

Town of Rocky Hill, Connecticut



2013-2014 Adopted Annual Budget



Town of Rocky Hill

June, 2013

Mayor Moriarty and Members of the Town Council:

The following is the Town of Rocky Hill's adopted budget for fiscal year 2013-2014 that was approved by the Town Council at its May 8, 2013 meeting and will take effect on July 1, 2013. 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 \$66,263,669 which is \$3,409,594, or a 5.4%, increase over last year. The budget for all town departments, boards and commissions totals \$32,920,349, an increase of \$2,391,607, or 7.8%, compared to last year. Capital Improvements budget total is \$3,617,127, an increase of \$1,554,742, or 75.4%, over last year. The Board of Education allocation is \$31,659,594 which is \$1,465,659, or 4.9%, higher than last year. The Town's debt service is \$1,683,726, a reduction of \$447,624 to last year.

The total net tax revenue for 2013-2014 is \$56,830,275. This is based on a Net Taxable Grand List of \$2,161,927,354, with growth of only 0.26% over last year, and using a current tax collection rate of 99.10%, compared to a 99.2% collection rate for fiscal year 2012-2013. In order to collect this tax revenue, a mill rate for fiscal year 2013-2014 has been set at 26.6 mills which is an increase of 2.7% compared to 2012-2013. Various forms of aid from the State of Connecticut totaled \$5,603,629, a \$474,235 increase over the previous fiscal year. This budget does use \$947,832 of funds from the unassigned fund balance with \$451,637 of this being applied to capital improvements per Town ordinance.

This budget is a reflection of the slow recovery from the recession of 2008 and the challenges faced by the Town in providing for the continuation of services with minimal additional costs. The IBPO (Police), NAGE Custodians, and the MEIU union contracts are in effect. The NAGE Highway/Parks union contract expired on June 30, 2012 but a new contract has been recently agreed upon and will be in effect through June 30, 2015. The Library Employees (CILU) and the AFSCME Clerical union contracts will be expiring on June 30, 2013. As the Town adopts the 2013-2014 budget, the unknown exists on what actions the State Legislature will take with regard to the Governor's ground breaking budget proposals and the increasing State deficit? The 2013-2014 budget was developed and adopted based on the facts currently before us at the time and the knowledge that certain items must be funded, all the while keeping in mind the resident's ability to pay.

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 2013-2014 Budget. Town staff and I look forward to working with the Council throughout the upcoming fiscal year.

Yours truly,

Barbara R. Gilbert, Town Manager

Birthplace of the Brigantine "Minerva"

**TOWN OF ROCKY HILL
2013-14 ANNUAL BUDGET**

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**Town of Rocky Hill
2013-2014 Adopted Budget
Executive Summary**

Personnel

Full Time net increased to 153 from 152 in the 2012-13 Budget.

1. Increase in: Town Planner (0.5 FTE) and Fire Department – Prevention (0.5 FTE).

Revenue

1. Total General Fund Revenue of \$66,263,669.
2. Mill rate is 26.6 (0.7 mill rate increase). Grand List growth 0.26%. No growth with investment income.
3. State ECS Grant increased \$46 thousand over last year. PILOT reduced to \$514,404 from \$606,001 and Pequot Fund reduced to \$226,108 from \$283,740.
4. Fund Balance used in this budget: \$948 thousand. Of that, \$452 thousand for Capital Improvements per Ordinance.

Debt Service

Principal and interest payments decreased \$447 thousand over last year. Refunding Bonds issued in February 2013 for \$7.160 million to refund GO Bonds that were issued in August 2014 for \$10.9 million.

Departmental Expenditures

All contractual salary increases are in department budgets.

1. Tax Collection
 - Purchase module for Tax Collection software for online public access to their property tax billing information via the Internet (\$6,000).
2. Central
 - Reduced Fee line for bank fees (\$12,000).
3. Legal
 - Increased General Legal Fees line (\$24,000).
4. Facilities – Information Technology
 - Increased Technical Supplies line for maintenance/software fees associated with Vmware (\$12,400). (Previously included in lease payments)
5. Police
 - Created Telephone budget line for cell phones costs that were transferred from Facilities – Town budget (\$18,600)
 - Purchase Automatic License Plate Reader software for Patrol (\$16,000).
6. Fire
 - Replace Memorial Day Flags (\$6,250)
 - Increase to Part Time in Firefighting as remuneration for responding to fire calls (\$10,000) and Storm Standby pay (\$5,000)
 - Increase Training for new members (\$3,500). Increase for Technical Supplies for training ground supplies for burn trailer (\$2,000).
 - Increase for Turn out Gear (\$11,500).
7. Highway
 - Increase for Vehicle Parts (\$16,200).
8. Sanitation
 - Decrease Solid Waste Collections (\$73,750) but increase in the MDC Sewer Service charge (\$28,700).

**Town of Rocky Hill
2013-2014 Adopted Budget
Executive Summary**

Departmental Expenditures (continued)

9. Facilities – Town
 - Full Time salary decreased (\$45,000) due to correcting custodian that should have been in Facilities – School budget.
10. Facilities – School
 - Light and Power decreased (\$33,100) due to lower kwh rates.
 - Increase for Painting (\$15,000).
11. Employee Benefits
 - Health Insurance decreased (\$29,629), Pension Contribution increased (\$59,241) and OPEB Contribution increased (\$50,000).
12. Property and Liability Insurance
 - Increased Workers Compensation (\$24,657) and increased Liability, Auto, and Property (LAP) Insurance (\$14,000).
13. Contingency
 - Increased the Contingency / Reserve account (\$200,000).
14. Board of Education
 - \$1,465,659 increase over last year.

Capital Improvements

- 1 Town Efficiency Study of the various departments, operations, services and policies (\$70,000).
- 2 Property Revaluation for October 2013 Grand List (\$60,000)
- 3 Updating Town's Plan of Conservation and Development (\$50,000).
- 4 Security related fund for recommendations from school security study at the four schools (\$350,000).
- 5 Various School Building Improvements:
 - i. West Hill – installation of fire sprinklers (\$1,245,121) with an estimated State Reimbursement of \$339,800.
 - ii. West Hill and Stevens School – ADA upgrade of restrooms (\$173,000)
 - iii. Lease payments for Stevens School modular classrooms (\$36,000).
- 6 Town Building Improvements:
 - i. Academy Hall – upgrading and improvements to foundation (\$20,000)
 - ii. Various – Carpet for Library, interior painting Town buildings, Miscellaneous (\$55,000)
- 7 McVicar Field – funds toward the replacement of the field carpet (\$50,000).
- 8 Infrastructure Improvements:
 - i. Sidewalks and road repairs through LOCIP (\$393,972)
 - ii. Town Aid for Roads (TAR) from State (\$341,916)
 - iii. Funds (\$85,000) for Town's 20% share towards a Federal Grant of approx \$1.36 million for Phase 2 of Streetscape Project
- 9 Police Department:
 - i. Two Police Interceptors patrol cars and an unmarked vehicle (\$102,472).
 - ii. Purchase of a Microwave Radio Transmitter (\$370,000) to service Police, Fire, Ambulance, Highways, and Parks communications.
- 10 Other Departments:
 - i. Parks - Coping repair to Elm Ridge main and wading pools (\$10,000).
 - ii. Highway - Acquire one F-250 Ford Pick up with plow (\$30,000).
 - iii. Fire – Funds for Training Center Project (\$25,000)
 - iv. Human Services – Funds toward a scheduled mini bus replacement (\$10,000).

**TOWN OF ROCKY HILL
2013-14 ANNUAL BUDGET**

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2012 Net Taxable Grand List, after the Board of Assessment appeals, for the 2013 – 2014 Adopted Budget is \$2,161,927,354, an increase of 0.26% over the previous year.

The 2013 – 2014 Adopted Budget has a mill rate of 26.6 mills, an increase of 0.7 mills over last year. The total current tax revenue adjusted for the collection rate of 99.10% is \$56,830,275. The 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 2014 Governor's Midterm Budget Adjustments, Section E - Municipal Aid that was released on February 6, 2013. For the 2012 – 2013 Adopted Budget, the Educational Cost Sharing (ECS) Grant received from the State is budgeted at \$3,487,075. For the 2013 – 2014 Adopted Budget, the Town is expecting to receive \$3,534,001 of ECS funding from the State. Also, the Town is budgeting for \$339,800 in State reimbursement relating to the installation of fire sprinklers at West Hill School.

The amount of Fund Balance used for the 2013 - 2014 Adopted Budget is \$947,832 compared to zero for the 2012-2013 Adopted Budget. 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, 2012, Unassigned Fund Balance was 6.75% of General Fund expenditures. Therefore, \$451,637 of Unassigned Fund Balance is being applied to the Capital Improvement Budget (see page 119).

Net Taxable Grand List

<u>List Date</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% change</u>	<u>Mill Rate</u>
10/1/12	2013-2014	\$2,161,927,354	0.26%	26.6
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

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

REVENUE - ADOPTED BUDGET 2013-14

Acct #	DESCRIPTION	2011-12 Actual	2013-14 Adopted	2012-13 Projected	2013-14 Adopted	Variance 2013-14 to 2012-13	% Variance
01019	<u>GENERAL PROPERTY TAX</u>						
	CURRENT TAX LEVY	51,961,762	55,242,758	55,049,759	56,889,758	1,839,999	2.9 %
	PRIOR YEARS LEVIES	417,274	250,000	327,000	400,000	150,000	60.0 %
	CO SUPPLEMENT COLLECTIONS	0	70,000	0	70,000	0	0 %
	SUSPENSE COLLECTIONS	5,981	2,000	4,249	2,000	0	0 %
	MOTOR VEHICLE SUPPLEMENTS	412,029	350,000	307,071	350,000	0	0 %
	INTEREST & LIEN FEES	222,294	175,000	200,000	175,000	0	0 %
	SUBTOTAL	53,019,340	56,089,758	55,888,079	57,827,278	1,737,517	3.1 %
01029	<u>INTERGOVERNMENTAL NONRESTRICT</u>						
	TRANSPORTATION	45,076	47,504	47,504	0	(47,504)	(100.0) %
	SCHOOL BUILDING GRANTS	1,696	0	0	339,800	339,800	0 %
	MISC STATE GRANTS	55,664	45,000	73,637	45,000	0	0 %
	STATE LOCIP & TOWN AID	265,260	280,086	183,146	735,668	455,802	162.7 %
	HOUSING AUTHORITY	24,638	20,000	21,099	20,000	0	0 %
	TRANSIT DISTRICT	9,084	0	9,084	9,084	9,084	0 %
	ELDERLY & VETERANS	112,251	114,795	119,344	119,344	4,549	4.0 %
	STATE PROPERTY	606,967	606,001	598,842	514,404	(91,597)	(15.1) %
	SURPLUS REVENUE	175,544	185,193	207,608	0	(185,193)	(100.0) %
	PEQUOT FUND	279,935	283,740	276,766	226,108	(57,632)	(20.3) %
	SUBTOTAL	1,576,115	1,582,319	1,537,030	2,009,628	427,309	27.0 %
01039	<u>INVESTMENT EARNINGS</u>						
	INTEREST ON INVESTMENTS	12,854	20,000	13,034	20,000	0	0 %
	TOWN TRUST FUNDS	866	1,000	0	1,000	0	0 %
	SUBTOTAL	13,719	21,000	13,034	21,000	0	0 %
01049	<u>GEN REV SPECIAL ITEMS</u>						
	SALE OF FIXED ASSETS	2,600	3,000	0	3,000	0	0 %
	SUBTOTAL	2,600	3,000	0	3,000	0	0 %
01059	<u>MISCELLANEOUS REVENUE</u>						
	OTHER REVENUES	5,674	15,000	3,557	22,933	7,933	52.9 %
	HEALTH INS-COBRA	68,093	50,000	65,591	65,000	15,000	30.0 %
	HEALTH INS-EMPLOYEE CO-PAY	261,882	250,000	257,692	300,000	50,000	20.0 %
	WORKERS COMP INSURANCE	25,607	20,000	35,000	20,000	0	0 %
	LEASE-COMM TOWERS	184,333	120,000	162,355	190,000	50,000	41.7 %
	SUBTOTAL	545,589	435,000	524,195	577,933	122,933	27.0 %
01069	<u>GENERAL REVENUE TRANSFERS</u>						

REVENUE - ADOPTED BUDGET 2013-14

Acct #	DESCRIPTION	2011-12 Actual	2012-13 Adopted	2012-13 Projected	2012-13 Adopted	Variance 2012-13 to 2011-12	% Variance
	TRANSFER FR FUND BALANCE	0	0	0	0	0	0 %
	6% ORDINANCE FUND TRANSFER	0	0	0	0	0	0 %
	SUBTOTAL	0	0	0	0	0	0 %
01101	<u>GENERAL GOVERNMENT</u>						
	RECORDING FEES	97,338	95,000	133,519	115,000	20,000	21.1 %
	BUSINESS LICENSES	2,506	2,550	2,932	3,000	450	17.6 %
	ANIMAL LICENSES	1,292	2,000	1,186	2,000	0	0 %
	LAND USE COMMISSIONS	13,713	14,000	25,022	15,000	1,000	7.1 %
	SPORTSMEN	173	4,000	147	4,000	(3,000)	(75.0) %
	OTHER PERMITS	6,010	5,000	5,681	5,000	0	0 %
	CONVEYANCE TAX	187,873	149,600	270,000	255,000	105,400	70.5 %
	VITAL STATISTICS	25,637	25,000	29,612	25,000	0	0 %
	TELEPHONE ACCESS	66,911	60,000	50,000	60,000	0	0 %
	REFUNDS & RECOVERIES	67,611	30,000	25,080	20,000	0	0 %
	RECYCLING	31,005	80,000	52,446	80,000	0	0 %
	OTHER REVENUES	63	145,000	30,000	50,000	(95,000)	(65.5) %
	OTHER CHARGES	66,114	40,000	45,072	40,000	0	0 %
	SUBTOTAL	566,245	642,150	670,697	671,000	28,850	4.5 %
01201	<u>PUBLIC SAFETY</u>						
	BUILDING PERMIT FEES	292,241	295,000	345,000	375,000	80,000	27.1 %
	POLICE SPECIAL DUTY	156,668	170,000	201,750	200,000	30,000	17.6 %
	FIRE DEPARTMENT	455	1,000	1,000	1,000	0	0 %
	PARKING FINES	16,072	11,000	12,449	11,000	0	0 %
	SUBTOTAL	465,436	477,000	560,199	587,000	110,000	23.1 %
01501	<u>PARKS, RECREATION & FACILITIES</u>						
	PARK RECREATION & FACILITIES	17,858	76,725	38,821	65,000	(11,725)	(15.3) %
	SUBTOTAL	17,858	76,725	38,821	65,000	(11,725)	(15.3) %
01551	<u>LIBRARY SERVICES</u>						
	LIBRARY	12,501	20,000	18,165	20,000	0	0 %
	SUBTOTAL	12,501	20,000	18,165	20,000	0	0 %
01802	<u>EDUCATION</u>						
	ECS GRANTS	3,324,366	3,487,075	3,449,144	3,534,001	46,926	1.3 %
	SUBTOTAL	3,324,366	3,487,075	3,449,144	3,534,001	46,926	1.3 %
	TOTALS FOR REVENUE	59,543,769	62,834,027	62,699,364	66,263,689	3,409,942	5.4 %

