

**Town of North Kingstown  
Rhode Island  
2008 – 2009  
Budget**



**INCORPORATED 1674**

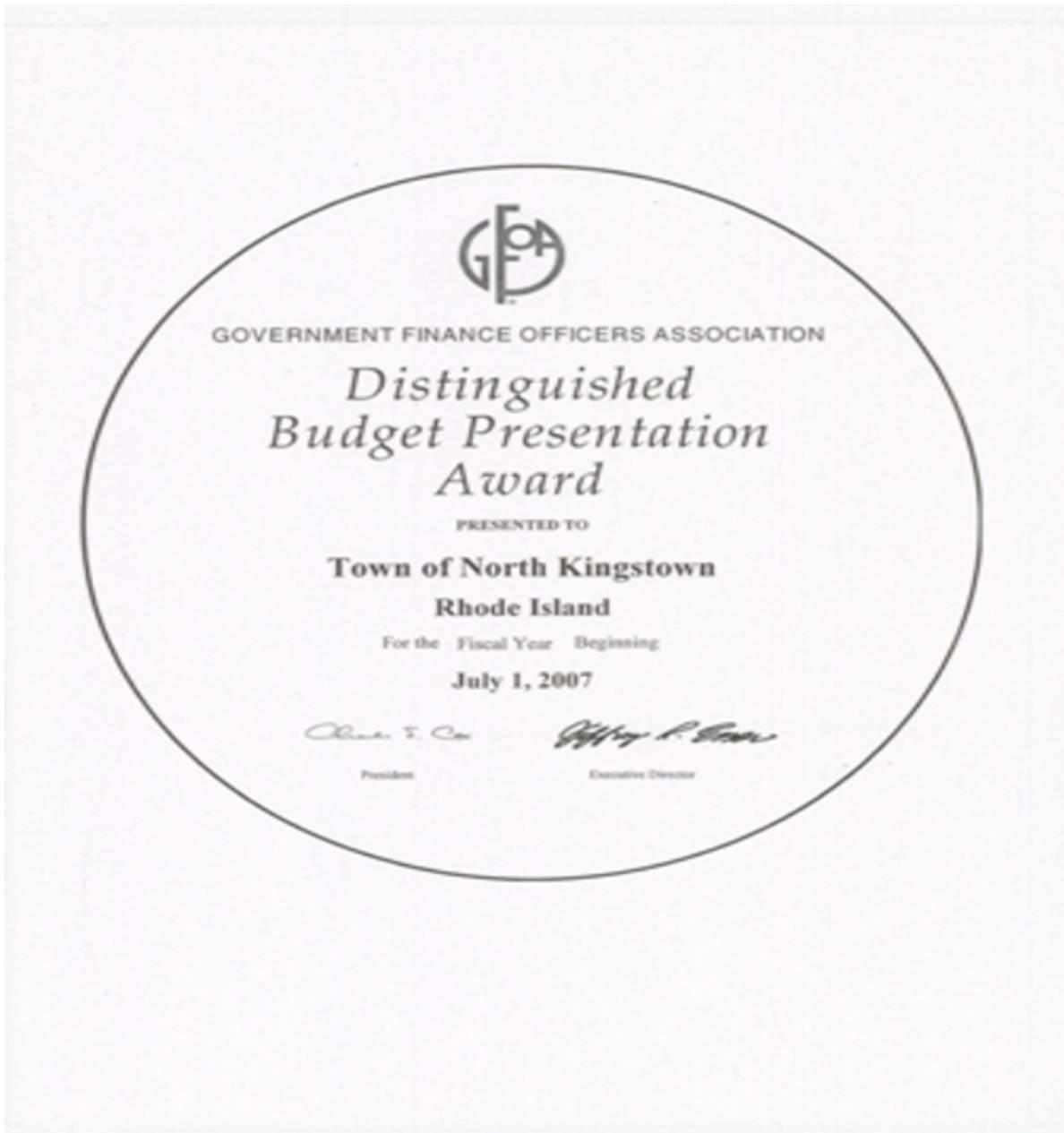
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## DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of North Kingstown, Rhode Island for its annual budget for the fiscal year beginning July 1, 2007. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our proposed budget continues to conform to program requirements, and we will submit it to GFOA to determine its eligibility for another award.



## **PREFACE**

This budget has a slightly revised format from previous years budgets. At the direction of the Town Council included in this year's budget is a zero based budget. According to the **Zero Base '80: The Status of Zero-base budgeting in the States** Zero Based budgeting is "the review of all budget requests from point zero..." Other than that, the proposed Fiscal Year 2009 Operating Budget for the Town of North Kingstown follows the same format as previous Town Operating Budgets. The Town Manager's Budget Message summarizes the Budget and reviews the current Fiscal Year activities. The Budget Message also includes some comparative data, which relates North Kingstown fiscal and demographic information to State, and national trends. The individual department sections include mission statements, objectives, work plan, performance measures, personnel details, a financial summary and the zero based budget for each department. The Capital section is a summary of all capital proposals relating to this coming fiscal year. There is detail included on all capital projects that are included in the Town's Capital Improvement Plan, which has been forwarded to the Town Council separately. The Capital Improvement Program is based upon the recommendations made by the Asset management Commission. In accordance with the Town Council's newly adopted budget policy, capital projects for the enterprise funds are funded from a non-budget separate fund. The actual planned projects, however, are listed and the funding for them explained in the capital section of the budget.

The following funds are part of this budget:

**General Fund** – is used to account for resources devoted to financing the general services that the Town performs for its citizens.

**Debt Service Fund** – is used to accumulate resources for general long-term debt principal and interest (other than those that are payable from Enterprise Funds).

**Library Fund** – is used to account for the operational activities of the North Kingstown Free Library.

**School Fund** – is used to account for both the operational activities and federal and state grant monies used for the benefit of the North Kingstown School Department.

**Water Fund** – an enterprise (self-supporting) fund used to account for the operations that are needed for the operations of the Town's Water System and Wastewater Management activities.

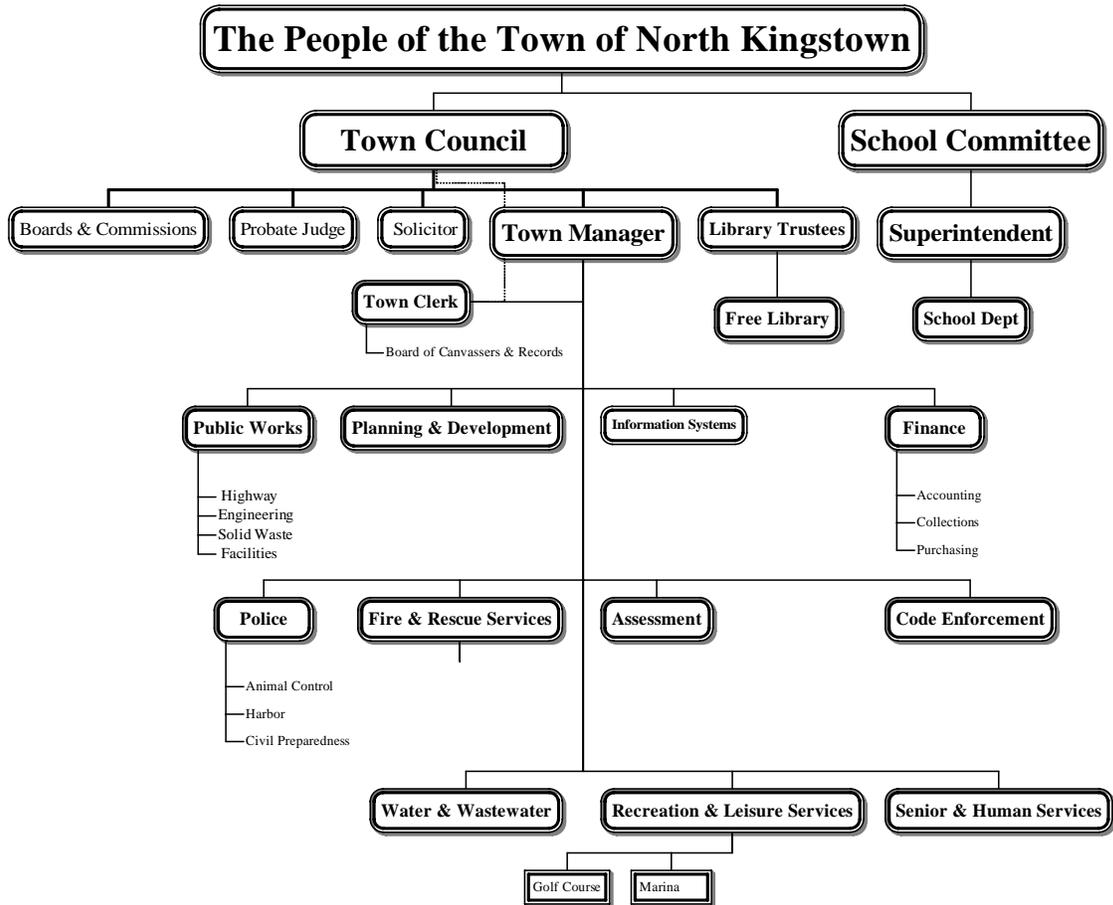
**Quonset Davisville Recreation Fund** – an enterprise (self-supporting) fund used to account for the operations of the North Kingstown Municipal Golf Course and the Allen Harbor Marina.

**School Capital Reserve** – is used to account for financial resources used for the renovation, acquisition or construction of major capital facilities and/or equipment for the School Department.

For the ninth year in a row North Kingstown received a Distinguish Budget Presentation Award from the Government Finance Officers Association. This budget will also be submitted for an award. As always the Town Department Heads did the legwork that serves as the basis for this budget. I thank them for their efforts.

Michael Embury  
Town Manager

# North Kingstown Governmental Organization



**TOWN OF NORTH KINGSTOWN OFFICIALS**

**TOWN COUNCIL**

**Edward J. Cooney – President**

**Steven Campo**

**Anthony F. Miccolis, Jr.**

**John A. Patterson**

**Edward J. Whitaker**

TOWN MANAGER.....	Michael Embury
TOWN SOLICITOR .....	James Reilly
DIRECTOR OF FINANCE.....	Patricia A. Sunderland
DIRECTOR OF PLANNING.....	Jonathan Reiner
DIRECTOR OF PUBLIC WORKS .....	Phil Bergeron
POLICE CHIEF .....	Edward Charboneau
FIRE CHIEF .....	David Murray
DIRECTOR OF WATER SUPPLY .....	Susan Licardi
TOWN CLERK.....	James D. Marques
TAX ASSESSOR .....	Linda Cwiek
BUILDING OFFICIAL.....	Gary T. Tedeschi
DIRECTOR OF RECREATION & LEISURE ACTIVITIES.....	Allen R. Southwick
DIRECTOR OF SENIOR/HUMAN SERVICES.....	Kathleen Carland
CONTROLLER.....	Jeanna Krukowski
DIRECTOR OF INFORMATION SYSTEMS .....	Jason Albuquerque
TOWN ENGINEER .....	Dennis Browchuk
LIBRARY DIRECTOR.....	Susan Aylward
SCHOOL SUPERINTENDENT .....	Dr. Priscilla Feir

## TOWN OF NORTH KINGSTOWN GOALS

As a basis for the budget process for **Fiscal Year 2009** the Town Council set the following Goals for the Town of North Kingstown on October 10, 2007:

It is the **Vision** of the Town Council that future development in North Kingstown must be consistent with the goals and objectives of our Comprehensive Plan, updated on August 20, 2007, the capacity to sustain additional development of our land, groundwater and other natural resources, and of Town services. This vision of the Town's identity and future should be regularly communicated to the community and visitors through the media and all relevant public documents, including through an improved, interactive Town web site.

The Council will strive to improve the **Quality of Life** of all residents, businesspersons and visitors to the Town. The Council will continue to support equitably dispersed affordable housing opportunities consistent with the Town's approved Affordable Housing Plan. We will ensure security and excellence in public safety throughout the Town. We will continue superior senior programs and support recreational activities for all segments of the population. We believe that it is vital to provide a first class public education with goals of excellence, equity, and continued improvement in all our schools with a budget that is fiscally responsible. We will ensure that Town policies and practices respect the residents of North Kingstown and protect the peace, health, safety and welfare of the community.

The Town Council will maintain **Fiscal** responsibility and integrity in the budget process. The process will be open and will involve community input and discussion at every step. The Council will seek to provide cost effective government services and will make every effort to limit any increase in the tax burden. The Town Council will control long-term debt by retaining our favorable bond rating. The Town Council will also lead efforts to advocate for change in the current property tax system while at the same time continue to seek opportunities to assist our elderly residents with tax exemption programs. The fiscal environment in which the Town's budget is formulated presents both a significant increase in non-discretionary costs and continued dependency on residential property tax revenues. The Town Council remains committed to creating a balanced and fair budget for the community. The Town Council will continue to direct that all activities and spending be examined to identify waste and non-value added activities; identify redundant functions between the town and school and identify areas wherever functions/services can be consolidated within the Town government and School department. The Town Council will also consider all incremental opportunities of revenue to fund the budget other than the residential property tax. If these measures are not successful in producing a budget with acceptable residential tax levies, it would be necessary to assess possible service and staff adjustments. The Town Council will invest in and maintain the Town's infrastructure based on a carefully developed asset management plan.

The Council will protect and preserve our **Environment** by continuing to implement new growth management tools, including, but not limited to the purchase of development rights. The Council will continue to preserve open space and farmland for groundwater protection and to preserve the character of our community.

The Council will encourage and assist in the **Economic Development** of the Town's industrial and commercial tax base. In cooperation with the state, Council members and the Town staff will advocate an open process that will deliver, environmentally sound and financially prudent development of Quonset Business Park. The Council will also support educational and tourism opportunities at the Quonset Business Park, to ensure the vision of a world class, mixed-used facility. Throughout the Town, the Council will continue to support the local economy by encouraging commercial and industrial activity in areas designated by the Comprehensive Plan, including the existing retail center in Wickford and the Post Road corridor, and promote the Town's historic resources and regional tourism attractions. Finally, the Council will ensure that local business owners are invited to become stakeholders in any redevelopment or redesign plans for the future.

The Town Council will continue to promote an open, honest and ethical **Government**. The Town Council will ensure that Town employees are treated fairly and that Town offices operate in an effective, efficient and courteous manner. The Town Council will continue to encourage and explore new approaches for citizen participation in Town government through service on Boards and Commissions and other volunteer opportunities.

## TOWN OF NORTH KINGSTOWN BUDGET POLICY

On November 5 2007 the Town Council VOTED: that the Town Council hereby adopts as amended, the following budget polices and procedures regarding the preparation of the Town Budget:

- The Town Council will require all budgets submitted for consideration to be prepared incorporating a zero-based budgeting approach.
- The Town Council continues to direct that all activities and spending be examined to identify waste and non-value added activities, identify redundant functions between the Town and school, and identify areas wherever functions/services can be consolidated. The Town Council will consider the recommendations of the Town/School Consolidation Committee for implementation. Recommendations presented in the Klick Fiscal Fitness Report will continue to be reviewed and considered for implementation on an ongoing basis.
- In order to allow adequate time to prepare a budget that meets the Town Council's spending increase limitations, a budget increase cap will be established and will be based upon the following factors:
  - ❑ The percentage increase in the September, 2007 CPI over the annual CPI index for 2006 and
  - ❑ The estimated percentage increase in North Kingstown population as reported by the State of Rhode Island Office of Statewide Planning;
  - ❑ However in no case shall this spending cap exceed the tax levy cap as stipulated by Rhode Island General Laws 44-5-2.
- When budgeting for expenses related to new services and/or functions that are revenue producing, the Town Manager may recommend the exemption of those expenses from the calculation of the spending cap. In applying the budget cap, departments will not be penalized when adopting practices, which reflect all revenue and expenditures broadly in the budget but do not add a net increase in expenditures.
- Requests for funding beyond the Town Council's established cap may receive consideration but only to the extent that there is a documented critical need that cannot be met within the established spending cap.
- For the Budget Year 2008/2009, in light of the Town Solicitor's opinion of September 13, 2007, regarding constitutionality of alternative property tax methods, the Town Council requests that there be a continuing effort by our legislative delegation to make property tax reform a reality for North Kingstown and the State of Rhode Island.



## TOWN MANAGER'S BUDGET MESSAGE

To: Hon. North Kingstown Town Council

From: Michael E. Embury  
Town Manager

Re: Fiscal Year 2009 Budget

The following budget for Fiscal Year 2009 is submitted to the Town Council in compliance with Section 1004 of the Town Charter. This budget contains all anticipated revenues and expenditures for the General Fund (Town and School Department), Library Fund, Debt Service Fund, Quonset/Davisville Recreation Fund and Water Fund. The document contains detailed information as to revenue sources, expenditure categories and additional departmental details.

### *INTRODUCTION*

In Fiscal Year 2009, the Town and Schools are faced with reduced financial resources, necessitating spending reductions and service and programmatic reductions for each side of the ledger. The School Committee and School Administration have had to cut approximately **\$2.3 million** from their operations in order to meet the reduced availability of funds. On the Town side of the ledger, the Town Manager's recommended budget has had to cut **\$496,391** from departmental submissions in order to attain a balanced budget.

There are two primary reasons contributing to the reduction in available funds: state budget deficits; and the tax levy cap mandated by what is commonly known as "3050". As part of this budgetary process, it is important for the taxpaying public to understand the limitations of this legislation and its ramifications for assembling this budget.

"3050" established various limits on and requirements for municipal budgeting:

- Establishes a declining scale of tax levy limits beginning at 5.25% and continuing on a yearly basis to a level of 4%. FY 2009 sees a levy limit of 5% which limits the new tax funds available for funding municipal and school operations.
- Limitation is on the tax levy and not the tax rate of the community.
- School Department request for new tax dollars are limited to 5% increase over the previous year's appropriation.

A 5% levy produces \$2,833,210 of new tax dollars. Assuming the historical division of these dollars, the School Department will receive \$2,041,011 and the Town will receive \$792,199.

**TABLE 1.**

Levy from Tangible and Real Estate	<b>56,664,205.00</b>	Levy from Tangible and Real Estate (5% State Cap)	<b>59,500,196.70</b>
DIVIDED BY ASSESSED VALUE	<b>\$4,260,640,739</b>	DIVIDED BY ASSESSED VALUE	<b>\$4,275,000,000</b>
<b>FY 08 Tax Rate (with Reval)</b>	<b>13.30</b>	<b>FY 09 Tax Rate</b>	<b>13.84</b>

On November 5, 2007, the Town Council adopted the following Budget Policy and Procedures:

- The Town Council will require all budgets submitted for consideration to be prepared incorporating a zero-based budgeting approach.
- The Town Council continues to direct that all activities and spending be examined to identify waste and non-value added activities, identify redundant functions between the Town and school, and identify areas wherever functions/services can be consolidated. The Town Council will consider the recommendations of the Town/School Consolidation Committee for implementation. Recommendations presented in the Klick Fiscal Fitness Report will continue to be reviewed and considered for implementation on an ongoing basis.
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  - ❑ The percentage increase in the September, 2007 CPI over the annual CPI index for 2006;
  - ❑ The estimated percentage increase in North Kingstown population as reported by the State of Rhode Island Office of Statewide Planning;
  - ❑ However in no case shall this spending cap exceed the tax levy cap as stipulated by Rhode Island General Laws 44-5-2.
- When budgeting for expenses related to new services and/or functions that are revenue producing, the Town Manager may recommend the exemption of those expenses from the calculation of the spending cap. In applying the budget cap, departments will not be penalized when adopting practices, which reflect all revenue and expenditures broadly in the budget but do not add a net increase in expenditures.
- Requests for funding beyond the Town Council's established cap may receive consideration but only to the extent that there is a documented critical need that cannot be met within the established spending cap.
- For the Budget Year 2008/2009, in light of the Town Solicitor's opinion of September 13, 2007, regarding constitutionality of alternative property tax methods, the Town Council requests that there be a continuing effort by our legislative delegation to make property tax reform a reality for North Kingstown and the State of Rhode Island.



In addition to the Town Council's expenditure limitations, state law prohibits the Town from approving a budget which increases the tax levy by more than 5.0%. The table below summarizes the property tax impact of the proposed budget.

**TABLE 3.**

<i>Tax Rate Per Thousand Change</i>	<i>FY 2008 Tax Rate</i>	<i>FY 2009 Tax Rate</i>	<i>Difference</i>	<i>Percent Change</i>
Municipal	3.02	3.14	.12	3.98%
School	9.35	9.73	.38	4.07%
Debt Service	.93	0.97	.04	4.31%
<b>Total</b>	<b>13.30</b>	<b>13.84</b>	<b>.54</b>	<b>4.06%</b>

**\*PLEASE NOTE:** The Debt Service line has increased due to the issuance of two bonds: \$4M Open Space Bond and \$7M School Bond.

When assembling this year's budget, the following values were used when assessing expenditures and services for FY 2009:

- Maintaining core governmental functions
- Minimizing and/or reducing personnel costs
- Continuing to invest in the Town's infrastructure
- Reducing certain annual expenditures with a policy of not having them creep back into the budget in future years.
- Evaluate and recommend appropriate one-time, non-recurring expenditures

The Capital Improvement Plan recognizes the need for investment in the Town's infrastructure in a well-planned, fiscally prudent manner. Capital expenditures must be closely monitored to insure that there is not a deterioration of the Town's infrastructure including such items as Public Works infrastructure, vehicle replacement and building upgrades.

The revenue portion of the budget is primarily funded through the property tax as the funding source of last resort. This year's budget does not propose any new revenue enhancements due to the uncertainty of state aid for education, general revenue sharing and motor vehicle reimbursement. Revenues reflected in this budget have been evaluated and judged attainable in FY 2009.

***FISCAL FITNESS IMPLEMENTATION***

The Fiscal Fitness Review recommendations have been reviewed as part of this year's budgeting process as a means of reducing the cost of Town and School operations. The Consolidation Committee has been analyzing and recommending areas for consolidating functions between the Town and School departments. The Health Care Committee is reviewing health care coverage options that could lead to savings for the Town. The Town's Information Technology department has implemented new software applications such as video streaming and EGOV and other cost savings measures that have increased accessibility of the public to town information, transparency of town operations, energy savings and other technical infrastructure improvements that have and will continue to save the town side of the budget.

## ***THIS YEAR IN REVIEW***

The Town staff's implementation of the budget adopted by the Town Council has proceeded as expected. Land preservation activities continue to be a high priority and it is envisioned that this year an additional 100 acres will be preserved through a combination of purchase of development rights and fee simple purchase of property.

**Quick Fact:** The Town will have preserved 100 acres of land by the end of fiscal year 2009.

The following is a review of the major accomplishments of this past year shown within the framework of the Town Council goals.

### **VISION**

The vision for FY 2009 is for the Town of North Kingstown to continue to be a leader in innovative quality municipal operations through the implementation of policies and plans which protect our environment and natural resources, protect and advance our history and culture as well as respecting the diversity of our community. Town staff is committed to ensuring the health, safety and welfare of the public we serve as well as preserving the Town's quality of life and resources for present and future generations. The Town is committed to continuing to develop collaborative relationships with other communities in an effort to meet the challenges of the future.

### **QUALITY OF LIFE**

Several land preservation projects are anticipated to close by the end of Fiscal Year 2009. The Police Department continues to address the number one police related citizen complaint – speeding through the enhanced traffic enforcement or TEAR program. The Department has also implemented a program to enforce intersection violations. It is estimated that over 6,000 tickets will be issued this year. Our Police, Fire and Public Works Departments have worked jointly with the surrounding communities and the State Emergency Management Agency to redefine emergency evacuation routes in North Kingstown.

**Allen's Harbor:** The deteriorated revetment is in the process of having final engineering completed. Emergency dredging was accomplished to allow the channel to accommodate boat traffic without the continual grounding of vessels.

**Slocum Fire Station:** The Town Council gave approval to moving forward with the construction of a new fire station to be located in the Slocum area adjacent to Lishio Field.

**Town Evacuation Plan:** Chief Murray is working with RIEMA to update portions of the Emergency management Plan, as required by the state.

**Senior Center Project:** The Senior Center project has completed building plans and the project is in the permitting process before CRMC and RIDEM.

**Schools:** The Town oversaw the successful completion of \$7 million of bond work on Wickford Middle School, Davisville Elementary, Forest Park Elementary and Fishing Cove Elementary.

## ENVIRONMENT

The Town Council continues in its commitment to advancing and improving its recycling efforts.

Quick Fact: North Kingstown's 32% recycling (diversion) rate is the highest in the State of Rhode Island.

Storm Water Phase II: The Town continues to implement its Storm Water Management Plan and this year successfully adopted a required Illicit Discharge Ordinance.

Landfills: The Town continues to monitor and work through the remediation approval process for the Hamilton Allenton Road and Oak Hill Road Landfills.

The Town has submitted a draft facilities plan to RIDEM for review and comment. The sewer plan is intended for Post Road and other identified areas that will assist economic development as well as providing an affordable alternative for those property owners who need to upgrade or replace their existing septic systems.

## ECONOMIC DEVELOPMENT

The activities at the Quonset Business Park provide the main focus when considering economic development in the Town. This year the Quonset Development Corporation moved forward with their master plan for the Gateway complex at the Park. While this proposal generated a great deal of discussion and public comment and was initially turned down by the State Planning Council, the Town and Statewide Planning worked with the developer to gain certain accommodations for the Town.

The Town is in the process of finalizing the Post Road Corridor zoning regulations which are intended to increase investment and development along the corridor.

The Planning Department is reviewing application processes with a view toward streamlining these processes where applicable.

## FISCAL

As mentioned previously, the Town Council continues to establish their budget policy, which is a major centerpiece of the Town's fiscal policy. As in years past, the Town received a certificate for financial reporting for its Certified Annual Financial Report. It is estimated that despite the fact the FY 2008 budget had projected to use \$758,000 of the undesignated fund balance, it is anticipated that the undesignated fund balance will increase slightly to approximately \$9.0 million.

## INFRASTRUCTURE

The Town's investments in infrastructure continued in fiscal year 2008. Construction of the pumping facilities for a new municipal well on Indian Corner Road was completed. Federal funds secured through Senator Chafee have allowed us to complete design plans for the replacement of the Juniper Hill tank and improvements to the Town's other standpipes. Site Investigation Reports (SIR) to address lead soil contamination at well sites. The Town held a public meeting on the Forge Road site and is moving forward with a remedial work plan which contains specifications for site remediation.

The Town and School staffs continue to work together to jointly implement the \$9,000,000 school repair bond ordinance; \$7.0 million in improvements were completed in the summer of 2007. Boiler and Mechanical Improvements: The replacement of several boilers has been completed.

**Main Street:** Town completed installation of the new gas line and began work on installation of the water line and drainage structures. The final reviews by RIDOT, CRMC and local HDC should be ready to advertise late spring of 2008 for the completion of final sidewalk, road surface and lighting.

**Town Hall and Town Hall Annex:** Rehabilitation on these two historic buildings is on going. Improvements include rehabilitation of Town hall windows. The Annex improvements were completed (roof, columns, stairs and underpinning of columns); and roof replacements to the flat roofs of Town Hall.

**Slocum Fire Station:** The final design and construction for this station is anticipated to be completed the summer of 2008.

**Public Safety Building:** A new addition and improvements to the Police Station and Fire Station 1 are scheduled to begin late this summer. This project will also construct a new Emergency Operations Center.

**Allen's Harbor Bulkhead:** Design for the replacement of a significant portion of the Allen's Harbor bulkhead will start this year.

State funded and implemented projects continue to have a major impact on our Town. The new Route 403 Quonset Access Road continues under construction.

**Quick Fact:** Town paved over 30 roads (7) miles this year funded from authorized bonding and general fund operating.

***THE PROPOSED BUDGET BY GOALS***

The primary new emphasis of this coming year's budget is to keep the core functions of the government operating at an acceptable level and transferring to a pay as you go basis for non essential services. The purpose of this section of the budget is to summarize the proposed activities.

**VISION**

The Town wrapped up its Phase I Wastewater Study for Post Road and will begin Phase II Design. In addition, the Town Council has given Town staff direction to continue to pursue the preservation of open space throughout Town. It is expected that these negotiations will reach closure during the year.

**QUALITY OF LIFE**

In fiscal year 2009, the Town will continue to seek private funds for recreational activities. We will continue to charge for beach stickers and adjust fees for all recreation programs if and as necessary. Any proposed increase in fees will be balanced against the potential for decreased participation in recreation programs.

Although there are significant reductions in both the School and Town sides of the budget, it is recommended to continue level funding outside agencies for this year. This allows the Town to continue funding agencies that have articulated the need for continued Town support in order to match other funding sources. In future budgets, as the Town and School administrations make necessary reductions in expenditures, this policy will come under closer scrutiny and evaluation.

**ENVIRONMENT**

An initiative for the coming year will be implementing improvements to Saw Mill Pond that will be funded through the monies the Department of Environmental Management secured from the Navy. It is anticipated that upland storm water management improvements will be accomplished this year for the purpose of improving surface and groundwater quality flowing into the pond. The Town continues to move forward utilizing the \$2,000,000 of approved bond money to allow approximately 240 homeowners to participate in the Clean Water Finance Septic System Repair Program.

## ECONOMIC DEVELOPMENT

The Quonset Development Corporation and Town Staff continue to work at increasing the occupancy of the Park, which remains a priority for our community and the state. The Gateway project is underway and will be completed during this budget year and will serve as a catalyst to Post Road Corridor initiatives, as well as servicing the remainder of QDC businesses.

The State Department of Transportation is moving forward on plans for the commuter rail station at the Wickford Junction.

## FISCAL

The Town successfully negotiated collective bargaining agreements with both the Police and Fire unions. This year a new contract between Laborers' Local 1033 and the must be completed. The current agreement expires at the end of fiscal year 2008. It should be noted that twenty-two Firefighters, eight Police Officers and twenty-one additional Town employees are eligible for retirement during the fiscal year.

## INFRASTRUCTURE

Completion of the Main Street project will occur in FY 2009. The Town will continue to repave roads that have been classified as very poor or failed, as money is available.

The sea wall at Mount View is scheduled for completion once all permits are approved and will be accomplished utilizing Public Works personnel.

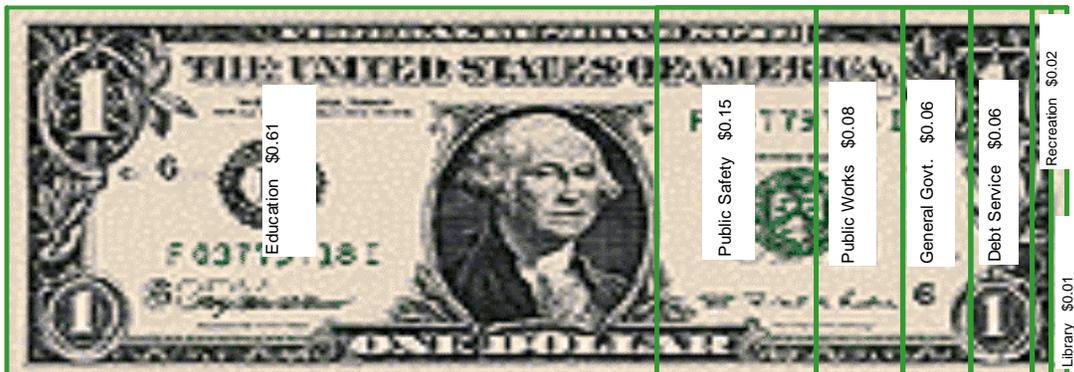
The retaining wall at the Town beach will be completed this year and it is anticipated that construction of the Senior Center will commence this fiscal year.

Code repairs will continue at the Town Hall and the Police and Fire headquarters addition will get underway.

## EXPENDITURE SUMMARY

Every citizen, taxpayer and user of Town services want to understand where their tax dollars go and how they are spent. The graphic below demonstrates that for every dollar spent by the Town, \$.62 is spent on Education, \$.15 is spent on Public Safety services (Police, Fire and Harbor Management), \$.08 is spent on Public Works, \$.06 is spent on General Government (Administration, Finance, Assessor, Planning, Senior Services, Welfare, Code enforcement and General Operating), \$.06 is spent on Debt, \$.02 is spent on Parks and Recreation and \$.01 is spent on the Library.

### WHERE DOES YOUR MONEY GO?



This coming year, the total General, School, School Capital Reserve, Library, Quonset Davisville Recreation, Water and Debt Service Funds budget is \$93,230,628. This represents a net increase of \$2,878,873 or 3.19%. The School fund proposes an increase of \$1,863,271 or 3.39%. A more detailed description of the changes follows in the individual fund discussions.

<b>DEPARTMENT</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>
Town Council	\$41,722	\$115,351	\$118,885	\$136,770	\$17,885	15.04%
Town Manager	\$213,730	\$199,100	\$197,518	\$206,298	\$8,780	4.45%
Town Clerk	\$499,345	\$547,530	\$563,268	\$617,979	\$54,711	9.71%
Town Solicitor	\$284,045	\$252,593	\$250,200	\$254,400	\$4,200	1.68%
Finance	\$466,179	\$469,833	\$543,884	\$522,870	-\$21,014	-3.86%
Information Tech	\$207,795	\$191,259	\$185,108	\$201,152	\$16,044	8.67%
Assessor	\$222,234	\$237,705	\$233,772	\$246,958	\$13,186	5.64%
General Operating	\$2,228,711	\$2,440,631	\$2,643,602	\$2,448,776	-\$194,826	-7.37%
Fire	\$7,492,403	\$7,767,267	\$7,750,820	\$7,980,770	\$229,950	2.97%
Police	\$5,458,157	\$5,920,117	\$5,812,958	\$5,957,746	\$144,788	2.49%
Planning	\$370,449	\$310,037	\$372,847	\$378,463	\$5,616	1.51%
Public Works	\$4,725,922	\$4,880,973	\$4,979,518	\$4,877,016	-\$102,502	-2.06%
Contributions	\$83,766	\$89,254	\$89,254	\$89,254	\$0	0.00%
Senior Citizens	\$320,797	\$339,056	\$355,079	\$369,466	\$14,387	4.05%
Code Enforcement	\$269,215	\$305,089	\$300,079	\$321,818	\$21,739	7.24%
Recreation	\$272,426	\$275,545	\$278,686	\$306,522	\$27,836	9.99%
<b>General Fund</b>	<b>\$23,156,896</b>	<b>\$24,341,340</b>	<b>\$24,675,478</b>	<b>\$24,916,258</b>	<b>\$240,780</b>	<b>0.98%</b>
Debt Service Fund	\$5,255,671	\$5,362,702	\$5,202,124	\$5,681,431	\$479,307	9.21%
Library	\$1,255,860	\$1,296,202	\$1,302,053	\$1,355,108	\$53,055	4.07%
Quonset Davisville	\$1,301,726	\$1,359,690	\$1,376,325	\$1,431,732	\$55,407	4.03%
Water	\$2,059,871	\$2,355,841	\$2,483,247	\$2,596,047	\$112,800	4.54%
School Fund	\$53,670,459	\$55,972,760	\$55,015,069	\$56,878,340	\$1,863,271	3.39%
School Capital Res.	n/a	n/a	\$297,459	\$371,712	\$74,253	24.96%
<b>GRAND TOTAL</b>	<b>\$86,700,482</b>	<b>\$90,688,535</b>	<b>\$90,351,755</b>	<b>\$93,230,628</b>	<b>\$2,878,873</b>	<b>3.19%</b>

### DEPARTMENT INFORMATION

The FY 2009 budget has come up against the monetary realities of the state levy cap. All departments utilized Zero Based Budgeting as required by the Council budget policy. Overall requests were less than the Council established spending cap of 4.09%. While the Town portion of the operation is slated to receive over \$792,000 of new tax revenue, the Town Manager's recommended budget has reduced departmental requests by \$496,891. The following chart details these recommended reductions.

Department	Org Number	Acct	Amount	Description
Town Council	00101010	531206	10,000.00	Reduce TC contingency
			<b>10,000.00</b>	
Finance	0010501*		10,700.00	Cons 2 PT to 1 FT position in Tax Collections
			<b>10,700.00</b>	
Fire	0010803*	510107	2,500.00	Reduce Overtime line item
	0010803*	530604	3,100.00	Reduce Medical Services line item
	0010803*	531001	10,000.00	Reduce Motor Vehicle line item
	0010803*	540203	1,000.00	Reduce pins/badges line item
	0010803*	540309	2,000.00	Reduce Fire Suppression line item
	0010803*	540406	500.00	Reduce Repair Tools line item
	0010803*	540701	3,000.00	Reduce Hand Tool line item
			<b>22,100.00</b>	<b>SUB-TOTAL</b>
Animal Control	00108040	530103	100.00	Eliminate Postage Expenses
	00108040	530203	8.00	Eliminate Vehicle Registration Expenses
	00108040	530305	1,837.00	Eliminate Solid Waste Expenses
	00108040	530604	300.00	Eliminate Medical Services Expenses
	00108040	531001	1,200.00	Eliminate Motor Vehicles Maintene Expenses
	00108040	531206	6,000.00	Eliminate Contractual Services Expenses
	00108040	540101	150.00	Eliminate Office Supplies Expenses
	00108040	540204	100.00	Eliminate Uniform Replacement Expenses
	00108040	540302	3,500.00	Eliminate Animal Food Expenses
	00108040	540401	3,000.00	Eliminate Gasonline & Diesel Fuel Expenses
	00108040	540403	600.00	Eliminate Tire Expenses
	00108040	540509	850.00	Eliminate Janitorial Expenses
	00108040	540801	500.00	Eliminate Comm Not Otherwise Contract Exp
			<b>18,145.00</b>	
Police	00108120	510102	23,600.00	Eliminate 1 PT Clerical position
	00108120	510107	2,500.00	Reduce Overtime line item
	00108120	510201	2,000.00	Reduce Court Fees
	00108120	524401	8,000.00	Reduce Tuition & Fees
	00108120	524408	2,000.00	Reduce Training Expense
	00108120	531004	750.00	Reduce Office Equipment Maintenance
	00108120	540205	5,000.00	Personal Equipment
	00108120	540801	200.00	Reduce Commodities Not Otherwise Contr
	00108120	550301	1,000.00	Reduce Office Furniture line item
	00108120	550401	21,000.00	Reduce New Vehicle line item from 4 to 2 cars
			<b>66,050.00</b>	<b>SUB-TOTAL</b>
Planning	00109010	524405	400.00	Reduce Travel line item
	00109010	540101	740.00	Reduce Office Supply line item
	00109010	550801	10,000.00	Reduce Special Projects line items
	00109010	550301	100.00	Reduce Fax Machine expense
	00109020	530801	150.00	Reduce Legal Ads line item
Zoning Board	00109030	531206	1,200.00	Reduce Contractual Services line item
			<b>12,590.00</b>	<b>SUB-TOTAL</b>
Public Works	00110020	510101	50,000.00	Do not fill vacant position
	00110020	524307	300.00	16@\$300 - uniform allow - in budget @ \$2100
	00110020	531111	125,229.00	Reduce Overlay line item (Replenish with balance of Road Impr Bond)
	00110020	540505	1,000.00	Reduce Signs line item
	00110070	530704	3,500.00	Reduce Ryan's Rent line item
			<b>180,029.00</b>	<b>SUB-TOTAL</b>

Outside Agenc	001133010	53*	<b>33,334.00</b>	Level fund outside agencies
			<b>33,334.00</b>	<b>SUB-TOTAL</b>
Recreation	00116010	524001	<b>25,193.00</b>	Reduce FICA - incorrect calculation
			<b>25,193.00</b>	
General Opera	00107010	510206	<b>61,000.00</b>	Reduce Vacation/Sick/Termination Res Account
	00107010	510207	<b>57,750.00</b>	Reduce OPEB contribution line item
			<b>118,750.00</b>	<b>SUB-TOTAL</b>
<b>TOTAL</b>			<b>496,891.00</b>	

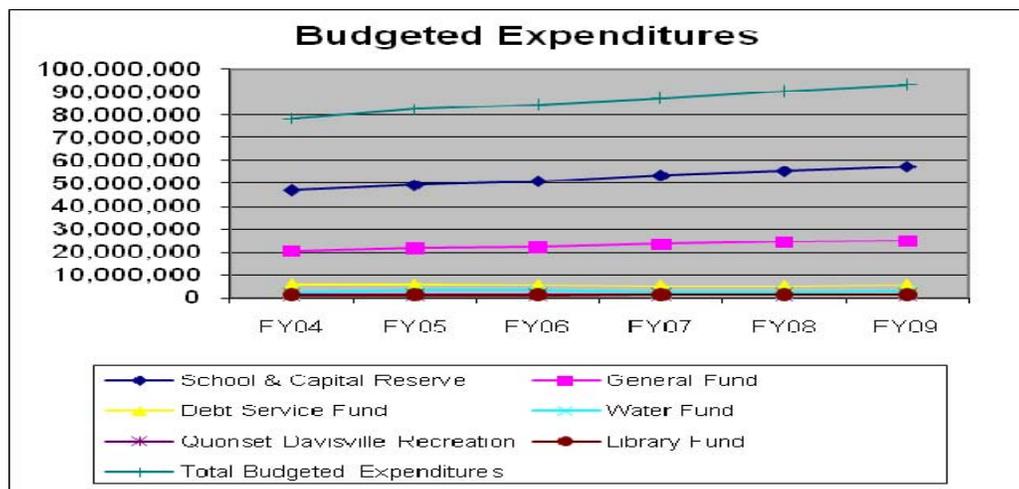
A major issue for budgeting is an increase in retirement contributions to the State pension plan. Town employees are members of three different retirement funds depending upon their job classification. This year's recommended contribution from the State Executive Director reduces the Police and Fire contributions (4.11% and 4.72%) and requires an increase of .97% for the Non-Public Safety employee group. The following table summarizes the contribution rate changes for active employees in the State system:

<i>Active Employees</i>	<i>FY07 Contribution Rate</i>	<i>FY08 Contribution Rate</i>	<i>FY09 Contribution Rate</i>
Police	21.78%	24.60%	20.49%,
Fire	21.22%	24.27%	19.55%
Non-Public Safety	10.34%	11.74%	12.71%

The Town's health insurance rate quotation from Blue Cross increases the overall premium by 11.8%. Over the past three years, (including the FY 09 rate) both United Health and Blue Cross have provided the Town with rates at far less than the underwriters' analyses recommended. These rate increases are a direct result of several factors: age of the labor pool; emergency room use; and co-payments for items such as office visits, emergency room use, etc. The Health Care Task Force is working to determine the best course of action for a July 1, 2008 time frame, investigating various health care collaboratives and self-insurance programs.

### BUDGET TRENDS

The graph and table below illustrates the growth in budgeted expenditures by fund for all funds since 2004.



Budgeted Expenditures	FY04	FY05	FY06	FY07	FY08	FY09
School & Capital Reserve	47,037,276	49,186,852	50,908,392	53,319,413	55,312,528	57,250,052
General Fund	20,515,137	21,934,892	22,298,264	23,729,189	24,675,478	24,916,258
Debt Service Fund	5,873,477	5,718,453	5,529,068	5,255,673	5,202,124	5,681,431
Water Fund	2,543,105	3,027,028	3,132,803	2,399,062	2,483,247	2,596,047
Quonset Davisville Recreation	1,316,539	1,338,399	1,325,930	1,333,307	1,376,325	1,431,732
Library Fund	1,140,629	1,160,328	1,200,939	1,256,203	1,302,053	1,355,108
Total Budgeted Expenditures	78,426,163	82,365,952	84,395,396	87,292,847	90,351,755	93,230,628

**NOTE: Expenditures shown by FUND vs. CATEGORY as illustrated on page 15.**

### GENERAL FUND

General Fund expenditures will increase by \$240,780 or 0.98%. As the table below demonstrates, \$531,063 of this increase is attributed to personnel and benefit cost increases. (Non- Personnel Services have been reduced by \$108,075, which partially offsets the personnel cost increases.) The total health insurance premium for the General Fund is estimated at \$3,102,864 for both active and retired employees. The General Fund's cost for employer retirement contributions will decrease by \$181,485 and Library will increase by \$10,739. The collective bargaining agreements call for 3.0% raises for public safety employees. Proposed major capital spending includes replacement of three (3) Police vehicles. The road overlay, drainage and sidewalk program funding has been requested at a total of **\$119,771** in operating funds.

<b>GENERAL FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE/
ORDINARY RECURRING EXPENSES	2006/07	2007/08	2008/09	(DECREASE)
PERSONNEL SERVICES	\$18,404,357	\$19,058,643	\$19,589,706	\$531,063
NON-PERSONNEL SERVICES	<u>\$4,967,275</u>	<u>\$5,050,573</u>	<u>\$4,942,498</u>	<u>(\$108,075)</u>
TOTAL RECURRING EXPENSES	\$23,371,632	\$24,109,216	\$24,532,204	\$422,988
MAJOR CAPITAL OUTLAY	\$296,000	\$477,008	\$294,800	(\$182,208)
CONTRIBUTIONS	<u>\$61,557</u>	<u>\$89,254</u>	<u>\$89,254</u>	\$0
TOTAL ESTIMATED REQUIREMENTS	\$23,729,189	\$24,675,478	\$24,916,258	\$240,780

### WATER FUND

Water Fund expenditures are proposed to increase by \$112,800 or 4.54%. Continued investment in the water system infrastructure is proposed with the funding through the Water Capital Reserve Fund for the engineering and reconstruction of the Juniper Hill and Forge Road tanks. Debt service for the Water Fund was paid off in FY 2007.

<b>WATER FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE/
ORDINARY RECURRING EXPENSES	2006/07	2007/08	2008/09	(DECREASE)
PERSONNEL SERVICES	\$1,055,912	\$1,179,233	\$1,133,122	(\$46,111)
NON-PERSONNEL SERVICES	<u>\$1,147,401</u>	<u>\$1,235,714</u>	<u>\$1,336,425</u>	<u>\$100,711</u>
TOTAL RECURRING EXPENSES	\$2,203,313	\$2,414,947	\$2,469,547	\$54,600
MAJOR CAPITAL OUTLAY	\$74,895	\$68,300	\$126,500	\$58,200
DEBT SERVICE	<u>\$120,854</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL ESTIMATED REQUIREMENTS	\$2,399,062	\$2,483,247	\$2,596,047	\$112,800

### QUONSET DAVISVILLE RECREATION FUND

The Quonset Davisville Recreation Fund is proposed to increase by 4.03% or \$55,407. Increase is primarily due to the failing bulkhead at Allen Harbor which needs major restoration.

<b>Q/D RECREATION FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
ORDINARY RECURRING EXPENSES	2006/07	2007/08	2008/09	(DECREASE)
PERSONNEL SERVICES	\$711,279	\$753,925	\$758,697	\$4,772
NON-PERSONNEL SERVICES	<u>494,741</u>	<u>505,526</u>	<u>520,894</u>	<u>\$15,368</u>
TOTAL RECURRING EXPENSES	\$1,206,020	\$1,259,451	\$1,279,591	\$20,140
MAJOR CAPITAL OUTLAY	78,500	70,500	107,000	36,500
DEBT SERVICE	<u>48,787</u>	<u>46,374</u>	<u>45,141</u>	<u>(1,233)</u>
TOTAL EST. REQUIREMENTS	\$1,333,307	\$1,376,325	\$1,431,732	\$55,407

### LIBRARY FUND

The Library Board of Trustees proposes a 4.07% increase or \$53,055 for the Library budget attributed primarily to contractual obligations.

<b>LIBRARY FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
ORDINARY RECURRING EXPENSES	2006/07	2007/08	2008/09	(DECREASE)
PERSONNEL SERVICES	\$961,859	\$1,003,396	\$1,046,860	\$43,464
NON-PERSONNEL SERVICES	<u>\$294,344</u>	<u>\$298,657</u>	<u>\$308,248</u>	<u>\$9,591</u>
TOTAL RECURRING EXPENSES	\$1,256,203	\$1,302,053	\$1,355,108	\$53,055
MAJOR CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TOTAL ESTIMATED REQUIREMENTS	\$1,256,203	\$1,302,053	\$1,355,108	\$53,055

### DEBT SERVICE FUND

The Debt Service Fund is proposed to increase by \$479,307 or 9.21% resulting from payments for two new bond issues that are coming on line. (School Improvements and Municipal Open Space) In prior budgets, the Town set aside funds in anticipation of the issuance of increased debt that had been approved by the voters. This was done in order to maintain the increase in the debt service at a reasonable percentage and to stay consistent with the Capital Improvement Plan. The practice of making equal payments of principal results in reduced debt service for all debt projects.

<b>DEBT SERVICE FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
DEBT RESERVE	2006/07	2007/08	2008/09	(DECREASE)
DEBT RESERVE	\$0	\$174,708	\$0	(\$174,708)
MUNICIPAL DEBT SERVICE	\$1,562,368	\$1,438,427	\$1,660,766	\$222,339
SCHOOL DEBT SERVICE	<u>\$3,693,305</u>	<u>\$3,588,989</u>	<u>\$4,020,665</u>	<u>\$431,676</u>
TOTAL ESTIMATED REQUIREMENTS	\$5,255,673	\$5,202,124	\$5,681,431	\$479,307

Quick Fact: The School Committee has adopted a budget staying within the Town Council's expenditure cap policy.

**SCHOOL FUND**

The School Committee's adopted budget is \$56,878,340 or a 3.06% increase.

<b>SCHOOL FUND</b>	<b>ADOPTED</b>	<b>AMENDED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
ORDINARY RECURRING EXPENSES	2006/07	2007/08	2008/09	(DECREASE)
PERSONNEL SERVICES	\$44,703,305	\$45,842,479	\$47,276,801	\$1,434,322
NON-PERSONNEL SERVICES	<u>\$7,583,934</u>	<u>\$8,620,909</u>	<u>\$8,968,885</u>	<u>\$347,976</u>
TOTAL ORDINARY RECURRING EXP	\$52,287,239	\$54,463,388	\$56,245,686	\$1,782,298
CAPITAL OUTLAY	<u>\$794,461</u>	<u>\$759,681</u>	<u>\$632,654</u>	<u>(\$127,027)</u>
BOTTOM LINE ADJUSTMENT	<u>\$0</u>	<u>(\$208,000)</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL ESTIMATED REQUIREMENTS</b>	<u>\$53,081,700</u>	<u>\$55,015,069</u>	<u>\$56,878,340</u>	<u>\$1,655,271</u>

**SCHOOL CAPITAL RESERVE FUND**

The budget proposes an appropriation of \$371,712 for the School Capital Reserve. This is a \$74,253 increase from the current year's budget. Expenditures from this fund are eligible for a 30% reimbursement of State Housing Aid.

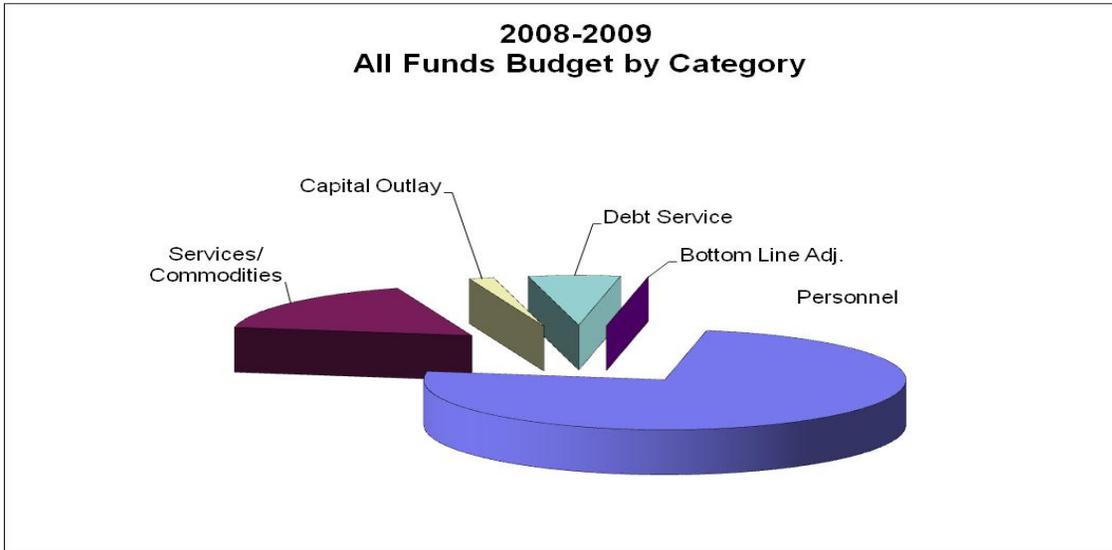
<b>SCHOOL CAPITAL RESERVE FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
CAPITAL OUTLAY	2006/07	2007/08	2008/09	(DECREASE)
CAPITAL OUTLAY	<u>\$237,713</u>	<u>\$297,459</u>	<u>\$371,712</u>	<u>\$74,253</u>
<b>TOTAL ESTIMATED REQUIREMENTS</b>	<u>\$237,713</u>	<u>\$297,459</u>	<u>\$371,712</u>	<u>\$74,253</u>

\* The School Capital Reserve Fund will expend the \$1,353,324 on the following facilities:

- CD/Admin Building \$235,000
- Davisville Middle \$724,325
- District Wide \$131,936
- Hamilton Elementary \$212,063
- Quidnessett \$25,000
- Stony Lane \$25,000

**BY CATEGORY**

The following pie chart summarizes the proposed expenditure of all budgeted funds by category. The largest component remains personnel. The percentage of the budget devoted to personnel has virtually remained constant at 75% of the total budget from the current year compared to next year's budget. This is despite the increase in pension costs. In terms of dollars, the personnel proposed total increases by \$2,686,020. The decrease in Capital is mainly attributed to the Town Manager's recommended cuts in balancing the budget and keeping within the expenditure cap.



<i>Expense Category</i>	<i>FY 2008/09</i>	<i>% of Total FY 2009</i>	<i>FY 2007/08</i>	<i>% of Total FY 2008</i>	<i>Increase</i>	<i>% Increase</i>
Personnel	69,805,186	75%	67,119,166	74%	2,686,020	4.00%
Services & Commodities	16,076,950	17%	16,127,163	18%	(50,213)	-0.31%
Sub Total	85,882,136		83,246,329		2,635,807	
Capital	1,532,666	2%	1,814,048	2%	(281,382)	-15.51%
Long Term Debt	5,726,572	6%	5,202,124	6%	524,448	10.08%
Contributions	89,254	0%	89,254	0%	-	0.00%
Bottom line Reduction	-	0%	-	0%	-	
<b>Total Budget</b>	<b>93,230,628</b>	<b>100%</b>	<b>90,351,755</b>	<b>100%</b>	<b>2,878,873</b>	<b>3.19%</b>

**PERSONNEL**

The following table summarizes the changes in personnel from the current fiscal year to next fiscal year. The current bargaining agreement with the Police and Fire Unions call for 3% wage increases. The current collective bargaining agreement between the Town and the Municipal Workers' Local 1033, Laborers' International Union of North America, AFL-CIO expires as of June 30, 2008.

**Combined Personnel List Full Time Employees**

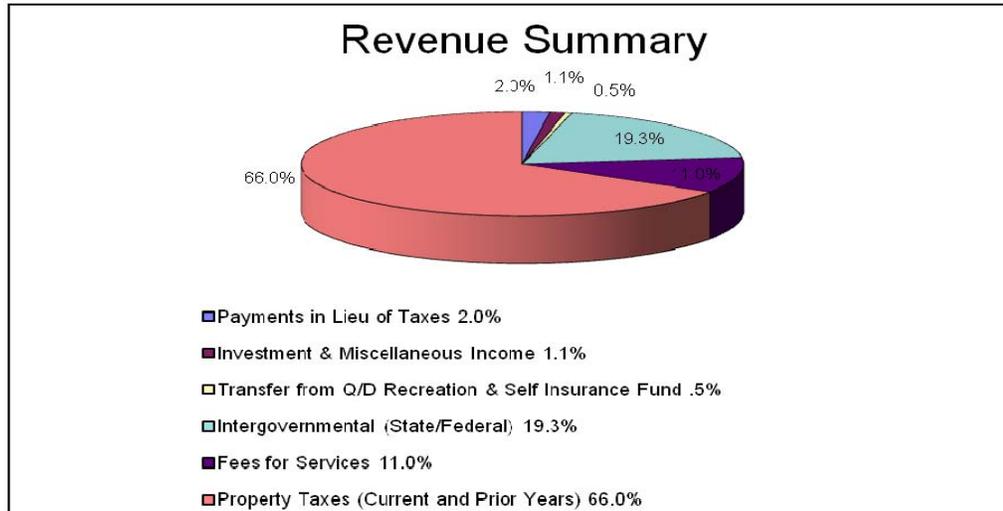
DEPARTMENT TOTAL	ACTUAL 06/07	BUDGET 07/08	PROJECTED 08/09
Town Manager	1.9	1.9	1.9
Town Clerk	6	6	6
Finance	7	7.5	8
Information Technology	1.8	1.8	1.8
Tax Assessment	3.6	3.6	3.6
Fire	81	81	81
Police	62	63	63
Planning	4.87	4.2	4.2
Public Works	32.65	32.65	32.65
Senior Services	3	3	3
Code Enforcement	3	3	3
Recreation	1	1	1
Q/D Recreation Leisure Services	7	7	7
Library	14	14	14
Water	14.18	15.85	15.85
<b>TOTAL</b>	<b>243</b>	<b>245.5</b>	<b>246.0</b>

**Combined Personnel List Part Time Employees**

DEPARTMENT TOTAL	ACTUAL 06/07	BUDGET 07/08	PROJECTED 08/09
Town Council	5	5	5
Town Clerk	3	3	3
Finance	2	2	0
Information Technology	1	1	1
Tax Assessment	1	1	1
Police	6	6	6
Public Works	12	12	11
Welfare	1	0	0
Senior Services	8	7	7
Code Enforcement	6	5	5
Recreation	94	94	89
Q/D Recreation Leisure Services	35	35	34
Library	9	8	7
Water	2	1	1
<b>TOTAL</b>	<b>185</b>	<b>180</b>	<b>170</b>

## REVENUE SUMMARY

The pie chart and table below summarize the major sources of revenue for the proposed budget. The property tax continues to be the overwhelming source of revenue for the budget. Next year, it will be 66.0% of the total revenue or slightly less than last year. The total revenue to be raised by property taxes will be \$61,090,192, an increase of \$2,909,057, 5.0% over last year.



Shown below is a table that compares categories of funding sources combined for all budgeted funds and illustrates the amount of increase or decrease by funding source.

**Quick Fact:** Payments in Lieu of Taxes from the Quonset Business Park will increase by \$115,139.

### Comparison of Funding Sources

Funding Sources	Actual	Estimated	Budget	Proposed	Increase	%
	FY06-07	FY07-08	FY07-08	FY08-09	Inc./Dec	Inc/Dec
Payments in Lieu of Taxes	1,797,214	1,754,867	1,757,527	1,872,666	115,139	6.55%
Property Taxes	55,761,758	57,939,749	58,181,135	61,090,192	2,909,057	5.00%
Prior Years' Tax	1,075,755	1,150,000	1,000,000	1,000,000	-	0.00%
Penalties and Interest	258,387	275,000	240,000	250,000	10,000	4.17%
Licenses	97,248	98,750	98,650	98,650	-	0.00%
Departmental Revenue	2,741,270	2,507,453	2,647,222	2,542,831	(104,391)	-3.94%
State and Federal	17,545,795	17,973,002	17,846,135	18,177,890	331,755	1.86%
Rental Fees	490,039	483,908	465,440	490,700	25,260	5.43%
Miscellaneous	48,995	47,200	20,500	37,735	17,235	84.07%
Investment Earnings	1,254,229	1,299,791	870,000	921,000	51,000	5.86%
School Tuition Fees	2,088,609	2,078,929	2,117,597	2,117,597	-	0.00%
Transfer from Q/D Recreation	458,259	496,546	489,977	467,768	(22,209)	-4.53%
Total Revenue	83,617,379	86,105,195	85,734,183	89,067,029	3,332,846	3.89%
Appropriation Fund Balance	1,157,000	1,157,000	758,000	169,716	-588,284	-77.61%
Sub Total	84,774,379	87,262,195	86,492,183	89,236,745	2,744,562	3.17%
Enterprise Fund Revenue	3,766,482	3,846,125	3,859,572	4,027,779	168,207	4.36%
Total Budgeted Funds	88,540,861	91,108,320	90,351,755	93,264,524	2,912,769	3.22%

The table below shows estimates of Payment In Lieu of Taxes by project. The line labeled QDC Pilots represents buildings or properties leased by the Quonset Development Corporation. The increase in this area is related to an increase in the proposed Tax Rate from \$13.30 to \$13.83.

<i>Payments in Lieu of Taxes</i>	<i>FY07</i>	<i>FY08</i>	<i>FY08</i>	<i>FY09</i>	<i>Increase</i>
	Actual	Projected	Budget	Proposed	Decrease
Toray	592,435	566,189	577,111	599,160	22,049
Toray Cogent	22,600	22,600	22,600	22,600	-
QUONPRO Properties LLC	47,502	66,725	66,500	94,153	27,653
Hexagon	42,550	30,703	30,703	42,167	11,464
Ocean State Job Lot	31,499	67,358	67,358	109,395	42,037
Water PILOT	20,000	20,000	20,000	20,000	-
Electric Boat	303,163	259,297	259,297	263,196	3,899
QDC Pilots	737,465	721,995	713,959	721,995	8,036
<b>Total</b>	<b>1,797,214</b>	<b>1,754,867</b>	<b>1,757,528</b>	<b>1,872,666</b>	<b>115,138</b>

State and Federal revenues make up 1.97% of the Town's revenue stream. The estimates for state aid are based upon the Governor's proposed state budget, which recommends state aid to education for North Kingstown to be level funded in FY 2009. The increase of \$272,648 is attributed to the 30% School Housing Aid Reimbursement on the two bonds that were issued in August, 2007.

<i>Analysis of Projected State Funds</i>	<i>Actual</i>	<i>Projected</i>	<i>Budget</i>	<i>Proposed</i>	<i>Increase/</i>
	<i>2007</i>	<i>2008</i>	<i>2008</i>	<i>Budget 2009</i>	<i>(Decrease)</i>
<u>State Aid:</u>					
General Purpose State Aid	890,042	890,042	891,999	890,042	-1,957
Connecticut Plan (Non-Profit)	6,836	891,999	891,999	891,999	0
Excise Tax Phase-out	2,478,693	2,891,033	2,800,884	2,871,254	70,370
Witness Fee	156	150	250	250	-
Library Grant-in aid	199,517	199,517	199,517	199,517	0
State Aid to Schools	11,696,882	11,696,882	11,696,882	11,696,882	0
School Construction	1,157,221	1,328,112	1,172,898	1,445,546	272,648
Library Construction	<u>42,368</u>	<u>42,368</u>	<u>42,368</u>	<u>41,301</u>	<u>-1,067</u>
Total State Aid	16,471,717	17,940,103	17,696,797	18,036,791	339,994
<u>State Pass Through Funding:</u>					
Telephone Tax	259,512	256,272	259,511	256,272	-3,239
Hotel & Dining Taxes	456,469	420,000	400,000	410,000	10,000
Realty Conveyance Taxes	<u>290,387</u>	<u>275,000</u>	<u>290,000</u>	<u>290,000</u>	<u>0</u>
Total Pass Through	<u>1,006,367</u>	<u>951,272</u>	<u>949,511</u>	<u>956,272</u>	<u>6,761</u>
<b>Grand Total State Funds</b>	<b>17,478,084</b>	<b>18,891,375</b>	<b>18,646,308</b>	<b>18,993,063</b>	<b>346,755</b>

Fees for service represent 11.0% of the budget and will total \$10,387,543 for Fiscal Year 2009 as shown in the following table. No revenue enhancements are proposed in this budget but will be reviewed throughout the year.

