

Town of Rocky Hill, Connecticut



**2018-2019
Adopted Annual Budget**



Town of Rocky Hill

June 2018

Mayor Kochanek and Members of the Rocky Hill Town Council:

The following is the Town of Rocky Hill's Adopted Budget for fiscal year 2018-19 that was approved by the Town Council at its May 7, 2018 meeting and will take effect on July 1, 2018. This budget provides funding for all town departments, boards and commissions, for the Board of Education and for the Town's debt service. The total Town budget is \$77,441,333 which is \$3,181,340, or a 4.28%, increase over last year. The budget for all town departments, boards and commissions totals \$31,143,659 which is \$335,214, or a 1.09% increase compared to last year. Included in the town departments is the capital improvements budget that totals \$1,814,750, a decrease of \$953,873, or 34.45%, less than last year. The Board of Education allocation is \$42,321,729 which is \$1,836,753, or 4.54%, higher than last year. The Town's debt service is \$3,975,945, an increase of \$1,009,373 from last year.

The total net tax revenue for 2018-19 is \$67,152,444. This is based on the 2017 Net Taxable Grand List of \$2,094,068,745, an increase of 1.53% over the October 2016 grand list. The Town's current tax collection rate is 99.35%, compared to a 99.23% collection rate for fiscal year 2017-18. In order to collect this tax revenue, a mill rate for fiscal year 2018-19 was set at 32.4 mills, 0.8 mills greater than last year. At the time of budget adoption, the Town was anticipating various forms of aid from the State of Connecticut totaling \$5,978,566, an \$841,123 decrease over the previous fiscal year. This budget does use \$1,315,504 of funds from the unassigned fund balance with all of this fund balance being applied to capital improvements per Town ordinance.

The Town's Adopted Budget for 2018-19 includes funds to complete the air conditioning project at Griswold Middle School. The Council also funded the hiring of a full time Town Clerk, a full time patrol officer for the Police Department, and a full time attendant for the Town's Transfer Station. The Town Council also provided funding for the Federally mandated Stormwater Management Program (MS4), for the first of five lease payments for a new six wheel dump truck for the Highway Department, and for the required increase in the MDC sewer service charge. In the 2018-19 Adopted Budget, debt service has increased significantly as the Town begins to pay down the \$28.95 million of general obligation bonds that were issued for renovations to the high school, for public safety improvements, for road improvements, and for the new intermediate school projects that were approved by various referendums.

On behalf of the staff and myself, I would like to thank the Mayor and the members of the Town Council for their time and efforts in developing the 2018-19 Budget. Town staff and I look forward to working with the Council throughout the upcoming fiscal year.

Yours truly,

John Mehr
Town Manager/ Finance Director

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

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**Town of Rocky Hill
2018-19 Adopted Budget
Executive Summary**

Personnel

Full Time net increased to 139 from 136 in the 2017-18 Budget.

1. Increase in: Town Clerk – Town Clerk (1.0 FTE)
2. Increase in: Police Department – Patrol (1.0 FTE) Patrol Officer (New)
3. Public Works- Sanitation (1 FTE) Transfer Station Attendant (currently PT)

Revenue

1. Total General Fund Revenue of \$77,441,333
2. Mill rate is 32.4 Grand List increase 1.57%.
3. State of Connecticut Municipal Aid FYE 2019:
 - A. Property in Lieu of Taxes (PILOT) decreased \$145 thousand.
 - B. Pequot – Mohegan Grant decreased \$53 thousand.
 - C. ECS increased by \$937 thousand, but, the Town did not receive \$1.2 million for Special Education funding directly from the State. (Net decrease of \$223 thousand)
 - D. Municipal Stabilization Grant decreased by \$270 thousand
 - E. Town Aid Road (TAR) remained the same at \$344 thousand but questionable if the Town will receive these Funds from the State.
4. Fund Balance used in this budget: \$1.3 million for Capital Improvements per Ordinance.

Debt Service

Principal payments increased by \$1.06 million but interest payments decreased \$50 thousand due to the use of Bond Premium received from the 2017 bond issue.

Departmental Expenditures

Contractual salary increases are in department budgets. (Total = \$559 thousand)

1. Town Clerk
 - Add one Town Clerk (\$65,000) funding for partial year
2. Legal
 - Created Legal Retainer Budget Line (\$90,000) for new Town Attorney payment arrangement.
 - Decrease overall General Legal fees line (\$24,000), decrease Support Services (\$10,000) and Tax Appeals line increase by (\$5,000).
3. Information Technology
 - Increase Maintenance Contracts for Firewall, Servers, Storage Area Network (SAN) by (\$20,700) offset by decrease in Technical Equipment (\$40,000)
4. Police
 - Delete Part Time Dispatcher (\$25,000)
 - Increase Dispatcher Overtime due to manpower requirement (\$25,000)
 - Increase Radio Service Contract by (\$38,000) for dispatch equipment.
 - Internal transfer of one Patrol Officer position to the Detective Division (\$89,682)
 - Add one new Patrol Officer (\$37,400) funding for (.5) FTE for partial year
5. Fire
 - Decrease Portable Radio Communications by (\$12,000)
 - Increase Fire Fighting call rate (\$12,000)
 - Increase for Hydrant Service (\$10,000).
6. Highway
 - Increase for Maintenance Equipment (\$11,500) for vehicle software and GPS tracking.
 - Decrease in Street lights (\$15,000) and Salt & Pre-Treatment (\$10,000)
7. Sanitation
 - Increase in the MDC Sewer Service charge (\$237,000)
 - Add one Transfer Station Attendant (\$41,204) offset by decrease in Part time (\$33,000)

**Town of Rocky Hill
2018-19 Adopted Budget
Executive Summary**

8. Engineering
 - Increase for Federally mandated Storm Water Management Program (MS4) (\$52,000)
9. Youth Services
 - Transfer in Early Childhood Coordinator from Human Service-Senior Programs (\$82,981)
10. Human Services – Seniors
 - Transfer out Custodian to Facilities Custodian (\$66,144)
 - Increase Part time by (\$25,000) for Senior Activities Assistant
11. Parks
 - Increase Grounds – Tree Care by (\$10,000)
 - Increase Aquatics - Maintenance by (\$20,700) for painting pools.
12. Town Custodial
 - Increase in Part time (\$18,500)
 - Transfer in one Custodian from Human Services – Seniors (\$66,144)
13. Employee Benefits
 - Health Insurance premium increased by (\$285,978)
14. Property and Liability Insurance
 - Increase Workers Compensation (\$25,000) and decrease in Multi-peril (\$25,926)
15. Board of Education
 - \$1,836,753 increase over last year or 4.5%. The increase is primarily a function of rising enrollment, and rising costs in the following: salaries, health insurance, transportation and technology.

Capital Improvements

- 1 Property Revaluation for October 2018 Grand List (\$20,000)
- 2 Land Acquisition (\$57,000)
- 3 Various School Building Improvements:
 - i. School Improvements (\$600,000) includes Air Conditioning for Griswold Middle School
 - ii. BOE Minor Repairs for various small projects (\$170,000).
 - iii. Lease payments for West Hill and Stevens modular classrooms (\$141,000).
- 4 Town Building Improvements:
 - i. Fire Stations - (\$75,000) for painting and elevator upgrade at Fire House #3
 - ii. Town Building Improvements for Town Hall duct cleaning (\$15,000) and for continuation of Library window replacement (\$25,000).
- 5 Ground Improvements - Parks (\$60,000) for the replacement of the preschool playground at West Hill.
- 6 Infrastructure Improvements:
 - i. Sidewalk repairs through LOCIP (\$100,000).
 - ii. Town Aid for Roads (TAR) from State (\$344,305).
- 7 Highway Department:
 - i. (\$40,661) is for the third of five lease payments for the wheeled excavator
 - ii. (\$112,725) is to fund three (3) lease payments: (1) for the first of five lease payments for a new six wheel dump truck (\$39,814), (2) for the second of three lease payments for 3 new Ford Fusions staff cars (\$18,323); and (3) for the third of five lease payments for a ten wheel dump truck (\$54,588),
- 8 Parks Department
 - i. (\$22,594) is lease payment number one of four for a Toro wide area mower.
 - ii. (\$21,465) is lease payment two of two for an F350 4wd pickup truck with utility body and plow.
- 9 Human Services
 - i. Mini Bus for (\$10,000) is to continue to reserve funds for the purchase of two elderly/disable buses

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2017 Net Taxable Grand List, before the Board of Assessment appeals, for the 2018-19 Adopted Budget is \$2,094,054,395, an increase of 1.53% over the previous year.

The 2018-19 Adopted Budget has a mill rate of 32.4 mills, an increase of .80 mills over last year. The total projected current tax revenue, after being adjusted for the three year average collection rate of 99.35%, is \$67,152,444. This calculation reflects adjustments of \$70,114 for property tax abatements for volunteer firefighters and for volunteer emergency medical service personnel, and of \$135,000 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 \$50,000 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 State of Connecticut Adopted Budget for Fiscal Year 2019, with the Governor's Adjustments. The Educational Cost Sharing (ECS) Grant the Town believes it will receive from the State is budgeted at \$4,347,629. For the 2017-18 Adopted Budget, the Town expected to receive \$1,163,353 Special Education funding from the State but the Town never received these funds directly from the State. For the 2018-19 Adopted Budget, the Town did not budget for any Special Education funding from the State.

The amount of Fund Balance used for the 2018-19 Adopted Budget is \$1,315,504 compared to \$159,731 for the 2017-18 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, 2017, Unassigned Fund Balance was 7.82% of General Fund expenditures. Therefore, \$1,315,504 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>
10/1/17	2018-2019	\$2,094,068,745	1.53%	32.4
10/1/16	2017-2018	\$2,061,647,020	1.38%	31.6
10/1/15	2016-2017	\$2,032,452,826	0.74%	31.0
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

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

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

		<u>2016-17 Prior Yr Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Actual thru 04/18</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Variance</u>	<u>%Change</u>
CURRENT TAX LEVY	4001	(62,337,303)	(64,383,724)	(64,312,854)	(64,250,000)	(67,152,444)	(2,768,720)	4.30 %
PRIOR YEARS LEVIES	4002	(454,242)	(300,000)	(320,216)	(300,000)	(400,000)	(100,000)	33.33 %
CO SUPPLEMENT COLLECTION	4003	0	(70,000)	0	(70,000)	(70,000)	0	0.00 %
SUSPENSE COLLECTIONS	4004	(9,157)	(20,000)	(7,933)	(20,000)	(20,000)	0	0.00 %
MOTOR VEHICLE SUPPLEMENT	4005	(783,868)	(620,000)	(748,773)	(720,000)	(700,000)	(80,000)	12.90 %
INTEREST & LIEN FEES	4010	(162,368)	(225,000)	(161,471)	(150,000)	(250,000)	(25,000)	11.11 %
01019 GENERAL PROPERTY TAX		<u>(63,746,938)</u>	<u>(65,618,724)</u>	<u>(65,551,245)</u>	<u>(65,510,000)</u>	<u>(68,592,444)</u>	<u>(2,973,720)</u>	<u>4.53 %</u>
MISC STATE GRANTS	4206	(40,113)	(34,041)	(23,028)	(34,041)	(30,000)	4,041	(11.87)%
STATE LOCIP & TOWN AID	4207	(736,141)	(594,305)	(409,145)	(594,305)	(477,292)	117,013	(19.69)%
HOUSING AUTHORITY	4209	(23,181)	(22,000)	(24,093)	(24,093)	(24,093)	(2,093)	9.51 %
TRANSIT DISTRICT	4210	(9,548)	(8,000)	0	(8,000)	(8,000)	0	0.00 %
ELDERLY & VETERANS	4212	(124,742)	(124,742)	(11,882)	(124,742)	(124,742)	0	0.00 %
STATE PROPERTY	4213	(774,861)	(614,443)	(468,906)	(468,906)	(468,906)	145,537	(23.69)%
SURPLUS REVENUE	4214	(405,872)	(584,244)	(333,501)	(554,700)	(284,329)	299,915	(51.33)%
PEQUOT FUND	4220	(268,992)	(266,437)	(177,625)	(266,437)	(213,545)	52,892	(19.85)%
01029 INTERGOVERNMENTAL NONRESTRICT		<u>(2,383,451)</u>	<u>(2,248,212)</u>	<u>(1,448,179)</u>	<u>(2,075,224)</u>	<u>(1,630,907)</u>	<u>617,305</u>	<u>(27.46)%</u>
INTEREST ON INVESTMENTS	4401	(102,915)	(200,000)	(108,003)	(110,000)	(110,000)	90,000	(45.00)%
TOWN TRUST FUNDS	4402	0	0	(10)	0	0	0	0.00 %
01039 INVESTMENT EARNINGS		<u>(102,915)</u>	<u>(200,000)</u>	<u>(108,012)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>90,000</u>	<u>0.00 %</u>
SALE OF FIXED ASSETS	4803	(260)	(3,000)	(25,241)	(25,000)	(10,000)	(7,000)	233.33 %
01049 GEN REV SPECIAL ITEMS		<u>(260)</u>	<u>(3,000)</u>	<u>(25,241)</u>	<u>(25,000)</u>	<u>(10,000)</u>	<u>(7,000)</u>	<u>233.33 %</u>
OTHER REV DEMAND RESPONSE	4804	(4,324)	(10,000)	0	(10,000)	0	10,000	0.00 %
WORKERS COMP INSURANCE	4808	(11,848)	(6,000)	(15,263)	(6,000)	(4,000)	2,000	(33.33)%
LEASE-COMM TOWERS	4809	(198,331)	(215,000)	(136,914)	(215,000)	(215,000)	0	0.00 %
SOLAR ENERGY	4810	(90,000)	(90,000)	0	(90,000)	(90,000)	0	0.00 %
01059 MISCELLANEOUS REVENUE		<u>(304,504)</u>	<u>(321,000)</u>	<u>(152,177)</u>	<u>(321,000)</u>	<u>(309,000)</u>	<u>12,000</u>	<u>(3.74)%</u>
6% ORDINANCE FUND TRANSFER	4902	0	(159,731)	0	(159,731)	(1,315,504)	(1,155,773)	723.57 %
01069 GENERAL REVENUE TRANSFERS		<u>0</u>	<u>(159,731)</u>	<u>0</u>	<u>(159,731)</u>	<u>(1,315,504)</u>	<u>(1,155,773)</u>	<u>723.57 %</u>

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

		<u>2016-17 Prior Yr Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Actual thru 04/18</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Variance</u>	<u>%Change</u>
RECORDING FEES	4301	(165,234)	(120,000)	(131,459)	(120,000)	(120,000)	0	0.00 %
LANDLORD FEE	4302	0	0	(21,850)	(16,000)	(10,000)	(10,000)	100.00 %
BUSINESS LICENSES	4303	(488)	(400)	(375)	(400)	(400)	0	0.00 %
ANIMAL LICENSES	4304	(1)	(1,400)	0	(1,400)	(1,400)	0	0.00 %
LAND USE COMMISSIONS	4305	(15,463)	(20,000)	(7,478)	(20,000)	(10,000)	10,000	(50.00)%
SPORTSMEN	4306	(101)	(300)	(89)	(300)	(300)	0	0.00 %
OTHER PERMITS	4307	(8,114)	(7,000)	(3,960)	(7,000)	(7,000)	0	0.00 %
CONVEYANCE TAX	4501	(212,018)	(215,000)	(111,851)	(180,000)	(200,000)	15,000	(6.98)%
VITAL STATISTICS	4503	(33,581)	(27,000)	(24,807)	(27,000)	(27,000)	0	0.00 %
TELEPHONE ACCESS	4800	(66,535)	(64,600)	(50,390)	(64,600)	(64,600)	0	0.00 %
REFUNDS & RECOVERIES	4801	(34,195)	(45,000)	(63,962)	(40,000)	(30,000)	15,000	(33.33)%
RECYCLING	4802	(30,343)	(31,000)	(29,201)	(31,000)	(31,000)	0	0.00 %
OTHER REVENUES	4804	(5,354)	(4,000)	(7,975)	(6,000)	(5,000)	(1,000)	25.00 %
OTHER CHARGES	4810	(105,054)	(20,000)	(106,814)	(105,000)	(39,500)	(19,500)	97.50 %
01101 GENERAL GOVERNMENT		<u>(676,481)</u>	<u>(555,700)</u>	<u>(560,210)</u>	<u>(618,700)</u>	<u>(546,200)</u>	<u>9,500</u>	<u>(1.71)%</u>
BUILDING PERMIT FEES	4302	(754,111)	(560,000)	(765,372)	(542,985)	(560,000)	0	0.00 %
FIRE DEPARTMENT	4504	(1,909)	(1,500)	(741)	(1,500)	(1,500)	0	0.00 %
PARKING FINES	4600	(3,990)	(2,500)	(3,350)	(2,500)	(3,500)	(1,000)	40.00 %
01201 PUBLIC SAFETY		<u>(760,009)</u>	<u>(564,000)</u>	<u>(769,463)</u>	<u>(546,985)</u>	<u>(565,000)</u>	<u>(1,000)</u>	<u>0.18 %</u>
LIBRARY	4506	(10,107)	(10,500)	(6,358)	(10,500)	(7,000)	3,500	(33.33)%
01551 LIBRARY SERVICES		<u>(10,107)</u>	<u>(10,500)</u>	<u>(6,358)</u>	<u>(10,500)</u>	<u>(7,000)</u>	<u>3,500</u>	<u>(33.33)%</u>
ECS GRANTS	4201	(4,259,510)	(3,410,773)	(3,734,028)	(3,678,283)	(4,347,629)	(936,856)	27.47 %
SPECIAL EDUCATION GRANT	4206	0	(1,163,353)	0	0	0	1,163,353	0.00 %
OTHER REVENUES	4804	(4,604)	(5,000)	(14,800)	(10,000)	(7,649)	(2,649)	52.98 %
01802 EDUCATION		<u>(4,264,114)</u>	<u>(4,579,126)</u>	<u>(3,748,828)</u>	<u>(3,688,283)</u>	<u>(4,355,278)</u>	<u>223,848</u>	<u>(4.89)%</u>
TOTAL		<u>(72,248,779)</u>	<u>(74,259,993)</u>	<u>(72,369,714)</u>	<u>(73,065,423)</u>	<u>(77,441,333)</u>	<u>(3,181,340)</u>	<u>4.28 %</u>

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

	<u>2016-17 Prior Yr Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Actual thru 04 18</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Variance</u>	<u>%Change</u>
01100100 TOWN COUNCIL	30,642	31,194	30,032	31,194	31,683	489	1.57%
01100200 TOWN MANAGER	111,155	232,835	58,351	121,870	227,425	(5,410)	-2.32%
01100300 PERSONNEL	208,276	197,300	167,958	200,800	200,800	3,500	1.77%
01100400 FINANCE & ACCOUNTING	562,048	533,393	466,800	528,859	546,332	12,939	2.43%
01100500 PROPERTY ASSESSMENT	368,283	360,578	300,191	367,860	371,559	10,981	3.05%
01100600 PROPERTY TAX COLLECTION	264,589	255,589	234,712	259,389	265,969	10,380	4.06%
01100700 CENTRAL SUPPLIES	65,948	71,798	40,478	71,798	73,298	1,500	2.09%
01100800 LEGAL	400,896	231,500	218,150	282,500	201,500	(30,000)	-12.96%
01100900 PROBATE COURT	30,779	31,000	23,430	31,239	31,000	0	0.00%
01101000 REGISTRARS OF VOTERS	76,602	86,800	64,097	83,200	91,300	4,500	5.18%
01101100 TOWN CLERK	169,730	173,765	113,245	174,340	244,950	71,185	40.97%
01101400 TOWN PLANNER	143,273	190,990	155,871	191,309	199,847	8,857	4.64%
01101500 INFORMATION TECHNOLOGY	611,291	741,992	613,392	745,703	759,544	17,552	2.37%
01101700 ECONOMIC DEVELOPMENT	108,847	117,780	96,925	120,565	123,975	6,195	5.26%
01202101 POLICE ADMINISTRATION	332,088	324,668	305,019	346,096	354,018	29,350	9.04%
01202102 POLICE RECORDS/COMMUN	803,416	929,102	785,528	1,019,166	1,048,024	118,922	12.80%
01202103 POLICE SUPPORT INVESTIGATIONS	519,258	531,359	425,823	539,290	639,292	107,933	20.31%
01202104 POLICE UNIFORM PATROL	3,131,441	3,238,750	2,626,878	3,228,341	3,379,597	140,847	4.35%
01202201 FIRE DEPT ADMINISTRATION	177,513	187,762	135,687	194,962	174,730	(13,032)	-6.94%
01202204 FIRE DEPT PREVENTION	189,546	215,715	177,676	218,321	230,245	14,530	6.74%
01202205 FIRE DEPT FIRE FIGHTING	396,720	463,965	312,339	445,677	475,965	12,000	2.59%
01202206 FIRE DEPT APPARATUS	229,383	226,714	184,415	221,714	217,914	(8,800)	-3.88%
01202401 BUILDING DEPT	311,419	324,135	266,940	329,551	339,998	15,863	4.89%
01202901 VOL. AMBULANCE ASSOC	108,008	120,773	101,211	121,207	122,955	2,182	1.81%
01300102 HIGHWAY GARAGE	669,275	696,905	590,376	698,626	726,530	29,625	4.25%
01300103 HIGHWAY RD MAINTENANCE	1,482,880	1,523,048	1,199,801	1,453,182	1,533,882	10,834	0.71%
01300401 ENGINEERING	466,482	503,735	418,128	522,598	580,170	76,435	15.17%
01300502 SANITATION	3,502,726	3,840,365	3,566,144	3,842,465	4,096,619	256,254	6.67%
01400100 HEALTH DISTRICT	105,494	115,120	115,121	115,120	120,715	5,595	4.86%
01400200 HUMAN SERVICES DEPT	207,936	227,647	157,742	207,077	229,356	1,709	0.75%
01400201 YOUTH SERVICES	104,012	104,228	87,021	106,596	197,297	93,069	89.29%
01400202 MINI BUS TRANSPORTATION	157,878	176,094	144,345	167,514	181,600	5,506	3.13%
01500100 PARK AREA GROUNDS	928,782	973,036	788,358	1,001,908	1,006,958	33,922	3.49%
01500200 HUMAN SERVICE SENIOR PROGRAMS	307,624	316,182	236,755	295,592	199,545	(116,637)	-36.89%
01500201 RECREATION ORGANIZED ACTIV	238,905	250,266	193,416	252,310	266,773	16,507	6.60%
01500204 RECREATION AQUATIC PROGRAM	232,532	258,195	184,825	261,629	285,906	27,711	10.73%
01500501 FACILITIES BLDG MAINTENANCE	937,118	1,015,317	825,460	1,006,088	942,560	(72,757)	-7.17%
01500503 TOWN CUSTODIAN SERVICE	324,674	338,447	266,538	338,447	410,841	72,394	21.39%
01550100 CORA BELDEN LIBRARY	1,002,004	1,024,031	851,985	1,027,579	1,062,386	38,355	3.75%

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

	<u>2016-17 Prior Yr Actual</u>	<u>2017-18 Adopted</u>	<u>2017-18 Actual thru 04 18</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Variance</u>	<u>%Change</u>
01700100 PRINCIPAL PAYMENTS	2,250,000	2,110,000	2,110,000	2,110,000	3,170,000	1,060,000	50.24%
01700200 INTEREST PAYMENTS	1,010,659	856,572	856,563	856,572	805,945	(50,627)	-5.91%
01802 EDUCATION	39,009,726	40,484,976	29,177,058	40,484,976	42,321,729	1,836,753	4.54%
01900100 EMPLOYEE BENEFITS	4,809,225	5,367,804	3,796,079	4,751,804	5,684,959	317,155	5.91%
01900200 INSURANCE	1,008,716	989,945	974,010	990,699	1,000,892	10,947	1.11%
01900300 CONTINGENCY/RESERVES	232,529	500,000	120,894	200,000	450,000	(50,000)	-10.00%
01950000 CAPITAL IMPROVEMENTS	3,694,595	2,768,623	1,885,761	2,394,337	1,814,750	(953,873)	-34.45%
TOTAL	<u>72,034,925</u>	<u>74,259,993</u>	<u>56,451,527</u>	<u>72,960,070</u>	<u>77,441,333</u>	<u>3,181,340</u>	<u>4.28%</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

BUDGET SUMMARY:

The General Government 2018-19 Adopted Budget has 139 full time positions, a net increase of 3.0 full time positions from the 2017-18 Adopted Budget. The following Departments created and/or eliminated, or transferred in and/or out full-time positions:

ASSESSOR:

- Convert Director of Property Records to Town Assessor

TOWN CLERK:

- Added (1) new Town Clerk

POLICE DEPARTMENT:

- Added (1) new Full Time Patrol Officer
- Transfer (1) Patrol Officer to Detective Division

SANITATION:

- Added (1) new Transfer Station Attendant

HUMAN SERVICES:

- Transfer (1) Early Childhood Coordinator from Senior Programs Division to Youth Services Division
- Transfer (1) Custodian out to Facilities

Facilities:

- Transfer (1) Custodian from Human Services - Seniors

At the end of the budget process the NAGE Highway/Parks, NAGE Custodians, the Library Employees (CILU), the AFSCME Clerical, MEIU and the IBPO (Police) union contracts were in effect. The NAGE Custodians are set to expire on June 30, 2018, Funds to cover any salary changes in the union contracts are contained in the Contingency / Reserve Budget.