**TOWN OF ROCKY HILL
ADOPTED BUDGET 2013-14
EXPENDITURE SUMMARY**

Department #	Name	2011-2012 Actual Expended	2012-2013 Projected Year End	2013-2014 Department Request	2013-2014 Town Manager	2011-2012 Actual Expended	2012-2013 Projected Year End	% Variance
01100100	TOWN COUNCIL	47,935	49,011	49,011	49,011	49,011	49,011	17.8 %
01100200	TOWN MANAGER	272,969	290,856	299,541	299,541	299,541	299,541	7.4 %
01100300	PERSONNEL	62,131	62,041	63,550	63,550	63,550	63,550	(1.2)%
01100400	FINANCE & ACCOUNTING	415,655	452,616	463,790	463,790	463,790	463,790	4.3 %
01100500	PROPERTY ASSESSMENT	276,498	292,382	297,566	297,566	297,566	297,566	3.8 %
01100600	PROPERTY TAX COLLECTION	199,846	228,547	241,335	241,335	241,335	241,335	4.0 %
01100700	CENTRAL SUPPLIES	67,657	98,444	92,524	92,524	92,524	92,524	(11.3)%
01100800	LEGAL	130,256	277,380	219,000	219,000	219,000	219,000	12.3 %
01100900	PROBATE COURT	26,571	26,572	30,400	30,400	30,400	30,400	11.1 %
01101000	REGISTRARS OF VOTERS	77,065	85,100	87,600	87,600	87,600	87,600	(2.4)%
01101100	TOWN CLERK	267,622	267,027	267,027	267,027	267,027	267,027	1.4 %
01101200	OPEN SPACE CONSERVATION	3,210	3,523	6,558	6,058	6,058	6,058	(7.6)%
01101300	PLANNING BOARD/COMMISSION	3,248	5,680	7,325	7,150	7,150	7,150	(2.4)%
01101400	TOWN PLANNER	135,065	138,066	141,090	140,840	140,840	140,840	4.4 %
01101500	INFORMATION TECHNOLOGY	282,935	321,439	341,205	341,205	341,205	341,205	6.3 %
01101700	ECONOMIC DEVELOPMENT	91,652	95,493	98,250	98,250	98,250	98,250	5.8 %
01202101	POLICE SUPERVISION	268,978	278,619	278,969	278,669	278,669	278,669	2.3 %
01202102	POLICE RECORDS/COMMUN	575,552	650,654	684,113	679,408	679,408	679,408	5.0 %
01202103	POLICE INVESTIGATIONS	419,464	329,928	339,906	339,906	339,906	339,906	7.7 %
01202104	POLICE UNIFORM PATROL	2,723,696	2,806,262	3,212,540	3,146,305	3,146,305	3,146,305	3.9 %
01202105	POLICE SPECIAL SERVICES	241,423	324,539	276,606	276,606	276,606	276,606	9.5 %
01202106	POLICE ANIMAL CONTROL	13,627	10,000	15,000	15,000	15,000	15,000	0 %
01202201	FIRE DEPT SUPERVISION	63,775	72,018	78,668	78,668	78,668	78,668	8.6 %
01202202	FIRE DEPT TRAINING	41,235	50,750	56,900	56,900	56,900	56,900	10.7 %
01202203	FIRE DEPT COMMUNICATIONS	44,668	67,800	71,200	59,700	59,700	59,700	(13.6)%
01202204	FIRE DEPT PREVENTION	125,405	144,761	164,914	164,914	164,914	164,914	12.8 %
01202205	FIRE DEPT FIRE FIGHTING	374,581	467,425	494,025	492,025	492,025	492,025	7.6 %
01202206	FIRE DEPT APPARATUS	218,172	227,890	227,890	227,890	227,890	227,890	1.6 %

**TOWN OF ROCKY HILL
ADOPTED BUDGET 2013-14
EXPENDITURE SUMMARY**

Department #	Name	2011-2012 Actual Expended	2012-2013 Projected Year End	2013-2014 Department Request	2013-2014 Town Manager	Variance 2013-2014 2013-14	% Variance
01202207	FIRE DEPT FIRE STATIONS	18,801	19,100	19,924	19,924	824	4.3 %
01202401	BUILDING DEPT	225,159	236,138	241,774	238,030	1,887	0.8 %
01202901	VOL. AMBULANCE ASSOC	148,907	143,766	143,794	143,794	0	0 %
01300101	HIGHWAY SUPERVISION	779,447	822,658	836,863	835,558	9,094	1.1 %
01300102	HIGHWAY GARAGE	688,042	696,125	696,726	696,726	19,266	2.8 %
01300103	HIGHWAY RD MAINTENANCE	413,616	464,718	436,950	436,950	700	0.2 %
01300401	ENGINEERING	361,455	407,872	399,198	399,198	7,454	1.9 %
01300502	SANITATION	3,110,132	3,110,465	3,149,601	3,137,901	(27,061)	(0.9)%
01400100	HEALTH DISTRICT	76,438	92,600	92,600	92,600	6,400	7.4 %
01400200	HUMAN SERVICES DEPT	180,297	192,528	189,557	193,057	3,355	1.8 %
01400201	YOUTH SERVICES	139,865	155,426	158,354	158,354	2,928	1.9 %
01400202	MINI BUS TRANSPORTATION	125,583	137,883	139,588	144,588	12,792	9.7 %
01500100	PARK AREA GROUNDS	813,999	854,873	861,618	857,749	7,905	0.9 %
01500200	RECREATION SENIOR PROGRAMS	190,019	209,010	215,638	215,638	8,601	4.2 %
01500201	RECREATION ORGANIZED ACTIV	226,846	239,467	246,644	246,644	7,177	3.0 %
01500204	RECREATION AQUATIC PROGRAM	197,199	212,383	211,026	211,026	2,643	1.3 %
01500501	FACILITIES BLDG MAINTENANCE	1,119,273	1,168,586	1,176,359	1,156,593	(56,393)	(4.6)%
01500502	FACILITIES SCHOOLS	2,581,399	2,569,482	2,639,719	2,636,619	90,868	3.6 %
01550100	CORA BELDEN LIBRARY	862,247	926,152	937,807	937,807	11,655	1.3 %
01700100	PRINCIPAL PAYMENTS	1,765,000	1,555,000	1,245,000	1,245,000	(310,000)	(19.9)%
01700200	INTEREST PAYMENTS	620,319	576,350	438,726	438,726	(187,624)	(23.9)%
01802	EDUCATION	29,316,146	30,193,935	31,839,594	31,659,594	1,465,639	4.9 %
01900100	EMPLOYEE BENEFITS	5,927,840	6,246,888	6,867,370	6,867,370	103,293	1.7 %
01900200	INSURANCE	1,112,911	1,129,198	1,184,253	1,184,253	52,920	4.7 %
01900300	CONTIGENCY/RESERVES	0	0	597,650	597,650	597,650	50.3 %
01900400	SPECIAL PROGRAMS	7,825	10,184	13,695	13,695	0	0 %
01950000	CAPITAL IMPROVEMENTS	1,235,489	1,742,385	3,355,827	3,197,127	1,661,742	75.4 %
TOTALS FOR EXPENSE		59,715,145	62,237,995	66,942,358	66,483,009	1,459,349	5.4 %

**TOWN OF ROCKY HILL
2013-14 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

BUDGET SUMMARY:

The General Government 2013-2014 Adopted Budget has 153 full time positions, an increase of one (1) full time position from the 2012-2013 Adopted Budget. The following Departments created and/or eliminated, or transferred in and/or out full-time positions:

PLANNING DEPARTMENT:

- Created a part time position as the Assistant Planner/Zoning Enforcement Officer that is being filled by a full time employee that is being shared with the Fire Department – Prevention division.

FIRE DEPARTMENT – PREVENTION:

- Created a part time position as the Fire Marshall Inspector that is being filled by a full time employee that is being shared with the Planning Department.

At the end of the budget process the IBPO (Police), the NAGE Custodians, and the MEIU union contracts were in effect. The NAGE Highway/Parks union contract has been settled through June 30, 2015. The Library Employees (CILU) and the AFSCME Clerical union contracts will expire on June 30, 2013. Funds to cover any salary changes in the union contract are contained in the Contingency / Reserve Budget.

**TOWN OF ROCKY HILL
2013-14 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

2011-12 ACTUAL	2012-13 BUDGET		2013-14 REQUEST	2013-14 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	4.0	Finance & Accounting	4.0	4.0
4.0	4.0	Property Assessment	4.0	4.0
2.0	3.0	Tax Collection	3.0	3.0
3.0	3.0	Town Clerk	3.0	3.0
1.0	1.0	Town Planner	1.5	1.5
1.0	1.0	Economic Development	1.0	1.0
<u>18.0</u>	<u>18.0</u>	TOTAL	<u>18.5</u>	<u>18.5</u>
		<u>PUBLIC SAFETY</u>		
43.0	44.0	Police Services	48.0	44.0
4.0	4.0	Fire Department	4.5	4.5
3.0	3.0	Building Department	3.0	3.0
<u>50.0</u>	<u>51.0</u>	TOTAL	<u>55.5</u>	<u>51.5</u>
		<u>PUBLIC WORKS</u>		
15.0	16.0	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>20.0</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>11.0</u>	<u>LIBRARY</u>	<u>11.0</u>	<u>11.0</u>
		<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	7.0	Building Maintenance	7.0	7.0
24.5	24.0	School Facilities	24.0	24.0
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>152.0</u>	TOTAL FULL TIME	<u>157.0</u>	<u>153.0</u>

**TOWN OF ROCKY HILL
2013-14 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 (\$10,000) is for various types of electronic equipment needed for the Media Room in the Town Council Chamber (\$1,000) and for ipads/tablets for Council communication and meeting materials (\$9,000).

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 (\$26,961) include the Town's membership in:

The Capitol Region Council of Governments (CRCOG) - \$14,154;
Connecticut Council of Municipalities (CCM) - \$11,452;
Connecticut Council of Small Cities (COST) - \$1,025 and;
The Chamber of Commerce - \$330.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100100 TOWN COUNCIL

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
PART TIME SALARIES	5120	17,554	15,100		15,810	15,100	15,100	15,100		15,100
TECHNICAL SUPPLIES	5627	672	750		652	750	750	750		750
TECHNICAL EQUIPMENT	5736	0	0		0		0	0		0
TECHNICAL EQUIPMENT	5749	304	1,000		381	1,000	1,000	1,000		10,000
TOWN BEAUTIFICATION	5811	0	0		0		0	0		0
MEMBER EXPENSE	5814	3,874	3,700		2,732	3,700	3,700	3,700		3,700
CONTRIBUTIONS	5817	0	1,500		0	1,500	1,500	1,500		1,500
DUES & SUBSCRIPTIONS	5818	25,531	27,188		26,931	26,961	26,961	26,961		26,961
Totals		47,935	49,238	0.00	46,505	49,011	49,011	49,011	0.00	58,011

**TOWN OF ROCKY HILL
2013-14 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 (\$217,447) includes the Town Manager which is reflective of two years of increases as the Manager's contract was not settled prior to adoption of the 2012-13 Budget 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 (\$65,985) 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 (\$3,087) 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 (\$1,572) 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
2013-14 ADOPTED BUDGET**

01100200 TOWN MANAGER

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	198,788	199,553	2.00	200,853	212,425	217,447	217,447	2.00	217,447
PART TIME SALARIES	5120	5,637	7,000		3,750	6,000	7,000	7,000		7,000
LONGEVITY	5291	60,272	63,650		47,566	63,650	65,985	65,985		65,985
FEES	5326	3,073	3,000		1,980	3,000	3,000	3,000		3,000
BUSINESS EXPENSES	5501	355	450		374	464	450	450		450
PHOTOCOPIER	5550	2,838	2,850		3,074	2,850	3,087	3,087		3,087
OFFICE SUPPLIES	5622	428	500		55	500	500	500		500
TECHNICAL SUPPLIES	5627	198	500		525	500	500	500		500
DUES & SUBSCRIPTIONS	5818	1,380	1,481		1,482	1,467	1,572	1,572		1,572
Totals		272,969	278,984	2.00	259,659	290,856	299,541	299,541	2.00	299,541

**TOWN OF ROCKY HILL
2013-14 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 (\$23,800) includes one (1) part time receptionist position (\$18,800) and for the handling of insurance issues for the Town's healthcare, workers' compensation and property/auto insurance policies (\$5,000).

Tuition Reimbursement (\$6,750) 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.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100300 PERSONNEL

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
PART TIME SALARIES	5120	29,221	23,052		21,215	25,102	23,800	23,800		23,800
TUITION REIMBURSEMENT	5240	2,831	8,250		1,937	5,455	6,750	6,750		6,750
FEES	5326	26,930	26,000		18,000	26,000	26,000	26,000		26,000
TRAINING	5334	3,150	4,000		1,518	3,484	4,000	4,000		4,000
ADVERTISING	5540	0	2,500		201	1,500	2,500	2,500		2,500
OFFICE SUPPLIES	5622	0	500		0	500	500	500		500
Totals		62,131	64,302	0.00	42,872	62,041	63,550	63,550	0.00	63,550

**TOWN OF ROCKY HILL
2013-14 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 (\$374,082) 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 2012-13 fiscal year audit is (\$47,500) 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 (\$30,963) are for the MUNIS accounting software annual software licensing fees and technical support, and other accounting support.

Training Expense (\$4,100) 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:

	2011-12 <u>ACTUAL</u>	2012-13 <u>EST</u>	2013-14 <u>FORECAST</u>
Total Expenditures (All Funds)	68,205,535	71,005,000	72,400,000
Total Interest Earned (All Funds)	443,160	390,000	390,000
Total Funds Maintained	31	31	31

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100400 FINANCE & ACCOUNTING

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	340,265	357,701	4.00	326,967	365,992	374,082	374,082	4.00	374,082
PART TIME SALARIES	5120	2,469	4,500		2,566	2,900	4,500	4,500		4,500
AUDITING SERVICES	5310	42,500	45,000		45,000	45,000	47,500	47,500		47,500
FEES	5326	26,750	32,791		33,959	33,959	30,963	30,963		30,963
TRAINING	5334	1,095	2,120		1,498	2,120	4,100	4,100		4,100
MEETING EXPENSE	5500	599	600		403	600	600	600		600
OFFICE SUPPLIES	5622	971	1,000		497	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	1,007	1,045		982	1,045	1,045	1,045		1,045
Totals		415,655	444,757	4.00	411,872	452,616	463,790	463,790	4.00	463,790

**TOWN OF ROCKY HILL
2013-14 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 (\$258,041) 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 (\$14,275) include Quality Data computer software support (\$6,400), maintenance support for CAMA (\$6,200) and (\$1,500) Pictometry On-Line.

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

Photocopier (\$3,000) 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
2013-14 ADOPTED BUDGET**

01100500 PROPERTY ASSESSMENT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	238,304	244,804	4.00	206,656	250,543	258,041	258,041	4.00	258,041
PART TIME SALARIES	5120	120	500		116	275	500	500		500
AUDITING SERVICES	5310	10,000	10,000		0	10,000	10,000	10,000		10,000
FEES	5326	15,788	16,800		11,250	16,800	14,275	14,275		14,275
TRAINING	5334	4,697	6,400		4,888	6,400	6,400	6,400		6,400
PHOTOCOPIER	5550	2,604	2,825		2,828	2,989	3,000	3,000		3,000
OFFICE SUPPLIES	5622	965	1,000		221	1,000	1,000	1,000		1,000
TECHNICAL SUPPLIES	5627	3,236	3,530		2,127	3,530	3,530	3,530		3,530
DUES & SUBSCRIPTIONS	5818	785	820		845	845	820	820		820
Totals		276,498	286,679	4.00	228,931	292,382	297,566	297,566	4.00	297,566

**TOWN OF ROCKY HILL
2013-14 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 2013-2014 Budget, a collection rate of 99.10% is being used.

