

**Town of North Kingstown
Rhode Island
2009 – 2010
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, 2008. 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 year's budget reflects a zero based budgeting process. According to "**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 some minor format changes, the proposed Fiscal Year 2010 Operating Budget follows the same format as previous budget submissions. The Town Manager's Budget Message summarizes the Budget and reviews the current Fiscal Year activities. 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. Detail is provided 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 adopted budget policy, capital projects for the enterprise funds are funded from a 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 – accounts for resources devoted to financing the general services that the Town performs for its citizens.

Debt Service Fund – accumulates resources for the repayment of general long-term debt principal and interest (other than those that are payable from Enterprise Funds).

Library Fund – provides for the operational activities of the North Kingstown Free Library.

School Fund – accounts 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.

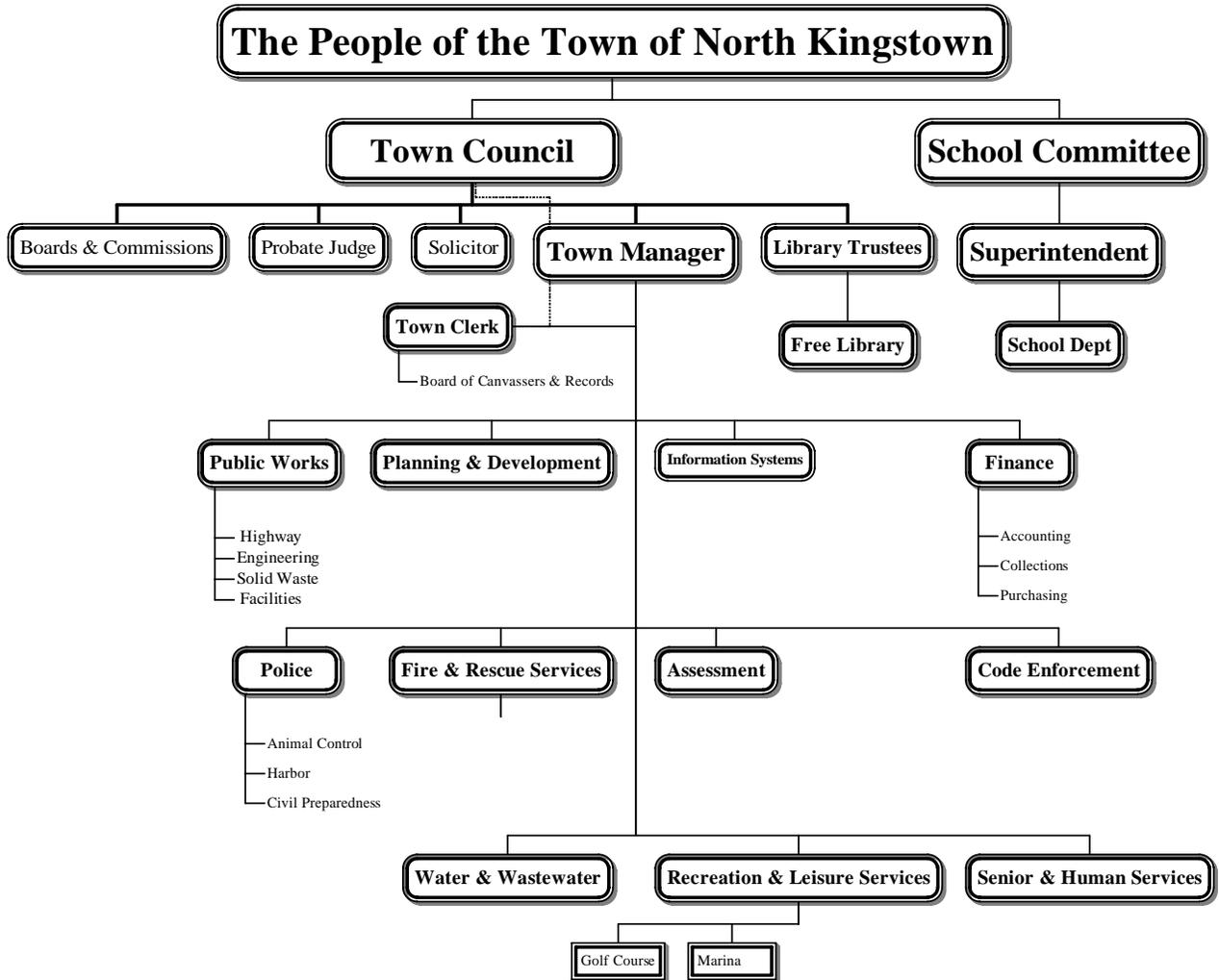
Quonset Davisville Recreation Fund – an enterprise (self-supporting) fund used to account for the operations of the North Kingstown Municipal Golf Course and the Allen Harbor Marina.

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

For the tenth 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

Elizabeth S. Dolan – President
Michael S. Bestwick
Steven R. Detoy
Carol H. Hueston
Charles H. Stamm

TOWN MANAGER.....	Michael Embury
TOWN SOLICITOR.....	James Reilly
DIRECTOR OF FINANCE.....	Patricia 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 Marques
TAX ASSESSOR.....	Linda Cwiek
BUILDING OFFICIAL.....	Gary Tedeschi
DIRECTOR OF RECREATION & LEISURE ACTIVITIES.....	Allen 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. Philip Thornton

TOWN OF NORTH KINGSTOWN GOALS

On October 20, 2008, the Town Council established the following goals for the **Fiscal Year 2010** budget:

It is the **Vision** of the Town Council that future development in North Kingstown shall be consistent with the goals and objectives of our Comprehensive Plan, updated on August 20, 2007, and have the capacity to sustain groundwater, other natural resources and 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 the 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 fiscally responsible budget. 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 make every effort to limit any increase in the tax burden. The Town Council will control long-term debt by working to retain 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 continuing 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 an 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 areas for reductions; identify redundant functions between the town and school; and identify functions/services can be consolidated within and between the Town government and School Department. The Town Council will also consider all opportunities to fund the budget by means other than the residential property tax. If these measures are not successful in producing a budget with acceptable residential tax levies, it will be necessary to implement 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 to deliver environmentally sound and financially prudent development of Quonset Business Park. The Council will 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. 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**, ensure that Town employees are treated fairly and that Town offices operate in an effective, efficient and courteous manner. The Council will continue to encourage citizen participation through service on Boards and Commissions and other volunteer opportunities.

On October 20, 2008, the Town Council adopted the following Budget Policy and Procedures:

FISCAL YEAR 2009 – 2010 BUDGET POLICY

The Town Council hereby adopts the following budget policies and procedures regarding the preparation of the Town Budget:

- The Town Council requires 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, the Resolution between the North Kingstown and East Greenwich Town Councils and other regionalization opportunities as they present themselves. 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 which meets the Town Council's spending increase limitations, a budget increase cap is hereby established based upon the following factors:
 - ❑ The percentage increase in the average annual increase in the CPI index for the past three years; and
 - ❑ In no case shall this spending cap exceed the increased expenditures allowed by the tax levy cap as stipulated by Rhode Island General Laws 44-5-2.
 - ❑ In consideration of anticipated declines in non-property tax related revenues, the spending cap for the FY 2010 budget shall be no more than two percent (2%).
- The Town Manager shall be directed to preset alternative budget scenarios which reflect a 2% decrease in spending over FY 2009; a 0% increase over FY 2009; and an amount not to exceed a 2% increase in spending over FY 2009. The school Committee shall be directed to present alternative bottom line budget scenarios which reflect a 0% increase in spending over FY 2009 and an amount not to exceed a 2% increase in spending over FY 2009.
- 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 2009/2010, 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.



Debt Policy & Management/Fiscal Practices

A. Purpose

1. To ensure the quality of decision-making while considering the debt affordability to the taxpayer;
2. To provide justification for the structure of debt issuance so as to not exceed acceptable levels of indebtedness;
3. To demonstrate a commitment to long-term financial planning to meet infrastructure needs through a planned program of future financing, which is evident through the Town's Capital Improvement Program; and
4. To illustrate to rating agencies and capital markets that the Town is well managed and attentive to maintaining a favorable debt position.

B. General Principles

1. Under the governance and guidance of Rhode Island State Law, (R.I.G.L. 45-12) – “Indebtedness of Towns and Cities”, the Town may issue debt as it pertains to the requirements of charter and under the state mandated debt limitations.
2. In order to maintain and enhance its existing credit ratings the Town will monitor its debt management process. Prudent debt management can have a positive impact on these ratings if the Town demonstrates adherence to the policy over time.
3. The Town may periodically enter into debt obligations to finance the costs of construction or to improve and expand infrastructure and other assets to maintain and improve its quality of life. In order to meet its obligation of due diligence and prudent financial management to its residents, the Town shall strive that debt obligations are issued in such a fashion so as to obtain the best long-term financial advantage and investment terms. The Town may also refinance existing debt in order to reduce future debt service. (The Town shall determine the costs of incurring a sufficient amount of debt funding to complete the proposed project(s) when determining the amount of debt to issue. Debt is a mechanism to equalize the costs of improvement to present and future residents.) The decision to issue debt should fall within the following criteria:
 - (a) The asset's life cycle shall exceed the term of the debt issue.
 - (b) Life expectancy shall be considered when determining the issuance of debt to finance capital projects. The current operating budgets shall serve as the financing source for capital requirements that are recurring, relatively low-cost or are short-lived improvements.
 - (c) The Town will not issue debt long term obligations or utilize debt proceeds to finance the current operations of the government.

- (d) The Town will seek to minimize the burden on its residents and businesses to repay debt, which thereby enhance its ability to attract and retain those same residents and businesses.

C. Capital Improvement Program

1. Town Staff, in cooperation with the Asset Management Commission (AMC) will prepare a yearly Capital Improvement Program (CIP). The AMC is a nine-member committee.
2. The AMC is to review all capital improvement and asset protection requests for both town and school facilities, assign priorities to the projects, recommend funding levels and assemble a comprehensive capital improvement program to be submitted to the Town Council for their review and consideration. The Plan is a multi-year, prioritized listing of long-term capital projects.
3. The Capital Improvement Plan shall be submitted by the AMC to the Town Council and approved yearly as part of the budget process.

D. Capital Reserve Funds

1. A Capital Reserve Fund provides a leveling effect in departmental budgets. The annual appropriation for future purchases, repairs and improvements on a timely basis eliminates the need for peaks and valleys in the budget and offers a more stabilized method of budgeting, which helps in maintaining infrastructure improvements. Eliminating the opportunity to set money aside for the future will expedite deterioration of the Town's assets and infrastructure.
2. The Capital Reserve Fund considers the following when determining the criteria for qualification of the fund:
 - (a) An asset shall have a minimum dollar value of \$20,000 for any single bid item, construction project or vehicle.
 - (b) The Town Council shall make funding for Capital Reserve items by separate resolution if required.

E. Debt Issuance Ratios/Limits

1. The Town shall establish the following limits while considering the issuance of debt:
 - (a) The Town shall not exceed its statutory debt limits except as set forth below in 2(c)
 - (b) The Town's legal debt limit as set forth by RIGL 45-12-2 is limited to three (3%) percent of total assessed value.
 - (c) Nevertheless the Town direct debt burden should be maintained at less than two (2%) percent of full assessed valuation.
2. The useful life of the asset or infrastructure improvement shall be considered when determining the repayment schedules:
 - (a) Twenty (20) years for most public improvement debt issued through a general obligation bond.
 - (b) Twenty (20) to Twenty-Five (25) years for the issuance of debt for the large construction of a new school which is supported by State Housing Aid.

(c) The Town may from time to time seek permission from the state legislature, by special legislation, to incur indebtedness outside the statutory limitation established by RIGL 45-12-2. Any such special legislation adopted by the legislature is subject to a referendum by the voters of the town.

(d) Overall, all general obligation debt shall be structured to retire at least fifty (50%) percent of the Town's indebtedness over the first half of the term of the debt.

F. Reserves

1. Operating reserves are significant factors being considered by the bond rating agencies when assigning credit ratings. Therefore, proper maintenance and significant control over operating reserves is important to the financial strength and flexibility of the Town. Healthy reserves make it possible for the Town to issue debt at favorable rates and help maintain the character of the infrastructure.
2. The following guidelines shall help the Town to maintain reserves:
 - (a) The Unreserved/Undesignated General Fund reserve shall be maintained at 10% of the current period's total budgeted expenditures for all Town Funds.
 - (b) The enterprise funds should maintain an unrestricted net asset balance adequate to meet unanticipated expenditures to remain self supported.
 - (c) The Town Council shall have as a goal to appropriate a \$100,000 contingency each year in the General Fund Operating Budget.

G. Recommended Alternative Plan

The Town Manager reserves the right to recommend to the Town Council an alternative plan for financing of proposed capital projects if the alternative plan is in the best interest for the Town of North Kingstown. (This allows Tax Incentive Financing (TIF) or revenue pledges.)

H. Temporary Suspension of Policy

The Town Council, at its discretion, acting in the best interest for the financial health of the Town may temporarily suspend any portion of said policy not otherwise restricted by state law or charter by vote of the Town Council.

I. Policy Supersedes Previous Policies

This policy shall take effect upon passage and all policies or parts of policies inconsistent herewith are hereby repealed.

Amended and adopted April 7, 2008.

TOWN MANAGER'S BUDGET MESSAGE

The FY 2010 budget finds significant reductions in personnel and spending. The Federal government's debt position, national economic picture, State of Rhode Island's economic and financial picture have all joined forces to create a situation that calls for fiscally conservative budgeting. In addition, the tax levy cap mandated by what is commonly known as "3050", strictly limits the amount of tax dollars that can be raised by local government. As part of this year's budgetary process, it is important for the taxpaying public to understand the limitations imposed by this legislation and its ramifications for the future.

RIGL 44-5-2 or "3050" establishes gradually reduced limits on the local tax levy as well as limiting the amount of new tax dollars that can be requested by certain municipal operations:

- Establishes a declining scale of tax levy limits beginning at 5.25% and continuing on a yearly basis to a level of 4%. For FY 2010, the law mandates a levy limit of 4.75%.
- Limitation is on the tax levy and **not** the tax rate of the community.
- School Department request for new tax dollars is limited to 4.75% increase over the previous year's appropriation.

A 4.75% levy produces would produce \$2,826,456 of new tax dollars. Assuming the historical division of these dollars, the School Department would receive \$1,938,960 and the remaining funds would share a total of \$887,299. The following tables show a comparison of levy limits, new tax dollars and the respective tax rates.

TABLE 1. LEVY/TAX DOLLAR/TAX RATE ESTIMATES

Tax Levy Estimates		5.00%	4.75%
	FY 2008 Levy	FY 2009 Levy	Est. FY 2010 Levy
Levy	56,664,205	59,500,197	62,326,456
New Tax Dollars		2,835,992	2,826,456
Tax Rate	13.30	13.83	14.45

School Tax Revenues	FY 2008	FY 2009	Est. FY 2010
Tax Revenues	38,891,677	40,820,215	42,759,175
New Tax Dollars		1,838,538	1,938,960
Increase/Decrease			100,422

Town Tax Revenues	FY 2008	FY 2009	Est. FY 2010
Tax Revenues	17,682,528	18,679,982	19,567,281
New Tax Dollars		997,454	887,299
Increase/Decrease			(110,155)

TABLE 2. LEVY COMPARISON: 4.75% vs. 2.0% SPENDING vs. 2.0% LEVY INCREASE

FY 2008 Levy	FY 2009 5.0% Levy	FY 2010 4.75% Levy	FY 2010 2.00% Levy
56,664,205	59,500,197	62,326,456	60,690,201
New Tax Dollars	2,835,992	2,826,259	1,190,004
Gain/Loss vs. FY 09		-9,733	-1,645,988
Tax Rate	13.83	14.48	14.11

This table compares:

1. The state cap levy limit of 4.75% - producing a tax rate of \$14.48 (+\$.65)
2. The 2.0% levy increase producing a tax rate of \$14.14 (+\$.28)

On the following page, Table #3 provides a summary detail of all budgeted funds that meet the mandates of the Town Council. (Water Fund and Quonset Davisville Recreation Fund are enterprise funds – non-tax supported.) The last two columns of this table show the Departmental Requests (2% Spending Request) and the Town Manager’s Recommended Budget which requires a 2% increase in the tax levy. Each fund has a proposed expenditure line with the required revenue line beneath it.

This table demonstrates significant revenue/expenditure numbers that had to be addressed to meet the goals of the Council request.

- In the Town Manager’s Balanced Budget Column, anticipated General Fund Revenues and Expenditures for FY 2010 will be **\$1,201,507 less than FY 2009** in spite a 2.45% levy increase in the amount of \$313,513.
- The reduced revenues are directly related to the anticipated loss in General Fund revenues. (See the Revenue Line Item Budget Report)
- I want to reemphasize this point: The General Fund portion of the Town Manager’s recommended budget **REDUCES FY 2010 spending by \$1,201,507**. This reduction has a direct effect on all tax related departments other than Library and Schools.
- The Department Request column (2% Expenditure Increase) demonstrates an even more severe gap between revenues and expenditures.
- The Library budget will increase \$11,998 under the Manager’s recommendations.
- The School budget would increase \$798,790 within the 2% levy increase structure.

TABLE 3.

Town of North Kingstown					
<i>Detail for Program Summary of All Budgeted Funds</i>					
FYE 2009 Adopted Budget to Manager's-Town Council FYE 2010 Budget					
				2% Exp Cap	Balanced Budget
Func. #	Function Description/ Area of Service	Actual FYE 2008	Adopted FYE 2009	Department's Request FYE 2010	Town Manager's FYE 2010
	GENERAL FUND EXPENDITURES TOTAL	\$ 24,301,711	\$ 24,859,159	\$ 25,582,342	\$ 23,654,652
	GENERAL FUND REVENUES TOTAL	\$ 24,763,463	\$ 24,859,159	\$ 21,282,451	\$ 23,654,652
	Revenues over (under) Expenditures			\$ (4,299,891)	\$ (0)
	Other Funds				
	DEBT FUND EXPENDITURES TOTAL	\$ 5,362,701	\$ 5,681,431	\$ 5,858,343	\$ 5,858,344
	DEBT FUND REVENUES TOTAL	\$ 5,362,701	\$ 5,681,431	\$ 5,858,343	\$ 5,858,344
	Revenues over (under) Expenditures			\$ -	\$ 0
	LIBRARY FUND EXPENDITURES TOTAL	\$ 1,286,508	\$ 1,364,108	\$ 1,403,846	\$ 1,376,106
	LIBRARY FUND REVENUES TOTAL	\$ 1,304,266	\$ 1,364,108	\$ 1,403,846	\$ 1,376,106
	Revenues over (under) Expenditures			\$ -	\$ (0)
	SCHOOL DEPARTMENT EXPENDITURES TOTAL	\$ 55,821,927	\$ 56,878,737	\$ 60,115,273	\$ 57,957,070
	SCHOOL DEPARTMENT REVENUES TOTAL	\$ 56,238,874	\$ 56,878,737	\$ 58,782,313	\$ 57,594,786
	Revenues over (under) Expenditures			\$ (1,332,960)	\$ (362,284)
	QUONSET DAVISVILLE REC EXPENDITURES TOTAL	\$ 1,254,274	\$ 1,431,732	\$ 2,811,042	\$ 2,010,631
	QUONSET DAVISVILLE REC REVENUES TOTAL	\$ 1,512,396	\$ 1,431,732	\$ 2,011,042	\$ 2,010,631
	Revenues over (under) Expenditures			\$ (800,000)	\$ -
	WATER DEPARTMENT EXPENDITURES TOTAL	\$ 2,221,903	\$ 2,584,047	\$ 2,635,638	\$ 2,648,684
	WATER DEPARTMENT REVENUES TOTAL	\$ 2,636,896	\$ 2,584,047	\$ 2,635,638	\$ 2,648,684
	Revenues over (under) Expenditures			\$ -	\$ -

TABLE 4.

<i>Tax Rate Change</i>	<i>FY 2008 Tax Rate</i>	<i>FY 2009 Tax Rate</i>	<i>FY 2010 +4.75%</i>	<i>FY 2010 +2% Levy</i>
Municipal	3.02	3.14	3.30	3.22
School	9.35	9.72	10.17	9.88
Debt Service	.93	0.97	1.01	1.01
Total	13.30	13.83	14.48	14.09

***PLEASE NOTE:** The Debt Service line increased due to the recent issuance of a \$9.76 Million Bond which included the following:

- \$4.00M Senior Center Bond
 - \$4.50M Public Safety Bond
 - \$1.29M Public Facilities Improvements
- 1) The \$14.48 tax rate is a \$0.65 increase resulting in a tax bill increase of \$263.70 for a home valued at \$404,850.
 - 2) The \$14.09 tax rate is a \$0.26 increase resulting in a tax bill increase of \$114.39 for a home valued at \$404,850.

The following guidelines were considered 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

While the aforementioned guidelines were considered at the beginning of this process, many factors contributed to several of these falling by the wayside in the FY 2010 budget. Reductions in revenue items such as State Aid to Education, General Revenue Sharing, Investment Income and various other revenue line items, as well as the intent to minimize this budget's impact on the taxpayer, necessitated a reduction in services, personnel and capital expenditures.

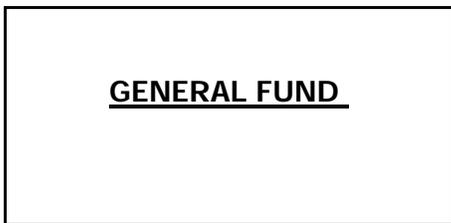
FISCAL FITNESS IMPLEMENTATION

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 sharing services between the Town and School departments. The Town's membership in the GHGRI Health Care Consortium has benefitted the organization. The Town's Information Technology department has implemented new software applications such as EGOV, Ethics Point, other on-line services and other cost savings measures that have increased accessibility of the public to town information, transparency of town operations, energy savings, technical infrastructure improvements and on-line application processes that have and will continue to save money for the town side of the budget.

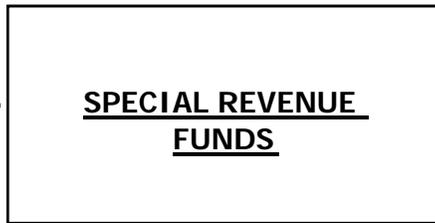
FLOW OF FUNDS STRUCTURE

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 ACTUAL	2009 BUDGET	2010 DEPARTMENTAL PROPOSED	2010 TOWN MANAGER	INCREASE/ DECREASE	% CHANGE	
GENERAL PROPERTY TAXES									
141005	410000	PMTS IN LIEU OF TAXES	1,797,214	1,731,508	1,901,674	1,900,086	1,900,086	(1,588)	-0.08%
141005	411010	CURRENT YEAR TAXES	11,796,450	11,961,715	12,787,396	10,700,708	13,097,909	310,513	2.43%
141005	411200	PRIOR YEAR TAXES	1,023,877	1,123,856	1,009,000	1,000,000	1,000,000	(9,000)	-0.89%
142005	420000	INTEREST AND PENALTIES	258,387	289,909	250,000	250,000	250,000	-	0.00%
TOTAL GENERAL PROPERTY TAXES			14,875,928	15,106,988	15,948,070	13,850,794	16,247,995	299,925	
TOWN CLERK									
143003	431001	BEVERAGE	51,161	51,420	51,000	51,100	51,100	100	0.20%
143003	431002	VICTUALLING	5,525	5,685	5,800	7,700	7,700	1,900	32.76%
143003	431003	DANCE	850	800	1,000	800	800	(200)	-20.00%
143003	431004	SUNDAY SALES	4,840	5,010	5,500	5,100	5,100	(400)	-7.27%
143003	431005	TRAILER	4,000	4,000	4,000	4,000	4,000	-	0.00%
143003	431006	JUKE BOX	350	175	350	350	350	-	0.00%
143003	431007	LAUNDRY	10	10	-	10	10	10	n/a
143003	431011	SECOND HAND	805	735	805	805	805	-	0.00%
143003	431012	GARBAGE & TRASH	2,065	1,970	2,100	2,000	2,000	(100)	-4.76%
143003	431013	PEDDLERS	3,846	4,740	3,500	3,800	3,800	300	8.57%
143003	431014	GAMES OF CHANCE	355	355	300	300	300	-	0.00%
143003	431015	EXHIBITIONS	1,500	400	1,200	400	400	(800)	-66.67%
143003	431016	JUNK YARD LICENSE	300	300	300	300	300	-	0.00%
143003	431018	AMUSEMENT	2,745	2,160	2,800	2,800	2,800	-	0.00%
143003	431019	BILLIARD	100	100	100	100	100	-	0.00%
143003	431020	ENTERTAINMENT LICENSE	-	415	-	2,000	2,000	2,000	n/a
143003	431021	TRANSFER BUSINESS LICENSE	125	319	250	300	300	50	20.00%
143003	432001	FISHING & HUNTING	16	12	25	20	20	(5)	-20.00%
143003	432003	MARRIAGE	1,296	1,136	1,000	1,000	1,000	-	0.00%
143003	432004	DOG AND KENNEL LICENSES	13,856	13,319	15,000	14,000	14,000	(1,000)	-6.67%
143003	432005	DUPLICATE DOG	7	15	20	20	20	-	0.00%
143003	432007	YARD SALES	1,222	1,100	1,300	1,200	1,200	(100)	-7.69%
143003	432008	FIREWORKS LICENSE	10	10	10	10	10	-	0.00%
144003	441011	TOWN CLERK RECORDING	344,493	307,094	350,000	350,000	350,000	-	0.00%
144003	441012	PROBATE	33,211	50,266	50,000	50,000	50,000	-	0.00%
144003	441013	ADVERTISING	3,615	2,226	3,000	3,000	3,000	-	0.00%
144003	441014	MISC.	22,113	22,272	19,000	20,000	20,000	1,000	5.26%
144003	441015	COPY MACHINE COMMISSION	1,200	4,985	2,400	4,000	4,000	1,600	66.67%
144003	441016	TOWN CLERK-CHANGE OF ZONE APP	3,500	750	1,800	2,000	2,000	200	11.11%
TOTAL TOWN CLERK			503,115	481,780	522,560	527,115	527,115	4,555	
POLICE									
143008	431009	RETAIL WEAPONS	5	5	-	-	-	-	n/a
143008	431010	DETECTIVE	2,250	2,250	2,250	2,250	2,250	-	0.00%
143008	432002	PISTOL PERMITS	10	80	40	40	40	-	0.00%
144008	441006	WICKFORD HARBOR WAITING LIST	310	110	70	25	25	(45)	-64.29%
144008	441030	POLICE COPIES	-	-	-	2,500	2,500	2,500	#DIV/0!
144008	441031	DOG FINES	4,273	2,906	4,500	1,000	1,000	(3,500)	-77.78%
144008	441032	POLICE FINES	224	50	100	3,500	3,500	3,400	3400.00%
144008	441033	COURT FINES	1,162	1,212	600	1,000	1,000	400	66.67%
144008	441034	STATE FINES	194,757	172,350	200,000	200,000	200,000	-	0.00%
144008	441035	ADMIN FEES FOR DETAILS	171,465	259,493	120,000	75,000	75,000	(45,000)	-37.50%
144008	441036	TOWN CLERK DOG FINES	952	775	500	250	250	(250)	-50.00%
144008	441037	FINGERPRINTING FEES	877	1,155	500	1,200	1,200	700	n/a
144008	441038	VEHICLE IDENTIFICATION NUMBER	8,480	8,290	8,500	8,000	8,000	(500)	-5.88%
144008	441040	ALARM ORDINANCE FEE	11,650	2,770	6,000	2,000	2,000	(4,000)	-66.67%
144008	441061	DOG IMPOUNDMENT	-	-	-	500	500	500	n/a
144008	441063	DOG ADOPTION	455	1,143	500	500	500	-	0.00%
144008	443000	MISC POLICE DEPT REVENUE	-	2,479	100	300	300	200	n/a
TOTAL POLICE			396,870	455,067	343,660	298,065	298,065	(45,595)	#DIV/0!
PLANNING									
144009	441078	ZONING/SUBDIVISION REG SALES	731	483	1,000	2,400	2,400	1,400	140.00%
144009	441091	SUBDIVISION REVIEW FEES	16,645	10,615	5,000	11,000	11,000	6,000	120.00%
144009	441092	CLUSTER REVENUES	14,021	4,434	10,500	29,500	29,500	19,000	180.95%
144009	441093	ZONING FEES	16,390	12,472	12,000	51,000	26,000	14,000	116.67%
TOTAL PLANNING			47,787	28,004	28,500	93,900	68,900	40,400	n/a
PUBLIC WORKS									
144010	441079	SOLID WASTE -MISC USE OF SCALE	1,460	1,773	1,600	1,500	1,500	(100)	-6.25%
144010	441080	PUBLIC WORKS (SUB DIV INSP & M	56,082	22,459	8,000	5,000	5,000	(3,000)	n/a
144010	441081	PUBLIC WORKS - RECYCLING	34,109	27,506	27,600	50,000	50,000	22,400	81.16%
144010	441083	SOLID WASTE TIPPING FEES-COMME	38,387	46,039	40,000	40,000	40,000	-	0.00%
144010	441084	SOLID WASTE TIPPING FEES - MUN	181,380	165,163	180,000	175,000	175,000	(5,000)	-2.78%
144010	441085	TRANS STATION PROPANE DISPOSAL	804	668	600	500	500	(100)	-16.67%
144010	441089	RESIDENTIAL TIP FEE ASSIGNED T	177,618	165,919	178,500	170,000	170,000	(8,500)	-4.76%
144010	441090	UNCLASSIFIED TRANSFER STATION	(362)	(397)	-	-	-	-	n/a
144010	441095	TRANSFER STATION - REFRIGERATO	6,213	4,688	6,000	5,000	5,000	(1,000)	-16.67%

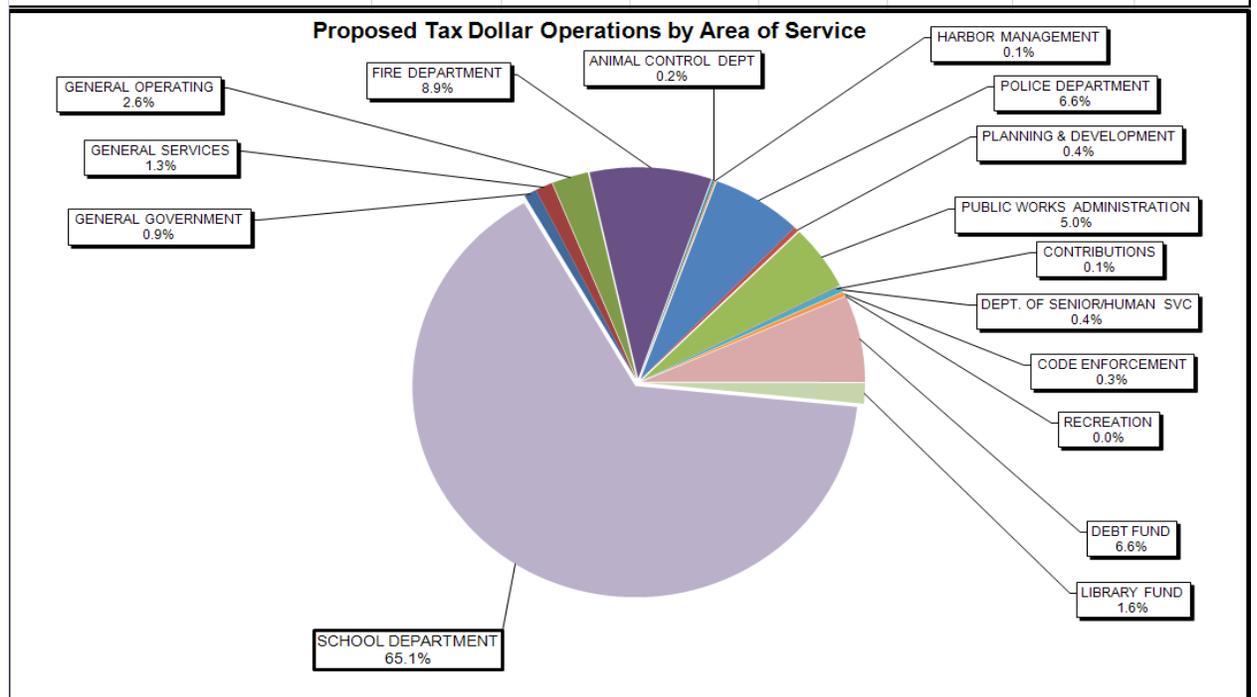
144010	441096	TRANSFER STATION - TIRES	692	876	750	750	750	-	0.00%
144010	441097	COMMERCIAL YARD WASTE STICKER	5,337	6,558	6,500	7,500	7,500	1,000	15.38%
144010	441098	TRANSFER STATION BAG TAGS	173,122	163,032	195,000	193,000	193,000	(2,000)	-1.03%
144010	441099	TRANS STATION MATTRESS BOX SPRG	7,780	9,020	8,000	8,000	8,000	-	0.00%
TOTAL PUBLIC WORKS			682,622	613,305	652,550	656,250	656,250	3,700	0
BUILDING OFFICIAL									
144015	441040	LATE PERMIT FILING FEE	13,977	8,437	6,891	7,650	7,650	759	11.01%
144015	441041	BUILDING PERMITS	285,885	252,591	246,521	173,409	173,409	(73,112)	-29.66%
144015	441042	ELECTRICAL PERMITS	79,004	45,726	49,271	38,244	38,244	(11,027)	-22.38%
144015	441043	PLUMBING PERMITS	22,596	17,222	15,962	15,117	15,117	(845)	-5.29%
144015	441044	MECHANICAL PERMITS	56,860	43,157	34,954	47,709	47,709	12,755	36.49%
144015	441045	BUILDING PERMIT - REINSPECTION	6,350	5,300	4,512	2,295	2,295	(2,217)	-49.14%
144015	441049	CERTIFICATE OF USE AND OCCUPAN	20,050	13,375	15,000	8,542	8,542	(6,458)	-43.05%
TOTAL BUILDING OFFICIAL			484,722	385,808	373,111	292,966	292,966	(80,145)	(1)
INTERGOVERNMENTAL									
146005	461002	GENERAL PURPOSE STATE AID	890,042	754,148	709,085	-	-	(709,085)	-100.00%
146005	461003	CONNECTICUT PLAN (IN LIEU-NONP	6,836	6,836	6,591	-	-	(6,591)	-100.00%
146005	461007	REALTY TAXES	290,387	280,449	290,000	280,000	280,000	(10,000)	-3.45%
146005	461009	EXCISE TAX PHASE-OUT	2,478,693	2,891,033	2,813,829	2,834,560	2,834,560	20,731	0.74%
146005	461012	TELEPHONE TAX	259,512	256,272	256,272	231,151	231,151	(25,121)	-9.80%
146005	461014	HOTEL TAX AND MEAL & BEVERAGE	456,469	436,399	450,051	400,000	400,000	(50,051)	-11.12%
146008	461008	WITNESS FEE	156	133	133	250	250	-	0.00%
TOTAL INTERGOVERNMENTAL			4,382,095	4,625,271	4,526,078	3,745,961	3,745,961	(780,117)	(2)
MISCELLANEOUS									
143003	432010	MUNICIPAL COURT FEE	-	-	44,959	-	-	(44,959)	n/a
144005	441020	TAX COLLECTOR (CERT.)	26,364	25,050	29,000	25,000	25,000	(4,000)	-13.79%
144005	441021	GIS FEES	326	253	350	300	300	(50)	-14.29%
144006	441026	TAX ASSESSORS	774	815	750	750	750	-	0.00%
144008	441110	FIRE DEPARTMENTAL REVENUES	512,317	558,147	530,000	530,000	530,000	-	0.00%
147005	471006	MOORINGS	89,325	88,100	91,700	99,100	99,100	7,400	8.07%
147005	471007	COMMUNICATION TOWER RENT	362,518	382,512	365,000	365,000	365,000	-	0.00%
147005	471011	LITTLE RED SCHOOL HOUSE RENT	3,500	3,500	3,500	4,400	4,400	900	25.71%
147005	471014	STREET LIGHTING POLES RENTAL	4,044	2,973	4,000	4,000	4,000	-	0.00%
147008	471001	DOCK	20,240	16,670	20,000	51,350	51,350	31,350	156.75%
147016	471008	RECREATION BEACH & FIELD USE	10,412	10,899	6,500	-	-	(6,500)	-100.00%
148005	481000	INTEREST ON INVESTMENTS	1,215,825	923,544	900,000	600,000	600,000	(300,000)	-33.33%
148005	483000	MISC. REVENUE	43,729	81,761	35,000	40,000	40,000	5,000	14.29%
148005	484000	TRANSFER FROM Q/D RECREATION F	250,000	250,000	332,000	-	-	(332,000)	-100.00%
148005	485000	APPROPRIATION FROM SELF INSURA	42,431	52,015	101,871	97,500	97,500	(4,371)	-4.29%
148005	490000	APPRO. PRIOR YEAR SURPLUS	870,000	671,000	-	-	-	-	n/a
TOTAL MISCELLANEOUS			3,451,895	3,067,240	2,464,630	1,817,400	1,817,400	(647,230)	(1)
Total For Fund 001 GENERAL FUND			24,824,943	24,763,463	24,859,159	21,282,451	23,654,652	(1,204,507)	#VALUE!
DEBT SERVICE FUND									
10000000	411001	CURRENT YEARS' TAXES	3,881,732	4,062,065	4,265,168	4,467,763	4,467,763	202,595	4.75%
10000000	439002	LIBRARY CONSTRUCTION REIMBURS	42,368	41,301	41,301	39,125	39,125	(2,176)	-5.27%
10000000	439003	CHAPTER 26, HOUSING	1,042,011	1,048,819	1,206,199	1,237,079	1,237,079	30,880	2.56%
10000000	483000	IMPACT FEES/PMTS IN LIEU	56,220	49,014	70,000	55,000	55,000	(15,000)	-21.43%
10048000	481000	INTEREST ON INVESTMENTS	28,904	161,504	15,000	25,000	25,000	10,000	66.67%
10049000	490000	APPRO. PRIOR YEAR SURPLUS	200,000	-	83,763	34,377	34,377	(49,386)	n/a
Total for Fund 100 DEBT SERVICE FUND			5,251,236	5,362,703	5,681,431	5,858,344	5,858,344	176,913	3.11%
LIBRARY FUND									
11241000	411000	CURRENT YEAR TAXES	1,004,186	1,050,036	1,102,538	1,139,775	1,124,589	22,051	2.00%
11242000	422000	STATE GRANTS-IN-AID	199,517	199,517	199,517	199,517	199,517	-	0.00%
11242000	423000	RESOURCE SHARING GRANT	-	-	-	-	-	-	n/a
11243000	430000	DEPARTMENTAL REVENUE	42,993	42,701	42,000	42,000	42,000	-	0.00%
11246000	460000	APPRO. PRIOR YEAR SURPLUS	12,000	12,000	19,953	10,000	10,000	(9,953)	-49.88%
11248000	483000	MISCELLANEOUS REVENUE	95	12	100	-	-	(100)	n/a
Total for Fund 112 LIBRARY FUND			1,258,792	1,304,266	1,364,108	1,391,292	1,376,106	11,998	0.88%
SCHOOL FUND									
11741000	411001	CURRENT YEARS' TAXES	38,981,677	40,820,215	42,827,726	44,862,043	43,629,516	801,790	1.87%
11741000	412001	PRIOR YEARS' REVENUE	507,833	412,000	75,000	75,000	75,000	-	0.00%
11741000	412101	APPROPRIATION OF CAPITAL RESER	202,578	686,521	-	-	-	-	n/a
11741000	412201	APPROPRIATION FROM SELF INSUR	165,828	187,962	33,897	-	-	(33,897)	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	-	-	30,000	30,000	30,000	n/a
11741000	413701	TUITIONS FROM OTHER LEAS	2,066,214	2,081,963	2,117,597	2,117,597	2,117,597	-	0.00%
11741000	414001	TRANSPORTATION FEES	-	-	-	-	-	-	n/a
11741000	415001	INVESTMENT EARNINGS - SCHOOL F	9,499	11,010	6,000	6,000	6,000	-	0.00%
11741000	417101	ATHLETIC GATE RECEIPTS	13,259	7,380	9,000	9,000	9,000	-	0.00%
11741000	418101	SALE/RENTAL OF TEXTBOOKS	1,833	923	1,000	1,000	1,000	-	n/a
11741000	419101	REFUNDS OF PRIOR YEAR EXPENDIT	831	47,073	1,000	1,000	1,000	-	n/a
11741000	419201	SALE OF SCHOOL PROPERTY	-	621	100	100	100	-	n/a

