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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, 2005. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



## PREFACE

This budget has a slightly revised format from previous years budgets. At the direction of the Town Council included in this year's budget is a zero based budget. According to the **Zero Base '80: The Status of Zero-base budgeting in the States** Zero Based budgeting is "the review of all budget requests from point zero..." Other than that, the proposed Fiscal Year 2007 Operating Budget for the Town of North Kingstown follows the same format as previous Town Operating Budgets. The Town Manager's Budget Message summarizes the Budget and reviews the current Fiscal Year activities. The Budget Message also includes some comparative data, which relates North Kingstown fiscal and demographic information to State, and national trends. The individual department sections include mission statements, objectives, work plan, performance measures, personnel details, a financial summary and the zero based budget for each department. The Capital section is a summary of all capital proposals relating to this coming fiscal year. There is detail included on all capital projects that are included in the Town's Capital Improvement Plan, which has been forwarded to the Town Council separately. The Capital Improvement Program is based upon the recommendations made by the Asset management Commission. In accordance with the Town Council's newly adopted budget policy, capital projects for the enterprise funds are funded from a non-budget separate fund. The actual planned projects, however, are listed and the funding for them explained in the capital section of the budget.

The following funds are part of this budget:

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

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

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

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

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

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

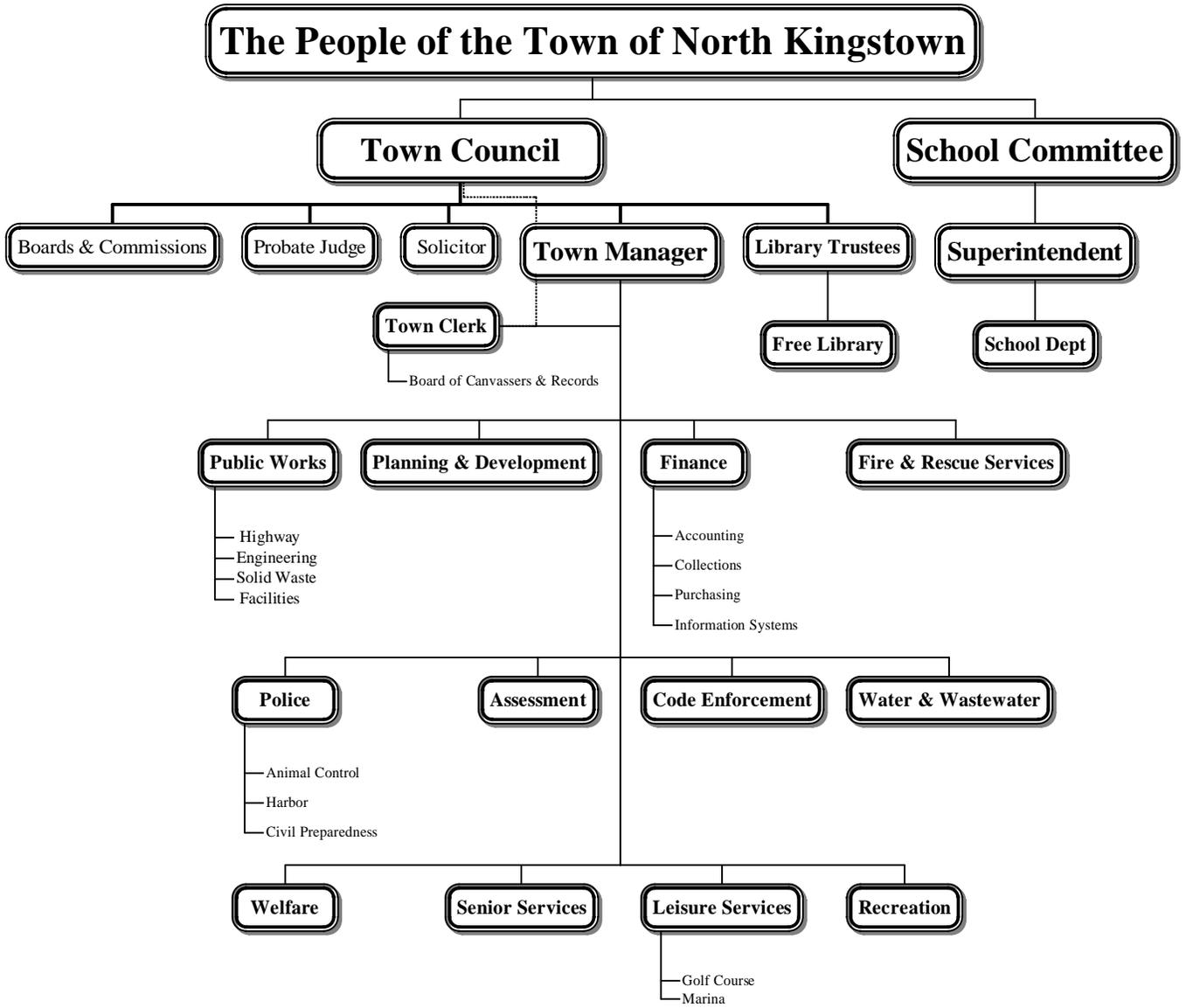
**School Capital Reserve** – is used to account for financial resources used for the renovation, acquisition or construction of major capital facilities and/or equipment for the School Department.

For the eighth 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.

For the past 12 years, in this preface, I make special mention of the efforts of Cynthia J. Olobri, Finance Director. Cindy has announced her retirement after this budget is submitted. Just the fact that even though she could have retired earlier she is staying through the budget preparation is testament to the dedication to the Town and the organization that Cindy has show through out her 30 plus year career with the Town. Whether it is figuring a financing mechanism for a town project, planning strategy on personnel matters or simply discussing the budget format, Cindy has been an invaluable adviser to my predecessors and me. We all wish Cindy and Ray the best on the many "date nights" to come.

Richard I. Kerbel  
Town Manager

North Kingstown Governmental Organization



**TOWN OF NORTH KINGSTOWN OFFICIALS**

**TOWN COUNCIL**

**Anthony F. Miccolis, Jr. – President**  
**Edward J. Cooney**  
**Suzanne M. Henseler**  
**John A. Patterson**  
**Mark S. Zaccaria**

TOWN MANAGER.....	Richard I. Kerbel
TOWN SOLICITOR.....	A. Lauriston Parks
DIRECTOR OF FINANCE.....	Cynthia J. Olobri
DIRECTOR OF PLANNING.....	Jonathan Reiner
DIRECTOR OF PUBLIC WORKS .....	Phil Bergeron
POLICE CHIEF .....	Edward Charboneau
FIRE CHIEF .....	David Murray
DIRECTOR OF WATER SUPPLY .....	Susan Licardi
TOWN CLERK.....	James D. Marques
.....	(Active Duty Military)
TOWN CLERK (Acting) .....	Jeannette Holloway
TAX ASSESSOR .....	Linda Cwiek
BUILDING OFFICIAL.....	Jack Leyden
DIRECTOR OF RECREATION.....	Allen R. Southwick
DIRECTOR OF SENIOR SERVICES.....	Kathleen Carland
DIRECTOR OF LEISURE SERVICES .....	Daniel O'Connor
DIRECTOR OF WELFARE .....	Mary Elizabeth Winsor
CONTROLLER.....	Barbara L. Strate
DIRECTOR OF INFORMATION SYSTEMS (Acting).....	Jason Albuquerque
TOWN ENGINEER .....	Dennis Browchuk
HIGHWAY SUPERINTENDENT.....	Forrest Spears
LIBRARY DIRECTOR.....	Susan Aylward
SCHOOL SUPERINTENDENT .....	Dr. James Halley

## TOWN OF NORTH KINGSTOWN GOALS

As a basis for the budget process for Fiscal Years 2006 and 2007 the Town Council set the following Goals for the Town of North Kingstown on February 14, 2005:

It is the **Vision** of the Town Council that future development in North Kingstown must be consistent with the goals and objectives of our Comprehensive Plan, updated on July 9, 2001, the capacity to sustain additional development of our land, groundwater and other natural resources, and of Town services. This vision of the Town's identity and future should be regularly communicated to the community and visitors through the media and all relevant public documents, including through an improved, interactive Town web site.

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

The Town Council will maintain **Fiscal** responsibility and integrity in the budget process. The process will be open and will involve community input and discussion at every step. The Council will seek to provide cost effective government services and will make every effort to limit any increase in the tax burden. The Town Council will reduce long-term debt by retaining our favorable bond rating. The Town Council will also lead efforts to advocate for change in the current property tax system while at the same time continue to seek opportunities to assist our elderly residents with tax exemption programs. The fiscal environment in which the Town's budget is formulated presents both a significant increase in non-discretionary costs and reduced commercial property tax revenue due to re-evaluation. The Town Council remains committed to creating a balanced and fair budget for the community. The Town Council will 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 also consider all incremental opportunities of revenue to fund the budget other than the residential property tax. If these measures are not successful in producing a budget with acceptable residential tax levies, it would be necessary to assess possible service and staff adjustments.

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

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

The Town Council will invest in and maintain the Town's **Infrastructure** based on a carefully developed asset management plan. The Town Council will ensure that Town employees are treated fairly and that Town offices operate in an effective, efficient and courteous manner. The Town Council will continue to encourage and explore new approaches for citizen participation in Town government through service on Boards and Commissions and other volunteer opportunities.

## TOWN OF NORTH KINGSTOWN BUDGET POLICY

Adopted November 14, 2005

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

- The Town Council will require all budgets submitted for consideration to be prepared incorporating a zero-based budgeting approach.
- In order to allow adequate time to prepare a budget that meets the Town Council's spending increase limitations, a budget increase cap will be established and will be based upon the following factors:
  - ❑ the increase in October 2005 (published in November 2005) Consumer Price Index (CPI) over the October 2004 CPI and
  - ❑ the increase in North Kingstown population as reported by the State of Rhode Island Office of Statewide Planning
- 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. For example, if a new Municipal Court for North Kingstown were to be implemented, fees collected by the Court could offset those expenses thereby having little or no impact on the tax rate.
- 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.
- The Debt Service Fund is exempt from the spending cap because the voters authorize increases in principal and interest payments on debt.
- For the Water Enterprise Fund, only operational and minor capital expenses will be presented as a budgeted fund and those expenses will be subject to the spending cap. A separate Water Capital Reserve Fund will be established to fund the Water Department's major capital expenses. This will not be a budgeted fund but proposed activity will be reported in the Town's Capital Improvement Program and in the Capital section of the budget.

For the Budget Year 2006/2007, the Town Council desires that there be a continuation of the efforts to make Property Tax Reform a reality for North Kingstown. Legislation language will be drafted by the Town Solicitor for Town Council consideration for submission to the State Legislature.



**TOWN MANAGER'S BUDGET MESSAGE**

(The following is the Town Manager's budget message, modified by the Town Council's Preliminary Budget Adoption on March 27, 2006 and Final Budget Adoption on May 3, 2006)

**INTRODUCTION**

On November 14, 2005, the Town Council adopted the Budget Policy. That policy calls for expenditures to increase by no greater than the total of CPI, plus an estimate of population growth, multiplied by the prior year's budget except for exemptions, which are specifically listed in the policy. This budget is within that cap with the following exception noted:

An exemption of \$374,879 has been requested for additional funds for the Fire Department as recommended in the Fire Department operational review.

Even with this exemption, some difficult decisions have been made in the budget preparations. By the end of this coming fiscal year, we will have eliminated two department head positions. Funding for non-mandated activities continues to be reduced. The table below summarizes the expenditure increases in the budget.

<i>Expenditures Compared to CPI Plus Population Growth</i>	<i>Expenditures Budgeted Fiscal Year 2006</i>	<i>Expenditures Proposed Fiscal Year 2007</i>	<i>Expenditure Increase</i>	<i>Percent Increase</i>
Municipal (1)	23,499,203	24,985,392	1,486,189	6.3%
School (2)	50,908,392	53,319,413	2,411,021	4.7%
Debt (3)	5,529,068	5,255,673	-273,395	-4.9%
Total Combined	79,936,663	83,560,478	3,623,815	4.5%
CPI + Est. Population Growth				4.736%

- (1) General and Library Funds
- (2) School and School Capital Reserve Funds
- (3) Debt Service Fund

**Quick Fact:** The proposed new tax rate is \$15.55.

In addition to the Town Council's expenditure limitations, state law prohibits the Town from approving a budget, which increases the tax rate by more than 5.5%. The table below summarizes the property tax impact of the proposed budget.

<i>Tax Rate Per Thousand Change</i>	<i>FY 2006 Tax Rate</i>	<i>FY 2007 Tax Rate</i>	<i>Difference</i>	<i>Percent Change</i>
Municipal	3.31	3.53	.22	6.7%
School	10.48	10.93	.45	4.4%
Debt Service	1.06	1.09	.03	2.1%
Total	14.85	15.55	.70	4.7%

The Town Council's policy direction enumerated in the goals and budget policy has spelled out the priorities for service reductions, and the Fiscal Fitness activity undertaken by the Town has provided additional guidance. The following is a summary of the reductions proposed in the budget: An asterisk follows those goals that were recommended by the Fiscal Fitness review:

- Eliminate Welfare Director position and function as of October 2006 - \$28,462 in FY07 savings (\$41,567 for following full year) \*
- Public Works road overlay reduction \$125,000 in FY07 savings (Reduced to \$190,000 – Capital Improvement Program recommends \$470,000 annually. Town Council has authorized use of bond funds for road improvements in FY06 and FY07.)
- Recreation – reduce funding for part time staff for summer playground and fall winter and spring programs (part time wages would be paid from fees charged for program participation) \$96,662 in FY07 savings \*
- Police cars (two) \$42,000 in FY07 savings - Replacement plan recommends the purchase of five vehicles in 2007
- Combine Police IT with IT in Finance Department - \$74,509 in FY07 savings \*
- Eliminate health insurance reserve contribution -\$100,000 in FY07 savings
- Combine Leisure Activities Director and Recreation Director\* to save \$42,238 in the General Fund and \$41,295 in savings in the Q/D Recreation Fund.

Last year, the budget mentioned the following as the values followed in making budget reductions:

- Maintaining core governmental functions
- Reducing personnel costs but avoiding layoffs
- Continuing to invest in the Town's infrastructure
- Reductions of annual and not one time expenses, so that the expenses will not creep back into the budget in future years.

Unfortunately although this budget does maintain core governmental functions, this year not all recommend reductions meet the remaining values. One personnel reduction will result in a layoff. Some of this year's proposed reductions do effect the investment in the Town's infrastructure. In the future, the capital expenditures must be closely monitored to insure that there is not a deterioration of the Town's infrastructure. The Town Council has proposed bond ordinances to be on the ballot this November, and the passage of these measures are crucial for the investment in the Town's infrastructure. But the Town also needs to regularly invest in the infrastructure, and the reduction in road overlayment funding and equipment replacement in the Police Department, which is an annual expense, is worrisome. The pay-as-you-go proposal for recreation programs may have the unintended consequence of reducing attendance at recreation programs by those who can benefit from the programs.

As always, the revenue portion of the budget has been based upon the premise of using the property tax as the funding source of last resort. This year, the only major fee increase proposed is for the private haulers who use the Town's cap at the Central landfill. .

**Quick Fact:** The Voters will consider infrastructure improvement bond questions in November 2006.

Some new initiatives are proposed in the budget. It is recommended that the Town establish a housing court, which will be responsible for hearing violations of the Town Code of Ordinances. This can include both housing and parking related items. It is not recommended that the Town establish a full-blown municipal court since the Police Department is of the opinion that the Rhode Island Traffic Tribunal adequately handles traffic violations. It is also recommended that the Fire Department add eight additional fire fighters in an attempt to reduce overtime costs. These recommendations were part of the Comprehensive Assessment of the Fire Department conducted this past year.

### ***FISCAL FITNESS IMPLEMENTATION***

The Fiscal Fitness Review made 24 recommendations for reducing the cost of Town and School operations. Of those 24 recommendations, six have been implemented already, another six were deemed not practical

at this time and five are recommended for implementation in this coming year's budgets and an additional seven, which are yet to be determined for viability, should be continued to be studied for the coming years. The already implemented recommendations are:

- Change Library hours
- Establish a fee for Recreation Department summer programs
- Increase green fees at golf course
- Increase marina fees
- Closing Wickford Elementary School
- Consider health care insurance savings

The recommendations that this budget implements are:

- Combining Leisure Activities and Recreation Departments
- Job share or combine Welfare Department using Senior Center staff
- Use existing Information Technology staff to support Police Department utilizing non-officer personnel
- Move from majority of full time employees to part time at the Library
- Charge administrative fee to North Kingstown waste haulers

The recommendations, which are not to be implemented at this time and an explanation as to why not, are:

- Create one dispatch unit for fire and police using non-officer personnel – This may be accomplished when the Public Safety Complex central dispatch facility is complete and will require coordination with the unions.
- Provide food services from same provider – Food services at the Senior Center are governed by a state contract and cannot be combined with the school cafeteria program.
- Consolidate Fire Stations – The operational review of the Fire Department recommended either a four, five or six fire station alignment. The Town Council direction is to pursue the four-station alignment working towards either a five or six station goal in the future.
- Consider a fee for the use of Town property by the YMCA. The Town Council has rejected this recommendation.
- Move to the Westerly model for Transfer Station (orange bags) – Until sufficient space is developed to store the needed bag inventory, this recommendation is not practical.
- Add administrative fee for outside schools for leveraging North Kingstown purchasing and food services – The School Department believes that they already recoup a fee for these functions.

Quick Fact: Progress has been made towards implementation of the Fiscal Fitness recommendations.

The recommendations which still need to be studied and a brief status summary are:

- Consolidate all administrative functions across the Town of North Kingstown – The Town and School currently share many functions including: financial information systems, banking relationships, many purchasing functions, information technology, health insurance, workers compensation insurance, liability insurance and capital project management. Areas, which should be studied in the future, are payroll processing, personnel, information technology and building and grounds maintenance. In this era of limiting expenditures, a system must be developed to assure that the organization housing a function does not reduce service provided as retribution for budget reductions.
- Outsource building maintenance – This will require union concurrence.
- Outsource food services – The School Department will be examining this as a result of the operating loss last year and forecast for the current year.
- Outsource leisure services activities – The Leisure Services Advisory Committee will be given this responsibility for the coming year.

- Eliminate Town sponsored Golf Pro – This will be studied as part of the outsourcing of leisure services activities.
- Establish a base line water usage fee for normal usage – This will be studied when the current five year rate cycling is completed in 2009.
- Review relationships with surrounding Towns – This will be undertaken as part of the implementation of the Fire Operations Review for fire operations but will need to be examined in future years for other municipal functions.

***THIS YEAR IN REVIEW***

This current year the Town’s implementation of the budget adopted by the Town Council last year has gone on as expected. The most significant time intensive activities have been the awarding of the health insurance contract to United Healthcare and the conducting of the Comprehensive Management and Operations Assessment of the Fire Department by Matrix Consultants. Land preservation activities continue to

Quick Fact: The Town will have preserved 80 acres of land by the end of fiscal year 2006.

be a high priority and this year 80 acres will be preserved. The following is a review of the major accomplishments of this past year shown within the framework of the Town Council goals.

**VISION**

This fiscal year the Town continued to update its Comprehensive Plan both in an incremental manner through adopting amendments and through the state mandated five-year comprehensive update. Among the plans that have been adopted as amendments to the Comprehensive Plan are the Post Road Corridor Plan, and Conservation Subdivisions, and the state has approved the Town’s Hazard Mitigation Plan, which was adopted by the Town last fiscal year. In addition to these changes, this fiscal year the Town will adopt implementation ordinances for the Town’s affordable housing plan and conservation subdivisions. By the end of the fiscal year, the Town’s web page should be redesigned and online. The new design will incorporate a new main page with more obvious links to the most accessed information and the ability to access some of the Town’s GIS information and evacuation routes

**QUALITY OF LIFE**

Land preservation activities that will close by the end of the fiscal year are the Dworman/Mill Pond Property (Boston Neck and Annaquatucket Road), Fletcher Meadows (Harrison Street), and Pierce Property (Gilbert Stuart Road) and the Tower Hill Equestrian Center. The Police Department continues to address the number one police related citizen complaint – speeding through the enhanced traffic enforcement or TEAR program. This fiscal year it is estimated that over 6,000 tickets will be issued. The Town’s Arts Council has continued its expansion of activities through private funding of the summer Tuesday concert series and expanding winter and fall programs. The Town has taken a leadership role in protecting our neighborhoods by intervening in the proposal to upgrade the National Grid transmission lines and finally resolving the Kentco litigation. Also, our Police and Public Works Department have worked jointly with the surrounding communities and the State Emergency Management Agency to redefine emergency evacuation routes in North Kingstown.

## ENVIRONMENT

The most significant event of the fiscal year in terms of the environment was the introduction of a disinfectant into the northern or low service portion of the Town's water system. This implementation, which began in July, has changed the taste of the Town's water and raised numerous questions by our customers. Along with the initial introduction of the disinfectant was a corresponding increase in service line leaks, which have now decreased.

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

The Town Council continued its commitment to recycling by renewing the Town's curbside recycling contract, despite a \$155,000 increase in the annual fee. By the end of the fiscal year, a contract should be awarded for the repairs to the Belleville Pond Dam in Ryan Park. As a demonstration of the Town's commitment to natural filtration of rain runoff before it enters the bay, a rain garden has been installed at Town Hall.

## ECONOMIC DEVELOPMENT

As with most years, the activities at the Quonset Business Park overshadow other area of Town when considering economic development activities. This year, the Town Council has approved a tax stabilization treaty that has preserved 260 jobs in North Kingstown with the construction of the North American headquarters of Hexagon Corporation. In addition, BBC Audio Books of America has opened their North American headquarters in Town. The Quonset Development Corporation has approved a master plan for the Gateway property and introduced plans for the relocation of Davisville Road. The Coastal Resources Management Council and the Town have approved the QDC public access plan for the shoreline of the Business Park. A partnership between the Town and the North Kingstown Chamber of Commerce funded by the state Economic Development Corporation has produced a new Welcome to North Kingstown Guide, which includes "Building as Future – Quick Guide" for businesses planning to expand or relocate to North Kingstown.

## FISCAL

As was mentioned earlier, the Town Council adopted a new budget policy this year. This policy is one of the

**Quick Fact:** In May 2004, Standard and Poors raised the Town's bond rating to AA-.

centerpieces of the Town's fiscal policy. The previously mentioned competitive bidding process for health insurance coverage is estimated to save the municipal portion of the budget \$220,737 and school side \$395,809. This year as in the past, the Town again has received a certificate for financial reporting for its Certified Annual Financial Report. The Town Council has also authorized special audits of the Town's financial practices and an update of the school operations review by B&E Consulting. The results of these efforts should be presented shortly. Finally, it is estimated that despite the fact that the FY 2005 budget had projected to use \$1,000,000 of the undesignated fund balance, only \$2,780 was used, and the undesignated fund balance remained at about the same level.

## INFRASTRUCTURE

The Town's investments in infrastructure continued in fiscal year 2006. The new auxiliary well #5a was put in service replacing the old well #5. Our new well #11 on Indian Corner road continues through the approval process. The federal funds secured through Senator Chafee have allowed us to begin the design for the reconstruction of the Juniper Hill tank and improvements to the Town's other standpipes. Unfortunately this process has identified lead contamination in the soils surrounding the tanks, which have significantly increased the costs of the projects. A contract has been awarded for repainting the Slocum water storage tank. Two of the Town's three emergency rescue vehicles have been refurbished by

replacing the cabs and chassis. This was done at a cost of \$166,874 saving \$153,126 from totally replacing the vehicles. Our Public Works Department fleet continues to be modernized by replacing three trucks this year. The Town's investment in the recreational component of the Quonset Business Park continue through the expansion of the practice putting green at the North Kingstown Golf Course and the construction of a new restroom at Allen Harbor. The Town and School staffs are working together to jointly implement the school \$9,000,000 school repair bond ordinance with \$5.2 million in improvements planned. This year the ISDS system has been replaced at Davisville Middle School.

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

**Quick Fact:** The Town paved 2.5 miles of road in fiscal year 2006.

Some traffic has already been diverted to the new road. Dramatic steps in the demolition Jamestown Bridge should take place prior to the end of the fiscal year. Finally, the Department of Environmental Management should be congratulated on the new parking lot constructed for the Chafee Nature Preserve.

This fiscal year has also seen a change in Town Department Heads with the soon to be effective retirement of Cynthia J. Olobri, Finance Director and the resignation of Lori-Ann Fox, Director of Information Systems. The Town's newest department head is Jonathan Reiner, Director of Planning and Development who started in June 2005.

### ***THE PROPOSED BUDGET BY GOALS***

The primary new emphasis of this coming year's budget is to keep the core functions of the government operating at an acceptable level, implementing key recommendations of the Fire Department Operations Assessment and transferring to a pay as you go basis non essential services. The purpose of this section of the budget is to summarize the activities that are proposed.

#### **VISION**

During the coming fiscal year the Town will complete the Five Year Comprehensive Plan Update that was begun this year. An update of the August 1995 wastewater facility plan for Post Road is funded in the Planning Department budget. In addition, the Town Council has given direction for the Town staff to pursue the preservation of open space at numerous properties in North Kingstown. It is expected that those negotiations will reach closure during the year.

**Quick Fact:** Eight additional firefighters have been proposed to reduce overtime costs based upon the recommendations of the recent Fire Department Review.

#### **QUALITY OF LIFE**

In fiscal year 2007, the Town will continue to seek private funds for recreational activities. We will continue to charge for beach stickers and increase fees for all recreation programs. Of concern is that this continued increase in fees will decrease participation in the recreation programs. This year it is recommended to continue the decrease in funding for outside agencies by a 25% across the board cut. This will allow the Town to continue to fund agencies that have articulated the need for continued Town support in order to match other funding sources. As recommended by the Fiscal Fitness initiative, the Town's Welfare Office will be combined with the Senior Services Division in October.

Several of the recommendations of the Comprehensive Fire Department Review will be implemented this coming year. The most expensive of these is the hiring of 8 additional fire fighters, which is hoped to reduce the use of overtime in the department beginning in FY2008. It is anticipated that these fire fighters will be hired beginning on January 1, 2007 and become fully trained by this time next year. In addition, specialized training for the Fire Department personnel is included in the budget.

## ENVIRONMENT

Town staff is pursuing with the Resource Recovery Corporation a grant to enhance the Town's recycling efforts. If successful, the Town will be able to purchase larger wheeled recycling containers for all homeowners in Town and go to an automated curbside pick up. Another initiative of the coming year will be the improvements to Saw Mill Pond that will be funded through the monies the Department of Environmental Management secured from the Navy. It is anticipated that upland storm water management improvements will be accomplished this year for the purpose of improving surface and groundwater quality flowing into the pond. Also on the November ballot will be a bond ordinance for \$2,000,000, which will allow approximately 240 homeowners to participate in the Clean Water Finance Septic System Repair Program.

## ECONOMIC DEVELOPMENT

During the coming year, the Quonset Development Corporation plans to have the ground breaking on the Gateway project development. Also, the Hexagon North

Quick Fact: Hexagon North American Headquarters should open during this year.

American headquarters should open during this year in the Kiefer Park portion of the Commerce Park. Another significant expansion of Toray Plastics of America should be completed during the year. The State Department of Transportation will be completing plans for the commuter rail station at the Wickford Junction. The station should be open by 2008. In addition, the new Stop and Shop proposed at the intersection of Route 102 and Route 4 should also break ground during the year.

## FISCAL

The Town Council has proposed taking a lead role in the development of property tax reform in Rhode Island. It is hoped that the State Legislature will pass legislation to allow North Kingstown to implement a pilot program. Regardless of the changes in the state law, the Town will be conducting a statistical revaluation this year. The new property values should be mailed to the property owners next February or March and will impact the tax bills sent out in June 2007. To meet the required deadlines, a contract for the revaluation services will be recommended for award in May 2006 with a request for a \$45,000 supplemental appropriation to the Revaluation Reserve Fund with the balance funded by the State. As mentioned earlier, the Town will implement a new administrative fee for outside haulers who use the Town's reduced municipal rate at the Central Landfill. It is anticipated that this new fee will generate \$16,000. In the next fiscal year, the Town will be negotiating collective bargaining agreements with both the Police and Fire unions. The current agreements expire at the end of fiscal year 2007. It is also anticipated that fiscal year 2007 will see significant employee retirements with the current forecast being that eighteen employees will retire by the end of the year. It should be noted that twenty-two Firefighters, eight Police Officers and twenty-one non-public safety Town employees would be eligible for retirement during the fiscal year.

## INFRASTRUCTURE

Most significant during the coming year for investment in the Town's infrastructure will be success of bond ordinances scheduled for the November election. The Senior Center expansion, land preservation and public safety improvements are already scheduled for the November ballot. There is a possibility that an additional bond ordinance for improvements to Wickford Middle School will also be on the November ballot. During the coming year, the Town will continue to make repairs and improvements to the schools identified in the bond issue passed in 2004. The budget also calls for the repaving of four miles of streets and the reconstruction of Main Street, which should begin in the fall. The Wilson Park boat ramp will be reconstructed this summer.

State investment in North Kingstown will continue during the coming fiscal year. Besides the design and perhaps the beginning of construction of the Wickford Junction Train Station, the Route 403 Quonset

Access Road construction will continue, as will the demolition of the old Jamestown Bridge, and the relocation of Davisville Road is proposed for the Quonset Business Park. While anticipated this year, it appears that the new exit and entrance ramps at the Route 1 and Route 138 intersection should be completed in this coming fiscal year.

**EXPENDITURE SUMMARY**

A legitimate question asked by every citizen, taxpayer, or user of Town services is where does my money go? The graphic below demonstrates that for every dollar spent by the Town, \$.61 is spent on education, \$.15 is spent on public safety services (Police and Fire), \$.085 is spent on public works (including water), \$.06 is spent on General Government (Administration, Finance, Assessor, Planning, Senior Services, welfare, code enforcement and general operating), \$.06 is spent on debt, \$.02 is spent on parks and recreation (recreation, Golf Course and Allen Harbor) and \$.015 is spent on the Library.

**WHERE DOES YOUR MONEY GO?**



This coming year, the total General, School, School Capital Reserve, Library, Quonset Davisville Recreation, Water and Debt Service Funds budget is \$87,292,847. This represents a net increase of \$2,897,451 or 3.43%. The primary reasons for this increase are a school fund increase of \$2,368,308, municipal retirement contribution increases of \$368,324, and municipal compensation increases of \$562,500. A more detailed description of the changes follows in the individual fund discussions.

**Quick Fact:** The municipal retirement increase will be \$368,324 next year.

<b>DEPARTMENT</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>
Town Council	\$44,664	\$45,370	\$119,987	\$118,840	-\$1,147	-0.96%
Town Manager	\$203,315	\$205,954	\$208,311	\$219,856	\$11,545	5.54%
Town Clerk	\$468,379	\$440,989	\$476,450	\$555,989	\$79,539	16.69%
Town Solicitor	\$175,993	\$217,000	\$201,000	\$269,500	\$68,500	34.08%
Finance	\$654,568	\$640,289	\$651,781	\$682,600	\$30,819	4.73%
Assessor	\$219,502	\$216,400	\$217,044	\$225,445	\$8,401	3.87%
General Operating	\$2,369,270	\$2,240,122	\$2,270,424	\$2,242,205	-\$28,219	-1.24%
Fire	\$6,431,860	\$6,865,319	\$6,640,108	\$7,596,784	\$956,676	14.41%
Police	\$5,012,104	\$5,295,833	\$5,391,222	\$5,690,469	\$299,247	5.55%
Planning	\$434,643	\$370,157	\$371,260	\$371,376	\$116	0.03%
Public Works	\$4,681,481	\$4,906,485	\$4,672,067	\$4,802,776	\$130,709	2.80%
Welfare	\$175,646	\$121,543	\$120,943	\$86,440	-\$34,503	-28.53%
Senior Citizens	\$291,814	\$303,470	\$302,500	\$319,534	\$17,034	5.63%
Code Enforcement	\$264,986	\$258,002	\$264,952	\$283,653	\$18,701	7.06%
Recreation	<u>\$388,859</u>	<u>\$397,003</u>	<u>\$390,215</u>	<u>\$263,722</u>	<u>-\$126,493</u>	<u>-32.42%</u>
General Fund	\$21,817,084	\$22,523,936	\$22,298,264	\$23,729,189	\$1,430,925	6.42%
Debt Service Fund	\$5,697,143	\$5,426,170	\$5,529,068	\$5,255,673	-\$273,395	-4.94%
Library	\$1,159,037	\$1,196,754	\$1,200,939	\$1,256,203	\$55,264	4.60%
Quonset Davisville	\$1,210,024	\$1,259,257	\$1,325,930	\$1,333,307	\$7,377	0.56%
Water	\$3,065,275	\$2,904,621	\$3,132,803	\$2,399,062	-\$733,741	-23.42%
School Fund	\$49,229,678	\$50,713,392	\$50,713,392	\$53,081,700	\$2,368,308	4.67%
School Capital Res.	n/a	n/a	\$195,000	<u>\$237,713</u>	<u>\$42,713</u>	<u>21.90%</u>
<b>GRAND TOTAL</b>	<b>\$82,178,241</b>	<b>\$84,024,131</b>	<b>\$84,395,396</b>	<b>\$87,292,847</b>	<b>\$2,897,451</b>	<b>3.43%</b>

**BY DEPARTMENT**

The municipal departments with the largest dollar increases are the Fire, Police, and Public Works Departments. In terms of percentage, the largest increases are in the Town Solicitor (contract negotiations), Town Clerk (general election and primary) and Fire Department. The largest percentage decreases are proposed in Welfare/Contribution's, Recreation and the Water budgets.

A major issue for the budget is the increases in retirement contributions. Town employees are members of three different retirement systems depending upon their job classification. The following table summarizes the contribution rate changes and the associated dollar amount for all three-retirement systems:

	<i>FY05 Contribution Rate</i>	<i>FY06 Contribution Rate</i>	<i>FY07 Contribution Rate</i>	<i>Dollar Increase FY06 to FY07</i>
Police	15.90%	17.61%,	21.78%,	\$150,697
Fire	14.46%	19.92%	21.22%	\$136,974
Non-Public Safety	5.99%	9.12%	10.34%	\$80,653

Besides the municipal employees, the School Department estimates a \$656,818 increase in the retirement contributions for their employees. The Governor has proposed increasing state aid to cover the increase in school pension contributions for certified employees.

The Town's award of the health insurance coverage bid to United Healthcare has avoided a proposed 7.5% increase from Blue Cross/Blue Shield. It is estimated that this saves the municipal portion of the budget \$220,737 and the school side \$395,809. Since the contract for health insurance expires on March 1, an estimated ten percent increase is budgeted for the last four months of next year.

The increase in the Fire Department budget is due to the increase in the staffing and other recommendations made in the Operations Assessment.

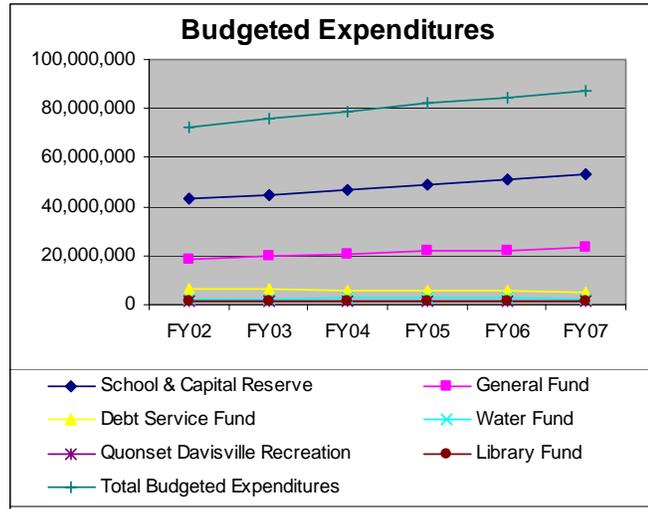
The increase in the Police and Public Works Departments is primarily due to the increase in pension contributions. The decreases

**Quick Fact:** The Police and Fire Union collective bargaining unit contracts expire June 30, 2007.

proposed in the Welfare budget is due to the elimination of the Welfare Director's position upon her retirement in October. The decrease in the Recreation Department budget is due to the combination of the Recreation Director and Leisure Activities Director positions and the transfer of some part time salaries for playground and fall/winter/spring programs to the Recreation escrow account, which will require participants to pay for these activities.

**BUDGET TRENDS**

The graph and table below illustrates the growth in budgeted expenditures by fund for all funds since 2002.



Budgeted Expenditures	FY02	FY03	FY04	FY05	FY06	FY07
School & Capital Reserve	42,961,631	44,751,043	47,037,276	49,186,852	50,908,392	53,319,413
General Fund	18,616,973	19,530,214	20,515,137	21,934,892	22,298,264	23,729,189
Debt Service Fund	6,226,678	6,543,980	5,873,477	5,718,453	5,529,068	5,255,673
Water Fund	2,435,221	2,440,188	2,543,105	3,027,028	3,132,803	2,399,062
Quonset Davisville Recreation	1,231,487	1,425,165	1,316,539	1,338,399	1,325,930	1,333,307
Library Fund	1,078,059	1,111,496	1,140,629	1,160,328	1,200,939	1,256,203
<b>Total Budgeted Expenditures</b>	<b>72,550,049</b>	<b>75,802,086</b>	<b>78,426,163</b>	<b>82,365,952</b>	<b>84,395,396</b>	<b>87,292,847</b>

Expenditures have grown 20.32% over the six-year period. This year, total expenditures will grow only 3.43%. The fund with the largest percentage increase over the six-year period is the General Fund.

**GENERAL FUND**

General Fund expenditures will increase by \$1,430,925 or 6.42%. As the table below demonstrates, \$1,191,144 of this increase is attributed to personnel and benefit cost increases previously explained. This is despite the fact that three currently filled positions in various general fund supported departments will be eliminated. The health insurance premium increase for the General Fund is estimated at \$9,000 for both active and retired employees. The General Fund's cost for employer retirement contributions will increase by \$343,712. The collective bargaining agreements call for 3% raise for non-public safety employees, a 2% raise on July 1, 2006 and 2% on January 1, 2007 for Police union members and a 3% raise for Fire union members. The Fire Department budget reflects the cost of eight additional employees effective January 1 and the cost of equipping and training the new firefighters. Proposed major capital spending includes replacement of three Police vehicles and three vehicles for the Public Works Department. The road, drainage and sidewalk program funding has been requested at a total of \$237,000 in operating funds.

<i><b>GENERAL FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE/
ORDINARY RECURRING EXPENSES	2004/05	2005/06	2006/07	(DECREASE)
PERSONNEL SERVICES	\$16,561,783	\$17,213,213	\$18,404,357	\$1,191,144
NON-PERSONNEL SERVICES	<u>\$4,855,660</u>	<u>\$4,614,439</u>	<u>\$4,961,220</u>	<u>\$346,781</u>
TOTAL RECURRING EXPENSES	\$21,417,443	\$21,827,652	\$23,365,577	\$1,537,925
MAJOR CAPITAL OUTLAY	\$395,750	\$403,000	\$296,000	(\$107,000)
CONTRIBUTIONS	<u>\$121,699</u>	<u>\$67,612</u>	<u>\$67,612</u>	<u>\$0</u>
TOTAL ESTIMATED REQUIREMENTS	\$21,934,892	\$22,298,264	\$23,729,189	\$1,430,925

**WATER FUND**

Water Fund expenditures are proposed to decrease by \$733,741 or 23.42%. This decrease is due to the transfer of capital projects from the water operating budget to a special water capital reserve fund. A total of \$868,170 has been proposed for transfer to this fund. The proposed expenses reflect increases in personnel costs associated with union contracts and retirement contributions. One of the part time clerk positions in the department is recommended for replacement by a part-time meter reader. Continued investment in the water system infrastructure is proposed with the funding through the Water Capital Reserve Fund for the continued construction of well #11 and for the engineering and reconstruction of the Juniper Hill and Forge Road tanks for \$100,000.

Quick Fact: A Water Capital Reserve Fund will be established to fund major capital projects.

<i><b>WATER FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE/
ORDINARY RECURRING EXPENSES	2004/05	2005/06	2006/07	(DECREASE)
PERSONNEL SERVICES	\$931,928	\$979,514	\$1,055,912	\$76,398
NON-PERSONNEL SERVICES	<u>\$875,262</u>	<u>\$985,035</u>	<u>\$1,147,401</u>	<u>\$162,366</u>
TOTAL RECURRING EXPENSES	\$1,807,190	\$1,964,549	\$2,203,313	\$238,764
MAJOR CAPITAL OUTLAY	\$1,098,984	\$1,047,400	\$74,895	(\$972,505)
DEBT SERVICE	<u>\$120,854</u>	<u>\$120,854</u>	<u>\$120,854</u>	<u>\$0</u>
TOTAL ESTIMATED REQUIREMENTS	\$3,027,028	\$3,132,803	\$2,399,062	(\$733,741)

**QUONSET DAVISVILLE RECREATION FUND**

The Quonset Davisville Recreation Fund is proposed to decrease by 0.56% or \$7,377. Similar to the water fund, capital expenditures in this enterprise fund have been transferred to the separate capital reserve fund. With the proposed combination of the Recreation

Quick Fact: The positions of Recreation Director and Leisure Services Director are being combined into one position per the Fiscal Fitness recommendation.

Director and Leisure Activities Director position there is a reduced demand for personnel services from this account, so there is less of an increase that would be anticipated. Capital projects that are proposed for funding in the Capital Reserve account include the setting aside of funds for the golf course improvements and irrigation system upgrade and master plan improvements at Allen Harbor.

<i><b>Q/D RECREATION FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
ORDINARY RECURRING EXPENSES	2004/05	2005/06	2006/07	(DECREASE)
PERSONNEL SERVICES	\$675,514	\$705,850	\$711,279	\$5,429
NON-PERSONNEL SERVICES	<u>460,220</u>	<u>462,221</u>	<u>494,741</u>	<u>\$32,520</u>
TOTAL RECURRING EXPENSES	\$1,135,734	\$1,168,071	\$1,206,020	\$37,949
MAJOR CAPITAL OUTLAY	152,700	109,072	78,500	(30,572)
DEBT SERVICE	<u>49,965</u>	<u>48,787</u>	<u>48,787</u>	-
TOTAL EST. REQUIREMENTS	\$1,338,399	\$1,325,930	\$1,333,307	\$7,377

**LIBRARY FUND**

The Library Board of Trustees proposed a 4.6% increase or \$55,264 for the Library budget. This conforms to the Town Council’s budget expenditure cap. Increases are in personnel services due to pension contributions and non-personnel services due to energy cost increases.

<i><b>LIBRARY FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
ESTIMATED REQUIREMENTS	BUDGET	BUDGET	BUDGET	INCREASE
ORDINARY RECURRING EXPENSES	2004/05	2005/06	2006/07	(DECREASE)
PERSONNEL SERVICES	\$887,580	\$922,168	\$961,859	\$39,691
NON-PERSONNEL SERVICES	<u>\$272,748</u>	<u>\$278,771</u>	<u>\$294,344</u>	<u>\$15,573</u>
TOTAL RECURRING EXPENSES	\$1,160,328	\$1,200,939	\$1,256,203	\$55,264
MAJOR CAPITAL OUTLAY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL ESTIMATED REQUIREMENTS	\$1,160,328	\$1,200,939	\$1,256,203	\$55,264

**DEBT SERVICE FUND**

The Debt Service Fund is proposed to decrease by \$273,395 or 4.94%. It is anticipated that there will be a borrowing before the end of fiscal year 2006 for open space preservation that will result in an increase in the Municipal Debt Service. The debt refinancing of last year has resulted in approximately \$100,000 in savings from what could have been anticipated this year. The practice of making equal payments of principal each results in reduced debt service for all debt projects. However, the Town anticipates borrowing in fiscal year 2007 school improvements. This will increase the principal and interest payments for the following fiscal year, 2008. In addition, three (Senior Center, Open Space and Public Safety) of the proposed bond ordinances to be voted on in November 2006 could result in additional debt for fiscal year 2009 and 2010.

Quick Fact: Refinancing in 2005 has reduced the 2007 debt service payment by approximately \$100,000.

<i><b>DEBT SERVICE FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
	BUDGET	BUDGET	BUDGET	INCREASE
	2004/05	2005/06	2006/07	(DECREASE)
ESTIMATED REQUIREMENTS				
MUNICIPAL DEBT SERVICE	\$1,552,076	\$1,477,603	\$1,562,368	\$84,765
SCHOOL DEBT SERVICE	<u>\$4,166,377</u>	<u>\$4,051,465</u>	<u>\$3,693,305</u>	<u>(\$358,160)</u>
TOTAL ESTIMATED REQUIREMENTS	\$5,718,453	\$5,529,068	\$5,255,673	(\$273,395)

#### SCHOOL FUND

The School Committee's adopted budget was a \$53,081,700 or a 4.67% increase. This conforms to the Town Council's budget expenditure cap. The School Committee has yet to determine what line item reductions are made from the Superintendents Proposed Budget to accommodate this budget.

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

<i><b>SCHOOL FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>AMENDED</b></i>	<i><b>PROPOSED</b></i>	
	BUDGET	BUDGET	BUDGET	INCREASE
	2004/05	2005/06	2006/07	(DECREASE)
ESTIMATED REQUIREMENTS				
ORDINARY RECURRING EXPENSES				
PERSONNEL SERVICES	\$40,823,068	\$42,618,825	\$45,983,959	\$3,365,134
NON-PERSONNEL SERVICES	<u>\$7,286,698</u>	<u>\$7,453,385</u>	<u>\$7,875,355</u>	<u>\$421,970</u>
TOTAL RECURRING EXPENSES	\$48,109,766	\$50,072,210	\$53,859,314	\$3,787,104
CAPITAL OUTLAY	\$577,086	\$641,182	\$797,793	\$156,611
BOTTOM LINE ADJUSTMENT	<u>\$0</u>	<u>\$0</u>	<u>(\$1,575,407)</u>	<u>(\$1,575,407)</u>
TOTAL ESTIMATED REQUIREMENTS	\$48,686,852	\$50,713,392	\$53,081,700	\$2,368,308

#### SCHOOL CAPITAL RESERVE FUND

The budget proposes an appropriation of \$237,713 for the School Capital Reserve. This is a \$42,713 increase from the current year's budget. Expenditures from this fund are eligible for a 30% reimbursement of State Housing Aid.

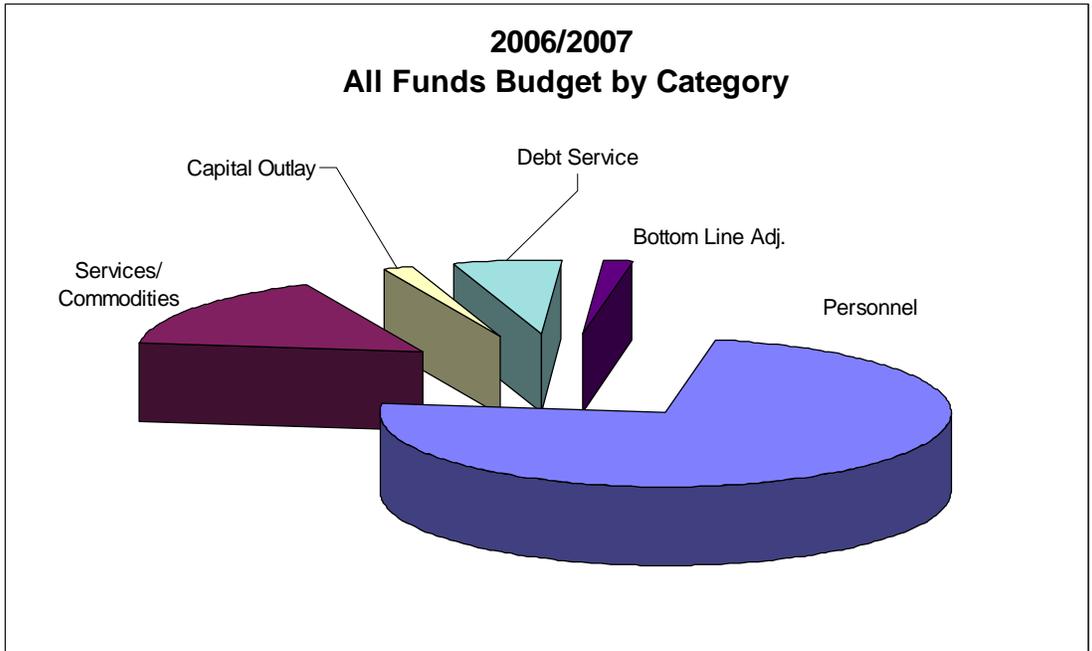
Quick Fact: In fiscal 2007, the School plans to spend \$544,805 on improvements to five facilities with appropriations from the School Capital Reserve Fund.

<i><b>SCHOOL CAPITAL RESERVE FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
	BUDGET	BUDGET	BUDGET	INCREASE
	2004/05	2005/06	2006/07	(DECREASE)
ESTIMATED REQUIREMENTS				
TO RESERVE FOR CAPITAL OUTLAY	<u>\$500,000</u>	<u>\$195,000</u>	<u>\$237,713</u>	<u>\$42,713</u>
TOTAL ESTIMATED REQUIREMENTS	\$500,000	\$195,000	\$237,713	\$42,713

**BY CATEGORY**

The following pie chart summarizes the proposed expenditure of all budgeted funds by category. The chart is somewhat skewed by the fact that the School Department has not identified where the reductions to the Superintendent’s proposed budget will occur. The largest component remains personnel. The percentage of the budget devoted to personnel has decreased from 77% in the current year to 74% for next year. This is despite the increase in pension costs. In terms of dollars, the personnel proposed total increases by \$4,677,796. Another decrease is proposed in capital outlay of \$987,187. However, some of this decrease is not a true reduction in expenditures but merely a transferring of enterprise fund capital expenditures to separate capital reserve funds.

**Quick Fact:** The total Municipal, School and employee avoided costs due to the Health Insurance contract award will be \$730,513



<i>Expense Category</i>	<i>FY 2006/07 Next Year</i>	<i>% of Total FY 2007</i>	<i>2005/06 Current Year</i>	<i>% of Total FY 2006</i>	<i>Increase</i>	<i>% Increase</i>
Personnel	67,117,366	77%	62,439,570	74%	4,677,796	7.49%
Services & Commodities	14,773,061	17%	13,887,058	16%	886,003	6.38%
Sub Total	81,890,427		76,326,628		5,563,799	
Capital	1,484,901	2%	2,472,088	3%	(987,187)	-39.93%
Long Term Debt	5,425,314	6%	5,529,068	7%	(103,754)	-1.88%
Contributions	61,557	0%	67,612	0%	(6,055)	-8.96%
Bottom line Reduction	(1,575,407)	-2%	-		(1,575,407)	
Total Budget	87,292,847	100%	84,395,396	100%	2,897,451	3.43%

**PERSONNEL**

The following table summarizes the changes in personnel from the current fiscal year to next fiscal year. \$500,000 in funding for salary increases has been proposed to comply with collective bargaining agreements with the Town’s three unions. The agreement with the Police Union Local 473, International Brotherhood of Police Officers, N.A.G.E., calls for a 2% raise on July 1, 2006 and a 2% raise on January 1,

2007. The current collective bargaining agreement between the Town and Union Local 1651, IAFF calls for 3% in Fire. The municipal workers' agreement with Local 1033, Laborers' International Union of North America, AFL-CIO calls for a 3% wage increase. The budget has an allowance of a 3% raise effective July 1, 2006 for nonunion employees, including department and division heads and some part-time personnel for a total of \$62,500.