FY 2011-2012 Collection Rate	98.96%
FY 2010-2011 Collection Rate	99.00%
FY 2009-2010 Collection Rate	99.29%
Three Year Average	99.10%

BUDGET SUMMARY:

Full-time Salaries (\$182,897) 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 (\$20,873) 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 (\$1,100) 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 (\$4,250) cover the cost of printer cartridges, tax bill envelopes, and general office supplies. Technical Supplies (\$1,000) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Total Tax Accounts	30,602	30,403	30,244
Real Estate	7,338	7,472	7324
Personal Property	1,299	1,277	1,304
Motor Vehicles & Suppl	21,695	21,654	21,616
Total liens			

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100600 PROPERTY TAX COLLECTION

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	115,672	178,924	3.00	144,994	176,466	182,897	182,897	3.00	182,897
PART TIME SALARIES	5120	38,964	5,590		3,539	5,590	5,590	5,590		5,590
SUPPORT SERVICES	5327	12,700	14,560		14,284	14,560	20,873	20,873		20,873
TRAINING	5334	226	1,480		1,157	756	1,100	1,100		1,100
POSTAGE	5530	7,011	6,000		1,413	6,000	6,000	6,000		6,000
OFFICE SUPPLIES	5622	3,834	4,750		4,118	4,750	4,250	4,250		4,250
TECHNICAL SUPPLIES	5627	100	1,200		1,046	800	1,000	1,000		1,000
PRIOR YEAR TAX REFUNDS	5802	21,215	19,500		24,991	19,500	19,500	19,500		19,500
DUES & SUBSCRIPTIONS	5818	125	125		95	125	125	125		125
Totals		199,846	232,129	3.00	195,636	228,547	241,335	241,335	3.00	241,335

**TOWN OF ROCKY HILL
2013-14 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 (CROG), and with the State of Connecticut.

BUDGET SUMMARY:

The Fees account (\$24,000) 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 (\$24,530) 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 (\$14,000) 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
2013-14 ADOPTED BUDGET**

01100700 CENTRAL SUPPLIES

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FEES	5326	0	36,000		13,840	32,000	24,000	24,000		24,000
EQUIPMENT REPAIR	5431	102	500		298	250	500	500		500
MAINTENANCE CONTRACTS	5436	1,504	1,524		1,379	1,524	1,524	1,524		1,524
POSTAGE	5530	25,868	24,000		21,690	24,000	24,530	24,530		24,530
ADVERTISING	5540	17,060	18,000		7,963	18,000	18,000	18,000		18,000
PRINTING	5541	9,530	6,720		6,432	6,720	6,720	6,720		6,720
OFFICE SUPPLIES	5622	11,427	14,355		9,094	13,000	14,000	14,000		14,000
FOOD	5640	0	1,000		658	700	1,000	1,000		1,000
OFFICE EQUIPMENT	5740	2,167	2,250		1,242	2,250	2,250	2,250		2,250
Totals		67,657	104,349	0.00	62,595	98,444	92,524	92,524	0.00	92,524

**TOWN OF ROCKY HILL
2013-14 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 (\$151,000) 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. The NAGE Highway union contract expired on June 30, 2012. The Library Employees (CILU) and the AFSCME Clerical union contracts will expire on June 30, 2013.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100800 LEGAL

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
GENERAL LEGAL FEES	5311	90,836	127,000		198,232	219,780	151,000	151,000		151,000
SUPPORT SERVICES	5327	9,983	12,000		35,066	25,600	12,000	12,000		12,000
TAX FORECLOSURE	5336	160	10,000		4,668	5,600	10,000	10,000		10,000
LABOR COUNSEL	5337	17,820	36,000		4,267	21,000	36,000	36,000		36,000
TAX APPEALS	5803	11,458	10,000		2,784	5,400	10,000	10,000		10,000
Totals		130,256	195,000	0.00	245,017	277,380	219,000	219,000	0.00	219,000

**TOWN OF ROCKY HILL
2013-14 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 2013-14 Budget. Rocky Hill's estimated share is \$30,400. The Town's share of the probate court operating costs for the 2012-13 fiscal year was \$26,571.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01100900 PROBATE COURT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
COURT COSTS PROBATE	5332	26,571	27,368		26,571	26,572	30,400	30,400		30,400
Totals		26,571	27,368	0.00	26,571	26,572	30,400	30,400	0.00	30,400

**TOWN OF ROCKY HILL
2013-14 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 6, 2013 there are 11,800 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 (\$21,000) pays for staffing of all election workers at polls and for (1) Municipal Election and (1) potential 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 the new technology, there continues to 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 office and election related equipment.

Postage (\$200) is for the returning and insuring of memory cards to UCONN and LHS Associates. We also conduct an annual NCOA canvass of voters who may have moved within or out of Town. Printing (\$5,400) Towns are now responsible for the printing costs of all ballots and printed materials required at the polls and Town Hall. We have ordered ballots from Adkins on Election Day to insure we have sufficient ballots on hand. The Town is permanently responsible for the printing of all ballots for all elections. The cost of ballots runs from \$.43 to \$.75 each. Technical supplies (\$8,450). This account includes materials needed in our office and at the polls plus 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. These expenses were previously covered by the State. Food account (\$2,500) is for elections workers.

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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Presidential Elections	1	1	1
Primaries	1	1	1
Referendum	1		

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01101000 REGISTRARS OF VOTERS

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
PART TIME SALARIES	5120	43,480	46,000		39,764	46,000	46,000	46,000		46,000
FEES	5326	18,279	19,000		22,515	22,400	21,000	21,000		21,000
EQUIPMENT REPAIR	5431	769	2,000		0	1,000	2,000	2,000		2,000
TELEPHONE	5507	0	50		0	0	50	50		50
POSTAGE	5530	141	200		105	100	200	200		200
PRINTING	5541	5,501	12,000		5,494	6,000	5,400	5,400		5,400
TECHNICAL SUPPLIES	5627	4,507	5,500		4,696	5,500	8,450	8,450		8,450
FOOD	5640	2,366	3,000		2,034	2,100	2,500	2,500		2,500
MEMBER EXPENSE	5814	2,021	2,000		1,319	2,000	2,000	2,000		2,000
Totals		77,065	89,750	0.00	75,928	85,100	87,600	87,600	0.00	87,600

**TOWN OF ROCKY HILL
2013-14 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 (\$208,438) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Instruments recorded in land records 16,347 pages	4,779	4,800	4,800
Business licenses issued liquor+mech+trade+notary+notary ser	411	400	400
Certified copies of vital statistics	1,035	1,050	1,050
Animal Licenses Issued	1,281	1,250	1,250

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01101100 TOWN CLERK

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	210,744	204,670	3.00	177,070	208,438	208,438	208,438	3.00	208,438
PART TIME SALARIES	5120	2,253	3,600		2,811	3,600	3,600	3,600		3,600
OVERTIME	5130	0	400		0	400	400	400		400
FEES	5326	40,413	41,000		38,212	41,000	41,000	41,000		41,000
TRAINING	5334	805	1,700		1,639	1,700	1,700	1,700		1,700
ELECTION VITALS	5341	4,866	3,800		3,759	3,800	3,800	3,800		3,800
PHOTOCOPIER	5550	2,652	2,780		1,548	2,780	2,780	2,780		2,780
TECHNICAL SUPPLIES	5627	4,750	3,459		3,432	3,459	3,459	3,459		3,459
TECHNICAL EQUIPMENT	5736	859	1,600		1,503	1,600	1,600	1,600		1,600
DUES & SUBSCRIPTIONS	5818	280	250		98	250	250	250		250
Totals		267,622	263,259	3.00	230,071	267,027	267,027	267,027	3.00	267,027

**TOWN OF ROCKY HILL
2013-14 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 (\$200) 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
2013-14 ADOPTED BUDGET**

01101200 OPEN SPACE CONSERVATION

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
PART TIME SALARIES	5120	887	3,660		932	1,200	3,660	3,660		3,660
MEMBER EXPENSE	5814	125	700		42	125	700	200		200
CONTRIBUTIONS	5817	2,198	2,198		2,198	2,198	2,198	2,198		2,198
Totals		3,210	6,558	0.00	3,172	3,523	6,558	6,058	0.00	6,058

**TOWN OF ROCKY HILL
2013-14 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 (\$350) 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 (\$400) are for professional materials shared with the Boards and Commissions.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Meetings Regular/Special	28	26	32

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01101300 PLANNING BOARD/COMMISSION

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
PART TIME SALARIES	5120	3,157	5,400		1,106	3,755	5,400	5,400		5,400
PRINTING	5541	0	1,000		137	1,000	1,000	1,000		1,000
MEMBER EXPENSE	5814	91	450		90	450	450	350		350
DUES & SUBSCRIPTIONS	5818	0	475		249	475	475	400		400
Totals		3,248	7,325	0.00	1,583	5,680	7,325	7,150	0.00	7,150

**TOWN OF ROCKY HILL
2013-14 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 (\$120,165) is for the Director of Planning and Building and a shared position Assistant Planner. The Planning Department shares the Administrative Assistant with the Engineering Department.

Part time (\$19,000) is for a part time Assistant Planner/Zoning Enforcement Officer/Wetlands Enforcement Officer.

The Meeting Expenses (\$175) 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.

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

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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
2013-14 ADOPTED BUDGET**

01101400 TOWN PLANNER

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	93,515	93,875	1.00	82,093	97,019	120,165	120,165	1.50	120,165
PART TIME SALARIES	5120	41,048	39,122		42,173	39,122	19,000	19,000		19,000
MEETING EXPENSE	5500	0	225		13	225	225	175		175
UNIFORMS & CLEANING	5613	0	350		0	350	350	350		350
OFFICE SUPPLIES	5622	502	600		517	600	600	600		600
TECHNICAL SUPPLIES	5627	0	200		44	200	200	0		0
DUES & SUBSCRIPTIONS	5818	0	550		0	550	550	550		550
Totals		135,065	134,922	1.00	124,840	138,066	141,090	140,840	1.50	140,840

**TOWN OF ROCKY HILL
2013-14 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.

The Town has 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 started in 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 (\$199,483).

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, 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 (\$53,273) 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 Computers account (\$50,175) includes funding for Phase 2 of the 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
2013-14 ADOPTED BUDGET**

01101500 INFORMATION TECHNOLOGY

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	185,726	193,226	3.00	162,546	191,810	199,483	199,483	3.00	199,483
TRAINING	5334	4,101	2,995		4,800	4,800	3,750	3,750		3,750
INFORMATION TECHNOLOGY SERVICE	5342	34,776	34,229		35,860	34,229	34,229	34,229		34,229
TECHNICAL SUPPLIES	5627	33,640	40,870		16,675	40,870	53,273	53,273		53,273
TECHNICAL EQUIPMENT	5736	24,397	49,435		46,190	49,435	0	0		0
COMPUTERS	5746	0	0		0		50,175	50,175		50,175
DUES & SUBSCRIPTIONS	5818	295	295		0	295	295	295		295
Totals		282,935	321,050	3.00	266,071	321,439	341,205	341,205	3.00	341,205

**TOWN OF ROCKY HILL
2013-14 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 (\$85,290) 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 – (\$2,000) is to advertise & to prepare & solicit RFP/Qs for targeted properties/redevelopment sites and to promote the Town to attract new businesses

Dues and Subscriptions (\$8,560) 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 \$3,945 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
2013-14 ADOPTED BUDGET**

01101700 ECONOMIC DEVELOPMENT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	82,584	82,400	1.00	76,822	85,290	85,290	85,290	1.00	85,290
PART TIME SALARIES	5120	1,607	1,400		1,360	1,400	1,400	1,400		1,400
TRAINING	5334	91	500		0	500	500	500		500
MEETING EXPENSE	5500	216	500		335	500	500	500		500
PRINTING	5541	1,632	2,300		1,953	2,300	2,000	2,000		2,000
OFFICE SUPPLIES	5622	288	300		73	73	0	0		0
DUES & SUBSCRIPTIONS	5818	5,233	5,430		4,895	5,430	8,560	8,560		8,560
Totals		91,652	92,830	1.00	85,438	95,493	98,250	98,250	1.00	98,250

**TOWN OF ROCKY HILL
2013-14 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 (\$271,669) include the salaries of the Police Chief, the Deputy Chief, and an Administrative Secretary.

Awards and Recognition (\$500) 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) is for training and conference expenses for the Chief and Deputy Chief of Police.

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
2013-14 ADOPTED BUDGET**

01202101 POLICE SUPERVISION

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	263,191	265,003	3.00	231,085	271,669	271,669	271,669	3.00	271,669
AWARDS/RECOGNITION	5292	104	800		0	500	800	500		500
PHOTOCOPIER	5550	4,023	3,900		3,539	3,900	3,900	3,900		3,900
CONFERENCE EXPENSE	5816	78	300		0	250	300	300		300
DUES & SUBSCRIPTIONS	5818	1,583	2,300		2,305	2,300	2,300	2,300		2,300
Totals		268,978	272,303	3.00	236,929	278,619	278,969	278,669	3.00	278,669

**TOWN OF ROCKY HILL
2013-14 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 Capitol Region Towns, as well as the dispatching of the Highway Department, Parks and Recreation Department 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 prepare daily all police documents for presentation in court.

BUDGET SUMMARY:

Full Time Salaries (\$466,187) 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 (\$28,080) are provided in order to fund coverage of open dispatch shifts.

The Fee account (\$64,565) includes the use of the "COLLECT" system (\$4,850), modem 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), RMS/CAD software license (\$24,380), annual maintenance for 14 town AEDs (1,750), Reverse Notification data updates (\$1,790). Cell Phones (\$18,673) is the annual service agreement. Training funds (\$4,000) are for mandated dispatcher training. Recorder Maintenance (\$5,800) is the annual service agreement for 3 voice recording systems (phone & radio). Radio Service (\$27,862) includes the service contract for all 2-way radios: mobiles, base station, portables, repeaters/receivers, antennas, etc. (\$19,562); miscellaneous repairs (\$3,000); 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 (\$6,500) 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 repair parts for older chairs. Radio Equipment (\$27,571) includes 3 replacement mobile radios (\$7,980), 6 replacement portable radios (\$17,661) and 10 spare portable batteries (\$1,930). Computers (\$4,005) is for the replacement of 2 computer work stations that handle the Radio, COLLECT, CAD and EMD.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Dispatched Calls for Service	23,090	28,820	30,000
Arrests Processed for Court	335	450	500

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202102 POLICE RECORDS/COMMUN

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	418,330	448,227	8.00	372,208	446,417	466,187	466,187	8.00	466,187
PART TIME SALARIES	5120	12,778	15,000		10,396	15,000	15,000	15,000		15,000
OVERTIME	5130	20,386	27,000		28,827	32,000	28,080	28,080		28,080
FEES	5326	60,387	62,815		41,981	62,815	65,265	64,565		64,565
TRAINING	5334	2,469	4,000		3,494	3,000	4,000	4,000		4,000
MAINTENANCE	5433	5,971	5,800		4,705	5,800	5,800	5,800		5,800
TELEPHONE	5507	0	0		0		18,673	18,673		18,673
RADIO SERVICE	5531	23,600	26,362		26,362	26,362	27,862	27,862		27,862
PHOTOCOPIER	5550	2,422	4,500		2,549	4,000	4,500	4,500		4,500
OFFICE SUPPLIES	5622	7,555	5,500		5,941	7,500	6,500	6,500		6,500
TECHNICAL SUPPLIES	5627	2,632	3,500		1,773	3,500	3,500	3,500		3,500
SUPPLIES-RECORDER SYSTEM	5628	0	265		0	265	265	265		265
TECHNICAL EQUIPMENT	5736	834	1,100		1,046	1,100	1,100	1,100		1,100
OFFICE EQUIPMENT	5740	1,433	1,800		558	1,800	1,800	1,800		1,800
RADIO EQUIPMENT	5742	9,687	33,895		23,083	33,895	27,571	27,571		27,571
COMPUTERS	5746	0	0		0		8,010	4,005		4,005
OTHER EQUIPMENT	5749	7,070	7,200		609	7,200	0	0		0
Totals		575,552	646,964	8.00	523,532	650,654	684,113	679,408	8.00	679,408

**TOWN OF ROCKY HILL
2013-14 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 (\$309,426) 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 (\$1,335) is for a stand alone Computer Work Station to catalog all property in the Property/Evidence Room.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Criminal Cases Assigned	200	416	450

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202103 POLICE INVESTIGATIONS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	388,658	284,710	3.50	249,697	299,053	309,426	309,426	3.50	309,426
PART TIME SALARIES	5120	24,245	22,500		21,812	22,500	22,500	22,500		22,500
SUPPORT SERVICES	5327	1,201	1,700		691	1,700	1,700	1,700		1,700
TRAINING	5334	536	575		334	575	575	575		575
EQUIPMENT REPAIR	5431	127	250		0	200	250	250		250
MEETING EXPENSE	5500	0	120		0	100	120	120		120
OFFICE SUPPLIES	5622	502	500		739	500	500	500		500
TECHNICAL SUPPLIES	5627	4,196	3,500		1,143	3,500	3,500	3,500		3,500
COMPUTERS	5746	0	0		0		1,335	1,335		1,335
OTHER EQUIPMENT	5749	0	1,800		718	1,800	0	0		0
Totals		419,464	315,655	3.50	275,135	329,928	339,906	339,906	3.50	339,906

**TOWN OF ROCKY HILL
2013-14 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 (\$2,159,875) include 1 lieutenant, 6 patrol sergeants and 21 patrol officers. All salaries are budgeted according to the current IBPO collective bargaining contract. Holiday pay (\$135,200) is budgeted based on the current IBPO contract that requires overtime for 13 paid holidays each year. Overtime (\$236,600) 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 (\$18,750) are based upon the requirements of the existing IBPO collective bargaining contract.

