



TOWN OF CHARLESTOWN

TOWN OF CHARLESTOWN

Fiscal Year 2016-2017

**TENTATIVE BUDGET ADOPTED FOR PRESENTATION AT
THE BUDGET PUBLIC HEARING**

April 11, 2016

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 2016 Approved Budget	FY 2017 Requested Amount	Budget Commission Recommended	\$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Adopted
410	Town Council	28,850	29,350	30,250	1,400	4.9%	28,950
420	Town Administrator	179,089	188,056	188,556	4,467	2.5%	183,556
430	Board of Assessors	12,150	21,999	22,799	10,649	87.6%	22,799
440	Treasurer	199,986	208,889	207,564	7,578	3.8%	207,564
450	Tax Assessor	153,520	155,249	155,249	1,729	1.1%	155,249
455	GIS	89,675	92,859	95,082	5,957	6.0%	95,082
460	Tax Collector	113,511	130,248	111,355	(2,156)	-1.9%	111,355
470	Town Clerk	216,885	224,420	223,533	6,648	3.1%	223,533
480	Town Planner	119,804	122,635	122,635	2,831	2.4%	122,635
490	Central Services	297,900	285,500	286,500	(11,400)	-3.8%	286,500
510	Police Department	2,443,047	2,523,450	2,494,150	51,103	2.1%	2,484,150
520	Building Inspector	179,890	399,822	199,822	19,732	11.0%	199,822
530	CEMA	63,353	64,879	63,879	524	0.8%	63,879
540	Animal Control	92,482	97,219	94,719	2,337	2.4%	94,719
560	Public Assistance	5,100	5,000	5,000	(100)	-2.0%	5,000
570	Municipal Court	6,800	6,800	6,800	-	0.0%	6,800
610	DPW Administration	144,702	150,961	150,961	6,259	4.3%	150,961
620	DPW Highway & Roads	1,117,665	1,150,499	1,148,616	30,951	2.8%	1,148,616
630	DPW Building & Grounds	329,922	355,805	325,044	(4,878)	-1.5%	325,044
640	CRCC Mandated Monitoring	10,000	15,000	12,000	2,000	20.0%	12,000
660	DPW Waste Water Management	114,577	124,871	124,288	9,711	8.5%	124,288
740	Boards & Commissions	26,590	27,530	24,400	(2,190)	-8.0%	24,400
800	Senior Center/Community Center	127,332	124,766	125,566	(1,766)	-1.4%	125,566
810	Recreation Administration	162,542	156,836	156,836	(5,706)	-3.5%	156,836
815	Recreation Programs	110,980	116,590	114,590	3,610	3.3%	114,590
810	Charlestown Beach	104,271	109,723	105,348	1,077	1.0%	105,348
830	Ninigret Park	37,975	42,658	39,106	(4,869)	-12.6%	39,106
850	Blue Shutters Beach	88,788	98,725	92,101	3,313	3.7%	92,101
860	Debt Service	678,721	675,088	675,088	(1,633)	-0.2%	675,088
920	Employee Benefits	2,192,280	2,175,048	2,142,168	(50,122)	-2.3%	2,142,168
940	Professional Services	347,800	349,800	347,800	-	0.0%	347,800
950	Town Insurance	235,000	235,000	235,000	-	0.0%	235,000
980	Council Contingency	15,000	13,000	15,000	(30)	-0.2%	15,000
990	Capital Improvements	891,102	1,685,069	1,743,653	852,551	95.7%	1,743,653
995	Transfers Out	1,348,950	945,650	1,195,650	(148,300)	-11.0%	1,195,650
	Subtotal Department Budgets	12,279,167	12,881,594	13,069,798	790,631	6.4%	13,068,498
720	Outside Agencies	23,500	27,750	22,450	(1,050)	-4.5%	22,450
730	Local Agencies	393,825	402,381	400,381	6,556	1.7%	400,381
	Subtotal Outside Agencies	417,325	430,131	422,831	5,506	1.3%	422,831
	Total Municipal Budget	12,696,492	13,311,725	13,492,629	796,137	6.3%	13,491,329
780	Charlto School	14,264,152	14,218,879	14,111,489	(152,713)	-1.1%	14,111,489
	Total School Budget	14,264,152	14,218,879	14,111,489	(152,713)	-1.1%	14,111,489
	Grand Total Municipal & School	26,960,644	27,530,604	27,604,118	643,424	2.4%	27,602,768

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016-2017**

Description	FY2015 Audited	FY2016 Adopted Budget	FY2016 Adjusted Budget	FY2016 Actual as of 12/31/2015	FY2016 Dept. Request	Town Admin	Budget Comm	Town Council
Taxes	23,402,924	23,741,578	23,741,578	13,899,684	24,004,319	24,043,708	24,150,103	24,148,803
State Aid	2,065,938	2,052,318	2,052,318	967,837	2,049,318	2,049,318	1,999,998	1,999,998
Licenses and Fees	326,365	318,200	318,200	228,289	333,200	333,200	318,200	318,200
Departmental Revenue	759,528	747,548	747,548	628,276	810,267	810,267	772,267	772,267
Other	93,478	101,000	101,000	18,870	363,500	363,500	363,500	363,500
Total	26,648,234	26,960,644	26,960,644	15,742,956	27,560,604	27,599,993	27,604,068	27,602,768

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.310.3100.000	Taxes - Current Year	22,688,963	23,184,912	23,184,912	13,616,746	23,402,653	23,442,042	23,548,437	23,547,137
01.310.3110.000	Taxes - Prior Year	496,070	400,000	400,000	192,038	400,000	400,000	400,000	400,000
01.310.3115.000	Interest Prior Yr Tax	210,568	150,000	150,000	90,900	195,000	195,000	195,000	195,000
01.310.3120.000	DEM Refuge Revenue (In Lieu of Tax)	7,323	6,666	6,666	-	6,666	6,666	6,666	6,666
		23,402,924	23,741,578	23,741,578	13,899,684	24,004,319	24,043,708	24,150,103	24,148,803
01.320.3220.000	State Parking Fees	18,244	20,000	20,000	17,935	17,000	17,000	17,000	17,000
01.320.3225.000	Beverage/Meals Tax	141,837	117,928	117,928	110,284	117,928	117,928	117,928	117,928
01.320.3235.000	State Aid Education	1,708,666	1,716,895	1,716,895	799,288	1,716,895	1,716,895	1,706,432	1,706,432
01.320.3240.000	Motor Vehicle Tax (In Lieu Phase Out)	44,361	42,696	42,696	22,093	42,696	42,696	42,696	42,696
01.320.3245.000	Public Service Corp. Tax	96,784	98,381	98,381	-	98,381	98,381	96,784	96,784
01.320.3250.000	Hotel Tax	18,788	19,158	19,158	18,238	19,158	19,158	19,158	19,158
01.320.3270.000	Incentive Aid	37,260	37,260	37,260	-	37,260	37,260	-	-
		2,065,938	2,052,318	2,052,318	967,837	2,049,318	2,049,318	1,999,998	1,999,998
01.330.3310.000	Business Licenses	18,870	20,000	20,000	14,775	22,000	22,000	20,000	20,000
01.330.3320.000	Non-Business License	4,792	5,200	5,200	2,358	5,200	5,200	5,200	5,200
01.330.3330.000	Probate Fees	17,468	13,000	13,000	9,076	16,000	16,000	13,000	13,000
01.330.3340.000	Transfer Stamps	177,479	180,000	180,000	144,435	185,000	185,000	180,000	180,000
01.330.3350.000	Recording Fees	107,757	100,000	100,000	57,646	105,000	105,000	100,000	100,000
		326,365	318,200	318,200	228,289	333,200	333,200	318,200	318,200

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.340.3300.000	Tax Certificates	10,800	9,000	9,000	6,200	10,000	10,000	9,000	9,000
01.340.3405.000	Building Inspections	185,391	162,000	162,000	109,882	237,000	237,000	200,000	200,000
01.340.3415.000	Zoning Board	3,785	5,000	5,000	3,450	5,000	5,000	5,000	5,000
01.340.3420.000	Planning Fees	4,110	4,000	4,000	1,950	4,000	4,000	4,000	4,000
01.340.3425.000	Animal Control	7,388	4,000	4,000	1,163	4,000	4,000	4,000	4,000
01.340.3430.000	Police Department	14,507	20,000	20,000	7,910	15,000	15,000	15,000	15,000
01.340.3431.000	Police Vehicle Reimbursement	54,325	40,000	40,000	28,537	30,000	30,000	30,000	30,000
01.340.3435.000	Town Beach Parking	112,955	125,000	125,000	142,914	125,000	125,000	125,000	125,000
01.340.3436.000	Beach Passes	81,826	90,000	90,000	15,600	90,000	90,000	90,000	90,000
01.340.3440.000	Recreation	79,795	80,000	80,000	79,225	80,000	80,000	80,000	80,000
01.340.3445.000	Ninigret Park	3,881	3,000	3,000	1,612	3,000	3,000	3,000	3,000
01.340.3445.001	Ninigret Gate House Rent	6,000	6,000	6,000	3,000	6,000	6,000	6,000	6,000
01.340.3451.000	Blue Shutters Concession	2,000	2,000	2,000	5,107	5,000	5,000	5,000	5,000
01.340.3455.000	Blue Shutters Parking	162,033	165,000	165,000	207,336	165,000	165,000	165,000	165,000
01.340.3460.000	Town Beach Concession	6,006	6,006	6,006	5,507	5,500	5,500	5,500	5,500
01.340.3461.000	Senior Center After Hour Rental	920	2,175	2,175	580	1,400	1,400	1,400	1,400
01.340.3462.000	Senior Daily Lunch Program	33	-	-	(454)	-	-	-	-
01.340.3465.000	Senior/Community Center	3,847	3,847	3,847	-	3,847	3,847	3,847	3,847
01.340.3466.000	Senior Center Programs	19,927	20,520	20,520	8,756	20,520	20,520	20,520	20,520
		759,528	747,548	747,548	628,276	810,267	810,267	772,267	772,267
01.350.3515.000	Interest On Investments	7,874	6,000	6,000	6,337	8,500	8,500	8,500	8,500
01.350.3530.000	General Fund Balance Transfer	64,400	-	-	-	275,000	275,000	275,000	275,000
01.350.3546.000	Impact Fee Revenue	-	50,000	50,000	-	50,000	50,000	50,000	50,000
01.350.3550.000	Unclassified Revenue	(8,936)	10,000	10,000	2,701	5,000	5,000	5,000	5,000
01.350.3750.000	Municipal Court General Revenue	25,696	35,000	35,000	9,832	25,000	25,000	25,000	25,000
01.350.3995.000	Transfer In	4,445	-	-	-	-	-	-	-
		93,478	101,000	101,000	18,870	363,500	363,500	363,500	363,500
		26,648,234	26,960,644	26,960,644	15,742,956	27,560,604	27,599,993	27,604,068	27,602,768

TOWN OF CHARLESTOWN

Account Number	Department	FY 2015 Approved Budget	FY 2017 Requested Amount	Budget Commission Recommended	\$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Adopted
410	Town Council	28,850	29,350	30,250	1,400	4.9%	28,950
420	Town Administrator	179,089	188,056	183,556	4,467	2.5%	183,556
430	Board of Canvassers	12,150	21,999	22,799	10,649	87.6%	22,799
440	Treasurer	199,986	206,689	207,564	7,578	3.8%	207,564
450	Tax Assessor	153,520	155,249	155,249	1,729	1.1%	155,249
455	GIS	89,676	92,869	95,032	5,357	6.0%	95,032
460	Tax Collector	113,511	110,248	111,355	(2,156)	-1.9%	111,355
470	Town Clerk	216,885	224,420	223,593	6,648	3.1%	223,593
480	Town Planner	119,804	122,635	122,635	2,831	2.4%	122,635
490	Central Services	297,909	285,500	286,500	(11,400)	-3.8%	286,500
510	Police Department	2,443,047	2,523,450	2,494,150	51,103	2.1%	2,494,150
520	Building Inspector	179,890	199,622	199,622	19,732	11.0%	199,622
530	CEMA	63,855	64,879	63,879	524	0.8%	63,879
540	Animal Control	92,482	97,219	94,719	2,297	2.4%	94,719
560	Public Assistance	5,100	5,000	5,000	(100)	-2.0%	5,000
570	Municipal Court	6,800	6,800	6,800	-	0.0%	6,800
610	DPW Administration	144,702	150,961	150,961	6,259	4.3%	150,961
620	DPW Highway & Roads	1,117,665	1,150,489	1,148,616	30,951	2.8%	1,148,616
680	DPW Building & Grounds	329,922	335,805	325,044	(4,878)	-1.5%	325,044
640	CRCC Mandated Monitoring	10,000	13,000	12,000	2,000	20.0%	12,000
660	DPW Waste Water Management	114,577	124,871	124,288	9,711	8.5%	124,288
740	Boards & Commissions	26,530	27,590	24,400	(2,130)	-8.0%	24,400
800	Senior Center/Community Center	127,332	124,766	125,566	(1,766)	-1.4%	125,566
810	Recreation Administration	162,541	156,836	156,836	(5,706)	-3.5%	156,836
815	Recreation Programs	110,980	116,590	114,590	3,610	3.3%	114,590
820	Charlestown Beach	104,271	109,723	105,348	1,077	1.0%	105,348
830	Ninigret Park	37,975	42,658	33,106	(4,869)	-12.8%	33,106
850	Blue Shutters Beach	88,788	93,725	92,101	3,313	3.7%	92,101
900	Debt Service	675,721	675,088	675,088	(1,633)	-0.2%	675,088
920	Employee Benefits	2,192,280	2,176,048	2,142,108	(50,122)	-2.3%	2,142,108
940	Professional Services	347,800	348,800	347,800	-	0.0%	347,800
950	Town Insurance	285,000	285,000	285,000	-	0.0%	285,000
960	Council Contingency	15,036	15,000	15,000	(36)	-0.2%	15,000
990	Capital Improvements	891,162	1,685,069	1,749,653	892,551	95.7%	1,749,653
995	Transfers Out	1,348,950	945,650	1,195,650	(148,300)	-11.0%	1,195,650
	Subtotal Department Budgets	12,279,167	12,881,594	13,069,798	780,681	6.4%	13,068,498
720	Outside Agencies	23,500	27,750	22,450	(1,090)	-4.5%	22,450
730	Local Agencies	395,825	402,381	400,381	6,556	1.7%	400,381
	Subtotal Outside Agencies	417,325	430,131	422,831	5,506	1.3%	422,831
	Total Municipal Budget	12,696,492	13,311,725	13,492,629	796,137	6.3%	13,481,329
780	Charlto School	14,264,152	14,218,679	14,111,489	(152,713)	-1.1%	14,111,489
	Total School Budget	14,264,152	14,218,679	14,111,489	(152,713)	-1.1%	14,111,489
	Grand Total Municipal & School	26,960,644	27,530,404	27,604,118	643,424	2.4%	27,602,798