**Combined Personnel List Full Time Employees**

DEPARTMENT TOTAL	ACTUAL 04/05	BUDGET 05/06	PROJECTED 06/07
Town Manager	2	1.9	1.9
Town Clerk	6	6	6
Finance	9.3	8.8	8.8
Tax Assessment	4	3.6	3.6
Fire	75	73	81
Police	66	63	62
Planning	4.87	4.87	4.87
Public Works	33.65	32.65	32.65
Senior Services	3	3	3
Code Enforcement	3	3	3
Recreation	1.5	1.5	1
Q/D Recreation Leisure Services	7.5	7.5	7
Library	12	12	12
Water	14.18	14.18	14.18
<b>TOTAL</b>	<b>242</b>	<b>235</b>	<b>241</b>

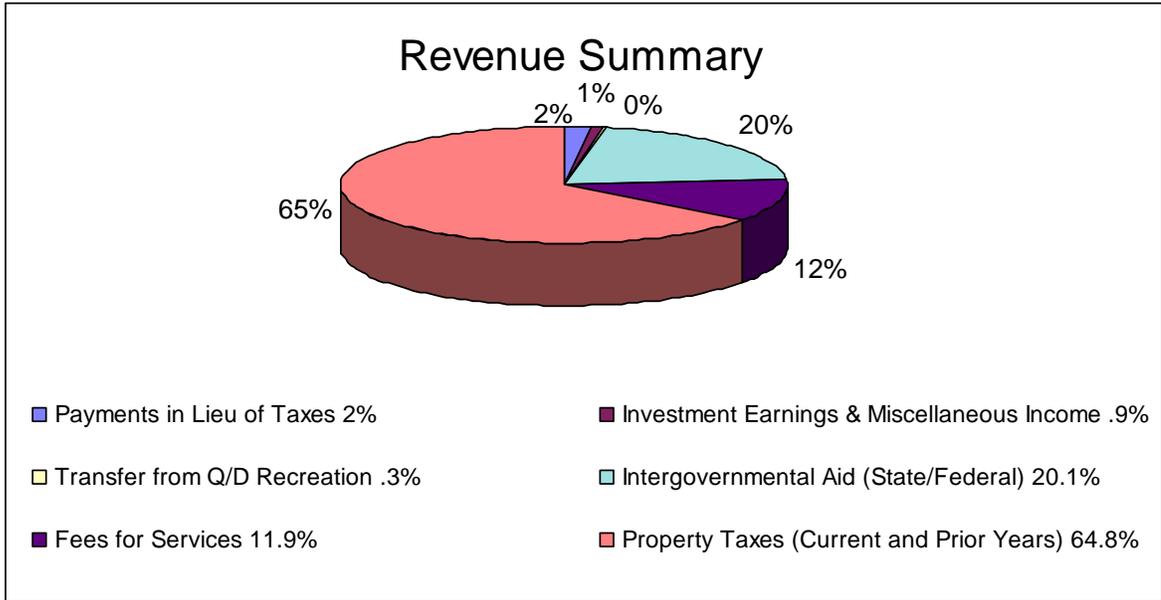
**Combined Personnel List Part Time Employees**

DEPARTMENT TOTAL	ACTUAL 04/05	BUDGET 05/06	PROJECTED 06/07
Town Council	5	5	5
Town Clerk	3	3	3
Finance	3	3	3
Tax Assessment	1	1	1
Police	6	6	6
Public Works	12	12	12
Welfare	1	1	1
Senior Services	8	8	8
Code Enforcement	6	6	5
Recreation	94	94	94
Q/D Recreation Leisure Services	35	35	35
Library	14	14	12
Water	2	2	2
<b>TOTAL</b>	<b>190</b>	<b>190</b>	<b>187</b>

Quick Fact: Negotiated wage increases for Town employees will be \$562,500.
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**REVENUE SUMMARY**

The pie chart and table below summarize the major sources of revenue for the proposed budget. The property tax continues to be the overwhelming source of revenue for the budget. Next year, it will be 64.8% of the total revenue or slightly less than last year. The total revenue to be raised by property taxes will be \$55,572,636, an increase of \$3,050,475 over last year.



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

**Quick Fact:** Payments in Lieu of Taxes from the Quonset Business Park will increase by \$3,731.

**Comparison of Funding Sources**

	<i>Actual</i>	<i>Estimated</i>	<i>Budget</i>	<i>Proposed</i>	<i>Increase</i>	<i>%</i>
Funding Sources	FY04-05	FY05-06	FY05-06	FY06-07	Incr/Decr	Incr/Decr
Payments in Lieu of Taxes	1,911,952	1,892,691	1,656,375	1,768,473	112,098	6.77%
Property Taxes	50,430,577	53,141,654	52,522,161	55,572,636	3,050,475	5.81%
Prior Years' Tax	1,063,028	975,000	1,000,000	950,000	(50,000)	-5.00%
Penalties and Interest	247,797	230,000	290,000	225,000	(65,000)	-22.41%
Licenses	97,774	96,224	91,605	98,695	7,090	7.74%
Departmental Revenue	2,816,518	2,945,972	2,655,640	2,642,325	(13,315)	-0.50%
State and Federal	17,537,593	17,180,666	16,978,044	17,540,446	562,402	3.31%
Rental Fees	493,422	510,840	524,605	472,340	(52,265)	-9.96%
Miscellaneous	352,757	252,332	58,500	20,500	(38,000)	-64.96%
Investment Earnings	441,955	659,000	331,000	663,063	332,063	100.32%
School Tuition Fees	2,062,796	2,096,300	2,090,000	2,200,000	110,000	5.26%
Transfer from Q/D Recreation	<u>585,523</u>	<u>443,467</u>	<u>375,000</u>	<u>250,000</u>	<u>(125,000)</u>	<u>-33.33%</u>
Total Revenue	78,041,693	80,424,146	78,572,930	82,403,478	3,830,548	4.88%
Appropriation Fund Balance	<u>1,512,002</u>	<u>1,363,733</u>	<u>1,363,733</u>	<u>1,157,000</u>	<u>(206,733)</u>	<u>-15.16%</u>
Sub Total	79,553,695	81,787,879	79,936,663	83,560,478	3,623,815	4.53%
Enterprise Fund Revenue	<u>4,627,857</u>	<u>4,138,756</u>	<u>4,458,733</u>	<u>3,732,369</u>	<u>(726,364)</u>	<u>-16.29%</u>
Total Budgeted Funds	84,181,552	85,926,635	84,395,396	87,292,847	2,897,451	3.43%

The decrease in the penalties and interest and prior year taxes all relate to more taxpayers paying their taxes on time. That leaves the Town with fewer prior years' taxes to collect. A significant increase (100%) of the Town's investment earnings is a direct relationship to the increase in interest rates.

As the table below shows, estimates of Payment In Lieu of Taxes by project. The line labeled QDC Pilots represents buildings or properties leased by the Quonset Development Corporation. This is governed by a Payment In Lieu of Taxes agreement, which calls for a three-year phase in of a new property tax after a revaluation. Fiscal year 2007 is the last year of the phase in of the 2005 revaluation.

<i>Payments in Lieu of Taxes</i>	<i>FY05</i>	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>	<i>Increase</i>
	Actual	Projected	Budget	Proposed	Decrease
Toray	547,859	565,320	500,000	590,530	90,530
Toray Cogen	22,600	22,600	22,600	22,600	-
QUONPRO Properties LLC	21,991	40,591	30,947	42,368	11,421
Water PILOT	20,000	20,000	20,000	20,000	-
Electric Boat	280,353	289,516	295,772	302,188	6,416
QDC Pilots	1,019,150	954,664	787,056	790,787	3,731
<b>Total</b>	<b>1,911,952.57</b>	<b>1,892,691</b>	<b>1,656,375</b>	<b>1,768,473</b>	<b>112,098</b>

Slightly over twenty percent of the total revenue is received from the State. The estimates for state aid are based upon the Governor's proposed state budget. The Governor's budget recommends an increase (\$448,945) in state aid to education for North Kingstown to offset increased pension costs. However, last year's final budget included \$123,238 of state aid that was not included in the final state budget. Therefore, the chart below shows a \$448,945 increase where the actual increase for fiscal year 2007 is estimated to be, \$574,183. It is too early to estimate how the state budget process will end. Another increase is anticipated in the State Motor Vehicle Excise Tax Phase Out. The State Housing Aid has been decreased by \$242,900 based upon a 30% reimbursement for fiscal year 2007 School Department related declining debt principal and interest payments and prior school capital reserve projects and the impact of the last year's bond refinancing.

<i>Analysis of Projected State Funds</i>	<i>Actual 2005</i>	<i>Projected 2006</i>	<i>Budget 2006</i>	<i>Proposed Budget 2007</i>	<i>Increase/ (Decrease)</i>
<u>State Aid:</u>					
General Purpose State Aid	806,625	1,014,310	832,748	891,999	59,251
Connecticut Plan (Non-Profit)	8,301	6,631	5,584	6,848	1,264
Excise Tax Phase-out	2,179,062	2,341,148	2,179,062	2,478,693	299,631
Witness Fee	228.00	250.00	250.00	250.00	0
Library Grant-in aid	191,071	196,767	196,468	199,517	3,049
State Aid to Schools	11,093,579	11,143,340	11,268,578	11,717,523	448,945
School Construction	1,651,078	1,398,210	1,425,000	1,182,010	-242,990
Library Construction	<u>44,449</u>	<u>43,415</u>	<u>43,415</u>	<u>42,368</u>	<u>-1,047</u>
<b>Total State Aid</b>	<b>15,974,392</b>	<b>16,144,071</b>	<b>15,951,105</b>	<b>16,519,208</b>	<b>568,103</b>
<u>State Pass Through Funding:</u>					
Telephone Tax	361,535	306,537	366,939	306,238	-60,701
Hotel & Dining Taxes	403,193	380,000	360,000	380,000	20,000
Realty Conveyance Taxes	<u>118,517</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>	<u>0</u>
<b>Total Pass Through</b>	<b>883,244</b>	<b>976,537</b>	<b>1,016,939</b>	<b>976,238</b>	<b>-40,701</b>
<b>Grand Total State Funds</b>	<b>16,857,637</b>	<b>17,120,608</b>	<b>16,968,044</b>	<b>17,495,446</b>	<b>527,402</b>

Fees for service represent 11.9% of the budget and will total \$10,412,134 for fiscal year 2007 as shown in the following table. Fee revisions are proposed for the Public Works Department. Fee increases have already been approved for the Golf Course and Allen Harbor.

<i>Type of Fee/Service</i>	<i>2005 Actual</i>	<i>2006 Projected Budget</i>	<i>2006 Budget</i>	<i>2007 Proposed</i>	<i>Increase/ Decrease</i>
Penalties and Interest on delinquent taxes	247,797	230,000	290,000	225,000	-65,000
Licenses	97,774	96,224	91,605	98,695	7,090
Recording and Probate	513,714	425,200	425,220	425,650	430
Tax & GIS Information	33,426	36,350	26,000	36,350	10,350
Police Fines	466,758	404,090	419,875	404,325	-15,550
Fire Inspection & Emergency Medical	423,861	600,000	480,000	500,000	20,000
Zoning & Subdivision Fees	23,603	30,000	23,000	32,250	9,250
Transfer Station Fees	571,815	687,479	568,805	616,900	48,095
Permit Fees	344,404	423,199	423,740	447,850	24,110
Impact Fees	302,856	238,654	190,000	80,000	-110,000
Library Fines and Fees	46,055	42,000	40,000	40,000	0
School Rental of Property	81,182	50,000	50,000	50,000	0
School Athletic Receipts	8,843	9,000	9,000	9,000	0
Subtotal Departmental	2,816,518	2,945,972	2,655,640	2,642,325	-13,315
Wickford Mooring & Dock	114,283	114,300	108,365	114,300	5,935
Tower Rentals	367,220	340,740	340,740	340,740	0
Other Rentals	6,680	5,800	5,500	5,800	300
Recreation Fees	5,240	50,000	70,000	11,500	-58,500
Subtotal Rental	493,422	510,840	524,605	472,340	-52,265
School Tuitions	2,062,796	2,096,300	2,090,000	2,200,000	110,000
Golf Course Greens Fees	1,005,549	1,063,000	1,072,511	1,099,000	26,489
Less Transfer for Recreation Programs	-375,000	-375,000	-375,000	-250,000	125,000
Golf Clothing and Merchandise	47,338	49,000	49,000	51,000	2,000
Golf Rental	347,818	375,089	375,648	403,808	28,160
Allen Harbor fees	182,630	228,300	182,350	265,734	83,384
Sale of Water	2,195,616	2,328,659	2,357,265	2,768,658	411,393
Water Interest and Penalties	7,058	5,700	5,700	8,000	2,300
Water Private Fire Protection fees	49,366	45,000	42,032	50,000	7,968
Water Sales, Rentals and Special Services	76,185	60,331	94,194	73,000	-21,194
Water Infrastructure Replacement Fee	240,138	204,935	204,935	225,910	20,975
Sewer Fees	109,809	61,000	72,416	78,664	6,248
Subtotal Enterprise Fees	3,886,507	4,046,014	4,081,051	4,773,774	692,723
<b>Total Fees for Services</b>	<b>9,604,815</b>	<b>9,925,350</b>	<b>9,732,901</b>	<b>10,412,134</b>	<b>679,233</b>

**GENERAL FUND**

The largest increase in funding for the General Fund is from property taxes with an increase of \$862,872. Also increasing significantly is investment earnings, which were previously mentioned due to the increase in interest rates. Reductions in revenues will be primarily from the interest and penalties and prior years' taxes because more taxpayers are paying their taxes on time. The largest decrease is in transfers from the Quonset Davisville Recreation Fund. This is due to changing recreation programs to a pay as you go system and to allowing the Quonset Davisville Recreation Fund to save for the golf course irrigation system and Allen Harbor bulkhead repairs.

**Quick Fact:** \$336,000 equals a \$.10 increase of the tax rate.

<i><b>GENERAL FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
<b>CURRENT REVENUE</b>				
GENERAL PROPERTY TAX	\$9,870,689	\$10,744,456	\$11,607,328	\$862,872
PRIOR YEARS TAXES	\$1,235,000	\$1,000,000	\$950,000	(\$50,000)
INTEREST AND PENALTIES	\$330,000	\$290,000	\$225,000	(\$65,000)
STATE AID REVENUES	\$3,659,023	\$4,034,583	\$4,354,028	\$319,445
LICENSES & PERMITS	\$98,615	\$91,605	\$98,695	\$7,090
DEPARTMENTAL REVENUE	\$2,134,945	\$2,366,640	\$2,463,325	\$96,685
PROPERTY RENTAL	\$477,500	\$524,605	\$472,340	(\$52,265)
INVESTMENT EARNINGS	\$300,000	\$325,000	\$650,000	\$325,000
MISCELLANEOUS	\$20,000	\$20,000	\$20,000	\$0
PAYMENT IN LIEU OF TAXES	\$2,434,120	\$1,656,375	\$1,768,473	\$112,098
Q/D RECREATION TRANSFER	<u>\$375,000</u>	<u>\$375,000</u>	<u>\$250,000</u>	<u>(\$125,000)</u>
<b>TOTAL CURRENT REVENUE</b>	<b>\$20,934,892</b>	<b>\$21,428,264</b>	<b>\$22,859,189</b>	<b>\$1,430,925</b>
PRIOR YEAR REVENUES	<u>\$1,000,000</u>	<u>\$870,000</u>	<u>\$870,000</u>	<u>\$0</u>
<b>TOTAL AVAILABLE APPROPRIATION</b>	<b>\$21,934,892</b>	<b>\$22,298,264</b>	<b>\$23,729,189</b>	<b>\$1,430,925</b>

**WATER FUND**

The Water Fund revenue continues to be totally dependent on fees for services. This coming year will be the third year of a five-year water rate plan adopted by the Town Council in May 2004. The allocation to the Capital Reserve Fund has been previously explained as to comply with the Town Council's budget policy.

**Quick Fact:** The Water Department is self-sufficient. No property tax dollars are used in the Water Fund.

<i><b>WATER FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
<b>CURRENT REVENUE</b>				
SALE OF WATER	\$2,124,854	\$2,339,455	\$2,768,658	\$429,203
FIRE PROTECTION AND PENALTIES	\$46,717	\$17,810	\$58,000	\$40,190
CUSTOMER SERVICES	\$64,448	\$141,926	\$73,000	(\$68,926)
INFRASTRUCTURE	\$240,138	\$204,935	\$225,910	\$20,975
SEWER FEES	\$45,871	\$72,416	\$78,664	\$6,248
INVESTMENT & MISC EARNINGS	\$55,000	\$58,000	\$63,000	\$5,000
TRANSFER TO CAPITAL RESERVE	<u>\$0</u>	<u>\$0</u>	<u>(\$868,170)</u>	<u>(\$868,170)</u>
<b>TOTAL CURRENT YEAR REVENUES</b>	<b>\$2,577,028</b>	<b>\$2,834,542</b>	<b>\$2,399,062</b>	<b>(\$435,480)</b>
PRIOR YEAR REVENUES	<u>\$450,000</u>	<u>\$298,261</u>	<u>\$0</u>	<u>(\$298,261)</u>
<b>TOTAL AVAILABLE APPROPRIATION</b>	<b>\$3,027,028</b>	<b>\$3,132,803</b>	<b>\$2,399,062</b>	<b>(\$733,741)</b>

**QUONSET DAVISVILLE RECREATION FUND**

The Town Council has already adopted the new rates for the 2006 golfing and boating season. The rates for golf were modified slightly while the Allen Harbor fees were increased by an average of 16%. Statistics from the national sources indicate that golf rounds nationally increased by 0.04% in calendar year 2005. New England golf courses on average saw a decrease of -3.62%. The North Kingstown Municipal Golf Course saw an increase of 1.9%.

<b><i>Q/D RECREATION FUND</i></b>	<b><i>ADOPTED</i></b>	<b><i>ADOPTED</i></b>	<b><i>PROPOSED</i></b>	<b><i>INCREASE</i></b>
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
CURRENT REVENUE				
DAILY GREENS FEES	\$950,000	\$950,000	\$960,000	\$10,000
ANNUAL GREENS FEES	\$122,175	\$122,511	\$139,000	\$16,489
CARTS & CLUB STORAGE & DRIVING RANGE & HANDICAPS	\$272,200	\$248,580	\$266,760	\$18,180
SALE OF MERCHANDISE	\$49,000	\$49,000	\$51,000	\$2,000
RESTAURANT RENTAL	\$51,429	\$55,068	\$57,956	\$2,888
INVESTMENT & MISC EARNINGS	\$10,700	\$11,799	\$13,120	\$1,321
ALLEN HARBOR REVENUES	\$243,895	\$254,350	\$344,826	\$90,476
TRANSFER TO CAPITAL RESERVE	\$0	\$0	(\$249,355)	
TRANSFER TO GENERAL FUND	<u>(\$375,000)</u>	<u>(\$375,000)</u>	<u>(\$250,000)</u>	<u>\$125,000</u>
TOTAL CURRENT YEAR REVENUES	\$1,324,399	\$1,316,308	\$1,333,307	\$16,999
PRIOR YEARS REVENUE GOLF	\$10,000	\$9,622	\$0	(\$9,622)
PRIOR YEARS REVENUE HARBOR	<u>\$4,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL AVAILABLE APPROPRIATION	\$1,338,399	\$1,325,930	\$1,333,307	\$7,377

**LIBRARY FUND**

The Library Fund is proposed with no major changes in revenue needs. The state aid is determined by an annual appropriation of the legislature. The Governor's budget has proposed a \$3,049 increase in library aid. The amount of property taxes devoted toward the budget cannot decrease according to state law

Quick Fact: The Library's State aid is estimated to increase by \$3,049.

<b><i>LIBRARY FUND</i></b>	<b><i>ADOPTED</i></b>	<b><i>ADOPTED</i></b>	<b><i>PROPOSED</i></b>	<b><i>INCREASE</i></b>
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$917,757	\$951,971	\$1,004,186	\$52,215
DEPARTMENTAL REVENUE	\$39,000	\$40,000	\$40,000	\$0
STATE REIMBURSEMENT	\$191,071	\$196,468	\$199,517	\$3,049
MISC. REVENUE	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>	<u>\$0</u>
TOTAL CURRENT REVENUE	\$1,148,328	\$1,188,939	\$1,244,203	\$55,264
PRIOR YEAR REVENUE	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$0</u>
TOTAL AVAILABLE APPROPRIATION	\$1,160,328	\$1,200,939	\$1,256,203	\$55,264

**DEBT SERVICE FUND**

The Debt Service Fund Revenue is a combination of State Housing Aid (based upon 30% of construction debt service), impact fees (based upon last year's actual revenue) and property tax dollars. The State Housing Aid will decrease by \$189,037 because of the dedication of the School Capital Reserve related

projects to the School Capital Reserve Fund and a decrease in debt reimbursements due to declining school and library debt principal and interest. Impact fee revenues will decrease by \$110,000 due to a lower number of building permits issued and a decrease in the impact fees as the payments for the school related projects. An appropriation of \$200,000 is proposed from the Debt Service Fund Balance.

<i><b>DEBT SERVICE FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>ADOPTED</b></i>	<i><b>PROPOSED</b></i>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
GENERAL PROPERTY TAX	\$3,761,420	\$3,761,420	\$3,881,732	\$120,312
IMPACT FEES	\$300,000	\$190,000	\$80,000	(\$110,000)
INTERESTS ON INVESTMENTS	\$500	\$2,500	\$9,563	\$7,063
STATE HOUSING AID	<u>\$1,656,533</u>	<u>\$1,273,415</u>	<u>\$1,084,378</u>	<u>(\$189,037)</u>
TOTAL CURRENT REVENUE	\$5,718,453	\$5,227,335	\$5,055,673	(\$171,662)
PRIOR YEAR REVENUE	<u>\$0</u>	<u>\$301,733</u>	<u>\$200,000</u>	<u>(\$101,733)</u>
TOTAL AVAILABLE APPROPRIATION	\$5,718,453	\$5,529,068	\$5,255,673	(\$273,395)

**SCHOOL FUND**

The School Fund revenue is dependent upon state aid, tuitions and property taxes. Tuitions are forecasted by the Superintendent to increase by

Quick Fact: The Governor’s Proposed Budget for this coming year \$448,945 increase in State Aid over what is budgeted this fiscal year.

\$110,000 for Jamestown students attending the High School. The budget projects state school aid to increase by \$448,945. The prior year revenue from the School Fund proposed for appropriation to the School Fund is \$75,000 a decrease of \$105,000 from last year.

<i><b>SCHOOL FUND</b></i>	<i><b>ADOPTED</b></i>	<i><b>AMENDED</b></i>	<i><b>PROPOSED</b></i>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$35,252,772	\$37,064,314	\$38,981,677	\$1,917,363
STATE AID	\$11,093,578	\$11,268,578	\$11,717,523	\$448,945
FEDERAL AID	\$10,000	\$10,000	\$45,000	\$35,000
TUITION	\$2,050,000	\$2,090,000	\$2,200,000	\$110,000
MISCELLANEOUS	<u>\$100,500</u>	<u>\$100,500</u>	<u>\$62,500</u>	<u>(\$38,000)</u>
TOTAL CURRENT REVENUE	\$48,506,850	\$50,533,392	\$53,006,700	\$2,473,308
PRIOR YEAR REVENUE	<u>\$180,002</u>	<u>\$180,000</u>	<u>\$75,000</u>	<u>(\$105,000)</u>
TOTAL AVAILABLE APPROPRIATION	\$48,686,852	\$50,713,392	\$53,081,700	\$2,368,308

**SCHOOL CAPITAL RESERVE FUND**

The School Capital Reserve Fund is proposed for funding with revenue State Housing Aid related to capital improvements funded from the School Capital Reserve and property tax dollars. According to information received from the State Department of Education, that amount is estimated to be \$140,000. Property tax revenue will be \$97,713.

<b>SCHOOL CAPITAL RESERVE FUND</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	
AMOUNT AVAILABLE FOR APPROPRIATION	BUDGET 2004/05	BUDGET 2005/06	BUDGET 2006/07	INCREASE/ (DECREASE)
CURRENT REVENUE				
GENERAL PROPERTY TAX	\$180,000	\$0	\$97,713	\$97,713
STATE HOUSING AID	\$0	\$195,000	\$140,000	(\$55,000)
TOTAL CURRENT REVENUE	\$180,000	\$195,000	\$237,713	\$42,713
PRIOR YEAR REVENUE	\$320,000	\$0	\$0	\$0
TOTAL AVAILABLE APPROPRIATION	\$500,000	\$195,000	\$237,713	\$42,713

**PROPERTY TAXES**

The Town's real estate taxable assessed valuation is estimated to increase by \$38,672,250. This is only a 1.14% increase over last year's value.

**Quick Fact:** The estimated increase in the assessed value of the Town (1.14%).

<i>Growth in Assessed Value - Real Estate</i>					
	1995	1996	1,378,485,000	1,378,485,000	
	1996	1997	1,401,248,700	22,763,700	1.65%
	1997	1998	1,433,174,000	31,925,300	2.28%
	1998	1999	1,470,037,800	36,863,800	2.57%
	1999	2000	1,500,902,170	30,864,370	2.10%
	2000	2001	1,536,301,370	35,399,200	2.36%
	2001	2002	1,954,112,590	417,811,220	Revaluation Year
	2002	2003	1,986,996,310	32,883,720	1.68%
	2003	2004	2,011,507,975	24,511,665	1.23%
	2004	2005	3,373,797,470	1,362,289,495	Revaluation Year
	2005	2006	3,401,172,700	27,375,230	0.81%
Actual	2006	2007	3,440,758,510	39,585,810	1.16%
	5 year average (pre revaluation)				2.19%
	3 year average (after revaluations)				1.24%

**PROPERTY TAX RATES**

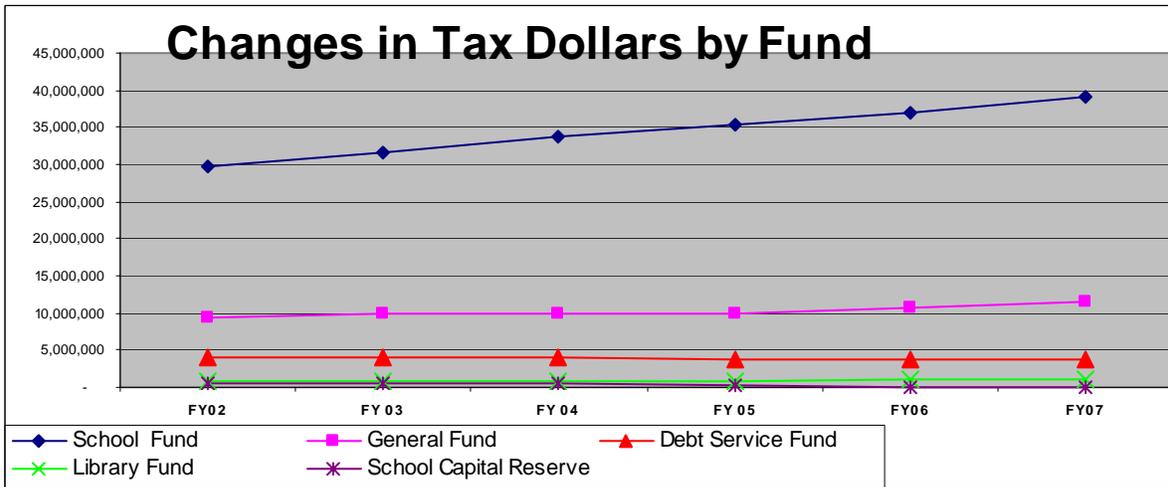
The chart below summarizes the estimated tax rates for this coming year compared with the current tax rates. The increase to \$15.52 is a 4.54% increase. It should be noted that this increase is an estimated increase based upon projected assessed valuations; the Assessor will complete the tax roll in June.

<i>Tax Rate Per Thousand Change</i>	<i>FY 2006 Tax Rate</i>	<i>FY 2007 Tax Rate</i>	<i>Difference</i>	<i>Percent Change</i>
Municipal	3.31	3.53	.22	6.7%
School	10.48	10.93	.45	4.4%
Debt Service	1.06	1.09	.03	2.1%
Total	14.85	15.55	.70	4.7%

**PROPERTY TAX DOLLAR HISTORY**

Shown below are a table and two graphs that provide a historical comparison of the levels of tax dollar support broken down by fund and year and a comparison of the proposed fiscal year 2006 tax dollar support by fund.

<i>Tax Dollars Over Last Five Years</i>	<i>FY02</i>	<i>FY 03</i>	<i>FY 04</i>	<i>FY 05</i>	<i>FY06</i>	<i>FY07</i>
School Fund	29,744,759	31,501,161	33,721,234	35,252,772	37,064,314	38,981,677
General Fund	9,281,919	9,783,219	9,868,801	9,870,689	10,744,456	11,607,328
Debt Service Fund	4,006,790	4,006,790	4,047,472	3,761,420	3,761,420	3,881,732
Library Fund	861,718	892,155	908,888	917,757	951,971	1,004,186
School Capital Reserve Fund	500,000	500,000	445,000	180,000	0	97,713
Total Budgeted Tax Dollars	44,395,186	46,683,325	48,991,395	49,982,638	52,522,161	55,572,636
Overall Dollar Increase		2,288,139	2,308,070	991,243	2,539,523	3,050,475
Overall Percentage Increase		5.15%	4.94%	2.02%	5.08%	5.81%
Assessed Value Increase	2.36%	1.68%	1.23%	*	0.72%	1.16%

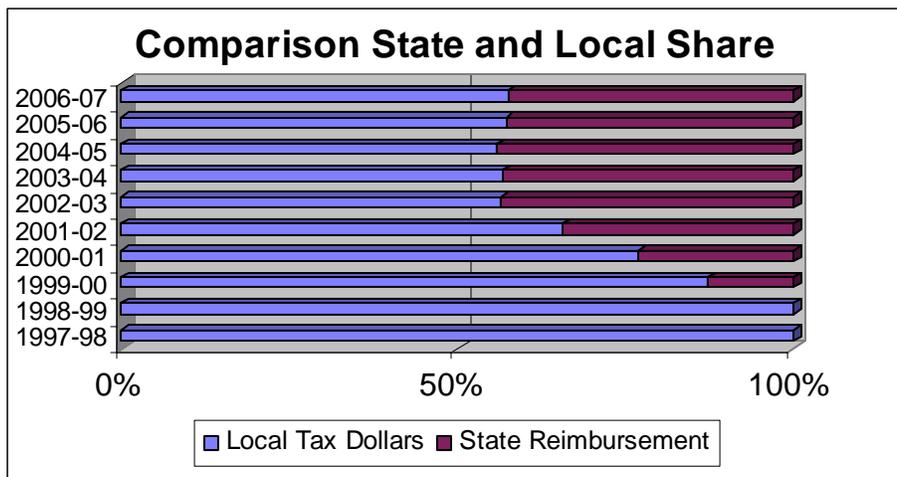


### MOTOR VEHICLE EXCISE TAX

Motor vehicle owners also pay a motor vehicle excise tax. The exact amount of the phase out for this year has yet to be determined by the Governor and the Legislature, but there is hope that this year a decision will be reached before the overall state budget is decided. For this coming fiscal year, the tax rate for motor vehicles remains frozen at \$22.04, and for budgeting purposes it is estimated that each motor vehicle will receive a \$5,000 reduction from the NADA Blue Book value. This represents no increase in the reduction per vehicle this year. Therefore, property owners will have no change in their motor vehicles excise tax per vehicle. Below is a recap of the impact of the Motor Vehicle Excise Tax Phase-out Program.

**Quick Fact:** The proposed budget estimates that the motor vehicle exemption will remain at \$5,000. *The actual exemption enacted by the State is \$6,000.*

	<i>Fiscal Yr</i>	<i>Assessed Value</i>	<i>Tax Rate</i>	<i>Local Tax Dollars</i>	<i>State Reimbursement</i>	<i>Total</i>	<i>% Change</i>
	1997-98	133,674,670	22.04	2,946,190		2,946,190	
	1998-99	146,321,148	22.79	3,334,659		3,334,659	13.19%
	1999-00	141,214,176	22.04	3,112,360	454,683	3,567,043	6.97%
	2000-01	135,551,013	22.04	2,987,544	894,099	3,881,643	8.82%
	2001-02	135,288,218	22.04	2,981,752	1,560,009	4,541,761	17.01%
	2002-03	128,663,265	22.04	2,833,830	2,180,209	5,014,039	10.40%
	2003-04	130,132,660	22.04	2,868,124	2,180,209	5,048,332	0.68%
	2004-05	125,373,005	22.04	2,760,868	2,179,062	4,939,930	-2.15%
	2005-06	142,607,967	22.04	3,141,087	2,341,148	5,482,235	10.98%
Est.	2006-07	152,607,967	22.04	3,363,480	2,478,693	5,842,173	6.57%



### PROPERTY TAX CAP

According to State law, Towns may not increase taxes by greater than 5.5% without permission from the State Department of Administration. The budget as proposed is under the property tax rate cap by .12 cents per thousand (based on current year's values plus estimated growth). Any proposed increase beyond what is proposed in the budget of \$404,000 would exceed the 5.5% state property tax cap.

**Quick Fact:** The proposed budget is \$404,000 under the state property tax cap.

**EFFECT ON AVERAGE TAX PAYER**

This year, average taxpayers will not see a reduction in their auto excise taxes. Next year, it is assumed that the average single-family house is assessed at \$331,900. The tax bill of this mythical average taxpayer is projected to increase by \$223.11 to \$5,138.46.

	<i>Fiscal year 2006</i>	<i>Fiscal year 2007</i>	<i>Amount Change</i>	<i>Percent Change</i>
Municipal	1,188.70	1,274.71	86.01	7.24%
School	3,726.65	3,872.42	145.77	3.91%
Total	4,915.35	5,147.14	231.79	4.72%

**FINANCIAL SUMMARY**

The proposed budget is in conformance with the Town Council adopted Fund Balance Policy (see Appendix A). However, the projected year-end fund balance for the combined General, Library, School, Debt Service and School Capital Reserve funds will decrease to \$9,767,653. This is a source of concern. This current year, if revenues and expenditures are as anticipated there will be an increase to the fund balance of \$450,967. In the General Fund, \$870,000 of the fund balance that will result from fiscal year 2005's excess revenue is budgeted. For other funds recommended appropriation from their respective fund balance is \$75,000 from the School Fund to the School Fund, \$12,000 from the Library, \$200,000 from the Debt Service Fund or a total planned reduction in fund balance for fiscal year 2005 of \$1,157,000.

**Quick Fact:** The average home in North Kingstown is assessed at \$331,900.

**THREE YEAR COMBINED BUDGET COMPARISON**

	<i>Actual FY 04-05</i>	<i>Estimated FY 05-06</i>	<i>Budgeted FY 06-07</i>
<b>Funding Sources</b>			
Payments in Lieu of Taxes	\$1,911,952	\$1,892,691	\$1,768,473
Property Taxes	\$50,430,577	\$53,141,654	\$55,572,636
Prior Years' Tax (plus 60 days)	\$1,063,028	\$975,000	\$950,000
Penalties and Interest	\$247,797	\$230,000	\$225,000
Licenses	\$97,774	\$96,224	\$98,695
Departmental Revenue	\$2,838,362	\$3,195,043	\$2,655,888
State and Federal	\$17,537,593	\$17,180,666	\$17,540,446
Rental Fees	\$493,422	\$510,840	\$472,340
Investment Earnings	\$428,548	\$650,000	\$650,000
Miscellaneous	\$344,320	\$10,000	\$20,000
School Tuition Fees	\$2,062,796	\$2,090,000	\$2,200,000
Transfer from Q/D Recreation Fund	<u>\$585,523</u>	<u>\$443,467</u>	<u>\$250,000</u>
Total Revenue and Other Funding Sources	\$78,041,693	\$80,415,585	\$82,403,478
Beginning Fund Balances	\$10,661,404	\$10,880,778	\$11,231,745
Total Available Resources	\$88,703,097	\$91,296,363	\$93,635,223
<b>Expenditures</b>			
Town Council	\$44,664	\$45,370	\$118,840
Town Manager	\$203,315	\$205,954	\$219,856
Town Clerk	\$468,379	\$440,989	\$555,989
Town Solicitor	\$175,993	\$217,000	\$269,500
Finance	\$654,568	\$640,289	\$682,600
Assessor	\$219,502	\$216,400	\$225,445
General Operating	\$2,369,270	\$2,240,122	\$2,242,205

	<i>Actual FY 04-05</i>	<i>Estimated FY 05-06</i>	<i>Budgeted FY 06-07</i>
Fire	\$6,431,860	\$6,865,319	\$7,596,784
Police	\$5,012,104	\$5,295,833	\$5,690,469
Planning	\$434,643	\$370,157	\$371,376
Public Works	\$4,681,481	\$4,906,485	\$4,802,776
Welfare & Contributions	\$175,646	\$121,543	\$86,440
Senior Citizens	\$291,814	\$303,470	\$319,534
Code Enforcement	\$264,986	\$258,002	\$283,653
Recreation	\$388,859	\$397,003	\$263,722
Education & School Capital Reserve	\$49,229,674	\$50,917,757	\$53,626,505
Library	\$1,159,037	\$1,196,754	\$1,256,203
Cancelled Prior Year Encumbrances	-\$80,618		
Debt Principal and interest	<u>\$5,697,143</u>	<u>\$5,426,170</u>	<u>\$5,255,673</u>
Total Expenditures	\$77,822,320	\$80,064,617	\$83,867,570
Fund Balance at End of Year	\$10,880,778	\$11,231,745	\$9,767,653
Total Fund Commitments and Fund Balances	\$88,703,097	\$91,296,363	\$93,635,223

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

The table above summarizes the combined budgets and expenditures for all tax supported funds. (Enterprise funds are not included.) The General Fund's portion of unreserved, undesignated fund balance is estimated to end the fiscal year 2007 at \$8 million.

### **BUDGET IN CONTEXT**

**Quick Fact:** The Consumer Price Index increased by 4% from last January.

For the past three years, the budget has included a section that gives information that describes North Kingstown in relation to national and statewide demographic and fiscal data. This year, a new table has been included that gives a ten-year trend of how North Kingstown compares to Rhode Island data. As has been pointed out in prior years, all data is not available for the same evaluation period.

### **CONSUMER PRICE INDEX**

According to the Bureau of Labor Statistics, the Consumer Price Index measures inflation as experienced by consumers in their day-to-day living expenses. Nationally, the Consumer Price Index rose by 4.3 percent from October 2004 until October 2005.

### **UNEMPLOYMENT RATE**

North Kingstown continues to compare favorably with state and national unemployment rates. In 2005, the average Rhode Island unemployment rate is below the national rate by 0.1%. The average unemployment rate in Rhode Island decreased from 6.2% in 1995 to 5.0% in 2005. For North Kingstown, the unemployment rate decreased from 4.5% in 1995 to 4.1% in 2005. North Kingstown had the 5th lowest unemployment in the state last year. The current estimate is that North Kingstown has 15,652 members of the labor force: 15,018 are employed, and 634 are unemployed. Commuting data has not been updated since last year so restated it is: twenty seven percent of the workers from North Kingstown work in North Kingstown; the next highest job locations are Providence (13.6%) and Warwick (13.3%).

### **JOBS**

According to the Rhode Island Department of Labor and Training, at the end of the 2<sup>nd</sup> quarter of 2005, 14,443 people worked in North Kingstown. This ranks the Town eighth in the state in terms of number of jobs. North Kingstown is the fourth highest supplier of manufacturing jobs in the state. Total wages in

North Kingstown are estimated to be \$136,819,808. This is a 7.5% increase over the same period last year. Commuting data has not been updated since last year so restated it is: 31.4% of the workers in North Kingstown live in North Kingstown; Warwick (10.7%) and Coventry (6.8%) are the next largest communities where North Kingstown workers live.

#### POPULATION

The North Kingstown population grew at a rate of 10.7% during the period of 1990 to 2000. North Kingstown ranked ninth in the state in terms of growth during this period. Rhode Island grew at a rate of 4.5% from 1990 to 2000. The Office of Statewide Planning's most recent population estimate for North Kingstown is 26,939 for July 1, 2005. North Kingstown is estimated to have a slower growth rate than other Towns in Washington County because the formula used to project population is adjusted for prior year's growth. North Kingstown is "penalized" by this formula due to the departure of Navy personnel from 1970 to 1990.

#### HOUSING VALUES

Another measurement of the economy of a community is the price of single-family homes. The estimated increase in average value of a single-family house has increased by 12.7%. According to the Board of Realtors, the median selling price for a single-family home in North Kingstown is \$415,000. This ranks North Kingstown at the eighth highest average sale price in the state. The Statewide average selling price for a single family home this past year was \$282,900. These figures should not be mistaken with the average value of a single-family home used earlier in the budget. That figure reflects all single family homes in the Town, not just those that have sold through a realtor. For example, the Assessors office calculated the median price of all residential sales in 2005 in North Kingstown at \$400,000. This reflects all 415 sales in the North Kingstown land evidence records.

#### TEN YEAR TREND

The following table summarizes some of the data discussed above and some data supplied by the Rhode Island Public Expenditure Council for a ten-year period. It is not surprising given the underlying demographics of North Kingstown that those Town's ten-year trends compare favorably with the statewide data. It is interesting to note that the Town's job growth has increased at a rate almost double the statewide job growth. North Kingstown also continues to add manufacturing jobs in contrast to the state, which lost manufacturing jobs. During the ten-year period ending in October 2005, the Consumer Price Index increased by 29.6%.

	<i>North Kingstown</i>			<i>Rhode Island</i>		
	<i>1996</i>	<i>2006</i>	<i>Change</i>	<i>1996</i>	<i>2006</i>	<i>Change</i>
<b>PROPERTY TAX LEVY</b>	31,217,616	54,015,438	73%	1,151,142,463	1,730,063,188	50.3%
<b>STATE AID TO EDUCATION</b>	8,849,056	11,434,463	29.2%	400,749,770	657,696,061	64.1%
<b>UNEMPLOYMENT RATE (Pr. Yr. Avg.)</b>	4.5%	4.1%		6.2%	5.0%	
<b>LABOR FORCE (Pr. Yr.)</b>	13,592	15,652	15.1%	508,872	569,451	11.9%
<b>EMPLOYED (Pr. Yr.)</b>	12,983	15,018	15.6%	477,409	540,709	13.3%
<b>JOBS (Pr. Yr. 2<sup>nd</sup> QTR)</b>	9,093	14,443	58.8%	373,963	482,416	29.0%
<b>MANUFACTURING JOBS (Pr. Yr. 2<sup>nd</sup> QTR)</b>	3,646	4,645	27.4%	84,885	55,431	-34.6%
<b>POPULATION</b>	26,326 (2000)	26,939	2.3%	1,048,319 (2000)	1,062,441	1.3%
<b>MEDIAN SALE PRICE</b>	\$165,000	\$415,000	252%	\$115,000	\$282,900	246%

***SUMMARY***

There were many difficult decisions made in recommending this budget to the Town Council. Services that the Town citizens have come to expect will change if the budget is adopted as proposed. Staff is ready to work with the Town Council during the adoption process.

Respectfully submitted,

Richard I. Kerbel  
Town Manager

DEPARTMENT SUMMARIES

**TOWN COUNCIL**

Anthony F. Miccolis, Jr., Town Council President  
 Edward J. Cooney, Town Council Member  
 Suzanne M. Henseler, Town Council Member  
 John A. Patterson, Town Council Member  
 Mark S. Zaccaria, Town Council Member

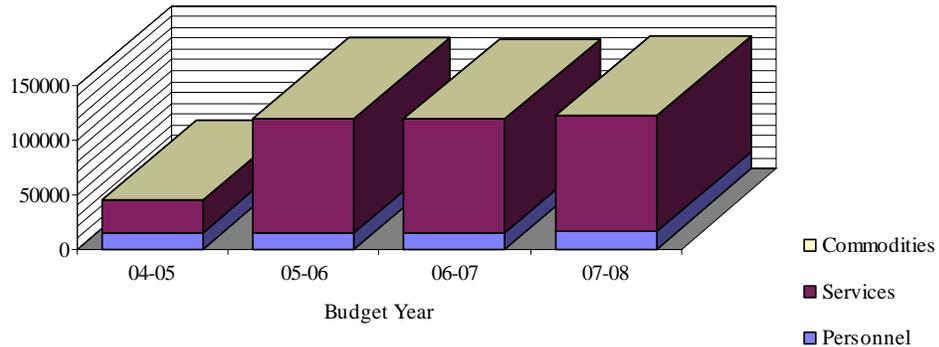
The Town Council consists of five (5) members, elected from the Town at large to serve for a term of two (2) years. The Town Council holds regular, special and work session meetings on a regular basis. All meetings are open to the public, except as provided in the State Open Meetings law. Citizens are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

**PERSONNEL LIST**

<i>POSITION TITLE</i>	<i>BUDGET 04/05</i>	<i>BUDGET 05/06</i>	<i>BUDGET 06/07</i>
Town Council President	1	1	1
Town Council Member	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>Town Council</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05- 06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$14,780	\$15,000	\$15,060	\$15,060	\$0	0.00%	\$15,512
<b>Services</b>	\$29,884	\$30,370	\$104,927	\$103,780	(\$1,147)	-1.09%	\$106,893
<b>Commodities</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$44,664</b>	<b>\$45,370</b>	<b>\$119,987</b>	<b>\$118,840</b>	<b>(\$1,147)</b>	<b>-0.96%</b>	<b>\$122,405</b>

TOWN COUNCIL  
Budget Trends



**ZERO BASED BUDGET  
TOWN COUNCIL**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00101010 510104 -	UNCLASSIFIED PART TIME	13,200.00
00101010 510109 -	SPECIAL EMPLOYEE	790
00101010 524001 -	FICA	1,070.00
00101010 530501 -	DUES & MEMBERSHIPS Rhode Island League of Cities and Towns	10,480.00
00101010 530607 -	AUDITING Includes \$16,810 for Audit Includes \$500 for Financial Accounting Board Assessment Includes \$500 for GFOA award assessment Includes \$500 for GFOA budget award assessment	18,300.00
00101010 531206 -	CONTINGENCY	75,000.00
	<b>TOTAL TOWN COUNCIL</b>	<b>118,840.00</b>

**TOWN MANAGER**

Richard Kerbel, Town Manager

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

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

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Prepare Budget (Goal 1)	Fiscal	December 06-May 07
Keep the Town Council Informed on Town Operations (Goal 2)	Vision	July-June
Train New Town Staff (Goal 3)	Infrastructure	June - July
Implement November Bond Ordinances (Goal 4)	Infrastructure	December – June 07
Negotiate Union Contracts (Goal 5)	Fiscal	January – June 07
Farmland and Open Space Preservation (Goal 6)	Environment	July-June
Capital Improvement Program (Goal 7)	Fiscal	August 06-March 07
Represent the Town at National and Statewide Activities (Goal 8)	Vision	July - June

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/06 to 9/30/06)	Send Capital Improvement Directions to Department Heads, Implement Organizational Changes as determined in Budget Adoption, Begin Preparation of Health Insurance Bid
SECOND QUARTER (10/1/06 to 12/31/06)	Send Budget Instructions to Department Heads, Complete Capital Improvement Program with Asset Management Commission, Health Insurance Bid, Town Council Elections, Bond Referendum
THIRD QUARTER (1/1/07 to 3/31/07)	Budget Preparation, Budget Public Hearings, Community Development Block Grant, Begin Union Negotiations,
FOURTH QUARTER (4/1/07 to 6/30/07)	Budget Adoption, Fiscal Year close out, Union Negotiations

**PERFORMANCE MEASURES**

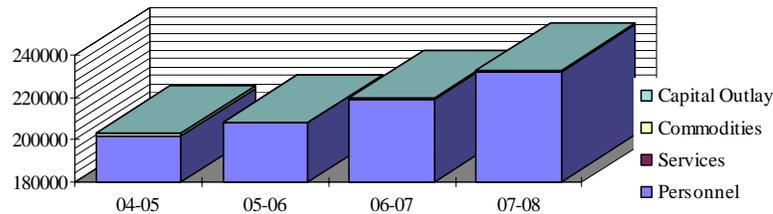
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Council Meetings	2	41	37	14	36	37
Council Packets	2	46	48	25	51	50
Union Negotiations	5	0	0	0	0	2
Positions Filled	3, 5	14	10	6	14	16
Bond Sales	4	1	3	0	1	2
Land Preservation Closings	6	0	4	4	4	3
League of Cities and Towns Board Meetings	8	8	8	1	6	6

**PERSONNEL LIST**

<i>POSITION TITLE</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Town Manager	1	1	1
Executive Secretary	1	.9	.9
<b>TOTAL</b>	<b>2</b>	<b>1.9</b>	<b>1.9</b>

<b>Town Manager</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel Services</b>	\$201,440	\$205,154	\$208,311	\$219,056	\$10,745	5.16%	\$232,199
<b>Commodities</b>	\$0	\$0	\$0	\$0	\$0		\$0
<b>Capital Outlay</b>	\$1,875	\$800	\$0	\$800	\$800		\$824
	\$0	\$0	\$0	\$0	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$203,315</b>	<b>\$205,954</b>	<b>\$208,311</b>	<b>\$219,856</b>	<b>\$11,545</b>	<b>5.54%</b>	<b>\$233,023</b>

TOWN MANAGER  
Budget Trends



**ZERO BASED BUDGET  
TOWN MANAGER**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00102010 510103 -	UNCLASSIFIED FULL TIME	146,040.00
00102010 524001 -	FICA	11,172.00
00102010 524302 -	RETIREMENT	36,101.00
00102010 524304 -	HEALTH INSURANCE	15,503.00
00102010 524305 -	DENTAL INSURANCE	1,385.00
00102010 524306 -	LIFE INSURANCE	315
00102010 524308 -	MILEAGE ALLOWANCE	7,290.00
00102010 524403 -	ASSOCIATION DUES	1,250.00
	ICMA & RICTMA	
00102010 540101 -	OFFICE SUPPLIES	500
	Central Supplies	
00102010 540108 -	BOOKS & PUBLICATIONS	300
	RI General Laws update	
<b>TOTAL TOWN MANAGER</b>		<b>219,856.00</b>

**TOWN CLERK**

Jeannette Holloway, Acting Town Clerk

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

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

Board of Canvassers

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

**2006/2007 DEPARTMENT GOALS**

Goal		Timeframe
Continue the Recorded Plats Restoration and preservation program	Fiscal	2006/2007
Continue re-indexing of land records from 1900-1918	Fiscal	2006/2007
Deputy Town Clerk work towards obtaining CMC designation	Vision	2006/2007
Reorganize vault in basement	Vision	2006/2007
Cross training of personnel in all areas within the Clerk’s Office	Vision	2006/2007

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Business License Renewals; Maintain Vital Records; Continue Phase II of Re-indexing Program 1918 back to 1900; Prepare Semi-annual Ordinance Supplement; advertise and docket Committee Appointments, prepare for September Primary.
SECOND QUARTER (10/1/06 to 12/31/06)	License Renewals; Maintain Vital Records; Prepare Semi-annual Ordinance Supplement; Business and docket Committee Appointments; Dog License Renewals, prepare for November General Election.
THIRD QUARTER (1/1/07 to 3/31/07)	Business License Renewals; Maintain Vital Records; Prepare Budget Submission; Advertise and Docket committee Appointments
FOURTH QUARTER (4/1/07 to 6/30/07)	Business License Renewals; Maintain Vital Records; Advertise and Docket Committee Appointments; Dog License Renewals; Budget Hearings; prepare for Budget Referenda; Conduct Budget Referenda if necessary.

