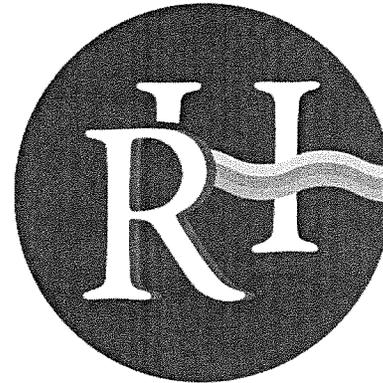


Town of Rocky Hill Connecticut



Rocky Hill
Make new history here.

2022-2023

Adopted Annual Budget



Town of Rocky Hill

June 2022

Mayor Marotta and Members of the Rocky Hill Town Council:

The following is the Town of Rocky Hill's Adopted Budget for 2022-23 that was approved at its May 16, 2022 meeting and will take effect on July 1, 2022. This budget provides funding for the operation of all town departments, boards and commissions, and the Rocky Hill Board of Education. The total budget for all town departments, boards and commissions is \$33,126,533, which is an increase of \$2,267,044, or 7.3%. The Board of Education budget allocation is \$49,775,897 which is an increase of \$1,570,136, or 3.26%, over last year. Debt service has increased by \$160,760 for an increase of 2.0% over last year. Capital Improvements is \$1,145,783; a decrease of (\$404,444) or 26.1% less than last year. The overall Adopted Budget totals \$92,250,398, which is a 4.05% increase over last year.

This budget provides the Board of Education with funding that is being requested to operate the five Town schools as salaries, benefits, property services, and tuition for the outplacement of special education students costs continue to rise as well as for positions to address the increasing number of students that primary languages are other than English. Also, included in the School Facilities Capital Improvement Budget is \$200 thousand for the Griswold School science classrooms.

This budget funds two new full time positions that include: a Human Service Counselor and a Tradesperson in Facilities. Employee Benefits did increase due to rising health insurance costs, to the actuarial yearly contributions to the Defined Benefit Pension Plans and to contributions to the Defined Contribution Pension Plan. In 2021-2022, the Town did make its last payment on a 2010 Refunding bond but did issue a \$10.64 million General Obligation (GO) bond for the Community/Senior Center. Also, the Town did issue a \$10.6 Refunding Bond that replaced an \$18.1 million GO Bond resulting in \$1 million in savings in debt service over the next twelve years.

The October 2021 net taxable grand list is \$2,286,850,170, an increase of just 1.82% over the October 2020 grand list. With this grand list growth and a tax collection rate of 99.38%, the mill rate for the 2022-23 Adopted Budget is 34.52 mills, an increase of 0.42 mills for the assessed value of Real Property and Personal Property. The State of Connecticut imposed mill rate cap for motor vehicles at 32.46 mills that is applied to the assessed value of Motor Vehicles in this budget.

According to the American Rescue Plan (ARP), an economic relief and stimulus package, the Town is scheduled to receive its second Tranche of \$2.98 million in June of this year. Following published guidelines from the Treasury Department on how these proceeds can be used, the Town will be transferring \$2.64 million of ARP funds into the 2022-2023 Adopted Budget to offset the economic impact from the pandemic recovery.

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 2022-23 Budget.

Yours truly,

John Mehr
Town Manager

TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET

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**Town of Rocky Hill
2022-23 Adopted Budget
Executive Summary**

Personnel

Full Time net increased to 149 from 146 compared to prior year budget.

1. Police Department:
 - Increase – one Patrol Officer that was added during the 2021-22 Budget year by using ARPA funds.
2. Human Services:
 - Increase – Hire one Human Services Technical Assistant for intake and case management
3. Town Facilities:
 - Increase – Hire one General Trades Craftsperson

Revenue

1. Total General Fund Revenues of \$92,250,398
2. Two Mill Rates for 2022-23: For Assessed values for Real Property and Personal Property, the mill rate is 34.52 mills. For Assessed values for Motor Vehicles, the State mill rate cap is 32.46 mills. The previous year mill rate was 34.1 mills for all three categories.
3. Grand List growth was an increase of 1.82%
4. Fund Balance used in this budget: \$450,000 for Operating Costs.
5. Other Funds: A transfer from the ARPA fund of \$2.64 million is used to fund eligible costs.

Debt Service

Principal payments decreased by \$85,000 and interest payments increased \$245,760.

Departmental Expenditures

Contractual salary increases are in town department budgets. (Total = \$632 thousand)

NOTE: Telephone, photocopier and fuel costs have been decentralized and allocated to the appropriate department for the 2022-23 Budget Year

1. Personnel
 - Fees (\$10,000) increase in mandatory screenings and testing.
2. Finance
 - Financial software upgrade (\$9,300).
3. Assessor
 - Increase for Pictometry flyover (\$11,966)
4. Economic Development
 - Increase for a Consultant for Grant Writing (\$22,000)
5. Information Technology
 - Information technology services: (\$18,535) for Back up and Two factor authentication services.
6. Police
 - An increase in Contractual Services for (\$26,325) for Body Cam Maintenance
 - Increase in radio maintenance and replacement contract (\$30,000)
 - Patrol: Increase in police training for new and ongoing hires
7. Fire
 - Firefighting: Increase Fire Call fees (\$29,000); physicals (\$10,000) and tools (\$13,000).
8. Sanitation
 - Increase in the MDC Sewer Service charge (\$39,856),
 - Decrease in municipal solid waste disposal costs per new Murphy Road rates (\$16,950) and increase in town wide trash collection (\$32,106).
9. Human Services
 - Increase for Youth Service part time salaries as needed (\$22,724);
10. Facilities
 - Town Buildings: Increase for heating fuel (\$21,000).

**Town of Rocky Hill
2022-23 Adopted Budget
Executive Summary**

11. Employee Benefits

- Health Insurance costs increased by (\$224,746) to reflect health claims; the transition to a high deductible health plan and conversion to a new carrier – CIGNA.
- Employee pension contribution increased by (\$752,272) due to recent actuarial recommendations.

12. Board of Education

- \$1,570,136 increase over last year (or 3.26%). The increase is primarily a function of rising costs in salaries, benefits, and tuition for special education students. Also, positions are requested to address increasing number of students who speak primary languages other than English.

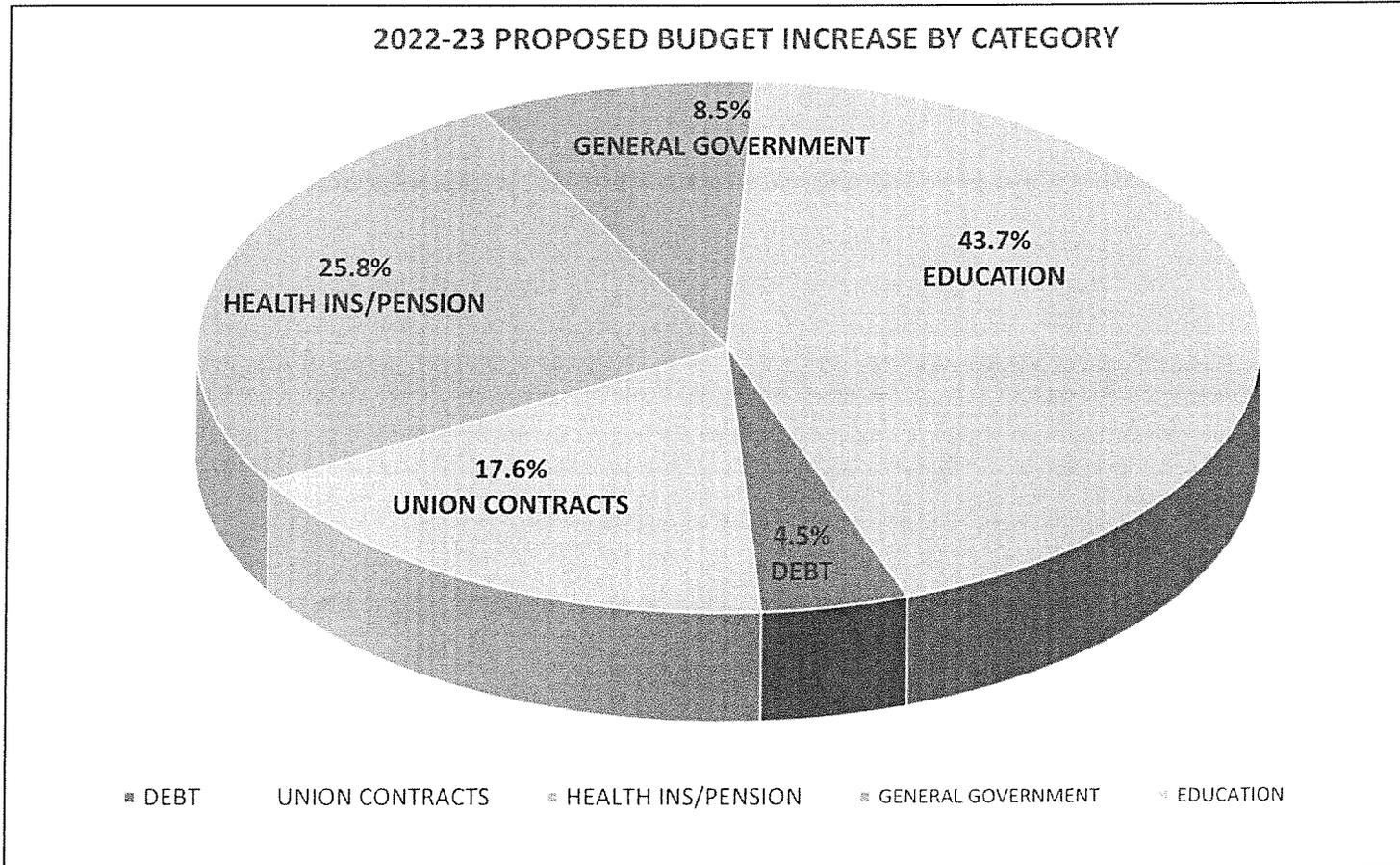
Capital Improvements

- Property Revaluation for October 2023 Grand List (\$15,000)
- Land Acquisition (\$57,000)
- Various School Building Improvements:
 - BOE Building Repairs for the Griswold School Science labs (\$200,000).
- Infrastructure Improvements:
 - Sidewalk repairs through LOCIP (\$100,000) and Town Aid for Roads (TAR) with a grant from State (\$360,372).
- Parks Department
 - Pool filtration system (\$16,700) and funding toward the High School Field – install drainage & Dura Edge (\$100,000)
 - Equipment (\$53,781) is for the first of five lease payments for a Toro wide area mower (\$27,007) and the first of five lease payments for a John Deere backhoe (\$26,774).
- Highway Department:
 - Equipment (\$23,232): is for the third of five lease payments (\$23,232) on a combination loader for the snow removal and road maintenance.
 - Vehicles (\$144,598) is to fund six (6) lease payments: (1) for the fifth of five lease payments for a new six wheel dump truck (\$39,563), (2) for the fifth of five lease payments for a new six wheel dump truck (\$43,361), (3) for the third of three lease payments for a new F250 pickup truck (\$6,276); (4) for the third of three lease payments for a new F550 dump truck (\$15,160), (5) for the second of four lease payments for a Freightliner cab and chassis (\$25,938) and (6) for the second of five lease payments for an F750 truck body (\$14,300).
- Facilities
 - Vehicles (\$10,700) is for the second of four lease payments for a replacement of a trade work van.
 - Building Improvement – Facilities (\$49,100) is for repair of the Parks garage roof.
- Fire
 - Vehicles (\$15,250) is for the second of three lease payments for a mechanic pickup with a plow.

**TOWN OF ROCKY HILL
ADOPTED BUDGET**

FY 2022-23 BUDGET INCREASE

	% OF TOTAL INCREASE	\$ INCREASE	0.42 MILL
DEBT	4.5%	\$ 160,760	0.019
UNION CONTRACTS	17.6%	\$ 631,646	0.074
HEALTH INS/PENSION	25.8%	\$ 926,014	0.108
GENERAL GOVERNMENT	8.5%	\$ 304,940	0.036
EDUCATION	43.7%	\$ 1,570,136	0.184
	100.0%	\$ 3,593,496	0.420



**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

REVENUE SUMMARY

BUDGET SUMMARY:

The Town's October 1, 2021 Net Taxable Grand List, after the Board of Assessment appeals, for the 2022-23 Adopted Budget is \$2,286,850,170 , an increase of 1.82% over the previous year.

The 2022-23 Adopted Budget has a mill rate of 34.52 mills, an increase of 0.42 mills over last year for Real Property and Personal Property. The Town has implemented the State imposed mill rate cap on Motor Vehicles of 32.46 mills. The total projected current tax revenue, after being adjusted for the three-year average collection rate of 99.38%, is \$77,715,432. This calculation reflects adjustments of \$122,376 for property tax abatements for volunteer firefighters and for volunteer emergency medical service personnel, and \$163,929 for the elderly property tax credit. 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, 2019, that resulted in a \$50,000 property tax reduction.

Non-tax revenues for licenses, permits, investment income, fines, charges, and other items reflect a slight increase. These are based on economic conditions and activity in the Town.

The Intergovernmental Revenues consist primarily of State payments to the Town. These amounts are based on the Governor's Biennium Budget Fiscal Year 2023. The Educational Cost Sharing Grant (ECS) received from the State is budgeted at \$5,778,936, which reflects a 6.7% increase or \$365,105.

The Town was allocated \$2,976,523 from the American Rescue Plan Act in the second tranche. The Town will transfer \$2.64 million of the funds to the 2022-23 Adopted Budget to offset the ongoing economic impact of the pandemic recovery.

The amount of Fund Balance used for the 2022-23 Adopted Budget is \$450,000 compared to \$1,132,032 for the 2021-22 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, 2021, Unassigned Fund Balance was 5.8% of General Fund expenditures. Therefore, \$0 of the Unassigned Fund Balance is being used in the Capital Improvement Budget and \$450,000 is part of the Town's General Fund Operating 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>	<u>MV Only Mill Rate**</u>
10/1/21	2022-2023	\$2,286,850,170	1.82%	34.52	32.46
10/1/20	2021-2022	\$2,245,940,669	0.58%	34.1	
10/1/19	2020-2021	\$2,232,910,705	1.18%	33.6	
10/1/18	2019-2020	\$2,208,948,420	5.50% *	32.5	
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	

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

** Effective 07/01/2022, the State of CT has imposed a cap on the Motor Vehicle property tax mill rate

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET
REVENUE SUMMARY**

ACCOUNTS FOR: GENERAL FUND		2020-21 ACTUAL	2021-22 ORIG BUD	2021-22 ACTUAL @ 05/31/22	2021-22 PROJECTION	2022-23 ADOPTED	AMOUNT CHANGE	PCT CHANGE
1019	GENERAL PROPERTY TAX							
1019	4001 CURRENT TAX LEVY	(73,686,619)	(75,730,906)	(75,410,643)	(75,800,000)	(77,715,432)	(1,984,526)	2.62%
1019	4002 PRIOR YEARS LEVIES	(243,851)	(250,000)	(341,251)	(350,000)	(380,000)	(130,000)	52.00%
1019	4003 CO SUPPLEMENT COLLECTIONS	-	(70,000)	-	-	(70,000)	-	0.00%
1019	4004 SUSPENSE COLLECTIONS	(29,114)	(10,000)	(26,498)	(33,000)	(10,000)	-	0.00%
1019	4005 MOTOR VEHICLE SUPPLEMENTS	(715,613)	(800,000)	(827,581)	(840,000)	(850,000)	(50,000)	6.25%
1019	4010 INTEREST & LIEN FEES	(223,529)	(200,000)	(230,652)	(235,000)	(200,000)	-	0.00%
TOTAL	GENERAL PROPERTY TAX	(74,898,727)	(77,060,906)	(76,836,625)	(77,258,000)	(79,225,432)	(2,164,526)	2.81%
1029	INTERGOVERNMENTAL NONRESTRICT							
1029	4206 MISC STATE GRANTS	(45,170)	(40,000)	(104,911)	(106,000)	(44,210)	(4,210)	10.53%
1029	4207 STATE LOCIP & TOWN AID	(731,211)	(460,372)	(346,427)	(346,427)	(460,930)	(558)	0.12%
1029	4209 HOUSING AUTHORITY	(23,755)	(23,983)	-	-	(23,983)	-	0.00%
1029	4210 TRANSIT DISTRICT	(7,740)	(4,000)	(5,805)	(8,870)	(4,000)	-	0.00%
1029	4212 ELDERLY & VETERANS	(10,884)	(10,884)	(11,359)	(11,359)	(10,884)	-	0.00%
1029	4213 STATE PROPERTY	(512,303)	(957,188)	(706,222)	(957,188)	(971,432)	(14,244)	1.49%
1029	4214 SURPLUS REVENUE	(286,801)	(286,801)	(316,568)	(316,568)	(413,889)	(127,088)	44.31%
01029	4215 MIUNICIPAL TRANSITION	-	-	-	-	(324,453)	(324,453)	100.00%
1029	4220 PEQUOT FUND	(213,545)	(213,545)	(142,363)	(213,545)	(213,545)	-	0.00%
TOTAL	INTERGOVERNMENTAL NONR	(1,831,409)	(1,996,773)	(1,633,655)	(1,959,957)	(2,467,326)	(470,553)	23.57%
1039	INVESTMENT EARNINGS							
1039	4401 INTEREST ON INVESTMENTS	(33,725)	(122,000)	(21,591)	(23,953)	(25,000)	97,000	-79.51%
TOTAL	INVESTMENT EARNINGS	(33,725)	(122,000)	(21,591)	(23,953)	(25,000)	97,000	-79.51%
1049	GEN REV SPECIAL ITEMS							
1049	4803 SALE OF FIXED ASSETS	(8,567)	(10,000)	(3,064)	(4,000)	(10,000)	-	0.00%
TOTAL	GEN REV SPECIAL ITEMS	(8,567)	(10,000)	(3,064)	(4,000)	(10,000)	-	0.00%
1059	MISCELLANEOUS REVENUE							
1059	4808 WORKERS COMP INSURANCE	(27,212)	(10,000)	(22,129)	(27,700)	(10,000)	-	0.00%
1059	4809 LEASE-COMM TOWERS	(241,467)	(215,000)	(187,565)	(240,000)	(225,000)	(10,000)	4.65%
1059	4810 SOLAR ENERGY	(90,000)	(90,000)	-	(90,000)	(90,000)	-	0.00%
TOTAL	MISCELLANEOUS REVENUE	(358,678)	(315,000)	(209,694)	(357,700)	(325,000)	(10,000)	3.17%
1069	GENERAL REVENUE TRANSFERS							
1069	4900 TRANSFER FROM - OTHER FUNDS		(1,407,416)	-	(1,407,416)	(2,776,749)	(1,369,333)	0.00%
1069	4901 TRANSFER FROM FUND BALANCE		(750,000)	-		(450,000)	300,000	100.00%
1069	4902 6% ORDINANCE FUND TRANSFER		(382,021)	-	(382,021)	-	382,021	-100.00%
TOTAL	GENERAL REVENUE TRANSFERS	-	(2,539,437)	-	(1,789,437)	(3,226,749)	(687,312)	0.00%

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET
REVENUE SUMMARY**

ACCOUNTS FOR: GENERAL FUND		2020-21 ACTUAL	2021-22 ORIG BUD	2021-22 ACTUAL @ 05/31/22	2021-22 PROJECTION	2022-23 ADOPTED	AMOUNT CHANGE	PCT CHANGE
1101	GENERAL GOVERNMENT							
1101	4301	RECORDING FEES	(109,211)	(85,000)	(76,140)	(105,000)	(85,000)	- 0.00%
1101	4302	LANDLORD FEE	-	(500)	-	-	(500)	- 0.00%
1101	4303	BUSINESS LICENSES	(721)	(1,000)	(1,734)	(1,734)	(1,000)	- 0.00%
1101	4305	LAND USE COMMISSIONS	(14,788)	(10,000)	(4,868)	(11,868)	(10,000)	- 0.00%
1101	4306	SPORTSMEN	(45)	(200)	(94)	(100)	(200)	- 0.00%
1101	4307	OTHER PERMITS	(25,620)	(5,000)	(5,600)	(6,000)	(5,000)	- 0.00%
1101	4501	CONVEYANCE TAX	(401,123)	(300,000)	(219,727)	(354,872)	(300,000)	- 0.00%
1101	4503	VITAL STATISTICS	(40,962)	(30,000)	(32,053)	(38,116)	(30,000)	- 0.00%
1101	4800	TELEPHONE ACCESS	(51,657)	(49,255)	(43,592)	(43,592)	(49,255)	- 0.00%
1101	4801	REFUNDS & RECOVERIES	(337,917)	(55,000)	(80,787)	(106,859)	(55,000)	- 0.00%
1101	4802	RECYCLING	(45,387)	(37,000)	(38,167)	(39,000)	(37,000)	- 0.00%
1101	4804	OTHER REVENUES	(6,352)	(10,000)	(3,875)	(5,579)	(10,000)	- 0.00%
1101	4810	OTHER CHARGES	(15,204)	(50,000)	(56,489)	(57,000)	(50,000)	- 0.00%
TOTAL	GENERAL GOVERNMENT		(1,048,986)	(632,955)	(563,126)	(769,720)	(632,955)	- 0.00%
1201	PUBLIC SAFETY							
1201	4302	BUILDING PERMIT FEES	(500,831)	(550,000)	(553,664)	(570,000)	(550,000)	- 0.00%
1201	4504	FIRE DEPARTMENT	(2,511)	(1,000)	(500)	(1,500)	(1,000)	- 0.00%
1201	4600	PARKING FINES	(1,150)	(3,000)	(1,340)	(1,410)	(2,000)	1,000 -33.33%
TOTAL	PUBLIC SAFETY		(504,492)	(554,000)	(555,504)	(572,910)	(553,000)	1,000 -0.18%
1551	LIBRARY SERVICES							
1551	4506	LIBRARY	(165)	(5,000)	(182)	(200)	(3,000)	2,000 -40.00%
TOTAL	LIBRARY SERVICES		(165)	(5,000)	(182)	(200)	(3,000)	2,000 -40.00%
1802	EDUCATION							
1802	4201	ECS GRANTS	(5,031,984)	(5,413,831)	(5,414,067)	(5,414,067)	(5,778,936)	(365,105) 6.74%
1802	4804	OTHER REVENUES		(7,000)	-	-	(3,000)	4,000 -57.14%
TOTAL	EDUCATION		(5,031,984)	(5,420,831)	(5,414,067)	(5,414,067)	(5,781,936)	(361,105) 6.66%
GRAND TOTAL			(83,716,733)	(88,656,902)	(85,237,508)	(88,149,944)	(92,250,398)	(3,593,496) 4.05%