Support Services (\$2,000) is the Town's share for participation in the Mid State Task Force Accident Squad (\$1,000) and CREST Team (\$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 (\$3,000) are for the repair, maintenance, and the certification of radar units, the breathalyzer machine, and other equipment.

Uniforms and Cleaning (\$53,200) is budgeted on the basis of the current IBPO contract.

Motor Fuel (\$114,000), Tires (\$15,000) and 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 (\$1,000) is for prisoner meals and special details.

Other Equipment (\$16,000) is for an Automatic License Plate Reader. Computers (\$2,670) is for 2 replacement HP Thin Client Computers.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Patrol Miles	230,000	225,000	250,000
Summons Issued	1,200	2,410	2,500
Accidents Investigated	435	509	525

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202104 POLICE UNIFORM PATROL

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	1,909,198	2,086,706	28.00	1,706,457	2,043,012	2,477,700	2,414,135	28.00	2,159,875
HOLIDAY PAY	5112	140,678	130,000		120,746	140,000	135,200	135,200		135,200
OVERTIME	5130	324,089	227,500		259,830	275,000	236,600	236,600		236,600
OVERTIME TOWN EVENTS	5132	10,147	15,000		6,597	14,000	15,000	15,000		15,000
COLLEGE CREDITS	5240	12,550	14,750		10,350	14,750	14,750	14,750		14,750
LONGEVITY	5291	19,313	21,000		9,338	20,000	18,750	18,750		18,750
SUPPORT SERVICES	5327	0	1,000		0	1,000	2,000	2,000		2,000
TRAINING	5334	21,892	22,000		19,236	22,000	22,000	22,000		22,000
EQUIPMENT REPAIR	5431	2,890	2,500		2,789	3,000	3,000	3,000		3,000
CAR WASHES	5502	5,590	6,000		3,795	6,000	6,000	6,000		6,000
POLICE TOWS	5503	691	1,500		1,189	1,000	1,500	1,500		1,500
UNIFORMS & CLEANING	5613	62,611	51,000		51,594	60,000	53,200	53,200		53,200
MOTOR FUEL & LUBRICANTS	5620	121,661	114,000		98,496	115,000	114,000	114,000		114,000
TECHNICAL SUPPLIES	5627	21,851	25,500		33,023	25,500	25,500	25,500		25,500
TIRES & TUBES	5629	14,513	15,000		14,214	15,000	15,000	15,000		15,000
VEHICLE PARTS	5630	55,177	50,000		43,367	50,000	50,000	50,000		50,000
FOOD	5640	845	800		1,392	1,000	1,000	1,000		1,000
TECHNICAL EQUIPMENT	5736	0	0		0	0	16,000	16,000		16,000
COMPUTERS	5746	0	0		0		5,340	2,670		2,670
Totals		2,723,696	2,784,256	28.00	2,382,413	2,806,262	3,212,540	3,146,305	28.00	2,892,045

**TOWN OF ROCKY HILL
2013-14 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 (\$124,956) 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 (\$140,000) is budgeted for police private detail services. This sum is offset by revenue from private contractors in the revenue budget for this service. Overtime (\$4,000) 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, and sexual abuse. Funds in the Uniform & Cleaning account (\$1,500) are for the Police Cadets and the Honor Guard Unit. Materials and Supplies (\$500) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Cases Referred to Youth Division	31	35	38
School Programs Presented	235	200	225

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202105 POLICE SPECIAL SERVICES

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	117,554	120,614	1.50	102,564	120,614	124,956	124,956	1.50	124,956
PRIVATE DUTY	5114	119,215	120,000		183,662	193,000	140,000	140,000		140,000
OVERTIME	5130	1,007	4,500		0	4,000	4,000	4,000		4,000
FEES	5326	180	1,000		110	900	1,000	1,000		1,000
TRAINING	5334	1,167	1,000		428	1,000	1,000	1,000		1,000
UNIFORMS & CLEANING	5613	757	1,500		717	1,500	1,500	1,500		1,500
MATERIALS & SUPPLIES	5623	0	300		0	400	500	500		500
TECHNICAL SUPPLIES	5627	1,442	3,500		1,409	3,000	3,500	3,500		3,500
DUES & SUBSCRIPTIONS	5818	100	150		40	125	150	150		150
Totals		241,423	252,564	1.50	288,929	324,539	276,606	276,606	1.50	276,606

**TOWN OF ROCKY HILL
2013-14 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Animal Complaints Investigated	200	288	300

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202106 POLICE ANIMAL CONTROL

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
PART TIME SALARIES	5120	13,627	15,000		6,511	10,000	15,000	15,000		15,000
Totals		13,627	15,000	0.00	6,511	10,000	15,000	15,000	0.00	15,000

**TOWN OF ROCKY HILL
2013-14 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 (\$7,750) 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 and (\$6,250) to replace the pole mounted American flags around the center of town.

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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Total Fire Calls	756	675	700
False Calls	185	200	200
Carbon Monoxide Calls	57	65	55
Total Structure Fires	149	125	110

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202201 FIRE DEPT SUPERVISION

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	55,795	58,218	1.00	49,261	58,218	58,218	58,218	1.00	58,218
PART TIME SALARIES	5120	0	800		0	400	800	800		800
TRAINING	5334	90	0		0	0	0	0		0
MEETING EXPENSE	5500	0	400		35	400	400	400		400
UNIFORMS & CLEANING	5613	2,383	3,000		580	3,000	3,000	3,000		3,000
OFFICE SUPPLIES	5622	2,460	3,500		2,785	3,500	3,500	3,500		3,500
TECHNICAL SUPPLIES	5627	1,614	1,500		445	1,500	7,750	7,750		7,750
ISO MANDATES	5807	334	3,000		2,660	3,000	3,000	3,000		3,000
DUES & SUBSCRIPTIONS	5818	1,099	2,000		1,694	2,000	2,000	2,000		2,000
Totals		63,775	72,418	1.00	57,461	72,018	78,668	78,668	1.00	78,668

**TOWN OF ROCKY HILL
2013-14 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.

Training expenses are set at (\$38,000). (\$28,000) of which is set to cover the costs associated with the initial firefighter certification training. RHFD requires all members to be minimally certified at the Firefighter 1 level and this permits the member to work under direct supervision in most evolutions. It is expected that 10 new recruits will be trained during this budget year. Furthermore, the costs associated with additional required certifications such as Hazardous Materials Operation, CPR-AED and other mandatory topics are covered within this budget line, as determined by local, state, and federal regulatory requirements. (\$10,000) is set to cover the costs associated with the continuing education for all department members. RHFD conducts weekly training on a myriad of topics as prescribed by the OSHA general duty clause. The training reinforces the skill sets that firefighters are expected to be competent in during the performance of their job. Included in the cost are expenditures for non-RHFD instructors who provide specialized training to the department. This also allows department members to attend courses sponsored by the Connecticut Fire Academy and the National Fire Academy and mandated FEMA training.

Technical supplies expenses are set at (\$7,250). 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Total Training Hours	6,788	10,000	12,000
Fire Fighting #1 Certification + #2	773	2,000	3,000
Fire Officer Training	93	350	350
Driver's Training	260	300	300

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202202 FIRE DEPT TRAINING

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
SUPPORT SERVICES	5327	11,200	11,650		10,450	11,000	11,650	11,650		11,650
TRAINING	5334	17,919	34,500		20,567	34,500	38,000	38,000		38,000
TECHNICAL SUPPLIES	5627	12,116	5,250		2,740	5,250	7,250	7,250		7,250
Totals		41,235	51,400	0.00	33,757	50,750	56,900	56,900	0.00	56,900

**TOWN OF ROCKY HILL
2013-14 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 (\$19,200) includes: the Motorola's service contract on the Fire radio system which services includes service calls and repairs of the units (\$10,200); the yearly inspection of the Opticom Traffic Pre-Emption System (\$4,000) 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 (\$5,000). Communications (\$4,800) is for (\$3,000) for the service contract with Mobile Tec (CAD, Rip & Run, Lap Top Software) and (\$1,800) for communications networking.

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 (\$29,900) is for (\$15,600) to purchase 8 intrinsically safe radios that are needed for explosive atmosphere – propane, natural gas and CO leaks along with other chemicals; (\$2,800) is for Minitor V pagers for new members and the replacement of non-repairable pagers. Computers (\$3,200) is for 3 pc's.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Average Yearly Communications	756	675	700

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202203 FIRE DEPT COMMUNICATIONS

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
TELEPHONE	5507	7,988	10,500		4,791	10,500	10,500	10,500		10,500
RADIO SERVICE	5531	15,296	18,300		15,831	18,000	19,200	19,200		19,200
COMMUNICATIONS	5532	1,831	8,000		12,800	7,000	4,800	4,800		4,800
RADIO SUPPLIES	5614	3,355	3,600		2,094	3,600	3,600	3,600		3,600
RADIO EQUIPMENT	5742	16,198	28,700		19,933	28,700	29,900	18,400		18,400
COMPUTERS	5746	0	0		0		3,200	3,200		3,200
Totals		44,668	69,100	0.00	55,449	67,800	71,200	59,700	0.00	59,700

**TOWN OF ROCKY HILL
2013-14 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 (\$138,164) is for the Fire Marshal's salary and Paid Inspector (shared position). Part Time Salaries (\$17,000) 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 (\$10,000) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Provide Building Fire Code Inspections	497	500	500

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202204 FIRE DEPT PREVENTION

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	96,774	99,466	1.00	85,664	99,466	138,164	138,164	1.50	138,164
PART TIME SALARIES	5120	22,354	37,000		37,826	37,000	17,000	17,000		17,000
TRAINING	5334	1,444	2,500		505	2,500	2,500	2,500		2,500
PUBLIC INFORMATION MATERIALS	5335	2,008	2,500		1,477	2,500	2,500	2,500		2,500
UNIFORMS & CLEANING	5613	443	1,000		788	1,000	1,000	1,000		1,000
TECHNICAL SUPPLIES	5627	990	1,000		635	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	1,393	2,750		1,405	1,295	2,750	2,750		2,750
Totals		125,405	146,216	1.00	128,299	144,761	164,914	164,914	1.50	164,914

**TOWN OF ROCKY HILL
2013-14 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) (\$160,000) 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) is set at (\$25,000).

Group Insurance (\$11,500) is for Life Insurance of \$20,000 for active members. Pension Contribution (\$76,500) is to the Volunteer Fire Fighting Pension Plan. Health & Safety Account (\$22,025) is for annual physical examinations required under NFPA 1572. This includes (\$15,000) 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. An additional (\$2,000) has been requested for cardio-vascular training equipment.

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 (\$4,000) 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 15 Scott Air bottles, as well as small tool and appliance updates and minor upgrades to hydraulic rescue hoses and reels. Turn-Out Gear Account (\$57,000) and Gloves, Helmets, Boots, and Hoods Account (\$4,950) are for the continued replacement of outdated turn-out gear.

Recruitment & Retention (\$12,000) activities include funding (\$9,000) 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>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Number of Volunteers	60	69	79
Public Hydrants	561	567	567
Private Hydrants	174	180	185

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202205 FIRE DEPT FIRE FIGHTING

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
PART TIME SALARIES	5120	138,857	150,000		60,524	150,000	160,000	160,000		160,000
PART TIME STORM STANDBY	5121	0	20,000		26,418	20,000	25,000	25,000		25,000
GROUP INSURANCE	5210	9,565	11,500		8,869	11,500	11,500	11,500		11,500
EMPLOYEE PENSION	5230	69,719	72,325		72,325	76,500	76,500	76,500		76,500
FEES	5326	17,153	19,425		9,621	19,425	24,025	22,025		22,025
HYDRANT SERVICE	5445	42,800	60,000		43,073	60,000	60,000	60,000		60,000
CHEMICALS	5612	2,738	3,750		1,570	3,750	3,750	3,750		3,750
UNIFORMS & CLEANING	5613	3,411	3,500		300	3,500	4,000	4,000		4,000
EQUIPMENT & SUPPLIES	5615	32,130	32,800		34,284	38,800	32,800	32,800		32,800
TURN OUT GEAR	5627	26,320	45,500		38,760	45,500	57,000	57,000		57,000
GLOVES, HELMETS ETC	5631	3,702	4,950		2,580	4,950	4,950	4,950		4,950
RECRUITMENT ACTIVITIES	5806	9,187	11,000		10,363	11,000	12,000	12,000		12,000
STAFF ACTIVITY	5821	19,000	22,500		21,500	22,500	22,500	22,500		22,500
Totals		374,581	457,250	0.00	330,186	467,425	494,025	492,025	0.00	492,025

**TOWN OF ROCKY HILL
2013-14 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) spare 1,750 g.p.m. Foam Pumper; (1) 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 (\$106,320). 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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	68	72
Hose Testing	24,500 ft.	24,960 ft.	24,960 ft.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202206 FIRE DEPT APPARATUS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	102,228	102,725	2.00	91,075	106,320	106,320	106,320	2.00	106,320
EQUIPMENT REPAIR	5431	17,734	27,700		22,671	27,700	27,700	27,700		27,700
VEHICLE REPAIR	5432	31,919	28,300		20,445	28,300	28,300	28,300		28,300
UNIFORMS & CLEANING	5613	734	800		779	800	800	800		800
MAINTENANCE SUPPLIES	5617	1,655	1,600		786	1,600	1,600	1,600		1,600
MOTOR FUEL & LUBRICANTS	5620	34,636	31,170		32,443	31,170	31,170	31,170		31,170
TECHNICAL SUPPLIES	5627	479	500		940	500	500	500		500
TIRES & TUBES	5629	2,496	5,000		5,394	5,000	5,000	5,000		5,000
VEHICLE PARTS	5630	20,016	20,000		16,225	20,000	20,000	20,000		20,000
TECHNICAL EQUIPMENT	5736	6,274	6,500		5,760	6,500	6,500	6,500		6,500
Totals		218,172	224,295	2.00	196,519	227,890	227,890	227,890	2.00	227,890

**TOWN OF ROCKY HILL
2013-14 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 (\$2,424) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Station Repairs	4	4	4

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202207 FIRE DEPT FIRE STATIONS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
BUILDING REPAIR	5430	16,353	16,000		8,471	16,000	16,000	16,000		16,000
EQUIPMENT REPAIR	5431	69	500		350	500	500	500		500
PHOTOCOPIER	5550	1,433	1,600		1,513	1,600	2,424	2,424		2,424
MAINTENANCE SUPPLIES	5617	946	1,000		819	1,000	1,000	1,000		1,000
Totals		18,801	19,100	0.00	11,151	19,100	19,924	19,924	0.00	19,924

**TOWN OF ROCKY HILL
2013-14 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 (\$210,505) includes the Building Official, a Building Inspector, and a Secretary II. Part Time Salaries (\$15,000) 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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
2013-14 ADOPTED BUDGET**

01202401 BUILDING DEPT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	196,618	204,874	3.00	173,279	204,869	210,505	210,505	3.00	210,505
PART TIME SALARIES	5120	19,517	18,744		13,539	18,744	18,744	15,000		15,000
OVERTIME	5130	4,974	4,925		5,441	4,925	4,925	4,925		4,925
FEES	5326	225	0		0	0	0	0		0
TRAINING	5334	1,293	2,500		2,131	2,500	2,500	2,500		2,500
UNIFORMS & CLEANING	5613	90	350		250	350	350	350		350
OFFICE SUPPLIES	5622	809	700		184	700	700	700		700
TECHNICAL SUPPLIES	5627	1,358	3,600		1,403	3,600	3,600	3,600		3,600
DUES & SUBSCRIPTIONS	5818	275	450		290	450	450	450		450
Totals		225,159	236,143	3.00	196,517	236,138	241,774	238,030	3.00	238,030

**TOWN OF ROCKY HILL
2013-14 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 five (5) 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, 2013 through July 1, 2015. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

BUDGET SUMMARY:

Group Insurance (\$7,000) is to purchase \$20,000 of life insurance for each active member.