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Town Council Meetings	5	44	40	14	35	40
Recordings	1,2	9,432	16,000	4,743	9,500	9,500
Licenses	5	2,690	2,700	1,500	2,700	2,700
Record Certify Vital Records	5	2,700	2,800	1,450	2,800	2,800
Yard Sales	5	451	300	186	300	300
Probate Cases	5	127	120	46	110	120
Probate Sessions	5	21	20	8	18	20
Maps Recorded	1,2	29	50	20	50	50
Discharges Recorded	1,2	42	60	30	75	100
Ordinances Changes	1,2	27	20	6	20	20
Committee Appointments	1,2	69	70	28	70	70
License Transfers	5	14	25	10	25	25
Elections	3	2	0	0	0	2
Budget Referenda	3	1	1	0	1	1
Voter Registration	3	1,895	800	351	600	1,000
Zone Changes	5	1	2	5	6	2

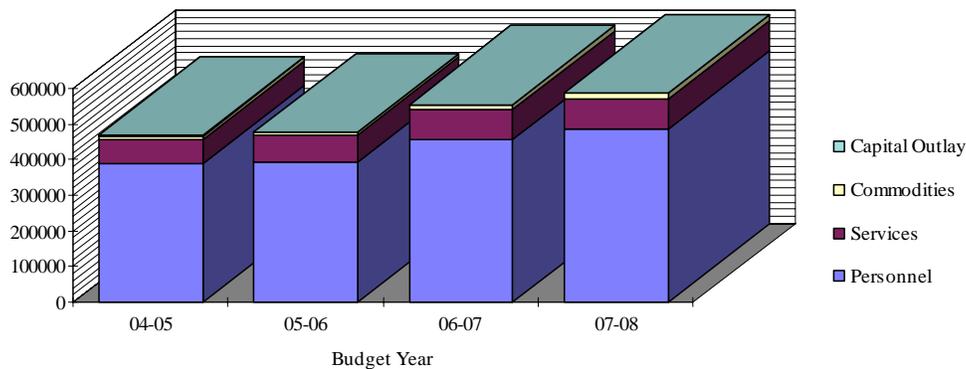
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Clerk II	2	2	2
Clerk I	2	2	2
Total	6	6	6

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerical assistant	2	2	2
Town Sergeant	1	1	1
Total	3	3	3

Town Clerk	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05- 06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$388,503	\$358,612	\$394,450	\$457,189	\$62,739	15.91%	\$484,620
<b>Services</b>	\$68,379	\$73,400	\$74,400	\$84,900	\$10,500	14.11%	\$87,447
<b>Commodities</b>	\$10,409	\$7,500	\$7,600	\$13,900	\$6,300	82.89%	\$14,317
<b>Capital Outlay</b>	\$1,088	\$1,477	\$0	\$0	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$468,379</b>	<b>\$440,989</b>	<b>\$476,450</b>	<b>\$555,989</b>	<b>\$79,539</b>	<b>16.69%</b>	<b>\$586,384</b>

TOWN CLERK  
Budget Trends



**ZERO BASED BUDGET  
TOWN CLERK**

Account Number	Description	Requested
00103010 510101 -	CLASSIFIED FULL TIME	136,185.00
00103010 510102 -	CLASSIFIED PART TIME	39,260.00
00103010 510103 -	UNCLASSIFIED FULL TIME	108,242.00
00103010 510104 -	UNCLASSIFIED PART TIME	6,152.00
	Town Sergeant pay 12 - 14 meetings @ \$50 Hourly rate of \$12.21 to deliver packets to Town Council, misc. duties for the Board of Canvassers and Trips to the State.	
00103010 510107 -	OVERTIME	4,000.00
00103010 510109 -	SPECIAL EMPLOYEE	2,580.00
	Salary for Sound Technician - 12-14 meetings @ \$125.00	
00103010 524001 -	FICA	22,364.00
00103010 524302 -	RETIREMENT	29,333.00
00103010 524304 -	HEALTH INSURANCE	45,575.00
00103010 524305 -	DENTAL INSURANCE	6,486.00
00103010 524306 -	LIFE INSURANCE	994.00

**ZERO BASED BUDGET  
TOWN CLERK**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00103010 524308 -	MILEAGE ALLOWANCE Mileage reimbursement for court etc.	25
00103010 524401 -	TUITION & FEES Courses and courses to maintain Certified Municipal Clerk Certification	400
00103010 524403 -	ASSOCIATION DUES Dues for Town Clerk and Deputy Town Clerk RI Town Clerk's Association - \$50. Each New England Association of City & Town Clerks - Clerk \$25. Deputy \$15 IIMAC - Town Clerk \$125/Deputy \$91.	360
PROJECTION: 900	2006-2007 Town of North Kingstown Budget	
00103010 524405 -	TRAVEL & EXPENSES Mileage for Town Sergeant to deliver packets to the Council, Pick up supplies from vital records, various deliveries and Pick ups from the Secretary of State's office, Elections and Board of Canvassers, posting of signs and voter lists at Various locations	1,300.00
00103010 530603 -	LEGAL SERVICES Salary for Probate Judge \$250.00/mo	3,000.00
00103010 530605 -	RECORD MAINT RECORDING Recording and filming of land records, committee minutes, Council Minutes, Honorable Discharges, Business Names, Recorded plats, etc. 12 months @ \$3,081 and fees for micro-Film jackets and aperture cards.	48,000.00
00103010 530609 -	RECORD MAINTENANCE-CODIFICATION Supplements to Town Ordinances usually printed twice a year	5,000.00
00103010 530704 -	OTHER RENTALS Rental fee for storage of microfilm at Iron Mountain NY	2,500.00
00103010 530801 -	LEGAL ADS Legal Ads in Standard Times and Providence Journal and	5,000.00
00103010 530805 -	REPORTS Reprinting of Zoning, Subdivision and Charter Pamphlets, Binding of state law books and continuation of book Binding replacement program	900
00103010 531003 -	COMMUNICATIONS MAINTENANCE Maintenance for sound and recording equipment	500
00103010 531004 -	OFFICE EQUIPMENT MAINTENANCE Maintenance contracts for printer/reader and typewriters. Also repairs to existing equipment not under contracts.	2,000.00
00103010 531206 -	CONTRACTUAL SERVICES NOT OTHER Physicals for employees, stenography service for Town Council Meetings @ \$250.00 - \$300.00 per meeting	3,600.00
00103010 540101 -	OFFICE SUPPLIES Office Supplies include; toner for 5 printers, paper and toner for microfilm machine, paper, ink for time/date and book and page stamps, misc. envelopes, folders, labels, etc	3,000.00
00103010 540108 -	BOOKS & PUBLICATIONS RI General Law supplements, and RI Reports Compact book shelf for vault approx. \$800.00	1,000.00
00103050 510107 -	OVERTIME September Primary: Attendance at approx 12-18 Board Meetings Saturday Voter Registration (2) Poll Worker Classes Election day (10 hours) Mail Ballot Certifications November General Election Attendance at approx. 10 - 15 Board Meetings Saturday Voter Registration (3) Poll Worker Classes Election Day (10 hours) Budget Referendum (including Mail Ballots Attendance at approximately 5 Board Meetings (3) Poll Worker Classes Election Day (10 hours)	5,000.00
00103050 510109 -	SPECIAL EMPLOYEE	45,100.00

**ZERO BASED BUDGET  
TOWN CLERK**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Workers and BOC meetings September Primary: 10 Polls Moderators & Clerks 20 @ 185.00 Supervisors 40 @ 170.00 Attendance at approx 12 - 18 board meetings November General Election: 14 Polls Moderators & Clerks 28 @ 185.00 Supervisors 84 @ 170.00 Attendance at approx. 10-12 board meetings Budget Referendum (including mail ballots) 6 polls Moderators & Clerks 12 @ 185.00 Supervisors 24 @ 170.00 Attendance at approx. 5 - 8 board meetings	
00103050 524001 -	FICA	3,833.00
00103050 530704 -	OTHER RENTALS	3,900.00
	Rental of voting machines for budget referenda and Rental of tables for September Primary, November General Election and Budget Referendum September Primary (10 polls) Tables November General Election (14 polls) Tables Budget Referendum (including mail ballots) 6 polls Tables 7 Opti-Scan memory packs and payment for movers	
00103050 530801 -	LEGAL ADS	10,000.00
	Legal ads for voter registration hours, September Primary November General Election and Budget Referendum (including Mail Ballots) to be published in the Standard Times, North-East Independent and Providence Journal.	
00103050 530805 -	REPORTS	500
	Notification mailing for local referenda questions	
00103050 540101 -	OFFICE SUPPLIES	2,000.00
	Paper for voter lists at polls and postings, labels, printer ribbons, etc. for September Primary, November General	
00103050 540102 -	PRINTED FORMS	4,900.00
	Opti-scan ballots and coding, voting applications, Opti-scan Mail ballots, mail ballot applications, and 3 separate printed envelopes for mail ballots for the budget referendum	
00103050 540311 -	FOOD	3,000.00
	Food for Poll Workers and BOC September Primary 85 workers November General Election 141 workers Budget Referendum 52 workers	
<b>TOTAL TOWN CLERK</b>		<b>555,989.00</b>

**TOWN SOLICITOR**

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

Currently the Council has appointed A. Lauriston Parks as Town Solicitor to represent the Town in all matters other than for labor relations and police prosecutions. 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 law firm of Marinosci & Zangari has been appointed to represent the Town for police prosecutions and Christopher Zangari has been appointed Assistant Town Solicitor.

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

<b>Town Solicitor</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Services</b>	\$175,993	\$217,000	\$201,000	\$269,500	\$68,500	34.08%	\$210,000
<b>Commodities</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$175,993</b>	<b>\$217,000</b>	<b>\$201,000</b>	<b>\$269,500</b>	<b>\$68,500</b>	<b>34.08%</b>	<b>\$210,000</b>

**ZERO BASED BUDGET  
TOWN SOLICITOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00104010 530603	LEGAL SERVICES National Grid	7,500.00
00104010 531206	CONTRACTUAL SERVICES NOT OTHER	5,000.00
00104011 530603	LEGAL SERVICES - LABOR	100,000.00
00104012 530603	LEGAL SERVICES - POLICE PROSECUTIONS	40,000.00
00104013 530603	LEGAL SERVICES - LAND USE MATT	40,000.00
00104014 530603	LEGAL SERVICES - TAX ASSESSMENT	5,000.00
00104015 530603	LEGAL SERVICES - TOWN COUNCIL	30,000.00
00104016 530603	LEGAL SERVICES - PENDING LITIGATION	30,000.00
00104017 530603	MISCELLANEOUS	7,000.00
00104018 530603	LEGAL SERVICES - BOND COUNSEL	5,000.00
<b>TOTAL TOWN SOLICITOR</b>		<b>269,500.00</b>

## ***FINANCE***

Cynthia Olobri, Finance Director

**Mission Statement**- Provide clear, accurate and timely financial information services and reporting within the organization and to the public. Introduce, implement and assist in the maintenance of information technology for all departments to enhance the flow of information 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.

### **Information Systems**

This division is responsible for the maintenance of software systems and hardware for all Town and some school applications. Such applications include Financial General Ledger, Purchasing, Accounts Payable, Fixed Assets, Payroll, Personnel, Voter, Tax Assessment, Collections, Utility Billing, Budget, and the Town networks software. In addition the Network Administration for the Town Wide Area Network is the responsibility of the employees in this Division as well as the Town's Internet Protocol (IP) Telephone system and the Town-wide Geographic Information System (GIS).

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Update main web pages town wide (Goal 1)	Vision	Quarter 1
Create written procedure manuals and cross training (Goal 2)	Infrastructure	Fiscal 2007
Geographic Information System Implementation of town-wide objectives (GIS) (Goal 3)	Infrastructure	Fiscal 2007
Imaging System Implementation and general improvements to records and data storage (Goal 4)	Vision	Fiscal 2007
Imaged documents on the Web (Goal 5)	Vision	Quarter 4
Provide Departments' access and training to financial systems to provide additional capabilities including payroll, time & attendance and fixed asset maintenance and update (Goal 6).	Fiscal	Quarter 1
Work with State to improve collection of taxes including delinquent taxes for motor vehicles. Research possibility of sharing tax and water information on-line Improve tax collection process. (Goal 7)	Fiscal	Quarter 2
Cooperate with State and School to improve purchasing process (Goal 8)	Vision	Fiscal 2007
Update Employment Policies and Procedures and conduct training (Goal 9)	Infrastructure	Fiscal 2007

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
<b>FIRST QUARTER (7/1/06 to 9/30/06)</b>	Update of Town web pages (Goal 1); Purging and storage of records (Goal 4); Begin Creation of written procedure manuals and cross training (Goal 2) Implement GIS software and various objectives based on Needs Analysis performed during FY03 (Goal 3) Implement Departmental Imaging and records storage project (Goal 4); Update Personnel Rules and Regulations (Goal 9) Provide Department's access to financial systems for time and attendance reporting and fixed assets (Goal 6).
<b>SECOND QUARTER (10/1/06 to 12/31/06)</b>	Complete close out of previous fiscal year and produce Comprehensive Annual Financial Report with web access to information (Goal 1); Work with State to improve process for collection of delinquent taxes for motor vehicles. (Goal 7); Continue Employee cross training and updated policy training (Goal 2 and 9).
<b>THIRD QUARTER (1/1/07 to 3/31/07)</b>	Production of FY 2007 annual budget and capital improvement program with imaged documents published on the web (Goal 5). Assist with Union collective bargaining Police and Fire.
<b>FOURTH QUARTER (4/1/07 to 6/30/07)</b>	Collection of delinquent real estate taxes via tax sale (Goal 7); finalize year end budget accounting and preparation (Goal 5); and prepare for tax 2007 tax billing (Goal 2); Integrate Imaging software with Town's web site and make security allowances for such. (Goals 5)

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Number of Bids	Goal 8	39	30	18	44	38
State/Cooperative Bid Utilization	Goal 8	16	17	15	17	18
Checks Processed	Goal 8	44,044	50,000	22,316	45,000	45,000
Bank Lock-box Transactions Tax & Water	Goal 7	27,571	20,000	14,077	28,000	48,000
Lien Certificates	Goal 7	1,436	1,500	639	1,500	1,500
Fixed Assets Tagged.	Goal 6	2,168	2,500	2,168	2,300	2,500
Funds Maintained	Goal 4	230	230	234	235	235
Vehicle Renewals	Goal 7	12,653	15,000	5,462	15,000	15,000
Tax Sale Parcels	Goal 7	115	175	130	130	175
Tangible Legal Collection Process	Goal 7	48	100	18	65	100
Insurance Claims	Goal 8	20	20	12	20	20

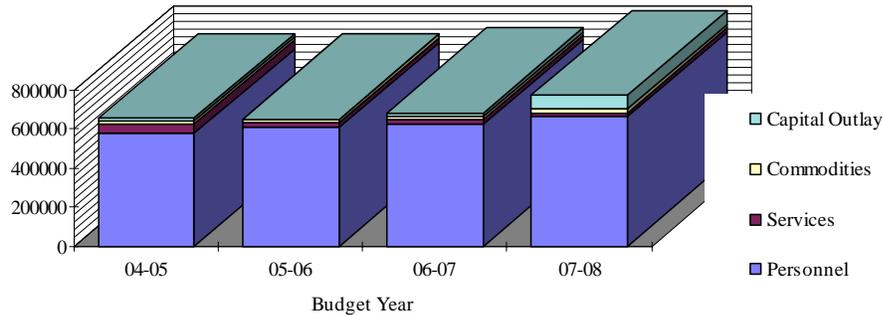
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Finance Director	1	1	1
Controller	1	1	1
Accounts Receivable Manager 50% funded by Water Fund	.5	.5	.5
Clerk II Specialist – Accounting	1	1	1
Clerk II Specialist – Purchasing	1	1	1
Executive Secretary	0	.1	.1
Secretary	1	1	1
Clerk I -Collections, Accounts Payable	2	1.4	1.4
MIS Director	1	1	1
GIS Manager 20% funded by Planning	.8	.8	.8
<b>Total</b>	<b>9.3</b>	<b>8.8</b>	<b>8.8</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerical Assistant - Collections	2	2	2
IS Intern	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

Finance Department	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$577,895	\$598,760	\$610,418	\$624,753	\$14,335	2.35%	\$662,238
<b>Services</b>	\$48,510	\$23,129	\$22,963	\$21,447	(\$1,516)	-6.60%	\$22,090
<b>Commodities</b>	\$14,138	\$18,400	\$18,400	\$18,400	\$0	0.00%	\$18,952
<b>Capital Outlay</b>	<u>\$14,025</u>	<u>\$0</u>	<u>\$0</u>	<u>\$18,000</u>	<u>\$18,000</u>		<u>\$71,500</u>
<b>Total</b>	<b>\$654,568</b>	<b>\$640,289</b>	<b>\$651,781</b>	<b>\$682,600</b>	<b>\$30,819</b>	<b>4.73%</b>	<b>\$774,781</b>

FINANCE DEPARTMENT  
Budget Trends



**ZERO BASED BUDGETING  
FINANCE DEPARTMENT**

Account Number	Description	Requested
00105010 510101 -	CLASSIFIED FULL TIME	130,554.00
00105010 510102 -	CLASSIFIED PART TIME	38,382.00
00105010 510103 -	UNCLASSIFIED FULL TIME	132,078.00
00105010 510104 -	UNCLASSIFIED PART TIME	6,500.00
	Assistance/Training for New Finance Director	
00105010 510107 -	OVERTIME	5,000.00
00105010 524001 -	FICA	23,410.00
00105010 524302 -	RETIREMENT	31,125.00
00105010 524304 -	HEALTH INSURANCE	45,766.00
00105010 524305 -	DENTAL INSURANCE	5,305.00
00105010 524306 -	LIFE INSURANCE	994
00105010 524403 -	ASSOCIATION DUES	345
	RIGFOA (2), RI Purchasing Agents (1), National GFOA (1)	
00105010 531004 -	OFFICE EQUIPMENT MAINTENANCE	175
	Repairs to Typewriters, locksmith, validators	
00105010 540101 -	OFFICE SUPPLIES	5,350.00
	Multi part forms \$1155 Cash Receipts, Receiving Reports	
	Minor Office Equip \$250 - Calculators, chair mats etc	
	Window Envelopes \$400, Printer Toner \$1,000	

**ZERO BASED BUDGETING  
FINANCE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Cash Register Supplies \$500, File Storage \$400	
	Document preparation \$370, Green Bar Paper \$275	
	Central Supply \$1,000	
00105010 540108 -	BOOKS & PUBLICATIONS	50
00105040 510101 -	CLASSIFIED FULL TIME	37,601.00
00105040 524001 -	FICA	2,877.00
00105040 524302 -	RETIREMENT	3,888.00
00105040 524304 -	HEALTH INSURANCE	9,779.00
00105040 524305 -	DENTAL INSURANCE	1,130.00
00105040 524306 -	LIFE INSURANCE	166
00105040 530804 -	OTHER ADS	6,000.00
	Advertising in Providence Journal for major projects - all advertising for bids on web and direct mail and Standard Times	
00105050 510103 -	UNCLASSIFIED FULL TIME	107,719.00
	80% of MIS Director (School pays 20%) 80% of GIS Manager (Planning pays 20%)	
00105050 510104 -	UNCLASSIFIED PART TIME	10,000.00
	Intern	
00105050 524001 -	FICA	9,006.00
00105050 524302 -	RETIREMENT	11,138.00
00105050 524304 -	HEALTH INSURANCE	10,775.00
00105050 524305 -	DENTAL INSURANCE	950
00105050 524306 -	LIFE INSURANCE	265
00105050 530105 -	DATA PROC - WATER, LIBRARY, Q/ Contribution from Enterprise Funds & Library for IS services	-112,250.00
00105050 530704 -	OTHER EXPENSES	750
	Power Term \$160 and ADT Alarm Maint \$590	
00105050 531004 -	OFFICE EQUIPMENT MAINTENANCE	110,772.00
	Hardware Maintenance: IBM \$1300, Dell \$7060, Printer \$3000, CISCO Router \$9320, CISCO PIX Firewall \$690, Imaging 4476, Formax sealer \$288 Software Lic & Maint: RINET ISP & Monitoring \$6100, MUNIS \$27,058, Informix \$1000 WAN/LAN/GIS support \$18,000, IBM OS Support \$1250, GIS Software \$5900, VISION CAMA/GIS link \$4200, Imaging \$11,339, IronMail maint. (Spam software) \$4,579 MUNIS OSDBA Support \$5,500	
00105050 531206 -	CONTRACTUAL SERVICES NOT OTHER	16,000.00
	Tax and Water billing services	
00105050 540101 -	OFFICE SUPPLIES	13,000.00
	Printer cartridges, backup tapes, office supplies, check stock, direct deposit forms and other misc special forms.	
00105050 550301 -	OFFICE EQUIPMENT AND FURNITURE	18,000.00
	Replace PCs that fail - out of warranty (network wide)	
<b>TOTAL FINANCE</b>		<b>682,600.00</b>

**ASSESSOR**

Linda L. Cwiek, Assessor

**Mission Statement-** The mission of the Tax Assessor’s Office is to respond to all taxpayers in a courteous and timely manner and to make the information on real and tangible property easy to understand and readily available. To insure that the revaluation is completed and that all property is being assessed in a uniform manner. To continue to encourage owners of several 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.

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Process tax roll (Goal 1)	Financial	Continuing
Explain Field Cards and Assessments (Goal 2)	Financial	Continuing
Update Field Cards on the web (Goal 3)	Financial	Continuing
Encourage Combination of substandard lots (Goal 4)	Environment	Continuing
Statistical Revaluation (Goal 5)	Financial	7/2006-6/2007

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
<b>FIRST QUARTER</b> (7/1/06 to 9/30/06)	Prepare and distribute reports pertaining to the 2006 tax roll (Goal 1). Respond to taxpayer questions & appeals of the 2006 tax roll (Goal 2). Update web site (Goal 3). Begin statistical revaluation (Goal 5).
<b>SECOND QUARTER</b> (10/1/06 to 12/31/06)	Prepare & mail all forms for the 2007 tax roll (Goal 1 & 2). Review subdivision and survey information for end of the year (Goal 1 & 4). Board of Review Applications (Goal 2). Preliminary Revaluation Results (Goal 5).
<b>THIRD QUARTER</b> (1/1/07 to 3/31/07)	Enter all permit data in the CAMA system for the 2007 tax roll (Goal 1). Process motor vehicle data for the 2007 tax roll (Goal 1). Update web site (Goal 3). Continue with and Assessment Board of Review Hearings (Goal 2). Send revaluation notices and schedule hearings (Goal 5).
<b>FOURTH QUARTER</b> (4/1/07 to 6/30/07)	Process tangible information for the 2007 tax roll (Goal 1). Finalize all real estate data, motor vehicle data, personal property data, exemption applications and ownership information for the 2007 tax roll (Goal 1). Update the web site (Goal 3). Finalize revaluation results (Goal 5).

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Parcels	Goal 1	11,316	11,350	11,309	11,380	11,400
Lots eliminated	Goal 4	47	50	28	35	100
Permits	Goal 1	1,200	1,500	1,090	1,500	1,500
Realty Documents	Goal 1	1,600	1,500	773	1,600	1,600
Assessor Hearings	Goal 2	270	300	37	50	300
Board of Appeals	Goal 2	113	100	8	8	250
Motor Vehicle Records processed	Goal 1	36,400	37,000	0	38,000	39,000
Tangible Accounts	Goal 1	1,254	1,400	1,208	1,300	1,400
Exemption Processed	Goal 1	3,299	3,500	700	3,500	3,600
Death & Probate	Goal 1	217	250	98	225	250
Supplemental Bills	Goal 1	69	100	47	53	50

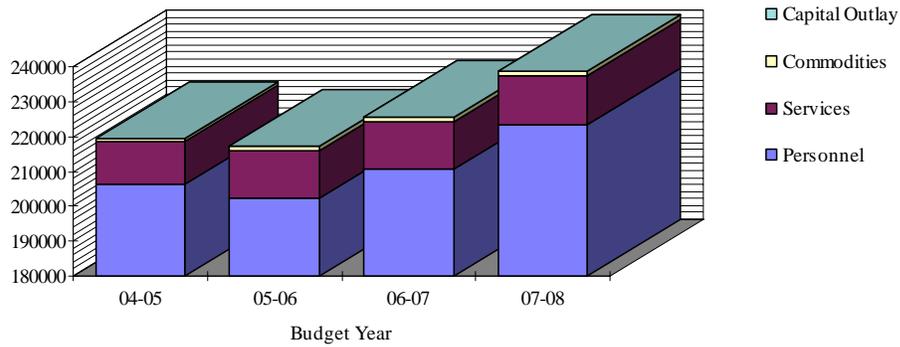
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Tax Assessor	1	1	1
Clerk II	1	1	1
Clerk I	2	1.6	1.6
<b>Total</b>	<b>4</b>	<b>3.6</b>	<b>3.6</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Field Lister/Appraiser	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Tax Assessment</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$206,279	\$201,751	\$202,194	\$210,595	\$8,401	4.15%	\$223,230.70
<b>Services</b>	\$12,381	\$13,600	\$13,800	\$13,800	\$0	0.00%	\$14,214.00
<b>Commodities</b>	\$842	\$1,049	\$1,050	\$1,050	\$0	0.00%	\$1,081.50
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0.00</u>
<b>Total</b>	<b>\$219,502</b>	<b>\$216,400</b>	<b>\$217,044</b>	<b>\$225,445</b>	<b>\$8,401</b>	<b>3.87%</b>	<b>\$238,526</b>

TOWN ASSESSOR  
Budget Trends



**ZERO BASED BUDGET  
ASSESSOR**

Account Number	Description	Requested
00106010 510101	CLASSIFIED FULL TIME	81,911.00
00106010 510103	UNCLASSIFIED FULL TIME	64,122.00
00106010 510104	UNCLASSIFIED PART TIME	12,500.00
	Field work for prorated tax bills and permits Pricing of unpriced motor vehicles - large trucks & campers	
00106010 510107	OVERTIME	1,500.00
	Secretary to tax board of review Cover office at lunch time (due to reduced clerical staff)	
00106010 524001	FICA	12,243.00
00106010 524302	RETIREMENT	15,100.00
00106010 524304	HEALTH INSURANCE	20,385.00
00106010 524305	DENTAL INSURANCE	1,938.00
00106010 524306	LIFE INSURANCE	596
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	3,800.00
	Town's share of motor vehicle value commission budget Web site hosting of field cards on vision site	
00106010 530801	LEGAL ADS	200
	Assessor's legal ad required by state law Elderly & disability exemption ad required by ordinance	
00106010 530805	REPORTS	900
	Tax roll binding Motor vehicle work lists printed	
00106010 531004	OFFICE EQUIPMENT MAINTENANCE	400
	Fix printer & typewriter	
00106010 531203	SUBSCRIPTIONS	1,000.00
	Marshall Swift Commercial Manual - \$400.00 NADA Motor Vehicle Pricing Guides - \$250.00 National Market Reports - Large Trucks - \$60.00 RI General Laws Section 7 Supplement -\$70.00 Dealers Cost Price Guide - American & Foreign Cars - 30.00 Newspapers-Journal, Independent, Standard - \$185 - Used To Update Business Lists, Deaths, Real Estate Transactions	
00106010 531206	CONTRACTUAL SERVICES NOT OTHER	7,500.00

**ZERO BASED BUDGET  
ASSESSOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Have the businesses inspected by an independent company and create pricing tables - new businesses and those that do not report annually. If this is done on an annual basis, would require a larger budget item every 3 years to cover revaluation of business accounts	
00106010 540101	OFFICE SUPPLIES Toner Cartridges = 3 @ 169.99 EACH = 509.97 Fax Cartridge -= 10 @ 19.59 EACH = \$195.90 Typewriter Ribbons, Correction Ribbons, Discs, Envelopes, Scotch Tape, Pens, Pencils, Labels = \$94.13	800
00106010 540102	PRINTED FORMS Print tangible forms - required to send forms to all businesses each December	250
<b>TOTAL TAX ASSESSOR</b>		<b>225,445.00</b>

**GENERAL OPERATING**

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

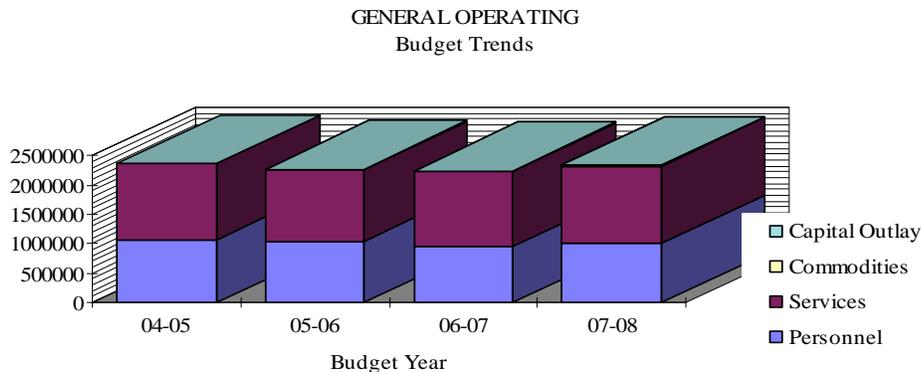
**General Operating - Retirement Allowance** Within this category is the account used for funding the payment of termination pay to retiring employees. Under collective bargaining agreements and the personnel rules and regulations, the Town is required to pay those employees who retire from service with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

**General Operating - Insurance** The unemployment reimbursement and insurance costs of the Town are paid from this account. The unemployment reimbursement is paid for those employees who are laid off or terminated by the Town. The Town is required to reimburse the State of Rhode Island for those expenses. The general insurance account includes payment for insurance coverage from the R.I. Interlocal Risk Management Trust. Funding for coverage for workers' compensation insurance from Beacon Insurance has not been included and is recommended funded from the Workers Compensation Reserve Fund for the third year in a row.

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

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

General Operating	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Adopted Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 07-08
Personnel	\$1,069,179	\$945,000	\$1,042,000	\$946,481	(\$95,519)	-9.17%	\$1,003,270
Services	\$1,291,796	\$1,280,722	\$1,214,424	\$1,283,724	\$69,300	5.71%	\$1,322,236
Commodities	\$7,956	\$12,000	\$14,000	\$12,000	(\$2,000)	-14.29%	\$12,360
Capital Outlay	\$340	\$2,400	\$0	\$0	\$0	0.00%	\$0
<b>Total</b>	<b>\$2,369,270</b>	<b>\$2,240,122</b>	<b>\$2,270,424</b>	<b>\$2,242,205</b>	<b>(\$28,219)</b>	<b>-1.24%</b>	<b>\$2,337,866</b>



The decrease in the General Operating cost center includes a discontinuation of the funding for the Health Insurance Reserve Fund as well as an increase in the funding estimated FY2007 costs for health care costs for retirees due anticipated retirements in FY2007. The Town's General Insurance program has been recommended with funding for Worker's Compensation Insurance continuation from the Worker's Compensation Self Insurance Fund.

Continued funding for the Retirement Allowance Reserve Fund has been proposed. A survey of retirement-eligible employees indicates that seven Police Officers and four Municipal employees are expected to retire in fiscal year 2007. Twenty-two Firefighters are eligible to retire and seven firefighters indicated that would retire in fiscal year 2007. The estimated balance available in the Retirement Allowance Reserve Fund as of June 30, 2006 is \$1,000,000 and \$150,000 has been budgeted for addition in fiscal year 2007. For fiscal year 2007, the employees who have indicated that they will retire are estimated to cost to approximately \$625,000.

**ZERO BASED BUDGET  
GENERAL OPERATING**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00107010 510206	TERMINATION PAY - UPON RETIREMENT	150,000
00107010 524304	HEALTH INSURANCE Includes 75K for new potential retirees	772,481
00107020 524303	UNEMPLOYMENT	10,000
00107020 530406	GENERAL INSURANCE Budget reduction \$100,000 due to funding of workers comp premium from Workers Comp Reserve Fund Includes Liability and Property \$215,000 (approx 10% incr) Includes Excess Liability \$65,000 (approx 10% incr) Includes Additional Excess \$130,000 (approx. 30% incr) Pollution, Bond, Community Police Coverage \$7,500 (app 10%)	417,500
00107030 530101	TELEPHONE	158,000
00107030 530301	ELECTRICITY Project rate increase approx 10%	144,000
00107030 530302	GAS	40,000
00107030 530303	FUEL OIL Project over budget this year plus increase 5%	80,000
00107030 530306	WATER AND ISDS EXPENSES	8,500
00107030 530307	HYDRANTS	46,174
00107030 531201	STREET LIGHTING	290,000
00107040 524404	CONFERENCES/MEETINGS & TRAVEL Conferences and Training Seminars Town Manager, Town Clerk, Finance, Assessor, Planning, and Senior Services. @\$2,000 ea Group Training, Meetings & Seminars \$2,000	14,000
00107040 530103	POSTAGE 5% Postage increase	56,700
00107040 530703	OFFICE EQUIPMENT Copier Town Wide Service And Overage \$5000 Reimburse Substance Abuse Grant \$800 Printer Maintenance Manager \$800	6,600
00107040 530801	EMPLOYMENT ADS Advertising For Employment Account Moved From Town Manager	8,000
00107040 530924	DAVISVILLE LIBRARY	9,000
00107040 530925	WILLETT LIBRARY	9,000

**ZERO BASED BUDGET  
GENERAL OPERATING**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00107040 530926	USS SARATOGA MUSEUM FOUNDATION	1,250
00107040 531001	MOTOR VEHICLE MAINTENANCE & EX Repairs to Town vehicles assigned to Town Hall and Annex	500
00107040 531206	CONTRACTUAL SERVICES NOT OTHER Fiscal 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	8,500
00107040 540101	OFFICE SUPPLIES Copy Paper and Supplies Town Stationery (letterhead/envelopes) Employment forms Central Supply Items for Manager's Office	12,000
<b>TOTAL GENERAL OPERATING</b>		<b>2,242,205</b>

## ***FIRE DEPARTMENT***

David Murray, Fire Chief

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

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

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

### **2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Respond to all calls for service effectively and efficiently. (Goal 1)	Quality of Life Infrastructure	FY 07
Development of the Division of Training and continuation of the in service training programs. (Goal 2)	Quality of Life Infrastructure	FY 07
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 07
Correct deficiencies identified in the Insurance Services Office (ISO) report. (Goal 4)	Quality of Life Fiscal / Infrastructure	FY 07
Continue with the development of the Special Hazards Response Team that has the ability to identify and locate the proper resources to mitigate an incident quickly and safely. (Goal 5)	Quality of Life Environment Infrastructure	FY 07
Continuation of the Apparatus Replacement Program. (Goal 6)	Infrastructure	FY 07-11
Maintain and improve department programs, systems and equipment. (Goal 7)	Infrastructure	FY 07
Plan for a new Fire Station in the Quonset Point/Davisville Industrial Park. (Goal 8)	Infrastructure Economic Development	FY 07
Identify a location and plan for a new Fire Station to better serve the residents in the Slocum area of Town. (Goal 9)	Infrastructure Vision	FY 07
Identify and implement recommendations in the Matrix report (Goal 10)	Quality of Life Fiscal/Infrastructure	FY 07

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Planning (Goal 1,4,8,9,10), Training (Haz-Mat, WMD, confined space, rope rescue, rapid intervention) (Goal 1,2,5,10), EMS continuing education program (Goal 1,2), CAD data entry (Goal 1,3,7,10), School facilities inspections (Goal 3), Juvenile Fire Setter Intervention Program (Goal 7), Senior Citizen Fire Safety Program (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Continuation of the Radio Box replacement program (Goal 1,3,7), Radio system maintenance (Goal 1,7), Update Department Rules and Regulations (Goal 1,2,7,10), Quarterly hose change (Goal 1,7), Equipment preventative maintenance (Goal 1,7,10), IFSTA fire training (Goal 1,2,4,10), apparatus preventive maintenance and testing program (Goal 1,7,10)
SECOND QUARTER (10/1/06 to 12/31/06)	Planning (Goal 1,4,8,9,10), Training (Haz-Mat, WMD, confined space, rope rescue, heavy rescue) (Goal 1,2,5,10), IFSTA fire training (Goal 1,2,4,10), Annual hose testing (Goal 1,7), SCBA training and annual fit test (Goal 1,2,7), CAD data entry (Goal 1,3,7,10), Inspection of target hazards (Goal 1,3,10), Fire prevention in the schools (Goal 3,7,10), Baby sitter education program (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Fire Alarm systems maintenance (Goal 7), Radio box replacement program (Goal 1,3,7), Winterization of Marine 1 (Goal 7), apparatus preventive maintenance program (Goal 1,4,7,10), EMS continuing education program (Goal 1,2)
THIRD QUARTER (1/1/07 to 3/31/07)	Planning (Goal 1,4,8,9,10), Implementation (Goal 4), Training (rope rescue, confined space, WMD, rapid intervention) (Goal 1,2,5), EMS continuing education program (Goal 1,2), IFSTA fire training (Goal 1,2,10), Quarterly hose change (Goal 1,7), CAD data entry (Goal 1,3,7,10), Inspection of Town Facilities (Goal 3), Juvenile fire setter intervention program (Goal 7), Quarterly fire alarm systems testing (Goal 1,3,7), Radio system maintenance (Goal 7), Radio Box replacement program (Goal 1,3,7), apparatus preventive maintenance program (Goal 1,4,7,10), Seasonal operation Marine 1 (Goal 1,2,7)
FOURTH QUARTER (4/1/07 to 6/30/07)	Planning (Goal 1,4,8,9,10), Implementation (Goal 4), Bid preparation (Goal 6), Haz-Mat training (Goal 1,2,5), EMS continuing education program (Goal 1,2), IFSTA fire training (Goal 1,2,10), Fire hydrant inspection program (Goal 7,10), Quarterly hose change (Goal 1,7), SCBA annual bench testing (Goal 1,7), CAD data entry (Goal 1,3,7,10), Inspection of places of assembly and Town License holders (Goal 3), Annual ladder testing (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Fire alarm system maintenance (Goal 7), Radio system maintenance (Goal 1,7), Radio Box replacement program (Goal 1,3,7), seasonal operation Marine 1 (Goal 1,2,7), Apparatus preventive maintenance program (Goal 1,4,7,10)

**PERFORMANCE MEASURES**

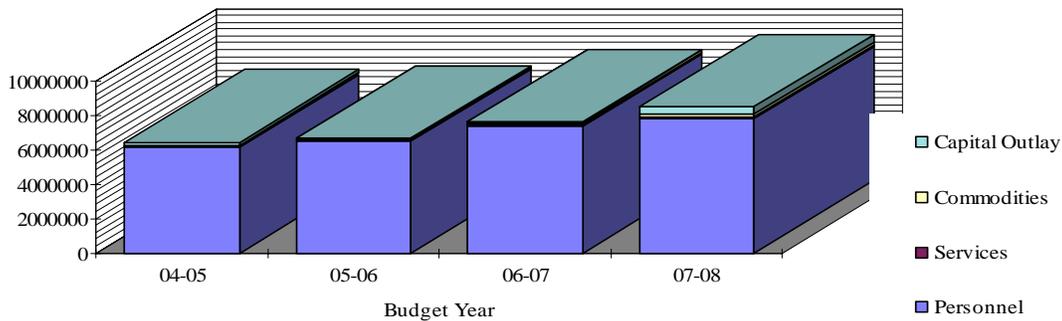
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Structure Fires	1,2	54	60	22	55	60
Brush Fires	1,2	18	30	22	40	40
Vehicle Fires	1,2,	23	30	7	30	30
Other Fires	1,2	26	30	18	40	40
System Malfunctions	1,3	312	350	143	320	350
Malicious/Accidental	1,3	355	375	140	300	350
Hazardous Condition	1,2,5	134	150	90	180	180
Service/Good Intent	1,2,5	1,297	1,200	718	1,450	1,500
Other	1,2,5	320	325	210	400	400
Mutual Aid Given	1,2	81	75	32	80	90
Mutual Aid Received	1	197	175	121	250	275
Medical Calls	1,2	2,144	2,250	1,108	2,300	2,400
MVA	1,2,5	355	375	176	375	400
Total Incidents	1,2,5	5,038	5,425	2,654	5,820	6,115
Residential Inspections	3	605	500	301	600	660
Commercial Inspections	3,10	376	375	220	450	495
Plans Review	3	270	300	151	300	330
Total Inspections	3,10	1,251	1,175	614	1,350	1,485

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Fire Chief	1	1	1
Deputy Fire Chief	4	4	4
Fire Captain	4	4	4
Rescue Captain	4	4	4
Fire Lieutenant	12	12	12
Rescue Lieutenant	4	4	4
Private/EMTC	42	40	48
Fire Inspector	1	1	1
Training Officer	0	0	0
Fire Mechanic	1	1	1
Assistant Mechanic	1	1	1
Secretary	1	1	1
Total	75	73	82

Fire Department	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Adopted Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$6,105,257	\$6,662,219	\$6,454,008	\$7,324,284	\$870,276	13.48%	\$7,763,741
<b>Services</b>	\$74,846	\$79,200	\$79,200	\$91,200	\$12,000	15.15%	\$93,936
<b>Commodities</b>	\$82,313	\$123,900	\$106,900	\$156,300	\$49,400	46.21%	\$160,989
<b>Capital Outlay</b>	<u>\$169,444</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,000</u>	<u>\$25,000</u>		<u>\$435,000</u>
<b>Total</b>	<b>\$6,431,860</b>	<b>\$6,865,319</b>	<b>\$6,640,108</b>	<b>\$7,596,784</b>	<b>\$956,676</b>	<b>14.41%</b>	<b>\$8,453,666</b>

FIRE DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
FIRE DEPARTMENT**

Account Number	Description	Recommended
00108030 510101	CLASSIFIED FULL TIME	3,825,180.00
00108030 510103	UNCLASSIFIED FULL TIME	82,076.00
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 sum however the addition of new floaters will increase the use of this account	
00108030 510107	OVERTIME AND CALLBACK	750,000.00
	Combined Callback and Overtime wages per the Union Contract	
00108030 510108	OVERTIME HOLIDAY	25,000.00
	This account will pay for overtime on Holidays at the rate of double time and one half as per union Contract	
00108030 510110	PAID TRAINING TIME	132,000.00

**ZERO BASED BUDGET  
FIRE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	This account pays the wages for part time training personnel, which will be needed for new recruit training classes. \$44,800 In addition, this account pays for the required EMS training officer for EMTC recertification as required by the State Department of Health. \$5,600 Also this account pays for needed instructors for required training. \$5,600 If a full time training officer is not hired an additional \$44,800 will be required.	
00108030 510202	HOLIDAY PAY	343,682.00
	This account budget request is based on the contract with local 1651 section 3.14. Any increase in salary or additional holidays will require an increase in our proposed amount.	
00108030 524001	FICA	389,835.00
00108030 524302	RETIREMENT	826,066.00
00108030 524304	HEALTH INSURANCE	737,201.00
00108030 524305	DENTAL INSURANCE	65,006.00
00108030 524306	LIFE INSURANCE	12,755.00
00108030 524307	UNIFORM ALLOWANCE	87,400.00
	Section 3.9 of the Union Contract 81 members at \$1,150 each	
00108030 524401	TUITION & FEES	17,500.00
	Section 3.23 of the Union Contract requires for Union members to be reimbursed for College credits \$5,000 Project management training as recommended by Matrix \$7,500 Fire Apparatus Maintenance Certification Training as recommended by Matrix \$5,000	
00108030 524403	ASSOCIATION DUES	1,075.00
	Membership and association dues to: NFPA 135.00 X 3 (chief, fire Marshall, training) IAFC 175.00 (chief) Secretary of State (Notary) 80.00 IAAI 20.00 (Fire Marshall) FCOA 25.00 X 2 (D.C. Marshall) RIAFC 30.00 X 4 (Deputies) 75.00 (Chief) FCORI 25.00 x2 (Fire Marshall, Deputy Chief) RIAFM 20.00 X 5 (Marshall, Chief, Assistants) cover expenses for members attending fire academy	
00108030 524406	TRAINING EQUIPMENT	4,000.00
	2 part heart with conduction system 100.00 BP simulator arm 700.00 EMT casualty simulator 1,000.00 Burs, Laceration, Amputation Kit 800.00 respiratory Organs 800.00, Vertebra Column 200.00, IV arm 400.00	
00108030 524408	TRAINING	5,000.00
	Computer 1200.00 Printer 500.00 Portable radios 3000.00 Office equipment 800.00 Internet access 500.00	
00108030 530101	TELEPHONE	5,500.00
	Cellular phone service for the department's 10 cell phones 5000.00 monthly charges, 500.00 repair/replacement costs ups charges	
00108030 530104	RADIO SYSTEMS	10,000.00
	Physio Control service contract for life packs 4500.00 radio repair technician expenses 2500.00 purchases of replacement radios. 3000.00	
00108030 530106	ALARM SYSTEMS	2,000.00
	Material and equipment to maintain and repair the municipal fire alarm system as needed.	
00108030 530305	SOLID WASTE	8,500.00
	Rubbish removal for Stations 1, 2, 3 Maint. And Training contract with DPW 5500.00 medical waste and oil disposal 3000.00 Water usage for bldg. 37	
00108030 530602	PERSONNEL	2,200.00
	Employee Assistance Program 1500.00 Annual TB Testing. 700.00	
00108030 530604	MEDICAL SERVICES	5,000.00
	This account will cover the costs of physical exams for new employees 16 @ 250.00 4,000.00 Hepatitis B shots and boosters. 1,000.00	

**ZERO BASED BUDGET  
FIRE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00108030 531001	MOTOR VEHICLES MAINTENANCE & E Maintenance and repair expenses associated with Fire Department vehicles. Service 5,000 commodities 30,000	35,000.00
00108030 531002	CONSTRUCTION & OPERATING EQUIP Costs for repairs to department appliances as needed	500
00108030 531003	COMMUNICATIONS MAINTENANCE All communications systems including intercoms, inter station telephones, alerting devices, sirens, etc. 1500.00 sub-contracting of repairs 3000.00 Purvis maintenance contract 3000.00	7,500.00
00108030 531006	MAINTENANCE SAFETY EQUIPMENT Mandatory bench testing of all breathing apparatus. 5000.00 Annual testing of ground ladders, aerial. 1500.00 Annual testing of the bucket truck. 300.00 Test the air and air compressor for the SCBAs. 2000.00 Testing of CO2 air monitors 2000.00 Testing of Oxygen Bottles 1000.00 Testing of Fire Extinguishers 1000.00 Testing of Hurst Jaws 1500.00 Inspection of technical rescue gear 800.00 Journals, magazines and periodicals associated with the Fire Service, EMS Service.	15,000.00
00108030 540101	OFFICE SUPPLIES Supplies for computers, server, printers, general office supplies	3,500.00
00108030 540102	PRINTED FORMS 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	2,000.00
00108030 540105	MINOR OFFICE EQUIPMENT Small office equipment for administrative offices	1,000.00
00108030 540108	BOOKS & PUBLICATIONS Study materials for promotional examinations and books related to the fire and ems service. 2000.00 Books and materials for the Fire Marshals programs 1000.00 Books and guides for new recruits 2000.00	5,000.00
00108030 540202	SAFETY EQUIPMENT Repair to firefighting protective equipment (coats, pants, helmets etc). 1500.00 repairs to SCBA equipment 2500.00 replacement of minor safety equipment 1000.00	5,000.00
00108030 540203	BADGES & EMBLEMS Badges, collar pins and all insignias of rank.	1,000.00
00108030 540205	PERSONAL EQUIPMENT - TOWN ISSUE Replacement of firefighting gear as per Union Contract 10,000.00 14 set of gear for new employees 16,800.00	26,800.00
00108030 540309	FIRE SUPPRESSION CHEMICALS Firefighting foams, wetting agents 3000.00 extinguishing agents 1000.00	4,000.00
00108030 540312	RESCUE SUPPLIES Medicines 4,500.00 Supplies 15,000.00 Oxygen 3,000.00 Msc expenses 2,500.00	25,000.00
00108030 540401	GASOLINE & DIESEL FUEL Increase is due to anticipated and forecasted price increase as well as the shortage in this year's budget. 19,000 Gallons diesel at 2.50 per gallon 4,000 Gallons gas at 2.50 per gallon	57,500.00
00108030 540402	LUBRICANTS Oil, grease and fluids for department vehicles	2,000.00
00108030 540403	TIRES Replacement tires for department vehicles 12 tires for fire engines 3,600.00 8 tires for Rescues 1,200.00 tires for cars and repairs 1,200.00	6,000.00
00108030 540404	BATTERIES	2,500.00

**ZERO BASED BUDGET  
FIRE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	All batteries including. Vehicle, portable radios, lifepacks SCBA, confined space equipment and thermal imaging camera 6 batteries for Engines 900.00 8 batteries for rescues 800.00 portable radio batteries 500.00 msc batteries 300.00	
00108030 540406	REPAIR PARTS Parts to repair department tools, and minor equipment.	1,000.00
00108030 540501	BUILDING REPAIR MATERIALS Minor costs for building maintenance for all Fire Department buildings.	4,000.00
00108030 540509	JANITORIAL SUPPLIES Janitorial supplies for all stations and maintenance	5,000.00
00108030 540701	HAND TOOLS Purchases of tools and equipment for department apparatus fire nozzles 2,000.00 fittings 2,000.00 hand lights 500.00 other fire or rescue tools 500.00 replace out dated laptops and upgrade PC	5,000.00
00108030 550701	OTHER CAPITAL OUTLAY 3 inch and 4 inch hose 10,000 EMS Software, Licenses, maintenance and hardware 15,000	25,000.00
<b>TOTAL FIRE</b>		<b>7,596,784.00</b>

## ***POLICE DEPARTMENT***

Edward A. Charboneau, Chief of Police

### **Mission Statement**

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

### **Department Description**

Forty-nine sworn personnel currently staff the North Kingstown Police Department: the Chief of Police and forty-eight officers of various ranks. Three of these officers are a part of a U.S. Justice Department COPS In School Grant. The grant funds and the town's commitment to year four expire on March 1, 2006 for these three positions. Support staff includes three full-time dispatchers, three part-time dispatchers, three secretaries, two clerks, one clerical assistant (part-time staff), one custodian and one mechanic. Animal Control and Harbormaster staffs include: one animal warden, one animal warden assistant, a full-time Harbormaster and two part-time Assistant Harbormasters. The Police Department operates from its headquarters building located at 8166 Post Road; the Animal Control Division from the Pound located at 395 Hamilton Allenton Road, and the Harbormaster from the patrol boat berth at the Town Dock located at the end of Main Street. The Department uses and maintains a fleet of twenty-four vehicles, which log approximately 500,000 patrol miles each year. Vehicle configuration consists of marked vehicles equipped with moving radar units, as well as unmarked vehicles. There are two vans for use by the Animal Wardens, and a patrol boat for use by the Harbormaster.

