Town of North Kingstown
Rhode Island
2012 – 2013
Budget

Table of Contents

PREFACE ii

NORTH KINGSTOWN GOVERNMENTAL ORGANIZATION iii

TOWN OF NORTH KINGSTOWN OFFICIALS iv

TOWN OF NORTH KINGSTOWN GOALS v

TOWN OF NORTH KINGSTOWN BUDGET POLICY vi

TOWN OF NORTH KINGSTOWN DEBT POLICY & MANAGEMENT/FISCAL POLICY vii

TOWN OF NORTH KINGSTOWN BUDGET MESSAGE ..... Tab 1

FINANCIAL SUMMARY ..... Tab 2

DEPARTMENTAL SUMMARIES .....

TOWN COUNCIL ..... *Tab 3*
TOWN MANAGER ..... *Tab 4*
TOWN CLERK ..... *Tab 5*
TOWN SOLICITOR ..... *Tab 6*
FINANCE ..... *Tab 7*
INFORMATION TECHNOLOGY ..... *Tab 8*
ASSESSOR ..... *Tab 9*
GENERAL OPERATING ..... *Tab 10*
FIRE DEPARTMENT ..... *Tab 11*
POLICE DEPARTMENT ..... *Tab 12*
PLANNING AND DEVELOPMENT ..... *Tab 13*
PUBLIC WORKS ..... *Tab 14*
DEPARTMENT OF SENIOR AND HUMAN SERVICES ..... *Tab 15*
CODE ENFORCEMENT ..... *Tab 16*
NORTH KINGSTOWN FREE LIBRARY ..... *Tab 17*
MUNICIPAL COURT ..... *Tab 18*
QUONSET DAVISVILLE RECREATION FUND ..... *Tab 19*
DEPARTMENT OF WATER SUPPLY ..... *Tab 20*
SCHOOL DEPARTMENT ..... *Tab 21*
CAPITAL, DEBT SERVICE AND MAJOR PROJECTS ..... *Tab 22*

APPENDICES .....

APPENDIX A – ALL FUNDS SUMMARY ..... *Tab 23*
APPENDIX B – ZERO BASED BUDGET PERSONNEL EXPENSES ..... *Tab 24*
APPENDIX C & D – FUND BALANCE POLICY/UTILIZATION & ACCUMULATION ..... *Tab 25*
APPENDIX E – ASSESSED & ESTIMATED TAXABLE PROPERTY VALUES ..... *Tab 26*
APPENDIX F & G – BUDGETING PRACTICES/FUND DESCRIPTIONS ..... *Tab 27*
APPENDIX H – TOWN COUNCIL BUDGET RESOLUTION ..... *Tab 28*
APPENDIX I & J – BUDGET PROCESS/CHARTER/FINANCIAL PROVISIONS ..... *Tab 29*
APPENDIX K & L – STATISTICAL SUMMARY/GLOSSARY ..... *Tab 30*

PREFACE

The Fiscal Year 2013 budget reflects a zero based budgeting process as required by the Town Council. According to "**Zero Base '80: The Status of Zero-base budgeting in the States"** zero based budgeting is "the review of all budget requests from point zero...". The proposed Fiscal Year 2013 Operating Budget follows the same format as previous budget submissions, other than some minor format changes. The Town Manager's Budget Message summarizes the Budget and reviews the current Fiscal Year activities**.** The **Individual Department Sections** include mission statements, objectives, work plan, performance measures, personnel details, a financial summary and the zero based budget for each department. The **Capital Section** is a summary of all capital proposals relating to this coming fiscal year. Detail is provided on all capital projects that are included in the Town's Capital Improvement Plan, which has been forwarded to the Town Council separately. The Capital Improvement Program is based upon the recommendations made by the Asset Management Commission. In accordance with adopted budget policy, capital projects for the enterprise funds are funded from a separate fund. The actual planned projects, however, are listed and the funding for them explained in the capital section of the budget.

The following funds are part of this budget:

General Fund – accounts for resources devoted to financing the general services that the Town performs for its citizens.

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

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

Municipal Court Fund – provides for the operation of the court for the adjudication of civil violations.

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

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

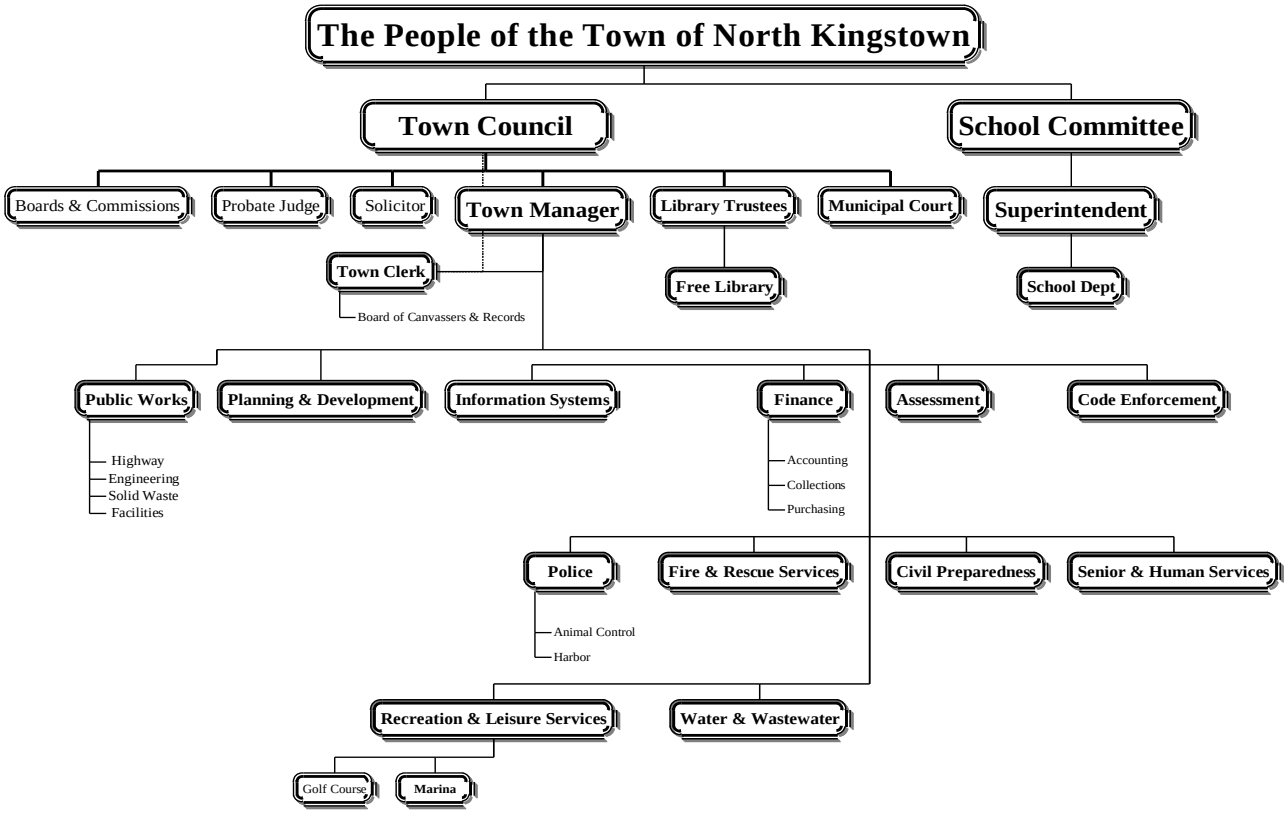
Quonset Davisville Recreation Fund – an enterprise (self-supporting) fund used to account for the operations of the Town's Recreation Department, North Kingstown Municipal Golf Course and the Allen Harbor Marina.

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

Town Department Heads provided the analysis and expenditure data that serve as the basis for this budget and requests. Their efforts are to be commended.

Michael Embury
Town Manager

NORTH KINGSTOWN GOVERNMENTAL ORGANIZATIONS



TOWN OF NORTH KINGSTOWN OFFICIALS

TOWN COUNCIL

Elizabeth S. Dolan – President
Michael S. Bestwick
Charles E. Brennan
Carol H. Hueston
Charles H. Stamm

TOWN MANAGER ..... Michael Embury
TOWN SOLICITOR ..... James Reilly
DIRECTOR OF FINANCE ..... Patricia Sunderland
DIRECTOR OF PLANNING ..... Jonathan Reiner
DIRECTOR OF PUBLIC WORK ..... Phil Bergeron
POLICE CHIEF ..... Thomas Mulligan
FIRE CHIEF ..... Fenwick Gardiner
DIRECTOR OF WATER SUPPLY ..... Susan Licardi
TOWN CLERK ..... Jeannette Alyward
TAX ASSESSOR ..... Linda Cwiek
BUILDING OFFICIAL ..... Gary Tedeschi
DIRECTOR OF RECREATION & LEISURE ACTIVITIES ..... Allen Southwick
DIRECTOR OF SENIOR & HUMAN SERVICES ..... Marie Marcotte
DIRECTOR OF INFORMATION SYSTEMS ..... Jason Albuquerque
CONTROLLER ..... Jeanna Krukowski
TOWN ENGINEER ..... Kim Wiegand
LIBRARY DIRECTOR ..... Cynthia Desrochers
SCHOOL SUPERINTENDENT ..... Dr. Philip Auger

TOWN OF NORTH KINGSTOWN FISCAL 2013 GOALS

The Town Council established the following goals for the **Fiscal Year 2013** Budget:

It is the **Vision** of the Council that future development in North Kingstown should be consistent with the goals and objectives of our Comprehensive Plan and have the capacity to sustain groundwater, other natural resources and Town services. This vision of the Town's identity and future should be communicated periodically to the community and visitors through the media and all relevant public communications, including the comprehensive, interactive Town web site.

The Council will strive to improve the **Quality of Life** of all residents, business owners and visitors. We will continue to support equitably dispersed affordable housing consistent with the Town's approved Affordable Housing Plan. The Council will continue to support programs for those age 55 plus and recreational activities for all ages. We believe that it is vital to provide high quality public education with goals of excellence, equity, and continuous improvement in our schools and to do so within a fiscally responsible and prudent budget. To the best of our ability, we will ensure that Town policies and practices protect the peace, health, safety and welfare of the community and respect the residents of North Kingstown.

The Council will continue to maintain **Fiscal** responsibility, and integrity in the budget process which will be open and involve community input and discussion. The Council will seek to provide cost effective government services and make every effort to limit any tax increase given anticipated declining revenues. The Council will manage long-term debt, maintain an appropriate undesignated fund balance and take prudent measures to retain a favorable bond rating. We will advocate for change in the current state property tax system and continue to seek ways to assist our needy elderly residents with tax exemption programs. The fiscal environment in which the Town's budget will be determined presents a significant increase in non-discretionary costs, continued dependency on residential property tax revenues and declining non-property tax revenue sources. The Council directs that all activities and spending be examined to identify areas for reductions; to identify redundant functions between the Town and School Department; and to identify functions/services which can be shared within and between the Town administration and School Department and with neighboring communities. The Council will consider opportunities to fund the budget by means other than the residential property tax. If we are not successful in producing a budget with acceptable residential tax levies, it will be necessary to implement service and staff adjustments. The Council will invest in and maintain the Town's infrastructure based on a carefully developed asset management plan and prioritization of projects certified as necessary and appropriate by the Asset Management Commission.

The Council will protect and preserve our **Environment** by continuing to implement appropriate ordinances and regulations to manage growth. The Council will continue open space preservation efforts and farmland preservation for groundwater protection to maintain 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, Town staff, the Economic Development Advisory Board and the Chamber of Commerce, the Town will engage in an open process that encourages environmentally sound and financially prudent development. The Council will support the local economy by encouraging commercial and industrial activity in areas designated by the Comprehensive Plan, including the existing retail center in Wickford, transit oriented areas and the Post Road Corridor, and will promote the Town's historic resources and regional tourism attractions. Finally, the Council will encourage local business owners to participate in any redevelopment or redesign plans for the future.

The Council will continue to promote an open, honest and ethical **Government**, ensure that Town employees are treated fairly, that Town offices operate effectively and efficiently and that the public is treated in a courteous manner. The Council will continue to encourage citizen participation through service on Boards and Commissions and through other volunteer opportunities.

Amended and adopted October 17, 2011.

On October 17, 2011, the Town Council adopted the following Budget Policy and Procedures:

FISCAL YEAR 2012– 2013 BUDGET POLICY

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

- All budgets submitted for consideration must be prepared on the zero-based budgeting method.

- All activities and proposed expenditures must be examined to identify activities which do not add value, to identify redundant functions between the Town and School and to identify areas for shared or consolidated functions/services. The Town Council will consider the recommendations of the Town/School Consolidation Committee, the North Kingstown/East Greenwich Town Council Consolidation Committee and other opportunities as they present themselves.

- In order to allow adequate time to prepare a budget which meets the Town Council's spending increase limitations, the Town Manager and School Department shall present the following alternative budgets:

  - a 2% increase in spending over FY2012; and
  - a 0% increase in spending over FY2012; and
  - an amount not to exceed the 4.0% Levy Cap as stipulated by Rhode Island General Laws 44-5-2.

  When budgeting for expenses related to new services or functions that are revenue producing, the Town Manager may recommend that those expenses be excluded from the calculation of the spending cap.

- Requests for funding beyond the Town Council's established spending cap may be considered provided there is a documented critical need that cannot be met otherwise.

Debt Policy
&
Management/Fiscal Policy

A. Purpose

1. To ensure the quality of decision-making while considering the debt affordability to the taxpayer;

2. To provide justification for the structure of debt issuance so as to not exceed acceptable levels of indebtedness;

3. To demonstrate a commitment to long-term financial planning to meet infrastructure needs through a planned program of future financing, which is evident through the Town's Capital Improvement Program; and

4. To illustrate to rating agencies and capital markets that the Town is well managed and attentive to maintaining a favorable debt position.

B. General Principles

1. Under the governance and guidance of Rhode Island State Law, (R.I.G.L. 45-12) – "Indebtedness of Towns and Cities", the Town may issue debt as it pertains to the requirements of charter and under the state mandated debt limitations.

2. In order to maintain and enhance its existing credit ratings the Town will monitor its debt management process. Prudent debt management can have a positive impact on these ratings if the Town demonstrates adherence to the policy over time.

3. The Town may periodically enter into debt obligations to finance the costs of construction or to improve and expand infrastructure and other assets to maintain and improve its quality of life. In order to meet its obligation of due diligence and prudent financial management to its residents, the Town shall strive that debt obligations are issued in such a fashion so as to obtain the best long-term financial advantage and investment terms. The Town may also refinance existing debt in order to reduce future debt service. (The Town shall determine the costs of incurring a sufficient amount of debt funding to complete the proposed project(s) when determining the amount of debt to issue. Debt is a mechanism to equalize the costs of improvement to present and future residents.) The decision to issue debt should fall within the following criteria:

   (a) The asset's life cycle shall exceed the term of the debt issue.

   (b) Life expectancy shall be considered when determining the issuance of debt to finance capital projects. The current operating budgets shall serve as the financing source for capital requirements that are recurring, relatively low-cost or are short-lived improvements.

   (c) The Town will not issue debt long term obligations or utilize debt proceeds to finance the current operations of the government.

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

C. Capital Improvement Program

1. Town Staff, in cooperation with the Asset Management Commission (AMC) will prepare a yearly Capital Improvement Program (CIP). The AMC is a nine-member committee.

2. The AMC is to review all capital improvement and asset protection requests for both town and school facilities, assign priorities to the projects, recommend funding levels and assemble a comprehensive capital improvement program to be submitted to the Town Council for their review and consideration. The Plan is a multi-year, prioritized listing of long-term capital projects.

3. The Capital Improvement Plan shall be submitted by the AMC to the Town Council and approved yearly as part of the budget process.

D. Capital Reserve Funds

1. A Capital Reserve Fund provides a leveling effect in departmental budgets. The annual appropriation for future purchases, repairs and improvements on a timely basis eliminates the need for peaks and valleys in the budget and offers a more stabilized method of budgeting, which helps in maintaining infrastructure improvements. Eliminating the opportunity to set money aside for the future will expedite deterioration of the Town's assets and infrastructure.

2. The Capital Reserve Fund considers the following when determining the criteria for qualification of the fund:

   (a) An asset shall have a minimum dollar value of $20,000 for any single bid item, construction project or vehicle.

   (b) The Town Council shall make funding for Capital Reserve items by separate resolution if required.

E. Debt Issuance Ratios/Limits

1. The Town shall establish the following limits while considering the issuance of debt:

   (a) The Town shall not exceed its statutory debt limits except as set forth below in 2(c)

   (b) The Town's legal debt limit as set forth by RIGL 45-12-2 is limited to three (3%) percent of total assessed value.

   (c) Nevertheless the Town direct debt burden should be maintained at less than two (2%) percent of full assessed valuation.

2. The useful life of the asset or infrastructure improvement shall be considered when determining the repayment schedules:

   (a) Twenty (20) years for most public improvement debt issued through a general obligation bond.

   (b) Twenty (20) to Twenty-Five (25) years for the issuance of debt for the large construction of a new school which is supported by State Housing Aid.

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

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

F. Reserves

1. Operating reserves are significant factors being considered by the bond rating agencies when assigning credit ratings. Therefore, proper maintenance and significant control over operating reserves is important to the financial strength and flexibility of the Town. Healthy reserves make it possible for the Town to issue debt at favorable rates and help maintain the character of the infrastructure.

2. The following guidelines shall help the Town to maintain reserves:

   (a) The Unreserved/Undesignated General Fund reserve shall be maintained at 10% of the current period's total budgeted expenditures for all Town Funds.

   (b) The enterprise funds should maintain an unrestricted net asset balance adequate to meet unanticipated expenditures to remain self supported.

   (c) The Town Council shall have as a goal to appropriate a $100,000 contingency each year in the General Fund Operating Budget.

G. Recommended Alternative Plan

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

H. Temporary Suspension of Policy

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

I. Policy Supersedes Previous Policies

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

Amended and adopted April 7, 2008.

Town of North Kingstown, Rhode Island

80 Boston Neck Road
North Kingstown, RI 02852-5762
Phone: (401) 294-3331
Fax: (401) 885-7373
Web: www.northkingstown.org

TOWN MANAGER'S BUDGET MESSAGE

Preparing for FY 2013 budget again finds the State's problems having a direct effect on the municipal and school department budgets. As we have seen in other Rhode Island communities, this creates a competition for limited resources between the municipal and school budgets and the desire to minimize tax increases in this economic climate.

The following quote from 1978 (I have lost the source.) defines the qualities of perseverance and courage, which the Town Council and municipal department heads have shown in their decision making and maintaining day-to-day operations at expected levels.

"Perseverance is the telltale mark of dedication and without dedication there is nothing. What truly worthwhile things are easy to attain? None. Worth, in fact, is measured by difficulty and the inevitable correlate of difficulty is the need for perseverance. It is easy to start difficult tasks; it is hard to continue when the frustration and the disappointment of high expectations not fulfilled mount hour by hour, day by day and year by year. The test of the farmer is not in planting the seed but hoeing the weeds from the fields. Most of us like to plant; few of us like to hoe. But it is in the hoeing – in persevering – that the crop is made."

"And courage? … It is not the courage of the battle or the courage of t he crisis that is of concern – although those kinds of courage are also important. The courage that counts is the courage to do your job day to day, quietly without recognition, often without hope, sustained only by the realization that you are doing something that matters to you and others."

The following document defines the three General Fund budgets that meet the Town Council's FY 2013 budget policy requirements: 4% tax levy increase; 2% expenditure increase; and 0 increase. These budgets result in the following:

3.51% Levy Increase Budget	$26,244,580	(+666,558)
2% Budget Increase	$25,427,713	(+498,584)
0 Increase	$24,895,131	(- 189,665)

This proposed spending plan will require the sacrifice of certain programs in order to work within the fiscal constraints of any levy increases less than the 4.0% maximum. The days of doing more with less are over.

The Town Council's decisions cannot be reduced to black and white, yes or no decisions. They have an effect on all segments of the community. The decisions will continue to change the way we conduct business, as well as re-create the structure for the type and level of services we can afford to provide now and in the future.

Department heads utilized the zero based budgeting method to assemble their requests. (Method of budgeting that starts from a "zero base" and every function is analyzed for its needs and costs.) Their submissions are not wish lists but honest appraisals of the resources needed to provide services that taxpayers expect and demand. While it is never a good time or year to raise taxes, it is also never a good time to reduce the level of services and programs to our residents.

The tax levy cap mandated by what is commonly known as "3050", strictly limits the amount of tax dollars that could be raised. It is important for the taxpaying public to understand the limitations imposed by this legislation and its ramifications for the future.

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

- Establishes a declining scale of tax levy limits beginning at 5.25% and continuing on a yearly basis to a level of 4%. For FY 2013, the law mandates a levy limit of 4.0%.
- Limitation is on the tax levy and **not** the tax rate of the community.
- School Department's request for new tax dollars is limited to 4.0% increase over the previous year's appropriation.

TABLE 1: Levy/Tax Dollar/Tax Rate Estimate

Tax Levy Estimates	**4.50%**	**4.25%**	**4.00%**
	FY 2011 Levy	**FY 2012 Levy**	**FY 2013 Levy**
Levy	**65,766,677**	**67,597,376**	**69,971,834**
Levy Increase %	**3.91%**	**2.79%**	**3.51%**
Tax Rate	**16.85***	**17.26**	**17.81**

*Adjusted for the results of the required statistical valuation update.

TABLE 2: Assessment Values

	FY 2011 Values	**FY 2012 Values**	**FY 2013 est. Values**
Real Estate	$ 3,537,673,000	$ 3,543,886,855	$ 3,551,689,975
Motor Vehicles	$ 188,656,289	$ 195,299,861	$ 208,000,000
Tangible Personal Property	$ 118,659,950	$ 123,182,330	$ 119,538,260
Grand Total Estimated Assessed Value	**$ 3,844,989,239**	**$ 3,862,369,046**	**$ 3,879,228,235**

TAX RATE CALCULATION	**2011 ADOPTED**	**2012 ADOPTED**	**2013 PROPOSED**
Tax Dollars			
General Fund	$ 14,532,158	$ 16,512,231	$ 17,178,788
Library Fund	$ 1,124,589	$ 1,132,589	$ 1,177,893
School & Cap Res Fund	$ 43,420,838	$ 43,420,838	$ 45,157,672
Debt Service Fund	$ 4,467,763	$ 4,467,763	$ 4,467,763
Total Tax Dollars	$ 63,545,348	$ 65,533,421	$ 67,982,116
Collection Factor 97.4%(Proposed)	$ 1.03092784	$ 1.026694	$ 1.026694
	$ 65,510,667	$ 67,282,773	$ 69,796,834
Spread (Abatements)	$ 250,000	$ 333,825	$ 175,000
Levy	$ 65,760,667	$ 67,616,598	$ 69,971,834
Minus Motor Vehicle Revenue	$ 4,158,220	$ 4,304,674	$ 4,584,320
Levy from Tangible and Real Estate	$ 61,602,447	$ 63,311,924	$ 65,387,514
DIVIDED BY ASSESSED VALUE	$ 4,348,487,345	$ 3,667,068,615	$ 3,671,228,235
EQUALS TAX RATE/M	**13.97**	**17.26**	**17.81**

TABLE #3: PROPERTY TAXES BY FUND

Revenue Description	2009 Adopted	2010 Adopted	2011 Adopted	2012 Adopted	2013 Proposed
Levy Limit	5.00%	4.75%	4.50%	4.25%	4.00%
Actual Levy	4.86%	1.02%	3.90%	2.79%	3.51%
Current Year Taxes					
General Fund	12,787,396	13,147,909	14,532,158	16,512,231	17,178,788
Debt Service	4,265,198	4,467,795	4,467,762	4,467,763	4,467,763
Library	1,102,538	1,124,589	1,124,589	1,132,589	1,177,893
Schools	42,827,726	42,680,515	43,420,838	43,420,838	45,157,672
Total	**60,982,828**	**61,420,808**	**63,545,348**	**65,533,421**	**67,982,116**
Increase in Tax Dollars	2,801,683 4.82%	330,584 0.54%	2,124,750 3.46%	1,988,072 3.13%	2,448,695 3.74%

Table 3 depicts a history of property tax revenues distributed between the four major tax affected funds, levy limits, new tax dollars and the percentage increase as of FY 2009 at a 5.00% level. **Table 1** shows the 2011 and 2012 actual levies and the proposed levy for FY 2013. **Table 2** shows the assessed values and the division of tax dollars as recommended by the Town Manager. **Table 4** below shows the tax rate distribution from 2010 and 2013 as proposed.

TABLE #4

Tax Rate Change	*FY 2010 Tax Rate*	*FY 2011 Tax Rate*	*FY 2012 Tax Rate*	*FY 2013 Proposed . Levy 3.51 %*
Municipal	3.24	4.15	4.65	4.81
School	9.70	11.51	11.44	11.83
Debt Service	1.02	1.18	1.17	1.17
Total	**13.97**	**16.85***	**17.26**	**17.81**

FLOW OF FUNDS STRUCTURE

Funding Sources:

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

GENERAL FUND

Users:

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

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

SPECIAL REVENUE FUNDS

Users:

Debt Fund
Library Fund
School Department
Quonset/Davisville Recreation
Water Department
Municipal Court

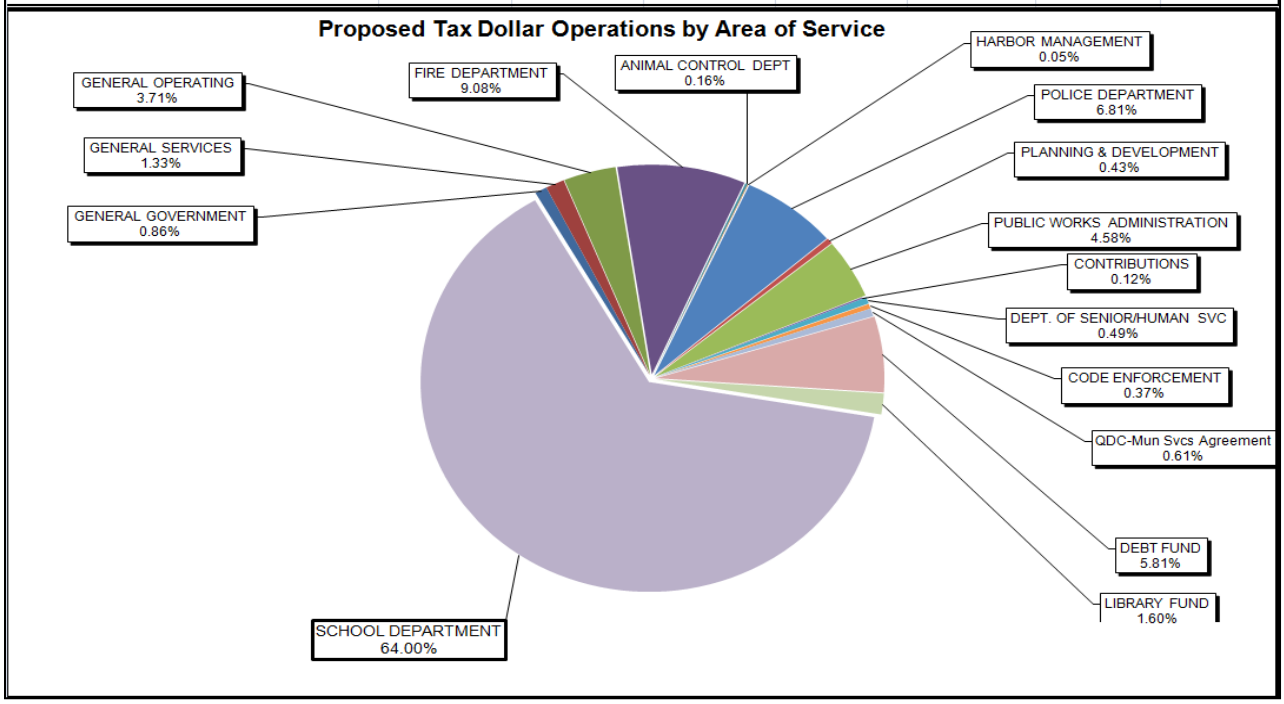
ACCOUNT		REVENUE DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 REQUEST	2013 MANAGER	INCREASE/ DECREASE
GENERAL PROPERTY TAXES									
141005	410000	PMTS IN LIEU OF TAXES	1,832,908	2,027,720	2,535,756	2,547,402	3,041,556	3,207,283	659,881
141005	411010	CURRENT YEAR TAXES	12,564,100	12,516,309	14,826,642	16,512,231	17,344,516	17,178,789	666,558
141005	411200	PRIOR YEAR TAXES	1,288,947	1,546,831	2,442,692	1,275,000	1,325,000	1,325,000	50,000
142005	420000	INTEREST AND PENALTIES	316,715	415,379	507,693	300,000	325,000	325,000	25,000
TOTAL GENERAL PROPERTY TAXES			**16,002,669**	**16,506,239**	**20,312,783**	**20,634,633**	**22,036,072**	**22,036,072**	**1,401,439**
TOWN CLERK									
143003	431001	BEVERAGE	53,845	53,550	52,590	51,500	55,500	55,500	4,000
143003	431002	VICTUALLING	8,000	7,575	10,160	10,500	8,200	8,200	(2,300)
143003	431003	DANCE	800	700	700	700	750	750	50
143003	431004	SUNDAY SALES	6,550	6,105	7,155	5,500	5,500	5,500	-
143003	431005	TRAILER	4,000	4,000	4,000	4,000	4,000	4,000	-
143003	431006	JUKE BOX	350	350	350	350	350	350	-
143003	431007	LAUNDRY	10	10	10	10	10	10	-
143003	431008	FARMERS MARKET	110	220	220	110	110	110	-
143003	431011	SECOND HAND	1,300	1,350	1,260	1,300	1,300	1,300	-
143003	431012	GARBAGE & TRASH	1,925	1,785	1,470	1,800	1,400	1,400	(400)
143003	431013	PEDDLERS	5,730	5,595	6,135	5,000	5,000	5,000	-
143003	431014	GAMES OF CHANCE	315	115	95	50	50	50	-
143003	431015	EXHIBITIONS	250	450	300	400	400	400	-
143003	431016	JUNK YARD LICENSE	300	300	300	300	300	300	-
143003	431018	AMUSEMENT	2,750	2,850	2,650	2,650	2,650	2,650	-
143003	431019	BILLIARD	200	200	150	150	150	150	-
143003	431020	ENTERTAINMENT LICENSE	2,466	2,525	2,350	2,300	3,000	3,000	700
143003	431021	TRANSFER BUSINESS LICENSE	850	200	660	300	300	300	-
143003	432001	FISHING & HUNTING	45	66	44	40	40	40	-
143003	432003	MARRIAGE	1,160	928	1,024	1,100	1,000	1,000	(100)
143003	432004	DOG AND KENNEL LICENSES	13,544	13,813	14,274	13,500	13,500	13,500	-
143003	432005	DUPLICATE DOG	9	9	8	10	10	10	-
143003	432007	YARD SALES	1,045	1,045	925	1,100	1,000	1,000	(100)
143003	432008	FIREWORKS LICENSE	5	5	5	10	10	10	-
143003	441010	RECORDING COPIES & CERTIFICA	-	-	6,352	-	27,000	27,000	27,000
144003	441011	TOWN CLERK RECORDING	287,116	273,991	279,416	300,000	300,000	300,000	-
144003	441012	PROBATE	23,471	35,774	38,414	50,000	50,000	50,000	-
144003	441013	ADVERTISING	3,066	2,499	2,943	3,000	3,000	3,000	-
144003	441014	MISC.	20,353	20,014	21,019	20,000	20,000	20,000	-
144003	441015	COPY MACHINE COMMISSION	6,899	2,565	1,097	2,400	-	-	(2,400)
144003	441016	TOWN CLERK-CHANGE OF ZONE A	2,000	6,000	750	2,200	2,200	2,200	-
TOTAL TOWN CLERK			**448,463**	**444,588**	**456,826**	**480,280**	**506,730**	**506,730**	**26,450**
POLICE									
143008	431009	RETAIL WEAPONS	5	-	-	-	-	-	-
143008	431010	DETECTIVE	2,550	2,250	2,285	2,250	2,250	2,250	-
143008	432002	PISTOL PERMITS	40	25	-	40	40	40	-
144008	441006	WICKFORD HARBOR WAITING LIST	100	90	60	25	20	20	(5)
144008	441030	POLICE COPIES	-	-	-	1,500	1,000	1,000	(500)
144008	441031	DOG FINES	3,335	200	-	-	-	-	-
144008	441032	POLICE FINES	39	-	-	-	100	100	100
144008	441033	COURT FINES	1,180	966	1,113	-	750	750	750
144008	441034	STATE FINES	115,611	-	-	-	-	-	-
144008	441035	ADMIN FEES FOR DETAILS	231,317	172,786	207,091	195,000	200,000	200,000	5,000
144008	441036	TOWN CLERK DOG FINES	750	625	769	-	500	500	500
144008	441037	FINGERPRINTING FEES	1,106	989	1,068	1,200	1,200	1,200	-
144008	441038	VEHICLE IDENTIFICATION NUMBER	9,060	8,620	7,180	10,000	8,000	8,000	(2,000)
144008	441039	HANDGUN QUALIFICATION FEES	-	-	-	50	-	-	(50)
144008	441040	ALARM ORDINANCE FEE	5,900	-	15	-	-	-	-
144008	441061	DOG IMPOUNDMENT	-	-	-	300	-	-	(300)
144008	441063	DOG ADOPTION	286	420	560	500	500	500	-
144008	443000	MISC POLICE DEPT REVENUE	3,534	6,440	1,592	50	150	150	100
TOTAL POLICE			**374,812**	**193,410**	**221,733**	**210,915**	**214,510**	**214,510**	**3,595**
PLANNING									
144009	441078	ZONING/SUBDIVISION REG SALES	640	23,502	398	1,000	800	800	(200)
144009	441091	SUBDIVISION REVIEW FEES	12,136	11,570	47,710	40,000	45,000	45,000	5,000
144009	441092	CLUSTER REVENUES	6,024	1,720	-	15,000	10,000	10,000	(5,000)
144009	441093	ZONING FEES	33,003	32,269	46,161	50,000	40,000	40,000	(10,000)
TOTAL PLANNING			**51,803**	**69,061**	**94,269**	**106,000**	**95,800**	**95,800**	**(10,200)**
PUBLIC WORKS									
144010	441079	SOLID WASTE -MISC USE OF SCAL	1,535	1,105	800	1,200	1,320	1,320	120
144010	441080	PUBLIC WORKS (SUB DIV INSP & M	5,943	7,617	8,657	5,000	6,000	6,000	1,000
144010	441081	PUBLIC WORKS - RECYCLING	101,194	-	27,345	30,000	30,000	30,000	-
144010	441083	SOLID WASTE TIPPING FEES-COM	33,000	37,309	29,502	37,000	38,000	38,000	1,000
144010	441084	SOLID WASTE TIPPING FEES - MUN	147,608	151,968	138,379	145,000	146,000	146,000	1,000
144010	441085	TRANS STATION PROPANE DISPOS	327	272	311	300	348	348	48
144010	441087	TRANS STATION STICKERS	-	30	-	-	-	-	-
144010	441088	RECYCLE BINS	-	-	-	-	2,000	2,000	2,000
144010	441089	RESIDENTIAL TIP FEE ASSIGNED T	186,100	154,865	156,783	150,000	165,000	165,000	15,000
144010	441090	UNCLASSIFIED TRANSFER STATIO	(441)	(165)	(63)	-	-	-	-

144010	441095	TRANSFER STATION - REFRIGERAT	3,800	4,663	4,300	4,500	3,900	3,900	(600)
144010	441096	TRANSFER STATION - TIRES	752	850	812	800	750	750	(50)
144010	441097	COMMERCIAL YARD WASTE STICK	6,384	2,982	2,226	5,000	2,500	2,500	(2,500)
144010	441098	TRANSFER STATION BAG TAGS	162,992	147,266	155,587	185,000	175,000	175,000	(10,000)
144010	441099	TRANS STATION MATRESS BOX SF	8,151	8,060	10,220	9,000	9,100	9,100	100
TOTAL PUBLIC WORKS			**657,346**	**516,822**	**534,860**	**572,800**	**579,918**	**579,918**	**7,118**
BUILDING OFFICIAL									
144015	441040	LATE PERMIT FILING FEE	7,761	6,451	2,875	2,500	2,500	2,500	-
144015	441041	BUILDING PERMITS	196,911	176,094	169,041	145,624	155,000	155,000	9,376
144015	441042	ELECTRICAL PERMITS	41,124	41,568	30,645	40,647	40,647	40,647	-
144015	441043	PLUMBING PERMITS	15,662	14,362	12,332	15,344	15,344	15,344	-
144015	441044	MECHANICAL PERMITS	43,670	40,488	30,368	37,368	37,368	37,368	-
144015	441045	BUILDING PERMIT - REINSPECTION	3,200	1,500	1,436	1,500	1,500	1,500	-
144015	441049	CERTIFICATE OF USE AND OCCUP	11,625	9,500	10,535	8,200	9,500	9,500	1,300
TOTAL BUILDING OFFICIAL			**319,953**	**289,963**	**257,232**	**251,183**	**261,859**	**261,859**	**10,676**
INTERGOVERNMENTAL									
146005	461002	GENERAL PURPOSE STATE AID	342,099	-	-	-	-	-	-
146005	461003	CONNECTICUT PLAN (IN LIEU-NONF	6,591	6,507	5,803	5,500	2,500	1,859	(3,641)
146005	461007	REALTY TAXES	183,330	228,065	175,793	235,000	200,000	200,000	(35,000)
146005	461009	EXCISE TAX PHASE-OUT	2,813,829	2,824,194	2,423,460	223,404	222,914	222,914	(490)
146005	461012	TELEPHONE TAX	231,151	256,008	285,038	285,000	285,000	290,000	5,000
146005	461014	HOTEL TAX AND MEAL & BEVERAG	443,209	432,080	454,958	435,000	435,000	441,884	6,884
146008	461008	WITNESS FEE	134	144	202	134	134	134	-
TOTAL INTERGOVERNMENTAL			**4,020,343**	**3,746,999**	**3,345,254**	**1,184,038**	**1,145,548**	**1,156,791**	**(27,247)**
MISCELLANEOUS									
143003	432010	MUNICIPAL COURT FEE	-	-	-	-	-	-	-
144005	441020	TAX COLLECTOR (CERT.)	31,526	28,116	27,325	26,500	28,500	28,500	2,000
144005	441021	GIS FEES	247	217	162	250	250	250	-
144006	441026	TAX ASSESSORS	837	350	204	750	500	500	(250)
144008	441110	FIRE DEPARTMENTAL REVENUES	492,101	627,225	589,445	525,000	550,000	550,000	25,000
147005	471006	MOORINGS	119,905	131,288	116,424	110,000	114,500	114,500	4,500
147005	471007	COMMUNICATION TOWER RENT	454,494	404,428	430,610	395,000	400,000	400,000	5,000
147005	471011	LITTLE RED SCHOOL HOUSE RENT	4,400	4,600	-	4,600	-	-	(4,600)
147005	471014	STREET LIGHTING POLES RENTAL	4,428	6,062	6,379	6,000	6,000	6,000	-
147008	471001	DOCK	19,925	16,149	16,574	18,150	18,150	18,150	-
147016	471008	RECREATION BEACH & FIELD USE	9,875	-	-	-	-	-	-
148005	481000	INTEREST ON INVESTMENTS	429,061	128,296	76,274	210,000	100,000	100,000	(110,000)
148005	483000	MISC. REVENUE	50,165	92,783	75,217	93,112	75,000	75,000	(18,112)
148005	484000	TRANSFER FROM Q/D RECREATIO	331,520	-	-	-	-	-	-
148005	485000	APPROPRIATION FROM SELF INSU	101,871	97,500	97,500	100,000	100,000	100,000	-
148005	490000	APPRO. PRIOR YEAR SURPLUS	-	-	111,449	-	-	-	-
TOTAL MISCELLANEOUS			**2,050,354**	**1,537,014**	**1,547,563**	**1,489,362**	**1,392,900**	**1,392,900**	**(96,462)**
Total For Fund	**001**	**GENERAL FUND**	**23,925,743**	**23,304,096**	**26,770,520**	**24,929,211**	**26,233,337**	**26,244,580**	**1,315,369**
DEBT SERVICE FUND									
10000000	411001	CURRENT YEARS' TAXES	4,265,198	4,467,763	4,467,763	4,467,763	4,467,763	4,467,763	-
10000000	439002	LIBRARY CONSTRUCTION REIMBUF	40,219	39,125	38,003	36,861	35,695	35,695	(1,166)
10000000	439003	CHAPTER 26, HOUSING	1,253,532	1,182,497	1,153,717	1,082,445	933,790	933,790	(148,655)
10000000	483000	IMPACT FEES/PMTS IN LIEU	51,386	84,529	39,777	30,000	35,000	35,000	5,000
10048000	481000	INTEREST ON INVESTMENTS	1,354	2,140	1,098	2,000	1,000	1,000	(1,000)
10049000	490000	APPRO. PRIOR YEAR SURPLUS	83,763	-	185,645	(125,981)	(138,906)	(138,906)	(12,925)
Total for Fund	**100**	**DEBT SERVICE FUND**	**5,695,452**	**5,776,053**	**5,886,003**	**5,493,088**	**5,334,342**	**5,334,342**	**(158,746)**
LIBRARY FUND									
11241000	411000	CURRENT YEAR TAXES	1,102,538	1,124,589	1,124,589	1,132,589	1,177,893	1,177,893	45,304
11242000	422000	STATE GRANTS-IN-AID	199,862	201,362	211,534	212,143	227,429	227,198	15,055
11242000	423000	RESOURCE SHARING GRANT	-	-	-	-	-	-	-
11243000	430000	DEPARTMENTAL REVENUE	41,762	41,512	35,374	60,000	40,000	50,000	(10,000)
11246000	460000	APPRO. PRIOR YEAR SURPLUS	19,953	10,000	10,000	10,000	10,000	10,000	-
11248000	483000	MISCELLANEOUS REVENUE	-	-	5,671	6,000	6,500	-	(6,000)
Total for Fund	**112**	**LIBRARY FUND**	**1,364,115**	**1,377,463**	**1,387,168**	**1,420,732**	**1,461,822**	**1,465,091**	**44,359**
MUNICIPAL COURT									
13044003	441023	TRAFFIC COURT	1,529	34,171	37,232	30,000	35,000	35,000	5,000
13044003	441024	MUNI COURT	70	617	371	500	600	500	-
13044003	441025	RITT ASSESSMENT	299	43,475	70,649	70,000	70,000	70,000	-
13044003	441026	TRAFFIC FINES	6,590	96,189	100,569	96,000	100,000	100,000	4,000
13044003	441027	FINES MUNI	160	5,630	5,774	5,000	5,000	5,000	-
13044003	441028	TRAFFIC MISC.	300	41	-	100	100	100	-
13044003	441029	MUNICIPAL MISC1	-	2,116	1,000	1,000	1,000	1,000	-
13044003	441034	STATE FINES	-	33,461	40,198	50,000	30,000	30,000	(20,000)
13044003	483000	MISC REVENUTE	-	24	40	-	100	100	100
13044003	490000	APPRO. PRIOR YEAR SURPLUS	-	-	-	(4,672)	16,654	16,654	21,326
Total for Fund	**130**	**MUNICIPAL COURT**	**8,948**	**215,722**	**255,833**	**247,928**	**258,454**	**258,354**	**10,426**
SCHOOL FUND									
50000001	40002	STUDENT EQUITY NEW FUND	629,309	-	-	-	-	-	-
50000001	40003	LANGUAGE INVESTMENT	42,611	-	-	-	-	-	-
50000001	40004	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-
50000001	40005	TECHNOLOGY FUND	98,889	-	-	-	-	-	-
50000001	40006	EARLY CHILDHOOD	188,546	-	-	-	-	-	-
50000001	41101	CURRENT YEARS' TAXES	42,827,726	42,680,515	43,420,838	43,420,838	45,157,672	45,157,672	1,736,834
50000001	41250	RE-APPROPRIATION OF FUND BAL	-	107,907	53,766	1,154,791	-	-	(1,154,791)
50000001	41310	TUITION FROM INDIVIDUALS	11,642	22,821	23,989	20,000	20,000	20,000	-
50000001	41321	TUITIONS FROM OTHER LEAS	2,369,109	2,365,489	2,127,156	2,440,400	2,059,800	2,059,800	(380,600)
50000001	41510	INVESTMENT EARNINGS - SCHOOL	753	1,309	111	1,000	500	500	(500)
50000001	41701	ATHLETIC GATE RECEIPTS	11,854	-	-	-	-	-	-

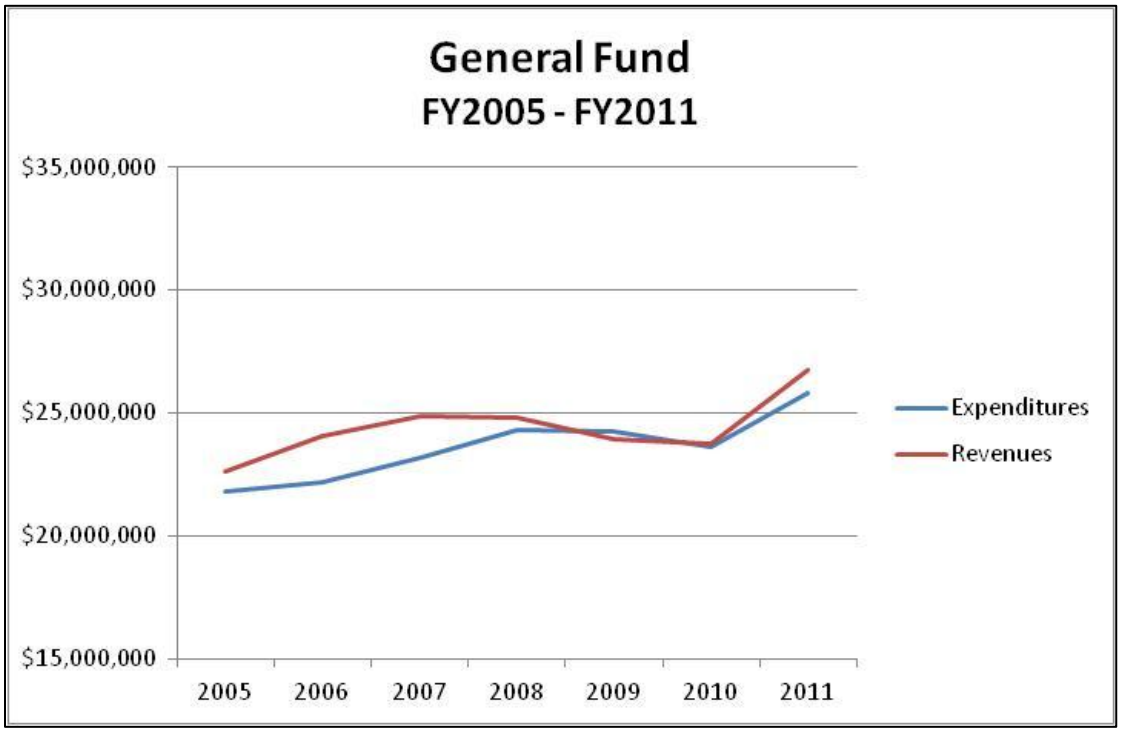
50000001	41901	RENTALS	68,546	-	-	-	-	-	-
50000001	41920	GIFTS	45	1,538	705	500	500	500	-
50000001	41940	SALE/RENTAL OF TEXTBOOKS	-	713	896	1,000	1,000	1,000	-
50000001	41980	REFUNDS OF PRIOR YEAR EXPENI	58,414	37,038	101,085	41,000	41,000	41,000	-
50000001	41990	MISCELLANEOUS REIMBURSEMEN	808	5,137	5,054	500	500	500	-
50000001	43101	STATE AID UNRESTRICTED	9,138,224	8,674,021	9,108,099	10,364,514	10,812,936	10,812,936	448,422
50000001	44202	MEDICAID REVENUE	-	561,630	547,733	600,000	475,000	475,000	(125,000)
50000001	45202	PRIOR YEARS' REVENUE	134,637	75,000	-	-	-	-	-
50000001	45203	APPROPRIATION OF CAPITAL RES	-	1,191,654	-	-	-	-	-
50000001	45208	FUND TRANSFER IN-INDIRECT COS	49,173	47,747	29,526	45,000	30,000	30,000	(15,000)
50000001	45301	SALE OF SCHOOL PROPERTY	963	985	2,415	2,500	2,500	2,500	-
24140001	44501	ARRA SFSF - Federal AID offset to St	-	-	-	-	-	-	-
Total for Fund	**5000**	**SCHOOL FUND**	**55,631,250**	**55,773,505**	**55,421,372**	**58,092,043**	**58,737,012**	**58,737,012**	**644,969**
SCHOOL CAPITAL RESERVE FUND									
		CURRENT YEAR TAXES	107,365	-	-	-	-	-	-
		INVESTMENT EARN/STATE SCHOO	159,127	90,965	64,937	117,300	-	-	(117,300)
Total for Fund		**SCHOOL CAPITAL RESERVE FUN**	**266,492**	**90,965**	**64,937**	**117,300**	**-**	**-**	**(117,300)**
QUONSET/DAVISVILLE RECREATION FUND									
43041000	411000	DAILY GREENS FEE	927,101	959,002	922,039	980,000	927,000	947,319	(32,681)
43041000	412000	ANNUAL GREENS FEE	133,975	101,213	94,963	125,000	125,000	125,000	-
43042000	420000	CLOTHING SALES	13,316	12,259	12,105	14,000	14,000	14,000	-
43042000	420100	MERCHANDISE SALES	29,092	30,908	33,735	32,000	32,000	32,000	-
43043000	430000	CONCESSION RENT	54,501	34,247	44,297	51,079	42,000	47,871	(3,208)
43043000	431000	GAS CARTS	245,729	252,986	271,413	255,000	255,000	255,000	-
43043000	431100	HAND CARTS	2,277	2,745	2,183	2,300	2,300	2,300	-
43043000	431300	CLUB STORAGE	350	500	613	450	500	500	50
43043000	431400	CLUB RENTALS	489	520	364	500	500	500	-
43043000	432000	DRIVING RANGE	19,865	21,482	22,165	20,000	26,000	26,000	6,000
43043000	433000	HANDICAPS	4,607	5,620	5,535	5,000	5,000	5,000	-
43044000	440000	ALLEN HARBOR ANNUAL FEES	262,652	278,438	281,445	255,000	255,000	255,000	-
43044000	441000	ALLEN HARBOR RAMP FEES	4,359	4,870	4,700	4,800	4,800	4,800	-
43044000	441100	ALLEN HARBOR BOAT LAUNCHING	6,150	6,630	5,000	6,500	6,500	6,500	-
43044000	442000	ALLEN HARBOR MERCHANDISE	2,764	2,802	2,627	2,800	2,800	2,800	-
43044000	442100	ALLEN HARBOR MISC	17,854	14,927	12,209	14,000	14,000	14,000	-
43044000	443000	QDNYC RENT	85,472	32,874	-	-	-	-	-
43044000	483000	MISC REVENUE	-	33,567	-	-	-	-	-
43044000	499001	TRANSFER TO CAPITAL RESERVE-	(90,000)	-	-	-	-	(4,204)	(4,204)
43046000	471008	RECREATION BEACH & FIELD USE	-	7,944	8,144	6,500	7,500	7,500	1,000
43048000	481000	INVESTMENT EARNINGS	15,580	4,949	1,696	2,500	1,000	1,000	(1,500)
43048000	483000	MISC INCOME	60	110	1,781	15,120	1,500	1,500	(13,620)
43049000	490000	APPROP PRIOR YEAR SURP - GOLF	-	146,299	-	-	-	-	-
43049000	499000	TRANSFER TO GENERAL FUND	(331,520)	-	-	-	-	-	-
43049000	499001	TRANSFER TO CAPITAL RESERVE-	(53,889)	-	-	-	-	-	-
Total for Fund	**430**	**Q/D RECREATION FUND**	**1,350,783**	**1,954,892**	**1,727,013**	**1,792,549**	**1,722,400**	**1,744,386**	**(48,163)**
WATER FUND									
44041000	411000	METERED SALES	2,441,862	2,400,378	2,781,403	2,590,324	2,590,324	2,167,073	(423,251)
44041000	414000	MINIMUM CHARGE	551,031	564,316	546,196	555,843	555,843	553,385	(2,458)
44041000	415000	UNMETERED SALES TO GENERAL	9,184	8,939	8,981	5,320	5,320	6,960	1,640
44041000	419000	SURCHARGES	14,644	49,938	13,687	13,700	13,700	15,943	2,243
44042000	420000	INTEREST & PENALTIES	29,064	24,142	20,722	15,000	15,000	15,000	-
44042000	421000	PRIVATE FIRE PROTECTION SERVI	68,914	70,343	70,998	56,163	56,163	59,193	3,030
44043000	431000	METER SALES	6,284	5,671	4,352	3,550	3,550	5,505	1,955
44043000	432000	METER RENTALS	9,816	9,709	9,580	9,635	9,635	9,625	(10)
44043000	433000	SPECIAL SERVICES (TURN OFF/TU	33,419	33,931	29,099	25,250	25,250	26,990	1,740
44043000	434000	SERVICE INSTALLATIONS (NON PL	22,392	22,304	14,916	19,235	19,235	22,194	2,959
44043000	435000	HYDRAULIC MODELING FEES	6,014	(3,142)	6,912	-	-	-	-
44044000	440000	APPROP PRIOR YEAR SUPRLUS	-	1,100,613	-	-	-	-	-
44044000	442000	APPROP INFRASTRUCTURE REPL	226,634	196,737	188,058	192,880	192,880	168,770	(24,110)
44044000	499001	TRANSFER TO CAPITAL RESERVE	(840,217)	-	(871,740)	(464,376)	(464,376)	(183,625)	280,751
44045000	450000	INVESTMENT EARNINGS	76,376	20,867	14,933	7,000	7,000	7,000	-
44046000	410000	SEWER FLAT FEE	39,216	43,882	45,671	52,000	52,000	54,000	2,000
44046000	411000	SEWER FEES	5,037	4,363	5,305	-	-	-	-
44046000	412000	ADMINISTRATIVE & MAINT FEES	11,348	11,710	11,348	10,844	10,844	10,732	(112)
44046000	413000	CAPITAL REPLACEMENT FEE	-	-	-	2,013	2,013	1,979	(34)
44048000	483000	MISC INCOME	72,677	5,831	4,261	2,000	2,000	5,000	3,000
Total for Fund	**440**	**WATER FUND**	**2,783,695**	**4,570,531**	**2,904,680**	**3,096,381**	**3,096,381**	**2,945,724**	**(150,657)**

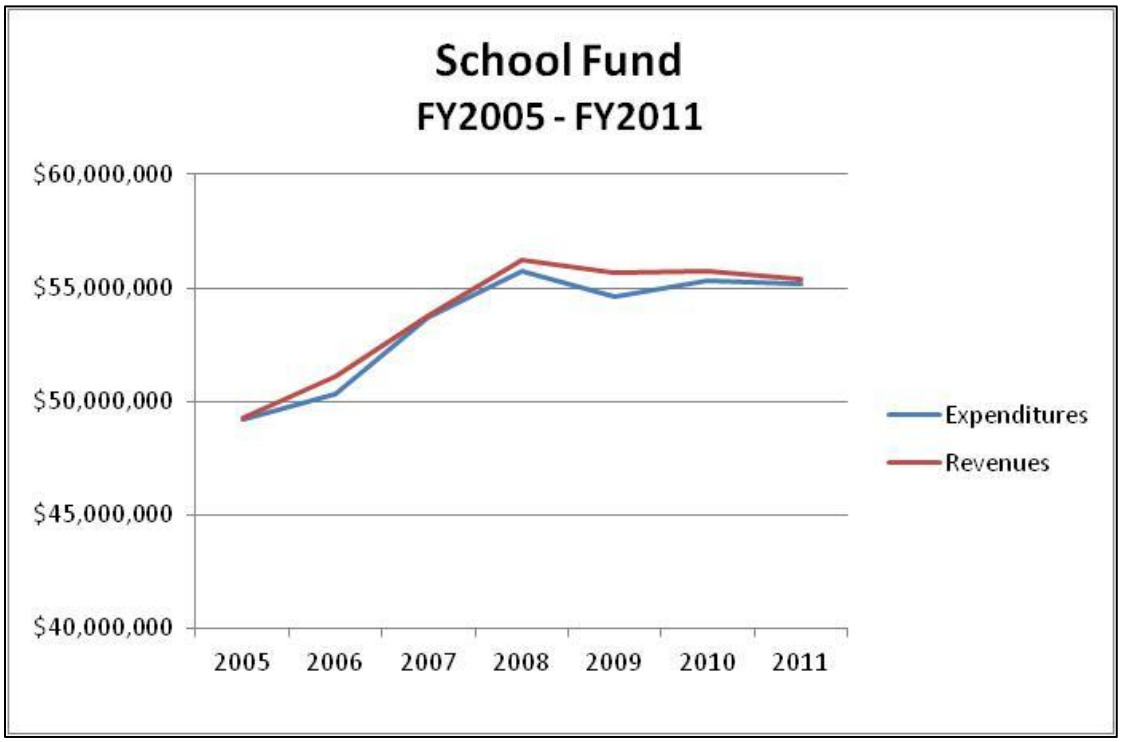
Town of North Kingstown
TAX DOLLAR OPERATIONS
FYE 2013 Proposed Budget
Program Summary Fund