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.410.5005.000	Town Council Salaries	13,000	13,000	13,000	6,500	13,000	13,000	14,300	13,000
01.410.5015.000	Town Sergeant Wages	4,716	5,500	5,500	1,632	6,000	5,500	5,500	5,500
01.410.6015.000	Dues & Subscriptions	3,129	3,150	3,150	3,129	3,150	3,150	3,150	3,150
01.410.6020.000	Operating Supplies	344	200	200	13	200	300	300	300
01.410.6060.000	Printing & Binding	6,754	7,000	7,000	3,775	7,000	7,000	7,000	7,000
		27,943	28,850	28,850	15,049	29,350	28,950	30,250	28,950
01.420.5005.000	Town Administrator Salary	112,200	112,200	114,444	57,222	116,733	116,733	116,733	116,733
01.420.5010.000	Town Admin Secretary Salary	47,450	47,450	48,399	24,200	49,367	49,367	49,367	49,367
01.420.5010.002	Town Admin Secretary-Longevity	2,847	3,084	3,146	1,573	3,456	3,456	3,456	3,456
01.420.5020.000	Town Admin Vehicle Stipend	7,508	8,400	8,400	3,600	8,400	8,400	8,400	8,400
01.420.6015.000	Dues & Subscriptions	702	1,100	1,100	1,462	1,500	1,500	1,500	1,500
01.420.6020.000	Operating Supplies	844	1,000	1,000	144	1,000	1,000	1,000	1,000
01.420.6050.000	Professional Development	2,480	2,500	2,500	2,019	2,500	3,000	3,000	3,000
01.420.6070.000	Travel Expense	316	100	100	-	100	100	100	100
		174,346	175,834	179,089	90,219	183,056	183,556	183,556	183,556
01.430.5005.000	Board of Canvassers Wages	6,889	3,950	3,950	859	5,000	5,000	5,000	5,000
01.430.6020.000	Operating Supplies	2,132	700	700	-	1,400	2,200	2,200	2,200
01.430.6035.000	Miscellaneous	2,134	1,150	1,150	-	3,349	3,349	3,349	3,349
01.430.6075.000	Tools & Equipment	-	-	-	-	1,200	1,200	1,200	1,200
01.430.6095.000	Poll Worker Stipends	9,875	6,350	6,350	-	11,050	11,050	11,050	11,050
		21,081	12,150	12,150	859	21,999	22,799	22,799	22,799
01.440.5005.000	Treasurer Salary	80,882	82,909	84,567	42,281	88,410	88,410	88,410	88,410
01.440.5005.002	Treasurer Longevity	2,022	2,487	2,537	1,268	3,094	3,094	3,094	3,094
01.440.5010.000	Treasurer Wages	76,464	76,464	77,993	39,207	80,364	80,364	80,364	80,364
01.440.5010.003	Treasurer's Emp Longevity	5,162	5,352	5,459	2,739	5,826	5,826	5,826	5,826
01.440.5025.000	Treasurer Overtime Wages	178	250	250	47	250	250	250	250
01.440.6015.000	Dues & Subscriptions	55	380	380	55	380	380	55	55
01.440.6020.000	Operating Supplies	2,375	2,000	2,000	581	2,000	2,000	2,000	2,000
01.440.6050.000	Professional Development	681	1,000	1,000	1,253	1,000	1,000	1,000	1,000
01.440.6065.000	Purchased Services	18,754	25,500	25,500	14,743	26,265	26,265	26,265	26,265
01.440.6070.000	Travel Expense	120	100	100	341	100	100	100	100
01.440.6075.000	Tools/Equipment	-	200	200	-	1,000	1,000	200	200
		186,693	196,642	199,986	102,516	208,689	208,689	207,564	207,564

SUPPLEMENTAL INFORMATION
FY 2016 - 2017

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 \$12.48 per hour.

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

League of Cities & Towns Dues \$3,150

410-6020 - OPERATING SUPPLIES - \$300

Miscellaneous stationary supplies

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 - \$28,950

SUPPLEMENTAL INFORMATION
FY 2015 – 2016

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - \$116,733

Current Salary - \$114,444

420-5010 - WAGES - \$49,367

2015 Salary - \$48,399 2016 Salary - \$49,367

420-5010 - LONGEVITY - \$3,456

2015 Longevity - \$3,145 2016 Longevity - \$3,456

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

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

420-6015 - DUES & SUBSCRIPTIONS - \$1,500

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

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

Office supplies.

420-6050 - PROFESSIONAL DEVELOPMENT - \$3,000

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

420-6070 – TRAVEL EXPENSES - \$100

TOTAL REQUESTED BUDGET \$183,556

SUPPLEMENTAL INFORMATION
FY 2016 - 2017

430 – ELECTION UNIT:

430-5005 - SALARIES - \$5,000

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

430-6020 - OPERATING SUPPLIES - \$2,200

Supplies unique to the operation of Board of Canvassers, that will be needed for the State Elections: September 2016 Primary and the November 2016 General Election. And also include use of ballot machine and printing of ballots and poll books for the Chariho 2017 District Referendum in April, (may be reimbursed by Chariho), the June 2017 local Financial Town Referendum (\$700), Amount also includes office supplies needed by the Board.

430-6035 – MISCELLANEOUS – \$3,349

Breakfast and Dinner for pollworkers. Police Detail for the 2 State Elections:

State Elections: Morning refreshments: \$135 in September, \$135 in November = \$270
Dinner for Pollworkers, Canvassers, Police: \$650 in September, \$650 in November - \$1300
Police Detail: 13 hrs @ \$27/hr x 2 Officers = \$702 each State Election = \$1404

April Chariho DFR – Morning refreshments and dinner: \$125

June FTR – Morning refreshments and dinner: \$125

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

430-6075 – TOOLS AND EQUIPMENT - \$1,200

Rental of a 17' UHaul truck for secure storage of Election equipment for the September 2016 Primary (from 8/29/16 to 9/14/16) and for the November 2016 General Election (from 10/17/16 to 11/2/16)

SUPPLEMENTAL INFORMATION
FY 2016 - 2017

430 – ELECTION UNIT:

430-6095 - STIPENDS - \$11,050

Election worker wages for the following:

September 2016 Primary: 4 polling locations	8 Moderators/Clerks at \$150 = \$1,200 28 Supervisors at \$125 = \$3,500
November 2016 General Election: 4 polling locations	8 Moderators/Clerks at \$150 = \$1,200 28 Supervisors at \$125 = \$3,500
April 2017 Chariho District Financial Referendum: 1 poll	2 Moderators/Clerks at \$150 = \$300 2 Supervisors at \$125 = \$250
June 2017 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 REQUESTED BUDGET \$ 22,799

SUPPLEMENTAL INFORMATION
FY2016 – 2017

440 – TOWN TREASURER:

440-5005 – SALARY \$91,504

Treasurer 2017 Salary: \$88,410
Longevity: \$ 3,094

440-5010 – WAGES \$80,364

Treasurer's Assistant 2017 Salary: \$40,182

Treasurer's Assistant 2017 Salary: \$40,182

440-5010 – Longevity \$5,826

Treasurer's Assistant 2017 Longevity: \$ 4,018
Treasurer's Assistant 2017 Longevity: \$ 1,808

440-5025 – OVERTIME \$ 250

440-6015 – DUES & SUBSCRIPTIONS - \$55

RIGFOA

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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 - \$26,265

The average cost for ADP's payroll service is currently \$1,800 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. ADP has implemented the reporting for the Affordable Care Act in 2015.

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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 \$207,564

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.450.5005.000	Tax Assessor Salary	80,379	80,379	83,330	40,993	83,627	83,627	83,627	83,627
01.450.5005.002	Tax Assessor Longevity	8,038	8,038	8,259	4,099	8,363	8,363	8,363	8,363
01.450.5010.000	Tax Assessor Wages	36,612	36,612	37,344	18,794	38,562	38,562	38,562	38,562
01.450.5010.003	Tax Assessor Emp Longevity	-	-	-	-	964	964	964	964
01.450.5015.000	Tax Assessor Part-Time Wages	16,316	17,850	18,207	9,378	18,353	18,353	18,353	18,353
01.450.5025.000	Tax Assessor Overtime Wages	-	-	-	250	-	-	-	-
01.450.6015.000	Dues & Subscriptions	676	2,230	2,230	370	1,730	1,730	1,730	1,730
01.450.6020.000	Operating Supplies	529	1,450	1,450	768	1,450	1,450	1,450	1,450
01.450.6050.000	Professional Development	256	1,900	1,900	-	1,400	1,400	1,400	1,400
01.450.6055.000	Professional Services	125	500	500	-	500	500	500	500
01.450.6070.000	Travel Expense	52	-	-	-	-	-	-	-
01.450.6075.000	Tools/Equipment	362	300	300	-	300	300	300	300
		143,946	149,259	153,520	74,653	155,249	155,249	155,249	155,249
01.455.5005.000	GIS Salary	67,153	67,153	67,153	35,625	69,856	70,983	70,983	70,983
01.455.5005.002	GIS Longevity	2,686	3,022	3,022	1,541	3,493	3,549	3,549	3,549
01.455.5018.000	Intern	6,398	10,500	10,500	4,173	10,500	10,500	10,500	10,500
01.455.6015.000	Dues & Subscriptions	106	200	200	-	200	200	200	200
01.455.6020.000	Operating Supplies	2,447	3,000	3,000	689	3,600	3,000	3,000	3,000
01.455.6050.000	Professional Development	-	1,200	1,200	-	-	1,200	1,200	1,200
01.455.6055.000	Professional Services	1,739	3,500	3,500	99	3,500	3,500	3,500	3,500
01.455.6070.000	Travel Expense	17	100	100	-	100	100	100	100
01.455.6075.000	Tools/Equipment	6,023	1,000	1,000	-	1,600	1,000	2,000	2,000
		86,569	89,675	89,675	42,126	92,859	94,082	95,082	95,082
01.460.5005.000	Tax Collector Salary	58,853	58,853	60,030	28,639	61,231	62,237	62,237	62,237
01.460.5005.002	Tax Collector Longevity	5,885	5,885	6,003	3,002	6,123	6,224	6,224	6,224
01.460.5010.000	Tax Collector Wages	36,612	36,612	37,344	23,874	36,479	36,479	36,479	36,479
01.460.5010.003	Tax Collector Emp Longevity	3,661	3,661	3,734	864	-	-	-	-
01.460.6015.000	Dues & Subscriptions	30	100	100	85	115	115	115	115
01.460.6020.000	Operating Supplies	3,400	5,000	5,000	3,730	5,000	5,000	5,000	5,000
01.460.6050.000	Professional Development	1,018	1,000	1,000	-	1,000	1,000	1,000	1,000
01.460.6070.000	Travel Expense	8	200	200	-	200	200	200	200
01.460.6075.000	Tools/Equipment	-	100	100	-	100	100	100	100
		109,468	111,411	113,511	60,193	110,248	111,355	111,355	111,355

SUPPLEMENTAL INFORMATION
FY2016-2017

450 - TAX ASSESSOR:

450-5005 SALARY - \$ 91,990

Fiscal Year Salary -	\$	83,627.00	CPMA Grade 6D	
Longevity -		8,363.00	25 years employment - 10%	<i>Per CPMA Employment Agreement</i>
Total	\$	<u>91,990.00</u>		

450-5010 WAGES - \$ 39,526

Assessor's Clerk

New Fiscal Year Salary -	\$	38,562.00	Teamster Position Grade	
Longevity -		964.00	5 years employment - 2.5%	<i>per Teamsters Agreement</i>
Total	\$	<u>39,526.00</u>		

450-5015 PART-TIME WAGES - \$18,353

Assessor's Part-time Clerk

New Fiscal Year Salary -	\$	18,353.00	Part-time Position - 19.5 hours/wk -- <i>Wage increase is equal to Teamster Contract ratification</i>	
Total	\$	<u>18,353.00</u>		

450-5025 OVERTIME WAGES - \$ 0

SUPPLEMENTAL INFORMATION
FY2016-2017

450 - TAX ASSESSOR (cont'd):

450-6015 - DUES & SUBSCRIPTIONS - \$ 1,730

NADA Price Guides	\$500
SketchUP membership upgrade	\$600
IAAO membership	\$200
RIAAO membership	\$35
NRAAO membership	\$35
RI Vehicle Value	\$150
	<u>\$1,730</u>

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
	<u>\$1,450</u>

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

SUPPLEMENTAL INFORMATION
FY2016-2017

450 - TAX ASSESSOR (cont'd):

450-6070 TRAVEL EXPENSES - \$ 0

Town vehicle assigned

450-6075 SMALL TOOLS & EQUIPMENT - \$ 300

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	250

TOTAL REQUESTED BUDGET \$ 155,249

**SUPPLEMENTAL INFORMATION
FY2016 – 2017**

455 - GIS:

455-5005 SALARY - \$73,359

New Fiscal Year Salary-	\$ 70,983	CPMA Grade 5B
Longevity -	\$ 3,549	10 years employment – 5%
Total	\$ 74,532	

455-5005.002-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.

**SUPPLEMENTAL INFORMATION
FY2016 – 2017**

455-6020 OPERATING SUPPLIES - \$ 3,600

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

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

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

455-6075 SMALL TOOLS & EQUIPMENT - \$2,000

Measuring Devices	\$ 900
Camera/Supplies	\$ 300
Misc. Office Equipment	\$ 800

TOTAL REQUESTED BUDGET \$ 95,032

SUPPLEMENTAL INFORMATION
FY 2016 – 2017

460 - TAX COLLECTOR:

460-5005 - SALARY - \$68,461

Tax Collector -		
2017 Salary -	\$62,237	To conditionally go to 3A on 1/1/2017
Longevity -	\$ 6,224	(Original DOH 8/22/90, FT 7/1/1992)
	\$68,461	

460-5010 - WAGES - \$36,479

Tax Collector's Clerk	Current Salary -	\$40,273
2017 Salary -	\$36,479	(DOH 11/09/15)
	Step 1 on 11/9/16.	