**TOWN OF ROCKY HILL
2022-23 BUDGET REQUEST**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD Actual</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>Variance Rev vs Req</u>	<u>%Change</u>
01100100	TOWN COUNCIL	31,163	38,196	30,867	32,896	43,196	5,000	13.09 %
01100200	TOWN MANAGER	247,060	338,491	274,719	309,646	324,846	(13,645)	(4.03) %
01100300	PERSONNEL	251,639	249,229	226,337	264,150	269,971	20,742	8.32 %
01100400	FINANCE & ACCOUNTING	431,897	571,194	447,189	507,075	589,519	18,325	3.21 %
01100500	PROPERTY ASSESSMENT	379,035	436,287	346,605	444,281	470,471	34,184	7.84 %
01100600	PROPERTY TAX COLLECTION	285,162	283,929	243,110	294,773	310,916	26,987	9.50 %
01100700	CENTRAL SUPPLIES	67,389	77,478	54,895	78,578	80,949	3,471	4.48 %
01100800	LEGAL	220,261	214,500	128,908	176,100	189,000	(25,500)	(11.89) %
01100900	PROBATE COURT	33,387	34,725	10,506	15,388	31,489	(3,236)	(9.32) %
01101000	REGISTRARS OF VOTERS	107,038	111,300	89,978	111,890	133,990	22,690	20.39 %
01101100	TOWN CLERK	270,876	276,975	241,992	296,006	302,183	25,208	9.10 %
01101400	TOWN PLANNER	212,995	242,580	190,520	246,203	234,371	(8,209)	(3.38) %
01101500	INFORMATION TECHNOLOGY	723,772	768,341	646,811	794,646	736,390	(31,951)	(4.16) %
01101700	ECONOMIC DEVELOPMENT	121,355	135,651	112,809	144,034	165,726	30,075	22.17 %
01202101	POLICE ADMINISTRATION	376,679	383,956	315,032	371,962	464,606	80,650	21.01 %
01202102	POLICE RECORDS/COMMUN	1,074,576	1,169,151	975,807	1,156,721	1,296,650	127,499	10.91 %
01202103	POLICE SUPPORT INVESTIGATIONS	552,321	502,710	432,157	531,685	546,379	43,669	8.69 %
01202104	POLICE UNIFORM PATROL	3,652,255	3,949,776	3,224,033	3,989,187	4,390,840	441,064	11.17 %
01202201	FIRE DEPT ADMINISTRATION	187,945	192,486	182,259	208,645	208,917	16,431	8.54 %
01202204	FIRE DEPT PREVENTION	247,152	253,844	206,401	243,844	251,805	(2,039)	(0.80) %
01202205	FIRE DEPT FIRE FIGHTING	468,269	636,783	526,183	634,283	712,133	75,350	11.83 %
01202206	FIRE DEPT APPARATUS	233,538	235,789	155,297	234,589	257,549	21,760	9.23 %
01202401	BUILDING DEPT	313,207	340,067	289,067	343,284	355,244	15,177	4.46 %
01202901	VOL. AMBULANCE ASSOC	136,767	200,533	165,983	200,218	232,754	32,221	16.07 %
01300102	HIGHWAY GARAGE	728,046	784,756	777,412	902,755	690,358	(94,398)	(12.03) %
01300103	HIGHWAY RD MAINTENANCE	1,629,281	1,645,827	1,473,966	1,702,866	1,662,982	17,155	1.04 %
01300401	ENGINEERING	539,225	547,403	467,714	504,328	549,118	1,715	0.31 %
01300502	SANITATION	4,862,351	4,943,402	4,605,210	4,880,218	5,003,104	59,702	1.21 %
01400100	HEALTH DISTRICT	129,935	131,753	132,759	133,000	145,476	13,723	10.42 %
01400200	HUMAN SERVICES DEPT	216,742	264,615	194,320	235,026	329,863	65,248	24.66 %
01400201	YOUTH SERVICES	114,095	116,200	102,717	119,835	147,378	31,178	26.83 %
01400202	MINI BUS TRANSPORTATION	173,343	182,302	157,130	189,210	206,297	23,995	13.16 %
01500100	PARK AREA GROUNDS	1,069,255	1,098,755	931,291	1,131,815	1,168,759	70,004	6.37 %
01500200	SENIOR SERVICES	178,915	227,649	189,803	220,404	249,900	22,251	9.77 %
01500201	RECREATION ORGANIZED ACTIV	226,446	292,830	242,583	290,904	311,504	18,674	6.38 %
01500204	RECREATION AQUATIC PROGRAM	273,511	278,950	215,992	286,403	291,677	12,727	4.56 %
01500501	FACILITIES BLDG MAINTENANCE	946,122	1,029,873	905,873	1,054,979	1,137,289	107,416	10.43 %
01500503	TOWN CUSTODIAN SERVICE	383,793	459,152	379,136	437,652	465,926	6,774	1.48 %
01550100	CORA BELDEN LIBRARY	1,057,676	1,067,523	912,752	1,067,482	1,121,466	53,943	5.05 %

**TOWN OF ROCKY HILL
2022-23 BUDGET REQUEST**

	<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD Actual</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>Variance Rev vs Req</u>	<u>%Change</u>
01700100 PRINCIPAL PAYMENTS	4,715,883	5,075,000	5,075,000	5,075,001	4,990,000	(85,000)	(1.67) %
01700200 INTEREST PAYMENTS	2,935,617	2,966,425	2,854,339	3,044,071	3,212,185	245,760	8.28 %
01802 EDUCATION	45,285,394	48,205,761	33,168,814	48,205,761	49,775,897	1,570,136	3.26 %
01900100 EMPLOYEE BENEFITS	4,914,110	4,692,820	4,579,883	5,131,168	5,564,434	871,614	18.57 %
01900200 INSURANCE	941,984	1,001,708	1,012,237	1,014,263	1,056,108	54,400	5.43 %
01900300 CONTINGENCY/RESERVES	428,242	450,000	266,521	430,000	425,000	(25,000)	(5.56) %
01950000 CAPITAL IMPROVEMENTS	1,165,436	1,550,227	655,560	1,148,177	1,145,783	(404,444)	(26.09) %
TOTAL	83,541,146	88,656,902	68,818,476	88,835,402	92,250,398	3,593,496	4.05 %

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FULL-TIME PERSONNEL SUMMARY

BUDGET SUMMARY:

The General Government 2022-23 Proposed Budget has 149 full-time positions, a net increase of 3.0 full-time. The following Departments reflect staffing changes:

POLICE DEPARTMENT:

- Increase one full-time Patrol Officers – Patrol Division – funded by ARPA during 2021-22 fiscal year

HUMAN SERVICES:

- Increase one (1) full-time Human Services Technical Assistant – Human Services

FACILITIES:

- Increase one (1) full-time Tradesperson – General Trades

At the end of the budget process, the NAGE Highway/Parks, AFSCME, MEUI, FOP (Police) and the Library Employees (CILU) contracts were in effect. The contract for the NAGE Custodians union is set to expire on June 30, 2022. Funds to cover any salary changes in the union contracts are contained in the Contingency / Reserve Budget.

TOWN OF ROCKY HILL 2022-23 ANNUAL BUDGET					
FULL TIME PERSONNEL SUMMARY					
2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 ACTUAL		2022-23 ADOPTED
				GENERAL ADMINISTRATION	
0.0	0.0	0.0	0.0	Town Council	0.0
2.0	2.0	3.0	3.0	Town Manager	3.0
2.0	2.0	2.0	2.0	Personnel Administration	2.0
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
3.0	3.0	3.0	3.0	Town Clerk	3.0
2.0	2.0	2.0	2.0	Town Planner	2.0
4.0	4.0	4.0	4.0	Information Technology	4.0
1.0	1.0	1.0	1.0	Economic Development	1.0
<u>25.0</u>	<u>25.0</u>	<u>26.0</u>	<u>26.0</u>	TOTAL	<u>26.0</u>
				PUBLIC SAFETY	
50.0	50.0	52.0	53.0 *	Police Services	53.0
5.0	5.0	5.0	5.0	Fire Department	5.0
4.0	4.0	4.0	4.0	Building Department	4.0
<u>59.0</u>	<u>59.0</u>	<u>61.0</u>	<u>62.0</u>	TOTAL	<u>62.0</u>
				PUBLIC WORKS	
16.0	16.0	16.0	16.0	Highway	16.0
4.0	4.0	4.0	4.0	Engineering	4.0
2.0	2.0	2.0	2.0	Sanitation	2.0
<u>22.0</u>	<u>22.0</u>	<u>22.0</u>	<u>22.0</u>	TOTAL	<u>22.0</u>
				HUMAN & YOUTH SERVICES	
4.0	3.0	3.0	3.0	Human Services	4.0
<u>4.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>		<u>4.0</u>
				SENIOR SERVICES	
1.0	1.0	1.0	1.0	Senior Activities	1.0
2.0	2.0	2.0	2.0	Mini Bus	2.0
3.0	3.0	3.0	3.0		<u>3.0</u>
<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	LIBRARY	<u>11.0</u>
				PARKS & RECREATION	
8.0	8.0	8.0	8.0	Grounds	8.0
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>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	TOTAL	<u>11.0</u>
				FACILITIES MANAGEMENT	
5.0	5.0	6.0	6.0	Custodial Service - Town Buildings	6.0
3.0	3.0	3.0	3.0	Building Maintenance	4.0
<u>8.0</u>	<u>8.0</u>	<u>9.0</u>	<u>9.0</u>	TOTAL	<u>10.0</u>
<u>143.0</u>	<u>142.0</u>	<u>146.0</u>	<u>147.0</u>	TOTAL FULL TIME	<u>149.0</u>

* ARPA funded during 2021-22

**TOWN OF ROCKY HILL
2022-23 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:

Fees (\$6,000) include costs for parade activities, for a survey for the Commission on Inclusion and Innovation and other Town events.

Member expenses (\$2,000) include costs related primarily to the Town Council.

Dues and Subscriptions (\$35,196) include the Town's membership in:

The Capitol Region Council of Governments (CRCOG) - \$16,869;
Connecticut Council of Municipalities (CCM) - \$11,452;
Connecticut Council of Small Cities (COST) - \$1,375 and;
Miscellaneous other fees - \$5,500.

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

01100100 TOWN COUNCIL

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FEES	5326	0	6,000	460	2,000	6,000	0	0.00 %
MEMBER EXPENSE	5814	1,267	2,000	711	1,000	2,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	29,896	30,196	29,696	29,896	35,196	5,000	16.56 %
Non salary		<u>31,163</u>	<u>38,196</u>	<u>30,867</u>	<u>32,896</u>	<u>43,196</u>	<u>5,000</u>	13.09 %
Totals		31,163	38,196	30,867	32,896	43,196	5,000	13.09 %

**TOWN OF ROCKY HILL
2022-23 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. Also included in this budget is the Emergency Management Director and emergency operations related expenses.

BUDGET SUMMARY:

Full-Time salaries account (\$299,696) includes the Town Manager, the Emergency Management Director 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 various town expenses. Also, for the Town Manager to attend a national or regional town manager conference per contractual agreement.

Training (\$500) including FEMA classes for Emergency Operations.

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

Telephone (\$1,800) is for department cell phone usage.

Photocopier (\$4,000) is for photocopier and printer charges for the Town Manager suite.

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

Technical supplies (\$1,200) are for handout packages to recruitment of volunteers and uniform/clothing for the EMD. .

Dues and Subscriptions (\$800) is for subscription expense for periodicals, and membership to the CT Fire Chiefs, the International Fire Chiefs, and the National Fire Protection Agency (NFPA). .

01100200 TOWN MANAGER

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	234,634	320,741	260,026	292,896	299,696	(21,045)	(6.56)%
PART TIME-RECORDING	5122	4,547	4,900	4,331	4,900	4,900	0	0.00 %
Salaries		<u>239,181</u>	<u>325,641</u>	<u>264,356</u>	<u>297,796</u>	<u>304,596</u>	<u>(21,045)</u>	<u>(6.46)%</u>
PROFESSIONAL SVS	5326	7,110	11,000	9,018	9,500	11,000	0	0.00 %
TRAINING	5334	0	0	0	0	500	500	100.00 %
BUSINESS EXPENSES	5501	146	450	918	950	450	0	0.00 %
TELEPHONE	5507	0	0	0	0	1,800	1,800	100.00 %
PHOTOCOPIER	5550	0	0	0	0	4,000	4,000	100.00 %
OFFICE SUPPLIES	5622	272	500	202	500	500	0	0.00 %
TECHNICAL SUPPLIES	5627	0	500	0	500	1,200	700	140.00 %
DUES & SUBSCRIPTIONS	5818	350	400	225	400	800	400	100.00 %
Non salary		<u>7,879</u>	<u>12,850</u>	<u>10,363</u>	<u>11,850</u>	<u>20,250</u>	<u>7,400</u>	<u>57.59 %</u>
Totals		<u>247,060</u>	<u>338,491</u>	<u>274,719</u>	<u>309,646</u>	<u>324,846</u>	<u>(13,645)</u>	<u>(4.03)%</u>

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: PERSONNEL ADMINISTRATION

CODE: 01100300

DEPARTMENT FUNCTION:

The Department of Human Resources & Legal Compliance (HRLC) is comprised of the Director and the Human Resources Assistant, and collaborates across all other departments, including Ambulance, Fire and Police Departments, and the Board of Education, to align the municipality's most valuable resources – *its employees* – with organizational values and goals while fostering a positive culture. The 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.

HRLC is responsible for personnel transactions and the classification system, and administers recruitment and hiring processes; organizational development (promotions, transfers, succession plans); professional development; performance management and progressive discipline systems, as well as Dept. of Labor unemployment benefits/contests; and works with the Finance Department to support employee benefits administration (health, life, and pension/retirement benefits). HRLC facilitates mandatory drug testing in compliance with regulations of the Dept. of Transportation, Federal Motor Carrier Safety Admin, and other government agencies. HRLC routinely engages in compliance activities relative to the Americans with Disabilities Act, the Family Medical Leave Act, AA/EEO regulations, and coordinates the Employee Assistance Program. HRLC reviews, prepares and responds to requests under the Freedom of Information Act.

HRLC ensures compliance with state and federal employment laws, and the Municipal Employee Relations Act; proactively engages with managers and employees relative to complaint intake/investigations and employee/labor relations issues; regularly handles confidential materials concerning collective bargaining (including researching, collecting, analyzing, and presenting data in negotiations, grievances, mediations, and arbitrations) and attends hearings before State Agencies/Commissions. HRLC coordinates OSHA/workplace safety activities across departments (compliance plans and the Safety Committee); workers' compensation matter intake; light duty/return to work plans; and is the liaison with workers' compensation/urgent care medical providers. These functions have been recognized as risk management best practices resulting in lower insurance premium rates for the municipality.

Through the pandemic, HRLC continued to track workforce absences, engage in contact-tracing, apprise individuals of quarantine/isolation requirements, and maintain records that substantiated portions of municipal fund reimbursements under the American Rescue Plan Act. This past fiscal year, the Director was appointed to Staff the Commission on Inclusion & Innovation.

BUDGET SUMMARY:

Full-Time Salaries (\$191,450) include the Director of Human Resources & Legal Compliance and Human Resources Assistant.

Tuition Reimbursement (\$26,000) 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 (\$41,521) cover items such as mandatory random drug/alcohol screening, mandatory monitoring/reporting of CDL drivers, pre-employment physicals for police department personnel, background checks, grievance/arbitration fees, EAP services, OSHA-related mandates (ex: Hearing Conservation Program).

Training Expenses (\$6,200) cover employee training and professional development, and OSHA/Safety Committee training (ex: Asbestos Awareness Training).

Telephone (\$600) is for department cell phone usage. Photocopier (\$200) is for photocopier and printer charges for the department.

Advertising (\$2,500) is for recruitment activities, including on-line job board postings.

Office Supplies (\$1,500) is for general office supplies.

01100300 PERSONNEL

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	184,668	185,450	165,527	191,450	191,450	6,000	3.24 %
Salaries		184,668	185,450	165,527	191,450	191,450	6,000	3.24 %
TUITION REIMBURSEMENT	5240	18,935	25,200	17,666	25,200	26,000	800	3.17 %
FEEES	5326	39,557	31,279	34,274	38,000	41,521	10,242	32.74 %
TRAINING	5334	4,536	5,000	5,237	5,500	6,200	1,200	24.00 %
TELEPHONE	5507	0	0	0	0	600	600	100.00 %
ADVERTISING	5540	3,368	1,800	2,315	2,500	2,500	700	38.89 %
PHOTOCOPIER	5550	0	0	0	0	200	200	100.00 %
OFFICE SUPPLIES	5622	575	500	1,319	1,500	1,500	1,000	200.00 %
Non salary		66,971	63,779	60,810	72,700	78,521	14,742	23.11 %
Totals		251,639	249,229	226,337	264,150	269,971	20,742	8.32 %

**TOWN OF ROCKY HILL
2022-23 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 (\$456,008) 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 fiscal year audit is (\$54,600) which includes the auditing of the accounts for both the Town and Board of Education.

Technology Software (\$68,921) is 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.

Photocopier account (\$1,040) is for the Finance office copier and printer services

Meeting Expense (\$600) is for reimbursement for cost of attending meetings to discuss Town business. Office supplies (\$500) are for printer cartridges, forms, storage boxes, and general office supplies.

Dues and Subscription (\$1,250) include memberships in the Government Finance Officers Association (GFOA) and other organizations.

01100400 FINANCE & ACCOUNTING

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	319,519	451,772	336,833	390,953	456,008	4,236	0.94 %
PART TIME SALARIES	5120	5,214	2,500	0	0	2,500	0	0.00 %
Salaries		<u>324,733</u>	<u>454,272</u>	<u>336,833</u>	<u>390,953</u>	<u>458,508</u>	<u>4,236</u>	<u>0.93 %</u>
AUDITING SERVICES	5310	50,000	51,000	51,000	51,000	54,600	3,600	7.06 %
TRAINING	5334	2,836	4,100	641	3,100	4,100	0	0.00 %
TECHNOLOGY SOFTWARE	5343	52,911	59,622	57,263	59,622	68,921	9,299	15.60 %
MEETING EXPENSE	5500	50	600	0	600	600	0	0.00 %
PHOTOCOPIER	5550	0	0	0	0	1,040	1,040	100.00 %
OFFICE SUPPLIES	5622	732	500	651	700	500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	635	1,100	800	1,100	1,250	150	13.64 %
Non salary		<u>107,164</u>	<u>116,922</u>	<u>110,356</u>	<u>116,122</u>	<u>131,011</u>	<u>14,089</u>	<u>12.05 %</u>
Totals		<u>431,897</u>	<u>571,194</u>	<u>447,189</u>	<u>507,075</u>	<u>589,519</u>	<u>18,325</u>	<u>3.21 %</u>

**TOWN OF ROCKY HILL
2022-23 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. Rocky Hill is in the fourth year of the last revaluation. The next revaluation is scheduled for October 1, 2023.

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 (\$361,670) include: the Assessor; the Deputy Assessor; an Assistant Assessor and a Technical Assistant III position. The salary for the Assessor and Deputy Assessor are budgeted based on the MEIU contract. The salary of the Assistant Assessor and Technical Assistant are budgeted based upon the AFSCME contract. Over-Time Salaries of (\$700) are for assistance to the Board of Assessment Appeals.

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

Support Services (\$25,701) include Eagleview biennial flyover (\$25,701)

Training expenses (\$8,400) are for assessor school, CCMA certification and workshops, Revaluation courses and IAAO and NRAAO conferences.

Technology Software (\$56,650) include Quality Data computer software support (\$9,400), maintenance support for CAMA (\$21,000), PeopleGIS (\$20,000) Eagleview On-Line (\$2,950) and ArcGIS (\$3,300).

Telephone (\$700) is for department cell phone usage.

Photocopier (\$1,200) is for photocopier and printer charges for the department.

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

Technical Supplies (\$2,950) include motor vehicle pricing manuals and Marshall Valuation Service.

