

**CHARLESTOWN
BUDGET COMMISSION**

Richard J. Sartor, Chairman
Henry Heminway, Vice-Chairman
Linda Philips, Secretary
Daniel Slattery
Arthur Haskins



CHARLESTOWN TOWN HALL

4540 South County Trail
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March 24, 2015

Dear Councilors:

The Charlestown Budget Commission wishes to express its appreciation to those who have contributed to this budget effort. The Town Administrator, Mark Stankiewicz, Town Treasurer Pat Anderson and the Department Heads are to be commended for their diligence and professionalism in the development of the budget. Their assistance is invaluable, as are the contributions of Administrative Assistant Michele Voislow and Town Council Liaison Tom Gentz. Our thanks to them all.

The Budget Commission's recommended proposal for the Fiscal Year 2016 annual budget, and its comparison with FY 2015 is hereby presented for your information and review. The recommended operating budget is \$26,960,644, an increase of 1.79% or \$474,499 above the 2015 budget. A tax levy increase of \$534,124 is required to fund the budget, based upon current estimates of the Grand List, as of this date. The proposed budget requires an estimated tax levy increase of 2.36%, at an estimated rate of \$10.10 per thousand of valuation.

The Budget Commission's recommendation of Expenditures for FY 2015-2016 and comparison with the prior fiscal year is presented below:

EXPENDITURES				
	2015	2016	\$ Change	% Change
Chariho School Budget	14,351,417	14,264,152	(87,265)	-0.61%
Department Expenditures	9,497,735	9,827,702	329,967	3.47%
Transfers Out	1,079,400	1,320,967	241,567	22.38%
Debt Service	754,015	676,721	(77,294)	-10.25%
Capital Expenditures	803,578	871,102	67,524	8.40%
Total Recommended Budget	26,486,145	26,960,644	474,499	1.79%

The proposed revenue schedule is based upon the current best estimates of local revenues and the Governor's proposed State transfers/grants to the Town. The Governor's proposed local funding remains subject to State legislative action and should be closely monitored. Charlestown's tax rate will continue to be among the lowest in the State of Rhode Island.

The Budget Commission's recommendation of Revenues for FY 2015-2016 and comparison with the prior fiscal year is presented below:

REVENUES				
	2015	2016	\$ Change	% Change
General Fund Tax Revenue - Current Year	22,650,789	23,184,913	534,124	2.36%
General Fund Tax Revenue - Prior Years	390,000	400,000	10,000	2.56%
Interest	150,000	150,000	-	0.00%
In Lieu of Tax	6,666	6,666	-	0.00%
Motor Vehicle Excise Tax	42,696	42,696	-	0.00%
State Aid to Education	1,716,895	1,716,895	-	0.00%
Other Governmental Revenue	339,727	343,726	3,999	1.18%
Local Revenues	1,074,972	1,065,748	(9,224)	-0.86%
Fund Balance Transfers	64,400	-	(64,400)	-100.00%
Impact Fee Transfers	50,000	50,000	-	0.00%
Total Recommended Revenues	26,486,145	26,960,644	474,499	1.79%

The Chariho School decision this year to utilize an unprecedented amount of fund balance to reduce the Town contribution has, in our opinion, created an unsustainable requirement on Chariho's future fund balance, essentially creating the need to replace those funds in future years before dealing with any changes in their operating budgetary needs. The Budget Commission recommends a reserve funding in the amount of \$250,000 in this budget, to offset this impact and maintain consistency in the annual funding for education.

Major Capital Projects recommended include:

Public Works:	
Burdickville Road reconstruction - survey and engineering phase	\$ 116,739
Road resurfacing throughout the Town	\$ 150,000
Equipment replacement - Truck w/plow, Vacuum Sweeper, Wood Chipper, Pickup truck	\$ 166,972
Police Department	
Vehicle replacements	\$ 102,737
Dispatch Center update	\$ 55,590
HVAC equipment	\$ 14,810
Parks & Recreation	
Basketball Court renovation - Ninigret Park	\$ 75,000
Recycling/trash stations - three, Beaches/Park	\$ 45,000
Programable Sign for Beaches/Police/EMA	\$ 16,000

This budget recommendation includes continuation of support and changes related to the improvement of Public Works and the Recreation Department coordination implemented last fiscal year. As was noted then, the budgets of both Parks and Recreation and Public Works have been modified to move maintenance and operational expenditures to appropriate accounts. This activity will continue in future years as changes are identified and activities coordinated. The Recreation Department budgets, particularly those which rely on temporary summer personnel, have been impacted by "minimum wage" increases mandated by law. There are proposals being discussed at the State level which may again raise these rates in the future.

Budget Commission recommendations for the Enterprise Funds:

- A. \$215,030 – The Charlestown Residential Collection Center (CRCC) recommended budget includes use of retained earnings, in the amount of \$24,492 and the continuing General Fund subsidy of \$15,000 to fully fund this activity.

- B. \$59,121 – Expenses to be funded by mooring fee revenues for the Coastal Ponds Commission activities, the Harbormaster, mooring fields and navigation aids. The Harbormaster now has boats stationed in both salt ponds to improve coverage and services. The Coastal Ponds Commission was requested to consider a mooring fee increase for future implementation.

Charlestown Budget Commission

Richard J. Sartor
Chairperson

RJS/mbv



TOWN OF CHARLESTOWN

TOWN OF CHARLESTOWN

Fiscal Year 2015-2016

TOWN COUNCIL APPROVED

May 11, 2015

Town Council

Thomas Gentz, President
George C. Trembley, Vice-president
Virginia Lee
Denise L. Rhodes
Bonnie Van Slyke

Budget Commission

Richard J. Sartor, Chairman
Henry Heminway, Vice-chairman
Linda Philips, Secretary
Arthur Haskins
Daniel Slattery

Ex-officio Members

Thomas Gentz, Town Council Liaison
Mark Stankiewicz, Town Administrator
Patricia M. Anderson, Town Treasurer

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TOWN OF CHARLESTOWN

Account Number	Department	FY 2015 Approved Budget	FY 2016 Requested Amount	Budget Commission Recommended	\$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Recommended
410	Town Council	28,350	29,550	28,850	500	1.8%	
420	Town Administrator	174,397	174,634	175,834	1,437	0.8%	
430	Board of Canvassers	18,179	12,150	12,150	(6,029)	-33.2%	
440	Treasurer	189,243	197,251	196,642	7,399	3.9%	
450	Tax Assessor	148,954	149,259	149,259	305	0.2%	
455	GIS	91,839	90,797	89,675	(2,164)	-2.4%	
460	Tax Collector	111,411	111,411	111,411	-	0.0%	
470	Town Clerk	219,438	212,581	213,081	(6,357)	-2.9%	
480	Town Planner	118,765	118,397	117,647	(1,118)	-0.9%	
490	Central Services	275,100	287,400	297,900	22,800	8.3%	
510	Police Department	2,401,868	2,403,828	2,403,278	1,410	0.1%	
520	Building Inspector	171,251	178,425	176,431	5,180	3.0%	
530	CEMA	60,748	61,148	62,548	1,800	3.0%	
540	Animal Control	91,007	92,099	91,099	92	0.1%	
560	Public Assistance	13,100	13,100	5,100	(8,000)	-61.1%	
570	Municipal Court	6,800	6,800	6,800	-	0.0%	
610	DPW Administration	140,430	143,767	142,117	1,687	1.2%	
620	DPW Highway & Roads	1,103,256	1,125,628	1,109,237	5,981	0.5%	
630	DPW Building & Grounds	351,394	351,506	327,544	(23,850)	-6.8%	
640	CRCC Mandated Monitoring	15,000	15,000	10,000	(5,000)	-33.3%	
660	DPW Waste Water Management	111,347	113,941	112,824	1,477	1.3%	
740	Boards & Commissions	26,530	32,280	26,530	-	0.0%	
800	Senior Center/Community Center	120,286	140,116	125,986	5,700	4.7%	
810	Recreation Administration	142,237	145,288	159,442	17,205	12.1%	
815	Recreation Programs	105,276	125,955	110,980	5,704	5.4%	
820	Charlestown Beach	96,880	107,271	104,271	7,391	7.6%	
830	Ninigret Park	35,469	44,361	37,975	2,506	7.1%	
850	Blue Shutters Beach	85,050	92,727	88,788	3,738	4.4%	
900	Debt Service	754,015	676,721	676,721	(77,294)	-10.3%	
920	Employee Benefits	2,072,320	2,162,192	2,162,192	89,872	4.3%	
940	Professional Services	340,600	347,800	347,800	7,200	2.1%	
950	Town Insurance	205,000	235,000	235,000	30,000	14.6%	
960	Council Contingency	19,000	15,000	171,986	152,986	805.2%	
990	Capital Improvements	803,578	1,538,511	871,102	67,524	8.4%	
995	Transfers Out	1,079,400	1,232,533	1,320,967	241,567	22.4%	
	Subtotal Department Budgets	11,727,518	12,784,427	12,279,167	551,649	4.7%	-
720	Outside Agencies	20,750	23,300	22,000	1,250	6.0%	
730	Local Agencies	386,460	401,575	395,325	8,865	2.3%	
	Subtotal Outside Agencies	407,210	424,875	417,325	10,115	2.5%	-
	Total Municipal Budget	12,134,728	13,209,302	12,696,492	561,764	4.6%	-
780	Chariho School	14,351,417	14,313,594	14,264,152	(87,265)	-0.6%	
	Total School Budget	14,351,417	14,313,594	14,264,152	(87,265)	-0.6%	-
	Grand Total Municipal & School	26,486,145	27,522,896	26,960,644	474,499	1.8%	-

TOWN OF CHARLESTOWN
FISCAL YEAR 2015-2016

Description	FY2014 Audited	FY2015 Adopted Budget	FY2015 Actual as of 12/31/2014	FY2015 Dept. Request	Town Admin	Budget Comm	Town Council
Taxes	22,691,943	23,197,455	13,188,260	24,283,830	24,312,888	23,741,578	-
State Aid	2,054,314	2,055,318	774,493	2,055,318	2,055,318	2,052,318	-
Licenses and Fees	315,416	343,500	176,177	335,200	335,200	318,200	-
Departmental Revenue	707,284	731,472	462,693	747,548	747,548	747,548	-
Other	5,044,599	158,400	27,284	101,000	101,000	101,000	-
Total	30,813,557	26,486,145	14,628,906	27,522,896	27,551,954	26,960,644	-

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
01.310.3100.000	Taxes - Current Year	22,094,006.60	22,650,789	12,969,123.86	23,717,164	23,746,222	23,184,912	-
01.310.3110.000	Taxes - Prior Year	434,673.26	390,000	140,008.61	400,000	400,000	400,000	-
01.310.3115.000	Interest Prior Yr Tax	155,439.00	150,000	79,127.82	160,000	160,000	150,000	-
01.310.3120.000	DEM Refuge Revenue (In Lieu of Tax)	7,824.00	6,666	-	6,666	6,666	6,666	-
		22,691,942.86	23,197,455	13,188,260.29	24,283,830	24,312,888	23,741,578	-
01.320.3220.000	State Parking Fees	18,232.96	23,000	-	23,000	23,000	20,000	-
01.320.3225.000	Beverage/Meals Tax	126,303.81	117,928	88,147.33	117,928	117,928	117,928	-
01.320.3235.000	State Aid Education	1,706,995.00	1,716,895	648,952.00	1,716,895	1,716,895	1,716,895	-
01.320.3240.000	Motor Vehicle Tax (In Lieu Phase Out)	40,197.29	42,696	21,486.55	42,696	42,696	42,696	-
01.320.3245.000	Public Service Corp. Tax	106,034.69	98,381	-	98,381	98,381	98,381	-
01.320.3250.000	Hotel Tax	19,290.50	19,158	15,906.64	19,158	19,158	19,158	-
01.320.3270.000	Incentive Aid	37,260.00	37,260	-	37,260	37,260	37,260	-
		2,054,314.25	2,055,318	774,492.52	2,055,318	2,055,318	2,052,318	-
01.330.3300.000	Tax Certificates	-	-	-	-	-	-	-
01.330.3310.000	Business Licenses	20,345.00	20,000	14,990.00	20,000	20,000	20,000	-
01.330.3320.000	Non-Business License	4,753.00	5,500	2,613.00	5,200	5,200	5,200	-
01.330.3330.000	Probate Fees	11,609.34	13,000	7,831.19	15,000	15,000	13,000	-
01.330.3340.000	Transfer Stamps	165,269.60	180,000	102,571.79	180,000	180,000	180,000	-
01.330.3350.000	Recording Fees	113,439.37	125,000	48,170.95	115,000	115,000	100,000	-
		315,416.31	343,500	176,176.93	335,200	335,200	318,200	-

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

01.340.3300.000	Tax Certificates	8,800.00	9,000	4,750.00	9,000	9,000	9,000	-
01.340.3405.000	Building Inspections	163,997.38	175,000	85,393.31	162,000	162,000	162,000	-
01.340.3415.000	Zoning Board	3,950.00	4,000	2,585.00	5,000	5,000	5,000	-
01.340.3420.000	Planning Fees	3,955.00	4,000	1,125.00	4,000	4,000	4,000	-
01.340.3425.000	Animal Control	7,043.00	3,500	2,014.00	4,000	4,000	4,000	-
01.340.3430.000	Police Department	22,766.72	18,000	6,811.50	20,000	20,000	20,000	-
01.340.3431.000	Police Vehicle Reimbursement	6,672.52	40,000	13,798.72	40,000	40,000	40,000	-
01.340.3435.000	Town Beach Parking	129,597.85	120,000	101,705.00	125,000	125,000	125,000	-
01.340.3436.000	Beach Passes	86,799.66	85,000	12,540.00	90,000	90,000	90,000	-
01.340.3440.000	Recreation	64,959.47	77,950	71,700.55	80,000	80,000	80,000	-
01.340.3445.000	Ninigret Park	2,824.00	7,000	1,693.00	3,000	3,000	3,000	-
01.340.3445.001	Ninigret Gate House Rent	6,000.00	6,000	3,000.00	6,000	6,000	6,000	-
01.340.3451.000	Blue Shutters Concession	2,000.00	2,000	2,000.00	2,000	2,000	2,000	-
01.340.3455.000	Blue Shutters Parking	169,746.00	150,000	139,524.10	165,000	165,000	165,000	-
01.340.3460.000	Town Beach Concession	6,006.00	6,000	6,006.00	6,006	6,006	6,006	-
01.340.3461.000	Senior Center After Hour Rental	1,057.80	2,175	290.00	2,175	2,175	2,175	-
01.340.3462.000	Senior Daily Lunch Program	(33.00)	-	(851.00)	-	-	-	-
01.340.3465.000	Senior/Community Center	3,847.00	3,847	-	3,847	3,847	3,847	-
01.340.3466.000	Senior Center Programs	17,295.00	18,000	8,607.50	20,520	20,520	20,520	-
		707,284.40	731,472	462,692.68	747,548	747,548	747,548	-
01.350.3515.000	Interest On Investments	5,201.12	5,000	3,266.92	6,000	6,000	6,000	-
01.350.3540.000	General Fund Transfer	3,194,228.00	64,400	-	-	-	-	-
01.350.3546.000	Impact Fee Revenue	50,000.00	50,000	-	50,000	50,000	50,000	-
01.350.3548.000	Anticipated Grant - CEMA	-	10,000	-	-	-	-	-
01.350.3550.000	Unclassified Revenue	29,820.42	4,000	6,598.60	10,000	10,000	10,000	-
01.350.3750.000	Municipal Court General Revenue	32,410.37	25,000	17,418.07	35,000	35,000	35,000	-
		3,311,659.91	158,400	27,283.59	101,000	101,000	101,000	-
01.999.9996.000	Proceeds from Refunding Bonds	1,520,000.00						
01.999.9999.000	Proceeds from Capital Leases	169,225.00						
01.999.9997.000	Bond Premiums	43,714.00						
		1,732,939.00						
		30,813,556.73	26,486,145	14,628,906.01	27,522,896	27,551,954	26,960,644	-

TOWN OF CHARLESTOWN
FISCAL YEAR 2015-2016

Description	FY2014 Audited	FY2015 Adopted Budget	FY2015 Actual as of 12/31/2014	FY2016 Dept. Request	Town Admin	Budget Comm	Town Council
Town Council	23,107	28,350	16,737	29,550	29,550	28,850	28,850
Town Administrator	172,275	174,397	86,229	174,634	174,634	175,834	175,834
Board of Canvassers	2,940	18,179	17,107	12,150	12,150	12,150	12,150
Treasurer	181,120	189,243	91,005	197,251	197,442	196,642	196,642
Tax Assessor	144,521	148,954	71,602	149,259	149,259	149,259	149,259
GIS	75,236	91,839	41,020	90,797	89,675	89,675	89,675
Tax Collector	112,118	111,411	56,422	111,411	111,411	111,411	111,411
Town Clerk	200,017	219,438	99,958	212,581	213,081	213,081	213,081
Town Planner	120,717	118,765	51,255	118,397	117,647	117,647	117,647
Central Services	267,170	275,100	117,418	287,400	299,900	297,900	297,900
Police Department	2,278,309	2,401,868	1,086,040	2,403,828	2,402,928	2,403,278	2,403,278
Building Inspector	163,424	171,251	76,925	178,425	178,925	176,431	176,431
CEMA	44,302	60,748	26,331	61,148	62,548	62,548	62,548
Animal Control	82,774	91,007	38,852	92,099	92,099	91,099	91,099
Public Assistance	11,097	13,100	6,019	13,100	13,100	5,100	5,100
Municipal Court	6,582	6,800	6,392	6,800	6,800	6,800	6,800
DPW Administration	136,977	140,430	67,384	143,767	143,767	142,117	142,117
DPW Highway & Roads	997,061	1,103,256	300,140	1,125,628	1,125,628	1,109,237	1,109,237
DPW Building & Grounds	275,774	351,394	115,981	351,506	351,506	327,544	327,544
CRCC Mandated Monitoring	3,900	15,000	-	15,000	15,000	10,000	10,000
Waste Water Management	97,218	111,347	47,742	113,941	112,824	112,824	112,824
Outside Agencies	19,500	20,750	20,500	23,300	23,300	22,000	22,000
Local Agencies	381,550	386,460	386,710	401,575	401,575	395,325	395,325
Boards and Commissions	20,533	26,530	9,203	32,280	32,280	26,530	26,530
Chariho Regional School District	14,645,357	14,351,417	6,583,947	14,313,594	14,313,594	14,264,152	14,264,152
Senior Center	109,083	120,286	49,830	140,116	140,116	125,986	125,986
Recreation Administration	141,952	142,237	70,969	145,288	145,388	159,442	159,442
Recreation Programs	89,836	105,276	80,463	125,955	126,125	110,980	110,980
Charlestown Beach	77,644	96,880	62,885	107,271	107,271	104,271	104,271
Ninigret Park	30,803	35,469	18,005	44,361	44,361	37,975	37,975
Blue Shutters Beach	67,325	85,050	55,529	92,727	92,727	88,788	88,788
Debt Service	3,439,718	754,015	378,563	676,721	676,721	676,721	676,721
Employee Benefits	1,896,005	2,072,320	990,482	2,162,192	2,162,192	2,162,192	2,162,192
Professional Services	233,584	340,600	102,606	347,800	347,800	347,800	347,800
Town Insurance	199,038	205,000	227,762	235,000	235,000	235,000	235,000
Council Contingency	40,789	19,000	1,606	15,000	171,986	171,986	171,986
Capital Improvements	490,131	803,578	168,716	1,538,511	1,399,111	871,102	871,102
Transfers Out	1,831,147	1,079,400	1,074,766	1,232,533	1,232,533	1,320,967	1,320,967
Other	1,529,944	-	-	-	-	-	-
Total	30,640,577	26,486,145	12,703,100	27,522,896	27,551,954	26,960,644	26,960,644