### **2004-2005 Department Goals**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
G1. Respond effectively and efficiently to all calls for service	Quality Of Life Financial	Evaluate Quarterly
G2. Respond proactively to identified community public safety needs	Quality Of Life (Org. Development)	Evaluate Quarterly
G3. Effectively and efficiently investigate and prosecute all reported or known criminal offenses	Quality Of Life (Org. Development)	Evaluate Quarterly
G4. Respond proactively to traffic enforcement needs and traffic management issues in the community	Quality Of Life (Org. Development)	Evaluate Semi- Annually
G5. Maintain and improve customer service initiatives	Quality Of Life (Org. Development)	Evaluate Quarterly
G6. Emphasize employee development through critical evaluation, education, training and discipline	(Org. Development)	Evaluate Semi- Annually
G7. Effectively and efficiently plan and organize to meet the public safety needs of seasonal community events and do so in a manner which preserves the quality of life of the residents of affected areas	Quality Of Life (Org. Development)	Evaluate Quarterly
G8. Maintain and improve upon contemporary programs and services including DARE, K9, Bicycle Patrol, Senior Citizen Advocate, School Resource Officer Program	Quality Of Life (Org. Development)	Evaluate Semi- Annually
G9. Continue to offer educational programs to citizens that foster crime prevention awareness	(Org. Development)	Evaluate Semi- Annually
G10. Improve department equipment, systems and facilities	(Org. Development)	Evaluate Semi- Annually

**Work Program**

QUARTER	ACTIVITY
<p>FIRST QUARTER (7/1/2006 to 9/30/2006)</p>	<p>G1: Response to calls for service, Assignment of directed patrols to identified areas, Administrative review of shift staffing / scheduling, Administrative review of leave usage, Roll call training G2: Proactive response to public safety needs: Roll call training, Continue to implement the harbor management plan, Patrol area coastlines, harbors, mooring fields, marinas, and inspect, moorings, Alcohol/tobacco compliance enforcement, Senior Citizen Safety Program, G3: Investigation and prosecution of crimes, Administrative review of pending open investigations, Evaluation of investigative assignments, Administer adult and juvenile court calendars and Juvenile Hearing Board, G4: Response to traffic enforcement and traffic management:, Directed traffic enforcement commercial and recreation areas, Deployment of officers in T.E.A.R program. G5: Maintenance of customer service initiatives, Roll call training, G6: Employee development, Mandatory training videos for police officers, G7: Planning and organizing of community events, Final preparations for 4<sup>th</sup> July fireworks and Art Festival, G8: Maintenance of contemporary programs &amp; services: Final organization and implementation of SRO and DARE programs, for new school year, Directed patrol by bicycle officers, Attendance at senior citizen events by department advocate, G9: Citizen education programs:, Seatbelt awareness program and crime prevention group meetings, G10: Department equipment, systems and facilities:, Prepare bid specifications for any items requiring bid process.</p>
<p>SECOND QUARTER (10/1/2006 to 12/31/2006)</p>	<p>G1: Response to calls for service: Assignment of directed patrols to identified areas Prepare to close down and haul harbor division equipment and boat G2: Proactive response to public safety needs: Preparation of Capital and Operating Budget - All Divisions Advertisement of crime tips voice-mail line G3: Investigation and prosecution of crimes: Arrest Warrant &amp; Capias (court issued warrants) audit Administer adult and juvenile court calendars and Juvenile Hearing Board. G4: Response to traffic enforcement and traffic management: Town wide review of traffic control devices, Directed traffic patrols of schools and neighborhoods, Deployment of officers in T.E.A.R program G5: Maintenance of customer service initiatives: Customer satisfaction survey (available on website) G6: Employee development: Firearms Training, Mandatory training videos for police officers G7: Planning and organizing of community events: Preparation for Winter operations and holiday activities Begin planning for Spirit Day G8: : Maintenance of contemporary programs &amp; services: DARE graduations Assign K9 demonstrations at elementary schools School Resource Officer continues to meet with High School Police Cadet Program. G9: Citizen education programs: Continue to work with established neighborhood crime watch groups G10: Department equipment, systems and facilities: Preparation of specifications for replacement vehicles, Inspect Moorings</p>
<p>THIRD QUARTER (1/1/2007 to 3/31/2007)</p>	<p>G1: Response to calls for service: Assignment of directed patrols to identified areas, Applicable policy review G2: Proactive response to public safety needs: Alcohol / tobacco compliance enforcement, Final preparation of Operating Budget - All Divisions G3: Investigation and prosecution of crimes: Arrest Warrant &amp; Capias (court issued warrants) audit, Administer adult and juvenile court calendars and Juvenile Hearing Board. G4: Employee development: G4: Response to traffic enforcement and traffic management: Analysis of enforcement actions correlated to</p>

QUARTER	ACTIVITY
<p>FOURTH QUARTER (4/1/2007 to 6/30/2007)</p>	<p>accident locations, Directed traffic patrols neighborhoods, Deployment of officers in T.E.A.R program G5: Maintenance of customer service initiatives: Customer satisfaction survey (available on website) G6: Employee development: Completion of employee evaluations, Breathalyzer re-certification, Training update and review - RI Harbormaster Assoc., in areas of medical emergencies, boarding procedures, seamanship, law enforcement, harbor management and other related topics. G7: Planning and organizing of community events: Preparation for summer events including Art Festival, Spirit Day and Air Show. G8: Planning and organizing of community events: Preparation for summer events including Art Festival, Spirit Day and Air Show. G9: Citizen education programs: Child fingerprint program, Crime prevention training for retail business owners, Continue to meet with established crime prevention groups. G10: Department equipment, systems and facilities: New vehicles received and outfitted, Mooring permits and renewals G1: Response to calls for service: Assignment of directed patrols to identified areas, Prepare and launch boat G2: Proactive response to public safety needs: Roll call training, Review of department responses to public requests for information G3: Investigation and prosecution of crimes: Arrest Warrant &amp; Capias (court issued warrants) audit, Administer adult and juvenile court calendars and Juvenile Hearing Board. G4: Response to traffic enforcement and traffic management: Directed patrols based on in depth analysis conducted previous quarter, Deployment of officers in T.E.A.R program, G5: Maintenance of customer service initiatives: Customer satisfaction survey G6: Employee development: Firearms Training, Roll call training, Mandatory training videos. G7: Planning and organizing of community events: Preparation for summer community events G8: Maintenance of contemporary programs &amp; services: DARE graduations, Assign K9 demonstrations at elementary schools, School Resource Officer continues to meet with High School Police Cadet Program. Make final preparations for Town Spirit Day and hold the event. End of school year evaluation of School Resource Officer Program G9: Citizen education programs: Child safety training, Continue to meet with established crime prevention groups. G10: Department Equipment, systems and facilities: Mooring maintenance.</p>

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
<b>POLICE</b>						
Calls for Service	1,7	32,095	30,000	16,342	32,684	33,000
Incident Reports	1,2,8	2,939	3,000	1,497	3,000	3,000
Arrests	1,2,7,8	1,182	1,325	579	1,158	1,200
Prosecutions	1,2,7,8	9,227	9,000	4,013	8,500	9,000
Traffic Accidents	1,7	1,344	1,300	663	1,326	1,300
Citations	1,2,7	6,641	8,000	2,747	6,000	6,500
Miles Patrolled	1,2,7	499,055	510,000	195,348	450,000	510,000
Education	4	2010	7500	1427	2000	2100
<b>ANIMAL CONTROL</b>						
Impounded	1,2	404	275	110	205	275

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
PTS –Inj./Sick	1,2	6	50	4	8	12
PTS-Euthanized	1,2	1	4	0	1	4
DOA	1	80	200	7	13	200
Complaints	1,2,	5270	2200	1151	2200	2200
<b>HARBOR</b>						
Moorings Billed	10	676	642	0	717	717
Com. Dock Billed	10	32	35	0	32	32
Boat Patrol Hours	1,2,7	750	800	525	800	800

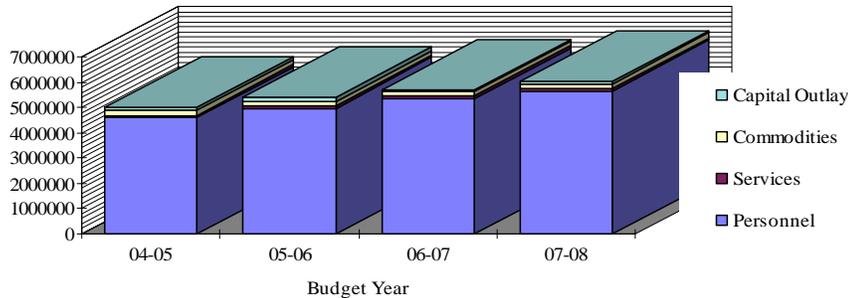
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Chief of Police	1	1	1
Secretary	3	3	3
Clerks-Record .Div @PG-14	2	2	2
Mechanic	1	1	1
Custodians	2	1	1
Training Officer-Sergeant	1	1	0
Training Officer-Patrol Officer	1	1	1
DARE Program Officer	1	1	1
Captain – Administrative Div.	1	1	1
Captain – Operations Div	1	1	1
Captain – Prosecutions Bureau	1	1	1
Computer Services Sergeant	1	1	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.	3	3	4
Patrol Officers	28	27	27
School Resource Officers	3	3	3
Dispatchers (Police)	1	1	1
Dispatchers (Municipal)	2	2	2
Animal Warden	1	1	1
Assistant Animal Warden	2	1	1
Harbormaster	1	1	1
<b>Total</b>	<b>66</b>	<b>63</b>	<b>62</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerical Assistant/Part-time	1	1	1
Dispatchers (Municipal) part-time	3	3	3
Assistant Harbormaster	2	2	2
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

Police	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05- 06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$4,613,356	\$4,888,830	\$4,987,431	\$5,350,507	\$363,076	7.28%	\$5,671,537
<b>Services</b>	\$86,299	\$98,403	\$100,393	\$97,705	(\$2,688)	-2.68%	\$100,636
<b>Commodities</b>	\$177,618	\$177,600	\$150,398	\$179,257	\$28,859	19.19%	\$184,635
<b>Capital Outlay</b>	<u>\$134,831</u>	<u>\$131,000</u>	<u>\$153,000</u>	<u>\$63,000</u>	<u>(\$90,000)</u>	<u>-58.82%</u>	<u>\$64,890</u>
<b>Total</b>	<b>\$5,012,104</b>	<b>\$5,295,833</b>	<b>\$5,391,222</b>	<b>\$5,690,469</b>	<b>\$299,247</b>	<b>5.55%</b>	<b>\$6,021,698</b>

POLICE DEPARTMENT  
Budget Trends



## ZERO BASED BUDGET

### POLICE DEPARTMENT

Account Number	Description	Requested
00108040 510101	CLASSIFIED FULL TIME	68,812.00
00108040 510107	OVERTIME	6,000.00
	Overtime wages for emergencies, callbacks for cleaning pound and feeding animals on Town holidays and while other staff is on vacation, days off or sick leave. Someone has to work at the pound at least part-time every day to care for the animals. Half way through FY 05-06 we have used 75% of the overtime budget.	
00108040 524001	FICA	5,723.00
00108040 524302	RETIREMENT	7,115.00
00108040 524304	HEALTH INSURANCE	10,967.00
00108040 524305	DENTAL INSURANCE	1,187.00
00108040 524306	LIFE INSURANCE	331
00108040 524307	UNIFORM ALLOWANCE	600
	Uniform allowance for the Animal Warden and one Assistant Animal Wardens. Each employee receives \$300 per the CBA for a total of \$600.	
00108040 530103	POSTAGE	100
	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 upcoming hearing for things like vicious dog hearings.	
00108040 530203	VEHICLE REGISTRATION	8
	Registrations, title and transfer fees for animal control vehicles.	
00108040 530305	SOLID WASTE	1,837.00

**ZERO BASED BUDGET**

**POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Trash pickup at pound - bid contract.	
00108040 530604	MEDICAL SERVICES	300
	Medical coverage for employees -pre exposure vaccinations not covered by Medical insurances. These vaccinations are primarily for rabies. The amount in this account has been lowered due to having one less employee. The cost to have the series of shots for rabies for one employee is \$175 and a booster is approximately \$50.00	
00108040 531001	MOTOR VEHICLES MAINTENANCE & E	1,000.00
	Routine maintenance and repair for two (2) division vehicles. Both animal control vans have approximately 60,000 miles on them and this account allows for the police department mechanic to have sufficient funds to keep the vehicles in good repair and to pay for any repairs that become necessary during the year. This account would pay for any parts that need to be replaced such as batteries, generators, alternators, transmissions etc. The Police Department mechanic takes care of the labor.	
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.	
00108040 540101	OFFICE SUPPLIES	307
	Office and computer supplies for the pound. These supplies are purchased at the beginning of the fiscal year from central supply. During FY 05-06 this order came to more than was budgeted and the numbers are reflected below by category. Non paper and library \$51.78 Paper \$23.97 Clinic \$215.74 Administrative supplies \$7.12 Total \$298.61	
00108040 540204	UNIFORM REPLACEMENT	100
	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	4,000.00
	Cat litter and food for impounded animals. Due to increased costs of cat litter, dog and cat food and an increase in the amount of animals impounded yearly this account is being increase. For FY 05-06 87% of the budget was already spent half way through the year.	
00108040 540401	GASOLINE & DIESEL FUEL	3,000.00
	Fuel for two (2) division vehicles, which in total travel approximately 25,000 miles per year. Increase being budgeted due to increase in cost of gasoline.	
00108040 540403	TIRES	600
	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	850
	Pound cleaning supplies and toilet paper and paper towel supplies. Cleaning supplies necessary for sanitary purposes with having to maintain a clean building and animal cages. These supplies are purchased from central supply at the beginning of the fiscal year. Custodian General \$384 Custodian Chemical \$271 Custodial Paper \$169 Total \$824	
00108040 540801	COMMODITIES NOT OTHERWISE CLASS	500
	Rabies clinic expenses, specialized equipment, food and water bowls and other. items.	
00108060 510103	UNCLASSIFIED FULL TIME	44,329.00
00108060 510104	UNCLASSIFIED PART TIME	8,708.00
00108060 510107	OVERTIME	1,200.00
	Funding for the staff position to the Harbor Management Commission	

**ZERO BASED BUDGET**

**POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108060 524001	FICA	4,149.00
00108060 524302	RETIREMENT	4,584.00
00108060 524304	HEALTH INSURANCE	3,811.00
00108060 524305	DENTAL INSURANCE	284
00108060 524306	LIFE INSURANCE	166
00108060 530103	POSTAGE	850
	Harbor Division correspondence and billing. The Harbor Division is expected to send out the following correspondence during FY 06-07 Mooring bills 800 Stickers 800 Follow up letters 200 Waiting list 200 various 200.	
00108060 531003	COMMUNICATIONS MAINTENANCE	1,060.00
	Radio equipment maintenance and repair, cellular telephones. For FY 06-07 the following is expected for the Harbor division. Cell phone technology-3 employees-\$810 Radio maintenance \$250	
00108060 531005	BOATS & EQUIPMENT MAINTENANCE	2,100.00
	Maintenance and repair of division boat & equipment. Increased costs due to improved maintenance program intended to improve longevity of equipment. For FY 06-07 the following is expected: Oil changes\$850Motor Service\$750 Replacement equipment \$500	
00108060 531206	CONTRACTUAL SERVICES NOT OTHER	2,950.00
	Miscellaneous services from local boat yards including removal of abandoned boats, maintenance of four transient moorings and seven speed buoys. Training for Division staff including part-time employees. Adjustment made due to reimbursement need for HM for use of private vehicle @ Town mileage rate - estimated annual cost \$400. For FY 06-07: Mooring service \$1,350 Speed bouys \$1,200 Mileage \$400.	
00108060 540102	PRINTED FORMS	450
	Printing of mooring stickers, boarding forms, mooring inspection forms and violation notices and informational brochures. For FY 06-07: Printing Mooring stickers \$300 Other printing \$150	
00108060 540204	UNIFORM REPLACEMENT	300
	Replacement and initial issue of uniforms, rain gear and related equipment.	
00108060 540401	GASOLINE & DIESEL FUEL	3,400.00
	Fuel and oil injection additive for patrol boat. In 04-05 we spent \$2750 on gasoline for Harbor and 05-06 has \$2750 budgeted. With the increase in gas prices we have experienced in the last year this account for the four months that Harbor actively patrols we anticipate gas costs at \$850 per month for four months for a total of \$3400.	
00108060 540406	REPAIR PARTS	300
	This account pays for tools, dock repairs and life rings for a total for FY 06-07 of \$300	
00108060 540505	SIGNS & MARKERS	300
	Replacement and purchase of new signs and markers on docks, bouys, welcome signs and brochures.	
00108060 540801	COMMODITIES NOT OTHERWISE CLAS	150
	Batteries, flashlight,handtools and miscellaneous supplies needed such as rope.	
00108120 510101	CLASSIFIED FULL TIME	2,873,856.00
00108120 510102	CLASSIFIED PART TIME	74,392.00
	Wages for part-time clerical position (+21 hrs a week). Wages for (3) part-time dispatcher positions, which were previously categorized as non-classified. Three dispatchers work (16) hours per week.	
00108120 510103	UNCLASSIFIED FULL TIME	77,119.00
00108120 510104	UNCLASSIFIED PART TIME	4,000.00

**ZERO BASED BUDGET****POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108120 510107	Wages for part-time Community Service Officers (CSO) and police matrons. Police matrons are unclassified on call females who are trained to search and observe female prisoners. They are paid an hourly rate only. CSO's are civilian traffic officers who are normally paid by the companies who hire them to direct traffic. This account is used when we have to pay CSO's to work civic details. OVERTIME	334,800.00
00108120 510201	This account pays overtime wages for all employees. COURT FEES	30,000.00
00108120 510202	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 for their appearance unless they are already scheduled to work. HOLIDAY PAY	161,695.00
00108120 524001	FICA	272,023.00
00108120 524302	RETIREMENT	633,931.00
00108120 524304	HEALTH INSURANCE	556,510.00
00108120 524305	DENTAL INSURANCE	50,185.00
00108120 524306	LIFE INSURANCE	9,605.00
00108120 524307	UNIFORM ALLOWANCE Contract required Uniform Allowance for 49 current police officers and 2 current support staff (mechanic and custodians), and the Chief of Police.	63,075.00
00108120 524401	TUITION & FEES Payment for tuition, books, supplies and fees for officers enrolled in college law enforcement degree programs RIGL 42-28.1 State mandate. Amount requested is based on estimates submitted by 15 officers. Officers requested amount totals \$75,000 but amount has been lowered by \$25,000 based on historical review of this account.	25,000.00
00108120 524403	ASSOCIATION DUES Professional association dues for Chief of Police, Training Officer, Firearms Instructors, Detectives (Fraud Investigator Assn.), and National Academy Graduates.	850
00108120 524404	CONFERENCES/MEETINGS Attendance at professional meetings and conferences by Chief of Police and other administrative staff.	1,000.00
00108120 524405	TRAVEL AND EXPENSES Mileage reimbursement for court appearances, training and other necessary use of personal vehicles – bridge tokens, tolls and parking fees.	1,500.00
00108120 524408	TRAINING Funding for in-service training for all department employees - a significant liability issue. The funding in this account pays the fees that are charged by various training institutions. We send officers to be trained as "trainers" in a particular subject such as Handcuffing so that they can train the entire dept. This account also pays expenses for out of state training.	13,000.00
00108120 530103	POSTAGE Postage fees for department correspondence.	2,750.00
00108120 530203	VEHICLE REGISTRATION The department pays \$5 to the registry for transfers but there is no charge for new cars and they have lifetime registrations.	25
00108120 530305	SOLID WASTE Trash pickup at headquarters - bid contract.	5,775.00
00108120 530604	MEDICAL SERVICES	3,000.00

**ZERO BASED BUDGET****POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Annual physicals for dept employees - physical exams for dept applicants and new hires. This account is also used to pay for any job related counseling or fitness for duty evaluations that may be necessary during the course of the year. This account also pays a yearly recurring fee of approximately \$100 for an officer who retired with a job related eye injury.	
00108120 530605	RECORD MAINT DATA PROCESSING	30,500.00
	Repair and replacement of computer equipment, non-staff technical and/or diagnostic support as needed. Computer supplies i.e. paper, printer cartridges, and ribbons. Service fees IACP NET, maintenance costs for RMS / CAD Software as well as mobile data and message switch software. \$2300-Central Supply order for computer related products such as printer cartridges, discs etc. \$18,500 Software support/maintenance \$4000 Printer supplies and maintenance \$4000 Hardware support maintenance \$4000 miscellaneous computer supplies including central supply order.	
00108120 530704	OTHER RENTALS	3,000.00
	This account is used to pay for a consultant from Law Enforcement Consultants in Newport to author, proctor and correct promotional tests for officers testing for the ranks of Sergeant, Lieutenant and Captain. During FY 06-07 the promotional list for Lieutenant and Captain expire. These lists are good for two years. We will have to purchase two tests at a cost of \$1500 per test for a total of \$3000.	
00108120 531002	CONSTRUCTION & OPERATING EQUIP	450
	Maintenance and repairs for dept equipment, vacuum cleaners and vehicle video equipment, forensic camera equipment and other miscellaneous equipment.	
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 12 Nextel phones for detectives and supervisory staff, which carry monthly bills. We pay \$2500 a year for our share of the town's Code Red Emergency notification system. We also pay a user fee for a program called Accurint, which our detective division uses for investigations.	
00108120 531004	OFFICE EQUIPMENT MAINTENANCE	1,500.00
	For FY 06-07 we have a \$500 yearly maintenance contract for our 2 FAX machines from Ikon Office Solutions. We pay approximately \$125 yearly to Pitney Bowes to maintain our automatic postage Machine.	
00108120 531206	CONTRACTUAL SERVICES NOT OTHER	11,000.00
	Arbitration expenses, radar maintenance, child caseworkers investigations (State Mandate), department notary renewals, Dept of Health evidence processing fees. For FY 06-07 we pay \$24 to the state for every set of fingerprints we take from people involved in daycare. We do at least 300 people which cost \$7200.	
00108120 540101	OFFICE SUPPLIES	5,200.00
	General office supplies and materials. \$167-Non paper and library \$189-Paper \$27-Clinic \$2695-Administrative supplies	
00108120 540102	PRINTED FORMS	2,500.00
	Printing of dept envelopes, stationary and other forms During FY 06-07 we will purchase police department stationary, letterhead, accident reports, walk in lobby complaints and other forms we use during the year. We have also had to use this account to run ads, by law, in the local newspapers to advertise the release of a level 3 sex offenders.	
00108120 540106	PRINTING & DUPLICATING SUPPLIES	1,500.00
	Dept photography supplies and processing, video supplies. Payment for transcriptions of videotaped interviews.	
00108120 540108	BOOKS & PUBLICATIONS	4,000.00

**ZERO BASED BUDGET****POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00108120 540205	Annual general law supplements, recent court decision bulletins, physician's desk reference, and professional publications. PERSONAL EQUIPMENT-TOWN ISSUE	10,000.00
00108120 540301	This account is used for police academy uniforms, initial issue uniforms and associated equipment for newly hired police officers, uniforms for community service officers and bike patrol uniforms. It is likely that we will be hiring at least one police officer during this fiscal year. It costs thousands of dollars for one officer for police academy uniforms and ultimately all of the initial issue uniforms such as uniforms, jackets, gun belts, shoes and hats. This account is also used to pay for equipment damaged in the line of duty. PRISONER FOOD	600
00108120 540307	Food for prisoners being held at headquarters, advance for meals for employees traveling on duty assignments and training assignments. AMMUNITION	8,500.00
00108120 540310	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. MEDICINES & DRUGS	200
00108120 540312	Emergency medical equipment, HIV protective equipment biohazard protection and cleanup. This equipment will cost \$20 per car and there are 10 patrol cars that will be stocked. MEDICAL SUPPLIES	500
00108120 540401	Biohazard materials and equipment from North Kingstown Central Supply and first aid kits for patrol vehicles. GASOLINE & DIESEL FUEL	75,000.00
00108120 540402	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. For FY 06-07 we are planning on using approximately 32,000 gallons of gasoline. For the last six months we have paid an average of \$2.22 per gallon. LUBRICANTS	1,200.00
00108120 540403	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 TIRES	8,500.00
00108120 540406	Regular and snow tires for department fleet, disposal fees. Increase due to need to maintain fleet with pursuit rated tires. For FY 06-07 we will replace approximately 94 tires. The price is approximately \$90 per tire. REPAIR PARTS	35,000.00
00108120 540505	Repair and replacement parts and glass for dept vehicles. 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, engines and rear ends. SIGNS & MARKERS	1,000.00
00108120 540508	Reflective marking tape and lettering for dept vehicles. This will be 6 cars @\$166 each ELECTRICAL SUPPLIES	100
00108120 540509	Electrical supplies for headquarters and some lighting equipment for police vehicles. JANITORIAL SUPPLIES	5,200.00

**ZERO BASED BUDGET**

**POLICE DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b><i>Requested</i></b>
	Cleaning supplies for headquarters and vehicles, paper towels and toilet tissue, cleaning of cell blankets. \$8.87-custodial electrical \$997.82-Custodial general \$894.60-Custodial paper Total \$1901 This account is also used to pay for bringing prisoner blankets to the Laundromat each week. We also purchase items from Wickford Lumber as needed for the police dept.	
00108120 540703	<b>FIREARMS</b>	1,500.00
	Repairs, as needed, for dept firearms and equipment purchase of replacement weapons. Purchase two duty weapons at \$500 each and \$500 for repairs.	
00108120 540801	<b>COMMODITIES NOT OTHERWISE CLASS</b>	4,500.00
	Flares, evidence tags and envelops, fire ext. recharges, and radar units recalibrated \$750. For FY 06-07 \$1200 for replacement of several office chairs and \$800 for replacement of several desks for a budget of \$2000.	
00108120 550401	<b>VEHICULAR EQUIPMENT</b>	63,000.00
	3 patrol vehicles @ \$21,000 each	
<b>TOTAL POLICE</b>		<b>5,690,469.00</b>

## ***PLANNING AND DEVELOPMENT***

Jonathan J. Reiner, Director

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

The Department of Planning and Development is the Town's primary center for long and short range planning. The Department provides staff support to the Planning Commission, Zoning Board of Review, Historic District Commission, Community Development Program Advisory Committee, and Conservation Commission in the form of agendas, staff reports, advice on and processing of applications, record keeping and minutes; during the fiscal year a final approval was given to 91 cluster subdivision lots and 4 conventional lots. The Planning Department also conducts the review of land development plans; during the past fiscal year the Planning Commission or Planning Department granted approvals for nearly 6,800 square feet of commercial space. Approximately 71,400 square feet of industrial space also received approval; 90% of that activity was located in the Quonset Business Park. This does not include parcels that are leased by the State in the Quonset Business Park. In addition, the Department provides planning and technical assistance to other Town boards such as the Harbor Management Commission and the Wickford Plan Committee. The Planning Department assists the Planning Commission and Town Council with the maintenance of the North Kingstown Comprehensive Plan. The Town Council and Town Manager are also provided with direct staff assistance on selected matters. The Planning and Development Department has an important day-to-day role in providing information to the public about land use, zoning and other Town regulations, flood hazard areas, demographics, and open space. The Department of Planning and Development prepares the Town's application for 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 grants for the Town. During FY06, the Department began the 5-year update of the Comprehensive Plan and completed the Town's Hazard Mitigation Plan. The Department has been involved with the Davisville neighborhood in the implementation of 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 Fire Department Analysis, development and implementation of plans for Wickford sidewalks and the review of plans for the Quonset Davisville Industrial Park. The Department of Planning and Development, working with the Water Department also preserved almost 70 acres through the purchase of development rights. The Department is also responsible for monitoring the number of affordable housing units in the Town; as of December 31, 2005, there were 851 low and moderate-income housing units, which constituted 8.12 per cent of the total housing units.

### **2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Comprehensive Plan 5-year Update (goal 1)	Vision	Sept05-June07
Administer and Update Town Regulations (goal 2)	Vision	July-June
Comprehensive Plan implementation including Affordable Housing, Wickford, and Davisville Plans (goal 3)	Vision, Quality of Life, Environment, Eco Dev	July-June
Farmland and Open Space Preservation (goal 4)	Vision, Economic Development	July-June
Growth Center Designation and Implementation (goal 5)	Vision, Environment, Economic Development	July-June
Post Road Corridor Plan Implementation (goal 6)	Vision, Economic Development	July-June

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Goal 1/Complete review of public visioning information and public survey data for Comprehensive Plan 5-year update; Goal 2/Develop and adopt land development project process; Goal 3/Develop zoning to implement affordable housing strategies; develop Hazard Mitigation brochure; Calf Pasture Point trail construction; Main Street sidewalk implementation; Implement Saw Mill Pond preliminary study; Begin process with QDC regarding updating Master Plan; Goal 4/Finalize priority listing for open space preservation; Goal 5/Submit Growth Center designation to State; Goal 6/Develop zoning for Post Road corridor.
SECOND QUARTER (10/1/06 to 12/31/06)	Goal 1/Review Comprehensive Plan 5-year updates with Planning Commission and Town Council; Goal 2/Implement Hazard Mitigation Plan; Goal 3/Affordable housing zoning adoption; Initiate CDBG process; Main Street improvements ongoing; Quonset Master Plan updates ongoing; Harbor Management Plan update adoption by Town Council; Implement Saw Mill Pond preliminary study; Goal 4/Farmland and open space development rights acquisition ongoing; Goal 5/ Develop zoning for Growth Center; Goal 6/ Develop zoning for Post Road corridor.
THIRD QUARTER (1/1/07 to 3/31/07)	Goal 1/Adopt Comprehensive Plan 5-year updates with Planning Commission and Town Council; Goal 2/Implement Hazard Mitigation Plan; Goal 3/ Submit Harbor Management Plan update to CRMC; Adopt storm water management regulations; Complete CDBG and Revitalization Plan application; Prepare inventory of affordable housing, subsidized and non-subsidized; Main Street improvements ongoing; Goal 4/Farmland and Open Space Preservation ongoing; Goal 5/ Develop zoning for Growth Center; Goal 6/ Adopt zoning for Post Road corridor.
FOURTH QUARTER (4/1/07 to 6/30/07)	Goal 1/ Submit Comprehensive Plan 5-year updates to Statewide Planning; Goal 3/Main Street improvements completed; Goal 4/Farmland and Open Space Preservation ongoing; Goal 5/ Adopt zoning for Growth Center; Goal 6/Wickford to Quonset bikeway design begins; Adopt zoning for Post Road corridor.

**PERFORMANCE MEASURES**

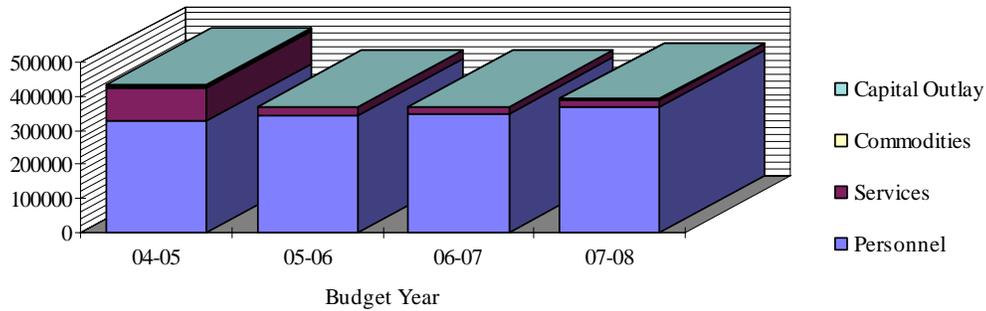
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Admin Subdivisions	2	13	18	5	12	14
Pre-applicant	2	6	5	0	5	5
Master plans	2	2	4	3	5	5
Preliminary	2	13	4	0	6	5
Final	2	6	5	6	10	6
Comprehensive Permits	2	3	1	1	3	6
Zone amendments	2	9	5	1	6	8
Land dev plans	2	30	21	10	25	25
ZBR variances	2	48	30	16	40	45
ZBR special use	2	24	25	11	25	30
ZBR appeals	2	2	6	4	6	6
Zoning Modification	2	2	3	1	3	3
Historic District Comm	2	38	0	25	40	40

**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Director of Planning & Development	1	1	1
Principal Planner	2	2	2
GIS Manager	.20	.20	.20
Principal Planner (33% water)	0.67	.67	.67
Clerk II	1	1	1
<b>TOTAL PLANNING</b>	<b>4.87</b>	<b>4.87</b>	<b>4.87</b>

<b>Planning &amp; Economic Development</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$328,224	\$323,566	\$345,223	\$350,657	\$5,434	1.57%	\$371,696
<b>Services</b>	\$99,466	\$23,175	\$23,175	\$18,084	(\$5,091)	-21.97%	\$18,627
<b>Commodities</b>	\$2,303	\$3,416	\$2,862	\$2,635	(\$227)	-7.93%	\$2,714
<b>Capital Outlay</b>	<u>\$4,650</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		\$0
<b>Total</b>	<b>\$434,643</b>	<b>\$370,157</b>	<b>\$371,260</b>	<b>\$371,376</b>	<b>\$116</b>	<b>0.03%</b>	<b>\$393,037</b>

PLANNING AND DEVELOPMENT  
Budget Trends



**ZERO BASED BUDGET  
PLANNING DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00109010 510101 -	CLASSIFIED FULL TIME	37,601.00
00109010 510103 -	UNCLASSIFIED FULL TIME	209,266.00
00109010 510104 -	UNCLASSIFIED PART TIME	800.00
	Student intern for special project. Eighty hours at \$10 per hour.	
00109010 524001 -	FICA	18,947.00
00109010 524302 -	RETIREMENT	25,526.00
00109010 524304 -	HEALTH INSURANCE	42,523.00
00109010 524305 -	DENTAL INSURANCE	4,106.00
00109010 524306 -	LIFE INSURANCE	806.00
00109010 524403 -	ASSOCIATION DUES	980.00
	Membership in NIDA at \$100 Membership in the American Planning Association for all four members of the staff are \$865. Dues are \$135 for two Principal Planners and \$327 for the Planning Director and \$268 for one Principal Planner. Membership for rails to trails \$15.	
00109010 524404 -	CONFERENCES/MEETINGS	960.00
	To pay for the cost of professional development conferences approx. 4 conferences at \$40 per one day conferences equals \$160 total \$800 for four planners attending APA regional conference	
00109010 524405 -	TRAVEL & EXPENSES	1,014.00
	The amount requested is based upon one trip to Providence at 44 miles per trip, estimating one trip per month per employee, 4, multiplied by the mileage rate, \$.48, for the Town multiplied by twelve months.	
00109010 530801 -	LEGAL ADS	1,000.00
	Funds required for Comprehensive Plan public hearing process 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	
00109010 530804 -	OTHER ADS	300
	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 \$102.	
00109010 530805 -	REPORTS	1,032.00
	Printing of reports, including: 35 copies of the updated subdivision regulations at \$20 each 11 copies of the updated Comprehensive Plan at \$30.10 each	
00109010 531004 -	OFFICE EQUIPMENT MAINTENANCE	3,869.00
	Software maint. Agreement for ESRI @ \$749 GEOTMS maint @ \$3120	
00109010 531203 -	SUBSCRIPTIONS	383
	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 531206 -	CONTRACTUAL SERVICES NOT OTHER	9,000.00
	Funds for Town's contributions to: Washington County Regional Planning programs \$6K	
00109010 540101 -	OFFICE SUPPLIES	935.00

**ZERO BASED BUDGET  
PLANNING DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Office supplies such as: Business Cards at \$35 per order x 1 equals \$35 binder clips - width 2 in. 4 at \$1.57 a box equals \$6.28 Tape, scotch 36 rolls at \$1.46 per roll equals \$52.56 Envelopes, Columbia clasp at \$4.88 box for 5 equals \$24.40 Envelopes, white kraft, at 29.95 a box for 4 equals \$119.80 Labels at \$2.09 a box for 10 equals \$20.90 Laser Printer cartridge at \$74 each for 3 equals \$222 Laser Printer cartridge at \$107.75 each for 1 equals \$107.75 Laser Printer Cartridge at \$108 each for 1 equals \$108 Cartridge Ink at \$24.50 each for 1 equals \$24.50 Laser Printer Drum at \$71 each for 3 equals \$213	
00109010 540108 -	BOOKS & PUBLICATIONS	900.00
	Rhode Island General Laws for Annex at \$900 per year based upon ytd costs of 539.15 supplements of \$27.45 and \$62.15.	
00109020 510107 -	OVERTIME	3,000.00
	Overtime for secretarial staff for Planning Commission based upon an overtime hourly rate of \$30 multiplied by an estimated number of hours, 100, equals the requested amount.	
00109020 524001 -	FICA	230.00
	Membership in American Planning Association for Commission	
00109020 530801 -	LEGAL ADS	500.00
	Legal ads for Planning Commission public hearings Stenographer for public meetings	
00109020 540101 -	OFFICE SUPPLIES	500.00
	Tapes for Commission records as well as paper for copies and ink cartridge for printer	
00109030 510107 -	OVERTIME	2,800.00
	Overtime for Zoning Board secretary at approximately \$30 per overtime hour for 3 hours per meeting for approx 30 meetings.	
00109030 524001 -	FICA	214.00
00109030 530801 -	LEGAL ADS	200.00
	Legal ads for zoning board	
00109030 531206 -	CONTRACTUAL SERVICES NOT OTHER	4,800.00
	Stenographer for zoning board meetings at \$300 per meeting	
00109030 540101 -	OFFICE SUPPLIES	300.00
	Office supplies for paper and envelopes	
00109040 510107 -	OVERTIME	1,750.00
	Secretary for Historic District commission	
00109040 524001 -	FICA	134
	<b>TOTAL PLANNING</b>	<b>371,376.00</b>

## **PUBLIC WORKS**

Phil Bergeron, Director

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

## **ADMINISTRATION**

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

## **HIGHWAY**

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

## **ENGINEERING**

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

## **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. Changes were implemented two years ago in an effort to offset increased facility costs. These measures included the elimination of one clerical position, a reduction in operation hours and an increase in the tipping fee. Hours of operation now coincide with a standard clerical workweek of 35 hours, thus eliminating overtime, and the tipping/tag fee increase offset increased transportation and operation costs. The Public Works Department is in its seventh 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 effort has resulted in over a 30% increase in the Town's recycling tonnage and a significant decrease in household tonnage sent to the State Central Landfill since the beginning of the program. As a result of this program, the Town of North Kingstown has achieved the highest landfill diversion rates in the state, currently at 32%. (32% of the Town's overall solid waste is not placed in the Central Landfill. Construction of the new Transfer Station was completed last year. The Town's operations in this new facility began in June 2005. The new Transfer Station site is located approximately ½ mile west of Route 1. The relocation was necessary for the construction of the new Quonset Access Road. The new facility continues to offer the same disposal options, including 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 successful compost facility, while returning 100 % of the compost product back to residents and landscapers as usable compost. The curbside collection program is a weekly pickup. The Town is currently exploring a curbside collection program (recycling) that would be fully automated. If successful in obtaining RIRRC grants for the purchase of special collection containers, a major capital expense associated with this program, the Town would negotiate a new contract with Waste Management and expect a reduction in contract costs.

**FACILITIES AND GROUNDS**

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

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Bellville Pond Dam (goal 1)	Infrastructure	2006-2007
Wickford Projects (Main Street) (goal 2)	Infrastructure	2006-2007
Facility/Infrastructure Code Upgrade & Maint. (goal 3)	Infrastructure	On-Going
Road Overlay Program (goal 4)	Infrastructure	On-Going
Landfill Closure (goal 5)	Environment	2006-2008
Storm Water Management Plan & Ordinance (goal 6)	Environment	On-Going
Sidewalk Maintenance (goal 7)	Infrastructure	On-Going
Solid Waste and Recycling (goal 8)	Environment	On-Going
Improvements to Permit & Work Request Tracking (goal 9)	Quality of Life	2006-2007
Tree protection and maintenance (goal 10)	Environment	On-Going
Town mapping and GIS (goal 11)	Vision	On-Going
School Capital Improvement Projects (goal 12)	Infrastructure	2006-2007

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
<b>FIRST QUARTER (7/1/06 to 9/30/06)</b>	Continue road paving program, in accordance with Pavement Management Program prioritization (goal 4); Maintenance and upgrades to Town parks, athletic fields and buildings (goal 3); Road brush cutting, catch basin cleaning, drainage repairs (goal 3 & 6); Tree maintenance (goal 10); Begin construction of Main Street (goal 2); Begin reconstruction of Bellville Dam (goal 1); continue landfill monitoring needed for final closure (goal 5); Update Assessor maps (goal 11); School Capital Projects (goal 12); Subdivision inspection (goal 3)
<b>SECOND QUARTER (10/1/06 to 12/31/06)</b>	Continue Landfill monitoring (goal 5); Leaf and yard waste processing (goal 8); Complete in-house road and drainage projects (goal 3); Town building maintenance projects begin (goal 3); Continue with Bellville Dam repairs (goal 1); Continue with Main Street project (goal 2); Update Assessor maps (goal 11); Snow removal and brush cutting (goal 3); School capital projects (goal 12); Subdivision inspection (goal 3)
<b>THIRD QUARTER (1/1/07 to 3/31/07)</b>	Update Assessor maps (goal 11); In-house design of road and drainage projects (goal 3); Snow removal and brush cutting (goal 3); Town building maintenance projects (goal 3); Begin infrastructure construction projects in late March (goal 3)

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/07 to 6/30/07)	Road striping and painting (goal 3); Street and school parking lot sweeping and winter sand removal, catch basin cleaning (goal 3 & 6); Road sign replacement and inspections (goal 3); In-house drainage projects (goal 3); Begin school capital projects (goal 12); continue landfill monitoring (goal 5); update Assessor maps (goal 11); Brush cutting (goal 3); Paving (goal 3)

		PERFORMANCE MEASURES				
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Town road miles	4; 11	156	159.0	156.24	158.45	160.16
Plowed miles	3	158.2	161.2	158.44	160.65	162.36
Paved miles	3	154	157.0	154.24	156.45	158.16
Miles resurfaced	3; 4	2.5	4	2.4	0	4
Multi use parks	3	4	4	4	4	4
Playgrounds	3	6	6	6	6	6
Baseball/softball	3	16	16	16	16	16
Soccer	3	9	9	9	9	9
Facilities	3	35	35	35	35	35
Acres Maintained	3	479	479	479	479	479
Football	3	1	1	1	1	1
Basketball	3	9	9	9	9	9
Tennis	3	5	5	5	5	5
Roller Hockey	3	1	1	1	1	1

**PERSONNEL LIST**

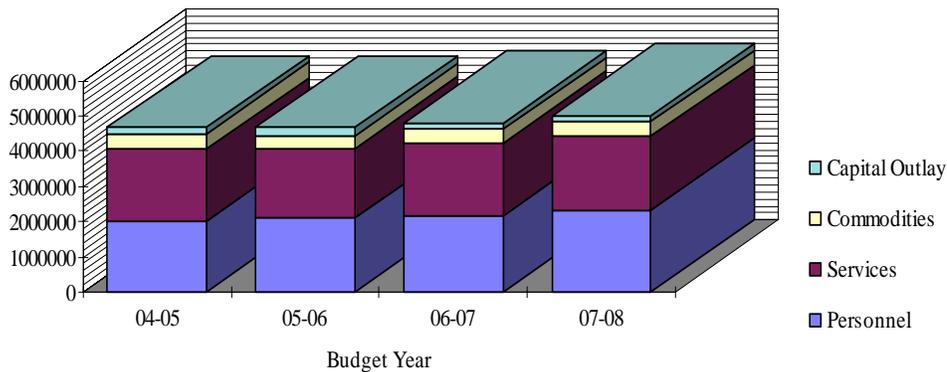
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Director of Public Works	1	1	1
DPW office secretary	1	1	1
Facilities project manager	1	1	1
Highway superintendent	1	1	1
Highway secretary	1	1	1
Streets foreman	1	1	1
Labor foreman	2	2	2
Equipment maintenance foreman	1	1	1
Mechanic	2	2	2
Equipment Operator II A	3	3	3
Equipment Operator / Mason	1	1	1
Equipment Operator II B (High)	7	7	7
Heavy equipment operator	0	0	0
Equipment Operator I (High)	0	0	0
Town Engineer (35% Water)	.65	.65	.65
Engineer secretary	1	1	1
Engineering inspector	2	2	2

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerk I (Transfer Station)	2	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)	2	3	3
Equipment Operator I (Fac)	1	0	0
Building custodian	1	1	1
<b>Total</b>	<b>33.65</b>	<b>32.65</b>	<b>32.65</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Building custodian (25 & 30 hrs per wk)	2	2	2
Summer seasonal (40 hrs per wk)	10	10	10
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>

<b>Public Works</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$2,017,787	\$2,122,150	\$2,095,695	\$2,185,406	\$89,711	4.28%	\$2,316,530
<b>Services</b>	\$2,040,340	\$2,119,970	\$1,984,322	\$2,035,920	\$51,598	2.60%	\$2,096,998
<b>Commodities</b>	\$421,350	\$429,365	\$357,050	\$406,450	\$49,400	13.84%	\$418,644
<b>Capital Outlay</b>	<u>\$202,004</u>	<u>\$235,000</u>	<u>\$235,000</u>	<u>\$175,000</u>	<u>(\$60,000)</u>	<u>-25.53%</u>	<u>\$180,250</u>
<b>Total</b>	<b>\$4,681,481</b>	<b>\$4,906,485</b>	<b>\$4,672,067</b>	<b>\$4,802,776</b>	<b>\$130,709</b>	<b>2.80%</b>	<b>\$5,012,421</b>