<i>Type of Fee/Service</i>	<i>2007 Actual</i>	<i>2008 Projected Budget</i>	<i>2008 Budget</i>	<i>2009 Proposed</i>	<i>Increase/ Decrease</i>
Penalties and Interest on delinquent taxes	258,387	275,000	240,000	250,000	10,000
Licenses	97,248	98,750	98,650	98,650	0
Recording and Probate	408,132	426,295	420,200	426,200	6,000
Tax & GIS Information	27,463	27,100	31,350	30,100	-1,250
Police Fines	394,605	294,985	346,575	316,270	-30,305
Fire Inspection & Emergency Medical	512,317	540,000	530,000	530,100	100
Zoning & Subdivision Fees	47,787	27,600	31,100	28,500	-2,600
Transfer Station Fees	682,622	627,607	644,902	652,550	7,648
Permit Fees	484,722	392,052	470,682	373,111	-97,571
Impact Fees	56,220	70,000	70,000	70,000	0
Library Fines and Fees	42,993	42,000	40,000	42,000	2,000
School Rental of Property	70,031	50,000	53,413	65,000	11,587
School Athletic Receipts	13,259	9,000	9,000	9,000	671,902
Subtotal Departmental	2,740,152	2,506,639	2,647,222	2,542,831	567,511
Wickford Mooring & Dock	109,565	109,725	111,700	111,700	0
Tower Rentals	362,518	360,000	340,740	365,000	24,260
Other Rentals	7,544	7,545	7,000	7,500	500
Recreation Fees	10,412	6,638	6,000	6,500	500
Subtotal Rental	490,039	483,908	465,440	490,700	25,260
School Tuitions	2,088,609	2,078,929	2,117,597	2,117,597	0
Golf Course Greens Fees	1,111,506	1,120,000	1,110,350	1,110,350	0
Less Transfer for Recreation Programs	-250,000	-250,000	-250,000	-331,520	-81,520
Golf Clothing and Merchandise	50,264	55,000	51,000	51,000	0
Golf Rental	421,812	422,860	406,475	422,821	16,346
Allen Harbor fees	257,588	310,462	265,734	292,850	27,116
Sale of Water	2,521,813	2,677,763	2,779,963	2,883,245	103,282
Water Interest and Penalties	16,234	6,000	6,000	11,000	5,000
Water Private Fire Protection fees	60,184	61,000	47,995	51,703	3,708
Water Sales, Rentals and Special Services	74,780	77,280	102,736	89,428	-13,308
Water Infrastructure Replacement Fee	225,910	216,900	216,900	226,634	9,734
Sewer Fees	79,819	79,623	81,202	80,254	-948
Subtotal Enterprise Fees	4,569,909	4,776,888	4,818,355	4,887,765	69,410
<b>Total Fees for Services</b>	<b>10,244,344</b>	<b>10,220,114</b>	<b>10,387,264</b>	<b>10,387,543</b>	<b>672,181</b>

## GENERAL FUND

The largest increase in funding for the General Fund is from property taxes with an increase of \$607,329. Given the uncertainty of the State budget, all State aid revenues have been level funded except for the anticipated increase in motor vehicle values.

<b>GENERAL FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
<b>CURRENT REVENUE</b>				
GENERAL PROPERTY TAX	\$11,607,328	\$12,146,567	\$12,753,896	\$607,329
PRIOR YEARS TAXES	\$950,000	\$1,000,000	\$1,000,000	\$0
INTEREST AND PENALTIES	\$225,000	\$240,000	\$250,000	\$10,000
STATE AID REVENUES	\$4,354,028	\$4,649,470	\$4,724,644	\$75,174
LICENSES & PERMITS	\$98,695	\$98,650	\$98,650	\$0
DEPARTMENTAL REVENUE	\$2,463,325	\$2,474,809	\$2,356,831	(\$117,978)
PROPERTY RENTAL	\$472,340	\$465,440	\$490,700	\$25,260
INVESTMENT EARNINGS	\$650,000	\$850,000	\$900,000	\$50,000
MISCELLANEOUS	\$20,000	\$20,000	\$35,000	\$15,000
PAYMENT IN LIEU OF TAXES	\$1,768,473	\$1,757,527	\$1,872,666	\$115,139
Q/D RECREATION TRANSFER	\$250,000	\$250,000	\$332,000	\$82,000
TRANS FROM SELF-INSUR. FUND	\$0	\$52,015	\$101,871	\$49,856
<b>TOTAL CURRENT REVENUE</b>	<b>\$22,859,189</b>	<b>\$24,004,478</b>	<b>\$24,916,258</b>	<b>\$911,780</b>
PRIOR YEAR REVENUES	<u>\$870,000</u>	<u>\$671,000</u>	<u>\$0</u>	<u>(\$671,000)</u>
<b>TOTAL AVAILABLE APPROPRIATION</b>	<b>\$23,729,189</b>	<b>\$24,675,478</b>	<b>\$24,916,258</b>	<b>\$240,780</b>

## WATER FUND

The Water Fund revenue continues to be totally dependent on fees for services. This coming year a new fee structure will be under review by the Town Council. The Water Capital Reserve Fund was established in FY 2007 to comply with the Town Council's budget policy and continue with the infrastructure improvements in the Water System throughout town.

Quick Fact: The Water Department is self-sufficient. No property tax dollars are appropriated to the Water Fund.

<b>WATER FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
<b>CURRENT REVENUE</b>				
SALE OF WATER	\$2,768,658	\$2,779,963	\$2,883,245	\$103,282
FIRE PROTECTION AND PENALTIES	\$58,000	\$53,995	\$62,703	\$8,708
CUSTOMER SERVICES	\$73,000	\$102,736	\$89,428	(\$13,308)
INFRASTRUCTURE	\$225,910	\$216,900	\$226,634	\$9,734
SEWER FEES	\$78,664	\$81,202	\$80,254	(\$948)
INVESTMENT & MISC EARNINGS	\$63,000	\$72,000	\$82,000	\$10,000
TRANSFER TO CAPITAL RESERVE	<u>(\$868,170)</u>	<u>(\$823,549)</u>	<u>(\$828,217)</u>	<u>(\$4,668)</u>
<b>TOTAL CURRENT YEAR REVENUES</b>	<b>\$2,399,062</b>	<b>\$2,483,247</b>	<b>\$2,596,047</b>	<b>\$112,800</b>
PRIOR YEAR REVENUES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL AVAILABLE APPROPRIATION</b>	<b>\$2,399,062</b>	<b>\$2,483,247</b>	<b>\$2,596,047</b>	<b>\$112,800</b>

## QUONSET DAVISVILLE RECREATION FUND

Minimal revenue increases are anticipated this fiscal year in light of fees having been increased in the past two years.

<b>Q/D RECREATION FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>INCREASE</b>
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
CURRENT REVENUE				
DAILY GREENS FEES	\$960,000	\$960,000	\$960,000	\$0
ANNUAL GREENS FEES	\$139,000	\$150,350	\$150,350	\$0
CARTS & CLUB STORAGE & DRIVING RANGE & HANDICAPS	\$266,760	\$271,360	\$283,900	\$12,540
SALE OF MERCHANDISE	\$51,000	\$51,000	\$51,000	\$0
RESTAURANT RENTAL	\$57,956	\$57,956	\$58,000	\$44
INVESTMENT & MISC EARNINGS	\$13,120	\$25,120	\$30,120	\$5,000
ALLEN HARBOR REVENUES	\$344,826	\$342,893	\$373,771	\$30,878
TRANSFER TO CAPITAL RESERVE	(\$249,355)	(\$232,354)	(\$143,889)	
TRANSFER TO GENERAL FUND	<u>(\$250,000)</u>	<u>(\$250,000)</u>	<u>(\$331,520)</u>	<u>(\$81,520)</u>
TOTAL CURRENT YEAR REVENUES	\$1,333,307	\$1,376,325	\$1,431,732	\$55,407
PRIOR YEARS REVENUE GOLF	\$0	\$0	\$0	\$0
PRIOR YEARS REVENUE HARBOR	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL AVAILABLE APPROPRIATION	\$1,333,307	\$1,376,325	\$1,431,732	\$55,407

## LIBRARY FUND

Quick Fact: The Library's State aid is estimated to remain level funded from FY 2008.
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The Library Fund proposes a General Property Tax increase of \$52,502. The amount of property tax devoted to the budget cannot decrease according to state law. State Reimbursement is a function of the legislative budget. The Governor's budget has proposed level funding of library aid.

<b>LIBRARY FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>INCREASE</b>
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$1,004,186	\$1,050,036	\$1,102,538	\$52,502
DEPARTMENTAL REVENUE	\$40,000	\$40,000	\$42,000	\$2,000
STATE REIMBURSEMENT	\$199,517	\$199,517	\$199,517	\$0
MISC. REVENUE	<u>\$500</u>	<u>\$500</u>	<u>\$100</u>	<u>(\$400)</u>
TOTAL CURRENT REVENUE	\$1,244,203	\$1,290,053	\$1,344,155	\$54,102
PRIOR YEAR REVENUE	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$10,953</u>	<u>(\$1,047)</u>
TOTAL AVAILABLE APPROPRIATION	\$1,256,203	\$1,302,053	\$1,355,108	\$53,055

## DEBT SERVICE FUND

Debt Service Fund Revenue is a combination of State Housing Aid (based upon 30% of construction debt service), impact fees (based upon last year's actual revenue) and property tax dollars. The State Housing Aid will increase by \$192,441. Impact fee revenues will not increase due to a lower number of building permits issued. \*A prior year appropriation of \$83,763 of undesignated fund balance is being applied to balance the Debt Service Fund this year.

<b>DEBT SERVICE FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
GENERAL PROPERTY TAX	\$3,881,732	\$4,062,065	\$4,265,168	\$203,103
IMPACT FEES	\$80,000	\$70,000	\$70,000	\$0
INTERESTS ON INVESTMENTS	\$9,563	\$15,000	\$15,000	\$0
STATE HOUSING AID	<u>\$1,084,378</u>	<u>\$1,055,059</u>	<u>\$1,247,500</u>	<u>\$192,441</u>
TOTAL CURRENT REVENUE	\$5,055,673	\$5,202,124	\$5,597,668	\$395,544
PRIOR YEAR REVENUE	<u>\$200,000</u>	<u>\$0</u>	<u>*\$83,763</u>	<u>\$83,763</u>
TOTAL AVAILABLE APPROPRIATION	\$5,255,673	\$5,202,124	\$5,681,431	\$479,307

### SCHOOL FUND

School Fund revenue is dependent upon state aid, tuitions and property taxes. Tuitions are forecasted to remain the same for Jamestown students attending the High School. (The School Department has contractual obligation with the Jamestown School Department for the High School education of Jamestown students.)

Quick Fact: The Governor's Proposed Budget for this coming year proposes funding of State Aid at the FY 2008 amount.

<b>SCHOOL FUND</b>	<b>ADOPTED</b>	<b>AMENDED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$38,981,677	\$40,820,215	\$42,861,226	\$2,041,011
STATE AID	\$11,717,523	\$11,696,882	\$11,696,882	\$0
FEDERAL AID	\$45,000	\$50,000	\$45,000	(\$5,000)
TUITION	\$2,200,000	\$2,117,597	\$2,117,597	\$0
MISCELLANEOUS	\$62,500	\$67,413	\$82,635	\$15,222
APPROP. FROM SELF-INSURANCE	<u>\$0</u>	<u>\$187,962</u>	<u>\$33,897</u>	<u>(\$154,065)</u>
TOTAL CURRENT REVENUE	\$53,006,700	\$54,940,069	\$56,837,236	\$1,897,167
PRIOR YEAR REVENUE	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$0</u>
TOTAL AVAILABLE APPROPRIATION	\$53,081,700	\$55,015,069	\$56,912,236	\$1,897,167

### SCHOOL CAPITAL RESERVE FUND

The School Capital Reserve Fund is proposed for funding with revenue State Housing Aid related to capital improvements funded from the School Capital Reserve and property tax dollars. According to information received from the State Department of Education, that amount is estimated to be \$264,347. Property tax revenue will be \$107,365.

<b>SCHOOL CAPITAL RESERVE FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2006/07	BUDGET 2007/08	BUDGET 2008/09	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$97,713	\$102,252	\$107,365	\$5,113
STATE HOUSING AID	<u>\$140,000</u>	<u>\$195,207</u>	<u>\$264,347</u>	<u>\$69,140</u>
TOTAL CURRENT REVENUE	\$237,713	\$297,459	\$371,712	\$74,253
PRIOR YEAR REVENUE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL AVAILABLE APPROPRIATION	\$237,713	\$297,459	\$371,712	\$74,253

**PROPERTY TAXES**

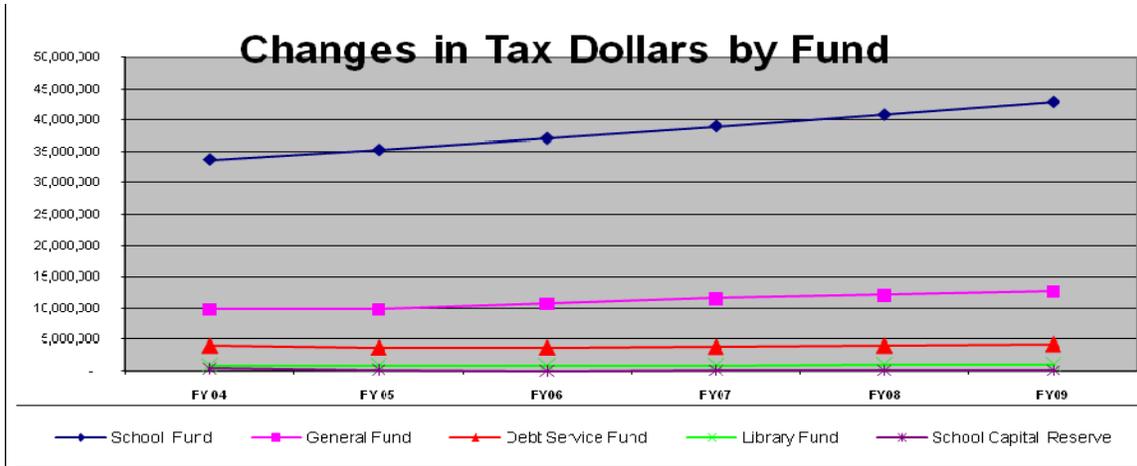
The Town’s real estate taxable assessed valuation is estimated to increase by \$36,115,910 – an increase of .85% over last year’s value.

<i>Growth in Assessed Value - Real Estate</i>					
	1997	1998	1,433,174,000	1,433,174,000	
	1998	1999	1,470,037,800	36,863,800	2.57%
	1999	2000	1,500,902,170	30,864,370	2.10%
	2000	2001	1,536,301,370	35,399,200	2.36%
	2001	2002	1,954,112,590	417,811,220	21%
	2002	2003	1,986,996,310	32,883,720	1.68%
	2003	2004	2,011,507,975	24,511,665	1.23%
	2004	2005	3,373,797,470	1,362,289,495	40%
	2005	2006	3,401,172,700	27,375,230	0.81%
	2006	2007	3,440,758,510	39,585,810	1.16%
Act.	2007	2008	4,238,884,090	798,125,580	23.20%
Act.	2008	2009	4,275,000,000	36,115,910	0.84%
NOTE: This table references Real Estate only. Assessed Value on Page 2 includes Personal Property.					

**PROPERTY TAX DOLLAR HISTORY**

Shown below are a table and two graphs that provide a historical comparison of the levels of tax dollar support broken down by fund and year and a comparison of the proposed fiscal year 2009 tax dollar support by fund.

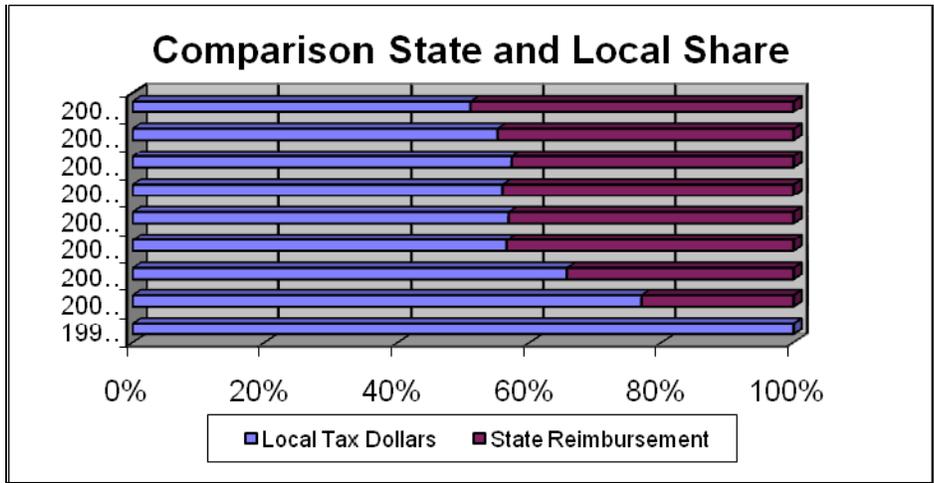
<i>Tax Dollars Over Last Five Years</i>	<i>FY04</i>	<i>FY 05</i>	<i>FY 06</i>	<i>FY 07</i>	<i>FY08</i>	<i>FY09</i>
School Fund	33,721,234	35,252,772	37,064,314	38,981,677	40,820,215	42,861,226
General Fund	9,868,801	9,870,689	10,744,456	11,607,328	12,146,567	12,753,896
Debt Service Fund	4,047,471	3,761,420	3,761,420	3,881,732	4,062,065	4,265,168
Library Fund	908,888	917,757	951,971	1,004,186	1,050,036	1,102,538
School Capital Reserve Fund	445,000	180,000	0	97,713	102,252	107,365
Total Budgeted Tax Dollars	48,991,394	49,982,638	52,522,161	55,572,636	58,181,135	61,090,192
Overall Dollar Increase		991,244	2,539,523	3,050,475	2,608,499	2,909,057
Overall Percentage Increase		2.02%	5.08%	5.81%	4.69%	5.00%
Assessed Value Increase	2.36%	1.68%	1.23%	*	0.72%	.85%



#### MOTOR VEHICLE EXCISE TAX

Motor vehicle owners also pay a motor vehicle excise tax. The exact amount of the phase out for this year has yet to be determined by the Governor and the Legislature. For this coming fiscal year, the tax rate for motor vehicles remains frozen at \$22.04.

	<i>Fiscal Yr</i>	<i>Assessed Value</i>	<i>Tax Rate</i>	<i>Local Tax Dollars</i>	<i>State Reimbursement</i>	<i>Total</i>	<i>% Change</i>
	1999-00	141,214,176	22.04	3,112,360		3,112,360	
	2000-01	135,551,013	22.04	2,987,544	894,099	3,881,643	24.72%
	2001-02	135,288,218	22.04	2,981,752	1,560,009	4,541,761	17.01%
	2002-03	128,663,265	22.04	2,833,830	2,180,209	5,014,039	10.40%
	2003-04	130,132,660	22.04	2,868,124	2,180,209	5,048,332	0.68%
	2004-05	125,373,005	22.04	2,760,868	2,179,062	4,939,930	-2.15%
	2005-06	142,607,967	22.04	3,141,087	2,341,148	5,482,235	10.98%
	2006-07	138,294,666	22.04	3,046,480	2,478,693	5,525,173	0.78%
	2007-08	132,469,453	22.04	2,919,625	2,800,884	5,720,509	4.35%
Act.	2008-09	137,933,908	22.04	3,040,063	2,871,254	5,911,317	6.99%



**EFFECT ON AVERAGE TAX PAYER**

For FY 2009, a single-family house assessed at \$408,000 will result in a projected increase of \$220.32 to \$5,646.72 from \$5,426.40

	<i>Fiscal year 2008</i>	<i>Fiscal year 2009</i>	<i>Amount Change</i>	<i>Percent Change</i>
Municipal	1,232.16	1,281.12	48.96	3.97%
School	3,814.80	3,969.84	155.04	4.06%
Debt	379.44	395.76	16.32	4.30%
<b>Total</b>	<b>5,426.40</b>	<b>5,646.72</b>	<b>220.32</b>	<b>4.06%</b>

**FINANCIAL SUMMARY**

The proposed budget is in conformance with the Town Council adopted Fund Balance Policy (see Appendix A). However, the projected year-end fund balance for the combined General, Library, School, Debt Service and School Capital Reserve funds will decrease to \$10,745,374. This current year, if revenues and expenditures are as anticipated there will be a decrease to the fund balance of \$1,164,459. In the General Fund, the 2009 budget being presented does not reflect an appropriation of undesignated fund balance to balance the budget which has normally been past practice. This appropriation would typically result from the prior fiscal year's excess in revenues over expenditures. For other funds recommended appropriation from their respective undesignated fund balance are \$75,000 from the School Fund to the School Fund, \$10,953 from the Library, and \$83,763 from the Debt Service Fund for a total planned reduction in fund balance for fiscal year 2007 of \$169,716.

**THREE YEAR COMBINED BUDGET COMPARISON**

	<i>Actual FY 06-07</i>	<i>Estimated FY 07-08</i>	<i>Budgeted FY 08-09</i>
<b>Funding Sources</b>			
Payments in Lieu of Taxes	\$1,797,214	\$1,754,867	\$1,872,666
Property Taxes	\$55,761,758	\$57,939,749	\$61,090,192
Prior Years' Tax (plus 60 days)	\$1,075,577	\$1,150,000	\$1,000,000
Penalties and Interest	\$258,387	\$275,000	\$250,000
Licenses	\$97,248	\$98,750	\$98,650
Departmental Revenue	\$2,783,107	\$2,658,844	\$2,566,566
State and Federal	\$17,545,795	\$17,973,002	\$18,177,890
Rental Fees	\$490,039	\$483,908	\$490,700
Investment Earnings	\$1,215,825	\$1,150,000	\$900,000
Miscellaneous	\$43,729	\$45,000	\$35,000
School Tuition Fees	\$2,088,309	\$2,078,929	\$2,117,597
Transfers Q/D Rec & Self Ins	\$495,009	\$308,584	\$467,768
Total Revenue and Other Funding Sources	\$83,652,296	\$85,916,633	\$89,067,029
Beginning Fund Balances	\$12,924,994	\$12,258,003	\$11,093,544
<b>Total Available Resources</b>	<b>\$96,577,290</b>	<b>\$98,174,636</b>	<b>\$100,160,573</b>
<b>Expenditures</b>			
Town Council	\$41,722	\$115,351	\$136,770
Town Manager	\$213,730	\$199,100	\$206,298
Town Clerk	\$499,345	\$547,530	\$617,979
Town Solicitor	\$284,045	\$252,593	\$254,400
Finance	\$466,179	\$469,833	\$522,870
Assessor	\$207,795	\$191,259	\$201,152
General Operating	\$222,234	\$237,705	\$246,958
Fire	\$2,228,711	\$2,440,631	\$2,448,776
Police	\$7,492,403	\$7,767,267	\$7,980,770
Planning	\$5,458,157	\$5,920,117	\$5,957,746
Public Works	\$370,449	\$310,037	\$378,463
Welfare & Contributions	\$4,725,922	\$4,880,973	\$4,877,016
Senior Citizens	\$83,766	\$89,254	\$89,254
Code Enforcement	\$320,797	\$339,056	\$369,466
Recreation	\$269,215	\$305,089	\$321,818
Education & School Capital Reserve	\$53,670,459	\$56,280,810	\$58,231,664
Library	\$1,255,860	\$1,296,202	\$1,355,108
Cancelled Prior Year Encumbrances	\$943,651		
Debt Principal and interest	<u>\$5,255,671</u>	<u>\$5,362,702</u>	<u>\$5,681,431</u>
Total Expenditures	\$84,282,537	\$87,281,054	\$90,184,461
Fund Balance at End of Year	\$12,258,003	\$11,093,544	\$10,145,828
<b>Total Fund Commitments and Fund Balances</b>	<b>\$96,540,540</b>	<b>\$98,374,598</b>	<b>\$100,330,289</b>

Note: The above resources and expenditures are presented for governmental funds only. Although part of the budget being presented, the two enterprise funds are not included above.

The previous tables summarize the combined budgets and expenditures for all tax supported funds. (Enterprise funds are not included.) The General Fund's portion of unreserved, undesignated fund balance is estimated to end the Fiscal Year 2009 at \$9.5 million.

**SUMMARY**

Assembling this recommended budget involved a number of difficult decisions. Although there have been considerable reductions required to keep the budget within State and local guidelines, this was accomplished with what I see as a minimal effect on services to the taxpayers.

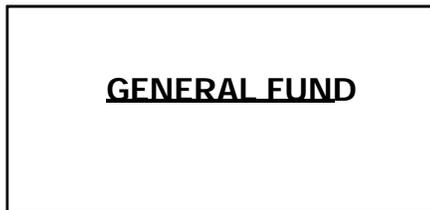
As always, the staff is ready to work with the Town Council during the adoption process.

Respectfully submitted,

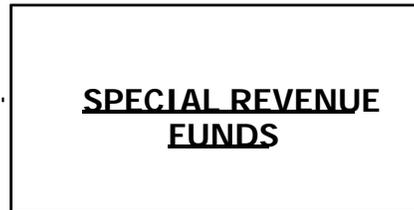
Michael Embury  
Town Manager

**Funding Sources:**

- ..... Property Tax
- ..... Licenses & Permits
- ..... Interest on Investment
- ..... State & Federal Funds
- ..... Fees
- ..... Other Revenues



- ..... Property Tax
- ..... User Fees
- ..... Interest on Investment
- ..... State Grants
- ..... Donations
- ..... Payments from Other Funds



**Users:**

- General Government
- General Services
- Fire Department
- Police Department
- Public Works
- Planning & Development
- Dept of Senior/Human Svc
- Code Enforcement
- Recreation
- Benefits
- General Operating
- Capital/Debt Service

**Users:**

- Debt Fund
- Library Fund
- School Department
- Quonset/Davisville Recreation
- Water Department

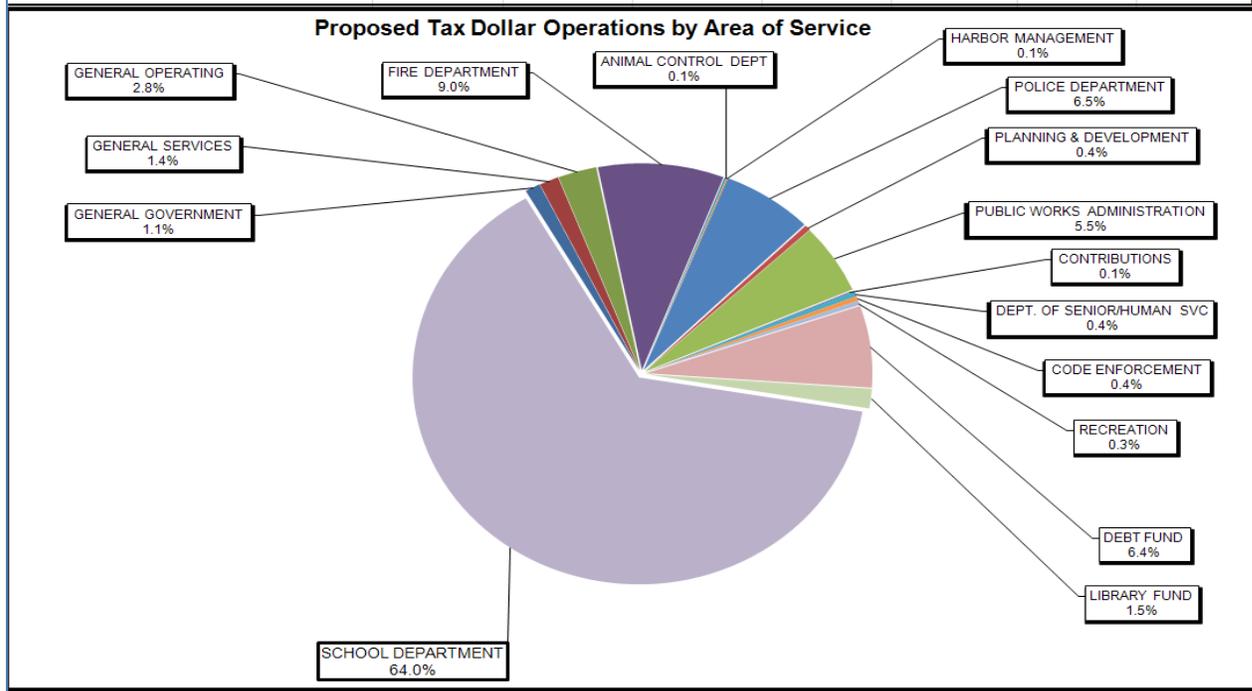
ACCOUNT	REVENUE DESCRIPTION	2007 ACTUAL	2008 PROJECTED	2008 BUDGET	2009 PROPOSED	INCREASE/D ECREASE	% CHANGE	
<b>GENERAL FUND</b>								
141005	410000	PMTS IN LIEU OF TAXES	1,797,214	1,754,867	1,757,527	1,872,666	115,139	6.55%
141005	411000	NAVY FIRE PROTECTION CONTRAC	-	-	-	-	-	-
141005	411010	CURRENT YEAR TAXES	11,796,450	11,905,181	12,146,567	12,753,896	607,329	5.00%
141005	411200	PRIOR YEAR TAXES	1,023,877	1,150,000	1,000,000	1,000,000	-	0.00%
142005	420000	INTEREST AND PENALTIES	258,387	275,000	240,000	250,000	10,000	4.17%
143003	431001	BEVERAGE	51,161	51,060	51,000	51,000	-	0.00%
143003	431002	VICTUALLING	5,525	5,800	5,800	5,800	-	0.00%
143003	431003	DANCE	850	1,000	1,000	1,000	-	0.00%
143003	431004	SUNDAY SALES	4,840	5,500	5,500	5,500	-	0.00%
143003	431005	TRAILER	4,000	4,000	4,000	4,000	-	0.00%
143003	431006	JUKE BOX	350	350	350	350	-	0.00%
143003	431007	LAUNDRY	10	-	-	-	-	n/a
143003	431011	SECOND HAND	805	805	805	805	-	0.00%
143003	431012	GARBAGE & TRASH	2,065	2,100	2,100	2,100	-	0.00%
143003	431013	PEDDLERS	3,846	3,500	2,500	3,500	1,000	40.00%
143003	431014	GAMES OF CHANCE	355	300	300	300	-	0.00%
143003	431015	EXHIBITIONS	1,500	1,200	1,200	1,200	-	0.00%
143003	431016	JUNK YARD LICENSE	300	300	300	300	-	0.00%
143003	431018	AMUSEMENT	2,745	2,800	2,800	2,800	-	0.00%
143003	431019	BILLIARD	100	100	100	100	-	0.00%
143003	431021	TRANSFER BUSINESS LICENSE	125	250	250	250	-	0.00%
143003	432001	FISHING & HUNTING	16	25	25	25	-	0.00%
143003	432003	MARRIAGE	1,296	1,000	1,000	1,000	-	0.00%
143003	432004	DOG AND KENNEL LICENSES	13,856	15,000	16,000	15,000	(1,000)	-6.25%
143003	432005	DUPLICATE DOG	7	20	20	20	-	0.00%
143003	432007	YARD SALES	1,222	1,300	1,300	1,300	-	0.00%
143003	432008	FIREWORKS LICENSE	10	10	10	10	-	0.00%
143008	431009	RETAIL WEAPONS	5	-	-	-	-	n/a
143008	431010	DETECTIVE	2,250	2,250	2,250	2,250	-	0.00%
143008	432002	PISTOL PERMITS	10	80	40	40	-	0.00%
144003	441011	TOWN CLERK RECORDING	344,493	350,000	350,000	350,000	-	0.00%
144003	441012	PROBATE	33,211	50,000	45,000	50,000	5,000	11.11%
144003	441013	ADVERTISING	3,615	3,000	3,000	3,000	-	0.00%
144003	441014	MISC.	22,113	19,000	18,000	19,000	1,000	5.56%
144003	441015	COPY MACHINE COMMISSION	1,200	2,495	2,400	2,400	-	0.00%
144003	441016	TOWN CLERK-CHANGE OF ZONE AI	3,500	1,800	1,800	1,800	-	0.00%
144005	441020	TAX COLLECTOR (CERT.)	26,364	26,000	30,000	29,000	(1,000)	-3.33%
144005	441021	GIS FEES	326	350	350	350	-	0.00%
144006	441026	TAX ASSESSORS	774	750	1,000	750	(250)	-25.00%
144008	441006	WICKFORD HARBOR WAITING LIST	310	65	275	70	(205)	n/a
144008	441031	DOG FINES	4,273	4,545	4,500	4,500	-	0.00%
144008	441032	POLICE FINES	224	50	100	100	-	0.00%
144008	441033	COURT FINES	1,162	600	600	600	-	0.00%
144008	441034	STATE FINES	194,757	175,000	225,000	200,000	(25,000)	-11.11%
144008	441035	ADMIN FEES FOR DETAILS	171,465	96,255	100,000	95,000	(5,000)	-5.00%
144008	441036	TOWN CLERK DOG FINES	952	500	500	500	-	0.00%
144008	441037	FINGERPRINTING FEES	877	1,100	1,100	500	(600)	n/a
144008	441038	VEHICLE IDENTIFICATION NUMBER	8,480	8,510	9,000	8,500	(500)	-5.56%
144008	441040	ALARM ORDINANCE FEE	11,650	7,360	5,000	6,000	1,000	20.00%
144008	441063	DOG ADOPTION	455	1,000	500	500	-	0.00%
144008	441110	FIRE DEPARTMENTAL REVENUES	512,317	540,000	530,000	530,000	-	0.00%
144008	443000	MISC POLICE DEPT REVENUE	-	814	-	100	100	n/a
144009	441078	ZONING/SUBDIVISION REG SALES	731	1,100	1,100	1,000	(100)	-9.09%
144009	441091	SUBDIVISION REVIEW FEES	16,645	6,000	6,000	5,000	(1,000)	-16.67%
144009	441092	CLUSTER REVENUES	14,021	7,500	10,000	10,500	500	5.00%
144009	441093	ZONING FEES	16,390	13,000	14,000	12,000	(2,000)	-14.29%

144010	441079	SOLID WASTE -MISC USE OF SCALE	1,460	1,524	1,300	1,600	300	23.08%
144010	441080	PUBLIC WORKS (SUB DIV INSP & M	56,082	3,000	20,000	8,000	(12,000)	n/a
144010	441081	PUBLIC WORKS - RECYCLING	34,109	27,505	33,502	27,600	(5,902)	-17.62%
144010	441083	SOLID WASTE TIPPING FEES-COMM	38,387	40,000	40,000	40,000	-	0.00%
144010	441084	SOLID WASTE TIPPING FEES - MUN	181,380	175,000	175,000	180,000	5,000	2.86%
144010	441085	TRANS STATION PROPANE DISPOSAL	804	600	800	600	(200)	-25.00%
144010	441089	RESIDENTIAL TIP FEE ASSIGNED T	177,618	178,500	174,000	178,500	4,500	2.59%
144010	441090	UNCLASSIFIED TRANSFER STATION	(362)	-	-	-	-	n/a
144010	441095	TRANSFER STATION - REFRIGERATOR	6,213	5,750	6,700	6,000	(700)	-10.45%
144010	441096	TRANSFER STATION - TIRES	692	728	600	750	150	25.00%
144010	441097	COMMERCIAL YARD WASTE STICKER	5,337	6,300	6,000	6,500	500	8.33%
144010	441098	TRANSFER STATION BAG TAGS	173,122	180,700	180,000	195,000	15,000	8.33%
144010	441099	TRANS STATION MATTRESS BOX SPR	7,780	8,000	7,000	8,000	1,000	14.29%
144015	441040	LATE PERMIT FILING FEE	13,977	7,254	12,075	6,891	(5,184)	-42.93%
144015	441041	BUILDING PERMITS	285,885	259,496	325,972	246,521	(79,451)	-24.37%
144015	441042	ELECTRICAL PERMITS	79,004	51,864	42,000	49,271	7,271	17.31%
144015	441043	PLUMBING PERMITS	22,596	16,802	21,525	15,962	(5,563)	-25.84%
144015	441044	MECHANICAL PERMITS	56,860	36,794	44,310	34,954	(9,356)	-21.11%
144015	441045	BUILDING PERMIT - REINSPECTION	6,350	4,750	8,000	4,512	(3,488)	-43.60%
144015	441049	CERTIFICATE OF USE AND OCCUPANCY	20,050	15,092	16,800	15,000	(1,800)	-10.71%
146005	461002	GENERAL PURPOSE STATE AID 4	890,042	890,042	891,999	890,042	(1,957)	-0.22%
146005	461003	CONNECTICUT PLAN (IN LIEU-NONP	6,836	6,836	6,826	6,826	-	0.00%
146005	461007	REALTY TAXES	290,387	275,000	290,000	290,000	-	0.00%
146005	461009	EXCISE TAX PHASE-OUT	2,478,693	2,891,033	2,800,884	2,871,254	70,370	2.51%
146005	461012	TELEPHONE TAX	259,512	256,272	259,511	256,272	(3,239)	-1.25%
146005	461014	HOTEL TAX AND MEAL & BEVERAGE	456,469	420,000	400,000	410,000	10,000	2.50%
146008	461008	WITNESS FEE	156	150	250	250	-	0.00%
147005	471006	MOORINGS	89,325	89,725	91,700	91,700	-	0.00%
147005	471007	COMMUNICATION TOWER RENT	362,518	360,000	340,740	365,000	24,260	7.12%
147005	471011	LITTLE RED SCHOOL HOUSE RENT	3,500	3,500	3,500	3,500	-	0.00%
147005	471014	STREET LIGHTING POLES RENTAL	4,044	4,045	3,500	4,000	500	14.29%
147008	471001	DOCK	20,240	20,000	20,000	20,000	-	0.00%
147016	471008	RECREATION BEACH & FIELD USE	10,412	6,638	6,000	6,500	500	8.33%
148005	481000	INTEREST ON INVESTMENTS	1,215,825	1,150,000	850,000	900,000	50,000	5.88%
148005	483000	MISC. REVENUE	43,729	45,000	20,000	35,000	15,000	75.00%
148005	484000	TRANSFER FROM Q/D RECREATION	250,000	250,000	250,000	332,000	82,000	32.80%
148005	485000	APPROPRIATION FROM SELF INSURANCE	42,431	58,584	52,015	101,871	49,856	95.85%
148005	490000	APPRO. PRIOR YEAR SURPLUS	870,000	671,000	671,000	-	(671,000)	n/a
<b>Total For Fund</b>	<b>001</b>	<b>GENERAL FUND</b>	<b>24,824,943</b>	<b>24,918,076</b>	<b>24,675,478</b>	<b>24,916,258</b>	<b>240,780</b>	<b>0.98%</b>
<b>DEBT SERVICE FUND</b>								
10000000	411001	CURRENT YEARS' TAXES	3,881,732	4,062,065	4,062,065	4,265,168	203,103	5.00%
10000000	439002	LIBRARY CONSTRUCTION REIMBURSEMENT	42,368	42,368	42,368	41,301	(1,067)	-2.52%
10000000	439003	CHAPTER 26, HOUSING	1,042,011	1,041,978	1,012,691	1,206,199	193,508	19.11%
10000000	483000	IMPACT FEES/PMTS IN LIEU	56,220	70,000	70,000	70,000	-	0.00%
10048000	481000	INTEREST ON INVESTMENTS	28,904	146,291	15,000	15,000	-	0.00%
10049000	490000	APPRO. PRIOR YEAR SURPLUS	200,000	-	-	83,763	83,763	n/a
<b>Total for Fund</b>	<b>100</b>	<b>DEBT SERVICE FUND</b>	<b>5,251,236</b>	<b>5,362,702</b>	<b>5,202,124</b>	<b>5,681,431</b>	<b>479,307</b>	<b>9.21%</b>
<b>LIBRARY FUND</b>								
11241000	411000	CURRENT YEAR TAXES	1,004,186	1,050,036	1,050,036	1,102,538	52,502	5.00%
11242000	422000	STATE GRANTS-IN-AID	199,517	199,517	199,517	199,517	-	0.00%
11242000	423000	RESOURCE SHARING GRANT	-	-	-	-	-	n/a
11243000	430000	DEPARTMENTAL REVENUE	42,993	42,000	40,000	42,000	2,000	5.00%
11246000	460000	APPRO. PRIOR YEAR SURPLUS	12,000	12,000	12,000	10,953	(1,047)	-8.73%
11248000	483000	MISCELLANEOUS REVENUE	95	50	500	100	(400)	n/a
<b>Total for Fund</b>	<b>112</b>	<b>LIBRARY FUND</b>	<b>1,258,792</b>	<b>1,303,603</b>	<b>1,302,053</b>	<b>1,355,108</b>	<b>53,055</b>	<b>4.07%</b>
<b>SCHOOL FUND</b>								
11741000	411001	CURRENT YEARS' TAXES	38,981,677	40,820,215	40,820,215	42,861,226	2,041,011	5.00%
11741000	412001	PRIOR YEARS' REVENUE	507,833	412,000	75,000	75,000	-	0.00%
11741000	412101	APPROPRIATION OF CAPITAL RESEARCH	202,578	141,950	-	-	-	n/a
11741000	412201	APPROPRIATION FROM SELF INSURANCE	165,828	187,962	187,962	33,897	(154,065)	n/a
11741000	412301	EMPLOYMENT SETTLEMENT	-	76,851	-	-	-	n/a
11741000	412401	RIDE SETTLEMENT	-	87,890	-	-	-	n/a
11741000	413101	TUITION REGULAR DAY SCHOOL	-	-	-	-	-	n/a
11741000	413501	TUITION SPECIAL EDUCATION	-	-	-	-	-	n/a
11741000	413601	TUITION FROM INDIVIDUALS	22,395	-	-	-	-	n/a
11741000	413701	TUITIONS FROM OTHER LEAS	2,066,214	2,078,929	2,117,597	2,117,597	-	0.00%
11741000	414001	TRANSPORTATION FEES	-	-	-	-	-	n/a
11741000	415001	INVESTMENT EARNINGS - SCHOOL FUND	9,499	3,500	5,000	6,000	1,000	20.00%
11741000	417101	ATHLETIC GATE RECEIPTS	13,259	9,000	9,000	9,000	-	0.00%
11741000	418101	SALE/RENTAL OF TEXTBOOKS	1,833	600	-	1,000	1,000	n/a
11741000	419101	REFUNDS OF PRIOR YEAR EXPENDITURES	831	400	-	1,000	1,000	n/a
11741000	419201	SALE OF SCHOOL PROPERTY	-	-	-	100	100	n/a
11741000	419401	RENTALS	-	-	-	-	-	n/a
11741000	419601	MISCELLANEOUS REIMBURSEMENT	35	50	-	35	35	n/a
11741000	419701	GIFTS	-	-	-	-	-	n/a
11741000	419901	OTHER REVENUE	638	500	-	500	500	n/a
11741000	419911	RENTALS	70,031	50,000	53,413	65,000	11,587	21.69%
11743000	439002	STATE OF RI	11,696,882	11,696,882	11,696,882	11,696,882	-	0.00%
11743000	439003	CHAPTER 26, HOUSING	-	-	-	-	-	n/a
11744000	441001	MEDICAID	-	-	-	-	-	n/a
11744000	449001	INDIRECT COSTS	40,313	50,000	50,000	45,000	(5,000)	-10.00%
<b>Total for Fund</b>	<b>117</b>	<b>SCHOOL FUND</b>	<b>53,779,847</b>	<b>55,616,729</b>	<b>55,015,069</b>	<b>56,912,236</b>	<b>1,897,167</b>	<b>3.45%</b>

<b>SCHOOL CAPITAL RESERVE FUND</b>								
		CURRENT YEAR TAXES	97,713	102,252	102,252	107,365	5,113	5.00%
		INVESTMENT EARAN/STATE SCHOO	142,608	202,924	195,207	264,347	69,140	35.42%
<b>Total for Fund</b>		<b>SCHOOL CAPITAL RESERVE FUND</b>	<b>240,321</b>	<b>305,176</b>	<b>297,459</b>	<b>371,712</b>	<b>74,253</b>	<b>24.96%</b>
<b>QUONSET/DAVISVILLE RECREATION FUND</b>								
43041000	411000	DAILY GREENS FEE	974,345	965,000	960,000	960,000	-	0.00%
43041000	412000	ANNUAL GREENS FEE	137,161	155,000	150,350	150,350	-	0.00%
43042000	420000	CLOTHING SALES	15,113	14,000	14,000	14,000	-	0.00%
43042000	420100	MERCHANDISE SALES	35,151	41,000	37,000	37,000	-	0.00%
43043000	430000	CONCESSION RENT	58,599	58,000	57,956	58,000	44	0.08%
43043000	431000	GAS CARTS	257,495	258,000	243,000	255,000	12,000	4.94%
43043000	431100	HAND CARTS	2,621	2,700	2,700	2,700	-	0.00%
43043000	431300	CLUB STORAGE	400	400	360	400	40	11.11%
43043000	431400	CLUB RENTALS	491	600	700	700	-	0.00%
43043000	432000	DRIVING RANGE	22,644	22,000	20,500	21,000	500	2.44%
43043000	433000	HANDICAPS	3,823	4,000	4,100	4,100	-	0.00%
43044000	440000	ALLEN HARBOR ANNUAL FEES	210,371	266,462	229,884	255,000	25,116	10.93%
43044000	441000	ALLEN HARBOR RAMP FEES	5,585	5,550	6,500	5,500	(1,000)	-15.38%
43044000	441100	ALLEN HARBOR BOAT LAUNCHING F	11,452	11,250	11,250	11,250	-	0.00%
43044000	442000	ALLEN HARBOR MERCHANDISE	3,306	3,200	3,100	3,100	-	0.00%
43044000	442100	ALLEN HARBOR MISC	26,874	24,000	15,000	18,000	3,000	20.00%
43044000	443000	QDNYC RENT	75,739	77,160	77,159	80,921	3,762	4.88%
43044000	499001	TRANSFER TO CAPITAL RESERVE	(108,780)	(144,620)	(96,640)	(90,000)	6,640	-6.87%
43048000	481000	INVESTMENT EARNINGS	37,302	35,000	25,000	30,000	5,000	20.00%
43048000	483000	MISC INCOME	116	120	120	120	-	0.00%
43049000	499000	TRANSFER TO GENERAL FUND	(250,000)	(250,000)	(250,000)	(331,520)	(81,520)	32.61%
43049000	499001	TRANSFER TO CAPITAL RESERVE	(140,575)	(135,714)	(135,714)	(53,889)	81,825	n/a
<b>Total for Fund</b>	<b>430</b>	<b>Q/D RECREATION FUND</b>	<b>1,379,231</b>	<b>1,413,108</b>	<b>1,376,325</b>	<b>1,431,732</b>	<b>55,407</b>	<b>4.03%</b>
<b>WATER FUND</b>								
44041000	411000	METERED SALES	2,002,488	2,150,000	2,250,000	2,340,000	90,000	4.00%
44041000	414000	MINIMUM CHARGE	495,075	505,009	507,420	519,312	11,892	2.34%
44041000	415000	UNMETERED SALES TO GENERAL C	8,704	5,110	5,040	5,160	120	2.38%
44041000	419000	SURCHARGES	15,546	17,644	17,503	18,773	1,270	7.26%
44042000	420000	INTEREST & PENALTIES	16,234	6,000	6,000	11,000	5,000	83.33%
44042000	421000	PRIVATE FIRE PROTECTION SERVIC	60,184	61,000	47,995	51,703	3,708	7.73%
44043000	431000	METER SALES	6,108	4,780	4,780	6,530	1,750	36.61%
44043000	432000	METER RENTALS	9,722	10,000	9,762	9,624	(138)	-1.41%
44043000	433000	SPECIAL SERVICES (TURN OFF/TUR	31,093	42,500	46,107	44,250	(1,857)	-4.03%
44043000	434000	SERVICE INSTALLATIONS (NON PLA	27,857	20,000	42,087	29,024	(13,063)	-31.04%
44044000	442000	APPROP INFRASTRUCTURE REPLAC	225,910	216,900	216,900	226,634	9,734	4.49%
44044000	499001	TRANSFER TO CAPITAL RESERVE	(868,170)	(823,549)	(823,549)	(828,217)	(4,668)	0.57%
44045000	450000	INVESTMENT EARNINGS	215,140	125,000	60,000	70,000	10,000	16.67%
44046000	410000	SEWER FLAT FEE	64,078	64,725	64,725	65,412	687	1.06%
44046000	411000	SEWER FEES	4,427	1,500	3,079	582	(2,497)	n/a
44046000	412000	ADMINISTRATIVE & MAINT FEES	11,314	11,068	11,068	11,180	112	1.01%
44046000	413000	CAPITAL REPLACEMENT FEE	-	2,330	2,330	3,080	750	32.19%
44048000	483000	MISC INCOME	61,540	13,000	12,000	12,000	-	0.00%
<b>Total for Fund</b>	<b>440</b>	<b>WATER FUND</b>	<b>2,387,250</b>	<b>2,433,017</b>	<b>2,483,247</b>	<b>2,596,047</b>	<b>112,800</b>	<b>4.54%</b>

**Town of North Kingstown**  
**TAX DOLLAR OPERATIONS**  
 FYE 2009 Proposed Budget  
 Program Summary Fund

AREA OF SERVICE	ACTUAL FYE 2007	ADOPTED FYE 2008	ESTIMATED FYE 2008	REQUEST FYE 2009	MANAGER FYE 2009	Difference in \$'s Adopted to Manager	Difference in % Adopted to Manager
GENERAL GOVERNMENT	\$ 754,797	\$ 879,671	\$ 861,981	\$ 969,454	\$ 961,047	\$ 81,376	9.25%
GENERAL SERVICES	\$ 1,180,254	\$ 1,212,964	\$ 1,151,390	\$ 1,233,607	\$ 1,225,380	\$ 12,416	1.02%
GENERAL OPERATING	\$ 2,228,711	\$ 2,643,602	\$ 2,440,631	\$ 2,545,787	\$ 2,448,776	\$ (194,826)	-7.37%
FIRE DEPARTMENT	\$ 7,492,403	\$ 7,750,820	\$ 7,767,267	\$ 7,982,572	\$ 7,980,770	\$ 229,950	2.97%
ANIMAL CONTROL DEPARTMENT	\$ 116,008	\$ 125,284	\$ 125,258	\$ 132,345	\$ 114,498	\$ (10,786)	-8.61%
HARBOR MANAGEMENT	\$ 75,476	\$ 91,222	\$ 89,346	\$ 86,328	\$ 86,429	\$ (4,793)	-5.25%
POLICE DEPARTMENT	\$ 5,266,673	\$ 5,596,452	\$ 5,705,713	\$ 5,809,090	\$ 5,756,819	\$ 160,367	2.87%
PLANNING & DEVELOPMENT	\$ 370,449	\$ 372,847	\$ 310,037	\$ 390,219	\$ 378,463	\$ 5,616	1.51%
PUBLIC WORKS ADMINISTRATION	\$ 4,725,922	\$ 4,979,518	\$ 4,880,973	\$ 5,050,038	\$ 4,877,016	\$ (102,502)	-2.06%
CONTRIBUTIONS	\$ 61,557	\$ 89,254	\$ 89,254	\$ 122,588	\$ 89,254	\$ -	0.00%
DEPT. OF SENIOR/HUMAN SERVICES	\$ 343,006	\$ 355,079	\$ 339,056	\$ 368,561	\$ 369,466	\$ 14,387	4.05%
CODE ENFORCEMENT	\$ 269,215	\$ 300,079	\$ 305,089	\$ 321,277	\$ 321,818	\$ 21,739	7.24%
RECREATION	\$ 272,426	\$ 278,686	\$ 275,545	\$ 331,520	\$ 306,522	\$ 27,836	9.99%
<b>SUBTOTAL TOWN DEPARTMENTS</b>	<b>\$ 23,156,896</b>	<b>\$ 24,675,478</b>	<b>\$ 24,341,540</b>	<b>\$ 25,343,386</b>	<b>\$ 24,916,258</b>	<b>\$ 240,780</b>	<b>0.98%</b>
<b>TOWN OPERATIONS</b>	<b>\$ 23,156,896</b>	<b>\$ 24,675,478</b>	<b>\$ 24,341,540</b>	<b>\$ 25,343,386</b>	<b>\$ 24,916,258</b>	<b>\$ 240,780</b>	<b>0.98%</b>
DEBT SERVICE FUND	\$ 5,255,671	\$ 5,202,124	\$ 5,362,702	\$ 5,681,431	\$ 5,681,431	\$ 479,307	9.21%
LIBRARY FUND	\$ 1,255,860	\$ 1,302,053	\$ 1,296,202	\$ 1,355,108	\$ 1,355,108	\$ 53,055	4.07%
SCHOOL DEPARTMENT	\$ 55,966,486	\$ 55,015,069	\$ 55,901,760	\$ 56,878,339	\$ 56,878,339	\$ 1,863,270	3.39%
<b>TOTAL TAX DOLLAR SUPPORTED FUND:</b>	<b>\$ 85,634,913</b>	<b>\$ 86,194,724</b>	<b>\$ 86,902,204</b>	<b>\$ 89,258,264</b>	<b>\$ 88,831,136</b>	<b>\$ 2,636,412</b>	<b>3.06%</b>



## DEPARTMENT SUMMARIES

**TOWN COUNCIL**

Edward J. Cooney, Town Council President  
 Steven Campo, Town Council Member  
 Anthony F. Miccolis, Jr., Town Council Member  
 John A. Patterson, Town Council Member  
 Edward J. Whitaker, Town Council Member

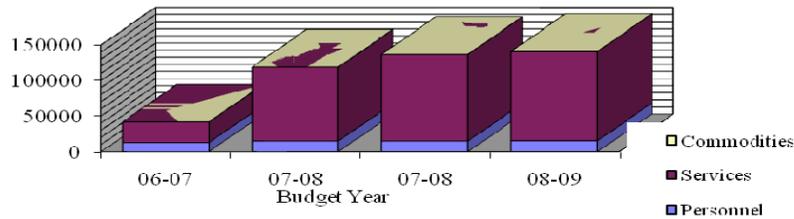
The Town Council consists of five (5) members, elected from the Town at large to serve for a term of two (2) years. The Town Council holds regular, special and work session meetings on a regular basis. All meetings are open to the public, except as provided in the State Open Meetings law. Citizens are encouraged to attend Council meetings and are given an opportunity to be heard. Meetings are posted and advertised, and a written agenda is available in advance of each meeting. The Town Council has the authority to enact ordinances and resolutions for the preservation of the public peace, health, safety, comfort and welfare of the inhabitants of the Town and for the protection of persons and property.

**PERSONNEL LIST**

<i>POSITION TITLE</i>	<i>BUDGET</i>	<i>BUDGET</i>	<i>BUDGET</i>
	<i>06/07</i>	<i>07/08</i>	<i>08/09</i>
Town Council President	1	1	1
Town Council Member	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>Town Council</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>
<b>Personnel</b>	\$12,812	\$11,696	\$15,095	\$15,060	(\$35)	-0.23%
<b>Services</b>	\$28,911	\$103,655	\$103,790	\$121,710	\$17,920	17.27%
<b>Commodities</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
<b>Total</b>	<b>\$41,722</b>	<b>\$115,351</b>	<b>\$118,885</b>	<b>\$136,770</b>	<b>\$17,885</b>	<b>15.04%</b>

TOWN COUNCIL  
Budget Trends



## ZERO BASED BUDGET

### TOWN COUNCIL

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00101010 510104 -	UNCLASSIFIED PART TIME	13,200.00
00101010 510109 -	SPECIAL EMPLOYEE	790.00
00101010 524001 -	FICA	1,105.00
00101010 530501 -	DUES & MEMBERSHIPS Rhode Island League of Cities and Towns	10,480.00
00101010 530607 -	AUDITING Includes \$19,680 for Audit Includes \$500 for Financial Accounting Board Assessment Includes \$500 for GFOA award assessment Includes \$500 for GFOA budget award assessment	21,230.00
00101010 531206 -	CONTINGENCY	100,000.00
	<b>Town Manager's Reduction</b>	<b>-10,000.00</b>
	<b>TOTAL TOWN COUNCIL</b>	<b>136,805.00</b>

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**TOWN MANAGER**

Michael Embury, Town Manager

**Mission Statement** - The mission of the Town Manager is to implement the policy direction of the Town Council and to ensure the Town is in compliance with the laws of the State of Rhode Island and the Town Charter. The Town Manager’s Office is dedicated to ensuring that the Town Government operates in an effective, efficient and business like manner, serves the community with a customer service orientation and that all personnel decisions are made in impartial, qualifications based manner.

The Town Manager is appointed by the Town Council for an indefinite term and is chosen by the Council based solely on his/her executive and administrative qualifications and experience. The Town Manager is the chief executive and administrative officer of the Town and is responsible to the Town Council for proper administration of all Town affairs. The Town Manager is required to see that laws and ordinances are enforced, and is responsible for the conduct and performance of all administrative functions and services, which are not imposed by Charter upon another officer. He appoints and removes officers and employees of the Town, submits to the Town Council a complete report on the finances and administrative activities of the Town for the preceding year and keeps the Town Council advised of the financial condition and future needs of the Town. The Town Manager is the lead public spokesperson for the Town and also serves as the Town’s Personnel Officer, Director of Public Safety and Director of Emergency Management

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Prepare Budget (Goal 1)	Fiscal	December 07 – May 08
Keep the Town Council Informed on Town Operations (Goal 2)	Vision	July-June
Train New Town Staff (Goal 3)	Infrastructure	June - July
Implement November Bond Ordinances (Goal 4)	Infrastructure	July 07 - June 08
Negotiate Union Contracts (Goal 5)	Fiscal	January – June 08
Farmland and Open Space Preservation (Goal 6)	Environment	July-June
Capital Improvement Program (Goal 7)	Fiscal	August 07-March 08
Represent the Town at National and Statewide Activities (Goal 8)	Vision	July – June

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Send Capital Improvement Directions to Department Heads, Implement Organizational Changes as determined in Budget Adoption, Begin Preparation of Health Insurance Bid
SECOND QUARTER (10/1/08 to 12/31/08)	Send Budget Instructions to Department Heads, Complete Capital Improvement Program with Asset Management Commission, Health Insurance Bid, Town Council Elections, Bond Referendum
THIRD QUARTER (1/1/09 to 3/31/09)	Budget Preparation, Budget Public Hearings, Community Development Block Grant, Begin Union Negotiations,
FOURTH QUARTER (4/1/09 to 6/30/09)	Budget Adoption, Fiscal Year close out, Union Negotiations

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Council Meetings	2	41	37	37	40
Council Packets	2	46	50	50	50
Union Negotiations	5	0	2	2	1
Positions Filled	3, 5	14	16	16	3
Bond Sales	4	1	2	2	3
Land Preservation Closings	6	0	3	3	1
League of Cities and Towns Board Meetings	8	8	6	6	8

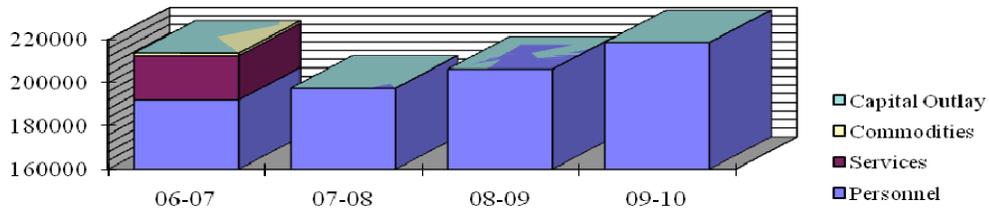
**PERSONNEL LIST**

<i>POSITION TITLE</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Town Manager	1	1	1
Executive Secretary	.9	.9	.9
<b>TOTAL</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>

**Town Manager**

	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>
<b>Personnel</b>	\$192,122	\$197,420	\$197,518	\$206,298	\$8,780	4.45%
<b>Services</b>	\$20,349	\$0	\$0	\$0	\$0	n/a
<b>Commodities</b>	\$1,259	\$1,680	\$0	\$0	\$0	n/a
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$213,730</b>	<b>\$199,100</b>	<b>\$197,518</b>	<b>\$206,298</b>	<b>\$8,780</b>	<b>4.45%</b>

TOWN MANAGER  
Budget Trends



**ZERO BASED BUDGET  
TOWN MANAGER**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00102010 510103 -	UNCLASSIFIED FULL TIME	149,833.00
00102010 524001 -	FICA	11,462.00
00102010 524302 -	RETIREMENT	19,044.00
00102010 524304 -	HEALTH INSURANCE	15,468.00
00102010 524305 -	DENTAL INSURANCE	1,186.00
00102010 524306 -	LIFE INSURANCE	305.00
00102010 524308 -	MILEAGE ALLOWANCE	7,000.00
00102010 524403 -	ASSOCIATION DUES ICMA & RICTMA	2,000.00
<b>TOTAL TOWN MANAGER</b>		<b>206,298.00</b>

**TOWN CLERK**

James D. Marques, CMC, Town Clerk

**Mission Statement-** To keep official Town records, issue licenses and administer the electoral process consistent with the Town charter and State and Federal Law and to provide public information in an efficient and courteous manner. To meet our customers’ expectations and provide effective communication/information services.

The Office of the Town Clerk consists of seven (7) divisions: Town Council, Board of Canvassers, Vital Records, Land Records, Licenses, Probate Court and Communication/Information Services. Responsibilities include the recording of a variety of official records and permanent documents, issuance of business and non-business licenses; issuance of birth, death, and marriage certificates; and the recording of all transactions of the Town Council. The office is also responsible for the administration of the Board of Canvassers, Probate Court, Filing Coordinator for Secretary of State Open Meetings Website and Communication/Information Services.

Board of Canvassers

The Board of Canvassers is comprised of three bi-partisan members. This office is responsible for voter registration and maintaining and updating voting lists, card files and permanent registration binders. In addition, this office is responsible for the conduct and supervision of all elections and referenda and the implementation of all election laws.

**2008/2009 DEPARTMENT GOALS**

Goal		Timeframe
Continue the Recorded Plats Restoration and preservation program	Fiscal	2008/2009
Continue re-indexing of land records prior to 1900	Fiscal	2008/2009
Continue digitalizing land evidence records	Fiscal	2008/2009
Continue Recorded Plat Restoration Project	Fiscal	2008/2009

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	Business License Renewals; Maintain Vital Records; Continue Phase II of Re-indexing Program prior to 1900; Continue digitization of land evidence records; Prepare Semi-annual Ordinance Supplement; advertise and docket Committee Appointments. Prepare for and conduct Primary Election.
SECOND QUARTER (10/1/08 to 12/31/08)	License Renewals; Maintain Vital Records; Prepare Semi-annual Ordinance Supplement; Business and docket Committee Appointments; Dog License Renewals. Prepare for and conduct General Election
THIRD QUARTER (1/1/09 to 3/31/09)	Business License Renewals; Maintain Vital Records; Prepare Budget Submission; Advertise and Docket committee Appointments.
FOURTH QUARTER (4/1/09 to 6/30/09)	Business License Renewals; Maintain Vital Records; Advertise and Docket Committee Appointments; Dog License Renewals; Budget Hearings; prepare for Budget Referenda; Conduct Budget Referenda if necessary.