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FULL TIME PERSONNEL SUMMARY

2016-17 ADOPTED	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 ACTUAL	2018-19 PROPOSED
<u>GENERAL ADMINISTRATION</u>				
0.0	0.0	0.0	0.0	Town Council 0.0
2.0	2.0	2.0	2.0	Town Manager 2.0
1.0	1.0	1.0	1.0	Personnel Administration 1.0
4.0	4.0	4.0	4.0	Finance & Accounting 4.0
4.0	4.0	4.0	4.0	Property Assessment 4.0
3.0	3.0	3.0	3.0	Tax Collection 3.0
2.0	2.0	2.0	2.0	Town Clerk 3.0
1.0	2.0	2.0	2.0	Town Planner 2.0
3.5	4.0	4.0	4.0	Information Technology 4.0
1.0	1.0	1.0	1.0	Economic Development 1.0
<u>21.5</u>	<u>23.0</u>	<u>23.0</u>	<u>23.0</u>	TOTAL <u>24.0</u>
<u>PUBLIC SAFETY</u>				
46.5	46.5	49.0	49.0	Police Services 50.0
4.0	5.0	5.0	5.0	Fire Department 5.0
4.0	4.0	4.0	4.0	Building Department 4.0
<u>54.5</u>	<u>55.5</u>	<u>58.0</u>	<u>58.0</u>	TOTAL <u>59.0</u>
<u>PUBLIC WORKS</u>				
15.0	15.0	15.0	15.0	Highway 15.0
4.0	4.0	4.0	4.0	Engineering 4.0
0.5	1.0	1.0	1.0	Sanitation 2.0
<u>19.5</u>	<u>20.0</u>	<u>20.0</u>	<u>20.0</u>	TOTAL <u>21.0</u>
<u>HEALTH & HUMAN SERVICES</u>				
5.0	5.0	5.0	5.0	Human Services 6.0
3.0	3.0	3.0	3.0	Senior Programs 1.0
<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	TOTAL <u>7.0</u>
11.0	11.0	11.0	11.0	<u>LIBRARY</u> 11.0
<u>PARKS & RECREATION</u>				
7.0	7.0	7.0	7.0	Grounds 7.0
4.5	4.0	4.0	4.0	Custodial Service - Town Buildings 5.0
2.0	2.0	2.0	2.0	Organized Activities 2.0
1.0	1.0	1.0	1.0	Aquatic Program 1.0
<u>14.5</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>	TOTAL <u>15.0</u>
<u>FACILITIES MANAGEMENT</u>				
2.5	2.0	2.0	2.0	Building Maintenance 2.0
<u>2.5</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	TOTAL <u>2.0</u>
<u>131.5</u>	<u>133.5</u>	<u>136.0</u>	<u>136.0</u>	TOTAL FULL TIME <u>139.0</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: MAYOR and TOWN COUNCIL

CODE: 01100100

DEPARTMENT FUNCTION:

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

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

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

BUDGET SUMMARY:

Member expenses (\$2,000) include costs related primarily for Council meetings and special events.

Dues and Subscriptions (\$29,683) include the Town's membership in:

The Capitol Region Council of Governments (CRCOG) - \$16,606;
Connecticut Council of Municipalities (CCM) - \$11,452;
Connecticut Council of Small Cities (COST) - \$1,125 and;
Miscellaneous other fees - \$500.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100100 TOWN COUNCIL

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
	Salaries	0	0	0	0	0	0	0.00 %
MEMBER EXPENSE	5814	1,948	2,000	1,081	2,000	2,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	28,694	29,194	28,951	29,194	29,683	489	2.00 %
	Non salary	30,642	31,194	30,032	31,194	31,683	489	1.57 %
	Totals	30,642	31,194	30,032	31,194	31,683	489	1.57 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN MANAGER

CODE: 01100200

DEPARTMENT FUNCTION:

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

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

BUDGET SUMMARY:

Full-Time salaries account (\$209,675) includes the Town Manager and the Executive Assistant to the Town Manager. Part-Time salary account (\$4,900) is for clerk to prepare for minutes for council and subcommittee meetings.

Fees include (\$11,000) for various expenses associated with economic development and for the Town Manager to attend a national or regional town manager conference per contractual agreement.

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

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

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

Dues and Subscriptions (\$400) is for subscription expense for periodicals.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100200 TOWN MANAGER

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	84,437	208,085	49,787	92,000	209,675	1,590	1.00 %
PART TIME SALARIES	5120	9,563	0	0	0	0	0	0.00 %
PART TIME-RECORDING	5122	316	4,900	8,110	10,000	4,900	0	0.00 %
Salaries		<u>94,315</u>	<u>212,985</u>	<u>57,897</u>	<u>102,000</u>	<u>214,575</u>	<u>1,590</u>	<u>0.75 %</u>
PROFESSIONAL SVS	5326	16,018	18,000	0	18,000	11,000	(7,000)	(39.00)%
BUSINESS EXPENSES	5501	642	450	471	470	450	0	0.00 %
OFFICE SUPPLIES	5622	0	500	(17)	500	500	0	0.00 %
TECHNICAL SUPPLIES	5627	180	500	0	500	500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	0	400	0	400	400	0	0.00 %
Non salary		<u>16,840</u>	<u>19,850</u>	<u>454</u>	<u>19,870</u>	<u>12,850</u>	<u>(7,000)</u>	<u>(35.26)%</u>
Totals		111,155	232,835	58,351	121,870	227,425	(5,410)	(2.32)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PERSONNEL ADMINISTRATION

CODE: 01100300

DEPARTMENT FUNCTION:

This budget funds the operations of the Department of Human Resources and Legal Compliance (Department). The Department Director reports to the Town Manager, and is accountable under the Town Charter for establishing and administering standards of personnel administration in conformity with recognized principles, laws and regulations of public personnel administration. Functions include management of personnel transactions (i.e., recruitment/hiring procedures, payroll authorizations, tuition reimbursements, etc.), and administration of the Merit and Classification System, and of labor relations activities (including union contract negotiations, grievances, mediations/arbitrations). The Department ensures legal compliance with the Municipal Employees Relations Act (MERA), the CT Fair Employment Practices Act (CFEPA), the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), and the Freedom of information Act (FOIA). The office proactively engages with managers and employees relative to employee relations issues, and complaint intake and investigations pursuant to the Equal Employment Opportunities Commission (EEOC) and the CT Commission on Human Rights & Opportunities (CCHRO). Relative to the CT Department of Labor's Division of Occupational Safety & Health (CONN-OSHA), the Department administers written compliance plans and related Safety Committee and training activities. The Director participates in proceedings before the CCHRO, FOIA Commission, and various units of the Dept. of Labor (i.e., Board of Mediation & Arbitration, unemployment benefit contest/appeals units, and the Workers Compensation Commission).

BUDGET SUMMARY:

Full-Time (\$115,500) is for the Director of Human Resources and Legal Compliance position.

Part-Time (\$46,800) is for a Part Time Assistant position to support the Director with the full range of daily personnel transactions listed above, in addition to FMLA and ADA compliance and file maintenance activities, drafting of official documents/memoranda related to labor relations/collective bargaining activities, internal investigations, progressive discipline and performance management, personnel file maintenance, mandated training, OSHA and Safety Committee matters.

Tuition Reimbursement (\$11,000) costs are based upon existing collective bargaining contracts and personnel rule provisions that call for reimbursement of a portion of accredited course costs, following receipt of proof of successful completion of an accredited course.

Fees (\$21,000) cover the costs of items such as mandatory random drug/alcohol screening, physicals and flu shots, background checks and police pre-employment screenings, labor grievance fees, the costs associated with the Employee Assistance Program service provider, and compliance matters related to OSHA health and safety mandates (i.e., the Town's Hearing Conservation Program, which requires annual audiometric testing for certain positions).

Training Expenses (\$5,000) cover employees' continuing education, skills improvement training, and some OSHA and Safety Committee related training.

Advertising (\$1,000) is for recruitment activities, including on-line job board postings.

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

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100300 PERSONNEL

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	112,431	112,000	95,510	115,500	115,500	3,500	3.00 %
PART TIME SALARIES	5120	53,772	46,800	38,910	46,800	46,800	0	0.00 %
Salaries		<u>166,203</u>	<u>158,800</u>	<u>134,420</u>	<u>162,300</u>	<u>162,300</u>	<u>3,500</u>	<u>2.20 %</u>
TUITION REIMBURSEMENT	5240	8,615	11,000	7,752	11,000	11,000	0	0.00 %
FEES	5326	23,997	21,000	20,204	21,000	21,000	0	0.00 %
TRAINING	5334	6,341	5,000	4,957	5,000	5,000	0	0.00 %
ADVERTISING	5540	2,004	1,000	237	1,000	1,000	0	0.00 %
OFFICE SUPPLIES	5622	1,116	500	389	500	500	0	0.00 %
Non salary		<u>42,073</u>	<u>38,500</u>	<u>33,539</u>	<u>38,500</u>	<u>38,500</u>	<u>0</u>	<u>0.00 %</u>
Totals		208,276	197,300	167,958	200,800	200,800	3,500	1.77%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: FINANCE & ACCOUNTING

CODE: 01100400

DEPARTMENT FUNCTION:

The Finance and Accounting budget consists of the Finance Director and the Accounting Office. The Finance Director serves as chief financial and accounting officer for the Town and is responsible for the coordination of the activities of the accounting and treasury management functions. 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 payrolls; the preparation of payroll checks and payroll deduction checks; and the overseeing of the Town's pension and deferred compensation plans. The Accounting Clerk - Accounts Payable is responsible for the review of and the payment of vendor invoices, the preparation of weekly vendor checks, and the vendor files. The Accounting Manager/Treasurer is responsible for the maintenance of the general ledgers of the various funds and account groups of the Town, and the financial report preparation for the receipt, custody, and disbursement of all Town funds including those of the Board of Education. The Treasurer is appointed by the Town Manager for an indefinite term.

BUDGET SUMMARY:

Full Time Salaries account (\$436,453) includes the Finance Director, two Accounting Clerks, and Accounting Manager/Treasurer. The Payroll and Accounts Payable Accounting Clerks are members of AFSCME. The Accounting Manager/Treasurer is a member of Municipal Employees Union Independent (MEUI). The Part Time (\$2,500) is for special projects and for extra help.

The Town Charter requires that the Town Council arrange for an annual independent financial audit of the Town. The cost of the 2018-19 fiscal year audit is (\$49,000) which includes the auditing of the accounts for both the Town and Board of Education.

Fees (\$51,567) are for the MUNIS accounting software annual software licensing fees and technical support.

Training Expense (\$4,100) is for assisting in the continuing professional development of the personnel in the department and for training department heads on how to access accounting information.

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

Dues and Subscription (\$1,115) include memberships in the Government Finance Officers Association (GFOA) and other organizations.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100400 FINANCE & ACCOUNTING

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	458,557	424,534	365,554	420,000	436,453	11,919	3.00 %
PART TIME SALARIES	5120	0	2,500	0	2,500	2,500	0	0.00 %
Salaries		<u>458,557</u>	<u>427,034</u>	<u>365,554</u>	<u>422,500</u>	<u>438,953</u>	<u>11,919</u>	<u>2.79 %</u>
AUDITING SERVICES	5310	48,500	49,000	49,000	49,000	49,000	0	0.00 %
TRAINING	5334	4,051	4,100	1,978	4,100	4,100	0	0.00 %
TECHNOLOGY SOFTWARE	5343	49,115	50,574	48,950	50,574	51,564	990	2.00 %
MEETING EXPENSE	5500	309	600	581	600	600	0	0.00 %
OFFICE SUPPLIES	5622	432	1,000	152	1,000	1,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,085	1,085	585	1,085	1,115	30	3.00 %
Non salary		<u>103,491</u>	<u>106,359</u>	<u>101,245</u>	<u>106,359</u>	<u>107,379</u>	<u>1,020</u>	<u>0.96 %</u>
Totals		562,048	533,393	466,800	528,859	546,332	12,939	2.43 %

**TOWN OF ROCKY HILL
2018 - 19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY ASSESSMENT

CODE: 01100500

DEPARTMENT FUNCTION:

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

Current law requires a town-wide revaluation every five years with an inspection conducted at least once every ten years. The next revaluation is scheduled for October 1, 2018.

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

BUDGET SUMMARY:

Full Time Salaries (\$326,134) include: the Assessor; the Assistant Assessor; and two Technical Assistant III positions. The salary for the Assessor and Assistant Assessor is budgeted based on the MEIU contract. The salary of the Technical Assistant's are budgeted based upon the AFSCME contract. Overtime budget of (\$500) is for assistance to the Board of Assessment Appeals and in assisting in completing the Grand List.

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

Technology Software (\$21,650) includes Quality Data software support (\$7,450), maintenance support for CAMA (\$7,950), Pictometry On-Line (\$2,950) and ArcGIS (\$3,300).

Training expenses (\$7,400) are for assessor school, CCMA certificates and workshops, Revaluation courses, NRAAO and IAAO conferences.

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

Technical Supplies (\$2,950) include pricing manuals, abstract binding.

Support Services: (900) Yearly subscription to Multiple Listing Service (MLS).

The Dues and Subscription account (\$1,025) includes funds for the Town's membership in the International Association of Assessing Officers and the Connecticut Association of Assessing Officers (CAAO).

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100500 PROPERTY ASSESSMENT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	315,807	315,963	268,679	322,020	326,134	10,171	3.00 %
OVERTIME	5130	109	500	426	500	500	0	0.00 %
Salaries		<u>315,916</u>	<u>316,463</u>	<u>269,105</u>	<u>322,520</u>	<u>326,634</u>	<u>10,171</u>	<u>3.21 %</u>
AUDITING SERVICES	5310	20,000	10,000	0	10,000	10,000	0	0.00 %
SUPPORT SERVICES	5327	1,302	900	1,440	1,500	900	0	0.00 %
TRAINING	5334	8,353	7,400	3,650	7,400	7,400	0	0.00 %
TECHNOLOGY SOFTWARE	5343	18,855	20,500	20,690	20,690	21,650	1,150	6.00 %
OFFICE SUPPLIES	5622	900	1,000	1,014	1,000	1,000	0	0.00 %
TECHNICAL SUPPLIES	5627	2,149	3,350	2,913	3,350	2,950	(400)	(12.00)%
DUES & SUBSCRIPTIONS	5818	809	965	1,379	1,400	1,025	60	6.00 %
Non salary		<u>52,367</u>	<u>44,115</u>	<u>31,086</u>	<u>45,340</u>	<u>44,925</u>	<u>810</u>	<u>1.84 %</u>
Totals		368,283	360,578	300,191	367,860	371,559	10,981	3.05 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROPERTY TAX COLLECTION

CODE: 01100600

DEPARTMENT FUNCTION:

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

The Town Charter requires that, when estimating tax revenues, a collection rate that does not exceed the average of the past three years' collection rate be used. For the 2018-2019 Budget, a collection rate of 99.35% is being used.

FY 2016-2017 Collection Rate: 99.28%
FY 2015-2016 Collection Rate: 99.32%
FY 2014-2015 Collection Rate: 99.45%
Three Year Average: 99.35%

BUDGET SUMMARY:

Full-time Salaries (\$231,769) include the Tax Collector and two full time Technical Assistant III. The staff has facilitated a more aggressive pursuit of delinquent taxes including tracing motor vehicle delinquents through the DMV on-line service, lexis Accurint, Pacer and Concord as well as through other sources.

Training (\$2,500) is for collector continuing technical education and staff certification courses and Associations' technical meetings.

The Technology Software account (\$26,000) is for computer software support; book binding fees; Lexis Accurint and usage for skip tracing; Public notices; July/January tax bills mailing service.

Postage (\$3,000) is for the cost to mail tax bills, delinquent statements, and Demands; Post Office Box rental and Bulk mail permit.

Office supplies (\$1,000) cover the cost of receipt printer cartridges for Validator, tax bill envelopes, and general office supplies.

Technical Supplies (\$750) are for tax bill forms for delinquents/demands notices and receipts tapes.

Dues and Subscriptions (\$450) includes membership to County, State and Regional Tax Collector associations.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100600 PROPERTY TAX COLLECTION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	234,837	220,389	212,402	223,389	231,769	11,380	5.00 %
OVERTIME	5130	0	500	0	500	500	0	0.00 %
Salaries		<u>234,837</u>	<u>220,889</u>	<u>212,402</u>	<u>223,889</u>	<u>232,269</u>	<u>11,380</u>	<u>5.15 %</u>
TRAINING	5334	2,000	2,500	3,288	3,300	2,500	0	0.00 %
TECHNOLOGY SOFTWARE	5343	24,008	26,500	16,104	26,500	26,000	(500)	(2.00)%
POSTAGE	5530	1,724	3,000	1,928	3,000	3,000	0	0.00 %
OFFICE SUPPLIES	5622	1,250	1,250	150	1,250	1,000	(250)	(20.00)%
TECHNICAL SUPPLIES	5627	476	1,000	555	1,000	750	(250)	(25.00)%
DUES & SUBSCRIPTIONS	5818	295	450	285	450	450	0	0.00 %
Non salary		<u>29,753</u>	<u>34,700</u>	<u>22,310</u>	<u>35,500</u>	<u>33,700</u>	<u>(1,000)</u>	<u>(2.88)%</u>
Totals		264,589	255,589	234,712	259,389	265,969	10,380	4.06 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: CENTRAL SERVICES

CODE: 01100700

DEPARTMENT FUNCTION:

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

The Charter requires that all supplies, materials, and equipment with an estimated value of \$25,000 or more be competitively bid. Contracts for public works projects, with an estimated value of \$75,000 or more must be competitively bid. Contracts subject to the competitive bid requirements of the Charter must be advertised in at least one newspaper of general circulation in the Town, at least ten days prior to the scheduled bid opening.

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

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

BUDGET SUMMARY:

The Fees account (\$7,500) is for fees that are charged by the banks for various services provided to the Town associated to its bank accounts. These fees in the past have been paid for by soft dollar earnings from available balances in the Town's bank accounts. Due to the current low interest rate environment, the earnings credit rate is minimal at best (at about .25%).

Maintenance Contracts (\$1,673) include the cost associated with the postage meter in the Town Hall.

The Postage account (\$26,725) is to fund the overall general postage needs of all town departments except for the tax department.

Advertising (\$18,500) is for legal ads for request for proposal bids, legal notices, and public notices for Land Use Commissions.

Printing (\$4,200) is for the cost of printing various forms, letterhead, the Annual Report, and the Proposed and the Adopted Town Budget.

Office Supplies account (\$12,000) is for the purchase of photocopying paper and general office supplies.

Food account (\$1,500) is for the purchase of food and beverages for retirements and for ceremonially occasions.

Office Equipment (\$1,200) is for the purchasing of office equipment for departments if the need arises.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100700 CENTRAL SUPPLIES

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FEES	5326	5,538	6,000	4,089	6,000	7,500	1,500	25.00 %
MAINTENANCE CONTRACTS	5436	847	1,673	1,673	1,673	1,673	0	0.00 %
POSTAGE	5530	25,587	26,725	15,835	26,725	26,725	0	0.00 %
ADVERTISING	5540	13,357	18,500	5,123	18,500	18,500	0	0.00 %
PRINTING	5541	7,297	4,200	2,504	4,200	4,200	0	0.00 %
OFFICE SUPPLIES	5622	10,574	12,000	9,301	12,000	12,000	0	0.00 %
FOOD	5640	1,628	1,500	913	1,500	1,500	0	0.00 %
OFFICE EQUIPMENT	5740	1,120	1,200	1,039	1,200	1,200	0	0.00 %
Non salary		<u>65,948</u>	<u>71,798</u>	<u>40,478</u>	<u>71,798</u>	<u>73,298</u>	<u>1,500</u>	<u>2.09 %</u>
Totals		65,948	71,798	40,478	71,798	73,298	1,500	2.09 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: LEGAL

CODE: 01100800

DEPARTMENT FUNCTION:

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

The law firm of Murtha Cullina LLP was appointed as the Town Attorney for the Town of Rocky Hill in March of 2018. Murtha Cullina will be on monthly retainer but will bill the Town on an hourly basis for litigation and administrative proceeds and appeals, and large projects that might require more than twenty (25) hours of legal work.

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

BUDGET SUMMARY:

The General Fees account (\$37,000) is for legal services not covered by the retainer that the Town Attorney will bill the Town on a per hour basis. This account is also for other legal matters, such as special counsel services, as needed.

The Legal Retainer account (\$90,000) is for general legal services provided by the Town Attorney monthly for the Town, and its agencies, boards, and commissions as well as attend meetings if requested.

Support Services account (\$9,500) is for appraisals, title searches, and sheriff services associated with tax appeal and foreclosure cases.

Tax Foreclosures (\$5,000) and Tax Appeals (\$30,000) accounts are for these types of legal cases that are billed by the Town Attorney on an individual case basis.

The Labor Counsel account (\$30,000) is the estimated cost of legal services for union negotiations, grievances, and other personnel matters. The Town uses the law firm of Rose Kallor LLP as labor counsel. The NAGE 266 union contracts will expire on June 30, 2018.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100800 LEGAL

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
GENERAL LEGAL FEES	5311	184,881	151,000	113,876	151,000	37,000	(114,000)	(75.00)%
LEGAL RETAINER	5312	0	0	0	0	90,000	90,000	0.00 %
SUPPORT SERVICES	5327	35,324	19,500	11,738	19,500	9,500	(10,000)	(51.00)%
TAX FORECLOSURE	5336	0	5,000	0	0	5,000	0	0.00 %
LABOR COUNSEL	5337	98,952	31,000	31,737	35,000	30,000	(1,000)	(3.00)%
TAX APPEALS	5803	81,739	25,000	60,800	77,000	30,000	5,000	20.00 %
Non salary		<u>400,896</u>	<u>231,500</u>	<u>218,150</u>	<u>282,500</u>	<u>201,500</u>	<u>(30,000)</u>	<u>(12.96)%</u>
Totals		400,896	231,500	218,150	282,500	201,500	(30,000)	(12.96)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PROBATE COURT

CODE: 01100900

DEPARTMENT FUNCTION:

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

This budget represents the Town of Rocky Hill's share (approximately 30%) of the rent and other operating costs of the Probate Court. Costs are apportioned based upon the total Property Tax Grand List of each member community.

