TOWN OF CHARLESTOWN

Town of Charlestown, Rhode Island

Fiscal Year 2013-2014

TOWN COUNCIL APPROVED BUDGET
MAY 13, 2013

Town Council Members

Thomas Gentz, Town Council President
Daniel Slattery, Town Council Vice President
Paula Andersen, Councilperson
Lisa DiBello, Councilperson
George Tremblay, Councilperson

Budget Commission Members

Richard J. Sartor, Chairman
Henry L. Heminway, Vice Chairman
Linda Philips, Secretary
David Bailey
Richard Hosp

Ex-officio Members

Daniel Slattery, Town Council Vice-President
Mark S. Stankiewicz, Town Administrator
Patricia M. Anderson, Town Treasurer

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TOWN OF CHARLESTOWN

Account Number	Department	FY2013 Approved Budget	FY2014 Requested Amount	Budget Commission Recommended	$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Recommended
410	Town Council	24,450	28,450	24,450	-	0.0%	24,450
420	Town Administrator	156,365	164,141	168,579	12,214	7.8%	168,579
430	Board of Canvassers	22,000	17,550	10,000	(12,000)	-54.5%	10,000
440	Treasurer	175,565	180,682	180,682	5,117	2.9%	180,682
450	Tax Assessor	125,082	147,378	146,312	21,230	17.0%	146,312
455	GIS	70,187	82,641	75,396	5,209	7.4%	75,396
460	Tax Collector	104,538	107,124	107,124	2,586	2.5%	107,124
470	Town Clerk	180,746	195,353	196,853	16,107	8.9%	196,853
480	Town Planner	116,042	114,958	117,958	1,916	1.7%	117,958
490	Central Services	220,520	244,200	240,200	19,680	8.9%	240,200
510	Police Department	2,208,502	2,330,236	2,320,291	111,789	5.1%	2,320,291
520	Building Inspector	156,932	166,063	166,063	9,131	5.8%	166,063
530	CEMA	35,953	37,064	57,255	21,302	59.2%	57,255
540	Animal Control	81,529	88,407	84,907	3,378	4.1%	84,907
560	Public Assistance	13,100	13,100	13,100	-	0.0%	13,100
570	Municipal Court	9,000	6,800	6,800	(2,200)	-24.4%	6,800
610	DPW Administration	133,004	137,544	137,544	4,540	3.4%	137,544
620	DPW Highway & Roads	946,798	1,045,432	1,015,760	68,962	7.3%	1,015,760
630	DPW Building & Grounds	297,474	304,007	308,201	10,727	3.6%	308,201
640	CRCC Mandated Monitoring	9,600	15,000	12,000	2,400	25.0%	12,000
660	DPW Waste Water Management	96,420	103,709	103,709	7,289	7.6%	103,709
740	Boards & Commissions	22,600	37,680	25,100	2,500	11.1%	25,100
800	Senior Center/Community Center	92,814	120,146	120,146	27,332	29.4%	120,146
810	Recreation Administration	133,339	175,705	140,345	7,006	5.3%	140,345
815	Recreation Programs	82,302	132,780	102,840	20,538	25.0%	102,840
820	Charlestown Beach	84,925	98,805	91,350	6,425	7.6%	91,350
830	Ninigret Park	32,890	43,912	31,682	(1,208)	-3.7%	31,682
850	Blue Shutters Beach	72,425	84,275	77,600	5,175	7.1%	77,600
900	Debt Service	627,199	993,921	3,558,942	2,931,743	467.4%	3,558,942
920	Employee Benefits	1,914,204	2,105,671	1,934,300	20,096	1.0%	1,934,300
940	Professional Services	340,100	340,600	340,600	500	0.1%	340,600
950	Town Insurance	190,000	190,000	190,000	-	0.0%	200,733
960	Council Contingency	25,000	10,000	15,000	(10,000)	-40.0%	15,000
990	Capital Improvements	425,206	415,066	397,436	(27,770)	-6.5%	397,436
995	Transfers Out	1,443,921	1,631,000	1,782,500	338,579	23.4%	1,782,500
Subtotal Department Budgets		10,670,732	11,909,400	14,301,025	3,630,293	33.2%	14,311,758
720	Outside Agencies	19,500	17,472	19,500	1,300	7.1%	19,500
730	Local Agencies	382,550	390,050	381,550	3,000	0.8%	381,550
Subtotal Outside Agencies		402,050	407,522	401,050	4,300	1.1%	401,050
Total Municipal Budget		11,072,782	12,316,922	14,702,075	3,634,593	32.1%	14,712,808
780	Chariho School	14,894,812	15,009,172	14,823,600	14,645,357	102.6%	14,645,357
Total School Budget		14,894,812	15,009,172	14,823,600	14,645,357	102.6%	14,645,357
Grand Total Municipal & School		25,967,594	27,326,094	29,525,675	18,279,950	71.4%	29,358,165

TOWN OF CHARLESTOWN

FISCAL YEAR 2013-2014

Description	FY2012 Audited	FY2013 Adopted Budget	FY2013 Adjusted Budget	FY2013Actual as of 12/31/2012	FY2014 Dept. Request	Town Admin	Budget Comm	Town Council
Taxes	21,791,593	22,219,249	22,219,249	12,942,055	23,529,898	22,863,774	22,869,774	22,702,264
State Aid	1,984,418	1,944,901	1,944,901	769,421	1,958,130	2,299,588	2,299,588	2,299,588
Licenses and Fees	327,581	321,000	321,000	258,672	365,000	365,000	362,000	362,000
Departmental Revenue	646,216	639,110	639,110	390,938	656,000	709,085	700,085	700,085
Other	1,257,972	843,334	843,334	23,725	402,000	480,500	3,294,228	3,294,228
Total	26,007,779	25,967,594	25,967,594	14,384,810	26,911,028	26,717,947	29,525,675	29,358,165

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.310.3100.000	Taxes - Current Year	21,063,422.37	21,811,249	21,811,249	12,755,179.72	23,060,898	22,394,774	22,399,874	22,232,364
01.310.3110.000	Taxes - Prior Year	538,436.10	250,000	250,000	111,377.16	300,000	300,000	300,000	300,000
01.310.3115.000	Interest Prior Yr Tax	164,832.80	135,000	135,000	100,399.90	145,000	145,000	145,000	145,000
01.310.3120.000	DEM Refuge Revenue (In Lieu of Tax)	24,902.00	23,000	23,000	(24,902.00)	24,000	24,000	24,900	24,900
		21,791,593.27	**22,219,249**	**22,219,249**	**12,942,054.78**	**23,529,898**	**22,863,774**	**22,869,774**	**22,702,264**
01.320.3220.000	State Parking Fees	15,465.52	15,000	15,000	22,915.20	20,000	20,000	20,000	20,000
01.320.3225.000	Beverage/Meals Tax	105,599.99	108,283	108,283	66,946.84	109,000	112,647	112,647	112,647
01.320.3235.000	State Aid Education	1,704,448.00	1,671,305	1,671,305	643,637.00	1,677,912	1,716,895	1,716,895	1,716,895
01.320.3240.000	Motor Vehicle Tax (In Lieu Phase Out)	40,195.07	41,218	41,218	20,097.54	41,218	40,195	40,195	40,195
01.320.3245.000	Public Service Corp. Tax	94,198.00	88,095	88,095	-	90,000	94,198	94,198	94,198
01.320.3250.000	Hotel Tax	20,292.29	21,000	21,000	15,824.85	20,000	21,163	21,163	21,163
01.320.3252.000	Federal Reimbursement - FEMA	4,219.13	-	-	-	-	-	-	-
01.320.3270.000	Incentive Aid						74,519	74,519	74,519
01.320.3275.000	Local Road Programs						219,971	219,971	219,971
		1,984,418.00	**1,944,901**	**1,944,901**	**769,421.43**	**1,958,130**	**2,299,588**	**2,299,588**	**2,299,588**
01.330.3310.000	Business Licenses	19,830.00	22,000	22,000	16,945.00	25,000	25,000	22,000	22,000
01.330.3320.000	Non-Business License	4,402.00	5,000	5,000	2,767.00	5,000	5,000	5,000	5,000
01.330.3330.000	Probate Fees	19,777.22	12,000	12,000	9,058.39	15,000	15,000	15,000	15,000
01.330.3340.000	Transfer Stamps	145,539.12	160,000	160,000	156,222.80	180,000	180,000	180,000	180,000
01.330.3350.000	Recording Fees	138,032.18	122,000	122,000	73,678.50	140,000	140,000	140,000	140,000
		327,580.52	**321,000**	**321,000**	**258,671.69**	**365,000**	**365,000**	**362,000**	**362,000**

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.340.3300.000	Tax Certificates	12,656.22	12,000	12,000	7,900.00	15,000	15,000	15,000	15,000
01.340.3405.000	Building Inspections	175,088.08	185,000	185,000	66,818.44	175,000	175,000	175,000	175,000
01.340.3415.000	Zoning Board	4,935.00	5,000	5,000	1,750.00	5,000	5,000	5,000	5,000
01.340.3420.000	Planning Fees	3,555.00	2,500	2,500	850.00	2,500	2,500	2,500	2,500
01.340.3425.000	Animal Control	3,475.90	3,000	3,000	2,015.00	3,500	3,500	3,500	3,500
01.340.3430.000	Police Department	26,295.50	35,000	35,000	7,038.50	28,000	28,000	28,000	28,000
01.340.3435.000	Town Beach Parking	110,173.00	103,000	103,000	108,740.25	110,000	130,000	130,000	130,000
01.340.3436.000	Beach Passes	76,135.56	80,000	80,000	9,780.00	80,000	75,000	75,000	75,000
01.340.3440.000	Recreation	57,657.89	41,000	41,000	23,854.00	50,000	64,285	64,285	64,285
01.340.3445.000	Ninigret Park	4,079.00	4,000	4,000	1,547.00	4,000	4,000	4,000	4,000
01.340.3445.001	Ninigret Gate House Rent	5,251.17	6,000	6,000	5,000.00	6,000	6,000	6,000	6,000
01.340.3450.000	Assessment/GIS Revenue	-	3,705	3,705	-	3,000	3,000	-	-
01.340.3451.000	Blue Shutters Concession	3,003.00	4,500	4,500	4,504.00	4,000	4,000	6,000	6,000
01.340.3455.000	Blue Shutters Parking	143,830.25	123,000	123,000	141,124.94	135,000	160,000	150,000	150,000
01.340.3460.000	Town Beach Concession	3,003.00	4,500	4,500	4,504.00	4,000	4,000	6,000	6,000
01.340.3461.000	Senior Center After Hour Rental	1,220.00	500	500	420.00	1,000	1,000	1,000	1,000
01.340.3462.000	Senior Daily Lunch Program	-	-	-	(214.90)	-	-	-	-
01.340.3465.000	Senior/Community Center	3,847.00	5,000	5,000	-	5,000	3,800	3,800	3,800
01.340.3466.000	Senior Center Programs	-	21,405	21,405	5,306.75	25,000	25,000	25,000	25,000
01.340.3468.000	Cell Tower Revenue	12,010.00	-	-	-	-	-	-	-
		646,215.57	**639,110**	**639,110**	**390,937.98**	**656,000**	**709,085**	**700,085**	**700,085**
01.350.3515.000	Interest On Investments	16,024.46	13,000	13,000	5,811.41	13,000	5,000	11,000	11,000
01.350.3530.000	General Fund Balance Transfer	300,000.00	754,143	754,143	-	300,000	160,000	160,000	160,000
01.350.3535.000	Retire Police Bldg Debt							2,807,728	2,807,728
01.350.3540.000	General Fund Balance Transfer	908,713.00	-	-	-	-	226,500	226,500	226,500
01.350.3546.000	Impact Fee Revenue	-	50,000	50,000	-	50,000	50,000	50,000	50,000
01.350.3548.000	Anticipated Grant - CEMA	-	10,191	10,191	-	10,000	10,000	10,000	10,000
01.350.3550.000	Unclassified Revenue	15,065.36	4,000	4,000	3,374.84	4,000	4,000	4,000	4,000
01.350.3750.000	Municipal Court General Revenue	18,169.14	12,000	12,000	14,538.35	25,000	25,000	25,000	25,000
		1,257,971.96	**843,334**	**843,334**	**23,724.60**	**402,000**	**480,500**	**3,294,228**	**3,294,228**
	Total Revenues	**26,007,779.32**	**25,967,594**	**25,967,594**	**14,384,810.48**	**26,911,028**	**26,717,947**	**29,525,675**	**29,358,165**

TOWN OF CHARLESTOWN

FISCAL YEAR 2013-2014

Description	FY2012 Audited	FY2013 Adopted Budget	FY2013 Adjusted Budget	FY2013Actual as of 12/31/2012	FY2014 Dept. Request	Town Admin	Budget Comm	Town Council
Town Council	20,566	24,450	24,450	14,501	28,450	28,450	24,450	24,450
Town Administrator	161,676	154,281	156,365	42,255	164,141	164,141	168,579	168,579
Board of Canvassers	6,087	22,000	22,000	15,435	17,550	17,550	10,000	10,000
Treasurer	172,607	167,347	175,565	88,190	180,682	180,682	180,682	180,682
Tax Assessor	121,862	119,559	125,082	63,237	147,378	147,378	146,312	146,312
GIS	65,278	67,294	70,187	33,850	82,641	82,641	75,396	75,396
Tax Collector	101,701	99,959	104,538	52,431	107,124	107,124	107,124	107,124
Town Clerk	169,712	173,979	180,746	90,500	195,353	195,353	196,853	196,853
Town Planner	111,977	111,083	116,042	52,430	114,958	114,958	117,958	117,958
Central Services	223,268	220,520	220,520	119,903	244,200	244,200	240,200	240,200
Police Department	2,148,991	2,155,900	2,208,502	1,212,292	2,330,236	2,330,236	2,320,291	2,320,291
Building Inspector	147,380	150,931	156,932	76,259	166,063	166,063	166,063	166,063
CEMA	28,710	35,507	35,953	9,746	37,064	37,064	57,255	57,255
Animal Control	83,046	79,071	81,529	39,512	88,407	88,407	84,907	84,907
Public Assistance	10,914	13,100	13,100	7,388	13,100	13,100	13,100	13,100
Municipal Court	4,311	9,000	9,000	6,392	6,800	6,800	6,800	6,800
DPW Administration	127,442	127,435	133,004	64,690	137,544	137,544	137,544	137,544
DPW Highway & Roads	744,921	932,061	946,798	361,757	1,045,432	1,045,432	1,015,760	1,015,760
DPW Building & Grounds	282,190	293,448	297,474	112,008	304,007	304,007	308,201	308,201
CRCC Mandated Monitoring	9,600	9,600	9,600	7,085	15,000	15,000	12,000	12,000
Waste Water Management	74,128	92,629	96,420	45,001	103,709	103,709	103,709	103,709
Outside Agencies	18,200	19,500	19,500	19,500	17,472	17,472	19,500	19,500
Local Agencies	379,050	382,550	382,550	278,552	390,050	390,050	381,550	381,550
Boards and Commissions	21,667	22,600	22,600	11,391	37,680	37,680	25,100	25,100
Chariho Regional School District	14,378,520	14,894,812	14,894,812	5,511,080	15,009,172	15,009,172	14,823,600	14,645,357
Senior Center	72,817	92,441	92,814	40,385	120,146	120,146	120,146	120,146
Recreation Administration	128,825	127,521	133,339	68,290	175,705	175,705	140,345	140,345
Recreation Programs	69,565	82,302	82,302	54,430	132,780	132,780	102,840	102,840
Charlestown Beach	73,447	84,925	84,925	62,949	98,805	98,805	91,350	91,350
Ninigret Park	28,829	32,890	32,890	24,184	43,912	43,912	31,682	31,682
Blue Shutters Beach	66,400	72,425	72,425	56,246	84,275	84,275	77,600	77,600
Debt Service	529,162	627,199	627,199	478,735	993,921	993,921	3,558,942	3,558,942
Employee Benefits	1,897,688	1,943,401	1,914,204	939,849	2,105,671	2,105,671	1,934,300	1,934,300
Professional Services	210,869	340,100	340,100	126,795	340,600	340,600	340,600	340,600
Town Insurance	153,948	190,000	190,000	177,879	190,000	190,000	190,000	200,733
Council Contingency	7,095	126,647	25,000	5,093	10,000	10,000	15,000	15,000
Capital Improvements	764,374	425,206	425,206	36,938	415,066	667,918	397,436	397,436
Transfers Out	1,281,229	1,443,921	1,443,921	1,444,141	1,631,000	1,857,500	1,782,500	1,782,500
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Total	24,898,052	25,967,594	25,967,594	11,851,298	27,326,094	27,805,446	29,525,675	29,358,165

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.410.5005.000	Town Council Salaries	13,000	13,000	13,000	6,500	13,000	13,000	13,000	13,000
01.410.5015.000	Town Sergeant Wages	1,681	1,500	1,500	1,148	2,500	2,500	2,500	2,500
01.410.6015.000	Dues & Subscriptions	3,129	3,150	3,150	3,129	6,150	6,150	3,150	3,150
01.410.6020.000	Operating Supplies	108	200	200	22	200	200	200	200
01.410.6060.000	Printing & Binding	2,649	6,000	6,000	3,702	6,000	6,000	5,000	5,000
01.410.6090.000	Video Taping	-	600	600	-	600	600	600	600
		20,566	**24,450**	**24,450**	**14,501**	**28,450**	**28,450**	**24,450**	**24,450**
01.420.5005.000	Town Administrator Salary	105,060	99,177	99,177	15,525	105,762	105,762	110,000	110,000
01.420.5010.000	Town Admin Secretary Salary	45,300	43,623	45,608	22,804	46,520	46,520	46,520	46,520
01.420.5010.002	Town Admin Secretary-Longevity	2,039	2,181	2,280	1,140	2,559	2,559	2,559	2,559
01.420.5020.000	Town Admin Vehicle Stipend	4,200	4,200	4,200	-	4,200	4,200	4,800	4,800
01.420.6015.000	Dues & Subscriptions	1,086	1,500	1,500	292	1,000	1,000	1,100	1,100
01.420.6020.000	Operating Supplies	746	1,000	1,000	71	1,500	1,500	1,000	1,000
01.420.6050.000	Professional Development	2,168	2,500	2,500	73	2,500	2,500	2,500	2,500
01.420.6070.000	Travel Expense	1,077	100	100	2,350	100	100	100	100
		161,676	**154,281**	**156,365**	**42,255**	**164,141**	**164,141**	**168,579**	**168,579**
									-
01.430.5005.000	Board of Canvassers Wages	2,482	5,000	5,000	6,727	11,500	11,500	3,950	3,950
01.430.6020.000	Operating Supplies	1,485	1,400	1,400	501	700	700	700	700
01.430.6035.000	Miscellaneous	2,569	4,167	4,167	4,081	1,000	1,000	1,000	1,000
01.430.6095.000	Poll Worker Stipends	(450)	11,433	11,433	4,125	4,350	4,350	4,350	4,350
		6,087	**22,000**	**22,000**	**15,435**	**17,550**	**17,550**	**10,000**	**10,000**
01.440.5005.000	Treasurer Salary	78,850	76,896	80,395	40,692	78,803	78,803	78,803	78,803
01.440.5010.000	Treasurer Wages	71,710	69,054	72,779	36,390	74,600	74,600	74,600	74,600
01.440.5010.003	Treasurer's Emp Longevity	2,868	3,367	4,361	2,001	4,849	4,849	4,849	4,849
01.440.5025.000	Treasurer Overtime Wages	86	250	250	334	250	250	250	250
01.440.6015.000	Dues & Subscriptions	129	380	380	-	380	380	380	380
01.440.6020.000	Operating Supplies	2,151	2,000	2,000	1,584	2,500	2,500	2,500	2,500
01.440.6050.000	Professional Development	469	1,000	1,000	20	1,000	1,000	1,000	1,000
01.440.6065.000	Purchased Services	16,009	14,000	14,000	7,169	18,000	18,000	18,000	18,000
01.440.6070.000	Travel Expense	32	200	200	-	100	100	100	100
01.440.6075.000	Tools/Equipment	301	200	200	-	200	200	200	200
		172,607	**167,347**	**175,565**	**88,190**	**180,682**	**180,682**	**180,682**	**180,682**

SUPPLEMENTAL INFORMATION
FY 2013 - 2014

410 - TOWN COUNCIL:

410-5005 - SALARIES - $13,000

Level funded.

Council President	$ 3,000
Four Council Members at $2,500 each	$10,000

410-5015 - WAGES - $2,500

Town Sergeant - $2,500

Performs duties prescribed by the General Laws of Rhode Island, which also includes assisting the Board of Canvassers and attendance at required Town Council meetings. This is calculated at $10.00 per hour.

410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - $6,150

Washington County Regional Planning	$3,000
League of Cities & Towns Dues	$3,150

410-6020 - OPERATING SUPPLIES - $200

Level funded.

Miscellaneous stationary supplies	$ 200

410-6060 - PRINTING - $6,000

Average cost of one Pipeline issue estimated at $3,000. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun:

8 page newsletter:	Printing costs	$2,027
	Mailing costs	$ 680
	Postage costs	$ 795
		$3,502

410-6090 – VIDEO TAPING - $600

TOTAL REQUESTED BUDGET - $28,450

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - $105,762
Current Salary - $99,176

420-5010 - WAGES - $46,520
Current Salary - $45,607 2014 Salary $46,520

420-5010 - LONGEVITY - $2,559
Current Longevity – $2,280 2014 Longevity - $2,559

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - $4,200
Car stipend in lieu of a Town vehicle, $350 a month.

420-6015 - DUES & SUBSCRIPTIONS - $1,000
Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - $1,500
Office supplies.

420-6050 - PROFESSIONAL DEVELOPMENT - $2,500
Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

420-6070 – TRAVEL EXPENSES - $100

TOTAL REQUESTED BUDGET $164,141

SUPPLEMENTAL INFORMATION
FY 2013 - 2014

430 – ELECTION UNIT:

430-5005 - SALARIES - $11,500

Charter-required three member Board of Canvassers. This includes $3,500 for "off-year" election duties and $8,000 for daily clerical maintenance that has been paid for through the Town Clerk overtime wages. According to RIGL §17-8-5 (2) the Board shall "have and discharge all of the functions, powers, and duties of the town council concerning nominations, elections, registration of voters and canvassing rights, the preparing and correcting of voting lists, and other related matters, which powers are transferred to the local board;" From July to December 2012, $4000 was paid in overtime wages, for duties that could be transferred to the BOC. (Chair is willing to work 20 hrs per week; 1 member is willing to work 10 hrs per week.)

430-6020 - OPERATING SUPPLIES - $700 (same as FY 2012-2013)

Supplies unique to the operation of Board of Canvassers, including use of ballot machine and printing of ballots and poll books for the Chariho 2013 District Referendum in April, (may be reimbursed by Chariho), the June 2013 local Financial Town Referendum ($700), and other supplies that will be needed for the State Elections: April 2014 Presidential Preference Primary. Amount also includes office supplies needed by the Board.

430-6035 – MISCELLANEOUS – $1,000

Meals for pollworkers

~~Mileage to Providence is approx. 84 miles at $.55/mile = $46.62 x 4 trips = $186.48.~~ A town car is taken whenever possible.
~~Mileage on September/November election days for the Canvassers is approx. $100~~

April 2014 Chariho DFR –Morning refreshments and dinner: $125 (Based on 5 pollworkers @ 1 polling location)

April 2014 PPP: Morning refreshments - $125; Dinner - $500 (Based on 5 pollworkers @ 4 polling locations
~~Police Detail: 13 hrs @ $27/hr x 3 Officers = $1053 each State Election = $2106~~

June 2014 FTR –Morning refreshments and dinner: $125 (Based on 5 pollworkers @ 1 polling location)

Special Referendum (if needed) - Morning refreshments and dinner: $125

See next page

SUPPLEMENTAL INFORMATION
FY 2013 - 2014

430 – ELECTION UNIT:

430-6075 – TOOLS AND EQUIPMENT - $0

430-6095 - STIPENDS - $4,350

Election worker wages for the following:

April 2014 Chariho District Financial Referendum: 1 poll	2 Moderators/Clerks at $150 = $300 2 Supervisors at $125 = $250
April 2014 Pres Pref Primary: 4 polling locations	8 Moderator/Clerks at $150 = $1200 12 Supervisors at $125 = $1500
June 2014 Financial Town Referendum: 1 polling location	2 Moderators/Clerks at $150 = $300 2 Supervisors at $125 = $250
Special Referendum (if needed): 1 polling location	2 Moderators/Clerks at $150 = $300 2 Supervisors at $125 = $250

TOTAL BUDGET $17,550

SUPPLEMENTAL INFORMATION
FY2013 – 2014

440 – TOWN TREASURER:

440-5005 – SALARY $78,803

Treasurer	Current Salary:	$77,258	2014 Salary:	$78,803
	Longevity:	$0	Longevity:	$0

440-5010 – WAGES $74,600

Treasurer's Assistant	Current Salary:	$36,390	2014 Salary:	$37,300
Treasurer's Assistant	Current Salary:	$36,390	2014 Salary:	$37,300

440-5010 – Longevity $4,849

Treasurer's Assistant	Current Longevity:	$ 3,093	Longevity:	$ 3,730 (18 yrs.)
Treasurer's Assistant	Current Longevity:	$ 910	Longevity:	$ 1,119

440-5025 – OVERTIME $ 250

440-6015 – DUES & SUBSCRIPTIONS - $380

RIGFOA	60
Misc. Dues & Subscriptions	320

440 – TOWN TREASURER – (cont'd):

440-6020 – OPERATING SUPPLIES - $2,500

This expense covers the following items:

- Laser checks for payables
- Regular and window envelopes
- Printer cartridges
- Folders – storage boxes, etc.
- Four part purchase order/vouchers
- 1099 forms for non-corporate vendors
- Miscellaneous sized binders for record keeping and budget commission
- Miscellaneous office supplies (pens, pencils, paper, etc.)