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Town Council							
01.410.5005.000	Town Council Salaries	13,000	13,000	6,201	13,000	13,000	13,000	13,000
01.410.5015.000	Town Sergeant Wages	3,098	5,000	2,832	6,000	6,000	5,500	5,500
01.410.6015.000	Dues & Subscriptions	3,129	3,150	3,129	3,150	3,150	3,150	3,150
01.410.6020.000	Operating Supplies	133	200	300	400	400	200	200
01.410.6060.000	Printing & Binding	3,747	7,000	4,275	7,000	7,000	7,000	7,000
		23,107	28,350	16,737	29,550	29,550	28,850	28,850
	Town Administrator							
01.420.5005.000	Town Administrator Salary	110,812	112,200	56,100	112,200	112,200	112,200	112,200
01.420.5010.000	Town Admin Secretary Salary	46,520	47,450	23,725	47,450	47,450	47,450	47,450
01.420.5010.002	Town Admin Secretary-Longevity	2,559	2,847	1,424	3,084	3,084	3,084	3,084
01.420.5020.000	Town Admin Vehicle Stipend	5,686	7,200	3,600	7,200	7,200	8,400	8,400
01.420.6015.000	Dues & Subscriptions	2,449	1,100	723	1,100	1,100	1,100	1,100
01.420.6020.000	Operating Supplies	1,009	1,000	585	1,000	1,000	1,000	1,000
01.420.6050.000	Professional Development	3,224	2,500	72	2,500	2,500	2,500	2,500
01.420.6070.000	Travel Expense	16	100	-	100	100	100	100
		172,275	174,397	86,229	174,634	174,634	175,834	175,834
	Board of Canvassers							
01.430.5005.000	Board of Canvassers Wages	2,200	5,000	4,799	3,950	3,950	3,950	3,950
01.430.6020.000	Operating Supplies	676	1,400	1,245	700	700	700	700
01.430.6035.000	Miscellaneous	226	2,729	1,838	1,150	1,150	1,150	1,150
01.430.6095.000	Poll Worker Stipends	(163)	9,050	9,225	6,350	6,350	6,350	6,350
		2,940	18,179	17,107	12,150	12,150	12,150	12,150
	Treasurer							
01.440.5005.000	Treasurer Salary	80,319	80,379	40,441	82,909	82,909	82,909	82,909
01.440.5005.002	Treasurer Longevity	-	2,009	1,011	2,487	2,487	2,487	2,487
01.440.5010.000	Treasurer Wages	74,599	76,464	38,232	76,464	76,464	76,464	76,464
01.440.5010.003	Treasurer's Emp Longevity	4,849	5,161	2,581	5,161	5,352	5,352	5,352
01.440.5025.000	Treasurer Overtime Wages	166	250	49	250	250	250	250
01.440.6015.000	Dues & Subscriptions	55	380	55	380	380	380	380
01.440.6020.000	Operating Supplies	2,083	2,800	367	2,800	2,800	2,000	2,000
01.440.6050.000	Professional Development	50	1,000	407	1,000	1,000	1,000	1,000
01.440.6065.000	Purchased Services	18,742	20,500	7,862	25,500	25,500	25,500	25,500
01.440.6070.000	Travel Expense	89	100	-	100	100	100	100
01.440.6075.000	Tools/Equipment	169	200	-	200	200	200	200
		181,120	189,243	91,005	197,251	197,442	196,642	196,642

SUPPLEMENTAL INFORMATION
FY 2015 - 2016

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 - \$5,500

Town Sergeant - \$5,500

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 \$12.00 per hour.

410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - \$3,150

League of Cities & Towns Dues \$3,150

410-6020 - OPERATING SUPPLIES - \$200

Miscellaneous stationary supplies \$ 200

410-6060 - PRINTING - \$7,000

Average cost of one Pipeline issue estimated at \$3,500. 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

TOTAL REQUESTED BUDGET - \$28,850

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - \$112,200

Current Salary - \$110,000

420-5010 - WAGES - \$47,450

2015 Salary - \$47,450 2016 Salary - \$47,450

420-5010 - LONGEVITY - \$3,084

2015 Longevity – \$2,847 2016 Longevity - \$3,084

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$8,400

Car stipend in lieu of a Town vehicle, \$600 a month.

420-6015 - DUES & SUBSCRIPTIONS - \$1,100

Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - \$1,000

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 \$175,834

SUPPLEMENTAL INFORMATION

FY 2015 – 2016

430 – ELECTION UNIT:

430-5005 - SALARIES - \$3,950

Charter-required three member Board of Canvassers. Chairperson: \$14.00 per hour; 2 Members: \$11.00 per hour.

430-6020 - OPERATING SUPPLIES - \$700 (same as FY 2013-2014)

Supplies unique to the operation of Board of Canvassers, including use of ballot machine and printing of ballots and poll books for the Chariho 2016 District Referendum in April, (may be reimbursed by Chariho), the June 2016 local Financial Town Referendum (\$700), and other supplies that will be needed for the State Elections: April 2016 Presidential Preference Primary. Amount also includes office supplies needed by the Board.

430-6035 – MISCELLANEOUS – \$1,150

Meals for pollworkers

April 2016 Chariho DFR –Morning refreshments and dinner: \$125 (Based on 4 pollworkers @ 1 polling location)

April 2016 PPP: Morning refreshments - \$125; Dinner - \$650 (Based on 36 pollworkers @ 4 polling locations)

June 2016 FTR –Morning refreshments and dinner: \$125 (Based on 4 pollworkers @ 1 polling location)

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

SUPPLEMENTAL INFORMATION

FY 2015 – 2016

430-6095 - STIPENDS - \$6,350

Election worker wages for the following:

April 2016 Chariho District Financial Referendum: 1 poll	2 Moderators/Clerks at \$150 = \$300 2 Supervisors at \$125 = \$250
April 2016 Pres Pref Primary: 4 polling locations	8 Moderator/Clerks at \$150 = \$1200 28 Supervisors at \$125 = \$3500
June 2016 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-\$ 12,150

SUPPLEMENTAL INFORMATION
FY2015 – 2016

440 – TOWN TREASURER:

440-5005 – SALARY \$85,396

Treasurer	Current Salary:	\$80,379	2016 Salary:	\$82,909
	Longevity:	\$ 2,009	Longevity:	\$ 2,487

440-5010 – WAGES \$76,464

Treasurer's Assistant	Current Salary:	\$38,232	2016 Salary:	\$38,232
Treasurer's Assistant	Current Salary:	\$38,232	2016 Salary:	\$38,232

440-5010 – Longevity \$5,352

Treasurer's Assistant	Current Longevity:	\$ 3,823	Longevity:	\$ 3,823
Treasurer's Assistant	Current Longevity:	\$ 1,338	Longevity:	\$ 1,529

440-5025 – OVERTIME \$ 250

440-6015 – DUES & SUBSCRIPTIONS - \$380

RIGFOA	60
Misc. Dues & Subscriptions	320

SUPPLEMENTAL INFORMATION
FY2015 – 2016

440 – TOWN TREASURER – (cont'd):

440-6020 – OPERATING SUPPLIES - \$2,000

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 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 - \$25,500

The average cost for ADP's payroll service is currently \$1,740 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. The Affordable Care Act has added additional reporting requirements that will be need to be addressed starting in 2015. ADP will process the reporting.

SUPPLEMENTAL INFORMATION
FY2015 – 2016

440 – TOWN TREASURER – (cont'd):

440-6070 – TRAVEL - \$100

Business related travel for Treasurer and staff.

440-6075 – TOOLS & EQUIPMENT - \$200

Appropriation for any small equipment that may need to be replaced within the department.

TOTAL REQUESTED BUDGET \$196,642

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Tax Assessor							
01.450.5005.000	Tax Assessor Salary	80,470	80,379	40,190	80,379	80,379	80,379	80,379
01.450.5005.002	Tax Assessor Longevity	7,880	8,038	4,019	8,038	8,038	8,038	8,038
01.450.5010.000	Tax Assessor Wages	35,720	36,612	18,306	36,612	36,612	36,612	36,612
01.450.5015.000	Tax Assessor Part-Time Wages	16,584	17,850	8,588	17,850	17,850	17,850	17,850
01.450.6015.000	Dues & Subscriptions	744	1,875	-	2,230	2,230	2,230	2,230
01.450.6020.000	Operating Supplies	1,105	1,200	374	1,450	1,450	1,450	1,450
01.450.6050.000	Professional Development	1,266	2,100	-	1,900	1,900	1,900	1,900
01.450.6055.000	Professional Services	-	500	125	500	500	500	500
01.450.6060.000	Printing & Binding	460	-	-	-	-	-	-
01.450.6070.000	Travel Expense	-	100	-	-	-	-	-
01.450.6075.000	Tools/Equipment	292	300	-	300	300	300	300
		144,521	148,954	71,602	149,259	149,259	149,259	149,259
	GIS							
01.455.5005.000	GIS Salary	67,147	67,153	33,577	68,227	67,153	67,153	67,153
01.455.5005.002	GIS Longevity	2,304	2,686	1,343	3,070	3,022	3,022	3,022
01.455.5018.000	Intern	-	10,500	124	10,500	10,500	10,500	10,500
01.455.6015.000	Dues & Subscriptions	240	200	-	200	200	200	200
01.455.6020.000	Operating Supplies	2,268	3,000	604	3,000	3,000	3,000	3,000
01.455.6050.000	Professional Development	116	1,200	-	1,200	1,200	1,200	1,200
01.455.6055.000	Professional Services	-	2,500	-	3,500	3,500	3,500	3,500
01.455.6070.000	Travel Expense	-	100	17	100	100	100	100
01.455.6075.000	Tools/Equipment	3,160	4,500	5,355	1,000	1,000	1,000	1,000
		75,236	91,839	41,020	90,797	89,675	89,675	89,675
	Tax Collector							
01.460.5005.000	Tax Collector Salary	58,920	58,853	29,427	58,853	58,853	58,853	58,853
01.460.5005.002	Tax Collector Longevity	5,770	5,885	2,943	5,885	5,885	5,885	5,885
01.460.5010.000	Tax Collector Wages	35,720	36,612	18,306	36,612	36,612	36,612	36,612
01.460.5010.003	Tax Collector Emp Longevity	3,036	3,661	1,831	3,661	3,661	3,661	3,661
01.460.6015.000	Dues & Subscriptions	25	100	-	100	100	100	100
01.460.6020.000	Operating Supplies	8,121	5,000	3,291	5,000	5,000	5,000	5,000
01.460.6050.000	Professional Development	527	1,000	625	1,000	1,000	1,000	1,000
01.460.6070.000	Travel Expense	-	200	-	200	200	200	200
01.460.6075.000	Tools/Equipment	-	100	-	100	100	100	100
		112,118	111,411	56,422	111,411	111,411	111,411	111,411

SUPPLEMENTAL INFORMATION
FY2015-2016

450 - TAX ASSESSOR:

450-5005 SALARY - \$ 88,417

Fiscal Year Salary -	\$	80,379.20	CPMA Grade 6D	<i>PRIOR TO FY 2016 EMPLOYMENT AGREEMENT RATIFICATION</i>
Longevity -		8,037.92	25 years employment - 10%	
Total	\$	<u>88,417.12</u>		

450-5010 WAGES - \$ 36,612

Assessor's Clerk

New Fiscal Year Salary -	\$	36,612.37	Teamster Position Grade	<i>PRIOR TO FY 2016 EMPLOYMENT AGREEMENT RATIFICATION</i>
Longevity -		0.00	4 years employment	
Total	\$	<u>36,612.37</u>		

450-5015 PART-TIME WAGES - \$17,850

Assessor's Part-time Clerk

New Fiscal Year Salary -	\$	17,850.00	Part-time Position - 19.5 hours/wk -- <i>Any wage increase to equal Teamster Contract ratification</i>
Total	\$	<u>17,850.00</u>	

SUPPLEMENTAL INFORMATION
FY2015-2016

450 - TAX ASSESSOR (cont'd):

450-6015 - DUES & SUBSCRIPTIONS - \$ 2,230

NADA Price Guides	\$500
SketchUP membership upgrade	\$600
IAAO membership	\$200
RIAAO membership	\$35
Marshall Swift Residential Cost	\$500
NRAAO membership	\$35
RI Vehicle Value	\$150
	\$2,230

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 these procedures into the property assessment environment.

450-6020 OPERATING SUPPLIES - \$1,450

Printer Toner	\$ 800
General Office Supplies	600
Repairs & Maintenance	50
	\$1,450

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

SUPPLEMENTAL INFORMATION
FY2015-2016

450 - TAX ASSESSOR (cont'd):

450-6050 PROFESSIONAL DEVELOPMENT - \$ 1,900

VISION Software Training and Annual User Group Conference \$ 500

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.

Local or National Assessing Officers Conference \$ 900

Various Assessment Organizations (IAAO, NRAAO, RIAAO, MAAO, CAAO) offer local or national seminar and conferences for continuing education of assessment practices. These educational sessions extend from one to three days. This request includes the cost of the educational session, overnight accommodations and travel.

Various Assessment training classes – Assessor & Clerical Staff \$ 500

450-6055 - PROFESSIONAL SERVICES - \$ 500

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

450-6060 PRINTING & BINDING - \$ 0

The Town Clerk's Office is the only office that requires a printed copy of the Tax Rolls

SUPPLEMENTAL INFORMATION
FY2015-2016

450 - TAX ASSESSOR (cont'd):

450-6075 SMALL TOOLS & EQUIPMENT - \$ 300

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	250

TOTAL REQUESTED BUDGET \$ 149,259

**SUPPLEMENTAL INFORMATION
FY2015 – 2016**

455 - GIS:

455-5005 SALARY - \$ 70,175

New Fiscal Year Salary (normal) -	\$ 67,153.15	CPMA Grade 4D
Longevity -	\$ 3,021.89	9 years employment – 4.5%
<i>Total</i>	\$ 70,175.04	

455-5018-GIS INTERN – \$ 10,500

To be shared with Wastewater	\$10,500
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The intern will provide assistance to the GIS Office and Wastewater Office on large projects as well as some in office work. Over the past few years the amount of environmental related projects requested of these two offices have greatly increased. Having an intern to provide assistance last year proved to be very helpful and productive.

455-6015 - DUES & SUBSCRIPTIONS - \$ 200

GIS professional license fee	\$ 200
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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
FY2015 – 2016**

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 SERVICE \$3,500

Web-GIS upgrades and enhancements \$ 2,000

GIS requested software enhancements \$ 1500

455-6070 TRAVEL EXPENSES \$100

Travel Expenses \$ 100

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

450-6075 SMALL TOOLS & EQUIPMENT - \$1,000

Measuring Devices \$ 500

Camera/Supplies \$ 300

Misc. Office Equipment \$ 200

TOTAL REQUESTED BUDGET \$ 89,675

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

460 - TAX COLLECTOR:

460-5005 - SALARY - \$64,738

Tax Collector - Current Salary -		\$58,853
	2016 Salary -	\$58,853
Longevity -	5,885 (Original DOH 8/22/90, FT 7/1/1992)	
		\$64,738

460-5010 - WAGES - \$40,273

Tax Collector's Clerk Current Salary -		\$36,612
2016 Salary -	\$36,612	
Longevity -	3,661 (DOH 12/18/96)	
		\$40,273

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 - \$5,000

This account is used to purchase the paper and envelopes for the annual Tax Bills. It is also used to purchase paper for delinquent notices, general office supplies such as letterhead, business cards, folders, storage materials, window and regular #10 envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon) along with any other miscellaneous office supplies we need to operate on a daily basis.

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

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 27th Annual Conference which will be at an undetermined location as of this date. The site varies in an effort to attract more participants. The conference fees include lodging and meals. The dates are usually 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 \$ 111,411

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Town Clerk							
01.470.5005.000	Town Clerk Salary	65,707	67,153	33,577	67,153	67,153	67,153	67,153
01.470.5005.002	Town Clerk Longevity	3,864	4,365	2,182	4,701	4,701	4,701	4,701
01.470.5010.000	Town Clerk Wages	77,657	116,016	50,851	114,829	114,829	114,829	114,829
01.470.5010.003	Town Clerk Emp. Longevity	6,386	7,382	1,640	3,486	3,486	3,486	3,486
01.470.5015.000	Town Clerk Part-time Wages	23,972	-	2,568	-	-	-	-
01.470.5025.000	Town Clerk Overtime Wages	313	2,000	-	2,000	2,000	2,000	2,000
01.470.6015.000	Dues & Subscriptions	436	587	727	687	687	687	687
01.470.6020.000	Operating Supplies	1,884	1,500	1,536	1,500	2,000	2,000	2,000
01.470.6050.000	Professional Development	493	2,085	-	1,875	1,875	1,875	1,875
01.470.6060.000	Printing & Binding	347	900	460	900	900	900	900
01.470.6065.000	Purchased Services	18,800	15,000	6,417	15,000	15,000	15,000	15,000
01.470.6075.000	Tools/Equipment	159	2,450	-	450	450	450	450
		200,017	219,438	99,958	212,581	213,081	213,081	213,081
	Town Planner							
01.480.5005.000	Town Planner Salary	78,374	71,681	28,620	71,681	71,681	71,681	71,681
01.480.5005.002	Town Planner Longevity	889	-	-	-	-	-	-
01.480.5010.000	Town Planner Wages	34,443	35,284	17,441	36,166	36,166	36,166	36,166
01.480.5025.000	Town Planner Overtime Wages	1,732	1,500	1,054	1,500	2,000	2,000	2,000
01.480.6015.000	Dues & Subscriptions	3,320	4,000	3,330	4,000	4,000	4,000	4,000
01.480.6020.000	Operating Supplies	244	1,200	810	1,200	1,200	1,200	1,200
01.480.6050.000	Professional Development	276	3,500	-	1,750	2,000	2,000	2,000
01.480.6065.000	Purchased Services	1,440	500	-	500	500	500	500
01.480.6075.000	Tools/Equipment	-	100	-	600	100	100	100
01.480.6090.000	Video Taping	-	1,000	-	1,000	-	-	-
		120,717	118,765	51,255	118,397	117,647	117,647	117,647
	Central Services							
01.490.4920.000	Miscellaneous Supplies	8,586	8,000	2,937	8,000	8,000	8,000	8,000
01.490.4925.000	Communications	46,169	44,000	20,974	44,000	44,000	44,000	44,000
01.490.4935.000	Advertising	60,855	45,000	10,113	45,000	50,000	50,000	50,000
01.490.4945.000	Postage	20,922	13,000	11,419	13,000	20,000	23,000	23,000
01.490.4950.000	Computer Maint & Upgrades	90,431	117,600	55,497	129,900	129,900	129,900	129,900
01.490.4955.000	Pool Vehicle Maintenance	18,574	20,000	8,389	20,000	20,000	20,000	20,000
01.490.4970.000	Equipment Rental/Leases	11,128	16,000	5,861	16,000	16,000	13,000	13,000
01.490.4975.000	Equip Maint/Contracts	-	500	-	500	-	-	-
01.490.4980.000	Codification Update	7,216	8,000	1,195	8,000	8,000	8,000	8,000
01.490.4985.000	Bank Charges	3,290	2,000	1,000	2,000	3,000	1,000	1,000
01.490.6065.000	Purchase Services	-	1,000	33	1,000	1,000	1,000	1,000
		267,170	275,100	117,418	287,400	299,900	297,900	297,900

SUPPLEMENTAL INFORMATION

FY2015 - 2016

470 - PUBLIC RECORDS

470-5005 - SALARY - \$71,854

FY 2015-2016 Base Salary -	\$67,153	(grade 4D)
Longevity -	<u>\$ 4,701</u>	(13 yrs employment)
Total	\$71,854	

470-5010 - WAGES - \$118,315

Deputy Town Clerk

FY 2015-2016 Base Salary -	\$41,009	(Step 3)
Longevity -	<u>\$ 3,486</u>	(17 yrs employment)
Total -	\$44,495	

Deputy Town Clerk

FY 2015-2016 Base Salary -	\$39,114	(Step 1)
Longevity -	<u>\$ 0</u>	(1 yrs employment)
Total -	\$39,114	

Town Clerk Clerk

FY 2015-2016 Base Salary	\$34,706	(Step 1)
Longevity -	<u>\$ 0</u>	(1 yrs employment)
Total -	\$34,706	

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 and at an election/town financial referendum (We will be holding a minimum of 1 Statewide and 2 Local Elections during this fiscal year.)

