most of the programs that the Town provides for the direct benefit of senior citizens. Management of these programs is the responsibility of the Senior Citizen Program Coordinator and the Elderly Services Coordinator. The Town operates a Senior Center within the Community Center. In addition to the daily lunch program, other targeted programs offered to the senior population include: senior computer program, toning exercise program, arthritis exercise senior serenaders (choral group); dance classes; bingo; set back, bridge; bus trips; adult/senior theatre, wood working classes, yoga classes artistic and relaxation programs; Wii bowling, mahjong, cards, AARP drivers safety program, newsletter publication; annual holiday party, ice cream social, senior awards banquet and picnics; health screenings, VNA services; and flu clinics, Health Seminars, Zumba Gold Classes, and a yearly Health Expo. The Parks and Recreation Department also operates a subsidized Mini-Bus transportation program for seniors, which provides transportation services during evening hours, when the Human Service Department Mini-Bus Transportation program is not operating.

BUDGET SUMMARY:

The Full Time Salary account (\$134,828) includes the salary of the Senior Citizen Program Coordinator and the Elderly Services Coordinator with hours divided between the senior function and recreation function. Part Time Salaries (\$23,304) includes funding for the Senior Mini-Bus Driver. Part time salaries also include funding for senior serenader's director, computer instructor, and yoga instructor, wood carving instructor, and the arthritis exercise instructor, and senior computer lab subsidy.

Support Services (\$5,520) includes VNA Healthcare which used to be provided from CT Health District and is now provided by the Town. Training (\$300) and Business meeting expenses (\$350) include costs for CRPA quarterly and State meetings as well as other meetings held. Equipment repair (\$2,000) includes repair costs for kitchen equipment.

Office supplies (\$2,750) include copier and printer supply needs for programs. Materials and supplies (\$3,200) include bowls, pans, coffee pots, serving, storage containers, serving utensils and wood carving supplies, tables and chairs. Food Account (\$28,645) represents the Town subsidy for lunch.

Dues and subscriptions (\$300) include fees for CRPA, NRPA and CASP. Senior Activities (\$5,840) are for two Holiday Parties, Senior Awards Banquet, three Summer Picnics, Cancer Awareness, Winter Event Function Older American ice cream social, food, entertainment and decorations.

PERFORMANCE MEASUREMENTS:

	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Meal Program (Meals serviced /year)	4275	4500	4575
Programs	48	52	60
Senior Center Members	1475	1510	1600
Weekly Participation at Center	585	625	755

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500200 RECREATION SENIOR PROGRAMS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	132,907	132,172	2.00	121,772	132,172	134,828	134,828	2.00	134,828
PART TIME SALARIES	5120	20,604	23,304		22,384	23,304	23,304	23,304		23,304
FEES	5326	3,390	4,600		2,760	4,600	5,520	5,520		5,520
TRAINING	5334	180	300		120	300	300	300		300
EQUIPMENT REPAIR	5431	1,350	1,400		0	1,400	2,000	2,000		2,000
MEETING EXPENSE	5500	374	350		118	350	350	350		350
OFFICE SUPPLIES	5622	2,443	2,750		1,460	2,750	2,750	2,750		2,750
MATERIALS & SUPPLIES	5623	2,955	2,800		2,800	2,800	3,200	3,200		3,200
FOOD	5640	26,275	24,750		24,539	24,750	28,645	28,645		28,645
DUES & SUBSCRIPTIONS	5818	188	300		310	300	300	300		300
SENIOR ACTIVITY	5822	4,848	5,080		1,851	5,080	5,840	5,840		5,840
Totals		195,516	197,806	2.00	178,114	197,806	207,037	207,037	2.00	207,037

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: ORGANIZED ACTIVITIES

CODE: 01500201

DEPARTMENT FUNCTION:

The Organized Recreation budget includes funding for a wide range of leisure activities for both adults and youth. In addition to the programs specified in this budget, the Parks and Recreation Department provides a range of programs on a fee for service basis through the Special Recreation Fund. Staff included in this budget administers both the programs included in the Organized Recreation budget and those funded through the Special Recreation Fund.

BUDGET SUMMARY:

Full time Salaries (\$127,279) include the Recreation Supervisor and a Secretary. The Recreation Supervisor salary is budgeted on the basis of the current MEUI contract. The Secretary salary is budgeted on the basis of the AFSCME contract. Part time Salaries (\$56,928) include the operation of the Teen Center, clerical assistance, program coordinators, and Camp Sunrise staff, youth theatre salaries. The Advisory Board Secretarial Services is subsidized in this account.

Program Fees (\$19,925) include subsidy for: Special Events, Special Need programming, subsidy for youth theater. Training (\$1,700) is budgeted for CRPA State and Quarterly sessions, and other professional education sessions. Equipment repair (\$200) is budgeted for miscellaneous repairs as needed. Business meeting expense (\$750) covers mileage business meeting expenses. The Printing budget (\$17,200) covers partial funding for printing the quarterly brochure. Photocopier account (\$6,934) includes contracts for 2 copier machines and related supplies.

Technical Supplies (\$7,700) includes funds for the first aid supplies, Rec-trac software, special event supplies, and program equipment.

Dues and subscriptions (\$851) include memberships for NRPA and CRPA as well as newspapers.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Basketball	551	566	570
Summerscape	1377	1520	1538
Soccer	326	350	300
Fallfest	3000	4000	4000
Summer Concerts	600	600	600

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500201 RECREATION ORGANIZED ACTIVITY

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	123,080	122,384	2.00	112,833	122,384	127,279	127,279	2.00	127,279
PART TIME SALARIES	5120	55,425	56,928		49,143	56,928	56,928	56,928		56,928
FEES	5326	44,651	28,100		9,383	28,100	19,925	19,925		19,925
TRAINING	5334	1,318	1,700		900	1,700	1,700	1,700		1,700
EQUIPMENT REPAIR	5431	200	200		121	200	200	200		200
MEETING EXPENSE	5500	549	750		733	750	750	750		750
PRINTING	5541	15,857	17,200		16,837	17,200	17,200	17,200		17,200
PHOTOCOPIER	5550	7,328	6,870		5,492	6,870	6,934	6,934		6,934
TECHNICAL SUPPLIES	5627	6,055	7,200		7,090	7,200	7,700	7,700		7,700
DUES & SUBSCRIPTIONS	5818	790	886		882	886	851	851		851
Totals		255,252	242,218	2.00	203,415	242,218	239,467	239,467	2.00	239,467

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: AQUATIC

CODE: 01500204

DEPARTMENT FUNCTION:

The Parks and Recreation Department is responsible for the operation, scheduling, and programming of the indoor swimming pool at the Rocky Hill High School and Dr. David Moser Pool. The program is supervised by a full time Aquatics Director. The Town provides funding for operating and staffing the pools. The Parks & Recreation Department operates the pools for recreational, educational and competitive purposes.

BUDGET SUMMARY:

The Full Time Salary account (\$69,061) includes funding for the Aquatics Director/Recreation Supervisor. Part-time Salaries (\$98,872) are for Elm Ridge Park Pool that is open nine (9) weeks with one week of training. The High School Pool is open 45 weeks of the year.

Training account (\$1,300) is for CPR/First Aid certification and Aquatic Director training. Maintenance account (\$1,950) is for outside contract to Inspect Pools and service calls to indoor and outdoor pool. Pool repairs account (\$10,300) includes general pool repairs, and pool filter repairs. Business meeting expenses (\$350) is for various meetings, mileage reimbursement.

Chemicals (\$12,100) and Uniforms (\$4,400) are supplied as needed. Equipment and Supplies account (\$3,100) includes funds for badges, safety equipment, filter parts and required rescue equipment. Technical Supplies (\$950) include Elm Ridge Red Cross supplies, user fee.

Pool Equipment (\$5,800) includes deck equipment, umbrellas, rescue tubes and a pool vacuum.

Dues and subscriptions (\$200) are for CRPA and NRPA memberships.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Pool Badges (yearly)	769	640	660
Summer Badges	1016	960	980
Yearly Attendance	7296	6800	7000
Swim Lessons	318	300	330
Swim Team	148	148	150

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500204 RECREATION AQUATIC PROGRAM

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	66,901	66,405	1.00	61,297	66,405	69,061	69,061	1.00	69,061
PART TIME SALARIES	5120	96,264	98,872		82,700	98,872	98,872	98,872		98,872
TRAINING	5334	1,234	1,150		1,447	1,447	1,300	1,300		1,300
MAINTENANCE	5433	1,753	1,950		1,344	1,950	1,950	1,950		1,950
POOL REPAIRS	5440	9,058	7,500		4,974	7,500	10,300	10,300		10,300
BUSINESS EXPENSES	5501	183	350		168	350	350	350		350
CHEMICALS	5612	10,199	11,000		8,076	11,000	12,100	12,100		12,100
UNIFORMS & CLEANING	5613	4,281	4,178		1,208	4,178	4,400	4,400		4,400
EQUIPMENT & SUPPLIES	5615	5,450	3,025		2,481	3,025	3,100	3,100		3,100
TECHNICAL SUPPLIES	5627	909	950		795	950	950	950		950
POOLS EQUIPMENT	5741	4,272	4,295		1,286	4,295	5,800	5,800		5,800
DUES & SUBSCRIPTIONS	5818	188	170		173	170	200	200		200
Totals		200,691	199,845	1.00	165,949	200,142	208,383	208,383	1.00	208,383

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FACILITIES MANAGEMENT

PROGRAM: BUILDING MAINTENANCE

CODE: 01500501

DEPARTMENT FUNCTION:

This division is responsible for cleaning, maintenance, and operations of the Town Hall Complex, the Rocky Hill Community Center, Town Highway Garage, Park Maintenance Garage, Main Street Activity Center, Academy Hall, Human Services Building, Fire Association Building, Fire Company #1, #2, #3, Cora Belden Library, and Elm Ridge Park Pool Building. The management of and improvements to these buildings are the responsibility of the Facilities Director.