440-6050 – PROFESSIONAL DEVELOPMENT - $1,000

Fees for conferences, seminars, training and continuing professional education (CPE) Annual New England Government Finance Officers Association.

440-6065 – PURCHASED SERVICES - $18,000

The average cost for ADP's payroll service is currently $1,500 per month including annual W-2's and all tax reporting and InfoLink GL biweekly processing. This also includes processing of retirees payments and direct deposits and accrued leave calculations.

SUPPLEMENTAL INFORMATION
FY2013 – 2014

440 – TOWN TREASURER – (cont'd):

440-6070 – TRAVEL - $100

Business related travel for Treasurer and staff.

440-6075 – TOOLS & EQUIPMENT - $200

Appropriation for equipment such has file cabinets, shredders, calculators that may need to be replaced within the department.

TOTAL REQUESTED BUDGET $180,682

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.450.5005.000	Tax Assessor Salary	76,738	73,896	77,258	40,263	78,803	78,803	78,803	78,803
01.450.5005.002	Tax Assessor Longevity	7,674	7,390	7,726	3,863	7,880	7,880	7,880	7,880
01.450.5010.000	Tax Assessor Wages	33,406	33,023	34,848	17,424	35,719	35,719	35,719	35,719
01.450.5015.000	Tax Assessor Part-Time Wages	-	-	-	-	18,566	18,566	17,500	17,500
01.450.5025.000	Tax Assessor Overtime Wages	-	500	500	395	-	-	-	-
01.450.6015.000	Dues & Subscriptions	716	750	750	241	1,875	1,875	1,875	1,875
01.450.6020.000	Operating Supplies	1,096	1,150	1,150	270	1,300	1,300	1,300	1,300
01.450.6050.000	Professional Development	895	1,550	1,550	135	1,850	1,850	1,850	1,850
01.450.6055.000	Professional Services	-	500	500	-	500	500	500	500
01.450.6060.000	Printing & Binding	408	400	400	468	485	485	485	485
01.450.6065.000	Purchased Services	100	-	-	-	-	-	-	-
01.450.6070.000	Travel Expense	198	100	100	177	100	100	100	100
01.450.6075.000	Tools/Equipment	630	300	300	-	300	300	300	300
		121,862	**119,559**	**125,082**	**63,237**	**147,378**	**147,378**	**146,312**	**146,312**
01.455.5005.000	GIS Salary	61,685	61,737	64,546	32,273	65,837	65,837	65,837	65,837
01.455.5005.002	GIS Longevity	1,603	1,852	1,936	968	2,304	2,304	2,304	2,304
01.455.6015.000	Dues & Subscriptions	-	200	200	-	200	200	200	200
01.455.6020.000	Operating Supplies	1,990	2,255	2,255	245	3,000	3,000	2,255	2,255
01.455.6050.000	Professional Development	-	800	800	-	1,200	1,200	1,200	1,200
01.455.6055.000	Professional Services	-	-	-	-	10,000	10,000	3,500	3,500
01.455.6070.000	Travel Expense	-	-	-	-	100	100	100	100
01.455.6075.000	Tools/Equipment	-	450	450	364	-	-	-	-
		65,278	**67,294**	**70,187**	**33,850**	**82,641**	**82,641**	**75,396**	**75,396**
01.460.5005.000	Tax Collector Salary	56,187	54,106	56,568	29,480	57,699	57,699	57,699	57,699
01.460.5005.002	Tax Collector Longevity	5,619	5,411	5,657	2,828	5,770	5,770	5,770	5,770
01.460.5010.000	Tax Collector Wages	34,293	33,023	34,848	17,424	35,719	35,719	35,719	35,719
01.460.5010.003	Tax Collector Emp Longevity	2,489	2,559	2,605	1,394	3,036	3,036	3,036	3,036
01.460.6015.000	Dues & Subscriptions	-	60	60	-	100	100	100	100
01.460.6020.000	Operating Supplies	3,112	3,500	3,500	478	3,500	3,500	3,500	3,500
01.460.6050.000	Professional Development	-	1,000	1,000	827	1,000	1,000	1,000	1,000
01.460.6070.000	Travel Expense	-	200	200	-	200	200	200	200
01.460.6075.000	Tools/Equipment	-	100	100	-	100	100	100	100
		101,701	**99,959**	**104,538**	**52,431**	**107,124**	**107,124**	**107,124**	**107,124**

SUPPLEMENTAL INFORMATION
FY2013-2014

450 - TAX ASSESSOR:

450-5005 SALARY - $ 86,683

Current Salary -		$	83,317.43	CPMA grade 6D + Longevity
New Fiscal Year Salary -		$	78,803.14	CPMA Grade 6D
Longevity -			7,880.31	23 years employment - 10%
	Total	$	86,683.45	

450-5010 WAGES - $ 35,719

Senior Assessor's Clerk

450-5015 PART-TIME WAGES - $18,566 (with approval of 75% Revenue off-set from Revaluation side fund for FY2013-2014 in the amount of $13,925)

Assessor's Clerk (NEW PART-TIME POSITION)

New Fiscal Year Salary -		$	18,566.34	Part-time Position - 19.5 hours/wk @ $18.31/hr (rate equal to Teamster clerical base pay)
Less 75% Revenue off-set Reval Funding		$	(13,924.76)	
	Total	$	4,641.59	

Request position to be replaced as was in FY2011 and previous. The office tasks continue to increase with the number of personal exemptions, motor vehicle valuation processing, increased inspections of properties with building permits, number of recordings of deeds and other property transfers, in addition to various office administrative tasks and revaluation requirements. This apportioned revenue funding will diminish over the next three fiscal years.

450-5025 OVERTIME WAGES - $ 0

450 – TAX ASSESSOR (cont'd):

450-6015 – DUES & SUBSCRIPTIONS - $ 1,875

NADA Price Guides	$145
IAAO membership	$175
RIAAO membership	$35
Marshall Swift Residentlal Cost	$1,125
NRAAO membership	$35
RI Vehicle Value	$150
	$1,875

The cost of dues represents those organizations that the Tax Assessor maintains active membership for the enhancement of professional techniques and assessment administration. The cost related to the subscriptions is to maintain updated cost and analysis schedules for the proper valuation as well as understanding new concepts and incorporating GIS practices and procedures into the Town environment.

450-6020 OPERATING SUPPLIES - $1,300

Printer Toner	$650
General Office Supplies	600
Repairs & Maintenance	50
	$1,300

This value is based on the cost of materials needed to maintain present equipment and procedures. *Plus extra printings through full revaluation process.*

450 - TAX ASSESSOR (cont'd):

450-6050 PROFESSIONAL DEVELOPMENT - $ 1,850

VISION Software Training and Annual User Group Conference $ 800

Annual training for VISION APPRAISAL Software. This software is the main property valuation software used in the Assessor's office; Vision Appraisal updates their software annually and offers this 2-day conference as the main training event for all users. This request includes overnight accommodations and travel.

Northeast Regional Association of Assessing Officers Conference (NRAAO) $ 1,050

The NRAAO offers intermediate and advanced level courses for Assessment Officials for the purpose of continuing education and certification programs. This is an annual three-day conference located in the northeast; the request includes the cost of the conference, overnight accommodations and travel.

450-6055 - PROFESSIONAL SERVICES - $ 500

This value is for specific software changes for the Assessment and Tax Administration software.

450-6060 PRINTING & BINDING - $ 485

Cost for printing tax books.

450 - TAX ASSESSOR (cont'd):

450-6070 TRAVEL EXPENSES - $ 100

Travel costs for meetings, educations sessions and property inspections when not using a Town vehicle.

450-6075 SMALL TOOLS & EQUIPMENT - $ 300

Replacement Measuring Devices	$ 50
Replacement Camera/Supplies	250

TOTAL REQUESTED BUDGET $ 147,378

SUPPLEMENTAL INFORMATION
FY2013 – 2014

455 - GIS:

455-5005 SALARY - $68,141

New Fiscal Year Salary -	$	65,836.42	CPMA Grade 4D
Longevity -		2,304.27	7 years employment - 3.5%
Total	$	68,140.69	

455-6015 - DUES & SUBSCRIPTIONS - $ 200

GIS professional license fee	$ 200

The cost of dues represents those organizations that the GIS Professional maintains active membership for the enhancement of professional techniques and GIS administration. The cost related to the subscriptions is to maintain professional status as well as remaining current to the new concepts in the ever changing and improving GIS technology.

455-6020 OPERATING SUPPLIES - $ 3,000

Plotter Paper Rolls 24", 36" & 42"	$ 600
Plotter Ink HP T1100	$ 600
Plotter Ink HP DJ5500	$ 800
Repairs & Maintenance	$ 500
GPS and Survey Equipment	$ 500

This value is based on the cost of those materials needed to maintain present equipment and procedures.

SUPPLEMENTAL INFORMATION
FY2013 – 2014

455-6050 PROFESSIONAL DEVELOPMENT - $ 1,200

North East ARC Users Group Meeting (NEARC) $ 1,200

This GIS conference contains training designed for local GIS technicians to work through various presentations of technology and project implementation. This is a three day conference in the northeast; request includes the cost of the conference, overnight accommodations and travel.

455-6055 - PROFESSIONAL SERVICES - $10,000 *

GIS Web-Based applications $ 10,000

For outsourcing Internet access of GIS data, Various Maps and Abutters lists for public access.

*Initial year of use, then $3,500 / year thereafter to be budgeted in Computer Maintenance Line item.

455-6070 TRAVEL EXPENSES - $100

Travel Expenses $ 100

Travel costs for meetings, educations sessions and property inspections when not using a Town vehicle.

TOTAL REQUESTED BUDGET $ 82,641

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

460 - TAX COLLECTOR:

460-5005 - SALARY - $63,469

Tax Collector -	Current Salary -	$56,568	
	2014 Salary -	$57,699	
	Longevity -	$ 5,770	(Original DOH 8/22/90, FT 7/1/1992)

460-5010 - WAGES - $38,755

Tax Collector's Clerk	Current Salary -	$33,023	
	2014 Salary -	$35,719	
	Longevity -	$ 3,036	(DOH 12/18/96)

460-5025 - OVERTIME WAGES - $0.00

This will allow for approximately 0 Hrs. of overtime @ $00.00 per hour, based on Clerk's salary.

460-6015 - DUES/SUBSCRIPTIONS - $100

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association ($30), RIGFOA $40) and Rhode Island Tax Collector's Association ($30).

460-6020 - OPERATING SUPPLIES - $3,500

Includes paper and supplies for printing of tax bills, general office supplies such as letterhead, business cards, folders, storage materials, envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon).

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

460 - TAX COLLECTOR (cont'd):

460-6050 – PROFESSIONAL DEVELOPMENT - $1,000
Annual NE Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 25th Annual Conference which will be held at the Mystic Marriot Inn & Spa (Groton Long Point). The conference fees include lodging and meals. The dates are in September, early to mid September.

460-6070 - TRAVEL EXPENSE - $200
Mileage reimbursement for personal car usage while making bank runs for change, seminars and meetings.

460-6075 - SMALL TOOLS & EQUIPMENT - $100
This line item provides for filing and organizing as well as other equipment (letter opener, etc.) needed by this department.

TOTAL REQUESTED BUDGET $107,124

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.470.5005.000	Town Clerk Salary	59,688	59,945	62,673	31,964	65,836	65,836	65,836	65,836
01.470.5005.002	Town Clerk Longevity	660	1,945	2,034	1,689	3,950	3,950	3,950	3,950
01.470.5010.000	Town Clerk Wages	71,552	74,209	78,063	39,033	80,018	80,018	80,018	80,018
01.470.5010.003	Town Clerk Emp. Longevity	5,472	5,968	6,064	3,318	7,002	7,002	7,002	7,002
01.470.5015.000	Town Clerk Part-time Wages	4,125	10,000	10,000	1,707	16,000	16,000	17,500	17,500
01.470.5025.000	Town Clerk Overtime Wages	5,289	2,000	2,000	3,855	2,000	2,000	2,000	2,000
01.470.6015.000	Dues & Subscriptions	327	612	612	136	612	612	612	612
01.470.6020.000	Operating Supplies	2,054	1,500	1,500	513	1,500	1,500	1,500	1,500
01.470.6050.000	Professional Development	1,651	1,450	1,450	473	2,085	2,085	2,085	2,085
01.470.6060.000	Printing & Binding	867	900	900	432	900	900	900	900
01.470.6065.000	Purchased Services	17,672	15,000	15,000	7,379	15,000	15,000	15,000	15,000
01.470.6075.000	Tools/Equipment	355	450	450	-	450	450	450	450
		169,712	**173,979**	**180,746**	**90,500**	**195,353**	**195,353**	**196,853**	**196,853**
01.480.5005.000	Town Planner Salary	67,803	65,899	68,897	35,813	70,275	70,275	70,275	70,275
01.480.5005.002	Town Planner Longevity	1,694	1,977	2,067	1,033	2,460	2,460	2,460	2,460
01.480.5010.000	Town Planner Wages	34,708	33,023	34,848	13,213	34,423	34,423	34,423	34,423
01.480.5010.002	Town Planner Emp Longevity	2,123	2,284	2,330	797	-	-	-	-
01.480.5025.000	Town Planner Overtime Wages	990	1,500	1,500	573	1,500	1,500	1,500	1,500
01.480.6015.000	Dues & Subscriptions	3,374	3,800	3,800	200	1,000	1,000	4,000	4,000
01.480.6020.000	Operating Supplies	637	1,000	1,000	216	1,200	1,200	1,200	1,200
01.480.6050.000	Professional Development	368	1,000	1,000	384	3,500	3,500	3,500	3,500
01.480.6065.000	Purchased Services	-	500	500	200	500	500	500	500
01.480.6075.000	Tools/Equipment	279	100	100	-	100	100	100	100
		111,977	**111,083**	**116,042**	**52,430**	**114,958**	**114,958**	**117,958**	**117,958**
01.490.4920.000	Miscellaneous Supplies	8,571	8,000	8,000	4,721	9,000	9,000	9,000	9,000
01.490.4925.000	Communications	45,774	40,000	40,000	21,463	40,000	40,000	40,000	40,000
01.490.4935.000	Advertising	39,755	29,000	29,000	15,167	35,000	35,000	35,000	35,000
01.490.4945.000	Postage	16,508	18,000	18,000	7,991	20,000	20,000	20,000	20,000
01.490.4950.000	Computer Maint & Upgrades	78,277	84,520	84,520	44,941	86,200	86,200	86,200	86,200
01.490.4955.000	Pool Vehicle Maintenance	10,969	8,000	8,000	11,936	20,000	20,000	20,000	20,000
01.490.4970.000	Equipment Rental/Leases	17,037	22,000	22,000	8,180	22,000	22,000	18,000	18,000
01.490.4975.000	Equip Maint/Contracts	894	1,000	1,000	300	1,000	1,000	1,000	1,000
01.490.4980.000	Codification Update	3,507	7,000	7,000	4,068	8,000	8,000	8,000	8,000
01.490.4985.000	Bank Charges	1,775	2,000	2,000	1,135	2,000	2,000	2,000	2,000
01.490.6065.000	Purchase Services	200	1,000	1,000	-	1,000	1,000	1,000	1,000
		223,268	**220,520**	**220,520**	**119,903**	**244,200**	**244,200**	**240,200**	**240,200**

SUPPLEMENTAL INFORMATION
FY2013 - 2014

470 - PUBLIC RECORDS

470-5005 - SALARY - $69,786

FY 2013-2014 Base Salary -	$65,836	(grade 4C)
Longevity -	$ 3,950	(11 yrs employment)
Total	$69,786	

470-5010 - WAGES - $87,020

Deputy Town Clerk-(Ellen)

FY 2012-2013 Base Salary -	$40,009	
Longevity -	$ 4,001	(19 yrs employment?)
Total -	$44,010	

Deputy Town Clerk (Carol)

FY 2012-2013 Base Salary -	$40,009	
Longevity -	$ 3,001	(15 yrs employment)
Total -	$43,010	

470-5015 – PART TIME WAGES - $16,000

Full time part-time. (19.5 hours per week; 52 weeks per year). Needs: Summer seasonal (daily, 35 hrs); Vacation backup (Amy – 21 days; Carol – 21 days; Ellen 25 days); Medical absences

470-5025 - OVERTIME WAGES - $2,000

Per the Teamsters Local 251 contract, there is a 4-hour minimum at time and one-half for the full time staff in the bargaining unit. This figure provides for attendance of a Deputy at meetings/workshops not attended by the Town Clerk or overtime due to an election/town financial referendum (We will be holding a minimum of 1 Statewide and 2 Local Elections during this fiscal year.)

SUPPLEMENTAL INFORMATION
FY2013 - 2014

470-6015 – DUES/SUBSCRIPTIONS - $612

RI City & Town Clerk's Association - $150
NE Association of City and Town Clerks - $75
International Institute of Municipal Clerks Association - $115
New England Municipal Clerks Institute, Class of 2013 - $25
Subscription – Westerly Sun - $247

It is important for the Town Clerk to maintain membership in these professional organizations to enhance practices and procedures in the Town Clerk's Office. The subscription to the Westerly Sun is maintained because the office verifies the legal ads placed for Probate and Council meetings.

470-6020 - OPERATING SUPPLIES - $1,500
Supplies for the operation of Town Clerk's office: Probate folders, toner cartridges, archival envelopes for plat maps, tape recording cassettes, receipt paper, 3 hole punch archival land evidence paper, binders for Board/Commission minutes, general office supplies.

470-6050 – PROFESSIONAL DEVELOPMENT - $2,085
Attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Certified Municipal Clerk. $1000 is earmarked for the Town Clerk's attendance at her third year of the New England Institute for Municipal Clerks to attain her certification as a municipal clerk. This is a 3 year program during the month of July. $635 is earmarked for the New England City and Town Clerk's Association Annual Conference to be held in November 2014 in Portland, ME. ($200 – registration, $250 – hotel, $125 mileage, $60 stipend)

470-6060 - PRINTING AND BINDING - $ 900
Purchase of Town Council Minutes Book - $400, and Tax Books - $400, letterhead, receipt books $100

470-6065 - PURCHASED SERVICES - $ 15,000
Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, Honorable Discharges. This amount is offset by the revenues taken in by land evidence recording and probates.

470-6075 - TOOLS AND EQUIPMENT - $ 450
Level funding. Miscellaneous office equipment upgrades and/or repairs.

TOTAL REQUESTED BUDGET: $195,353

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

480 – TOWN PLANNER:

480-5005 – SALARIES $72,735

FY14 Salary -	$70,275	(CPMA 5D)
Longevity	2,460	(7 years employment)

480-5010 – WAGES $34,423

Planning Secretary Wages:

FY14 Salary - $34,423 (2nd year of contract with 2.5% step increase on 12/17/2013)

The Planning Department Secretary serves as primary support for the Town Planner as well as Planning Commission. The clerical position for the Planning Department has a set of responsibilities that are additional to the standard clerical position. The Planning Department clerk is responsible for the collection and assembly of all the information that is provided to the Planning Commission for their meetings. The clerk is also required to attend those meetings and create and manage the minutes for those meetings.

480-5025 – OVERTIME WAGES $1,500

The Planning Commission shall determine the number of meetings. There is a minimum of two meetings a month. The overtime requested is to cover the Planning Secretary for 24(+/-) Planning Commission regular meetings & workshop meetings. There is always the possibility that a large application or time consuming project will come before the Commission, in which case additional meeting will be required.

480-6015 DUES & SUBSCRIPTIONS $1,000

This is to cover the cost of the American Planning Association National/Chapter/Division Dues ($400.); Professional Journals; PAS/Research Materials for department ($600)

NOTE: Washington County Regional Planning annual dues have been removed from my budget and I request that the $3,000 continue to be paid but taken from another source related to the Town Council or Town in general. Their services are now more closely related to Town issues, and are no longer solely Planning related.

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

480 – TOWN PLANNER (cont'd):

480-6020 – OPERATING SUPPLIES $1,200
This would cover the cost of stationary, labels, highlighters, miscellaneous consumables such as binders, mailing tape, paper, pens, pencils, records filing and miscellaneous supplies unique to operation of the Planning Department.

480-6050 – PROFESSIONAL DEVELOPMENT $3,500
Conference attendance fees and training sessions; APA quarterly professional meetings; Southern New England Planning Conference; GrowSmart training sessions, Washington County Regional Planning training sessions GrowSmart Land Use Summit and other various professional development opportunities in the New England area. An additional $2,165.00 is being requested this year. This request is being made in order for the Planning Department to have the ability to have attendance at the National American Planning Association Conferences, which are held annually. These conferences provide invaluable opportunity and information to the planner operating in a single planner department. The ability to network and gain information from other professionals is vital, as a single planner office does not have other professional planners in the office to discuss issues with and learn from. The Planning Department believes that it will be an asset to the office and the town to provide the opportunity to attend these annual conferences regularly.

480-6065 – PURCHASED SERVICES $500
Procurement of stenographic services and consultant services for various Planning Department projects, as well as Subdivision and Land Development Projects and Comprehensive Permit applications being reviewed by the Planning Commission. Although the applicant is billed for the stenographer's appearance fee, the Planning Commission may need to purchase the transcripts created and would use funds from this account to do so.

480-6075 – TOOLS & EQUIPMENT $100.
Miscellaneous Small Tools/Equipment unique to Department. Repairs to existing office equipment and purchase of equipment and software which may need to be replaced within the Department. The Planning Secretary needs a new office chair. The anticipated cost of that chair was added as an additional amount requested to be budgeted for the year.

480-6090 – VIDEO TAPING $0
No longer needed, since ClerkBase was implemented.

TOTAL REQUESTED BUDGET $ 114,958

SUPPLEMENTAL INFORMATION
FY 2013- 2014

490- CENTRAL SERVICES:

490-4920 - MISCELLANEOUS SUPPLIES - $9,000
Purchase paper for all copiers in Town Hall, as well as toner and all other miscellaneous items pertaining to copy machines. Fax machine paper, toner, and printer cartridges for municipal purposes. Also covers cost of water for all Town facilities.

490-4925 – COMMUNICATIONS - $40,000
Monthly telephone expenses for all areas except new police department. Includes pagers, radio communications, repairs to radios, etc. Increased Internet Bandwidth from 10/2 MB (upload/download) to 25/15 MB, at the Town Hall and Police Station. This increase speed will allow greater functionality for daily use and enhanced speed and productivity with nightly cross-platform back-ups and data exchanges from the Town Hall and Police Station.

490-4935 - ADVERTISING - $35,000
Expenses related to all legal advertising, job applicants, probate advertising, bid advertising, etc. Due to the recent charter amendments, the town will be required to go out to bid for services and equipment over $5,000.

490-4945 - POSTAGE - $20,000
Cost for all postage inclusive of the mailing of tax bills (includes delinquent notices).

490-4950 - COMPUTERS & MAINTENANCE - $86,200

Purchase of computer hardware purchases, upgrades and maintenance along with software maintenance contracts for all departments (except for police computer maintenance is budgeted separately).

SUPPLEMENTAL INFORMATION
FY 2013- 2014

490 - CENTRAL SERVICES (cont'd):

Computer Hardware:	20,000
Computer Software:	3,800
Consultants:	5,000
Sub-total	28,800
Software Maintenance Agreements	57,400
Total	$86,200

490-4955 - POOL VEHICLE MAINTENANCE - $20, 000

Gasoline usage and general repairs for six vehicles used by Town Hall staff, including Recreation, Tax Assessor, Building Official, Town Planner and Animal Control Officer.

SUPPLEMENTAL INFORMATION
FY 2013 - 2014

490 - CENTRAL SERVICES (cont'd):

490-4970 - EQUIPMENT LEASE/RENTAL - $22,000
Lease payments for postage machine and meter and two copy machines (excludes police copy machine). Increase due to average historical costs and allowable contractual rate increases up to 10% annually.

490-4975 - EQUIPMENT MAINTENANCE/CONTRACTS - $1,000
All contracts for maintenance and repairs to copy machines, postage machine, telephone equipment, typewriters and other various equipment owned by the Town of Charlestown excluding the police department contracts budgeted separately. This account is level funded.