The Dues and Subscription account (\$1,500) includes funds for the Town's membership in the International Association of Assessing Officers (IAAO), Northeast Regional Assessors' Association (NRAAO), Connecticut Association of Assessing Officers (CAAO) and the Hartford Area Assessors' Association (HAAA).

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

01100500 PROPERTY ASSESSMENT

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	305,301	346,252	273,546	351,384	361,670	15,418	4.45 %
OVERTIME	5130	1,517	500	427	650	700	200	40.00 %
Salaries		<u>306,819</u>	<u>346,752</u>	<u>273,974</u>	<u>352,034</u>	<u>362,370</u>	<u>15,618</u>	4.50 %
AUDITING SERVICES	5310	10,000	10,000	6,000	10,000	10,000	0	0.00 %
SUPPORT SERVICES	5327	333	13,735	9,500	15,067	25,701	11,966	87.12 %
TRAINING	5334	2,390	7,400	4,215	7,400	8,400	1,000	13.51 %
TECHNOLOGY SOFTWARE	5343	55,232	52,950	48,697	54,250	56,650	3,700	6.99 %
TELEPHONE	5507	0	0	0	0	700	700	100.00 %
PHOTOCOPIER	5550	0	0	0	0	1,200	1,200	100.00 %
OFFICE SUPPLIES	5622	792	1,000	1,084	1,100	1,000	0	0.00 %
TECHNICAL SUPPLIES	5627	2,225	2,950	1,741	2,950	2,950	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,245	1,500	1,395	1,480	1,500	0	0.00 %
Non salary		<u>72,217</u>	<u>89,535</u>	<u>72,632</u>	<u>92,247</u>	<u>108,101</u>	<u>18,566</u>	20.74 %
Totals		379,035	436,287	346,605	444,281	470,471	34,184	7.84 %

**TOWN OF ROCKY HILL
2022-23 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 2022-23 Budget, a collection rate of 99.38% is being used.

FY 2020-2021 Collection Rate: 99.42%
FY 2019-2020 Collection Rate: 99.25%
FY 2018-2019 Collection Rate: 99.47%
Three Year Average: 99.38%

BUDGET SUMMARY:

Full-time Salaries (\$265,482) 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. Over-Time Salaries of (\$1,500).

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

The Technology Software account (\$36,784) is for computer software support; book binding fees; Lexis Accurint and usage for skip tracing; Public notices; Financial System Interface; Mayor's Letter; July/January tax bills mailing service and delinquent/demand notices.

Postage (\$2,000) is for the cost to mail tax bills, payment receipts and Intent to lien notices; Post Office Box rental and Bulk mail permit.

Photocopier (\$600) is for photocopier and printer charges for the department.

Office supplies (\$800) 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 (\$500) includes membership to County, State and Regional Tax Collector associations.

01100600 PROPERTY TAX COLLECTION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	248,775	247,087	221,125	257,881	265,482	18,395	7.44 %
OVERTIME	5130	2,337	750	2,301	2,400	1,500	750	100.00 %
Salaries		<u>251,111</u>	<u>247,837</u>	<u>223,425</u>	<u>260,281</u>	<u>266,982</u>	<u>19,145</u>	<u>7.72 %</u>
TRAINING	5334	185	2,500	380	1,200	2,500	0	0.00 %
TECHNOLOGY SOFTWARE	5343	30,726	29,592	17,510	29,592	36,784	7,192	24.30 %
POSTAGE	5530	1,539	2,000	424	2,000	2,000	0	0.00 %
PHOTOCOPIER	5550	0	0	0	0	600	600	100.00 %
OFFICE SUPPLIES	5622	897	800	782	800	800	0	0.00 %
TECHNICAL SUPPLIES	5627	378	750	354	500	750	0	0.00 %
DUES & SUBSCRIPTIONS	5818	325	450	235	400	500	50	11.11 %
Non salary		<u>34,051</u>	<u>36,092</u>	<u>19,685</u>	<u>34,492</u>	<u>43,934</u>	<u>7,842</u>	<u>21.73 %</u>
Totals		<u>285,162</u>	<u>283,929</u>	<u>243,110</u>	<u>294,773</u>	<u>310,916</u>	<u>26,987</u>	<u>9.50 %</u>

**TOWN OF ROCKY HILL
2022-23 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 their 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 (CROG), and with the State of Connecticut.

BUDGET SUMMARY:

The Fees account (\$9,500) 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.

Maintenance Contracts (\$3,430) include the cost associated with the postage meter in the Town Hall and time clocks at the Highway and Parks garages.

The Postage account (\$24,905) is to fund the overall general postage needs of all town departments except for the tax department.

Advertising (\$17,000) is for legal ads for request for proposal bids, legal notices, and public notices for Land Use Commissions.

Printing (\$5,700) is for the cost of printing various forms, letterhead, the Annual Report, and the Proposed and the Adopted Town Budget.

Office Supplies account (\$15,214) is for the purchase of photocopying paper, general office supplies and employee retirement gifts.

Food account (\$2,000) is for the purchase of food and beverages for retirements and for ceremonial occasions.

Office Equipment (\$3,200) is for the purchasing of time clocks, hardware and other office equipment for departments if the need arises.

01100700 CENTRAL SUPPLIES

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FEES	5326	11,849	7,500	2,590	7,500	9,500	2,000	26.67 %
MAINTENANCE CONTRACTS	5436	1,713	3,673	2,616	3,673	3,430	(243)	(6.62)%
POSTAGE	5530	24,664	24,905	19,097	24,905	24,905	0	0.00 %
ADVERTISING	5540	6,746	17,000	8,608	17,000	17,000	0	0.00 %
PRINTING	5541	6,143	5,700	6,304	6,500	5,700	0	0.00 %
OFFICE SUPPLIES	5622	14,464	14,000	13,896	14,000	15,214	1,214	8.67 %
FOOD	5640	1,290	1,500	1,784	1,800	2,000	500	33.33 %
OFFICE EQUIPMENT	5740	520	3,200	0	3,200	3,200	0	0.00 %
Non salary		67,389	77,478	54,895	78,578	80,949	3,471	4.48 %
Totals		67,389	77,478	54,895	78,578	80,949	3,471	4.48 %

**TOWN OF ROCKY HILL
2022-23 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-five (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 (\$67,500) 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.

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 (\$80,000) accounts are for these types of legal cases that are billed by the Town Attorney on an individual case basis.

The Labor Counsel account (\$27,000) 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 contract will expire on June 30, 2022.

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

01100800 LEGAL

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
GENERAL LEGAL FEES	5311	36,201	42,000	23,347	34,600	67,500	25,500	60.71 %
LEGAL RETAINER	5312	9,000	36,000	4,032	12,000	0	(36,000)	(100.00)%
SUPPORT SERVICES	5327	3,918	9,500	7,266	7,500	9,500	0	0.00 %
TAX FORECLOSURE	5336	0	5,000	0	0	5,000	0	0.00 %
LABOR COUNSEL	5337	62,507	42,000	15,105	42,000	27,000	(15,000)	(35.71)%
TAX APPEALS	5803	108,635	80,000	79,158	80,000	80,000	0	0.00 %
Non salary		<u>220,261</u>	<u>214,500</u>	<u>128,908</u>	<u>176,100</u>	<u>189,000</u>	<u>(25,500)</u>	<u>(11.89)%</u>
Totals		220,261	214,500	128,908	176,100	189,000	(25,500)	(11.89)%

**TOWN OF ROCKY HILL
2022-23 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 \$31,489 of the estimated expenses of \$104,056.

01100900 PROBATE COURT

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
COURT COSTS PROBATE	5332	33,387	34,725	10,506	15,388	31,489	(3,236)	(9.32)%
Non salary		<u>33,387</u>	<u>34,725</u>	<u>10,506</u>	<u>15,388</u>	<u>31,489</u>	<u>(3,236)</u>	<u>(9.32)%</u>
Totals		33,387	34,725	10,506	15,388	31,489	(3,236)	(9.32)%

**TOWN OF ROCKY HILL
2022-23 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/reports for the Secretary of State; to conduct Registration sessions and election recounts or audits; to insure voting equipment and machines are functional, accurate and secure; to hire and train election workers, to attend spring and fall conferences to keep abreast of election laws, procedures and technology; 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 22, 2022 there are 13,124 voters registered in Rocky Hill.

BUDGET SUMMARY:

Part Time Salaries (\$71,000) includes (2) Registrars at (\$26,500) each and (2) Deputy Registrars at (\$9,000) each. This account includes workers hired to assist residents who require supervised balloting. Presently, we service 3 nursing homes, the VA Hospital and (3) assisted living facilities.

Fees Election Workers (\$38,500) pays for staffing of all election workers at polls for (1) Municipal. We have budgeted for any Primary/Referendum at a cost of approximately \$17,500. We also may have mandatory audits, if selected, by Secretary of State's lottery as we have in the past or recounts. Due to the new technology and cyber security, there continues to be more stringent training sessions for all workers which will increase the training session stipend and hours.

Equipment repairs (\$2,600) are for repair of office and election related equipment. We are responsible for all tabulator maintenance. We have a Voting Machine Maintenance Agreement at the cost of \$250 per tabulator. This is a total cost of \$2000 for all tabulators. The cost to replace a tabulator is approximately \$7500.

Telephone (\$1,800) is for department cell phone usage. **Photocopier** (\$240) is for photocopier and printer charges for the department.

Postage (\$250) is for the returning and insuring of memory cards to LHS Associates. We also conduct an annual NCOA canvass of voters who may have moved within or out of Town.

Printing (\$7,000) are responsible for the printing costs of ballots and printed materials required at the elections. We order ballots from Adkins on Election Day to insure we have sufficient ballots on hand. We are responsible for the printing of all ballots for all elections. The cost of ballots runs from \$.45 to \$.80 each depending on size.

Technical supplies (\$5,000). This account includes materials needed in office and at the polls plus the transport of all equipment to the polls. The Town is 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, EDR and poll ballots.), and \$336 for programming. The costs will change with every election. These expenses were previously covered by the State. (\$3,500) is for elections workers and Moderator training sessions. We also have mandatory voter making sessions and petition deadline dates throughout the year.

Food (\$3,000) covers food expenses during referendums and elections.

Member expenses (\$4,600) covers spring and fall conferences and state mandated meeting fees for both Registrars and Deputies. Some Conference classes are beneficial to Head Moderators. Moderators must be certified by the State of Connecticut and register for classes for this purpose. The cost of Moderator and Registrar certification has risen considerably as new registrars must take 4-6 hour classes to become certified.

01101000 REGISTRARS OF VOTERS

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
PART TIME SALARIES	5120	66,410	68,900	53,829	67,440	71,000	2,100	3.05 %
Salaries		66,410	68,900	53,829	67,440	71,000	2,100	3.05 %
ELECTION WORKERS	5326	26,244	24,000	23,637	26,250	38,500	14,500	60.42 %
EQUIPMENT REPAIR	5431	1,600	2,200	0	2,000	2,600	400	18.18 %
TELEPHONE	5507	0	0	0	0	1,800	1,800	100.00 %
POSTAGE	5530	0	200	0	200	250	50	25.00 %
PRINTING	5541	5,017	5,000	3,678	5,500	7,000	2,000	40.00 %
PHOTOCOPIER	5550	0	0	0	0	240	240	100.00 %
TECHNICAL SUPPLIES	5627	2,725	4,000	3,783	4,000	5,000	1,000	25.00 %
FOOD	5640	3,440	3,000	2,088	3,500	3,000	0	0.00 %
MEMBER EXPENSE	5814	1,602	4,000	2,963	3,000	4,600	600	15.00 %
Non salary		40,628	42,400	36,149	44,450	62,990	20,590	48.56 %
Totals		107,038	111,300	89,978	111,890	133,990	22,690	20.39 %

**TOWN OF ROCKY HILL
2022-23 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 (\$257,813) 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 (\$11,800) includes funds for Land Records indexing, auditing, optical imaging and microfilm storage; imaging and microfilming of maps. An increase of \$1,500 for OnBoard which is a computerized database to capture all the elected and appointed boards and commissions and \$1,200 for LaserFiche Software which is used to scan and search all minutes on file in the office. Both products will provide more accurate information as well as historic data.

The Training Account (\$1,400) is for certification of the Town Clerk and her staff for the Institute for Town Clerks and two mandated Annual State Elections Conferences.

Photocopier (\$240) is for photocopier and printer charges for the department.

Technology Software (\$16,800) includes software maintenance fees for IQS Solutions system. This new system includes dog licensing which was not included in the previous indexing package.

Elections/Vital Statistics (\$4,400) includes the cost of a Primary and State Election. Increase to reflect absentee ballots due to the expanded definition for requesting an absentee ballot. 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 (\$730) are for National, New England and Hartford County Association memberships.

01101100 TOWN CLERK

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	235,435	235,845	212,225	248,056	257,813	21,968	9.31 %
OVERTIME	5130	1,129	500	183	1,200	500	0	0.00 %
Salaries		236,564	236,345	212,408	249,256	258,313	21,968	9.29 %
SERVICE CONTRACTS	5326	3,187	9,000	3,328	11,800	11,800	2,800	31.11 %
TRAINING	5334	255	1,400	830	1,400	1,400	0	0.00 %
ELECTION VITALS	5341	3,694	4,200	3,716	4,400	4,400	200	4.76 %
TECHNOLOGY SOFTWARE	5343	19,462	16,800	18,430	20,000	16,800	0	0.00 %
PHOTOCOPIER	5550	0	0	0	0	240	240	100.00 %
OFFICE SUPPLIES	5622	425	1,000	831	1,000	1,000	0	0.00 %
TECHNICAL SUPPLIES	5627	6,849	7,500	1,828	7,500	7,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	440	730	620	650	730	0	0.00 %
Non salary		34,312	40,630	29,583	46,750	43,870	3,240	7.97 %
Totals		270,876	276,975	241,992	296,006	302,183	25,208	9.10 %

**TOWN OF ROCKY HILL
2022-23 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 Division serves as the administrative officer for the Planning and Zoning Commission (PZC), Zoning Board of Appeals (ZBA), Plan Implementation Committee (PIC), and Town Council. 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. The Commission has approved a temporary moratorium on uses related to Adult Use Cannabis, not to exceed one year. The Commission is modifying regulations for compliance with new State laws on affordable housing and furthering fair housing. In the Spring of 2022, the Affordable Housing Plan for the town will be completed.

BUDGET SUMMARY:

Full-time salary (\$226,111) is for the Town Planner/ZEO (MEUI) and Assistant Town Planner/ZEO (NAGE)

Part-time Salary (\$4,000) 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

Telephone (\$1,200) is for department cell phone usage.

Uniforms and cleaning (\$700) 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 (\$1,200) is for educational seminars for P&Z and ZBA Commission members as mandated by new CT legislation PA 21-29

Dues and subscriptions (\$510) are for professional dues and related subscriptions shared with other Staff and Commissions

PERFORMANCE MEASUREMENTS

	<u>2020-21 ACTUAL</u>	<u>2021-22 EST</u>	<u>2022-23 FORECAST</u>
Meetings (P&Z, ZBA, Council, etc.)	25	26	28
Variances, Site Plans, Subdivisions, Special Permits, Other (bond release, regulation amendments, etc.)	28	21	25

01101400 TOWN PLANNER

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	210,398	216,320	188,263	219,943	226,111	9,791	4.53 %
PART TIME-RECORDING	5122	1,398	4,000	1,681	4,000	4,000	0	0.00 %
Salaries		<u>211,796</u>	<u>220,320</u>	<u>189,944</u>	<u>223,943</u>	<u>230,111</u>	<u>9,791</u>	<u>4.44 %</u>
CONSULTANT	5326	0	20,000	0	20,000	0	(20,000)	(100.00)%
MEETING EXPENSE	5500	0	200	0	200	200	0	0.00 %
TELEPHONE	5507	0	0	0	0	1,200	1,200	100.00 %
UNIFORMS & CLEANING	5613	353	700	354	700	700	0	0.00 %
OFFICE SUPPLIES	5622	392	450	146	450	450	0	0.00 %
MEMBER EXPENSE	5814	0	400	75	400	1,200	800	200.00 %
DUES & SUBSCRIPTIONS	5818	454	510	0	510	510	0	0.00 %
Non salary		<u>1,199</u>	<u>22,260</u>	<u>576</u>	<u>22,260</u>	<u>4,260</u>	<u>(18,000)</u>	<u>(80.86)%</u>
Totals		212,995	242,580	190,520	246,203	234,371	(8,209)	(3.38)%

**TOWN OF ROCKY HILL
2022-23 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 (\$388,709) 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 (\$3,303) includes one media technician.

The Information Technology Service account (\$93,565) includes the cost of ISP, Wide Area Network (WAN), website and municipal app hosting, cybersecurity managed endpoint protection, and phone system monitoring.

The Technology Software and Licensing account (\$141,011) includes costs for acquiring software licenses. Included are software licenses for desktops, servers, network security, data backup, and E-Discovery.

The Maintenance Contracts account (\$29,302) is for hardware support contracts for items such as storage servers, switches and firewalls.

The telephone account (\$17,200) includes centralized VoIP and department cell phone usage.

The Photocopier account (\$5,000) is for photocopier and printer charges for the department.

The Technical Equipment account (\$30,000) 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 (\$20,000) includes the cost of replacing Town computing devices such as desktops, laptops, and tablets to maintain computing standards.

01101500 INFORMATION TECHNOLOGY

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	356,212	362,586	324,911	380,791	388,709	26,123	7.20 %
PART TIME-RECORDING	5122	0	3,303	2,543	3,303	3,303	0	0.00 %
Salaries		<u>356,212</u>	<u>365,889</u>	<u>327,453</u>	<u>384,094</u>	<u>392,012</u>	<u>26,123</u>	<u>7.14 %</u>
TRAINING	5334	5,850	5,600	5,629	5,700	5,600	0	0.00 %
INFORMATION TECHNOLOGY SERVIC	5342	62,536	90,699	75,090	90,699	93,565	2,866	3.16 %
TECHNOLOGY SOFTWARE	5343	107,021	115,351	72,919	115,351	141,011	25,660	22.25 %
MAINT CONTRACTS	5436	18,837	28,102	11,049	28,102	29,302	1,200	4.27 %
TELEPHONE	5507	104,285	91,000	92,410	95,000	17,200	(73,800)	(81.10)%
PHOTOCOPIER	5550	37,295	30,000	28,717	33,000	5,000	(25,000)	(83.33)%
TECHNICAL SUPPLIES	5627	1,919	1,500	2,306	2,500	1,500	0	0.00 %
TECHNICAL EQUIPMENT	5736	9,926	19,000	13,931	19,000	30,000	11,000	57.89 %
COMPUTERS	5746	18,647	20,000	16,234	20,000	20,000	0	0.00 %
OTHER EQUIPMENT	5749	1,245	1,200	1,073	1,200	1,200	0	0.00 %
Non salary		<u>367,561</u>	<u>402,452</u>	<u>319,357</u>	<u>410,552</u>	<u>344,378</u>	<u>(58,074)</u>	<u>(14.43)%</u>
Totals		<u>723,772</u>	<u>768,341</u>	<u>646,811</u>	<u>794,646</u>	<u>736,390</u>	<u>(31,951)</u>	<u>(4.16)%</u>

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: GENERAL ADMINISTRATION

PROGRAM: ECONOMIC DEVELOPMENT

CODE: 01101700

DEPARTMENT FUNCTION:

The Department consists of the Economic Development Director and receives administrative assistance from the Town Manager's Office and provides customer service support for the Town Manager's office, research and analysis of public policy issues and legislative proposals affecting the Town, as well as tasks assigned by the Town Manager. 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 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 Director coordinates the acquisition of farmland and open space properties (and the development rights thereof). The Director collaborates with the Town Manager, Finance Department and Community Development Services Staff to partner with potential business prospects to implement revitalization strategies throughout Town and to seek grants. The Director is Staff to the Economic Development Commission, the Redevelopment Agency, the Economic Development Subcommittee, the Open Space Land Acquisition and Farmland Preservation Committee and other committees and subcommittees as assigned by the Town Manager.

BUDGET SUMMARY:

Full-time salary (\$125,526) is for the Economic Development Director.

Fees (\$32,000) is for professional services to conduct market/feasibility analysis and land use studies as well as for sponsoring educational/informational seminars related to regional and local economic development issues/opportunities, consultant costs associated with site location efforts and consultant for grant writing services.

Training – (\$500) 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, economic developers, municipal, State and Federal officials and industry leaders and experts.

Telephone (\$700) is for department cell phone usage.

Marketing/Printing – (\$4,000) is to implement the Economic Development Commission's marketing strategy, which includes Statewide and nationwide digital and print target marketing, promotional events and site selection tours.

Dues and Subscriptions (\$2,500) is for memberships and subscriptions to various industry specific organizations. Membership fees have increased.