460-5025 - OVERTIME WAGES - \$0

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

460-6015 - DUES/SUBSCRIPTIONS - \$115

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association (\$30), RIGFOA \$55) 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 2016 – 2017

460 - TAX COLLECTOR (cont'd):

460-6050 – PROFESSIONAL DEVELOPMENT - \$1,000

Annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 28th Annual Conference will be held in Annapolis, Maryland. The site varies in an effort to attract more participants. The conference fees include lodging and meals. The dates are usually in early to mid-September or late August. The date of this Conference will be Sunday, August 28th through Wednesday, August 31st, 2016. If unable to attend the NRTCTA Conference, the funds will be used for other professional development, such as Microsoft Office, Vision or any other courses needed for my department.

460-6070 - TRAVEL EXPENSE - \$200

Mileage reimbursement for personal car usage while making bank runs for change, seminars and meetings, as well as conference attendance.

460-6075 - SMALL TOOLS & EQUIPMENT - \$100

This line item provides for filing and organizing as well as other equipment needed by this department.

TOTAL REQUESTED BUDGET \$111,355

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.470.5005.000	Town Clerk Salary	67,153	67,153	68,496	34,233	69,866	69,866	69,866	69,866
01.470.5005.002	Town Clerk Longevity	4,365	4,701	4,795	2,397	5,240	5,240	5,240	5,240
01.470.5010.000	Town Clerk Wages	109,492	114,829	117,126	58,758	122,591	122,591	122,591	122,591
01.470.5010.003	Town Clerk Emp. Longevity	3,492	3,486	3,556	1,781	4,296	4,296	4,296	4,296
01.470.5015.000	Town Clerk Part-time Wages	2,568	-	-	-	-	-	-	-
01.470.5025.000	Town Clerk Overtime Wages	-	2,000	2,000	-	2,000	2,000	1,000	1,000
01.470.6015.000	Dues & Subscriptions	957	687	687	333	687	800	800	800
01.470.6020.000	Operating Supplies	2,150	2,000	2,000	1,220	2,000	2,000	2,000	2,000
01.470.6050.000	Professional Development	1,421	1,875	1,875	319	1,390	1,390	1,390	1,390
01.470.6060.000	Printing & Binding	460	900	900	460	900	900	900	900
01.470.6065.000	Purchased Services	15,721	15,000	15,000	8,460	15,000	15,000	15,000	15,000
01.470.6075.000	Tools/Equipment	345	450	450	139	450	450	450	450
		208,123	213,081	216,885	108,101	224,420	224,533	223,593	223,593
01.480.5005.000	Town Planner Salary	59,940	71,681	73,115	34,521	74,273	74,273	74,273	74,273
01.480.5010.000	Town Planner Wages	35,246	36,166	36,889	18,382	38,562	38,562	38,562	38,562
01.480.5025.000	Town Planner Overtime Wages	1,439	2,000	2,000	562	2,000	2,000	2,000	2,000
01.480.6015.000	Dues & Subscriptions	3,330	4,000	4,000	3,405	4,000	4,000	4,000	4,000
01.480.6020.000	Operating Supplies	1,192	1,200	1,200	964	1,200	1,200	1,200	1,200
01.480.6050.000	Professional Development	-	2,000	2,000	180	2,000	2,000	2,000	2,000
01.480.6065.000	Purchased Services	-	500	500	-	500	500	500	500
01.480.6075.000	Tools/Equipment	37	100	100	-	100	100	100	100
		101,184	117,647	119,804	58,813	122,635	122,635	122,635	122,635
01.490.4920.000	Miscellaneous Supplies	8,778	8,000	8,000	3,353	8,000	8,000	9,000	9,000
01.490.4925.000	Communications	53,924	44,000	44,000	19,481	44,000	44,000	44,000	44,000
01.490.4935.000	Advertising	40,850	50,000	50,000	12,926	50,000	50,000	50,000	50,000
01.490.4945.000	Postage	16,939	23,000	23,000	12,215	23,000	23,000	23,000	23,000
01.490.4950.000	Computer Maint & Upgrades	100,374	129,900	129,900	37,306	118,500	118,500	118,500	118,500
01.490.4955.000	Pool Vehicle Maintenance	13,867	20,000	20,000	4,075	18,000	18,000	18,000	18,000
01.490.4970.000	Equipment Rental/Leases	13,621	13,000	13,000	4,736	13,600	13,600	13,600	13,600
01.490.4980.000	Codification Update	3,854	8,000	8,000	1,195	8,000	8,000	8,000	8,000
01.490.4985.000	Bank Charges	1,439	1,000	1,000	555	1,400	1,400	1,400	1,400
01.490.6065.000	Purchase Services	33	1,000	1,000	-	1,000	1,000	1,000	1,000
		253,880	297,900	297,900	95,842	285,500	285,500	286,500	286,500

SUPPLEMENTAL INFORMATION
FY2016 - 2017

470 - PUBLIC RECORDS

470-5005 - SALARY - \$75,106

FY 2016-2017 Base Salary -	\$69,866	(grade 4D)
Longevity -	<u>\$ 5,240</u>	(14 yrs employment)
Total	\$75,106	

470-5010 - WAGES - \$126,887

Deputy Town Clerk

FY 2016-2017 Base Salary -	\$42,959	
Longevity -	<u>\$ 4,296</u>	(18 yrs employment)
Total -	\$47,255	

Deputy Town Clerk

FY 2016-2017 Base Salary -	\$42,543	
Longevity -	<u>\$ 0</u>	(2 yrs employment)
Total -	\$42,543	

Town Clerk Clerk

FY 2016-2017 Base Salary	\$37,089	
Longevity -	<u>\$ 0</u>	(2 yrs employment)
Total -	\$37,089	

470-5015 -- PART TIME WAGES - \$0

470-5025 - OVERTIME WAGES - \$1,000

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 2 Statewide and 2 Local Elections during this fiscal year.)

SUPPLEMENTAL INFORMATION
FY2015 – 2016

470-6015 – DUES/SUBSCRIPTIONS - \$800

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 - \$1,390

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).

In an effort to obtain "Professional Contribution" points for certification as a Master Municipal Clerk (MMC), I will be serving as a member of the New England Municipal Clerk Institute and Academy Board of Directors, from July 9 – 16, 2016 at Plymouth State University in Plymouth, NH. While a request for registration fees are not necessary in this year's budget, mileage to and from the program are included in the amount of \$250.

\$900 is earmarked for the New England City and Town Clerk's Association Annual Conference to be held in Boston, MA in November of 2016. (\$200 – registration, \$600 – hotel, \$100 - mileage)

470-6060 - PRINTING AND BINDING - \$ 900

Purchase of Council Minutes Book - \$400, and Tax Books - \$400, letterhead, receipt books \$100

470-6065 - PURCHASED SERVICES - \$ 15,000

Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, Honorable Discharges. This amount is offset by the revenues taken in by land evidence recording and probates.

470-6075 - TOOLS AND EQUIPMENT - \$ 450

Miscellaneous office equipment upgrades and/or repairs.

TOTAL REQUESTED BUDGET: \$223,533

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SUPPLEMENTAL INFORMATION
FY 2016 – 2017

480 – TOWN PLANNER:

480-5005 – SALARIES - \$74,273

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

480-5010 – WAGES - \$38,562

Planning Clerk Wages:

FY16 Salary - \$36,889

The Planning Department Clerk serves as primary support for the Town Planner as well as the 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 material that is provided to the Planning Commission for their meetings, and for proper notice and advertisement as required by local and state regulations relating to land development. The Clerk is also required to attend those meetings and create and manage the minutes.

480-5025 – OVERTIME WAGES - \$2,000

The Planning Commission sets the number of meetings. There is a minimum of two meetings scheduled a month. The overtime requested is to cover the Planning Clerk for 24(+/-) Planning Commission regular meetings and workshop meetings. There is always the possibility that a large application or time consuming project will come before the Commission, or the Clerk will be asked to support another board or ad-hoc committee's meetings, in which case additional time will be required.

480-6015 – DUES & SUBSCRIPTIONS - \$4,000

American Planning Association National and Rhode Island Chapter dues and membership dues for the American Institute of Certified Planners (AICP) (\$400.); professional journals; Planning Advisory Service/research materials for the department (\$600); and membership dues for the Washington County Regional Planning Commission (\$3,000).

480-6020 – OPERATING SUPPLIES - \$1,200

Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens and pencils; dvds and tapes; boxes for storage; and other miscellaneous office equipment used by the Planning Department.

SUPPLEMENTAL INFORMATION
FY 2016 – 2017

480 – TOWN PLANNER (cont'd):

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

Conference attendance fees and training sessions including the APA Southern New England Planning Conference; GrowSmart training sessions (including attendance by Planning Commission members); GrowSmart Land Use Summit (2016); and other various professional development opportunities in Rhode Island and the New England area. Ongoing professional development is necessary in the community planning field and representation at various professional events in the region is an asset to the Town of Charlestown.

480-6065 – PURCHASED SERVICES - \$500

Procurement of stenographic services and professional consultant review services, principally for subdivision and land development applications under review by the Planning Commission. Although the applicant is often billed for these services, particularly the stenographer's appearance fee, there may be related expenses such as purchasing the transcripts created, or there may be a need for professional services related to a town or Planning Department project.

480-6075 – TOOLS and EQUIPMENT - \$100

Miscellaneous small tools and equipment such as batteries, as well as repairs to existing office equipment and purchase of equipment and software which may need to be replaced within the department.

TOTAL REQUESTED BUDGET -- \$122,635

SUPPLEMENTAL INFORMATION
FY 2016- 2017

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 2016- 2017

490 - CENTRAL SERVICES (cont'd):

490-4950 - COMPUTERS & MAINTENANCE - \$118,500

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
Consultants	6,500
Software Purchases	9,000
Software Maintenance Agreements	
Vision Government Software	
CAMA Software (Licensing & Support)	7,200
CAMA GIS Online Modeling	2,000
CAMA Data Web Hosting	4,000
Tax Admin	3,600
Tax Collection	3,600
Building Official	2,700
Tyler Technologies	15,800
Gilbarco - Gasboy	250
Avenet - GovOffice - Town Webpage	700

Town Clerk Software

Probate, Dog License, Business License	2,000
Boat Mooring	500
Accela / IQM2	10,200
GIS	
ESRI	ArcGIS & ArcView 4,700
MapInfo	1,000
WebGIS	3,500
Emergency Communications Network Inc	6,000
CapturePoint	1,500
Curia Systems	5,600
Computer Networks	
ESTS Antivirus	650
Veeva Backup Support	1,500
GoDaddy webmail SSL certificate	1,000
Barracuda Email Archiver	2,500
Barracuda Spam Filter	2,500
	<hr/>
	83,000
Total	<u>118,500</u>

SUPPLEMENTAL INFORMATION
FY 2016- 2017

490 - CENTRAL SERVICES (cont'd):

490-4955 - POOL VEHICLE MAINTENANCE - \$18,000

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.

490-4970 - EQUIPMENT LEASE/RENTAL - \$13,600

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 - \$1,400

Monthly investment account fees.

490-6065- PURCHASED SERVICES - \$1,000

This line item funds document shredding expense for municipal departments last done in FY2014.

TOTAL REQUESTED BUDGET \$285,500

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.510.4925.000	Communications	14,007	13,500	13,500	7,641	13,500	13,500	15,000	15,000
01.510.4945.000	Postage	602	450	450	-	450	450	450	450
01.510.4950.000	Computer Maintenance	29,292	22,000	22,000	13,975	25,000	25,000	25,000	25,000
01.510.4970.000	Equipment Rental/Leases	5,103	4,800	4,800	2,561	5,100	5,100	5,100	5,100
01.510.4975.000	Equipment Maint/Contracts	30,067	33,755	33,755	17,591	40,848	40,848	40,848	40,848
01.510.5000.000	Police Chief Salary	87,101	87,101	88,843	44,422	90,620	90,620	90,620	90,620
01.510.5005.000	Police Salaries	1,217,221	1,236,335	1,261,062	619,544	1,284,438	1,284,438	1,284,438	1,284,438
01.510.5005.002	Police Longevity	81,766	86,828	88,565	43,302	94,324	94,324	94,324	94,324
01.510.5010.000	Dispatch Wages	185,772	165,163	168,466	100,669	173,021	173,021	173,021	173,021
01.510.5010.001	Police Secretary Wages	40,717	38,232	38,997	26,150	40,182	40,182	40,182	40,182
01.510.5010.003	Dispatcher Longevity Pay	8,841	8,601	8,773	4,553	9,843	9,843	9,843	9,843
01.510.5010.006	Police Sec Longevity Wages	3,823	3,823	3,899	1,957	4,018	4,018	4,018	4,018
01.510.5010.007	Accreditation Admin Assistant	11,140	14,000	14,280	1,639	14,280	14,280	14,280	14,280
01.510.5012.000	Police Custodians Wages	16,539	29,838	30,435	11,657	30,430	30,430	30,430	30,430
01.510.5025.000	Police Overtime Wages	227,290	210,000	214,200	146,578	235,000	235,000	235,000	235,000
01.510.5025.001	Dispatcher Overtime Wages	27,753	15,000	15,300	13,387	15,000	15,000	15,000	15,000
01.510.5025.002	Police Sec Overtime Wages	243	-	-	199	-	-	-	-
01.510.5030.000	Police Holiday Pay	81,369	81,404	83,032	47,615	88,977	88,977	88,977	88,977
01.510.5030.001	Dispatcher Holiday Pay	14,323	12,098	12,340	8,246	12,169	12,169	12,169	12,169
01.510.5035.001	Dispatcher Temporary Pay	13,983	22,000	22,000	-	22,000	22,000	22,000	22,000
01.510.5040.000	Police Detail Pay	(8,682)	-	-	(2,250)	-	-	-	-
01.510.5040.001	Police Detail Reserves-W/Comp	(10,104)	-	-	(551)	-	-	-	-
01.510.5050.000	Police Disabled Office IOD	(84,276)	-	-	-	-	-	-	-
01.510.5060.000	Police Court Time	4,915	-	-	1,586	-	-	-	-
01.510.5070.000	Police Uniforms	29,250	29,750	29,750	14,720	29,750	29,750	29,750	29,750
01.510.5075.000	Police Training	1,291	12,000	1,000	223	-	1,000	1,000	1,000
01.510.6005.000	Police Training	2,741	-	11,000	5,890	12,000	11,000	11,000	11,000
01.510.6010.000	Police Tuition Reimbursement	3,266	5,000	5,000	3,896	4,000	4,000	4,000	4,000
01.510.6015.000	Dues & Subscriptions	2,383	1,500	1,500	1,116	1,500	1,500	1,500	1,500
01.510.6020.000	Operating Supplies	5,600	15,000	15,000	2,654	15,000	15,000	10,000	10,000
01.510.6025.000	Operating Supply/Vehicle	57,004	85,000	85,000	31,662	85,000	85,000	70,000	70,000
01.510.6040.000	Maintenance & Repairs	39,018	44,000	44,000	16,952	44,000	44,000	44,000	44,000
01.510.6045.000	Police Maintenance Supplies	2,430	2,500	2,500	2,154	3,500	3,500	3,500	3,500
01.510.6050.000	Professional Development	210	1,000	1,000	67	1,000	1,000	1,000	1,000
01.510.6052.000	Police Accreditation	1,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01.510.6055.000	Professional Services	3,594	1,000	1,000	2,489	-	-	-	-
01.510.6065.000	Purchased Services	14,053	13,000	13,000	6,664	14,700	14,700	14,700	14,700
01.510.6070.000	Travel Expense	105	500	500	-	500	500	500	500
01.510.6075.000	Tools/Equipment	11,019	14,500	14,500	2,006	14,500	14,500	14,500	14,500
01.510.6165.000	Repairs & Maint - Facility	17,349	6,600	6,600	7,844	11,800	11,800	14,000	14,000
01.510.6195.000	Utilities	65,325	85,000	85,000	22,055	85,000	85,000	72,000	72,000
		2,254,942	2,403,278	2,443,047	1,232,864	2,523,450	2,523,450	2,484,150	2,494,150