490-4980 - CODIFICATION UPDATE - $8,000
Ordinances approved by Council and sent to General Code for inclusion in the Town Code of Ordinances and Planning records.

490-4985 – BANK CHARGES - $2,000
Monthly investment account fees.

490-6065- PURCHASED SERVICES - $1,000
This line item funds document shredding expense for municipal departments last done in FY2011.

TOTAL REQUESTED BUDGET $244,200

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.510.4925.000	Communications	16,586	12,000	12,000	9,465	13,000	13,000	13,000	13,000
01.510.4945.000	Postage	300	600	600	208	600	600	600	600
01.510.4950.000	Computer Maintenance	22,967	5,000	5,000	11,285	20,000	20,000	20,000	20,000
01.510.4970.000	Equipment Rental/Leases	3,417	3,800	3,800	1,341	4,800	4,800	4,800	4,800
01.510.4975.000	Equipment Maint/Contracts	29,141	32,555	32,555	22,006	37,655	37,655	37,655	37,655
01.510.4976.000	Equipment Maint - Cogent	600	-	-	-	-	-	-	-
01.510.5000.000	Police Chief Salary	78,535	80,075	83,718	24,457	85,393	85,393	85,393	85,393
01.510.5000.002	Police Chief Longevity	7,853	8,008	8,372	-	-	-	-	-
01.510.5005.000	Police Salaries	1,110,729	1,189,241	1,218,972	565,941	1,216,599	1,216,599	1,216,599	1,216,599
01.510.5005.002	Police Longevity	63,937	74,344	76,203	35,054	82,112	82,112	82,112	82,112
01.510.5010.000	Dispatch Wages	159,953	157,906	165,012	84,246	168,648	168,648	168,648	168,648
01.510.5010.001	Police Secretary Wages	35,855	34,527	36,390	18,195	37,300	37,300	37,300	37,300
01.510.5010.002	Dispatch Non-Pension Wages	2,954	-	-	1,300	-	-	-	-
01.510.5010.003	Dispatcher Longevity Pay	6,161	6,131	6,407	3,287	8,011	8,011	8,011	8,011
01.510.5010.006	Police Sec Longevity Wages	3,009	3,079	3,126	1,819	3,730	3,730	3,730	3,730
01.510.5010.007	Accreditation Admim Assistant							12,000	12,000
01.510.5012.000	Police Custodians Wages	12,095	16,000	16,000	6,112	29,245	29,245	24,500	24,500
01.510.5025.000	Police Overtime Wages	212,808	195,000	199,875	136,816	225,000	225,000	225,000	225,000
01.510.5025.001	Dispatcher Overtime Wages	33,244	-	-	17,665	-	-	-	-
01.510.5025.002	Police Sec Overtime Wages	2,707	-	-	1,247	-	-	-	-
01.510.5030.000	Police Holiday Pay	75,605	66,384	68,044	52,265	67,357	67,357	67,357	67,357
01.510.5030.001	Dispatcher Holiday Pay	10,975	11,105	11,383	10,110	11,861	11,861	11,861	11,861
01.510.5035.000	Police Temporary Pay	240	1,500	1,500	-	-	-	-	-
01.510.5035.001	Dispatcher Temporary Pay	23,713	20,000	20,900	11,305	25,000	25,000	25,000	25,000
01.510.5040.000	Police Detail Pay	95,479	-	-	25,540	-	-	-	-
01.510.5040.001	Police Detail Reserves-W/Comp	166,910	-	-	35,921	-	-	-	-
01.510.5050.000	Police Disabled Office IOD	16,078	-	-	-	-	-	-	-
01.510.5050.001	Police Disabled Officer IOD - FICA	69,311	-	-	34,558	-	-	-	-
01.510.5060.000	Police Court Time	8,863	-	-	5,754	-	-	-	-
01.510.5065.000	Police Education Thru Payroll	1,710	-	-	-	-	-	-	-
01.510.5070.000	Police Uniforms	27,500	28,750	28,750	13,125	29,750	29,750	29,750	29,750
01.510.6000.000	Police Wage Reimbursement	3,378	-	-	-	-	-	-	-
01.510.6000.001	Police Wage Reimbursements/Grants	(5,996)	-	-	(1,467)	-	-	-	-
01.510.6000.002	Police Officer Wage Reimb/Detail	(90,936)	-	-	(17,911)	-	-	-	-
01.510.6000.003	Police Reimburse/Beach Detail	(6,966)	-	-	(4,158)	-	-	-	-
01.510.6000.004	Dispatch Wage Reimb Amb/Fire	(14,077)	-	-	(11,032)	-	-	-	-
01.510.6000.005	Dispatch/Resve Reimb Detail	(150,210)	-	-	(19,013)	-	-	-	-
01.510.6000.006	Police O/T Reimbursement TS Irene	(17,670)	-	-	(201)	-	-	-	-
01.510.6005.000	Police Training	10,061	10,000	10,000	3,579	12,000	12,000	12,000	12,000

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.510.6010.000	Police Tuition Reimbursement	6,153	10,620	10,620	9,708	24,200	24,200	24,200	24,200
01.510.6015.000	Dues & Subscriptions	4,869	1,500	1,500	1,280	2,500	2,500	2,500	2,500
01.510.6020.000	Operating Supplies	4,699	5,000	5,000	2,061	5,000	5,000	5,000	5,000
01.510.6025.000	Operating Supply/Vehicle	(15,207)	50,000	50,000	49,373	50,000	50,000	50,000	50,000
01.510.6040.000	Maintenance & Repairs	32,471	30,000	30,000	22,855	40,000	40,000	40,000	40,000
01.510.6045.000	Police Maintenance Supplies	1,649	3,000	3,000	298	3,000	3,000	2,500	2,500
01.510.6050.000	Professional Development	939	2,000	2,000	-	1,000	1,000	1,000	1,000
01.510.6052.000	Police Accredidation	-	2,000	2,000	1,500	1,500	1,500	1,500	1,500
01.510.6055.000	Professional Services	3,728	4,000	4,000	1,157	1,000	1,000	1,000	1,000
01.510.6065.000	Purchased Services	8,822	8,000	8,000	6,095	11,000	11,000	11,000	11,000
01.510.6065.002	Clothing Allowance-Belden	387	-	-	-	-	-	-	-
01.510.6065.003	Clothing Allowance - Previty	211	-	-	-	-	-	-	-
01.510.6065.004	Clothing Allowance-Anderson	493	-	-	-	-	-	-	-
01.510.6065.005	Clothing Allowance - T Allen	167	-	-	-	-	-	-	-
01.510.6065.006	Police Trash Removal	2,354	-	-	1,575	-	-	-	-
01.510.6070.000	Travel Expense	177	500	500	36	500	500	500	500
01.510.6075.000	Tools/Equipment	14,825	12,000	12,000	2,175	14,500	14,500	14,500	14,500
01.510.6165.000	Repairs & Maint - Facility	2,669	6,275	6,275	4,869	6,275	6,275	6,275	6,275
01.510.6195.000	Utilities	56,893	65,000	65,000	30,489	91,700	91,700	75,000	75,000
01.510.6199.000	Yr End Grant Reimbursement	(4,128)	-	-	-	-	-	-	-
		2,148,991	**2,155,900**	**2,208,502**	**1,212,292**	**2,330,236**	**2,330,236**	**2,320,291**	**2,320,291**
01.520.5005.000	Building Inspector Salary	64,342	63,508	66,398	34,050	69,418	69,418	69,418	69,418
01.520.5010.000	Building Inspector Wages	62,162	69,403	72,137	35,630	75,946	75,946	75,946	75,946
01.520.5010.003	Building Inspector Emp Longevity	410	-	-	901	2,679	2,679	2,679	2,679
01.520.5015.000	Building Inspector Part-time Field Inspector	19,464	15,070	15,447	4,736	15,070	15,070	15,070	15,070
01.520.5025.000	Building Inspector Overtime Wages	236	500	500	341	500	500	500	500
01.520.6015.000	Dues & Subscriptions	142	450	450	74	450	450	450	450
01.520.6020.000	Operating Supplies	624	1,400	1,400	403	1,400	1,400	1,400	1,400
01.520.6050.000	Professional Development	-	500	500	-	500	500	500	500
01.520.6075.000	Tools/Equipment	-	100	100	123	100	100	100	100
		147,380	**150,931**	**156,932**	**76,259**	**166,063**	**166,063**	**166,063**	**166,063**

510 POLICE DEPARTMENT:

510-4925 COMMUNICATIONS **$13,000**

Phone service for the police department.

510-4945 POSTAGE **$ 600**

Postage for department mailings.

510-4950 COMPUTER MAINTENANCE **$20,000**

Computer licenses, upgrades, maintenance and repairs.

510-4970 EQUIPMENT RENTAL/LEASE **$ 4,800**

Rental of copy machine and postage meter.

510-4975 EQUIPMENT CONTRACTS / MAINTENANCE **$37,655**

IMC	$ 13,760
Carousel Telephone	4,010
HVAC	3,950
Alarm	2,585
Elevator	3,715
Digital Recorded	1,135
Cogent Livescan Fingerprints	8,500

510-5000 ADMINISTRATION **$85,393**

510-5005 Salaries **$1,298,711**

The Police Department is made up of both sworn and civilian personnel. The salaries of the police officers, dispatchers and the police are all set by collective bargaining agreements.

Rank	Salary	Longevity	TOTAL WAGES
Lieutenant	$74,296.36	$7,429.64	$81,726.00
Lieutenant	$74,296.36	$7,429.64	$81,726.00
Sergeant	$67,842.70	$6,784.27	$74,626.97
Sergeant	$67,842.70	$4,748.99	$72,591.69
Sergeant	$67,842.70	$4,409.78	$72,252.48
Detective	$64,088.51	$6,408.85	$70,497.36
Detective	$64,088.51	$6,408.85	$70,497.36
Detective	$64,088.51	$4,806.64	$68,895.15
Patrolman	$61,397.92	$6,139.79	$67,537.71
Patrolman	$61,397.92	$4,911.83	$66,309.75
Patrolman	$61,397.92	$3,990.86	$65,388.78
Patrolman	$61,397.92	$3,683.88	$65,081.80
Patrolman	$61,397.92	$3,069.90	$64,467.82
Patrolman	$61,397.92	$2,762.91	$64,160.83
Patrolman	$61,397.92	$2,762.91	$64,160.83
Patrolman	$60,606.71	$2,424.27	$63,030.98
Patrolman	$60,606.71	$2,121.23	$62,727.94
Patrolman	$60,606.71	$1,818.20	$62,424.91
Patrolman	$60,606.71	$0.00	$60,606.71
	$1,216,598.63	**$82,112.43**	**$1,298,711.06**

510-5010 WAGES (DISPATCH AND SECRETARY) $217,689

	Teamsters' Union	Wages	Longevity	Total
Secretary		37,300	3,730	41,030
	Laborers' Union	**Wages**	**Longevity**	
Dispatcher		42,162	2,530	44,692
Dispatcher		42,162	4,216	46,378
Dispatcher		42,162	1,265	43,427
Dispatcher		42,162	0	42,162
		168,648	8,011	176,659

510-5012 Custodian Wage: $29,245

Custodian maintenance aids currently paid $14.80/hour. Budgeted with an additional part time custodian.

Maintenance	$14.80	38	$29,244.80	$29,244.80

510-5025 Overtime: $225,000

Overtime is used to cover shifts to maintain absences caused by vacations, sick leave, personal days and minimum staffing. Also covers dispatch and court required needs. The additional request is based on increase in rate of pay and the new CBA requires an extra officer on third shift.

SUPPLEMENTAL INFORMATION
FY 2013-2014

510-5030 Holiday Pay: **$79,218**

All Police Department personnel receive holiday pay in addition to their regular pay for each of 12 contract holidays with the exception of the Dispatchers who receive 13. If an officer is scheduled to work they get time and one half, in addition to their regular day's pay. If they are on a scheduled day off they get an extra day's pay. Based on the 4 days on/two days off work schedule they work on the average 2 out of every 3 holidays. This would make for 8 holidays at time and one half and 4 at straight time. (See Chart)

HOLIDAY PAY CHART

Police Rank	Salary	Hourly Rate	Daily Hours	Daily Rate	Holidays	Reg Holiday Rate	OT Rate	Daily Hours	Daily Rate	Holidays Work Days	OT Holiday Pay	Total Holiday Pay
Lieutenant	74,296.36	38.1680	8	305.34	4	1,221.38	57.2520	8	458.02	8	3,664.13	4,885.51
Lieutenant	74,296.36	38.1680	8	305.34	4	1,221.38	57.2520	8	458.02	8	3,664.13	4,885.51
Sergeant	67,842.70	34.8526	8	278.82	4	1,115.28	52.2789	8	418.23	8	3,345.85	4,461.13
Sergeant	67,842.70	34.8526	8	278.82	4	1,115.28	52.2789	8	418.23	8	3,345.85	4,461.13
Sergeant	67,842.70	34.8526	8	278.82	4	1,115.28	52.2789	8	418.23	8	3,345.85	4,461.13
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	61,397.92	31.5418	8	252.33	4	1,009.34	47.3126	8	378.50	8	3,028.01	4,037.34
Patrolman	60,606.71	31.1353	8	249.08	4	996.33	46.7029	8	373.62	8	2,988.99	3,985.32
Patrolman	60,606.71	31.1353	8	249.08	4	996.33	46.7029	8	373.62	8	2,988.99	3,985.32
Patrolman	60,606.71	31.1353	8	249.08	4	996.33	46.7029	8	373.62	8	2,988.99	3,985.32
Patrolman	60,606.71	31.1353	8	249.08	4	996.33	46.7029	8	373.62	8	2,988.99	3,985.32
									Police Holiday Pay			67,357.10
Dispatchers												
Dispatchers	42,162.00	23.1659	8	185.33	4	741.31	34.7489	8	277.99	8	2,223.93	2,965.24
Dispatchers	42,162.00	23.1659	8	185.33	4	741.31	34.7489	8	277.99	8	2,223.93	2,965.24
Dispatchers	42,162.00	23.1659	8	185.33	4	741.31	34.7489	8	277.99	8	2,223.93	2,965.24
Dispatchers	42,162.00	23.1659	8	185.33	4	741.31	34.7489	8	277.99	8	2,223.93	2,965.24
									Dispatchers Holiday Pay			11,860.96
									Total Holiday Pay			79,218.06

Dispatchers

510-5035 Temporary Pay **$25,000**

This account is used to pay for part-time help in the Police Department. Reserve police officers work along with a full-time officer during the summer months on Friday nights, as well as Saturdays and Sundays. These are known to be the most demanding times for the Department. In addition, this fund is used to pay part-time dispatchers who cover for the regular dispatchers when they have a vacant shift not covered by a member of the bargaining unit.

510-5070 Uniforms through Payroll **$29,750**

Clothing allowance for Police Officers per FOP contract.

510-6005 Training **$12,000**

The Department has historically had an aggressive training program. Because of the nature of this Department, officers are continually trained in many different avenues of law enforcement. Having a small department, officers need to have job skills and proficiencies in many different areas. There are also mandatory training blocks required by both state and federal statue. Training also helps to reduce the potential liability of the Department in a lawsuit for inadequate or insufficient training.

510-6010 Tuition Reimbursement **$24,200**

This line item is used to reimburse officers for eligible college courses in Administration of Justice programs as provided for under the Police Officers Incentive Program. Rhode Island General Law 42-28.1-3 mandates that cities or towns reimburse for tuition and expenses for college courses.

Lieutenant	$ 17,000
Patrolman	3,600
Patrolman	3,600

510-6015 Dues & Subscriptions **$2,500**

This item is used for the payment of dues for department members to belong to professional organizations and associations as well as for the payment of professional journals, newsletters, manuals and law enforcement publications.

510-6020 Operating Supplies **$5,000**

Purchase from this line allows the department to purchase all office supplies necessary for the department operation including, but not limited to paper goods, notebooks, typewriter ribbons, etc.

510-6025 Operating Supplies – Vehicles **$50,000**

This line item is used for the purchase of such items as gasoline, diesel, tires, etc. The department used on average 1,400 gallons of gas per month, as well as approximately 300 gallons of diesel. Prices could change with current world oil market fluctuation.

Type	Per month	#of months	Price / gal	Total
Gas	1400	12	$4.00	$67,199
Diesel	300	12	$4.15	$14,940

The cruisers use an average of three sets of tires per year. They also use a set of snow tires. The department piggybacks the government price on tires and obtains them at half the normal price. The price is below what wholesalers pay for the product.

#of Cruiser	Tires / Car	Total Tires	Est $/tire	TOTAL
12	10	120	$99.00	$11,880.00

Supplies: Oil, Washer Fluid, etc $950.00

510-6040 Maintenance & Repair **$40,000**

This item is used for the repair, maintenance and replacement of all of the equipment used by the department. This includes the cruisers, radios, overhead lights, radar units, etc. Some of the maintenance is mandatory to keep the equipment certified such as the radar units, which must be shipped out bi-annually. This figure does not include damage from accidents, which is not insurance covered. If new vehicles are not purchased, this amount would increase as demands on older vehicles are costly.

510-6045 Maintenance Supplies **$ 3,000**

This line is to be used for station maintenance. Cleaning supplies, etc.

510-6050 Professional Development **$ 1,000**

This line would be used for the Chief to attend a seminar presented by The Chiefs Association.

510-6052 Police Accreditation **$ 1,500**

This item is to be used to gain accreditation for the police department.

510-6055 Professional Services **$ 1,000**

This line includes psychological and physical exams for recruit officers, if needed, tech support for computer system and all other professional fees.

510-6065 Purchased Services **$11,000**

This line is used for the purchase of uniforms for civilian employees and probationary officers (initial issue clothing). $2,500 is budgeted for Dispatcher attire and footwear. It also pays for the cleaning of all department uniforms. Average cost of cleaning is $3,300/year. New officers require outfitting. This budget line item also includes trash service at $2,250.

510-6070 Travel **$ 500**

This line is for the costs associated with Department members traveling to obtain training and/or continued education, which may not be available in the local area. Level funding is requested.

510-6075 Tools and Equipment **$14,500**

This line item allows the Department to purchase any equipment that it may need to function in the coming year. As well as equipment used by the detectives.

Detective replacement/new updated equpment	$ 2,250
Patrol Gear and Equipment	$ 2,250
Ammuition	$ 10,000

510-6165 Repairs & Maintenance **$ 6,275**

Estimated expenses for the building:

Septic Cleaning	$ 225
Generator	$ 1,050
Heating System	$ 5,000

510-6195 Utilities **$91,700**

Electricity	$ 39,000
No. 2 Fuel Oil (13,000 gal @ $4.00/gal)	$ 52,000
Cable (56.00/mo. X 12 months)	$ 700

TOTAL REQUESTED BUDGET: $2,330,236

SUPPLEMENTAL INFORMATION
FY 2013-2014

520 - BUILDING INSPECTOR:

520-5005 - SALARY - $69,418

Building Official -	Current Salary - $66,397	2014 Salary - $69,418

520-5010 - WAGES - $78,625

Building/Zoning Secretary -	Current Salary - $37,287	2014 Salary - $ 38,398
Alternate Building Official -	Current Salary - $39,246	2014 Salary - $40,227

520-5015 – PART-TIME INSPECTORS - $15,070

Electrical Inspector (PT) – Current Hours/Rate 12 hrs week @ $24.75 2014 Salary - $15,070

520-5025 - OVERTIME WAGES - $500

Building/Zoning Secretary for 14 plus or minus Zoning Board meetings based on Teamster's Local 251 contract, effective 7/1/09.

520-6015 - DUES & SUBSCRIPTIONS - $450

RI State Building Code, National Electrical Code, International Plumbing Code, International Mechanical Code, International Residential Code, International Building Code, Marshall-Swift updates, necessary Zoning and Building Journal subscriptions, architectural standard updates, Building Official Association and meetings.

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

520 – BUILDING INSPECTOR (CONT'D)

520-6020 - OPERATING SUPPLIES - $1,400
Additional code books, code supplements and updates, inspection supplies, general office supplies, repairs of office equipment and small office equipment.

520-6050 - PROFESSIONAL DEVELOPMENT - $500
Building Official meetings, educational development, this is required by State Law as mandatory certification.

520-6075 – TOOLS & EQUIPMENT - $100
Electrical GFCI/Arc Fault tester and system upgrade for Building Officials software and hardware for upgrade and large office equipment.

TOTAL REQUESTED BUDGET $166,063

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.530.5010.000	CEMA Wages	18,539	17,852	18,298	9,149	18,209	18,209	38,400	38,400
01.530.5020.000	Vehicle Stipend	1,249	1,200	1,200	601	1,200	1,200	1,200	1,200
01.530.5025.000	Emergency Management OT Wages	-	-	-	1,253	-	-	-	-
01.530.6000.000	Emergency Management Wage Reimbursement	(203)	-	-	(5,373)	-	-	-	-
01.530.6005.000	Training Exercises Cost	433	800	800	611	800	800	800	800
01.530.6015.000	Dues & Subscriptions	225	225	225	225	225	225	225	225
01.530.6020.000	Operating Supplies	3,756	4,930	4,930	1,503	4,930	4,930	4,930	4,930
01.530.6025.000	Operating Supplies/Vehicle	2,472	2,500	2,500	1,129	2,500	2,500	2,500	2,500
01.530.6050.000	Professional Development	-	100	100	-	100	100	100	100
01.530.6060.000	Printing & Binding	171	100	100	-	100	100	100	100
01.530.6065.000	Purchase Services	118	300	300	140	1,500	1,500	1,500	1,500
01.530.6070.000	Travel Expense	264	500	500	122	500	500	500	500
01.530.6075.000	Tools & Equipment	1,688	2,000	2,000	386	2,000	2,000	2,000	2,000
01.530.6090.000	Grant Match Funding	-	5,000	5,000	-	5,000	5,000	5,000	5,000
		28,710	**35,507**	**35,953**	**9,746**	**37,064**	**37,064**	**57,255**	**57,255**
01.540.5005.000	ACO Salary	38,701	37,268	39,199	19,633	40,247	40,247	40,247	40,247
01.540.5005.002	ACO Longevity	3,870	3,727	3,775	1,965	4,025	4,025	4,025	4,025
01.540.5010.000	ACO Wages	19,752	19,176	19,655	9,895	19,560	19,560	19,560	19,560
01.540.5025.000	ACO Overtime Wages	2,247	2,000	2,000	1,308	2,575	2,575	2,575	2,575
01.540.6020.000	Operating Supplies	4,791	4,500	4,500	1,957	6,500	6,500	5,000	5,000
01.540.6040.000	Maintenance & Repairs	3,167	4,000	4,000	417	6,000	6,000	4,000	4,000
01.540.6050.000	Professional Development	-	700	700	170	700	700	700	700
01.540.6055.000	Professional Services	9,713	6,900	6,900	3,313	8,000	8,000	8,000	8,000
01.540.6075.000	Tools/Equipment	805	800	800	854	800	800	800	800
		83,046	**79,071**	**81,529**	**39,512**	**88,407**	**88,407**	**84,907**	**84,907**
01.560.5005.000	Public Assistance Stipend	8,000	8,000	8,000	4,000	8,000	8,000	8,000	8,000
01.560.6070.000	Travel Expense	100	100	100	-	100	100	100	100
01.560.6096.000	Client Assistance Expense	2,814	5,000	5,000	3,388	5,000	5,000	5,000	5,000
		10,914	**13,100**	**13,100**	**7,388**	**13,100**	**13,100**	**13,100**	**13,100**
01.570.5005.000	Municipal Court Judge	3,675	8,800	8,800	-	6,500	6,500	-	-
01.570.6020.000	Operating Supplies	636	200	200	92	300	300	300	300
01.570.6095.000	Municipal Court Judge Stipend	-	-	-	6,300	-	-	6,500	6,500
		4,311	**9,000**	**9,000**	**6,392**	**6,800**	**6,800**	**6,800**	**6,800**

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

530 – EMERGENCY MANAGEMENT

530-5010 - WAGES $ 18,209* (14,788+3,421=18,209)

Director
Current salary for 2012/2013 @ $1,232.33/mo. = $14,788
Proposed salary for 2013/2014 @ $1,257.00/mo. = $15,084 (+2%)

Operations Officer/Program Coordinator
Current salary for 2012/2013 @ $285.08/mo. = $3,421
Proposed salary for 2013/2014 @ $290.75mo. = $3,489 (+2%)

530-5020 - STIPEND VEHICLE/MILEAGE $1,200

Director – current stipend @ 100/mo. = $1,200
Director – proposed stipend @ $100/mo. = $1,200 (Level Funded)

Reimbursal Note

When possible, The Town of Charlestown annually applies for Grant funds to supplement this portion of the Town's Budget. Currently 50% of the Day-to-Day Operations (for Emergency Management) are reimbursed through the EMPG/SLA Federal Grant administered by State RIEMA.

- In 2010-2011, this reimbursal was awarded at $ 10,191.