The Town intends to make a Pension Contribution (\$28,419) 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, 2013 through July 1, 2015 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 (\$14,375) is for the North Central Connecticut Emergency Medical Services (CMED) assessment. This assessment is based on a per capita rate of 72.784 cents with the Town's population of 19,723.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01202901 VOL. AMBULANCE ASSOC

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
GROUP INSURANCE	5210	5,810	6,000		6,085	6,085	7,000	7,000		7,000
EMPLOYEE PENSION	5230	32,339	30,628		30,628	30,628	28,419	28,419		28,419
FEEES	5326	83,988	84,000		69,990	83,988	84,000	84,000		84,000
CONTRIBUTIONS	5817	14,941	10,000		1,393	9,900	10,000	10,000		10,000
DUES & SUBSCRIPTIONS	5818	11,829	13,166		13,165	13,165	14,375	14,375		14,375
Totals		148,907	143,794	0.00	121,261	143,766	143,794	143,794	0.00	143,794

**TOWN OF ROCKY HILL
2013-14 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 (\$784,083) 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). Radio Service (\$2,750) is for narrow band base station and upgrades.

Uniforms & Cleaning (\$5,860) 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 (\$1,000).

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Snow & Ice Call Outs	8	21	25

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01300101 HIGHWAY SUPERVISION

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	712,981	778,957	12.00	679,432	778,153	784,083	784,083	12.00	784,083
PART TIME SALARIES	5120	56,119	36,544		34,787	33,414	36,544	36,544		36,544
FEES	5326	1,030	4,571		876	4,571	4,571	4,571		4,571
TRAINING	5334	282	750		500	0	750	750		750
RADIO SERVICE	5531	3,490	0		0	0	2,750	2,750		2,750
UNIFORMS & CLEANING	5613	5,125	5,510		5,402	5,510	7,165	5,860		5,860
OFFICE SUPPLIES	5622	420	132		1,005	1,010	1,000	1,000		1,000
Totals		779,447	826,464	12.00	722,002	822,658	836,863	835,558	12.00	835,558

**TOWN OF ROCKY HILL
2013-14 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., (\$10,140).

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 (\$8,100). 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 (\$111,676).

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

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01300102 HIGHWAY GARAGE

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	235,950	260,500	4.00	217,580	260,500	260,500	260,500	4.00	260,500
EQUIPMENT REPAIR	5431	41,692	74,750		61,230	68,884	74,750	74,750		74,750
EQUIPMENT & SUPPLIES	5615	11,483	8,450		9,023	9,295	10,140	10,140		10,140
MAINTENANCE SUPPLIES	5617	8,636	6,750		6,954	7,425	8,100	8,100		8,100
MOTOR FUEL & LUBRICANTS	5620	226,058	200,750		195,500	210,878	200,750	200,750		200,750
ANTIFREEZE	5621	0	565		0	565	565	565		565
TIRES & TUBES	5629	17,516	17,895		12,502	16,460	17,895	17,895		17,895
VEHICLE PARTS	5630	135,047	95,450		117,706	109,768	111,676	111,676		111,676
MAINTENANCE EQUIPMENT	5743	11,661	12,350		7,858	12,350	12,350	12,350		12,350
Totals		688,042	677,460	4.00	628,352	696,125	696,726	696,726	4.00	696,726

**TOWN OF ROCKY HILL
2013-14 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 2,250 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 (\$3,200).

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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	6,125	6,485

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01300103 HIGHWAY RD MAINTENANCE

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
OVERTIME	5130	135,012	178,650		226,602	205,447	178,650	178,650		178,650
FEES	5326	27,473	0		0	0	0	0		0
EQUIPMENT RENTAL	5444	1,750	4,000		0	4,000	4,000	4,000		4,000
STREET LIGHTING	5504	228,981	226,000		186,191	226,000	226,000	226,000		226,000
NEW & REPLACEMENT SIGNS	5611	9,230	7,730		4,291	7,343	7,730	7,730		7,730
MATERIALS & SUPPLIES	5623	6,981	7,555		7,320	7,932	7,555	7,555		7,555
FOOD	5640	4,189	9,815		9,272	10,796	9,815	9,815		9,815
MAINTENANCE EQUIPMENT	5743	0	2,500		0	3,200	3,200	3,200		3,200
Totals		413,616	436,250	0.00	433,675	464,718	436,950	436,950	0.00	436,950

**TOWN OF ROCKY HILL
2013-14 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 (\$324,013) 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 (\$32000). 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 (\$2,900) is for classes and seminars for training of technical staff and proposed required continuing education. 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.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-2014 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

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01300401 ENGINEERING

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	316,847	320,039	4.00	276,635	324,013	324,013	324,013	4.00	324,013
PART TIME SALARIES	5120	27,516	16,500		24,135	28,000	16,500	16,500		16,500
OVERTIME	5130	0	500		0	0	500	500		500
FEES-MARKINGS	5326	0	31,020		31,878	31,878	32,000	32,000		32,000
SUPPORT SERVICES	5327	8,667	13,200		7,456	13,200	13,200	13,200		13,200
TRAINING	5334	456	400		375	400	2,900	2,900		2,900
BUSINESS EXPENSES	5501	1,498	1,750		1,946	1,946	1,750	1,750		1,750
PHOTOCOPIER	5550	3,454	4,070		3,662	4,070	4,070	4,070		4,070
OFFICE SUPPLIES	5622	401	500		723	600	500	500		500
TECHNICAL SUPPLIES	5627	1,374	1,900		1,039	1,900	1,900	1,900		1,900
DUES & SUBSCRIPTIONS	5818	1,240	1,865		1,867	1,865	1,865	1,865		1,865
Totals		361,455	391,744	4.00	349,713	407,872	399,198	399,198	4.00	399,198

**TOWN OF ROCKY HILL
2013-14 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 (\$653,396) is for the Town contracted weekly curbside collection with automated containers, for residential refuse and recyclables. The refuse contract is based on 5,467 residential units. The recycling contract is based on 5,966 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 (\$416,850) are based upon the Connecticut Resource Recovery Authority (CRRA) published tipping fees. The tipping fee for municipal solid waste is \$61 per ton and the budget projects 5,850 tons generated. The tipping fee for bulky waste is \$80 per ton and the budget projects 750 tons generated.

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 (\$1,977,150) represents the Town's share of the MDC Sewer use charge for the period July 1, 2013 through June 30, 2014. 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 (\$24,605) is for the following: permit labels, State change in electronics recycling, 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Solid Waste (tons)	5,748	5,650	5,850
Bulky Waste (tons)	869	810	750
Recycling (tons)	1,546	1,625	1,750

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01300502 SANITATION

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
SOLID WASTE COLLECTION	5401	636,826	639,000		546,830	645,390	653,396	653,396		653,396
SOLID WASTE DISPOSAL	5402	517,470	490,600		392,406	446,446	428,550	416,850		416,850
SEWER SERVICE CHARGE	5404	1,918,900	2,014,300		1,978,000	1,978,000	2,043,050	2,043,050		2,043,050
DISCRETIONARY CHARGES	5405	36,936	21,962		27,092	40,629	24,605	24,605		24,605
Totals		3,110,132	3,165,862	0.00	2,944,328	3,110,465	3,149,601	3,137,901	0.00	3,137,901

**TOWN OF ROCKY HILL
2013-14 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 \$4.69, an increase of 0.33 (7.57%) over last budget year assessment. The population for the Town of Rocky Hill as of July 1, 2011 is 19,723, a decrease of 0.16% over the July 1, 2010 figure.

The District's 2013 - 2014 budget is \$1,003,747 with funding from Rocky Hill of \$92,600, Wethersfield of \$125,176, Berlin of \$93,241, Newington of \$143,448, a State Per Capita Grant of \$179,228, the reserve account of \$42,398, and with the balance from permits, fees, and other income.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01400100 HEALTH DISTRICT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
SUPPORT SERVICES	5327	76,438	86,200		86,127	92,600	92,600	92,600		92,600
Totals		76,438	86,200	0.00	86,127	92,600	92,600	92,600	0.00	92,600

**TOWN OF ROCKY HILL
2013-14 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, one part time Contractual Therapist, and a Municipal Agent for the Elderly staff the Department.

BUDGET SUMMARY:

Salaries (\$150,866) include the Human Services Director, and the Administrative Secretary. Part time (\$16,500) is the Municipal Agent for the Elderly at 10- hours per week and (\$3,500) for Pantry Coordinator.

Training (\$850) reflects cost for professional workshops and seminars. Tenant eviction funds (\$2,500) are for the rental of storage space. Photocopier (\$2,800) 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 (\$13,141) 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>2011-12 ACTUAL</u>	<u>2012-13 EST</u>	<u>2013-14 FORECAST</u>
Tax Relief Applications	87	90	85
Energy Applications	222	250	250
Welfare Case Served	80	75	75
Homemakers cases served	16	15	15

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01400200 HUMAN SERVICES DEPT

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	141,418	147,037	2.00	124,795	147,037	150,866	150,866	2.00	150,866
PART TIME SALARIES	5120	11,700	13,000		14,212	16,000	13,000	16,500		16,500
TRAINING	5334	881	850		675	850	850	850		850
TENANT EVICTIONS	5339	1,451	3,000		805	2,500	2,500	2,500		2,500
PHOTOCOPIER	5550	2,356	2,700		1,841	2,800	2,800	2,800		2,800
OFFICE SUPPLIES	5622	1,020	1,500		1,035	1,500	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	16,593	16,715		16,941	16,941	13,141	13,141		13,141
DUES & SUBSCRIPTIONS	5818	275	400		200	400	400	400		400
SENIOR ACTIVITY	5822	102	0		0	0	0	0		0
Totals		180,297	189,702	2.00	165,004	192,528	189,557	193,057	2.00	193,057

**TOWN OF ROCKY HILL
2013-14 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 \$16,816 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 \$1,000 in revenue is generated from counseling fees and is applied to program expenses.

BUDGET SUMMARY:

Full Time Salaries (\$134,354) 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.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Families Served in Counseling	99	99	90
Counseling Sessions Provided	1,104	1,100	1,000
Positive Youth Development Programs	25	25	25
Education Programs	15	15	15

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01400201 YOUTH SERVICES

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	126,156	131,426	2.00	111,206	131,426	134,354	134,354	2.00	134,354
FEES	5326	1,350	2,000		1,600	2,000	2,000	2,000		2,000
TRAINING	5334	1,136	1,500		804	1,500	1,500	1,500		1,500
CLINICAL SERVICES	5340	2,076	2,500		990	2,500	2,500	2,500		2,500
MEETING EXPENSE	5500	972	1,200		433	1,200	1,200	1,200		1,200
TECHNICAL SUPPLIES	5627	427	1,000		709	1,000	1,000	1,000		1,000
POSITIVE YOUTH DEVELOPMENT	5804	2,200	7,500		7,417	7,500	7,500	7,500		7,500
EDUCATIONAL AWARENESS PROGRAM	5805	569	2,500		1,805	2,500	2,500	2,500		2,500
ADMINISTRATIVE PROGRAMS	5807	1,897	2,500		2,451	2,500	2,500	2,500		2,500
DMHAS PROGRAM	5810	3,083	3,300		2,989	3,300	3,300	3,300		3,300
Totals		139,865	155,426	2.00	130,404	155,426	158,354	158,354	2.00	158,354

**TOWN OF ROCKY HILL
2013-14 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 a back-up vehicle. 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 2011 - 12 the Town received \$7,198. Currently in FY 12 - 13 our transportation service receives \$21,734 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 13-14.

BUDGET SUMMARY:

Full time personnel costs (\$92,488) are for two drivers. Wages are based on current collective bargaining agreement. Part time (\$20,000) is for a bus dispatcher/reservation staff and back-up temporary drivers.

Support Service (\$5,000) is for transportation service for additional rides above grant threshold. Telephone (\$1,100) is utilized to allow the drivers to communicate with clients, doctors, and the supervisor. Motor fuel (\$19,500) reflects annual gasoline and diesel fuel usage for 3 buses. Vehicle Parts (\$6,500) is for vehicle replacement parts and tires.

Buses are generally replaced every 6 to 7 years. The two primary buses are model years 2008 and 2009. Therefore, we anticipate replacing the 2003 bus in FY – 2013 -14. The State of CT has awarded the Town a grant to purchase a new replacement bus in FY 2013-14. The grant will fund 75% of actual purchase cost. Therefore, the two primary buses in FY 2013 -14 will be a 2014 bus and the 2009 bus. The 2008 bus will become a back – up bus.

<u>PERFORMANCE MEASUREMENTS:</u>	2011-12 <u>ACTUAL</u>	2012-13 <u>EST.</u>	2013-14 <u>FORECAST</u>
Dial a ride trips	10,928	10,400	10,500

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01400202 MINI BUS TRANSPORTATION

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	82,672	87,521	2.00	78,780	91,108	92,488	92,488	2.00	92,488
PART TIME SALARIES	5120	20,506	19,000		17,540	20,000	20,000	20,000		20,000
SUPPORT SERVICES	5327	0	0		0		0	5,000		5,000
PAGERS	5508	959	1,100		799	1,100	1,100	1,100		1,100
MOTOR FUEL & LUBRICANTS	5620	16,660	19,175		12,543	19,175	19,500	19,500		19,500
VEHICLE PARTS	5630	4,787	5,000		5,312	6,500	6,500	6,500		6,500
Totals		125,583	131,796	2.00	114,974	137,883	139,588	144,588	2.00	144,588

**TOWN OF ROCKY HILL
2013-14 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, dog park, skatepark, outdoor pools, 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 (\$469,428) 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 (\$14,500) for Cemetery grounds, Tree Care (\$35,200) to maintain street trees and arborist services, Electrical Maintenance (\$5,000), Athletic Court Repair (\$2,000) and Sanitation (\$26,500). Training (\$1,000) 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 (\$34,500) include overseeding West Hill Lower, Aux 2, GMS. Park Equipment (\$7,390), bagger for ZTR, 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>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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
2013-14 ADOPTED BUDGET**

01500100 PARK AREA GROUNDS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	456,665	466,575	7.00	407,743	469,428	469,428	469,428	7.00	469,428
PART TIME SALARIES	5120	88,635	101,856		68,123	101,856	101,856	101,856		101,856
OVERTIME	5130	19,974	27,000		32,007	27,000	27,000	27,000		27,000
SUPPORT SERVICES	5327	9,500	9,500		10,649	9,500	14,500	14,500		14,500
TRAINING	5334	940	1,500		265	1,000	1,000	1,000		1,000
SANITATION	5403	23,623	23,000		23,528	26,500	26,500	26,500		26,500
TREE CARE	5415	60,215	34,495		42,970	40,000	35,200	35,200		35,200
EQUIPMENT REPAIR	5431	1,238	5,900		5,108	5,900	5,900	5,900		5,900
ELECTRICAL MAINTENANCE	5439	2,574	5,000		3,978	5,000	5,000	5,000		5,000
ATHLETIC COURT REPAIR	5465	4,745	2,000		2,000	2,000	2,000	2,000		2,000
UNIFORMS & CLEANING	5613	5,275	5,478		4,526	5,478	5,769	1,900		1,900
EQUIPMENT & SUPPLIES	5615	23,082	25,375		20,218	25,375	25,375	25,375		25,375
MAINTENANCE SUPPLIES	5617	10,003	13,600		10,795	13,600	13,600	13,600		13,600
FIELD MAINTENANCE SUPPLIES	5618	60,208	54,250		46,047	54,250	54,250	54,250		54,250
SAFETY EQUIPMENT & SUPPLIES	5626	2,212	2,520		2,470	2,520	2,520	2,520		2,520
TECHNICAL SUPPLIES	5627	4,939	11,570		6,140	11,570	11,570	11,570		11,570
VEHICLE PARTS	5630	8,171	14,500		14,810	8,171	14,500	14,500		14,500
FOOD	5640	483	2,450		1,556	2,450	2,450	2,450		2,450
GROUNDS IMPROVEMENTS	5732	27,680	34,700		12,298	34,700	34,500	34,500		34,500
PARK EQUIPMENT	5744	3,077	7,265		1,393	7,265	7,390	7,390		7,390
TOWN BEAUTIFICATION	5811	584	1,000		1,000	1,000	1,000	1,000		1,000
DUES & SUBSCRIPTIONS	5818	175	310		175	310	310	310		310
Totals		813,999	849,844	7.00	717,801	854,873	861,618	857,749	7.00	857,749

**TOWN OF ROCKY HILL
2013-14 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. The Senior Division has added Hollywood Cards, Brain Teaser Games, Tai-Chi, Senior Boot Camp, AARP Tax Aide Program, Injury Prevention program.