BUDGET SUMMARY:

The Full Time Salary account (\$455,345) includes funding for the Facilities Director, a Secretary, an Assistant to the Facilities Director, a Cook/Custodian for the Senior Center; a Head Custodian for the Municipal buildings and three custodians for the Police Department, Human Services Buildings, Parks Garage, Library and Town Hall. The Part-Time Salary account (\$47,093) covers two part time Senior Center custodians, two part-time Library custodian, substitute custodians (as needed), and summer help as well as an allowance for part time help to cover FTE staffing deficits as they occur.

The Support Services account (\$10,000) includes MDC and sewer fees for senior housing and various fees for Town Hall. Training (\$500) includes mandated OSHA training, Blood borne Pathogens, and various trade seminars. Service Contracts (\$32,933) covers back flow inspections, emergency lights, generators, time clocks, fire extinguishers, fire alarms systems, elevators, sprinklers, exterminators, air filters. Building Repairs account for all Town Buildings (\$27,150) includes: Garage door operators, door hardware, maintenance; roofing repairs, gutters, repairs by outside contractors; and various infrastructure repairs needed to any Town building. Emergency repairs take precedent over selected repairs. Maintenance (\$14,775) includes cleaning masonry, window washing, carpet cleaning, floor refinishing, electrical, plumbing, general carpentry, boilers, air conditioning, and multi-trades maintenance work. Painting (\$1,250) is for town buildings, and general building maintenance for windows, fascia boards, trim, siding, hallways, activity rooms, and mechanical room floors. Business Expense (\$200) covers the cost of meetings to discuss Town business. Building Improvements (\$8,485) are for unforeseen conditions and various Town building improvements as needed. Improvements for Town buildings are prioritized and managed by the Facilities Director.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500501 FACILITIES BLDG MAINTENANCE

		<u>2010-2011 Actual</u>	<u>2011-2012 Adopted</u>	<u>FTE</u>	<u>2011-2012 YTD Actual</u>	<u>2011-2012 Projected</u>	<u>2012-2013 Dept Req</u>	<u>2012-2013 Town Mgr</u>	<u>FTE</u>	<u>2012-2013 Adopted</u>
FULL TIME SALARIES	5111	384,896	369,173	6.50	353,626	369,173	381,691	505,144	8.00	455,345
PART TIME SALARIES	5120	56,876	47,093		41,478	48,755	47,093	47,093		47,093
OVERTIME	5130	240	0		8,630	0	0	5,000		0
FEES	5326	9,701	10,000		9,531	10,000	10,000	10,000		10,000
TRAINING	5334	113	500		140	500	500	500		500
SERVICE CONTRACTS	5406	34,276	32,933		31,114	32,933	32,933	32,933		32,933
WATER	5414	19,314	18,545		19,251	18,930	18,930	18,930		18,930
BUILDING REPAIR	5430	33,555	27,150		26,270	43,850	27,150	27,150		27,150
EQUIPMENT REPAIR	5431	5,653	4,750		5,046	4,750	4,750	4,750		4,750
MAINTENANCE	5433	5,628	14,775		14,786	14,775	14,775	14,775		14,775
PAINTING	5438	843	1,650		597	1,250	1,250	1,250		1,250
MEETING EXPENSE	5500	19	200		190	200	200	200		200
LIGHT & POWER	5505	330,382	322,627		284,026	336,366	336,366	336,366		324,466
HEATING FUEL	5506	87,242	126,053		73,516	104,877	108,984	108,984		108,984
TELEPHONE	5507	94,099	104,120		106,735	111,526	111,500	111,500		111,500
COMMUNICATIONS	5532	343	1,000		304	1,000	1,000	1,000		1,000
PHOTOCOPIER	5550	1,472	1,850		1,341	1,850	1,850	1,850		1,850
EQUIPMENT & SUPPLIES	5615	14,645	21,100		20,898	21,100	21,100	21,100		21,100
JANITORIAL SUPPLIES	5616	14,546	19,775		17,323	19,775	19,775	19,775		19,775
OFFICE SUPPLIES	5622	1,199	900		1,353	900	900	900		900
BUILDING IMPROVEMENTS	5720	8,603	8,485		7,413	8,485	8,485	8,485		8,485
OTHER EQUIPMENT	5749	0	2,000		1,151	2,000	2,000	2,000		2,000
Totals		1,103,646	1,134,679	6.50	1,024,719	1,152,995	1,151,232	1,279,685	8.00	1,212,986

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: FACILITIES MANAGEMENT

PROGRAM: SCHOOL FACILITIES

CODE: 01500502

DEPARTMENT FUNCTION:

This division is responsible for the maintenance and operation of all school buildings. The 23 member Facilities unit cleans the buildings and prepares them for multiple uses by the community. Base building services include cleaning, repairs and maintenance, preventative maintenance, snow removal, daily operations of the various building systems, and capital improvement projects.

BUDGET SUMMARY:

The Full Time Personnel account (\$1,149,219) represents (4) head custodians, (17) custodians and (2) Multi-Trade mechanics. The custodians are represented by the local NAGE bargaining unit. Part Time payroll (\$21,550) represents substitutes and summer help for custodial staff for annual maintenance procedures performed during the summer months when school is not in session. Overtime (\$71,200) is used as necessary for snow removal, emergency call-ins, emergency repairs, cold weather watch, Board of Education functions, Recreation and Town Programs, and is also used to reduce the overall costs of small Facilities projects where in house staff can perform the work at a significantly lower overall cost. Overtime Parks Events (\$14,000) is used as necessary for weekend parks related programs in the schools such as youth basketball.

Service Contracts (\$39,750) include elevators, HVAC maintenance agreements, air filters, back flow prevention inspections, fire alarm inspection and testing, fire extinguishers, sprinkler systems, duct cleaning, and other service contracts.

Building Repairs (\$39,000) covers masonry, tile, roof, and structural repair requests, and building hardware. Equipment Repairs (\$15,650) includes floor machines, pumps, hot water tanks and the like. HVAC Repairs (\$26,500) cover school cooling and heating system repairs. Plumbing Repairs (\$24,200) include replacing pumps, drain cleaning, faucets, bathrooms, water leaks, hydronic components, shower diverters, etc. Equipment Parts (\$37,800) and Supplies (\$92,750) include building supplies, heating and plumbing supplies, and electrical supplies for all in-house repairs as well as all cleaning products, soaps, disinfectants, paper towels, and toiletries. Supplies have increased due to additional disinfectants for H1N1, MIRSA, soap dispensers in classrooms, and increased product costs due to legislation mandating the use of green cleaning supplies.

Equipment (\$4,000) is for the purchase of commercial equipment such as freezers, ovens, steam generators, and refrigeration units for the school cafeterias.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01500502 FACILITIES SCHOOLS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	1,222,034	1,191,007	24.50	1,098,996	1,191,014	1,222,874	1,099,420	23.00	1,149,219
PART TIME SALARIES	5120	4,856	17,792		21,636	21,550	17,792	21,550		21,550
OVERTIME	5130	105,348	71,200		80,185	76,200	76,200	76,200		71,200
OVERTIME TOWN EVENTS	5132	10,307	19,000		10,686	14,000	14,000	14,000		14,000
FEES	5326	4,615	2,700		1,210	2,700	2,700	2,700		2,700
SECURITY	5328	413	4,750		1,350	4,250	4,250	4,250		4,250
TRAINING	5334	136	500		108	500	500	500		500
SERVICE CONTRACTS	5406	32,945	39,750		31,765	39,750	39,750	39,750		39,750
WATER	5414	42,914	43,471		33,328	41,721	41,721	41,721		41,721
BUILDING REPAIR	5430	21,021	39,000		34,411	39,000	39,000	39,000		39,000
EQUIPMENT REPAIR	5431	17,708	15,650		13,966	15,650	15,650	15,650		15,650
HVAC REPAIRS	5434	25,606	26,500		27,533	26,500	26,500	26,500		26,500
PLUMBING	5437	30,606	24,200		16,125	24,200	24,200	24,200		24,200
PAINTING	5438	7,659	3,000		6,593	6,488	4,500	4,500		4,500
ELECTRICAL MAINTENANCE	5439	1,960	2,000		7,597	7,417	4,500	4,500		4,500
LIGHT & POWER	5505	686,604	661,300		577,459	653,740	661,300	661,300		638,100
HEATING FUEL	5506	161,788	189,000		113,000	164,381	186,979	186,979		186,979
TELEPHONE	5507	99,282	98,932		110,818	114,822	106,132	106,132		106,132
UNIFORMS & CLEANING	5613	9,575	12,000		8,704	12,000	12,000	12,000		12,000
EQUIPMENT & SUPPLIES	5615	57,376	37,500		30,640	37,776	37,800	37,800		37,800
MAINTENANCE SUPPLIES	5617	83,337	92,750		74,361	92,750	92,750	92,750		92,750
GROUND SUPPLIES	5624	0	9,000		2,385	3,250	3,250	3,250		3,250
VEHICLE PARTS	5630	3,051	4,000		2,442	4,000	4,000	4,000		4,000
TECHNOLOGY IMPROVEMENTS	5731	300	1,500		0	1,500	1,500	1,500		1,500
OTHER EQUIPMENT	5749	3,624	4,000		3,658	4,000	4,000	4,000		4,000
Totals		2,633,064	2,610,502	24.50	2,308,956	2,599,159	2,643,848	2,524,152	23.00	2,545,751

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: LIBRARY SERVICES

PROGRAM: CORA J. BELDEN PUBLIC LIBRARY

CODE: 01550100

DEPARTMENT FUNCTION:

The Cora J. Belden Library, a vital part of Rocky Hill, supports and encourages the freedom to read, learn and discover in a welcoming environment. We provide friendly, knowledgeable service and access to a diversity of ideas, materials and experiences. We strive to enhance the quality of life in the community and to encourage lifelong learning and the love of reading.