BUDGET SUMMARY:

The Newington Probate Court serves Newington, Wethersfield, and Rocky Hill. Rocky Hill's estimated share is \$31,000 of the estimated expenses of \$102,596. The Town's share of the probate court operating costs for the 2017-18 fiscal year was \$31,239.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01100900 PROBATE COURT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
COURT COSTS PROBATE	5332	30,779	31,000	23,430	31,239	31,000	0	0.00 %
Non salary		<u>30,779</u>	<u>31,000</u>	<u>23,430</u>	<u>31,239</u>	<u>31,000</u>	<u>0</u>	<u>0.00 %</u>
	Totals	30,779	31,000	23,430	31,239	31,000	0	0.00%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: REGISTRAR OF VOTERS

CODE: 01101000

DEPARTMENT FUNCTION:

The duties of the two (2) elected Registrars, one from each political party, are: to prepare for and supervise all elections; to maintain a file of voters and party affiliations; to conduct an annual voter census; to balance voter sheets; to prepare data and reports for the Secretary of State; to conduct Registration sessions and to conduct election recounts or audits; to insure voter equipment and machines are fully functional and accurate; to hire and train all election workers, to attend spring and fall conferences to keep abreast of ever-changing election laws and office procedures; and to provide for all appropriate legal requirements per election law. The Town currently has three voting districts and thirteen voting machines, five of which are handicapped accessible. As of February 8, 2018 there are 12,298 voters in Rocky Hill.

BUDGET SUMMARY:

Part Time Salaries (\$47,500) includes (2) Registrars at (\$14,500) each and (2) Deputy Registrars at (\$9,250) each. This also includes workers hired to help residents who require supervised balloting. Presently, we go to 3 nursing homes, the VA Hospital and (3) assisted living facilities.

Fees account (\$24,000) pays for staffing of all election workers at polls and for (1) Gubernatorial and (1) potential primary. We have not budgeted for a Referendum at a cost of approximately \$7500. We also may have mandatory audits if chosen by Secretary of the State's lottery as we have in the past. Due to the new technology, there continues to be more stringent training sessions for workers which will increase the training session stipend and base salaries.

Equipment repairs (\$2,000) are for repair of office and election related equipment. We are now responsible for all equipment maintenance. We have a Voting Machine Maintenance Agreement at the cost of \$200 per tabulator. This is a total cost of \$1600 for all equipment. The cost to replace a tabulator runs approximately \$7500.

Postage (\$200) is for the returning and insuring of memory cards to UCONN and LHS Associates. We also conduct an annual NCOA canvass of voters who may have moved within or out of Town.

Printing (\$5,000) Towns are now responsible for the printing costs of all ballots and printed materials required at the polls and Town Hall. We have ordered ballots from Adkins on Election Day to insure we have sufficient ballots on hand. The Town is permanently responsible for the printing of all ballots for all elections. The cost of ballots runs from \$.43 to \$.75 each.

Technical supplies (\$5,000). This account includes materials needed in our office and at the polls plus the transport of all equipment to the polls. The Town is now responsible for the programming of memory cards at a minimum cost of \$650 with the Maintenance Agreement. Costs include: \$21 per race, \$10.50 per oval including write-ins, \$21 per District, \$21 per ballot style (absentee and poll ballots.), and \$336 for programming. The costs will change with every election. These expenses were previously covered by the State account (\$3,000) is for elections workers and Moderator training sessions. We also have mandatory voter making sessions and petition deadline dates throughout the year.

Member expenses (\$4,600) will cover a spring and fall conference and state mandated meeting fees for both Registrars and Deputies. Some Conference classes are also beneficial to Election Head Moderators. Moderators also must be certified by the State of Connecticut and register for classes for this purpose. The cost of Moderator Training has risen considerably as the trainees must take 4-6 hour classes and pass several online tests.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01101000 REGISTRARS OF VOTERS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
PART TIME SALARIES	5120	45,076	47,500	35,954	47,500	47,500	0	0.00 %
Salaries		<u>45,076</u>	<u>47,500</u>	<u>35,954</u>	<u>47,500</u>	<u>47,500</u>	<u>0</u>	<u>0.00 %</u>
ELECTION WORKERS	5326	17,131	20,000	18,864	19,000	24,000	4,000	20.00 %
EQUIPMENT REPAIR	5431	3,200	2,000	0	2,000	2,000	0	0.00 %
POSTAGE	5530	0	200	0	200	200	0	0.00 %
PRINTING	5541	4,259	5,000	2,714	5,000	5,000	0	0.00 %
TECHNICAL SUPPLIES	5627	1,240	5,000	2,800	5,000	5,000	0	0.00 %
FOOD	5640	1,856	2,500	1,814	2,000	3,000	500	20.00 %
MEMBER EXPENSE	5814	3,840	4,600	1,951	2,500	4,600	0	0.00 %
Non salary		<u>31,526</u>	<u>39,300</u>	<u>28,143</u>	<u>35,700</u>	<u>43,800</u>	<u>4,500</u>	<u>11.45 %</u>
Totals		76,602	86,800	64,097	83,200	91,300	4,500	5.18 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: TOWN CLERK

CODE: 01101100

DEPARTMENT FUNCTION:

The Town Clerk's Office is responsible for recording, filing and preserving of official documents, including all land record instruments, maps, business trade name certificates, foreclosure registrations and various official reports. The Town Clerk's Office also issues dog, vending and sports licenses. This Office provides notary public services to the general public. The Clerk is the custodian of vital and historic records of the Town, including minutes for all boards and commissions and the Town Council. This Office processes ordinances and is responsible for updating the Rocky Hill Town Code as required by law. Parking violations are also processed through the Town Clerk's Office, and related fines are collected. The Town Clerk is an integral part of all elections, including primaries and referendums, and is responsible for the administration of absentee ballots, preparation of legal notices, etc., certification of nominating petitions, and is the depository for various other election related materials, including campaign finance and town committee paperwork. The Town Clerk adheres to the records retention schedule as prescribed by the Connecticut State Library, and is the keeper of records disposal requests for all town departments. As Registrar of Vital Statistics, the Clerk maintains records of all births, marriages, deaths and military discharges. This Office is responsible for issuing marriage licenses, and burial and cremation permits. Certified copies of vital records are also issued from the Clerk's Office. The Town Clerk's Office works very closely with the public and various professionals and assists them with various tasks, including land record searches, genealogy research and an array of other items that fall under the Town Clerk umbrella.

BUDGET SUMMARY:

The Full Time Salary account (\$202,900) includes funding for the Town Clerk, Assistant Town Clerk and the Assistant Registrar of Vital Statistics. Overtime account (\$500) funds additional hours needed during election periods in which the office is required to be open late.

The Service Contracts (\$9,000) includes funds for Land Records indexing, auditing, optical imaging and microfilm storage; imaging and microfilming of maps.

The Training Account (\$2,500) is for certification of the Town Clerk and his staff for the Institute for Town Clerks and two mandated Annual State Elections Conferences.

Technology Software (17,400) includes software maintenance fees for COTT.

Elections/Vital Statistics (\$3,500) includes the cost of one municipal election/primary. Vital Statistics includes fees to other municipalities for attested copies of Vital Statistics, special binders, acid free sleeves used to keep these permanent records.

Technical Supplies (\$7,500) includes special binders, papers and mapping instruments.

Office supplies (\$1,000) are for general office supplies that are used by the Clerk's Office.

Dues and subscriptions (\$650) are for National, New England and Hartford County Association memberships.

01101100 TOWN CLERK

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	115,367	131,715	85,643	131,715	202,900	71,185	54.00 %
OVERTIME	5130	0	500	0	500	500	0	0.00 %
Salaries		<u>115,367</u>	<u>132,215</u>	<u>85,643</u>	<u>132,215</u>	<u>203,400</u>	<u>71,185</u>	<u>53.84 %</u>
SERVICE CONTRACTS	5326	21,365	9,000	5,595	9,000	9,000	0	0.00 %
TRAINING	5334	1,550	2,500	2,094	2,500	2,500	0	0.00 %
ELECTION VITALS	5341	2,843	3,500	3,583	4,000	3,500	0	0.00 %
TECHNOLOGY SOFTWARE	5343	19,492	17,400	11,818	17,400	17,400	0	0.00 %
OFFICE SUPPLIES	5622	0	1,000	909	1,000	1,000	0	0.00 %
TECHNICAL SUPPLIES	5627	8,418	7,500	2,919	7,500	7,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	695	650	685	725	650	0	0.00 %
Non salary		<u>54,363</u>	<u>41,550</u>	<u>27,603</u>	<u>42,125</u>	<u>41,550</u>	<u>0</u>	<u>0.00 %</u>
Totals		169,730	173,765	113,245	174,340	244,950	71,185	40.97 %

**TOWN OF ROCKY HILL
2018-2019 ANNUAL BUDGET**

FUNCTION: COMMUNITY DEVELOPMENT

PROGRAM: PLANNING DIVISION

CODE: 01101400

DEPARTMENT FUNCTION:

The Planning Division of the Department of Community Development Services serves under the Director of Community Development Services and Public Works. The Town Planner/ZEO serves as the administrative officer for the Planning and Zoning Commission (PZC). The Division Staff is responsible for reviewing development proposals; providing technical assistance and advice to the Director, Town Manager, Town Council, Zoning Board of Appeals (ZBA), and Planning and Zoning Commission (PZC) and Plan Implementation Committee (PIC). Staff provides assistance to other agencies and commissions as needed. Major duties of the office include coordination of development projects; providing information and advice to the public; draft, review and amendment of land use regulations; research, preparation and presentation of planning projects for the Planning & Zoning Commission; site plan and subdivision site inspections; zoning enforcement, blight enforcement and Housing Code administration/enforcement, as well as follow up inspections on all related projects. Additional duties include assistance with the Small Cities Community Development Block Grant applications, and to enforce the Town Ordinances on inoperable vehicles.

BUDGET SUMMARY:

Full-time salary (\$192,822) is for the Town Planner/ZEO (MEUI) and Assistant Town Planner/ZEO (NAGE)

Part-time Salary (\$4725) is for the Recording Secretary for PZC, ZBA, PIC and Citation Hearing Officers.

The Meeting Expenses (\$200) account is for the cost of Staff attending educational seminars

Uniforms and cleaning (\$600) is for compliance with the NAGE-288 and MEUI-506 contracts (safety glasses and/or one pair safety shoes per contracts)

Office Supplies (\$450) is for general office supplies used by department

Member Expense (\$600) is for educational seminars for Commission members particularly new appointees, recognitions of service, publications

Dues and subscriptions (\$450) are for professional dues and related subscriptions shared with other Staff and Commissions

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2016-17 ACTUAL</u>	<u>2017-18 EST.</u>	<u>2018-19 FORECAST</u>
Meetings (P&Z, ZBA, Council, ETC)	34	33	34
Variances, Site Plan, Subdivisions, Special Permits	44	40	40
Other (bond releases, regulation amendments, etc)			

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01101400 TOWN PLANNER

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	142,448	184,215	153,394	184,684	192,822	8,607	5.00 %
PART TIME-RECORDING	5122	0	4,725	1,753	4,725	4,725	0	0.00 %
Salaries		<u>142,448</u>	<u>188,940</u>	<u>155,147</u>	<u>189,409</u>	<u>197,547</u>	<u>8,607</u>	<u>4.56 %</u>
MEETING EXPENSE	5500	207	200	12	200	200	0	0.00 %
UNIFORMS & CLEANING	5613	0	300	0	300	600	300	100.00 %
OFFICE SUPPLIES	5622	416	600	246	450	450	(150)	(25.00)%
MEMBER EXPENSE	5814	153	500	68	500	600	100	20.00 %
DUES & SUBSCRIPTIONS	5818	50	450	398	450	450	0	0.00 %
Non salary		<u>826</u>	<u>2,050</u>	<u>724</u>	<u>1,900</u>	<u>2,300</u>	<u>250</u>	<u>12.20 %</u>
Totals		143,273	190,990	155,871	191,309	199,847	8,857	4.64 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: INFORMATION TECHNOLOGY

PROGRAM: INFORMATION TECHNOLOGY

CODE: 01101500

DEPARTMENT FUNCTION:

The IT Department is responsible for providing strategic technology direction, operational policies, and technology standards. By keeping up to date on emerging standards in computing and data communications, and working with Town departments to determine their needs, IT is in a position to provide direction on the integration of new technologies. The IT Department also maintains and supports operational policies to ensure that data is kept available and secure. These policies include data retention and backup, password requirements, and data access control. Additionally, IT maintains technology standards including data infrastructure and device baselines that allow Town staff to improve efficiencies.

IT staff also provide centralized IT support. Support services include troubleshooting end user devices and software, maintaining device lifecycles, acquiring software, maintaining licensing, and troubleshooting datacenter and communications issues. At present, the IT Department supports more than 300 end user devices including desktops, laptops, tablets, smartphones, and printers for all Town departments. In addition to the end user devices, IT staff maintain a virtualized server environment, storage, backup devices, routers, switches, network firewalls, and a Voice over IP (VoIP) phone system. All of these devices are supported throughout their entire lifecycle.

IT staff are also responsible for maintaining the information on the Town's website such as program updates, public notices and committee calendars. Social media channels such as Facebook and Twitter, and relationships with local media outlets and community organizations are also utilized to increase public awareness of Town initiatives. In addition, IT staff work closely with internal departments to help all public-facing materials present a consistent Town "brand".

BUDGET SUMMARY:

The Full Time Salary account (\$330,568) includes funding for a Media Communications Coordinator, General Information Technology Technician, an Information Technology Technical Systems & Network Technician, and Director of Information Technology.

The Part Time Salary account (\$5,303) includes two media technicians.

The Information Technology Service account (\$28,407) includes the cost of ISP, Wide Area Network (WAN), Website Content Management, and Offsite Backup.

The Technology Software and Licensing account (\$168,399) includes costs for acquiring software licenses. Included are software licenses for desktops, servers, network security monitoring, and other applications used by Town departments.

The Maintenance Contracts account (\$39,094) is for hardware support contracts for items such as servers, switches and firewalls.

The telephone account (\$94,473) includes centralized VoIP and cell phones for the Town.

The Photocopier account (\$38,000) is the centralized account for the Town's managed copier lease and printer services.

The Technical Equipment account (\$10,000) includes the cost of purchasing new equipment to replace older equipment that has reached the end of its lifecycle or no longer meets the requirements to provide services to our customers.

The Computers account (\$30,000) includes the cost of replacing Town computing devices such as desktops, laptops, and tablets to maintain computing standards.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01101500 INFORMATION TECHNOLOGY

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	259,463	300,129	244,190	305,286	330,568	30,439	10.00 %
PART TIME SALARIES	5120	3,627	0	(61)	0	0	0	0.00 %
PART TIME-RECORDING	5122	0	5,303	2,374	2,652	5,303	0	0.00 %
Salaries		<u>263,089</u>	<u>305,432</u>	<u>246,503</u>	<u>307,938</u>	<u>335,871</u>	<u>30,439</u>	<u>9.97 %</u>
TRAINING	5334	2,571	8,400	0	8,400	8,400	0	0.00 %
INFORMATION TECHNOLOGY SERVI	5342	22,981	20,753	7,705	20,753	28,407	7,654	37.00 %
TECHNOLOGY SOFTWARE	5343	88,111	164,639	162,797	164,639	168,399	3,760	2.00 %
MAINT CONTRACTS	5436	9,531	18,395	19,573	19,600	39,094	20,699	113.00 %
TELEPHONE	5507	80,306	94,473	70,325	94,473	94,473	0	0.00 %
PHOTOCOPIER	5550	38,445	38,000	33,519	38,000	38,000	0	0.00 %
TECHNICAL SUPPLIES	5627	0	3,900	3,243	3,900	3,900	0	0.00 %
TECHNICAL EQUIPMENT	5736	70,621	50,000	49,857	50,000	10,000	(40,000)	(80.00)%
COMPUTERS	5746	34,004	35,000	18,437	35,000	30,000	(5,000)	(14.00)%
OTHER EQUIPMENT	5749	1,631	3,000	1,433	3,000	3,000	0	0.00 %
Non salary		<u>348,201</u>	<u>436,560</u>	<u>366,889</u>	<u>437,765</u>	<u>423,673</u>	<u>(12,887)</u>	<u>(2.95)%</u>
Totals		611,291	741,992	613,392	745,703	759,544	17,552	2.37 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ECONOMIC DEVELOPMENT

CODE: 01101700

DEPARTMENT FUNCTION:

The Economic Development Department creates a positive atmosphere for business and commercial development throughout the Town. The Department consists of the Economic Development Director and 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 Director is responsible for analyzing tax incentive packages for the Town. The Economic Development Director coordinates the acquisition of farmland and open space properties (or the development rights thereof). The Economic Development Director works collaboratively with the Town Manager and Planning & Engineering staff to partner with potential business prospects and to implement revitalization strategies throughout Town and seek grants. 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.

BUDGET SUMMARY:

Full-time salary (\$111,475) is for the Economic Development Director.

Part Time Recording (\$1,000) is for the cost of a recording secretary to attend meetings for Economic Development Commission, Economic Development Subcommittee, the Redevelopment Agency, the Architectural Review Advisory Board, & the Open Space Land Acquisition & Farmland Preservation Commission.

Fees (\$6,000) is for professional services to prepare market studies, plans and land use analysis.

Training – (\$1000) is for training/education sessions pertaining to economic development activities and practices, grants, real estate and State, Federal and Regional activities and up-dates.

Business/Meeting Expense (\$500) is for meeting expenses with potential and existing businesses and economic developers and other municipal, State and Federal officials.

Marketing/Printing – (\$3,000) is to advertise, prepare & solicit RFPs for targeted properties/redevelopment sites and implement the Economic Development Commission's marketing strategy.

Dues and Subscriptions (\$1,000) is for memberships and subscriptions to various industry specific organizations.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01101700 ECONOMIC DEVELOPMENT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	105,656	105,280	89,539	108,280	111,475	6,195	6.00 %
PART TIME SALARIES	5120	896	0	0	0	0	0	0.00 %
PART TIME-RECORDING	5122	99	1,500	693	900	1,000	(500)	(33.00)%
Salaries		<u>106,650</u>	<u>106,780</u>	<u>90,232</u>	<u>109,180</u>	<u>112,475</u>	<u>5,695</u>	<u>5.33 %</u>
FEES	5326	0	6,000	3,000	6,000	6,000	0	0.00 %
TRAINING	5334	409	500	75	500	1,000	500	100.00 %
MEETING EXPENSE	5500	611	500	191	500	500	0	0.00 %
PRINTING	5541	32	2,000	2,045	3,000	3,000	1,000	50.00 %
DUES & SUBSCRIPTIONS	5818	1,145	2,000	1,383	1,385	1,000	(1,000)	(50.00)%
Non salary		<u>2,197</u>	<u>11,000</u>	<u>6,693</u>	<u>11,385</u>	<u>11,500</u>	<u>500</u>	<u>4.55 %</u>
Totals		<u>108,847</u>	<u>117,780</u>	<u>96,925</u>	<u>120,565</u>	<u>123,975</u>	<u>6,195</u>	<u>5.26 %</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: POLICE ADMINISTRATION

CODE: 01202101

DEPARTMENT FUNCTION:

The Chief of Police directs police operations and supervision within the Department of Police Services. The Supervision budget page fully supports the administrative activity of the Chief, the Administrative Lieutenant, and the Chief's Secretary.

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

The Administrative Lieutenant supervises all auxiliary functions of the Police Department such as Support Services, Accreditation, and the Records Bureau.

BUDGET SUMMARY:

Full Time Salaries (\$309,518) include the salaries of the Police Chief, the Administrative Lieutenant, and an Administrative Secretary. Part Time Salaries (\$32,500) are for two part-time Animal Control Officers.

Awards and Recognition (\$1,000) is for employee family bereavement flowers, plaques, and awards for exceptional service.

Fees (\$2,500) is funding for the Police Cadet Academy and POST fees. Training (\$1,500) is for Executive Level training.

Uniforms & Cleaning (\$1,500) is for new uniforms and repairs for the Police Cadets and Honor Guard members. Conference Expenses (\$2,000) is for attendance at the annual IACP and CALEA conferences.

Dues and Subscriptions (\$3,000) includes funding for the Town's membership in the Capitol Region Chiefs of Police; membership in the International Association of Chiefs of Police; membership in IACP NET; membership in the New England Chiefs Association; membership in the Connecticut Police Chiefs Association; membership in FBI/LEEDA; as well as various professional subscriptions to police publications and journals. This fee covers the entire command staff.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202101 POLICE ADMINISTRATION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	294,158	284,368	273,557	304,296	309,518	25,150	9.00 %
PART TIME SALARIES	5120	30,609	30,000	24,761	30,000	32,500	2,500	8.00 %
Salaries		<u>324,768</u>	<u>314,368</u>	<u>298,318</u>	<u>334,296</u>	<u>342,018</u>	<u>27,650</u>	<u>8.80 %</u>
AWARDS/RECOGNITION	5292	560	1,000	173	1,000	1,000	0	0.00 %
FEEES	5326	2,120	2,500	1,040	2,500	2,500	0	0.00 %
TRAINING	5334	0	1,500	2,232	2,500	1,500	0	0.00 %
UNIFORMS & CLEANING	5613	1,219	1,500	120	1,500	1,500	0	0.00 %
MATERIALS & SUPPLIES	5623	410	500	0	500	500	0	0.00 %
CONFERENCE EXPENSE	5816	493	800	746	800	2,000	1,200	150.00 %
DUES & SUBSCRIPTIONS	5818	2,518	2,500	2,390	3,000	3,000	500	20.00 %
Non salary		<u>7,320</u>	<u>10,300</u>	<u>6,701</u>	<u>11,800</u>	<u>12,000</u>	<u>1,700</u>	<u>16.50 %</u>
Totals		332,088	324,668	305,019	346,096	354,018	29,350	9.04 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: RECORDS & COMMUNICATIONS

CODE: 01202102

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full Time Salaries (\$707,385) includes funding for 9 full-time Public Safety Dispatchers and 2 full-time Records Clerks. Overtime funds (\$75,000) are provided in order to fund coverage of open dispatch shifts.

The Contractual Services account (\$119,000) includes funding for License Plate Reader maintenance (\$3,000), Modem airtime for 25 cars (\$15,600), VCS Scheduling Software (\$5,652), Code Red Emergency Notification System (\$5,500), Live Scan Booking units (\$8,724), the Nex-Gen CAD/RMS service contract (\$43,768), Power DMS software maintenance (\$5,350), the service contract for 20 Town AED's (\$4,222), Emergency Notification System data updates (\$2,490), Weapon Replacement & Maintenance (\$4,850), RAFS Maintenance (\$645), ID Card System (\$785), Guardian EIS Software (\$2,206), and CALEA membership, audit, & site visit (\$14,115). Training (\$5,000) is for Dispatcher and Record Clerk training.

Recorder Maintenance (\$6,500) is for the I-Record and Audio Logger systems. Radio Service (\$78,296) includes the service contract for all 2-way radios: mobiles, base station, portables, repeaters/receivers, antennas, etc. for Police, Fire, EMS, & Highway Departments.