AREA OF SERVICE	ACTUAL FYE 2011	ADOPTED FYE 2012	ESTIMATED FYE 2012	REQUEST FYE 2013	MANAGER FYE 2013	Difference in $'s Adopted to Manager	Difference in % Adopted to Manager
GENERAL GOVERNMENT	$ 797,923	$ 738,661	$ 790,753	$ 816,611	$ 789,674	$ 51,013	6.91%
GENERAL SERVICES	$ 1,392,323	$ 1,159,680	$ 1,228,015	$ 1,262,200	$ 1,218,076	$ 58,396	5.04%
GENERAL OPERATING	$ 3,605,370	$ 3,297,795	$ 3,348,635	$ 3,406,041	$ 3,406,041	$ 108,246	3.28%
FIRE DEPARTMENT	$ 8,416,439	$ 7,729,614	$ 8,595,528	$ 9,140,680	$ 8,336,915	$ 607,301	7.86%
ANIMAL CONTROL DEPARTMENT	$ 118,301	$ 144,668	$ 96,261	$ 155,661	$ 149,108	$ 4,440	3.07%
HARBOR MANAGEMENT	$ 103,761	$ 43,847	$ 42,604	$ 45,405	$ 45,405	$ 1,558	3.55%
POLICE DEPARTMENT	$ 5,653,397	$ 6,011,686	$ 5,937,084	$ 6,958,163	$ 6,248,884	$ 237,198	3.95%
PLANNING & DEVELOPMENT	$ 337,444	$ 368,779	$ 369,166	$ 408,479	$ 391,506	$ 22,727	6.16%
PUBLIC WORKS ADMINISTRATION	$ 4,263,578	$ 4,160,662	$ 4,143,304	$ 4,309,963	$ 4,199,014	$ 38,352	0.92%
CONTRIBUTIONS	$ 115,870	$ 113,495	$ 113,495	$ 153,121	$ 112,501	$ (994)	-0.88%
DEPT. OF SENIOR/HUMAN SERVICES	$ 453,195	$ 395,641	$ 401,390	$ 462,026	$ 446,688	$ 51,047	12.90%
CODE ENFORCEMENT	$ 298,562	$ 323,723	$ 324,587	$ 356,180	$ 341,878	$ 18,155	5.61%
QDC - Mun Svs Agreement	$ 252,230	$ 440,960	$ 440,960	$ 558,890	$ 558,890	$ 117,930	n/a
SUBTOTAL TOWN DEPARTMENTS	$ 25,808,392	$ 24,929,211	$ 25,831,782	$ 28,033,420	$ 26,244,580	$ 1,315,369	5.28%
TOWN OPERATIONS	**$ 25,808,392**	**$ 24,929,211**	**$ 25,831,782**	**$ 28,033,420**	**$ 26,244,580**	**$ 1,315,369**	**5.28%**
DEBT SERVICE FUND	$ 5,746,283	$ 5,493,088	$ 5,493,091	$ 5,334,342	$ 5,334,342	$ (158,746)	-2.89%
LIBRARY FUND	$ 1,381,185	$ 1,420,732	$ 1,382,521	$ 1,465,091	$ 1,465,091	$ 44,359	3.12%
SCHOOL DEPARTMENT	$ 55,181,557	$ 58,092,043	$ 57,973,860	$ 58,737,012	$ 58,737,012	$ 644,969	1.11%
TOTAL TAX DOLLAR SUPPORTED FUNDS	**$ 88,117,417**	**$ 89,935,074**	**$ 90,681,254**	**$ 93,569,865**	**$ 91,781,025**	**$ 1,845,951**	**2.05%**



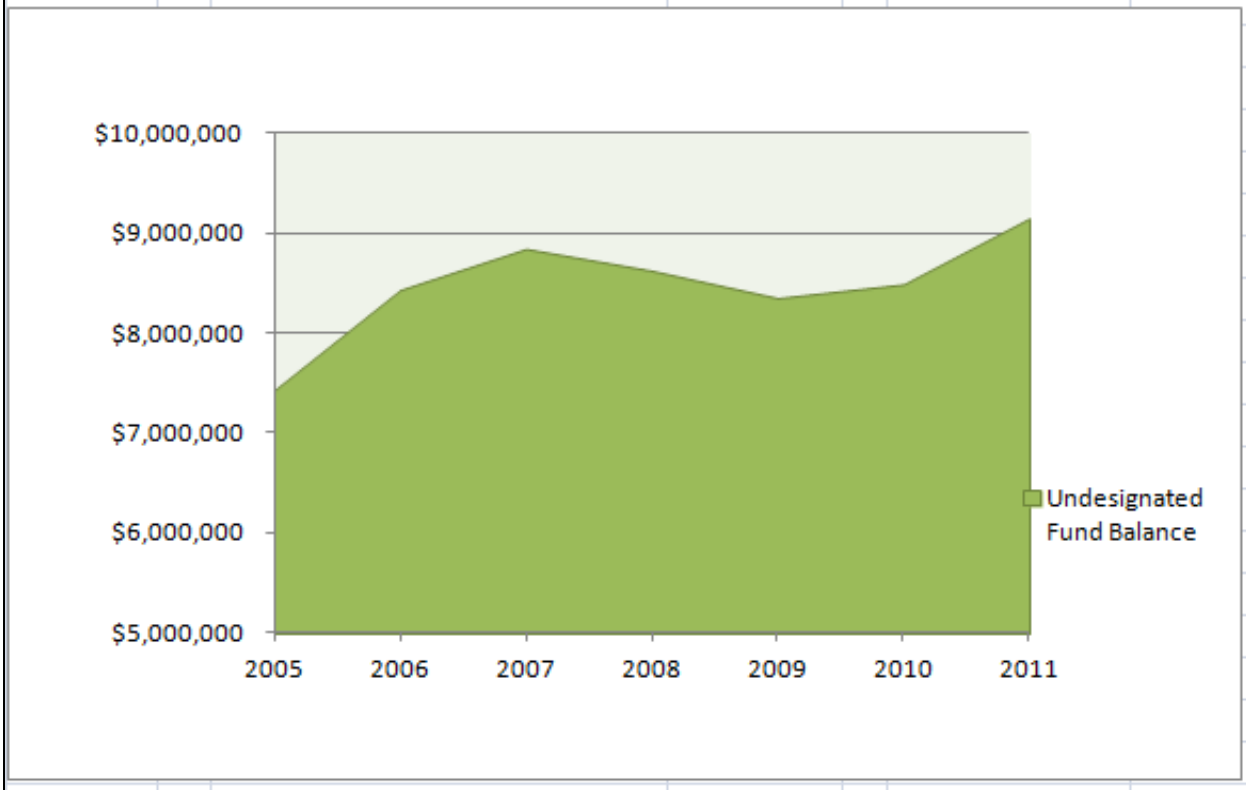
General Fund and School Fund Historical Revenues/Expenditures





General Fund - Undesignated Fund Balance

Fiscal Year	Undesignated Fund Balance	Golf Course Loan	10% ALL FUNDS UNDES POLICY	
2005	$ 7,437,408			
2006	$ 8,440,242		$ 9,035,176	
2007	$ 8,851,708		$ 9,317,093	
2008	$ 8,633,261	$ 1,500,000	$ 9,169,786	11.05%
2009	$ 8,358,331	$ 1,500,000	$ 9,289,982	10.61%
2010	$ 8,498,066	$ 1,350,000	$ 9,518,923	10.35%
2011	$ 9,157,720	$ 1,200,000	$ 9,699,593	10.68%



Projected Changes in Undesignated Fund Balance					
Three-Year Comparison General Fund					
	2011	2012	2012	2013	Percent
	Adopted	Adopted	Estimated	Adopted	Change
Revenues					
Payments in Lieu of Tax	2,535,756	2,547,402	2,547,402	3,207,283	26%
Tax	63,839,832	65,533,421	65,615,724	67,982,117	4%
Prior Years' Tax (plus 60 days)	1,906,602	1,275,000	1,583,675	1,325,000	4%
Penalties and Interest	507,693	300,000	308,590	325,000	8%
Licenses	109,120	104,970	108,225	106,820	2%
Departmental Revenue	2,072,935	2,068,708	2,094,356	2,131,247	3%
State and Federal	3,345,254	1,184,038	1,151,205	1,156,791	-2%
Rental Fees	569,988	533,750	566,050	538,650	1%
Investment Earnings	76,274	210,000	54,400	100,000	-52%
Miscellaneous	75,217	93,112	72,210	75,000	-19%
Transfer from Q/D & Self Insurance	97,500	100,000	100,000	100,000	0%
Total Revenues	75,136,171	73,950,401	74,201,837	77,047,908	4%
Expenditures					
Town Council	152,118	91,035	150,439	91,485	0%
Town Manager	207,834	213,932	210,742	223,562	5%
Town Clerk	437,972	433,694	429,572	474,627	9%
Municipal Court	0	0	0	0	n/a
Town Solicitor	490,296	251,400	328,573	251,400	0%
Finance	415,919	441,515	439,085	463,197	5%
Information Technology	232,904	235,367	232,247	259,414	10%
Assessor	254,154	231,398	228,110	244,065	5%
General Operating	3,605,370	3,297,795	3,348,635	3,406,041	3%
Fire	8,416,439	7,729,614	8,595,528	8,336,915	8%
Police	5,875,459	6,200,201	6,071,049	6,443,397	4%
Planning	337,445	368,779	369,166	391,506	6%
Public Works	4,260,676	4,160,662	4,143,034	4,199,014	1%
Contributions to Outside Agencies	115,870	113,495	113,495	112,501	-1%
Senior Citizens	453,195	395,641	461,465	446,688	13%
Code Enforcement	298,688	323,723	324,587	341,878	6%
QDC-MSA	252,230	440,960	440,962	558,890	0%
Cancelled PYEs/Changes to FB	(343,241)				
Total Expenditures	25,463,328	24,929,211	25,886,689	26,244,580	5%
Transfers to Other Funds	-49,013,190	-49,021,190	-49,021,190	-50,803,328	4%
Excess of revenue over (under) expenditur	659,653	0	-706,042	0	
Appropriation of Prior Year Surplus	111,449	0	155,585	0	
Fund Balance at beginning of year	**8,498,066**	**9,157,768**	**9,157,768**	**8,607,311**	
Fund Balance at end of year	**9,157,768**	**9,157,768**	**8,607,311**	**8,607,311**	

Projected Changes in Undesignated Fund Balance					
Three-Year Comparison General Fund					
	2011 Adopted	2012 Adopted	2012 Estimated	2013 Adopted	Percent Change
Three-Year Comparison School Fund					
Revenues					
Tax Dollars Transferred In	43,420,838	43,420,838	43,420,838	45,157,672	4%
State Aid	9,108,099	10,364,514	10,188,035	10,812,936	4%
Tuitions	2,151,145	2,460,400	2,063,603	2,079,800	-15%
Federal	577,258	645,000	525,893	505,000	-22%
Miscellaneous	110,266	46,500	35,000	46,000	-1%
Transfer from Self Insurance Fund	0	0	0	0	0%
Cancelled PYEs	19,805	-	-	-	
	55,387,411	56,937,252	56,233,369	58,601,408	3%
Expenditures	55,185,643	58,092,043	57,973,860	58,737,012	1%
Transfers from Other Funds	0		0		
Excess of revenue over (under) expenditur	201,768	-1,154,791	-1,740,491	-135,604	
Transfer from Fund Bal	-1,330,586	1,154,791	1,593,687	135,604	
Fund Balance at beginning of year	**2,043,428**	**2,506,812**	**2,506,812**	**2,360,008**	
Fund Balance at end of year	**2,506,812**	**2,506,812**	**2,360,008**	**2,360,008**	
Three-Year Comparison School Capital Reserve Fund					
Tax Dollars Transferred In	0	0	0	0	#DIV/0!
Appropriation Prior Year Surplus (School	0	0	0	0	n/a
Investment Earnings/State Aid/Misc	86,487	117,300	0	0	
Revenues	86,487	117,300	0	0	-100%
Expenditures					
Transfer to School fund	247,842	263,000	160,500	55,000	
Excess of revenue over (under) expenditur	-161,355	-145,700	-160,500	-55,000	
Fund Balance at beginning of year	**356,246**	**194,891**	**194,891**	**34,391**	
Fund Balance at end of year	**194,891**	**49,191**	**34,391**	**-20,609**	
Three-Year Comparison Library Fund					
Tax Dollars Transferred In	1,124,589	1,132,589	1,132,589	1,177,893	4%
State Aid	211,534	212,143	225,688	227,198	7%
Other Revenue&PYE canc	42,147	66,000	48,610	50,000	-24%
Revenues	1,378,270	1,410,732	1,406,887	1,455,091	3%
Expenditures	1,381,185	1,420,732	1,382,101	1,465,091	3%
Excess of revenue over (under) expenditur	-2,915	-10,000	24,786	-10,000	
Appropriation Prior Year Surplus	10,000	10,000	10,000	10,000	
Fund Balance at beginning of year	**69,595**	**66,680**	**66,680**	**101,466**	
Fund Balance at end of year	**66,680**	**66,680**	**101,466**	**101,466**	
Three-Year Comparison Debt Service Fund					
Tax Dollars Transferred In	4,467,763	4,467,762	4,467,762	4,467,763	0%
State Revenues	1,191,720	1,119,306	1,147,013	969,485	-13%
Other Revenues	40,875	32,000	40,260	36,000	13%
Revenues	5,700,358	5,619,068	5,655,035	5,473,248	-3%
Expenditures	5,746,283	5,493,088	5,493,091	5,334,342	-3%
Appro. Prior Year Surplus/Trans out	185,645	-125,981	-125,981	-138,906	
Excess of revenue over (under) expenditur	139,720	-1	35,963	0	
Fund Balance at beginning of year	**632,729**	**586,804**	**586,804**	**622,767**	
Fund Balance at end of year	**586,804**	**586,803**	**622,767**	**622,767**	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00101010 TOWN COUNCIL						

UNCLASS PT	10,800	13,200	13,200	10,800	13,200	13,200
SPECIAL EM	-	250	250	-	250	250
FICA	826	1,030	1,030	826	1,030	1,030
CONFERENCE	304	-	-	-	-	-
DUES & MEM	10,480	10,480	10,480	10,480	10,480	10,480
AUDITING	20,260	21,675	21,675	21,080	21,525	21,525
CONTINGENCY	109,448	44,400	107,400	107,253	45,000	45,000
TOTAL TOWN COUNCIL	**152,118**	**91,035**	**154,035**	**150,439**	**91,485**	**91,485**
00102010 TOWN MANAGER						

CLASS PT	95	-	-	-	-	-
UNCLASSFT	153,282	153,862	153,862	151,556	156,939	156,939
OVERTIME	18	-	-	-		-
FICA	11,405	11,770	11,770	11,188	12,006	12,006
RETIREMENT	17,608	20,679	20,679	20,369	36,190	24,545
HEALTH INS	15,787	17,404	17,404	17,438	19,667	19,667
DENTAL INS	1,108	1,200	1,200	1,195	1,238	1,238
LIFE INSUR	311	317	317	312	317	317
MILEAGE AL	6,188	6,000	6,000	6,073	6,200	6,200
ASSOCIATIO	1,777	2,000	2,000	1,981	2,000	2,000
CONFERENCE	-	-	-	20	50	50
POSTAGE	128	200	200	210	200	200
OFFICE SUP	93	500	500	400	400	400
BOOKS & PU	36	-	-	-	-	-
TOTAL TOWN MANAGER	**207,834**	**213,932**	**213,932**	**210,742**	**235,207**	**223,562**
00103010 TOWN CLERK						

CLASS FT	120,543	130,146	130,146	129,803	136,731	136,731
UNCLASS FT	61,182	66,309	66,309	65,546	69,367	69,367
UNCLASS PT	14,394	4,500	4,500	5,110	4,500	4,500
OVERTIME	4,791	2,000	2,000	1,838	2,000	2,000
SPECIAL EM	1,860	3,000	3,000	2,580	3,000	3,000
TERMINATION PAY	19,216	-	-	-	-	-
FICA	16,954	15,760	15,760	15,526	16,493	16,493
RETIREMENT	20,806	26,860	26,860	26,260	47,526	32,234
HEALTH INS	36,008	48,282	48,282	48,207	51,485	51,485
DENTAL	2,947	3,760	3,760	3,764	3,910	3,910

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
LIFE INSUR	670	752	752	739	752	752
MILEAGE AL	-	25	25	25	25	25
TUITION &	215	400	400	390	400	400
ASSOCIATIO	424	390	390	375	390	390
TRAVEL & E	3,420	3,000	3,000	3,000	3,000	3,000
POSTAGE	1,247	2,000	2,000	1,931	2,000	2,000
LEGAL SERV	3,500	3,000	3,000	3,000	3,000	3,000
RECORD MAI	43,467	42,000	42,000	42,000	42,000	42,000
RECORD MAI	6,402	11,000	11,000	11,000	11,000	11,000
OTHER RENT	2,657	2,800	2,800	2,544	2,800	2,800
LEGAL ADS	3,031	4,000	4,000	4,000	4,000	4,000
COMMUNICAT	-	500	500	500	500	500
OFFICE EQU	3,351	2,000	2,000	1,578	2,000	2,000
CONTRACTUA	1,135	2,500	2,500	2,488	2,000	2,000
OFFICE SUP	2,427	2,500	2,500	2,478	2,500	2,500
BOOKS & PU	1,731	1,000	1,000	954	1,000	1,000
OFFICE EQU	583	-	-	-	-	-
TOTAL TOWN CLERK	**372,960**	**378,484**	**378,484**	**375,636**	**412,379**	**397,087**
00103050 BOARD OF CANVASSERS						

UNCLASS PT	-	-	-	-	-	-
OVERTIME	8,179	6,500	6,500	4,899	6,500	6,500
SPECIAL EM	45,766	25,000	25,000	24,810	43,000	43,000
FICA	1,524	2,410	2,410	2,273	3,790	3,790
UNEMPLOYMENT	590	-	-	1,400	-	-
POSTAGE	268	1,800	1,800	1,781	2,000	2,000
LAND AND B	-	500	500	500	500	500
OTHER RENT	456	1,000	1,000	979	1,000	1,000
LEGAL ADS	1,562	5,000	5,000	4,963	8,000	8,000
REPORTS	-	1,500	1,500	1,500	1,000	1,000
OFFICE SUP	781	2,000	2,000	1,536	3,000	3,000
PRINTED FO	2,970	6,500	6,500	6,379	5,000	5,000
FOOD	2,914	3,000	3,000	2,916	3,750	3,750
OFFICE EQU	-	-	-	-	-	-
TOTAL BOARD OF CANVASSERS	**65,011**	**55,210**	**55,210**	**53,936**	**77,540**	**77,540**
00104010 TOWN SOLICITOR						

LEGAL SERVICES	-	-	-	-	-	-
CONTRACTUAL	3,073	5,200	5,200	3,000	5,200	5,200
TOTAL TOWN SOLICITOR	**3,073**	**5,200**	**5,200**	**3,000**	**5,200**	**5,200**
00104011 TOWN SOLICITOR LABOR						

LEGAL SERVICES	301,528	50,000	50,000	138,537	50,000	50,000
TOTAL TOWN SOLICITOR LABOR	**301,528**	**50,000**	**50,000**	**138,537**	**50,000**	**50,000**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS 2012-2013 North Kingstown Budget						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00104012 TOWN SOLICITOR POLICE PROSECUT						

LEGAL SERVICES	43,400	43,400	43,400	43,400	43,400	43,400
TOTAL TOWN SOLICITOR POLICE	**43,400**	**43,400**	**43,400**	**43,400**	**43,400**	**43,400**
00104013 TOWN SOLICITOR LAND USE MATTER						

LEGAL SERVICES	42,600	42,600	42,600	42,600	42,600	42,600
TOTAL TOWN SOLICITOR LAND U	**42,600**	**42,600**	**42,600**	**42,600**	**42,600**	**42,600**
00104014 TOWN SOLICITOR TAX ASSESS/COLL						

LEGAL SERVICES	5,900	5,900	5,900	5,900	5,900	5,900
TOTAL TOWN SOLICITOR TAX AS	**5,900**	**5,900**	**5,900**	**5,900**	**5,900**	**5,900**
00104015 TOWN SOLICITOR TOWN COUNCIL MATTERS						

LEGAL SERVICES	45,290	50,000	50,000	40,023	50,000	50,000
TOTAL TOWN SOLICITOR TOWN	**45,290**	**50,000**	**50,000**	**40,023**	**50,000**	**50,000**
00104016 TOWN SOLICITOR PENDING LITIGAT						

LEGAL SERVICES	43,970	45,000	45,000	43,688	45,000	45,000
TOTAL TOWN SOLICITOR PENDI	**43,970**	**45,000**	**45,000**	**43,688**	**45,000**	**45,000**
00104017 TOWN SOLICITOR PUBLIC WORKS						

PUBLIC WKS	4,460	7,300	7,300	6,300	7,300	7,300
TOTAL TOWN SOLICITOR PUBLIC	**4,460**	**7,300**	**7,300**	**6,300**	**7,300**	**7,300**
00104018 TOWN SOLICITOR BOND COUNSEL						

LEGAL SERVICES	75	2,000	2,000	5,125	2,000	2,000
TOTAL TOWN SOLICITOR BOND	**75**	**2,000**	**2,000**	**5,125**	**2,000**	**2,000**
00105010 FINANCE						

CLASS FT	131,845	144,167	144,167	143,366	149,775	149,775
UNCLASS FT	144,450	144,997	144,997	142,797	148,309	148,309
UNCLASS PT	3,060	1,500	1,500	500	1,000	1,000
OVERTIME	885	2,000	2,000	2,187	1,500	1,500
FICA	20,686	22,390	22,390	21,878	22,995	22,995
RETIREMENT	31,715	38,870	38,870	38,447	68,738	46,620

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00105010 FINANCE						
HEALTH INS	48,414	55,225	55,225	55,036	60,112	60,112
DENTAL INS	2,699	3,475	3,475	3,667	3,995	3,995
LIFE INSUR	932	1,086	1,086	984	1,086	1,086
ASSOCIATIO	425	405	405	400	405	405
POSTAGE	2,500	10,000	10,000	9,956	10,000	10,000
FISCAL AGENT	2,100	1,250	1,250	1,250	1,250	1,250
OTHER ADS	5,238	3,500	3,500	3,456	3,500	3,500
OFFICE EQU	99	150	150	137	150	150
CONTRACTUA	7,413	6,500	6,500	9,034	6,500	6,500
OFFICE SUP	10,557	6,000	6,000	5,990	6,000	6,000
BOOKS & PU	2,900	-	-	-	-	-
OFFICE EUIPMENT	-	-	-	-	-	-
TOTAL FINANCE	**415,919**	**441,515**	**441,515**	**439,085**	**485,315**	**463,197**
00105050 DATA PROCESSING						

UNCLASS FT	145,724	146,492	146,492	144,357	150,941	150,941
FICA	10,615	11,207	11,207	10,727	11,550	11,550
RETIREMENT	16,729	19,689	19,689	19,402	34,807	23,607
HEALTH INS	25,347	28,183	28,183	28,136	31,846	31,846
DENTAL INS	1,742	1,975	1,975	1,966	2,041	2,041
LIFE INSUR	459	468	468	459	468	468
DATA PROC	(110,056)	(110,056)	(110,056)	(110,056)	(110,056)	(110,056)
OTHER EXPE	646	1,585	1,585	1,456	1,425	1,425
OFFICE EQU	123,699	120,824	120,824	120,809	142,592	142,592
OFFICE EQU	18,000	15,000	15,000	14,991	5,000	5,000
TOTAL DATA PROCESSING	**232,904**	**235,367**	**235,367**	**232,247**	**270,614**	**259,414**
00106010 TAX ASSESSMENT						
---	---					
CLASS FT	55,668	65,416	65,416	53,325	70,225	70,225
UNCLASS FT	72,593	72,867	72,867	71,771	75,405	75,405
UNCLASS PT	12,284	13,000	13,000	13,000	13,000	13,000
OVERTIME	407	1,000	1,000	1,000	1,000	1,000
TERMINATION	14,264	-	-	-	-	-
FICA	11,514	11,650	11,650	10,641	12,215	12,215
RETIREMENT	14,724	18,585	18,585	16,717	33,583	22,777
HEALTH INS	16,978	14,473	14,473	13,373	15,537	15,537
DENTAL INS	1,688	2,148	2,148	1,183	1,647	1,647
LIFE INSUR	437	434	434	376	434	434
ASSOCIATIO	255	300	300	300	300	300
POSTAGE	151	2,000	2,000	1,975	2,000	2,000
RECORD MAI	3,782	3,900	3,900	3,900	3,900	3,900
LEGAL ADS	48	100	100	100	100	100

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00106010 TAX ASSESSMENT						
REPORTS	690	800	800	800	800	800
OFFICE EQU	794	800	800	784	800	800
SUBSCRIPTI	750	700	700	700	700	700
CONTRACTUA	5,005	7,000	7,000	7,000	7,000	7,000
OFFICE SUP	776	800	800	740	800	800
PRINTED FO	398	425	425	425	425	425
REVALUATIO	40,000	15,000	15,000	30,000	15,000	15,000
TOTAL TAX ASSESSMENT	**253,204**	**231,398**	**231,398**	**228,110**	**254,871**	**244,065**
00107010 GENERAL OPERATING TERMINATION						

TERMINATIO	200,000	50,000	50,000	50,000	50,000	50,000
INSRESERVE	608,005	350,000	350,000	350,000	200,000	200,000
FICA	-	-	-	-		-
HEALTH INS	1,291,366	1,430,000	1,430,000	1,394,602	1,589,156	1,589,156
TOTAL GENERAL OPERATING TEI	**2,099,371**	**1,830,000**	**1,830,000**	**1,794,602**	**1,839,156**	**1,839,156**
00107020 GENERAL OPERATING INSURANCE						

UNEMPLOYME	-	5,000	5,000	3,000	2,500	2,500
GENERAL IN	410,854	454,500	454,500	474,184	480,685	480,685
TOTAL GENERAL OPERATING INS	**410,854**	**459,500**	**459,500**	**477,184**	**483,185**	**483,185**
00107030 GENERAL OPERATING UTILITIES						

TELEPHONE	150,390	162,750	162,750	161,864	160,000	160,000
ELECTRICIT	202,432	185,000	185,000	215,855	215,000	215,000
GAS	71,948	72,620	72,620	74,317	72,500	72,500
FUEL OIL	116,042	96,500	96,500	115,929	117,500	117,500
SEWAGE	1,288	1,390	1,390	1,423	1,450	1,450
WATER	14,045	19,600	19,600	19,716	17,500	17,500
HYDRANTS	82,712	83,935	83,935	85,192	87,750	87,750
STREET LIG	381,344	326,000	326,000	346,928	350,000	350,000
TOTAL GENERAL OPERATING UT	**1,020,201**	**947,795**	**947,795**	**1,021,224**	**1,021,700**	**1,021,700**
00107040 GENERAL OPERATING OTHER						

CONFERENCE	5,586	-	-	138	500	500
POSTAGE	31,052	25,000	25,000	19,715	25,000	25,000
OFFICE EQU	2,470	7,500	7,500	7,244	7,500	7,500
EMPLOY ADS	147	3,000	3,000	2,983	3,000	3,000
DAVISVILLE	9,000	6,000	6,000	6,000	6,000	6,000
WILLETT LI	9,000	4,000	4,000	4,000	4,000	4,000
MOTOR VEHI	1,160	1,000	1,000	979	1,500	1,500
CONTRACTUA	6,479	5,000	5,000	5,000	5,000	5,000
OFFICE SUP	9,528	9,000	9,000	8,983	9,000	9,000
BOOKS & PU	524	-	-	583	500	500
CAPITAL OF	-	-	-	-	-	-
TOTAL GENERAL OPERATING OT	**74,945**	**60,500**	**60,500**	**55,625**	**62,000**	**62,000**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00108030 FIRE						

CLASS FT	3,776,640	3,881,085	3,881,085	3,748,925	3,969,357	3,969,357
UNCLASS FT	83,433	91,030	91,030	89,683	92,850	92,850
UNCLASS PT	19,040	-	-	19,800	7,940	7,940
OUT OF RAN	1,250	24,975	24,975	1,345	24,975	24,975
OVERTIME	1,688,062	988,860	988,860	1,864,054	988,860	988,860
SPECIAL EMPLOYEE	60	-	-	-	-	-
PAID TRAIN	17,649	30,000	30,000	12,589	30,000	30,000
COLLATERAL	13,756	25,000	25,000	10,512	25,000	25,000
HOLIDAY PA	319,084	326,148	326,148	324,073	353,000	353,000
TERMINATION	54,961	-	-	-	-	-
FICA	440,683	410,585	410,585	448,347	420,140	420,140
RETIREMENT	532,957	601,134	601,134	645,936	1,631,903	828,138
HEALTH INS	951,283	932,630	932,630	1,018,126	1,163,141	1,163,141
DENTAL INS	65,053	58,940	58,940	59,511	61,297	61,297
LIFE INSUR	13,230	13,732	13,732	13,071	13,732	13,732
UNIFORM AL	76,763	77,050	77,050	75,900	77,050	77,050
TUITION &	5,000	8,000	8,000	8,000	10,000	10,000
ASSOCIATIO	1,197	1,185	1,185	1,150	1,185	1,185
TRAINING E	2,853	3,500	3,500	3,092	3,500	3,500
TRAINING	-	4,000	4,000	4,000	4,000	4,000
TELEPHONE	6,309	9,380	9,380	9,035	9,380	9,380
POSTAGE	174	1,500	1,500	1,267	1,500	1,500
RADIO SYST	6,892	10,000	10,000	9,767	10,000	10,000
ALARM SYST	-	500	500	500	500	500
SOLID WAST	1,858	7,960	7,960	7,960	7,960	7,960
PERSONNEL	-	2,610	2,610	2,584	2,610	2,610
MEDICAL SE	405	1,850	1,850	1,000	2,800	2,800
MOTOR VEHI	50,017	40,000	40,000	39,888	45,000	45,000
CONSTRUCTI	-	500	500	400	500	500
COMMUNICAT	13,297	11,660	11,660	11,497	12,100	12,100
MAINTENANC	13,517	15,000	15,000	14,958	15,000	15,000
OFFICE SUP	3,630	2,500	2,500	2,476	2,500	2,500
PRINTED FO	1,110	1,500	1,500	1,250	1,500	1,500
MINOR OFFI	107	500	500	474	500	500
BOOKS & PU	10,796	4,500	4,500	6,803	4,500	4,500
SAFETY EQU	515	4,600	4,600	4,419	4,600	4,600
BADGES & E	189	1,000	1,000	750	1,000	1,000
PERSONAL E	1,561	15,000	15,000	13,104	15,000	15,000
FIRE SUPPR	500	2,000	2,000	1,881	2,000	2,000
RESCUE SUP	27,039	28,000	28,000	27,910	30,000	30,000
GASOLINE &	80,886	68,700	68,700	68,670	68,700	68,700
LUBRICANTS	3,987	2,500	2,500	2,457	2,800	2,800
TIRES	6,934	6,000	6,000	5,825	7,800	7,800
BATTERIES	3,498	2,500	2,500	2,094	2,500	2,500
REPAIR PAR	116	500	500	450	500	500
BUILDING R	2,286	4,000	4,000	3,975	4,500	4,500
JANITORIAL	5,620	5,000	5,000	4,033	5,000	5,000
HAND TOOLS	794	2,000	2,000	728	2,000	2,000
BUILDING A	-	-	-	1,259	-	-
VEHICULAR	111,449					
TOTAL FIRE	**8,416,439**	**7,729,614**	**7,729,614**	**8,595,528**	**9,140,680**	**8,336,915**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00108040 ANIMAL CONTROL						

CLASS FT	70,409	84,900	81,900	46,819	88,318	88,318
OVERTIME	7,871	5,500	9,000	10,307	5,000	5,000
FICA	5,750	6,916	6,916	4,269	7,140	7,140
RETIREMENT	8,079	11,411	11,411	6,261	20,366	13,813
HEALTH INS	15,433	18,542	18,542	11,764	19,423	19,423
DENTAL INS	2,010	1,343	1,343	976	1,269	1,269
LIFE INSUR	273	334	334	218	334	334
UNIFORM AL	700	700	1,000	700	700	700
POSTAGE	100	100	100	100	-	-
VEHICLE RE	11	11	11	11	-	-
SOLID WAST	644	1,911	1,448	1,896	1,911	1,911
MEDICAL SE	-	300	300	300	250	250
MOTOR VEHI	-	1,200	1,200	1,194	1,000	1,000
CONTRACTUA	5,118	4,000	4,000	3,961	4,000	4,000
OFFICE SUP	-	100	100	100	-	-
UNIFORM RE	-	100	100	100	100	100
ANIMAL FOO	(1,863)	3,000	3,000	3,000	2,500	2,500
GASOLINE &	2,557	2,500	2,500	2,488	2,000	2,000
TIRES	-	600	600	600	600	600
JANITORIAL	832	1,000	1,000	997	750	750
COMMODITIE	378	200	363	200	-	-
TOTAL ANIMAL CONTROL	**118,301**	**144,668**	**145,168**	**96,261**	**155,661**	**149,108**
00108060 HARBOR MANAGEMENT						

UNCLASS FT	39,949	22,460	-	-	-	-
UNCLASS PT	13,261	10,040	32,500	31,161	33,770	33,770
OVERTIME	-	-	-	-	-	-
TERMINATION	24,716	-	-	-	-	-
FICA	5,883	2,487	2,487	2,384	2,585	2,585
RETIREMENT	4,574	-	-	-	-	-
HEALTH INS	3,829	-	-	-	-	-
DENTAL INS	869	-	-	-	-	-
LIFE INSUR	137	-	-	-	-	-
POSTAGE	700	700	700	793	700	700
COMMUNICAT	201	810	810	793	500	500
BOATS & EQ	2,262	2,000	2,000	1,918	2,000	2,000
CONTRACTUA	2,494	2,400	2,400	2,088	2,400	2,400
PRINTED FO	450	450	450	400	450	450
UNIFORM RE	345	-	-	-	-	-
GASOLINE &	3,446	2,000	2,000	2,589	2,500	2,500
REPAIR PAR	363	300	300	278	300	300
PAINT & EM	8	200	200	200	200	200
COMMODITIE	275	-	-	-	-	-
TOTAL HARBOR MANAGEMENT	**103,761**	**43,847**	**43,847**	**42,604**	**45,405**	**45,405**
00108120 POLICE						

CLASS FT	3,068,803	3,176,040	3,176,040	3,047,326	3,313,884	3,313,884
CLASS PT	22,932	49,920	49,920	53,778	47,295	47,295

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00108120 POLICE						
UNCLASS FT	64,580	91,030	91,030	89,674	92,850	92,850
UNCLASS PT	2,025	1,500	1,500	1,702	1,500	1,500
OVERTIME	299,650	305,252	305,252	441,576	305,252	305,252
COURT FEES	20,417	21,000	21,000	19,492	20,000	20,000
HOLIDAY PA	202,540	239,056	239,056	212,649	257,315	257,315
TERMINATION PAY	79,170	-	-	-	-	-
FICA	279,251	297,200	297,200	291,559	326,450	326,450
RETIREMENT	556,954	692,834	692,834	669,524	1,344,569	635,290
HEALTH INS	560,090	612,316	612,316	589,823	699,004	699,004
DENTAL INS	46,466	36,950	36,950	35,920	38,479	38,479
LIFE INSUR	10,175	10,113	10,113	9,753	10,614	10,614
UNIFORM AL	71,200	67,850	67,850	63,350	68,200	68,200
TUITION &	9,861	35,000	30,000	29,589	30,000	30,000
ASSOCIATIO	350	850	850	850	2,760	2,760
CONFERENCE	54	-				-
TRAVEL AND	1,270	1,000	1,000	977	1,000	1,000
TRAINING	10,351	9,500	9,500	9,429	9,500	9,500
POSTAGE	2,564	2,750	2,750	2,727	2,750	2,750
VEHICLE RE	-	25	25	25	25	25
SOLID WAST	1,538	6,000	6,000	6,000	6,000	6,000
MEDICAL SE	520	2,000	2,000	2,000	2,000	2,000
RECORD MAI	10,753	31,000	17,515	17,511	31,000	31,000
OTHER RENT	3,616	3,000	3,000	2,890	5,500	5,500
CONSTRUCTI	201	100	100	100	-	-
COMMUNICAT	43,507	23,000	36,485	36,461	23,000	23,000
OFFICE EQU	343	750	750	740	750	750
CONTRACTUA	7,798	7,000	7,000	6,952	7,816	7,816
DISASTER FLOOD EXP	-	-	-	-	-	-
OFFICE SUP	3,252	4,000	4,000	3,921	4,000	4,000
PRINTED FO	1,085	1,500	1,500	1,474	1,500	1,500
PRINTING &	741	1,000	1,000	954	1,000	1,000
BOOKS & PU	2,507	2,750	2,750	2,701	2,750	2,750
PERSONAL E	7,171	10,000	15,000	14,980	10,000	10,000
PRISONER F	791	1,000	1,000	992	1,000	1,000
AMMUNITION	8,879	8,500	8,500	8,489	8,500	8,500
MEDICINES	-	200	200	200	200	200
MEDICAL SU	-	500	500	500	500	500
GASOLINE &	122,591	115,000	115,000	115,000	133,000	133,000
LUBRICANTS	934	1,200	1,200	1,200	1,200	1,200
TIRES	6,179	9,000	9,000	8,902	9,000	9,000
REPAIR PAR	40,106	34,000	34,000	33,935	34,000	34,000
SIGNS & MA	1,900	1,650	1,650	1,545	1,650	1,650
JANITORIAL	7,236	3,000	3,000	2,996	3,000	3,000
FIREARMS	1,637	2,000	2,000	1,994	2,000	2,000
COMMODITIE	527	1,350	1,350	1,267	1,350	1,350
OFFICE EQU	7,419	2,000	2,000	1,985	2,000	2,000
VEHICULAR	63,463	75,000	99,585	74,823	84,000	84,000
OTHER CAPITAL	-	15,000	15,000	11,949	10,000	10,000
TOTAL POLICE	**5,653,397**	**6,011,686**	**6,036,271**	**5,932,184**	**6,958,163**	**6,248,884**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS 2012-2013 North Kingstown Budget						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00109010 PLANNING & DEVELOPMENT						

CLASS FT	33,942	37,448	37,448	36,963	39,980	39,980
UNCLASS FT	180,664	182,713	182,713	179,994	188,777	188,777
UNCLASS PT	2,328	-	-	-	-	-
OVERTIME	177	-	-	-	-	-
FICA	15,988	16,845	16,845	16,597	17,500	17,500
RETIREMENT	24,574	29,590	29,590	29,159	52,751	35,778
HEALTH INS	41,894	46,514	46,514	46,470	52,043	52,043
DENTAL INS	3,281	3,435	3,435	2,796	3,573	3,573
LIFE INSUR	600	618	618	609	618	618
ASSOCIATIO	1,200	1,650	1,650	1,650	1,650	1,650
CONFERENCE	4,199	1,450	1,450	1,423	1,450	1,450
TRAVEL & E	1,216	2,193	2,193	2,144	2,193	2,193
POSTAGE	466	2,100	2,055	2,100	2,100	2,100
CONSULTING	-	20,000	20,000	20,000	20,000	20,000
LEGAL ADS	699	618	368	590	620	620
OTHER ADS	120	297	297	250	300	300
REPORTS	734	950	950	938	950	950
OFFICE EQU	5,484	5,188	5,188	5,185	5,190	5,190
SUBSCRIPTI	388	384	284	375	385	385
OFFICE SUP	4,345	3,440	3,440	2,997	3,440	3,440
BOOKS & PU	116	150	150	142	150	150
FOOD	-	250	100	250	250	250
SPECIAL PR	7,500	5,000	5,000	10,000	5,000	5,000
TOTAL PLANNING & DEVELOPM	**329,915**	**360,833**	**360,288**	**360,632**	**398,920**	**381,947**
00109020 PLANNING COMMISSION						

OVERTIME	2,369	3,450	3,450	2,671	3,450	3,450
FICA	181	264	264	204	264	264
LEGAL ADS	-	200	200	100	200	200
CONTRACTUAL	-	-	-	690	-	-
OFFICE SUP	72	97	97	-	100	100
TOTAL PLANNING COMMISSION	**2,622**	**4,011**	**4,011**	**3,665**	**4,014**	**4,014**
00109030 ZONING BOARD OF REVIEW						

OVERTIME	2,490	3,024	3,024	2,344	3,000	3,000
FICA	186	231	231	185	230	230
CONTRACTUA	1,459	600	600	1,599	600	600
OFFICE SUP	80	80	80	20	100	100
TOTAL ZONING BOARD OF REVIE	**4,215**	**3,935**	**3,935**	**4,148**	**3,930**	**3,930**
00109040 HISTORIC ZONING COMMISSION						

OVERTIME	642	-	-	670	1,500	1,500
FICA	49	-	45	51	115	115
TOTAL HISTORIC ZONING COMM	**691**	**-**	**45**	**721**	**1,615**	**1,615**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00110010 PUBLIC WORKS ADMINISTRATION						

CLASS FT	-	-	-	-	-	-
UNCLASS FT	147,521	148,245	148,245	146,018	152,326	152,326
UNCLASS PT	26	-	-	-	-	-
OVERTIME	1,719	1,600	1,600	1,688	1,500	1,500
FICA	11,091	11,465	11,465	11,108	11,770	11,770
RETIREMENT	16,984	22,144	22,144	19,694	35,126	23,824
HEALTH INS	16,588	17,912	17,912	17,913	20,240	20,240
DENTAL INS	1,795	2,385	2,385	1,428	1,510	1,510
LIFE INSUR	328	334	334	328	334	334
ASSOCIATIO	10	100	-	-	50	50
CONFERENCE	-	100	100	100	50	50
TRAVEL & E	7	100	100	100	40	40
POSTAGE	-	500	500	500	-	-
LICENSE FE	350	200	200	200	200	200
MEDICAL SE	450	400	400	390	250	250
LEGAL ADS	2,267	1,000	1,351	997	1,000	1,000
CONTRACTUA	94	125	125	100	100	100
OFFICE SUP	166	200	200	200	150	150
PRINTING &	471	150	150	119	150	150
BOOKS & PU	126	100	100	100	-	-
OFFICE EQUIPMENT	829	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINIS	**200,823**	**207,060**	**207,311**	**200,983**	**224,796**	**213,494**
00110020 HIGHWAY						

CLASS FT	565,579	658,790	658,790	610,348	680,021	680,021
CLASS PT	13,386	16,518	16,518	16,486	17,575	17,575
UNCLASS FT	83,646	69,022	69,022	84,195	72,838	72,838
UNCLASS PT	115	-	-	-	-	-
OVERTIME	100,450	60,000	60,000	55,685	60,000	60,000
FICA	57,327	61,535	61,535	58,115	63,530	63,530
RETIREMENT	74,216	97,818	97,818	93,261	177,662	120,496
HEALTH INS	149,045	134,161	134,161	166,333	182,845	182,845
DENTAL INS	16,355	12,790	12,790	12,887	14,925	14,925
LIFE INSUR	2,402	2,339	2,339	2,375	2,506	2,506
UNIFORM AL	4,200	4,550	4,550	4,550	4,550	4,550
ASSOCIATIO	-	50	50	50	50	50
POSTAGE	-	-	-	138	-	-
VEHICLE RE	246	250	500	381	335	335
LICENSE FE	661	664	664	625	664	664
OTHER RENT	6,049	5,000	9,999	8,863	5,000	5,000
MOTOR VEHI	11,239	7,500	7,500	7,454	7,500	7,500
CONSTRUCTI	4,219	3,000	2,749	2,742	3,000	3,000
COMMUNICAT	1,263	3,000	3,000	2,976	3,000	3,000
HIGHWAYS &	10,291	25,000	24,700	24,607	20,000	20,000
OVERLAY	36,800	175,000	175,000	175,000	120,000	120,000
SNOW PLOWI	35,851	25,000	25,000	25,000	25,000	25,000
CONTRACTUA	25,126	35,000	31,860	32,782	27,000	27,000
LINE PAINT	24,000	25,000	25,000	25,000	20,000	20,000

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00110020 HIGHWAY						
FLOOD	(3,901)	-	-	-	-	-
OFFICE SUP	289	325	325	296	290	290
SAFETY EQU	2,551	1,000	1,400	1,376	1,000	1,000
FOOD	141	100	241	167	100	100
ROAD SALT	170,572	95,000	95,000	95,000	95,000	95,000
GASOLINE &	82,920	50,000	50,000	49,981	50,000	50,000
LUBRICANTS	10,601	11,000	12,100	11,884	11,000	11,000
TIRES	3,584	6,000	6,000	5,797	5,300	5,300
BATTERIES	-	400	-	400	-	-
REPAIR PAR	101,420	88,000	88,000	87,984	85,000	85,000
PAINT & EM	-	150	401	400	150	150
SOIL SAND	59,605	45,000	43,600	45,000	45,000	45,000
ASPHALT PR	43,656	19,000	22,850	22,806	19,000	19,000
SIGNS & MA	5,989	7,000	8,400	7,227	7,000	7,000
SEEDS & PL	329	400	700	628	350	350
CONSTRUCTI	1,737	1,500	1,900	1,748	1,500	1,500
HAND TOOLS	1,636	2,000	2,000	1,771	1,500	1,500
POWER TOOL	-	700	700	611	600	600
COMMODITIE	1,792	2,000	1,200	1,198	1,500	1,500
CAPITAL OU	4,373	90,000	86,150	86,129	80,000	80,000
TOTAL HIGHWAY	**1,709,760**	**1,841,562**	**1,844,512**	**1,830,256**	**1,912,291**	**1,855,125**
00110030 TREES						

SPECIAL EM	2,393	5,000	5,000	4,000	2,500	2,500
FICA	183	383	383	306	195	195
CONT SERVC	9,475	10,000	7,200	6,977	10,000	10,000
TOTAL TREES	**12,051**	**15,383**	**12,583**	**11,283**	**12,695**	**12,695**
00110040 SOLID WASTE LANDFILL						

LAB & TEST	8,520	7,000	7,000	7,000	7,000	7,000
CONTRACTUA	13,480	15,000	15,000	15,000	15,000	15,000
TOTAL SOLID WASTE LANDFILL	**22,000**	**22,000**	**22,000**	**22,000**	**22,000**	**22,000**
00110050 ENGINEERING						

CLASS FT	41,891	43,127	43,127	42,476	43,990	43,990
UNCLASS FT	154,528	146,715	146,715	142,608	151,581	151,581
UNCLASS PT	151	-	-	-	-	-
OVERTIME	51	-	-	-	-	-
FICA	14,749	14,523	14,523	15,187	14,965	14,965
RETIREMENT	22,006	25,515	25,515	26,185	45,098	30,587
HEALTH INS	26,033	28,195	28,195	28,249	30,081	30,081
DENTAL INS	2,540	1,800	1,800	1,799	1,871	1,871
LIFE INSUR	564	568	568	561	568	568
UNIFORM AL	700	700	700	700	700	700
TUITION &	690	450	450	430	450	450
LICENSE FE	345	250	540	540	250	250
CONSULTING	72,740	63,561	63,561	63,553	50,000	50,000
LAB & TEST	457	1,500	1,500	1,500	1,000	1,000

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00110050 ENGINEERING						

OFFICE EQU	1,348	2,300	2,300	2,281	2,300	2,300
CONTRACTUA	6	150	150	106	100	100
OFFICE SUP	198	200	200	150	125	125
PRINTING &	1,052	1,600	1,600	2,022	1,400	1,400
ENGINEERIN	13,838	1,000	810	955	1,000	1,000
TOTAL ENGINEERING	**353,886**	**332,154**	**332,254**	**329,302**	**345,479**	**330,968**
00110060 SOLID WASTE						

CLASS FT	69,411	71,594	71,594	70,818	73,026	73,026
CLASS PT	15,579	17,405	17,405	16,911	18,518	18,518
UNCLASS PT	111	-	-	-	-	-
OVERTIME	26,345	25,000	25,000	33,113	25,000	25,000
FICA	8,508	8,725	8,725	9,228	8,920	8,920
RETIREMENT	9,865	11,961	11,961	12,039	21,110	14,318
HEALTH INS	16,770	17,343	17,343	17,354	17,705	17,705
DENTAL INS	1,187	1,455	1,455	1,451	1,509	1,509
LIFE INSUR	204	376	376	205	376	376
UNIFORM AL	350	350	350	350	350	350
VEHICLE RE	6	25	25	22	25	25
SOLID WAST	230,122	250,000	250,000	249,988	235,000	235,000
LICENSE FE	-	1,500	1,500	1,500	1,500	1,500
LAB & TEST	1,417	1,000	1,000	1,000	1,000	1,000
RECYCLING	592,177	450,000	450,000	449,992	405,000	405,000
LEGAL ADS	370	550	550	550	450	450
CONSTRUCTI	15,694	8,000	8,000	8,000	8,000	8,000
CONTRACTUA	137,642	150,000	150,000	149,767	145,000	145,000
OFFICE SUP	415	250	250	186	250	250
SAFETY EQU	-	50	50	50	50	50
GASOLINE &	1,162	4,500	4,500	4,357	3,500	3,500
LUBRICANTS	303	350	350	310	350	350
TIRES	680	2,000	2,000	2,000	2,000	2,000
BATTERIES	-	150	150	150	50	50
REPAIR PAR	1,894	4,000	4,000	6,761	3,500	3,500
JANITORIAL	-	50	50	50	25	25
COMMODITIE	84	250	250	288	200	200
COLL BAGS	3,580	3,800	3,800	3,800	3,600	3,600
TOTAL SOLID WASTE	**1,133,878**	**1,030,684**	**1,030,684**	**1,040,240**	**976,014**	**969,222**
00110070 PUBLIC FACILITIES						

CLASS FT	261,536	278,067	278,067	271,143	285,419	285,419
CLASS PT	681	-	-	-	-	-
UNCLASS PT	62,323	35,000	35,000	41,631	35,000	35,000
OVERTIME	26,251	27,000	27,000	36,251	27,000	27,000

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00110070 PUBLIC FACILITIES						

FICA	26,724	26,020	26,020	26,602	26,580	26,580
RETIREMENT	29,986	37,084	37,084	34,345	65,818	44,640
HEALTH INS	37,722	47,692	47,692	47,518	49,986	49,986
DENTAL INS	2,546	3,270	3,270	2,618	3,399	3,399
LIFE INSUR	988	1,036	1,036	1,019	1,036	1,036
UNIFORM AL	2,800	2,450	2,450	2,100	2,450	2,450
SOLID WAST	4,565	8,000	8,000	8,000	6,000	6,000
LICENSE FE	242	250	250	280	250	250
OUTSIDE CL	24,733	35,000	34,649	34,598	35,000	35,000
OTHER RENT	1,300	2,000	2,000	2,000	1,500	1,500
MOTOR VEHICLE	47	-	-	-	-	-
CONSTRUCTI	3,250	1,000	1,000	1,000	1,000	1,000
CAP RES	162,923	-	-	-	100,000	100,000
ELECTRICAL	4,627	6,000	6,000	6,000	6,000	6,000
PLUMBING S	-	5,000	5,000	2,000	2,000	2,000
HVAC SYSTE	55,293	25,000	29,995	24,800	25,000	25,000
STRUCTURAL	34,992	40,000	33,405	39,793	25,000	25,000
LANDSCAPIN	-	600	600	500	475	475
SEWAGE DIS	1,720	2,500	4,100	2,450	2,500	2,500
CONTRACTUA	19,508	22,500	22,500	22,186	20,000	20,000
OFFICE SUP	-	50	50	50	25	25
SAFETY EQU	669	500	500	500	500	500
FERTILIZER	4,330	4,000	4,000	4,000	4,000	4,000
PEST CONTR	-	100	100	50	50	50
GASOLINE &	12,745	14,000	14,000	13,897	13,000	13,000
LUBRICANTS	340	200	200	200	200	200
TIRES	1,709	1,000	1,000	981	1,000	1,000
BATTERIES	218	50	50	50	50	50
REPAIR PAR	7,436	9,000	9,000	9,000	8,000	8,000
BUILDING R	14,844	13,000	13,000	12,983	12,000	12,000
SOIL SAND	-	2,000	2,000	2,000	1,000	1,000
SEEDS & PL	934	2,500	2,500	2,350	1,000	1,000
PLUMBING S	1,498	1,250	1,250	1,200	1,250	1,250
ELECTRICAL	3,415	4,000	4,000	3,781	3,500	3,500
JANITORIAL	12,951	13,000	13,000	13,000	13,000	13,000
HVAC SUPPL	186	200	200	200	200	200
HAND TOOLS	347	500	500	500	500	500
POWER TOOL	-	1,000	1,000	451	1,000	1,000
COMMODITIE	4,801	5,000	5,000	4,902	5,000	5,000
CAPITAL OU	-	35,000	34,850	32,041	30,000	30,000
TOTAL PUBLIC FACILITIES	**831,180**	**711,819**	**711,318**	**708,970**	**816,688**	**795,510**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00113010 CONTRIBUTIONS						
----------	------					
SOUTH COUN	-	-	-	-	15,255	-
PHOENIX HS	-	-	-	-	1,430	-
SO. SHORE	9,556	9,556	9,556	9,556	9,556	9,556
BAYSIDE FA	20,000	20,000	20,000	20,000	20,000	20,000
WOMEN'S RE	-	4,000	4,000	4,000	16,935	4,000
VNS	17,500	17,500	17,500	17,500	17,500	17,500
LAFAYETTE	-	-	-	-	1,500	-
SAMARITANS	-	-	-	-	500	-
SENIORS HE	-	-	-	-	1,500	-
HTH CNT SC	-	-	-	-	2,500	-
SOUTH KINGSTOWN ADULT DAY	42,696	36,439	36,439	36,439	35,445	35,445
WCREGPLAN	6,000	6,000	6,000	6,000	6,000	6,000
ARTSCOUNCL	20,118	20,000	20,000	20,000	20,000	20,000
NEW AGENCI	-	-	-	-	5,000	-
TOTAL CONTRIBUTIONS	**115,870**	**113,495**	**113,495**	**113,495**	**153,121**	**112,501**
00113050 SENIOR AND HUMAN SERVICES						

CLASS FT	69,004	74,172	74,172	74,432	75,656	75,656
CLASS PT	62,531	73,309	73,309	62,855	84,246	84,246
UNCLASS FT	121,072	101,443	101,443	100,055	108,512	108,512
UNCLASS PT	23,797	-	-	29,700	27,038	27,038
OVERTIME	153	-	-	29	-	-
TERMINATION	42,052	-	-	-	-	-
FICA	23,572	19,045	19,045	20,107	22,610	22,610
RETIREMENT	20,571	27,026	27,026	23,338	47,668	32,330
UNEMPLOYMENT	2,754	-	-	-	-	-
HEALTH INS	41,544	50,651	50,651	40,481	43,003	43,003
DENTAL INS	2,566	4,415	4,415	4,461	4,345	4,345
LIFE INSUR	595	635	635	622	635	635
UNIFORM AL	-	280	280	280	280	280
ASSOCIATIO	300	300	300	305	305	305
CONFERENCE	-	-	-	-	500	500
POSTAGE	1,145	-	-	1,054	-	-
VEHICLE RE	17	17	17	17	17	17
TRAVEL & E	2,019	2,700	2,700	2,700	2,700	2,700
LICENSE FE	-	147	147	147	305	305
MEDICAL SE	-	75	75	70	75	75
MOTOR VEHI	5,578	3,800	3,800	3,637	3,800	3,800
SUBSCRIPTI	156	312	312	312	416	416
CONTRACTUA	7,653	10,152	10,152	9,822	11,453	11,453
PUBLIC ASS	10,162	10,000	10,000	9,913	10,000	10,000
OFFICE SUP	5,102	4,152	4,152	4,094	4,152	4,152
MEDICINES	-	110	110	91	110	110
GASOLINE &	7,426	7,500	7,500	7,488	8,800	8,800
TIRES	-	1,500	1,500	700	1,500	1,500
COMMODITIE	3,425	3,900	3,900	4,680	3,900	3,900
VEHICLE	-	-	68,000	60,075	-	-
TOTAL SENIOR AND HUMAN SEF	**453,195**	**395,641**	**463,641**	**461,465**	**462,026**	**446,688**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
00115010 CODE ENFORCEMENT						

CLASS FT	89,011	90,810	90,810	89,442	93,507	93,507
CLASS PT	25,462	25,690	25,690	23,057	26,204	26,204
UNCLASS FT	63,856	69,069	69,069	67,513	70,450	70,450
OVERTIME	1,098	800	800	1,805	1,000	1,000
SPECIAL EM	35,801	39,500	37,850	44,437	37,500	37,500
FICA	16,308	17,280	17,280	17,402	17,685	17,493
RETIREMENT	20,478	24,945	24,945	22,342	43,851	29,741
HEALTH INS	28,079	29,913	29,913	29,865	30,037	30,037
DENTAL INS	3,110	3,255	3,255	3,028	3,380	3,380
LIFE INSUR	491	501	501	492	501	501
MILEAGE AL	1,709	2,040	2,040	3,000	2,450	2,450
TUITION &	-	-	-	-	1,040	1,040
ASSOCIATIO	130	175	175	175	175	175
CONFERENCE	265	3,000	3,000	2,765	3,000	3,000
TRAVEL & E	656	500	500	500	300	300
POSTAGE	239	1,095	1,095	1,072	1,500	1,500
MOTOR VEHI	441	400	1,100	1,089	1,000	1,000
CONTRACTUA	6,039	8,500	8,500	8,476	9,500	9,500
DISASTER FLOOD EXP	-	-	-	1,436	-	-
OFFICE SUP	1,459	1,800	1,800	1,800	2,100	2,100
PRINTED FO	271	300	300	295	300	300
BOOKS & PU	1,987	800	800	800	1,450	1,450
GASOLINE &	1,201	1,000	1,000	978	1,250	1,250
OFFICE EQU	469	2,350	3,300	2,818	8,000	8,000
TOTAL CODE ENFORCEMENT	**298,562**	**323,723**	**323,723**	**324,587**	**356,180**	**341,878**
00115020 BLDG CODE BD OF REV/MIN HOUSIN						

OVERTIME	118	-	-	-	-	-
FICA	9	-	-	-	-	-
CONTRACTUA	-	-	-	-	-	-
TOTAL BLDG CODE BD OF REVIEV	**127**	-	-	-	-	-
00118010 MSA-COMMON AREAS						

QDC MAINTENANCE	77,465	219,400	219,400	219,400	337,328	337,328
TOTAL MSA - COMMON AREAS	**77,465**	**219,400**	**219,400**	**219,400**	**337,328**	**337,328**
00118010 MSA-INFRASTRUCTURE						

QDC MAINTENANCE	52,500	70,000	70,000	70,000	70,000	70,000
TOTAL MSA - INFRASTRUCTURE	**52,500**	**70,000**	**70,000**	**70,000**	**70,000**	**70,000**
00118010 MSA-ROADWAY						

QDC MAINTENANCE	122,266	151,560	151,560	151,560	151,562	151,562
TOTAL MSA - ROADWAYS	**122,266**	**151,560**	**151,560**	**151,560**	**151,562**	**151,562**
TOTAL MSA	**252,230**	**440,960**	**440,960**	**440,960**	**558,890**	**558,890**
TOTAL GENERAL FUND	**25,808,520**	**24,929,211**	**25,084,796**	**25,886,687**	**28,033,420**	**26,244,580**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
ACCOUNTS FOR:						
DEBT SERVICE FUND						
10012010 GENERAL FUND DEBT						
----------	------					
LEGAL ADS	-	-	-	-	-	-
DEBT PRINC	1,179,434	1,180,350	1,180,350	1,180,350	1,557,640	1,557,640
DEBT INTER	750,607	704,586	704,586	704,585	664,069	664,069
TOTAL GENERAL FUND DEBT	**1,930,041**	**1,884,936**	**1,884,936**	**1,884,935**	**2,221,709**	**2,221,709**
10092000 SCHOOL DEPARTMENT EXPENSES						
----------	------					
DEBT PRINC	2,507,260	2,386,500	2,386,500	2,386,500	1,969,600	1,969,600
DEBT INTER	1,308,982	1,221,652	1,221,652	1,221,651	1,143,033	1,143,033
TOTAL SCHOOL DEPARTMENT EX	**3,816,242**	**3,608,152**	**3,608,152**	**3,608,151**	**3,112,633**	**3,112,633**
10099000 DEBT SERVICE RESERVE						