01101700 ECONOMIC DEVELOPMENT

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	117,639	118,551	104,109	121,929	125,526	6,975	5.88 %
PART TIME-RECORDING	5122	226	1,100	105	105	0	(1,100)	(100.00)%
Salaries		<u>117,865</u>	<u>119,651</u>	<u>104,213</u>	<u>122,034</u>	<u>125,526</u>	<u>5,875</u>	<u>4.91 %</u>
FEES	5326	200	10,000	6,500	16,000	32,000	22,000	220.00 %
TRAINING	5334	49	500	205	500	500	0	0.00 %
MEETING EXPENSE	5500	0	500	251	500	500	0	0.00 %
TELEPHONE	5507	0	0	0	0	700	700	100.00 %
MARKETING	5541	1,794	3,000	340	3,000	4,000	1,000	33.33 %
DUES & SUBSCRIPTIONS	5818	1,447	2,000	1,299	2,000	2,500	500	25.00 %
Non salary		<u>3,490</u>	<u>16,000</u>	<u>8,595</u>	<u>22,000</u>	<u>40,200</u>	<u>24,200</u>	<u>151.25 %</u>
Totals		121,355	135,651	112,809	144,034	165,726	30,075	22.17 %

**TOWN OF ROCKY HILL
2022-23 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, the Animal Control Officers and the Police Cadet program.

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 Dispatch Center.

BUDGET SUMMARY:

Full Time Salaries (\$372,606) include the salaries of the Police Chief, the Administrative Lieutenant and an Administrative Secretary. Part Time Salaries (\$40,000) are for a part-time Animal Control Officer.

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

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

Telephone (\$33,000) is for department cell phone usage.

Photocopier (\$6,000) is for photocopier and printer charges for the department.

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 the New England Chiefs Association; membership in the Connecticut Police Chiefs Association; membership in FBI / LEEDA and NASRO, as well as various professional subscriptions to police publications and journals.

01202101 POLICE ADMINISTRATION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	330,412	331,456	291,166	331,456	372,606	41,150	12.41 %
PART TIME SALARIES	5120	36,660	40,500	18,187	30,000	40,000	(500)	(1.23)%
OVERTIME	5130	264	0	1,006	1,006	0	0	100.00 %
Salaries		<u>367,335</u>	<u>371,956</u>	<u>310,360</u>	<u>362,462</u>	<u>412,606</u>	<u>40,650</u>	<u>10.93 %</u>
AWARDS/RECOGNITION	5292	868	1,000	24	800	1,000	0	0.00 %
FEES	5326	150	2,500	0	1,000	2,500	0	0.00 %
TRAINING	5334	4,103	1,500	2,340	2,500	2,500	1,000	66.67 %
TELEPHONE	5507	0	0	0	0	33,000	33,000	100.00 %
PHOTOCOPIER	5550	0	0	0	0	6,000	6,000	100.00 %
UNIFORMS & CLEANING	5613	223	1,500	0	500	1,500	0	0.00 %
MATERIALS & SUPPLIES	5623	0	500	538	700	500	0	0.00 %
CONFERENCE EXPENSE	5816	0	2,000	0	1,000	2,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	4,000	3,000	1,770	3,000	3,000	0	0.00 %
Non salary		<u>9,344</u>	<u>12,000</u>	<u>4,672</u>	<u>9,500</u>	<u>52,000</u>	<u>40,000</u>	<u>333.33 %</u>
Totals		<u>376,679</u>	<u>383,956</u>	<u>315,032</u>	<u>371,962</u>	<u>464,606</u>	<u>80,650</u>	<u>21.01 %</u>

**TOWN OF ROCKY HILL
2022-23 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 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 police documents for presentation in court.

BUDGET SUMMARY:

Full Time Salaries (\$851,164) includes funding for 9 full-time Public Safety Dispatchers and 2 full-time Records Clerks. Overtime funds (\$88,000) are provided in order to fund coverage of open dispatch shifts.

The Contractual Services account (\$140,275) includes funding for the following: License Plate Reader maintenance (\$3,000), Modems for mobile units (\$5,000), VCS scheduling software (\$5,653), Code Red emergency notification system (\$5,500), APCO dues (\$900), Live Scan booking units (\$8,724), the NEXGEN CAD/RMS service contract (\$20,000), Power DMS software maintenance (\$6,400), the service contract for 22 Town AED's (\$4,644), Reverse Phone Book updates (\$2,490), Weapon replacement & maintenance (\$4,850), RAFS maintenance (\$645), ID card system (\$785), Guardian EIS software (\$2,206), CALEA membership, audit, & site visit fees (\$14,065), VR training simulator (\$12,500), Booking camera system (\$399), Overtime software (\$2,700), Dispatch training & testing software (\$2,995), Employee Training Tracking & Department Inventory software (\$2,900), Police One on-line training (\$1500) & WatchGuard Body Cam System Maintenance (\$26,325) and Atlas One software maintenance (\$5,900).

Training (\$7,000) is for Dispatcher and Records Clerk training.

Recorder Maintenance (\$6,500) is for the I-Record and Audio Logger systems. Radio Service (\$146,868) includes the service contract for all 2-way radios and radio infrastructure in town: mobiles, base station, portables, repeaters/receivers, antennas, etc. for Police, Fire, EMS, Highway, and Parks Departments.

Technical supplies (\$3,000) is for various hardware and software updates not covered by service contracts. 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 the purchase and replacement of 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
2022-23 ADOPTED BUDGET**

01202102 POLICE RECORDS/COMMUN

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	744,483	783,201	668,215	786,084	851,164	67,963	8.68 %
OVERTIME	5130	71,394	85,000	74,310	85,000	88,000	3,000	3.53 %
Salaries		<u>815,878</u>	<u>868,201</u>	<u>742,525</u>	<u>871,084</u>	<u>939,164</u>	<u>70,963</u>	<u>8.17 %</u>
CONTRACTUAL SVS	5326	91,428	122,480	93,712	110,000	140,275	17,795	14.53 %
TRAINING	5334	5,903	5,900	5,601	6,900	7,000	1,100	18.64 %
MAINTENANCE	5433	3,150	6,500	0	6,500	6,500	0	0.00 %
RADIO SERVICE	5531	101,883	109,227	95,006	105,897	146,868	37,641	34.46 %
OFFICE SUPPLIES	5622	6,916	6,500	1,675	6,000	6,500	0	0.00 %
TECHNICAL SUPPLIES	5627	2,605	3,000	2,679	3,000	3,000	0	0.00 %
SUPPLIES-RECORDER SYSTEM	5628	494	500	40	500	500	0	0.00 %
TECHNICAL EQUIPMENT	5736	8,678	8,603	8,403	8,600	8,603	0	0.00 %
OFFICE EQUIPMENT	5740	2,435	2,435	2,168	2,435	2,435	0	0.00 %
RADIO EQUIPMENT	5742	30,206	30,805	19,616	30,805	30,805	0	0.00 %
OTHER EQUIPMENT	5749	4,999	5,000	4,383	5,000	5,000	0	0.00 %
Non salary		<u>258,698</u>	<u>300,950</u>	<u>233,282</u>	<u>285,637</u>	<u>357,486</u>	<u>56,536</u>	<u>18.79 %</u>
Totals		1,074,576	1,169,151	975,807	1,156,721	1,296,650	127,499	10.91 %

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: POLICE SERVICES

PROGRAM: POLICE SUPPORT SERVICES

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, robberies, burglaries, computer crime and juvenile crimes. The Investigations Division is also responsible for the preservation and security of all criminal evidence. The Investigations Division is also an active member of the Mid-State Investigative Support Team, as well as the DEA and Greater Hartford Auto Theft Task Forces.

BUDGET SUMMARY:

Full Time Salaries (\$465,529) includes 1 Lieutenant and 3 Detectives. Overtime (\$60,000) covers weekend and after-hour call-ins and unanticipated incidents, as well as Task Force assignments.

Support Services (\$7,400) is for TRADS-TLO background services (\$6,400) and the Town's share for participation in the Mid-State Investigative Support Team (\$1,000). Training Expenses (\$5,000) is for Detectives and School Resource Officers. Equipment Repairs (\$250) are for repair and maintenance of cameras, video and evidence processing equipment. Meeting Expenses (\$400) is 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.

01202103 POLICE SUPPORT INVESTIGATIONS

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	472,639	431,860	346,770	431,860	465,529	33,669	7.80 %
OVERTIME	5130	65,229	50,000	71,259	80,000	60,000	10,000	20.00 %
Salaries		537,869	481,860	418,029	511,860	525,529	43,669	9.06 %
SUPPORT SERVICES	5327	6,439	7,400	3,712	7,000	7,400	0	0.00 %
TRAINING	5334	0	5,000	2,604	3,500	5,000	0	0.00 %
EQUIPMENT REPAIR	5431	247	250	212	250	250	0	0.00 %
MEETING EXPENSE	5500	0	400	72	275	400	0	0.00 %
OFFICE SUPPLIES	5622	1,214	800	160	800	800	0	0.00 %
TECHNICAL SUPPLIES	5627	6,553	7,000	7,369	8,000	7,000	0	0.00 %
Non salary		14,453	20,850	14,128	19,825	20,850	0	0.00 %
Totals		552,321	502,710	432,157	531,685	546,379	43,669	8.69 %

**TOWN OF ROCKY HILL
2022-23 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 (\$3,478,717) includes 1 Lieutenant, 7 Patrol Sergeants, 2 School Resource Officers, 25 Patrol Officers. All salaries are budgeted according to the current collective bargaining contract. Holiday pay (\$108,675) is budgeted based on the current contract that requires overtime for 12 paid holidays each year. Overtime (\$352,000) covers shift vacancies and unanticipated incidents. Town Events (\$15,000) covers overtime for town sponsored events and functions such as the Memorial Day Parade, Rocky Hill Fall Fest, Summer Concert Series, Police Night Out, etc.

College Credit (\$28,100) and Longevity (\$19,525) are based upon the requirements of the existing collective bargaining contract.

Support Services (\$4,600) is the Town's share for participation in the Mid-State Accident Squad (\$2,600) and CREST Team (\$2,000).

Training (\$45,000) is budgeted for annual firearms training & qualification, first aid certification, defensive tactics certification, Taser certification, the Capitol Region Training Assessment, POSTC recruit & in-service training, as well as blood-borne pathogens, OSHA, and executive management courses.

Equipment Repairs (\$3,500) are for the repair, maintenance, and the certification of radar units, the breathalyzer machine, and other equipment. Car Washes (\$8,000) 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 (\$88,350) is budgeted on the basis of the current collective bargaining contract. Technical Supplies (\$35,000) includes funds for ammunition, first aid & OSHA supplies, film & batteries, canine food & care, and equipment for the swat, marine, and canine units, etc.

Motor fuel & lubricants (\$127,800) for department vehicles. Tires (\$15,000) and Vehicle Parts/Repairs (\$45,000) is for fleet repairs and maintenance and vehicle accidents. Food (\$2,000) is for prisoner meals and special details. Technical Equipment (\$13,073) is for the annual Taser lease.

01202104 POLICE UNIFORM PATROL**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	2,776,335	3,211,053	2,607,404	3,155,686	3,478,717	267,664	8.34 %
HOLIDAY PAY	5112	101,190	105,000	34,805	102,000	108,675	3,675	3.50 %
PART TIME SALARIES	5120	0	0	328	328	0	0	100.00 %
OVERTIME	5130	447,797	340,000	315,667	410,000	352,000	12,000	3.53 %
OVERTIME TOWN EVENTS	5132	7,777	15,000	9,069	14,000	15,000	0	0.00 %
Salaries		<u>3,333,099</u>	<u>3,671,053</u>	<u>2,967,273</u>	<u>3,682,014</u>	<u>3,954,392</u>	<u>283,339</u>	<u>7.72 %</u>
COLLEGE CREDITS	5240	22,100	23,800	23,050	23,100	28,100	4,300	18.07 %
LONGEVITY	5291	18,325	18,300	16,675	20,000	19,525	1,225	6.69 %
SUPPORT SERVICES	5327	2,250	3,000	2,279	3,000	4,600	1,600	53.33 %
TRAINING	5334	39,754	35,000	37,102	40,000	45,000	10,000	28.57 %
EQUIPMENT REPAIR	5431	3,558	3,500	3,292	3,500	3,500	0	0.00 %
CAR WASHES	5502	10,777	8,000	11,249	13,000	8,000	0	0.00 %
POLICE TOWS	5503	1,535	1,500	631	1,500	1,500	0	0.00 %
UNIFORMS & CLEANING	5613	99,939	80,550	76,096	90,000	88,350	7,800	9.68 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	127,800	127,800	100.00 %
TECHNICAL SUPPLIES	5627	32,194	35,000	20,219	33,000	35,000	0	0.00 %
TIRES & TUBES	5629	14,072	15,000	11,371	15,000	15,000	0	0.00 %
VEHICLE PARTS	5630	59,967	40,000	40,376	50,000	45,000	5,000	12.50 %
FOOD	5640	1,613	2,000	1,349	2,000	2,000	0	0.00 %
TECHNICAL EQUIPMENT	5736	13,073	13,073	13,073	13,073	13,073	0	0.00 %
Non salary		<u>319,156</u>	<u>278,723</u>	<u>256,760</u>	<u>307,173</u>	<u>436,448</u>	<u>157,725</u>	<u>56.59 %</u>
Totals		<u>3,652,255</u>	<u>3,949,776</u>	<u>3,224,033</u>	<u>3,989,187</u>	<u>4,390,840</u>	<u>441,064</u>	<u>11.17 %</u>

**TOWN OF ROCKY HILL
2022-23 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 administrative 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 (\$78,012) is budgeted based on the current A.F.S.C.M.E. contract.

Support Services (\$15,635) is for maintaining licenses for the computer based mandatory education software and web based competency testing for OSHA required refresher training (Target Solutions), as well as for the department's management (RedNMX) software licenses and HazCommpliance. (\$21,725) is for a consultant to create a strategic long range plan for the department.

Training (\$35,000) 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 (\$7,800) 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. Gear Rack for division storage is \$1,800.

Telephone (\$13,000) is for department cell phone usage.

Photocopier (\$1,020) is for photocopier and printer charges for the department.

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

Communications (\$35,000) includes maintenance and operation of the RHFD's communications system, 2-way radios (mobile and portable), 2-way radio repeaters, transmitters and receivers, including replacements for non-warrantied portable and mobile radios.

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

Office Supplies (\$3,750) 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 (\$3,850) 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.

01202201 FIRE DEPT ADMINISTRATION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	73,028	71,531	64,379	75,740	78,012	6,481	9.06 %
PART TIME SALARIES	5120	0	14,850	0	0	0	(14,850)	(100.00)%
Salaries		<u>73,028</u>	<u>86,381</u>	<u>64,379</u>	<u>75,740</u>	<u>78,012</u>	<u>(8,369)</u>	<u>(9.69)%</u>
SUPPORT SERVICES	5327	15,069	15,635	14,904	15,635	15,635	0	0.00 %
TRAINING	5334	27,210	30,000	24,527	27,000	35,000	5,000	16.67 %
BUILDING REPAIR	5430	8,051	7,400	7,588	7,800	7,800	400	5.41 %
MEETING EXPENSE	5500	545	600	145	450	600	0	0.00 %
TELEPHONE	5507	0	0	0	0	13,000	13,000	100.00 %
COMMUNICATIONS	5532	38,943	29,870	58,175	59,870	35,000	5,130	17.17 %
PHOTOCOPIER	5550	0	0	0	0	1,020	1,020	100.00 %
UNIFORMS & CLEANING	5613	7,281	7,500	2,973	7,200	7,500	0	0.00 %
OFFICE SUPPLIES	5622	3,374	3,500	3,277	3,350	3,750	250	7.14 %
TECHNICAL SUPPLIES	5627	12,746	7,750	4,378	7,750	7,750	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,700	3,850	1,915	3,850	3,850	0	0.00 %
Non salary		<u>114,918</u>	<u>106,105</u>	<u>117,880</u>	<u>132,905</u>	<u>130,905</u>	<u>24,800</u>	<u>23.37 %</u>
Totals		<u>187,945</u>	<u>192,486</u>	<u>182,259</u>	<u>208,645</u>	<u>208,917</u>	<u>16,431</u>	<u>8.54 %</u>

**TOWN OF ROCKY HILL
2022-23 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 (\$234,305) is for the Fire Marshal's salary and Deputy Fire Marshal. Part Time Salaries (\$6,000) includes: (\$3,000) devoted for yearly Fire Prevention Programs, (\$3,000) 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 (\$2,500) allows three (3) 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 (\$1,500) 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 (\$4,000) are for various publications and dues for professional organizations. Also included in this account is (\$2,000) 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.

01202204 FIRE DEPT PREVENTION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	227,058	223,844	196,783	223,844	234,305	10,461	4.67 %
PART TIME SALARIES	5120	16,910	16,000	4,841	6,000	6,000	(10,000)	(62.50)%
Salaries		<u>243,968</u>	<u>239,844</u>	<u>201,625</u>	<u>229,844</u>	<u>240,305</u>	<u>461</u>	<u>0.19 %</u>
TRAINING	5334	0	3,000	1,618	3,000	2,500	(500)	(16.67)%
PUBLIC INFORMATION MATERIALS	5335	560	2,500	0	2,500	1,500	(1,000)	(40.00)%
UNIFORMS & CLEANING	5613	1,432	2,000	0	2,000	2,000	0	0.00 %
TECHNICAL SUPPLIES	5627	244	1,500	1,338	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	949	5,000	1,821	5,000	4,000	(1,000)	(20.00)%
Non salary		<u>3,185</u>	<u>14,000</u>	<u>4,776</u>	<u>14,000</u>	<u>11,500</u>	<u>(2,500)</u>	<u>(17.86)%</u>
Totals		<u>247,152</u>	<u>253,844</u>	<u>206,401</u>	<u>243,844</u>	<u>251,805</u>	<u>(2,039)</u>	<u>(0.80)%</u>

**TOWN OF ROCKY HILL
2022-23 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 78 dedicated volunteer Fire Fighters (Active, Fire Police and Cadets), who give freely of their time and energy in extremely hazardous environments to provide safe, efficient and effective fire protection. Under mutual aid agreements, Rocky Hill, and adjoining communities support 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) (\$254,850) 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 per call for certified members and \$6.50 per call for probationary members.

Part Time Salary (Storm Standby) is set at (\$15,000).

Group Insurance (\$7,500) is for Life Insurance of \$20,000 for active members.

Pension Contribution (\$167,283) is to the Volunteer Fire Fighting Pension Plan.

Health & Safety Account (\$45,000) is for annual physical examinations which include fire department cancer related screening and chest X-rays for all personnel. This includes (\$39,000) for physical exams for all existing and potential members and (\$6,000) is for cardiac stress tests when required.

Hydrant Insurance (\$93,000) is funded to provide annual hydrant service provided by the MDC to all of the Town's fire hydrants.

Chemicals (\$3,500) is for the purchase of fire fighting chemicals, recharging fire extinguishers, calibration gases for multi-gas meters, and non-PFAS foam replacement.

Equipment & Supplies (\$34,000) is for firefighting and rescue equipment. Included are small tool and appliance updates and inspection. This line also covers inspection testing and maintenance of hydraulic rescue systems [pumps, reels, hose lines, extrication tools].

Turn-Out Gear Account (\$49,500), 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, awards night, and Children's Christmas Party. Also included, (\$2,000) is to help with advertising and materials needed to maintain the recruitment of prospective members/background checks on new members.

Fire Division Activities (\$28,500) includes funds to 4 line companies, to the Fire Cadets, to the Fire Division Welfare Fund, and to Staff Activities.

01202205 FIRE DEPT FIRE FIGHTING**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
PART TIME SALARIES	5120	186,870	211,000	157,562	207,000	254,850	43,850	20.78 %
PART TIME STORM STANDBY	5121	12,721	15,000	7,671	15,000	15,000	0	0.00 %
Salaries		<u>199,590</u>	<u>226,000</u>	<u>165,232</u>	<u>222,000</u>	<u>269,850</u>	<u>43,850</u>	<u>19.40 %</u>
GROUP INSURANCE	5210	5,886	7,500	5,343	7,500	7,500	0	0.00 %
EMPLOYEE PENSION	5230	28,163	167,283	167,283	167,283	167,283	0	0.00 %
FEES	5326	56,042	35,000	37,718	38,000	45,000	10,000	28.57 %
HYDRANT SERVICE	5445	81,000	93,000	84,000	93,000	93,000	0	0.00 %
CHEMICALS	5612	1,519	2,500	856	2,500	3,500	1,000	40.00 %
EQUIPMENT & SUPPLIES	5615	33,219	21,000	21,769	22,000	34,000	13,000	61.90 %
TURN OUT GEAR	5627	28,322	45,000	9,901	45,000	49,500	4,500	10.00 %
RECRUITMENT ACTIVITIES	5806	9,028	14,000	8,582	11,500	14,000	0	0.00 %
STAFF ACTIVITY	5821	25,500	25,500	25,500	25,500	28,500	3,000	11.76 %
Non salary		<u>268,679</u>	<u>410,783</u>	<u>360,951</u>	<u>412,283</u>	<u>442,283</u>	<u>31,500</u>	<u>7.67 %</u>
Totals		<u>468,269</u>	<u>636,783</u>	<u>526,183</u>	<u>634,283</u>	<u>712,133</u>	<u>75,350</u>	<u>11.83 %</u>

**TOWN OF ROCKY HILL
2022-23 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 (\$147,789).

Overtime is set at (\$1,500). This is used for emergency call-ins for the mechanics.

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

Motor fuel & lubricants (\$26,500) for department vehicles. Vehicle parts and Supplies (\$75,260). 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 (\$5,500) for fire hose replacement of various lengths and diameters.