The Cora J. Belden Library is a place that brings the community together. An estimated 157,787 people entered the library during the year, averaging 8.8 visits per resident. There were 445 meetings held in the library's rooms last year. There were 261,324 items checked out.

A six-member Library Board of Trustees, which is appointed by the Town Council, serves in a consulting capacity to the Library Director. The Library Director is appointed by the Town Manager.

Residents come to the Library to check out books, attend a program or meeting, research information for a class assignment, read magazines, see friends, or use a computer database or the Internet. The Library has something to offer every age and interest group in town.

BUDGET SUMMARY:

Full-time Personnel (\$589,588) includes the Library Director, Assistant Director/Technology, Assistant Director/Programming, Reference Librarian, Children's Librarian, Library Secretary, and five Library Assistants. Part-time Personnel (\$148,864) ensures coverage at public desks during all times when the library is open.

Fees and Contracts (\$38,000) include the Library Connection (Integrated Library System) support. Other services include staff training (\$2,200) in technology, customer service, and staff attendance at state conferences, and various miscellaneous business expenses (\$350). Postage (\$750) is for mailing of overdue, hold and interlibrary loan notices. Photocopier (\$1,600) is for lease, maintenance and supplies. Supplies include office (\$5,500) and technical (\$12,000) supplies, including packaging for many formats of materials for the library's varied collection. Library books (\$110,000) include books, magazines, audio books, videos and DVDs.

Electronic Databases (\$13,000) includes Reference USA, and JobNow. Other (\$1,500) includes cultural programs (early literacy programs and book discussions) for residents and their families.

Dues (\$1,300) are for Connecticut Library Consortium, the American, New England and Connecticut Library Associations.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 EST.</u>	<u>2012-13 FORECAST</u>
Borrowers	8113	8150	8200
Circulation	261324	265000	267000
Attendance	157787	162000	162000
Reference Questions	20798	21100	21500
Hours Open	2729	2649	2780

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01550100 CORA BELDEN LIBRARY

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FULL TIME SALARIES	5111	557,936	540,093	10.00	514,970	573,914	589,588	589,588	11.00	589,588
PART TIME SALARIES	5120	161,155	156,625		115,421	140,112	148,864	148,864		148,864
FEES	5326	36,442	38,000		36,122	38,000	38,000	38,000		38,000
TRAINING	5334	974	2,200		2,110	2,000	2,200	2,200		2,200
BUSINESS EXPENSES	5501	291	350		356	350	350	350		350
POSTAGE	5530	634	750		291	750	750	750		750
PHOTOCOPIER	5550	1,828	1,600		1,537	1,600	1,600	1,600		1,600
OFFICE SUPPLIES	5622	4,185	5,500		4,909	5,500	5,500	5,500		5,500
TECHNICAL SUPPLIES	5627	12,320	12,000		11,318	12,000	12,000	12,000		12,000
LIBRARY BOOKS	5650	95,585	100,000		95,637	100,000	110,000	110,000		110,000
ELECTRONIC DATABASES	5748	12,949	13,000		11,705	13,000	13,000	13,000		13,000
OTHER EQUIPMENT	5749	1,616	0		0	0	1,500	1,500		1,500
CULTURAL PROGRAMS	5815	1,498	1,500		1,425	1,500	1,500	1,500		1,500
DUES & SUBSCRIPTIONS	5818	643	1,300		1,250	1,300	1,300	1,300		1,300
Totals		888,055	872,918	10.00	797,051	890,026	926,152	926,152	11.00	926,152

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: DEBT RETIREMENT

PROGRAM: PRINCIPAL PAYMENTS

CODE: 01700100

DEPARTMENT FUNCTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2012 - 2013. Principal payments are budgeted by specific projects. A debt service schedule for the current fiscal year payments and the remaining principal balance due at the end of this period is printed below. See page 117 for further Debt Retirement discussion.

In April of 2010, the Town issued \$7,420,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of December 15, 2000 for \$3,030,000 and September 1, 2001 for \$11,000,000. Prior to this refunding, the Town's last debt issue was in August of 2004, when the Town issued \$10,900,000 of twenty (20) year General Obligation Bonds with the first principal payment due August 1, 2006.

	ORIGINAL ISSUE	PAYMENT DUE 2012-2013	BALANCE DUE June 30, 2013
School & Fire Building Improvements & Fire Trucks	\$ 3,030,000	\$0	\$0
High School Track & Auditorium, Maxwell Park, Road Improvements, and New Town Hall	\$11,000,000	\$0	\$0
2004 Refunding Bonds for West Hill HVAC & Roof, Griswold Design & Renovations, and Roofs & HVAC	\$ 5,265,000	\$0	\$0
Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	10,900,000	\$650,000	\$7,450,000
2010 Refunding Bonds for School & Fire Building Improvements, Fire Trucks, High School Track & Auditorium, Maxwell Park, Road Improvements, and New Town Hall	\$7,420,000	\$905,000	\$5,745,000
TOTALS		\$1,555,000	\$13,195,000

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01700100 PRINCIPAL PAYMENTS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
DEBT HS TRACK & AUDI	5919	87,444	0		0	0	0	0		0
DEBT ROAD IMPROVEMENTS	5920	122,727	0		0	0	0	0		0
DEBT CENTER/TOWN HALL	5921	337,500	0		0	0	0	0		0
DEBT MAXWELL PARK	5922	28,534	0		0	0	0	0		0
DEBT COMMUNITY CENTER	5923	98,795	0		0	0	0	0		0
DEBT STEVENS SCHOOL TH	5924	7,431	9,083		9,083	9,083	10,734	10,734		10,734
DEBT COMMUNITY CENTER	5925	29,312	35,826		35,826	35,826	42,339	42,339		42,339
DEBT REAL PROPERTY ACQ	5926	41,284	50,459		50,459	50,459	59,633	59,633		59,633
DEBT ATHLETIC FIELDS	5927	134,174	163,990		163,990	163,990	193,807	193,807		193,807
DEBT COMM CTR GYM	5928	18,578	22,706		22,706	22,706	26,835	26,835		26,835
DEBT ROAD IMPROV 1999	5929	41,284	50,459		50,459	50,459	59,633	59,633		59,633
DEBT 699 OLD MAIN ROOF	5930	41,284	50,459		50,459	50,459	59,633	59,633		59,633
REFUNDING BONDS 2004	5931	535,000	520,000		520,000	520,000	0	0		0
H.S. TRACK & AUDITORIUM 1999	5932	6,400	7,821		7,821	7,821	9,243	9,243		9,243
699 OLD MAIN RENOVATION 2003	5933	78,028	95,367		95,367	95,367	112,706	112,706		112,706
FIRE APPARATUS 2003	5934	52,225	63,830		63,830	63,830	75,437	75,437		75,437
REFUNDING BONDS 2010	5935	75,000	695,000		695,000	695,000	905,000	905,000		905,000
Totals		1,735,000	1,765,000	0.00	1,765,000	1,765,000	1,555,000	1,555,000	0.00	1,555,000

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: DEBT RETIREMENT

PROGRAM: INTEREST PAYMENTS

CODE: 01700200

DEPARTMENT FUNCTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2012 – 2013. Unlike principal payments, that normally have fixed pay down amounts, interest payment amounts are reduced each year as the bond principal amounts are paid down until the retirement of the debt.

The interest payments for items 5924 through 5935 on page 117 correspond to the principal payments on page 115.

The interest payments for items 5924 through 5930 and 5932 through 5934 corresponds to the Town issuing \$10,900,000 of twenty (20) year General Obligation Bonds in August of 2004, with the first interest payment being made on August 1, 2005.

In April of 2010, the Town issued \$7,420,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of December 15, 2000 for \$3,030,000 and September 1, 2001 for \$11,000,000. However, the Town still had to make one last principal payment and an interest payment of \$13,500 (item 5921) in September of 2010 for the 2001 bond issue.