SUPPLEMENTAL INFORMATION
FY 2016-2017

510-5000 ADMINISTRATION \$90,620

510-5005 Salaries \$1,378,762

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

<u>Rank</u>	<u>Salary</u>	<u>Longevity</u>	<u>TOTAL WAGES</u>
Lieutenant	\$78,843.88	\$7,884.39	\$86,728.27
Lieutenant	\$78,843.88	\$7,884.39	\$86,728.27
Sergeant	\$70,583.55	\$7,058.36	\$77,641.91
Sergeant	\$70,583.55	\$5,999.60	\$76,583.15
Sergeant	\$70,583.55	\$5,646.68	\$76,230.23
Detective	\$68,011.24	\$6,801.12	\$74,812.36
Detective	\$68,011.24	\$6,121.01	\$74,132.25
Detective	\$68,011.24	\$4,080.67	\$72,091.91
Patrolman	\$65,155.97	\$6,515.60	\$71,671.57
Patrolman	\$65,155.97	\$6,189.82	\$71,345.79
Patrolman	\$65,155.97	\$5,212.48	\$70,368.45
Patrolman	\$65,155.97	\$4,886.70	\$70,042.67
Patrolman	\$65,155.97	\$4,235.14	\$69,391.11
Patrolman	\$65,155.97	\$3,909.36	\$69,065.33
Patrolman	\$64,316.33	\$3,537.40	\$67,853.73
Patrolman	\$64,316.33	\$3,215.82	\$67,532.15
Patrolman	\$64,316.33	\$2,894.23	\$67,210.56
Patrolman	\$64,316.33	\$2,251.07	\$66,567.40
Patrolman	\$62,765.12	\$0.00	\$62,765.12
	\$1,284,438.39	\$94,323.83	\$1,378,762.22

SUPPLEMENTAL INFORMATION
FY 2016-2017

510-5030 Holiday Pay:

\$101,146

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
Chief	90,620.00	43.5673	8	348.54	12	4,182.46	65.3510			8		4,182.46
Lieutenant	78,843.88	40.5042	8	324.03	4	1,296.13	60.7563	8	486.05	8	3,888.40	5,184.54
Lieutenant	78,843.88	40.5042	8	324.03	4	1,296.13	60.7563	8	486.05	8	3,888.40	5,184.54
Sergeant	71,995.22	36.9859	8	295.89	4	1,183.55	55.4788	8	443.83	8	3,550.64	4,734.19
Sergeant	71,995.22	36.9859	8	295.89	4	1,183.55	55.4788	8	443.83	8	3,550.64	4,734.19
Sergeant	71,995.22	36.9859	8	295.89	4	1,183.55	55.4788	8	443.83	8	3,550.64	4,734.19
Detective	68,011.21	34.9392	8	279.51	4	1,118.05	52.4088	8	419.27	8	3,354.16	4,472.22
Detective	68,011.21	34.9392	8	279.51	4	1,118.05	52.4088	8	419.27	8	3,354.16	4,472.22
Detective	68,011.21	34.9392	8	279.51	4	1,118.05	52.4088	8	419.27	8	3,354.16	4,472.22
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	65,155.97	33.4724	8	267.78	4	1,071.12	50.2085	8	401.67	8	3,213.35	4,284.46
Patrolman	64,316.33	33.0410	8	264.33	4	1,057.31	49.5615	8	396.49	8	3,171.94	4,229.25
Patrolman	64,316.33	33.0410	8	264.33	4	1,057.31	49.5615	8	396.49	8	3,171.94	4,229.25
Patrolman	64,316.33	33.0410	8	264.33	4	1,057.31	49.5615	8	396.49	8	3,171.94	4,229.25
Patrolman	62,765.00	32.2441	8	257.95	4	1,031.81	48.3661	8	386.93	8	3,095.43	4,127.24
Police Holiday Pay												88,976.99
Dispatchers												
Dispatchers	44,742.00	24.5835	8	196.67	4	786.67	36.8753	8	295.00	8	2,360.02	3,146.69
Dispatchers	44,742.00	24.5835	8	196.67	4	786.67	36.8753	8	295.00	8	2,360.02	3,146.69
Dispatchers	44,742.00	24.5835	8	196.67	4	786.67	36.8753	8	295.00	8	2,360.02	3,146.69
Dispatchers	38,795.00	21.3159	8	170.53	4	682.11	31.9739	8	255.79	8	2,046.33	2,728.44
Dispatchers Holiday Pay												12,168.51
Total Holiday Pay												101,145.50

SUPPLEMENTAL INFORMATION
FY 2016-2017

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 **\$4,000**

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.

1 Under graduate \$ 4,000

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 2016-2017

510-6020 Operating Supplies **\$10,000**

Purchase from this line allows the department to purchase all office supplies necessary for the department operations.

510-6025 Operating Supplies – Vehicles/Generator **\$70,000**

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	\$2.50	\$42,000
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 \$1,180.00

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 2016-2017

510-6045 Maintenance Supplies **\$ 3,500**

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.

510-6065 Purchased Services **\$14,700**

Dispatcher Uniform Allowance	\$	2,000
Police Secretary	\$	700
Uniform Cleaning	\$	8,000
Trash Service	\$	2,500
Professional Services	\$	1,500

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 2016-2017

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 **\$14,000**

Estimated expenses for the building:

Septic Cleaning	\$ 250
Generator	\$ 1,150
Heating System	\$ 12,600

510-6195 Utilities		\$72,000
Electricity	\$ 35,530	
No. 2 Fuel Oil (13,000 gal @ \$2.75/gal)	\$ 35,750	
Cable (60.00/mo. X 12 months)	\$ 720	

TOTAL REQUESTED BUDGET: \$2,494,150

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.520.5005.000	Building Inspector Salary	74,640	76,506	78,036	39,018	81,587	81,587	81,587	81,587
01.520.5005.002	Building Inspector Longevity	-	1,913	1,951	975	2,040	2,040	2,040	2,040
01.520.5010.000	Building Inspector Wages	66,692	76,839	78,376	39,395	80,588	80,588	80,588	80,588
01.520.5010.003	Building Inspector Emp Longevity	3,579	4,723	4,817	2,417	5,957	5,957	5,957	5,957
01.520.5015.000	Building Inspector Part-time Field Inspector	12,986	13,000	13,260	8,047	26,000	26,000	26,000	26,000
01.520.5025.000	Building Inspector Overtime Wages	502	500	500	251	500	500	500	500
01.520.6015.000	Dues & Subscriptions	444	450	450	239	450	450	450	450
01.520.6020.000	Operating Supplies	985	1,400	1,400	517	1,400	1,400	1,400	1,400
01.520.6050.000	Professional Development	875	1,000	1,000	-	1,000	1,000	1,000	1,000
01.520.6075.000	Tools/Equipment	-	100	100	-	100	100	100	100
		160,708	176,431	179,890	90,859	199,622	199,622	199,622	199,622
01.530.5010.000	CEMA Wages	40,958	40,368	41,175	20,588	41,999	41,999	41,999	41,999
01.530.6005.000	Training Exercises Cost	539	1,000	1,000	-	1,000	1,000	1,000	1,000
01.530.6015.000	Dues & Subscriptions	250	250	250	250	250	250	250	250
01.530.6020.000	Operations/Communications & Supplies	4,535	4,930	4,930	2,007	4,930	4,930	4,930	4,930
01.530.6025.000	Operating Supplies/Vehicle	730	2,500	2,500	204	2,500	2,500	1,500	1,500
01.530.6040.000	Repairs & Maintenance	1,259	2,500	2,500	751	2,500	2,500	1,500	1,500
01.530.6050.000	Professional Development	-	500	500	-	1,000	1,000	1,000	1,000
01.530.6060.000	Printing & Binding	-	500	500	-	500	500	500	500
01.530.6065.000	Purchase Services & Uniforms	1,210	1,500	1,500	653	1,500	1,500	1,500	1,500
01.530.6070.000	Travel Expense	304	500	500	393	500	500	500	500
01.530.6075.000	Tools & Equipment	2,090	3,000	3,000	2,154	3,200	3,200	3,200	3,200
01.530.6073.000	Hazard Mitigation Plan						2,000	2,000	2,000
01.530.6090.000	Grant Match Funding	395	5,000	5,000	-	5,000	5,000	4,000	4,000
		52,270	62,548	63,355	27,001	64,879	66,879	69,879	63,879

SUPPLEMENTAL INFORMATION
FY 2016-2017

520 - BUILDING INSPECTOR:

520-5005 - SALARY - \$83,627

Building Official - Current Salary - \$78,036
Current Longevity - \$1,951

2016 Salary - \$81,587
2016 Longevity - \$2,040

520-5010 - WAGES - \$86,545

Building/Zoning Secretary - Current Salary - \$37,344
Current Longevity - \$3,174

2016 Salary - \$38,562
2016 Longevity - \$3,856

Alternate Building Official - Current Salary - \$41,032
Current Longevity - \$1,643

2016 Salary - \$42,026
2016 Longevity - \$2,101

520-5015 - PART-TIME INSPECTORS - Current \$26,000

Electrical/Min. Housing Inspector (PT) - Hours/Rate 10 hrs./ week @ \$25.00
(Proposed) Plumbing/Mechanical Inspector (PT) - Hours/Rate 10 hours/week @25.00

2016 Salary - \$13,000
2016 Salary - \$13,000

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 2016 – 2017

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 \$199,622

SUPPLEMENTAL INFORMATION
FY 2016 – 2017

530 – EMERGENCY MANAGEMENT

530-5010 – WAGES - \$ 41,999

Director (Includes mileage)

Salary for 2016/2017 @ \$2,173.42/mo. = \$26,081

Deputy Director/ Special Needs

Salary for 2016/2017 @ \$442.18mo. = \$5,306

Operations Officer

Salary for 2016/2017 @ \$442.18mo. = \$5,306

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

Salary for 2016/2017 @ \$442.18mo. = \$5,306

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 2016 – 2017

530 – EMERGENCY MANAGEMENT (cont'd)

530-6025- Operating Supplies (Vehicle) - \$1,500

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer but not limited to Fuel, Wiper blades, Lube/Oil/Filters and Tires.

530-6040- Repairs and Maintenance (Vehicle) – \$1,500

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer for large scale scheduled service and repair contingency.

530-6050- Professional Development & Seminar(s) - \$1,000

Continuing Education related to the Emergency Management Profession	\$500.
Charlestown share of regional meeting support	\$500

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
	1,500

530-6070- TRAVEL- \$500

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

530-6075 - TOOLS & EQUIPMENT- \$3,200

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
Supplies (Stored Ex: Blankets)	500
Supplies (Expendable Ex: Batteries)	500
Contingency for emergency purchases and equipment	500
	3,200

SUPPLEMENTAL INFORMATION
FY 2016 – 2017

530 – EMERGENCY MANAGEMENT (cont'd)

530-6073 – Hazard Mitigation Plan - \$2,000

On-going support to prepare and update the Hazard Mitigate Plan.

530-6090- Grant Match Funding (for Public Projects) - \$4,000

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- \$63,879

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.540.5005.000	ACO Salary	41,253	41,253	42,078	21,147	43,333	43,333	43,333	43,333
01.540.5005.002	ACO Longevity	4,125	4,125	4,208	2,111	4,333	4,333	4,333	4,333
01.540.5010.000	ACO Wages	17,350	21,146	21,569	12,785	22,978	22,978	22,978	22,978
01.540.5025.000	ACO Overtime Wages	4,009	2,575	2,627	7,901	2,575	2,575	2,575	2,575
01.540.6020.000	Operating Supplies	6,297	6,000	6,000	3,016	6,500	6,500	6,500	6,500
01.540.6040.000	Maintenance & Repairs	2,656	4,500	4,500	4,039	6,000	6,000	3,500	3,500
01.540.6050.000	Professional Development	-	700	700	35	700	700	700	700
01.540.6055.000	Professional Services	6,879	10,000	10,000	10,238	10,000	10,000	10,000	10,000
01.540.6075.000	Tools/Equipment	272	800	800	591	800	800	800	800
		82,842	92,099	92,482	61,862	97,219	97,219	94,719	94,719
01.560.5005.000	Public Assistance Stipend	8,000	-	-	-	-	-	-	-
01.560.6070.000	Travel Expense	-	100	100	-	-	-	-	-
01.560.6096.000	Client Assistance Expense	4,961	5,000	5,000	2,399	5,000	5,000	5,000	5,000
		12,961	5,100	5,100	2,399	5,000	5,000	5,000	5,000
01.570.6020.000	Operating Supplies	273	500	500	23	500	500	500	500
01.570.6095.000	Municipal Court Judge Stipend	6,300	6,300	6,300	3,150	6,300	6,300	6,300	6,300
		6,573	6,800	6,800	3,173	6,800	6,800	6,800	6,800
01.610.5005.000	DPW Administrator Salary	80,839	82,904	84,562	42,281	88,410	88,410	88,410	88,410
01.610.5005.002	DPW Administrator Longevity	8,088	8,290	8,456	3,903	8,841	8,841	8,841	8,841
01.610.5010.000	DPW Secretary Wages	36,612	36,612	37,344	17,348	38,562	38,562	38,562	38,562
01.610.5010.002	DPW Secretary Longevity	1,282	1,464	1,493	750	1,928	1,928	1,928	1,928
01.610.6015.000	Dues & Subscriptions	303	587	587	228	600	600	600	600
01.610.6020.000	Operating Supplies	472	670	670	174	690	690	690	690
01.610.6050.000	Professional Development	-	515	515	-	530	530	530	530
01.610.6055.000	Professional Service	1,800	775	775	-	800	800	800	800
01.610.6065.000	Purchased Services	6,796	8,500	8,500	2,394	8,800	8,800	8,800	8,800
01.610.6065.001	Boots-Bentley, W	195	200	200	170	200	200	200	200
01.610.6065.002	Boots-Black, D	200	200	200	-	200	200	200	200
01.610.6065.003	Boots-Blackwood, J	175	200	200	-	200	200	200	200
01.610.6065.004	Boots-Briggs, J	200	200	200	170	200	200	200	200
01.610.6065.005	Boots-Briggs, W	200	200	200	-	200	200	200	200
01.610.6065.006	Boots-Iacuele, P	200	200	200	95	200	200	200	200
01.610.6065.007	Boots-Lambert, J	204	200	200	-	200	200	200	200
01.610.6065.008	Boots-Ellis, H	162	200	200	-	200	200	200	200
01.610.6065.009	Boots-Bolsvert, R	200	200	200	-	200	200	200	200
		137,928	142,117	144,702	67,513	150,961	150,961	150,961	150,961