RESERVE	-	-	-	-	-	-
TOTAL DEB SERVICE RESERVE	-	-	-	-	-	-
TOTAL DEBT SERVICE FUND	**5,746,283**	**5,493,088**	**5,493,088**	**5,493,086**	**5,334,342**	**5,334,342**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
ACCOUNTS FOR:						
LIBRARY FUND						
11219010 LIBRARY						

CLASS FT	490,711	528,602	525,802	467,913	528,486	528,486
CLASS PT	72,282	77,993	77,993	82,192	80,599	80,599
UNCLASS FT	139,744	145,005	144,005	126,198	142,335	142,335
UNCLASS PT	33,990	22,075	22,075	25,638	24,523	24,523
TERMINATIO	2,812	-	2,800	15,000	-	-
FICA	55,638	59,870	59,870	53,678	59,359	59,359
RETIREMENT	79,675	100,240	100,240	90,896	117,522	117,522
HEALTH INS	112,912	132,328	132,328	132,328	125,925	125,925
DENTAL INS	11,679	12,554	12,554	11,461	10,883	10,883
LIFE INSUR	2,293	2,362	2,362	2,362	2,362	2,362
RETIREE HEALTH	46,591	56,602	56,602	56,602	52,156	52,156
TOTAL LIBRARY	**1,048,327**	**1,137,631**	**1,136,631**	**1,064,268**	**1,144,150**	**1,144,150**
11219020 LIBRARY STAFF DEVELOPMENT						

TUITION &	261	250	250	250	250	250
TRAVEL & E	998	945	945	945	945	945
DUES & MEM	120	300	305	305	300	300
TOTAL LIBRARY STAFF DEVELOPI	**1,379**	**1,495**	**1,500**	**1,500**	**1,495**	**1,495**
11219030 LIBRARY OFFICE/OPERATIONAL						

TELEPHONE	4,068	4,200	4,200	4,185	4,000	4,000
POSTAGE	1,123	1,200	1,200	1,200	1,200	1,200
DATA PROCE	1,500	1,500	1,500	1,500	1,500	1,500
AUDITING	2,400	2,830	2,830	3,250	2,750	2,750
OFFICE EQU	780	836	836	836	836	836
STATIONERY	70	150	150	150	150	150
OFFICE EQU	3,090	5,000	5,000	5,000	5,000	5,000
OPER SUPPL	6,649	7,964	7,959	7,000	7,500	7,500
TOTAL LIBRARY OFFICE/OPERAT	**19,680**	**23,680**	**23,675**	**23,121**	**22,936**	**22,936**
11219040 LIBRARY CLAN COSTS						

CONTRACTUA	50,427	49,547	49,547	49,547	48,974	48,974
TOTAL LIBRARY CLAN COSTS	**50,427**	**49,547**	**49,547**	**49,547**	**48,974**	**48,974**
11219050 LIBRARY COLLECTION/INFORMATION						

BOOKS & PU	108,827	84,420	99,706	99,706	115,871	115,871
TOTAL LIBRARY COLLECTION/INI	**108,827**	**84,420**	**99,706**	**99,706**	**115,871**	**115,871**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
11219060 LIBRARY PHYSICAL PLANT						

ELECTRICIT	69,141	65,000	65,000	72,000	69,000	69,000
FUEL OIL	27,883	17,000	17,000	21,000	20,000	20,000
SOLID WAST	680	2,288	2,288	2,288	2,288	2,288
WATER	1,191	1,500	1,500	1,500	1,500	1,500
GENERAL IN	12,058	14,121	14,121	14,121	14,827	14,827
STRUCTURAL	440	1,000	1,000	1,000	1,000	1,000
INTERIORS	27,976	11,000	12,000	20,000	11,000	11,000
CONTRACTUA	5,603	6,500	6,500	6,500	6,500	6,500
ELECTRICAL	1,879	1,550	1,550	1,550	1,550	1,550
JANITORIAL	5,693	4,000	4,000	4,000	4,000	4,000
TOTAL LIBRARY PHYSICAL PLANT	**152,544**	**123,959**	**124,959**	**143,959**	**131,665**	**131,665**
TOTAL LIBRARY FUND	**1,381,185**	**1,420,732**	**1,436,018**	**1,382,101**	**1,465,091**	**1,465,091**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
ACCOUNTS FOR:						
MUNICIPAL COURT						
13003020 MUNICIPAL COURT						

CLASS FT	3,634	14,554	14,554	14,436	15,618	15,618
UNCLASS FT	57,539	63,029	63,029	61,859	65,985	65,985
UNCLASS PT	8,950	10,000	10,000	7,050	13,000	13,000
OVERTIME	15,896	16,000	16,000	16,862	16,000	16,000
FICA	6,414	7,925	7,925	7,527	8,465	8,465
RETIREMENT	6,996	10,868	10,868	10,254	18,818	12,763
HEALTH INS	7,793	14,104	14,104	13,886	15,679	15,679
DENTAL INS	267	1,147	1,147	1,068	1,193	1,193
LIFE INSUR	163	251	251	244	251	251
CONFERENCE	700	1,000	1,000	500	1,000	1,000
TRAVEL AND	1,501	1,800	1,800	900	1,800	1,800
POSTAGE	28	500	500	250	500	500
RITT FINES	70,138	70,000	70,000	69,856	70,000	70,000
RITT VIOLA	11,252	12,000	12,000	11,928	12,000	12,000
LEGAL SERV	-	15,000	15,000	14,950	15,000	15,000
LEGAL ADS	193	200	200	193	200	200
PRINTING	541	1,500	800	599	700	700
OFFICE EQUI	9,044	6,500	6,500	6,000	6,500	6,500
CONTRACTU SVC	-	-	-	-	-	-
OFFICE SUP	884	250	250	749	600	600
BOOKS & PU	56	500	500	259	300	300
OFFICE EQUI	-	800	1,500	1,636	800	800
TOTAL MUNICIPAL COURT	**201,989**	**247,928**	**247,928**	**241,006**	**264,409**	**258,354**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
ACCOUNTS FOR:						
QUONSET/DAVISVILLE RECREATION						
43021010 GOLF COURSE OPERATIONS						

CLASS FT	110,636	112,181	112,181	111,722	114,810	114,810
UNCLASS FT	76,033	76,321	76,321	75,181	77,848	77,848
UNCLASS PT	55,830	60,400	60,400	60,431	60,400	56,400
OVERTIME	7,551	7,000	7,000	8,088	7,000	6,000
FICA	18,889	19,580	19,580	19,396	19,900	19,520
RETIREMENT	21,294	25,335	25,335	25,025	44,427	30,132
UNEMPLOYME	5,119	5,000	5,000	4,852	5,000	5,000
HEALTH INS	42,197	44,497	44,497	44,379	47,084	47,084
DENTAL INS	4,020	3,865	3,865	3,946	4,020	4,020
LIFE INSUR	546	556	556	549	556	556
UNIFORM AL	1,050	1,200	1,200	1,050	1,050	1,050
MILEAGE AL	46	234	234	234	59	59
ASSOCIATIO	560	550	550	550	550	550
CONFERENCE	254	500	500	460	300	300
TELEPHONE	2,548	2,820	2,820	2,813	2,820	2,820
DATA PROCE	12,951	12,951	12,951	12,951	12,951	12,951
VEHICLE RE	-	12	12	12	12	12
ELECTRICIT	19,620	17,000	17,000	16,623	12,000	12,000
GAS (LP)	11,903	15,000	15,000	14,000	15,000	15,000
SEWERAGE	701	750	750	737	750	750
SOLID WAST	1,312	5,900	5,900	5,809	2,425	2,425
WATER	18,808	10,000	10,000	9,798	10,000	4,400
GENERAL INSURANCE	-	-	-	4,821	5,000	5,000
FISCAL AGE	-	65	65	65	65	65
OTHER RENT	820	2,300	2,300	2,070	2,300	2,300
ADVERTISIN	626	1,200	1,200	500	1,150	1,150
MOTOR VEHI	18,217	20,000	20,000	19,827	20,000	20,000
ALARMS SYS	-	225	225	200	225	225
OFFICE EQU	-	500	500	500	500	500
PLUMBING S	1,620	4,000	4,000	4,000	4,000	4,000
LANDSCAPIN	-	5,000	5,000	5,000	5,000	5,000
REIMB G/F FOR IRRIGATION	150,000	57,135	57,135	57,135	57,135	57,135
CONT SVCS	30,833	15,500	15,500	15,204	15,500	13,000
DISASTER FLOOD EXP	-	-	-	37,890	-	-
BOOKS & PU	-	200	200	-	100	100
PERSONAL E	-	500	500	250	300	300
FERTILIZER	14,409	18,000	18,000	18,000	20,000	20,000
PEST CONTR	31,961	32,000	32,000	32,000	37,000	37,000
GASOLINE O	24,548	22,000	22,000	21,964	22,000	22,000
BUILDING &	2,395	2,000	2,000	1,990	2,000	2,000
SAND SOIL	3,413	8,500	8,500	8,433	8,500	8,500
SEEDS & PL	6,599	9,250	9,250	9,165	9,250	9,250
HAND TOOLS	-	900	200	-	900	900
COMMO NOT	4,538	6,000	6,700	6,539	6,000	6,000
VEHICULAR	29,128	30,000	30,000	30,000	-	-
TOTAL GOLF COURSE OPERATIO	**730,977**	**656,927**	**656,927**	**694,159**	**655,887**	**628,112**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
43021020 CLUB HOUSE OPERATIONS						

CLASS FT	40,865	39,491	39,491	41,942	40,959	40,959
UNCLASS FT	122,785	123,349	123,349	112,231	125,516	125,516
UNCLASS PT	60,007	66,300	66,300	65,581	66,300	58,300
OVERTIME	-	200	200	-	200	200
FICA	16,686	17,545	17,545	16,591	17,825	17,215
RETIREMENT	16,765	21,886	21,886	19,777	38,389	26,037
HEALTH INS	29,621	31,499	31,499	32,160	31,649	31,649
DENTAL INS	1,527	2,455	2,455	2,387	2,550	2,550
LIFE INSUR	535	546	546	536	546	546
MILEAGE AL	550	500	500	500	500	500
ASSOCIATIO	1,674	1,800	1,800	1,800	1,800	1,800
CONFERENCE	1,169	1,200	1,200	1,000	1,200	1,200
TRAVEL & E	60	275	275	250	275	275
TELEPHONE	9,109	10,750	10,750	10,617	10,750	10,750
POSTAGE	59	200	200	100	200	200
ALARM SYST	-	725	725	686	725	725
ELECTRICIT	14,590	14,500	14,500	14,461	14,500	14,500
GAS	10,932	8,500	8,500	8,440	10,000	10,000
SEWAGE	448	600	600	555	600	600
WATER	482	1,200	1,200	1,173	1,200	1,200
INSURANCE	43,693	47,000	47,000	46,958	45,320	45,320
AUDITING	3,840	4,116	4,116	4,100	5,200	5,200
OTHER ADS	5,933	5,000	5,000	4,885	5,000	5,000
OFFICE EQU	167	450	300	150	450	450
ELECTRICAL	1,351	2,500	2,650	2,590	2,500	2,500
DEBT PRINC	33,306	33,150	33,150	33,150	32,760	32,760
DEBT INTER	7,369	6,372	6,372	6,372	5,506	5,506
CONT SVCS	14,851	13,000	13,000	12,952	13,000	13,000
OFFICE SUP	863	1,000	1,000	865	1,000	1,000
PRINTED FO	2,000	2,500	2,500	2,000	2,500	2,500
OPER SUPPL	-	100	100	-	-	-
BADGES AND	40	150	150	-	150	150
PERSONAL E	212	500	500	500	500	500
MEDICINES	-	100	100	-	100	100
BUILDING R	4,823	2,000	2,000	2,000	2,000	2,000
JANITORIAL	1,378	2,000	2,000	2,000	2,000	2,000
PAPER PROD	400	800	800	500	800	800
EQUIPMENT	286	300	300	150	300	300
COMMO NOT	24,809	17,000	17,000	16,907	17,000	17,000
MERCHANDIS	18,459	27,500	27,500	27,497	27,500	27,500
CLOTHING	5,420	10,000	10,000	10,000	10,000	10,000
CAPITAL OU	-	-	-	-	-	-
TOTAL CLUB HOUSE OPERATION	**497,064**	**519,059**	**519,059**	**504,363**	**539,270**	**518,308**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
43021040 ALLEN HARBOR OPERATIONS						

CLASS FT	7,880	7,601	7,601	7,470	7,753	7,753
UNCLASS FT	15,605	15,264	15,264	14,976	15,570	15,570
UNCLASS PT	138,420	172,409	172,409	141,190	167,409	167,409
OVERTIME	31	500	500	500	500	500
FICA	12,349	14,980	14,980	12,556	15,015	15,015
RETIREMENT	2,690	3,073	3,073	3,015	5,378	3,648
HEALTH INS	3,574	3,790	3,790	3,619	3,980	3,980
DENTAL INS	255	305	305	305	317	317
LIFE INSUR	66	67	67	68	67	67
TELEPHONE	675	1,500	1,500	1,464	750	750
POSTAGE	-	300	300	300	300	300
VEHICLE RE	6	12	12	12	12	12
ELECTRICIT	3,098	4,000	4,000	3,981	4,000	4,000
FUEL OIL	517	1,500	1,500	1,500	1,000	1,000
SOLID WAST	1,187	4,300	4,300	4,252	1,875	1,875
WATER	2,379	2,000	2,000	1,932	2,400	2,400
INSURANCE	15,320	13,230	13,230	13,215	16,200	16,200
LEGAL SERV	-	200	200	-	200	200
MEDICAL SE	-	200	200	-	200	200
OTHER ADS	-	333	333	300	300	300
MOTOR VEHI	1,267	2,250	2,250	2,236	2,500	2,500
ELECTICSYS	429	1,000	1,000	1,000	1,000	1,000
BOAT PUMP	840	1,000	1,000	840	1,000	1,000
ENGINEERING	21,293	-	-	-	-	-
LANDSCAPIN	-	250	250	250	250	250
CONT SVCS	3,670	9,500	9,500	9,500	9,500	9,500
OFFICE SUP	43	700	700	671	700	700
PRINTED FO	49	450	450	400	450	450
GASOLINE &	-	300	300	300	300	300
SOIL SAND	-	500	500	500	500	500
SEEDS & PL	649	500	500	500	700	700
JANITORIAL	-	500	500	500	500	500
CONSTRUCTI	11,834	11,000	11,000	10,920	11,000	11,000
COMMO NOT	8,853	9,000	9,000	9,000	9,000	9,000
TOTAL ALLEN HARBOR OPERATI(	**252,978**	**282,514**	**282,514**	**247,272**	**280,626**	**278,896**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
43021060 RECREATION						

CLASS FT	20,977	19,003	19,003	22,189	19,383	19,383
UNCLASS FT	39,012	38,161	38,161	37,741	38,924	38,924
UNCLASS PT	41,553	48,700	48,700	50,514	46,300	39,900
OVERTIME	172	1,450	1,450	1,037	500	500
FICA	7,769	8,210	8,210	8,496	8,045	7,555
RETIREMENT	6,804	7,629	7,629	7,814	13,446	9,119
UNEMPLOYMN	-	200	200	-	200	200
HEALTH INS	8,935	9,474	9,474	9,209	9,948	9,948
DENTAL INS	1,621	765	765	771	793	793
LIFE INSUR	164	167	167	167	167	167
MILEAGE AL	558	600	600	594	600	600
CONFERENCE	-	100	100	50	100	100
TRAVEL & E	-	2,050	2,050	2,000	2,050	2,050
POSTAGE	903	-	-	709	1,000	1,000
VEHICLE RE	22	20	20	11	20	20
ELECTRICIT	10,975	12,500	12,500	12,486	12,500	12,500
GAS	1,093	1,100	1,100	1,060	1,100	1,100
WATER - BA	41,159	34,000	34,000	34,000	25,000	25,000
GENERAL INS.	10,696	11,000	11,000	12,898	13,285	13,285
DUES & MEM	390	390	390	300	390	390
MEDICAL SE	-	350	350	350	350	350
OUTSIDE CL	1,232	1,700	1,700	1,653	1,700	1,700
LAND AND B	17,664	18,000	18,000	16,758	18,000	18,000
OTHER RENT	4,723	4,460	4,460	4,430	4,460	4,460
OTHER ADS	324	294	294	275	300	300
LAFAYETTE	1,500	1,500	1,500	1,500	1,500	1,500
MOTOR VEHI	5,924	5,000	5,000	5,924	5,000	5,000
CONTRACTUA	82,616	83,500	83,500	78,435	83,500	83,500
OFFICE SUP	486	750	750	718	750	750
MEDICINES	-	1,000	1,000	987	1,000	1,000
GASOLINE &	3,338	4,700	4,700	4,700	4,700	4,700
EQUIPMENT	333	500	500	250	500	500
COMMODITIE	7,820	16,776	16,776	15,799	16,776	14,776
TOTAL RECREATION	**318,762**	**334,049**	**334,049**	**333,825**	**332,287**	**319,070**
						-
TOTAL QUONSET/DAVISVILLE RE	**1,799,781**	**1,792,549**	**1,792,549**	**1,779,619**	**1,808,070**	**1,744,386**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
ACCOUNTS FOR:						
WATER FUND						
44040000 WATER SUPPLY FACILITIES						

LP GAS	19,914	26,000	26,000	23,382	26,000	26,000
TOTAL WATER SUPPLY FACILITIE	**19,914**	**26,000**	**26,000**	**23,382**	**26,000**	**26,000**
44040010 PUMPING						

CLASS FT	136,053	146,169	146,169	144,567	149,092	149,092
OVERTIME	32,047	34,000	34,000	24,526	34,000	34,000
FICA	12,705	13,783	13,783	12,828	14,010	14,010
RETIREMENT	15,494	19,645	19,645	19,389	34,381	23,318
HEALTH INS	34,809	39,597	39,597	39,364	41,201	41,201
DENTAL INS	2,265	3,250	3,250	3,251	3,380	3,380
LIFE INSUR	455	501	501	492	501	501
UNIFORM AL	700	1,050	1,050	1,050	1,050	1,050
ELECTRICIT	233,362	200,000	200,000	199,695	220,000	220,000
GENERAL INSURANCE	-	-	-	10,449	-	-
OPERATING	72,480	45,000	45,000	44,752	45,000	45,000
LANDSCAPIN	52	400	400	350	400	400
CONTRACTUA	21,819	30,000	30,000	29,938	35,000	35,000
CONSTRUCTI	188	3,000	3,000	3,000	3,000	3,000
TOTAL PUMPING	**562,427**	**536,395**	**536,395**	**533,651**	**581,015**	**569,952**
44040020 WATER TREATMENT						

LAB TESTIN	45,690	80,000	80,000	71,370	80,000	80,000
WATER SUPP	84,196	160,000	160,000	109,561	160,000	160,000
TOTAL WATER TREATMENT	**129,885**	**240,000**	**240,000**	**180,931**	**240,000**	**240,000**
44040030 WATER TRANS & DISTRIBUTION						

CLASS FT	310,293	335,209	335,209	331,136	348,196	348,196
UNCLASS PT	495	-	-	-	-	-
OVERTIME	40,225	25,000	25,000	30,268	25,000	25,000
TERMINATION	8,150	-	-	-	-	-
FICA	27,393	27,560	27,560	27,589	28,550	28,550
RETIREMENT	35,559	39,205	39,205	44,484	80,294	54,458
HEALTH INS	66,260	73,212	73,212	68,808	75,182	75,182
DENTAL INS	5,805	4,360	4,360	4,356	4,530	4,530
LIFE INSUR	1,102	1,002	1,002	1,149	1,170	1,170

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
44040030 WATER TRANS & DISTRIBUTION						

UNIFORM AL	2,450	2,450	2,450	2,450	2,450	2,450
TELEPHONE/	40,303	38,000	38,000	37,845	40,000	40,000
ALARM SYST	-	3,800	3,800	3,791	3,800	3,800
GENERAL INSURANCE	-	-	-	22,134	-	-
LICENSE FE	14,362	14,200	14,200	14,060	14,245	14,245
MOTOR VEHI	21,314	22,000	22,000	21,824	22,000	22,000
CONSTRUCTI	8,125	11,000	11,000	10,971	11,000	11,000
WATER SYST	-	300	300	150	300	300
SAFETY EQU	2,620	2,500	2,500	2,500	2,500	2,500
TIRES	2,962	2,500	2,500	2,500	2,500	2,500
CEMENT PRO	-	2,000	2,000	2,000	2,000	2,000
WATER MAIN	10,394	60,000	60,000	59,172	60,000	60,000
WATER REPA	24,269	25,000	25,000	15,802	25,000	25,000
HAND TOOLS	1,444	1,200	1,200	375	1,200	1,200
POWER TOOL	2,445	2,300	2,300	2,288	2,300	2,300
TOTAL WATER TRANS & DISTRIB	**625,969**	**692,798**	**692,798**	**705,652**	**752,217**	**726,381**
44040040 ACCOUNTING & COLLECTIONS						

CLASS FT	24,330	25,179	25,179	24,715	25,683	25,683
FICA	1,861	1,926	1,926	1,891	1,965	1,965
RETIREMENT	2,793	3,384	3,384	3,322	5,922	4,017
HEALTH INS	3,233	3,451	3,451	3,387	3,508	3,508
DENTAL INS	111	185	185	185	189	189
LIFE	81	84	84	82	84	84
FISCAL AGENT	250	-	-	-	-	-
AUDITING	5,760	6,174	6,174	6,000	6,000	6,000
TOTAL ACCOUNTING & COLLECT	**38,421**	**40,383**	**40,383**	**39,582**	**43,351**	**41,446**
40040050 ADMINISTRATION & GENERAL EXPEN						

CLASS FT	49,107	50,358	50,358	49,607	51,365	51,365
CLASS PT	24,825	23,626	23,626	23,705	24,098	24,098
UNCLASS FT	199,678	204,240	204,240	195,881	210,549	210,549
OVERTIME	438	6,000	6,000	2,594	6,000	6,000
FICA	20,363	21,745	21,745	20,425	22,340	22,340
RETIREMENT	31,412	37,393	37,393	34,667	65,954	44,732
HEALTH INS	69,277	37,231	37,231	55,663	41,416	41,416
DENTAL INS	3,529	2,685	2,685	2,918	2,793	2,793
LIFE INSUR	631	727	727	614	727	727
RETIREE HEALTHCARE	-	45,000	45,000	45,000	61,294	61,294
TUITION &	2,433	3,500	3,500	3,500	3,500	3,500

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
40040050 ADMINISTRATION & GENERAL EXPEN						
ASSOCIATIO	1,622	2,500	2,500	2,256	2,300	2,300
CONFERENCE	520	1,200	1,200	1,050	1,200	1,200
TRAVEL & E	196	500	500	478	400	400
POSTAGE	15,636	17,000	17,000	16,911	17,000	17,000
DATA PROCE	95,605	95,000	95,000	95,605	95,605	95,605
VEHICLE RE	39	180	180	110	180	180
TRANSFER S	125	400	400	371	350	350
INSURANCE	80,103	82,000	82,000	82,000	82,000	82,000
REAL ESTAT	25,964	27,500	27,500	27,500	28,000	28,000
A & E SERV	25,000	25,000	25,000	24,975	25,000	25,000
CONSULTANT	-	50,000	50,000	50,000	50,000	50,000
MEDICAL SE	-	300	300	300	300	300
ADVERTISEM	2,072	2,800	2,800	2,639	2,800	2,800
COMMUNICAT	6,847	7,000	7,000	6,953	7,000	7,000
OFFICE EQUIPMENT	255	-	-	-	-	-
CONT SVCS	13,358	16,000	16,000	15,983	16,000	16,000
OFFICE SUP	1,002	1,000	1,000	955	1,000	1,000
PRINTED FO	1,541	2,000	3,000	2,286	2,500	2,500
OPERATING	1,009	2,000	1,000	1,958	1,600	1,600
BOOKS & PU	-	300	300	200	300	300
GASOLINE &	30,651	31,000	31,000	30,992	31,000	31,000
OFFICE EQU	1,277	1,000	1,000	1,000	1,000	1,000
OTHER CAPI	-	20,000	20,000	20,000	20,000	20,000
TOTAL ADMINISTRATION & GEN	**704,515**	**817,185**	**817,185**	**819,096**	**875,571**	**854,349**
44040060 CUSTOMER SERVICES						

CLASS FT	20,107	37,592	37,592	36,147	39,991	39,991
OVERTIME	1,865	1,200	1,200	1,476	1,200	1,200
FICA	1,681	2,970	2,970	2,890	3,155	3,155
RETIREMENT	2,313	4,932	4,932	4,858	9,222	6,255
HEALTH INS	1,842	5,424	5,424	3,924	5,424	5,424
DENTAL INS	71	930	930	-	966	966
LIFE INSUR	82	167	167	166	167	167
UNIFORM AL	-	350	350	350	350	350
GENERAL INSURANCE	-	-	-	1,302	-	-
CONTRACTUR	8,308	52,000	52,000	51,694	50,000	50,000
ASPHALT PR	35,000	35,000	35,000	34,508	35,000	35,000
TOTAL CUSTOMER SERVICES	**71,269**	**140,565**	**140,565**	**137,315**	**145,475**	**142,508**

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						
2012-2013 North Kingstown Budget						
						4% Levy
	2011 ACTUAL	2012 ORIG BUD	2012 REVISED BUD	2012 PROJECTION	2013 DEPT REQUEST	2013 MNGR'S RECOMMEND
44040070 GROUND WATER PROTECTION						

CONSULTANT	-	10,000	10,000	10,000	10,000	10,000
LEGAL SERV	-	8,000	8,000	8,000	8,000	8,000
SO R.I.CON	-	1,350	1,350	1,350	1,350	1,350
NARROWRIVE	2,700	2,700	2,700	2,700	2,700	2,700
WOODPAWCAT	-	250	250	250	250	250
CONT SVCS	6,817	9,000	9,000	8,640	8,000	8,000
ENGINEERIN	-	1,800	1,800	1,800	2,000	2,000
TOTAL GROUND WATER PROTEC	**9,517**	**33,100**	**33,100**	**32,740**	**32,300**	**32,300**
44040080 WATER FUND DEBT						

DEBT PRINC	1,000	136,712	136,712	145,526	139,017	139,017
DEBT INTER	114,550	128,455	128,455	128,455	127,422	127,422
TOTAL WATER FUND DEBT	**115,550**	**265,167**	**265,167**	**273,981**	**266,439**	**266,439**
44040090 CAPITAL OUTLAY						

VEHICULAR	35,000	30,000	30,000	30,000	30,000	30,000
A R B SYST	-	2,500	2,500	2,500	2,500	2,500
LEAD SOIL	22,377	-	-	-	-	-
CAPITAL	-	35,000	35,000	35,000	40,000	40,000
TOTAL CAPITAL OUTLAY	**57,377**	**67,500**	**67,500**	**67,500**	**72,500**	**72,500**
44040091 INFRASTRUCTURE REPLACEMENT						

BUILDINGMA	7,775	25,000	25,000	24,990	25,000	25,000
HYDRANTS	2,395	3,500	3,500	3,339	4,000	4,000
PUMPINGEQU	5,262	25,000	25,000	24,565	25,000	25,000
CONST. MET	72,214	70,000	70,000	69,923	70,000	70,000
ELECTRICMT	2,052	2,000	2,000	2,000	2,000	2,000
WELL REHAB	45,604	40,000	40,000	39,789	40,000	40,000
TANK REHAB	1,200	3,500	3,500	3,500	4,000	4,000
TOTAL INFRASTRUCTURE REPLA	**136,503**	**169,000**	**169,000**	**168,106**	**170,000**	**170,000**
44040100 WASTEWATER						

ELECTRICIT	1,038	1,600	1,600	1,508	1,600	1,600
FLAT FEE	51,290	52,000	52,000	62,666	54,000	54,000
EQ REPAIR	-	6,000	6,000	5,935	6,000	6,000
CONT SERVC	3,060	6,000	6,000	5,890	6,000	6,000
WASTEWATER	385	2,688	2,688	2,677	2,688	2,688
TOTAL WASTEWATER	**55,773**	**68,288**	**68,288**	**78,676**	**70,288**	**70,288**
TOTAL WATER FUND	**2,527,121**	**3,096,381**	**3,096,381**	**3,060,612**	**3,275,156**	**3,212,163**
GRAND TOTALS	**37,464,878**	**36,979,889**	**37,150,760**	**37,843,111**	**40,180,488**	**38,258,916**

TOWN OF NORTH KINGSTOWN

FULL-TIME EMPLOYEES

FYE 2012 ACTUAL AS COMPARED TO FYE 2013 MANAGER

FUNCTION NUMBER & DESCRIPTION	LAST YEAR FYE 2010 ACTUAL	THIS YEAR FYE 2011 ADOPTED	THIS YEAR FYE 2012 ADOPTED	NEXT YEAR FYE 2013 MANAGER	THIS YEAR FYE 2012 REV VS. # DIFFERENCE	NEXT YEAR FYE 2013 MGR
0010201-TOWN MANAGER	1.90	1.90	1.90	1.90	0.00	
001030-TOWN CLERK	6.00	5.00	4.50	4.50	0.00	
SUBTOTAL: GENERAL GOVERNMENT	**7.90**	**6.90**	**6.40**	**6.40**	**0.00**	
0010501-FINANCE	5.60	5.60	6.00	6.00	0.00	
00105050-INFORMATION TECHNOLOGY	2.80	2.80	2.80	2.80	0.00	
0010601-TAX ASSESSMENT	3.00	3.00	2.60	2.60	0.00	
SUBTOTAL: GENERAL SERVICES	**11.40**	**11.40**	**11.40**	**11.40**	**0.00**	
00108030-FIRE DEPARTMENT	77.00	76.00	76.00	68.00	-8.00	
00108040-00108120-POLICE DEPARTMENT	61.00	61.00	57.00	56.00	-1.00	
SUBTOTAL: PUBLIC SAFETY	**138.00**	**137.00**	**133.00**	**124.00**	**-9.00**	
001101-001107-PUBLIC WORKS	29.65	27.65	26.85	26.85	0.00	
SUBTOTAL: PUBLIC WORKS	**29.65**	**27.65**	**26.85**	**26.85**	**0.00**	
001090-PLANNING & DEVELOPMENT SVCS	3.70	3.70	3.70	3.70	0.00	
001150-CODE ENFORCEMENT	3.00	3.00	3.00	3.00	0.00	
SUBTOTAL: PLANNING & CODE ENFORCEME	**6.70**	**6.70**	**6.70**	**6.70**	**0.00**	
001130-SENIOR SERVICES	3.00	3.80	3.80	3.80	0.00	
SUBTOTAL: SENIOR SERVICES	**3.00**	**3.80**	**3.80**	**3.80**	**0.00**	
GENERAL FUND: SUB-TOTAL	**196.65**	**193.45**	**188.15**	**179.15**	**-9.00**	
112-LIBRARY	14.00	14.00	14.00	14.00	0.00	
130-MUNICIPAL	0.00	1.00	1.50	1.50	0.00	
430-QUONSET/DAVISVILLE FUND	8.00	8.00	8.00	8.00	0.00	
440-WATER DEPT	15.35	15.35	15.35	15.35	0.00	
OTHER FUNDS: SUB-TOTAL	**37.35**	**38.35**	**38.85**	**38.85**	**0.00**	
T O T A L S - ALL FUNDS	**234.00**	**231.80**	**227.00**	**218.00**	**-9.00**	

DEPARTMENT SUMMARIES

TOWN COUNCIL

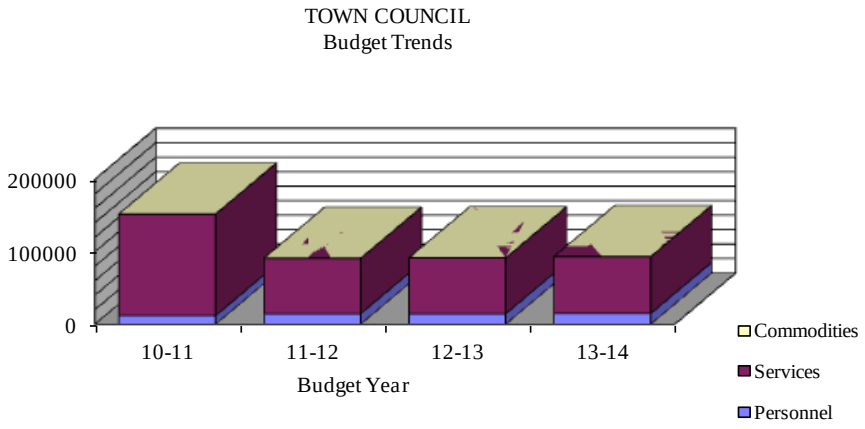
Elizabeth S. Dolan, Town Council President
Michael S. Bestwick, Town Council Member
Charles E. Brennan, Town Council Member
Carol H. Hueston, Town Council Member
Charles H. Stamm, Town Council Member

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

PERSONNEL LIST

POSITION TITLE	*BUDGET 10/11*	*BUDGET 11/12*	*BUDGET 12/13*
Town Council President	1	1	1
Town Council Member	4	4	4
TOTAL	5	5	5

Town Council	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$11,930	$11,626	$14,480	$14,480	$0	0.00%	$14,770
Services	$140,188	$138,813	$76,555	$77,005	$450	0.59%	$78,545
Commodities	$0	$0	$0	$0	$0	n/a	$0
Total	**$152,118**	**$150,439**	**$91,035**	**$91,485**	**$450**	**0.49%**	**$93,315**



ZERO BASED BUDGET
TOWN COUNCIL

Account Number	Description	Adopted
00101010 510104 -	UNCLASSIFIED PART TIME	13,200.00
00101010 510109 -	SPECIAL EMPLOYEE	250.00
00101010 524001 -	FICA	1,030.00
00101010 530501 -	DUES & MEMBERSHIPS	10,480.00
	Rhode Island League of Cities and Towns	
00101010 530607 -	AUDITING	21,525.00
	Includes $20,025 for Audit; Includes $500 for Financial Accounting Board Assessment; Includes $500 for GFOA award assessment; Includes $500 for GFOA budget award assessment	
00101010 531206 -	CONTINGENCY	45,000.00
	TOTAL TOWN COUNCIL	**91,485.00**
	TOWN MANAGER'S REDUCTIONS	**(0)**
	FINAL BUDGET	**91,635.00**

TOWN MANAGER
Michael Embury, Town Manager

Mission Statement - The Office of the Town Manager provides general administrative management and oversight of municipal operations and is dedicated to ensuring that town government operates in an effective, efficient, transparent and businesslike manner relating to the community with a customer service orientation. The Town Manager is appointed by the Town Council for an indefinite term and is chosen by the Council based solely on his/her executive and administrative qualifications and experience. To fulfill the management and oversight duties, the Town Manager provides the following functions:

- implement the policy direction of the Town Council and to ensure the Town is in compliance with the laws of the State of Rhode Island and the Town Charter
- insure that all personnel decisions are made in an impartial and qualifications based manner
- direct and coordinate the activities and work programs of Town Departments
- advise the Town Council on municipal policies and programs affecting the community
- interact with federal and state agencies and other local governments and agencies
- conduct short and long-range financial planning, including preparation of the annual operating budget and six-year capital improvement program
- perform special studies and issue analyses and evaluations as needed to promote informed decision making
- review and oversee the submission and administration of federal, state and municipal grants
- monitor proposed state legislation and represent local government interests
- is the lead public spokesperson for the Town and also serves as the Town's Personnel Officer, Director of Public Safety and Director of Emergency Management

2012/2013 DEPARTMENT GOALS

Goal	**Vision reference**	**Timeframe**
Prepare and Finalize Budget	Fiscal	December 2012 - June 30, 2013
Regular Operations Reports to Town Council	Vision	July – June
Implement Budget	Fiscal	July – June
Negotiate Union Contracts	Fiscal	July - June
Represent Town at State and National Activities	Vision	July - June
Implement and oversee program changes related to budget decisions	Fiscal	July - June

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Implement organizational changes resulting from budget adoption; determine additional program changes.
SECOND QUARTER (10/1/12 to 12/31/12)	Forward FY 2014 budget instructions to dept. heads; complete capital improvement program with Asset Management Commission, Finance Director and Director of Public Works; review and report on proposed legislation.
THIRD QUARTER (1/1/13 to 3/31/13)	Budget preparation; budget hearings; Community Development Block Grant application; Union Negotiations.
FOURTH QUARTER (4/1/13 to 6/30/13)	Budget adoption; Fiscal Year close-out; Union negotiations; FY 2014 budget implementation; consider FY 2014 budget scenarios.

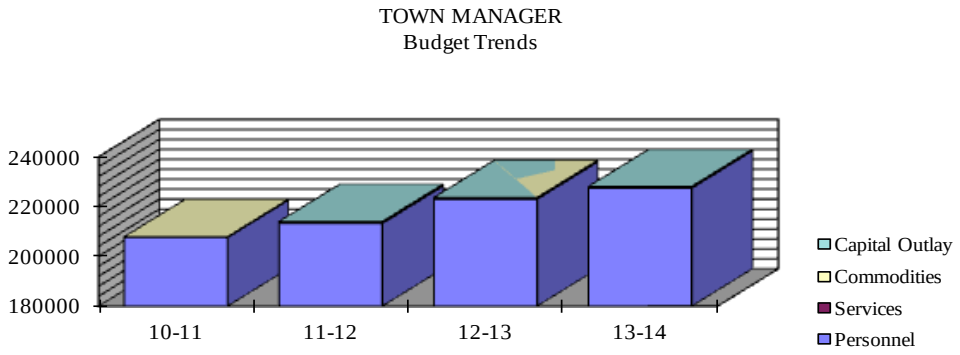
PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2012/13*
Council Meetings		30	30	30
Council Packets		48	50	50
Union Negotiations		2	2	2
Positions Filled		2	0	0
Bond Sales		0	0	2
Land Preservation Closings		2	2	1
League of Cities and Towns Board Meetings		14	14	14

PERSONNEL LIST

POSITION TITLE	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 11/12*
Town Manager	1	1	1
Executive Secretary	.9	.9	.9
TOTAL	1.9	1.9	1.9

Town Manager	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$207,578	$210,132	$213,232	$222,962	$9,730	4.56%	$227,421
Services	$128	$210	$200	$200	$0	n/a	$204
Commodities	$129	$400	$500	$400	($100)	n/a	$408
Capital Outlay	$0	$0	$0	$0	$0		$0
Total	**$207,834**	**$210,742**	**$213,932**	**$223,562**	**$9,630**	**4.50%**	**$228,033**



ZERO BASED BUDGET
TOWN MANAGER

Account Number	Description	Requested
00102010 510103 -	UNCLASSIFIED FULL TIME	156,939.00
00102010 524001 -	FICA	12,006.00
00102010 524302 -	RETIREMENT	24,545.00
00102010 524304 -	HEALTH INSURANCE	19,667.00
00102010 524305 -	DENTAL INSURANCE	1,238.00
00102010 524306 -	LIFE INSURANCE	317.00
00102010 524308 -	MILEAGE ALLOWANCE	6,200.00
00102010 524403 -	ASSOCIATION DUES	2,000.00
	ICMA & RITMA	50.00
00102010 530103	POSTAGE	200.00
00102010 540101	OFFICE SUPPLIES	400.00
	TOTAL TOWN MANAGER	**223,562.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	TOTAL TOWN MANAGER'S BUDGET	**223,562.00**

TOWN CLERK
Jeannette Alyward, 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.

2012/2013 DEPARTMENT GOALS

Goal	**Vision Reference**	**Timeframe**
Digitalize land evidence maps	Fiscal	2012/2013
Build an offsite Vault for Records Storage	Fiscal	2012/2013
Complete mandatory codification of Town Ordinances	Calendar	2012/2013

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Business License Renewals; Maintain Vital Records; Prepare for digitization of land evidence recorded maps and surveys; Prepare Semi-annual Ordinance Supplement; advertise and docket Committee Appointment, conduct Probate Court sessions, conduct Special Election.
SECOND QUARTER (10/1/12 to 12/31/12)	Business License Renewals; Maintain Vital Records; Prepare Semi-annual Ordinance Supplement; advertise and docket Committee Appointments; conduct Probate Court sessions, Prepare Budget Submission;
THIRD QUARTER (1/1/13 to 3/31/13)	Business License Renewals; Maintain Vital Records; Continue to work on Budget; Advertise and Docket committee Appointments, conduct Probate Court sessions; Conduct Presidential Preference
FOURTH QUARTER (4/1/13 to 6/30/13)	Business License Renewals; Maintain Vital Records; Advertise and Docket Committee Appointments; Dog License Renewals, conduct Probate Court sessions; Budget Hearings; prepare for Budget Referenda; Conduct Budget Referenda if necessary

PERFORMANCE MEASURES

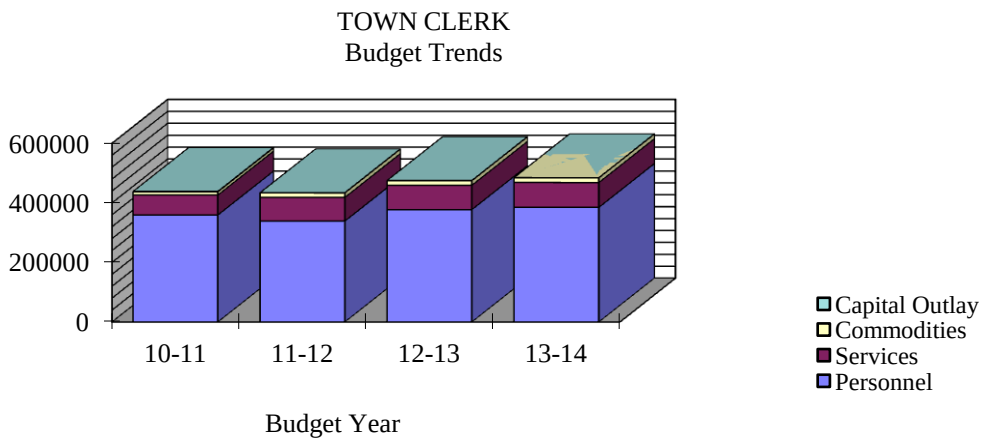
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Town Council Meetings		38	26	31	26
Recordings		7000	7200	7200	7200
Licenses		2592	2700	2700	2700
Record Certify Vital Records		2138	2200	2200	2200
Yard Sales		182	250	250	250
Probate Cases		125	120	120	120
Probate Sessions		22	16	16	16
Municipal Court Session		36	38	42	48
Municipal Court Cases		2970	3200	3200	3200
Maps Recorded		36	35	30	30
Discharges Recorded		40	70	60	60
Ordinances Changes		25	20	20	20
Committee Appointments		115	100	100	100
License Transfers		8	20	20	20
Elections		2	2	3	2
Budget Referenda		1	1	1	1
Voter Registration		1162	500	500	900
Zone Changes		5	4	4	4

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Town Clerk	1	1	.60
Deputy Town Clerk	1	1	.40
Clerk II	2	2	2
Clerk I	2	2	1.5
Total	6	6	4.5

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Clerical assistant	0	0	0
Town Sergeant	1	1	1
Total	1	1	1

Town Clerk	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$359,489	$336,545	$339,094	$377,577	$38,483	11.35%	$385,129
Services	$67,077	$78,764	$79,600	$81,800	$2,200	2.76%	$83,436
Commodities	$10,823	$14,263	$15,000	$15,250	$250	1.67%	$15,555
Capital Outlay	$583	$0	$0	$0	$0		$0
Total	**$437,972**	**$429,572**	**$433,694**	**$474,627**	**$40,933**	**9.44%**	**$484,120**



TOWN CLERK

Account Number	Description	Requested
00103010 510101 -	CLASSIFIED FULL TIME Clerk II – Recorder of Deeds/Licensing Clerk Clerk II – Board of Canvassers Clerk I – Town Council Clerk Clerk 1 – 50% Clerk	136,731.00
00103010 510102 -	CLASSIFIED PART TIME	-0-
00103010 510103 -	UNCLASSIFIED FULL TIME 60 % of Town Clerk salary 40% of Deputy Town Clerk	69,367.00
00103010 510104	UNCLASSIFIED PART TIME Town Sergeant attendance at 14 meetings @ $50/mtg. Deliver various materials to Town Council and various State Agencies @ $12.21 per hour. Election support duties for the Board of Canvassers for September Primary, General Election and Budget Referendum. $300 each	4,500.00
00103010 510107-	OVERTIME	2,000.00
0103010 510109 -	SPECIAL EMPLOYEE Salary for Video Technician - $50 per meeting	3,000.00
00103010 524001 -	FICA	16,493.00
00103010 524302 -	RETIREMENT	32,234.00
00103010 524304 -	HEALTH INSURANCE	51,485.00
00103010 524305 -	DENTAL INSURANCE	3,910.00
00103010 524306 -	LIFE INSURANCE	752.00
00103010 524308 -	MILEAGE ALLOWANCE Mileage reimbursement for court etc.	25.00
00103010 524401 -	TUITION & FEES Courses to maintain Certified Municipal Clerk Certification	400.00
00103010 524403 -	ASSOCIATION DUES Dues for Town Clerk and Deputy Town Clerk RI Town Clerk's Association - $50 each New England Association of City & Town Clerks - Clerk $25. Deputy $15, IIMC - Town Clerk $125/Deputy $91	390.00
00103010 524405 -	TRAVEL & EXPENSES Mileage for Town Sergeant to deliver various materials 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. Mileage for Town Clerk/Deputy to attend various meeting	3,000.00
00103010 530103	POSTAGE	2,000.00

TOWN CLERK

Account Number	Description	Requested
00103010 530603 -	LEGAL SERVICES Salary for Probate Judge $250.00/mo	3,000.00
00103010 530605 -	RECORD MAINTENANCE RECORDING Recording and filming of land records, committee minutes, Council minutes, Honorable Discharges, Business Names, Recorded plats, etc. 12 months @ $3,100 and fees for micro-film jackets and aperture cards.	42,000.00
00103010 530609 -	RECORD MAINTENANCE-CODIFICATION Supplements to Town Ordinances printed twice a year and purchase of reprinted Zoning, Subdivision and Charter pamphlets and codification of Ordinances as required by Charter.	11,000.00
00103010 530704 -	OTHER RENTALS Rental fee for storage of microfilm at Iron Mountain NY	2,800.00
00103010 530801 -	LEGAL ADS Legal Ads in Standard Times and Providence Journal	4,000.00
00103010 531003 -	COMMUNICATIONS MAINTENANCE Maintenance for sound and recording equipment at Town Hall and Senior Center	500.00
00103010 531004 -	OFFICE EQUIPMENT MAINTENANCE Maintenance contracts for printer/reader and typewriters. Also repairs to existing equipment not under contracts.	2,000.00
00103010 531206 -	CONTRACTUAL SERVICES NOT OTHER Stenography service for Town Council Meetings 10 @ $300.00 per meeting and yearly maintenance fees for the Probate, Dog License and Committee Software of $295.00	2,000.00
00103010 540101 -	OFFICE SUPPLIES Office Supplies include; toner for 5 printers, paper and toner for microfilm machine, paper, ink for time/date and book and page stamps, misc. envelopes, folders, labels, etc	2,500.00
00103010 540108 -	BOOKS & PUBLICATIONS RI General Law supplements, and RI Reporter	1,000.00
00103010 550301	OFFICE EQUIPMENT AND FURNITURE	-0-
TOTAL TOWN CLERK		**397,087.00**
TOWN MANAGER'S REDUCTIONS		**(0.00)**
TOTAL TOWN CLERK PROPOSED		**397,087.00**

BOARD OF CANVASSERS

Account Number	Description	
00103050 510107 -	OVERTIME September Primary: Attendance at 5-8 Board Meetings Attendance at 2 poll worker training Saturday Voter registration (7 hours) Mail Ballot Certification Election day (10 hours) General Election: Attendance at 12-18 Board Meetings Attendance at 2 poll working training Saturday Voter registration (7 hours) Mail Ballot Certification Election day (10 hours) Budget Referendum	6,500.00

TOWN CLERK

Account Number	Description	Requested
	Attendance at 5-8 Board Meetings Attendance at 2 poll worker training Referendum day (10 hours)	
00103050 510109 -	SPECIAL EMPLOYEE September Primary – 10 Polls 3-5 Board Members – attendance at 5-8 meetings @ $25 each 3-5 Board Members – Election Day @ $300 each 10 Moderators, 10 Clerks @ $180 each 45 Supervisors @ $170 each General Election – 15 Polls 3-5 Board Members – Attendance at 12-18 meetings @ $25 ea 3-5 Board Members – Election Day @ $300 each 15 Moderators, 15 Clerks @ $185 each 75 Supervisors @ $170 each Budget Referendum 4 polls 3-5 Board Members – attendance at 5-8 meetings @ $25 each 3-5 Board Memebers – Referendum Day @ $300 each 4 Moderators, 4 Clerks @ $185 each 20 Supervisors @ $170 each	43,000.00
00103050 524001 -	FICA	3,790.00
00103050 530103	Postage	2,000.00
00103050 530701	Land and Buildings Rental of school buildings for classes conducted by Board of Elections	500.00
00103050 530704 -	OTHER RENTALS Rental of voting machines for budget referenda 4 opti-scan and delivery of machines	1,000.00
00103050 530801 -	LEGAL ADS Legal ads to be published in the Standard Times, North-East Independent and Providence Journal. September Primary - $2,000 General Election - $5,000 Budget Referendum - $1,000	8,000.00
00103050 530805 -	REPORTS Notification/ mailing of Budget Referendum, etc.	1,000.00
00103050 540101 -	OFFICE SUPPLIES Paper for voter lists, poll books, envelopes, printer toner, misc. supplies for the 2 Elections and Budget Referendum	3,000.00
00103050 540102 -	PRINTED FORMS Budget Referendum Opti-scan ballots and coding for 10,000 @ $ .25 Ballot Applications 10.000 @ .07 Poll Book Labels for 3 elections	5,000.00
00103050 540311 -	FOOD Food for Poll Workers and BOC September Primary, General Election and Budget Referendum 250 workers @ $15 each	3,750.00
00103050 55301	OFFICE EQUIPMENT MAINTENANCE	-0-
TOTAL BOARD OF CANVASSERS		**77,540.00**

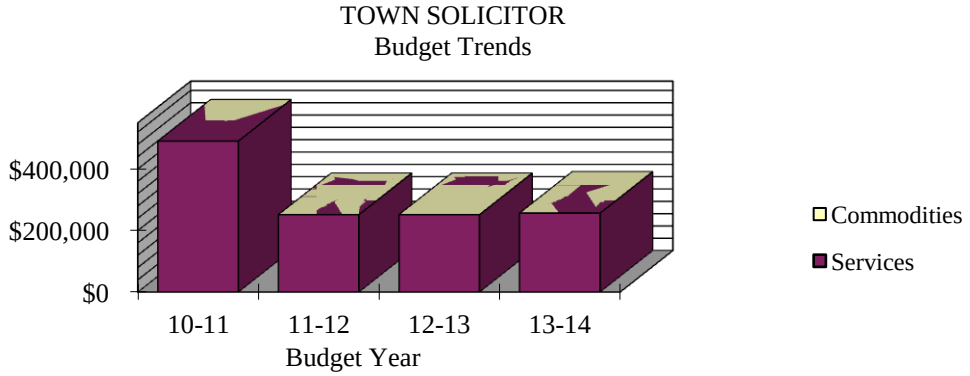
TOWN SOLICITOR

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

Currently the Council has appointed James Reilly as Town Solicitor (and his law firm Kelly, Kelleher, Reilly & Simpson) to represent the Town in all matters other than for labor relations and bond matters. The law firm of Little Medeiros Kinder Bulman & Whitney PC. has been appointed to represent the Town for labor relations and Attorney Daniel Kinder has been appointed Town Solicitor for labor relations. The Town has appointed David Ferrara, Taft & McSally, as Bond Counsel to represent the Town for bond related matters. First Southwest has been appointed as the Town's financial advisors.

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

Town Solicitor	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Services	$490,296	$328,573	$251,400	$251,400	$0	0.00%	$256,428
Commodities	$0	$0	$0	$0	$0	n/a	$0
Total	**$490,296**	**$328,573**	**$251,400**	**$251,400**	**$0**	**0.00%**	**$256,428**



ZERO BASED BUDGET
TOWN SOLICITOR

Account Number	Description	Requested
00104010 531206	CONTRACTUAL SERVICES NOT OTHER	5,200.00
	Court reporter, appraisals, assessments	
00104011 530603	LEGAL SERVICES – LABOR	50,000.00
	Local 1033 Contracts expire 2012	
	Grievances Arbitration, Employee issues	
00104012 530603	LEGAL SERVICES - POLICE PROSECUTIONS	43,400.00
00104013 530603	LEGAL SERVICES - LAND USE MATT	42,600.00
00104014 530603	LEGAL SERVICES - TAX ASSESSMENT	5,900.00
00104015 530603	LEGAL SERVICES - TOWN COUNCIL	50,000.00
00104016 530603	LEGAL SERVICES - PENDING LITIGATION	45,000.00
00104017 530603	MISCELLANEOUS	7,300.00
00104018 530603	LEGAL SERVICES - BOND COUNSEL	2,000.00
	TOWN SOLICITOR	**251,400.00**
	TOWN COUNCIL'S REDUCTIONS	**(0.00)**
	FINAL APPROVED BUDGET	**251,400.00**

FINANCE
Patricia A. Sunderland, Finance Director

Mission Statement- Provide clear, accurate, and timely financial information services and reporting within the organization and to the public. The timely delivery of this service is essential for proper and effective financial management of the Town. 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, 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 Finance Department continues to oversee the Purchasing function and provide assistance to other departments when required. However, the outlying departments have taken on some of their own purchasing responsibilities. The finance staff has cross-trained to learn the duties of the Purchasing Agent with respect to the procurement of materials, supplies and services required by the Town, and to 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.

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Inform the public and provide the information requested in a timely, professional, and ethical manner to encourage involvement from the public to ensure confidence in the Town's decision-making (Goal 1)	Government	Fiscal 2013
Maintaining compliance with RIGL 44-35-10, the law requires the Finance Director to monitor continuously the financial operations of the Town by tracking actual versus budgeted revenues and expenditures. All reports have been submitted on time (Goal 1)	Government	Quarterly
Continue to cross-train and restructure the workflow within the department due to the staff reductions which has substantiated the critical need for the development of an accounting manual (Goal 2)	Government/Vision	Fiscal 2013
Implement technological advancements to continue to provide our customers with efficiencies in services (Goal 3)	Government	Fiscal 2013
Improve collections of delinquent taxes on motor vehicles by utilizing our collection agency and will continue to hold any motor vehicle bills less than two years old in hopes of collecting the overdue taxes by holding an individual's registration renewal until all delinquent taxes are paid (Goal 5)	Government	Quarterly
Continue to send our quarterly delinquency notices to tax payers (Goal 5)	Government	Quarterly
Investigate other options with our financial institution for our customers to pay their taxes electronically, avoiding unnecessary charges for fees such as automatic quarterly payments by ACH transfers from their bank (Goal 6)	Vision/Fiscal/ Government	Fiscal 2013
Continue digital video of Audit Committee meetings to the web for public access and publish other financial information to the web (Goal 7)	Vision/Government	Fiscal 2013
Preserve our recognition in achieving the Certificate of Achievement Award for our Comprehensive Annual Financial Report(CAFR) from the Government Finance Officers Association (Goal 8)	Vision/Fiscal/ Government	Fiscal/Qtr 4
Proactively issue bids for services to provide taxpayers with an honest process and ensure they are getting a high level of trustworthy/dependable services (Goal 9)	Fiscal	Fiscal 2013

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Encourage and foster trust among Town employees and the public (Goal 1); Development/creation of written financial procedure manuals and continue cross training staff (Goal 2); Quarterly Delinquent notices (Goal 5)
SECOND QUARTER (10/1/12 to 12/31/12)	CAFR recognition from GFOA (Goal 8); Implement technological advancements to continue to provide our customers with efficiencies (Goal 3 & 6); Quarterly Delinquent notices (Goal 5)
THIRD QUARTER (1/1/13 to 3/31/13)	Production of FY 2013 annual budget and capital improvements program with imaged documents published on the town's web and continue to Assist the Audit Committee with their financial policy charge (Goal 7)
FOURTH QUARTER (4/1/13 to 6/30/13)	Collection of delinquent real estate taxes via tax sale (Goal 5); Prepare for tax 2012 billing (Goals 1, 4, 5)

PERFORMANCE MEASURES

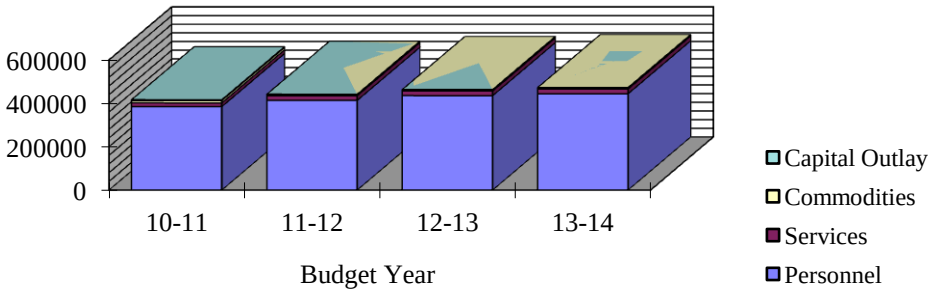
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Number of Bids	Goal 1,7, 9	16	17	15	16
State/Cooperative Bid Utilization	Goal 1,7, 9	27	30	25	25
Checks Processed	Goal 1,2	40,538	40,700	42,738	43,000
Bank Lock-box Transactions	Goal 1,2,5, 6	59,101	70,000	35,000	70,000
Credit Card Transaction	Goal 1,2,5, 6	1,171	1,150	1,300	1,400
Lien Certificates	Goal 5	1,093	14,000	1,050	1,100
Capital Assets Maint.	Goal 9	435	660	440	440
Funds Maintained	Goal 1, 2	165	165	165	150
Vehicle Renewals	Goal 4,5,6	13,958	17,500	14,023	15,000
Tax Sale Parcels	Goal 4,5,6	170	200	170	175
Tangible Legal Collection Process	Goal 4,5	75	125	60	50

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Finance Director	1	1	1
Controller	1	1	1
AR Mgr (50% funded by Water Fund)	.5	.5	.5
Clerk II – Payroll	1	1	1
Clerk I – Collections, Accounts Pay	2	2.4	2.4
Executive Secretary	.1	.1	.1
Total	5.6	6	6

Finance Department	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$385,112	$409,262	$414,115	$435,797	$21,682	5.24%	$444,513
Services	$17,350	$23,833	$21,400	$21,400	$0	0.00%	$21,828
Commodities	$10,557	$5,990	$6,000	$6,000	$0	0.00%	$6,120
Capital Outlay	$2,900	$0	$0	$0	$0	n/a	
Total	**$415,919**	**$439,085**	**$441,515**	**$463,197**	**$21,682**	**4.91%**	**$472,461**

FINANCE DEPARTMENT
Budget Trends



ZERO BASED BUDGETING
FINANCE DEPARTMENT

Account Number	Description	Requested
00105010 510101 -	CLASSIFIED FULL TIME	149,775.00
	2-Clerk I, 1-Clerk II and .5 A/R Manager	
00105010 510103 -	UNCLASSIFIED FULL TIME	148,309.00
	Finance Director, Controller, 10% of Exec. Sec	
00105010 510104	UNCLASSIFIED PART TIME	1,000.00
	Filing/Misc catch up work (New Year, End of Year)	
00105010 510107 -	OVERTIME- No overtime except for emergency situations	1,500.00
00105010 524001 -	FICA	22,995.00
00105010 524302 -	RETIREMENT	46,620.00
00105010 524304 -	HEALTH INSURANCE	60,112.00
00105010 524305 -	DENTAL INSURANCE	3,995.00
00105010 524306 -	LIFE INSURANCE	1,086.00
00105010 524403 -	ASSOCIATION DUES	405.00
	RIGFOA –Director & Controller $150, National GFOA – Director $255, GFOA workshops	
00105010 530103	POSTAGE	10,000.00
00105010 530606	FISCAL AGENT – Disclosure for bond issues – First SW	1,250.00
00105010 530804	OTHER ADS	3,500.00
	Advertising in Pro Jo for public bids, RFP's & RFQ's all advertising for bids on Town web site and direct mailings with specifications.	
00105010 531004 -	OFFICE EQUIPMENT MAINTENANCE	150.00
	Repairs to Typewriters, locksmith, validators	
00105010 531206	CONTRACTUAL SERVICES	6,500.00
	InSource Services for Tax Billings – Annual Billings + Supplies	
00105010 540101 -	OFFICE SUPPLIES	6,000.00
	Multi part forms $1,325 Cash Receipts, Receiving Reports, Minor Office Equip $150 - Calculators, chair mats etc, Envelopes $400, Printer Toner $1,000, Cash Register Supplies $425, Central Supply $900, Check stock, direct dep. forms, payroll checks & toner $1,800	
00105010 540108 -	BOOKS & PUBLICATIONS	
	TOTAL FINANCE	**463,197.00**
	TOWN MANAGER'S REDUCTIONS	**(0.00)**
	FINAL PROPOSED BUDGET	**463,197.00**

INFORMATION TECHNOLOGY

Jason Albuquerque, Director of Information Technology

Mission Statement- The Department Information Services (IS) consists of three (3) full time employees (Director of Information Technology, Network Administrator, and Technology Support Technician). This department provides technology and telecommunications services to all municipal departments in twenty (20) facilities including the departments of Tax Assessment, Code Enforcement, Finance, Fire, North Kingstown Free Library, North Kingstown Golf Course, Police, Planning, Public Works, Recreation, Town Clerk, Senior Center, Town Manager, and Water Departments as well as ERP (Enterprise Resource Planning) software support for the School Administration offices. These services include but are not limited to PC and peripheral installation, repair, maintenance, network infrastructure administration/development, database administration/development, administration and maintenance of Voice over Internet Protocol (VoIP) Telephone systems, and technical support/upgrades of all software applications. The IS Department is responsible for maintaining the Town's Data Center and network infrastructure which consists of twenty one (21) servers/appliances, thirty one (31) networking devices, two hundred and seventy five (275) workstations, 10 tablets, six (6) fiber optic connected sites (Town Hall, Annex Building, Police, Fire, North Kingstown Free Library, and the North Kingstown School Administration offices), eleven (11) VAN (Virtual Area Network) connections (North Kingstown Municipal Golf Course, three (3) remote Fire stations, Wilson Park Facility, Water Pump Station, Wells 9 and 10, North Kingstown Transfer Station, DPW facility, and the North Kingstown Senior Center. This department is also responsible for maintaining and developing the Town's web site, video archive, Geographic Information System (GIS) and Town and NKSD Whistle blower system. The Department Information Services has also become the Information Technology support entity for the neighboring town of Exeter as well, creating Rhode Island's first inter-municipal regional technology support agreement. The Department Information Services supports Exeter's nine (9) departments in three (3) facilities including Town Clerk, Finance, Tax Assessor, Tax Collector, Public Works, Animal Control, Town Sheriff, Planning and Building. Exeter's Technology infrastructure consists of two (2) servers, fourteen (14) workstations, three (3) networking devices, ten (10) printers and three (3) CBI internet connections.