The Town made its last principal and interest payment (item 5931) on August 1, 2011 for the 2004 Refunding Bonds.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01700200 INTEREST PAYMENTS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
INT CENTER/TOWN HALL	5921	13,500	0		0	0	0	0		0
DEBT STEVENS SCHOOL TH	5924	6,152	5,878		5,878	5,878	5,524	5,524		5,524
DEBT COMMUNITY CENTER	5925	24,268	23,187		23,187	23,187	21,789	21,789		21,789
DEBT REAL PROPERTY ACQ	5926	34,180	32,658		32,658	32,658	30,688	30,688		30,688
DEBT ATHLETIC FIELDS	5927	111,085	106,137		106,137	106,137	99,736	99,736		99,736
DEBT COMM CTR GYM	5928	15,381	14,696		14,696	14,696	13,810	13,810		13,810
DEBT ROAD IMPROV 1999	5929	34,180	32,658		32,658	32,658	30,688	30,688		30,688
DEBT 699 OLD MAIN ROOF	5930	34,180	32,658		32,658	32,658	30,688	30,688		30,688
REFUNDING BONDS 2004	5931	19,019	6,500		6,500	6,500	0	0		0
H.S. TRACK & AUDITORIUM 1999	5932	5,298	5,062		5,062	5,062	4,757	4,757		4,757
699 OLD MAIN RENOVATION 2003	5933	64,600	61,723		61,723	61,723	58,000	58,000		58,000
FIRE APPARATUS 2003	5934	43,238	41,312		41,312	41,312	38,820	38,820		38,820
REFUNDING BONDS 2010	5935	223,386	257,850		257,850	257,850	241,850	241,850		241,850
Totals		628,467	620,319	0.00	620,319	620,319	576,350	576,350	0.00	576,350

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: BOARD OF EDUCATION

PROGRAM: OPERATING BUDGET

CODE: 01802

DEPARTMENT FUNCTION:

The Board of Education budget includes the Town Manager's recommendation for the total operating budget of the Rocky Hill Board of Education for the period July 1, 2012 through June 30, 2013. Article VIII of the Rocky Hill Town Charter requires that the Town Manager submit a recommended annual budget for all commissions, boards, and departments of the Town of Rocky Hill. State statute limits the Town Manager's authority over the school budget to a recommendation of a total amount to be appropriated for education purposes. After the Town Council approves the total allocation, the Board of Education has complete authority over how the total school budget is apportioned and the amount given to the various specific education programs.

BUDGET SUMMARY:

The total amount requested by the Board of Education for the school budget is \$30,353,935, an increase of \$1,037,789 (3.54%) over last year's Board of Education Adopted Budget.

The amount being recommended by the Town Manager for the Board of Education in the Proposed Budget is \$30,303,935, an increase of \$987,789 (3.4%) over last year's allocation for the Board of Education in the 2011-2012 Adopted Budget.

The Adopted Budget amount approved by the Town Council for the Board of Education is \$30,193,935, a total increase of \$877,789 (3.0%) over last year's allocation by the Town Council for the Board of Education in the Adopted Budget for 2011-12.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01802 EDUCATION

		<u>2010-2011 Actual</u>	<u>2011-2012 Adopted</u>	<u>FTE</u>	<u>2011-2012 YTD Actual</u>	<u>2011-2012 Projected</u>	<u>2012-2013 Dept Req</u>	<u>2012-2013 Town Mgr</u>	<u>FTE</u>	<u>2012-2013 Adopted</u>
BOARD OF EDUCATION	5809	28,196,449	29,316,146		22,804,942	29,316,146	30,353,935	30,303,935		30,193,935
	Totals	28,196,449	29,316,146	0.00	22,804,942	29,316,146	30,353,935	30,303,935	0.00	30,193,935

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: EMPLOYEE BENEFITS

CODE: 01900100

DEPARTMENT FUNCTION:

The Employee Benefits budget provides funding for unemployment compensation, group insurance, and social security payroll tax benefits for municipal employees. In addition, the Town makes yearly contributions to the municipal employees and certain Board of Education employee's pension plan, and the police officers pension plan.

BUDGET SUMMARY:

Group Insurance (\$3,426,547) includes funds for group health insurance (\$3,375,547), group life insurance (\$15,000) for municipal employees, and long-term disability insurance (\$36,000) for Town employees excluding police. The group health number is based on projected Blue Cross & Blue Shield health insurance rates starting on July 1, 2012.

The Social Security account (\$739,719) provides funding for the Town's share of the Social Security payroll tax for Town employees, and is driven by salary changes.

The Employee Pension (\$2,076,731) consists of the Town's actuarial base contribution to the Police and General Government Pension Plans, group life insurance, and other associated expenses. The pension contributions that the Town is budgeting to make are \$1,203,931 for the General Government Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$769,584 for the Police Plan. In addition, \$90,000 is budgeted for pension group life insurance, and \$13,216 is budgeted for required valuation reports and other related expenses.

The OPEB Trust Contribution (\$100,000) is funding towards Town and Board of Education provided post-employment health & welfare benefits for its current and future retirees. In accordance with Government Accounting Standards Board Standard Number 45 (GASB 45), the Town had an actuarial valuation of its Other Post Employment Benefits (OPEB) performed pursuant to GASB 45 and with that, the Town established an OPEB Trust as of June 30, 2009.

Unemployment compensation is funded (\$25,000) at a level that is believed to be sufficient to cover potential staff changes. The Town reimburses the State of Connecticut for unemployment costs based upon actual experience.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01900100 EMPLOYEE BENEFITS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
GROUP INSURANCE	5210	2,790,321	3,041,620		2,971,720	2,973,325	3,431,547	3,431,547		3,426,547
SOCIAL SECURITY	5220	714,549	716,846		656,482	731,245	745,519	745,519		739,719
EMPLOYEE PENSION	5230	1,822,688	2,074,927		1,571,396	2,038,690	2,076,731	2,076,731		2,076,731
OPEB TRUST CONTRIBUTION	5232	50,000	50,000		50,000	50,000	100,000	100,000		100,000
UNEMPLOYMENT COMPENSATION	5250	49,027	57,000		19,049	12,200	21,000	21,000		25,000
Totals		5,426,584	5,940,393	0.00	5,268,646	5,805,460	6,374,797	6,374,797	0.00	6,367,997

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: PROPERTY & LIABILITY

CODE: 01900200

DEPARTMENT FUNCTION:

This budget provides funds for property and liability insurance for all Town of Rocky Hill departments, boards, committees, and commissions. The cost of employee health and life insurance is budgeted in the Employee Benefit budget. Administration of the Town's Property and Liability insurance program is the responsibility of a three member Insurance Committee that is appointed by the Town Council. The Town's insurance administration ordinance provides for the committee's selection of an insurance agent of record, for purposes of securing the best coverage for the best price for the Town.

BUDGET SUMMARY:

For the 2011 – 2012 adopted budget, the Insurance Committee awarded the multi-peril, the catastrophe, the public official liability, and the workers compensation insurance to CIRMA (Connecticut Interlocal Risk Management Agency).

- CIRMA for general liability, automobiles, and public official liability;
- CIRMA for property and boiler and machinery;
- CIRMA for a \$20 million umbrella and;
- CIRMA for its workers compensation insurance coverage.

CIRMA began operations in 1980 with its purpose being to meet the risk management and risk financing needs of Connecticut municipalities and local public agencies. CIRMA operates two risk-sharing pools, the Workers' Compensation Pool and the Liability-Automobile Pool.

The Insurance Committee at its December 21, 2011 meeting voted not to go with an insurance agent of record. At the Insurance Committee meeting on January 25, 2012, members approved to award the multi-peril, the catastrophe, the public official liability, and the workers compensation insurance to CIRMA for the budget years of 2012-2013, 2013-2014, and 2014-2015. For the Liability-Auto-Property (LAP) policy the premium is \$425,096, plus endorsements, for the 2012-2013 budget year and a three percent (3%) increase in each of the next two budget years. For the Workers' Compensation policy the premium is \$493,143, subject to a premium audit by CIRMA, for the 2012-2013 budget year and the policy will be annually rated for the following two budget years.

For the 2012 – 2013 budget, the Town is budgeting \$51,700 for the administration of and the payment of any heart and hypertension claims that are not covered by workers compensation insurance.

From July of 2002 through June of 2010, the Town placed its workers compensation insurance coverage with Municipal Interlocal Risk Management Association (MIRMA). In 2010, the Board of Directors of MIRMA, as required by the State Insurance Commissioner, voted an assessment to each of its members from July 1, 2002 through June 30, 2009 which is allowed per the MIRMA Membership Agreement. After reviews by the MIRMA actuary, the Town's original assessment has been reduced from \$603,859 to \$425,865 and assessment payments have been made or to be made in the following installments:

- payment of \$100,644 was made on May 1, 2010;
- payment of \$125,804 was made on July 1, 2010;
- payment of \$98,774 was made on July 1, 2011;
- and the final payment for the balance (estimated to be \$100,643) is payable in July 2012.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01900200 INSURANCE

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
WORKERS COMPENSATION	5260	448,776	466,700		499,725	493,143	503,143	503,143		503,143
HEART HYPERTENSION	5261	24,721	26,700		11,653	26,700	51,700	51,700		51,700
WORKERS COMP ASSESSMENT	5262	200,804	98,775		98,774	98,774	100,650	100,650		100,650
ACCIDENT INSURANCE	5520	11,794	12,384		11,203	11,203	0	0		0
CATASTROPHE INSURANCE	5521	106,575	120,000		105,676	105,677	77,950	77,950		77,950
PUBLIC OFFICIALS LIABILITY	5523	39,014	45,000		75,492	75,493	77,770	77,770		77,770
MULTI-PERIL INSURANCE	5524	259,262	301,783		285,498	287,888	276,320	276,320		276,320
INSURANCE LOSS ACCOUNT	5525	22,020	25,000		24,047	25,000	40,000	40,000		40,000
SURETY BONDS	5527	4,000	4,000		4,000	4,000	4,000	4,000		4,000
Totals		1,116,965	1,100,342	0.00	1,116,068	1,127,878	1,131,533	1,131,533	0.00	1,131,533

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CONTINGENCY/RESERVE

CODE: 01900300

DEPARTMENT FUNCTION:

This account contains funding for extraordinary and unforeseen budget expenditures, and for potential salary increases for Town non- bargaining employees and for those employees represented by bargaining agreements that have not been settled at the time of this budget presentation.

No expenditures are permitted against this account. As funding needs arise, transfers are approved to the appropriate budget by vote of the Town Council.