SUPPLEMENTAL INFORMATION
FY 2016 - 2017

540 - ANIMAL CONTROL

540-5005 - SALARY - \$47,666

Current Salary -	\$42,078	2017 Salary -	\$43,333
Current Longevity -	\$ 4,208	2017 Longevity -	\$ 4,333

540-5010 - WAGES - \$22,978

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 \$12.00 =	\$ 7,488
12 Holidays	@ 4 Hrs./Day = 4 Hrs. x 12 = 48 Hrs. x \$12.00 =	576
18 Sick Days	@ 8 Hrs./Day = 8 Hrs. x 18 = 144 Hrs. x \$12.00 =	1,728
4 Personal Days	@ 8 Hrs./Day = 8 Hrs. x 4 = 32 Hrs. x \$12.00 =	384
15 Vacation Days	@ 8 Hrs./Day = 8 Hrs. x 15 = 120 Hrs. x \$12.00 =	1,440
Weekday Assistant	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x \$11.50 =	11,362
Other		
	Total	\$ 22,978

540-5025 - OVERTIME PAY - \$2,575

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

540-6020 - OPERATING SUPPLIES - \$6,500

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

SUPPLEMENTAL INFORMATION
FY 2016 - 2017

540 - ANIMAL CONTROL: (Cont'd)

540-6040 - MAINTENANCE & REPAIRS - \$3,500

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.). Additional this fiscal year, there is a need to install safety/security lighting at the Shelter to make a safe and secure environment for the ACO, Shelter workers, and the public during the hours of dusk and darkness. These security lights are requisite for the ACO and Police Department when they are called back to the Shelter after hours, at all times during the night.

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 \$94,719

SUPPLEMENTAL INFORMATION
FY2016 – 2017

560 – PUBLIC ASSISTANCE

560-5005 - STIPEND \$0

560-6070 – TRAVEL EXPENSE \$0

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 \$5,000

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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 2016-2017

610 - DPW ADMINISTRATION:

610-5005 – SALARY \$97,251

Current Salary - \$84,562

Current Longevity - \$ 8,456

2017 Salary - \$88,410

2017 Longevity - \$ 8,841

610-5010 - WAGES - \$40,490

2017 Salary - \$38,562

2017 Longevity - \$ 1,928

Secretarial staff position funded at \$20.67/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 nine years seniority.

610-6015 - DUES & SUBSCRIPTIONS - \$600

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

610-6020 - OPERATING SUPPLIES - \$690

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

610-6050 – PROFESSIONAL DEVELOPMENT - \$530

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 - \$800

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

SUPPLEMENTAL INFORMATION
FY 2016-2017

610 - DPW ADMINISTRATION:

610-6065 – PURCHASED SERVICES - \$10,600

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

TOTAL REQUESTED BUDGET \$150,961

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.620.5010.000	DPW Wages	324,100	342,228	349,073	173,764	358,868	358,868	358,868	358,868
01.620.5010.005	DPW Employee Longevity	27,351	29,143	29,726	14,831	30,567	30,567	30,567	30,567
01.620.5025.000	DPW Overtime Wages	66,223	50,000	51,000	1,921	57,136	57,136	51,000	51,000
01.620.6020.000	Operating Supplies	69,582	60,000	60,000	28,960	60,000	60,000	60,000	60,000
01.620.6040.000	Maintenance & Repairs	98,871	66,950	66,950	54,201	68,950	68,950	84,000	84,000
01.620.6045.000	Maintenance Supplies	177,208	180,000	180,000	15,296	192,797	192,797	182,000	182,000
01.620.6075.000	Tools/Equipment	5,423	4,058	4,058	3,613	4,178	4,178	4,178	4,178
01.620.6160.000	Road Sealing & Striping	226,206	341,858	341,858	42,223	341,858	341,858	341,858	341,858
01.620.6170.000	Rentals	1,750	3,000	3,000	3,400	3,185	3,185	3,185	3,185
01.620.6190.000	Street Lighting	35,204	32,000	32,000	16,513	32,960	32,960	32,960	32,960
		1,031,918	1,109,237	1,117,665	334,722	1,150,499	1,150,499	1,148,616	1,148,616
01.630.5010.000	Building & Grounds Wages	67,429	67,576	68,928	35,296	71,140	105,265	105,265	105,265
01.630.5010.002	Buildings & Grounds Longevity	6,112	6,018	6,138	3,191	5,049	5,049	5,049	5,049
01.630.5015.000	Building & Grounds Seasonal Wages	30,718	35,506	36,216	18,759	35,506	12,000	12,000	12,000
01.630.5025.000	Building & Grounds Overtime Wages	4,220	9,785	9,981	3,743	9,785	9,785	7,500	7,500
01.630.6040.000	Maintenance & Repairs	19,027	26,780	26,780	16,580	27,580	27,580	25,000	25,000
01.630.6045.000	Maintenance Supplies	11,874	12,360	12,360	4,737	12,730	12,730	12,730	12,730
01.630.6065.000	Purchased Services	28,513	41,103	41,103	11,047	41,103	41,103	33,500	33,500
01.630.6165.000	Repair & Maintenance -Facility	8,682	18,416	18,416	4,483	18,950	18,950	14,000	14,000
01.630.6195.000	Utilities	87,253	110,000	110,000	41,536	133,962	110,000	110,000	110,000
		263,827	327,344	329,922	139,373	355,805	342,462	325,044	325,044
01.640.6001.000	Monitoring Closed Landfill	6,700	10,000	10,000	5,850	15,000	15,000	12,000	12,000
		6,700	10,000	10,000	5,850	15,000	15,000	12,000	12,000
01.660.5005.000	WasteWater Salary	67,823	67,153	68,496	34,248	70,983	70,425	70,425	70,425
01.660.5005.002	Longevity	2,350	2,686	2,740	1,370	3,194	3,169	3,169	3,169
01.660.5010.000	WasteWater Wages	16,656	17,787	18,143	8,983	19,281	19,281	19,281	19,281
01.660.5025.000	Waste Water OT Wages	161	-	-	556	-	-	-	-
01.660.6015.000	Dues & Subscriptions	1,188	1,248	1,248	594	1,248	1,248	1,248	1,248
01.660.6020.000	Operating Supplies	1,928	3,050	3,050	493	3,050	3,050	3,050	3,050
01.660.6055.000	Professional Services	7,450	16,500	16,500	9,789	26,115	26,115	26,115	26,115
01.660.6065.000	Purchased Services	3,129	4,400	4,400	760	1,000	1,000	1,000	1,000
		100,686	112,824	114,577	56,793	124,871	124,288	124,288	124,288

SUPPLEMENTAL INFORMATION
FY2016-2017

620 - HIGHWAY & ROADS

620-5010 - WAGES- \$389,435

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

	2016-2017			Medical Stipend	Total
	Wage	Longevity Amount	Longevity Years		
Foreman	51,262	5,126	35		56,388
Foreman II	46,938	4,694	27		51,632
Driver/Laborers:					
	42,778	4,278	28		47,056
	42,778	4,278	24		47,056
	42,778	3,850	19		46,628
	42,778	3,208	16		45,986
	42,778	1,925	10		44,703
	42,778	3,208	16		45,986
	<u>354,868</u>	<u>30,557</u>			<u>385,435</u>
Classification changes to cover for Foreman					<u>4,000</u>

620-5025 -OVERTIME - \$51,000 (*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:

$$153 \text{ hours per year per man} \times \$22.59 \text{ avg wage} \times 1.5 \text{ (time and one-half)} \times 10 \text{ men (8 DPW, 2 CRCC)} = \$51,836$$

SUPPLEMENTAL INFORMATION
FY2016-2017

620 - HIGHWAY & ROADS (cont'd):

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:

385 gallons motor oil (7 - 55 gallon drums @ \$650/drum)	4,550	Nov-15
110 gallons anti-freeze @ \$10.30 each	1,133	Nov-15
7 cases chassis grease @ \$80/case	560	Nov-15
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	3,000	
	<u>\$ 57,374</u>	

620-6040 - MAINTENANCE & REPAIRS - \$84,000

This covers the projected costs for heavy equipment maintenance and repairs. This line has been under-funded in past years, and average costs have been noted as high as \$5,600/ month (based on a 12 month average).

SUPPLEMENTAL INFORMATION
FY2016-2017

620 - HIGHWAY & ROADS (cont'd):

620-6045 - MAINTENANCE SUPPLIES \$182,000

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2015-2016 bid.

Items	Quantity	Unit of Measure	Actual Nov-15	Projected Nov-15	Projected Total	
Sand	2700	tons	\$19.36	\$19.36	52,272.00	Nov-15
Salt	750	tons	\$90.41	\$90.41	67,807.50	Nov-15
Gravel	500	tons	\$16.49	\$16.49	8,245.00	Nov-15
Loam	75	tons	\$22.55	\$22.55	1,691.25	Nov-15
Bituminous Mix (cold)	366	tons	\$118.00	\$118.00	43,188.00	Nov-15
Drain tile	3	units	\$2,060.00/ea	\$2,060.00/ea	\$6,180.00	Nov-15
Stone	200	tons	\$19.24	\$19.24	3,848.00	Nov-15
Street signs	40	each	\$65.00	\$65.00	2,600.00	Nov-15
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,965.00	Nov-15
TOTAL					192,796.75	

620-6075 - TOOLS & EQUIPMENT - \$4,178

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

SUPPLEMENTAL INFORMATION
FY2016-2017

620 - HIGHWAY & ROADS (cont'd):

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

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

2015-2016	Projected cost for nine miles of contracted sealing for 2015-2016 with Town hot patch per mile 14,080 sq yds @ \$2.35/sq yd + \$1,674 (patch)	\$33,088 <u>\$1,674</u> \$34,762
	(miles of road)	<u>X 9</u>
2015-2016	Total cost for contracted sealing	<u>\$312,858</u>

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

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

SUPPLEMENTAL INFORMATION
FY2016-2017

620 - HIGHWAY & ROADS (cont'd):

620-6170 – RENTALS AND CONTRACT SERVICE - \$3,185

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 - \$32,960

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 - \$1,148,616

SUPPLEMENTAL INFORMATION
FY 2016-2017

630 – BUILDINGS & GROUNDS

630-5010 - WAGES - \$110,314

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

	2016-2017					Total
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Shift Differential	
Landfill Foreman (50% B&G, 50% CRCC)	25,631	1,282	37			\$ 26,913
Landfill Operator (20% B&G, 80% CRCC)	7,319	-	2			7,319
Labor I (Step 1)	34,125					34,125
Custodian	37,670	3,767	27		520	41,957
	104,745	5,049		-	520	\$ 110,314

630-5015 - PART TIME FACILITIES MAINTENANCE WAGES -- (Shared with Parks and Recreation) - \$12,000

This provides for seasonal workers for the summer season

SUPPLEMENTAL INFORMATION
FY 2016-2017

630 – BUILDINGS & GROUNDS, cont'd

630-5025 - OVERTIME - \$7,500

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

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

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years (\$2,000). Also includes \$500 to pay for mowing and maintenance of historical cemeteries. If reduced, line item over expenditure may be expected. This also includes \$1,000 for miscellaneous services at Ninigret Park.

630-6045 - MAINTENANCE SUPPLIES - \$12,730

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).

SUPPLEMENTAL INFORMATION
FY 2016-2017

630 – BUILDINGS & GROUNDS, cont'd

630-6065 - PURCHASED SERVICES - \$33,500

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/Repair Pump Septic Tanks (14 @ \$250.00 each)	\$ 3,500
Professional carpet cleaning	\$ 1,300
Professional extermination service contract	\$ 500
Fire extinguisher service	\$ 820
Security protection, alarm system monitoring and inspection	\$ 1,485
Fuel tank and piping tightness tests	\$ 700
Radon testing - State mandated	\$ 800
State mandated drinking water tests & water system contract	\$ 8,200
RI Water Licenses	\$ 1,800
Landscaping details (trees and shrubs)	\$ 2,800
Restroom and trash pickup for Ninigret and beaches	\$ 9,510
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$ 300
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/>
	\$ 33,500

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$14,000

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.

SUPPLEMENTAL INFORMATION
FY 2016-2017

630 – BUILDINGS & GROUNDS (cont'd):

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 @ 3.00/ gallon	\$37,656
Propane gas - 1,370 gallons @ 3.20/ gallon	\$4,384
Narragansett Electric (expected cost reduction)	<u>\$67,960</u>
	\$110,000

TOTAL REQUESTED BUDGET - \$325,044

SUPPLEMENTAL INFORMATION
FY2016-2017

640 – CRCC MANDATED MONITORING:

640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) \$12,000

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

TOTAL REQUESTED BUDGET \$12,000

SUPPLEMENT INFORMATION
FY 2016-2017

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - \$73,594

Proposed adjustment CPMA 4D to CPMA 5B

New Fiscal Year Salary (normal) -	\$ 69,866	CPMA Grade 4D
Longevity -	<u>3,144</u>	9 years employment – 4.5%
Total	\$ 73,010	

Proposed step increased salary-	\$ 70,983	CPMA Grade 5B as of January 1, 2017
Longevity -	<u>3,194</u>	9 years employment – 4.5%
Total	\$ 74,177	

660-5010 – WAGES – \$ 19,281

Shared secretarial staff position with Parks and Recreation funded in accordance with Teamsters Local Union No.251 Collective Bargaining Agreement.