Technical supplies (\$3,000) is for various hardware and software updates. Technical Equipment (\$8,603) is for maintenance and upgrades for all CCTV Building Cameras. Office Equipment (\$2,435) is for Dispatch chairs replacement and repair. Radio Equipment (\$30,805) is for replacement mobile and portable radios, replacement portable batteries and replacement mobile data terminals. Other Equipment (\$5,000) is for replacement video display monitors.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202102 POLICE RECORDS/COMMUN

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	551,892	650,571	539,591	671,437	707,385	56,814	9.00 %
PART TIME SALARIES	5120	29,201	25,000	13,871	13,871	0	(25,000)	(100.00)%
OVERTIME	5130	52,362	50,000	85,950	130,000	75,000	25,000	50.00 %
Salaries		<u>633,456</u>	<u>725,571</u>	<u>639,412</u>	<u>815,308</u>	<u>782,385</u>	<u>56,814</u>	<u>7.83 %</u>
CONTRACTUAL SVS	5326	80,511	96,888	83,322	96,888	119,000	22,112	23.00 %
TRAINING	5334	2,529	4,000	4,214	4,214	5,000	1,000	25.00 %
MAINTENANCE	5433	8,400	5,800	6,294	6,294	6,500	700	12.00 %
RADIO SERVICE	5531	30,662	40,000	28,435	40,000	78,296	38,296	96.00 %
OFFICE SUPPLIES	5622	5,786	6,500	4,724	6,500	6,500	0	0.00 %
TECHNICAL SUPPLIES	5627	3,014	3,000	2,067	3,000	3,000	0	0.00 %
SUPPLIES-RECORDER SYSTEM	5628	0	500	555	555	500	0	0.00 %
TECHNICAL EQUIPMENT	5736	8,603	8,603	5,729	8,603	8,603	0	0.00 %
OFFICE EQUIPMENT	5740	1,357	2,435	1,571	2,000	2,435	0	0.00 %
RADIO EQUIPMENT	5742	24,097	30,805	4,762	30,805	30,805	0	0.00 %
OTHER EQUIPMENT	5749	5,000	5,000	4,443	5,000	5,000	0	0.00 %
Non salary		<u>169,961</u>	<u>203,531</u>	<u>146,116</u>	<u>203,858</u>	<u>265,639</u>	<u>62,108</u>	<u>30.52 %</u>
Totals		803,416	929,102	785,528	1,019,166	1,048,024	118,922	12.80 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: INVESTIGATIONS

CODE: 01202103

DEPARTMENT FUNCTION:

This budget page provides for the investigation of major crimes with the purpose of identifying, apprehending, and arresting individuals involved in major crimes. It also includes the preparation of cases for prosecution. The Investigations Division utilizes a proactive approach to identify and apprehend offenders prior to, during, and after the commission of criminal acts. Specialized areas of investigation include vice, narcotics, sex offenses, robberies, burglaries, computer crime and certain juvenile crimes. The Investigations Division is also responsible for the maintenance of all criminal history files and evidence. The Investigations Division also remains active as a member of the Capitol Region Investigative Support Team, as well as the Hartford and Middlesex County Detectives Association.

BUDGET SUMMARY:

Full Time Salaries (\$577,942) includes 1 Lieutenant, 4 Detectives, and 1 Youth Officer. Overtime (\$46,500) covers weekend and after-hour call-ins and unanticipated incidents.

Support Services (\$2,400) is for Trans Union TRADS background services (\$1,400) and the Town's share for participation in the Mid State Task Force Narcotics Unit (\$1,000). Training Expenses (\$4,000) is for Detective and Youth Officer Training. Equipment Repairs (\$250) are for repair and maintenance of cameras, camcorders, and evidence processing equipment. Meeting Expenses (\$400) is provided for Regional Detective meetings during the year.

The Technical Supplies line (\$7,000) includes funds for assorted materials (narcotic testing kits, dusting powder, fingerprinting, etc.) needed for the purposes of conducting crime scene investigations and preserving evidence (\$3,500) and the purchase of school materials and supplies for 2,400 students in the Rocky Hill School system that participate in the Life Skills Program (\$3,500).

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202103 POLICE SUPPORT INVESTIGATIONS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	457,871	471,809	371,589	479,329	577,942	106,133	22.00 %
PART TIME SALARIES	5120	6,845	0	(1,155)	0	0	0	0.00 %
OVERTIME	5130	44,230	45,000	42,933	45,000	46,500	1,500	3.00 %
Salaries		<u>508,946</u>	<u>516,809</u>	<u>413,367</u>	<u>524,329</u>	<u>624,442</u>	<u>107,633</u>	<u>20.83 %</u>
SUPPORT SERVICES	5327	1,974	2,400	2,690	2,700	2,400	0	0.00 %
TRAINING	5334	3,607	4,000	4,111	4,111	4,000	0	0.00 %
EQUIPMENT REPAIR	5431	0	250	0	250	250	0	0.00 %
MEETING EXPENSE	5500	0	100	93	100	400	300	300.00 %
OFFICE SUPPLIES	5622	625	800	787	800	800	0	0.00 %
TECHNICAL SUPPLIES	5627	4,106	7,000	4,775	7,000	7,000	0	0.00 %
Non salary		<u>10,313</u>	<u>14,550</u>	<u>12,456</u>	<u>14,961</u>	<u>14,850</u>	<u>300</u>	<u>2.06 %</u>
Totals		519,258	531,359	425,823	539,290	639,292	107,933	20.31 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: UNIFORM PATROL

CODE: 01202104

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full Time salaries (\$2,709,012) includes 1 Lieutenant, 6 Patrol Sergeants, 2 School Resource Officers, and 21 Patrol Officers. All salaries are budgeted according to the current IBPO collective bargaining contract. Holiday pay (\$95,000) is budgeted based on the current IBPO contract that requires overtime for 12 paid holidays each year. Overtime (\$311,060) covers shift vacancies and unanticipated incidents. Town Events (\$9,500) covers overtime for town sponsored events and functions such as the Memorial Day Parade, Rocky Hill Fall Fest, Summer Concert Series, etc.

College Credit (\$26,700) and Longevity (\$21,975) are based upon the requirements of the existing IBPO collective bargaining contract.

Support Services (\$3,000) is the Town's share for participation in the Mid-State Task Force Accident Squad (\$1,000) and CREST Team (\$2,000).

Training (\$30,000) is budgeted for firearms training & qualification, first aid certification, defensive tactics recertification, the Capitol Region Training Assessment, and increased training due to new mandates such as blood-borne pathogens, OSHA requirements, weapons of mass destruction, and terrorism.

Equipment Repairs (\$3,500) are for the repair, maintenance, and the certification of radar units, the breathalyzer machine, and other equipment. Car Washes (\$7,500) is the annual cost to wash the fleet. Police Tows (\$1,500) is for the cost to tow violator's and abandoned vehicles.

Uniforms and Cleaning (\$76,850) is budgeted on the basis of the current IBPO contract. Technical Supplies (\$25,000) includes funds for ammunition, first aid & OSHA supplies, canine food, and equipment for the swat, marine and canine units, etc.

Tires (\$15,000) and Vehicle Parts/Repairs (\$35,000) are based on the age of the fleet, vehicle accidents, and vehicle maintenance. Food (\$1,200) is for prisoner meals and special details. Technical Equipment (\$7,800) is for (4) replacement Tasers and cartridges.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202104 POLICE UNIFORM PATROL

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	2,488,021	2,591,573	2,109,215	2,529,554	2,709,012	117,439	5.00 %
HOLIDAY PAY	5112	101,162	95,000	43,848	95,000	95,000	0	0.00 %
OVERTIME	5130	311,051	302,000	292,283	350,000	311,060	9,060	3.00 %
OVERTIME TOWN EVENTS	5132	3,142	9,500	2,960	9,500	9,500	0	0.00 %
Salaries		<u>2,903,376</u>	<u>2,998,073</u>	<u>2,448,305</u>	<u>2,984,054</u>	<u>3,124,572</u>	<u>126,499</u>	<u>4.22 %</u>
COLLEGE CREDITS	5240	21,400	24,000	16,800	24,000	26,700	2,700	11.00 %
LONGEVITY	5291	18,900	21,887	18,000	21,887	21,975	88	0.00 %
SUPPORT SERVICES	5327	1,357	2,000	1,000	2,000	3,000	1,000	50.00 %
TRAINING	5334	28,126	27,890	30,137	32,000	30,000	2,110	8.00 %
EQUIPMENT REPAIR	5431	0	3,500	0	3,000	3,500	0	0.00 %
CAR WASHES	5502	6,654	7,500	4,080	7,500	7,500	0	0.00 %
POLICE TOWS	5503	685	1,500	1,014	1,500	1,500	0	0.00 %
UNIFORMS & CLEANING	5613	70,457	70,400	53,177	70,400	76,850	6,450	9.00 %
TECHNICAL SUPPLIES	5627	20,196	23,000	15,637	23,000	25,000	2,000	9.00 %
TIRES & TUBES	5629	14,193	15,000	8,531	15,000	15,000	0	0.00 %
VEHICLE PARTS	5630	37,536	35,000	29,533	35,000	35,000	0	0.00 %
FOOD	5640	1,251	1,200	664	1,200	1,200	0	0.00 %
TECHNICAL EQUIPMENT	5736	7,311	7,800	0	7,800	7,800	0	0.00 %
Non salary		<u>228,065</u>	<u>240,677</u>	<u>178,573</u>	<u>244,287</u>	<u>255,025</u>	<u>14,348</u>	<u>5.96 %</u>
Totals		3,131,441	3,238,750	2,626,878	3,228,341	3,379,597	140,847	4.35 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: SUPERVISION

CODE: 01202201

DEPARTMENT FUNCTION:

This activity covers the various expenses of supervisory personnel. The senior staff, while volunteers, devote many hours to the operation of the division. They attend numerous meetings and events in support of the division. Also included is control of data entry and video operations.

BUDGET SUMMARY:

The full-time clerical position (\$69,280) is budgeted based on the current A.F.S.C.M.E. contract.

Support Services (\$11,500) is for maintaining licenses for the computer based mandatory education software and web based competency testing for OSHA required refresher training (Target Safety), as well as for the department's management software licenses.

Training (\$32,000) is to cover the costs associated with the initial firefighter certification training. All members are required to be minimally certified at the Firefighter 1 level. It is expected that 10 new recruits will be trained during this budget year. The costs associated with other required certifications such as Hazardous Materials Operation, CPR-AED and other mandatory topics are covered within this, as well as the costs associated with the continuing education for all department members. RHFD conducts weekly training on a variety of topics as prescribed by the OSHA general duty clause.

Building Repairs (\$6,000) is for routine maintenance repairs and to service diesel exhaust recapture systems at three stations. The equipment repair account also includes service of ice machines and other ancillary equipment within the stations.

Meeting expenses (\$600) covers the CT Fire Chief's Conference, International Instructor's Conference, New England Fire Chiefs, and other seminars.

Communications (\$34,100) includes maintenance and operation of the RHFD's communications system, 2-way radios (mobile and portable), 2-way radio repeaters, transmitters and receivers. This account provides for the purchase of new batteries, pagers and new low band portable radios for interoperability.

Uniform & Clothing (\$7,500) is for the purchase of dress uniforms for all of the membership and for Honor Guard Uniforms.

Office Supplies (\$3,500) is for office supplies needed to operate 3 fire stations. Technical supplies (\$7,750) is for maintaining lesson plans and programs, updating DVDs, interactive software, and other course essentials. This is also for equipment associated with the training environment, Hazardous Materials training supplies, Fire Blast Burn Trailer and Training Center propane/gas supply, and training prop fabrication and repair. This also includes various items for the fire stations including flags, and all training related technical supplies. .

Dues & Subscriptions (\$2,000) includes staff officers' and all companies' membership in the Connecticut State Fire Association, membership in the N.E. Fire Chief's Association, IAAI, IAFC, IFSTA, NFPA, Connecticut Fire Drill Instructors, Connecticut Public Fire Education, 100 Club, Division membership in Hartford County Mutual Aid Plan, Connecticut Parade Marshal, State Conference Registration, National Volunteer Fire Council, and other organizations vital to the Division.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202201 FIRE DEPT ADMINISTRATION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	65,646	67,262	55,676	67,262	69,280	2,018	3.00 %
Salaries		<u>65,646</u>	<u>67,262</u>	<u>55,676</u>	<u>67,262</u>	<u>69,280</u>	<u>2,018</u>	<u>3.00 %</u>
SUPPORT SERVICES	5327	12,506	13,650	25,837	50,650	11,500	(2,150)	(16.00)%
TRAINING	5334	32,622	32,200	15,129	27,650	32,000	(200)	(1.00)%
BUILDING REPAIR	5430	6,143	6,600	8,928	9,000	6,000	(600)	(9.00)%
EQUIPMENT REPAIR	5431	0	500	257	300	500	0	0.00 %
MEETING EXPENSE	5500	330	600	270	400	600	0	0.00 %
RADIO SERVICE	5531	21,797	0	0	0	0	0	0.00 %
COMMUNICATIONS	5532	4,800	46,500	16,329	21,500	34,100	(12,400)	(27.00)%
UNIFORMS & CLEANING	5613	6,257	7,500	4,851	7,500	7,500	0	0.00 %
RADIO SUPPLIES	5614	3,579	0	0	0	0	0	0.00 %
MAINTENANCE SUPPLIES	5617	287	0	0	0	0	0	0.00 %
OFFICE SUPPLIES	5622	2,972	3,500	2,044	3,000	3,500	0	0.00 %
TECHNICAL SUPPLIES	5627	7,060	7,750	4,621	5,750	7,750	0	0.00 %
RADIO EQUIPMENT	5742	9,700	0	0	0	0	0	0.00 %
ISO MANDATES	5807	1,997	0	0	0	0	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,817	1,700	1,747	1,950	2,000	300	18.00 %
Non salary		<u>111,867</u>	<u>120,500</u>	<u>80,011</u>	<u>127,700</u>	<u>105,450</u>	<u>(15,050)</u>	<u>(12.49)%</u>
Totals		177,513	187,762	135,687	194,962	174,730	(13,032)	(6.94)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: PREVENTION

CODE: 01202204

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full Time (\$198,045) is for the Fire Marshal's salary and Deputy Fire Marshall. Part Time Salaries (\$17,000) includes: (\$4,000) devoted for yearly Fire Prevention Programs, (\$13,000) is for required fire watches at high occupancy events within town venues. Fire department standby crews [required] at the yearly fireworks event are also covered within this budget line.

Training Expenses (\$4,000) allows five (5) personnel to attend IAAI Training Sessions, including mandated certification training by the State, and local and regional programs for the Fire Marshal's staff. The Public Information Material account (\$2,500) includes funds for the purchase of materials for public, educational, and business sectors programs, graphic supplies, and related fire prevention pamphlets, and related publications.

Uniforms and cleaning (\$2,000) is for Fire Marshal's office staff uniforms.

Technical Supplies (\$1,500) are for forms, digital camera, equipment, meters, and PPE equipment.

Dues and subscriptions (\$5,200) are for various publications and dues for professional organizations. Also included in this account is (\$3,700) for a one year subscription for new NFPA fire codes and standards as well as allowing for the purchase of the new Connecticut Fire Code.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202204 FIRE DEPT PREVENTION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	177,204	184,215	165,275	194,621	198,045	13,830	8.00 %
PART TIME SALARIES	5120	3,572	17,000	4,703	11,000	17,000	0	0.00 %
Salaries		<u>180,776</u>	<u>201,215</u>	<u>169,978</u>	<u>205,621</u>	<u>215,045</u>	<u>13,830</u>	<u>6.87 %</u>
TRAINING	5334	1,960	4,000	1,300	3,000	4,000	0	0.00 %
PUBLIC INFORMATION MATERIALS	5335	2,042	2,500	2,059	2,500	2,500	0	0.00 %
UNIFORMS & CLEANING	5613	563	2,000	1,064	2,000	2,000	0	0.00 %
TECHNICAL SUPPLIES	5627	2,679	1,500	1,190	1,300	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,527	4,500	2,086	3,900	5,200	700	16.00 %
Non salary		<u>8,770</u>	<u>14,500</u>	<u>7,698</u>	<u>12,700</u>	<u>15,200</u>	<u>700</u>	<u>4.83 %</u>
Totals		189,546	215,715	177,676	218,321	230,245	14,530	6.74 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: FIRE FIGHTING

CODE: 01202205

DEPARTMENT FUNCTION:

This activity reflects the direct cost related to fire fighting and the suppression of fire by our three stations, Fire Police, and Cadets. Comprised of about 86 dedicated volunteer Fire Fighters (Active, Fire Police and Cadets), who give freely of their time and energy in extremely hazardous endeavors to provide effective and economical fire protection. Under mutual aid agreements, Rocky Hill, and adjoining communities assist each other. Responsibilities include but are not limited to: fire fighting, motor vehicle extrications, carbon monoxide detector alarms, traffic control, and various other community assistance services called upon.

BUDGET SUMMARY:

Part Time Salary (Remuneration) (\$192,000) includes a stipend for staff and line officers as well as engineers. Also included in this amount is the remuneration for fire personnel who respond to fire calls. The department uses a pay per point retention program for compensation with \$13.00 for certified members and \$6.50 per call for probationary members.

Part Time Salary (Storm Standby) is set at (\$12,000).

Group Insurance (\$12,000) is for Life Insurance of \$20,000 for active members.

Pension Contribution (\$47,740) is to the Volunteer Fire Fighting Pension Plan.

Health & Safety Account (\$22,025) is for annual physical examinations required under NFPA 1572. This includes (\$17,000) for the physical exams, (\$1,425) for stress tests when required, and (\$3,600) for new members and for those Fire Cadets that become regular members when reaching their eighteenth birthday.

Hydrant Insurance (\$80,000) is funded to provide annual hydrant service provided by the MDC to all of the Town's fire hydrants.

Chemicals (\$2,500) is for the purchase of fire fighting chemicals, recharging fire extinguishers, calibration gases for multi-gas meters, and gases for the torches.

Equipment & Supplies (\$30,000) is for firefighting and rescue equipment that includes the purchase of a battery operated hurst tool and new thermal imaging cameras for the officer's self-container air pacs. Also included are small tool and appliance updates and inspection, testing and upgrades to hydraulic rescue hoses and reels.

Turn-Out Gear Account (\$38,200), including Gloves, Helmets, Boots, and Hoods for the continued replacement of outdated turn-out gear.

Recruitment & Retention (\$14,000) activities include funding (\$12,000) for the department's retention activities such as the summer picnic, award's night, and Children's Christmas Party. Also included, (\$2,000) is to help with advertising and materials needed to maintain the recruitment of perspective members/background checks on new members.

Fire Division Activities (\$25,500) includes funds to each station, to the Fire Police, to the Fire Cadets, to the Fire Division Welfare Fund, and to Staff Activities.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202205 FIRE DEPT FIRE FIGHTING

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
PART TIME SALARIES	5120	166,561	180,000	150,048	181,500	192,000	12,000	7.00 %
PART TIME STORM STANDBY	5121	4,384	12,000	7,515	10,000	12,000	0	0.00 %
Salaries		<u>170,945</u>	<u>192,000</u>	<u>157,563</u>	<u>191,500</u>	<u>204,000</u>	<u>12,000</u>	<u>6.25 %</u>
GROUP INSURANCE	5210	2,113	16,500	5,810	10,800	12,000	(4,500)	(27.00)%
EMPLOYEE PENSION	5230	47,740	47,740	0	47,740	47,740	0	0.00 %
FEES	5326	16,419	22,025	5,590	15,525	22,025	0	0.00 %
HYDRANT SERVICE	5445	61,500	75,000	62,623	73,500	80,000	5,000	7.00 %
CHEMICALS	5612	1,670	3,000	2,591	3,000	2,500	(500)	(17.00)%
EQUIPMENT & SUPPLIES	5615	33,157	33,000	25,536	31,412	30,000	(3,000)	(9.00)%
TURN OUT GEAR	5627	27,604	38,200	18,010	36,700	38,200	0	0.00 %
RECRUITMENT ACTIVITIES	5806	13,071	14,000	12,115	13,000	14,000	0	0.00 %
STAFF ACTIVITY	5821	22,500	22,500	22,500	22,500	25,500	3,000	13.00 %
Non salary		<u>225,774</u>	<u>271,965</u>	<u>154,776</u>	<u>254,177</u>	<u>271,965</u>	<u>0</u>	<u>0.00 %</u>
Totals		396,720	463,965	312,339	445,677	475,965	12,000	2.59 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FIRE DEPARTMENT

PROGRAM: APPARATUS MAINT

CODE: 01202206

DEPARTMENT FUNCTION:

This activity covers the purchase and maintenance of firefighting equipment and the maintenance of vehicles. Two full-time Mechanics (one Mechanic and one Mechanic/Custodian) maintain all fire vehicles, and equipment.

The Fire Division operates major pieces of apparatus: (1) 100' Aerial Ladder with a 1500 g.p.m. pump; (1) 95' Aerial Tower with 1500 g.p.m. pump, (1) 75' Aerial ladder with 1,500 g.p.m. pump; (2) 1,500 g.p.m. Rescue Pumpers; (1) Heavy Duty Rescue; (1) Fire Rescue Boat; (1) Mechanic's Vehicle; (1) 4 X 4 Chief's Vehicle; (1) 4 X 4 Fire Marshal's Vehicle; (3) Utility Trucks, (1) Portable Generator and Lighting Trailer; (1) Foam trailer, (1) Trench Rescue Trailer, (2) Fire Police Vehicles.

BUDGET SUMMARY:

Full Time includes the salaries for two (2) full time Fire Department Mechanics (\$144,414). Both also serve as active members of the fire fighting force.

Overtime is set at (\$500), this is used for emergency call-ins for the mechanics.

Uniforms and Clothing (\$1,000) is budgeted for clothing for mechanics.

Vehicle parts and Supplies (\$67,500). This line is an all-inclusive account used to keep all apparatus and firefighting equipment in operational condition. Hose, ground ladder, aerial device and SCBA testing and maintenance can be found in this account.

Technical Equipment is budgeted at (\$4,500) for fire hose replacement of various lengths and diameters.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202206 FIRE DEPT APPARATUS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	136,461	144,414	116,242	144,414	144,414	0	0.00 %
OVERTIME	5130	3,275	500	3,062	3,500	500	0	0.00 %
Salaries		<u>139,737</u>	<u>144,914</u>	<u>119,304</u>	<u>147,914</u>	<u>144,914</u>	<u>0</u>	<u>0.00 %</u>
UNIFORMS & CLEANING	5613	667	800	1,759	1,800	1,000	200	25.00 %
MOTOR FUEL & LUBRICANTS	5620	239	0	0	0	0	0	0.00 %
TIRES & TUBES	5629	-10	0	0	0	0	0	0.00 %
REPAIR & MAINTENANCE	5630	82,097	75,000	61,862	68,000	67,500	(7,500)	(10.00)%
TECHNICAL EQUIPMENT	5736	6,654	6,000	1,490	4,000	4,500	(1,500)	(25.00)%
Non salary		<u>89,647</u>	<u>81,800</u>	<u>65,111</u>	<u>73,800</u>	<u>73,000</u>	<u>(8,800)</u>	<u>(10.76)%</u>
Totals		229,383	226,714	184,415	221,714	217,914	(8,800)	(3.88)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: BUILDING INSPECTION

CODE: 01202401

DEPARTMENT FUNCTION:

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

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

BUDGET SUMMARY:

Full Time Salaries (\$323,698) includes the Building Official, (two) Building Inspector, and a Secretary II. Overtime (\$6,500) is for call-out and standby time per contract for Building Inspectors.

Training expense (\$4,500) is for State mandated 90 hours of continuing education over a three-year period for the Building Official, the Building Inspectors. It also provides funding for mandated training costs associated with State Trade license renewals, new technologies and the implementation of new rules and regulations.

Uniform and cleaning (\$450) is for expenses incurred during inspection services and for safety gear. Office Supplies (\$700) is budgeted for miscellaneous office materials.