530-6005 - TRAINING EXERCISE COSTS $800 (Level Funded)

RIEMA has advised local communities that federal grant monies for training exercises will be competitive on a state basis and most likely on a local basis according to risk and vulnerability. Accordingly, local communities should make budget provisions for their training and exercise programs.

530-6015 - DUES AND SUBSCRIPTIONS $225

Charlestown EMA is an official voting member of the Southern League ($100) and the RI State Association of Emergency Managers ($125).

530-6020 - OPERATING SUPPLIES $4,930

Postage	$ 100	Office Supplies	$250
Vehicle lighting permits	$ 30	Task Force Expense	$360
Verizon Air Card Service ($50 per month x2)*	$1,200	Shelter Manager Pager*	S190
Sprint Phone service (Director, Deputy, MEDS & Comm. Officer)*	$2,760		
		Total	$4,930

SUPPLEMENTAL INFORMATION
FY 2013 – 2014

530 – EMERGENCY MANAGEMENT (cont'd)

530-6025- Operating Supplies (Vehicle) $2,500

Line to support 2012 Ford Expedition 4x4, but not limited to Fuel, Wiper blades, Lube/Oil/Filters and Tires.

530-6040- Repairs and Maintenance (Vehicle) S0.00 (No Funding needed for Current Budget Year)

Line to support 2012 Ford Expedition 4x4, limited to repairs.

530-6050- Professional Development & Seminar(s) $100

Continuing Education related to the Emergency Management Profession.

530-6060- PRINTING & BINDING $100

Miscellaneous printing costs for community educational material and binders for documents.

530-6065- Purchased Services $1,500

Uniforms/Shirts -Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes.	300
Static IP Line into EOC (Non-Comingled w/NCIC per Federal Regulations) $100 per month x 12 months (EM Discount)	1,200
	1,500

530-6070- TRAVEL $500

Miscellaneous travel reimbursements for staff (0ther than Director) to Seminars, Mandatory Training and Meetings.

530-6075 - TOOLS & EQUIPMENT $2,000

Emergency Operating Center/HRT (Ham Radio) support equipment	500
Charlestown MEDS Team (Alternate Budget Funded)	ABF
CERT/Community Emergency Response Team support equipment	500
Charlestown Emergency Shelter Team support equipment	500
"Special Needs" required products.	200
Contingency for emergency purchases and equipment	300
	$2,000

530-6090- Grant Match Funding (for Public Projects) $5,000

Throughout each year, Targeted Grant opportunities arise from Insurance Companies, FEMA, DHS and other various sources which require a dollar match of dedicated, non-comingled, tax-payer approved funds that may reduce the purchase total(s) 50/50, 75/25 and sometimes even 90/10 per each town dollar.

TOTAL 2013-2014 BUDGET $37,064.00

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Summary

Charlestown EMA duties and responsibilities still continue to increase. Please note that the 530 Budget is being held down by to two (2) key factors. #1. Participation in the Federal EMPG/Emergency Management Performance Grant historically covers 50% of the salary, 50% of the Cell Phone Service (after Sprint EM discount) and 50% of the Verizon Air card amounts and #2. Equipment and/or Project lines have been decreased due to past agreement with Town Administrator's Office that earned overages can stay with Department as an earned revenue stream. This position was reaffirmed by the Town's Auditors during the 2007-2008 Audit and encouraged as the right thing to do. Additionally, Charlestown's Emergency Management Staff and Volunteers' get a boost by seeing a direct result for their efforts. (And it avoids the commingling of funds issue)

Note: * = Usually allowable expense for 50% reimbursal from Annual Federal EMPG Grant.

SUPPLEMENTAL INFORMATION
FY 2013 - 2014

540 - ANIMAL CONTROL:

540-5005 - SALARY - $44,272

Current Salary -	$ 39,266	2014 Salary -	$ 40,247
Current Longevity -	$ 3,927	2014 Longevity -	$ 4,025

540-5010 - WAGES - $19,560

Weekend/holiday shelter assistant covers weekends, holidays, and if available, provides coverage in the absence of the ACO (sick, personal and vacation days). The weekend/holiday rate is available for whoever provides this coverage.

Weekday Assistant is for part-time shelter worker to provide assistance, on a part time basis, to allow the ACO to complete other animal control and shelter responsibilities, and neighborhood patrols.

52 Weekends (Sat. Sun.)	@ 6 Hrs./Day = 12 Hrs. x 52 = 624 Hrs. x $11.00 =	$ 6,864
12 Holidays	@ 4 Hrs./Day = 4 Hrs. x 12 = 48 Hrs. x $11.00 =	528
18 Sick Days	@ 4 Hrs./Day = 4 Hrs. x 18 = 72 Hrs. x $11.00 =	792
4 Personal Days	@ 4 Hrs./Day = 4 Hrs. x 4 = 16 Hrs. x $11.00 =	176
15 Vacation Days	@ 8 Hrs./Day = 8 Hrs. x 15 = 120 Hrs. x $11.00 =	1,320
Weekday Assistant	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x $10.00 =	9,880
Other		
	Total	$19,560

540-5025 - OVERTIME PAY - $2,575

To provide coverage for calls coming in after regular hours and provide emergency coverage in case the Police Department is unavailable.

540-6020 - OPERATING SUPPLIES - $6,500

Anything needed to operate the Animal Control Department in a professional, sanitary, and up-to-date manner (e.g., animal feed and supplies, cleaning supplies, printing costs, office supplies, computer, and equipment, professional dues and subscriptions, license tags, traps, cages, advertising, repairs, and uniforms, etc.). This is one of the largest and most used line item, therefore, maintaining this level of funding is a reasonable request.

540 - ANIMAL CONTROL: (Cont'd)

540-6040 - MAINTENANCE & REPAIRS - $6,000

Anything necessary to maintain structure and upkeep of the shelter and to keep things in a proper working order including the replacement of such items (e.g., kennels, fencing, cages, catch poles, painting, appliances, windows, doors, locks, flooring, septic system, heating and cooling systems, floors, drains, etc.).

540-6050 - PROFESSIONAL DEVELOPMENT - $700

This account is for personnel (and volunteers) to attend training and annual seminars (e.g., national/regional animal control association conferences) to keep current with newest procedures, laws, and regulations pertaining to state licensed facilities. This also covers registration fees and travel expenses (meals, lodging). Attending these conferences would be an excellent opportunity to learn about new approaches and programs nationally and from around New England, to network with animal control officers and animal professionals, to provide training, and to attend educational sessions on a variety of subjects from leading industry speakers.

540-6055 - PROFESSIONAL SERVICES - $8,000

Pays for emergency care and treatment of animals (e.g. veterinarian fees for animals struck by cars or for those that arrive at the shelter sick or injured). Emergency care often requires the use of a 24-hour emergency hospital. Other fees include euthanasia and disposal costs, leukemia/aids and heartworm testing and medical treatments, medications, etc. Also used to assist with the Spay/Neuter Program. This is a reasonable request since this line item includes fees for veterinarian services which are increasing each year. The budgeted amount is just keeping up with annual expenses and will vary from year to year depending on the number of emergency fees and kinds of medical treatment needed.

540-6075 - TOOLS & EQUIPMENT - $800

Anything needed to maintain or upgrade necessary equipment to provide proper handling and restraint of animals (e.g., catch poles, traps, cages, carriers, kennel beds, gloves, etc.).

TOTAL REQUESTED BUDGET $88,407

SUPPLEMENTAL INFORMATION
FY2013 – 2014

560 – PUBLIC ASSISTANCE

560-5005 - STIPEND $8,000

Purpose of Public Assistance Director is to aid and assist in the support and care of the poor of the Town of Charlestown; those residents who are found to be ineligible for, or are pending State assistance and who are found to be in a crisis situation.

560-6070 – TRAVEL EXPENSE $100

Mileage reimbursement on personal care usage for meetings, advocacy – attending court, Department of Human Services hearings, Social Security denials/appeals/disabilities, medical care transportation, delivery of goods and or home visit services to needy families.

560-6096 – CLIENT ASSISTANCE EXPENSES $5,000

Funds shall be disbursed to meet (but are not limited to) the following needs:

Food, clothing, prescription and medical assistance, utility assistance, housing shelter assistance, transportation assistance.

TOTAL REQUESTED BUDGET $13,100

SUPPLEMENTAL INFORMATION
FY2013 – 2014

570 – MUNICIPAL COURT

570-5005 –MUNICIPAL COURT JUDGE - $6,500

Municipal Court Judge will receive $200 per session for 18 sessions.

570-6020 – OPERATING SUPPLIES - $300

Office and other supplies.

TOTAL REQUESTED BUDGET $6,800

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.610.5005.000	DPW Administrator Salary	75,581	73,896	77,258	40,263	78,803	78,803	78,803	78,803
01.610.5005.002	DPW Administrator Longevity	7,674	7,390	7,726	3,863	7,880	7,880	7,880	7,880
01.610.5010.000	DPW Secretary Wages	34,293	33,023	34,848	17,424	35,719	35,719	35,719	35,719
01.610.5010.002	DPW Secretary Longevity	-	826	872	436	1,072	1,072	1,072	1,072
01.610.5025.000	DPW Overtime Wages	102	-	-	135	-	-	-	-
01.610.6015.000	Dues & Subscriptions	573	500	500	210	570	570	570	570
01.610.6020.000	Operating Supplies	561	500	500	310	650	650	650	650
01.610.6050.000	Professional Development	-	200	200	75	500	500	500	500
01.610.6055.000	Professional Service	1,015	500	500	-	750	750	750	750
01.610.6065.000	Purchased Services	6,441	9,000	9,000	1,872	10,000	10,000	10,000	10,000
01.610.6065.001	Boots-Bentley, W	156	200	200	-	200	200	200	200
01.610.6065.002	Boots-Black, D	170	200	200	-	200	200	200	200
01.610.6065.003	Boots-Blackwood, J	199	200	200	-	200	200	200	200
01.610.6065.004	Boots-Briggs, J	-	200	200	-	200	200	200	200
01.610.6065.005	Boots-Briggs, W	200	200	200	-	200	200	200	200
01.610.6065.006	Boots-Iacuele, P	78	200	200	47	200	200	200	200
01.610.6065.007	Boots-Lambert, J	200	200	200	55	200	200	200	200
01.610.6065.008	Boots-Ellis, H	199	200	200	-	200	200	200	200
		127,442	**127,435**	**133,004**	**64,690**	**137,544**	**137,544**	**137,544**	**137,544**
01.620.5010.000	DPW Wages	254,287	265,145	279,523	127,672	290,219	290,219	290,219	290,219
01.620.5010.001	DPW Wages-Snow Removal	28	-	-	-	-	-	-	-
01.620.5010.003	DPW - IOD Wages	30,064	-	-	16,139	-	-	-	-
01.620.5010.005	DPW Employee Longevity	21,637	21,476	21,835	11,334	23,858	23,858	23,858	23,858
01.620.5025.000	DPW Overtime Wages	14,998	35,000	35,000	4,604	50,176	50,176	40,000	40,000
01.620.6000.000	DPW Wage Re-Imbursement	(4,536)	-	-	-	-	-	-	-
01.620.6000.001	DPW Wage Re-Imbursement-W Comp	(29,795)	-	-	(16,139)	-	-	-	-
01.620.6020.000	Operating Supplies	59,513	52,000	52,000	32,185	56,385	56,385	56,385	56,385
01.620.6040.000	Maintenance & Repairs	47,215	60,000	60,000	13,550	65,000	65,000	60,000	60,000
01.620.6040.001	Maintenance/Repairs- Winter Equip	3,127	-	-	1,722	-	-	-	-
01.620.6045.000	Maintenance Supplies	49,542	165,000	165,000	17,974	179,496	179,496	165,000	165,000
01.620.6045.001	Maintenance Supplies-Snow	23,304	-	-	12,242	-	-	-	-
01.620.6075.000	Tools/Equipment	6,065	3,940	3,940	2,052	3,940	3,940	3,940	3,940
01.620.6160.000	Road Sealing & Striping	234,729	295,000	295,000	122,562	341,858	341,858	341,858	341,858
01.620.6165.000	RI LEAP Grant	36	-	-	-	-	-	-	-
01.620.6170.000	Rentals	2,554	3,000	3,000	2,140	3,000	3,000	3,000	3,000
01.620.6190.000	Street Lighting	32,152	31,500	31,500	13,720	31,500	31,500	31,500	31,500
		744,921	**932,061**	**946,798**	**361,757**	**1,045,432**	**1,045,432**	**1,015,760**	**1,015,760**

SUPPLEMENTAL INFORMATION
FY 2013-2014

610 - DPW ADMINISTRATION:

610-5005 – SALARY $86,683

Current Salary - $77,258 | 2014 Salary - $78,803
Current Longevity - $ 7,726 | 2012 Longevity - $ 7,880

610-5010 - WAGES - $35,791

Secretarial staff position funded at $35,719per Teamster's Local 251 Collective Bargaining Agreement. Longevity of $1,072
Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions.

610-6015 - DUES & SUBSCRIPTIONS - $570

Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

610-6020 - OPERATING SUPPLIES - $650

Provides basic office supplies, printer supplies and specialized drawing supplies.

610-6050 – PROFESSIONAL DEVELOPMENT - $500

Advanced computer educational seminars to include DPW Director and secretary. State sponsored DPW seminars and Driver Safety class for driver/laborer positions.

610-6055 - PROFESSIONAL SERVICES - $750

Provides funds for special and emergency engineering studies, property line disputes, Town Council projects, etc.

610-6065 – PURCHASED SERVICES - $11,600

Reflects costs to provide ten (10) public works employees uniforms and protective clothing, per collective bargaining agreement, plus costs for limited rug cleaning, extermination and phased air duct cleaning to remove mold spores and allergens. Includes cost to provide cell phone to DPW foreman and periodic drug testing for DPW drivers as required by the State of RI.

TOTAL REQUESTED BUDGET $137,544

SUPPLEMENTAL INFORMATION
FY2013-2014

620 - HIGHWAY & ROADS

620-5010 - WAGES- $314,077

*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement

	2013-2014				
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Total
Foreman	47,983	4,798	32		52,781
Driver/Labors:					
BB	39,706	3,971	25		43,677
JBI	39,706	3,971	24		43,677
WB	39,706	3,971	21		43,677
PI	39,706	3,176	16		42,882
JL	39,706	2,581	13		42,287
HE	39,706	1,390	7		41,096
	286,219	23,858		-	310,077
Classification changes to cover for Foreman					4,000

620-5025 -OVERTIME - $50,176 (*see note above)

The average overtime per employee each year is 153 hours. This budget more accurately reflects costs, as employees are shifted from the CRCC labor pool to work storms, providing faster and more complete service. Although this relates primarily to snow storms, it also covers hurricane/natural disaster response and weekend absenteeism at the CRCC. While this budgeted amount will not cover all costs related to a difficult winter season or numerous heavy storms, the "average" is budgeted as follows:

153 hours per year per man x $21.73 avg wage x 1.5 (time and one-half) x 9 men (7 DPW, 2 CRCC) = $ 44,876

Other overtime =$ 5,300

$ 50,176

SUPPLEMENTAL INFORMATION
FY2013-2014

620 - HIGHWAY & ROADS (cont'd):

620-6020 - OPERATING SUPPLIES - $56,385

Increases primarily due to rises in petroleum and shipping costs. Budgeted to provide diesel fuel, oil, gasoline, filters, tires and associated items:

744 gallons gas (62 gal/mth) @ $4.00 per gal	$	2,975	Nov-12
8,000 gallons diesel @ $4.15 per gal including fed taxes		33,200	Nov-12
385 gallons motor oil (7 - 55 gallon drums @ $600/drum)		4,200	Nov-12
110 gallons anti-freeze @ $10.00 each		1,100	Nov-12
7 cases chassis grease @ $78/case		550	Nov-12
21 truck tires, tubes and repairs @ $372/each average		7,800	
4 loader, backhoe, or tractor tires@ $950/each average		3,800	
Filters, grease guns, oxygen aceteleyne, miscellaneous		2,760	
	$	56,385	

620-6040 - MAINTENANCE & REPAIRS - $65,000

This covers the projected costs for heavy equipment maintenance and repairs. This line has been under-funded in past years, and average costs have been noted as high as $5,108/ month (based on a 12 month average).

SUPPLEMENTAL INFORMATION
FY2013-2014

620 - HIGHWAY & ROADS (cont'd):

620-6045 - MAINTENANCE SUPPLIES $179,496.35

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2012-2013 bid.

Items	Quantity	Unit of Measure	Actual Nov-12	Projected Nov 13	Projected Total	
Sand	2700	tons	$14.67	$14.67	39,609.00	Nov-12
Salt	750	tons	$90.41	$90.41	67,807.50	Nov-12
Gravel	500	tons	$14.97	$14.97	7,485.00	Nov-12
Loam	75	tons	$21.45	$21.45	1,608.75	Nov-12
Bituminous Mix (cold)	366	tons	$119.85	$119.85	43,865.10	Nov-12
Drain tile	3	units	$2,060.00/ea	$2,060.00/ea	$6,180.00	
Stone	200	tons	$16.88	$16.88	3,376.00	Nov-12
Street signs	40	each	$65.00	$65.00	2,600.00	
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,965.00	
TOTAL					179,496.35	

620-6075 - TOOLS & EQUIPMENT - $3,940

Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

SUPPLEMENTAL INFORMATION
FY2013-2014

620 - HIGHWAY & ROADS (cont'd):

620-6160 - ROAD SEALING - (CONTRACT OPTION) – $313,858 (WITH STRIPING AND CRACK SEALING) - $341,858

This account is comprised of three components and is designed to prepare and stone/seal nine miles of road per year, thereby completely sealing all non-original bituminous highways in a seven year schedule. CHARLESTOWN DOES THIS WORK AT APPROXIMATELY 70% THE COST/MILE THAT OTHER COMMUNITIES SPEND! Projected costs for 1 mile of patch and stone seal coat 24' wide (14,080 sq. yards). **THIS PROCEDURE REQUIRES THE FULL HIGHWAY DEPARTMENT STAFF, AND WILL ONLY BE USED AS TOWN EMPLOYEE AND EQUIPMENT RESOURCES ARE AVAILABLE. IN OTHER CASES, THE LOWEST RESPONSIBLE, CONTRACTUAL BIDDER WILL PROVIDE THIS SERVICE.**

2012-2013	Projected cost for nine miles of contracted sealing for 2012-2013 with Town hot patch per mile		$33,088
	14,080 sq yds @ $2.35/sq yd + $1,674 (patch)		$1,674
			$34,762
		(miles of road)	X 9
2013-2014	Total cost for contracted sealing		$312,858

Stone seal: $312,858 / Pavement Marking: $18,000 / Crack-sealing: $10,000 = $340,858 + 1,000 (swale maintenance) = $341,858

NOTE: Eighteen linear-miles of Town road, including eight linear-miles of white sideline are typically applied annually as part of a regional road striping bid. Historically the annual cost for this work is $18,000, which is included in the road sealing budget line. Hot rubberized asphalt crack sealing, which protects hot-mix asphalt pavement, is projected at an additional expenditure of $10,000.
Drainage swale sediment and removal maintenance: $1,000

SUPPLEMENTAL INFORMATION
FY2013-2014

620 - HIGHWAY & ROADS (cont'd):

620-6170 – RENTALS AND CONTRACT SERVICE - $3,000
Provides funds for Town Road grading and materials at $1,000 x 2 and contracted ledge blasting, concrete cutting etc. May be used to fund limited in-house reconstruction of roads not funded for full repair in the Capital budget (Burdickville, Old Mill).

620-6190 - STREET LIGHTING - $31,500
Increased lighting requests and rate changes have resulted in an escalation of lighting costs. Continuing the National Grid option to change to H.P.S. in 2007-2008 will limit cost increases somewhat for the current number of lights. New "free market" rate schedules and energy price rises are uncertain at this time, and the presented projection represents present monthly expenses @ $2,625.

Street Lighting Inventory:

26	1,000	Lumen Incandescent
78	4,000	Lumen Mercury Vapor
11	8,000	Lumen Mercury Vapor
2	5,800	Lumen Sodium Vapor
2	9,600	Lumen Sodium Vapor
2	50,000	Lumen Sodium Vapor
2	10,000	Lumen Sodium Vapor
2	27,000	Lumen Sodium Vapor
144	4,000	Lumen Sodium Vapor

TOTAL REQUESTED BUDGET $1,045,432

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.630.5010.000	Building & Grounds Wages	66,114	68,556	72,484	32,037	66,927	66,927	66,927	66,927
01.630.5010.001	Building & Grounds Non-Pen Wages	608	-	-	305	-	-	-	-
01.630.5010.002	Buildings & Grounds Longevity	6,167	6,257	6,355	3,048	6,371	6,371	6,371	6,371
01.630.5015.000	Building & Grounds Facilities Maintenance Wages	13,918	28,000	28,000	15,554	35,506	35,506	39,700	39,700
01.630.5020.000	Part-time Maintenance	12,996	-	-	336	-	-	-	-
01.630.5025.000	Building & Grounds Overtime Wages	5,187	9,785	9,785	1,922	9,785	9,785	9,785	9,785
01.630.5025.001	Building & Grounds O T Seasonal Wages	422	-	-	619	-	-	-	-
01.630.6040.000	Maintenance & Repairs	21,576	25,000	25,000	6,955	25,000	25,000	25,000	25,000
01.630.6045.000	Maintenance Supplies	9,318	12,000	12,000	4,051	12,000	12,000	12,000	12,000
01.630.6065.000	Purchased Services	32,097	34,850	34,850	8,586	39,418	39,418	39,418	39,418
01.630.6075.000	Tools & Equipment	836	-	-	-	-	-	-	-
01.630.6165.000	Repair & Maintenance -Facility	26,090	7,000	7,000	1,974	7,000	7,000	7,000	7,000
01.630.6195.000	Utilities	86,862	102,000	102,000	36,622	102,000	102,000	102,000	102,000
		282,190	**293,448**	**297,474**	**112,008**	**304,007**	**304,007**	**308,201**	**308,201**
01.640.6001.000	Monitoring Closed Landfill	**9,600**	**9,600**	**9,600**	**7,085**	**15,000**	**15,000**	**12,000**	12,000
01.660.5005.000	WasteWater Salary	63,717	61,737	64,546	32,273	65,836	65,836	65,836	65,836
01.660.5005.002	Longevity	-	1,543	1,613	807	1,975	1,975	1,975	1,975
01.660.5010.000	WasteWater Wages	-	16,511	17,423	8,501	17,860	17,860	17,860	17,860
01.660.5025.000	Waste Water O T Wages	203	-	-	299	-	-	-	-
01.660.6015.000	Dues & Subscriptions	-	1,188	1,188	-	1,188	1,188	1,188	1,188
01.660.6020.000	Operating Supplies	2,122	1,850	1,850	752	1,850	1,850	1,850	1,850
01.660.6050.000	Professional Development	175	-	-	1,062	-	-	-	-
01.660.6055.000	Professional Services	3,600	6,000	6,000	74	11,000	11,000	11,000	11,000
01.660.6065.000	Purchased Services	4,311	3,800	3,800	1,233	4,000	4,000	4,000	4,000
		74,128	**92,629**	**96,420**	**45,001**	**103,709**	**103,709**	**103,709**	**103,709**

SUPPLEMENTAL INFORMATION
FY 2013-2014

630 – BUILDINGS & GROUNDS

630-5010 - WAGES - $73,298

*Wage rates and yearly totals shown at the levels based on the anticipated Teamster's Local 251 Collective Bargaining Agreement

		Wage	Amount	Years	Stipend	Differential	Total
	Landfill Foreman	23,991	2,399	35	-	-	$ 26,390
	(50% B&G, 50% CRCC)						
	Landfill Operator	7,694	500	13	-	-	8,194
	(20% B&G, 80% CRCC)						
	Custodian	34,722	3,472	24	-	520	38,714
		66,407	6,371		-		**$ 73,298**

NEW FULL TIME FACILITIES MAINTENANCE POSITION – (Shared with Parks and Recreation) $35,506

Provides a daily maintenance person for carpentry, painting, detailed cleaning, maintenance and improvements to Town Hall, Blue Shutters Kitchen/Bathhouse, Charlestown Beach Bathhouse, Office Shed, Ninigret Park Gatehouse, Summer Office, Tennis Bathroom, Ninigret Pond Bathroom, Two Storage Garages, and Two Roofed Picnic Shelters. (@ $17.07/Hr x 40Hrs./Week x 52 Weeks = $35,506)

630-5025 - OVERTIME - $9,785

Provides special or emergency janitorial services and vacation replacements at the contracted wage scale for the present custodian.

630-6040 – MAINTENANCE & REPAIRS - $25,000

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years ($2,000). Also includes $500 to pay for mowing and maintenance of historical cemeteries. If reduced, line item over expenditure may be expected.

630 – BUILDINGS & GROUNDS, cont'd

630-6045 - MAINTENANCE SUPPLIES - $12,000

Provides restroom supplies, towels, light bulbs, cleaning and disinfectant supplies for Town Hall, New work space, and DPW. Average costs have historically been $1,100/month (based on a 12 month average).