11741000	419401	RENTALS	-	-	-	-	-	-	n/a
11741000	419601	MISCELLANEOUS REIMBURSEMENTS	35	220	35	35	35	-	n/a
11741000	419701	GIFTS	-	74	-	500	500	500	n/a
11741000	419901	OTHER REVENUE	638	534	500	500	500	-	n/a
11741000	419911	RENTALS	70,031	85,841	65,000	67,500	67,500	2,500	3.85%
11743000	439002	STATE OF RI	11,696,882	11,696,882	11,696,882	11,112,038	11,112,038	(584,844)	-5.00%
11743000	439003	CHAPTER 26, HOUSING	-	-	-	-	-	-	n/a
11744000	441001	MEDICAID	-	-	-	500,000	500,000	500,000	n/a
11744000	449001	INDIRECT COSTS	40,313	34,915	45,000	45,000	45,000	-	0.00%
Total for Fund	117	SCHOOL FUND	53,779,847	56,238,874	56,878,737	58,827,313	57,594,786	716,049	1.26%
SCHOOL CAPITAL RESERVE FUND									
		CURRENT YEAR TAXES	97,713	102,252	107,365	107,365	-	(107,365)	-100.00%
		INVESTMENT EARN/STATE SCHOOL/L	142,608	202,258	264,347	156,189	156,189	(108,158)	-40.92%
Total for Fund		SCHOOL CAPITAL RESERVE FUND	240,321	304,510	371,712	263,554	156,189	(215,523)	-57.98%
QUONSET/DAVISVILLE RECREATION FUND									
43041000	411000	DAILY GREENS FEE	974,345	1,010,721	960,000	960,000	960,000	-	0.00%
43041000	412000	ANNUAL GREENS FEE	137,161	141,744	150,350	150,350	150,350	-	0.00%
43042000	420000	CLOTHING SALES	15,113	15,342	14,000	14,000	14,000	-	0.00%
43042000	420100	MERCHANDISE SALES	35,151	39,600	37,000	30,000	30,000	(7,000)	-18.92%
43043000	430000	CONCESSION RENT	58,599	60,896	58,000	58,000	58,000	-	0.00%
43043000	431000	GAS CARTS	257,495	265,598	255,000	255,000	255,000	-	0.00%
43043000	431100	HAND CARTS	2,621	2,267	2,700	2,500	2,500	(200)	-7.41%
43043000	431300	CLUB STORAGE	400	690	400	400	400	-	0.00%
43043000	431400	CLUB RENTALS	491	672	700	600	600	(100)	-14.29%
43043000	432000	DRIVING RANGE	22,644	22,888	21,000	18,000	18,000	(3,000)	-14.29%
43043000	433000	HANDICAPS	3,823	4,925	4,100	4,100	4,100	-	0.00%
43044000	440000	ALLEN HARBOR ANNUAL FEES	210,371	269,614	255,000	255,000	255,000	-	0.00%
43044000	441000	ALLEN HARBOR RAMP FEES	5,585	5,885	5,500	5,500	5,500	-	0.00%
43044000	441100	ALLEN HARBOR BOAT LAUNCHING FE	11,452	7,571	11,250	11,250	11,250	-	0.00%
43044000	442000	ALLEN HARBOR MERCHANDISE	3,306	3,192	3,100	3,100	3,100	-	0.00%
43044000	442100	ALLEN HARBOR MISC	26,874	28,469	18,000	18,000	18,000	-	0.00%
43044000	443000	QDNYC RENT	75,739	77,544	80,921	78,696	78,696	(2,225)	-2.75%
43044000	499001	TRANSFER TO CAPITAL RESERVE	(108,780)	(96,640)	(90,000)	(31,373)	(31,784)	58,216	-64.68%
43046000	471008	RECREATION BEACH & FIELD USE	-	-	-	6,500	6,500	6,500	#DIV/0!
43048000	481000	INVESTMENT EARNINGS	37,302	36,960	30,000	25,000	25,000	(5,000)	-16.67%
43048000	483000	MISC INCOME	116	173	120	120	120	-	0.00%
43049000	490000	APPROP PRIOR YEAR SURP - GOLF	-	-	-	146,299	146,299	146,299	#DIV/0!
43049000	499000	TRANSFER TO GENERAL FUND	(250,000)	(250,000)	(331,520)	-	-	331,520	-100.00%
43049000	499001	TRANSFER TO CAPITAL RESERVE	(140,575)	(135,714)	(53,889)	-	-	53,889	n/a
Total for Fund	430	Q/D RECREATION FUND	1,379,231	1,512,396	1,431,732	2,011,042	2,010,631	578,899	40.43%
WATER FUND									
44041000	411000	METERED SALES	2,002,488	2,304,457	2,340,000	2,770,176	2,770,176	430,176	18.38%
44041000	414000	MINIMUM CHARGE	495,075	499,268	519,312	561,465	561,465	42,153	8.12%
44041000	415000	UNMETERED SALES TO GENERAL CU	8,704	8,622	5,160	5,240	5,240	80	1.55%
44041000	419000	SURCHARGES	15,546	15,360	18,773	16,320	16,320	(2,453)	-13.07%
44042000	420000	INTEREST & PENALTIES	16,234	16,520	11,000	12,000	12,000	1,000	9.09%
44042000	421000	PRIVATE FIRE PROTECTION SERVIC	60,184	63,417	51,703	54,086	54,086	2,383	4.61%
44043000	431000	METER SALES	6,108	7,574	6,530	6,820	6,820	290	4.44%
44043000	432000	METER RENTALS	9,722	9,478	9,624	9,649	9,649	25	0.26%
44043000	433000	SPECIAL SERVICES (TURN OFF/TUR	31,093	32,246	44,250	24,000	24,000	(20,250)	-45.76%
44043000	434000	SERVICE INSTALLATIONS (NON PLA	27,857	31,444	29,024	26,529	26,529	(2,495)	-8.60%
44044000	442000	APPROP INFRASTRUCTURE REPLAC	225,910	216,900	226,634	196,737	196,737	(29,897)	-13.19%
44044000	499001	TRANSFER TO CAPITAL RESERVE	(868,170)	(823,549)	(840,217)	(1,145,764)	(1,132,718)	(292,501)	34.81%
44045000	450000	INVESTMENT EARNINGS	215,140	160,199	70,000	35,000	35,000	(35,000)	-50.00%
44046000	410000	SEWER FLAT FEE	64,078	61,605	65,412	45,000	45,000	(20,412)	-31.21%
44046000	411000	SEWER FEES	4,427	5,177	582	-	-	(582)	n/a
44046000	412000	ADMINISTRATIVE & MAINT FEES	11,314	11,497	11,180	11,180	11,180	-	0.00%
44046000	413000	CAPITAL REPLACEMENT FEE	-	-	3,080	2,200	2,200	(880)	-28.57%
44048000	483000	MISC INCOME	61,540	16,680	12,000	5,000	5,000	(7,000)	-58.33%
Total for Fund	440	WATER FUND	2,387,250	2,636,896	2,584,047	2,635,638	2,648,684	64,637	2.50%

**Town of North Kingstown
TAX DOLLAR OPERATIONS**

FYE 2010 Proposed Budget
Program Summary Fund

AREA OF SERVICE	ACTUAL FYE 2008	ADOPTED FYE 2009	ESTIMATED FYE 2009	REQUEST FYE 2010	MANAGER FYE 2010	Difference in \$'s Adopted to Manager	Difference in % Adopted to Manager
GENERAL GOVERNMENT	\$ 831,347	\$ 985,606	\$ 848,240	\$ 880,807	\$ 803,787	\$ (181,819)	-18.45%
GENERAL SERVICES	\$ 1,170,581	\$ 1,225,380	\$ 1,228,772	\$ 1,345,057	\$ 1,115,197	\$ (110,183)	-8.99%
GENERAL OPERATING	\$ 2,505,045	\$ 2,397,526	\$ 2,291,834	\$ 2,575,524	\$ 2,342,524	\$ (55,002)	-2.29%
FIRE DEPARTMENT	\$ 7,727,460	\$ 7,959,167	\$ 7,666,110	\$ 8,371,189	\$ 7,835,856	\$ (123,311)	-1.55%
ANIMAL CONTROL DEPARTMENT	\$ 121,667	\$ 132,643	\$ 125,530	\$ 134,985	\$ 134,898	\$ 2,255	1.70%
HARBOR MANAGEMENT	\$ 87,773	\$ 86,429	\$ 85,404	\$ 87,857	\$ 85,574	\$ (855)	-0.99%
POLICE DEPARTMENT	\$ 5,599,405	\$ 5,849,845	\$ 5,812,505	\$ 6,076,638	\$ 5,841,846	\$ (7,999)	-0.14%
PLANNING & DEVELOPMENT	\$ 371,970	\$ 311,463	\$ 308,911	\$ 387,346	\$ 330,616	\$ 19,153	6.15%
PUBLIC WORKS ADMINISTRATION	\$ 4,862,513	\$ 4,829,940	\$ 4,754,589	\$ 4,912,829	\$ 4,411,661	\$ (418,279)	-8.66%
CONTRIBUTIONS	\$ 92,189	\$ 89,254	\$ 89,225	\$ 110,787	\$ 80,549	\$ (8,705)	-9.75%
DEPT. OF SENIOR/HUMAN SERVICES	\$ 348,190	\$ 364,466	\$ 362,508	\$ 371,169	\$ 368,157	\$ 3,691	1.01%
CODE ENFORCEMENT	\$ 286,512	\$ 320,918	\$ 290,311	\$ 331,154	\$ 303,987	\$ (16,931)	-5.28%
RECREATION	\$ 297,058	\$ 306,522	\$ 302,474	\$ -	\$ -	\$ (306,522)	-100.00%
SUBTOTAL TOWN DEPARTMENTS	\$ 24,301,711	\$ 24,859,159	\$ 24,166,413	\$ 25,585,342	\$ 23,654,652	\$ (1,204,507)	-4.85%
TOWN OPERATIONS	\$ 24,301,711	\$ 24,859,159	\$ 24,166,413	\$ 25,585,342	\$ 23,654,652	\$ (1,204,507)	-4.85%
DEBT SERVICE FUND	\$ 5,362,701	\$ 5,681,431	\$ 5,681,431	\$ 5,858,343	\$ 5,858,343	\$ 176,912	3.11%
LIBRARY FUND	\$ 1,286,508	\$ 1,364,108	\$ 1,358,488	\$ 1,403,846	\$ 1,376,106	\$ 11,998	0.88%
SCHOOL DEPARTMENT	\$ 55,821,927	\$ 56,878,737	\$ 56,878,737	\$ 57,957,070	\$ 57,594,786	\$ 716,049	1.26%
TOTAL TAX DOLLAR SUPPORTED FUND:	\$ 86,772,848	\$ 88,783,435	\$ 88,085,069	\$ 90,804,601	\$ 88,483,887	\$ (299,548)	-0.34%



Projected Changes in Undesignated Fund Balance					
Three-Year Comparison General Fund					
	2008	2009	2009	2010	Percent
	Actual	Adopted	Forecast	Proposed	Change
Revenues					
Payments in Lieu of Tax	1,731,508	1,901,674	1,851,674	1,900,086	0%
Tax	57,996,283	61,090,193	61,399,026	62,319,777	2%
Prior Years' Tax (plus 60 days)	1,170,166	1,009,000	1,020,000	1,000,000	-1%
Penalties and Interest	289,909	250,000	275,000	250,000	0%
Licenses	94,186	96,360	100,531	98,115	2%
Departmental Revenue	2,454,043	2,429,080	2,318,772	2,301,231	-5%
State and Federal	4,625,271	4,526,078	3,726,821	3,745,961	-17%
Rental Fees	504,654	490,700	501,371	523,850	7%
Investment Earnings	923,544	900,000	600,000	600,000	-33%
Miscellaneous	81,761	35,000	42,500	40,000	14%
Transfer from Q/D & Self Insurance	302,015	433,871	433,391	97,500	-78%
Total Revenues	70,173,341	73,161,956	72,269,086	72,876,520	0%
Expenditures					
Town Council	102,191	121,770	80,926	111,415	-9%
Town Manager	195,918	206,298	202,700	204,830	-1%
Town Clerk	533,237	612,579	557,844	487,542	-20%
Municipal Court	0	44,959	5,859	0	n/a
Town Solicitor	291,755	254,400	284,542	251,400	-1%
Finance	466,557	522,870	492,718	392,831	-25%
Information Technology	180,751	201,152	217,410	231,085	15%
Assessor	231,518	246,958	244,002	239,881	-3%
General Operating	2,505,045	2,397,526	2,291,829	2,342,524	-2%
Fire	7,727,460	7,959,167	7,666,110	7,835,856	-2%
Police	5,808,845	6,068,917	6,023,439	6,062,318	0%
Planning	371,970	311,463	308,911	330,616	6%
Public Works	4,862,513	4,829,940	4,754,589	4,411,661	-9%
Contributions to Outside Agencies	92,189	89,254	89,225	80,549	-10%
Senior Citizens	348,190	364,466	362,959	368,157	1%
Code Enforcement	286,512	320,918	290,311	303,987	-5%
Recreation	297,058	306,522	302,474	0	-100%
Cancelled PYEs/Changes to FB	53,563				
Total Expenditures	24,355,273	24,859,159	24,175,848	23,654,652	-5%
Transfers to Other Funds	-46,034,568	-48,302,797	-48,302,797	-49,221,868	2%
Excess of revenue over (under) expenditures	-216,500	0	-209,559	0	
Appropriation of Prior Year Surplus	671,000	0	0	0	
Fund Balance at beginning of year	8,851,710	9,306,210	9,306,210	9,096,651	
Fund Balance at end of year	9,306,210	9,306,210	9,096,651	9,096,651	

Three-Year Comparison School Fund					
Revenues					
Tax Dollars Transferred In	40,820,215	42,827,726	42,827,726	43,629,515	2%
State Aid	11,696,882	11,696,882	11,570,639	11,112,038	-5%
Tuitions	2,081,963	2,117,597	2,080,676	2,147,597	1%
Federal	34,915	45,000	585,000	545,000	1111%
Miscellaneous	153,675	82,635	134,919	85,635	4%
Transfer from Self Insurance Fund	187,962	33,897	33,897	0	0%
Cancelled PYEs	249,688				
	55,225,300	56,803,737	57,232,857	57,519,785	1%
Expenditures	55,821,927	56,878,737	57,345,418	57,957,070	2%
Transfers from Other Funds	851,262		0		
Excess of revenue over (under) expenditures	254,635	-75,000	-112,561	-437,285	
Transfer from Fund Bal	412,000	75,000	134,637	75,000	
Fund Balance at beginning of year	567,440	747,074	824,303	846,379	
Fund Balance at end of year	747,074	747,074	846,379	484,094	
Three-Year Comparison School Capital Reserve Fund					
Tax Dollars Transferred In	102,252	107,365	107,365	0	-100%
Appropriation Prior Year Surplus (School)	0	0	0	0	n/a
Investment Earnings/State Aid	202,258	264,347	163,297	156,189	
Revenues	304,510	371,712	270,662	156,189	-58%
Expenditures					
Transfer to School fund	686,521	554,370	554,370	425,693	
Excess of revenue over (under) expenditures	-382,011	-182,658	-283,708	-269,504	
Fund Balance at beginning of year	1,343,429	961,418	961,418	677,710	
Fund Balance at end of year	961,418	778,760	677,710	408,206	
Three-Year Comparison Library Fund					
Tax Dollars Transferred In	1,050,036	1,102,538	1,102,538	1,124,589	2%
State Aid	199,517	199,517	199,517	199,517	0%
Other Revenue&PYE cancel	44,218	42,100	42,000	42,000	0%
Revenues	1,293,771	1,344,155	1,344,055	1,366,106	2%
Expenditures	1,286,508	1,364,108	1,358,488	1,376,106	1%
Excess of revenue over (under) expenditures	7,263	-19,953	-14,433	-10,000	
Appropriation Prior Year Surplus	12,000	19,953	19,953	10,000	
Fund Balance at beginning of year	31,578	30,888	30,888	36,408	
Fund Balance at end of year	30,888	30,888	36,408	36,408	
Three-Year Comparison Debt Service Fund					
Tax Dollars Transferred In	4,062,065	4,265,168	4,265,168	4,467,764	5%
State Revenues	1,090,120	1,247,500	1,208,255	1,276,204	2%
Other Revenues	210,518	85,000	124,245	80,000	-6%
Revenues	5,362,703	5,597,668	5,597,668	5,823,968	4%
Expenditures	5,362,701	5,681,431	5,681,431	5,858,343	3%
Appro. Prior Year Surplus/Trans out	0	83,763	83,763	34,375	
Excess of revenue over (under) expenditures	1	-167,526	0	0	
Fund Balance at beginning of year	664,801	664,802	664,802	664,802	
Fund Balance at end of year	664,802	497,276	664,802	664,802	

TOWN OF NORTH KINGSTOWN						
FULL-TIME EMPLOYEES						
FYE 2009 ACTUAL AS COMPARED TO FYE 2010 MANAGER						
FUNCTION NUMBER & DESCRIPTION	PRIOR YEAR FYE 2007 ACTUAL	LAST YEAR FYE 2008 ACTUAL	THIS YEAR FYE 2009 ACTUAL	NEXT YEAR FYE 2010 REQUEST	NEXT YEAR FYE 2010 MANAGER	THIS NEXT YEAR YEAR FYE 2009 FYE 2010 ADJ VS. MGR # DIFFERENCE
0010201-TOWN MANAGER	1.90	1.90	1.90	1.90	1.90	0.00
001030-TOWN CLERK	6.00	6.00	6.00	6.00	6.00	0.00
SUBTOTAL: GENERAL GOVERNMENT	7.90	7.90	7.90	7.90	7.90	0.00
0010501-FINANCE	7.10	7.60	8.10	8.10	5.60	-2.50
00105050-INFORMATION TECHNOLOGY	1.80	1.80	1.80	2.80	2.80	1.00
0010601-TAX ASSESSMENT	3.60	3.60	3.60	3.60	2.00	-1.60
SUBTOTAL: GENERAL SERVICES	12.50	13.00	13.50	14.50	10.40	-3.10
00108030-FIRE DEPARTMENT	81.00	81.00	81.00	81.00	77.00	-4.00
00108040-00108120-POLICE DEPARTMENT	62.00	63.00	63.00	63.00	60.00	-3.00
SUBTOTAL: PUBLIC SAFETY	143.00	144.00	144.00	144.00	137.00	-7.00
001101-001107-PUBLIC WORKS	32.65	32.65	31.65	31.65	28.65	-3.00
SUBTOTAL: PUBLIC WORKS	32.65	32.65	31.65	31.65	28.65	-3.00
001090-PLANNING & DEVELOPMENT SVCS	4.87	4.20	3.20	3.70	3.70	0.50
001150-CODE ENFORCEMENT	3.00	3.00	3.00	3.00	3.00	0.00
SUBTOTAL: PLANNING & CODE ENFORCEMENT	7.87	7.20	6.20	6.70	6.70	0.50
001130-HUMAN SERVICES	3.00	3.00	3.00	3.00	3.00	0.00
SUBTOTAL: HUMAN SERVICES	3.00	3.00	3.00	3.00	3.00	0.00
001160-RECREATION	1.00	1.00	1.00	1.00	0.00	-1.00
SUBTOTAL: PARKS & RECREATION	1.00	1.00	1.00	1.00	0.00	-1.00
GENERAL FUND: SUB-TOTAL	207.92	208.75	207.25	208.75	193.65	-13.60
112-LIBRARY	14.00	14.00	14.00	14.00	14.00	0.00
430-QUONSET/DAVISVILLE FUND	7.00	7.00	7.00	7.00	8.00	1.00
440-WATER DEPT	14.18	15.85	15.85	15.35	15.35	-0.50
OTHER FUNDS: SUB-TOTAL	35.18	36.85	36.85	36.35	37.35	0.50
TOTALS - ALL FUNDS	243.10	245.60	244.10	245.10	231.00	-13.10

DEPARTMENT SUMMARIES

TOWN COUNCIL

Elizabeth S. Dolan, Town Council President
 Michael S. Bestwick, Town Council Member
 Steven R. Detoy, Town Council Member
 Carol H. Hueston, Town Council Member
 Charles H. Stamm, Town Council Member

The Town Council consists of five (5) members elected 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 unless otherwise noted. (Citizens also have the option of viewing the meeting live on the Town’s web site utilizing the Granicus streaming system.) 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.

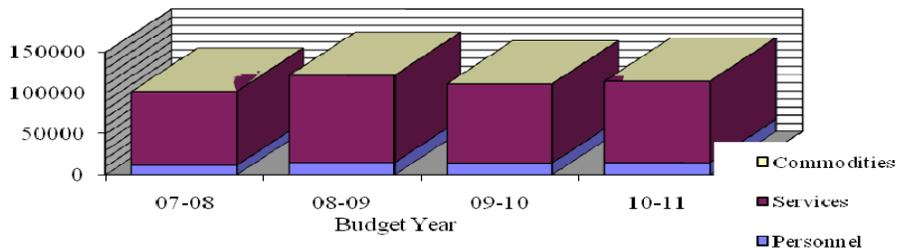
PERSONNEL LIST

<i>POSITION TITLE</i>	<i>BUDGET 07/08</i>	<i>BUDGET 08/09</i>	<i>BUDGET 09/10</i>
Town Council President	1	1	1
Town Council Member	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL	5	5	5

Town Council

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$11,696	\$11,626	\$15,060	\$14,480	(\$580)	-3.85%
Services	\$90,494	\$69,300	\$106,710	\$96,935	(\$9,775)	-9.16%
Commodities	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
Total	\$102,191	\$80,926	\$121,770	\$111,415	(\$10,355)	-8.50%

TOWN COUNCIL
Budget Trends



**ZERO BASED BUDGET
TOWN COUNCIL**

Account Number	Description	Proposed
00101010 510104 -	UNCLASSIFIED PART TIME	13200.00
00101010 510109 -	SPECIAL EMPLOYEE	250.00
00101010 524001 -	FICA	1030.00
00101010 530501 -	DUES & MEMBERSHIPS	10480.00
	Rhode Island League of Cities and Towns	
00101010 530607 -	AUDITING	21455.00
	Includes \$19,955 for Audit; Includes \$500 for Financial Accounting Board Assessment; Includes \$500 for GFOA award assessment; Includes \$500 for GFOA budget award assessment	
00101010 531206 -	CONTINGENCY	75000.00
	TOTAL TOWN COUNCIL	121,415.00
	TOWN MANAGER'S PROPOSED REDUCTIONS	-10,000.00

TOWN MANAGER

Michael Embury, Town Manager

Mission Statement - The Office of the Town Manager provides general administrative management and oversight of municipal operations and is dedicated to ensuring that town government operates in an effective, efficient and business like manner relating to the community with a customer service orientation. 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. To fulfill this primary function, the Town Manager provides the following functions:

- 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
- insure that all personnel decisions are made in impartial, qualifications based manner
- direct and coordinate the activities and work programs of Town Departments
- advise the Town Council on municipal policy and programs affecting the community
- interact with federal and state agencies and other local governments and agencies
- conduct short and long-range financial planning including preparation of the annual operating budget and six-year capital improvement program
- perform special studies and issue analyses and evaluations as needed to promote informed decision making
- review and oversee the submission and administration of federal, state and municipal grants
- monitor proposed state legislation and represent local government interests
- 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.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Prepare Budget (Goal 1)	Fiscal	December 08- June 09
Inform Town Council of town operations (Goal 2)	Vision	July-June
Implement budget initiatives (Goal 3)	Fiscal	July-June
Negotiate Union Contracts (Goal 4)	Fiscal	January-June 10
Represent Town at State and National activities (Goal 5)	Vision	July-June
Implement and oversee stimulus program activities (Goal 6)	Fiscal	July-June

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Send Capital Improvement Program direction to department heads; implement organizational changes resulting from budget adoption; determine stimulus program activities.
SECOND QUARTER (10/1/09 to 12/31/09)	Forward FY 2011 budget instructions to department heads; complete capital improvement program with Asset Management Commission, Finance Director and Public Works Director; begin review and reporting on new legislative initiatives.
THIRD QUARTER (1/1/10 to 3/31/10)	Budget preparation; budget hearings; Community Development Block Grant application; Union Negotiations

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/10 to 6/30/10)	Budget Adoption; Fiscal Year Close-out; Union Negotiations; FY 2011 budget implementation planning

PERFORMANCE MEASURES

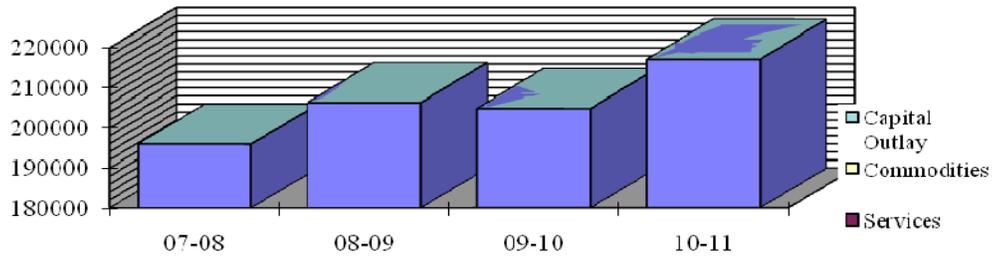
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Council Meetings	2		40	30	30
Council Packets	2		50	46	50
Union Negotiations	5		1	1	2
Positions Filled	3, 5		3	0	0
Bond Sales	4		3	1	0
Land Preservation Closings	6		1	2	2
League of Cities and Towns Board Meetings	8		8	14	14

PERSONNEL LIST

<i>POSITION TITLE</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Town Manager	1	1	1
Executive Secretary	<u>.9</u>	<u>.9</u>	<u>.9</u>
TOTAL	1.9	1.9	1.9

Town Manager	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$195,901	\$202,700	\$206,298	\$204,830	(\$1,468)	-0.71%
Services	\$0	\$0	\$0	\$0	\$0	n/a
Commodities	\$18	\$0	\$0	\$0	\$0	n/a
Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Total	\$195,918	\$202,700	\$206,298	\$204,830	(\$1,468)	-0.71%

**TOWN MANAGER
Budget Trends**



**ZERO BASED BUDGET
TOWN MANAGER**

Account Number	Description	Proposed
00102010 510103 -	UNCLASSIFIED FULL TIME	153,969.00
00102010 524001 -	FICA	11,779.00
00102010 524302 -	RETIREMENT	18,569.00
00102010 524304 -	HEALTH INSURANCE	15,790.00
00102010 524305 -	DENTAL INSURANCE	1,243.00
00102010 524306 -	LIFE INSURANCE	305.00
00102010 524308 -	MILEAGE ALLOWANCE	6,000.00
00102010 524403 -	ASSOCIATION DUES ICMA & RICTMA	2,000.00
TOTAL TOWN MANAGER		209,655.00
	TOWN MANAGER'S REDUCTIONS	-4,825.00

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 eight (8) divisions: Town Council, Board of Canvassers, Vital Records, Land Records, Licenses, Probate Court, Municipal 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, Municipal Court, Filing Coordinator for Secretary of State Open Meetings Website and Communication/Information Services.

2009/2010 DEPARTMENT GOALS

Goal		Timeframe
Continue the Recorded Plats Restoration and preservation program	Fiscal	2009/2010
Continue re-indexing of land records prior to 1900	Fiscal	2009/2010
Continue digitalizing land evidence records	Fiscal	2009/2010
Build an Vault for offsite Records Storage	Fiscal	2009/2010
Purchase Probate Court Software	Fiscal	2009/2010
Begin hearing Traffic Violations in Municipal Court	Calendar	2009
Begin mandatory review of Town Charter	Calendar	2009

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Business License Renewals; Maintain Vital Records; Continue digitization of land evidence records; Prepare Semi-annual Ordinance Supplement; advertise and docket Committee Appointment, conduct Probate and Municipal Court sessions.
SECOND QUARTER (10/1/09 to 12/31/09)	License Renewals; Maintain Vital Records; Prepare Semi-annual Ordinance Supplement; Business and docket Committee Appointments; Dog License Renewals, conduct Probate and Municipal Court sessions..
THIRD QUARTER (1/1/10 to 3/31/10)	Business License Renewals; Maintain Vital Records; Prepare Budget Submission; Advertise and Docket committee Appointments, conduct Probate and Municipal Court sessions..
FOURTH QUARTER (4/1/10 to 6/30/10)	Business License Renewals; Maintain Vital Records; Advertise and Docket Committee Appointments; Dog License Renewals, conduct Probate and Municipal Court sessions.; Budget Hearings; prepare for Budget Referenda; Conduct Budget Referenda if necessary

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Town Council Meetings	5	11	35	35	35
Recordings	1,2	2837	8000	7200	7200
Licenses	5	636	2700	2774	2700
Record Certify Vital					
Records	5	800	2200	2000	2000
Yard Sales	5	150	250	250	250
Probate Cases	5	46	120	120	120
Probate Sessions	5	8	20	16	16
Municipal Court Session	5	0	12	12	36
Municipal Court Cases	5	0	1800	1800	3600
Maps Recorded	1,2	15	50	35	35
Discharges Recorded	1,2	27	70	70	70
Ordinances Changes	1,2	21	30	35	30
Committee Appointments	1,2	44	100	100	100
License Transfers	5	8	25	20	20
Elections	3	2	2	2	0
Budget Referenda	3	0	1	1	1
Voter Registration	3	2000	1600	2400	200
Zone Changes	5	1	1	2	2

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Clerk II	2	2	2
**Clerk I	2	3	3
Total	6	7	7

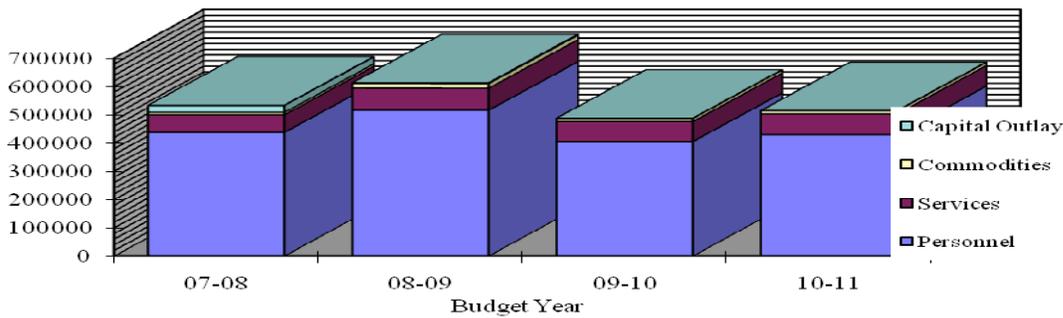
**Addition of Municipal Court Clerk

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
**Clerical assistant	2	2	1
Town Sergeant	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	1	1

** Reduction of one part-time operator

Town Clerk	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$437,948	\$489,082	\$516,579	\$405,807	(\$110,772)	-21.44%
Services	\$62,317	\$59,785	\$77,550	\$70,715	(\$6,835)	-8.81%
Commodities	\$8,263	\$7,357	\$16,450	\$10,900	(\$5,550)	-33.74%
Capital Outlay	\$24,709	\$1,620	\$2,000	\$120	(\$1,880)	
Total	\$533,237	\$557,844	\$612,579	\$487,542	(\$125,037)	-20.41%

TOWN CLERK
Budget Trends



**ZERO BASED BUDGET
TOWN CLERK**

Account Number	Description	Proposed
00103010 510101 -	CLASSIFIED FULL TIME 4 Clerks	\$141,705.00
00103010 510102 -	CLASSIFIED PART TIME 1 Clerk	21,399.00
00103010 510103 -	UNCLASSIFIED FULL TIME Town Clerk and Deputy Town Clerk	142,535.00
00103010 510104	UNCLASSIFIED PART TIME 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 Budget Referendum. Attendance at Budget Referendum at \$300	0.00
00103010 510107 -	OVERTIME	0.00
00103010 510109 -	SPECIAL EMPLOYEE Salary for Video Technician	3000.00

**ZERO BASED BUDGET
TOWN CLERK**

Account Number	Description	Proposed
00103010 524001 -	FICA	23,611.00
00103010 524302 -	RETIREMENT	39,062.00
00103010 524304 -	HEALTH INSURANCE	47,700.00
00103010 524305 -	DENTAL INSURANCE	5,984.00
00103010 524306 -	LIFE INSURANCE	962.00
00103010 524308 -	MILEAGE ALLOWANCE	25.00
	Mileage reimbursement for court etc.	
00103010 524401 -	TUITION & FEES	400.00
	Courses to maintain Certified Municipal Clerk Certification	
00103010 524403 -	ASSOCIATION DUES	360.00
	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, IIMC - Town Clerk \$125/Deputy \$91	
00103010 524405 -	TRAVEL & EXPENSES	2,000.00
	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	
00103010 530603 -	LEGAL SERVICES	3,000.00
	Salary for Probate Judge \$250.00/mo	
00103010 530605 -	RECORD MAINTENANCE RECORDING	48,000.00
	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.	
00103010 530609 -	RECORD MAINTENANCE-CODIFICATION	6,000.00
	Supplements to Town Ordinances printed twice a year and purchase of Zoning, Subdivision and Charter pamphlets	
00103010 530704 -	OTHER RENTALS	2,600.00
	Rental fee for storage of microfilm at Iron Mountain NY	
00103010 530801 -	LEGAL ADS	4,000.00
	Legal Ads in Standard Times and Providence Journal	
00103010 530805 -	REPORTS Incorporated into RECORD MAINTENANCE-CODIFICATION	0.00
00103010 531003 -	COMMUNICATIONS MAINTENANCE	500.00
	Maintenance for sound and recording equipment	
00103010 531004 -	OFFICE EQUIPMENT MAINTENANCE	2,000.00
	Maintenance contracts for printer/reader and typewriters. Also repairs to existing equipment not under contracts.	
00103010 531206 -	CONTRACTUAL SERVICES NOT OTHER	5,000.00
	Stenography service for Town Council Meetings 10 @ \$300.00 per meeting and Probate Court Case tracking Software	
00103010 540101 -	OFFICE SUPPLIES	2,500.00
	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	

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, Town Manager and all other officers, departments and agencies of the Town.

Currently the Council has appointed James Reilly as Town Solicitor (and his law firm Kelly, Kelleher, Reilly & Simpson) 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. As well as First Southwest has been appointed as the Town’s financial advisors.

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

Town Solicitor	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Services	\$291,755	\$284,542	\$254,400	\$251,400	(\$3,000)	-1.18%
Commodities	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>n/a</u>
Total	\$291,755	\$284,542	\$254,400	\$251,400	(\$3,000)	-1.18%

**ZERO BASED BUDGET
TOWN SOLICITOR**

Account Number	Description	Requested
00104010 531206	CONTRACTUAL SERVICES NOT OTHER Court reporter, appraisals, assessments	5,200.00
00104011 530603	LEGAL SERVICES – LABOR Police & Fire Contracts expire 2010 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	2,000.00
TOWN SOLICITOR		251,400.00

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.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
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 2010
Implement an accounting manual to formalize the Town's financial policies and procedures to include the current purchasing ordinance revision (Goal 2)	Fiscal	Fiscal 2010
Create written procedure manuals and initiate cross training based on the written procedures (Goal 3)	Infrastructure	Fiscal 2010
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 2010
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
Proactively issue bids for services to provide taxpayers with an honest process and ensure they are getting a high level of trustworthy/dependable service (Goal 6)	Government	Fiscal 2010
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
Continue to expand credit card capabilities throughout decentralized departments to improve efficiency and services (Goal 9)	Government	Quarter 1
Imaged documents on the Web (Goal 10)	Vision	Quarter 3&4
Restructure the Workflow due to elimination of staffing but maintaining services through increased technology/efficiency (Goal 11)	Government/Vision	Fiscal 2010

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	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); Provide Departments access to financial systems for time and attendance reporting and fixed assets (Goal 5); Publish receivables via internet (Goal 8); and Expand credit card capabilities through Town departments (Goal 9).
SECOND QUARTER (10/1/09 to 12/31/09)	Complete close out of previous fiscal year and produce Comprehensive Annual Financial Report and provide information via web for public access (Goal 1); Continue work in process of a written financial procedure manual (Goal 2); Encourage cross training among department (Goal 2 and 3). Production of FY 2011 annual budget and capital improvement program with imaged documents published on the town's web (Goal 10); Assist Audit

QUARTER	ACTIVITY
THIRD QUARTER (1/1/10 to 3/31/10)	Committee with their financial policy charge (Goal 4).
FOURTH QUARTER (4/1/10 to 6/30/10)	Collection of delinquent real estate taxes via tax sale (Goal 7); Finalize year end budget accounting and preparation (Goal 10); Prepare for tax 2010 billing (Goal 1, 7, and 8).