660-6015 – DUES & SUBSCRIPTIONS - \$1,248

Carmody 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, gloves and personal protective equipment	\$ 1,000	
Total	\$ 3,050	

SUPPLEMENT INFORMATION
FY 2016-2017

660-6055 PROFESSIONAL SERVICES - \$26,115

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

<p>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 30 private wells and conduct laboratory analysis of major cations and anions and bacteria. (\$166/sample)</p>	<p>\$ 5,000</p>			
<p>Stormwater 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 2016 and May and June 2017</p>	<p>\$ 600</p>			

SUPPLEMENT INFORMATION
FY 2016-2017

660-6055 PROFESSIONAL SERVICES - (CTD)

<p>Contract with the University of Rhode Island Cooperative Extension New England On-Site Wastewater Program and the URI Laboratory of Soil Ecology and Microbiology to conduct field and laboratory sampling of up to 30 RIDEM Approved Denitrification Septic Systems from volunteer sites twice per year. Effluent quality monitoring will be conducted in accordance with Town Ordinance 210 to determine whether the quality of effluent discharged to the groundwater meets Town / State treatment performance standards. Field sampling to include pH, Dissolved Oxygen, Temperature, ammonia and nitrate. Laboratory samples to include Ammonia, Total Nitrogen and Nitrate as a baseline and if required additional samples to be collected for BOD, TSS, COD and alkalinity. Results will be utilized to: 1.) Allow service providers to better optimize system functionality, 2.) provide homeowner better service for their investment and 3.) provide the Town and URI with additional analytical data for ongoing study and compile results into academic research to assist the Town with ongoing groundwater quality issues, and 4.) allow the Town to comply with its ordinance and better understand the nuances of optimizing denitrification systems. Proposal Attached 12-17</p>	\$ 20,515			
Total	\$ 26,115			

660-6065 PURCHASED SERVICES - \$1,000

<p>5 Seminars for WW Manager (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI, @ \$200 each</p>	\$ 1,000
Total	\$ 1,000

TOTAL BUDGET \$124,288

12M

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.720.7205.000	South County Home Health	2,000	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	3,500	4,000	4,000	3,500	3,500
01.720.7215.000	Wood River Health	4,000	4,000	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	-	-	-	-
01.720.7245.000	Thundermist Hlth Ctr So County	1,500	3,500	3,500	3,500	3,500	3,500	2,000	2,000
01.720.7250.000	The Samaritans	500	500	500	500	500	500	-	-
01.720.7260.000	WARM Shelter	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01.720.7270.000	Southern RI Volunteers	1,000	1,000	1,000	1,000	2,000	2,000	1,500	1,500
01.720.7300.000	RI CAN	3,500	3,500	3,500	3,500	4,500	4,500	3,500	3,500
01.720.7322.000	WA County Coalition Children	750	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01.720.7332.000	Neighbors helping Neighbors	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500
01.720.7341.000	Community 2000 Education Foundation	-	-	-	-	2,000	2,000	1,700	1,700
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	750	-	-	-	750	750	750	750
		20,500	23,500	23,500	23,500	27,750	27,750	22,450	22,450
01.730.7308.000	Charlho Soccer League	250	-	-	-	-	-	-	-
01.730.7309.000	Memorial Day Parade	500	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	166,800
01.730.7311.000	Charlestown Memorial Parade	2,000	2,500	2,500	2,500	3,000	3,000	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	3,000
01.730.7330.000	Cross Mills Library	212,160	218,525	218,525	218,525	225,081	225,081	225,081	225,081
01.730.7331.000	Charlesotown Historical Society	2,000	2,500	2,500	2,500	4,000	4,000	2,500	2,500
		386,710	393,825	393,825	393,825	402,381	402,381	400,381	400,381
01.740.5020.000	Conservation Commission	2,598	2,000	2,000	431	2,000	2,000	2,000	2,000
01.740.5040.000	Senior Citizens Commission	-	100	100	-	100	100	100	100
01.740.5050.000	Planning Commission	4,335	5,000	5,000	1,802	5,000	5,000	5,000	5,000
01.740.5060.000	Zoning Board	5,299	7,500	7,500	4,464	7,500	7,500	7,500	7,500
01.740.5065.000	Affordable Housing Comm	-	300	300	-	300	300	300	300
01.740.5075.000	Economic Improvement Comm	925	1,000	1,000	1,805	2,000	2,000	2,000	2,000
01.740.5085.000	Mosquito Abatement Council	4,945	10,630	10,630	5,086	10,630	10,630	7,500	7,500
		18,102	26,530	26,530	13,588	27,530	27,530	24,400	24,400
01.780.7880.000	Charlho Regional School District	14,312,928	14,264,152	14,264,152	7,845,284	14,218,879	14,218,879	14,111,439	14,111,439
		14,312,928	14,264,152	14,264,152	7,845,284	14,218,879	14,218,879	14,111,439	14,111,439

Mailed Letter	Date Received from Agency	Line Item #	Agency	Address	City, State, Zip	15/16 Requested	15/16 Funded	16/17 Requested	% Requested +/- from previous year's FUNDING	16/17 TA's Recommendation	16/17 Funded	Notes
		720-	#720 OUTSIDE AGENCIES									
13-Nov	15-Dec	7205	VNS Home Health Services	14 Woodruff Avenue, Suite 7	Narragansett, RI 02882-3467	\$ 2,000	\$ 2,000	\$ 2,000	-	100%		
13-Nov	4-Dec	7210	Gateway Healthcare, Inc (formerly South Shore Mental Health Center)	249 Roosevelt Ave.	Pawtucket, RI 02860-2134	\$ 3,900	\$ 3,500	\$ 4,000	↑	105%		
13-Nov	15-Dec	7215	Wood River Health Services	823 Main Street	Hope Valley, RI 02832	\$ 4,000	\$ 4,000	\$ 5,000	-	100%		
13-Nov		7235	Domestic Violence Center of South County	61 Main Street	Wakefield, RI 02679	\$ 2,000	\$ 2,000			0%		
13-Nov	21-Dec	7245	Thundermist Health Center (admin. office)	1 River Street	Wakefield, RI 02679	\$ 3,500	\$ 3,500	\$ 3,500		100%		
13-Nov	1-Jan	7250	The Samaritans	P.O. Box 8066	Providence, RI 02940	\$ 500	\$ 500	\$ 500		100%		
13-Nov	14-Dec	7260	W.A.R.M.	56 Spruce Street	Westerly, RI 02891	\$ 1,000	\$ 1,000	\$ 1,000	-	100%		
13-Nov	30-Nov	7270	Southern RI Volunteers (formerly Sen. Helping Others)	P.O. Box 1047, 100 Park Lane	Charlestown, RI 02813	\$ 1,000	\$ 1,000	\$ 2,000	-	200%		
13-Nov	14-Dec	7300	R.I. CAN (formerly St. Mary's/St. James Community Food Pantry)	P.O. Box 204	Charlestown, RI 02813	\$ 3,500	\$ 3,500	\$ 4,500	↑	129%		
13-Nov	16-Dec	7322	Washington County Coalition for Children	14 Woodruff Avenue, Suite 7, c/o VNS	Narragansett, RI 02882-3467	\$ 1,000	\$ 1,000	\$ 1,000	-	100%		
13-Nov	Nov-15	7332	Neighbors Helping Neighbors RI (NH-NRI)	448 Congdon Drive	Wakefield, RI 02679	\$ 1,500	\$ 1,500	\$ 1,500	-	100%		
NEW	30-Nov	7341	Community 2000 Education Foundation	P.O. Box 1161	Charlestown, RI 02813			\$ 2,000				NEW
NO	4-Jan	7342	Wildlife Rehabilitators of Rhode Island	25 Sherman Town Road	Saunderstown, RI 020674	\$ 2,250	\$ -	\$ 750		33%		
			OUTSIDE AGENCIES SUB-TOTAL TO DATE			\$ 32,056	\$ 23,500	\$ 27,750	↑	87%		
		730-	#730 LOCAL AGENCIES									
13-Nov		7309	Memorial Day Parade (Carolins - Amer. Legion)	P.O. Box 38	Stamrock, RI 02875-0038	\$ 500	\$ 500	\$ 500	-	100%		
13-Nov	20-Nov	7310	Charlestown Ambulance Rescue Service, Inc.	P.O. Box 348	Charlestown, RI 02813	\$ 166,800	\$ 166,800	\$ 166,800	-	100%		
13-Nov		7311	Charlestown Memorial Day Parade Committee	PO Box 74	Charlestown, RI 02813	\$ 3,500	\$ 2,500	\$ 3,000	↑	86%		
13-Nov	30-Nov	7320	Charlestown Chamber of Commerce	P.O. Box 633	Charlestown, RI 02813	\$ 3,000	\$ 3,000	\$ 3,000	-	100%		
13-Nov	15-Dec	7330	Cross Mills Public Library	P.O. Box 1680	Charlestown, RI 02813	\$ 218,526	\$ 218,526	\$ 225,081	↑	103%		
13-Nov	8-Dec	7331	Charlestown Historical Society	P.O. Box 298	Charlestown, RI 02813	\$ 7,500	\$ 2,500	\$ 4,000	↑	53%		
			LOCAL AGENCIES SUB-TOTAL TO DATE			\$ 416,076	\$ 383,826	\$ 402,381	↑	97%		
			TO DATE TOTALS			\$ 447,131	\$ 417,325	\$ 430,131	↑	96%		

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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
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	\$ 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
FY2016 – 2017

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 \$2,000

BUSINESS FORUM – Printing for invitations/postage/refreshments
DEVELOP ARTS STROLL – (HOP-ARTS type event) Printing for map/advertising/location signage
ECO – TOURISM – Brochure/marketing
LANDSCAPE ARCHITECT/FIRESTATION MEMORIAL PARK – Visual proposal for artist co-op and park

SUPPLEMENTAL INFORMATION
FY2016 – 2017

740 – BOARDS & COMMISSIONS:

740-5085 – MOSQUITO ABATEMENT COUNCIL \$7,500

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	\$ 6,500
Purchase of larvacide pesticide materials	1,000
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	\$ 7,500

TOTAL REQUESTED BUDGET \$24,400

SUPPLEMENTAL INFORMATION
FY2016 – 2017

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET- \$14,111,439

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 - \$14,111,439

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.800.5005.000	Senior Center Coordinator's Salary	33,990	32,301	32,947	16,398	33,606	33,606	33,606	33,606
01.800.5010.000	Senior Center Wages	30,689	35,000	35,700	16,019	36,400	36,400	36,400	36,400
01.800.5020.000	Sr Ctr After Hour Rental Wages	240	700	700	184	700	700	700	700
01.800.6015.000	Dues & Subscriptions	30	30	30	30	30	30	30	30
01.800.6020.000	Operating Supplies	493	800	800	168	600	600	600	600
01.800.6035.000	Miscellaneous	-	110	110	-	110	110	110	110
01.800.6040.000	Maintenance & Repairs	2,002	3,000	3,000	591	2,000	2,000	2,000	2,000
01.800.6045.000	Maintenance Supplies	1,369	1,750	1,750	740	1,750	1,750	1,750	1,750
01.800.6050.000	Professional Development	-	400	400	-	400	400	400	400
01.800.6065.000	Purchased Service	8,822	11,315	11,315	4,635	9,730	10,530	10,530	10,530
01.800.6070.000	Travel Expense	357	300	300	170	300	300	300	300
01.800.6075.000	Tools/Equipment	203	500	500	-	500	500	500	500
01.800.6195.000	Utilities	10,404	12,000	12,000	3,202	11,040	11,040	11,040	11,040
01.800.8035.000	Senior/Community Center Programs	20,143	27,780	27,780	10,733	27,600	27,600	27,600	27,600
		108,683	125,986	127,332	52,870	124,766	125,566	125,566	125,566
01.810.5005.000	Recreation Director Salary	74,987	71,681	73,115	27,715	70,767	70,767	70,767	70,767
01.810.5005.002	Recreation Director Longevity	1,792	2,150	2,193	693	1,769	1,769	1,769	1,769
01.810.5010.000	Recreation Programs Wages	47,450	47,450	48,399	7,542	45,842	45,842	45,842	45,842
01.810.5010.002	Recreation Program Mngr. Longevity	-	1,186	1,210	186	-	-	-	-
01.810.5015.000	Recreation Secretary Wages	17,681	17,787	18,143	9,170	19,281	19,281	19,281	19,281
01.810.5020.000	Recreation Wages	14,179	14,720	15,014	14,798	14,970	14,970	14,970	14,970
01.810.5025.000	Recreation O T Wages	2,164	1,500	1,500	1,637	1,500	1,500	1,500	1,500
01.810.6015.000	Dues & Subscriptions	-	140	140	5	140	140	140	140
01.810.6020.000	Operating Supplies	867	1,000	1,000	229	1,000	1,000	1,000	1,000
01.810.6040.000	Maintenance & Repair	154	100	100	-	100	100	100	100
01.810.6050.000	Professional Development	849	1,428	1,428	126	1,167	1,167	1,167	1,167
01.810.6065.000	Purchased Services	-	100	100	-	100	100	100	100
01.810.6070.000	Travel Expense	34	100	100	-	100	100	100	100
01.810.6075.000	Tools/Equipment	-	100	100	-	100	100	100	100
		160,157	159,442	162,542	62,101	156,836	156,836	156,836	156,836

SUPPLEMENTAL INFORMATION
FY 2016/2017

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 -- COORDINATOR'S SALARY \$33,606

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) \$36,400

Kitchen Manager: \$17,680

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.

Administrative Assist/Program Director: \$18,720

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. \$700

800-6015 – DUES & SUBSCRIPTIONS \$30

State Senior Directors Association (annual dues) \$30

SUPPLEMENTAL INFORMATION
FY2016 – 2017

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6020 - OPERATING SUPPLIES \$600

Office Supplies, including postage \$600

800-6035 - MISCELLANEOUS \$110

Food Dept. License \$60

Other Miscellaneous \$50

800-6040 - MAINTENANCE & REPAIRS \$2,000

Building Maintenance \$1,000

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 \$9,730

Pest Control \$480 (\$120 quarterly)

Bldg Security \$250 (annually)

Fire Extinguisher and Ansil System Inspections \$900 (yearly contract)

AED Life Support Systems \$300

Custodial Services (reflects 2016 Bid) \$7,800

Generator Maintenance \$800

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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 \$11,040

Cox Communications (\$200/mo. Phone, internet, cable)	\$2,400
National Grid	\$2,640 (\$220/month)
Propane Gas	\$1,200 (\$100/month)
Oil	\$4,800 (400/month)

SUPPLEMENTAL INFORMATION
FY2016 – 2017

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-8035 – SENIOR/COMMUNITY PROGRAMS \$27,600

Yoga 4x/week	\$13,500
Exercise 3x/week	\$ 8,500
Tai Chi 1x/week	\$ 2,600
Arts	\$ 1,000
Supplies	\$ 500
Trips	\$ 1,500

*Revenues generated will be placed in general fund.