630-6065 - PURCHASED SERVICES - $39,418

Provides funds to cover costs for extermination, water tests, dumpsters, etc. In this budget sequence increases are noted resultant from expected costs for janitorial service at the new Police Station. It is present policy to request organized users of recreation fields to provide fertilization at the end of each season.

Inspect/Pump Septic Tanks (14 @ 250.00 each)	$3,500.00
Professional 1 day a year carpet cleaning	$1,350.00
Professional extermination service contract	$500.00
Fire extinguisher service	$350.00
Security protection and alarm system monitoring and inspection	$1,700.00
Fuel tank and piping tightness tests	$2,000.00
Radon testing - State mandated	$800.00
State mandated drinking water tests & water system contract	$10,468.00
Landscaping details (trees and shrubs)	$2,500.00
Chimney Cleaning/ Town Hall	$500.00
Backflow device certification (Blue Shutters and Ninigret Tennis Court Area)	$400.00
Restroom and trash pick up for Ninigret and beaches	$14,000.00
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	$1,100.00
Inspection of Fire suppression system at the DPW fueling depot	$250.00
	$39,418.00

630-6165 - REPAIRS & MAINTENANCE - FACILITIES -$7,000

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening and closing of all facilities for seasonal use. Recommend increased funding to cover additional Grounds Maintenance Equipment, and Equipment Repair, as Town properties, which require maintenance, multiply and expectation for regular maintenance increases accordingly.

SUPPLEMENTAL INFORMATION
FY 2013-2014

630 – BUILDINGS & GROUNDS (cont'd):

630-6195 - UTILITIES - $102,000

Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 12,552 gallons @ 4.00/ gallon	$50,208.00
Propane gas - 1,370 gallons @ 4.20/ gallon	$5,754.00
Narragansett Electric (expected cost reduction)	$78,000.00
	$133,962.00

TOTAL REQUESTED BUDGET $304,007

SUPPLEMENTAL INFORMATION
FY2013-2014

640 – CRCC MANDATED MONITORING:

640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) $15,000
Mandated CRCC monitoring required by the State after landfill closing in 2000.

TOTAL REQUESTED BUDGET $15,000

SUPPLEMENT INFORMATION
FY 2013-2014

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - $67,811

2013 Salary	$65,836
2013 Longevity	1,975

660-5010 – WAGES – $17,860

Shared secretarial staff position with Parks and Recreation funded in accordance with Teamsters Local Union No.251 Collective Bargaining Agreement. Necessary because per year there are over 2,500 pieces of mail to track for follow up, over 1,500 phone calls, several hundreds of certified mailing tracking for non-compliance issues, admin related to municipal court proceedings, cesspool phase out for our largest Zone 2 is due in 2012 and Zone 3 in 2013 which also requires many administrative hours. My office has fallen behind because administrative tasks are consuming my time. There remain over 1,500 properties past-due for routine septic inspection, attention needs to be given to these properties. Furthermore, I need additional time to consult with property owners, provide CSSLP and CDBG funding for septic issues, organize and streamline our OWTS regulations, data collection and tracking procedures, and increase grant proposal submittals.

660-6015 – DUES & SUBSCRIPTONS - $1,188

Carmody RIWIS Users Agreement $99/month

660-6020 – OPERATING SUPPLIES - $1,850

Basic office supplies including labels, highlights, film, misc. consumables such as binders, mailing tape, paper, pens, pencils, cartridges and other miscellaneous supplies unique to operation of the department and associated printing costs. Expenses attributed to increased outreach as ISDS notifications are sent.

Printer/Toner	$ 500
General Office Supplies	$ 850
Required forms	$ 300
Letterhead/cardstock	$ 200
Total	$ 1,850

SUPPLEMENT INFORMATION
FY 2013-2014

660-6030 – ADVERTISING & POSTAGE - $0

Notice to homeowners regarding inspection, notification, enforcement of septic system requirements. Notice/contact with Service Providers regarding inspection reports and status in Town.

Notices of inspection approximately 2,000 @ $0.45	$ 900
Notices of violation and other certified mailings 500 @ 5.59	$ 2,795
Total	$ 3,695

660-6055 PROFESSIONAL SERVICES - $11,000

Provides funds for special and engineering technical assistance and studies in regard to septic and water associated public health related issues.

Analysis of potable groundwater quality relating to bacteria and nutrients and OWTS in the salt ponds area. Nutrient concentrations in the SAMP are of considerable concern and the flux of nutrients from the groundwater system is a critical component in managing those inputs. Increased development, along with conversion of seasonal homes to permanent residences, is increasing the withdrawal of ground water in the area, thereby increasing the potential for drinking water contamination from OWTS and saltwater intrusion. Obtain access for the sampling of 40 private wells in the Charlestown Beach Road Area and conduct laboratory analysis of major cations and anions and bacteria. ($125/sample)	$ 5,000		
Stormwater Sampling Study: Funding to assist with the Salt Ponds Coalition sampling for nutrients and bacteria in surface water flows into the three salt ponds. Includes funding for assistance with 10 sampling locations and laboratory analysis of nitrate, ammonium, phosphorus, fecal coliform, e coli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October $600 per site/year. Budget for July through October 2013 and May and June 2014	$ 6,000		
Total	$ 11,000		

SUPPLEMENT INFORMATION
FY 2013-2014

660-6065 PURCHASED SERVICES - $4,000

10 seminars for WW Specialist at the on-site Wastewater Training Facility at URI, @ $200 each	$ 2,000
Inspector 100 classes for 4 Wastewater Management Commission members @ $450 each	$ 2,000
Total	$ 4,000

TOTAL REQUESTED BUDGET $103,709

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.720.7205.000	VNS Home Health Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01.720.7210.000	South Shore Mental Health	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
01.720.7215.000	Wood River Health	2,500	2,300	2,300	2,300	3,000	3,000	3,000	3,000
01.720.7235.000	Domestic Violence Center	1,500	1,500	1,500	1,500	-	-	2,000	2,000
01.720.7245.000	Thundermist Hlth Ctr So County	-	2,000	2,000	2,000	1,500	1,500	2,000	2,000
01.720.7250.000	The Samaritans	500	500	500	500	-	-	500	500
01.720.7260.000	WARM Shelter	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01.720.7270.000	Southern RI Volunteers	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01.720.7275.000	Wood River/Pawcatuck Watershed	500	-	-	-	-	-	-	-
01.720.7300.000	RI CAN	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
01.720.7322.000	WA County Coalition Children	500	500	500	500	1,000	1,000	500	500
01.720.7340.000	Chariho Tri Town Task Force	1,500	1,500	1,500	1,500	-	-	-	-
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	200	200	200	200	972	972	500	500
		18,200	**19,500**	**19,500**	**19,500**	**17,472**	**17,472**	**19,500**	**19,500**
01.730.7308.000	Chariho Soccer League	250	250	250	250	250	250	250	250
01.730.7309.000	Memorial Day Parade	-	1,000	1,000	500	-	-	500	500
01.730.7310.000	Charlestown Ambulance	166,800	166,800	166,800	166,800	176,800	176,800	166,800	166,800
01.730.7311.000	Charlestown Memorial Parade	1,000	500	500	1,000	1,000	1,000	1,000	1,000
01.730.7320.000	Chamber Of Commerce	3,000	3,000	3,000	3,000	4,000	4,000	3,000	3,000
01.730.7330.000	Cross Mills Library	208,000	208,000	208,000	104,002	208,000	208,000	208,000	208,000
01.730.7331.000	Charlesotown Historical Society	-	3,000	3,000	3,000	-	-	2,000	2,000
		379,050	**382,550**	**382,550**	**278,552**	**390,050**	**390,050**	**381,550**	**381,550**
01.740.5020.000	Conservation Commission	1,559	2,000	2,000	-	4,900	4,900	2,000	2,000
01.740.5040.000	Senior Citizens Commission	-	100	100	-	100	100	100	100
01.740.5050.000	Planning Commission	3,968	5,000	5,000	2,324	10,000	10,000	5,000	5,000
01.740.5060.000	Zoning Board	6,706	6,500	6,500	3,269	10,675	10,675	7,000	7,000
01.740.5065.000	Affordable Housing Comm	-	-	-	-	875	875	-	-
01.740.5075.000	Economic Improvement Comm	-	500	500	104	500	500	500	500
01.740.5085.000	Mosquito Abatement Council	9,433	8,500	8,500	5,695	10,630	10,630	10,500	10,500
		21,667	**22,600**	**22,600**	**11,391**	**37,680**	**37,680**	**25,100**	**25,100**
01.780.7880.000	Chariho Regional School District	**14,378,520**	**14,894,812**	**14,894,812**	**5,511,080**	**15,009,172**	**15,009,172**	**14,823,600**	**14,645,357**

LOCAL AND OUTSIDE AGENCY FUNDING REQUESTS

3/25/2013

Phone #	FirstName	LastName	Job Title	Line item #	Agency	12/13 Request	12/'13 Funded	13/14 Request	TA's Recommendation	13/14 Funded	Note
				730-	#730 LOCAL AGENCIES						
861-5522	Dan	Orciari	President	7308	Chariho Youth Soccer Association	$ 250	$ 250	$ 250		$ 250	
364-9715	Robert	Park	American Legion	7309	Memorial Day Parade (Carolina)	$ 500	$ 1,000	XXXXXXX		$ 500	Mr. Park passed away
364-3742 x 16	Patrick J.	McMahon	Commander	7310	Charlestown Ambulance Rescue Service, Inc.	$ 176,800	$ 166,800	$ 176,800		$ 166,800	
364-6210	Evelyn	Smith	Fund Raising Chairman	7311	Charlestown Memorial Day Parade Committee	$ 1,000	$ 500	$ 1,000		$ 1,000	
364-3878	Heather	Palliotta	Executive Director	7320	Charlestown Chamber of Commerce	$ 4,000	$ 3,000	$ 4,000		$ 3,000	
364-6211	Ulla	Virks	Librarian	7330	Cross Mills Public Library	$ 214,240	$ 208,000	$ 208,000		$ 208,000	
364-6040	Pam	Lyons		7331	Charlestown Historical Society	$ 6,847	$ 3,000	XXXXXXX		$ 2,000	
					SUB-TOTAL	$ 403,637	$ 382,550	$ 390,050		$ 381,550	
				720-	#720 OUTSIDE AGENCIES						
782-0500	Mary Lou	Rhodes	President & CEO	7205	VNS Home Health Services	$ 3,000	$ 2,000	$ 2,000		$ 2,000	
364-7705	Dorothy	Yeamen	Chief Operating Off.	7210	South Shore Mental Health Center	$ 3,500	$ 3,500	$ 3,500		$ 3,500	
539-2461 x 148	Michael	Lichtenstein	Exec. Director	7215	Wood River Health Services	$ 2,300	$ 2,300	$ 3,000		$ 3,000	
782-3995	Carolyn	Soares	Dir. Public Relations, Grants & Special Events	7235	Domestic Violence Center of South County	$ 6,000	$ 1,500	XXXXXXX		$ 2,000	NEED MORE INFO
783-0523	Charles	Jones	Pres./CEO	7245	Thundermist Health Center (admin office)	$ 2,000	$ 2,000	$ 1,500		$ 2,000	
721-5220	Denise	Panichas	Executive Director	7250	The Samaritans	$ 500	$ 500	$ 500		$ 500	Late: received 1/29/13
596-9276	Rev. Jean	Barry	Executive Director	7260	W.A.R.M.	$ 1,000	$ 1,000	$ 1,000		$ 1,000	
789-2362	Debra	Tanner	Exec. Director	7270	Southern RI Volunteers (formally Sen. Helping Others)	$ 1,000	$ 1,000	$ 1,000		$ 1,000	Late: received 1/9/13 (illness)
364-9413	Debbie	Nigrelli	Director	7300	R.I. Can (*formerly St. Mary's/St. James Community Food Pantry*)	$ 6,574	$ 3,500	$ 3,500		$ 3,500	Late: received 1/10/13
788-2347	Susan	Orban	Coordinator	7322	Washington County Coalition for Children	$ 1,000	$ 500	$ 1,000		$ 500	
738-3469	Paula	Augustinho	Coordinator	7340	Chariho Tri Town Task Force	$ 3,000	$ 1,500	XXXXXXX		XXXXX	
294-6363	Kristen	Fletcher	Chief Exec. Officer	7342	Wildlife Rehabilitators of Rhode Island	$ 1,629	$ 200	$ 972		$ 500	
					SUB-TOTAL	$ 31,503	$ 19,500	$ 17,972		$ 19,500	
					TOTAL FUNDED	$ 435,140	$ 402,050	$ 408,022		$ 401,050	

SUPPLEMENTAL INFORMATION
FY2013 – 2014

740 – BOARDS & COMMISSIONS:

740-5020 – CONSERVATION COMMISSION $4,900

Postage,coping	$ 150
Well Water Testing, Volunteer Recognition	350
Tree Warden	3,000
CCC public events, Charlestown Day, Arbor Day	1,100
Printing	300
	$ 4,900

740-5040 – SENIOR CITIZENS COMMISSION $100

740-5050 – PLANNING COMMISSION $10,000

Stationary and toner	$ 400
Professional Development	1,000
Postage and advertisements	2,500
Planning Commission's journal	100
Professional services	5,000
Miscellaneous	1,000
	$ 10,000

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement. The increase in professional services is due to currently pending applications, professional stenographer services and transcripts necessary for multiple meetings and Comprehensive Permit proceedings. The Commission members have expressed an interest in attending GrowSmart Workshops regularly.

SUPPLEMENTAL INFORMATION
FY2013 – 2014

740 – BOARDS & COMMISSIONS:

740-5060 – ZONING BOARD - $10,675

Office supplies	300	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	4,675	Based on 17 meetings per year @ $275 per meeting
Third party engineer	1,000	
Transcript costs	1,000	Cost of transcripts from public hearing meetings.
Postage	300	
	$ 10,675	

740-5065 – AFFORDABLE HOUSING COMMISSION $875

300	Printing of brochures and pamphlets for education purposes.
425	Professional Development to allow members to attend conferences.
150	Advertising for public relations events and issues.
875	

740-5075 - ECONOMIC IMPROVEMENT COMMISSION $500

SUPPLEMENTAL INFORMATION
FY2013 – 2014

740 – BOARDS & COMMISSIONS:

740-5085 – MOSQUITO ABATEMENT COUNCIL $10,630

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	$ 6,500
Purchase of larvacide pesticide materials	1,000
Mosquito magnet maintenance	2,630
Mailing costs	500
	$ 10,630

TOTAL REQUESTED BUDGET $37,680

SUPPLEMENTAL INFORMATION
FY2012 – 2013

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET $15,009,172

Funds the contractual obligation for Charlestown students attending the regional school district. This amount is based on the number of students in the CRSD from Charlestown.

TOTAL REQUESTED BUDGET $15,009,172

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.800.5005.000	Senior Center Coordinator's Salary	15,535	14,933	15,306	7,653	31,668	31,668	31,668	31,668
01.800.5010.000	Senior Center Wages	30,333	32,838	32,838	13,309	34,879	34,879	34,879	34,879
01.800.5020.000	Sr Ctr After Hour Rental Wages	239	1,500	1,500	600	1,000	1,000	1,000	1,000
01.800.6015.000	Dues & Subscriptions	30	130	130	30	30	30	30	30
01.800.6020.000	Operating Supplies	486	1,000	1,000	324	1,000	1,000	1,000	1,000
01.800.6035.000	Miscellaneous	74	110	110	-	110	110	110	110
01.800.6040.000	Maintenance & Repairs	1,461	2,000	2,000	946	2,000	2,000	2,000	2,000
01.800.6045.000	Maintenance Supplies	1,696	1,500	1,500	578	1,500	1,500	1,500	1,500
01.800.6050.000	Professional Development	-	-	-	-	400	400	400	400
01.800.6065.000	Purchased Service	10,087	10,130	10,130	4,069	10,599	10,599	10,599	10,599
01.800.6070.000	Travel Expense	289	300	300	91	300	300	300	300
01.800.6075.000	Tools/Equipment	510	500	500	26	500	500	500	500
01.800.6195.000	Utilities	11,522	12,000	12,000	4,654	12,000	12,000	12,000	12,000
01.800.8035.000	Senior/Community Center Programs	554	15,500	15,500	8,105	24,160	24,160	24,160	24,160
		72,817	**92,441**	**92,814**	**40,385**	**120,146**	**120,146**	**120,146**	**120,146**
01.810.5005.000	Recreation Director Salary	66,379	65,564	68,547	35,412	70,275	70,275	70,275	70,275
01.810.5010.000	Recreation Programs Wages	42,810	42,256	44,179	22,810	46,520	46,520	46,520	46,520
01.810.5015.000	Recreation Secretary Wages	16,119	16,511	17,423	8,923	55,445	55,445	17,860	17,860
01.810.5025.000	Recreation O T Wages	-	-	-	304	-	-	-	-
01.810.6015.000	Dues & Subscriptions	250	140	140	-	415	415	140	140
01.810.6020.000	Operating Supplies	1,044	1,000	1,000	364	1,000	1,000	1,000	1,000
01.810.6040.000	Maintenance & Repair	132	200	200	-	200	200	2,700	2,700
01.810.6050.000	Professional Development	400	1,000	1,000	430	1,000	1,000	1,000	1,000
01.810.6065.000	Purchased Services	850	200	200	-	200	200	200	200
01.810.6070.000	Travel Expense	300	450	450	46	450	450	450	450
01.810.6075.000	Tools/Equipment	-	200	200	-	200	200	200	200
01.810.8020.000	Basketball Youth	57	-	-	-	-	-	-	-
01.810.8025.000	Winter Programs	163	-	-	-	-	-	-	-
01.810.8030.000	Spring/Summer Programs	322	-	-	-	-	-	-	-
		128,825	**127,521**	**133,339**	**68,290**	**175,705**	**175,705**	**140,345**	**140,345**

SUPPLEMENTAL INFORMATION
FY 2013/2014

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 – COORDINATOR'S SALARY $31,668

Coordinator—Funds requested for the Part Time Director Position at 29 hours per week an increase of 11 hours per week. Director is responsible for the day to day administration of the Community/Senior Center. Due to increased number of programs on site at the center and on the grounds of the Community/Senior Center, increased participation among Community members and Senior participation alike, we are seeking to increase the number of hours that the Coordinator works weekly.

Rationale:

1. Increases in participation

A. 7/1/12 -11/30/12	462 unduplicated users	4,887 service units
B. 7/1/11-6/30/12	619 unduplicated users	10,277 service units
C. 7/1/10 – 6/30/11	339 unduplicated users	7,176 service units

2. Increased programming by 3x
3. Oversaw major renovation and maintained integrity of programs throughout construction
4. Integrated Community Garden activities and assisted in food distribution among needy
5. Increased Center Hours as requested by Senior Organization, Senior Liaison and Town Council
6. Oversaw reorganization of department during attrition
7. Hired two successful employees
8. Increased volunteer participation with food distribution operations.
9. Handled disputes
10. Increased night time use of the center for new programming i.e. Boy Scouts, "Supper Table" food and entertainment program
11. Works and communicates daily with Director. Michelle Vekakis has worked well beyond the 18 hours that she is scheduled for and has been available at a moments notice throughout her employment for consultation and even to come down to the center uncompensated on many occasions, nearly weekly.

Note: Senior Coordinators throughout the State of Rhode Island are paid at a rate starting at $27.00/hour and most are "Full Time " status. I am proposing that we increase the hours for this position with a modest increase in pay for the Coordinator.

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

What will we get in addition to our current situation if funded?

1. Continued weekend coverage and involvement in programming of the Coordinator
2. More direct involvement in the programming through direct participation, currently buried in paperwork for the 18 hours of scheduled work at present.
3. Will be able to add programs for the Community given the additional time on site.

4. Will be able to offer Coordinator led programming with special talents of the Coordinator.
5. Will focus more on "Fitness and Wellness" efforts among Senior population.
6. Will seek outside funding sources or collaborative use of a bus for the purpose of getting homebound seniors to the Center.
7. More grant writing. Michelle has been very successful in grant writing but doesn't have the time to do so. I foresee that she will be able to make up the difference in her salary with results from grant writing success.

800-5010 - WAGES: Part-Time (2 persons) $34,879

Kitchen Manager: $17,329

Manage kitchen to include handling delivery of meals from caterer and distribution of meals for in-house dining and meals-on wheels clients, supervise kitchen and dining room volunteers, and insure cleanliness and proper operation of kitchen.
$13.33 per hour x 25 hours per week x 52 weeks

Administrative Assist/Program Director: $17,550

Clerical assistant for Director and Center, plan, develop, and implement programs and activities for the community as well as for Seniors. Develop and implement an intensive PR marketing and advertising plan. This position is an active professional position that requires a unique set of skills crossing skill sets such as secretarial and programming oversight, coordination, security, safety coordination and planning. This person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc. This person reports directly to the Coordinator but often works with the Director of Parks and Recreation relative to the identification of maintenance issues, programming conflicts and disputes among users.

$13.50 per hour x 25 hours per week x 52 weeks = $17,550.00

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

Rationale: The person currently holding this position was hired at a point at which the Secretarial role was all that was required, although during the interview process we indicated a need for additional responsibilities including programming an the above mentioned duties. The merging on these two/more responsibilities took place after hire. I feel very comfortable requesting that this person be paid more for the duties performed on a weekly basis given the changes to work load since the time of hire.

Custodian:
*Custodial services handled by contract under purchased services.

800-5020- AFTER HOURS RENTAL $1,000
Costs are off-set by rental fee.

800-6015 – DUES & SUBSCRIPTIONS $30

State Senior Directors Association (annual dues)	$30

800-6020 - OPERATING SUPPLIES $1,000

Office Supplies, including postage	$1,000

800-6035 - MISCELLANEOUS $110

Food Dept. License	$ 60
Other Miscellaneous	$ 50

SUPPLEMENTAL INFORMATION
FY2013 - 2014

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6040 - MAINTENANCE & REPAIRS $2,000

Building Maintenance	$1,000
Equipment Maintenance	$1,000

800-6050 – PROFESSIONAL DEVELOPMENT $400

800-6045 – MAINTENANCE SUPPLIES $1,500

Kitchen Supplies	$750
Janitorial Supplies	$500
Supplies for Community service projects	$250

800-6065 – PURCHASED SERVICES $10,599

Pest Control	$480 ($120 quarterly)
Bldg Security	$250 (annually)
Fire Extinguisher and Ansil System Inspections	$2,069 (yearly contract)
Custodial Services (reflects 2012 Bid)	$7,800

800-6070 - TRAVEL REIMBURSEMENT $300

In-state mileage reimbursement to attend meetings and conduct work-related tasks.

800-6075 -TOOLS AND EQUIPMENT $500

Misc. tools/equipment (as necessary)	$ 500

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6195 – UTILITIES $12,000

Cox Communications ($200/mo. Phone, internet, cable)	$2,400
National Grid	$3,000 ($250/month)
Propane Gas	$1,800 ($150/month)
Oil	$3,500 (annually)
RISE Energy Improvements	$1,300

800-8035 – SENIOR/COMMUNITY PROGRAMS $24,160

Yoga		$14,560
Tai Chi	$2,900	
Exercise		$5,200
Arts		$1,000
Supplies		$500

*Revenues generated will be placed in general fund.

TOTAL REQUESTED BUDGET $120,146

810 – RECREATION ADMINISTRATION:

810-5005 - SALARY - $70,275

Current Salary - $68,057 FY 2014 Salary - $70,275

810-5010 - PROGRAMS WAGES - $46,520

Current Salary - $44,244 FY2014 Salary - $46,520
Longevity = 0 (not eligible)

810-5015 – RECREATION WAGES - $ 55,445

Secretary Wages - $17,860 (Split with Waste Water)

The Parks and Recreation Department has for the past three years been responsible for the administration of line item 01.630.5015.000 from DPW Director's budget for the purpose of providing assistance to the Director of Parks and Recreation for the purpose of assisting in Beach Operations, Park Operations and the general maintenance of all town owned buildings except Town Hall, the Transfer Station and the Police Station. Additionally, during the budget year 2010-2011 line item 01.630.5020.000, entitled Part Time Maintenance assisted in funding maintenance throughout the year. Last year that line item was not budgeted. Since taking over in 2010, my department has performed much of the maintenance in the park on the grounds, of the buildings in the park and at the Community Center, tennis courts, playground etc. DPW responsibility for the maintenance of Park facilities has been marginalized whereby the primary function of DPW at the various parks in the community is basic grass cutting and weed whacking, plowing and shoveling. Our current Maintenance person working part-time year round has performed admirably as he can build, perform plumbing duties, weld, perform locksmith duties as well as research projects effectively to save the Town thousands. He currently works full-time seasonally, during the summer and part-time seasonally during the fall-winter and spring months. With the inclusion of Clivus Composting toilet systems at each of the beaches he has learned about the systems, their maintenance and has a clear understanding of the function of those facilities. He has installed all of the existing safety hardware at the facilities, performed admirably in the demolition pre-phases of the Pavilion projects, removing the existing trailer systems and repurposing wood and plastic materials from the steps and platforms to utilize elsewhere in the park including the skating rink, the Disc Golf Course and at the Community Garden for example. See letter and digital power point presentation for justification and cost benefit analysis.

