

Town of Rocky Hill, Connecticut



**2016-2017
Proposed Annual Budget**

TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET

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Town of Rocky Hill

Mayor Baio, Members of the Council, and Rocky Hill citizens:

For your review and consideration are the proposed Town of Rocky Hill Combined Municipal and School System Revenue and Operating Budgets for 2016-2017. You will also find figures representing the Resulting Tax Impact and Applicable Mill Rate if this budget is approved as presented.

As you will quickly see, this will be a very challenging year financially for the Town and the Board of Education. Although the Board of Education proposal is included, I will reserve comment until after their presentation to the Town Council in late April. Regarding the Municipal Budget, please view this information as a starting point for what I hope to be a productive dialogue with the Council on what our tactical and strategic needs are. The Operating Budget has one major unknown, the potential to reduce the cost of employee health care by changing health care provider. Due to high claims we are faced with a 15% increase with our current provider. Data on the potential option to change providers will be explored during the April meetings. Unfortunately, there are no options to the large increase in debt service. Excluding health care cost, the major variables that I believe will and should require the most deliberation is the proposed Capital Improvement Plan. I have included all projects as submitted by the Department Heads so as to ensure you have a full view of departmental business needs as submitted.

Staff and I understand the challenge a budget proposal of this magnitude creates. We are not laboring under any assumptions that all needs will be funded this budget year—our objective is to ensure we have the opportunity to explain departmental needs so that when hard choices must be made, you have a complete picture of the priorities at a department level.

Municipal Budget

Town Departments	\$20,728,411	-	up	2.7%	or	\$ 539,970	above current year
Employee Benefits/Insurance	\$ 7,027,587	-	up	8.5%	or	\$ 550,073	above current year
Debt Service	\$ 3,122,956	-	up	18.3%	or	\$ 483,981	above current year
Town Capital Budget	\$ 1,433,099	-	up	85.9%	or	\$ 662,305	above current year
Total Municipal Budget	\$32,312,053	-	up	7.4%	or	\$2,236,329	above current year

School Budget

Operating Budget	\$39,831,681	-	up	7.1%	or	\$2,643,812	above current year
School Capital Budget	\$ 1,960,300	-	up	50.4%	or	\$ 657,245	above current year
Total School Budget	\$41,791,981	-	up	8.6%	or	\$3,301,057	above current year

Combined Total Budget

Operating and Capital	\$74,104,034	-	up	8.1%	or	\$5,537,386	above current year
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Town of Rocky Hill

The following two-page Executive Summary provides detail into the changes in the Operating and Revenue Budget. Town administrative staff and Department Heads have worked hard and have been creative in finding ways to control operating budget expenditures while maintaining or improving the quality of service levels. As shown in the budget table above, the portion of the budget controlled at a department level has a proposed increase of 2.7%. Please recall that this low increase comes after last year's reduction of 1.2% by the Department budgets. The vast majority of this year's increase is driven by contracted wage increases. The Operating Budget is well balanced in meeting today's needs while investing in the future with training, tools, and technology that helps us improve our efficiency and proficiency as we serve the public. It is through these efficiency gains and creative spirit that we will hold cost down in future years.

Please note, we plan to purchase Police replacement vehicles out of the current year contingency budget. If this option/plan is not approved, the Capital Improvement Plan as presented in this Proposed Budget will need updating to reflect that additional cost.

The projected Mill Rate, based on the above Town and Board of Education Operating and Capital Improvement Plan and the currently committed State aid, will be 31.8 mill and increase of 2.1 mill over last year.

I look forward to a thorough discussion and detailed review with you and the public during the budget workshops and budget hearings. I encourage all citizens to contact my office at (860) 258-2743 if you have concerns, questions, or suggestions.

Sincerely,

Guy Scaife
Town Manager

**Town of Rocky Hill
2016-17 Budget
Municipal Executive Summary**

Personnel

1. Increase: .5 Police Records- .5 (6 months) Dispatcher – New request
2. No net change: 1.0 Police Records – Clerk – offset by 2 part time clerk positions (March 2016)
3. No net change: 1.0 Sanitation/Facilities Custodial – properly recorded 2 part time positions as 1 FTE per NAGE 266 contract and in accordance in FSLA

Revenue Highlights

1. Total General Fund Revenue of \$74,104,034
2. Mill rate is 31.8 (a 2.1 mill rate increase). Grand List increased by 0.8 %.
3. Unassigned Fund Balance used in this budget for Capital Improvements Per Town Ordinance in the amount of: \$1,114,769

Expenditure Highlights

All contractual salary increases are in department budgets. All contracts are in effect thru June 30, 2017 excluding NAGE 288, CILU and AFSCME. These three contracts are in negotiations.

1. Fixed costs Increases:

a. Salary Changes per union contract	\$309,418
b. Debt Service - Principal & Interest	\$483,981
c. Employee Group Health Insurance	\$402,450
d. Sewer Service Assessment (MDC)	\$104,330
e. Utilities (Water and Electric)	<u>\$ 50,599</u>
Total	\$1,350,778

2. Reallocated accounts for better accountability:

- a. Motor Fuel has been transferred from individual departments to the Highway Department
- b. Pool Fees and Park Use revenues have been re-allocated to Special Recreation fund
- c. Salary for IT/Facility Director has been split between both departments.

**Town of Rocky Hill
2016-17 Budget
Municipal Executive Summary**

Capital Improvements- Town

Committed Items/Contractual:

State Funded:

▪ Engineering - Sidewalk repairs – State LOCIP	\$100,000
▪ Engineering – Repair Maintenance to Academy Hall - LOCIP	\$ 65,000
▪ Highway - State Town Aid Road	<u>\$342,038</u>
	<u>\$507,038</u>

General Fund:

▪ Facilities - VOIP Phone (yr 2 of 3)	\$ 41,735
▪ Highway - Vehicles-Leases (final year)	\$ 30,270
▪ Information Technology- Network Switch (yr 2 of 3)	\$ 34,156
▪ Town Council - Land Acquisition (yr 2 of 10)	<u>\$ 57,000</u>
	\$163,161

New Requests:

○ Assessor - Revaluation for Grand List 2018 (year 3 of 5)	\$ 30,000
○ Economic Development - Consultant for Business Target & SWOT (Strength/Weaknesses/Opportunities/Threats)	\$ 10,000
○ Economic Development - Engineering Service to design access plan Town's Business Park Phase II	\$ 20,000
○ Facilities- Consultant for designing Annex building on Town Campus	\$ 65,000
○ Facilities - Vehicle - Work Van (18 yr old replacement)	\$ 37,000
○ Facilities - Upgrade Town Council Chambers presentation system	\$ 59,000
○ Facilities –Assessment of Building Systems	\$ 33,500
○ Highway - Equipment - Excavator – 5yr Lease Agreement – (1996 Backhoe replacement)	\$ 53,000
○ Highway - Vehicle – 10 wheel Dump Truck – 5yr Lease Agreement – (1991 Ford L8000 replacement)	\$ 55,400
○ Parks - Elm Ridge Pool – set aside toward replacement	<u>\$400,000</u>
	<u>\$762,900</u>

Public Safety Referendum – Voter Approved November 2015

Fire:

- ▶ Apparatus Replacement Plan – “Right Sizing” the Fire Department fleet, acquiring six fire apparatus and sell off nine fire apparatus from vehicle inventory.

Police:

- ▶ Dispatch and Communication Equipment and relocation of dispatch center
- ▶ Renovating Detention Cell
- ▶ Upgrading the electrical system

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	2014-15 ACTUAL	2015-16 ORIG BUD	2015-16 REVISED BUD	YTD 2015-16 ACTUAL	2015-16 PROJECTION	2016-17 REQUEST	REQUEST vs ORIG	PCT CHANGE
Roll Up Departments:								
1001 ADMINISTRATION	750,579	759,540	759,540	560,030	825,925	791,693	32,153	4.2%
1004 FINANCIAL SERVICES	594,314	592,587	592,587	435,960	588,328	595,778	3,191	0.5%
1005 PROPERTY & RECORDS	781,367	744,743	755,891	509,840	753,899	754,852	10,109	1.4%
1015 IT/FACILITIES	2,189,063	1,675,135	1,703,632	1,277,362	1,769,785	1,722,565	47,430	2.8%
2021 POLICE DEPARTMENT	5,004,934	4,747,556	4,748,446	3,372,469	4,776,838	4,846,449	98,893	2.1%
2022 FIRE DEPARTMENT	1,058,663	1,044,088	1,071,135	661,478	1,039,245	1,019,586	(24,502)	-2.3%
3001 PUBLIC WORKS	5,482,567	5,387,343	5,387,343	3,896,918	5,368,155	5,615,974	228,631	4.2%
3004 COMMUNITY DEVELOPMENT	950,781	961,790	963,632	686,073	962,691	989,516	27,726	2.9%
4001 HUMAN SERVICES	436,273	462,728	462,728	303,929	456,284	456,974	(5,754)	-1.2%
5001 PARKS & RECREATION	1,863,458	1,985,985	1,985,985	1,395,258	1,995,378	2,103,146	117,161	5.9%
Non Roll Up Departments:								
01101700 ECONOMIC DEVELOPMENT	105,144	109,383	109,383	76,615	109,383	112,680	3,297	3.0%
01202901 VOL. AMBULANCE ASSOC	143,416	113,320	113,320	77,662	113,327	114,250	930	0.8%
01550100 CORA BELDEN LIBRARY	929,171	954,243	954,243	675,362	953,353	954,948	705	0.1%
01900300 CONTIGENCY/RESERVES	454,491	650,000	650,000	140,688	594,000	650,000	-	0.0%
SUBTOTAL TOWN DEPARTMENTS	20,744,221	20,188,441	20,257,865	14,069,644	20,306,591	20,728,411	539,970	2.7%
01900100 EMPLOYEE BENEFITS	5,764,079	5,462,915	5,462,915	2,883,261	5,431,638	5,976,687	513,772	9.4%
01900200 INSURANCE	1,216,826	1,014,599	1,014,599	723,081	999,177	1,050,900	36,301	3.6%
7001 DEBT SERVICE	1,962,439	2,638,975	2,638,975	1,921,066	2,636,066	3,122,956	483,981	18.3%
SUBTOTAL NON DEPARTMENTS	8,943,344	9,116,489	9,116,489	5,527,408	9,066,881	10,150,543	1,034,054	11.3%
SUBTOTAL TOWN EXCLUDING CAPITAL	29,687,565	29,304,930	29,374,354	19,597,052	29,373,472	30,878,954	1,574,024	5.4%
01950000 CAPITAL IMPROV-COMMITTED OR STATE FUNDED	560,713	575,794	575,794	353,794	575,794	670,199	94,405	16.4%
01950000 CAPITAL IMPROVEMENTS-TOWN	826,193	195,000	239,000	239,000	239,000	762,900	567,900	291.2%
SUBTOTAL CAPITAL	1,386,906	770,794	814,794	592,794	814,794	1,433,099	662,305	85.9%
SUBTOTAL TOWN BUDGET	31,074,471	30,075,724	30,189,148	20,189,846	30,188,266	32,312,053	2,236,329	7.4%
01950000 CAPITAL IMPROVEMENTS-BOE	1,698,999	1,303,055	1,304,975	1,043,710	1,304,975	1,960,300	657,245	50.4%
01802 EDUCATION	34,979,621	37,187,869	37,187,869	19,703,641	37,187,869	39,831,681	2,643,812	7.1%
SUBTOTAL EDUCATION WITH CAPITAL	36,678,620	38,490,924	38,492,844	20,747,351	38,492,844	41,791,981	3,301,057	8.6%
TOTAL TOWN & EDUCATION	67,753,091	68,566,648	68,681,992	40,937,197	68,681,110	74,104,034	5,537,386	8.1%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2015 Net Taxable Grand List, before the Board of Assessment appeals, for the 2016 – 2017 Proposed Budget is \$2,033,673,437, an increase of 0.80% over the previous year.

The 2016 – 2017 Proposed Budget has a mill rate of 31.8 mills, an increase of 2.1 mills over last year. The total projected current tax revenue, after being adjusted for the three year average collection rate of 99.14%, is \$63,867,204. This calculation reflects adjustments of \$62,948 for property tax abatements for volunteer firefighters and for volunteer emergency medical service personnel, and of \$134,095 for the elderly property tax credit that is reimbursed by the State. In this budget is a municipal property tax relief program provided by the Town for certain homeowners age 65 or older that commence on July 1, 2015, that resulted in a \$52,000 property tax reduction.

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 and reflect a slight decrease.

The Intergovernmental revenues consist primarily of State payments to the Town. These amounts are based on the Governor Dannel Malloy Fiscal Year 2017 Governor's Midterm Budget Adjustments, Section E: Municipal Aid that was released on February 3, 2016. For the 2015 – 2016 Adopted Budget, the Educational Cost Sharing (ECS) Grant received from the State is budgeted at \$3,944,732. For the 2016 – 2017 Proposed Budget, the Town is expecting to receive \$3,944,732 of ECS funding from the State. Also, the Town is budgeting to receive from the State \$584,244 from a new Municipal Revenue Sharing Grant from additional sales tax funds.

The amount of Fund Balance used for the 2016 - 2017 Proposed Budget is \$1,114,769 compared to \$621,705 for the 2015-2016 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, 2015, Unassigned Fund Balance was 7.64% of General Fund expenditures. Therefore, \$1,114,769 of Unassigned Fund Balance is being applied to the Capital Improvement Budget.

Net Taxable Grand List and Applicable Mill Rate

<u>List Date</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% change</u>	<u>Mill Rate</u>
10/1/15	2016-2017	\$2,033,673,437	0.80%	31.8
10/1/14	2015-2016	\$2,017,451,750	1.46%	29.7
10/1/13	2014-2015	\$1,988,502,360	(8.02%) *	29.7
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

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

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ADMINISTRATION

CODE: 1001

DEPARTMENT DESCRIPTION: The Administration group consists of the following:

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. In addition, the Mayor serves as Civil Preparedness Administrator and official head of the Town for ceremonial purposes.

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 and is responsible for the effective and efficient implementation of policies established by the Council.

Office of Human Resources office is accountable for strategic development and implementation of programs and functions related to personnel transactions (including the employee selection and hiring process); job classifications; performance appraisals; and internal investigations related to discriminatory harassment, workplace violence, and other personnel issues. The Director of Human Resources assists the Town Manager with matters related to labor negotiations, grievances, mediations and arbitrations; and assists with implementation and administration of employee benefits programs. Additional accountabilities include oversight of legal compliance and training programs related to Sexual Harassment Prevention, Ethics, Diversity, Drug and Alcohol Program Management, compliance with the ADA regulations, and employee health and safety regulations (i.e OSHA and Workers' Compensation).

Legal Services encompasses legal support for all department officers, boards, commissions and agencies of the Town. The primary area of litigation and non-litigation support is provided by the Town's designated "Town Attorney". However, the legal budget also funds other legal resources that specialize in certain areas, such as but not limited to labor, environmental, property acquisition, state and federal compliance, tax foreclosures, tax sales, and tax appeals.

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.

Registrars and Deputy Registrars, two from each political party, supervise all elections, maintain current voters' files, hire and provide training for all election workers and conduct annual voter canvass. The Registrars attend conferences to keep current with state election laws and mandatory reporting requirements. Voter registration sessions are held throughout the year and visitations are made to local nursing homes and hospitals to make voters. The Town currently has three voting districts and as of February 2015 we have a total of 10,928 registered voters in Rocky Hill.

HIGHLIGHT OF CHANGES:

- Transfer of media staff from Town Council page to Information Technology and Town Manager Budget
- Increases in Tuition Reimbursement, Training and Fees
- Significant increase in Registrars Budget – Presidential election year, salary increase for election works, \$15,000 three (3) year service contract for election technology (software, hardware & support) and mandated training.

FULL-TIME EMPLOYEES:

FY 2014-15
3

FY 2015-16
3

FY 2016-17
3

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

		<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01100100	TOWN COUNCIL	50,011	45,312	47,403	47,403	40,304	44,803	31,500	(15,903)	(33.50)	%
01100200	TOWN MANAGER	238,051	200,944	240,437	240,437	145,114	234,850	256,793	16,356	6.80	%
01100300	PERSONNEL	56,100	124,795	162,300	162,300	119,726	169,300	172,300	10,000	6.20	%
01100800	LEGAL	254,000	267,913	200,000	200,000	164,667	267,000	200,000	0	0.00	%
01100900	PROBATE COURT	31,600	30,122	31,400	31,400	31,572	31,572	31,000	(400)	(1.30)	%
01101000	REGISTRARS OF VOTERS	87,600	81,493	78,000	78,000	58,647	78,400	100,100	22,100	28.30	%
	1001 ADMINISTRATION	717,362	750,579	759,540	759,540	560,030	825,925	791,693	32,153	4.20	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100100 TOWN COUNCIL

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
PART TIME SALARIES	5120	15,100	14,918	15,100	15,100	7,153	12,500	0	(15,100)	(100.00)%
Salaries		<u>15,100</u>	<u>14,918</u>	<u>15,100</u>	<u>15,100</u>	<u>7,153</u>	<u>12,500</u>	<u>0</u>	<u>(15,100)</u>	<u>(100.00)%</u>
FEES	5326	0	15	0	0	2,497	0	0	0	0.00 %
TECHNICAL SUPPLIES	5627	750	996	750	750	692	750	0	(750)	(100.00)%
TECHNICAL EQUIPMENT	5749	2,000	2,092	0	0	0	0	0	0	0.00 %
MEMBER EXPENSE	5814	3,700	561	2,500	2,500	1,394	2,500	2,000	(500)	(20.00)%
CONTRIBUTIONS	5817	1,500	0	500	500	0	500	0	(500)	(100.00)%
DUES & SUBSCRIPTIONS	5818	26,961	26,731	28,553	28,553	28,568	28,553	29,500	947	3.00 %
Non salary		<u>34,911</u>	<u>30,395</u>	<u>32,303</u>	<u>32,303</u>	<u>33,151</u>	<u>32,303</u>	<u>31,500</u>	<u>(803)</u>	<u>(2.49)%</u>
Totals		<u>50,011</u>	<u>45,312</u>	<u>47,403</u>	<u>47,403</u>	<u>40,304</u>	<u>44,803</u>	<u>31,500</u>	<u>(15,903)</u>	<u>(33.55)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100200 TOWN MANAGER