01202206 FIRE DEPT APPARATUS

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	153,342	157,789	110,153	157,789	147,789	(10,000)	(6.34)%
OVERTIME	5130	3,569	1,500	3,215	3,300	1,500	0	0.00 %
Salaries		<u>156,911</u>	<u>159,289</u>	<u>113,368</u>	<u>161,089</u>	<u>149,289</u>	<u>(10,000)</u>	<u>(6.28)%</u>
UNIFORMS & CLEANING	5613	966	1,000	150	1,000	1,000	0	0.00 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	26,500	26,500	100.00 %
REPAIR & MAINTENANCE	5630	71,247	71,000	39,715	68,000	75,260	4,260	6.00 %
TECHNICAL EQUIPMENT	5736	4,414	4,500	2,064	4,500	5,500	1,000	22.22 %
Non salary		<u>76,627</u>	<u>76,500</u>	<u>41,929</u>	<u>73,500</u>	<u>108,260</u>	<u>31,760</u>	<u>41.52 %</u>
Totals		<u>233,538</u>	<u>235,789</u>	<u>155,297</u>	<u>234,589</u>	<u>257,549</u>	<u>21,760</u>	<u>9.23 %</u>

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: PUBLIC SAFETY

PROGRAM: BUILDING DEPARTMENT

CODE: 01202401

DEPARTMENT FUNCTION:

The Building Department is a division of the Community Development Services Department and serves under the Director of Community Development and Public Works. The Building Department is a local agency which administers and enforces the permitting of residential and commercial construction within the community in conformance with state and national building codes to safeguard the public health, safety and general welfare. Policies and procedures for departmental operation are created by the Chief Building Official. The Department's budget provides for salaries as well as state mandated continuing education, code books including references and State Statutes concerning building safety, code related technology, and building inspection related equipment and tools.

The Building Department receives permit applications, which include plans and construction documents, reviews applications for code compliance, performs daily field inspections, and attends construction meetings with Architects, Engineers, and Contractors. During the review process, staff researches proposed materials, verifies proper licensure of Tradesmen, Surveyors, Architects and Engineers and determines if other town departments (Zoning, Engineering, Health and Fire) shall review and approve the plans. The Building Department keeps all official records, including permit applications, certificates issued, fees collected, reports of inspections, and notices and orders issued.

Other duties include guiding the public, including homeowners and contractors, through the permit process to achieve code compliance with their construction projects, numbering of all buildings and responding to police and fire emergency calls 24 hours/7 days a week.

BUDGET SUMMARY:

Full Time Salaries (\$339,794) include the Building Official, (two) Building Inspectors, and an Administrative Assistant I.

Overtime (\$1,500) is for call-out and standby time per contract for Building Inspectors.

Training expenses (\$3,600) are for State mandated 90 hours of continuing education over a three-year period for the Building Official and 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.

Telephone (\$1,800) is for department cell phone usage.

Uniforms (\$2,500) are for work boots and safety glasses in accordance with union contract, as well as shirts and jackets with the Town logo.

Office Supplies (\$750) are for miscellaneous office materials and additional fire rated flat files to retain building plans for the life of commercial buildings required by statutes.

Technical Supplies (\$4400) are for code-related materials, new code books adopted, and electronic equipment

Dues and Subscriptions (\$900) are for the Connecticut Building Official Association and the International Code Council memberships.

01202401 BUILDING DEPT

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	308,141	326,417	283,397	329,634	339,794	13,377	4.10 %
OVERTIME	5130	987	1,500	1,339	1,500	1,500	0	0.00 %
Salaries		<u>309,128</u>	<u>327,917</u>	<u>284,735</u>	<u>331,134</u>	<u>341,294</u>	<u>13,377</u>	<u>4.08 %</u>
TRAINING	5334	1,382	4,100	1,880	4,100	3,600	(500)	(12.20)%
TELEPHONE	5507	0	0	0	0	1,800	1,800	100.00 %
UNIFORMS & CLEANING	5613	908	2,000	1,073	2,000	2,500	500	25.00 %
OFFICE SUPPLIES	5622	613	750	553	750	750	0	0.00 %
TECHNICAL SUPPLIES	5627	1,040	4,400	451	4,400	4,400	0	0.00 %
DUES & SUBSCRIPTIONS	5818	135	900	375	900	900	0	0.00 %
Non salary		<u>4,078</u>	<u>12,150</u>	<u>4,331</u>	<u>12,150</u>	<u>13,950</u>	<u>1,800</u>	<u>14.81 %</u>
Totals		<u>313,207</u>	<u>340,067</u>	<u>289,067</u>	<u>343,284</u>	<u>355,244</u>	<u>15,177</u>	<u>4.46 %</u>

**TOWN OF ROCKY HILL
2022-23 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 Town, the Rocky Hill Volunteer Ambulance Association and the professional ambulance service have extended the contract for a two year period commencing July 1, 2020 through July 1, 2022. Ambulance/EMS vehicles and personnel are housed in Fire Station #3 (Fire/Ambulance Complex) on Main and Old Forge Roads.

BUDGET SUMMARY:

Group Insurance (\$7,475) is for Life Insurance of \$20,000 for each active member.

The Town intends to make a Pension Contribution (\$72,542) to the Volunteer Ambulance Association pension plan.

Fees (Paramedics) account (\$98,752) is to fund the Town of Rocky Hill's share of the private ambulance company contract for paramedic service. The Town's share is \$7,711 per month to Aetna for providing this service.

Photocopier (\$240) is for photocopier and printer charges for the department.

Motor fuel & lubricants (\$24,000) for department vehicles.

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; Ambulance Activity Fund and purchase of 7 new digital radios.

Dues and Subscription account (\$19,745) is for the North Central Connecticut Emergency Medical Services (CMED) assessment. This assessment is based on a per capita rate of 95.00 cents with the Town's population of 20,780.

01202901 VOL. AMBULANCE ASSOC

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
GROUP INSURANCE	5210	6,838	7,150	5,738	6,840	7,475	325	4.55 %
EMPLOYEE PENSION	5230	3,312	72,542	72,542	72,542	72,542	0	0.00 %
FEEES	5326	88,128	92,531	69,398	92,531	98,752	6,221	6.72 %
PHOTOCOPIER	5550	0	0	0	0	240	240	100.00 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	24,000	24,000	100.00 %
CONTRIBUTIONS	5817	20,457	10,000	0	10,000	10,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	18,032	18,310	18,305	18,305	19,745	1,435	7.84 %
Non salary		<u>136,767</u>	<u>200,533</u>	<u>165,983</u>	<u>200,218</u>	<u>232,754</u>	<u>32,221</u>	<u>16.07 %</u>
Totals		136,767	200,533	165,983	200,218	232,754	32,221	16.07 %

**TOWN OF ROCKY HILL
2022-23 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 160 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 (\$359,058) include the Head Mechanic and three (3) regular mechanics.

Overtime (\$25,000) 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.

Service Contracts (\$16,500) includes funding for mechanical inspections and maintenance contracts as required, stormwater, fuel pump inspection, and maintenance and oil water separators inspection and cleaning, ESS storm inspection, Wildco fuel pump cleaning and Safety Kleen cleaning water separators

Equipment repair (\$33,000) 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.

Telephone (\$3,800) is for department cell phone usage.

Equipment and Maintenance Supplies (\$20,000) 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(\$88,000) includes multi grade unleaded gasoline and diesel fuel, motor oil for both cars and trucks, grease, transmission fluid, hydraulic fluid, etc.

Tires & Tubes (\$30,000) includes all Highway trucks, heavy equipment, and pool car tires.

Vehicle Parts & Supplies (\$90,000) are funds used for the maintenance of Town pool cars and Highway Department vehicles

Maintenance Equipment (\$25,000) 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.
Preventative maintenance scheduling – engine monitoring, location tracking, driver safety and accident detection.

01300102 HIGHWAY GARAGE

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	335,815	347,756	301,192	347,755	359,058	11,302	3.25 %
OVERTIME	5130	28,404	25,000	24,625	30,000	25,000	0	0.00 %
Salaries		<u>364,220</u>	<u>372,756</u>	<u>325,817</u>	<u>377,755</u>	<u>384,058</u>	<u>11,302</u>	<u>3.03 %</u>
SERVICE CONTRACTS	5406	0	10,000	13,980	20,000	16,500	6,500	65.00 %
EQUIPMENT REPAIR	5431	39,700	30,000	26,631	35,000	33,000	3,000	10.00 %
TELEPHONE	5507	0	0	0	0	3,800	3,800	100.00 %
EQUIPMENT & SUPPLIES	5615	17,202	19,000	18,310	20,000	20,000	1,000	5.26 %
MOTOR FUEL & LUBRICANTS	5620	205,908	205,000	276,399	295,000	88,000	(117,000)	(57.07)%
TIRES & TUBES	5629	12,072	25,000	40,267	42,000	30,000	5,000	20.00 %
VEHICLE PARTS	5630	82,857	90,000	69,746	88,000	90,000	0	0.00 %
MAINTENANCE EQUIPMENT	5743	6,086	33,000	6,262	25,000	25,000	(8,000)	(24.24)%
Non salary		<u>363,827</u>	<u>412,000</u>	<u>451,594</u>	<u>525,000</u>	<u>306,300</u>	<u>(105,700)</u>	<u>(25.66)%</u>
Totals		<u>728,046</u>	<u>784,756</u>	<u>777,412</u>	<u>902,755</u>	<u>690,358</u>	<u>(94,398)</u>	<u>(12.03)%</u>

**TOWN OF ROCKY HILL
2022-23 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. Also cleaning and maintaining 2,200 catch basins and curb repair, drainage on 61 miles of streets and over ninety (90) cul-de-sacs. 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 (\$1,094,782) include the Highway Superintendent, a Crew leader, seven (7) maintainer II, and three (3) maintainer III positions.

Overtime (\$150,000) includes snow removal, sanding, leaf pickup, emergency call outs, etc.

Training (\$7,000) expense includes various seminars, such as, OSHA training/updates, workplace safety training and industrial waste water permit.

Street lighting (\$250,000) expense is for Eversource to provide electricity to the streetlights and to the traffic lights and pole maintenance throughout the Town.

Signs (\$12,500) cover maintenance of traffic control signs, warning signs, street name signs, barricades, regulatory signs, and the materials to install signs.

Uniforms (\$10,000) 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.

Office Supplies (\$800)

Materials and Supplies (\$8,000) covers shovels, rakes, brooms, chain saw, blades, etc.

Salt & Pre-treatment (\$120,000) 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.

01300103 HIGHWAY RD MAINTENANCE

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	1,014,683	1,057,127	924,521	1,060,866	1,094,782	37,655	3.56 %
OVERTIME	5130	172,216	150,000	137,975	175,000	150,000	0	0.00 %
Salaries		<u>1,186,899</u>	<u>1,207,127</u>	<u>1,062,496</u>	<u>1,235,866</u>	<u>1,244,782</u>	<u>37,655</u>	<u>3.12 %</u>
TRAINING	5334	2,099	7,000	1,618	4,000	7,000	0	0.00 %
EQUIPMENT RENTAL	5444	0	10,000	0	10,000	0	(10,000)	(100.00)%
STREET LIGHTING	5504	255,220	250,000	241,654	250,000	250,000	0	0.00 %
RADIO SERVICE	5531	0	3,000	0	2,500	0	(3,000)	(100.00)%
NEW & REPLACEMENT SIGNS	5611	11,929	10,000	8,701	12,000	12,500	2,500	25.00 %
UNIFORMS & CLEANING	5613	5,874	10,000	7,806	10,500	10,000	0	0.00 %
OFFICE SUPPLIES	5622	227	800	347	800	800	0	0.00 %
MATERIALS & SUPPLIES	5623	11,315	8,000	6,420	8,500	8,000	0	0.00 %
SALT & PRE-TREATMENT	5625	145,162	130,000	133,779	157,500	120,000	(10,000)	(7.69)%
FOOD	5640	10,557	9,900	11,145	11,200	9,900	0	0.00 %
Non salary		<u>442,382</u>	<u>438,700</u>	<u>411,470</u>	<u>467,000</u>	<u>418,200</u>	<u>(20,500)</u>	<u>(4.67)%</u>
Totals		<u>1,629,281</u>	<u>1,645,827</u>	<u>1,473,966</u>	<u>1,702,866</u>	<u>1,662,982</u>	<u>17,155</u>	<u>1.04 %</u>

**TOWN OF ROCKY HILL
2022-23 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 (\$416,130) include the Director of Community Development Services and Public Works, Town Engineer, one Civil Engineer/Inspection Coordinator, one Civil Engineering Technician and an Administrative Assistant whose services are shared with the Town Planner. Part-time Salaries (\$37,440) is for a construction inspector who is utilized to inspect various public works projects such as, sidewalk construction, paving projects, subdivision improvements and other tasks required by Public Works. Part-Time Recording (\$2,550) is for the OCSS recording secretary. Overtime (\$500) is for construction inspection after normal business hours.

Fees-Highway Markings is for the town wide painting of street lines, stop bars, crosswalks, arrows and parking lots (which have not been done if 2+ years) (\$35,000).

Support Services (\$34,000) 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 (\$200), Public Outreach (\$250), Illicit Discharge Detection and Elimination (IDDE) Cleanup (\$1,250), IDDE Stormwater Sampling (\$1,250), IDDE Mapping (\$1,000), MS4 reporting and tracking software annual fee (\$7,200) and Pollution Prevention (street sweeping, catch basin cleaning, bmp retrofits (\$16,350). Also included in Support Services is the Annual Encroachment Fee (in perpetuity) to the State of Connecticut for the Belden Brook Outfall (\$500) and Rose Hill dam stabilization (\$6,000)

Training Expenses (\$2,000) is for classes and seminars for training of technical staff and State required continuing education. Business meeting Expenses (\$1,750) is for engineering and Public Works Association meeting and workshop expenses. Office Supplies (\$650). Technical Supplies (\$3,000) are for the wide format copier film and paper, ink cartridges and printing heads, survey supplies engineering supplies and safety gear as provide for by union contract.

Telephone (\$1,800) is for department cell phone usage. Photocopier (\$2,000) is for photocopier and printer charges for the department.

Motor fuel & lubricants (\$8,000) for department vehicles.

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 (\$1,900) is for Department of Consumer Protection Licenses; Connecticut Association Land Surveyors, APWA and CACIWC membership dues and Carlson CADD subscription updates.

01300401 ENGINEERING

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	443,113	438,980	373,755	402,758	416,130	(22,850)	(5.21)%
PART TIME SALARIES	5120	36,963	33,000	31,727	35,385	37,440	4,440	13.45 %
PART TIME-RECORDING	5122	1,357	2,425	2,109	2,590	2,550	125	5.15 %
OVERTIME	5130	26	500	2,589	2,589	500	0	0.00 %
Salaries		481,459	474,905	410,179	443,322	456,620	(18,285)	(3.85)%
FEES-MARKINGS	5326	24,135	32,000	17,663	17,633	35,000	3,000	9.38 %
STORM WATER MGMT	5327	25,932	28,000	26,006	28,000	34,000	6,000	21.43 %
TRAINING	5334	0	2,000	1,426	2,000	2,000	0	0.00 %
BUSINESS EXPENSES	5501	573	1,750	463	880	1,750	0	0.00 %
TELEPHONE	5507	0	0	0	0	1,800	1,800	100.00 %
PHOTOCOPIER	5550	0	1,200	211	225	2,000	800	66.67 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	8,000	8,000	100.00 %
OFFICE SUPPLIES	5622	445	650	458	785	650	0	0.00 %
TECHNICAL SUPPLIES	5627	2,980	3,000	7,424	7,500	3,000	0	0.00 %
MEMBER EXPENSE	5814	0	200	110	200	200	0	0.00 %
CONSERVATION DISTRICT DUES	5817	2,198	2,198	2,483	2,483	2,198	0	0.00 %
DUES & SUBSCRIPTIONS	5818	1,503	1,500	1,291	1,300	1,900	400	26.67 %
Non salary		57,767	72,498	57,535	61,006	92,498	20,000	27.59 %
Totals		539,225	547,403	467,714	504,328	549,118	1,715	0.31 %

**TOWN OF ROCKY HILL
2022-23 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 (\$148,958) includes 2 curb side bulky waste pick-up collectors.

Part Time salaries (\$38,000) is for Three (3) dumpster monitors. The account reflects the hours of operation Thursday, Friday and Saturday and additional responsibilities of backyard trash collection for incapacitated seniors, snow removal on Town owned sidewalks, monitoring of curbside trash containers, Town buildings as well as condominium dumpsters.

Overtime is for Transfer station coverage and clearing Town sidewalks of ice and snow (\$8,000).

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

The Solid Waste Collection account (\$778,746) is for the Town contracted weekly curbside collection with automated containers, for residential refuse and recyclables. The refuse contract is based on 5,578 residential units. The recycling contract is based on 6,077 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.

Solid Waste Disposal costs (\$697,800) are based upon the Murphy Road tipping fees. The tipping fee for municipal solid waste is \$110 per ton and the budget projects 5,580 tons generated. The tipping fee for bulky waste is \$120 per ton and the budget projects 700 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 (\$3,224,600) represents the Town's share of the MDC Sewer use charge for the period July 1, 2022 through June 30, 2023. This includes the cost of a household hazardous waste collection day, which is held in each of the eight member communities once year.

The Discretionary Disposal Account (\$30,000) 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. Grass recycling (\$6,000) is also included as a new item.

Brush grinding service (\$35,000) to cover cost of disposable for town wide brush collection and storm debris.

Materials & Supplies – (\$22,000) is for the purchase of additional replacement containers for both refuse and recycling and covers for dumpsters.

01300502 SANITATION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	141,840	144,268	124,820	144,268	148,958	4,690	3.25 %
PART TIME SALARIES	5120	34,125	38,000	25,834	32,000	38,000	0	0.00 %
OVERTIME	5130	3,226	8,000	3,298	8,000	8,000	0	0.00 %
Salaries		<u>179,190</u>	<u>190,268</u>	<u>153,951</u>	<u>184,268</u>	<u>194,958</u>	<u>4,690</u>	<u>2.46 %</u>
FEES	5326	18,005	20,000	14,548	20,000	20,000	0	0.00 %
SOLID WASTE COLLECTION	5401	739,319	746,640	642,535	730,000	778,746	32,106	4.30 %
SOLID WASTE DISPOSAL	5402	631,013	714,750	583,338	630,100	697,800	(16,950)	(2.37)%
SEWER SERVICE CHARGE	5404	3,261,350	3,184,744	3,184,750	3,261,350	3,224,600	39,856	1.25 %
MISC RECYCLING COSTS	5405	24,058	30,000	15,935	22,500	30,000	0	0.00 %
GRINDING SERVICE	5417	0	45,000	0	20,000	35,000	(10,000)	(22.22)%
MATERIALS & SUPPLIES	5623	9,417	12,000	10,153	12,000	22,000	10,000	83.33 %
Non salary		<u>4,683,161</u>	<u>4,753,134</u>	<u>4,451,259</u>	<u>4,695,950</u>	<u>4,808,146</u>	<u>55,012</u>	<u>1.16 %</u>
Totals		<u>4,862,351</u>	<u>4,943,402</u>	<u>4,605,210</u>	<u>4,880,218</u>	<u>5,003,104</u>	<u>59,702</u>	<u>1.21 %</u>

**TOWN OF ROCKY HILL
2022-23 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 2022-23, the Town of Rocky Hill is budgeting \$145,476 for its contribution to the Health District. This is based on an estimated per capita assessment to the Towns charged by the Health District of \$7.00, an increase of 6% over last budget year assessment. The population for the Town of Rocky Hill as of July 1, 2022 is 20,780, an increase of 3.03% over the July 1, 2021 figure.

01400100 HEALTH DISTRICT

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
HEALTH DISTR TOWN ASSESSMENT	5327	129,935	131,753	132,759	133,000	145,476	13,723	10.42 %
	Non salary	<u>129,935</u>	<u>131,753</u>	<u>132,759</u>	<u>133,000</u>	<u>145,476</u>	<u>13,723</u>	<u>10.42 %</u>
	Totals	129,935	131,753	132,759	133,000	145,476	13,723	10.42 %

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: HUMAN SERVICES

PROGRAM: HUMAN SERVICES

CODE: 01400200

DEPARTMENT FUNCTION:

The Human, Youth & Senior Services Department helps serve the financial, social, developmental, and mental health needs of town residents. Some examples include emergency basic needs assistance, energy assistance, tax relief/renters rebate for elderly/disabled renters, food commodity services, and Medicare counseling. Multiple programs provide clinical services and offer information and application assistance for a variety of state and local assistance programs to income and asset-eligible residents. Licensed professional staff offer crisis intervention and short-term counseling. The major segments are adult services, youth and family services, and senior services.

A Director, Administrative Assistant, Human Services Technical Assistant, Youth Services Coordinator, 1 part-time Youth Services Program Assistant, 2 part-time Case Managers, 1 part-time Food Pantry Coordinator, and 1 Per Diem Senior Consultant make up the Department.

BUDGET SUMMARY:

Full-time salaries (**\$252,877**) include the Human Services Director, Administrative Assistant, and Technical Assistant.

Part-time (**\$58,786**) includes the 2 Case Managers and a Food Pantry Coordinator.

Training (**\$2,400**) reflects costs for professional and paraprofessional workshops, seminars, conferences, CEU's, etc. for staff.

Tenant eviction funds (**\$5,000**) reflect requests to pay for the leasing of storage space on residential evictions, state statute mandates town responsibility.

Telephone (**\$600**) is for department cell phone usage.

Photocopier (**\$700**) is for photocopier and printer charges for the department.