PUBLIC WORKS DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110010 510101	CLASSIFIED FULL TIME	32,376.00
00110010 510103	UNCLASSIFIED FULL TIME	130,346.00
00110010 510107	OVERTIME	100.00
	Overtime for office secretary, including recycling, solid waste and earth day events	
00110010 524001	FICA	12,456.00
00110010 524302	RETIREMENT	16,825.00
00110010 524304	HEALTH INSURANCE	25,663.00
00110010 524305	DENTAL INSURANCE	2,543.00
00110010 524306	LIFE INSURANCE	497.00
00110010 524403	ASSOCIATION DUES	25.00
	Engineering Association dues	
00110010 524404	CONFERENCES/MEETINGS	200.00
	Public Works conferences and training, for all divisions. Funding will provide one seminar for the year for two employees. Lorman Education Services	
00110010 524405	TRAVEL & EXPENSES	100.00
	Travel expenses for all Divisions, including AutoCAD, Arcview, Engineering and Public Works related programs and seminars. Parking and mileage reimbursement. Estimated for 5-7 events. all DPW vehicles are registered under Highway budget	
00110010 530501	LICENSE FEE	250.00
	Professional Engineering licensing fees. Phil Bergeron and Dennis Browchuk; \$250 each; renewals good for two years.	
00110010 530604	MEDICAL SERVICES	800.00
	Random CDL testing, inoculations for hepatitis and others, pre-employment physicals, misc. medical expenses. Account generally covers return-to-duty, pre-employment and Other misc. drug & alcohol random testing req'd for CDL.	
00110010 530801	LEGAL ADS	1,000.00
	Legal Ads for all divisions. Includes legal and public information ads for road construction, solid waste programs, recycling collections, snow plowing, Storm water Phase 2 notice requirements and public education. Covers 4-6 ads per year. All materials budgeted from engineering account maintenance service calls and equipment repair budgeted from Contractual Services Not Otherwise 10-531206 included in Books and Publications 540108	
00110010 531206	CONTRACTUAL SERVICES NOT OTHER	225.00
	Equipment service contracts, software service and upgrade, contracts, One Mobile phone for inspectors used in field. Yearly cost is \$132 per year. Printer and plotter service est. at \$90.	
00110010 540101	OFFICE SUPPLIES	300.00
	Office supplies for administration: DPW, office sec, Facilities Project Manager. Cartridges for FAX. \$65/ yr. for fax cartridges; \$140/ yr. for office pens, file folders, data discs, pads, calculators; \$75/ yr. For business cards. New or replacement office equipment, this item is combined with Office Equip 550301	
00110010 540106	PRINTING & DUPLICATING SUPPLIES	200.00
	All related office printing, including the use of outside print shops. Order from School Central Supply generally exceeds \$225.00; \$80 / yr. for printer drum; \$135 /yr. for copy toner.	
00110010 540108	BOOKS & PUBLICATIONS	350.00
	Publications, code revisions, subscriptions, for all divisions. Construction publications from McGraw Hill and Reed Construction Data. Construction Cost Data for Facilities Engineer is annual cost of \$260; School Renovations Update estimated at \$95. Office equipment and furniture for DPW Facility	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110020 510101	CLASSIFIED FULL TIME	688,419.00
00110020 510103	UNCLASSIFIED FULL TIME	68,814.00
	All part time summer employees funded through Facilities	
00110020 510107	OVERTIME	44,300.00
	Highway Division overtime as required for snow plowing, festivals, emergency callouts, construction projects. Average for previous three years is \$83,000. Average Weekend storm with Saturday callout costs approx. \$11,000. Average weekday storm with early 2AM callout costs approx. \$3,500.	
00110020 524001	FICA	61,317.00
00110020 524302	RETIREMENT	78,298.00
00110020 524304	HEALTH INSURANCE	150,756.00
00110020 524305	DENTAL INSURANCE	16,639.00
00110020 524306	LIFE INSURANCE	2,982.00
00110020 524307	UNIFORM ALLOWANCE	4,800.00
	Uniform allowance, 16 at \$300 each	
00110020 524403	ASSOCIATION DUES	50.00
	Rhode Island Public Works Association dues All radio maintenance and replacement under "communications maintenance" line item 20-531003	
00110020 530203	VEHICLE REGISTRATION	225.00
	Vehicle registration for all vehicles in Public Works, except Transfer Station. Annual cost for vehicle Registration renewal is \$140. New vehicle registration is approximately \$95 per year.	
00110020 530504	LICENSE FEES	620.00
	Operating license renewals, CDL, Hoisting Engineer, tractor-trailer. \$30 annual renewal fee for Highway Hoisting Engineers totaling \$540. \$200 annually for CDL renewals \$125 for both licenses with new employees. All Public Works professional consulting services are covered under "Engineering Consulting Services" 50-530602 All medical services budgeted from Admin. 10-530604 This item combined with Other Rentals 20-530704	
00110020 530704	OTHER RENTALS	1,500.00
	Construction equipment rental as needed, including large chipper, screener, welding tanks, cylinders and milling machine. \$700 for milling machine, \$900 annually for welding cylinder rentals, \$500 for excavator rental. Combined with Administration	
00110020 531001	MOTOR VEHICLES MAINTENANCE & E	4,200.00
	Outside repair or maintenance of town vehicles, equip; body work, fire extinguishers, glass, inspection stickers, and seating and other specialty vehicle repairs. \$7,879 spent in 2005 on outside backhoe repairs. Other recent repairs include \$ 1,621 for truck 88, \$3,423 for tractor-trailer, \$4,771 for truck 75 and \$700 for truck 80.	
00110020 531002	CONSTRUCTION & OPERATING EQUIP	3,500.00
	Specialized construction equipment; Pole pruners, chainsaws, roller, infrared heater, rakes, shovels, tools. Replacement for broken equipment. Annual replacement of concrete & asphalt cutting blades is \$2,200. Chain saws and rakes replaced annual at approx. cost of \$2,000	
00110020 531003	COMMUNICATIONS MAINTENANCE	3,000.00
	Radio maintenance for all Divisions; mobile truck unit replacement and portable unit replacement needed for snow operations. Annual service contract is \$2,400. Pager rental and servicing program is \$850 / yr. Two replacement radios are \$600. Maintenance of office equipment at DPW facility from Engineering building structural maintenance covered under Facilities maintenance 70-531105 Building electrical maint. Covered under Facilities electrical maintenance 70-531102	
00110020 531107	HIGHWAYS & DRAINS MAINTENANCE	32,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	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 that exceed available funds	
00110020 531110	CHIPSEALING/CRACKSEALING SVCS This item includes crack sealing and chip sealing, both are part of the Town's pavement management program and are used in conjunction with road paving contracts. Crack seal contract to be for amount of available funds.	15,000.00
00110020 531111	OVERLAYING SERVICES Collector road program completed in 2001; Paving of secondary and subdivision roads began in 2002. Pavement management survey contract completed in 2003 has established a road priority list. \$500,000 annual road paving budget needed to maintain a 15/20-year life cycle maintenance program including a crack sealing program. Targeted roads for the first crack seal contract are those paved within the last 8-10 years. An estimated two to three years of current funding will be needed to complete all "poor" rated roads	190,000.00
00110020 531202	SNOW PLOWING Funds for contract snow removal and sanding services, contractors hired to supplement Town forces. Average cost for FY 2003/2004/2005 is \$43,400. 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 \$4,000. The 10" storm of February 12, 2006, required 16 hours of contractor time at a cost of \$10,928.	35,000.00
00110020 531206	CONTRACTUAL SERVICES NOT OTHER Outside construction related contract services, for maintenance of Town infrastructure. To be used for sidewalks, dams, drainage and other misc. repairs. Over next few years, this fund will be used for construction contracts to upgrade sidewalks. Future sidewalk maintenance program will require additional funds.	130,000.00
00110020 531208	LINE PAINTING 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. Program goal to stripe all collector roads with centerline and shoulder epoxy stripes. The Town has begun using epoxy for stop bars and crosswalks. Contract award is for amount of funding. Contract service for roadside tree cutting and Public tree maintenance. A tree-tracking Program is used to track and prioritize tree removals and resident requests to trim or remove. New Town Ordinance and recommendations from recently completed tree survey will require additional funding well beyond this maintenance item, for pruning and initial tree maintenance. Best estimates at this time indicate that \$25,000 per year will be required to provide the recommended maintenance program.	25,000.00
00110020 540101	OFFICE SUPPLIES Office supplies highway division, and includes support and upgrades to fleet maintenance program. Time clock ribbon is \$42, Printer supplies is \$200, office forms and supplies estimated at \$150.	400.00
00110020 540202	SAFETY EQUIPMENT Safety equipment; cones, traffic control devices, hard hats, safety vests, eyeglasses.	1,000.00
00110020 540301	FOOD Food purchased for storm events	200.00
00110020 540306	ROAD SALT	95,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Road salt and other deicing materials for winter storms. This funding represents salt needed for a less than average winter. Average cost for salt and deicing material for 2003/2004/2005 was \$109,000. The price of salt increased from \$34/ton last year to \$43/ton this year	
00110020 540401	<b>GASOLINE &amp; DIESEL FUEL</b>	44,000.00
	Fuel for Highway, Administration and Engineering. Also includes fuel for winter storm operations. Avg. Diesel prices from July 2005 to December 2005 were \$2.19 per gallon. July price was \$2.06 & the highest was \$2.37 January 06 delivery was \$2.18 per gallon. The most significant factor affecting this budget item is winter storm operations. This number does not include fuel used in Facilities vehicles during winter Storm operations.	
00110020 540402	<b>LUBRICANTS</b>	10,000.00
	Oil, grease, hydraulic fluid, anti freeze, etc.	
00110020 540403	<b>TIRES</b>	6,500.00
	Replacement tires for all Public Works vehicles, except Transfer Station and Facilities light equipment. 60-540403, 70-540403	
00110020 540404	<b>BATTERIES</b>	500.00
	Replacement batteries for all public works vehicles, except Transfer Station and Facilities light equipment, 60-540404 and 70-540404	
00110020 540406	<b>REPAIR PARTS</b>	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 increasing due to age of fleet.	
00110020 540407	<b>PAINT &amp; EMBLEMS</b>	300.00
	Paint for plows and equipment and new vehicle emblem building repair materials funded from Facilities 70-540401	
00110020 540502	<b>SOIL SAND &amp; GRAVEL</b>	34,000.00
	The majority of this line item is for winter sand. Also, process gravel, stone, and topsoil for road and drainage projects. Average cost for last two years was \$45,000. \$27,086 of \$50,758 spent in FY 05 was spent on winter sand. The remainder was spent on process gravel, crushed stone.	
00110020 540504	<b>ASPHALT PRODUCTS</b>	35,000.00
	Bituminous concrete asphalt, winter cold patch, tack coat, and misc. asphalt products	
00110020 540505	<b>SIGNS &amp; MARKERS</b>	8,000.00
	Street and traffic sign material for all divisions. Includes replacement signs and special sign requests.	
00110020 540506	<b>SEEDS &amp; PLANTS</b>	400.00
	Seed and plantings for Town right-of-way maintenance; road overlay projects, snow plow damage, drainage erosion	
00110020 540601	<b>CONSTRUCTION MATR &amp; SUP.</b>	2,000.00
	Construction material for misc. Highway projects; lumber, forms, hardware, retaining walls	
00110020 540701	<b>HAND TOOLS</b>	2,000.00
	New and replacement hand tools; drills, ratchets, mechanic shop tools	
00110020 540702	<b>POWER TOOLS</b>	800.00
	New and replacement power tools for highway and mech.shop	
00110020 540801	<b>COMMODITIES NOT OTHERWISE CLAS</b>	2,000.00
	Misc. division items; degreasers, film, first aid, keys mailboxes, posts and hardware, misc. supplies Office equipment and furniture for Public Works Garage	
00110020 550501	<b>CAPITAL OUTLAY</b>	140,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Continue to replace aging snowplow fleet, including large dumps with sanders, medium dumps and pickups. 1964 road grader must be replaced soon, or services will have to be contracted out. There are approx. 12 gravel roads totaling two miles of roadway that are town maintained twice a year on average. Proposed vehicle replacement in FY 07 includes Truck 70 1990-large dump and Truck 54 1989-small dump both with plow packages	
00110030 510109	SPECIAL EMPLOYEE Tree warden at \$30 per hour 4 hour per week	7,000.00
00110030 524001	SOCIAL SECURITY	536.00
00110030 531206	CONTRACT SERVICES N/OTH CLASS Office supply materials for Tree Warden and misc. field equipment to perform inspection and testing; \$250.00 Contract service for roadside tree cutting and Town tree maintenance. DPW administers a Tree Permit, to track and prioritize tree removals and resident requests to trim. New Town Ordinance and recommendations from recently completed tree survey will require additional funding well beyond this maintenance item, for pruning and Town-wide maintenance program. Best estimates at this time indicate that \$25,000 per year will be required to provide the recommended maintenance program.	10,000.00
<b>TOTAL TREES</b>		<b>17,536.00</b>
00110040 530608	LAB & TESTING DEM monitoring and testing at the Hamilton-Allenton and Oak Hill Ryan Park Landfill sites. SIWP site investigation work plans have been approved by DEM and now define the limits of our testing requirements. Proposals for additional well installation and monitoring are anticipated this winter. Item covers ground water test analysis for both landfill sites.	7,500.00
00110040 531206	CONTRACTUAL SERVICES NOT OTHER Contractual services needed to obtain Landfill Closure Certificates for Hamilton-Allenton and Oak Hill Landfills. Contracts to include both professional design and construction related services. A SIWP site investigation work plan for each landfill has been approved by Department of Environmental Management. The SIWP defines the additional testing and monitoring requirements needed to prepare a final closure plan. The final "DEM Approved" closure plan will be bid for construction, and will close out both landfills. Funding from Engineering Consulting and Capital Reserve will supplement design and construction costs. This item will fund the installation of the additional wells and test pits. Seed and fertilizer for in-house closure activities Material for in-house closure activities	15,000.00
00110050 510101	CLASSIFIED FULL TIME	16,318.00
00110050 510103	UNCLASSIFIED FULL TIME	142,238.00
00110050 524001	FICA	12,130.00
00110050 524302	RETIREMENT	16,395.00
00110050 524304	HEALTH INSURANCE	28,254.00
00110050 524305	DENTAL INSURANCE	2,606.00
00110050 524306	LIFE INSURANCE	522.00
00110050 524307	UNIFORM ALLOWANCE Uniform allowance, 2 at \$300 each	600.00
00110050 524401	TUITION & FEES Classes for AutoCAD, Arcview, misc. computer classes run \$349 / person, engineering seminars, and 2 required classes for ISDS Repair License at \$350.	1,000.00
00110050 530501	LICENSE FEES ISDS repair license;	200.00
00110050 530602	CONSULTING SERVICES	135,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Consultant fees for road, drainage and facility projects. Upcoming and ongoing projects include Main St, Landfill closure projects Oak Hill & Hamilton-Allenton, Bellville and other misc. Dam projects, Public Safety Building Project, Facility HVAC and Roofs, transfer station odor problems. Project fees expected to exceed \$135,000. Balance to be funded from Capital Reserve.	
00110050 530608	LAB & TESTING	1,500.00
	Material testing as required for construction projects	
00110050 531004	OFFICE EQUIPMENT MAINTENANCE	2,250.00
	Service contracts for plotter & blueprint copier is \$1,000. Support for ACAD is \$540 annually, CAD2006Lt support is \$520, Micro Paver support is \$550.	
00110050 531206	CONTRACTUAL SERVICES NOT OTHER	1,000.00
	Printing and reproduction for projects, title search fees. Varies with number of projects	
00110050 540101	OFFICE SUPPLIES	250.00
	General office supplies	
00110050 540106	PRINTING & DUPLICATING SUPPLIES	2,000.00
	Supplies for copier, digitizer, plotter and printer. Toner cartridges and print heads are \$600/year, paper for blueprint copier is \$1,400/year, discs and other misc. items are approx. \$100/year	
00110050 540704	ENGINEERING & TEST EQUIPMENT	3,000.00
	AutoCAD upgrades, GIS software, survey levels, COGO software, additional software licenses, field survey equipment, pavement management software, soil and material testing equipment. This year's purchases to include a metal detector for \$400, an infrared paving thermometer for \$200 and a survey program for ACAD to be used to more accurately incorporate subdivisions and other land cuts. Approximate cost is over \$5,000 to be purchased over two fiscal years.	
00110060 510101	CLASSIFIED FULL TIME	91,241.00
00110060 510107	OVERTIME	16,500.00
	Overtime for weekend coverage and to supplement contractor hauling services during busy times or when contractual operational problems exists. Average for past three years is \$19,500. Additional OT needed following the opening of the new Transfer Station and the elimination of one TS clerical position.	
00110060 524001	FICA	8,342.00
00110060 524302	RETIREMENT	9,434.00
00110060 524304	HEALTH INSURANCE	21,853.00
00110060 524305	DENTAL INSURANCE	2,437.00
00110060 524306	LIFE INSURANCE	414
00110060 524307	UNIFORM ALLOWANCE	300
	Uniform allowance 2 @ 300 each	
00110060 530203	VEHICLE REGISTRATION	50
	Vehicle registration for Transfer Station Equipment	
00110060 530305	SOLID WASTE	270,000.00
	Amount reflects approx. 8438 tons of municipal solid waste transported to the Central Landfill at an estimated \$32/ton tipping fee for FY06. Approximately 3626 tons collected at the Transfer Station to be paid for by tag and scale charge. Approximately 4812 tons of MSW to be collected by private haulers participating in the Town's municipal cap program, and reimbursing the Town for tonnage assigned to their resident customers. Other tonnage costs include \$25/ton for tires, \$42/ton for construction demo. \$300/ton for mattresses and box springs.	
00110060 530501	LICENSE FEES	3,000.00
	License fees for operators and facility operation; CDL, hoisters, UIC, DEM Transfer Station, composting facility.	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110060 530608	LAB & TESTING Testing required for composting operation, leachate collection and misc. environmental testing	2,000.00
00110060 530610	RECYCLING PICKUP SERVICES Contract services for curbside recycling collection. A new contract was awarded to Waste Management in Dec 05. Contract year 1 runs from 12/05 to 12/06 for \$578,000. Contract year 2 runs from 1/07 to 12/07 for \$601,000 The Town is currently requesting grant funds from RIRRC to pay for "automated recycling collection" containers. It is anticipated that a change to this system will save the Town money on this program, the exact amount is not known at this time, and contingent upon RIRRC grants and competitive pricing from our contractor.	595,000.00
00110060 530801	LEGAL ADS Annual ad describing program changes changes to fee schedule and holiday schedule.	1,000.00
00110060 531002	CONSTRUCTION & OPERATING EQUIP Building repair; overhead doors, fire code and elec., equipment repair and maintenance roll-offs construction site maintenance paving, gravel, fencing, rental of yard waste tub grinder expected to cost approx. \$5,000 this year.	2,500.00
00110060 531206	CONTRACTUAL SERVICES NOT OTHER Scale maintenance and calibration estimated at \$1,400 per year, this item also covers refrigerant recovery program recently started at the Transfer Station and estimated at \$3,900 next year, also approximately \$132,000 for roll-off and tractor trailer hauls to the Central	135,000.00
00110060 540101	OFFICE SUPPLIES General office supplies	250
00110060 540202	SAFETY EQUIPMENT Gloves, respirator, safety glasses, vest	200
00110060 540401	GASOLINE & DIESEL FUEL Fuel for Transfer Station equipment and trucks. Covers transportation to Central Landfill trailer and roll offs for commodities associated with all programs and emergencies. See highway for fuel cost breakdown.	4,300.00
00110060 540402	LUBRICANTS Oil, grease, anti freeze	200
00110060 540403	TIRES Replacement tires for transfer station vehicles	2,100.00
00110060 540404	BATTERIES Replacement batteries for all equipment	150
00110060 540406	REPAIR PARTS Repair parts for transfer station equipment	4,400.00
00110060 540509	JANITORIAL SUPPLIES Office and restroom cleaning supplies	50
00110060 540801	COMMODITIES NOT OTHERWISE CLAS Radio maintenance, first aid supplies, signs, striping	400
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 still just under \$4,000 with an anticipated price increase this year.	4,500.00
00110070 510101	CLASSIFIED FULL TIME	236,206.00
00110070 510102	CLASSIFIED PART TIME	46,965.00
00110070 510104	UNCLASSIFIED PART TIME	45,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	11 summer part time employees at \$8.50/hr and 40 hours per week for 12 weeks. Summer help intended for North Kingstown residents 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.	
00110070 510107	OVERTIME	30,000.00
	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	
00110070 524001	FICA	27,400.00
00110070 524302	RETIREMENT	29,280.00
00110070 524304	HEALTH INSURANCE	46,429.00
00110070 524305	DENTAL INSURANCE	5,706.00
00110070 524306	LIFE INSURANCE	994
00110070 524307	UNIFORM ALLOWANCE	1,800.00
	Uniform allowance, 6 @ \$300 each	
00110070 530305	SOLID WASTE	12,500.00
	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 \$12,500	
00110070 530504	LICENSE FEES	300
	Licensing for CDL, hoisting, insect and rodent control anticipated to be approximately \$275 for FY 06	
00110070 530610	OUTSIDE CLEANING SERVICES	27,000.00
	Outside contract cleaning of public restrooms; Wilson Park, McGinn Park, Sig Rock, Ryan Park, Oakhill, Transfer Station, new public works garage. Additional services for AM opening of public restroom from spring to fall. Contract was re-bid in the fall of 2005 and estimated at \$27,000 for FY 07.	
00110070 530704	OTHER RENTALS	5,100.00
	Misc equipment rental for facility maintenance division include portable restrooms for Town Wharf, McGinn, Wilson. Line item also includes \$3,500 lease agreement to Ryan's Market for parking lot. Annual rental of portable toilets is \$1,400. Rental of sod cutter approx. \$150 per year. This item combined with Facilities Repair Parts, and used for maintenance of small equipment. All fleet and heavy rolling stock maintained by Highway 20-540406	
00110070 531002	CONSTRUCTION & OPERATING EQUIP	2,000.00
	Misc. construction equipment.	
00110070 531101	TOWN CAPITAL RESERVE APPROPRIA	300,000.00
	Town Facilities Improvement/Maintenance Projects: Annex- Columns, window wall, oil fill pipe, flat roof Police- Phase I and 1A project Town HALL-landscape, windows Fire Sta.3-Gas Boiler Wickford Projects Little Red Schoolhouse-boiler Senior Center-boiler Landfills-Construction activities required for final closure Bellville Pond Dam-Improvements to dam and spillway Landfills-Construction activities req. for final closure	
00110070 531102	ELECTRICAL SYSTEMS MAINTENANCE	6,000.00
	Routine electrical maintenance and emergency repairs to Town buildings and facilities by private contractors.	
00110070 531103	PLUMBING SYSTEMS MAINTENANCE	5,000.00
	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	

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00110070 531104	<b>HVAC SYSTEMS MAINTENANCE</b> Routine HVAC maintenance and emergency repairs to Town buildings and facilities by private contractors. A majority of this item is spent on the Police Station. HVAC heating and air conditioning, as well as maintenance to Town boilers. \$4,000 for annual cleaning of Town boilers, \$7,500 estimate for annual repairs to Town boilers \$5,000 estimated. For annual repairs to building mechanical heating and cooling systems. \$2,000 for seasonal conversions of HVAC systems.	18,000.00
00110070 531105	<b>STRUCTURAL SYSTEMS MAINTENANCE</b> This item covers small building and structural projects. Many projects are unforeseen maintenance or code upgrades. A few programmed projects include Lead and asbestos abatement at Annex approx. \$5,000, Fire Marshall compliance with code and radio boxes over \$10,000, overhead door repairs are approx. \$3,000 annually, heater installation at TS shed \$900, Building security issues \$2,000, Misc. roof maintenance \$2000, Electrical upgrades to various facilities \$11,000, Radio system improvements \$1,500, Backup generator improvements \$2,000	20,000.00
00110070 531106	<b>LANDSCAPING MAINTENANCE</b> Landscaping materials and supplies; mulch, wood chips	700
00110070 531108	<b>SEWAGE DISPOSAL MAINTENANCE</b> Pumping septic systems at Town buildings and facilities	1,000.00
00110070 531206	<b>CONTRACTUAL SERVICES NOT OTHER</b> 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. NOTE: A \$5000 increase 4 years ago needed to complete annual fire alarm testing previously done by the Fire Department, and now done by a private contractor and a bid, and funded from this line item. Additional funds will be needed to meet current fire code.	15,000.00
00110070 540101	<b>OFFICE SUPPLIES</b> Office supplies for Facilities Personnel.	50
00110070 540202	<b>SAFETY EQUIPMENT</b> Gloves, safety belts, respirators, vests, safety glasses, goggles, hard hats	700
00110070 540304	<b>FERTILIZERS</b> Fertilizers for landscaping at Town facilities, parks and athletic fields	4,000.00
00110070 540305	<b>PEST CONTROL CHEMICALS</b> Pest control chemicals for in-house insect and rodent control. This item includes rat baiting along sea walls and mosquito abatement.	100
00110070 540401	<b>GASOLINE &amp; DIESEL FUEL</b> For Facilities operations, mowers, tractors and light all light equipment and for fuel costs associated with Facilities vehicles used during winter storm operations.	8,000.00
00110070 540402	<b>LUBRICANTS</b> For Facilities light equipment, tractors and mowers	500
00110070 540403	<b>TIRES</b> For Facilities light equipment, tractors and mowers	1,000.00
00110070 540404	<b>BATTERIES</b> For Facilities light equipment, tractors and mowers	100
00110070 540406	<b>REPAIR PARTS</b> 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	<b>BUILDING REPAIR MATERIALS</b>	13,000.00

**ZERO BASED BUDGET  
PUBLIC WORKS DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Materials used in the routine maintenance and emergency repairs of Town buildings and facilities; lumber, doors, windows, concrete, paints, preservatives, roofing, sheathing, tiling	
00110070 540502	SOIL SAND & GRAVEL	2,500.00
	Materials used in playgrounds, parks and athletic fields; sand, gravel, stone, loam, special field mixes Facilities signs covered under Highway	
00110070 540506	SEEDS & PLANTS	3,000.00
	Plantings and other materials for landscaping facilities, buildings, playgrounds, parks and ball fields	
00110070 540507	PLUMBING SUPPLIES	1,750.00
	Supplies for in-house plumbing maintenance and repairs	
00110070 540508	ELECTRICAL SUPPLIES	4,000.00
	Supplies for in-house electrical maintenance and repairs	
00110070 540509	JANITORIAL SUPPLIES	12,000.00
	Janitorial supplies for all divisions. Average custodial expenses for FY 04/05/06 was \$11,400.	
00110070 540511	HVAC SUPPLIES	500
	Supplies for in-house HVAC maintenance and repairs	
00110070 540701	HAND TOOLS	500
	New and replacement hand tools for carpenter and field maintenance	
00110070 540702	POWER TOOLS	1,000.00
	New and replacement power tools for carpenter and facilities maintenance	
00110070 540801	COMMODITIES NOT OTHERWISE CLAS	5,000.00
	Misc. and unexpected Facilities items; flags, holiday wreaths and decorations, fencing, turf and maintenance classes, athletic field items, ladders, staging, generator, misc. construction and operating equipment, office equipment and furniture. Also includes maintenance of field irrigation systems \$1,600 Office furniture for Facilities Department	
00110070 550501	CAPITAL OUTLAY	35,000.00
	This year will replace an existing 1985 Facilities van, truck #49	
<b>TOTAL PUBLIC WORKS</b>		<b>4,802,776.00</b>

## ***HUMAN SERVICES***

Departments under the category of human services are welfare, senior citizens and contributions to other agencies. The Town's Welfare Office provides services to citizens requiring relief and support in times of need, either directly or through referrals to other agencies. The needs of the Town's senior citizens are served by the operation at the Senior Center through its outreach/social services, meals programs and transportation program. The Town makes contributions to many agencies that present application for funds on an annual basis.

## ***CONTRIBUTIONS***

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. A phase-out of this funding was proposed beginning in FY2006.

Contributions to Agencies	FY 2006 Adopted	FY 2007 Adopted	\$ Increase	% Increase
South County Community Action	7,628.00	7,628.00	0	0.00%
Phoenix House (Sympatico)	1,430.00	1,430.00	0	0.00%
South Shore Mental Health Ctr.	9,556.00	9,556.00	0	0.00%
Bayside Family Healthcare	19,668.00	19,668.00	0	0.00%
The ARC	6,055.00	0.00	-6,055	-100.00%
Women's Resource Center	2,000.00	2,000.00	0	0.00%
VNS Homecare	17,500.00	17,500.00	0	0.00%
Samaritans	250.00	250.00	0	0.00%
Seniors Helping Others	275.00	275.00	0	0.00%
Thundermist Health Center of South County	2,500.00	2,500.00	0	0.00%
Washington County Adult Learning	750.00	750.00	0	0.00%
Totals	67,612.00	61,557.00	-6,055	-8.96%

**WELFARE**

Mary-Elizabeth Winsor, Director

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

The Director of Public Welfare 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 Director 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. With the anticipated retirement of the Director in October 2006, the responsibilities of this office will be transferred to the Senior Services Department.

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Continue program to aid those in crises situations professionally (Goal 1)	Quality of Life	Ongoing through FY 2007
Continue to look for larger quarters so food, furniture and clothes can be distributed to those in need (Goal 2)	Quality of Life	Ongoing through FY 2007
Continue program to determine all possible financial resources available to needy (Goal 3)	Quality of Life	Ongoing through FY 2007

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
<b>FIRST QUARTER</b> (7/1/06 to 9/30/06)	Monthly Meetings (Directors and Dept. of Human Services (Goal 3)
<b>SECOND QUARTER</b> (10/1/06 to 12/31/06)	Collect names of people in need of Thanksgiving and Christmas holiday baskets and gifts (Goal 3); Monthly Meetings (Directors and Dept. of Human Services (Goal 3); Administer Good Neighbor Fund for Salvation Army (Heating Season) (Goal 3)
<b>THIRD QUARTER</b> (1/1/07 to 3/31/07)	Monthly meetings (Directors and Dept. of Human Services) (Goal 3); Administer Good Neighbor Fund for Salvation Army (Heating Season) (Goal 3)
<b>FOURTH QUARTER</b> (4/1/07 to 6/30/07)	Budget Preparation (Goal 1); Community Development Review Board Meetings (Goal 3); Monthly Meetings (Directors and Dept. of Human Services) (Goal 3)

**PERFORMANCE MEASURES**

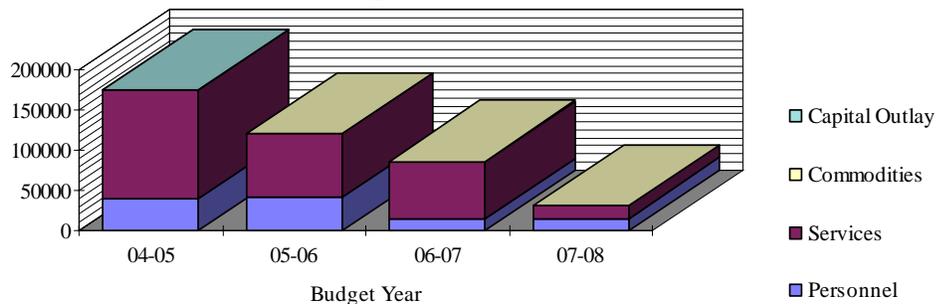
<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Electric Shutoff	Goal 1	22	56	5	42	47
Electric – Amount	Goal 1	\$4,729	\$10,000	\$1,200	\$3,300	\$4,500
Heat Cases	Goal 1	28	20	5	15	20
Heat – Amount	Goal 1	\$6,087	\$5,500	\$1,050	\$3,950	\$5,000
Rent Cases	Goal 1	9	9	3	6	9
Rent – Amount	Goal 1	\$2,115	\$1,900	\$724	\$776	\$1,500
Medical Cases	Goal 1	7	14	1	4	5
Medical– Amount	Goal 1	\$1,315	\$900	\$214	\$786	\$1,000

**PERSONNEL LIST**

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Director of Public Welfare	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Welfare &amp; Contributions</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel Services</b>	\$39,340	\$41,681	\$41,081	\$14,633	(\$26,448)	-64.38%	\$15,511
	136,271	79,612	79,612	71,557	(\$8,055)	-10.12%	\$15,000
<b>Commodities</b>	\$35	\$250	\$250	\$250	\$0	0.00%	\$258
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>
<b>Total</b>	<b>\$175,646</b>	<b>\$121,543</b>	<b>\$120,943</b>	<b>\$86,440</b>	<b>(\$34,503)</b>	<b>-28.53%</b>	<b>\$30,768</b>

PUBLIC WELFARE and CONTRIBUTIONS  
Budget Trends



**ZERO BASED BUDGET  
WELFARE AND CONTRIBUTIONS**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00113010 530901 -	SOUTH COUNTY COMM. ACTION	7,628.00
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	19,668.00
00113010 530907 -	DOMESTIC VIOLENCE RESOURCE CEN	2,000.00
00113010 530908 -	VNS HOME HEATH SERVICES	17,500.00
00113010 530932 -	SAMARITANS	250.00
00113010 530935 -	SENIORS HELPING OTHERS	275.00
00113010 530939 -	THUNDERMIST HEALTH CENTER	2,500.00
00113010 530942 -	WASHINGTON COUNTY ADULT LEARN	750.00
00113010 539999 -	REQUESTS FROM NEW AGENCIES	0
	Wash Cty Coalition Children \$1000 Wildlife Rehabilitators Assoc \$4700 Literacy Volunteers Of So Cty \$1000	
00113040 510104 -	UNCLASSIFIED PART TIME	7,325.00
00113040 524001 -	FICA	560.00
00113040 524302 -	RETIREMENT	757.00
00113040 524304 -	HEALTH INSURANCE	4,029.00
00113040 524305 -	DENTAL INSURANCE	377.00
00113040 524306 -	LIFE INSURANCE	55.00
00113040 524403 -	ASSOCIATION DUES	25.00
00113040 524405 -	TRAVEL & EXPENSE	1,505.00
00113040 531211 -	PUBLIC ASSISTANCE	10,000.00
00113040 540101 -	OFFICE SUPPLIES	250.00
<b>TOTAL WELFARE AND CONTRIBUTIONS</b>		<b>86,440.00</b>

## ***SENIOR SERVICES***

Kathleen M. Carland, Director

**Mission Statement**- To promote well-being, enjoyment, dignity and independence of senior citizens age 55 and older by providing programs and services 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.

The Department of Senior Services is based at Beechwood House, located right on the town beach. In 2005 Beechwood House celebrated its 30<sup>th</sup> Anniversary (1975-2005) as the North Kingstown Senior Center. 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, volunteers services, educational programming and information and referral services.

A nationally accredited senior center (2002-2006), 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 2004-2005 2,518 unduplicated older adults received services through this department.

Because of space limitations at the senior center, programming is conducted both at Beechwood House, the Community Center (seven programs), and senior housing. Programming has just about reached maximum capacity due to space constraints. More space is needed both now and when the Baby Boomers begin to turn 65 in 2011.

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 Kent Memorial Hospital, South County Hospital, University of Rhode Island Pharmacy Outreach and Visiting Nurses Services.

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 provided in a 20-passenger, wheelchair lift equipped vehicle and a 14-passenger van. Senior center fundraising efforts in 2005-2006, in combination with town funds and legislative grants, will make it possible for the town to purchase a replacement vehicle for the 1995 van in the coming months.

The Outreach/ Social Services component of the Center assists individuals in areas of financial, health insurance, housing, legal, Social Security, and prescription drugs, etc. During 2005-2006 Social Service staff spent a considerable amount of time counseling elders with Medicare D issues and enrollment in the RIPAE (Rhode Island Prescription Assistance for the Elderly) program. In addition, the 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.

### 2006/2007 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue to provide adequate space for center programs and services (goal 1)	Infrastructure	2006-2009
Promote the well-being and independence of North Kingstown's adult community (over 55 years) (goal 2)	Quality of Life	2006-2007
Provide programs and services to meet present and future needs (goal 3)	Vision	2006-2007
Provide for the changing needs of the Older Adult Community (goal 4)	Quality of Life	2006-2007
Promote the senior center as a community asset (goal 5)	Quality of Life	2006-2007
Maintain Health and Wellness Programming to improve Quality of life, overall health and well being of older adults in No. Kingstown (goal 6)	Quality of Life	2006-2007
Provide opportunities for older adults and youth to interact in meaningful activities (goal 7)	Quality of Life	2006-2007

### WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Work with Building Committee on Beechwood House Expansion issues (Goal 1) Finalize Application for renewal of Senior Center Accreditation (Goals 1-7) Evaluate current programs and Services/Outcome Measurements (Goals 1,2,7) Prepare Annual Calendar (Goals 1-7) Evaluate Marketing Plan (Goal 1,5,) Annual Picnic (Goals 1, 2,5) Prepare Annual Report and Statistics (Goals 1-6) Schedule Community Presentations (4 x a year) (Goals 1-7) Quarterly Statistics (Goals 2,4,5)
SECOND QUARTER (10/1/06 to 12/31/06)	Holiday Programs (Goals 1, 2, 3, 5) Planning for Budget Process (Goals 1-7) Intergenerational Programs Begin (Goal 5, 7) Quarterly Statistics (Goals 2,4,5)
THIRD QUARTER (1/1/07 to 3/31/07)	Apply for CDBG Funding (Goal 6) Start Tax Aide Program at center (Goals 1,2,5) Plan/Organize Senior Prom with NHS (Goals 1,4,7) Quarterly Statistics (Goals 2,4,5) March Fundraiser (Goal 2)
FOURTH QUARTER (4/1/07 to 6/30/07)	Submit Annual Grant to DEA (Goals 1,4,5) Senior Center Week Activities (Goals 1,4,5) Quarterly Statistics (Goals 2,4,5) Volunteer Recognition Activities (Goals 1, 2)

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Total # of Calls	2,3,4	7,314	9,200	3,404	6,808	7,400
Bank, Library, Post Office	2,3,4	187	225	124	190	200
Doctors/ Medications	2,3,4	322	330	150	325	340
Shopping	2,3,4	735	1,200	390	750	800
To Center	2,3,4	2,904	3,500	1,300	2,600	2,750
Unduplicated Riders	2,3,4	131	140	110	135	140
Social Services: Individuals	2,3,4,5,6	462	520	500	750	525
Service Units*	2,3,4,5,6	3,456	2,900	1,750	3,750	3,500
Meals on Wheels # meals delivered	2,3,4,5,6	10,927	11,650	5,206	10,412	11,000
Meals on Wheels by individual	2,3,4,5,6	79	128	60	90	100
Meal Site # Meals Served	2,3,4,5,6	11,086	11,650	5,014	11,025	11,100
Meal Site by Individuals	2,3,4,5,6	329	325	180	335	340
By Individual	1-7	2,093	1,700	1,000	2,100	2,200
Service Units	1-7	18,280	16,000	8,000	18,350	19,000
Individual Unduplicated	1-7	2,518	2,000	1,200	2,500	2,600

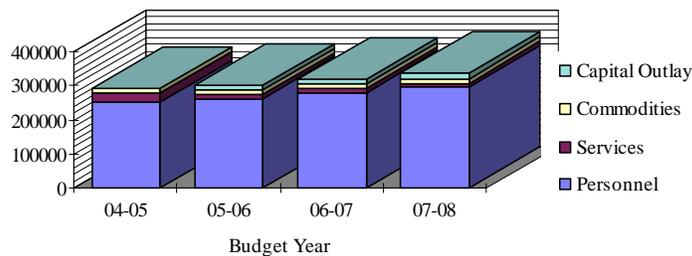
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Director of Senior Services	1	1	1
Secretary	1	1	1
Assistant Director	1	1	1
Total	3	3	3

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Coordinator Social Services 25 hrs	1	1	1
Meal Site Manager 19.5 hrs	1	1	1
Social Services Worker 17.5 hrs	2	2	2
Bus Driver (2) 17.5 hrs (1) 19.5	3	3	3
Kitchen Supervisor 19.5	1	1	1
Total	8	8	8

Senior Citizens	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$252,503	\$264,029	\$263,451	\$280,779	\$17,328	6.58%	\$297,626
<b>Services</b>	\$26,337	\$9,112	\$10,199	\$10,405	\$206	2.02%	\$10,717
<b>Commodities</b>	\$12,964	\$14,805	\$13,850	\$13,350	(\$500)	-3.61%	\$13,751
<b>Capital Outlay</b>	\$10	\$15,525	\$15,000	\$15,000	\$0	0.00%	\$15,000
<b>Total</b>	<b>\$291,814</b>	<b>\$303,470</b>	<b>\$302,500</b>	<b>\$319,534</b>	<b>\$17,034</b>	<b>5.63%</b>	<b>\$337,093</b>

SENIOR SERVICES  
Budget Trends



**ZERO BASED BUDGET  
SENIOR SERVICES DEPARTMENT**

Account Number	Description	Requested
00113050 510101	CLASSIFIED FULL TIME	32,376.00
00113050 510102	CLASSIFIED PART TIME	71,169.00
00113050 510103	UNCLASSIFIED FULL TIME	94,717.00
00113050 510104	UNCLASSIFIED PART TIME	9,901.00
	\$1,257 represents costs associated with trip chaperones.	
00113050 510107	OVERTIME	500
00113050 524001	FICA	15,963.00
00113050 524302	RETIREMENT	16,021.00
00113050 524304	HEALTH INSURANCE	33,926.00
00113050 524305	DENTAL INSURANCE	3,874.00
00113050 524306	LIFE INSURANCE	497
00113050 524403	ASSOCIATION DUES	335
	RI Directors Association \$ 25.00 NCOA Membership at \$ 145.00 Chamber of Commerce membership \$ 130.00 Red Hat Society Membership - \$35.00	
00113050 524404	CONFERENCES/MEETINGS	1,500.00
	This category reflects the cost of obtaining Food Certification licenses for two meal site personnel. This license needs to be renewed every five years. It also includes renewal of Notary License for Secretary - every two years.... no renewals for 2006-2007 Senior Center due for reaccreditation in 2006 - Cost \$1,500	
00113050 530203	VEHICLE REGISTRATION	4
	This account is used for registration fee for bus.	
00113050 530405	TRAVEL & EXPENSES	2,240.00

**ZERO BASED BUDGET  
SENIOR SERVICES DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Covers staff mileage for the following: 25%: Home Visits for Social Services - 1,153 miles annually 25% Out of Town Meetings*, Trainings - 1,147 miles annually 50% Supplies, Off-Site Programs, Post Office. -2,316 miles Proposing Increase of 540 miles annually for 10 more meetings in Providence for next two years.	
00113050 530604	<b>MEDICAL SERVICES</b>	75
	Replacement personnel physicals	
00113050 531001	<b>MOTOR VEHICLES MAINTENANCE &amp; E</b>	3,900.00
	Based on estimates received from maintenance dept. public works for routine maintenance -\$800 (oil change/lube/filters Balance is for non-routine repairs/parts. Both 1999 bus and 1995 van are out of warranty. New bus will likely be purchased early part of FY 2007	
00113050 531203	<b>SUBSCRIPTIONS</b>	186
	This amount reflects the amount spent each year on subscription to Standard Times \$36.00, Providence Journal. \$124.80, NE Independent \$25. Total \$185.80	
00113050 531206	<b>CONTRACTUAL SERVICES NOT OTHER</b>	4,000.00
	To help with costs associated with: special events (annual picnic, holidays, Older American Month activities) - 7 holidays x \$75.00 = \$525.00 Volunteer & Senior Center Week Activities = \$345.00 Cox Internet for Seniors \$40= \$480.00 Caregiver Support Group Facilitator 11 months x \$90=\$990. Life Strategies Support Group Facilitator -\$37.50 x 12= \$450 Verizon cell phones for bus drivers 90 x 12= \$1,080. Piano Tuning = \$115. and Carpet Cleaning = \$130.	
00113050 540101	<b>OFFICE SUPPLIES</b>	3,000.00
	Supplies needed for the office from central supply: \$750.00 WB Mason: Printer and Fax Ink, Paper \$1,450 Pocket Portfolios 300.00 Accreditation Expenses/Binders etc. \$500	
00113050 540310	<b>MEDICINES &amp; DRUGS</b>	150
00113050 540401	<b>GASOLINE &amp; DIESEL FUEL</b>	5,200.00
	First six months of FY 2005-2006 was \$400/month with one month \$563.00	
00113050 540403	<b>TIRES</b>	1,500.00
00113050 540801	<b>COMMODITIES NOT OTHERWISE CLAS</b>	3,500.00
	Total is based on the following projected expenses: Annual Food/Supply acct.-holidays \$500.00 Wickford Lumber \$ 100.00 Volunteer Calendars/Sympathy Cards \$300.00 El Gee \$ 1,500.00 purchase picnic supplies and meal site supplies Program Supplies & Special Events \$500.00 Atrion IT Annual Firewall Expense \$500.00 Alzheimer's Alert Film \$100.00	
00113050 550701	<b>OTHER CAPITAL OUTLAY</b>	15,000.00
	This line item sets aside \$15,000 annually for purchase of replacement vehicle - our 1999 Ford Trans Van - 7-year replacement due 2006-2007.	
<b>TOTAL SENIOR CITIZENS</b>		<b>319,534.00</b>

**CODE ENFORCEMENT**

John Leyden, 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 eliminate the uncaring, adversarial stereotype image that plagues so many regulatory agencies. 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 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.

Services provided by the Department include: Processing and issuance of building permits, inspection of permitted projects; enforcement of the State Building Code, the Minimum Housing Code and various local ordinances; 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.

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Continue to effectively enforce the State Building Code and the State Housing Maintenance and Occupancy Code to insure the Health, Safety and Welfare to the public in North Kingstown. (Goal 1)	Organizational Development	FY 2006-07
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	FY2006-07
Develop an interdepartmental electronic permit review process in order to expedite the permitting process; (Goal 5)	Organizational Development	FY 2006-07
Expand upon ability to electronically track scheduled inspections, completed inspections and violation; (Goal 6)	Organizational Development	FY2006-07

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Provide the best service possible to the public. Complete the development of an interdepartmental electronic permit review process in order to expedite the permitting process. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 3/7)
SECOND QUARTER (10/1/06 to 12/31/06)	Provide the best service possible to the public. Expand upon our ability to electronically track scheduled inspections and violations. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 3/ 8)
THIRD QUARTER (1/1/07 to 3/31/07)	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 (4/1/07 to 6/30/07)	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 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Const.Value: New Residential	1	\$8,709,942	\$11,859,427	\$5,240,292	\$12,640,292	\$13,200,000
Additions/alterations, Residential	1	\$11,860,776	\$12,282,944	\$8,469,604	\$12,704,406	\$10,965,874
Const. Value All Residential:	1	\$20,570,718	\$24,142,371	\$13,709,896	\$25,344,698	\$24,165,874
Const. Value: New Non-Residential	1	\$262,220	\$2,494,128	\$1,475,000	\$2,212,500	\$1,142,350
Additions/alterations, Non-Residential	1	\$4,517,555	\$7,366,172	\$1,603,584	\$2,405,376	\$3,675,485
Const. Value All Non-Residential	1	\$4,779,775	\$9,860,300	\$3,078,584	\$4,617,876	\$4,817,835
Total Const. Value, Residential & Non-Residential	1	\$25,350,493	\$34,002,671	\$16,788,480	\$29,962,574	\$28,983,709
Permits Issued: Building	1	1,121	1,090	594	1,100	1,050
Electrical	1	714	764	340	710	700
Plumbing	1	283	266	114	245	214
Mechanical	1	461	473	210	450	420
Demolition	1	39	14	11	18	12
Total # Permits Issued	1	2,618	2,607	1,269	2,523	2,396

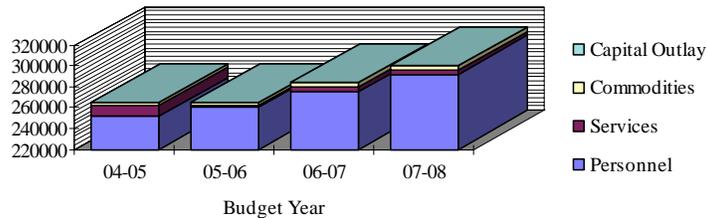
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Building Official	1	1	1
Assistant Building Official	1	1	1
Office Supervisor	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerical Assistant (Pt+21Hrs 52 Weeks)	2	2	2
Contracted Inspectors	4	4	3
<b>Total</b>	<b>6</b>	<b>6</b>	<b>5</b>

<b>Code Enforcement</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$251,628	\$253,298	\$259,952	\$275,553	\$15,601	6.00%	\$292,086
<b>Services</b>	\$10,075	\$1,650	\$2,350	\$4,100	\$1,750	74.47%	\$4,223
<b>Commodities</b>	\$3,284	\$3,054	\$2,650	\$4,000	\$1,350	50.94%	\$4,120
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$264,986</b>	<b>\$258,002</b>	<b>\$264,952</b>	<b>\$283,653</b>	<b>\$18,701</b>	<b>7.06%</b>	<b>\$300,429</b>

CODE ENFORCEMENT  
Budget Trends



**ZERO BASED BUDGET  
CODE ENFORCEMENT DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
00115010 510101 -	CLASSIFIED FULL TIME	75,537.00
00115010 510102 -	CLASSIFIED PART TIME	37,955.00
00115010 510103 -	UNCLASSIFIED FULL TIME	58,570.00
00115010 510107 -	OVERTIME	350
	For the Building Code Board of Review meetings.	
00115010 510109 -	SPECIAL EMPLOYEE	40,250.00
	This account is for the three contracted, licensed inspectors that provide mechanical, plumbing and electrical inspection services.	
00115010 524001 -	FICA	16,269.00
00115010 524302 -	RETIREMENT	17,791.00
00115010 524304 -	HEALTH INSURANCE	24,963.00
00115010 524305 -	DENTAL INSURANCE	2,598.00
00115010 524306 -	LIFE INSURANCE	497
00115010 524403 -	ASSOCIATION DUES	50
	This account covers Rhode Island Building Official Association dues for Jack Leyden & Rhett Bishop ICC Code Hearings& Annual Conference \$1361.00 New England Building Officials Seminar \$1120.00	
00115010 524405 -	TRAVEL & EXPENSES	400
00115010 531001 -	MOTOR VEHICLES MAINTENANCE & E	500
	This department has two vehicles; this account is to reflect the maintenance to the two vehicles.	
00115010 531206 -	CONTRACTUAL SERVICES NOT OTHER	3,600.00
	This line is necessary to cover the annual charges for one cellular phone and \$3120 for the new GEOTMS software support.	
00115010 540101 -	OFFICE SUPPLIES	1,000.00
	Funds are necessary to cover the costs of supplies to the office. Items that we need are 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, green & red inspections stickers all totaling \$999.73.	
00115010 540102 -	PRINTED FORMS	300
	This account is necessary to cover all printed forms like building permit application, C/O & Building permit cards and business cards.	
00115010 540401 -	GASOLINE & DIESEL FUEL	2,500.00
	Funds are necessary to cover the cost of gas for the two cars to do inspections. 950 gal @2.35 = \$2232.50	
00115010 540403 -	TIRES	200
	Funds are necessary to cover tires for the two cars.	
00115020 510107 -	OVERTIME	300
00115020 524001 -	FICA	23
<b>TOTAL CODE ENFORCEMENT</b>		<b>283,653.00</b>

**RECREATION**

Al Southwick, Director

**Mission Statement-** To offer quality recreational programs and services to children, adults and families during their leisure time in a safe, rewarding manner. 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.

**2006/2007 DEPARTMENT GOALS**

<b>Goals</b>	<b>Vision reference</b>	<b>Timeframe</b>
Maintain quality of life for all North Kingstown Residents through seasonal Recreation Activities (Goal 1)	Vision	7/1-6/30
Encourage low income children to participate in our programs through transportation access and affordability (Goal 2)	Vision	2006-7
Implement Recreation Improvement Grants (Goal 3)	Vision	2006-7
Coordinate with Public Works and the 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 at times (Goal 4)	Infrastructure	2006-7
Identify the need and benefit to <u>all</u> of our residents for an Indoor Recreation Facility to include athletic, social and meeting space (Goal 5)	Infrastructure	2006 on

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/06 to 9/30/06)	Goals 1, 2, 3 and 4...Summer Camp Administration, Beachfront Programming, Theatre and Arts for children outdoor sporting events, planning for fall and winter, evaluation field conditions.
SECOND QUARTER (10/1/06 to 12/31/06)	Goals 1, 2, 3, 4 and 5...Continue fall activities and begin Indoor Activities, coordinate special events and trips with school and vendors. Begin the budget process. Meet with Asset Management to discuss current conditions and future needs, including a Recreation Center.
THIRD QUARTER (1/1/07 to 3/31/07)	Goals 1, 2, 3 and 4...Apply for CDBG Funding for summer camp programming. Plan for spring and summer activities including the Easter Egg Hunt, special events, trips, and athletic and cultural activities. Maintain and evaluate field conditions.

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/07 to 6/30/07)	Goals 1, 2, 3 and 4...Begin Spring Activities including the Easter Egg Hunt, Track and Girl's 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 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Basketball	1,2,5	1,300	1,300	1,200	1,200	1,200
Gymnastics/Dance	1,2,5	400	550	200	400	400
Softball	1,2,4,5	500	580	560	580	580
Special Events	1,2	3,500	5,000	0	1,000	1,000
Art	1,2,5	300	400	200	400	400
Cross Country	1,2,5	90	90	45	45	90
Girls Field Hockey	1,2,4	90	90	85	85	90
Wrestling	1,2,5	70	70	70	70	70
Adult Volleyball	1,2,5	30	30	30	30	30
Alton Jones	1,2	48	45	0	45	50
Hershey Track & Field Meet	1,2,5	120	180	0	120	120
Jr. Olympics track	1,2,5	130	130	100	100	100
Playgrounds	1,2,3,5	900	900	450	450	450
Swimming Lessons	1,2	200	200	80	100	100
Summer Sports	1,2,5	500	500	500	500	500
Youth tennis	1,2	220	200	200	200	200
Creative Drama	1,2,3,5	75	140	0	75	75
Arts & Crafts (6-9)	1,2	300	300	300	300	300
Missoula Theatre	1,2	65	65	65	65	65
Bussing ages 6-13	1,2	9,500	9,500	4,900	5,500	7,000
In-Line Hockey	1,2,5	100	200	0	100	100

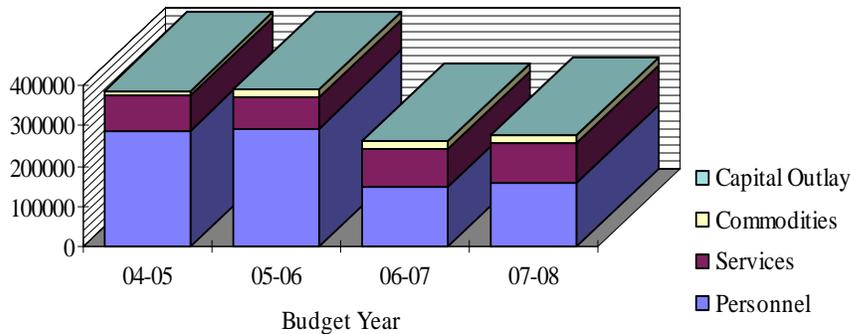
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Recreation Director	1	1	.50
Secretary	.50	.50	.50
50% General/50% QD Fund			
Total	1.5	1.5	1

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Beach Staff Part Time	16	16	16
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	2	2	2
Softball Part Time	4	4	4
Volleyball Part Time	2	2	2
Basketball Part Time	18	18	18
Other Indoor Activities	10	10	10
Track Part Time	3	3	3
<b>Total</b>	<b>94</b>	<b>94</b>	<b>94</b>

<b>Recreation Department</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05-06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$288,723	\$285,450	\$293,939	\$149,404	(\$144,535)	-49.17%	\$158,368
<b>Services</b>	\$88,406	\$92,333	\$77,056	\$94,448	\$17,392	22.57%	\$97,281
<b>Commodities</b>	\$11,730	\$19,220	\$19,220	\$19,870	\$650	3.38%	\$20,466
<b>Capital Outlay</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
<b>Total</b>	<b>\$388,859</b>	<b>\$397,003</b>	<b>\$390,215</b>	<b>\$263,722</b>	<b>(\$126,493)</b>	<b>-32.42%</b>	<b>\$276,116</b>

RECREATION DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
RECREATION DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
00116010 510101 -	CLASSIFIED FULL TIME	15,514.00
00116010 510103 -	UNCLASSIFIED FULL TIME	34,407.00
00116010 510104 -	UNCLASSIFIED PART TIME	72,948.00
	Part time for town beach staff fireworks gate guards and life guards	
00116010 524001 -	FICA	7,847.00
00116010 524302 -	RETIREMENT	5,162.00
00116010 524303 -	UNEMPLOYMENT	200
00116010 524304 -	HEALTH INSURANCE	7,271.00
00116010 524305 -	DENTAL INSURANCE	742
00116010 524306 -	LIFE INSURANCE	166
	Classes & seminars	
00116010 524404 -	CONFERENCES/MEETINGS	100
	Amount for RI and NE conferences.	
00116010 524405 -	TRAVEL & EXPENSES	600
	Mileage for private autos used for recreation purposes. 1480 miles at .405/mile = \$600	
00116010 530203 -	VEHICLE REGISTRATION	20
	Four buses and one truck @ \$4 each	
00116010 530301 -	ELECTRICITY - BALL FIELDS	12,000.00
	Lights And Other Electric Requirements At Ball fields Wilson Park = \$1,835 McGinn Park = \$5,100 Wilson Park = \$5,065	
00116010 530302 -	GAS	1,100.00
	For heating the former fire station at Lischio Field.	
00116010 530306 -	WATER - BALL FIELDS	30,862.00
	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	1,500.00
	Cleaning Of Town Beach Restrooms Decrease Reflects Anticipated Bid Amount And No Fireworks 100 Days At \$15/Day = \$1,500	
00116010 530701 -	LAND AND BUILDINGS	17,000.00
	Rental Of School Buildings For Recreation Programming. 1416 Hours At \$12/Hr = \$17,000	
00116010 530704 -	OTHER RENTALS	2,827.00
	Portable Sanitary Facilities. Ryan Park, Yorktown Park, Fuerer Park, McGinn Park, Town Beach, Intrepid Drive And Wickford Middle School. Decrease Due To Cut Of 4th Of July Fire Works Display. Monthly Charge Per Unit Is Anticipated To Be \$60.80 McGinn Park For 12 Months = \$729.60 Yorktown Park For 2 Months = \$121.60 Wickford Middle For 8 Months = \$486.40 Fuerer Park For 5 Months = \$304.00 Ryan Park For 1.5 Months = \$91.20 Intrepid Drive For 6 Months = \$364.80 Town Beach For 12 Months = \$729.60	
00116010 530804 -	OTHER ADS	293.00

**ZERO BASED BUDGET  
RECREATION DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Ads For Part Time Help And Programs 26 Ads At \$11.25/Ad = \$292.50	
00116010 530922 -	LAFAYETTE BAND	1000.00
00116010 531001 -	MOTOR VEHICLES MAINTENANCE & E Bus And Truck Repairs. Cleaning & Repairs Of Printers And Folding Machines	6,000.00
00116010 531206 -	CONTRACTUAL SERVICES NOT OTHER Bus Rentals, Cellular Phones For Buses & Program Leaders 15 Phones: Summer Months \$2070.00 Rest Of Year \$2100.00 Bus Rental Depends On Need	5,116.00
00116010 540101 -	OFFICE SUPPLIES Office Supplies, Labels, Ink For Printers, Copy Paper Color Printer Cartridges & Imaging Drum = \$575 3 Laser Printer Cartridges At \$55 Each = \$165 4 Cases Copy Paper At \$25 Each = \$100 Misc Supplies = \$410	1,250.00
00116010 540310 -	MEDICINES & DRUGS Ice Packs, Special Sun Screen For Life Guards And Other Medical Supplies. Special Lifeguard Sunscreen 36 X \$4.75 = \$171.00 Beach First Aid Supplies = \$200.00 Playground First Aid Supplies = \$150.00 Ice Packs For All Activities = \$150.00	670
00116010 540401 -	GASOLINE & DIESEL FUEL Bus And Truck Fuel. Diesel- 1228.73 Gallons X \$2.16/Gal = \$2,654 Gas - 127.61 Gals X \$2.25/Gal= \$287	2,950.00
00116010 540513 -	EQUIPMENT REPAIRS Repair Scoreboards And Other Equipment At Ball fields And Portable Equipment; I.E. Generators	1,000.00
00116010 540801 -	COMMODITIES NOT OTHERWISE CLAS Beach And Playground Supplies = \$4,000 Fall And Winter Equipment Replacement = \$3,000 Easter Egg Hunt = \$2,000 Activity Equipment: Softballs, Basketballs, Art = \$5,000 Recreation Share Toward Purchase Of Office Equipment For Secretary. Any Director Purchases.	14,000.00
00116020 510107	ART FESTIVAL OVERTIME	4447.00
00116030 530901 -	ARTS COUNCIL Arts Council Program for 2007 Tuesday Night Concerts 2/3 cost for performers from General Fund shown 1/3 cost from Grants and Donation Avg Cost/band = \$600 7 performances @ \$400/performance = \$2,800.00 Advertising \$300.00 7 Police Details @ \$160 each = \$1,100.00 Shakespeare at the Beach 2/3 cost for performers from General Fund 1/3 cost from Grants and Donation Mixed Magic - 1 Weekend = \$1,500.00 Trinity Rep Summer Prog = \$600.00 Other performances \$1,800.00 Advertising \$350.00 Master Classes (in conjunction with the Library) – Profession teaching apprentice performers Artist/performer \$1,350.00 Advertising \$150.00 Amateur Classes - Classes for enrichment in subjects such as painting, calligraphy, etc Artists/performers \$1,700.00 Advertising \$150.00 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) \$2,430.00 Entertainment provided for the Senior Center \$500.00 ASCAP License Fee \$270.00 Total \$15,000.00 Other Programs funded by Grants and Donations Family Concerts - Thursday Nights, Bill Harley, Smith's Castle - Strawberry Festival, Market Fair, Model of Wickford Light at Gay Rock Light House, Rhode Island Voices, Sunday Musicales, Walking Lafayette, Tuba Christmas	15,000.00
00116040 530921 -	VETERANS & MEMORIAL DAY	1000.00
	<b>TOTAL RECREATION</b>	<b>263,722.00</b>

## ***LEISURE ACTIVITIES***

Daniel O'Connor, 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 42,000 rounds of golf a year. The upkeep and maintenance of the golf course is the top priority. The Superintendent manages the staff responsible for care of the turf grass, applications of pesticides and fertilizers, irrigation systems, equipment purchases and maintenance of equipment. In addition he formulates and implements grounds maintenance plans for construction needs related to drainage, bunker and tee rehabilitation, tree programs and cart path enhancement. The Course Operations Manager supervises the pro shop services and oversees the seasonal golf staff responsible for providing customer services for golfers. Additionally, he schedules league play, tournaments, outings and tee times. The Operations Manager is responsible for purchasing consumable items for resale, collection of revenues and record keeping. Golf lessons for the recreational public are also provided. The Superintendent and the Operations Manager along with their staffs work as a team to provide a well-groomed golf course with pleasant conditions in which to play golf.