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Town Council Meetings	5	33	40	30	35
Recordings	1,2	7478	8,500	8000	8000
Licenses	5	2750	2,700	2700	2700
Record Certify Vital Records	5	2200	2500	2200	2200
Yard Sales	5	234	300	250	250
Probate Cases	5	133	120	120	120
Probate Sessions	5	23	20	20	20
Maps Recorded	1,2	46	40	50	50
Discharges Recorded	1,2	63	70	70	70
Ordinances Changes	1,2	28	20	30	30
Committee Appointments	1,2	103	80	100	100
License Transfers	5	20	25	25	25
Elections	3	3	1	1	2
Budget Referenda	3	0	1	1	1
Voter Registration	3	1572	2,000	2000	1600
Zone Changes	5	2	1	1	1

**PERSONNEL LIST**

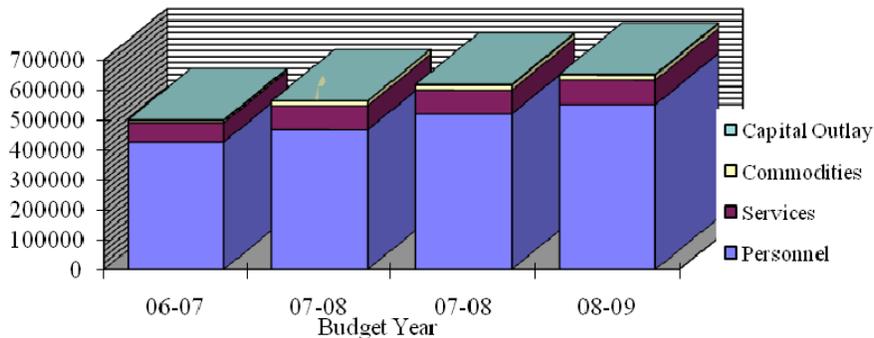
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Clerk II	2	2	2
Clerk I	2	2	3
Total	6	6	7

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Clerical assistant	2	2	0
Town Sergeant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>1</b>

**Town Clerk**

	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>
<b>Personnel</b>	\$426,643	\$454,110	\$467,568	\$520,179	\$52,611	11.25%
<b>Services</b>	\$63,640	\$77,800	\$79,900	\$79,350	(\$550)	-0.69%
<b>Commodities</b>	\$6,884	\$15,400	\$15,800	\$16,450	\$650	4.11%
<b>Capital Outlay</b>	\$2,178	\$220	\$0	\$2,000	<u>\$2,000</u>	
<b>Total</b>	<b>\$499,345</b>	<b>\$547,530</b>	<b>\$563,268</b>	<b>\$617,979</b>	<b>\$54,711</b>	<b>9.71%</b>

TOWN CLERK  
Budget Trends



**ZERO BASED BUDGET  
TOWN CLERK**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00103010 510101 -	CLASSIFIED FULL TIME	145,594.00
00103010 510102 -	CLASSIFIED PART TIME	39,410.00
00103010 510103 -	UNCLASSIFIED FULL TIME	130,580.00
00103010 510104 -	UNCLASSIFIED PART TIME	6,200.00
	Town Sergeant attendance at 14 meetings @ \$50/mtg . Deliver packets to Town Council @ \$12.21 per hour. Election support duties for the Board of Canvassers for Primary and General Elections and Budget Referendum. Attendance at Primary and General Election and Budget Referendum at \$200 per election and referendum	

**ZERO BASED BUDGET  
TOWN CLERK**

Account Number	Description	Requested
00103010 510107 -	OVERTIME	4,000.00
00103010 510109 -	SPECIAL EMPLOYEE Salary for Sound Technician – 34 meetings @ \$125.00and Video Technician – 34 meetings @ \$50.00	6,000.00
00103010 524001 -	FICA	23,385.00
00103010 524302 -	RETIREMENT	40,110.00
00103010 524304 -	HEALTH INSURANCE	55,355.00
00103010 524305 -	DENTAL INSURANCE	4,556.00
00103010 524306 -	LIFE INSURANCE	965.00
00103010 524308 -	MILEAGE ALLOWANCE Mileage reimbursement for court etc.	25.00
00103010 524401 -	TUITION & FEES Courses to maintain Certified Municipal Clerk Certification	400.00
00103010 524403 -	ASSOCIATION DUES Dues for Town Clerk and Deputy Town Clerk RI Town Clerk's Association - \$50 each, New England Association of City & Town Clerks - Clerk \$25. Deputy \$15, IIMAC - Town Clerk \$125/Deputy \$91.	360.00
00103010 524405 -	TRAVEL & EXPENSES Mileage for Town Sergeant to deliver packets to the Council, pick up supplies from vital records, various deliveries and pick ups from the Secretary of State's office, Elections and Board of Canvassers, posting of signs and voter lists at various locations	3,000.00
00103010 530603 -	LEGAL SERVICES Salary for Probate Judge \$250.00/mo	3,000.00
00103010 530605 -	RECORD MAINT RECORDING Recording and filming of land records, committee minutes, Council minutes, Honorable Discharges, Business Names, Recorded plats, etc. 12 months @ \$3,081 and fees for micro-film jackets and aperture cards.	48,000.00
00103010 530609 -	RECORD MAINTENANCE-CODIFICATION Supplements to Town Ordinances printed twice a year and purchase of Zoning, Subdivision and Charter pamphlets	6,000.00
00103010 530704 -	OTHER RENTALS Rental fee for storage of microfilm at Iron Mountain NY	2,400.00
00103010 530801 -	LEGAL ADS Legal Ads in Standard Times and Providence Journal and	4,000.00
00103010 530805 -	REPORTS Incorporated into RECORD MAINTENANCE-CODIFICATION	.00
00103010 531003 -	COMMUNICATIONS MAINTENANCE Maintenance for sound and recording equipment and purchase of 2 speakers for the conference room	500.00
00103010 531004 -	OFFICE EQUIPMENT MAINTENANCE Maintenance contracts for printer/reader and typewriters. Also repairs to existing equipment not under contracts.	2,000.00
00103010 531206 -	CONTRACTUAL SERVICES NOT OTHER Stenography service for Town Council Meetings @ 14 - \$300.00 per meeting	3,600.00
00103010 540101 -	OFFICE SUPPLIES Office Supplies include; toner for 5 printers, paper and toner for microfilm machine, paper, ink for time/date and book and page stamps, misc. envelopes, folders, labels, etc	2,500.00
00103010 540108 -	BOOKS & PUBLICATIONS RI General Law supplements, and RI Reporter	1,100.00

**ZERO BASED BUDGET  
TOWN CLERK**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00103010550301	OFFICE EQUIPMENT AND FURNITURE Compact book shelf for vault approx. \$1000. Repl 2 printers approx 7+ yrs @ \$500 ea	2,000.00
<b>BOARD OF CANVASSERS</b>		
00103050 510107 -	OVERTIME Primary Election: Saturday Voter Registration (7 hours 2 people) 2 Poll Workers Classes (4 hours 2 people) Election day (10 hours 2 people) Mail Ballot Certification (5 hours 2 people) 12 Board Meetings ( 3 hours 1 person ) General Elections: Saturday Voter Registration (7 hours 2 people) 2 Poll Workers Classes (4 hours 2 people) Election day (10 hours 2 people) Mail Ballot Certification (5 hours 2 people) 12 Board Meetings ( 3 hours 1 person ) Budget Referendum Attendance at approximately 5 Board Meetings (3) Poll Worker Classes Election Day (10 hours) Referendum day (10 hours 2 people) 8 Board Meetings ( 3 hours 1 person ) 2 Poll Workers Classes (4 hours 2 people)	10,000.00
00103050 510109 -	SPECIAL EMPLOYEE Workers and BOC meetings Primary and General Election: 25 Polls Moderators and Clerks 50 @ 185 Supervisors 130 @ 170 BOC Meetings 22 meetings x 3 board members @ \$25/per meeting Election Day 3 board members @ \$200/per election  Budget Referendum 6 polls Moderators and Clerks 12 @ 185 Supervisors 24 @ 170 BOC Meetings 8 meetings x 3 board members @ \$25/per meeting Referendum Day 3 board members @ \$200/per election	44,100.00
00103050 524001 -	FICA	4,139.00
00103050 530704 -	OTHER RENTALS Rental of voting machines for budget referenda General & Primary – 60 Tables @ \$9.00 Budget Ref – 6/2009 (if needed) 15 Tables @ \$9.00, 6 opti-scan \$ 400, 6 machines deliver @ 80.00	3,500.00
00103050 530801 -	LEGAL ADS Legal ads to be published in the Standard Times, North-East Independent and Providence Journal. Primary - \$1,950 General - \$1,950 Referendum - \$1,950	5,850.00
00103050 530805 -	REPORTS Referendum questions, Bond issues explanation Charter changes	500.00

**ZERO BASED BUDGET  
TOWN CLERK**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00103050 540101 -	explanation as insert in North Kingstown Villager OFFICE SUPPLIES	2,000.00
00103050 540102 -	Paper for voter lists, poll books, envelopes, printer toner, misc. supplies for the 2 Elections and Budget Referendum PRINTED FORMS	7,200.00
00103050 540311 -	Opti-scan ballots and coding for Budget Referendum FOOD	3,650.00
	Food for Poll Workers and BOC Budget Referendum, General and Primary Election 304 workers @ 12 each	
<b>TOTAL TOWN CLERK</b>		<b>617,979.00</b>

**TOWN SOLICITOR**

The Council appoints the Town Solicitor for a term of office concurrent with that of the Council. The Charter requires that the Solicitor be an attorney at law in good standing that is admitted to practice law in Rhode Island. The Solicitor is the attorney for the Town and legal advisor to the Council, Manager, and all other officers, departments and agencies of the Town.

Currently the Council has appointed James Reilly as Town Solicitor to represent the Town in all matters other than for labor relations and bond matters. The law firm of Little Medeiros Kinder Bulman & Whitney PC. has been appointed to represent the Town for labor relations and Attorney Daniel Kinder has been appointed Town Solicitor for labor relations. The Town has appointed David Ferrara, Taft & McSally, as Bond Counsel to represent the Town for bond related matters.

Legal services falling under the general categories of police prosecutions, land use matters, tax assessment and collection, general pending litigation and Town Council matters are billed at on a yearly retainer rate on a monthly basis. Legal services for labor relations and Bond Counsel are billed on an hourly rate on a monthly basis.

<b>Town Solicitor</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Services</b>	\$284,045	\$252,593	\$250,200	\$254,400	\$4,200	1.68%	\$255,000
<b>Commodities</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>	<u>\$0</u>
<b>Total</b>	<b>\$284,045</b>	<b>\$252,593</b>	<b>\$250,200</b>	<b>\$254,400</b>	<b>\$4,200</b>	<b>1.68%</b>	<b>\$255,000</b>

**ZERO BASED BUDGET  
TOWN SOLICITOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00104010 531206	CONTRACTUAL SERVICES NOT OTHER Court reporter, appraisals, assessments	5,200.00
00104011 530603	LEGAL SERVICES – LABOR Municipal contract expires 6/30/08 Grievances Arbitration, Employee issues	50,000.00
00104012 530603	LEGAL SERVICES - POLICE PROSECUTIONS	43,400.00
00104013 530603	LEGAL SERVICES - LAND USE MATT	42,600.00
00104014 530603	LEGAL SERVICES - TAX ASSESSMENT	5,900.00
00104015 530603	LEGAL SERVICES - TOWN COUNCIL	50,000.00
00104016 530603	LEGAL SERVICES - PENDING LITIGATION	45,000.00
00104017 530603	MISCELLANEOUS	7,300.00
00104018 530603	LEGAL SERVICES - BOND COUNSEL	5,000.00
<b>TOTAL TOWN SOLICITOR</b>		<b>254,400.00</b>

## ***FINANCE***

Patricia A. Sunderland, Finance Director

**Mission Statement**- Provide clear, accurate and timely financial information services and reporting within the organization and to the public. Be responsible for the cost effective purchasing of and accounting for all materials and equipment utilized by the Town government. Provide for the safekeeping and the prudent investment of all Town funds as well as strict financial budgetary control over all departments. Collect all revenues of the Town in a courteous and equitable manner.

### **Administration**

All phases of financial activities of Town government, coordination of all divisional activities and planning, and implementation of new financial and information technology procedures fall within the area of responsibility of the Office of Finance Director. The Finance Director works directly with the Town Manager, assisting in financial research, statistical analysis, budgeting, personnel management, and fiscal policy making, as well as providing general supervision over all divisions of the Finance Department. The Finance Director administers the general government insurance programs and assures that proper compliance, reporting and accounting requirements are met.

### **Controller**

Directly responsible to the Finance Director is the Controller or Chief Accounting Officer of the Town. The Controller maintains all books and performs a "continuing" internal audit of various governmental activities. The Controller provides accounting supervision over all departmental activities as well as the day-to-day cash flow analysis, investment scheduling and maintenance of Town's fixed asset system.

### **Collections/Accounts Receivable**

This Division receives and is responsible for all revenues of the Town. Division personnel provide detailed analysis of the various revenues received by category as well as the maintenance of individual accounts payments and receivables records for property taxes, water user fees and many varied miscellaneous fees charged by the Town. Division personnel provide tax and water information.

### **Accounts Payable/Payroll & Employee Benefits**

This Division maintains appropriate ledger control for all funds and disburses all monies from these accounts as well. The pre-audit of vendor invoices is an important function, as are payroll processing and benefits management for general Town employees.

### **Purchasing**

The Purchasing Agent carries out the purchasing activities of all Town Departments. The Purchasing Agent is responsible for the procurement of materials, supplies and services required by the Town, and must ensure that the Town receives the desired quantity, quality, and reliability of goods and services and that such goods and services are obtained at the lowest possible cost to the Town.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Inform the public and provide the information requested in a timely, professional, and ethical manner to encourage involvement from the public to ensure confidence in the Town's decision-making. (Goal 1).	Government	Fiscal 2009
Implement an accounting manual to formalize the Town's financial policies and procedures to include the current purchasing ordinance revision (Goal 2)	Fiscal	Fiscal 2009
Create written procedure manuals and initiate cross training based on the written procedures (Goal 3)	Infrastructure	Fiscal 2009
Continue digital video of Audit Committee meetings to the web for public access and publish other financial information to the web (Goal 4)	Vision/Government	Fiscal 2009
Provide Departments' access and training to financial systems to provide additional capabilities including payroll, time & attendance and fixed asset maintenance and process Year End Information (Goal 5).	Fiscal	Quarter 1
Implement GASB 45 – OPEB Actuarial Results (Goal 6)	Infrastructure	Quarter 4
Improve collections of delinquent taxes on motor vehicles and personal property (Goal 7)	Fiscal	Quarter 2
Publish receivables via internet to provide taxpayers up-to-date information on their accounts (Goal 8)	Vision	Quarter 1
Implement credit card processing for tax payments in the Collections Department and on-line (Goal 9)	Government	Quarter 1
Imaged documents on the Web (Goal 10)	Vision	Quarter 3&4

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
<b>FIRST QUARTER</b> (7/1/08 to 9/30/08)	Encourage and foster trust among Town employees and the public (Goal 1); Begin creation of written financial procedure manuals (Goal 2); Initiate cross training among staff (Goal 3); Continue to update financial policies and procedure with the Audit Committee (Goal 4); Provide Departments access to financial systems for time and attendance reporting and fixed assets (Goal 5); Publish receivables via internet (Goal 8); and Implement credit card processing (Goal 9).
<b>SECOND QUARTER</b> (10/1/08 to 12/31/08)	Complete close out of previous fiscal year and produce Comprehensive Annual Financial Report and provide information via web for public access (Goal 1); Continue implementation of a written financial procedure manual (Goal 2); Encourage cross training among department (Goal 2 and 3).
<b>THIRD QUARTER</b> (1/1/09 to 3/31/09)	Production of FY 2009 annual budget and capital improvement program with imaged documents published on the town's web (Goal 10); Assist Audit Committee with their financial policy charge (Goal 4).
<b>FOURTH QUARTER</b> (4/1/09 to 6/30/09)	Collection of delinquent real estate taxes via tax sale (Goal 7); Finalize year end budget accounting and preparation (Goal 10); Prepare for tax 2009 billing (Goal 1, 7, and 8).

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Number of Bids	Goal 1,2,10		36	29	32
State/Cooperative Bid Utilization	Goal 1,2,10		19	23	24
Checks Processed	Goal 1,3,5	44,444	43,000	45,000	44,000
Bank Lock-box Transactions	Goal 1,3,5	45,549	65,000	39,500	40,000
Lien Certificates	Goal 7	1,052	1,500	1,200	1,500
Fixed Assets Tagged.	Goal 5	2,198	2,300		
Funds Maintained	Goal 1, 2	244	235	245	245
Vehicle Renewals	Goal 7,8,9	16,071	17,500	16,913	17,500
Tax Sale Parcels	Goal 7,8,9	143	175	175	175
Tangible Legal Collection Process	Goal 7,8,9	28	100	89	100

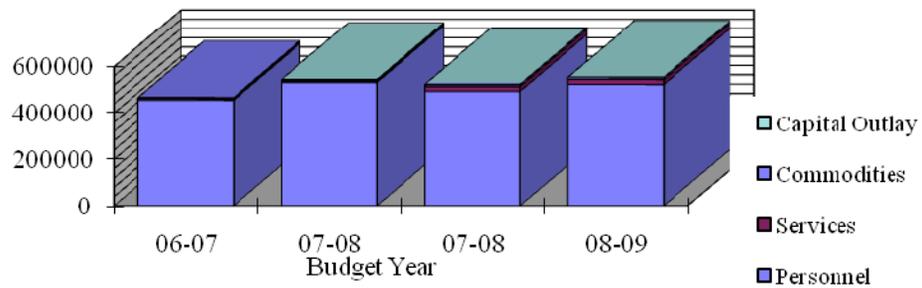
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Finance Director	1	1	1
Controller	1	1.5	1
Accounts Receivable Manager 50% funded by Water Fund	.5	.5	.5
Clerk II Specialist – Payroll	1	1	1
Clerk I – Purchasing	1	1	1
Executive Secretary	.1	.1	.1
Secretary	1	1	1
Clerk I - Collections, Accounts Payable	1.4	1.4	2.4
<b>Total</b>	<b>7</b>	<b>7.5</b>	<b>7</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Clerical Assistant - Collections	2	2	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>

Finance Department	Expenditures Last Year 06-07	Projected Expenditures through 6/30/08	Adopted Budget Current Year 07-08	Proposed Budget Next Year 08-09	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 09-10
Personnel	\$455,538	\$456,778	\$532,559	\$493,895	(\$38,664)	-7.26%	\$523,529
Services	\$6,743	\$7,905	\$6,175	\$21,150	\$14,975	242.51%	\$21,785
Commodities	\$3,898	\$5,150	\$5,150	\$7,825	\$2,675	51.94%	\$8,060
Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	n/a	
<b>Total</b>	<b>\$466,179</b>	<b>\$469,833</b>	<b>\$543,884</b>	<b>\$522,870</b>	<b>(\$21,014)</b>	<b>-3.86%</b>	<b>\$553,373</b>

FINANCE DEPARTMENT  
Budget Trends



**ZERO BASED BUDGETING**  
**FINANCE DEPARTMENT**

Account Number	Description	Requested
00105010 510101 -	CLASSIFIED FULL TIME 1 Secretary, 2 Clerk I, 1 Clerk II and .5 A/R Mgr	135,070.00
00105010 510102 -	CLASSIFIED PART TIME 2 Clerk I – collections – 20 hrs/week	42,425.00
00105010 510103 -	UNCLASSIFIED FULL TIME Finance Director & Controller + 10% of Exec. Sec	131,945.00
00105010 510104 -	UNCLASSIFIED PART TIME Accounting Manual Development – Barbara Strate	1,500.00
00105010 510107 -	OVERTIME No overtime except for emergency situations	7,000.00

**ZERO BASED BUDGETING**  
**FINANCE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00105010 524001 -	FICA	23,675.00
00105010 524302 -	RETIREMENT	39,330.00
00105010 524304 -	HEALTH INSURANCE	55,124.00
00105010 524305 -	DENTAL INSURANCE	5,760.00
00105010 524306 -	LIFE INSURANCE	965.00
00105010 524403 -	ASSOCIATION DUES	355.00
	RIGFOA –Director & Controller \$100, National GFOA – Director \$215, RIMPAA - \$15, Ntn'l Inst. Govt Purch - \$25	
00105010 531004 -	OFFICE EQUIPMENT MAINTENANCE Repairs to Typewriters, locksmith, validators	150.00
00105010 531206	CONTRACTUAL SERVICES Datamatx Services for Tax Billings – 4 Quarter Billings + Supplies	15,000.00
00105010 540101 -	OFFICE SUPPLIES Multi part forms \$1525 Cash Receipts, Receiving Reports Minor Office Equip \$250 - Calculators, chair mats etc Window Envelopes \$400, Printer Toner \$1,000 Cash Register Supplies \$525, File Storage \$400 Central Supply \$1,000, Check stock, direct dep forms, payroll checks & toner \$2,100	7,775.00
00105010 540108 -	BOOKS & PUBLICATIONS	50.00
00105040 510101 -	CLASSIFIED FULL TIME	39,988.00
00105040 510107 -	OVERTIME	300.00
00105040 524001 -	FICA	3,060.00
00105040 524302 -	RETIREMENT	5,085.00
00105040 524304 -	HEALTH INSURANCE	11,693.00
00105040 524305 -	DENTAL INSURANCE	1,160.00
00105040 524306 -	LIFE INSURANCE	160.00
00105040 530804 -	OTHER ADS Advertising in Pro Jo for public bids, RFP's & RFQ's all advertising for bids on Town web site and direct mailings with specifications.	6,000.00
	<b>Town Manager's Reductions</b>	<b>-10,700.00</b>
<b>TOTAL FINANCE</b>		<b>522,870.00</b>

**INFORMATION TECHNOLOGY**

Jason Albuquerque, Director of Information Technology

**Mission Statement-**

This division is responsible for the maintenance of software systems and hardware, and technologies for all Town and some School Department applications. Such applications include Financial General Ledger, Purchasing, Accounts Payable, Fixed Assets, Payroll, Personnel, Voter, Tax Assessment, Collections, Utility Billing, Budget, NKFL, Municipal Golf Course, Public Safety, Video Streaming, and all other Town software systems. In addition the Network Administration for the Town Wide Area Network is the responsibility of the employees in this Division. This division is responsible for the Town’s Internet Protocol (IP) Telephone/Communications system and the Town-wide Geographic Information System (GIS)

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Create a greater online presence to build a self service eTown portal: <ul style="list-style-type: none"> <li>▪ Implement a Citizen Request portal and work order database</li> <li>▪ Allow for online and credit card payments to assist in the collections of water bills, delinquent taxes on motor vehicles and personal property</li> <li>▪ Internet facing permitting system to the allow for self service requests</li> <li>▪ Online Parks and Recreation</li> <li>▪ Promote open government initiatives with, online Whistle Blower System, and online document repository,</li> </ul>	Vision, Government, Quality of Life	Fiscal 2009
Continual updates to the Geographic Information System to assist with town-wide objectives (GIS)	Economic Development	Fiscal 2008
Improvements and consolidation of services, records, hardware, software systems and data storage	Fiscal	Fiscal 2008
Integrate Public Safety Complex into the towns existing VoIP phone system	Fiscal	Fiscal 2008
Continue to pioneer, promote and implement “Green” Data center technologies. Deploy technologies that decrease energy consumption and reduce the town’s carbon footprint.	Vision	Fiscal 2008

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/09)	Create a greater online presence to build a self service eTown portal.
SECOND QUARTER (10/1/08 to 12/31/08)	Integrate Public Safety Complex into the towns existing VoIP phone system. Implement "Green" Data center technologies. Deploy technologies that decrease energy consumption and reduce the town's carbon footprint.
THIRD QUARTER (1/1/09 to 3/31/09)	updates to the Geographic Information System to assist with town-wide objectives (GIS)
FOURTH QUARTER (4/1/09 to 6/30/09)	Improvements and consolidation of services, records, hardware, software systems and data storage

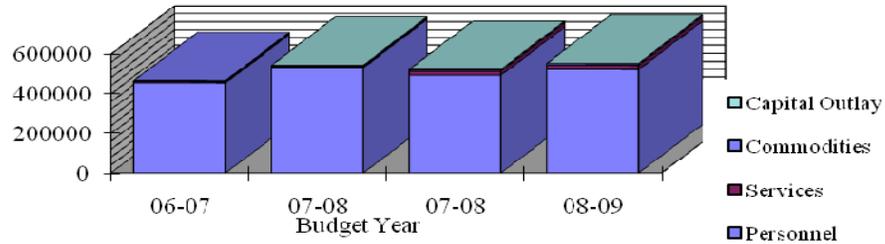
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
MIS Director	1	1	1
GIS Manager 20% funded by Planning	.8	.8	.8
<b>Total</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
IS Intern	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Information Technology</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$125,317	\$150,021	\$146,674	\$160,541	\$13,867	9.45%	\$170,173
<b>Services</b>	\$67,782	\$29,738	\$8,934	\$11,111	\$2,177	24.37%	\$11,444
<b>Commodities</b>	\$5,226	\$11,500	\$11,500	\$11,500	\$0	0.00%	\$11,845
<b>Capital Outlay</b>	<u>\$9,470</u>	<u>\$0</u>	<u>\$18,000</u>	<u>\$18,000</u>	<u>\$0</u>	0.00%	<u>\$18,000</u>
<b>Total</b>	<b>\$207,795</b>	<b>\$191,259</b>	<b>\$185,108</b>	<b>\$201,152</b>	<b>\$16,044</b>	<b>8.67%</b>	<b>\$211,463</b>

**INFORMATION TECHNOLOGY  
Budget Trends**



**ZERO BASED BUDGET**

**INFORMATION TECHNOLOGY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00105050 510103 -	UNCLASSIFIED FULL TIME 80% of MIS Director (School pays 20%) 80% of GIS Manager (Planning pays 20%)	113,465.00
00105050 510104 -	UNCLASSIFIED PART TIME Intern for FY 09 assists with maintenance of equip and video for TC meetings	10,000.00
00105050 524001 -	FICA	8,680.00
00105050 524302 -	RETIREMENT	14,425.00
00105050 524304 -	HEALTH INSURANCE	12,736.00
00105050 524305 -	DENTAL INSURANCE	975.00
00105050 524306 -	LIFE INSURANCE	260.00
00105050 530105 -	DATA PROC - WATER, LIBRARY, Q/ Contribution from Enterprise Funds & Library for IS services an increase of 4.09% based on direction from Council re: cap	-121,056.00
00105050 530704 -	OTHER EXPENSES Power Term \$160 and ADT Alarm Maint \$650	810.00
00105050 531004 -	OFFICE EQUIPMENT MAINTENANCE Hardware Maintenance: IBM \$1300, Dell \$7060, Printer \$3000, CISCO Router \$9320, CISCO PIX Firewall \$690, Formax sealer \$300 Software Lic & Maint: RINET ISP & Monitoring \$6100, MUNIS \$27,085, WAN/LAN/GIS support \$18,000, IBM OS Support \$1250, MUNIS GUI \$1,869, VISION CAMA/GIS link \$4300, IronMail maint. (Spam software) \$4,579 MUNIS OSDBA Support \$6,046, Data/Email Archiving \$3,000, Granicus Videostreaming \$13,000, EGOV CRM \$10,000, Credit Card Interface \$500, Full Circle Permitting Software \$5,166, Ethicspoint Whistleblower Software \$2,800, GIS \$6000	131,357.00
00105050 540101 -	OFFICE SUPPLIES Printer cartridges, backup tapes, office supplies, check stock, direct deposit forms and other misc special forms.	11,500.00
00105050 550301 -	OFFICE EQUIPMENT AND FURNITURE Replace PCs that fail - out of warranty (network wide)	18,000.00
	<b>INFORMATION TECHNOLOGY</b>	<b>201,152.00</b>

**ASSESSOR**

Linda L. Cwiek, Assessor

**Mission Statement-** The mission of the Tax Assessor’s Office is to respond to all taxpayers in a courteous and timely manner and to make the information on real and tangible property easy to understand and readily available. To insure that revaluations are completed per state laws and follow assessment practices and that all property is being assessed in a uniform manner. To continue to encourage owners of substandard lots of record to combine their lots which could have an impact on future development and reduces cost of revaluation and billing.

The Tax Assessor's office is responsible for generating a tax roll each year, which consists of all taxable real estate, motor vehicles, and business personal property. It is the responsibility of the Tax Assessor’s Office to list all real property and value the property consistently with existing real property and to locate and value all business personal property. It is the responsibility of the Tax Assessor’s Office to keep accurate records of market and cost trends to prepare for triennial property valuation updates and revaluations. The positions within the Department are responsible for all the clerical functions necessary to prepare the tax roll. Examples of the clerical tasks performed are reading of property transfers and maintaining ownership information, updating mailing addresses, processing of death and probate records, maintenance of tangible personal property returns, processing of applications for exemptions, processing applications for the Assessment Board of Review, and handling telephone and in-person inquiries for tax information.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Process tax roll (Goal 1)	Fiscal	Continuing
Explain assessments & appeal process (Goal 1)	Fiscal	Continuing
Update field cards on the web (Goal 3)	Fiscal	Continuing
Encourage combination of sub-standard lots (Goal 4)	Environment	Continuing

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/09)	Prepare and distribute reports pertaining to the 2008 tax roll (Goal 1). Respond to taxpayer questions and appeals of the 2008 tax roll (Goal 2). Update field cards on web (Goal 3).
SECOND QUARTER (10/1/08 to 12/31/08)	Prepare and mail all forms for the 2009 tax roll (Goal 1 and 2). Review sub-division and survey information for end of the year (Goal 1 and 4). Board of review applications reviewed (Goal 2). Start Assessment Board of Review meetings (Goal 1 and 2).
THIRD QUARTER (1/1/09 to 3/31/09)	Enter all permit data in the CAMA system for the 2009 tax roll (Goal 1). Process motor vehicle data for the 2009 tax roll (Goal 1). Update field cards on web (Goal 3). Continue with the Assessment Board of Review meetings (Goal 2).
FOURTH QUARTER (4/1/09 to 6/30/09)	Process tangible information for the 2009 tax roll (Goal 1). Finalize all real estate data, motor vehicle data, personal property data, exemption applications, and ownership information for the 2009 tax roll (Goal 1). Update field cards on the web (Goal 3).

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Parcels	(Goal 1)	11,359	11,500	11,450	11,500
Lots eliminated	(Goal 4)	58	100	25	50
Field Review Real Estate	(Goal 1)	1,262	1,500	1,500	1,500
Land Evidence Records	(Goal 1)	1,262	1,500	1,400	1,400
Assessor Hearings	(Goal 2)	336	100	375	150
Board of Appeals	(Goal 2)	5	200	60	50
Motor Vehicles Processed	(Goal 1)	35,000	40,000	37,000	38,000
Tangible Accounts	(Goal 1)	1,302	1,400	1,400	1,450
Exemptions	(Goal 1)	3,253	3,600	3,600	3,600
Death & Probate	(Goal 1)	275	250	300	300
Supplemental Bills	(Goal 1)	36	50	40	40

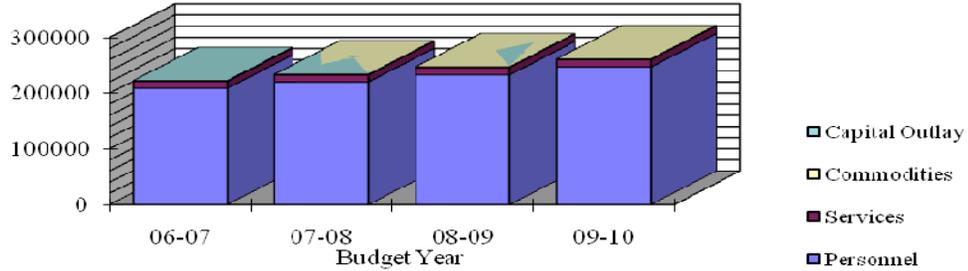
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Tax Assessor	1	1	1
Clerk II	1	1	1
Clerk I	1.6	1.6	1.6
<b>Total</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Field Lister/Appraiser	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Tax Assessment</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$208,964	\$224,305	\$220,372	\$233,133	\$12,761	5.79%	\$247,120.98
<b>Services</b>	\$12,174	\$12,550	\$12,550	\$12,950	\$400	3.19%	\$13,338.50
<b>Commodities</b>	\$1,096	\$850	\$850	\$875	\$25	2.94%	\$901.25
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0.00</u>
<b>Total</b>	<b>\$222,234</b>	<b>\$237,705</b>	<b>\$233,772</b>	<b>\$246,958</b>	<b>\$13,186</b>	<b>5.64%</b>	<b>\$261,361</b>

**TOWN ASSESSOR  
Budget Trends**



**ZERO BASED BUDGET  
ASSESSOR**

Account Number	Description	Requested
00106010 510101	CLASSIFIED FULL TIME	89,337.00
00106010 510103	UNCLASSIFIED FULL TIME	69,212.00
00106010 510104	UNCLASSIFIED PART TIME	13,000.00
	Field work for building permits and under construction parcels. Pricing of unpriced motor vehicles - large trucks & campers	
00106010 510107	OVERTIME	1,000
	Secretary to tax board of review Cover office at lunch time (due to reduced clerical staff)	
00106010 524001	FICA	13,123.00
00106010 524302	RETIREMENT	20,152.00
00106010 524304	HEALTH INSURANCE	24,448.00
00106010 524305	DENTAL INSURANCE	1,983.00
00106010 524306	LIFE INSURANCE	578.00
00106010 524403	ASSOCIATION DUES	300.00
	One membership NRAAO \$35 One membership RIAAO \$35 One membership IAAO \$200 One membership MAIAAO \$30	
00106010 530605	RECORD MAINT	3,900.00
	Town's share of motor vehicle value commission budget. Web site hosting of field cards on Vision site	
00106010 530801	LEGAL ADS	100.00
	Elderly & disability exemption ads required by ordinance	
00106010 530805	REPORTS	800.00
	Tax roll binding. Motor vehicle work lists printed	
00106010 531004	OFFICE EQUIPMENT MAINTENANCE	450
	Fix printer & typewriter and repair or replace digital camera	
00106010 531203	SUBSCRIPTIONS	700

**ZERO BASED BUDGET**

**ASSESSOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Marshall Swift Commercial Manual - \$400.00 NADA Motor Vehicle Pricing Guides - \$120.00 National Market Reports - Large Trucks - \$30.00 RI General Laws Section 7 Supplement -\$70.00 Dealers Cost Price Guide - American & Foreign Cars - 30.00 Newspapers- Independent, Standard - \$50 - Used To Update Business Lists, Deaths, Real Estate Transactions	
00106010 531206	CONTRACTUAL SERVICES NOT OTHER	7,000
	Have the businesses inspected by an independent company and create pricing tables - new businesses and those that do not report annually. If this is not done on an annual basis, would require a larger budget item every 3 years to cover revaluation of business accounts	
00106010 540101	OFFICE SUPPLIES	600
	Toner Cartridges, Fax Cartridges, Typewriter Ribbons, Correction Ribbons, Discs, Envelopes, Scotch Tape, Pens, Pencils, Labels	
00106010 540102	PRINTED FORMS	275
	Print tangible forms - required to send forms to all businesses each December	
<b>TOTAL TAX ASSESSOR</b>		<b>246,958.00</b>

## GENERAL OPERATING

The General Operating group of accounts contains the budget line items used to conduct operations for the whole Town government, which are not broken down to specific departments.

**General Operating - Retirement Allowance** Within this category is the account used for funding the payment of termination pay to retiring employees. Under collective bargaining agreements and the personnel rules and regulations, the Town is required to pay those employees who retire from service with the Town their accumulated vacation and sick leave and to pay health insurance for retirees.

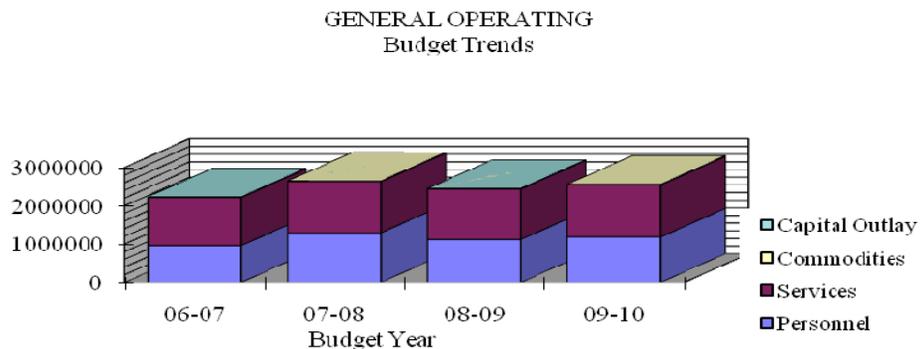
**General Operating - Insurance** The unemployment reimbursement and insurance costs of the Town are paid from this account. The unemployment reimbursement is paid for those employees who are laid off or terminated by the Town. The Town is required to reimburse the State of Rhode Island for those expenses. The general insurance account includes payment for insurance coverage from the R.I. Interlocal Risk Management Trust. Funding for coverage for workers' compensation insurance from Beacon Insurance has been included this year rather than the funding coming from the Workers Compensation Reserve Fund which has been the process for the past three years.

**General Operating - Utilities** All costs for telephone, electricity, natural gas, heating fuel, water and street lighting for Town operations are allocated within this account.

**General Operating - Other** The accounts funded within this category are postage, town-wide copy machines lease payments, and service contracts and supplies. The general Town stationery is purchased from this account. A conference and meetings account is used to fund Town personnel attendance at conferences and seminars relating to the function of their respective departments.

### General Operating

	Expenditures Last Year 06-07	Projected Expenditures through 6/30/08	Adopted Budget Current Year 07-8	Proposed Budget Next Year 08-09	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 09-10
<b>Personnel</b>	\$961,892	\$1,168,655	\$1,295,113	\$1,119,679	(\$175,434)	-13.55%	\$1,186,860
<b>Services</b>	1,255,967	\$1,259,766	\$1,336,489	\$1,317,097	(\$19,392)	-1.45%	\$1,356,610
<b>Commodities</b>	\$10,852	\$12,210	\$12,000	\$12,000	\$0	0.00%	\$12,360
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Total</b>	<b>\$2,228,711</b>	<b>\$2,440,631</b>	<b>\$2,643,602</b>	<b>\$2,448,776</b>	<b>(\$194,826)</b>	<b>-7.37%</b>	<b>\$2,555,830</b>



The decrease in the General Operating cost center reflect a significant reduction to the contribution to the Termination Reserve Fund to make payments to employees for their accumulated vacation and sick leave upon retirement and a significant decrease in the contribution to the Health Insurance Reserve Fund to cover post employment benefits for retirees.

Continued funding for the Retirement Allowance Reserve Fund has been proposed. A survey of retirement-eligible employees indicates that seven Police Officers and three Municipal employees are anticipating retirement in fiscal year 2009. Twenty-three Firefighters are eligible to retire and eight firefighters indicated they would retire in fiscal year 2009. The estimated balance available in the Retirement Allowance Reserve Fund as of June 30, 2008 is \$1,337,462 and \$89,000 has been budgeted for addition in fiscal year 2009. For fiscal year 2009, the employees who have indicated that they will retire are estimated to cost to approximately \$920,000.

**ZERO BASED BUDGET  
GENERAL OPERATING**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00107010 510206	TERMINATION PAY - UPON RETIREMENT	150,000.00
00107010 510207	INSURANCE RESERVE	100,000.00
00107010 524304	HEALTH INSURANCE Includes 45K for new potential retirees	966,929.00
00107020 524303	UNEMPLOYMENT	7,500.00
00107020 530406	GENERAL INSURANCE Worker's Comp Premium - \$58,585 + 15%, Prop & Liabi \$281,877 + 5%, Exces Liab \$52,200 + 5%, Additional Exc \$65,703 + 5%, Pollution, Bond, Comm Police \$11,000, Flood Insurance - \$38,460 + 10%	439,646.00
00107030 530101	TELEPHONE 3 yr avg \$148,955 + exp cap	155,000.00
00107030 530301	ELECTRICITY <i>3 yr avg \$135,000 +exp cap</i>	140,181.00
00107030 530302	GAS	45,000.00
00107030 530303	FUEL OIL Approximate 6.5% increase based on average usage	88,270.00
00107030 530306	WATER AND ISDS EXPENSES	9,000.00
00107030 530307	HYDRANTS Town's agreement w/QDC to keep the hydrants maintained. This cost is based on the # of hydrants	50,000.00
00107030 531201	STREET LIGHTING	290,000.00
00107040 524404	CONFERENCES/MEETINGS & TRAVEL Conferences and Training Seminars Town Manager, Town Clerk, Finance, Assessor, Planning, and Senior Services. @\$2,000 ea Group Training, Meetings & Seminars \$2,000	14,000.00
00107040 530103	POSTAGE 3 yr. ave + exp cap	58,600.00
00107040 530703	OFFICE EQUIPMENT Copier Town Wide Service And Overage \$8500 Printer Maintenance Manager \$800	9,400.00
00107040 530801	EMPLOYMENT ADS Advertising For Employment Account	6,500.00
00107040 530924	DAVISVILLE LIBRARY	9,000.00
00107040 530925	WILLETT LIBRARY	9,000.00

**ZERO BASED BUDGET  
GENERAL OPERATING**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00107040 531001	MOTOR VEHICLE MAINTENANCE & EX Repairs to Town vehicles assigned to Town Hall and Annex	500.00
00107040 531206	CONTRACTUAL SERVICES NOT OTHER Paying Agent Fees Est. \$3,000 Other misc services Town wide (i.e. Personnel research, flu shots, surveillance for work related, background IACP) misc contract services (Town wide) Chamber of Commerce funding of Tourist Center \$1750	7,000.00
00107040 540101	OFFICE SUPPLIES Copy Paper and Supplies Town Stationery (letterhead/envelopes) Employment forms Central Supply Items for Manager's Office	12,000.00
	<b>Town Manager's Reductions</b>	<b>-118,750.00</b>
<b>TOTAL GENERAL OPERATING</b>		<b>2,448,776.00</b>

**FIRE DEPARTMENT**

David Murray, Fire Chief

**Mission Statement-** The mission of the North Kingstown Fire Department is to provide for the protection of life and property, through the efficient and effective delivery of emergency and non-emergency services.

The North Kingstown Fire Department provides fire protection and emergency medical care for the approximately 27,000 residents of the Town. The Fire Department is comprised of three manned fire stations. The department staffs two Advanced Life Support rescue vehicles and four fire engines. Seventy-Six line personnel are assigned to four platoons to cover this mission.

The Fire Department administrative staff is comprised of the Chief, Fire Inspector and the Department Secretary. In addition, the Department operates an emergency-vehicle maintenance facility that services and repairs 25 motor vehicles, staffed by a Fire Mechanic and an Assistant Mechanic.

**2008/2009 DEPARTMENT GOALS**

Goal	Vision reference	Timeframe
Respond to all calls for service effectively and efficiently. (Goal 1)	Quality of Life Infrastructure	FY 09
Development of the Division of Training and continuation of the in service training programs. (Goal 2)	Quality of Life Infrastructure	FY 09
Continue with the implementation of structural modernization that assures that all facilities are code compliant, energy efficient, safe and accessible to the public. (Goal 3)	Infrastructure Quality of Life	FY 09
Correct deficiencies identified in the Insurance Services Office (ISO) report. (Goal 4)	Quality of Life Fiscal / Infrastructure	FY 09
Continue with the development of the Special Hazards Response Team that has the ability to identify and locate the proper resources to mitigate an incident quickly and safely. (Goal 5)	Quality of Life Environment Infrastructure	FY 09
Continuation of the Apparatus Replacement Program. (Goal 6)	Infrastructure	FY 09-13
Maintain and improve department programs, systems and equipment. (Goal 7)	Infrastructure	FY 09
Plan for a new Fire Station in the Quonset Point/Davisville Industrial Park. (Goal 8)	Infrastructure Economic Development	FY 09
Open and staff the new Fire Station in Slocum to better serve the residents in the Slocum area of Town. (Goal 9)	Infrastructure Vision	FY 09
Identify and implement recommendations in the Matrix report (Goal 10)	Quality of Life Fiscal/Infrastructure	FY 09

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	Planning (Goal 1,4,8,9,10), Implementation (Goal 6,9), Training (Haz-Mat, WMD, confined space, rope rescue, rapid intervention) (Goal 1,2,5,10), EMS continuing education program (Goal 1,2), CAD data entry (Goal 1,3,7,10), School facilities inspections (Goal 3), Juvenile Fire Setter Intervention Program (Goal 7), Senior Citizen Fire Safety Program (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Continuation of the Radio Box replacement program (Goal 1,3,7), Radio system maintenance (Goal 1,7), Update Department Rules and Regulations (Goal 1,2,7,10),

QUARTER	ACTIVITY
SECOND QUARTER (10/1/08 to 12/31/08)	Quarterly hose change (Goal 1,7), Equipment preventative maintenance (Goal 1,7,10), IFSTA fire training (Goal 1,2,4,10), apparatus preventive maintenance and testing program (Goal 1,7,10) Planning (Goal 1,4,8,9,10), Training (Haz-Mat, WMD, confined space, rope rescue, heavy rescue) (Goal 1,2,5,10), IFSTA fire training (Goal 1,2,4,10), Annual hose testing (Goal 1,7), SCBA training and annual fit test (Goal 1,2,7), CAD data entry (Goal 1,3,7,10), Inspection of target hazards (Goal 1,3,10), Fire prevention in the schools (Goal 3,7,10), Baby sitter education program (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Fire Alarm systems maintenance (Goal 7), Radio box replacement program (Goal 1,3,7), Winterization of Marine 1 (Goal 7), apparatus preventive maintenance program (Goal 1,4,7,10), EMS continuing education program (Goal 1,2)
THIRD QUARTER (1/1/09 to 3/31/09)	Planning (Goal 1,4,8,9,10), Implementation (Goal 4), Training (rope rescue, confined space, WMD, rapid intervention) (Goal 1,2,5), EMS continuing education program (Goal 1,2), IFSTA fire training (Goal 1,2,10), Quarterly hose change (Goal 1,7), CAD data entry (Goal 1,3,7,10), Inspection of Town Facilities (Goal 3), Juvenile fire setter intervention program (Goal 7), Quarterly fire alarm systems testing (Goal 1,3,7), Radio system maintenance (Goal 7), Radio Box replacement program (Goal 1,3,7), apparatus preventive maintenance program (Goal 1,4,7,10), Seasonal operation Marine 1 (Goal 1,2,7)
FOURTH QUARTER (4/1/09 to 6/30/09)	Planning (Goal 1,4,8,9,10), Implementation (Goal 4), Bid preparation (Goal 6), Haz-Mat training (Goal 1,2,5), EMS continuing education program (Goal 1,2), IFSTA fire training (Goal 1,2,10), Fire hydrant inspection program (Goal 7,10), Quarterly hose change (Goal 1,7), SCBA annual bench testing (Goal 1,7), CAD data entry (Goal 1,3,7,10), Inspection of places of assembly and Town License holders (Goal 3), Annual ladder testing (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Fire alarm system maintenance (Goal 7), Radio system maintenance (Goal 1,7), Radio Box replacement program (Goal 1,3,7), seasonal operation Marine 1 (Goal 1,2,7), Apparatus preventive maintenance program (Goal 1,4,7,10)

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Structure Fires	1,2	44	60	60	60
Brush Fires	1,2	14	40	40	40
Vehicle Fires	1,2,	15	30	30	30
Other Fires	1,2	37	40	40	40
System Malfunctions	1,3	242	300	300	320
Malicious/Accidental	1,3	329	300	340	350
Hazardous Condition	1,2,5	164	200	200	200
Service/Good Intent	1,2,5	1864	1750	1900	2000
Other	1,2,5	299	300	350	350
Mutual Aid Given	1,2	65	80	80	80
Mutual Aid Received	1	181	200	200	200
Medical Calls	1,2	2342	2400	2500	2600
MVA	1,2,5	347	400	400	450

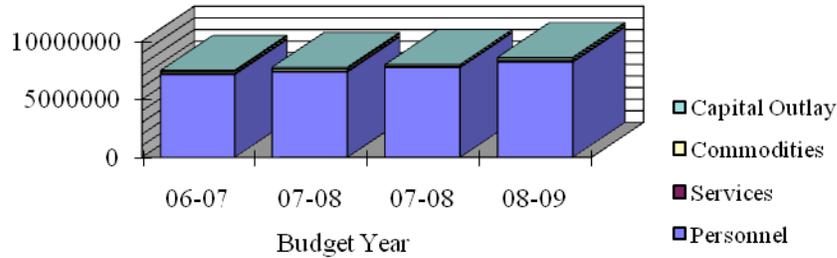
Total Incidents	1,2,5	5697	6100	6340	6620
Residential Inspections	3	430	450	450	450
Commercial Inspections	3,10	425	600	550	550
Plans Review	3	324	350	350	350
Total Inspections	3,10	1179	1400	1350	1350

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 07/08</i>
Fire Chief	1	1	1
Deputy Fire Chief	4	4	4
Fire Captain	4	4	4
Rescue Captain	4	4	4
Fire Lieutenant	12	12	12
Rescue Lieutenant	4	4	4
Private/EMTC	48	48	48
Fire Inspector	1	1	1
Training Officer	0	0	0
Fire Mechanic	1	1	1
Assistant Mechanic	1	1	1
Secretary	1	1	1
Assistant fire inspector	0	0	
<b>Total</b>	<b>81</b>	<b>81</b>	<b>81</b>

<b>Fire Department</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$7,138,133	\$7,353,462	\$7,358,610	\$7,740,890	\$382,280	5.20%	\$8,205,343
<b>Services</b>	\$88,421	\$103,710	\$103,710	\$93,130	(\$10,580)	-10.20%	\$95,924
<b>Commodities</b>	\$148,099	\$153,500	\$153,500	\$146,750	(\$6,750)	-4.40%	\$151,153
<b>Capital Outlay</b>	<u>\$117,750</u>	<u>\$156,595</u>	<u>\$135,000</u>	<u>\$0</u>	<u>(\$135,000)</u>	<u>-100.00%</u>	<u>\$150,000</u>
<b>Total</b>	<b>\$7,492,403</b>	<b>\$7,767,267</b>	<b>\$7,750,820</b>	<b>\$7,980,770</b>	<b>\$229,950</b>	<b>2.97%</b>	<b>\$8,602,420</b>

**FIRE DEPARTMENT  
Budget Trends**



**ZERO BASED BUDGET  
FIRE DEPARTMENT**

Account Number	Description	Recommended
00108030 510101	CLASSIFIED FULL TIME	4,253,016.00
00108030 510103	UNCLASSIFIED FULL TIME	87,285.00
00108030 510106	OUT OF RANK	20,000.00
	This account pays out of rank pay per section 3.25(d) of the Union Contract. This account works in direct proportion with the overtime and callback accounts. History accounts for the amount.	
00108030 510107	OVERTIME AND CALLBACK	565,500.00
	Combined Callback and Overtime wages per the Union Contract	
00108030 510110	PAID TRAINING TIME	70,000.00
	This account pays the wages for part time training personnel which will be needed for new recruit training classes 55,000 In addition, this account pays for the required EMS training officers for EMTC recertification as required by the State Department of Health. 7,500 Also this account pays for needed instructors for required IFSTA training 7,500	
00108030 510111	COLLATERAL PAY	55,000.00
	This account pays for personnel who work in fire prevention, some training and other part time employment who used to receive time and one half and now receive straight pay as per section 4.1 of the Union contract.	
00108030 510202	HOLIDAY PAY	330,000.00
	This account budget request is based on the contract with local 1651 section 3.14.	
00108030 524001	FICA	412,741.00
00108030 524302	RETIREMENT	846,338.00
00108030 524304	HEALTH INSURANCE	902,824.00
00108030 524305	DENTAL INSURANCE	68,909.00
00108030 524306	LIFE INSURANCE	20,592.00
00108030 524307	UNIFORM ALLOWANCE	92,000.00
	Section 3.9 of the Union Contract 80 members at \$1,150 each	
00108030 524401	TUITION & FEES	10,000.00
	Section 3.23 of the Union Contract requires for Union members to be reimbursed for College credits \$5,000 Continuation of project management training and Fire Apparatus Maintenance Certification Training as recommended by Matrix 5,000	
00108030 524403	ASSOCIATION DUES	1,185.00

**ZERO BASED BUDGET  
FIRE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Membership and association dues to: NFPA 150.00 X 3 (chief, fire Marshall, training) IAFC 200.00 (chief) Secretary of State (Notary) 80.00 IAAI 20.00 X 2 (Fire Marshall) FCOA 25.00 X 2 (D.C. Marshall) RIAFC 30.00 X 4 (Deputies) 75.00 (Chief) FCORI 25.00 x2 (Fire Marshall, Deputy Chief) RIAFM 20.00 X 6 (Marshall, Chief, Assistants)	
00108030 524406	TRAINING EQUIPMENT	3,500.00
	Instructional media-books-mannuals 1,800, Digital camera 700, classroom projector 1,000	
00108030 524408	TRAINING	5,000.00
	Upgrade to laptop 2,800 portable radio 1,200 wiring of dispatch training center 1,000	
00108030 530101	TELEPHONE	6,500.00
	Cellular phone service for the department's cell phones 6,000.00 monthly charges, 500.00 repair/replacement costs	
00108030 530104	RADIO SYSTEMS	10,000.00
	Physio Control service contract for life packs 4500.00 radio repair technician expenses 2500.00 purchases of replacement radios. 3000.00	
00108030 530106	ALARM SYSTEMS	2,000.00
	Material and equipment to maintain and repair the municipal fire alarm system as needed.	
00108030 530305	SOLID WASTE	7,960.00
	Rubbish removal for Stations 1, 2, 3 Maint. And Training contract with DPW 5,460.00 medical waste and oil disposal 2,500.00	
00108030 530602	PERSONNEL	2,610.00
	Employee Assistance Program 1800.00 Annual TB Testing. 810.00	
00108030 530604	MEDICAL SERVICES	4,500.00
	This account will cover the costs of physical exams for new employees 10 @ 350.00 3,500.00 Hepatitis B shots and boosters. 1,000.00	
00108030 531001	MOTOR VEHICLES MAINTENANCE & E	47,500.00
	Maintenance and repair expenses associated with Fire Department vehicles. Service 7,500 commodities 40,000	
00108030 531002	CONSTRUCTION & OPERATING EQUIP	500.00
	Costs for repairs to department appliances as needed	
00108030 531003	COMMUNICATIONS MAINTENANCE	9,660.00
	All communications systems including intercoms, inter station telephones, alerting devices, sirens, etc. 1,000.00 sub-contracting of repairs 3,000.00 Purvis maintenance contract 3,500.00 wireless air cards 2,160	
00108030 531006	MAINTENANCE SAFETY EQUIPMENT	15,000
	Mandatory bench testing of all breathing apparatus. 5000.00 Annual testing of ground ladders, aerial. 1500.00 Annual testing of the bucket truck. 300.00 Test the air and air compressor for the SCBAs. 2000.00 Testing of CO2 air monitors 2000.00 Testing of Oxygen Bottles 1000.00 Testing of Fire Extinguishers 1000.00 Testing of Hurst Jaws 1500.00 Inspection of technical rescue gear 800.00	
00108030 540101	OFFICE SUPPLIES	3,500.00
	Supplies for computers, server, printers, general office supplies	
00108030 540102	PRINTED FORMS	2,000.00
	Department record keeping requirements mandated by RI Dept. of Labor, RI Dept of Health, Fire Marshall's Office 800.00 Department forms and stationary 1200.00	

**ZERO BASED BUDGET  
FIRE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00108030 540105	MINOR OFFICE EQUIPMENT Small office equipment for administrative offices	1,000.00
00108030 540108	BOOKS & PUBLICATIONS The new contract calls for outside promotional testing this will require the purchasing of new books and study materials for promotional examinations as well as the tests 4,500 Books and materials for the Fire Marshals programs 500.00	5,000.00
00108030 540202	SAFETY EQUIPMENT Repair to firefighting protective equipment (coats, pants, helmets etc). 1500.00 repairs to SCBA equipment 2500.00 replacement of minor safety equipment 1000.00	5,000.00
00108030 540203	BADGES & EMBLEMS Badges, collar pins and all insignias of rank.	2,000.00
00108030 540205	PERSONAL EQUIPMENT - TOWN ISSUE Replacement of firefighting gear as per Union Contract 15,000.00	15,000.00
00108030 540309	FIRE SUPPRESSION CHEMICALS Firefighting foams, wetting agents 3000.00 extinguishing agents 1000.00	4,000.00
00108030 540312	RESCUE SUPPLIES Medicines 4,500.00 Supplies 18,000.00 Oxygen 3,000.00 Msc expenses 2,500.00	28,000.00
00108030 540401	GASOLINE & DIESEL FUEL 19,000 Gallons diesel at 2.75 per gallon 4,000 Gallons gas at 2.50 per gallon	62,250.00
00108030 540402	LUBRICANTS Oil, grease and fluids for department vehicles	2,000.00
00108030 540403	TIRES Replacement tires for department vehicles 12 tires for fire engines 3,600.00 8 tires for Rescues 1,200.00 tires for cars and repairs 1,200.00	6,000.00
00108030 540404	BATTERIES All batteries including. Vehicle, portable radios, lifepacks SCBA, confined space equipment and thermal imaging camera 6 batteries for Engines 900.00 8 batteries for rescues 800.00 portable radio batteries 500.00 msc batteries 300.00	2,500.00
00108030 540406	REPAIR PARTS Parts to repair department tools, and minor equipment.	1,000.00
00108030 540501	BUILDING REPAIR MATERIALS Minor costs for building maintenance for all Fire Department buildings.	4,000.00
00108030 540509	JANITORIAL SUPPLIES Janitorial supplies for all stations and maintenance	5,000.00
00108030 540701	HAND TOOLS Purchases of tools and equipment for department apparatus fire nozzles 2,000.00 fittings 2,000.00 hand lights 500.00 other fire or rescue tools 500.00	5,000.00
	<b>Town Manager's Reductions</b>	<b>-22,100.00</b>
<b>TOTAL FIRE</b>		<b>7,980,770.00</b>

**POLICE DEPARTMENT**

Edward A. Charboneau, Chief of Police

**Mission Statement**

The mission of the North Kingstown Police Department is to ensure that police services are delivered in an effective and efficient manner - providing a quality of life for all residents and visitors that is free from the threat or fear of crime impacting their lives. Our goal is to accomplish this mission by employing contemporary methods and techniques, while remaining ever vigilant of the need to operate with the utmost regard for customer service.

**Department Description**

Fifty sworn personnel currently staff the North Kingstown Police Department: the Chief of Police and forty-nine officers of various ranks. Three of these officers are School Resource Officer's. Their positions had been previously grant funded but now are funded by the Town and the School Department. Support staff includes three full-time dispatchers, three part-time dispatchers, three secretaries, two clerks, one clerical assistant (part-time staff), one custodian and one mechanic. Animal Control and Harbormaster staffs include: one animal warden, one animal warden assistant, a full-time Harbormaster and two part-time Assistant Harbormasters. The Police Department operates from the police and fire headquarters building located at 8166 Post Road; the Animal Control Division operates from the Pound located at 395 Hamilton Allenton Road, and the Harbormaster from the patrol boat berth at the Town Dock located at the end of Main Street while maintaining an office at police headquarters. The Department uses and maintains a fleet of twenty-four vehicles, which log approximately 500,000 patrol miles each year. Vehicle configuration consists of twelve marked patrol vehicles equipped with moving radar units, and mobile data terminals, as well as nine unmarked vehicles. There are two vans for use by the Animal Wardens, and a patrol boat for use by the Harbormaster.

**2008-2009 Department Goals**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
G1. Respond effectively and efficiently to all calls for service.	Quality of Life Financial	Evaluate Quarterly
G2. Respond proactively to identified community public safety needs.	Quality of Life (Org. Development)	Evaluate Quarterly
G3. Maintain and improve upon contemporary programs and services including DARE, Bicycle Patrol, Senior Citizen Advocate	Quality of Life (Org. Development)	Evaluate Semi- Annually
G4. Emphasize employee development through critical evaluation, education, training and discipline	Org. Development	Evaluate Semi- annually
G5. Improve department equipment, systems and facilities	Org. Development	Evaluate Semi- Annually
G6. Maintain and improve customer service initiatives	Quality of Life Org. Development	Evaluate Quarterly
G7. Responded proactively to traffic enforcement needs and traffic management issues in the community.	Quality of Life Org. Development	Evaluate Semi- Annually
G8. Effective and efficiently investigate and prosecute all reported or known criminal offenses.	Quality of Life Org. Development	Evaluate Quarterly
G9. Continue to offer education programs to citizens that foster crime prevention awareness.	Org. Development	Evaluate Semi- annually
G10. Effectively and efficiently plan and organize to meet the public needs of seasonal community events and do so in a manner which preserves the quality of life of the residents of effected areas.	Quality of Life Org. Development	Evaluate Quarterly.