2012/2013 DEPARTMENT GOALS

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

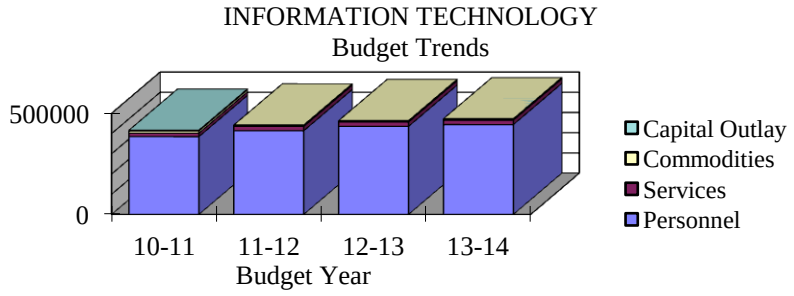
WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/11 to 9/30/11)	Continue to build and support a self-service eTown portal to promote open government and online services. Provide Technical Services to municipal, public safety and school district administration offices. Continue to promote the Managed Service Provider (MSP) initiative for the Municipal Data Center to broaden the shared services model across Washington County and the State of RI
SECOND QUARTER (10/1/11 to 12/31/11)	Continue to deploy technologies that decrease energy consumption and reduce the town's carbon footprint. Provide Technical Services to municipal, public safety and school district administration offices.
THIRD QUARTER (1/1/12 to 3/31/12)	Updates to the Geographic Information System to assist with town-wide objectives (GIS). Provide Technical Services to municipal, public safety and school district administration offices.
FOURTH QUARTER (4/1/12 to 6/30/12)	Improvements and consolidation of services, records, hardware, software systems and data storage. Provide Technical Services to municipal, public safety and school district administration offices.

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
MIS Director	1	1	1
Network Admin 20% funded by Planning	.8	.8	.8
Technology Support Technician	1	1	1
Total	2.8	2.8	2.8

Information Technology	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$200,615	$205,047	$208,014	$220,453	$12,439	5.98%	$224,862
Services	$14,289	$12,209	$12,353	$33,961	$21,608	174.92%	$34,640
Commodities	$0	$0	$0	$0	$0	#DIV/0!	$0
Capital Outlay	$18,000	$14,991	$15,000	$5,000	($10,000)	-66.67%	$10,000
Total	**$232,904**	**$232,247**	**$235,367**	**$259,414**	**$24,047**	**10.22%**	**$269,502**



ZERO BASED BUDGET
INFORMATION TECHNOLOGY

Account Number	Description	Requested
00105050 510103 -	UNCLASSIFIED FULL TIME	150,941.00
	80% of MIS Director (Planning pays 20%) 80% of Network Administrator 100% Technology Support Technician	
00105050 524001 -	FICA	11,550.00
00105050 524302 -	RETIREMENT	23,609.00
00105050 524304 -	HEALTH INSURANCE	31,846.00
00105050 524305 -	DENTAL INSURANCE	2,041.00
00105050 524306 -	LIFE INSURANCE	468.00
00105050 530105 -	DATA PROC - WATER, LIBRARY, Q/	(110,057.00)
00105050 530704 -	OTHER EXPENSES	1,425.00
	CELL $750, ADT ALARM $675	
00105050 531004 -	OFFICE EQUIPMENT MAINTENANCE	142,592.00
	VISION CAMA $5150, IRONMAIL $4579, EMAIL ARCHIVE $3000, UCS SERVER MAINT $7060, APC BCKUPS $8200, PRINTER MNT $3000, ROUTER MNT $9320, ASA FIREWALL $690, FORMAX $348, RINET ISP $3960, CONTENT FILTER $3240, MUNIS SFTW LIC $32921, MUNIS HARDWARE $1300, WAN/LAN/GIS $18000, GIS SFTW $6000, MUNIS GUI $1860, MUNIS OSDBA $7348, MUNIS OS $1250, GRANICUS $13800, CRM $5000, ONLINE PERMITS $5166, ETHICSPOINT $1400	
00105050 550301-	OFFICE EQUIPMENT AND FURNITURE	5,000.00
	COMPUTER EQUIPMENT REPAIR/REPLACE ($5,000 network wide)	
	INFORMATION TECHNOLOGY	**259,414.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**259,414.00**

ASSESSOR
Linda L. Cwiek, Assessor

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

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

2012/2013 DEPARTMENT GOALS

Goal	**Vision reference**	**Timeframe**
Process tax roll (Goal 1)	Fiscal	Continuing
Explain assessments and appeal process (Goal 2)	Fiscal	Continuing
Update field cards on the web (Goal 3)	Fiscal	Continuing
Prepare for 12/31/2012 Revaluation (Goal 4)	Fiscal	Continuing
Encourage combination of sub-standard lots (Goal 5)	Environment	Continuing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Prepare and distribute reports pertaining to the 2012 tax roll (Goal 1) Respond to taxpayer questions and appeals of the 2012 tax roll (Goal 2) Update field cards on web (Goal 3) Prepare information for revaluation company (Goal 4)
SECOND QUARTER (10/1/12 to 12/31/12)	Prepare and mail all forms for the 2013 tax roll (Goal 1 and 2) Review sub-division and survey information for the end of year (Goal 1 and 5) Board of Review applications reviewed (Goal 2) Start Assessment Board of Review Meetings (Goal 1 and 2) Prepare sub-division information for revaluation company (Goal 4)
THIRD QUARTER (1/1/13 to 3/31/13)	Enter all permit data in the CAMA system for the 2013 tax roll (Goal 1 and 4) Process motor vehicle data for the 2012 tax roll (Goal 1) Update field cards on web (Goal 3 and Goal 4) Assist revaluation company with revaluation questions on new assessments (Goal 4)
FOURTH QUARTER (4/1/13 to 6/30/13)	Process tangible information for the 2013 tax roll (Goal 1) Finalize all real estate data (Goal 1 and 4) motor vehicle data, personal property data, exemption applications, and ownership information for the 2013 tax roll (Goal 1) Update field cards on web (Goal 3)

PERFORMANCE MEASURES

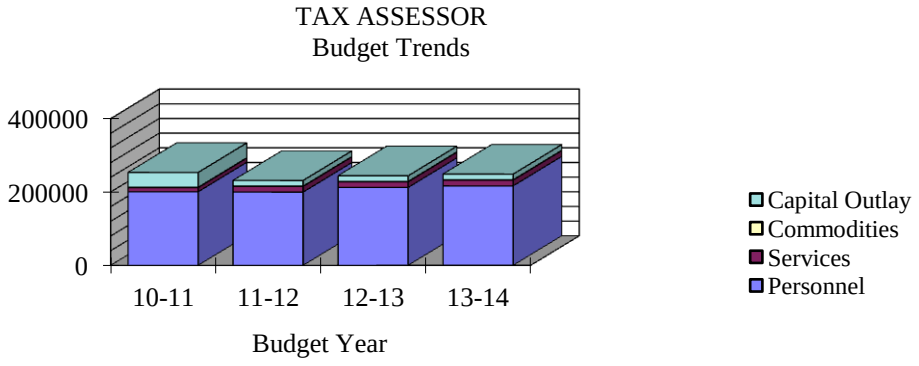
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Parcels	1	11,393	11,700	11,500	11,600
Lots eliminated	4	21	50	25	25
Field Review Real Estate	1	1,500	1,500	1,500	1,500
Land Evidence Records	1	1,200	1,200	1,200	1,200
Assessor Hearings	2	109	100	100	200
Board of Appeals	2	26	50	8	20
Motor Vehicles Processed	1	34,150	35,500	35,000	35,000
Tangible Accounts	1	1,300	1,350	1,400	1,400
Exemptions	1	3,300	3,700	3,400	3,500
Death & Probate	1	300	300	300	300
Supplemental Bills	1	44	50	40	50

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Tax Assessor	1	1	1
Clerk II	1	1	1
Clerk I	1	3/5	3/5
Total	3	2 3/5	2 3/5

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 11/12*
Field Lister/Appraiser	1	1	1
Total	1	1	1

Tax Assessment	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$200,810	$181,686	$199,873	$212,540	$12,667	6.34%	$216,790.80
Services	$11,219	$15,259	$15,300	$15,300	$0	0.00%	$15,606.00
Commodities	$1,174	$1,165	$1,225	$1,225	$0	0.00%	$1,249.50
Capital Outlay	$40,000	$30,000	$15,000	$15,000	$0		$15,000.00
Total	**$253,204**	**$228,110**	**$231,398**	**$244,065**	**$12,667**	**5.47%**	**$248,646**



ZERO BASED BUDGET

ASSESSOR

Account Number	Description	Requested
00106010 510101	CLASSIFIED FULL TIME	70,225
00106010 510103	UNCLASSIFIED FULL TIME	75,405
00106010 510104	UNCLASSIFIED PART TIME	13,000
	Field work for building permits and under construction parcels. Pricing of unpriced motor vehicles - large trucks & campers	
00106010 510107	OVERTIME	1,000
	Cover office at lunch & vacation (due to reduced clerical staff) & processing of motor vehicles and Tax Board of Review documentation	
00106010 524001	FICA	12,215
00106010 524302	RETIREMENT	22,777
00106010 524304	HEALTH INSURANCE	15,537
00106010 524305	DENTAL INSURANCE	1,647
00106010 524306	LIFE INSURANCE	434
00106010 524403	ASSOCIATION DUES	300
	One membership NRAAO $35 One membership RIAAO $35 One membership IAAO $200 One membership MAIAAO $30	
00106010 530103	POSTAGE	2,000
00106010 530605	RECORD MAINT	3,900
	Town's share of motor vehicle value commission budget. Web site hosting of field cards on Vision site	
00106010 530801	LEGAL ADS	100
	Elderly & disability exemption ads required by ordinance	
00106010 530805	REPORTS	800
	Tax roll binding. Motor vehicle work lists printed	
00106010 531004	OFFICE EQUIPMENT MAINTENANCE	800
	Fix printer & typewriter and copier maintenance	
00106010 531203	SUBSCRIPTIONS	700
	Marshall Swift Commercial Manual, NADA Motor Vehicle Pricing Guides, National Market Reports - Large Trucks, RI General Laws Section 7 Supplement, Dealers Cost Price Guide - American & Foreign Cars, Newspapers- Independent, Standard Used To Update Business Lists, Deaths, Real Estate Transactions	
00106010 531206	CONTRACTUAL SERVICES NOT OTHER	7,000

ZERO BASED BUDGET

ASSESSOR

Account Number	Description	Requested
	Have the businesses inspected by an independent company and create pricing tables - new businesses and those that do not report annually. If this is not done on an annual basis, would require a larger budget item every 3 years to cover revaluation of business accounts	
00106010 540101	OFFICE SUPPLIES	800
	Toner Cartridges, Typewriter Ribbons, Correction Ribbons, Envelopes, Scotch Tape, Pens, Pencils, Labels	
00106010 540102	PRINTED FORMS	425
	Print tangible forms - required to send forms to all businesses each December	
00106010 550701	REVALUATION	15,000
	Prepare for 2012 revaluation which must be paid 100% by Town	
	TOTAL ASSESSOR	**244,065.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**244,065.00**

GENERAL OPERATING

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

General Operating - Retirement Allowance Within this category is the account used for funding the payment of termination pay to retiring employees. Under collective bargaining agreements and the personnel rules and regulations, the Town is required to pay those employees who retire from service with the Town their accumulated vacation and sick leave up to a maximum amount as designated in their contracts as well as 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 R.I. Interlocal Risk Management Trust has been included as well with a partial offset coming from the Workers Compensation Reserve Fund which has been the process for the past few years.

General Operating - Utilities All costs for telephone, electricity, natural gas, heating fuel, water and street lighting for Town operations are allocated within this account. The maintenance for 154 hydrants at QDC is also incurred within this account.

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

General Operating	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$2,104,956	$1,797,740	$1,835,000	$1,842,156	$7,156	0.39%	$1,878,999
Services	1,490,362	1,541,329	1,453,795	1,554,385	$100,590	6.92%	$1,585,473
Commodities	$10,052	$9,566	$9,000	$9,500	$500	5.56%	$9,690
Capital Outlay	$0	$0	$0	$0	$0	0.00%	$0
Total	**$3,605,370**	**$3,348,635**	**$3,297,795**	**$3,406,041**	**$108,246**	**3.28%**	**$3,474,162**

The slight increase in the General Operating cost center reflects a 13% increase in retiree healthcare obligations. In an effort to keep the budget affordable, funding for the Health Insurance Reserve Fund to cover post employment benefits for retirees, has been reduced by $150,000.00. The Town will be issuing an RFP for TRUST Services to comply with GASB 43 requirements and, as such, it is important to continue to fund the accrued liability as calculated by our actuarial study. The funding as proposed does not reflect the recommendations of the study, however, it attempts to continue to fund the obligations of the Town.

A review of our employees indicates that Nine Police Officers, Twenty-five Firefighters, and Twenty-two Municipal workers are eligible to retire during fiscal year 2013. Accrued sick and vacation leave payout upon retirement will be expensed from the appropriated General Fund's Operating Budget due to the underfunding of the Special Revenue Fund. In 2012, the Town Council authorized a $50,000 appropriation to the Fund and the 2013 Budget Request is an additional $50,000. At this time, we do not have a current cost estimate on those eligible for retirement, however, it can be estimated at $30,000 per employee.

ZERO BASED BUDGET
GENERAL OPERATING

Account Number	Description	Requested
00107010 510206	TERMINATION PAY - UPON RETIREMENT	50,000.00
00107010 510207	INSURANCE RESERVE	200,000.00
00107010 524304	HEALTH INSURANCE	1,589,156.00
	Includes 30K for new potential retirees	
00107020 524303	UNEMPLOYMENT	2,500.00
00107020 530406	GENERAL INSURANCE	480,685.00
	Worker's Comp Premium Prop & Liabi Exces Liab Additional Exc Pollution, Bond, Comm Police Flood Insurance	
00107030 530101	TELEPHONE	160,000.00
00107030 530301	ELECTRICITY	215,000.00
00107030 530302	GAS	72,500.00
00107030 530303	FUEL OIL	117,500.00
00107030 530304	SEWAGE - $120.75/mo - QDC	1,450.00
00107030 530306	WATER AND ISDS EXPENSES	17,500.00
00107030 530307	HYDRANTS	87,750.00
	Town's agreement w/QDC to keep the hydrants maintained. This cost is based on 159 of hydrants - $7,204/mo	
00107030 531201	STREET LIGHTING $28,665 avg/month X 3%	350,000.00
00107040 524404	CONFERENCES/MEETINGS & TRAVEL	500.00
00107040 530103	POSTAGE	25,000.00
00107040 530703	OFFICE EQUIPMENT	7,500.00
	Copier Town Wide Service And Overage $8400 Printer Maintenance Manager $800	
00107040 530801	EMPLOYMENT ADS	3,000.00
	Advertising For Employment Account	
00107040 530924	DAVISVILLE LIBRARY	6,000.00
00107040 530925	WILLETT LIBRARY	4,000.00
00107040 531001	MOTOR VEHICLE MAINTENANCE & EX	1,500.00
	Repairs to Town vehicles assigned to Town Hall and Annex	
00107040 531206	CONTRACTUAL SERVICES NOT OTHER	5,000.00
	Paying Agent Fees $3,000 Other misc services Town wide (i.e. Personnel research, flu shots, surveillance for work related, background IACP) misc contract services (Town wide) Chamber of Commerce funding of Tourist Center $1750	
00107040 540101	OFFICE SUPPLIES	9,000.00
	Copy Paper and Supplies Town Stationery (letterhead/envelopes) Employment forms Central Supply Items for Manager's Office	
00107040 540108		500.00
	TOTAL GENERAL OPERATING	**3,406,041.00**
	TOTAL MANAGER'S REDUCTIONS	**0.00**
	TOTAL GENERAL OPERATING BUDGET	**3,406,041.00**

FIRE DEPARTMENT

Fenwick G. Gardiner Jr., 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 approximately 27,000 residents of the Town. The Fire Department is comprised of four staffed fire stations. The Department staffs five Fire Engines, two Advanced Life Support(Transport Rescues), one Command Vehicle(Deputy Chief) and one Fire Alarm Operator. Sixty Eight line personnel are assigned to four platoons to cover this mission.

The Fire Department administrative staff is comprised of the Chief, Fire Inspector and the Department Secretary. In addition, the Department operates an emergency-vehicle maintenance facility that services and repairs 27 motor vehicles, staffed by a Fire Mechanic and an Assistant Mechanic.

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Respond to all calls for service effectively and efficiently. (Goal 1)	Quality of Life Infrastructure	FY13
Continuation of the in service/on shift, training programs in Haz-Mat, Decon, Confined Space, Rope Rescue, RIT training, Marine Ops., IFSTA, EMS delivery and updates. (Goal 2)	Quality of Life Infrastructure	FY 13
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 13
Correct deficiencies identified in the Insurance Services Office (ISO) report. (Goal 4)	Quality of Life Fiscal / Infrastructure	FY 13
Continue with the State Wide Haz-Mat/Decon Team, training and response program. (Goal 5)	Quality of Life Environment Infrastructure	FY 13
Continuation of the Apparatus and Equipment Replacement Program. (Goal 6)	Infrastructure	FY 13-17
Maintain and improve Department programs, systems and equipment. (Goal 7)	Infrastructure	FY 13
Plan for a new Fire Station /Maintenance facility in the Quonset Point/Davisville Industrial Park. (Goal 8)	Infrastructure Economic Development	FY 13
Identify and implement many of the recommendations in the Matrix report (Goal 9)	Quality of Life Fiscal/Infrastructure	FY 13
Make improvements in programs of Public Education in North Kingstown school. (Goal 10)	Quality of Life	FY 13
Continue ICS and NIMS Training (Goal 11)	Quality of Life	FY 13

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Planning (Goal 1,2,3,4,6,7,8,9,10,11), Implementation (Goal 1,2,4,5,7,9,10,11), Training (ICS, NIMS, IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, RIT, Marine Ops.) (Goal 1,2,4,5,9), EMS continuing education program (Goal 1,2,7), CAD data entry (Goal 1,2,7,9), School facilities inspections (Goal 1,2,4,9,),Senior Citizen Fire Safety Program (Goal 7), Quarterly fire alarm system testing (Goal 1,3,7), Continuation of the Radio Box replacement program (Goal 1,3,7), Radio system maintenance (Goal 1,7), Update Department Rules and Regulations (Goal 1,2,7,9), Quarterly hose change (Goal 1,7), District Inspections (Goal 1,2,4,9), Apparatus Preventive Maintenance and Testing program (Goal 2)
SECOND QUARTER (10/1/12to 12/31/12)	Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Drafting Cisterns) (Goal 1,2,4,5,7,9), Annual hose testing (Goal 1,2,4,7), CAD data entry (Goal 1,3,7,9), Inspections and Pre Planning (Goal 1,3,4,9), Fire Prevention Education in the Schools (Goal 3,7,10), 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 & 3 (Goal 7), Apparatus Preventive Maintenance program (Goal 1,4,7,9), EMS continuing education program (Goal 1,2).
THIRD QUARTER (1/1/13to 3/31/13)	Planning (Goal 1,2,3,4,6,7,8,9,10,11), Implementation (Goal 1,2,4,5,7,9,10,11), Training (ICS, NIMS, IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Ice Rescue Training, SCBA Testing) (Goal 1,2,4,5,7,9), EMS continuing education program (Goal 1,2), Quarterly hose change (Goal 1,4,7), CAD data entry (Goal 1,3,7,9), Inspection of Commercial Facilities (Goal 1,4,7), 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 & 3 (Goal 1,2,7)
FOURTH QUARTER (4/1/13 to 6/30/13)	Planning (Goal 1,2,3,4,6,7,8,9,10), Implementation (Goal 1,2,4,5,7,9,10), Training (IFSTA, Haz-Mat, Decon, Confined Space, Rope Rescue, Marine Ops. (Goal 1,2,4,5,7,9), EMS continuing education program (Goal 1,2), District Inspections (Goal 1,2,), Quarterly hose change (Goal 1,4,7), SCBA Bench Testing (Goal 1,4,7), CAD data entry (Goal 1,3,7,9), Inspection of places of assembly and Town License holders (Goal 3), Annual Ladder Testing (Goal 4,7), Quarterly fire alarm system testing (Goal 1,3,7), Fire Alarm System Maintenance (Goal 4,7), Radio System Maintenance (Goal 1,7), Radio Box Replacement program (Goal 1,3,7), Seasonal Operation Marine 1 & 3 (Goal 1,2,7), Apparatus Preventive Maintenance program (Goal 1,4,7,9), Fire Prevention Public Education in the Schools (Goal 3,7,10)

PERFORMANCE MEASURES

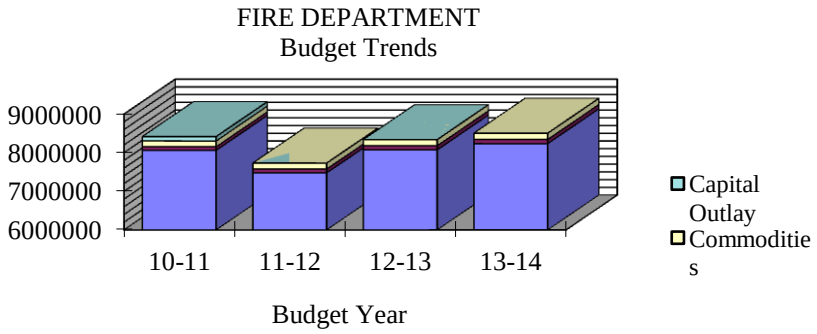
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Structure Fires	1,2	64	65	65	65
Brush Fires	1,2	44	44	44	44
Vehicle Fires	1,2	14	35	35	35
Other Fires	1,2	19	45	45	45
System Malfunction	1,2,3	174	350	350	350
Malicious/Accidental	1,2,3	334	385	385	385
Hazardous Condition	1,2	138	210	210	210
Service/Good Intent	1,2	1072	1520	1520	1520

Other	1,2	219	375	375	375
Mutual Aid Given	1,2	65	105	105	105
Mutual Aid Received	1	197	72	75	72
Medical Calls	1,2	2581	2620	2620	2690
MVA	1,2	294	370	370	370
Total Incidents		**5215**	**6196**	**6196**	**6266**
Residential Inspections	3	404	420	420	436
Commercial Inspections	3,9	415	425	425	431
Plans Review	3	386	400	400	405
Total Inspections		**1205**	**1245**	**1245**	**1272**

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Fire Chief	1	1	1
Deputy Fire Chief	4	4	4
Fire Captain	5	5	5
Rescue Captain	4	4	4
Fire Lieutenant	15	15	15
Rescue Lieutenant	4	4	4
Private/EMTC	40	39	31
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	77	76	68

Fire Department	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$8,062,953	$8,348,114	$7,477,854	$8,074,165	$596,311	7.97%	$8,235,648
Services	$92,468	$98,856	$100,960	$107,350	$6,390	6.33%	$109,497
Commodities	$149,569	$147,299	$150,800	$155,400	$4,600	3.05%	$158,508
Capital Outlay	$111,449	$1,259	$0	$0	$0	n/a	$0
Total	**$8,416,439**	**$8,595,528**	**$7,729,614**	**$8,336,915**	**$607,301**	**7.86%**	**$8,503,653**



FIRE DEPARTMENT
ZERO BASED BUDGET

Account Number	Description	Requested
00108030 510101	CLASSIFIED FULL TIME	3,969,357.00
00108030 510103	UNCLASSIFIED FULL TIME	92,850.00
00108030510104	UNCLASSIFIED PART TIME	7,940.00
00108030 510106	OUT OF RANK	24,975.00
	This account pays out of rank pay per section 3.25(d) of the Union Contract. This account works in direct proportion with the overtime and callback accounts. History accounts for the amount.	
00108030 510107	OVERTIME AND CALLBACK	988,860.00
	Combined callback and Overtime wages per the Union Contract	
00108030 510110	PAID TRAINING TIME	
	This account pays the wages for part time training personnel for a new recruit class, IFSTA, Rope Rescue, Confined Space, Haz-Mat/Decon, 7,500 and EMTC recertification training, 7,500.	30,000.00
00108030 510111	COLLATERAL PAY	25,000.00
	This account pays for part time personnel who work in Fire Prevention, Line Work, Radio Repair, Radio Box disconnects and other part time employment who use to receive time and one half and now receive straight pay as per section 4.1 of the Union Contract.	
00108030 510202	HOLIDAY PAY This account budget request is based on the contract with Local 1651 section 3.14	353,000.00
00108030 524001	FICA	420,140.00
00108030 524302	RETIREMENT	828,138.00
00108030 524304	HEALTH INSURANCE	1,163,141.00
00108030 524305	DENTAL INSURANCE	61,297.00
00108030 524306	LIFE INSURANCE	13,732.00
00108030 524307	UNIFORM ALLOWANCE	77,050.00
	Section 3.9 of the Union Contract 76 members at $1,150 each	
00108030 524401	TUITION & FEES	10,000.00
	Section 3.23 of the Union Contract requires for Union members to be reimbursed for College Credits $5,000 Continuation of project management training and Fire Apparatus Maintenance Certification Training as recommended by Matrix 5,000	
00108030 524403	ASSOCIATION DUES	1,185.00
	Membership and association dues to: NFPA 150.00 X 3 (chief, fire Marshall, training)	
	IAFC 200.00 (chief) Secretary of State (Notary) 80.00 IAAI 20.00 X 2	

	(Fire Marshall) FCOA 25.00 X 2 (D.C. Marshall) RIAFC 30.00 X 4 (Deputies) 75.00 (Chief) FCORI 25.00 x 2 (Fire Marshall, Deputy Chief) RIAFM 20.00 X 6 (Marshall, Chief, Assistants)	
00108030 524406	TRAINING EQUIPMENT	3,500.00
	Instructional media-manuals-books1800.00 Materials for outside testing 1500.00 , Training aids 200.00	
00108030 524408	TRAINING	4,000.00
	National Association of Dispatch Training and associated equipment 4,000.00	
00108030 530101	TELEPHONE Cellular phone service for the departments cell phones	9,380.00
	Town Manager, IT and EMA Director. 8,880.00 annual charges, 500.00 repair/replacement costs	
00108030 530103	POSTAGE	1,500.00
00108030 530104	RADIO SYSTEM	10,000.00
	Physio Control service contract for life packs 6,500.00 radio repair technician expenses 2,500.00 purchases of replacement radios. 1,000.00	
00108030 530106	ALARM SYSTEMS	500.00
	Material and equipment to maintain and repair the municipal fire alarm system as needed 500.	
00108030 530305	SOLID WASTE	7,960.00
	Rubbish removal for Stations 1, 2, 3, 5, Repair Shop.and Training contract with DPW 5,460.00 medical waste and oil disposal 2,500.00	
00108030 530602	PERSONNEL	2,610.00
	Employee Assistance Program 1800.00 Annual TB Testing. 810.00	
00108030 530604	MEDICAL SERVICES	2,800.00
	This account will cover the costs of physical exams for eight employees @ 350.00 per 2800.00	
00108030 531001	MOTOR VEHICLES MAINTENANCE & EQUIPMENT	45,000.00
	Maintenance and repair expenses associated with Fire Department vehicles. Service 7,500 commodities 37,500	
00108030 531002	CONSTRUCTION & OPERATING EQUIP	500.00
	Costs for repairs to department appliances as needed 500.00	
00108030 531003	COMMUNICATIONS MAINTENANCE	12,100.00
	All communications systems including intercoms, inter station telephones, alerting devices, sirens, etc. 1,000.00 sub-contracting of repairs 1700.00 Purvis maintenance contract 4,800.00 wireless air cards 2,160, Electronic Permitting Service 2,000	
00108030 531006	MAINTENANCE SAFETY EQUIPMENT	15,000.00
	Mandatory bench testing of all breathing apparatus. 5000.00 Annual testing of ground ladders, aerial. 1500.00 Annual testing of the bucket truck. 300.00 Test the air and air compressor for the SCBAs. 2000.00 Testing of CO2 air monitors 2000.00 Testing of Oxygen Bottles 1000.00 Testing of Fire Extinguishers 1000.00 Testing of Hurst Jaws 1500.00 Inspection of technical rescue gear 700.00	
00108030 540101	OFFICE SUPPLIES	2,500.00
	Supplies for computers, server, printers, general office supplies 2,500	
00108030 540102	PRINTED FORMS	1,500.00
	Department record keeping requirements mandated by RI Dept. of Labor, RI Dept of Health, Fire Marshall's Office 500.00 Department forms and stationary 1000.00	
00108030 540105	MINOR OFFICE EQUIPMENT	500.00
	Small office equipment for administrative offices 500.00	
00108030 540108	BOOKS & PUBLICATION	4,500.00
	The Contract calls for outside promotional testing this will require the purchasing of new books and study materials for promotional examinations as well as the tests 4,500 Books and materials for the Fire Marshals	

	programs 500.00	
00108030 540202	SAFETY EQUIPMENT	4,600.00
	Repair to firefighting protective equipment (coats, pants, helmets etc). 1500.00 repairs to SCBA equipment 2500.00 replacement of minor safety equipment 600.00	
00108030 540203	BADGES & EMBLEMS	
	Badges, collar pins and all insignias of rank 1,000.	1,000.00
00108030 540205	PERSONAL EQUIPMENT - TOWN ISSUE	15,000.00
	Replacement of firefighting gear as per Union Contract 15,000.00	
00108030 540309	FIRE SUPPRESSION CHEMICALS	2,000.00
	Firefighting foams, wetting agents and other extinguishing agents 2,000.00	
00108030 540312	RESCUE SUPPLIES	30,000.00
	Medicines 5,500.00 Supplies 19,000.00 Oxygen 3,000.00 Miscellaneous Expenses 2,500.00	
00108030 540401	GASOLINE & DIESEL FUEL	68,700.00
	20,000 Gallons diesel at 2.85 per gallon 4,500 Gallons gas at 2.60 per gallon	
00108030 540402	LUBRICANTS	2,800.00
	Oil, grease and fluids for department vehicles 2,800.00.	
00108030 540403	TIRES	7,800.00
	Replacement tires for department vehicles 10 tires for Fire Engines 4000.00, 6 tires for Rescues 1,800.00, Tires for cars and other tire repairs 1,200.00. Tires for boat trailers 800.00	
00108030 540404	BATTERIES	2,500.00
	All batteries including. Vehicle, portable radios, lifepacks SCBA, confined space equipment and thermal imaging camera 6 batteries for Engines 900.00 8 batteries for Rescues 800.00 portable radio batteries 500.00 miscellaneous batteries 300.00	
00108030 540406	REPAIR PARTS	500.00
	Parts to repair department tools, and minor equipment 500.00	
00108030 540501	BUILDING REPAIR MATERIALS	4,500.00
	Minor costs for building maintenance for all Fire Department buildings 4,500.00	
00108030 540509	JANITORIAL SUPPLIES	5,000.00
	Janitorial supplies for all stations and maintenance 5,000.00	
00108030 540701	HAND TOOLS	2,000.00
	Purchases of tools and equipment for department apparatus, fire nozzles, fittings, hand lights, other fire or rescue tools 2,000.00	
	TOTAL FIRE	**8,336,915.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**8,336,915.00**

POLICE DEPARTMENT
Thomas J. Mulligan, Chief of Police

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

Department Description

Forty-five sworn personnel currently staff the North Kingstown Police Department: the Chief of Police and forty-four officers of various ranks. The patrol ranks are divided into four squads of six patrol officers and two supervisors, consisting of a Sergeant and Lieutenant. The patrol officers work one of two 12-hour shifts, which start at 7AM to 7PM or 7PM to 7AM. Two squads are assigned to each shift, providing 24 hour 7 days a week of coverage to the Town of North Kingstown. One patrol officer is assigned as a School Resource Officer to the North Kingstown High School; another is assigned as a DARE Officer to the Town's elementary school. Remaining police personnel are assigned to various administrative positions; to include Prosecutions and or the Detective Division, which consists of 5 detectives including the Detective Lt. Commander; a Detective Sergeant and a civilian secretary staff the prosecution office. Civilian support staff includes three full-time dispatchers, three part-time dispatchers (16 hrs wk), three secretaries, one clerk, one custodian and one mechanic. Animal Control and Harbormaster staff includes: one Animal Warden, one assistant Animal Warden, a part-time Harbormaster a part-time Assistant Harbormaster and a part-time Harbor Clerk.

The Police Department operates from the police and fire headquarters building located at 8166 Post Road; the Animal Control Division operates from the Animal Shelter building located at 395 Hamilton Allenton Road. The Harbormaster maintains a patrol boat berthed at the Town Dock located at the end of Main Street with an office located at police headquarters. The Police Department maintains a fleet of twenty-four vehicles. Vehicle configuration consists of twelve-marked patrol vehicles equipped with moving radar units, and mobile data terminals, as well as nine unmarked vehicles. Included in the vehicle assignments are two vans for use by Animal Control and a utility pick-up for Harbormaster, in addition to one patrol boat.

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
G1. Respond effective and efficiently to calls for service	Quality of Life Financial	Evaluate Quarterly
G2. Respond proactively to identify community public safety needs.	Quality of Life Org. Development	Evaluate Quarterly
G3. Maintain programs and services, including DARE, Bike Patrol, and Senior Citizen Advocate.	Quality of Life Org. Development	Evaluate Semi-Annually
G4. Emphasize employee development through critical evaluation, education, training and discipline.	Organizational Development	Evaluate Semi-Annually
G5. Maintain department equipment, systems and facilities.	Organizational Development	Continuous Evaluation
G6. Maintain and improve customer service initiatives.	Quality of Life Org. Development	Evaluate Quarterly
G7. Respond proactively to traffic enforcement needs and traffic management issues in the community.	Quality of Life Org. Development	Evaluate Semi-Annually
G8. Effective and efficiently investigate and prosecute all reported or known criminal offenses.	Organizational Development	Annually
G9. Offer education programs to citizens that foster crime prevention awareness	Org. Development	Evaluate Semi-Annually
G10. Effectively and efficiently plan and organize to meet the public needs of the various community events and do so in a manner which preserves the quality of life for the residents.	Quality of Life	Evaluate Quarterly

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	G1: Respond to calls for service. Assign directed patrols to identified areas of concern. Animal Control service to community. G2: Proactive response to public safety needs. Review of bus stops in preparation for new school year. Patrol coastlines, harbor, mooring fields, marinas, and inspect mooring fields. G3: Preparation and organization of DARE and SRO for upcoming school year. Bike Patrol to identified and or designated areas as available. G4: Employee development to include in service training, RIMPA, Roger Williams University, Roll-call training. G5: Preparation and review of bid specifications for any purchases – continuous review. G6: Review of customer service practices. G7: Assignment of traffic posts to designated areas of concern. Commercial Enforcement Unit deployment – Quonset / Davisville (Route-403). Juvenile Hearing Board – review and maintain contacts for summer months, prepare for the new school year. G8: Investigation and prosecution of crimes. Review of pen and or pending investigations. Municipal Court as directed and assigned. G9: Traffic Enforcement Programs – reviewed for deployment, GRANT funding status. Review status for Citizens Police Academy. G10: Finalization of 4th of July, Wickford Art Festival, Quonset Air Show (RI Air National Guard) – planning and review finalized. Richard Smith's Castle – review of events; Road races in community – include 5K's, triathlons and bicycling events.
SECOND QUARTER (10/1/12 to 12/31/12)	G1: Response to calls for service. Assignment of directed patrols to identified areas of concern. Animal Control services to community. Prepare for the conclusion of Harbor Division season, winterization and storage of patrol boat and equipment. G2: Capitol improvement plans and operating budget work and preparations for Police / Harbor / Animal. Business and Commercial districts: review of patrol assignments for extra patrol – holiday season. G4: Personnel training on-going – police officer handgun recertification. G5: Department equipment, systems and facility, prepare specifications for the replacement of department vehicles. Mooring inspections – document and replace as needed. G6: Maintain customer service. G7: Traffic enforcement continues – special attention due to holiday season. G8: Investigation / Prosecution of crime and criminal offenses continue. G10: Planning and Organizing community events – Festival of Lights, Tree Lighting, Richard Smith's Castle – holiday patrols and pedestrian traffic (Wickford village).
THIRD QUARTER (1/1/2013 to 3/31/2013)	G1: Respond to calls for service. Animal control services to community. G2: Alcohol / Tobacco compliance checks. Directed patrols – weather dependent. Budget preparations continue – Police / Harbor / Animal Control. G3: DARE preparation and classes continue. G4: Breathalyzer certifications, in-service training continues. G5: Police vehicle specifications finalized. Maintenance and inspection of mooring. Mooring permits issued, accounts reviewed, lists updated and rotated as necessary. G6: Maintain customer service. Annual review of civilian complaints, Internal Affairs and annual reports. G7: Traffic enforcement – review of upcoming programs, Click-it or Ticket, other

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/13 to 6/30/13)	traffic related initiatives. G8: Investigate and prosecute criminal activity as necessary. Municipal Court calendar received and reviewed for upcoming year G10: Planning and organizing of community events – Wickford Art Festival (permitting begins), Wickford Regatta – permitting (Town Beach), Quonset Air Show. G1: Response to calls for service. Assignment of directed patrols. Patrol Boat – cleaning, painting and launching of new season, billing of moorings continues. G2: IMC review of reports. Budget review continues in preparation of adopting final budget. G3: Bike Patrol / Commercial Enforcement / Traffic Enforcement – Click-it or Ticket, and other traffic enforcement programs reviewed for deployment. DARE and SRO assist in closing out school year, review of potential summer programs vs. return to patrol duty. G4: Employee Development and training – Employee evaluations, Firearms qualifications. Continuous review of available training provided through RIMPA / Roger Williams University and other accredited services. G5: Equipment and facility review for end of fiscal year. Budget review of account activity. RADAR units receive annual recalibration. G6: Review of customer service practices. G7: Traffic Enforcement – Click-it or Ticket, Seatbelt Safety, Commercial Enforcement, and other traffic initiatives reviewed and deployed as much as possible. G8: Prosecution / Traffic Court / Municipal Court – enforcement continues, assigned as necessary. G9: Community watch programs – program reviewed, refresh or re-establish contact (personnel permitting). Citizen Police Academy – review for potential session (funding). G10: Planning and organizing community events continue to be reviewed. Planning for late fall winter events begin to be received – reviewed as received.

PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
POLICE					
Calls for Service	G1,2,8	30,111	31,000	29,100	31,200
Incident Reports	G1,2,8	2,808	3,100	2,800	2,900
Arrests	G1,2,7,8	970	925	875	900
Prosecutions	G1,2.7.8	5,395	5,230	4,930	5,400
Traffic Accidents	G1	1,104	980	1,000	1000.
Citations	G1,2,7	4,637	5,000	4,700	4,700
Miles Patrolled	G1,2,3,7	430,000	430,000	430,000	430,000
Education	G4	1,100	1,500	1,800	1,800
ANIMAL CONTROL					
Impounded	G1,2	229	150	150	150
PTS –Inj./Sick	G1,2	11	15	15	15
PTS-Euthanized	G1,2	1	5	5	5
DOA (Domestic)	G1	30	25	20	20
DOA (Wildlife)	G1	62	30	50	50
Calls for Service	G1,2	836	846	900	900

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
HARBOR					
Moorings Billed	G10	761	761	761	761
Com. Dock Billed	G10	35	35	35	35
Boat Patrol Hours	G1,2	725	800	760	800

PTS= Put to sleep

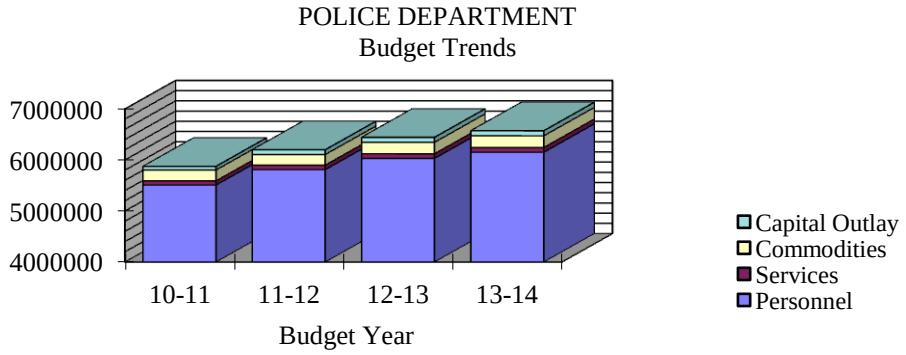
Info. Source = Animal Control (Police Department IMC / Animal Control record books).
Harbormaster database and miscellaneous records.
Police Department – Information Management Corporation (IMC).
Prosecution – includes docket numbers (Court issued), citation numbers, (not included are Juvenile FC petitions, outstanding warrants).

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*BUDGET 12/13*
Chief of Police	1	1	1
Secretary	3	3	3
Clerks-Record .Div @PG-14	1	1	1
Mechanic	1	1	1
Custodians	1	1	1
Training Officer-Sergeant	0	0	0
Training Officer-Patrol Officer	1	1	0
DARE Program Officer	1	1	1
Captain – Administrative Div.	1	1	1
Captain – Operations Div	1	1	1
Captain – Prosecutions Bureau	1	0	0
Detective Sergeant – Prosecutions	0	1	1
Computer Services / Comm. Sergeant	1	0	0
Computer Services / Comm. Officer	0	1	1
Detective Lieutenant	1	1	1
Detective - Juvenile Officer	1	1	1
Detective – Investigations	4	3	3
Lieutenants – Operations Div	3	4	4
Sergeants – Operations Div.	4	4	4
Patrol Officers	28	24	25
School Resource Officers	1	1	1
Dispatchers (Police)	1	0	0
Dispatchers (Municipal)	2	3	3
Animal Warden	1	1	1
Assistant Animal Warden	1	1	1
Harbormaster	1	1	0
Total	**61**	**57**	**56**

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*ADOPTED 12/13*
Clerical Assistant/Part-time	0	0	0
Dispatchers (Municipal) part-time	3	3	3
Harbormaster	0	0	1
Assistant Harbormaster	2	2	1
Harbor Clerk	0	0	1
Total	5	5	6

Police	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$5,509,881	$5,681,830	$5,812,044	$6,031,745	$219,701	3.78%	$6,152,380
Services	$82,370	$88,460	$89,057	$91,602	$2,545	2.86%	$93,434
Commodities	$212,326	$212,002	$207,100	$224,050	$16,950	8.18%	$228,531
Capital Outlay	$70,882	$88,757	$92,000	$96,000	$4,000	4.35%	$97,920
Total	**$5,875,459**	**$6,071,049**	**$6,200,201**	**$6,443,397**	**$243,196**	**3.92%**	**$6,572,265**



ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
00108040 510101	CLASSIFIED FULL TIME	88,318.00
	Salary for two (2) department employees Animal Warden (1), Assistant Animal Warden (1)	
00108040 510107	OVERTIME	5,000.00
	Overtime wages for emergencies, callback for cleaning the building and feeding animals on holidays and while staff is on vacation, days off or sick leave. The department runs with two employees. The feeding and cleaning of the animals and building are a daily requirement resulting in the need for overtime.	
00108040 524001	FICA	7,140.00
00108040 524302	RETIREMENT	13,813.00
00108040 524304	HEALTH INSURANCE	19,423.00
00108040 524305	DENTAL INSURANCE	1,269.00
00108040 524306	LIFE INSURANCE	334.00
00108040 524307	UNIFORM ALLOWANCE	700.00
	Uniform allowance for the Animal Warden and one Assistant Animal Wardens. Each employee receives $350 per the CBA for a total of $700.	
00108040 530103	POSTAGE	0.00
	Postage for animal control correspondence. Animal control personnel have to send letters out periodically to people who have animals locked up or who may be involved in hearings for things such as a vicious dog. FY13 Eliminated. To be paid by Police Department.	
00108040 530203	VEHICLE REGISTRATION	0.00

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	Registration of Animal Control vehicles. FY13 Eliminated. To be paid by Police Department.	
00108040 530305	SOLID WASTE	1,911.00
	Trash pickup at pound - bid contract negotiated within the Department of Public Works. The amount is determined by terms of the contract. FY13 Unchanged.	
00108040 530604	MEDICAL SERVICES	250.00
	Medical coverage for employee pre-exposure vaccinations not covered by Medical insurances. These vaccinations are primarily for rabies. The cost to have the series of shots for rabies for one employee is $175 and a booster is approximately $50.00	
00108040 531001	MOTOR VEHICLES MAINTENANCE & E	1,000.00
	Maintenance and repair for two (2) division vehicles. Both animal control vans are in excess of 90,000 miles. Account provides for the police department mechanic to have sufficient funds to keep the vehicles in working condition and to pay for any necessary repairs during the year. This account would pay for any parts that need to be replaced such as batteries, generators, alternators, transmissions.	
00108040 531206	CONTRACTUAL SERVICES NOT OTHER	4,000.00
	Veterinary services for impounded animals. This account pays for veterinary care at the North Kingstown Animal Hospital. Amount decreased – due to continued support form Friends of the Pound. Due to some payments to NKAH provided by Friends of the Pound account expenditures may vary.	
00108040 540101	OFFICE SUPPLIES	0.00
	Office and computer supplies for the pound. These supplies are purchased at the beginning of the fiscal year from central supply. Additional supplies have been supplemented from Police Department.	
00108040 540204	UNIFORM REPLACEMENT	100.00
	Replacement of uniform items damaged on duty. Animal Control employees are handling animals on a daily basis, including clean-ups. Funds required for the replacement of uniforms damaged during course of duty, (CBA).	
00108040 540302	ANIMAL FOOD	2,500.00
	Funding for this account is utilized for cat litter, dog and cat food for impounded animals. Decreased by 500. – Food supply supplemented by donations.	
00108040 540401	GASOLINE & DIESEL FUEL	2,000.00
	Fuel for two (2) division vehicles, which in total travel approximately 25,000 miles per year. FY11 approximately 885 gallons. (Fuel 3.00)	
00108040 540403	TIRES	600.00
	Tires for two (2) division vehicles. Amount budgeted is based upon 100. cost for each tire. Tires are replaced as needed, to include snow tires.	
00108040 540509	JANITORIAL SUPPLIES	750.00
	Pound cleaning supplies and toilet paper and paper towel supplies. Cleaning supplies necessary for sanitary purposes with having to maintain a clean building and animal cages. (Central Supply)	
00108040 540801	COMMODITIES NOT OTHERWISE CLASS	0.00
	Rabies clinic expenses, specialized equipment, water bowls, miscellaneous items. Account may be used for unexpected costs related to shelter. FY13 Funds eliminated.	
TOTAL ANIMAL	**CONTROL DIVISION**	**149,108.00**
00108060 510103	UNCLASSIFIED FULL TIME	0.00
00108060 510104	UNCLASSIFIED PART TIME	33,770.00
00108060 510107	OVERTIME	0.00
	No funding requested.	