BUDGET SUMMARY:

The Contingency / Reserve account (\$397,650) is a reserve for unanticipated and for unbudgeted expenditures that could occur during the budget year. This contingency account can be used to cover the costs of some of the following items:

- for salary adjustments due to wage increases for union employees due to contractual agreements and for non-bargaining employees.
- for an overtime reserve for unanticipated overtime due to weather conditions and extended illness.
- for a benefit reserve for employee retirements that will cover the costs of those benefits (such as sick time, vacation time, and comp time) that certain personnel will be entitled to upon their retirement.
- for a reserve to cover energy costs for unanticipated increases for electricity, natural gas, heating oil, diesel fuel, and unleaded gasoline due to weather and price increases due to market conditions.
- for a reserve to pay for settlements of insurance claims, for unanticipated legal fees, and for other unbudgeted expenditures during the period.
- for a reserve for storm related recovery expenses that will provide for emergency funding for the clean up and other expenses that are the result of storms such as hurricanes, tornados, early snow storms, etc. that occurred during the budget year.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01900300 CONTINGENCY/RESERVES

	<u>2010-2011 Actual</u>	<u>2011-2012 Adopted</u>	<u>FTE</u>	<u>2011-2012 YTD Actual</u>	<u>2011-2012 Projected</u>	<u>2012-2013 Dept Req</u>	<u>2012-2013 Town Mgr</u>	<u>FTE</u>	<u>2012-2013 Adopted</u>	
SALARY ADJUSTMENTS	5113	0	25,000	0	0	0	0		0	
OVERTIME	5130	0	35,000	0	0	0	0		0	
BENEFIT RESERVE-RETIREMENTS	5294	0	200,900	0	0	0	0		0	
RESERVE-ENERGY COSTS	5506	0	28,500	0	0	0	0		0	
CONTINGENCY ACCOUNT	5808	0	60,000	0	0	477,650	477,650		397,650	
Totals	0	0	349,400	0.00	0	0	477,650	477,650	0.00	397,650

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: SPECIAL PROGRAM

PROGRAM: NON CLASSIFIED EXPENSE

CODE: 01900400

DEPARTMENT FUNCTION:

The Non Classified Expenditure budget is used for funding a variety of expenditures such as property tax abatement agreements, rental payments, fees, and license agreements.

BUDGET SUMMARY:

The Fee account (\$320) is for a license agreement between the Town and the American Society of Composers, Authors, and Publishers (ASCAP) to secure the use of members' copyrighted musical works.

The Rental account (\$1,375) is for the estimated property taxes on Rose Hill Cemetery property that is occupied by a drainage detention basin constructed during the town wide drainage improvement project (\$875). Also, this account is for the annual license agreement with the State of Connecticut for a railroad pipe crossing installed as part of the Belden Brook Outfall Project (\$500).

The Town Council approved an ordinance allowing tax abatements to firefighters and to emergency medical service personnel. By meeting certain requirements, individual volunteer firefighters and ambulance personnel can receive tax abatements for up to (\$1,000). These abatements are estimated to be \$60,600. The abatement will be reflected as a reduction on the individual's tax bill. The (\$1,000) for the fire and ambulance abatement accounts are for if the need arises that the Town needs to issue checks in order to provide the tax abatement.

The Tax Agreement accounts are for a pilot program for those senior citizens that volunteer in the schools (\$10,000).

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01900400 SPECIAL PROGRAMS

	2010-2011 Actual		2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
FEES	5326	305	309		320	320	320	320		320
EQUIPMENT RENTAL	5444	1,275	1,350		1,317	1,317	1,375	1,375		1,375
VOL FIRE ABATEMENT	5800	0	1,000		0	0	1,000	1,000		1,000
VOL AMBULANCE ABATEMENT	5801	0	1,000		0	0	1,000	1,000		1,000
TAX AGREEMENTS	5813	7,508	10,000		6,188	9,500	10,000	10,000		10,000
Totals		9,087	13,659	0.00	7,825	11,137	13,695	13,695	0.00	13,695

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CAPITAL IMPROVEMENTS

CODE: 0195000

DEPARTMENT SUMMARY:

The Capital Improvement budget is used to fund capital improvements with current revenue, surplus, or transfers from other funds. It includes capital expenditures that are one time in nature and would skew a department's operational budget change from year to year. In addition to funding current Capital Improvements, the Town appropriates funds that are transferred to the Reserve for Capital and Nonrecurring Expenditures Fund to be retained for future capital needs.

BUDGET SUMMARY:

The Town is budgeting (\$65,000) for the first year of expenditures associated with a Property Revaluation Project for the October 2013 Grand List.
The Town is budgeting (\$55,000) for back office permitting online system that will benefit various town departments.

The budget line School Improvements for (\$405,000) is funding for improvements to the school buildings as determined by the Town and the Board of Education.
The Town is budgeting (\$45,000) for Building Improvements at the fire stations that include ADA upgrading of restrooms and a generator oil tank replacement.
The Town is budgeting (\$60,000) for Building Improvements at Academy Hall that include ADA upgrading of restrooms and ADA entrance ramp.
The Town is budgeting (\$76,500) for Town Building Improvements various maintenance includes painting the interior of the buildings and carpet replacement.

The Town is budgeting (\$150,000) for ground improvement at McVicar Field is to start to reserve funds toward the replacement of the field carpet.
The Town is budgeting (\$100,000) for sidewalk repairs. The Town will be reimbursed under the State Local Capital Improvement Program (LOCIP).

The Town is budgeting (\$50,000) for Design Services for the Goff Brook Bridge on Old Main Street. This bridge will have to be replaced in 2 to 3 years.
The Town is budgeting (\$100,000) for general repairs to Town roads, curbing, parking lots, catch basins, and crack storm pipes.
The Town Aid Roads (TAR) budget line of (\$168,473) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance.

The Town is budgeting (\$51,100) as a lease payment for upgrading its Information Technology (IT) network with an IT Virtual Network. This will be the last payment.
The budget line Equipment – Police Department (\$0) was to be for a leasing arrangement for a Microwave Radio Transmitter to improve communication among five departments.
The budget line Equipment – Parks Department for (\$19,100) is lease payment number three of five for a Toro wide area mower.
The budget line Pool Equipment for (\$28,000) is for a pump replacement at RHHS pool and for cleaning / painting Elm Ridge pool.

The budget line Vehicles – Police Department (\$96,982) is to purchase and equip two new Ford Police Intercepts vehicles for the patrol division.

The budget line Vehicles – Highway Department (\$114,979) is to fund four lease payments: (1) will be the second of five lease payments for a new dump truck; (2) will be the second of five lease payments for a new Pay loader; (3) will be the first of four lease payments for a new forklift; and (4) is the first payment toward a new dump truck acquired in this budget.

The budget line Vehicles – Parks Department (\$26,251) is for the purchase of an F-250 Pick up Trucks with a plow to be converted to a natural gas powered vehicle with a grant.
The budget line Vehicles – Mini Bus for (\$20,000) is to continue to reserve funds for the purchase of two elderly/disable buses.

The budget line Specific Project - Streetscape for (\$170,000) is part of the Town share (20%) associated with a Federal Transportation Department grant for Phase Two of the Streetscape for the Silas Deane and Glastonbury Avenue intersection.

The budget line Fire Department Training Center for (\$25,000) is to complete the training grounds.

The Repairs to Roads - Highway budget line of (\$200,000) is funding by the Town for specific roads and parking lot projects in the Town.

The Portable Classrooms for Schools budget line of (\$36,000) is for lease payments for three portable classrooms at Stevens School. This is for the second year of a four year lease.

**TOWN OF ROCKY HILL
2012-13 ADOPTED BUDGET**

01950000 CAPITAL IMPROVEMENTS

		2010-2011 Actual	2011-2012 Adopted	FTE	2011-2012 YTD Actual	2011-2012 Projected	2012-2013 Dept Req	2012-2013 Town Mgr	FTE	2012-2013 Adopted
ASSESSOR REVALUATION	5338	0	0		0	0	91,000	91,000		65,000
ONLINE ELECTRONIC PERMIT	5348	0	0		0	0	55,000	55,000		55,000
SCHOOL IMPROVEMENTS	5720	307,675	50,000		48,741	50,000	229,000	279,000		405,000
BUILDING IMPRV FIRE	5723	0	0		0	0	45,000	45,000		45,000
BUILDING IMPRV ACADEMY HALL	5724	0	0		0	0	60,000	60,000		60,000
BUILDING IMPRV TOWN	5725	50,000	50,000		17,444	50,000	101,500	101,500		76,500
GROUND IMPRV FENCING	5726	11,282	0		0	0	0	0		0
GROUND IMPRV MCVICAR	5727	0	0		0	0	50,000	50,000		150,000
IMPRv OTHER THAN BLDG	5730	98,664	100,000		96,787	100,000	100,000	100,000		100,000
LOCIP-FRANCE ST	5731	0	25,000		0	0	0	0		0
DESIGN GOFF BROOK BRIDGE	5733	75,000	75,000		0	75,000	50,000	50,000		50,000
REPAIRS TO ROADS - HIGHWAY	5734	102,561	100,000		97,598	100,000	100,000	100,000		100,000
TOWN AID ROADS	5738	168,442	168,442		168,929	168,442	168,473	168,473		168,473
EQUIPMENT-VIRTUAL ENVIR	5741	50,520	52,801		52,800	52,800	51,100	51,100		51,100
EQUIPMENT-POLICE	5751	0	0		0	0	40,000	40,000		0
EQUIPMENT-PARKS	5754	19,332	19,100		19,089	19,089	19,100	19,100		19,100
EQUIPMENT-POOL	5755	0	0		0	0	28,000	28,000		28,000
VEHICLES-POLICE	5761	91,383	85,100		51,504	85,100	116,982	116,982		96,982
VEHICLES-HIGHWAY	5763	105,643	63,700		63,646	63,646	114,979	114,979		114,979
VEHICLES-PARKS	5764	11,160	0		0	0	21,000	21,000		26,251
VEHICLES-MINI BUS	5766	10,000	10,000		0	10,000	10,000	20,000		20,000
STREETSCAPE PROJECT	5790	0	0		0	0	340,000	340,000		170,000
FIRE DEPT TRAINING CENTER	5792	19,984	7,329		2,196	7,329	25,000	25,000		25,000
REPAIRS TO ROADS-HIGHWAY	5793	121,561	200,000		69,399	200,000	200,000	200,000		200,000
PORTABLE CLASSROOMS	5797	0	229,000		229,000	229,000	36,000	36,000		36,000
Totals		1,243,207	1,235,472	0.00	917,133	1,210,406	2,052,134	2,112,134	0.00	2,062,385

**TOWN OF ROCKY HILL
2012-13 ANNUAL BUDGET**

CAPITAL IMPROVEMENT PROGRAM

DEPARTMENT FUNCTION:

The Capital Improvement Program (CIP) is a forecast of Capital Expenditures for 2012-13 and the following five years. The CIP may be changed from year to year based on the Capital needs of the community and its priorities.