Contributions/Dues & Subscriptions (**\$6,500**) includes the Town's contribution to Greater Hartford Transit District and AMPLIFY. Dues and subscriptions are memberships for professional organizations, LPC state licensure, and background checks.

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

01400200 HUMAN SERVICES DEPT

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	187,005	186,418	164,914	193,126	252,877	66,459	35.65 %
PART TIME SALARIES	5120	17,803	61,297	18,380	25,000	58,786	(2,511)	(4.10)%
Salaries		<u>204,808</u>	<u>247,715</u>	<u>183,294</u>	<u>218,126</u>	<u>311,663</u>	<u>63,948</u>	25.82 %
TRAINING	5334	2,271	2,400	250	2,400	2,400	0	0.00 %
TENANT EVICTIONS	5339	746	5,000	2,907	5,000	5,000	0	0.00 %
TELEPHONE	5507	0	0	0	0	600	600	100.00 %
PHOTOCOPIER	5550	0	0	0	0	700	700	100.00 %
OFFICE SUPPLIES	5622	2,424	3,000	2,698	3,000	3,000	0	0.00 %
CONTRIBUTIONS	5817	6,493	6,500	5,107	6,500	6,500	0	0.00 %
Non salary		<u>11,934</u>	<u>16,900</u>	<u>10,962</u>	<u>16,900</u>	<u>18,200</u>	<u>1,300</u>	7.69 %
Totals		216,742	264,615	194,255	235,026	329,863	65,248	24.66 %

**TOWN OF ROCKY HILL
2022-2023 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 State DCF 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, 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; counseling, Juvenile Review Board, advocacy, resource development, and educational programs for the entire community on issues pertaining to family life and drug/alcohol prevention activities.

A total of **\$16,399** + match is anticipated grant revenue from the CT State Department of Children & Families with the remaining balance funded from local revenue. Additionally, a **\$7,102.79** grant is anticipated from DMHAS/AMPLIFY GRANT. 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. Due to the Mental Health Crisis through the pandemic, we are not charging fees for our counseling services.

BUDGET SUMMARY:

Full-Time Personnel: Youth Service Coordinator (**\$99,051**)

Part-Time Youth Services Program Assistant (**\$22,724**)

Clinical Consultant (**\$2,000**) - clinical supervision fees.

Meeting Expenses (**\$1,500**) - mileage to attend out-of-town meetings and seminars.

Positive Youth Development (**\$10,000**) - includes fees & supplies for summer youth programs, 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.

Educational Awareness (**\$3,000**) 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/AMPLIFY Prevention State **GRANT** – (**\$7,102.79**) includes expenditures for various substance abuse prevention programs (**state grant increased this year**).

01400201 YOUTH SERVICES

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	92,827	93,547	82,151	96,213	99,051	5,504	5.88 %
PART TIME SALARIES	5120	0	0	0	0	22,724	22,724	100.00 %
Salaries		<u>92,827</u>	<u>93,547</u>	<u>82,151</u>	<u>96,213</u>	<u>121,775</u>	<u>28,228</u>	30.18 %
CONSULTANT SVS	5326	1,998	2,000	1,931	2,000	2,000	0	0.00 %
MEETING EXPENSE	5500	1,337	1,500	280	1,500	1,500	0	0.00 %
POSITIVE YOUTH DEVELOPMENT	5804	10,236	10,000	10,186	10,300	10,000	0	0.00 %
EDUCATIONAL AWARENESS PROGRA	5805	1,431	3,000	1,763	3,000	3,000	0	0.00 %
ADMINISTRATIVE PROGRAMS	5807	2,113	2,000	1,584	2,000	2,000	0	0.00 %
DMHAS PROGRAM	5810	4,153	4,153	4,822	4,822	7,103	2,950	71.03 %
Non salary		<u>21,268</u>	<u>22,653</u>	<u>20,566</u>	<u>23,622</u>	<u>25,603</u>	<u>2,950</u>	13.02 %
Totals		114,095	116,200	102,717	119,835	147,378	31,178	26.83 %

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: SENIOR SERVICES

PROGRAM: MINI-BUS TRANSPORTATION SERVICES

CODE: 01400202

DEPARTMENT FUNCTION:

The Senior Services Department is responsible for coordinating the town's transportation program, a service for elderly/disabled residents which enables them to get to their medical appointments, food shopping, social needs, etc.

All the buses used by the town are able to accommodate wheelchair-confined passengers. The town currently operates (2) - 12 passenger buses with two full time drivers on a daily basis and has (1) bus that is used as back- up vehicle and/or busy days and senior trips outside of day to day operations. The model years of the current buses are 2019, 2018 and 2013. The Town owns the 2013 bus. The 2019 and 2018 buses are owned by the State of Connecticut, they were purchased predominantly with 5310 State grant funds.

Currently 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.

The transportation program is staffed by 2 full time drivers, 1 part time driver, per diem drivers and a part time transportation coordinator.

BUDGET SUMMARY:

Full time personnel costs **(\$130,007)** are for two drivers. Wages are based on current collective bargaining agreement.

Part time **(\$59,490)** is for a bus dispatcher/reservation staff and per diem drivers.

Overtime **(\$500)** covers the occasional over booked days when the drivers need to work later than their regular schedule.

Motor fuel & lubricants **(\$13,500)** for department vehicles.

Vehicle Parts **(\$2,800)** is for vehicle repair and equipment.

01400202 MINI BUS TRANSPORTATION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	121,306	120,312	108,636	126,220	130,007	9,695	8.06 %
PART TIME SALARIES	5120	47,429	59,490	46,534	59,490	59,490	0	0.00 %
OVERTIME	5130	0	0	668	700	500	500	100.00 %
Salaries		<u>168,735</u>	<u>179,802</u>	<u>155,837</u>	<u>186,410</u>	<u>189,997</u>	<u>10,195</u>	<u>5.67 %</u>
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	13,500	13,500	100.00 %
VEHICLE PARTS	5630	4,608	2,500	1,293	2,800	2,800	300	12.00 %
Non salary		<u>4,608</u>	<u>2,500</u>	<u>1,293</u>	<u>2,800</u>	<u>16,300</u>	<u>13,800</u>	<u>552.00 %</u>
Totals		<u>173,343</u>	<u>182,302</u>	<u>157,130</u>	<u>189,210</u>	<u>206,297</u>	<u>23,995</u>	<u>13.16 %</u>

**TOWN OF ROCKY HILL
2022-23 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, 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, and all walking trails at Dividend, Quarry, and Bulkley Park. 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 (\$703,239) include the Director of Parks & Recreation, one Crew Leader and 6 Park Maintainers. The Crew Leader and Park Maintainer positions are budgeted on the basis of the current NAGE collective bargaining contract. Part Time Salaries (\$110,000) includes seasonal workers to supplement full time parks maintenance staff. Funds are budgeted for overtime (\$40,000) for snow removal, field maintenance, emergency call-ins and special event requirements during other than normal work hours.

Service Contracts include (\$31,995) for maintenance of cemetery grounds as well as a yearly service fee for web-controlled lighting from Musco Lighting and bi-annual artificial turf testing and field care maintenance at McVicar Field and the Miracle Field. Tree Care (\$40,000) to maintain street trees and arborist services, Electrical Maintenance (\$3,000), Athletic Court Repair (\$2,000) and Sanitation (\$26,000). Training (\$2,000) includes classes for tree warden workshops, safety seminars, grounds maintenance classes and certifications. Equipment and Supplies (\$46,200) for hydraulic and electrical repairs, playground replacement parts, irrigation repair, batteries and blade sets. Field Supplies (\$69,400) includes playground surfacing, supplies for maintaining 21 athletic fields, painting of McVicar field for soccer, football and lacrosse, supplies needed for grounds of all town owned facilities. Vehicle Parts (\$6,000) reflects work in-house for maintenance and repairs of all trucks.

Telephone (\$6,400) is for department cell phone usage.

Photocopier (\$5,400) is for photocopier and printer charges for the department.

Motor fuel & lubricants (\$25,000) for department vehicles.

Ground improvements (\$40,500) include over-seeding of all fields including ongoing maintenance at Moser School and the updated Town Hall Campus, fence repair, and signage throughout town. Park Equipment (\$1,850) includes push mowers, string trimmers, and rental equipment.

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

01500100 PARK AREA GROUNDS

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	661,701	679,685	594,374	683,435	703,239	23,554	3.47 %
PART TIME SALARIES	5120	106,665	102,000	66,214	102,000	110,000	8,000	7.84 %
OVERTIME	5130	36,669	35,000	35,990	38,000	40,000	5,000	14.29 %
Salaries		<u>805,035</u>	<u>816,685</u>	<u>696,578</u>	<u>823,435</u>	<u>853,239</u>	<u>36,554</u>	
SERVICE CONTRACTS	5327	28,219	31,995	17,146	31,995	31,995	0	0.00 %
TRAINING	5334	1,540	2,000	496	2,000	2,000	0	0.00 %
SANITATION	5403	20,005	26,000	13,315	26,000	26,000	0	0.00 %
TREE CARE	5415	55,615	37,000	58,465	62,000	40,000	3,000	8.11 %
ELECTRICAL MAINTENANCE	5439	2,055	3,000	851	3,000	3,000	0	0.00 %
ATHLETIC COURT REPAIR	5465	2,000	8,000	0	4,000	2,000	(6,000)	(75.00)%
TELEPHONE	5507	0	0	0	0	6,400	6,400	100.00 %
PHOTOCOPIER	5550	0	0	0	0	5,400	5,400	100.00 %
EQUIPMENT & SUPPLIES	5615	54,580	46,200	44,034	46,200	46,200	0	0.00 %
FIELD MAINTENANCE SUPPLIES	5618	52,909	64,750	53,387	64,750	69,400	4,650	7.18 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	25,000	25,000	100.00 %
SAFETY EQUIPMENT & SUPPLIES	5626	6,802	5,800	6,316	6,400	5,800	0	0.00 %
TECHNICAL SUPPLIES	5627	0	0	60	60	0	0	100.00 %
VEHICLE PARTS	5630	6,743	6,000	10,088	10,500	6,000	0	0.00 %
FOOD	5640	3,228	3,150	3,150	3,150	3,150	0	0.00 %
GROUND IMPROVEMENTS	5732	28,718	45,500	24,763	45,500	40,500	(5,000)	(10.99)%
PARK EQUIPMENT	5744	1,080	1,850	1,887	2,000	1,850	0	0.00 %
DUES & SUBSCRIPTIONS	5818	725	825	754	825	825	0	0.00 %
Non salary		<u>264,220</u>	<u>282,070</u>	<u>234,713</u>	<u>308,380</u>	<u>315,520</u>	<u>33,450</u>	<u>11.86 %</u>
Totals		1,069,255	1,098,755	931,291	1,131,815	1,168,759	70,004	6.37 %

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: SENIOR SERVICES

PROGRAM: SENIOR PROGRAM

CODE: 01500200

DEPARTMENT FUNCTION

This budget includes funding for programs and services offered at the Senior/Community Center including offsite activities sponsored by the Senior Center. Management of these programs is the responsibility of the Senior Services Director with the assistance of part time clerical staff. "The Compass" is a bi-monthly newsletter that promotes Town-wide senior programs and services and represents several departments. A formal membership program has been established which is complimentary for residents 55 years and older and \$20 per year for non-residents. A newly developed volunteer program has enabled the Center to offer many programs and services as well as empowering older volunteers. The Café is managed by volunteers who serve complimentary refreshments Monday – Friday. A subsidized lunch program attracts 40-60 seniors daily. A state of the art fitness center caters to the physical health of members and includes a medical approval from their physician. The game room offers a billiard table, foosball and a dart board for drop in play as well as instructional lessons. A full array of instructional programs include fitness, sports, educational, history, arts & crafts. There are many seasonal special events and parties giving seniors the opportunity to socialize including several intergenerational activities. Indoor gymnasium programs include Corn Hole, Pickleball, table tennis and walking. Drop in activities include Bingo, Book Discussion, Brain Games, Bridge, Hollywood Cards, Knitters, LCR, Mahjong, Movies, Setback, and Wii bowling. We partner with AARP to offer their AARP Drivers Safety program and AARP Tax Aide Program (Feb – Apr). Health and wellness programs include a weekly wellness nurse, Footcare, Hearing Screening and therapeutic massage.

BUDGET SUMMARY

The Full Time Salary account (\$103,000) funds the Senior Services Director.

Part Time Salaries (\$36,980) includes funding for administrative support staff in the Senior Center and the choral group facilitator.

Support Services (\$4,000) includes newsletter layout/graphic design services.

Training (\$425) used for conferences and seminars for the Connecticut Recreation & Park Association, Connecticut Association of Senior Center Personnel, Servsafe and First Aid & CPR training.

Meeting (\$300) Professional and volunteer meeting expenses.

Office Supplies (\$1,000) is for envelopes, labels, folders and background checks.

Materials and supplies (\$3,200) is for miscellaneous kitchen, fitness center and volunteer programs materials and supplies.

Food Account (\$75,000) represents the Town subsidy for lunch and food supplies for the Café.

Dues & Subscriptions (\$175) is the funding of dues and professional subscriptions for Connecticut Parks & Recreation and Connecticut Association of Senior Center Personnel.

Senior Activities (\$22,500) includes holiday luncheon, picnics, awards banquet, special themed luncheons, outings, snacks, entertainment, decorations, and intergenerational programs. Also included is supplies for crafts, sports, games and Wii Bowling.

01500200 SENIOR SERVICES

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	136,786	88,249	84,092	94,000	103,000	14,751	16.72 %
PART TIME SALARIES	5120	0	34,000	20,595	27,026	36,980	2,980	8.76 %
Salaries		<u>136,786</u>	<u>122,249</u>	<u>104,687</u>	<u>121,026</u>	<u>139,980</u>	<u>17,731</u>	<u>14.50 %</u>
SERVICE CONTRACTS	5326	216	5,400	5,528	5,528	4,000	(1,400)	(25.93)%
TRAINING	5334	0	0	0	125	425	425	100.00 %
MEETING EXPENSE	5500	0	0	0	0	300	300	100.00 %
TELEPHONE	5507	0	0	0	0	3,000	3,000	100.00 %
PHOTOCOPIER	5550	0	0	0	0	320	320	100.00 %
OFFICE SUPPLIES	5622	0	0	206	225	1,000	1,000	100.00 %
MATERIALS & SUPPLIES	5623	1,800	2,500	2,426	3,000	3,200	700	28.00 %
FOOD	5640	32,204	75,000	66,948	75,000	75,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	0	0	0	0	175	175	100.00 %
SENIOR ACTIVITY	5822	7,909	22,500	10,009	15,500	22,500	0	0.00 %
Non salary		<u>42,129</u>	<u>105,400</u>	<u>85,116</u>	<u>99,378</u>	<u>109,920</u>	<u>4,520</u>	<u>4.29 %</u>
Totals		<u>178,915</u>	<u>227,649</u>	<u>189,803</u>	<u>220,404</u>	<u>249,900</u>	<u>22,251</u>	<u>9.77 %</u>

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: PARKS & RECREATION

PROGRAM: ORGANIZED ACTIVITIES

CODE: 01500201

DEPARTMENT FUNCTION:

The Organized Activities 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 Activities budget and those funded through the Special Recreation Fund.

BUDGET SUMMARY:

Full time Salaries (\$171,454) 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 (\$58,750) includes clerical assistance, special event staff, night time facility supervision of the Community Center and Advisory Board Secretarial Services is subsidized in this account.

Program Activities (\$50,850) includes subsidies for: Camp Sunrise, special events - Fallfest, Winter Wonderland, Hop Around the Hill, National Night Out, , Farmers Market, summer concerts and Drive-in movies, youth theater performances and additional programs for the Community Center.

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 (\$15,000) covers partial funding for the printing and distribution of a three (3) town wide brochure featuring Parks and Recreation, Library, Human and Youth Services, and Senior Services. This account also includes monthly advertising and a summer program flyer included in the summer tax bill distributed to each household in Rocky Hill.

Technical Supplies (\$8,000) includes funds for first aid supplies, MyRec lease and software upgrades, and website maintenance agreements.

01500201 RECREATION ORGANIZED ACTIV

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	159,833	159,780	144,458	166,504	171,454	11,674	7.31 %
PART TIME SALARIES	5120	26,412	53,250	34,997	45,000	58,750	5,500	10.33 %
Salaries		<u>186,245</u>	<u>213,030</u>	<u>179,455</u>	<u>211,504</u>	<u>230,204</u>	<u>17,174</u>	<u>8.06 %</u>
PROGRAM ACTIVITIES	5326	21,169	48,850	43,185	48,850	50,350	1,500	3.07 %
TRAINING	5334	1,403	3,000	620	3,000	3,000	0	0.00 %
EQUIPMENT REPAIR	5431	0	1,200	0	0	1,200	0	0.00 %
MEETING EXPENSE	5500	629	1,000	636	1,000	1,000	0	0.00 %
PRINTING	5541	9,330	15,000	10,451	15,000	15,000	0	0.00 %
OFFICE SUPPLIES	5622	1,113	2,000	2,671	2,800	2,000	0	0.00 %
TECHNICAL SUPPLIES	5627	6,009	8,000	5,265	8,000	8,000	0	0.00 %
DUES & SUBSCRIPTIONS	5818	548	750	300	750	750	0	0.00 %
Non salary		<u>40,201</u>	<u>79,800</u>	<u>63,128</u>	<u>79,400</u>	<u>81,300</u>	<u>1,500</u>	<u>1.88 %</u>
Totals		<u>226,446</u>	<u>292,830</u>	<u>242,583</u>	<u>290,904</u>	<u>311,504</u>	<u>18,674</u>	<u>6.38 %</u>

**TOWN OF ROCKY HILL
2022-23 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 (\$88,077) includes funding for the Aquatics Director/Recreation Supervisor, and is based on the current MEUI contract.

Part-time Salaries (\$155,000) 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 45 weeks of the year. The salary range varies from \$14.00/hr - \$26.00/hr.

Training account (\$1,500) is for Lifeguarding/CPR/First Aid certification and Aquatic Director training.

Maintenance account (\$12,400) is for outside contract to inspect pools and service calls to indoor and outdoor pool. Also, this account is used for assistance in the opening/closing of the Elm Ridge Park outdoor pool.

Pool repairs account (\$10,100) includes general pool and filter repairs. Also, this will cover the repair of the main drain at the indoor pool which has resulted in a leak in the filter room.

Chemicals (\$15,500) and Uniforms (\$4,000) are supplied as needed.

Equipment and Supplies account (\$3,000) includes funds for badges, safety equipment, filter parts and required rescue equipment.

Pool Equipment (\$1,500) includes deck equipment, umbrellas, rescue tubes and a pool vacuums, when necessary.

01500204 RECREATION AQUATIC PROGRAM

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	84,438	81,300	72,484	85,553	88,077	6,777	8.34 %
PART TIME SALARIES	5120	101,902	155,000	116,993	155,000	155,000	0	0.00 %
Salaries		<u>186,340</u>	<u>236,300</u>	<u>189,476</u>	<u>240,553</u>	<u>243,077</u>	<u>6,777</u>	<u>2.87 %</u>
TRAINING	5334	1,918	1,000	381	1,000	1,500	500	50.00 %
MAINTENANCE	5433	11,365	10,800	6,858	12,000	12,400	1,600	14.81 %
POOL REPAIRS	5440	50,900	10,100	325	10,100	10,100	0	0.00 %
BUSINESS EXPENSES	5501	185	0	0	0	350	350	100.00 %
CHEMICALS	5612	14,511	12,000	12,788	14,000	15,500	3,500	29.17 %
UNIFORMS & CLEANING	5613	3,861	4,000	4,000	4,000	4,000	0	0.00 %
EQUIPMENT & SUPPLIES	5615	2,975	3,000	1,380	3,000	3,000	0	0.00 %
POOLS EQUIPMENT	5741	1,216	1,500	634	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	242	250	150	250	250	0	0.00 %
Non salary		<u>87,171</u>	<u>42,650</u>	<u>26,516</u>	<u>45,850</u>	<u>48,600</u>	<u>5,950</u>	<u>13.95 %</u>
Totals		<u>273,511</u>	<u>278,950</u>	<u>215,992</u>	<u>286,403</u>	<u>291,677</u>	<u>12,727</u>	<u>4.56 %</u>

**TOWN OF ROCKY HILL
2022-23 ANNUAL BUDGET**

FUNCTION: FACILITIES

PROGRAM: FACILITIES

CODE: 01500501

DEPARTMENT FUNCTION:

This department is responsible for operations of the Town Hall, Community Center, Highway Garage, Salt Shed, Parks Garage, Parks Garage storage sheds, Channel 14 building, Academy Hall, Kennedy House, Police Department, Fire Museum Building, Fire Company #1, #2, #3, Cora Belden Library, Elm Ridge Park Pool Building and Amphitheater, Maxwell Park Storage Building, and lighting and power infrastructure for Town Parks. The management of and improvements to these buildings are the responsibility of the Facilities Department.