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	221,942	187,878	215,187	215,187	136,913	210,000	221,643	6,456	3.00 %
PART TIME SALARIES	5120	7,000	6,589	5,000	5,000	0	5,000	14,900	9,900	198.00 %
Salaries		<u>228,942</u>	<u>194,466</u>	<u>220,187</u>	<u>220,187</u>	<u>136,913</u>	<u>215,000</u>	<u>236,543</u>	<u>16,356</u>	<u>7.43 %</u>
PROFESSIONAL SVS	5326	3,000	1,520	18,000	18,000	7,925	18,000	18,000	0	0.00 %
BUSINESS EXPENSES	5501	450	221	450	450	60	450	450	0	0.00 %
PHOTOCOPIER	5550	3,087	3,912	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	500	310	500	500	19	500	500	0	0.00 %
TECHNICAL SUPPLIES	5627	500	514	500	500	0	500	900	400	80.00 %
DUES & SUBSCRIPTIONS	5818	1,572	0	800	800	196	400	400	(400)	(50.00)%
Non salary		<u>9,109</u>	<u>6,478</u>	<u>20,250</u>	<u>20,250</u>	<u>8,200</u>	<u>19,850</u>	<u>20,250</u>	<u>0</u>	<u>0.00 %</u>
Totals		<u>238,051</u>	<u>200,944</u>	<u>240,437</u>	<u>240,437</u>	<u>145,114</u>	<u>234,850</u>	<u>256,793</u>	<u>16,356</u>	<u>6.80%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100300 PERSONNEL

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	0	51,092	105,000	105,000	77,349	112,000	112,000	7,000	7.00 %
PART TIME SALARIES	5120	23,800	25,563	23,800	23,800	18,846	23,800	23,800	0	0.00 %
Salaries		<u>23,800</u>	<u>76,655</u>	<u>128,800</u>	<u>128,800</u>	<u>96,195</u>	<u>135,800</u>	<u>135,800</u>	<u>7,000</u>	<u>5.43 %</u>
TUITION REIMBURSEMENT	5240	8,000	4,700	8,000	8,000	5,407	8,000	9,000	1,000	13.00 %
FEES	5326	21,800	40,658	20,000	20,000	13,575	20,000	21,000	1,000	5.00 %
TRAINING	5334	1,000	598	4,000	4,000	2,203	4,000	5,000	1,000	25.00 %
ADVERTISING	5540	1,000	1,240	1,000	1,000	1,856	1,000	1,000	0	0.00 %
OFFICE SUPPLIES	5622	500	943	500	500	489	500	500	0	0.00 %
Non salary		<u>32,300</u>	<u>48,139</u>	<u>33,500</u>	<u>33,500</u>	<u>23,531</u>	<u>33,500</u>	<u>36,500</u>	<u>3,000</u>	<u>8.96 %</u>
Totals		<u>56,100</u>	<u>124,795</u>	<u>162,300</u>	<u>162,300</u>	<u>119,726</u>	<u>169,300</u>	<u>172,300</u>	<u>10,000</u>	<u>6.16 %</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100800 LEGAL

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
GENERAL LEGAL FEES	5311	186,000	104,151	125,000	125,000	57,351	95,000	100,000	(25,000)	(20.00)%
SUPPORT SERVICES	5327	12,000	48,771	12,000	12,000	33,787	38,000	7,000	(5,000)	(42.00)%
TAX FORECLOSURE	5336	10,000	11,856	3,000	3,000	0	0	2,000	(1,000)	(33.00)%
LABOR COUNSEL	5337	26,000	15,748	10,000	10,000	23,070	44,000	35,000	25,000	250.00 %
TAX APPEALS	5803	20,000	87,388	50,000	50,000	50,459	90,000	56,000	6,000	12.00 %
Non salary		<u>254,000</u>	<u>267,913</u>	<u>200,000</u>	<u>200,000</u>	<u>164,667</u>	<u>267,000</u>	<u>200,000</u>	<u>0</u>	<u>0.00 %</u>
Totals		<u>254,000</u>	<u>267,913</u>	<u>200,000</u>	<u>200,000</u>	<u>164,667</u>	<u>267,000</u>	<u>200,000</u>	<u>0</u>	<u>0.00%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100900 PROBATE COURT

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
COURT COSTS PROBATE	5332	31,600	30,122	31,400	31,400	31,572	31,572	31,000	(400)	(1.00)%
Non salary		31,600	30,122	31,400	31,400	31,572	31,572	31,000	(400)	(1.27)%
Totals		31,600	30,122	31,400	31,400	31,572	31,572	31,000	(400)	(1.27)%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01101000 REGISTRARS OF VOTERS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
PART TIME SALARIES	5120	46,000	44,889	46,000	46,000	31,922	46,000	46,000	0	0.00 %
Salaries		46,000	44,889	46,000	46,000	31,922	46,000	46,000	0	0.00 %
ELECTION WORKERS	5326	21,000	15,670	18,000	18,000	12,006	18,000	22,500	4,500	25.00 %
EQUIPMENT REPAIR	5431	2,000	1,600	2,000	2,000	1,600	2,000	2,000	0	0.00 %
POSTAGE	5530	200	608	200	200	0	200	200	0	0.00 %
PRINTING	5541	5,500	4,410	4,000	4,000	6,535	4,000	5,000	1,000	25.00 %
TECHNICAL SUPPLIES	5627	8,250	10,260	3,500	3,500	3,436	3,500	18,500	15,000	429.00 %
FOOD	5640	2,500	1,830	2,200	2,200	1,429	2,600	2,200	0	0.00 %
MEMBER EXPENSE	5814	2,100	2,226	2,100	2,100	1,720	2,100	3,700	1,600	76.00 %
Non salary		41,600	36,604	32,000	32,000	26,725	32,400	54,100	22,100	69.06 %
Totals		87,600	81,493	78,000	78,000	58,647	78,400	100,100	22,100	28.33%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: FINANCE & ACCOUNTING

CODE: 1004

DEPARTMENT DESCRIPTION:

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.

HIGHLIGHT OF CHANGES:

- MUNIS financial software in the second year of a three year contract arrangement.
- The June 30, 2016 financial audit cost remained the same as the June 30, 2015 financial audit.

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

4

4

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**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01100400 FINANCE & ACCOUNTING	500,523	511,289	520,238	520,238	396,534	519,738	523,829	3,591	0.70	%
01100700 CENTRAL SUPPLIES	84,272	84,689	72,349	72,349	39,426	68,590	71,949	(400)	(0.60)	%
01900400 SPECIAL PROGRAMS	14,122	7,049	0	0	0	0	0	0	0.00	%
1004 FINANCE	598,917	603,026	592,587	592,587	435,960	588,328	595,778	3,191	0.50	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100400 FINANCE & ACCOUNTING

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	406,483	423,604	411,879	411,879	303,375	413,879	415,470	3,591	1.00 %
PART TIME SALARIES	5120	4,500	1,115	2,500	2,500	0	0	2,500	0	0.00 %
Salaries		<u>410,983</u>	<u>424,719</u>	<u>414,379</u>	<u>414,379</u>	<u>303,375</u>	<u>413,879</u>	<u>417,970</u>	<u>3,591</u>	<u>0.87 %</u>
AUDITING SERVICES	5310	47,500	47,500	48,500	48,500	48,500	48,500	48,500	0	0.00 %
TRAINING	5334	4,100	3,432	4,100	4,100	2,275	4,100	4,100	0	0.00 %
TECHNOLOGY SOFTWARE	5343	35,295	33,145	50,574	50,574	40,607	50,574	50,574	0	0.00 %
MEETING EXPENSE	5500	600	555	600	600	318	600	600	0	0.00 %
OFFICE SUPPLIES	5622	1,000	1,123	1,000	1,000	514	1,000	1,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,045	815	1,085	1,085	945	1,085	1,085	0	0.00 %
Non salary		<u>89,540</u>	<u>86,570</u>	<u>105,859</u>	<u>105,859</u>	<u>93,159</u>	<u>105,859</u>	<u>105,859</u>	<u>0</u>	<u>0.00 %</u>
Totals		<u>500,523</u>	<u>511,289</u>	<u>520,238</u>	<u>520,238</u>	<u>396,534</u>	<u>519,738</u>	<u>523,829</u>	<u>3,591</u>	<u>0.69%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100700 CENTRAL SUPPLIES

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FEES	5326	15,000	11,806	6,000	6,000	226	6,000	6,000	0	0.00 %
EQUIPMENT REPAIR	5431	500	0	500	500	0	500	0	(500)	(100.00)%
MAINTENANCE CONTRACTS	5436	1,524	1,504	1,524	1,524	1,128	1,524	1,524	0	0.00 %
POSTAGE	5530	25,575	25,076	26,125	26,125	15,592	25,066	26,725	600	2.00 %
ADVERTISING	5540	18,000	24,962	18,000	18,000	12,709	18,000	18,500	500	3.00 %
PRINTING	5541	6,720	6,690	4,200	4,200	1,600	4,200	4,200	0	0.00 %
OFFICE SUPPLIES	5622	13,703	11,370	13,000	13,000	7,289	11,300	12,000	(1,000)	(8.00)%
FOOD	5640	1,000	1,113	1,000	1,000	517	1,000	1,000	0	0.00 %
OFFICE EQUIPMENT	5740	2,250	2,169	2,000	2,000	365	1,000	2,000	0	0.00 %
Non salary		<u>84,272</u>	<u>84,689</u>	<u>72,349</u>	<u>72,349</u>	<u>39,426</u>	<u>68,590</u>	<u>71,949</u>	<u>(400)</u>	<u>(0.55)%</u>
Totals		84,272	84,689	72,349	72,349	39,426	68,590	71,949	(400)	(0.55)%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01900400 SPECIAL PROGRAMS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FEEs	5326	647	333	0	0	0	0	0	0	0.00 %
EQUIPMENT RENTAL	5444	1,475	1,411	0	0	0	0	0	0	0.00 %
TAX AGREEMENTS	5813	10,000	5,305	0	0	0	0	0	0	0.00 %
Non salary		<u>14,122</u>	<u>7,049</u>	0	0	0	0	0	0	0.00 %
Totals		14,122	7,049	0	0	0	0	0	0	0.00%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY & RECORDS

CODE: 1005

DEPARTMENT DESCRIPTION:

Department of Property and Record Services is comprised of the Town Clerk's, Tax Assessor's, and Tax Collector's Offices. The Town Clerk's office is responsible for recording and filing all public documents. As the Registrar of Vital Statistics, the Clerk's office maintains record of all births, marriages, and deaths. Residents may obtain various licenses such as marriage, sporting, vending and dogs. The Clerk is an integral part of all elections, primaries and referendums.

The Assessor's office is responsible for discovering, listing and valuing all taxable and tax exempt property located within the town for tax purposes. The Assessor's office administers a variety of exemption programs for the blind, elderly, disabled, veterans, manufacturers, and commercial motor vehicles. The Assessor's office also conducts a revaluation every five (5) years as mandated by the State of Connecticut. We are currently in year three (3) of the previous revaluation. Our next revaluation is scheduled for October 1, 2018.

The Tax Collector's office 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 Collector's office administers an aggressive delinquent collection with the assistance of Attorneys, State Marshal and Constables.

HIGHLIGHT OF CHANGES:

- Technology Software costs reduced by utilizing outside vendor
- Subscribed to Multiple Listing Service (MLS)
- Pictometry support moved to IT budget
- Increased Training as a result of having more certified staff members

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

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**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01100500 PROPERTY ASSESSMENT	330,482	322,578	339,857	341,165	235,577	340,100	345,172	5,315	1.60	%
01100600 PROPERTY TAX COLLECTION	254,307	222,841	240,699	240,699	180,803	240,699	246,052	5,353	2.20	%
01101100 TOWN CLERK	283,477	218,114	164,187	174,027	93,460	173,100	163,628	(559)	(0.30)	%
1005 PROPERTY RECORDS	868,266	763,533	744,743	755,891	509,840	753,899	754,852	10,109	1.40	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100500 PROPERTY ASSESSMENT

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	286,324	284,269	290,317	290,317	206,698	289,157	301,242	10,925	4.00 %
PART TIME SALARIES	5120	500	802	0	0	0	0	0	0	0.00 %
OVERTIME	5130	0	130	1,000	1,000	466	1,000	500	(500)	(50.00)%
Salaries		<u>286,824</u>	<u>285,200</u>	<u>291,317</u>	<u>291,317</u>	<u>207,164</u>	<u>290,157</u>	<u>301,742</u>	<u>10,425</u>	<u>3.58 %</u>
AUDITING SERVICES	5310	10,000	5,000	10,000	10,000	0	10,000	10,000	0	0.00 %
FEES	5326	0	0	0	0	27	0	0	0	0.00 %
SUPPORT SERVICES	5327	0	0	9,105	9,105	250	9,105	1,400	(7,705)	(85.00)%
TRAINING	5334	6,400	5,992	6,400	6,400	4,006	6,400	7,400	1,000	16.00 %
TECHNOLOGY SOFTWARE	5343	17,600	17,425	17,650	17,650	17,725	17,650	18,750	1,100	6.00 %
PHOTOCOPIER	5550	3,000	3,485	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	1,000	665	1,000	1,000	750	1,000	1,000	0	0.00 %
TECHNICAL SUPPLIES	5627	4,838	3,956	3,530	4,838	4,905	4,838	3,930	400	11.00 %
DUES & SUBSCRIPTIONS	5818	820	855	855	855	750	950	950	95	11.00 %
Non salary		<u>43,658</u>	<u>37,378</u>	<u>48,540</u>	<u>49,848</u>	<u>28,413</u>	<u>49,943</u>	<u>43,430</u>	<u>(5,110)</u>	<u>(10.53)%</u>
Totals		<u>330,482</u>	<u>322,578</u>	<u>339,857</u>	<u>341,165</u>	<u>235,577</u>	<u>340,100</u>	<u>345,172</u>	<u>5,315</u>	<u>1.56%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01100600 PROPERTY TAX COLLECTION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	196,752	183,401	203,749	203,749	160,913	203,749	212,459	8,710	4.00 %
PART TIME SALARIES	5120	5,590	5,947	0	0	0	0	0	0	0.00 %
OVERTIME	5130	0	322	1,500	1,500	882	1,500	500	(1,000)	(67.00)%
Salaries		<u>202,342</u>	<u>189,670</u>	<u>205,249</u>	<u>205,249</u>	<u>161,794</u>	<u>205,249</u>	<u>212,959</u>	<u>7,710</u>	<u>3.76 %</u>
SUPPORT SERVICES	5327	0	100	0	0	0	0	0	0	0.00 %
TRAINING	5334	500	503	1,500	1,500	1,065	1,500	2,500	1,000	67.00 %
TECHNOLOGY SOFTWARE	5343	20,380	17,096	28,950	28,950	13,615	28,950	24,493	(4,457)	(15.00)%
POSTAGE	5530	6,210	8,109	2,500	2,500	2,379	2,500	3,500	1,000	40.00 %
OFFICE SUPPLIES	5622	4,250	1,567	1,250	1,250	958	1,250	1,250	0	0.00 %
TECHNICAL SUPPLIES	5627	1,000	1,159	1,000	1,000	767	1,000	1,000	0	0.00 %
PRIOR YEAR TAX REFUNDS	5802	19,500	4,482	0	0	0	0	0	0	0.00 %
DUES & SUBSCRIPTIONS	5818	125	155	250	250	225	250	350	100	40.00 %
Non salary		<u>51,965</u>	<u>33,171</u>	<u>35,450</u>	<u>35,450</u>	<u>19,009</u>	<u>35,450</u>	<u>33,093</u>	<u>(2,357)</u>	<u>(6.65)%</u>
Totals		<u>254,307</u>	<u>222,841</u>	<u>240,699</u>	<u>240,699</u>	<u>180,803</u>	<u>240,699</u>	<u>246,052</u>	<u>5,353</u>	<u>2.22%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01101100 TOWN CLERK

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	221,048	179,746	121,417	121,417	65,914	120,450	122,398	981	1.00 %
PART TIME SALARIES	5120	3,600	172	0	0	0	0	0	0	0.00 %
OVERTIME	5130	400	2,073	2,000	2,000	0	2,000	500	(1,500)	(75.00)%
Salaries		<u>225,048</u>	<u>181,991</u>	<u>123,417</u>	<u>123,417</u>	<u>65,914</u>	<u>122,450</u>	<u>122,898</u>	<u>(519)</u>	<u>(0.42)%</u>
SERVICE CONTRACTS	5326	44,840	27,947	10,000	19,840	11,128	19,840	9,000	(1,000)	(10.00)%
TRAINING	5334	1,700	898	1,700	1,700	765	1,700	2,700	1,000	59.00 %
ELECTION VITALS	5341	3,800	1,421	3,800	3,800	1,641	3,800	3,500	(300)	(8.00)%
TECHNOLOGY SOFTWARE	5343	0	0	17,400	17,400	139	17,400	17,400	0	0.00 %
PHOTOCOPIER	5550	2,780	1,268	0	0	0	0	0	0	0.00 %
TECHNICAL SUPPLIES	5627	3,459	2,038	7,500	7,500	3,822	7,500	7,500	0	0.00 %
TECHNICAL EQUIPMENT	5736	1,600	1,005	0	0	0	0	0	0	0.00 %
DUES & SUBSCRIPTIONS	5818	250	1,546	370	370	210	410	630	260	70.00 %
Non salary		<u>58,429</u>	<u>36,123</u>	<u>40,770</u>	<u>50,610</u>	<u>17,705</u>	<u>50,650</u>	<u>40,730</u>	<u>(40)</u>	<u>(0.10)%</u>
Totals		<u>283,477</u>	<u>218,114</u>	<u>164,187</u>	<u>174,027</u>	<u>83,620</u>	<u>173,100</u>	<u>163,628</u>	<u>(559)</u>	<u>(0.34)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>
01101500 INFORMATION TECHNOLOGY	658,021	616,331	771,416	771,416	634,669	814,686	713,794	(57,622)	(7.50) %
01500501 FACILITIES BLDG MAINTENANCE	1,692,353	1,572,732	903,719	927,891	647,149	955,099	1,008,771	105,052	11.60 %
1015 IT & FACILITIES	2,350,374	2,189,064	1,675,135	1,699,307	1,281,818	1,769,784	1,722,565	47,430	2.80 %

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: INFORMATION TECHNOLOGY

PROGRAM: INFORMATION TECHNOLOGY

CODE: 01101500

DEPARTMENT DESCRIPTION:

The Information Technology (IT) Department is responsible for providing strategic technology direction, centralized IT support, operational policies, standards and coordinating major Town-wide initiatives such as a common infrastructure, project management, the Town's website and Town-wide application use. The primary goal of the IT Department is to drive efficiency into the organization and facilitate process improvement through the use of technology.

The IT department supports more than 200 desktop/mobile computers, printers, Town-wide email system, virtualized server environment, mobile devices, wireless networks and dozens of software applications used by all Town Departments. In addition, the IT Department is responsible for all aspects of the Town's infrastructure including the local area network (LAN), wide area network (WAN), network security, data backup and restoration and the telephone system including voicemail.

HIGHLIGHT OF CHANGES:

- Training budget increase to continue to keep current on latest technology.
- Maintenance Contract budget line decreased as new systems were purchased with three year maintenance contracts at a discount.
- Software increase to include Pictometry, enterprise level software mapping product.
- Telephone budget line decreased by \$36,000 to reflect savings in Telco charges as a result of new voice over IP (VOIP) system.
- Computer budget line increased to accommodate shifting all remaining departmental computers (including PD laptops) to IT inventory for maintenance and replacement. Goal is to replace 20% of inventory per year.
- Facilities/IT Director now accounted for .5 headcount in each department.