SUPPLEMENTAL INFORMATION

FY2015 – 2016

470-6015 – DUES/SUBSCRIPTIONS - \$687

RI City & Town Clerk's Association - \$150

NE Association of City and Town Clerks - \$75

International Institute of Municipal Clerks Association - \$150

Subscription – Westerly Sun - \$312

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 - \$2,000

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 - \$1,875

Attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Master Municipal Clerk (\$30 each for the Town Clerk and 1 Deputy). \$1000 is earmarked for the Town Clerk's attendance at the New England Institute for Municipal Clerks to attain her certification as an MMC. This is a multi-year program that is held during the month of July at Plymouth State University. \$635 is earmarked for the New England City and Town Clerk's Association Annual Conference to be held in November 2015. (\$200 – registration, \$250 – hotel, \$125 mileage, \$60 stipend)

470-6060 - PRINTING AND BINDING - \$ 900

Purchase of Probate 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

Miscellaneous office equipment upgrades and/or repairs.

TOTAL REQUESTED BUDGET: \$213,081

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

480 – TOWN PLANNER:

480-5005 – SALARIES - \$71,681

FY16 Salary - \$71,681 (CPMA 5D)

480-5010 – WAGES - \$36,166

Planning Secretary Wages:

FY16 Salary - \$35,284 (3rd year of contract with 2.5% step increase on 12/17/2015)

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 - \$2,000

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 - \$4,000

This is to cover the cost of the American Planning Association National/Chapter/Division Dues (\$400.); Professional Journals; PAS/Research Materials for department (\$600) and Washington County Regional Planning Commission (\$3,000).

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.

SUPPLEMENTAL INFORMATION

FY 2014 – 2015

480 – TOWN PLANNER (cont'd):

480-6050 – PROFESSIONAL DEVELOPMENT - \$2,000

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. 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 - \$500.

Miscellaneous Small Tools/Equipment unique to Department such as batteries. Repairs to existing office equipment and purchase of equipment and software which may need to be replaced within the Department.

TOTAL REQUESTED BUDGET \$ 117,647

SUPPLEMENTAL INFORMATION
FY 2015- 2016

490- CENTRAL SERVICES:

490-4920 - MISCELLANEOUS SUPPLIES - \$8,000

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 - \$44,000

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 - \$50,000

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 - \$23,000

Cost for all postage inclusive of the mailing of tax bills (includes delinquent notices).

SUPPLEMENTAL INFORMATION
FY 2015- 2016

490 - CENTRAL SERVICES (cont'd):

490-4950 - COMPUTERS & MAINTENANCE - \$129,900

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

Computer Hardware:	20,000
Audio/Visual Enhancements	13,900
Computer Software:	6,000
Consultants:	6,500
Sub-total	<u>46,400</u>
Software Maintenance Agreements	83,500
Total	<u>\$129,900</u>

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 2015- 2016

490 - CENTRAL SERVICES (cont'd):

490-4970 - EQUIPMENT LEASE/RENTAL - \$13,000

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.

490-4980 - 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 - \$1,000

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 \$297,900

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Police							
01.510.4925.000	Communications	13,642	13,000	6,903	13,000	13,000	13,500	13,500
01.510.4945.000	Postage	200	600	209	600	600	450	450
01.510.4950.000	Computer Maintenance	24,303	22,000	8,692	22,000	22,000	22,000	22,000
01.510.4970.000	Equipment Rental/Leases	3,559	4,800	1,799	5,700	4,800	4,800	4,800
01.510.4975.000	Equipment Maint/Contracts	31,530	33,755	24,365	33,755	33,755	33,755	33,755
01.510.5000.000	Police Chief Salary	87,035	87,101	43,551	87,101	87,101	87,101	87,101
01.510.5005.000	Police Salaries	1,149,351	1,228,400	505,745	1,236,335	1,236,335	1,236,335	1,236,335
01.510.5005.002	Police Longevity	75,673	82,899	40,388	86,828	86,828	86,828	86,828
01.510.5010.000	Dispatch Wages	170,647	172,020	90,368	165,163	165,163	165,163	165,163
01.510.5010.001	Police Secretary Wages	37,300	38,232	19,116	38,232	38,232	38,232	38,232
01.510.5010.002	Dispatch Non-Pension Wages	2,600	-	1,200	-	-	-	-
01.510.5010.003	Dispatcher Longevity Pay	7,800	9,676	4,730	8,601	8,601	8,601	8,601
01.510.5010.006	Police Sec Longevity Wages	3,730	3,823	1,912	3,823	3,823	3,823	3,823
01.510.5010.007	Accreditation Admin Assistant	7,594	14,000	5,741	14,000	14,000	14,000	14,000
01.510.5012.000	Police Custodians Wages	19,858	29,838	7,247	29,838	29,838	29,838	29,838
01.510.5025.000	Police Overtime Wages	217,067	210,000	116,952	225,000	210,000	210,000	210,000
01.510.5025.001	Dispatcher Overtime Wages	27,881	15,000	11,314	-	15,000	15,000	15,000
01.510.5030.000	Police Holiday Pay	81,263	80,776	48,016	81,404	81,404	81,404	81,404
01.510.5030.001	Dispatcher Holiday Pay	15,426	12,098	8,011	12,098	12,098	12,098	12,098
01.510.5035.001	Dispatcher Temporary Pay	24,290	22,000	13,283	22,000	22,000	22,000	22,000
01.510.5070.000	Police Uniforms	27,500	29,750	15,500	29,750	29,750	29,750	29,750
01.510.5075.000	Police Training	210	12,000	444	12,000	12,000	12,000	12,000
01.510.6005.000	Police Training	11,344	-	1,747	-	-	-	-
01.510.6010.000	Police Tuition Reimbursement	2,524	8,000	1,701	5,000	5,000	5,000	5,000
01.510.6015.000	Dues & Subscriptions	1,947	2,000	175	1,500	1,500	1,500	1,500
01.510.6020.000	Operating Supplies	13,147	5,000	4,342	5,000	5,000	15,000	15,000
01.510.6025.000	Operating Supply/Vehicle	58,034	95,000	29,885	95,000	95,000	85,000	85,000
01.510.6040.000	Maintenance & Repairs	44,254	44,000	24,187	44,000	44,000	44,000	44,000
01.510.6045.000	Police Maintenance Supplies	3,301	2,500	940	2,500	2,500	2,500	2,500
01.510.6050.000	Professional Development	577	1,000	-	1,000	1,000	1,000	1,000
01.510.6052.000	Police Accreditation	1,500	2,000	1,500	2,000	2,000	2,000	2,000
01.510.6055.000	Professional Services	4,630	1,000	1,590	1,000	1,000	1,000	1,000
01.510.6065.000	Purchased Services	10,375	13,000	4,738	13,000	13,000	13,000	13,000
01.510.6065.006	Police Trash Removal	4,330	-	1,813	-	-	-	-
01.510.6070.000	Travel Expense	-	500	15	500	500	500	500
01.510.6075.000	Tools/Equipment	10,008	14,500	3,555	14,500	14,500	14,500	14,500
01.510.6165.000	Repairs & Maint - Facility	14,707	6,600	9,639	6,600	6,600	6,600	6,600
01.510.6195.000	Utilities	69,169	85,000	24,728	85,000	85,000	85,000	85,000
		2,278,309	2,401,868	1,086,040	2,403,828	2,402,928	2,403,278	2,403,278

SUPPLEMENTAL INFORMATION
FY 2015-2016

510-5030 Holiday Pay:

\$93,502

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	75,782.28	38.9314	8	311.45	4	1,245.80	58.3971	8	467.18	8	3,737.41	4,983.22
Lieutenant	75,782.28	38.9314	8	311.45	4	1,245.80	58.3971	8	467.18	8	3,737.41	4,983.22
Sergeant	69,199.56	35.5497	8	284.40	4	1,137.59	53.3245	8	426.60	8	3,412.77	4,550.36
Sergeant	69,199.56	35.5497	8	284.40	4	1,137.59	53.3245	8	426.60	8	3,412.77	4,550.36
Sergeant	69,199.56	35.5497	8	284.40	4	1,137.59	53.3245	8	426.60	8	3,412.77	4,550.36
Detective	65,370.28	33.5825	8	268.66	4	1,074.64	50.3737	8	402.99	8	3,223.92	4,298.56
Detective	65,370.28	33.5825	8	268.66	4	1,074.64	50.3737	8	402.99	8	3,223.92	4,298.56
Detective	65,370.28	33.5825	8	268.66	4	1,074.64	50.3737	8	402.99	8	3,223.92	4,298.56
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	62,625.88	32.1726	8	257.38	4	1,029.52	48.2589	8	386.07	8	3,088.57	4,118.09
Patrolman	61,818.84	31.7580	8	254.06	4	1,016.26	47.6370	8	381.10	8	3,048.77	4,065.02
Patrolman	61,818.84	31.7580	8	254.06	4	1,016.26	47.6370	8	381.10	8	3,048.77	4,065.02
Patrolman	61,818.84	31.7580	8	254.06	4	1,016.26	47.6370	8	381.10	8	3,048.77	4,065.02
Patrolman	58,836.89	30.2261	8	241.81	4	967.23	45.3391	8	362.71	8	2,901.70	3,868.94
Police Holiday Pay											81,403.82	
Dispatchers												
Dispatchers	43,005.00	23.6291	8	189.03	4	756.13	35.4437	8	283.55	8	2,268.40	3,024.53
Dispatchers	43,005.00	23.6291	8	189.03	4	756.13	35.4437	8	283.55	8	2,268.40	3,024.53
Dispatchers	43,005.00	23.6291	8	189.03	4	756.13	35.4437	8	283.55	8	2,268.40	3,024.53
Dispatchers	43,005.00	23.6291	8	189.03	4	756.13	35.4437	8	283.55	8	2,268.40	3,024.53
Dispatchers Holiday Pay											12,098.11	
Total Holiday Pay											<u>93,501.93</u>	

SUPPLEMENTAL INFORMATION
FY 2015-2016

Dispatchers

510-5035 Temporary Pay **\$22,000**

This account is used to pay for part-time employees, to include part-time dispatchers and reserve officers.

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 statute. Training also helps to reduce the potential liability of the Department in a lawsuit for inadequate or insufficient training.

510-6010 Tuition Reimbursement **\$5,000**

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.

2 Under graduate \$ 5,000

510-6015 Dues & Subscriptions **\$1,500**

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.

SUPPLEMENTAL INFORMATION
FY 2015-2016

510-6020 Operating Supplies \$15,000

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 \$85,000

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 \$44,000

This item is used for the repair, maintenance and replacement of all of the vehicle equipment used by the department. This includes the radios, overhead lights, radar units, etc.

SUPPLEMENTAL INFORMATION
FY 2015-2016

510-6045 Maintenance Supplies **\$ 2,500**

This line is to be used for cleaning supplies and maintenance.

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 **\$ 2,000**

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 and all other professional fees.

510-6065 Purchased Services **\$13,000**

This line is used for the purchase of uniforms for civilian employees and probationary officers (initial issue clothing). \$2,000 is budgeted for Dispatcher attire and footwear and \$700 for secretary attire. It also pays for the cleaning of all department uniforms – average cost of cleaning is \$7,800/year. New officers require outfitting. This budget line item also includes trash service at \$2,500.

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.

SUPPLEMENTAL INFORMATION
FY 2015-2016

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.

Detective replacement/new updated equipment	\$ 2,250
Patrol Gear and Equipment	\$ 2,250
Ammunition	\$ 10,000

510-6165 Repairs & Maintenance **\$ 6,600**

Estimated expenses for the building:

Septic Cleaning	\$ 250
Generator	\$ 1,150
Heating System	\$ 5,200

510-6195 Utilities **\$85,000**

Electricity	\$ 39,000
No. 2 Fuel Oil (13,000 gal @ \$4.00/gal)	\$ 52,000
Cable (60.00/mo. X 12 months)	\$ 720

TOTAL REQUESTED BUDGET: \$2,403,278

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Building Inspector							
01.520.5005.000	Building Inspector Salary	70,757	71,681	37,320	76,506	76,506	76,506	76,506
01.520.5005.002	Building Inspector Longevity	-	-	-	1,913	1,913	1,913	1,913
01.520.5010.000	Building Inspector Wages	76,609	76,839	30,838	76,889	76,889	76,839	76,839
01.520.5010.003	Building Inspector Emp Longevity	3,856	4,337	1,573	4,723	4,723	4,723	4,723
01.520.5015.000	Building Inspector Part-time Field Inspector	9,557	15,444	6,187	15,444	15,444	13,000	13,000
01.520.5025.000	Building Inspector Overtime Wages	1,182	500	243	500	500	500	500
01.520.6015.000	Dues & Subscriptions	289	450	327	450	450	450	450
01.520.6020.000	Operating Supplies	1,069	1,400	437	1,400	1,400	1,400	1,400
01.520.6050.000	Professional Development	60	500	-	500	1,000	1,000	1,000
01.520.6075.000	Tools/Equipment	45	100	-	100	100	100	100
		163,424	171,251	76,925	178,425	178,925	176,431	176,431
	Emergency Management							
01.530.5010.000	CEMA Wages	40,020	40,368	20,774	40,368	40,368	40,368	40,368
01.530.5020.000	Vehicle Stipend	1,203	-	-	-	-	-	-
01.530.5025.000	Emergency Management OT Wages	312	-	-	-	-	-	-
01.530.6000.000	Emergency Management Wage Reimbursement	(11,965)	-	-	-	-	-	-
01.530.6005.000	Training Exercises Cost	930	1,000	50	1,000	1,000	1,000	1,000
01.530.6015.000	Dues & Subscriptions	225	250	150	250	250	250	250
01.530.6020.000	Operations/Communications & Supplies	6,168	4,930	2,309	4,930	4,930	4,930	4,930
01.530.6025.000	Operating Supplies/Vehicle	863	2,500	273	2,500	2,500	2,500	2,500
01.530.6040.000	Repairs & Maintenance	108	2,500	395	2,500	2,500	2,500	2,500
01.530.6050.000	Professional Development	-	100	-	100	500	500	500
01.530.6060.000	Printing & Binding	-	100	-	500	500	500	500
01.530.6065.000	Purchase Services & Uniforms	885	1,500	825	1,500	1,500	1,500	1,500
01.530.6070.000	Travel Expense	514	500	36	500	500	500	500
01.530.6075.000	Tools & Equipment	6,637	2,000	1,124	2,000	3,000	3,000	3,000
01.530.6075.001	Sandy Reimbursement	(4,662)	-	-	-	-	-	-
01.530.6075.002	Nemo reimbursement	(1,732)	-	-	-	-	-	-
01.530.6090.000	Grant Match Funding	4,796	5,000	395	5,000	5,000	5,000	5,000
		44,302	60,748	26,331	61,148	62,548	62,548	62,548
	Animal Control							
01.540.5005.000	ACO Salary	40,247	41,253	20,627	41,253	41,253	41,253	41,253
01.540.5005.002	ACO Longevity	4,025	4,125	2,063	4,125	4,125	4,125	4,125
01.540.5010.000	ACO Wages	19,551	20,054	9,625	21,146	21,146	21,146	21,146
01.540.5025.000	ACO Overtime Wages	1,868	2,575	393	2,575	2,575	2,575	2,575
01.540.6020.000	Operating Supplies	5,122	6,500	2,024	6,500	6,500	6,000	6,000
01.540.6040.000	Maintenance & Repairs	2,607	5,000	1,614	5,000	5,000	4,500	4,500
01.540.6050.000	Professional Development	-	700	-	700	700	700	700
01.540.6055.000	Professional Services	8,620	10,000	2,507	10,000	10,000	10,000	10,000
01.540.6075.000	Tools/Equipment	734	800	-	800	800	800	800
		82,774	91,007	38,852	92,099	92,099	91,099	91,099

SUPPLEMENTAL INFORMATION
FY 2015-2016

520 - BUILDING INSPECTOR:

520-5005 - SALARY - \$78,419

Building Official -	Current Salary - \$74,640	2015 Salary - \$76,506
		2015 Longevity - \$1,913

520-5010 - WAGES - \$81,562

Building/Zoning Secretary -	Current Salary - \$36,612	2015 Salary - \$36,612
	Current Longevity - \$2,929	2015 Longevity - \$3,112

Alternate Building Official -	Current Salary - \$40,277	2015 Salary - \$40,227
	Current Longevity - \$1,408	2015 Longevity - \$1,611

520-5015 – PART-TIME INSPECTORS - \$13,000

Electrical/Min. Housing Inspector (PT) – Current Hours/Rate 12 hrs./ week @ \$24.75	2015 Salary - \$15,444
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520-5025 - OVERTIME WAGES - \$500

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

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 2015 – 2016

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 - \$1,000

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 \$176,431

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

530 – EMERGENCY MANAGEMENT

530-5010 – WAGES - \$ 40,368 (INCLUDES MILEAGE)

Director

Current salary for 2014/2015 @ \$1,989.00/mo. = \$23,868

Deputy Director/ Special Needs

Current salary for 2014/2015 @ \$425.00mo. = \$5,100

Operations Officer

Current salary for 2014/2015 @ \$425.00mo. = \$5,100

Training Program Coordinator (For Volunteers, Staff & MEDS program)

Current salary for 2014/2015 @ \$425.00mo. = \$5,100

STIPEND VEHICLE/MILEAGE

Director – Current stipend @ 100/mo. = \$1,200

530-6005 - TRAINING EXERCISE COSTS - \$1,000

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 - \$250

Charlestown EMA is an official voting member of the Southern League (\$100) and the RI State Association of Emergency Managers (\$150).

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*	\$190
Sprint Phone service (Director, Deputy, MEDS & Comm. Officer)*	\$2,760		
		Total	\$4,930

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

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) - \$2 500

Line to support 2012 Ford Expedition 4x4, large scale scheduled service and repair contingency.

530-6050- Professional Development & Seminar(s) - \$500

Continuing Education related to the Emergency Management Profession.

530-6060- PRINTING & BINDING - \$500

Miscellaneous printing costs for copies of state/regional plans 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
	<hr/>
	1,500

530-6070- TRAVEL- \$500

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

530-6075 - TOOLS & EQUIPMENT- \$3,000

Emergency Operating Center/HRT (Ham Radio) support equipment	500
Charlestown MEDS Team (Alternate Budget Funded)	
CERT/Community Emergency Response Team support equipment	500
Charlestown Emergency Shelter Team support equipment	500
“Special Needs” required products.	200
Blankets	500
Batteries	500
Contingency for emergency purchases and equipment	<u>300</u>
	<u>3,000</u>

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

530 – EMERGENCY MANAGEMENT (cont'd)

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 2015-2016 BUDGET- \$62,548

Summary

Please note that the 530 Budget is being held down by past agreement with Town Administrator's Office that earned overages from outside equipment and/or projects 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)

SUPPLEMENTAL INFORMATION
FY 2015 - 2016

540 - ANIMAL CONTROL:

540-5005 - SALARY - \$45,378

Current Salary -	\$ 41,253	2016 Salary -	\$ 41,253
Current Longevity -	\$ 4,125	2016 Longevity -	\$ 4,125

540-5010 - WAGES - \$21,146

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 \$11.50 =	828
4 Personal Days	@ 4 Hrs./Day = 4 Hrs. x 4 = 16 Hrs. x \$11.50 =	184
15 Vacation Days	@ 8 Hrs./Day = 8 Hrs. x 15 = 120 Hrs. x \$11.50 =	1,380
Weekday Assistant	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x \$11.50 =	11,362
Other		
	Total	<u>\$21,146</u>

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 - \$6,000

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.