**WORK PROGRAM**

QUARTER	ACTIVITY
<p><b>FIRST QUARTER</b> (7/1/2008 to 9/30/2008)</p>	<p>G1: Response to calls for service Assignment of directed patrols to identified areas Administrative review of shift manning / scheduling / leave usage</p> <p>G2: Proactive response to public safety needs. Review of bus stops in preparation for new school year. Harbor Management plan development continues. Patrol coastlines, harbor, mooring fields, marina, and inspect moorings. Alcohol / Tobacco compliance enforcement. Senior Citizen Safety Plan / contacts.</p> <p>G3: Preparation and organization of DARE and School Resource Officers for upcoming school year. Bicycle Patrol to designated areas – Navy Drive, community outreach.</p> <p>G4: Employee Development In service training – RIMPA / Roger Williams College – L.E. Training Unit. Roll Call Training.</p> <p>G5: Department Equipment and Facilities Preparation of bid specifications for required purchases.</p> <p>G6: Review of customer service practices. Roll Call Training.</p> <p>G7: Assignment of target areas on weekly basis. Commercial Enforcement to Quonset / Davisville area, (403). T.E.A.R. assignments for identified locations.</p> <p>G8: Investigation and prosecution of crimes. Review of open and or pending investigations. Administer adult and juvenile court calendar, Juvenile Hearing Board.</p> <p>G9: Seatbelt Awareness Program (Click-t or ticket) Seatbelt safety / Car-seat programs.</p> <p>G10: Finalization of 4<sup>th</sup> July events. Wickford Art Festival Planning / Harbor Festival Richard Smith Castle – community events / traffic issues Post Rd.</p>
<p><b>SECOND QUARTER</b> (10/1/2008 to 12/31/2008)</p>	<p>G1: Response to calls for service Assignment of directed patrols to identified areas. Preparation for the close-down and winterization of harbor division equipment and boat.</p> <p>G2: Proactive response to public safety needs. Capital Improvement and Operating Budget – Police/Harbor/Animal Business / Commercial districts – assignments of extra patrols and attention.</p> <p>G3: DARE Graduations SRO programs.</p> <p>G4: Employee Development Firearms Instruction In-service training / Roll Call Training – ongoing.</p> <p>G5: Department equipment, systems and facilities. Specifications for the replacement of department vehicles.</p>

QUARTER	ACTIVITY
<p>THIRD QUARTER (1/1/2009 to 3/31/2009)</p>	<p>Mooring inspections – replacement as needed.  G6: Maintenance of customer service initiatives.  G7: Response to traffic enforcement (T.E.A.R.)  Assignment / Review of target areas – main arteries.  Holiday season – large parking lots, larceny from vehicles.  Operation Blue Rip-Tide / Click-it or Ticket.  G8: Investigation and Prosecution of Crimes.  Administer to adult and juvenile court calendar, Juvenile Hearing Board.  G9: Citizen education programs.  RAD for women, (Rape aggression defense techniques).  Crime Prevention – retail / business community / seniors.  G10: Planning and organizing community events.  October Hay rides / Wickford Festival of Lights.  Richard Smith Castle – seasonal / holiday programs.</p> <p>G1: Response to service calls.  Assignment of directed patrols in identified areas.  Applicable policy review and re-writes as necessary.  G2: Alcohol / Tobacco compliance checks.  Proactive response to public safety needs – directed patrols.  Final preparation of Operating Budget – all departments.  G3: DARE preparation for spring semesters.  Bicycle Patrol maintenance on equipment, preparations.  G4: Employee Development – employee evaluations  In-service training / Roll Call training continues.  Breathalyzer recertification (State mandate – January)  RI Harbor Master – recertification course, to include assistance HM.  G5: Department equipment, systems and facilities.  New vehicle received and outfitted for patrol use.  Mooring permits issued and reviewed.  Maintenance and inspection of moorings continues.  G6: Maintenance of customer service initiatives.  Review of lobby complaints – handling / reporting procedures.  G7: Traffic Enforcement continues – review / accident locations to enforcement locations.  G8: Investigation and prosecution of crimes.  Administer adult and juvenile court calendars, to include JHB.  G9: Child safety programs – seatbelt / fingerprinting.  Business community contact and correspondence.  Neighborhood watch contacts – refresh / prepare for spring-summer.  G10: Planning and organizing of community events.  Preparation for summer event including, Air Show, Art Festival, 4<sup>th</sup> July, Richard Smith Castle Events, (Harbor Festival).</p>
<p>FOURTH QUARTER (4/1/2009 to 6/30/2009)</p>	<p>G1: Response to calls for service.  Assignment of directed patrols to identified areas.  Patrol Boat preparations and launch for new season. (Patrols begin)  G2: Proactive response to public safety needs.  Roll Call training / In-service training continues.  G3: DARE and SRO Programs assist in closing out school year. Graduations and like ceremonies.</p>

QUARTER	ACTIVITY
	<p>Bicycle Patrols begin with deployment to specified locations.            Neighborhood Watch programs re-newed and begin new season.</p> <p>G4: Employee Development            Firearms Training – Arcadia facilities.</p> <p>G5: Equipment, systems and facility review for end of year.            Mooring maintenance continues – equipment replaced as needed.            RADAR equipment receive annual certification – contested court matters. To include like traffic equipment.</p> <p>G6: Maintenance of customer service initiatives.</p> <p>G7: Traffic enforcement – TEAR, Click-it or Ticket, Blue Rip-tide in response to increased traffic – school / summer release (University / seasonal summer traffic)</p> <p>G8: Investigation and prosecution of criminal offenses.            Administer adult and juvenile court calendars, to include JHB.</p> <p>G9: Child Safety Programs – Seatbelt safety            Bicycle Patrol – Navy Drive Community Outreach.</p> <p>G10: Planning and organizing community events.            Preparation for summer fall events – road races, parades, Autumn Hay Rides (Wickford), Smith Castle festivals and community events.</p>

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
<b>POLICE</b>					
Calls for Service	G1,7	32,192	30,000	38,000	40,000
Incident Reports	G1,2,8	2,713	2,700	2,500	2,750
Arrests	G1,2,7,8	901	900	850	975
Prosecutions	G1,2,7,8	6,133	6,500	6,000	6,200
Traffic Accidents	G1,7	1,127	1,200	1,200	1,100
Citations	G1,2,7	5,421	6,500	6,700	7,500
Miles Patrolled	G1,2,7	390,000	450,000	450,000	475,000
Education	G4	1228	2600	1800	1800
<b>ANIMAL CONTROL</b>					
Impounded	G1,2	258	230	250	250
PTS –Inj./Sick	G1,2	4	5	10	10
PTS-Euthanized	G1,2	5	10	6	9
DOA (Domestic)	G1	34	30	30	30
DOA (Wildlife)	G1	42	-	40	40
Calls for Service	G1,2	852	1000	900	900
<b>HARBOR</b>					

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Moorings Billed	G10	717	717	717	717
Com. Dock Billed	G10	35	35	35	35
Boat Patrol Hours	G1,2,7	825	825	825	825

YTD= July 1, 2007 through December 31, 2007

PTS= Put to sleep

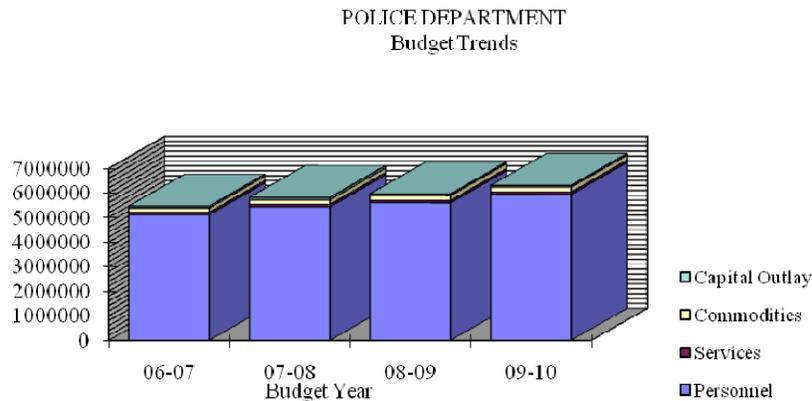
Source= North Kingstown Police Department Record Management System.  
Animal Control database and record books.  
Harbormaster database and miscellaneous records.

#### PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Chief of Police	1	1	1
Secretary	3	3	3
Clerks-Record .Div @PG-14	2	2	2
Mechanic	1	1	1
Custodians	1	1	1
Training Officer-Sergeant	0	0	1
Training Officer-Patrol Officer	1	1	0
DARE Program Officer	1	1	1
Captain – Administrative Div.	1	1	1
Captain – Operations Div	1	1	1
Captain – Prosecutions Bureau	1	1	1
Computer Services Sergeant	0	0	0
Detective Lieutenant	1	1	1
Detective - Juvenile Officer	1	1	1
Detective – Investigations	4	4	4
Lieutenants – Operations Div	3	3	3
Sergeants – Operations Div.	4	4	4
Patrol Officers	27	28	28
School Resource Officers	3	3	3
Dispatchers (Police)	1	1	1
Dispatchers (Municipal)	2	2	2
Animal Warden	1	1	1
Assistant Animal Warden	1	1	1
Harbormaster	1	1	1
<b>Total</b>	<b>62</b>	<b>63</b>	<b>63</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Clerical Assistant/Part-time	1	1	1
Dispatchers (Municipal) part-time	3	3	3
Assistant Harbormaster	2	2	2
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>Police</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$5,120,998	\$5,550,686	\$5,440,237	\$5,606,686	\$166,449	3.06%	\$5,943,087
<b>Services</b>	\$90,003	\$96,647	\$96,621	\$88,410	(\$8,211)	-8.50%	\$91,062
<b>Commodities</b>	\$179,463	\$181,174	\$183,600	\$199,650	\$16,050	8.74%	\$205,640
<b>Capital Outlay</b>	<u>\$67,693</u>	<u>\$91,610</u>	<u>\$92,500</u>	<u>\$63,000</u>	<u>(\$29,500)</u>	<u>-31.89%</u>	<u>\$64,890</u>
<b>Total</b>	<b>\$5,458,157</b>	<b>\$5,920,117</b>	<b>\$5,812,958</b>	<b>\$5,957,746</b>	<b>\$144,788</b>	<b>2.49%</b>	<b>\$6,304,679</b>



**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108040 510101	CLASSIFIED FULL TIME Salary for two (2) department employees Animal Warden (1), Assistant Animal Warden (1)	76,991.00
00108040 510107	OVERTIME Overtime wages for emergencies, callback for cleaning the building and feeding animals on holidays and while staff is on vacation, days off or sick leave. The department runs with two employees. The feeding and cleaning of the animals and building are a daily requirement resulting in the need for overtime.	6,000.00
00108040 524001	FICA	6,350.00
00108040 524302	RETIREMENT	9,786.00
00108040 524304	HEALTH INSURANCE	12,235.00
00108040 524305	DENTAL INSURANCE	1,215.00
00108040 524306	LIFE INSURANCE	321.00
00108040 524307	UNIFORM ALLOWANCE Uniform allowance for the Animal Warden and one Assistant Animal Wardens. Each employee receives \$300 per the CBA for a total of \$600.	600.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108040 530103	POSTAGE Postage for animal control correspondence. Animal control personnel have to send letters out periodically to people who have animals locked up or who may be involved in hearings for things like a vicious dog.	100.00
00108040 530203	VEHICLE REGISTRATION No funding requested this year.	8.00
00108040 530305	SOLID WASTE Trash pickup at pound - bid contract negotiated within the Department of Public Works. The amount is determined per the contract.	1,837.00
00108040 530604	MEDICAL SERVICES Medical coverage for employees -pre exposure vaccinations not covered by Medical insurances. These vaccinations are primarily for rabies. The cost to have the series of shots for rabies for one employee is \$175 and a booster is approximately \$50.00	300.00
00108040 531001	MOTOR VEHICLES MAINTENANCE & E Routine maintenance and repair for two (2) division vehicles. Both animal control vans have approximately 70,000 miles on them and this account allows for the police department mechanic to have sufficient funds to keep the vehicles in good working condition and to pay for any necessary repairs during the year. This account would pay for any parts that need to be replaced such as batteries, generators, alternators, transmissions etc.	1,200.00
00108040 531206	CONTRACTUAL SERVICES NOT OTHER Veterinary services for impounded animals. This account pays for veterinary care at the North Kingstown Animal Hospital. Increased veterinary costs and a historical review of actual expenditures were used to come up with the requested amount. Twelve months of animal care at an average cost of \$500. per month.	6,000.00
00108040 540101	OFFICE SUPPLIES Office and computer supplies for the pound. These supplies are purchased at the beginning of the fiscal year from central supply. The budgeted amount for this account is reflected below by category. Non paper and library \$7.06, Paper \$30.77 Clinic \$21.22, Administrative supplies \$41.97 Total \$101.02	150.00
00108040 540204	UNIFORM REPLACEMENT Replacement of uniform items damaged on duty. The animal control employees are dealing with animals every day including cleanup etc. This money needs to be on hand in case they damage any of their issued equipment such as jackets, shirts, pants or boots.	100.00
00108040 540302	ANIMAL FOOD Funding for this account is utilized for cat litter, dog and cat food for impounded animals. No increase.	3,500.00
00108040 540401	GASOLINE & DIESEL FUEL Fuel for two (2) division vehicles, which in total travel approximately 25,000 miles per year.	3,000.00
00108040 540403	TIRES Tires for two (2) division vehicles. Amount budgeted is the past cost of approximately \$67 per tire for 8 tires for \$600	600.00
00108040 540509	JANITORIAL SUPPLIES	850.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

Account Number	Description	Requested
	Pound cleaning supplies and toilet paper and paper towel supplies. Cleaning supplies necessary for sanitary purposes with having to maintain a clean building and animal cages. These supplies are purchased from central supply at the beginning of the fiscal year. Custodian General \$511.53 Custodian Chemical \$129.30 Custodial Paper \$170.62 Total \$811.45	
00108040 540801	COMMODITIES NOT OTHERWISE CLASS	500.00
	Rabies clinic expenses, specialized equipment, water bowls and other unexpected or anticipated expenses.	
00108060 510103	UNCLASSIFIED FULL TIME	48,321.00
00108060 510104	UNCLASSIFIED PART TIME	8,500.00
00108060 510107	OVERTIME	1,200.00
	Funding for the staff position to the Harbor Management Commission	
00108060 524001	FICA	4,440.00
00108060 524302	RETIREMENT	6,145.
00108060 524304	HEALTH INSURANCE	4,503.00
00108060 524305	DENTAL INSURANCE	295.00
00108060 524306	LIFE INSURANCE	165.00
00108060 530103	POSTAGE	850.00
	Harbor Division correspondence and billing. The Harbor Division is expected to send out the following correspondence during FY 09: Mooring bills 800, Stickers 800, Commercial Fisherman notices 100, Harbor Management Packaged (7-10) per month at cost of \$15 each, Wait List 200 – some of which require certified mail, Follow up letters 200, Various mailings, notices and correspondence 200.	
00108060 531003	COMMUNICATIONS MAINTENANCE	1,060.00
	Radio equipment maintenance and repair, cellular telephones. For FY 09 the following is expected for the Harbor division. Cell phone technology (3 employees)-\$810 Radio maintenance \$250	
00108060 531005	BOATS & EQUIPMENT MAINTENANCE	2,300.00
	Maintenance and repair of division boat & equipment. Based upon the maintenance schedule to insure longevity of equipment, the following is expected for FY 09: Oil changes \$900, Motor Service \$800, Replacement costs \$600.	
00108060 531206	CONTRACTUAL SERVICES NOT OTHER	2,950.00
	Miscellaneous services from local boat yards including removal of abandoned boats, maintenance of four transient moorings and seven speed buoys. Training for Division staff including part-time employees. Reimbursement need for HM for use of private vehicle @ Town mileage rate. For FY 09: Mooring service (5) \$1,350 Speed buoys (7) \$1,200, Mileage reimbursement (.485) \$400 – Total \$2,950.	
00108060 540102	PRINTED FORMS	450.00
	Printing of mooring stickers, boarding forms, mooring inspection forms, violation notices and informational brochures. For FY 09: Printing Mooring stickers \$300 Other printing \$150	
00108060 540204	UNIFORM REPLACEMENT	300.00
	Replacement and issue of uniforms for personnel (3) may include rain gear and related equipment.	
00108060 540401	GASOLINE & DIESEL FUEL	4,000.00
	Fuel and oil injection additive for patrol boat. Based upon history of account, patrol hours and anticipated increase of fuel costs the following is submitted for FY09: \$900. fuel / Oil per month – four months of operation. Total of \$4000. – increase of \$400.	
00108060 540406	REPAIR PARTS	300.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	This account pays for tools, dock repairs and life rings for a total for FY 09 of \$300. No increase sought for this account.	
00108060 540407	PAINT & EMBLEMS	200.00
	This account is used to power wash and paint the patrol boat and replace markings prior to putting the boat back in the water.	
00108060 540505	SIGNS & MARKERS	300.00
	Replacement and purchase of new signs and markers on docks, buoys, welcome signs and brochures.	
00108060 540801	COMMODITIES NOT OTHERWISE CLASSIFIED	150.00
	Batteries, flashlight, hand tools and miscellaneous supplies needed such as rope.	
00108060 550701	OTHER CAPITAL OUTLAY	0.
	No funding requested in this account. Replacement plan will include potential replacement of boat and boat motor (five year plan) in FY2013.	
00108120 510101	CLASSIFIED FULL TIME	3,029,510.00
	Salaries for all department employees, excluding Chief of Police and part-time personnel.	
00108120 510102	CLASSIFIED PART TIME	79,708.00
	Wages for part-time clerical position (+21 hrs a week). Wages for (3) part-time dispatcher positions, which were previously categorized as non-classified. Part-time dispatchers work (16) hours per week.	
00108120 510103	UNCLASSIFIED FULL TIME	85,528.00
	Salary for the Chief of Police	
00108120 510104	UNCLASSIFIED PART TIME	4,000.00
	Wages for part-time Community Service Officers (CSO) and police matrons. Police matrons are unclassified on call females who are trained to search and observe female prisoners. They are paid an hourly rate, no benefits. CSO's are civilian traffic officers who are normally paid by the companies who hire them for traffic safety. This account is used when a CSO is paid for a civic detail, such as fireworks.	
00108120 510107	OVERTIME	350,000.00
	This account pays overtime wages for all employees. The patrol division of the police department has a minimum manning requirement for each shift. 1 <sup>st</sup> and 3 <sup>rd</sup> shifts are required to maintain a minimum of four patrol officers and one supervisor at all times. 2 <sup>nd</sup> shift is required to have a minimum of five patrol officers and one supervisor at all times. Anytime a vacancy is created due to any type of leave or training, this position is filled at an over-time rate for that vacancy. This account is also used to cover the over-time associated with training and back fill of vacancies (OT) created from training or schools. Other over-time use may include deployment of Bike Patrol or use of Honor Guard, covering of vents such as election polls, security details related to a dignitary. The operation of the TEAR program is also funded from this account.	
00108120 510201	COURT FEES	30,000.00
	When police officers are required to be present as witnesses in any of the following courts-Federal, Superior, District, Family or R.I Traffic Tribunal they are paid overtime (Contractual 4 hour minimum) for their appearance unless they are already scheduled to work.	
00108120 510202	HOLIDAY PAY	166,546.00
	Holiday wages for police personnel per collective bargaining agreement. FY09 includes a three percent (3%) contractual increase.	
00108120 524001	FICA	282,796.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

Account Number	Description	Requested
	FICA Base: 241,751., Holiday OT (FICA): 12,740., Overtime (FICA) 28,305.	
00108120 524302	RETIREMENT	616,012.
00108120 524304	HEALTH INSURANCE	612,875.00
00108120 524305	DENTAL INSURANCE	48,654.00
00108120 524306	LIFE INSURANCE	9,140.00
00108120 524307	UNIFORM ALLOWANCE	75,600.00
	Contract required Uniform Allowance for 49 current police officers and 2 current support staff (mechanic and custodians), and the Chief of Police.	
00108120 524401	TUITION & FEES	48,000.00
	Payment for tuition, books, supplies and fees for officers enrolled in college law enforcement degree programs RIGL 42-28.1 State mandate. Potential amount is based on estimates submitted by 18 officers indicating their intentions to continue their education. The total number of classes (Undergraduate and Graduate) is approximately 53 at an average cost of \$1,100, plus the costs of text books and fees, for a potential cost of \$58,300. Budgeted amount is lowered in an effort to account for those persons who actually participate in the program.	
00108120 524403	ASSOCIATION DUES	850.00
	Professional association dues for r the Chief of Police, Training Officer, Firearms Instructors, Detectives (Fraud Investigator Assn.), and National Academy Graduates. Police Chief / IACP 200., Chief Secretary Assoc. 25., RAD (4) 200., RI Crime Lab 30., Bike Patrol 50., NESPIN 100., IACP Net 200., FBI National Academy 50.	
00108120 524404	CONFERENCES/MEETINGS	1,000.00
	Attendance at professional meetings and conferences by Chief of Police and other administrative staff. (Chief of Police Conference)	
00108120 524405	TRAVEL AND EXPENSES	1,500.00
	Mileage reimbursement for court appearances, training and other necessary use of personal vehicles – bridge tokens, tolls and parking fees. Mileage rate .485, Wakefield (Court) \$9., Providence (Court) \$13. – computed as a set rate for round trip.	
00108120 524408	TRAINING	15,000.00
	Funding for in-service training for all department employees. The funding in this account pays for the fees that are charged by various training institutions. Officers are trained as trainers and return to department to instruct fellow officers in a particular subject, such as handcuffing, weapons qualifications, EVOC – emergency vehicle operation course, tactical training. Costs in this account also reflect re-certification and maintenance in the specific areas of training – maintaining proficiency level.	
00108120 530103	POSTAGE	2,750.00
	Postage fees for department correspondence.	
00108120 530203	VEHICLE REGISTRATION	25.00
	The department pays \$5 to the registry for transfers but there is no charge for new cars and they have lifetime registrations.	
00108120 530305	SOLID WASTE	5,775.00
	Trash pickup at headquarters. The trash pickup is awarded via a bid contract handled by Public Works.	
00108120 530604	MEDICAL SERVICES	3,000.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Annual physicals for dept employees - physical exams for dept applicants and new hires. This account is also used to pay for any job related counseling or fitness for duty evaluations that may be necessary during the course of the year. This account also pays a yearly recurring fee of approximately \$100 for an officer who retired with a job related eye injury.	
00108120 530605	RECORD MAINT DATA PROCESSING	31,000.00
	Repair and replacement of computer equipment, non-staff technical and/or diagnostic support as needed. Computer supplies i.e. paper, printer cartridges, and ribbons. Service fees IACP NET, maintenance costs for RMS / CAD Software as well as mobile data and message switch software. For FY09 anticipated costs: WB MASON Toner / Cartridges \$4,500.; Battery Backups \$1,200.; IMC Maintenance Contract \$12,100.; Miscellaneous computer supplies \$4000. Hardware support maintenance contracts \$4,500. (Mobile Data Terminals – 13, Laptops – 3); ISI (Security Cameras In/Outside facility); Record management (Support and Maintenance of Old systems).	
00108120 530704	OTHER RENTALS	3,000.00
	This account is used to pay for a consultant from Law Enforcement Consultants in Newport to author, proctor and correct promotional tests for officers testing for the ranks of Sergeant, Lieutenant and Captain. FY09 will require two exams, one each for the rank of Sergeant and Captain. At a cost of \$1,500. each for a total of \$3000.	
00108120 531002	CONSTRUCTION & OPERATING EQUIP	450.00
	Maintenance and repairs for department equipment, vacuum cleaners, etc. FY09 will call for the replacement of custodial equipment – vacuum.	
00108120 531003	COMMUNICATIONS MAINTENANCE	23,500.00
	This account pays for maintenance and repair for our radio system. We have two dispatch consoles at HQ where all emergency police dispatch is handled. We also have approximately 65 police radios, which we pay to maintain including battery and part replacement. We have 10 Nextel phones for detectives and supervisory staff, which carry monthly bills. We pay \$2500 a year for our share of the town's Code Red Emergency notification system. We also pay a user fee for a program called Accurint, which our detective division uses for investigations. Language Line Interpretation Services (50. month) \$600.; Cyber Communications (Portable repairs) \$3000.; Service Contract Cyber Communications (dispatch console) \$655.; Nextel phones (500. month) \$6000.; IKON Office / Service contracts \$300.; Battery (APC) replacements \$500.; Verizon (MDT) connections (IP addresses) \$750. per month (X 12) \$9,000.; miscellaneous expenses (connections, cords, wiring) \$1,500.	
00108120 531004	OFFICE EQUIPMENT MAINTENANCE	1,500.00
	FY09 will include \$125. to Pitney Bowes to maintain automatic postage machine. Typewriter replacement (parts / maintenance) \$500.; postal repair and upgrade \$300.; Detective Division equipment maintenance (breathalyzer, Livescan – fingerprints), copy machine (records), records shredder.	
00108120 531206	CONTRACTUAL SERVICES NOT OTHER	11,000.00
	Arbitration expenses, notary public renewals, Department of Health evidence processing fees, fingerprint processing fees (State Mandate). It is anticipated, based upon previous history that the Police Department will incur fees for fingerprints related to: childcare, nursery school employment, DCYF adoption and foster care, group home and residential care (Prospective Corp), home day-care agencies, RI Training School. This procedure, mandated by law, is at a cost of \$30 per fingerprint card (person) at no cost to the individual applicant. Approximately 300 persons will be processed in FY09 at a cost of \$9,000. alone.	

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108120 540101	OFFICE SUPPLIES General office supplies and materials. FY08 included Central Supply order of \$600.; WB Mason office supplies – toner cartridges, pens, pencils, file folders, ink cartridges, typewriter ribbons, and miscellaneous office supplies \$3000. Due to the need to replace office furniture account reduced to \$4,200. with balance of \$1000. moved to Office Equipment and Furniture.	4,200.00
00108120 540102	PRINTED FORMS Printing of department envelopes, stationary, manuals, forms and community notification(s). During FY 09 we will purchase police department stationary, letterhead, accident reports, walk in lobby complaints, no parking signs, and other forms used during the year. Printed forms also include training manuals for all personnel – as needed. The account is also utilized to fund State mandated ads in our local papers for Level III Sex Offenders.	2,500.00
00108120 540106	PRINTING & DUPLICATING SUPPLIES Police Department photography supplies, video supplies and processing. Payment for transcribed video tape, recorded interviews of defendants, victims, witnesses involved in major cases. Account also utilized to duplicate above materials or like materials for legal defense council as part of criminal discovery process.	1,500.00
00108120 540108	BOOKS & PUBLICATIONS Annual Rhode Island General Law supplements, recent court decision bulletins, physician's desk reference, and professional publications. Lexis Nexis \$1,700.; Providence Journal \$125.; SRT News / Independent \$60.; MYRON / Misc. \$400.; NKHS \$60.; New England Blue Book / LE Directory \$55.; Physicians Desk Ref / Drug manuals \$225.; Detective references and publications \$300.	4,000.00
00108120 540205	PERSONAL EQUIPMENT-TOWN ISSUE This account is used for police academy uniforms, initial issue uniforms and associated equipment for newly hired police officers, uniforms for community service officers, honor guard and bike patrol. Initial issue gear include: uniforms, jackets (winter and summer), ties, rain jacket, gun belts, shoes and hats, bullet proof vest, badges and name tags. It is anticipated that at least one new hire (replacement) would be needed for FY09 to cover potential retirements. This account is also used to pay for equipment damaged in the line of duty. FY 09 will require replacement of Bullet Proof Vests (contractual agreement), approximately 45 vests, approximately \$600. x 45 for \$27,000. of which 50% is reimbursed via Federal Funds. Therefore the account is being increased by \$3000. to cover the vest replacement. Additional replacement will be held to bare minimum.	15,000.00
00108120 540301	PRISONER FOOD Food for prisoners being held at headquarters, advance for meals for employees traveling on duty assignments and training assignments.	600.00
00108120 540307	AMMUNITION Ammunition and supplies for firearms training and qualifications as required by RIGL 11-47-17.1 (State Mandate). This account is used to purchase all of the department's ammunition including the handguns, shotguns and patrol rifles. We are required to issue ammunition to each officer and stock each police car with ammunition. This account is also used to purchase ammunition for police academy recruits to train at police academy (2000 rounds per recruit). Police Department personnel train twice yearly.	8,500.00
00108120 540310	MEDICINES & DRUGS	200.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108120 540312	<p>Emergency medical equipment, Gunshot wound kits (2), HIV protective equipment biohazard protection and cleanup – maintained within police vehicles. Equipment evaluated and checked for expiration, replaced as needed.</p> <p><b>MEDICAL SUPPLIES</b></p> <p>Biohazard materials and equipment from North Kingstown Central Supply and first aid kits for patrol vehicles (12), rubber gloves for prisoner handling and processing of crime scenes.</p>	500.00
00108120 540401	<p><b>GASOLINE &amp; DIESEL FUEL</b></p> <p>Gasoline for department's fleet of vehicles. Proposed increase due to a historical review of actual expenditures and an actual increase in the price of fuel. In addition there are more police vehicles on the road due to the TEAR and Blue Riptide programs. FY07 indicated gasoline usage of 39,648 gallons. Calculating at an average price per gallon of 2.63 FY 09 budgeted amount is \$104,274.</p>	104,000.00
00108120 540402	<p><b>LUBRICANTS</b></p> <p>We purchase motor oil for our fleet of 23 vehicles. We order approximately 240 gallons of oil at \$5 per gallon for a budget of \$1200</p>	1,200.00
00108120 540403	<p><b>TIRES</b></p> <p>Regular and snow tires for department fleet, disposal fees. For FY 08 we will replace approximately 94 tires. The price is approximately \$90 per tire – pursuit rated tires.</p>	8,500.00
00108120 540406	<p><b>REPAIR PARTS</b></p> <p>Repair and replacement of parts and glass for department vehicles. For this account it is very difficult to specify what the funds ill be spent on – other than motor vehicle parts and associated equipment related to repairs. The marked police cars are utilized 24 hours a day and driven under emergency conditions during emergency response situations. This money is spent on replacement of many items including but not limited to: wiper blades, brake pads and rotors, starters, alternators, batteries, tie rod ends, steering shafts, rear axles, front cross frames, transmissions and engines. The number of vehicles replaced has been reduced, raising the mileage on the fleet. In turn this has increased the frequency of certain repairs.</p>	36,000.00
00108120 540505	<p><b>SIGNS &amp; MARKERS</b></p> <p>Reflective marking tape and lettering for department vehicles. This will be a cost of \$550 for each vehicle. It is anticipated that three marked police vehicles will need such service.</p>	1,650.00
00108120 540508	<p><b>ELECTRICAL SUPPLIES</b></p> <p>No funding being requested.</p>	0.00
00108120 540509	<p><b>JANITORIAL SUPPLIES</b></p> <p>Cleaning supplies for headquarters and vehicles, paper towels and toilet tissue, cleaning of cell blankets. The custodian is responsible for the cleanliness of the police station and the police vehicles. The account is used to purchase tools he or she needs to complete that task. The account is also used to purchase bulbs and lighting for the police building. FY08 expenses included \$25.09 custodial electrical, \$979. custodial general, \$234. custodial chemical, \$1003. custodial paper, \$88 custodial clinic, \$508 cleaning linen (prisoner blankets), Wickford Lumber miscellaneous supplies.</p>	5,200.00
00108120 540703	<p><b>FIREARMS</b></p> <p>Repairs, as needed, for dept firearms and equipment purchase of replacement weapons. Account will reflect repair and maintenance of department TASERS.</p>	1,600.00
00108120 540801	<p><b>COMMODITIES NOT OTHERWISE CLASS</b></p>	4,500.00

**ZERO BASED BUDGET  
POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Flares, evidence tags, evidence bags and containers and envelopes, fire extinguishers and recharges (facility and vehicles), and radar units recalibrated \$900. each year. This account is used for other accounts that have run over and or become under funded due to unanticipated changes in costs. Other expenses have included video equipment repairs (facility), patrol cameras – replacement/repairs.	
00108120 550301	OFFICE EQUIPMENT AND FURNITURE	1,000.00
	Replacement and repair of ageing office furniture including chairs, filing cabinets, desks and other miscellaneous.	
00108120 550401	VEHICULAR EQUIPMENT	84,000.00
	4 patrol vehicles @ \$21,000 each	
	<b>Town Manager's Reductions</b>	<b>-66,050.00</b>
<b>TOTAL POLICE</b>		<b>5,957,746.</b>

## ***PLANNING AND DEVELOPMENT***

Jonathan J. Reiner, Director

**Mission Statement-** The overall mission of the Department of Planning and Development is to facilitate change within the vision of the community; to assist the community in developing its vision; and to insure the protection and balance of land use regulations and quality of life.

The Department of Planning and Development is the Town's primary center for short and long range planning. The Department's staff provides planning, administrative and technical support to the Planning Commission, Zoning Board of Review, Historic District Commission, Community Development Program Advisory Committee, and Conservation Commission. In addition, the Department provides assistance to other Town boards such as the Harbor Management Commission, the Affordable Housing Task Force, and the Wickford Plan Committee. Staff support to these various boards and commissions typically includes providing staff reports, project summary's, project recommendations, drafting meeting agendas, meeting minutes, decisions, scheduling, and record keeping. The Department of Planning and Development has an important day-to-day role in providing information to the public concerning land use, zoning and other Town regulations, flood hazard areas, demographics, and open space.

The Planning Department is responsible for reviewing land development plans. During the past fiscal year the Planning Commission and Planning Department granted approvals for 87,000 square feet of commercial space, final approval for 60 new cluster/conservation design units, 88 new affordable housing units, 3 conventional lots, and 9 Administrative Subdivisions. In addition, approximately 23,000 square feet of industrial space received approval, all of which was located in the Quonset Business Park. This does not include parcels that are leased by the State in the Quonset Business Park.

The Department of Planning and Development prepares the Town's application for the Community Development Block Grant Program and Certified Local Government (CLG) funds. The Department prepares all applications for open space preservation, many recreation improvement projects, as well as other environmental preservation measures for the Town. This year the Department's work on grant applications has awarded the Town with funding for the following projects: two separate grant awards of \$250,000 and \$125,000 from the Rhode Island Department of Environmental Management's (DEM) Agricultural Land Preservation Commission to purchase the development rights of two key properties, \$15,000 from a Statewide Planning Challenge Grant for the continued implementation of the Post Road Corridor Plan with the specific objectives of establishing a Transfer of Development Rights (TDR) Credit Bank and for the evaluation and rewrite the Land Development Review Process, and \$248,713 targeted for the Community Development Block Grant. The Department is also serving as the fiscal agent for Grow Smart Rhode Island for a \$65,000 State Planning Challenge Grant.

During FY08, the Department completed the 5-year update to the Comprehensive Plan, as well as, moving towards implementing the necessary zoning ordinance changes recommended in both the Post Road Corridor Plan and the Town's Affordable Housing Plan. The Department has also been involved with improvements to Davisville neighborhood and is working to implement the Davisville Neighborhood Revitalization Plan. As part of the Davisville Revitalization the Department completed a preliminary report on improving water quality in Saw Mill Pond and additional improvements to Yorktown Park. The Department also assisted with several special projects such as the development and implementation of plans for Wickford sidewalks and the reconstruction of Main Street, as well as the review of several development plans within the Quonset Business Park and the Quonset Gateway project. The Department is also responsible for monitoring the number of affordable housing units in the Town. As of April 6, 2007, there were 857 low and moderate-income housing units in North Kingstown, constituting 8.18 percent of the total housing units.

The Department of Planning and Development, working in collaboration with the Town Manager's office assisted in purchasing the development rights on the Delvecchio property, protecting over 40 acres of land in the Quidnessett area. The Planning Department is also actively working with the Town Manager's office, the Water Department and the Land Conservancy of North Kingstown on open space protection for over

500 acres of land throughout the Town through the purchase of development rights and outright acquisition.

The Planning Department assists the Planning Commission and Town Council with the implementation of the North Kingstown Comprehensive Plan. The Town Council and Town Manager are also provided with direct staff assistance on selected matters related to land use.

**2008/2009 DEPARTMENT GOALS**

<b>Goals</b>	<b>Vision reference</b>	<b>Timeframe</b>
Goal 1. Complete Comprehensive Plan 5-year Update	Vision	July-June
Goal 2. Administer and Update Town Regulations	Vision	July-June
Goal 3. Comprehensive Plan implementation including Affordable Housing, Wickford, Harbor Management Plan and Davisville Plans	Vision, Quality of Life, Environment, Eco Dev	July-June
Goal 4. Farmland and Open Space Preservation	Vision, Economic Development	July-June
Goal 5. Growth Center Designation and Implementation	Vision, Environment, Economic Development	July-June
Goal 6. Post Road Corridor Plan Implementation	Vision, Economic Development	July-June

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Goal 1 –Make final changes to Comprehensive Plan 5-year update as required by Statewide Planning; Goal 2 – Develop and adopt land development project process; Goal 3 – Continue to implement affordable housing strategies; develop Hazard Mitigation brochure; Calf Pasture Point trail/parking lot construction; Implement Saw Mill Pond preliminary study; Begin process with QDC regarding updating Master Plan; Goal 4 – Finalize priority listing for open space preservation; Goal 5 – Submit Growth Center designation to State; Wickford to Quonset bikeway design review with RIDOT; Goal 6 – Continue public outreach and workshops for implementing Post Road Corridor Plan; continue with facilities planning efforts for Post Road sewer infrastructure.
SECOND QUARTER (10/1/08 to 12/31/08)	Goal 2 – Review and implement Hazard Mitigation Plan; Goal 3 –Initiate CDBG process; Quonset Master Plan updates ongoing; Implement Saw Mill Pond preliminary study; Consider the adoption of environmental and energy efficiency standards, such as the LEED program; Goal 4 – Farmland and open space development rights acquisition ongoing; Goal 5 – Apply for Growth Center designation for Post Road Growth Centers; Goal 6 – Prepare a business marketing brochure for the Town target Post Road Corridor redevelopment; Form a municipal sewer district to handle the wastewater needs of the Post Road Corridor.
THIRD QUARTER (1/1/09 to 3/31/09)	Goal 1 – Print and Distribute 5-Year update to the Comprehensive Plan; Amend the Zoning Map so that it is consistent with all recommendations of the Land Use Element; Goal 2 – Implement Hazard Mitigation Plan; Goal 3 – Adopt storm water management regulations; Complete CDBG and Revitalization Plan application; Prepare inventory of affordable housing, subsidized and non-subsidized; Complete public Goal 4 – Farmland and Open Space Preservation ongoing; Goal 5 – Receive Growth Center designation and review next steps for Post Road Corridor Plan

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/09 to 6/30/09)	<p>implementation; Goal 6 – Identify target sites for redevelopment along Post Road. Produce planning and site design recommendations for the identified sites.</p> <p>Goal 2 – Continue implementation of Hazard Mitigation Plan; Goal 3 – Design improvements for water quality restoration for Saw Mill Pond; Review goals and implementation schedule of Comprehensive Plan with Planning Commission, select priority projects; Goal 4 – Farmland and Open Space Preservation ongoing; Develop regulations to protect the Town’s river corridors, surface waters, wetlands, freshwater and saltwater features by establishing undisturbed setbacks; Goal 5 – Begin next phase of Post Road Corridor implementation; Goal 6 – Identify commercial and industrial land where adequate infrastructure and services are available or are scheduled for improvement or provision.</p>

**PERFORMANCE MEASURES**

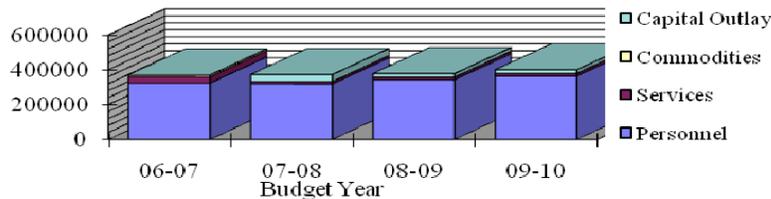
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Admin Subdivisions		17	19	10	10
Pre-applicant		7	7	5	5
Master plans		0	5	3	3
Preliminary		9	9	3	3
Final		9	8	5	3
Comprehensive Permits			4		
PreApplication		3	0	3	4
Master Plan		2	0	3	3
Preliminary		0	0	2	3
Final Plan		0	0	4	4
Comprehensive Amendments	Plan	2	0	2	2
Zone amendments		5	4	4	4
Land dev plans		19	18	12	12
ZBR variances		15	33	15	12
ZBR special use		25	21	15	15
ZBR appeals		5	2	5	5
Zoning Modification		0	2	2	0
Historic District Comm		50	45	25	45

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Director of Planning & Development	1	1	1
Principal Planner	2	2	2
GIS Manager	.20	.20	.20
Principal Planner (100% water)	.67	0	0
Clerk II	1	1	1
<b>TOTAL PLANNING</b>	<b>4.87</b>	<b>4.20</b>	<b>4.20</b>

Planning & Economic Development	Expenditures Last Year 06-07	Projected Expenditures through 6/30/08	Adopted Budget Current Year 07-08	Proposed Budget Next Year 08-09	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 09-10
Personnel	\$324,258	\$256,806	\$319,222	\$343,572	\$24,350	7.63%	\$364,186
Services	\$36,759	\$12,886	\$12,814	\$13,795	\$981	7.66%	\$14,209
Commodities	\$9,431	\$841	\$811	\$1,096	\$285	35.14%	\$1,129
Capital Outlay	\$0	\$39,504	\$40,000	\$20,000	(\$20,000)		\$20,600
<b>Total</b>	<b>\$370,449</b>	<b>\$310,037</b>	<b>\$372,847</b>	<b>\$378,463</b>	<b>\$5,616</b>	<b>1.51%</b>	<b>\$400,124</b>

PLANNING AND DEVELOPMENT  
Budget Trends



**ZERO BASED BUDGET  
PLANNING DEPARTMENT**

Account Number	Description	Recommended
00109010 510101 -	CLASSIFIED FULL TIME Secretarial Staff for the Planning Department and Boards and Commissions	\$39,988
00109010 510103 -	UNCLASSIFIED FULL TIME Salary for 3 principal planner and 1 planning director	\$195,904
00109010 524001 -	FICA	\$18,046
00109010 524302 -	RETIREMENT	\$29,982
00109010 524304 -	HEALTH INSURANCE	\$37,074
00109010 524305 -	DENTAL INSURANCE	\$3,125
00109010 524306 -	LIFE INSURANCE	\$675
00109010 524403 -	ASSOCIATION DUES Membership in NIDA at \$100 per Membership. Membership and professional certification in the American Planning Association for four professional members of the Planning Department staff. Dues are \$310 for one Principal Planner, \$306 and \$280 for two Principal Planners and \$385 for the Planning Director. Membership for rails to trails \$15. Membership for Congress for New Urbanism for one planner \$225.	\$1621

**ZERO BASED BUDGET  
PLANNING DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00109010 524404 -	CONFERENCES/MEETINGS To pay for the cost of professional development conferences approx. 6 conferences at \$40 per one day conferences equals \$240 total. \$800 for four planners attending APA regional conference at \$200 per person for the two-day conference.	\$1040
00109010 524405 -	TRAVEL & EXPENSES The amount requested is based upon a roundtrip to Providence at 44 miles per trip, estimating 2 trips per month per employee, 4, multiplied by the mileage rate, \$.505, for the Town multiplied by twelve months equals \$2134.	\$2134
00109010 530801 -	LEGAL ADS Funds required for Comprehensive Plan public hearing updates as well as changes to the Subdivision Regulations and the Zoning Ordinance based upon an average publication rate. Ads for two months totaled \$102.96 multiplied by 6 months equals \$618. Additional advertising will be required for Transfer of Development Rights zoning changes.	\$618
00109010 530804 -	OTHER ADS Ads for items such as: other non-legal ads based last year's rates of the CDBG yearly ads at \$150 yearly flood insurance ads at \$132 and \$15	\$297
00109010 530805 -	REPORTS 20 copies of Comprehensive Plan @\$30 per copy. 20 copies of facilities report at \$10 per copy.	\$800
00109010 531004	OFFICE EQUIPMENT MAINTENANCE Building and permit tracking software, and maintenance agreement for two ArcView software licenses	\$4,900
00109010 531203 -	SUBSCRIPTIONS Subscriptions including: North East Independent at \$25 per year Providence Business News at \$89 New Urban News at \$79 per year Providence Journal at \$125 per year Zoning Practice Reports \$65, APA Planning Advisory Service \$745 per year.	\$1130
00109010 540101 -	OFFICE SUPPLIES Office supplies such as: Business Cards at \$35 per order x 2 equals \$70; printer imaging unit for \$740; additional memory for printer \$700.	\$1,510
00109010 540108	BOOKS & PUBLICATIONS Purchase of new APA publications	\$150
00109010 550301	OFFICE EQUIPMENT AND FURNITURE New fax machine at \$100	\$100
00109010 550801	SPECIAL PROJECTS \$30,000 is being requested for continuation of the study for sewers in the Post Road Corridor and zoning amendments for the same area.	\$30,000
00109020 510107 -	OVERTIME Overtime for secretarial staff for Planning Commission based upon an overtime hourly rate of \$30 multiplied by an estimated 28 meetings, times 4 hours per meeting.	\$3,360
00109020 524001 -	FICA for Planning Commission secretary	250.00
00109020 530801 -	LEGAL ADS Legal ads for Planning Commission public hearings Expected 8 legal ads at approximately \$25 each.	\$200
00109020 540101 -	OFFICE SUPPLIES	\$96

**ZERO BASED BUDGET  
PLANNING DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Tapes for meetings \$80.	
	Blank CD's for reports, 2 packages @ \$7.96 per package equals \$15.92.	
00109030 510107 -	OVERTIME	\$2,340
	Overtime for Zoning Board secretary at approximately \$30 per overtime hour for 3 hours per meeting for approx 26 meetings.	
00109030 524001 -	FICA for Zoning Board secretary	175
00109030 531206 -	CONTRACTUAL SERVICES NOT OTHER	\$7,200
	Stenographer for zoning board meetings at \$300 per meeting for 24 meetings per year equals \$7,200	
00109030 540101 -	OFFICE SUPPLIES	\$80
	Tapes for meetings \$80.	
00109040 510107 -	OVERTIME	\$1,800
	Secretary for Historic District commission at approximately \$30 per hour for 12 meetings per year, with approximately 5 hours needed for meeting attendance and preparation of meeting minutes	
00109040 524001 -	FICA for Historic District Commission secretary	150
	<b>Town Manager's Reductions</b>	<b>-12590.00</b>
<b>TOTAL PLANNING</b>		<b>378,463.00</b>

## ***PUBLIC WORKS***

Phil Bergeron, Director

**Mission Statement**- Maintain and improve roadway infrastructure, Town buildings and facilities and other public assets through responsible fiscal measures, efficient asset management and priority based programming. Provide responsive public service through improved inter-department communication and cooperation. Provide an affordable and reliable solid waste disposal option, and a curbside recycling collection program that promotes recycling, reduces household waste and diverts solid waste from the State Central Landfill. Continue to support the development of a town-wide geographic information system. Improve and promote job safety and job ethics with all Department employees.

### **ADMINISTRATION**

This Division is made up of the Department Director, Facilities Project Engineer and a Public Works Program Coordinator.. The Division is responsible for the overall operation of the Public Works Department including policy and personnel decisions, purchasing, budgeting, research, supervision, record keeping, resident inquiries, and public notifications. In addition, the Facilities Project Manager is responsible for the design, bidding and project oversight on all Town and School capital improvement projects.

### **HIGHWAY**

This Division is responsible for maintaining and improving the Town's infrastructure (roads, dams, drainage, bridges), responding to resident's inquiries, street sweeping, snow plowing, tree trimming and brush cutting, catch basin cleaning, sign making, vector control and other responsibilities which involve heavy and light equipment operations. This division is comprised of 17 employees.

### **ENGINEERING**

This Division is headed by the Town Engineer and staffed by two engineering assistants, and a secretary. Responsibilities of this division include subdivision review, highway and drainage improvement design, responding to resident inquiries, plat map updates, ACAD computer mapping, preparation of bid specification, project supervision and management, deed and title research, road excavation permit tracking, and staff support to the Department Director. Other Division responsibilities include construction inspection of new subdivisions and related public improvements, bridge inspections, overseeing contract work of professional consulting engineers and surveyors, updating and prioritizing road projects through a pavement management program, and managing the Town's Tree Ordinance by coordination with the Town's Tree Warden as well as tracking all removal and trimming of Town trees.

### **SOLID WASTE/RECYCLING/TRANSFER STATION**

The Transfer Station operates with a staff of two full-time employees, a Transfer Station Foreman and one clerical employee. Clerical staff employees from other DPW Divisions are also used during working hours and on Saturdays. The Public Works Department is in its ninth year of a "pay-as-you-throw" solid waste collection and disposal program. The Town continues to provide a maximum recycling curbside program, recycling containers and a composting operation at the Transfer Station. The pay-as-you-throw program resulted in a significant increase in the Town's recycling tonnage and a significant decrease in household tonnage sent to the State Central Landfill. As a result of this program, the Town of North Kingstown has achieved the one of the highest landfill diversion rates in the state, currently at 36%. (36% of the Town's overall solid waste is not placed in the Central Landfill) and the highest recycling rate in the state, currently at 32.7%. The Town's Transfer Station continues to be used by a majority of Town residents. The Town continues to look into new recycling options. The Town is working with the State to improve on disposal options for electronic waste. The facility continues to accept household waste, leaves, brush, demolition material, white metals, used oil, cardboard, newspaper, magazines, tires, batteries, refrigeration units, propane tanks, mattresses and Christmas trees. The Transfer Station operates under a "Pay-As-You-Throw" program. Commodities delivered to the Transfer Station are charged a unit-based disposal fee. Residents are required to place Town tags on each bag of household garbage disposed of at the Transfer Station. The price of the tags covers operational costs associated with the collection, transportation and disposal of all material collected at this facility. The cost of disposing other household items such as wood waste, brush, scrap metal and bulky items is covered by a per pound scale charge. The Transfer Station

continues to operate a compost facility that returns a considerable percentage of the produce back to the public as compost. The curbside collection program is a weekly pickup. The Town is continuing to explore the implementation of a fully-automated curbside collection program for recycling.

**FACILITIES AND GROUNDS**

This Division is responsible for the maintenance and improvements to all Town buildings, grounds, athletic facilities and parks. Six full-time and two part-time employees staff this Division. The employees are utilized in snow plowing operations during the winter. This Division is also involved with Town festivals and tournaments. One full-time and two part-time employees provide custodial coverage for the Town Hall, Town Hall Annex, Senior Center and the Community Center. This Division also employs college students during the summer that help with seasonal maintenance needs.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Wickford Projects (Main Street) (Goal 1)	Infrastructure	2008
Solid Waste Operations & Landfill Closure (goal 2)	Environment	2008-2010
Slocum Fire Station Project (goal 3)	Infrastructure/Quality of Life	2008
Public Safety Building Project (PD and FD #1) (goal 4)	Infrastructure/Quality of Life	2008-2009
Senior Center Project (goal 5)	Quality of Life	2008-2009
Allen Harbor / Calf Pasture Projects (goal 6)	Infrastructure/Quality of Life/Environment	2008-2009
School Facilities Projects (goal 7)	Infrastructure/Quality of Life	On-Going
Improvements & Upgrades to Facilities / Grounds (goal 8)	Infrastructure	On-Going
Road / Infrastructure Maintenance (goal 9)	Infrastructure	On-Going
Golf Course Irrigation Project (goal 10)	Infrastructure	2008-2009
Town Mapping & GIS (goal 11)	Vision	On-Going
Storm Water Management Plan (goal 12)	Environment	On-Going

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Road Paving in accordance with Pavement Management Program (goal 9); Maintenance / Upgrades to Town Parks and Facilities (goal 8); Roadside maintenance (brush, trees, drainage) (goals 9 & 12); Development of Landfill Closure Plan (goal 2); Subdivision Inspection (goal 9); Main Street Construction (goal 1); Slocum Fire Station Construction (goal 3); Senior Center Construction (goal 5); Allen Harbor Bulkhead Project (goal 6); Calf Pasture Point Trail Project (goal 6); Town Hall Window Replacement Project (goal 8); Public Safety Complex Project (goal 4); School Projects (goal 7)
SECOND QUARTER (10/1/08 to 12/31/08)	Golf Course Irrigation Project (goal 10); Asset Management CIP; Assessor Map Updates (goal 11); Leaf & Yard waste processing (goal 1); Upcoming construction season consultant engineering design (goals 8 & 9); Snow removal (goal 9); Tree Planting Program (goal 8); On-Going construction of Main Street, Senior Center, Public Safety Complex (goals 1, 4 & 5); School Project design (goal 7)
THIRD QUARTER (1/1/09 to 3/31/09)	In-house engineering preparation (goal 9); In-house building maintenance (goal 8); Annual Storm Water Permit Plan (goal 12); On-going winter storm operations (goal 9); Begin Park and Field Preparation (goal 8); Begin road and infrastructure construction projects in March (goal 9)
FOURTH QUARTER (4/1/09 to 6/30/09)	Continue with Main Street construction (goal 1); Road Striping and pavement markings (goal 9); Street and School Parking lot winter sand

QUARTER	ACTIVITY
	removal & catch basin cleaning (goals 9 & 12); Road sign replacement and inspection (goal 9); School Construction Projects (goal 7); Brush cut (9)

<b>PERFORMANCE MEASURES</b>					
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Town road miles	9,11	157.18	161.5	159.20	160.12
Plowed miles	9	159.18	163.5	161.49	162.41
Paved miles	9	155.18	159.5	157.33	158.25
Miles resurfaced	9	4	4	3.00	3.00
Multi use parks	8	4	4	4	4
Playgrounds	8	6	6	6	6
Baseball/softball	8	16	16	16	16
Soccer	8	9	9	9	9
Facilities	8	37	37	37	39
Acres Maintained	8	480	480	480	480
Football	8	1	1	1	1
Basketball	8	9	9	9	9
Tennis	8	5	5	5	5
Roller Hockey	8	1	1	1	1

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Director of Public Works	1	1	1
DPW office secretary	1	0	0
DPW Programs Coordinator	0	1	1
Facilities project manager	1	1	1
Highway superintendent	1	1	1
Highway secretary	1	1	1
Streets foreman	1	1	1
Labor foreman	2	2	2
Equipment maintenance foreman	1	1	1
Mechanic	2	2	2
Equipment Operator II A	3	3	3
Equipment Operator / Mason	1	1	1
Equipment Operator II B (High)	7	7	7
Heavy equipment operator	0	0	0
Equipment Operator I (High)	0	0	0
Town Engineer (35% Water)	.65	.65	.65
Engineer secretary	1	1	1
Engineering inspector	2	2	2
Clerk I (Transfer Station)	1	1	1
Facilities ground foreman	1	1	1
Equipment Operator / Carpenter	1	1	1
Facilities maintenance person	0	0	0

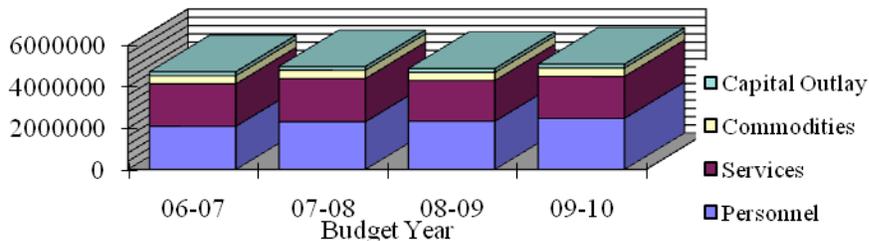
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Equipment Operator II B (Fac)	3	3	3
Equipment Operator I (Fac)	0	0	0
Building custodian	1	1	1
<b>Total</b>	<b>32.65</b>	<b>32.65</b>	<b>32.65</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Building custodian (25 & 30 hrs per wk)	2	2	2
Summer seasonal (40 hrs per wk)	10	10	9
<b>Total</b>	<b>12</b>	<b>12</b>	<b>11</b>

**Public Works**

	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$2,093,427	\$2,237,518	\$2,310,346	\$2,336,065	\$25,719	1.11%	\$2,476,229
<b>Services</b>	\$2,051,367	\$2,052,948	\$2,092,222	\$1,969,051	(\$123,171)	-5.89%	\$2,028,123
<b>Commodities</b>	\$394,018	\$415,507	\$401,950	\$396,900	(\$5,050)	-1.26%	\$408,807
<b>Capital Outlay</b>	<u>\$187,110</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$180,250</u>
<b>Total</b>	<b>\$4,725,922</b>	<b>\$4,880,973</b>	<b>\$4,979,518</b>	<b>\$4,877,016</b>	<b>(\$102,502)</b>	<b>-2.06%</b>	<b>\$5,093,408</b>

PUBLIC WORKS DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110010 510101	CLASSIFIED FULL TIME	32,830.00
00110010 510103	UNCLASSIFIED FULL TIME	139,417.00
00110010 510107	OVERTIME	100.00
	Overtime for office secretary, including recycling, solid waste and earth day events	
00110010 524001	FICA	13,177.00
00110010 524302	RETIREMENT	21,892.00
00110010 524304	HEALTH INSURANCE	24,334.00
00110010 524305	DENTAL INSURANCE	1,809.00
00110010 524306	LIFE INSURANCE	481.00
00110010 524403	ASSOCIATION DUES	25.00
	Civil Engineering, Public Works Association dues	
00110010 524404	CONFERENCES/MEETINGS	200.00
	Public Works conferences and training, for all divisions. Funding will provide one seminar for the year for two employees. (Lorman Education Services)	
00110010 524405	TRAVEL & EXPENSES	100.00
	Travel expenses for all Divisions, including AutoCAD, Arcview, Engineering and Public Works related programs and seminars. Parking and mileage reimbursement. Estimated for 5-6 events.	
00110010 530501	LICENSE FEE	250.00
	Professional Engineering licensing fees for two engineers. \$250 licensing fee is good for two-year period.(Dennis Browchuk and Phil Bergeron)	
00110010 530604	MEDICAL SERVICES	600.00
	Random CDL testing, inoculations for hepatitis and others, pre-employment physicals, misc. medical expenses. Account covers return-to-duty, pre-employment and other misc. drug & alcohol testing required for CDL.	
00110010 530801	LEGAL ADS	700.00
	Legal Ads for all divisions, except Transfer Station. Includes legal and public information ads for road construction, recycling collections, snow plowing, Storm water Phase 2 notice requirements and public education. Covers 4-6 ads per year.	
00110010 531206	CONTRACTUAL SERVICES NOT OTHER	200.00
	Equipment service contracts, software service and upgrade, contracts, One Mobile phone for inspectors used in field. Yearly cost is \$115 per year. Printer and plotter service est. at \$85.	
00110010 540101	OFFICE SUPPLIES	250.00
	Office supplies for administration: DPW, office sec; \$175/yr. for fax/printer cartridges; \$75/yr for office pens, file folders, data discs, pads, calculators.	
00110010 540106	PRINTING & DUPLICATING SUPPLIES	200.00
	Office printing with outside print shops \$125; School Central Supply \$75.	
00110010 540108	BOOKS & PUBLICATIONS	300.00
	Publications, code revisions, subscriptions, for all divisions. Construction publications from McGraw Hill and Reed Construction Data. Construction Cost Data for Facilities Engineer is over \$200 annually; Other publications for Facilities and Engineering \$100 annually.	
00110020 510101	CLASSIFIED FULL TIME	736,070.00
00110020 510103	UNCLASSIFIED FULL TIME	73,182.00
00110020 510107	OVERTIME	45,000