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

3

4

3.5

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01101500 INFORMATION TECHNOLOGY

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	231,339	209,179	311,216	311,216	258,793	362,683	269,489	(41,727)	(13.00)%
PART TIME SALARIES	5120	0	0	0	0	0	0	5,200	5,200	0.00 %
Salaries		<u>231,339</u>	<u>209,179</u>	<u>311,216</u>	<u>311,216</u>	<u>258,793</u>	<u>362,683</u>	<u>274,689</u>	<u>(36,527)</u>	<u>(11.74)%</u>
TRAINING	5334	6,400	5,793	6,400	6,400	2,596	8,400	8,400	2,000	31.00 %
INFORMATION TECHNOLOGY	5342	45,768	42,817	35,856	35,856	27,059	39,556	35,350	(506)	(1.00)%
TECHNOLOGY SOFTWARE	5343	119,069	114,547	99,478	99,478	92,011	99,478	112,582	13,104	13.00 %
MAINT CONTRACTS	5436	0	0	25,025	25,025	25,025	25,025	17,950	(7,075)	(28.00)%
TELEPHONE	5507	110,300	102,251	128,973	128,973	73,314	108,973	92,973	(36,000)	(28.00)%
PHOTOCOPIER	5550	0	0	38,000	38,000	25,259	38,000	38,000	0	0.00 %
TECHNICAL SUPPLIES	5627	4,775	5,867	4,775	4,775	1,364	4,775	3,900	(875)	(18.00)%
TECHNICAL EQUIPMENT	5736	91,000	88,820	88,693	88,693	86,708	88,693	86,950	(1,743)	(2.00)%
COMPUTERS	5746	49,370	47,058	30,000	30,000	36,103	36,103	40,000	10,000	33.00 %
OTHER EQUIPMENT	5749	0	0	3,000	3,000	2,677	3,000	3,000	0	0.00 %
Non salary		<u>426,682</u>	<u>407,152</u>	<u>460,200</u>	<u>460,200</u>	<u>372,115</u>	<u>452,003</u>	<u>439,105</u>	<u>(21,095)</u>	<u>(4.58)%</u>
Totals		<u>658,021</u>	<u>616,331</u>	<u>771,416</u>	<u>771,416</u>	<u>630,908</u>	<u>814,686</u>	<u>713,794</u>	<u>(57,622)</u>	<u>(7.47)%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: FACILITIES BLDG MAINTENANCE

PROGRAM: FACILITIES BLDG MAINTENANCE

CODE: 01500501

DEPARTMENT DESCRIPTION:

The Facilities Department is responsible for maintaining eleven Town Buildings not including the (4) school buildings. The total asset value of these properties is over \$36.2 million dollars. Maintenance of the facilities includes all building systems as well as outside mechanical and electrical systems such as generators and lighting. In addition to the two full time staff, the Town does supplement its workforce through the use of contractors; therefore project management is also a major function of the department.

HIGHLIGHT OF CHANGES:

- Water utility increase reflects 9.2% price increase from MDC as well as budget shortfall from 2015-2016. Electricity reflects increase in distribution and electric rate charges.
- Building improvements continue to be required to maintain standards and also meet new requirements such as upgrading building fire alarm systems at Town Garage, Parks Garage, FD1 and FD2 for \$42,000 and upgrading building HVAC control system at FD3 for \$34,900. In addition, electronic key card access is a priority for all Town buildings. The Library is planned for 2016-17 with parks garage, highway garage and all three firehouses for 2017-18.
- Maintenance line increased to now include painting moved over from custodial budget.
- Part time facility project manager position eliminated in 2015-2016. Facilities/IT Director now accounted for .5 headcount in each department.
- Town and BOE share HVAC technician and Electrician resources resulting in a savings in overall headcount.
- One new work van requested to replace 18 year old Ford work van.

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

3.5

2.5

2.5

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500501 FACILITIES BLDG MAINTENANCE

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	187,956	167,350	134,801	134,801	107,735	144,890	207,029	72,228	54.00 %
PART TIME SALARIES	5120	20,275	23,371	20,275	20,275	5,031	15,244	0	(20,275)	(100.00)%
OVERTIME	5130	10,000	13,062	10,000	10,000	6,370	10,000	10,000	0	0.00 %
Salaries		<u>218,231</u>	<u>203,783</u>	<u>165,076</u>	<u>165,076</u>	<u>119,136</u>	<u>170,134</u>	<u>217,029</u>	<u>51,953</u>	<u>31.47 %</u>
TRAINING	5334	700	1,642	5,000	5,000	3,970	5,000	5,000	0	0.00 %
SERVICE CONTRACTS	5406	53,000	61,779	56,000	56,000	44,811	58,100	56,000	0	0.00 %
WATER	5414	66,693	89,529	35,000	35,000	31,434	54,000	59,400	24,400	70.00 %
BUILDING REPAIR	5430	37,150	74,232	50,000	60,384	49,192	60,809	50,000	0	0.00 %
EQUIPMENT REPAIR	5431	0	3	0	0	0	0	0	0	0.00 %
MAINTENANCE	5433	17,500	25,932	17,500	17,500	12,525	17,500	25,000	7,500	43.00 %
HVAC REPAIRS	5434	15,000	21,804	20,000	20,000	18,204	20,000	20,000	0	0.00 %
LIGHT & POWER	5505	934,750	819,215	339,643	339,643	207,714	339,643	365,842	26,199	8.00 %
HEATING FUEL	5506	284,029	217,319	97,050	97,050	45,162	97,050	97,050	0	0.00 %
PHOTOCOPIER	5550	1,850	848	0	0	0	0	0	0	0.00 %
EQUIPMENT & SUPPLIES	5615	21,450	23,402	21,450	21,450	10,756	22,074	21,450	0	0.00 %
BUILDING IMPROVEMENTS	5720	40,000	32,193	95,000	96,962	89,731	96,962	90,000	(5,000)	(5.00)%
TECHNICAL EQUIPMENT	5736	0	0	0	11,826	11,826	11,826	0	0	0.00 %
OTHER EQUIPMENT	5749	2,000	1,052	2,000	2,000	1,994	2,000	2,000	0	0.00 %
Non salary		<u>1,474,122</u>	<u>1,368,949</u>	<u>738,643</u>	<u>762,815</u>	<u>527,318</u>	<u>784,965</u>	<u>791,742</u>	<u>53,099</u>	<u>7.19 %</u>
Totals		<u>1,692,353</u>	<u>1,572,732</u>	<u>903,719</u>	<u>927,891</u>	<u>646,454</u>	<u>955,099</u>	<u>1,008,771</u>	<u>105,052</u>	<u>11.62%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: POLICE DEPARTMENT

CODE: 2021

DEPARTMENT DESCRIPTION:

The Rocky Hill Police Department provides a 24/7 uniformed presence to deter crime, respond to emergencies and calls for service, direct and regulate traffic, enforce motor vehicle laws, conduct criminal investigations, apprehend offenders and enforce state laws and local ordinances. The Department also staffs a 24/7 Public Safety Communications Center which dispatches all calls for service for police, fire, ambulance, and public works for the Town of Rocky Hill. The Chief of Police directs the police operations and supervision within the Department of Police Services.

HIGHLIGHT OF CHANGES:

- Converted 2 part-time record clerk positions to a full-time in March 2016
- Increased the Patrol Overtime budget to reflect usage.
- Moved Motor Fuel & Lubricants to the Public Works budget.
- Decreased the Holiday Pay line.
- Added a full-time Dispatcher (6 mos.) effective 1/1/2017
- Increase in part-time hours for animal control
- Consolidated clerk expense from support services to communication/records

FULL-TIME EMPLOYEES:

FY 2014-15
47

FY 2015-16
46

FY 2016-17
47.5*

Reduced 2 part-time records clerk positions

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01202101 POLICE ADMINISTRATION	316,411	290,852	301,046	301,046	232,777	308,918	310,725	9,679	3.20	%
01202102 POLICE RECORDS/COMMUN	786,906	701,035	770,214	770,214	536,806	742,222	830,321	60,107	7.80	%
01202103 POLICE SUPPORT SERVICES	512,455	501,261	528,206	528,206	363,948	526,916	518,859	(9,347)	0.00	%
01202104 POLICE UNIFORM PATROL	3,153,660	3,219,474	3,148,090	3,148,980	2,238,938	3,198,782	3,186,544	38,454	0.00	%
01202105 POLICE SPECIAL DETAIL	240,000	292,312	0	0	0	0	0	0	0.00	%
2021 POLICE DEPARTMENT	5,009,432	5,004,934	4,747,556	4,748,446	3,372,470	4,776,838	4,846,449	98,893	2.10	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202101 POLICE ADMINISTRATION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	286,961	261,525	275,546	275,546	211,000	275,168	278,225	2,679	1.00 %
PART TIME SALARIES	5120	18,000	20,695	18,000	18,000	19,953	27,000	25,000	7,000	39.00 %
Salaries		<u>304,961</u>	<u>282,220</u>	<u>293,546</u>	<u>293,546</u>	<u>230,953</u>	<u>302,168</u>	<u>303,225</u>	<u>9,679</u>	<u>3.30 %</u>
AWARDS/RECOGNITION	5292	500	0	500	500	0	250	500	0	0.00 %
FEES	5326	1,000	1,065	1,000	1,000	0	1,000	1,000	0	0.00 %
TRAINING	5334	1,000	679	1,500	1,500	0	1,500	1,500	0	0.00 %
PHOTOCOPIER	5550	4,000	3,122	0	0	0	0	0	0	0.00 %
UNIFORMS & CLEANING	5613	1,500	1,356	1,500	1,500	0	1,500	1,500	0	0.00 %
MATERIALS & SUPPLIES	5623	500	540	500	500	232	500	500	0	0.00 %
CONFERENCE EXPENSE	5816	500	0	500	500	0	0	500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	2,450	1,870	2,000	2,000	1,593	2,000	2,000	0	0.00 %
Non salary		<u>11,450</u>	<u>8,632</u>	<u>7,500</u>	<u>7,500</u>	<u>1,825</u>	<u>6,750</u>	<u>7,500</u>	<u>0</u>	<u>0.00 %</u>
Totals		<u>316,411</u>	<u>290,852</u>	<u>301,046</u>	<u>301,046</u>	<u>232,777</u>	<u>308,918</u>	<u>310,725</u>	<u>9,679</u>	<u>3.22%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202102 POLICE RECORDS/COMMUN

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	476,132	430,081	494,742	494,742	291,526	419,750	568,890	74,148	15.00 %
PART TIME SALARIES	5120	37,805	22,265	38,805	38,805	26,384	38,805	15,000	(23,805)	(61.00)%
OVERTIME	5130	28,800	54,337	31,500	31,500	57,097	80,000	42,476	10,976	35.00 %
Salaries		<u>542,737</u>	<u>506,683</u>	<u>565,047</u>	<u>565,047</u>	<u>375,007</u>	<u>538,555</u>	<u>626,366</u>	<u>61,319</u>	<u>10.85 %</u>
CONTRACTUAL SVS	5326	78,350	76,243	92,948	92,948	78,013	92,948	93,000	52	0.00 %
TRAINING	5334	4,000	2,848	4,000	4,000	2,215	4,000	4,000	0	0.00 %
MAINTENANCE	5433	5,800	2,425	8,400	8,400	8,321	8,400	8,400	0	0.00 %
TELEPHONE	5507	18,673	13,997	0	0	0	0	0	0	0.00 %
RADIO SERVICE	5531	27,862	15,102	29,712	29,712	14,424	29,712	29,712	0	0.00 %
PHOTOCOPIER	5550	4,500	3,191	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	7,000	4,819	7,000	7,000	4,280	6,500	6,500	(500)	(7.00)%
TECHNICAL SUPPLIES	5627	3,500	2,912	3,500	3,500	673	3,000	3,000	(500)	(14.00)%
SUPPLIES-RECORDER SYSTEM	5628	1,000	0	1,000	1,000	0	500	500	(500)	(50.00)%
TECHNICAL EQUIPMENT	5736	6,100	6,828	10,603	10,603	9,637	10,603	10,603	0	0.00 %
OFFICE EQUIPMENT	5740	2,000	1,179	2,435	2,435	0	2,435	2,435	0	0.00 %
RADIO EQUIPMENT	5742	80,384	60,374	40,805	40,805	39,969	40,805	40,805	0	0.00 %
OTHER EQUIPMENT	5749	5,000	4,435	4,764	4,764	4,268	4,764	5,000	236	5.00 %
Non salary		<u>244,169</u>	<u>194,352</u>	<u>205,167</u>	<u>205,167</u>	<u>161,799</u>	<u>203,667</u>	<u>203,955</u>	<u>(1,212)</u>	<u>(0.59)%</u>
Totals		<u>786,906</u>	<u>701,035</u>	<u>770,214</u>	<u>770,214</u>	<u>536,806</u>	<u>742,222</u>	<u>830,321</u>	<u>60,107</u>	<u>7.80%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202103 POLICE SUPPORT SERVICES

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	448,085	432,979	460,836	460,836	304,131	459,096	471,809	10,973	2.00 %
PART TIME SALARIES	5120	25,000	28,000	25,000	25,000	20,494	25,000	0	(25,000)	(100.00)%
OVERTIME	5130	29,000	31,516	29,000	29,000	27,843	29,000	33,000	4,000	14.00 %
Salaries		<u>502,085</u>	<u>492,495</u>	<u>514,836</u>	<u>514,836</u>	<u>352,469</u>	<u>513,096</u>	<u>504,809</u>	<u>(10,027)</u>	<u>(1.95)%</u>
SUPPORT SERVICES	5327	1,700	1,511	1,700	1,700	1,313	2,400	2,400	700	41.00 %
TRAINING	5334	600	707	3,600	3,600	2,820	3,600	3,600	0	0.00 %
EQUIPMENT REPAIR	5431	250	0	250	250	0	100	250	0	0.00 %
MEETING EXPENSE	5500	120	0	120	120	0	20	100	(20)	(17.00)%
OFFICE SUPPLIES	5622	700	486	700	700	200	700	700	0	0.00 %
TECHNICAL SUPPLIES	5627	7,000	6,063	7,000	7,000	3,147	7,000	7,000	0	0.00 %
Non salary		<u>10,370</u>	<u>8,766</u>	<u>13,370</u>	<u>13,370</u>	<u>7,479</u>	<u>13,820</u>	<u>14,050</u>	<u>680</u>	<u>5.09 %</u>
Totals		<u>512,455</u>	<u>501,261</u>	<u>528,206</u>	<u>528,206</u>	<u>359,948</u>	<u>526,916</u>	<u>518,859</u>	<u>(9,347)</u>	<u>(1.77)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202104 POLICE UNIFORM PATROL

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	2,396,920	2,432,224	2,430,602	2,430,602	1,748,822	2,406,792	2,520,554	89,952	4.00 %
HOLIDAY PAY	5112	139,100	129,112	143,274	143,274	55,585	125,000	95,000	(48,274)	(34.00)%
OVERTIME	5130	247,400	324,649	225,000	225,000	213,392	325,000	295,000	70,000	31.00 %
OVERTIME TOWN EVENTS	5132	15,000	8,230	10,000	10,000	4,664	9,500	9,500	(500)	(5.00)%
Salaries		<u>2,798,420</u>	<u>2,894,215</u>	<u>2,808,876</u>	<u>2,808,876</u>	<u>2,022,463</u>	<u>2,866,292</u>	<u>2,920,054</u>	<u>111,178</u>	<u>3.96 %</u>
COLLEGE CREDITS	5240	15,600	17,987	25,400	25,400	12,850	25,400	26,400	1,000	4.00 %
LONGEVITY	5291	19,275	18,275	20,300	20,300	8,375	20,300	20,300	0	0.00 %
SUPPORT SERVICES	5327	2,000	1,000	2,000	2,000	1,000	2,000	2,000	0	0.00 %
TRAINING	5334	25,000	25,112	35,000	35,890	19,761	35,890	35,890	890	3.00 %
EQUIPMENT REPAIR	5431	3,500	2,084	3,500	3,500	2,370	3,500	3,500	0	0.00 %
CAR WASHES	5502	6,000	9,304	6,000	6,000	4,781	9,000	7,500	1,500	25.00 %
POLICE TOWS	5503	1,500	1,320	1,500	1,500	910	1,500	1,500	0	0.00 %
UNIFORMS & CLEANING	5613	61,700	68,899	70,400	70,400	42,481	70,400	70,400	0	0.00 %
MOTOR FUEL & LUBRICANTS	5620	109,000	82,314	75,114	75,114	47,517	65,000	0	(75,114)	(100.00)%
TECHNICAL SUPPLIES	5627	30,000	10,743	26,000	26,000	12,109	26,000	25,000	(1,000)	(4.00)%
TIRES & TUBES	5629	15,000	16,549	15,000	15,000	12,636	15,000	15,000	0	0.00 %
VEHICLE PARTS	5630	50,000	56,476	50,000	50,000	35,981	50,000	50,000	0	0.00 %
FOOD	5640	1,200	963	1,200	1,200	680	1,200	1,200	0	0.00 %
TECHNICAL EQUIPMENT	5736	15,465	14,234	7,800	7,800	7,266	7,300	7,800	0	0.00 %
Non salary		<u>355,240</u>	<u>325,259</u>	<u>339,214</u>	<u>340,104</u>	<u>208,718</u>	<u>332,490</u>	<u>266,490</u>	<u>(72,724)</u>	<u>(21.44)%</u>
Totals		<u>3,153,660</u>	<u>3,219,474</u>	<u>3,148,090</u>	<u>3,148,980</u>	<u>2,231,181</u>	<u>3,198,782</u>	<u>3,186,544</u>	<u>38,454</u>	<u>1.22%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202105 POLICE SPECIAL DETAIL

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
PRIVATE DUTY	5114	240,000	292,312	0	0	0	0	0	0	0.00 %
Salaries		240,000	292,312	0	0	0	0	0	0	0.00 %
Non salary		0	0	0	0	0	0	0	0	0.00 %
Totals		240,000	292,312	0	0	0	0	0	0	0.00%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE DEPARTMENT

CODE: 2022

DEPARTMENT DESCRIPTION: The Rocky Hill Fire Department is an innovative and diverse organization of about 75 dedicated volunteers.

In the performance of our duties, we respond to a wide variety of incidents and as such, our goal is proficiency in mitigating the hazards of the many types of situations which we face. This is accomplished through an aggressive training program, inclusive of all department members.

The department's apparatus & equipment maintenance division facilitates timely 'in-house' repairs and eliminates expensive shop repairs, allowing for greater operational readiness.

We are committed to the concept of safety based management and as a department we see many present opportunities and are looking forward to the challenges of the future.