BUDGET SUMMARY:

The Full Time Salary account (\$139,564) 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, wood carving 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 (\$4,200) include bowls, pans, coffee pots, serving, storage containers, serving utensils and wood carving supplies, tables and chairs. Food Account (\$31,510) 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, bingo supplies

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 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
2013-14 ADOPTED BUDGET**

01500200 RECREATION SENIOR PROGRAMS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	131,920	134,828	2.00	115,755	136,801	139,564	139,564	2.00	139,564
PART TIME SALARIES	5120	22,666	23,304		19,312	23,304	23,304	23,304		23,304
FEES	5326	3,320	5,520		2,800	5,520	5,520	5,520		5,520
TRAINING	5334	120	300		80	300	300	300		300
EQUIPMENT REPAIR	5431	0	2,000		0	2,000	2,000	2,000		2,000
MEETING EXPENSE	5500	158	350		143	350	350	350		350
OFFICE SUPPLIES	5622	2,082	2,750		2,281	2,750	2,750	2,750		2,750
MATERIALS & SUPPLIES	5623	2,800	3,200		0	3,200	4,200	4,200		4,200
FOOD	5640	24,539	28,645		28,503	28,645	31,510	31,510		31,510
OTHER EQUIPMENT	5742	(1)	0		0	0	0	0		0
DUES & SUBSCRIPTIONS	5818	310	300		303	300	300	300		300
SENIOR ACTIVITY	5822	2,105	5,840		2,860	5,840	5,840	5,840		5,840
Totals		190,019	207,037	2.00	172,038	209,010	215,638	215,638	2.00	215,638

**TOWN OF ROCKY HILL
2013-14 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 (\$130,042) 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 (\$54,589) include the operation of the Teen Center, clerical assistance, subsidy of theatre salaries. The Advisory Board Secretarial Services is subsidized in this account.

Program Fees (\$24,925) include subsidy for: Special Events, Special Need programming, subsidy for 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 (\$8,908) includes contracts for 2 copier machines and related supplies.

Technical Supplies (\$7,700) includes funds for the first aid supplies, Rec-trac lease and software, website maintenance agreements..

Dues and subscriptions (\$630) include professional memberships for NRPA and CRPA.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Basketball	551	566	570
Summerscape	1377	1520	1550
Soccer	326	350	300
Fallfest	4000	5000	5000
Summer Concerts	600	600	600

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01500201 RECREATION ORGANIZED ACTIV

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	122,231	127,279	2.00	107,697	127,279	130,042	130,042	2.00	130,042
PART TIME SALARIES	5120	52,368	56,928		46,758	56,928	54,589	54,589		54,589
FEES	5326	17,538	19,925		13,660	19,925	24,925	24,925		24,925
TRAINING	5334	1,539	1,700		984	1,700	1,700	1,700		1,700
EQUIPMENT REPAIR	5431	121	200		0	200	200	200		200
MEETING EXPENSE	5500	797	750		752	750	750	750		750
PRINTING	5541	18,381	17,200		14,188	17,200	17,200	17,200		17,200
PHOTOCOPIER	5550	5,899	6,934		6,805	6,934	8,908	8,908		8,908
TECHNICAL SUPPLIES	5627	7,090	7,700		1,313	7,700	7,700	7,700		7,700
DUES & SUBSCRIPTIONS	5818	882	851		507	851	630	630		630
Totals		226,846	239,467	2.00	192,665	239,467	246,644	246,644	2.00	246,644

**TOWN OF ROCKY HILL
2013-14 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 (\$71,824) 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 (\$7500) includes general pool repairs, and pool filter repairs. Business meeting expenses (\$350) is for various meetings, mileage reimbursement.

Chemicals (\$12,700) and Uniforms (\$4,775) are supplied as needed. Equipment and Supplies account (\$5,500) 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 (\$5,100) includes deck equipment, umbrellas, rescue tubes and a pool vacuum.

Dues and subscriptions (\$205) are for CRPA and NRPA memberships.

PERFORMANCE MEASUREMENTS:

	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Pool Badges (yearly)	571	605	660
Summer Badges	866	905	950
Yearly Attendance	12509	13520	13700
Swim Lessons	292	310	320
Swim Team	148	152	155

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01500204 RECREATION AQUATIC PROGRAM

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	66,405	69,061	1.00	58,436	69,061	71,824	71,824	1.00	71,824
PART TIME SALARIES	5120	97,231	98,872		87,679	98,872	98,872	98,872		98,872
TRAINING	5334	1,447	1,300		1,075	1,300	1,300	1,300		1,300
MAINTENANCE	5433	2,463	1,950		1,916	1,950	1,950	1,950		1,950
POOL REPAIRS	5440	7,624	10,300		15,199	14,300	7,500	7,500		7,500
BUSINESS EXPENSES	5501	205	350		154	350	350	350		350
CHEMICALS	5612	11,062	12,100		3,180	12,100	12,700	12,700		12,700
UNIFORMS & CLEANING	5613	4,162	4,400		971	4,400	4,775	4,775		4,775
EQUIPMENT & SUPPLIES	5615	3,045	3,100		2,226	3,100	5,500	5,500		5,500
TECHNICAL SUPPLIES	5627	795	950		1,001	950	950	950		950
POOLS EQUIPMENT	5741	2,588	5,800		3,038	5,800	5,100	5,100		5,100
DUES & SUBSCRIPTIONS	5818	173	200		203	200	205	205		205
Totals		197,199	208,383	1.00	175,079	212,383	211,026	211,026	1.00	211,026

**TOWN OF ROCKY HILL
2013-14 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 (\$410,082) 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 two 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
2013-14 ADOPTED BUDGET**

01500501 FACILITIES BLDG MAINTENANCE

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
FULL TIME SALARIES	5111	380,101	455,345	7.00	352,110	403,895	410,082	410,082	7.00	410,082
PART TIME SALARIES	5120	43,773	47,093		38,054	47,093	47,093	47,093		47,093
OVERTIME	5130	9,092	0		14,639	9,000	7,900	7,900		7,900
FEES	5326	12,772	10,000		12,579	10,000	10,000	10,000		10,000
TRAINING	5334	140	500		0	500	500	500		500
SERVICE CONTRACTS	5406	33,494	32,933		28,193	32,933	32,933	32,933		32,933
WATER	5414	19,973	18,930		16,506	18,930	20,800	20,800		20,800
BUILDING REPAIR	5430	26,382	27,150		13,468	27,150	27,150	27,150		27,150
EQUIPMENT REPAIR	5431	5,780	4,750		1,325	4,750	4,750	4,750		4,750
MAINTENANCE	5433	16,726	14,775		20,904	14,775	14,775	14,775		14,775
PAINTING	5438	597	1,250		3,620	1,250	1,250	1,250		1,250
MEETING EXPENSE	5500	190	200		170	200	200	200		200
LIGHT & POWER	5505	314,459	324,466		252,596	324,000	336,366	329,750		329,750
HEATING FUEL	5506	84,309	108,984		74,974	108,000	97,050	97,050		97,050
TELEPHONE	5507	114,717	111,500		91,029	111,000	110,850	98,600		98,600
COMMUNICATIONS	5532	874	1,000		344	1,000	900	0		0
PHOTOCOPIER	5550	1,351	1,850		987	1,850	1,850	1,850		1,850
EQUIPMENT & SUPPLIES	5615	23,119	21,100		21,595	21,100	20,750	20,750		20,750
JANITORIAL SUPPLIES	5616	21,445	19,775		17,195	19,775	19,775	19,775		19,775
OFFICE SUPPLIES	5622	1,416	900		759	900	900	900		900
BUILDING IMPROVEMENTS	5720	7,413	8,485		8,323	8,485	8,485	8,485		8,485
OTHER EQUIPMENT	5749	1,151	2,000		2,991	2,000	2,000	2,000		2,000
Totals		1,119,273	1,212,986	7.00	972,361	1,168,586	1,176,359	1,156,593	7.00	1,156,593

**TOWN OF ROCKY HILL
2013-14 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 24 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 (\$1,225,947) represents (4) head custodians, (18) custodians and (2) Multi-Trade mechanics. The custodians are represented by the local NAGE bargaining unit. Part Time payroll (\$36,550) represents substitutes, painting 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, 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
2013-14 ADOPTED BUDGET**

01500502 FACILITIES SCHOOLS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	1,168,438	1,149,219	24.00	1,022,287	1,196,921	1,225,947	1,225,947	24.00	1,225,947
PART TIME SALARIES	5120	22,640	21,550		43,149	45,000	21,550	36,550		36,550
OVERTIME	5130	84,233	71,200		85,720	71,200	74,200	74,200		74,200
OVERTIME TOWN EVENTS	5132	10,686	14,000		11,149	0	14,000	14,000		14,000
FEES	5326	1,210	2,700		4,485	3,100	2,700	2,700		2,700
SECURITY	5328	4,772	4,250		0	4,250	4,250	4,250		4,250
TRAINING	5334	108	500		365	500	500	500		500
SERVICE CONTRACTS	5406	33,550	39,750		37,369	39,750	39,750	39,750		39,750
WATER	5414	35,065	41,721		30,195	35,000	45,893	45,893		45,893
BUILDING REPAIR	5430	36,010	39,000		26,989	39,000	39,000	39,000		39,000
EQUIPMENT REPAIR	5431	14,046	15,650		10,856	15,650	15,650	15,650		15,650
HVAC REPAIRS	5434	27,879	26,500		27,729	26,500	26,500	26,500		26,500
PLUMBING	5437	21,480	24,200		26,020	24,200	24,200	24,200		24,200
PAINTING	5438	8,127	4,500		6,671	4,500	4,500	19,500		19,500
ELECTRICAL MAINTENANCE	5439	7,597	4,500		976	500	4,500	4,500		4,500
LIGHT & POWER	5505	661,250	638,100		475,357	615,000	638,100	605,000		605,000
HEATING FUEL	5506	188,975	186,979		130,157	186,979	186,979	186,979		186,979
TELEPHONE	5507	115,660	106,132		90,475	106,132	116,200	116,200		116,200
CHEMICALS	5612	0	0		0		0	0		0
UNIFORMS & CLEANING	5613	9,104	12,000		9,606	12,000	12,000	12,000		12,000
EQUIPMENT & SUPPLIES	5615	34,497	37,800		29,769	37,800	37,800	37,800		37,800
MAINTENANCE SUPPLIES	5617	87,449	92,750		83,531	92,750	92,750	92,750		92,750
GROUND SUPPLIES	5624	2,385	3,250		1,200	3,250	3,250	3,250		3,250
VEHICLE PARTS	5630	2,580	4,000		2,797	4,000	4,000	4,000		4,000
TECHNOLOGY IMPROVEMENTS	5731	0	1,500		1,400	1,500	1,500	1,500		1,500
OTHER EQUIPMENT	5749	3,658	4,000		2,970	4,000	4,000	4,000		4,000
Totals		2,581,399	2,545,751	24.00	2,161,223	2,569,482	2,639,719	2,636,619	24.00	2,636,619

**TOWN OF ROCKY HILL
2013-14 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 148,165 people entered the library during the year, averaging 8 visits per resident. There were 527 meetings held in the library's rooms last year. There were 246,833 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 (\$601,243) 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. Computers (\$1,500) is for replacement of computers used by the public.

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

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 EST.</u>	<u>2013-14 FORECAST</u>
Borrowers	7773	8000	8200
Circulation	246833	265000	260000
Attendance	148165	155000	162000
Reference Questions	20549	21100	21500
Hours Open	2584	2649	2780

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01550100 CORA BELDEN LIBRARY

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FULL TIME SALARIES	5111	558,948	589,588	11.00	501,318	599,462	601,243	601,243	11.00	601,243
PART TIME SALARIES	5120	124,580	148,864		114,947	138,990	148,864	148,864		148,864
FEES	5326	36,122	38,000		36,500	38,000	38,000	38,000		38,000
TRAINING	5334	2,110	2,200		1,825	2,200	2,200	2,200		2,200
BUSINESS EXPENSES	5501	356	350		431	431	350	350		350
POSTAGE	5530	291	750		738	669	750	750		750
PHOTOCOPIER	5550	1,537	1,600		1,576	1,600	1,600	1,600		1,600
OFFICE SUPPLIES	5622	5,740	5,500		3,905	5,500	5,500	5,500		5,500
TECHNICAL SUPPLIES	5627	11,956	12,000		11,491	12,000	12,000	12,000		12,000
LIBRARY BOOKS	5650	104,866	110,000		100,734	110,000	110,000	110,000		110,000
COMPUTERS	5746	0	0		0		1,500	1,500		1,500
ELECTRONIC DATABASES	5748	13,004	13,000		12,919	13,000	13,000	13,000		13,000
OTHER EQUIPMENT	5749	0	1,500		0	1,500	0	0		0
CULTURAL PROGRAMS	5815	1,488	1,500		1,400	1,500	1,500	1,500		1,500
DUES & SUBSCRIPTIONS	5818	1,250	1,300		625	1,300	1,300	1,300		1,300
Totals		862,247	926,152	11.00	788,408	926,152	937,807	937,807	11.00	937,807

**TOWN OF ROCKY HILL
2013-14 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 2013 - 2014. 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 107 for further Debt Retirement discussion.

In February of 2013, the Town issued \$7,160,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of August 15, 2004 for \$10,900,000. Prior to this refunding, the Town's last debt issue was 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.