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Highway Division overtime as required for snow plowing, festivals, emergency callouts, and construction projects. Average for previous three years is \$69,000. Average Weekend storm with Saturday callout costs approx. \$11,700. Average weekday storm with early 2AM callout costs approx. \$4,100. The majority of this line item is used for winter storms and is therefore dependent upon severity of the winter.	
00110020 524001	FICA	65,355.00
00110020 524302	RETIREMENT	102,856.00
00110020 524304	HEALTH INSURANCE	181,707.00
00110020 524305	DENTAL INSURANCE	17,430.00
00110020 524306	LIFE INSURANCE	2,886.00
00110020 524307	UNIFORM ALLOWANCE	5,100.00
	Uniform allowance, 16 at \$300 each	
00110020 524403	ASSOCIATION DUES	50.00
	Rhode Island Public Works Association dues	
00110020 530203	VEHICLE REGISTRATION	220.00
	Vehicle registration for all vehicles in Public Works, except Transfer Station. Annual cost for vehicle Registration renewal is \$140. Anticipated new vehicle registration for upcoming fiscal year is \$80.	
00110020 530504	LICENSE FEES	620.00
	Operating license renewals, CDL, Hoisting Engineer, tractor-trailer. \$30 annual renewal fee for Highway Hoisting Engineers totaling \$540. \$200 annually for CDL renewals; \$125 for both licenses with new employees.	
00110020 530704	OTHER RENTALS	1,500.00
	Construction equipment rental as needed, including large chipper, screener, welding tanks, cylinders and milling machine. \$500 anticipated for milling machine, \$400 annually for welding cylinders. \$600 anticipated for rental of catch basin cleaner to supplement Town equipment.	
00110020 531001	MOTOR VEHICLES MAINTENANCE & E	4,200.00
	Outside repair or maintenance of town vehicles, equip; body work, fire extinguishers, glass, inspection stickers, seating and other specialty vehicle repairs. \$11,100 is avg. spent over last three fiscal years. Other recent repairs include \$ 2,100 to truck #42, \$2,600 to truck #71.	
00110020 531002	CONSTRUCTION & OPERATING EQUIP	3,000.00
	Specialized construction equipment; Pole pruners, chainsaws, roller, infrared heater, rakes, shovels, tools. Replacement for broken equipment. Anticipate replacement of concrete & asphalt cutting blades is \$1,400; chain saws, rakes and hand equipment are \$1,600.	
00110020 531003	COMMUNICATIONS MAINTENANCE	3,000.00
	Radio maintenance for all Divisions; mobile truck unit replacement and portable unit replacement needed for snow operations. Annual service contract is \$2,480. Pager rental and servicing program is \$860 / yr. One replacement radios is \$300.	
00110020 531107	HIGHWAYS & DRAINS MAINTENANCE	30,000.00
	Repair and maintenance of drainage systems, materials for highway projects; precast, frames and blocks for catch basins and manholes; bagged cement and concrete delivered; Contract work for misc. road and drainage projects. This is also the item first used to help fund winter snow removal budget deficit. Money has been transferred out of this line item for the previous 8 years for this purpose.	
00110020 531110	CHIPSEALING/CRACKSEALING SVCS	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110020 531111	<p>Includes cracksealing and chipsealing, both are part of the Town's pavement management program and are used in conjunction with road paving contracts. This program was eliminated last year and money moved to Road Overlay (20-531111) to cover funding shortfall in this line item. Crack seal program is on hold until road-paving line item is brought back to proper funding level.</p> <p><b>OVERLAYING SERVICES</b></p> <p>Collector road program completed in 2001; Paving of secondary and subdivision roads began in 2002. Pavement management survey contract, completed in 2003, has established a road priority list. \$500,000 annual road paving budget needed to maintain a (15/20)-year life cycle maintenance program including a crack sealing program. Approximately another two years of paving required to complete all roads rated "Poor".</p>	226,500.00
00110020 531202	<p><b>SNOW PLOWING</b></p> <p>Funds for contract snow removal and sanding services, contractors hired to supplement Town forces. Six inch storm requires an average of 12 hours of contractor support at a cost of \$7,000. Average overnight support for sanding and plowing costs \$2,000. The 10" storm of February 2006 required 16 hours of contractor time at a cost of \$10,928. Commitment to modernizing Town fleet has resulted in reduced contractor cost, with a lesser increase in overtime as more Town employees are utilized for average Town storm.</p>	30,000.00
00110020 531206	<p><b>CONTRACTUAL SERVICES NOT OTHER</b></p> <p>Outside construction related contract services, for maintenance of Town infrastructure. To be used for sidewalks, dams, drainage and other misc. repairs. Over next few years, this fund will be used for construction contracts to upgrade sidewalks. Future sidewalk maintenance program will require additional funds. FY 08 and FY 09 funds (\$130,000 per year) are to be used to fund the Main Street Reconstruction Project.</p>	130,000.00
00110020 531208	<p><b>LINE PAINTING</b></p> <p>Contract services for line painting. This item covers our annual striping of Town roads with waterborne and epoxy paints. This is done thru a regional contract with five other Towns in the South County area. This contract also covers the painting of crosswalks and stop bars. Town's use of epoxy line striping material has provided safer roads with longer lasting striping material. Anticipated cost for upcoming road striping program is \$25,000. Original epoxy roads have reached the end of a 7-year striping life cycle.</p>	25,000.00
00110020 540101	<p><b>OFFICE SUPPLIES</b></p> <p>Office supplies highway division, and includes support and upgrades to fleet maintenance program. Time clock ribbons are \$50. Printer supplies are \$200; office forms and supplies estimated at \$100.</p>	350.00
00110020 540202	<p><b>SAFETY EQUIPMENT</b></p> <p>Safety equipment; cones, traffic control devices, hard hats, safety vests, eyeglasses. Average cost for various field-safety equipment exceeds \$1,000 annually. Purchase is often on an as-needed basis.</p>	1,000.00
00110020 540301	<p><b>FOOD</b></p> <p>Food purchased for storm events</p>	150.00
00110020 540306	<p><b>ROAD SALT</b></p> <p>Road salt and other deicing materials for winter storms. This funding represents salt needed for an average winter. Average cost for salt and deicing material for FY 05/06/07 is \$93,000. The price of salt increased from \$34/ton in FY 06 to \$49.82/ton in FY 07.</p>	95,000.00
00110020 540401	<p><b>GASOLINE &amp; DIESEL FUEL</b></p>	44,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Fuel for Highway, Administration and Engineering. Also includes fuel for winter storm operations. Avg. Diesel prices from July 2007 to November 2007 were \$2.48 per gallon. The most significant affect on this item is winter storm operations. This number does not include fuel used in Facilities vehicles during winter storm operations. Average fuel costs for FY 05/06/07 was \$43,000.	
00110020 540402	LUBRICANTS	10,000.00
	Oil, grease, hydraulic fluid, anti freeze, etc. Average annual cost for FY 05/06/07 is \$11,800.	
00110020 540403	TIRES	7,000.00
	Replacement tires for all Public Works vehicles, except Transfer Station and Facilities light equipment. 60-540403, 70-540403. Average annual cost for replacement tires for FY 05/06/07 is \$9,250.	
00110020 540404	BATTERIES	400.00
	Replacement batteries for all public works vehicles, except Transfer Station and Facilities light equipment, 60-540404 and 70-540404	
00110020 540406	REPAIR PARTS	75,000.00
	Repair parts for all DPW vehicles and equipment, except Facilities light equipment (70-540406) and Transfer Station vehicles and equipment (60-540406), cost of repairs have been stabilizing due to fleet replacement program. Average annual repair cost for FY 05/06/07 is \$80,000.	
00110020 540407	PAINT & EMBLEMS	150.00
	Paint for plows and equipment and new vehicle emblems. Anticipated cost for next fiscal year, based on new vehicle deliveries is \$150.	
00110020 540502	SOIL SAND & GRAVEL	34,000.00
	The majority of this line item is spent on winter sand. The remainder is spent on process gravel, stone, topsoil for road and drainage projects, and riprap. Average cost for FY 05/06/07 was \$46,400.	
00110020 540504	ASPHALT PRODUCTS	25,000.00
	Bituminous concrete asphalt, winter cold patch, tack coat, and misc. asphalt products. Average product used for FY 05/06/07 is \$24,000. Amount of product used is also weather dependent.	
00110020 540505	SIGNS & MARKERS	8,000.00
	Street and traffic sign material for all divisions. Includes replacement signs and special sign requests. Average annual cost for FY 05/06/07 is \$10,700.	
00110020 540506	SEEDS & PLANTS	400.00
	Seed and plantings for Town right-of-way maintenance; road overlay projects, snow plow damage, drainage erosion. Average annual cost for FY 05/06/07 is \$682.	
00110020 540601	CONSTRUCTION MATR & SUP.	1,750.00
	Construction material for misc. Highway projects; lumber, forms, hardware, retaining walls. Average annual expenditures for FY 05/06/07 is \$1,790.	
00110020 540701	HAND TOOLS	2,000.00
	New and replacement hand tools; drills, ratchets, mechanic shop tools. Average annual expenditures for FY 05/06/07 is \$2,050.	
00110020 540702	POWER TOOLS	700.00
	New and replacement power tools for highway and mechanic shop.	
00110020 540801	COMMODITIES NOT OTHERWISE CLAS	2,000.00
	Misc. division items; degreasers, film, first aid, keys mailboxes, posts and hardware, graffiti remover, misc. supplies.	
00110020 550501	CAPITAL OUTLAY	140,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Continue to replace aging snowplow fleet, including large dumps with sanders, medium dumps and pickups. There are 12 gravel roads that require quarterly maintenance and, therefore, the replacement of the Town' 1964 Road Grader in the near future. Proposed vehicle purchases in FY 09 include a large dump truck to replace a 1992 Ford dump truck (#83) with snow plow package, and a full size pickup to replace a 1992 Ford pickup (#1), also with a plow package.	
00110030 510109	SPECIAL EMPLOYEE Tree warden at \$30/hr – 3.5 hours per week. More services are required to keep up with demand of this position.	5,000.00
00110030 524001	SOCIAL SECURITY	383.00
00110030 531206	CONTRACT SERVICES N/OTH CLASS Office supply materials for Tree Warden and misc. field equipment to perform inspection and testing; \$250. Contract service for roadside tree cutting and Town tree maintenance. DPW administers a Tree Permit, to track and prioritize tree removals and resident requests to trim. New Town Ordinance and recommendations from surveys and Conservation Comm. for tree servicing will require funding well beyond this maintenance item, for pruning and Town-wide maintenance program. Best estimates at this time indicates that \$25,000 per year will be required to provide the recommended maintenance program. This item previously in Highway.	10,000.00
00110040 530608	LAB & TESTING DEM monitoring and testing at the Hamilton-Allenton and Oak Hill (Ryan Park) Landfill sites. SIWP (site investigation work plans) have been approved by DEM and corresponding investigations have begun that will define the scope of both landfill closures. Ongoing SIWP investigations will define additional testing locations and frequencies of testing. This line item covers ground water, soil gas and landfill cover testing and analysis for both landfills. Average annual expenditures for FY 05/06/07 is \$6,900. This will increase with the new closure testing requirements.	7,000.00
00110040 531206	CONTRACTUAL SERVICES NOT OTHER Contractual services needed to obtain Landfill Closure Certificates for Hamilton-Allenton and Oak Hill Landfills. Contracts to include both professional design and construction related services. A SIWP (site investigation work plan) for each landfill has been approved by DEM. The SIWP defines the additional testing and monitoring requirements needed to prepare a final closure plan. The final "DEM Approved" closure plan will be bid for construction, and will close out both landfills. Funding from Engineering Consulting and Capital Reserve will supplement design and construction costs. This item will fund the installation of the additional wells and test pits. This fund will be moved to Capital Reserve, if needed, to save for final closure project.	15,000.00
00110050 510101	CLASSIFIED FULL TIME	35,965.00
00110050 510103	UNCLASSIFIED FULL TIME	151,270.00
00110050 524001	FICA	14,325.00
00110050 524302	RETIREMENT	23,800.00
00110050 524304	HEALTH INSURANCE	32,315.00
00110050 524305	DENTAL INSURANCE	2,775.00
00110050 524306	LIFE INSURANCE	545.00
00110050 524307	UNIFORM ALLOWANCE Uniform allowance, 2 at \$300 each	600.00
00110050 524401	TUITION & FEES Classes for AutoCAD, Arcview, misc. computer classes. Two classes anticipated for total of \$400. Two required classes for ISDS Repair License at \$350.	750.00
00110050 530501	LICENSE FEES	100.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110050 530602	ISDS repair license; (Town Engineer PE under Admin.) CONSULTING SERVICES	110,000.00
	Consultant fees for road, drainage and facility projects. Upcoming and ongoing projects include Main St., Landfill closure projects (Oak Hill & Hamilton-Allenton), Misc. Dam projects, Facilities mechanical, fire code, roofs, ADA. Public Safety Building project, Town Hall (windows) projects. Project fees expected to exceed amount funded. Balance to fund consulting contracts from Capital Reserve.	
00110050 530608	LAB & TESTING	1,500.00
	Material testing as required for various construction projects. Testing for asbestos, lead, soil contamination and others at relates to projects.	
00110050 531004	OFFICE EQUIPMENT MAINTENANCE	2,250.00
	Service contracts for plotter & blueprint copier are approximately \$900. Support for ACAD is \$550 annually, CAD2007Lt support is \$520, Micro Paver support is \$550.	
00110050 531206	CONTRACTUAL SERVICES NOT OTHER	250.00
	Printing and reproduction for projects, title search fees. Varies with type of projects	
00110050 540101	OFFICE SUPPLIES	250.00
	General office supplies	
00110050 540106	PRINTING & DUPLICATING SUPPLIES	1,750.00
	Supplies for copier, digitizer, plotter and printer. Toner cartridges and print heads are \$800/year, paper for blueprint copier is \$1,100/year, discs and other misc. items are approx. \$100/year	
00110050 540704	ENGINEERING & TEST EQUIPMENT	2,000.00
	AutoCAD upgrades, GIS software, survey levels, COGO software, additional software licenses, field survey equipment, pavement management software, soil and material testing equipment. Engineering is hoping to upgrade its surveying level to a "total electronic station" at a cost of \$3,000.	
00110060 510101	CLASSIFIED FULL TIME	93,475.00
	Funding represents 2 full-time positions at the Transfer Station, 1 Transfer Station Foreman and one clerical position.	
00110060 510107	OVERTIME	16,500.00
	Overtime for weekend coverage and to supplement contractor hauling services during busy times or when contractual operational problems exist. Average for past three years is \$20,300. Additional OT needed in summer to assist with volume of traffic and to spot check for compliance. This line item increased following the elimination of one TS clerical position.	
00110060 524001	FICA	7,155.00
00110060 524302	RETIREMENT	11,885.00
00110060 524304	HEALTH INSURANCE	26,312.00
00110060 524305	DENTAL INSURANCE	2,605.00
00110060 524306	LIFE INSURANCE	365.00
00110060 524307	UNIFORM ALLOWANCE	300.00
	Uniform allowance 1 @ 300 each	
00110060 530203	VEHICLE REGISTRATION	40.00
	Vehicle registration for Transfer Station Equipment	
00110060 530305	SOLID WASTE	265,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Amount reflects approx. 8280 tons of municipal solid waste transported to the Central Landfill at an estimated \$32/ton tipping fee for FY07. Approximately 3180 tons collected at the Transfer Station to be paid for by tag and scale charge. Approximately 5100 tons of MSW to be collected by private haulers participating in the Town's municipal cap program, and reimbursing the Town for tonnage assigned to their resident customers. Other tonnage costs include \$25/ton for tires, \$42/ton for construction demo, \$300/ton for mattresses and box springs.	
00110060 530501	LICENSE FEES	3,000.00
	License fees for operators and facility operation; CDL, hoisters, UIC, DEM Transfer Station, composting facility.	
00110060 530608	LAB & TESTING	500.00
	Composting testing and environmental testing associated with Transfer Station.	
00110060 530610	RECYCLING PICKUP SERVICES	650,300.00
	Contract services for curbside recycling collection. A new contract was awarded to Waste Management in Dec 05. In Oct. 07 the TC awarded optional years 3 and 4 to the original Waste Management contract. Contract year 3 runs from 12/07 to 12/08 for \$637,558. Contract year 4 runs from 12/08 to 12/09 for \$663,104. The Town is still considering an "automated recycling collection" program, if State grant funds become available and our contract with Waste Management allows for this program change.	
00110060 530801	LEGAL ADS	500.00
	Annual ad describing program changes, changes to fee schedule and holiday schedule. Anticipated cost for FY 09 is \$500.	
00110060 531002	CONSTRUCTION & OPERATING EQUIP	7,500.00
	Building repair; overhead doors, fire code and elec., equipment repair and maintenance (roll-offs) construction site maintenance (paving, gravel, fencing), rental of tub grinder for leaves is expected o cost approx. \$7,000 for FY 09.	
00110060 531206	CONTRACTUAL SERVICES NOT OTHER	135,000.00
	Scale maintenance and calibration estimated at \$1,400 per year; this item also covers refrigerant recovery program recently started at the Transfer Station and estimated at \$4,200 next year; also approximately \$132,000 for roll-off and tractor trailer hauls to the Central Landfill.	
00110060 540101	OFFICE SUPPLIES	250.00
	General office supplies. Printing and receipt paper approx. \$200. Other misc. office supplies over \$100.	
00110060 540202	SAFETY EQUIPMENT	100.00
	Gloves, respirator, safety glasses, vests	
00110060 540401	GASOLINE & DIESEL FUEL	6,000.00
	Fuel for Transfer Station equipment and trucks. Covers transportation to Central Landfill (trailer and roll offs) for commodities associated with all programs and emergencies. See highway for fuel cost breakdown.	
00110060 540402	LUBRICANTS	350.00
	Oil, grease, anti freeze. Loader maintenance costs are increasing with age of loader (approx. 10 years old)	
00110060 540403	TIRES	2,000.00
	Replacement tires for transfer station vehicles	
00110060 540404	BATTERIES	150.00
	Replacement batteries for all equipment	
00110060 540406	REPAIR PARTS	4,400.00
	Repair parts for transfer station equipment	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110060 540509	JANITORIAL SUPPLIES Office and restroom cleaning supplies	50.00
00110060 540801	COMMODITIES NOT OTHERWISE CLAS Radio maintenance, first aid supplies, signs, striping	300.00
00110060 540802	CURB SIDE COLLECTION BAGS Special North Kingstown tags for pay-as-you-throw solid waste program at the Transfer Station. Price proposals are anticipated at \$4,000.	4,000.00
00110070 510101	CLASSIFIED FULL TIME	257,355.00
00110070 510102	CLASSIFIED PART TIME	49,955.00
00110070 510104	UNCLASSIFIED PART TIME 11 summer part time employees at \$8.50/hr and 40 hours per week for 12 weeks. Summer help intended for North Kingstown residents enrolled in post high school programs and are over the age of 18. Program supplements Facilities Personnel during peak growing season and peak use of fields. Program also helps Highway Division with the summer roadside brush-cutting program. College students usually start mid May.	35,000.00
00110070 510107	OVERTIME Overtime to cover custodial vacancies, special town events, festivals, weekend emergencies, tournaments, and special maintenance activities. DPW Facilities now covers all carpet cleaning on OT. Custodial coverage when contracted services are not available due to contract issues.	27,000.00
00110070 524001	FICA	23,510.00
00110070 524302	RETIREMENT	39,060.00
00110070 524304	HEALTH INSURANCE	55,554.00
00110070 524305	DENTAL INSURANCE	5,840.00
00110070 524306	LIFE INSURANCE	965.00
00110070 524307	UNIFORM ALLOWANCE Uniform allowance, 6 @ \$300 each	1,800.00
00110070 530305	SOLID WASTE Town Facility collection of trash and recycling (dumpsters). Contract with Waste Management awarded in Dec. 2005. Contract shared with other Town departments. DPW share for next fiscal year is estimated at \$13,700.	13,700.00
00110070 530504	LICENSE FEES Licensing for CDL, hoisting, insect and rodent control anticipated to be approximately \$275 for FY 08	300.00
00110070 530610	OUTSIDE CLEANING SERVICES Outside contract cleaning of public restrooms; Wilson Park, McGinn Park, Sig Rock, Ryan Park, Oakhill, Transfer Station, new public works garage. Contract was re-bid in the summer of 2007 and a TC award made to Aurora Maintenance for \$35,000. .	35,000.00
00110070 530704	OTHER RENTALS Misc equipment rental for facility maintenance division include portable restrooms for Town Wharf, McGinn, Wilson. Line item also includes \$3,500 lease agreement to Ryan's Market for parking lot easement. This could change in next few years with sale of Ryan's property. Annual rental of portable toilets is \$1,600.	5,100.00
00110070 531002	CONSTRUCTION & OPERATING EQUIP Misc. construction equipment rental for projects requiring specialty equipment.	1,000.00
00110070 531101	TOWN CAPITAL RESERVE APPROPRIA	315,750.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Town Facilities Improvement/Maintenance Projects: Public Safety Building Project, Town Hall-landscape, windows, flat roofs, boiler, Fire Code; Wickford Projects- Main St.; Little Red Schoolhouse-boiler; Senior Center-windows, roofs, fire code, ADA; Landfills-Construction activities required for final closure; Misc. Dam Repairs – Improvements to dams and spillways; Landfills-Construction activities req. for final closure.	
00110070 531102	ELECTRICAL SYSTEMS MAINTENANCE Routine electrical maintenance and emergency repairs to Town buildings and facilities by private contractors.	6,000.00
00110070 531103	PLUMBING SYSTEMS MAINTENANCE Routine plumbing maintenance and emergency repairs to Town facilities and buildings by private contractors. Also includes installation of back flow preventors per Water Dept. requirements, ongoing to include all town buildings. Installation of backflows will be phased as there is insufficient funding to cover all buildings.	5,000.00
00110070 531104	HVAC SYSTEMS MAINTENANCE Routine HVAC maintenance and emergency repairs to Town buildings and facilities by private contractors. A majority of this item is spent on the Police Station. HVAC (heating and air conditioning), as well as maintenance to Town boilers. \$4,500 for annual cleaning of Town boilers, \$3,000 estimate for annual repairs to Town boilers; \$6,000 estimated for annual repairs to building mechanical heating and cooling systems. \$2,000 for seasonal conversions of HVAC systems.	15,500.00
00110070 531105	STRUCTURAL SYSTEMS MAINTENANCE This item covers small building and structural projects. Many projects are unforeseen maintenance or code upgrades. Ongoing projects include Fire Marshall code compliance and radio boxes (over \$10,000), overhead door repairs are approx. \$3,000 annually; building security (\$2,000), roofs (\$2,000), electrical upgrades to various facilities (\$9,000), radio system improvements (\$1,500), backup generator improvements (\$2,000).	20,000.00
00110070 531106	LANDSCAPING MAINTENANCE Landscaping materials and supplies; mulch, wood chips. Average cost for last three years is \$800. Part of this cost has been the upkeep to McGinn Park football field.	700.00
00110070 531108	SEWAGE DISPOSAL MAINTENANCE Pumping septic systems at Town buildings and facilities. Average cost for last three years has been over \$1,600. ISDS improvements with upcoming capital projects should help reduce this cost. Funding is not sufficient to pump ISDS in all building and facilities in accordance with Town Ordinances.	1,000.00
00110070 531206	CONTRACTUAL SERVICES NOT OTHER Funding for misc. and unanticipated outside services, including servicing of fire extinguisher, moving and storage, pest control, gas pump servicing, generator servicing, lettering, overhead doors, fire alarm testing and maintenance, and special facilities service calls. \$10,100 required for annual fire alarm testing and code compliance issues. This item remains insufficient to fund all the fire code requirements. (Fire Alarm Boxes expected to cost approx. \$6,000 per facility.	15,000.00
00110070 540101	OFFICE SUPPLIES Office supplies for Facilities Personnel.	50.00
00110070 540202	SAFETY EQUIPMENT Gloves, safety belts, respirators, vests, safety glasses, goggles, hard hats	700.00
00110070 540304	FERTILIZERS	4,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Fertilizers for landscaping at Town facilities, parks and athletic fields. Average cost for last three years has been \$5,600. Costs continue to increase as Town assumes responsibility for more parks and fields.	
00110070 540305	PEST CONTROL CHEMICALS	100.00
	Pest control chemicals for in-house insect and rodent control. This item includes rat baiting along sea walls and mosquito abatement.	
00110070 540401	GASOLINE & DIESEL FUEL	10,000.00
	For Facilities operations, mowers, tractors and all light equipment. This line item also accounts for fuel costs associated with Facilities vehicles used during winter storm operations.	
00110070 540402	LUBRICANTS	500.00
	For Facilities light equipment, tractors and mowers	
00110070 540403	TIRES	1,000.00
	For Facilities light equipment, tractors and mowers	
00110070 540404	BATTERIES	50.00
	For Facilities light equipment, tractors and mowers	
00110070 540406	REPAIR PARTS	9,000.00
	Repair parts and maintenance for Facilities light equipment, tractors and mowers; All fleet vehicle repairs covered under Highway repair parts.	
00110070 540501	BUILDING REPAIR MATERIALS	13,000.00
	Materials used in the routine maintenance and emergency repairs of Town buildings and facilities; lumber, doors, windows, concrete, paints, preservatives, roofing, sheathing, and tiling. Average costs for last three years is \$18,300. This should decrease with completion of upcoming capital improvement projects.	
00110070 540502	SOIL SAND & GRAVEL	2,500.00
	Materials used in playgrounds, parks and athletic fields; sand, gravel, stone, loam, special field mixes.	
00110070 540506	SEEDS & PLANTS	3,000.00
	Plantings and other materials for landscaping facilities, buildings, playgrounds, parks and ball fields	
00110070 540507	PLUMBING SUPPLIES	1,750.00
	Supplies for in-house plumbing maintenance and repairs	
00110070 540508	ELECTRICAL SUPPLIES	4,000.00
	Supplies for in-house electrical maintenance and repairs	
00110070 540509	JANITORIAL SUPPLIES	12,000.00
	Janitorial supplies for all divisions. Average custodial expenses for FY 05/06/07 was \$13,800.	
00110070 540511	HVAC SUPPLIES	500.00
	Supplies for in-house HVAC maintenance and repairs	
00110070 540701	HAND TOOLS	500.00
	New and replacement hand tools for carpenter and field maintenance	
00110070 540702	POWER TOOLS	1,000.00
	New and replacement power tools for carpenter and facilities maintenance	
00110070 540801	COMMODITIES NOT OTHERWISE CLAS	5,000.00
	Misc. and unexpected Facilities items; flags, holiday wreaths and decorations, fencing, turf and maintenance classes, athletic field items, ladders, staging, generator, misc. construction and operating equipment, office equipment and furniture. Also includes maintenance of field irrigation systems. Average cost for previous three years was \$5,200.	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110070 550501	CAPITAL OUTLAY New and replacement equipment: see 5-Year Equipment Replacement List. Proposed equipment purchase in FY 09 is a ½ ton van to replace 1985 Dodge van.	35,000.00
	<b>Town Manager's Reductions</b>	<b>-191,529.00</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$4,877,016.00</b>

**DEPARTMENT OF SENIOR AND HUMAN SERVICES**

**CONTRIBUTIONS COMPONENT**

Kathy Carland, Director

All agencies making requests for funding are required to file an application with information as to the numbers of North Kingstown residents served and the total numbers of clients, and provide an explanation on how the funds are to be utilized. The application also provides a comparison of the level of support requested and received from other communities. Allocations of funds are made from the limited dollars available within the general fund for contributions and are divided among agencies whose services most meet our citizens' needs.

Contributions to Agencies	FY 2008 Adopted	FY 2009 Proposed	\$ Increase	% Increase
USS Saratoga Museum Foundation	1,250.00	1,250.00	0	0.00%
Washington County Regional Planning Council	6,000.00	6,000.00	0	0.00%
South County Community Action	7,628.00	7,628.00	0	0.00%
Phoenix House (Sympatico)	1,430.00	1,430.00	0	0.00%
South Shore Mental Health Ctr.	9,556.00	9,556.00	0	0.00%
Bayside Family Healthcare	19,668.00	19,668.00	0	0.00%
Women's Resource Center	2,000.00	2,000.00	0	0.00%
VNS Homecare	17,500.00	17,500.00	0	0.00%
Samaritans	250.00	250.00	0	0.00%
Seniors Helping Others	275.00	275.00	0	0.00%
Thundermist Health Center of South County	2,500.00	2,500.00	0	0.00%
Washington County Adult Learning	750.00	750.00	0	0.00%
Art Festival	4,447.00	4,447.00	0	0.00%
Arts Council	15,000.00	15,000.00	0	0.00%
Veterans & Memorial Parade	1,000.00	1,000.00	0	0.00%
<b>Totals</b>	<b>89,254.00</b>	<b>89,254.00</b>	<b>0</b>	<b>0.00%</b>

**DEPARTMENT OF SENIOR AND HUMAN SERVICES**

**HUMAN SERVICES COMPONENT**

Kathy Carland, Director

**Mission Statement-** Provide professional, efficient and confidential support and relief to North Kingstown residents who are in an emergency situation.

The responsibilities of the Director of Public Welfare were transferred to the Director of Senior Services in October 2006 when the Director of Public Welfare retired. The new title of the position is now Director of Senior and Human Services and assumes by law the obligation of supplying relief and support to all persons lawfully residing in the Town of North Kingstown who are in an emergency situation. This means acting as a liaison between the Town and State administrations in matters relating to food stamps, social services, assistance payments, medical assistance and community support systems. The department provides an essential link between this community and the multitude of Federal/State social service programs with a strict degree of confidentiality. The Director administers the Public Assistance Account and the Indigent Aid Escrow Account that are Town Funds used to assist the clients who come in seeking emergency assistance who do not qualify for any State programs, or who are pending eligibility for a State program.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Continue to provide emergency assistance to North Kingstown Residents in crisis situations (Goals 1, 2, 5)	Vision	Ongoing through FY2009
Educate community on resources/programs provided by local social service agencies to those in need (Goals 1,2 5)	Quality of Life	Ongoing throughFY2009
Determine all possible financial resources available (Goals 2,5)	Vision	Ongoing through FY 2009
Continue staff development, training and collaboration with other human service providers (Goals 1,2)	Quality of Life	Ongoing through FY2009

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Monthly Meetings (Directors and Dept. of Human Services and Salvation Army Bi –Annual Meeting (Goals 1,2,5); Plan for holiday giving and Press Releases (Goals 1,2,5)
SECOND QUARTER (10/1/08 to 12/31/08)	Collect names of people in need of Thanksgiving and Christmas holiday baskets and gifts (Goals 1,2,5); Planning meetings with community partners (Goals 1,2,5); Administer Good Neighbor Fund for Salvation Army (Heating Season) (Goals 1,2,5)
THIRD QUARTER (1/1/09 to 3/31/09)	Monthly Meetings (Directors and Dept. of Human Services and Salvation Army (Goals 1,2,5); Administer Good Neighbor Fund for Salvation Army (Heating Season) (Goals 1,2,5); Community Development Review Board (Goals 1,2,5)
FOURTH QUARTER (4/1/09 to 6/30/09)	Budget Preparation (Goal 1,2, 5); Monthly Meetings (Directors and Dept. of Human Services and Salvation Army (Goals 1,2,5);

**PERFORMANCE MEASURES**

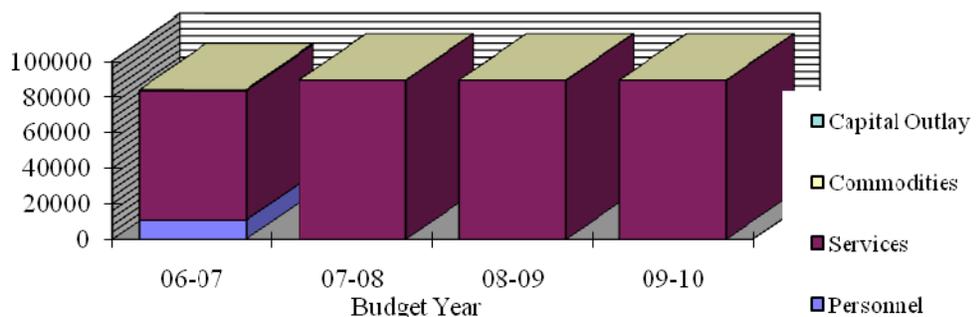
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Electric Shutoff	Goals 1,2,5	25	25	27	27
Electric – Amount	Goals 1,2,5	\$5,121	\$5,000	\$5,200	\$5,200
Heat Cases	Goals 1,2,5	28	14	30	30
Heat – Amount	Goals 1,2,5	\$3,980	\$3,000	\$4,000	\$4,000
Rent Cases	Goals 1,2,5	10	5	10	10
Rent – Amount	Goals 1,2,5	\$1,922	\$1,500	\$1,775	\$1,800
Medical Cases	Goals 1,2,5	5	3	5	5
Medical– Amount	Goals 1,2,5	\$585	\$500	\$600	\$600

**PERSONNEL LIST**

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Director of Public Welfare	1	0	0
Total	1	0	0

<b>Contributions</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$10,707	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Services</b>	72,505	89,254	89,254	89,254	\$0	0.00%	\$89,254
<b>Commodities</b>	\$554	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Total</b>	<b>\$83,766</b>	<b>\$89,254</b>	<b>\$89,254</b>	<b>\$89,254</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$89,254</b>

CONTRIBUTIONS  
Budget Trends



**ZERO BASED BUDGET  
CONTRIBUTIONS**

<b>Account Number</b>	<b>Description</b>	<b>Preliminary</b>
00113010 530901 -	SOUTH COUNTY COMM. ACTION	15,255.00
00113010 530902 -	PHOENIX HOUSE (SYMPATICO)	1,430.00
00113010 530903 -	SOUTH SHORE MENTAL HEALTH CTR.	9,556.00
00113010 530904 -	BAYSIDE FAMILY HEALTHCARE (NK R	20,000.00
00113010 530907 -	DOMESTIC VIOLENCE RESOURCE CEN	14,000.00
00113010 530908 -	VNS HOME HEATH SERVICES	17,500.00
00113010 530921 -	VETERANS & MEMORIAL DAY	1,000.00
00113010 530926 -	USS SARATOGA MUSEUM FOUNDATION	1,250.00
00113010 530932 -	SAMARITANS	500.00
00113010 530935 -	SENIORS HELPING OTHERS	1,500.00
00113010 530939 -	THUNDERMIST HEALTH CENTER	5,000.00
00113010 530942 -	WASHINGTON COUNTY ADULT LEARN	750.00
00113010 530943 -	WASHINGTON COUNTY REG PLANNIN	6,000.00
00113010 530944 -	ART FESTIVAL	4,447.00
00113010 530945 -	ARTS COUNCIL	15,000.00
	Arts Council Program for 2008 Tuesday Night Concerts 2/3 cost for performers from General Fund shown 1/3 cost from Grants and Donation Avg Cost/band = \$600 8 performances @ \$400/performance = \$3,200.00 Advertising \$300.00 8 Police Details @ \$160 each = \$1,280.00 Thursday Night Concerts 2/3 cost for performers from General Fund 1/3 cost from Grants and Donation Avg Cost/band = \$500 8 performances = \$2,664.00, Advertising \$300.00, Tuba Christmas/Military Salute = \$2,000.00, Amateur Take an Arts Break Classes - Classes for enrichment in subjects such as painting, calligraphy, etc Artists/performers \$1,964.00, Creative Dramatics - Children learn acting skills and finish with play at the high school 2/3 cost for performers from General Fund shown 1/3 cost from Grants and Donation Production Costs (general fund only) \$2,340.00 Entertainment provided for the Senior Center \$667.00 ASCAP License Fee \$285.00 Total \$15,000.00 Other Programs funded by Grants and Donations Family Concerts - Smith's Castle - Strawberry Festival, Market Fair, Model of Wickford Light at Gay Rock Light House, Rhode Island Voices, Sunday Musicales, Walking Lafayette	
00113010 539999 -	REQUESTS FROM NEW AGENCIES	9,400.00
	Wash Cty Coalition Children \$1000 Wildlife Rehabilitators Assoc \$2000 Wickford Village Assoc. \$2400, Wash County Comm Develop - \$4000	
	<b>Town Manager's Reductions</b>	<b>-33,334.00</b>
		<b>89,254.00</b>
<b>TOTAL CONTRIBUTIONS</b>		

## **SENIOR SERVICES**

Kathleen M. Carland, Director

**Senior Services Mission Statement**- To promote, enhance, and maintain the well-being, dignity and independence of senior citizens age 55 and older by providing programs, services, and resources to meet their present and future needs.

Belief Statement – We Believe That:

- Older adults are valuable assets to the community.
- Older adults have unique needs, “characteristics”, talents and interests.
- The increasing number of older adults will require more and varied services.
- Enjoyment is a vital part of the aging process.
- Older adults should have opportunities for enrichment.
- Social interactions and opportunities to develop friendships are important components of successful aging.

As of October 2006, the Department of Senior Services expanded its responsibilities and is now the Department of Senior and Human Services. All services are based at Beechwood House, located right on the town beach.

### **Senior Services**

The senior center serves as a “community focal point” for senior programs and services and provides senior nutrition and transportation programs, social and recreational activities, health promotion and screenings, case management, senior associations, volunteer services, educational programming and information and referral services.

A nationally accredited senior center, the North Kingstown Senior Services Department offers a variety of services and programs for residents age 55 and over (U.S. Census 2000 5,631), provided on site, in homes or at cooperating agency locations. In 2006-2007 2,219 unduplicated older adults received services through this department.

Because of space limitations at the senior center, programming is conducted both at Beechwood House, with six programs held off site at the Community Center and senior housing. The space constraints make it increasingly difficult to add programs and services. More space is needed both now and when the Baby Boomers begin to turn 65 in 2011. In order to provide programs and services to a growing population of older adults, the North Kingstown voters approved a four million dollar Bond Referendum for a senior center and beach enhancements at the town beach. In addition, a Capital Campaign, under the auspices of the North Kingstown Senior Association, intends to raise an additional one million dollars for the project.

Programming at the Senior Center is divided into Recreational/Educational and Health Wellness Programs. General programming includes over twenty ongoing activities including day trips to points of interest. Internet access and computer education is available and taught by volunteer instructors. A comprehensive Health Wellness Program offers health education and exercise programs for varied fitness levels and interests, in order to maximize the well-being and independence of older adults in the community. A Wellness Center offers a variety of health services on site including Podiatry services and health testing/screenings provided by South County Hospital, University of Rhode Island Pharmacy Outreach and Visiting Nurses Services and Rhode Island College School of Nursing.

Our transportation program provides rides to and from the senior center, to in-town medical appointments, shopping, lab visits, errands, hairdressing/barber appointments, banking, pharmacies, and library visits etc. Senior center staff can assist elders in accessing state and volunteer transportation services for out of town appointments. Transportation is an essential service to elders who do not driver so that they can remain in the community.

The Social and Human Services component of the department assists older adults in areas of financial, health insurance, housing, legal, Social Security, and prescription drugs, etc. The Social and Human Service department operates the day to day functions of the emergency human services program to needy persons of all ages, and their families, as well as the Holiday Giving Program.

The senior center operates a loan program of walkers, canes and other needed items. Other programs include the Alzheimer Alert Project, in cooperation with the North Kingstown Police Department, which provides for registration of persons so that they can be located if lost. The Senior Companion component serves clients with in-home assistance and the Friendly Visitors visit homebound clients in homes and nursing centers. As the Center is part of the Department of Elderly Affairs Elderly Abuse Monitoring System, cases from North Kingstown are tracked. Social service staff assists elders and their families with eligibility guidelines and referrals and access to home and community care programs. Case management and advocacy are primary components of our Social Services Department. Monthly support groups and educational programs assist families with the challenges of care giving.

The Senior Nutrition Program provides nutritionally balanced hot meals both through Seabreeze Dining, on site at Beechwood House, and in the community through Meals on Wheels. Meals on Wheels provides meals to homebound, frail elders and handicapped individuals. Such assistance helps to maintain the health status of the participants, allowing individuals to remain living in the community for as long as possible and prevents premature institutionalization. These programs operate five days per week and are supported with funds from the Older Americans Act, Title III, the State of Rhode Island and local communities.

### 2008/2009 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue efforts to build new senior center and improvements to the beach campus (Goal 1)	Infrastructure	2008-2009
Promote the well-being and independence of North Kingstown's Adult community over 55 years. (Goal 2)	Quality of Life	2008-2009
Provide programs and services to meet present and future needs (Goal 3)	Vision	2008-2009
Provide for the changing needs of the Older Adult Community (Goal 4)	Quality of Life	2008-2009
Promote the senior center as a community asset (Goal 5)	Quality of Life	2008-2009
Maintain Health and Wellness Programming to improve Quality of Life, overall health and well-being of older adults in North Kingstown (Goal 6)	Quality of Life	2008-2009
Provide opportunities for older adults and youth to interact in meaningful activities (Goal 7)	Quality of Life	2008-2009

### WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	Work with Town officials on issues related to the new senior center and beach enhancements (Goals 1); Evaluate current programs/conduct Outcome Measurement (Goals 3, 4, 6, 7); Prepare Annual Calendar (Goals 1-7); Implement Marketing Plan (Goal 1, 2, 4, 5); Annual Picnic (Goals 1,3,5); Prepare Annual Report/Statistics (Goals 1-7); Provide staff support to NKSA on Capital Campaign (Goal 1); Plan programs for September, Senior Center Month (Goals 2-7)
SECOND QUARTER (10/1/08 to 12/31/08)	Work with town officials on issues related to the new senior center and beach enhancements (Goal 1); Holiday Programs (Goals 3,7); Provide staff support to NKSA on Capital Campaign (Goal 1); Preparation of Budget

QUARTER	ACTIVITY
THIRD QUARTER (1/1/09 to 3/31/09)	(Goals 1-7); Intergenerational Programs begin (Goals 3,5,7); Quarterly Statistics DEA/Town (Goal 2-7). Work with Town officials on issues related to the new senior center and beach enhancements (Goal 1); Provide staff support to NKSA on Capital Campaign (Goal 1); Plan and complete mailings for Health Fair (Goals 2-6). Organize annual fundraiser beginning in March (Goals 2-6); Work on Volunteer Recognition for April (Goals 2-7)
FOURTH QUARTER (4/1/09 to 6/30/09)	Work with Town officials on issues related to the new senior center and beach enhancements (Goal 1); Provide staff support to NKSA on Capital Campaign (Goal 1); Health Fair (Goal 2,3,6); Implement spring programs, including programs for Older American's Month (Goals 2-7);

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Total # of Calls	2,3,4,5,6	7,259	7,450	8,000	8,200
Bank, Library, Post Office	2,3,4,5,6	448	330	450	470
Doctors/ Medications	2,3,4,5,6	175	140	180	185
Shopping	2,3,4,5,6	1,041	900	1,100	1,200
To Center	2,3,4,5,6	2,409	2,570	2,450	2,500
Unduplicated Riders	2,3,4,5,6	185	157	185	190
Social Services:					
Individuals	2,3,4,5,6	817	670	525	530
Service Units*	2,3,4,5,6	5,710	4,575	4,700	4,725
Meals on Wheels # meals delivered	2,3,4,5,6	9,524	10,800	10,650	10,700
Meals on Wheels by individual	2,3,4,5,6	86	90	80	85
Meal Site # Meals Served	2,3,4,5,6	10,074	10,700	10,600	10,650
Meal Site by Individuals	2,3,4,5,6	406	365	475	475
By Individual-Programming	2-7	1,757	2,200	1,800	1,900
Service Units Individual	2-7	17,330	19,000	17,500	17,775
Unduplicated	2-7	2,219	2,600	2,225	2,250

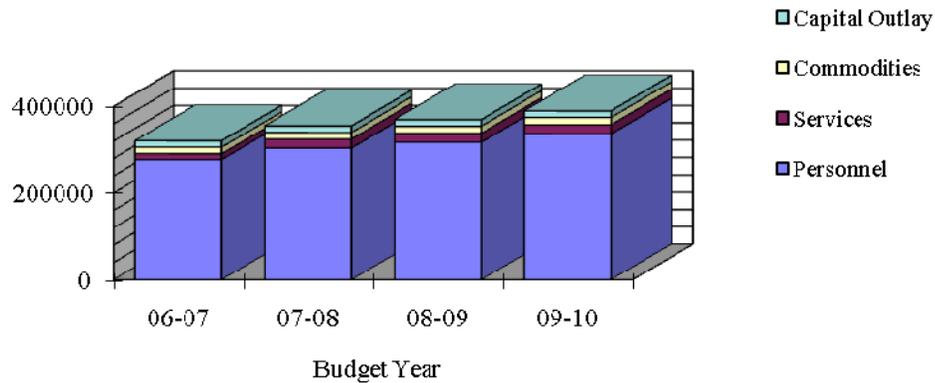
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Director of Senior & Human Services	1	1	1
Secretary	1	1	1
Assistant Director	1	1	1
Total	3	3	3

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Coordinator Social Services 25 hrs	1	1	1
Meal Site Manager 19.5 hrs	1	1	1
Social Services Specialist 25 hrs	2	1	1
Bus Driver (2) 17.5 hrs (1) 19.5	3	3	3
Kitchen Supervisor 19.5	1	1	1
Total	8	7	7

<b>Senior &amp; Human Services</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$277,365	\$288,592	\$303,945	\$317,435	\$13,490	4.44%	\$336,481
<b>Services</b>	\$13,322	\$19,084	\$20,984	\$20,651	(\$333)	-1.59%	\$21,271
<b>Commodities</b>	\$15,109	\$16,380	\$15,150	\$16,380	\$1,230	8.12%	\$16,871
<b>Capital Outlay</b>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$0</u>	0.00%	<u>\$15,000</u>
<b>Total</b>	<b>\$320,797</b>	<b>\$339,056</b>	<b>\$355,079</b>	<b>\$369,466</b>	<b>\$14,387</b>	<b>4.05%</b>	<b>\$389,623</b>

SENIOR SERVICES  
Budget Trends



**ZERO BASED BUDGET  
SENIOR SERVICES DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00113050 510101	CLASSIFIED FULL TIME	34,431.00
00113050 510102	CLASSIFIED PART TIME - Six Part-Time Personnel	75,207.00
00113050 510103	UNCLASSIFIED FULL TIME	106,130.00
00113050 510104	UNCLASSIFIED PART TIME	\$23,977.00

**ZERO BASED BUDGET**  
**SENIOR SERVICES DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	This line item covers proposed 15 hours per week (of 25 hour position) for Social Service Coordinator. Town total expense: \$14,450.67. The balance for this position would be paid from DEA grant (10 hrs); Sub Bus Drivers 80 hours/year=\$804.; \$1,530.00 for costs associated with trip chaperones @ \$8.50 an hour. Sub kitchen/senior center workers =\$4,488; seasonal temp staff for Holiday Giving =\$1,728 for assistance for 12 weeks. 5 hours/week dishwasher @\$7.40/hr =\$976.80=\$23,977.47	
00113050 510107	OVERTIME	500.00
00113050 524001	FICA	12,269.00
00113050 524302	RETIREMENT	20,385.00
00113050 524304	HEALTH INSURANCE	40,232.00
00113050 524305	DENTAL INSURANCE	3,468.00
00113050 524306	LIFE INSURANCE	485.00
00113050 524403	ASSOCIATION DUES	\$350.
	RI Directors Association \$ 25.00 NCOA Membership at \$ 145.00 Chamber of Commerce membership \$ 140.00 Red Hat Society Membership - \$40.00	
00113050 524404	CONFERENCES/MEETINGS	0.00
00113050 530203	VEHICLE REGISTRATION	\$10.00
	This account is used for registration fee for buses.	
00113050 530405	TRAVEL & EXPENSES	\$2,240.00
	Covers staff mileage for the following: Home Visits for Social Services - 1,200 miles annually; Out of Town Meetings, Trainings - 1,147 miles annually; Picking up Supplies, Off-Site Programs, Post Office. -2,346 miles.	
00113050 530604	MEDICAL SERVICES	\$75.00
	Replacement personnel physicals	
00113050 531001	MOTOR VEHICLES MAINTENANCE & E	\$3,500.00
	Based on estimates received from maintenance dept. public works for routine maintenance -\$900(oil change/lube/filters) Balance is for non-routine repairs/parts. 1999 bus out of warranty - \$2100. New bus in warranty period. Wheelchair lift Maintenance for 1999 bus \$500	
00113050 531203	SUBSCRIPTIONS	\$186.00
	This amount reflects the amount spent each year on subscription to Standard Times \$36.00, Providence Journal. \$125.00 Independent \$25. Total \$186.00	
00113050 531206	CONTRACTUAL SERVICES NOT OTHER	\$4,493.00
	To help with costs associated with: special events (annual picnic, holidays, Older American Month activities) - 7 holidays x \$75.00 = \$525.00 Volunteer & Senior Center Week Activities = \$345.00 Cox Internet for Seniors \$69 x 12 months= \$828 Caregiver Support Group Facilitator 11 months x \$90=\$990. Verizon cell phones for bus drivers 100 x 12= \$1,200. Piano Tuning = \$115 Carpet Cleaning = \$490. Seniors	
00113050 531211	PUBLIC ASSISTANCE	\$10,000.00
	Emergency assistance for those who do not qualify for state programs.	
00113050 540101	OFFICE SUPPLIES	\$3,000.00
	Supplies needed for the office from central supply: \$750.00 WB Mason: Printer and Fax Ink, Paper \$1,450; Pocket Portfolios 300.00; Brochures \$500	
00113050 540310	MEDICINES & DRUGS	\$100.00
00113050 540401	GASOLINE & DIESEL FUEL	\$8,280.00
	First three months of FY 2007-2008 average was \$690/month	

**ZERO BASED BUDGET  
SENIOR SERVICES DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00113050 540403	TIRES	\$1,500.00
00113050 540801	COMMODITIES NOT OTHERWISE CLAS	\$3,500
	Total is based on the following projected expenses: Annual Food/Supply acct.- holidays \$500.00 Wickford Lumber \$ 100.00 Volunteer Calendars/Sympathy Cards \$300.00. El Gee \$ 1,500.00 purchase picnic supplies and meal site supplies Program Supplies & Special Events \$500 Atrion Annual Firewall Expense \$500.00 Alzheimer's Alert Film \$100.00	
00113050 550701	OTHER CAPITAL OUTLAY	\$15,000.00
	This line item sets aside \$15,000 annually for purchase of replacement vehicle .	
<b>TOTAL SENIOR CITIZENS</b>		<b>\$369,466</b>

**CODE ENFORCEMENT**

Gary T Tedeschi, Building Official

**Mission Statement-** To safeguard the health, welfare and quality of life within our community through the administration and enforcement of codes and regulations. To create a friendly, non-intimidating atmosphere, and to provide customers with guidance for the resolution of problems and assistance through a process that at times may appear complicated and confusing.

The Code Enforcement Department's clerical staff is comprised of one full time and two part time employees. The two part time positions were originally created to allow for the complete electronic recording of all office documents however as the office became increasingly busier the clerks were necessary to maintain a balance of data entry and permit transactions. The enforcement and plan review staff consists of a Building Official and an Assistant Building Official. Three contracted, licensed inspectors provide mechanical, plumbing and electrical inspection services.

The Department reviews plans and specifications for all construction relative to new and existing structures in town. In addition, we issue building permits, conduct inspections of permitted projects, and respond to complaints. This department is responsible for compliance and enforcement of the State Building Code, the State Housing Maintenance and Occupancy Code and various local ordinances. We conduct inspections with regard to compliance for licensing of mobile home parks, public and private schools, day care facilities, laundries, purveyors of alcoholic beverages, bed & breakfasts, hotels, motels, rooming houses and second hand furniture dealers. The staff also provides assistance and information to the public concerning permit applications, inspection requirements, appeals, and the interpretation of flood maps, codes, regulations and ordinances. This department is "self funded" thru the permit fee process.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Continue to effectively enforce the State Building Code and the State Housing Maintenance and Occupancy Code to insure the Health, Safety and Welfare to the public in North Kingstown. (Goal 1)	Organizational Development	FY 2008-09
Continue to build public confidence and trust in our staff and local government;(Goal 2)	Organizational Development	Daily
Provide a more effective means for the distribution of information regarding permit records and building code through the expansion of our electronic library and data base; (Goal 3)	Organizational Development	Daily
Continue to improve electronic, telephonic, written and verbal communication with co-worker, other departments and the general public; (Goal 4)	Organizational Development	FY 2008-09
Develop an interdepartmental electronic permit review process in order to expedite the permitting process; (Goal 5)	Organizational Development	FY 2008-09
Expand upon ability to electronically track scheduled inspections, completed inspections and violation; (Goal 6)	Organizational Development	FY 2008-09

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	Provide the best service possible to the public. Review the development of an interdepartmental electronic permit review process in order to expedite the permitting process. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 3/7)
SECOND QUARTER (10/1/08 to 12/31/08)	Provide the best service possible to the public. Expand upon our ability to electronically track scheduled inspections and violations. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 3/ 8)
THIRD QUARTER (1/1/09 to 3/31/09)	Provide the best service possible to the public. Provide public access and a more effective means for the distribution of information regarding permit records and building codes through the expansion of our electronic library and database. Continuing to consolidate and organize the filing system and continue to scan all files. (Goal 3)
FOURTH QUARTER (4/1/09 to 6/30/09)	Provide the best service possible to the public. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 1/3)

**PERFORMANCE MEASURES**

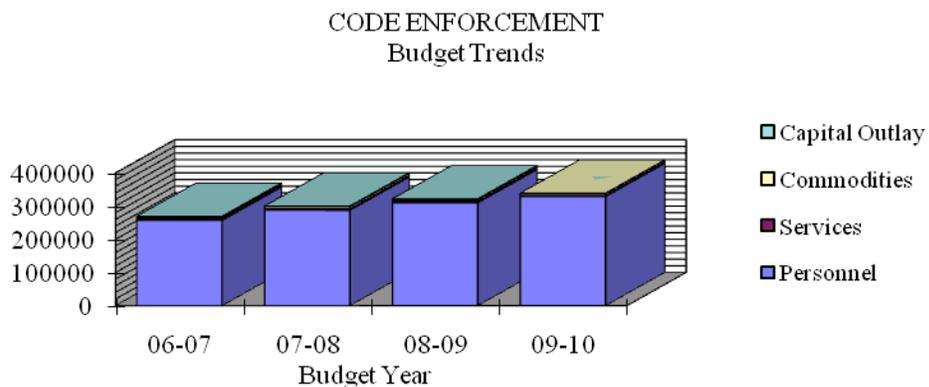
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Const. Value: New Residential		\$11,645,516	\$7,290,000	\$12,127,000	\$8,000,000
Additions/alterations, Residential		\$10,401,249	\$9,823,228	\$14,375,000	\$15,800,000
Const. Value All Residential:		\$27,046,765	\$17,113,228	\$25,345,000	\$23,800,000
Const. Value: New Non-Residential		\$16,144,439	\$11,581,453	\$8,853,000	\$9,700,000
Additions/alterations, Non-Residential		\$5,620,395	\$13,382,850	\$4,888,000	\$5,300,000
Const. Value All Non-Residential		\$21,764,834	\$24,964,303	\$13,741,000	\$15,000,000
Total Const. Value, Residential & Non-Residential		\$43,811,599	\$42,077,531	\$39,086,000	\$38,800,000
Permits Issued: Building		1559	1678	1454	1599
Electrical		754	718	751	826
Plumbing		221	228	261	287
Mechanical		513	520	482	530
Demolition		14	14	12	16
Total # Permits Issued		3071	3158	2960	3258

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Building Official	1	1	1
Assistant Building Official	1	1	1
Office Supervisor	1	1	1
Clerical Assistant	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Clerical Assistant (Pt+21Hrs 52 Weeks)	2	2	2
Contracted Inspectors	4	3	3
<b>Total</b>	<b>6</b>	<b>5</b>	<b>5</b>

<b>Code Enforcement</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$257,065	\$293,577	\$287,542	\$310,339	\$22,797	7.93%	\$328,959
<b>Services</b>	\$5,298	\$4,954	\$5,154	\$4,954	(\$200)	-3.88%	\$5,103
<b>Commodities</b>	\$4,106	\$5,050	\$5,875	\$4,725	(\$1,150)	-19.57%	\$4,867
<b>Capital Outlay</b>	<u>\$2,746</u>	<u>\$1,508</u>	<u>\$1,508</u>	<u>\$1,800</u>	<u>\$292</u>	<u>19.36%</u>	<u>\$0</u>
<b>Total</b>	<b>\$269,215</b>	<b>\$305,089</b>	<b>\$300,079</b>	<b>\$321,818</b>	<b>\$21,739</b>	<b>7.24%</b>	<b>\$338,929</b>



**ZERO BASED BUDGET  
CODE ENFORCEMENT DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00115010 510101 -	CLASSIFIED FULL TIME	81,837.00
00115010 510102 -	CLASSIFIED PART TIME	35,510.00
00115010 510103 -	UNCLASSIFIED FULL TIME	63,533.00
00115010 510107 -	OVERTIME	926.00
	For the Building Code Board of Review meetings.1 clerk @ \$17.00 per hour for 2 X 12 hours @ \$461.00, and 3 emergency call backs for the inspector @ \$468.00	
00115010 510109 -	SPECIAL EMPLOYEE	55,862.00
	This account is necessary for the three contracted, licensed inspectors that provide mechanical, plumbing and electrical inspection services in accordance with state building code The amount also reflects the costs incurred by each inspector for the mandatory education credits that must be maintained	
00115010 524001 -	FICA	18,182.00
00115010 524302 -	RETIREMENT	22,990.00
00115010 524304 -	HEALTH INSURANCE	24,067.00
00115010 524305 -	DENTAL INSURANCE	2,197.00
00115010 524306 -	LIFE INSURANCE	485.00
00115010 524403 -	ASSOCIATION DUES	150.00
	This account covers Rhode Island Building Official Association dues for Gary Tedeschi & Rhett Bishop @ \$25 each. Also includes membership in the International Code Council @ \$100.00. Membership has reduced rates for code books and other documentation, plus on line support for code officials.	
00115010 524404-	CONFERENCES / MEETINGS	3,500.00
	ICC Code Hearings & Annual Conference \$1500.00,New England Building Officials Seminar \$1000.00 each.	
00115010 524405 -	TRAVEL & EXPENSES	600.00
	Funds necessary to cover the cost of the mandatory education requirements for code officials.	
00115010 531001 -	MOTOR VEHICLES MAINTENANCE	500.00
	This department has two vehicles; this account is to reflect the maintenance of the two vehicles.	
00115010 531206 -	CONTRACTUAL SERVICES NOT OTHER	4,454.00
	This line is necessary to cover the annual charges for 2 cellular phones @\$960.00 and \$3493.00 for the new Full Circle software support.	
00115010 540101 -	OFFICE SUPPLIES	1,225.00
	Funds are necessary to cover the costs of supplies to the office. Supplies included but not limited to: labels for files, markers, highlighters, push pins, adding machine tape, envelopes three sizes, index tabs, binders, storage boxes, vertical organize typewriter correction tape, laser printer cartridge photo developing, fax cartridge, calendar book, wall files, providence journal, standard times, inspections stickers, labels for files, markers, printer cartridges, pens, pencils, etc.	
00115010 540102 -	PRINTED FORMS	500.00
	This account is necessary to cover all printed forms, building permit application, C/O & Building permit cards and business cards.	
00115010540108-	BOOKS & PUBLICATIONS	900.00
	This account covers the cost of RI State codes, NFPA 53 new electrical code \$250.00, Arch Graphics Standards \$250.00, ICC 2006 codes CD \$250.00, periodicals/journals \$150.00	

**ZERO BASED BUDGET  
CODE ENFORCEMENT DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00115010 540401 -	GASOLINE & DIESEL FUEL Funds are necessary to cover the cost of gas for two vehicles for inspections. 700 gal @3.00 = \$2100.00	2,100.00
00115010 540403 -	TIRES	0.00
00115010550301-	OFFICE EQUIPMENT & FURNITURE Three replacement chairs for clerks 300.00, Three hand held palm pilots for inspectors for Full Circle. 1500.00	1,800.00
00115020 510107 -	OVERTIME Bldg Code Bd of Appeals	461.00
00115020 524001 -	FICA Bldg Code Bd of Appeals	36.00
<b>TOTAL CODE ENFORCEMENT</b>		<b>\$321,818.00</b>

**RECREATION**

Al Southwick, Director

**Mission Statement-** To offer quality recreational programs and services to children, adults and families during their leisure time in a safe, rewarding and affordable manner that will allow all of our residents to participate. To provide youth sports activities, summer camp, and art and drama programs. To maintain and provide services at our extensive parks and playground network.

The Recreation Director works with the Leisure Services Advisory Committee and the Town Manager to provide a wide range of recreation activities in the community. The Director handles personnel administration, budgeting, policy implementation, and supervision. The Director works with all other departments to provide coordination for recreational services, including special events. The Director provides grants work, facility development and relationships with the various youth sports groups. The Recreation Department Secretary position provides for the clerical needs of the Department with activities including permit issuing, scheduling of the Cold Spring Community Center, and general office duties. The Director also supervises the part-time recreation employees for activities such as basketball, softball, and field trips. The Director obtains necessary equipment to provide for the children’s activities and sets up tournaments and inter-community activities in various locations.

The Recreation Department also oversees providing recreation services to thousands of North Kingstown residents. The activities range from summer camp, basketball, soccer, in-line hockey and volleyball leagues to special arts and theater activities for children as well as field trips, a teen extreme program, interstate tournaments and musical presentations.

**2008/2009 DEPARTMENT GOALS**

<b>Goals</b>	<b>Vision reference</b>	<b>Timeframe</b>
Maintain quality of life for all North Kingstown Residents through Seasonal Recreation Activities (Goal 1)	Vision	7/1/8-6/30/9
Encourage Low Income Children to participate in our programs through transportation access and affordability (Goal 2)	Vision	2008-9
Implement Recreation Improvement Grants (Goal 3)	Vision	2008-9
Coordinate with Public Works and various youth and adult organizations to schedule use of fields and, at the same time, insure that the playing surfaces remain safe for the participants they may require areas to be taken off line (Goal 4)	Infrastructure	2008-9
Identify the need and benefit to <u>all</u> of our residents for and Indoor Recreation Facility to include athletic, social and meeting space (Goal 5)	Infrastructure	2008-9

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Goals 1, 2, 3 4...Summer Camp Administration, Beachfront Programming, Theatre and Arts for Children, outdoor and indoor sporting events, planning for fall and winter, evaluate field conditions.
SECOND QUARTER (10/1/08 to 12/31/08)	Goals 1, 2, 3 ,4, 5...Continue fall activities and begin indoor activities, coordinate special events and trips with schools and vendors. Begin the budget process. Meet with Asset Management to discuss current conditions and future needs, including a Recreation Center and Sports Turf.
THIRD QUARTER (1/1/09 to 3/31/09)	Goals 1, 2, 3, 4...Apply for CDBG Funding for Summer Camp Programming. Plan for spring and summer activities including the Easter Egg Hunt, special events, trips and athletic and cultural activities. Maintain and evaluate field conditions.

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/09 to 6/30/09)	Goals 1, 2, 3, 4...Begin spring activities including the Easter Egg Hunt, Track and Softball. Hire and train beach and summer camp staff in program safety and skills. Maintain and evaluate field conditions.

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Basketball	1,2,5	1,000	1,000	900	900
Gymnastics/Dance	1,2,5	400	400	400	400
Softball	1,2,4,5	500	500	500	500
Special Events	1,2	5,000	1,000	5,000	5,000
Art	1,2,5	400	400	300	400
Cross Country	1,2,5	90	90	35	60
Girls Field Hockey	1,2,4,5	80	90	90	80
Wrestling	1,2,5	70	70	70	70
Adult Volleyball	1,2,5	30	30	30	30
Alton Jones	1,2	31	45	40	40
Hershey Track & Field Meet	1,2,5	120	120	120	120
Jr. Olympics track	1,2,5	100	120	113	120
Playgrounds	1,2,3,5	222	200	246	250
Swimming Lessons	1,2		0		
Summer Sports	1,2,5	500	500	500	500
Youth tennis	1,2	200	200	130	130
Creative Drama	1,2,3,5	140	140	130	130
Arts & Crafts (6-9)	1,2,5	140	120	120	120
Missoula Theatre	1,2	65	65	65	65
Bussing ages 6-13	1,2	4,900	5,000	7500	7000
Teen Extreme	1,2,5	168	168	168	168

**PERSONNEL LIST**

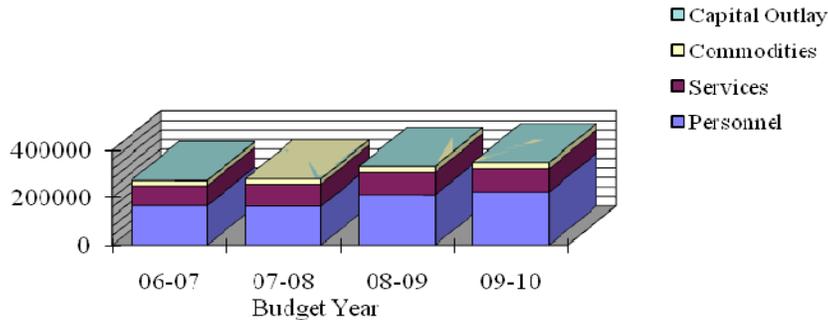
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Recreation Director	.50	.50	.50
Secretary	.50	.50	.50
50% General/50% QD Fund			
Total	1	1	1

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Beach Staff Part Time	16	16	13
Gymnastics Part Time	8	8	8
Art Part Time	3	3	3
Field Hockey Part Time	3	3	3

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Summer Program Part Time	25	25	25
Special Education Part Time	0	0	0
Softball Part Time	4	4	4
Volleyball Part Time	2	2	2
Basketball Part Time	18	18	18
Other Indoor Activities	10	10	10
Track Part Time	3	3	3
<b>Total</b>	<b>94</b>	<b>94</b>	<b>89</b>

<b>Recreation Department</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$166,385	\$161,101	\$163,842	\$185,934	\$22,092	13.48%	\$197,090
<b>Services</b>	\$83,637	\$93,249	\$93,249	\$94,721	\$1,472	1.58%	\$97,563
<b>Commodities</b>	\$22,147	\$21,195	\$21,595	\$25,867	\$4,272	19.78%	\$26,643
<b>Capital Outlay</b>	<u>\$256</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$272,426</b>	<b>\$275,545</b>	<b>\$278,686</b>	<b>\$306,522</b>	<b>\$27,836</b>	<b>9.99%</b>	<b>\$321,296</b>

RECREATION DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
RECREATION DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00116010 510101	CLASSIFIED FULL TIME	16,815
00116010 510103	UNCLASSIFIED FULL TIME	36,591
00116010 510104	UNCLASSIFIED PART TIME	101,440
	Part time for town beach staff (\$61,440) and a portion of summer staff (\$40,000)	
00116010 510107	OVERTIME	1,450

**ZERO BASED BUDGET  
RECREATION DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00116010 524001 -	FICA	37,150
00116010 524302 -	RETIREMENT	6,788
00116010 524303 -	UNEMPLOYMENT	200
00116010 524304 -	HEALTH INSURANCE	8,661
00116010 524305 -	DENTAL INSURANCE	760
00116010 524306 -	LIFE INSURANCE	160
	Classes & seminars	
00116010 524404 -	CONFERENCES/MEETINGS	100
	Amount for RI and NE conferences.	
00116010 524405 -	TRAVEL & EXPENSES	1012
	Mileage of private autos used for recreation purposes. 2275 miles @ .445/mile = \$1012	
00116010 530203 -	VEHICLE REGISTRATION	20
	Four buses and one truck @ \$4 each	
00116010 530301 -	ELECTRICITY - BALL FIELDS	12,000
	Lights And Other Electric Requirements At Ball fields Wilson Park = \$1,835 McGinn Park = \$5,100 Wilson Park = \$5,065	
00116010 530302 -	GAS	1,100
	For heating the former fire station at Lischio Field.	
00116010 530306 -	WATER - BALL FIELDS	30,862
	Reflects anticipated cost for the year. Flat meter charge \$53.96 x 18 meters = \$971.28 Turn on/off charge \$50.00 x 18 meters = \$900.00 Water usage \$2.40/1000 gallons = 28,991	
00116010 530501 -	DUES & MEMBERSHIPS	380
	RI and national recreation association dues. Various memberships and publications National Parks And Recreation Association = \$ 215.00 Rhode Island Parks & Recreation Assc = \$50.00 Scholastic Coach Publication = \$18.00 USA Track Membership = \$75	
00116010 530604 -	MEDICAL SERVICES	350
	Bus Driver Physicals And Red Cross CPR/First Aid Classes For Playground Leaders And Lifeguards Physical = \$150.00 First Aid/CPR Materials = \$200	
00116010 530610 -	OUTSIDE CLEANING SERVICES	1,700
	Cleaning Of Town Beach Restrooms Increase Reflects Anticipated Bid Amount 100 Days At \$17/Day = \$1,700	
00116010 530701 -	LAND AND BUILDINGS	18,000
	Rental Of School Buildings For Recreation Programming. 1500 Hours At \$12/Hr = \$18,000	
00116010 530704 -	OTHER RENTALS	4,215
	Portable Sanitary Facilities. Ryan Park, Yorktown Park, Fuerer Park, McGinn Park, Town Beach, Intrepid Drive And Wickford Middle School. Increase Due To budgeting for 4th Of July Fire Works Display (\$1,750). Monthly Charge Per Unit Is Anticipated To Be \$54.16 McGinn Park For 12 Months = \$650.00 Yorktown Park For 2 Months = \$111.90 Wickford Middle For 8 Months = \$436.92 Fuerer Park For 5 Months = \$250.50 Ryan Park For 1.5 Months = \$79.09 Intrepid Drive For 6 Months = \$286.87 Town Beach For 12 Months = \$650.00	
00116010 530804 -	OTHER ADS	294
	Ads For Part Time Help And Programs 26 Ads At \$11.25/Ad = \$292.50	
00116010 530922 -	LAFAYETTE BAND	1,000
00116010 531001 -	MOTOR VEHICLES MAINTENANCE & E	6,000
	Bus And Truck Repairs.	