HIGHLIGHT OF CHANGES:

- A decrease can be found in the apparatus account due to anticipated savings from the apparatus replacement plan.
- An increase can be found in the recruitment and retention themed accounts to accommodate the increased membership.
- Additional monies have been requested for the fire hydrant maintenance account due to increased inventory and MDC fees.
- Motor fuel has been transferred to Highway department

FULL-TIME EMPLOYEES:

FY 2014-15
4.5

FY 2015-16
4

FY 2016-17
4

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

		<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>
01202201	FIRE DEPT ADMINISTRATION	188,621	189,998	174,430	174,430	100,064	169,474	180,074	5,644	3.20 %
01202204	FIRE DEPT PREVENTION	167,475	163,299	169,484	169,484	109,627	157,972	174,371	4,887	2.90 %
01202205	FIRE DEPT FIRE FIGHTING	481,080	461,711	465,425	466,837	246,342	441,485	438,875	(26,550)	(5.70) %
01202206	FIRE DEPT APPARATUS	239,970	243,655	234,749	260,384	205,445	270,314	226,266	(8,483)	0.00 %
	2022 FIRE DEPARTMENT	1,077,146	1,058,663	1,044,088	1,071,135	661,478	1,039,245	1,019,586	(24,502)	-2.30 %

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202201 FIRE DEPT ADMINISTRATION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	61,614	61,906	63,524	63,524	46,008	63,524	63,524	0	0.00 %
Salaries		<u>62,014</u>	<u>61,906</u>	<u>63,524</u>	<u>63,524</u>	<u>46,008</u>	<u>63,524</u>	<u>63,524</u>	<u>0</u>	<u>0.00 %</u>
SUPPORT SERVICES	5327	11,650	11,650	12,650	12,650	6,819	12,650	12,650	0	0.00 %
TRAINING	5334	28,000	28,139	32,200	32,200	17,021	29,200	32,200	0	0.00 %
BUILDING REPAIR	5430	16,000	15,654	5,600	5,600	3,368	5,600	5,600	0	0.00 %
EQUIPMENT REPAIR	5431	500	438	500	500	448	500	500	0	0.00 %
MEETING EXPENSE	5500	400	360	600	600	383	600	600	0	0.00 %
RADIO SERVICE	5531	19,506	22,647	23,706	23,706	13,369	22,800	24,000	294	1.00 %
COMMUNICATIONS	5532	4,800	4,715	4,800	4,800	2,655	4,800	4,800	0	0.00 %
PHOTOCOPIER	5550	2,435	2,259	0	0	0	0	0	0	0.00 %
UNIFORMS & CLEANING	5613	2,069	2,160	2,500	2,500	657	2,500	7,500	5,000	200.00 %
RADIO SUPPLIES	5614	3,600	3,997	4,300	4,300	2,950	4,300	4,300	0	0.00 %
MAINTENANCE SUPPLIES	5617	1,000	412	1,000	1,000	372	1,000	1,000	0	0.00 %
OFFICE SUPPLIES	5622	3,500	1,807	3,500	3,500	1,763	3,100	3,500	0	0.00 %
TECHNICAL SUPPLIES	5627	6,750	7,220	6,750	6,750	1,402	5,750	6,750	0	0.00 %
RADIO EQUIPMENT	5742	23,397	23,397	9,700	9,700	0	9,700	9,700	0	0.00 %
ISO MANDATES	5807	2,000	2,000	2,000	2,000	0	2,000	2,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,000	1,239	1,100	1,100	1,452	1,450	1,450	350	32.00 %
Non salary		<u>126,607</u>	<u>128,093</u>	<u>110,906</u>	<u>110,906</u>	<u>52,659</u>	<u>105,950</u>	<u>116,550</u>	<u>5,644</u>	<u>5.09 %</u>
Totals		<u>188,621</u>	<u>189,998</u>	<u>174,430</u>	<u>174,430</u>	<u>98,666</u>	<u>169,474</u>	<u>180,074</u>	<u>5,644</u>	<u>3.24 %</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202204 FIRE DEPT PREVENTION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	149,475	150,913	151,484	109,478	79,696	109,478	112,871	(38,613)	(25.00)%
PART TIME SALARIES	5120	7,500	4,812	7,500	49,506	23,151	37,994	51,000	43,500	580.00 %
Salaries		<u>156,975</u>	<u>155,725</u>	<u>158,984</u>	<u>158,984</u>	<u>102,847</u>	<u>147,472</u>	<u>163,871</u>	<u>4,887</u>	<u>3.07 %</u>
TRAINING	5334	3,000	1,970	3,000	3,000	2,955	3,000	3,000	0	0.00 %
PUBLIC INFORMATION MATEI	5335	2,500	1,711	2,500	2,500	1,961	2,500	2,500	0	0.00 %
UNIFORMS & CLEANING	5613	2,000	1,191	2,000	2,000	1,018	2,000	2,000	0	0.00 %
TECHNICAL SUPPLIES	5627	1,500	946	1,500	1,500	396	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,500	1,756	1,500	1,500	450	1,500	1,500	0	0.00 %
Non salary		<u>10,500</u>	<u>7,574</u>	<u>10,500</u>	<u>10,500</u>	<u>6,780</u>	<u>10,500</u>	<u>10,500</u>	<u>0</u>	<u>0.00 %</u>
Totals		<u>167,475</u>	<u>163,299</u>	<u>169,484</u>	<u>169,484</u>	<u>109,627</u>	<u>157,972</u>	<u>174,371</u>	<u>4,887</u>	<u>2.88 %</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202205 FIRE DEPT FIRE FIGHTING

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
PART TIME SALARIES	5120	160,000	160,131	160,000	160,000	116,027	156,000	168,000	8,000	5.00 %
PART TIME STORM STANDBY	5121	15,000	7,581	15,000	15,000	0	12,000	12,000	(3,000)	(20.00)%
Salaries		<u>175,000</u>	<u>167,712</u>	<u>175,000</u>	<u>175,000</u>	<u>116,027</u>	<u>168,000</u>	<u>180,000</u>	<u>5,000</u>	<u>2.86 %</u>
GROUP INSURANCE	5210	11,500	8,801	11,500	11,500	8,176	11,500	11,500	0	0.00 %
EMPLOYEE PENSION	5230	76,500	76,500	81,500	81,500	0	81,500	49,700	(31,800)	(39.00)%
FEES	5326	20,025	13,795	22,025	22,025	2,124	18,025	22,025	0	0.00 %
HYDRANT SERVICE	5445	60,000	60,547	61,000	61,000	60,341	61,000	65,000	4,000	7.00 %
CHEMICALS	5612	3,750	1,019	3,750	3,750	1,726	3,750	3,000	(750)	(20.00)%
UNIFORMS & CLEANING	5613	0	0	5,000	5,000	516	5,000	0	(5,000)	(100.00)%
EQUIPMENT & SUPPLIES	5615	34,362	33,708	32,950	34,362	8,788	31,950	32,950	0	0.00 %
TURN OUT GEAR	5627	65,493	64,372	35,000	35,000	11,861	23,000	38,200	3,200	9.00 %
GLOVES, HELMETS ETC	5631	4,950	5,773	3,200	3,200	3,940	3,260	0	(3,200)	(100.00)%
RECRUITMENT ACTIVITIES	5806	12,000	11,984	12,000	12,000	9,429	12,000	14,000	2,000	17.00 %
STAFF ACTIVITY	5821	17,500	17,500	22,500	22,500	22,000	22,500	22,500	0	0.00 %
Non salary		<u>306,080</u>	<u>293,999</u>	<u>290,425</u>	<u>291,837</u>	<u>128,902</u>	<u>273,485</u>	<u>258,875</u>	<u>(31,550)</u>	<u>(10.86)%</u>
Totals		<u>481,080</u>	<u>461,711</u>	<u>465,425</u>	<u>466,837</u>	<u>244,929</u>	<u>441,485</u>	<u>438,875</u>	<u>(26,550)</u>	<u>(5.70)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202206 FIRE DEPT APPARATUS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	109,050	94,962	112,699	112,699	95,793	126,829	136,261	23,562	21.00 %
PART TIME SALARIES	5120	0	8,830	0	0	4,185	0	0	0	0.00 %
OVERTIME	5130	0	1,397	0	0	903	0	500	500	0.00 %
Salaries		<u>109,050</u>	<u>105,189</u>	<u>112,699</u>	<u>112,699</u>	<u>100,881</u>	<u>126,829</u>	<u>136,761</u>	<u>24,062</u>	<u>21.35 %</u>
EQUIPMENT REPAIR	5431	27,150	21,443	27,150	0	0	0	0	(27,150)	(100.00)%
VEHICLE REPAIR	5432	32,700	31,737	32,700	0	0	0	0	(32,700)	(100.00)%
UNIFORMS & CLEANING	5613	800	670	800	800	676	800	300	(500)	(63.00)%
MAINTENANCE SUPPLIES	5617	1,600	984	1,600	0	0	0	0	(1,600)	(100.00)%
MOTOR FUEL & LUBRICANTS	5620	31,170	32,800	22,300	22,300	19,408	22,300	0	(22,300)	(100.00)%
TECHNICAL SUPPLIES	5627	1,000	1,270	1,000	0	0	0	0	(1,000)	(100.00)%
TIRES & TUBES	5629	10,000	8,049	10,000	0	0	0	0	(10,000)	(100.00)%
REPAIR & MAINTENANCE	5630	20,000	25,019	20,000	92,450	54,885	88,250	83,205	63,205	316.00 %
TECHNICAL EQUIPMENT	5736	6,500	498	6,500	6,500	3,960	6,500	6,000	(500)	(8.00)%
VEHICLES-FIRE DEPT	5762	0	15,995	0	25,635	25,635	25,635	0	0	0.00 %
Non salary		<u>130,920</u>	<u>138,465</u>	<u>122,050</u>	<u>147,685</u>	<u>104,563</u>	<u>143,485</u>	<u>89,505</u>	<u>(32,545)</u>	<u>(26.67)%</u>
Totals		<u>239,970</u>	<u>243,655</u>	<u>234,749</u>	<u>260,384</u>	<u>205,445</u>	<u>270,314</u>	<u>226,266</u>	<u>(8,483)</u>	<u>(3.61)%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: PUBLIC WORKS

CODE: 3001

DEPARTMENT DESCRIPTION:

The Highway Department is responsible for maintaining 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; monthly brush collection; street sweeping; catch basin cleaning; and crack sealing of streets and parking lots.

The Town Garage provides maintenance for all vehicles and equipment of the Facilities, Parks, Police, Highway, Human Services, Town Hall Staff and Board of Education.

Street lighting is provided by Eversource Energy under contract with the Town of Rocky Hill, currently approximately 1,683 lights on monthly basis.

The Town currently contracts with Trash-Away for all curbside refuse and recycling collection; utilizes 4 part-time employees to run the Transfer Station, remove snow and ice from Town owned sidewalks, pickup up bulky waste from residents, and provide Senior's with assisted trash collection.

The Metropolitan District Commission is contracted by the Town to maintain and repair all sanitary sewers, and water system including Fire Hydrants.

HIGHLIGHT OF CHANGES:

- Most adjustments are internal to more accurately reflect service
- Town Garage budget decrease in equipment repairs, offset by increases in tires
- Road Maintenance budget increases to reflect more closely the actual salt purchases and street light costs
- Sanitation budget increases reflect an increase in the Trash Collection costs, Solid Waste Disposal fee increase, recycling costs, and the MDC charge
- Fuel Consolidation for police, fire and human services to public works
- Overtime previously charged to highway (winter snow removal)

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

15

15

15.5*

*Transferred from part-time position

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>		
01300102	HIGHWAY GARAGE	720,102	652,045	618,350	618,350	432,633	610,879	675,805	57,455	9.30	%
01300103	HIGHWAY RD MAINTENANCE	1,478,454	1,528,032	1,449,206	1,449,206	1,066,668	1,372,061	1,448,456	(750)	0.00	%
01300502	SANITATION	3,293,387	3,302,490	3,319,787	3,319,787	2,397,617	3,385,215	3,491,713	171,926	5.20	%
3001	PUBLIC WORKS	5,491,943	5,482,567	5,387,343	5,387,343	3,896,919	5,368,155	5,615,974	228,631	4.20	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01300102 HIGHWAY GARAGE

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	284,239	283,201	284,239	284,239	189,400	263,308	276,088	(8,151)	(3.00)%
OVERTIME	5130	5,000	718	7,500	7,500	13,416	17,172	17,750	10,250	137.00 %
Salaries		<u>289,239</u>	<u>283,919</u>	<u>291,739</u>	<u>291,739</u>	<u>202,816</u>	<u>280,480</u>	<u>293,838</u>	<u>2,099</u>	<u>0.72 %</u>
EQUIPMENT REPAIR	5431	45,500	27,793	33,875	33,875	10,051	24,390	24,390	(9,485)	(28.00)%
EQUIPMENT & SUPPLIES	5615	18,240	18,270	12,240	12,240	11,436	13,464	13,500	1,260	10.00 %
MOTOR FUEL & LUBRICANTS	5620	200,750	187,712	149,426	149,426	107,018	153,909	205,412	55,986	37.00 %
TIRES & TUBES	5629	17,895	18,704	17,895	17,895	24,749	23,621	23,650	5,755	32.00 %
VEHICLE PARTS	5630	138,478	105,461	105,175	105,175	70,346	105,175	105,175	0	0.00 %
MAINTENANCE EQUIPMENT	5743	10,000	10,185	8,000	8,000	6,217	9,840	9,840	1,840	23.00 %
Non salary		<u>430,863</u>	<u>368,126</u>	<u>326,611</u>	<u>326,611</u>	<u>229,817</u>	<u>330,399</u>	<u>381,967</u>	<u>55,356</u>	<u>16.95 %</u>
Totals		<u>720,102</u>	<u>652,045</u>	<u>618,350</u>	<u>618,350</u>	<u>432,633</u>	<u>610,879</u>	<u>675,805</u>	<u>57,455</u>	<u>9.29%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01300103 HIGHWAY RD MAINTENANCE

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	799,494	804,783	796,996	796,996	577,371	796,996	798,566	1,570	0.00 %
OVERTIME	5130	243,000	276,912	195,000	195,000	126,232	126,750	180,000	(15,000)	(8.00)%
Salaries		<u>1,042,494</u>	<u>1,081,696</u>	<u>991,996</u>	<u>991,996</u>	<u>703,604</u>	<u>923,746</u>	<u>978,566</u>	<u>(13,430)</u>	<u>(1.35)%</u>
TRAINING	5334	750	5,699	5,000	5,000	433	5,000	5,000	0	0.00 %
STREET LIGHTING	5504	226,000	264,752	243,000	243,000	173,593	245,680	255,680	12,680	5.00 %
RADIO SERVICE	5531	2,750	244	2,750	2,750	0	2,750	2,750	0	0.00 %
NEW & REPLACEMENT SIGNS	5611	7,730	7,230	7,730	7,730	3,358	6,184	7,730	0	0.00 %
UNIFORMS & CLEANING	5613	5,860	6,763	5,860	5,860	7,004	5,567	5,860	0	0.00 %
OFFICE SUPPLIES	5622	500	614	500	500	136	500	500	0	0.00 %
MATERIALS & SUPPLIES	5623	7,555	6,118	7,555	7,555	3,617	7,555	7,555	0	0.00 %
SALT & PRE-TREATMENT	5625	175,000	142,982	175,000	175,000	168,000	168,240	175,000	0	0.00 %
FOOD	5640	9,815	11,935	9,815	9,815	6,923	6,839	9,815	0	0.00 %
Non salary		<u>435,960</u>	<u>446,336</u>	<u>457,210</u>	<u>457,210</u>	<u>363,064</u>	<u>448,315</u>	<u>469,890</u>	<u>12,680</u>	<u>2.77 %</u>
Totals		<u>1,478,454</u>	<u>1,528,032</u>	<u>1,449,206</u>	<u>1,449,206</u>	<u>1,066,668</u>	<u>1,372,061</u>	<u>1,448,456</u>	<u>(750)</u>	<u>(0.05)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01300502 SANITATION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	0	0	0	0	1,009	0	26,988	26,988	0.00 %
PART TIME SALARIES	5120	42,756	62,363	54,256	54,256	51,453	69,682	41,150	(13,106)	(24.00)%
Salaries		<u>42,756</u>	<u>62,363</u>	<u>54,256</u>	<u>54,256</u>	<u>52,462</u>	<u>69,682</u>	<u>68,138</u>	<u>13,882</u>	<u>25.59 %</u>
FEES	5326	20,000	16,396	20,000	20,000	6,938	20,000	20,000	0	0.00 %
SOLID WASTE COLLECTION	5401	653,396	676,143	653,396	653,396	406,635	684,195	684,195	30,799	5.00 %
SOLID WASTE DISPOSAL	5402	416,850	406,572	405,810	405,810	272,354	413,926	425,230	19,420	5.00 %
SEWER SERVICE CHARGE	5404	2,145,430	2,128,100	2,178,370	2,178,370	1,647,575	2,186,000	2,282,700	104,330	5.00 %
MISC RECYCLING COSTS	5405	14,955	12,917	7,955	7,955	11,653	11,412	11,450	3,495	44.00 %
Non salary		<u>3,250,631</u>	<u>3,240,128</u>	<u>3,265,531</u>	<u>3,265,531</u>	<u>2,345,155</u>	<u>3,315,533</u>	<u>3,423,575</u>	<u>158,044</u>	<u>4.84 %</u>
Totals		<u>3,293,387</u>	<u>3,302,490</u>	<u>3,319,787</u>	<u>3,319,787</u>	<u>2,397,617</u>	<u>3,385,215</u>	<u>3,491,713</u>	<u>171,926</u>	<u>5.18%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

PROGRAM: COMMUNITY DEVELOPMENT

CODE: 3004

DEPARTMENT DESCRIPTION:

The community development department is comprised of the engineering department, building department, planning department, code enforcement, wetlands, and health district. The Planning & Zoning Commission and Zoning Board of Appeals as well as the Open Space and Conservation Commission budgets have been included in the planning budget and engineering budget respectively. All department functions and staff are now under the supervision of the Director of Community Development Services. Staffing for this department includes, the Director, town engineer, engineering technician, part time engineering construction inspector, town planner/ zoning enforcement officer, building official, two building inspectors, building department secretary and an administrative assistant.

HIGHLIGHT OF CHANGES:

- Purchase latest State approved building code books to stay current increase technical supplies from \$1500 to \$2900
- Provide additional training in building Department to cover additional personnel and new code increase from \$2500 to \$4500

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

8.5

9.