SUPPLEMENTAL INFORMATION
FY 2015 - 2016

540 - ANIMAL CONTROL: (Cont'd)

540-6040 - MAINTENANCE & REPAIRS - \$4,500

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, lighting, 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 seminars (e.g., national/regional animal control association conferences) to keep current with newest training procedures, laws, and regulations pertaining to state licensed facilities. This includes dog training classes, membership fees, publications, registration fees, and travel expenses (meals, lodging). Attending these training seminars and 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 - \$10,000

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 \$91,099

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Public Assistance							
01.560.5005.000	Public Assistance Stipend	8,000	8,000	4,000	8,000	8,000	-	-
01.560.6070.000	Travel Expense	100	100	-	100	100	100	100
01.560.6096.000	Client Assistance Expense	2,997	5,000	2,019	5,000	5,000	5,000	5,000
		11,097	13,100	6,019	13,100	13,100	5,100	5,100
	Municipal Court							
01.570.6020.000	Operating Supplies	282	500	92	500	500	500	500
01.570.6095.000	Municipal Court Judge Stipend	6,300	6,300	6,300	6,300	6,300	6,300	6,300
		6,582	6,800	6,392	6,800	6,800	6,800	6,800
	DPW Administration							
01.610.5005.000	DPW Administrator Salary	80,470	80,379	40,441	82,904	82,904	82,904	82,904
01.610.5005.002	DPW Administrator Longevity	7,880	8,088	4,044	8,290	8,290	8,290	8,290
01.610.5010.000	DPW Secretary Wages	35,720	36,612	18,306	36,612	36,612	36,612	36,612
01.610.5010.002	DPW Secretary Longevity	1,071	1,281	641	1,464	1,464	1,464	1,464
01.610.6015.000	Dues & Subscriptions	344	570	210	587	587	587	587
01.610.6020.000	Operating Supplies	923	650	296	670	670	670	670
01.610.6050.000	Professional Development	-	500	-	515	515	515	515
01.610.6055.000	Professional Service	1,500	750	-	775	775	775	775
01.610.6065.000	Purchased Services	7,779	10,000	2,954	10,150	10,150	8,500	8,500
01.610.6065.001	Boots-Bentley, W	183	200	135	200	200	200	200
01.610.6065.002	Boots-Black, D	200	200	-	200	200	200	200
01.610.6065.003	Boots-Blackwood, J	154	200	-	200	200	200	200
01.610.6065.004	Boots-Briggs, J	184	200	200	200	200	200	200
01.610.6065.005	Boots-Briggs, W	160	200	-	200	200	200	200
01.610.6065.006	Boots-Iacuele, P	120	200	-	200	200	200	200
01.610.6065.007	Boots-Lambert, J	120	200	100	200	200	200	200
01.610.6065.008	Boots-Ellis, H	170	200	58	200	200	200	200
01.610.6065.009	Boot - Martin, C.				200	200	200	200
		136,977	140,430	67,384	143,767	143,767	142,117	142,117

SUPPLEMENTAL INFORMATION
FY2015 – 2016

560 – PUBLIC ASSISTANCE

560-5005 - STIPEND \$0

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 \$5,100

SUPPLEMENTAL INFORMATION
FY2015 – 2016

570 – MUNICIPAL COURT

570-6020 – OPERATING SUPPLIES - \$500

Office and other supplies.

570-6095 – MUNICIPAL COURT JUDGE STIPEND - \$6,300

Municipal Court Judge will receive \$525 per session for 18 sessions.

TOTAL REQUESTED BUDGET \$6,800

SUPPLEMENTAL INFORMATION
FY 2015-2016

610 - DPW ADMINISTRATION:

610-5005 – SALARY \$91,194

Current Salary - \$80,883	2015 Salary - \$82,904
Current Longevity - \$ 8,088	2015 Longevity - \$ 8,290

610-5010 - WAGES - \$38,076

2016 Salary - \$36,612
2016 Longevity - \$ 1,464

Secretarial staff position funded at \$18.78/hr. @ 37.5 hours/week per Teamster's Local 251 Collective Bargaining Agreement. Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions. Longevity based on seven years seniority.

610-6015 - DUES & SUBSCRIPTIONS - \$587

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

610-6020 - OPERATING SUPPLIES - \$670

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

610-6050 – PROFESSIONAL DEVELOPMENT - \$515

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 - \$775

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

SUPPLEMENTAL INFORMATION
FY 2015-2016

610 - DPW ADMINISTRATION:

610-6065 – PURCHASED SERVICES - \$10,300

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 \$142,117

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Public Works							
01.620.5010.000	DPW Wages	284,522	342,228	162,111	342,228	342,228	342,228	342,228
01.620.5010.005	DPW Employee Longevity	23,886	28,329	13,599	29,143	29,143	29,143	29,143
01.620.5025.000	DPW Overtime Wages	43,215	50,176	3,778	55,835	55,835	50,000	50,000
01.620.6020.000	Operating Supplies	79,782	56,596	29,644	57,224	57,224	60,000	60,000
01.620.6040.000	Maintenance & Repairs	72,019	65,000	32,197	66,950	66,950	66,950	66,950
01.620.6045.000	Maintenance Supplies	149,108	180,629	8,718	192,797	192,797	180,000	180,000
01.620.6075.000	Tools/Equipment	4,306	3,940	3,636	4,058	4,058	4,058	4,058
01.620.6160.000	Road Sealing & Striping	306,758	341,858	33,605	341,858	341,858	341,858	341,858
01.620.6170.000	Rentals	1,600	3,000	-	3,090	3,090	3,000	3,000
01.620.6190.000	Street Lighting	31,864	31,500	12,852	32,445	32,445	32,000	32,000
		997,061	1,103,256	300,140	1,125,628	1,125,628	1,109,237	1,109,237
	Buildings & Grounds							
01.630.5010.000	Building & Grounds Wages	66,277	68,588	33,836	67,576	67,576	67,576	67,576
01.630.5010.002	Buildings & Grounds Longevity	6,351	6,570	3,114	6,018	6,018	6,018	6,018
01.630.5015.000	Building & Grounds Seasonal Wages	34,070	35,506	18,526	35,506	35,506	35,506	35,506
01.630.5025.000	Building & Grounds Overtime Wages	7,416	9,785	2,545	9,785	9,785	9,785	9,785
01.630.6040.000	Maintenance & Repairs	20,460	26,000	9,507	26,780	26,780	26,780	26,780
01.630.6045.000	Maintenance Supplies	10,797	12,000	5,767	12,360	12,360	12,360	12,360
01.630.6065.000	Purchased Services	22,529	41,103	12,002	41,103	41,103	41,103	41,103
01.630.6075.000	Tools & Equipment	123	-	-	-	-	-	-
01.630.6165.000	Repair & Maintenance -Facility	12,722	17,880	3,068	18,416	18,416	18,416	18,416
01.630.6195.000	Utilities	95,031	133,962	27,616	133,962	133,962	110,000	110,000
		275,774	351,394	115,981	351,506	351,506	327,544	327,544
	Monitoring Closed Landfill							
01.640.6001.000	Monitoring Closed Landfill	3,900	15,000	-	15,000	15,000	10,000	10,000
		3,900	15,000	-	15,000	15,000	10,000	10,000
	WasteWater							
01.660.5005.000	WasteWater Salary	67,140	67,153	34,247	68,227	67,153	67,153	67,153
01.660.5005.002	Longevity	1,975	2,350	1,175	2,729	2,686	2,686	2,686
01.660.5010.000	WasteWater Wages	14,581	18,306	7,944	17,787	17,787	17,787	17,787
01.660.5025.000	Waste Water O T Wages	449	-	54	-	-	-	-
01.660.6015.000	Dues & Subscriptions	1,263	1,188	594	1,248	1,248	1,248	1,248
01.660.6020.000	Operating Supplies	4,372	1,850	428	3,050	3,050	3,050	3,050
01.660.6055.000	Professional Services	5,357	16,500	1,134	16,500	16,500	16,500	16,500
01.660.6065.000	Purchased Services	2,080	4,000	2,167	4,400	4,400	4,400	4,400
		97,218	111,347	47,742	113,941	112,824	112,824	112,824

SUPPLEMENTAL INFORMATION
FY2015-2016

620 - HIGHWAY & ROADS

620-5010 - WAGES- \$371,371

*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement. Additional staff position funded at \$40,698 and \$3,052 longevity. Foreman II position, funded at \$43,866 and \$4,486 longevity, will provide more incentive for performance within the organization, and better ensure retention of our most valuable trained employees.

	2015-2016				Total
	Wage	Longevity Amount	Longevity Years	Medical Stipend	
Foreman	49,182	4,918	37		54,100
Foreman II	44,858	4,486	26		49,344
Driver/Laborers:					-
	40,698	4,070	27		44,768
	40,698	4,070	23		44,768
	40,698	3,663	18		44,361
	40,698	3,052	15		43,750
	40,698	1,831	9		42,529
	40,698	3,052	15		43,750
	<u>338,228</u>	<u>29,143</u>		-	<u>367,371</u>
Classification changes to cover for Foreman					<u>4,000</u>

SUPPLEMENTAL INFORMATION
FY2015-2016

620 - HIGHWAY & ROADS (cont'd):

620-5025 -OVERTIME - \$50,000 (*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 \$22.02 avg wage x 1.5 (time and one-half) x 10 men (8 DPW, 2 CRCC) = \$50,535
Other overtime = \$ 5,300
\$ 55,835

620-6020 - OPERATING SUPPLIES - \$60,000

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	\$ 2,976	Nov-14
8,000 gallons diesel @ \$4.15 per gal including fed taxes	33,200	Nov-14
385 gallons motor oil (7 - 55 gallon drums @ \$650/drum)	4,550	Nov-14
110 gallons anti-freeze @ \$10.30 each	1,133	Nov-14
7 cases chassis grease @ \$80/case	560	Nov-14
21 truck tires, tubes and repairs @ \$383/each average	8,043	
4 loader, backhoe, or tractor tires@ \$978/each average	3,912	
Filters, grease guns, oxygen aceteleyne, miscellaneous	2,850	
	<u>\$ 57,224</u>	

620-6040 - MAINTENANCE & REPAIRS - \$66,950

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 \$5,600/ month (based on a 12 month average).

SUPPLEMENTAL INFORMATION
FY2015-2016

620 - HIGHWAY & ROADS (cont'd):

620-6045 - MAINTENANCE SUPPLIES \$180,000

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2014-2015 bid.

Items	Quantity	Unit of Measure	Actual Nov-14	Projected Nov-14	Projected Total	
Sand	2700	tons	\$19.36	\$19.36	52,272.00	Nov-14
Salt	750	tons	\$90.41	62.00-90.41	67,807.00	Nov-14
Gravel	500	tons	\$16.49	\$16.49	8,245.00	Nov-14
Loam	75	tons	\$22.55	\$22.55	1,691.25	Nov-14
Bituminous Mix (cold)	366	tons	\$118.00	\$118.00	43,188.00	Nov-14
Drain tile	3	units	\$2,060.00/ea	\$2,060.00/ea	\$6,180.00	Nov-14
Stone	200	tons	\$19.24	\$19.24	3,848.00	Nov-14
Street signs	40	each	\$65.00	\$65.00	2,600.00	Nov-14
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,965.00	Nov-14
TOTAL					192,796.25	

620-6075 - TOOLS & EQUIPMENT - \$4,058

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

SUPPLEMENTAL INFORMATION
FY2015-2016

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 - \$32,000

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 \$1,109,237

SUPPLEMENTAL INFORMATION
FY 2015-2016

630 – BUILDINGS & GROUNDS

630-5010 - WAGES - \$73,594

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

	2014-2015					Total
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Shift Differential	
Landfill Foreman (50% B&G, 50% CRCC)	24,591	2,459	37			\$ 27,050
Landfill Operator (20% B&G, 80% CRCC)	6,875	-	1			6,875
Custodian	35,590	3,559	26		520	39,669
	<u>67,056</u>	<u>6,018</u>		-		<u>\$ 73,594</u>

630-5015 - PART TIME FACILITIES MAINTENANCE WAGES – (Shared with Parks and Recreation) \$35,506

Provides a 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. (@ \$14.97/Hr x 29.5Hrs/Week x 52 Weeks. This also provides for seasonal workers for the summer season.

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 - \$26,780

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. This also includes \$1,000 for miscellaneous services at Ninigret Park.

SUPPLEMENTAL INFORMATION
FY 2015-2016

630 – BUILDINGS & GROUNDS, cont'd

630-6045 - MAINTENANCE SUPPLIES - \$12,360

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 - \$41,103

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
Professional 1 day a year carpet cleaning	\$ 1,350
Professional extermination service contract	\$ 500
Fire extinguisher service	\$ 500
Security protection and alarm system monitoring and inspection	\$ 1,700
Fuel tank and piping tightness tests	\$ 2,000
Radon testing - State mandated	\$ 800
State mandated drinking water tests & water system contract	\$ 10,468
Landscaping details (trees and shrubs)	\$ 2,500
Chimney Cleaning/ Town Hall	\$ 500
Backflow device certification (Blue Shutters and Ninigret Tennis Court Area)	\$ 400
Restroom and trash pick up for Ninigret and beaches	\$ 14,000
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$ 1,100
Inspection of Fire suppression system at the DPW fueling depot	\$ 250
Burner Cleaning for Town Hall, Senior Center and Gate House	\$ 1,250
AED Service at Town Hall – annual contract	\$ 285
	<hr/>
	\$ 41,103

SUPPLEMENTAL INFORMATION
FY 2015-2016

630 – BUILDINGS & GROUNDS (cont'd):

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$18,416

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening 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. It also includes \$600 to rebuild the ticket booth at town beach and the dumpster at both beaches and Ninigret Park.

630-6195 - UTILITIES - \$110,000

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
Propane gas - 1,370 gallons @ 4.20/ gallon	\$5,754
Narragansett Electric (expected cost reduction)	<u>\$78,000</u>
	\$133,962

TOTAL REQUESTED BUDGET - \$327,544

SUPPLEMENTAL INFORMATION
FY2015-2016

640 – CRCC MANDATED MONITORING:

640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) \$10,000

Mandated CRCC monitoring required by the State after landfill closing in 2000.

TOTAL REQUESTED BUDGET \$10,000

SUPPLEMENT INFORMATION
FY 2015-2016

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - \$69,839

New Fiscal Year Salary (normal) -	\$ 67,153.15	CPMA Grade 4D
Longevity -	\$ 2,686.16	8 years employment – 4.0%
Total	\$ 69,839.31	

660-5010 – WAGES – \$17,787

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, remaining cesspool phase sites in violation in lower zones which also requires many administrative hours. There remain over 600 properties past-due for routine septic inspection, attention needs to be given to these properties. Furthermore, this office requires more 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 & SUBSCRIPTIONS - \$1,248

Carboy RIWIS Users Agreement \$99/month (\$1,188)
 National On-site Wastewater Recycling Association Membership (Regulator Membership) \$60

660-6020 – OPERATING SUPPLIES - \$3,050

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 OWTS notifications are sent.

Printer/Toner	\$ 500	
General Administrative Office supplies	\$ 850	
Required Forms and Public Outreach Materials	\$ 500	
Letterhead and cardstock	\$ 200	
Wastewater/Stormwater Field Sampling Equipment and reagents, tools,	\$ 1,000	
Total	\$ 3,050	

SUPPLEMENT INFORMATION
FY 2015-2016

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 to property owners, approximately 2,000 @ \$0.48	\$ 960
Notices of Violation and other Certified Mailings, 500 @ \$6.58	\$ 3,290
Total (not included as a Department Budget Line Item)	\$ 4,250

660-6055 PROFESSIONAL SERVICES - \$16,500

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

Analysis of potable groundwater quality relating to bacteria and nutrients and OWTS in densely developed areas. Nutrient concentrations in our watersheds are of considerable concern and the flux of nutrients from the groundwater system is a critical component in understanding and managing those inputs. Increased development, along with conversion of seasonal homes to permanent residences, is increasing the withdrawal of ground water in many areas, thereby increasing the potential for drinking water contamination from OWTS and saltwater intrusion. Obtain access for the sampling of 40 private wells and conduct laboratory analysis of major cations and anions and bacteria. (\$125/sample)	\$ 5,000			
Stomwater Sampling: Required sampling under State MS4 Permit for nutrients and bacteria in surface water flows into the Allen's Cove of Green Hill Pond includes sampling analysis of nitrate, ammonium, phosphorus, fecal coliform, e coli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October \$600. Budget for July through October 2015 and May and June 2016	\$ 600			

SUPPLEMENT INFORMATION
FY 2015-2016

660-6055 PROFESSIONAL SERVICES - \$16,500 (CTD)

Funding to continue analysis of the Salt Ponds Shallow Groundwater Input Study in Ninigret and/or Green Hill Pond. Includes the installation of up to 10 pizometers to collect shallow groundwater from a transect parallel to apparent groundwater flow from upland to the pond sediments. Collect samples from each pizometer and submit to URI for analysis of 10 dissolved nutrients eight times/yr \$60/ sample = 4,800 6 nitrogen and phosphorus, 3 samplings per year \$75/sample = \$1,350/yr. URI Coastal Fellow \$10/hr at 16 hrs/week, four weeks/month = \$3,200. 10 drive points with screens \$230. 2 GVP 4-foot extensions \$302. 3 Couplings - \$27. 100 ft silicone tubing - \$212. 100 ft fluoropolymer tubing \$175. 3 GVP tip drive ends - \$105. PVC pipe, Galvanized pipe, and misc supplies - \$450. Shipping - \$50	\$ 10,900			
Total	\$ 16,500			

660-6065 PURCHASED SERVICES - \$4,400

10 seminars for WW Manager at the New England On-Site Wastewater Training Facility at URI, @ \$200 each	\$ 2,000
URI New England On-site Wastewater Training Center Inspector classes for 4 Wastewater Management Commission members @ \$510 each	\$ 2,400
Total	\$ 4,400

TOTAL BUDGET \$112,824

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Outside Agencies							
01.720.7205.000	VNS Home Health Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01.720.7210.000	Gateway Healthcare, Inc	3,500	3,500	3,500	3,800	3,800	3,500	3,500
01.720.7215.000	Wood River Health	3,000	4,000	4,000	5,000	5,000	4,000	4,000
01.720.7235.000	Domestic Violence Center	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01.720.7245.000	Thundermist Hlth Ctr So County	2,000	1,500	1,500	3,500	3,500	3,500	3,500
01.720.7250.000	The Samaritans	500	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
01.720.7270.000	Southern RI Volunteers	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01.720.7300.000	RI CAN	3,500	3,500	3,500	3,500	3,500	3,500	3,500
01.720.7322.000	WA County Coalition Children	500	750	750	1,000	1,000	1,000	1,000
01.720.7325.000	Education Exchange	-	250	-	-	-	-	-
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	500	750	750	-	-	-	-
		19,500	20,750	20,500	23,300	23,300	22,000	22,000
	Local Agencies							
01.730.7308.000	Chariho Soccer League	250	-	250	-	-	-	-
01.730.7309.000	Memorial Day Parade	500	500	500	500	500	500	500
01.730.7310.000	Charlestown Ambulance	166,800	166,800	166,800	166,800	166,800	166,800	166,800
01.730.7311.000	Charlestown Memorial Parade	1,000	2,000	2,000	3,500	3,500	2,500	2,500
01.730.7320.000	Chamber Of Commerce	3,000	3,000	3,000	3,000	3,000	3,000	3,000
01.730.7330.000	Cross Mills Library	208,000	212,160	212,160	218,525	218,525	218,525	218,525
01.730.7331.000	Charlestown Historical Society	2,000	2,000	2,000	7,500	7,500	2,500	2,500
01.730.7332.000	Neighbors Helping Neighbors RI				1,500	1,500	1,500	1,500
01.730.7333.000	Green & White Up All Night CRHS				250	250	-	-
		381,550	386,460	386,710	401,575	401,575	395,325	395,325
	Boards & Commissions							
01.740.5020.000	Conservation Commission	1,983	2,000	-	2,000	2,000	2,000	2,000
01.740.5040.000	Senior Citizens Commission	77	100	-	100	100	100	100
01.740.5050.000	Planning Commission	4,811	5,000	1,577	5,000	5,000	5,000	5,000
01.740.5060.000	Zoning Board	6,256	7,500	2,682	7,500	7,500	7,500	7,500
01.740.5062.000	Bicycle Pathway Ad Hoc Committee	-	-	-	5,750	5,750	-	-
01.740.5065.000	Affordable Housing Comm	3	300	-	300	300	300	300
01.740.5075.000	Economic Improvement Comm	620	1,000	-	1,000	1,000	1,000	1,000
01.740.5085.000	Mosquito Abatement Council	6,783	10,630	4,945	10,630	10,630	10,630	10,630
		20,533	26,530	9,203	32,280	32,280	26,530	26,530
	Chariho							
01.780.7880.000	Chariho Regional School District	14,645,357	14,351,417	6,583,947	14,313,594	14,313,594	14,264,152	14,264,152
		14,645,357	14,351,417	6,583,947	14,313,594	14,313,594	14,264,152	14,264,152