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
00108060 524001	FICA	2,585.00
00108060 524302	RETIREMENT	0.00
00108060 524304	HEALTH INSURANCE	0.00
00108060 524305	DENTAL INSURANCE	0.00
00108060 524306	LIFE INSURANCE	0.00
00108060 530103	POSTAGE	700.00
	Harbor Division correspondence and billing. Harbor Division is expected to send out the following correspondence during FY13; Mooring bills 800; Stickers 800; Commercial fishing notifications 100; monthly Harbor Management packages (7-10) at 20. per month; follow-up letter 200; Waiting list 200 pieces (some certified mail); various pieces mail, notices and correspondence 200 pieces.	
00108060 531003	COMMUNICATIONS MAINTENANCE	500.00
	Radio equipment maintenance and repair as necessary. FY13 No cellular phones.	
00108060 531005	BOATS & EQUIPMENT MAINTENANCE	2,000.00
	Maintenance and repair of division boat & equipment. Costs associated with maintenance schedule to insure longevity of equipment. For FY 13: Oil changes $900, Motor Service $800, Replacement costs $600.	
00108060 531206	CONTRACTUAL SERVICES NOT OTHER	2,400.00
	Miscellaneous services from local boat yards including removal of abandoned boats, maintenance of five (5) transient moorings and seven (7) speed buoys. Annual training for Division staff including part-time employees. FY 13: Mooring / Speed buoy services 1,500. Fee includes annual removal, replacement and inspection of equipment related to each mooring and speed buoy by dive services – a two (2) person crew. Cover potential replacement of parts used to secure items to bay floor, in addition to resetting equipment / tackle that may have moved or shifted as a result of storms.	
00108060 540102	PRINTED FORMS	450.00
	Printing of mooring stickers, boarding forms, mooring inspection forms, violation notices and informational brochures. For FY 13: Printing Mooring stickers $350 Other printing $100.	
00108060 540204	UNIFORM REPLACEMENT	0.00
	Replacement and issue of uniforms for personnel (3) may include rain gear and related equipment. Uniform consists of "polo" type shirt.	
00108060 540401	GASOLINE & DIESEL FUEL	2,500.00
	Fuel and oil injection additive for patrol boat. Based upon history of account, patrol hours and anticipated fuel costs, (four months).	
00108060 540406	REPAIR PARTS	300.00
	This account pays for tools, dock repairs and life rings for a total for FY13 of $300. No increase sought for this account.	
00108060 540407	PAINT & EMBLEMS	200.00
	This account is used to power wash and paint the patrol boat and replace markings prior to putting the boat back in the water. Lettering and numbering of speed buoys (as needed).	
00108060 540505	SIGNS & MARKERS	0.00
	To be reviewed at the end of FY 13 for replacement. No funding requested this fiscal year.	
00108060 540801	COMMODITIES NOT OTHERWISE CLASSIFIED	0.00
	Batteries, flashlight, hand tools and miscellaneous supplies needed such as rope. No funding FY13.	
00108060 550701	OTHER CAPITAL OUTLAY	0.00
	No funding requested in this account. Replacement plan will include potential replacement of boat and boat motor (five year plan) in FY2013.	
TOTAL HARBORMASTER DIVISION		**45,405.00**
00108120 510101	CLASSIFIED FULL TIME	3,313,884.00
	Salaries for all police department employees, excluding Chief of Police	

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	and part-time personnel.	
00108120 510102	CLASSIFIED PART TIME	47,295.00
	Wages for (3) part-time dispatcher positions, which were previously categorized as non-classified. Part-time dispatchers work (16) hours per week.	
00108120 510103	UNCLASSIFIED FULL TIME	
	Salary for the Chief of Police	92,850.00
00108120 510104	UNCLASSIFIED PART TIME	1,500.00
	Wages for part-time Community Service Officers. CSO's are civilian traffic officers who are normally paid by the companies who hire them for traffic safety. This account is used when a CSO is paid for a civic (Town) detail, such as fireworks.	
00108120 510107	OVERTIME	305,252.00
	This account pays overtime wages for all employees. The patrol division of the police department operates on 12 hour shifts, while detectives and administrative staff operator on 8 hours work days. The patrol division of the police department has a minimum manning requirement for each shift. The day shift (7AM to 7PM) is required to maintain a minimum of four patrol officers and one supervisor at all times. The night shift (7PM to 7AM) is required to have a minimum of five patrol officers until midnight, at which time manning may go to four patrol officers; at all times retaining a minimum of one supervisor. Anytime a vacancy is created (manning below the indicated level) an overtime position is created. This account is also used to cover overtime associated with training, back fill for training and schools, Bike Patrol, Truck Squad, Honor Guard (parades), traffic detail, security, election polls, TEAR. Deployment of police programs and or assignments will be dependent on the available OT funds.	
00108120 510201	COURT FEES	20,000.00
	When police officers are required to be present as witnesses in any of the following courts-Federal, Superior, District, Family or R.I. Traffic Tribunal they are paid overtime (Contractual 4 hour minimum) for their appearance unless they are already scheduled to work.	
00108120 510202	HOLIDAY PAY	
	Holiday wages for police personnel per collective bargaining agreement.	257,315.00
00108120 510206	TERMINATION PAY – UPON RETIREMENT	0.00
00108120 524001	FICA Base: Holiday OT (FICA): Overtime (FICA)	326,450.00
00108120 524302	RETIREMENT	635,290.00
00108120 524304	HEALTH INSURANCE	699,004.00
00108120 524305	DENTAL INSURANCE	38,479.00
00108120 524306	LIFE INSURANCE	10,614.00
00108120 524307	UNIFORM ALLOWANCE	68,200.00
	Contract required Uniform Allowance for 45 current police officers, including Chief of Police, and 2 support staff (mechanic and custodian). Police $1,500. Other $350.	
00108120 524401	TUITION & FEES	30,000.00
	Payment for tuition, books, supplies and fees for police offices enrolled in college law enforcement degree programs as provided for in RIGL 42-28.1 State mandate and collective bargaining agreement. Amount requested is based on estimates submitted by 6 officers indicating their intentions to continue their education, Undergraduate or Graduate studies. The total number of potential classes (Undergraduate / Graduate) is 24 at an estimated 1500. per class. The potential cost is 36,000; however only $30,000 is budgeted based on historical date.	
00108120 524403	ASSOCIATION DUES	2,760.00
	Professional association dues for Chief of Police, Training Officer, Firearms Instructors, Detectives (Fraud Investigator Assoc.), FBI National Academy. FY13 Annual Accreditation Rhode Island Police Accreditation Commission 2,000; Police Chief (IACP) 120; Chief Assoc RI 100, Chief Assoc (Sec) 25; RAD (2) 100; RI Crime Lab (1) 15; NESPIN 100; IACP Net 200; FBINA 100.	
00108120 524404	CONFERENCES/MEETINGS	0.00

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	Attendance at professional meetings and conferences by Chief of Police and other administrative staff. (Chief of Police Conference) FY13 Expenses eliminated for this year.	
00108120 524405	TRAVEL AND EXPENSES	1,000.00
	Mileage reimbursement for court appearances, training and other necessary use of personal vehicles – EZ Pass, and parking fees. Mileage rate .485, Wakefield (Court) $9., Providence (Court) $12. – computed as a set rate for round trip.	
00108120 524408	TRAINING	9,500.00
	Funding for in-service training for all department employees. The funding in this account pays for those administrative fees directly related to the various training institutions. May include boarding and meals, if required. Officers are trained as trainers and return to department to instruct fellow officers in a particular subject, such as handcuffing, weapons qualifications, EVOC – emergency vehicle operation course, tactical training. Costs in this account also reflect re-certification and maintenance in the specific areas of training – maintaining proficiency level. The account pays for training fees only, does not include salary of attending personnel.	
00108120 530103	POSTAGE	2,750.00
	Postage fees for department correspondence, to include postage machine and maintenance. Includes all certified mailings related to criminal case, in addition to bad check complaints, alarm ordinance violation notices, attorney correspondence, Sex Offender community notifications. Account may also include items for Animal Control and Harbor Division.	
00108120 530203	VEHICLE REGISTRATION	25.00
	The department pays $5 to the registry for transfers and registration of department vehicles (trailers).	
00108120 530305	SOLID WASTE	6,000.00
	Trash pickup at headquarters. The trash pickup is awarded via a bid contract handled by Public Works.	
00108120 530604	MEDICAL SERVICES	2,000.00
	Physicals for department applicants. This account is also used for any job related counseling of fitness for duty evaluations. This account also pays for a yearly recurring fee of approximately 100. for an officer who retired with a job related eye injury. Psychological Evaluations – 400. per; Physical Examinations 145. per.	
00108120 530605	RECORD MAINT DATA PROCESSING	31,000.00
	Repair and replacement of computer equipment, non-staff technical and or diagnostic support as needed. Computer supplies such as paper, printer cartridges, ribbons, service fees, licensing fees, and maintenance costs for Records Management System (IMC), mobile data message switch software. FY13 anticipated WB Mason – toner cartridges, repair kits 2,500; Xerox Copier (2) Maintenance contract 1,785. (include Parts, Toner, Labor and supplies – no paper); Battery backups 1500.; IMC Maintenance Contract 14,295.; Security Cameras / Computer replacement 3,500.; Hardware support, maintenance of Mobile Data Terminals (MDT 13) to include printers, cables and connections 7000.; Records Management (old systems) 1,200.; GOTO MY PC 466.20; TOTAL 32,246.	
00108120 530704	OTHER RENTALS	5,500.00
	This account is used to pay for a promotion exam for Sergeant, Lieutenant and Captain. In addition to new-hire examinations. Additional fees may include stenographers, transcripts for Internal Affairs investigations and transcribing materials for prosecution – as necessary. FY13 ill include examinations for all three ranks, (McCann Assoc), text booklets 50. (18) per candidate, customized service fee 1,450. per test (3), shipping and handling 30. (3).	
00108120 531002	CONSTRUCTION & OPERATING EQUIP	0.00
	Maintenance and repairs for department equipment. FY13 No funding requested.	
00108120 531003	COMMUNICATIONS MAINTENANCE	23,000.00

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	Maintenance and repair of radio system, to include two dispatch consoles; three (3) off-site receivers, approximately 65 police radios (portables and mobile units) to be maintained, to include battery, antenna, parts replacement and technical support. Account includes 10 cell phones (Sprint/NEXTEL) for Detective / Command staff 5,1000; CODE RED Emergency Notification System 2,500.; CYBER COMM (Parts/Repairs) 4,000.; CYBER Service Contract 3,600.; IKON Office Service contract 300; Battery replacements (APC) 500.; Verizon MDT connections (IP addresses) (750 x 12) 9,000. Total 24,500.	
00108120 531004	OFFICE EQUIPMENT MAINTENANCE	750.00
	Maintain Pitney Bowes automatic postage machine repair and upgrade $300. Detective Division equipment maintenance (breathalyzer, Livescan – fingerprints) 400.	
00108120 531206	CONTRACTUAL SERVICES NOT OTHER	7,816.00
	Arbitration expenses, notary public renewals (80 per), Department of Health evidence processing fees, fingerprint processing fees (State Mandate). It is anticipated, based upon previous history that the Police Department will incur fees for fingerprints related to: childcare, nursery school employment, DCYF adoption and foster care, group home and residential care (Prospective Corp), RI Training School. Approximately 300 persons will be processed at potential cost of $9,000. GUARDIAN TRACKING – personnel management system, annual renewal (service contract) 816.	
00108120 540101	OFFICE SUPPLIES	4,000.00
	General office supplies and materials. WB Mason office supplies – file folders, CD discs, batteries, labels, hand sanitizers, manila envelopes, cassette tapes, evidence bags, binders, DYMO labels, photograph supplies, batteries, CD, memory cards.	
00108120 540102	PRINTED FORMS	1,500.00
	Printing of department envelopes, stationary, manuals, forms. Purchases include police department stationary, accident reports, walk in lobby complaints, no parking signs, and other forms. Printed forms also include training manuals for all personnel – as needed. Account is also used to fund ads for Level III Sex Offenders.	
00108120 540106	PRINTING & DUPLICATING SUPPLIES	1,000.00
	Police Department photography supplies, video supplies and processing related to Detectives. Payment for transcribed videotape, recorded interviews of defendants, victims, and witnesses involved in major cases. Account also utilized to duplicate above materials or like materials for legal defense council as part of criminal discovery process.	
00108120 540108	BOOKS & PUBLICATIONS	2,750.00
	Annual Rhode Island General Law supplements, recent court decision, bulletins, physician's desk reference, and professional publications. Lexis Nexis $2,100.; Providence Journal $125.; SRT News / Independent $60.; MYRON / Misc. $400.; NKHS $60.; Detective references and publications 150. TOTAL 2,895.	
00108120 540205	PERSONAL EQUIPMENT-TOWN ISSUE	10,000.00
	This account is used for police academy uniforms, initial issue uniform and associated equipment for new hires, uniforms for community service officers, honor guard, bike patrol. Initial gear include uniforms (two summer / two winter) gear include: uniforms, jackets (winter and summer), ties, rain jacket, gun belts, shoes and hats, bullet proof vest, badges and name tag, handcuffs. It is anticipated that one new hire will be needed in FY 13 to cover potential retirements. Additional replacements to be held to minimum. Account also covers replacement of uniforms damaged in line of duty.	
00108120 540301	PRISONER FOOD	1,000.00
	Food for prisoners being held at headquarters.	
00108120 540307	AMMUNITION	8,500.00

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	Ammunition and supplies for firearms training and qualifications as required by RIGL 11-47-17.1. This account is used to purchase all of the departments' ammunition for handguns, shotguns, patrol rifles and TASER. Each police officer is issued approximately 50 rounds of duty ammo, in addition to duty ammo being supplied within each police vehicle. Each police department is required to supply a new Police Academy Recruit with 2000 rounds. Police Department qualifications occur twice a year – 45 personnel, approximately 100 rounds each time. Costs: 40 cal Win Ammo (500 per case) $132; 223 (Ball Ammo / 1000case) $399; 40 cal Win Duty Ammo $169; targets $40 per case; shotgun slugs (50 per case) $137.95; 223 (Duty Ammo) $179.95; TASER cartridges 60 ct @ 18.97 for total $1138.	
00108120 540310	MEDICINES & DRUGS	200.00
	Emergency medical equipment, Gunshot wound kits (2), HIV protective equipment biohazard protection and cleanup – maintained within police vehicles. Equipment evaluated and checked for expiration, replaced as needed. (12 police vehicles at cost of $20)	
00108120 540312	MEDICAL SUPPLIES	500.00
	Biohazard materials and equipment from North Kingstown Central Supply – first aid kits for patrol vehicles (12), rubber gloves for prisoner handling and processing of crime scenes.	
00108120 540401	GASOLINE & DIESEL FUEL	133,000.00
	Gasoline for departments' fleet of vehicles. Review of expenditures, cost of gallon estimated at 3.39 per gallon x 38,000 = 132,620. HISTORY FY08 gasoline usage of 40,763.93. FY09 gallon usage 38,480.03. FY10 35,899.48. FY11 43,235.22 FY12 YTD 17,346.23. Gasoline and Diesel usage includes fuel used for vehicles on Construction details.	
00108120 540402	LUBRICANTS	1,200.00
	We purchase motor oil for our fleet of 23 vehicles. We order approximately 165 gallons (3x 55 gal.) of oil at approximately $400. per barrel. Other necessary fluids, such as grease, antifreeze, washer fluid.	
00108120 540403	TIRES	9,000.00
	Regular tires and snow tires for department fleet, disposal fees. FY13 maintenance of 23 police vehicles (marked, unmarked), plus detail vehicles. The price is approximately $110 per tire (pursuit rated tires).	
00108120 540406	REPAIR PARTS	34,000.00
	Repair and replacement parts and glass for 23 police department vehicles. The marked fleet of police vehicles operates 24 hours a day and driven under emergency conditions in emergency response situations. Repairs include wiper blades, brake pads, rotors, starters, alternators, batteries, tie rod ends, steering shafts, rear axles, front cross frames, transmissions, engines, wheels (rims). Yearly vehicle replacement has been reduced to 3 vehicles, mileage at time of replacement approximately 120K. Account also covers repairs to other support equipment – two speed trailers, Harbor Master pickup, Detective UC vehicles (2). NOTE: Vehicles damaged as a result of motor vehicle accident – insurance deductible (2,500.) covered by this account.	
00108120 540505	SIGNS & MARKERS	1,650.00
	Reflective marking tape and lettering for department vehicles. This will be a cost of $550 for each vehicle. It is anticipated that three marked police vehicles will need such service.	
00108120 540508	ELECTRICAL SUPPLIES	0.00
00108120 540509	JANITORIAL SUPPLIES	3,000.00
	Cleaning supplies for headquarters and vehicles, paper towels and toilet tissue, cleaning of cell blankets, small maintenance repairs. The custodian is responsible for the cleanliness of the police station and police vehicles. This account is used to purchase the tools necessary for him/her to complete those tasks. Initial purchases made via Central Supply. Replacement / cleaning prisoner blankets – 600.	
00108120 540703	FIREARMS	2,000.00

ZERO BASED BUDGET
POLICE DEPARTMENT

Account Number	Description	Requested
	Repairs and replacement as needed for department firearms and equipment. Account will also reflect repair and maintenance of department TASERS. TASER: $814. per unit; duty cartridges $998.50 case of 50.	
00108120 540801	COMMODITIES NOT OTHERWISE CLASS	1,350.00
	Evidence tags, evidence bags and containers and envelopes, fire extinguisher and recharges (facility and vehicles), and radar units recalibrated $900. each year. Detective supply from SIRCHIE. Other expenses have included video equipment repairs, patrol cameras, facility needs and repairs.	
00108120 550301	OFFICE EQUIPMENT AND FURNITURE	2,000.00
	Replacement and repair of typewriters, shredders and misc office supplies.	
00108120 550401	VEHICULAR EQUIPMENT	84,000.00
	Three (3) patrol vehicles @ $28,000 each	
00108120 550701	OTHER CAPITAL OUTLAY	10,000.00
	Replacement of 5 RADAR Units. Currently operating MPH Python Single Antenna RADAR units, purchased 1998.	
	TOTAL POLICE	**6,248,884.00**
	TOWN MANAGER'S ADJUSTMENTS	**0.00**
	FINAL PROPOSED BUDGET	**6,248,884.00**

PLANNING AND DEVELOPMENT
Jonathan J. Reiner, Director

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

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

The Planning Department is responsible for reviewing land development plans and new commercial and residential subdivisions. During the past fiscal year the Planning Commission and Planning Department granted approvals for 34,195 square feet of commercial space, granted final approval for 16 market rate residential units and 38 affordable residential units, 2 administrative subdivisions have been approved. The first project utilizing both Post Road zoning and TDRs in a receiving area is also underway for a mixed use development proposed to contain 8,000 square feet of office/commercial space and 104 housing units. A 104-room Marriot Extend Stay was completed at the Quonset Gateway in the spring of 2011.

The town and the QDC recently entered into a number of groundbreaking agreements this year. A Memorandum of Agreement was adopted to create a unified development process for all future development at the Business Park. This will allow for a more concise review process that will be completely together by the town and QDC, greatly reducing the time for new development projects within the business park. A Municipal Services Agreement and a Sewer Services Agreement were also adopted. This unified development process was begun in September of 2010 and was completed in February of 2011. The state has also begun construction of the Wickford Junction commuter rail station. Wickford Junction is a commercial development of nearly 300,000 square feet and the commuter rail station is expected to be completed in March of 2012.

The Department of Planning and Development prepares the town's application for the Community Development Block Grant Program and Certified Local Government (CLG) funds. North Kingstown received $288,000.00 in Community Development Block Grant funds for use in FY 2011-2012. The Department prepares all applications for open space preservation, many recreation improvement projects, as well as other environmental preservation measures for the town. During the past year, the town received a $70,000 planning challenge grant from the Rhode Island Statewide Planning Program to further expand the Transfer of Development Rights program to redirect growth not only to the Post Road corridor, but towards the historic and emerging village centers in North Kingstown that are capable of future growth opportunities. The Planning Department received a grant from the Department of Health for $225,000 under the Healthy Places by Design initiative. This project serves to incorporate better health related polices into the town's future land use decisions.

The Department is also serving as the fiscal agent for Grow Smart Rhode Island for an $85,415 State Planning Challenge Grant, as well as a Planning Challenge Grant for the Washington County Regional Planning Council in the amount of $51,000 to work on a county wide transfer of development rights assessment. The Planning Department has also completed an analysis of our current fee structure, and adopted a new fee schedule which reflects more of the cost of the Planning Department. The Planning Department is in the initial phases of updating the town's Hazard Mitigation Plan. The Planning Department has successfully secured a pre-disaster planning grant of $8,829 from the Rhode Island Emergency Management Agency (RIEMA) to update the Hazard Mitigation Plan, as required by RIEMA. The Department was also involved in serving on the steering committee for the agricultural partnership to develop a 5-year strategic plan for agriculture for the state. The Department is also involved in the development of wind energy siting guidelines for the state by serving on the wind energy siting advisory committee.

During FY10, FY 11, and continuing through FY 12 and FY13, the Department is working with our consultants to complete a wastewater facility plan for the established sewer district for the Post Road Corridor. This plan is currently pending approval from the Rhode Island Department of Environmental Management. In November of 2009, the Town approved a $10,000,000 bond for the first phase of the Post Road sewer project and in November of 2011 a $9,200,000 bond referendum for the second phase of the Post Road south sewer project. These bonds will allow the town to install sewers for the first two phases of the southern portion of Post Road. The Department has also been involved with improvements to Davisville neighborhood and is working to implement the Davisville Neighborhood Revitalization Plan. As part of the Davisville Revitalization the Department completed a watershed plan for improving groundwater and surface water quality in the Saw Mill Pond watershed. The town was recently awarded a grant from the RIDEM and the US Environmental Protection Agency under their 319 nonpoint source pollution grant program for over $200,000 to implement this watershed plan.

The Department is also responsible for monitoring the number of affordable housing units in the town. As of May 20, 2011 there are 847 units of affordable housing – an equivalent of 8.08% of the 10,477 total housing units in town. The 10% goal is 1048 affordable units. The total housing units for this calculation is based on 2000 US Census data. The 2010 Demographic Profile Data produced by the U.S. Census indicates that North Kingstown now has 11,327 total housing units. The 10% goal based on this number is 1133 affordable units. A total of approximately 292 affordable units are in the pipeline (a unit needs a certificate of occupancy to count as an affordable unit so this includes units that are under permitting or under construction,) There are 46 additional affordable housing units under construction as part of the Crossroads Rhode Island's Kingstown Crossing project. Also Belleville House, the site of the former St. Bernard's Church has just received final approval for 40 units of affordable senior housing. North Cove, a 38-unit affordable housing development is currently at the final approval stage.

The Department of Planning and Development, working in collaboration with the Town Manager's office, the Water Department and the Land Conservancy of North Kingstown are currently in negotiations to protect over 150 acres of land, including some key working farms and critical habitat throughout the town through the purchase of development rights.

The Planning Department assists the Planning Commission and Town Council with the implementation of the North Kingstown Comprehensive Plan. The Town Council and Town Manager are also provided with direct staff assistance on selected matters related to land use. Over the past year, the Department has assisted the Planning Commission and Town Council to revise, update and create new regulations on a number of topics including wind energy systems, improved landscaping and buffering practices, agriculture, floodplains and transfer of development rights. The Department working with the Planning Commission updated the zoning, subdivision, historic district, and land development applications and provided better public access by adding those applications for electronic use through the North Kingstown website.

The Department has spent a considerable amount of time working with the Water Department on polices to decrease summer water use and to educate the public about the importance of water conservation. The Planning Department along with the Town Manager and Water Department are currently working with the State Department of Environmental Management and the State Water Resources Board to effectively plan for future development and growth that sustains our water resources into the future. The Department working with the Public Works Department, the Town Manager's office, and the Town Council were successful in passing stormwater regulations.

2012/2013 DEPARTMENT GOALS

Goals	Vision reference	Timeframe
Goal 1. Administer and Update Town Regulations	Vision	July-June
Goal 2. Comprehensive Plan re-write and implementation including Affordable Housing, Wickford, Harbor Management Plan, Hazard Mitigation Plan, and Davisville Plans	Vision, Quality of Life, Environment, Economic Development	July-June
Goal 3. Farmland and Open Space Preservation	Vision, Economic Development	July-June
Goal 4. Post Road Corridor Plan Implementation	Vision, Environment,	July-June

Goal 5. Implement Sewer Plan	Economic Development Vision, Economic Development	July-June
Goal 6. Develop and Implement TDR/Village Plan	Vision, Quality of Life,	July-June
Goal 7. Implement Saw Mill Pond Watershed Plan	Economic Development Vision, Quality of Life, Environment	July-June

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Goal 1 –Review current regulations for updates; Goal 2 –Begin process of re-writing the Comprehensive Plan; Analyze and identify implementation goals for Comprehensive Plan 5-year update; Goal 2 – Continue to implement affordable housing strategies; develop Hazard Mitigation brochure; Calf Pasture Point trail improvements; Implement Saw Mill Pond preliminary study; Goal 3 – Finalize priority listing for open space preservation; Goal 4 – Continue public outreach and workshops for implementing Post Road Corridor Plan; Goal 5 - continue with facilities planning efforts for Post Road sewer infrastructure; Begin construction of Post Road south sewers, phase 1; Phase II sewers design begins; Goal 6 – Continue public outreach and facilitate public workshops; Goal 7 – Design of infrastructure improvements; Rain garden training and implementation.
SECOND QUARTER (10/1/12 to 12/31/12)	Goal 1 - Ordinance review and redrafting; Goal 2 – Public outreach for Comprehensive Plan re-write; Review and implement Hazard Mitigation Plan; Initiate CDBG process; Goal 3 – Farmland and open space development rights acquisition ongoing; Goal 4 – Prepare a business marketing brochure for the Town and target Post Road Corridor redevelopment; Goal 5 – Begin construction of Post Road south sewers, phase 1; design and permitting phase II sewers; Goal 6 – Continue public outreach and facilitate public workshops; Implement zoning and design standards for village areas; Goal 7 – Design and permitting of infrastructure improvements.
THIRD QUARTER (1/1/13 to 3/31/13)	Goal 1 - Consider the adoption of environmental and energy efficiency standards, such as the LEED program; Amend the Zoning Map so that it is consistent with all recommendations of the Land Use Element; Goal 2 – Draft changes to Comprehensive Plan re-write; Implement Hazard Mitigation Plan; Complete CDBG and Revitalization Plan application; Prepare inventory of affordable housing, subsidized and non-subsidized; Goal 3 – Farmland and Open Space Preservation ongoing; Goal 4 – Identify target sites for redevelopment along Post Road; Produce planning and site design recommendations for the identified sites; Goal 5 - design and permitting phase II sewers; Goal 6 – Continue public outreach and facilitate public workshops; Public hearings for zoning and design standards for village areas; Goal 7 – RFQ for construction services.
FOURTH QUARTER (4/1/13 to 6/30/13)	Goal 1 – Hold public hearings on ordinance and regulation changes; Goal 2 – Continue to re-write Comprehensive Plan; Continue implementation of Hazard Mitigation Plan; Review goals and implementation schedule of Comprehensive Plan with Planning Commission, select priority projects; Goal 3 – Farmland and Open Space Preservation ongoing; Goal 4 – RFQ for construction services for phase II sewers; Goal 5 – RFQ for phase II sewers; Goal 6 – Adoption of ordinance and regulations to implement recommendations of plans and public visions; Goal 7 – Begin construction of infrastructure to implement plan.

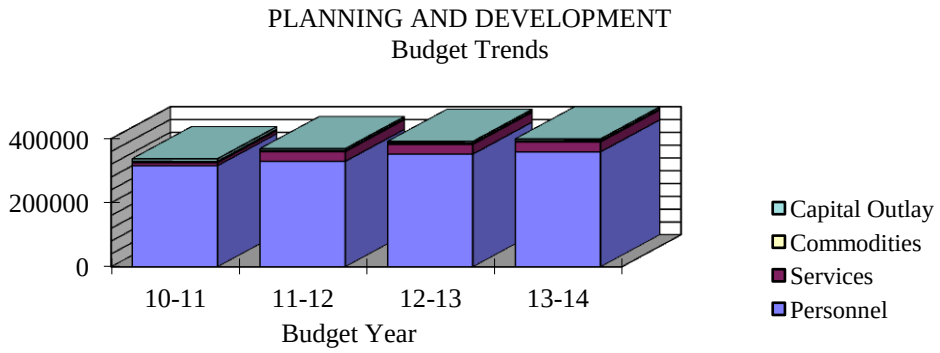
PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Admin Subdivisions		8	7	2	2
Minor Subdivisions/Land Development Projects					
Pre-application		1	2	1	1
Preliminary		1	2	1	1
Final		1	2	2	2
Major Subdivisions/Land Development Projects					
Pre-application		3	2	2	2
Master Plan		1	2	3	3
Preliminary		1	2	4	4
Final		3	2	4	4
Comprehensive Permits					
Pre-application		0	1	1	1
Master Plan		1	1	2	2
Preliminary		1	1	1	1
Final Plan		1	1	3	3
Transfer of Development Rights					
Pre-application		0	1	0	0
Master Plan		1	2	1	1
Comprehensive Plan Amend		2	2	2	2
Zone amendments		20	10	5	5
Development Plan Review		9	10	5	5
Wind Energy Systems		3	0	0	0
ZBR variances		41	12	14	14
ZBR special use		15	12	6	6
ZBR appeals		2	2	2	2
Zoning Modification		0	1	0	0
Zoning certificate		18	12	12	12
Historic District Commission		21	20	12	12
Subdivision Amendments		1	0	1	1
Meetings					
Planning Commission		28	30	30	30
Zoning Board of Review		21	22	22	22
Historic District Commission		9	11	10	10
Conservation Commission		4	8	9	9
Wickford Plan Committee		7	0	4	4

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Director of Planning & Development	1	1	1
Principal Planner (Funded 50% by water)	1.5	1.5	1.5
Principal Planner (100% grant funded)	0	1	.5
IT Director	.20	.20	.20
Clerk II	1	1	1
TOTAL PLANNING	**3.7**	**4.7**	**4.2**

Planning & Economic Development	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$315,981	$323,930	$329,425	$352,121	$22,696	6.89%	$359,163
Services	$9,350	$31,827	$30,337	$30,345	$8	0.03%	$30,952
Commodities	$4,613	$3,409	$4,017	$4,040	$23	0.57%	$4,121
Capital Outlay	$7,500	$10,000	$5,000	$5,000	$0		$5,100
Total	**$337,445**	**$369,166**	**$368,779**	**$391,506**	**$22,727**	**6.16%**	**$399,336**



ZERO BASED BUDGET
PLANNING DEPARTMENT

Account Number	Description	Requested
00109010 510101 -	CLASSIFIED FULL TIME Secretarial Staff for the Planning Department and Boards and Commissions; Salary for Office Manager to process ass checks, bookkeeping assistance; consiituent services; prepares packets for mailing to various boards and commissions	39,980.00
00109010 510103 -	UNCLASSIFIED FULL TIME Salary for 1.5 principal planners and 1 planning director. Principal planners support the operations of the Planning Commission, the Zoning board of Review, the Historic District Commission, the Economic Development Advisory Board when needed, as well as applying for planning, recreation and open space grants as they become available.	188,777.00
00109010 524001 -	FICA	17,500.00
00109010 524302 -	RETIREMENT	35,778.00
00109010 524304 -	HEALTH INSURANCE	52,043.00
00109010 524305 -	DENTAL INSURANCE	3,573.00
00109010 524306 -	LIFE INSURANCE	618.00
00109010 524403 -	ASSOCIATION DUES Membership in NIDA at $100 per Membership. Membership and	1,650.00

Account Number	Description	Requested
	professional certification in the American Planning Association for three professional members of the Planning Department staff. Dues are $325 for two Principal Planners, $425 for the Planning Director. Membership for Congress for New Urbanism for one planner $225. Membership for ICMA for one planner at $250.	
00109010 524404 -	CONFERENCES/MEETINGS	1,450.00
	To pay for the cost of professional development conferences. Approx. 10 conferences at $40 per one day conferences equals $400 total. $1050 for three planners attending APA regional conference in Providence @$350 per person for the multi-day conference	
00109010 524405 -	TRAVEL & EXPENSES	2,193.00
	Mileage is estimate on 2.5 trips to Providence per employee per month at mileage rate of $.51 per mile. 2.5*4*12*$.51*44 (miles) = $2692.80	
00109010 530103 -	POSTAGE	2,100.00
	Postage for the Planning Commission, Zoning Board of Review, Conservation Commission, Historic District Commission and various other mailings.	
00109010 530602	CONSULTING SERVICES	20,000.00
	The Town needs to update the survey for the Historic District in order to maintain our certified local government status for the historic district. This needs to occur every 10 years or else we lose our status. Estimates to complete this work have come in at $20,000. Grant applications to fund a portion of this survey have been unsuccessful.	
	The Town needs to rewrite the Comprehensive Community Plan. Estimates to complete this task between $100,000-120,000. Statewide Planning now has a 50% matching grant for these plan rewrites.	
00109010 530801	LEGAL ADS	620.00
	Funds required for Comprehensive Plan public hearing updates as well as changes to the Subdivision Regulations and the Zoning Ordinance based upon an average publication rate. Ads for two months totaled $102.96 multiplied by 6 months equals $618. Additional advertising may be required for Transfer of Development Rights zoning and village study changes.	
00109010 530804 -	OTHER ADS	300.00
	Ads for items such as: other non-legal ads based last year's rates of the CDBG yearly ads at $150 yearly flood insurance ads at $132 and $15	
00109010 530805 -	REPORTS	950.00
	20 copies of Comprehensive Plan @$50 per copy. 10 copies of subdivision regulations at $25 each. 10 copies of Zoning Ordinance @45 each.	
00109010 531004	OFFICE EQUIPMENT MAINTENANCE	5,190.00
	Building and permit tracking software, at $3,488. Maintenance agreement for two ArcView software licenses at $1000 and $700 each.	
00109010 531203 -	SUBSCRIPTIONS	385.00
	Subscriptions including: North East Independent at $25 per year, Providence Business News at $89, New Urban News at $85 per year, Providence Journal at $126 per year, and Zoning Practice Reports $75.	
00109010 540101 -	OFFICE SUPPLIES	3,440.00
	Additional memory for printer at $700 and printer imagining unit for $740. New computer and an oversized monitor for viewing digital maps.	
00109010 540108	BOOKS & PUBLICATIONS	150.00

ZERO BASED BUDGET
PLANNING DEPARTMENT

Account Number	Description	Requested
	Purchase of new APA publications	
00109010 540311	FOOD	250.00
	To be used at public meetings for comprehensive plan rewrite	
00109010 550801	SPECIAL PROJECTS	5,000.00
	To be utilized for matching funds for a Planning Challenge grant.	
00109020 510107	OVERTIME	3,450.00
	Overtime for secretarial staff for Planning Commission based upon an overtime hourly rate of $31 multiplied by an estimated 28 meetings, times 4 hours per meeting.	
00109020 524001 -	FICA for Planning Commission secretary	264.00
00109020 530801 -	LEGAL ADS	200.00
	Legal ads for Planning Commission public hearings	
	Expected 2 legal ads at approximately $25 each.	
00109020 540101 -	OFFICE SUPPLIES	100.00
	Paper and envelopes - $65.	
	Blank CD's for reports, 4 packages @ $7.96 per package equals $31.84.	
00109030 510107 -	OVERTIME	3,000
	Overtime for Zoning Board secretary at approximately $32 per overtime hour for 3.5 hours per meeting for approx 27 meetings.	
00109030 524001 -	FICA for Zoning Board secretary	230.00
00109030 531206 -	CONTRACTUAL SERVICES NOT OTHER	600.00
	Town will now begin requiring applicants to pay fees for Stenographer for zoning board meetings at $300 per meeting Town will keep a reserve for 2 meetings in case of special meetings for the Town requirements.	
00109030 540101 -	OFFICE SUPPLIES	100.00
	Office supplies including paper and envelopes.	
00109040 510107 -	OVERTIME	1,500.00
	Secretary for Historic District commission at approximately $30 per hour for 12 meetings per year, with approximately 5 hours needed for meeting attendance and preparation of meeting minutes	
00109040 524001 -	FICA for Historic District Commission secretary	115.00
	TOTAL PLANNING & DEVELOPMENT	**391,506.00**
	TOWN MANAGER'S ADJUSTMENTS	**0.00**
	FINAL PROPOSED BUDGET	**391,506.00**

PUBLIC WORKS
Phil Bergeron, Director

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

ADMINISTRATION

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

HIGHWAY

This Division is responsible for maintaining and improving the Town's infrastructure (roads, dams, drainage and bridges), responding to resident's inquiries, street sweeping, snow plowing, tree trimming and brush cutting, catch basin cleaning, sign making, vector control, equipment and vehicle maintenance and other responsibilities which involve heavy and light equipment operations. This division is comprised of 15 employees. Highway mechanics also provide vehicle preventive maintenance for Water, Recreation, Senior Services and School Departments.

ENGINEERING

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

SOLID WASTE/RECYCLING/TRANSFER STATION

The Transfer Station operates with a staff of two employees, a Transfer Station Foreman and one clerical employee. Staff employees from other DPW Divisions are also used during working hours and on Saturdays. The Public Works Department is in its thirteenth year of a "pay-as-you-throw" solid waste collection and disposal program. The Town continues to provide a maximum recycling curbside program, recycling containers and a composting operation at the Transfer Station. The pay-as-you-throw program resulted in a significant increase in the Town's recycling tonnage and a significant decrease in household tonnage sent to the State Central Landfill. As a result of this program, the Town of North Kingstown still maintains one of the highest landfill diversion rate (overall solid waste not placed in the Central Landfill) and recycling rates in the state. The Town's Transfer Station is used by approximately 50% of Town residents. The Town continues to look into new recycling options and began an e-waste disposal program two years ago. The facility continues to accept household waste, leaves, brush, demolition material, white metals, used oil, cardboard, newspaper, magazines, books, tires, batteries, refrigeration units, propane tanks, mattresses and Christmas trees. With its "pay-as-you-throw" program, commodities are delivered to the Transfer Station and 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 tag covers operational costs associated with the collection, transportation and disposal of all material collected at this facility. The cost of disposing other household items such as wood waste, brush, scrap metal and bulky items is covered by a per pound scale charge. The Transfer Station continues to operate a compost facility that returns a considerable percentage of the final product back to the public. The curbside recycling collection program is a weekly pickup. Transfer Station

operations successfully reduced its hours several years ago to three days, resulting in reduced staff and operational costs. The Town continues to explore other curbside collection options such as bi-monthly pickup and fully automated pickup.

FACILITIES AND GROUNDS

This Division is responsible for the maintenance and improvements to all Town buildings, grounds, athletic facilities and parks. Seven full-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. Two of these employees provide custodial coverage for the Town Hall, Town Hall Annex, Senior Center and Community Center. This Division also employs college students during the summer that help with seasonal maintenance needs.

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Solid Waste Operations and Landfill Closure (goal 1)	Infrastructure	2013-2015
Storm Water Program Implementation (goal 2)	Environmental	On-Going
Road and Sidewalk Maintenance (goal 3)	Infrastructure	On-Going
Dam Repairs (goal 4)	Infrastructure	2013-2015
Sewer Construction and Operations (goal 5)	Infrastructure/Environment	2013-2016
School Facilities Projects (Goal 6)	Infrastructure/Quality Life	2013-2014
Facilities, Grounds & Playfield Improvements (goal 7)	Infrastructure	On-Going
Beach Campus Improvements (goal 8)	Quality of Life	2013
Town Mapping (Assessor, FEMA, GIS, RIGIS) (goal 9)	Infrastructure/Quality Life	On-going
Land Development, Subdivision & CIP Reviews (goal 10)	Infrastructure	On-Going

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Begin Phase I Sewer Construction (Goal 5); Road Paving (Goal 3); Road/Drainage maintenance (brush, trees drainage) (goal 3); Landfill gas monitoring (goal 1); Upgrades to Town parks and facilities (goal 7); Subdivision and Land Development reviews and inspections (goal 10); School Construction Projects (goal 6); Begin Asset Management Program and CIP discussions (goal 10); Calf Pasture Improvements with in-house and potential grant award (goal 7); Beach Campus Improvements continue (goal 8); Begin Dam Repair Program (goal 4)
SECOND QUARTER (10/1/12 to 12/31/12)	Continue with Sewer Construction (goal 5); Complete In-House projects (goal 3); Snow removal and winter operations (goal 3);School Facilities Improvement Designs (goal 6);Finalize CIP Program (goal 10); Storm Water Outfall Inspections (goal 2); In-House Infrastructure Designs (goal 3 & 7); Assessor Map Updates (goal 9)
THIRD QUARTER (1/1/13 to 3/31/13)	Storm Water Permit Annual Report (goal 2); On-going Winter Operations (goal 3); Begin Park and Ball Field Preparation (goal 7); Begin Winter Cleanup Operations (goal 3); Resume Sewer Construction (goal 5); Begin Road and Infrastructure Construction Projects (goal 3); Complete Pavement Management Inspection and Prioritizations (goal 3); Resume Dam Repair Program (goal 4)
FOURTH QUARTER (4/1/13 to 6/30/13)	Road Striping and Pavement Marking Program (goal 3); Continue Winter Operations Cleanup (goal 3); Catch Basin Cleaning and Repair (goal 2 & 3); Street Sign Replacements (goal 3); Roadside Brush Cutting (goal 3); School Facilities Construction Projects (goal 6); Road Paving and Surface Treatment Program (goal 3); Continue with Landfill Closure Measures (goal 1)

PERFORMANCE MEASURES

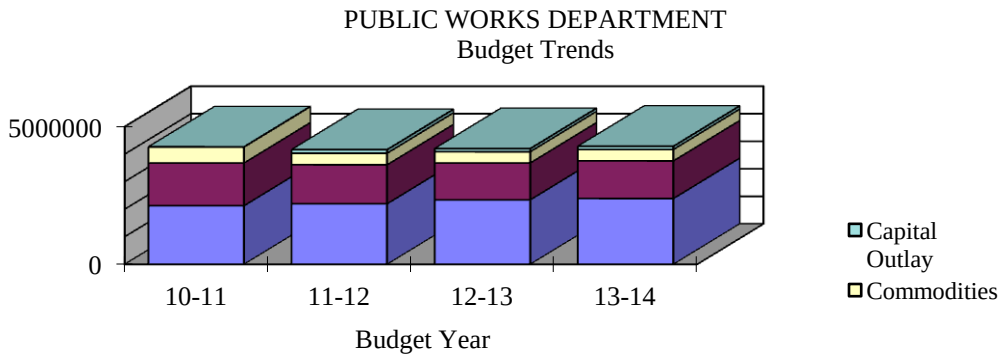
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Town road miles	3, 9	151.3	151.4	151.4	152.0
Plowed miles	3	154.5	154.6	154.6	155.2
Paved miles	3	149.3	149.4	149.4	150.0
Miles resurfaced	3	0	2.2	2.2	1.2
Multi use parks	7	4	4	4	4
Playgrounds	7	6	6	6	6
Baseball/softball	7	16	16	16	16
Soccer	7	9	9	9	9
Facilities	7	40	40	40	38
Acres Maintained	7	492	492	492	492
Football	7	1	1	1	1
Basketball	7	9	9	9	9
Tennis	7	6	6	6	6
Roller Hockey	7	0	0	0	0

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*BUDGET 12/13*
Director of Public Works	1	1	1
DPW office secretary	0	0	0
DPW Programs Coordinator	1	1	1
Facilities project manager	1	1	1
Highway superintendent	1	1	1
Highway secretary	0	0	0
Streets foreman	1	1	1
Labor foreman	1	1	1
Equipment maintenance foreman	1	1	1
Mechanic	1	1	1
Equipment Operator II A (Trailer)	3	2	2
Equipment Operator / Mason	1	1	1
Equipment Operator II B (High)	6	5	7
Heavy equipment operator	0	0	0
Equipment Operator I (High)	0	2	0
Town Engineer (35% Water)	.65	.65	0.65
Engineer secretary	0	0	0
Engineering inspector	2	2	2
Clerk I (Transfer Station)	0	0	0
Facilities ground foreman	1	1	1
Equipment Operator / Carpenter	1	1	1
Facilities maintenance person	0	0	0
Equipment Operator II B (Fac)	3	2	2
Equipment Operator I (Fac)	0	1	1
Building custodian	2	1.2	1.2
Total	**27.65**	**26.85**	**26.85**

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*BUDGET 12/13*
Clerical (21 hrs/wk – High. & TS)	2	2	2
Building custodian (30 hours/wk)	0	0	0
Summer seasonal (40 hrs per wk)	8	8	8
Total	**11**	**10**	**10**

Public Works	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$2,129,156	$2,189,859	$2,200,762	$2,343,700	$142,938	6.49%	$2,390,574
Services	$1,552,003	$1,409,138	$1,415,325	$1,339,399	($75,926)	-5.36%	$1,366,187
Commodities	$577,217	$425,867	$419,575	$405,915	($13,660)	-3.26%	$414,033
Capital Outlay	$5,202	$118,170	$125,000	$110,000	($15,000)	-12.00%	$112,200
Total	**$4,263,577**	**$4,143,034**	**$4,160,662**	**$4,199,014**	**$38,352**	**0.92%**	**$4,282,994**



ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
00110010 510101	CLASSIFIED FULL TIME	
00110010 510103	UNCLASSIFIED FULL TIME	152,326.00
00110010 510107	OVERTIME	1,500.00
	Overtime for administrative staff to cover special recycling and RIRRC events, such as E-waste, hazardous waste, and Earth Day events. OT funds sometimes needed to compensate for loss of two positions in 2009.	
00110010 524001	FICA	11,770.00
00110010 524302	RETIREMENT	23,824.00
00110010 524304	HEALTH INSURANCE	20,240.00
00110010 524305	DENTAL INSURANCE	1,510.00
00110010 524306	LIFE INSURANCE	334.00
00110010 524403	ASSOCIATION DUES	50.00
	Civil Engineering, Public Works Association, RI Recycling Coalition dues.	
00110010 524404	CONFERENCES/MEETINGS	50.00
	Public Works conferences and training, for all divisions. Funding will provide one seminar for the year for one employee.	
00110010 524405	TRAVEL & EXPENSES	40.00

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
	Travel expenses for all Divisions, including AutoCAD, Arcview, Engineering and Public Works related programs and seminars. Parking and mileage reimbursement. Estimated for 3-4 events.	
00110010 530103	POSTAGE	
	Postage for all divisions. Previously paid from Town General Fund account; now covered by individual departments.	
00110010 530501	LICENSE FEE	200.00
	Professional Engineering licensing fees for two engineers. $250 licensing fee is good for two-year period. (Kim Wiegand and Phil Bergeron)	
00110010 530604	MEDICAL SERVICES	250.00
	Federal DOT testing of commercial drivers licenses (CDL), inoculations for hepatitis and others, pre-employment physicals, misc. medical expenses. Account covers return-to-duty, pre-employment and other misc. drug & alcohol random testing required for CDL.	
00110010 530801	LEGAL ADS	1,000.00
	Legal Ads for all divisions. Includes legal and public information ads for road construction, recycling collections, snow plowing, Storm water Phase 2 notice requirements, public education. Covers 4-6 ads per year; Legal Ads for project bidding. Bid advertisements previously paid from Town General Fund account, now paid by individual departments. Average cost over previous 3 years is $1,300.	
00110010 531206	CONTRACTUAL SERVICES NOT OTHER	100.00
	Equipment service contracts, software service and upgrade. Printer and plotter service is approx. $100 per year.	
00110010 540101	OFFICE SUPPLIES	150.00
	Office supplies for administration: DPW, office sec, Annual cost for fax cartridges, misc. office supplies is approximately $150 per year.	
00110010 540106	PRINTING & DUPLICATING SUPPLIES	150.00
	Office printing and graphics from outside; toner cartridges for printer. Average annual cost for previous three years is approximately $280.	
00110010 540108	BOOKS & PUBLICATIONS	
	Publications, code revisions, subscriptions, for all divisions. Construction publications from McGraw Hill and Reed Construction Data. Annual costs for publications for all engineering personnel have decreased due to on-line material data availability.	
TOTAL PUBLIC WORKS ADMIN		**213,494.00**
00110020	**HIGHWAY & EQUIPMENT**	
00110020 510101	CLASSIFIED FULL TIME	680,021.00
00110020 510102	CLASSIFIED PART TIME	17,575.00
00110020 510103	UNCLASSIFIED FULL TIME	72,838.00
00110020 510107	OVERTIME	60,000..00
	Highway Division overtime as required for snow plowing, festivals, emergency callouts, construction projects. Average for previous three years is $86,193. Average weekend storm with Saturday callout costs approx. $12,000. Average weekday storm with early 2AM callout costs approx. $4,000. The majority of this line item is used for winter storms and is therefore dependent upon severity of the winter.	
00110020 524001	FICA	63,530.00
00110020 524302	RETIREMENT	120,496.00
00110020 524304	HEALTH INSURANCE	182,845.00
00110020 524305	DENTAL INSURANCE	14,925.00
00110020 524306	LIFE INSURANCE	2,506.00
.0110020 524307	UNIFORM ALLOWANCE	4,550.00
	Uniform allowance, 13 at $350 each	

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
00110020 524403	ASSOCIATION DUES	50.00
	Rhode Island Public Works Association dues. Two memberships at $25 each.	
00110020 530203	VEHICLE REGISTRATION	335.00
	Vehicle registration for all vehicles in Public Works, except Transfer Station. Average annual cost for past 3 years is $237.	
00110020 530504	LICENSE FEES	664.00
	Operating license renewals, CDL, Hoisting Engineer, tractor-trailer. $350 annual renewal fee for Highway Hoisting Engineers, $200 annually for CDL renewals, and $125 for both licenses with new employees. Average annual cost for past 3 years is $700.	
00110020 530704	OTHER RENTALS	5,000.00
	Construction equipment rental as needed, including large chipper, screener, welding tanks, cylinders, milling machine, brush cutter, road excavator. Specialty equipment, such as mini excavator, is needed on Town projects to supplement project efforts and because of aging equipment and deferred replacement. Budget provides for 2 or 3 equipment rentals for one week. Average annual cost for past 4 years is $6,592.	
00110020 531001	MOTOR VEHICLES MAINTENANCE & E	7,500.00
	Outside repair or maintenance of town vehicles, equip; body work, fire extinguishers, glass, inspection stickers, seating and other specialty vehicle repairs. $12,800 is avg. spent over past three years. The cost for specialty repairs is increasing as average age of our equipment increases.	
00110020 531002	CONSTRUCTION & OPERATING EQUIP	3,000.00
	Specialized construction equipment; Pole pruners, chainsaws, roller, infrared heater, rakes, shovels, tools. Replacement for broken equipment. Replacement of concrete & asphalt cutting blades is $1,400; cost to replace chainsaw, rakes and other hand equip. cost approx. $2,800 last year.	
00110020 531003	COMMUNICATIONS MAINTENANCE	3,000.00
	Radio maintenance for all Divisions; mobile truck unit replacement and portable unit replacement needed for snow operations. Annual servicing cost of radios has averaged about $2,400 per year. New wide band regulation changes will require adjustments to all radios and replacement of many radios. Total radio conversion for DPW will require replacing about 30 radios at a cost of over $17,000. This will be phased over the remaining two years. One replacement radio is approx. $550.	
00110020 531107	HIGHWAYS & DRAINS MAINTENANCE	20,000.00
	Repair and maintenance of drainage systems, materials for highway projects; precast, frames and blocks for catch basins and manholes; bagged cement and concrete delivered; Contract work for misc. road and drainage projects. This is also the item first used to help fund winter snow removal budget deficit, when necessary.	
00110020 531110	CHIPSEALING/CRACKSEALING SVCS	
	Includes cracksealing and chipsealing, both are part of Town's pavement management program and are used in conjunction with road paving contracts. This program was eliminated two years ago and money moved to Road Overlay 20-531111 to cover funding shortfall in that line item. Crackseal program is on hold until road paving line item is brought back to proper funding.	
00110020 531111	OVERLAYING SERVICES	120,000.00
	Collector road program completed in 2001; Paving of secondary and subdivision roads began in 2002. An independent pavement management survey, completed in 2003, has established a road priority list. $500,000 annual road paving budget needed to maintain a (15/20)-year life cycle maintenance program. This line item was reduced from $350,000 several years ago. There are still approx. 7 miles of roads	

Account Number	Description	Requested
	rated as "failed" or "poor". Each mile of road requires approx. $75,000 to pave. A Federal Grant allowed the town to surface treat approx. 15 miles of road in 2011, most of which was chipsealed.	
00110020 531202	SNOW PLOWING	25,000.00
	Funds for contract snow removal and sanding services, contractors hired to supplement Town forces. Six-inch storm requires an average of 12 hours of contractor support at a cost of $7,000. Average overnight support for sanding and plowing costs $2,000. The 12" storm of December 26, 2010 required 20 hours of contractor time at a cost of approximately $15,000. Average cost for previous 3 years is $29,600.	
00110020 531206	CONTRACTUAL SERVICES NOT OTHER	27,000.00
	Contracted construction services for maintenance of Town infrastructure, including sidewalks, dams, drainage and other misc. repairs. This fund has been primarily used for sidewalk improvements. Repairs to town sidewalks are a priority based on recent insurance requirements. A report is expected to be completed this spring that will provide results of a town-wide sidewalk inspection. These results will be used to prioritize repairs, expected to exceed $100,000. Featherbed Road and Forge Road dams are in need of repair. A preliminary report just in estimates the Featherbed Dam repair at over $500,000. In addition, annual RTA Fleet software and GasBoy Fuel Management software and maintenance to Town's fueling system are paid from this account.	
00110020 531208	LINE PAINTING	20,000.00
	Contract services for line painting. This item covers our annual striping of Town roads with waterborne and epoxy paints. This is done thru a regional contract with five other Towns in the South County area. This contract also covers the painting of crosswalks and stop bars. Town's use of epoxy line striping material has provided safer roads with longer lasting striping material. Annual road striping program for past three years is $24,400. Original epoxy roads have reached the end of a 7-year striping life cycle.	
00110020 540101	OFFICE SUPPLIES	290.00
	Office supplies highway division – Paper, copy machine toner, printer ribbons, and printer supplies. Average cost for past 3 years is $293.	
00110020 540202	SAFETY EQUIPMENT	1,000.00
	Safety equipment; cones, traffic control devices, hard hats, safety vests, eye glasses. Average cost for various field safety equipment over past 3 years is $1,500. Safety equipment is often purchased on an as-needed basis.	
00110020 540301	FOOD	100.00
	Food purchased for storm events.	
00110020 540306	ROAD SALT	95,000.00
	Road salt and other deicing materials for winter storms. This funding represents salt needed for a less than average winter. Average cost for salt and deicing material for previous three years is $158,000. Salt is purchased off the State MPA and price is set by district.	
00110020 540401	GASOLINE & DIESEL FUEL	50,000.00
	Fuel for Highway, Administration and Engineering. Also includes fuel for winter storm operations. Diesel prices were $2.89/gallon in November 2010 and $3.56 in November of 2011. Gasoline prices were $2.71 in November 2010 and $3.07 in November of 2011. The severity of the winter has a significant effect on this line item . The average annual cost for the past three years is $67,059.	
00110020 540402	LUBRICANTS	11,000.00
	Oil, grease, hydraulic fluid, anti freeze, etc. Average annual cost for last three years is $13,000.	
00110020 540403	TIRES	5,300.00

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
	Replacement tires for all Public Works vehicles, except Transfer Station and Facilities light equipment. 60-540403, 70-540403. Average annual cost for replacement tires for the previous three years was $5,300.	
00110020 540404	BATTERIES	
	Replacement batteries for all public works highway vehicles are funded from Highway Repair Parts, 20 540406. Transfer Station batteries funded from 60-540404, and Facilities light equipment batteries funded from 70-540404.	
00110020 540406	REPAIR PARTS	85,000.00
	Repair parts for all DPW vehicles and equipment, except Facilities light equipment (70-540406) and Transfer Station vehicles and equipment (60-540406). Average cost for previous three years is $100,300. Repair cost will continue to rise with increased deferment of replacement vehicles and increased average age of fleet. Efforts have been made over the past year to replace older vehicles with the purchase of three new trucks.	
00110020 540407	PAINT & EMBLEMS	150.00
	Paint for plows and equipment and new vehicle emblems. Anticipated cost for next fiscal year, based on two new vehicle deliveries is $280.	
00110020 540502	SOIL SAND & GRAVEL	45,000.00
	The majority of this line item is spent on winter sand. The remainder is spent on process gravel, crushed stone, top soil and rip rap. Average annual cost for previous three years is $58,700.	
00110020 540504	ASPHALT PRODUCTS	19,000.00
	Bituminous concrete asphalt, winter cold patch, tack coat, and misc. asphalt products. Average annual cost for these items over past three years is $27,400. This has increased considerably over the past year with a decrease in the Road Overlay budget and more temp. paving repairs being completed with in-house labor.	
00110020 540505	SIGNS & MARKERS	7,000.00
	Street and traffic sign material for all divisions. Includes regulatory, warning and street signs. Average budget for previous three years was $5,900. New federal guidelines for sign reflectivity will require the replacement of all town signs over the next 3 to 4 years, at a significant cost.	
00110020 540506	SEEDS & PLANTS	350.00
	Seed and plantings for Town right-of-way maintenance; road overlay projects, snow plow damage, drainage erosion. Average annual cost for previous three years was $350.	
00110020 540601	CONSTRUCTION MATR & SUP.	1,500.00
	Construction material for misc. Highway projects; lumber, forms, hardware, retaining walls. Average annual cost for previous three years is $1,650.	
00110020 540701	HAND TOOLS	1,500.00
	New and replacement hand tools; drills, ratchets, mechanic shop tools. Average annual cost for previous three years is $1,880.	
00110020 540702	POWER TOOLS	600.00
	New and replacement power tools for highway and mech. shop. The department replaces 3 to 4 tools per year at an average cost of $200 per tool. We have budgeted 3 for the upcoming fiscal year.	
00110020 540801	COMMODITIES NOT OTHERWISE CLAS	1,500.00
	Misc. division items; degreasers, film, first aid, keys, mailboxes, posts and hardware, graffiti remover, misc. supplies. Average annual cost for past three years is $1,500.	
00110020 550501	CAPITAL OUTLAY	80,000.00

Account Number	Description	Requested
	Continue to replace aging snow plow fleet, including large dumps with sanders, medium dumps and pickups. Two Highway trucks have been replaced during the past year, a large dump and a medium pickup; both were purchased with snow fighting equipment. There are 12 gravel roads that require quarterly maintenance and therefore there is a need to replace the Town's 1964 Road Grader in the near future. The town is now required to meet federal and state stormwater mandates, requiring the need to purchase a small excavator to maintain stormwater structures in wooded areas. FY 13 proposed equipment replacement is a large dump truck with snow equipment package, which replaces a 1994 dump truck. The average cost for a new dump truck is approximately $90,000.	
TOTAL HIGHWAY & EQUIPMENT		**1,855,125.00**
00110030	**TREE WARDEN**	
00110030 510109	SPECIAL EMPLOYEE	2,500.00
	Tree warden at $30/hr – 3.5 hours per week. Increased services are required from this position with the enforcement of the Town's Tree Ordinance and oversight of new development. This position also responds to many citizen complaints related to the protection of Town trees. Average cost required to perform duties over past three years is $2,454.	
00110030 524001	FICA	195.00
00110030 531206	CONTRACT SERVICES N/OTH CLASS	10,00.00
	Contract service for roadside tree cutting and Town tree maintenance. DPW administers a Tree Permit, to track and prioritize tree removals and resident requests for tree maintenance. In order to meet the requirements of the Town's Tree Ordinance and the recommendations from the Conservation Commission and previously completed tree survey, additional funds will be required for proper pruning and tree maintenance. It is estimated that an annual tree maintenance program will cost in excess of $25,000. Our current program does not prune or remove stumps, but only removes damaged or diseased trees or tree limbs.	
TOTAL TREES		**12,695.00**
00110040	**SOLID WASTE LANDFILL**	
00110040 530608	LAB & TESTING	7,000.00
	DEM monitoring and testing at the Hamilton-Allenton and Oak Hill (Ryan Park) Landfill sites. SIWP (site investigation work plans) were previously approved by DEM and defined additional site testing. That testing is on-going and will be used to define required landfill closure measures. Anticipated closure requirements will include methane extraction, wetland and stream diversion, selective cover replacement, and long-term water quality assurances. This line item covers ground water, soil gas and landfill cover testing and analysis for both landfills. Average annual costs for previous three years is $7,500.	
00110040 531206	CONTRACTUAL SERVICES NOT OTHER	15,000.00
	Contractual services needed to obtain Landfill Closure Certificates for Hamilton-Allenton and Oak Hill Landfills. Contract services to include both professional design and construction related services. A SIWP (site investigation work plan) has been approved by DEM and defines additional testing, monitoring and site modifications in order to prepare a final closure plan. Anticipated closure requirements include methane gas extraction, wetland and stream relocation and cover replacement. Final closure will be bid for construction and will close out both landfills. Funding from Engineering Consulting and Capital Reserve will supplement design and construction costs. This item will fund professional and construction services required for these improvements, monitoring activities and DEM reports. Additional soil gas monitoring is on-going. Proposal for stream relocation is expected by early next year. Estimate closure is expected to exceed $1 million.	
TOTAL SOLID WASTE LANDFILL		**22,000.00**

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
00110050	**ENGINEERING**	
00110050 510101	CLASSIFIED FULL TIME	43,990.00
00110050 510103	UNCLASSIFIED FULL TIME	151,581.00
00110050 524001	FICA	14,965.00
00110050 524302	RETIREMENT	30,587.00
00110050 524304	HEALTH INSURANCE	30,081.00
00110050 524305	DENTAL INSURANCE	1,871.00
00110050 524306	LIFE INSURANCE	568.00
00110050 524307	UNIFORM ALLOWANCE	700.00
	Uniform allowance, 2 at $350 each	
00110050 524401	TUITION & FEES	450.00
	Classes for AutoCAD, Arcview, misc. computer classes. Three classes at $150 each.	
00110050 530501	LICENSE FEES	250.00
	ISDS installer and repair licenses; (Town Engineer PE under Admin.) Average annual cost over past 3 years is $273.	
00110050 530602	CONSULTING SERVICES	50,000.00
	Consultant fees for road, drainage and facility projects. Upcoming and ongoing projects, including pavement and sidewalk inspections, Featherbed Road Dam and Old Forge Road Dam repairs, Facilities mechanical, fire code, roofs and ADA. Average cost for consulting fees for past three years has been $74,800.	
0110050 530608	LAB & TESTING	1,000.00
	Material testing as required for various construction projects, including density testing for paving and concrete testing for sidewalk and foundation construction. Testing for asbestos, lead, soil contamination and other hazardous materials testing related to town projects and facilities. Also includes testing for new stormwater permit requirements imposed by the State.	
00110050 531004	OFFICE EQUIPMENT MAINTENANCE	2,300.00
	Service contracts for office equipment and software, including plotter & blueprint copier at $900 per year. Support for ACAD is $945 annually, CAD2007Lt support is $240 and Micro Paver support is $650. Average cost for past three years is $2,670.	
00110050 531206	CONTRACTUAL SERVICES NOT OTHER	100.00
	Printing and reproduction for projects, title search fees; varies with type of project.	
00110050 540101	OFFICE SUPPLIES	125.00
	General office supplies. Annual cost over past three years is $124.	
00110050 540106	PRINTING & DUPLICATING SUPPLIES	1,400.00
	Supplies for copier, digitizer, plotter and printer. Toner cartridges and printheads are $800/year, paper for blueprint copier is $700/year, discs and other misc. items are approx. $100/year	
00110050 540704	ENGINEERING & TEST EQUIPMENT	1,000.00
	Equipment and software used in the measurement or mapping of engineering projects or town documents. AutoCAD upgrades, GIS software, survey levels, COGO software, additional software licenses, field survey equipment, pavement management software, soil and material testing equipment. A surveying Total Station was purchased last year, otherwise, average annual costs generally exceed $1,200.	
TOTAL ENGINEERING		**330,968.00**
00110060	**SOLID WASTE**	
00110060 510101	CLASSIFIED FULL TIME	73,026.00
	Funding represents 1 full-time positions at the Transfer Station (Transfer Station Foreman)	

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
00106060 510102	CLASSIFIED PART TIME	18,518.99
	(Funding represents 1 part-time clerical position)	
00110060 510107	OVERTIME	25,000.00
	Overtime for weekend coverage at Transfer Station and to supplement in-house hauling to Central Landfill. Average cost for previous three years is $29,000. Additional OT needed in summer to assist with volume and to spot-check for compliance. This line item increased following the elimination of one TS clerical position four years ago. Proposing to reduce Saturday staff during winter to reduce overtime cost. This may create longer wait at transfer station.	
00110060 524001	FICA	8,920.00
00110060 524302	RETIREMENT	14,318.00
00110060 524304	HEALTH INSURANCE	17,705.00
00110060 524305	DENTAL INSURANCE	1,509.00
00110060 524306	LIFE INSURANCE	376.00
00110060 524307	UNIFORM ALLOWANCE	350.00
	Uniform allowance 1 @ 350 each	
00110060 530203	VEHICLE REGISTRATION	25.00
	Vehicle registration for Transfer Station Equipment	
00110060 530305	SOLID WASTE	235,000.00
	Budget projects approx 7,340 tons of municipal solid waste transported to the Central Landfill at an estimated $32 per ton tipping fee for FY13. Transportation and disposal costs for materials collected at the Town's Transfer Station are covered by tag and scale charges. Cost for solid waste collected curbside by private haulers is covered by annual charges to those companies. Other tonnage costs include $25/ton for tires, $32/ton for construction demo., $250/ton for mattresses and box springs.	
00110060 530501	LICENSE FEES	1,500.00
	License fees for operators and facility operations; CDL, hoisters, UIC, DEM Transfer Station & Composting Facility. ($3000 paid in 2010 for License renewal), due every 3 years.	
00110060 530608	LAB & TESTING	1,000.00
	Composting testing and environmental testing associated with Transfer Station, as required under State permit.	
00110060 530610	RECYCLING PICKUP SERVICES	405,000.00
	Contract services for curbside recycling collection. A contract was awarded to Coastal Recycling on 8/16/10. This award was significantly lower than the Town's previous contractor. An additional 1.3% was added to the low bid to account for new customers over the course of next year.	
00110060 530801	LEGAL ADS	450.00
	Annual ad describing program changes, changes to fee schedule and holiday schedule. Average annual cost for the past three years is $441.	
00110060 531002	CONSTRUCTION & OPERATING EQUIP	8,000.00
	Building repair; overhead doors, fire code and elec., equipment repair and maintenance (roll-offs) construction site maintenance (paving, gravel, fencing). The majority of this line item is used to cover the cost of tub grinding the leaves, several times per year. The average cost for grinding and other repairs over the past three years is $8,300. The tub grinding operation is critical to the compost process and our ability to	