	ORIGINAL ISSUE	PAYMENT DUE 2013-2014	BALANCE DUE June 30, 2014
2004 Refunding Bonds for West Hill HVAC & Roof, Griswold Design & Renovations, and Roofs & HVAC	\$ 5,265,000	\$0	\$0
2004 Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	10,900,000	\$0	\$0
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	\$895,000	\$4,850,000
2013 Refunding Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	\$7,160,000	\$350,000	\$6,810,000
TOTALS		\$1,245,000	\$11,660,000

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01700100 PRINCIPAL PAYMENTS

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
DEBT STEVENS SCHOOL TH	5924	9,083	10,734		10,734	10,734	0	0		0
DEBT COMMUNITY CENTER	5925	35,826	42,339		42,339	42,339	0	0		0
DEBT REAL PROPERTY ACQ	5926	50,459	59,633		59,633	59,633	0	0		0
DEBT ATHLETIC FIELDS	5927	163,990	193,807		193,807	193,807	0	0		0
DEBT COMM CTR GYM	5928	22,706	26,835		26,835	26,835	0	0		0
DEBT ROAD IMPROV 1999	5929	50,459	59,633		59,633	59,633	0	0		0
DEBT 699 OLD MAIN ROOF	5930	50,459	59,633		59,633	59,633	0	0		0
REFUNDING BONDS 2004	5931	520,000	0		0	0	0	0		0
H.S. TRACK & AUDITORIUM 1999	5932	7,821	9,243		9,243	9,243	0	0		0
699 OLD MAIN RENOVATION 2003	5933	95,367	112,706		112,706	112,706	0	0		0
FIRE APPARATUS 2003	5934	63,830	75,437		75,437	75,437	0	0		0
REFUNDING BONDS 2010	5935	695,000	905,000		905,000	905,000	895,000	895,000		895,000
REFUNDING 2013	5936	0	0		0	0	350,000	350,000		350,000
Totals		1,765,000	1,555,000	0.00	1,555,000	1,555,000	1,245,000	1,245,000	0.00	1,245,000

**TOWN OF ROCKY HILL
2013-14 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 2013 – 2014. 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.

BUDGET SUMMARY:

The interest payments for items 5924 through 5937 on page 107 correspond to the principal payments on page 105.

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

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. This issue has been refunded prior to maturity by the Town in February 2013.

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.

On December 20, 2012, the Town issued \$2,000,000 of General Obligation Bonds Anticipation Notes (BANS) for the Rocky Hill High School Renovation Project (item 5937) with a Net Interest Cost (NIC) of 0.396% that will mature on August 15, 2013. At maturity on August 15, 2013, the Town is planning to increase the \$2,000,000 and issue \$4,000,000 of BANS for the same length of time.

In February of 2013, the Town issued \$7,160,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated as of August 15, 2004 for \$10,900,000.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01700200 INTEREST PAYMENTS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
DEBT STEVENS SCHOOL TH	5924	5,878	5,524		5,524	5,524	0	0		0
DEBT COMMUNITY CENTER	5925	23,187	21,789		21,789	21,789	0	0		0
DEBT REAL PROPERTY ACQ	5926	32,658	30,688		30,688	30,688	0	0		0
DEBT ATHLETIC FIELDS	5927	106,137	99,736		99,736	99,736	0	0		0
DEBT COMM CTR GYM	5928	14,696	13,810		13,810	13,810	0	0		0
DEBT ROAD IMPROV 1999	5929	32,658	30,688		30,688	30,688	0	0		0
DEBT 699 OLD MAIN ROOF	5930	32,658	30,688		30,688	30,688	0	0		0
REFUNDING BONDS 2004	5931	6,500	0		0	0	0	0		0
H.S. TRACK & AUDITORIUM 1999	5932	5,062	4,757		4,757	4,757	0	0		0
699 OLD MAIN RENOVATION 2003	5933	61,723	58,000		58,000	58,000	0	0		0
FIRE APPARATUS 2003	5934	41,312	38,820		38,820	38,820	0	0		0
REFUNDING BONDS 2010	5935	257,850	241,850		241,850	241,850	214,900	214,900		214,900
REFUNDING 2013	5936	0	0		0	0	198,826	198,826		198,826
RHHS RENOVATION	5937	0	0		0	0	25,000	25,000		25,000
Totals		620,319	576,350	0.00	576,350	576,350	438,726	438,726	0.00	438,726

**TOWN OF ROCKY HILL
2013-14 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, 2013 through June 30, 2014. 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 \$31,839,594, an increase of \$1,645,659 (5.45%) 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 \$31,659,594, an increase of \$1,465,659 (4.9%) over last year's allocation for the Board of Education in the 2012-2013 Adopted Budget.

The Adopted Budget amount approved by the Town Council for the Board of Education is \$31,659,594, a total increase of \$1,465,659 (4.9%) over last year's allocation by the Town Council for the Board of Education in the Adopted Budget for 2012-13.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01802 EDUCATION

	2011-2012 Actual	2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
BOARD OF EDUCATION	5809 29,118,718	30,193,935		20,457,186	30,193,935	31,839,594	31,659,594		31,659,594
Totals	29,118,718	30,193,935	0.00	20,457,186	30,193,935	31,839,594	31,659,594	0.00	31,659,594

**TOWN OF ROCKY HILL
2013-14 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 (\$3,396,918) includes funds for group health insurance (\$3,343,518), group life insurance (\$16,200) for municipal employees, and long-term disability insurance (\$37,200) for Town employees excluding police. The group health number is based on projected Blue Cross & Blue Shield health insurance rates starting on July 1, 2013.

The Social Security account (\$769,400) 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 (\$2,135,972) 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 \$1,462,942 for the General Government Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$571,380 for the Police Plan. In addition, \$90,000 is budgeted for pension group life insurance, and \$11,650 is budgeted for required valuation reports and other related expenses.

The OPEB Trust Contribution (\$150,000) 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 (\$21,000) 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
2013-14 ADOPTED BUDGET**

01900100 EMPLOYEE BENEFITS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
GROUP INSURANCE	5210	3,038,869	3,426,547		3,065,032	3,317,438	3,790,998	3,790,998		3,396,918
SOCIAL SECURITY	5220	719,261	739,719		638,985	739,719	769,400	769,400		769,400
EMPLOYEE PENSION	5230	2,064,911	2,076,731		2,058,825	2,073,831	2,135,972	2,135,972		2,135,972
OPEB TRUST CONTRIBUTION	5232	50,000	100,000		100,000	100,000	150,000	150,000		150,000
UNEMPLOYMENT COMPENSATION	5250	54,800	25,000		12,428	15,900	21,000	21,000		21,000
Totals		5,927,840	6,367,997	0.00	5,875,269	6,246,888	6,867,370	6,867,370	0.00	6,473,290

**TOWN OF ROCKY HILL
2013-14 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 \$437,849, plus endorsements, for the 2013-2014 budget year and a three percent (3%) increase in the next budget year. For the Workers' Compensation policy the Town is budgeting \$527,800, subject to a premium audit by CIRMA, for the 2013-2014 budget year and the policy will be annually rated for the following budget year.

For the 2013 – 2014 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 \$510,750. From March 2010 through July 2012, the Town has made assessment installment payments totaling \$396,067. For budget year 2013-2014, the Town is projecting July 1, 2013 assessment payment will be \$114,683.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01900200 INSURANCE

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
WORKERS COMPENSATION	5260	493,139	503,143		493,282	503,143	527,800	527,800		527,800
HEART HYPERTENSION	5261	13,810	51,700		5,200	51,700	51,700	51,700		51,700
WORKERS COMP ASSESSMENT	5262	98,774	100,650		84,362	100,650	114,683	114,683		114,683
ACCIDENT INSURANCE	5520	11,203	0		0	0	0	0		0
CATASTROPHE INSURANCE	5521	105,676	77,950		77,944	77,947	80,300	80,300		80,300
PUBLIC OFFICIALS LIABILITY	5523	75,492	77,770		77,756	77,757	80,650	80,650		80,650
MULTI-PERIL INSURANCE	5524	285,498	276,320		274,045	274,001	285,120	285,120		285,120
INSURANCE LOSS ACCOUNT	5525	25,319	40,000		8,719	40,000	40,000	40,000		40,000
SURETY BONDS	5527	4,000	4,000		4,000	4,000	4,000	4,000		4,000
Totals		1,112,911	1,131,533	0.00	1,025,308	1,129,198	1,184,253	1,184,253	0.00	1,184,253

**TOWN OF ROCKY HILL
2013-14 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 (\$597,650) 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
2013-14 ADOPTED BUDGET**

01900300 CONTIGENCY/RESERVES

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
CONTIGENCY ACCOUNT	5808	0	397,650		0	0	597,650	597,650		597,650
Totals		0	397,650	0.00	0	0	597,650	597,650	0.00	597,650

**TOWN OF ROCKY HILL
2013-14 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 account is to a fund program for those senior citizens that volunteer in the schools (\$10,000).

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01900400 SPECIAL PROGRAMS

	2011-2012 Actual		2012-2013 Adopted	FTE	2012-2013 YTD Actual	2012-2013 Projected	2013-2014 Dept Req	2013-2014 Town Mgr	FTE	2013-2014 Adopted
FEES	5326	320	320		17	320	320	320		320
EQUIPMENT RENTAL	5444	1,317	1,375		1,364	1,364	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	6,188	10,000		413	8,500	10,000	10,000		10,000
Totals		7,825	13,695	0.00	1,793	10,184	13,695	13,695	0.00	13,695

**TOWN OF ROCKY HILL
2013-14 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 (\$70,000) for a Town Efficiency Study of the various Town departments, operations, services, and policies.

The Town is budgeting (\$60,000) for the second year of expenditures associated with a Property Revaluation Project for the October 2013 Grand List.

The Town is budgeting (\$20,000) for back office permitting online system that will benefit various town departments.

The Town is budgeting (\$50,000) for the updating of the Town's Plan of Conservation and Development.

The budget line School Improvements – Security Related for (\$350,000) is to fund any recommendations from the school security study at the four schools in town.

The budget line School Improvements for (\$1,418,121) is funding the installation of fire sprinklers at West Hill School and the upgrading the restrooms at West Hill and Stevens Schools.

The Town is budgeting (\$20,000) for Building Improvements at Academy Hall that include rebuild piers with new concrete pads, new masonry piers under joist at stairway, and install new footings and piers at two interior columns closest to stair.

The Town is budgeting (\$55,000) for Town Building Improvements various maintenance includes painting the interior of the buildings and carpet replacement.

The Town is budgeting (\$50,000) for ground improvement at McVicar Field is to start to reserve funds toward the replacement of the field carpet.

The Town is budgeting (\$393,972) for sidewalk and road repairs. The Town will be reimbursed under the State Local Capital Improvement Program (LOCIP).

The Town is budgeting (\$0) for General Repairs to town roads, curbing, parking lots, catch basins, and crack storm pipes. These items will be funded through Town Aid Roads.

The Town Aid Roads (TAR) budget line of (\$341,916) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance and a Bobcat with tracks primarily for snow removal from town sidewalks.

The budget line Equipment – Parks Department for (\$19,089) is lease payment number three of five for a Toro wide area mower.

The budget line Pool Equipment for (\$10,000) is for coping repair for the main and wading pools at Elm Ridge Park.

The budget line Vehicles – Police Department (\$102,472) is to purchase and equip two new Ford Police Intercepts vehicles for the patrol division and an unmarked admin vehicle.

The budget line Vehicles – Highway Department (\$130,557) is to fund four lease payments: (1) will be the third of five lease payments for a new dump truck; (2) will be the third of five lease payments for a new Pay loader; (3) will be the second of four lease payments for a new forklift and; (4) will be the first of five lease payments for a new dump truck. In addition, the Town plans to purchase for the department an F-250 Pick up Truck with a plow.

The budget line Vehicles – Mini Bus for (\$10,000) is to continue to reserve funds for the purchase of two elderly/disable buses.

The budget line Specific Project - Streetscape for (\$85,000) 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 Microwave Radio Transmitter (\$370,000) is for the purchase of a Microwave Radio Transmitter that will improve communication among five town departments.

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

The Repairs to Roads - Highway budget line of (\$0) is funding by the Town for specific roads and parking lot projects in the Town. This will be funded through LOCIP and TAR.

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 third year of a four year lease.

**TOWN OF ROCKY HILL
2013-14 ADOPTED BUDGET**

01950000 CAPITAL IMPROVEMENTS

	2011-2012		2012-2013	FTE	2012-2013	2012-2013	2013-2014	2013-2014	FTE	2013-2014
	Actual		Adopted		YTD Actual	Projected	Dept Req	Town Mgr		Adopted
EFFICIENCY STUDY OF TOWN	5323	0	0		0		0	0		70,000
ASSESSOR REVALUATION	5338	0	65,000		19,371	65,000	83,700	60,000		60,000
ONLINE ELECTRONIC PERMIT	5348	0	55,000		25,050	55,000	20,000	20,000		20,000
PLAN OF CONSERVATION	5349	0	0		0		0	50,000		50,000
SCHOOL IMPROV-SECURITY RELATED	5719	0	0		0		0	0		350,000
SCHOOL IMPROVEMENTS	5720	75,668	405,000		403,564	405,000	1,245,121	1,418,121		1,418,121
BUILDING IMPRV FIRE	5723	0	45,000		0	45,000	0	0		0
BUILDING IMPRV ACADEMY HALL	5724	0	60,000		59,010	60,000	0	20,000		20,000
BUILDING IMPRV TOWN	5725	48,933	76,500		18,398	76,500	55,000	55,000		55,000
GROUND IMPRV MCVICAR	5727	0	150,000		0	0	50,000	50,000		50,000
IMPRV OTHER THAN BLDG	5730	99,987	100,000		99,894	100,000	393,972	393,972		393,972
DESIGN GOFF BROOK BRIDGE	5733	75,000	50,000		10,060	50,000	0	0		0
REPAIRS TO ROADS - HIGHWAY	5734	97,598	100,000		71,932	100,000	100,000	0		0
TOWN AID ROADS	5738	168,929	168,473		149,836	168,473	341,916	341,916		341,916
EQUIPMENT-VIRTUAL ENVIR	5741	52,800	51,100		51,097	51,100	0	0		0
EQUIPMENT-PARKS	5754	19,089	19,100		19,089	19,100	19,089	19,089		19,089
EQUIPMENT-POOL	5755	0	28,000		11,500	28,000	28,000	10,000		10,000
VEHICLES-POLICE	5761	88,570	96,982		92,398	96,982	102,472	102,472		102,472
VEHICLES-HIGHWAY	5763	63,646	114,979		70,274	114,979	130,557	130,557		130,557
VEHICLES-PARKS	5764	0	26,251		26,247	26,251	0	0		0
VEHICLES-MINI BUS	5766	10,000	20,000		0	20,000	10,000	10,000		10,000
STREETSCAPE PROJECT	5790	0	170,000		0	0	170,000	85,000		85,000
MICROWAVE RADIO TRANSMITTER	5791	0	0		0	0	370,000	370,000		370,000
FIRE DEPT TRAINING CENTER	5792	7,326	25,000		4,951	25,000	0	25,000		25,000
REPAIRS TO ROADS-HIGHWAY	5793	198,944	200,000		175,698	200,000	200,000	0		0
PORTABLE CLASSROOMS	5797	229,000	36,000		18,000	36,000	36,000	36,000		36,000
Totals	1,235,489	2,062,385	0.00	1,326,371	1,742,385	3,355,827	3,197,127	0.00	3,617,127	

**TOWN OF ROCKY HILL
2013-14 ANNUAL BUDGET**

CAPITAL IMPROVEMENT PROGRAM

DEPARTMENT FUNCTION:

The Capital Improvement Program (CIP) is a forecast of Capital Expenditures for 2013-14 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 2013-14 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 F)