Technical Supplies (\$3,600) are for code-related materials, new codes adopted

Dues and Subscriptions (\$550) are budgeted for professional fees and materials.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202401 BUILDING DEPT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	304,953	307,935	260,204	313,101	323,698	15,763	5.00 %
OVERTIME	5130	1,038	6,500	483	6,500	6,500	0	0.00 %
Salaries		<u>305,991</u>	<u>314,435</u>	<u>260,687</u>	<u>319,601</u>	<u>330,198</u>	<u>15,763</u>	<u>5.01 %</u>
TRAINING	5334	2,306	4,500	4,247	4,500	4,500	0	0.00 %
UNIFORMS & CLEANING	5613	501	450	417	450	450	0	0.00 %
OFFICE SUPPLIES	5622	494	700	319	700	700	0	0.00 %
TECHNICAL SUPPLIES	5627	1,992	3,600	613	3,600	3,600	0	0.00 %
DUES & SUBSCRIPTIONS	5818	135	450	657	700	550	100	22.00 %
Non salary		<u>5,428</u>	<u>9,700</u>	<u>6,253</u>	<u>9,950</u>	<u>9,800</u>	<u>100</u>	<u>1.03 %</u>
Totals		311,419	324,135	266,940	329,551	339,998	15,863	4.89 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: AMBULANCE ASSOCIATION

CODE: 01202901

DEPARTMENT FUNCTION:

This budget provides funding for ambulance and emergency medical services in the Town of Rocky Hill on a twenty-four hour basis. Ambulance and emergency medical services are provided by members of the Rocky Hill Volunteer Ambulance Association and by a professional ambulance service on a contract for service basis. A private ambulance company provides Paramedic level services, and back up basic emergency medical services when members of the Rocky Hill Volunteer Ambulance Service are not available. The emergency medical service contract runs from July 1, 2000 through June 30, 2003. This contract has been extended by the mutual consent of all parties for two (2) one year periods and five (5) two year period. The Town, the Rocky Hill Volunteer Ambulance Association and the professional ambulance service have extended the contract for a two year period commencing July 1, 2017 through July 1, 2019. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

BUDGET SUMMARY:

Group Insurance (\$5,000) is to purchase \$20,000 of life insurance for each active member.

The Town intends to make a Pension Contribution (\$5,945) to the Volunteer Ambulance Association pension plan.

Fees (Paramedics) account (\$84,000) is to fund the Town of Rocky Hill's share of the private ambulance company contract for paramedic service. The Town's share is \$6,999 per month to Aetna for providing this service.

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

Dues and Subscription account (\$18,010) is for the North Central Connecticut Emergency Medical Services (CMED) assessment. This assessment is based on a per capita rate of 89.512 cents with the Town's population of 20,119.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01202901 VOL. AMBULANCE ASSOC

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
GROUP INSURANCE	5210	1,467	3,600	4,034	4,034	5,000	1,400	39.00 %
EMPLOYEE PENSION	5230	5,945	5,945	0	5,945	5,945	0	0.00 %
FEES	5326	83,954	84,000	69,949	84,000	84,000	0	0.00 %
CONTRIBUTIONS	5817	0	10,000	10,000	10,000	10,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	16,642	17,228	17,228	17,228	18,010	782	5.00 %
Non salary		<u>108,008</u>	<u>120,773</u>	<u>101,211</u>	<u>121,207</u>	<u>122,955</u>	<u>2,182</u>	<u>1.81 %</u>
Totals		108,008	120,773	101,211	121,207	122,955	2,182	1.81 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: TOWN GARAGE

CODE: 01300102

DEPARTMENT FUNCTION

The Town Garage activity includes all costs required to operate the Town Garage. The Garage houses the highway equipment, provides maintenance and repairs for all vehicles, including vehicles of the Parks, Police, Human Services, Town Hall staff, and the Board of Education, but excluding the Fire Division. Currently, over 113 vehicles ranging from pickups, dump trucks, loaders, graders, chippers, cruisers, etc., are maintained and serviced at the Town's repair facility.

BUDGET SUMMARY:

Full Time Salaries (\$315,245) include the Head Mechanic and three (3) regular mechanics.

Overtime (\$6,500) is for mechanics called out to get equipment ready and or repaired for events anticipated for next day such as snow storm, leaf pick up or an emergency call.

Equipment repair (\$40,000) includes funding for annual heavy equipment repairs, including the repair of corroded Highway Dump truck bodies, the replacement of leaf springs, and major engine overhauls, transmission replacement, rear end replacement, etc.

Equipment and Maintenance Supplies (\$18,300) is for oxygen/acetylene tank refills, various automotive detergents including liquid wrench, brake degreaser, brake wash, spray lubricants, shop towels, silicon sand for sandblasting, etc.,

Motor Fuel & Lubricants(\$210,970) includes multi grade unleaded gasoline and diesel fuel, motor oil for both cars and trucks, grease, transmission fluid, hydraulic fluid, etc.

Tires & Tubes (\$25,000) includes all Highway trucks, heavy equipment, and pool car tires.

Vehicle Parts & Supplies (\$89,175) are funds used for the maintenance of Town pool cars and Highway Department vehicles

Maintenance Equipment (\$21,340) includes general tool replenishment for wrenches, sockets, drivers, etc. shop key software for repairs and New fleet software for Work orders, scheduling, warranties, parts, fuel and amortization, also for technical support.

GPS vehicle tracking and preventative maintenance scheduling – engine monitoring, location tracking, driver safety and accident detection.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01300102 HIGHWAY GARAGE

		2016-17 Actual	2017-18 Adopted	Actual @ 04/2018	2017-18 Projected	2018-19 Adopted	Adopted Variance	% Var
FULL TIME SALARIES	5111	291,659	304,178	250,352	304,199	315,245	11,067	4.00 %
OVERTIME	5130	6,595	5,000	0	5,000	6,500	1,500	30.00 %
Salaries		<u>298,253</u>	<u>309,178</u>	<u>250,352</u>	<u>309,199</u>	<u>321,745</u>	<u>12,567</u>	<u>4.06 %</u>
EQUIPMENT REPAIR	5431	25,836	40,000	28,412	40,000	40,000	0	0.00 %
EQUIPMENT & SUPPLIES	5615	16,823	18,300	19,377	20,000	18,300	0	0.00 %
MOTOR FUEL & LUBRICANTS	5620	192,808	205,412	193,789	205,412	210,970	5,558	3.00 %
TIRES & TUBES	5629	19,259	25,000	17,614	25,000	25,000	0	0.00 %
VEHICLE PARTS	5630	98,710	89,175	71,513	89,175	89,175	0	0.00 %
MAINTENANCE EQUIPMENT	5743	17,586	9,840	9,319	9,840	21,340	11,500	117.00 %
Non salary		<u>371,022</u>	<u>387,727</u>	<u>340,025</u>	<u>389,427</u>	<u>404,785</u>	<u>17,058</u>	<u>4.40 %</u>
Totals		<u>669,275</u>	<u>696,905</u>	<u>590,376</u>	<u>698,626</u>	<u>726,530</u>	<u>29,625</u>	<u>4.25 %</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: ROAD MAINTENANCE

CODE: 01300103

DEPARTMENT FUNCTION:

This budget provides funding for administrative costs for the Department, traffic sign maintenance, snow and ice control, leaf pickup, street sweeping, catch basin cleaning, routine and emergency maintenance of streets including paving, curbs, drainage facilities on 61 miles of streets and over ninety (90) cul-de-sacs. The Highway Department will have three (3) collections for brush & limb pick up in 2019, beginning weekly pick up on May 2-, July 15th and ending the week of September 16, 2019. Major repairs are financed from the Capitol Improvement section of the budget. Street lighting is provided by Eversource CT. Rates paid include installation, maintenance, depreciation, and current electric consumption. The Town is currently funding 1,686 street lights on a monthly basis.

BUDGET SUMMARY:

Full time salaries (\$884,982) include the Highway Superintendent, a crew leader, six (6) maintainer II, and three (3) maintainer III positions.

Overtime (\$195,000) includes snow removal, sanding, leaf pickup, emergency call outs, etc.

Training (\$7,000) expense includes various seminars. Training for entire crew CT T2 Center, OSHA training and updates, workplace safety training, industrial waste water permit staff required good housekeeping training.

Equipment rental (\$10,000) is for special equipment for excavation, heavy roller for paving, crusher for concrete and bituminous material.

Street lighting (\$240,000) expense is for Ever source to provide electricity to the streetlights and to the traffic lights and pole maintenance throughout the Town.

Radio service to replace radios (\$1,000) as needed.

Signs (\$7000) cover maintenance of traffic control signs, warning signs, street name signs, barricades, regulatory signs, and the materials to install signs.

Uniforms (\$6000) includes cost of the contractual agreement with NAGE bargaining unit to supply safety work shoes, rain gear, work gloves, hard hats, safety vests, ear and eye protection, and work uniforms.

Materials and Supplies (\$7,500) covers shovels, rakes, brooms, chain saw, blades, etc.

Salt & Pre-treatment (\$165,000) is for sidewalk and pavement salt and liquid salt pre-treatment supplies.

Food (\$9,900) covers contractual agreement for meal reimbursement while working a winter storm.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01300103 HIGHWAY RD MAINTENANCE

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	819,818	846,148	706,417	853,082	884,982	38,834	5.00 %
OVERTIME	5130	206,185	190,000	206,287	213,000	195,000	5,000	3.00 %
Salaries		<u>1,026,004</u>	<u>1,036,148</u>	<u>912,705</u>	<u>1,066,082</u>	<u>1,079,982</u>	<u>43,834</u>	<u>4.23 %</u>
TRAINING	5334	3,633	5,000	400	5,000	7,000	2,000	40.00 %
EQUIPMENT RENTAL	5444	0	10,000	0	10,000	10,000	0	0.00 %
STREET LIGHTING	5504	252,324	265,000	185,197	240,000	240,000	(25,000)	(9.00)%
RADIO SERVICE	5531	0	1,000	227	1,000	1,000	0	0.00 %
NEW & REPLACEMENT SIGNS	5611	7,712	7,000	3,519	7,000	7,000	0	0.00 %
UNIFORMS & CLEANING	5613	6,656	6,000	3,451	6,000	6,000	0	0.00 %
OFFICE SUPPLIES	5622	739	500	634	700	500	0	0.00 %
MATERIALS & SUPPLIES	5623	6,091	7,500	4,442	7,500	7,500	0	0.00 %
SALT & PRE-TREATMENT	5625	172,276	175,000	80,908	100,000	165,000	(10,000)	(6.00)%
FOOD	5640	7,445	9,900	8,320	9,900	9,900	0	0.00 %
Non salary		<u>456,876</u>	<u>486,900</u>	<u>287,096</u>	<u>387,100</u>	<u>453,900</u>	<u>(33,000)</u>	<u>(6.78)%</u>
Totals		<u>1,482,880</u>	<u>1,523,048</u>	<u>1,199,801</u>	<u>1,453,182</u>	<u>1,533,882</u>	<u>10,834</u>	<u>0.71 %</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: COMMUNITY DEVELOPMENT SERVICES

PROGRAM: ENGINEERING

CODE: 01300401

DEPARTMENT FUNCTION:

The Engineering Department is a division of the Community Development Services Department and is under the direction of the Director of Community Development Services and Public Works. The Engineering budget provides funding for engineering and survey services for all Town departments, boards, committees and commissions. Staff is responsible for research, surveys, design plans, specifications and cost estimates for proposed capital improvement projects which may include roadways, sidewalks, storm drainage, curbing, drainage culverts, bridges and traffic signals. Staff is also responsible for review and inspection of proposed developments by private developers for conformance with Town design standards and to determine effects on public infrastructure and private property. The department provides staffing to the Open Space and Conservation Commission (OSCC).

BUDGET SUMMARY:

Full Time Salaries (\$415,159) include the Director of Community Development and Public Works, the Town Engineer, one Civil Engineering Technician and an Administrative Assistant whose services are shared with the Town Planner. Part-time account (\$37,440) is for a construction inspector, who is utilized to inspect various public works projects such as, sidewalk construction, paving projects and subdivision improvements and Part-Time Recording (\$2,425) is for the OCSS recording secretary. Overtime (\$1500) is for construction inspection after normal business hours.

Fees-Highway Markings covers the town wide painting of street lines, stop bars, crosswalks, and arrows (\$38,700).

Support Services (\$72,288) is for the development, implementation and enforcement of six minimum control measures plus the annual fee for the federally mandated Phase II Storm Water Management Program (MS4). Components of this are the Annual Fee (\$188), Public Outreach (\$2,500), Illicit Discharge Detection and Elimination (IDDE) Cleanup (\$5,000), IDDE Stormwater Sampling (\$4000), IDDE Mapping (\$10,500), MS4 reporting and tracking software annual fee (3500) and Pollution Prevention (street sweeping, catch basin cleaning, bmp retrofits) (\$46,600).

Training expense (\$2,000) is for classes and seminars for training of technical staff and State proposed required continuing education requirement. Business meeting expenses (\$1,750) are for expenses incurred for engineering and Public Works Association meeting and workshop expenses. Photocopier (\$1,200) is for the maintenance of the wide format scanner-photocopier used for scanning and copying maps and plans, that is shared by the Engineering, Planning, Health, Highway and Building Departments. Office supplies (\$650) are for typical office such as pens and paper. Technical Supplies (\$3,000) are for the wide format copier plotting paper, ink cartridges and printing heads, survey supplies such as marking paint, survey stakes and supplies, drafting supplies and safety gear as provide for by union contract.

OSCC Member Expense (\$200) is for Open Space commission member training, field trips and miscellaneous expenses. Conservation District (\$2,198) is for a contribution made to the Connecticut River Coastal Conservation District for technical assistance to the town.

Dues and Subscriptions (\$1,700) are for Department of Consumer Protection Licenses; Connecticut Association Land Surveyors, APWA and CACIWC membership dues and Carlson CADD subscription updates.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01300401 ENGINEERING

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	389,727	399,907	335,133	407,202	415,159	15,252	4.00 %
PART TIME SALARIES	5120	31,276	28,500	33,511	40,000	37,400	8,900	31.00 %
PART TIME-RECORDING	5122	40	2,425	1,559	2,425	2,425	0	0.00 %
OVERTIME	5130	0	1,500	0	750	1,500	0	0.00 %
Salaries		<u>421,044</u>	<u>432,332</u>	<u>370,203</u>	<u>450,377</u>	<u>456,484</u>	<u>24,152</u>	<u>5.59 %</u>
FEES-MARKINGS	5326	30,040	38,700	39,518	39,518	38,700	0	0.00 %
STORM WATER MGMT	5327	2,851	20,100	688	20,100	72,288	52,188	260.00 %
TRAINING	5334	2,100	2,000	315	2,000	2,000	0	0.00 %
BUSINESS EXPENSES	5501	2,533	1,750	1,302	1,750	1,750	0	0.00 %
PHOTOCOPIER	5550	1,084	1,200	1,084	1,200	1,200	0	0.00 %
OFFICE SUPPLIES	5622	237	650	325	650	650	0	0.00 %
TECHNICAL SUPPLIES	5627	2,718	3,000	1,077	3,000	3,000	0	0.00 %
MEMBER EXPENSE	5814	185	200	125	200	200	0	0.00 %
CONSERVATION DISTRICT DUES	5817	2,198	2,198	2,198	2,198	2,198	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,493	1,605	1,295	1,605	1,700	95	6.00 %
Non salary		<u>45,438</u>	<u>71,403</u>	<u>47,926</u>	<u>72,221</u>	<u>123,686</u>	<u>52,283</u>	<u>73.22 %</u>
Totals		466,482	503,735	418,128	522,598	580,170	76,435	15.17 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC WORKS

PROGRAM: SANITATION

CODE: 01300502

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full time salaries (\$96,719) includes a curb side bulky waste pick-up collector and a transfer station attendant.

Part Time salaries (\$14,000) is for two (2) dumpster monitors at the Transfer Station. The account reflects the hours of operation Thursday, Friday and Saturday. Additional responsibilities include backyard trash collection for incapacitated seniors; snow removal on Town owned sidewalks; and the monitoring of curbside trash containers, Town buildings as well as condominium dumpsters.

Fees (\$20,000) represents sanitary sewer service charges for the Housing Authority and other fees for disposal.

The Solid Waste Collection account (\$680,000) is for the Town contracted weekly curbside collection with automated containers, for residential refuse and recyclables. The refuse contract is based on 5,483 residential units. The recycling contract is based on 5,982 residential units. The Town also provides for bulk container pickup at Town Buildings, at the Town Garage Transfer Station, and once a week at all Town Condominiums. The Town also provides a white goods pickup at the curb. Also included in this line are the purchase of additional replacement containers both refuse and recycling and covers for dumpsters.

Solid Waste Disposal costs (\$437,600) are based upon the Materials Innovation and Recycling Authority (MIRA), formerly CRRA, published tipping fees. The tipping fee for municipal solid waste is \$68 per ton and the budget projects 5,850 tons generated. The tipping fee for bulky waste is \$80 per ton and the budget projects 750 tons generated.

Rocky Hill is one of eight member communities in the Metropolitan District Commission Sewer District (Hartford, East Hartford, Newington, Wethersfield, Windsor, Bloomfield and West Hartford). The Sewer Service Charge account (\$2,830,850) represents the Town's share of the MDC Sewer use charge for the period July 1, 2018 through June 30, 2019. This includes the cost of a household hazardous waste collection day, which is held in each of the eight member communities once a year.

The Discretionary Disposal Account (\$17,450) is for the following; State change in electronics recycling, misc. advertisements, propane tanks, electronics disposal, storm water testing fees, oil filter waste storage drum disposal, refrigerant disposal, paint disposal, tire disposal, fluorescent light and ballast disposal, cooking grease disposal. The cost for recycling oil/antifreeze, grease, tires & propane has risen, therefore the change in cost of disposal has increased. Grass recycling (\$6,000) is also included as a new item.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01300502 SANITATION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	44,738	55,515	45,907	55,515	96,719	41,204	74.00 %
PART TIME SALARIES	5120	30,111	47,000	26,330	47,000	14,000	(33,000)	(70.00)%
Salaries		<u>74,849</u>	<u>102,515</u>	<u>72,237</u>	<u>102,515</u>	<u>110,719</u>	<u>8,204</u>	<u>8.00 %</u>
FEES	5326	12,302	20,000	8,758	20,000	20,000	0	0.00 %
SOLID WASTE COLLECTION	5401	699,788	675,000	513,724	675,000	680,000	5,000	1.00 %
SOLID WASTE DISPOSAL	5402	409,563	437,600	364,153	437,600	437,600	0	0.00 %
SEWER SERVICE CHARGE	5404	2,282,700	2,593,800	2,593,850	2,593,850	2,830,850	237,050	9.00 %
MISC RECYCLING COSTS	5405	23,524	11,450	13,422	13,500	17,450	6,000	52.00 %
Non salary		<u>3,427,877</u>	<u>3,737,850</u>	<u>3,493,907</u>	<u>3,739,950</u>	<u>3,985,900</u>	<u>248,050</u>	<u>6.64 %</u>
Totals		3,502,726	3,840,365	3,566,144	3,842,465	4,096,619	256,254	6.67 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PUBLIC HEALTH

PROGRAM: HEALTH DISTRICT

CODE: 01400100

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

For 2018-19, the per capita assessment to the Towns charged by the Health District is \$6.00, an increase of 0.25 (4.35%) over last budget year assessment. The population for the Town of Rocky Hill as of July 1, 2016 is 20,019, a decrease of 0.49% over the July 1, 2015 figure.

The District's 2018-19 budget funding by town is: Rocky Hill of \$120,715; Wethersfield of \$157,170; Berlin of \$122,994; and Newington of \$182,538.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01400100 HEALTH DISTRICT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
HEALTH DISTR TOWN ASSESSMENT	5327	105,494	115,120	115,121	115,120	120,715	5,595	5.00 %
Non salary		<u>105,494</u>	<u>115,120</u>	<u>115,121</u>	<u>115,120</u>	<u>120,715</u>	<u>5,595</u>	<u>4.86 %</u>
	Totals	105,494	115,120	115,121	115,120	120,715	5,595	4.86 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: HUMAN SERVICES DEPT.

CODE: 01400200

DEPARTMENT FUNCTION:

The Human Services Department helps serve the financial, social, developmental and mental health needs of town residents. The five major components are adult services, youth and family services, transportation services, Senior Center and Preschool. Adult services provides adult clinical services and offers information and application assistance for a variety of state and local assistance programs to income and asset eligible residents. Youth Services administers and delivers youth and family therapy along with a variety of community programs on issues pertaining to family life and positive youth development along with offering prevention programs geared towards our youth population. A transportation service for elderly/disabled residents enables access to medical appointments, food shopping and social needs. A Director, Administrative Assistant, Youth Services Coordinator, Senior Citizen Program Coordinator, Elderly Services Coordinator, two full time Bus Drivers, a part time Bus Dispatcher, a part time Food Pantry Coordinator and a Case Manager/Municipal Agent for the Elderly staff the Department.

BUDGET SUMMARY:

Salaries (\$174,835) include the Human Services Director, and the Administrative Assistant. Part time (\$37,791) include the Case Manager/Municipal Agent for the Elderly and Food Pantry Coordinator.

Training (\$2,400) reflects cost for professional and para professional workshops, seminars, conferences, CEU's etc. for staff. Reflects mileage reimbursement for travel costs.

Tenant eviction funds (\$3,000) reflects request to pay for leasing of storage space on residential evictions, state statute mandates town responsibility.

Office Supplies (\$2,500) reflects cost for office supplies for 5 divisions of Human Services.

The Companions and Homemakers account (\$2,080) reflects request of matching town funds to supplement special needs funds to provide homemaking and personal assistance to frail, low income elderly residents, clients contribute copayment of 50%.

The Contribution account (\$6,750) includes the Town's contribution to CCHD, Housing Education Resource Center for counseling disadvantaged residents, Greater Hartford Transit District, North Central Regional Mental Health Board. Dues and subscriptions are memberships for professional organizations, LPC state licensure, CPS certification and background checks.

PERFORMANCE MEASUREMENTS:

	<u>2016-17 ACTUAL</u>	<u>2017-18 EST</u>	<u>2018-19 FORECAST</u>
Tax Relief Applications	75	80	80
Special Needs Cases Served	162	165	170
Homemakers cases served	3	5	10

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01400200 HUMAN SERVICES DEPT

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	174,399	169,537	143,055	173,057	174,835	5,298	3.00 %
PART TIME SALARIES	5120	16,943	37,050	0	14,820	37,791	741	2.00 %
Salaries		<u>191,341</u>	<u>206,587</u>	<u>143,055</u>	<u>187,877</u>	<u>212,626</u>	<u>6,039</u>	<u>2.92 %</u>
TRAINING	5334	1,132	2,400	1,331	2,400	2,400	0	0.00 %
TENANT EVICTIONS	5339	1,918	3,000	929	3,000	3,000	0	0.00 %
OFFICE SUPPLIES	5622	1,472	2,500	2,058	2,500	2,500	0	0.00 %
COMPANIONS/HOMEMAKERS	5812	4,660	4,160	1,120	2,000	2,080	(2,080)	(50.00)%
CONTRIBUTIONS	5817	7,413	9,000	9,249	9,300	6,750	(2,250)	(25.00)%
Non salary		<u>16,595</u>	<u>21,060</u>	<u>14,686</u>	<u>19,200</u>	<u>16,730</u>	<u>(4,330)</u>	<u>(20.56)%</u>
Totals		207,936	227,647	157,742	207,077	229,356	1,709	0.75 %

**TOWN OF ROCKY HILL
2018-2019 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: YOUTH SERVICES

CODE: 01400201

DEPARTMENT FUNCTION:

The Youth & Family Services Bureau, a division of the Human/Youth/Senior Services Department, per CT SDE mandate 10-19m, the youth service bureau shall provide evaluation, planning, coordination and implementation of services, including prevention and intervention programs for youth/families referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of programs for positive youth development programs; counseling; Juvenile Review Board, advocacy, resources, and educational programs for the entire community on issues pertaining to family life and drug/alcohol prevention activities.