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
	move the product back to the consumer.	
00110060 531206	CONTRACTUAL SERVICES NOT OTHER	145,000.00
	Cost for trash/recycling trailer and roll-off hauls to Central Landfill, Freon removal, purchasing of recycling containers, scale repair, servicing and calibration. Average for previous three years is $147,000	
00110060 540101	OFFICE SUPPLIES	250.00
	General and misc. office supplies. Printing supplies, receipt paper and register ribbons. Average annual cost for previous three years is $380.	
00110060 540202	SAFETY EQUIPMENT	50.00
	Gloves, respirator, safety glasses, vests.	
00110060 540401	GASOLINE & DIESEL FUEL	3,500.00
	Fuel for Transfer Station equipment and trucks. Covers transportation to Central Landfill when necessary. Reduction in transfer station hours has resulted in less fuel consumption for this operation by about 40% two years ago.	
00110060 540402	LUBRICANTS	350.00
	Oil, grease, anti freeze for loader and TS Equip.	
00110060 540403	TIRES	2,000.00
	Replacement tires for transfer station vehicles. One tire on the transfer station loader costs over $3000.	
00110060 540404	BATTERIES	50.00
	Replacement batteries for all equipment	
00110060 540406	REPAIR PARTS	3,500.00
	Repair parts for transfer station equipment. Majority of repairs required for facility loader. This heavy piece of equipment is approximately 13 years old and maintenance costs are increasing each year. Average cost for past three years is $3,400.	
00110060 540509	JANITORIAL SUPPLIES	25.00
	Office and restroom cleaning supplies	
00110060 540801	COMMODITIES NOT OTHERWISE CLAS	200.00
	Radio maintenance, first aid supplies, signs, striping. Average annual cost for past 3 years is $190.	
00110060 540802	CURB SIDE COLLECTION BAGS	3,600.00
	Special North Kingstown tags for pay-as-you-throw solid waste program at the Transfer Station. Average annual cost for a year's supply of tags is $3,580.	
TOTAL	**SOLID WASTE**	**969,222.00**
00110070		
00110070 510101	CLASSIFIED FULL TIME	285,419.00
00110070 510104	UNCLASSIFIED PART TIME	35,00.00
	8 summer part time employees at $10.00/hr and 40 hours per week for 10 to 12 weeks. Summer help intended for North Kingstown residents enrolled in post high school programs and are over the age of 18. Program supplements Facilities and Highway division personnel with grass mowing and roadside brush cutting during peak growing season and peak use of fields. College students generally start in late May and work until early September.	
00110070 510107	OVERTIME	27,000.00
	Overtime to cover custodial vacancies, special town events, festivals,	

Account Number	Description	Requested
	weekend emergencies, tournaments, and special maintenance activities. DPW Facilities now covers all carpet cleaning on OT. Average overtime cost for previous three years is approximately $32,600.	
00110070 524001	FICA	26,580.00
00110070 524302	RETIREMENT	44,640.00
00110070 524304	HEALTH INSURANCE	49,986.00
00110070 524305	DENTAL INSURANCE	3,399.00
00110070 524306	LIFE INSURANCE	1,036.00
00110070 524307	UNIFORM ALLOWANCE	2,450.00
	Uniform allowance, 7 @ $350 each	
00110070 530305	SOLID WASTE	6,000.00
	Town Facility collection of trash and recycling (dumpsters). Contract with Coastal Recycling awarded in Aug. 2010. Bid results saw a reduction in the cost of disposing of solid waste from town facilities. Bid prices were lower than industry standard; therefore, future prices should be expected to increase significantly with other companies.	
00110070 530504	LICENSE FEES	250.00
	Licensing for CDL, hoisting, insect and rodent control anticipated to be approximately $300 for FY 13	
00110070 530610	OUTSIDE CLEANING SERVICES	35,000.00
	Outside contract cleaning of public restrooms; Wilson Park, McGinn Park, Sig Rock, Ryan Park, Wickford Rest Rooms, Transfer Station, Public Works facility, Community Center.. Contract was re-bid in the fall of 2009. Contract bid in Jan. 2012 expected to increase cost of this service by $10,000 per year.	
00110070 530704	OTHER RENTALS	1,500.00
	Misc equipment rental for facility maintenance division include portable restrooms for Town Wharf and McGinn Park. Annual rental of portable toilets is approximately $1,200.	
00110070 531002	CONSTRUCTION & OPERATING EQUIP	1,000.00
	Misc. construction equipment rental for projects requiring specialty equipment. Also includes rentals for field preparation. Many facility projects are unforeseen facility repair projects.	
00110070 531101	TOWN CAPITAL RESERVE APPROPRIA	100,000.00
	Town Facilities Improvement/Maintenance Projects: Wickford Elementary School (Town Maintained) Misc Dam repair projects; Road Maintenance projects; Sidewalk reconstruction projects; Mechanical, roofs and Fire Code-various facilities; Landfills-Construction activities required for final closure; Road and sidewalk reconstruction projects must now be covered under this item, with the reduction of road and sidewalk maintenance funding.	
00110070 531102	ELECTRICAL SYSTEMS MAINTENANCE	6,000.00
	Routine electrical maintenance and emergency repairs to Town buildings and facilities by private contractors. Average for past three years is $7,200. Required conversion to radio alarm boxes will cost $5,000 per facility – Annex, Station 3 remain.	
00110070 531103	PLUMBING SYSTEMS MAINTENANCE	2,000.00
	Routine plumbing maintenance and emergency repairs to Town facilities and buildings by private contractors. Also includes installation of backflow preventers per Water Dept. requirements, ongoing to include all town buildings. Installation of backflows will be	

Account Number	Description	Requested
	phased, as there is insufficient funding to cover all buildings.	
00110070 531104	HVAC SYSTEMS MAINTENANCE	25,000.00
	Routine HVAC maintenance and emergency repairs to Town buildings and facilities by private contractors. The average annual cost for past three years is $32,500. With the completion of various facilities, (Station 5, public safety, senior center, DPW) cost to maintain these systems has increased.	
00110070 531105	STRUCTURAL SYSTEMS MAINTENANCE	25,000.00
	This item covers small building and structural projects. Many projects are unforeseen maintenance or code upgrades. Projects include Fire Marshall code compliance and radio boxes, overhead door repairs, roofs, radio systems upgrades, septic system repairs, electrical/mechanical upgrades, dock repairs, chimney repairs and other unanticipated facility needs.	
00110070 531106	LANDSCAPING MAINTENANCE	475.00
	Landscaping materials and supplies; mulch, wood chips. Average annual cost over past 3 years is $490. This item will increase in cost with the acquisition of more town property.	
00110070 531108	SEWAGE DISPOSAL MAINTENANCE	2,500.00
	Pumping septic systems at Town buildings and facilities. Average cost for last three years is $3,530. `	
00110070 531206	CONTRACTUAL SERVICES NOT OTHER	20,000.00
	Funding for misc. and unanticipated outside services, including servicing of fire extinguishers, moving and storage, pest control, generator servicing, lettering, overhead doors, fire alarm testing and maintenance, and special facilities service calls. Annual fire alarm contract is $10,100. Annual cost to maintain new septic systems at the Town Beach is $4,000. This item also funds elevator service contracts for two new elevators at Police and Senior Center at a cost of $4,000 and repairs/maintenance to septic system grinder pumps at various facilities. New mechanical controls service contract for the Senior Center is $2,500. Average annual cost for past three years is $19,100.	
00110070 540101	OFFICE SUPPLIES	25.00
	Office supplies for Facilities Personnel.	
00110070 540202	SAFETY EQUIPMENT	500.00
	Gloves, safety belts, respirators, vests, safety glasses, goggles, hard hats, replaced as needed. Average cost for past three years is $480.	
00110070 540304	FERTILIZERS	4,000.00
	Fertilizers for landscaping at Town facilities, parks and athletic fields. Average cost for last three years is $4,200. Costs will continue to increase as Town assumes responsibility for more parks and fields and with an industry wide increase in cost of materials.	
00110070 540305	PEST CONTROL CHEMICALS	50.00
	Pest control chemicals for in-house insect and rodent control. This item includes rat baiting along sea walls and mosquito abatement.	
00110070 540401	GASOLINE & DIESEL FUEL	13,000.00
	For Facilities operations, mowers, tractors and all light equipment. This line item also accounts for fuel costs associated with Facilities vehicles used during winter storm operations. Average cost for past three years is $11,900.	
00110070 540402	LUBRICANTS	200.00

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
	For Facilities light equipment, tractors and mowers.	
00110070 540403	TIRES	1,000.00
	For Facilities light equipment, tractors and mowers. Average cost for past three years is $1,100.	
00110070 540404	BATTERIES	50.00
	For Facilities light equipment, tractors and mowers.	
00110070 540406	REPAIR PARTS	8,000.00
	Repair parts and maintenance for Facilities light equipment, tractors and mowers; All fleet vehicle repairs covered under Highway repair parts. Average cost for past three years is $8,200.	
00110070 540501	BUILDING REPAIR MATERIALS	12,000.00
	Materials used in the routine in-house maintenance and emergency repairs to Town facilities Materials cost only for lumber door, windows, concrete, paint, roofing, preservatives, sheathing, tiling. An average cost for last three years is $11,800. This should decrease with completion of capital improvement projects and energy projects thru ESCO Grant.	
00110070 540502	SOIL SAND & GRAVEL	1,000.00
	Materials used in playgrounds, parks and athletic fields; sand, gravel, stone, loam, special field mixes.	
00110070 540506	SEEDS & PLANTS	1,000.00
	Plantings and other materials for landscaping facilities, buildings, playgrounds, parks and ball fields.	
00110070 540507	PLUMBING SUPPLIES	1,250.00
	Supplies for in-house plumbing maintenance and repairs. Average for past three years is $1,300.	
00110070 540508	ELECTRICAL SUPPLIES	3,500.00
	Supplies for in-house electrical maintenance and repairs. Average annual cost for past 3 years is $3,660.	
00110070 540509	JANITORIAL SUPPLIES	13,000.00
	Janitorial supplies for all divisions. Custodial supplies for facilities including Town Hall, Town Hall Annex, Wickford Rest Rooms and the Community Center. Average annual cost for supplies for past three years is $13,500.	
00110070 540511	HVAC SUPPLIES	200.00
	Supplies for in-house HVAC maintenance and repairs.	
00110070 540701	HAND TOOLS	500.00
	New and replacement hand tools for carpenter and field maintenance.	
00110070 540702	POWER TOOLS	1,000.00
	New and replacement power tools for carpenter and facilities maintenance.	
00110070 540801	COMMODITIES NOT OTHERWISE CLAS	5,000.00
	Misc. and unexpected Facilities items; flags, holiday wreaths and decorations, fencing, turf and maintenance classes, athletic field items, ladders, staging, generator, misc. construction and operating equipment, office equipment and furniture. Also includes maintenance of field irrigation systems. Average cost for previous three years was $5,100.	
00110070 550501	CAPITAL OUTLAY	30,000.00
	New and replacement equipment: see 5-Year Equipment Replacement List. Proposed equipment purchase in FY 13 to replace a 1971 turf	

ZERO BASED BUDGET
PUBLIC WORKS DEPARTMENT

Account Number	Description	Requested
	tractor with bucket. This piece of equipment was scheduled to be replaced in 2012, but the loss of truck #5 forced its replacement two years ahead of schedule, delaying replacing turf tractor.	
	TOTAL PUBLIC WORKS	**4,199,014.00**
	TOWN MANAGER REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**4,199,014.00**

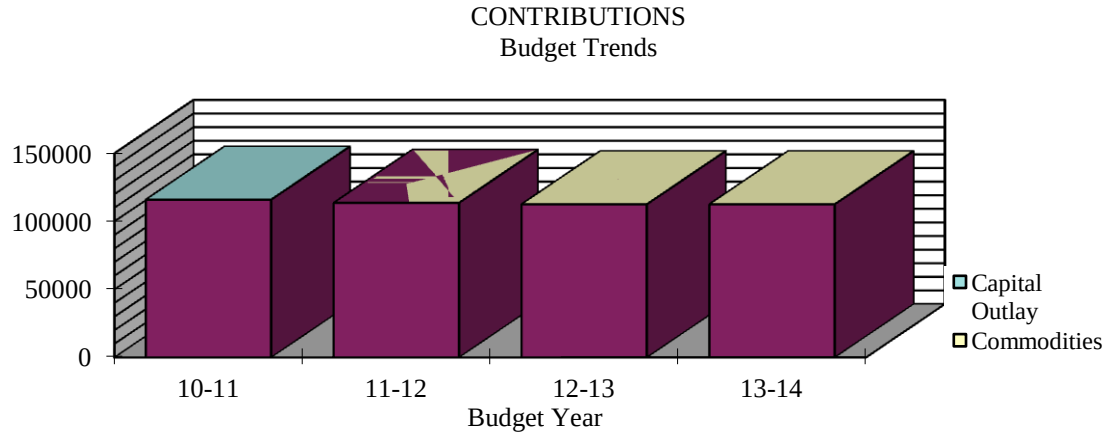
DEPARTMENT OF SENIOR AND HUMAN SERVICES

CONTRIBUTIONS COMPONENT
Marie Marcotte, Director

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

Contributions to Agencies	**FY 2012 Adopted**	**FY 2013 Proposed**	**$ Increase**	**% Increase**
Washington County Regional Planning Council	6,000.00	6,000.00	0	0.00%
South Shore Mental Health Ctr.	9,556.00	9,556.00	0	0.00%
Bayside Family Healthcare	20,000.00	20,000.00	0	0.00%
Women's Resource Center	4,000.00	4,000.00	0	0.00%
VNS Homecare	17,500.00	17,500.00	0	0.00%
Arts Council	20,000.00	20,000.00	0	0.00%
South Kingstown Senior Center	36,439.00	35,445.00	-994	-2.73%
Totals	**113,495.00**	**112,501.00**	**-994**	**-0.88%**

Contributions	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Services	$115,870	$113,495	$113,495	$112,501	($994)	-0.88%	$112,501
Commodities	$0	$0	$0	$0	$0	0.00%	$0
Capital Outlay	$0	$0	$0	$0	$0	0.00%	$0
Total	**$115,870**	**$113,495**	**$113,495**	**$112,501**	**($994)**	**-0.88%**	**$112,501**



HUMAN SERVICES COMPONENT
Marie Marcotte, Director

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

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

Potential Impacts to services resulting from an economic downturn and reduced staffing:

- **Delays in assistance from reduced staffing can result in :**
  - **Increased #persons/families with homeless status as a result of evictions**
  - **Increased # persons/families without utilities such as heat and electricity**
  - **Create more strain on other resources: Food Pantry, Police**

- **Reduction in crisis intervention can create more crisis for individuals and families**

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue to provide emergency assistance to North Kingstown residents in crisis situations (Goal 1).	Vision, Quality of Life	Ongoing through FY 2012-2013
Educate community on resources/programs provided by local social service agencies to those in need (Goal 2).	Vision, Quality of Life	Ongoing through FY 2012-2013
Determine all possible financial resources available (Goal 3).	Quality of Life, Fiscal	Ongoing through FY 2012-2013
Continue staff development, train and collaboration with other human service providers (Goal 4)	Vision, Quality of Life	Ongoing through FY 2012-2013

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Bi-Annual meeting with Directors, Dept of Human Services, and Salvation Army (Goals 1,2,3,4). Update Holiday giving program computer system to incorporate Social services, Food Pantry, and Holiday Program (Goals 2,3,4). Plan for Holiday Giving and Press Releases (Goals1,2,3,4).
SECOND QUARTER (10/1/12 to 12/31/12)	Collect names of people in need of Thanksgiving and Christmas holiday baskets and gifts (Goals 1,2,4). Distribute gifts and food cards to people in need (Goals 1,2,4). Mail correspondence to possible donors (Goals 2,3,4). Planning meetings with Community Partners (Goals 2,3,4). Administer Good Neighbor fund for Salvation Army Heating Season (Goals 1,2,3,4). Budget Preparation (Goals 1,2).
THIRD QUARTER (1/1/13 to 3/30/13)	Administer Good Neighbor fund for Salvation Army Heating Season (Goals 1,2,3,4). Meetings with Directors, Dept of Human Services and Salvation Army

QUARTER	ACTIVITY
FOURTH QUARTER (4/1/13 to 6/30/13)	(Goals 1,2,3,4) . Bi-Annual meeting with Directors, Dept of Human services and Salvation Army (Goals 1,2,3,4). Review Holiday program for upcoming Holiday Season (Goals 2,3,4).

PERFORMANCE MEASURES

*PRODUCTIVITY MEASURE**	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/2013*
Electric Shutoff	Goals 1,2,3,5	17	25	22	23
Electric – Amount		$2,269	$2,300	$2.100	$2,150
Heat Cases	Goals 1,2,3,5	30	38	38	39
Heat – Amount		$5,180	$5,750	$5,500	$5,500
Rent Cases	Goals 1,2,3,5	12	20	20	21
Rent – Amount		2,385	$2,750	2,250	$2,250
Medical Cases	Goals 1,2,3,5	2	6	2	2
Medical– Amount		166	$300	150	$100

ZERO BASED BUDGET
CONTRIBUTIONS

Account Number	**Description**	**Proposed**
00113010 530901 -	SOUTH COUNTY COMM. ACTION	15,255.00
00113010 530902 -	PHOENIX HOUSE (SYMPATICO)	1,430.00
00113010 530903 -	SOUTH SHORE MENTAL HEALTH CTR.	9,556.00
00113010 530904 -	BAYSIDE FAMILY HEALTHCARE (NK R	20,000.00
00113010 530907 -	DOMESTIC VIOLENCE RESOURCE CEN	16,935.00
00113010 530908 -	VNS HOME HEATH SERVICES	17,500.00
00113010 530935 -	SENIORS HELPING OTHERS	1,500.00
00113010 530939 -	THUNDERMIST HEALTH CENTER	2,500.00
00113010 530940-	SOUTH KINGSTOWN ADULT DAYCARE	35,445.00
00113010 530943 -	WASHINGTON COUNTY REG PLANNIN	6,000.00
00113010 530945 -	ARTS COUNCIL	20,000.00
	Arts Council Program for 2008 Tuesday Night Concerts 2/3 cost for performers from General Fund shown 1/3 cost from Grants and Donation Avg Cost/band = 8 performances @ $400/performance = $3,200.00 Advertising $300.00 8 Police Details @ $160 each =$1,280.00 Thursday Night Concerts 2/3 cost for performers from General Fund 1/3 cost from Grants and Donation Avg Cost/band = 8 performances = $2,664.00, Advertising $300.00, Tuba Christmas/Military Salute =$2,000.00, Amateur Take an Arts Break Classes - Classes for enrichment in subjects such as painting, calligraphy, etc Artists/performers $1,964.00, Creative Dramatics - Children learn acting skills and finish with play at the high school 2/3 cost for performers from General Fund shown 1/3 cost from Grants and Donation Production Costs (general fund only) $2,340.00 Entertainment provided for the Senior Center $667.00 ASCAP License Fee $285.00 Total $15,000.00 Other Programs funded by Grants and Donations Family Concerts - Smith's Castle - Strawberry Festival, Market Fair, Model of Wickford Light at Gay Rock Light House, Rhode Island Voices, Sunday Musicales, Walking Lafayette	
00113010 539999 -	REQUESTS FROM NEW AGENCIES	7,000.00

ZERO BASED BUDGET
CONTRIBUTIONS

Account Number	Description	Proposed
	Wash Cty Coalition Children $1000 Education Exchange $4,000 Samaritins $500 Lafayette $1500	
	TOTAL CONTRIBUTIONS	**153,121.00**
	TOWN MANAGER'S REDUCTIONS	**(40,620.00)**
	FINAL PROPOSED CONTRIBUTIONS BUDGET	**112,501.00**

SENIOR SERVICES

Marie Marcotte, Director

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

Belief Statement – We Believe That:

- Older adults have unique needs, characteristics, talents and interests.
- Older adults are valuable assets to the community.
- 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 ongoing opportunities for active participation that includes civic engagement and lifelong learning.
- Social interactions and opportunities to develop friendships are important components of successful aging.

December 2011 marks the two year anniversary in Beechwood, A Center for Life Enrichment. All services provided are based at this location on the town beach campus. Total unduplicated number of individuals served in all categories in 2010-2011 is 2,451.

Senior Services

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

Programming at the Senior Center is divided into Recreational/Educational and Health Wellness Programs. General programming includes daily ongoing activities including day trips to points of interest. Internet access and computer education is available and taught by volunteer instructors. A comprehensive Health Wellness Program offers health education and exercise programs for varied fitness levels and interests, in order to maximize the well-being and independence of older adults in the community. A Wellness Center offers a variety of health services on site including Podiatry services and health testing/screenings provided by South County Hospital, University of Rhode Island Pharmacy Outreach and Visiting Nurses Services and Rhode Island College School of Nursing. Community partnerships with the North Kingstown Arts Council, Westbay YMCA, URI Master Gardener/Wild Plant Society and AARP create program opportunities for all adults in North Kingstown and are offered at Beechwood. A total of 1,985 unduplicated individuals participated in programs. **Key Indicator: Service units for programs increased 16% between FY2010 and FY2011.**

Our transportation program provides rides to and from the senior center, to in-town medical appointments, shopping, lab visits, errands, hairdressing/barber appointments, banking, pharmacies, and library visits etc. Senior center staff can assist elders in accessing state and volunteer transportation services for out of town appointments. Transportation is an essential service to elders who do not drive so that they can remain in the community. A total of 138unduplicated riders used transportation services during this period. The calculation of total number of calls for transportation was calculated incorrectly last year. The correct numbers have been updated in the performance measures. **Key Indicator: Transportation service units have increased 16% between FY2010 and FY2011.**

Social Services assisted 688 older adults in areas of financial, health insurance, housing, legal, Social Security, and prescription drugs, etc. There were 71 households (under age 55) in crisis assisted with payments of utilities, housing, homeless status, clothing and medication. Food and/or gifts were provided to 315 households serving 1,027 people (adults and children) through the Holiday Giving Program. The Food Pantry provided food to 1,224 households serving 5,950 people. **Key Indicator: Social Services/Holiday Giving units increased 44% between FY2010 and FY2011.**

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 program has individuals who visit homebound clients in homes and nursing centers. The Center is part of the Department of Elderly Affairs Elderly Abuse Monitoring System, where 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 caregiving. Trained staff is available to obtain current information on all heath care plans, including Medicare D counseling.

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. In addition to the hot meal at noon, a flexible dining program, Beechwood Café, with a 'Grab and Go' menu, operates between 11:00 am -1:30 pm offered in collaboration with North Kingstown High School Dining Services.

Potential impacts to services resulting from an economic downturn and reduced staffing:

- Less comprehensive individual services in all departments
- Reduction in time spent on one on one interactions with frail elders can result in more crisis intervention, less prevention
- Fewer home visits to homebound elders
- Longer wait times to for social service assessments and services
- Reduction of transportation services: local medical, shopping and quality of life
- Delay in ability to respond to requests for information
- Reduction in number and scope of programs offered
- Reduced support for caregivers
- Limited programming with community groups: schools, etc.
- Less advocacy and resolution of problems involving outside agencies

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Last phase of Capital Campaign (Goal 1)	Fiscal	2012/2013
Promote the well-being and independence of North Kingstown's adult community over 55 years. (Goal 2)	Vision, Quality of Life	2012/2013
Provide programs and services to meet present and future needs. (Goal 3)	Vision, Quality of Life	2012/2013
Provide for the changing needs of the Older Adult Community. (Goal 4)	Vision, Quality of Life	2012/2013
Maintain Community Partnerships. (Goal 5)	Vision, Quality of Life	2012/2013
Maintain Health & Wellness Programming to improve quality of Life and overall health and well-being of older adults in North Kingstown (Goal 6)		
Provide opportunities for older adults and youth to interact in meaningful activities. (Goal 7)	Quality of Life	2012/2013
	Quality of Life	2012/2013

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Work with Town officials and NKSA Board to implement Brick Campaign (Goal 1). Evaluate current programs/conduct outcome measurements (Goals 3,4,6,7). Prepare annual calendar (Goals 1-7). Implement Marketing Plan (Goals 1,2,4,5). Prepare annual report/statistics (Goals 1-7). Plan programs for Senior Center Month held in September (Goals 2-7). Prepare Dept of Elderly Affairs Statistics (Goals 1-6). Review emergency plan for frail elders (Goals 1,2).
SECOND QUARTER (10/1/12 to 12/31/12)	Plan day trips for year (Goals 2,3,4). Plan Holiday Programs (Goals 3,7). Preparation of Annual Budget (Goals 1-7). Plan and implement intergenerational programs. (Goals 3,5,7). Prepare quarterly statistics for DEA/Town (Goals 2-7). Collaborate with Community Partners on Fall/Spring Programs (Goals 2,5). Implement Medicare Part D program updates (Goals 2-6).
THIRD QUARTER (1/1/13 to 3/31/13)	Plan Volunteer recognition event in April (Goals 2,3,5). Prepare quarterly statistics for DEA/Town (Goals 2-7). Coordinate Tax-Aide Program (Goals 2,3,5).
FOURTH QUARTER (4/1/13 to 6/30/13)	Implement spring programs including programs for Older Americans Month (Goals 2-6). Organize annual fundraiser beginning in April (Goals 2,3,4). Quarterly statistics for DEA/Town (Goals 2-7).

PERFORMANCE MEASURES

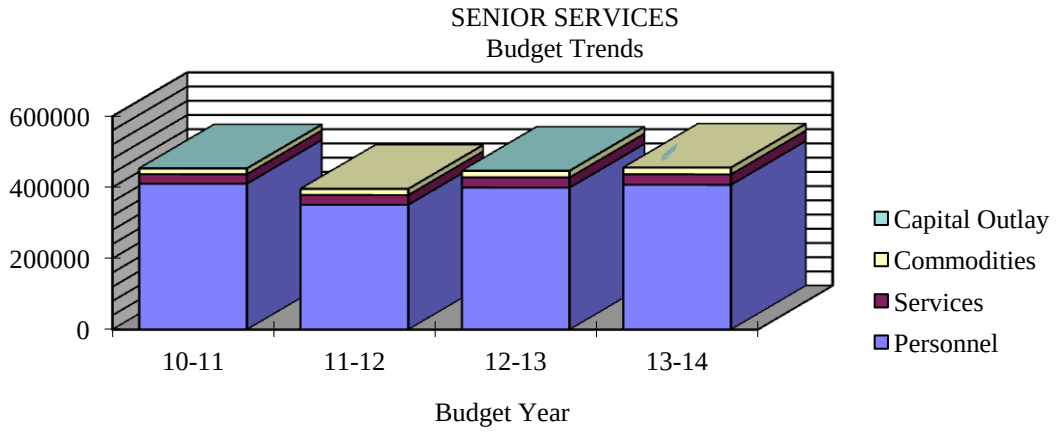
PRODUCTIVITY MEASURE	*Goals 1-6*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Total # of Calls	1,2,3,6	*8,906	*16,068	9,000	9,100
Bank, Library, Post Office	1,2,3,6	396	710	400	425
Doctors/ Medications	1,2,3,6	193	340	204	210
Shopping	1,2,3,6	1,082	2,150	1,110	1,200
To Center	1,2,3,6	3,092	5,600	3,110	3,125
Unduplicated Riders	1,2,3,6	138	135	140	143
Social Services:					
Individuals-Seniors	1,2,3,6	688	550	600	625
Individuals-Human Svc	1,2,3,6	199	415	200	215
Service Units*	1,2,3,6	2064	3,500	3,100	3,400
Holiday Giving Indiv.	1,2,3,6	1,027	1,100	1,050	1,100
Meals on Wheels # meals delivered	1,2,3,6	5880	5,300	5700	5800
Meals on Wheels by individual	1,2,3,6	51	48	50	50
Meal Site # Meals Served	1,2,3,6	9550	9,450	9600	9700
Meal Site by Individuals	1,2,3,6	471	490	490	500
By Individual-Programming	1,2,3,6	1,869	1,725	1,880	1,925
Service Units	1,2,3,6	34,301	30,000	35,000	36,000
Individuals –Undup./ Individual Unduplicated - All	1,2,3,6	2451	2,500	2550	2650

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Dir of Senior & Human Services	1	1	1
Secretary	1	1	1
Assistant Director	1	1	1
Building Custodian	0	.80	.80
Total	**3**	**3.8**	**3.8**

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Coordinator Social Services 25 hrs	1	1	1
Meal Site Manager 19.5 hrs	1	1	1
Social Services Specialist 25 hrs	1	1	1
Bus Driver (2) 17.5 hrs (1) 19.5	3	3	3
Kitchen Supervisor 19.5	1	1	1
Total	**7**	**7**	**7**

Senior & Human Services	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$410,512	$356,665	$351,276	$399,460	$48,184	13.72%	$407,449
Services	$26,729	$27,672	$27,203	$28,766	$1,563	5.75%	$29,341
Commodities	$15,953	$17,053	$17,162	$18,462	$1,300	7.57%	$18,831
Capital Outlay	$0	$60,075	$0	$0	$0	#DIV/0!	$0
Total	**$453,195**	**$461,465**	**$395,641**	**$446,688**	**$51,047**	**12.90%**	**$455,622**



ZERO BASED BUDGET
SENIOR SERVICES DEPARTMENT

Account Number	Description	Proposed
00113050 510101	CLASSIFIED FULL TIME	75,656.00
00113050 510102	CLASSIFIED PART TIME - Six Part-Time Personnel	84,246.00
	This line item shows an increase due to a miscalculation of raises (2.75%) from FY2012. It also does not reflect any cost of living raises for FY2013 due to contract negotiations.	
00113050 510103	UNCLASSIFIED FULL TIME	108,512.00
00113050 510104	UNCLASSIFIED PART TIME	27,038.00
	This line item was accidently omitted for FY2012 by previous director. The line item covers 21 hours per week (of 25 hour position) for Social Service Coordinator: $20,825; balance of 4 hours for this portion would be paid from DEA grant (grant has been reduced by $984 for FY2012); Bus Drivers for Nite Owls 120 hours/year = $1,461. General Subs for office, kitchen and drivers= $4,752.	
00113050 510107	OVERTIME	
00113050 524001	FICA	22,610.00
00113050 524302	RETIREMENT	32,330.00
00113050 524304	HEALTH INSURANCE	43,003.00
00113050 524305	DENTAL INSURANCE	4,345.00
00113050 524306	LIFE INSURANCE	635.00
00113050 524307	UNIFORM ALLOWANCE	280.00
00113050 524403	ASSOCIATION DUES	305.00
	RI Directors Association $30.00; NCOA Membership at $145.00; Chamber of Commerce membership $ 130.00 (increase of $5)	
00113050 524404	CONFERENCE/MEETINGS	500.00
	Medicare Part D Conference for Social Workers. Updates for SHIP and Medicare program. Necessary to learn changes and help keep Seniors informed.	
00113050 530103	POSTAGE	
00113050 530203	VEHICLE REGISTRATION	17.00
	This account is used for registration fee for three buses.	
00113050 530405	TRAVEL & EXPENSES	2,700.00
	Covers staff mileage for the following: Home Visits for Social Services – 1,650 miles annually; Out of Town Meetings, Trainings -1,100 miles annually; Support Staff, Volunteers (occasionally), Off-Site Programs, Post Office: 2,195 miles.	
00113050530504	LICENSE FEES	305.00
	Notary renewal - $80.00; Food Certification and License for Dining Room Manager - $225	
00113050 530604	MEDICAL SERVICES	75.00
	Replacement personnel physicals	
00113050 531001	MOTOR VEHICLES MAINTENANCE & E	3,800.00
	Routine maintenance -$1,200 (oil change/lube/filters); Balance is for non-routine repairs/parts $2,600. Vehicles out of warranty, higher mileage. 1999 bus -177,000 miles; 2006 bus - 84,000 miles; 1995 van off the road.	
00113050 531203	SUBSCRIPTIONS	416.00

ZERO BASED BUDGET
SENIOR SERVICES DEPARTMENT

Account Number	Description	Proposed
	This amount reflects the amount spent each year on subscription to the Providence Journal. Increase for year ($104).	
00113050 531206	CONTRACTUAL SERVICES NOT OTHER	11,453.00
	To help with costs associated with 6 Nite Owls programs = $600; Volunteer & Senior Center Week Activities = $1,100.; Sprint cell phones For Bus Drivers (100x12) = $1,200.; Piano Tuning (2 per year) = $350.; Xavus Annual upgrade = $990; Perspectives Dishwashing Services 7.40/hr x 9.0 hrs/wk = $3,463; Exercise Machine Maintenance = $500; Landscaping/flowers for planters = $250; Holiday Giving Program = $2,500 for seasonal coordination; Atrion = $500.	
00113050 531211	PUBLIC ASSISTANCE	10,000.00
	Emergency assistance for those who do not qualify for state programs.	
00113050 540101	OFFICE SUPPLIES	4,152.00
	Supplies – Paper, Business Cards, Envelopes, Note cards, Letterhead = $2,000; Printer, Copy Machine, and Fax Ink, Paper, Calendars, Swipe Tags = $1,222; Welcome Packets = $930.00.	
00113050 540310	MEDICINES & DRUGS refills for 2 First Aid Kits	110.00
00113050 540401	GASOLINE & DIESEL FUEL	8,800.00
	First five months of FY 2011-2012 average was $738/month	
00113050 540403	TIRES	1,500.00
00113050 540801	COMMODITIES NOT OTHERWISE CLAS	3,900.00
	Kitchen/Dining Supplies (Perkins, El-Gee, All American) = $2,500; Wickford Lumber = $150; Program Supplies = $850; Volunteer Calendars = $400.	
00113050 550701	OTHER CAPITAL OUTLAY	
	This line item usually sets aside $10,000-$15,000 annually for purchase of replacement vehicle.	
	TOTAL SENIOR SERVICES	**446,688.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**446,688.00**

CODE ENFORCEMENT
Gary T Tedeschi, Building Official

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

The Code Enforcement Department's clerical staff is comprised of one full time and one part time employees. Until recently the department had two part time positions created to allow for the complete electronic recording of all office documents however as the office became increasingly busier the clerks were necessary to maintain a balance of data entry and permit transactions. The loss of one part time position has left us no choice but to try and maintain the day to day activity of enforcement of the building code. We are no longer able to expand the capabilities of the department. Any future reduction of staff may result in the original lawsuit regarding permit fees to be revisited. The enforcement and plan review staff consists of a Building Official and an Assistant Building Official. Three contracted, licensed inspectors provide mechanical, plumbing and electrical inspection services.

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

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Continue to effectively enforce the State Building Code and the State Housing Maintenance and Occupancy Code to insure the Health, Safety and Welfare to the public in North Kingstown. (Goal 1)	Organizational Development	FY 2012-13
Continue to build public confidence and trust in our staff and local government;(Goal 2)	Organizational Development	Daily
Provide a more effective means for the distribution of information regarding permit records and building code through the expansion of our electronic library and data base; (Goal 3)	Organizational Development	Daily
Continue to improve electronic, telephonic, written and verbal communication with co-worker, other departments and the general public; (Goal 4)	Organizational Development	FY 2012-13
Develop an interdepartmental electronic permit review process in order to expedite the permitting process; (Goal 5)	Organizational Development	FY 2012-13
Expand upon ability to electronically track scheduled inspections, completed inspections and violation; (Goal 6)	Organizational Development	FY 2012-13

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Provide the best service possible to the public. Review the development of an interdepartmental electronic permit review process in order to expedite the permitting process. Continuing to consolidate and organize the filing system. (Goals 3)
SECOND QUARTER (10/1/12 to 12/31/12)	Provide the best service possible to the public. Expand upon our ability to electronically track scheduled inspections and violations. Continuing to consolidate and organize the filing system and continue to scan all files. (Goals 3)
THIRD QUARTER (1/1/13 to 3/31/13)	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 .
FOURTH QUARTER (4/1/13 to 6/30/13)	Provide the best service possible to the public. Continuing to consolidate and organize the filing system. (Goals 1/3)

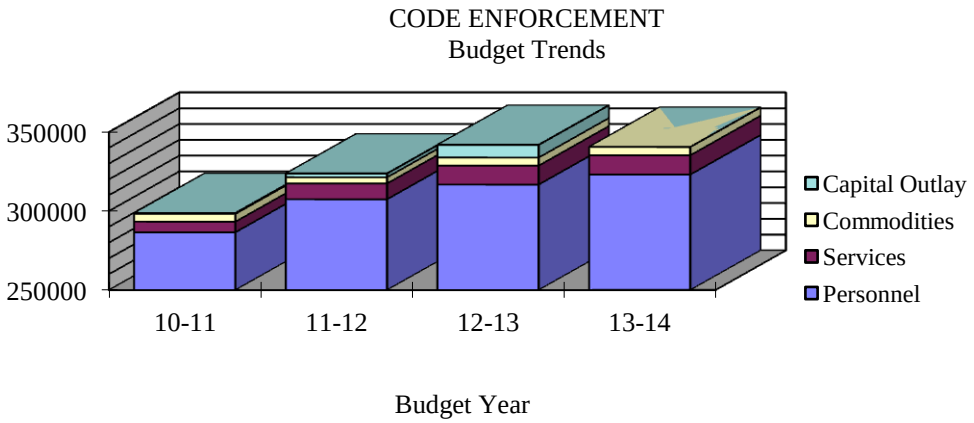
PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL* FY *2010/11*	*BUDGET 2011/12*	*PROJECTED 2010/11*	*PROJECTED 2011/12*
Total Const. Value, Residential & Non-Residential			$24,579,028		46625092.00
Permits Issued: Building			803		839
Electrical			628		561
Plumbing			182		452
Mechanical			449		218
Demolition					
Total # Permits Issued			2064		2070

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 11/12*
Building Official	1	1	1
Assistant Building Official	1	1	1
Office Supervisor	1	1	1
Clerical Assistant	0	0	0
Total	**3**	**3**	**3**

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 11/12*
Clerical Assistant (Pt+28Hrs 52 Weeks)	2	1	1
Contracted Inspectors	3	3	3
Total	**5**	**4**	**4**

Code Enforcement	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$286,583	$305,823	$307,478	$316,778	$9,300	3.02%	$323,114
Services	$6,719	$12,073	$9,995	$12,000	$2,005	20.06%	$12,240
Commodities	$4,918	$3,873	$3,900	$5,100	$1,200	30.77%	$5,202
Capital Out	$469	$2,818	$2,350	$8,000	$5,650	240.43%	$0
Total	**$298,688**	**$324,587**	**$323,723**	**$341,878**	**$18,155**	**5.61%**	**$340,556**



ZERO BASED BUDGET
CODE ENFORCEMENT DEPARTMENT

Account Number	Description	Requested
00115010 510101 -	CLASSIFIED FULL TIME	93,507.00
00115010 510102 -	CLASSIFIED PART TIME	26,204.00
00115010 510103 -	UNCLASSIFIED FULL TIME	70,450.00
00115010 510107 -	OVERTIME	1000.00
	Funds to cover the cost of emergency call backs and board meetings for the Building Inspector	
00115010 510109 -	SPECIAL EMPLOYEE	37,000.00
	This account is necessary for the three contracted, licensed inspectors that provide mechanical, plumbing and electrical inspection services in accordance with state building code The amount also reflects the costs incurred by each inspector for the mandatory education credits that must be maintained. Inspectors have been paid $17.00 per inspection. Due to increases in fuel costs I have budgeted 18.50 per inspection.	
00115010 524001 -	FICA	17,493.00
00115010 524302 -	RETIREMENT	29,741.00
00115010 524304 -	HEALTH INSURANCE	30,037.00
00115010 524305 -	DENTAL INSURANCE	3,380.00
00115010 524306 -	LIFE INSURANCE	501.00
00115010 524308 -	MILEAGE ALLOWANCE	2450.00
	This would be a new line item that is just an offset of the line item for fuel. There is no additional impact to the budget when	

ZERO BASED BUDGET
CODE ENFORCEMENT DEPARTMENT

Account Number	Description	Requested
	you take into account the reduction in fuel costs. The vehicle is over 11 years old and may still have a resale value. I would recommend the sale of the vehicle and eliminate the costs associated with an older vehicle.	
00115010 524401	TUITION & FEES	1,040.00
	This line item accounts for the state mandatory training that is required to maintain our certifications in code enforcement. Funds will cover mandatory training for all inspectors	
00115010 524403 -	ASSOCIATION DUES	175.00
	This account covers RIBuilding Official Association dues for Gary Tedeschi & Rhett Bishop @ $25 each. Also includes membership in the International Code Council @ $100.00. Membership of the New Eng Building Off Asso @ $50.00. Membership has reduced rates for code books and other documentation, plus on line support for code officials.	
00115010 524404-	CONFERENCES / MEETINGS	3,000.00
	ICC Code Hearings & Annual Conference $1500.00,New England Building Officials Seminar $1000.00 each.	
00115010 524405 -	TRAVEL & EXPENSES	300.00
	Funds necessary to cover the cost of the mandatory education requirements for code officials.	
00115010 531001 -	MOTOR VEHICLES MAINTENANCE	1,000.00
	This department has two vehicles; this account is to reflect the maintenance of one of the two vehicles. See the description of the line item for mileage allowance vehicles.	
00115010 531206 -	CONTRACTUAL SERVICES NOT OTHER	9,500.00
	This line is necessary to cover the annual charges for 2 cellular phones @$1000.00, 2 air cards for the laptops that are used for the permitting system, and $4000.00 for the BFG software support.	
00115010 540101 -	OFFICE SUPPLIES	2,100.00
	Funds are necessary to cover the costs of supplies to the office. Supplies included but not limited to: labels for files, markers, highlighters, push pins, adding machine tape, envelopes three sizes, index tabs, binders, storage boxes, vertical organize typewriter correction tape, laser printer cartridge photo developing, fax cartridge, calendar book, wall files, providence journal, standard times, inspections stickers, labels for files, markers, printer cartridges, pens, pencils, etc.	
00115010 540102 -	PRINTED FORMS	300.00
	This account is necessary to cover all printed forms, building permit application, C/O & Building permit cards and business cards.	
00115010540108-	BOOKS & PUBLICATIONS	1,450.00
	This account covers the cost of RI State codes, NFPA 53 new electrical code $250.00, Arch Graphics Standards $250.00, ICC 2006 codes CD $250.00, periodicals/journals $150.00. This is a code change year.	
00115010 540401 -	GASOLINE & DIESEL FUEL	1,250.00
	Funds are necessary to cover the cost of gas for one vehicle for inspections. The balance of this line item was moved to mileage reimbursement.	
00115010 550301-	OFFICE EQUIPMENT & FURNITURE	8,000.00
	Funds necessary to cover the cost of portable laptops to utilize the internet based software that is being used.	
	TOTAL CODE ENFORCEMENT BUDGET	**341,878.00**
	TOWN MANAGER'S RECOMMENDED REDUCTIONS	**0.00**
	FINAL CODE ENFORCEMENT BUDGET	**341,878.00**

THE NORTH KINGSTOWN FREE LIBRARY
Cyndi Desrochers, 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 vision of the library is to enrich lives, build a sense of community, and provide equal access to culture, entertainment, and education for everyone in the community, regardless of age, race, economic or educational level. The library's first long-range plan, written in 1986, clearly articulated this vision. It said: "The North Kingstown Free Library is the symbolic center of our community. It is a permanent physical space that acts as a meeting place for the exchange of information and ideas, as a gateway to resources and services which are available to assist our citizens in living and enriching their daily lives, as a repository of our collective culture and history, and as an embodiment of the democratic ideals that have shaped our society: freedom, equality, and plurality."

Indeed, now, as in years past, we are guided by the strong vision embodied in this early long-range plan and by our enduring commitment to provide the highest quality service to our community, service that has always been marked by mutual support and respect—of the townspeople for the library and of the library for the townspeople.

WHAT THE COMMUNITY GETS FROM THE NKFL

ENRICHMENT & ENJOYMENT

The Library provides the public with popular materials—books, magazines, movies, audio books, playaways, downloadable audio books and e-books, and recorded music—that bring enrichment and enjoyment to all ages.

- 187,828 people came through our doors in FY11. We're on target to match that in FY12
- 363,989 items circulated in FY11, including 243,427 print items, 27,675 audio and 75,121 video items
- We received 43,760 items from other libraries for our patrons, and sent out 47,890 items for other libraries' patrons.
- Our patrons downloaded 2488 audio books and 1455 e-books in FY11. In the first half of FY12, patrons downloaded 1190 audio books and 2266 e-books!

INFORMATION & KNOWLEDGE

The Library staff links the public to information and knowledge using proven advanced technologies—computers & printers, fast internet connection, Wi-Fi access—and a core collection of traditional resources—books, reference materials, and newspapers.

- The staff answered 20,888 reference questions - from very simple to complex - in FY11
- 32,061 people used our public internet computers in FY11.
- There were 56,983 searches to the 53 licensed databases we subscribe to, individually and through OSL.
- They use many of our services from home 24/7, via the library web page - there were 79,673 hits to the library's web page and 55,972 to the library's facebook page in FY11.
- They download books, audio books, music, and movies for free on their home computers and portable electronic devices.

LIFELONG LEARNING

The Library nurtures and sustains lifelong learning and attracts the community to a variety of educational, cultural, and entertaining experiences—concerts, dramatic presentations, lectures, author appearances, puppet shows, magic shows, dance performances, storytellers, book discussions, movies, story time sessions for babies through preschoolers.

- 3,866 children attended our 194 pre-school programs
- 3,044 children attended our 66 programs for school age children
- 199 young adults attended our 66 YA programs
- 4,026 attended our 134 adult programs

LOCAL HISTORY & CULTURE
The Library serves as the town's local historical society, collecting materials—books, photographs, manuscripts, genealogical notes, records, publications of agencies and organizations—that document our local history and culture.

A WELCOMING GATHERING SPACE
The Library welcomes all users to a facility whose interiors, systems, and grounds are efficiently-run, well-appointed, well-maintained, and safe.

- They use the library meeting rooms—one of very few free meeting spaces available in town.
- They exhibit arts and crafts and other personal collections in the library's foyer gallery and display cases.
- They come to Monday Night at the Movies—once a month, to view new and popular films.

THE LIBRARY BUDGET FOR FY2013

The library budget supports the five elements that are needed to provide library service to the community: a convenient business schedule; a staff of professional librarians and paraprofessionals trained to help the public; a collection of resources in all formats in demand by the community; advanced proven technologies both for the public to use and as the infrastructure for our services; and a facility that serves as a gathering place, a welcoming place, and a place of refuge for people from all walks of life.

Expenditures. The budget request for FY2013 for the North Kingstown Free Library is $1,463,503 with a spending increase of $27,485 (1.91%) over the current fiscal year.

- This entire increase represents contractual personnel obligations over which the library has no control, including union COLAs; merit raises; five additional days of payroll at the end of the fiscal year; the increase in employer contributions for retirement benefits; and expected increased costs for health and dental benefits. It does not include the four part-time intern positions that we currently have.

Revenues.

- Municipal Tax Appropriation: $1,178,379. Since the North Kingstown Free Library is a town service, the largest source of revenue for the budget comes from town tax support. This budget would require $1,178,379 from municipal tax support, an increase of $45,790 (4%) over the current fiscal year.
- State Grant-in-Aid to Public Libraries (based on estimates from OLIS): Tax-based: $223,463. Endowment-based: $2,147. Total: $225,610. We qualify for grant-in-aid only if the town appropriates the same amount for library service that it appropriated in the preceding fiscal year (this number is derived from the total of the tax appropriation for the NKFL plus the annual contributions given to the Davisville and Willett libraries).
- Departmental Revenue: $50,000. This includes money received from overdue fines and from printing on the public printers (10 cents a page for b&w; 50 cents a page for color).
- Prior Year Revenue: $10,000. The library's fund balance is very small and cannot support a larger annual contribution.

JUSTIFICATION FOR THE FY2013 BUDGET

The library is the great equalizer that levels the playing field for everyone. In tough economic times, people need libraries more than ever—to apply for jobs; to file tax returns; to apply for public assistance. Some folks cannot afford computers and internet access; they do not have money to buy books, to go to the movies, or to attend a concert. Not everyone can afford to take a continuing education course. The library offers all of these things—to everyone, regardless of whether they can afford them or not.

The library treats all of the townspeople with respect, serving each library user individually. We are not just a warehouse of books; we are engaged in a community-building effort every day when we open our doors. The reason we improve the quality of life in town is because of our very ability to serve each library user as an individual. The response to a request for help can take 30 seconds; it can take 20 minutes; or it can take an hour. Every request for assistance gets the same level of effort.

The library gives the taxpayers good value for their investment. Though the cost to the taxpayer for library service represents only about 2 cents on the tax dollar, the value of that investment is far greater than 2 cents.

INFORMATION ABOUT BUDGET CHANGES

The library can no longer absorb increased costs without comparable increases in tax support because of the following:

- We have had higher than budgeted electricity and fuel costs, HVAC repairs, and general repair and maintenance on an aging building.
- We have required additional hours for our part-time clerk and graduate school interns to help cope with the rise in our business volume.
- We have employed a number of strategies to maximize our staffing: we have cross-trained all of our staff; we have eliminated most back-office operations, expecting the staff to perform these tasks while serving on the public desks; and we allow only two staff members to be granted leave at any one time. The library does not employ secretarial staff, bookkeeping staff, or a facilities maintenance supervisor as is the case with most libraries our size; these functions are handled by the Director and Deputy Director.
- We are open 62 hours weekly, including 4 evenings and Saturdays.
- We staff three service desks on two floors and in order to maintain public safety and security, these desks cannot be left unstaffed.
- We have significantly fewer full-time equivalent staff than any library our size or with our volume of business. This staff served 187,828 people in FY11.

FUNDING PARTNERS THAT SAVE THE TAXPAYERS MONEY

The library maintains a number of funding partnerships that help pay for key elements of our services at no cost to the taxpayers of North Kingstown.

Volunteers. The library has a loyal and dedicated corps of volunteers—notably seniors and teens—who help with projects that do not require specialized training, professional library degrees, or involve access to the borrowing records of our patrons, which are protected by state and federal laws.

The State of Rhode Island. In addition to state grant-in-aid to public libraries, which is a direct revenue source in the library budget in excess of $200,000 annually, the State Office of Library and Information Services (OLIS) supports a number of other projects and programs using state and federal funds:

- The daily inter-library delivery service that allowed us to send and receive almost 92,000 items from other RI libraries in FY11.
- Grants for special projects. In the past fiscal year, we received a grant to purchase 5 laptops for a mobile computing lab to teach technology courses to the public
- Paid subscriptions to 29 informational and research databases.

Federal Stimulus Grant Funds through the Broadband Technology Opportunities Program (BTOP). Administered by Ocean State Libraries (OSL), partnering with OSHEAN, federal grant funds in this program will provide the following in the past fiscal year:

- All new telecommunications equipment; 17 new computers.

The Friends of the Library organization pays for 90% of the library's programs and activities.

- Last year, the Friends' organization funded over $11,000 of library programs, making it possible for us to offer these opportunities to the public free-of-charge, at no cost to the taxpayers.
- The Friends' organization paid for 11 museum passes at a cost of $1370.

The NK Arts Council and the library have a long history of collaboration. Last year they funded R.I. Voices and Sunday Musicales.

The Champlin Foundations has granted our library over a million dollars in the past 25 years for technology hardware, software, and infrastructure and for many of our capital projects.

- Last year, they provided funding for 2 barcode scanners, 2 receipt scanners, an APC backup and 3 computers for the circulation department.

The North Kingstown Free Library Corporation, administered by the library Board of Trustees, has provided the lion's share of funding for capital improvements at the library in the past 15 years, allowing for the responsible care and maintenance of the building and grounds with little or no cost to the taxpayers.

- Last year, they provided over $14,000 for furniture, notary service, staff development, and archival supplies for the South County Room collection.

THE EFFECT OF BUDGET CUTS ON LIBRARY SERVICE

Since the library has only two areas of spending within its control—personnel and the library collection—cuts to the library budget request would have to come from these two areas. A cut in either or both of these areas would affect our ability to provide service to the public—which is our very reason for being. The severity of the cut will determine the level of service reduction.

Cuts to the collection budget. If we cannot buy new materials for the library collection, if we buy fewer new materials for the collection, if we cannot buy the formats in demand by our users, we cannot serve the taxpayers of North Kingstown. The collection forms the basis for all of our services and reductions in the number of items we can buy is always a reduction in service.

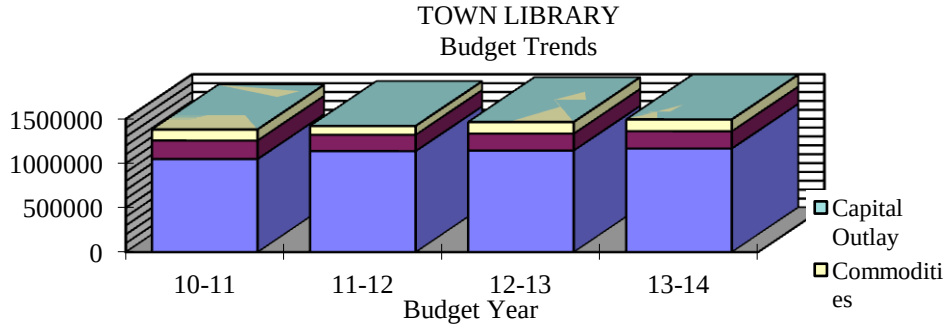
- The collection budget has not seen an increase in the past five years and was cut significantly in the current fiscal year, in spite of the rising cost of materials and the number of formats in which we now have to collect to meet the needs of our community. Every year without an increase is essentially a year in which the collection budget is cut.
- If we seek to rely on other OSL libraries to meet the demands of NK library users, we will shift the cost-savings from the collection to an increased cost for staffing in order to keep up with the higher volume of interlibrary loans, which is the most labor intensive and costly service that we offer.

Cuts to the library staff. Any cut that we make in personnel hours may require cuts in library services and/or hours.

- We are prevented by state mandate from cutting our service hours to below 60 hours a week. State Public Library Standards require us to be open 60 hours a week to serve a population our size. We can only reduce our hours by 2 a week before we risk losing our $200,000+ in state grant-in-aid to public libraries.

As outlined in this document, the library has already made every possible adjustment in staffing and taken advantage of all possible sources of income in order to continue providing the library service that the residents of North Kingstown expect. In short, we cannot continue to provide this service without the proposed increase in the budget.

Library	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$1,049,586	$1,065,463	$1,138,826	$1,145,345	$6,519	0.57%	$1,168,252
Services	$208,550	$204,382	$183,972	$190,825	$6,853	3.73%	$194,642
Commodities	$123,049	$112,256	$97,934	$128,921	$30,987	31.64%	$131,499
Capital Outlay	$0	$0	$0	$0	$0		$0
Total	**$1,381,185**	**$1,382,101**	**$1,420,732**	**$1,465,091**	**$44,359**	**3.12%**	**$1,494,393**



NORTH KINGSTOWN FREE LIBRARY
ZERO BASED BUDGET FY 12-13

3.01% budget increase; 4% tax appropriation increase

ACCOUNT DESCRIPTION	DESCRIPTION	REQUESTED
Classified Full-Time	7 librarians and 5 paraprofessionals. All staff in this budget line provide direct public service at our three services desks in addition to carrying various responsibilities for departmental functions, managing areas of service within departments, or for specific ongoing jobs and tasks. There are no changes proposed to the number of staff positions or classifications. Increase due to union contract COLAs estimated at 2%, pending a new union contract; merit raises; and 5 additional payroll days at year-end.	$528,486
Classified Part-Time	1 library clerk @ 30 hrs per week; one substitute library aide for up to 3 hrs/week as needed; and 2 custodians who share responsibility for janitorial services, one working mornings (28 hrs/week), one working evenings and weekends (20 hrs/week). Increase due to union contract COLAs estimated at 2%, pending a new union contract; merit raises for the clerical position; longevity increase for one custodian; and 5 additional payroll days at year-end.	$80,599
Unclassified Full-Time	1 director and 1 deputy director. Increase due to COLAs to mirror those of union employees; and 5 additional payroll days at year-end.	$142,335
Unclassified Part-Time	4 GSLIS (URI library school) temporary student interns for a total of 36 hrs/week; No salary increases are included for these employees.	$24,523
Termination Pay	Planned contribution to library termination reserve.	0
FICA	7.65% of payroll.	$59,360
Retirement	15.64% of selected payroll accounts. Employees in unclassified part-time category do not receive retirement benefits. Increase due to higher rate of employer contribution.	$117,522
Health Benefits for Active Employees	13% rate increase estimated. Benefit for 14 full-time employees. The two administrative librarians contribute 20% toward their health-care premiums; 5 union staff members contribute 20%; 4 union staff members are scheduled to contribute 12% for 6 months of FY 12 and 15% for the remaining 6 months; 3 staff members exercise the alternative health option at a total cost of $9,000.	$125,925
Health Benefits for Retired Employees	13% rate increase estimated. Benefit for 6 retired employees, three of whom have coverage for their spouses as well. Employees are enrolled in various plans depending on their age and date of retirement. None of these employees co-pay for these benefits.	$52,156
Dental Benefits	4% rate increase estimated. Benefit for 18 employees—all full-time and classified part-time. Three employees have coverage through their spouses.	$10,883
Life Insurance	No increase. Benefit for 14 full-time employees.	$10,883
Tuition & Fees	Occasional fees for conferences, workshops, and continuing education opportunities for staff. No increase.	$250
Travel & Expenses	Librarians participate on a number of statewide committees which meet on varying schedules at libraries across the state. No increase.	$945
Dues & Memberships	Memberships in the R.I. Library Association, the New England	$300

	Library Association, the Public Library Association, and the American Library Association. No increase	
Telephone	The library share of the town's VoIP phone system for two incoming lines plus one fax line and long distance charges. Budget amount is based on monthly charges in FY 10-11 and FY 11-12	$4,000
Postage	First-class postage for overdue and other notices to patrons. Postage for general correspondence. Out-of-state ILL returns. No increase.	$1,200
Data Processing	The library's share of town data processing costs. The Town IT department maintains our network servers and hosts our web site. No increase.	$1,500
Auditing	The library's share of the town's auditing contract. Rate determined by Finance Dept.	$2,750
Office Equipment Rental	Lease of the postage meter. No increase.	$836
Stationery	Funds to have letterhead, envelopes, note cards, or signs printed by a local professional printer. No increase.	$150
Office Equipment Maintenance	Maintenance on the library's share of the town telephone system ($1,487), office copier (town-wide contract-estimated library share $688), software license renewals for administrative functions, including e-mail scanning for spam ($2,322). Plus an estimated $673 for service on microfilm machines. No increase.	$5,000
Supplies	Office supplies such as paper, toner, pencils, pens, etc. and library supplies such as book jackets, labels, circulation cases for videos and talking books, etc. We take advantage of state contracts on office supplies and receive OSL discounts on library supplies. Slight decrease	$7,500
OSL Membership Fees	Slight decrease in membership fees, which are re-calculated annually and based on the OSL budget approved by the members each November. Membership fees provide: three T-1 telecommunication lines that connect us to the Internet and OSL central equipment; a fully integrated library automation system for lending and cataloging our library materials; an online catalog shared by the 49 public libraries in RI; direct inter-library loan access for our patrons to all of those collections—5 million items; subscriptions to 18 informational databases; annual licenses for anti-virus software and MS-Office upgrades; Overdrive downloadable audiobooks annual contract; training, cataloging, technology planning & development consultants at no additional cost to the library budget.	$48,794
Books & Other Publications for the Library Collection	2,225 books ($40,728) including: adult & children's titles, large print, adult new reader materials, local history titles, downloadable e-books, and inter-library loan fees for out-of-state requests; 1,250 DVDs ($18,500) for adults and children; 210 magazine and newspaper subscriptions ($15,105) including print and microfilm; 346 audio books ($16,150) for adults and children including compact discs, playaways, and downloadable audio titles; 175 music compact discs ($2,500) for adults and children; 7 electronic databases ($22,888) in addition to those we receive through our OSL membership	$114,283
Electricity	Based on average monthly costs over the previous two fiscal years. Significantly under-budgeted in the current and previous fiscal years.	$69,000
Fuel Oil	Based on a 5% increase over the average of the past 5 years.	$20,000
Solid waste	The library's share of the town-wide contract.	$2,288
Water	Based on average water usage and new rates.	$1,500

General Insurance	Property, liability, and workers' compensation insurance. 5% increase anticipated.	$14,827
Exteriors	Maintenance of building exterior—doors and windows—as well as regular pumping of septic system. No increase.	$1,000
Interiors	Maintenance of the HVAC system including repairs and modest replacement of some equipment. Actual costs vary depending on what work needs to be done. No increase in spite of the fact that we are going to be seriously over-spent in this budget line for FY 11-12 due to a number of unexpected HVAC repairs.	$11,000
Landscaping	We do not anticipate any significant landscaping projects in FY 12-13. Zero funding.	$0
Contractual Services	Contracts for elevator maintenance, fire alarm system maintenance, chemicals for the water treatment in the cooling tower and closed loop HVAC system, security alarm monitoring contract. No increase.	$6,500
Electrical Supplies	Light bulbs and ballasts for the sixteen different light fixtures inside and outside the building. No increase.	$1,550
Janitorial Supplies	Supplies for regular maintenance of the facility—toilet tissue, facial tissue, hand soap, cleaners for floors, windows, and fixtures, trash bags, ice melt for walkways, and occasional janitorial equipment. Purchasing some custodial supplies through the School Dept. central supply; utilizing state bid prices for most other purchases. No increase.	$4,000
	REVENUES	
Account Description	Justification	Amount
Current Year Taxes	4% increase.	$1,177,893
State Grant-In-Aid	The state grant-in-aid amount for FY 12-13 will not be appropriated by the RI General Assembly until the state budget is approved. We are estimating that GIA will remain level-funded. For the North Kingstown Free Library, the scheduled amounts of state grant-in-aid to public libraries will be: tax-based grant-in-aid $254,107; endowment-based grant-in-aid @$3,735 for a total to the North Kingstown Free Library of $257,842. If the Willett and Davisville libraries receive tax-based appropriations from the Town, they are entitled to receive a portion of the state grant-in-aid coming to the Town. For FY 12-13, Willett is estimated to receive $11,936 and Davisville is estimated to receive $18,707 of the town's state grant-in-aid to public libraries. Willett is also scheduled to receive $1,588 of the endowment-based grant-in-aid. This leaves NKFL with a total of $225,610 in total GIA.	$225,610
Departmental Revenue	This includes money received from overdue fines and from printing on the public printers (10 cents a page for b&w; 50 cents a page for color). Decrease of $10,000 due to the lower than expected increase in overdue fines collected after the fines were doubled.	$50,000
Prior Year Surplus	No change.	$10,000
Miscellaneous Revenue		$0

MUNICIPAL COURT
Jeannette Alyward, Town Clerk

Mission Statement: to provide for the just determination of every civil violation proceeding. They shall be construed to secure simplicity in procedure, fairness in administration and the elimination of unjustifiable expense and delay.