TOTAL REQUESTED BUDGET \$125,566

Projected Revenues 2016/2017

DEA	\$ 3,847
Programs	\$25,800
Rentals	\$ 1,400
Total:	\$31,047

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

810 – RECREATION ADMINISTRATION:

810-5005 - SALARY - \$ 72,536

Salary \$ 70,767

Longevity \$ 1,769

810-5010 – Salary - \$45,842

Recreation Assistant

Salary \$45,842

810-5015 SECRETARY – Half-Time Parks and Recreation - \$19,281

810-5020 – SUMMER ASSISTANT - \$14,970

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 \$14.25/hr = \$3,990.00 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 \$15.25/hr = \$10,980.00 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 2016-2017**

810 – RECREATION ADMINISTRATION

810-6040 - MAINTENANCE & REPAIRS - \$100

Repairs of Technical Office Equipment

810-6050 – PROFESSIONAL DEVELOPMENT - \$1,167

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 - \$156,836

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Adm'n	FY17 Budget Comm	FY17 Town Council
01.815.4985.000	Bank Charges	2,398	2,000	2,000	769	2,000	2,000	-	-
01.815.5015.000	Seasonal Playground Wages	25,388	40,400	40,400	33,442	40,465	40,465	40,465	40,465
01.815.5030.000	Recreation Swimming Lesson Wages	1,920	-	-	1,075	-	2,500	2,500	2,500
01.815.8005.000	Camp Ninigret	14,208	13,948	13,948	14,025	16,148	16,148	16,148	16,148
01.815.8020.000	Basketball Program	9,322	9,840	9,840	1,145	12,100	12,100	12,100	12,100
01.815.8025.000	Winter Programs	5,619	9,318	9,318	5,979	10,418	10,418	10,418	10,418
01.815.8030.000	Spring/Summer Programs	4,183	6,050	6,050	-	4,000	4,000	4,000	4,000
01.815.8035.000	New & Continuing Programs	10,692	9,480	9,480	5,095	9,830	9,830	9,830	9,830
01.815.8040.000	Tennis Program	8,445	6,685	6,685	7,233	8,370	8,370	8,370	8,370
01.815.8045.000	Swim Lessons - Equipment	-	4,950	4,950	-	4,950	2,450	2,450	2,450
01.815.8050.000	Summer Concert	4,338	8,309	8,309	6,031	8,309	8,309	8,309	8,309
		86,518	110,980	110,980	74,793	116,590	116,590	114,590	114,590
01.820.5015.000	Town Beach Wages	56,615	74,946	74,946	57,000	80,023	80,023	80,023	80,023
01.820.5025.000	Town Beach O T Wages	1,322	1,200	1,200	1,945	1,200	1,200	1,200	1,200
01.820.6020.000	Town Beach Operating Supplies	1,519	1,900	1,900	1,118	1,900	1,900	1,900	1,900
01.820.6035.000	Uniforms & Training	995	1,000	1,000	-	1,000	1,000	1,000	1,000
01.820.6040.000	Maintenance & Repairs	400	650	650	52	650	650	650	650
01.820.6045.000	Maintenance Supplies	802	500	500	65	500	500	500	500
01.820.6060.000	Printing & Binding	797	875	875	-	875	875	875	875
01.820.6065.000	Purchased Services	6,601	12,500	12,500	4,674	12,875	12,875	8,500	8,500
01.820.6075.000	Tools/Equipment	1,277	1,500	1,500	-	1,500	1,500	1,500	1,500
01.820.6095.000	Beach Cleaning	5,500	5,500	5,500	4,500	5,500	5,500	5,500	5,500
01.820.6100.000	Property Taxes	3,461	3,700	3,700	3,483	3,700	3,700	3,700	3,700
		79,291	104,271	104,271	72,898	109,723	109,723	105,348	105,348
01.830.5015.000	Ninigret Park Wages	14,374	18,275	18,275	11,458	19,006	19,006	19,006	19,006
01.830.5025.000	Ninigret Park O T Wages	335	500	500	405	500	500	500	500
01.830.6020.000	Operating Supplies	1,102	1,400	1,400	431	1,500	1,500	1,500	1,500
01.830.6040.000	Maintenance & Repairs	1,532	1,600	1,600	299	1,600	1,600	1,600	1,600
01.830.6065.000	Purchased Services	6,868	14,000	14,000	7,516	16,352	16,352	9,500	9,500
01.830.6075.000	Tools/Equipment	712	2,200	2,200	687	3,700	3,700	1,000	1,000
		24,923	37,975	37,975	20,797	42,658	42,658	33,106	33,106

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815 – RECREATION PROGRAMS:

815-5015 - SEASONAL WAGES/CAMP NINIGRET – \$40,465

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. Camp Ninigret is open to children ages 4 to 12 and runs from 9:00 AM to 4:00 PM. Those who successfully completed last year's Leadership Program will be allowed to volunteer within the camp. The base program includes five (5) weeks (June 27th to July 29th) with additional extended weeks (August 1st through 5th and August 9th through 12th) optional for families. Extended hours provide opportunities for working families to benefit from an early start to the program, 8:00 AM to 9:00 AM and 4:00 PM to 5:00 PM. Minimum wage is expected to rise to \$9.60/hr. in 2016. 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 \$275 to \$300 thus creating additional revenue to cover the raise in minimum wage.

*In 2016 camp fees will be increased from \$300 for Resident and \$325 for Non-Residents.

*2015 Rate of pay was \$9.60 per hour for Junior Counselors and \$9.25 for counselors, reflecting the minimum wage increase.

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	\$ 6,075
*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 (10)	\$9.60	8	5.00	5	\$ 19,200
Counselors (4) for 2 weeks extended camp	\$9.60	8	5.00	2	\$ 3,072
Junior Counselors (2)	\$9.60	8	5.00	5	\$ 3,840
CIT Camp/Leadership Program					
Director	\$13.00	8	5.00	7	\$ 3,640
Counselor	\$9.60	8	5.00	7	\$ 2,688
CPR and First Aid Certification for all Counselors. Increased from last year to reflect actual cost.					\$ 375
Total					\$ 40,465

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815- RECREATION PROGRAMS (cont'd):

815-5030 – RECREATION SWIMMING LESSONS WAGES - \$2500

Wages for the instructors for the swimming classes.

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
			Total	\$2,430

815-8005 - CAMP NINIGRET - \$16,148

Ninigret Park Camp Ninigret. 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	\$1,200
Equipment, T-Shirts, arts and crafts supplies	\$3,000
Special Events, i.e. Storyteller, Mini Golf	\$2,500
Camp Ninigret Trips	\$8,500
Frosty Drew Collaborative Program: 316 camper visits at \$3 per camper	\$948
	\$16,148

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815- RECREATION PROGRAMS (cont'd):

815-8020 – BASKETBALL (YOUTH) - \$12,100

Town operated youth basketball league. Registration fees are deposited in the general fund. Program runs for 15 weeks dates are dependent upon gym availability. In 2015 the fee was \$45 per participant, with family tiered pricing of \$40 for the second child, \$35 for the third. There were 124 registrants for the 2015-2016 season.

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: \$20 per hour for a total of 173 hours	\$3,460
Hall Monitor: \$10 per hour for 8 hours for 15 weeks	\$1,200
Total	\$12,100

*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 Charho school facility.

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815- RECREATION PROGRAMS (cont'd):

815-8025 –FALL/ WINTER PROGRAMS - \$10,418

Salem Witch Museum Trip	\$1,900
Town Hall Trick or Treating	\$200
Pumpkin Walk	\$1,000
New York City Bus Trip	\$1,600
Haunted Hayride	\$800
Trunk or Treat	\$300
Holiday Tree Lighting	\$300
Town Hall Holiday Decorations	\$500
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:	\$10,418

815-8030 - SPRING/SUMMER PROGRAMS - \$4,000

Egg Hunt	\$2,000
Spring Trip: Boston, Mass.	\$1,800
Fishing Derby	\$200
Total	\$4,000

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815- RECREATION PROGRAMS (cont'd):

815-8035 – NEW/ONGOING PROGRAMS - \$ 9,830

This line item includes new and ongoing 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.

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	\$650
Total	\$9,830

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

815- RECREATION PROGRAMS (cont'd):

815-8040- TENNIS PROGRAM (YOUTH) – \$ 8,370

Summer - Per Lesson	Position	Rate of Pay	Hours	Number of Weeks	Total Pay
4 hours for 3 days p/week for 6 weeks	Supervisor	\$30	4	6	\$2,160
3 hours for 3 days p/week for 6 weeks	Instructors (3)	\$15	3	6	\$2,430
Summer Tournament 2 hours for 2 days p/week for 6 weeks	Instructor (1)	\$15	2	6	\$360
Total Summer Pay					\$4,950
Fall					
3 hours for 1 day p/week for 8 weeks	Supervisor	\$30	3	8	\$720
Total Fall Pay					\$720
Winter					
2 hours for 1 day per week for 8 weeks	Supervisor	\$30	1	8	\$480
2 hours for 1 day per week for 8 weeks	Instructors (2)	\$15	1	8	\$480
Total Winter Pay					\$960
Spring					
3 hours for 1 day p/week for 8 weeks	Supervisor	\$30		8	\$720
3 hours for 1 day p/week for 8 weeks	Instructors (2)	\$15		8	\$720
Total Spring Pay					\$1,440
Supplies and Equipment i.e. prizes, awards, nets, racquets, balls					\$300
Total for Tennis Programs					\$8,370

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

**815- RECREATION PROGRAMS (cont'd):
815-8045 SWIM LESSONS (YOUTH) - \$4,950**

Donation for Motel Pool Use	\$200
Equipment	\$800
Total	\$1,000

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	\$903.00	Subtotal for 3 movies	\$2,709
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	\$1,400.00	Subtotal for 4 concerts	\$5,600
			Movie Subtotal	\$2,709
			Concert Subtotal	\$5,600
			Total	\$8,309

Four summer concerts to follow our successful summer series of previous years. 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 - \$114,590

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

820 - CHARLESTOWN BEACH:

820-5015 - SEASONAL WAGES - \$80,023

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, 2016 through June 30, 2017. This period represents a total 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 of time +1/2 paid to lifeguards and attendants for holidays worked. In 2015-2016 \$12.50 was the rate given to new lifeguards.

B. Beach Attendants

Two and one-half (2.5) attendants on weekdays and (3.5) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$10.50/hour will be used. *In 2015-2016 \$9.00 per hour was used.

C. Charlestown Town Beach Manager

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

<u>Lifeguards</u>	<u>Rate of Pay</u>	<u>Number of Participants</u>	<u>Hours</u>	<u>Number of Days</u>	<u>Total Pay</u>
<u>Weekdays</u>	<u>\$13.00</u>	<u>5</u>	<u>8</u>	<u>52</u>	<u>\$27,040.00</u>
<u>Weekends</u>	<u>\$13.00</u>	<u>6</u>	<u>9</u>	<u>29</u>	<u>\$20,358.00</u>
<u>Holidays</u>	<u>\$19.50</u>	<u>6</u>	<u>9</u>	<u>4</u>	<u>\$4,212.00</u>
				<u>Total</u>	<u>\$51,610.00</u>

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

820-5015 - SEASONAL WAGES (Continued)

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$10.50	2	8	52	\$8,736.00
Weekdays	\$10.50	1	4	52	\$2,184.00
Weekends	\$10.50	3	9	29	\$8,221.50
Weekends	\$10.50	1	5	29	\$1,522.50
Holidays	\$15.75	3	9	4	\$1,701.00
Holidays	\$15.75	1	5	4	\$315.00
Total					\$22,680.00

	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

Subtotal	\$84,235.00
Less 5% rain reduction	\$4,211.75
Total Town Beach Wages	\$80,023.25
	\$80,023.00

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

Lifeguards out sick, short staffed end of year.

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

820 - CHARLESTOWN BEACH (cont'd)

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 "Neponol" 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.

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	\$1,000.00

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.

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.

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

820 - CHARLESTOWN BEACH (cont'd)

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 - \$8,500

Portable Toilet Facility: (1) Handicapped for six (6) months at \$200 per month	\$1,200.00
Police Detail: four (4) hours per day for thirty (weekends & holidays) @\$27 per hour and FICA	\$3,240.00
Ocean Testing as mandated by the State of Rhode Island: three (3) times per year at \$175 per test	\$525.00
Medical Supplies	\$385.00
Water Service	\$300.00
Clivus Inspections and winterization	\$800.00
Close facilities: plumber/wells	\$1,000.00
Six (6) pump outs of urine tanks @\$175 per pump out from July 1, 2016 to June 30, 2017 pre and post seasonal use	<u>\$1,050.00</u>
	\$8,500.00

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- \$105,348

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

830-NINIGRET PARK

830-5015 - SEASONAL WAGES - \$19,006

A. Lifeguards

This line will cover expenses for the period of July 1, 2016 through June 30, 2017. 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. 2015-2016 rate was \$12.50.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$13.00	2	8	52	\$10,816.00
Weekends	\$13.00	2	9	29	\$6,786.00
Holidays	\$19.50	2	9	4	\$1,404.00
Total:					\$19,006.00

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.

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

830-NINIGRET PARK (cont.)

830-6020 - OPERATING SUPPLIES - \$1,500

Restroom supplies (toilet paper, paper towels, etc.)	\$600.00
Cleaning supplies (floor cleaner, disinfectants, etc.)	\$800.00
Wood Chips for bathroom systems	\$100.00
Total	<u>\$1,500.00</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	\$600.00
	<u>\$1,600.00</u>

830-6065 - PURCHASED SERVICES - \$9,500

Close Facility (plumber/well expertise required)	\$1,000.00
Bi Weekly Coliform Test: 15 Tests at \$70.00 per test	\$1,000.00
Communications systems annual maintenance for existing radios for Camp Program	\$200.00
Restroom Cleaning Tennis Court, Li' Nini' and four (4) new composting toilets twice (2) weekly by an outside agency	\$2,450.00
Bottled Water Service	\$500.00
Pest Control: \$100 per month for 12 months	\$1,200.00
Miscellaneous services as needed i.e. lock shop, plumbing, electrical	\$400.00
Clivus Service \$200 per month for all 4 composting toilet units for 12 months	\$2,000.00
Two (2) urine pumpouts: two (2) pumpouts per year for four (4) composting toilet units at \$100 per pumpout	\$750.00
Total	<u>\$9,500.00</u>

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

830-NINIGRET PARK (cont.)