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Number of Bids	Goal 1,2,10	37	32	24	22
State/Cooperative Bid Utilization	Goal 1,2,10	22	24	28	30
Checks Processed	Goal 1,3,5	44,042	44,000	43,000	42,000
Bank Lock-box Transactions	Goal 1,3,5	35,663	40,000	32,000	32,000
Lien Certificates	Goal 7	2,202	1,500	3,000	3,000
Capital Assets Maint.	Goal 5	575	570	590	607
Funds Maintained	Goal 1, 2	245	245	246	242
Vehicle Renewals	Goal 7,8,9	17,054	17,500	17,500	17,500
Tax Sale Parcels	Goal 7,8,9	89	175	200	200
Tangible Legal Collection Process	Goal 7,8,9	69	100	100	100

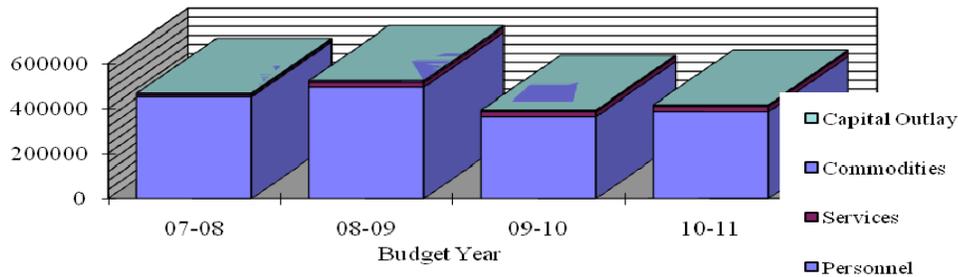
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Finance Director	1	1	1
Controller	1.5	1	1
Tax Collector	0	0	.5
Accounts Receivable Manager 50% funded by Water Fund	.5	.5	0
Clerk II Specialist – Payroll	1	1	1
Clerk I – Purchasing	1	1	0
Executive Secretary	.1	.1	.1
Secretary	1	1	0
Clerk I - Collections, Accounts Payable	<u>1.4</u>	<u>2.4</u>	<u>2</u>
Total	7.5	8	5.6

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Clerical Assistant - Collections	<u>2</u>	<u>0</u>	<u>0</u>
Total	2	0	0

Finance Department	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next
Personnel	\$450,878	\$467,340	\$493,895	\$364,931	(\$128,964)	-26.11%
Services	\$8,620	\$18,900	\$21,150	\$21,900	\$750	3.55%
Commodities	\$7,059	\$6,478	\$7,825	\$6,000	(\$1,825)	-23.32%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	n/a
Total	\$466,557	\$492,718	\$522,870	\$392,831	(\$130,039)	-24.87%

FINANCE DEPARTMENT
Budget Trends



**ZERO BASED BUDGETING
FINANCE DEPARTMENT**

Account Number	Description	Proposed
00105010 510101 -	CLASSIFIED FULL TIME 1 Secretary, 3 Clerk I, 1 Clerk II and .5 A/R Mgr	170,596.00
00105010 510103 -	UNCLASSIFIED FULL TIME Finance Director & Controller + 10% of Exec. Sec	139,898.00
00105010 510104	UNCLASSIFIED PART TIME Summer help with filing/misc. catch up	700.00
00105010 510107 -	OVERTIME No overtime except for emergency situations	6,000.00
00105010 524001 -	FICA	24,266.00
00105010 524302 -	RETIREMENT	37,446.00
00105010 524304 -	HEALTH INSURANCE	55,904.00
00105010 524305 -	DENTAL INSURANCE	4,704.00
00105010 524306 -	LIFE INSURANCE	1,123.00

**ZERO BASED BUDGETING
FINANCE DEPARTMENT**

Account Number	Description	Proposed
00105010 524403 -	ASSOCIATION DUES RIGFOA –Director & Controller \$100, National GFOA – Director \$215, RIMPAA - \$15, Ntn'l Inst. Govt Purch - \$25	355.00
00105010 530606	FISCAL AGENT Disclosures for bond issuance – First SW	750.00
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 \$1325 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	7,000.00
00105010 540108 -	BOOKS & PUBLICATIONS	50.00
00105040 510101 -	CLASSIFIED FULL TIME	41,174.00
00105040 510107 -	OVERTIME	300.00
00105040 524001 -	FICA	3,173.00
00105040 524302 -	RETIREMENT	4,966.00
00105040 524304 -	HEALTH INSURANCE	11,636.00
00105040 524305 -	DENTAL INSURANCE	1,211.00
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
	TOTAL FINANCE & PURCHASING	532,562.00
	TOWN MANAGER'S REDUCTION'S	-139,731.00

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 Town Hall, Annex, Allen Harbor, IT, FD Headquarters, FD Station 1, FD Station 2, Fire Station 5, FD Department of Training, Fire Maintenance, Police Department, Animal Pound, School Admin building, DPW, Wilson Park (Facilities), Transfer Station, Water Oak Hill Station, NKFL, NK Golf Course Maintenance, NK Golf Pro Shop. Such applications include Financial General Ledger, Purchasing, Accounts Payable, Fixed Assets, Payroll, Personnel, Voter, Tax Assessment, Collections, Utility Billing, Budget, Video Streaming,, Payment systems, Whistleblower system, 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 also responsible for the Town’s Internet Protocol (IP) Telephone/Communications system and the Town-wide Geographic Information System (GIS)

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue to build and support a self service eTown portal to promote open government and online services	Vision, Government, Quality of Life	Continuing
Continual updates to the Geographic Information System to assist with town-wide objectives (GIS)	Economic Development	Continuing
Improvements and consolidation of services, records, hardware, software systems and data storage	Fiscal	Continuing
Support Police and Fire locations in delivering 24x7 365 Public Safety services	Fiscal	continuing
Continue to pioneer, promote and implement “Green” Data center technologies. Deploy technologies that decrease energy consumption and reduce the town’s carbon footprint.	Vision	Continuing
Support Tax Assessor with Tax Roll and Motor Vehicle bills	Fiscal	Continuing
Support Water Department with Water billings	Fiscal	Continuing
Support Town Finance and NKSD Business Office MUNIS applications	Fiscal	Continuing
Support Town and NKSD Video Streaming, and Whistle blower systems	Vision, Government, Quality of Life	Continuing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/08 to 9/30/09)	Continue to build and support a self service eTown portal to promote open government and online services. Provide Technical Services to municipal, public safety and school district administration offices.
SECOND QUARTER (10/1/08 to 12/31/08)	Continue to deploy technologies that decrease energy consumption and reduce the town’s carbon footprint. Provide Technical Services to municipal, public safety and school district administration offices. Updates to the Geographic Information System to assist with town-wide

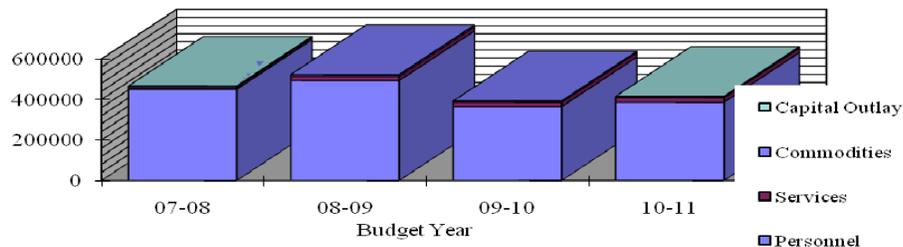
QUARTER	ACTIVITY
THIRD QUARTER (1/1/09 to 3/31/09)	objectives (GIS). Provide Technical Services to municipal, public safety and school district administration offices.
FOURTH QUARTER (4/1/09 to 6/30/09)	Improvements and consolidation of services, records, hardware, software systems and data storage. Provide Technical Services to municipal, public safety and school district administration offices.

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
MIS Director	1	1	1
Network Admin 20% funded by Planning	<u>.8</u>	<u>.8</u>	<u>.8</u>
Technology Support Technician	<u>1</u>	<u>1</u>	<u>1</u>
Total	2.8	2.8	2.8

Information Technology	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next
Personnel	\$149,619	\$182,420	\$160,541	\$193,119	\$32,578	20.29%
Services	\$24,584	\$22,947	\$11,111	\$19,966	\$8,855	79.70%
Commodities	\$6,548	\$533	\$11,500	\$0	(\$11,500)	-100.00%
Capital Outlay	<u>\$0</u>	<u>\$11,510</u>	<u>\$18,000</u>	<u>\$18,000</u>	<u>\$0</u>	0.00%
Total	\$180,751	\$217,410	\$201,152	\$231,085	\$29,933	14.88%

INFORMATION TECHNOLOGY
Budget Trends



**ZERO BASED BUDGET
INFORMATION TECHNOLOGY**

Account Number	Description	Proposed
00105050 510103 -	UNCLASSIFIED FULL TIME 100% of MIS Director 80% of Network Administrator (Planning pays 20%) 100% Technology Support Technician	141,455
00105050 510104 -	UNCLASSIFIED PART TIME	-
00105050 524001 -	FICA	10,822
00105050 524302 -	RETIREMENT	1,060
00105050 524304 -	HEALTH INSURANCE	25,569
00105050 524305 -	DENTAL INSURANCE	2,048
00105050 524306 -	LIFE INSURANCE	499
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	(97,451.00)
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 \$301 Software Lic & Maint: RINET ISP & Monitoring \$6100, MUNIS \$28,438, WAN/LAN/GIS support \$18,000, IBM OS Support \$1250, MUNIS GUI \$1,860, VISION CAMA/GIS link \$4300, IronMail maint. (Spam software) \$4,579 MUNIS OSDBA Support \$6,348, Data/Email Archiving \$3,000, Granicus Video streaming \$13,000, EGOV CRM \$10,000, Credit Card Interface \$500, Full Circle Permitting Software \$5,166, Ethicspoint Whistleblower Software \$2,800, GIS \$6000	128,212.00
00105050 540101 -	OFFICE SUPPLIES Printer cartridges, backup tapes, office supplies, check stock, direct deposit forms and other misc special forms.	
00105050 550301 -	OFFICE EQUIPMENT AND FURNITURE Replace PCs that fail - out of warranty (network wide)	18,000.00
	INFORMATION TECHNOLOGY	230,974.00
	TOWN MANAGER'S INCREASES	111.00

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. During the 2009/2010 Fiscal Year the Tax Assessor’s Office will be responsible for the implementation and finalization of the Revaluation as of 12/31/2009. The values from this revaluation will be used for the 2010 tax roll.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Process tax roll (Goal 1)	Fiscal	Continuing
Explain assessments & appeal process (Goal 2)	Fiscal	Continuing
Update field cards on the web (Goal 3)	Fiscal	Continuing
Encourage combination of sub-standards lots (Goal 4)	Environment	Continuing
Revaluation (Goal 5)	Fiscal	Continuing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Prepare and distribute reports pertaining to the 2009 tax roll (Goal 1) Respond to taxpayer questions and appeals of the 2009 tax roll (Goal 2) Update field cards on web (Goal 3) Award revaluation bid (Goal 5)
SECOND QUARTER (10/1/09 to 12/31/09)	Prepare and mail all forms for the 2010 tax roll (Goal 1 and 2) Review subdivision and survey information for end of year (Goal 1 and 4) Board of Review applications reviewed (Goal 2) Start Assessment Board of Review Meetings (Goal 1 and 2) Finalize new assessments (Goal 5)
THIRD QUARTER (1/1/10 to 3/31/10)	Enter all permit data in the CAMA system for the 2010 tax Roll (Goal 1) Process motor vehicle data for the 2010 tax roll (Goal 1) Update field cards on web (Goal 3) Continue with the Assessment Board of Review meetings (Goal 2) Revaluation notices mailed & informal hearings held (Goal 1 and 5)
FOURTH QUARTER (4/1/10 to 6/30/10)	Process tangible information for the 2010 tax roll (Goal 1) Finalize all real estate data, motor vehicle data, personal property data, exemption applications, and

QUARTER	ACTIVITY
	ownership information for the 2010 tax roll (Goal 1) Update field cards on the web (Goal 3)

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL</i> 2007/08	<i>BUDGET</i> 2008/09	<i>PROJECTED</i> 2008/09	<i>PROJECTED</i> 2009/10
Parcels		11,392	11,500	11,500	11,600
Lots eliminated		38	50	75	100
Field Review Real Estate		1,300	1,500	1,400	1,500
Land Evidence Records		1,187	1,400	1,300	1,400
Assessor Hearings		328	150	175	200
Board of Appeals		67	50	45	75
Motor Vehicles Processed		34,500	38,000	38,000	38,000
Tangible Accounts		1,278	1,450	1,350	1,450
Exemptions		3,288	3,600	3,600	3,700
Death & Probate		299	300	300	300
Supplemental Bills		43	40	45	50

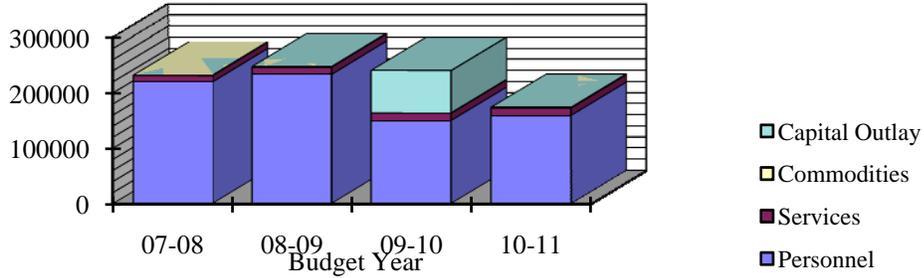
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL</i> 07/08	<i>BUDGET</i> 08/09	<i>PROJECTED</i> 09/10
Tax Assessor	1	1	1
Clerk II	1	1	1
Clerk I	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Total	3.6	3.6	3.6

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL</i> 07/08	<i>BUDGET</i> 08/09	<i>PROJECTED</i> 09/10
Field Lister/Appraiser	<u>1</u>	<u>1</u>	<u>1</u>
Total	1	1	1

Tax Assessment	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$219,507	\$230,434	\$233,133	\$150,056	(\$83,077)	-35.64%
Services	\$11,169	\$12,694	\$12,950	\$12,950	\$0	0.00%
Commodities	\$842	\$874	\$875	\$875	\$0	0.00%
Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$76,000</u>	<u>\$76,000</u>	
Total	\$231,518	\$244,002	\$246,958	\$239,881	(\$7,077)	-2.87%

**TAX ASSESSOR
Budget Trends**



**ZERO BASED BUDGET
ASSESSOR**

Account Number	Description	Requested
00106010 510101	CLASSIFIED FULL TIME	93,229
00106010 510103	UNCLASSIFIED FULL TIME	71,943
00106010 510104	UNCLASSIFIED PART TIME	13,000
	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	13,707
00106010 524302	RETIREMENT	19,920
00106010 524304	HEALTH INSURANCE	24,541
00106010 524305	DENTAL INSURANCE	2,078
00106010 524306	LIFE INSURANCE	578
00106010 524403	ASSOCIATION DUES	300
	One membership NRAAO \$35 One membership RIAAO \$35 One membership IAAO \$200 One membership MAIAAO \$30	
00106010 530605	RECORD MAINT	3,900
	Town's share of motor vehicle value commission budget. Web site hosting of field cards on Vision site	
00106010 530801	LEGAL ADS	100
	Elderly & disability exemption ads required by ordinance	
00106010 530805	REPORTS	800
	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
	Marshall Swift Commercial Manual, NADA Motor Vehicle Pricing Guides, National Market Reports - Large Trucks, RI General Laws Section 7 Supplement, Dealers Cost Price Guide - American & Foreign Cars, Newspapers- Independent, Standard Used To Update Business Lists, Deaths, Real Estate Transactions	

**ZERO BASED BUDGET
ASSESSOR**

Account Number	Description	Requested
00106010 531206	CONTRACTUAL SERVICES NOT OTHER 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	7,000
00106010 540101	OFFICE SUPPLIES Toner Cartridges, Fax Cartridges, Typewriter Ribbons, Correction Ribbons, Discs, Envelopes, Scotch Tape, Pens, Pencils, Labels	600
00106010 540102	PRINTED FORMS Print tangible forms - required to send forms to all businesses each December	275
00106010 550701	REVALUATION Town's share of 2009/20010 Statistical Revaluation	76,000
TOTAL TAX ASSESSOR		330,121
TOWN MANAGER'S REDUCTIONS		-90,240.00

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.

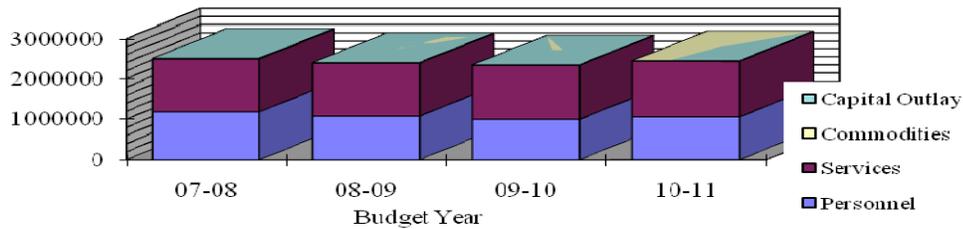
General Operating - Insurance The unemployment reimbursement and insurance costs of the Town are paid from this account. The unemployment reimbursement is paid for those employees who are laid off or terminated by the Town. The Town is required to reimburse the State of Rhode Island for those expenses. 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. The maintenance for 154 hydrants at QDC is also incurred 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 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 10-11
Personnel	\$1,186,415	\$979,296	\$1,077,429	\$997,974	(\$79,455)	-7.37%	\$1,057,852
Services	1,303,026	\$1,301,621	\$1,308,097	\$1,334,550	\$26,453	2.02%	\$1,374,587
Commodities	\$11,949	\$10,912	\$12,000	\$10,000	(\$2,000)	-16.67%	\$10,300
Capital Outlay	<u>\$3,655</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
Total	\$2,505,045	\$2,291,829	\$2,397,526	\$2,342,524	(\$55,002)	-2.29%	\$2,442,739

GENERAL OPERATING
Budget Trends



The decrease in the General Operating cost center reflects the elimination of the funding for the Termination Reserve Fund to make payments to employees for their accumulated vacation and sick leave upon retirement and the elimination to the Health Insurance Reserve Fund to cover post employment benefits for retirees. Due to the economic conditions, the 2% expenditure cap budget policy set by the council and an effort to keep the tax rate affordable, these reductions were required.

A survey of retirement-eligible employees indicates that ten Police Officers and five Municipal employees are anticipating retirement in fiscal year 2010. Nineteen Firefighters are eligible to retire and six firefighters indicated they would retire in fiscal year 2010. The estimated balance available in the Retirement Allowance Reserve Fund as of June 30, 2009 is \$1,038,000 and \$75,000 has been requested for addition in fiscal year 2010 but is being eliminated by the Town Manager due to budget constraints. For fiscal year 2010, the employees who have indicated that they will retire are estimated to cost to approximately \$957,300.

**ZERO BASED BUDGET
GENERAL OPERATING**

Account Number	Description	Requested
00107010 510206	TERMINATION PAY - UPON RETIREMENT	75,000.00
00107010 510207	INSURANCE RESERVE	150,000.00
00107010 524304	HEALTH INSURANCE	982,974.00
	Includes 30K for new potential retirees	
00107020 524303	UNEMPLOYMENT	5,000.00
00107020 530406	GENERAL INSURANCE	435,700.00
	Worker's Comp Premium Prop & Liabi Exces Liab Additional Exc Pollution, Bond, Comm	
	Police Flood Insurance	
00107030 530101	TELEPHONE	155,000.00
	3 yr avg \$150,000 exp cap	
00107030 530301	ELECTRICITY	140,000.00
	3 yr avg \$135,000 +exp cap	
00107030 530302	GAS	42,000.00
00107030 530303	FUEL OIL	96,000.00
	Approximate 6.5% increase based on average usage	
00107030 530306	WATER AND ISDS EXPENSES	9,750.00
00107030 530307	HYDRANTS	79,000.00
	Town's agreement w/QDC to keep the hydrants maintained. This cost is based on 154 of hydrants	

**ZERO BASED BUDGET
GENERAL OPERATING**

Account Number	Description	Requested
00107030 531201	STREET LIGHTING	290,000.00
00107040 524404	CONFERENCES/MEETINGS & TRAVEL	10,000.00
	Conferences and Training Seminars Town Manager, Town Clerk, Finance, Assessor, Planning, and Senior Services. @\$2,000 ea Group Training, Meetings & Seminars \$2,000	
00107040 530103	POSTAGE	58,600.00
	3 yr. ave + exp cap	
00107040 530703	OFFICE EQUIPMENT	9,500.00
	Copier Town Wide Service And Overage \$8400 Printer Maintenance Manager \$800	
00107040 530801	EMPLOYMENT ADS	1,500.00
	Advertising For Employment Account	
00107040 530924	DAVISVILLE LIBRARY	9,000.00
00107040 530925	WILLETT LIBRARY	9,000.00
00107040 531001	MOTOR VEHICLE MAINTENANCE & EX	500.00
	Repairs to Town vehicles assigned to Town Hall and Annex	
00107040 531206	CONTRACTUAL SERVICES NOT OTHER	7,000.00
	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	
00107040 540101	OFFICE SUPPLIES	10,000.00
	Copy Paper and Supplies Town Stationery (letterhead/envelopes) Employment forms Central Supply Items for Manager's Office	
TOTAL GENERAL OPERATING		2,575,524.00
TOWN MANAGER'S REDUCTIONS		233,000.00

FIRE DEPARTMENT

Patrick Campion, 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 four manned fire stations. The Department staffs two Advanced Life Support rescue vehicles and five 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 27 motor vehicles, staffed by a Fire Mechanic and an Assistant Mechanic.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Respond to all calls for service effectively and efficiently. (Goal 1)	Quality of Life Infrastructure	FY 10
Continuation of the in service/on shift, training programs in Haz-Mat, Decon, Confined Space, Rope Rescue, RIT training, Marine Ops., IFSTA, EMS delivery and updates. (Goal 2)	Quality of Life Infrastructure	FY 10
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 10
Correct deficiencies identified in the Insurance Services Office (ISO) report. (Goal 4)	Quality of Life Fiscal / Infrastructure	FY 10
Continue with the State Wide Haz-Mat/Decon Team, training and response program. (Goal 5)	Quality of Life Environment Infrastructure	FY 10
Continuation of the Apparatus and Equipment Replacement Program. (Goal 6)	Infrastructure	FY 10-14
Maintain and improve Department programs, systems and equipment. (Goal 7)	Infrastructure	FY 10
Plan for a new Fire Station /Maintenance facility in the Quonset Point/Davisville Industrial Park. (Goal 8)	Infrastructure Economic Development Quality of Life	FY 10
Identify and implement many of the recommendations in the Matrix report (Goal 9)	Fiscal/Infrastructure	FY 10
Make improvements in programs of Public Education in the Schools of North Kingstown. (Goal 10)	Quality of Life	FY 10

WORK PROGRAM

QUARTER	ACTIVITY
<p>FIRST QUARTER (7/1/09 to 9/30/09)</p>	<p>Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, RIT, Marine Ops.) (Goal 1,2,4,5,9), EMS continuing education program (Goal 1,2,7), CAD data entry (Goal 1,2,7,9), School facilities inspections (Goal 1,2,4,9), Juvenile Fire Setter Intervention Program (Goal 7,10), 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 1,2,7,9), Quarterly hose change (Goal 1,7), District Inspections (Goal 1,2,4,9), Apparatus Preventive Maintenance and Testing program (Goal 1,7,9).</p>
<p>SECOND QUARTER (10/1/09 to 12/31/09)</p>	<p>Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Drafting Cisterns) (Goal 1,2,4,5,7,9), Annual hose testing (Goal 1,2,4,7), CAD data entry (Goal 1,3,7,9), Inspection of target hazards (Goal 1,3,4,9), Fire Prevention Education 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 1,4,7,9), EMS continuing education program (Goal 1,2).</p>
<p>THIRD QUARTER (1/1/10 to 3/31/10)</p>	<p>Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Ice Rescue Training, SCBA Testing) (Goal 1,2,4,5,7,9), EMS continuing education program (Goal 1,2), Quarterly hose change (Goal 1,4,7), CAD data entry (Goal 1,3,7,9), Inspection of Commercial Facilities (Goal 1,4,7), 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)</p>
<p>FOURTH QUARTER (4/1/10 to 6/30/10)</p>	<p>Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Marine Ops. (Goal 1,2,4,5,7,9), EMS continuing education program (Goal 1,2), District Inspections (Goal 1,2), Quarterly hose change (Goal 1,4,7), SCBA Bench Testing (Goal 1,4,7), CAD data entry (Goal 1,3,7,9), Inspection of places of assembly and Town License holders (Goal 3), Annual Ladder Testing (Goal 4,7), Quarterly fire alarm system testing (Goal 1,3,7), Fire Alarm System Maintenance (Goal 4,7), 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 1,4,7,9), Fire Prevention Public Education in the Schools (Goal 3,7,10)</p>

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Structure Fires	1,2	41	50	60	60
Brush Fires	1,2	33	40	40	50
Vehicle Fires	1,2,	15	30	30	30
Other Fires	1,2	24	40	40	40
System Malfunction	1,2,3	227	300	310	320
Malicious/Accidental	1,2,3	301	350	360	370
Hazardous Condition	1,2	138	180	200	200
Service/Good Intent	1,2	1802	1850	1900	1960
Other	1,2	316	350	360	370
Mutual Aid Given	1,2	63	80	90	100
Mutual Aid Received	1	27	60	60	70
Medical Calls	1,2	2396	2450	2500	2560
MVA	1,2	273	300	350	380
Total Incidents	1,2	5656	6080	6300	6510
Residential Inspections	3	385	400	410	415
Commercial Inspections	3,9	352	380	420	425
Plans Review	3	358	370	380	390
Total Inspections	3,9	1095	1150	1210	1230

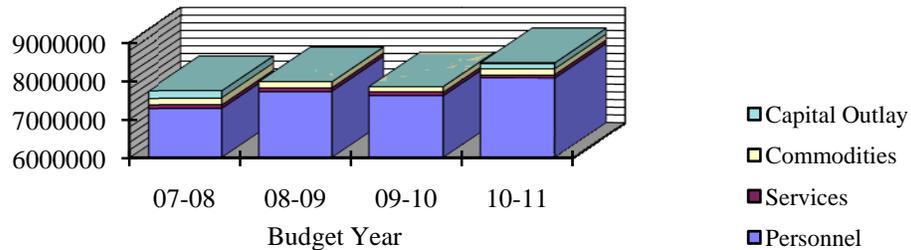
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 08/09</i>	<i>BUDGET 09/10</i>	<i>PROJECTED 09/10</i>
Fire Chief	1	1	1
Deputy Fire Chief	4	4	4
Fire Captain	4	5	5
Rescue Captain	4	4	4
Fire Lieutenant	12	15	15
Rescue Lieutenant	4	4	4
Private/EMTC	48	44	44
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	0
Total	81	81	81

Fire Department

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$7,272,810	\$7,383,595	\$7,719,287	\$7,599,376	(\$119,911)	-1.55%
Services	\$92,603	\$124,157	\$93,130	\$92,230	(\$900)	-0.97%
Commodities	\$186,506	\$133,358	\$146,750	\$144,250	(\$2,500)	-1.70%
Capital Outlay	<u>\$175,541</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Total	\$7,727,460	\$7,666,110	\$7,959,167	\$7,835,856	(\$123,311)	-1.55%

FIRE DEPARTMENT
Budget Trends



**FIRE DEPARTMENT
ZERO BASED BUDGET**

Account Number	Description	Recommended
00108030 510101	CLASSIFIED FULL TIME	4,677,357.00
00108030 510103	UNCLASSIFIED FULL TIME	90,077.00
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	557,124.00
	Combined Callback and Overtime wages per the Union Contract.	
00108030 510110	PAID TRAINING TIME	15,000.00
	This account pays the wages for part time training personnel for a new recruit class, IFSTA, Rope Rescue, Confined Space, Haz-Mat/Decon, 7,500 and EMTC recertification training, 7,500.	
00108030 510111	COLLATERAL PAY	24,180.00
	This account pays for part time personnel who work in Fire Prevention, Line Work, Radio Repair, Radio Box disconnects and other part time employment who use to receive time and one half and now receive straight pay as per section 4.1 of the	

	Union Contract.	
00108030 510202	HOLIDAY PAY This account budget request is based on the contract with Local 1651 section 3.14	339,900.00
00108030 524001	FICA	412,025.00
00108030 524302	RETIREMENT	795,403.00
00108030 524304	HEALTH INSURANCE	989,156.00
00108030 524305	DENTAL INSURANCE	74,630.00
00108030 524306	LIFE INSURANCE	15,553.00
00108030 524307	UNIFORM ALLOWANCE	92,000.00
	Section 3.9 of the Union Contract 80 members at \$1,150 each	
00108030 524401	TUITION & FEES 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	10,000.00
00108030 524403	ASSOCIATION DUES 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 x 2 (Fire Marshall, Deputy Chief) RIAFM 20.00 X 6 (Marshall, Chief, Assistants)	1,185.00
00108030 524406	TRAINING EQUIPMENT Instructional media-books-manuals 1,800, Study Materials Promotional Tests 1,700.	3,500.00
00108030 524408	TRAINING Updated Training for new dispatch center and other outside Training and associated equipment 5,000.00	5,000.00
00108030 530101	TELEPHONE Cellular phone service for the department's cell phones 6,000.00 monthly charges, 500.00 repair/replacement costs	6,500.00
00108030 530104	RADIO SYSTEMS Physio Control service contract for life packs 6,500.00 radio repair technician expenses 2,500.00 purchases of replacement radios. 1,000.00	10,000.00
00108030 530106	ALARM SYSTEMS Material and equipment to maintain and repair the municipal fire alarm system as needed 2,000.	2,000.00
00108030 530305	SOLID WASTE Rubbish removal for Stations 1, 2, 3, 5, Repair Shop.and Training contract with DPW 5,460.00 medical waste and oil disposal 2,500.00	7,960.00
00108030 530602	PERSONNEL Employee Assistance Program 1800.00 Annual TB Testing. 810.00	2,610.00

00108030 530604	MEDICAL SERVICES	1,400.00
	This account will cover the costs of physical exams for new employees 4 @ 350.00	
00108030 531001	MOTOR VEHICLES MAINTENANCE & EQUIPMENT	37,500.00
	Maintenance and repair expenses associated with Fire Department vehicles. Service 7,500 commodities 30,000	
00108030 531002	CONSTRUCTION & OPERATING EQUIP	500.00
	Costs for repairs to department appliances as needed 500.00	
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	15,000.00
	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 700.00	
00108030 540101	OFFICE SUPPLIES	3,500.00
	Supplies for computers, server, printers, general office supplies 3,500	
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	
00108030 540105	MINOR OFFICE EQUIPMENT	1,000.00
	Small office equipment for administrative offices 1,000.	
00108030 540108	BOOKS & PUBLICATIONS	5,000.00
	The 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	
00108030 540202	SAFETY EQUIPMENT	5,000.00
	Repair to firefighting protective equipment (coats, pants, helmets etc). 1500.00 repairs to SCBA equipment 2500.00 replacement of minor safety equipment 1000.00	
00108030 540203	BADGES & EMBLEMS	1,000.00
	Badges, collar pins and all insignias of rank 1,000.	
00108030 540205	PERSONAL EQUIPMENT - TOWN ISSUE	15,000.00
	Replacement of firefighting gear as per Union Contract 15,000.00	
00108030 540309	FIRE SUPPRESSION CHEMICALS	2,000.00
	Firefighting foams, wetting agents and other extinguishing agents 2,000.00.	
00108030 540312	RESCUE SUPPLIES	28,000.00
	Medicines 4,500.00 Supplies 18,000.00 Oxygen 3,000.00 Miscellaneous Expenses 2,500.00	

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.	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 other tire 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 miscellaneous batteries 300.00	2,500.00
00108030 540406	REPAIR PARTS Parts to repair department tools, and minor equipment 500.00.	500.00
00108030 540501	BUILDING REPAIR MATERIALS Minor costs for building maintenance for all Fire Department buildings 4,000.00	4,000.00
00108030 540509	JANITORIAL SUPPLIES Janitorial supplies for all stations and maintenance 5,000.00	5,000.00
00108030 540701	HAND TOOLS Purchases of tools and equipment for department apparatus, fire nozzles, fittings, hand lights, other fire or rescue tools 2,000.00	2,000.00
TOTAL FIRE		8,371,189.00
	TOWN MANAGER'S REDUCTIONS	-535,333.00

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 are 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 rank. Two of these officers are School Resource Officer’s. Their positions had been previously grant funded but now are supported by the Town and the School Department. Civilian support staff includes three full-time dispatchers, three part-time dispatchers, two secretaries (one secretarial position eliminated in FY10), two clerks, one custodian and one mechanic. Animal Control and Harbormaster staff include: one Animal Warden, one assistant Animal Warden, 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 Animal Pound building 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 with an office maintained at police headquarters. The Police 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. Included in the vehicle assignments are two vans for use by the Animal Wardens and a utility pick-up for Harbormaster, in addition to one patrol boat.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
G1. Respond effectively and efficiently to all calls for service.	Quality of Life Financial	Evaluate Quarterly
G2. Respond proactively to identify 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.	Organizational Development	Evaluate Semi- Annually
G5. Improve department equipment, systems and facilities.	Organizational Development	Evaluate Semi- Annually
G6. Maintain and improve customer service initiatives.	Quality of Life Org. Development	Evaluate Quarterly
G7. Respond 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.	Org. Development	Evaluate Quarterly
G9. Continue to offer education programs to citizens that foster crime prevention awareness (*)	Organizational Development	Evaluate Semi- Annually
G10. Effectively and efficiently plan and organize to meet the	Quality of Life	Evaluate

public needs of the various community events and do so in a manner which preserves the quality of life for the residents in the effected areas.

Organizational
Development

Quarterly

WORK PROGRAM

QUARTER	ACTIVITY
<p>FIRST QUARTER (7/1/2009 to 9/30/2009)</p>	<p>G1: Respond to calls for service. Assign directed patrols to identified areas. Administrative review of shift manning, scheduling and leave usage. G2: Proactive response to public safety needs. Review of bus stops in preparation for new school year. Harbor Management plan – review and development continues. Patrol coastlines, harbor, mooring fields, and marinas and inspect moorings. G3: Preparation and organization of DARE and School Resource Officers for upcoming school year. Bicycle Patrol to designated areas – Navy Drive, densely populated areas – such as apartment complexes (Union Drive), areas identified by # of calls for service. Party Patrol assignments (Grant). G4: Employee Development – In service training utilizing RIMPA, Roger Williams College, Law Enforcement Training Units, Roll Call training. G5: Department equipment and Facilities – Preparation of bid specifications for required purchases. G6: Review of customer service practices. Roll Call Training G7: Assignment of target areas on weekly basis. Commercial Enforcement Unit to Quonset / Davisville area, (403) T.E.A.R. / Traffic Assignments for identified locations. Party Patrol Assignments (Grant) G8: Investigation and prosecution of crimes. Review of open and or pending investigations. Municipal Court as directed and assigned. (New) G9: Seatbelt Awareness Program (Click-it or Ticket). Seatbelt safety / Car-seat inspection programs. G10: Finalization of 4th of July events. Wickford Art Festival Planning – after review. Harbor Festival Air-Show – Rhode Island Air Guard Richard Smith Castle – community events, festivals – traffic issues Post Road. Road Races within community, to include NK5K, various triathlons, and bicycling events.</p>
<p>SECOND QUARTER (10/1/2009 to 12/31/2009)</p>	<p>G1: Response to calls for service. Assignment of directed patrols to identified areas. Preparation for the conclusion of Harbor Division season – winterization of boat, equipment and supplies. G2: Proactive response to public safety needs. Capital Improvement and Operating Budget(s) – Police / Harbor / Animal. Business and Commercial Districts – assignments of extra patrols and police attention. G3: DARE Graduations – preparation and planning. Party Patrol (Grant). G4: Employee Development – Firearms Training In-Service Training / Roll Call training – on-going. G5: Department equipment, systems and facilities. Prepare specifications for the replacement of department vehicles. Mooring inspections – documented, replaced as needed. G6: Maintenance of customer service initiatives. G7: Response to traffic enforcement. (T.E.A.R.)* Assignment and review of target areas – main arteries, areas of complaint from community. Party Patrol assignment (Grant). Holiday Season – patrols of large parking lots, larceny form vehicles. Operation of Blue Rip-tide (State), Click-it or Ticket (State). G8: Investigation and Prosecution of Crimes. Administer to adult and juvenile court calendars to include Juvenile Hearing Board and Municipal Court. G9: Citizen Education programs. RAD Programs – women and child protection programs. Crime Prevention – retail and business community, Seniors.</p>

QUARTER	ACTIVITY
<p>THIRD QUARTER (1/1/2010 to 3/31/2010)</p>	<p>G10: Panning and organizing community events – Festival of Lights, Smith’s Castle and other holiday events. G1: Respond to calls for service. Animal Control services to community. G2: Alcohol / Tobacco Compliance checks. Proactive response to public safety needs – directed patrols. Final preparation of operating budget – all departments. G3: DARE graduations, preparation for spring session or semester. Bicycle Patrol maintenance on equipment and preparations. G4: Employee Development - employee evaluations. In-service training / Roll Call training – continuous. Breathalyzer recertification (State mandate – January) RI Harbor Master recertification course, to include Assistant HM. G5: Department equipment, systems and facilities. Police vehicle specifications finalized and RFP processed. Mooring permits issued and reviewed. Maintenance and inspection of moorings continue. Review budget and account activity – on going. G6: Maintenance of customer service initiatives. Review of lobby complaints, civilian complaints, report to the Justice Commission – Select Commission on Race and Community Relations. G7: Traffic Enforcement continues – ongoing service to community. Review accident report – redirect patrols to reflect reports. G8: Investigation and prosecution of crimes. Municipal Court assignments as needed. G9: Child safety programs – seatbelt safety, child fingerprinting. Business community contacts and correspondence. Neighborhood watch contacts – maintain, refresh and new – prepare for spring and summer. G10: Planning and organizing of Community Events. Preparation for summer events – to include Air Show, Art Festival, Smith’s Castle.</p>
<p>FOURTH QUARTER (4/1/2010 to 6/30/2010)</p>	<p>G1: Response to calls for service. Assignment of directed patrols to identified areas. Patrol Boat preparations and launching for new season, start of patrols. G2: Proactive response to public safety needs – IMC report reviews assist in coordinating response. Roll Call Training / In-service training – continuous and on-going. G3: DARE and SRO Programs assist in closing out school year. Graduation and like ceremonies. Party Patrol assignment (Grant) – direct as needed. Confer with SRO and school personnel for target areas and special assignments. Bicycle Patrols in service – assist in directed patrols and alcohol deterrence efforts. G4: Employee Development Firearms training – Arcadia facilities / range. (RI DEM) G5: Equipment systems and facility review for end of year. Review of budget to identify account activity, (on going). Mooring maintenance continues – equipment replaced as needed. RADAR equipment receives annual certification – contested court matters. Equipment certification. G6: Customer service review continuous. G7: Traffic enforcement – TEAR, Click-it or Ticket, Blue Rip-tide, Party Patrols (Grant) increase in enforcement due to season change and seasonal traffic. G8: Investigation and prosecution of criminal offense, to include Municipal Court. Administer adult and juvenile court calendars – Juvenile Hearing Board. G9: Child Safety Programs – Seatbelt Safety Programs Bicycle Patrols – Navy Drive, neighborhood developments, apartment buildings and seasonal festivals. Review of IMC reports to better define areas of concern. G10: Planning and organizing community events. Preparation for fall / winter events to include road races, parades, village activity. Smith Castle events reviewed and patrols assigned.</p>

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
POLICE					
Calls for Service		35,745	40,000	35,000	40,000
Incident Reports	G1,2,8	2,635	2,750	2,700	2,970
Arrests	G1,2,7,8	904	975	850	990
Prosecutions	G1,2,7,8	6,155*	6,200	5,200	7000
Traffic Accidents	G1,7	1,050	1,100	900	900
Citations	G1,2,7	548*	7,500	4,800	700
Miles Patrolled	G1,2,7	470,000	475,000	475,000	425,000
Education	G4	1800	1800	1800	1000
ANIMAL CONTROL					
Impounded	G1,2	283	250	280	300
PTS –Inj./Sick	G1,2	9	10	10	10
PTS-Euthanized	G1,2	4	9	9	9
DOA (Domestic)	G1	42	30	45	45
DOA (Wildlife)	G1	47	40	50	50
Calls for Service	G1,2	632	900	720	790
HARBOR					
Moorings Billed	G10	761	717	761	761
Com. Dock Billed	G10	35	35	35	35
Boat Patrol Hours	G1,2,7	810	825	825	800

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.

(*) Police Department records system – Information Management Corporation (IMC) records citations and arrests in one field, causing disparity in numbers.