**ZERO BASED BUDGET  
RECREATION DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00116010 531206 -	CONTRACTUAL SERVICES NOT OTHER Bus Rentals, Cellular Phones For Buses & Program Leaders 15 Phones: Summer Months \$2070.00 Rest Of Year \$2100.00 Bus Rental Depends On Need. 4 <sup>th</sup> of July Fireworks budgeted for \$14,000	18,800
00116010 540101 -	OFFICE SUPPLIES Office Supplies, Labels, Ink For Printers, Copy Paper Color Printer Cartridges & Imaging Drum = \$575 3 Laser Printer Cartridges At \$55 Each = \$165 4 Cases Copy Paper At \$25 Each = \$100 Misc Supplies = \$410	1,250
00116010 540310 -	MEDICINES & DRUGS Ice Packs, Special Sun Screen For Life Guards And Other Medical Supplies. Special Lifeguard Sunscreen 36 X \$4.75 = \$171.00 Beach First Aid Supplies = \$200.00 Playground First Aid Supplies = \$150.00 Ice Packs For All Activities = \$150.00	670
00116010 540401 -	GASOLINE & DIESEL FUEL Bus And Truck Fuel. Diesel- 1400 Gallons X \$2.75/Gal = \$3,850 Gas - 300 Gals X \$2.75/Gal= \$825	4,675
00116010 540513 -	EQUIPMENT REPAIRS Repair Scoreboards And Other Equipment At Ball fields And Portable Equipment; I.E. Generators	1,000
00116010 540801 -	COMMODITIES NOT OTHERWISE CLAS Beach And Playground Supplies = \$4,000 Fall And Winter Equipment Replacement = \$3,000 Easter Egg Hunt = \$2,000 Activity Equipment: Softballs, Basketballs, Art = \$5,000 Recreation Share Toward Purchase Of Office Equipment For Secretary. Any Director Purchases. \$1,772 scoreboard. Replace Women's Shed at Ryan Park = \$2,500	18,272
	<b>Town Manager's Reduction – FICA</b>	<b>-25,193</b>
<b>Total Recreation</b>		<b>306,522</b>

## ***LEISURE ACTIVITIES***

Al Southwick, Recreation Director

**Mission Statement-** Maintain and improve quality leisure activities and services at the Municipal Golf Course and Allen Harbor Marina. Continue to assist the Arts Council in their goal to provide diverse and quality programs for the residents of North Kingstown

The Leisure Activities Department, under the supervision of the Town Manager, works with the Arts Council and the Leisure Services Advisory Committee to maximize the Recreational opportunities for the community. The Municipal Golf Course and the Allen Harbor Marina form the Quonset/Davisville Enterprise Fund. The Enterprise Fund, whose revenues are derived from the operation of the Golf Course and the Allen Harbor Marina, supports the Town's recreational programs as well as the operation of the Municipal Golf Course and the Allen Harbor Marina. The Leisure Activities Director is responsible for supervising personnel administration, budgeting, and policy implementation and work activities supported by the Enterprise fund. The goal of the Leisure Activities Department is to provide a pleasant atmosphere for everyone who wishes to take advantage of the recreational opportunities the Town has to offer.

### **Municipal Golf Course**

The Municipal Golf Course is the premier Public Golf Course in the State and hosts over 43,000 rounds of golf a year. The upkeep and maintenance of the golf course is the top priority. The Superintendent manages the staff responsible for care of the turf grass, applications of pesticides and fertilizers, irrigation systems, equipment purchases and maintenance of equipment. In addition he formulates and implements grounds maintenance plans for construction needs related to drainage, bunker and tee rehabilitation, tree programs and cart path enhancement. The Course Operations Manager supervises the pro shop services and oversees the seasonal golf staff responsible for providing customer services for golfers. Additionally, he schedules league play, tournaments, outings and tee times. The Operations Manager is responsible for purchasing consumable items for resale, collection of revenues and record keeping. Golf lessons for the recreational public are also provided. The Superintendent and the Operations Manager along with their staffs work as a team to provide a well-groomed golf course with pleasant conditions in which to play golf.

### **Allen Harbor Marina**

In the northeast corner of the former Quonset-Davisville Naval Base is the Allen Harbor Marina, located in a natural sheltered harbor with excellent access to Narragansett Bay. Acquired from the Navy, the Town owns and operates the Marina that includes 84 moorings and over 100 slips. In addition, a boat ramp is available for public use. The seasonal staff is responsible for the daily operation and maintenance of the marina facilities including capital improvements and supervision of a busy boat ramp. The Marina is open from April to December. Their goal is to provide well-maintained facilities for the community to enjoy the recreational opportunities of the area.

### **North Kingstown Arts Council**

The North Kingstown Arts Council continues to provide quality Arts programming for the community. The Tuesday Evening Adult Summer Concerts, the Thursday Evening Children Entertainment Series and the annual Shakespeare at the Beach Series headline an impressive list of programs that provides entertainment and artistic opportunities for all ages.

## 2008/2009 DEPARTMENT GOALS

Goals	Vision reference	Timeframe
Maintain quality of life by providing excellent recreational opportunities for our North Kingstown Residents	Vision	7/1/8-6/30/9
Arts Council continue to provide quality Arts Programming	Goal 1	Quality of Life
Operate and Maintain Allen Harbor Marina Facilities	Goal 2	Ongoing
Complete Phase 1 improvements to Calf Pasture Point	Goal 3	Infrastructure
Insure that the Golf Course is in excellent playing condition and provide a pleasant atmosphere	Goal 4	Infrastructure
Make sure that improvements to fairways 11 & 12 do not inhibit play and to coordinate with construction efforts	Goal 5	Infrastructure
Pursue opening an existing well to get the Golf Course off of the Narrow River Aquifer and to have an independent source	Goal 6	Infrastructure
Upgrade Fleet of Golf Carts	Goal 7	Infrastructure
Use Preventative Maintenance System for GC Operation	Goal 8	Infrastructure
	Goal 9	Infrastructure

## WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	<p>Goals 1, 3, 4...Allen Harbor...Continue to implement Allen Harbor Master Plan. Continue construction of Calf Pasture Point Improvements. Review Rates for 2009 season. Update waiting lists.</p> <p>Goals 5, 6, 7, 8, 9...Golf Course...Continue the high level of maintenance, schedule tournaments, leagues, Jr. Golf School, and the Women's Golf Program. Fertilize and spray greens, tees and fairways. Aerate and seed fairways and greens. Pursue well for Golf Course. Review Rates for the 2009 season.</p> <p>Goals 1, 2...Arts Council...Tuesday Night Concerts, Thursday Family Entertainment Series, Shakespeare on the Beach. Art Festival-Coordinate with Art Association, Police, Fire and Public Works. Send a bill to the Art Association.</p>
SECOND QUARTER (10/1/08 to 12/31/08)	<p>Goals 3, 4...Allen Harbor...Winterize Equipment. Inspect 1/3 moorings and install winter mooring markers. Town Council approval of rates for the 2009 season. Send Winter Contracts to our Tenants and prepare and mail 2009 Tenant Contracts.</p> <p>Goals 6, 7, 8, 9...Golf Course...Schedule season-end tournaments and special events programming. Clean course, winter fertilization, drain irrigation system for the season and prepare equipment for winter overhaul in accordance with PM System. Town Council approval rates for the 2009 season. End of season sale in Pro Shop.</p> <p>Goals 1, 2...Arts Council...Arts Council Tuba Christmas, Fall Arts Program, Market Fair.</p>
THIRD QUARTER (1/1/09 to 3/31/09)	<p>Goal 3...Allen Harbor...Fill vacancies from waiting lists for the Summer Season, post Tenant Payments for slips and moorings, supervise Winter Tenants, continue with Master Plan implementation. Advertise for seasonal positions.</p> <p>Goals 6, 7, 8, 9...Golf Course...Repair and service all Golf Course</p>

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/09 to 6/30/09)	<p>Equipment; prepare and mail league and outing contracts. Advertise for seasonal positions and fill as needed, complete overhaul of Golf Carts and other rolling stock. Begin pruning and removal of trees. Manage 7 day pass holder turnover. Prepare specifications and bid for 25 Golf Carts and update policy manual. Open Golf Course for the season.</p> <p>Goals 1, 2...Arts Council Master Classes</p> <p>Goals 3, 4...Allen Harbor...Open May 1, order construction materials, open bathrooms and pump out, open concession. Install mooring balls, plan for bulk head repairs.</p> <p>Goals 5, 6, 8, 9...Golf Course...Activate irrigation system, apply spring chemicals and fertilizers, aerate and top dress greens, aerate tees and fairways, begin outing and league schedule. Continue to book outings. Continue tree removal.</p> <p>Goals 1, 2...Arts Council...Sunday Musicales and RI Voices at Library, TUBAphonia, Strawberry Festival at Smith's Castle. Kick off Tuesday and Thursday Concert Season. Prepare for the Art Festival.</p>

#### PERFORMANCE MEASURES

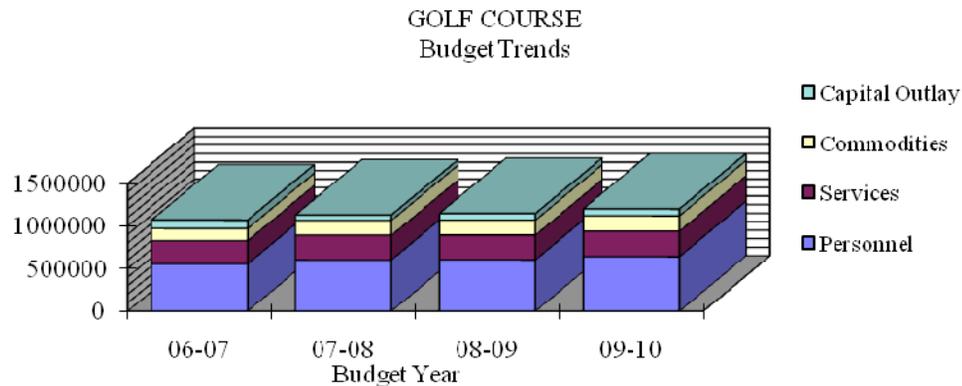
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Moorings	3	86	84	82	82
Slips	3	106	120	120	120
Ramp – Daily	3	600	800	800	900
Ramp - Annual	3	120	120	120	120
Gals. Sewage	3	4500	4500	6000	6000
Season pass	6	105	112	105	105
Pass holder rounds	6	5972	5750	5900	5900
Outings	6	84	100	90	90
Leagues	6	29	32	31	31
Pro shop sales	6	55000	51000	52000	53000
Golf carts replaced	8	25	25	25	25

#### PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Leisure Activities Director	0	0	
Recreation Director	.50	.50	.50
Custodian	1	1	1
Secretary	.50	.50	.50
Superintendent golf course	1	1	1
Mechanic golf course	1	1	1
Asst. Superintendent golf course	1	1	1
Operations Manager golf course	1	1	1
Assistant Op. Mgr. Golf course	1	1	1
Total	7	7	7

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Seasonal Semi-skilled Laborer	7	7	7
Seasonal Cart Staff	8	8	8
Seasonal Starter/Ranger/Cashier	9	9	9
Operations Manager Allen Harbor	1	1	1
Assistant Operations Manager Allen Harbor	2	2	2
Temporary Semi-Skilled Laborer Allen Harbor	8	8	7
<b>Total</b>	<b>35</b>	<b>35</b>	<b>34</b>

<b>Golf Course</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$555,992	\$600,105	\$604,234	\$605,638	\$1,404	0.23%	\$641,976
<b>Services</b>	\$271,784	\$289,230	\$288,438	\$289,723	\$1,285	0.45%	\$298,415
<b>Commodities</b>	\$144,266	\$164,575	\$175,700	\$175,600	(\$100)	-0.06%	\$180,868
<b>Capital Outlay</b>	<u>\$98,390</u>	<u>\$63,078</u>	<u>\$62,000</u>	<u>\$77,000</u>	<u>\$15,000</u>	<u>24.19%</u>	<u>\$80,000</u>
<b>Total</b>	<b>\$1,070,432</b>	<b>\$1,116,988</b>	<b>\$1,130,372</b>	<b>\$1,147,961</b>	<b>\$17,589</b>	<b>1.56%</b>	<b>\$1,201,259</b>



**ZERO BASED BUDGET  
GOLF COURSE**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
43021010 510101	CLASSIFIED FULL TIME Mechanic, Assist. Super, 1/3 building & grounds custodian	108,066
43021010 510103	UNCLASSIFIED FULL TIME	73,182

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
43021010 510104	Golf Course Superintendent UNCLASSIFIED PART TIME Seasonal laborers for maintaining golf course do not expect high turn-over 3 @ \$10/hr - \$350/wk x 30 wk x 2 emp = \$21000 \$250/wk x 30 wk x 1 emp = \$7500 1 @ \$9.50/hr - \$250/wk x 30 wk x 1 emp = \$9975 2 @ \$9/hr - \$270/wk x 20 wk x 2 emp = \$10800 1 @ \$8.50/hr - \$255/wk x 20 wk x 2 emp = \$5100	60,000
43021010 510107	OVERTIME Union employees - \$5400, PT - \$1500, Secretary - \$100	7,000
43021010 524001	FICA	18,991
43021010 524302	RETIREMENT	23,037
43021010 524303	UNEMPLOYMENT Season worker's project	5,000
43021010 524304	HEALTH INSURANCE	40,218
43021010 524305	DENTAL INSURANCE	3,849
43021010 524306	LIFE INSURANCE	534
43021010 524307	UNIFORM ALLOWANCE Uniform allowance for 4 employees per union contract \$300 x 4 = \$1200	1,200
43021010 524308	MILEAGE ALLOWANCE Staff use of personal vehicles 1050 Mi @ \$0.445 = \$450	450
43021010 524403	ASSOCIATION DUES Association dues for GCSAA \$300 RIGCSA \$150 Pesticide License \$45 USGA \$35	550
43021010 524404	CONFERENCES/MEETINGS Regional Conference in March 2 Attendees @ \$200ea \$400 Local Seminars (education Credits) 2 @ \$50 \$100 RIGCSA Meetings 3 @ \$50 \$150 Golf Course Superintendent to attend National Conf \$1400	2,050
43021010 530101	TELEPHONE 56k line plus 2 existing phone lines Avg Monthly Bill for FY 2006 = \$75 X 12 = \$900 Projected rate in crease 10% = \$90 Total = \$990 Internet Service @ \$140/Month= \$1,680	2,600
43021010 530105	DATA PROCESSING IT Support - \$12,442 * 4.09 (exp cap)	12,951
43021010 530203	VEHICLE REGISTRATION Registration for pick-up, dump truck @ \$4 + \$8	12
43021010 530301	ELECTRICITY Electricity for maintenance buildings 2005 and 2006 Avg monthly bills = \$400 x 12 = 4800 Projected rate increase 14% = \$672 Total = \$5472	5,500
43021010 530302	GAS (LP) GC OpsHeat for maintenance building FY 2005 and FY 2006 Avg 4300 gal/yr jan 2006 price/gal \$1.72 = \$7353 Project 15 % increase = \$8455.95	8,500

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
43021010 530304	SEWERAGE QDC Sewer use charge FY 2006 Avg bill \$46.33 X 12 = \$55.96	750
43021010 530305	SOLID WASTE Waste Management contract -\$5125 Additional TRANSFER STATION FEES estimated \$775	6,000
43021010 530306	WATER EDC imposed user fees. Golf course irrigation FY 2003 thru FY 2006* Avg usage/year \$32910 Safety Factor – 15% above avg 1.15 Total \$37847	37,850
43021010 530606	PAYING AGENT	24
43021010 530704	OTHER RENTALS Rental of equipment as needed Taylor Rental - compressors, trenchers, slice seeder \$650 Other pieces of equipment as needed \$300 Advance Liquid Recycling -parts cleaner \$300 Port-a-john Contract \$1,050	2,300
43021010 530804	ADVERTISING Advertisements for bids In Prov Journal and SRI Newspapers Pesticides, fertilizers, Top Dressing \$350 Annual advertising for season positions \$75 Triplex Rough Mower \$350 Tree Removal \$125 Seeds \$125 lime - \$125	1,200
43021010 531001	MOTOR VEHICLES MAINTENANCE Maintenance of aging vehicle fleet including tractors, mowers, utility vehicles, etc. winter maintenance of 75 golf carts Willand - sole source for parts and equipment for 20 vehicles including tractors, utility carts Mowers Estimate \$9500 RF Morse - sole source for parts and equipment for 8 vehicles including tractors, utility carts Mowers Estimate \$4000 Car Parts - Miscellaneous small parts and supplies including oil, antifreeze, grease, spark plugs filters Estimate \$2000 RI Tire - replacement tires for golf carts, Trucks, etc. Estimate \$500 Allen Seed Parts for trimmers, chain saws rotary hand mowers New England Golf Cars - Parts and supplies for 80 carts and supplies Estimate \$2500 Turf Products Parts and supplies for 2 large Mowers Estimate \$1000	19,500
43021010 531003	ALARMS SYSTEMS MAINT American alarm system monitoring - 2008	225
43021010 531004	OFFICE EQUIPMENT MAINT. Service contract copier Maintenance for fax machine and computer equipment 2008	500
43021010 531103	PLUMBING SYSTEMS MAINTENANCE	5,000

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Aging irrigation system requires more frequent repairs. Larchmont - Parts and supplies for repair and upgrades of irrigation system infrastructure Estimate - \$4000 Bisco Sole Source supplier of Rain Bird sprinkler heads Estimate \$1000	
43021010 531106	LANDSCAPING MAINTENANCE	2,500
	Removal and pruning of trees \$2500	
43021010 531206	CONT SVCS NOT OTHERWISE CLASSI	15,500
	Deep tine aeration of fairways \$3500	
	liming of fairways \$2300	
	Meteor Logics Weather system \$1200	
	Backflow preventer Maintenance \$1000	
	Cisco equip service contract \$300	
	Fire protection system maintenance \$1000	
	Soil Testing \$1000	
	Overhead Door Maintenance \$200	
	Emergency Equipment Repair \$5,000	
43021010 540108	BOOKS & PUBLICATIONS	150
	Purchase of New Publications "Tree Care for Golf Courses" and Superintendent's Guide for Green Speed" Estimate \$150	
43021010 540205	PERSONAL EQUIPMENT - TOWN ISSUE	400
	Work shirts for Seasonal employees 25 shirts @ \$15.95 = \$398.75	
43021010 540304	FERTILIZERS	19,000
	Lime for greens and tees \$2,000.00	
	Fairway fertilizer \$4,500.00	
	Merit Plus fertilizer \$4,500.00	
	Greens Fertilizer 18-3-18 \$1,400.00	
	Greens Fertilizer 15-3-8 \$1,400.00	
	Greens Fertilizer 21-3-16 \$1,500.00	
	Dimension + Fertilizer \$1,200.00	
	Tee Fertilizer \$2,500.00	
43021010 540305	PEST CONTROL CHEMICALS	47,000
	Daconil \$5,000.00	
	Subdue \$7,000.00	
	Chipco GT \$8,500.00	
	Bayleton \$8,000.00	
	Aliette \$2,000.00	
	Emerald \$6,000.00	
	Lescoflow \$3,000.00	
	Bubigan \$3,000.00	
	Fertilizer plus Iron \$2,500.00	
	Snow Mold \$2,000.00	
43021010 540401	GASOLINE OIL & ANTIFREEZE	18,000
	Gasoline 8823 gal x \$1.70/gal = \$15,000	
	Diesel 1765 gal x \$1.70/gal = \$3,000	
43021010 540501	BUILDING & GROUNDS MAINT.	2,000
	Miscellaneous tools, lumber and materials needed for repairs Wickford Lumber \$2000 Blanket	
43021010 540502	SAND SOIL AND GRAVEL	9,500

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Top Dressing \$6,000	
	Sand for traps \$1,500 Loam, Stonedust & Pea stone \$2,000	
43021010 540506	SEEDS & PLANTS	9,250
	Perennial Ryegrass \$6,000	
	Seed Mix for Rough \$1,500	
	Bent grass \$1,000	
	Flowers & Misc Plants \$750	
43021010 540701	HAND TOOLS	900
	Replace Trimmer \$300	
	Replace Rotary hand mower \$600	
43021010 540801	COMMO NOT OTHERWISE CLASSIFIED	6,000
	Flags, poles, towels, marking paint, additional trap rakes, benches, ball washers, cups, rope, etc, replacement signs Additional flags to designate the position of pin on the green	
43021010 550401	VEHICULAR EQUIPMENT	35,000
	Pick Up Truck - \$15,000, Outfront Rotary Mower - \$20,000	
<b>TOTAL GOLF</b>	<b>COURSE OPERATIONS</b>	<b>612,239</b>
43021020 510101	CLASSIFIED FULL TIME	35,533
	2/3 salary – building & grounds custodian and 25% secretary	
43021020 510103	UNCLASSIFIED FULL TIME	101,924
	Operations manager, Asst. Operations Mgr., Operation Mgr Inc	
43021020 510104	UNCLASSIFIED PART TIME	57,227
	Temporary positions for cashier, starters, rangers and carts Avg Hourly Wage Cart/Range 1,472 hrs x \$7.80/hr= \$11,481 Starter/Ranger 4,515 x \$7.80 = \$35,217 Clerk 992hrs x /\$7.80hr = \$7,737	
43021020 510107	OVERTIME	200
43021020 524001	FICA	14,910
43021020 524302	RETIREMENT	17,471
43021020 524304	HEALTH INSURANCE	27,530
43021020 524305	DENTAL INSURANCE	2,442
43021020 524306	LIFE INSURANCE	524
43021020 524308	MILEAGE ALLOWANCE	500
	Reimbursement for staff use of personal vehicle for Town use. 1125 mi @0.445 = \$500	
43021020 524403	ASSOCIATION DUES	1,600
	Staff memberships in Professional organizations PGA \$1,200.00 RIGA \$200.00 NGF \$100.00 USGA \$100.00	
43021020 524404	CONFERENCES/MEETINGS	1,400
	Attendance at yearly PGA Vendor Show in Florida To stock Pro Shop. Professional education Program PGA Merchandise Show \$800.00 PGA LEVEL 2 CERT \$600.00	
43021020 524405	TRAVEL & EXPENSES	250

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Travel and expenses for national, regional and local meetings include and meals 225 Miles @ \$0.445 = \$100 5 meals @ \$20/meal = \$100 Misc expenses (parking) \$50	
43021020 530101	TELEPHONE Cost Includes The Lease Payments For The Norstar Equipment Line Charges For Six Telephone Lines And Monthly Local And Long Distance Charges And Cox Cable Yellow Pages \$1,700.00 /Yr Equip Lease/Lines \$3,500.00/Yr Cox Internet \$1,530.00 /Yr Verizon \$7,500.00 /Yr Qwest Long Dist \$250.00 /Yr	15,000
43021020 530103	POSTAGE Mail yearly contracts to Passholders \$50 mail contracts for Outings \$150	200
43021020 530106	ALARM SYSTEMS Monitoring services for clubhouse alarm systems \$222 maintenance contract fire alarm and sprinkler system \$500	725
43021020 530301	ELECTRICITY Town share 1/3 clubhouse electricity FY 2006 Avg \$1208/mon x 12 mon = \$14,500 Project 10 % Increase = \$1,450 Total \$16,000	16,000
43021020 530302	GAS Town share 1/3 clubhouse gas FY 2006 Avg \$708/mon x 12 mon = \$8500	8,500
43021020 530304	SEWAGE 1/3 Town share Clubhouse Sewer use Avg 2006 \$50/month x 12 mon = \$600.00	600
43021020 530306	WATER Town 1/3 share of water use at the clubhouse Avg 2006 \$55/month x 12 mon = \$660.00	660
43021020 530406	INSURANCE	58,195
43021020 530607	AUDITING 8% of annual audit - \$48,000 total	3,840
43021020 530804	OTHER ADS Newspaper Ads \$1,650.00 Brochure Production \$1,000.00 Bid Notification \$200.00 NK Chamber \$400.00 Promotional items \$250.00 Tourism Mag Ads \$500.00	4,000
43021020 531004	OFFICE EQUIPMENT MAINTENANCE IKON Maintenance Contract for Copier \$250/year Network Maint \$200/yr	450
43021020 531102	ELECTRICAL SYSTEMS MAINTENANCE Maintenance of Town Share for lights in CLB Restaurant and parking lot	2,500
43021020 531204	DEBT PRINCIPAL	30,809
43021020 531205	DEBT INTEREST	14,332
43021020 531206	CONT SVCS NOT OTHERWISE CLASS	13,000

**ZERO BASED BUDGET  
GOLF COURSE**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Software licenses for POS Tee Time reservation System \$2000	
	miscellaneous maintenance contracts –	
	HVAC _- Regan \$2450	
	Internet Security System - INET \$1500	
	Atrion Networking \$300	
	Vet bills for Mulligan \$450	
	Miscellaneous repairs under Maintenance Contracts \$2,800 RIGA	
	Handicap \$3,500	
43021020 540101	OFFICE SUPPLIES	1,000
	Golf Pencils \$450.00	
	Printer Cartridges \$200.00	
	Misc Paper Supplies \$350.00	
43021020 540102	PRINTED FORMS	2,100
	Scorecards \$1,100.00	
	Gift Certificates \$150.00	
	Business Cards \$250.00	
	Long Drive Markers \$400.00	
	Letterhead/Envelopes \$200.00	
43021020 540104	OPER SUPPLIES FOR OFFICE EQUIP	100
	Tape for cash register, calculator \$100	
43021020 540203	BADGES AND EMBLEMS	150
	Trophies for tournaments \$150	
43021020 540205	PERSONAL EQUIPMENT - TOWN ISSUE	500
	Shirts for Seasonal employees 36 shirts @ \$13.75 = \$500	
43021020 540310	MEDICINES & DRUGS	100
	First aid kit supplies \$100	
43021020 540501	BUILDING REPAIR MATERIALS	4,000
	Small building repair problems \$500	
	HVAC equipment – parts & labor - \$1500	
	Kitchen maintenance - \$2000	
43021020 540509	JANITORIAL SUPPLIES	1,550
	Town Share of Paper Goods, cleaners, floor detergents, cleaning supplies, etc \$1200	
	Town share replacement lights in Clubhouse \$350	
43021020 540512	PAPER PRODUCTS	600
	Various supplies including drinking cups for the Golf Course from Central Supply at School Dept \$600	
43021020 540513	EQUIPMENT REPAIRS	300
	Office equipment repairs not covered under contract \$300	
43021020 540801	COMMO NOT OTHERWISE CLASSIFIED	15,500
	Range Balls \$2,000.00	
	Netting For Driving Range \$2,500.00	
	Credit Card Fees \$9,500.00	
	Range Tokens \$500.00	
	Medicine For Mulligan \$500.00	
	Misc Course Supplies \$500.00	
43021020 540803	COMMODITIES - MERCHANDISE	27,500

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Accessories \$4,000.00	
	Bags \$1,200.00	
	Irons \$2,000.00	
	Junior Clubs \$600.00	
	Putters \$600.00	
	Woods \$3,000.00	
	Gloves \$3,700.00	
	Balls \$8,500.00	
	Shoes \$3,500.00	
	Hand Carts \$400.00	
43021020 540804	COMMODITIES - CLOTHING	10,000
	Men's Hats \$2,000.00	
	Outerwear \$1,600.00	
	Shirts \$2,700.00	
	Socks \$300.00	
	Sweatshirts \$1,200.00	
	Women Outerwear \$500.00	
	Shirts \$600.00	
	Socks \$100.00	
	Sweatshirts \$1,000.00	
43021020 550401	CAPITAL OUTLAY VEHICULAR EQUIP	42,000
	Continue 3 year cart replacement program (25 carts/yr)	
	Estimate includes trade-in of 25 carts x \$1,680 each	
	<b>TOTAL CLUB HOUSE OPERATIONS</b>	<b>535,722</b>
	<b>TOTAL GOLF COURSE OPERATION</b>	<b>1,147,961.00</b>

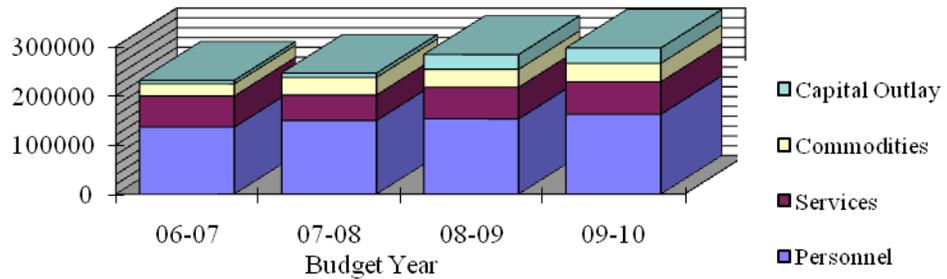
**ALLEN HARBOR DIVISION**

**Allen Harbor Marina**

In the northeast corner of the former Quonset-Davisville Naval Base is the Allen Harbor Marina, located in a natural sheltered harbor with excellent access to Narragansett Bay. Acquired from the Navy, the Town owns and operates the Marina that includes 84 moorings and over 100 slips. In addition, a boat ramp is available for public use. The seasonal staff is responsible for the daily operation and maintenance of the marina facilities including capital improvements and supervision of a busy boat ramp. The Marina is open from April to December. Their goal is to provide well-maintained facilities for the community to enjoy the recreational opportunities of the area.

<b>Allen Harbor</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$136,339	\$156,442	\$149,691	\$153,059	\$3,368	2.25%	\$162,243
<b>Services</b>	\$63,235	\$58,810	\$51,862	\$64,212	\$12,350	23.81%	\$66,138
<b>Commodities</b>	\$24,692	\$24,950	\$35,900	\$36,500	\$600	1.67%	\$37,595
<b>Capital Outlay</b>	<u>\$7,028</u>	<u>\$2,500</u>	<u>\$8,500</u>	<u>\$30,000</u>	<u>\$21,500</u>	<u>252.94%</u>	<u>\$30,900</u>
<b>Total</b>	\$231,294	\$242,702	\$245,953	\$283,771	\$37,818	<b>15.38%</b>	<b>\$296,876</b>

ALLEN HARBOR  
Budget Trends



**ZERO BASED BUDGET  
ALLEN HARBOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
43021040 510101 -	CLASSIFIED FULL TIME	6,726
43021040 510103 -	UNCLASSIFIED FULL TIME	14,637
43021040 510104 -	UNCLASSIFIED PART TIME	112,400
	2008 Rate Avg Hr/wk # Weeks / Salary	
	Ops Mang \$17.84x 35 x35=\$21,854	
	A Ops Mang/\$12.32x35x35= \$15,092	
	Maint/ A Ops Man \$12.32x 20x30= \$8,624	
	Dock Ops/7 Semi-Skilled Laborers \$10.80x26x34= \$66,830	
43021040 510107 -	OVERTIME	1,946
	Overtime for unclassified Seasonal Employees Storm Repairs \$1,946	
43021040 524001 -	FICA	10,382
43021040 524302 -	RETIREMENT	2,715
43021040 524304 -	HEALTH INSURANCE	3,386
43021040 524305 -	DENTAL INSURANCE	304
43021040 524306 -	LIFE INSURANCE	63
43021040 524404 -	CONFERENCES/MEETINGS	500
	Staff use of personal Vehicle to attend Meetings 1125 mi @ 0.445/mi	
43021040 530101 -	TELEPHONE	850
43021040 530103 -	POSTAGE	300
	Postage for mailing contracts, invoices and special meeting notices to 200 Tenants	
43021040 530203 -	VEHICLE REGISTRATION	12
	Registration for 2 trucks and crane @ \$4 ea = \$12	
43021040 530301 -	ELECTRICITY	4,000
43021040 530303 -	FUEL OIL	1,500
	500 gals @ \$3/gal = \$1,500	
43021040 530305 -	SOLID WASTE	4,300
	Trash Removal \$3,600	
	Transfer Station Fees \$700	
43021040 530306 -	WATER	2,000
43021040 530406 -	INSURANCE	15,500
	Insure two boats work barge and fleet.	
	Marina insurance coverage - \$6,000, W/C - \$4000, Flood Insurance	
43021040 530601 -	A & E STUDIES-MUNICIPAL FACILI	
	Bulkhead Design and Build	
43021040 530603 -	LEGAL SERVICES	100
	Legal services for Marina \$100	
43021040 530604 -	MEDICAL SERVICES	200
	Re-fill first aid kit \$200	
43021040 530804 -	OTHER ADS	1,000
	Advertising for bids for materials \$300	
	Advertising for bids for Construction/ design Projects \$500	
	Advertising for personnel \$50	
	Advertising for public Meetings \$ 150	
43021040 531001 -	MOTOR VEHICLES MAINTENANCE	3,000

**ZERO BASED BUDGET  
ALLEN HARBOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Parts and supplies for 2 trucks, 1 7-ton crane, 1 motorboat, 1 motorized barge 12 pieces of miscellaneous motorized equipment (Mowers, utility carts etc) Car Parts \$1,250 Don's Mower \$ 200 Johnson's Boat Yard \$800 Miscellaneous suppliers \$750	
43021040 531102 -	ELECTRICAL SYSTEMS MAINTENANCE	4,500
	Miscellaneous electrical system Maintenance \$4,500	
43021040 531103 -	BOAT PUMP OUT STATION	2,000
	4 Pump-outs (1000 gal) x \$500 = \$2,000	
43021040 531106 -	LANDSCAPING MAINTENANCE	500
	Plantings around facility	
43021040 531206 -	CONT SVCS NOT OTHERWISE CLASS	24,450
	Miscellaneous small contracts for Marina \$1,050 Mooring permit fee per ordinance 82 @ \$50 = \$4100 Port-a-john rental H-dock 2@ \$225ea x 8 Mon = \$1,800 IKON \$200 Contingency for rental of pile-driver should piles be damage or pulled by Ice in winter \$5,000 Furnace Maintenance \$300 New roof for pavilion \$12,000	
43021040 540101 -	OFFICE SUPPLIES	1,000
	Miscellaneous paper supplies \$300 Toner for copier \$100 Cartridges for color laser printer \$400 Decals for Season Passes \$200	
43021040 540102 -	PRINTED FORMS	700
	Forms for Pavilion Permits, Wait List Applications Tenant Contracts etc.	
43021040 540205 -	PERSONAL EQUIPMENT - TOWN ISSUE	500
	Work shirts for seasonal employees 25 shirts @ \$20.00	
43021040 540401 -	GASOLINE & DIESEL FUEL	1,500
	Fuel for boats, trucks, outboard motors 500 gal x \$2.50/gal= \$1,250 Diesel fuel for crane 100 gal x \$2.50/gal= \$250	
43021040 540502 -	SOIL SAND AND GRAVEL	1,000
	Sand and Gravel for general maintenance of dirt roads and fill washed-out material behind bulkhead \$1000	
43021040 540506 -	SEEDS & PLANTS	1,000
	Over seeding of grass areas \$100 Replace dead perennials and shrubs \$350 New flower boxes \$200 Annual plants \$350	
43021040 540509 -	JANITORIAL SUPPLIES	1,000
	Paper and cleaning supplies for new Bathroom Increase due increased use due to improved facilities	
43021040 540510 -	PAINT & PRESERVATIVES	500
	Anti-fouling bottom paint for boats and lower mooring balls \$250 Paint for upper mooring balls, office, Maintenance building \$150 Wood Preservatives for pavilion and picnic tables \$100	
43021040 540601 -	CONSTRUCTION MATR & SUP.	18,500

**ZERO BASED BUDGET  
ALLEN HARBOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Pressure Treated Lumber (State Bid List) \$3,500.00	
	Other lumber (State Bid List) \$3,000.00	
	Floatation \$7,000.00	
	Miscellaneous Dock Hardware \$1,500.00	
	Other miscellaneous supplies \$500.00	
	Replacement Mushroom mooring \$1,000.00	
	Replacement mooring chain \$2,000.00	
43021040 540801 -	COMMO NOT OTHERWISE CLASSIFIED	10,800
	Lubricants \$500.00	
	Indust work gear (gloves, coveralls, work boots) \$1,500	
	Non-dock const Materials for repairs \$1,500.00	
	Mechanical Parts & Supplies \$1,600.00	
	Electrical Parts & Supplies \$600.00	
	Miscellaneous Parts & supplies \$2,000.00	
	Snacks for resale in Marina store \$1,000.00	
	Bags and Cubes of ice for resale \$1,200.00	
	Drinks for resale \$100.00	
	Marine Parts & Supplies for repairs \$800.00	
43021040 550301 -	OFFICE EQUIPMENT	
	Replacement Computer	
43021040 550401 -	CAPITAL OUTLAY VEHICULAR EQUIP	25,000
	Purchase 4 x 4 diesel truck	
43021040 550501 -	OPERATION & CONSTRUCTION EQUIP	5,000
	Equipment Replacement-Power Washers, Lawn Mowers, etc	
<b>TOTAL ALLEN HARBOR OPERATIONS</b>		<b>283,771</b>

## ***NORTH KINGSTOWN FREE LIBRARY***

Susan L. Aylward, Director

**MISSION STATEMENT**—The North Kingstown Free Library exists to meet the changing and enduring cultural, educational, informational, recreational and research needs of its users.

The North Kingstown Free Library has been a continuous municipal service for 110 years since being chartered by the Town Council in 1897. The library's responsibility to the community is four-fold: to provide equal access to information for all citizens regardless of need, income, or ability; to provide life-long education opportunities; to promote and preserve the historic and cultural heritage of the town; and to be a safe and welcoming gathering place for the townspeople to come together as a community. The specific ways that the NKFL meets this four-fold responsibility to the community include the following:

The library employs seventeen staff members—librarians and support staff—to answer reference and informational questions; teach adults and children to use the online catalog, the Internet, and other library resources; recommend books, music, and movies to readers, listeners, and viewers; check out books and other materials to borrowers; select and add new items to the collection; and make materials available for patrons to borrow and use in the library.

- The library is the only town service open to the public four nights a week and every Saturday throughout the calendar year.

The library belongs to the Ocean State Libraries network (formerly CLAN), which gives the townspeople access to the more than 4.4 million items in the collections of the 49 public libraries in the state.

- The library's 21-year membership in the OSL network has brought direct benefits to NK taxpayers through collaboration and consolidation of public library services across the state.

The library offers all citizens of North Kingstown access to state-of-the-art technology, including a fast Internet connection and wireless capability, whether or not they can afford these resources at home.

- Many of the library's services are available 24/7 through its interactive website, found at [www.nklibrary.org](http://www.nklibrary.org).

The library staff plans and produces programs and activities each week throughout the calendar year that educate, enlighten, and entertain every age group—from the youngest members of our community to the oldest—free-of-charge and without any pre-qualifications.

- The library's longstanding commitment to the Summer Reading Clubs for children and teens acknowledges the importance of reading as a vital educational tool and life-affirming pursuit.

The library maintains the town's most important resource—a unique collection of books, manuscripts, and artifacts that document North Kingstown's rich historic and cultural heritage.

- For over 30 years, the library has been indexing the obituaries in the *Standard Times* newspaper, which the library has on microfilm back to the first issue in 1888. This index is now available online and has been used by people across the United States to research their family history.

The library provides a safe and welcoming place for the townspeople to come together as a community.

- The library is the community's "living room,"—a shared space—with a stunning waterfront view of downtown Wickford, where everyone comes together as equal citizens, regardless of age, educational background, or economic level.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Keep the core functions of the library intact without reductions in service to our users. (Goal 1)	Quality of Life	Ongoing
Provide a collection of books and other material that incorporates new formats and reflects the interests and needs of the community. (Goal 2)	Quality of Life	Ongoing
Provide lifelong learning opportunities to all age groups through a varied schedule of programs and activities.(Goal 3)	Quality of Life	Ongoing
Promote and preserve the library’s unique books and artifacts that document the community’s rich historical and cultural heritage. (Goal 4)	Quality of Life	Ongoing
Ensure that the staff can provide capable service in an increasingly complex and demanding profession. (Goal 5)	Infrastructure	Ongoing
Ensure effective governance and fiscal responsibility (Goal 6)	Fiscal, Vision, Quality of Life	Ongoing
Provide state-of-the-art public access to technology for all our users. (Goal 7)	Vision, Quality of Life	Ongoing
Protect the infrastructure—building, grounds, and systems. (Goal 8)	Infrastructure	Ongoing

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/08 to 9/30/08)	Goal 1: Provide daily service—answering questions; teaching adults & childrens to use the library and its resources; checking out books, videos, audiobooks to users; borrowing books, videos, & audiobooks from other libraries. Goal 2: Selecting and adding new books, videos, & audiobooks to the collection and making them available for borrowing by patrons. Goal 3: Conduct summer reading programs; Plan Fall programs; Establish a schedule of technology classes. Goal 4: Complete the index to Tim Cranston’s marine vessels book. Goal 5: Hold staff-wide meeting on a customer service topic; First aid re-certification for staff. Goal 6: Submit annual report to OLIS; File application for state grant-in-aid; Meet with Willett & Davisville librarians to discuss the annual OLIS report submission; Revise 3-yr service plan. Goal 7: Install & implement new telephone system. Goal 8: Identify carpet areas to be replaced; Revise the disaster plan.
SECOND QUARTER (10/1/08 to 12/31/08)	Goal 1: Provide daily service. Goal 2: Selecting and adding new books, videos, & audiobooks to the collection and making them available for borrowing by patrons; Review borrowing statistics for specific areas of the collection. Goal 3: Conduct fall programs; Host the Friends of the Library fall booksale; Plan winter programs. Goal 4: Write grants for publication of the marine vessels book; Create a tutorial for patrons using the local history collections. Goal 5: Train additional staff to help with technology troubleshooting. Goal 6: Annual budget submission. Goal 7: Review the library web page. Goal 8: Tree trimming along Academy Cove; Carpet replacement project; Identify capital projects for FY 2010.
THIRD QUARTER (1/1/09 to 3/31/09)	Goal 1: Provide daily service; Goal 2: Selecting and adding new books, videos, & audiobooks to the collection and making them available for borrowing by patrons; Evaluate specific areas of the collection. Goal 3: Conduct winter programs; plan spring programs; write funding request to

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/09 to 6/30/09)	<p>Friends of the Library for 2010 programs and activities. Goal 4: Digitize one local history resource. Goal 5: Establish staff performance review procedure. Goal 6: Annual budget process; Write Champlin Foundations grant for capital improvement projects scheduled for FY 2010. Goal 7: Add e-mail reference service for kids and teens; Add internet computers. Goal 8: Selected furniture replacement; Window repair.</p> <p>Goal 1: Provide daily service. Goal 2: Selecting and adding new books, videos, &amp; audiobooks to the collection and making them available for borrowing by patrons; Establish spending priorities for the collection for 2010. Goal 3: Conduct spring programs; Plan summer programs; Coordinate annual visits of elementary school students to the library. Goal 4: Make digitized local history resource available via the library web page. Goal 5: Conduct staff performance reviews. Goal 6: Close out the fiscal year. Goal 7: Add one interactive element to the library web page. Goal 8: Spring cleanup of grounds and gardens.</p>

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>BUDGET 2006/07</i>	<i>ACTUAL 2006/07</i>	<i>BUDGETED 2007/08</i>	<i>PROJECTED 2008/09</i>
Books, DVDs, etc. borrowed by users	1	359,000	332,191	359,000	340,000
Total NK Library Card holders	1	N/A	18,979	19,500	19,700
Events hosted by the library	3	430	441	430	445
Attendance at library events	3	12,500	11,528	12,500	12,500
Number of people entering the building	1,3	179,000	170,164	179,000	179,000
Questions answered	1	42,000	37,403	42,000	42,000
Books, DVDs, etc. loaned to other libraries	1	30,000	35,534	30,000	36,000
Books, DVDs, etc borrowed from other libraries	1	34,000	35,540	34,000	35,500
Visits to the NKFL Web Page	1, 7	55,000	47,919	55,000	55,000
Number of Users at Internet Workstations	1, 7	22,000	20,280	22,000	28,000
Books, DVDs, etc added to the collection	2	6,000	6,057	6,000	6,000

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Library Director	1	1	1
Department Head Librarians— Adult & Ref Services; Childrens and YA Services; Technology & Support Services, who also function as Asst. Directors	3	3	3
Librarian—Reference	1	1	1
Assistant Librarian—Public Services (Adult, Children, YA)	3	3	3
Library Associate	3	3	3
Library Technician	2	2	2
Senior Library Clerk	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Assistant Librarian	1	1	1
Senior Library Clerk	1	0	0
Library Clerk	1	1	1
Library Aide	1	1	1
Library Custodian	2	2	2
Library Pages	3	3	2
<b>Total</b>	<b>9</b>	<b>8</b>	<b>7</b>

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
11219010 510101 -	CLASSIFIED FULL TIME	\$377,334
11219010 510102 -	CLASSIFIED PART TIME	\$109,127
11219010 510103 -	UNCLASSIFIED FULL TIME	\$245,980
11219010 510104 -	UNCLASSIFIED PART TIME	\$2,327
	2 high school students covering 6 hours a week @ \$7.40 per hour to put books and other materials back on the library shelves. Decrease in this account is due to the elimination of one student position by attrition.	
11219010 510206 -	TERMINATION PAY	\$9,000
	Programmed contribution to a library termination pay reserve account to pay for unused vacation and sick leave when employees retire or resign from town employment.	
11219010 524001 -	FICA	\$56,210
11219010 524302 -	RETIREMENT	\$91,864
11219010 524304 -	HEALTH INSURANCE	\$137,839
11219010 524305 -	DENTAL INSURANCE	\$13,783
11219010 524306 -	LIFE INSURANCE	\$2,201
11219020 524401 -	TUITION & FEES	\$250

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Fees for workshops and other continuing education opportunities for staff. Zero increase budgeted for this account. The library's administrative and professional librarians all participate actively on professional committees, which are always opportunities for continuing education and librarians also take advantage of workshops offered by OLIS (the state library agency), which are usually free-of charge. The amount proposed for this account would fund attendance at either the RI Library Association Conference or some other professional continuing ed opportunity for up to four professional staff members at an estimated \$60 per employee.	
11219020 524405 -	TRAVEL & EXPENSES	\$945
	Mileage reimbursement for staff to attend committee meetings workshops and other continuing education opportunities. NKFL librarians participate on 9 statewide committees, which meet on a variety of schedules at libraries across the state. These committees include: CLAN Steering Committee (10 times per year) CLAN Membership (quarterly) CLAN Database Management (6 times per year) CLAN Technology (6 times per year) CLAN Circulation Heads (quarterly) CLAN Reference Librarians (10 times per year) Statewide Children's Advisory Council (6 times per year) State Documents Clearinghouse Committee (4 times per year) Young Adult Roundtable Meetings (11 times per year). Additional meetings or workshops (9 additional). Total estimated reimbursements include 70 trips on an average of 30 miles round trip @45 cents per mile=\$945	
11219020 530501 -	DUES & MEMBERSHIPS	\$300
	Memberships in local, state and national library organizations. Zero increase budgeted in this account. Dues and Memberships paid from this account include: American Library Association--\$125; Public Library Association--\$55; New England Library Association--\$75; Rhode Island Library Association--\$65.	
11219030 530101 -	TELEPHONE	\$5,200
	Telephone costs include the following: Regular phone service (Verizon) including four incoming phone lines and a dedicated fax line at an average cost of \$412 per month=\$4,944. Long distance service (Qwest) for occasional calls to out- of-state libraries or vendors as well as faxes, at an avg cost of \$12 per month=\$144. Additional white pages and yellow pages phone directories for nearby major metropolitan areas for the library's reference collection=\$112.	
11219030 530103 -	POSTAGE	\$1,400
	We spend an average of \$119 per month to send overdue notices, notices of items being held for patrons, and other correspondence.	
11219030 530105 -	DATA PROCESSING	\$500
	The library's share of the costs of software maintenance on the MUNIS finance system for payroll and budgeting. The Finance Dept. does not anticipate an increase in FY 09.	
11219030 530607 -	AUDITING	\$2,400
	The library's share of the costs of the town's annual financial audit. \$48,000 @ 5%	
11219030 530703 -	OFFICE EQUIPMENT RENTAL	\$836
	This account reflects the cost to rent our postage meter from Pitney Bowes. Rental fees are estimated to be \$194 per quarter with annual fees including property tax on rented equipment and postage-by-phone access fees of \$60 for a total of \$836.	
11219030 530802 -	STATIONERY	\$150
	We use funds in this account to print letterhead stationery, envelopes, and library note cards for correspondence. We have these three items printed on a three-year rotating schedule. In FY 09, we are due to have letterhead stationery printed.	
11219030 531004 -	OFFICE EQUIPMENT MAINTENANCE	\$5,923

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	We have had a significant savings in this account because the Town's MIS staff is now maintaining the library's local area network, in conjunction with our technology librarian, at no additional cost to the library budget. The proposed amount in this account reflects the following expenses: E-mail scanning service to eliminate spam (\$900). License renewals for Eventkeeper software (\$275) and PubWeb browser software (\$125). Domain name registration for 9 years (\$135). Maintenance on telephone system @ an estimated cost of \$1,908; the library will be going on the town's telephone system in the coming fiscal year. Maintenance on Canon office copier, which is part of the town wide contract (\$780). Annual preventive maintenance on three microfilm reader/ printer/scanners and replacement of outdated computer equipment (\$1,800).	
11219030 540104 -	OPER SUPPLIES FOR OFFICE EQUIP	\$7,800
	Our estimated supply needs for FY 09 are: \$2,200 for circulation-related supplies which include labels and packaging materials for inter-library loan deliveries; receipt printer ribbons and paper; window envelopes; and library cards. \$1,300 for supplies to prepare the books, dvds, and audiobooks for use by patrons which includes book jackets, tape, labels, cases for dvds and audio materials. \$2,100 for office supplies which includes pens, pencils, paper for printers and copier, paper clips, file folders, notebooks, crayons, construction paper, glue sticks, and staples. \$2,200 for technology-related supplies which includes printer toner, postage meter ink and tapes, toner for the microfilm reader/printers, and supplies for the disk cleaning machine.	
11219040 531206 -	CONTRACTUAL SERVICES NOT O/W C	\$48,104
	OSL membership fees. Membership fees are calculated on a formula based on usage of the entire OSL system. The formula includes a percentage for the number of items loaned to patrons; the number of Internet connections per library; the number of branches per library; and the size of the library collection. The NKFL share of the total OSL fees for FY 08/09, based upon these percentages is a little less than 3% of the total. OSL membership fees now include the Providence Journal archives database, a menu of informational databases and Norton anti-virus licenses for all library work stations as core services for all OSL members.	
11219050 530806 -	BOOKBINDING	\$0
11219050 540108 -	BOOKS & PUBLICATIONS	\$119,000
	This budget proposal provides funding for the following: Fiction titles--950 @15.00 ea.= \$14,250. Non-Fiction titles--900 @18.00 ea.= \$16,200. Adult & Children's Reference books--36 titles @50.00 ea.= \$1,800. Children's Fiction and Non Fiction books--1,000 books @18.00 each.= \$18,000; Young Adult books--350 books @14.00 ea. = \$4,900. Large Print books--200 books @27.00 ea.= \$5,400. Online databases--4 databases= \$18,500. Talking books--300 books on compact disc @48.00 ea.= \$14,400. Downloadable talking books and Playaways--\$2,500. Language tapes --25 tapes @18.00 ea.= \$450. Videos--50 DVDs @22.00= \$1,100. Music--50 music CDs @12.00 ea.= \$600. Magazines and Newspapers--\$6,000. Microfilm--three microfilm subscriptions (Providence Journal, Newsweek, and Standard-Times)--\$5,000.	
11219060 530301 -	ELECTRICITY	\$60,500
	Monthly costs based on historical usage.	
11219060 530303 -	FUEL OIL	\$16,348
	Estimated needs based on historical use of heating oil during the previous two heating seasons.	
11219060 530305 -	SOLID WASTE	\$1,976
	This represents the library share of the town wide contract for garbage removal and recycling. Estimated 5.67% increase.	
11219060 530306 -	WATER	\$933

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Water usage based on the historical record over the past three fiscal years of 280,000 gallons per year @2.60 per thousand=\$728. Flat charge of \$13.96 per quarter=\$55.84 Other charges based on annual usage=\$67.51 for infrastructure (.2411/thousand) and state water quality surcharge (.292/ thousand)=\$81.76.	
11219060 530406 -	GENERAL INSURANCE	\$12,678
11219060 531101 -	STRUCTURAL SYSTEMS MAINTENANCE Twice annual pumping of the septic system=\$650. Emergency repair to automatic front doors or an emergency repair of a broken window--\$350.	\$1,000
11219060 531105 -	INTERIORS MAINTENANCE Annual boiler cleaning in Fall 2008--\$800. Changeover from air conditioning to heat in Fall 2008--\$1,000. Changeover from heat to air-conditioning in Spring 2009-- \$1,500. Estimated repairs to HVAC system: fans, motors, flow valves, drain repairs on blower units--\$3,525. Replacement of some areas of carpeting and/or replacement of some chairs or upholstery--\$2,000 (represents about 15% of total cost of project—other funds to come from the NKFL Corporation and other funding sources). Replacement of fire alarm batteries--\$775. Routine replacement of faulty smoke detectors or other fire alarm system repair--\$500. Modest maintenance projects scheduled according to the greatest need: painting, electrical, plumbing, or tree work--\$750.	\$10,850
11219060 531206 -	CONTRACTUAL SERVICES NOT O/W C Elevator--for monthly check and preventive maintenance \$268/month=\$3,216. Water treatment chemicals and monitoring of gauges for the water in the cooling tower during air conditioning season--\$1,200. Fire alarm contract to test the alarms quarterly and to clean the smoke detectors per the new fire code--\$1,526. Security alarm contract to monitor the security system with an estimated 5% increase--\$945. Fire extinguisher annual testing=\$113.	\$7,000
11219060 540508 -	ELECTRICAL SUPPLIES The library has more than sixteen different types of light fixtures inside and outside the building, most of which require different models of light bulbs and ballasts. Some of these bulbs and ballasts have significantly long lives and some need to be replaced more than once a year. Since we cannot reasonably predict which bulbs and ballasts will need to be replaced in a given year, we have used historical spending in this account as a means to predict our needs for FY 09.	\$1,550
11219060 540509 -	JANITORIAL SUPPLIES Supplies needed for the cleaning of the building and its furnishings. The budgeted amount includes the following: Facial tissue—\$81. For the public and staff bathrooms: hand soap, toilet bowl cleaner, bleach, urinal screens, toilet tissue, paper towel rolls, bathroom sink and surface cleaner=\$2,912. Trash bags, vacuum bags, latex gloves=\$276. Glas cleaner, speedball cleaner, furniture polish, Simple Green cleaner, floor cleaner, carpet cleaner=\$175. Ice melt=\$120. Miscellaneous supplies=\$236.	\$3,800
11219070 510101 -	CLASSIFIED FULL TIME The FY 09 budget cannot support the Sunday service enhancement.	\$0
11219070 510102 -	CLASSIFIED PART TIME The FY 09 budget cannot support the Sunday service enhancement.	\$0
11219070 510103 -	UNCLASSIFIED FULL TIME The FY 09 budget cannot support the Sunday service enhancement.	\$0
11219070 510104 -	UNCLASSIFIED PART TIME The FY 09 budget cannot support the Sunday service enhancement.	\$0
<b>TOTAL LIBRARY FUND</b>		<b>\$1,355,108</b>

**DEPARTMENT OF WATER SUPPLY**

Susan Licardi, Director of Water Supply

**Mission Statement-** It is the duty of the Department of Water Supply to ensure the Town water supply meets water quality standards as defined by the Safe Drinking Water Act.

The Water Department supplies domestic water and fire protection to North Kingstown. Currently there are 9260 active accounts. North Kingstown has an average demand of 3.5 MGD (million gallons/day) with a summer peak demand of 8 MGD. The system has eleven wells, five storage tanks, two booster stations, 1024 hydrants, and 175 miles of distribution piping. North Kingstown also augments the water supply for Narragansett. North Kingstown Water has emergency connections to Warwick Water, Jamestown Water and the Quonset Development Corporation Water system and is in the process of re-establishing an emergency connection to Kent County Water Authority.

Protection of the Town’s groundwater quality as well as preventing the risk of contamination in the distribution system is of paramount concern. Annual distribution system maintenance including hydrant flushing, well inspections and redevelopment and routine storage tank cleaning is a necessary ingredient to meeting the ever-increasing requirements of the Safe Drinking Water Act. The Department is also in the process of finalizing design and engineering plans to replace the Wickford Standpipe and mixing systems to improve water quality in the two other system standpipes.

In addition, on-site inspections of commercial and industrial facilities, and the installation and testing of backflow prevention devices continues to be a department priority to reduce risks of accidental contamination to the water supply system.

The Water Department also administers the Town’s Wastewater Management District Ordinance. The ordinance requires that property owners maintain their individual sewage disposal systems through routine inspection and pumping.