Union position, Laborer Maintenance, $18.07/hour plus fringe benefits. $37,585.00 dollars per year Fringe Benefits, FICA, dental, health, retirement and TIAA Creff for family of two = apx. $20,727

810-5025 - OVERTIME WAGES - $0

810-6015 - DUES & SUBSCRIPTIONS – $415
This line includes dues and Banquet to RIPRA for Director and Programming Manager.
RIPRA Annual Dues and Banquet. This line also includes $275.00 dollars for a yearly subscription to the Westerly Sun as we have many program notifications, advertisements and public service announcements that appear in the Westerly Sun and we need to maintain contact with this vital news source through subscription.

810-6020 - OPERATING SUPPLIES - $1,000
Department supplies needed throughout the year other than central supply items. Supplies such as colored paper for seasonal flyers, computer paper, printer cartridges, as well as other various department items needed for operations. Miscellaneous items related to Town Hall events, promotion etc.

810-6040 - MAINTENANCE & REPAIRS - $200
Repairs of Technical Office Equipment

810-6050 – PROFESSIONAL DEVELOPMENT - $1,000
Provides for professional development for two P&R Administrators to attend the Connecticut Parks and Recreation annual symposium and convention. This past year only one member of our staff was able to attend. Additionally, we need to provide training to our part-time staff members for the purpose of receiving education as to how to operate heavy machinery, technical training relative to beach operations and to send staff to educational programs relative to Parks related activities such as mosquito control seminars etc.

810-6065 - PURCHASED SERVICES - $200
Computer Training (training for assistant and or secretary), computer service, printer service. Continue with training for this fiscal year.

810-6070 – TRAVEL EXPENSE - $450
Director year-round travel, weekends particularly during the summer. Failed to submit last summer.

810-6075 - TOOLS & EQUIPMENT - $200
Miscellaneous tools & equipment as needed i.e. computer tools, dust blaster etc.

TOTAL REQUESTED BUDGET $175,705

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.815.5015.000	Seasonal Playground Wages	16,497	20,062	20,062	17,732	29,640	29,640	22,500	22,500
01.815.5020.000	Recreation Summer Assistant	11,526	12,000	12,000	6,610	17,200	17,200	15,200	15,200
01.815.5025.000	Recreation Summer Assistant OT	669	500	500	653	700	700	700	700
01.815.5025.001	Playground OT Wages	-	-	-	370	-	-	-	-
01.815.5030.000	Recreation Swimming Lesson Wages	-	-	-	1,405	-	-	-	-
01.815.8005.000	Camp Ninigret	4,735	12,200	12,200	7,496	12,200	12,200	12,200	12,200
01.815.8020.000	Basketball Program	7,484	7,750	7,750	1,546	7,790	7,790	7,790	7,790
01.815.8025.000	Winter Programs	1,148	4,000	4,000	1,358	5,000	5,000	4,000	4,000
01.815.8030.000	Spring/Summer Programs	6,114	8,900	8,900	1,715	28,900	28,900	10,000	10,000
01.815.8035.000	New & Continuing Programs	21,392	10,000	10,000	8,644	10,000	10,000	10,000	10,000
01.815.8040.000	Tennis Program	-	5,100	5,100	4,644	6,300	6,300	6,300	6,300
01.815.8045.000	Swim Lessons	-	1,790	1,790	200	4,550	4,550	4,550	4,550
01.815.8050.000	Summer Concert	-	-	-	2,056	10,500	10,500	9,600	9,600
		69,565	**82,302**	**82,302**	**54,430**	**132,780**	**132,780**	**102,840**	**102,840**
01.820.5015.000	Town Beach Wages	53,014	61,000	61,000	49,329	69,955	69,955	65,000	65,000
01.820.5025.000	Town Beach O T Wages	407	1,000	1,000	1,173	1,200	1,200	1,000	1,000
01.820.6020.000	Town Beach Operating Supplies	842	1,000	1,000	410	1,500	1,500	1,000	1,000
01.820.6035.000	Uniforms & Training	879	1,000	1,000	118	1,800	1,800	1,000	1,000
01.820.6040.000	Maintenance & Repairs	2,179	1,000	1,000	514	1,000	1,000	1,000	1,000
01.820.6045.000	Maintenance Supplies	907	1,450	1,450	673	1,450	1,450	1,450	1,450
01.820.6060.000	Printing & Binding	739	875	875	-	875	875	875	875
01.820.6065.000	Purchased Services	6,150	6,400	6,400	3,024	8,825	8,825	8,825	8,825
01.820.6075.000	Tools/Equipment	630	1,500	1,500	513	2,500	2,500	1,500	1,500
01.820.6095.000	Beach Cleaning	4,125	6,000	6,000	3,600	6,000	6,000	6,000	6,000
01.820.6100.000	Property Taxes	3,577	3,700	3,700	3,595	3,700	3,700	3,700	3,700
		73,447	**84,925**	**84,925**	**62,949**	**98,805**	**98,805**	**91,350**	**91,350**
01.830.5015.000	Ninigret Park Wages	15,088	17,800	17,800	14,186	16,032	16,032	16,032	16,032
01.830.5025.000	Ninigret Park O T Wages	60	240	240	559	600	600	500	500
01.830.6020.000	Operating Supplies	1,250	1,000	1,000	751	1,300	1,300	1,300	1,300
01.830.6035.000	Miscellaneous	-	-	-	-	10,080	10,080	-	-
01.830.6040.000	Maintenance & Repairs	2,466	3,200	3,200	972	4,000	4,000	3,200	3,200
01.830.6065.000	Purchased Services	6,879	8,150	8,150	6,681	8,900	8,900	8,150	8,150
01.830.6075.000	Tools/Equipment	2,753	2,500	2,500	1,034	3,000	3,000	2,500	2,500
01.830.6075.999	Tools & Equipment Fixed Asset	333	-	-	-	-	-	-	-
		28,829	**32,890**	**32,890**	**24,184**	**43,912**	**43,912**	**31,682**	**31,682**

SUPPLEMENTAL INFORMATION
FY 2013-2014

815 – RECREATION PROGRAMS:

815-5015 - SEASONAL WAGES/PLAYGROUND – $29,640

Seasonal wages to pay staff for Camp Ninigret program. Base program is 5 weeks with additional extended weeks (2 weeks). Camp begins 8:00 am – 5:00 pm for extended program. Please note that this line item has increased to expand program hours.

CPR and First Aid Certification for all Counselors - $500

Supervisor	$13.00 x 9 hrs x 5 days x 10 weeks	$ 5,850
Youth Counselors	8 counselors @ 8.50 hr x 40hrs x 5 weeks	$ 13,600
	4 counselors @ 8.50 hr x 40hrs x 2 weeks	$ 5,100
	1 lead counselor @ $9.25 x 40 hrs x 7 weeks	$ 2,590
Junior Counselor	4 Jr. Counselors @ stipend of $500	$ 2,000
	Total	$ 29,140

815-5020 – SUMMER ASSISTANT TO PARKS AND RECREATION DIRECTOR - $17,200

(note: this line item should be spread out between three beaches and the park operation as this person remains responsible for beaches x 3 and some festival work) I recommend that this be changed to reflect the actual areas of the budget this person/s affects.) Summer Assistant serves the Director of Parks and Recreation principally at the three beach operations providing daily oversight of staff administration, financial security and accountability, scheduling and response to emergency. Additionally, the Summer Assistant represents the Parks and Recreation Department when the Parks and Recreation Director is not available at special events at the park, oversees events, secures facilities during events. This line item covers two people, one at 40 hours per week and one at 20 hours per week from May 10th – September 10th . I am requesting a pay raise for third year forty hour per week full-time seasonal employee given his consistency, honesty, dependability and increases to the bottom line over the past two years. Complaints under his guidance from the public and staff have decreased dramatically and continue to fall while revenues increase. The responsible work that this person is required to do on a daily basis deserves an increase in compensation.

20 weeks x 20hr/wk x $13.00/hr = $5200.00 Assistant Summer Assistant Part –Time Seasonal, works, Monday, Tuesday, half day Wednesday as operations manager and remains accountable for daily receipts at both surf beach operations.

20 weeks x 40 hr/wk x $15.00/hr = $12,000.00 Summer Assistant Full-Time Seasonal, in charge of entire operation, oversees his assistant, scheduling, management of staff, safety management, financial security and oversight. Reports to Director daily and works in conjunction with the Director.

815 – RECREATION PROGRAMS (cont'd):

815-5025 – RECREATION SUPERVISOR OT - $700

Overtime Supplement is for Emergency Situations. Not necessary if budgeted as guided in line item 815-5020

815-8005 - CAMP NINIGRET - $12,200

Ninigret Park Playground Program. Total reflects equipment and other necessary items for the program. Program runs 5 days a week for 5 weeks with 2 supplemental weeks extending program.
Registration fees are deposited in the general fund. I am requesting scholarship money for camp - $1,000

Equipment, supplies, miscellaneous	$	3,000
Special Events, i.e. Magicians, puppeteers, mini golf	$	2,500
Frosty Drew Collaborative Program	$	700
Camp Trips - once per week x 5 weeks (2 busses per trip x $600 x !	$	6,000
	$	12,200

Projected Participation : 100 children

815 – RECREATION PROGRAMS (cont'd):

815-8020 – BASKETBALL (YOUTH) - $7,790

Town operated youth basketball league. Registration fees are deposited in the general fund.

Trophies and Plaques	$ 1,000
Equipment (rims, scoreboard lights, nets, baskets, misc.)	$ 300
Uniforms (for approximately 250 children)	$ 1,200
Referees for youth division (2 @ $10 per referee/per game x 40)	$ 800
Referees for junior division program games (2 @ $15 per game x 35)	$ 1,050
Referees for senior division program games (2 @ $15 per game x 35)	$ 1,050
Scorers for all division games	$ 550
Volunteer coach staff shirts	$ 300
Program coordinator ($15 x 12 wks x 8 hrs.)	$ 1,440
Uniforms and whistles for Referrees	$ 100
	$ 7,790

*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses. (Recommended for enterprise fund account)

815-8025 – WINTER PROGRAMS - $5,000

Bon Fire and Fireworks	$ 2,000
Dec. trip to NYC	$ 3,000
	$ 5,000

815 – RECREATION PROGRAMS (cont'd):

815-8030 - SPRING/SUMMER PROGRAMS - $28,900

Spring Trip – offered to residents	$ 1,400
Egg Hunt	$ 500
Fishing Derby	$ 500
Sponsor supplemented projected programming revenues:	
Pumpkin Spectacular - Prizes for Events	$ 500
Christmas Tree Displays and prizes at Ninigret Park	$ 500
Youth Golf Program	$ 3,000
Teen Trips	$ 1,500
Teen DJ Concerts	$ 2,000
Teen Special Events	$ 3,000
Teen Drop-In Open Gym Programs - Supervisor, Supplies	$ 3,000
Frisbee Golf Tournament	$ 500
Gun Safety Supervisor	$ 2,000
Adult Programming - Self Defense - Supervisor, Supplies	$ 3,000
Improvovisational Classes Teens - Supervisor, Supplies	$ 1,500
Theater Classes - Supervisor, Supplies	$ 1,500
Art Classes - Supervisor, Supplies	$ 1,000
Ceramics Class - Supervisor, supplies	$ 1,000
Community Garden Classes - educating citizens on the subject of sustainability	$ 1,000
Haunted Hay ride in Ninigret Park	$ 1,500
	$ 28,900

815 – RECREATION PROGRAMS (cont'd):

815-8035 – NEW PROGRAMS - $10,000

Includes new programming such as adult Pillattis, strength/conditioning, teen drama programming, special events for teens, dance programming for youth, youth basketball camp summer, soccer camp/s,

815-8040- TENNIS PROGRAM (YOUTH) - $6,300

Supervisor- $30/hr. x 40 weeks x 2 hours per week	$ 2,400
Assistants (3) - $15/hr x 40 weeks x 2 hours per week	3,600
Supplies and Equipment - nets, racquets, balls, rollers for removal of water on courts	200
Prizes and awards	100
	$ 6,300

815-8045 SWIM LESSONS (YOUTH) - $4,550

Swim Instructors (3) - $20/hr x 3hrs. X 9 weeks	$ 1,440
Donations to Phil and Ann's Sunset Motel for use of facility for summer months 12 weeks	200
Equipment - Flotation noodles, kickboards, flippers	250
Swim Instructors (2) - $20/hr. x 3 hrs. x 9 weeks - Little Ninigret Pond	1,080
Swim Instructors (2) - $20/hr. x 3 hrs. x 9 weeks - Charlestown Town Beach	1,080
Swim Instructor Training for Lifeguards	500
Total	$ 4,550

815 – RECREATION PROGRAMS (cont'd):

815-8050 SUMMER CONCERT/MOVIE SERIES UNDERWRITING - $10,500

Six summer concerts to follow our successful summer series of last year. Last season our highest attendance was approaching 500 people and our lowest attendance was approximately 150 people for one of the concerts. It is our strategy to book acts at approximately $750 per act this year and utilize the remaining $1,500 dollars for the purpose of better promoting our program through a multitude of media approaches. Movie Series, includes six movies in the park. Underwriting only as these programs have been supported by the business community in the past.

TOTAL REQUESTED BUDGET - $132,780

SUPPLEMENTAL INFORMATION
FY 2013- 2014

820 - CHARLESTOWN BEACH:

820-5015 - SEASONAL WAGES $69,955

Total seasonal wages for Town Beach lifeguards, beach attendants, and beach manager:

A. Lifeguards

This line will cover expenses for the period of July 1, 2013 through June 30, 2014. This period represents a total of 82 days. It is proposed that the salary for "new" guards begins at $12.00/hour. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes, $12.00/hour will be used. *Note- holiday rate of pay of time +1/2 paid to lifeguards for holidays worked.

Beach Attendants – STAFFING TO SERVICE RESTROOMS AND FACILITIES, PARKING LOTS, GATEHOUSE, EMERGENCY

Lifeguards by day			
5 Guards/Weekdays	$12.00/hour x 5 guards	$ 60	per hour for all guards
	$60/hour x 8 hours	$ 480	per day for all guards
	$480/day x 60 days	$ 23,040	total for weekdays
6 Guards/Weekends	$12.00/hour x 6 guards	$ 72	per hour for all guards
	$72/hour x 9 hours	$ 648	per day for all guards
	$648/day x 27 days	$ 20,736	total for weekends
6 Guards/Holidays	$18.00/hour x 6 guards	$ 108	per hour for all guards
	$108/hour x 9 hours	$ 972	per day for all guards
	$972/day x 4 days	$ 2,916	total for holidays
Total Lifeguard Wages	Weekday guards	$ 23,040	
	Weekend guards	$ 20,736	
	Holiday guards	$ 2,916	
		$ 46,692	

SUPPLEMENTAL INFORMATION
FY 2013- 2014

		$1,632.00	half day wages
		$8,160.00	total weekday wages
Weekends & Holidays:			
3 Attendants 7:30 a.m. - 5:00 p.m.	9 hours x $8.50/hr	$76.50	per day per attendant
	$76.50 x 3 attendants	$229.50	per day
	$229.50/day x 32	$7,344.00	
1 Additional Attendant 7:30 a.m. - 12:30 p.m.	5 hours x $8.50/hr	42.50	per day per attendant
	$42.50 x 1 attendant	42.50	per day
	$42.50/day x 32 days	$1,360.00	total wages
		$7,344.00	full day wages
		$1,360.00	half day wages
		$8,704.00	Total weekend/holiday wages

Total Beach Attendant Wages	
Weekday Attendants	$ 8,160
Weekend/Holiday Attendants	$ 8,704
	$16,864

820 – CHARLESTOWN BEACH (cont'd)

C. Town Beach Manager
The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

Beach Managers ($12.00/hr x 60 hours	$ 720
14 weeks (pre and post season)	$ 10,080

SUMMARY OF SEASONAL WAGES

Town Beach Lifeguards	$ 46,692
Town Beach Attendants	$ 16,864
Town Beach Manager	$ 10,080
Total Salaries Sub-total	$ 73,636
Less: 5% rain reduction	$ 3,681
Total Town Beach Salaries/Wages	$ 69,955

Note: Rain reduction of 10% in my experience of three years here in Charlestown and five years in Jamestown DOES NOT WORK. I have reduced the reduction to 5% to better reflect rain dates in the current weather cycle which seems to be moving to warmer summers.

820-5025 TOWN BEACH OVERTIME WAGES $1,200
Lifeguards out sick, short staffed end of year

820-6020 – OPERATING SUPPLIES $1,500

Paper products, soaps for restrooms, supplies for new pavilion restroom maintenance, new office and first aid supplies for first aid room.

820 – CHARLESTOWN BEACH (cont'd)

820-6035 – UNIFORMS & TRAINING $1,800

Beach Manager, Beach Attendent and Supervisor uniforms	$ 150
Lifeguard Hoodies	$ 150
	$ 800
Certification and training reimbursement:	
For "new guards" only. Average of 5 "new guards" per year	
5 guards x $100 for training certification and	$ 500
CPR certification for "new" and "re-certified" lifeguards	
Training On Site for new guards, additional dolars for trainer	$ 500
	$ 1,800

820-6040 – MAINTENANCE & REPAIRS $1,000

Miscellaneous maintenance and repairs
at beach as needed. Lifeguard chairs refurbished, rain garden development, repairs to old structures on site as needed, replace plant materials yearly, mulch etc

820-6045 – MAINTENANCE SUPPLIES $1,450

Build wooden shades for all 3 lifeguard chairs $750
Flying Flag System Indicating Ends of the Beaches replace broken flags $300
Miscellaneous $400

820-6060 – PRINTING & BINDING $875

820 - CHARLESTOWN BEACH (cont'd)

820-6065 - PURCHASED SERVICES $8,825

Police detail - 5 hrs/day x 35 days (weekends/holidays) @ $27/hr + FICA	$4,725
Ocean testing as mandated by State 2x per year @ $150 per test	$300
Medical Supplies	$300
Poland Springs	$400
Dept. of Health licenses	$100
Close and open facilities - plumber/water waste removal 5x tanks	$3,000
(Opening of Beaches is DPW / Bldg & Grounds Responsibility)	$8,825

820-6075 - TOOLS & EQUIPMENT $2,500

Continued replacement of AED units and battery updates	$ 600
cart to move equipment to beach) outdoor furniture for deck area, towel rack at shower area and bench	$ 1,900
	$ 2,500

820-6095 BEACH CLEANING SERVICES $6,000

Twice weekly, beach cleaning services for Charlestown beach to improve safety at beach. 2012 was another complete success with consistent customer satisfaction.

820-6100 - TAXES $3,700

Payment to South Kingstown for town-owned beach property located within South Kingstown.

TOTAL REQUESTED BUDGET – $98,805

830 – NINIGRET PARK:

830-5015 - SEASONAL WAGES - $16,032

A. Lifeguards

This line will cover expenses for the period of July 1, 2013 through June 30, 2014. This period represents a total of 82 days. It is proposed that the salary for "new" guards begins at $12.00/hour. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes $12.00/hour will be used. *Note- holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards by day			
2 Guards/Weekdays	$12.00/hour x 2 guards	$ 24	per hour for all guards
	$24/hour x 8 hours	$ 192	per day for all guards
	$192/day x 43days	$ 8,256	total for weekdays
2 Guards/Weekends	$12.00/hour x 2 guards	$ 24	per hour for all guards
	$24/hour x 9 hours	$ 216	per day for all guards
	$216/day x 32 days	$ 6,912	total for weekends
2 Guards/Holidays	$18.00/hour x 2 guards	$ 36	per hour for all guards
	$36/hour x 8 hours	$ 288	per day for all guards
	$288/day x 3 days	$ 864	total for holidays

Total Lifeguard Wages		
	Weekday guards	$ 8,256
	Weekend guards	$ 6,912
	Holiday guards	$ 864
		$ 16,032

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for picnic and other small gatherings which often occur in inclement weather.

830 – NINIGRET PARK (cont'd)

830-5025 NINIGRET PARK OVERTIME WAGES – $600

Lifeguards out sick, short staffed end of year, Rhythm and Roots Festival requiring guards during festival.

830-6020 – OPERATING SUPPLIES - $1,300

With fifty percent of the year in the rear view mirror we are at 24% of the budget with the entire preseason ahead of us and stock up for emergency supplies a necessity. The $1,300 requested is a sound number.

Restroom supplies (toilet paper, paper towels, etc.)	$ 700
Cleaning supplies (floor cleaner, disinfectants, $600	$ 600
	$ 1,300

830-6035- SEASONAL WAGES Park Personnel - $10,080

2 Park Laborers 5 days per week x 8 hours per day x 14 weeks May20th –September 6 th x 9.0 $/hour = $10,080

Parks personnel are needed as the number of people attending the park on weekends has grown exponentially, the number of festivals have grown significantly as have other smaller events including music in the park, movies in the park, Frisbee golf daily use and events. These staff members will be managed by the Maintenance Coordinator. Painting responsibilities, brush cutting, weeding, fence installation, weed whacking, lifting etc. These laborers will be skilled members of the staff capable of operating some machinery, chainsaws, hand tools etc.

830 – NINIGRET PARK (cont'd)

830-6040 - MAINTENANCE & REPAIRS - $4,000

Continue to build Kiosks for signage throughout park	$ 600
Replace signage, install street signs throughout, reflectors, street lines	$ 700
Miscellaneous maintenance and repairs to facilities as needed, install new urnial north room	$ 1,500
Install benches, plant trees, add chips to playground area play surface, yearly maintenance	$ 1,200
	$ 4,000

830-6065 - PURCHASED SERVICES - $8,900

Bi-Weekly Coliform Test - 20 tests @ $70.00 per test	$ 1,400
Communications system annual maintenance	$ 250
In car radio system service	$ 410
Cleaning - Restrooms ($800/month x 5 months)	$ 4,000
Poland Springs	$ 400
Pest Control ($120/mo x 12 months)	$ 1,440
Miscellaneous services as needed	$ 1,000
	$ 8,900

830-6075 - TOOLS & EQUIPMENT - $3,000

Replace AED Battery (annually)	$ 1,000
windscreens tennis courts throughout	$ 2,000
	$ 3,000

TOTAL REQUESTED BUDGET $43,912

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.850.5015.000	Blue Shutters Wages	50,545	56,000	56,000	43,087	60,725	60,725	56,000	56,000
01.850.5025.000	Blue Shutters O T Wages	374	500	500	1,364	1,500	1,500	1,500	1,500
01.850.6020.000	Blue Shutters Operating Sup	689	500	500	44	1,000	1,000	800	800
01.850.6035.000	Uniforms & Training	642	750	750	96	1,500	1,500	750	750
01.850.6040.000	Maintenance & Repairs	69	300	300	350	1,000	1,000	500	500
01.850.6045.000	Maintenance Supplies	1,258	1,000	1,000	423	1,350	1,350	1,350	1,350
01.850.6060.000	Printing & Binding	674	875	875	352	875	875	875	875
01.850.6065.000	Purchased Services	6,759	6,500	6,500	5,421	8,825	8,825	8,825	8,825
01.850.6075.000	Tools/Equipment	966	1,000	1,000	608	1,500	1,500	1,000	1,000
01.850.6095.000	Beach Cleaning	4,425	5,000	5,000	4,500	6,000	6,000	6,000	6,000
		66,400	**72,425**	**72,425**	**56,246**	**84,275**	**84,275**	**77,600**	**77,600**
01.900.9005.000	Open Space 2013 Principle	-	-	-	-	100,000	100,000	-	-
01.900.9006.000	Beach Pavilion Principal	-	60,000	60,000	-	60,000	60,000	115,000	115,000
01.900.9007.000	Affordable Housing 2013 Principal	-	-	-	-	100,000	100,000	50,000	50,000
01.900.9021.000	Open Space Bond Principle 3M	150,000	150,000	150,000	150,000	150,000	150,000	170,000	170,000
01.900.9022.000	Bond Issuance Cost	1,000	-	-	-	-	-	30,000	30,000
01.900.9023.000	USDA Rural Dev. Principal 3M	34,288	34,955	34,955	34,955	36,528	36,528		
01.900.9026.000	Open Space Interest 3M	75,263	70,388	70,388	70,388	65,138	65,138	34,700	34,700
01.900.9028.000	USDA Rural Dev. Interest 3M	128,762	128,095	128,095	128,095	126,522	126,522	120,031	120,031
01.900.9029.000	Affordable Housing Interest	-	-	-	-	42,500	42,500	34,700	34,700
01.900.9031.000	Open Space 2013 Interest	-	-	-	-	90,000	90,000	-	-
01.900.9032.000	Beach Pavilion Interest	-	51,750	51,750	-	51,750	51,750	25,300	25,300
01.900.9050.000	Ambulance L/P Amb Corp (2012)	-	37,064	37,064	-	37,064	37,064	37,064	37,064
01.900.9080.000	John Deere Tractor 2012	-	-	-	-	23,706	23,706	23,706	23,706
01.900.9085.000	Debt Service Fees On Bonds	350	-	-	350	-	-	-	-
01.900.9096.000	DPW Heavy Duty Dump/Plow Truck	21,802	-	-	-	-	-	-	-
01.900.9097.000	Police - Radar Units	4,453	-	-	-	-	-	-	-
01.900.9098.000	DPW 4WD Light Pick-Up	5,127	-	-	-	-	-	-	-
01.900.9099.000	Police - Laptop Computers	6,491	-	-	-	15,766	15,766	15,766	15,766
01.900.9100.000	DPW Small Dump Truck	6,682	-	-	-	-	-	-	-
01.900.9101.000	DPW New Brush Cutter & Vacuum Sweeper (2015)	46,151	46,151	46,151	46,151	46,151	46,151	46,151	46,151
01.900.9102.000	DPW Heavy Duty/Dump 2010	24,056	24,056	24,056	24,056	24,056	24,056	24,056	24,056
01.900.9104.000	Police Ford F-150 PU	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904
01.900.9105.000	DPW Heavy Duty Dump 2011	17,833	17,836	17,836	17,836	17,836	17,836	17,836	17,836
01.900.9107.000	Retire Police Station Debt							2,807,728	2,807,728
		529,162	**627,199**	**627,199**	**478,735**	**993,921**	**993,921**	**3,558,942**	**3,558,942**

SUPPLEMENTAL INFORMATION
FY 2013-2014

850 – BLUE SHUTTERS BEACH:

850-5015 - SEASONAL WAGES - $60,725

Total seasonal wages for Blue Shutters Beach lifeguards, beach attendants, and beach manager:

A. Lifeguards

This line will cover expenses for the period of July 1, 2013 through June 30, 2014, a period of 82 days. It is proposed that the salary for "new" guards begins at $12/hour. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes, $12.00/hour will be used. Note - holiday rate of pay = time +1/2 paid for lifeguards.