A total of **\$16,816** + match is anticipated grant revenue from the CT State Department of Education with the remaining balance funded from local revenue. Additionally, a **\$4,152.79** grant is anticipated from DMHAS (CASAC). A modest sliding fee scale system based on family size and income is in place for the counseling program. No one is denied service based on income. Approximately **\$500** in revenue is generated from counseling fees and is applied to program expenses.

BUDGET SUMMARY:

Full Time Personnel; Youth Service Coordinator and Preschool Program Coordinator (**\$170,944**). Part Time expenses are for Teen Scene (**\$5,200**).

Clinical Consultant fees (**\$2,000**) - clinical supervision for Rocky Hill Youth & Family Services Bureau is a best practice for clinical staff.

Meeting expenses (**\$1,500**) - includes seminars, workshops and conferences, mileage reimbursement and other meeting related expenses. CEU credits are a requirement to maintain professional licensure and prevention certification.

Positive Youth Development (**\$9,500**) - includes fees & supplies for Summer Youth Employment/Life Skills Training, Project Graduation, Youth & Police/Project Adventure Program/After School Programs, Summer Camp, Rocky Hill Youth to Youth Coalition, Mentor Program, Teen Events, and the Juvenile Review Board Program.

Education Awareness (**\$2,000**) includes, parenting resources, education awareness materials, professional speakers, parenting programs, community forums.

Administrative programs (**\$2,000**) include research & development, needs assessment (state mandate), flyer development, Youth Services Advisory Board/speakers, CT Youth Forum attendance, professional dues and fees for professional licensure and prevention certification.

DMHAS Program grant (**\$4,152.79**) includes expenditures for various substance abuse prevention programs.

PERFORMANCE MEASUREMENTS:

	2016-17	2017-18	2018-19
	<u>ACTUAL</u>	<u>EST.</u>	<u>FORECAST</u>
Families Served in Counseling	30	30	30
JRB Sessions Provided	10	15	20
Positive Youth Development Programs	20	25	25
Education Programs	10	15	18

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01400201 YOUTH SERVICES

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	83,371	83,075	70,655	85,443	170,944	87,869	106.00 %
PART TIME SALARIES	5120	0	0	0	0	5,200	5,200	0.00 %
Salaries		<u>83,371</u>	<u>83,075</u>	<u>70,655</u>	<u>85,443</u>	<u>176,144</u>	<u>93,069</u>	<u>112.03 %</u>
CONSULTANT SVS	5326	1,590	2,000	970	2,000	2,000	0	0.00 %
MEETING EXPENSE	5500	1,487	1,500	1,253	1,500	1,500	0	0.00 %
POSITIVE YOUTH DEVELOPMENT	5804	8,083	9,500	7,090	9,500	9,500	0	0.00 %
EDUCATIONAL AWARENESS PROGR.	5805	1,505	2,000	1,786	2,000	2,000	0	0.00 %
ADMINISTRATIVE PROGRAMS	5807	3,721	2,000	1,404	2,000	2,000	0	0.00 %
DMHAS PROGRAM	5810	4,255	4,153	3,864	4,153	4,153	0	0.00 %
Non salary		<u>20,641</u>	<u>21,153</u>	<u>16,366</u>	<u>21,153</u>	<u>21,153</u>	<u>0</u>	<u>0.00 %</u>
Totals		104,012	104,228	87,021	106,596	197,297	93,069	89.29 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: MINI-BUS TRANSPORTATION SERVICES

CODE: 01400202

DEPARTMENT FUNCTION:

The Human Services Department is responsible for coordinating the Town's elderly and disabled transportation program. All the buses used by the Town are able to accommodate wheelchair-confined passengers. The Town currently operates two buses with two full time drivers. The Town also has a 3rd bus as a back-up vehicle. The model years are 2013, 2009, 2008. The Town owns the 2008 and 2009 buses. The 2013 bus is owned by the State of Connecticut as it was purchased predominantly with 5310 State grant funds. Currently in FY 17-18 our transportation service receives grant funds from the State to provide an expanded medical transportation service for elderly/disabled residents, this grant is shared with Newington and Wethersfield.

BUDGET SUMMARY:

Full time personnel costs (\$122,070) are for two drivers. Wages are based on current collective bargaining agreement. Part time (\$55,530) is for a bus dispatcher/reservation staff and per diem drivers.

Vehicle Parts (\$4,000) is for vehicle replacement parts and tires.

Buses are generally replaced every 7-8 years. The two primary buses are model years 2013 and 2009. We will be replacing the 2008 bus in FY 2018-19 as we have been notified that we have been approved to receive state funds for a new bus. The Town will apply for a grant for the purchase again this FY but it is not guaranteed we will receive grant money. The 2009 bus will become a back-up bus.

PERFORMANCE MEASUREMENTS:

	<u>2016-17 ACTUAL</u>	<u>2017-18 EST.</u>	<u>2018-19 FORECAST</u>
Dial a ride trips	9,404	10,000	10,500

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01400202 MINI BUS TRANSPORTATION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	117,522	118,514	97,970	118,514	122,070	3,556	3.00 %
PART TIME SALARIES	5120	37,312	53,580	42,374	45,000	55,530	1,950	4.00 %
Salaries		<u>154,833</u>	<u>172,094</u>	<u>140,343</u>	<u>163,514</u>	<u>177,600</u>	<u>5,506</u>	<u>3.20 %</u>
VEHICLE PARTS	5630	3,045	4,000	4,002	4,000	4,000	0	0.00 %
Non salary		<u>3,045</u>	<u>4,000</u>	<u>4,002</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>0.00 %</u>
Totals		157,878	176,094	144,345	167,514	181,600	5,506	3.13 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: GROUNDS

CODE: 01500100

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full Time Salaries (\$585,753) include the Director of Parks & Recreation, one Crew Leader and 5 Park Maintainers. The Crew Leader and Park Maintainer positions are budgeted on the basis of the current NAGE collective bargaining contract. Part Time Salaries (\$102,000) includes seasonal workers to supplement full time parks maintenance staff. Funds are budgeted for overtime (\$35,000) for snow removal, field maintenance and special event requirements during other than normal work hours.

Service Contracts include (\$21,695) for maintenance of cemetery grounds. Tree Care (40,000) to maintain street trees and arborist services, Electrical Maintenance (\$3,000), Athletic Court Repair (\$4,000) and Sanitation (\$24,000). Training (\$1,500) includes classes for tree warden workshops, safety seminars, grounds maintenance classes and certifications. Equipment and Supplies (\$52,600) for an ice skating rink, hydraulic and electrical repairs, playground replacement parts, irrigation repair, batteries and blade sets. Field Supplies (67,450) includes playground surfacing, supplies for maintaining 21 athletic fields, painting of McVicar field for soccer, football and lacrosse, supplies need for grounds of all Town facilities. Vehicle Parts (\$8,000) reflects work in-house for maintenance and repairs of all trucks.

Ground improvements (\$53,000) include over-seeding of all fields, fence repair, and signage throughout town. Park Equipment (\$1,850), push mowers, string trimmers, and rental equipment.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500100 PARK AREA GROUNDS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	552,669	567,531	467,988	571,258	585,753	18,222	3.00 %
PART TIME SALARIES	5120	72,890	102,000	65,329	102,000	102,000	0	0.00 %
OVERTIME	5130	34,233	29,000	34,760	36,000	35,000	6,000	21.00 %
Salaries		<u>659,792</u>	<u>698,531</u>	<u>568,077</u>	<u>709,258</u>	<u>722,753</u>	<u>24,222</u>	<u>3.47 %</u>
SERVICE CONTRACTS	5327	15,694	21,160	8,990	21,160	21,695	535	3.00 %
TRAINING	5334	1,034	1,500	1,248	1,500	1,500	0	0.00 %
SANITATION	5403	23,531	24,000	17,382	24,000	24,000	0	0.00 %
TREE CARE	5415	26,913	30,000	39,859	40,000	40,000	10,000	33.00 %
ELECTRICAL MAINTENANCE	5439	2,508	3,000	3,870	4,000	3,000	0	0.00 %
ATHLETIC COURT REPAIR	5465	3,000	2,000	6,645	6,645	4,000	2,000	100.00 %
UNIFORMS & CLEANING	5613	4,534	5,260	4,062	5,260	0	(5,260)	(100.00)%
EQUIPMENT & SUPPLIES	5615	52,936	51,975	42,238	51,975	52,600	625	1.00 %
FIELD MAINTENANCE SUPPLIES	5618	66,647	66,950	52,808	66,950	67,450	500	1.00 %
SAFETY EQUIPMENT & SUPPLIES	5626	3,020	4,000	3,258	4,000	5,300	1,300	33.00 %
VEHICLE PARTS	5630	5,961	8,000	9,825	10,500	8,000	0	0.00 %
FOOD	5640	1,048	1,500	935	1,500	1,500	0	0.00 %
GROUND IMPROVEMENTS	5732	58,351	53,000	27,910	53,000	53,000	0	0.00 %
PARK EQUIPMENT	5744	3,813	1,850	1,036	1,850	1,850	0	0.00 %
DUES & SUBSCRIPTIONS	5818	0	310	215	310	310	0	0.00 %
Non salary		<u>268,989</u>	<u>274,505</u>	<u>220,280</u>	<u>292,650</u>	<u>284,205</u>	<u>9,700</u>	<u>3.53 %</u>
Totals		<u>928,782</u>	<u>973,036</u>	<u>788,358</u>	<u>1,001,908</u>	<u>1,006,958</u>	<u>33,922</u>	<u>3.49 %</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: SENIOR PROGRAM

CODE: 01500200

DEPARTMENT FUNCTION:

This budget includes funding for most of the programs that the Town provides for the direct benefit of our senior/boomer residents. Management of these programs is the responsibility of the Senior Services Coordinator. The Town operates a Senior Center within the Community Center. The programs that are offered through the senior center; the daily lunch program, monthly newsletter, Rocky Hill Serenader's (choral group). Senior lounge with 2 computers, shuffleboard, bocce, woodcarving classes, Wii bowling, knitters group, multiple exercise programs, day and evening bus trips, bingo, setback and bridge groups, mahjong, walking program, paint night, arts & crafts, lunch & learn, AARP drivers safety, AARP tax aide, special events throughout the year (picnics, awards, banquets and holiday celebrations), VNA services, flu clinics, and health seminars. Senior Task Force and Senior Liaison Committees. At the Rocky Hill Senior Center we pride ourselves in offering educational, social and recreational programs that fit the needs of our senior/boomer residents.

BUDGET SUMMARY:

The Full Time Salary account (\$82,981) includes the salary of the Senior Services Coordinator and Senior/Community Center Cook/Custodian. Part Time Salaries (\$49,044) includes funding for support staff for the center, instructors for wood carving, and choral group, recording secretary for senior liaison meetings and Senior Activities Assistant.

Support Services (\$5,520) includes VNA Healthcare for nursing services. Equipment repair (\$2,500) includes repair costs for kitchen equipment.

Materials and supplies (\$9,300) include supplies for department, kitchen, tables and chairs. Food Account (\$40,000) represents the Town subsidy for lunch.

Senior Activities (\$10,200) includes holiday luncheons (2), picnics (3), awards banquet (1), special themed luncheons, outings, snacks, entertainment, decorations, intergenerational programs, game supplies and yarn.

<u>PERFORMANCE MEASUREMENTS:</u>	<u>2017-18 ACTUAL</u>	<u>2018-19 EST.</u>	<u>2019-20 FORECAST</u>
Meal Program (Meals serviced /year)	4550	4575	4600
Programs	60	62	64
Senior Center Members	1600	1625	1650
Weekly Participation at Center	650	675	700

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500200 HUMAN SERVICE SENIOR PROGRAMS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	215,134	220,804	186,282	225,272	82,981	(137,823)	(62.00)%
PART TIME SALARIES	5120	29,527	31,058	5,943	8,000	49,044	17,986	58.00 %
Salaries		<u>244,661</u>	<u>251,862</u>	<u>192,225</u>	<u>233,272</u>	<u>132,025</u>	<u>(119,837)</u>	<u>(47.58)%</u>
SERVICE CONTRACTS	5326	4,515	5,520	4,130	5,520	5,520	0	0.00 %
EQUIPMENT REPAIR	5431	652	2,500	0	500	2,500	0	0.00 %
OFFICE SUPPLIES	5622	4,143	0	0	0	0	0	0.00 %
MATERIALS & SUPPLIES	5623	10,706	14,300	3,659	14,300	9,300	(5,000)	(35.00)%
FOOD	5640	36,801	35,000	34,348	35,000	40,000	5,000	14.00 %
DUES & SUBSCRIPTIONS	5818	248	0	0	0	0	0	0.00 %
SENIOR ACTIVITY	5822	5,899	7,000	2,393	7,000	10,200	3,200	46.00 %
Non salary		<u>62,963</u>	<u>64,320</u>	<u>44,530</u>	<u>62,320</u>	<u>67,520</u>	<u>3,200</u>	<u>4.98 %</u>
Totals		307,624	316,182	236,755	295,592	199,545	(116,637)	(36.89)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: ORGANIZED ACTIVITIES

CODE: 01500201

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

Full time Salaries (\$147,498) include the Recreation Supervisor and an Office Manager. The Recreation Supervisor salary is budgeted on the basis of the current MEUI contract. The Office Manager salary is budgeted on the basis of the AFSCME contract.

Part time Salaries (\$38,250) includes clerical assistance, subsidy of theatre salaries, and the Advisory Board Secretarial Services is subsidized in this account.

Program Activities (\$40,375) include subsidy for: Camp Sunrise, special events, and adult and youth theater.

Training (\$3,000) is budgeted for CRPA State and Quarterly sessions, and other professional education sessions.

Business meeting expense (\$1,000) covers mileage and business meeting expenses.

The Printing budget (\$25,000) covers partial funding for the printing and distribution of a new town wide brochure featuring Parks and Recreation, Library, Human and Youth Services, and Senior Services. This account also includes monthly advertising and for the tax bill inserts.

Technical Supplies (\$8,200) includes funds for the first aid supplies, MyRec lease and software, and website maintenance agreements.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500201 RECREATION ORGANIZED ACTIV

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	130,830	137,016	115,100	139,060	147,498	10,482	8.00 %
PART TIME SALARIES	5120	41,098	39,770	21,218	39,770	38,250	(1,520)	(4.00)%
Salaries		<u>171,928</u>	<u>176,786</u>	<u>136,318</u>	<u>178,830</u>	<u>185,748</u>	<u>8,962</u>	<u>5.07 %</u>
PROGRAM ACTIVITIES	5326	38,146	37,280	28,559	37,280	40,375	3,095	8.00 %
TRAINING	5334	2,533	3,000	2,047	3,000	3,000	0	0.00 %
EQUIPMENT REPAIR	5431	125	200	0	200	200	0	0.00 %
MEETING EXPENSE	5500	780	1,000	789	1,000	1,000	0	0.00 %
PRINTING	5541	16,750	20,000	20,000	20,000	25,000	5,000	25.00 %
OFFICE SUPPLIES	5622	0	2,750	769	2,750	2,500	(250)	(9.00)%
TECHNICAL SUPPLIES	5627	8,278	8,500	4,511	8,500	8,200	(300)	(4.00)%
DUES & SUBSCRIPTIONS	5818	365	750	423	750	750	0	0.00 %
Non salary		<u>66,977</u>	<u>73,480</u>	<u>57,098</u>	<u>73,480</u>	<u>81,025</u>	<u>7,545</u>	<u>10.27 %</u>
Totals		238,905	250,266	193,416	252,310	266,773	16,507	6.60 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: AQUATIC

CODE: 01500204

DEPARTMENT FUNCTION:

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

BUDGET SUMMARY:

The Full Time Salary account (\$82,981) includes funding for the Aquatics Director/Recreation Supervisor, and is based on the current MEUI contract.

Part-time Salaries (\$142,000) are for Elm Ridge Park Pool that is open nine (9) weeks with one week of training and the High School Pool which is open 41 weeks of the year.

Training account (\$1,000) is for CPR/First Aid certification and Aquatic Director training.

Maintenance account (\$28,450) is for the repainting of the wading pool and main pool, as well as outside contract to inspect pools and service calls to indoor and outdoor pool.

Pool repairs account (\$9,900) includes general pool and filter repairs, manifold replacement, and state mandated grate replacement- VGBA.

Chemicals (\$11,000) and Uniforms (\$4,775) are supplied as needed.

Equipment and Supplies account (\$3,400) includes funds for badges, safety equipment, filter parts and required rescue equipment.

Pool Equipment (\$5,300) includes lane line cables, deck equipment, umbrellas and rescue tubes.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500204 RECREATION AQUATIC PROGRAM

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	78,650	78,370	66,653	80,604	82,981	4,611	6.00 %
PART TIME SALARIES	5120	108,857	136,600	92,614	136,600	142,000	5,400	4.00 %
Salaries		<u>187,507</u>	<u>214,970</u>	<u>159,267</u>	<u>217,204</u>	<u>224,981</u>	<u>10,011</u>	<u>4.66 %</u>
TRAINING	5334	1,646	1,000	925	1,000	1,000	0	0.00 %
MAINTENANCE	5433	4,335	6,750	2,744	6,750	28,450	21,700	321.00 %
POOL REPAIRS	5440	6,925	10,400	5,656	10,400	9,900	(500)	(5.00)%
BUSINESS EXPENSES	5501	489	350	124	350	350	0	0.00 %
CHEMICALS	5612	11,904	11,000	4,614	9,000	11,000	0	0.00 %
UNIFORMS & CLEANING	5613	4,328	4,775	1,145	4,775	4,775	0	0.00 %
EQUIPMENT & SUPPLIES	5615	3,468	3,400	2,199	3,400	3,400	0	0.00 %
POOLS EQUIPMENT	5741	11,782	5,300	8,009	8,500	1,800	(3,500)	(66.00)%
DUES & SUBSCRIPTIONS	5818	148	250	142	250	250	0	0.00 %
Non salary		<u>45,025</u>	<u>43,225</u>	<u>25,558</u>	<u>44,425</u>	<u>60,925</u>	<u>17,700</u>	<u>40.95 %</u>
Totals		<u>232,532</u>	<u>258,195</u>	<u>184,825</u>	<u>261,629</u>	<u>285,906</u>	<u>27,711</u>	<u>10.73 %</u>

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FACILITIES

PROGRAM: FACILITIES

CODE: 01500501

DEPARTMENT FUNCTION:

This division is responsible for operations of the Town Hall, Community Center, Highway Garage, Park Garage, Channel 14 building, Academy Hall, Kennedy House, Human Services, Police Department, Fire Association Building, Fire Company #1, #2, #3, Cora Belden Library, and Elm Ridge Park Pool Building. The management of and improvements to these buildings are the responsibility of Facilities.

BUDGET SUMMARY:

The Full Time Salary account (\$157,435) includes funding for the Facilities Assistant, and a Multi-trade Mechanic/Electrician. Overtime (\$12,500) is for after hours and emergency repair call outs.

Training (\$5000) includes HVAC, building automation, and specialty facilities maintenance and operation training. Service Contracts (\$54,330) covers HVAC maintenance agreements, back flow inspections, emergency lights, generators, time clocks, fire extinguishers, fire and security alarm systems, elevators, sprinklers, exterminators, doors, and elevators, and SDS maintenance program.

Building Repairs account for all Town Buildings (\$58,000) that includes: door hardware, maintenance; roofing repairs, gutters, repairs by outside contractors; and various infrastructure repairs needed to any Town building with emergency repairs take precedent over selected repairs. Maintenance (\$35,000) includes duct cleaning at the Police Department, painting of exterior of Police Department, painting of the stairwells of the Fire Museum, window washing, carpet cleaning, floor refinishing, general carpentry and multi-trades maintenance work. HVAC (\$25,000), for repairs as needed. The Lease account (\$13,800) is for rental for a storage place and facilities workshop. Equipment Supplies (\$28,000) is for materials for various in-house repair jobs.

Building Improvements (\$95,000) Includes window replacement for FH#3 and Parks Garage, Fire Alarm upgrade for Town Garage and FH#1, Ferry Park LED lighting upgrades, unforeseen conditions and various improvements to Town building as needed. Improvements for Town buildings are prioritized and managed by Facilities.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500501 FACILITIES BLDG MAINTENANCE

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	151,571	155,334	129,540	157,435	157,435	2,101	1.00 %
OVERTIME	5130	11,796	10,000	12,388	12,800	12,500	2,500	25.00 %
Salaries		<u>163,367</u>	<u>165,334</u>	<u>141,928</u>	<u>170,235</u>	<u>169,935</u>	<u>4,601</u>	<u>2.78 %</u>
TRAINING	5334	8,876	5,000	3,506	5,000	5,000	0	0.00 %
SERVICE CONTRACTS	5406	55,228	66,268	55,473	66,268	54,330	(11,938)	(18.00)%
WATER	5414	56,029	62,370	25,612	58,000	64,000	1,630	3.00 %
BUILDING REPAIR	5430	56,395	50,000	41,831	50,000	58,000	8,000	16.00 %
MAINTENANCE	5433	18,428	35,000	11,432	35,000	35,000	0	0.00 %
HVAC REPAIRS	5434	28,052	25,000	21,924	25,000	25,000	0	0.00 %
LEASE	5446	0	13,800	12,650	13,800	13,800	0	0.00 %
LIGHT & POWER	5505	358,489	377,495	369,018	377,495	307,495	(70,000)	(19.00)%
HEATING FUEL	5506	77,896	97,050	66,593	85,000	87,000	(10,050)	(10.00)%
EQUIPMENT & SUPPLIES	5615	21,907	26,000	10,622	26,000	28,000	2,000	8.00 %
BUILDING IMPROVEMENTS	5720	90,148	92,000	64,869	92,000	95,000	3,000	3.00 %
OTHER EQUIPMENT	5749	2,303	0	0	2,290	0	0	0.00 %
Non salary		<u>773,752</u>	<u>849,983</u>	<u>683,531</u>	<u>835,853</u>	<u>772,625</u>	<u>(77,358)</u>	<u>(9.10)%</u>
Totals		937,118	1,015,317	825,460	1,006,088	942,560	(72,757)	(7.17)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: FACILITIES

PROGRAM: CUSTODIAL SERVICES

CODE: 01500503

DEPARTMENT FUNCTION:

The Custodial Division is responsible for the day-to-day upkeep and maintenance of all town buildings such as Town Hall, Community Center, Human Services, Police Department, Library, Highway and Parks Garage, Ferry Park, and the three Firehouse. 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, and are the first point of contact when being used by the community.

BUDGET SUMMARY:

Full Time Salaries (\$302,431) include one head custodian, three custodians and one custodian with Food Service Certification. These positions are budgeted on the basis of the current NAGE collective bargaining contract.

Part Time Salaries (\$60,000) includes part time custodians to supplement full time staff, and for coverage of community center and library for programs during the week and weekends as well as expanded building coverage. Funds are budgeted for overtime (\$15,000) for snow removal, and emergency callouts, and custodial coverage on weekends.

Training (\$500) includes specialty custodial and facility training and safety seminars.

Equipment Repairs (\$4,000) is for repairs of equipment. Painting (\$1,250) is supplies to do in-house painting.

Custodial Supplies (\$18,025), for Town Campus, all town buildings including Firehouses, Parks and Highway Garage, Elm Ridge and Ferry Park Bathrooms. This account includes ice melt for Town Campus.