Mailed Letter	Date Recvd. Request from Agency	Phone #	FirstName	LastName	Job Title	Line item #	Agency	14/15 \$ Request	% Requested +/- from previous year's FUNDING	14/15 TA's Recommendation	14/15 Funded	15/16 \$ Request	% Requested +/- from previous year's FUNDING	Notes
						720-	#720 OUTSIDE AGENCIES							
Nov. 5	12-Dec	788-2314	Mary Lou	Rhodes	President & CEO	7205	VNS Home Health Services	\$ 2,000	100%	\$ 2,000	\$ 2,000	\$ 2,000	100%	
Nov. 5	16-Dec	724-8400 x 208	Richard	Leclerk	President	7210	Gateway Healthcare, Inc (formerly South Shore Mental Health Center)	\$ 3,500	100%	\$ 3,500	\$ 3,500	\$ 3,800	109%	POSTMARKED 12/14/16
Nov. 5	15-Dec	539-2461 x 148	David	Henley	Dev. Coordinator	7215	Wood River Health Services	\$ 5,000	167%	\$ 5,000	\$ 4,000	\$ 5,000	100%	
Nov. 5	15-Dec	782-3995	Mary	Roda	Exec. Director	7235	Domestic Violence Center of South County	\$ 2,000	100%	\$ -	\$ 2,000	\$ 2,000	100%	
Nov. 5	1-Dec	783-0523 x3066	Lauren	Nocera		7245	Thundermist Health Center (admin. office)	\$ 1,500	75%	\$ 1,500	\$ 1,500	\$ 3,500	233%	
Nov. 5	15-Dec	721-5220	Denise	Panichas	Executive Director	7250	The Samaritans	\$ 500	100%	\$ -	\$ 500	\$ 500	100%	
Nov. 5	11-Dec	596-9276	Russell	Partridge	Executive Director	7260	W.A.R.M.	\$ 1,000	100%	\$ 1,000	\$ 1,000	\$ 1,000	100%	
Nov. 5	21-Nov	552-7661	Debra	Tanner	Exec. Director	7270	Southern RI Volunteers (formally Sen. Helping Others)	\$ 1,500	150%	\$ 1,500	\$ 1,000	\$ 1,000	67%	
NO	17-Feb	789-3016	Jospeh	DeSantis	Executive Director	7283	South County Community Action		#VALUE!			\$ 5,000	#DIV/0!	VERY LATE/NO REQUEST SINCE FY 09/10
Nov. 5	12-Dec	364-9413	Kay	Beaudreau	President, BoD	7300	R.I. Can (formerly St. Mary's/St. James Community Food Pantry)	\$ 3,500	100%	\$ 3,500	\$ 3,500	\$ 3,500	100%	
Nov. 5	15-Dec	788-2347	Susan	Orban	Coordinator	7322	Washington County Coalition for Children	\$ 1,000	200%	\$ 1,000	\$ 750	\$ 1,000	100%	
Nov. 5		783-0293	Peggy	Benz	Executive Director	7325	Education Exchange	\$ 500	100%	\$ 500	\$ 250	0		NO REQUEST
Nov. 5	14-Jan	294-6363	Arianna	Mourdjian		7342	Wildlife Rehabilitators of Rhode Island	\$ 1,712	342%	\$ 1,712	\$ 750	\$ 2,256	132%	LATE
3-Dec	19-Feb	500-0422	Kate	Bosquet	Dist. Manager		Southern RI Conservation District	\$ 1,000	new	\$ 1,000	not funded	see note		VERY LATE \$200 to \$500
								OUTSIDE AGENCIES SUB-TOTAL TO DATE	\$ 24,712	127%	\$ 20,750	\$ 30,556	124%	
						730-	#730 LOCAL AGENCIES							
Nov. 5	12-Nov	364-9715	Erick	Michaud	American Legion	7309	Memorial Day Parade (Carolina - Amer. Legion)	\$ 500	100%	\$ 500	\$ 500	\$ 500	100%	
Nov. 5	15-Dec	213-6902	Patrick J.	McMahon	Commander	7310	Charlestown Ambulance Rescue Service, Inc.	\$ 166,800	100%	\$ 166,800	\$ 166,800	\$ 166,800	100%	
Nov. 5	18-Dec	364-6210	Evelyn	Smith	Fund Raising Chairman	7311	Charlestown Memorial Day Parade Committee	\$ 2,500	250%	\$ 2,500	\$ 2,000	\$ 3,500	140%	LATE
Nov. 5	17-Nov	364-3878 x5	Heather	Palliotta	Executive Director	7320	Charlestown Chamber of Commerce	\$ 4,000	133%	\$ 4,000	\$ 3,000	\$ 3,000	75%	LATE
Nov. 5	15-Dec	364-6211	Ulla	Virks	Librarian	7330	Cross Mills Public Library	\$ 212,160	102%	\$ 212,160	\$ 212,160	\$ 218,525	103%	
Nov. 5	15-Dec	364-6040 x116	Pam	Lyons	President	7331	Charlestown Historical Society	\$ 2,000	100%	\$ 2,000	\$ 2,000	\$ 7,500	375%	
	2-Dec	218-2193	Greg	Plunkett	Secretary	7332	Neighbors Helping Neighbors RI (NHNRI)					\$ 1,500		NEW
						7333	Green & White Up All Night CRHS	\$ 250			\$ 250	\$ 250	100%	council contingency?
								LOCAL AGENCIES SUB-TOTAL TO DATE	\$ 388,210	102%	\$ 386,710	\$ 401,575	103%	
								TO DATE TOTAL FUNDED	\$ 412,922			\$ 432,131	105%	

SUPPLEMENTAL INFORMATION
FY2015 – 2016

740 – BOARDS & COMMISSIONS:

740-5020 – CONSERVATION COMMISSION \$2,000

Postage, copying	\$ 250
Well Water Testing, Volunteer Recognition	350
CCC public events, Charlestown Day, Arbor Day	1,100
Printing	300
	<hr/>
	\$ 2,000

740-5040 – SENIOR CITIZENS COMMISSION \$100

740-5050 – PLANNING COMMISSION \$5,000

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

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
FY2015 – 2016

740 – BOARDS & COMMISSIONS:

740-5060 – ZONING BOARD - \$7,500

Advertising	\$ 1,700	Based on 17 meetings per year at \$200 per meeting
Office supplies	300	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	3,700	Based on 17 meetings per year @ \$275 per meeting
Third party engineer	1,000	
Transcript costs	500	Cost of transcripts from public hearing meetings.
Postage	300	
	<u>\$ 7,500</u>	

740-5065 – AFFORDABLE HOUSING COMMISSION \$300

300 Printing of brochures and pamphlets for education purposes.

740-5075 - ECONOMIC IMPROVEMENT COMMISSION \$1,000

SUPPLEMENTAL INFORMATION
FY2015 – 2016

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
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	\$ 10,630

TOTAL REQUESTED BUDGET \$26,530

SUPPLEMENTAL INFORMATION
FY2015 – 2016

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET- \$14,264,152

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 - \$14,264,152

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Senior/Community Center							
01.800.5005.000	Senior Center Coordinator's Salary	31,668	32,301	17,780	32,301	32,301	32,301	32,301
01.800.5010.000	Senior Center Wages	30,107	35,000	15,114	36,900	36,900	35,000	35,000
01.800.5020.000	Sr Ctr After Hour Rental Wages	540	1,000	120	1,000	1,000	700	700
01.800.6015.000	Dues & Subscriptions	30	30	-	30	30	30	30
01.800.6020.000	Operating Supplies	908	800	175	800	800	800	800
01.800.6035.000	Miscellaneous	38	110	-	110	110	110	110
01.800.6040.000	Maintenance & Repairs	1,665	3,000	109	10,690	10,690	3,000	3,000
01.800.6045.000	Maintenance Supplies	1,581	1,750	731	1,750	1,750	1,750	1,750
01.800.6050.000	Professional Development	-	400	-	400	400	400	400
01.800.6065.000	Purchased Service	10,385	11,315	3,497	11,315	11,315	11,315	11,315
01.800.6070.000	Travel Expense	318	300	165	300	300	300	300
01.800.6075.000	Tools/Equipment	-	500	-	500	500	500	500
01.800.6195.000	Utilities	13,127	12,000	3,678	13,000	13,000	12,000	12,000
01.800.8035.000	Senior/Community Center Programs	1,332	21,780	143	31,020	31,020	27,780	27,780
01.800.8035.001	Tai Chi	2,200	-	900	-	-	-	-
01.800.8035.002	Yoga	10,685	-	4,920	-	-	-	-
01.800.8035.003	Strength & Stability	4,500	-	2,500	-	-	-	-
		109,083	120,286	49,830	140,116	140,116	125,986	125,986
	Recreation Administration							
01.810.5005.000	Recreation Director Salary	71,627	71,681	35,840	71,681	71,681	71,681	71,681
01.810.5005.002	Recreation Director Longevity	-	1,792	896	2,150	2,150	2,150	2,150
01.810.5010.000	Recreation Programs Wages	47,100	47,450	23,725	47,450	47,450	47,450	47,450
01.810.5010.002	Recreation Programs Longevity	-	-	-	1,186	1,186	1,186	1,186
01.810.5015.000	Recreation Secretary Wages	19,908	17,424	8,819	17,787	17,787	17,787	17,787
01.810.5020.000	Recreation Summer Assistant						14,720	14,720
01.810.5025.000	Recreation O T Wages	1,582	1,500	582	1,500	1,500	1,500	1,500
01.810.6015.000	Dues & Subscriptions	-	140	-	315	315	140	140
01.810.6020.000	Operating Supplies	997	1,000	449	700	700	1,000	1,000
01.810.6040.000	Maintenance & Repair	-	100	7	100	100	100	100
01.810.6050.000	Professional Development	500	850	650	2,019	2,019	1,428	1,428
01.810.6065.000	Purchased Services	25	100	-	300	300	100	100
01.810.6070.000	Travel Expense	17	100	-	-	100	100	100
01.810.6075.000	Tools/Equipment	196	100	-	100	100	100	100
		141,952	142,237	70,969	145,288	145,388	159,442	159,442

SUPPLEMENTAL INFORMATION
FY 2015/2016

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 – COORDINATOR’S SALARY \$32,301

Coordinator—Funds requested for the Part Time Director Position at 29 hours per week. Director is responsible for the day to day administration of the Community/Senior Center.

800-5010 - WAGES: Part-Time (2 persons) \$35,000

Kitchen Manager: \$18,020

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.

Kitchen Intern: \$0

Work with area educational programs through Chariho, South Kingstown, and Westerly to help develop culinary skills and knowledge of Sr. health and nutritional issues utilizing Sr. Nutrition Program

Administrative Assist/Program Director: \$16,980

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.

Custodian:

*Custodial services handled by contract under purchased services.

800-5020- AFTER HOURS RENTAL \$700

Costs are off-set by rental fee.

SUPPLEMENTAL INFORMATION
FY2015 – 2016

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6015 – DUES & SUBSCRIPTIONS \$30

State Senior Directors Association (annual dues) \$30

800-6020 - OPERATING SUPPLIES \$800

Office Supplies, including postage \$800

800-6035 - MISCELLANEOUS \$110

Food Dept. License \$ 60

Other Miscellaneous \$ 50

800-6040 - MAINTENANCE & REPAIRS \$3,000

Building Maintenance (includes yearly floor treatment) \$2,000

Equipment Maintenance \$1,000

800-6045 – MAINTENANCE SUPPLIES \$1,750

Kitchen Supplies \$750

Janitorial Supplies \$750

Supplies for Community service projects \$250

800-6050 – PROFESSIONAL DEVELOPMENT \$400

800-6065 – PURCHASED SERVICES \$11,315

Pest Control \$480 (\$120 quarterly)

Bldg Security \$250 (annually)

Fire Extinguisher and Ansil System Inspections \$2,500 (yearly contract)

AED Life Support Systems \$285

Custodial Services (reflects 2013 Bid) \$7,800

SUPPLEMENTAL INFORMATION
FY2015 – 2016

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

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

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		\$4,500 (annually)
RISE Energy Improvements		\$1,300

SUPPLEMENTAL INFORMATION
FY2015 – 2016

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-8035 – SENIOR/COMMUNITY PROGRAMS \$27,780

Yoga	\$14,560
Tai Chi	\$2,600
Exercise	\$9,360
Arts	\$1,000
Supplies	\$ 500
Trips Newport Harbor (summer)	\$1,500
Trips New Hampshire (fall)	\$1,500

These requests reflect an increase in pay for our yoga program and exercise program justified with increase in participation. Increase requested for exercise program also reflects an added class (from 2x/week to 3x/week)

*Revenues generated will be placed in general fund.

TOTAL REQUESTED BUDGET \$125,986

Projected Revenues 2015/2016

DEA	\$3,847(level funded)
Programs	\$30,520
Rentals	\$2,175 (goal of 15 rentals)
Total	\$36,542

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

810 – RECREATION ADMINISTRATION:

810-5005 - SALARY - \$ 73,831

Salary \$71,681
Longevity \$ 2,150

810-5010 – Salary - \$48,636

Recreation Assistant
Salary \$47,450
Longevity = \$ 1,186

810-5015 SECRETARY – Half-Time Parks and Recreation - \$17,787

810-8020 – SUMMER ASSISTANT - \$14,720

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.

14 weeks x 20hr/wk x \$14.00/hr = \$3,920.00 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.

18 weeks (May 1st- September 15th) x 40 hr/wk x \$15.00/hr = \$10,800.00 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.

810-5025 RECREATION OVERTIME WAGES - \$1,500

810-6015 - DUES & SUBSCRIPTIONS - \$140

This line includes dues and Banquet to RIPRA for Director and Programming Manager. Also includes dues for NRPA.

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.

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

810 – RECREATION ADMINISTRATION

810-6040 - MAINTENANCE & REPAIRS - \$100

Repairs of Technical Office Equipment

810-6050 – PROFESSIONAL DEVELOPMENT - \$1,428

Provides for professional development for one P&R Administrator to attend the Connecticut Parks and Recreation annual symposium and convention, \$300. Director of Parks and Recreation to attend Annual Northern New England Convention Includes "Member" registration fee, early bird rate \$392, two nights in host hotel, \$50 for gas and food \$260. , National Recreation and Parks Association annual membership dues of \$165..

810-6065 - PURCHASED SERVICES - \$100

Computer Training (training for assistant and or secretary), computer service, printer service. Continue with training for this fiscal year.

810-6070 – TRAVEL EXPENSE - \$100

810-6075 - TOOLS & EQUIPMENT - \$100

miscellaneous tools & equipment as needed i.e. computer tools

TOTAL REQUESTED BUDGET - \$159,442

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Recreation Programs							
01.815.4985.000	Bank Charges	-	-	-	-	-	2,000	2,000
01.815.5015.000	Seasonal Playground Wages	21,472	33,198	24,879	40,725	40,725	40,400	40,400
01.815.5020.000	Recreation Summer Assistant	16,001	14,720	9,289	14,720	14,720	-	-
01.815.5030.000	Recreation Swimming Lesson Wages	955	-	1,920	-	-	-	-
01.815.8005.000	Camp Ninigret	12,284	13,148	13,520	14,248	14,248	13,948	13,948
01.815.8015.000	Baseball T-Ball Program	-	-	1,364	-	-	-	-
01.815.8020.000	Basketball Program	5,360	9,340	1,056	9,840	9,840	9,840	9,840
01.815.8025.000	Winter Programs	2,603	5,868	5,096	10,318	9,318	9,318	9,318
01.815.8030.000	Spring/Summer Programs	6,693	2,300	7,230	6,050	6,050	6,050	6,050
01.815.8035.000	New & Continuing Programs	9,236	9,600	6,016	11,280	11,280	9,480	9,480
01.815.8040.000	Tennis Program	7,414	5,515	6,295	5,515	6,685	6,685	6,685
01.815.8045.000	Swim Lessons	775	4,950	-	4,950	4,950	4,950	4,950
01.815.8050.000	Summer Concert	7,042	6,637	3,798	8,309	8,309	8,309	8,309
		89,836	105,276	80,463	125,955	126,125	110,980	110,980
	Town Beach							
01.820.5015.000	Town Beach Wages	55,158	69,930	47,016	76,946	76,946	74,946	74,946
01.820.5025.000	Town Beach O T Wages	2,679	1,200	1,322	1,200	1,200	1,200	1,200
01.820.6020.000	Town Beach Operating Supplies	1,007	1,500	533	2,400	2,400	1,900	1,900
01.820.6035.000	Uniforms & Training	925	1,000	135	1,000	1,000	1,000	1,000
01.820.6040.000	Maintenance & Repairs	957	1,000	70	650	650	650	650
01.820.6045.000	Maintenance Supplies	1,374	400	332	500	500	500	500
01.820.6060.000	Printing & Binding	759	875	-	875	875	875	875
01.820.6065.000	Purchased Services	6,439	10,775	5,295	12,500	12,500	12,500	12,500
01.820.6075.000	Tools/Equipment	1,380	1,500	1,220	1,500	1,500	1,500	1,500
01.820.6095.000	Beach Cleaning	3,513	5,000	3,500	6,000	6,000	5,500	5,500
01.820.6100.000	Property Taxes	3,453	3,700	3,461	3,700	3,700	3,700	3,700
		77,644	96,880	62,885	107,271	107,271	104,271	104,271
	Ninigret Park							
01.830.5015.000	Ninigret Park Wages	15,099	17,184	12,227	19,006	19,006	18,275	18,275
01.830.5025.000	Ninigret Park O T Wages	392	500	335	500	500	500	500
01.830.6020.000	Operating Supplies	1,298	1,700	401	1,400	1,400	1,400	1,400
01.830.6040.000	Maintenance & Repairs	3,119	1,600	566	4,200	4,200	1,600	1,600
01.830.6065.000	Purchased Services	8,163	13,485	3,923	17,055	17,055	14,000	14,000
01.830.6075.000	Tools/Equipment	2,733	1,000	555	2,200	2,200	2,200	2,200
		30,803	35,469	18,005	44,361	44,361	37,975	37,975

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815 – RECREATION PROGRAMS:

815-4985 – Bank Charges - \$2,000

815-5015 - SEASONAL WAGES/PLAYGROUND – \$40,400

This line item includes seasonal wages to pay staff for the Camp Ninigret program. Also, a **Counselor in Training/Leadership Camp** will continue to be offered for those 13 and over. Those who successfully completed last year's Leadership Program will be allowed to volunteer within the camp. The base program includes five (5) weeks with additional extended weeks optional for families seeking to extend camp for their children. Extended days provide opportunities for working families to benefit from an early start to the program, 8:00 AM extending to 5:00 PM. Minimum wage is expected to rise to \$9.00/hr. in 2015. There is an expectation of an increase in revenue, due to increases in numbers of campers enrolled in the CIT Camp/Program. Camp fees will be increased from \$250 to \$275 thus creating additional revenue to cover the raise in minimum wage. New for the 2015-2016 year, upon approval may be a Tiny Tot Camp to reach out to the 3 & 4 year old population providing a ½ day camp for 5 weeks. This Tiny Tot Camp will have a maximum of 20 campers and will generate revenues. The camp will run from 9:00 AM to Noon and will a cost of \$100/week.