**Budget Development Sheet
2013 - 2014**

CAPITAL IMPROVEMENT PROGRAM

2013 - 2014 through 2017 - 2018

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2013 - 2014	Assessor	Revaluation	Town Hall	Revaluation of October 2013 Grand List	60,000	Capital Improvement Budget
2013 - 2014	Engineering	Drainage	Rose Hill	Repair Channel	20,000	Unfunded
2013 - 2014	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Part of Town's 20% Share (2 of 3)	85,000	Capital Improvement Budget
2013 - 2014	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	LOCIP
2013 - 2014	Engineering / Parks	Repairs	Bulkely Park	Repair Erosion	50,000	Unfunded
2013 - 2014	Facilities - Town Buildings	Painting	Town Buildings	Painting Interiors of Town Building	10,000	Unfunded
2013 - 2014	Facilities - Town Buildings	Structural Support Repairs	Academy Hall	Rebuild Piers and install new masonry piers	20,000	Capital Improvement Budget
2013 - 2014	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	55,000	Cap Imp Budget - Various Repairs
2013 - 2014	Facilities - Town Buildings	Upgrade Emergency Generator	699 Old Main Street	Generator for Emergency Operation Center	68,500	Unfunded
2013 - 2014	Facilities - School	Air Condition Balance of School Study	Griswold Middle School	Board of Education Proposed CIP (2013-2014)	30,000	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	Refurbish Gym Floor-Strip, Sand, Re-Line	West Hill	Board of Education Proposed CIP (2013-2014)	50,000	Unfunded
2013 - 2014	Facilities - School	Replace existing Gym Floor	Stevens	Board of Education Proposed CIP (2013-2014)	100,000	Unfunded
2013 - 2014	Facilities - School	Update bathrooms	Stevens / West Hill	Board of Education Proposed CIP (2013-2014)	173,000	Capital Improvement Budget
2013 - 2014	Facilities - School	Fire Sprinklers, fire alarm System	West Hill	Board of Education Proposed CIP (2013-2014)	1,245,121	Capital Improvement Budget
2013 - 2014	Facilities - School	Security Improvements at the Schools	District Wide	To implement Security Study Recommendations	350,000	Capital Improvement Budget
2013 - 2014	Fire	Training Facilities	Fire Station # 2	RHFD Training Center	25,000	Capital Improvement Budget
2013 - 2014	Fire	Replace Vehicles & Apparatus	Fire Station	Refurbish Rescue Two (26 yrs)	70,000	Unfunded
2013 - 2014	Fire	Replace Vehicles & Apparatus	Fire Station	Funds towards purchase of vehicle	100,000	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	Vehicle Replacement	Replace 1996 Ford F-250	Four Wheel Drive F-250 Pick up Truck w/plow	30,000	Capital Improvement Budget
2013 - 2014	Highway Department	Vehicle Replace # TWO - 2013 Mack	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (2)- Lease Payment 1 of 5	30,577	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	Equipment Purchase - Bobcat	Highway Garage	Bobcat with Tracks primarily for snow removal	60,000	Town Aid Roads Funding
2013 - 2014	Human Services - Mini-Bus	Senior Bus Replacement (2009 Bus)	Human Services	Replace Bus in 2016-2017 Yr. (NO Grant \$)	5,000	Capital Improvement Budget
2013 - 2014	Human Services - Mini-Bus	Senior Bus Replacement (2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	5,000	Capital Improvement Budget
2013 - 2014	Library / Facilities	Renovate	Cora J Belden Library	Remove Oil Tank - Patch Driveway	12,500	Unfunded
2013 - 2014	Library / Facilities	Renovate	Cora J Belden Library	Carpeting	66,000	Unfunded
2013 - 2014	Parks and Recreation	Aquatics	Elm Ridge Park Pools	Coping Repairs	10,000	Capital Improvement Budget

**Budget Development Sheet
2013 - 2014**

CAPITAL IMPROVEMENT PROGRAM

2013 - 2014 through 2017 - 2018

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
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	Capital Improvement Budget
2013 - 2014	Police	Replace 1 Vehicles - Unmarked	Police Station	Purchase One New Taurus Police Vehicles	15,000	Capital Improvement Budget
2013 - 2014	Police	Replace 2 Vehicles - Patrol	Police Station	Purchase Two New Taurus Police Vehicles	87,472	Capital Improvement Budget
2013 - 2014	Police	Upgrade to Digital from Analog	Police Station (Communications)	Microwave Radio Transmitter	370,000	Capital Improvement Budget
2013 - 2014	Town Council	Efficiency Study of the Town	Various Town Operations	Improving the Operation of the Town	70,000	Capital Improvement Budget
2013 - 2014	Town Planner	Plan of Conservation and Development	Town Hall	Update Town Plan	50,000	Capital Improvement Budget
2013 - 2014	Various Departments	Electronic Permitting	Town Hall	Back Office Permitting Online	20,000	Capital Improvement Budget
2014 - 2015	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Part of Town's 20% Share (3 of 3)	85,000	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	Engineering	Streetscape - Phase 2	Silas Deane-Glastonbury Blvd Intersect	Streetscape - Grant Portion 80% Share	1,360,000	Possible State/Federal Grant
2014 - 2015	Facilities - Town Buildings	Install Emergency Generator	Library	Emergency Generator (Shelter related)	48,500	Unfunded
2014 - 2015	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	50,000	Unfunded
2014 - 2015	Facilities - School	Enclose Office Area	West Hill	Board of Education Proposed CIP (2014-2015)	7,500	Unfunded
2014 - 2015	Facilities - School	Blinds / Shades	West Hill	Board of Education Proposed CIP (2014-2015)	9,500	Unfunded
2014 - 2015	Facilities - School	Storage Facility	Griswold Middle School	Board of Education Proposed CIP (2014-2015)	10,000	Unfunded
2014 - 2015	Facilities - School	HVAC - Kitchen Upgrades/repairs	District Wide	Board of Education Proposed CIP (2014-2015)	15,000	Unfunded
2014 - 2015	Facilities - School	Upgrade school clocks: Digital System	West Hill	Board of Education Proposed CIP (2014-2015)	15,000	Unfunded
2014 - 2015	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2014-2015)	17,000	Unfunded
2014 - 2015	Facilities - School	Update bathrooms	Stevens / West Hill	Board of Education Proposed CIP (2014-2015)	17,000	Unfunded
2014 - 2015	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2014-2015)	25,000	Unfunded
2014 - 2015	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2014-2015)	25,000	Unfunded
2014 - 2015	Facilities - School	Paint Gym / Add Lighting	West Hill	Board of Education Proposed CIP (2014-2015)	28,000	Unfunded
2014 - 2015	Facilities - School	Replace Intercom System	West Hill	Board of Education Proposed CIP (2014-2015)	30,000	Unfunded
2014 - 2015	Facilities - School	Replace Intercom System	Stevens	Board of Education Proposed CIP (2014-2015)	30,000	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	Upgrade Second Divider Wall	West Hill	Board of Education Proposed CIP (2014-2015)	40,000	Unfunded
2014 - 2015	Facilities - School	Fire Sprinklers, fire alarm System	Stevens	Board of Education Proposed CIP (2013-2014)	1,095,871	Unfunded

**Budget Development Sheet
2013 - 2014**

**CAPITAL IMPROVEMENT PROGRAM
2013 - 2014 through 2017 - 2018**

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2014 - 2015	Facilities - School	Football Field House	High School		1,300,000	Possible School Referendum
2014 - 2015	Fire	Replace Vehicles & Apparatus	Fire Station	Refurbish Truck One	55,000	Unfunded
2014 - 2015	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Upgrades to Assembly Room - Removal tiles	15,000	Unfunded
2014 - 2015	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Bathroom and Locker Rooms Improvements	20,000	Unfunded
2014 - 2015	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Bathroom ADA Accessible Toilets	60,000	Unfunded
2014 - 2015	Fire / Facilities Sch	Health and Safety	Fire Station # 1	Watchroom Upgrade	60,000	Unfunded
2014 - 2015	Highway Department	Blinds / Shades	Highway Garage	Clark Forklift - Lease Payment 3 of 4	6,079	Capital Improvement Budget
2014 - 2015	Highway Department	Vehicle Replace # TWO - 2013 Mack	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (2)- Lease Payment 2 of 5	30,265	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 (Rplace 1987 Ford L8000)	Dump Truck (1) - Lease Payment 4 of 5	32,285	Capital Improvement Budget
2014 - 2015	Highway Department	Vehicle Replacement	1986 Ford L8000 Dump Truck	side dump truck with sander	205,979	Unfunded
2014 - 2015	Human Services - Mini-Bus	Senior Bus Replacement (2009 Bus)	Human Services	Replace Bus in 2016-2017 Yr. (NO Grant \$)	7,500	Unfunded
2014 - 2015	Human Services - Mini-Bus	Senior Bus Purchase (Repl 2008 Bus)	Human Services	Replace Bus in 2014-2015 Yr. (NO Grant \$)	7,500	Cap Improvemt / Non Recurring Fd
2014 - 2015	Library / Facilites	Renovate	Cora J Belden Library	Carpeting	67,000	Unfunded
2014 - 2015	Parks and Recreation	Equipment Replacement	Ground Maintenance	72" ZTR Mower (2)	16,500	Unfunded
2014 - 2015	Parks and Recreation	Equipment Replacement	Ground Maintenance	Sandpro	16,500	Unfunded
2014 - 2015	Parks and Recreation	Aquatics	Rocky Hill High School - Pool	Replace Diving Board	18,700	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)	100,000	Unfunded
2014 - 2015	Parks and Recreation	Equipment	McVicar Field	Bleachers	155,000	Unfunded
2014 - 2015	Parks and Recreation	Replacement - Pool	Aquatics - Elm Ridge	Built 1964 - Elm Ridge Pool - Splash Pad	200,000	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	Parks and Recreation	Replacement - Pool	Aquatics - Elm Ridge	Built 1964 - Elm Ridge Pool - Large Pool	550,000	Unfunded
2014 - 2015	Police	Replace 2 Vehicles	Police Station	Purchase Two New Taurus Police Vehicles	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

**Budget Development Sheet
2013 - 2014**

CAPITAL IMPROVEMENT PROGRAM

2013 - 2014 through 2017 - 2018

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
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	Upgrading Parking Lot Lights	Police Department Lot	Match with Campus Light Poles	45,000	Unfunded
2015 - 2016	Facilities - Town Buildings	Various Repairs and Improvements	Town Buildings	Various - Unforeseen Infrastructure Repairs	50,000	Unfunded
2015 - 2016	Facilities - School	HVAC - Kitchen Upgrades/repairs	District Wide	Board of Education Proposed CIP (2015-2016)	15,000	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 - Replace, Upgrades	District Wide	Board of Education Proposed CIP (2015-2016)	29,000	Unfunded
2015 - 2016	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2015-2016)	35,000	Unfunded
2015 - 2016	Facilities - School	Update bathrooms	District Wide	Board of Education Proposed CIP (2015-2016)	35,000	Unfunded
2015 - 2016	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2015-2016)	50,000	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	Vehicle Replace # TWO - 2013 Mack	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (2)- Lease Payment 3 of 5	30,265	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	Equipment Replacement	1989 Ingersol Rand DD23	roller	60,000	Unfunded
2015 - 2016	Highway Department	Equipment Replacement	1971 Catepillar 120 Grader	Grader	185,500	Unfunded
2015 - 2016	Human Services - Mini-Bus	Senior Bus Replacement (2009 Bus)	Human Services	Replace Bus in 2016-2017 Yr. (NO Grant \$)	20,000	Unfunded
2015 - 2016	Library	Purchase	Cora J Belden Library	Staff Workstations	36,000	Unfunded
2015 - 2016	Library	Purchase	Cora J Belden Library	RFID Technolgy (Item Checkout and Tracking)	80,000	Unfunded / Possible Grant
2015 - 2016	Library / Facilites	Construction	Cora J Belden Library	Turn the Alcove into a Small Study Room	7,000	Unfunded
2015 - 2016	Library / Facilites	Replacement	Cora J Belden Library	New Windows	50,000	Unfunded
2015 - 2016	Library / Facilites	Renovate	Cora J Belden Library	Upgrade Restrooms	81,800	Unfunded
2015 - 2016	Parks and Recreation	Equipment	Ground Maintenance	Convault Diesel Tank	11,000	Unfunded
2015 - 2016	Parks and Recreation	Vehicle Replacement (Truck 48)	Ground Maint (Purchase)	Four Wheel Drive Pick up Truck w/snowplow	30,000	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)	100,000	Unfunded
2015 - 2016	Police	Replace 3 Vehicles	Police Station	Purchase Three New Taurus Police Vehicles	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

**Budget Development Sheet
2013 - 2014**

CAPITAL IMPROVEMENT PROGRAM

2013 - 2014 through 2017 - 2018

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
2016 - 2017	Facilities - School	HVAC - Kitchen Upgrades/repairs	District Wide	Board of Education Proposed CIP (2016-2017)	10,000	Unfunded
2016 - 2017	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2016-2017)	25,000	Unfunded
2016 - 2017	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2016-2017)	35,000	Unfunded
2016 - 2017	Facilities - School	Update bathrooms	District Wide	Board of Education Proposed CIP (2016-2017)	35,000	Unfunded
2016 - 2017	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2016-2017)	50,000	Unfunded
2016 - 2017	Facilities - School	To Be Determined - Replace, Upgrades	District Wide	Board of Education Proposed CIP (2016-2017)	74,000	Unfunded
2016 - 2017	Highway Department	Vehicle Replace # TWO - 2013 Mack	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (2)- Lease Payment 4 of 5	30,265	Capital Improvement Budget
2016 - 2017	Highway Department	Vehicle Replacement	1991 Ford L8000 Dump Truck	side dump truck with sander	205,979	Unfunded
2016 - 2017	Human Services - Mini-Bus	Senior Bus Purchase (Repl 2009 Bus)	Human Services	Replace Bus in 2016-2017 Yr. (NO Grant \$)	25,000	Cap Improvment / Non Recurring Fd
2016 - 2017	Library / Facilites	Replacement	Cora J Belden Library	New Windows	50,000	Unfunded
2016 - 2017	Library / Facilites	Renovate	Cora J Belden Library	Lighting	197,000	Unfunded
2016 - 2017	Parks and Recreation	Ground Maintenance	Elm ridge Park	Replace Basketball Courts	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	Parks and Recreation	Ground Maintenance	McVicar Field	Replace Carpet at McVicar Field (2016)	150,000	Unfunded
2016 - 2017	Police	Replace 2 Vehicles	Police Station	Purchase Two New Taurus Police Vehicles	87,600	Unfunded
2017 - 2018	Engineering	Sidewalk - Repairs	Various Locations	Cracked / Replacement	100,000	Capital Imp Budget - LOCIP
2017 - 2018	Facilities - School	HVAC - Kitchen Upgrades/repairs	District Wide	Board of Education Proposed CIP (2017-2018)	10,000	Unfunded
2017 - 2018	Facilities - School	Interior Painting Contract	District Wide	Board of Education Proposed CIP (2017-2018)	25,000	Unfunded
2017 - 2018	Facilities - School	Replace ceiling panels & light Fixtures	District Wide	Board of Education Proposed CIP (2017-2018)	35,000	Unfunded
2017 - 2018	Facilities - School	Update bathrooms	District Wide	Board of Education Proposed CIP (2017-2018)	35,000	Unfunded
2017 - 2018	Facilities - School	Carpet Replacement	District Wide	Board of Education Proposed CIP (2017-2018)	50,000	Unfunded
2017 - 2018	Facilities - School	To Be Determined - Replace, Upgrades	District Wide	Board of Education Proposed CIP (2017-2018)	74,000	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	Vehicle Replace # TWO - 2013 Mack	Dump truck (Rplace 1987 Ford L8000)	Dump Truck (2)- Lease Payment 5 of 5	30,265	Capital Improvement Budget
2017 - 2018	Highway Department	vehicle replacement	1994 Freightliner FL70	side dump truck with sander	205,979	Unfunded
2017 - 2018	Human Services - Mini-Bus	Senior Bus Purchase (Repl 2014 Bus)	Human Services	Replace Bus in 2019-2020 Yr. (NO Grant \$)	20,000	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

Budget Development Sheet

2013 - 2014

CAPITAL IMPROVEMENT PROGRAM

2013 - 2014 through 2017 - 2018

YEAR	Department	PROJECT	LOCATION	DESCRIPTION	AMOUNT	SOURCE OF FUNDING
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 Taurus Police Vehicles	131,208	Unfunded