Equipment (\$5,000) is for snowblowers, vacuum cleaners, and various tools needed to perform duties.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01500503 TOWN CUSTODIAN SERVICE

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	242,031	236,287	195,498	236,287	302,431	66,144	28.00 %
PART TIME SALARIES	5120	41,121	54,500	34,640	50,000	60,000	5,500	10.00 %
OVERTIME	5130	12,378	13,000	17,465	18,000	15,000	2,000	15.00 %
Salaries		<u>295,530</u>	<u>303,787</u>	<u>247,603</u>	<u>304,287</u>	<u>377,431</u>	<u>73,644</u>	<u>24.24 %</u>
TRAINING	5334	288	1,000	31	500	500	(500)	(50.00)%
EQUIPMENT REPAIR	5431	3,401	4,500	2,517	4,500	4,000	(500)	(11.00)%
PAINTING	5438	0	1,500	854	1,500	1,250	(250)	(17.00)%
UNIFORMS & CLEANING	5613	3,994	4,635	3,527	4,635	4,635	0	0.00 %
JANITORIAL SUPPLIES	5616	16,928	18,025	11,087	18,025	18,025	0	0.00 %
OTHER EQUIPMENT	5749	4,534	5,000	919	5,000	5,000	0	0.00 %
Non salary		<u>29,144</u>	<u>34,660</u>	<u>18,935</u>	<u>34,160</u>	<u>33,410</u>	<u>(1,250)</u>	<u>(3.61)%</u>
Totals		324,674	338,447	266,538	338,447	410,841	72,394	21.39 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: LIBRARY SERVICES

PROGRAM: CORA J. BELDEN PUBLIC LIBRARY

CODE: 01550100

DEPARTMENT FUNCTION:

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

The Cora J. Belden Library is a place that brings the community together. An estimated 176,000 people entered the library during the year, averaging almost 9 visits per resident. There were 1,114 programs/meetings/workshops held in the library's rooms last year. There were 216,859 items checked out.

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

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

BUDGET SUMMARY:

Full-time Personnel (\$754,586) includes the Library Director, Assistant Director, Reference Librarians, Children's Librarian, Library Office Manager, and five Library Assistants.

Part-time Personnel (\$146,000) ensures coverage at public desks during all times when the library is open.

Fees and Contracts (\$38,000) include the Library Connection (Integrated Library System) support. Other services include staff training (\$2,200) in technology, customer service, and staff attendance at state conferences, and various miscellaneous business expenses (\$450). Postage (\$450) is for mailing of overdue, hold and interlibrary loan notices. Supplies include office (\$5,000) and technical (\$11,000) supplies, including packaging for many formats of materials for the library's varied collection. Library books (\$89,000) include books, magazines, audio books, videos and DVDs in a variety of formats.

Electronic Databases (\$13,000) includes JobNow as well as research and elearning databases. Other (\$1,500) includes cultural programs (early literacy programs and book discussions) for residents and their families.

Dues (\$1,200) are for Connecticut Library Consortium, the American, New England and Connecticut Library Associations.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01550100 CORA BELDEN LIBRARY

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FULL TIME SALARIES	5111	699,829	716,231	583,721	719,779	754,586	38,355	5.00 %
PART TIME SALARIES	5120	140,712	146,000	120,481	146,000	146,000	0	0.00 %
Salaries		<u>840,542</u>	<u>862,231</u>	<u>704,202</u>	<u>865,779</u>	<u>900,586</u>	<u>38,355</u>	<u>4.45 %</u>
LIBRARY SYSTEM	5326	37,998	38,000	37,537	38,000	38,000	0	0.00 %
TRAINING	5334	2,200	2,200	825	2,200	2,200	0	0.00 %
BUSINESS EXPENSES	5501	450	450	115	450	450	0	0.00 %
POSTAGE	5530	447	450	200	450	450	0	0.00 %
OFFICE SUPPLIES	5622	4,999	5,000	2,733	5,000	5,000	0	0.00 %
TECHNICAL SUPPLIES	5627	10,984	11,000	9,345	11,000	11,000	0	0.00 %
LIBRARY BOOKS	5650	88,806	89,000	82,637	89,000	89,000	0	0.00 %
ELECTRONIC DATABASES	5748	12,930	13,000	12,696	13,000	13,000	0	0.00 %
CULTURAL PROGRAMS	5815	1,462	1,500	900	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,187	1,200	795	1,200	1,200	0	0.00 %
Non salary		<u>161,463</u>	<u>161,800</u>	<u>147,783</u>	<u>161,800</u>	<u>161,800</u>	<u>0</u>	<u>0.00 %</u>
Totals		1,002,004	1,024,031	851,985	1,027,579	1,062,386	38,355	3.75 %

**TOWN OF ROCKY HILL
2018 – 2019 ANNUAL BUDGET**

FUNCTION: DEBT SERVICE

PROGRAM: DEBT SERVICE - PRINCIPAL

CODE: 01700100

DEPARTMENT DESCRIPTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2017 – 2018. 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.

On June 22, 2017, the Town issued \$28,950,000 of twenty (20) year General Obligation Bonds with the first principal payment due August 1, 2018 at a true interest cost (TIC) of 2.49%. S&P Global Ratings assigned its 'AA+' rating and stable outlook to the Town for this issue.

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.

<u>HIGHLIGHT OF CHANGES:</u>	ORIGINAL ISSUE	PAYMENT DUE 2018-19	BALANCE DUE June 30, 2019
2017 General Obligation Bonds for Rocky Hill High School Renovate as New Project, Public Safety Improvements, Road Improvements and New Intermediate School.	\$28,950,000	\$1,115,000	\$27,835,000
2014 General Obligation Bonds for Rocky Hill High School Renovate as New Project, Land Acquisition, and Road Improvements / Bridge Replacement Project.	\$18,100,000	\$925,000	\$14,635,000
2013 Refunding Bonds for Various School & Town Building Improvements, Land Acquisition, Athletic Field Improvements, Road Improvements, and Fire Equipment	\$7,160,000	\$610,000	\$3,490,000
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	\$520,000	\$1,385,000
<u>TOTALS</u>		<u>\$3,170,000</u>	<u>\$47,345,000</u>

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01700100 PRINCIPAL PAYMENTS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
REFUNDING BONDS 2010	5935	675,000	520,000	520,000	520,000	520,000	0	0.00 %
REFUNDING BONDS 2013	5936	675,000	665,000	665,000	665,000	610,000	(55,000)	(8.00)%
BONDS- HS RENOVATION 2012	5937	596,685	613,260	613,260	613,260	613,260	0	0.00 %
BONDS-LAND ACQUISITION 2012	5938	104,420	107,320	107,320	107,320	107,320	0	0.00 %
BONDS-ROAD IMPROV 2013	5939	198,895	204,420	204,420	204,420	204,420	0	0.00 %
HIGH SCHOOL RENOV 2012 - B2	5941	0	0	0	0	654,750	654,750	0.00 %
ROAD IMPROVEMENT B2	5942	0	0	0	0	134,802	134,802	0.00 %
PUBLIC SAFETY 2015	5943	0	0	0	0	248,420	248,420	0.00 %
INTERMEDIATE SCHOOL 2016	5944	0	0	0	0	77,028	77,028	0.00 %
Non salary		<u>2,250,000</u>	<u>2,110,000</u>	<u>2,110,000</u>	<u>2,110,000</u>	<u>3,170,000</u>	<u>1,060,000</u>	<u>50.24 %</u>
Totals		2,250,000	2,110,000	2,110,000	2,110,000	3,170,000	1,060,000	50.24 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: DEBT RETIREMENT

PROGRAM: DEBT SERVICE - INTEREST PAYMENTS

CODE: 01700200

DEPARTMENT FUNCTION:

The Debt Retirement function includes the funding for the Town's long-term debt principal and interest obligations for the Fiscal Year 2017 – 2018. Unlike principal payments, that normally have fixed pay down amounts, interest payment amounts are reduced each year as the bond principal amounts are paid down until the retirement of the debt.

BUDGET SUMMARY:

The interest payments for items 5935 through 5944 correspond to the principal payments on page 88.

The interest payment for item 5935 corresponds to April of 2010, when 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.

The interest payment for item 5936 corresponds to February of 2013, when 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.

The interest payments for items 5937 through 5939 corresponds to October of 2014, when the Town issued \$18,100,000 of twenty (20) year General Obligation Bonds.

The interest payments for items 5941 through 5944 corresponds to November of 2017, when the Town issued \$28,950,000 of twenty (20) year General Obligation Bonds.

The interest payments for items 5946 corresponds to December 20, 2017, when the Town issued \$4,000,000 General Obligation Bond Anticipation Notes (BANS) at a net interest cost (NIC) of 1.448% that will be maturing on August 1, 2018. The Town is planning to roll these BANS at maturity and add additional principal associated with the construction of Moser School project (intermediate school) with maturity to be scheduled in budget year 2019-2020.

NOTE - INTEREST: The Town did not budget for interest payments of \$1,816,723 scheduled in the 2018-2019 budget for the \$28.95 million bonds due to the Town receiving a premium of \$2,862,585 from the purchaser of the bonds at the time of issuance. For the 2018-2019 budget, the Town is using \$1,816,723 of the premium to reduce the scheduled interest payments to ZERO for the period. This will leave a premium balance of \$1,045,862 going forward (code 5941, 5942, 5943, and 5944 pg. 88).

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01700200 INTEREST PAYMENTS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
BANS-HS RENOV 2012	5901	182,973	0	0	0	0	0	0.00 %
BANS-ROAD IMPROV 2013	5903	15,248	0	0	0	0	0	0.00 %
BANS-PUBLIC SAFETY	5905	22,872	0	0	0	0	0	0.00 %
REFUNDING BONDS 2010	5935	127,725	103,050	103,050	103,050	82,250	(20,800)	(20.00)%
REFUNDING BONDS 2013	5936	161,652	141,560	141,550	141,560	122,425	(19,135)	(14.00)%
BONDS-HS RENOVATION 2012	5937	331,618	405,721	405,721	405,721	375,058	(30,663)	(8.00)%
BONDS-LAND ACQUISITION 2012	5938	58,033	71,001	71,001	71,001	65,635	(5,366)	(8.00)%
BONDS-ROAD IMPROV 2013	5939	110,539	135,240	135,240	135,240	125,019	(10,221)	(8.00)%
HIGH SCHOOL RENOV 2012 - B2	5941	0	0	0	0	0	0	0.00 %
ROAD IMPROVEMENT B2	5942	0	0	0	0	0	0	0.00 %
PUBLIC SAFETY 2015	5943	0	0	0	0	0	0	0.00 %
INTERMEDIATE SCHOOL 2016	5944	0	0	0	0	0	0	0.00 %
HS RENOVATION 2017 BANS	5946	0	0	0	0	35,558	35,558	0.00 %
Non salary		<u>1,010,659</u>	<u>856,572</u>	<u>856,563</u>	<u>856,572</u>	<u>805,945</u>	<u>(50,627)</u>	<u>(5.91)%</u>
Totals		1,010,659	856,572	856,563	856,572	805,945	(50,627)	(5.91)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: BOARD OF EDUCATION

PROGRAM: OPERATING BUDGET

CODE: 01802

DEPARTMENT FUNCTION:

The Board of Education budget includes the Town Manager's recommendation for the total operating budget of the Rocky Hill Board of Education for the period July 1, 2018 through June 30, 2019. Article VIII of the Rocky Hill Town Charter requires that the Town Manager submit a recommended annual budget for all commissions, boards, and departments of the Town of Rocky Hill. State statute limits the Town Manager's authority over the school budget to a recommendation of a total amount to be appropriated for education purposes. After the Town Council approves the total allocation, the Board of Education has complete authority over how the total school budget is apportioned and the amount given to the various specific education programs.

BUDGET SUMMARY:

The total amount requested by the Board of Education for the school budget is \$42,881,729 an increase of \$2,396,753 (5.92%) over last year's Board of Education Adopted Budget.

The amount being recommended by the Town Manager for the Board of Education in the Proposed Budget is \$42,671,729, an increase of \$2,186,753 (5.4%) over last year's allocation for the Board of Education in the 2017-18 Adopted Budget.

The Adopted Budget amount approved by the Town Council for the Board of Education is \$42,321,729, an increase of \$1,836,753 (4.5%) over last year's allocation by the Town Council for the Board of Education in the Adopted Budget for 2017-18.

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: BOARD OF EDUCATION

PROGRAM: OPERATING BUDGET

CODE: 01802

DEPARTMENT FUNCTION:

The Board of Education budget includes the Town Manager's recommendation for the total operating budget of the Rocky Hill Board of Education for the period July 1, 2018 through June 30, 2019. Article VIII of the Rocky Hill Town Charter requires that the Town Manager submit a recommended annual budget for all commissions, boards, and departments of the Town of Rocky Hill. State statute limits the Town Manager's authority over the school budget to a recommendation of a total amount to be appropriated for education purposes. After the Town Council approves the total allocation, the Board of Education has complete authority over how the total school budget is apportioned and the amount given to the various specific education programs.

BUDGET SUMMARY:

The total amount requested by the Board of Education for the school budget is \$42,881,729 an increase of \$2,396,753 (5.92%) over last year's Board of Education Adopted Budget.

The amount being recommended by the Town Manager for the Board of Education in the Proposed Budget is \$42,671,729, an increase of \$2,186,753 (5.4%) over last year's allocation for the Board of Education in the 2017-18 Adopted Budget.

The Adopted Budget amount approved by the Town Council for the Board of Education is \$42,321,729, an increase of \$1,836,753 (4.5%) over last year's allocation by the Town Council for the Board of Education in the Adopted Budget for 2017-18.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01802 EDUCATION

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
BOARD OF EDUCATION	5809	39,009,726	40,484,976	29,177,058	40,484,976	42,321,729	1,836,753	5.00 %
	Non salary	<u>39,009,726</u>	<u>40,484,976</u>	<u>29,177,058</u>	<u>40,484,976</u>	<u>42,321,729</u>	<u>1,836,753</u>	4.54 %
	Totals	39,009,726	40,484,976	29,177,058	40,484,976	42,321,729	1,836,753	4.54 %

**TOWN OF ROCKY HILL
2018-19 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 (\$3,558,894) includes funding for the group health insurance plan (\$3,522,894), for group life insurance (\$7,200) for municipal employees, and for long-term disability insurance (\$28,800) for Town employees excluding police. The group health number is based on projected Blue Cross & Blue Shield health insurance rates starting on July 1, 2018. The group health insurance increase is due to the increase of health claims occurring over the past twelve months. The Group Insurance line is offset by insurance co-pay collections.

The Employee Pension (\$1,051,220) 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 \$526,785 for the General Government Defined Benefit Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$341,085 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 \$68,500 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, \$103,200 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.

Unemployment compensation is funded (\$20,000) at a level that is believed to be sufficient to cover potential staff changes. The Town reimburses the State of Connecticut for unemployment costs based upon actual experience.

Longevity Payments (\$36,450) are for employees based on years of service that are determined upon existing collective bargaining contracts and personnel rules.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01900100 EMPLOYEE BENEFITS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
GROUP INSURANCE	5210	2,783,474	3,272,916	2,961,464	3,272,916	3,558,894	285,978	9.00 %
SOCIAL SECURITY	5220	728,726	786,918	628,753	786,918	818,395	31,477	4.00 %
EMPLOYEE PENSION	5230	1,055,083	1,050,520	164,365	534,520	1,051,220	700	0.00 %
OPEB TRUST CONTRIBUTION	5232	200,000	200,000	0	100,000	200,000	0	0.00 %
UNEMPLOYMENT COMPENSATION	5250	7,075	20,000	7,880	20,000	20,000	0	0.00 %
LONGEVITY	5291	34,866	37,450	33,616	37,450	36,450	(1,000)	(3.00)%
Non salary		<u>4,809,225</u>	<u>5,367,804</u>	<u>3,796,079</u>	<u>4,751,804</u>	<u>5,684,959</u>	<u>317,155</u>	<u>5.91 %</u>
Totals		4,809,225	5,367,804	3,796,079	4,751,804	5,684,959	317,155	5.91 %

**TOWN OF ROCKY HILL
2018-19 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 2018-19 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 2018-19 budget is the first 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.

For the 2018-19 budget, the Town is budgeting \$5,000 for the administration of and the payment of any heart and hypertension claims that are not covered by workers compensation insurance.

For the 2017-18 budget, the Town did receive from CIRMA a Members' Equity Distribution check for \$51,926. For the 2018-19 budget, the CIRMA's Board of Directors will be meeting in May of 2018 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
2018-19 ADOPTED BUDGET**

01900200 INSURANCE

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
WORKERS COMPENSATION	5260	540,556	530,982	527,078	530,982	555,182	24,200	5.00 %
HEART HYPERTENSION	5261	1,597	5,000	2,160	5,000	5,000	0	0.00 %
CATASTROPHE INSURANCE	5521	69,700	70,800	71,156	71,156	71,645	845	1.00 %
PUBLIC OFFICIALS LIABILITY	5523	79,500	80,762	81,160	81,160	82,590	1,828	2.00 %
MULTI-PERIL INSURANCE	5524	280,512	288,401	284,303	288,401	262,475	(25,926)	(9.00)%
INSURANCE LOSS ACCOUNT	5525	33,420	10,000	5,153	10,000	20,000	10,000	100.00 %
SURETY BONDS	5527	3,430	4,000	3,000	4,000	4,000	0	0.00 %
Non salary		<u>1,008,716</u>	<u>989,945</u>	<u>974,010</u>	<u>990,699</u>	<u>1,000,892</u>	<u>10,947</u>	<u>1.11 %</u>
Totals		1,008,716	989,945	974,010	990,699	1,000,892	10,947	1.11 %

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CONTINGENCY/RESERVE

CODE: 01900300

DEPARTMENT FUNCTION:

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

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

BUDGET SUMMARY:

The Contingency / Reserve account (\$450,000) 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 salary adjustments due to wage increases for union employees due to contractual agreements and for non-bargaining employees.
- for an overtime reserve for unanticipated overtime due to weather conditions and extended illness.
- for a benefit reserve for employee retirements that will cover the costs of those benefits (such as sick time, vacation time, and comp time) that certain personnel will be entitled to upon their retirement.
- for a reserve to cover energy costs for unanticipated increases for electricity, natural gas, heating oil, diesel fuel, and unleaded gasoline due to weather and price increases due to market conditions.
- for a reserve to pay for settlements of insurance claims, for unanticipated legal fees, and for other unbudgeted expenditures during the period.
- for a reserve for storm related recovery expenses that will provide for emergency funding for the clean up and other expenses that are the result of storms such as hurricanes, tornados, early snow storms, etc. that occurred during the budget year.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01900300 CONTINGENCY/RESERVES

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
CONTINGENCY ACCOUNT	5808	232,529	500,000	120,894	200,000	450,000	(50,000)	(10.00)%
	Non salary	<u>232,529</u>	<u>500,000</u>	<u>120,894</u>	<u>200,000</u>	<u>450,000</u>	<u>(50,000)</u>	<u>(10.00)%</u>
	Totals	232,529	500,000	120,894	200,000	450,000	(50,000)	(10.00)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CAPITAL IMPROVEMENTS

CODE: 01950000

DEPARTMENT SUMMARY:

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

BUDGET SUMMARY:

The Town is budgeting (\$20,000) for expenditures associated with a Property Revaluation Project for the October 2018 Grand List.

The Town is budgeting (\$57,000) for Land Acquisition is for development rights for property in the Meadows.

The budget line Building Improvement – Fire budgeted for (\$75,000) is for painting and elevator replacement at Fire House #3.

The Town is budgeting (\$40,000) for Town Building Improvements includes the cleaning of the ducts at the Town Hall (\$15,000), and begin a program of window replacement at the Library (\$25,000).

The Town is budgeting (\$100,000) for sidewalk repairs (\$50,000), and for town wide repairs tripping hazards and spalled concrete (\$50,000). The Town will be reimbursed by (LOCIP).

The Town Aid Roads (TAR) budget line of (\$344,305) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance.

The budget line Ground Improvement – Parks budgeted for (\$60,000) is for the replacement of the preschool playground at West Hill.

The budget line Equipment – Highway Department for (\$40,661) is for the third of five lease installment payments for the Wheeled Excavator (\$40,661).

The budget line Equipment – Parks Department for (\$22,594) is lease payment number two of five for a Toro wide area mower.

The budget line Vehicles – Highway Department (\$112,725) is to fund (1) the first of five lease payments for a new six wheeled Freightliner dump truck (\$39,814); 2) the third of five lease payments for a 10 wheel dump truck (\$54,588) and (3) the second of three lease payments of (\$18,323) for three (3) new Ford Fusion vehicles.

The budget line Vehicles – Parks Department (\$21,465) is second of two lease payments for an F250 4wd pickup truck with utility body and plow.

The budget line Vehicles – Mini Bus for (\$10,000) is to continue to reserve funds for the purchase of a mini bus.

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01950000 CAPITAL IMPROVEMENTS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
FACILITY ASSESSMENT	5323	33,260	0	0	0	0	0	0.00 %
BUCKLEY EROSION	5328	0	55,000	0	55,000	0	(55,000)	(100.00)%
ASSESSOR REVALUATION	5338	30,000	20,000	9,268	20,000	20,000	0	0.00 %
TELEPHONE	5507	41,732	41,735	41,732	41,735	0	(41,735)	(100.00)%
LAND ACQUISITION	5710	57,000	57,000	57,000	57,000	57,000	0	0.00 %
BUILDING IMPR POLICE	5722	0	0	0	0	0	0	0.00 %
BUILDING IMPRV FIRE	5723	0	64,000	45,570	64,000	75,000	11,000	17.00 %
BUILDING IMPRV ACADEMY HALL	5724	65,000	0	0	0	0	0	0.00 %
BUILDING - FACILITIES	5725	0	132,000	93,391	110,420	40,000	(92,000)	(70.00)%
GROUND IMPRV FENCING	5726	0	0	0	0	0	0	0.00 %
LOCIP SIDEWALK/ROADS	5730	100,000	200,000	18,494	200,000	100,000	(100,000)	(50.00)%
GROUNDS IMPR PARKS	5732	0	0	0	0	60,000	60,000	0.00 %
TOWN AID ROADS	5738	442,949	344,305	223,036	172,153	344,305	0	0.00 %
PARK GROUND IMPR	5744	0	0	0	0	0	0	0.00 %
EQUIPMENT-HIGHWAY	5753	53,000	100,661	40,660	40,661	40,661	(60,000)	(60.00)%
EQUIPMENT-PARKS	5754	0	22,508	22,844	22,844	22,594	86	0.00 %
EQUIPMENT-POOL	5755	250,000	0	0	0	0	0	0.00 %
VEHICLES-POLICE	5761	164,198	0	0	0	0	0	0.00 %
VEHICLES-HIGHWAY	5763	83,746	124,758	103,677	103,686	112,725	(12,033)	(10.00)%
VEHICLES-PARKS	5764	0	22,500	22,742	22,743	21,465	(1,035)	(5.00)%
VEHICLES-FACILITIES	5765	35,976	0	0	0	0	0	0.00 %
VEHICLES-MINI BUS	5766	0	10,000	0	10,000	10,000	0	0.00 %
RHHS PROJECT RESERVE	5779	0	100,000	0	0	0	(100,000)	(100.00)%
NETWORK SWITCH	5781	34,155	34,156	34,094	34,095	0	(34,156)	(100.00)%
SILAS DEANE II	5794	0	50,000	0	50,000	0	(50,000)	(100.00)%
UNDESIGNATED	5799	195,000	0	0	0	0	0	0.00 %
Non salary		<u>1,586,015</u>	<u>1,378,623</u>	<u>712,508</u>	<u>1,004,337</u>	<u>903,750</u>	<u>(474,873)</u>	<u>(34.45)%</u>

**TOWN OF ROCKY HILL
2017-18 ANNUAL BUDGET**

FUNCTION: GENERAL SUPPORT

PROGRAM: CAPITAL IMPROVEMENTS

CODE: 01950000

HIGHLIGHTS - SCHOOLS:

The budget line School Improvements (\$600,000) is for Phase III of the design, the construction, and the equipment to provide air conditioning at Griswold School (\$550,000), and for the planning of the upgrading of science labs at Griswold School (\$50,000).