**2008/2009 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Maintain water quality standards and provide information to customers in an efficient manner (Goal 1)	Environment	Ongoing
Maintain and improve water system infrastructure (Goal 2)	Infrastructure	Ongoing
Develop a water rate structure that promotes reduction in peak usage (Goal 3)	Financial	
Well redevelopment and maintenance (Goal 4)	Infrastructure	Annual
Protection of future well sites (Goal 5)	Environment	2006-2010
Development of a proactive leak detection program (Goal 6)	Infrastructure	2007-2009
Improve meter reading capability and accuracy and move to more frequent billing (Goal 7)	Financial	2009-2010
Improve water system mapping (Goal 8)	Infrastructure	Ongoing
Comprehensive education program (Goal 9)	Environment	Ongoing

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/08)	Maintain water quality standards and provide information to customers in an efficient manner (Goal 1) Develop a water rate structure that promotes reduction in peak usage (Goal 3) Development of a proactive leak detection program (Goal 6) Impr meter reading capability/ accuracy and move to more frequent billing (Goal 7) Improve water system mapping (Goal 8) Comprehensive education program (Goal 9)
SECOND QUARTER (10/1/08 to 12/31/08)	Maintain water quality standards and provide information to customers in an efficient manner (Goal 1) Maintain and improve water system infrastructure (Goal 2) Development of a proactive leak detection program (Goal 6) Improve meter reading capability and accuracy and move to more frequent billing (Goal 7) Improve water system mapping (Goal 8) Comprehensive education program (Goal 9)
THIRD QUARTER (1/1/09 to 3/31/09)	Maintain water quality standards and provide information to customers in an efficient manner (Goal 1) Maintain and improve water system infrastructure (Goal 2) Improve meter reading capability and accuracy and move to more frequent billing (Goal 7) Improve water system mapping (Goal 8) Comprehensive education program (Goal 9)
FOURTH QUARTER (4/1/09 to 6/30/09)	Maintain water quality standards and provide information to customers in an efficient manner (Goal 1) Well redevelopment and maintenance (Goal 4) Improve meter reading capability and accuracy and move to more frequent billing (Goal 7) Protection of future well sites (Goal 5) Improve water system mapping (Goal 8) Comprehensive education program (Goal 9)

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2006/07</i>	<i>BUDGET 2007/08</i>	<i>PROJECTED 2007/08</i>	<i>PROJECTED 2008/09</i>
Annual Well Production In Million Gallons	Goal 1	1,107	1,262	1,136	1,329
Well #1 MG	Goal 1	119	180	150	168
Well #2 MG	Goal 1	47	67	35	51
Well #3 MG	Goal 1	32	37	35	31
Well #4 MG	Goal 1	134	139	151	150
Well #5 MG	Goal 1	138	110	120	118
Well #6 MG	Goal 1	125	178	143	169
Well #7 MG	Goal 1	56	50	49	49
Well #8 MG	Goal 1	47	38	48	50
Well #9 MG	Goal 1	250	240	200	260
Well #10 MG	Goal 1	160	223	350	283
Water towers	Goal 2	5	5	5	5
Hydrants	Goal 2	1,024	1,029	1,029	1,030
Metered services	Goal 6	9,237	9,277	9,265	9,295

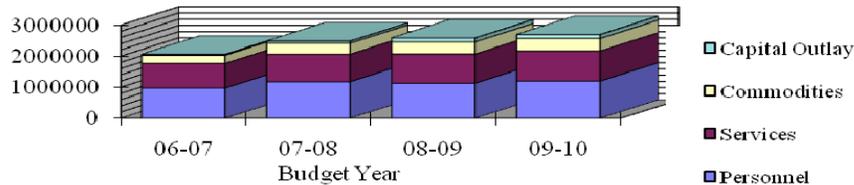
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Director Water Supply	1	1	1
Water Quality Specialist	1	1	1
Water General Foreman	1	1	1
Distribution Lead man	1	1	1
Distribution Serviceman	3	4	4
Pump Station Lead man	1	1	1
Pump Station Operator	2	2	2
Meter Reader	1	1	1
Light Equipment Operator	1	1	1
Administrative Assistant	1	1	1
Receivable Mgr. (50% Finance)	.5	.5	.5
Senior Planner (100% Planning)	.33	1.00	1
Town Engineer (65% Pub Works)	.35	.35	.35
<b>Total</b>	<b>14.18</b>	<b>15.85</b>	<b>15.85</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 06/07</i>	<i>BUDGET 07/08</i>	<i>PROJECTED 08/09</i>
Clerk	1	.5	.5
Part Time Meter Reader	1	.5	.5
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>

<b>Water</b>	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$974,047	\$1,027,827	\$1,179,233	\$1,133,122	(\$46,111)	-3.91%	\$1,201,109
<b>Services</b>	\$792,678	\$903,774	\$884,774	\$946,225	\$61,451	6.95%	\$974,612
<b>Commodities</b>	\$260,947	\$355,940	\$350,940	\$390,200	\$39,260	11.19%	\$401,906
<b>Capital Outlay</b>	<u>\$32,199</u>	<u>\$68,300</u>	<u>\$68,300</u>	<u>\$126,500</u>	<u>\$58,200</u>	<u>85.21%</u>	<u>\$130,295</u>
<b>Total</b>	<b>\$2,059,871</b>	<b>\$2,355,841</b>	<b>\$2,483,247</b>	<b>\$2,596,047</b>	<b>\$112,800</b>	<b>4.54%</b>	<b>\$2,707,922</b>

WATER DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
WATER DEPARTMENT**

Account Number	Description	Recommended
44040000 530302 -	LP GAS Gas Heat Ps1 Lp Gas For Emrg Power Gas Heat For Ps 10 Account For Cost Overage 2006 And Increases In Energy Cost Increase For Potential Generators	22,000.00
44040010 510101 -	CLASSIFIED FULL TIME	134,202.00
44040010 510107 -	OVERTIME 3 Pso @ 15 Vac + 12 Holiday + 3 Pdays 750 Hrs X 40/Hr = 30,000.00 Anticipated Additional Overtime For Summer Demand 50 HRS X 40/HRS = \$2,000	33,000.00
44040010 524001 -	FICA	12,562.00
44040010 524302 -	RETIREMENT	17,057.00
44040010 524304 -	HEALTH INSURANCE	35,080.00
44040010 524305 -	DENTAL INSURANCE	2,312.00
44040010 524306 -	LIFE INSURANCE	481.00
44040010 524307 -	UNIFORM ALLOWANCE 3 Pump Operators @ 300 Ea = 900	900.00
44040010 530301 -	ELECTRICITY Well Pump & Bldg Power	204,000.00
44040010 530702 -	OPERATING EQUIPMENT Telemetry & Instrument Maintenance Instrument Calibration Unanticipated Instrumentation	30,000.00
44040010 531106 -	LANDSCAPING Mower Repairs As Needed Landscape Equipment & Supplies	350.00
44040010 531206 -	CONTRACTUAL SERVICES NOT OTHER Port A John Services 1 At \$700 WELL ANNUAL PM @ 350.00 Per Well = \$3,850 Unanticipated Pump/Motor And Electrical Work Minor Contract Work I.e.: Fire Ext Inspections, Etc	19,000.00
44040010 540501 -	CONSTRUCTION MATERIALS & SUPPL Maintenance Supplies Usa Blue Book Materials	3,000.00
44040020 530608 -	LAB TESTING Weekly Coliform And Check Samples - \$57,000 Annual Voc Testing Wells 3, 8, 9 And 10 - \$1,000 Well And Tower Qrtly Test \$6,000 Lead And Copper Testing \$2,500 New Well 11 Compliance Testing (4 Consecutive Quarters) \$1,500 Per Quarter = \$6,000 Other Ridoh Mandatory Testing (Nitrate, Sodium, Bac T) Quarterly Voc Well 6 - \$1,000 Disinfection By Products And Chlorine Residuals	75,000.00
44040020 540308 -	WATER SUPPLY CHEMICALS Water Treatment Chemicals Assume About 4% Increase. Increased For Well #10, New Well 11 And Disinfection Caustic - 72000 Gallons/Yr @ \$1.55 = \$111,600 Chlorine - 7000 Gallons/Yr @ 1.55/Gal - \$11,000 Seaquest - 16,000 Lbs/Yr @ 2.00/Lb = \$32,000	175,000.00
44040030 510101 -	CLASSIFIED FULL TIME	273,819.00
44040030 510107 -	OVERTIME Overtime For Street Crew Anticipate Additional Overtime For Summer Usage, Leak Repair	22,000.00
44040030 524001 -	FICA	20,947.00
44040030 524302 -	RETIREMENT	34,802.00
44040030 524304 -	HEALTH INSURANCE	57,194.00
44040030 524305 -	DENTAL INSURANCE	6,475.00
44040030 524306 -	LIFE INSURANCE	965.00
44040030 524307 -	UNIFORM ALLOWANCE	2,100.00

**ZERO BASED BUDGET  
WATER DEPARTMENT**

Account Number	Description	Recommended
44040030 530101 -	Street Crew 7 @ 300 Ea TELEPHONE/LEASED LINES	38,000.00
	Phone Service, Equip & Telemetry New Lines For Well 10 And Scada Voice Line For Scada Laptop Lines For Computer Connections Will Require New Line For Well 11	
44040030 530504 -	LICENSE FEES	11,500.00
	9206 Services @ \$1.10 Each Payable To Ridoh Backhoe License Renewal - 2 @ \$30.00	
44040030 531001 -	MOTOR VEHICLES MAINTENANCE	22,000.00
	Vehicle Maintenance	
44040030 531002 -	CONSTRUCTION & OPERATING EQUIP	8,000.00
	General Maintenance Supplies Wickford Lumber, Etc.	
44040030 531109 -	WATER SYSTEM REPAIR - EXCAVATI	500.00
	Excavator Rental As Needed	
44040030 540202 -	SAFETY EQUIPMENT	600.00
	Replacement Signs & Cones Hard Hats And Other Safety Equipment	
44040030 540403 -	TIRES	2,000.00
	Tires For Vehicles & Backhoe	
44040030 540503 -	CEMENT PRODUCTS	2,000.00
	Stone & Gravel As Needed Pre-Cast Items	
44040030 540507 -	WATER MAIN REPAIR	25,000.00
	Service Line Consumables Utility Trench Repair Work	
44040030 540513 -	WATER REPAIR SUPPLIES	25,000.00
	Water Main Consumables Pipe, Valves, Boxes, Etc. Increased For Copper Pipe Leaks	
44040030 540701 -	HAND TOOLS	1,000.00
	Consumable Hand Tools	
44040030 540702 -	POWER TOOLS	2,500.00
	Small Pumps, Generator, Jackhammer Etc Saw Blades Compressor Repair/Replacement	
44040040 510101 -	CLASSIFIED FULL TIME	22,813.00
44040040 524001 -	FICA	1,745.00
44040040 524302 -	RETIREMENT	2,900.00
44040040 524304 -	HEALTH INSURANCE	2,782.00
44040040 524305 -	DENTAL INSURANCE	181.00
44040040 524306 -	GROUP LIFE	80.00
44040040 530607 -	AUDITING	4,920.00
44040050 510101 -	CLASSIFIED FULL TIME	45,625.00
44040050 510102 -	CLASSIFIED PART TIME	20,876.00
44040050 510103 -	UNCLASSIFIED FULL TIME	222,167.00
44040050 510107 -	OVERTIME	4,000.00
44040050 524001 -	FICA	22,765.00
44040050 524302 -	RETIREMENT	36,685.00
44040050 524304 -	HEALTH INSURANCE	36,527.00
44040050 524305 -	DENTAL INSURANCE	3,311.00
44040050 524306 -	LIFE INSURANCE	698.00
44040050 524401 -	TUITION & FEES	3,000.00
	Employee Training Certification, GIS Training Training For Implementation Of New Utility Billing System	

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
44040050 524403 -	ASSOCIATION DUES AWWA, RIWWA, NEWWA, Backflow Association Annual Dues Groundwater Foundation	1,300.00
44040050 524404 -	CONFERENCES/MEETINGS Conferences And Employee Training	1,500.00
44040050 524405 -	TRAVEL & EXPENSES Travel And Mileage Exp	500.00
44040050 530103 -	POSTAGE 4 Billings Plus 1 Notice @ 1st Class Increase For Wastewater Mgt Mailing Other Educational Mailing	16,500.00
44040050 530105 -	IS, GIS, BILLING & ACCTING SVC Payable To Gen Fund Is Dept. - Gis Work Payment For 4 Quarterly Water Billings	107,605.00
44040050 530203 -	VEHICLE REGISTRATION Service Vehicle Registration	160.00
44040050 530305 -	TRANSFER STATION (SOLID WASTE) Solid Waste Disposal	250.00
44040050 530406 -	INSURANCE	80,000.00
44040050 530407 -	REAL ESTATE TAX PAYABLE TO OTH Re Taxes Wells 9 & 10 \$20,000 Payable To Gen Fund	25,500.00
44040050 530601 -	A & E SERVICES Design & engineering for PRV	35,000.00
44040050 530602 -	CONSULTANTS Water System Gis Mapping Unanticipated Projects Rate Study	50,000.00
44040050 530604 -	MEDICAL SERVICES Physicals For New Employees	300.00
44040050 530804 -	ADVERTISEMENTS Advertisements & Public Notices Other Regulatory Notices	2,800.00
44040050 531003 -	COMMUNICATIONS MAINTENANCE Radio Repair Cell Phone Bills Code Red System - \$2,500	6,000.00
44040050 531206 -	CONT SVCS NOT OTHERWISE CLASS Fire Hydrant Rental Kent Co Fernco Service	6,000.00
44040050 540101 -	OFFICE SUPPLIES Gen Ofc Consumables	1,000.00
44040050 540102 -	PRINTED FORMS Printed Forms & Charts	1,800.00
44040050 540104 -	OPERATING SUPPLIES - OFFICE EQ Computer Consumables & Software Anticipate Replacing 2 Computers	2,000.00
44040050 540108 -	BOOKS & PUBLICATIONS Conservation Literature Awwa Publications	300.00
44040050 540401 -	GASOLINE & DIESEL FUEL Vehicle Fuel Anticipate Increased Fuel Cost	30,000.00
44040050 550301 -	OFFICE EQUIPMENT & FURNITURE New & Replacement Fixed Assets Other Office Equipment	2,000.00
44040050 550701 -	OTHER CAPITAL OUTLAY Office Capital Contingency	15,000.00
44040060 510101 -	CLASSIFIED FULL TIME	37,026.00
44040060 510107 -	OVERTIME	1,200.00

**ZERO BASED BUDGET  
WATER DEPARTMENT**

Account Number	Description	Recommended
44040060 524001 -	FICA	2,833.00
44040060 524302 -	RETIREMENT	4,706.00
44040060 524304 -	HEALTH INSURANCE	4,455.00
44040060 524305 -	DENTAL INSURANCE	291.00
44040060 524306 -	LIFE INSURANCE	160.00
44040060 524307 -	UNIFORM ALLOWANCE	300.00
	Light Equipment Oper Allowance	
44040060 530702 -	RENTALS OPERATING EQUIPMENT	100.00
	Taylor Rental As Needed	
44040060 531206 -	CONTRACTUAL SERVICES	50,000.00
	Unanticipated Engineering Groundwater Protection Nitrate Loading Review As Needed Hardware And Software Support For Meter Reading Equipment	
44040060 540504 -	ASPHALT PRODUCTS	35,000.00
	Trench Repairs Anticipate Bidding Out Permanent Trench Repair	
44040070 530602 -	CONSULTANTS	4,000.00
	Digitizing And Mapping Needs Misc Consulting Needs	
44040070 530603 -	LEGAL SERVICES	10,000.00
44040070 530933 -	SO R.I.CONSERVATION DIST	1,350.00
44040070 530934 -	NARROW RIVER PRESERVATION	2,700.00
44040070 530936 -	WOOD PAWCATUCK WATERSHED ASSOC	250.00
44040070 531206 -	CONT SVCS NOT OTHERWISE CLASS	8,000.00
	Consumer Confidence Report Printing Contribution To Uri Watershed Watch Professional Services As Needed Or Educational Material Support Of Groundwater Protection Software Support For Tokay, Septrak, Itron, Versaprobe Approx 3700/Yr	
44040070 531207 -	DRY BRIDGE ROAD OFFSITE TESTING	
	Landfill Monitoring Tests	
44040070 540704 -	ENGINEERING & TEST EQUIPMENT	2,000.00
	Wtr Quality Specialist Ph Meters, Temp Probes Etc. Replacement Reagents, Spectrophotometer Calibration Chlorine Test Kits Other In House Testing Equipment	
44040080 531204 -	DEBT PRINCIPAL	0
44040080 531205 -	DEBT INTEREST	0
44040090 550404	VEHICULAR EQUIPMENT	56,000.00
44040090 550703 -	A R B SYSTEM	2,000.00
	Additional Meter Reading Equipment Radio Read Work Meter Reading Equipment Maintenance, Repair, Replacement	
44040090 551006 -	OTHER CAPITAL	10,000.00
	Engineering Contingency Funds	
44040091 531101 -	BUILDING MAINTENANCE	23,000.00
	Bldg Repair Contingency Funds/Heater Replacements Safety Improvements Per Va Roof Replacement At Water Garage Road Repairs At Station 3	
44040091 540514 -	HYDRANTS	2,000.00
	Hydrant Replacement & Repair Parts	
44040091 540601 -	PUMPING EQUIPMENT	30,000.00
	Misc Well Maintenance And Repair	
44040091 540604 -	CONST. METER & VALVES	50,000.00
	Water Meters	
44040091 550702 -	ELECTRIC MOTORS REPLACEMENTS	2,000.00
	Replacement Motors For Well And Chem Pumps	

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
44040091 551001 -	WELL REHABILITATION Funding For Well Redevelopment	30,000.00
44040091 551002 -	TANK REHAB General Tank Maintenance (Cleaning, Disinfecting)	5,000.00
44040100 530301 -	ELECTRICITY Electricity For Sewage Pump Stations Wickford Pt And Mark Drive	2,600.00
44040100 530303 -	SEWAGE TREATMENT FLAT FEE 94 UNITS At 163.95 Per Quarter For 2 Quarters 94 Units At 178.70 Per Quarter For 2 Quarters Includes 15,000 Gallons Usage Per Quarter Usage Over 15,000 Gallons 94 Accounts @ 3,000 Gal For One Quarter @3.47 Per 1,000 Gal Payable To QDC	68,000.00
44040100 531108 -	EQUIPMENT REPAIR & MAINTENANCE Minor Maint 2 Swr Ps Contract Service @ \$70/Hr	3,000.00
44040100 531206 -	CONTRACTUAL SERVICES NOT CLASS Contract Service 2 Swr Ps 2 Maint Checks/Mo/Ps \$250 PER MONTH = \$3000/YR Carmody wastewater tracking program	7,000.00
44040100 550101 -	WASTEWATER MANAGEMENT ADMINIST ISDS Wastewater Mgmt Admin Services Participation As Partner In Statewide Web- Based Information System For Community Wastewater Management	2,500.00
<b>TOTAL WATER</b>	<b>FUND</b>	<b>2,596,047</b>

## ***SCHOOL DEPARTMENT***

### ***School Committee:***

Douglas Roth, Chairperson  
Dr. Janice E. DeFrances, Vice Chairperson  
Melvoid J. Benson  
April Brunelle  
Larry Ceresi  
F. Renee Cockerill  
Kimberly Page

Dr. Priscilla Feir, Superintendent of Schools

**Mission Statement:** Since education plays a vital role in the present and future success of all students, every school must provide for the maximum intellectual, social, aesthetic, moral, vocational, and physical development of each student towards challenging the student to achieve excellence.

We believe that all students:

- are capable of learning and becoming self-directed learners.
- have a desire to learn.
- learn within a social context which includes the family, school and community.

We believe that student learning is enhanced when the following conditions exist in schools:

- parents are active participants in their child's learning and equal partners with the school in making educational decisions.
- there is a safe and orderly learning environment.
- there is equality of educational opportunity.
- there is a climate of high expectations.
- there is a respect for the uniqueness and diversity of the students.
- instruction includes multiple strategies to accommodate different learning styles.
- instruction includes opportunities for students to work independently and in groups.
- opportunities are provided for all students to reach their maximum potential.
- opportunities are provided to help students cope with emerging challenges in an increasingly changing technological world.
- interactions among all members of the school community are professional, cooperative and productive.

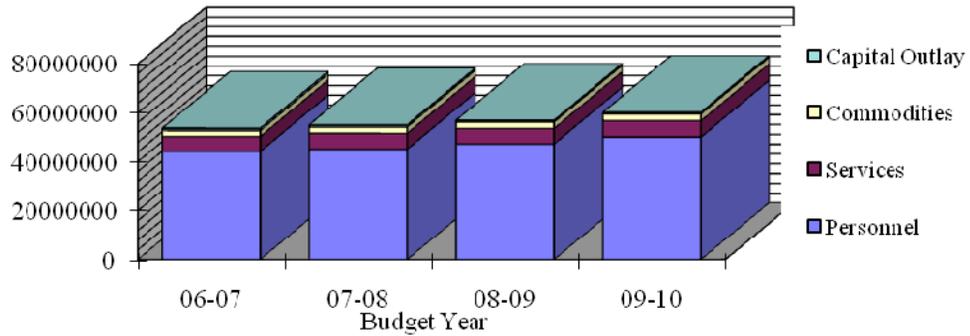
We believe that schools should ensure that all students will be able to demonstrate wide-ranging and fundamental knowledge, understanding, skills and attitudes to:

- function as self-sufficient and productive members of society.
- function individually and collaboratively as informed decision makers and life-long learners.
- actively participate in and contribute to the well-being of the family, community and society.
- appreciate and respect the interdependence and diversity of people, ideas and the environment.
- lead a balanced, healthy life by participating in diverse intellectual, physical and aesthetic activities.
- act with the self-confidence which reflects a positive self-image.
- pursue individual intellectual development passionately.

**School Department**

	<b>Expenditures Last Year 06-07</b>	<b>Projected Expenditures through 6/30/08</b>	<b>Adopted Budget Current Year 07-08</b>	<b>Proposed Budget Next Year 08-09</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 09-10</b>
<b>Personnel</b>	\$44,226,350	\$45,837,569	\$45,123,969	\$47,276,801	\$2,152,832	4.77%	\$50,113,409
<b>Services</b>	\$6,088,250	\$6,943,364	\$6,498,878	\$6,343,082	(\$155,796)	-2.40%	\$6,660,236
<b>Commodities</b>	\$2,476,552	\$2,502,020	\$2,632,541	\$2,625,803	(\$6,738)	-0.26%	\$2,757,093
<b>Capital Outlay</b>	\$879,307	\$689,807	\$759,681	\$632,654	(\$127,027)	-16.72%	\$651,634
<b>Bottom Line Reduction</b>				\$0	\$0	0.00%	\$0
<b>Total</b>	<b>53,670,459</b>	<b>55,972,760</b>	<b>55,015,069</b>	<b>56,878,340</b>	<b>1,863,271</b>	<b>3.39%</b>	<b>\$60,182,372</b>

SCHOOL DEPARTMENT  
Budget Trends



**CAPITAL, DEBT SERVICE and MAJOR PROJECTS**

This section of the budget summarizes all major and minor capital improvements and equipment proposed for funding and/or implementation as part of the proposed budget. All major capital improvement projects (non recurring projects with a total cost of over \$100,000) are included in the Town’s six-year capital improvement program recommended to the Town Council by the Asset Management Commission which will be amended and adopted by the Council as part of the budget adoption. Equipment and minor capital improvements (recurring projects over \$100,000 and capital projects with a total cost of less than \$100,000) are proposed during the operating budget process. A total of \$2.3 million is proposed in the operating budget for funding of capital projects and for funding to various capital reserve accounts. The following tables detail the capital expenditures and their source of funding and impact on the operating costs of the Town. Projects recommended by the Asset Management Commission in the Capital Improvement Program for Fiscal Year 2009 have been included in Chart A or Chart C.

**Capital Projects funded in Operating Budget**

Chart A below and continued on the next page summarizes all projects and equipment funded in the operating budget. They are listed by department and categorized by funding source (general, water i.e.) and type (equipment, facility or capital improvement). There is a total of \$993,021 million for projects in the General Fund budget, a decrease of \$265,000 over the current year. The Police and Fire Departments will see a decrease of \$164,500 over the current year’s budget no requests being proposed by the Fire Department in this year’s budget and a proposed reduction for the Police Department for police cruisers from 4 to 3. The Public Works Department is proposed to decrease by \$91,781 which is attributed to a reduction in road overlay. The Quonset Davisville enterprise fund (Leisure Services) decrease of \$51,965 due to a decrease in funds available for transfer to capital reserves from both the Golf Course and Allen Harbor. The Golf Course is anticipating transferring approximately \$53,889 to the Capital Reserve in addition, Allen Harbor is expected to transfer approximately \$90,000 for future capital improvements at the Golf Course and at Allen Harbor. The Water Fund is proposing to increase slightly and includes funding for many ongoing projects that will be funded from the capital reserve account. It is anticipated that the Water Fund will contribute approximately \$828,217 to their Capital Reserve for ongoing capital improvements and replacement. The proposed capital spending and transfers to the capital reserves from the operating budgets for FY 2009 is decreasing by \$285,265.

**Chart A**

<u>Fund/Dept.</u>	<u>Project Description</u>	<u>Account</u>		<u>Funding Type</u>		<u>Amount</u>
<b>General Fund</b>	<b>To Town Capital Reserve for Pay-as-we-go capital improvements</b>			G	TCR	315,750
Facilities	Van ½ ton (Repl 85 Dodge Van)	00110070	550501	G	EQR	35,000
Infor Systems	PC Replacements - Entire Network	00105050	550301	G	EQR	18,000
Police	3 Patrol Vehicle Replacements	00108120	550401	G	EQR	63,000
Planning	Post Road Corridor Sewer Study	00109010	550801	G	CI	20,000
Highway	Road Overlay, Drainage	00110020	531107,	G	F	131,271
			531111			
Highway	Snow Removal Fleet Replacements	00110020	550501	G	EQR	140,000
Highway	Main Street Sidewalks	00110020	531206	G	F	130,000
Solid Waste	Hamilton-Allenton and Oak Hill	00110040	531206	G	F	15,000
Landfill	Landfill closure certificates					
Engineering	Main Street, Landfill Closure, Dam	00110050	530602	G	F	110,000
	Projects Engineering					
Facilities	1/2 ton van	00110070	550501	G	EQR	35,000
Senior Services	Funding towards Transportation Van Replacement	00113050	550701	G	EQR	15,000
<b>Total General Fund</b>						<b>1,028,021</b>

Fund/Dept.	Project Description	Account		Funding Type	Amount
<b>Q/D Recreation Fund</b>					
	<b>To Golf Course Capital Reserve for Pay-as-we-go capital improvements</b>			EQ QCR	53,889
Golf Course	Pick-Up Truck, Outfront Rotary Mower	43021010	550401	EQ EQR	35,000
Golf Course	Golf Cart Replacements (25 Carts)	43021020	550401	EQ EQR	42,000
Allen Harbor	<b>To Allen Harbor Capital Reserve for Pay-as-we-go capital improvements</b>			EQ QCR	90,000
Allen Harbor	4x4 Diesel Truck	43021040	550401	EQ EQN	25,000
Allen Harbor	Operation & Construction Equip	43021040	550501	EQ EQR	5,000
	<b>Total Q/D Recreation Fund</b>				<b>250,889</b>
<b>Water Fund</b>					
	<b>To Water Capital Reserve for Pay-as-we-go capital improvements</b>			EW WCR	828,217
Water	Computer Equipment	44040050	550301	EW EQR	2,000
Water	Office Capital	44040050	550701	EW EQR	15,000
Water	Vehicular Equipment	44040090	550404	EW EQR	56,000
Water	Meter Reading Equipment	44040090	550703	EW EQR	2,000
Water	Engineering for Capital Projects	44040090	551006	EW F	12,000
Water	Replacement Motors for Well and Chemical Pumps	44040091	550702	EW EQR	2,000
Water	Well Redevelopment	44040091	551001	EW F	30,000
Water	Tank Cleaning & Disinfection	44040091	551002	EW F	5,000
Water	Information System for Wastewater Management	44040100	550101	EW CI	2,500
	<b>Total Water Fund</b>				<b>954,717</b>
<b>School Fund</b>	<b>To School Capital Reserve for Pay-as-we-go capital improvements</b>			SCR SCR	107,365
	<b>Total School Fund</b>				<b>107,365</b>
	<b>Total All Budgeted Funds</b>				<b>2,340,992</b>

**FUNDING:** (Source of Funds):

EQ= Quonset Davisville Recreation Enterprise Fund  
 TCR= Town Capital Reserve  
 QCR= Quonset/Davisville Capital Reserve

G=General Fund Operating Budget  
 EW= Water Enterprise Fund  
 SCR= School Capital Reserve  
 WCR= Water Capital Reserve

**TYPE CODE:**

F= Facility Maintenance or Improvement CI= Capital Improvement  
 EQR= Equipment Replacement EQN= Equipment Addition

**Future Capital Equipment**

Included in Chart B, below, are FY 2009 requested equipment replacements for various Departments for a total of \$574,100 which has been recommended for funding in Chart A, above, for FY2009. Also included below are planned equipment requirements over the next four years. Without annual funding for replacement equipment in a particular year, the next year's needs are increased possibly causing a funding problem in the subsequent fiscal year's budget.

**Chart B**  
**Next Five Years' Equipment Replacement Program**

<b>Department</b>	<b>FY to Purchase</b>	<b>Description</b>	<b>Estimated Cost</b>
Allen Harbor	2009	4x4 Diesel Truck	25,000
Code Enforce.	2009	Printer	500
Facilities	2009	Van ½ ton (Replace 1985 Dodge van - # 43)	35,000
Golf Course	2009	Pick Up Truck	15,000
Golf Course	2009	Outfront Rotary Mower	20,000
Golf Course	2009	25 golf Carts	42,000
Highway	2009	Large dump w/ snow plow (Repl '88 Dump truck - # 70)	95,000
Highway	2009	Full size pickup w/ snow equipment (Replaces '92 Ford Pickup #1)	45,000
Planning	2009	New Fax Machine (TM budget cut)	100
Police	2009	Replace 4 Vehicles - 1 unmarked/3 marked	84,000
Police	2009	45 bullet proof vests (\$600 ea. *50% BPV grant)	13,500
Police	2009	2 Computers	2,000
Water	2009	2 Water Service Vehicle	60,000
Water	2009	Compact PickUp	26,000
Water	2009	Compressor	15,000
Water	2009	Generators	96,000
<b>Total Fiscal Year 2009</b>			<b>574,100</b>
Animal	2010	Animal Warden Van	28,000
Code Enforce.	2010	Copier	5,700
Facilities	2010	Turf Tractor w/ bucket (Replaces 1971 International)	35,000
Fire	2010	Fire Prevention Vehicle (Repl 94 Dodge Caravan)	35,000
Fire	2010	Brush Truck (Repl 69 Dodge Power Wagon)	75,000
Fire	2010	Rescue (Repl 99 rescue)	170,000
Golf Course	2010	25 golf Carts	42,000
Highway	2010	Catch Basin Cleaner (Repl '92 Stetco - #83)	140,000
Information Technology	2010	Cisco Pix 515E Firewall (End of life)	10,000
Police	2010	Replace 4 Vehicles - 1 unmarked/3 marked	88,000
Police	2010	2 Computers	2,000
Recreation	2010	Pick Up Truck	12,000
Water	2010	Hoist For Hydrant Replacement	6,000
Water	2010	Leak Detection Equipment (correlator)	16,000
Water	2010	Generators	96,000
Water	2010	Pump & Motor for Well #6	25,000
<b>Total Fiscal Year 2010</b>			<b>785,700</b>
Animal	2011	Animal Warden Van	28,000
Code Enforce.	2011	Printer	600
Facilities	2011	Bobcat Skid Steer Loader (Replace 1992 Bobcat)	42,000
Fire	2011	Fire Engine (Repl 86 Hahn Fire Engine)	450,000
Fire	2011	Rescue (Repl 06 Ford Rescue)	180,000
Fire	2011	Chief's vehicle (Repl '03 Ford Explorer)	40,000
Golf Course	2011	Pick Up Truck	15,000
Golf Course	2011	Aerifier	15,000
Golf Course	2011	25 golf Carts	42,000
Highway	2011	Large Dump w/snow plow (Repl '94 Dump - #73)	100,000

Department	FY to Purchase	Description	Estimated Cost
Highway	2011	Full size Pickup w/snow equip (Repl '95 Ford PU - #3)	50,000
Police	2011	Replace 4 Vehicles - 1 unmarked/3 marked	88,000
Police	2011	2 Computers	2,000
Water	2011	Generator	25,000
Water	2011	Trailer	3,500
<b>Total Fiscal Year 2011</b>			<b>1,081,100</b>
Code Enforce.	2012	Vehicle	20,000
Animal	2012	Animal Warden Van	26,000
Facilities	2012	Full size pickup w/ snow equipment (Repl 1992 3/4 ton Chevy)	40,000
Fire	2012	Brush Truck (Repl '79 Chevy)	75,000
Fire	2012	Rescue (Repl '06 Ford Rescue)	180,000
Fire	2012	Fire Engine-Repl '96 KME Fire Engine	475,000
Golf Course	2012	Tractor	25,000
Golf Course	2012	Greens Mower	25,000
Golf Course	2012	25 golf Carts	42,000
Highway	2012	Road Grader (Repl '64 CAT Grader)	160,000
Police	2012	Replace 4 Vehicles - 1 unmarked/3 marked	88,000
Police	2012	2 Computers	2,000
Senior	2012	16-20 passenger handicapped bus for seniors	79,000
Water	2012	Pump & Motor Well #7	15,000
<b>Total Fiscal Year 2012</b>			<b>1,252,000</b>
Code Enforce.	2013	Vehicle	20,000
Facilities	2013	Full size Pickup w/snow equip (Repl '95 Ford F350)	45,000
Fire	2013	Rescue (Repl '08 Ford Rescue)	190,000
Highway	2013	Loader (Repl '89 JD Loader)	145,000
Golf Course	2013	25 golf Carts	42,000
Police	2013	Replace 4 Vehicles - 1 unmarked/3 marked	88,000
Police	2013	2 Computers	2,000
Police-Harbor	2013	Patrol Boat w/engine	58,700
<b>Total Fiscal Year 2013</b>			<b>590,700</b>

### Capital Projects with Other Funding Sources

Chart C below summarizes those projects that will be funded by capital reserves, bond financing or grants. The impact on the FY09 operating budget for these projects, other than the debt service cost, if applicable, has been show below. Debt service for the voter-approved Bond funded projects (Funding Source BA) is estimated to be \$525,000 for the first year of the debt. Projects with a funding source of BU would only go forward if approved by the voters. Because the Town implements a conservative 20 year level principal payment schedule for most debt, this amount will decrease over the life of the projects. The actual debt service for each project currently bonded is shown in Chart D.

Chart C

Lead Dept	Project Description	Funding	Type	Amount FY09	Impact Operating Budget 09
Information Tech	Technology Systems and Hardware Lifecycle Program	TCR	CI	70,000	
Planning	Development Rights Acq.	BA/BU/OT3	CI	1,900,000	20,000
Planning/Recr.	McGinn Skating Park	OT2	CI	110,000	

Lead Dept	Project Description	Funding	Type	Amount FY09	Impact Operating Budget 09
Planning/Recre.	North End Recreational Fields	OT3	CI	400,000	300,000
Public Works	Landfill Closure - Hamilton	TCR	F	300,000	15,000
	Allenton/Oak Hill				
	Roofing Projects	TCR	F	25,000	
	Road Maintenance	TCR	CI	500,000	215,750
	Sidewalk Maintenance Program	TCR	CI	130,000	130,000
Recreation	Allen Harbor Master Plan Impro	QCR	F	340,000	
	Golf Course Irrigation System	QCR	F	95,000	
	McGinn Park Inline Skating	BU	CI	798,250	
	Signal Park	TCR	F	110,000	
Recreation/Planning	Calf Pasture Point Improvements	OT2	CI	110,000	
	Townwide Playing Fields	OT2/OT3	CI	41,200	
School	Various projects for repairs to Schools noted in the 2004 Bond Authorization	BA	F	1,215,019	
	Admin and CD Building Improv	SCR	F	205,000	
	Davisville Elementary School Renovations & Addit.	BU	F	3,955,000	
	Davisville Middle Fire Alarm	SCR	F	282,500	
	Davisville Middle School HVAC	SCR	F	41,825	
	Dist Wide - Bus Replace & Comm Equip for safety	SCR	F	51,936	
	Dist Wide - A/C Additions	SCR	F	30,000	
	Dist Wide - Computer/Server re	SCR	F	50,000	
	DMS Roof, Flooring & Interior Items	SCR	F	400,000	
	Hamilton Elementary Fire Alarm/Sprinkler	SCR	F	212,063	
	Quidnessett HVAC replacement and Energy Mgmt	SCR	F	25,000	
	School Admin/CD Building - Life Safety Improvement	SCR	F	30,000	
	Stony Lane El - HVAC replacement and controls	SCR	F	25,000	
Water	Emergency Generators	WCR	CI	96,000	
	New Juniper Hill Tank	WCR	CI	1,600,000	414,109
	Soil Remediation	WCR	CI	1,300,000	414,108
	PRV with Chlorination	WCR	CI	30,000	
	<b>Grand Total Ongoing &amp; Prop Pr</b>			<b>14,378,793</b>	<b>1,508,967</b>

**FUNDING** (Source of Funds): BA=Bond Authorized BU=Bond Unauthorized SCR=School Capital Reserve TCR=Town Capital Reserve WCR=Water Capital Reserve QCR= Quonset/Davisville Recreation Fund Capital Reserve OT2=State Grant OT3=Other Contributions

**TYPE CODE:** F=Facility Maintenance or Improvement CI=Capital Improvement

#### Capital Reserves (Pay-as-we-go Projects)

Included above are \$774,250 in projects that are to be funded from the Town Capital Reserve, \$1,353,324 from the School Capital Reserve, \$435,000 from the Quonset/Davisville Recreation Reserve for both the Golf Course and Allen Harbor and \$3,026,000 from the Water Capital Reserve in FY2009. Due to unanticipated expenses associated with the soils contamination, the Water Department is anticipating borrowing for the tank construction. The Water Fund Below in Charts D, E, F and G are funding and spending projections and updates of the anticipated balance available from these four capital reserve funds after completion of the FY 2009 projects.

**Chart D**

<b>Town Capital Reserve (TCR)</b>	<b>08/09</b>
Estimated Balance 6/30/08	160,555
Proposed Funding FY 2009	331,538
<b>Less CIP Projects Funded by Capital Reserve</b>	
Technology Systems and Hardware Program	(70,000)
Landfill Closure	(40,000)
Roofing Projects	(25,000)
Signal Rock	(110,000)
CIP Projects Totals	<u>(245,000)</u>
Estimated Year End Balance in Fund	247,093

**Chart E**

<b>School Capital Reserve (SCR)</b>	<b>08/09</b>
Estimated Balance 6/30/08	1,198,606
Proposed Funding FY 2009	371,712
<b>Less CIP Projects Funded by Capital Reserve</b>	
Admin and CD Building Improvements	(205,000)
Admin and CD Bldg – Life Safety Improvements	(30,000)
Davisville Middle Fire Alarm	(282,500)
Davisville Middle School HVAC	(41,825)
DMS Roof, Flooring and Interior items	(400,000)
Dist Wide - Bus replace. & commun. Equip for safety	(51,936)
District Wide – Air Conditioning Additions	(30,000)
District Wide –Computer and server replacement	(50,000)
Hamilton Elementary Fire Alarm/Sprinkler	(212,063)
Quidnessett HVAC replacement and Energy Mgmt	(25,000)
Stony Lane El HVAC repl. and controls	(25,000)
CIP Projects Totals	<u>(1,353,324)</u>
Estimated Year End Balance in Fund	216,994

**Chart F**

<b>Water Capital Reserve (WCR)</b>	<b>08/09</b>
Estimated Balance 6/30/08	1,643,372
Proposed Funding FY09 Revenues	828,217
<b>Less CIP Projects Funded by Capital Reserve</b>	
New Juniper Hill Tank	(1,600,000)
Soil Remediation	(1,300,000)
Emergency Generators	(96,000)
PRV with Chlorination	(30,000)
CIP Projects Totals	<u>(3,026,000)</u>
Estimated Year End Balance in Fund	(554,411)

**Chart G**

<b>Quonset/Davisville Recreation Capital Reserve (OCR)</b>	<b>08/09</b>
Estimated Balance 6/30/08 – Golf Course	986,628
Estimated Balance 6/30/08 – Allen Harbor	253,400
Proposed Funding FY09 Golf Course Revenues	53,889
Proposed Funding FY09 Allen Harbor Revenues	90,000
<b>Less CIP Projects Funded by Capital Reserve</b>	
Allen Harbor Master Plan Improvements	(340,000)
Golf Course Irrigation System	(95,000)
CIP Projects Totals	<u>(435,000)</u>
Estimated Year End Balance in Fund	948,917

### Outstanding Debt

The following table, Chart H, shows the status of all outstanding debt for the Town. New debt service has been reflected for the two bonds that were issued in July and August, 2007. The July, 2007, \$4.0 million bond was issued to finance the acquisition of development rights to farmland, undeveloped land and/or open spaces and the preservation or restriction of use of farmland, undeveloped land and open spaces. The August, 2007, \$7.0 million bond was issued by RIHEBC for Renovations and Improvements to the Town's Public Schools which was approved by the RI Department of Education. The combined grand total net debt will increase by approximately \$7.4 million over FY 2008 with the additional debt that was issued during the 2008 fiscal year.

**Chart H (Amounts in millions)**

<b>Statement of Municipal Debt for Fiscal Year Ending June 30, 2009</b>						
Interest Rate	Maturity Date	Issue Date and Purpose of Issue	Total Principal Payment	Total Interest Payment	Total Payment	Net Debt 6/30/09
<b>Municipal Debt</b>						
	7/15/2007	\$4.0 Open Space	125,000	179,365	304,365	3,875,000
3-3.5%	6/30/2012	\$.328M Refunding \$0.79 OS	55,000	6,256	61,256	157,000
3-3.5%	6/30/2012	\$.232M Refunding \$0.56 Public Fac	40,000	4,338	44,338	108,000
4.42%	12/31/2019	\$ 1.025 Dec-98 Farmland & \$2.250 Roads	164,062	76,323	240,385	1,634,389
4.42%	12/31/2019	\$ 1.0 Dec-98 Library	50,095	23,305	73,400	499,048
5.08%	9/15/2020	\$3.6 Farmland & \$.235 Open Space	190,000	120,033	310,033	2,280,000
4.32%	6/15/2016	Jun-01 \$1.56 Farmland, \$1.9 Public Facilities, \$.385 Asset Protection	250,000	86,765	336,765	1,745,000
	05/01/2006	\$2.84 M Issue Open Space Dev Rights	190,000	100,225	290,225	2,280,000
		<b>Total Municipal Debt</b>	<b>1,064,157</b>	<b>596,609</b>	<b>1,660,766</b>	<b>12,578,437</b>
<b>School Debt</b>						
	4/1/2007	\$7.0 School	245,000		569,763	6,755,000
				324,763		
3.0-3.5%	6/30/2012	\$1.915M Refunding \$4.6M ElemAdditions	320,000	36,463	356,463	915,000
4.42%	12/31/2019	\$ 0.795 Dec-98 Athletics & \$2.2 Tech	150,035	69,798	219,833	1,494,650
5.06%	6/15/2019	\$1.505 June-99 School Athletics	70,000	50,783	120,783	935,000
3.0-5.0%	6/30/2026	\$27.885M Refunding \$33M High School	1,510,000	1,018,675	2,528,675	22,965,000
3.5-4.35%	12/15/2011	Dec-01 \$1.9 School Additions	200,000	25,150	225,150	500,000
		<b>Total School Debt</b>	<b>2,495,035</b>	<b>1,525,630</b>	<b>4,020,665</b>	<b>33,564,650</b>
<b>Total Debt Combined School &amp; Municipal</b>			<b>3,559,192</b>	<b>2,122,239</b>	<b>5,681,431</b>	<b>46,143,087</b>
<b>Enterprise Funds Debt</b>						
4.42%	12/31/2019	\$ 0.615 Dec-98 Golf Course Club House	30,809	14,332	45,141	306,913
		<b>Total Enterprise Debt</b>	<b>30,809</b>	<b>14,332</b>	<b>45,141</b>	<b>306,913</b>
<b>Combined Grand Total Debt</b>			<b>3,590,001</b>	<b>2,136,571</b>	<b>5,726,572</b>	<b>46,450,000</b>

**Town Debt Limit**

Except as provided below, under Rhode Island law, the Town may not, without special statutory authorization, incur any debt which would increase its aggregate indebtedness, not otherwise excepted by law, to an amount greater than 3% of the taxable property of the Town. Deducted from the computation of aggregate indebtedness is the amount of any borrowing in anticipation of taxes authorized by law and the amount of any sinking funds maintained by the Town. As of June 30, 2007 the Town had \$368,533 debt subject to the 3% debt limit which was a Q/D Recreation Issue. Prior to FY 2007 we had a Water Bond which was paid off during FY 2006. The current 3% debt limit of the Town is \$108,221,221 on the net assessed valuation as of December 31, 2005 of \$3,607,374,032.

The State Legislature may by special legislation permit the Town to incur indebtedness outside the limitations imposed by the 3% debt limit. Special legislation adopted by the legislature authorizing the Town to incur debt is subject to referendum by the electors of the Town. On June 30, 2007, the total outstanding debt of the Town issued pursuant to special legislation outside the 3% debt limit was \$42,364,998.

In addition to debt authorized within the 3% debt limit and debt authorized by special legislation of the legislature, Rhode Island General Laws 45-12-11 authorizes the Rhode Island State Director of Administration, upon petition by a municipality, to authorize such municipality to incur indebtedness in excess of the 3% debt limit whenever the Director shall determine that the sums appropriated by the municipality or its funds available are insufficient to pay the necessary expenses of the municipality. The Town has never petitioned the State Director of Administration to authorize indebtedness of the Town under Section 45-12-11.

**Outstanding Bonding Authority**

The following table summarizes the debt authorizations that are either to be used for projects this next year or that will have an outstanding authorization at the end of this coming fiscal year. Both the voters of North Kingstown and the State Legislature have approved all of these debt authorizations. It is important that the Town keep track of this outstanding bonding authority since unused authority can be viewed unfavorably by the rating agency. This would be an indication that there is an unmet capital need. At the end of the year it is anticipated that the Town will have \$4,672,500 of unused authority.

**Chart I – Bonding Authority**

<i>Bonding Authority Description</i>	<b>Date Authorized</b>	<b>Amount Authorized</b>	<b>Balance Remaining</b>	<b>Proposed Projects</b>	<b>Year End Balance</b>
School Improvements	Nov-04	\$9,000,000	\$9,000,000	\$9,000,000	\$0.00
Public Facilities	Nov-92	\$6,000,000	\$1,290,000	\$967,500	\$322,500
Library	Jun-97	\$1,350,000	\$350,000	\$0	\$350,000
Senior Center Expansion	Nov-06	\$4,000,000	\$4,000,000	\$0	\$4,000,000
Open Space/Farmland Preservation	Nov-06	\$4,000,000	\$4,000,000	\$4,000,000	\$0.00
Public Safety Improvements	Nov-06	\$4,500,000	\$4,500,000	\$4,500,000	\$0.00
Community Septic Loan Program	Nov-06	\$2,000,000	\$2,000,000	\$0	\$2,000,000
<b>Total</b>		<b>30,850,000</b>	<b>23,140,000</b>	<b>18,467,500</b>	<b>4,672,500</b>

**Effect of Current and Future Debt on Tax Rate**

In 1997 the Town established the debt service fund to combine all school and municipal tax-supported debt. Besides tax dollars, revenues to this fund include State Housing Aid for School and Library related debt and impact fees for certain projects. In Chart J, below, the impact of the existing debt from the Capital Improvement Program on the Fund Balance and tax rate needs for the Debt Service fund is shown. Prior to the financing of the High School Project, the tax rate had been increased or ramped up by \$.15 per year over three years to lessen the one time impact of the High School and other new long- term debt that began in Fiscal Year 2002. For estimating purposes it is assumed that any new debt will have an interest rate of 5.5% and a bond life of 20 years.

**Chart J - Analysis of Existing and Authorized Debt ONLY with Tax Rate Projections**

<b>Tax Rate Impact (without proposed new debt)</b>	<b>FY08 Projected</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
<u>Existing Long Term Debt Prin &amp; Int.</u>	5,027,417	5,681,430	5,537,534	5,395,914	5,143,652	4,525,479
Deduct for Housing & Library Aid	-1,107,567	-1,247,500	-1,277,298	-1,244,841	-1,180,800	1,028,994
Deduct for (Impact Fees)/Misc.	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>
<b>Total Net Existing Long Term Debt</b>	<b>3,849,850</b>	<b>4,363,930</b>	<b>4,190,237</b>	<b>4,081,073</b>	<b>3,892,852</b>	<b>3,426,485</b>
<u>Authorized New Long Term Debt</u>						
\$2,200,000 Headquarters Improv IA		175,000	176,750	178,250	174,500	175,750
\$2,300,000 New Sta 5 or Sta 2 Rel		185,000	186,500	182,750	184,000	185,000
\$2,000,000 School Improvements			200,000	195,00	190,000	185,000
\$4,000,000 Senior Center				320,000	319,000	322,750
<b>Total New Debt</b>	<b>0</b>	<b>360,000</b>	<b>563,250</b>	<b>876,000</b>	<b>867,500</b>	<b>868,500</b>
<b>Net Total Existing &amp; New Debt</b>	<b>3,849,850</b>	<b>4,723,930</b>	<b>4,753,487</b>	<b>4,957,073</b>	<b>4,760,352</b>	<b>4,294,985</b>
<u>Calculation of Tax rate Increase Available for Existing and New Debt</u>						
Deduct drawn from/add to reserve	<u>(212,215)</u>	<u>563,262</u>	<u>0</u>	<u>(11,933)</u>	<u>0</u>	<u>0</u>
Net amount required from tax dollars	4,062,065	4,160,668	4,753,487	4,969,006	4,760,352	4,294,986
Would generate an estimated tax rate as follows:	\$ 1.13	\$ 1.17	\$ 1.32	\$ 1.37	\$ 1.30	\$ 1.16
<b>Estimated Tax rate increase/decrease for existing and new authorized debt</b>	<b>\$ 0.04</b>	<b>\$ 0.15</b>	<b>\$ 0.05</b>	<b>\$ (0.07)</b>	<b>\$ (0.14)</b>	

Chart K demonstrates the tax rate effect if the existing debt were combined with those projects recommended by the Asset Management Committee (AMC). The Existing Long-Term Debt is carried down from Chart J above. The new debt proposed as part of the AMC recommendation includes: Renovations to Davisville Elementary and Wickford Middle Schools; McGinn Park Improvements; and Landfill Closure work. If approved by the Town Council, these proposed bond questions would be placed on a November 2008 ballot. If approved, the estimated tax rate increase will be \$0.20 in FY 10, but will decrease in FY11 to \$0.17 per thousand due to the retirement of existing debt.

**Chart K - Analysis of ALL Existing and Authorized and Unauthorized Debt with Tax Rate Projections**

<b>Tax Rate Impact (without proposed new debt)</b>	<b>FY08 Projected</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
<u>Existing Long Term Debt Plus New</u>	5,027,417	5,681,430	5,537,534	5,395,914	5,143,652	4,525,479
Deduct for Housing & Library Aid	-1,107,567	-1,247,500	-1,277,298	-1,244,841	-1,180,800	1,028,994
Deduct for (Impact Fees)/Misc.	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>
<b>Total Net Existing Long Term Debt</b>	<b>3,849,850</b>	<b>4,363,930</b>	<b>4,190,237</b>	<b>4,081,073</b>	<b>3,892,852</b>	<b>3,426,485</b>
<b>Net Total Existing &amp; New Debt</b>	<b>3,849,850</b>	<b>4,723,930</b>	<b>4,753,487</b>	<b>4,957,073</b>	<b>4,760,352</b>	<b>4,294,985</b>
<u>Unauthorized New Long Term Debt</u>						
\$3.955 M Davisville Elem Renov.			287,638	288,438	288,975	298,250
\$0.798 M McGinn Park				80,000	78,000	76,000
\$1.0 M Landfill Closure Projects					0	100,000
\$8.075 M Wickford Middle Renov.				588,938	585,275	586,350
\$8.070 M Wickford Middle Renov.					588,675	585,013
<b>Total Unauthorized Long Term Debt</b>	<b>0</b>	<b>0</b>	<b>287,638</b>	<b>957,375</b>	<b>1,540,925</b>	<b>1,636,613</b>
<b>Net Total All Existing and UnAuth Debt</b>	<b>3,849,850</b>	<b>4,723,930</b>	<b>5,041,124</b>	<b>5,914,448</b>	<b>6,301,277</b>	<b>5,931,598</b>

<b><u>Tax Rate Impact (without proposed new debt)</u></b>	<b>FY08 Projected</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
<b><u>Calculation of Tax rate Increase Available for Existing and New Debt</u></b>						
Deduct drawn from/add to reserve	<u>(212,215)</u>	<u>563,262</u>	<u>0</u>	<u>0</u>	<u>(35,748)</u>	<u>(147,039)</u>
Net amount required from tax dollars	4,062,065	4,160,668	5,041,124	5,914,448	6,337,024	6,078,637
Would generate an estimated tax rate as follows:	\$ 1.13	\$ 1.17	\$ 1.37	\$ 1.55	\$ 1.60	\$ 1.51
<b>Estimated Tax rate increase/decrease for existing and new authorized debt</b>	<b>\$ 0.04</b>	<b>\$ 0.20</b>	<b>\$ 0.17</b>	<b>\$ 0.05</b>	<b>\$ (0.08)</b>	

**Comparison of Total Debt Service to Future Budgets**

As shown in Chart L, below, Debt Service as a portion of General, School, Debt and Library Fund expenditures is 6.77%. This is below the accepted standard of 10% from the debt rating agencies. This favorable comparison would increase to 7.75% in fiscal year 2012.

<b>CHART L</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
<u>Existing Debt Principal and Interest</u>					
\$1M Dec 1998 Library Renovations	73,400	71,371	69,292	67,175	65,015
\$3.275M Dec 1998 Roads & Open Space (Farmland)	240,384	233,740	226,931	220,000	212,925
\$232,000 Refunding Bond 2005 (\$560,000 May 1996 Public Facilities)	44,338	40,086	38,838	34,595	
\$328,000 Refunding Bond 2005 (\$790,000 May 1996 Recreation/Open Space)	61,256	57,501	55,713	51,893	
\$3.835M Sept. 2000 Open space & farmland	310,033	301,008	291,983	282,910	273,600
\$3.845M June 2001 Farmland, Facilities Asset Protection	336,765	326,786	316,615	305,015	295,265
\$2.84M May 2006 Development Rights	290,225	282,388	274,788	267,188	259,588
\$4.0M July 2007 Open Space Bond	304,365	301,078	297,803	294,553	296,978
\$2.995M Dec 1998 School Athl & Techn	219,832	213,756	207,530	201,191	194,720
\$1.505M June 1999 School Athletics	120,783	122,423	123,823	119,983	121,063
\$1.915M Refunding Bond 2005 (\$4,600,000 May 1996 Elementary Additions)	356,463	331,306	321,013	310,338	
\$1.9M December 2001 School Addition	225,150	217,000	208,600	102,175	
\$27.885M Refunding Bond 2005 (\$33,000,000 December 1999 High School)	2,528,675	2,469,763	2,394,575	2,318,388	2,235,763
\$7M April 2007 School (RIHEBC)	<u>569,763</u>	<u>569,350</u>	<u>568,513</u>	<u>567,250</u>	<u>570,563</u>
<b>TOTAL EXISTING DEBT SERVICE</b>	<b><u>\$5,681,430</u></b>	<b><u>5,537,534</u></b>	<b><u>5,395,914</u></b>	<b><u>5,143,652</u></b>	<b><u>4,525,479</u></b>
<u>Authorized and Unauthorized New Debt Principal and Interest</u>					
\$2,200,000 Headquarters Improv IA	175,000	176,750	178,250	174,500	175,750
\$2,300,000 New Sta 5 or Sta 2 Rel	185,000	186,500	182,750	184,000	185,000
\$2,000,000 School Improvements		200,000	195,000	190,000	185,000
\$4,000,000 Senior Center			320,000	319,000	322,750
\$3.955 M Davisville Elem Renov.		287,638	288,438	288,975	289,250
\$0.798 M McGinn Park			80,000	78,000	76,000
\$1.0 M Landfill Closure Projects				0	100,000
\$8.075 M Wickford Middle Renov.			588,938	585,275	586,350
\$8.070 M Wickford Middle Renov.				588,675	585,013
<b>TOTAL NEW DEBT</b>	<b><u>360,000</u></b>	<b><u>850,888</u></b>	<b><u>1,833,375</u></b>	<b><u>2,408,425</u></b>	<b><u>2,505,113</u></b>
<b>GRAND TOTAL DEBT SERVICE - EXISTING AND NEW</b>	<b><u>\$6,041,430</u></b>	<b><u>\$6,388,422</u></b>	<b><u>\$7,229,289</u></b>	<b><u>\$7,552,077</u></b>	<b><u>\$7,030,592</u></b>
<b>TOTAL BUDGET (Est. 3% increase each year)</b>	<b><u>\$89,202,849</u></b>	<b><u>\$91,878,934</u></b>	<b><u>\$94,635,303</u></b>	<b><u>\$97,474,362</u></b>	<b><u>\$100,398,592</u></b>
<b><u>% OF DEBT PRINC &amp; INT TO TOTAL BUDGET</u></b>	<b><u>6.77%</u></b>	<b><u>6.95%</u></b>	<b><u>7.64%</u></b>	<b><u>7.75%</u></b>	<b><u>7.00%</u></b>

**Net Debt Per Capita**

A calculation of the impact of the current and proposed future borrowing on the Town’s net bonded debt per capita has been done in Chart M. In fiscal year 2000, when the permanent financing was incurred for the High School, the ratio rose to 2.93%. Rating agencies focus on this measure when evaluating the Town’s financial strength. Since the net taxable assessed value of the Town is increased in FY 2005 due to the revaluation, the percentage of Net Bonded Debt to Assessed Value dropped to 1.31% and is expected to increase to 1.36% should all of the proposed bond issues be approved in November 2008.

<b>Chart M - Ratio of Net General Bonded Debt to Assessed Value and Net Bonded Debt Per Capita</b>					
Fiscal year	Population	Assessed Value	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
1988	21,938	\$768,358,104	\$2,290,346	0.30%	\$104
1989	21,938	\$817,863,020	\$1,765,000	0.22%	\$80
1990	23,786	\$858,520,823	\$1,252,233	0.15%	\$53
1991	23,786	\$906,251,900	\$6,004,151	0.66%	\$252
1992	23,786	\$930,126,467	\$7,197,862	0.77%	\$303
1993	23,786	\$915,628,830	\$6,811,730	0.74%	\$286
1994	23,786	\$936,642,267	\$6,178,805	0.66%	\$260
1995	23,786	\$1,512,225,068	\$5,543,302	0.37%	\$233
1996	23,786	\$1,542,372,324	\$10,925,000	0.71%	\$459
1997	23,786	\$1,578,054,704	\$10,465,000	0.66%	\$440
1998	23,786	\$1,622,101,177	\$9,600,000	0.59%	\$404
1999	23,786	\$1,678,779,770	\$18,360,000	1.09%	\$772
2000	23,786	\$1,709,592,473	\$50,010,000	2.93%	\$2,102
2001	26,326	\$1,759,230,918	\$55,761,616	3.17%	\$2,118
2002	26,326	\$2,173,955,239	\$54,532,424	2.51%	\$2,071
2003	26,326	\$2,199,172,497	\$51,213,233	2.33%	\$1,945
2004	26,326	\$2,189,162,245	\$47,904,043	2.19%	\$1,820
2005	26,326	\$3,525,604,088	\$46,837,263	1.31%	\$1,754
2006	26,326	\$3,568,483,661	\$45,914,198	1.29%	\$1,744
2007	26,326	\$3,607,374,032	\$42,364,998	1.17%	\$1,609
<b>Future Estimated based on Capital Improvement Program (Authorized Projects only):</b>					
2008	26,426	4,393,110,092	\$49,702,279	1.13%	\$1,881
2009	26,807	4,440,740,713	\$50,643,087	1.14%	\$1,889
2010	26,807	4,485,148,120	\$46,858,896	1.04%	\$1,748
2011	26,806	4,529,999,601	\$45,074,704	1.00%	\$1,681
2012	26,806	4,575,299,597	\$41,190,512	0.90%	\$1,537
<b>Compared to:</b>					
<b>Future Estimated based on Capital Improvement Program (Authorized and Unauthorized Projects per CIP):</b>					
2008	26,426	4,393,110,092	\$49,702,279	1.13%	\$1,881
2009	26,807	4,440,740,713	\$54,598,087	1.23%	\$2,037
2010	26,807	4,485,148,120	\$59,489,146	1.33%	\$2,219
2011	26,807	4,529,999,601	\$57,256,304	1.26%	\$2,136
2012	26,807	4,575,299,597	\$62,043,612	1.36%	\$2,314

## APPENDICES

**APPENDIX A - ALL FUNDS SUMMARY**

	GRAND TOTAL	GENERAL FUND	LIBRARY FUND	Q/D REC FUND	WATER FUND	SCHOOL FUND	SCHOOL CAP.RES.	DEBT SERVICE FUND
<b>ESTIMATED REVENUE</b>								
PROPERTY TAX	61,090,192	12,753,896	1,102,538	-	-	42,861,226	107,365	4,265,168
STATE REVENUES	18,132,890	4,724,644	199,517	-	-	11,696,882	264,347	1,247,500
OTHER REVENUES	13,871,726	7,437,718	42,100	1,431,732	2,596,047	2,279,129	-	85,000
SUBTOTAL	93,094,808	24,916,258	1,344,155	1,431,732	2,596,047	56,837,236	371,712	5,597,668
PRIOR YEAR	169,716	-	10,953	-	-	75,000	-	83,763
TOTAL	93,264,524	24,916,258	1,355,108	1,431,732	2,596,047	56,912,236	371,712	5,681,431

<b>ESTIMATED REQUIREMENTS</b>								
PERSONNEL	69,805,186	19,589,706	1,046,860	758,697	1,133,122	47,276,801	-	-
NON PERSONNEL	16,076,950	4,942,498	308,248	520,894	-	8,968,885	-	-
SUBTOTAL	85,882,136	24,532,204	1,355,108	1,279,591	2,469,547	56,245,686	-	-
CAPITAL	1,532,666	294,800	-	107,000	126,500	632,654	371,712	-
DEBT SERVICE	5,726,572	-	-	45,141	-	-	-	5,681,431
CONTRIBUTIONS	89,254	89,254	-	-	-	-	-	-
ADJUSTMENT	-	-	-	-	-	-	-	-
TOTAL	93,230,628	24,916,258	1,355,108	1,431,732	2,596,041	56,878,340	371,712	5,681,431

<b>PROPOSED BUDGET CHANGES FY08 TO FY 09</b>								
FY08 BUDGET	90,351,755	24,675,478	1,302,053	1,376,325	2,483,247	55,015,069	297,459	5,202,124
INCREASE	2,878,873	240,780	53,055	55,407	112,800	1,863,271	74,253	479,307
% INCREASE	3.19%	0.98%	4.07%	4.03%	4.54%	3.39%	24.96%	9.21%

<b>PROPOSED TAX DOLLAR CHANGES FY08 COMPARED TO FY09</b>								
FY08 TOTAL TAX \$	58,181,135	12,146,567	1,050,036	-	-	40,820,215	102,252	4,062,065
INCREASE TAX \$	2,909,057	607,329	52,502	-	-	2,041,011	5,113	203,103
% INCREASE TAX \$	5.00%	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	5.00%

***APPENDIX B - ZERO BASED BUDGET PERSONNEL EXPENSES***

The tables on the following support the personnel lines in the zero based budgeting tables in the individual department budgets. They are organized by department and reflect the annual salary, Holiday Pay (Police and Fire Only) FICA/Medicare, Retirement, Health Insurance, Prescription Coverage (Local 1033 only), Life Insurance, and Uniform Costs for each title within the budget. Not allocated to individual employees are Overtime, Out of Rank and Call Back pay since that can vary per individual from year to year.