The Municipal Court is the judicial branch of the Town of North Kingstown government and is also a part of the State of Rhode Island court system. The types of offenses that are heard in the Municipal Court courtrooms include civil traffic, parking, zoning and ordinance charges.

2012/2013 DEPARTMENT GOALS

Goal	**Vision Reference**	**Timeframe**
Ability to accept credit card payments on-line/in person	Fiscal	2013

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Docket Municipal Court Cases conduct Municipal Court weekly sessions
SECOND QUARTER (10/1/12 to 12/31/12)	Docket Municipal Court Cases conduct Municipal Court weekly sessions
THIRD QUARTER (1/1/13 to 3/31/13)	Docket Municipal Court Cases conduct Municipal Court weekly sessions
FOURTH QUARTER (4/1/13 to 6/30/13)	Docket Municipal Court Cases conduct Municipal Court weekly sessions

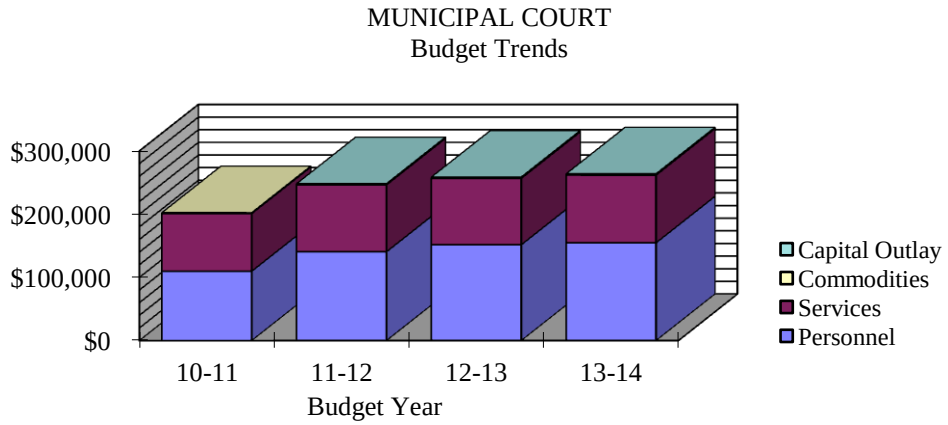
PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Municipal Court Session		36	38	42	48
Municipal Court Cases		2970	3200	3200	3200

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Town Clerk	0	.40	.40
Deputy Town Clerk	0	.60	.60
Clerk I	1	1	.5
TOTAL MUNICIPAL	1	2	1.5

Municipal Court	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$109,853	$134,586	$140,678	$151,754	$11,076	n/a	$154,789
Services	$91,195	$103,776	$105,700	$104,900	($800)	n/a	$106,998
Commodities	$941	$1,008	$750	$900	$150	n/a	$918
Capital Outlay	$0	$1,636	$800	$800	$0	n/a	$816
Total	**$201,989**	**$241,006**	**$247,928**	**$258,354**	**$10,426**	n/a	**$263,521**



ZERO BASED BUDGET
MUNICIPAL COURT

Account Number		Description	Proposed
13003020	51010	CLASSIFIED FULL TIME Clerk 1	15,618.00
13003020	510103	UNCLASSIFIED FULL 40% Town Clerk Salary 60% Deputy Town Clerk Salary	65,985.00
13003020	510104	UNCLASSIFIED PART TIME Municipal Court Judge payment $250/session, Town Sergeant deliver and pick up at RITT/Operator Control	13,000.00
13003020	510107	OVERTIME Police Detail for Court Sessions and Appearances for Trials 1-2 Clerks per session to accept and process payments	16,000.00
13003020	524001	FICA	8,465.00
13003020	524302	RETIREMENT	12,763.00
13003020	524304	HEALTH INSURANCE	15,679.00
13003020	524305	DELTA DENTAL	1.193.00
13003020	524306	LIFE INSURANCE	251.00
13003020	524404	CONFERENCES & MEETINGS – Municipal Court Judge Association Meetings	1,000.00

ZERO BASED BUDGET
MUNICIPAL COURT

Account Number	Description	Proposed
13003020 524405	TRAVEL & EXPENSES	1,800.00
	Mileage for Town Sergeant to deliver and pick up materials at RITT/Operator Control and expenses for Judge to attend conferences	
13003020 530103	POSTAGE	500.00
13003020 530525	RITT FINES	70,000.00
	portions of fines (pass through money from penalties collected)	
13003020 530526	RITT VIOLATIONS	12,000.00
	portion of each violation (pass through money from penalties collected)	
13003020530603	LEGAL SERVICES	15,000.00
	Town Solicitors	
13003020 530801	LEGAL ADS	200.00
13003020 530807	PRINTING - Printing of Court Forms and Tickets	700.00
13003020 531004	OFFICE EQUIP/MAINT	6,500.00
	Maintenance fee for Municipal Court Software	
13003020 540101	OFFICE SUPPLIES	600.00
13003020 540108	BOOKS & PUBLICATIONS	300.00
	Annual Subscription of Municipal Court Law Books	
13003020 550301	OFFICE EQUIP & FURNITURE	800.00
	Filing Cabinet, computer upgrades.	
	TOTAL MUNICIPAL COURT	**258,354.00**
	TOWN MANAGER'S REDUCTIONS	**0.00**
	FINAL PROPOSED BUDGET	**258,354.00**

QUONSET DAVISVILLE RECREATION FUND
Al Southwick, Recreation Director

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

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

MUNICIPAL GOLF COURSE

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

ALLEN HARBOR MARINA

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

RECREATION

To offer quality recreational programs and services to children, adults and families during their leisure time in a safe, rewarding and affordable manner that will allow all of our residents to participate. To provide youth sports activities, summer camps, 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 others 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, gymnastics, track and softball leagues to special arts, band and theater activities for children as well as field trips, a teen extreme program, interstate tournaments and musical presentations.

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.

2012/2013 DEPARTMENT GOALS

Goals		**Vision reference**	**Timeframe**
Maintain quality of life by providing excellent Recreational Opportunities for our North Kingstown Residents.	Goal 1	Vision	7/1/12-6/30/13
Arts Council to provide quality Arts Programming.	Goal 2	Quality of Life	Ongoing
Operate and Maintain Allen Harbor Marina Facilities.	Goal 3	Infrastructure	7/1/12-6/30/13
Continue Improvements to Calf Pasture Point.	Goal 4	Infrastructure	7/1/12-6/30/13
Insure that the Golf Course is in excellent playing condition and provide a pleasant atmosphere.	Goal 5	Infrastructure	7/1/12-6/30/13
Make use of the newly reopened well to reduce Golf Course dependence from the Narrow River Aquifer.	Goal 6	Infrastructure	7/1/12-6/30/13
Upgrade fleet of golf carts.	Goal 7	Infrastructure	Ongoing
Use Preventative Maintenance System for Golf Operation.	Goal 8	Infrastructure	Ongoing
Encourage Low Income Children to participate in our Programs through transportation access and affordability.	Goal 9	Vision	Ongoing
Coordinate with Public Works and various youth and adult organizations to schedule use of fields and, at the same time, insure that the playing surfaces remain safe for participants. This may require areas to be taken off line for a period of time.		Infrastructure	Ongoing
Identify the need and benefit to <u>all</u> of our residents for an Indoor Recreation Facility to include athletic, social and meeting space.		Vision	Ongoing
Show the more efficient and safe use of McGinn Park through the implementation of a synthetic turf surface.		Vision	Ongoing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Goals 1, 3, 4…Allen Harbor…Continue to implement Allen Harbor Plan and continue Calf Pasture Point Improvements. Review rates for 2013 season. update waiting lists. Goals 1, 5, 6, 7, 8…Golf Course…Continue our high level of maintenance, schedule tournaments, leagues, Jr. Golf School and Women's Golf Program. Fertilize and spray greens, tees and fairways, Aerate and seed fairways and greens. Review rates for 2013 season. **Goals 1, 2…Arts Council…Tuesday Night Concerts, Thursday Family Entertainment Series, Children's Play. Coordinate Art Festival with the Art Association, Police, Fire and Public Works. Send bill to the Art Association.** Goals 1, 9, 10, 11…Recreation…Summer Camp Administration, Theatre and Arts for Children, outdoor and indoor sporting events, planning for fall and winter, evaluate field conditions.

QUARTER	ACTIVITY
SECOND QUARTER (10/1/12 to 12/31/12)	Goals 3, 4…Allen Harbor…Winterize Equipment. Inspect 1/3 moorings and install winter mooring markers. Obtain Town Council approval of rates for the 2014 season. Prepare and mail 2013 Winter Contracts to our tenants. Goals 5, 7, 8…Golf Course…Schedule season ending tournaments and special events programming. Clean course, winter fertilization, drain irrigation system for the winter and prepare equipment for the winter overhaul in accordance with the Preventative Maintenance System. Obtain Town Council approval for the 2014 rates. End of season sale in Pro Shop. **Goals 1, 2…Arts Council…Tuba Christmas, Fall Arts Program**. Goals 1, 9, 10, 11, 12…Recreation…Continue Fall Activities outside and begin Indoor Activities, Coordinate Special Events and trips with schools and vendors. Begin the budget process. Meet with Asset Management to discuss current conditions and future needs to include a Recreation Center and Sports Turf.
THIRD QUARTER (1/1/13 to 3/31/13)	Goal 3…Allen Harbor…Fill vacancies from waiting lists for the Summer Season, post Tenant Payments for slips and moorings, supervise Winter Tenants, continue Master Plan Implementation. Advertise the seasonal positions. Goals 5, 8…Golf Course…Repair and service al Golf Course Equipment; prepare and mail league and outing contracts. Advertise for seasonal positions and fill as needed, complete overhaul of Golf Carts and other rolling stock. Begin pruning and removal of trees. Manage 7 day Pass Holder turnover. Prepare specifications for 25 Golf Carts and update manual policy. Open Golf Course for the season. **Goals 1, 2…Arts Council…Master Classes** Goals 1, 9, 10, 11…Recreation…Apply for CDBG Funding for Summer Camp Programming. Plan for spring and summer activities including the Easter Egg Hunt, special events, trips, athletic and cultural activities. Maintain and evaluate field conditions.
FOURTH QUARTER (4/1/13 to 6/30/13)	Goal 3…Allen Harbor…Open May 1, order construction materials, open restrooms and boat pump out, install mooring balls. Goals 5, 8…Golf Course…Activate irrigation system, apply chemicals and fertilizers, aerate greens, tees and fairways, top dress greens, begin outing and league schedules. Continue to book outings. Continue tree pruning and removal. **Goals 1, 2…Arts Council…Sunday Musicales and RI Voices at the Library, TUBAphonia, Strawberry Festival at Smith's Castle. Kick off Tuesday and Thursday Concert Season. Prepare for Art Festival.** Goals 1, 9, 10, 11, 12…Recreation…Begin spring activities including the Easter Egg Hunt, Track and Softball. Hire and train Summer Staff in program safety and skills. Maintain and evaluate field conditions and needs.

PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Moorings	3	82	82	82	82
Slips	3	116	116	116	116
Ramp Pass – Daily	3	850	850	850	850
Ramp Pass - Annual	3	110	110	110	110
Gals. Sewage	3	6,000	6,000	6,000	6,000
Season pass	5	66	100	90	100
Pass holder rounds	5	3,875	5,500	4,900	5,500
Outings	5	96	96	96	96
Leagues	5	29	30	31	31
Pro shop sales	5	47,000	45,000	45,000	45,000

PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Golf carts replaced	7	0	0	0	25
Basketball	1, 9	860	900	900	900
Gymnastics/Dance	1, 9	180	300	300	300
Softball	1,9,10,12	350	500	500	500
Special Events	1,2, 9	4,000	5,000	5,000	5,000
Art	1, 9, 11	30	100	100	100
Cross Country	1, 9, 10	35	35	35	35
Girls Field Hockey	1,9,10,12	80	80	80	80
Wrestling	1, 9, 11	40	70	60	70
Adult Volleyball	1, 9, 11	30	30	30	30
Alton Jones	1, 9	0	40	40	40
Hershey Track & Field Meet	1, 9	0	120	120	120
Jr. Olympics track	1, 9, 11	100	140	140	140
Playgrounds	1,9,10,11	340	320	340	340
Flag Football	1,9,10,11	200	200	200	220
Summer Sports	1,9,10,11	500	500	500	500
Youth tennis	1, 9	140	140	140	170
Creative Drama	1, 9, 11	130	130	130	130
Arts & Crafts (6-9)	1, 2, 9	38	140	120	140
Missoula Theatre	1, 9	65	65	65	65
Bussing ages 6-13	1, 9	13,000	13,000	13,000	13,000
Teen Extreme	1, 9	160	140	160	160
Busy Bodies					

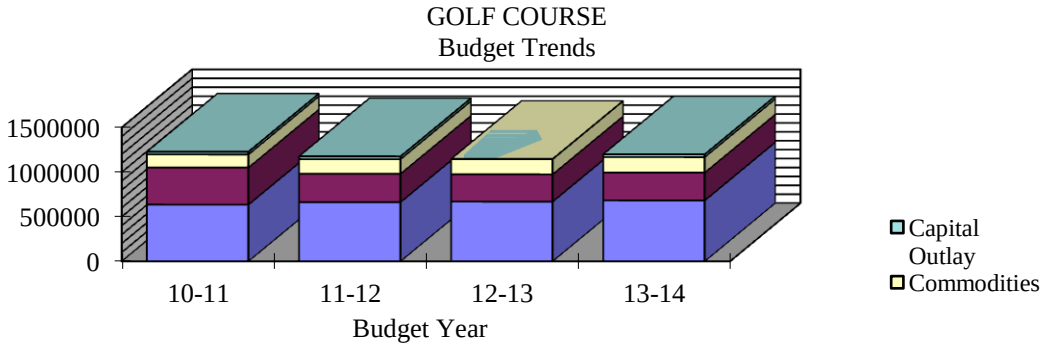
PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Leisure Activities Director	0	0	0
Recreation Director	1	1	1
Custodian	1	1	1
Secretary	1	1	1
Superintendent golf course	1	1	1
Mechanic golf course	1	1	1
Asst. Superintendent golf course	1	1	1
Operations Manager golf course	1	1	1
Assistant Op. Mgr. Golf course	1	1	1
Total	8	8	8

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
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 Mger Allen Harbor	2	2	2
Temp Semi-Skilled Laborer Allen Harbor	7	7	7
Beach Staff Part Time	13	13	13
Gymnastics Part Time	8	8	8
Art Part Time	3	3	3
Field Hockey Part Time	3	3	3
Summer Program Part Time	25	25	25
Busy Bodies 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
Total	125	125	125

Golf Course	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$636,270	$650,618	$664,265	$670,076	$5,811	0.87%	$683,478
Services	$416,089	$357,144	$318,421	$306,444	($11,977)	-3.76%	$312,573
Commodities	$146,554	$160,760	$163,300	$169,900	$6,600	4.04%	$173,298
Capital Outl	$29,128	$30,000	$30,000	$0	($30,000)	-100.00%	$30,000
Total	**$1,228,041**	**$1,198,522**	**$1,175,986**	**$1,146,420**	**($29,566)**	**-2.51%**	**$1,199,348**



ZERO BASED BUDGET
GOLF COURSE

Account Number	**Description**	**Requested**
43021010 510101	CLASSIFIED FULL TIME Mechanic, Assist. Super, 1/3 building & grounds custodian	114,810.00
43021010 510103	UNCLASSIFIED FULL TIME Golf Course Superintendent	77,848.00
43021010 510104	UNCLASSIFIED PART TIME	60,400.00

ZERO BASED BUDGET
GOLF COURSE

Account Number	Description	Requested
	Seasonal laborers for maintaining golf course do not expect high turn-over 3 @ $10.50/hr - $358/wk x 30 wk x 2 emp = $22,000, $263/wk x 30 wk x 1 emp = $7,900, 1@ $10.00/hr - $350/wk x 30 wk x 1 emp = $11,000, 2@ $9.50/hr - $285/wk x 20 wk x 2 emp = $11,400	
	2@ $9.00/hr - $270/wk x 20 wk x 2 emp = $10,800	
43021010 510107	OVERTIME	7,000.00
	Union employees - $5400, PT - $1500, Secretary - $100	
43021010 524001	FICA	19,900.00
43021010 524302	RETIREMENT	30,132.00
43021010 524303	UNEMPLOYMENT	5,000.00
	Season worker's project	
43021010 524304	HEALTH INSURANCE	47,084.00
43021010 524305	DENTAL INSURANCE	4,020.00
43021010 524306	LIFE INSURANCE	556.00
43021010 524307	UNIFORM ALLOWANCE	1,050.00
	Uniform allowance for 4 employees per union contract $300 x 4 = $1200	
43021010 524308	MILEAGE ALLOWANCE	59.00
	Staff use of personal vehicles 100 Mi @ $0.585 = $58.50	
43021010 524403	ASSOCIATION DUES	550.00
	Association dues for GCSAA $310, RIGCSA $150, Pesticide License $45, USGA $45	
43021010 524404	CONFERENCES/MEETINGS	300.00
	Regional Conference in March @$300	
43021010 530101	TELEPHONE	2,820.00
	56k line plus 2 existing phone lines Avg Monthly Bill = $95 X 12 = $1,140, Internet Service @ $140/Month= $1,680	
43021010 530105	DATA PROCESSING	12,951.00
	IT Support - $12,951	
43021010 530203	VEHICLE REGISTRATION	12.00
	Registration for pick-up, dump truck @ $4 + $8	
43021010 530301	ELECTRICITY	12,000.00
	Electricity for maintenance buildings - Avg monthly bills = $1,000 x 12 = $12,000	
43021010 530302	GAS (LP)	15,000.00
	GC OpsHeat for maintenance building - Avg 4300 gal/yr price/gal $3.50 = $15,050.	
43021010 530304	SEWERAGE	750.00
	QDC Sewer use charge FY 2009 Avg bill $62.50 x 12 = $750	
43021010 530305	SOLID WASTE	2,425.00
	Waste Management contract -$1650	
	Additional TRANSFER STATION FEES estimated $775	
43021010 530306	WATER	10,000.00
	EDC imposed user fees. Golf course irrigation, Price #1.87/1,000 Gals.	
43021010 530606	PAYING AGENT	65.00
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 $1,050/y	
43021010 530804	ADVERTISING	1,150.00
	Advertisements for bids In Prov Journal and SRI Newspapers: Pesticides, fertilizers, Top Dressing $350 Annual advertising for season positions $75 Out Front Rotory Mower $350 Tree Removal $125 Seeds $125 Lime - $125	
43021010 531001	MOTOR VEHICLES MAINTENANCE	20,000.00

ZERO BASED BUDGET
GOLF COURSE

Account Number	Description	Requested
	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	225.00
	American alarm system monitoring	
43021010 531004	OFFICE EQUIPMENT MAINT.	500.00
	Service contract copier Maintenance for fax machine and computer equipment	
43021010 531103	PLUMBING SYSTEMS MAINTENANCE	4,000.00
	Club House Area Sprinklers & Valves from old system Estimate: $4000	
43021010 531106	LANDSCAPING MAINTENANCE	5,000.0
	Removal and pruning of trees $5,000	
43021010 531200	REIMB G/F FOR IRRIGATION	57,135.00
	To reimburse General Fund for $1.5M Reservation	
43021010 531206	CONT SVCS NOT OTHERWISE CLASSI	15,500.00
	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, Emergency Equipment Repair $5,000	
43021010 540108	BOOKS & PUBLICATIONS	100.00
	Purchase of New Publications "Tree Care for Golf Courses" and Superintendent's Guide for Green Speed" Estimate $100	
43021010 540205	PERSONAL EQUIPMENT - TOWN ISSUE	300.00
	Work shirts for Seasonal employees 15 shirts @ $20 = $300	
43021010 540304	FERTILIZERS	20,000.00
	Lime for greens and tees $2,000, Fairway fertilizer $7,500, Merit Pluss fertilizer $4,500, Greens Fertilizer 18-3-18 $1,400, Greens Fertilizer 15-3-8 $1,400, Greens Fertilizer 21-3-16 $1,500, Dimension + Fertilizer $1,200, Tee Fertilizer $2,500.	
43021010 540305	PEST CONTROL CHEMICALS	37,000.00
	Daconil $5,000, Subdue $7,000, Chipco GT $8,500, Bayleton $8,000, Aliette $2,000, merald $6,000, Lescoflow $3,000, Bubigan $3,000, Fertilizer plus Iron $2,500, Snow Mold $2,000	
43021010 540401	GASOLINE OIL & ANTIFREEZE	22,000.00
	Gasoline 6000 gal x $2.85/gal = $17,100, Diesel 1800 gal x $2.75/gal = $4,950	
43021010 540501	BUILDING & GROUNDS MAINT.	2,000.00
	Miscellaneous tools, lumber and materials needed for repairs Wickford Lumber Blanket	
43021010 540502	SAND SOIL AND GRAVEL	8,500.00
	Top Dressing $6,000, Sand for traps $1,500 Loam, Stonedust & Pea stone $2,000	
43021010 540506	SEEDS & PLANTS	9,250.00
	Perennial Ryegrass $6,000, Seed Mix for Rough $1,500, Bent grass $1,000 Flowers & Misc Plants $750	
43021010 540701	HAND TOOLS	900.00
	Replace Trimmer $300, Replace Rotary hand mower $600	
43021010 540801	COMMO NOT OTHERWISE CLASSIFIED	6,00.00
	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	

ZERO BASED BUDGET
GOLF COURSE

Account Number	Description	Requested
43021010 550401	VEHICULAR EQUIPMENT	
	Out Front Rotary Mower - $25,000	0.00
	TOTAL GOLF COURSE OPERATIONS	**641,592.00**
43021020 510101	CLASSIFIED FULL TIME	40,959.00
	2/3 salary – building & grounds custodian and 25% secretary	
43021020 510103	UNCLASSIFIED FULL TIME	125,516.00
	Operations manager, Asst. Operations Mgr., Operation Mgr Incentive	
43021020 510104	UNCLASSIFIED PART TIME	66,300.00
	Temporary positions for cashier, starters, rangers and carts Avg Hourly Wage = $9.50/hr. Cart/Range 1,472 hrs x $9.50/hr= $13,984, Starter/Ranger 4,515 hrs x $9.50 = $42,892, Clerk 992 hrs x /$9.50hr = $9,424. Total = $63,300	
43021020 510107	OVERTIME	200.00
43021020 524001	FICA	17,825.00
43021020 524302	RETIREMENT	26,037.00
43021020 524304	HEALTH INSURANCE	31,649.00
43021020 524305	DENTAL INSURANCE	2,550.00
43021020 524306	LIFE INSURANCE	546.00
43021020 524308	MILEAGE ALLOWANCE	500.00
	Reimbursement for staff use of personal vehicle for Town use. 850 mi @0.585 = $500	
43021020 524403	ASSOCIATION DUES	1,800.00
	Staff memberships in Professional organizations: PGA $1,400, RIGA $200, NGF $100, USGA $100	
43021020 524404	CONFERENCES/MEETINGS	1,200.00
	Attendance at yearly PGA Vendor Show in Florida To stock Pro Shop. PGA Merchandise Show $600 x 2 = $1200.00	
43021020 524405	TRAVEL & EXPENSES	275.00
	Travel and expenses for national, regional and local meetings include and meals 215 Miles @ $0.585 = $125 5 meals @ $20/meal = $100 Misc expenses (parking) $50	
43021020 530101	TELEPHONE	10,750.00
	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, Cox Internet $1,550.00 /Yr, Verizon $7,500.00	
43021020 530103	POSTAGE	200.00
	Mail yearly contracts to Passholders $100 mail contracts for Outings $100	
43021020 530106	ALARM SYSTEMS	725.00
	Monitoring services for clubhouse alarm systems $225, maintenance contract fire alarm and sprinkler system $500	
43021020 530301	ELECTRICITY	14,500.00
	Town share 1/3 clubhouse electricity: Avg $1208/mon x 12 mon = $14,500	
43021020 530302	GAS	10,000.00
	Town share 1/3 clubhouse gas $10,000	
43021020 530304	SEWAGE	600.00
	1/3 Town share Clubhouse Sewer use: $50/month x 12 mon = $600.00	
43021020 530306	WATER	1,200.00
	Town 1/3 share of water use at the clubhouse: $100/month x 12 mon = $1200.00	
43021020 530406	INSURANCE	45,320.00
	Worker's Comp. 8,600 + 5%; General Ins. 33,637 + 5%; Additional Premium 2,500.	
43021020 530607	AUDITING	5,200.00

ZERO BASED BUDGET
GOLF COURSE

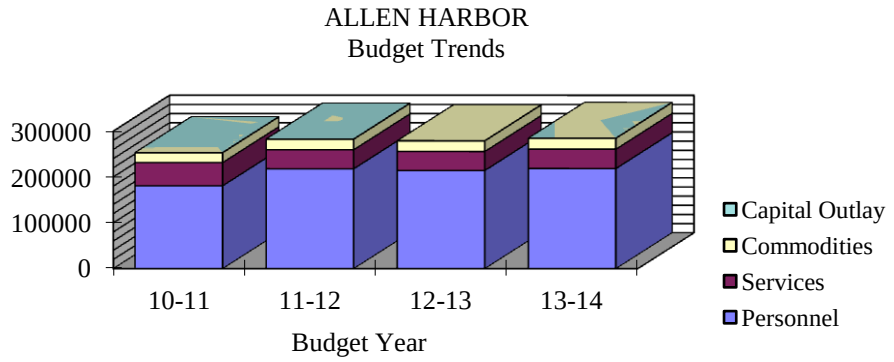
Account Number	Description	Requested
	8% of annual audit –$4,116 + 5%	
43021020 530804	OTHER ADS	5,000.00
	Newspaper Ads $500, Television Ads $2150, Brochures $1,000, Bid Notification $200, NK Chamber $400, Promotional items $250, Tourism Mag Ads $500	
43021020 531004	OFFICE EQUIPMENT MAINTENANCE	450.00
	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	32,760.00
43021020 531205	DEBT INTEREST	5,506.00
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 , Printer Cartridges $200, Misc Paper Supplies $350	
43021020 540102	PRINTED FORMS	2,500.00
	Scorecards $1,500, Gift Certificates $150, Business Cards $250, Long Drive Markers $400, Letterhead/Envelopes $200	
43021020 540104	OPER SUPPLIES FOR OFFICE EQUIP	0
43021020 540203	BADGES AND EMBLEMS	150.00
	Trophies for tournaments $150	
43021020 540205	PERSONAL EQUIPMENT - TOWN ISSUE	500.00
	Shirts for Seasonal employees 36 shirts @ $13.75 = $500	
43021020 540310	MEDICINES & DRUGS	100.00
	First aid kit supplies $100	
43021020 540501	BUILDING REPAIR MATERIALS	2,000.00
	Small building repair problems $500, HVAC equipment – parts & labor - $1500	
43021020 540509	JANITORIAL SUPPLIES	2,000.00
	Town Share of Paper Goods, cleaners, floor detergents, cleaning supplies, etc $1650, Town share replacement lights in Clubhouse $350	
43021020 540512	PAPER PRODUCTS	800.00
	Various supplies including drinking cups for the Golf Course from Central Supply at School Dept $800	
43021020 540513	EQUIPMENT REPAIRS	300.00
	Office equipment repairs not covered under contract $300	
43021020 540801	COMMO NOT OTHERWISE CLASSIFIED	17,000.00
	Range Equipment $7,000, Medicine For Callie $500, Misc Course Supplies $9,500	
43021020 540803	COMMODITIES - MERCHANDISE	27,500.00
	Accessories $4,000, Bags $1,200, Irons $2,000, Junior Clubs $600, Putters $600, Woods $3,000, Gloves $3,500, Balls $8,500, Shoes $3,500, Hand Carts $600	
43021020 540804	COMMODITIES - CLOTHING	10,000.00
	Men's Hats $2,000, Outerwear $1,600, Shirts $2,700, Socks $300, Sweatshirts $1,200, Women Outerwear $500, Shirts $600, Socks $100, Sweatshirts $1,000	
43021020 550401	CAPITAL OUTLAY VEHICULAR EQUIP	0.00
	Continue 3 year cart replacement program (25 carts/yr) Estimate includes trade-in of 25 carts x $2,800 each (trades included)	
	TOTAL CLUB HOUSE OPERATIONS	**526,918.00**

ALLEN HARBOR DIVISION

Allen Harbor Marina

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

Allen Harbor	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$180,868	$183,699	$217,989	$214,259	($3,730)	-1.71%	$218,544
Services	$50,682	$40,782	$41,575	$41,487	($88)	-0.21%	$42,317
Commodities	$21,428	$22,791	$22,950	$23,150	$200	0.87%	$23,613
Capital Outla	$0	$0	$0	$0	$0	N/A	$0
Total	$252,978	$247,272	$282,514	$278,896	($3,618)	**-1.28%**	**$284,474**



ZERO BASED BUDGET
ALLEN HARBOR

Account Number	Description	Requested
43021040 510101 -	CLASSIFIED FULL TIME	7,753.00
43021040 510103 -	UNCLASSIFIED FULL TIME	15,570.00
43021040 510104 -	UNCLASSIFIED PART TIME	167,409.00
	2010 Rate Avg Hr/wk # Weeks / Salary: Ops Mang $19.47x 35 x35=$25,213, A Ops .00g/$13.25x40x35= $18,550, Maint/ A Ops Man $13.25x 20x28= $7,560, Dock Ops/6 Semi-Skilled Laborers $11.50x40x35= $96,600, 1 Semi-Skilled $10.50x40x34=$14,280, 1 Semi-Skilled $10.50x8x34=$2,856, 1 Semi-Skilled $10.50x20x35=$7,350	
43021040 510107 -	OVERTIME	500.00
	Overtime for unclassified Seasonal Employees Storm Repairs	
43021040 524001 -	FICA	15,015.00
43021040 524302 -	RETIREMENT	3,648.00
43021040 524304 -	HEALTH INSURANCE	3,980.00
43021040 524305 -	DENTAL INSURANCE	317.00

ZERO BASED BUDGET
ALLEN HARBOR

43021040 524306 -	LIFE INSURANCE	67.00
43021040 524404 -	CONFERENCES/MEETINGS	
	Staff use of personal Vehicle to attend Meetings	
43021040 530101 -	TELEPHONE	750.00
	Ave Monthly Bill $63/month x 12 months = $756	
43021040 530103 -	POSTAGE	300.00
	Postage for mailing contracts, invoices and special meeting notices to 200 Tenants.	
43021040 530203 -	VEHICLE REGISTRATION	12.00
	Registration for 2 trucks and crane @ $4 ea = $12	
43021040 530301 -	ELECTRICITY	4,000.00
	Average Bill for 2010 = $333/month x 12 months = $4,000	
43021040 530303 -	FUEL OIL	1,000.00
	333 gals @ $3/gal = $1,500	
43021040 530305 -	SOLID WASTE	1,875.00
	Trash Removal $1,175 Transfer Station Fees $700	
43021040 530306 -	WATER	2,400.00
43021040 530406 -	INSURANCE	16,200.00
	Insure two boats work barge and fleet. Marina insurance coverage - $5,800, W/C - $4,400 Flood Insurance-bathrooms $2,400 Possible 5% increase = $13,230	
43021040 530601 -	A & E STUDIES-MUNICIPAL FACILI	
	Bulkhead Design and Build	
43021040 530603 -	LEGAL SERVICES	200.00
	Legal services for Marina $200	
43021040 530604 -	MEDICAL SERVICES	200.00
	Re-fill first aid kit $200	
43021040 530804 -	OTHER ADS	300.00
	Advertising for bids for materials $300	
43021040 531001 -	MOTOR VEHICLES MAINTENANCE	2,500.00
	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 $750, Miscellaneous suppliers $550	
43021040 531102 -	ELECTRICAL SYSTEMS MAINTENANCE	1,000.00
	Miscellaneous electrical system Maintenance $1,000	
43021040 531103 -	BOAT PUMP OUT STATION	1,000.00
	2 Pump-outs (1000 gal) x $500 = $1,000	
43021040 531106 -	LANDSCAPING MAINTENANCE	250.00
	Plantings around facility	
43021040 531206 -	CONT SVCS NOT OTHERWISE CLASS	9,500.00
	Miscellaneous small contracts for Marina $1,300, Mooring permit fee per ordinance 82 @ $50 = $4100, Port-a-john rental H-dock 2@ $225ea x 8 Mon = $1,800, Contingency for rental of pile-driver should piles be damage or pulled by Ice in winter $5,300, Furnace Maintenance $500	
43021040 540101 -	OFFICE SUPPLIES	700.00
	Miscellaneous paper supplies $300, Toner for copier $100, Cartridges for color laser printer $400, Decals for Season Passes $400	
43021040 540102 -	PRINTED FORMS	450.00
	Forms for Pavilion Permits, Wait List Applications Tenant Contracts etc.	
43021040 540205 -	PERSONAL EQUIPMENT - TOWN ISSUE	
43021040 540401 -	GASOLINE & DIESEL FUEL	300.00
	Fuel for boats, trucks, outboard motors 50 gal x $3.00/gal= $150	
	Diesel fuel for crane 50 gal x $3.00/gal= $150	

ZERO BASED BUDGET
ALLEN HARBOR

43021040 540502 -	SOIL SAND AND GRAVEL	500.00
	Sand and Gravel for general maintenance of dirt roads and fill washed-out material $500	
43021040 540506 -	SEEDS & PLANTS	700.00
	Over seeding of grass areas $100, Replace dead perennials and shrubs $250, New flower boxes $100, Annual plants $250	
43021040 540509 -	JANITORIAL SUPPLIES	500.00
	Paper and cleaning supplies for new Bathroom	
43021040 540510 -	PAINT & PRESERVATIVES	
43021040 540601 -	CONSTRUCTION MATR & SUP.	11,000.00
	Pressure Treated Lumber (State Bid List) $4,500, Other lumber (State Bid List) $5,000, Floatation $9,000, Miscellaneous Dock Hardware $2,000, Other miscellaneous supplies $1,500, Replacement Mushroom mooring $1,500, Replacement mooring chain $1,500	
43021040 540801 -	COMMO NOT OTHERWISE CLASSIFIED	9,000.00
	Lubricants $500, Indust work gear (gloves, coveralls, work boots) $1,500, Non-dock const Materials for repairs $2,000, Mechanical Parts & Supplies $1,100, Electrical Parts & Supplies $600, Miscellaneous Parts & supplies $2,000, Snacks for resale in Marina store $1,000, Bags and Cubes of ice for resale $1,200, Drinks for resale $100, Marine Parts & Supplies for repairs $1,000	
43021040 550201 -	CAPITAL – IMPROVEMENT OTHER THAN	
	Bulkhead	
43021040 550401 -	CAPITAL OUTLAY VEHICULAR EQUIP	
	Purchase 4 x 4 diesel truck	
43021040 550601 -	CAPITAL OUTLAY – OTHER	
	Electrical Services to A Dock South $40,000	
	TOTAL ALLEN HARBOR OPERATIONS	**278,896.00**

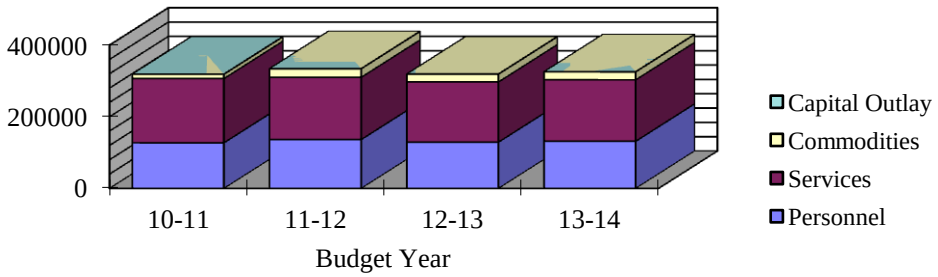
RECREATION DIVISION

Recreation

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

Recreation	**Expenditures Last Year 10-11**	**Projected Expenditures through 6/30/12**	**Adopted Budget Current Year 11-12**	**Recommended Budget Next Year 12-13**	**Budget Increase Decrease**	**Percent Changed Current/ Next**	Projected Budget Following Year 13-14
Personnel	$127,565	$140,582	$136,509	$129,239	($7,270)	n/a	$131,824
Services	$179,221	$170,789	$173,814	$168,105	($5,709)	n/a	$171,467
Commodities	$11,976	$22,454	$23,726	$21,726	($2,000)	n/a	$22,161
Capital Outl	$0	$0	$0	$0	$0	n/a	$0
Total	$318,762	$333,825	$334,049	$319,070	($14,979)	**n/a**	**$325,451**

RECREATION
Budget Trends



ZERO BASED BUDGET
RECREATION DEPARTMENT

Account Number	Description	Requested
43021060 510101 -	CLASSIFIED FULL TIME	19,383.00
43021060 510103 -	UNCLASSIFIED FULL TIME	38,924.00
43021060 510104 -	UNCLASSIFIED PART TIME	46,300.00
	Portion of summer and activities staff	
43021060 510107	OVERTIME	500.00
43021060 524001 -	FICA	8,045.00
43021060 524302 -	RETIREMENT	9,119.00
43021060 524303 -	UNEMPLOYMENT	200.00
43021060 524304 -	HEALTH INSURANCE	9,948.00
43021060 524305 -	DENTAL INSURANCE	793.00
43021060 524306 -	LIFE INSURANCE	167.00
	Classes & seminars	
43021060 524308	MILEAGE ALLOWANCE	600.00
43021060 524404 -	CONFERENCES/MEETINGS	100.00
	Amount for RI and NE conferences.	
43021060 524405 -	TRAVEL & EXPENSES	2,050.00
	Mileage of private autos used for recreation purposes.3500 miles @ .585/mile	
43021060 530103	POSTAGE	1,000.00
43021060 530203 -	VEHICLE REGISTRATION	20.00
	Four buses and one truck @ $4 each	
43021060 530301 -	ELECTRICITY - BALL FIELDS	12,500.00
	Lights And Other Electric Requirements At Ball fields Ryan Park = $2,500, McGinn Park = $5,000 Wilson Park = $5,000	
43021060 530302 -	GAS	1,100.00
	For heating the former fire station at Lischio Field.	
43021060 530306 -	WATER - BALL FIELDS	25,000.00
	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 = $23,000	
43021060 530406	GENERAL INSURANCE	13,285.00
43021060 530501 -	DUES & MEMBERSHIPS	390.00
	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	
43021060 530604 -	MEDICAL SERVICES	350.00

ZERO BASED BUDGET
RECREATION DEPARTMENT

Account Number	Description	Requested
	Bus Driver Physicals And Red Cross CPR/First Aid Classes For Playground Leaders And Lifeguards Physical = $150.00 First Aid/CPR Materials = $200	
43021060 530610 -	OUTSIDE CLEANING SERVICES	1,700.00
	Cleaning Of Town Beach Restrooms Increase Reflects Anticipated Bid Amount 100 Days At $17/Day = $1,700	
43021060 530701 -	LAND AND BUILDINGS	18,000.00
	Rental Of School Buildings For Recreation Programming. 1500 Hours At $12/Hr = $18,000	
43021060 530704 -	OTHER RENTALS	4,460.00
	Portable Sanitary Facilities. Ryan Park, Yorktown Park, Fuerer Park, McGinn Park, Town Beach, Intrepid Drive And Wickford Middle School. Increase Due To budgeting for 4th Of July Fire Works Display ($1,750). Monthly Charge Per Unit Is Anticipated To Be $54.16 McGinn Park For 12 Months = $650.00 Yorktown Park For 2 Months = $111.90 Wickford Middle For 8 Months = $436.92 Fuerer Park For 5 Months = $250.50 Ryan Park For 1.5 Months = $79.09 Intrepid Drive For 6 Months = $286.87 Town Beach For 12 Months = $650.00	
43021060 530804 -	OTHER ADS	300.00
	Ads For Part Time Help And Programs 26 Ads At $11.25/Ad = $292.50	
43021060 530922 -	LAFAYETTE BAND	1,500.00
43021060 531001 -	MOTOR VEHICLES MAINTENANCE & E	5,000.00
	Bus And Truck Repairs.	
43021060 531206 -	CONTRACTUAL SERVICES NOT OTHER	83,000.00
	Bus Rentals $1,600, Cellular Phones For Buses & Program Leaders 15 Phones: 4,200 ,Beach Water Testing 6 tests x $120=$720 4th of July Fireworks budgeted for $14,000, $63,000 to the YMCA for Town Beach Staffing.	
43021060 540101 -	OFFICE SUPPLIES	750.00
	Office Supplies, Labels, Ink For Printers, Copy Paper Color Printer Cartridges	
43021060 540310 -	MEDICINES & DRUGS	1,000.00
	Ice Packs, Special Sun Screen For Life Guards And Other Medical Supplies.	
43021060 540401 -	GASOLINE & DIESEL FUEL	4,700.00
	Bus And Truck Fuel. Diesel- 1400 Gallons X $2.75/Gal = $3,850 Gas - 300 Gals X $2.85/Gal= $855	
43021060 540513 -	EQUIPMENT REPAIRS	500.00
	Repair Scoreboards And Other Equipment At Ball fields And Portable Equipment; I.E. Generators	
43021060 540801 -	COMMODITIES NOT OTHERWISE CLAS	16,776.00
	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 and Director Purchases. $1,000. Replace Women's Shed at Ryan Park = $2,500	
	TOTAL RECREATION DIVISION	**327,960.00**
	TOWN MANAGER'S REDUCTIONS	**(30,980.00)**
	FINAL PROPOSED BUDGET	**1,744,386.00**

DEPARTMENT OF WATER SUPPLY
Susan Licardi, Director of Water Supply

Mission Statement- It is the duty of the Department of Water Supply to provide water of adequate quality and quantity to our customers and to ensure that the Town water supply meets water quality standards as defined by the Safe Drinking Water Act.

The North Kingstown Water Department maintains and operates a medium size public water system providing both domestic water and fire protection to a population of approximately 24,000 people. North Kingstown also supplies water to the Town of Narragansett. Currently there are 9,355 active (metered) accounts with an average demand of 2.6 MGD (million gallons per day). Summer peak demand has been as high as 8 MGD.

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

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

Water Supply, Distribution and Storage

North Kingstown's drinking water source is groundwater. Water is withdrawn from eleven supply wells located in the Hunt, Annaquatucket, and Pettaquamscutt (HAP) Sole Source Aquifer. The water distribution system includes five storage tanks, two booster stations, 1043 hydrants, and 177 miles of distribution piping. North Kingstown also augments the water supply for Narragansett and has emergency connections to Warwick Water, Jamestown Water, the Quonset Development Corporation Water system and the Kent County Water Authority.

Water Quality

Protection of water quality, both at the source and in the distribution system is of paramount concern. The Town has for many years used groundwater overlay zoning as a means of protecting source water from potentially harmful development. In addition, the Town has prioritized the purchase of development rights in the watershed areas. Annual distribution system maintenance including hydrant flushing, well inspections, well redevelopment and routine storage tank cleaning is a necessary ingredient to meeting the ever-increasing requirements of the Safe Drinking Water Act. In addition, on-site inspections of commercial and industrial facilities, and the installation and testing of backflow prevention devices continues to be a department priority to reduce risks of accidental contamination to the water supply system.

Sustainability of the Water Supply

Over the past 10 years North Kingstown has struggled with increasing seasonal water demand and state agencies and environmental organizations continue to point to the HAP river aquifer system as the most stressed basin in Rhode Island. The effect of water withdrawal for public supply on streamflow, and thus aquatic habitat, in particular, the Hunt River has become a primary focus of state regulatory agencies. In addition, high demand jeopardizes public safety by reducing pressure and fire flow. Reduced pressure also creates the potential for distribution system contamination. The Town Council devoted considerable time to discuss programs to reduce seasonal peaks in water demand, while maintaining adequate revenue to operate, maintain and improve the water system. Their recent decisions to restrict lawn watering to twice per week and adopt a revised inclining block water rate structure should help in this effort. While it has become apparent that regulatory authorities are not looking favorably on the development of new sources of water supply the HAP, the Water Department believes that the acquisition and protection of potential future well sites is a high priority.

Infrastructure Replacement and Maintenance

The importance of maintaining water system infrastructure cannot be over emphasized. The Water Department prepares a Clean Water Infrastructure Replacement Plan which is updated every five years. The plan provides an evaluation of the life expectancy of water system components and the estimated replacement costs. Over the past fiscal year construction of a new elevated storage tank to replace the Wickford (Juniper Hill) standpipe and

improvements to the North End (Forge Road) standpipe, including interior and exterior recoating, safety improvements and a mixing system for improved tank water quality have been completed. Improvements to the Saunderstown Standpipe are scheduled for this fiscal year. The Department has made great strides in our effort to replace water meters. The newer radio read meters have improved the efficiency of meter reading and reduced the amount of water wasted by customer service leaks.

Wastewater Management

The Water Department administers the Town's Wastewater Management District Ordinance. The ordinance requires that property owners maintain their individual sewage disposal systems through routine inspection and pumping. Properly maintained onsite wastewater treatment systems help protect drinking water quality and the quality of other water resources in North Kingstown.

Services Provided by the North Kingstown Water Department

Operation and Maintenance Responsibilities:

- Water service approval, tapping and installation (main to curbstop)
- Maintaining and repairing 9,355 metered connections
- Maintaining and repairing 177 miles of water distribution piping
- Maintaining and repairing 1,043 fire hydrants
- Maintaining 11 municipal wells and eight (8) well stations
- Maintaining two (2) booster pump stations
- Maintaining five (5) water storage tanks
- Leak detection and repair
- Daily service calls (scheduled and emergency) which includes turn on/turn off, meter reading, leak detection, other trouble shooting
- Construction oversight

Meter reading and billing services:

- Reading water meters for 9,000+ water accounts
- Providing meter readings and statements for property transfers
- Meter installation and replacements
- Customer service response to billing questions

Water Quality

- Responsible for providing water that meets the requirements of the Safe Drinking Water Act
- Collecting weekly bacterial samples
- Coordination of sampling for lead and copper
- Water Quality complaint investigation and response
- Quarterly voluntary monitoring as a customer service
- Water main flushing twice per year to maintain water quality

Backflow Program

- Conduct backflow surveys at high hazard water services
- Initial inspection of backflow device installation
- Annual testing of high hazard backflow devices
- Administration of Backflow Program

Wastewater Management Program

- Administration of the NK Wastewater Management District Ordinance, including coordinating Community Septic System Loan Program (CSSLP) and Wickford Harbor SEP grant program.

2012/2013 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Complete soil remediation and storage tank improvements	Environment	First Quarter

Technology improvements for efficiency of operation	Fiscal	Ongoing
Infrastructure improvements for energy efficiency	Fiscal	Ongoing
Continue development of a more comprehensive education program	Environment	Ongoing
Improve staff safety training	Government	Ongoing
Emergency generator for Saunderstown Pressure Zone	Quality of Life	Second Quarter
Continue to improve water meter reading efficiency	Fiscal	Ongoing
Develop incentive program for wise water use	Environment	Third Quarter
Develop a proactive leak detection program	Environment	Ongoing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/12 to 9/30/12)	Complete soil remediation and storage tank improvements Infrastructure improvements for energy efficiency Continue development of a more comprehensive education program Technology improvements for efficiency of operation Improve staff safety training Continue to improve water meter reading efficiency Develop incentive program for wise water use Develop a proactive leak detection program
SECOND QUARTER (10/1/12 to 12/31/12)	Infrastructure improvements for energy efficiency Emergency generator for Saunderstown Pressure Zone Continue development of a more comprehensive education program Technology improvements for efficiency of operation Improve staff safety training Continue to improve water meter reading efficiency Develop incentive program for wise water use Develop a proactive leak detection program
THIRD QUARTER (1/1/13 to 3/31/13)	Infrastructure improvements for energy efficiency Continue development of a more comprehensive education program Technology improvements for efficiency of operation Improve staff safety training Continue to improve water meter reading efficiency Develop incentive program for wise water use Develop a proactive leak detection program
FOURTH QUARTER (4/1/13 to 6/30/13)	Infrastructure improvements for energy efficiency Continue development of a more comprehensive education program Improve staff safety training Develop incentive program for wise water use Develop a proactive leak detection program

PERFORMANCE MEASURES

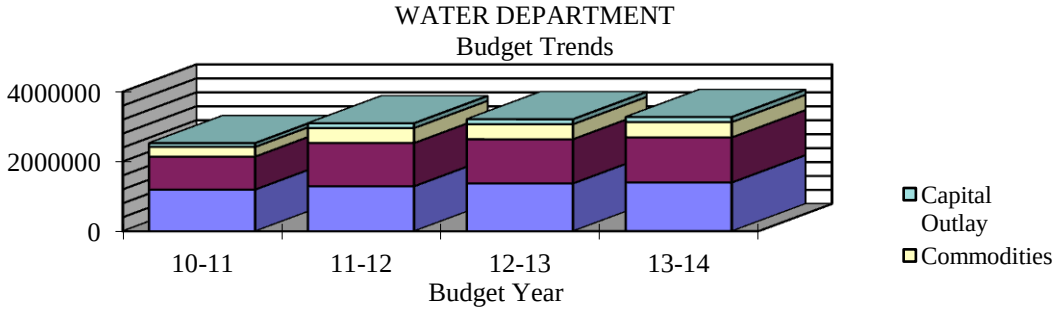
PRODUCTIVITY MEASURE	*Goal*	*ACTUAL 2010/11*	*BUDGET 2011/12*	*PROJECTED 2011/12*	*PROJECTED 2012/13*
Annual Well Production In Million Gallons	Well production should not exceed billed sales by more than 10%	965,034,380	706,659,371	811,652,941	915,697,995
Billed Water Sales In Million Gallons	Within 10% of pumping	912,894,780	711,654,371	751,487,194	888,227,055
Compliance with Water Quality Standards	No Violations	compliance	compliance	1 monitoring violation	compliance
Compliance with Cross connection control ordinance	Backflows on all high hazard water services and annual testing	394	400	409	414
Water Meter Replacement (upgrade to radio read meters)	# radio read meters	7,020	7,052	7,400	8,300
Compliance with wastewater management ordinance	% compliance	93%	95%	90%	90%
Well Pumping Stations		11	11	11	11
Water Towers		5	5	5	5
Hydrants		1,042	1,046	1,047	1050
Metered Services		9,332	9,415	9,385	9,403

PERSONNEL LIST

POSITION TITLE (Full Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Director Water Supply	1	1	1
Water Quality Specialist	1	1	1
Water General Foreman	1	1	1
Distribution Lead man	1	1	1
Distribution Serviceman	4	4	4
Pump Station Lead man	1	1	1
Pump Station Operator	2	2	2
Meter Reader	1	1	1
Light Equipment Operator	1	1	1
Administrative Assistant	1	1	1
Receivable Mgr. (50%Finance)	.5	.5	.5
Senior Planner (50% Planning)	.5	.5	.5
Town Engineer (65% Pub Works)	.35	.35	.35
Total	15.35	15.35	15.35

POSITION TITLE (Part Time)	*ACTUAL 10/11*	*BUDGET 11/12*	*PROJECTED 12/13*
Clerk	.5	.5	.5
Total	.5	.5	.5

Water	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next	Projected Budget Following Year 13-14
Personnel	$1,196,662	$1,277,458	$1,290,472	$1,371,756	$81,284	6.30%	$1,399,191
Services	$944,972	$1,278,964	$1,239,121	$1,267,319	$28,198	2.28%	$1,292,665
Commodities	$277,591	$367,724	$430,100	$430,900	$800	0.19%	$439,518
Capital Outl	$107,896	$136,466	$136,688	$142,188	$5,500	4.02%	$145,032
Total	**$2,527,121**	**$3,060,612**	**$3,096,381**	**$3,212,163**	**$115,782**	**3.74%**	**$3,276,406**



ZERO BASED BUDGET
WATER DEPARTMENT

Account Number	Description	Requested
44040000 530302 -	LP GAS	26,000.00
	Gas Heat Ps1 & Ps 10, Lp Gas For Emrg Power	
44040010 510101 -	CLASSIFIED FULL TIME	149,092.00
44040010 510107 -	OVERTIME	34,000.00
	3 Pso @ Vac + Holiday + 3 Pdays	
44040010 524001 -	FICA	14,010.00
44040010 524302 -	RETIREMENT	23,318.00
44040010 524304 -	HEALTH INSURANCE	41,201.00
44040010 524305 -	DENTAL INSURANCE	3,308.00
44040010 524306 -	LIFE INSURANCE	501.00
44040010 524307 -	UNIFORM ALLOWANCE	1,050.00
	3 Pump Operators @ 350 Ea = 1,050	
44040010 530301 -	ELECTRICITY	220,000.00
	Well Pump & Bldg Power	
44040010 530702 -	OPERATING EQUIPMENT	45,000.00
	Telemetry & Instrument Maintenance Instrument Calibration Unanticipated Instrumentation	
44040010 531106 -	LANDSCAPING	400.00
	Mower Repairs As Needed Landscape Equipment & Supplies	
44040010 531206 -	CONTRACTUAL SERVICES NOT OTHER	35,000.00
	Port A John Services 1 At $750 WELL ANNUAL PM @ 550.00 Per Well $Unanticipated Pump/Motor And Electrical Work Minor Contract Work I.e.: Fire Ext Inspections, Etc	
44040010 540501 -	CONSTRUCTION MATERIALS & SUPPL	3,000.00
	Maintenance Supplies Usa Blue Book Materials	

ZERO BASED BUDGET
WATER DEPARTMENT

Account Number	Description	Requested
44040020 530608 -	LAB TESTING	80,000.00
	Weekly Coliform And Check Samples, Annual Voc Testing, Well And Tower Qrtly Test, Lead And Copper Testing, Other Ridoh Mandatory Testing (Nitrate, Sodium, Bac T) Quarterly Voc Well 6, Disinfection By Products And Chlorine Residuals	
44040020 540308 -	WATER SUPPLY CHEMICALS	160,000.00
	Water Treatment Chemicals - Caustic - 72000 Gallons/Yr @ $1.50= $108,000 Chlorine - 7500 Gallons/Yr @ 1.50/Gal= $11,250 Seaquest - 16,000 Lbs/Yr @ 2.00/Lb = $32,000	
44040030 510101 -	CLASSIFIED FULL TIME	348,196.00
44040030 510107 -	OVERTIME	25,000.00
	Overtime For Street Crew Anticipate Additional Overtime For Summer Usage, Leak Repair	
44040030 524001 -	FICA	28,550.00
44040030 524302 -	RETIREMENT	54,458.00
44040030 524304 -	HEALTH INSURANCE	75,182.00
44040030 524305 -	DENTAL INSURANCE	4,530.00
44040030 524306 -	LIFE INSURANCE	1,170.00
44040030 524307 -	UNIFORM ALLOWANCE	2,450.00
	Street Crew 7 @ 350 Ea	
4040030 530101 -	TELEPHONE/LEASED LINES	40,000.00
	Phone Service, Equip & Telemetry New Lines For PRV, Scada Voice Line For Scada Laptop Lines For Computer Connections	
44040030530106 -	ALARM SYSTEMS	3,800.00
	Pump station intrusion alarms	
44040030 530504 -	LICENSE FEES	14,245.00
	9400 Services @ $1.50 Each Payable To HEALTH Backhoe License Renewal – 2 @ $30.00	
44040030 531001 -	MOTOR VEHICLES MAINTENANCE	22,000.00
	Vehicle Maintenance	
44040030 531002 -	CONSTRUCTION & OPERATING EQUIP	11,000.00
	General Maintenance Supplies Wickford Lumber, Etc.	
44040030 531109 -	WATER SYSTEM REPAIR - EXCAVATI	300.00
	Excavator Rental As Needed	
44040030 540202 -	SAFETY EQUIPMENT	2,500.00
	Replacement Signs & Cones Hard Hats And Other Safety Equipment	
44040030 540403 -	TIRES	2,500.00
	Tires For Vehicles & Backhoe	
44040030 540503 -	CEMENT PRODUCTS	2,000.00
	Stone & Gravel As Needed Pre-Cast Items	
44040030 540507 -	WATER MAIN REPAIR	60,000.00
	Service Line Consumables Utility Trench Repair Work	
44040030 540513 -	WATER REPAIR SUPPLIES	25,000.00
	Water Main Consumables Pipe, Valves, Boxes, Etc. Increased For Copper Pipe Leaks	
44040030 540701 -	HAND TOOLS	1,200.00
	Consumable Hand Tools	
44040030 540702 -	POWER TOOLS	2,300.00
	Small Pumps, Generator, Jackhammer Etc Saw Blades Compressor Repair/Replacement	
44040040 510101 -	CLASSIFIED FULL TIME	25,683.00
44040040 524001 -	FICA	1,965.00
44040040 524302 -	RETIREMENT	4,017.00
44040040 524304 -	HEALTH INSURANCE	3,508.00
44040040 524305 -	DENTAL INSURANCE	189.00