### **Allen Harbor Marina**

In the northeast corner of the former Quonset-Davisville Naval Base is the Allen Harbor Marina, located in a natural sheltered harbor with excellent access to Narragansett Bay. Acquired from the Navy, the Town owns and operates the Marina that includes 84 moorings and over 88 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.

## **2006/2007 DEPARTMENT GOALS**

<b>Goals</b>	<b>Vision reference</b>	<b>Timeframe</b>
Maintain quality of life by providing excellent recreational opportunities for the North Kingstown residents (Goal 1)	Vision	Jul 06-Jun 07
Arts Council continue to provide quality Arts Programming (Goal 2)	Quality of Life	Ongoing
Operate and Maintain Allen Harbor Marina facilities (Goal 3)	Infrastructure	Jul 06-Jun 07
Expand Marina by adding additional Docks (Goal 4)	Infrastructure	Jul 06-Jun 07

Complete phase I improvements to Calf Pasture Point (Goal 5)	Infrastructure	Summer 06
Insure that the golf course is in excellent playing condition and provide a pleasant atmosphere (Goal 6)	Infrastructure/ Quality of Life	Ongoing
Continue Golf Course improvements program per USGA Report (upgrade two tees) (Goal 7)	Infrastructure	Oct 05 Apr 06
Upgrade golf course fleet including golf carts and Rough mower for the golf course (Goal 8)	Infrastructure	Spring 06
Use Preventive Maintenance System for GC Operations (Goal 9)	Infrastructure	Ongoing

### WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/05 to 9/30/05)	Goals 1,3,4,5...Allen Harbor... construction of the G-dock; continue to implement Allen Harbor Master Plan. Complete construction of Calf Pasture Point Improvements. Review rates for 2007 season. Update Wait Lists. Recommend changes to Allen Harbor Ordinance
SECOND QUARTER (10/1/05 to 12/31/05)	Goals 5,6,7,8,9...Golf Course...Continue maintaining the golf course in good condition, schedule tournaments, leagues, jr. golf school and women's golf program. Fertilize and spray greens, tees and fairways. Aerate fairways and greens. Seed fairways and tees. Review rates for 2007 season. Goal 1,2... Arts Council Tuesday Night Concerts, Thursday Family Entertainment series, Shakespeare at the Beach. Arts Festival – coordinate with art Association Police, fire and public works. Send bill to Art Association Goal 3,4...Allen Harbor... Winterize equipment. Inspect 1/3 of moorings and install winter mooring markers. Town Council approval of rates for 2007 season. Send Winter contracts to tenants. Prepare and mail 2007 Tenant Contracts Goal 6, 7,8,9...Golf Course... Schedule season-end tournaments and special events programming. Clean course, winter fertilization, drain irrigation system for the season, and prepare equipment for winter overhaul in accordance with PM System. Town Council approval of rates for 2007 season. End of season sale in Pro Shop. Goal 1,2... Arts Council TUBA Christmas, Fall arts program, Market Fair
THIRD QUARTER (1/1/06 to 3/31/06)	Goal 3...Allen Harbor...Fill vacancies from wait lists for summer season, Post Tenant payments for slips and moorings, supervise winter Tenants, continue with Master Plan implementation. Advertise for seasonal positions Goal 6,7,8,9...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 golf carts and other rolling stock. Begin pruning and removal of trees. Conduct lottery for new 7-day passholders. Prepare specifications and bid for 25 golf carts and rough mower, update policy manual. Open golf Course for the season Goal 1,2... Arts Council Master Classes

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/06 to 6/30/06)	<p>Goal 3,4...Allen Harbor...Open May 1, order construction materials, open bathrooms and pump out, open concession. Install mooring balls, initiate engineering design of bulkhead</p> <p>Goal 5,6,7,8,9...Golf course... Activate irrigation system, apply spring chemicals and fertilizers, aerate and top dress greens, aerate tees, and fairways, begin, play, begin outing and league schedule. Continue to book outings. Complete construction of 2 Tees. Continue tree removal</p> <p>Goal 1,2... Arts Council Sunday Musicales and RI Voices at Library, TUBAphonia, Strawberry Festival at Smith's Castle. Kick off Tuesday and Thursday concert season. Prepare for Arts Festival</p>

### PERFORMANCE MEASURES

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Moorings	3	83	83	86	86	85
Slips	3	88	102	88	102	120
Ramp – Daily	3	850	900	650	860	860
Ramp - Annual	3	110	140	33	150	150
Gals. Sewage	3	500	500	500	1,000	1,500
Season pass	6	135	150	0	125	127
Pass holder rounds	6	5,000	5,380	3,157	5,500	5,600
Outings	6	95	100	80	95	100
Leagues	6	31	31	31	31	31
Pro shop sales	6	\$47,300	\$50,000	\$27,000	\$49,000	\$51,000
Golf carts replaced	8	25	25	0	0	25

### PERSONNEL LIST

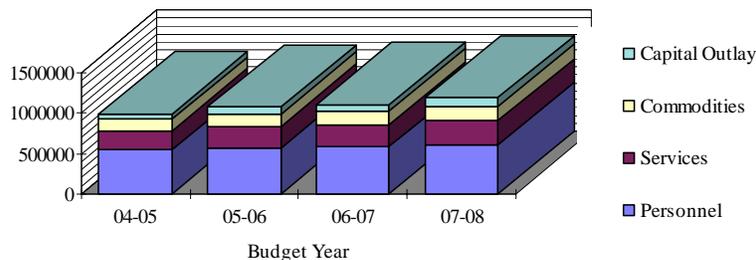
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Leisure Activities Director	1	1	0
Recreation Director	0	0	.50
Custodian	1	1	1
Secretary	.50	.50	.50
Superintendent golf course	1	1	1
Mechanic golf course	1	1	1
Asst. Superintendent golf course	1	1	1
Operations Manager golf course	1	1	1
Assistant Op. Mgr. Golf course	1	1	1
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>7</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Seasonal Semi-skilled Laborer	7	7	7
Seasonal Cart Staff	8	8	8
Seasonal Starter/Ranger/Cashier	9	9	9
Operations Manager Allen Harbor	1	1	1
Assistant Operations Manager Allen Harbor	2	2	2
Temporary Semi-Skilled Laborer Allen Harbor	8	8	8
<b>Total</b>	<b>35</b>	<b>35</b>	<b>35</b>

**Quonset / Davisville  
Recreation Fund**

<b>Golf Course</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05- 06</b>	<b>Proposed Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$545,275	\$567,100	\$566,727	\$577,845	\$11,118	1.96%	\$612,516
<b>Services</b>	\$232,823	\$265,938	\$262,390	\$277,716	\$15,326	5.84%	\$286,047
<b>Commodities</b>	\$143,724	\$161,818	\$155,075	\$172,200	\$17,125	11.04%	\$177,366
<b>Capital Outlay</b>	<u>\$61,327</u>	<u>\$26,000</u>	<u>\$86,000</u>	<u>\$69,500</u>	<u>(\$16,500)</u>	<u>-19.19%</u>	<u>\$106,000</u>
<b>Total</b>	<b>\$983,148</b>	<b>\$1,020,856</b>	<b>\$1,070,192</b>	<b>\$1,097,261</b>	<b>\$27,069</b>	<b>2.53%</b>	<b>\$1,181,929</b>

GOLF COURSE  
Budget Trends



**ZERO BASED BUDGET  
GOLF COURSE**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
43021010 510101	CLASSIFIED FULL TIME	101,450.00
43021010 510103	UNCLASSIFIED FULL TIME	68,813.00
43021010 510104	UNCLASSIFIED PART TIME	54,000.00

**ZERO BASED BUDGET  
GOLF COURSE**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Seasonal laborers for maintaining golf course do not expect high turn-over 3 @ \$10/hr - \$350/wk x 30 wk x 2 emp = \$21000 \$250/wk x 30 wk x 1 emp = \$7500 1@ \$9.50/hr - \$250/wk x 30 wk x 1 emp = \$9975 2@ \$9/hr - \$270/wk x 20 wk x 2 emp = \$10800 1@ \$8.50/hr - \$255/wk x 20 wk x 2 emp = \$5100 Use \$54,000	
43021010 510107	OVERTIME	7,000.00
43021010 524001	FICA	17,692.00
43021010 524302	RETIREMENT	17,605.00
43021010 524303	UNEMPLOYMENT	15,000.00
43021010 524304	HEALTH INSURANCE	34,573.00
43021010 524305	DENTAL INSURANCE	3,765.00
43021010 524306	LIFE INSURANCE	552
43021010 524307	UNIFORM ALLOWANCE	1,200.00
	Uniform allowance for 4 employees per union contract \$300 x 4 = \$1200	
43021010 524308	MILEAGE ALLOWANCE	450
	Staff use of personal vehicles 1050 Mi @ \$0.445 = \$450	
43021010 524403	ASSOCIATION DUES	530
	Association dues for GCSAA \$300 RIGCSA \$150 Pesticide License \$45 USGA \$35	
43021010 524404	CONFERENCES/MEETINGS	2,050.00
	Regional Conference in March 2 Attendees @ \$200ea \$400 Local Seminars (education Credits) 2 @ \$50 \$100 RIGCSA Meetings 3 @ \$50 \$150 Golf Course Superintendent to attend National Conf \$1400	
43021010 530101	TELEPHONE	1,000.00
	56k line plus 2 existing phone lines Avg Monthly Bill for FY 2006 = \$75 X 12 = \$900 Projected rate in crease 10% = \$90 Total = \$990	
43021010 530105	ACCOUNTING AND IS SERVICES	12,000.00
43021010 530203	VEHICLE REGISTRATION	8
	Registration for pick-up, dump truck @ \$4 + \$8	
43021010 530301	ELECTRICITY	5,500.00
	Electricity for maintenance buildings 2004 and 2005 Avg monthly bills = \$400 x 12 = 4800 Projected rate increase 14% = \$672 Total = \$5472	
43021010 530302	GAS (LP)	8,500.00
	GC OpsHeat for maintenance building FY 2004 and FY 2005 Avg 4300 gal/yr jan 2006 price/gal \$1.72 = \$7353 Project 15 % increase = \$8455.95	
43021010 530304	SEWERAGE	600
	QDC Sewer use charge FY 2006 Avg bill \$46.33 X 12 = \$55.96	
43021010 530305	SOLID WASTE	4,000.00
	Waste Management contract -\$3225 Additional TRANSFER STATION FEES estimated \$775	
43021010 530306	WATER	37,850.00
	EDC imposed user fees. Golf course irrigation FY 2003 thru FY 2006* Avg usage/year \$32910 Safety Factor - 15% above avg 1.15 Total \$37847	
43021010 530606	FISCAL AGENT	24
43021010 530704	OTHER RENTALS	2,300.00
	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 increased by 75% for FY 2006 now \$925/y Assume 10 % increase for Fy 2007 = \$92.50	
43021010 530804	ADVERTISING	1,200.00

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	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	
43021010 531001	MOTOR VEHICLES MAINTENANCE	20,000.00
	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	
43021010 531003	ALARMS SYSTEMS MAINT	225
	American alarm system monitoring - 2007	
43021010 531004	OFFICE EQUIPMENT MAINT.	488
	Service contract copier Maintenance for fax machine and computer equipment 2006 \$424 FY 2007 project 15% increase \$64	
43021010 531103	PLUMBING SYSTEMS MAINTENANCE	5,000.00
	Aging irrigation system requires more frequent repairs. Larchmont - Parts and supplies for repair and upgrades of irrigation system infrastructure Estimate - \$4000 Bisco - Sole Source supplier of Rain Bird sprinkler heads Estimate \$1000	
43021010 531106	LANDSCAPING MAINTENANCE	2,500.00
	Removal and pruning of trees \$2500	
43021010 531206	CONT SVCS NOT OTHERWISE CLASSI	10,500.00
	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	
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	19,000.00
	Lime for greens and tees \$2,000.00 Fairway fertilizer \$4,500.00 Merit Pluss fertilizer \$4,500.00 Greens Fertilizer 18-3-18 \$1,400.00 Greens Fertilizer 15-3-8 \$1,400.00 Greens Fertilizer 21-3-16 \$1,500.00 Dimension + Fertilizer \$1,200.00 Tee Fertilizer \$2,500.00	
43021010 540305	PEST CONTROL CHEMICALS	47,000.00
	Daconil \$5,000.00 Subdue \$7,000.00 Chipco GT \$8,500.00 Bayleton \$8,000.00 Aliette \$2,000.00 Emerald \$6,000.00 Lescoflow \$3,000.00 Bubigan \$3,000.00 Fertilizer plus Iron \$2,500.00 Snow Mold \$2,000.00	
43021010 540401	GASOLINE OIL & ANTIFREEZE	18,000.00
	Gasoline 8823 gal x \$1.70/gal = \$ Diesel 1765 gal x \$1.70/gal = \$	
43021010 540501	BUILDING & GROUNDS MAINT.	2,000.00
	Miscellaneous tools, lumber and materials needed for repairs Wickford Lumber \$2000 Blanket	

**ZERO BASED BUDGET  
GOLF COURSE**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
43021010 540502	SAND SOIL AND GRAVEL Top Dressing \$6,000 Sand for traps \$1,500 Loam, Stonedust & Pea stone \$2,000	9,500.00
43021010 540506	SEEDS & PLANTS Perennial Ryegrass \$6,000 Seed Mix for Rough \$1,500 Bent grass \$1,000 Flowers & Misc Plants \$ 750	9,250.00
43021010 540701	HAND TOOLS Replace Trimmer \$300 Replace Rotary hand mower \$600	900
43021010 540801	COMMO NOT OTHERWISE CLASSIFIED 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	5,000.00
43021010 550401	VEHICULAR EQUIPMENT Replacement Triplex Rough Mower \$27500	27,500.00
TOTAL GOLF	COURSE OPERATIONS	575,075.00
43021020 510101	CLASSIFIED FULL TIME	32,652.00
43021020 510103	UNCLASSIFIED FULL TIME	108,596.00
43021020 510104	UNCLASSIFIED PART TIME Temporary positions for cashier, starters, rangers and carts Avg Hourly Wage = Cart/Range/1,472/ \$7.60/ \$11,187.20 Starter/Ranger/ 4,515/ \$7.60/ \$34,314.00 Clerk / 992 /\$7.60/\$7,539.20	53,000.00
43021020 510107	OVERTIME	200
43021020 524001	FICA	14,875.00
43021020 524302	RETIREMENT	14,605.00
43021020 524304	HEALTH INSURANCE	23,716.00
43021020 524305	DENTAL INSURANCE	1,230.00
43021020 524306	LIFE INSURANCE	541
43021020 524308	MILEAGE ALLOWANCE Reimbursement for staff use of personal vehicle for Town use. 1125 mi @0.445 = \$500	500
43021020 524403	ASSOCIATION DUES Staff memberships in Professional organizations PGA \$1,200.00 RIGA \$200.00 NGF \$100.00 USGA \$100.00	1,600.00
43021020 524404	CONFERENCES/MEETINGS Attendance at yearly PGA Vendor Show in Florida To stock Pro Shop. Professional education Program PGA Merchandise Show \$800.00 PGA LEVEL 2 CERT \$600.00	1,400.00
43021020 524405	TRAVEL & EXPENSES Travel and expenses for national, regional and local meetings include and meals 225 Miles @ \$0.445 = \$100 5 meals @ \$20/meal = \$100 Misc expenses (parking) \$50	250
43021020 530101	TELEPHONE Cost Includes The Lease Payments For The Norstar Equipment Line Charges For Six Telephone Lines And Monthly Local And Long Distance Charges And Cox Cable Yellow Pages \$1,700.00 /Yr Equip Lease/Lines \$3,500.00/Yr Cox Internet \$1,530.00 /Yr Verizon \$7,500.00 /Yr Qwest Long Dist \$250.00 /Yr	15,000.00
43021020 530103	POSTAGE Mail yearly contracts to Passholders \$50 mail contracts for Outings	200 \$150
43021020 530106	ALARM SYSTEMS Monitoring services for clubhouse alarm systems \$222 maintenance contract fire alarm and sprinkler system \$500	725
43021020 530301	ELECTRICITY	14,500.00

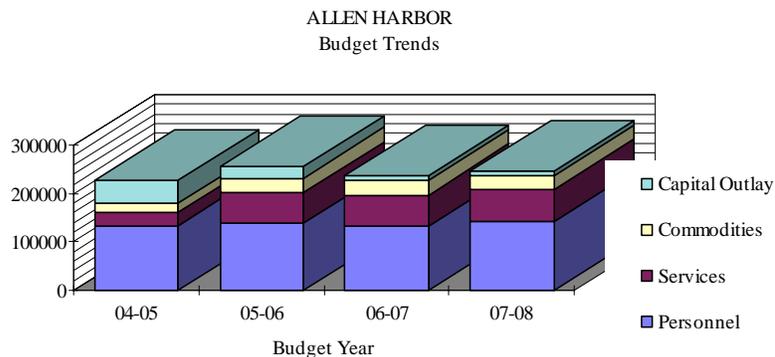
**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Town share 1/3 clubhouse electricity FY 2005 Avg \$1040/mon x 12 mon = \$12480 Project 14 % Increase = \$17,471 Total \$14,227	
43021020 530302	GAS	8,014.00
	Town share 1/3 clubhouse electricity FY 2005 Avg \$668/mon x 12 mon = \$8014	
43021020 530304	SEWAGE	600
	1/3 Town share Clubhouse Sewer use Avg 2005 \$50/month x 12 mon = \$600.00	
43021020 530306	WATER	660
	Town 1/3 share of water use at the clubhouse Avg 2005 \$55/month x 12 mon = \$660.00	
43021020 530406	INSURANCE	51,000.00
43021020 530602	CONSULTING SERVICES	2,500.00
	Drainage Study \$2500	
43021020 530607	AUDITING	3,280.00
43021020 530804	OTHER ADS	6,000.00
	Newspaper Ads \$2,450.00 Radio Ads \$1,200.00 Brochure Production \$1,000.00 Bid Notification \$200.00 NK Chamber \$400.00 Promotional items \$250.00 Tourism Mag Ads \$500.00	
43021020 531004	OFFICE EQUIPMENT MAINTENANCE	450
	IKON Maintenance Contract for Copier \$250/year Network Maint \$200/yr	
43021020 531102	ELECTRICAL SYSTEMS MAINTENANCE	2,500.00
	Maintenance of Town Share for lights in CLB Restaurant and parking lot	
43021020 531204	DEBT PRINCIPAL	30,810.00
43021020 531205	DEBT INTEREST	16,782.00
	Estimated Interest Payment \$17592	
43021020 531206	CONT SVCS NOT OTHERWISE CLASS	13,000.00
	Software licenses for POS Tee Time reservation System \$2000 miscellaneous maintenance contracts - HVAC _- Regan \$2450 Internet Security System - INET \$1500 Atrion Networking \$300 Vet bills for Mulligan \$450 Miscellaneous repairs under Maintenance Contracts \$2,800 RIGA Handicap \$3,500	
43021020 540101	OFFICE SUPPLIES	1,000.00
	Golf Pencils \$450.00 Printer Cartridges \$200.00 Misc Paper Supplies \$350.00	
43021020 540102	PRINTED FORMS	2,100.00
	Scorecards \$1,100.00 Gift Certificates \$150.00 Business Cards \$250.00 Long Drive Markers \$400.00 Letterhead/Envelopes \$200.00	
43021020 540104	OPER SUPPLIES FOR OFFICE EQUIP	100
	Tape for cash register, calculator \$100	
43021020 540203	BADGES AND EMBLEMS	250
	Trophies for tournaments \$250	
43021020 540205	PERSONAL EQUIPMENT - TOWN ISSUE	500
	Shirts for Seasonal employees 36 shirts @ \$13.75 = \$500	
43021020 540310	MEDICINES & DRUGS	100
	First aid kit supplies \$100	
43021020 540501	BUILDING REPAIR MATERIALS	4,000.00
	Small building repair problems \$500 Replace Worn HVAC Equipment such as compressors \$2000 Repair floor in Restaurant Kitchen \$1500	
43021020 540509	JANITORIAL SUPPLIES	1,550.00
	Town Share of Paper Goods, cleaners, floor detergents, cleaning supplies, etc \$1200 Town share replacement lights in Clubhouse \$350	
43021020 540512	PAPER PRODUCTS	600

**ZERO BASED BUDGET  
GOLF COURSE**

Account Number	Description	Requested
	Various supplies including drinking cups for the Golf Course from Central Supply at School Dept \$600	
43021020 540513	EQUIPMENT REPAIRS	300
	Office equipment repairs not covered under contract \$300	
43021020 540801	COMMO NOT OTHERWISE CLASSIFIED	13,000.00
	Range Balls \$2,000.00 Netting For Driving Range \$1,500.00 Credit Card Fees \$7,500.00 Range Tokens \$500.00 Medicine For Mulligan \$500.00 Misc Course Supplies \$500.00	
43021020 540803	COMMODITIES - MERCHANDISE	27,500.00
	Accessories \$3,000.00 Bags \$1,200.00 Irons \$2,000.00 Junior Clubs \$500.00 Putters \$500.00 Woods \$3,000.00 Gloves \$3,200.00 Balls \$8,000.00 Shoes \$3,000.00 Hand Carts \$400.00	
43021020 540804	COMMODITIES - CLOTHING	10,000.00
	Men's Hats \$2,000.00 Outerwear \$1,600.00 Shirts \$2,700.00 Socks \$300.00 Sweatshirts \$1,200.00 Women Outerwear \$500.00 Shirts \$600.00 Socks \$100.00 Sweatshirts \$1,000.00	
43021020 550401	CAPITAL OUTLAY VEHICULAR EQUIP	42,000.00
	Continue 3 year cart replacement program (25 carts/yr) Estimate includes trade-in of 25 carts	
<b>TOTAL GOLF COURSE</b>		<b>1,097,261.00</b>

Allen Harbor	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$133,930	\$136,239	\$139,123	\$133,434	(\$5,689)	-4.09%	\$141,440
<b>Services</b>	\$25,996	\$58,362	\$63,112	\$64,262	\$1,150	1.82%	\$66,190
<b>Commodities</b>	\$19,883	\$25,300	\$30,431	\$29,350	(\$1,081)	-3.55%	\$30,231
<b>Capital Outlay</b>	<u>\$47,066</u>	<u>\$18,500</u>	<u>\$23,072</u>	<u>\$9,000</u>	<u>(\$14,072)</u>	<u>-60.99%</u>	<u>\$9,270</u>
<b>Total</b>	\$226,876	\$238,401	\$255,738	\$236,046	(\$19,692)	<b>-7.70%</b>	<b>\$247,130</b>



**ZERO BASED BUDGET  
ALLEN HARBOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
43021040 510101 -	CLASSIFIED FULL TIME	6,206.00
43021040 510103 -	UNCLASSIFIED FULL TIME	13,763.00
43021040 510104 -	UNCLASSIFIED PART TIME	98,000.00
	2007 Rate Avg Hr/wk # Weeks / Salary Ops Mang / \$12.98/ 35 /35/ \$15,898.05 A Ops Mang/\$11.51/ 35/ 35/ \$14,093.75 Maint/ A Ops Man / \$11.51/ 20/ 30/ \$8,053.57 Dock Ops/7 Semi-Skilled Laborers / \$9.93/26/34/ \$60,908	
43021040 510107 -	OVERTIME	200
	Overtime for unclassified Seasonal Employees \$200	
43021040 524001 -	FICA	9,040.00
43021040 524302 -	RETIREMENT	2,654.00
43021040 524304 -	HEALTH INSURANCE	2,708.00
43021040 524305 -	DENTAL INSURANCE	297
43021040 524306 -	LIFE INSURANCE	66
43021040 524404 -	CONFERENCES/MEETINGS	500
	Staff use of personal Vehicle to attend Meetings 1125 mi @ 0.445/mi = \$500	
43021040 530101 -	TELEPHONE	850
43021040 530103 -	POSTAGE	300
	Postage for mailing contracts, invoices and special meeting notices to 200 Tenants	
43021040 530203 -	VEHICLE REGISTRATION	12
	Registration for 2 trucks and crane @ \$4 ea = \$12	
43021040 530301 -	ELECTRICITY	4,000.00
43021040 530303 -	FUEL OIL	500
	Avg 1 delivery of 250 gal/yr	
43021040 530305 -	SOLID WASTE	3,500.00
43021040 530306 -	WATER	1,800.00
43021040 530406 -	INSURANCE	13,000.00
	Insure two boats work barge and fleet. Marina insurance coverage	
43021040 530601 -	A & E STUDIES-MUNICIPAL FACILI	20,000.00
	Bulkhead design \$20,000	
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	1,000.00
	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	2,000.00
	Parts and supplies for 2 trucks, 1 7-ton crane, 1 motorboat, 1 motorized barge 12 pieces of miscellaneous motorized equipment (Mowers, utility carts etc) Car Parts \$1,000 Don's Mower \$ 200 Johnson's Boat Yard \$400 Miscellaneous suppliers \$400	
43021040 531102 -	ELECTRICAL SYSTEMS MAINTENANCE	4,500.00
	Miscellaneous electrical system Maintenance \$1,000 Installation of additional electrical outlets for A, B, C and H docks \$2,500 Installation of additional lighting \$, 1000	
43021040 531103 -	BOAT PUMP OUT STATION	1,500.00
	3 Pump-outs (1000 gal) x \$500 = \$1500	
43021040 531106 -	LANDSCAPING MAINTENANCE	1,000.00
	Plantings around facility \$1000	
43021040 531206 -	CONT SVCS NOT OTHERWISE CLASS	10,000.00

**ZERO BASED BUDGET  
ALLEN HARBOR**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Miscellaneous small contracts for Marina \$1,050 Mooring permit fee per ordinance 83 @ \$50 = \$4150 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 \$2,500 Furnace Maintenance \$300	
43021040 540101 -	OFFICE SUPPLIES	1,000.00
	Miscellaneous paper supplies \$300 toner for copier \$100 Cartridges for color laser printer \$400 Decals for Season Passes \$200	
43021040 540102 -	PRINTED FORMS	700
	Forms for Pavilion Permits, Wait List Applications Tenant Contracts etc. = \$700	
43021040 540205 -	PERSONAL EQUIPMENT - TOWN ISSUE	400
	Work shirts for seasonal employees 25 shirts @ \$15.95 = \$398.75	
43021040 540401 -	GASOLINE & DIESEL FUEL	1,000.00
	Gasoline for boats trucks outboard motors 400 gal @ \$2.00/gal (estimated) \$800 Diesel fuel for crane 100 gal @ \$2.00/gal (estimated) \$200	
43021040 540502 -	SOIL SAND AND GRAVEL	1,000.00
	Sand and Gravel for general maintenance of dirt roads fill washed-out material behind bulkhead \$1000	
43021040 540506 -	SEEDS & PLANTS	1,000.00
	Over seeding of grass areas \$100 replace dead perennials and shrubs \$350 new flower boxes \$200 annual plants \$350	
43021040 540509 -	JANITORIAL SUPPLIES	750
	Paper and cleaning supplies for new Bathroom	
43021040 540510 -	PAINT & PRESERVATIVES	500
	Anti-fouling bottom paint for boats and lower mooring balls \$250 paint for upper mooring balls, office, Maintenance building \$150 Wood Preservatives for pavilion and picnic tables \$100	
43021040 540601 -	CONSTRUCTION MATR & SUP.	13,000.00
	Pressure Treated Lumber (State Bid List) \$5,000.00 Other lumber (State Bid List) \$1,000.00 Floatation \$1,000.00 Miscellaneous Dock Hardware \$2,000.00 Other miscellaneous supplies \$500.00 Replacement Mushroom mooring \$1,000.00 Replacement mooring chain \$2,500.00	
43021040 540801 -	COMMO NOT OTHERWISE CLASSIFIED	10,000.00
	Lubricants \$500.00 Indust work gear (gloves, coveralls, work boots) \$1,500 Non-dock const Materials for repairs \$1,500.00 Mechanical Parts & Supplies \$800.00 Electrical Parts & Supplies \$800.00 Miscellaneous Parts & supplies \$2,000.00 Snacks for resale in Marina store \$1,000.00 Bags and Cubes of ice for resale \$1,200.00 Drinks for resale \$100.00 Marine Parts & Supplies for repairs \$800.00	
43021040 550301 -	OFFICE EQUIPMENT	1,000.00
	New Cash Register \$400 Replacement Computer \$600	
43021040 550401 -	CAPITAL OUTLAY VEHICULAR EQUIP	3,000.00
	Construction of new barge \$3000	
43021040 550501 -	OPERATION & CONSTRUCTION EQUIP	5,000.00
	Equipment Replacement	
<b>TOTAL ALLEN HARBOR OPERATIONS</b>		<b>236,046.00</b>

**DEPARTMENT OF WATER SUPPLY**

Susan Licardi, Director of Water Supply

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

The Water Department supplies domestic water and fire protection to North Kingstown. Currently there are 9197 active accounts. North Kingstown has an average demand of 3.1 MGD (million gallons/day) with a summer peak demand of 8 MGD. The system has ten wells, five storage tanks, two booster stations, 995 hydrants, and 175 miles of distribution piping. North Kingstown also augments the water supply for Narragansett and serves as an emergency source of supply to Jamestown. North Kingstown Water has emergency connections to Warwick Water, Jamestown Water and the Quonset Development Corporation Water system and will be re-establishing an emergency connection to Kent County Water Authority.

Protection of the Town’s groundwater quality as well as preventing the risk of contamination in the distribution system is of paramount concern. While our source water continues to be of high quality, a pilot study to evaluate the use of sodium hypochlorite in the low service area was initiated in 2005. The Water Department will be evaluating the continued use of sodium hypochlorite as well as exploring other options to ensure the safety of distribution system water quality. A new production well has been constructed and design and engineering for the association pump station and treatment works is underway. Design and engineering for major storage tank improvements is also currently underway.

Annual distribution system maintenance including hydrant flushing, well inspections and redevelopment and routine storage tank cleaning is a necessary ingredient to meeting the ever-increasing requirements of the Safe Drinking Water Act. In addition, on-site inspections of commercial and industrial facilities, and the installation and testing of backflow prevention devices continues to be a department priority to reduce risks of accidental contamination to the water supply system.

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

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
Maintain Water Quality Standards and provide information to customers in an efficient manner (Goal 1)	Environment	2004 ongoing
Construction of new well pump house and associated treatment works (Goal 2)	Infrastructure	2006-2007
Standpipe Maintenance & Improvements (Goal 3)	Infrastructure	2003-2008
Well Redevelopment (Goal 4)	Infrastructure	2004 ongoing
Improve Meter Reading Capability and Accuracy (Goal 5)	Financial	2003-2008
Leak detection and repair (Goal 6)	Infrastructure	2004 ongoing
Review of Water Department Rates and Fees (Goal 7)	Financial	2006 ongoing
Wastewater Management/Groundwater Education (Goal 8)	Environment	2004 ongoing
Improve System Mapping (Goal 9)	Infrastructure	2003 ongoing
Development of unidirectional flushing program (Goal 10)	Infrastructure	2008

**WORK PROGRAM**

QUARTER	ACTIVITY
FIRST QUARTER (7/1/06 to 9/30/06)	Maintain Water Quality Standards and provide information to customers in an efficient manner (Goal 1) Design and approval of new Well #11 pump station (Goal 2) Quarterly Well and semiannual Tower Water Quality Testing (Goal 1) Evaluate Disinfection Pilot Study (Goal 1) Meter replacement and radio retrofits (Goal 5) Leak detection and repair (Goal 6) Initiate GPS program (Goal 9)
SECOND QUARTER (10/1/06 to 12/31/06)	Maintain Water Quality Standards and provide information to customers in an efficient manner (Goal 1) Quarterly Well and semiannual Tower Water Quality Testing (Goal 1) Meter replacement and radio retrofits (Goal 5) Well Redevelopment (Goal 4) Hydrant Flushing (Goal 1) Leak detection and repair (Goal 6)
THIRD QUARTER (1/1/07 to 3/31/07)	Maintain Water Quality Standards and provide information to customers in an efficient manner (Goal 1) Quarterly Well and semiannual Tower Water Quality Testing (Goal 1) Meter replacement and radio retrofits (Goal 5) Leak detection and repair (Goal 6) Routine tank cleaning (Goal 3) Review of Water Department Rates and Fees (Goal 7)
FOURTH QUARTER (4/1/07 to 6/30/07)	Maintain Water Quality Standards and provide information to customers in an efficient manner (Goal 1) Quarterly Well and semiannual Tower Water Quality Testing (Goal 1) Meter replacement and radio retrofits (Goal 5) Hydrant Flushing (Goal 1) Leak detection and repair (Goal 6) Wastewater Management/Groundwater Education (Goal 8)

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Annual Well Production In Million Gallons	Goal 1	1,287	1,241	1,224	1,241	1,323
Well #1 MG	Goal 1	157	171	132	171	164
Well #2 MG	Goal 1	67	59	22	59	63
Well #3 MG	Goal 1	34	38	24	38	36
Well #4 MG	Goal 1	168	82	89	82	107
Well #5 MG	Goal 1	84	131	90	131	108
Well #6 MG	Goal 1	173	213	118	213	193
Well #7 MG	Goal 1	47	46	37	46	47
Well #8 MG	Goal 1	35	37	27	37	36
Well #9 MG	Goal 1	211	153	121	153	182
Well #10 MG	Goal 1	307	311	171	311	309
Water towers	Goal 4	5	5	5	5	5
Hydrants	Goal 1	994	1,009	995	1,009	1,000
Metered services	Goal 1	9,157	9,273	9,197	9,273	9,237

**PERSONNEL LIST**

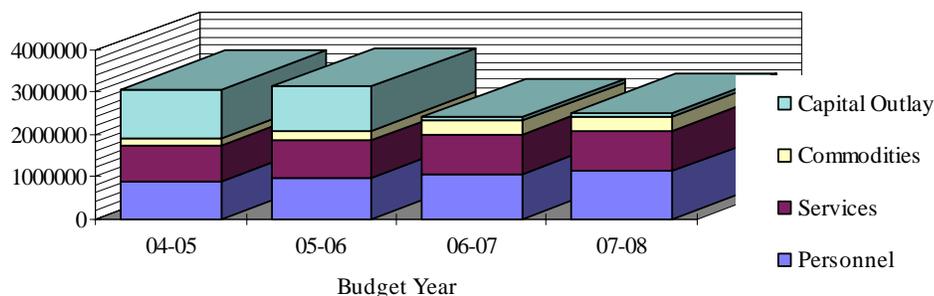
<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Director Water Supply	1	1	1
Water Quality Specialist	1	1	1
Water General Foreman	1	1	1
Distribution Lead man	1	1	1

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Distribution Serviceman	3	3	3
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 (67% Planning)	.33	.33	.33
Town Engineer (65% Pub Works)	.35	.35	.35
<b>Total</b>	<b>14.18</b>	<b>14.18</b>	<b>14.18</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Clerk	1	2	1
Part Time Meter Reader	0	0	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Water</b>	<b>Expenditures Last Year 04-05</b>	<b>Projected Expenditures through 6/30/06</b>	<b>Adopted Budget Current Year 05- 06</b>	<b>Adopted Budget Next Year 06-07</b>	<b>Budget Increase Decrease</b>	<b>Percent Changed Current/ Next</b>	<b>Projected Budget Following Year 07-08</b>
<b>Personnel</b>	\$896,711	\$938,554	\$979,514	\$1,055,912	\$76,398	7.80%	\$1,119,267
<b>Services</b>	\$852,050	\$778,517	\$864,539	\$937,755	\$73,216	8.47%	\$965,888
<b>Commodities</b>	\$157,481	\$298,850	\$241,350	\$330,500	\$89,150	36.94%	\$340,415
<b>Capital Outlay</b>	<u>\$1,159,032</u>	<u>\$888,700</u>	<u>\$1,047,400</u>	<u>\$74,895</u>	<u>(\$972,505)</u>	<u>-92.85%</u>	<u>\$77,142</u>
<b>Total</b>	<b>\$3,065,275</b>	<b>\$2,904,621</b>	<b>\$3,132,803</b>	<b>\$2,399,062</b>	<b>(\$733,741)</b>	<b>-23.42%</b>	<b>\$2,502,711</b>

WATER DEPARTMENT  
Budget Trends



**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
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	20,000.00
44040010 510101 -	CLASSIFIED FULL TIME	148,926.00
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	32,000.00
44040010 524001 -	FICA	12,035.00
44040010 524302 -	RETIREMENT	12,959.00
44040010 524304 -	HEALTH INSURANCE	29,336.00
44040010 524305 -	DENTAL INSURANCE	2,259.00
44040010 524306 -	LIFE INSURANCE	497
44040010 524307 -	UNIFORM ALLOWANCE 3 Pump Operators @ 300 Ea = 900	900
44040010 530301 -	ELECTRICITY Well Pump & Bldg Power	190,000.00
44040010 530702 -	OPERATING EQUIPMENT Telemetry & Instrument Maintenance Instrument Calibration Unanticipated Instrumentation	25,000.00
44040010 531106 -	LANDSCAPING Mower Repairs As Needed Landscape Equipment & Supplies	350
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	18,000.00
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	67,000.00
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 Sequest - 16,000 Lbs/Yr @ 2.00/Lb = \$32,000	158,000.00
44040030 510101 -	CLASSIFIED FULL TIME	254,756.00
44040030 510107 -	OVERTIME Overtime For Street Crew Anticipate Additional Overtime For Summer Usage, Leak Repair	25,000.00
44040030 524001 -	FICA	21,401.00
44040030 524302 -	RETIREMENT	26,342.00
44040030 524304 -	HEALTH INSURANCE	47,701.00
44040030 524305 -	DENTAL INSURANCE	6,326.00
44040030 524306 -	LIFE INSURANCE	994

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
44040030 524307 -	UNIFORM ALLOWANCE Street Crew 6 @ 300 Ea	1,800.00
44040030 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	37,000.00
44040030 530504 -	LICENSE FEES 9206 Services @ \$1.10 Each Payable To Ridoh Backhoe License Renewal - 2 @ \$30.00	11,000.00
44040030 531001 -	MOTOR VEHICLES MAINTENANCE Vehicle Maintenance	25,000.00
44040030 531002 -	CONSTRUCTION & OPERATING EQUIP General Maintenance Supplies Wickford Lumber, Etc.	8,000.00
44040030 531109 -	WATER SYSTEM REPAIR - EXCAVATI Excavator Rental As Needed	500
44040030 540202 -	SAFETY EQUIPMENT Replacement Signs & Cones Hard Hats And Other Safety Equipment	600
44040030 540403 -	TIRES Tires For Vehicles & Backhoe	2,000.00
44040030 540503 -	CEMENT PRODUCTS Stone & Gravel As Needed Pre-Cast Items	2,000.00
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	20,000.00
44040030 540701 -	HAND TOOLS Consumable Hand Tools	1,200.00
44040030 540702 -	POWER TOOLS Small Pumps, Generator, Jackhammer Etc Saw Blades Compressor Repair/Replacement	3,000.00
44040040 510101 -	CLASSIFIED FULL TIME	21,141.00
44040040 524001 -	FICA	1,617.00
44040040 524302 -	RETIREMENT	2,186.00
44040040 524304 -	HEALTH INSURANCE	2,295.00
44040040 524305 -	DENTAL INSURANCE	177
44040040 524306 -	GROUP LIFE	83
44040040 530607 -	AUDITING	4,944.00
44040050 510101 -	CLASSIFIED FULL TIME	39,187.00
44040050 510102 -	CLASSIFIED PART TIME	33,738.00
44040050 510103 -	UNCLASSIFIED FULL TIME	174,698.00
44040050 510107 -	OVERTIME	2,863.00
44040050 524001 -	FICA	19,249.00
44040050 524302 -	RETIREMENT	25,604.00
44040050 524304 -	HEALTH INSURANCE	53,182.00
44040050 524305 -	DENTAL INSURANCE	3,988.00
44040050 524306 -	LIFE INSURANCE	610
44040050 524401 -	TUITION & FEES	3,000.00

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Employee Training Certification, GIS Training Training For Implementation Of New Utility Billing System	
44040050 524403 -	ASSOCIATION DUES AWWA, RIWWA, NEWWA, Backflow Association Annual Dues Groundwater Foundation	1,300.00
44040050 524404 -	CONFERENCES/MEETINGS Conferences And Employee Training	2,000.00
44040050 524405 -	TRAVEL & EXPENSES Travel And Mileage Exp	600
44040050 530103 -	POSTAGE 4 Billings Plus 1 Notice @ 1st Class Increase For Wastewater Mgt Mailing Other Educational Mailing	18,000.00
44040050 530105 -	IS, GIS, BILLING & ACCTING SVC Payable To Gen Fund Is Dept. - Gis Work Payment For 4 Quarterly Water Billings	100,000.00
44040050 530203 -	VEHICLE REGISTRATION Service Vehicle Registration	100
44040050 530305 -	TRANSFER STATION (SOLID WASTE) Solid Waste Disposal	350
44040050 530406 -	INSURANCE	75,000.00
44040050 530407 -	REAL ESTATE TAX PAYABLE TO OTH Re Taxes Wells 9 & 10 \$20,000 Payable To Gen Fund	25,000.00
44040050 530601 -	A & E SERVICES Water Availability Models Price Increased To \$2992.50 Per Model	18,000.00
44040050 530602 -	CONSULTANTS Water System Gis Mapping Unanticipated Projects	30,000.00
44040050 530604 -	MEDICAL SERVICES Physicals For New Employees	150
44040050 530804 -	ADVERTISEMENTS Advertisements & Public Notices Increase For Disinfection Pilot Study Other Regulatory Notices	2,800.00
44040050 531003 -	COMMUNICATIONS MAINTENANCE Pager And Radio Repair Pager Rental Cell Phone Bills Code Red System - \$2,500	3,500.00
44040050 531206 -	CONT SVCS NOT OTHERWISE CLASS Fire Hydrant Rental Kent Co Fernco Service	4,500.00
44040050 540101 -	OFFICE SUPPLIES Gen Ofc Consumables	1,000.00
44040050 540102 -	PRINTED FORMS Printed Forms & Charts	2,000.00
44040050 540104 -	OPERATING SUPPLIES - OFFICE EQ Computer Consumables & Software Anticipate Replacing 2 Computers	2,400.00
44040050 540108 -	BOOKS & PUBLICATIONS Conservation Literature Awwa Publications	300
44040050 540401 -	GASOLINE & DIESEL FUEL Vehicle Fuel Anticipate Increased Fuel Cost	17,000.00
44040050 550301 -	OFFICE EQUIPMENT & FURNITURE New & Replacement Fixed Assets Other Office Equipment	2,000.00
44040050 550701 -	OTHER CAPITAL OUTLAY	15,000.00

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
	Office Capital Contingency	
44040060 510101 -	CLASSIFIED FULL TIME	33,449.00
44040060 510107 -	OVERTIME	1,200.00
44040060 524001 -	FICA	2,651.00
44040060 524302 -	RETIREMENT	3,459.00
44040060 524304 -	HEALTH INSURANCE	3,653.00
44040060 524305 -	DENTAL INSURANCE	284.00
44040060 524306 -	LIFE INSURANCE	166.00
44040060 524307 -	UNIFORM ALLOWANCE	300.00
	Light Equipment Oper Allowance	
44040060 530702 -	RENTALS OPERATING EQUIPMENT	100.00
	Taylor Rental As Needed	
44040060 531206 -	CONTRACTUAL SERVICES	7,000.00
	Unanticipated Engineering Groundwater Protection Nitrate Loading	Review As
	Needed Hardware And Software Support For Meter Reading Equipment	
44040060 540504 -	ASPHALT PRODUCTS	30,000.00
	Trench Repairs Anticipate Bidding Out Permanent Trench Repair	
44040070 530602 -	CONSULTANTS	4,000.00
	Digitizing And Mapping Needs Misc Consulting Needs	
44040070 530603 -	LEGAL SERVICES	10,000.00
44040070 530933 -	SO R.I.CONSERVATION DIST	1,350.00
44040070 530934 -	NARROW RIVER PRESERVATION	2,700.00
44040070 530936 -	WOOD PAWCATUCK WATERSHED ASSOC	250.00
44040070 531206 -	CONT SVCS NOT OTHERWISE CLASS	7,000.00
	Consumer Confidence Report Printing Contribution To Uri Watershed Watch	
	Professional Services As Needed Or Educational Material Support Of Groundwater	
	Protection Software Support For Tokay, Septrak, Itron, Versaprobe Approx 3700/Yr	
44040070 531207 -	DRY BRIDGE ROAD OFFSITE TESTING	0.00
	Landfill Monitoring Tests	
44040070 540704 -	ENGINEERING & TEST EQUIPMENT	2,000.00
	Wtr Quality Specialist Ph Meters, Temp Probes Etc. Replacement Reagents,	
	Spectrophotometer Calibration Chlorine Test Kits Other In House Testing Equipment	
44040080 531204 -	DEBT PRINCIPAL	114,198.00
44040080 531205 -	DEBT INTEREST	6,567.00
44040090 550201 -	DISTRIBUTION SYSTEM IMPROVEMENT	0.00
	Water Main And Valve Improvements Leak Detection	
44040090 550404 -	VEHICULAR EQUIPMENT	0.00
	New Service Vehicle W/ Plow Package	
44040090 550703 -	A R B SYSTEM	5,000.00
	Additional Meter Reading Equipment Radio Read Work Meter Reading Equipment	
	Maintenance, Repair, Replacement	
44040090 551006 -	OTHER CAPITAL	10,000.00
	Engineering Contingency Funds	
44040091 531101 -	BUILDING MAINTENANCE	25,000.00
	Bldg Repair Contingency Funds/Heater Replacements Safety Improvements Per Va	
	Roof Replacement At Water Garage Road Repairs At Station 3	
44040091 540514 -	HYDRANTS	2,000.00

**ZERO BASED BUDGET  
WATER DEPARTMENT**

<b>Account Number</b>	<b>Description</b>	<b>Recommended</b>
44040091 540601 -	Hydrant Replacement & Repair Parts PUMPING EQUIPMENT	20,000.00
44040091 540604 -	Misc Well Maintenance And Repair CONST. METER & VALVES	40,000.00
44040091 550702 -	Water Meters ELECTRIC MOTORS REPLACEMENTS	2,000.00
44040091 551001 -	Replacement Motors For Well And Chem Pumps WELL REHABILITATION	30,000.00
44040091 551002 -	Funding For Well Redevelopment TANK REHAB	5,000.00
44040100 530301 -	General Tank Maintenance (Cleaning, Disinfecting) ELECTRICITY	2,500.00
44040100 530303 -	Electricity For Sewage Pump Stations Wickford Pt And Mark Drive SEWAGE TREATMENT FLAT FEE	65,396.00
44040100 531108 -	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 EQUIPMENT REPAIR & MAINTENANCE	3,000.00
44040100 531206 -	Minor Maint 2 Swr Ps Contract Service @ \$70/Hr CONTRACTUAL SERVICES NOT CLASS	4,500.00
44040100 550101 -	Contract Service 2 Swr Ps 2 Maint Checks/Mo/Ps \$250 PER MONTH = \$3000/YR (Anticipate Increase) Septrak Software Support 700.00 WASTEWATER MANAGEMENT ADMINIST	5,895.00
	ISDS Wastewater Mgmt Admin Services Participation As Partner In Statewide Web- Based Information System For Community Wastewater Management	
<b>TOTAL WATER</b>	<b>FUND</b>	<b>2,399,062.00</b>

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

Susan L. Aylward, Director

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

The North Kingstown Free Library has been a continuous municipal service for 109 years since being chartered by the Town Council in 1897. From that time forward, the townspeople have supported their public library in every way possible. North Kingstown residents have always understood the benefits of a municipal service that has the capacity to enrich the life of every citizen and to provide lifelong educational opportunities to every segment of the population.

For a small fraction of every tax dollar, less than 2 cents, the North Kingstown Free Library significantly improves the quality of life in our town. Open 62 hours a week, including four evenings and every Saturday, the library is the community's "living room,"—a shared space—with a stunning waterfront view of downtown Wickford, where everyone comes together as equal citizens, regardless of age, educational background, or economic level. The benefit of having a public library like this one in our town is intangible—the sense of sharing a community resource that belongs to all of us and that exists to improve the common good—and at the same time, very tangible, because the library's resources and services are real things that are very cost-effective when shared by the community rather than borne as individual expenses by each of us as town residents.