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Chief of Police	1	1	1
Secretary	3	3	2
Clerks-Record .Div @PG-14	2	2	2
Mechanic	1	1	1
Custodians	1	1	1
Training Officer-Sergeant	0	1	1
Training Officer-Patrol Officer	1	0	0
DARE Program Officer	1	1	1
Captain – Administrative Div.	1	1	1

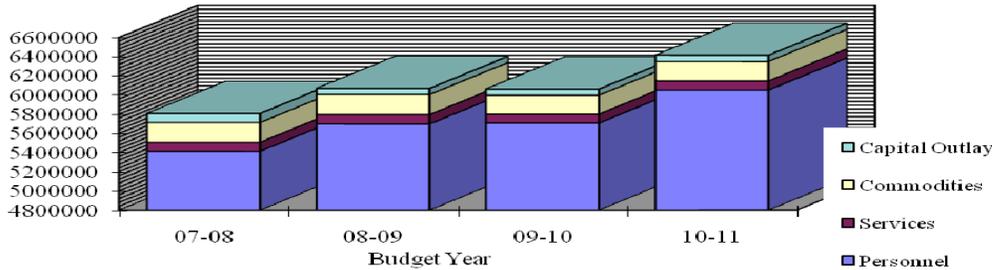
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Captain – Operations Div	1	1	1
Captain – Prosecutions Bureau	1	1	1
Computer Services Sergeant	0	0	0
Detective Lieutenant	1	1	1
Detective - Juvenile Officer	1	1	1
Detective – Investigations	4	4	4
Lieutenants – Operations Div	3	3	3
Sergeants – Operations Div.	4	4	4
Patrol Officers	28	29	29
School Resource Officers	3	2	2
Dispatchers (Police)	1	1	1
Dispatchers (Municipal)	2	2	2
Animal Warden	1	1	1
Assistant Animal Warden	1	1	1
Harbormaster	<u>1</u>	<u>1</u>	<u>1</u>
Total	63	63	62

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Clerical Assistant/Part-time	1	0	0
Dispatchers (Municipal) part-time	3	3	3
Assistant Harbormaster	<u>2</u>	<u>2</u>	<u>2</u>
Total	6	5	5

Police

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$5,415,715	\$5,667,005	\$5,699,712	\$5,709,755	\$10,043	0.18%
Services	\$93,834	\$90,433	\$97,855	\$93,013	(\$4,842)	-4.95%
Commodities	\$206,293	\$203,001	\$208,350	\$196,550	(\$11,800)	-5.66%
Capital Outlay	<u>\$93,003</u>	<u>\$63,000</u>	<u>\$63,000</u>	<u>\$63,000</u>	<u>\$0</u>	<u>0.00%</u>
Total	\$5,808,845	\$6,023,439	\$6,068,917	\$6,062,318	(\$6,599)	-0.11%

**POLICE DEPARTMENT
Budget Trends**



**ZERO BASED BUDGET
POLICE DEPARTMENT**

Account Number	Description	Proposed
00108040 510101	CLASSIFIED FULL TIME Salary for two (2) department employees Animal Warden (1), Assistant Animal Warden (1)	79,120.00
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	6,512.00
00108040 524302	RETIREMENT	9,542.00
00108040 524304	HEALTH INSURANCE	13,695.00
00108040 524305	DENTAL INSURANCE	1,273.00
00108040 524306	LIFE INSURANCE	321.00
00108040 524307	UNIFORM ALLOWANCE Uniform allowance for the Animal Warden and one Assistant Animal Wardens. Each employee receives \$350 per the CBA for a total of \$700.	700.00
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 Registration of Animal Control vehicles.	11.00
00108040 530305	SOLID WASTE Trash pickup at pound - bid contract negotiated within the Department of Public Works. The amount is determined per the contract.	1,911.00
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	1,200.00

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Proposed

Account Number	Description	
	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.	
00108040 531206	CONTRACTUAL SERVICES NOT OTHER	6,000.00
	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. A conservative twelve months of animal care at an average cost of \$500. per month.	
00108040 540101	OFFICE SUPPLIES	100.00
	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	
00108040 540204	UNIFORM REPLACEMENT	200.00
	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.	
00108040 540302	ANIMAL FOOD	3,500.00
	Funding for this account is utilized for cat litter, dog and cat food for impounded animals. No increase.	
00108040 540401	GASOLINE & DIESEL FUEL	3,000.00
	Fuel for two (2) division vehicles, which in total travel approximately 25,000 miles per year.	
00108040 540403	TIRES	600.00
	Tires for two (2) division vehicles. Amount budgeted is the past cost of approximately \$67 per tire for 8 tires for \$600	
00108040 540509	JANITORIAL SUPPLIES	500.00
	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.	
00108040 540801	COMMODITIES NOT OTHERWISE CLASS	400.00
	Rabies clinic expenses, specialized equipment, water bowls and other unexpected or anticipated expenses.	
00108060 510103	UNCLASSIFIED FULL TIME	49,771.00
00108060 510104	UNCLASSIFIED PART TIME	8,500.00
00108060 510107	OVERTIME	1,200.
	Funding for the staff position to the Harbor Management Commission	
00108060 524001	FICA	4,550.00
00108060 524302	RETIREMENT	6,002.00
00108060 524304	HEALTH INSURANCE	4,600.00
00108060 524305	DENTAL INSURANCE	304.00
00108060 524306	LIFE INSURANCE	160.00
00108060 530103	POSTAGE	850.00

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Proposed

Account Number	Description	
	Harbor Division correspondence and billing. The Harbor Division is expected to send out the following correspondence during FY 10: 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.	
00108060 531005	BOATS & EQUIPMENT MAINTENANCE	2,300.00
	Maintenance and repair of division boat & equipment. Costs associated with maintenance schedule to insure longevity of equipment. For FY 10: 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 five transient moorings and seven speed buoys. Annual training for Division staff including part-time employees. FY 10: Mooring service (5) \$1,350 Speed buoys (7) \$1,200, Miscellaneous services \$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 10: Printing Mooring stickers \$350 Other printing \$100.	
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	4,210.00
	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 FY10: 1052.00 Fuel / Oil per month – four months of operation, Total \$4210.00	
00108060 540406	REPAIR PARTS	300.00
	This account pays for tools, dock repairs and life rings for a total for FY 10 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	0.00
	FY 10 Signs and Markers not required. To be reviewed in FY 11 for potential replacement. No funding requested this fiscal year.	
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	3,274,888.00
	Salaries for all police department employees, excluding Chief of Police and part-time personnel.	
00108120 510102	CLASSIFIED PART TIME	48,198.00

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Account Number	Description	Proposed
	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. Reduced by Town Manager	
00108120 510103	UNCLASSIFIED FULL TIME	90,094.00
	Salary for the Chief of Police	
00108120 510104	UNCLASSIFIED PART TIME	2,000.00
	Wages for part-time Community Service Officers (CSO). 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	308,805.00
	This account pays overtime wages for all employees. The patrol division of the police department has a minimum manning requirement for each shift. 1 st and 3 rd shifts are required to maintain a minimum of four patrol officers and one supervisor at all times. 2 nd 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, events 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	24,000.00
	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	171,542.00
	Holiday wages for police personnel per collective bargaining agreement. FY09 includes a three percent (3%) contractual increase.	
00108120 524001	FICA	299,844.00
	FICA Base: Holiday OT (FICA): Overtime (FICA)	
00108120 524302	RETIREMENT	680,288.00
00108120 524304	HEALTH INSURANCE	662,448.00
00108120 524305	DENTAL INSURANCE	52,086.00
00108120 524306	LIFE INSURANCE	11,064.00
00108120 524307	UNIFORM ALLOWANCE	75,700.00
	Contract required Uniform Allowance for 49 current police officers and 2 current support staff (mechanic and custodians), and the Chief of Police. Police \$1500., other \$350.	
00108120 524401	TUITION & FEES	35,000.00
	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 13 officers indicating their intentions to continue their education. The total number of classes (Undergraduate and Graduate) is approximately 47 at an average cost of \$1,500, plus the costs of text books and fees, for a potential cost of \$70,500., plus the cost of books. Budgeted amount is lowered in an effort to reflect those persons who actually participate in the program.	
00108120 524403	ASSOCIATION DUES	850.00

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Proposed

Account Number	Description	
	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	0.00
	Attendance at professional meetings and conferences by Chief of Police and other administrative staff. (Chief of Police Conference)	
	FY10 Expenses eliminated for this year.	
00108120 524405	TRAVEL AND EXPENSES	1,500.00
	Mileage reimbursement for court appearances, training and other necessary use of personal vehicles – EZ Pass, tolls and parking fees. Mileage rate .485, Wakefield (Court) \$9., Providence (Court) \$13. – computed as a set rate for round trip.	
00108120 524408	TRAINING	10,000.00
	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	6,006.00
	Trash pickup at headquarters. The trash pickup is awarded via a bid contract handled by Public Works.	
	FY10 reflects a 4% increase in disposal costs from previous year.	
00108120 530604	MEDICAL SERVICES	3,000.00
	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

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Proposed

Account Number	Description	
	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 FY10 anticipated costs: WB MASON Toner / Cartridges \$4,500.; Battery Backups \$1,500.; IMC Maintenance Contract \$12,671., Miscellaneous computer supplies \$3500. Hardware support maintenance contracts \$7,500. (Mobile Data Terminals – 13, Laptops – 3); ISI (Security Cameras In/Outside facility); Record management (Support and Maintenance of Old systems), approximately 1,200.	
00108120 530704	OTHER RENTALS	3,000.00
	This account is used to pay for promotional exams for the ranks of Captain, Lieutenant and Sergeant. Additional fees include stenographers and transcripts associated with Internal Affairs investigations. FY10 will include at least one exam – rank of Lieutenant. (McCann Associates)	
00108120 531002	CONSTRUCTION & OPERATING EQUIP	100.00
	Maintenance and repairs for department equipment, vacuum cleaners, etc.	
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 11 cellular telephones phones for detectives and Command 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.; Verizon Cell Phone (329.89. month) \$3958.68.; 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	750.00
	Maintain Pitney Bowes automatic postage machine \$125. 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	7000.00
	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 at a cost of \$9,000.	
00108120 540101	OFFICE SUPPLIES	4,000.00
	General office supplies and materials. Central Supply order o f \$600.; WB Mason office supplies – toner cartridges, pens, pencils, file folders, ink cartridges, typewriter ribbons, and miscellaneous office supplies, minor office furniture products \$3000. Office Equipment and Furniture account eliminated.	
00108120 540102	PRINTED FORMS	2,000.00

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Proposed

Account Number	Description	
	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.	
00108120 540106	PRINTING & DUPLICATING SUPPLIES	1,000.00
	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.	
00108120 540108	BOOKS & PUBLICATIONS	3,000.00
	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.	
00108120 540205	PERSONAL EQUIPMENT-TOWN ISSUE	10,000.00
	This account is used to outfit recruits (new employee) for police academy uniforms, initial issue uniforms, 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, insignias (promotions). This account is also used to pay for any equipment damaged in the line of duty. Replacement of Bullet Proof Vests (contractual agreement), at approximately \$600.	
00108120 540301	PRISONER FOOD	1,000.00
	Food for prisoners being held at headquarters, advance for meals for employees traveling on duty assignments and training assignments.	
00108120 540307	AMMUNITION	8,500.00
	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.	
00108120 540310	MEDICINES & DRUGS	200.00
	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.	
00108120 540312	MEDICAL SUPPLIES	500.00
	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.	
00108120 540401	GASOLINE & DIESEL FUEL	104,000.00
	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. FY08 indicated gasoline usage of 40,763.93 gallons. Calculating at an average price per gallon of 2.55 FY 10 budgeted amount is \$104,000.	

**ZERO BASED BUDGET
POLICE DEPARTMENT**

Account Number	Description	Proposed
00108120 540402	LUBRICANTS 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	1,200.00
00108120 540403	TIRES Regular and snow tires for department fleet, disposal fees. For We will replace annually approximately 94 tires. The price is approximately \$100 per tire – pursuit rated tires.	8,500.00
00108120 540406	REPAIR PARTS Repair and replacement of parts and glass for department vehicles. For this account it is very difficult to specify what the funds will 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.	36,000.00
00108120 540505	SIGNS & MARKERS 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.	1,650.00
00108120 540508	ELECTRICAL SUPPLIES	
00108120 540509	JANITORIAL SUPPLIES Cleaning supplies for headquarters and vehicles, paper towels and toilet tissue, cleaning of cell blankets, small maintenance repairs. The custodian is responsible for the cleanliness of the police station and police vehicles. This account is used to purchase the tools necessary for he./she to complete those tasks. Initial purchases made via Central Supply. Replacement / cleaning prisoner blankets – 600.	3,700.00
00108120 540703	FIREARMS Repairs, as needed, for department firearms and equipment purchase of replacement weapons. Account will reflect repair and maintenance of department TASERS.	1,600.00
00108120 540801	COMMODITIES NOT OTHERWISE CLASS 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.	1,350.00
00108120 550301	OFFICE EQUIPMENT AND FURNITURE Replacement and repair of ageing office furniture including chairs, filing cabinets, desks and other miscellaneous.	0.00
00108120 550401	VEHICULAR EQUIPMENT Three (3) patrol vehicles @ \$21,000 each	63,000.00
TOTAL POLICE		6,299,480.00
	TOWN MANAGER’S REDUCTIONS – ANIMAL	-87.00
	TOWN MANAGER’S REDUCTIONS –	-2,283.00
	HARBORMASTER	
	TOWN MANAGER’S REDUCTIONS – POLICE	-234,792.00
	DEPART	

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: \$750,000 CELP grant from the **National Oceanic and Atmospheric Administration** for open space acquisition, as well as a \$500,000 grant toward farmland acquisition from the Rhode Island Department of Environmental Management's (DEM) Agricultural Land Preservation Commission. The Town also received \$218,920 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. The Planning Department has also completed an analysis of our current fee structure, and adopted a new fee schedule which reflects more of the cost of the Planning Department.

During FY09, the Department completed and adopted the 5-year update to the Comprehensive Plan, as well as receiving State approval of this plan. The department also implemented the necessary zoning ordinance changes recommended in both the Post Road Corridor Plan and the Town's Affordable Housing Plan as well as establishing the State's first Transfer of Development Rights (TDR) ordinance and program. The Town has also completed a wastewater facility plan for establishing a sewer district for the Post Road Corridor which is currently pending approval from the Rhode Island Department of Environmental Management. 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 March 6, 2009, there were 860 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, the Rhode Island Department of Environmental Management’s (DEM) Agricultural Land Preservation Commission and the Town of Exeter purchased the development rights on the 112-acre Bald Hill Nursery property located in Exeter and North Kingstown. The Town also purchased the Plympton property, approximately 11 acres of waterfront property located in Wickford. This property was purchased utilizing the \$750,000 CELP grant. 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 100 acres of land, including some key active farms, throughout the Town through the purchase of development rights.

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.

2009/2010 DEPARTMENT GOALS

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

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Goal 1 –Review current regulations for updates; Goal 2 – Print and Distribute 5-Year update to the Comprehensive Plan; Analyze and identify implementation goals for Comprehensive Plan 5-year update; 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;; 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.

QUARTER	ACTIVITY
SECOND QUARTER (10/1/09 to 12/31/09)	Goal 2 – Review and implement Hazard Mitigation Plan; Goal 3 –Initiate CDBG process; Ordinance review and redrafting; 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; Begin design of infrastructure for 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; Goal 4 – Farmland and Open Space Preservation ongoing; Goal 5 – Receive Growth Center designation and review next steps for Post Road Corridor Plan implementation; Goal 6 – Identify target sites for redevelopment along Post Road. Produce planning and site design recommendations for the identified sites.
FOURTH QUARTER (4/1/09 to 6/30/09)	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.

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Admin Subdivisions		9	10	10	8
Minor Subdivisions/Land Development Projects					
Pre-application		3	3	3	2
Preliminary		3	2	2	2
Final		1	1	1	2
Major Subdivisions/Land Development Projects					
Pre-application		3	2	2	2
Master Plan		2	1	1	2
Preliminary		1	1	1	2
Final		1	1	1	1
Comprehensive Permits					
Pre-application		3	4	4	2
Master Plan		3	3	3	2

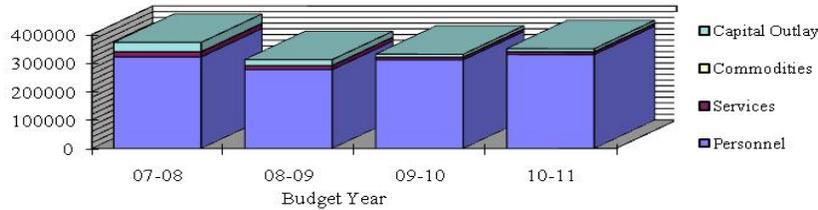
Preliminary	3	3	3	2
Final Plan	0	4	2	3
Comprehensive Plan				
Amendments	0	2	2	2
Zone amendments	1	4	2	3
Development Plan Review	19	12	10	10
ZBR variances	10	12	14	14
ZBR special use	14	15	18	18
ZBR appeals	5	5	3	4
Zoning Modification	0	0	0	0
Zoning certificate	24	0	10	10
Historic District Comm	40	45	36	35

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Director of Planning & Development	1	1	1
Principal Planner	2	1	1
GIS Manager	.20	.20	.20
Principal Planner (50% water)	1	1	1
Clerk II	1	1	1
TOTAL PLANNING	5.2	4.20	4.20

Planning & Economic Development	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 10-11
Personnel	\$321,054	\$272,320	\$276,572	\$310,797	\$34,225	12.37%	\$329,445
Services	\$16,959	\$10,895	\$13,795	\$8,049	(\$5,746)	-41.65%	\$8,290
Commodities	\$1,707	\$1,696	\$1,096	\$1,770	\$674	61.50%	\$1,823
Capital Outlay	<u>\$32,250</u>	<u>\$24,000</u>	<u>\$20,000</u>	<u>\$10,000</u>	<u>(\$10,000)</u>		\$10,300
Total	\$371,970	\$308,911	\$311,463	\$330,616	\$19,153	6.15%	\$349,858

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	\$41,174
00109010 510103 -	UNCLASSIFIED FULL TIME Salary for 2 principal planner and 1 planning director	\$181,323
00109010 510104-	UNCLASSIFIED PART TIME	\$45,000
00109010 524001 -	FICA	\$20,465
00109010 524302 -	RETIREMENT	\$26,833
00109010 524304 -	HEALTH INSURANCE	\$32,516
00109010 524305 -	DENTAL INSURANCE	\$2,830
00109010 524306 -	LIFE INSURANCE	\$673
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.	\$1636
00109010 524404 -	CONFERENCES/MEETINGS To pay for the cost of professional development conferences approx. 10 conferences at \$40 per one day conferences equals \$400 total. \$750 for three planners attending APA regional conference at \$250 per person for the two-day conference.	\$1,150
00109010 524405 -	TRAVEL & EXPENSES The amount requested is based upon a roundtrip to Providence at 44 miles per trip, estimating 2.5 trips per month per employee, 4, multiplied by the mileage rate, \$.505, for the Town multiplied by twelve months.	\$2,667
00109010 530801 -	LEGAL ADS	\$618

**ZERO BASED BUDGET
PLANNING DEPARTMENT**

Account Number	Description	Recommended
	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.	
00109010 530804 -	OTHER ADS	\$297
	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	
00109010 530805 -	REPORTS	\$1,200
	20 copies of Comprehensive Plan @\$50 per copy. 0 copies of facilities report at \$20 per copy.	
00109010 531004	OFFICE EQUIPMENT MAINTENANCE	\$4,900
	Building and permit tracking software, and maintenance agreement for two ArcView software licenses	
00109010 531203 -	SUBSCRIPTIONS	\$384
	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.	
00109010 540101 -	OFFICE SUPPLIES	\$1,440
	Additional memory for printer at \$700 and printer imaging unit for \$740.	
00109010 540108	BOOKS & PUBLICATIONS	\$150
	Purchase of new APA publications	
00109010 550301	OFFICE EQUIPMENT AND FURNITURE	\$13,000
00109010 550801	SPECIAL PROJECTS	
	\$13,000 is being requested for continuation of the study for sewers in the Post Road Corridor and zoning amendments for the same area.	
00109020 510107 -	OVERTIME	\$3,450
	Overtime for secretarial staff for Planning Commission based upon an overtime hourly rate of \$31 multiplied by an estimated 28 meetings, times 4 hours per meeting.	
00109020 524001 -	FICA for Planning Commission secretary	\$275
00109020 530801 -	LEGAL ADS	\$50
	Legal ads for Planning Commission public hearings Expected 2 legal ads at approximately \$25 each.	
00109020 540101 -	OFFICE SUPPLIES	\$100
	Tapes for meetings \$86. Blank CD's for reports, 2 packages @ \$7.96 per package equals \$15.92.	
00109030 510107 -	OVERTIME	\$2,400
	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	185
00109030 531206 -	CONTRACTUAL SERVICES NOT OTHER	\$600

**ZERO BASED BUDGET
PLANNING DEPARTMENT**

Account Number	Description	Recommended
	Town will now begin requiring applicants to pay fees for Stenographer for zoning board meetings at \$300 per meeting Town will keep a reserve for 2 meetings in case of special meetings for the Town requirements.	
00109030 540101 -	OFFICE SUPPLIES Tapes for meetings \$80.	\$80
00109040 510107 -	OVERTIME 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	\$1,800
00109040 524001 -	FICA for Historic District Commission secretary	150
TOTAL PLANNING		387,346
	TOWN MANAGER'S REDUCTIONS	-56,730.00

PUBLIC WORKS

Phil Bergeron, Director

Mission Statement- Maintain and improve town infrastructure, including Town roads, buildings, recreational 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 public services consolidation with schools and other communities. 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 and 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, flood zone determination, 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 tenth 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 (overall solid waste not placed in the Central Landfill) and the highest recycling rate in the state, currently at 34%. 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 one part-time employee 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, Senior Center and the Community Center. This Division also employs college students during the summer that help with seasonal maintenance needs.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Wickford Projects (Main Street) (Goal 1)	Infrastructure	2009
Solid Waste Operations & Landfill Closure (goal 2)	Environment	2009-2011
Storm Water Management Plan (goal 3)	Environmental	On-Going
Public Safety Building Project (PD and FD #1) (goal 4)	Infrastructure/Quality of Life	2009
Senior Center Project (goal 5)	Quality of Life	2009
Allen Harbor Bulkhead/ Calf Pasture Trails (goal 6)	Infrastructure/Quality of Life/Environment	2009-2011
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	2009
Town Mapping & GIS (goal 11)	Vision	On-Going

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	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 & 3); Implementation of Landfill Closure Requirements (goal 2); Subdivision Inspection (goal 9); Main Street Reconstruction Project(goal 1); Senior Center Construction (goal 5); Calf Pasture Point Trail Project (goal 6); Public Safety Complex Project (goal 4); School Projects (goal 7); Golf Course Irrigation Project (goal 10)
SECOND QUARTER (10/1/09 to 12/31/09)	Golf Course Irrigation Project (goal 10); Asset Management CIP Development (goals 8 & 9); Assessor Map Updates (goal 11); Leaf & Yard waste processing (goal 1); Design Development for upcoming year (goals 8 & 9); Snow removal (goal 9); Tree Planting Program (goal 8); Completion of Main Street Project (goal 1), Completion of Senior Center Project (goal 5), Completion of Public Safety Complex Project (goals 4); School Project design (goal 7) ; Allen Harbor

QUARTER	ACTIVITY
THIRD QUARTER (1/1/10 to 3/31/10)	Bulkhead Replacement Project (goal 6) In-house engineering preparation (goal 9); In-house building maintenance (goal 8); Annual Storm Water Permit Plan (goal 3); 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 (4/1/10 to 6/30/10)	Road Striping and pavement markings (goal 9); Street and School Parking lot winter sand removal & catch basin cleaning (goals 9 & 3); Road sign replacement and inspection (goal 9); School Construction Projects (goal 7); Brush cut (9)

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Town road miles	9,11	158.18	158.18	159.0	159.0
Plowed miles	9	160.18	160.18	162.3	162.3
Paved miles	9	156.18	156.18	158.1	158.1
Miles resurfaced	9	2	2	0	2
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	490
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 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</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	1	1
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

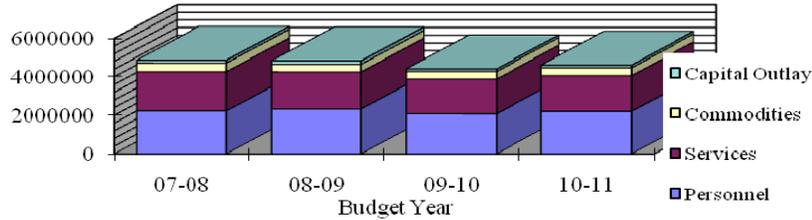
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Equipment Operator I (High)	0	0	0
Town Engineer (35% Water)	.65	.65	.65
Engineer secretary	1	1	1
Engineering inspector	2	2	2
Clerk I (Transfer Station)	1	1	1
Facilities ground foreman	1	1	1
Equipment Operator / Carpenter	1	1	1
Facilities maintenance person	0	0	0
Equipment Operator II B (Fac)	3	3	3
Equipment Operator I (Fac)	0	0	0
Building custodian	1	1	1
Total	32.65	31.65	31.65

<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	1
Summer seasonal (40 hrs per wk)	10	10	9
Total	12	12	10

Public Works

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$2,236,631	\$2,257,008	\$2,336,065	\$2,087,226	(\$248,839)	-10.65%
Services	\$2,033,070	\$1,871,772	\$1,921,975	\$1,798,035	(\$123,940)	-6.45%
Commodities	\$449,731	\$488,809	\$396,900	\$401,400	\$4,500	1.13%
Capital Outlay	<u>\$143,081</u>	<u>\$137,000</u>	<u>\$175,000</u>	<u>\$125,000</u>	<u>(\$50,000)</u>	<u>-28.57%</u>
Total	\$4,862,513	\$4,754,589	\$4,829,940	\$4,411,661	(\$418,279)	-8.66%

PUBLIC WORKS DEPARTMENT
Budget Trends



**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
00110010 510101	CLASSIFIED FULL TIME	35,456.00
00110010 510103	UNCLASSIFIED FULL TIME	144,929.00
00110010 510107	OVERTIME	150.00
	Overtime for office secretary, including recycling, solid waste and earth day events	
00110010 524001	FICA	138,11.00
00110010 524302	RETIREMENT	21,754.00
00110010 524304	HEALTH INSURANCE	30,216.00
00110010 524305	DENTAL INSURANCE	2,2726.00
00110010 524306	LIFE INSURANCE	481.00
00110010 524403	ASSOCIATION DUES	25.00
	Civil Engineering, Public Works Association dues	
00110010 524404	CONFERENCES/MEETINGS	150.00
	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	400.00
	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	500.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	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 (Equipment service contracts, software service and upgrade, contracts, One Mobile phone for inspectors used in field in combination with printer and plotter service is approximately \$150 per year.)	150.00
00110010 540101	OFFICE SUPPLIES (Office supplies for administration: DPW, office sec, Annual cost for fax cartridges, data discs and misc. office supplies is approximately \$200 per year.)	200.00
00110010 540106	PRINTING & DUPLICATING SUPPLIES Office printing with outside print shops and office supplies from State Bid. Annual cost approximately \$200 per year.	200.00
00110010 540108	BOOKS & PUBLICATIONS Publications, code revisions, subscriptions, for all divisions. Construction publications from McGraw Hill and Reed Construction Data. Annual costs for publications for both engineering offices are approximately \$150 per year.)	150.00
TOTAL	PUBLIC WORKS ADMIN	251,648.00
00110020	HIGHWAY	
00110020 510101	CLASSIFIED FULL TIME	717,291.00
00110020 510103	UNCLASSIFIED FULL TIME	68,146.00
00110020 510107	OVERTIME Highway Division overtime as required for snow plowing, festivals, emergency callouts, and construction projects. Average for previous three years is \$55,000. Average Weekend storm with Saturday callout costs approx. \$12,000. Average weekday storm with early 2AM callout costs approx. \$4,000. The majority of this line item is used for winter storms and is therefore dependent upon severity of the winter.)	45,000.00
00110020 524001	FICA	63,528.00
00110020 524302	RETIREMENT	94,724.00
00110020 524304	HEALTH INSURANCE	166,763.00
00110020 524305	DENTAL INSURANCE	17,050.00
00110020 524306	LIFE INSURANCE	2,726.00
00110020 524307	UNIFORM ALLOWANCE Uniform allowance, 15 at \$300 each	5,950.00
00110020 524403	ASSOCIATION DUES Rhode Island Public Works Association dues	50.00
00110020 530203	VEHICLE REGISTRATION 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.	220.00
00110020 530504	LICENSE FEES	575.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	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	3,000.00
	Construction equipment rental as needed, including large chipper, screener, welding tanks, cylinders and milling machine. \$500 anticipated for milling machine, brush cutter and catch basin cleaner. Supplements our existing equipment, needed to meet the State's storm water requirements. Last year's budget exceeded \$11,000 for equipment rental.)	
00110020 531001	MOTOR VEHICLES MAINTENANCE & E	7500.00
	Outside repair or maintenance of town vehicles, equip; body work, fire extinguishers, glass, inspection stickers, and seating and other specialty vehicle repairs. \$11,100 is avg. spent over last three fiscal years. The cost for specialty repairs is increasing as an average age of most of our equipment increases.)	
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 \$1,500 chain saws, rakes and hand equipment is \$1500.)	
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 servicing cost of radios has averaged about \$2,500 per year. New wide band regulation changes will require adjustments to all radios. One replacement radio is approximately \$350.)	
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 when necessary.	
00110020 531111	OVERLAYING SERVICES	150,000.00
	Collector road program completed in 2001; Paving of secondary and subdivision roads began in 2002. An independent pavement management survey, completed in 2003, has established a road priority list. \$5000,000 annual road paving budget needed to maintain a (15/20)-year life cycle maintenance program including a crack sealing program. There are still many roads rated as "poor". \$50,000 was moved from DPW sidewalk maintenance, to bring this line item to a more appropriate funding level.)	
00110020 531202	SNOW PLOWING	30,000.00
	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 per contractor.)	
00110020 531206	CONTRACTUAL SERVICES NOT OTHER	80,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	(Contracted construction services for maintenance of Town infrastructure, including sidewalks, dams, drainage and other misc. repairs. This fund has been primarily used for sidewalk improvements. \$50,000 from this fund was moved to DPW Road Overlay to more appropriately fund that program.)	
00110020 531208	LINE PAINTING	25,000.00
	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.	
00110020 540101	OFFICE SUPPLIES	350.00
	Office supplies highway division, and includes support and upgrades to fleet maintenance program. Printer ribbons, printer supplies, office supplies are estimated to cost \$350.)	
00110020 540202	SAFETY EQUIPMENT	1,000.00
	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.	
00110020 540301	FOOD	100.00
	Food purchased for storm events	
00110020 540306	ROAD SALT	95,000.00
	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 previous three years is \$84,000. The price of salt increased this year from \$49 to \$86 per ton.)	
00110020 540401	GASOLINE & DIESEL FUEL	44,000.00
	Fuel for Highway, Administration and Engineering. Also includes fuel for winter storm operations. Diesel prices were \$4.44 per gallon in July and \$2.45 per gallon in November. Gasoline prices ranged from a high of \$3.84 in July to a low of \$1.84 in November. The severity of the winter has the most significant affect on this line item.)	
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 the previous three years was \$8,700.)	
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 previous three years is \$79,000.)	
00110020 540407	PAINT & EMBLEMS	150.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	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	37,000.00
	The majority of this line item is spent on winter sand. The remainder is spent on process gravel, stone, topsoil and riprap. Average annual cost for previous three years is \$47,000.)	
00110020 540504	ASPHALT PRODUCTS	25,000.00
	Bituminous concrete asphalt, winter cold patch, tack coat, and misc. asphalt products. Average product used for previous three years is \$24,000.)	
00110020 540505	SIGNS & MARKERS	7,000.00
	Street and traffic sign material for all divisions. Includes regulatory, warning and street signs. Average budget for previous three years was \$10,900. Town wide replacement program over the past three years has escalated the cost of this program.)	
00110020 540506	SEEDS & PLANTS	400.00
	Seed and plantings for Town right-of-way maintenance; road overlay projects, snowplow damage, drainage erosion. Average annual cost for previous three years was \$640.)	
00110020 540601	CONSTRUCTION MATR & SUP.	1,500.00
	Construction material for misc. Highway projects; lumber, forms, hardware, and retaining walls. Average annual cost for previous three years was \$1,560.)	
00110020 540701	HAND TOOLS	2,000.00
	New and replacement hand tools; drills, ratchets, mechanic shop tools. Average annual cost for previous three years is \$2,261.)	
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
	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 10 is a large dump to replace a 1992 Ford dump truck (#83) with snowplow package. The Town is also seeking grant money to purchase a vacuum truck to clean catch basins. The match for this purchase is \$30,000. This would supplement our aging "clam shell" style catch basin cleaner and help with State storm water maintenance mandates.)	
Total Highway		1,962,123.00
00110030 510109	SPECIAL EMPLOYEE	5,000.00
	Tree warden at \$30/hr – 3.5 hours per week. More services are required to keep up with demand of this position.	
00110030 524001	FICA	383.00
00110030 531206	CONTRACT SERVICES N/OTH CLASS	10,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Proposed

Account Number	Description	
	(Contract service for roadside tree cutting and Town tree maintenance. DPW administers a Tree Permit, to track and prioritize tree removals and resident requests for tree maintenance. Town Ordinance and recommendations in order to meet the requirements of the Town's Tree Ordinance and the recommendations from the Conservation Commission and previously completed tree surveys, additional funds will be required for proper pruning and tree maintenance. It is estimated that an annual tree maintenance program will cost in excess of \$25,000. Our current program does not prune or remove stumps, but only removes damaged or diseased trees or tree limbs.	
TOTAL TREES		15,383.00
00110040 530608	LAB & TESTING	7,000.00
	DEM monitoring and testing at the Hamilton-Allenton and Oak Hill (Ryan Park) Landfill sites. SIWP (site investigation work plans) were previously approved by DEM and defined additional site testing. That testing is on going and will be used to define required landfill closure measures. Anticipated closure requirements will include methane extraction, wetland and stream diversion, selective cover replacement, and long-term water quality assurances. This line item covers ground water, soil gas and landfill cover testing and analysis for both landfills. An average annual cost for previous three years is \$7,100. This will increase with the new closure testing requirements.)	
00110040 531206	CONTRACTUAL SERVICES NOT OTHER	15,000.00
	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. Anticipated closure requirements include methane gas extraction, wetland and stream relocation, and cover replacement. Construction of final closure 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. Estimated closure is expected to exceed \$1 million.)	
TOTAL	SOLID WASTE LANDFILL	22,000.00
00110050 510101	CLASSIFIED FULL TIME	38,628.00
00110050 510103	UNCLASSIFIED FULL TIME	157,551.00
00110050 524001	FICA	15,008.00
00110050 524302	RETIREMENT	23,659.00
00110050 524304	HEALTH INSURANCE	38783.00
00110050 524305	DENTAL INSURANCE	3512.00
00110050 524306	LIFE INSURANCE	545.00
00110050 524307	UNIFORM ALLOWANCE	700.00
	Uniform allowance, 2 at \$300 each	
00110050 524401	TUITION & FEES	500.00
	Classes for AutoCAD, Arcview, misc. computer classes. Classes average \$200 each)	
00110050 530501	LICENSE FEES	100.00
	ISDS repair license; (Town Engineer PE under Admin.)	
00110050 530602	CONSULTING SERVICES	103,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	Consultant fees for road, drainage and facility projects. Upcoming and ongoing projects include Main St., Landfill closure projects, Senior Center, Police/Sta 1, Misc. Dam projects, Facilities mechanical, fire code, roofs and ADA. Project fees expected to exceed amount funded, for upcoming years due to number of on-going capital projects. Additional funds needed to cover these costs will be transferred from Town 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 as relates to Town projects.	
00110050 531004	OFFICE EQUIPMENT MAINTENANCE	2,000.00
	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	200.00
	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	1,000.00
	AutoCAD upgrades, GIS software, survey levels, COGO software, additional software licenses, field survey equipment, pavement management software, soil and material testing equipment.	
00110050 550301	Office Equipment	00
TOTAL	ENGINEERING	388,686.00
00110060 510101	CLASSIFIED FULL TIME	100,161.00
	Funding represents 2 full-time positions at the Transfer Station, 1 Transfer Station Foreman and one clerical position.	
00110060 510107	OVERTIME	20,000.00
	Overtime for weekend coverage at Transfer Station and to supplement in-house hauling to Central Landfill. Average cost for previous three years is \$24,900. Additional OT needed in summer to assist with volume and to spot-check for compliance. This line item increased following the elimination of one TS clerical position three years ago.	
00110060 524001	FICA	9,192.00
00110060 524302	RETIREMENT	12,080.00
00110060 524304	HEALTH INSURANCE	26,181.00
00110060 524305	DENTAL INSURANCE	2,725.00
00110060 524306	LIFE INSURANCE	361.00
00110060 524307	UNIFORM ALLOWANCE	350.00
	Uniform allowance 1 @ 300 each	
00110060 530203	VEHICLE REGISTRATION	40.00
	Vehicle registration for Transfer Station Equipment	
00110060 530305	SOLID WASTE	268,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	(Budget projects over 8400 tons of municipal solid waste transported to the Central Landfill at an estimated \$32 per ton tipping fee for FY10. Transportation and disposal costs for materials collected at the Town's Transfer Station are covered by tag and scale charges. Costs for solid waste collected curbside by private haulers are covered by annual charges to those companies. 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	665,000.00
	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 original contract. Contract year 4 runs from 12/08 to 12/09 for \$663,104.)	
00110060 530801	LEGAL ADS	500.00
	Annual ad describing program changes changes to fee schedule and holiday schedule. Anticipated cost for FY 10 is \$500.	
00110060 531002	CONSTRUCTION & OPERATING EQUIP	8,000.00
	Building repair; overhead doors, fire code and elec., equipment repair and maintenance (roll-offs) construction site maintenance (paving, gravel, fencing), the majority of this line item is used to cover the cost of tub grinding the leaves, several times per year. This cost is expected to exceed \$7,500 next year. The tub grinding operation is critical to the compost process and our ability to move the product back to the consumer.)	
00110060 531206	CONTRACTUAL SERVICES NOT OTHER	160,000.00
00110060 540101	OFFICE SUPPLIES	250.00
	General office supplies. Printing and receipt paper approx. \$200. Other misc. office supplies over \$50.)	
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.)	
00110060 540402	LUBRICANTS	350.00
	Oil, grease, anti freeze for loader and TS Equip.)	
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. Majority of repairs required for facility loader. This heavy piece of equipment is approximately 10 years old and maintenance costs are increasing each year.)	
00110060 540509	JANITORIAL SUPPLIES	50.00
	Office and restroom cleaning supplies	

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
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
TOTAL	SOLID WASTE	1,293,690.00
00110070 510101	CLASSIFIED FULL TIME	253943.00
00110070 510102	CLASSIFIED PART TIME	28,766.00
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.	35000.00
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. Average overtime cost for previous three years is approximately \$32,00.)	27,000.00
00110070 524001	FICA	26370.00
00110070 524302	RETIREMENT	34,095.00
00110070 524304	HEALTH INSURANCE	48,603.00
00110070 524305	DENTAL INSURANCE	5,210.00
00110070 524306	LIFE INSURANCE	962.00
00110070 524307	UNIFORM ALLOWANCE Uniform allowance, 6 @ \$300 each	2,100.00
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 \$14,500.)	14,500.00
00110070 530504	LICENSE FEES Licensing for CDL, hoisting, insect and rodent control anticipated to be approximately \$300 for FY 10	300.00
00110070 530610	OUTSIDE CLEANING SERVICES Outside contract cleaning of public restrooms; Wilson Park, McGinn Park, Sig Rock, Ryan Park, Oak hill, Transfer Station, new public works garage and Town Hall Annex. Contract was re-bid in the summer of 2008 and a TC award to two companies at a cost of \$29,000. Contract costs next year are expected to increase with the addition of a three new Town Facilities and the elimination of one part time custodian at the Annex	50,000.00
00110070 530704	OTHER RENTALS Misc equipment rental for facility maintenance division include portable restrooms for Town Wharf, McGinn, Wilson. Annual rental of portable toilets is approximately \$1,600.)	1,600.00
00110070 531002	CONSTRUCTION & OPERATING EQUIP Misc. construction equipment rental for projects requiring specialty equipment.	1,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
00110070 531101	TOWN CAPITAL RESERVE APPROPRIA (Town Facilities Improvement/Maintenance Projects: Public Safety Building Project, Wickford Elementary School (Town Maintained) which must be stabilized and brought up to code at a cost of approximately \$1 million. Town Hall Boiler and Fire Code Wickford Projects-Main Street and West Main Street Little Red School House Boiler. Landfills-Construction activities required for final closure Misc. Dam Repairs-Improvements to dams and spillways Landfills-Construction activities req. for final closure.)	275,000.00
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. The average annual cost for these repairs over the past three years was \$24,600. With the improvements to the Police station and upgrades to the Town's boilers, are annual maintenance cost are expected to decrease.)	15,500.00
00110070 531105	STRUCTURAL SYSTEMS MAINTENANCE This item covers small building and structural projects. Many projects are unforeseen maintenance or code upgrades. Projects include Fire Marshall code compliance and radio boxes, overhead door repairs, roofs, radio systems upgrades, septic system repairs, electrical/mechanical upgrades, dock repairs, backflow preventer program, chimney repairs and other unanticipated facility needs. An average annual cost for these projects over the past three years is \$23,400.)	25,000.00
00110070 531106	LANDSCAPING MAINTENANCE Landscaping materials and supplies; mulch, wood chips.	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. Funding is not sufficient to pump ISDS at all buildings 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. Annual fire alarm contract is \$10,100. This item remains insufficient to fund all the fire code requirements. Fire Alarm Boxes expected to cost approximately \$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