BUDGET SUMMARY:

The Full Time Salary account (\$340,778) includes funding for the Facilities Director, Facilities Assistant /HVAC Mechanic and a Multi-trade Mechanic/Electrician. The department is requesting a new General Craftsperson position. This position is expected to be experienced in commercial carpentry/ building trades and will assist the two Trades mechanics. The position will provide relief for the trades of their non-trade duties (which interferes with preventive maintenance) and for the head custodian to concentrate on custodial matters and not to have to assist in the Facilities work order back log. The General Craftsperson will take on door and door hardware, key metrics system, fob entry system and door security programming, office and cubicle furniture repair, office and cubicle rebuild, fire extinguisher system maintenance, floor, ceiling, wall repairs, minor roof and outside wall/siding repair, window repair, gutter cleaning and roof drain inspections and cleaning, overhead roll up doors inspection and repairs and to assist the Director in managing of projects and large building repairs. Overtime (\$12,500) is for after hours and emergency repair call outs.

Training (\$5,000) includes HVAC, Electrical, building automation, and specialty facilities maintenance, operation training and safety training. Service Contracts (\$53,925) covers HVAC maintenance agreements, back flow inspections, generators, fire extinguishers, fire and security alarm systems, elevators, sprinklers, exterminators, SDS maintenance program, monthly Shred IT services, CT state boiler inspection fees and CT state elevator inspection fees. Technology software (\$16,986) includes Facilities Dude program Work order and PM work order system, Utility Bill, Energy Manager and Capital forecast.

Building Repairs account for all Town Buildings (\$50,000) that includes: door hardware, maintenance; roofing repairs, gutters, repairs by outside contractors; and various infrastructure repairs needed to any Town building with emergency repairs taking precedent over selected repairs. Maintenance (\$30,000) includes, window washing, carpet cleaning, floor repair and refinishing, general carpentry and multi-trades P.M. Program maintenance work and materials. HVAC (\$25,000), for repairs and small systems replacements as needed. The Lease account (\$15,000) is for rental for a storage place and facilities workshop. Equipment Supplies (\$26,000) is for materials and tools and tool replacements for various in-house repair jobs.

Telephone (\$1,500) is for department cell phone usage. Photocopier (\$400) is for photocopier and printer charges for the department.

Motor fuel & lubricants (\$4,000) for department vehicles.

Building Improvements (\$85,000) includes, Town Garage window replacement, Library circulation offices carpet replacement, Library staff hallway carpet replacement, Library Foundry room carpet replacement, Police dept. Chief's area carpet replacement, Amphitheater LED fixture change out and Amphitheater trailer power. And unforeseen conditions and various improvements to Town building as needed. Improvements for Town buildings are prioritized and managed by Facilities.

01500501 FACILITIES BLDG MAINTENANCE**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	267,253	273,856	244,634	277,656	340,778	66,922	24.44 %
OVERTIME	5130	14,501	12,500	4,745	11,000	12,500	0	0.00 %
Salaries		<u>281,754</u>	<u>286,356</u>	<u>249,379</u>	<u>288,656</u>	<u>353,278</u>	<u>66,922</u>	<u>23.37 %</u>
TRAINING	5334	3,086	5,000	2,618	3,300	5,000	0	0.00 %
TECHNOLOGY SOFTWARE	5343	14,813	16,177	16,177	16,177	16,986	809	5.00 %
SERVICE CONTRACTS	5406	41,861	48,340	41,715	47,516	53,925	5,585	11.55 %
WATER	5414	46,860	49,000	33,780	49,000	49,000	0	0.00 %
BUILDING REPAIR	5430	61,526	50,000	36,032	49,000	50,000	0	0.00 %
MAINTENANCE	5433	43,966	30,000	27,524	29,000	30,000	0	0.00 %
HVAC REPAIRS	5434	18,899	25,000	22,449	24,000	25,000	0	0.00 %
LEASE	5446	14,283	15,000	15,000	15,000	15,000	0	0.00 %
LIGHT & POWER	5505	220,221	307,000	307,976	327,000	314,200	7,200	2.35 %
HEATING FUEL	5506	83,224	87,000	97,792	98,000	108,000	21,000	24.14 %
TELEPHONE	5507	0	0	0	0	1,500	1,500	100.00 %
PHOTOCOPIER	5550	0	0	0	0	400	400	100.00 %
EQUIPMENT & SUPPLIES	5615	25,308	26,000	22,748	25,000	26,000	0	0.00 %
MOTOR FUEL & LUBRICANTS	5620	0	0	0	0	4,000	4,000	100.00 %
BUILDING IMPROVEMENTS	5720	90,323	85,000	33,481	83,330	85,000	0	0.00 %
Non salary		<u>664,368</u>	<u>743,517</u>	<u>657,291</u>	<u>766,323</u>	<u>784,011</u>	<u>40,494</u>	<u>5.45 %</u>
Totals		<u>946,122</u>	<u>1,029,873</u>	<u>906,671</u>	<u>1,054,979</u>	<u>1,137,289</u>	<u>107,416</u>	<u>10.43 %</u>

**TOWN OF ROCKY HILL
2022-2023 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 and all its departments, Community Center, Police Department, Library, Highway and Parks Garage, Ferry Park, and the three Firehouses. Duties include cleaning, minor repairs, routine painting, and preparing rooms for multiple uses for the community, preventative maintenance and snow removal. The Custodial Division also acts as our building attendants, and are the first point of contact when being used by the community.

BUDGET SUMMARY:

Full Time Salaries (\$363,565) include one head custodian, one day custodian with Food Service Certification for the Senior Center/Community center lunch program, campus and town building needs and four 2nd shift campus custodians. These positions are budgeted on the basis of the current NAGE collective bargaining contract.

Part Time Salaries (\$45,000) is for Part time custodians who are used 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 like the Ferry Park bathroom facilities. Funds are budgeted for overtime (\$21,000) (increase due to new hire) for snow removal, and emergency callouts, and custodial coverage on weekends.

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

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

Telephone (\$2,700) is for department cell phone usage.

Custodial Supplies (\$18,000), for Town Campus which includes Town Hall, Community Center, Library, Kennedy House, Fire Museum, Fire Houses 1 and Academy Hall and off campus buildings including Firehouses 2 and 3, Parks and Highway Garage, Elm Ridge and Ferry Park Bathrooms. This account also includes ice melt for Town Campus.

Equipment (\$4,000) is for snow blowers, and other snow removal equipment, vacuum cleaners, floor machines and various tools needed to perform custodial and maintenance duties.

01500503 TOWN CUSTODIAN SERVICE

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
FULL TIME SALARIES	5111	306,759	363,565	315,623	363,565	363,565	0	0.00 %
PART TIME SALARIES	5120	38,932	45,000	21,696	24,000	45,000	0	0.00 %
OVERTIME	5130	12,210	18,000	14,577	17,000	21,000	3,000	16.67 %
Salaries		357,901	426,565	351,896	404,565	429,565	3,000	0.70 %
TRAINING	5334	99	500	0	500	500	0	0.00 %
EQUIPMENT REPAIR	5431	3,360	4,000	953	3,500	4,000	0	0.00 %
PAINTING	5438	580	1,250	212	1,250	1,250	0	0.00 %
TELEPHONE	5507	0	0	0	0	2,700	2,700	100.00 %
UNIFORMS & CLEANING	5613	4,145	4,837	4,654	4,837	5,911	1,074	22.20 %
JANITORIAL SUPPLIES	5616	14,062	18,000	18,037	19,000	18,000	0	0.00 %
OTHER EQUIPMENT	5749	3,647	4,000	3,384	4,000	4,000	0	0.00 %
Non salary		25,892	32,587	27,240	33,087	36,361	3,774	11.58 %
Totals		383,793	459,152	379,136	437,652	465,926	6,774	1.48 %

**TOWN OF ROCKY HILL
2022-23 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 52,700 people entered the library during the year, averaging over 2 visits per resident. There were 872 programs/meetings/workshops held in the library's rooms and virtually last year, with over 13,000 attendees. There were 191,584 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 in-person or virtually to the Library to check out books, attend a program or meeting, research information for a class assignment, read magazines, connect with friends, or use a computer database or the Internet. In 2021/2022: staff continued outreach initiatives, virtual programs and provided additional electronic resources to meet the health and safety needs of the community. The Library worked closely with the Central Connecticut Health District and libraries in the local consortium to maintain a safe environment and to continually implement new streamlined processes. The Library has something to offer every age and interest group in town.

BUDGET SUMMARY:

Full-time Personnel (\$809,696) includes the Library Director, Assistant Director, Reference Librarians, Children's Librarian, Library Office Manager, and Library Assistants.

Part-time Personnel (\$133,550) ensures coverage at public desks during all times when the library is open.

Fees and Contracts (\$40,600) 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 (\$250) 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 (\$91,000) include physical and digital books, magazines, audio books, videos and DVDs.

Photocopier (\$1,020) is for photocopier and printer charges for the department.

Electronic Databases (\$13,000) includes JobNow as well as research and elearning databases.

Other Equipment (\$11,000) is to fund RFID electronic equipment.

Other (\$1,500) includes cultural programs (early literacy programs and book discussions) for residents and their families.

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

01550100 CORA BELDEN LIBRARY**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
FULL TIME SALARIES	5111	751,003	759,898	644,051	756,682	809,696	49,798	6.55 %
PART TIME SALARIES	5120	126,380	130,425	119,069	133,600	133,550	3,125	2.40 %
Salaries		<u>877,383</u>	<u>890,323</u>	<u>763,120</u>	<u>890,282</u>	<u>943,246</u>	<u>52,923</u>	<u>5.94 %</u>
LIBRARY SYSTEM	5326	38,000	40,600	36,209	40,600	40,600	0	0.00 %
TRAINING	5334	1,775	2,200	1,366	2,200	2,200	0	0.00 %
BUSINESS EXPENSES	5501	45	450	98	450	450	0	0.00 %
POSTAGE	5530	180	250	228	250	250	0	0.00 %
PHOTOCOPIER	5550	0	0	0	0	1,020	1,020	100.00 %
OFFICE SUPPLIES	5622	4,995	5,000	4,346	5,000	5,000	0	0.00 %
TECHNICAL SUPPLIES	5627	12,054	11,000	7,988	11,000	11,000	0	0.00 %
LIBRARY BOOKS	5650	90,955	91,000	75,762	91,000	91,000	0	0.00 %
ELECTRONIC DATABASES	5748	12,942	13,000	12,929	13,000	13,000	0	0.00 %
OTHER EQUIPMENT	5749	17,014	11,000	8,573	11,000	11,000	0	0.00 %
CULTURAL PROGRAMS	5815	1,500	1,500	1,500	1,500	1,500	0	0.00 %
DUES & SUBSCRIPTIONS	5818	831	1,200	633	1,200	1,200	0	0.00 %
Non salary		<u>180,292</u>	<u>177,200</u>	<u>149,631</u>	<u>177,200</u>	<u>178,220</u>	<u>1,020</u>	<u>0.58 %</u>
Totals		<u>1,057,676</u>	<u>1,067,523</u>	<u>912,752</u>	<u>1,067,482</u>	<u>1,121,466</u>	<u>53,943</u>	<u>5.05 %</u>

**TOWN OF ROCKY HILL
2022-23 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 2022-23. 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.

In February of 2022, the Town issued \$10,430,000 of General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated October 15, 2014 for \$18,100,000. S&P Global Ratings assigned its 'AA+' rating and stable outlook to the Town for this issue.

In July of 2021, the Town issued \$10,640,000 of General Obligation Bonds with the first principal payment due January 15, 2023. S&P Global Ratings assigned its 'AA+' rating and stable outlook to the Town for this issue.

On December 4, 2019, the Town issued \$7,200,000 of twenty (20) year General Obligation Bonds with the first principal payment due January 15, 2021 at a true interest cost (TIC) of 2.22%. S&P Global Ratings assigned its 'AA+' rating and stable outlook to the Town for this issue.

On July 8, 2019, the Town issued \$30,750,000 of twenty (20) year General Obligation Bonds with the first principal payment due January 15, 2021 at a true interest cost (TIC) of 2.33%. S&P Global Ratings assigned its 'AA+' rating and stable outlook to the Town for this issue.

On June 22, 2017, the Town issued \$28,950,000 of twenty (20) year General Obligation Bonds with the first principal payment was paid August 1, 2018.

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.

HIGHLIGHT OF CHANGES:

	ORIGINAL ISSUE	PAYMENT DUE 2022-23	BALANCE DUE June 30, 2023
2022 General Obligation Refunding Bonds	\$ 10,430,000	\$660,000	\$9,770,000
2021 General Obligation Bonds for Land Acquisition, Community Center, Road Improvements	\$ 10,640,000	\$245,000	\$10,395,000
2019 General Obligation Bonds for Straska Farmland	\$ 7,200,000	\$360,000	\$6,120,000
2019 General Obligation Bonds for High School, Land Acquisition, Community Center, Road Improvements, Intermediate School	\$ 30,750,000	\$1,620,000	\$25,890,000
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	\$1,530,000	\$22,960,000
2013 Refunding Bonds for Various School & Town Projects	\$ 7,160,000	\$575,000	\$1,135,000
<u>TOTALS</u>		<u>\$4,990,000</u>	<u>\$76,270,000</u>

01700100 PRINCIPAL PAYMENTS**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
REFUNDING BONDS 2010	5935	445,000	445,000	445,000	445,000	0	(445,000)	(100.00)%
REFUNDING BONDS 2013	5936	595,000	585,000	585,000	585,000	575,000	(10,000)	(1.71)%
BONDS- HS RENOVATION 2012	5937	613,260	629,834	629,834	629,834	0	(629,834)	(100.00)%
BONDS-LAND ACQUISITION 2012	5938	107,320	110,221	110,221	110,221	0	(110,221)	(100.00)%
BONDS-ROAD IMPROV 2013	5939	204,420	209,945	209,945	209,945	0	(209,945)	(100.00)%
HIGH SCHOOL RENOV 2012 - B2	5941	654,750	654,750	654,750	654,750	898,446	243,696	37.22 %
ROAD IMPROVEMENT B2	5942	134,802	134,802	134,801	134,802	184,974	50,172	37.22 %
PUBLIC SAFETY 2015	5943	248,420	248,420	248,420	248,420	340,881	92,461	37.22 %
INTERMEDIATE SCHOOL 2016	5944	77,028	77,028	77,029	77,029	105,699	28,671	37.22 %
STRASKA 2019	5951	15,883	360,000	360,000	360,000	360,000	0	0.00 %
2019 HS RENOV	5952	105,366	105,366	105,366	105,366	105,366	0	0.00 %
2019 LAND ACQ	5953	79,024	79,024	79,024	79,024	79,024	0	0.00 %
2019 ROAD IMPROV	5954	131,707	131,707	131,707	131,707	131,707	0	0.00 %
2019 INTERMEDIATE	5955	1,251,220	1,251,220	1,251,220	1,251,220	1,251,220	0	0.00 %
2019 SENIOR/COMM	5956	52,683	52,683	52,683	52,683	52,683	0	0.00 %
REFUNDING BONDS 2022	5958	0	0	0	0	660,000	660,000	100.00 %
2021 LAND ACQ	5960	0	0	0	0	10,560	10,560	100.00 %
2021 ROAD IMPR	5961	0	0	0	0	84,483	84,483	100.00 %
2021 SENIOR/COMM	5962	0	0	0	0	149,957	149,957	100.00 %
Non salary		<u>4,715,883</u>	<u>5,075,000</u>	<u>5,075,000</u>	<u>5,075,001</u>	<u>4,990,000</u>	<u>(85,000)</u>	<u>(1.67)%</u>
Totals		4,715,883	5,075,000	5,075,000	5,075,001	4,990,000	(85,000)	(1.67)%

**TOWN OF ROCKY HILL
2022-23 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 2022-23. 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 5936 through 5962 correspond to the principal payments on page 88..

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

The interest payment for item 5951 corresponds to December of 2019, when the Town issued \$7,200,000 of twenty (20) year General Obligation Bonds

The interest payments for items 5952 through 5956 corresponds to July of 2019, when the Town issued \$30,750,000 of twenty (20) year General Obligation Bonds.

The interest payment for item 5957 corresponds to July of 2021 when the Town issued \$2,250,000 of Bond Anticipation Notes.

The interest payments for items 5960 through 5962 corresponds to July of 2021, when the Town issued \$10,640,000 of twenty (20) year General Obligation Bonds.

The interest payment for item 5958 corresponds to February of 2022, when the Town issued \$10,430,000 of twenty (20) year General Obligation Refunding Bonds to refund prior to maturity the Town's outstanding General Obligation Bonds dated October of 2014 for \$18,100,000.

01700200 INTEREST PAYMENTS**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
REFUNDING BONDS 2010	5935	33,375	11,125	11,125	11,125	0	(11,125)	(100.00)%
REFUNDING BONDS 2013	5936	86,350	68,650	68,650	68,650	49,813	(18,837)	(27.44)%
BONDS-HS RENOVATION 2012	5937	313,732	283,070	157,210	283,070	0	(283,070)	(100.00)%
BONDS-LAND ACQUISITION 2012	5938	54,903	49,538	27,619	49,538	0	(49,538)	(100.00)%
BONDS-ROAD IMPROV 2013	5939	104,577	94,356	52,403	94,356	0	(94,356)	(100.00)%
HIGH SCHOOL RENOV 2012 - B2	5941	591,638	558,901	558,901	558,901	520,071	(38,830)	(6.95)%
ROAD IMPROVEMENT B2	5942	121,808	115,068	115,068	115,068	107,073	(7,995)	(6.95)%
PUBLIC SAFETY 2015	5943	224,475	212,053	212,053	212,053	197,321	(14,732)	(6.95)%
INTERMEDIATE SCHOOL 2016	5944	69,604	65,753	65,753	65,753	61,185	(4,568)	(6.95)%
SCHOOL/TOWNS JULY 2020	5946	0	61,612	61,612	61,612	0	(61,612)	(100.00)%
STRASKA 2019	5951	11,380	248,400	248,400	248,400	230,400	(18,000)	(7.25)%
2019 HS RENOV	5952	83,180	77,912	77,912	77,912	72,644	(5,268)	(6.76)%
2019 LAND ACQ	5953	62,386	58,434	58,434	58,434	54,483	(3,951)	(6.76)%
2019 ROAD IMPROV	5954	103,976	97,390	97,390	97,390	90,805	(6,585)	(6.76)%
2019 INTERMEDIATE	5955	987,768	925,207	925,207	925,207	862,646	(62,561)	(6.76)%
2019 SENIOR/COMM	5956	41,590	38,956	38,956	38,956	36,322	(2,634)	(6.76)%
SCHOOL/TOWN BANS DEC 2019	5957	44,875	0	0	0	33,750	33,750	100.00 %
REFUNDING BONDS 2022	5958	0	0	77,646	77,646	417,200	417,200	100.00 %
2021 LAND ACQ	5960	0	0	0	0	20,624	20,624	100.00 %
2021 ROAD IMPR	5961	0	0	0	0	164,990	164,990	100.00 %
2021 SENIOR/COMM	5962	0	0	0	0	292,858	292,858	100.00 %
Non salary		<u>2,935,617</u>	<u>2,966,425</u>	<u>2,854,339</u>	<u>3,044,071</u>	<u>3,212,185</u>	<u>245,760</u>	<u>8.28 %</u>
Totals		2,935,617	2,966,425	2,854,339	3,044,071	3,212,185	245,760	8.28 %

**TOWN OF ROCKY HILL
2022-23 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, 2022 through June 30, 2023. 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 Superintendent for the school budget was \$50,369,473 an increase of \$2,163,712 (4.49%) over last year's Board of Education Adopted Budget.

The total amount adopted by the Board of Education is \$50,125,897 an increase of \$1,920,136 (3.98%) over last year's Board of Education Adopted Budget.

The amount recommended by the Town Manager for the Board of Education in the Proposed Budget is \$50,125,897, an increase of \$1,920,136 (3.98%) over last year's allocation for the Board of Education in the 2021-22 Adopted Budget.

The Adopted Budget amount approved by the Town Council for the Board of Education is 49,775,897 of \$1,570,136 an increase of (3.26%) over last year's allocation by the Town Council for the Board of Education in the Adopted Budget for 2022-23.

01802 EDUCATION

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
BOARD OF EDUCATION	5809	45,285,394	48,205,761	33,168,814	48,205,761	49,775,897	1,570,136	3.26 %
Non salary		45,285,394	48,205,761	33,168,814	48,205,761	49,775,897	1,570,136	3.26 %
Totals		45,285,394	48,205,761	33,168,814	48,205,761	49,775,897	1,570,136	3.26 %

**TOWN OF ROCKY HILL
2022-23 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 (\$3,182,188) includes funding for the group health insurance plan (\$3,149,801), for group life insurance (\$6,600) for municipal employees, and for long-term disability insurance (\$25,787) for Town employees excluding police. The group health cost is based on projected Cigna health insurance rates starting on July 1, 2022. The group health insurance reflects an increase due to the impact of health claims experience occurring over the past twelve months offset by savings with the continued conversion of bargaining units to a high deductible health insurance plan. The Group Insurance line is offset by employee health insurance co-payments.

The Social Security account (\$830,180) provides funding for the Town's share of the Social Security and Medicare payroll taxes for Town employees (excluding Police), and is driven by salary changes.

The Employee Pension (\$1,492,166) 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 \$405,247 for the General Government Defined Benefit Pension Plan that includes non-certified employees of the Board of Education and Town employees, and \$762,467 for the Police Defined Benefit Pension Plan. The contribution to the volunteer firemen and volunteer ambulance pension plans are budgeted in those departments budgets. The Town is budgeting \$210,000 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, \$106,800 is budgeted for pension group life insurance, and \$7,650 is budgeted for required other pension related expenses.