The library maintains a collection of over 125,000 books, videos, talking books, language tapes, music compact discs, magazines, newspapers, photographs, and artifacts of local history that help us learn about ourselves and our world. If you want to read the latest bestselling novel by John Grisham; or listen to the score of *The Lion King* before you go see it at the theatre; if you need a crash course in speaking French before you travel to Paris; if you want to read issues of *The Standard Times* from 1900; if you want to learn about the town through the ages, do research on your family or your neighborhood; or if you want to help your children practice their reading skills, the library meets all of those needs.

The library belongs to Rhode Island's public library network, CLAN, which gives every North Kingstown library card holder access to the more than 4.4 million items in the collections of the 49 public libraries in the state. You can request those items on any computer here at the library, or from home, and they will be delivered here for you to pick them up, without your having to drive around the state to get them. The library also belongs to the Library of Rhode Island (LORI) network, which connects us to other libraries in Rhode Island and across the nation.

The library has 33 computers for the public to use. If you want to keep in touch with family and friends via e-mail; if you want to make travel reservations; if you want to create a resume and find job opportunities across the nation; if you want to read the transcript of a particular news broadcast about a current event; if you want to do genealogical research; or find an obituary from the *Providence Journal*; you can do all of these things on the library computers without it being necessary for you to have a computer at home or pay for internet access.

The library has a website that connects you to our services and resources 24 hours a day if you have access to a computer at your home or office. This means, even when the library is closed, you can log onto [www.nklibrary.org](http://www.nklibrary.org) to use the online catalog; to send e-mail to the reference desk and ask a question; to use all of the databases that we offer to help you answer questions and do research; to get suggestions for good books to read; or to see the calendar of programs and activities at the library.

The library plans and produces a vast array of programs and activities for every age group and interest level. If you want to help your children develop a lifelong love of books and learning; if you want to read

and discuss Shakespeare’s plays, or mystery novels, or poetry; if you want to practice your French-speaking skills, or learn how to do embroidery, or quilting; if you want to go on a walking tour of Wickford; if you want to hear Rhode Island writers reading from their work; or hear jazz or classical concerts; if you want to share family activities with your children like magic shows, puppet shows, and concerts, the library has just the opportunity for you.

The combination of an excellent collection, an outstanding facility, and high quality patron service are what has always made the NKFL so successful. In this coming fiscal year, as in years past, our goals and activities are guided by our mission; by the regard that the townspeople have for their library; and by the promise of a bright future in which technology helps us to deliver efficient, widely accessible service and in which we recognize the enduring value of books, reading, and education in the lives of every citizen in a democratic society.

**2006/2007 DEPARTMENT GOALS**

<b>Goal</b>	<b>Vision reference</b>	<b>Timeframe</b>
To embody the democratic ideals that have shaped our society—freedom, equality, and plurality—by giving every citizen of North Kingstown equal access to the tools and resources they need to live their lives in the 21 <sup>st</sup> century. (Goal 1)	Quality of Life	July-June
To create ongoing educational opportunities for all citizens, regardless of their age or educational background. (Goal 2)	Quality of Life	July-June
To be a repository of the town’s rich culture and history. (Goal 3)	Quality of Life	July-June
To promote a lifelong love of books and reading. (Goal 4)	Quality of Life	July-June
To create opportunities for entertainment, reflection, and conversation conducive to building a sense of community. (Goal 5)	Quality of Life	July-June
To keep the building, grounds, and systems well maintained and to ensure the safety and security of everyone using the facility. (Goal 6)	Infrastructure	July-June
To ensure that the library staff has the necessary credentials, experience, and training to provide professional library service to our patrons. (Goal 7)	Infrastructure	July-June
To maintain the fiscal health of the library. (Goal 8)	Fiscal	July-June

**WORK PROGRAM**

<b>QUARTER</b>	<b>ACTIVITY</b>
FIRST QUARTER (7/1/06 to 9/30/06)	Carry out the Summer Reading Club program for young readers and teens (goals 1, 2, 4, and 5); carry out the summer adult book discussion series (goals 1, 4, and 5); meet with Willett and Davisville librarians to discuss the OLIS annual report submission (all goals); establish a staff team to begin drafting a plan for the local history digitization project (goal 3); create help documents for patrons in the use of CLAN’s new software system (goal 1); work with the Friends of the Library to identify additional gardening/landscaping opportunities on the library grounds (goal 6); review storytime offerings to establish a schedule for the fall that includes additional sessions if required (goals 1, 2, 4, and 5); prepare and submit the annual report to the RI Office of Library and Information Services, OLIS (all goals); coordinate the state grant-in-aid application process for the NKFL, the Willett Free Library, and the Davisville Free Library (all goals); work with local historian, Tim Cranston, to plan a long-term publication project on topics of North Kingstown history (goal 3).
SECOND QUARTER (10/1/06 to 12/31/06)	Establish a staff collection development committee to increase participation of professional librarians in the selection of books and other materials for the library collection and to develop priorities for apportioning funds for the

QUARTER	ACTIVITY
THIRD QUARTER (1/1/07 to 3/31/07)	<p>library collection (all goals); work with the Board of Trustees to identify asset protection and capital improvement projects for FY 2007-08 (goal 6); review and update the library's three-year service plan and technology plans (all goals); prepare the preliminary draft of the FY 2007-08 budget for review by the Board of Trustees (all goals); produce the annual booklet of staff reading suggestions (goal 4); review the library's subscriptions to magazines, newspapers, and electronic resources, finalizing the lists for FY 2007-08 (all goals); establish formal goals for teen services (goals 1, 2, 4, and 5); begin to implement the digitization project plan established in the first quarter (goal 3); review job descriptions and job responsibilities of all staff members as part of a long-range staffing plan for the future of the library (goal 7); host the Friends of the Library fall book sale, one of the library's most important community-building programs (goal 5); meet with Willett and Davisville librarians to continue sharing information about services and resources (goal 1).</p> <p>Submit the Trustees FY 2008 budget to the Town Manager (all goals); implement wireless technology (goals 1 and 6); write funding request to the Friends of the Library for the library's public programs in FY 2007-08 (all goals); prepare the annual Champlin grant request for approval by the Board of Trustees (all goals); review and update the library's disaster plan on file with OLIS (goal 6); continue implementation of digitization project and get images mounted on library web page (goal 3); review functionality of library web page and revise where necessary (goal 6); begin implementation of the local history publishing project (goal 3); establish a formal curriculum for technology education tutorials for the patrons and explore larger group sessions on specific topics (goals 1, 2, and 5); explore the impact of new audio formats for music and audio books on the library collection (Goals 1 and 5); meet with Willett and Davisville librarians (goal 1); work with the URI GSLIS to encourage library school students to conduct field experiences at our library (goal 7).</p>
FOURTH QUARTER (4/1/07 to 6/30/07)	<p>Coordinate the annual visits of elementary school students to the library and work to get each student registered for a library card (goals 1, 2, and 4); host the annual spring adult programs—R.I. Voices and Sunday Musicales—which are funded in part by the NK Arts Council (goals 2, 4, and 5); continue to work with the Cocumscussoc Assoc. and the R.I. Council for the Humanities to develop and present shared programs for adults and young people (goals 2, 4, and 5); add full internet searching capabilities to more public computers in both the adult reference and children's departments (goals 1, 2, and 5); close out the FY 2007 budget (goal 8).</p>

**PERFORMANCE MEASURES**

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Items checked out	1,4,5	317,679	378,000	156,111	325,000	328,000
Items checked in	1,4,5	309,023	355,000	154,832	309,663	312,760
New CLAN registrations	1,4,5	1,433	1,515	670	1,340	1,340
Programs sponsored	1,2,5	436	430	194	425	425
Program attendance	1,2,5	10,621	10,300	5,971	11,000	11,500
Person visits	All	180,481	190,000	88,002	183,000	185,000

<i>PRODUCTIVITY MEASURE</i>	<i>Goal</i>	<i>ACTUAL 2004/05</i>	<i>BUDGET 2005/06</i>	<i>ACTUAL 2005/06</i>	<i>PROJECTED 2005/06</i>	<i>PROJECTED 2006/07</i>
Public Service transactions	All	51,760	55,550	23,841	49,000	50,000
Items loaned to other libraries	1,4,5	48,145	22,000	24,047	48,250	49,000
Items borrowed from other libraries	1,4,5	28,668	31,310	14,728	30,316	31,000
NKFL Web Page Connections	All	32,870	29,000	27,083	54,000	55,000
Online Service Searches	All	64,202	55,560	31,984	64,000	64,640
Number of Users at Internet Workstations	1,2,5	19,283	18,900	10,363	21,050	22,000
Items added collection	All	6,425	6,000	2,796	6,000	6,000

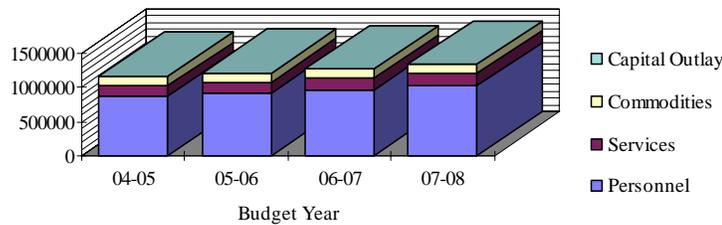
**PERSONNEL LIST**

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Library Director	1	1	1
Asst. Library Director	3	3	3
Librarian	1	1	1
Assistant Librarian	1	1	2
Library Associate	2	2	2
Library Technician	3	3	2
Senior Library Clerk	1	1	1
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 04/05</i>	<i>BUDGET 05/06</i>	<i>PROJECTED 06/07</i>
Assistant Librarian	0	0	2
Library Associate	1	1	0
Senior Library Clerk	1	1	1
Library Clerk	3	3	2
Library Aide	1	1	1
Library Custodian	2	2	2
Library Pages	6	6	4
<b>Total</b>	<b>14</b>	<b>14</b>	<b>12</b>

Library	Expenditures Last Year 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05- 06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 07-08
Personnel	\$866,904	\$913,643	\$922,168	\$961,859	\$39,691	4.30%	\$1,019,571
Services	\$151,054	\$157,293	\$152,953	\$165,467	\$12,514	8.18%	\$170,431
Commodities	\$141,078	\$125,818	\$125,818	\$128,877	\$3,059	2.43%	\$132,743
Capital Outlay	\$0	\$0	\$0	\$0	\$0		\$0
<b>BOTTOM LINE ADJ</b>				\$0	\$0		
<b>Total</b>	<b>\$1,159,037</b>	<b>\$1,196,754</b>	<b>\$1,200,939</b>	<b>\$1,256,203</b>	<b>\$55,264</b>	<b>4.60%</b>	<b>\$1,322,745</b>

TOWN LIBRARY  
Budget Trends



**ZERO BASED BUDGET  
LIBRARY**

Account Number	Description	Requested
11219010 510101	- CLASSIFIED FULL TIME	276,845.00
11219010 510102	- CLASSIFIED PART TIME	167,102.00
11219010 510103	- UNCLASSIFIED FULL TIME	229,475.00
11219010 510104	- UNCLASSIFIED PART TIME	8,861.00
	4 high school students covering 24 hours a week @ \$7.10 per hour to put books and other materials back on the library shelves.	
11219010 510206	- TERMINATION PAY	15,000.00
	Programmed contribution to a library termination pay reserve account. There are four staff members eligible to retire in FY 2007, which would cost roughly \$89,776 in termination pay if they should opt to retire. We currently have \$48,393 in the library's termination pay reserve and are scheduled to add another \$20,787 to the reserve account this year. Over a 5-year period, two other staff members will be eligible to retire, at a cost of an additional \$50,000 in termination benefits. We will need an additional \$70,596 in this account over 5 years to meet this liability, which makes the annual contribution, logically, \$15,000 per year.	
11219010 524001	- FICA	52,195.00
11219010 524302	- RETIREMENT	68,933.00
11219010 524304	- HEALTH INSURANCE	115,299.00
11219010 524305	- DENTAL INSURANCE	15,180.00
11219010 524306	- LIFE INSURANCE	1,989.00
11219020 524401	- TUITION & FEES	250

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Fees for workshops and other continuing education opportunities for staff. Zero increase budgeted for this account. The library's administrative and professional librarians all participate actively on professional committees, which are always opportunities for continuing education and librarians, also take advantage of workshops offered by OLIS (the state library agency), which are usually free-of charge. The amount proposed for this account would fund attendance at either the RI Library Association Conference or some other professional continuing ed opportunity for up to four professional staff members at an estimated \$60 per employee.	
11219020 524405 -	TRAVEL & EXPENSES	1,069.00
	Mileage reimbursement for staff to attend committee meetings workshops and other continuing education opportunities. NKFL librarians participate on 10 statewide committees, which meet on a variety of schedules at libraries across the state. These committees include: CLAN Steering Committee (10 times per year) CLAN Membership (quarterly) CLAN Database Management (6 times per year) CLAN Technology (6 times per year) CLAN Group Purchasing (6 times per year) CLAN Circulation Heads (quarterly) CLAN Reference Librarians (quarterly) Statewide Children's Advisory Council (6 times per year) State Documents Clearinghouse Committee (8 times per year) R.I. Council for the Humanities (monthly) Additional meetings or workshops (4 additional) Total estimated reimbursements include 63 trips on an average of 35 miles round trip @48.5 cents per mile=\$1,069	
11219020 530501 -	DUES & MEMBERSHIPS	295
	Memberships in local, state and national library organizations. Zero increase budgeted in this account, which was reduced in FY 04-05 from \$400 to \$295 to fulfill the cut in the library's budget request. Since NK Chamber of Commerce dues have risen over 30% in FY 06 and since this amount in the library budget is reduced, we will not be able to continue our membership in the chamber. Dues and Memberships paid from this account include: American Library Association--\$125 Public Library Association--\$55 New England Library Association--\$75 Rhode Island Library Association--\$40 No outside consulting services anticipated in FY 05/06.	
11219030 530101 -	TELEPHONE	5,500.00
	Telephone costs include the following: Regular phone service (Verizon) including four incoming phone lines and a dedicated fax line at an average cost of \$418 per month=\$5,016. Long distance service (Qwest) for occasional calls to out- of-state libraries or vendors as well as faxes, at an avg cost of \$14 per month=\$168. Emergency cell phone (Cingular) for use in power failures or other emergencies at a cost of \$20 per month= \$240. Additional white pages and yellow pages phone directories for nearby major metropolitan areas for the library's reference collection=\$76.	
11219030 530103 -	POSTAGE	1,400.00
	We mail an average of 291 items per month, including overdue notices, notices of items being held for patrons, and other correspondence. Based on the new postal rates, our postage costs for FY 06-07 are estimated to be: 291 first class items per month @ 39 cents per item = \$1,362. Additional items, including returning out-of-state inter-library loans and occasional mailings of larger than first- class size envelopes will account for the additional \$38. We are proposing to spend in this account. We do not anticipate needing an increase in this account over the current fiscal year because many patrons are now opting to receive their notices via e-mail, which has helped us hold the line on our postage costs.	
11219030 530105 -	DATA PROCESSING	250
	The library's share of the costs of software maintenance on the MUNIS finance system for payroll and budgeting.	

**ZERO BASED BUDGET  
LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
11219030 530607 -	AUDITING The library's share of the costs of the town's annual financial audit.	3,050.00
11219030 530703 -	OFFICE EQUIPMENT RENTAL This account reflects the cost to rent our postage meter from Pitney Bowes. Rental fees rose .5% in FY 06. I have used that same percentage increase to estimate next year's costs. The quarterly fee is \$209 with additional annual fees of \$59 for a total of \$895.	895
11219030 530802 -	STATIONERY We use funds in this account to print letterhead stationery, envelopes, and library note cards for Correspondence. We have these three items printed on a three-year rotating schedule. In FY 07, we are due to have letterhead printed. The budgeted amount should be adequate for one ream.	150
11219030 531004 -	OFFICE EQUIPMENT MAINTENANCE The proposed amount in this account reflects the following expenses: Maintenance on local area network server (\$4,900). License renewal for Norton anti-virus software for network server, exchange server, and 47 workstations (\$1,619). License renewal for CybraryN software (\$454); Eventkeeper software (\$275); PubWeb browser software (\$100). Maintenance on Merlin Legend Telephone system @ a cost of \$154.70 per month for a total of \$1,857. Maintenance on Canon office copier, which is part of the town wide contract (\$757). Annual preventive maintenance on three microfilm reader/printer/scanners (\$273).	10,235.00
11219030 540104 -	OPER SUPPLIES FOR OFFICE EQUIP	6,180.00

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	Our estimated supply needs for FY 06-07 include the following: Receipt printer paper--28 pkg. @11.88 ea.=\$332.64 Receipt printer ribbons--4 boxes@30.55 ea.=\$122.20 Paper for copier and printers--20 ctns@29.90 ea.=\$598. Color paper for copier--33 reams@4.49 ea.=\$148.17 Large size paper for copier--3 reams@9.49 ea.=\$28.47 Marking pens for ILL delivery--12 doz@6.49=\$77.88 Ruled pads--1 doz @3.99=\$3.99 Deskpads calendars--3@4.79 ea=\$14.37 Monthly calendars--7@7.99 ea.=\$55.93 Desk calendars--9@1.09 ea.=\$9.81 Rubber bands--2 sizes of 9 boxes=\$27.51 Toner for printers--various sizes--16 cartridges for a total of \$1,028.15. Pens--12 doz. @1.20=\$14.40 Tape--24 rolls @1.29 ea.=\$30.96 Labels for library collec--various sizes--5 boxes for a total of \$129.95 Date stamps and date pads--\$19.41 Notebooks--2 pkg.10.99=\$21.98 Typewriter ribbons--2 boxes@9.79=\$19.58 Floppy disks--6 boxes@8.99=\$53.94 Post-it-notes--assorted sizes=\$19.57 Glue sticks--36 @.79 ea.=\$28.44 Sheet protectors--2 boxes@14.99=\$29.98 Window envelopes--2 ctns@10.39=\$20.78 Color coding dots--2 pkg.@2.99=\$5.98 Manila envelopes--1 box @21.33=\$21.33 Name badges--3 @7.48 ea.=\$22.44 Book order pads--90 pads@2.24=\$201.60 Hang-up bags to shelve children's media collec.—15 pkgs@4.89=\$73.35 Large print book labels--2 pkg.@6.79=\$13.58 Mending glue--1 gal. @46.05=\$46.05 Filament tape--4 rolls@5.19 ea.=\$20.76 Alphabet label sets for preschool books--50 sets @.92= \$46. Class. Labels for preschool books--2 rolls@3.30=\$6.60 Spine label protectors--5 rolls@25.00=\$125.00 Book jackets--assorted sizes and prices for a total of \$195.36 Security cases to circulate and display DVDs--500@1.17 ea. = \$585.00 Security cases to circulate and display double size DVDs-- 75@1.13 ea.=\$98.25. Security cases to circulate and display music CDs--120@1.17 ea.=\$140.40. Binders for talking books--50@6.60 ea.=\$330. Boxes for VHS videocassettes--100@.71e a.=\$71. Labels for DVDS--2 pkg.@4.99 =\$9.98 Labels for new books--4 pkg.@4.99=\$19.96 Plain white envelopes--1 box@5.29=\$5.29 Staples--5 boxes@.89=\$4.45 Paper clips--regular and jumbo for a total of \$8.18 Bar code labels for lib. collec--5,000@.02 ea.= \$100.00 Bar code labels for patron lib. Cards--500@.02 ea.= \$10.00 Library cards--1,000@.50 ea.=\$500. Tape sheets for postage meter--1 box@31.99=\$31.99 Ink cartridges for postage meter--2 boxes@122.97=\$245.94 Miscellaneous supplies and shipping costs===\$174 Above prices are current costs--estimated 4% factor increase on the above total=\$230.98	
11219040 531206 -	CONTRACTUAL SERVICES NOT O/W C	46,182.00
	CLAN membership fees. Membership fees are calculated on a formula based on usage of the entire CLAN system. The formula includes a percentage for the number of items loaned to patrons; the number of Internet connections per library; the number of branches per library; and the size of the library collection. The NKFL share of the total CLAN fees for FY 06/07, based upon these percentages is about 3% of the total. The increase in membership fees is due to higher CLAN costs for equipment maintenance, cost of living raises for CLAN staff members; higher telecommunication fees; and the addition of the Providence Journal archives database as a core service for all CLAN members.	
11219050 540108 -	BOOKS & PUBLICATIONS	118,122.00

**ZERO BASED BUDGET**

**LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	This budget proposal provides funding for the following: Fiction titles--1,000@15.00 ea.=\$15,000. Paperbacks--66@6.00 ea.=\$396. Non-Fiction titles--800@18.00 ea.=\$14,400. Reference books--60@50.00 ea.=\$3,000. Children's books--800@18.00 ea.=\$14,400. Young Adult books--250@14.00 ea.=\$3,500. Large print books--200@27.00 ea.=\$5,400. Online databases--7-8 databases=\$22,731. Talking books--240@48.00 ea.=\$11,520. Language tapes--50@18.00 ea.=\$900. Videos--300 DVDs@22.00 ea.=\$6,600. Music--120 Music CDs@12.00 ea.=\$1,440. Magazines and Newspapers--\$10,987. Emerging formats such as Mp3 and other downloadable audio--\$2,848. Microfilm--three microfilm subscriptions (Providence Journal, Newsweek, and Standard-Times)--\$5,000.	
11219060 530301 -	ELECTRICITY	49,200.00
	Monthly rates, based on historical usage and an estimated 3% rate increase:	
11219060 530303 -	FUEL OIL	13,760.00
	We have used an average of 8,600 gallons of heating oil in the past two fiscal years. At a per gallon rate of \$1.60, using the same consumption amount, we would need \$13,760 in FY 07 to heat the library building.	
11219060 530305 -	SOLID WASTE	1,740.00
	This represents the library share of the town wide contract for garbage removal and recycling.	
11219060 530306 -	WATER	876
	Water usage based on the historical record over the past three fiscal years of 280,000 gallons per year @2.40 per thousand=\$672. Flat charge of \$13.49 per quarter=\$53.96 Other charges based on annual usage=\$67.51 for infrastructure (.2411/thousand) and surcharge (.292/ thousand)=\$81.76.	
11219060 530406 -	GENERAL INSURANCE	13,675.00
11219060 531101 -	STRUCTURAL SYSTEMS MAINTENANCE	1,000.00
	Twice annual pumping of the septic system with an estimated 3% increase over current rates--\$320/pumping=\$640. Emergency repair to automatic front doors or an emergency repair of a broken window--\$360.	
11219060 531105 -	INTERIORS MAINTENANCE	10,850.00
	Annual boiler cleaning in Fall 2006--\$900. Changeover from air conditioning to heat in Fall 2006--\$175. Changeover from heat to air-conditioning in Spring 2007--\$1,225.00 Estimated repairs to HVAC system: fans, motors, flow valves, drain repairs on blower units--\$3,054. Elevator door hydraulic system replacement--shared cost of \$3,596 (total project cost is going to be \$5,650). Replacement of fire alarm batteries--\$775. Routine replacement of faulty smoke detectors--\$375. Modest maintenance projects scheduled according to the greatest need: painting, electrical, plumbing, or tree work--\$750.	
11219060 531206 -	CONTRACTUAL SERVICES NOT O/W C	6,409.00
	Elevator--for monthly check and preventive maintenance \$265/month=\$3,180. Water treatment chemicals and monitoring of gauges for the water in the cooling tower during air conditioning season--\$1,160. Fire alarm contract to test the alarms quarterly and for direct connection to fire department with an estimated 5% increase--\$1,255. Security alarm contract to monitor the security system with an estimated 5% increase--\$814.	
11219060 540508 -	ELECTRICAL SUPPLIES	1,350.00

**ZERO BASED BUDGET  
LIBRARY**

<b>Account Number</b>	<b>Description</b>	<b>Requested</b>
	The library has more than sixteen different types of light fixtures inside and outside the building, most of which require different models of light bulbs and ballasts. Some of these bulbs and ballasts have significantly long lives and some need to be replaced more than once a year. Since we cannot reasonably predict which bulbs and ballasts will need to be replaced in a given year, we have used historical spending in this account as a means to predict our needs for FY 07.	
11219060 540509 -	JANITORIAL SUPPLIES	3,225.00
	Supplies needed for the cleaning of the building and its furnishings. The budgeted amount includes the following: Facial tissue--3 cases@41.41=\$124.23. Prestige hand soap--5 cases@49.88=\$249.40. Trash bags--3 cartons@49.88=\$149.64. Toilet bowl cleaner--40 quarts@3.05=\$122. Vacuum Bags--3 pkg.@16.28=\$48.84. Bleach--10 gals@1.92=\$19.20. Ice melt--2 containers@29.87=\$59.74. Speedball disinfectant cleaner--12 cans@5.29=\$63.48. Glass cleaner--7 quarts@28.14 Urinal screens--1 doz.@12.55=\$12.55 Sundance floor cleaner--8 gals@10.38=\$83.04 Toilet tissue--14 cases@66.78=\$1,001.70 Paper towel rolls for public bathrooms--9 rolls@65.84= \$592.56. C-Fold Paper towels--15 cartons@28.29=\$424.35. Latex gloves--5 boxes@5.95=\$29.75. Window washer and squeegee--\$32.36. Carpet cleaner--6 gals.@18.97=\$113.82. Miscellaneous supplies--\$70.00	
11219070 510101 -	CLASSIFIED FULL TIME Funding for 12 Sundays Jan-March 2007	1,981.00
11219070 510102 -	CLASSIFIED PART TIME Funding for 12 Sundays Jan-March 2007.	2,243.00
11219070 510103 -	UNCLASSIFIED FULL TIME Funding for 12 Sundays Jan-March 2007.	2,270.00
11219070 510104 -	UNCLASSIFIED PART TIME Funding for 12 Sundays Jan-March 2007.	2,481.00
11219070 524001 -	SOCIAL SECURITY	686
<b>TOTAL LIBRARY FUND</b>		<b>1,256,203.00</b>

## ***SCHOOL DEPARTMENT***

### School Committee:

Donald DeFedele, Chairperson  
Dr. Denise Coppa, Co-Chairperson  
Melvoid J. Benson  
Faith Renee Cockerill  
Dr. Janice E. DeFrances  
Barry M. Martasian  
William C. Mudge

Dr. James Halley, 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:

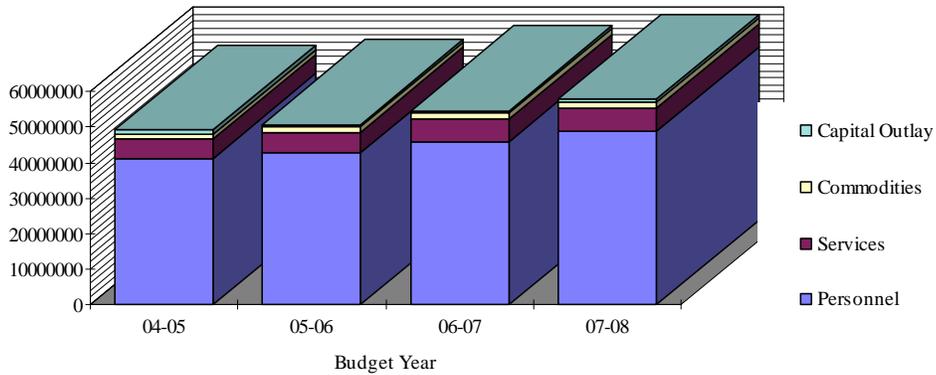
- parents are active participants in their child's learning and equal partners with the school in making educational decisions.
- there is a safe and orderly learning environment.
- there is equality of educational opportunity.
- there is a climate of high expectations.
- there is a respect for the uniqueness 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 04-05	Projected Expenditures through 6/30/06	Adopted Budget Current Year 05-06	Proposed Budget Next Year 06-07	Budget Increase Decrease	Percent Changed Current/Next	Projected Budget Following Year 07-08
<b>Personnel</b>	\$41,265,875	\$42,618,825	\$42,618,825	\$45,983,959	\$3,365,134	7.90%	\$48,742,997
<b>Services</b>	\$5,481,118	\$6,025,825	\$6,025,825	\$6,273,904	\$248,079	4.12%	\$6,587,599
<b>Commodities</b>	\$1,352,415	\$1,427,560	\$1,427,560	\$1,601,451	\$173,891	12.18%	\$1,681,524
<b>Capital Outlay</b>	\$1,130,270	\$641,182	\$641,182	\$797,793	\$156,611	24.43%	\$821,727
<b>Bottom Line Reduction</b>				\$0 (\$1,575,407) (\$1,575,407)			
<b>Total</b>	<b>49,229,678</b>	<b>50,713,392</b>	<b>50,713,392</b>	<b>53,081,700</b>	<b>2,368,308</b>	<b>4.67%</b>	<b>\$57,833,846</b>

SCHOOL DEPARTMENT  
Budget Trends



**CAPITAL, DEBT SERVICE and MAJOR PROJECTS**

This section of the budget summarizes all major and minor capital improvements and equipment proposed for funding and/or implementation as part of the proposed budget. All major capital improvement projects (non recurring projects with a total cost of over \$100,000) are included in the Town’s six-year capital improvement program recommended to the Town Council by the Asset Management Commission which will be amended and adopted by the Council as part of the budget adoption. Equipment and minor capital improvements (recurring projects over \$100,000 and capital projects with a total cost of less than \$100,000) are proposed during the operating budget process. A total of \$2.7 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 2007 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 \$1.098 million for projects in the General Fund budget, a decrease of \$287,000 over the current year. The Police and Fire Departments will see a decrease of \$65,000 over the current year’s budget and the Public Works Department is proposed to decrease by \$500,000. Of that amount, \$125,000 less is provided for road overlay. The Quonset Davisville enterprise fund (Leisure Services) increases by \$306,283 due to funding being available for transfer to capital reserves with the proposed decrease of support to the General Fund for Recreation activities of \$125,000 for future improvements at the Golf Course and an increase in revenues earmarked for future capital projects at Allen Harbor. The Water Fund is proposed to decrease slightly and includes funding for many ongoing projects that will be funded from the newly established capital reserve account. The grand total proposed decrease in capital spending and transfers to capital reserves from the operating budgets for Fiscal Year 2007 is \$247,876.

**Chart A**

<b>Fund/Dept.</b>	<b>Project Description</b>	<b>Account</b>		<b>Funding Type</b>		<b>Amount</b>
<b>General Fund</b>	To Town Capital Reserve for Pay-as-we-go capital improvements			G	TCR	\$ 300,000
Information Systems	PC Replacements – Various Department	00105050	550301	G	EQR	18,000
Fire	Fire Hose	00108030	550701	G	EQR	10,000
Fire	Emergency Medical Services Software, Licenses, Hardware	00108030	550701	G	CI	15,000
Police	3 Patrol Vehicle Replacements	00108120	550401	G	EQR	63,000
Highway	Road Overlay, Drainage, Chipseal	00110020	531107, 531110, 531111	G	F	237,000
Highway	Snow Removal Fleet Replacements	00110020	550501	G	EQR	140,000
Highway	Main Street Sidewalks	00110020	531206	G	F	130,000
Engineering	Main Street, Landfill Closure, Dam Projects Engineering	00110050	530602	G	F	135,000
Facilities	Facilities Van Replacement	00110070	550501	G	EQR	35,000
<b>Senior Services</b>	<b>Funding towards Transportation Van Replacement</b>	00113050	550701	G	EQR	<u>15,000</u>
<b>Total General Fund</b>						\$ 1,098,000
<b>Q/D Recreation Fund</b>						
Golf Course	To Golf Course Capital Reserve for Pay-as-we-go capital improvements			EQ	QCR	140,575
Golf Course	Triplex Rough Mower	43021010	550401	EQ	EQR	27,500

<b>Fund/Dept.</b>	<b>Project Description</b>	<b>Account</b>		<b>Funding Type</b>		<b>Amount</b>
Golf Course	Golf Cart Replacements (25 Carts)	43021020	550401	EQ	EQR	42,000
Allen Harbor	To Allen Harbor Capital Reserve for Pay-as-we-go capital improvements			EQ	QCR	108,780
Allen Harbor	Bulkhead Design	43021040	530601	EQ	F	20,000
Allen Harbor	Cash Register and PC	43021040	550301	EQ	EQR	1,000
Allen Harbor	New Barge construction	43021040	550401	EQ	EQR	3,000
Allen Harbor	Equipment Replacements	43021040	550501	EQ	EQR	<u>5,000</u>
	<b>Total Q/D Recreation Fund</b>					\$ 347,855
<b>Water Fund</b>	To Water Capital Reserve for Pay-as-we-go capital improvements			EW	WCR	771,633
Water	Computer Equipment	44040050	550301	EW	EQR	2,000
Water	Office Capital	44040050	550701	EW	EQR	15,000
Water	Meter Reading Equipment	44040090	550703	EW	EQR	5,000
Water	Engineering for Capital Projects	44040090	551006	EW	F	10,000
Water	Replacement Motors for Well and Chemical Pumps	44040091	550702	EW	EQR	2,000
Water	Well Redevelopment	44040091	551001	EW	F	30,000
Water	Tank Cleaning & Disinfection	44040091	551002	EW	F	5,000
Water	Information System for Wastewater Management	44040100	550101	EW	CI	<u>5,895</u>
	<b>Total Water Fund</b>					\$ 846,528
<b>School Fund</b>	To School Capital Reserve for Pay-as-we-go capital improvements			G	SCR	237,713
	<b>Total School Fund</b>					\$ <u>237,713</u>
	<b>Total All Budgeted Funds</b>					\$ 2,530,096

**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 2007 requested equipment replacements for various Departments for a total of \$510,853 which has been recommended for funding in Chart A, above, for FY2007. Also included below are planned equipment requirements over the next four years. Without annual funding for replacement equipment in a particular year, the next year's needs are increased possibly causing a funding problem in the subsequent fiscal year's budget.

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

<b>Department</b>	<b>FY to Purchase</b>	<b>Description</b>	<b>Estimated Cost</b>
Facilities	2007	Full size pickup truck with snow Equipment (#49-1985 Dodge van), (72, 400 miles) Facilities 1998 Sonoma PU will replace the 1985 van used by the Town's Facilities Project Manager	35,000
Finance	2007	PC Replacements Townwide	18,000
Golf Course	2007	Tri-plex Rough Mower	27,500
Golf Course	2007	25 golf carts	47,000
Highway	2007	Large Dump Truck w/ snow equipment (# 70-1990 Ford dump truck), (123,100 miles).	95,000
Highway	2007	Full size pickup (550) truck with snow equipment (#54-1989 Ford PU), (146,000 miles)	45,000
Police	2007	Replace 3 Vehicles	63,000
Senior Services	2007	Replacement Vehicle for 1995 Van	70,353
Water	2007	Backhoe Loader	75,000
Water	2007	Service Vehicle with plow package	<u>35,000</u>
		Total Fiscal Year 2007	510,853
Allen Harbor	2008	Outboard motor (Lema)	15,000
Facilities	2008	Turf Tractor (1971 John Deere)	35,000
Finance	2008	PC and Server Replacements Townwide	20,000
Fire	2008	Engine	400,000
Fire	2008	Fire Prevention Vehicle	35,000
Fire	2008	Brush Truck	75,000
Fire	2008	Command Vehicle	50,000
Fire	2008	Engine	400,000
Golf Course	2008	Sprayer	20,000
Golf Course	2008	Tractor	23,000
Golf Course	2008	25 golf carts	49,000
Harbor	2008	Motor replacement	10,000
Highway	2008	Large Dump Truck w/ snow equipment (#82-Int. 1990 truck), (42,400 miles)	95,000
Highway	2008	Full size pickup truck w/ snow equipment (#56-1989 Chev. PU), (237,000 miles)	45,000
Police	2008	Replace 6 Vehicles	129,000
Police	2008	PC, Server and Laptop replacements	53,000
Townwide	2008	Copiers	40,000
Water	2008	Vehicle for Meter Reader	28,000
Water	2008	Service Vehicle	<u>30,000</u>
		Total Fiscal Year 2008	1,552,000
Allen Harbor	2009	Used Pick-up Truck	10,000

<b>Department</b>	<b>FY to Purchase</b>	<b>Description</b>	<b>Estimated Cost</b>
Animal Control	2009	Replace Utility Van	25,000
Facilities	2009	Tractor w/ Hydraulic accessories (1992 Bobcat)	35,000
Finance	2009	PC and Server Replacements Townwide	20,000
Finance	2009	Server MUNIS Financial System Town/School	22,000
Fire	2009	Rescue	170,000
Fire	2009	Brush Truck	75,000
Golf Course	2009	Tee mower	29,000
Golf Course	2009	Trap Rake	15,000
Golf Course	2009	25 golf carts	51,000
Highway	2009	Large Dump truck w/ snow equipment (#83-1992 Ford truck), (47,600 miles)	97,000
Highway	2009	Full size pickup truck w/ snow equipment (#1-1992 Ford PU), (144,700 miles)	48,000
Police	2009	Replace 6 Vehicles	131,000
Police	2009	Mobile data terminal for police cars	60,000
Water	2009	Miscellaneous Chemical Feed Pumps	31,000
Water	2009	Well Pumps and Motors	<u>20,000</u>
Total Fiscal Year 2009			839,000
Animal Control	2010	Replace Utility Van	26,000
Facilities	2010	Full size pickup truck w/ snow equipment (#42-1998 Sonoma PU), (30,100 miles)	50,000
Finance	2010	PC and Server Replacements Townwide	20,000
Fire	2010	Rescue	170,000
Fire	2010	Chief's Car	40,000
Golf Course	2010	Pick-up Truck	16,500
Golf Course	2010	Aerifier	15,000
Golf Course	2010	25 golf carts	53,000
Golf Course	2010	Utility Cart	12,500
Golf Course	2010	Out front mower	20,000
Harbor	2010	Skiff	30,000
Highway	2010	Large Dump Truck w/ snow equipment (#73-1994 truck), (46,400 miles)	100,000
Highway	2010	Full size pickup truck w/ snow equipment (#3- 1995 Ford PU), (112,500 miles)	50,000
Police	2010	Replace 6 Vehicles	131,000
Police	2010	12 Radar units	18,000
Police	2010	52 Bullet Proof Vests	55,000
Water	2010	Wickford Highlands Pump Station Mechanical Upgrade	<u>32,400</u>
Total Fiscal Year 2010			839,400
Allen Harbor	2011	Outboard motor (barge)	17,000

Department	FY to Purchase	Description	Estimated Cost
Building Official	2011	New Inspection Vehicle	20,000
Facilities	2011	Utility Van (#43-1985 Dodge Van), (71,200 miles)	27,000
Facilities	2011	Mower with wing deck	8,000
Finance	2011	PC and Server Replacements Townwide	20,000
Fire	2011	Rescue	175,000
Fire	2011	Engine	450,000
Golf Course	2011	25 golf carts	55,000
Highway	2011	Road Grader (1964 CAT)	150,000
Police	2011	Replace 6 Vehicles	138,000
Police	2011	Police Network Servers	35,000
Senior Svc.	2011	Replacement Vehicle	75,000
Total Fiscal Year 2011			1,170,000

**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 FY07 operating budget for these projects, other than the debt service cost, if applicable, has been show below. Debt service for the voter-approved Bond funded projects (Funding Source BA) is estimated to be \$402,000 for the first year of the debt. Projects with a funding source of BU would only go forward if approved by the voters. Because the Town implements a conservative 20 year level principal payment schedule for most debt, this amount will decrease over the life of the projects. The actual debt service for each project currently bonded is shown in Chart D.

**Chart C**

Lead Dept	Project Description	Funding	Type	Amount FY07	Impact Operating Budget 07
Leisure	Allen Harbor Master Plan Improvements	QCR	F	45,000	
	Golf Course Improvements	QCR	F	36,000	
	Calf Pasture Point Improvements	OT2	CI	179,200	10,000
Planning	Development Rights Acquisitions	BA/BU/OT3	CI	1,700,000	
Public Safety	Public Safety Building Improvements	TCR/OT2	F,CI	270,225	
	Relocation of Fire Station #2	BU	CI	2,350,000	
	Quonset Fire Station	OT2	CI	2,741,000	
Public Works	Belleville Pond Dam Improvements	TCR	F	504,000	55,000
	Landfill Closure - Hamilton Allenton	TCR	F	80,000	55,000
	HVAC Improvements	TCR	F	25,000	
	Main Street Project	BA/OT2/OT3	F	1,574,000	155,000
	55 Oak Hill Storage Facility	TCR	F	25,000	
Recreation	Townwide Playing Fields	OT2	CI	40,000	
	Park Upgrades – Yorktown	OT2	CI	40,000	2,000
	McGinn Park Inline Skating	OT2	CI	50,000	

Lead Dept	Project Description	Funding	Type	Amount FY07	Impact Operating Budget 07
School	Various projects for repairs to Forrest Park, Fishing Cove and Davisville Elementary and Wickford Middle Schools	BA	F	4,593,500	
	Davisville Middle School Roof and HVAC	SCR	F	35,000	
	School Admin and Maintenance Bldg Septic	SCR	F	54,376	
	CD/Admin/Maintenance Parking Lot	SCR	F	206,626	
	CD Building Improvements	SCR	F	8,803	
Senior Services	Senior Center Design	BU	CI	175,000	
Water	New 700 GPM Well #11	WCR	CI	1,150,000	450,000
	New Juniper Hill Tank	WCR	CI	1,290,000	800,000
	Standpipe Maintenance and Painting	WCR	F	1,130,000	282,725
	Emergency Generators	WCR	CI	280,000	
	Tank Site Soil Investigation and Engineering	WCR	F	<u>200,000</u>	<u>200,000</u>
	Grand Total Ongoing & Proposed Projects			18,782,730	1,979,725

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

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

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

Included above are \$784,225 in projects that are to be funded from the Town Capital Reserve, \$544,805 from the School Capital Reserve, \$81,000 from the Quonset/Davisville Recreation Reserve for both the Golf Course and Allen Harbor and \$1,732,725 from the newly proposed Water Capital Reserve in FY2007. Below in Charts D, E, F and G are funding and spending projections and updates of the anticipated balance available from these four capital reserve funds after completion of the FY 2007 projects.

**Chart D**

<b>Town Capital Reserve (TCR)</b>	<b>06/07</b>
Estimated Balance 6/30/06	1,768,275
Proposed Funding FY 2007	300,000
Less CIP Projects Funded by Capital Reserve	
Belleville Pond Dam Construction	(504,000)
Landfill Closure	(80,000)
HVAC Improvements	(25,000)
55 Oak Hill Road	(25,000)
Public Safety Phase I & IA	(150,225)
CIP Projects Totals	(784,225)
Estimated Year End Balance in Fund	1,284,050

**Chart E**

<b>School Capital Reserve (SCR)</b>	<b>06/07</b>
Estimated Balance 6/30/06	1,184,569
Proposed Funding FY 2007	237,713
Less CIP Projects Funded by Capital Reserve	
Fishing Cove Elementary Asbestos Removal	(125,000)
Forrest Park Elementary Asbestos Removal	(115,000)
School Admin and Maintenance Bldg. Septic	(54,376)

<b>School Capital Reserve (SCR)</b>		<b>06/07</b>
Davisville Middle Roof and HVAC		(35,000)
CD Admin Maintenance Parking Lot		(206,626)
CD Building Improvements		(8,803)
	CIP Projects Totals	(544,805)
Estimated Year End Balance in Fund		877,805

**Chart F**

<b>Water Capital Reserve (WCR)</b>		<b>06/07</b>
Estimated Balance 6/30/06 (Recommend creation of fund in FY2007)		0
Proposed Funding from Fund Balance FY07		1,000,000
Proposed Funding FY07 Revenues		771,633
Less CIP Projects Funded by Capital Reserve		
New 700 GPM Well #11		-450,000
New Juniper Hill Tank		-800,000
Standpipe Maintenance and Painting		-282,725
Tank Site Soil Investigation and Engineering		<u>-200,000</u>
	CIP Projects Totals	(1,732,725)
Estimated Year End Balance in Fund		38,908

**Chart G**

<b>Quonset/Davisville Recreation Capital Reserve (OCR)</b>		<b>06/07</b>
Estimated Balance 6/30/06		27,000
Proposed Funding FY07 Golf Course Revenues		140,575
Proposed Funding FY07 Allen Harbor Revenues		108,780
Less CIP Projects Funded by Capital Reserve		
Allen Harbor Master Plan Improvements		-45,000
Golf Course Improvements		<u>-36,000</u>
	CIP Projects Totals	(81,000)
Estimated Year End Balance in Fund		195,355

**Outstanding Debt**

The following table, Chart H, shows the status of all outstanding debt for the Town. New debt service has been estimated for approximately \$2.8 million in Open Space/Development Rights/Farmland financing. The Town issued advance refunding/refinancing bond issue in April 2005 and realized significant future interest cost savings with a slight increase in principal, grand total net debt will be increased by just under \$0.6 million from FY 2006.

**Chart H (Amounts in millions)**

<b>Statement of Municipal Debt for Fiscal Year Ending June 30, 2007</b>						
Interest Rate	Maturity Date	Issue Date and Purpose of Issue	Total Principal Payment	Total Interest Payment	Total Payment	Net Debt 6/30/07
<b>Municipal Debt</b>						
6.3-6.8%	12/15/2006	\$ 0.8 Dec-91 Open Space (Recreation)	80,000	2,720	82,720	-
3-3.5%	6/30/2012	\$.328M Refunding \$.79 Open Space	55,000	9,625	64,625	267,000
3-3.5%	6/30/2012	\$.232M Refunding \$.56 Public Fac	40,000	6,788	46,788	188,000
3.91%	7/15/2007	\$ 1.9 (1990) and \$ 1.25 (1992) Dec-98 Refunding (Recreation)	42,400	2,533	44,933	42,400
4.42%	12/31/2019	\$ 1.025 Dec-98 Farmland & \$2.250 Roads	164,062	89,366	253,428	1,962,510
4.42%	12/31/2019	\$ 1.0 Dec-98 Library	50,095	27,287	77,382	599,239
5.08%	9/15/2020	\$3.6 Farmland & \$.235 Open Space	195,001	138,438	333,439	2,665,000

<b>Statement of Municipal Debt for Fiscal Year Ending June 30, 2007</b>						
Interest Rate	Maturity Date	Issue Date and Purpose of Issue	Total Principal Payment	Total Interest Payment	Total Payment	Net Debt 6/30/07
4.32%	6/15/2016	Jun-01 \$1.56 Farmland, \$1.9 Public Facilities, \$.385 Asset Protection	250,000	105,790	355,790	2,245,000
	2026	Estimated Spring 2006 \$2.84 M Issue Open Space Dev Rights	<u>142,000</u>	<u>156,200</u>	<u>298,200</u>	<u>2,698,000</u>
		Total Municipal Debt	1,018,557	538,747	1,557,305	10,667,149
<b>School Debt</b>						
3.0-	6/30/2012	\$1.915M Refunding \$4.6M				
3.5%		ElemAdditions	330,000	56,213	386,213	1,555,000
3.91%	7/15/2007	\$ 3.1 (1990) School Dec-98 Refunding	37,600	2,247	39,847	37,600
4.42%	12/31/2019	\$ 0.795 Dec-98 Athletics & \$2.2 Tech	150,035	81,725	231,760	1,794,720
5.06%	6/15/2019	\$1.505 June-99 School Athletics	65,000	57,023	122,023	1,070,000
3.0-	6/30/2026	\$27.885M Refunding \$33M High School	1,560,000	1,112,813	2,672,813	26,015,000
5.0%						
3.5-	12/15/2011	Dec-01 \$1.9 School Additions	<u>200,000</u>	<u>40,650</u>	<u>240,650</u>	<u>900,000</u>
4.35%						
		Total School Debt	<u>2,342,635</u>	<u>1,350,669</u>	<u>3,693,304</u>	<u>31,372,320</u>
<b>Total Debt Combined School &amp; Municipal</b>			3,361,192	1,889,417	5,250,609	42,039,469
<b>Enterprise Funds Debt</b>						
4.42%	12/31/2019	\$ 0.615 Dec-98 Golf Club House	30,808	16,782	47,590	368,531
5.70%	10/7/2006	\$ 0.9 Oct-96 Slocum Water Tank	<u>114,198</u>	<u>6,566</u>	<u>120,764</u>	-
		Total Enterprise Debt	<u>145,006</u>	<u>23,348</u>	<u>168,354</u>	<u>368,531</u>
<b>Combined Grand Total Debt</b>			3,506,198	1,912,765	5,418,963	42,408,000

### 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, 2005 the Town had \$652,412 outstanding subject to the 3% debt limit. The current 3% debt limit of the Town is \$105,768,123 on the net assessed valuation as of December 31, 2003 of \$3,525,604,088.

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, 2005, the total outstanding debt of the Town issued pursuant to special legislation outside the 3% debt limit was \$46,837,263.

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 the Town will have \$5,990,000 of unused authority.

**Chart I – Bonding Authority**

<b>Bonding Authority Description</b>	<b>Date Authorized</b>	<b>Amount Authorized</b>	<b>Balance Remaining</b>	<b>Proposed Projects</b>	<b>Year End Balance</b>
School Improvements	Nov-04	\$9,000,000	\$9,000,000	\$4,650,000	\$4,350,000
Public Facilities (Roads/Sidewalks/Public Works Facility)	Nov-92	\$6,000,000	\$1,290,000	0	\$1,290,000
Open Space/Farmland Preservation	Nov-00	\$4,000,000	\$2,840,000	\$2,840,000	\$0
Library	Jun-97	\$1,350,000	\$350,000	\$0	\$350,000
<b>Total</b>		<b>\$20,350,000</b>	<b>\$13,480,000</b>	<b>\$7,490,000</b>	<b>\$5,990,000</b>

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

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

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

<b>Tax Rate Impact (without proposed new debt)</b>	<b>FY06 Projected</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
<u>Existing Long Term Debt Prin&amp; Int.</u>	5,426,172	4,952,508	4,733,867	4,517,077	4,384,740	4,254,911
Deduct for Housing & Library Aid	-1,168,416	1,084,378	1,266,009	1,230,709	1,196,329	1,161,305
Deduct for (Impact Fees)/Misc.	<u>-240,000</u>	<u>-85,000</u>	<u>-100,000</u>	<u>-100,000</u>	<u>-100,000</u>	<u>-100,000</u>
<b>Total Net Existing Long Term Debt</b>	4,017,756	3,783,130	3,367,858	3,186,368	3,088,411	2,993,605
<u>Authorized New Long Term Debt</u>						
\$2,840,000 Development Rights		298,200	290,390	282,580	274,770	266,960
\$5,200,000 School Improvements			<u>546,000</u>	<u>531,700</u>	<u>517,400</u>	<u>503,100</u>
<b>Total New Debt</b>	<u>0</u>	<u>298,200</u>	<u>836,390</u>	<u>814,280</u>	<u>792,170</u>	<u>770,060</u>
<b>Net Total Existing &amp; New Debt</b>	4,017,756	4,081,330	4,204,248	4,000,648	3,880,581	3,763,665
<b>Calculation of Tax rate Increase Available for Existing and New Debt</b>						
Deduct drawn from reserve *	<u>(300,000)</u>	<u>(200,000)</u>	<u>(250,000)</u>	<u>(200,000)</u>	<u>(150,000)</u>	<u>-</u>
<b>Net amount required from tax \$</b>	3,717,756	3,881,330	3,954,248	3,800,648	3,730,581	3,763,665
Would generate an estimated tax rate as follows:	\$ 1.06	\$ 1.08	\$ 1.10	\$ 1.04	\$ 1.01	\$ 1.01
<b>Estimated Tax rate increase/decrease for existing and new authorized debt</b>		<b>\$ 0.02</b>	<b>\$ 0.02</b>	<b>\$ (0.05)</b>	<b>\$ (0.03)</b>	<b>\$ (0.00)</b>
* Estimated Reserve Balance	815,627	615,627	365,627	165,627		

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 proposed debt is for a new Senior Facility, Public Safety facilities improvements and purchase of development rights/farmland/open space. Bond authority for these projects will be put before the voters in November 2006. If approved, the estimated tax rate increase will be \$0.15 in FY 09 and \$0.16 per thousand in FY 10.