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
00110070 540304	FERTILIZERS (Fertilizers for landscaping at Town facilities, parks and athletic fields. Average cost for last three years has been \$4,200. Costs continue to increase as Town assumes responsibility for more parks and fields.)	4,000.00
00110070 540305	PEST CONTROL CHEMICALS (Pest control chemicals for in-house insect and rodent control. This item includes rat baiting along sea walls and mosquito abatement.)	100.00
00110070 540401	GASOLINE & DIESEL FUEL (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.)	13,000.00
00110070 540402	LUBRICANTS For Facilities light equipment, tractors and mowers	500.00
00110070 540403	TIRES For Facilities light equipment, tractors and mowers	1,000.00
00110070 540404	BATTERIES For Facilities light equipment, tractors and mowers	50.00
00110070 540406	REPAIR PARTS Repair parts and maintenance for Facilities light equipment, tractors and mowers; All fleet vehicle repairs covered under Highway repair parts.	9,000.00
00110070 540501	BUILDING REPAIR MATERIALS Materials used in the routine in-house maintenance and emergency repairs to Town facilities Materials cost only for lumber door, windows, concrete, paint, roofing, preservatives, sheathing, tiling. An average cost for the last three years is \$19,900. This should decrease with completion of upcoming capital improvement projects.)	13,000.00
00110070 540502	SOIL SAND & GRAVEL Materials used in playgrounds, parks and athletic fields; sand, gravel, stone, loam, special field mixes.	2,500.00
00110070 540506	SEEDS & PLANTS Plantings and other materials for landscaping facilities, buildings, playgrounds, parks and ball fields	3,000.00
00110070 540507	PLUMBING SUPPLIES Supplies for in-house plumbing maintenance and repairs	1,750.00
00110070 540508	ELECTRICAL SUPPLIES Supplies for in-house electrical maintenance and repairs	4,000.00
00110070 540509	JANITORIAL SUPPLIES Janitorial supplies for all divisions. An average custodial expense for previous three years is \$13,600.	12,000.00
00110070 540511	HVAC SUPPLIES Supplies for in-house HVAC maintenance and repairs	500.00
00110070 540701	HAND TOOLS New and replacement hand tools for carpenter and field maintenance	500.00
00110070 540702	POWER TOOLS New and replacement power tools for carpenter and facilities maintenance	1,000.00
00110070 540801	COMMODITIES NOT OTHERWISE CLAS	5,000.00

**ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT**

Account Number	Description	Proposed
	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 \$5,300.	
00110070 550501	CAPITAL OUTLAY New and replacement equipment: see 5-Year Equipment Replacement List. Proposed equipment purchase in FY 10 to replace a 1971 turf tractor with bucket.)	35,000.00
TOTAL PUBLIC WORKS		979,299.00
GRAND TOTAL		4,912,829.00
	Town Manager's Reductions	-418,79.00

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 2009 Adopted	FY 2010 Proposed	\$ Increase	% Increase
USS Saratoga Museum Foundation	1,250.00	1,250.00	0	0.00%
Washington County Regional Planning Council	6,000.00	3,000.00	-3,000	-50.00%
South County Community Action	7,628.00	7,628.00	0	0.00%
Phoenix House (Sympatico)	1,430.00	0.00	-1,430	-100.00%
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	0.00	-2,000	-100.00%
VNS Homecare	17,500.00	17,500.00	0	0.00%
Samaritans	250.00	0.00	-250	-100.00%
Seniors Helping Others	275.00	0.00	-275	-100.00%
Thundermist Health Center of South County	2,500.00	2,500.00	0	0.00%
Washington County Adult Learning	750.00	0.00	-750	-100.00%
Art Festival	0.00	0.00	0	#DIV/0!
Arts Council	19,447.00	19,447.00	0	0.00%
Veterans & Memorial Parade	1,000.00	0.00	-1,000	-100.00%
Donation to Animal Shelter	0.00	0.00	0	0.00%
Totals	89,254.00	80,549.00	-8,705	-9.75%

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.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue to provide emergency assistance to North Kingstown Residents in crisis situations (Goals 1, 2, 5)	Vision Quality of Life	Ongoing through FY2010
Educate community on resources/programs provided by local social service agencies to those in need (Goals 1,2 5)	Vision Quality of Life	Ongoing throughFY2010
Determine all possible financial resources available (Goals 2,5)	Quality of Life Fiscal	Ongoing through FY 2010
Continue staff development, training and collaboration with other human service providers (Goals 1,2)	Vision Quality of Life	Ongoing through FY2010

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	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 (10/1/09 to 12/31/09)	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 (1/1/10 to 3/31/10)	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 (4/1/10 to 6/30/10)	Budget Preparation (Goal 1,2, 5); Monthly Meetings (Directors and Dept. of Human Services and Salvation Army (Goals 1,2,5);

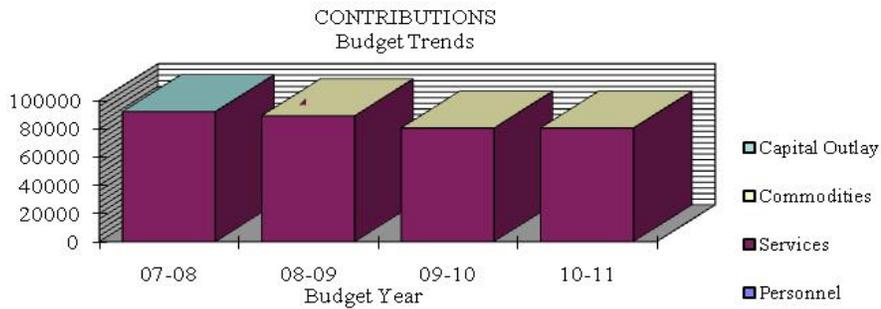
PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Electric Shutoff	Goals 1,2,5	5	27	10	10
Electric – Amount	Goals 1,2,5	\$1,055	\$5,200	\$3,500	\$3,500
Heat Cases	Goals 1,2,5	19	30	35	35
Heat – Amount	Goals 1,2,5	\$3,648	\$4,000	\$3,500	\$3,500
Rent Cases	Goals 1,2,5	17	10	20	20
Rent – Amount	Goals 1,2,5	\$3,042	\$1,800	\$2,900	\$2,900
Medical Cases	Goals 1,2,5	1	5	2	2
Medical– Amount	Goals 1,2,5	\$28	\$600	\$100	\$100

PERSONNEL LIST

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Director of Public Welfare	0	0	0
Total	0	0	0

Contributions	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 10-11
Personnel	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Services	92,189	89,225	89,254	80,549	(\$8,705)	-9.75%	\$80,549
Commodities	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
Total	\$92,189	\$89,225	\$89,254	\$80,549	(\$8,705)	-9.75%	\$80,549



**ZERO BASED BUDGET
CONTRIBUTIONS**

Account Number	Description	Requested
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	2,000.00
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	2,500.00
00113010 530942 -	WASHINGTON COUNTY ADULT LEARN	4,849.00
00113010 530943 -	WASHINGTON COUNTY REG PLANNIN	6,000.00
00113010 530944 -	ART FESTIVAL	-
00113010 530945 -	ARTS COUNCIL	19,447.00
	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 = 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 = 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	8,000.00
	Wash Cty Coalition Children \$1000 Wildlife Rehabilitators Assoc \$3000 Wash County Comm Develop - \$4000	
TOTAL CONTRIBUTIONS		110,787.00
TOWN MANAGER'S REDUCTIONS		-30,238.00

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 2007-2008 1,932 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. The new senior center, new Bandshell, and other beach improvements, including a walking path will be complete in 2009-2010.

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.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue efforts to build new senior center and improvements to the beach campus (Goal 1)	Infrastructure	2009-2010
Promote the well-being and independence of North Kingstown's Adult community over 55 years. (Goal 2)	Quality of Life	2009-2010
Provide programs and services to meet present and future needs (Goal 3)	Vision	2009-2010
Provide for the changing needs of the Older Adult Community (Goal 4)	Quality of Life	2009-2010
Promote the senior center as a community asset (Goal 5)	Quality of Life	2009-2010
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	2009-2010
Provide opportunities for older adults and youth to interact in meaningful activities (Goal 7)	Quality of Life	2009-2010

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Work with Town officials and NKSA Board on issues related to the new senior center and beach enhancements (Goal 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

QUARTER	ACTIVITY
SECOND QUARTER (10/1/09 to 12/31/09)	(Goals 2-7) and new senior center grand opening. 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 (Goals 1-7); Intergenerational Programs begin (Goals 3,5,7); Quarterly Statistics DEA/Town (Goal 2-7).
THIRD QUARTER (1/1/10 to 3/31/10)	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 and Information Fair (Goals 2-6). Organize annual fundraiser beginning in March (Goals 2-6); Work on Volunteer Recognition for April (Goals 2-7)
FOURTH QUARTER (4/1/10 to 6/30/10)	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 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Total # of Calls	2,3,4,5,6	7,675	8,200	7,800	9,200
Bank, Library, Post Office	2,3,4,5,6	504	470	515	520
Doctors/ Medications	2,3,4,5,6	270	185	275	280
Shopping	2,3,4,5,6	1,027	1,200	1,100	1,125
To Center	2,3,4,5,6	2,492	2,500	2,500	2,500
Unduplicated Riders	2,3,4,5,6	200	190	205	210
Social Services:	2,3,4,5,6				
Individuals-Seniors	2,3,4,5,6	514	530	530	535
Individuals-Human Svc	2,3,4,5,6	50	50	75	75
Service Units*	2,3,4,5,6	1,636	4,725	1,700	1,800
Holiday Giving	2,3,4,5,6	873		875	880
Meals on Wheels # meals delivered	2,3,4,5,6	6,980	10,700	7,000	7,150
Meals on Wheels by individual	2,3,4,5,6	71	85	75	77
Meal Site # Meals Served	2,3,4,5,6	8,728	10,650	10,000	10,200
Meal Site by Individuals	2,3,4,5,6	341	475	345	400
By Individual- Programming	2-7	1,608	1,900	1,650	1,900
Service Units	2-7	20,787	17,775	20,250	22,000
Individual Unduplicated	2-7	1,932	2,250	2,000	2,250

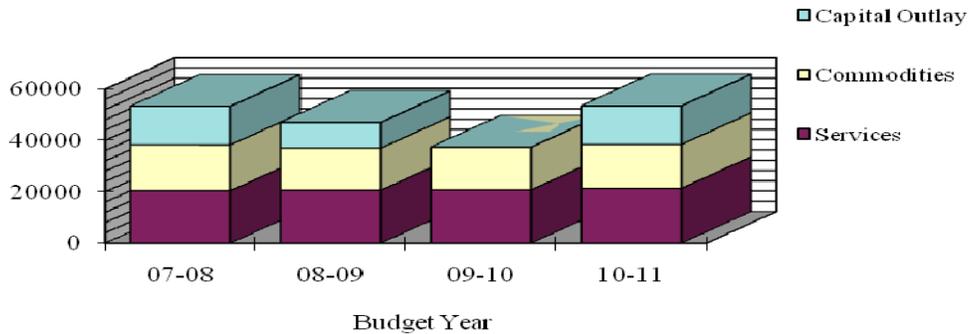
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Director of Senior & Human Services	1	1	1
Secretary	1	1	1
Assistant Director	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	3

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Coordinator Social Services 25 hrs	1	1	1
Meal Site Manager 19.5 hrs	1	1	1
Social Services Specialist 25 hrs	1	1	1
Bus Driver (2) 17.5 hrs (1) 19.5	3	3	3
Kitchen Supervisor 19.5	<u>1</u>	<u>1</u>	<u>1</u>
Total	7	7	7

Senior & Human Services	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next
Personnel	\$294,858	\$316,559	\$317,435	\$330,766	\$13,331	4.20%
Services	\$20,458	\$20,837	\$20,651	\$20,791	\$140	0.68%
Commodities	\$17,874	\$15,563	\$16,380	\$16,600	\$220	1.34%
Capital Outlay	<u>\$15,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$0</u>	<u>(\$10,000)</u>	-100.00%
Total	\$348,190	\$362,959	\$364,466	\$368,157	\$3,691	1.01%

SENIOR SERVICES
Budget Trends



**ZERO BASED BUDGET
SENIOR SERVICES DEPARTMENT**

Account Number	Description	Proposed
00113050 510101	CLASSIFIED FULL TIME	\$35,456
00113050 510102	CLASSIFIED PART TIME - Six Part-Time Personnel	\$77,327
00113050 510103	UNCLASSIFIED FULL TIME	\$115,515
00113050 510104	UNCLASSIFIED PART TIME	\$21,688
	This line item covers proposed 18.5 hours per week (of 25 hour position) for Social Service Coordinator. Town 18.5 hours, balance of 6.5 hours for this position would be paid from DEA grant; Sub Bus Drivers 40 hours/year=\$402.. seasonal temp staff for Holiday Giving =\$1,728 for assistance for 12 weeks. 5 hours/week dishwasher @\$7.40/hr =\$965.70=\$21,687.38	
00113050 510107	OVERTIME	
00113050 524001	FICA	\$19,047
00113050 524302	RETIREMENT	\$20,774
00113050 524304	HEALTH INSURANCE	\$39,595
00113050 524305	DENTAL INSURANCE	\$3,585
00113050 524306	LIFE INSURANCE	481
00113050 524403	ASSOCIATION DUES	\$310
	RI Directors Association \$ 25.00 NCOA Membership at \$ 145.00 Chamber of Commerce membership \$ 140.00	
00113050 524404	CONFERENCES/MEETINGS	
00113050 530203	VEHICLE REGISTRATION	
	This account is used for registration fee for buses.	
00113050 530405	TRAVEL & EXPENSES	\$2,530
	Covers staff mileage for the following: Home Visits for Social Services - 1,177 miles annually; Out of Town Meetings, Trainings -948 miles annually; Support Staff, Off-Site Programs, Post Office. -2,195 miles.	
00113050 530604	MEDICAL SERVICES	
	Replacement personnel physicals	75.00
00113050 531001	MOTOR VEHICLES MAINTENANCE & E	\$3,500
	Routine maintenance -\$900 (oil change/lube/filters) Balance is for non-routine repairs/parts \$2,600.	
00113050 531203	SUBSCRIPTIONS	\$186
	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	\$4,500
	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 = \$832.00 Cox Internet for Seniors \$69 x 12 months= \$828 Verizon cell phones for bus drivers 100 x 12= \$1,200. Piano Tuning = \$115	
00113050 531211	PUBLIC ASSISTANCE	\$10,000
	Emergency assistance for those who do not qualify for state programs.	
00113050 540101	OFFICE SUPPLIES	\$3,500
	Supplies- paper and letterhead - \$2,000 \$1,000.00 WB Mason: Printer and Fax Ink, Paper ;Brochures \$500	
00113050 540310	MEDICINES & DRUGS	\$100
00113050 540401	GASOLINE & DIESEL FUEL	\$8,200

**ZERO BASED BUDGET
SENIOR SERVICES DEPARTMENT**

Account Number	Description	Proposed
	First four months of FY 2008-2009 average was \$715/month	
00113050 540403	TIRES	\$1,500
00113050 540801	COMMODITIES NOT OTHERWISE CLAS	\$3,800
	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 \$ 1,600.00 purchase picnic supplies and meal site supplies Program Supplies & Special Events \$700 Atrion Annual Firewall Expense \$500.00 Flags \$100	
00113050 550701	OTHER CAPITAL OUTLAY	0
	This line item sets aside \$15,000 annually for purchase of replacement vehicle .	
TOTAL SENIOR CITIZENS		371,169.00
TOWN MANAGER'S REDUCTIONS		-3,012.00

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.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
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 2009-10
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 2009-10
Develop an interdepartmental electronic permit review process in order to expedite the permitting process; (Goal 5)	Organizational Development	FY 2009-10
Expand upon ability to electronically track scheduled inspections, completed inspections and violation; (Goal 6)	Organizational Development	FY 2009-10

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	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)
SECOND QUARTER (10/1/09 to 12/31/09)	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)
THIRD QUARTER (1/1/10 to 3/31/10)	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 (4/1/10 to 6/30/10)	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 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Const. Value: New Residential Additions/alterations, Residential			\$8,000,000		
Const. Value All Residential:			\$23,800,000		
Const. Value: New Non-Residential Additions/alterations, Non-Residential			\$9,700,000		
Const. Value All Non-Residential			\$5,300,000		
Total Const. Value, Residential & Non-Residential		\$55,798,111	\$38,800,000	\$46,389,245	\$37,111,396
Permits Issued: Building		857	1599	830	850
Electrical		662	826	604	625
Plumbing		245	287	261	250
Mechanical		511	530	515	580
Demolition		10	16	12	15
Total # Permits Issued		2285	3258	2222	2320

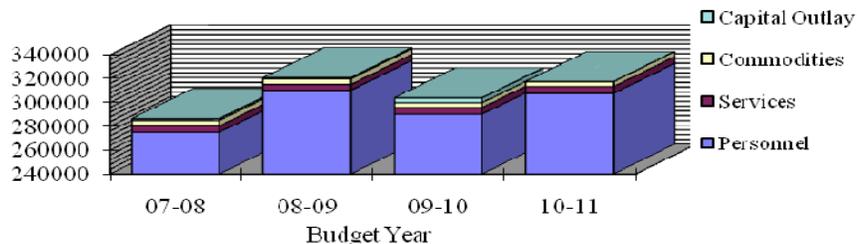
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Building Official	1	1	1
Assistant Building Official	1	1	1
Office Supervisor	1	1	1
Clerical Assistant	<u>0</u>	<u>0</u>	<u>0</u>
Total	3	3	3

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Clerical Assistant (Pt+21Hrs 52 Weeks)	2	2	2
Contracted Inspectors	<u>4</u>	<u>3</u>	<u>3</u>
Total	6	5	5

Code Enforcement

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$275,163	\$279,062	\$310,339	\$290,387	(\$19,952)	-6.43%
Services	\$5,241	\$4,954	\$4,954	\$5,500	\$546	11.02%
Commodities	\$4,731	\$5,395	\$4,725	\$4,100	(\$625)	-13.23%
Capital Outlay	<u>\$1,377</u>	<u>\$900</u>	<u>\$900</u>	<u>\$4,000</u>	<u>\$3,100</u>	<u>344.44%</u>
Total	\$286,512	\$290,311	\$320,918	\$303,987	(\$16,931)	-5.28%

CODE ENFORCEMENT
Budget Trends



**ZERO BASED BUDGET
CODE ENFORCEMENT DEPARTMENT**

Account Number	Description	Requested
00115010 510101 -	CLASSIFIED FULL TIME	86221.00
00115010 510102 -	CLASSIFIED PART TIME	34341.00
00115010 510103 -	UNCLASSIFIED FULL TIME	67284.00
00115010 510107 -	OVERTIME	1000.00
	Funds to cover the cost of emergency call backs and board meetings for the Building Inspector	
00115010 510109 -	SPECIAL EMPLOYEE	54000.00
	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	18578.00
00115010 524302 -	RETIREMENT	22655.00
00115010 524304 -	HEALTH INSURANCE	24131.00
00115010 524305 -	DENTAL INSURANCE	2301.00
00115010 524306 -	LIFE INSURANCE	481.00
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	3500.00
	ICC Code Hearings & Annual Conference \$1500.00,New England Building Officials Seminar \$1000.00 each.	
00115010 524405 -	TRAVEL & EXPENSES	500.00
	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	5000.00
	This line is necessary to cover the annual charges for 2 cellular phones @\$1000.00 and \$4000.00 for the new Full Circle software support.	
00115010 540101 -	OFFICE SUPPLIES	1300.00
	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	700.00
	This account is necessary to cover all printed forms, building permit application, C/O & Building permit cards and business cards.	
00115010540108-	BOOKS & PUBLICATIONS	500.00

**ZERO BASED BUDGET
CODE ENFORCEMENT DEPARTMENT**

Account Number	Description	Requested
	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	
00115010 540401 -	GASOLINE & DIESEL FUEL	1500.00
	Funds are necessary to cover the cost of gas for two vehicles for inspections.	
00115010 540403 -	TIRES	0.00
00115010550301-	OFFICE EQUIPMENT & FURNITURE	6000.00
	Funds necessary to cover the cost of portable laptops to utilize the internet based software that is being used.	
00115020 510107 -	OVERTIME	383.00
	Bldg Code Bd of Appeals	
00115020 524001 -	FICA	29.00
	Bldg Code Bd of Appeals	
TOTAL CODE ENFORCEMENT		\$331,154.00
TOWN MANAGER'S REDUCTIONS		-27,167.00

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 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.

2009/2010 DEPARTMENT GOALS

Goals	Vision reference	Timeframe
Maintain quality of life by providing excellent recreational opportunities for our North Kingstown Residents. Goal 1	Vision	7/1/9-6/30/10
Arts Council continue to provide quality Arts Programming. Goal 2	Quality of Life	Ongoing
Operate and Maintain Allen Harbor Marina Facilities. Goal 3	Infrastructure	7/1/9-6/30/10
Continue improvements at Calf Pasture Point Goal 4	Infrastructure	7/1/9-6/30/10
Insure that the Golf Course is in excellent playing condition and provide a pleasant atmosphere. Goal 5	Quality of Life	Ongoing
Make sure that the reconstruction of the retaining wall at Allen Harbor does not inhibit the activity of our tenants. Goal 6	Infrastructure	10/1-12/31/9
Pursue opening an existing well to remove the Golf Course from the Narrow River Aquifer and to have an independent source. Goal 7	Infrastructure	7/1/9-6/30/10
Upgrade Fleet of Golf Carts. Goal 8	Infrastructure	Ongoing
Use Preventative Maintenance System for GC Operation Goal 9	Infrastructure	Ongoing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Goals 1, 3, 4...Allen Harbor...Continue to implement Allen Harbor Master Plan. Continue Calf Pasture Point Improvements. Review Rates for 2010 season. Update waiting lists. Goals 5, 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 2010.
SECOND QUARTER (10/1/09 to 12/31/09)	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 bill to the Art Association. Goals 3, 4...Allen Harbor...Winterize Equipment. Inspect 1/3 Moorings and install winter mooring markers. Obtain Town Council approval of rates for the 2010 season. Send Winter Contracts to our Tenants and prepare and mail 2009 Tenant Contracts. Goals 5, 7, 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 the winter overhaul in accordance with the Preventative Maintenance System. Obtain Town Council approval for the 2010 season rates. End of season sale in Pro Shop.
THIRD QUARTER (1/1/10 to 3/31/10)	Goals 1, 2...Arts Council...Tube Christmas, Fall Arts Program, Market Fain. Goal 3...Allen Harbor...Fill vacancies from waiting lists for the Summer Season, post Tenant Payments for slips and moorings, supervise Winter Tenants, continue

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/10 to 6/30/10)	<p>with Master Plan implementation. Advertise the seasonal positions.</p> <p>Goals 5, 8, 9...Golf Course...Repair and service all Golf Course Equipment; prepare and mail league and outing contracts. Advertise for seasonal positions and fill as needed, complete overhaul of Golf Carts and the 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 manual policy. 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.</p> <p>Goals 5, 9...Golf Course...Activate irrigation system, apply spring chemicals and fertilizers, aerate greens, tees and fairways, top dress greens, begin outing and league schedules. Continue to book outings. Continue tree pruning and removal.</p> <p>Goals 1, 2...Arts Council...Sunday Musicales and RI Voices at the Library, TUBAphonia, Strawberry Festival at Smith's Castle. Kick off Tuesday and Thursday Concert Season. Prepare for Art Festival/</p>

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Moorings	3	82	82	82	82
Slips	3	116	120	116	116
Ramp – Daily	3	900	900	900	900
Ramp - Annual	3	120	120	120	120
Gals. Sewage	3	6000	6000	6000	6000
Season pass	5	94	105	95	100
Pass holder rounds	5	6275	5900	6000	6200
Outings	5	88	90	90	92
Leagues	5	31	31	32	32
Pro shop sales	5	55000	53000	50000	48000
Golf carts replaced	8	25	25	0	25

PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Leisure Activities Director	0	0	0
Recreation Director	.50	.50	.50
Custodian	1	1	1
Secretary	.50	.50	.50

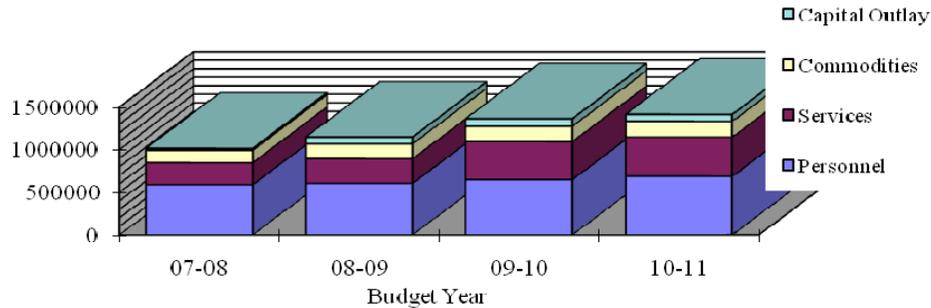
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Superintendent golf course	1	1	1
Mechanic golf course	1	1	1
Asst. Superintendent golf course	1	1	1
Operations Manager golf course	1	1	1
Assistant Op. Mgr. Golf course	<u>1</u>	<u>1</u>	<u>1</u>
Total	7	7	7

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</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	<u>8</u>	<u>7</u>	<u>7</u>
Total	35	34	34

Golf Course

	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$590,096	\$625,466	\$605,638	\$650,556	\$44,918	7.42%
Services	\$259,088	\$263,727	\$289,723	\$446,352	\$156,629	54.06%
Commodities	\$145,223	\$164,750	\$175,600	\$180,150	\$4,550	2.59%
Capital Outlay	<u>\$21,078</u>	<u>\$74,120</u>	<u>\$77,000</u>	<u>\$86,500</u>	<u>\$9,500</u>	<u>12.34%</u>
Total	\$1,015,485	\$1,128,063	\$1,147,961	\$1,363,558	\$215,597	18.78%

GOLF COURSE
Budget Trends



ZERO BASED BUDGET
GOLF COURSE

Account Number	Description	Requested
43021010 510101	CLASSIFIED FULL TIME Mechanic, Assist. Super, 1/3 building & grounds custodian	111,274
43021010 510103	UNCLASSIFIED FULL TIME Golf Course Superintendent	75,353
43021010 510104	UNCLASSIFIED PART TIME Seasonal laborers for maintaining golf course do not expect high turn-over 3 @ \$10/hr - \$358/wk x 30 wk x 2 emp = \$22,000, \$263/wk x 30 wk x 1 emp = \$7,900, 1@ \$10.00/hr - \$350/wk x 30 wk x 1 emp = \$11,000, 2@ \$9.50/hr - \$285/wk x 20 wk x 2 emp = \$11,400 2@ \$9.00/hr - \$270/wk x 20 wk x 2 emp = \$10,800	63,100
43021010 510107	OVERTIME Union employees - \$5400, PT - \$1500, Secretary - \$100	7,000
43021010 524001	FICA	19,639
43021010 524302	RETIREMENT	22,507
43021010 524303	UNEMPLOYMENT Season worker's project	5,000
43021010 524304	HEALTH INSURANCE	40,735
43021010 524305	DENTAL INSURANCE	4,033
43021010 524306	LIFE INSURANCE	534
43021010 524307	UNIFORM ALLOWANCE Uniform allowance for 4 employees per union contract \$300 x 4 = \$1200	1,166
43021010 524308	MILEAGE ALLOWANCE Staff use of personal vehicles 400 Mi @ \$0.555 = \$450	222
43021010 524403	ASSOCIATION DUES Association dues for GCSAA \$310, RIGCSA \$150, Pesticide License \$45, USGA \$45	550
43021010 524404	CONFERENCES/MEETINGS Regional Conference in March 2 Attendees @ \$200ea, Local Seminars (education Credits) 2 @ \$50, RIGCSA Meetings 3 @ \$50, Golf Course Superintendent to attend Ntnl Conf \$1400	2,050
43021010 530101	TELEPHONE 56k line plus 2 existing phone lines Avg Monthly Bill = \$75 X 12 = \$900, Internet Service @ \$140/Month = \$1,680	2,600

**ZERO BASED BUDGET
GOLF COURSE**

Account Number	Description	Requested
43021010 530105	DATA PROCESSING IT Support - \$12,442	12,951
43021010 530203	VEHICLE REGISTRATION Registration for pick-up, dump truck @ \$4 + \$8	12
43021010 530301	ELECTRICITY Electricity for maintenance buildings - 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 - Avg 4300 gal/yr jan 2008 price/gal \$3.50 = \$15,050	15,000
43021010 530304	SEWERAGE QDC Sewer use charge FY 2008 Avg bill \$62.50 x 12 = \$750	800
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 2008, Avg usage/year \$33,000 Price #1.77/1,000 Gals. FY 2009 Six Month Actual = \$34,000, Six Month Projected = \$15,000	49,000
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/y	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	20,000
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 2009	500
43021010 531103	PLUMBING SYSTEMS MAINTENANCE Club House Area Sprinklers & Valves from old system Estimate: \$1000	1,000
43021010 531106	LANDSCAPING MAINTENANCE Removal and pruning of trees \$5,000, increase due to tree damage from winter storms	5,000
43021010 531206	CONT SVCS NOT OTHERWISE CLASSI	15,500

**ZERO BASED BUDGET
GOLF COURSE**

Account Number	Description	Requested
	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, Fairway fertilizer \$4,500, Merit Pluss fertilizer \$4,500, Greens Fertilizer 18-3-18 \$1,400, Greens Fertilizer 15-3-8 \$1,400, Greens Fertilizer 21-3-16 \$1,500, Dimension + Fertilizer \$1,200, Tee Fertilizer \$2,500	
43021010 540305	PEST CONTROL CHEMICALS	47,000
	Daconil \$5,000, Subdue \$7,000, Chipco GT \$8,500, Bayleton \$8,000, Aliette \$2,000, merald \$6,000, Lescoflow \$3,000, Bubigan \$3,000, Fertilizer plus Iron \$2,500, Snow Mold \$2,000	
43021010 540401	GASOLINE OIL & ANTIFREEZE	20,000
	Gasoline 9500 gal x \$1.70/gal = \$16,000, Diesel 2000 gal x \$1.85/gal = \$3,700	
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
	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	40,000
	Utility Vehicle - \$20,000, Tee Mower - \$20,000	
TOTAL GOLF	COURSE OPERATIONS	794,975
43021020 510101	CLASSIFIED FULL TIME	37,315
	2/3 salary – building & grounds custodian and 25% secretary	
43021020 510103	UNCLASSIFIED FULL TIME	119,974
	Operations manager, Asst. Operations Mgr., Operation Mgr	
43021020 510104	UNCLASSIFIED PART TIME	63,000
	Temporary positions for cashier, starters, rangers and carts Avg Hourly Wage Cart/Range 1,472 hrs x \$9.00/hr= \$13,248, Starter/Ranger 4,515 hrs x \$9.00 = \$40,635, Clerk 992 hrs x /\$9.00hr = \$8,928	
43021020 510107	OVERTIME	200
43021020 524001	FICA	16,900
43021020 524302	RETIREMENT	18,969

**ZERO BASED BUDGET
GOLF COURSE**

Account Number	Description	Requested
43021020 524304	HEALTH INSURANCE	28,437
43021020 524305	DENTAL INSURANCE	2,558
43021020 524306	LIFE INSURANCE	524
43021020 524308	MILEAGE ALLOWANCE	500
	Reimbursement for staff use of personal vehicle for Town use. 900 mi @0.555 = \$500	
43021020 524403	ASSOCIATION DUES	1,800
	Staff memberships in Professional organizations: PGA \$1,400, RIGA \$200, NGF \$100, USGA \$100	
43021020 524404	CONFERENCES/MEETINGS	1,600
	Attendance at yearly PGA Vendor Show in Florida To stock Pro Shop. Professional education Program PGA Merchandise Show \$800.00	
	PGA LEVEL 2 CERT \$800.00	
43021020 524405	TRAVEL & EXPENSES	275
	Travel and expenses for national, regional and local meetings include and meals 225 Miles @ \$0.555 = \$125 5 meals @ \$20/meal = \$100 Misc expenses (parking) \$50	
43021020 530101	TELEPHONE	15,750
	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, Anticipate 5% Increase	
43021020 530103	POSTAGE	200
	Mail yearly contracts to Passholders \$50 mail contracts for Outings \$150	
43021020 530106	ALARM SYSTEMS	725
	Monitoring services for clubhouse alarm systems \$222, maintenance contract fire alarm and sprinkler system \$500	
43021020 530301	ELECTRICITY	16,000
	Town share 1/3 clubhouse electricity FY 2008: Avg \$1208/mon x 12 mon = \$14,500	
	Project 10 % Increase = \$1,450 Total \$16,000	
43021020 530302	GAS	8,500
	Town share 1/3 clubhouse gas FY 2008: Avg \$708/mon x 12 mon = \$8500	
43021020 530304	SEWAGE	600
	1/3 Town share Clubhouse Sewer use Avg 2008: \$50/month x 12 mon = \$600.00	
43021020 530306	WATER	1,200
	Town 1/3 share of water use at the clubhouse Avg 2008: \$94/month x 12 mon = \$1128.00	
43021020 530406	INSURANCE	47,000
43021020 530607	AUDITING	3,920
	8% of annual audit - \$49,000 total	
43021020 530804	OTHER ADS	5,000
	Newspaper Ads \$500, Internet Ads \$2150, Brochures \$1,000, Bid Notification \$200, NK Chamber \$400, Promotional items \$250, Tourism Mag Ads \$500	
43021020 531004	OFFICE EQUIPMENT MAINTENANCE	450
	IKON Maintenance Contract for Copier \$250/year, Network Maint \$200/yr	
43021020 531102	ELECTRICAL SYSTEMS MAINTENANCE	2,500
	Maintenance of Town Share for lights in CLB Restaurant and parking lot	
43021020 531204	DEBT PRINCIPAL	30,810
43021020 531205	DEBT INTEREST	13,085

**ZERO BASED BUDGET
GOLF COURSE**

Account Number	Description	Requested
43021020 531206	CONT SVCS NOT OTHERWISE CLASS 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	13,000
43021020 540101	OFFICE SUPPLIES Golf Pencils \$450 , Printer Cartridges \$200, Misc Paper Supplies \$350	1,000
43021020 540102	PRINTED FORMS Scorecards \$1,500, Gift Certificates \$150, Business Cards \$250, Long Drive Markers \$400, Letterhead/Envelopes \$200	2,500
43021020 540104	OPER SUPPLIES FOR OFFICE EQUIP Tape for cash register, calculator \$100	100
43021020 540203	BADGES AND EMBLEMS Trophies for tournaments \$150	150
43021020 540205	PERSONAL EQUIPMENT - TOWN ISSUE Shirts for Seasonal employees 36 shirts @ \$13.75 = \$500	500
43021020 540310	MEDICINES & DRUGS First aid kit supplies \$100	100
43021020 540501	BUILDING REPAIR MATERIALS Small building repair problems \$500, HVAC equipment – parts & labor - \$1500 Kitchen maintenance - \$2000	4,000
43021020 540509	JANITORIAL SUPPLIES Town Share of Paper Goods, cleaners, floor detergents, cleaning supplies, etc \$1650, Town share replacement lights in Clubhouse \$350	2,000
43021020 540512	PAPER PRODUCTS Various supplies including drinking cups for the Golf Course from Central Supply at School Dept \$800	800
43021020 540513	EQUIPMENT REPAIRS Office equipment repairs not covered under contract \$300	300
43021020 540801	COMMO NOT OTHERWISE CLASSIFIED Range Balls \$2,500, Netting For Driving Range \$2,500, Credit Card Fees \$9,500, Range Tokens\$500, Medicine For Mulligan \$500, Misc Course Supplies \$1500	17,000
43021020 540803	COMMODITIES - MERCHANDISE Accessories \$4,000, Bags \$1,200, Irons \$2,000, Junior Clubs \$600, Putters \$600, Woods \$3,000, Gloves \$3,700, Balls \$8,500, Shoes \$3,500, Hand Carts \$400	27,500
43021020 540804	COMMODITIES - CLOTHING Men’s Hats \$2,000, Outerwear \$1,600, Shirts \$2,700, Socks \$300, Sweatshirts \$1,200, Women Outerwear \$500, Shirts \$600, Socks \$100, Sweatshirts \$1,000	10,000
43021020 550401	CAPITAL OUTLAY VEHICULAR EQUIP Continue 3 year cart replacement program (25 carts/yr) Estimate includes trade-in of 25 carts x \$1,860 each	46,5000
TOTAL CLUB HOUSE OPERATIONS		563,242
TOTAL GOLF COURSE OPERATION		1,358,217
TOWN MANAGER’S INCREASES (HEALTH INS)		5,341.00

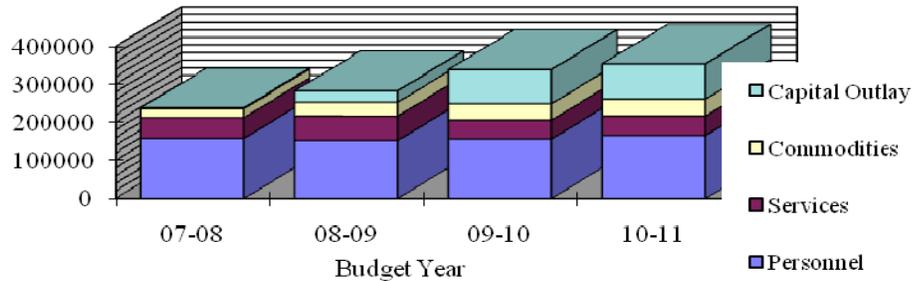
ALLEN HARBOR DIVISION

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.