BUDGET SUMMARY:

The 2012-13 CAPITAL IMPROVEMENT PROGRAM Budget reflects the need for Capital expenditures as requested by the various Town Departments. Certain requests were funded for in this year's Budget. Also, included could be projects that have been approved by referendum and/or grants.

The funding for the CAPITAL IMPROVEMENT PROGRAM for future budget years are just projections unless it is a referendum item or a leased item.

Starting in the 2010-11 Budget, the CIP was divided into two sections with one section having equipment, buildings, vehicles, etc. related items in the five year Capital Improvement Program. The second section was set up just for roads to reflect a five year road improvement program (p120 G)

**Budget Development Sheet
2012 - 2013
CAPITAL IMPROVEMENT PROGRAM
2012 - 2013 through 2016 - 2017**

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2012 - 2013	Assessor	Revaluation	Town Hall	Revaluation of October 2013 Grand List	65,000	Capital Improvement Budget
2012 - 2013	Board of Education	Vehicle Replacement - Van	Town Hall	2011 Ford Transit Connect (Lease Pymt 3 of 3)	5,554	Board of Ed
2012 - 2013	Engineering	New Ramp as an accessible entry	Academy Hall	Entry to museum to conform to ADA	30,000	Capital Improvement Budget
2012 - 2013	Engineering	Design Services - Bridge Repair	Old Main Street at Goff Brook	Bridge Replacement	50,000	Capital Improvement Budget
2012 - 2013	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	Capital Imp Budget - LOCIP
2012 - 2013	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Part of Town's 20% Share (1 of 2)	170,000	Capital Improvement Budget
2012 - 2013	Engineering / Parks	Repairs	Bulkely Park	Repair Erosion	50,000	Unfunded
2012 - 2013	Facilities - Town Buildings	Painting	Town Buildings	Painting Interiors of Town Building	10,000	Cap Imp Budget - Various Repairs
2012 - 2013	Facilities - Town Buildings	Update bathroom	Academy Hall	ADA and Public Lavatory	30,000	Capital Improvement Budget
2012 - 2013	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various	25,000	Cap Imp Budget - Various Repairs
2012 - 2013	Facilities - Information Tech	Install Wi-Fi	Police Department	Wireless Network Access for Staff / Emery Ops	16,500	Cap Imp Budget - Various Repairs
2012 - 2013	Facilities - Information Tech	Upgrade Town IT network	Town Hall	Virtual Network equipment - Pymt 3 of 3	51,097	Capital Improvement Budget
2012 - 2013	Facilities - School	Enclose Office Area	West Hill	Board of Education Proposed CIP (2012-2013)	7,500	Capital Improvement Budget
2012 - 2013	Facilities - School	Blinds / Shades	West Hill	Board of Education Proposed CIP (2012-2013)	9,500	Capital Improvement Budget
2012 - 2013	Facilities - School	Classroom furniture replacement	District Wide	Board of Education Proposed CIP (2012-2013)	10,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2012-2013)	10,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Remove/Level Pit Area Cafeteria	West Hill	Board of Education Proposed CIP (2012-2013)	14,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2012-2013)	15,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2012-2013)	20,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Refurbish Gym Floor-Strip, Sand, Re-Line	Stevens	Board of Education Proposed CIP (2012-2013)	20,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Cafeteria Tables and Chairs (Year One)	West Hill	Board of Education Proposed CIP (2012-2013)	20,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Refurbish Gym Floor-Strip, Sand, Re-Line	West Hill	Board of Education Proposed CIP (2012-2013)	20,000	Capital Improvement Budget
2012 - 2013	Facilities - School	HVAC Upgrades/repairs	District Wide	Board of Education Proposed CIP (2012-2013)	25,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Paint Gym / Add Lighting	West Hill	Board of Education Proposed CIP (2012-2013)	28,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Update bathrooms (see also referendum item)	District Wide	Board of Education Proposed CIP (2012-2013)	30,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Shutting Down Moser School	Stevens Three Portables Classrooms	Lease Payment - Payment 2 of 4	36,000	Capital Improvement Budget
2012 - 2013	Facilities - School	Various Repairs and Improvements	Town Schools	Various / Emergency Repairs	176,000	Capital Improvement Budget
2012 - 2013	Fire	Training Facilities	Fire Station # 2	RHFD Training Center	25,000	Capital Improvement Budget
2012 - 2013	Fire	Replace Vehicles & Apparatus	Fire Station	Refurbish Rescue Two (26 yrs)	70,000	Non Recurring Fund
2012 - 2013	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Bathroom ADA Accessible Toilets	20,000	Capital Improvement Budget

**Budget Development Sheet
2012 - 2013
CAPITAL IMPROVEMENT PROGRAM
2012 - 2013 through 2016 - 2017**

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2012 - 2013	Fire / Facilities Sch	Replacement	Fire Station Number 3	Oil Tank for Generator	25,000	Capital Improvement Budget
2012 - 2013	Highway Department	Equipment Replacement - Forklift	Highway Garage	Clark Forklift - Lease Payment 1 of 4	6,079	Capital Improvement Budget
2012 - 2013	Highway Department	Equipment Replacement - Payloader	1973 Catepillar 930 Loader	J Deere Payloader - Lease Payment 2 of 5	31,365	Capital Improvement Budget
2012 - 2013	Highway Department	Vehicle Replacement # ONE	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (1) - Lease Payment 2 of 5	32,285	Capital Improvement Budget
2012 - 2013	Highway Department	Vehicle Replacement # TWO	Dump truck (Rplace 1987 Ford L8000)	Dump Truck - Lease Payment 1 of 5	45,250	Capital Improvement Budget
2012 - 2013	Human Services - Mini-Bus	Senior Bus Replacement (2003 Bus)	Human Services	Replace Bus in 2013-2014 Yr. (NO Grant \$)	10,000	Capital Improvement Budget
2012 - 2013	Human Services - Mini-Bus	Senior Bus Replacement (2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	10,000	Capital Improvement Budget
2012 - 2013	Human Services - Mini-Bus	Senior Bus Purcahse (Repl 2003 Bus)	Human Services	Purchase Bus in 2012-2013 Yr. (NO Grant \$)	60,000	Non Recurring Fd / Grant ???
2012 - 2013	Library	Purchase	Cora J Belden Library	Staff Workststions	36,000	Unfunded
2012 - 2013	Library	Purchase	Cora J Belden Library	RFID Technolgy (Item Checkout and Tracking)	80,000	Unfunded / Possible Grant
2012 - 2013	Library / Facilites	Construction	Cora J Belden Library	Turn the Alcove into a Small Study Room	7,000	Unfunded
2012 - 2013	Library / Facilites	Renovate	Cora J Belden Library	Remove Oil Tank - Patch Driveway	12,500	Unfunded
2012 - 2013	Library / Facilites	Renovate	Cora J Belden Library	Carpeting	25,000	Cap Imp Budget - Various Repairs
2012 - 2013	Library / Facilites	Renovate	Cora J Belden Library	Lighting	197,000	Unfunded
2012 - 2013	Parks and Recreation	Vehicle Replacement (Truck 80)	Ground Maint (Purchase)	Four Wheel Drive F-250 Pick up Truck w/plow	26,251	Capital Improvement Budget
2012 - 2013	Parks and Recreation	Pool Maintenance	Aquatics - RHHS	Pump Replacement for RHHS Pool	12,000	Capital Improvement Budget
2012 - 2013	Parks and Recreation	Maintenance - Painting	Aquatics - Elm Ridge	Clean and Paint Elm Ridge Pool	16,000	Capital Improvement Budget
2012 - 2013	Parks and Recreation	Equipment Replacement - Toro Mower	Grounds Maintenance	Lease Rotary Mower - Payment # 3 of 5	19,100	Capital Improvement Budget
2012 - 2013	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	150,000	Capital Improvement Budget
2012 - 2013	Police	Replace 2 Vehicles	Police Station	Purchase Two New Taurus Police Vehicles	96,982	Capital Improvement Budget
2012 - 2013	Various Departments	Electronic Permitting	Town Hall	Back Office Permitting Online	55,000	Capital Improvement Budget
2013 - 2014	Assessor	Revaluation	Town Hall	Revaluation of October 2013 Grand List	83,700	Unfunded
2013 - 2014	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Part of Town's 20% Share (2 of 2)	170,000	Unfunded
2013 - 2014	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Grant Portion 80% Share	1,360,000	Possible State/Federal Grant
2013 - 2014	Engineering	Drainage	Rose Hill	Repair Channel	20,000	Unfunded
2013 - 2014	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	LOCIP
2013 - 2014	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	50,000	Unfunded
2013 - 2014	Facilities - School	Classroom furniture replacement	District Wide	Board of Education Proposed CIP (2013-2014)	10,000	Unfunded
2013 - 2014	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2013-2014)	10,000	Unfunded