Camp Ninigret: Summer Day Camp

Position	Rate of Pay	Number of Hours Per Day	Number of Days	Number of Weeks	Total Pay
Director	\$15.00	9	5.00	9	\$ 5,400
*Overtime was paid for the Summer 2014 Season, but was not budgeted.					\$ 1,575
At times the Director must stay after 5:00 PM while waiting for children to be picked-up by thir parents.					
Counselors (8)	\$9.25	8	5.00	5	\$ 14,800
Counselors (4) for 2 weeks extended camp	\$9.25	8	5.00	2	\$ 2,960
Junior Counselors (2)	\$9.00	8	5.00	5	\$ 3,600
CIT Camp/Leadership Program					
Director	\$13.00	8	5.00	7	\$ 3,640
Counselor	\$9.00	8	5.00	7	\$ 2,520
Tiny Tots Day Camp					
Director	\$14.00	5	5.00	7	\$ 2,450
Counselors (2)	\$9.25	5	5.00	7	\$ 3,255

CPR and First Aid Certification for all Counselors. Increased from last year to reflect additional staff.

	\$ 200
Total	\$ 40,400

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815- RECREATION PROGRAMS (cont'd):

815-8005 - CAMP NINIGRET - \$13,948

Ninigret Park Playground Program. The 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.

Scholarship money for camp	\$1,000
Equipment, T-Shirts, arts and crafts supplies	\$3,000
Special Events, i.e. Storyteller, Mini Golf	\$2,500
Camp Ninigret Trips	\$6,000
Frosty Drew Collaborative Program: 316 camper visits at \$3 per camper	\$948
Tent Setup	\$500
	<u>\$13,948</u>

815-8020 – BASKETBALL (YOUTH) - \$9,840

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

Trophies and Plaques	\$1,000
Equipment: rims, scorebooks, scoreboard lights, nets, whistles for referees, misc.	\$300
Uniforms: for approximately 250 participants	\$1,200
Referees for youth division	\$800
Referees for junior division	\$1,050
Referees for senior division	\$1,050
Volunteer Coach shirts	\$1,440
Scorekeepers	\$500
Uniforms for referees	\$100
Program Coordinator: \$15 per hour for 8 hours for 12 weeks	\$1,440
Hall Monitor: \$10 per hour for 8 hours for 12 weeks	\$960
	<u>Total \$9,840</u>

*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses. (Recommended for enterprise fund account) **The Hall Monitor was added as a stipulation mandated by the Board of Education for facility use for an adult to oversee each program run in a Chariho school facility.**

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815- RECREATION PROGRAMS (cont'd):

815-8025 –FALL/ WINTER PROGRAMS - \$9,318

Salem Witch Museum Trip	\$1,900
Town Hall Trick or Treating	\$200
Pumpkin Walk	\$300
New York City Bus Trip	\$1,600
Haunted Hayride	\$800
Trunk or Treat	\$300
Holiday Tree Lighting	\$300
Town Hall Holiday Decorations	\$100
Tree Lighting: Rideable Walking Animals Rental	\$650
Town Hall Tree Lights	\$400
Bonfire	\$300
Teen Dances: DJ at \$250 for 2 dances	\$500
Friday Night Out Teen Program:	
Instructors (2) at \$13 per hour for 3 hours for 16 weeks	\$1,248
Instructor (1) at \$15 per hour for 3 hours for 16 weeks	\$720
Total	\$9,318

815-8030 - SPRING/SUMMER PROGRAMS - \$6,050

Egg Hunt	\$1,050
Spring Trip: Fenway Park	\$4,800
Fishing Derby	\$200
Total	\$6,050

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815- RECREATION PROGRAMS (cont'd):

815-8035 – NEW PROGRAMS - \$ 9,480

This line item includes new programming such as adult Pilates, Zumba, instructional youth basketball clinic for coaches, Teen Trips, cooking and art and nature programs. These programs are maintained to be level funded.

The paddleboarding program will be held at Charlestown Town Beach on Wednesdays, Thursdays, Fridays and Saturdays hourly from 9:00 AM to Noon and from 6:00 to 7:00 PM. Participants would pay \$20 per hour. The program would run with a minimum of 5 people at \$20 per hour for 4 hours daily for 4 days a week, which totals \$1600. The Instructor would receive \$20 per hour for 4 hours a day for 4 days a week for 5 weeks, for a total of \$1600. The paddleboards will be purchased from the capital portion of the budget.

Pilates	\$2,580
Zumba	\$2,600
Supplies for exercise programs	\$500
Teen Trips	\$1,500
Frisbee Disc Golf	\$500
Cooking Classes	\$500
Instructional Basketball Clinic	\$200
Art Programs	\$500
Nature Programs	\$300
Babysitting Class	\$300
Total	<u>\$9,480</u>

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815- RECREATION PROGRAMS (cont'd):

815-8040- TENNIS PROGRAM (YOUTH) – \$ 6,685

Summer - Per Lesson	Position	Rate of Pay	Hours	Number of Weeks	Total Pay
3 hours for 3 days for 13 weeks	Supervisor	\$30	3	13	\$1,170
= 117 Total Hours	Instructors (5)	\$15	3	13	\$2,925
				Total Summer Pay	\$4,095

Winter

1 hour for 1 day per week for 39 weeks	Supervisor	\$30	1	39	\$1,170
= 39 Total Hours	Instructors (2)	\$15	1	39	\$1,170
				Total Winter Pay	\$2,340

Supplies and Equipment i.e. prizes, awards, nets, racquets, balls	\$250
Total for Tennis Programs	\$6,685

815-8045 SWIM LESSONS (YOUTH) - \$4,950

Position	Rate of Pay	Hours	Number of Weeks	Total Pay
Head Swim Instructor (1)	\$30	3	9	\$810
Swim Instructors (3) at Pool	\$20	3	9	\$1,620
Swim Instructors (3) at Little Nini Pond	\$20	3	9	\$1,620
Swim Instruction Training for Lifeguards				\$500
Donation for Motel Pool Use				\$200
Equipment				\$200
			Total	\$4,950

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

815- RECREATION PROGRAMS (cont'd):

815-8050 SUMMER CONCERT/MOVIE SERIES UNDERWRITING - \$8,309

Screen Rental	Per Movie	\$593.00 For 3 movies	\$1,779
Copyright per movie	Per Movie	\$286.00 For 3 movies	\$858
Promotional Materials	Per Movie	\$24.00 For 3 movies	\$72
	Subtotal	<u>\$903.00</u> Subtotal for 3 movies	<u>\$2,709</u>

Summer Concert Series

Concerts (4)	Per Concert	\$1,000.00 For 4 concerts	\$4,000
Promotional Materials	Per Concert	\$400.00 For 4 concerts	\$1,600
	Subtotal	<u>\$1,400.00</u> Subtotal for 4 concerts	<u>\$5,600</u>

Movie Subtotal	\$2,709
Concert Subtotal	<u>\$5,600</u>
Total	<u>\$8,309</u>

Four summer concerts to follow our successful summer series of last year. Movie Series will include three movies in the park. Underwriting only as these programs have been supported by the business community in the past.

TOTAL REQUESTED BUDGET - \$110,980

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

820 - CHARLESTOWN BEACH:

820-5015 - SEASONAL WAGES - \$76,946

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, 2015 through June 30, 2016. This period represents a total of 85 days. It is proposed that the salary for "new" guards begins at \$13.00/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, \$13.00/hour will be used. *Note- holiday rate of pay of time +1/2 paid to lifeguards and attendants for holidays worked.

B. Beach Attendants

Two and one-half (2.5) attendants on weekdays and (3.5) attendant on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$9.00/hour will be used.

C. Charlestown Town Beach Manager

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

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$12.50	5	8	52	\$26,000.00
Weekends	\$12.50	6	9	29	\$19,575.00
Holidays	\$18.75	6	9	4	\$4,050.00
				Total	\$49,625.00

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

820-5015 - SEASONAL WAGES (Continued)

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$9.00	2	8	52	\$7,488.00
Weekdays	\$9.00	1	4	52	\$1,872.00
Weekends	\$9.00	3	9	29	\$7,047.00
Weekends	\$9.00	1	5	29	\$1,305.00
Holidays	\$13.50	3	9	4	\$1,458.00
Holidays	\$13.50	1	5	4	\$270.00
Total					\$19,440.00

	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Beach Manager	13.00	1	8.5	90	\$9,945.00
Total					\$9,945.00

Lifeguard Total	\$49,925.00
Beach Attendant Total	\$19,440.00
Beach Manager Total	\$9,945.00
Subtotal	\$79,310.00
Less 5% rain reduction	\$4,049.75
Total Town Beach Wages	\$76,945.25

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

820 - CHARLESTOWN BEACH (cont'd)

820-5025 TOWN BEACH OVERTIME WAGES - \$1,200

Lifeguards out sick, short staffed end of year.

820-6020 -- OPERATING SUPPLIES - \$1,900

Paper products, soaps for restrooms, supplies for pavilion restroom maintenance, office and first aid supplies for first aid room. Composter technology requires use of a special "Heponol" soap that serves as the conduit in the replacement of flushing. The vendor that supplied the composting toilet units provided a two year supply of the product. No other type of soap works in this situation but the soap is very expensive, apx. \$900.00 for the supply that we are seeking to purchase for this upcoming year and this supply could last into the following fiscal year based upon use of the facilities.

820-6035 -- UNIFORMS - \$1,000

Uniform Reimbursement:

8 Uniforms at \$50 per uniform	\$400.00
Beach Manager, Beach Attendant and Supervisor	\$150.00
Lifeguard Sweatshirts	\$150.00
Lifeguard swimsuits	\$300.00
Total	<u>\$1,000.00</u>

820-6040 - MAINTENANCE & REPAIRS - \$650

Miscellaneous maintenance and repairs at beach as needed. Lifeguard chairs refurbished, rain garden further development, repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

820 - CHARLESTOWN BEACH (cont'd)

820-6045 - MAINTENANCE SUPPLIES - \$500

Build signage to assist in guiding people to property and for parking lot signs to assist in identifying areas for smoking. Purchase of a proper receptacle for smoking purposes at designated smoking site.

820-6060 - PRINTING & BINDING - \$875

Printing of resident beach passes	\$750
Printing of cottage passes	\$150
Printing of daily receipts	\$850
Total printing costs *	<u>\$1,750</u>
(*total is divided by 2 for both beaches)	\$875

820-6065 - PURCHASED SERVICES - \$12,500

Portable Toilet Facility: (1) Handicapped for six (6) months at \$250 per month	\$1,500.00
Police Detail: five (5) hours per day for thirty-three (33) days (wwekends & holidays) at \$30 per hour and FICA	\$4,950.00
Ocean Testing as mandated by the State of Rhode Island: four (4) times per year at \$150 per test	\$600.00
Medical Supplies	\$300.00
Poland Springs Water Service	\$400.00
Clivus Inspections	\$1,000.00
Close facilities: plumber/wells	\$2,000.00
Ten (10) pumpouts of urine tanks @ \$175 per pumpout from July 1, 2015 to June 30, 2016) pre and post seasonal use of facility	<u>\$1,750.00</u>
Total	\$12,500.00

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

820 - CHARLESTOWN BEACH (cont'd)

820-6075 - TOOLS & EQUIPMENT - \$1,500

Continued replacement of AED units and battery updates, purchase of a bench for \$900.

820-6095 BEACH CLEANING SERVICES - \$5,500

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

820-6100 - TAXES - \$3,700

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

TOTAL REQUESTED BUDGET- \$104,271

SUPPLEMENTAL INFORMATION
FY 2015-2016

830-NINIGRET PARK

830-5015 - SEASONAL WAGES - \$18,275

A. Lifeguards

This line will cover expenses for the period of July 1, 2015 through June 30, 2016. This period represents a total of 85 days. It is proposed that the salary for "new" guards begins at \$13.00/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 \$13.00/hour will be used. *Note- holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$12.50	2	8	52	\$10,400.00
Weekends	\$12.50	2	9	29	\$6,525.00
Holidays	\$18.75	2	9	4	\$1,350.00
				Total	\$18,275.00

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for camp related lifeguard safety duties, picnic and other small gatherings which often occur during inclement weather.

830-5025 NINIGRET PARK OVERTIME WAGES - \$500

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

SUPPLEMENTAL INFORMATION
FY 2015-2016

830-NINIGRET PARK (con't)

830-6020 - OPERATING SUPPLIES - \$1,400

Restroom supplies (toilet paper, paper towels, etc.)	\$600.00
Cleaning supplies (floor cleaner, disinfectants,	\$800.00
Total	<u>\$1,400.00</u>

830-6040 - MAINTENANCE & REPAIRS - \$1,600

Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	\$1,000.00
Add chips to playground area play surface, yearly maintenance	<u>\$600.00</u>
	\$1,600.00

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

830-NINIGRET PARK (con't)

830-6065 - PURCHASED SERVICES - \$14,000

Close Facility (plumber/well expertise required)	\$2,000.00
Bi Weekly Coliform Test: 20 Tests at \$70.00 per test	\$1,400.00
Communications systems annual maintenance for existing radios for Camp Program	\$200.00
Restroom Cleaning Tennis Court, Lil' Nini' and four (4) new composting toilets twice (2) weekly by an outside agency	\$5,540.00
Poland Springs Water Service	\$400.00
Pest Control: \$120 per month for 12 months	\$1,440.00
Miscellaneous services as needed i.e. lock shop, plumbing, electrical	\$500.00
Ten (10) yard dumpster from May 1, 2015 to October 1, 2016: 6 months for \$270 per month	\$1,620.00
Two (2) urine pumpouts: two (2) pumpouts per year for four (4) composting toilet units at \$75 per pumpout	\$900.00
Total	<u>\$14,000.00</u>

830-6075 - TOOLS & EQUIPMENT - \$2,200

Wheelbarrows, rakes, shovels	\$400
Add wood chips annually, basketball nets	\$400
AED Battery service contract, replace pads etc.	\$200
Tennis nets x 4 x \$200 plus hardware, handles cranks \$400	<u>\$1,200</u>
Total	<u>\$2,200</u>

TOTAL REQUESTED BUDGET - \$37,975

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Blue Shutters Beach							
01.850.5015.000	Blue Shutters Wages	49,472	61,100	43,112	67,302	67,302	65,913	65,913
01.850.5025.000	Blue Shutters O T Wages	2,504	2,000	775	1,500	1,500	1,500	1,500
01.850.6020.000	Blue Shutters Operating Sup	742	1,000	491	2,400	2,400	1,900	1,900
01.850.6035.000	Uniforms & Training	748	700	125	900	900	900	900
01.850.6040.000	Maintenance & Repairs	287	500	70	650	650	500	500
01.850.6045.000	Maintenance Supplies	1,696	1,300	386	500	500	500	500
01.850.6060.000	Printing & Binding	632	875	-	875	875	875	875
01.850.6065.000	Purchased Services	6,762	10,475	5,238	12,200	12,200	10,800	10,800
01.850.6075.000	Tools/Equipment	969	1,100	1,832	400	400	400	400
01.850.6095.000	Beach Cleaning	3,513	6,000	3,500	6,000	6,000	5,500	5,500
		67,325	85,050	55,529	92,727	92,727	88,788	88,788
	Debt Service							
01.900.9005.000	Open Space 2013 Principle	5,000	195,000	-	180,000	180,000	180,000	180,000
01.900.9006.000	Beach Pavilion Principal	43,470	43,470	-	46,187	46,187	46,187	46,187
01.900.9007.000	Affordable Housing 2013 Principal	36,530	36,530	-	38,813	38,813	38,813	38,813
01.900.9021.000	Open Space Bond Principle 3M	150,000	160,000	160,000	160,000	160,000	160,000	160,000
01.900.9022.000	Bond Issuance Cost	30,055	-	-	-	-	-	-
01.900.9026.000	Open Space Interest 3M	48,560	35,600	35,600	32,400	32,400	32,400	32,400
01.900.9028.000	USDA Rural Dev. Interest 3M	120,463	-	-	-	-	-	-
01.900.9029.000	Affordable Housing Interest	12,141	33,516	33,149	32,763	32,763	32,763	32,763
01.900.9031.000	Open Space 2013 Interest	-	34,147	-	41,065	41,065	41,065	41,065
01.900.9032.000	Beach Pavilion Interest	14,448	39,884	39,451	38,987	38,987	38,987	38,987
01.900.9050.000	Ambulance L/P Amb Corp (2012)	35,805	35,805	-	35,805	35,805	35,805	35,805
01.900.9080.000	John Deere Tractor 2012	23,706	23,706	23,706	23,706	23,706	23,706	23,706
01.900.9085.000	Debt Service Fees On Bonds	1,100	-	-	-	-	-	-
01.900.9096.000	DPW Heavy Duty Dump Truck	-	21,100	-	20,620	20,620	20,620	20,620
01.900.9098.000	DPW F-350 HD (5YR L/P)	-	8,600	-	8,539	8,539	8,539	8,539
01.900.9099.000	Police - Laptop Computers	15,766	15,766	15,766	-	-	-	-
01.900.9101.000	DPW New Brush Cutter & Vacuum Sweeper (2015)	46,151	46,151	46,151	-	-	-	-
01.900.9102.000	DPW Heavy Duty/Dump 2010	24,056	-	-	-	-	-	-
01.900.9104.000	Police Ford F-150 PU	6,904	6,904	6,904	-	-	-	-
01.900.9105.000	DPW Heavy Duty Dump 2011	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	-	-	-	-	-	-
		3,439,718	754,015	378,563	676,721	676,721	676,721	676,721

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

850 – BLUE SHUTTERS BEACH:

850-5015 - SEASONAL WAGES - \$65,913

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, 2015 through June 30, 2016, a period of 85 days. It is proposed that the salary for “new” guards begins at \$13/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, \$13.00/hour will be used. Note - holiday rate of pay = time +1/2 paid for lifeguards.

B. Beach Attendants

Two full-time and two half-time attendants on weekdays and three full-time and two half-time attendants on weekends and holidays are required at the Blue Shutters Beach. For budgeting purposes \$9.00/hour will be used.

C. Blue Shutters Beach Manager

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility. This line item is also used for the training of staffing of all positions.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$12.50	4	8	52	\$20,800.00
Weekends	\$12.50	4	9	29	\$13,050.00
Holidays	\$18.75	4	9	4	\$2,700.00
				Total	\$36,550.00

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

850 – BLUE SHUTTERS BEACH (cont'd)

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$9.00	2	8	52	\$7,488.00
Weekdays	\$9.00	2	4	52	\$3,744.00
Weekends	\$9.00	3	9	29	\$7,047.00
Weekends	\$9.00	2	5	29	\$2,610.00
Holidays	\$13.50	3	9	4	\$1,458.00
Holidays	\$13.50	2	5	4	\$540.00
				Total	\$22,887.00
	\$13.00	1	8.5	90	\$9,945.00
				Total	\$9,945.00
				Lifeguard Total	\$36,550.00
				Beach Attendant Total	\$22,887.00
				Beach Manager Total	\$9,945.00
				Subtotal	\$69,382.00
				Less 5% Rain Reduction	\$3,469.10
				Total Blue Shutters Wages	\$65,912.90

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

850 – BLUE SHUTTERS BEACH (cont'd)

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

Lifeguards out sick, short staffed end of year issues.

850-6020 – OPERATING SUPPLIES - \$1,900

Paper products, soaps for restrooms, cleaning supplies, Hepanol foaming product for Clivus composting toilets for \$900, at pavilion office space requires supplies and new first aid room, replacement flag/s, miscellaneous. Replacement of stolen conditional sign, \$500.00. Purchase sawdust for composting toilet units yearly.