The OPEB Trust Contribution is (\$20,000) 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 (\$10,000) 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 (\$29,900) are for employees based on years of service that are determined upon existing collective bargaining contracts and personnel rules.

01900100 EMPLOYEE BENEFITS

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
GROUP INSURANCE	5210	3,176,959	2,957,442	3,122,485	3,265,122	3,182,188	224,746	7.60 %
SOCIAL SECURITY	5220	793,613	920,584	773,512	885,177	830,180	(90,404)	(9.82)%
EMPLOYEE PENSION	5230	859,093	739,894	657,694	878,369	1,492,166	752,272	101.67 %
OPEB TRUST CONTRIBUTION	5232	50,000	25,000	0	50,000	20,000	(5,000)	(20.00)%
UNEMPLOYMENT COMPENSATION	5250	4,054	20,000	1,018	20,000	10,000	(10,000)	(50.00)%
LONGEVITY	5291	30,391	29,900	25,175	32,500	29,900	0	0.00 %
Non salary		<u>4,914,110</u>	<u>4,692,820</u>	<u>4,579,883</u>	<u>5,131,168</u>	<u>5,564,434</u>	<u>871,614</u>	<u>18.57 %</u>
Totals		4,914,110	4,692,820	4,579,883	5,131,168	5,564,434	871,614	18.57 %

**TOWN OF ROCKY HILL
2022-23 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 2022-23 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 2022-23 budget will be the second of three budget years with the following coverages:

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

For the 2022-23 budget, the Town is budgeting \$1,000 for the administration of and the payment of any heart and hypertension claims that are not covered by workers compensation insurance.

In July of the 2021-22 budget year, the Town received from CIRMA a Members' Equity Distribution check for \$53,049. This equity distribution relates to claim activity during the 2020-21 fiscal period. For the 2021-22 budget, the CIRMA's Board of Directors will be meeting in May of 2022 to determine if a Members' Equity Distribution will be declared and to determine the amount to each of the member towns will be entitled to. If approved, the members' dividends will be distributed in July 2022.

01900200 INSURANCE

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		2020-21 Actual	2021-22 Adopted	2021-22 YTD @ 05/31/22	2021-22 Projected	2022-23 Adopted	2022-23 Adopted vs 2021-22	% Var
WORKERS COMPENSATION	5260	476,679	497,989	490,935	483,688	512,887	14,898	2.99 %
HEART HYPERTENSION	5261	1,446	3,000	0	1,575	1,000	(2,000)	(66.67)%
CATASTROPHE INSURANCE	5521	74,720	75,921	78,516	79,000	84,405	8,484	11.17 %
PUBLIC OFFICIALS LIABILITY	5523	86,136	87,520	90,508	91,000	97,296	9,776	11.17 %
MULTI-PERIL INSURANCE	5524	278,455	323,278	315,722	320,000	346,520	23,242	7.19 %
INSURANCE LOSS ACCOUNT	5525	21,548	10,000	33,556	35,000	10,000	0	0.00 %
SURETY BONDS	5527	3,000	4,000	3,000	4,000	4,000	0	0.00 %
Non salary		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		941,984	1,001,708	1,012,237	1,014,263	1,056,108	54,400	5.43 %
Totals		941,984	1,001,708	1,012,237	1,014,263	1,056,108	54,400	5.43 %

**TOWN OF ROCKY HILL
2022-23 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 (\$425,000) 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.

01900300 CONTINGENCY/RESERVES

**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
CONTINGENCY ACCOUNT	5808	428,242	450,000	266,521	430,000	425,000	(25,000)	(5.56)%
Non salary		<u>428,242</u>	<u>450,000</u>	<u>266,521</u>	<u>430,000</u>	<u>425,000</u>	<u>(25,000)</u>	<u>(5.56)%</u>
Totals		428,242	450,000	266,521	430,000	425,000	(25,000)	(5.56)%

**TOWN OF ROCKY HILL
2022-23 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 Nonrecurring Fund to be retained for future capital needs.

BUDGET SUMMARY:

The Town is budgeting (\$15,000) for expenditures associated with a Property Revaluation Project for the October 2023 Grand List.

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

The budget line Building Improvement – Facilities (\$49,100) is for repair of the Parks garage roof.

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

The Town Aid Roads (TAR) budget line of (\$360,372) will be funded through an ongoing State Town Aid Road Fund Grant that is used for road maintenance.

The budget line Parks Ground Improvements for (\$116,700) is for pool filtration system (\$16,700) and Rocky Hill Baseball Field drainage and duraedge (\$100,000).

The budget line Equipment – Highway Department (\$23,282) is for the fourth year of a five year lease for the caterpillar loader.

The budget line Equipment – Parks for (\$53,781) is for the first of five lease payments for a Toro wide area mower (\$27,007) and the first of five lease payments for a John Deere backhoe (\$26,774).

The budget line Vehicles – Fire (\$15,250) is to fund the second of three lease payments for a mechanic pickup with a plow.

The budget line Vehicles – Highway Department (\$144,598) is to fund:

- the fifth of five lease payments for a new six-wheeled Freightliner dump truck (\$43,361)
- the third of three lease payments of (\$6,276) for an F250 pickup truck
- the third of three lease payments of (\$15,160) for an F550 dump truck
- the fifth of five lease payments for a new six-wheeled Freightliner dump truck (\$39,563)
- the second of four lease payments for a Freightliner cab and chassis (\$25,938)
- the second of five lease payments for a new F750 truck body (\$14,300)

The budget line Vehicles – Facilities (\$10,700) is for the second of four lease payments for a trade work van.

HIGHLIGHTS - SCHOOLS:

The budget line School Improvements (\$200,000) is for a portion of the Griswold School Science lab.

01950000 CAPITAL IMPROVEMENTS**TOWN OF ROCKY HILL
2022-23 ADOPTED BUDGET**

		<u>2020-21 Actual</u>	<u>2021-22 Adopted</u>	<u>2021-22 YTD @ 05/31/22</u>	<u>2021-22 Projected</u>	<u>2022-23 Adopted</u>	<u>2022-23 Adopted vs 2021-22</u>	<u>% Var</u>
ASSESSOR REVALUATION	5338	20,000	25,000	5,000	20,000	15,000	(10,000)	(40.00)%
LAND ACQUISITION	5710	57,000	57,000	57,000	57,000	57,000	0	0.00 %
BUILDING IMPRV FIRE	5723	44,200	60,000	59,700	59,700	0	(60,000)	(100.00)%
BUILDING - FACILITIES	5725	0	0	0	0	49,100	49,100	100.00 %
LOCIP SIDEWALK/ROADS	5730	0	100,000	50,609	100,000	100,000	0	0.00 %
REPAIRS TO ROADS - RESERVE	5734	0	100,000	0	0	0	(100,000)	(100.00)%
TOWN AID ROADS	5738	177,301	346,211	194,745	345,102	360,372	14,161	4.09 %
PARK GROUND IMPR	5744	0	76,000	47,800	47,800	116,700	40,700	53.55 %
EQUIPMENT-FACILITIES	5751	0	26,000	28,271	28,271	0	(26,000)	(100.00)%
EQUIPMENT-HIGHWAY	5753	79,023	99,932	32,976	79,023	23,282	(76,650)	(76.70)%
EQUIPMENT-PARKS	5754	22,594	37,094	37,094	37,094	53,781	16,687	44.99 %
VEHICLES-FIRE	5762	0	15,250	0	0	15,250	0	0.00 %
VEHICLES-HIGHWAY	5763	158,945	130,298	125,842	158,945	144,598	14,300	10.97 %
VEHICLES-PARKS	5764	15,241	15,242	15,241	15,242	0	(15,242)	(100.00)%
VEHICLES-FACILITIES	5765	0	12,200	0	0	10,700	(1,500)	(12.30)%
SILAS DEANE III	5794	385,001	0	0	0	0	0	100.00 %
Non salary		<u>959,305</u>	<u>1,100,227</u>	<u>654,277</u>	<u>948,177</u>	<u>945,783</u>	<u>(154,444)</u>	<u>(14.04)%</u>
BUILDING IMPRV SCHOOLS	5720	200,000	450,000	1,283	200,000	200,000	(250,000)	(55.56)%
BOE MINOR REPAIRS	5721	6,131	0	0	0	0	0	100.00 %
BOE Capital		<u>206,131</u>	<u>450,000</u>	<u>1,283</u>	<u>200,000</u>	<u>200,000</u>	<u>(250,000)</u>	<u>(55.56)%</u>
Totals		<u>1,165,436</u>	<u>1,550,227</u>	<u>655,560</u>	<u>1,148,177</u>	<u>1,145,783</u>	<u>(404,444)</u>	<u>(26.09)%</u>

FY 2022-23 FUNDING	
General Fund:	
Town - General Fund Capital Improvement	485,411
State - Town Aid Roads (CIP - TAR)	360,372
Grant State - LoCIP Grant (CIP - LOCIP)	100,000
Town Capital	
BOE - General Fund Capital Improvements	200,000
BOE Capital	
Total - General Fund CIP	<u>1,145,783</u>
Other Funds:	
Non-Recurring - Sidewalk	82,500
Fire Call Fund	46,000
Road Referendum	<u>2,000,000</u>
Grand Total All Sources- Town and Board of Education	3,274,283

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2022-2027

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5 Year Total
Assessor						
Other- Revaluation	15,000	40,000	40,000	0	0	95,000
Total	15,000	40,000	40,000	-	-	95,000
Community Development						
Maintenance/Repair - Road Ref incl Beach Rd	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
Maintenance/Repair- Sidewalk/Gaps-LOCIP	100,000	100,000	100,000	100,000	100,000	500,000
Washington Street sidewalks (1375 lf)	82,500					82,500
Beach Road, temp bridge, remove twin 36 in install 10 x 4 box culvert, cm, inspection		1,500,000				1,500,000
Industrial Park Phase II Culvert replacement - Design	-	200,000				200,000
Belden Lane culvert replacement, headwalls - depends on treatment	-	-	1,000,000			1,000,000
Total	2,182,500	3,800,000	3,100,000	2,100,000	100,000	11,282,500
Facilities						
Maintenance/Repair van yr 2	10,700	208,700	204,700	104,000		528,100
Other	49,100				150,000	199,100
Total	59,800	208,700	204,700	104,000	150,000	727,200
Fire						
Vehicle - New pickup yr 2	15,250	15,250				30,500
Other- transmitter	46,000	46,000				92,000
Total	61,250	61,250	-			122,500
Parks						
Equipment/Vehicles	53,781	85,781	69,781	69,781	53,781	332,905
Maintenance/Repair	116,700	295,000	265,000	155,000	-	831,700
Total	170,481	380,781	334,781	224,781	53,781	1,164,605
Public Works						
Vehicle -leases continue	144,598	85,476	85,476	59,538	188,238	563,326

Equipment	23,282	73,282	-	-		96,564
Maintenance/Repair-Town Aid Road	360,372	-	-			360,372
Other-Garage/Transfer Station Complex Car Wash	-	-	-	10,000,000		10,000,000
Total	528,252	158,758	85,476	10,059,538	188,238	11,020,262
Miscellaneous						
Land Acquisition	57,000	57,000	57,000	57,000	57,000	285,000
Total	57,000	57,000	57,000	57,000	57,000	285,000
Town Departments						
	3,074,283	4,706,489	3,821,957	12,545,319	549,019	24,697,067
Education						
School Projects	200,000	2,000,000	1,795,000	1,960,000	1,680,000	7,635,000
Total	200,000	2,000,000	1,795,000	1,960,000	1,680,000	7,635,000
Total All Departments	3,274,283	6,706,489	5,616,957	14,505,319	2,229,019	32,332,067

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2022-27

DEPARTMENT: Assessor

Description	Priority	FY	FY	FY	FY	FY	5 Year Total	Funding
		2022-23	2023-24	2024-25	2025-26	2026-27		
Description							-	
2023 Revaluation		15,000	40,000	40,000			95,000	CIP
Total		15,000	40,000	40,000	0	0	95,000	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2022-27

DEPARTMENT: COMMUNITY DEVELOPMENT

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	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
Washington Street sidewalks (1375 lf)	82,500					82,500	NRF
Subtotal	182,500	100,000	100,000	100,000	100,000	582,500	
Pavement Management					* (Referendum over, Preventive Maintenance)		
Town wide pavement repairs Referendum	1,400,000	1,600,000	1,600,000	1,600,000		6,200,000	Road REF
Beach Road culvert replacement design	200,000					200,000	Road REF
Parking Lots	400,000	400,000	400,000	400,000		1,600,000	Road REF
Subtotal	2,000,000	2,000,000	2,000,000	2,000,000	-	8,000,000	-
Drainage Repairs							
Beach Road, temp bridge, remove twin 36 in install 10 x 4 box culvert, cm, inspection		1,500,000				1,500,000	Unfunded
Industrial Park Phase II Culvert replacement - Design		200,000				200,000	Unfunded
Belden Lane culvert replacement, headwalls - depends on treatment			1,000,000			1,000,000	Unfunded
Subtotal	-	1,700,000	1,000,000	-	-	2,700,000	
TOTAL	2,182,500	3,800,000	3,100,000	2,100,000	100,000	11,282,500	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2023-27

DEPARTMENT: FACILITIES

Description	FY	FY	FY	FY	FY	5 Year Total	Funding
	2022-23	2023-24	2024-25	2025-26	2026-27		
Police Department						-	
						-	
Elevator upgrade			66,000			66,000	UNFUNDED
Police Generator replacement		114,000				114,000	UNFUNDED
2006 Sally Port EDPM roof replacement				20,000		20,000	UNFUNDED
						-	
						-	
Police Subtotal	-	114,000	66,000	20,000	-	200,000	
Facilities						-	
						-	
Facilities Trade work van (replacing 19 year old trades van)	10,700	10,700	10,700			32,100	CIP-LEASE
Parks Garage roof	49,100					49,100	UNFUNDED
						-	
Facilities Subtotal	59,800	10,700	10,700	-	-	81,200	
Fire Houses						-	
						-	
						-	
						-	
Fob system- FH #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(1.-Fire side,2.- Ambulance 3.- Upper roof)						-	CIP
FH #1-Fob system				20,000		20,000	UNFUNDED
FH #1-Brick repair and repoint			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 #3 Generator replacement						-	
FH #2-Roof replacement			34,000			34,000	UNFUNDED
Firehouses Subtotal	-	84,000	128,000	84,000	-	296,000	
Maintenance TOTAL	59,800	208,700	204,700	104,000	-	577,200	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2023-27

DEPARTMENT: FIRE

Description	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5 Year Total	Funding
Buildings						-	
Replacement of aging fire department main transmitters	46,000	46,000				92,000	SPEC REV
						-	
Buildings Sub Total	46,000	46,000	-	-	-	92,000	
Fire Apparatus						-	
						-	
						-	
Replacement of 16 yr. old Mechanic Pickup with F350 w/ plow	15,250	15,250				30,500	CIP-LEASE
Fire Apparatus Sub Total	15,250	15,250	-	-	-	30,500	
TOTAL	61,250	61,250	-	-	-	122,500	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM - BUDGET 2023-27

DEPARTMENT: PARKS

Description	Priority	FY	FY	FY	FY	FY	5 Year Total	Funding
		2022-23	2023-24	2024-25	2025-26	2026-27		
Equipment								
Toro Mower replacement - 5 years		27,007	27,007	27,007	27,007	27,007	135,035	Lease - CIP
Zero Turn Mower			16,000				16,000	Unfunded
John Deere - Backhoe		26,774	26,774	26,774	26,774	26,774	133,870	Lease - CIP
Ford F350 lease			16,000	16,000	16,000		48,000	Unfunded
Equipment Sub Total		53,781	85,781	69,781	69,781	53,781	332,905	
Pools								
Filtration System Media Replacement (both)		16,700					16,700	CIP
Indoor Pool Grout Repair			25,000				25,000	Unfunded
Skimmer Replacement - ERP			10,000				10,000	Unfunded
Elm Ridge splash pad and large pool		TBD	TBD	TBD	TBD		-	
Other Pools Sub Total		16,700	35,000	-	-	-	51,700	
Parks Maintenance								
Auxiliary 1 Soccer - Strip, Regrade, Sod				165,000			165,000	Unfunded
Vicino Softball - DuraEdge			60,000				60,000	Unfunded
High School Baseball - DuraEdge		100,000					100,000	CIP
DiMauro Baseball Field - install drainage & DuraEdge							-	Unfunded
Maxwell Soccer - Strip, Drainage, Overseed			200,000				200,000	Unfunded
GMS Soccer - Strip, Regrade, Sod					155,000		155,000	Unfunded
Sunny Crest - DuraEdge				100,000			100,000	
							-	
							-	
Maintenance Sub Total		100,000	260,000	265,000	155,000	-	780,000	
TOTAL		170,481	380,781	334,781	224,781	53,781	1,164,605	

TOWN OF ROCKY HILL
CAPITAL IMPROVEMENT PROGRAM 2022-26

DEPARTMENT: PUBLIC WORKS

Description	FY	FY	FY	FY	FY	5 Year Total	Funding
	2022-23	2023-24	2024-25	2025-26	2026-27		
Buildings							
Building layout, design, and engineering architect consultant for Highway Garage and Transfer Station complex, wash bay	-	-	-	10,000,000	-	10,000,000	Unfunded
Highway Garage Diesel and Unleaded fuel tanks MANDATORY replacement by 2028 per DEEP permitting standards.					750,000	750,000	Unfunded
Buildings Sub Total	-	-	-	10,000,000	750,000	10,750,000	
Equipment							
Rotary lift - remote control	-	50,000				50,000	CIP
Tarco leaf unit	-	75,000				75,000	CIP
CAT combination loader - Middle School lot & Road maintenance	23,282	23,282				46,564	Lease - CIP
						-	
Equipment Sub Total	23,282	148,282	-	-	-	171,564	
Roads							
Maintenance of Roads including street overlays, curb repairs, catch basin repairs, and drainage repairs.	360,372					360,372	Town Aid Road (TAR)
Roads Maintenance Sub Total	360,372	-	-	-	-	360,372	
Vehicles							
Freightliner 114 cab & chassis/replace truck #14 2000 (2nd of 4)	25,938	25,938	25,938			77,814	Lease - CIP
F750 truck body (2nd of 5 pymnts)	14,300	14,300	14,300	14,300		57,200	Lease - CIP
Freightliner 114SD cab & chassis/replace truck #14 2000-body rot	-	45,238	45,238	45,238	45,238	180,954	Lease - CIP
Dump Truck 1085D (01/19-06/23) Truck A (5 of 5 pymt)	39,563					39,563	Lease - CIP
Dump Truck 114SD replaces 1995 Ford L8000 1/19-1/23 (Truck B) (5 of 5)	43,361					43,361	Lease - CIP
F250 Pick up (01/20-01/23) (3rd of 3)	6,276					6,276	Lease - CIP
F550 Mason Truck (01/20-01/23) (3rd of 3)	15,160					15,160	Lease - CIP
Vehicles Sub Total	144,598	85,476	85,476	59,538	45,238	420,328	
TOTAL	528,252	233,758	85,476	10,059,538	795,238	11,702,264	

ROCKY HILL BOE CAPITAL IMPROVEMENT PROGRAM BUDGET 2022-2023

DESCRIPTION	SCHOOL	NOTES	Town Adopted 2021-22	BOE PROPOSED 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	10 YEAR TOTAL
HVAC Equipment	Stevens	Design and replace unit ventilating heating system and include building automation and air conditioning system. Equipment is beyond it's useful life and air conditioning is currently provided through window units. The project would be completed over a two year period.		100,000	1,400,000	1,000,000								2,500,000
Doors and Windows	Stevens	Replace windows and doors in classrooms to increase security and make the building more energy efficient.							900,000					900,000
Kindergarten Classrooms	Stevens	Renovate and upgrade kindergarten classrooms that are outdated.							500,000					500,000
Electrical Equipment	Stevens	Replace main Switchgear and one distribution panel				154,000								154,000
HVAC Equipment	West Hill	Commissioning of new HVAC equipment		50,000	50,000									100,000
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.				100,000	1,600,000							1,700,000
Classroom Space	West Hill	Enclose library and art room to enhance the teaching space						80,000						80,000
Front Entrance Canopy	GMS	Design, demolition, and construction of a new front entrance canopy.						800,000						800,000
Roof Replacement	GMS	Installation of new roof. Roof consists of built-up 87,000 square feet that was last replaced in 2000. Total estimated cost is \$2,655,993 with a state reimbursement of \$963,024 for a net cost to the town of \$1,692,969		1,600,000										1,600,000
Science Classrooms	GMS	Design fees followed by upgrade of science classrooms that 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.		150,000	300,000	150,000								600,000
Tech Ed and Media Center Renovations	GMS	The Tech Ed and Media Center are in need of renovation to bring the programs up to date. Costs include design fees.					60,000	500,000						560,000
Electrical Equipment	HS	Pointing of exterior of building needs to be done to prevent water damage from occurring.				91,000								91,000
	HS	Replace pumps in high school pool area							150,000					150,000
Classroom Furniture	West Hill/ Stevens/ GMS	Replace classroom furniture one grade level per year at both Stevens and West Hill Elementary Schools.			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Misc Projects	Various Schools	Smaller Projects Combined in Various Schools	450,000		150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,750,000
TOTALS		TOTALS	450,000	1,800,000	2,000,000	1,795,000	1,960,000	1,680,000	1,700,000	450,000	300,000	300,000	300,000	12,385,000