9.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

		<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01101400	TOWN PLANNER	156,054	154,152	131,719	108,919	75,976	107,889	114,571	(17,148)	(13.00)	%
01202401	BUILDING DEPT	253,333	246,230	272,294	295,094	196,688	297,583	305,041	32,747	12.00	%
01300401	ENGINEERING	453,470	453,530	456,007	456,007	337,085	455,449	464,410	8,403	1.80	%
01400100	HEALTH DISTRICT	97,000	96,869	101,770	101,770	76,324	101,770	105,494	3,724	3.70	%
3004	COMMUNITY DEVELOPMENT	959,857	950,781	961,790	961,790	686,074	962,691	989,516	27,726	2.90	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01101400 TOWN PLANNER

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	128,554	125,315	130,119	107,319	75,423	106,289	112,871	(17,248)	(13.00)%
PART TIME SALARIES	5120	24,000	26,736	0	0	0	0	0	0	0.00 %
Salaries		<u>152,554</u>	<u>152,051</u>	<u>130,119</u>	<u>107,319</u>	<u>75,423</u>	<u>106,289</u>	<u>112,871</u>	<u>(17,248)</u>	<u>(13.26)%</u>
MEETING EXPENSE	5500	200	150	200	200	6	200	200	0	0.00 %
PRINTING	5541	1,000	951	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	600	615	600	600	0	600	600	0	0.00 %
MEMBER EXPENSE	5814	400	360	400	400	548	400	500	100	25.00 %
DUES & SUBSCRIPTIONS	5818	950	25	400	400	0	400	400	0	0.00 %
Non salary		<u>3,500</u>	<u>2,101</u>	<u>1,600</u>	<u>1,600</u>	<u>554</u>	<u>1,600</u>	<u>1,700</u>	<u>100</u>	<u>6.25 %</u>
Totals		<u>156,054</u>	<u>154,152</u>	<u>131,719</u>	<u>108,919</u>	<u>75,976</u>	<u>107,889</u>	<u>114,571</u>	<u>(17,148)</u>	<u>(13.02)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202401 BUILDING DEPT

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	224,458	225,656	226,519	269,319	181,180	258,308	292,041	65,522	29.00 %
PART TIME SALARIES	5120	14,775	11,131	33,775	13,775	12,591	33,775	0	(33,775)	(100.00)%
OVERTIME	5130	6,500	4,039	6,500	6,500	0	0	4,000	(2,500)	(38.00)%
Salaries		<u>245,733</u>	<u>240,826</u>	<u>266,794</u>	<u>289,594</u>	<u>193,771</u>	<u>292,083</u>	<u>296,041</u>	<u>29,247</u>	<u>10.96 %</u>
TRAINING	5334	2,500	2,081	2,500	2,500	2,078	2,500	4,500	2,000	80.00 %
UNIFORMS & CLEANING	5613	350	370	350	350	160	350	450	100	29.00 %
OFFICE SUPPLIES	5622	700	435	700	700	433	700	700	0	0.00 %
TECHNICAL SUPPLIES	5627	3,600	2,190	1,500	1,500	113	1,500	2,900	1,400	93.00 %
DUES & SUBSCRIPTIONS	5818	450	329	450	450	135	450	450	0	0.00 %
Non salary		<u>7,600</u>	<u>5,404</u>	<u>5,500</u>	<u>5,500</u>	<u>2,918</u>	<u>5,500</u>	<u>9,000</u>	<u>3,500</u>	<u>63.64 %</u>
Totals		<u>253,333</u>	<u>246,230</u>	<u>272,294</u>	<u>295,094</u>	<u>196,688</u>	<u>297,583</u>	<u>305,041</u>	<u>32,747</u>	<u>12.03%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01300401 ENGINEERING

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	368,369	373,326	375,654	375,654	264,483	375,654	383,212	7,558	2.00 %
PART TIME SALARIES	5120	23,935	24,850	23,935	23,935	26,541	23,935	26,000	2,065	9.00 %
OVERTIME	5130	500	0	500	500	0	0	0	(500)	(100.00)%
Salaries		<u>392,804</u>	<u>398,175</u>	<u>400,089</u>	<u>400,089</u>	<u>291,024</u>	<u>399,589</u>	<u>409,212</u>	<u>9,123</u>	<u>2.28 %</u>
FEES-MARKINGS	5326	32,000	29,561	34,975	34,975	33,511	34,975	33,250	(1,725)	(5.00)%
STORM WATER MGMT	5327	13,103	5,308	8,200	8,200	5,612	10,042	10,000	1,800	22.00 %
TRAINING	5334	2,900	1,776	2,900	2,900	310	1,000	2,000	(900)	(31.00)%
BUSINESS EXPENSES	5501	1,750	396	1,750	1,750	393	1,750	1,750	0	0.00 %
PHOTOCOPIER	5550	4,070	3,427	1,250	1,250	1,275	1,250	1,250	0	0.00 %
OFFICE SUPPLIES	5622	500	649	500	500	58	500	650	150	30.00 %
TECHNICAL SUPPLIES	5627	1,900	10,067	1,900	1,900	1,258	1,900	2,400	500	26.00 %
MEMBER EXPENSE	5814	200	0	200	200	67	200	200	0	0.00 %
CONSERVATION DISTRICT DU	5817	2,198	2,198	2,198	2,198	2,198	2,198	2,198	0	0.00 %
DUES & SUBSCRIPTIONS	5818	2,045	1,973	2,045	2,045	1,380	2,045	1,500	(545)	(27.00)%
Non salary		<u>60,666</u>	<u>55,354</u>	<u>55,918</u>	<u>55,918</u>	<u>46,061</u>	<u>55,860</u>	<u>55,198</u>	<u>(720)</u>	<u>(1.29)%</u>
Totals		<u>453,470</u>	<u>453,530</u>	<u>456,007</u>	<u>456,007</u>	<u>337,085</u>	<u>455,449</u>	<u>464,410</u>	<u>8,403</u>	<u>1.84%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01400100 HEALTH DISTRICT

	<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
HEALTH DISTR TOWN ASSESS 5327	97,000	96,869	101,770	101,770	76,324	101,770	105,494	3,724	4.00 %
Non salary	97,000	96,869	101,770	101,770	76,324	101,770	105,494	3,724	3.66 %
Totals	97,000	96,869	101,770	101,770	76,324	101,770	105,494	3,724	3.66%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: Human, Youth and Family and Transportation Services

CODE: 4001

DEPARTMENT DESCRIPTION:

The Human Services Department is responsible for serving the town residents with financial, social, developmental and mental health needs. This includes transportation for the elderly and disabled 6 days a week as well as emergency services and in home assessments. Numerous state funded programs are facilitated as well as case management and outsourcing referrals. Youth Services provides educational and advocacy programs as well as counseling and collaboration with the school system and police department. In addition to the five full time staff members we employ two part time positions and two supplemental driver positions.

HIGHLIGHT OF CHANGES:

- Human Services part time salaries budget increased to reflect an increase in hours for Case Manager from 8 to 19 hours. This cost is offset by the elimination of the stipend for Municipal Agent for the Elderly
- Volunteer Care Team contribution reduced to reflect actual expenditures
- Decrease in Vehicle Parts in anticipation of new mini bus via 5310 grant
- Motor Fuel cost being transferred to Department of Public Works

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2014-15

FY 2016-17

5

5

5

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01400200 HUMAN SERVICES DEPT	196,900	183,709	211,689	211,689	134,390	203,275	212,678	989	0.00	%
01400201 YOUTH SERVICES	105,806	103,361	100,377	100,377	65,824	100,377	102,875	2,498	2.50	%
01400202 MINI BUS TRANSPORTATION	156,324	149,203	150,662	150,662	103,715	152,632	141,421	(9,241)	(6.10)	%
4002 HUMAN SERVICE	459,030	436,272	462,728	462,728	303,928	456,284	456,974	(5,754)	-1.20	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01400200 HUMAN SERVICES DEPT

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	150,459	148,973	158,080	158,080	112,753	158,080	161,245	3,165	2.00 %
PART TIME SALARIES	5120	23,700	17,775	33,268	33,268	16,630	22,854	33,592	324	1.00 %
Salaries		<u>174,159</u>	<u>166,748</u>	<u>191,348</u>	<u>191,348</u>	<u>129,383</u>	<u>180,934</u>	<u>194,837</u>	<u>3,489</u>	<u>1.82 %</u>
TRAINING	5334	1,100	960	1,100	1,100	93	1,100	1,100	0	0.00 %
TENANT EVICTIONS	5339	2,500	2,118	2,500	2,500	3,467	4,500	3,000	500	20.00 %
PHOTOCOPIER	5550	2,800	2,348	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	1,500	1,494	1,500	1,500	1,191	1,500	1,500	0	0.00 %
COMPANIONS/HOMEMAKERS	5812	4,500	0	4,500	4,500	0	4,500	4,500	0	0.00 %
CONTRIBUTIONS	5817	10,341	10,041	10,741	10,741	7,066	7,067	7,741	(3,000)	(28.00)%
Non salary		<u>22,741</u>	<u>16,960</u>	<u>20,341</u>	<u>20,341</u>	<u>11,817</u>	<u>18,667</u>	<u>17,841</u>	<u>(2,500)</u>	<u>(12.29)%</u>
Totals		<u>196,900</u>	<u>183,709</u>	<u>211,689</u>	<u>211,689</u>	<u>141,200</u>	<u>199,601</u>	<u>212,678</u>	<u>989</u>	<u>0.47%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01400201 YOUTH SERVICES

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	78,306	78,841	80,577	80,577	58,062	80,577	83,075	2,498	3.00 %
Salaries		<u>78,306</u>	<u>78,841</u>	<u>80,577</u>	<u>80,577</u>	<u>58,062</u>	<u>80,577</u>	<u>83,075</u>	<u>2,498</u>	3.10 %
CONSULTANT SVS	5326	0	300	2,000	2,000	2,000	2,000	2,000	0	0.00 %
CLINICAL SERVICES	5340	5,000	2,850	0	0	0	0	0	0	0.00 %
MEETING EXPENSE	5500	3,000	2,894	1,500	1,500	833	1,500	1,500	0	0.00 %
POSITIVE YOUTH DEVELOPMI	5804	10,000	10,088	8,000	8,000	6,352	8,000	8,000	0	0.00 %
EDUCATIONAL AWARENESS F	5805	2,000	1,886	2,000	2,000	1,114	2,000	2,000	0	0.00 %
ADMINISTRATIVE PROGRAMS	5807	4,200	3,797	3,000	3,000	588	3,000	3,000	0	0.00 %
DMHAS PROGRAM	5810	3,300	2,704	3,300	3,300	2,000	3,300	3,300	0	0.00 %
Non salary		<u>27,500</u>	<u>24,520</u>	<u>19,800</u>	<u>19,800</u>	<u>12,888</u>	<u>19,800</u>	<u>19,800</u>	<u>0</u>	0.00 %
	Totals	105,806	103,361	100,377	100,377	70,949	100,377	102,875	2,498	2.49%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01400202 MINI BUS TRANSPORTATION

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	102,324	102,590	108,674	108,674	77,720	108,674	111,928	3,254	3.00 %
PART TIME SALARIES	5120	23,000	27,873	27,000	27,000	23,219	32,758	25,493	(1,507)	(6.00)%
Salaries		<u>125,324</u>	<u>130,463</u>	<u>135,674</u>	<u>135,674</u>	<u>100,940</u>	<u>141,432</u>	<u>137,421</u>	<u>1,747</u>	<u>1.29 %</u>
MOTOR FUEL & LUBRICANTS	5620	19,500	11,903	8,988	8,988	5,958	8,200	0	(8,988)	(100.00)%
VEHICLE PARTS	5630	6,500	6,838	6,000	6,000	2,024	3,000	4,000	(2,000)	(33.00)%
Non salary		<u>31,000</u>	<u>18,740</u>	<u>14,988</u>	<u>14,988</u>	<u>7,982</u>	<u>11,200</u>	<u>4,000</u>	<u>(10,988)</u>	<u>(73.31)%</u>
Totals		<u>156,324</u>	<u>149,203</u>	<u>150,662</u>	<u>150,662</u>	<u>108,922</u>	<u>152,632</u>	<u>141,421</u>	<u>(9,241)</u>	<u>(6.13)%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: PARKS & RECREATION

CODE: 5002

DEPARTMENT DESCRIPTION:

Parks and Recreation is made up of 5 divisions: Parks, Seniors, Recreation, Aquatics, and Custodial Services.

Parks Division is responsible for the planning, developing, improving and maintaining of the parks, public grounds, open space, athletic courts and fields, trees, boat launch, trails, school grounds and a dog park. Snow removal and Tree Warden Duties are also a function of the Department. Maintain 535 acres and 19 ballfields.

Senior Division provides and manages programs within the Community Center for the senior population. Programs include daily lunch program, exercise, music, cards, games, special events, bus trips, and health and wellness programs. Last year's increase reflects a one-time purchase for the Bocce/Shuffleboard courts.

Recreation Division provides a wide range of leisure activities including sports, music, art, theatre, health and wellness, camps and clinics. Special events programming includes movies, concerts, celebrations and festivals.

Aquatics Division is responsible for the operation, scheduling and programming of the indoor and outdoor pools. The pools are used for recreational, educational and competitive purposes.

Town Custodial Division is responsible for the day-to-day upkeep and maintenance of all town buildings including Town Hall, Community Center, Human Services, Police Department and Library. Duties include cleaning, minor repairs, preparing rooms for multiple uses for the community, preventative maintenance and snow removal. The Custodial Division also acts as our building supervisors when being used by the community.

HIGHLIGHT OF CHANGES:

- Parks Division -
 - Increase due to mandatory minimum wage
 - 40x60 Ice rink, handicap picnic tables, supplies for equipment, playground replacement parts
 - Field renovations to DiMauro for Little League, RHHS baseball Field, Town Hall walking trail, Town Hall planters
- Senior Division-
 - Allow for more programming and trips for the Senior Center, recording secretary for Sr. Affairs Committee and reallocating office assistant's cost directly to the program
 - Tax bill inserts, printer copier supplies and materials
 - Food costs increased 5%
 - increase includes outfitting the new Senior Lounge, and the outside patio area with tables/umbrellas to provide shade
 - Hours freed up to allow more staff focus on senior programs and support

- Recreation Division-
 - Increase due to mandatory minimum wage, recording secretary for P&R Advisory Board
 - Increase due to increase in participants in Camp Sunrise and increase in transportation costs. Increase also due to decrease in sponsorships for special events such as Winter Wonderland, Fallfest, Summer Concerts and Movies.
 - Increase due to re-institute print and distribution of P&R program brochure 3x's/yr, to continue increasing visibility & participation
 - Myrec Dept (P&R online registration software), paper, program equipment, first aid supplies, mannequins
- Aquatics Division-
 - Increase due to mandatory minimum wage (no new head count)
 - Aging pool is requiring more service calls, opening/closing of pool
 - Replace original (1981) diving board at RHHS.
- Custodial Division-
 - Part time salaries will see a decrease due to the alignment of full time staff to cover various building functions

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

17

17

17.5*

*Transferred from part-time position

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

		<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>	
01500100	PARK AREA GROUNDS	892,973	852,441	898,857	898,857	653,049	919,596	926,408	27,551	3.10	%
01500200	RECREATION SENIOR PROGRAMS	281,330	272,782	302,640	302,640	197,517	294,290	318,617	15,977	5.30	%
01500201	RECREATION ORGANIZED ACTIV	239,226	212,720	229,802	229,802	167,596	230,664	255,552	25,750	11.20	%
01500204	RECREATION AQUATIC PROGRAM	210,851	217,837	237,638	237,638	153,236	239,758	261,845	24,207	10.20	%
01500503	TOWN CUSTODIAN SERVICE	320,713	307,678	317,048	317,048	223,860	311,070	340,724	23,676	7.50	%
5001	PARKS DEPARTMENT	1,945,093	1,863,457	1,985,985	1,985,985	1,395,258	1,995,378	2,103,146	117,161	5.90	%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500100 PARK AREA GROUNDS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	521,652	521,923	521,652	521,652	383,869	525,193	525,193	3,541	1.00 %
PART TIME SALARIES	5120	101,856	68,902	102,000	102,000	52,169	102,000	102,000	0	0.00 %
OVERTIME	5130	27,000	43,950	29,000	29,000	23,709	26,500	29,000	0	0.00 %
Salaries		<u>650,508</u>	<u>634,775</u>	<u>652,652</u>	<u>652,652</u>	<u>459,747</u>	<u>653,693</u>	<u>656,193</u>	<u>3,541</u>	<u>0.54 %</u>
SERVICE CONTRACTS	5327	15,400	10,850	16,000	16,000	7,975	16,000	17,000	1,000	6.00 %
TRAINING	5334	1,000	811	1,000	1,000	240	1,000	1,000	0	0.00 %
SANITATION	5403	26,500	21,387	26,500	26,500	14,600	26,500	26,500	0	0.00 %
TREE CARE	5415	32,800	27,365	35,000	35,000	14,020	25,000	25,000	(10,000)	(29.00)%
ELECTRICAL MAINTENANCE	5439	5,000	2,021	3,000	3,000	2,800	3,000	3,000	0	0.00 %
ATHLETIC COURT REPAIR	5465	2,000	3,775	2,000	2,000	0	2,000	2,000	0	0.00 %
UNIFORMS & CLEANING	5613	5,900	3,058	5,100	5,100	3,031	5,100	5,260	160	3.00 %
EQUIPMENT & SUPPLIES	5615	36,875	41,867	41,275	41,275	31,959	41,275	48,975	7,700	19.00 %
MAINTENANCE SUPPLIES	5617	0	4	0	0	1,241	0	0	0	0.00 %
FIELD MAINTENANCE SUPPLII	5618	65,820	58,265	65,520	65,520	37,822	65,520	66,820	1,300	2.00 %
SAFETY EQUIPMENT & SUPPL	5626	2,520	2,473	3,000	3,000	1,876	3,000	3,000	0	0.00 %
VEHICLE PARTS	5630	10,000	15,618	8,000	8,000	7,125	8,000	8,000	0	0.00 %
FOOD	5640	2,450	1,312	1,500	1,500	198	198	1,500	0	0.00 %
GROUNDS IMPROVEMENTS	5732	33,500	23,278	36,000	36,000	27,122	36,000	60,000	24,000	67.00 %
PARK EQUIPMENT	5744	2,390	5,423	2,000	2,000	695	33,000	1,850	(150)	(8.00)%
DUES & SUBSCRIPTIONS	5818	310	161	310	310	0	310	310	0	0.00 %
Non salary		<u>242,465</u>	<u>217,666</u>	<u>246,205</u>	<u>246,205</u>	<u>150,704</u>	<u>265,903</u>	<u>270,215</u>	<u>24,010</u>	<u>9.75 %</u>
Totals		<u>892,973</u>	<u>852,441</u>	<u>898,857</u>	<u>898,857</u>	<u>610,451</u>	<u>919,596</u>	<u>926,408</u>	<u>27,551</u>	<u>3.07%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500200 RECREATION SENIOR PROGRAMS