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

<b>Tax Rate Impact Including Proposed Debt</b>	<b>FY06 Projected</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
Existing Long erm Debt Prin&Int.	5,426,172	4,952,508	4,733,867	4,517,077	4,384,740	4,254,911
Deduct for Housing & Library Aid	-1,168,416	1,084,378	1,266,009	-1,230,709	-1,196,329	-1,161,305
Deduct for (Impact Fees)/Misc.	<u>-240,000</u>	<u>-85,000</u>	<u>-100,000</u>	<u>-100,000</u>	<u>-100,000</u>	<u>-100,000</u>
Total Net Existing LongTerm Debt	4,017,756	3,783,130	3,367,858	3,186,368	3,088,411	2,993,605
<b>Authorized New Long Term Debt</b>						
\$2,840,000 Development Rights		298,200	290,390	282,580	274,770	266,960
\$5,200,000 School Improvements			<u>546,000</u>	<u>531,700</u>	<u>517,400</u>	<u>503,100</u>
Total New Debt	<u>0</u>	<u>298,200</u>	<u>836,390</u>	<u>814,280</u>	<u>792,170</u>	<u>770,060</u>
Net Total Existing & New Debt	4,017,756	4,081,330	4,204,248	4,000,648	3,880,581	3,763,665
<b>Unauthorized New Long Term Debt</b>						
\$4 M Senior Center - New Facility				420,000	409,000	398,000
\$2.2 M Headquarters Improve IA				231,000	224,950	218,900
\$2.3M Station 2 Relocation				246,750	240,288	233,825
\$4M Development Rights				-	<u>420,000</u>	<u>409,000</u>
Unauthorized Long Term Debt	<u>0</u>	<u>0</u>	<u>0</u>	<u>897,750</u>	<u>1,294,238</u>	<u>1,259,725</u>
Net Total All Existing & New Debt	4,017,756	4,081,330	4,204,248	4,898,398	5,174,819	5,023,390
<b>Calculation of Tax rate Increase Available for Existing and New Debt</b>						
Deduct drawn from reserve *	<u>(300,000)</u>	<u>(200,000)</u>	<u>(250,000)</u>	<u>(200,000)</u>	<u>(150,000)</u>	<u>-</u>
Net amount required from tax dollars	7,735,513	7,962,660	8,158,495	10,494,546	11,493,875	11,306,506
Would generate an estimated tax rate as follows:	\$ 1.06	\$ 1.08	\$ 1.09	\$ 1.24	\$ 1.40	\$ 1.35
<b>Estimated Tax rate increase/decrease for existing and new authorized debt</b>		<b>\$ 0.02</b>	<b>\$ 0.02</b>	<b>\$ 0.15</b>	<b>\$ 0.16</b>	<b>\$ (0.05)</b>
* Estimated Reserve Balance	815,627	615,627	365,627	165,627		

**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 6.25%. This is below the accepted standard of 10% from the debt rating agencies. This favorable comparison would decrease to 7.08% in fiscal year 2010.

<b>CHART L</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
<u>Existing Debt Principal and Interest</u>					
\$1.749M Refunding Bond 1998 (Rec/Open Space 1990 \$1.9 and 1992 \$1.25)	84,780	81,600			
\$1M 1998 Library Renovations	77,382	75,404	73,400	71,371	69,292
\$3.275 M 1998 Roads & Open Space (Farmland)	253,427	246,947	240,384	233,740	226,931
\$0.8 M 1991 Recreation/Open Space	82,720				
\$232,000 Refunding Bond 2005 (\$ 560,000 1996 Pub Fac)	46,788	45,588	44,338	40,086	38,838
\$328,000 Refunding Bond 2005 (\$ 790,000 1996 Rec/Open Space)	64,625	62,975	61,256	57,501	55,713
\$3.835 M 2000 Open space & farmland	333,439	324,176	310,033	301,008	291,983
\$3.845 M 2001 Farmland, Fac., Asset Protection	355,890	346,515	336,765	326,786	316,615
\$2.99 M 51998 School Athletics & Technology	231,760	225,834	219,832	213,756	207,530
\$1.505 M 1999 School Athletics	122,023	118,903	120,783	122,423	123,823
\$1.915M Refunding Bond 2005 (\$4.6M 1996 Elementary Additions)	386,213	366,463	356,463	331,306	321,013
\$1.9 M 2001 School Addition	240,650	233,150	225,150	217,000	208,600
\$27.885 M Refunding Bond 2005 (\$33M 1999 High School)	<u>2,672,813</u>	<u>2,606,313</u>	<u>2,528,675</u>	<u>2,469,763</u>	<u>2,394,575</u>
<b>TOTAL EXISTING DEBT SERVICE</b>	<b>\$4,952,508</b>	<b>\$4,733,867</b>	<b>\$4,517,077</b>	<b>\$4,384,740</b>	<b>\$4,254,911</b>
<u>Authorized and Unauthorized New Debt Principal and Interest</u>					
\$2.840 M Development Rights	298,200	290,390	282,580	274,770	266,960
\$5.2 M School Improvements		546,000	531,700	517,400	503,100
\$4.0 M Senior Center - New Facility			420,000	409,000	398,000
\$2.2 M Public Safety Headquarters Improvements			231,000	224,950	218,900
\$2.3 M Fire Station 2 Relocation			246,750	240,288	233,825
\$4.0 M Development Rights				<u>420,000</u>	<u>409,000</u>
<b>TOTAL NEW DEBT</b>	<u>298,200</u>	<u>836,390</u>	<u>1,712,030</u>	<u>2,086,408</u>	<u>2,029,785</u>
<b>GRAND TOTAL DEBT SERVICE - EXISTING AND NEW</b>	<b>\$5,250,708</b>	<b>\$5,570,257</b>	<b>\$6,229,107</b>	<b>\$6,471,148</b>	<b>\$6,284,696</b>
<b>TOTAL BUDGET (Est. 3% increase each year)</b>	<b>\$83,625,810</b>	<b>\$86,134,584</b>	<b>\$88,718,622</b>	<b>\$91,380,180</b>	<b>\$94,121,586</b>
<b>% DEBT PRINCIPAL &amp; INTEREST TO TOTAL BUDGET</b>	<b>6.28%</b>	<b>6.47%</b>	<b>7.02%</b>	<b>7.08%</b>	<b>6.68%</b>

### Net Debt Per Capita

A calculation of the impact of the current and proposed future borrowing on the Town's net bonded debt per capita has been done in Chart M. In fiscal year 2000, when the permanent financing was incurred for the High School, the ratio was 2.93%. Rating agencies focus on this measure when evaluating the Town's financial strength. Since the net taxable assessed value of the Town is increased in FY 2005 due to the revaluation, the percentage of Net Bonded Debt to Assessed Value dropped to 1.31% and is expected to increase to 1.41% should all of the proposed bond issues be approved in November 2006.

<b>Chart M - Ratio of Net General Bonded Debt to Assessed Value and Net Bonded Debt Per Capita</b>					
Fiscal year	Population	Assessed Value	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
1988	21,938	\$768,358,104	\$2,290,346	0.30%	\$104
1989	21,938	\$817,863,020	\$1,765,000	0.22%	\$80
1990	23,786	\$858,520,823	\$1,252,233	0.15%	\$53
1991	23,786	\$906,251,900	\$6,004,151	0.66%	\$252
1992	23,786	\$930,126,467	\$7,197,862	0.77%	\$303
1993	23,786	\$915,628,830	\$6,811,730	0.74%	\$286
1994	23,786	\$936,642,267	\$6,178,805	0.66%	\$260
1995	23,786	\$1,512,225,068	\$5,543,302	0.37%	\$233
1996	23,786	\$1,542,372,324	\$10,925,000	0.71%	\$459
1997	23,786	\$1,578,054,704	\$10,465,000	0.66%	\$440
1998	23,786	\$1,622,101,177	\$9,600,000	0.59%	\$404
1999	23,786	\$1,678,779,770	\$18,360,000	1.09%	\$772
2000	23,786	\$1,709,592,473	\$50,010,000	2.93%	\$2,102
2001	26,326	\$1,759,230,918	\$55,761,616	3.17%	\$2,118
2002	26,326	\$2,173,955,239	\$54,532,424	2.51%	\$2,071
2003	26,326	\$2,199,172,497	\$51,213,233	2.33%	\$1,945
2004	26,326	\$2,189,162,245	\$47,904,043	2.19%	\$1,820
2005	26,326	\$3,525,604,088	\$46,837,263	1.31%	\$1,754
Future Estimated based on Capital Improvement Program (Authorized Projects only):					
2006	27,041	3,568,483,661	\$45,400,640	1.27%	\$1,679
2007	27,143	3,600,354,310	\$47,239,448	1.31%	\$1,740
2008	27,245	3,604,168,498	\$43,698,259	1.21%	\$1,604
2009	27,347	3,640,210,183	\$40,247,068	1.11%	\$1,472
2010	27,449	3,676,612,284	\$36,795,877	1.00%	\$1,341
Compared to: Future Estimated based on Capital Improvement Program (Authorized and Unauthorized Projects per CIP):					
2006	27,041	3,568,483,661	\$45,400,640	1.27%	\$1,679
2007	27,143	3,600,354,310	\$47,239,448	1.31%	\$1,740
2008	27,245	3,604,168,498	\$52,248,259	1.45%	\$1,918
2009	27,347	3,640,210,183	\$52,369,568	1.44%	\$1,915
2010	27,449	3,676,612,284	\$51,742,068	1.41%	\$1,885

**APPENDICES**

**APPENDIX A - ALL FUNDS SUMMARY**

	GRAND TOTAL	GENERAL FUND	LIBRARY FUND	Q/D REC FUND	WATER FUND	SCHOOL FUND	SCHOOL CAP.RES.	DEBT SERVICE FUND
<b>ESTIMATED REVENUE</b>								
PROPERTY TAX	55,572,636	11,607,328	1,004,186	0	0	38,981,677	97,713	3,881,732
STATE REVENUES	17,495,446	4,354,028	199,517	0	0	11,717,523	140,000	1,084,378
OTHER REVENUES	13,067,765	6,897,833	40,500	1,333,307	2,399,062	2,307,500	0	89,563
<b>SUBTOTAL</b>	<b>86,135,847</b>	<b>22,859,189</b>	<b>1,244,203</b>	<b>1,333,307</b>	<b>2,399,062</b>	<b>53,006,700</b>	<b>237,713</b>	<b>5,055,673</b>
PRIOR YEAR	1,157,000	870,000	12,000	0	0	75,000	0	200,000
<b>TOTAL</b>	<b>87,292,847</b>	<b>23,729,189</b>	<b>1,256,203</b>	<b>1,333,307</b>	<b>2,399,062</b>	<b>53,081,700</b>	<b>237,713</b>	<b>5,255,673</b>

<b>ESTIMATED REQUIREMENTS</b>								
PERSONNEL	67,117,366	18,404,357	961,859	711,279	1,055,912	45,983,959	0	0
NON PERSONNEL	14,779,116	4,967,275	294,344	494,741	1,147,401	7,875,355	0	0
<b>SUBTOTAL</b>	<b>81,896,482</b>	<b>23,371,632</b>	<b>1,256,203</b>	<b>1,206,020</b>	<b>2,203,313</b>	<b>53,859,314</b>	<b>0</b>	<b>0</b>
CAPITAL	1,484,901	296,000	0	78,500	74,895	797,793	237,713	0
DEBT SERVICE	5,425,314	0	0	48,787	120,854	0	0	5,255,673
CONTRIBUTIONS	61,557	61,557	0	0	0	0	0	0
ADJUSTMENT	(1,575,407)	0	0	0	0	(1,575,407)	0	0
<b>TOTAL</b>	<b>87,287,784</b>	<b>23,729,189</b>	<b>1,256,203</b>	<b>1,333,307</b>	<b>2,399,062</b>	<b>53,081,700</b>	<b>237,713</b>	<b>5,255,673</b>

**PROPOSED BUDGET CHANGES FY06 TO FY 07**

FY06 BUDGET	84,395,396	22,298,264	1,200,939	1,325,930	3,132,803	50,713,392	195,000	5,529,068
INCREASE BUDGET	2,897,451	1,430,925	55,264	7,377	(733,741)	2,368,308	42,713	(273,395)
% INCREASE BUDGET	3.43%	6.42%	4.60%	0.56%	-23.42%	4.67%	21.90%	-4.94%

**PROPOSED TAX DOLLAR CHANGES FY06 COMPARED TO FY07**

FY06 TOTAL TAX \$	52,522,161	10,744,456	951,971			37,064,314		3,761,420
INCREASE TAX \$	3,050,475	862,872	52,215			1,917,363	97,713	120,312
% INCREASE TAX \$	5.81%	8.03%	5.48%	0.00%	0.00%	5.17%	>999.99%	3.20%

***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.

Appendix B Zero Based Budget Personnel Expenses

Dept.	Object	Title	Job Cts	Grade	Step	Allocation & Notes	FY07	FICA/	Retirement					
							Annual Salary	Medicare	\$ 0.10340	Health	Prescript	Dental	Life	Uniform
0201	510103	Town Manager	TM01	59	1		110554.72	8457.44	32431.36	12073.88		1129.29	165.66	
0201	510103	Executive Secretary	TM10	52	5	0.9	35485.64	2714.65	3669.22	3429.02		255.25	149.09	
							146040.37	11172.09	36100.58	15502.90	0.00	1384.54	314.75	0.00
0301	510101	Clerk II Specialist	CL40	18	5		36746.37	2811.10	3799.57	3318.86	1272.00	354.58	165.66	
0301	510101	Clerk II	CL30	18	5		37600.98	2876.48	3887.94	3318.86	1272.00	354.58	165.66	
0301	510101	Clerk I	CL60	14	5		30918.94	2365.30	3197.02	8506.65	1272.00	1129.59	165.66	
0301	510101	Clerk I	CL60	14	5		30918.94	2365.30	3197.02	8506.65	1272.00	1129.59	165.66	
							136185.25							
0301	510102	Clerical Asst	CL70	13	4		19630.10	1501.70	2029.75			1129.59		
0301	510102	Clerical Asst	CL70	13	4		19630.10	1501.70	2029.75			903.62		
							39260.20							
0301	510103	Acting Town Clerk	CL01	52	5		39428.49	3016.28	4076.91	12073.88		1129.59	165.66	
0301	510103	Town Clerk	CL01	56	5		68813.49	5264.23	7115.31	4762.47		354.58	165.66	
							108241.98							
301	510104	Acting Deputy Town Clerk P/T				20hrs	4107.64	314.23						
301	510104	Temporary Clerical Asst.					2044.00	156.37						
							6151.64							
								22172.69	29333.27	40487.37	5088.00	6485.72	993.96	
0501	510101	Accts. Receivable Mgr.	FI30	21	5	0.5	21140.81	1617.27	2185.96	1659.43	636.00	177.29	82.83	
0501	510101	Secretary	FI50	15	5		33128.46	2534.33	3425.48	8506.65	1272.00	1129.59	165.66	
0501	510101	Clerk II Specialist	FI40	18	5		35299.07	2700.38	3649.92	4253.32	1272.00	564.79	165.66	
0501	510101	Clerk I	FI55	14	5		29480.70	2255.27	3048.30	3318.86	1272.00	354.58	165.66	
501	510101	Clerk I	AS40	14	5	0.4	11504.75	880.11	1189.59	952.27	508.80	113.45	66.26	
							130553.79							
0501	510102	Clerical Asst	FI66	13	1	28	19624.61	1501.28	2029.18					
0501	510102	Clerical Asst	FI65	13	2	28	18757.88	1434.98	1939.57			903.62		
							38382.49	2936.26						
0501	510103	FINANCE DIRECTOR	FI01	58	5		70213.98	5371.37	7260.13	9659.10		903.62	165.66	
0501	510103	Controller	FI02	55	5		57921.57	4431.00	5989.09	12073.88		1129.59	165.66	
0201	510103	Executive Secretary	TM10	52	5	0.1	3942.85	301.63	407.69	381.00		28.36	16.57	
							132078.40							
								25963.88	31124.91	40804.51	4960.80	5304.89	993.96	0.00
0504	510101	Clerk II	FI80	18	5		37600.98	2876.48	3887.94	8506.65	1272.00	1129.59	165.66	
0505	510103	Acting IS Director	FI92	56	4	0.8	51547.61	3943.39	5330.02	3048.02		226.89	132.53	
0505	510103	IT DIRECTOR	FI90	58	5	0.8	56171.18	4297.10	5808.10	7727.28		722.89	132.53	
							107718.80	8240.49	11138.12	10775.30	0.00	949.78	265.06	0.00
0601	510101	Clerk I	AS40	14	5		28761.85	2200.28	2973.98	2380.68	1272.00	283.61	165.66	
0601	510101	Clerk II Specialist	AS02	18	5		35891.76	2745.72	3711.21	8506.65	1272.00	1129.59	165.66	
0601	510101	Clerk I	AS40	14	5	0.6	17257.11	1320.17	1784.38	1428.41	763.20	170.17	99.40	
							81910.72							
0601	510103	Assessor	AS01	56	5		64121.87	4905.32	6630.20	4762.47		354.58	165.66	
								11171.49	15099.77	17078.21	3307.20	1937.95	596.38	0.00
0804	510101	Asst Animal Warden	AN03	18	1		31510.38	2410.54	3258.17	6042.77	1272.00	903.62	165.66	300.00
0804	510101	Animal Warden	AN02	63	5		37302.04	2853.61	3857.03	2380.68	1272.00	283.61	165.66	300.00
							68812.42	5264.15	7115.20	8423.45	2544.00	1187.23	331.32	600.00
0806	510103	Harbormaster	HA01	53	5		44328.99	3391.17	4583.62	3810.02		283.61	165.66	
0901	510101	Clerk II	PL20	18	5		37600.98	2876.48	3887.94	8506.65	1272.00	1129.59	165.66	
0901	510103	Principal Planner	PL10	54	5	0.67	31935.16	2443.04	3302.10	6439.72		602.44	110.45	
0901	510103	Principal Planner	PL11	54	1		45709.16	3496.75	4726.33	3810.02		283.61	165.66	
0901	510103	Principal Planner	PL11	54	5		48626.62	3719.94	5027.99	12073.88		1129.59	165.66	
0901	510103	Planning Director	PL01	58	2		70108.18	5363.28	7249.19	9659.20		904.00	165.66	
0901	510103	Acting IS Director	FI92	56	4	0.2	12886.90	985.85	1332.51	762.00		56.72	33.13	
							209266.02							
								18885.34	25526.06	41251.47	1272.00	4105.95	806.22	

Appendix B Zero Based Budget Personnel Expenses

Dept.	Object	Title	Job Cls	Grade	Step	Allocation & Notes	FY07	FICA/	Retirement					
							Annual Salary	Medicare	\$ 0.10340	Health	Prescript	Dental	Life	Uniform
1001	510101	Secretary	PW20	15	5		32375.73	2476.74	3347.65	8506.65	1272.00	1129.59	165.66	
1001	510103	Public Works Director	PW01	58	5		76479.45	5850.68	7907.97	12073.88		1129.59	165.66	
1001	510103	Facilities Project Mgr.	PW03	55	5		53866.56	4120.79	5569.80	3810.02		283.61	165.66	
							130346.01							
								12448.21	16825.42	24390.55	1272.00	2542.79	496.98	0.00
1002	510101	Equip. Op./Carpenter	PH50	20	4		39121.22	2992.77	4045.13	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Equip. Operator IIB	PH50	20	4		40984.21	3135.29	4237.77	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Secretary	PH21	15	5		32375.73	2476.74	3347.65	8506.65	1272.00	1129.59	165.66	0.00
1002	510101	Equip. Operator I	PH60	18	4		34161.30	2613.34	3532.28	2380.68	1272.00	283.61	165.66	300.00
1002	510101	Equip. Operator IIB	PH50	20	4		40984.21	3135.29	4237.77	3318.86	1272.00	354.58	165.66	300.00
1002	510101	Mechanic	PH80	22	4		40657.31	3110.28	4203.97	2380.68	1272.00	283.61	165.66	300.00
1002	510101	Equip. Operator IIA	PH45	21	4		42341.87	3239.15	4378.15	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Equip. Operator IIB	PH50	20	4		38296.78	2929.70	3959.89	3318.86	1272.00	354.58	165.66	300.00
1002	510101	Equip. Operator IIA	PH45	21	4		42677.48	3264.83	4412.85	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Equip. Operator I	PH60	18	4		34161.30	2613.34	3532.28	6042.77	1272.00	903.62	165.66	300.00
1002	510101	Secretary	PH40	24	4		48572.95	3715.83	5022.44	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Mechanic	PH81	22	4		40657.31	3110.28	4203.97	6042.77	1272.00	903.62	165.66	300.00
1002	510101	Equip Operator IIA	PH45	21	4		39909.96	3053.11	4126.69	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Equip. Operator/Mason	PH46	21	4		41857.10	3202.07	4328.02	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Streets Foreman	PH41	24	4		48746.94	3729.14	5040.43	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Equip. Operator IIB	PH50	20	4		38189.72	2921.51	3948.82	8506.65	1272.00	1129.59	165.66	300.00
1002	510101	Labor Foreman	PH43	22	4		44723.10	3421.32	4624.37	8506.65	1272.00	1129.59	165.66	300.00
							688418.50							
1002	510103	Highway Sup't	PH02	56	5		68813.49	5264.23	7115.31	12073.88		1129.59	165.66	
								57928.22	78297.79	129131.65	21624.00	16638.70	2981.88	4800.00
1005	510101	Secretary	PE22	15	5	0.5	16317.65	1248.30	1687.24	1659.43	636.00	177.29	82.83	
1005	510103	Engineer	PE04	57	5	0.65	48038.51	3674.95	4967.18	7848.02		734.23	107.68	
1005	510103	Engineering Inspector	PE08	53	5		48762.00	3730.29	5041.99	12073.88		1129.59	165.66	300.00
1005	510103	Engineering Inspector	PE08	53	5		45437.11	3475.94	4698.20	6036.94		564.79	165.66	300.00
							142237.62							
								12129.48	16394.61	27618.27	636.00	2605.90	521.83	600.00
1006	510101	Clerk I	PT25	14	5		30199.82	2310.29	3122.66	8506.65	1272.00	1129.59	165.66	0.00
1006	510101	Labor Foreman	PT42	22	4		44723.10	3421.32	4624.37	8506.65	1272.00	1129.59	165.66	300.00
1006	510101	Secretary	PE22	15	5	0.5	16317.65	1248.30	1687.24	1659.43	636.00	177.29	82.83	
							91240.57	6979.91	9434.27	18672.73	3180.00	2436.47	414.15	300.00
1007	510101	Equip. Operator IIB	PF32	21	4		39909.96	3053.11	4126.69				165.66	300.00
1007	510101	Facilities Foreman	PF30	24	4		48746.94	3729.14	5040.43	8506.65	1272.00	1129.59	165.66	300.00
1007	510101	Equip. Operator IIB	PF65	20	4		39121.22	2992.77	4045.13	8506.65	1272.00	1129.59	165.66	300.00
1007	510101	Equip. Operator IIB	PF65	20	4		39121.22	2992.77	4045.13	8506.65	1272.00	1129.59	165.66	300.00
1007	510101	Custodian	PF70	18	4		36723.52	2809.35	3797.21	8506.65	1272.00	1129.59	165.66	300.00
1007	510101	Equip. Operator I	PF60	18	2		32583.06	2492.60	3369.09	6042.77	1272.00	903.62	165.66	300.00
							236205.92							
1007	510102	Custodian	PF70	18	4		25614.12	1959.48	2648.50			283.61		
1007	510102	Custodian	PF70	18	3		21350.88	1633.34	2207.68					
							46965.00							
								21662.56	29279.86	40069.37	6360.00	5705.59	993.96	1800.00
1304	510104	Welfare Director	WE01	41	1		7325.03	560.36	757.41	4029.05		376.94	55.28	
1305	510101	Secretary	EL60	15	5		32375.73	2476.74	3347.65	8506.65	1272.00	1129.59	165.66	
1305	510102	Leisure Activities Director	EL50	13	1		17944.40	1372.75	1855.45					
		Outreach Worker			0.43		9900.87	757.42	1023.75			485.72		
							27845.28							
1305	510103	Director Senior Services	EL01	55	5		55288.92	4229.60	5716.87	12073.88		1129.59	165.66	
1305	510103	Asst Dir. Senior Serv.	EL85	52	5		39428.49	3016.28	4076.91	12073.88		1129.59	165.66	
							94717.41							
								11852.79	16020.63	32654.41	1272.00	3874.49	496.98	
1501	510101	Asst. Building Official	BO02	23	5		44666.91	3417.02	4618.56	4253.32	1272.00	564.79	165.66	
1501	510101	Secretary	BO30	15	5		30869.75	2361.54	3191.93	8506.65	1272.00	1129.59	165.66	
							75536.66							
1501	510102	Clerical Asst	BO40	13	4		19630.10	1501.70	2029.75					
1501	510102	Clerical Asst	BO40	13	2		18324.98	1401.86	1894.80					
							37955.08							
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1501	510103	Building Official	BO01	56	3		58569.99	4480.60	6056.14	9659.10		903.62	165.66	
								13162.72	17791.18	22419.07	2544.00	2598.00	496.98	

Appendix B Zero Based Budget Personnel Expenses

Dept.	Object	Title	Job Cls	Grade	Step	Allocation & Notes	FY07	FICA/	Retirement					
							Annual Salary	Medicare	\$ 0.10340	Health	Prescript	Dental	Life	Uniform
1601	510101	Secretary	RE30	15	5	0.5	15514.21	1186.84	1604.17	4253.32	636.00	564.79	82.83	
1601	510103	Recreation Director	RE01	56	5	0.5	34406.75	2632.12	3557.66	2381.24		177.29	82.83	
								3818.96	5161.83	6634.56	636.00	742.08	165.66	
2101	510101	Custodian	QD70	18	4	0.33	11670.61	892.80	1206.74	2517.57	423.96	376.49	55.21	300.00
2101	510101	Golf Course Mech/Maint.	QD30	24	4		48746.94	3729.14	5040.43	8506.65	1272.00	1129.59	165.66	300.00
2101	510101	Asst. Sup't. Golf Course	QD03	63	5		41032.33	3138.97	4242.74	8506.65	1272.00	1129.59	165.66	300.00
							101449.89							
2101	510103	Golf Course Superintendent	QD02	56	5		68813.49	5264.23	7115.31	12073.88		1129.59	165.66	300.00
								13025.14	17605.22	31604.75	2967.96	3765.26	552.19	1200.00
2102	510101	Secretary	RE30	15	5	0.3	9308.52	712.10	962.50	2551.99	381.60	338.88	49.70	
2102	510101	Custodian	QD70	18	4	0.67	23343.68	1785.79	2413.74	5035.89	848.04	753.09	110.45	
							32652.20							
2102	510103	Recreation Director	RE01	56	5	0.3	20644.05	1579.27	2134.59	1428.74		106.37	49.70	
2102	510103	Asst. Golf Course Mgr.	QC45	46	5		28198.75	2157.20	2915.75	9659.10		903.62	165.66	
2102	510103	Golf Course Oper. Mgr.	QC40	51	1		59752.82	4571.09	6178.44	3810.02		283.61	165.66	
							108595.62							
								10805.45	14605.02	22485.74	1229.64	2385.57	541.17	
2104	510103	Recreation Director	RE01	56	5	0.2	13762.70	1052.85	1423.06	952.49		70.92	33.13	
2104	510101	Secretary	RE30	15	5	0.2	6205.69	474.74	641.67	1701.33	254.40	225.92	33.13	
								1527.59	2064.73	2653.82	254.40	296.84	66.26	
4001	510101	Sen. Water Sys. Operator	WA35	22	4		44723.10	3421.32	4624.37	8506.65	1272.00	1129.59	165.66	300.00
4001	510101	Water Pump Operator	WA46	21	4		39719.89	3038.57	4107.04	8506.65	1272.00		165.66	300.00
4001	510101	Water Sys. Operator	WA45	21	4		40883.40	3127.58	4227.34	8506.65	1272.00	1129.59	165.66	300.00
							125326.38	9587.47	12958.75	25519.95	3816.00	2259.18	496.98	900.00
4003	510101	Water Serviceman	WA49	21	4		41857.10	3202.07	4328.02	8506.65	1272.00	1129.59	165.66	300.00
4003	510101	Water Serviceman	WA49	21	4		42830.53	3276.54	4428.68	8506.65	1272.00	1129.59	165.66	300.00
4003	510101	Water Serviceman	WA55	20	4		37258.23	2850.25	3852.50		1272.00	903.62	165.66	300.00
4003	510101	Water Serviceman	WA50	20	4		37258.23	2850.25	3852.50	6042.77	1272.00	903.62	165.66	300.00
4003	510101	Leadman	WA39	22	4		44723.10	3421.32	4624.37	8506.65	1272.00	1129.59	165.66	300.00
4003	510101	Water Foreman	WA06	25	4		50828.76	3888.40	5255.69	8506.65	1272.00	1129.59	165.66	300.00
							254755.94	19488.83	26341.76	40069.37	7632.00	6325.60	993.96	1800.00
4004	510101	Accts. Receivable Mgr.	FI30	21	5	0.5	21140.81	1617.27	2185.96	1659.43	636.00	177.29	82.83	
4005	510101	Admin. Asst. / Acct. Mgr.	WA02	21	3		39187.45	2997.84	4051.98	6042.77	1272.00	1129.59	165.66	
4005	510102	Clerical Asst	WA20	13	4		15533.28	1188.30	1606.14					
4005	510102	PT meter reader					18205.00	1392.68	1882.40			903.62		
							33738.28							
4005	510103	Water Quality Spec.	WA05	55	5		52656.00	4028.18	5444.63	9659.10		903.62	165.66	
4005	510103	Director of Water Supply	WA01	58	5		80210.00	6136.07	8293.71	4762.47		354.58	165.66	
4005	510103	Principal Planner	PL10	54	5	0.33	15965.18	1221.34	1650.80	3219.38		301.18	55.21	
4005	510103	Engineer	PE04	57	5	0.35	25866.89	1978.82	2674.64	4225.86		395.36	57.98	
							174698.07							
								18943.23	25604.30	27909.58	1272.00	3987.95	610.17	
4006	510101	Equip. Operator I	WA56	18	3		33448.54	2558.81	3458.58	2380.68	1272.00	283.61	165.66	300.00

Appendix B Zero Based Budget Personnel Expenses

Dept.	Object	Title	Job Cls	Grade	Step	Ann. Salary	8=straight		FICA ON		Retirement		Prescript	Dental	Life	Uniform
							4= 1/2	Reg & Hol	Only	21.78%	Health					
							FY07	HOLIDAY								
							SALARIES	PAY								
0812	510101	Captain	PD02	09	1	\$ 67,719.08	\$ 70,035.18	\$ 4,022.53	\$ 5,665.42	\$ 15,253.66	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Det. Lieutenant	PD03	08	1	\$ 64,021.36	\$ 66,210.99	\$ 3,802.89	\$ 5,356.06	\$ 14,420.75	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PD06	04	1	\$ 50,312.08	\$ 53,301.90	\$ 3,061.44	\$ 4,311.80	\$ 11,609.15	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PD06	04	1	\$ 51,539.02	\$ 53,789.73	\$ 3,089.46	\$ 4,351.26	\$ 11,715.40	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PD06	04	1	\$ 52,766.22	\$ 54,570.90	\$ 3,134.33	\$ 4,414.45	\$ 11,885.54	12,799.65		377.25	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PD06	04	1	\$ 50,312.08	\$ 52,911.41	\$ 3,039.01	\$ 4,280.21	\$ 11,524.11	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PD06	04	1	\$ 51,539.02	\$ 53,301.73	\$ 3,061.43	\$ 4,311.78	\$ 11,609.12	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Captain	PO02	09	1	\$ 66,179.88	\$ 68,997.64	\$ 3,962.94	\$ 5,581.48	\$ 15,027.69	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Captain	PP02	09	1	\$ 67,719.08	\$ 70,035.18	\$ 4,022.53	\$ 5,665.42	\$ 15,253.66	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Lieutenant	PP04	07	1	\$ 59,989.54	\$ 62,041.28	\$ 3,563.40	\$ 5,018.76	\$ 13,512.59	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Lieutenant	PP04	07	1	\$ 58,626.10	\$ 60,631.20	\$ 3,482.41	\$ 4,904.69	\$ 13,205.48	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Lieutenant	PP04	07	1	\$ 58,626.10	\$ 60,631.20	\$ 3,482.41	\$ 4,904.69	\$ 13,205.48	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Sergeant	PP05	05	1	\$ 53,143.22	\$ 56,269.23	\$ 3,231.87	\$ 4,551.83	\$ 12,255.44	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Sergeant	PP05	05	1	\$ 54,408.38	\$ 56,269.23	\$ 3,231.87	\$ 4,551.83	\$ 12,255.44	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Sergeant	PP05	05	1	\$ 55,673.80	\$ 57,577.93	\$ 3,307.04	\$ 4,657.70	\$ 12,540.47	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Sergeant	PP05	05	1	\$ 54,408.38	\$ 56,269.23	\$ 3,231.87	\$ 4,551.83	\$ 12,255.44	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Sergeant	PP05	05	1	\$ 54,408.38	\$ 56,269.23	\$ 3,231.87	\$ 4,551.83	\$ 12,255.44	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 48,891.13	\$ 2,808.11	\$ 3,954.99	\$ 10,648.49	4,412.66		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,743.12	\$ 2,857.04	\$ 4,023.91	\$ 10,834.05	5,119.84		467.05	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,743.12	\$ 2,857.04	\$ 4,023.91	\$ 10,834.05	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 52,501.54	\$ 54,297.18	\$ 3,118.61	\$ 4,392.31	\$ 11,825.92	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 51,308.40	\$ 53,063.22	\$ 3,047.73	\$ 4,292.49	\$ 11,557.17	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 51,308.40	\$ 53,063.22	\$ 3,047.73	\$ 4,292.49	\$ 11,557.17	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 48,891.13	\$ 2,808.11	\$ 3,954.99	\$ 10,648.49	4,412.66		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,645.89	\$ 2,851.46	\$ 4,016.05	\$ 10,812.87	5,119.84		467.05	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 51,308.40	\$ 53,063.22	\$ 3,047.73	\$ 4,292.49	\$ 11,557.17	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 51,308.40	\$ 53,917.53	\$ 3,096.80	\$ 4,361.60	\$ 11,743.24	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 47,245.51	\$ 2,713.59	\$ 3,821.87	\$ 10,290.07	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 49,361.30	\$ 2,835.11	\$ 3,993.03	\$ 10,750.89	668.86		301.80	165.66	\$ 1,225.00	
0812	510101	Det. Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	5,119.84		467.05	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 47,724.04	\$ 2,741.07	\$ 3,860.58	\$ 10,394.30	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 50,310.15	\$ 2,889.61	\$ 4,069.78	\$ 10,957.55	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,743.12	\$ 2,857.04	\$ 4,023.91	\$ 10,834.05	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 51,308.40	\$ 53,301.92	\$ 3,061.44	\$ 4,311.80	\$ 11,609.16	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	4,412.66		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,645.83	\$ 2,851.45	\$ 4,016.04	\$ 10,812.86	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 48,922.12	\$ 50,595.33	\$ 2,905.99	\$ 4,092.85	\$ 11,019.66	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	4	\$ 44,773.82	\$ 49,361.30	\$ 2,835.11	\$ 3,993.03	\$ 10,750.89	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,361.12	\$ 2,835.10	\$ 3,993.01	\$ 10,750.85	4,782.06		301.80	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03	5	\$ 47,728.72	\$ 49,743.12	\$ 2,857.04	\$ 4,023.91	\$ 10,834.05	5,119.84		467.05	165.66	\$ 1,225.00	
0812	510101	Dispatcher	PP08	01	2	\$ 41,805.92	\$ 43,235.75	\$ 2,483.28	\$ 3,497.51	\$ 9,416.75	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PR07	03	5	\$ 51,308.40	\$ 53,063.22	\$ 3,047.73	\$ 4,292.49	\$ 11,557.17	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510101	Patrol Officer	PP07	03		\$ 39,336.70	\$ 45,677.68	\$ 2,623.54	\$ 3,695.04	\$ 9,948.60	10,239.67		933.98	165.66	\$ 1,225.00	
0812	510101	Patrol Officer					(32,642.65)		(2,498.25)	(712.02)	(3,139.24)		(202.43)	(111.50)		
0812	510101	Patrol Officer					(32,101.71)		(2,456.89)	(700.68)	(7,283.97)		(638.65)	(111.50)		
0812	510101	Patrol Officer					(31,713.52)		(2,427.55)	(692.01)	(7,283.97)		(638.65)	(111.50)		
		=COUNT 50					2,564,530.37	152,836.25								
0812	510101	Secretary	PO21	15	4	\$ 27,817.14	\$ 29,748.14		\$ 2,275.73	\$ 3,075.96	\$ 3,021.38	1,272.00	451.81	165.66		
0812	510101	Clerk I	PO22	14	4	\$ 26,579.54	\$ 28,511.64		\$ 2,181.14	\$ 2,948.10	\$ 2,380.68	1,272.00	283.61	165.66		
0812	510101	Dispatcher	PO15	63	5	\$ 36,076.82	\$ 38,052.16		\$ 2,910.99	\$ 3,934.59	\$ 8,506.65	1,272.00	1,129.59	165.66		
0812	510101	Dispatcher	PO15	63	4	\$ 34,495.76	\$ 37,302.04		\$ 2,853.61	\$ 3,857.03		1,272.00	903.62	165.66		
0812	510101	Secretary	PO21	15	5	\$ 30,584.06	\$ 31,622.74		\$ 2,419.14	\$ 3,269.79	\$ 4,253.32	1,272.00	564.79	165.66		
0812	510101	Auto Mechanic	PM30	22	4	\$ 43,254.12	\$ 44,723.10		\$ 3,421.32	\$ 4,624.37	\$ 8,506.65	1,272.00	1,129.59	165.66	300.00	
0812	510101	Custodian	PJ40	18	4	\$ 36,343.32	\$ 37,577.60		\$ 2,874.69	\$ 3,885.52	\$ 8,506.65	1,272.00	1,129.59	165.66	300.00	
0812	510101	Clerk I	PO22	14	5	\$ 29,903.38	\$ 30,918.94		\$ 2,365.30	\$ 3,197.02	\$ 8,506.65	1,272.00	1,129.59	165.66		
0812	510101	Secretary	PO21	15	5	\$ 29,855.80	\$ 30,869.75		\$ 2,361.54	\$ 3,191.93	\$ 4,253.32	1,272.00	564.79	165.66		
		=COUNT 9					2,873,856.49									
0812	510103	Police Chief	PO01	58	2	\$ 74,585.94	\$ 77,118.99	\$ 8,858.80	\$ 6,577.30	\$ 16,796.52	12,799.65		1,167.50	165.66	\$ 1,225.00	
0812	510102	P/T Clerk	PO23	13	4	50 hrs	\$ 19,238.52		\$ 1,471.75	\$ 1,989.26						
0812	510102	P/T Dispatcher	PO16	63	3	32 hrs	\$ 14,268.48		\$ 1,091.54	\$ 1,475.36						
0812	510102	P/T Dispatcher	PO16	63	3	32 hrs	\$ 14,153.92		\$ 1,082.77							



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

At the Regular 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 15th day of April, 1996 at the High School Cafeteria, 150 Fairway, at 7:30 p.m.

PRESENT WERE: David R. Burnham, President  
Robert E. Craven  
John V. Gibbons, Jr.  
Betty D. Givan  
George W. Graham

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

Item No. 25. Policy for Accumulation and Utilization of Fund Balance

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 setting benchmarks for the level of undesignated fund balance and the establishment of mechanisms for the use of those reserves.

NOW, THEREFORE, BE IT RESOLVED: to set as a goal that the Town maintain a minimum of a five percent General Fund undesignated fund balance, and be it

FURTHER RESOLVED: that in order to meet this goal, a policy not to use undesignated fund balance as a revenue source to support a budget until this goal has been met is hereby established, and be it

FURTHER RESOLVED: to allow for the use of undesignated reserves in ordinary circumstances after the goal of a five percent General Fund undesignated fund balance has been met; however, the Town Council may authorize use of these funds in case of emergency and at their own discretion, 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, and be it

FURTHER RESOLVED: that the Town will incorporate information regarding funding sources for future Capital Planning documents. Also included will be information regarding the ratio of proposed and existing debt payments to total budgets.

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

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

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>Projected 2006</u>	<u>Budget 2007</u>
<b>Revenues:</b>							
Taxes	\$44,883,156	\$48,570,277	\$51,272,225	\$53,805,401	\$53,653,354	\$56,009,345	\$58,291,109
Intergovernmental & Dept. Revenues	\$3,188,940	\$4,231,343	\$5,220,050	\$5,620,071	\$6,007,777	\$6,945,194	\$6,817,353
Local Receipts	<u>\$1,310,864</u>	<u>\$782,902</u>	<u>\$667,427</u>	<u>\$864,115</u>	<u>\$1,215,046</u>	<u>\$1,497,064</u>	<u>\$1,466,035</u>
<b>Total</b>	<b>\$49,382,960</b>	<b>\$53,584,522</b>	<b>\$57,159,702</b>	<b>\$60,289,587</b>	<b>\$60,876,177</b>	<b>\$64,451,603</b>	<b>\$66,644,892</b>
<b>Expenditure:</b>							
General Government	\$4,238,457	\$3,991,423	\$3,999,356	\$4,040,582	\$4,089,378	\$4,634,283	\$4,964,652
Public Safety	\$8,896,960	\$10,037,113	\$10,108,995	\$11,290,558	\$11,537,311	\$12,161,152	\$13,287,253
Public Works	\$2,977,767	\$3,521,915	\$3,294,564	\$3,936,763	\$4,238,446	\$4,906,485	\$4,802,776
Human Services & Other	<u>\$802,496</u>	<u>\$788,645</u>	<u>\$647,972</u>	<u>\$880,069</u>	<u>\$883,173</u>	<u>\$822,016</u>	<u>\$674,508</u>
<b>Total</b>	<b>\$16,915,680</b>	<b>\$18,339,096</b>	<b>\$18,050,887</b>	<b>\$20,147,972</b>	<b>\$20,748,308</b>	<b>\$22,523,936</b>	<b>\$23,729,189</b>
Excess (deficiency) of revenues over expenditures	\$32,467,280	\$35,245,426	\$39,108,815	\$40,141,615	\$40,127,869	\$41,927,667	\$42,845,308
Other financing sources (uses)	(\$30,503,130)	(\$35,516,313)	(\$37,108,542)	(\$39,189,690)	(\$39,989,448)	(\$41,334,238)	(\$43,715,308)
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	\$1,964,150	(\$270,887)	\$2,000,273	\$951,925	\$138,421	\$593,429	(\$870,000)
	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Fund Balance July 1	\$4,942,815	\$6,906,965	\$6,636,078	\$8,636,351	\$9,588,276	\$9,726,697	\$10,320,126
Excess/(Deficiency) of Revenues over Expenditures	\$1,964,150	(\$270,887)	\$2,000,273	\$951,925	\$138,421	\$593,429	(\$870,000)
Fund Balance*	<u>\$6,906,965</u>	<u>\$6,636,078</u>	<u>\$8,636,351</u>	<u>\$9,588,276</u>	<u>\$9,726,697</u>	<u>\$10,320,126</u>	<u>\$9,450,126</u>
<i>Fund Balance as a percent of Total Revenues</i>	<i>13.99%</i>	<i>12.38%</i>	<i>15.11%</i>	<i>15.90%</i>	<i>15.98%</i>	<i>16.01%</i>	<i>14.18%</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 To Total Estimated Actual Value
	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	
1988/89	698,316,814	1,366,836,590	123,470,578	123,470,578	821,787,392	1,490,307,168	0.551
1989/90	726,867,274	1,577,745,331	135,487,476	135,487,476	862,354,750	1,713,232,807	0.503
1990/91	762,871,874	1,613,860,533	152,702,101	152,702,101	915,572,975	1,766,561,654	0.518
1991/92	784,474,974	1,802,928,614	155,636,079	155,636,079	940,111,053	1,958,564,693	0.480
1992/93	777,344,534	1,860,325,883	148,915,952	148,915,952	926,260,486	2,009,241,835	0.461
1993/94	790,026,434	2,066,040,658	156,980,638	156,980,638	947,007,072	2,223,021,296	0.426
1994/95	1,348,154,900	1,348,154,900	187,454,955	187,454,955	1,535,609,855	1,535,609,855	1.000
1995/96	1,378,485,000	1,443,273,795	188,068,180	188,068,180	1,566,553,180	1,723,338,580	0.909
1996/97	1,401,248,700	1,499,336,100	200,492,952	200,492,952	1,601,741,652	1,699,829,052	0.942
1997/98	1,433,174,000	1,508,604,210	211,230,520	211,230,520	1,644,404,520	1,719,834,730	0.956
1998/99	1,470,037,800	1,594,401,085	230,918,953	230,918,953	1,700,956,753	1,825,320,038	0.922
1999/00	1,500,902,170	1,658,455,436	230,541,395	230,541,395	1,765,207,767	1,888,996,831	0.920
2000/01	1,536,301,370	1,745,797,011	222,929,548	222,929,548	1,759,230,918	1,938,726,559	0.880
2001/02	1,954,112,590	2,014,549,061	219,842,649	219,842,649	2,173,955,239	2,234,391,710	0.973
2002/03	1,986,996,310	2,393,971,457	212,176,187	212,176,187	2,199,172,497	2,606,147,644	0.830
2003/04	2,011,507,975	2,793,761,076	216,786,796	216,786,796	2,228,294,771	3,010,547,872	0.720
2004/05	3,373,797,470	3,373,797,470	210,848,833	210,848,833	3,584,646,303	3,584,646,303	1.000
2005/06	3,401,172,700	4,097,798,433	230,316,263	230,316,263	3,631,488,963	4,328,114,696	0.830

(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:** May 3, 2006

**ITEM:** RESOLUTION FOR ADOPTION OF PRELIMINARY BUDGET FOR 2006-2007

MOTION: that the Town Council does hereby adopt the Preliminary Budget for FY 2006/07 as follows:

GENERAL FUND	\$23,729,189
SCHOOL FUND	\$53,081,700
LIBRARY FUND	\$1,256,203
DEBT SERVICE FUND	\$5,255,673
SCHOOL CAPITAL RESERVE FUND	\$237,713
WATER FUND	\$2,399,062
QUONSET/DAVISVILLE RECREATION FUND	<u>\$1,333,307</u>
TOTAL	\$87,292,847

**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 February 27, 2006. Appropriate sections of the Town Charter are copied on the next two pages.

<b>STEP</b>	<b>DATE</b>	<b>CHARTER CONSTRAINTS</b>
Goals	Monday, February 14, 2005	Town Council Adoption of (2 Year) Goals (not a Charter requirement)
Policy	Monday, November 14, 2005	Town Council Adoption of Budget Policies and Procedures (not a Charter requirement)
School Proposed Budget	Monday, December 12, 2005	Joint Meeting between Town Council and School Committee to discuss the School Committee's Proposed Budget (not a Charter requirement)
Capital Improvement Program	January 31, 2006	The Asset Management Commission submits the Capital Improvement Program
Proposed Budget	Monday, March 13, 2006	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 20, 2006 & March 27, 2006	Town Council conducts Public Work Session to discuss the Town Manager's Proposed Budget (not a Charter requirement).
Preliminary Approval of Budget and Capital Improvement Program	Monday, March 27, 2006	The Council has two weeks to give preliminary approval to the Town Manager's budget, which the Council may revise.
Public Hearings	Monday, April 17, Wednesday, April 19, 2006	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 24, 2006	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 3, 2006	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 23, 2006	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 6, 2006	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)

**APPENDIX K - STATISTICAL SUMMARY**

Town Incorporated	1674
Home Rule Charter Adopted	1954
Type Of Government	Town Council/Manager
Fiscal Year Begins	July 1
Population: Official U.S. Census	
1910	4,084
1920	3,397
1930	4,279
1940	4,604
1950	14,810
1960	18,977
1970	29,793
1980	21,938
1990	23,786
2000	26,326
Area Of Town	44.2 Square Miles
Miles Of Roads:	
Local Paved	155.65
State Paved	42.65
Municipal Employees	
Exclusive Of Library, Police, Fire And Regular Education	93
Part-Time	187
Construction	
Permits Issued	1,001
Total Value	\$34,751,187
Fire Protection:	
Fire Stations-Town Owned	3
Employees: Uniformed	72
Civilian	1
Fire Alarm Boxes	319
Fire Hydrants	1,003
Police Protection:	
Police Buildings	1
Animal Control Buildings	1
Employees: Law Enforcement (includes Harbor)	50
Civilian	13
Animal Control	2
Harbor	3
Election (November 2005)	
Registered Voters	21,245
Number Of Votes Cast	14,351
Percentage Voting	68%
Recreation:	
Parks And Public Squares	13
Acres For Recreation (Dev)	796.6
Tot Lots	4
Playfields And Major Recreation Facilities	4

Playgrounds	5
Bandstand	1
Undeveloped Sites	11
Municipal Tennis Courts	4
In Line Hockey Courts	1
Bathing Beaches	1
Golf Courses (3 buildings)	1
Marina (3 buildings)	1
Ball Diamonds (Inc Ripa):	
Youth Baseball	10
Softball	4
Basketball Courts:	
Outdoor	7
Football & Lacross Fields	1
Boat Landings	2
Soccer Fields	8
Library:	
Buildings	1
Employees:	
Regular	12
Part-Time	12
Education Personnel (as of June 2005 measured in FTE)	
Administrative and Certified	20
Non-Certified	16.5
Classroom Teachers	383.6
Aides	116
Lunch Workers, Bus Drivers	53
Clerical	38
Operation and Maintenance	47.5
Total Personnel	674.6
Students: Enrollment As of June 2004	
Kindergarten/Pre-One	293
Elementary (1-5)	1,746
Middle (6-9)	1,076
High (9-12)	1,425
Special Education Program	123
Sub Total In Our Schools	4,663
Resident Pupils Sent Out	66
Total Students	4,429
Education Facilities	
Central Administration Building	1
High School	1
Middle Schools	2
Elementary	7 (includes 1 closed facility)
Other Municipal Facilities (excluding Recreation, Education, Fire, Police and Library)	
Town Hall	Water Towers (5), Booster Pumping Stations (5)
Town Hall Annex	Water Well Buildings (8)
IS Dept. Building	Highway and Water Garage (2)
Beechwood House Senior Center	Facilities Maintenance Building
Community Center	Wickford Public Restrooms
Public Works Facility	Little Red Schoolhouse
Solid Waste Transfer Station	55 Oak Hill Storage Facility

## ***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.

C.D.B.G Community Development Block Grant Program

The Small Cities Community Development Block Grant Program is a federally (HUD) funded program created in 1974 by the Housing and Community Development Act for the purpose of developing “viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunity; principally for persons of low to moderate income.” In Rhode Island, 33 Cities and Towns compete annually for funding granted to the State by HUD.

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

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

Comprehensive Plan

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

Contractual services

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

Contractual Services not Otherwise Classified

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

Cooperative Libraries Automated Network (CLAN)

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

D.A.R.E

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

Delta Dental

The dental care program which is provided to Town employees.

Department

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

Directed Patrol

Assigned tasks or patrol locations as opposed to random patrol

EMS

Service provided by the Fire Department Rescue Division.

Emergency Medical Services

Enterprise Fund

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

Farm, Forest and Open Space

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

Field Work

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

Forensic Equipment

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

Fringe benefits

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

<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>Teen Adventure</u>	A camp designed for early to mid-teens. The focus is on teamwork and participation along with following directions.
<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.