Lifeguards:			
4 Guards/Weekdays	$12.00/hour x 4 guards	$ 48	per hour for all guards
	$48/hour x 8 hours	$ 384	per day for all guards
	$384/day x 48days	$ 18,432	total for weekdays
4 Guards/Weekends	$12.00/hour x 4 guards	$ 48	per hour for all guards
	$48/hour x 9 hours	$ 432	per day for all guards
	$432/day x 32 days	$ 13,824	total for weekdays
4 Guards Holidays	$18.00/hour x 4 guards	$72	per hour for all guards
	$72/hour x 9 hours	$ 648	per day for all guards
	$648/day x 3 days	$ 1,944	total for holidays
Total Lifeguard Wages	Weekday guards	$ 18,432	
	Weekend guards	$ 13,824	
	Holiday guards	$ 1,944	
TOTAL LIFEGUARD WAGES		**$ 34,200**	

850 – BLUE SHUTTERS BEACH (cont'd)

B. Beach Attendants
Two and one-half (2.5) attendants on weekdays and (3.5) attendant on weekends are required at the Blue Shutters Beach. For budgeting purposes $8.50/hour will be used.

Beach Attendants

Weekdays:

2 Attendants 8:30 a.m. - 5:00 p.m.	8 hours x $8.50/hr	$68.00	per day per attendant
	$68 x 2 attendants	$132.00	per day
	$132/day x 48 days	$6,336.00	total weekday attendants wages
2 Attendants 8:30 a.m. -12:30 p.m.	4.0 hours x $8.50/hr	$34.00	per day per attendant
	$34.00 x 2 attendants	$68.00	per day
	$68.00 x 48 days	$3,264.00	total weekday attendants wages

Weekends/Holidays:

3 Attendants 7:30 a.m. - 5:00 p.m.	9 hours x $8.50/hr	$76.50	per day per attendant
	$76.50 x 3 attendants	$229.50	per day
	$229.50/day x 32 days	$7,344.00	total weekend/holiday attendants wages
2 Attendants 7:30 a.m. -12:30 p.m.	5.0 hours x $8.50/hr	$42.50	per day per attendant
	$42.50 x 2 attendants	$85.00	per day
	$85 x 32 days	$2,720.00	toal weekend/holiday attendants wages
TOTAL ATTENDANTS WAGES		**$19,664**	

C. Blue Shutters Beach Manager
The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

Beach Manager	$12.00/hr x 60 hours	$ 720
	14 weeks (pre and post season)	$ 10,080

850 – BLUE SHUTTERS BEACH (cont'd)

SUMMARY SEASONAL WAGES

Blue Shutters Beach Lifeguards	$ 34,200
Blue Shutters Beach Attendants	19,664
Blue Shutters Beach Manager	10,080
Total Salaries Sub-total	63,944
Less: 5% rain reduction	3,219
Total Blue Shutters Beach Salaries/Wages	$ 60,725

850-5025 BLUE SHUTTERS OVERTIME WAGES - $1,500

Lifeguards out sick, short staffed end of year issues.

850-6020 – OPERATING SUPPLIES - $1,000

Paper products, soaps for restrooms, cleaning supplies, foaming product for new Clivus composting toilets at new pavilion office space requires supplies and new first aid room, replacement flag/s etc.

850-6035 – TRAINING-LIFEGUARDS - $1,500

Total cost of the re-imbursement program will be divided equally between the 2 Town beach budgets. (Charlestown Beach and Blue Shutters Beach.)

Uniform reimbursement	
8 x $50 per uniform	$ 400
Beach Manager, Beach Attendant and Supervisor Uniforms	$ 150
Lifeguard Hoodies	$ 150
	$ 700
Certification and training reimbursement along with in-house trn. For "new" guards only. Average of 5 "new guards" per year. 4 guards x 100 for training/certificaiton and dollars for addtnl.	$ 800
	$ 1,500

850-6040 – MAINTENANCE & REPAIRS - $1,000

Lifeguard chairs refurbished, rain garden development, repairs to old structures on site as needed, replace plant materials yearly, mulch etc..

850 – BLUE SHUTTERS BEACH (cont'd)

850-6045 – MAINTENANCE SUPPLIES - $1,350

replace conditional sign that was stolen	$ 500.00
Cleaning supplies, power washer detergent, paper products, foaming Composting toil	$ 850.00
	$ 1,350.00

850-6060 – PRINTING & BINDING - $875

Printing of cottage passes	$ 150
Printing of daily receipts	$ 850
Total printing costs *	$ 1,750
(*total is divided by 2 for both beaches)	$ 875

850-6065 – PURCHASED SERVICES $8,825

Police detail - 5 hrs/day x 35 days (weekends/holidays) @ $27/hr + FICA	$4,725
Ocean testing as mandated by State 2x per year @ $150 per test	$300
Medical Supplies	$300
Poland Springs	$400
Dept. of Health licenses	$100
Close and open facilities - plumber/water waste removal 5x tanks	$3,000
(Opening of Beaches is DPW / Bldg & Grounds Responsibility)	
	$8,825

850-6075 – TOOLS & EQUIPMENT $1,500

New rescue board	$ 900
Replace AED, cleaning tools, furniture for off. and supplies for new pavilion	$ 600
	$ 1,500

850 – BLUE SHUTTERS BEACH (cont'd)

850-6095 BEACH CLEANING SERVICES $6,000

Twice weekly, beach cleaning services for Charlestown beach to improve safety at beach. 2012 was another complete success with consistent customer satisfaction.

TOTAL REQUESTED BUDGET - $84,275

SUPPLEMENTAL INFORMATION
FY2013 - 2014

900 - DEBT SERVICE:

900-9005 – $2M OPEN SPACE BOND 2014 PRINCIPAL - $100,000
Principal payment on Open Space Bonds to be issued in Spring 2013. Authority given in fiscal year 2004 for $2 million. The bond will be payable from 2014 to 2033.

900-9006 – $1.19M BEACH PAVILION BOND 2014 PRINCIPAL - $60,000
Principal payment on Beach Pavilion Bonds to be issued in Spring 2013. Authority given in fiscal year 2011 for $1.19 million. The bond will be payable from 2014 to 2033

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900-9007 – $1M AFFORDABLE HOUSING BOND 2014 PRINCIPAL - $100,000
Principal payment on Affordable Housing Bonds to be issued in Spring 2013. Authority given in fiscal year 2006 for $1 million. The bond will be payable from 2014 to 2033.

900-9021 – $3M OPEN SPACE BOND PRINCIPAL - $150,000
Principal payment on Series A Open Space Bonds issued in February 2004. Authority given in fiscal year 2000 for $2 million and in year 2002 for $1 million. The bond is payable from February 2005 to February 2024.

900-9023 – $3M USDA RURAL DEVELOPMENT PRINCIPAL (POLICE STATION) - $36,528
Principal payment on 40-year bond for construction of the police station. The bond is payable from July 2007 to July 2046 in equal principal and interest payments of $163,050.

900-9026 – $3M OPEN SPACE BOND INTEREST - $65,138
Open space bond interest payable for fiscal year 2014.

900-9028 – $3M USDA RURAL DEVELOPMENT INTEREST (POLICE STATION) - $126,522
Interest payable on 40-year bond for construction of the police station for FY 2013. The bond is payable from July 2007 to July 2046 in equal principal and interest payments of $163,050.

900-9029 – $1M AFFORDABLE HOUSING INTEREST - $42,500

900 - DEBT SERVICE (cont'd):

900-9031 – $2M OPEN SPACE INTEREST - $90,000

900-9032 – $1.19M BEACH PAVILION INTEREST - $51,750.

900-9050 – AMBULANCE - 2012 (5 YR) - $37,064
Annual payment on a five-year lease purchase for an ambulance for Rescue. FY2016 is final year of lease.

900-9080 – DPW John Deere Tractor (5YR L/P) $23,706
Annual lease payment for new tractor. FY2017 is final year of lease

900-9099 – Police Laptops (3YR L/P) $15,766
Annual lease payment for new tractor. FY2015 is final year of lease

900-9101 DPW MOBILE BRUSH CUTTING TRACTOR & VACUUM SWEEPER/CATCH BASIN CLEANER (7YR L/P) $46,151
Annual lease payment for new mobile brush cutting tractor and new vacuum sweeper/catch basin cleaner. FY2015 is final year of lease.

900-9102 DPW HEAVY DUTY/DUMP TRUCK (5YR L/P) $24,056
Annual lease payment for International Dump Truck. FY2014 is final year of lease.

900-9104 POLICE FORD F-150 PICKUP TRUCK (5YR L/P) $6,904
Annual lease payment for F-150 pickup truck. FY2015 is final year of lease.

900-9105 DPW HEAVY DUTY/DUMP TRUCK (7YR L/P) $17,836
Annual lease payment for new International Dump Truck. FY2017 is final year of lease.

TOTAL REQUESTED BUDGET $993,921

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.920.5005.000	In Lieu Health Insurance	7,372	12,500	12,500	4,375	12,500	12,500	15,000	15,000
01.920.5010.000	Town Funded Retiree Pensions	9,489	9,421	9,421	2,537	4,800	4,800	4,800	4,800
01.920.9205.000	FICA Tax	298,795	323,980	330,322	154,579	328,487	328,487	325,500	325,500
01.920.9210.000	Health Insurance	920,004	990,000	942,053	481,714	1,069,884	1,069,884	950,000	950,000
01.920.9210.008	OPEB Trust Fee	-	15,000	15,000	4,440	18,500	18,500	20,000	20,000
01.920.9215.000	Delta Dental	60,085	67,000	67,000	35,640	67,000	67,000	63,500	63,500
01.920.9220.000	Life Insurance	15,671	16,000	16,000	7,553	16,000	16,000	14,000	14,000
01.920.9225.000	Employer Pension Contr (RIERS)	573,195	501,000	513,408	233,967	560,000	560,000	525,000	525,000
01.920.9240.000	Unemployment Expenses	11,579	7,000	7,000	13,545	27,000	27,000	15,000	15,000
01.920.9250.000	Employee Asst Program	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
		1,897,688	**1,943,401**	**1,914,204**	**939,849**	**2,105,671**	**2,105,671**	**1,934,300**	**1,934,300**
		-							
01.940.9435.000	Auditing Service	41,155	39,500	39,500	45,128	40,000	40,000	40,000	40,000
01.940.9440.000	Town Solicitor	118,800	120,600	120,600	55,300	120,600	120,600	120,600	120,600
01.940.9445.000	Special Service/Legal	14,890	40,000	40,000	6,186	80,000	80,000	80,000	80,000
01.940.9445.001	Special Services Legal/NIT	28,545	40,000	40,000	14,545	-	-	-	-
01.940.9450.000	Miscellaneous Legal	7,479	100,000	100,000	5,636	100,000	100,000	100,000	100,000
		210,869	**340,100**	**340,100**	**126,795**	**340,600**	**340,600**	**340,600**	**340,600**
01.950.9550.000	Town Insurance	**153,948**	**190,000**	**190,000**	**177,879**	**190,000**	**190,000**	**190,000**	**200,733**
01.960.9625.000	Council Contingency Fund	7,095	9,500	9,500	5,093	10,000	10,000	15,000	15,000
01.960.9625.002	Contingency for pay increases	-	78,704	-	-	-	-	-	-
01.960.9625.003	Contingency for longevity increases	-	4,193	-	-	-	-	-	-
01.960.9625.004	Contingency for FICA	-	6,342	-	-	-	-	-	-
01.960.9625.005	Contingency for RIERS	-	12,408	-	-	-	-	-	-
01.960.9626.000	Accrued Payroll	-	15,500	15,500	-	-	-	-	-
		7,095	**126,647**	**25,000**	**5,093**	**10,000**	**10,000**	**15,000**	**15,000**

SUPPLEMENTAL INFORMATION
FY2013- 2014

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - $12,500
Employee option payment for non-participation in health coverage. Currently includes three municipal employee, and one CPMA member.

920-5010 - RETIREES' SALARIES - $4,800
Covers one employee and the spouse of an employee who retired with Town pensions prior to the Town's participation in State system.
1 @ $ $9,421 per year (increases @ 3% each July – spouse of former Chief of Police).

920-9205 - FICA TAX EXPENSE - $328,487
Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - $1,069,884
The health insurance calculation is funded with a projected rate increase of 10.0% over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 30 Rhode Island cities, towns and school districts on a self-funded basis. Full-time employees who are not members of the Fraternal Order of Police Lodge 40 contract are required to co-pay 15% of their health insurance premium as of 7/1/2007. Employees hired after 7/1/2009 are required to co-pay 20%. All full-time members of the Fraternal Order of Police Lodge 40 contract are required to co-pay 20% of their health insurance premium as of 6/20/2012. Retirees covered with health benefits with no co-pay include 7 former municipal employees and 8 former police officers. Of these, 8 individuals are on Plan 65 and 2 individuals reimbursed for Medicare Part B premiums. An eyeglass/contact lens benefit at $100 per year per employee is also funded in this account.

920-9210 OPEB TRUST FEE - $18,500

920-9215 - DENTAL INSURANCE - $67,000
Dental premiums for all full-time employees and two retirees @ a level funding of 12/13 rates.

920 - EMPLOYEE BENEFITS (cont'd):

920-9220 - LIFE INSURANCE - $16,000
Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - $560,000
Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2013 municipal rate calculated @ 10.49% police rate calculated @ 19.25 %, for the Defined Benefit plan and a rate of 1% for municipal and police for the Defined Contribution Plan.

920-9240 - UNEMPLOYMENT - $27,000
Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

920-9250 - EMPLOYEE ASSISTANCE PROGRAM - $1,500
Crisis referral service designed for persons in need of counseling. Yearly fee for up to 70 employees.

TOTAL REQUESTED BUDGET $2,105,671

SUPPLEMENTAL INFORMATION
FY2012 – 2013

940 - PROFESSIONAL SERVICES:

940-9435 – AUDITING SERVICE - $40,000
Estimated cost for preparation of annual audit and side fund trial balances for fiscal year ending June 30, 2012. The annual fee is based on the annual cost for FY2012. Additional costs incurred during the audit is estimated based on historical costs. Sealed bids will be solicited for the Fiscal years ending 2012, 2013 and 2014.

940-9440 – TOWN SOLICITORS - $120,600
Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/8/08)	$55,200	Town Council, Planning
Town Solicitor Robert E. Craven (per contract effective 12/8/08)	$40,800	Probate, Prosecution, Zoning
Asst. Solicitor Joseph Larisa (per contract effective 12/8/08)	$24,600	Narragansett Indian Tribe
	$120,600	

940-9945 – SPECIAL LEGAL SERVICES - $80,000
Legal services rendered by the Solicitor or special counsel authorized on a case-by-case basis by the Town Council related to litigation.

940-9450 – MISCELLANEOUS LEGAL COSTS - $100,000
Premiums for insurance coverage per Union and Municipal Management Agreements.

Labor Matters
Arbitration Costs
Transcriptions
Stenographers
RI Manager's Retainer of Labor Counsel

TOTAL REQUESTED BUDGET - $340,600

950 - TOWN INSURANCE:

950-9550 – TOWN INSURANCE - $190,000

Premiums for property, liability and worker's compensation coverage. Liability insurance maintained at $5 million for budget year 2014.

TOTAL REQUESTED BUDGET $190,000

960 – COUNCIL CONTINGENCY:

960-9625 – TOWN COUNCIL CONTINGENCY - $10,000

Funds set aside for emergencies and items not budgeted. Money expended with Town Council approval. Level funded with prior year.

TOTAL REQUESTED BUDGET $10,000

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.990.9100.000	Capital Leases	169,056	-	-	-	-	-	-	-
01.990.9901.000	Police Cruisers	113,820	-	-	-	63,090	63,090	63,090	63,090
01.990.9902.000	Police Admin Car	22,932	-	-	-	24,174	24,174	24,174	24,174
01.990.9903.000	Bullet Proof Vest					20,000	20,000	16,000	16,000
01.990.9906.000	Police Motorola Portable Radio	-	-	-	-	-	6,145	30,723	30,723
01.990.9908.000	Police Prisoner Transport Seats	11,510	-	-	-	-	-	-	-
01.990.9909.000	IT - File Server	-	50,000	50,000	-	50,000	50,000	50,000	50,000
01.990.9913.000	DPW Backhoe Loader	130,000	-	-	-	-	-	-	-
01.990.9914.000	DPW Klondike Rd Improvements	72,670	-	-	(16,770)	-	-	-	-
01.990.9916.000	DPW Heavy Duty 4WHL DR Pickup/Plow					11,320	11,320	11,320	11,320
01.990.9917.000	GIS - 44in Plotter	-	7,000	7,000	7,330	-	-		
01.990.9922.000	Rec Tennis & Basketball Court Resurfacing	4,661	-	-	94	-	5,000	-	-
01.990.9937.000	CRCC Loader Refurbish					5,560	5,560	10,000	10,000
01.990.9938.000	Town Hall Painting					21,000	21,000	-	-
01.990.9939.000	Senior Ctr Lights					19,500	19,500	19,500	19,500
01.990.9941.000	Ninigret Bathroom Retrofit					30,000	30,000	30,000	30,000
01.990.9942.000	T2300 MFP					10,574	10,574	10,574	10,574
01.990.9957.000	Stormwater Discharge Elimination	-	50,000	50,000	-	-	-	-	-
01.990.9958.000	Dpw 20 Field Mower	-	14,700	14,700	10,159	-	-	-	-
01.990.9960.000	Ambulance	35,805	-	-	-	-	-	-	-
01.990.9961.000	DPW Asphalt Resurfacing	135,120	109,260	109,260	-	109,260	109,260	109,260	109,260
01.990.9964.000	DPW Dump Truck With Plow (7 Yr L/P)	59,825	-	-	-	17,795	17,795	17,795	17,795
01.990.9965.000	GIS Zoning Overlay	5,977	-	-	-	-	-	-	-
01.990.9970.000	ESCO Upgrades	-	104,143	104,143	-	-	-	-	-
01.990.9971.000	EMA Vehicle	-	35,000	35,000	-	-	-	-	-
01.990.9972.000	Police Computer Upgrades	-	24,400	24,400	20,360	12,000	-	-	-
01.990.9973.000	Police Vehicle Laptops	-	15,793	15,793	15,766	15,793	-	-	-
01.990.9976.000	DPW Mobil Brush Cutting Tractor (7 Yr L/P)	-	14,910	14,910	-	-	-	-	-
01.990.9983.000	REC Disc Golf Course					5,000	5,000	5,000	5,000
01.990.9984.000	Sr/Community Ctr Furniture	2,999	-	-	-	-	-	-	-
	ACO Roof						7,500	-	-
	P & R Backhoe 310 Series						112,000	-	-
	Ninigret Event Center & Campground						150,000	-	-
		764,374	**425,206**	**425,206**	**36,938**	**415,066**	**667,918**	**397,436**	**397,436**

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2014 - FY 2018

Department	Description	FY2014	FY2015	FY2016	FY2017	FY2018
Public Works	Dump Truck w/plow, frame & plow controls	17,795	17,795	17,795	17,795	17,795
	Small Dump Truck 1-ton				14,070	
	H-Duty 4WHL.DR. Pickup	11,320	11,320	11,320	11,320	11,320
	Backhoe Loader				18,509	
	Highway Sander				13,500	
	Snow Plow				9,500	
	Brush chipper		68,355			
	Large Area Field Mower				49,000	
	2 Medium H-D Mowers			42,000		
	Asphalt Resurfacing	109,260	109,260	109,260	109,260	109,260
	Crack Sealing Kettle			36,700		
	Burdickville Rd Survey & Engineering			111,180		
	Burdickville Rd Construction (*Bonded)				1,040,400	
	Klondike Rd Construction (*Bonded)		800,000			
	Old Mill Rd Survey & Engineering		117,360			
	Old Mill Rd Construction (*Bonded)			1,006,740		
	Replace Waste Compactor				24,500	
	CRCC Loader Tires (replacement)		11,000			
	CRCC Loader Refurbish	10,000				
	Open Top Container for CRCC					
	Old Ninigret Tennis Ct Reconstruction		213,022			
	Stormwater Discharge Elimination Project					
	Sub-total	148,375	1,348,112	1,334,995	1,307,854	138,375

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2014 - FY 2018

Department	Description	FY2014	FY2015	FY2016	FY2017	FY2018
Parks and Recreation	Solar lights - Senior Center parking lot	19,500				
	Ninigret Restroom Retrofit	30,000				
	Disc Golf Course	5,000	5,000			
	Ninigret Event Center & Campground (*Bonded)		2,300,000			
	Sub-total	54,500	2,305,000	-	-	-
Information Technology	File Server Replacement	50,000				
	Sub-total	50,000	-	-	-	-
GIS	Desk Top Computer				7,000	
	T2300 mfp	10,574				
	Sub-total	10,574	-	-	7,000	-
Police	Motorola Portable Radios	30,723				
	Police Cruisers	63,090				
	Body Armor	16,000				
	Admin Vehicles	24,174				
	Sub-total	133,987	-	-	-	-
Animal Control	Repair/Replace Building Roof			7,500		
	Quarantine/Isolation Unit		45,000			
	Sub-total	-	45,000	7,500	-	-
	Grand Total	397,436	3,698,112	1,342,495	1,314,854	138,375

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY 2012 Audited	FY 2013 Adopted	FY 2013 Adjusted	FY 2013 Actual as of 12/31/2012	FY 2014 Depart Request	FY 2014 Town Admin	FY 2014 Budget Comm	FY 2014 Town Council
01.995.8930.000	Transfer In - Landfill Closure Fund	(1,990)	-	-	-	-	-	-	-
01.995.8940.000	Transfer In - Impact Fees	(100,000)	-	-	-	-	-	-	-
01.995.8950.000	Transfer In - Ad Hoc Withdrawal Committee	(19,938)	-	-	-	-	-	-	-
01.995.8960.000	Transfer In - Tax Anticipation Note	(7,500)	-	-	-	-	-	-	-
01.995.9915.000	Revaluation	40,000	50,000	50,000	50,000	65,000	65,000	55,000	55,000
01.995.9947.000	Comprehensive Plan Update	-	-	-	-	65,000	65,000	20,000	20,000
01.995.9960.000	CRCC Enterprise Transfer	15,000	5,000	5,000	5,000	15,000	15,000	-	-
01.995.9965.000	Employee Severance Benefit	100,000	150,000	150,000	150,000	125,000	125,000	125,000	125,000
01.995.9970.000	Municipal Planning	-	-	-	-	15,000	15,000	10,000	10,000
01.995.9981.000	Transfer to Ninigret Park Master Plan	-	15,000	15,000	15,000	-	-	-	-
01.995.9982.000	Transfer to Klondike Rd	-	650,000	650,000	650,000	800,000	800,000	800,000	800,000
01.995.9985.000	Transfer to Pond & Beach Preservation	150,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
01.995.9990.000	Health Care Rsv Fund (OPEB's)	346,000	346,000	346,000	346,000	346,000	346,000	346,000	346,000
01.995.9992.000	Buckeye Brook Phase II	650,849	-	-	-	-	-	-	-
01.995.9993.000	Transfer to Legal Reserve						226,500	226,500	226,500
01.995.9994.000	DPW Salt/Sand Equipment Shed	-	27,921	27,921	28,141	-	-	-	-
01.995.9998.000	Old Coach Road	257,864	-	-	-	-	-	-	-
01.995.9999.000	Town Capital Maintenance Fund	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		1,450,285	**1,443,921**	**1,443,921**	**1,444,141**	**1,631,000**	**1,857,500**	**1,782,500**	**1,782,500**
01.999.9999.000	Proceeds from Capital Leases	**(169,056)**	-	-	-	-	-	-	-
	Total Expenses	**24,898,052**	**25,967,594**	**25,967,594**	**11,851,298**	**27,326,094**	**27,805,446**	**29,525,675**	**29,358,165**

SUPPLEMENTAL INFORMATION
FY2013 - 2014

995 -TRANSFERS OUT:

995-9915 - TAX ASSESSOR - REVALUATION - $65,000
Funds used to complete full town-wide and statistical revaluations. Funds set aside annually to spread the cost over a number of years. Fund balance at 06/30/12 at $257,719 (See back up)

995-9947 – Comprehensive Planning - $65,000
The town is conducting a statistical update of the current 2006 five year plan, as required by the State. The town will be required to conduct a complete rewrite of the Comprehensive Plan to comply with the new State Law by June 2016. The Planning Department will lead the rewrite with the Planning Commission. It will require the hiring of a consultant and a tremendous amount of community outreach and participation. The total cost is anticipated to be $65,000. Fund balance as of 06/30/12 at $10,194.