		2014-15 Revised	2014-15 Actual	2015-16 Adopted	2015-16 Revised	2015-2016 YTD Actual	2015-16 Projected	2016-17 Request	Request vs 15-16 Adopted	% Var
FULL TIME SALARIES	5111	204,136	203,788	206,278	206,278	131,275	206,278	215,914	9,636	5.00 %
PART TIME SALARIES	5120	24,424	20,375	24,424	24,424	9,867	17,324	33,183	8,759	36.00 %
Salaries		228,560	224,163	230,702	230,702	141,142	223,602	249,097	18,395	7.97 %
SERVICE CONTRACTS	5326	5,520	4,270	5,520	5,520	2,754	4,270	5,520	0	0.00 %
TRAINING	5334	300	50	300	300	0	300	300	0	0.00 %
EQUIPMENT REPAIR	5431	2,000	0	2,500	2,500	870	2,500	2,500	0	0.00 %
MEETING EXPENSE	5500	350	0	350	350	0	350	350	0	0.00 %
OFFICE SUPPLIES	5622	2,750	1,889	2,750	2,750	1,643	2,750	4,750	2,000	73.00 %
MATERIALS & SUPPLIES	5623	4,200	6,747	21,000	21,000	18,387	21,000	14,300	(6,700)	(32.00)%
FOOD	5640	31,510	31,426	33,086	33,086	30,441	33,086	35,000	1,914	6.00 %
DUES & SUBSCRIPTIONS	5818	300	235	300	300	233	300	300	0	0.00 %
SENIOR ACTIVITY	5822	5,840	4,001	6,132	6,132	2,050	6,132	6,500	368	6.00 %
Non salary		52,770	48,619	71,938	71,938	56,376	70,688	69,520	(2,418)	(3.36)%
Totals		281,330	272,782	302,640	302,640	197,517	294,290	318,617	15,977	5.28%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500201 RECREATION ORGANIZED ACTIV

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	133,438	123,764	133,283	133,283	100,532	134,145	138,246	4,963	4.00 %
PART TIME SALARIES	5120	55,194	44,095	50,109	50,109	35,102	50,109	52,537	2,428	5.00 %
Salaries		<u>188,632</u>	<u>167,859</u>	<u>183,392</u>	<u>183,392</u>	<u>135,633</u>	<u>184,254</u>	<u>190,783</u>	<u>7,391</u>	<u>4.03 %</u>
PROGRAM ACTIVITIES	5326	24,925	21,560	27,000	27,000	16,884	27,000	35,784	8,784	33.00 %
TRAINING	5334	1,700	1,340	1,700	1,700	1,505	1,700	2,500	800	47.00 %
EQUIPMENT REPAIR	5431	200	199	200	200	122	200	200	0	0.00 %
MEETING EXPENSE	5500	750	665	750	750	377	750	750	0	0.00 %
PRINTING	5541	7,200	7,735	8,600	8,600	7,351	8,600	16,875	8,275	96.00 %
PHOTOCOPIER	5550	10,464	9,191	0	0	0	0	0	0	0.00 %
TECHNICAL SUPPLIES	5627	4,700	3,636	7,500	7,500	4,518	7,500	8,000	500	7.00 %
DUES & SUBSCRIPTIONS	5818	655	535	660	660	1,205	660	660	0	0.00 %
Non salary		<u>50,594</u>	<u>44,860</u>	<u>46,410</u>	<u>46,410</u>	<u>31,962</u>	<u>46,410</u>	<u>64,769</u>	<u>18,359</u>	<u>39.56 %</u>
Totals		<u>239,226</u>	<u>212,720</u>	<u>229,802</u>	<u>229,802</u>	<u>167,596</u>	<u>230,664</u>	<u>255,552</u>	<u>25,750</u>	<u>11.21 %</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500204 RECREATION AQUATIC PROGRAM

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	73,871	74,159	76,013	76,013	54,773	76,013	78,370	2,357	3.00 %
PART TIME SALARIES	5120	101,850	111,174	121,200	121,200	75,959	121,200	128,000	6,800	6.00 %
Salaries		<u>175,721</u>	<u>185,334</u>	<u>197,213</u>	<u>197,213</u>	<u>130,732</u>	<u>197,213</u>	<u>206,370</u>	<u>9,157</u>	<u>4.64 %</u>
TRAINING	5334	1,300	1,336	1,400	1,400	738	1,400	1,400	0	0.00 %
MAINTENANCE	5433	2,550	2,737	2,550	2,550	4,132	9,670	4,400	1,850	73.00 %
POOL REPAIRS	5440	7,500	8,859	7,500	7,500	2,450	7,500	7,500	0	0.00 %
BUSINESS EXPENSES	5501	350	118	350	350	39	350	350	0	0.00 %
CHEMICALS	5612	13,300	8,958	13,300	13,300	3,023	8,300	11,000	(2,300)	(17.00)%
UNIFORMS & CLEANING	5613	4,775	3,081	4,775	4,775	2,320	4,775	4,775	0	0.00 %
EQUIPMENT & SUPPLIES	5615	3,550	5,351	5,900	5,900	3,045	5,900	3,400	(2,500)	(42.00)%
POOLS EQUIPMENT	5741	1,600	1,830	4,400	4,400	28	4,400	22,400	18,000	409.00 %
DUES & SUBSCRIPTIONS	5818	205	235	250	250	233	250	250	0	0.00 %
Non salary		<u>35,130</u>	<u>32,503</u>	<u>40,425</u>	<u>40,425</u>	<u>16,009</u>	<u>42,545</u>	<u>55,475</u>	<u>15,050</u>	<u>37.23 %</u>
Totals		210,851	217,837	237,638	237,638	146,741	239,758	261,845	24,207	10.19%

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01500503 TOWN CUSTODIAN SERVICE

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	206,460	209,171	207,798	207,798	151,575	206,683	256,724	48,926	24.00 %
PART TIME SALARIES	5120	51,093	50,014	59,800	59,800	43,534	60,800	41,000	(18,800)	(31.00)%
OVERTIME	5130	10,000	20,502	12,500	12,500	9,356	11,000	12,500	0	0.00 %
Salaries		<u>267,553</u>	<u>279,687</u>	<u>280,098</u>	<u>280,098</u>	<u>204,466</u>	<u>278,483</u>	<u>310,224</u>	<u>30,126</u>	<u>10.76 %</u>
TRAINING	5334	500	187	500	500	56	37	500	0	0.00 %
SERVICE CONTRACTS	5406	3,000	2,460	0	0	0	0	0	0	0.00 %
EQUIPMENT REPAIR	5431	10,750	2,518	6,000	6,000	1,297	2,100	4,500	(1,500)	(25.00)%
PAINTING	5438	6,250	927	6,250	6,250	884	6,250	0	(6,250)	(100.00)%
UNIFORMS & CLEANING	5613	500	2,461	3,500	3,500	3,163	3,500	4,000	500	14.00 %
JANITORIAL SUPPLIES	5616	27,000	15,112	15,500	15,500	10,173	15,500	16,500	1,000	6.00 %
OFFICE SUPPLIES	5622	200	70	200	200	187	200	0	(200)	(100.00)%
OTHER EQUIPMENT	5749	4,960	4,256	5,000	5,000	3,635	5,000	5,000	0	0.00 %
Non salary		<u>53,160</u>	<u>27,991</u>	<u>36,950</u>	<u>36,950</u>	<u>19,394</u>	<u>32,587</u>	<u>30,500</u>	<u>(6,450)</u>	<u>(17.46)%</u>
Totals		<u>320,713</u>	<u>307,678</u>	<u>317,048</u>	<u>317,048</u>	<u>223,860</u>	<u>311,070</u>	<u>340,724</u>	<u>23,676</u>	<u>7.47%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: DEBT SERVICE

PROGRAM: DEBT SERVICE

CODE: 01700100 / 200

DEPARTMENT DESCRIPTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2016 – 2017. 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. 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.

In October of 2014, the Town issued \$18,100,000 of twenty (20) year General Obligation Bonds with the first principal payment due April 15, 2016. 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. 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 February 25, 2016, The Town issued \$29,000,000 General Obligation Bond Anticipation Notes (BANS) at a net interest cost (NIC) of 0.39% that will be maturing on November 17, 2016.

<u>HIGHLIGHT OF CHANGES:</u>	ORIGINAL ISSUE	PAYMENT DUE 2016-17	BALANCE DUE June 30, 2017
2014 General Obligation Bonds for Rocky Hill High School Renovate as New Project, Land Acquisition, and Road Improvements / Bridge Replacement Project.	18,100,000	\$900,000	\$16,485,000
2013 Refunding Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	\$7,160,000	\$675,000	\$4,765,000
2010 Refunding Bonds for School & Fire Building Improvements, Fire Trucks, High School Track & Auditorium, Maxwell Park, Road Improvements, and New Town Hall	\$7,420,000	\$675,000	\$2,425,000
<u>TOTALS</u>		<u>\$2,250,000</u>	<u>\$23,675,000</u>

NOTE - INTEREST: The Town did not budget for interest payments of \$1,039,069 scheduled in the 2015-2016 budget for the \$18.1 million bonds due to the Town receiving a premium of \$1,195,841 from the purchaser of the bonds at the time of issuance. For the 2016-2017 budget, the Town is using the remaining balance of \$156,772 of premium to reduce the scheduled interest payments of \$656,963 for the period to a net amount of \$500,191 (code 5937, 5938, and 5939 on pg. 68).

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

	<u>2014-15 Rev Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-16 Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Variance Adopted vs Req</u>	<u>%Change</u>
01700100 PRINCIPAL PAYMENTS	1,570,000	1,570,000	2,265,000	2,265,000	1,550,000	2,265,000	2,250,000	(15,000)	(0.70) %
01700200 INTEREST PAYMENTS	444,526	392,439	373,975	373,975	371,066	371,066	872,956	498,981	133.40 %
7001 DEBT SERVICE	2,014,526	1,962,439	2,638,975	2,638,975	1,921,066	2,636,066	3,122,956	483,981	18.30 %

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01700100 PRINCIPAL PAYMENTS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
REFUNDING BONDS 2010	5935	880,000	880,000	870,000	870,000	870,000	870,000	675,000	(195,000)	(22.00)%
REFUNDING BONDS 2013	5936	690,000	690,000	680,000	680,000	680,000	680,000	675,000	(5,000)	(1.00)%
BONDS- HS RENOVATION 2012	5937	0	0	474,033	474,033	0	474,033	596,685	122,652	26.00 %
BONDS-LAND ACQUISITION 2012	5938	0	0	82,956	82,956	0	82,956	104,420	21,464	26.00 %
BONDS-ROAD IMPROV 2013	5939	0	0	158,011	158,011	0	158,011	198,895	40,884	26.00 %
Non salary		<u>1,570,000</u>	<u>1,570,000</u>	<u>2,265,000</u>	<u>2,265,000</u>	<u>1,550,000</u>	<u>2,265,000</u>	<u>2,250,000</u>	<u>(15,000)</u>	<u>(0.66)%</u>
Totals		<u>1,570,000</u>	<u>1,570,000</u>	<u>2,265,000</u>	<u>2,265,000</u>	<u>1,550,000</u>	<u>2,265,000</u>	<u>2,250,000</u>	<u>(15,000)</u>	<u>(0.66)%</u>

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01700200 INTEREST PAYMENTS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
BANS-HS RENOV 2012	5901	0	0	10,000	10,000	25,194	25,195	69,013	59,013	590.00 %
BANS-LAND ACQUIS 2012	5902	0	0	10,000	10,000	0	0	0	(10,000)	(100.00)%
BANS-ROAD IMPROV 2013	5903	0	0	10,000	10,000	1,896	1,896	5,751	(4,249)	(42.00)%
INTEREST-PUBLIC SAFETY	5905	0	0	0	0	0	0	8,627	8,627	0.00 %
REFUNDING BONDS 2010	5935	188,200	188,200	162,000	162,000	162,000	162,000	127,725	(34,275)	(21.00)%
REFUNDING BONDS 2013	5936	199,076	199,075	181,975	181,975	181,975	181,975	161,650	(20,325)	(11.00)%
BONDS-HS RENOVATION 2012	5937	25,000	1,291	0	0	0	0	331,618	331,618	0.00 %
BONDS-LAND ACQUISITION 2012	5938	26,250	1,343	0	0	0	0	58,033	58,033	0.00 %
BONDS-ROAD IMPROV 2013	5939	6,000	2,530	0	0	0	0	110,539	110,539	0.00 %
Non salary		<u>444,526</u>	<u>392,439</u>	<u>373,975</u>	<u>373,975</u>	<u>371,066</u>	<u>371,066</u>	<u>872,956</u>	<u>498,981</u>	<u>133.43 %</u>
Totals		444,526	392,439	373,975	373,975	371,066	371,066	872,956	498,981	133.43%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ECONOMIC DEVELOPMENT

CODE: 01101700

DEPARTMENT DESCRIPTION:

The Department consists of the Economic Development Director and receives administrative assistance from the Town Manager's Office. 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 Economic Development Director works collaboratively with the Town Manager and other departments to partner with potential business prospects and to implement revitalization strategies throughout Town. The Director is Staff to the Economic Development Commission, the Redevelopment Agency, the Architectural Review Advisory Board, the Economic Development Subcommittee of the Town Council and the Open Space Land Acquisition and Farmland Preservation Committee. The Director is also responsible (in partnership with other departments) for grantsmanship duties as they relate to community and economic development, open space acquisition, farmland preservation and recreation. In addition, the Director manages the Town's acquisition of farmland development rights program in partnership with the Town Manager, the Town Attorney and external entities.

HIGHLIGHT OF CHANGES:

Department increase request of \$830 for "Dues & Subscriptions" to reflect anticipated dues increases.

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

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**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01101700 ECONOMIC DEVELOPMENT

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	96,165	96,560	102,313	102,313	73,563	102,313	105,280	2,967	3.00 %
PART TIME SALARIES	5120	1,900	1,340	1,900	1,900	1,177	1,900	1,900	0	0.00 %
Salaries		<u>98,065</u>	<u>97,900</u>	<u>104,213</u>	<u>104,213</u>	<u>74,740</u>	<u>104,213</u>	<u>107,180</u>	<u>2,967</u>	<u>2.85 %</u>
TRAINING	5334	500	374	500	500	0	500	500	0	0.00 %
MEETING EXPENSE	5500	500	280	500	500	295	500	500	0	0.00 %
PRINTING	5541	5,000	5,000	2,000	2,000	250	2,000	2,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	2,170	1,591	2,170	2,170	1,330	2,170	2,500	330	15.00 %
Non salary		<u>8,170</u>	<u>7,244</u>	<u>5,170</u>	<u>5,170</u>	<u>1,875</u>	<u>5,170</u>	<u>5,500</u>	<u>330</u>	<u>6.38 %</u>
Totals		<u>106,235</u>	<u>105,144</u>	<u>109,383</u>	<u>109,383</u>	<u>76,615</u>	<u>109,383</u>	<u>112,680</u>	<u>3,297</u>	<u>3.01 %</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: AMBULANCE ASSOCIATION

CODE: 01202901

DEPARTMENT DESCRIPTION:

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 six (6) 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, 2015 through July 1, 2017. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

HIGHLIGHT OF CHANGES:

- No Pension contribution is required per the actuaries for 2016 – 2017.
- The Coordination Medical Emergency Direction (CMED) town fair share assessment increased due to a per capita rate increase to 82.822 cents and an increase in Rocky Hill population to 20,094.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01202901 VOL. AMBULANCE ASSOC

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
GROUP INSURANCE	5210	7,000	3,116	3,500	3,500	3,523	3,523	3,600	100	3.00 %
EMPLOYEE PENSION	5230	27,894	10,000	0	0	0	0	0	0	0.00 %
FEES	5326	84,000	83,988	84,000	84,000	55,990	83,988	84,000	0	0.00 %
RADIO EQUIPMENT	5742	0	21,420	0	0	0	0	0	0	0.00 %
CONTRIBUTIONS	5817	10,000	10,000	10,000	10,000	2,334	10,000	10,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	14,900	14,892	15,820	15,820	15,816	15,816	16,650	830	5.00 %
Non salary		<u>143,794</u>	<u>143,416</u>	<u>113,320</u>	<u>113,320</u>	<u>77,662</u>	<u>113,327</u>	<u>114,250</u>	<u>930</u>	<u>0.82 %</u>
Totals		143,794	143,416	113,320	113,320	77,662	113,327	114,250	930	0.82 %

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: LIBRARY SERVICES

PROGRAM: CORA J. BELDEN PUBLIC LIBRARY

CODE: 01550100

DEPARTMENT DESCRIPTION:

Whether it's a comfortable place to sit and read a book, or a stop to check your email, the Cora J. Belden Library strives to provide an open, welcoming environment for residents of all ages. Through its wide variety of programs, services and materials, the library is continually adapting to meet the changing needs of the community. Through the latest in searchable databases, downloadable materials, and streaming media, the library is now more accessible than ever. From personalized assistance with new devices and computer software, to training in preschool literacy or job search skills, to programs about far off places and cultures, to a safe space for teens to meet and collaborate, the library continues to serve the community as a center for life-long learning and knowledge. The library also serves as a warming or cooling center during extreme weather events.

HIGHLIGHT OF CHANGES:

- Costs remained relatively flat due to the reorganizing of job duties.

FULL-TIME EMPLOYEES:

FY 2014-15

FY 2015-16

FY 2016-17

11

11

11

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01550100 CORA BELDEN LIBRARY

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FULL TIME SALARIES	5111	643,082	631,532	664,479	664,479	443,473	645,589	648,148	(16,331)	(2.00)%
PART TIME SALARIES	5120	127,864	134,910	127,864	127,864	105,581	145,864	145,000	17,136	13.00 %
Salaries		<u>770,946</u>	<u>766,442</u>	<u>792,343</u>	<u>792,343</u>	<u>549,055</u>	<u>791,453</u>	<u>793,148</u>	<u>805</u>	<u>0.10 %</u>
LIBRARY SYSTEM	5326	38,000	37,996	38,000	38,000	38,000	38,000	38,000	0	0.00 %
TRAINING	5334	2,200	2,185	2,200	2,200	635	2,200	2,200	0	0.00 %
BUSINESS EXPENSES	5501	350	350	350	350	82	350	450	100	29.00 %
POSTAGE	5530	650	648	650	650	294	650	450	(200)	(31.00)%
PHOTOCOPIER	5550	1,600	1,627	0	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	5,000	4,879	5,000	5,000	1,009	5,000	5,000	0	0.00 %
TECHNICAL SUPPLIES	5627	11,000	11,076	11,000	11,000	3,984	11,000	11,000	0	0.00 %
LIBRARY BOOKS	5650	89,000	88,605	89,000	89,000	67,739	89,000	89,000	0	0.00 %
ELECTRONIC DATABASES	5748	13,000	12,748	13,000	13,000	12,953	13,000	13,000	0	0.00 %
CULTURAL PROGRAMS	5815	1,500	1,500	1,500	1,500	1,200	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,200	1,115	1,200	1,200	410	1,200	1,200	0	0.00 %
Non salary		<u>163,500</u>	<u>162,729</u>	<u>161,900</u>	<u>161,900</u>	<u>126,307</u>	<u>161,900</u>	<u>161,800</u>	<u>(100)</u>	<u>(0.06)%</u>
Totals		<u>934,446</u>	<u>929,171</u>	<u>954,243</u>	<u>954,243</u>	<u>675,362</u>	<u>953,353</u>	<u>954,948</u>	<u>705</u>	<u>0.07%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: EMPLOYEE BENEFITS

CODE: 01900100

DEPARTMENT DESCRIPTION:

The Employee Benefits budget provides funding for group insurance that includes health, life, and long term disability. Also for the funding of the Town's share of social security payroll tax benefits for municipal employees, unemployment compensation, longevity payments to those employees with a long tenure with the Town, and the yearly contribution to the OPEB Trust. 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.