The budget line BOE Minor Repairs (\$170,000) is for repairs and maintenance items, and building improvements for the district schools

The Portable Classrooms for Schools budget lines are for lease payments for modular classrooms at Stevens School (\$36,000), at West Hill School (\$53,000), and the four modular classrooms installed in the summer of 2016 at West Hill School (\$52,000).

**TOWN OF ROCKY HILL
2018-19 ADOPTED BUDGET**

01950000 CAPITAL IMPROVEMENTS

		<u>2016-17 Actual</u>	<u>2017-18 Adopted</u>	<u>Actual @ 04/2018</u>	<u>2017-18 Projected</u>	<u>2018-19 Adopted</u>	<u>Adopted Variance</u>	<u>% Var</u>
SCHOOL PROJECTS	5716	600,000	0	0	0	0	0	0.00 %
BUILDING IMPRV SCHOOLS	5720	1,374,300	1,196,000	1,028,739	1,196,000	600,000	(596,000)	(50.00)%
BOE MINOR REPAIRS	5721	0	58,000	42,774	58,000	170,000	112,000	193.00 %
WEST HILL MODULAR (2016)	5789	55,600	52,000	42,840	52,000	52,000	0	0.00 %
PORTABLE CLASSROOMS	5797	32,790	36,000	18,900	36,000	36,000	0	0.00 %
PORTABLES-W HILL	5798	45,890	48,000	40,000	48,000	53,000	5,000	10.00 %
BOE Capital		<u>2,108,580</u>	<u>1,390,000</u>	<u>1,173,253</u>	<u>1,390,000</u>	<u>911,000</u>	<u>(479,000)</u>	<u>(34.46)%</u>
Totals		3,694,595	2,768,623	1,885,761	2,394,337	1,814,750	(953,873)	(34.45)%

**TOWN OF ROCKY HILL
2018-19 ANNUAL BUDGET**

CAPITAL IMPROVEMENT PROGRAM

DEPARTMENT FUNCTION:

The Capital Improvement Program (CIP) is a forecast of Capital Expenditures for 2018-19 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 2018-19 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 (including Miscellaneous Items) – Page 102 a - b
- b. Facilities Department - Page 102 c
- c. Community Development- Page 102 d - e
- d. Fire Department – Page 102 f
- e. Public Works Department – Page 102 g
- f. Parks Department – Page 102 h
- g. Police Department – Page 102 i
- h. Records – Page 102 j

Section Two – Board of Education – Page 102 k

TOWN OF ROCKY HILL							
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23							
DEPARTMENT: SUMMARY							
Description	FY	FY	FY	FY	FY	5 Year Total	Funding Source
	2018-19	2019-20	2020-21	2021-22	2022-23		
Facilities Department:							
Police:							
Carpet replacement- second floor 2 offices and corridor	-	23,000	-	-	-	23,000	Unfunded
Elevator upgrade	-	66,000	-	-	-	66,000	Unfunded
Police Sub Total	-	89,000	-	-	-	89,000	
Library:							
Continuation of window replacement	25,000	25,000	25,000	25,000	0	100,000	CIP
Fob system	0	10,000	0	0	0	10,000	Unfunded
Painting of ceiling	0	17,000	0	0	0	17,000	Unfunded
Library Sub Total	25,000	52,000	25,000	25,000	-	127,000	
Facilities:							
Town Hall/duct cleaning	15,000	15,000					CIP
Elm Ridge Parking lot LED upgrades		33,000					Unfunded
Town Garage/Parks Garage Automation system			20,000				
Repainting of brick at Community Center		90,000					Unfunded
Facilities Sub Total	15,000	138,000	20,000	-	-	-	
Fire							
FH #3 - Painting, Elevator	75,000						CIP
AC, Roof, Painting, Elevator, Fob system repairs		188,000	149,000	110,000	78,000	600,000	Unfunded
Facilities -Firehouses Sub total	75,000	188,000	149,000	110,000	78,000	600,000	
Facilities Total	115,000	467,000	194,000	135,000	78,000	816,000	
Community Development:							
Town wide road preservation repair (Referendum)	1,500,000	1,500,000	-	-	-	3,000,000	Road Ref
Sidewalk repair and construction (LOCIP - State Grant)	100,000	100,000	100,000	100,000	100,000	500,000	CIP - LOCIP
Parking Lot Rehabilitation	-	889,000	283,000	170,000	350,000	1,692,000	CIP - LOCIP
Drainage Repair Beach Rd	-	250,000	250,000	450,000	250,000	1,200,000	Road Ref
Silas Deane Streetscape III Engineering Svs		35,000	-	-	-	35,000	CIP - LOCIP
Community Subtotal	1,600,000	2,774,000	633,000	720,000	700,000	6,427,000	
Fire Department:							
Fire Apparatus Sub Total	55,000	-	-	-	-	55,000	PSI REF
Fire Department Sub Total	55,000	-	-	-	-	55,000	
Public Works Department:							
Buildings Sub Total	-	230,000	150,000	-	-	380,000	Unfunded
Equipment Sub Total	40,661	40,661	40,661	-	-	121,983	CIP
Roads Sub Total	344,305	-	-	-	-	344,305	TAR
Vehicles Sub Total	112,725	152,539	134,216	79,628	79,628	558,736	CIP
Highway Department Sub Total	497,691	423,200	324,877	79,628	79,628	1,405,024	
Parks Department:							
Equipment Sub Total	22,594	38,594	38,594	22,594	-	122,376	CIP
Pools Sub Total	-	300,000	300,000	300,000	300,000	1,200,000	Unfunded
Parks Maintenance Sub Total	60,000	630,000	163,000	-	-	853,000	CIP
Vehicles Sub Total	21,465	-	-	-	-	21,465	CIP

TOWN OF ROCKY HILL							
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23							
DEPARTMENT: SUMMARY							
Description	FY	FY	FY	FY	FY	5 Year Total	Funding Source
	2018-19	2019-20	2020-21	2021-22	2022-23		
						-	
Parks Department Sub Total	104,059	968,594	501,594	322,594	300,000	2,196,841	
Police Department:							
Fencing Perimeter	-	10,000	-	-	-	10,000	Unfunded
Vehicles - Patrol Vehicles - Special Revenue Fund	101,944	121,944	111,944	111,944	111,944	559,720	Special Rev.
Police Department Sub Total	101,944	131,944	111,944	111,944	111,944	569,720	
Miscellaneous Town Items							
Revaluation for October 2018 Grand List	20,000	30,000	20,000	20,000	20,000	110,000	CIP
Land Acquisition - Development Rights, Meadows	57,000	57,000	57,000	57,000	57,000	285,000	CIP
Capital Improvements - Reserve RHHS Project	-					-	
Human Services-Mini Bus Replacement	10,000	60,000	10,000	10,000	10,000	100,000	CIP
Miscellaneous Town Items Sub total	87,000	147,000	87,000	87,000	87,000	495,000	
TOTAL - TOWN	2,560,694	4,911,738	1,852,415	1,456,166	1,356,572	11,964,585	
TOTAL - BOARD OF EDUCATION	911,000	3,003,417	2,869,000	1,276,000	225,000	8,284,417	BOE CIP
TOTAL - CAPITAL IMPROVEMENTS	3,471,694	7,915,155	4,721,415	2,732,166	1,581,572	20,249,002	

FUNDING SOURCES (2018-19 Budget)		
Town - General Fund Capital Improvement Budget:	Town	459,445
Capital Improvements (CIP)		
State - Town Aid Roads (CIP - TAR)		344,305
State - LoCIP Grant (CIP - LOCIP)		100,000
Sub total - Town Capital Improvements		903,750
Town - General Fund Capital Improvement Budget:	Board of	770,000
Education Capital Improvements (BOE CIP)		
Board of Ed - Portables - I (BOE CIP)		141,000
Sub total - Board of Education Capital Improvements		911,000
Referendum - Road Improvements (Road - Ref)		1,500,000
Referendum - Public Safety Improvements (PSI Ref)		55,000
Special Revenue - Police Vehicles		101,944
Sub total - Other Funds		1,656,944
TOTAL - CAPITAL IMPROVEMENTS		3,471,694

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-2023

DEPARTMENT: FACILITIES

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
Police Department							
Old sallyport roof replacement						-	
Elevator upgrade			66,000			66,000	Unfunded
Carpet replacement- second floor 2 offices and	-	23,000				23,000	Unfunded
						-	
Police Subtotal	-	23,000	66,000	-	-	89,000	
Facilities							
Town Hall/duct cleaning	15,000	15,000				30,000	CIP
Elm Ridge Parking lot LED upgrades		33,000				33,000	Unfunded
Town Garage/Parks Garage Automation system			20,000			20,000	Unfunded
Repainting of brick at Community Center		90,000				90,000	Unfunded
						-	
						-	
Facilities Subtotal	15,000	138,000	20,000	-	-	173,000	
Library							
Continuation of window replacement	25,000	25,000	25,000	25,000		100,000	CIP
Fob system		10,000				10,000	Unfunded
Painting of ceiling		17,000				17,000	Unfunded
Library Subtotal	25,000	52,000	25,000	25,000	-	127,000	
Firehouses							
FH #3-AHU4 replacement(2nd floor)						-	
Fob system- Fire House 3		20,000				20,000	Unfunded
FH #3 AHU-Training room			44,000			44,000	Unfunded
FH #3 AHU3-Office		44,000				44,000	Unfunded
FH #3 AHU1-Ambulance					44,000	44,000	Unfunded
FH #3-Roof replacement(Fire Truck side, Ambulance, Upper roof)		104,000	45,000	60,000		209,000	Unfunded
FH #3-Elevator upgrade/Painting	75,000					75,000	CIP
FH #1-Fob system		20,000				20,000	Unfunded
FH #1-Brick repair and repaint				50,000		50,000	Unfunded
FH #2- Fob system			20,000			20,000	Unfunded
FH #2 Roof top package unit			20,000			20,000	Unfunded
FH #1,#2 Automation system			20,000			20,000	Unfunded
FH #2-Roof replacement					34,000	34,000	Unfunded
Firehouses Subtotal	75,000	188,000	149,000	110,000	78,000	600,000	
TOTAL	115,000	401,000	260,000	135,000	78,000	989,000	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23

DEPARTMENT: COMMUNITY DEVELOPMENT

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
Sidewalk Repairs and New Construction							
Town wide repairs cracks, trips and spalled concrete	50,000	50,000	50,000	50,000	50,000	250,000	CIP-LOCIP
Fill "gaps" per sidewalk plan new construction	50,000	50,000	50,000	50,000	50,000	250,000	CIP-LOCIP
						-	
Subtotal	100,000	100,000	100,000	100,000	100,000	500,000	-
Pavement Rehabilitation							
Town wide pavement repairs (referendum)	1,500,000	1,500,000				3,000,000	Road REF
Subtotal	1,500,000	1,500,000	-	-	-	3,000,000	-
Drainage Repairs							
Beach Road remove twin 36 in install 10 x 4 box culvert	-	250,000	250,000	250,000	250,000	1,000,000	Road REF
Beach Road culvert replacement design, cm, inspection				200,000		200,000	Road REF
Subtotal	-	250,000	250,000	450,000	250,000	1,200,000	
Facilities							
Town Hall Sidewalks - from Gazebo to TH, FD 1		20,000				20,000	Unfunded
Parks Garage parking lot - reconstruct, pave, stripe		80,000				80,000	Unfunded
Fire House 3 parking lot; reclaim - pave, stripe			155,000			155,000	Unfunded
Employee parking lot - mill, pave, stripe				15,000		15,000	Unfunded
Town Hall parking lot - mill, pave, stripe				75,000		75,000	Unfunded
Highway Garage parking lot - reconstruct, pave, stripe					350,000	350,000	Unfunded
Subtotal	-	100,000	155,000	90,000	350,000	695,000	

Parks							
Elm Ridge Park parking lot - drainage, reclaim, pave stripe north drive and parking lots and; south drive and skateboard parking lot		350,000				350,000	Unfunded
Sunny Crest Park (Parsonage) parking lot - mill, pave, stripe		56,000				56,000	Unfunded
Sunny Crest Park (Textbook) parking lot - mill, pave, stripe		38,000				38,000	Unfunded
Maxwell Park parking lot - mill, pave, stripe			112,000			112,000	Unfunded
Buckley Park parking lot - mill, pave, stripe			16,000			16,000	Unfunded
Ferry Park parking lot - mill, pave stripe				80,000		80,000	Unfunded
Subtotal	-	444,000	128,000	80,000	-	652,000	

Schools							
Steven School parking lot - mill, pave, stripe		90,000				90,000	Unfunded
West Hill School parking lot (Teacher Lot) - mill, pave, stripe		210,000				210,000	Unfunded
West Hill School parking lot (Parent Lot) - mill, pave, stripe		45,000				45,000	Unfunded
Subtotal	-	345,000	-	-	-	345,000	

Other							
Silas Deane Streetscape III Engineering Svs		35,000				35,000	NRF
Silas Deane Streetscape III Construction (20% town/ 80% Fed)		350,000				350,000	Unfunded
Subtotal	-	385,000	-	-	-	385,000	-

TOTAL	1,600,000	3,124,000	633,000	720,000	700,000	6,777,000	
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TOTAL	1,600,000	3,124,000	633,000	720,000	700,000	6,777,000	
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TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23

DEPARTMENT: FIRE

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
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Fire Apparatus							
Fire Apparatus Replacement Plan	55,000	-	-			55,000	PSI REF
						-	
Fire Apparatus Sub Total	55,000	-	-			55,000	

TOTAL	55,000	-	-			55,000	
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TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018/23

DEPARTMENT: PUBLIC WORKS

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
Buildings							
Building layout, design, and engineering consultant for Highway Garage and Transfer Station complex.		80,000				80,000	Unfunded
Truck and car wash building-DEEP		150,000	150,000			300,000	Unfunded
Buildings Sub Total	-	230,000	150,000	-	-	380,000	
Equipment							
Wheeled Excavator -Trade in a 1996 JCB backhoe (Lease)	40,661	40,661	40,661			121,983	Lease - CIP
Dual drum vibratory roller						-	
12/18 combination loader for pay loader for parking lots-HS							
Stainless steel dump body to replacement truck 20							
New 6 wheel dump truck complete to replace 1995 truck						-	
New rotary lift w/ wheel alignment (replace handjack)							
Equipment Sub Total	40,661	40,661	40,661	-	-	121,983	
Roads							
Maintenance of Roads including street overlays, curb repairs, catch basin repairs, and drainage repairs.	344,305					344,305	TAR
Roads Sub Total	344,305	-	-	-	-	688,610	
Vehicles							
New 6 wheel dump truck (replace 2003)	39,814	39,814	39,814	39,814	39,814		Unfunded
New truck to replace 1995 Ford L8000		39,814	39,814	39,814	39,814		Unfunded
10 wheel Dump Truck replaces a 1991 Ford L8000 (Lease)	54,588	54,588	54,588			163,764	Lease - CIP
Lease purchase or purchase of new vehicles from Ford such as Edge, Escape and Fusion	18,323	18,323				36,646	Lease - CIP
Vehicles Sub Total	112,725	152,539	134,216	79,628	79,628	200,410	
TOTAL	497,691	423,200	324,877	79,628	79,628	1,391,003	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23

DEPARTMENT: PARKS

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
Equipment							
16 feet wide area mower- Toro (lease)	22,594	22,594	22,594	22,594		90,376	CIP
Zero Turn Mower		16,000	16,000			32,000	Unfunded
Equipment Sub Total	22,594	38,594	38,594	22,594	-	122,376	
Pools							
Elm Ridge splash pad and large pool		300,000	300,000	300,000	300,000	1,200,000	Unfunded
Pools Sub Total	-	300,000	300,000	300,000	300,000	1,200,000	
Parks Maintenance							
Dredging Elm Ridge pond, aerator			163,000			163,000	Unfunded
RHHS Tennis Court Replacement		450,000				450,000	Unfunded
Maxwell Tennis Court Replacement		180,000				180,000	Unfunded
West Hill Preschool Playground replacement	60,000					60,000	CIP
Parks Maintenance Sub Total	60,000	630,000	163,000			853,000	
Vehicles							
F350 Pick Up Truck Crew Cab	21,465					21,465	CIP
F250 Pick Up Truck- Utility Body 4WD plow						-	CIP
Vehicles Sub Total	21,465	-	-			21,465	
TOTAL	104,059	968,594	501,594	322,594	300,000	2,196,841	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23

DEPARTMENT: POLICE

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
Vehicles							
Purchase Police Vehicles	111,944	111,944	111,944	111,944	111,944	559,720	Special Rev
Fencing Perimeter	-	10,000				10,000	Unfunded
						-	
Vehicles Sub Total	111,944	121,944	111,944	111,944	111,944	569,720	
TOTAL	111,944	121,944	111,944	111,944	111,944	569,720	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2018-23

DEPARTMENT: Assessor

Description	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5 Year Total	Funding
2018 Revaluation	20,000	30,000				50,000	CIP
Subtotal	20,000	30,000	0			50,000	
<hr/>							
Total	20,000	30,000	-			50,000	

ROCKY HILL BOE CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET 2018-2019

3/19/18

DESCRIPTION	SCHOOL	NOTES	Town Adopted 2017-18	BOE PROPOSED 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Portable Classrooms Lease 3 portables	Stevens	Payment 5 of 5 in FY 2015-16; Extended lease to 8/18- Need to extend again)	36,000	36,000	36,000			72,000
Portable Classrooms Lease 3 portables for All-Day Kindergarten	West Hill/Stevens	Portable classrooms (3)/(1) (Lease ends 8/18-Need to extend)	48,000	48,000	48,000			96,000
Portable Classrooms Lease 4 portables	West Hill	Portable Classrooms (4) (5 Year Lease)	52,000	52,000	52,000	52,000	52,000	208,000
Consultant Services	West Hill/Stevens	Consultant services for elementary school HVAC upgrades		120,000	120,000			240,000
HVAC Equipment	West Hill	Replace AC/heating system including building automation system. Equipment is beyond it's useful life. These line items could be packaged as a referendum.			600,000	600,000		1,200,000
HVAC Equipment	Stevens	Replace unit ventilating heating system and includ building automation and air conditioning system. Equipment is beyond it's useful life and air conditioning is currently provided through window units. These line items could be packaged as a referendum.			800,000	800,000		1,600,000
HVAC Equipment	West Hill	Replace two domestic gas fired boilers that are beyond their useful life \$40,834 and a variable volume unit \$46,310			87,000			87,000
Electrical Equipment	West Hill	Replace two distribution panels, building main swithgear, and the primary transformer. Equipment originally installed in 1970.				455,000		455,000
Electrical Equipment	West Hill	Replace three electrical panels installed originally in 1990.					20,000	20,000
Cafeteria/Gym separating wall	West Hill	Need smaller and more manageable separating wall			75,000			75,000
Upgrade Bathroom	West Hill	Update remaining bathrooms				120,000		120,000
Paint Gym	West Hill	Gym is in need of painting. Proper color selection with improve overall lighting of room		14,000				14,000
Garage/Shed Replacement	West Hill	Replacement of deteriorating shed for storage			14,000			14,000
Small Playground	West Hill	Pave Blacktop/Replace Playscape (Depending on location of BB)			80,000			80,000
Roof Replacement	West Hill	Design of roof replacement followed by installation of new roof. Roof consists of built-up 60,000 square foot that was last replaced in 1998.				75,000	780,000	855,000
Art Classroom	West Hill	Window wall and door to enclose classroom for security purposes		16,000				16,000
Library Media Center	West Hill	Cooridor glass and door			29,000			29,000
Media Center/Computer Lab	West Hill	Room Divider Wall			22,000			22,000
Door Hardware & Locks	West Hill	Single key system for all classrooms-Grand master system		23,000				23,000
Burglar Alarm System	West Hill	Replacement of aging burglar alarm system			16,000			16,000
Portable Classrooms Construction Costs	Stevens	Portable classrooms are required to accommodate for the projected student enrollment increases at Stevens.	339,000					-
Lobby Enclosre	Stevens	Install wall and door to secure visitor entry area and access to remainder of school.		7,000				7,000
HVAC Equipment	Stevens	Replace domestic boiler in the gym			20,417			20,417
HVAC Equipment	Stevens	Replace air handlers in the stage/multipurpose and gym areas					53,000	53,000

ROCKY HILL BOE CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET 2018-2019

3/19/19

DESCRIPTION	SCHOOL	NOTES	Town Adopted 2017-18	BOE PROPOSED 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
Electrical Equipment	Stevens	Replace main swithgear and one distribution panel			154,000				154,000
Electrical Equipment	Stevens	Replace five distribution panels					36,000		36,000
Remove underground oil tank	Stevens	Remove abandoned oil tank. More information needed on this			50,000				50,000
Roof Replacement	Stevens	Design of roof replacement followed by installation of new roof. Roof consists of built-up 39,000 square foot that was last replaced in 1993.			75,000	507,000			582,000
Paint Gym	Stevens	Gym is in need of painting. Proper color selection with Improve overall lighting of room		17,000					17,000
Burglar Alarm System	Stevens	Replacement of aging burglar alarm system			20,000				20,000
Fire Panel	GMS	Replacement of aging fire panel		45,000					45,000
Front Office Update	GMS	Replace carpet and counters		17,000					17,000
Student Lockers	GMS	Replace student lockers by pod			35,000	35,000	35,000		105,000
Science Classrooms	GMS	Upgrade of science classrooms support STEM initiatives to be performed over multiple years. With new science labs at high school and intermediate school, middle school needs to be upgraded.		350,000	350,000				700,000
Remove underground oil tanks	GMS	Remove abandoned oil tanks (2). More information is needed on this		40,000					40,000
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	857,000	550,000					550,000
Roof Replacement	GMS	Design of roof replacement followed by installation of new roof. Roof consists of built-up 87,000 square foot that was last replaced in 2000.					75,000		75,000
Various Equipment	HS	Various equipment that will be required for items associated with outdoor bathroom/concession area, bleacher motors etc		70,000	100,000	100,000	100,000	100,000	470,000
Building Envelope	HS	Pointing of exterior of building needs to be done to prevent water damage from occuring.			80,000				80,000
Misc Projects	Various Schools	Smaller Projects Combined in Various Schools	58,000						
Technology	District Wide	New technology infrastructure and hardware in the school system.		15,000	15,000	15,000	15,000	15,000	75,000
Technology	District Wide	Physical Cable Plant: Data cabling upgrades for the data infrastructure network. Reduced 2016-17 \$85,000 request by \$54,525 technology grant received 2/16		-	15,000				15,000
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 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 Flooring Replacement.	District Wide	Establish district-wide program to systematically identify flooring that is damaged or in need of updating.		60,000	40,000	40,000	40,000	40,000	220,000

ROCKY HILL BOE CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET 2018-2019

3/19/18

DESCRIPTION	SCHOOL	NOTES	Town Adopted 2017-18	BOE PROPOSED 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	R
PM Program: Systematic replacement of window treatments.	District Wide	Establish district-wide program to systematically identify window treatments that are damaged or in need of updating.		20,000	20,000	20,000	20,000	20,000	100,000
Ground Improvements	District Wide	RHHS Field Improvements		400,000	-				400,000
TOTALS			1,390,000	1,950,000	3,003,417	2,869,000	1,276,000	225,000	9,323,417