Allen Harbor	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$158,618	\$161,997	\$153,059	\$156,870	\$3,811	2.49%
Services	\$54,664	\$48,762	\$64,212	\$49,642	(\$14,570)	-22.69%
Commodities	\$23,512	\$32,700	\$36,500	\$43,250	\$6,750	18.49%
Capital Outlay	<u>\$1,995</u>	<u>\$22,750</u>	<u>\$30,000</u>	<u>\$90,000</u>	<u>\$60,000</u>	<u>200.00%</u>
Total	\$238,789	\$266,209	\$283,771	\$339,762	\$55,991	19.73%

ALLEN HARBOR
Budget Trends



**ZERO BASED BUDGET
ALLEN HARBOR**

Account Number	Description	Proposed
43021040 510101 -	CLASSIFIED FULL TIME	6,927
43021040 510103 -	UNCLASSIFIED FULL TIME	15,002
43021040 510104 -	UNCLASSIFIED PART TIME	115,722
	2009 Rate Avg Hr/wk # Weeks / Salary: Ops Mang \$18.37x 35 x35=\$22,503, A Ops Mang/\$12.68x35x35= \$15,53, Maint/ A Ops Man \$12.68x 20x30= \$8,876, Dock Ops/7 Semi-Skilled Laborers \$11.12x26x34= \$68,810	
43021040 510107 -	OVERTIME	2,000

**ZERO BASED BUDGET
ALLEN HARBOR**

	Overtime for unclassified Seasonal Employees Storm Repairs \$1,946	
43021040 524001 -	FICA	10,680
43021040 524302 -	RETIREMENT	2,645
43021040 524304 -	HEALTH INSURANCE	3431
43021040 524305 -	DENTAL INSURANCE	307
43021040 524306 -	LIFE INSURANCE	64
43021040 524404 -	CONFERENCES/MEETINGS	500
	Staff use of personal Vehicle to attend Meetings 900 mi @ 0.555/mi	
43021040 530101 -	TELEPHONE	1,500
	Ave Monthly Bill for 2009 \$63/month x 12 months = \$756, Anticipated Fees for Credit Cards \$65/month x 12 months = \$780	
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
	Average Bill for 2009 = \$333/month x 12 months = \$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	13,230
	Insure two boats work barge and fleet. Marina insurance coverage - \$5,800, W/C - \$4,400 Flood Insurance-bathrooms \$2,400 Possible 5% increase = \$13,230	
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	3,750
	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 \$2,000, Don's Mower \$ 200, Johnson's Boat Yard \$800, Miscellaneous suppliers \$750	
43021040 531102 -	ELECTRICAL SYSTEMS MAINTENANCE	3,000
	Miscellaneous electrical system Maintenance \$3,000	
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	12,450

ZERO BASED BUDGET

ALLEN HARBOR

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

43021040 540101 -	OFFICE SUPPLIES	1,200
	Miscellaneous paper supplies \$300, Toner for copier \$100, Cartridges for color laser printer \$400, Decals for Season Passes \$400	
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	
43021040 540510 -	PAINT & PRESERVATIVES	550
	Anti-fouling bottom paint for boats and lower mooring balls \$300, Paint for upper mooring balls, office, Maintenance building \$150, Wood Preservatives for pavilion and picnic tables \$100	
43021040 540601 -	CONSTRUCTION MATR & SUP.	25,000
	Pressure Treated Lumber (State Bid List) \$3,500, Other lumber (State Bid List) \$8,000, Floatation \$7,000, Miscellaneous Dock Hardware \$2,000, Other miscellaneous supplies \$500, Replacement Mushroom mooring \$2,000, Replacement mooring chain \$2,000	
43021040 540801 -	COMMO NOT OTHERWISE CLASSIFIED	10,800
	Lubricants \$500, Indust work gear (gloves, coveralls, work boots) \$1,500, Non-dock const Materials for repairs \$1,500, Mechanical Parts & Supplies \$1,600, Electrical Parts & Supplies \$600, Miscellaneous Parts & supplies \$2,000, Snacks for resale in Marina store \$1,000, Bags and Cubes of ice for resale \$1,200, Drinks for resale \$100, Marine Parts & Supplies for repairs \$800	
43021040 550201 -	CAPITAL – IMPROVEMENT OTHER THAN Bulkhead	800,000
43021040 550401 -	CAPITAL OUTLAY VEHICULAR EQUIP Purchase 4 x 4 diesel truck	
43021040 550601 -	CAPITAL OUTLAY – OTHER	90,000
	Black Top Marina Roads – \$50,000 & Electrical Services to A Dock South \$40,000	

TOTAL ALLEN HARBOR OPERATIONS **1,140,173.00**

TOWN MANAGER’S REDUCTIONS **-800,411**

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.

2009/2010 DEPARTMENT GOALS

Goals	Vision reference	Timeframe
Maintain quality of life for all North Kingstown Residents through seasonal Recreation Activities. Goal 1	Vision	7/1/9-6/30/10
Encourage Low Income Children to participate in our programs through transportation access and affordability. Goal 2	Vision	2009-10
Implement Recreation Improvement Grants. Goal 3	Vision	2009-10
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 that may require areas to be taken off line. Goal 4	Infrastructure	2009-10
Identify the need and benefit to all or our residents for an Indoor Recreation Facility to include athletic, social and meeting space. Goal 5	Infrastructure	2009-10

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	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 (10/1/09 to 12/31/09)	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.

QUARTER	ACTIVITY
THIRD QUARTER (1/1/10 to 3/31/10)	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.
FOURTH QUARTER (4/1/10 to 6/30/10)	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 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Basketball	1, 2, 5	900	900	900	900
Gymnastics/Dance	1, 2, 5	350	400	350	350
Softball	1, 2, 4, 5	500	500	500	500
Special Events	1, 2	5,000	5,000	5,000	5,000
Art	1, 2, 5	200	400	200	200
Cross Country	1, 2, 5	30	60	30	30
Girls Field Hockey	1, 2, 4, 5	70	80	70	70
Wrestling	1, 2, 5	70	70	70	70
Adult Volleyball	1, 2, 5	30	30	30	30
Alton Jones	1, 2	15	40	25	25
Hershey Track & Field Meet	120	120	120	120	120
Jr. Olympics track	80	80	120	80	80
Playgrounds	1, 2, 3, 5	220	250	250	250
Swimming Lessons					
Summer Sports	1, 2, 5	500	500	500	500
Youth tennis	1, 2	200	130	200	200
Creative Drama	1, 2, 3, 5	130	130	130	130
Arts & Crafts (6-9)	1, 2, 5	140	120	140	140
Missoula Theatre	65	65	65	65	65
Bussing ages 6-13	6,000	6,000	7000	6,000	6,000
Teen Extreme	1, 2	168	168	150	150

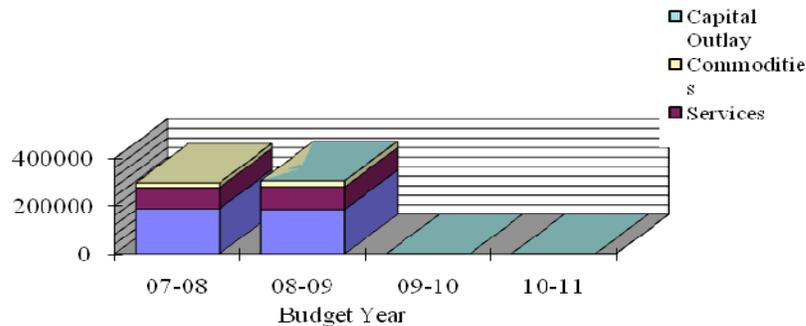
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</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 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Beach Staff Part Time	16	13	13
Gymnastics Part Time	8	8	8
Art Part Time	3	3	3
Field Hockey Part Time	3	3	3
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	<u>3</u>	<u>3</u>	<u>3</u>
Total	94	89	89

Recreation Department	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08- 09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	\$188,593	\$184,540	\$185,934	123,272.00	(\$62,662)	-100.00%
Services	\$89,098	\$92,737	\$94,721	158,892.00	(\$64,171)	-100.00%
Commodities	\$19,367	\$25,197	\$25,867	25,147.00	(\$720)	-100.00%
Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Total	\$297,058	\$302,474	\$306,522	\$307,311	\$789.00	-100.00%

RECREATION DEPARTMENT
Budget Trends



**ZERO BASED BUDGET
RECREATION DEPARTMENT**

Account Number	Description	Proposed
00116010 510101 -	CLASSIFIED FULL TIME	17,317
00116010 510103 -	UNCLASSIFIED FULL TIME	37,676
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
00116010 524001 -	FICA	12,078
00116010 524302 -	RETIREMENT	6,632
00116010 524303 -	UNEMPLOYMENT	200
00116010 524304 -	HEALTH INSURANCE	8,578
00116010 524305 -	DENTAL INSURANCE	796
00116010 524306 -	LIFE INSURANCE	160
	Classes & seminars	
00116010 524404 -	CONFERENCES/MEETINGS	100
	Amount for RI and NE conferences.	
00116010 524405 -	TRAVEL & EXPENSES	1,986
	Mileage of private autos used for recreation purposes.3578 miles @ .555/mile = \$1,986	
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	33,828
	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	4,460

**ZERO BASED BUDGET
RECREATION DEPARTMENT**

Account Number	Description	Proposed
	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.	
00116010 531206 -	CONTRACTUAL SERVICES NOT OTHER	19,760
	Bus Rentals \$1,590, Cellular Phones For Buses & Program Leaders 15 Phones: Summer Months \$2070.00 Rest Of Year \$2100.00 Bus Rental Depends On Need. 4 th of July Fireworks budgeted for \$14,000	
00116010 540101 -	OFFICE SUPPLIES	1,250
	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	
00116010 540310 -	MEDICINES & DRUGS	670
	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	
00116010 540401 -	GASOLINE & DIESEL FUEL	4,675
	Bus And Truck Fuel. Diesel- 1400 Gallons X \$2.75/Gal = \$3,850 Gas - 300 Gals X \$2.75/Gal= \$825	
00116010 540513 -	EQUIPMENT REPAIRS	1,000
	Repair Scoreboards And Other Equipment At Ball fields And Portable Equipment; I.E. Generators	
00116010 540801 -	COMMODITIES NOT OTHERWISE CLAS	17,552
	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	
Total Recreation		312,452

TOWN MANAGER'S REDUCTIONS -5,341.00

NORTH KINGSTOWN FREE LIBRARY

Susan L. Aylward, Director

The North Kingstown Free Library, the town’s municipal public library, has been a service of local government for 110 years. Our mission and our goals center around five key areas of service—culture, education, recreation, information, and research. We are here to meet the needs of all North Kingstown’s residents from every walk of life, age group, religious affiliation, economic level, and educational background.

There are four elements of the library budget that make it possible for us to fulfill our mission: personnel costs, membership fees in Ocean State Libraries, the cost of books and other resources that make up the library collection, and the cost to run and maintain the facility and its operating systems.

Personnel Costs.

We have a long-serving and well-trained staff of 15 full-time librarians and paraprofessionals, 1 student helper, 3-5 graduate library school interns, and 2 part-time custodians.

The library staff is our most important resource. Because of their commitment and dedication, the NKFL has a statewide reputation for high quality service.

The proposed FY 09-10 personnel budget will allow us to meet three important goals for the coming fiscal year:

- **To maintain our 62 hour weekly schedule, including four nights and every Saturday, with all the services we currently offer.**
- **To expand our Sunday afternoon schedule (1-4PM) to the full academic calendar of mid-October through mid-May.**
- **To play a larger role in the fabric of the community by making our unique local history and genealogy resources more widely-known and accessible in a variety of ways.**

In FY 09-10, it will cost **\$1,049,212** to pay for salaries, benefits, and staff development, plus an additional **\$12,087** for us to be open on 26 Sunday afternoons (an increase of 9 Sundays over what we can offer in FY 08-09).

- Basic personnel costs in the FY 09-10 budget will increase only \$16,544, less than .02% over FY 08-09; this is less than the 2.75% union contract-mandated COLA.
- We have held the line on personnel cost increases because we are not replacing the positions of two assistant directors who retired unexpectedly in FY 08-09.
- We have conducted a thorough review of our staff structure and have reduced our administrative staff positions from four to two—library director and deputy director.
- We have shrunk the permanent staff from 16 to 15; upgraded all of the permanent positions to full-time; and have added temporary/seasonal library intern positions (librarians-in-training from the URI Graduate School of Library and Information Services) to round out the staff schedule.
- The net savings in basic personnel costs will allow us to meet our goal of expanding the Sunday calendar, which we are able to do logistically by using the graduate library school interns to help fill in the schedule.

The NKFL is the sixth busiest public library in the state, behind only the four major urban libraries and the Barrington Public Library. We have maintained this high level of patron use for over a decade.

Our staff covers four public service desks in a 30,000 square foot building on two levels. Our librarians each have specific areas of expertise—reference, reader’s advisor, local history, service to teens and young readers, service to young children, technology, and outreach—yet all of our staff members are cross-trained to work at any of our public desks with all of our service populations. The staff collaborates and cooperates at an unprecedented level when compared with other public

libraries, thus making it possible for us to operate with a reduced number of permanent staff in spite of continued high levels of patron use of our library and its services.

Particularly in times of economic difficulty, access to opportunities for lifelong learning, access to information, and access to the technological tools to get that information is vital.

The need for our resources and services is more acute than ever.

Town Manager’s

During our 7-day weekly schedule, the staff does the following:

- The staff conducts the commerce of the library—getting our resources to our users—check outs, returns, inter-library loans, and re-shelving materials. **Commerce is on the rise.**
 - We are on target in FY 08-09 to check out **345,486** items. That is an increase from the **319,711** books, videos, and talking books we checked out to our patrons in FY 07-08.
 - What goes out, comes back, and must be checked in and re-shelved. This means, our staff will handle over **1 million items** in FY 08-09.
 - Based on statistics from the first four months of FY 08-09, inter-library loans—borrowing from and loaning to other OSL libraries is expected to rise about 12% this year to **85, 299** total items borrowed and loaned.
- The staff helps patrons use the library’s resources—books, computers, and media—which gives every citizen an equal opportunity for education, culture, and recreation.
 - We expect to help more than **34,000** patrons in FY 08-09 by answering questions—in person, on the phone, and via e-mail; teaching them how to find and use library resources; helping them with research; and recommending good books to read.
 - The use of library computers is running 14% higher than last year. We project that **25,311** patrons will use the library’s 21 computers in FY 08-09 to search for jobs and develop their resumes, surf the Internet, read and send e-mail, and consult the electronic databases for research and information.
- The staff selects new materials for the collection, orders them, adds them to the OSL online catalog, and makes them available for the patrons to use.
 - We expect to add over **5,000** items to the collection in both this current fiscal year and in FY 09-10.
 - We have begun a concerted effort to make some of our unique special collections items available in digital format on the library website and we plan to increase this effort in FY 09-10.
 - Library staff will continue to expand the reach of local historian Tim Cranston’s popular walking tours by developing armchair slide versions, web-based versions, and printed versions of them.
- The staff plans and conducts a wide variety of programs and activities to educate, enlighten, and entertain the citizens of North Kingstown.
 - In FY 07-08, **12,008** toddlers, children, teens, and adults attended **457** programs and activities, many of which are planned and conducted by library staff during their regular work schedules. Seven weekly storytime programs for babies, toddlers, and preschoolers and a summer reading program that has been in existence for more than forty years are part of our basic service for children.
 - The cost to bring outside speakers and performers to the library is funded through grants from the Friends of the North Kingstown Free Library and the NK Arts Council.
 - Local history walking tours and lectures, Shakespeare Studies, R.I. Voices—Authors reading from their work, Sunday Musicales, Lectures, Dramatic presentations, Puppet Shows, Magic Shows, Concerts, Animal visits, Book discussions, Craft workshops, Computer tutorials are just some of the many programs offered monthly at the NKFL.

The NKFL has been a leader in providing life-long learning opportunities and cultural enrichment for the citizens of North Kingstown for thirty years.

Membership fees in OSL.

Our library has been a member of the Ocean State Libraries network (formerly CLAN) since 1986. In FY 09-10, our membership fees will cost **\$49,451** (an increase of just 2.72% over FY 08-09). Maintaining our membership in OSL will allow us to meet an important goal in the next fiscal year:

- **To continue our collaborations with other Rhode Island public libraries, sharing resources, taking advantage of cost-savings through cooperative purchasing of services and supplies, and seizing opportunities to consolidate functions to bring cost-effective library service to all Rhode Islanders.**

For less than what it would cost the NKFL for the salary and benefits for one librarian, we receive the following services as a member of OSL:

- Cataloging of our collections and maintaining the OSL online catalog that is shared by all 49 public libraries in the state.
- Monitoring and maintaining our telecommunications profile—including (at no additional cost) three T-1 lines that connect us to the Internet and the OSL central computer equipment.
- Providing technical support for a variety of technology issues—including paid licenses for anti-virus software on all the library's computers, licenses for MS Office software and training.
- A fully-integrated library automation system for lending and cataloging our materials, which would cost tens of thousands of dollars if we had to purchase this on our own.
- Direct inter-library loan access for all of our card holders to the more than 4.5 million items owned by OSL member libraries.
- Subscriptions to 22 informational databases that are available 24/7 to all of our card-holders.
- Annual technology grants from the Champlin Foundations that help us replace computer workstations, printers, and other OSL-related equipment on a regular basis—at no cost to the Town.
- Discounts on library supplies and furniture.

The Cost of the Library Collection.

The library has a collection of over 129,000 books, talking books, videos, and other resources which inform, educate, and entertain our users. The proposed FY 09-10 collection budget will allow us to meet an important goal in the coming fiscal year:

- **To maintain a collection that is responsive to the needs of our users.**

In FY 09-10, it will cost **\$115,000** to add new items and update older ones to keep our resources vital and useful. This is a decrease of 3.3% over what we will spend on the collection in FY 08-09.

- Though the cost of books, talking books, and videos continues to increase and we must accommodate new and emerging formats of videos and talking books, we are able to decrease our collection spending without compromising the integrity of the collection because most of our electronic databases, which previously cost \$10,000 in the library collection budget, are now purchased either through our OSL membership fee or by the State of R.I. as part of the funding it gives to the Statewide Reference Resource Center at the Providence Public Library, for the benefit of all Rhode Islanders.

The Cost of Running and Maintaining the Facility and Grounds.

The library, built in 1975 and renovated and expanded in 1998, is the community's shared living room. The proposed FY 09-10 facilities and operations budget will allow us to keep that living room comfortable, warm, and functional:

- **To maintain the facility, its systems, and its operations at current levels.**

In FY 09-10, it will cost **\$24,045** for operational and office expenses and it will cost **\$122,311** to run and maintain the building and its systems. This represents an increase of \$5,676 or 4.9%. The bulk of this increase can be attributed to the rising cost of utilities.

Revenue Sources that Support the Library Budget

The library budget is funded through four revenue sources. Funding is provided by:

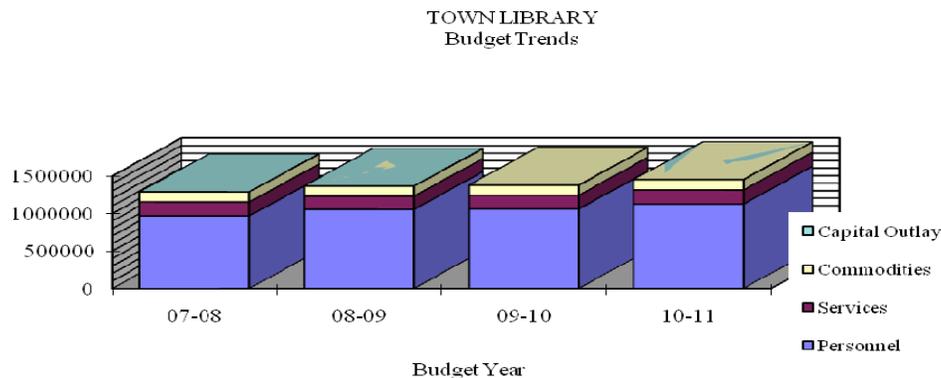
- Municipal tax appropriations (81.7% of the budget as proposed for FY 09-10).
- State grant-in-aid to public libraries (14.34% of the budget as proposed for FY 09-10).
- Overdue fines and payments for public use of computer printers (3% of the budget as proposed for FY 09-10).
- Prior year fund balance (0.72% of the budget as proposed for FY 09-10).

The state grant-in-aid to public libraries program, the only local aid program that has not yet been cut in this current fiscal year, is a significant and vital revenue source in our budget, which alleviates significantly the burden on local taxpayers to pay for public library service.

- The state grant-in-aid to public libraries program was designed to reward municipalities for a commitment to public libraries by reimbursing local government for 25% of the municipal tax appropriation for public library service in a community in the second preceding fiscal year.

- Municipalities are required to “maintain effort” by appropriating an amount from local taxes at least equal to the amount appropriated in the preceding fiscal year in order to qualify to receive state grant-in-aid to public libraries.
- In the past three years, the state has level-funded the program so that the reimbursement has not kept pace at the 25% level of the municipal appropriation (which has risen during the same period).
- In FY 08-09, that level has decreased to 22.86%.
- The NKFL actual share for FY 08-09 is 19.8% since the Willett Free Library and the Davisville Free Library receive significant portions of the local aid to public libraries that come to North Kingstown.

Library	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next
Personnel	\$968,057	\$1,043,070	\$1,055,860	\$1,060,999	\$5,139	0.49%
Services	\$185,360	\$183,268	\$176,098	\$182,757	\$6,659	3.78%
Commodities	\$133,091	\$132,150	\$132,150	\$132,350	\$200	0.15%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	
BOTTOM LINE ADJ				\$0	\$0	
Total	\$1,286,508	\$1,358,488	\$1,364,108	\$1,376,106	\$11,998	0.88%



**ZERO BASED BUDGET FY 09-10
NORTH KINGSTOWN FREE LIBRARY**

Account Description	Justification	Requested
Classified Full-Time	7 librarians and 6 paraprofessionals to provide 62 hours of public service each week. Increase due to re-organization of library staff.	\$513,324
Classified Part-Time	2 custodians and 1 under-20 hr. student library aide	\$54,832
Unclassified Full-Time	1 director and 1 deputy director. Decrease due to retirement of two assistant directors. Positions will not be filled.	\$138,799
Unclassified Part-Time	3-5 GSLIS student interns; 1 temporary library assistants	\$25,500
Termination Pay	Planned contribution to library termination reserve	5,461
FICA		\$56,033
Retirement	Decrease due to re-organization of library staff.	\$84,402

Health Benefits	Increase due to carrying two additional retired staff with family health plans and no co-pay.	\$153,224
Dental Benefits		\$13,784
Life Insurance		\$2,358
Tuition & Fees	Occasional fees for conferences, workshops, and continuing education opportunities for staff. No increase.	\$250
Travel & Expenses	Librarians participate on a number of statewide committees which meet on varying schedules at libraries across the state. Estimating 62 trips of 30 miles @ .505/mile. No increase.	\$945
Dues & Memberships	Memberships in the R.I. Library Association, the New England Library Association, the Public Library Association, and the American Library Association. No increase	\$300
Telephone	Four incoming phone lines, one fax line, and long distance charges. No increase.	\$5,200
Postage	First-class postage for overdue and other notices to patrons. Postage for general correspondence. Out-of-state ILL returns. No increase.	\$1,400
Data Processing	The library's share of town data processing costs. No increase.	\$500
Auditing	The library's share of the town's auditing contract. Rate determined by Finance Dept. 5% increase expected.	\$2,520
Office Equipment Rental	Lease of the postage meter. No increase.	\$836
Stationery	Printing of letterhead paper and envelopes. No increase.	\$150
Office Equipment Maintenance	Maintenance on the library's share of the town telephone system , office copier (town-wide contract), e-mail spam scanning service, software license renewals, plus \$1,000 for replacement of one or more pieces of our technology equipment. 4.7% decrease due to Town's IT director handling the maintenance on our LAN servers.	\$5,639
Supplies	Office supplies such as paper, toner, pencils, pens, etc. and library supplies such as book jackets, labels, circulation cases for videos and talking books, etc. We take advantage of state contracts on office supplies and receive OSL discounts on library supplies. No increase.	\$7,800
OSL Membership Fees	2.72% increase.	\$49,451
Books & Other Publications for the Library Collection	Books, talking books—on CD; in Playaway format; and in downloadable format; videos—primarily in DVD format; magazines, newspapers, microfilm subscriptions to the Standard-Times, the Providence Journal, and Newsweek magazine.	\$119,000
Electricity	Based on average monthly costs over the previous two fiscal years.	\$57,000
Fuel Oil	Based on average costs for the past two heating seasons. FY 07-08 line overspent by almost \$8,000.	\$25,000
Solid waste	The library's share of the town-wide contract. 5% increase estimated.	\$2,075
Water	Based on average water usage and new rates.	\$1,025
General Insurance	Property, liability, and workers' compensation insurance. 5% increase anticipated.	\$13,311
Exteriors	Maintenance of building exterior—doors and windows—as well as regular pumping of septic system. No increase.	\$1,000
Interiors	Maintenance of the HVAC system including repairs and modest replacement of some equipment. Actual costs vary depending on what work needs to be done. No increase.	\$10,850

Landscaping	We do not anticipate any significant landscaping projects in FY 09-10. Zero funding.	\$0
Contractual Services	Contracts for elevator maintenance, fire alarm system maintenance, chemicals for the water treatment in the cooling tower and closed loop HVAC system, security alarm monitoring contract. 7% decrease due to the town's adding the library to the town-wide fire alarm system maintenance contract.	\$6,500
Electrical Supplies	Light bulbs and ballasts for the sixteen different light fixtures inside and outside the building. No increase.	\$1,550
Janitorial Supplies	Supplies for regular maintenance of the facility—toilet tissue, facial tissue, hand soap, cleaners for floors, windows, and fixtures, trash bags, ice melt for walkways, and occasional janitorial equipment. 5.3% increase due to increased costs for paper products.	\$4,000
Sunday Staff Classified Full-Time	A variety of regular library staff each working some of the 26 Sundays in the calendar from 1-4PM at time-and-a-half. Increase due to pay raises and expanded Sunday calendar.	\$6,500
Sunday Staff Unclassified Full-Time	Zero funding due to administrative librarian retirements. Administrative staff will no longer work on Sundays.	\$0
Sunday Staff Unclassified Part-Time	Library interns working most of the 26 Sundays in the calendar from 1-4PM at time-and-a-half.	\$4,728
Sunday FICA		\$859
TOTAL LIBRARY BUDGET		1,396,518.00

TOWN MANAGER'S REDUCTIONS -20,412.00

DEPARTMENT OF WATER SUPPLY

Susan Licardi, Director of Water Supply

Mission Statement- It is the duty of the Department of Water Supply to provide water of adequate quality and quantity to our customers and to ensure that 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 9,288 active accounts. North Kingstown has an average demand of 3 MGD (million gallons/day). Summer peak demand has been as high as 8 MGD.

All Water Department staff (with the exception of clerical staff) must maintain a Rhode Island Drinking Water Operators License in both Distribution and Treatment. License renewal requires that the operator be actively working in distribution and treatment and that the operator complete a number of training contact hours.

The North Kingstown Department of Water Supply is an Enterprise Fund. All water department expenditures are from the Water Fund. Revenues are generated by water customers through water rates and fees.

Water Supply, Distribution and Storage – North Kingstown’s drinking water source is groundwater. Water is withdrawn from eleven supply wells located in the Hunt, Annaquatucket, and Pettaquamscutt (HAP) Sole Source Aquifer. The water distribution system includes five storage tanks, two booster stations, 1041 hydrants, and 175 miles of distribution piping. North Kingstown also augments the water supply for Narragansett and has emergency connections to Warwick Water, Jamestown Water, the Quonset Development Corporation Water system and the Kent County Water Authority.

Water Quality - Protection of water quality, both at the source and in the distribution system is of paramount concern. The Town has for many years used groundwater overlay zoning as a means of protecting source water from potentially harmful development. In addition, the Town has prioritized the purchase of development rights in the watershed areas. Annual distribution system maintenance including hydrant flushing, well inspections, well redevelopment and routine storage tank cleaning is a necessary ingredient to meeting the ever-increasing requirements of the Safe Drinking Water Act. 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.

Sustainability of the Water Supply – Over the past 10 years North Kingstown has struggled with increasing seasonal water demand. In the summer of 2005 summer peak demand exceeded the water supply system capacity. Water demand at this level jeopardizes public safety by reducing pressure and fire flow. Reduced pressure also creates the potential for distribution system contamination. The effect of water withdrawal for public supply on streamflow, and thus aquatic habitat, in particular, the Hunt River has become a focus of state regulatory agencies. These agencies are currently looking at options to regulate public well withdrawals to mitigate stream impacts. While it has become apparent that regulatory authorities are not looking favorably on the development of new sources of water supply, the Water Department believes that the acquisition and protection of potential future well sites is a high priority. The Water Department continues to look for mechanisms to reduce seasonal peaks in water demand, while maintaining adequate revenue to operate, maintain and improve the water system.

Infrastructure Replacement and Maintenance - The importance of maintaining water system infrastructure cannot be over emphasized. The Water Department prepares a Clean Water Infrastructure Replacement Plan which

is updated every five years. The plan provides an evaluation of the life expectancy of water system components and the estimated replacement costs. Design and engineering for the replacement of the Wickford (Juniper Hill) standpipe has recently been completed and a new elevated spheroid tank will be constructed this over the next year. Work on the North End (Forge Road) standpipe is scheduled for this fiscal year, including interior and exterior recoating, safety improvements and a mixing system for improved tank water quality. The Department continues in our effort to replace water meters to improve the efficiency of meter reading and reduce the amount of water wasted through service leaks.

Other Services - The Water Department 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. Properly maintained onsite wastewater treatment systems help protect drinking water quality and the quality of other water resources in North Kingstown.

2009/2010 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Maintain water quality standards	Environment	Ongoing
Improve and maintain water system infrastructure	Infrastructure	Ongoing
Well redevelopment and maintenance	Infrastructure	Annual
Protection of future well sites	Environment	2009-2013
Maintain a water rate structure that promotes reduction in peak usage	Fiscal	Annual
Development of a proactive leak detection program	Infrastructure	2009/2010
Improve water system mapping and GIS capability	Infrastructure	Ongoing
Improve meter reading capability and accuracy and move to more frequent billing	Infrastructure Fiscal	2009-2013
Provide information to customers in an efficient manner	Fiscal	Ongoing
Develop a comprehensive education program	Environment	Ongoing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/09 to 9/30/09)	Maintain water quality standards. Improve and maintain water system infrastructure. Development of a proactive leak detection program. Provide information to customers in an efficient manner. Develop a comprehensive education program.
SECOND QUARTER (10/1/09 to 12/31/09)	Maintain water quality standards. Improve water system mapping and GIS capability. Improve and maintain water system infrastructure. Well redevelopment and maintenance. Improve water system mapping and GIS capability. Provide information to customers in an efficient manner. Develop a comprehensive education program.
THIRD QUARTER (1/1/10 to 3/31/10)	Maintain water quality standards. Improve and maintain water system infrastructure. Well redevelopment and maintenance. Improve water system mapping and GIS capability. Provide information to customers in an efficient manner. Develop a comprehensive education program.

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/10 to 6/30/10)	Maintain water quality standards. Improve and maintain water system infrastructure. Maintain a water rate structure that promotes reduction in peak usage. Improve water system mapping and GIS capability. Provide information to customers in an efficient manner. Develop a comprehensive education program

PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2007/08</i>	<i>BUDGET 2008/09</i>	<i>PROJECTED 2008/09</i>	<i>PROJECTED 2009/10</i>
Annual Well Production In Million Gallons	Well production should not exceed billed sales by more than 10%	1,162,938,800	1,329,000,000	1/050,021,600	1,119,679,033
Billed Water Sales In Million Gallons	Within 10% of pumping	929,335,599	-	8458878,994	850,000,000
Compliance with Water Quality Standards	100% compliance	In compliance		One reporting violation	
Compliance with Cross connection control ordinance	Backflows on all water services and high % functional when tested				
Water Meter Replacement (upgrade to radio read meters)	# replaced reduction in reading days				
Compliance with wastewater management ordinance	% compliance				
New Water Main (miles)		3.66			
Well Pumping Stations		10	10	11	11
Water Towers		5	5	5	5
Hydrants		1,030	1,041	1,044	1,049
Metered Services		9,260	9,288	9,328	9,368

PERSONNEL LIST

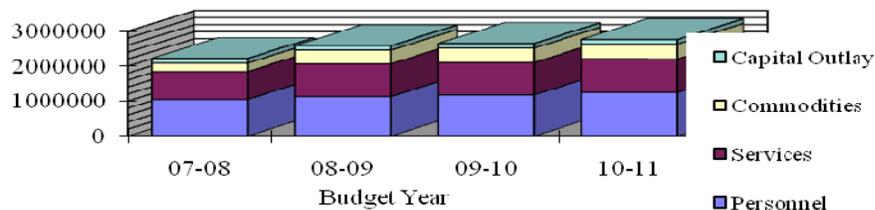
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Director Water Supply	1	1	1
Water Quality Specialist	1	1	1
Water General Foreman	1	1	1
Distribution Lead man	1	1	1

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Distribution Serviceman	4	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 (50% Planning)	1.00	1	.5
Town Engineer (65% Pub Works)	<u>.35</u>	<u>.35</u>	<u>.35</u>
Total	15.85	15.85	15.35

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 07/08</i>	<i>BUDGET 08/09</i>	<i>PROJECTED 09/10</i>
Clerk	<u>1</u>	<u>.5</u>	<u>.5</u>
Total	2	1	1

Water	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	1,053,697.78	1,191,329.00	1,133,122.00	1,180,154.00	\$47,032	4.15%
Services	792,277.15	873,025.00	934,225.00	925,830.00	(\$8,395)	-0.90%
Commodities	243,796.31	392,400.00	390,200.00	414,200.00	\$24,000	6.15%
Capital Outlay	<u>\$132,132.00</u>	<u>\$126,500 .00</u>	<u>\$126,500.00</u>	<u>128,500.00</u>	<u>\$2,000</u>	<u>1.58%</u>
Total	\$2,221,903	\$2,583,254	\$2,584,047	\$2,648,684	\$64,637	2.50%

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	25,000.00
44040010 510101 -	CLASSIFIED FULL TIME	138,529.00
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	13,122.00
44040010 524302 -	RETIREMENT	16,707.00
44040010 524304 -	HEALTH INSURANCE	34,908.00
44040010 524305 -	DENTAL INSURANCE	2,422.00
44040010 524306 -	LIFE INSURANCE	481.00
44040010 524307 -	UNIFORM ALLOWANCE 3 Pump Operators @ 300 Ea = 900	1,050.00
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	300.00
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	25,000.00
44040010 540501 -	CONSTRUCTION MATERIALS & SUPPL Maintenance Supplies Usa Blue Book Materials	2,000.00
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	185,000.00
44040030 510101 -	CLASSIFIED FULL TIME	322,705
44040030 510107 -	OVERTIME Overtime For Street Crew Anticipate Additional Overtime For Summer Usage, Leak Repair	22,000.00
44040030 524001 -	FICA	26,369.93
44040030 524302 -	RETIREMENT	38,918.00
44040030 524304 -	HEALTH INSURANCE	60,163.00
44040030 524305 -	DENTAL INSURANCE	7,024.00
44040030 524306 -	LIFE INSURANCE	1,122.00

**ZERO BASED BUDGET
WATER DEPARTMENT**

Account Number	Description	Recommended
44040030 524307 -	UNIFORM ALLOWANCE Street Crew 7 @ 300 Ea	2,450.00
4040030 530101 -	TELEPHONE/LEASED LINES 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	36,000.00
44040030 530504 -	LICENSE FEES 9206 Services @ \$1.10 Each Payable To Ridoh Backhoe License Renewal - 2 @ \$30.00	14,170.00
44040030 531001 -	MOTOR VEHICLES MAINTENANCE Vehicle Maintenance	20,000.00
44040030 531002 -	CONSTRUCTION & OPERATING EQUIP General Maintenance Supplies Wickford Lumber, Etc.	10,000.00
44040030 531109 -	WATER SYSTEM REPAIR - EXCAVATI Excavator Rental As Needed	300.00
44040030 540202 -	SAFETY EQUIPMENT Replacement Signs & Cones Hard Hats And Other Safety Equipment	600.00
44040030 540403 -	TIRES Tires For Vehicles & Backhoe	2,000.00
44040030 540503 -	CEMENT PRODUCTS Stone & Gravel As Needed Pre-Cast Items	1,500.00
44040030 540507 -	WATER MAIN REPAIR Service Line Consumables Utility Trench Repair Work	25,000.00
44040030 540513 -	WATER REPAIR SUPPLIES Water Main Consumables Pipe, Valves, Boxes, Etc. Increased For Copper Pipe Leaks	25,000.00
44040030 540701 -	HAND TOOLS Consumable Hand Tools	1,000.00
44040030 540702 -	POWER TOOLS Small Pumps, Generator, Jackhammer Etc Saw Blades Compressor Repair/Replacement	2,000.00
44040040 510101 -	CLASSIFIED FULL TIME	23,489.00
44040040 524001 -	FICA	1,797.00
44040040 524302 -	RETIREMENT	2,833.00
44040040 524304 -	HEALTH INSURANCE	2,793.00
44040040 524305 -	DENTAL INSURANCE	190.00
44040040 524306 -	GROUP LIFE	80.00
44040040 530607 -	AUDITING	5,880.00
44040050 510101 -	CLASSIFIED FULL TIME	46,979.00
44040050 510102 -	CLASSIFIED PART TIME	21,460.00
44040050 510103 -	UNCLASSIFIED FULL TIME	204,041.00
44040050 510104 -	UNCLASSIFIED PART TIME	1,500.00
44040050 510107 -	OVERTIME	2,000.00
44040050 524001 -	FICA	21,265.47
44040050 524302 -	RETIREMENT	32,861.00
44040050 524304 -	HEALTH INSURANCE	33,442.00
44040050 524305 -	DENTAL INSURANCE	3,136.00
44040050 524306 -	LIFE INSURANCE	698.00

**ZERO BASED BUDGET
WATER DEPARTMENT**

Account Number	Description	Recommended
44040050 524401 -	TUITION & FEES Employee Training Certification, GIS Training Training For Implementation Of New Utility Billing System	3,000.00
44040050 524403 -	ASSOCIATION DUES AWWA, RIWWA, NEWWA, Backflow Association Annual Dues Groundwater Foundation	2,000.00
44040050 524404 -	CONFERENCES/MEETINGS Conferences And Employee Training	1,200.00
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	84,000.00
44040050 530203 -	VEHICLE REGISTRATION Service Vehicle Registration	175.00
44040050 530305 -	TRANSFER STATION (SOLID WASTE) Solid Waste Disposal	300.00
44040050 530406 -	INSURANCE	85,000.00
44040050 530407 -	REAL ESTATE TAX PAYABLE TO OTH Re Taxes Wells 9 & 10 \$20,000 Payable To Gen Fund	26,000.00
44040050 530601 -	A & E SERVICES Design & engineering for PRV	24,300.00
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	6,500.00
44040050 531206 -	CONT SVCS NOT OTHERWISE CLASS Fire Hydrant Rental Kent Co Fernco Service	18,400.00
44040050 540101 -	OFFICE SUPPLIES Gen Ofc Consumables	1,000.00
44040050 540102 -	PRINTED FORMS Printed Forms & Charts	1,500.00
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	31,000.00

**ZERO BASED BUDGET
WATER DEPARTMENT**

Account Number	Description	Recommended
44040050 550301 -	OFFICE EQUIPMENT & FURNITURE New & Replacement Fixed Assets Other Office Equipment	1,000.00
44040050 550701 -	OTHER CAPITAL OUTLAY Office Capital Contingency	15,000.00
44040060 510101 -	CLASSIFIED FULL TIME	35,017.00
44040060 510107 -	OVERTIME	0
44040060 524001 -	FICA	2,679.00
44040060 524302 -	RETIREMENT	4,223.00
44040060 524304 -	HEALTH INSURANCE	9,080.00
44040060 524305 -	DENTAL INSURANCE	969.00
44040060 524306 -	LIFE INSURANCE	160.00
44040060 524307 -	UNIFORM ALLOWANCE Light Equipment Oper Allowance	350.00
44040060 530702 -	RENTALS OPERATING EQUIPMENT Taylor Rental As Needed	0
44040060 531206 -	CONTRACTUAL SERVICES Unanticipated Engineering Groundwater Protection Nitrate Loading Review As Needed Hardware And Software Support For Meter Reading Equipment	50,000.00
44040060 540504 -	ASPHALT PRODUCTS Trench Repairs Anticipate Bidding Out Permanent Trench Repair	35,000.00
44040070 530602 -	CONSULTANTS Digitizing And Mapping Needs Misc Consulting Needs	6,000.00
44040070 530603 -	LEGAL SERVICES	8,000.00
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 Consumer Confidence Report Printing Contribution To Uri Watershed Watch Professional Services As Needed Or Educational Material Support Of Groundwater Protection Software Support For Tokay, Seprak, Itron, Versaprobe Approx 3700/Yr	8,000.00
44040070 531207 -	DRY BRIDGE ROAD OFFSITE TESTING Landfill Monitoring Tests	0
44040070 540704 -	ENGINEERING & TEST EQUIPMENT Wtr Quality Specialist Ph Meters, Temp Probes Etc. Replacement Reagents, Spectrophotometer Calibration Chlorine Test Kits Other In House Testing Equipment	1,800.00
44040080 531204 -	DEBT PRINCIPAL	0
44040080 531205 -	DEBT INTEREST	0
44040090 550404	VEHICULAR EQUIPMENT	50,000.00
44040090 550703 -	A R B SYSTEM Additional Meter Reading Equipment Radio Read Work Meter Reading Equipment Maintenance, Repair, Replacement	2,000.00
44040090 551006 -	OTHER CAPITAL Engineering Contingency Funds	25,000.00
44040091 531101 -	BUILDING MAINTENANCE	23,000.00

**ZERO BASED BUDGET
WATER DEPARTMENT**

Account Number	Description	Recommended
	Bldg Repair Contingency Funds/Heater Replacements Safety Improvements Per Va	
	Roof Replacement At Water Garage Road Repairs At Station 3	
44040091 540514 -	HYDRANTS	2,500.00
	Hydrant Replacement & Repair Parts	
44040091 540601 -	PUMPING EQUIPMENT	25,000.00
	Misc Well Maintenance And Repair	
44040091 540604 -	CONST. METER & VALVES	70,000.00
	Water Meters	
44040091 550702 -	ELECTRIC MOTORS REPLACEMENTS	2,000.00
	Replacement Motors For Well And Chem Pumps	
44040091 551001 -	WELL REHABILITATION	30,000.00
	Funding For Well Redevelopment	
44040091 551002 -	TANK REHAB	2,500.00
	General Tank Maintenance (Cleaning, Disinfecting)	
44040100 530301 -	ELECTRICITY	3,000.00
	Electricity For Sewage Pump Stations Wickford Pt And Mark Drive	
44040100 530303 -	SEWAGE TREATMENT FLAT FEE	45,000.00
	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	
44040100 531108 -	EQUIPMENT REPAIR & MAINTENANCE	3,000.00
	Minor Maint 2 Swr Ps Contract Service @ \$70/Hr	
44040100 531206 -	CONTRACTUAL SERVICES NOT CLASS	4,000.00
	Contract Service 2 Swr Ps 2 Maint Checks/Mo/Ps \$250 PER MONTH = \$3000/YR Carmody wastewater tracking program	
44040100 550101 -	WASTEWATER MANAGEMENT ADMINIST	1,000.00
	ISDS Wastewater Mgmt Admin Services Participation As Partner In Statewide Web-Based Information System For Community Wastewater Management	
TOTAL WATER	FUND	2,635,488.40

TOWN MANAGER'S INCREASES (HEALTH INS) 13,046.00

SCHOOL DEPARTMENT

School Committee:

Larry Ceresi, Chairperson

April Brunelle, Vice Chairperson

Douglas Roth

Melvoid J. Benson

Richard Welch

Linda Avanzato

Kimberly Page

Dr. Phil Thornton, 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.