Budget Development Sheet

2012 - 2013

CAPITAL IMPROVEMENT PROGRAM

2012 - 2013 through 2016 - 2017

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2013 - 2014	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2013-2014)	15,000	Unfunded
2013 - 2014	Facilities - School	Upgrade school clocks: Digital System	West Hill	Board of Education Proposed CIP (2013-2014)	15,000	Unfunded
2013 - 2014	Facilities - School	Update bathrooms (see also referendum item)	District Wide	Board of Education Proposed CIP (2013-2014)	17,000	Unfunded
2013 - 2014	Facilities - School	HVAC Upgrades/repairs	District Wide	Board of Education Proposed CIP (2013-2014)	20,000	Unfunded
2013 - 2014	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2013-2014)	20,000	Unfunded
2013 - 2014	Facilities - School	Cafeteria Tables and Chairs (Year Two)	West Hill	Board of Education Proposed CIP (2013-2014)	20,000	Unfunded
2013 - 2014	Facilities - School	Shutting Down Moser School	Stevens Three Portables Classrooms	Lease Payment - Payment 3 of 4	36,000	Capital Improvement Budget
2013 - 2014	Facilities - School	Stage / Winch Rigging	High School		47,500	Possible School Referendum
2013 - 2014	Facilities - School	Replace metal lockers in pool area boys & girls	High School		54,000	Possible School Referendum
2013 - 2014	Facilities - School	Front Entrance Stairs, Landing	High School		360,000	Possible School Referendum
2013 - 2014	Facilities - School	Air Condition Balance of School	Griswold Middle School	Board of Education Proposed CIP (2013-2014)	650,000	Unfunded
2013 - 2014	Facilities - School	Football Field House	High School		1,300,000	Possible School Referendum
2013 - 2014	Fire	Replace Vehicles & Apparatus	Fire Station	Refurbish Truck One	55,000	Unfunded
2013 - 2014	Fire	Replace Vehicles & Apparatus	Fire Station	Funds towards purchase of vehicle	100,000	Unfunded
2013 - 2014	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Upgrades to Assembly Room - Removal tiles	15,000	Unfunded
2013 - 2014	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Watchroom Upgrade	60,000	Unfunded
2013 - 2014	Highway Department	Equipment Replacement - Forklift	Highway Garage	Clark Forklift - Lease Payment 2 of 4	6,079	Capital Improvement Budget
2013 - 2014	Highway Department	Equipment Replacement - Payloader	1973 Caterpillar 930 Loader	J Deere Payloader - Lease Payment 3 of 5	31,365	Capital Improvement Budget
2013 - 2014	Highway Department	Vehicle Replacement # ONE	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (1) - Lease Payment 3 of 5	32,285	Capital Improvement Budget
2013 - 2014	Highway Department	Vehicle Replacement # TWO	Dump truck (Rplace 1987 Ford L8000)	Dump Truck - Lease Payment 2 of 5	35,100	Unfunded
2013 - 2014	Highway Department	Vehicle Replacement	1991 Ford L8000 Dump Truck	side dump truck with sander	191,979	Unfunded
2013 - 2014	Human Services - Mini-Bus	Senior Bus Replacement (2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	5,000	Unfunded
2013 - 2014	Human Services - Mini-Bus	Senior Bus Replacement (2009 Bus)	Human Services	Replace Bus in 2015-2016 Yr. (NO Grant \$)	5,000	Unfunded
2013 - 2014	Library / Facilities	Renovate	Cora J Belden Library	Carpeting	76,440	Unfunded
2013 - 2014	Library / Facilities	Renovate	Cora J Belden Library	Upgrade Restrooms	81,800	Unfunded
2013 - 2014	Parks and Recreation	Vehicle Replacement (Truck 48)	Ground Maint (Lease Pymt 1 of 3)	Four Wheel Drive Pick up Truck w/snowplow	10,500	Unfunded
2013 - 2014	Parks and Recreation	Equipment Replacement	Ground Maintenance	72" ZTR Mower (2)	16,500	Unfunded
2013 - 2014	Parks and Recreation	Equipment Replacement	Ground Maintenance	Sandpro	16,500	Unfunded
2013 - 2014	Parks and Recreation	Equipment Replacement - Toro Mower	Grounds Maintenance	Lease Rotary Mower - Payment # 4 of 5	19,089	Capital Improvement Budget
2013 - 2014	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	50,000	Unfunded

**Budget Development Sheet
2012 - 2013
CAPITAL IMPROVEMENT PROGRAM
2012 - 2013 through 2016 - 2017**

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2013 - 2014	Parks and Recreation	Park Maintenance	Ground Maintenance	Replace Elm Ridge Basketball Courts	50,000	Unfunded
2013 - 2014	Police	Upgrade to Digital from Analog	Police Station (Communications)	Microwave Radio Transmitter	200,000	Unfunded
2013 - 2014	Police	Replace 3 Vehicles	Police Station	Purchase Three New Ford Police Interceptors	131,208	Unfunded
2014 - 2015	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	LOCIP
2014 - 2015	Engineering	Drainage Remove Twin 36"	Beach Road	Install 10' x4' Box Culvert	250,000	Unfunded - Possible Referendum
2014 - 2015	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	50,000	Unfunded
2014 - 2015	Facilities - School	Classroom furniture replacement	District Wide	Board of Education Proposed CIP (2014-2015)	10,000	Unfunded
2014 - 2015	Facilities - School	Replace ceiling panels & light fixtures	District Wide	Board of Education Proposed CIP (2014-2015)	10,000	Unfunded
2014 - 2015	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2014-2015)	15,000	Unfunded
2014 - 2015	Facilities - School	HVAC Upgrades/repairs	District Wide	Board of Education Proposed CIP (2014-2015)	20,000	Unfunded
2014 - 2015	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2014-2015)	20,000	Unfunded
2014 - 2015	Facilities - School	Refurbish Gym Floor-Strip, Sand, Re-Line	Stevens	Board of Education Proposed CIP (2014-2015)	20,000	Unfunded
2014 - 2015	Facilities - School	Update bathrooms (see also referendum item)	District Wide	Board of Education Proposed CIP (2014-2015)	21,500	Unfunded
2014 - 2015	Facilities - School	Shutting Down Moser School	Stevens Three Portables Classrooms	Lease Payment - Payment 4 of 4	36,000	Capital Improvement Budget
2014 - 2015	Facilities - School	To Be Determined	District Wide	Board of Education Proposed CIP (2014-2015)	112,500	Unfunded
2014 - 2015	Highway Department	Equipment Replacement - Forklift	Highway Garage	Clark Forklift - Lease Payment 3 of 4	6,079	Capital Improvement Budget
2014 - 2015	Highway Department	Equipment Replacement - Payloader	1973 Catepillar 930 Loader	J Deere Payloader - Lease Payment 4 of 5	31,365	Capital Improvement Budget
2014 - 2015	Highway Department	Vehicle Replacement # ONE	Dump truck (Rplce 1987 Ford L8000)	Dump Truck (1) - Lease Payment 4 of 5	32,285	Capital Improvement Budget
2014 - 2015	Highway Department	Vehicle Replacement # TWO	Dump truck (Rplce 1987 Ford L8000)	Dump Truck - Lease Payment 3 of 5	35,100	Unfunded
2014 - 2015	Highway Department	Vehicle Replacement	1994 Freightliner FL70	side dump truck with sander	205,979	Unfunded
2014 - 2015	Human Services - Mini-Bus	Senior Bus Replacement (2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	12,500	Unfunded
2014 - 2015	Human Services - Mini-Bus	Senior Bus Replacement (2009 Bus)	Human Services	Replace Bus in 2015-2016 Yr. (NO Grant \$)	12,500	Unfunded
2014 - 2015	Human Services - Mini-Bus	Senior Bus Purchase (Repl 2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	14,000	Cap Improvemt / Non Recurring Fd
2014 - 2015	Parks and Recreation	Vehicle Replacement (Truck 48)	Ground Maint (Lease Pymt 2 of 3)	Four Wheel Drive Pick up Truck w/snowplow	10,500	Unfunded
2014 - 2015	Parks and Recreation	Equipment	Ground Maintenance	Convault Diesel Tank	11,000	Unfunded
2014 - 2015	Parks and Recreation	Equipment Replacement	Ground Maintenance	72" ZTR Mower (3)	16,500	Unfunded
2014 - 2015	Parks and Recreation	Equipment Replacement - Toro Mower	Grounds Maintenance	Lease Rotary Mower - Payment # 5 of 5	19,089	Capital Improvement Budget
2014 - 2015	Parks and Recreation	Vehicle Replacement (Truck 66)	Ground Maintenance	Four Wheel Drive F-350 Pick up Truck w/plow	49,000	Unfunded
2014 - 2015	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	50,000	Unfunded