850-6035 - UNIFORMS-LIFEGUARDS AND STAFF - \$900

Total cost of the re-imbusement 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 Swimsuits	\$200
Lifeguard Sweatshirts	\$150
Total	\$900

850-6040 - MAINTENANCE & REPAIRS – \$500

Miscellaneous maintenance and repairs at beach as needed. Lifeguard chairs refurbished, rain garden further development, repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

850-6045 - MAINTENANCE SUPPLIES - \$500

Replace signage as is necessary, paper products, paper supplies, towels etc. for \$500

**SUPPLEMENTAL INFORMATION
FY 2015-2016**

850 – BLUE SHUTTERS BEACH (cont'd)

850-6060 - PRINTING & BINDING - \$875

Printing of resident beach passes	\$750
Printing of cottage passes	\$150
Printing of daily receipts	\$850
Total printing costs *	<u>\$1,750</u>
(*total is divided by 2 for both beaches)	\$875

850-6065 -- PURCHASED SERVICES - \$10,800

Portable toilet facility for six (6) months at \$250 per month from May 1, 2015 to October 31, 2016	\$1,500.00
Police Detail: five (5) hours per day for thirty-three (33) days (weekends and holidays) at \$30 per hour and FICA	\$4,550.00
Ocean Testing as Mandated by State of Rhode Island two (2) times per year at \$150 per test	\$300.00
Medical Supplies	\$300.00
Poland Springs Water Service	\$400.00
Clivus Composter Tank and System Inspections	\$1,000.00
Close facilities: plumber/wells	\$1,000.00
Ten (10) urine tank pumpings at \$175 per pumping from July 1, 2015 to June 30, 2016 (180 days) pre and post seasonal use of facility	<u>\$1,750.00</u>
Total	\$10,800.00

850-6075 - TOOLS & EQUIPMENT - \$400

Replace pads for AED, service contract total \$400

SUPPLEMENTAL INFORMATION
FY 2015-2016

850 – BLUE SHUTTERS BEACH (cont'd)

850-6095 - BEACH CLEANING - \$5,500

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

TOTAL REQUESTED BUDGET - Total: \$88,788

SUPPLEMENTAL INFORMATION
FY2015 - 2016

900 - DEBT SERVICE:

900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$180,000

Principal payment on Open Space Bonds to be issued in summer 2014. Authority given in fiscal year 2004 for \$2 million. The bond will be payable from 2014 to 2025.

900-9006 – \$1.19M BEACH PAVILION BOND 2015 PRINCIPAL - \$46,187

Principal payment on 20 year bond for Beach Pavilions. Authority given in fiscal year 2011 for \$1.19 million. The bond will be payable from 2014 to 2034.

900-9007 – \$1M AFFORDABLE HOUSING BOND 2015 PRINCIPAL - \$38,813

Principal payment on 20 year bond for Affordable Housing. Authority given in fiscal year 2006 for \$1 million. The bond will be payable from 2014 to 2034.

900-9021 – \$3M OPEN SPACE BOND PRINCIPAL - \$160,000

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.

900-9026 – \$3M OPEN SPACE BOND INTEREST - \$32,400

Open space bond interest payable for fiscal year 2016.

900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$32,763

Affordable Housing bond interest payable for fiscal year 2016.

900-9031 – \$2M OPEN SPACE INTEREST - \$41,065

Open space bond interest payable for fiscal year 2016.

SUPPLEMENTAL INFORMATION
FY2014 - 2015

900 - DEBT SERVICE (cont'd):

900-9032 – \$1.19M BEACH PAVILION INTEREST - \$38,987

Beach Pavilions bond interest payable for fiscal year 2015.

900-9050 – AMBULANCE - 2012 (5 YR) - \$35,805

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

900-9096 – DPW HEAVY DUTY DUMP TRUCK - \$20,620

Annual payment on a seven year lease for purchase of a Heavy Duty Dump Truck. FY2019 is the final year of the lease.

900-9098 – DPW HEAVY DUTY F-350 - \$8,539

Annual lease payment on a 7 year lease to purchase a heavy duty F-350. FY2017 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 - \$676,721

**TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016**

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Employee Benefits							
01.920.5005.000	In Lieu Health Insurance	10,000	10,000	5,000	10,000	10,000	10,000	10,000
01.920.5010.000	Town Funded Retiree Pensions	9,705	9,500	4,998	9,500	9,500	9,500	9,500
01.920.5015.000	Vacation Payments	-	19,300	17,523	20,465	20,465	20,465	20,465
01.920.9205.000	FICA Tax	324,601	339,350	164,629	344,707	344,707	344,707	344,707
01.920.9210.000	Health Insurance	922,408	960,000	476,471	1,017,000	1,017,000	1,017,000	1,017,000
01.920.9210.008	OPEB Trust Fee	25,528	28,000	7,350	33,000	33,000	33,000	33,000
01.920.9215.000	Delta Dental	61,388	60,000	22,772	63,600	63,600	63,600	63,600
01.920.9220.000	Life Insurance	12,537	14,420	4,922	14,420	14,420	14,420	14,420
01.920.9225.000	Employer Pension Contr (RIERS)	498,729	615,250	285,316	633,000	633,000	633,000	633,000
01.920.9240.000	Unemployment Expenses	29,636	15,000	-	15,000	15,000	15,000	15,000
01.920.9250.000	Employee Asst Program	1,474	1,500	1,500	1,500	1,500	1,500	1,500
		1,896,005	2,072,320	990,482	2,162,192	2,162,192	2,162,192	2,162,192
	Professional Services							
01.940.9435.000	Auditing Service	37,103	40,000	15,120	40,000	40,000	40,000	40,000
01.940.9440.000	Town Solicitor	118,393	120,600	51,650	127,800	127,800	127,800	127,800
01.940.9445.000	Special Service/Legal	6,681	80,000	3,247	80,000	80,000	80,000	80,000
01.940.9445.001	Special Services Legal/NIT	29,442	-	6,907	-	-	-	-
01.940.9450.000	Miscellaneous Legal	12,807	100,000	25,683	100,000	100,000	100,000	100,000
01.940.9460.000	Whalerock Legal Assistance	29,158	-	-	-	-	-	-
		233,584	340,600	102,606	347,800	347,800	347,800	347,800
	Town Insurance							
01.950.9550.000	Town Insurance	199,038	205,000	227,762	235,000	235,000	235,000	235,000
		199,038	205,000	227,762	235,000	235,000	235,000	235,000
	Council Contingency							
01.960.9625.000	Council Contingency Fund	40,789	19,000	1,606	15,000	15,000	15,000	15,000
01.960.9625.002	Contingency for Salary Increases					121,301	121,301	121,301
01.960.9625.003	Contingency for Longevity Increases					6,020	6,020	6,020
01.960.9625.004	Contingency for FICA					9,740	9,740	9,740
01.960.9625.005	Contingency for RIERS					19,925	19,925	19,925
		40,789	19,000	1,606	15,000	171,986	171,986	171,986

SUPPLEMENTAL INFORMATION
FY2015- 2016

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - \$10,000

Employee option payment for non-participation in health coverage. Currently includes three municipal employee, and one CPMA member.

920-5010 - RETIREES' SALARIES - \$9,500

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).

920-5015 – VACATION BUYOUT - \$20,465

CPMA agreement allows the buyout of one week of vacation in December.

920-9205 - FICA TAX EXPENSE - \$344,707

Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - \$1,017,000

The health insurance calculation is funded with a projected rate increase of 1.4% 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 - \$33,000

SUPPLEMENTAL INFORMATION
FY2015- 2016

920 - EMPLOYEE BENEFITS (cont'd):

920-9215 - DENTAL INSURANCE - \$63,600

Dental premiums for all full-time employees and two retirees @ an decrease of 6%over the 13/14 rates

920-9220 - LIFE INSURANCE - \$14,420

Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - \$633,000

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2016 municipal rate calculated @ 9.86% police rate calculated @ 23.45 %, for the Defined Benefit plan and a rate of 1% for municipal for the Defined Contribution Plan.

920-9240 - UNEMPLOYMENT - \$15,000

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 \$2,162,192

SUPPLEMENTAL INFORMATION
FY2015 – 2016

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, 2016. The annual fee is based on the annual cost for FY2014. Additional costs incurred during the audit is estimated based on historical costs. Sealed bids will be solicited for the Fiscal years ending 2015, 2016 and 2017.

940-9440 – TOWN SOLICITORS - \$127,800

Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/8/08)	\$62,400	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)	<u>\$24,600</u>	Narragansett Indian Tribe
	\$127,800	

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 - \$347,800

SUPPLEMENTAL INFORMATION
FY2015 - 2016

950 - TOWN INSURANCE:

950-9550 -- TOWN INSURANCE - \$235,000

Premiums for property, liability and worker's compensation coverage. This also includes flood insurance for the two beach pavilions. Liability insurance maintained at \$5 million for budget year 2015.

TOTAL REQUESTED BUDGET \$235,000

960 -- COUNCIL CONTINGENCY:

960-9625 -- TOWN COUNCIL CONTINGENCY - \$19,000

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

960-9625 -- CONTINGENCY FOR SALARY INCREASES - \$156,986

TOTAL REQUESTED BUDGET \$171,986

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
	Capital Improvements							
01.990.9100.000	Capital Leases	169,225	-	-	-	-	-	-
01.990.9901.000	Police Cruisers	59,031	65,000	63,282	102,737	102,737	102,737	102,737
01.990.9902.000	Police Admin Car	22,086	-	-	-	-	-	-
01.990.9903.000	Police Pistols	-	8,651	-	-	-	-	-
01.990.9904.000	Police Bullet Proof Vests	9,066	-	-	-	-	-	-
01.990.9905.000	Police Mobile Radios	-	48,438	40,598	-	-	-	-
01.990.9906.000	Police Motorola Portable Radios	30,722	-	-	-	-	-	-
01.990.9907.000	Police Lawn Mower	-	7,089	6,959	-	-	-	-
01.990.9908.000	Police Shed	-	5,000	3,219	-	-	-	-
01.990.9909.000	IT - File Server	50,914	-	-	-	-	-	-
01.990.9910.000	DPW Highway Sander	-	13,500	13,470	-	-	-	-
01.990.9911.000	DPW Dump Truck w/Plow Frame & Plow Control (7 YR)	-	-	-	21,042	21,042	21,042	21,042
01.990.9912.000	DPW 4 WD Pickup	-	-	-	9,700	38,800	38,800	38,800
01.990.9915.000	DPW Storage Container Ninigret & Landfill	-	-	-	3,255	3,255	-	-
01.990.9916.000	DPW Heavy Duty Dump/Plow L/P11	8,539	-	-	-	-	-	-
01.990.9917.000	GIS - GPS Trimble	-	-	6,095	-	-	-	-
01.990.9918.000	REC Insulation Maintenance Garage SR CTR	-	-	-	7,500	7,500	-	-
01.990.9919.000	DPW Storage Building at Ninigret	-	-	-	42,525	42,525	-	-
01.990.9921.000	REC Composting Toilets @ Beaches (2)	-	-	-	120,000	120,000	-	-
01.990.9922.000	Rec Tennis Court Resurfacing	-	-	-	230,000	-	-	-
01.990.9923.000	Town Hall Double Sided Informational Sign	-	-	-	24,000	25,000	25,000	25,000
01.990.9927.000	ACO Furnace Replacement	11,925	-	-	-	-	-	-
01.990.9928.000	ACO Building Improvement - Roof extension	-	-	-	7,500	7,500	-	-
01.990.9930.000	ACO Quarantine Building	-	45,000	-	-	-	-	-
01.990.9931.000	DPW Parking Lot Charlestown Conservation	-	-	-	-	15,000	15,000	15,000
01.990.9932.000	DPW Blue Shutters/ Town Beach Maint	-	-	-	10,000	10,000	-	-
01.990.9933.000	DPW Open Top Container - CRCC	-	7,900	6,375	-	-	-	-
01.990.9937.000	CRCC Loader Refurbish	9,113	-	-	16,700	16,700	16,700	16,700
01.990.9938.000	DPW Town Hall Painting & Maintenance	-	-	-	22,000	22,000	-	-
01.990.9940.000	DPW Old Ninigret Tennis Ct Reconstruction	-	-	-	244,251	244,251	-	-
01.990.9941.000	Ninigret Bathroom Retrofit	24,850	15,000	-	-	-	-	-
01.990.9942.000	T2300 MFP	7,695	-	-	-	-	-	-
01.990.9944.000	BO Blue Shutters New Flood Standards	-	-	-	-	10,000	-	-
01.990.9947.000	Police - Accreditation Computer Program Software	-	-	-	8,264	8,264	8,264	8,264
01.990.9949.000	DPW Landfill Assessment Monitoring	-	-	-	15,000	15,000	-	-
01.990.9951.000	Police - Upgrade furniture	-	-	-	18,500	18,500	18,500	18,500
01.990.9952.000	Dark Sky Compliant Lights	-	30,000	-	-	-	-	-
01.990.9953.000	Police - ATVs	-	-	-	16,000	16,000	-	-
01.990.9955.000	Police - Upgrade Telecomm Center	-	-	-	55,590	55,590	55,590	55,590
01.990.9956.000	Police - HVAC Upgrades	-	-	-	14,810	14,810	14,810	14,810

**TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016**

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual as of 12/31/14	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
01.990.9957.000	Stormwater Discharge Elimination	756	300,000	1,570	-	-	-	-
01.990.9959.000	REC - Basketball Court Reconstruction				75,000	75,000	75,000	75,000
01.990.9961.000	DPW Asphalt Resurfacing	62,567	110,000	-	114,723	114,723	150,000	150,000
01.990.9962.000	DPW Mobile Brush Chipper	-	-	-	68,355	68,355	70,000	70,000
01.990.9963.000	DPW Vacuum Sweeper/Catch Basin (7Yr L/P)	-	-	-	37,130	37,130	37,130	37,130
01.990.9964.000	DPW Dump Truck With Plow (7 Yr L/P)	20,620	-	-	-	-	-	-
01.990.9965.000	Sr/Comm Ctr Flooring				24,500	24,500	-	-
01.990.9966.000	REC - Remove invasive plants & fencing & BMX	-	-	-	25,000	25,000	-	-
01.990.9970.000	REC - Recycling/Trash Station				45,000	45,000	45,000	45,000
01.990.9975.000	Sr/Comm Cts Furnace Replacement				6,200	6,200	-	-
01.990.9980.000	Burdickville Rd Survey & Engineering	-	-	-	116,739	116,739	116,739	116,739
01.990.9983.000	REC Disc Golf Course	3,020	-	-	-	-	-	-
01.990.9985.000	EMA Hurricane Protection - Police Station	-	40,000	25,063	-	-	-	-
01.990.9986.000	EMA Portable Radio & Vehicle Repeater	-	5,000	2,085	-	-	-	-
01.990.9987.000	EMA - 800 Series Portable Radio					5,500	5,500	5,500
01.990.9988.000	GIS - Sonarmit BT Upgrade				4,790	4,790	4,790	4,790
01.990.9990.000	REC GMC Box Van	-	32,000	-	-	-	-	-
01.990.9991.000	Town Vehicles	-	-	-	-	30,000	30,000	30,000
01.990.9994.000	DPW Small Dump Truck Parks & Grounds	-	71,000	-	-	-	-	-
01.990.9995.000	REC - Paddleboards				7,200	7,200	-	-
01.990.9996.000	REC - Gate @ Soccer Field				4,500	4,500	4,500	4,500
01.990.9998.000	REC - Programmable Message Sign for Beaches				20,000	20,000	16,000	16,000
		490,131	803,578	168,716	1,538,511	1,399,111	871,102	871,102
	Transfers Out							
01.995.9911.000	Transfer to Asphalt Resurfacing	46,693	-	-	-	-	-	-
01.995.9912.000	Transfer to Disc Golf	1,954	-	-	-	-	-	-
01.995.9915.000	Revaluation	55,000	65,000	65,000	65,000	65,000	55,000	55,000
01.995.9921.000	Transfer to Commission on Disabilities	-	-	233	-	-	-	-
01.995.9925.000	Transfer to Community Garden	-	-	33	-	-	-	-
01.995.9930.000	Open Space Acquisitions	-	-	-	14,847	14,847	14,847	14,847
01.995.9947.000	Comprehensive Plan Update	20,000	35,000	35,000	12,000	12,000	27,000	27,000
01.995.9960.000	CRCC Enterprise Transfer	-	15,000	15,000	15,000	15,000	15,000	15,000
01.995.9965.000	Employee Severance Benefit	125,000	150,000	150,000	150,000	150,000	150,000	150,000
01.995.9970.000	Municipal Planning	10,000	-	-	-	-	-	-
01.995.9982.000	Transfer to Klondike Rd	800,000	-	-	221,566	221,566	30,000	30,000
01.995.9985.000	Transfer to Pond & Beach Preservation	175,000	250,000	250,000	150,000	150,000	175,000	175,000
01.995.9990.000	Health Care Rsv Fund (OPEB's)	346,000	400,000	400,000	400,000	400,000	350,000	350,000
01.995.9993.000	Transfer to Legal Reserve	226,500	64,400	64,400	104,120	104,120	104,120	104,120
01.995.9996.000	Chariho Reserve						250,000	250,000
01.995.9999.000	Town Capital Maintenance Fund	25,000	100,000	95,100	100,000	100,000	150,000	150,000
		1,831,147	1,079,400	1,074,766	1,232,533	1,232,533	1,320,967	1,320,967
	Other							
01.999.9995.000	Payment to Refunding Escrow Agent	1,529,944	-	-	-	-	-	-
		1,529,944	-	-	-	-	-	-
	TOTAL	30,640,577	26,486,145	12,703,100	27,522,896	27,551,954	26,960,644	26,960,644

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2016 - FY 2020

Department	Description	FY2016	FY2017	FY2018	FY2019	FY2020
Public Works	Dump Truck w/plow, frame & plow controls	21,042	21,042	21,042	21,042	21,042
	Small Dump Truck 1-ton		14,070	14,070	14,070	14,070
	4WDPickup	38,800				
	Vacuum Sweeper	37,130	37,130	37,130	37,130	37,130
	Backhoe Loader		18,509	18,509	18,509	18,509
	Snow Plow			9,500		
	Brush chipper	70,000				
	Mobile Brush Cutting Tractor			15,414	15,414	15,414
	Large Area Field Mower		56,000			
	2 Med. H-D Mowers		42,800			
	Tow-Behind Mower for CRCC			15,000		
	Asphalt Resurfacing	150,000	114,723	114,723	114,723	114,723
	Crack Sealing Kettle		37,500			
	Burdickville Rd Survey & Engineering	116,739				
	Burdickville Rd Construction (*Bonded)		1,700,000			
	Old Mill Rd Survey & Engineering			117,300		
	Old Mill Rd Construction (*Bonded)				1,006,740	
	Replacement Waste Compactor			24,500		
	CRCC Loader Tires (replacement)			12,000		
	CRCC Loader Refurbish	16,700				
	Old Ninigret Tennis Ct Reconstruction			244,251		
	Blue Shutters/Town Beach Maintenance & Repair			10,000	10,000	10,000
	Mosquito Magnet Trap			640		
Parking Lot Charlestown Conversation	15,000					
Sub-total		465,411	2,308,665	397,188	1,237,628	230,888
Police	Police Cruisers	102,737	75,000	75,000	75,000	75,000
	HVAC Upgrades	14,810				
	Upgrade telecommunications - dispatch center	55,590				
	All-terrain Vehicles		16,000			
	Upgrades to furniture	18,500				
	Accreditation computer program	8,264	5,464	5,464	5,464	5,464
	Sub-total		199,901	96,464	80,464	80,464

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2016 - FY 2020

Department	Description	FY2016	FY2017	FY2018	FY2019	FY2020
Parks and Recreation	Composting Toilets - Blue Shutters & Town Beach		120,000			
	Manchester Double Recycling/Trash Station	45,000				
	Basketball Court Reconstruction	75,000				
	Programmable Message Sign for Beaches	16,000				
	Removal of invasive plants & fencing @ former BMX		25,000			
	Double Sided Informational Sign	25,000				
	Gate @ Soccer Field	4,500				
	Sub-total	165,500	145,000	-	-	-
Community/Senior Ctr	Stove & Dishwasher - Senior Center		10,000			
	Sub-total		10,000			
EMA	800 Series Portable Radio	5,500				
	Sub-total	5,500				
GIS	Desktop Computer			7,000		
	Trimble GEO XH				10,000	10,000
	Sonarmite BT Upgrade	4,790				
	Sub-total	4,790		7,000	10,000	10,000
Building Official	Town Vehicle	30,000				
	Sub-total	30,000				
	Grand Total	871,102	2,463,665	397,188	1,237,628	230,888

SUPPLEMENTAL INFORMATION
FY2015 - 2016

995 - TRANSFERS OUT:

995-9915 - TAX ASSESSOR - REVALUATION - \$55,000

To continue to set aside funds that will be needed to complete future Full and Statistical Revaluations in 2016, 2019 and 2022.