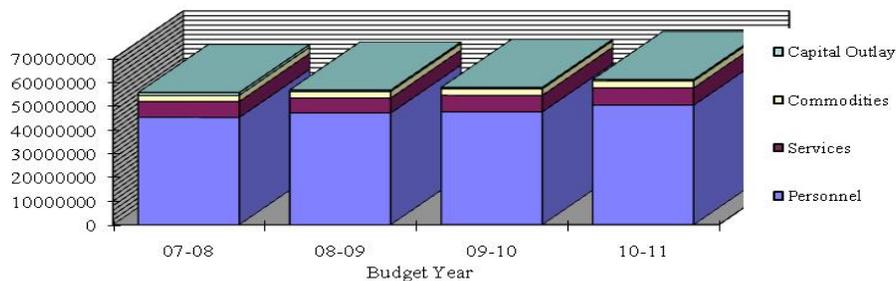
We believe that schools should ensure that all students will be able to demonstrate wide-ranging and fundamental knowledge, understanding, skills and attitudes to:

- 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	Expenditures Last Year 07-08	Projected Expenditures through 6/30/09	Adopted Budget Current Year 08-09	Proposed Budget Next Year 09-10	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 10-11
Personnel	45,356,517.77	47,181,149.00	47,206,198.00	47,711,903.00	\$505,705	1.07%	\$50,553,417
Services	6,720,369.38	6,221,082.00	6,331,082.00	6,982,400.00*	\$651,318	10.29%	\$7,331,520
Commodities	2,573,321.61	2,754,484.00	2,733,803.00	2,682,724.00	(\$51,079)	-1.19%	\$2,837,860
Capital Outlay	1,171,718.29	648,654.00	607,654.00	580,043.00	(\$27,611)	-4.54%	\$597,444
Bottom Line Reduction				<u>\$(362,283)</u>	<u>\$0</u>	0.00%	<u>(\$373,151)</u>
Total	55,821,927	56,805,369	56,878,737	57,594,787	716,050	1.26%	\$60,947,090

- includes Medicaid @ \$500,000

SCHOOL DEPARTMENT
Budget Trends



Education Personnel (as of June 2008 measured in FTE)	
Administrative and Certified	19
Non-Certified	17.5
Classroom Teachers	373.5
Aides	108
Lunch Workers, Bus Drivers	46
Clerical	36.5
Operation and Maintenance	48.25
Total Personnel	648.75
Students: Enrollment As of June 2008	
Kindergarten/Pre-One	279
Elementary (1-5)	1,497
Middle (6-9)	1,054
High (9-12)	1,560
Special Education Program	In above
Sub Total In Our Schools	4,390
Resident Pupils Sent Out	61
Total Students	4,451

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 \$2.05 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 2010 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 \$596,000 for projects in the General Fund budget, a decrease of \$397,000 over the current year. The largest decrease is related to a reduction in Town Capital Reserve appropriation of \$140,750 from the prior year which is budgeted in the Public Works Department. The Police Department continues to level fund the vehicle replacement program of police cruisers requesting 3 cruisers rather than the 4 which is recommended in the replacement program. The Senior Services Department eliminated their restricted line item for future replacement of a transportation van due to budget constraints, this is a \$15,000 reduction. In October, 2008, we awarded a contract to Catalano Construction for the Main Street Improvement for the amount of \$1.4M, thus reducing the funding for sidewalks by \$50,000 in the Public Work, Highway Division. The Quonset Davisville enterprise fund (Leisure Services) reflects a decrease of \$42,605 from the FY 2009 budget. A decrease of \$53,889 for transferring to capital reserves from both the Golf Course Division is directly related to the first payment of \$150,000. This payment is part of the \$1.5M reservation which the Town Council approved to loan the Golf Course, interest free over a 10 year period to fund the irrigation project which is currently underway. It is anticipated that the number of rounds will increase during the year thus an increase in revenues. It is anticipated that Allen Harbor will transfer approximately \$31,784 to the Capital Reserve for future capital improvements at the Marina. Currently budgeted is \$50,000 for repaving the marina road as well as \$40,000 for electrifying the A Dock South. The Water Fund’s Capital Projects is proposed to increase by approximately \$277,000. The major increase is due to an increase in the water rates thus increasing the contribution being made to the Water Capital Reserve Fund. However, the Town awarded a contract for approximately \$1.6M for lead remediation which is being funded by the Water Capital Reserve. Ongoing capital improvements and replacements have been appropriated in the 2010 Capital Improvement Plan.

Chart A

<u>Fund/Dept.</u>	<u>Project Description</u>	<u>Account</u>		<u>Funding Type</u>		<u>Amount</u>
General Fund						
	To Town Capital Reserve for Pay-as-we-go capital improvements			G	TCR	175,000
Facilities	Van 1/2 ton (Repl 1985 Dodge Van)	00110070	550501	G	EQR	35,000
Highway	Catch Basin Cleaner (Repl #83-'92)	00110020	550501	G	EQR	90,000
Information Systems	PC Replacements - Various - fall out of warranty	00105050	550301	G	EQR	18,000
Police	3 Patrol Vehicle Replacements	00108120	550401	G	EQR	63,000
Planning	Post Road Corridor Sewer/Water Study	00109010	550801	G	CI	10,000
Highway	Road Overlay, Drainage	00110020	531107, 531111	G	F	130,000
Highway	Sidewalks, dams, drainage,	00110020	531206	G	F	60,000

<u>Fund/Dept.</u>	<u>Project Description</u>	<u>Account</u>		<u>Funding Type</u>		<u>Amount</u>
Solid Waste Landfill	Hamilton-Allenton and Oak Hill Landfill closure certificates	00110040	531206	G	F	15,000
Total General Fund						596,000
Q/D Recreation Fund						
	To Golf Course Capital Reserve for Pay-as-we-go capital improvements			EQ	QCR	-
Golf Course	Utility Vehicle	43021010	550401	EQ	EQR	20,000
Golf Course	Tee Mower	43021010	550401	EQ	EQR	20,000
Golf Course	Golf Cart Replacements (3yr repl) - (25carts)	43021020	550401	EQ	EQR	46,500
Allen Harbor	To Allen Harbor Capital Reserve for Pay-as-we-go capital improvements			EQ	QCR	31,784
Allen Harbor	Black Top Marina Road	43021040	550601	EQ	CI	50,000
Allen Harbor	Electrical Service to A Dock South	43021040	550601	EQ	CI	40,000
Total Q/D Recreation Fund						208,284
Water Fund						
	To Water Capital Reserve for Pay-as-we-go capital improvements			EW	WCR	1,132,718
Water	New Service Vehicle	44040090	550404	EW	EQN	30,000
Water	Meter Reader/Water Quality vehicles	44040090	550404	EW	EQR	20,000
Water	Engineering for Capital Projects (Well #10 Repairs)	44040090	551006	EW	F	25,000
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	2,500
Total Water Fund						1,242,218
School Fund	To School Capital Reserve for Pay-as-we-go capital improvements			SCR	SCR	-
Total School Fund						-
Total All Budgeted Funds						2,046,502

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 2010 requested equipment replacements for various Departments for a total of \$457,700 which has been recommended for funding in Chart A, above, for FY2010. Also included below are planned equipment requirements over the next four years. Due to budget constraints, reductions are apparent when comparing the prior year's requests and 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

Department	FY to Purchase	Description	Estimated Cost
Code Enforce.	2010	Printer	5,600
Facilities	2010	Van ½ ton (Replace 1985 Dodge van - # 43)	35,000
Golf Course	2010	Tee mower	20,000
Golf Course	2010	Utility vehicle	20,000
Highway	2010	Catch Basin Cleaner (Repl '92 Stetco - #83)	90,000
Information	2010	Municipal Firewall	10,000
Information	2010	Upgrades (Backup, Anti Virus, Converters)	20,000
Planning	2010	New Fax Machine	100
Planning	2010	New Copy Machine	16,000
Police	2010	Replace 4 Vehicles - 1 unmarked/3 marked	96,000
Police	2010	Copy Machine	15,000
Police	2010	4 Computers	4,000
Water	2010	Water Service Vehicle	30,000
Water	2010	Generator for Stations #1,2,4 and garage	96,000
Total Fiscal Year 2010			457,700
Animal	2011	1 Utility Vehicle	28,000
Code Enforce.	2011	Copier	4,000
Facilities	2011	Turf Tractor w/ bucket (Replaces 1971 International)	35,000
Fire	2011	Fire Prevention Vehicle (Repl 94 Dodge Caravan)	36,000
Fire	2011	Fire/Rescue Boat to replace Surplus USCG Boat	250,000
Fire	2011	Brush Truck (Repl 69 Dodge Power Wagon-parts no longer avail)	80,000
Fire	2011	Rescue (Repl 99 rescue)	180,000
Golf Course	2011	Trap rake	15,000
Golf Course	2011	aerifier	20,000
Highway	2011	Large Dump w/snow plow (Repl '94 Dump - #73)	100,000
Highway	2011	Full size Pickup w/snow equip (Repl '95 Ford PU - #3)	40,000
Information	2011	PC Replacements (1/3)	40,000
Technology			
Police	2011	Replace 4 Vehicles - 1 unmarked/3 marked	96,000
Water	2011	Meter Reader Vehicle	25,000
Water	2011	Water Quality Specialist Vehicle	25,000
Water	2011	Generators for Stations #3, 7 & 8	96,000
Water	2011	Compressor	18,000
Total Fiscal Year 2011			1,088,000
Code Enforce.	2012	Printer	750
Facilities	2012	Bobcat Skid Steer Loader (Replace 1992 Bobcat)	42,000

Fire	2012	Fire Engine (Repl 86 Hahn Fire Engine)	460,000
Fire	2012	Rescue (Repl 06 Ford Rescue)	180,000
Fire	2012	Chief's vehicle (Repl '03 Ford Explorer)	40,000
Golf Course	2012	Greens Mower	25,000
Golf Course	2012	Rotary Mower	20,000
Harbormaster	2012	1 Patrol Boat w/motor	58,700
Highway	2012	Road Grader (Repl '64 CAT Grader)	150,000
Information Technology	2012	Server Replacements	30,000
Police	2012	Replace 4 Vehicles - 1 unmarked/3 marked	96,000
Police	2012	4 Computers	4,000
Police	2012	4 Radio System Repeaters	28,000
Water	2012	Service Vehicle (Pump operator)	32,000
Water	2012	Trailer	5,000
Total Fiscal Year 2012			1,171,450
Code Enforce.	2013	Vehicle	20,000
Animal	2013	1 Utility Vehicle	28,000
Facilities	2013	Full size pickup w/ snow equipment (Repl 1992 3/4 ton Chevy)	40,000
Fire	2013	Brush Truck (Repl '79 Chevy)	75,000
Fire	2013	Rescue (Repl '06 Ford Rescue)	180,000
Fire	2013	Fire Engine-Repl '96 KME Fire Engine	475,000
Golf Course	2013	Front end loader	40,000
Highway	2013	Loader (Repl '89 JD Loader)	150,000
Information Technology	2013	PC Replacements (1/3)	40,000
Information Technology	2013	MUNIS server Replacement	25,000
Police	2013	Replace 4 Vehicles - 4 marked	100,000
Police	2013	45 Bullet Proof Vests	31,500
Total Fiscal Year 2013			1,204,500
Code Enforce.	2014	Vehicle	20,000
Facilities	2014	Full size Pickup w/snow equip (Repl '95 Ford F350)	45,000
Fire	2014	Rescue (Repl '08 Ford Rescue)	190,000
Fire	2014	Fire Engine replaces a 1999 Internation	500,000
Golf Course	2014	Tractor	30,000
Highway	2014	Large Dump w/snow equipment	150,000
Information Technology	2014	1/3 Networking Equipment Replacement (switching and routing)	20,000
InformaTechn	2014	PC Replacements (1/3)	40,000
Police	2014	Replace 4 Vehicles - 4 marked	100,000
Police	2014	4 Computers	4,000
Police	2014	60 Service weapons/handguns	30,000
Total Fiscal Year 2014			1,129,000

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 FY10 operating budget for these projects, other than the debt service cost, if applicable, has been show below. All amounts shown in the Impact Operating Budget column have been included in the operating budget where applicable. Debt service for the voter-approved Bond funded projects (Funding Source BA) is estimated to be \$100,000 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 H.

Chart C

Lead Dept	Project Description	Funding	Type	Amount FY10	Impact Operating Budget 10
Information Tech	Technology Systems and Hardware Lifecycle Program	TCR	CI	70,000	18,000
Planning	Development Rights Acquisitions	BA/OT2/OT3	CI	1,900,000	10,000
Planning/Recr.	McGinn Inline Skating Park	OT2/OT3	CI	110,000	40,000
	North End Recreational Fields	OT2/OT3	CI	600,000	300,000
Public Works	Landfill Closure - Hamilton Allenton/Oak Hill	BU/TCR	F	140,000	22,000
	Roofing Projects	TCR	F	50,000	
	Wickford Elementary School Roof Repairs	BA/TCR/OT3	F	270,000	
Recreation	Allen Harbor Master Plan Improv	QCR	F	400,000	
	Golf Course Improvements	QCR	F	50,000	
	McGinn Park	BU	CI	798,250	
Recreation/Planning	Calf Pasture Point Improvements	OT3	CI	5,000	
	Townwide Playing Fields	OT2/OT3	CI	41,200	
	Yorktown Park	OT3	CI	15,000	
School	Admin and Maint. Bldg HVAC, Lighting Upgrade	SCR	F	165,000	
	Davisville Elementary School Renovations & Addit.	BU	F	3,955,000	
	DMS Deferred main eliminations	BU	F	41,825	
	Dist Wide - Bus Replace & Comm Equip for safety	SCR	F	51,936	
	Dist Wide - Air Conditioning Add	SCR	F	30,000	
	Dist Wide - Computer and server replacement	SCR	F	50,000	
	Dist Wide - Energy Reduction Pro	SCR	F	25,000	
	Fishing Cove Elementary School Improvement	BA	F	21,875	
	Forest Park Lighting Upgrade and asbestos removal	BA	F	50,000	
	Hamilton El Heating & Ventilati	SCR	F	23,757	
	NK High School - HVAC	OT3	F	175,000	
	Quidnessett HVAC replacement and Energy Mgmt	SCR	F	25,000	

Lead Dept	Project Description	Funding	Type	Amount FY10	Impact Operating Budget 10
Water	School Admin/CD Building - Life Safety Improvement	SCR	F	30,000	
	Stony Lane El - HVAC replacement and controls	SCR	F	25,000	
	Wickford Middle School Improvements	BA	F	500,000	
	Emergency Generators	WCR	CI	96,000	96,000
	Lead Contaminated Soil Remediation	WCR	CI	840,950	840,950
	Standpipe Maintenance and Painting	WCR	CI	560,000	
	PRV with Chlorination	WCR	CI	250,000	195,050
	Grand Total Ongoing & Proposed Projects			11,115,793	1,326,950

FUNDING (Source of Funds): BA=Bond Authorized BU=Bond Unauthorized SCR=School Capital Reserve
TCR=Town Capital Reserve WCR=Water Capital Reserve OCR= 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 \$530,000 in projects that are to be funded from the Town Capital Reserve, \$425,693 from the School Capital Reserve, \$95,000 from the Quonset/Davisville Recreation Reserve for the Golf Course Irrigation System and \$1,746,950 from the Water Capital Reserve in FY2010. The Town awarded a contract for approximately \$1.6M for lead remediation which is being funded by the Water Capital Reserve. Below in Charts D, E, F and G are funding and spending projections and updates of the anticipated balances available from these four capital reserve funds after completion of the FY 2010 projects. Due to reductions in the Town Capital Reserve appropriation, the approved capital projects may have to be put on hold due to insufficient funding.

Chart D

Town Capital Reserve (TCR)		09/10
Estimated Balance 6/30/09		242,593
Proposed Funding FY 2010		175,000
Less CIP Projects Funded by Capital Reserve		
Wickford Elementary School Roof Repairs		(270,000)
Technology Systems and Hardware Program		(70,000)
Landfill Closure – Hamilton Allenton & Oakhill		(140,000)
Roofing Projects		(50,000)
	CIP Projects Totals	(530,000)
Estimated Year End Balance in Fund		(112,407)

Chart E

School Capital Reserve (SCR)	09/10
Estimated Balance 6/30/09	695,647
Proposed Funding FY 2010	156,189
Less CIP Projects Funded by Capital Reserve	
Admin and CD Bldg – Life Safety Improvements	(30,000)
Admin and Maint Bldg HVAC, Lighting Upgrade	(165,000)
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)
District Wide – Energy Reduction Projects	25,000
Hamilton Elementary Heating and Ventilation	(23,757)
Quidnessett Henseler HVAC replacement and Energy Mgmt	(25,000)
Stony Lane El HVAC repl. and controls	(25,000)
CIP Projects Totals	<u>(425,693)</u>
Estimated Year End Balance in Fund	538,608

Chart F

Water Capital Reserve (WCR)	09/10
Estimated Balance 6/30/09	1,150,908
Proposed Funding FY10 Revenues	1,132,718
Less CIP Projects Funded by Capital Reserve	
Lead Contaminated Soil Remediation	(840,950)
Emergency Generators	(96,000)
Standpipe Maintenance and Painting	(560,000)
PRV with Chlorination	(250,000)
CIP Projects Totals	<u>(1,746,950)</u>
Estimated Year End Balance in Fund	536,676

Chart G

Quonset/Davisville Recreation Capital Reserve (OCR)	09/10
Estimated Balance 6/30/09 – Golf Course	297,415
Estimated Balance 6/30/09 – Allen Harbor	299,225
Proposed Funding FY10 Golf Course Revenues	-
Proposed Funding FY10 Allen Harbor Revenues	31,374
Less CIP Projects Funded by Capital Reserve	
Allen Harbor Master Plan Improvements – Bulkhead	(299,225)
CIP Projects Totals	<u>(299,225)</u>
Estimated Year End Balance in Fund	328,789

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 \$9.79M bond that was issued in January, 2009. The January, 2009 bond was issued to fund the \$2.3M Public Safety Addition, \$2.2M Fire Station & 2 pumpers, \$4.0M Senior Center Construction and an outstanding 1992 Public Facilities Bond of \$1.29M which was appropriated to support projects throughout the Town. The only outstanding unissued bond authority is the \$2M School Improvements bond, the Town expects to issue the outstanding balance in FY 2010 to cover projects as outlined in the 2010 Capital Improvement Plan. Prior to the end of 2009, the Town is anticipating the issuance of advance refunding some of its existing debt due to a decline in the bond market. At the present time, the estimated timeframe for refunding is April, 2009, and are

estimating an approximate savings of \$500,000 over the remaining term of the selected bonds. The combined grand total net debt will increase by approximately \$6.2 million over FY 2009 with the additional debt that was issued during the 2009 fiscal year.

It is important to note that despite the decline in the economy, the Town of North Kingstown received an upgrade from Standard & Poor in January, 2009. The Town slight upgrade earned a rating of 'AA' from 'AA-' based on the town's strong financial performance and position and strong income levels. The outlook of the Town is considered stable. This rating also reflects the town's: 1) Primarily residential property tax base with a diverse and growing commercial presence, 2) Good management policies, and 3) Low debt burden. This is a great accomplishment and should not go unspoken. The newly adopted policies can be found in the PREFACE of the budget.

Chart H (Amounts in millions)

Statement of Municipal Debt for Fiscal Year Ending June 30, 2010						
Interest Rate	Maturity Date	Issue Date and Purpose of Issue	Total Principal Payment	Total Interest Payment	Total Payment	Net Debt 6/30/10
Municipal Debt						
2-4.0%	1/15/2029	\$9.79M - \$4.5 Pub Saf, \$4.0 Sr. Ctr, \$1.29 Pub Fac	-	320,810	320,810	9,790,000
4.125-6.5%	7/15/2027	\$4.0 Open Space	130,000	171,078	301,078	3,745,000
3.0-3.5%	6/30/2012	\$.328M Refundng of \$0.79 O/S	53,000	4,501	57,501	104,000
3.0-3.5%	6/30/2012	\$.232M Refunding of \$0.56 Public Fac	37,000	3,086	40,086	71,000
4.42%	12/31/2019	\$ 1.025 Dec-98 Farmland & \$2.250 Roads	163,925	69,620	233,545	1,470,464
4.42%	12/31/2019	\$ 1.0 Dec-98 Library	50,165	21,306	71,471	448,883
5.08%	9/15/2020	\$3.6 Farmland & \$.235 O/S	190,000	111,008	301,008	2,090,000
4.32%	6/15/2016	Jun-01 \$1.56 Farmland, \$1.9 Public Facilities, \$.385 Asset Protection	250,000	76,765	326,765	1,495,000
4.0-5.25%	5/1/2026	\$2.84 M Issue Open Space Dev Rights	190,000	92,388	282,388	2,090,000
		Total Municipal Debt	1,064,090	870,562	1,934,652	21,304,347
School Debt						
4.25-5.0%	4/1/2027	\$7.0 School	255,000	314,350	569,350	6,500,000
3.0-3.5%	6/30/2012	\$1.915M Refunding \$4.6M ElemAdditions	305,000	26,306	331,306	610,000
4.42%	12/31/2019	\$ 0.795 Dec-98 Athletics & \$2.2 Tech	150,100	63,749	213,849	1,344,550
5.06%	6/15/2019	\$1.505 June-99 School Athletics	75,000	47,423	122,423	860,000
3.0-5.0%	6/30/2026	\$27.885M Refunding \$33M High School	1,500,000	969,763	2,469,763	21,465,000
3.5-4.35%	12/15/2011	Dec-01 \$1.9 School Additions	200,000	17,000	217,000	300,000
		Total School Debt	2,485,100	1,438,591	3,923,691	31,079,550
Total Debt Combined School & Municipal			3,549,190	2,309,153	5,858,343	52,383,897
Enterprise Funds Debt						
4.42%	12/31/2019	\$ 0.615 Dec-98 Golf Course Club House	30,810	13,085	43,895	276,103
		Total Enterprise Debt	30,810	13,085	43,895	276,103
Combined Grand Total Debt			3,580,000	2,322,238	5,902,238	52,660,000

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, 2008 the Town had \$337,724 debt subject to the 3% debt limit which is the Golf Course Club House, a Q/D Recreation Issue. The current 3% debt limit of the Town is \$131,699,383 on the net assessed valuation as of December 31, 2006 of \$4,389,979,441.

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, 2008, the total outstanding debt of the Town issued pursuant to special legislation outside the 3% debt limit was \$50,040,000.

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 \$3,338,000 of unused authority.

Chart I – Bonding Authority

Bonding Authority Description	Date Authorized	Amount Authorized	Balance Remaining	Proposed Projects	Year End Balance
School Improvements	Nov-09	\$9,000,000	\$2,000,000	\$1,012,000	\$988,000
Public Facilities	Nov-92	\$6,000,000	\$1,290,000	\$1,290,000	\$0
Library	Jun-97	\$1,350,000	\$350,000	\$0	\$350,000
Senior Center Expansion	Nov-09	\$4,000,000	\$4,000,000	\$4,000,000	\$0
Public Safety Improvements	Nov-09	\$4,500,000	\$4,500,000	\$4,500,000	\$0
Community Septic Loan Program	Nov-09	\$2,000,000	\$2,000,000	\$0	\$2,000,000
Total		\$26,850,000	\$12,140,000	\$10,802,000	\$3,338,000

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 5.0% and a bond life of 20 years.

In years 2012 and 2013 the analysis is showing a decrease in the estimated tax rate of (\$.06) and (\$.02) respectively, this decrease is due to four bonds expiring as of June 30, 2012. However, the \$9.79M bond which was issued in June, 2009, had a deferral of the first two year's principal thus a balloon principal payment in 2013 to smooth out the spikes that could have occurred in the tax rate to fund the new debt. This method of deferring the principal is acceptable in order to keep within the limits of the debt burden which the rating agencies consider at when going to the market. Bonds can be issued for any term between five to thirty years.

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

<u>Tax Rate Impact (without proposed new debt)</u>	<u>FY09 Projected</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Existing Long Term Debt Princ& Int.</u>	5,681,430	5,858,344	5,966,724	5,708,462	5,544,289	5,436,373
Deduct for Housing & Library Aid	-1,208,255	1,276,204	1,243,719	1,179,658	1,027,828	1,000,084
Deduct for (Impact Fees)/Misc.	<u>-124,244</u>	<u>-80,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-25,000</u>
Total Net Existing Long Term Debt	4,348,931	4,512,140	4,653,005	4,458,804	4,446,461	4,411,289
<u>Authorized New Long Term Debt</u>						
\$2,000,000 School Improve	-	-	200,000	195,000	190,000	185,000
Total New Debt	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>195,000</u>	<u>190,000</u>	<u>185,000</u>
Net Total Existing & New Debt	4,348,931	4,512,140	4,853,005	4,653,804	4,636,461	4,596,289
<u>Calculation of Tax rate Increase Available for Existing and New Debt</u>						
Deduct drawn from reserve *	<u>(83,763)</u>	<u>(34,376)</u>	<u>(0)</u>	<u>(0)</u>	<u>0</u>	<u>213,030</u>
Net amount required from tax \$\$	4,265,168	4,467,764	4,853,005	4,653,804	4,636,461	4,809,319
Would generate an estimated tax rate	\$ 1.17	\$ 1.21	\$ 1.25	\$ 1.19	\$ 1.17	\$ 1.21
as follows:						
Estimated Tax rate increase/decrease for existing and new authorized debt		\$ 0.04	\$ 0.04	\$ (0.06)	\$ (0.02)	\$ 0.03
* <i>Estimated Reserve Balance</i>	664,801	536,662	536,662	536,661	536,661	323,631

In Chart K, below, the impact of the existing debt combined with unauthorized debt from the Capital Improvement Program on the tax rate for support of the Debt Service fund is shown. This new unauthorized, proposed debt is for McGinn Park, Davisville Elementary, Wickford Middle School Renovations, Fire Dept Hdqtrs/Maint/Training Complex and Landfill Closure Projects. Bond authority for these projects has not yet been determined. However, if and when approval is granted, the estimated tax rate increase will be \$0.30 in FY 13 to \$1.60 and will continue to increase by \$.05 per thousand in FY14.

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

<u>Tax Rate Impact Including Proposed Debt</u>	<u>FY09 Projected</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Existing Long Term Debt Princ&Int.</u>	5,681,430	5,858,344	5,966,724	5,708,462	5,544,289	5,436,373
Deduct for Housing & Library Aid	-1,208,255	1,276,204	1,243,719	1,179,658	1,027,828	1,000,084
Deduct for (Impact Fees)/Misc.	<u>-124,244</u>	<u>-80,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-70,000</u>	<u>-25,000</u>
Total Net Existing Long Term Debt	4,348,931	4,502,140	4,653,005	4,458,804	4,446,461	4,411,289
<u>Authorized New Long Term Debt</u>						
\$2,000,000 School Improve	-	-	200,000	195,000	190,000	185,000
Total New Debt	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>195,000</u>	<u>190,000</u>	<u>185,000</u>
Net Total Existing & New Debt	4,348,931	4,502,140	4,853,005	4,653,804	4,636,461	4,596,289

Tax Rate Impact Including Proposed Debt	FY09 Projected	FY10	FY11	FY12	FY13	FY14
Unauthorized New Long Term Debt						
\$0.798 M McGinn Park	-	-	98,783	76,832	74,836	72,840
\$3.955M Davisville Elem Renov	-	-	-	276,850	269,929	263,008
\$16.145M Wickford Middle Renov	-	-	-	-	1,130,150	1,101,896
\$8.5M Fire Hdqtrs/Maint/Train Compl	-	-	-	-	1,051,875	818,125
\$1.34 M Landfill Closure	-	-	-	-	-	165,825
Unauthorized Long Term Debt	<u>0</u>	<u>0</u>	<u>98,783</u>	<u>353,682</u>	<u>2,526,790</u>	<u>2,421,694</u>
Net Total All Existing & New Debt	4,348,931	4,502,140	4,951,788	5,007,486	7,163,251	7,017,983
Calculation of Tax rate Increase Available for Existing and New Debt						
Deduct drawn from reserve *	<u>(83,763)</u>	<u>(34,376)</u>	<u>(82,975)</u>	<u>139,307</u>	<u>(489,800)</u>	<u>(117,608)</u>
Net amount required from tax \$	4,265,168	4,467,764	4,868,813	5,146,793	6,673,451	6,900,375
Would generate an estimated tax rate as follows:	\$ 1.17	\$ 1.21	\$ 1.26	\$ 1.30	\$ 1.60	\$ 1.65
Estimated Tax rate increase/decrease for existing and new authorized debt		\$ 0.04	\$ 0.05	\$ 0.04	\$ 0.30	\$ 0.05
* <i>Estimated Reserve Balance</i>	581,038	546,662	463,687	602,993	113,193	

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 6.61%. This is below the accepted standard of 10% from the debt rating agencies. This favorable comparison would increase to 8.58% in fiscal year 2013 should the unauthorized bonds earn the approval of the citizens of North Kingstown.

CHART L	FY10	FY11	FY12	FY13	FY14
<u>Existing Debt Principal and Interest</u>					
\$1,000,000 Dec 1998 Library Renovations	\$ 71,371	\$69,292	\$ 67,175	\$ 65,015	\$ 62,792
\$3,275,000 Dec 1998 Roads & Open Space (Farmland)	\$233,740	\$226,931	\$220,000	\$212,925	\$205,644
\$232,000 Refunding Bond 2005 (\$ 560,000 May 1996 Public Facilities)	\$ 40,086	\$ 38,838	\$ 34,595		
\$328,000 Refunding Bond 2005 (\$ 790,000 May 1996 Recreation/Open Space)	\$ 57,501	\$ 55,713	\$ 51,893		
\$3,835,000 Sept. 2000 O/S & farmland	\$301,008	\$291,983	\$282,910	\$273,600	\$264,100
\$3,845,000 June 2001 Farmland, Facilities Asset Protection	\$326,765	\$316,515	\$306,015	\$295,265	\$284,265
\$2,840,000 May 2006 Development Rights	\$282,388	\$274,788	\$267,188	\$259,588	\$251,988
\$4,000,000 July 2007 Open Space Bond	\$301,078	\$297,803	\$294,553	\$296,978	\$295,348
\$9,790,000 Jan 2008 (\$4M Sr. Ctr, \$4.5M Pub Saf, \$1.29M Pub Fac	\$ 320,810	\$370,810	\$369,810	\$828,810	\$848,610
\$2,995,000 Dec 1998 School Athletics & Techno	\$213,756	\$207,530	\$201,191	\$194,720	\$188,063
\$1,505,000 June 1999 School Athletics	\$122,423	\$123,823	\$119,983	\$121,063	\$121,813
\$1,915,000 Refunding Bond 2005 (\$4,600,000 May 1996 Elementary Add.)	\$ 331,306	\$321,013	\$310,338		
\$1,900,000 December 2001 School Addit	\$217,000	\$208,600	\$102,175		
\$27,885,000 Refunding Bond 2005 (\$33,000,000 December 1999 High School)	2,469,763	2,394,575	2,318,388	2,235,763	2,160,513
\$7,000,000 April 2007 School (RIHBEC) Bond	<u>\$ 569,350</u>	<u>\$568,513</u>	<u>\$567,250</u>	<u>\$570,563</u>	<u>\$ 568,238</u>
TOTAL EXISTING DEBT SERVICE	\$5,858,344	\$5,766,724	\$5,513,462	\$5,354,289	\$ 5,251,373
<u>Authorized and Unauthorized New Debt Principal and Interest</u>					
\$2,000,000 School Improvements		\$200,000	\$195,000	\$190,000	\$ 185,000
\$798,250 McGinn Park		\$ 98,783	\$ 76,832	\$ 74,836	\$ 72,840
\$3,955,000 Davisville El School Improve			\$ 276,850	\$269,929	\$ 263,008
\$16,145,000 Wickford Middle School Imp				1,130,150	\$1,101,896
\$8,500,000 Fire Dept Hdqtrs/Maint/Training Complex				1,051,875	\$ 818,125
\$1,340,000 Landfill Closure (Hamilton/Allentown)				\$ -	\$ 165,825
TOTAL NEW DEBT	0	298,783	548,682	2,716,790	2,606,694
GRAND TOTAL DEBT SERVICE - EXISTING AND NEW	5,858,344	\$6,065,507	\$6,062,144	\$8,071,079	\$ 7,858,067
TOTAL BUDGET (Est. 2% increase each year)	\$88,640,077	90,412,879	92,221,136	\$94,065,559	\$95,946,870
% OF DEBT PRINCIPAL AND INTEREST TO TOTAL BUDGET	6.61%	6.71%	6.57%	8.58%	8.19%

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 computed 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 1.14% and is expected to increase to 1.63% should the proposed/unauthorized bonds earn the approval of the citizens of North Kingstown.

Chart M - Ratio of Net General Bonded Debt to Assessed Value and Net Bonded Debt Per Capita					
Fiscal year	Population	Assessed Value	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
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	\$45,919,197	1.29%	\$1,744
2007	26,326	\$3,607,374,032	\$42,364,998	1.17%	\$1,609
2008	26,326	\$4,389,979,441	\$50,040,000	1.14%	\$1,901
Estimated based on Capital Improvement Program (Authorized Projects only):					
2009	26,326	4,440,612,995	\$55,933,087	1.26%	\$2,125
2010	26,589	4,453,499,879	\$54,383,897	1.22%	\$2,045
2011	26,589	4,498,034,878	\$50,684,707	1.13%	\$1,906
2012	26,589	4,543,015,227	\$46,985,517	1.03%	\$1,767
2013	26,589	4,588,445,379	\$43,421,327	0.95%	\$1,633
Compared to: Estimated based on Capital Improvement Program (Authorized and Unauthorized Projects per CIP):					
2009	26,326	4,440,612,995	\$55,933,087	1.26%	\$2,125
2010	26,589	4,453,499,879	\$55,182,147	1.24%	\$2,075
2011	26,589	4,498,034,878	\$55,398,045	1.23%	\$2,083
2012	26,589	4,543,015,227	\$76,146,105	1.68%	\$2,864
2013	26,589	4,588,445,379	\$74,676,192	1.63%	\$2,809

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
<i>ESTIMATED REVENUE</i>								
PROPERTY TAX	62,319,777	13,097,909	1,124,589	-	-	43,629,515	-	4,467,764
STATE REVENUES	16,489,909	3,745,961	199,517	-	-	11,112,038	156,189	1,276,204
OTHER REVENUES	14,224,030	6,810,782	42,000	1,864,332	2,648,684	2,778,232	-	80,000
SUBTOTAL	93,033,716	23,654,652	1,366,106	1,864,332	2,648,684	57,519,785	156,189	5,823,968
PRIOR YEAR	265,675	-	10,000	146,299	-	75,000	-	34,375
TOTAL	93,299,391	23,654,652	1,376,106	2,010,631	2,648,684	57,594,786	156,189	5,858,343

<i>ESTIMATED REQUIREMENTS</i>								
PERSONNEL	69,523,258	18,659,504	1,060,999	930,698	1,180,154	47,691,903	-	-
NON PERSONNEL	16,817,032	4,618,479	315,107	858,292	1,340,030	9,685,124	-	-
SUBTOTAL	86,340,290	23,277,983	1,376,106	1,788,990	2,520,184	57,377,027	-	-
CAPITAL	1,377,352	296,120	-	176,500	128,500	580,043	156,189	-
DEBT SERVICE	5,903,484	-	-	45,141	-	-	-	5,858,343
CONTRIBUTIONS	80,549	80,549	-	-	-	-	-	-
ADJUSTMENT	-	-	-	-	-	(362,284)	-	-
TOTAL	93,299,391	23,654,652	1,376,106	2,010,631	2,648,684	57,594,786	156,189	5,858,344

PROPOSED BUDGET CHANGES FY09 TO FY 10

FY09 BUDGET	93,170,926	23,859,159	1,364,108	1,431,732	2,584,047	56,878,737	371,712	5,681,431
\$ INCR BUDGET	128,465	(1,204,507)	11,998	578,899	64,637	716,047	(215,523)	176,912
% INCR/DEC	0.14%	-4.85%	0.88%	40.43%	2.50%	1.26%	-57.98%	3.11%
BUDGET	<hr/>							

PROPOSED TAX DOLLAR CHANGES FY09 COMPARED TO FY10

FY09 TAX %	61,090,193	12,787,396	1,102,538	-	-	42,827,726	107,365	4,265,168
INCREASE TAX \$	1,229,584	310,513	22,051	-	-	801,789	(107,365)	202,596
% INCR TAX \$	2.01%	2.43%	2.00%	0.00%	0.00%	1.87%	-100.00	4.75%

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.