HIGHLIGHT OF CHANGES:

Group Insurance (\$2,932,034) includes funding for the group health insurance plan (\$2,878,634), for group life insurance (\$16,200) for municipal employees, and for 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, 2016. The group health insurance is increasing 15% due to the significant increase of high health claims occurring over the past twelve months. The Group Insurance line is offset by insurance co-pay collections.

The Employee Pension consists of the Town's actuarial base contribution to the Police and General Government Defined Benefit Pension Plans, the Town's 3% employer match to the Town's Defined Contribution Pension Plan, a group life insurance policy based on salary, and other associated expenses. The pension contributions that the Town is budgeting to make are \$1,413,565 for the General Government Defined Benefit Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$467,638 for the Police Defined Benefit Pension Plan. The contribution to the volunteer fireman and volunteer ambulance pension plans are budgeted in those departments budgets. The Town is budgeting \$39,500 for the Town's 3% match for new hires that make a 6% salary payment to the Town's Defined Contribution Pension Plan. In addition, \$97,200 is budgeted for pension group life insurance, and \$11,650 is budgeted for required valuation reports and other related expenses.

The OPEB Trust Contribution is \$200,000 which goes towards the funding of Town and Board of Education post-employment health & welfare benefits for its current and future retirees. The Town is making a significantly lower contribution than actuarial recommended but the yearly contribution has been ramping up over the years and the Town is comfortable with the way the OPEB Trust fund is growing. The Town did establish the OPEB Trust as of June 30, 2009, pursuant to the issuance GASB 45.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01900100 EMPLOYEE BENEFITS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
GROUP INSURANCE	5210	2,818,553	2,807,229	2,529,584	2,529,584	2,027,150	2,492,000	3,123,952	594,368	23.00 %
SOCIAL SECURITY	5220	712,277	701,205	727,543	727,543	504,195	720,400	756,650	29,107	4.00 %
EMPLOYEE PENSION	5230	2,044,572	2,043,254	1,946,288	1,946,288	116,023	1,960,788	2,029,553	83,265	4.00 %
OPEB TRUST CONTRIBUTION	5232	150,000	150,000	200,000	200,000	200,000	200,000	200,000	0	0.00 %
UNEMPLOYMENT COMPENSA	5250	28,800	16,679	20,000	20,000	9,638	20,000	20,000	0	0.00 %
LONGEVITY	5291	51,225	45,712	39,500	39,500	26,255	38,450	38,450	(1,050)	(3.00)%
Non salary		<u>5,805,427</u>	<u>5,764,079</u>	<u>5,462,915</u>	<u>5,462,915</u>	<u>2,883,261</u>	<u>5,431,638</u>	<u>6,168,605</u>	<u>705,690</u>	<u>12.92 %</u>
Totals		<u>5,805,427</u>	<u>5,764,079</u>	<u>5,462,915</u>	<u>5,462,915</u>	<u>2,883,261</u>	<u>5,431,638</u>	<u>6,168,605</u>	<u>705,690</u>	<u>12.92%</u>

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: INSURANCE

PROGRAM: PROPERTY & LIABILITY

CODE: 01900200

DEPARTMENT DESCRIPTION:

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.

HIGHLIGHT OF CHANGES:

For the 2015 – 2016 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) for a three year period. The 2016 – 2017 budget is the second budget year with the following coverages:

- CIRMA for general liability, automobiles, and public official liability;
- CIRMA for property and boiler and machinery;
- CIRMA for a \$10 million umbrella and;
- CIRMA for its workers compensation insurance coverage.

- Liability, Auto, and Property (LAP) Insurance continues to reflect that for the second budget year the Excess Liability insurance coverage has been reduced from \$20 million to \$10 million.

For the 2016 – 2017 budget, the Town is budgeting \$25,000 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. From March 2010 through July 2014, the Town has made assessment installment payments totaling \$614,417. For budget year 2014-2015, the Town did made its last assessment payment of \$103,667.

For the 2015 - 2016 budget, the Town did receive from CIRMA a Members' Equity Distribution check for \$29,444 that helped reduce the Town's insurance costs. For the 2016 - 2017 budget, the CIRMA's Board of Directors will be meeting in May of 2016 to determine if a Members' Equity Distribution will be declared and to determine the amount to each of the member towns which may offset the Workers Compensation cost.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01900200 INSURANCE

		2014-15 Revised	2014-15 Actual	2015-16 Adopted	2015-16 Revised	2015-2016 YTD Actual	2015-16 Projected	2016-17 Request	Request vs 15-16 Adopted	% Var
WORKERS COMPENSATION	5260	554,000	586,770	545,546	545,546	390,509	560,550	591,800	46,254	8.00 %
HEART HYPERTENSION	5261	51,700	51,624	25,000	25,000	922	5,000	25,000	0	0.00 %
WORKERS COMP ASSESSMEN	5262	119,467	103,667	0	0	0	0	0	0	0.00 %
CATASTROPHE INSURANCE	5521	82,700	81,810	73,542	73,542	46,340	61,786	61,800	(11,742)	(16.00)%
PUBLIC OFFICIALS LIABILITY	5523	82,600	81,608	73,363	73,363	59,597	79,462	79,500	6,137	8.00 %
MULTI-PERIL INSURANCE	5524	306,270	300,219	273,148	273,148	220,024	278,379	278,800	5,652	2.00 %
INSURANCE LOSS ACCOUNT	5525	40,000	7,728	20,000	20,000	2,690	10,000	10,000	(10,000)	(50.00)%
SURETY BONDS	5527	4,000	3,400	4,000	4,000	3,000	4,000	4,000	0	0.00 %
Non salary		1,240,737	1,216,826	1,014,599	1,014,599	723,081	999,177	1,050,900	36,301	3.58 %
Totals		1,240,737	1,216,826	1,014,599	1,014,599	723,081	999,177	1,050,900	36,301	3.58%

**TOWN OF ROCKY HILL
2015-16 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CONTINGENCY/RESERVE

CODE: 01900300

DEPARTMENT DESCRIPTION:

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.

As funding needs arise, transfers are approved to the appropriate budget by vote of the Town Council.

HIGHLIGHT OF CHANGES:

- The Contingency / Reserve account (\$650,000), which is a reduction from 2014/2015 of \$889,000, 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 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 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 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.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01900300 CONTINGENCY/RESERVES

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
CONTINGENCY ACCOUNT	5808	466,814	454,491	650,000	650,000	131,810	594,000	650,000	0	0.00 %
	Non salary	<u>466,814</u>	<u>454,491</u>	<u>650,000</u>	<u>650,000</u>	<u>131,810</u>	<u>594,000</u>	<u>650,000</u>	<u>0</u>	<u>0.00 %</u>
	Totals	466,814	454,491	650,000	650,000	131,810	594,000	650,000	0	0.00%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: BOARD OF EDUCATION

PROGRAM: OPERATING BUDGET

CODE: 01802

DEPARTMENT DESCRIPTION:

The Rocky Hill Public School District has enjoyed a long tradition of educational excellence. Serving our town of approximately 20,000. For school year 2015-16, the district enrollment consists of 2,608 students attending four schools: West Hill Elementary School, Myrtle H. Stevens Elementary School, Griswold Middle School and Rocky Hill High School. The student enrollment has increased by 187 students over the past two years. The staff of the Rocky Hill Public Schools maintains an unwavering commitment to providing the children they serve a first-class education – one that will prepare each of them for success in the 21st century.

Connecticut 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.

HIGHLIGHT OF CHANGES:

- The total amount requested in the Board of Education 2016 – 2017 Adopted Budget for the school operating budget is \$39,831,681, an increase of \$2,643,812 (7.11%) over last year's Board of Education Adopted Budget.
- The amount included in the Town Manager's Proposed Budget for the Board of Education is \$39,831,681.
- For further detail please see the Board of Education 2016 – 2017 Adopted Budget.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01802 EDUCATION

		2014-15 Revised	2014-15 Actual	2015-16 Adopted	2015-16 Revised	2015-2016 YTD Actual	2015-16 Projected	2016-17 Request	Request vs 15-16 Adopted	% Var
BOARD OF EDUCATION	5809	35,320,903	34,979,621	37,187,869	37,187,869	19,703,641	37,187,869	39,831,681	2,643,812	7.00 %
Non salary		35,320,903	34,979,621	37,187,869	37,187,869	19,703,641	37,187,869	39,831,681	2,643,812	7.11 %
	Totals	35,320,903	34,979,621	37,187,869	37,187,869	19,703,641	37,187,869	39,831,681	2,643,812	7.11%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CAPITAL IMPROVEMENTS

CODE: 01950000

DEPARTMENT DESCRIPTION:

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.

HIGHLIGHTS - TOWN:

The Town is budgeting (\$33,500) for an assessment of various operating systems in town buildings.
The Town is budgeting (\$20,000) for engineering services to design plans for an access road into the Town's Business Park Phase II property.
The Town is budgeting (\$10,000) for Consulting Services to perform Strength/Weaknesses/Opportunities/Threats (SWOT) Analysis and a business targeting plan for the Town. This will enable the Town to plan for and to target businesses that will benefit the community and maintain sustainable long term growth.
The Town is budgeting (\$30,000) for expenditures associated with a Property Revaluation Project for the October 2018 Grand List.

The budget line Telephone for (\$41,735) is to fund the second of three yearly lease payments for upgrading the Town to a new VOIP telephone network.
The Town is budgeting (\$57,000) for the purchasing of development rights for 66 acres in the Meadows. This will be payment two of ten yearly payments.
The budget line Building Improvements – Academy (\$65,000) is to fund repairs and maintenance items for Academy Hall. . The Town will be reimbursed under the State Local Capital Improvement Program (LOCIP).
The budget line Building Improvements – Town (\$65,000) is for a firm to design, to engineer, and to create construction documents for an annex building located on the Town Hall campus.

The Town is budgeting (\$100,000) for sidewalk repairs. The Town will be reimbursed under the State Local Capital Improvement Program (LOCIP).
The Town is budgeting (\$59,000) in Technology towards the upgrading of the presentation system in the Town Council Chamber.
The Town Aid Roads (TAR) budget line of (\$342,038) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance.

The budget line Equipment – Highway Department (\$53,000) is to fund the first of five lease payments for a new Excavator.
The Town is budgeting (\$400,000) toward the replacement of the pool at Elm Ridge Park. Total estimated costs of \$1.1 million.
The budget line Vehicles – Highway Department (\$85,670) is to fund two lease payments: (1) will be the fourth of five lease payments for a new dump truck and; (2) will be the first of five lease payments for a new 10 wheel dump truck.

The budget line Vehicles – Facilities Department (\$37,000) is to fund the purchase of a maintenance work van.
The budget line Network Switch for (\$34,156) is to fund the second of three yearly lease payments for the upgrading of the Town's communication networking infrastructure with new network switching equipment that was installed in March of 2015.

HIGHLIGHTS - SCHOOLS:

The budget line School Improvements – (\$1,876,300) is: for the installation of three or four modular classrooms at West Hill School (\$800,000); for repairs and maintenance items, and building improvements for the district schools (\$376,300); and for phase I of the design, the construction, and the equipment to provide air conditioning at Griswold School (\$700,000).
The Portable Classrooms for Schools budget lines are for lease payments for modular classrooms at Stevens (\$36,000) and West Hill (\$48,000) schools respectively.

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01950000 CAPITAL IMPROVEMENTS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
FACILITY ASSESSMENT	5323	8,000	8,000	0	0	0	0	33,500	33,500	0.00 %
ACCESS ROAD DESIGN	5324	0	0	0	0	0	0	20,000	20,000	0.00 %
CONSULTING SVS - SWOT	5326	0	0	0	0	0	0	10,000	10,000	0.00 %
MS4 STORMWATER	5327	0	0	25,000	25,000	6,250	25,000	0	(25,000)	(100.00)%
ZONING REGULATION	5329	25,000	25,000	0	0	0	0	0	0	0.00 %
ASSESSOR REVALUATION	5338	0	0	20,000	20,000	0	20,000	30,000	10,000	50.00 %
ONLINE ELECTRONIC PERMIT	5348	20,000	20,000	0	0	0	0	0	0	0.00 %
TELEPHONE	5507	0	0	0	0	0	0	41,735	41,735	0.00 %
LAND ACQUISITION	5710	0	0	0	0	0	0	57,000	57,000	0.00 %
BUILDING IMPRV FIRE	5723	5,000	5,000	0	0	0	0	0	0	0.00 %
BUILDING IMPRV ACADEMY H	5724	39,626	39,626	0	0	0	0	65,000	65,000	0.00 %
BUILDING - ANNEX DESIGN	5725	134,230	133,267	0	0	0	0	65,000	65,000	0.00 %
LOCIP SIDEWALK/ROADS	5730	100,000	100,000	100,000	100,000	95,704	100,000	100,000	0	0.00 %
TECH - COUNCIL CHAMBERS	5731	44,000	0	0	44,000	44,000	44,000	59,000	59,000	0.00 %
REPAIRS TO ROADS - HIGHWA	5734	55,000	55,000	0	0	0	0	0	0	0.00 %
TOWN AID ROADS	5738	341,638	341,638	341,638	341,638	113,021	341,638	342,038	400	0.00 %
EQUIPMENT-FIRE DEPARTMEI	5752	162,000	162,000	0	0	0	0	0	0	0.00 %
EQUIPMENT-HIGHWAY	5753	0	0	0	0	0	0	53,000	53,000	0.00 %
EQUIPMENT-PARKS	5754	19,089	19,089	0	0	0	0	0	0	0.00 %
EQUIPMENT-POOL	5755	100,000	100,000	150,000	150,000	0	150,000	400,000	250,000	167.00 %
VEHICLES-POLICE	5761	145,700	143,885	0	0	0	0	0	0	0.00 %
VEHICLES-HIGHWAY	5763	100,100	99,986	100,000	100,000	99,986	100,000	85,670	(14,330)	(14.00)%
VEHICLES-PARKS	5764	71,000	69,415	0	0	0	0	0	0	0.00 %
VEHICLES-FACILITIES	5765	0	0	0	0	0	0	37,000	37,000	0.00 %
NETWORK SWITCH	5781	0	0	34,156	34,156	34,155	34,156	34,156	0	0.00 %
POLICE DISPATCH CONSOLE	5795	65,000	65,000	0	0	0	0	0	0	0.00 %
Non salary		1,435,384	1,386,906	770,794	814,794	393,117	814,794	1,433,099	662,305	85.93 %

**TOWN OF ROCKY HILL
2016-17 BUDGET REQUEST**

01950000 CAPITAL IMPROVEMENTS

		<u>2014-15 Revised</u>	<u>2014-15 Actual</u>	<u>2015-16 Adopted</u>	<u>2015-16 Revised</u>	<u>2015-2016 YTD Actual</u>	<u>2015-16 Projected</u>	<u>2016-17 Request</u>	<u>Request vs 15-16 Adopted</u>	<u>% Var</u>
BUILDING IMPRV SCHOOLS	5720	1,616,920	1,614,999	1,219,055	1,219,055	990,790	1,220,975	1,876,300	657,245	54.00 %
PORTABLE CLASSROOMS	5797	36,000	36,000	36,000	36,000	16,920	36,000	36,000	0	0.00 %
PORTABLES-W HILL	5798	48,000	48,000	48,000	48,000	36,000	48,000	48,000	0	0.00 %
BOE Capital		<u>1,700,920</u>	<u>1,698,999</u>	<u>1,303,055</u>	<u>1,303,055</u>	<u>1,043,710</u>	<u>1,304,975</u>	<u>1,960,300</u>	<u>657,245</u>	<u>50.44 %</u>
Totals		3,136,304	3,085,906	2,073,849	2,117,849	1,436,827	2,119,769	3,393,399	1,319,550	63.63%

**TOWN OF ROCKY HILL
2016-17 ANNUAL BUDGET**

CAPITAL IMPROVEMENT PROGRAM

DEPARTMENT FUNCTION:

The Capital Improvement Program (CIP) is a forecast of Capital Expenditures for 2016-17 and for 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 2016-17 Capital Improvement Program Budget reflects the need for capital expenditures as requested by the various Town Departments and the Board of Education. 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.

This Capital Improvement Program section is divided into two sections by Town and Board of Education.