Historical Revaluation Contract Costs:

	<u>Contract Cost</u>	+	<u>Internal Materials Costs</u>	=	<u>Total Reval Cost</u>	<u>Parcel Count +/-</u>	<u>Cost /Parcel</u>
2013 Town-wide Revaluation (NOTE: Assessor's Office assisting with limited data input)	\$275,000.00		\$8,000.00		\$283,000.00	6,400	\$44.22
2010 Statistical Revaluation (NOTE: Assessor's Office assisting with data input)	\$99,200.00		\$500.00		\$99,700.00	6,400	\$15.58
2007 Statistical Revaluation (NOTE: Assessor's Office had added employees from Vision Appraisal to assist with some data input)	\$130,600.00		\$1,000.00		\$131,600.00	6,400	\$20.56
2004 Full Town-wide Revaluation (NOTE: Assessor's Office had added employees to assist with data collection and input)	\$170,000.00		\$10,000.00		\$180,000.00	6,400	\$28.13
2001 Statistical Revaluation (NOTE: Assessor's Office offered no assistance with data collection nor input)	\$230,600.00		\$11,000.00		\$241,600.00	6,300	\$38.35

Full Town-wide Revaluations are being bid at approximately \$45.00 to \$60.00 per parcel, and a Statistical Revaluation at \$20.00 to \$35.00 per parcel, with no internal Assessor's office assistance. The current Rhode Island General Laws require tri-annual revaluations, however there have been many bills being introduced into the Legislator to change this to a five-year design with one statistical and one full revaluation in a ten year cycle.

Under the current laws, a realistic annual budget for the State mandated revaluation process is as follows:

Budget Request:

Budget amount for FY 2014-2015 =	\$ 65,000.00
Budget amount for FY 2015-2016 =	\$ 65,000.00
Budget amount for FY 2016-2017 =	\$ 65,000.00

SUPPLEMENTAL INFORMATION
FY2015 - 2016

995 – TRANSFEFRS OUT (cont.)

995-9930 – Open Space Acquisition - \$14,847

To cover deficit in the Fund.

995-9947 – Comprehensive Planning - \$27,000

This fund currently contains \$42,147 for the purpose of the required updating to the Town's Comprehensive Plan. The town is conducting a statistical update of the current 2006 5-Year Update of the 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 of 2016. The Planning Department will lead that 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. An additional \$12,000 in funding is being requested to provide the funding necessary to complete the maps for the plan. This is the final phase of the plan.

995-9960 – CRCC SUBSIDY - \$15,000

Transfer to offset operating expenditures and capital improvements at the collection center.

995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND - \$150,000

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 06/30/14 at \$278,070.

995-9982 – TRANSFER TO KLONDIKE ROAD - \$30,000

To cover deficit in the Fund.

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 06/30/14 at \$275,000.

995-9990 – HEALTH CARE RESERVE FUND - \$350,000

Funding of other post-employment benefit liability for retiree healthcare estimated as of 7/1/12 at \$5.857 million. Fund balance at 06/30/14 at \$3,285,320.

995-9993 – TRANSFER TO LEGAL RESERVE - \$104,120

Fund balance as of 6/30/14 as \$218,957.82.

SUPPLEMENTAL INFORMATION
FY2015 - 2016

995 – TRANSFER OUT (cont.)

995-9996 – CHARHO RESERVE - \$250,000

Funding of future Charho initiatives.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - \$150,000

Funds for town-wide capital maintenance, projects and renovations. Fund balance at 06/30/14 at \$22,750.

TOTAL REQUESTED BUDGET - \$1,320,967

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
05.000.3520.000	Interest Income	225.34	100	123.47	172	225	225	225
05.000.3530.000	Bag Tag Revenue	49,391.00	60,000	26,039.00	60,000	55,000	55,000	55,000
05.000.3540.000	General CRCC Revenue	66,646.35	90,000	33,353.93	90,000	70,000	70,000	70,000
05.000.3543.000	Recyclable Revenue	17,632.18	7,100	3,605.26	14,163	14,163	14,163	14,163
05.000.3550.000	Unclassified Revenue	114.00	-	60.00	-	150	150	150
05.000.3560.000	General Fund Subsidy	-	15,000	15,000.00	15,000	15,000	15,000	15,000
05.000.3565.000	CRCC Permits	33,440.00	37,000	11,630.00	36,000	36,000	36,000	36,000
05.000.3575.000	Retained Earnings Transfer	-	10,799	-	-	24,492	24,492	24,492
		167,448.87	219,999	89,811.66	215,335	215,030	215,030	215,030
05.000.5010.000	CRCC Wages	54,288.43	60,805	26,236.69	54,550	54,550	54,550	54,550
05.000.5010.001	CRCC Non-Pension Wages	1,613.41	-	402.20	-	-	-	-
05.000.5010.004	CRCC Longevity Wages	4,391.78	-	1,654.24	-	-	-	-
05.000.5015.000	CRCC Seasonal Wages	10,428.49	10,800	8,960.00	10,800	10,800	10,800	10,800
05.000.5025.000	CRCC Overtime Wages	76.13	2,000	-	2,000	2,500	2,500	2,500
05.000.5025.003	DPW CRCC OT Wages	2,510.64	-	899.38	-	-	-	-
05.000.6020.000	Operating Supplies	3,507.14	3,500	1,199.44	3,600	3,600	3,600	3,600
05.000.6020.001	Water, Landfill	51.19	-	46.87	-	-	-	-
05.000.6040.000	Maintenance & Repairs	5,376.67	7,200	3,663.65	7,400	7,400	7,400	7,400
05.000.6045.000	Uniforms, Boots, Safety Items	766.08	1,250	313.01	1,300	1,300	1,300	1,300
05.000.6045.001	Boot Allowance Steadman, J	379.28	-	45.00	-	-	-	-
05.000.6045.002	Boot Allowance Martin, C	-	-	114.85	-	-	-	-
05.000.6046.000	Utilities	21,154.20	16,500	5,775.77	13,400	16,500	16,500	16,500
05.000.6050.000	CRCC Licensing	1,000.00	3,000	-	3,000	1,000	1,000	1,000
05.000.6055.000	Waste Management	39,731.40	44,500	20,745.14	44,500	42,000	42,000	42,000
05.000.6060.000	Waste Management Recycle	21,208.40	17,500	9,156.00	17,500	21,000	21,000	21,000
05.000.6075.000	Tools & Equipment	411.91	800	180.40	850	800	800	800
05.000.9205.000	FICA Tax	5,177.22	5,478	2,800.53	4,550	5,200	5,200	5,200
05.000.9210.000	Health Insurance	20,793.60	22,500	8,866.21	20,000	21,000	21,000	21,000
05.000.9215.000	Dental Insurance	1,506.48	1,400	656.78	1,800	1,500	1,500	1,500
05.000.9220.000	Life Insurance	279.24	250	139.62	320	300	300	300
05.000.9225.000	Employer Pension Contr (RIERS)	6,502.45	6,986	2,986.21	5,400	6,000	6,000	6,000
05.000.9625.000	Contingeny for Wage Increase				2,395	2,395	2,395	2,395
05.000.9933.000	Open top Container					3,255	3,255	3,255
05.000.9952.000	50 YD Roll Off Container 5YR LP	-	1,930	-	1,930	1,930	1,930	1,930
05.000.9996.000	Workers Comp Insurance	1,805.65	2,600	922.10	2,600	2,000	2,000	2,000
05.000.9999.000	Depreciation	9,217.77	11,000	-	15,000	10,000	10,000	10,000
		212,177.56	219,999	95,764.09	212,895	215,030	215,030	215,030

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2015-2016

REVENUES:

3520 – INTEREST INCOME \$225

Interest income earned on average daily checking and investment account balances.

3530 – BAG TAG REVENUE \$55,000

Revenue derived from the sale of bags tags estimated at 30,000 bag tags at \$2.00 each.

3540 – GENERAL CRCC REVENUE \$70,000

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.

3553 – UNCLASSIFIED REVENUE - \$150

Miscellaneous revenues.

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 \$36,000

Revenue derived from the sale of annual CRCC entry stickers estimated at 1,800 stickers at \$20.00 each.

3575 – Retained Earning Transfer \$24,492

REQUESTED REVENUE \$215,030

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2015-2016

EXPENDITURES:

5005 – WAGES \$54,550

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.

	Wage	Amount	Years	Stipend	Differential	Total
Landfill Foreman (50% B&G, 50% CRCC)	24,591	2,459	37	-	-	\$ 27,050
Landfill Operator (20% B&G, 80% CRCC)	27,500	-	-	-	-	27,500
	<u>52,091</u>	<u>2,459</u>				<u>\$ 54,550</u>

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 \$2,500

Level funded with the prior year.

6020 – OPERATING SUPPLIES \$3,600

Fuel, lubricating oil, grease, etc.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2015-2016

EXPENDITURES (cont'd)

6040 – MAINTENANCE & REPAIRS \$7,400

Funds to repair and maintain compactors, general repairs and miscellaneous tools.

6045 – UNIFORMS, BOOTS & SAFETY ITEMS \$1,300

Uniforms, boots and other supplies for employees per their labor contract.

6046 – UTILITIES \$16,500

Telephone, heat and lights for the CRCC.

6050 – CRCC LICENSING – \$1,000

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 2015).

6055 – WASTE MANAGEMENT \$42,000

Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. Low bid haul costs increased to \$170/haul in 2014. The current low bid is \$170/haul, plus \$32/ton disposal fee at the Central Landfill. The 2015 contracted haul cost is \$175/haul, plus \$32/ton disposal fee.

6060 – WASTE MANAGEMENT RECYCLING \$21,000

Cost to haul recyclables to Johnston, RI estimated at 100 hauls at \$175 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.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2015-2016

EXPENDITURES (cont'd)

9205 – FICA TAX \$5,200

7.65% of proposed payroll.

9210 – HEALTH INSURANCE \$21,000

50% of premiums for Foreman and 80% of premiums for Operator.

9215 – DENTAL INSURANCE \$1,500

50% of premiums for Foreman and 80% of premiums for Operator.

9220 – LIFE INSURANCE \$300

50% of premium for Foreman and 80% of premium for Operator.

9225 – EMPLOYEE RETIREMENT \$6,000

50% of ER contribution for Foreman and 80% of ER contribution for Operator.

9625 – CONTINGENCY FOR WAGE INCREASE \$2,395

The contract for the foreman and operator expires on June 30, 2015. This account sets aside an increase for salary, longevity, pension and FICA expense.

9933 – OPEN TOP CONTAINER \$3,255

Cost to lease/purchase an open top container.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2015-2016

EXPENDITURES (cont'd)

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 \$2,000

Calculated at 4.33% of total straight-time wages plus 2/3 of overtime wages.

9997 – DEPRECIATION \$10,000

Based fixed asset database projection for depreciation.

REQUESTED EXPENDITURES \$215,030

TOWN OF CHARLESTOWN
FISCAL YEAR 2015 - 2016

Account	Description	FY14 Audited	FY15 Adopted	FY15 Actual	FY16 Dept Request	FY16 Town Admin	FY 16 Budget Comm	FY 16 Town Council
06.000.3520.000	Interest On Checking	\$22.87	\$0.00	\$13.17	\$0.00	\$0	\$0	\$0
06.000.3525.000	Mooring Waiting List Application Fee	\$525.00	\$0.00	\$125.00	\$0.00	\$0	\$0	\$0
06.000.3535.000	Mooring Revenue	\$53,125.00	\$53,500.00	\$775.00	\$54,375.00	\$54,375	\$58,921	\$58,921
06.000.3536.000	Interest Income	\$165.34	\$200.00	\$64.09	\$200.00	\$200	\$200	\$200
06.000.3550.000	Miscellaneous Revenue	\$1,225.00	\$0.00	\$50.00	\$0.00	\$0	\$0	\$0
06.000.3560.000	General Fund Subsidy	\$0.00	\$0.00	\$0.00	\$1,826.00	\$1,826	\$0	\$0
06.000.3570.000	Sale of Skiff	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0	\$0	\$0
		\$55,063.21	\$53,700.00	\$6,277.26	\$56,401.00	\$56,401	\$59,121	\$59,121
06.000.5015.000	Harbor Master Wages	\$28,537.86	\$35,255.00	\$15,926.20	\$34,764.00	\$34,764	\$34,764	\$34,764
06.000.5025.000	Harbor Master Overtime Wages	\$312.30	\$1,262.00	\$627.28	\$1,262.00	\$1,262	\$1,262	\$1,262
06.000.6015.000	Dues & Subscriptions	\$0.00	\$100.00	\$0.00	\$100.00	\$100	\$100	\$100
06.000.6020.000	Operating Supplies	\$2,800.93	\$2,039.00	\$1,028.94	\$2,039.00	\$2,039	\$2,039	\$2,039
06.000.6030.000	Mooring Software fee	\$2,135.00	\$2,050.00	\$140.00	\$2,080.00	\$2,080	\$2,080	\$2,080
06.000.6035.000	Fuel & Oil	\$2,326.81	\$3,100.00	\$2,272.66	\$3,100.00	\$3,100	\$3,100	\$3,100
06.000.6040.000	Maintenance & Repairs	\$4,380.85	\$2,500.00	\$1,647.49	\$3,200.00	\$3,200	\$3,200	\$3,200
06.000.6050.000	Professional Development	\$0.00	\$0.00	\$420.00	\$0.00	\$0	\$0	\$0
06.000.6070.000	Travel Expense	\$495.53	\$0.00	\$96.43	\$0.00	\$0	\$0	\$0
06.000.6075.000	Tools & Equipment	\$4,749.47	\$2,000.00	\$774.24	\$2,000.00	\$2,000	\$2,000	\$2,000
06.000.6120.000	Vehicle Maintenance/Repairs	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500	\$2,500	\$2,500
06.000.6130.000	Navigational Aids	\$1,587.97	\$1,000.00	\$1,458.94	\$1,500.00	\$1,500	\$1,500	\$1,500
06.000.6140.000	Harbor Management Plan Review	\$0.00	\$500.00	\$0.00	\$0.00	\$0	\$0	\$0
06.000.9205.000	FICA Tax	\$2,255.24	\$2,794.00	\$1,383.38	\$2,756.00	\$2,756	\$2,756	\$2,756
06.000.9996.000	Worker's Compensation Ins	\$1,040.61	\$1,100.00	\$742.44	\$1,100.00	\$1,100	\$1,100	\$1,100
06.000.9999.000	Depreciation Expense	\$2,720.00	\$0.00	\$0.00	\$0.00	\$0	\$2,720	\$2,720
		\$53,342.57	\$53,700.00	\$26,518.00	\$56,401.00	\$56,401	\$59,121	\$59,121

**Coastal Ponds / Harbormaster
Budget Proposal
FY 2015-2016**

Prepared by Justin Vail, Harbor Master

Overview

The following budget proposal will outline the projected income and expenses for the Fiscal Year 2015-2016. Income will be based on collected mooring fees realized from 416 issued mooring permits in total. Total mooring permits are broken down in the following categories:

- 281 Public Recreational Mooring Permits
- 116 Waterfront Recreational Mooring Permits
- 19 Commercial Mooring Permits

Mooring Permit Fee:

- | | |
|--|-------|
| • Public Recreational Mooring Permit | \$125 |
| • Waterfront Recreational Mooring Permit | \$125 |
| • Commercial Mooring Permit | \$250 |

Below are proposed budget expense increase requests for FY 2015-2016

- "Mooring Software Fee" account from increase in projected mooring permit renewals
- "Maintenance and Repairs" account for increased maintenance demand of new boat purchased in 2014
- "Navigational Aids" account for increased maintenance demand of navigational buoys
- Addition of "Vehicle Maintenance/Repair" expense line item for Harbor Department Vehicle

Total projected income from collected mooring fees and interest for FY 2015-2016 is **\$54,575**. Total projected operating expenses for FY 2015-2016 is **\$56,400.87** resulting in a difference of \$1,825.87. To balance the budget, a transfer of \$1,825.87 from the general fund is requested for FY 2015-2016

Income

Mooring Permit Revenue

Total Mooring Fees FY 2014-2015	\$53,500
Total Projected Fees FY 2015-2016	\$54,375
Change	\$875.00

Difference in fees collected is from the total issued mooring permits, or change in mooring permit classification from previous fiscal year.

Interest Income

Approved FY 2014-2015	\$200
Requested FY 2015-2016	\$200
Change	\$0
No increase requested	

Retained Earnings Transfer (Balance Budget)

Approved FY 2014-2015	\$0
Requested FY 2015-2016	\$0
Change	\$0
No transfer requested	

General Fund Subsidy

Approved FY 2014-2015	\$0
Requested FY 2015-2016	\$1,825.87
Change	\$1,825.87
Request for funds to balance the operating budget.	

Expenses

Harbor Master Wages

Approved FY 2014-2015	\$35,255.04
Requested FY 2015-2016	\$34,763.52
Change	-\$491.52

Decrease is the result of adjustment to Harbormaster and Assistant Harbormaster's hours. Scheduled on duty hours; one harbormaster on duty Friday between both Quonnie and Ninigret Ponds, two harbormasters on duty, one per pond Saturday and Sunday, May thru September, weather permitting.

Holiday/Overtime Wages

-Time and a half Hourly Rate, on duty up to 8 Hours for;

Memorial Day

Independence Day

Labor Day

Approved FY 2014-2015	\$1,262.16
Requested FY 2015-2016	\$1,262.16
Change	\$0
No Change Requested	

Dues and Subscriptions

State Harbormaster Association Dues

Approved FY 2014-2015	\$100.00
Requested FY 2015-2016	\$100.00
Change	\$0
No change requested.	

Operating Supplies

Normal Operating Expenses

Office supplies

Postage

Phones

Mooring Permit Stickers

Approved FY 2014-2015	\$2,039.23
Requested FY 2015-2016	\$2,039.23
Change	\$0
No Change Requested	

Online Mooring

Service fee per processed mooring permit.

Approved FY 2014-2015	\$2,050.00
Requested FY 2015-2016	\$2,080.00
Change	\$30.00

Increase request is the result of an additional 6 waterfront mooring permits approved in the 2014 mooring season. This brings the total of mooring permits expected to be renewed to 416.

Fuel and Oil

Boat Fuel

Boat two-stroke oil

Boat fuel stabilizers, conditioners, and treatment

Vehicle Fuel

Approved FY 2014-2015	\$3,100.00
Requested FY 2015-2016	\$3,100.00
Change	\$0
No change requested	

Maintenance and Repairs

Routine Maintenance

Winterization

Repairs

Approved FY 2014-2015	\$2,500.00
Requested FY 2015-2016	\$3,200.00
Change	\$700.00

Increase requested due for additional maintenance expenses for the new patrol boat purchased in 2014. These expenses include winterization of motor and shrink wrapping for winter storage and spring commissioning.

Boat Improvements

Approved FY 2014-2015	\$0
Requested FY 2015-2016	\$0
Change	\$0
No change	

Tools and Equipment

Boat Equipment

Harbormaster Equipment

Tools

Approved FY 2014-2015	\$2,000.00
Requested FY 2015-2016	\$2,000.00
Change	\$0
No change requested	

Navigational Aids

Buoys, anchors, chain, and hardware

Signage and maps

Approved FY 2014-2015	\$1,000.00
Requested FY 2015-2016	\$1,500.00
Change	\$500.00

Increase requested to cover routine anchor, chain, and hardware maintenance demand with the addition of more navigational buoys through the seasons in both Quonnie and Ningret Ponds.

Harbor Management Plan Review

Town Harbor Management Plan updating

Approved FY 2014-2015	\$500.00
Requested FY 2015-2016	\$0
Change	\$-500.00

FICA Tax

Approved FY 2014-2015 \$2,794.00

Requested FY 2015-2016 \$2,755.96

Change is from modification of total harbormaster wages.

Worker's Compensation Insurance

Approved FY 2014-2015 \$1,100.00

Requested FY 2015-2016 \$1,100.00

Change \$0

No change requested

New Expense Line Item

Propose the addition of a "Vehicle Maintenance/Repairs" line item.

Requested FY 2015-2016 \$2,500

This new request would cover routine maintenance such as oil changes and services, preventative maintenance to help avoid larger repairs, and moderate repair to common wear and tear items such as brakes and suspension associated with everyday driving for the vehicle assigned to and used by the Harbor Department.