FY 2010 NONUNION & MUNICIPAL SALARIES AND BENEFITS

Dept	Object	Job Class	Grade	Step	Allocation & Notes	FY10	FICA	Retirement	Health	Prescript	Dental	Life	Uniform
						Annual Salary	Medicare 524001	0.1206 524302					
0201	510103	Town Manager	TM01	59	1	111,822.32	8,554.41	13,485.77	11,723.87		968.85	160.34	
0201	510103	Executive Secretary	TM10	52	5	0.90 38,031.21	2,909.39	4,586.56	4,166.70		273.61	144.31	
						149,853.53	11,463.79	18,072.34	15,890.57	-	1,242.46	304.65	-
0301	510101	Clerk II Specialist	CL40	18	5	41,173.83	3,149.80	4,965.56	3,907.28	1,944.00	380.02	160.34	
0301	510101	Clerk II Specialist	CL30	18	3	36,951.85	2,826.82	4,456.39	3,907.28	1,944.00	380.02	160.34	
0301	510101	Clerk I	CL60	14	1	28,931.26	2,213.24	3,489.11	3,000.00	-	484.42	160.34	
0301	510101	Clerk I	CL60	14	5	34,644.24	2,650.28	4,178.10	9,995.57	1,944.00	1,211.06	160.34	
						141,701.18							
0301	510103	Town Clerk	CL02	55	5	58,142.90	4,447.93	7,012.03	14,068.64		1,211.06	160.34	
0301	510103	Deputy Town Clerk	CL01	56	5	80,593.93	6,165.44	9,719.63	5,555.60		380.02	160.34	
						138,736.83	21,453.51	33,820.82	40,434.37	5,832.00	4,046.59	962.06	-
0501	510101	Financial Assistant II	FI40	18	5	41,086.40	3,143.11	4,955.02	3,000.00	-	605.53	160.34	
0501	510101	Financial Assistant I	FI55	14	1	30,352.30	2,321.95	3,660.49	2,929.70	1,944.00	304.01	160.34	
0501	510101	Fiscal Clerk	FI60	14	3	31,250.55	2,390.67	3,768.82	2,898.28	1,944.00	304.01	160.34	
						102,689.26	7,855.73	12,384.32	8,827.98	3,888.00	1,213.56	481.03	-
0501	510103	Executive Secretary	TM10	52	5	0.10 4,203.38	321.56	506.93	462.97		30.40	16.03	
0501	510103	Controller	FI02	55	3	54,379.44	4,160.03	6,558.16	11,723.87		968.85	160.34	
0501	510103	Finance Director	FI01	58	4	79,081.98	6,049.77	9,537.29	11,723.87		968.85	160.34	
0501	510103	Tax Collector	FI02	52b	5	0.50 23,897.68	1,828.17	2,882.06	1,953.64	-	190.01	80.17	
						161,562.48	20,215.26	31,868.76	34,692.32	3,888.00	3,371.66	897.92	-
0505	510103	MIS Director	FI90	58	4	0.80 63,265.58	4,839.82	7,629.83	9,379.10		775.08	128.28	
0505	510103	Technology Support Tech.	FI94	51	1	1.00 35,127.32	2,687.24	4,236.36	4,629.67		304.01	160.34	
0505	510103	GIS Manager	FI92	52	1	1.00 39,344.72	3,009.87	4,744.97	11,723.87		968.85	160.34	
						137,737.63	10,536.93	16,611.16	25,732.63	-	2,047.94	448.96	-
0601	510101	Clerk I	AS40	14	5	32,937.26	2,519.70	3,972.23	2,929.70	1,944.00	304.01	160.34	
						32,937.26							
0601	510103	Tax Assessor	AS01	56	5	70,017.43	5,356.33	8,444.10	5,555.60		380.02	160.34	
						70,017.43	7,876.03	12,416.34	8,485.30	1,944.00	684.03	320.69	-
0804	510101	Asst. Animal Warden	AN03	18	4	37,238.05	2,848.71	4,490.91	7,422.79	1,944.00	968.85	160.34	350.00
0804	510101	Animal Warden	AN02	63	5	41,881.55	3,203.94	5,050.91	2,929.70	1,944.00	304.01	160.34	350.00
						79,119.60	6,052.65	9,541.82	10,352.49	3,888.00	1,272.86	320.69	700.00
0806	510103	Harbormaster	HA01	53	5	48,439.25	3,705.60	5,841.77	4,629.67		304.01	160.34	
0901	510101	Clerk II Specialist	PL20	18	5	41,173.83	3,149.80	4,965.56	9,995.57	1,944.00	1,211.06	160.34	
0901	510103	MIS Director	FI90	58	4	0.20 15,760.80	1,205.70	1,900.75	2,344.77		193.77	32.07	
0901	510103	Principal Planner	PL11	55	2	0.50 27,219.57	2,082.30	3,282.68	2,314.83		152.01	160.34	
0901	510103	Principal Planner	PL11	55	2	54,399.00	4,161.52	6,560.52	4,629.67		304.01	160.34	
0901	510103	Director of Planning	PL01	58	4	79,157.65	6,055.56	9,546.41	11,723.87		968.85	160.34	
						176,537.01	16,654.88	26,255.93	31,008.71	1,944.00	2,829.70	673.44	-
1001	510103	Director of Public Works	PW01	58	5	83,511.39	6,388.62	10,071.47	14,068.64		1,211.06	160.34	
1001	510103	Facilities Project Manager	PW03	55	5	57,538.23	4,401.67	6,939.11	4,629.67		304.01	160.34	
						141,049.62	10,790.30	17,010.58	18,698.31	-	1,515.07	320.69	-

1002	510101	Equipment Operator II	PH50	20	4		43,431.29	3,322.49	5,237.81	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Secretary	PH21	15	5		36,276.64	2,775.16	4,374.96	3,907.28	1,944.00	380.02	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		41,080.94	3,142.69	4,954.36	2,929.70	1,944.00	304.01	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		44,878.43	3,433.20	5,412.34	3,907.28	1,944.00	380.02	160.34	350.00
1002	510101	Mechanic	PH80	22	4		45,648.64	3,492.12	5,505.23	7,422.79	1,944.00	968.85	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		42,847.79	3,277.86	5,167.44	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Equipment Operator II	PH47	20	4		43,742.49	3,346.30	5,275.34	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Equipment Operator II	PH45	21	4		46,900.49	3,587.89	5,656.20	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		40,940.90	3,131.98	4,937.47	7,422.79	1,944.00	968.85	160.34	350.00
1002	510101	Equipment Maint. Foreman	PH40	24	4		53,378.85	4,083.48	6,437.49	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Mechanic	PH81	22	4		45,592.78	3,487.85	5,498.49	7,422.79	1,944.00	968.85	160.34	350.00
1002	510101	Equipment Operator Mason	PH46	21	4		46,900.49	3,587.89	5,656.20	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		40,614.14	3,106.98	4,898.07	7,422.79	1,944.00	968.85	160.34	350.00
1002	510101	Equipment Operator II	PH50	20	4		44,778.13	3,425.53	5,400.24	9,995.57	1,944.00	1,211.06	160.34	350.00
1002	510101	Streets Foreman	PH41	24	3		53,378.85	4,083.48	6,437.49	9,995.57	1,944.00	1,211.06	160.34	350.00
							670,390.87							
1002	510103	Highway Superintendent	PH02	56	2		66,322.19	5,073.65	7,998.46	14,068.64	-	1,211.06	160.34	350.00
								56,358.55	88,847.60	134,468.59	31,104.00	15,838.97	2,565.50	5,600.00
1005	510101	DPW Program Coordinator	PE22	24	3	0.75	38,628.16	2,955.05	4,658.56	7,496.68	1,278.00	908.29	120.26	
1005	510103	Town Engineer	PE04	57	5	0.65	52,421.14	4,010.22	6,321.99	9,144.62		787.19	104.22	
1005	510103	Engineering Inspector	PE08	53	5		51,966.14	3,975.41	6,267.12	14,068.64		1,211.06	160.34	350.00
1005	510103	Engineering Inspector	PE08	53	5		48,994.73	3,748.10	5,908.76	3,000.00		-	160.34	350.00
							153,382.01	14,688.78	23,156.43	33,709.94	1,278.00	2,906.54	545.17	700.00
1006	510101	DPW Program Coordinator	PE22	24	3	0.25	12,277.43	939.22	1,480.66	2,498.89	486.00	302.76	40.09	
1006	510101	Clerk I	PT25	14	5	16 hrs/wk	15,773.74	1,206.69	1,902.31	-	-	1,211.06	160.34	
1006	510101	Transfer Station Foreman	PT40	24	3		53,378.85	4,083.48	6,437.49	9,995.57	1,944.00	1,211.06	160.34	350.00
							81,430.03	6,229.40	9,820.46	12,494.46	2,430.00	2,724.88	360.77	350.00
1007	510101	Equip. Operator/Carpenter	PF32	21	4		44,778.13	3,425.53	5,400.24				160.34	350.00
1007	510101	Equipment Operator I	PF60	18	2		34,237.15	2,619.14	4,129.00	2,929.70	1,944.00	304.01	160.34	350.00
1007	510101	Facility Const. Foreman	PF30	24	4		53,378.85	4,083.48	6,437.49	9,995.57	1,944.00	1,211.06	160.34	350.00
1007	510101	Equipment Operator II	PF65	20	4		44,579.22	3,410.31	5,376.25	9,995.57	1,944.00	1,211.06	160.34	350.00
1007	510101	Equipment Operator I	PF60	18	1		35,195.15	2,692.43	4,244.53	7,422.79	1,944.00	968.85	160.34	350.00
							212,168.51							
							-	16,230.89	25,587.52	30,343.62	7,776.00	3,694.98	801.72	1,750.00
1305	510101	Secretary	EL60	15	5		35,455.75	2,712.36	4,275.96	9,995.57	1,944.00	1,211.06	160.34	
1305	510102	Social Service Specialist	EL50	13	4	25 hrs/wk	21,285.25	1,628.32	2,567.00					
1305	510103	Dir. of Human/Senior Serv.	EL01	56	3		69,474.53	5,314.80	8,378.63	14,068.64		1,211.06	160.34	
1305	510103	Asst. Dir. of Human/Sr Serv	EL85	52	5		43,054.04	3,293.63	5,192.32	14,068.64		1,162.62	160.34	
							112,528.56	12,949.12	20,413.91	38,132.85	1,944.00	3,584.74	481.03	-
1501	510101	Asst. Building Official	BO02	23	5		51,586.34	3,946.36	6,221.31	3,000.00	1,944.00	605.53	160.34	
1501	510101	Secretary	BO30	15	5		34,634.86	2,649.57	4,176.96	9,995.57	1,944.00	1,211.06	160.34	
							86,221.20							
1501	510102	Clerical Assistant	BO40	13	5	21 hrs/wk	18,618.26	1,424.30	2,245.36					
							18,618.26							
1501	510103	Building Official	BO01	56	3		65,516.55	5,012.02	7,901.30	3,000.00		484.42	160.34	
								13,032.23	20,544.93	15,995.57	3,888.00	2,301.01	481.03	-

2101	510101	Building Custodian	QD70	18	4	0.33	12,964.42	991.78	1,563.51	8,907.35	641.52	399.65	52.91	115.50
2101	510101	GC Mechanic/Maint. Man	QD30	24	4		53,378.85	4,083.48	6,437.49	9,995.57	1,944.00	1,211.06	160.34	350.00
2101	510101	GC Asst. Superintendent	QD03	63	5		44,930.99	3,437.22	5,418.68	9,995.57	1,944.00	1,211.06	160.34	350.00
							111,274.27							
2101	510103	GC Superintendent	QD02	56	5		73,336.04	5,610.21	8,844.33	14,068.64		1,211.06	160.34	350.00
							14,122.69	22,264.00	42,967.12	4,529.52	4,032.83	533.95	1,165.50	
2102	510101	Secretary	RE30	15	5	0.30	10,390.46	794.87	1,253.09	2,998.67	583.20	363.32	48.10	
2102	510101	Building Custodian	QD70	18	4	0.67	26,924.45	2,059.72	3,247.09	8,907.35	1,296.65	807.78	106.95	233.45
							37,314.91							
2102	510103	Asst. Operations Manager	QC45	46	5		31,630.46	2,419.73	3,814.63	11,723.87		968.85	160.34	
2102	510103	Operations Manager	QC40	51	1	+contract	64,380.16	4,925.08	7,764.25	4,629.67		304.01	160.34	
2102	510103	Director of Recreation	RE01	56	5	0.30	22,000.81	1,683.06	2,653.30	1,666.68		114.00	48.10	
							118,011.43	11,882.47	18,732.36	29,926.24	1,879.85	2,557.96	523.84	233.45
2104	510101	Secretary	RE30	15	5	0.20	6,926.97	529.91	835.39	1,999.11	388.80	231.17	32.07	
2104	510103	Director of Recreation	RE01	56	5	0.20	14,600.81	1,116.96	1,760.86	1,111.12		76.00	32.07	
							1,646.88	2,596.25	3,110.23	388.80	307.17	64.14	-	
2106	510101	Secretary	RE30	15	5	0.50	17,317.43	1,324.78	2,088.48	4,997.78	972.00	605.53	80.17	
2106	510103	Director of Recreation	RE01	56	5	0.50	36,668.02	2,805.10	4,422.16	2,777.80		190.01	80.17	
							4,129.89	6,510.65	7,775.59	972.00	795.54	160.34	-	
4001	510101	Sr. Water System Operator	WA35	22	4		48,972.70	3,746.41	5,906.11	9,995.57	1,944.00	1,211.06	160.34	350.00
4001	510101	Water Pump Operator	WA46	21	4		43,716.96	3,344.35	5,272.26	9,995.57	1,944.00		160.34	350.00
4001	510101	Water System Operator	WA45	21	4		45,839.31	3,506.71	5,528.22	9,995.57	1,944.00	1,211.06	160.34	350.00
							138,528.96	10,597.47	16,706.59	29,986.70	5,832.00	2,422.12	481.03	1,050.00
4003	510101	Water Serviceman	WA49	21	4		46,900.49	3,587.89	5,656.20	9,995.57	1,944.00	1,211.06	160.34	350.00
4003	510101	Water Serviceman	WA49	21	4		46,900.49	3,587.89	5,656.20	9,995.57	1,944.00	1,211.06	160.34	350.00
4003	510101	Water Srvc/Meter Reader	WA55	20	4		41,832.47	3,200.18	5,045.00	2,929.70	1,944.00	304.01	160.34	350.00
4003	510101	Water Serviceman	WA49	21	4		44,321.14	3,390.57	5,345.13	7,422.79	1,944.00	968.85	160.34	350.00
4003	510101	Water Serviceman	WA50	20	1		38,118.79	2,916.09	4,597.13	3,000.00	1,944.00	484.42	160.34	350.00
4003	510101	Leadman	WA39	22	4		48,972.70	3,746.41	5,906.11	9,995.57	1,944.00	968.85	160.34	350.00
4003	510101	Water Foreman	WA06	25	4		55,658.90	4,257.91	6,712.46	9,995.57	1,944.00	1,211.06	160.34	350.00
							322,704.98	24,686.93	38,918.22	53,334.75	13,608.00	6,359.31	1,122.41	2,450.00
4004	510103	Accounts Rec, Manager	FI30	21	5	0.50	23,897.68	1,828.17	2,882.06	1,953.64	-	190.01	80.17	
4005	510101	Admin Asst/Acct Manager	WA02	21	4		46,978.53	3,593.86	5,665.61	7,422.79	1,944.00	1,211.06	160.34	
4005	510102	Clerical Assistant	WA20	13	5	25 hrs/wk	21,459.92	1,641.68	2,588.07					
4005	510103	Principal Planner	PL11	55	2	0.50	27,219.57	2,082.30	3,282.68	2,314.83		152.01	160.34	
4005	510103	Engineer	PE04	57	5	0.35	27,442.09	2,099.32	3,309.52	4,924.03		423.87	56.12	
4005	510103	Water Quality Specialist	WA05	55	5		57,538.23	4,401.67	6,939.11	11,723.87		968.85	160.34	
4005	510103	Director of Water	WA01	58	5		86,425.21	6,611.53	10,422.88	5,555.60		380.02	160.34	
							198,625.10	20,430.36	32,207.86	31,941.12	1,944.00	3,135.80	697.50	-
4006	510101	Equipment Operator I	WA56	18	1		35,016.53	2,678.76	4,222.99	7,422.79	1,944.00	968.85	160.34	350.00
							115,936.45	182,770.41	239,901.58	44,712.00	24,993.31	4,842.39	7,350.00	

FY 2010 FIRE DEPARTMENT SALARIES AND BENEFITS

Dept	Object	Job Class	Grade	Step	Allocation & Notes	FY10 Annual Salary	FICA Medicare S24001	Retirement 0.1752 S24302	Health S24304	WRI S24304	Dental S24305	Life S24306	Uniform S24307
0803	510101	Fire Captain	FR04	24	2	65,742.38	5,029.29	11,518.06	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	4	50,671.51	3,876.37	8,877.65	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,489.37	4,091.94	9,371.34	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Captain	FR03	24	2	65,742.38	5,029.29	11,518.06	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	1	55,802.69	4,268.91	9,776.63	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,364.63	4,082.39	9,349.48	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,676.68	3,800.27	8,703.35	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	60,615.25	4,637.07	10,619.79	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,489.37	4,091.94	9,371.34	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,489.37	4,091.94	9,371.34	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	54,733.25	4,187.09	9,589.27	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	1	72,350.99	5,534.85	12,675.89	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	5	55,879.19	4,274.76	9,790.03	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,603.36	3,794.66	8,690.51	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Captain	FR04	24	2	65,574.53	5,016.45	11,488.66	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	4	50,671.51	3,876.37	8,877.65	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	59,996.90	4,589.76	10,511.46	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter Rescuer	FR09	19	6	50,102.92	3,832.87	8,778.03	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Captain	FR03	24	2	65,742.38	5,029.29	11,518.06	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	56,987.20	4,359.52	9,984.16	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	60,615.25	4,637.07	10,619.79	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Deputy Fire Chief	FR02	28	2	73,554.31	5,626.90	12,886.71	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	22	5	56,803.06	4,345.43	9,951.90	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	56,780.70	4,343.72	9,947.98	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Fire Captain	FR04	24	5	61,792.65	4,727.14	10,826.07	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	1	55,802.69	4,268.91	9,776.63	3,000.00	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	24	5	61,607.49	4,712.97	10,793.63	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,397.71	4,008.42	9,180.08	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Captain	FR04	28	1	70,657.76	5,405.32	12,379.24	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	60,570.74	4,633.66	10,611.99	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,676.68	3,800.27	8,703.35	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	57,921.31	4,430.98	10,147.81	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	1	55,802.69	4,268.91	9,776.63	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	4	50,671.51	3,876.37	8,877.65	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,397.71	4,008.42	9,180.08	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Asst. Fire Mechanic	FR12	19	5	50,322.13	3,849.64	8,816.44	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	5	57,485.86	4,397.67	10,071.52	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,076.46	4,060.35	9,299.00	-	1,771.67	-	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	57,951.31	4,433.27	10,153.07	5,473.85	1,771.67	339.71	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	60,615.25	4,637.07	10,619.79	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	24	1	61,607.49	4,712.97	10,793.63	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Captain	FR03	24	2	64,729.05	4,951.77	11,340.53	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	56,574.20	4,327.93	9,911.80	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter Rescuer	FR09	22	1	59,445.12	4,547.55	10,414.78	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Rescue Captain	FR03	24	2	62,820.46	4,805.77	11,006.15	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,676.68	3,800.27	8,703.35	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,676.68	3,800.27	8,703.35	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,489.37	4,091.94	9,371.34	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	5	49,676.68	3,800.27	8,703.35	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	4	50,671.51	3,876.37	8,877.65	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Captain	FR04	28	1	72,134.21	5,518.27	12,637.91	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	4	50,671.51	3,876.37	8,877.65	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Rescue Lieutenant	FR05	22	2	57,921.31	4,430.98	10,147.81	11,051.22	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter Rescuer	FR09	19	6	52,854.66	4,043.38	9,260.14	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Mechanic	FR11	25	5	68,468.93	5,237.87	11,995.76	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Prevention Officer	FR07	26	2	71,457.04	5,466.46	12,519.27	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	1	45,077.36	3,448.42	7,897.55	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	53,489.37	4,091.94	9,371.34	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	1	45,077.36	3,448.42	7,897.55	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Fire Lieutenant	FR06	22	2	60,615.25	4,637.07	10,619.79	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	52,245.23	3,996.76	9,153.36	5,242.63	1,771.67	339.71	192.41	1,150.00
0803	510101	Firefighter / EMTC	FR08	20	6	54,733.25	4,187.09	9,589.27	12,197.41	1,771.67	1,081.77	192.41	1,150.00
0803	510101	Secretary	FR30	15	5	32,909.36	2,517.57	3,968.87	7,422.79	1,944.00	968.85	160.34	
						4,255,439.13							
0803	5101												

FY 2010 POLICE DEPARTMENT SALARIES AND BENEFITS

Dept	Object	Job Class	Grade	Step	Allocation & Notes	FY10	FICA	Retirement	Health	Prescript	Dental	Life	Uniform		
						Annual Salary	Medicare 524001	0.2100 524302							
0812	510101	Patrol Officer	PP07	03	3		53,036.28	4,057.28	11,137.62	6,002.21		323.58	192.41	1,500.00	
0812	510101	Lieutenant	PP04	07	1		68,462.67	5,237.39	14,377.16	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		57,418.32	4,392.50	12,057.85	6,315.47		500.65	192.41	1,500.00	
0812	510101	Detectaie Patrol Officer	PD06	05	1		60,649.39	4,639.68	12,736.37	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		59,917.37	4,583.68	12,582.65	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	2		49,737.96	3,804.95	10,444.97	6,002.21		323.58	192.41	1,500.00	
0812	510101	Detectuve Patrol Officer	PD06	04	1		60,756.81	4,647.90	12,758.93	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	11,527.31		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,315.47		500.65	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		59,917.37	4,583.68	12,582.65	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PR07	03	5		59,917.37	4,583.68	12,582.65	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	1		47,172.08	3,608.66	9,906.14	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		59,917.37	4,583.68	12,582.65	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	3		54,069.96	4,136.35	11,354.69	6,002.21		323.58	192.41	1,500.00	
0812	510101	Sergeant	PP05	05	1		62,093.28	4,750.14	13,039.59	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,002.21		323.58	192.41	1,500.00	
0812	510101	Lieutenant	PP04	07	1		74,762.97	5,719.37	15,700.22	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		57,193.85	4,375.33	12,010.71	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	3		52,882.68	4,045.53	11,105.36	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Lieutenant	PP04	07	1		68,462.67	5,237.39	14,377.16	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Detectuve Patrol Officer	PD06	04	1		60,219.26	4,606.77	12,646.05	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,315.47		161.79	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		57,193.85	4,375.33	12,010.71	6,315.47		-	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	3		53,036.28	4,057.28	11,137.62	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	2		53,036.28	4,057.28	11,137.62	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	04	1		58,598.84	4,482.81	12,305.76	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Captain	PO02	09	1		77,283.79	5,912.21	16,229.60	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Sergeant	PP05	05	1		62,535.92	4,784.00	13,132.54	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	1		47,172.08	3,608.66	9,906.14	6,315.47		500.65	192.41	1,500.00	
0812	510101	Sergeant	PP05	05	1		63,310.54	4,843.26	13,295.21	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Detectuve Patrol Officer	PD06	04	1		60,649.39	4,639.68	12,736.37	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Police Dispatcher	PP08	01	2		48,494.41	3,709.82	10,183.83	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	12,630.93		1,001.30	192.41	1,500.00	
0812	510101	Sergeant	PP05	05	1		68,462.67	5,237.39	14,377.16	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Detectuve Patrol Officer	PD06	04	1		59,999.18	4,589.94	12,599.83	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,002.21		323.58	192.41	1,500.00	
0812	510101	Captain	PD02	09	1		77,283.79	5,912.21	16,229.60	15,788.66		1,251.62	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	2		53,036.28	4,057.28	11,137.62	6,002.21		323.58	192.41	1,500.00	
0812	510101	Patrol Officer	PP07	03	5		55,832.23	4,271.17	11,724.77	6,315.47		500.65	192.41	1,500.00	
							2,855,828.82	218,470.90	599,724.05						
0812	510101	Secretary	PO21	15	5		33,513.20	2,563.76	4,041.69	1,750.00	1,944.00	484.42	160.34		
0812	510101	Clerk I	PO22	14	5		31,680.59	2,423.56	3,820.68	2,929.70	1,944.00	304.01	160.34		
0812	510101	Civillian Police Dispatcher	PO15	63	5		41,983.45	3,211.73	5,063.20	9,995.57	1,944.00	1,211.06	160.34		
0812	510101	Auto Mechanic	PM30	22	4		49,091.85	3,755.53	5,920.48	9,995.57	1,944.00	1,211.06	160.34	300.00	
0812	510101	Building Custodian	PJ40	18	4		41,248.20	3,155.49	4,974.53	9,995.57	1,944.00	1,211.06	160.34	300.00	
0812	510101	Clerk I	PO22	14	5		34,092.94	2,608.11	4,111.61	9,995.57	1,944.00	1,211.06	160.34		
0812	510101	Secretary	PO21	15	5		34,719.13	2,656.01	4,187.13	1,750.00	1,944.00	605.53	160.34		
						510101	266,329.36	238,845.10	631,843.37	600,028.64	13,608.00	47,581.22	10,550.64	74,100.00	
0812	510103	Police Chief	PO01	58	5		87,469.19	6,691.39	18,368.53	15,788.66		1,251.62	192.41	1,500.00	
						510103	87,469.19	6,691.39	18,368.53	15,788.66		-	1,251.62	192.41	1,500.00
0812	510102	Civillian Police Dispatcher	PO16	63	5	16 hrs/wk	16,304.26	1,247.28	1,966.29						
0812	510102	Civillian Police Dispatcher	PO16	63	5	16 hrs/wk	16,304.26	1,247.28	1,966.29						
0812	510102	Civillian Police Dispatcher	PO16	63	3	16 hrs/wk	15,589.73	1,192.61	1,880.12						
						510102	48,198.25	3,687.17	5,812.71	-	-	-	-	-	
						Fringes		249,223.66	656,024.61	615,817.30	13,608.00	48,832.84	10,743.05	75,600.00	

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 C, in July 2007 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>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Projected 2009</u>	<u>Budget 2010</u>
Revenues:							
Taxes	\$53,805,401	\$53,653,354	\$56,100,311	\$58,892,935	\$61,187,866	\$64,545,700	\$65,469,863
Intergovernmental & Dept. Revenues	\$5,620,071	\$6,007,777	\$6,331,522	\$6,305,233	\$6,418,819	\$6,045,593	\$6,047,192
Local Receipts	<u>\$864,115</u>	<u>\$1,215,046</u>	<u>\$1,389,412</u>	<u>\$1,841,523</u>	<u>\$1,487,634</u>	<u>\$1,244,402</u>	<u>\$1,261,965</u>
Total	\$60,289,587	\$60,876,177	\$63,821,245	\$67,039,691	\$69,094,319	\$71,835,695	\$72,779,020
Expenditure:							
General Government	\$4,040,582	\$4,089,378	\$4,610,761	\$4,814,369	\$5,106,895	\$4,977,052	\$4,896,111
Public Safety	\$11,290,558	\$11,537,311	\$12,532,831	\$13,014,335	\$13,832,647	\$13,689,549	\$13,898,174
Public Works	\$3,936,763	\$4,238,446	\$4,122,524	\$3,825,235	\$4,022,263	\$4,754,589	\$4,411,661
Human Services & Other	<u>\$880,069</u>	<u>\$883,173</u>	<u>\$785,156</u>	<u>\$588,529</u>	<u>\$703,097</u>	<u>\$754,658</u>	<u>\$448,706</u>
Total	\$20,147,972	\$20,748,308	\$22,051,272	\$22,242,468	\$23,664,902	\$24,175,848	\$23,654,652
Excess (deficiency) of revenues over expenditures	\$40,141,615	\$40,127,869	\$41,769,973	\$44,797,223	\$45,429,417	\$47,659,847	\$47,124,368
Other financing sources (uses)	<i>(\$39,189,690)</i>	<i>(\$39,989,448)</i>	<i>(\$41,413,334)</i>	<i>(\$44,447,569)</i>	<i>(\$45,044,428)</i>	<i>(\$47,869,406)</i>	<i>(\$47,124,368)</i>
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	\$951,925	\$138,421	\$356,639	\$349,654	\$384,989	<i>(\$209,559)</i>	\$0
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Fund Balance July 1	\$8,636,351	\$9,588,276	\$9,726,697	\$10,083,336	\$10,432,990	\$10,817,979	\$10,608,420
Excess/(Deficiency) of Revenues over Expenditures	\$951,925	\$138,421	\$356,639	\$349,654	\$384,989	<i>(\$209,559)</i>	\$0
Fund Balance*	<u>\$9,588,276</u>	<u>\$9,726,697</u>	<u>\$10,083,336</u>	<u>\$10,432,990</u>	<u>\$10,817,979</u>	<u>\$10,608,420</u>	<u>\$10,338,726</u>
<i>Fund Balance as a percent of Total Revenues</i>	<i>15.90%</i>	<i>15.98%</i>	<i>15.80%</i>	<i>15.56%</i>	<i>15.57%</i>	<i>14.77%</i>	<i>14.58%</i>

* 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 Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed To Total Estimated Actual Value
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	4,557,939,881	225,551,685	225,551,685	4,464,435,775	4,783,491,556	0.930
2008/09	4,269,958,905	4,447,873,859	241,731,711	241,731,711	4,511,690,616	4,689,605,569	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: _____

ITEM: RESOLUTION FOR ADOPTION OF PRELIMINARY BUDGET FOR 2009-2010

MOTION: that the Town Council does hereby adopt the Preliminary Budget for FY 2009/10 as follows:

	<u>Preliminary</u>	<u>Final Adopted</u>
GENERAL FUND	\$	\$
SCHOOL FUND	\$	\$
LIBRARY FUND	\$	\$
DEBT SERVICE FUND	\$	\$
SCHOOL CAPITAL RESERVE FUND	\$	\$
WATER FUND	\$	\$
QUONSET/DAVISVILLE RECREATION FUND	\$	\$
TOTAL	\$	\$

And a Further MOTION: that the Town Council does hereby adopt the Capital Improvement Program for Fiscal Year 2010.

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, December 22, 2008	Joint Meeting between Town Council and School Committee to discuss the School Committee's Proposed Budget (not a Charter requirement)
Policy	Wednesday, October 20, 2008	Town Council Adoption of Budget Policies and Procedures (not a Charter requirement)
Capital Improvement Program	January 31, 2009	The Asset Management Commission submits the Capital Improvement Program
Proposed Budget	Monday, March 9, 2009	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 23, 2009	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 23, 2009	The Council has two weeks to give preliminary approval to the Town Manager's budget, which the Council may revise.
Public Hearings	Monday, April 13, Wednesday, April 20, 2009	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, April 27, 2009	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 6, 2009	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 26, 2009	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 9, 2009	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.

APPENDIX J - TOWN CHARTER, ARTICLE IX and X. FINANCIAL PROVISIONS

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.

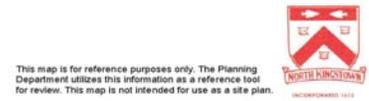
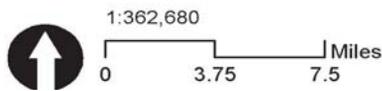
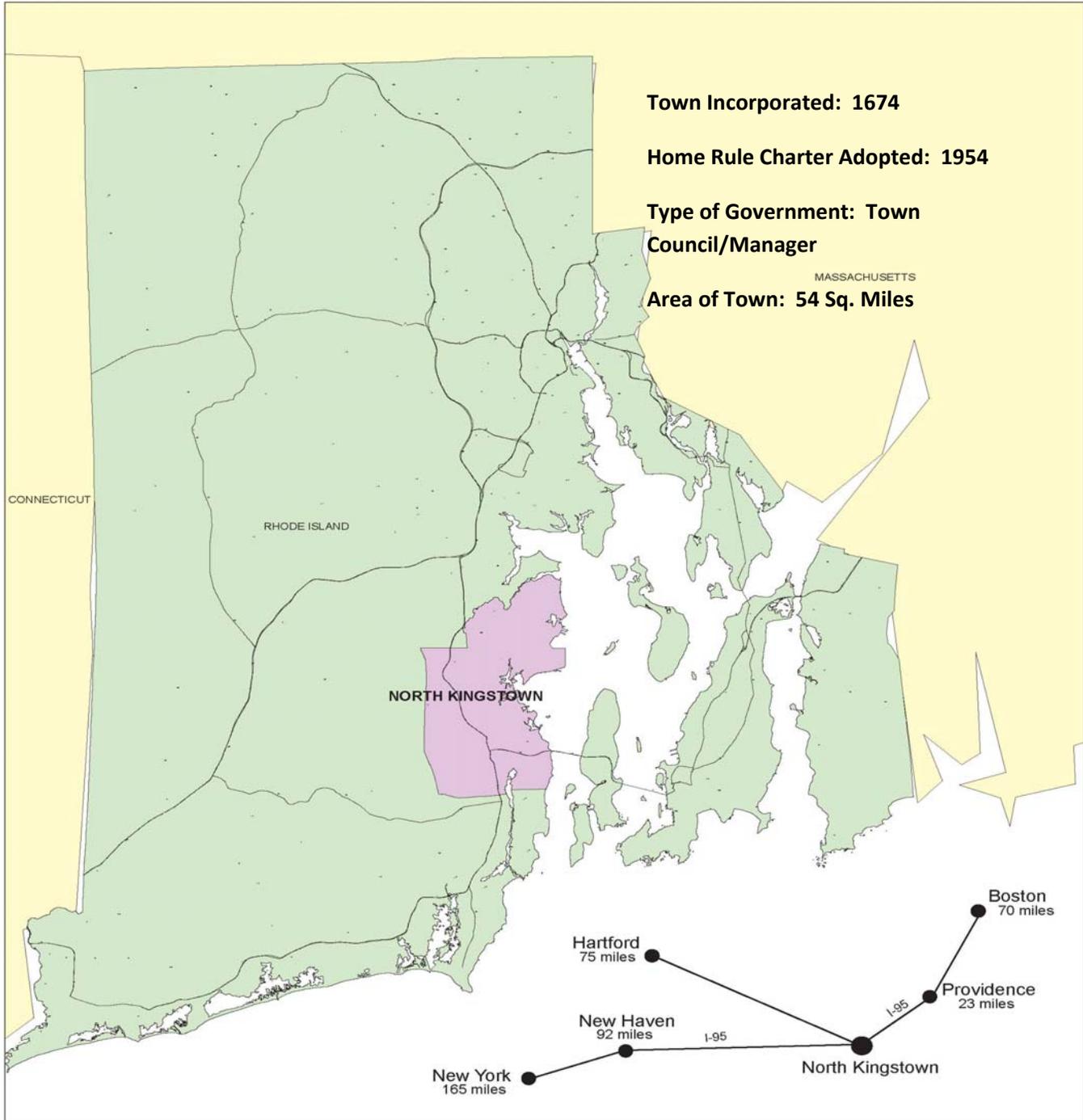
The town clerk shall cause petition forms to be printed with standard language and spaces for the insertion of dollar amounts, budget fund designations, whether an increase or decrease of expenditure is called for, and other necessary information. All petition forms shall be approved by the town clerk 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)

Town of North Kingstown

Regional Location





Town of North Kingstown

Demographic Profile 2007

2000 Census, 2005—2007 American Community Survey 3-Year Estimates

Population	
2007 American Community Survey	28,786
2005 American Community Survey	27,005
2000 Census	26,326
1990 Census	23,786
Annual Growth 1990 - 2000	1.10%
Annual Growth 2000 - 2007	1.30%

Age Distribution 2007	
0 - 9 years	1.3%
10 - 19 years	14.4%
20 - 34 years	14.8%
35 - 54 years	34.0%
55 - 64 years	12.4%
65 - 84 years	9.3%
85 years and over	1.8%
Median Age	40.1

Race & Ethnicity	
White	95.1%
Black or African American	2.2%
American Indian & Alaska Native	1.4%
Asian	4.1%
Hispanic or Latino (of any race)	2.4%

Educational Attainment (age 25+)	
Less than 9th grade	2.7%
9th to 12th grade, no diploma	5.2%
High school graduate	25.1%
Some college, no degree	16.6%
Associate's degree	7.2%
Bachelor's degree	24.9%
Graduate or professional degree	18.4%
High school graduate or higher	92.1%
Bachelor's degree or higher	43.3%

Households	
Total households	10,829
Family households (families)	70.3%
Married-couple family	54.6%
Male householder, no wife present, family	4.0%
Female householder, no husband present, family	11.7%
Nonfamily households	29.7%
Average household size	2.55
Average family size	3.06

Source: American Community Survey 3-Year Estimates: 2005 -2007, North Kingstown, Rhode Island



Town of North Kingstown

Demographic Profile 2007

Income	
Median household income	\$76,103
Per capita income	\$38,059

Employment	
Population 16 years & over	21,570
In labor force	69.9%
Civilian labor force	69.5%
Employed	65.9%
Unemployed	3.6%
Armed Forces	0.4%
Not in labor force	30.1%
Civilian employed population 16 years and over	14,216
Management, professional, and related occupations	45.7%
Service occupations	14.6%
Sales and office occupations	19.9%
Farming, fishing, and forestry occupations	0.7%
Construction, extraction, maintenance and repair occupations	9.4%
Production, transportation, and material moving occupations	9.7%

Housing	
Total Housing Units	11,418
1-unit, detached	67.3%
1-unit, attached	9.1%
2 units	4.8%
3 or 4 units	7.6%
5 to 9 units	2.2%
10 to 19 units	3.9%
20 or more units	1.9%
Mobile home	3.1%
Boat, RV, van, etc.	0.0%
Vacant housing units	589
Occupied housing units	10,829
Owner-occupied	73.3%
Renter-occupied	26.7%
Year of Housing Unit	
Built 2005 or later	1.0%
Built 2000 to 2004	4.6%
Built 1990 to 1999	13.7%
Built 1980 to 1989	9.6%
Built 1970 to 1979	19.2%
Built 1960 to 1969	18.2%
Built 1950 to 1959	10.8%
Built 1940 to 1949	7.1%
Built 1939 or earlier	15.7%

Single Family Home Sales*	
2008 sales	221
2007 sales	237
Percent change	-6.8%
2008 median sales price	\$344,000
2007 median sales price	\$376,000
Percent change	-8.5%

* Source Rhode Island State-Wide Multiple Listing Services, Inc.

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</u>	The Small Cities Community Development Block Grant Program is a federally (HUD) funded program created in 1974 by the Housing and

<u>Program</u>	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.
<u>C.L.A.N, Coordinating Libraries Automated Network</u>	A statewide consortium the allows North Kingstown residents to borrow books from all the public libraries in Rhode Island
<u>Comprehensive Plan</u>	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.
<u>Contractual services</u>	Those services that are provided to the Town by outside firms or companies.
<u>Contractual Services not Otherwise Classified</u>	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.
<u>Cooperative Libraries Automated Network (CLAN)</u>	A shared network of participating libraries within Rhode Island which offers users access to information and services throughout the State.
<u>D.A.R.E</u>	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.
<u>Delta Dental</u>	The dental care program which is provided to Town employees.
<u>Department</u>	Identifies the unit of local government in which a specific activity or function is carried out.
<u>Directed Patrol</u>	Assigned tasks or patrol locations as opposed to random patrol
<u>EMS</u>	Service provided by the Fire Department Rescue Division.
<u>Emergency Medical Services</u>	
<u>Enterprise Fund</u>	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.
<u>Farm, Forest and Open Space</u>	Statewide program which encourages property owners to keep their land undeveloped through tax incentives.
<u>Field Work</u>	Inspection and measuring of any new houses, additions, or work done because of building permits issued.
<u>Forensic Equipment</u>	Equipment used to gather and test evidence such that it will be admissible in court
<u>Fringe benefits</u>	The non-salary compensation paid by the Town for the benefit of the employee.
<u>Fund</u>	An accounting entity comprised of a group of self-balancing accounts.

<u>Fund Balance</u>	The difference between revenue and expenditures. A negative fund balance is sometimes called a deficit.
<u>GIS Geographic Information System</u>	Computer related term that describes both hardware and software for processing storage and integration of digital computer mapping and data. GIS for North Kingstown will bring information together for Water, Assessor and Building Departments as well as State level.
<u>Haz-Mat</u>	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>	Individual Septic Disposal System
<u>Looping Project</u>	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.