995-9960 – CRCC SUBSIDY - $15,000
Transfer to offset operating expenditures and capital improvements at the collection center.

995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND - $125,000
Funds set-aside in a non-lapsing, non-transferable reserve account to be utilized when employees retire to offset costs of accumulated vacation, sick, and personal time per recommendation of auditors. Level funded with the prior year. Fund balance at 06/30/12 at $99,464.

995-9970 – Municipal Planning - $15,000
The purpose of this fund is for special projects and initiatives related to Planning for the community. This fund regularly had transfers of $15,000 per year from 2003 to 2005. A significant portion of the fund had been expended on a complete rewrite of the Zoning Ordinance and Subdivision Regulations. This is still an ongoing project and is expected to require additional funding from this account. The request is being made to fund to ensure there is adequate funding to complete this important rewrite and maintain enough funding to begin additional initiatives to benefit the town. Historically this fund has been used to pay for summer interns in the Planning Department, which has been a very valuable asset to the town and has benefited several different boards and commissions and departments in town. The opportunity to continue would be an asset to the town.

995-9981 – TRANSFER TO NINIGRET PARK MASTER PLAN - $0

995 – TRANSFEFRS OUT (cont.)

3995-9982 – TRANSFER TO KLONDIKE ROAD - $800,000
Funding necessary to complete project started in FY13 for Klondike Road.

995-9985 – Pond & Beach Preservation - $175,000
Funds to support projects that will improve the water quality of the three coastal salt ponds. Fund balance at 06/30/12 at $0.

995-9990 – HEALTH CARE RESERVE FUND - $346,000
Funding of other post-employment benefit liability for retiree healthcare estimated as of 7/1/10 at $4.947 million. Fund balance at 06/30/12 at $1,842,756.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - $25,000
Funds for town-wide capital maintenance, projects and renovations. Fund balance at 06/30/12 at $100,055.

TOTAL REQUESTED BUDGET - $1,631,000

TOWN OF CHARLESTOWN

FISCAL YEAR 2013 - 2014

Account	Description	FY12 Audited	FY13 Adopted	FY13 Actual	FY14 Department Request	FY14 Town Admin	FY14 Budget Comm	FY14 Town Council
05.000.3520.000	Interest Income	116.81	100.00	96.16	100.00	100.00	100	-
05.000.3530.000	Bag Tag Revenue	51,890.00	60,000.00	27,050.00	62,888.00	62,888.00	62,888	-
05.000.3540.000	General CRCC Revenue	73,136.98	87,800.00	35,366.60	90,000.00	90,000.00	90,000	-
05.000.3543.000	Recyclable Revenue	18,487.00	13,700.00	4,844.48	14,163.00	14,163.00	14,163	-
05.000.3550.000	Unclassified Revenue	110.00	-	25.00	-	-	-	-
05.000.3560.000	General Fund Subsidy	15,000.00	5,000.00	5,000.00	15,000.00	15,000.00	-	-
05.000.3565.000	CRCC Permits	32,220.00	37,000.00	15,980.00	37,000.00	37,000.00	37,000	-
	Transfer from Fund Balance						25,000	
	Total Revenues	190,960.79	203,600.00	88,362.24	219,151.00	219,151.00	229,151	-

05.000.4985.000	Bank Charges	77.97	-	(12.00)	-	-	-	-
05.000.5010.000	CRCC Wages	50,268.16	43,482.00	31,108.81	59,166.00	59,166.00	59,166	-
05.000.5010.001	CRCC Non-Pension Wages	1,231.81	-	850.41	-	-	-	-
05.000.5010.003	DPW CRCC Wages	141.35	-	-	-	-	-	-
05.000.5010.004	CRCC Longevity Wages	3,741.45	3,494.00	2,419.53	-	-	-	-
05.000.5010.006	DPW CRCC Longevity	9.90	-	-	-	-	-	-
05.000.5015.000	CRCC Seasonal Wages	10,142.29	10,800.00	8,287.50	10,800.00	10,800.00	10,800	-
05.000.5025.000	CRCC Overtime Wages	708.08	2,000.00	637.84	2,000.00	2,000.00	2,000	-
05.000.5025.003	DPW CRCC OT Wages	1,632.68	-	1,210.97	-	-	-	-
05.000.6020.000	Operating Supplies	3,260.54	3,500.00	1,077.04	3,500.00	3,500.00	3,500	-
05.000.6020.001	Water, Landfill	83.36	-	40.03	-	-	-	-
05.000.6040.000	Maintenance & Repairs	14,880.88	7,200.00	8,403.52	7,200.00	7,200.00	15,000	-
05.000.6045.000	Uniforms, Boots, Safety Items	961.51	1,250.00	240.07	1,250.00	1,250.00	1,250	-
05.000.6045.001	Lnd Boot Allowance 200/Yr	309.00	-	243.30	-	-	-	-
05.000.6046.000	Utilities	16,108.12	13,000.00	7,113.66	13,000.00	13,000.00	13,000	-
05.000.6050.000	CRCC Licensing	1,000.00	3,000.00	-	3,000.00	3,000.00	1,000	-
05.000.6055.000	Waste Management	39,180.55	44,500.00	21,372.58	44,500.00	44,500.00	44,500	-
05.000.6060.000	Waste Management Recycle	21,643.00	17,500.00	10,540.00	17,500.00	17,500.00	17,500	-
05.000.6075.000	Tools & Equipment	298.53	800.00	826.13	800.00	800.00	800	-
05.000.9010.000	Interest - Capital Leases	176.86	-	-	-	-	-	-
05.000.9205.000	FICA Tax	4,832.62	3,589.00	3,231.45	4,550.00	4,550.00	5,505	-
05.000.9210.000	Health Insurance	23,915.76	18,000.00	15,133.37	20,000.00	20,000.00	22,487	-
05.000.9210.001	Health Deductions Payroll	(3,651.47)	-	(2,453.33)	-	-	-	-
05.000.9215.000	Dental Insurance	1,541.84	1,800.00	897.75	1,800.00	1,800.00	1,398	-
05.000.9220.000	Life Insurance	358.80	320.00	202.67	320.00	320.00	315	-
05.000.9225.000	Employer Pension Contr (RIERS)	6,692.46	5,400.00	3,834.50	5,400.00	5,400.00	6,798	-
05.000.9950.000	Waste Compactor 5YR LP	-	4,835.00	-	4,835.00	4,835.00	4,835	-
05.000.9952.000	Roll Off Container 5YR LP	-	1,930.00	-	1,930.00	1,930.00	1,930	-
05.000.9996.000	Workers Comp Insurance	1,675.42	2,200.00	1,115.02	2,600.00	2,600.00	2,367	-
05.000.9999.000	Depreciation	11,852.55	15,000.00	-	15,000.00	15,000.00	15,000	-
	Total Expenditures	213,074.02	203,600.00	116,320.82	219,151.00	219,151.00	229,151	-

Surplus(Deficit) (22,113.23)

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2013-2014

NOTE: THIS FACILITY OPERATES AS AN ENTERPRISE FUND

REVENUES:

3520 – INTEREST INCOME $100
Interest income earned on average daily checking and investment account balances.

3530 – BAG TAG REVENUE $62,888
Revenue derived from the sale of bags tags estimated at 30,000 bag tags at $2.00 each.

3540 – GENERAL CRCC REVENUE $90,000
Income realized from the disposal of white goods and demolition materials at the CRCC.

3543 – CRCC RECYCLABLE REVENUE $14,163
Income realized from recyclable material deposited at the CRCC.

3560 – GENERAL FUND SUBSIDY $15,000
Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

3565 – CRCC PERMITS $37,000
Revenue derived from the sale of annual CRCC entry stickers estimated at 1,800 stickers at $20.00 each.

REQUESTED REVENUE $219,151

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2013-2014

EXPENDITURES:

5005 – WAGES $59,166

Wage rates and longevity amounts are based on the anticipated Teamsters Local 251 Collective Bargaining Agreement. Wages are currently provided for 4 days of CRCC operation: Monday, Thursday, Friday and Saturday.

	2013-2014					
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Shift Differential	Total
Landfill Foreman (50% B&G, 50% CRCC)	23,991	2,399	35	-	-	$ 26,390
Landfill Operator (20% B&G, 80% CRCC)	30,776	2,000	13	-	-	32,776
	54,767	4,399				$ 59,166

5015 – SEASONAL WAGES $10,800

Seasonal full-time employee at $14.00/hour for 24 weeks ($10,752); or two (2) half-time seasonal employees funded at $13.00/hour.

5025 – OVERTIME WAGES $2,000

Level funded with the prior year.

6020 – OPERATING SUPPLIES $3,500

Fuel, lubricating oil, grease, etc.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2013-2014

EXPENDITURES (cont'd)

6045 – UNIFORMS, BOOTS & SAFETY ITEMS $1,250
Uniforms, boots and other supplies for employees per their labor contract.

6046 – UTILITIES $13,000
Telephone, heat and lights for the CRCC.

6050 – CRCC LICENSING – $3,000
This account provides funds for the Licensing renewal of the transfer station/collection station and for the Leaf and Yard Waste Composting Facility License renewal. Renewals are due every 3 years (due June 2012).

6055 – WASTE MANAGEMENT $44,500
Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. Low bid haul costs increased to $165/haul in 2010. The current low bid is $165/haul, plus $32/ton disposal fee at the Central Landfill. The 2011 contracted haul cost is $170/haul, plus $32/ton disposal fee.

6060 – WASTE MANAGEMENT RECYCLING $17,500
Cost to haul recyclables to Johnston, RI estimated at 100 hauls at $170 per haul. Disposal of recyclables is presently available at no cost per RIRRC contract.

6075 – TOOLS & EQUIPMENT $800
Small miscellaneous tools needed for CRCC operations.

9205 – FICA TAX $4,550
7.65% of proposed payroll.

9210 – HEALTH INSURANCE $20,000
50% of premiums for Foreman and 80% of premiums for Operator.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2013-2014

EXPENDITURES (cont'd)

9215 – DENTAL INSURANCE $1,800
50% of premiums for Foreman and 80% of premiums for Operator.

9220 – LIFE INSURANCE $320
50% of premium for Foreman and 80% of premium for Operator.

9225 – EMPLOYEE RETIREMENT $5,400
50% of ER contribution for Foreman and 80% of ER contribution for Operator.

9950 – WASTE COMPACTOR (capital improvement) $4,835
Cost to lease/purchase a waste compactor as a replacement for one of the present units. (Purchased in 2008-09 cycle). Total estimated lease expense is $26,969 ($24k principal + $3k interest) over 5 years.

9952 – ROLL-OFF CONTAINER (capital improvement) $1,930
Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is $7,325 ($6.6k principal + $700 interest) over 5 years.

9996 – WORKERS COMPENSATION INSURANCE $2,600
Calculated at 4.33% of total straight-time wages plus 2/3 of overtime wages.

9997 – DEPRECIATION $15,000
Based fixed asset database projection for depreciation.

REQUESTED EXPENDITURES $219,151

TOWN OF CHARLESTOWN
COASTAL PONDS
FISCAL YEAR 2013 - 2014

2/22/2013

Account	Description	FY12 Audited	FY13 Adopted	FY13 Actual	FY14 Department Request	FY14 Town Admin	FY14 Budget Comm	FY14 Town Council
06.000.3520.000	Interest On Checking	34.12	-	13.05	-	-	-	-
06.000.3535.000	Mooring Revenue	53,250.00	54,625.00	875.00	54,125.00	54,125.00	52,408.00	-
06.000.3536.000	Interest Income	39.61	200.00	58.10	200.00	200.00	200.00	-
06.000.3540.000	Retained Earnings Transfer	-	53,489.00	-	-	-	55,000.00	-
06.000.3550.000	Miscellaneous Revenue	1,210.00	-	70.00	-	-	-	-
	Total Revenue	54,533.73	108,314.00	1,016.15	54,325.00	54,325.00	107,608.00	-
06.000.5015.000	Harbor Master Wages	22,241.12	34,691.00	14,866.38	33,282.00	33,282.00	33,282.00	-
06.000.5025.000	Harbor Master Overtime Wages	720.49	250.00	787.52	1,777.00	1,777.00	1,777.00	-
06.000.6015.000	Dues & Subscriptions	45.00	100.00	-	100.00	100.00	100.00	-
06.000.6020.000	Operating Supplies	2,959.10	1,478.00	1,201.43	1,972.00	1,972.00	1,972.00	-
06.000.6030.000	Mooring Software		2,105.00				2,075.00	
06.000.6035.000	Fuel & Oil	-	2,040.00	791.05	2,120.00	2,120.00	2,120.00	-
06.000.6040.000	Maintenance & Repairs	1,817.17	2,500.00	609.02	2,500.00	2,500.00	2,500.00	-
06.000.6042.000	Boat Improvements	-	2,000.00	-	-	-	-	-
06.000.6070.000	Travel Expense	849.71	1,000.00	386.84	1,666.00	1,666.00	1,500.00	-
06.000.6075.000	Tools & Equipment	9,180.59	2,250.00	890.75	2,500.00	2,500.00	2,500.00	-
06.000.6130.000	Navigational Aids	-	1,000.00	125.85	1,000.00	1,000.00	1,000.00	-
06.000.9205.000	FICA Tax	1,756.57	2,800.00	1,197.56	2,682.00	2,682.00	2,682.00	-
06.000.9996.000	Worker's Compensation Ins	822.52	1,100.00	557.16	1,100.00	1,100.00	1,100.00	-
	Boat		55,000.00				55,000.00	
	Total Expenditures	40,392.27	108,314.00	21,413.56	50,699.00	50,699.00	107,608.00	-
	Surplus(Deficit)	14,141.46					-	

Coastal Ponds/Harbor Department Budget Proposal FY 2013-2014

Income

3535	Mooring Fees	$54,125.00
3538	Interest Income	$200.00
3540	Retained Earnings Transfer *(To Balance Budget)*	$0.00
3560	General Fund Subsidy	$0.00
	Total Income	$54,325.00

Expenses

5015	Harbor Master Wages	$33,281.92
5025	Overtime Wages/Holidays	$1,776.96
6015	Dues and Subscriptions	$100.00
6020	Opertaing Supplies	$1,972.00
1234	Online Mooring	$2,075.00
6035	Fuel and Oil	$2,120.00
6040	Maintenance and Repairs	$2,500.00
6042	Boat Improvements	$0.00
6070	Travel Expense	$1,666.00
6075	Tools and Equipment	$2,500.00
6130	Navigational Aids	$1,000.00
9025	FICA Tax	$2,682.00
9996	Worker's Comp Insurance	$1,100.00
	Total Expenses	$52,773.88
	Difference	$1,551.12

Coastal Ponds/Harbor Department Budget Proposal FY 2013-2014

Income

Recreational Moorings Permits			
Number of Permits	282		
Fee	$125		
Total	$35,250.00		
Waterfront Recreational Moorings Permits			
Number of Permits	115		
Fee	$125		
Total	$14,375.00		
Commercial Mooring Permits			
Number of Permits	18		
Fee	$250		
Total	$4,500.00		
		Total Mooring Permit Income	**$54,125.00**
Interest Income	$200.00		
Retained Earnings Transfer To balance Budget			
General Fund Subsidy			
		Total Income	**$54,325.00**

Coastal Ponds/Harbor Department Budget Proposal FY 2013-2014

Expenses

Harbor Master Wages

Harbor Master

Rate	$20.00
	Hours
Jan	65
Feb	65
Mar	65
Apr	82
May	132
Jun	140
Jul	140
Aug	132
Sep	132
Oct	65
Nov	50
Dec	50
Total	1118
Wages	**$22,360.00**

Asst. Harbor Master

Rate	$14.68
	Hours
Jan	0
Feb	0
Mar	0
Apr	0
May	80
Jun	80
Jul	80
Aug	80
Sep	52
Oct	0
Nov	0
Dec	0
	372
	$5,460.96

Asst. Harbor Master

Rate	$14.68
	Hours
Jan	0
Feb	0
Mar	0
Apr	0
May	80
Jun	80
July	80
Aug	80
Sep	52
Oct	0
Nov	0
Dec	0
	372
	$5,460.96

Total Wages **$33,281.92**

Overtime Wages/Holiday

	Harbor Master	Asst. Harbor Master	Asst. Harbor Master
Memorial Day	$240.00	$176.16	$176.16
Independence Day	$240.00	$176.16	$176.16
Labor Day	$240.00	$176.16	$176.16

Total Overtime/Holiday $1,776.96

Dues and Subscriptions #6015

Harbor Master Association Membership	$65.00
Other Subscriptions and Memberships	$35.00

Total Dues and Subscriptions $100.00

Operating Supplies #6020

Postage	$500.00
Mooring Permit Stickers	$300.00
Verizon	$972.00
Office Supplies	$200.00

Total Operating Supplies $1,972.00

Online Mooring #6030

	Number of Permits
Recreational Mooring Permits	282
Waterfront Recreational Mooring Permits	115
Commercial Mooring Permits	18
Total Permits	**415**
Online Mooing Processing Fee ***(Per Issued Permit)***	**$5.00**

Total Online Mooring $2,075.00

Fuel and Oil #6035

Price: $3.50 *(Projected Per Gallon)*

	Gals *(Approx)*	Amount			
Apr	12	$42.00			
May	24	$84.00			
Jun	80	$280.00			
Jul	150	$525.00			
Aug	150	$525.00			
Sep	80	$280.00			
Oct	24	$84.00		**Total**	$1,820.00
2-Stroke Oil *(Gals)*	10	Pice Per Gallon *(Projected)*	$30.00	**Total**	$300.00

Total Fuel/Oil $2,120.00

Maintenance and Repairs #6040

Total Maintenance and Repairs **$2,500**

Boat Improvements #6042

Total Boat Improvements **$0.00**

Travel Expense #6070

Federal Mileage Reimbursment Rate *(Effective 1/1/13)* $0.56

	Miles	Amount at Rate
Jan	100	$56.00
Feb	200	$112.00
Mar	250	$140.00
Apr	250	$140.00
May	300	$168.00
Jun	375	$210.00
Jul	375	$210.00
Aug	375	$210.00
Sep	275	$154.00
Oct	225	$126.00
Nov	150	$84.00
Dec	100	$56.00
Total	2975	$1,666.00

Total Travel Expense **$1,666.00**

Tools and Equipment #6075

Tools and Safety Equipment	$1,500.00	
Signage and Mapping	$1,000.00	
Total Tools and Equipment		**$2,500**

Navigational Aids #6130

Navigational Buoys and Safety Markings		$1,000.00
Total Navigational Aids		**$1,000.00**

FICA Tax #9205

Percentage of Total Payrol	7.65%	
Total Payroll	$35,058.88	
Total FICA Tax		**$2,682.00**

Worker's Compensation Insurance #9996

Total Worker's Compensations Insurance	**$1,100.00**

Overview

The following budget proposal will outline the projected income and expenses for the Fiscal Year 2013-2014. Income will be based on collected mooring fees realized from 415 issued mooring permits in total. Total mooring permits are broken down in the following categories; 282 Recreational Mooring Permits at $125 per season, 115 Waterfront Property Owner Recreational Mooring Permit at $125 per season, and 18 Commercial Mooring Permits at $250 per season. Income will be broken down by account to show total projected income, and total expenses will be broken down by account to show proposed department requested spending for 2013-2014 as well as change from the Fiscal Year 2012-2013 approved budget.

Income

Mooring Permit Revenue

Total Mooring Fees FY 2012-2013	$54,625.00
Total Projected Fees FY 2013-2014	$54,125.00
Change	$500

Difference in fees is from a change in total issued mooring permits from 421 for FY 2012-2013 to 415 projected in FY 2013-2014.

Interest Income

Approved FY 2012-2013	$200
Requested FY 2013-2014	$200
Change	$0

No change requested

Retained Earnings Transfer (Balance Budget)

Approved FY 2012-2013	$53,489.00
Requested FY 2013-2014	$0
Change	($53,489.00)

A capital purchase was approved for FY 2012-2013 and the amount above was transferred out of the Coastal Ponds retained earnings account to balance the budget. No Capital Purchases are proposed for FY 2013-2014 and no funds are required to balance the budget so no transfer out of retained earnings will be requested.

Expenses

Harbor Master Wages

Approved FY 2012-2013	$34,691.00
Requested FY 2013-2014	$33,281.92
Change	($1,409.10)

Difference is the result of modifying total Assistant Harbor Master hours from 420 to 372 at a rate of $14.68/hour. There is no change in hourly rate requested for FY 2013-2014

Overtime/Holiday Wages

Approved FY 2012-2013	$250.00
Requested FY 2013-2014	$1,776.96
Change	$1,526.96

A maximum of 8 hours at time and a half will applied to the Harbor Master and Assistant Harbor Masters for Memorial Day, Independence Day, and Labor Day when on duty. The requested amount is required to balance the expense account from wages earned on these holidays.

Dues and Subscriptions

Approved FY 2012-2013	$100.00
Requested FY 2013-2014	$100.00
Change	$0

No change requested.

Operating Supplies

Approved FY 2012-2013	$1,478.00
Requested FY 2013-2014	$1,972.00

Change	$494.00

Change is the result of additional service through Verizon from $478 to $972 per year.

Online Mooring

Approved FY 2012-2013	$2,105.00
Requested FY 2013-2014	$2,075.00
Change	($30)

Change is the result of total of 412 issued mooring permits in FY 2012-2013 to a total of 415 issued mooring permits projected for FY 2013-2014. A $5.00 processing fee is applied by Online Mooring for each processed Mooring Permit Application.

Fuel and Oil

Approved FY 2012-2013	$2,040.00
Requested FY 2013-2014	$2,120.00
Change	$80

Change is the result of an increase in cost of 2-stroke oil.

Maintenance and Repairs

Approved FY 2012-2013	$2,500.00
Requested FY 2013-2014	$2,500.00
Change	$0

No change Requested

Boat Improvements

Approved FY 2012-2013	$2,000.00
Requested FY 2013-2014	$0
Change	($2,000.00)

Change is the result of no proposed large cost boat improvements for FY 2013-2014

Travel Expense

Approved FY 2012-2013	$1,000.00
Requested FY 2013-2014	$1,666.00
Change	$666.00

Change is the result of an increase in the federal mileage reimbursement rate to $.56 per mile at a total of 2975 miles for FY 2013-2014.

Tools and Equipment

-Tools and Equipment	$1,500.00
-Signage and Mapping	$1,000.00
Approved FY 2012-2013	$2,250.00
Requested FY 2013-2014	$2,500.00
Change	$250

Change is the result of an increase for use towards depth monitoring and mapping of coastal ponds.

Navigational Aids

Approved FY 2012-2013	$1,000.00
Requested FY 2013-2014	$1,000.00
Change	$0

No change requested.

FICA Tax

Approved FY 2012-2013	$2,800.00

Requested FY 2013-2014	$2,682.00
Change	($118)

Change is the adjustment resulting from the change in total Harbor Master Wages for FY 2013-2014.

Worker's Compensation Insurance

Approved FY 2012-2013	$1,100.00
Requested FY 2013-2014	$1,100.00
Change	$0

No change requested

Summary

Total income projected for FY 2013-2014 is $54,625.00 and expenses totaling $52,523.88 with a difference of $1,551.12 to be transferred back into the Coastal Ponds Retained Earnings account.