ZERO BASED BUDGET
WATER DEPARTMENT

Account Number	Description	Requested
44040040 524306 -	GROUP LIFE	84.00
44040040 530607 -	AUDITING	6,000.00
44040050 510101 -	CLASSIFIED FULL TIME	51,365.00
44040050 510102 -	CLASSIFIED PART TIME	24,098.00
44040050 510103 -	UNCLASSIFIED FULL TIME	210,549.00
44040050 510104 -	UNCLASSIFIED PART TIME	
44040050 510107 -	OVERTIME	6,000.00
	Enforcement and Police details, Admin. overtime	
44040050 524001 -	FICA	22.340.00
44040050 524302 -	RETIREMENT	44,732.00
44040050 524304 -	HEALTH INSURANCE	41,416.00
44040050 524305 -	DENTAL INSURANCE	2,793.00
44040050 524306 -	LIFE INSURANCE	727.00
44040050524314 -	RETIREE HEALTH CARE	61,294.00
44040050 524401 -	TUITION & FEES	3,500.00
	Employee Training Certification, GIS Training Training	
44040050 524403 -	ASSOCIATION DUES	2,300.00
	AWWA, RIWWA, NEWWA, Backflow Association Annual Dues	
	Groundwater Foundation	
44040050 524404 -	CONFERENCES/MEETINGS	1,200.00
	Conferences And Employee Training	
44040050 524405 -	TRAVEL & EXPENSES	400.00
	Travel And Mileage Exp	
44040050 530103 -	POSTAGE	17,000.00
	4 Billings Plus 1 Notice @ 1st Class, Wastewater Mgt Mailing Other Educational Mailing	
44040050 530105 -	IS, GIS, BILLING & ACCTING SVC	95,605.00
	Payable To Gen Fund Is Dept. - Gis Work Payment For 4 Quarterly Water Billings	
44040050 530203 -	VEHICLE REGISTRATION	180.00
	Service Vehicle Registration	
44040050 530305 -	TRANSFER STATION (SOLID WASTE	350.00
	Solid Waste Disposal	
44040050 530406 -	INSURANCE	82,000.00
44040050 530407 -	REAL ESTATE TAX PAYABLE TO OTH	28,000.00
	Re Taxes Wells 9 & 10 $20,000 Payable To Gen Fund	
44040050 530601 -	A & E SERVICES	25,000.00
	Design & engineering	
44040050 530602 -	CONSULTANTS	50,000.00
	Water System Gis Mapping Unanticipated Projects Rate Study	
44040050 530604 -	MEDICAL SERVICES	300.00
	Physicals For New Employees	
44040050 530804 -	ADVERTISEMENTS	2,800.00
	Advertisements & Public Notices Other Regulatory Notices	
44040050 531003 -	COMMUNICATIONS MAINTENANCE	7,000.00
	Radio Repair Cell Phone Bills Code Red System	
44040050 531206 -	CONT SVCS NOT OTHERWISE CLASS	16,000.00
	Fire Hydrant Rental KCWA, Water Billing cost	
44040050 540101 -	OFFICE SUPPLIES	1,000.00
	Gen Ofc Consumables	
44040050 540102 -	PRINTED FORMS	2,500.00

ZERO BASED BUDGET
WATER DEPARTMENT

Account Number	Description	Requested
	Printed Forms & Charts	
44040050 540104 -	OPERATING SUPPLIES - OFFICE EQ	1,600.00
	Computer Consumables & Software	
44040050 540108 -	BOOKS & PUBLICATIONS	300.00
	Conservation Literature Awwa Publications	
44040050 540401 -	GASOLINE & DIESEL FUEL	31,000.00
	Vehicle Fuel Anticipate Increased Fuel Cost	
44040050 550301 -	OFFICE EQUIPMENT & FURNITURE	1,000.00
	New & Replacement Fixed Assets Other Office Equipment	
44040050 550701 -	OTHER CAPITAL OUTLAY	20,000.00
	Office Capital Contingency	
44040060 510101 -	CLASSIFIED FULL TIME	39,991.00
44040060 510107 -	OVERTIME	1,200.00
	Overtime for laborer position	
44040060 524001 -	FICA	3,155.00
44040060 524302 -	RETIREMENT	6,255.00
44040060 524304 -	HEALTH INSURANCE	5,424.00
44040060 524305 -	DENTAL INSURANCE	966.00
44040060 524306 -	LIFE INSURANCE	167.00
44040060 524307 -	UNIFORM ALLOWANCE	350.00
	Light Equipment Oper Allowance	
44040060 530702 -	RENTALS OPERATING EQUIPMENT	
	Taylor Rental As Needed	
44040060 531206 -	CONTRACTUAL SERVICES	50,000.00
	Unanticipated Engineering Groundwater Protection Nitrate Loading Review As Needed Hardware And Software Support For Meter Reading Equipment	
44040060 540504 -	ASPHALT PRODUCTS	35,000.00
	Trench Repairs Anticipate Bidding Out Permanent Trench Repair	
44040070 530602 -	CONSULTANTS	10,000.00
	Digitizing And Mapping Needs Misc Consulting Needs	
44040070 530603 -	LEGAL SERVICES	8,000.00
44040070 530933 -	SO R.I.CONSERVATION DIST	1,350.00
44040070 530934 -	NARROW RIVER PRESERVATION	2,700.00
44040070 530936 -	WOOD PAWCATUCK WATERSHED ASSOC	250.00
44040070 531206 -	CONT SVCS NOT OTHERWISE CLASS	8,000.00
	Consumer Confidence Report Printing Contribution To Uri Watershed Watch Professional Services As Needed Or Educational Material Support Of Groundwater Protection Software Support For Tokay, Itron, Versaprobe	
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	139,017.00
44040080 531205 -	DEBT INTEREST	127,422.00
44040090 550404	VEHICULAR EQUIPMENT	30,000.00
44040090 550703 -	A R B SYSTEM	2,500.00
	Additional Meter Reading Equipment Radio Read Work Maintenance, Repair, Replacement and programming changes	
44040090 551006 -	OTHER CAPITAL	40,000.00
	Engineering Contingency Funds	
44040091 531101 -	BUILDING MAINTENANCE	25,000.00

ZERO BASED BUDGET
WATER DEPARTMENT

Account Number	Description	Requested
	Bldg Repair Contingency Funds/Heater Replacements Safety Improvements Per Va Roof Replacement At Water Garage Road Repairs At Station 3	
44040091 540514 -	HYDRANTS	4,000.00
	Hydrant Replacement & Repair Parts	
44040091 540601 -	PUMPING EQUIPMENT	25,000.00
	Misc Well Maintenance And Repair	
44040091 540604 -	CONST. METER & VALVES	70,000.00
	Water Meters contribution to ARRA meter replacement project Parts for downsizing	
44040091 550702 -	ELECTRIC MOTORS REPLACEMENTS	2,000.00
	Replacement Motors For Well And Chem Pumps	
44040091 551001 -	WELL REHABILITATION	40,000.00
	Funding For Well Redevelopment	
44040091 551002 -	TANK REHAB	4,000.00
	General Tank Maintenance (Cleaning, Disinfecting)	
44040100 530301 -	ELECTRICITY	1,600.00
	Electricity For Sewage Pump Stations Wickford Pt And Mark Drive	
44040100 530303 -	SEWAGE TREATMENT FLAT FEE	54,000.00
	96 UNITS At 132.00 Per Quarter For 4 Quarters Includes 12,000 Gallons Usage Per Quarter - Usage Over 12,000 Gallons @3.62 Per 1,000 Gal payable To QDC	
44040100 531108 -	EQUIPMENT REPAIR & MAINTENANCE	6,000.00
	Minor Maint 2 Swr Ps Contract Service	
44040100 531206 -	CONTRACTUAL SERVICES NOT CLASS	6,000.00
	Contract Service 2 Swr Ps 2 Maint Checks/Mo	
44040100 550101 -	WASTEWATER MANAGEMENT ADMINIST	2,688.00
	ISDS Wastewater Mgmt Admin Services Participation As Partner In Statewide Web-Based Information System For Community Wastewater Management	
	TOTAL WATER FUND	**3,212,163.00**
	TOWN MANAGER'S REDUCTIONS	
	FINAL PROPOSED BUDGET	**3,212,163.00**

SCHOOL DEPARTMENT

School Committee:
Kimberly Page, Chairperson
Richard Welch, Vice Chairperson
Melvoid J. Benson
John Boscardin
Larry Ceresi
Lynda Avanzato
Bill Mudge III
Julia Held – Jamestown Representative

Dr. Philip Auger, Superintendent of Schools

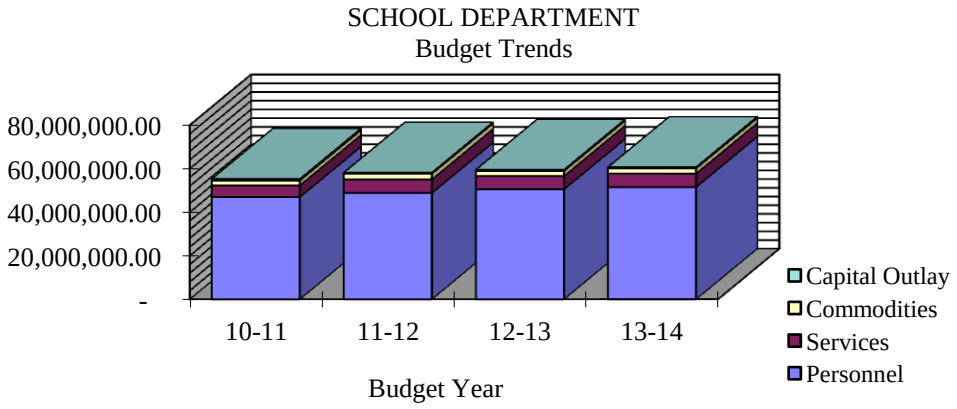
Mission Statement:

Our mission is to educate our students to become intellectually active adults, to inspire them to reach individual excellence, and to challenge them to become responsible members of society.

CORE VALUES

1. Foster and strengthen an educational environment based on trust, decency, courtesy, and mutual respect through work with families, students, school personnel, and elected officials.
2. Support all employees in their efforts to improve teaching and learning.
3. Instill in students a strong work ethic so they learn the value of preparation, timeliness, and the importance of being involved in their community.
4. Adhere to sound fiscal management, responsible planning, and an equitable use of all resources.

School Department	Expenditures Last Year 10-11	Projected Expenditures through 6/30/12	Adopted Budget Current Year 11-12	Recommended Budget Next Year 12-13	Budget Increase Decrease	Percent Changed Current/ Next
Personnel	$47,003,436	$50,955,390	$48,880,754	$50,548,218	$1,667,464	3.41%
Services	$5,329,240	$6,210,566	$6,208,528	$6,091,866	-$116,662	-1.88%
Commodities	$2,208,956	$2,495,009	$2,585,820	$2,304,333	-$281,487	-10.89%
Capital & Debt Sv	$644,012	$515,654	$416,941	$474,431	$57,490	13.79%
Bottom Line Reduction	$0	-$2,202,759	$0	-$681,836	-$681,836	0.00%
Total	**$55,185,643**	**$57,973,860**	**$58,092,043**	**$58,737,012**	**$644,969**	**1.11%**



Page left blank intentionally
Capital/Debt Section forthcoming

APPENDICES

APPENDIX A - ALL FUNDS SUMMARY

TOWN OF NORTH KINGSTOWN, RHODE ISLAND

SUMMARY OF THE TOWN COUNCIL'S APPROVED BUDGET FOR FISCAL YEAR 2013

	GRAND TOTAL	GENERAL FUND	LIBRARY FUND	QUON/DAVIS. RECREATION FUND	WATER FUND	MUNICIPAL COURT	SCHOOL FUND	SCHOOL CAPITAL RES. FUND	DEBT SERVICE FUND
ESTIMATED CURRENT REVENUE									
PROPERTY TAX	67,982,117	17,178,789	1,177,893	-	-	-	45,157,672	-	4,467,763
STATE	13,166,410	1,156,791	227,198	-	-	-	10,812,936	-	969,485
OTHER REVENUES	15,582,349	7,909,000	50,000	1,744,386	3,212,163	258,354	2,630,800	-	36,000
Subtotal	96,730,876	26,244,580	1,455,091	1,744,386	3,212,163	258,354	58,601,408	-	5,473,248
PRIOR YEARS	6,698	-	10,000	-	-	-	135,604	-	(138,906)
TOTAL	96,995,928	26,244,580	1,465,091	1,744,386	3,212,163	258,354	58,737,012	-	5,334,342
ESTIMATED REQUIREMENTS									
PERSONNEL	74,922,827	20,843,934	1,145,345	1,013,574	1,371,756	151,754	50,548,218	-	-
NON PERSONNEL	16,268,356	5,161,646	319,746	692,546	1,698,219	106,600	8,396,199	-	-
Subtotal	91,191,183	26,005,580	1,465,091	1,706,120	3,069,975	258,354	58,944,417	-	-
CAPITAL OUTLAY	855,619	239,000	-	-	142,188	-	474,431	-	-
DEBT SERVICE	5,372,608	-		38,266	-	-		-	5,334,342
CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
ADJUSTMENT	(681,836)		-				(681,836)		
FY 2013 ESTIMATED REQU	96,995,928	26,244,580	1,465,091	1,744,386	3,212,163	258,354	58,737,012	-	5,334,342
PROPOSED BUDGET CHANGES FY 12 TO FY 13									
FY12 BUDGET	**95,189,232**	**24,929,211**	**1,420,732**	**1,792,549**	**3,096,381**	**247,928**	**58,092,043**	**117,300**	**5,493,088**
INCREASE BUDGET	1,806,696	1,315,369	44,359	(48,163)	115,782	10,426	644,969	(117,300)	(158,746)
% INCREASE BUDGET	**1.90%**	**5.28%**	**3.12%**	**-2.69%**	**3.74%**	**4.21%**	**1.11%**	**-100.00%**	**-2.89%**
PROPOSED TAX DOLLAR CHANGES FY 12 COMPARED TO FY 13									
FY12 TAX $	**65,533,421**	**16,512,231**	**1,132,589**	-	-	-	**43,420,838**	-	**4,467,763**
INCREASE TAX $	2,448,696	666,558	45,304	-	-	-	1,736,834	-	-
% INCREASE TAX $	**3.74%**	**4.04%**	**4.00%**	**0.00%**	**0.00%**	**0.00%**	**4.00%**	**N/A**	**0.00%**

APPENDIX B - ZERO BASED BUDGET PERSONNEL EXPENSES

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

FY 2013 NONUNION & MUNICIPAL SALARIES AND BENEFITS

Dept	Object		FY13 Annual Salary	FICA Medicare 524001	Retirement 15.64% 524302	Health 524304	Prescript 524304	Dental 524305	Life 524306	Uniform 524307	TOTAL Employee FY2013
0201	510103	Town Manager	115,807	8,859	18,112	14,507		966	167		158,418
0201	510103	Executive Secretary	41,133	3,147	6,433	5,159		273	150		56,295
			156,939	12,006	24,545	19,667	-	1,238	317	-	214,713
0301	510101	Clerk II	45,018	3,444	7,041	4,591	2,424	379	167		63,064
0301	510101	Clerk II	38,216	2,924	5,977	10,448	2,424	966	167		61,122
0301	510101	Clerk I	15,618	1,195	2,443	5,224	1,212	483	84		26,257
0301	510101	Clerk I	37,879	2,898	5,924	11,740	2,424	1,207	167		62,240
			136,731								
0301	510103	Town Clerk	45,678	3,494	7,144	8,704		724	100		65,845
0301	510103	Deputy Town Clerk	23,689	1,812	3,705	2,293		152	67		31,717
			69,367	15,767	32,234	43,001	8,484	3,910	752	-	310,245
0501	510101	Accts Rec Mgr	25,683	1,965	4,017	2,296	1,212	379	167		35,717
0501	510101	Clerk II	44,000	3,366	6,882	3,000	2,424	-	167		59,839
0501	510101	Clerk I	31,448	2,406	4,919	10,448	2,424	966	167		52,778
0501	510101	ONEILL	12,601	964	1,971	1,200	970	386	67		18,158
0501	510101	Clerk I	36,044	2,757	5,637	4,126	2,424	303	167		51,459
			149,775								
0501	510103	Executive Secretary	4,570	350	715	573		30	17		6,255
0501	510103	Controller	59,299	4,536	9,274	14,507		966	167		88,750
0501	510103	Finance Director	84,440	6,460	13,206	14,507		966	167		119,746
			148,309	22,803	46,620	50,658	9,454	3,995	1,086	-	432,702
0505	510103	IT Director	69,239	5,297	10,829	11,606		773	134		97,877
0505	510103	Tech Support Tech	39,572	3,027	6,189	5,732		303	167		54,991
0505	510103	Network Admin	42,131	3,223	6,589	14,507		966	167		67,583
			150,941	11,547	23,607	31,846	-	2,041	468	-	220,450
0601	510101	Clerk I	39,193	2,998	6,130	4,126	2,424	303	167		55,342
0601	510101	Clerk II	31,033	2,374	4,854	1,800	1,454	966	100		42,581
			70,226								
0601	510103	Assessor	75,405	5,769	11,793	5,732		379	167		99,245
			75,405	11,141	22,777	11,659	3,878	1,647	434	-	197,168
0804	510101	Asst Animal Warden	41,414	3,168	6,477	10,448	2,424	966	167	350	65,415
0804	510101	Animal Warden	46,904	3,588	7,336	4,126	2,424	303	167	350	65,198
			88,318	6,756	13,813	14,575	4,848	1,269	334	700	130,613
0901	510101	Clerk II	39,980	3,058	6,253	10,448	2,424	966	167		63,296
0901	510103	IT Director	17,310	1,324	2,707	2,901		193	33		24,469
0901	510103	Principal Planner	28,067	2,147	4,390	7,254		483	84		42,424
0901	510103	Principal Planner	59,270	4,534	9,270	14,507		966	167		88,714
0901	510103	Planning Director	84,131	6,436	13,158	14,507		966	167		119,365
			188,777	17,500	35,778	49,619	2,424	3,573	618	-	338,268
1001	510103	Public Works Dir	89,766	6,867	14,039	14,507		1,207	167		126,554
1001	510103	Facilities Project Mgr	62,561	4,786	9,784	5,732		303	167		83,333
			152,326	11,653	23,824	20,240	-	1,510	334	-	209,887
1002	510102	Clerical Assistant	17,575	1,345	2,749	-		966	-		22,634
1002	510101	Equip Oper - IIB	47,959	3,669	7,501	11,740	2,424	1,207	167	350	75,017
1002	510101	Equip Oper/Mason	47,799	3,657	7,476	3,000	2,424	-	167	350	64,873
1002	510101	Equip Oper - IIB	49,069	3,754	7,674	4,591	2,424	379	167	350	68,408
1002	510101	Mechanic	51,123	3,911	7,996	10,448	2,424	966	167	350	77,385
1002	**510101**	**Equip Oper - IIA**	**51,280**	**3,923**	**8,020**	**11,740**	**2,424**	**1,207**	**167**	**350**	**79,111**

FY 2013 NONUNION & MUNICIPAL SALARIES AND BENEFITS

Dept	Object		FY13 Annual Salary	FICA Medicare 524001	Retirement 15.64% 524302	Health 524304	Prescript 524304	Dental 524305	Life 524306	Uniform 524307	TOTAL Employee FY2013
1002	510101	Equip Oper - IIB	47,959	3,669	7,501	11,740	2,424	1,207	167	350	75,017
1002	510101	Equip Oper - IIB	47,959	3,669	7,501	11,740	2,424	1,207	167	350	75,017
1002	510101	Equip Oper - IIA	51,280	3,923	8,020	11,740	2,424	1,207	167	350	79,111
1002	510101	Equip Oper - IIB	45,739	3,499	7,154	10,448	2,424	966	167	350	70,746
1002	510101	Eq Maint Foreman	54,402	4,162	8,508	10,448	2,424	966	167	350	81,427
1002	510101	Eq Maint Foreman	39,438	3,017	6,168	4,126	2,424	303	167	350	55,993
1002	510101	Equip Oper - I	39,853	3,049	6,233	10,448	2,424	966	167	350	63,490
1002	510101	Street Foreman	58,363	4,465	9,128	11,740	2,424	1,207	167	350	87,844
1002	510101	Equip Oper - IIA	47,799	3,657	7,476	10,448	2,424	966	167	350	73,287
			680,021								
1002	510103	Highway Supt	72,838	5,572	11,392	14,507	-	1,207	167	350	106,034
				58,938	120,496	148,909	33,936	14,925	2,506	5,250	1,155,395
1005	510101	DPW Program Coor	43,990	3,365	6,880	8,805	1,818	905	125		65,889
1005	510103	Engineer	50,325	3,850	7,871	1,950		-	109		64,104
1005	510103	Engineering Insp	48,588	3,717	7,599	14,507		966	167	350	75,895
1005	510103	Engineering Insp	52,667	4,029	8,237	3,000		-	167	350	68,451
			151,581	14,961	30,587	28,263	1,818	1,871	568	700	274,338
1006	510101	DPW Program Coor	14,663	1,122	2,293	2,935	606	302	42		21,963
1006	510101	Transfer Station Foreman	58,363	4,465	9,128	11,740	2,424	1,207	167	350	87,844
			73,026	5,587	11,421	14,675	3,030	1,509	209	350	109,807
1006	510102	Clerk I	18,518	1,417	2,896	-	-	-	167		22,998
				7,003	14,318	14,675	3,030	1,509	376	350	132,805
1007	510101	Equip Opera/Carpenter	49,007	3,749	7,665	-		-	167	350	60,937
1007	510101	Equip Opera - IIB	44,407	3,397	6,945	4,126	2,424	303	167	350	62,119
1007	510101	Facilities Foreman	58,363	4,465	9,128	4,591	2,424	379	167	350	79,867
1007	510101	Equip Opera I	39,715	3,038	6,211	10,448	2,424	966	167	350	63,319
1007	510101	Equip Opera - IIB	47,959	3,669	7,501	11,740	2,424	1,207	167	350	75,017
1007	510101	Custodian	36,971	2,828	5,782	4,127	2,424	303	167	350	52,953
1007	510101	Custodian	8,998	688	1,407	2,348	485	241	33	70	14,271
			285,419	21,835	44,640	37,381	12,605	3,399	1,036	2,170	408,484
1305	510101	Custodian	35,992	2,753	5,629	9,392	1,939	966	134	280	57,085
1305	510101	Secretary	39,664	3,034	6,203	11,740	2,424	1,207	167		64,440
			75,656								
1305	510102	Social Svc Spec	22,546	1,725	3,526	-	-	-	-	-	27,796
1305	510103	Senior Service Dir	68,735	5,258	10,750	14,507		1,207	167		100,625
1305	510103	Asst Senior Service Dir	39,777	3,043	6,221	3,000		966	167		53,174
			108,512	15,814	32,330	38,640	4,363	4,345	635	280	303,120
1501	510101	Asst. Building Official	54,758	4,189	8,564	10,448	2,424	1,207	167		81,757
1501	510101	Secretary	38,749	2,964	6,060	11,740	2,424	1,207	167		63,312
			93,507								
1501	510102	Clerical Assist	26,204	2,005	4,098	-	-	966	-		33,272
			26,204								
1501	510103	Building Official	70,450	5,389	11,018	3,000		-	167		90,025
				14,547	29,741	25,189	4,848	3,380	501	-	268,367
1300	510101	Clerk I	15,618	1,195	2,443	5,224	1,212	483	84		26,258
1300	510103	Town Clerk	30,452	2,330	4,763	5,803		483	67		43,897
1300	510103	Deputy Town Clerk	35,533	2,718	5,557	3,439		227	100		47,576
			65,985	6,243	12,763	14,467	1,212	1,193	251	-	117,730

FY 2013 NONUNION & MUNICIPAL SALARIES AND BENEFITS

Dept	Object		FY13 Annual Salary	FICA Medicare 524001	Retirement 15.64% 524302	Health 524304	Prescript 524304	Dental 524305	Life 524306	Uniform 524307	TOTAL Employee FY2013
2101	510101	Custodian	14,511	1,110	2,269	3,448	800	398	55	116	22,707
2101	510101	Golf Course Mech	51,172	3,915	8,003	11,740	2,424	1,207	167	350	78,979
2101	510101	Asst Super Golf Course	49,127	3,758	7,683	11,740	2,424	1,207	167	350	76,457
			114,810								
2101	510103	Golf Course Super	77,848	5,955	12,175	14,507		1,207	167	350	112,210
				14,738	30,132	41,436	5,648	4,020	556	1,166	290,353
2102	510101	Secretary	11,630	890	1,819	3,522	727	362	50		19,000
2102	510101	Custodian	29,329	2,244	4,587	3,823	1,617	805	111	233	42,750
			40,959								
2102	510103	Asst Golf Course Mgr	33,471	2,561	5,235	14,507		966	167		56,907
2102	510103	Golf Course Oper Mgr	68,690	5,255	10,743	5,732		303	167		90,891
2102	510103	Leisure Svc Director	23,354	1,787	3,653	1,720		114	50		30,677
			125,516	12,735	26,037	29,305	2,344	2,550	546	233	240,225
2104	510101	Secretary	7,753	593	1,213	2,348	485	241	33		12,667
2104	510103	Leisure Svc Director	15,570	1,191	2,435	1,146		76	33		20,451
				1,784	3,648	3,495	485	317	67	-	33,118
2106	510101	Secretary	19,383	1,483	3,032	5,870	1,212	604	84		31,667
2106	510103	Leisure Svc Director	38,924	2,978	6,088	2,866		189	84		51,128
				4,460	9,119	8,736	1,212	793	167	-	82,795
4001	510101	Water Pump Operator	48,959	3,745	7,657	11,740	2,424	1,207	167	350	76,250
4001	510101	Water Pump Operator	47,799	3,657	7,476	10,448	2,424	966	167	350	73,287
4001	510101	Water Systems Operator	52,334	4,004	8,185	11,740	2,424	1,207	167	350	80,411
			149,092	11,406	23,318	33,929	7,272	3,380	501	1,050	229,948
4003	510101	Water Serviceman	51,280	3,923	8,020	11,740	2,424	1,207	167	350	79,111
4003	510101	Water Serviceman	53,546	4,096	8,375	11,740	2,424	1,207	167	350	81,905
4003	510101	Water Serviceman	48,959	3,745	7,657	11,740	2,424	303	167	350	75,346
4003	510101	Water Serviceman	42,743	3,270	6,685	4,126	2,424	303	167	350	60,068
4003	510101	Water Serviceman	46,407	3,550	7,258	3,000	2,424	-	167	350	63,156
4003	510101	Water Serviceman	44,407	3,397	6,945	4,126	2,424	303	167	350	62,119
4003	510101	Foreman	60,856	4,655	9,518	11,740	2,424	1,207	167	350	90,918
			348,196	26,637	54,458	58,214	16,968	4,530	1,170	2,450	512,623
4004	510101	Accts Rec Mgr	25,683	1,965	4,017	2,296	1,212	189	84		35,445
4005	510101	Admin Assist/Acct Mr.	51,365	3,929	8,034	10,448	2,424	966	167		77,333
4005	510102	Clerical Assistant	24,098	1,844	3,769	-					29,710
4005	510103	Principal Planner	28,067	2,147	4,390	7,254		483	167		42,508
4005	510103	Engineer	27,098	2,073	4,238	1,050		-	58		34,518
4005	510103	Water Quality Speci	62,533	4,784	9,780	14,507		966	167		92,737
4005	510103	Water Director	92,850	7,103	14,522	5,732		379	167		120,754
			210,549	21,880	44,732	38,992	2,424	2,793	727	-	397,559
4006	510101	Equip Opera I	39,991	3,059	6,255	3,000	2,424	966	167	350	56,212
				3,059	6,255	3,000	2,424	966	167	350	1,231,787

FY 2013 FIRE DEPARTMENT SALARIES AND BENEFITS											
			FY11	FICA	Retirement						TOTAL
			Annual	Medicare	20.43%	Health	Buyback	Dental	Life	Uniform	Employee
Dept	Object		Salary	524001	524302	524304	524304	524305	524306	524307	FY2013
0803	510101	Deputy Fire Chief	76,175	5,827	15,563	19,226		1,043	202	1,150	119,187
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	9,213		328	202	1,150	80,193
0803	510101	Firefighter/EMTC	54,592	4,176	11,153	9,213		328	202	1,150	80,814
0803	510101	Firefighter/EMTC	56,683	4,336	11,580	19,226		1,043	202	1,150	94,222
0803	510101	Fire Lieutenant	59,148	4,525	12,084	19,226		1,043	202	1,150	97,379
0803	510101	Firefighter/EMTC	54,592	4,176	11,153	19,226		1,043	202	1,150	91,543
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	9,213		328	202	1,150	80,193
0803	510101	Fire Captain	68,085	5,208	13,910	19,226		1,043	202	1,150	108,825
0803	510101	Firefighter/EMTC	56,683	4,336	11,580	19,226		1,043	202	1,150	94,222
0803	510101	Fire Lieutenant	61,380	4,696	12,540	19,226		1,043	202	1,150	100,238
0803	510101	Firefighter/EMTC	58,590	4,482	11,970	1,681	3,000	-	202	1,150	81,075
0803	510101	Fire Lieutenant	59,182	4,527	12,091	19,226		1,043	202	1,150	97,423
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	58,590	4,482	11,970	19,226		1,043	202	1,150	96,664
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Fire Lieutenant	61,380	4,696	12,540	19,226		1,043	202	1,150	100,238
0803	510101	Firefighter/Rescueman	51,888	3,969	10,601	19,226		1,043	202	1,150	88,080
0803	510101	Rescue Captain	64,151	4,908	13,106	19,226		1,043	202	1,150	103,787
0803	510101	Fire Lieutenant	62,775	4,802	12,825	19,226		1,043	202	1,150	102,024
0803	510101	Deputy Fire Chief	44,953	3,439	9,184	19,226		1,043	202	1,150	79,197
0803	510101	Fire Lieutenant	61,380	4,696	12,540	19,226		1,043	202	1,150	100,238
0803	510101	Fire Lieutenant	59,148	4,525	12,084	9,213		328	202	1,150	86,650
0803	510101	Deputy Fire Chief	74,482	5,698	15,217	19,226		1,043	202	1,150	117,019
0803	510101	Firefighter/EMTC	54,592	4,176	11,153	19,226		1,043	202	1,150	91,543
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Fire Lieutenant	59,148	4,525	12,084	1,681	3,000	-	202	1,150	81,790
0803	510101	Fire Captain	74,482	5,698	15,217	19,226		1,043	202	1,150	117,019
0803	510101	Firefighter/EMTC	54,622	4,179	11,159	19,226		1,043	202	1,150	91,582
0803	510101	Firefighter/EMTC	54,191	4,146	11,071	19,226		1,043	202	1,150	91,030
0803	510101	Deputy Fire Chief	76,175	5,827	15,563	19,226		1,043	202	1,150	119,187
0803	510101	Fire Captain	68,085	5,208	13,910	19,226		1,043	202	1,150	108,825
0803	510101	Firefighter/EMTC	58,590	4,482	11,970	9,213		328	202	1,150	85,935
0803	510101	Fire Lieutenant	66,572	5,093	13,601	19,226		1,043	202	1,150	106,887
0803	510101	Rescue Lieutenant	54,622	4,179	11,159	19,226		1,043	202	1,150	91,582
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Fire Lieutenant	59,148	4,525	12,084	19,226		1,043	202	1,150	97,379
0803	510101	Asst Fire Mechanic	52,383	4,007	10,702	19,226		1,043	202	1,150	88,714
0803	510101	Fire Lieutenant	61,380	4,696	12,540	19,226		1,043	202	1,150	100,238
0803	510101	Firefighter/EMTC	55,159	4,220	11,269	1,878	-	-	202	1,150	73,878
0803	510101	Rescue Lieutenant	59,985	4,589	12,255	9,549		328	202	1,150	88,057
0803	510101	Fire Captain	79,842	6,108	16,312	19,226		1,043	202	1,150	123,883
0803	510101	Rescue Captain	68,085	5,208	13,910	19,226		1,043	202	1,150	108,825
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	54,191	4,146	11,071	9,213		328	202	1,150	80,301
0803	510101	Fire Captain	64,188	4,910	13,114	19,226		1,043	202	1,150	103,834
0803	510101	Fire Lieutenant	62,775	4,802	12,825	19,226		1,043	202	1,150	102,024
0803	510101	Rescue Captain	66,572	5,093	13,601	19,226		1,043	202	1,150	106,887
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Rescue Lieutenant	59,182	4,527	12,091	19,226		1,043	202	1,150	97,423
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	9,213		328	202	1,150	80,193
0803	510101	Fire Lieutenant	61,380	4,696	12,540	19,226		1,043	202	1,150	100,238
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Rescue Lieutenant	54,107	4,139	11,054	9,213		328	202	1,150	80,193
0803	510101	Rescue Captain	66,572	5,093	13,601	17,562		1,043	202	1,150	105,223
0803	510101	Fire Lieutenant	59,115	4,522	12,077	19,226		1,043	202	1,150	97,336
0803	510101	Fire Lieutenant	62,775	4,802	12,825	19,226		1,043	202	1,150	102,024
0803	510101	Fire Mechanic	70,975	5,430	14,500	19,226		1,043	202	1,150	112,527
0803	510101	Fire Prevention Officer	74,000	5,661	15,118	19,226		1,043	202	1,150	116,401
0803	510101	Firefighter/EMTC	51,741	3,958	10,571	19,226		1,043	202	1,150	87,892
0803	510101	Firefighter/EMTC	56,683	4,336	11,580	19,226		1,043	202	1,150	94,222
0803	510101	Firefighter/EMTC	51,741	3,958	10,571	19,226		1,043	202	1,150	87,892
0803	510101	Firefighter/EMTC	54,107	4,139	11,054	19,226		1,043	202	1,150	90,922
0803	510101	Firefighter/EMTC	57,972	4,435	11,844	19,226		1,043	202	1,150	95,872
			3,932,386	**300,828**	**803,386**						
0803	510101	Secretary	36,971	2,828	5,782	10,448	2,424	966	167		59,587
			3,969,357								
0803	510103	Fire Chief	92,850	7,103	18,969	19,226		1,043	202	1,150	140,545

FY 2013 POLICE DEPARTMENT SALARIES AND BENEFITS											
			FY11	FICA	Retirement						TOTAL
			Annual	Medicare	18.78%	Health	Buyback	Dental	Life	Uniform	Employee
Dept	Object		Salary	524001	524302	524304	524304	524305	524306	524307	FY2013
0812	510101	Patrol Officer	65,408	5,004	12,284	8,285		312	202	1,500	92,995
0812	510101	Det. Patrol Officer	61,143	4,677	11,483	17,830		966	202	1,500	97,801
0812	510101	Police Lieutenant	78,382	5,996	14,720	8,285		312	202	1,500	109,398
0812	510101	Patrol Officer	60,508	4,629	11,363	8,285		312	202	1,500	86,799
0812	510101	Patrol Officer	65,929	5,044	12,382	17,830		966	202	1,500	103,853
0812	510101	Patrol Officer	64,725	4,951	12,155	8,285		312	202	1,500	92,132
0812	510101	Det. Sergeant	72,711	5,562	13,655	17,830		966	202	1,500	112,426
0812	510101	Patrol Officer	65,408	5,004	12,284	16,227		966	202	1,500	101,591
0812	510101	DARE Officer	59,807	4,575	11,232	1,070	8,370	-	202	1,500	86,757
0812	510101	SRO Officer	70,194	5,370	13,182	1,070	7,845	966	202	1,500	100,330
0812	510101	Patrol Officer	63,812	4,882	11,984	8,285		312	202	1,500	90,978
0812	510101	Patrol Officer	70,194	5,370	13,182	17,830		966	202	1,500	109,244
0812	510101	Det. Patrol Officer	60,659	4,640	11,392	8,285		312	202	1,500	86,991
0812	510101	Lieutenant	78,983	6,042	14,833	17,830		966	202	1,500	120,356
0812	510101	Sergeant	74,736	5,717	14,035	8,285		312	202	1,500	104,789
0812	510101	Captain	81,646	6,246	15,333	1,070	7,500	966	202	1,500	114,464
0812	510101	SRO Officer	61,861	4,732	11,617	17,830		966	202	1,500	98,709
0812	510101	Patrol Officer	65,408	5,004	12,284	8,285		312	202	1,500	92,995
0812	510101	Patrol Officer	65,408	5,004	12,284	17,830		966	202	1,500	103,193
0812	510101	Lieutenant	80,205	6,136	15,062	17,830		966	202	1,500	121,901
0812	510101	Det. Patrol Officer	65,098	4,980	12,225	17,830		966	202	1,500	102,801
0812	510101	Patrol Officer	65,408	5,004	12,284	17,830		966	202	1,500	103,193
0812	510101	Patrol Officer	68,307	5,226	12,828	1,070	8,370	-	202	1,500	97,504
0812	510101	Patrol Officer	66,777	5,108	12,541	8,285		312	202	1,500	94,726
0812	510101	Sergeant	69,913	5,348	13,130	17,830		966	202	1,500	108,889
0812	510101	Patrol Officer	60,659	4,640	11,392	6,930		312	202	1,500	85,636
0812	510101	Patrol Officer	65,408	5,004	12,284	17,830		966	202	1,500	103,193
0812	510101	Patrol Officer	58,984	4,512	11,077	8,285		312	202	1,500	84,873
0812	510101	Patrol Officer	61,315	4,691	11,515	8,285		312	202	1,500	87,820
0812	510101	Patrol Officer	66,303	5,072	12,452	17,830		966	202	1,500	104,325
0812	510101	Det. Patrol Officer	71,051	5,435	13,343	17,830		966	202	1,500	110,328
0812	510101	Sergeant	70,328	5,380	13,208	17,830		966	202	1,500	109,413
0812	510101	Captain	54,464	4,167	10,228	17,830		966	202	1,500	89,357
0812	510101	Patrol Officer	63,812	4,882	11,984	1,070	8,370	-	202	1,500	91,821
0812	510101	Patrol Officer	48,855	3,737	9,175	8,285	-	312	202	1,500	72,067
0812	510101	Lieutenant	78,382	5,996	14,720	17,830		966	202	1,500	119,596
0812	510101	Patrol Officer	67,003	5,126	12,583	17,830		966	202	1,500	105,210
0812	510101	Patrol Officer	65,408	5,004	12,284	17,830		966	202	1,500	103,193
0812	510101	Det. Lieutenant	81,646	6,246	15,333	17,830		966	202	1,500	123,723
0812	510101	Det. Sergeant	67,703	5,179	12,715	17,830		966	202	1,500	106,095
0812	510101	Patrol Officer	65,408	5,004	12,284	8,285		312	202	1,500	92,995
0812	510101	Patrol Officer	65,408	5,004	12,284	8,285		312	202	1,500	92,995
0812	510101	Captain	54,464	4,167	10,228	17,830		966	202	1,500	89,357
0812	510101	Patrol Officer	65,929	5,044	12,382	8,285		966	202	1,500	94,308
			2,935,162	**224,540**	**551,223**						
0812	510101	Secretary	36,971	2,828	5,782	10,448	2,424	966	167		59,587
0812	510101	Clerk I	36,971	2,828	5,782	10,448	2,424	966	167		59,587
0812	510101	Dispatcher	46,904	3,588	7,336	11,740	2,424	1,207	167		73,366
0812	510101	Dispatcher	45,792	3,503	7,162	-	2,424	966	167		60,014
0812	510101	Auto Mechanic	53,546	4,096	8,375	11,740	2,424	1,207	167	350	81,905
0812	510101	Custodian	37,434	2,864	5,855	11,740	2,424	1,207	167	350	62,041
0812	510101	Clerk I	37,879	2,898	5,924	11,740	2,424	1,207	167		62,240
0812	510101	Clerk I	44,458	3,401	6,953	3,000	2,424	-	167		60,404
0812	510101	Secretary	38,766	2,966	6,063	3,000	2,424	-	167		53,386
			3,313,884	**253,512**	**610,456**	**618,903**	**62,271**	**37,514**	**10,412**	**66,700**	**4,973,651**
0812	510103	Police Chief	92,850	7,103	17,437	17,830		966	202	1,500	137,889

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

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

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

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

Item No. 8. Undesignated Fund Balance Policy

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

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

NOW, THEREFORE, BE IT RESOLVED: That:

A) The unreserved undesignated fund balance for all funds shall be maintained at a level sufficient to provide for the required resources to:

1) Plan for contingencies; and
2) Maintain good standing with rating agencies; and
3) Avoid interest expense for operating budget needs and capital projects; and
4) Provide for investment income; and
5) Ensure short-term cash availability when anticipated revenue is available.

B) The unreserved undesignated fund balance does not include reservations of fund balance for the payment of encumbrances nor designations for purposes that are allowed under generally accepted accounting principles.

C) The Town shall maintain a minimum unreserved undesignated fund balance of 10% of the current period's total budgeted expenditures for all Town funds. The unreserved undesignated fund balance does not include reservations of fund balance for the payment of encumbrances nor designations for purposes that are allowed under generally accepted accounting principles.

D) Excess surpluses will be available for appropriation by the Town Council in a subsequent fiscal year to fund capital, non-recurring operating or debt service expenditures as determined by the Town Council during the budget for that subsequent fiscal year.

E) An unreserved undesignated fund balance equal to the greater of 10% or the highest one year projected debt service level in one five year period may be utilized for the purposes listed below:

1) Meeting future capital needs; or
2) Offsetting operating deficits in difficult economic times; or
3) Stabilizing fluctuations in cash flow requirements; or
4) Provisions for emergency situations.

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

and be it

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

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

APPENDIX D - FUND BALANCE UTILIZATION AND ACCUMULATION

As shown in Appendix C, in July 2007 the Town Council adopted a policy on the utilization and accumulation of Fund Balance. The table below summarizes the status of the General Fund, Fund Balance, in accordance with this policy. Since the adoption of the policy the Town has made significant progress in restoring the fund balance to healthy levels.

						Ammended	Proposed
Revenues:	**2007**	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**
Taxes	$58,892,935	$60,897,957	$63,993,612	$65,239,235	$68,789,883	$69,746,801	$72,514,400
Intergovernmental & Dept. Revenues	$6,305,233	$7,195,826	$6,590,699	$5,311,124	$5,331,473	$3,245,561	$3,288,038
Local Receipts	$1,841,523	$1,777,544	$1,224,048	$617,063	$151,491	$1,109,475	$1,145,470
Total	**$67,039,691**	**$69,871,327**	**$71,808,359**	**$71,167,422**	**$74,272,847**	**$74,101,837**	**$76,947,908**
Expenditure:							
General Government	$4,814,369	$5,138,026	$5,049,420	$4,842,371	$5,382,619	$6,061,156	$6,147,175
Public Safety	$13,014,335	$13,536,306	$13,755,102	$14,196,583	$14,402,119	$14,666,577	$14,780,312
Public Works	$3,825,235	$4,862,515	$4,684,071	$3,798,636	$4,096,839	$4,143,034	$4,199,014
Human Services & Other	$588,529	$737,438	$766,828	$373,991	$653,501	$1,015,922	$1,118,079
Total	**$22,242,468**	**$24,274,285**	**$24,255,421**	**$23,211,581**	**$24,535,078**	**$25,886,689**	**$26,244,580**
Excess (deficiency) of revenues over expenditures	$44,797,223	$45,597,041	$47,552,938	$47,955,841	$49,737,769	$48,215,148	$50,703,328
Other financing sources (uses)	($44,447,569)	($45,212,052)	($48,217,804)	($47,793,204)	($49,391,051)	($48,921,190)	($50,703,328)
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	$349,654	$384,990	($664,866)	$162,637	$346,718	($706,042)	$0
	2007	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**
Fund Balance July 1	$10,083,336	$10,432,990	$10,817,980	$10,153,114	$10,315,751	$10,662,469	$9,956,427
Excess/(Deficiency) of Revenues over Expenditures	$349,654	$384,990	($664,866)	$162,637	$346,718	($706,042)	$0
Fund Balance*	$10,432,990	$10,817,980	$10,153,114	$10,315,751	$10,662,469	$9,956,427	$9,956,427
Fund Balance as a percent of Total Revenues	*15.56%*	*15.48%*	*14.14%*	*14.50%*	*14.36%*	*13.44%*	*12.94%*
*Represents **Total** General Fund Fund Balance, **Reserved** and Unreserved.							

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

APPENDIX E – ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

Growth in Assessed Value - Real Estate

	TAX Yr	FY	Assessed Value	$ Increase	% Increase	
	2001	2002	1,954,112,590			
	2002	2003	1,986,996,310	32,883,720	1.68%	Revaluation Year
	2003	2004	2,011,507,975	24,511,665	1.22%	
	2004	2005	3,373,797,470	1,362,289,495	67.72%	
	2005	2006	3,401,172,700	27,375,230	0.81%	Revaluation Year
	2006	2007	3,440,758,510	39,585,810	1.15%	
	2007	2008	4,238,884,090	798,125,580	23.20%	
	2008	2009	4,269,958,905	31,074,815	0.73%	Revaluation Year
	2009	2010	4,298,501,545	28,542,640	0.67%	
	2010	2011	3,606,985,583	(691,515,962)	-19.17%	
Act	2011	2012	3,857,846,666	250,861,083	6.50%	
Est	**2012**	**2013**	**3,879,228,235**	**21,381,569**	**0.55%**	**Revaluation Year**

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, three 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**
- **MUNICIPAL COURT**

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

APPENDIX H – TOWN COUNCIL BUDGET RESOLUTION

AGENDA ITEM REPORT

MEETING DATE: **March 19, 2012**

ITEM: RESOLUTION FOR ADOPTION OF PRELIMINARY BUDGET FOR 2012-2013

MOTION: that the Town Council does hereby adopt the Preliminary Budget for FY 2012/13 as follows:

	Preliminary	**Final Adopted**
GENERAL FUND	$ 26,244,580	$
SCHOOL FUND	$ 58,737,012	$
DEBT SERVICE FUND	$ 5,334,342	$
LIBRARY FUND	$ 1,465,091	$
MUNICIPAL COURT	$ 258,354	$
SCHOOL CAPITAL RESERVE FUND	$ 0.00	$
WATER FUND	$ 3,212,163	
QUONSET/DAVISVILLE RECREATION FUND	$ 1,744,386	$
TOTAL	**$ 96,995,928**	**$**

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 28, 2011. Appropriate sections of the Town Charter are copied on the next two pages.

Town of North Kingstown 2012-2013 Budget Calendar	
Sept. to Dec.	Proposed Capital Improvement Program to Asset Management Committee
October 2011	
Monday, 17th	Town Council Meeting Adoption of Budget Policy
Friday, 28th	Provide School Committee with a Three-Year Revenue Projection (RIGL 16-2-21.2)
November 2011	
Wednesday, 9th	Distribution of Operating Budget Forms to Department/Agency Heads
Tuesday, 29th	Joint Meeting with School Committee to discuss FY13 Budget (RIGL 16-2-21)
December 2011	
Monday, 12th	Deadline for submission of Operating Budget Requests to Manager by Department Heads
January 2012	
Friday, 27th	Deadline for Final Report of Capital Improvement Plan by Asset Management Committee
February 2012	
Monday, 27th	Town Council Meeting with Asset Management Committee regarding Capital Improvement Program
Monday, 27th	Deadline for submission of School Committee & Library Board of Trustees Budgets to Manager
March 2012	
Monday, 12th	Submission of Town Manager's Proposed Budget to Town Council
Monday, 19th	Town Council Meeting to discuss Town Manager's Budget and Preliminary Budget approved by the Town Council.
Tuesday, 20th	Submission to State Department of Municipal Affairs "Notice of Tax Rate"
Thursday, 29th	Advertise "Notice of Tax Rate," "Budget Summary" & "Council Preliminary Budget Hearing
April 2012	
Monday, 9th	Town Council's Preliminary Budget Hearing (School only)
Wednesday, 11th	Town Council's Preliminary Budget Hearing (all Budgets except School)
Monday, 23rd	Deadline for submission of Petitions to Town Council
Wednesday, 30th	Town Council Meeting to consider petitions and discussion of Preliminary Budget
May 2012	
Wednesday, 2nd	Deadline for Final Approval of Town Council's Adopted Budget by Town Council.
Thursday, 10th	Advertise Town Council's Adopted Budget
Tuesday, 22nd	Deadline for submission of Final Petitions to Town Clerk
Wednesday, 30th	Deadline for verification of petition signatures by Board of Canvassers
June 2012	
Saturday, 2nd	School to balance appropriation (RIGL 16-2-21) (deadline, if no referendum is held) If Referendum is held – 7/2/12
Tuesday, 5th	Budget Referendum, if requested by qualified elector petition.

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)

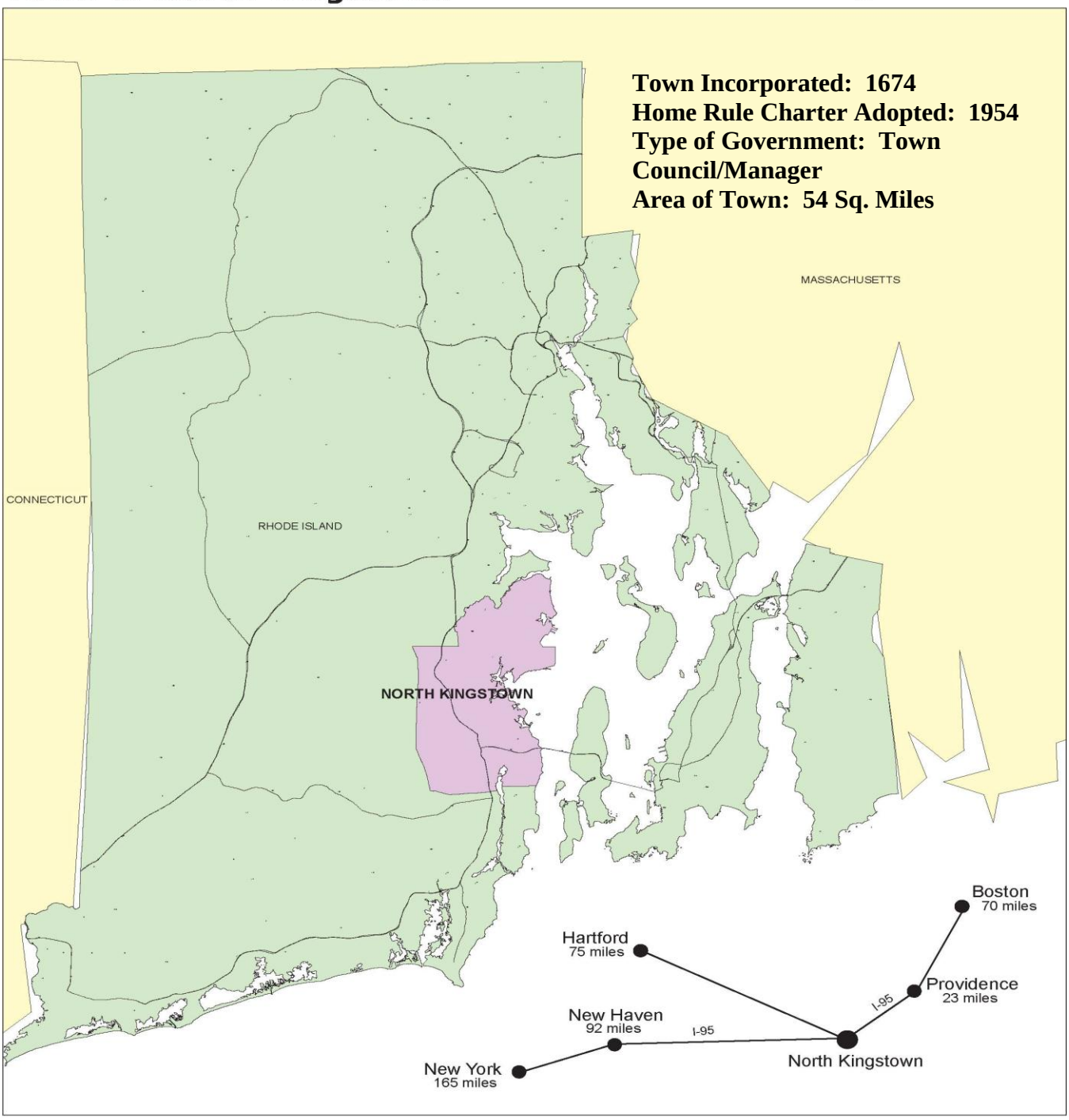
Sec. 1009. Referendum petitions.
Following final approval of the budget by the town council, any qualified elector of the town may circulate a petition requesting that a referendum be held on the appropriation for a specific fund in the budget as approved. Such petition may propose a reduction or increase 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 of North Kingstown

Regional Location



1:362,680

0 3.75 7.5 Miles

This map is for reference purposes only. The Planning Department utilizes this information as a reference tool for review. This map is not intended for use as a site plan.

Town of North Kingstown

Demographic Profile 2007

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

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

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

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

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

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

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

Town of North Kingstown

Demographic Profile 2007

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

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

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

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

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

APPENDIX L - GLOSSARY

Apparatus	Fire vehicles with pumps, aerial ladder, or an ambulance
Appropriation	The process by which funds are allocated.
Aerial Ortho-photo	The digital computer photo that is produced from aerial photography and used to create accurate assessor and engineering maps.
ACAD	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.
ARCVIEW	A computer software program used in geographic information systems applications by governments.
Backflow Prevention Device	A device used to prevent contamination of the public water supply
Basis of Accounting	All governmental funds are accounted for using the modified accrual basis of accounting.
Blue Cross/Blue Shield	The health care plan that is provided to the Town employees.
Budget Referendum	The opportunity for the citizens to vote on an alternative to the Town Council adopted budget, which is provided for in the Town Charter.
Business Personal Property	All equipment, furniture, fixtures, computers and supplies used in the operation of a business.
Callback Pay	The overtime pay paid to Fire Department personnel when they are called back to work after going off duty.
CAD - Computer Aided Dispatch	Computerized equipment and software utilized in dispatching to emergencies.
C.A.M.A- Computerized Assisted Mass Appraisal	The software package used by the Tax Assessor's office to value all the parcels of property for taxation purposes.
CIP –Capital Improvement Program	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.
Chip Seal	The process of protecting the Town roads, which is a part of the Town's road improvement program.
Classified Part Time	Refers to employees who are part of a bargaining unit who work thirty hours or less per week.
Classified Full Time	Refers to employees who are part of a bargaining unit who work thirty-five hours per week or more.
Commodities not Otherwise Classified	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 the 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	A shared network of participating libraries within Rhode Island which offers

Network (CLAN)	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 Emergency Medical Services	Service provided by the Fire Department Rescue Division.
Enterprise Fund	An accounting fund in which services provided are financed and operated similarly to that of a private business. There are two enterprise funds: 1) Water fund and 2) Quonset/Davisville Recreation Fund. User fees support both.
Farm, Forest and Open Space	Statewide program which encourages property owners to keep their land undeveloped through tax incentives.
Field Work	Inspection and measuring of any new houses, additions, or work done because of building permits issued.
Forensic Equipment	Equipment used to gather and test evidence such that it will be admissible in court
Fringe benefits	The non-salary compensation paid by the Town for the benefit of the employee.
Fund	An accounting entity comprised of a group of self-balancing accounts.
Fund Balance	The difference between revenue and expenditures. A negative fund balance is sometimes called a deficit.
GIS Geographic Information System	Computer related term that describes both hardware and software for processing storage and integration of digital computer mapping and data. GIS for North Kingstown will bring information together for Water, Assessor and Building Departments as well as State level.
Haz-Mat	Hazardous materials
Inter-Community Activities	Towns' activities that afford the children the opportunity to view compete or enjoy at the same level.
ISDS	Individual Septic Disposal System
Looping Project	Water Department undertaking to eliminate dead-end water mains
Moving Radar Units	Car mounted radar units capable of determining the speed of approaching vehicles even though the police car is moving.
Non-Personnel Services	Category of expense, which include purchased services, commodities, and debt
Payments in lieu of taxes	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.
Personnel Services	Category of expense, which includes costs, associated with the employment of full and part time employees and their fringe benefits.
Prior year surplus	The funds created from revenue received over estimate or unexpended appropriations in the previous fiscal year.
Project DARE Drug Abuse Resistance Education	The Police Department conducts an educational program in the elementary school regarding drug abuse. An officer is assigned full time to this program.
Quonset/Davisville Recreation Fund	An enterprise fund established to account for the operations of the Municipal Golf Course and the Municipal Marina at Allen Harbor.
Retirement	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.
Revaluation	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.

Roll Call Training	Targeted brief training sessions at roll call meetings prior to each patrol shift of the Police Department.
Solid waste tipping fees	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.
Special Collections	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.
Substandard Lots	Parcels of land that are currently in existence but do not conform to existing zoning regulations.
Tangible Personal Property	Taxable property such as business inventory, trailers, appliances in rental property and certain business equipment.
Taxable Value	The value of real estate, tangible personal property and motor vehicles determined by the Tax Assessor after deducting exemptions.
Technical Review Committee (TRC)	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.
Termination Allowance	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.S.G.S - United States Geographical Services	Federal Government Agency performing a study of Hunt, Annaquatucket, and Pettaquamscutt acquifer.
Unclassified Part Time	Refers to employees who are not part of a bargaining unit who work less than thirty-five hours per week.
Unclassified Full Time	Refers to employees who are not part of a bargaining unit who work more than thirty-five hours per week.
Unrestricted Fund Balance	Funds remaining after all expenditures and revenues are recorded in a fiscal year that is not designated to a specific purpose.
Wickford Village Plan	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.
Windows NT LAN	A Microsoft based operating system that creates a local area network so all the computers that are part of it can share information.