Section One – Town

- a. Summary of All Departments– Page 87 a 1-2
- b. Facilities – Town Buildings - Page 87 b
- c. Community Services Department - Page 87 c
- d. Information Technology – Page 87 d
- e. Fire Department - Page 87 e
- f. Public Works – Page 87 f
- g. Parks Department – Page 87 g
- h. Police Department – Page 87 h

Section Two – Board of Education – Page 87 i 1-3

TOWN OF ROCKY HILL							
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021							
DEPARTMENT: SUMMARY							
Description	FY	FY	FY	FY	FY	5 Year Total	Funding Source
	2016-17	2017-18	2018-19	2019-20	2020-21		
Facilities Department:							
Police:							
Upgrade Detention Cells	340,000	-	-	-	-	340,000	PSI REF
Dispatch Build Out / Electrical Upgrades	145,000	-	-	-	-	145,000	PSI REF
Library:							
Window Replacement	-	89,000	-	-	-	89,000	Unfunded
Facilities:							
Ford Transit Van - Replace 18 yr old Facilities Work Van	37,000	-	-	-	-	37,000	CIP
Consultant for designing an Annex Building on Campus	65,000	-	-	-	-	65,000	CIP
Town Buildings Operating Systems Assessment	33,500	-	-	-	-	33,500	CIP
Facilities Sub Total	620,500	89,000	-	-	-	709,500	
Community Development:							
Town wide road preservation repair (Referendum)	2,000,000	1,000,000	1,000,000	-	-	4,000,000	Road Ref
Sidewalk repair (LOCIP - State Grant)	100,000	-	-	-	-	100,000	CIP - LOCIP
MS4 General Stormwater Permit (EPA Unfunded Mandate admin by CT DEEP)	-	50,000	50,000	50,000	50,000	200,000	Unfunded
Drainage Repair	200,000	-	-	-	-	200,000	Road Ref
Academy Hall Repairs (LOCIP - State Grant)	65,000	-	-	-	-	65,000	CIP - LOCIP
Community Subtotal	2,365,000	1,050,000	1,050,000	50,000	50,000	4,565,000	
Information Technology:							
Lease Payments for VOIP Telephone System	41,735	41,735	-	-	-	83,470	CIP
Upgrade presentation system - Town Council Chambers	59,000	-	-	-	-	59,000	CIP
Lease Payments for network switch / IT Equipment Lease	34,156	34,156	-	-	-	68,312	CIP
Technology Department Sub Total	134,891	75,891	-	-	-	210,782	
Fire Department:							
Buildings Sub Total	-	-	-	-	-	-	
Fire Apparatus Sub Total	1,906,289	1,182,163	428,549	-	-	3,517,001	PSI REF
Fire Vehicles / Equipment Sub Total	-	-	-	-	-	-	
Fire Department Sub Total	1,906,289	1,182,163	428,549	-	-	3,517,001	
Public Works Department:							
Buildings Sub Total	-	80,000	300,000	-	-	380,000	Unfunded
Equipment Sub Total	53,000	153,000	53,000	53,000	53,000	365,000	CIP
Roads Sub Total	-	-	-	200,000	200,000	400,000	Unfunded
Vehicles Sub Total	85,670	85,670	140,400	55,400	55,400	422,540	CIP
Town Aid Road (offset by State Grant)	342,038	-	-	-	-	342,038	CIP - TAR
Highway Department Sub Total	480,708	318,670	493,400	308,400	308,400	1,909,578	
Parks Department:							
Equipment Sub Total	-	-	90,000	-	-	90,000	Unfunded
Pool Sub Total	400,000	550,000	-	-	-	950,000	CIP
Parks Maintenance Sub Total	-	-	-	163,000	-	163,000	CIP
Vehicles Sub Total	-	79,000	34,000	-	-	113,000	Unfunded
Parks Department Sub Total	400,000	629,000	124,000	163,000	-	1,316,000	

TOWN OF ROCKY HILL							
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021							
DEPARTMENT: SUMMARY							
Description	FY	FY	FY	FY	FY	5 Year Total	Funding Source
	2016-17	2017-18	2018-19	2019-20	2020-21		
Police Department:							
Building Sub Total	-	68,464	-	-	-	68,464	Unfunded
Dispatch and Radio Upgrades Sub Total	1,900,000	-	-	-	-	1,900,000	PSI REF
Vehicles - CIP - Patrol Vehicles	-	-	-	-	-	-	
Vehicles Sub Total	-	105,446	105,446	181,312	105,446	497,650	Unfunded
Police Department Sub Total	1,900,000	173,910	105,446	181,312	105,446	2,466,114	
Miscellaneous Town Items							
Revaluation for October 2018 Grand List	30,000	30,000	30,000	-	-	90,000	CIP
Land Acquisition - Development Rights, Meadows	57,000	57,000	57,000	57,000	57,000	285,000	CIP
Prepare Strength/Weaknesses/Opportunities/Threats (SWOT) Analysis	10,000					10,000	CIP
Design plans for an access road into the Town Business Park - Phase 2	20,000					20,000	CIP
Miscellaneous Town Items Sub total	117,000	57,000	57,000	57,000	57,000	405,000	
TOTAL - TOWN	7,924,388	3,575,634	2,258,395	759,712	520,846	15,098,975	
TOTAL - BOARD OF EDUCATION	1,960,300	2,206,000	239,500	130,000	130,000	4,665,800	BOE CIP
TOTAL - CAPITAL IMPROVEMENTS	9,884,688	5,781,634	2,497,895	889,712	650,846	19,764,775	

FUNDING SOURCES (2016-17 Budget)		
Town - General Fund Capital Improvement Budget:	Town	926,061
Capital Improvements (CIP)		
State - Town Aid Roads (CIP - TAR)		342,038
State - LoCIP Grant (CIP - LOCIP)		165,000
Sub total - Town Capital Improvements		1,433,099
Town - General Fund Capital Improvement Budget:	Board of	1,160,300
Education Capital Improvements (BOE CIP)		
Board of Ed - Portables - West Hill School (BOE CIP)		800,000
Sub total - Board of Education Capital Improvements		1,960,300
Referendum - Road Improvements (Road - Ref)		2,200,000
Referendum - Public Safety Improvements (PSI Ref)		4,291,289
TOTAL - CAPITAL IMPROVEMENTS		9,884,688

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021

DEPARTMENT: FACILITIES

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Police Department							
						-	
Dispatch Build Out / Electrical Upgrades	145,000					145,000	PSI REF
Upgrade Detention Cells	340,000					340,000	PSI REF
						-	
Subtotal	485,000	-	-	-		485,000	
Facilities							
Building Assessment Operating Systems	33,500					33,500	CIP
Consultant to design an Annex Building	65,000					65,000	CIP
Ford Transit Van - Replace 18 yr old Facilities Work Van	37,000					37,000	CIP
Subtotal	135,500	-	-	-		135,500	
Library							
Window Replacement		89,000				89,000	Unfunded
						-	
Subtotal	-	89,000	-	-	-	89,000	
TOTAL	620,500	89,000	-	-	-	709,500	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2015-2020

DEPARTMENT: COMMUNITY DEVELOPMENT

	FY	FY	FY	FY	FY	5 Year Total	Funding
	2016-17	2017-18	2018-19	2019-20	2020-21		
Facilities							
Academy Hall Repairs and Maintenance	65,000					65,000	CIP-LOCIP
Subtotal	65,000	-	-	-	-	65,000	-
Engineering							
Town wide pavement repairs (referendum)	2,000,000	1,000,000	1,000,000			4,000,000	Road REF
Sidewalk repair (LOCIP)	100,000					100,000	CIP-LOCIP
MS4 General Stormwater Permit (EPA Unfunded Mandate admin by CT DEEP)	-	50,000	50,000	50,000	50,000	200,000	Unfunded
Drainage repairs various locations (road referendum)	200,000					200,000	Road REF
Subtotal	2,300,000	1,050,000	1,050,000	50,000	50,000	4,500,000	-
TOTAL	2,365,000	1,050,000	1,050,000	50,000	50,000	4,565,000	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021

DEPARTMENT: INFORMATION TECHNOLOGY

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Network							
Lease Payments for network switch / IT Equipment Lease	34,156	34,156				68,312	Lease - CIP
Subtotal	34,156	34,156	-	-		68,312	
Telephone System							
Lease Payments for VOIP Telephone System	41,735	41,735		-		83,470	Lease-CIP
Subtotal	41,735	41,735	-	-		83,470	
Public Address System							
Upgrade presentation system - Town Council Chambers	59,000					59,000	CIP
Subtotal	59,000	-	-	-		59,000	
Description							
						-	
Subtotal	-	-	-	-		-	
Description							
						-	
Subtotal	-	-	-	-		-	
Total	134,891	75,891	-	-		210,782	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2014-2019

DEPARTMENT: FIRE

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Buildings							
						-	
Buildings Sub Total	-	-	-	-		-	
Fire Apparatus							
Fire Apparatus Replacement Plan	1,906,289	1,182,163	428,549	-		3,517,001	PSI REF
						-	
Fire Apparatus Sub Total	1,906,289	1,182,163	428,549	-		3,517,001	
Fire Vehicles / Equipment							
	-					-	
Fire Vehicles / Equipment Sub Total	-	-	-	-		-	
TOTAL	1,906,289	1,182,163	428,549	-		3,517,001	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-21

DEPARTMENT: PUBLIC WORKS

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Buildings							
Building layout, design, and engineering consultant for Highway Garage and Transfer Station complex.		80,000				80,000	Unfunded
Above ground fuel tanks replaces a 10,000 gallon and 4,000 gallon inground tanks with 2-10,000 gallon above ground tanks			300,000	-		300,000	Unfunded
Buildings Sub Total	-	80,000	300,000	-	-	380,000	
Equipment							
Wheeled Excavator -Trade in a 1996 JCB backhoe (Lease)	53,000	53,000	53,000	53,000	53,000	265,000	Lease - CIP
Large Roller (for overlays)		100,000				100,000	Unfunded
						-	
Equipment Sub Total	53,000	153,000	53,000	53,000	53,000	365,000	
Roads							
Maintenance of Roads including street overlays, curb repairs, catch basin repairs, and drainage repairs.				200,000	200,000	400,000	Unfunded
Roads Sub Total	-	-	-	200,000	200,000	400,000	
Vehicles							
2013 - Mack Dump Truck (Lease)	30,270	30,270				60,540	Lease - CIP
10 wheel Dump Truck replaces a 1991 Ford L8000 (Lease)	55,400	55,400	55,400	55,400	55,400	277,000	Lease - CIP
Mason Dump Truck replaces a 2000 Ford F550 (Lease or Purchase)	-		85,000			85,000	Unfunded
Vehicles Sub Total	85,670	85,670	140,400	55,400	55,400	422,540	
TOTAL	138,670	318,670	493,400	308,400	308,400	1,567,540	
Other							
Town Aid Road (offset by State Grant)	342,038					342,038	Cap Imp TAR

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-21

DEPARTMENT: PARKS

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Equipment							
16 feet wide area mower			90,000			90,000	Unfunded
Equipment Sub Total	-	-	90,000	-	-	90,000	
Pools							
Elm Ridge splash pad and large pool	400,000	550,000				950,000	CIP
Pools Sub Total	400,000	550,000	-	-		950,000	
Parks Maintenance							
Dredging Elm Ridge pond, aerator				163,000		163,000	Unfunded
Parks Maintenance Sub Total	-	-	-	163,000		163,000	
Vehicles							
F350 Pick Up Truck Crew Cab			34,000			34,000	Unfunded
F250 Pick Up Truck- Utility Body 4WD plow		45,000				45,000	Unfunded
F150 Pick Up Truck (for Custodial Use)		34,000				34,000	Unfunded
Vehicles Sub Total	-	79,000	34,000	-		113,000	
TOTAL	400,000	629,000	124,000	163,000	-	1,316,000	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021

DEPARTMENT: POLICE

Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total	Funding
Building							
Replace Locker Room Flooring	-	18,464				18,464	Unfunded
Replace Second Floor Carpeting		50,000				50,000	Unfunded
Building Sub Total	-	68,464	-	-		68,464	
Dispatch and Radio Upgrades							
Dispatch Console & Radio Upgrade	1,900,000					1,900,000	PSI REF
						-	
Dispatch and Radio Upgrades Sub Total	1,900,000	-	-	-		1,900,000	
Vehicles							
						-	
Purchase 2 PatrolLine Cars		105,446	105,446	105,446	105,446	421,784	Unfunded
						-	
Replace 2 admin/ detective Vehicle				75,866		75,866	Unfunded
						-	
Vehicles Sub Total	-	105,446	105,446	181,312	105,446	497,650	
TOTAL	1,900,000	173,910	105,446	181,312	105,446	2,466,114	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2021

DEPARTMENT: BOARD OF EDUCATION

	FY	FY	FY	FY	FY	5 Year Total	Funding
	2016-17	2017-18	2018-19	2019-20	2020-21		
Stevens	-	-	-	-	-	-	
Subtotal	-	-	-	-	-	-	
West Hill - Replace Carpeting with Floor tiles		450,000				450,000	Unfunded
West Hill- Upgrade Bathrooms		120,000				120,000	Unfunded
Subtotal	0	570,000	-	-	-	570,000	
Griswold-Additional HVAC Equipment	700,000	700,000				1,400,000	CIP - School
Subtotal	700,000	700,000	0	0	0	1,400,000	
West Hill Modular Classrooms Installation	800,000					800,000	CIP - School
Subtotal	800,000	-	-	-	-	800,000	
Stevens Modular Classrooms Operating Lease Payments	36,000	36,000	36,000			108,000	CIP - Lease
Stevens/WH Modular Classrooms Operating Lease Payments	48,000	48,000	48,000			144,000	CIP - Lease
Subtotal	84,000	84,000	84,000	0	0	252,000	
Ground Improvements - District Wide		200,000				200,000	Unfunded
Subtotal	-	200,000	-	-	-	200,000	
VARIOUS-Repairs and Maintenance Items (less \$100,000)	376,300	652,000	155,500	130,000	130,000	1,443,800	CIP - School
Subtotal	376,300	652,000	155,500	130,000	130,000	1,443,800	
Total	1,960,300	2,206,000	239,500	130,000	130,000	4,665,800	

ROCKY HILL BOE PROPOSED CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2017

DESCRIPTION	SCHOOL	NOTES	TOWN ADOPTED CIP 2015-2016	BOE PROPOSED 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 YEAR TOTAL
Portable Classrooms Lease 3 portables	Stevens	Payment 5 of 5 in FY 2015-16; Extend lease for 2 more years until CREC school comes on line	36,000	36,000	36,000	-			72,000
Portable Classrooms Lease 3 portables for All-Day Kindergarten	West Hill/ Stevens	Portable classrooms (3)/(1) are needed to implement a complete all-day kindergarten program (3 year lease)	48,000	48,000	48,000	48,000			144,000
Upgrade Bathrooms	Stevens	Provide district with a systematic approach to updating bathrooms to ensure proper facilities for all students. This would include enclosures, sinks, and plumbing fixtures.	-	-					0
Upgrade Fire Protection System	Stevens	Add fire sprinkler system, upgrade fire alarm system, and remove/replace acoustical ceilings, install elevator.	401,803	-					0
Portable Classrooms Construction Costs	West Hill	Need to limit access to classrooms for anyone entering in front door, both during school hours and when gym and cafeteria are in use after hours.	-	800,000					800,000
Interior security doors to right upon entering to limit access to classrooms	West Hill	Need to limit access to classrooms for anyone entering in front door, both during school hours and when gym and cafeteria are in use after hours.	-	7,000					-
Cafeteria/Gym separating wall	West Hill	Need smaller and more manageable separating wall			75,000				75,000
Improve lighting in cafeteria	West Hill	Current lighting in cafeteria are round ball like fixtures that need to be updated			10,000				10,000
Upgrade Bathroom	West Hill	There are also smaller bathrooms to be upgraded (faculty, principal, cafeteria)			120,000				120,000
Paint Gym and Add Lighting	West Hill	Gym is in need of painting. Proper color selection with improve overall lighting of room		30,000					30,000
Hallway lighting (see also bond notes at end)	West Hill	Install new lighting in all hallways			50,000				50,000
Replace carpeting with floor tiles (see also bond notes at end)	West Hill	Consider including in a bond referendum along with other West Hill improvements.			450,000				450,000
Front Office Wall/Rolling Window/Glass Window	West Hill	Need to limit access to front office when building is in use after hours		6,500					6,500
Roof Replacement	West Hill	To be combined with HVAC and lighting- See detail below under Bonding Issues							
Replacement of Countertops sinks and cabinetry, classroom blinds, wall mats for gym	Stevens	Countertops, sinks and cabinetry installed in 1957 and in 1967. Worn, stained, inoperable. Blinds in classroom are 17 years old, difficult to operate or are inoperable, may impact security		25,000	25,000				50,000
Install handicap opener on front door	Stevens	Bring entry way into compliance with ADA		10,000					10,000
Remove underground oil tank	Stevens	Remove abandoned oil tank. More information is needed on this			50,000				50,000
Roof Replacement Design	Stevens	Design of Roof Replacement - Roof Replacement To Be Bonded			75,000				
Library Air Conditioning	Stevens	Replace undersized window units with ductless heat pump units		15,000					
Coat Corridor Hallway	Stevens	Replace flooring in coat corridor including entryway			13,000				
Remove underground oil tanks	GMS	Remove abandoned oil tanks (2). More information is needed on this			50,000				50,000
Replace two Boilers	GMS	Boilers installed when school constructed in 1963 and must be replaced. Design/engineering cost in 2014-15, installation costs in following year	459,214	-					-
Air Condition Balance of School	GMS	Engineering study in 2015-16 to determine amount of ductwork currently installed throughout school and determine cost for additional equipment required. Design and construction phase 1 \$700,000/ Phase 2 \$700,000		700,000	700,000				700,000
Bleacher Replacement	GMS	Current bleachers restrict access and potentially pose a safety issue		15,000					15,000
Improve lighting in common areas	GMS	Lighting need to be replaced		20,000					20,000

ROCKY HILL BOE PROPOSED CAPITAL IMPROVEMENT PROGRAM - BUDGET 2016-2017

DESCRIPTION	SCHOOL	NOTES	TOWN ADOPTED CIP 2015-2016	BOE PROPOSED 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 YEAR TOTAL
Roof Replacement Design	GMS	Design of Roof Replacement - Roof Replacement To Be Bonded			75,000				75,000
Security Improvements in the Schools	West Hill, Stevens, GMS	Security program started in FY 2013-14 with \$494,914. GMS Equip. \$168,574, Installation \$202,455; Total \$371,029 West Hill Equip. \$192,458 Installation \$164,468; Total \$356,927 Stevens Equip \$204,716 Installation \$142,497; Total \$347,213 Reduced \$190,000 for grant received 2014-15	358,038						-
Technology	District Wide	New technology infrastructure and hardware in the school system.		22,800	14,000	10,500			47,300
Technology	District Wide	Physical Cable Plant: Data cabling upgrades for the data infrastructure network		85,000	85,000	15,000			185,000
PM Program: Systematic HVAC Upgrade/Kitchen Equipment Upgrades	District Wide	Make systematic upgrades to compressors, walk-in coolers, boilers, etc.		20,000	20,000	20,000	20,000	20,000	100,000
PM upgrade all pneumatic control systems in schools needed for 5 years if no bonding referendum	District Wide	Current control system are outdated and parts obsolete. Estimates and timing may vary if included in a bond proposal			50,000	50,000	50,000	50,000	200,000
PM Program: Systematic school by school ceiling panels & light fixtures replacement	District Wide	Establish district-wide program to systematically identify fixtures that are damaged or in need of updating, potential savings in energy costs. RHHS is included in the ongoing renovations.		30,000	30,000	30,000	30,000	30,000	150,000
PM Program: Systematic Carpet Replacement. Only needed at GMS if bonding is passed on West Hill and Stevens	District Wide	Establish district-wide program to systematically identify flooring that is damaged or in need of updating.		40,000	30,000	30,000	30,000	30,000	160,000
Ground Improvements	District Wide	Various Ground Improvements			200,000				200,000
Building Controls	District Wide	Building Controls Upgrade Design		50,000					50,000
TOTALS			1,303,055	1,960,300	2,206,000	203,500	130,000	130,000	4,629,800

BONDING ISSUES

	RHHS	Approved in 2012 for renovation as new	
Roof is 20 years old in 2014 and coming to end of useful life. See Friar roof report dated November 2010. HVAC, sprinklers, ceiling tiles, lighting	West Hill	Replace AC/heating system with proper heating controls \$3,903,455; Lighting improvements \$100,000; Roof replacement \$2,000,000, (assumes asbestos present @ \$500,000);	6,003,445
Replace non-functional pneumatic force air system in administration and classroom areas. Replace pneumatic controls in middle section. Window ventilation units. Windows are 1979 vintage. Gym area install boiler controls	Stevens	Roof installed in 1994-95, estimate of \$902,800; HVAC of wall and window units \$3,607,835; Need cost estimate for windows installed in 1979. Eliminate portables	4,510,635
Roof/HVAC	GMS	76,208 square feet, includes roof replacement, skylight w/ceiling and lights.	1,880,200
Future Intermediate School at Moser site	Former Moser	New Intermediate School	TBD Pending Board Approval