Dept	Object	Title	Job Class	Grade	Step	Allocation & Notes	FY09	FICA	Retirement	Health	Prescript	Dental	Life	Uniform
							Annual Salary	Medicare 524001	0.1271 524302					
0201	510103	Town Manager	TM01	59	1		112,094.31	8,575.22	14,247.19	11,158.57		924.66	160.34	
0201	510103	Executive Secretary	TM10	52	5	0.90	37,738.17	2,886.97	4,796.52	3,961.38		261.22	144.31	
							149,832.48	11,462.18	19,043.71	15,119.95	-	1,185.88	304.65	-
0301	510101	Clerk II Specialist	CL40	18	5		39,078.74	2,989.52	4,966.91	3,834.07	1,603.08	362.77	160.34	
0301	510101	Clerk II Specialist	CL30	18	5		39,987.66	3,059.06	5,082.43	3,834.07	1,603.08	362.77	160.34	
0301	510101	Clerk I	CL60	14	5		32,881.40	2,515.43	4,179.23	9,827.22	1,603.08	1,155.86	160.34	
0301	510101	Clerk I	CL60	14	5		33,645.96	2,573.92	4,276.40	9,827.22	1,603.08	1,155.86	160.34	
							145,593.76							
0301	510102	Clerical Assistant	CL70	13	2	25hrs/wk	18,530.72	1,417.60	2,355.25					
0301	510102	Clerical Assistant	CL70	13	5	25hrs/wk	20,876.13	1,597.02	2,653.36		924.66			
							39,406.85							
0301	510103	Deputy Town clerk	CL02	55	5		57,398.43	4,390.98	7,295.34	13,948.28		1,155.86	160.34	
0301	510103	Town Clerk	CL01	56	5		73,181.71	5,598.40	9,301.40	5,501.88		362.77	160.34	
							130,580.14	24,141.93	40,110.31	46,772.75	7,336.98	4,555.89	962.06	-
0501	510101	Accts. Rcvbl./Grants Mgr.	FI30	21	5	0.50	22,812.51	1,745.16	2,899.47	1,917.04	801.54	181.39	80.17	
0501	510101	Secretary	FI50	15	5		35,231.25	2,695.19	4,477.89	9,827.22	1,603.08	1,155.86	160.34	
0501	510101	Clerk II Specialist	FI40	18	5		38,170.10	2,920.01	4,851.42	4,913.68	1,603.08	577.99	160.34	
0501	510101	Clerk I	FI55	14.00	1		25,943.01	1,984.64	3,297.36	6,980.85	1,603.08	924.66	160.34	
0501	510101	Clerk I	AS40	14	5	0.40	12,908.86	987.53	1,640.72	1,100.10	641.23	116.10	64.14	
							135,065.73							
0501	510102	Clerical Assistant	FI65	13	3	35 hour	27,883.92	2,133.12	3,544.05	4,401.00	1,603.08	924.66	160.34	
							27,883.92							
0501	510103	Executive Secretary	TM10	52	5	0.10	4,193.13	320.77	532.95	440.15		29.02	16.03	
0501	510103	Controller	FI02	55	1		50,077.86	3,830.96	6,364.90	11,158.57		924.66	160.34	
0501	510103	Finance Director	FI01	58	3		77,674.04	5,942.06	9,872.37	11,158.57		924.66	160.34	
							131,945.03	22,559.44	37,481.11	51,897.18	7,855.09	5,759.00	1,122.40	-
0504	510101	Clerk II Specialist	FI80	18	5		39,987.66	3,059.06	5,082.43	9,827.22	1,603.08	1,155.86	160.34	
							39,987.66							
0505	510103	MIS Director	FI90	58	3	0.80	62,139.24	4,753.65	7,897.90	8,926.85		739.73	128.28	
0505	510103	GIS Manager	FI92	56	3	0.80	51,325.31	3,926.39	6,523.45	3,521.22		232.19	128.28	
							113,464.55	8,680.04	14,421.34	12,448.08	-	971.92	256.55	-
0601	510101	Clerk I	AS40	14	5		31,231.88	2,389.24	3,969.57	2,750.26	1,603.08	290.24	160.34	
0601	510101	Clerk II Specialist	AS02	18	5		39,078.74	2,989.52	4,966.91	9,827.22	1,603.08	1,155.86	160.34	
0601	510101	Clerk I	AS40	14	5	0.60	19,026.31	1,455.51	2,418.24	1,650.16	961.85	174.15	96.21	
							89,336.93							
0601	510103	Tax Assessor	AS01	56	5		69,211.50	5,294.68	8,796.78	5,501.88		362.77	160.34	
							69,211.50	12,128.95	20,151.50	19,729.52	4,168.01	1,983.02	577.24	-
0804	510101	Asst. Animal Warden/Custodian	AN03	18	3		36,329.69	2,779.22	4,617.50	6,980.85	1,603.08	924.66	160.34	300.00
0804	510101	Domestic Animal Warden	AN02	63	5		40,661.34	3,110.59	5,168.06	2,750.26	1,603.08	290.24	160.34	300.00
							76,991.03	5,889.81	9,785.56	9,731.11	3,206.16	1,214.90	320.69	600.00
0806	510103	Harbormaster	HA01	53	5		48,321.39	3,696.59	6,141.65	4,401.53		290.24	160.34	
0901	510101	Clerk II Specialist	PL20	18	5		39,987.66	3,059.06	5,082.43	9,827.22	1,603.08	1,155.86	160.34	
0901	510103	GIS Manager	FI92	56	3	0.20	12,457.53	953.00	1,583.35	880.31		58.05	32.07	
0901	510103	Principal Planner	PL10	55.00	3	-	-	-	-					
0901	510103	Principal Planner	PL11	55	2		51,557.83	3,944.17	6,553.00	4,401.53		290.24	160.34	
0901	510103	Principal Planner	PL11	55	2		54,135.64	4,141.38	6,880.64	13,948.28		1,155.86	160.34	
0901	510103	Planning Director	PL01	58	4		77,752.63	5,948.08	9,882.36	5,579.28		462.39	160.34	
							195,903.63	18,045.68	29,981.78	34,636.62	1,603.08	3,122.40	673.44	-
1001	510101	Secretary	PW20	15	5		32,829.25	2,511.44	4,172.60	3,834.07	1,603.08	362.77	160.34	

1001	510103	Public Works Director	PW01	58	5	82,018.07	6,274.38	10,424.50	13,948.28		1,155.86	160.34	
1001	510103	Facilities Project Manager	PW03	55	5	57,398.43	4,390.98	7,295.34	4,401.53		290.24	160.34	
						139,416.50	13,176.80	21,892.43	22,183.88	1,603.08	1,808.87	481.03	-
1002	510101	Equipment Operator IIB	PH50	20	4	41,604.40	3,182.74	5,287.92	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIB	PH50	20	4	43,585.41	3,334.28	5,539.71	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Secretary	PH21	15	5	34,584.07	2,645.68	4,395.64	3,834.07	1,603.08	362.77	160.34	300.00
1002	510101	Equipment Operator IIB	PH50	20	4	39,623.12	3,031.17	5,036.10	2,750.26	1,603.08	290.24	160.34	300.00
1002	510101	Equipment Operator IIB	PH50	20	4	43,585.41	3,334.28	5,539.71	3,834.07	1,603.08	362.77	160.34	300.00
1002	510101	Mechanic	PH80	22	4	44,318.78	3,390.39	5,632.92	6,980.85	1,603.08	924.66	160.34	300.00
1002	510101	Equipment Operator IIA	PH45	21	4	45,548.94	3,484.49	5,789.27	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIB	PH50	20	4	41,604.40	3,182.74	5,287.92	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIA	PH45	21	4	45,548.94	3,484.49	5,789.27	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIB	PH50	20	4	39,623.12	3,031.17	5,036.10	6,980.85	1,603.08	924.66	160.34	300.00
1002	510101	Equipment Maintenance Foreman	PH40	24	4	51,841.18	3,965.85	6,589.01	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Mechanic	PH81	22	4	43,238.08	3,307.71	5,495.56	6,980.85	1,603.08	924.66	160.34	300.00
1002	510101	Equipment Operator/Mason	PH46	21	4	44,907.98	3,435.46	5,707.80	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Streets Foreman	PH41	24	4	51,841.18	3,965.85	6,589.01	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIA	PH50	20	4	40,723.76	3,115.37	5,175.99	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Labor Foreman	PH43	22	4	47,561.94	3,638.49	6,045.12	9,827.22	1,603.08	1,155.86	160.34	300.00
1002	510101	Equipment Operator IIA	PH45	21	1	-	-	-	-	-	-	-	-
						699,740.71							
1002	510103	Highway Superintendent	PH02	56	5	73,181.71	5,598.40	9,301.40	13,948.28		1,155.86	160.34	
						59,128.57	98,238.44	143,581.47	25,649.28	16,504.19	2,725.85	4,800.00	
1005	510101	DPW Program Coordinator	PE22	24	2	0.75	35,963.36	2,751.20	4,570.94	7,370.42	1,202.31	866.89	120.26
1005	510103	Engineer	PE04	57	5	0.65	51,088.29	3,908.25	6,493.32	9,066.38		751.31	104.22
1005	510103	Engineering Inspector	PE08	53	5	51,857.04	3,967.06	6,591.03	13,948.28		1,155.86	160.34	
1005	510103	Engineering Inspector	PE08	53	5	48,321.39	3,696.59	6,141.65				160.34	
						151,266.72	14,323.10	23,796.94	30,385.08	1,202.31	2,774.06	545.17	-
1006	510101	DPW Program Coordinator	PE22	24	2	0.25	13,150.85	1,006.04	1,671.47	2,456.81	400.77	288.96	40.09
1006	510101	Clerk I	PT25	14	5	32,761.27	2,506.24	4,163.96	9,827.22	1,603.08	1,155.86	160.34	
1006	510101	Labor Foreman	PT42	22	4	47,561.94	3,638.49	6,045.12	9,827.22	1,603.08	1,155.86	160.34	300.00
						93,474.06	7,150.77	11,880.55	22,111.25	3,606.93	2,600.68	360.77	300.00
1007	510101	Equipment Operator/Carpenter	PF32	21	4	42,482.96	3,249.95	5,399.58				160.34	300.00
1007	510101	Facilities Construction Foreman	PF30	24	4	51,841.18	3,965.85	6,589.01	9,827.22	1,603.08	1,155.86	160.34	300.00
1007	510101	Equipment Operator IIB	PF65	20	4	42,320.51	3,237.52	5,378.94	9,827.22	1,603.08	1,155.86	160.34	300.00
1007	510101	Equipment Operator IIB	PF65	20	4	41,604.40	3,182.74	5,287.92	9,827.22	1,603.08	1,155.86	160.34	300.00
1007	510101	Building Custodian	PF70	18	4	39,680.68	3,035.57	5,043.41	9,827.22	1,603.08	1,155.86	160.34	300.00
1007	510101	Equipment Operator IIB	PF65	20	3	39,422.24	3,015.80	5,010.57	6,980.85	1,603.08	924.66	160.34	300.00
						257,351.96							
1007	510102	Building Custodian	PF70	18	4	25 hrs/wk	22,706.05	1,737.01	2,885.94				
1007	510102	Building Custodian	PF70	18	4	30 hrs/wk	27,247.26	2,084.42	3,463.13		290.24		
						49,953.32	23,508.85	39,058.50	46,289.74	8,015.40	5,838.33	962.06	1,800.00
1305	510101	Secretary	EL60	15	5	34,430.67	2,633.95	4,376.14	9,827.22	1,603.08	1,155.86	160.34	
1305	510102	Social Service Specialist	EL50	13	3	25 hrs/wk	19,814.52	1,515.81	2,518.43				
1305	510103	Senior & Human Svcs Director	EL01	56	2	63,174.24	4,832.83	8,029.45	13,948.28		1,155.86	160.34	
1305	510103	Asst. Dir. of Senior & Human Sv	EL85	52	5	42,954.20	3,286.00	5,459.48	13,948.28		1,155.86	160.34	
						106,128.44	12,268.58	20,383.49	37,723.78	1,603.08	3,467.57	481.03	-
1305	510104				11 hrs/wk	-	-	-			924.66		
						24,537.17	40,766.98	75,447.56	3,206.16	7,859.80	962.06	-	
1501	510101	Assistant Building Official	BO02	23	5	49,007.26	3,749.06	6,228.82	4,913.68	1,603.08	577.99	160.34	
1501	510101	Secretary	BO30	15	5	32,829.25	2,511.44	4,172.60	9,827.22	1,603.08	1,155.86	160.34	
						81,836.51							
1501	510102	Clerical Assistant	BO40	13	5	21 hrs/wk	17,974.37	1,375.04	2,284.54				
1501	510102	Clerical Assistant	BO40	13	4	21 hrs/wk	17,535.95	1,341.50	2,228.82				
						35,510.32							
1501	510103	Building Official	BO01	56	3	63,532.64	4,860.25	8,075.00	5,579.28		462.39	160.34	
						13,837.28	22,989.78	20,320.19	3,206.16	2,196.24	481.03	-	
1601	510101	Secretary	RE30	15	5	0.50	16,814.91	1,286.34	2,137.18	4,913.61	801.54	577.93	80.17

1601	510103	Recreation Director	RE01	56	5	0.50	36,590.85	2,799.20	4,650.70	2,750.94	181.39	80.17		
								4,085.54	6,787.87	7,664.55	801.54	759.31	160.34	
													-	
2101	510101	Building Custodian	QD70	18	4	0.33	12,588.24	963.00	1,599.96	2,879.60	529.02	381.43	52.91	99.00
2101	510101	G.C. Mechanic/ Maintenance Ma	QD30	24	4		51,841.18	3,965.85	6,589.01	9,827.22	1,603.08	1,155.86	160.34	300.00
2101	510101	G.C. Assistant Superintendent	QD03	63	5		43,636.75	3,338.21	5,546.23	9,827.22	1,603.08	1,155.86	160.34	300.00
							108,066.17							
2101	510103	Golf Course Superintendent	QD02	56	5		73,181.71	5,598.40	9,301.40	13,948.28		1,155.86	160.34	
								13,865.46	23,036.61	36,482.33	3,735.18	3,849.00	533.95	699.00
2102	510101	Secretary	RE30	15	5	0.30	10,088.95	771.80	1,282.31	2,948.17	480.92	346.76	48.10	
2102	510101	Building Custodian	QD70	18	4	0.67	25,443.50	1,946.43	3,233.87	5,820.28	1,069.25	770.96	106.95	200.10
							35,532.44							
2102	510103	Assistant Operations Manager	QC45	46	5		30,708.99	2,349.24	3,903.11	11,158.57		924.66	160.34	
2102	510103	Operation Manager	QC40	51	1	contract	49,259.87	3,768.38	6,260.93	4,401.53		290.24	160.34	
2102	510103	Recreation Director	RE01	56	5	0.30	21,954.51	1,679.52	2,790.42	1,650.56		108.83	48.10	
							101,923.37	10,515.37	17,470.63	25,979.11	1,550.18	2,441.45	523.84	200.10
2104	510101	Secretary	RE30	15	5	0.20	6,725.97	514.54	854.87	1,965.44	320.62	231.17	32.07	
2104	510103	Recreation Director	RE01	56	5	0.20	14,636.34	1,119.68	1,860.28	1,100.38		72.55	32.07	
								1,634.22	2,715.15	3,065.82	320.62	303.73	64.14	-
4001	510101	Sr. Water System Operator	WA35	22	4		47,561.94	3,638.49	6,045.12	9,827.22	1,603.08	1,155.86	160.34	300.00
4001	510101	Water Pump Operator	WA46	21	4		42,443.42	3,246.92	5,394.56	9,827.22	1,603.08		160.34	300.00
4001	510101	Water System Operator	WA45	21	4		44,196.34	3,381.02	5,617.36	9,827.22	1,603.08	1,155.86	160.34	300.00
							134,201.70	10,266.43	17,057.04	29,481.67	4,809.24	2,311.71	481.03	900.00
4003	510101	Water Serviceman	WA49	21	4		44,630.68	3,414.25	5,672.56	9,827.22	1,603.08	1,155.86	160.34	300.00
4003	510101	Water Serviceman	WA49	21	4		45,548.94	3,484.49	5,789.27	9,827.22	1,603.08	1,155.86	160.34	300.00
4003	510101	Water Serviceman/Meter Reader	WA55	20	4		40,613.76	3,106.95	5,162.01		1,603.08	924.66	160.34	300.00
4003	510101	Water Serviceman	WA49	21	4		41,408.15	3,167.72	5,262.98	6,980.85	1,603.08	924.66	160.34	300.00
4003	510101	Leadman	WA39	22	4		47,561.94	3,638.49	6,045.12	9,827.22	1,603.08	1,155.86	160.34	300.00
4003	510101	Water Foreman	WA06	25	4		54,055.26	4,135.23	6,870.42	9,827.22	1,603.08	1,155.86	160.34	300.00
							273,818.74	20,947.13	34,802.36	46,289.74	9,618.48	6,472.75	962.06	1,800.00
4004	510101	Accts. Rcvbl./Grants Manager	FI30	21	5	0.50	22,812.51	1,745.16	2,899.47	1,917.04	801.54	181.39	80.17	
4005	510101	Admin. Asst./Acct. Manager	WA02	21	4		45,625.02	3,490.31	5,798.94	6,980.85	1,603.08	1,155.86	160.34	
4005	510102	Clerical Assistant	WA20	13	5	25 hrs/wk	20,876.16	1,597.03	2,653.36					
4005	510103	Principal Planner	PL10	55	3	1.00	53,037.74	4,057.39	6,741.10	5,579.28		462.39	160.34	
4005	510103	Engineer	PE04	57	5	0.35	27,508.86	2,104.43	3,496.38	4,881.90		404.55	56.12	
4005	510103	Water Quality Specialist	WA05	55	5		56,268.36	4,304.53	7,151.71	11,158.57		924.66	160.34	
4005	510103	Water Director	WA01	58	5		85,301.64	6,525.58	10,841.84	5,501.88		362.77	160.34	
							222,116.61	22,079.26	36,683.32	34,102.48	1,603.08	3,310.23	697.50	-
4006	510101	Equipment Operator I	WA56	18	4		37,025.69	2,832.46	4,705.96	2,750.26	1,603.08	290.24	160.34	300.00
								111,163.27	184,690.87	224,415.08	34,466.22	24,661.01	4,521.70	5,700.00

FY 2009 FIRE DEPARTMENT SALARIES AND BENEFITS

Dept	Object	Job Class	Grade	Step	Allocation & Notes	FY09	FICA	Retirement	Health	Prescript	Dental	Life	Uniform
						Annual Salary	Medicare 524001	0.1955 524302	524304	524305	524306	524307	
0803	510101	Fire Captain	FR04	24	2	63,827.77	4,882.82	12,478.33	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	2	44,539.17	3,407.25	8,707.41	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Captain	FR03	24	2	63,827.77	4,882.82	12,478.33	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	3	46,369.92	3,547.30	9,065.32	6,162.06		324.20	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	58,849.58	4,501.99	11,505.09	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	53,139.09	4,065.14	10,388.69	6,162.06		324.20	211.28	1,150.00
0803	510101	Fire Captain	FR04	24	2	63,827.77	4,882.82	12,478.33	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	2	71,412.00	5,463.02	13,961.05	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	3	46,296.95	3,541.72	9,051.05	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	58,849.58	4,501.99	11,505.09	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,206.74	3,917.32	10,010.92	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	2	45,689.80	3,495.27	8,932.36	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR06	22	1	56,146.99	4,295.24	10,976.74	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR09	19	6	48,640.61	3,721.01	9,509.24	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Captain	FR03	24	2	63,827.77	4,882.82	12,478.33	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	54,926.54	4,201.88	10,738.14	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	58,849.58	4,501.99	11,505.09	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	2	71,412.00	5,463.02	13,961.05	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	1	54,532.87	4,171.76	10,661.18	6,162.06		324.20	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	56,234.13	4,301.91	10,993.77	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	1,000.00		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	56,234.13	4,301.91	10,993.77	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescuemen EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Captain	FR04	24	2	62,409.42	4,774.32	12,201.04	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	57,536.73	4,401.56	11,248.43	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/RescuemanEMTC	FR08	20	3	45,421.31	3,474.73	8,879.87	6,162.06		324.20	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	56,234.13	4,301.91	10,993.77	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	55,479.41	4,244.18	10,846.23	5,719.32		324.20	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	58,849.58	4,501.99	11,505.09	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	2	71,412.00	5,463.02	13,961.05	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	56,234.13	4,301.91	10,993.77	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Captain	FR03	24	2	62,409.42	4,774.32	12,201.04	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	54,926.54	4,201.88	10,738.14	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	2	45,487.78	3,479.82	8,892.86	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman	FR09	19	6	52,118.07	3,987.03	10,189.08	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	2	71,412.00	5,463.02	13,961.05	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Rescue Captain	FR03	24	2	60,990.81	4,665.80	11,923.70	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	3	46,369.92	3,547.30	9,065.32	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	3	46,369.92	3,547.30	9,065.32	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	3	46,369.92	3,547.30	9,065.32	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	2	45,487.78	3,479.82	8,892.86	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Captain	FR04	24	2	63,827.77	4,882.82	12,478.33	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	2	45,487.78	3,479.82	8,892.86	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	56,234.13	4,301.91	10,993.77	11,662.04		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR09	19	6	50,959.95	3,898.44	9,962.67	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Mechanic	FR11	25	5	65,058.47	4,976.97	12,718.93	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Prevention Officer	FR07	26	2	69,372.66	5,307.01	13,562.35	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	51,931.24	3,972.74	10,152.56	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	58,849.58	4,501.99	11,505.09	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	12,775.40		1,032.52	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	50,723.38	3,880.34	9,916.42	6,162.06		324.20	211.28	1,150.00
0803	510101	FF/Rescueman EMTc	FR08	20	6	53,139.09	4,065.14	10,388.69	12,775.40		1,032.52	211.28	1,150.00
0803	510101	Secretary	FR30	15	4	32,028.41	2,450.17	4,070.81	6,980.85	1,603.08	290.24	3,900.88	
						4,253,015.09							
0803	510103	Fire Chief	FR01	58	5	87,285.34	6,677.33	17,064.28	14,823.19		1,155.86	211.28	1,150.00

Dept	Object	Job Class	Grade	Step	Allocation & Notes	FY09	FICA	Retirement	Health	Prescript	Dental	Life	Uniform	
						Annual Salary	Medicare 524001	0.2049 524302	524304	524304	524305	524306	524307	
0812	510101	Patrol Officer	PP07	03	2		48,289.18	3,694.12	9,894.45	5,524.38			1,500.00	
0812	510101	Lieutenant	PP04	07	1		66,468.76	5,084.86	13,619.45	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,914.66	477.87	160.34	1,500.00	
0812	510101	Detective Patrol Officer	PD06	04	1		57,105.68	4,368.58	11,700.95	5,524.38	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Captain	PP02	09	1		75,032.87	5,740.01	15,374.24	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		58,172.12	4,450.17	11,919.47	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Detective Patrol Officer	PD06	04	1		57,100.27	4,368.17	11,699.85	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,200.86	4,146.37	11,105.76	5,097.64	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,914.66	477.87	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		58,172.12	4,450.17	11,919.47	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PR07	03	5		58,166.92	4,449.77	11,918.40	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		58,172.12	4,450.17	11,919.47	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	3		49,240.94	3,766.93	10,089.47	5,524.38	308.84	160.34	1,500.00	
0812	510101	Detective Lieutenant	PD03	08	1		72,585.44	5,552.79	14,872.76	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Sergeant	PP05	05	1		60,284.86	4,611.79	12,352.37	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,524.38	308.84	160.34	1,500.00	
0812	510101	Sergeant	PP05	05	1		61,681.46	4,718.63	12,638.53	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Lieutenant	PP04	07	1		66,468.76	5,084.86	13,619.45	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,528.18	4,247.91	11,377.72	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	2		48,289.18	3,694.12	9,894.45	5,524.38	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		53,744.92	4,111.49	11,012.33	11,829.32	955.74	160.34	1,500.00	
0812	510101	Lieutenant	PP04	07	1		66,231.07	5,066.68	13,570.75	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Detective Patrol Officer	PD06	04	1		58,465.42	4,472.60	11,979.56	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,200.86	4,146.37	11,105.76	5,914.66	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,320.11	4,231.99	11,335.09	5,914.66	477.87	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		53,491.62	4,092.11	10,960.43	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,524.38	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,097.64	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	2	0.33	17,317.10	442.47	1,185.12	1,845.14	103.15	53.55	501.00	
0812	510101	Patrol Officer	PP07	03	2	0.33	17,317.10	442.47	1,185.12	3,950.99	319.22	53.55	501.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,524.38	308.84	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Captain	PO02	09	1		75,032.87	5,740.01	15,374.24	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Sergeant	PP05	05	1		60,284.86	4,611.79	12,352.37	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Sergeant	PP05	05	1		60,284.86	4,611.79	12,352.37	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Detective Patrol Officer	PD06	04	1		57,105.68	4,368.58	11,700.95	11,829.32	955.74	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	11,829.32	955.74	160.34	1,500.00	
0812	510101	Police Dispatcher	PP08	01	2		46,321.29	3,543.58	9,491.23	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,200.86	4,146.37	11,105.76	11,829.32	955.74	160.34	1,500.00	
0812	510101	Sergeant	PP05	05	1		61,686.81	4,719.04	12,639.63	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Detective Patrol Officer	PD06	04	1		57,105.68	4,368.58	11,700.95	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,524.38	308.84	160.34	1,500.00	
0812	510101	Captain	PD02	09	1		75,032.87	5,740.01	15,374.24	14,786.72	1,194.68	160.34	1,500.00	
0812	510101	Patrol Officer	PP07	03	2	0.33	17,317.10	442.47	1,185.12	1,845.14	103.15	53.55	501.00	
0812	510101	Patrol Officer	PP07	03	5		54,205.81	4,146.74	11,106.77	5,914.66	477.87	160.34	1,500.00	
0812	510101	Secretary	PO21	15	5		32,028.41	2,450.17	4,070.81	3,490.42	1,603.08	160.34		
0812	510101	Clerk I	PO22	14	5		30,587.21	2,339.92	3,887.63	2,750.26	1,603.08	290.24	160.34	
0812	510101	Civilian Police Dispatcher	PO15	63	5		40,661.34	3,110.59	5,168.06	9,827.22	1,603.08	1,155.86	160.34	
0812	510101	Civilian Police Dispatcher	PO15	63	5		39,669.63	3,034.73	5,042.01		1,603.08	924.66	160.34	
0812	510101	est. DOH 12/07	PO21	15	1		28,225.27	2,159.23	3,587.43	4,913.68	1,603.08	577.99	160.34	
0812	510101	Auto Mechanic	PM30	22	4		47,561.94	3,638.49	6,045.12	9,827.22	1,603.08	1,155.86	160.34	
0812	510101	Building Custodian	PJ40	18	4		39,962.65	3,057.14	5,079.25	9,827.22	1,603.08	1,155.86	160.34	
0812	510101	Clerk I	PO22	14	5		32,881.40	2,515.43	4,179.23	9,827.22	1,603.08	1,155.86	160.34	
0812	510101	Secretary	PO21	15	5		33,629.83	2,572.68	4,274.35	4,913.68	1,603.08	577.99	160.34	
0812	510103	Police Chief	PO01	58	4		85,528.26	6,542.91	17,524.74	14,786.72	1,194.68	160.34	1,500.00	
0812	510102	Secretary	PO23	13	5	21 hrs/wk	17,535.95	1,341.50	2,228.82					
0812	510102	Civilian Police Dispatcher	PO16	63	5	16 hrs/wk	15,867.85	1,213.89	2,016.80					
0812	510102	Civilian Police Dispatcher	PO16	63	5	16 hrs/wk	15,867.85	1,213.89	2,016.80					
0812	510102	Civilian Police Dispatcher	PO16	63	5	16 hrs/wk	15,867.85	1,213.89	2,016.80					
0812	510102	Civilian Police Dispatcher	PO16	63	3	16 hrs/wk	14,568.35	1,114.48	1,851.64					
						510102	79,707.85	6,097.65	10,130.87	-	-	-	-	
0812	510101	Patrol Officer	PP07	03	2	0.67	32,756.64	1,668.92	4,470.08	3,679.24	205.69	106.79	999.00	
0812	510101	Patrol Officer	PP07	03	2	0.67	32,756.64	1,668.92	4,470.08	7,878.33	636.53	106.79	999.00	
0812	510101	Patrol Officer	PP07	03	2	0.67	32,756.64	1,668.92	4,470.08	3,679.24	205.69	106.79	999.00	
						School	98,269.91	5,006.75	13,410.25	15,236.81	-	1,047.91	320.37	2,997.00

**APPENDIX C - TOWN COUNCIL POLICY FOR ACCUMULATION and UTILIZATION OF FUND BALANCE**

At the Special Meeting of the Town Council of the Town of North Kingstown, County of Washington, and State of Rhode Island, held in and for said Town, County, and State on the 23rd day of July, 2007 at the Beechwood House Senior Center, 10 Beach Street, at 7:30 pm

PRESENT WERE: Edward J. Cooney, President  
Steven Campo  
Anthony F. Miccolis, Jr.  
John A. Patterson  
Edward J. Whitaker

The following resolution was passed by unanimous voice vote of the members present.

Item No. 8. Undesignated Fund Balance Policy

WHEREAS, the Town Council wishes to address the comments of the Town's auditors regarding use of undesignated fund balance; and

WHEREAS, the Town Council recognizes the appropriateness and prudence of establishing benchmarks for the level of undesignated fund balance and the establishment of mechanisms for the use of those reserves.

NOW, THEREFORE, BE IT RESOLVED: That:

- A) The unreserved undesignated fund balance for all funds shall be maintained at a level sufficient to provide for the required resources to:
  - 1) Plan for contingencies; and
  - 2) Maintain good standing with rating agencies; and
  - 3) Avoid interest expense for operating budget needs and capital projects; and
  - 4) Provide for investment income; and
  - 5) Ensure short-term cash availability when anticipated revenue is available.
- B) The unreserved undesignated fund balance does not include reservations of fund balance for the payment of encumbrances nor designations for purposes that are allowed under generally accepted accounting principles.
- C) The Town shall maintain a minimum unreserved undesignated fund balance of 10% of the current period's total budgeted expenditures for all Town funds. The unreserved undesignated fund balance does not include reservations of fund balance for the payment of encumbrances nor designations for purposes that are allowed under generally accepted accounting principles.
- D) Excess surpluses will be available for appropriation by the Town Council in a subsequent fiscal year to fund capital, non-recurring operating or debt service expenditures as determined by the Town Council during the budget for that subsequent fiscal year.
- E) An unreserved undesignated fund balance equal to the greater of 10% or the highest one year projected debt service level in one five year period may be utilized for the purposes listed below:
  - 1) Meeting future capital needs; or
  - 2) Offsetting operating deficits in difficult economic times; or
  - 3) Stabilizing fluctuations in cash flow requirements; or
  - 4) Provisions for emergency situations.

- F) If the unreserved undesignated fund balance falls below the above parameters, budgeted revenues will be greater than budgeted expenditures in subsequent years to bring the unreserved undesignated fund balance into compliance with this policy unless determined otherwise by the Town Council.

and be it

FURTHER RESOLVED: that a report be submitted annually by the Town Manager as to the state of the unreserved fund balance. The meeting to discuss the report will take place at the annual Town Council Work Session with the Town's auditors after the fiscal year end audit is complete; and be it

FURTHER RESOLVED: that the Town will set as a goal that the Town appropriate a minimum of \$100,000 as a contingency for future General Fund Budgets.

**APPENDIX D - FUND BALANCE UTILIZATION AND ACCUMULATION**

As shown in Appendix B, in April 1996 the Town Council adopted a policy on the utilization and accumulation of Fund Balance. The table below summarizes the status of the General Fund, Fund Balance, in accordance with this policy. Since the adoption of the policy the Town has made significant progress in restoring the fund balance to healthy levels.

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<b>Projected</b> <u>2008</u>	<b>Budget</b> <u>2009</u>
<b>Revenues:</b>							
Taxes	\$51,272,225	\$53,805,401	\$53,653,354	\$56,100,311	\$58,892,935	\$60,844,616	\$63,962,858
Intergovernmental & Dept. Revenues	\$5,220,050	\$5,620,071	\$6,007,777	\$6,331,522	\$6,305,233	\$7,075,786	\$7,081,475
Local Receipts	<u>\$667,427</u>	<u>\$864,115</u>	<u>\$1,215,046</u>	<u>\$1,389,412</u>	<u>\$1,841,523</u>	<u>\$2,052,658</u>	<u>\$1,774,350</u>
<b>Total</b>	<b>\$57,159,702</b>	<b>\$60,289,587</b>	<b>\$60,876,177</b>	<b>\$63,821,245</b>	<b>\$67,039,691</b>	<b>\$69,973,060</b>	<b>\$72,818,683</b>
<b>Expenditure:</b>							
General Government	\$3,999,356	\$4,040,582	\$4,089,378	\$4,610,761	\$4,814,369	\$5,069,128	\$5,335,484
Public Safety	\$10,108,995	\$11,290,558	\$11,537,311	\$12,532,831	\$13,014,335	\$13,687,384	\$13,938,516
Public Works	\$3,294,564	\$3,936,763	\$4,238,446	\$4,122,524	\$3,825,235	\$4,880,973	\$4,877,016
Human Services & Other	<u>\$647,972</u>	<u>\$880,069</u>	<u>\$883,173</u>	<u>\$785,156</u>	<u>\$588,529</u>	<u>\$703,855</u>	<u>\$765,242</u>
<b>Total</b>	<b>\$18,050,887</b>	<b>\$20,147,972</b>	<b>\$20,748,308</b>	<b>\$22,051,272</b>	<b>\$22,242,468</b>	<b>\$24,341,340</b>	<b>\$24,916,258</b>
Excess (deficiency) of revenues over expenditures	\$39,108,815	\$40,141,615	\$40,127,869	\$41,769,973	\$44,797,223	\$45,631,720	\$47,902,425
Other financing sources (uses)	(\$37,108,542)	(\$39,189,690)	(\$39,989,448)	(\$41,413,334)	(\$44,447,569)	(\$45,725,984)	(\$47,902,425)
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	<b>\$2,000,273</b>	\$951,925	\$138,421	\$356,639	\$349,654	(\$94,264)	\$0
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Fund Balance July 1	\$6,636,078	\$8,636,351	\$9,588,276	\$9,726,697	\$10,083,336	\$10,432,990	\$10,338,726
Excess/(Deficiency) of Revenues over Expenditures	<b>\$2,000,273</b>	\$951,925	\$138,421	\$356,639	\$349,654	(\$94,264)	\$0
Fund Balance*	<u>\$8,636,351</u>	<u>\$9,588,276</u>	<u>\$9,726,697</u>	<u>\$10,083,336</u>	<u>\$10,432,990</u>	<u>\$10,338,726</u>	<u>\$10,338,726</u>
Fund Balance as a percent of Total Revenues	15.11%	15.90%	15.98%	15.80%	15.56%	14.78%	14.20%

\* Represents Total General Fund, Fund Balance, Reserved and Unreserved.

**APPENDIX E – ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**

Fiscal Year	REAL PROPERTY		PERSONAL PROPERTY		TOTAL		RATIO OF TOTAL Assessed To Total Estimated Actual Value
	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	
1989/90	726,867,274	1,577,745,331	135,487,476	135,487,476	862,354,750	1,713,232,807	0.503
1990/91	762,871,874	1,613,860,533	152,702,101	152,702,101	915,572,975	1,766,561,654	0.518
1991/92	784,474,974	1,802,928,614	155,636,079	155,636,079	940,111,053	1,958,564,693	0.480
1992/93	777,344,534	1,860,325,883	148,915,952	148,915,952	926,260,486	2,009,241,835	0.461
1993/94	790,026,434	2,066,040,658	156,980,638	156,980,638	947,007,072	2,223,021,296	0.426
1994/95	1,348,154,900	1,348,154,900	187,454,955	187,454,955	1,535,609,855	1,535,609,855	1.000
1995/96	1,378,485,000	1,443,273,795	188,068,180	188,068,180	1,566,553,180	1,723,338,580	0.909
1996/97	1,401,248,700	1,499,336,100	200,492,952	200,492,952	1,601,741,652	1,699,829,052	0.942
1997/98	1,433,174,000	1,508,604,210	211,230,520	211,230,520	1,644,404,520	1,719,834,730	0.956
1998/99	1,470,037,800	1,594,401,085	230,918,953	230,918,953	1,700,956,753	1,825,320,038	0.922
1999/00	1,500,902,170	1,658,455,436	230,541,395	230,541,395	1,765,207,767	1,888,996,831	0.920
2000/01	1,536,301,370	1,745,797,011	222,929,548	222,929,548	1,759,230,918	1,938,726,559	0.880
2001/02	1,954,112,590	2,014,549,061	219,842,649	219,842,649	2,173,955,239	2,234,391,710	0.973
2002/03	1,986,996,310	2,393,971,457	212,176,187	212,176,187	2,199,172,497	2,606,147,644	0.830
2003/04	2,011,507,975	2,793,761,076	216,786,796	216,786,796	2,228,294,771	3,010,547,872	0.720
2004/05	3,373,797,470	3,373,797,470	210,848,833	210,848,833	3,584,646,303	3,584,646,303	1.000
2005/06	3,401,172,700	4,097,798,433	230,316,263	230,316,263	3,631,488,963	4,328,114,696	0.830
2006/07	3,440,758,510	4,221,789,582	228,290,723	228,290,723	3,669,049,233	4,450,080,305	0.815
2007/08	4,238,884,090	4,415,504,260	225,551,685	225,551,685	4,464,435,775	4,641,055,945	0.960

(1) Gross amount is reflected without deduction for exemptions.

## **APPENDIX F - BUDGETING PRACTICES**

### **BUDGET BASIS**

The budgets of the general government type funds (for example, The General Fund, Library Fund, School Fund, and Debt Service Fund) are accounted for using the modified accrual basis of accounting. This means that obligations such as outstanding purchase orders at year-end are recognized when the purchase is made. Their revenues are recognized when they are received.

The enterprise funds, Water and Quonset/Davisville Recreation (golf course and marina operation) are budgeted on a full accrual basis. Expenditures are recorded when the commitment is made, such as when a purchase order is issued. Revenues are recognized when they are obligated to the Town, such as when a water bill is sent.

The Town's Comprehensive Annual Financial Report (CAFR) shows the status of the Town's finances on the basis of Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are shown on both a GAAP basis and budget basis for comparison purposes.

### **BUDGETARY CONTROL and AMENDMENTS**

In accordance with the North Kingstown Home Rule Charter, the Town has established budgetary control for its General Fund, Library Fund, two Enterprise Funds, School Unrestricted Fund which is a Special Revenue Fund, School Capital Reserve Fund and Debt Service Fund. The Town Council adopts an annual operating budget for the General Fund. The School Unrestricted Fund and the School Capital Reserve are subject to an annual budget approved by the School Committee and adopted by the Town Council. The Library Fund budget is submitted by the Library Board of Trustees and adopted by the Town Council. All annual operating budget's appropriation amounts are supported by revenue estimates and take into account the elimination of accumulated deficits and the re-appropriation of accumulated surpluses to the extent necessary. Appropriations which are not expended or encumbered lapse at year end.

The Town of North Kingstown makes use of an encumbrance system. Encumbrances are commitments related to unperformed contracts for goods or services. When a purchase order or commitment is placed, the Town reduces the amount of budgetary authority remaining in a budget category and records an encumbrance. When goods or services are received, the encumbrance balance is reduced and an expenditure and liability is recorded. The Town's outstanding encumbrances at year-end are carried forward as reservation of fund balance.

Under the Town Council's expenditure limitation, total expenditures cannot exceed the final appropriation within each budgeted fund, once the budget is adopted. Amendments to the operating budgets that do not result in additional appropriations may be made within departments by means of a transfer. The Town Manager has authority to make such transfers within departments. Any other transfers made outside the departmental level during the fiscal year require Town Council approval. The level at which all budgeted funds may not legally exceed appropriations is at the department level.

## **APPENDIX G – BUDGETED FUND DESCRIPTIONS**

### **GOVERNMENTAL FUNDS**

These are the funds through which governmental functions for budgeted funds are financed.

- **GENERAL FUND**

*GENERAL FUND* - is used to account for resources devoted to financing the general services that the Town performs for its citizens. General tax revenues and other sources of revenues used to finance the fundamental operation of the Town are included in this fund. The fund is charged with all cost of operating the government for which a separate fund has not been established.

- **SCHOOL FUND**

- **LIBRARY FUND**

*SPECIAL REVENUE FUNDS* - are used to account for the proceeds of specific revenue sources (other than expendable trust, or major capital projects) that are legally restricted to expenditures for specified purposes.

- **DEBT SERVICE FUND**

*DEBT SERVICE FUND* – is used to account for the payment of interest and principal on all general long-term debt other than that payable from Enterprise Funds.

- **SCHOOL CAPITAL RESERVE**

*CAPITAL PROJECT FUND*- is used to account for all resources used for the upgrades and improvements to School facilities.

### **BUDGETED PROPRIETARY FUNDS**

*These funds account for operations that are organized to be self-supporting through user charges.*

- **QUONSET DAVISVILLE RECREATION FUND**

- **WATER FUND**

*ENTERPRISE FUNDS* - are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**APPENDIX H – TOWN COUNCIL BUDGET RESOLUTION**

**AGENDA ITEM REPORT**

**MEETING DATE:** March 24, 2008

**ITEM:** RESOLUTION FOR ADOPTION OF PRELIMINARY BUDGET FOR 2008-2009

**MOTION:** that the Town Council does hereby adopt the Preliminary Budget for FY 2008/09 as follows:

<b>GENERAL FUND</b>	<b>\$ 24,916,258</b>
<b>SCHOOL FUND</b>	<b>\$ 56,878,340</b>
<b>LIBRARY FUND</b>	<b>\$ 1,355,108</b>
<b>DEBT SERVICE FUND</b>	<b>\$ 5,681,431</b>
<b>SCHOOL CAPITAL RESERVE FUND</b>	<b>\$ 371,712</b>
<b>WATER FUND</b>	<b>\$ 2,596,047</b>
<b>QUONSET/DAVISVILLE RECREATION FUND</b>	<b><u>\$ 1,431,732</u></b>
<b>TOTAL</b>	<b>\$93,230,628</b>

## APPENDIX I - BUDGET PROCESS

The Town Charter requires the following process for adoption of the Town's annual budget. The preliminary preparation for the budget actually began in September when capital budgets were submitted to the Town Manager by the department heads. In December, the department heads began work on their proposed operating budgets, which were due to be submitted to the Town Manager in January. The Library Board of Trustees and the School Committee were required to submit their budget requests to the Manager no later than March 3, 2008. Appropriate sections of the Town Charter are copied on the next two pages.

STEP	DATE	CHARTER CONSTRAINTS
School Proposed Budget	Monday, January 8, 2007	Joint Meeting between Town Council and School Committee to discuss the School Committee's Proposed Budget (not a Charter requirement)
Policy	Wednesday, October 10, 2007	Town Council Adoption of Budget Policies and Procedures (not a Charter requirement)
Capital Improvement Program	January 31, 2008	The Asset Management Commission submits the Capital Improvement Program
Proposed Budget	Monday, March 10, 2008	The Town Manager shall submit to the Council not later than the fiftieth day preceding the 1st Wednesday in May a proposed budget of anticipated revenues and proposed expenditures after a review of estimated requirements from department heads.
Proposed Budget	Monday, March 24, 2008	Town Council conducts Public Worksession to discuss the Town Manager's Proposed Budget (not a Charter requirement).
Preliminary Approval of Budget and Capital Improvement Program	Monday, March 24, 2008	The Council has two weeks to give preliminary approval to the Town Manager's budget, which the Council may revise.
Public Hearings	Monday, April 14, Wednesday, April 16, 2008	Approximately three weeks after preliminary approval by the Council, two public hearings are held (one for school portion and one for all other budgets).
Petitions to Council	Monday, May 5, 2008	After preliminary approval of the budget, any qualified elector may circulate a petition requesting that the Council increase or decrease the budget. At least 50 signatures, validated by the Board of Canvassers, are required. The Council is required to consider and vote on each valid petition.
Final Approval of Budget	Wednesday, May 7, 2008	On or before the first Wednesday in May, the Council is required to make any final changes to the budget by a majority vote and consider any petitions. Following final approval, the budget is published and copies are available for the public.
Referendum Petitions	Tuesday, May 27, 2008	Following final approval by the Council, any qualified elector may circulate a petition requesting a referendum for either an increase or decrease to the total appropriation for a specific fund. Petition forms approved by the Town Clerk must be returned before the 20th day following the first Wednesday in May.
Budget Referendum	Tuesday, June 10, 2008	Each valid petition with no less than 300 signatures along with the Council's final adopted budget is presented to the voters for a referendum vote on the first Tuesday following the first Saturday in June. The polls are open from 8:00 a.m. to 8:00 p.m.

**Sec. 908. Budget.**

Two weeks prior to the date on which the manager is required to submit the town budget to the council under the terms of section 1004 of article X, the school committee and the library board of trustees shall submit budget estimates to the manager in the same manner as other departments, for inclusion in that budget. The council shall consider appropriations for the school committee and for the library board in total only, and the allocation of moneys appropriated for the school and library purposes shall be determined by the school committee and the library board of trustees respectively.

(4-23-85; 11-8-88; 11-3-92)

Cross reference(s)--Budget schedule, Charter App. 1.

**Sec. 1004. Proposed budget.**

The schedule for the preparation, consideration, adoption and conduct of requested referenda on the annual town budget shall be followed each year as set forth in the various sections of this article, based upon the requirement that final action by the council thereon shall take place on or before the first Wednesday in May. Accordingly, the manager shall submit to the council on or before the fiftieth day preceding said first Wednesday in May, a proposed budget of receipts and expenditures and an explanatory budget message. For such purpose the manager shall obtain from the head of each department, board, commission and agency estimates of its revenues and expenditures and such supporting data as he or she may request. In preparing the proposed budget the manager shall review the estimates and may revise them as deemed advisable. The proposed budget as proposed by the manager shall show all anticipated revenue and all proposed expenditures, and the total of proposed expenditures shall not be greater than the total of anticipated revenues.

(4-23-85; 11-8-88; 11-3-92; reaffirmed 11-8-94)

**Sec. 1005. Preliminary approval of budget.**

The council shall have two (2) weeks to give preliminary approval to the budget submitted by the manager, and must do so on or before the thirty-sixth day prior to the first Wednesday in May. The council may revise said budget; provided, however, that if an increase is approved in the total of expenditures as proposed by the manager, the council also shall provide for increasing the total anticipated revenues and shall indicate the revenues necessary to maintain a balance between revenues and expenditures. No revenue from any source other than the tax levy shall be included in the budget as adopted by the council unless the facts clearly warrant the expectation that such amount actually will be realized in cash during the budget year.

(4-23-85; 11-8-88; 11-3-92)

**Sec. 1006. Public hearings.**

Following preliminary approval of the budget, the council shall schedule and hold two (2) public hearings, one (1) on the school portion of the budget at which the school committee shall be represented, and the other on the remainder of the budget. These hearings shall be scheduled to begin approximately three (3) weeks following preliminary approval of the budget and be completed on or before the thirteenth day preceding the first Wednesday in May. To inform the public prior to said hearings, the town clerk shall cause sufficient copies of the budget to be prepared for public distribution, and shall arrange for the publication thereof in a newspaper of general circulation in the town. At the hearings, all those desirous of being heard shall be heard.

(4-23-85; 11-3-92; reaffirmed 11-8-94)

**Sec. 1007. Petitions to the council.**

Following preliminary approval of the budget by the council, any qualified elector of the town may circulate a petition requesting the council to increase or decrease any item of expenditure in the said budget, or to insert a new item of expenditure. Such petition shall specify the budget item or insertion and amount thereof; must be approved by the town clerk as to form prior to circulation, and must be returned to the town clerk on or before the ninth day preceding the first Wednesday in May. Upon receipt of such petition, the town clerk shall cause the signatures thereon to be verified by the board of canvassers forthwith, and if it contains no less than fifty (50) valid signatures of qualified electors of the town, shall transmit the same to the council. The council, before final adoption of the budget, shall consider and vote

upon each such petition proposal; provided, however, that the council may change the appropriation for the school committee or the library board of trustees in total only.  
(4-23-85; 11-3-92; reaffirmed 11-8-94)

**Sec. 1008. Final approval of budget.**

The council shall, on or before the first Wednesday in May, complete its consideration of any petitions it shall have received pursuant to section 1007, make any final changes in the budget it may deem advisable, and give final approval to said budget by a vote of a majority of all the members of the council. Following such approval, the town clerk shall cause sufficient copies of the budget to be prepared for public distribution, and shall arrange for publication thereof in a newspaper of general circulation in the town. The budget so adopted shall be the budget for the town for the ensuing fiscal year subject only to change pursuant to sections 1009, 1010 or 1011 hereof.  
(4-23-85; 11-3-92)

**Sec. 1009. Referendum petitions.**

Following final approval of the budget by the town council, any qualified elector of the town may circulate a petition requesting that a referendum be held on the appropriation for a specific fund in the budget as approved. Such petition may propose a reduction or increase in the total appropriation for said fund. In the event that a reduction or an increase as proposed in any such petition is approved by the electors of the town voting thereon, the council shall cause the total appropriation for said fund to be adjusted upward or downward accordingly. The council, the school committee, or the board or library trustees, whichever has jurisdiction over the fund affected by such action, shall make reductions or may make increases within said fund to match the new appropriation total; however, if the council shall determine that expenditure of an added appropriation to the general fund for a suggested purpose would not be fiscally responsible, it shall adopt a resolution to that effect and shall not be required to expend the funds for said purpose, provided however, such funds shall not be spent for another purpose and shall revert to the general surplus.

The town clerk shall cause petition forms to be printed with standard language and spaces for the insertion of dollar amounts, budget fund designations, whether an increase or decrease of expenditure is called for, and other necessary information. All petition forms shall be approved by the town clerk before circulation, and must be returned to the town clerk on or before the twentieth day following the first Wednesday in May. Any language added to a petition, or any alteration of the language thereof, subsequent to its approval by the town clerk, shall be of no force or effect. The town clerk, upon the return of petitions to his or her office, shall cause the signatures thereon to be verified by the board of canvassers, such verification to be completed on or before the twenty-eighth day following the first Wednesday in May. There shall be no limit to the number of separate petitions which an elector may sign.

(4-23-85; 11-8-88; 11-3-92)

**Sec. 1010. Budget referendum.**

The town clerk shall cause a referendum by ballot to be held on the first Tuesday following the first Saturday in June, on all budget changes requested on petitions submitted pursuant to section 1009 hereof, provided that each such petition shall contain signatures of no less than three hundred (300) qualified electors of the town. The ballot used at such referendum shall be prepared by the town clerk in such manner as to allow the qualified electors to vote either to "approve" or "disapprove" on each separate petition proposal for an increase in appropriation, and shall also be so arranged that all proposed reductions in the appropriation for a particular fund shall be listed together with the original approved fund total, and the electors shall be instructed to vote either for the original total or for one (1) of the proposed reductions thereof. Each proposal for an increase in appropriation which is approved by a majority of electors voting thereon shall be declared to have been adopted; and whichever among the proposed reductions in appropriation for a particular fund receives the most votes shall be declared to have been adopted unless the original fund total approved by the council shall have received the most votes. The polls at such referendum shall be open at 8:00 a.m. and shall remain open until 8:00 p.m. (4-23-85; 11-8-88; 11-3-92)

APPENDIX K - STATISTICAL SUMMARY

TOWN OF NORTH KINGSTOWN, RHODE ISLAND										
SCHEDULE 18										
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION										
LAST TEN FISCAL YEARS										
	Fiscal Year									
	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
Town Council	5	5	5	5	5	5	5	5	5	5
Town Manager	2	2	2	2	2	2	2	3	3	2
Town Clerk/Bd. Of Canvassers	6	6	6	6	6	6	6	7	7	7
Finance/Data Processing	7	8	8	9	10	9	10	11	10	10
Information Technol	2	2	2	2	2	2	2	2	2	2
Assessor	4	4	4	4	4	4	4	3	4	4
Fire	81	71	71	74	72	78	80	69	72	75
Police/Animal Control	59	58	58	61	66	63	61	61	62	60
Planning	5	6	6	6	5	5	5	5	5	5
Public Works	33	34	34	34	33	34	31	34	32	32
Welfare	0	1	1	1	1	1	1	1	1	1
Senior Citizens	3	3	3	3	3	3	3	2	2	2
Code Enforcement	3	3	3	3	3	3	3	3	3	3
Recreation	2	2	2	2	2	2	2	1	2	3
Library	12	12	12	12	12	11	12	12		
Quonset/Davisville Recreation Fund/Golf Course/Allens Harbor	7	7	7	8	8	8	8	7	5	4
Water Fund	13	13	13	13	13	13	12	12	12	13
<b>Total</b>	<b>243</b>	<b>235</b>	<b>235</b>	<b>243</b>	<b>245</b>	<b>247</b>	<b>245</b>	<b>236</b>	<b>225</b>	<b>226</b>
Public Education:										
Teachers	374	370.80	380.30	383.60	370.70	367.00	362.65	350.80	340.30	352.00
Pupil Support	253	236.25	245.75	254.50	227.50	223.50	221.00	214.00	211.00	214.00
Executive and Administrative	33	33.50	33.50	36.50	33.50	34.00	31.00	30.00	31.00	30.00
<b>Source:</b> Town of North Kingstown Municipal and School Personnel Departments										

TOWN OF NORTH KINGSTOWN, RHODE ISLAND							
SCHEDULE 19							
OPERATING INDICATORS BY FUNCTION/PROGRAM							
LAST TEN YEARS							
Function/Program	Fiscal Year						
	2007	2006	2005	2004	2003	2002	2001
<b>Police</b>							
Calls for Service	32,192	16,342	32,095	30,867	28,783	24,390	20,442
Arrests	901	579	1,182	1,229	1,306	1,177	1,055
Prosecutions	6,133	4,013	9,227	4,597	1,905	1,814	1,481
<b>Fire</b>							
Medical Calls/Rescue Runs	2,461	1,108	2,144	2,014	2,358	2,727	2,512
Residential Inspections	430	605	301	445	722	681	681
<b>Public Works</b>							
Miles Resurfaced	6	2.4	2.5	2.8	3.4	11	0
Plowed Miles	159	158.4	158.2	157.9	155.6	157	156
<b>Refuse collection</b>							
Refuse collected (tons/day, avg)	8,399	8,325.5	8,044.7	8,077.6	7,665.4	7,528.0	8,004.5
Recyclables collected (tons/day, avg)	3,677	3,651.5	3,670.6	3,594.2	3,475.1	3,353.7	3,344.1
<b>Recreation</b>							
Bussing ages 6-13	6,825	4,900	9,500	9,500	8,250	9,000	9,000
Summer Playground Part.	500	450	900	900	900	900	900
<b>Human Services</b>							
Meals on Wheels	10,579	5,206	10,927	11,596	8,587	10,408	11,269
# of Sr. Serv. Calls	2,538	3,404	7,314	9,178	10,644	9,735	11,568
# of Heat Cases	37	5	28	28	26	32	32
# of Electric Shutoffs	9	5	22	20	24	29	29
<b>Library</b>							
Person visits	170,164	88,002	180,481	192,959	186,090	190,729	175,600
# of users at IT workstations	20,280	10,363	19,283	18,918	17,817		
Public Service transactions	37,403	23,841	51,760	61,373	40,941	32,441	29,578
<b>Water Dept</b>							
Metered services	9,268	9,197	9,157	9,068	9,047	9,014	8,860
Annual Production (million gallons)	1,106	1,224	1,287	1,272	1,266	1,328	1,018
<b>Sources:</b> various town departments							

TOWN OF NORTH KINGSTOWN, RHODE ISLAND							
SCHEDULE 20							
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM							
LAST SEVEN FISCAL YEARS							
Function/Program	Fiscal Year						
	2007	2006	2005	2004	2003	2002	2001
Police							
Stations	1	1	1	1	1	1	1
Patrol Units	23	23	23	23	23	21	21
Fire Stations	3	3	3	3	3	3	3
Public Works							
Road Miles	157	156	156	155.7	153.4	155	154
Acres Maintained	479	479	479	479	479	469	469
Recreation							
Baseball/softball fields	16	16	16	16	16	16	16
Soccer fields	9	9	9	9	9	9	9
Multi use parks	4	4	4	4	4	4	4
Senior Center	1	1	1	1	1	1	1
Library	1	1	1	1	1	1	1
Water Dept							
Water mains (miles)	175	170	168	168	156	156	155
Water towers	5	5	5	5	5	5	5
Hydrants	1,024	995	994	994	980	980	980
<b>Sources:</b> various town departments							

SCHEDULE 21						
SCHOOL BUILDING INFORMATION						
LAST TEN FISCAL YEARS						
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Davisville Elementary (1954)						
Square Feet	31,737	31,737	31,737	31,737	31,737	31,737
Capacity	284	284	284	284	284	284
Enrollment	268	211	179	143	164	183
Fishing Cove Elementary (1957)						
Square Feet	46,160	46,160	46,160	46,160	46,160	46,160
Capacity	335	335	335	335	335	335
Enrollment	166	15	280	264	307	321
Forest Park Elementary (1962)						
Square Feet	31,812	31,812	31,812	31,812	31,812	31,812
Capacity	275	275	275	275	275	275
Enrollment	241	260	266	224	217	223
Hamilton Elementary (1962)						
Square Feet	49,274	49,274	49,274	49,274	49,274	49,274
Capacity	450	450	450	450	450	450
Enrollment	372	426	433	414	410	374
Quidnessett Elementary (1971)						
Square Feet	43,544	43,544	43,544	43,544	43,544	43,544
Capacity	383	383	383	383	383	383
Enrollment	261	355	258	240	289	272
Stony Lane Elementary (1971)						
Square Feet	49,319	49,319	49,319	49,319	49,319	49,319
Capacity	450	450	450	450	450	450
Enrollment	412	448	423	386	419	456
Wickford Elementary (1907)*						
Square Feet	32,952	32,952	32,952	32,952	32,952	32,952
Capacity	252	252	252	252	252	252
Enrollment	241	282	235	208	0	0
Davisville Middle (1967)						
Square Feet	96,748	96,748	96,748	96,748	96,748	96,748
Capacity	680	680	680	680	680	680
Enrollment	614	629	630	627	644	602
Wickford Middle (1932)						
Square Feet	63,129	63,129	63,129	63,129	63,129	63,129
Capacity	465	465	465	465	465	465
Enrollment	445	452	446	490	472	511
North Kingstown High (2001)						
Square Feet	253,600	253,600	253,600	253,600	253,600	253,600
Capacity	1,600	1,600	1,600	1,600	1,600	1,600
Enrollment	1,320	1,398	1,475	1,519	1,532	1,536
Administration (1968)						
Square Feet	14,000	14,000	14,000	14,000	14,000	14,000
Data Center (1971)						
Square Feet	10,440	10,440	10,440	10,440	10,440	10,440
Maintenance (1978)						
Square Feet	5,390	5,390	5,390	5,390	5,390	5,390

Source: North Kingstown School Department Business Office

TOWN OF NORTH KINGSTOWN, RHODE ISLAND							
SCHOOL DEPARTMENT							
SCHEDULE 22							
OPERATING STATISTICS							
LAST TEN YEARS							
			Cost			Pupil/	Student
Fiscal			Per	Percentage	Teaching	Teacher	Attendance
Year	Expenses	Enrollment	Pupil	Change	Staff	Ratio	Percentage
2007	58,983,401	4,478	13,172	10.63%	373.50	11.99	95.25%
2006	54,852,418	4,607	11,906	4.71%	371.40	12.40	94.90%
2005	53,565,325	4,711	11,370	-0.07%	381.20	12.36	93.98%
2004	53,810,038	4,729	11,379	11.53%	385.40	12.27	95.26%
2003	47,534,281	4,659	10,203	5.68%	370.70	12.57	95.21%
2002	44,401,975	4,599	9,655	5.53%	373.20	12.32	94.85%
2001	41,719,508	4,560	9,149	6.68%	365.65	12.47	94.64%
2000	39,107,712	4,560	8,576	3.66%	352.00	12.95	94.73%
1999	37,551,560	4,539	8,273	8.04%	340.30	13.34	94.69%
1998	34,711,315	4,533	7,657	5.72%	352.80	12.85	95.22%
<b>Source:</b> North Kingstown School Department Business Office							

*APPENDIX L - GLOSSARY*

<u>Apparatus</u>	Fire vehicles with pumps, aerial ladder, or an ambulance
<u>Appropriation</u>	The process by which funds are allocated.
<u>Aerial Ortho-photo</u>	The digital computer photo that is produced from aerial photography and used to create accurate assessor and engineering maps.
<u>ACAD</u>	A computer software company that specializes in engineering mapping applications. The general term CAD refers to computer aided design and is used primarily in engineering maps, plans and detailing.
<u>ARCVIEW</u>	A computer software program used in geographic information systems applications by governments.
<u>Backflow Prevention Device</u>	A device used to prevent contamination of the public water supply
<u>Basis of Accounting</u>	All governmental funds are accounted for using the modified accrual basis of accounting.
<u>Blue Cross/Blue Shield</u>	The health care plan that is provided to the Town employees.
<u>Budget Referendum</u>	The opportunity for the citizens to vote on an alternative to the Town Council adopted budget, which is provided for in the Town Charter.
<u>Business Personal Property</u>	All equipment, furniture, fixtures, computers and supplies used in the operation of a business.
<u>Callback Pay</u>	The overtime pay paid to Fire Department personnel when they are called back to work after going off duty.
<u>CAD - Computer Aided Dispatch</u>	Computerized equipment and software utilized in dispatching to emergencies.
<u>C.A.M.A- Computerized Assisted Mass Appraisal</u>	The software package used by the Tax Assessor's office to value all the parcels of property for taxation purposes.
<u>CIP –Capital Improvement Program</u>	A Capital Improvement Program is the multiyear scheduling of physical improvement. The schedule is based on studies of fiscal resources available and the specific improvements to be constructed over a 5 or 6- year period.
<u>Chip Seal</u>	The process of protecting the Town roads, which is a part of the Town's road improvement program.
<u>Classified Part Time</u>	Refers to employees who are part of a bargaining unit who work thirty hours or less per week.
<u>Classified Full Time</u>	Refers to employees who are part of a bargaining unit who work thirty-five hours per week or more.
<u>Commodities not Otherwise Classified</u>	Goods or expendable items for which specific line item classifications do not exist and which are not purchased on a regular basis for a particular department.
<u>C.D.B.G Community Development Block Grant Program</u>	The Small Cities Community Development Block Grant Program is a federally (HUD) funded program created in 1974 by the Housing and Community Development Act for the purpose of developing "viable urban communities by providing decent housing, a suitable living

environment and expanding economic opportunity; principally for persons of low to moderate income.” In Rhode Island, 33 Cities and Towns compete annually for funding granted to the State by HUD.

C.L.A.N, Coordinating Libraries Automated Network

A statewide consortium that allows North Kingstown residents to borrow books from all the public libraries in Rhode Island

Comprehensive Plan

A comprehensive plan is a guide to the physical development of a community. It translates the community values that describes how, why, when, and where to build, rebuild or preserve the community. The North Kingstown Comprehensive Plan is a 20-year document that is required by the state law to be updated every five years.

Contractual services

Those services that are provided to the Town by outside firms or companies.

Contractual Services not Otherwise Classified

Those services that are provided to the Town by outside firms or companies and for which specific line item accounts would not be practical due to the infrequent nature of the expense.

Cooperative Libraries Automated Network (CLAN)

A shared network of participating libraries within Rhode Island which offers users access to information and services throughout the State.

D.A.R.E

Drug Abuse Resistance Education. A program taught to all fifth grade classes by a police officer with the goal of preventing drug involvement by children.

Delta Dental

The dental care program which is provided to Town employees.

Department

Identifies the unit of local government in which a specific activity or function is carried out.

Directed Patrol

Assigned tasks or patrol locations as opposed to random patrol

EMS

Service provided by the Fire Department Rescue Division.

Emergency Medical Services Enterprise Fund

An accounting fund in which services provided are financed and operated similarly to that of a private business. There are two enterprise funds: 1) Water fund and 2) Quonset/Davisville Recreation Fund. User fees support both.

Farm, Forest and Open Space

Statewide program which encourages property owners to keep their land undeveloped through tax incentives.

Field Work

Inspection and measuring of any new houses, additions, or work done because of building permits issued.

Forensic Equipment

Equipment used to gather and test evidence such that it will be admissible in court

Fringe benefits

The non-salary compensation paid by the Town for the benefit of the employee.

Fund

Fund Balance

An accounting entity comprised of a group of self-balancing accounts. The difference between revenue and expenditures. A negative fund balance is sometimes called a deficit.

GIS Geographic Information System

Computer related term that describes both hardware and software for processing storage and integration of digital computer mapping and

<u>Haz-Mat</u>	data. GIS for North Kingstown will bring information together for Water, Assessor and Building Departments as well as State level. Hazardous materials
<u>Inter-Community Activities</u>	Towns' activities that afford the children the opportunity to view compete or enjoy at the same level.
<u>ISDS</u> <u>Looping Project</u>	Individual Septic Disposal System Water Department undertaking to eliminate dead-end water mains
<u>Moving Radar Units</u>	Car mounted radar units capable of determining the speed of approaching vehicles even though the police car is moving.
<u>Non-Personnel Services</u>	Category of expense, which include purchased services, commodities, and debt
<u>Payments in lieu of taxes</u>	Revenue received by the Town for municipal services from entities who are exempt from taxation by State law and who have entered into an agreement with the Town for services.
<u>Personnel Services</u>	Category of expense, which includes costs, associated with the employment of full and part time employees and their fringe benefits.
<u>Prior year surplus</u>	The funds created from revenue received over estimate or unexpended appropriations in the previous fiscal year.
<u>Project DARE Drug Abuse Resistance Education</u>	The Police Department conducts an educational program in the elementary school regarding drug abuse. An officer is assigned full time to this program.
<u>Quonset/Davisville Recreation Fund</u>	An enterprise fund established to account for the operations of the Municipal Golf Course and the Municipal Marina at Allen Harbor.
<u>Retirement</u>	The title of a line-item budget account found in most cost centers where there are full-time employees which is used for recording expenses for the employer share of the cost of retirement benefits for active employees.
<u>Revaluation</u>	Process of valuing all properties consistently. Currently state law requires a full revaluation (visiting of all properties every nine years) and statistical updates at (3) three and (6) six years. Statistical revaluation consists of analyzing sales and comparing existing values of properties with the sales.

<u>Roll Call Training</u>	Targeted brief training sessions at roll call meetings prior to each patrol shift of the Police Department.
<u>Solid waste tipping fees</u>	The fee per ton of trash charged by the Rhode Island Solid Waste Management Corporation for the trash generated by North Kingstown transported to the Johnston landfill by the Town.
<u>Special Collections</u>	Rare and valuable books, maps, photographs, art works, etc. Kept in secure climate controlled area. North Kingstown Library's are primarily local history, local writers and genealogy.
<u>Substandard Lots</u>	Parcels of land that are currently in existence but do not conform to existing zoning regulations.
<u>Tangible Personal Property</u>	Taxable property such as business inventory, trailers, appliances in rental property and certain business equipment.
<u>Taxable Value</u>	The value of real estate, tangible personal property and motor vehicles determined by the Tax Assessor after deducting exemptions.
<u>Technical Review Committee (TRC)</u>	A committee composed of Planning Staff, Building Official, Town Engineer, Public Works Director, Water Director, Fire Marshall and a representative of the Police Department. For projects at the Quonset Davisville Industrial Park the committee is expanded to include representatives of the Economic Development Corporation.
<u>Termination Allowance</u>	The amount due to an employee upon retirement as provided for by union contract and personnel rules and regulations for accumulated vacation and sick leave.
<u>U.S.G.S - United States Geographical Services</u>	Federal Government Agency performing a study of Hunt, Annaquatucket, and Pettaquamscutt aquifer.
<u>Unclassified Part Time</u>	Refers to employees who are not part of a bargaining unit who work less than thirty-five hours per week.
<u>Unclassified Full Time</u>	Refers to employees who are not part of a bargaining unit who work more than thirty-five hours per week.
<u>Unrestricted Fund Balance</u>	Funds remaining after all expenditures and revenues are recorded in a fiscal year that is not designated to a specific purpose.
<u>Wickford Village Plan</u>	A citizen's committee prepares the Wickford Village Plan for the Town. It articulates a vision for protecting, preserving, and enhancing the village of Wickford through design guidelines, infrastructure improvements, and management concepts.
<u>Windows NT LAN</u>	A Microsoft based operating system that creates a local area network so all the computers that are part of it can share information.