Budget Development Sheet

2012 - 2013

CAPITAL IMPROVEMENT PROGRAM

2012 - 2013 through 2016 - 2017

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2014 - 2015	Parks and Recreation	Equipment	McVicar Field	Bleachers	155,000	Unfunded
2014 - 2015	Parks and Recreation	Ground Maintenance	Rocky Hill High School	Replace High School track	300,000	Unfunded
2014 - 2015	Parks and Recreation	Construction	McVicar Field	Concession Stand / Storage	480,000	Unfunded
2014 - 2015	Police	Replace 2 Vehicles	Police Station	Purchase Two New Ford Police Interceptors	87,600	Unfunded
2015 - 2016	Engineering	Pavement Rehabilitation	Various Locations	Crack Sealing	100,000	Unfunded
2015 - 2016	Engineering	Pavement Rehabilitation	Various Locations	Crack Sealing	100,000	Unfunded
2015 - 2016	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	LOCIP
2015 - 2016	Engineering	Bridge Repair	Old Main Street at Goff Brook	Bridge Replacement	1,500,000	Unfunded - Possible Referendum
2015 - 2016	Facilities - Town Buildings	Expand Data Storage	Town Hall Server Room	Add (7 Terra-Bytes) growth Archival Storage	30,000	Unfunded
2015 - 2016	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	50,000	Unfunded
2015 - 2016	Facilities - School	Update bathrooms (see also referendum item)	District Wide	Board of Education Proposed CIP (2015-2016)	7,500	Unfunded
2015 - 2016	Facilities - School	Classroom furniture replacement	District Wide	Board of Education Proposed CIP (2015-2016)	10,000	Unfunded
2015 - 2016	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2015-2016)	10,000	Unfunded
2015 - 2016	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2015-2016)	15,000	Unfunded
2015 - 2016	Facilities - School	HVAC Upgrades/repairs	District Wide	Board of Education Proposed CIP (2015-2016)	20,000	Unfunded
2015 - 2016	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2015-2016)	25,000	Unfunded
2015 - 2016	Facilities - School	To Be Determined	District Wide	Board of Education Proposed CIP (2015-2016)	141,500	Unfunded
2015 - 2016	Highway Department	Equipment Replacement - Forklift	Highway Garage	Clark Forklift - Lease Payment 4 of 4	6,079	Capital Improvement Budget
2015 - 2016	Highway Department	Equipment Replacement - Payloader	1973 Catepillar 930 Loader	J Deere Payloader - Lease Payment 5 of 5	31,365	Capital Improvement Budget
2015 - 2016	Highway Department	Vehicle Replacement # ONE	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (1) - Lease Payment 5 of 5	32,285	Capital Improvement Budget
2015 - 2016	Highway Department	Vehicle Replacement # TWO	Dump truck (Rplace 1987 Ford L8000)	Dump Truck - Lease Payment 4 of 5	35,100	Unfunded
2015 - 2016	Highway Department	Vehicle Replacement	1980 Ford Rack Body	Rack body material truck w/liftgate	146,500	Unfunded
2015 - 2016	Human Services - Mini-Bus	Senior Bus Purchase (Repl 2009 Bus)	Human Services	Replace Bus in 2015-2016 Yr. (NO Grant \$)	25,000	Cap Improvment / Non Recurring Fd
2015 - 2016	Library / Facilites	Replacement	Cora J Belden Library	New Windows	50,000	Unfunded
2015 - 2016	Library / Facilites	Replacement	Cora J Belden Library	New Windows	50,000	Unfunded
2015 - 2016	Parks and Recreation	Vehicle Replacement (Truck 48)	Ground Maint (Lease Pymt 3 of 3)	Four Wheel Drive F-250 Pick up Truck w/plow	10,500	Unfunded
2015 - 2016	Parks and Recreation	Vehicle Replacement (Truck 95)	Ground Maintenance	Four Wheel Drive Utility Truck	40,000	Unfunded
2015 - 2016	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	50,000	Unfunded
2015 - 2016	Parks and Recreation	Replacement - Pool	Aquatics - Elm Ridge	Built 1964 - Elm Ridge Pool - Small Pool	200,000	Unfunded

**Budget Development Sheet
2012 - 2013**

CAPITAL IMPROVEMENT PROGRAM

2012 - 2013 through 2016 - 2017

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2015 - 2016	Parks and Recreation	Replacement - Pool	Aquatics - Elm Ridge	Built 1964 - Elm Ridge Pool - Large Pool	550,000	Unfunded
2015 - 2016	Police	Replace 3 Vehicles	Police Station	Purchase Three New Ford Police Interceptors	131,208	Unfunded
2016 - 2017	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	LOCIP
2016 - 2017	Facilities - Town Buildings	Install 'S' Class Series Distrib Switches	Town Hall Server Patch Rooms	Client Distribution Switches	40,000	Unfunded
2016 - 2017	Facilities - School	Update bathrooms (see also referendum item)	District Wide	Board of Education Proposed CIP (2016-2017)	7,500	Unfunded
2016 - 2017	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2016-2017)	10,000	Unfunded
2016 - 2017	Facilities - School	Classroom furniture replacement	District Wide	Board of Education Proposed CIP (2016-2017)	10,000	Unfunded
2016 - 2017	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2016-2017)	10,000	Unfunded
2016 - 2017	Facilities - School	HVAC Upgrades/repairs	District Wide	Board of Education Proposed CIP (2016-2017)	20,000	Unfunded
2016 - 2017	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2016-2017)	25,000	Unfunded
2016 - 2017	Facilities - School	Upgrade Second Divider Wall	West Hill	Board of Education Proposed CIP (2016-2017)	40,000	Unfunded
2016 - 2017	Facilities - School	To Be Determined	District Wide	Board of Education Proposed CIP (2016-2017)	106,500	Unfunded
2016 - 2017	Highway Department	Vehicle Replacement # TWO	Dump truck (Rplace 1987 Ford L8000)	Dump Truck - Lease Payment 5 of 5	35,100	Unfunded
2016 - 2017	Highway Department	Vehicle Replacement	1996 Ford F250 4x4 Pickup	Upgrade to a 40,000 G.V.W. 6-wheel D.T.	184,979	Unfunded
2016 - 2017	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	50,000	Unfunded
2016 - 2017	Parks and Recreation	Vehicle Replacement (Truck 88)	Ground Maintenance	Four Wheel Drive F-350 Pick up Truck w/plow	50,000	Unfunded
2016 - 2017	Police	Replace 2 Vehicles	Police Station	Purchase Two New Ford Police Interceptors	87,600	Unfunded
2017 - 2018	Fire	Replace Vehicles & Apparatus	Fire Station	Replace Car 22 (21 years)	40,000	Unfunded
2017 - 2018	Fire	Replace Vehicles & Apparatus	Fire Station	Replace Car 23	45,000	Unfunded
2017 - 2018	Highway Department	Equipment Replacement	1971 Catepillar 120 Grader	Grader	179,200	Unfunded
2017 - 2018	Parks and Recreation	Equipment Replacement	Ground Maintenance	72" ZTR Mower	16,500	Unfunded
2017 - 2018	Parks and Recreation	Construction	Maxwell Park	Bathrooms	30,000	Unfunded
2017 - 2018	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	50,000	Unfunded
2017 - 2018	Parks and Recreation	Equipment Replacement - HR-15 Mower	Grounds Maintenance	16 feet wide area mower	86,000	Unfunded
2017 - 2018	Parks and Recreation	Equipment	Ground Maintenance	Case Backhoe	90,000	Unfunded
2017 - 2018	Police	Replace 3 Vehicles	Police Station	Purchase Three New Ford Police Interceptors	131,208	Unfunded

**Budget Development Sheet
2012 - 2013
ROAD IMPROVEMENT PROGRAM
2012 - 2013 through 2016 - 2017**

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2012 - 2013	Roads - Engineering / Highway	Road Improvements	Misc Road Repairs	Pavement Rehabilitation	100,000	Capital Improvement Budget
2012 - 2013	Roads - Engineering / Highway	Road Improvements	Specific Road Projects - TBD	Pavement Rehabilitation	200,000	Capital Improvement Budget
2012 - 2013	Roads - Engineering / Highway	Paving	Ledge Drive		38,994	Unfunded
2012 - 2013	Roads - Engineering / Highway	Paving	Gorman Road		55,512	Unfunded
2012 - 2013	Roads - Engineering / Highway	Parking Lot	699 Old Main St - Police / Human Serv		82,057	Unfunded
2012 - 2013	Roads - Engineering / Highway	Paving	George Road		112,838	Unfunded
2012 - 2013	Roads - Engineering / Highway	Paving	Westbrook Drive		176,286	Unfunded
2013 - 2014	Roads - Engineering / Highway	Parking Lot	West Hill School	Original Parking Lot	163,113	Possible School Referendum Item
2013 - 2014	Roads - Engineering / Highway	Parking Lot	Rocky Hill High School	Both Lots, Front Entrance	380,600	Possible School Referendum Item
2014 - 2015	Roads - Engineering / Highway	Paving	Quail Drive		89,747	Unfunded
2014 - 2015	Roads - Engineering / Highway	Paving	Fern Street		163,517	Unfunded
2014 - 2015	Roads - Engineering / Highway	Paving	Partridge Drive		168,374	Unfunded
2014 - 2015	Roads - Engineering / Highway	Paving	Pheasant Drive		314,348	Unfunded
2015 - 2016	Roads - Engineering / Highway	Paving	Sage Road		19,376	Unfunded
2015 - 2016	Roads - Engineering / Highway	Paving	Nutmeg Road		39,203	Unfunded
2015 - 2016	Roads - Engineering / Highway	Paving	Pondside Lane		57,018	Unfunded
2015 - 2016	Roads - Engineering / Highway	Paving	West Meadow		232,404	Unfunded
2016 - 2017	Roads - Engineering / Highway	Paving	Hayes Road	To Westerly Terrace	203,213	Unfunded