830-6075 - TOOLS & EQUIPMENT - \$1,000

Wheelbarrows, rakes, shovels	\$400
Add wood chips annually, basketball nets	\$400
AED Battery service contract, replace pads etc.	\$200
Total	\$1,000

TOTAL REQUESTED BUDGET- \$33,106

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.850.5015.000	Blue Shutters Wages	52,076	65,913	65,913	50,354	70,926	70,926	70,926	70,926
01.850.5025.000	Blue Shutters O T Wages	775	1,500	1,500	3,879	1,500	1,500	1,500	1,500
01.850.6020.000	Blue Shutters Operating Sup	1,170	1,900	1,900	1,467	1,400	1,400	1,400	1,400
01.850.6035.000	Uniforms & Training	700	900	900	510	1,000	1,000	1,000	1,000
01.850.6040.000	Maintenance & Repairs	393	500	500	17	500	500	500	500
01.850.6045.000	Maintenance Supplies	1,151	500	500	62	500	500	500	500
01.850.6060.000	Printing & Binding	664	875	875	-	875	875	875	875
01.850.6065.000	Purchased Services	7,094	10,800	10,800	5,633	11,124	11,124	9,500	9,500
01.850.6075.000	Tools/Equipment	1,889	400	400	18	400	400	400	400
01.850.6095.000	Beach Cleaning	5,500	5,500	5,500	4,500	5,500	5,500	5,500	5,500
		71,411	88,788	88,788	66,440	93,725	93,725	92,101	92,101
01.900.9005.000	Open Space 2013 Principle	-	180,000	180,000	180,000	185,000	185,000	185,000	185,000
01.900.9006.000	Beach Pavilion Principal	-	46,187	46,187	46,187	46,187	46,187	46,187	46,187
01.900.9007.000	Affordable Housing 2013 Principal	-	38,813	38,813	38,813	38,813	38,813	38,813	38,813
01.900.9021.000	Open Space Bond Principle 3M	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
01.900.9026.000	Open Space Interest 3M	35,600	32,400	32,400	32,400	29,200	29,200	29,200	29,200
01.900.9029.000	Affordable Housing Interest	33,149	32,763	32,763	16,575	31,986	31,986	31,986	31,986
01.900.9031.000	Open Space 2013 Interest	21,500	41,065	41,065	56,950	37,141	37,141	37,141	37,141
01.900.9032.000	Beach Pavilion Interest	39,451	38,987	38,987	19,725	38,064	38,064	38,064	38,064
01.900.9050.000	Ambulance L/P Amb Corp (2012)	35,805	35,805	35,805	-	-	-	-	-
01.900.9055.000	DPW Sweeper All Vac/Catch 2016	-	-	-	-	37,996	37,996	37,996	37,996
01.900.9080.000	John Deere Tractor 2012	23,706	23,706	23,706	23,706	23,706	23,706	23,706	23,706
01.900.9096.000	DPW Heavy Duty Dump Truck	20,620	20,620	20,620	-	20,620	20,620	20,620	20,620
01.900.9098.000	DPW F-350 HD (5YR L/P)	8,539	8,539	8,539	-	8,539	8,539	8,539	8,539
01.900.9099.000	Police - Laptop Computers	15,766	-	-	-	-	-	-	-
01.900.9101.000	DPW Brush Cutter & Vacuum Sweeper (2015)	46,151	-	-	-	-	-	-	-
01.900.9104.000	Police Ford F-150 PU	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	17,836
		465,027	676,721	676,721	592,193	675,088	675,088	675,088	675,088

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

850 – BLUE SHUTTERS BEACH:

850-5015 - SEASONAL WAGES - \$70,926

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, 2016 through June 30, 2017, 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/hour will be used. Note - holiday rate of pay = time +1/2 paid for lifeguards. In 2015-2016 \$12.50 was the rate given to new 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 \$10.50/hour will be used. *In 2015-2016 \$9.00 per hour was 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.

<u>Lifeguards</u>	<u>Rate of Pay</u>	<u>Number of Participants</u>	<u>Hours</u>	<u>Number of Days</u>	<u>Total Pay</u>
Weekdays	\$13.00	4	8	52	\$21,632.00
Weekends	\$13.00	4	9	29	\$13,572.00
Holidays	\$19.50	4	9	4	\$2,808.00
				Total	\$38,012.00

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

850 – BLUE SHUTTERS BEACH (cont'd)

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$10.50	2	8	52	\$8,736.00
Weekdays	\$10.50	2	4	52	\$4,368.00
Weekends	\$10.50	3	9	29	\$8,221.50
Weekends	\$10.50	2	5	29	\$3,045.00
Holidays	\$15.75	3	9	4	\$1,701.00
Holidays	\$15.75	2	5	4	\$630.00
				Total	\$26,701.50

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

Lifeguard Total	\$38,012.00
Beach Attendant Total	\$26,701.50
Beach Manager Total	\$9,945.00
Subtotal	\$74,658.50

Less 5% Rain Reduction	\$3,732.93
Total Blue Shutters Wages	\$70,925.58
	\$70,926.00

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

Lifeguards out sick, short staffed end of year issues.

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

850 – BLUE SHUTTERS BEACH (cont'd)

850-6020 – OPERATING SUPPLIES - \$1,400

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

850-6035 - UNIFORMS-LIFEGUARDS AND STAFF - \$1,000

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	\$200
Lifeguard Swimsuits	\$200
Lifeguard Sweatshirts	\$200
Total	<u>\$1,000</u>

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 2016-2017**

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 - \$9,500

Portable toilet facility for six (6) months at \$200 per month from May 1, 2015 to October 31, 2016	\$1,200.00
Police Detail: five (4) hours per day for thirty-three (33) days (weekends and holidays) at \$27 per hour and FICA	\$3,564.00
Ocean Testing as Mandated by State of Rhode Island two (2) times per year at \$175 per test	\$350.00
Medical Supplies	\$550.00
Water Service	\$986.00
Clivus Composter Tank and System Inspections	\$800.00
Close facilities: plumber/wells	\$1,000.00
Six (6) 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>\$1,050.00</u>
Total	<u>\$9,500.00</u>

850-6075 - TOOLS & EQUIPMENT - \$400

Replace pads for AED, service contract total \$400

**SUPPLEMENTAL INFORMATION
FY 2016-2017**

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: \$92,101

SUPPLEMENTAL INFORMATION
FY2016 - 2017

900 - DEBT SERVICE:

900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$185,000

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 - \$29,200

Open space bond interest payable for fiscal year 2016.

900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$31,986

Affordable Housing bond interest payable for fiscal year 2016.

900-9031 – \$2M OPEN SPACE INTEREST - \$37,141

Open space bond interest payable for fiscal year 2016.

SUPPLEMENTAL INFORMATION
FY2016 - 2017

900 - DEBT SERVICE (cont'd):

900-9032 – \$1.19M BEACH PAVILION INTEREST - \$38,064

Beach Pavilions bond interest payable for fiscal year 2016.

900-9050 – AMBULANCE - 2012 (5 YR) - \$0

Annual payment on a five-year lease purchase for an ambulance for Rescue. FY2016 is final year of lease.

900-9055 – Vacuum Sweeper – 2016 - \$37,996

Annual payment on a seven-year lease purchase for a vacuum sweeper. FY2022 will be the final year of the lease. This is an estimated amount as the lease has not been finalized.

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 - \$675,088

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2015	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.920.5005.000	In Lieu Health Insurance	10,000	10,000	10,000	4,495	12,500	12,500	12,500	12,500
01.920.5010.000	Town Funded Retiree Pensions	9,996	9,500	9,500	5,148	9,500	9,500	10,300	10,300
01.920.5015.000	Vacation Payments	17,523	20,465	20,874	17,410	20,875	20,875	20,875	20,875
01.920.9205.000	FICA Tax	323,269	344,707	354,411	178,962	360,343	360,343	360,343	360,343
01.920.9210.000	Health Insurance	947,262	1,017,000	1,017,000	491,373	1,050,000	1,050,000	1,020,000	1,020,000
01.920.9210.008	OPEB Fees	30,276	33,000	33,000	938	17,000	17,000	17,000	17,000
01.920.9215.000	Delta Dental	57,423	63,600	63,600	36,196	76,740	76,740	72,000	72,000
01.920.9220.000	Life Insurance	12,803	14,420	14,420	7,990	16,750	16,750	16,750	16,750
01.920.9225.000	Employer Pension Contr (RIERS)	574,506	639,000	652,925	246,122	595,840	595,840	595,840	595,840
01.920.9240.000	Unemployment Expenses	-	15,000	15,000	2,349	15,000	15,000	15,000	15,000
01.920.9250.000	Employee Asst Program	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
		1,984,558	2,162,192	2,192,230	992,482	2,176,048	2,176,048	2,142,108	2,142,108
01.940.9435.000	Auditing Service	40,870	40,000	40,000	30,472	42,000	42,000	40,000	40,000
01.940.9440.000	Town Solicitor	118,900	127,800	127,800	41,500	127,800	127,800	127,800	127,800
01.940.9445.000	Special Service/Legal	7,679	80,000	80,000	13,094	80,000	80,000	80,000	80,000
01.940.9445.001	Special Services Legal/NIT	18,684	-	-	4,468	-	-	-	-
01.940.9450.000	Miscellaneous Legal	133,624	100,000	100,000	7,565	100,000	100,000	100,000	100,000
		319,757	347,800	347,800	97,099	349,800	349,800	347,800	347,800
01.950.9550.000	Town Insurance	225,642	235,000	235,000	205,112	235,000	235,000	235,000	235,000
		225,642	235,000	235,000	205,112	235,000	235,000	235,000	235,000
01.960.9625.000	Council Contingency Fund	3,527	15,000	15,036	14,520	15,000	15,000	15,000	15,000
01.960.9625.002	Contingency for pay increases	-	121,301	-	-	-	-	-	-
01.960.9625.003	Contingency for longevity increases	-	6,020	-	-	-	-	-	-
01.960.9625.004	Contingency for FICA	-	9,740	-	-	-	-	-	-
01.960.9625.005	Contingency for RIERS	-	19,925	-	-	-	-	-	-
		3,527	171,986	15,036	14,520	15,000	15,000	15,000	15,000

SUPPLEMENTAL INFORMATION
FY2016- 2017

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - \$12,500

Employee option payment for non-participation in health coverage. Currently includes five municipal employee, and the Town Administrator.

920-5010 - RETIREES' SALARIES - \$10,300

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 - \$20,875

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

920-9205 - FICA TAX EXPENSE - \$360,343

Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - \$1,020,000

The health insurance calculation is funded with a projected rate increase of 3.0% over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 30 Rhode Island cities, towns and school districts on a self-funded basis. Full-time employees are required to co-pay 20% of their health insurance premium. 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 \$150 per year per employee is also funded in this account.

920-9210 OPEB TRUST FEE - \$17,000

The Town has joined the RI Interlocal Trust OPEB funding Program. The Plan is managed by Vanguard and because other municipalities will be pooling their funds together, the fees to manager the trust will be much lower.

SUPPLEMENTAL INFORMATION
FY2016- 2017

920 - EMPLOYEE BENEFITS (cont'd):

920-9215 - DENTAL INSURANCE - \$72,000

Dental premiums for all full-time employees and two retirees @ an decrease of 1% below the 15/16 rates

920-9220 - LIFE INSURANCE - \$16,750

Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - \$595,840

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2017 municipal rate calculated @ 8.59% for the Defined Benefit Plan and 2% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/12 for the Defined Benefit Plan, and Police rate calculated @ 24.34 %, for the Defined Benefit 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. This is the yearly fee for up to 70 employees.

TOTAL REQUESTED BUDGET \$2,142,108

SUPPLEMENTAL INFORMATION
FY2016 – 2017

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, 2017. The annual fee is based on the annual cost for FY2015. Additional costs incurred during the audit is estimated based on historical costs.

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 12/8/14)	\$62,400	Town Council, Planning
Town Solicitor Robert E. Craven (per contract effective 12/8/14)	\$40,800	Probate, Prosecution, Zoning
Asst. Solicitor Joseph Larisa (per contract effective 12/8/14)	<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 2017.

TOTAL REQUESTED BUDGET \$235,000

960 – COUNCIL CONTINGENCY:

960-9625 – TOWN COUNCIL CONTINGENCY - \$15,000

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

TOTAL REQUESTED BUDGET \$15,000

TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.990.9901.000	Police Cruisers	63,282	102,737	102,737	99,877	108,000	65,000	70,000	70,000
01.990.9903.000	Police Pistols	8,301	-	-	-	-	-	-	-
01.990.9905.000	Police Mobile Radios	40,598	-	-	-	-	-	-	-
01.990.9907.000	Police Lawn Mower	6,959	-	-	-	-	-	-	-
01.990.9908.000	Police Shed	4,970	-	-	-	-	-	-	-
01.990.9909.000	Radar Upgrade & Replacement	-	-	-	-	23,788	23,788	12,000	12,000
01.990.9910.000	DPW Highway Sander	13,470	-	-	-	-	-	-	-
01.990.9911.000	DPW Dump Truck w/Plow frame & Control	-	21,042	21,042	-	-	-	-	-
01.990.9912.000	DPW 4 WD Pickup	-	38,800	38,800	-	-	-	-	-
01.990.9914.000	DPW Burdickville RD Improvements Phase I	-	-	-	-	1,040,400	1,040,400	1,040,400	1,040,400
01.990.9916.000	DPW Heavy Duty Dump/Plow L/P11	-	-	-	-	-	-	-	-
01.990.9917.000	GIS - GPS Trimble	6,095	-	-	-	-	-	-	-
01.990.9918.000	Police - Telephone System	-	-	-	-	11,518	11,518	11,518	11,518
01.990.9920.000	Police - Pickup	-	-	-	-	-	34,895	34,895	34,895
01.990.9922.000	Tasar Replacement	-	-	-	-	9,600	9,600	9,600	9,600
01.990.9923.000	Rec Double Sided Informational Sign	-	25,000	25,000	-	-	-	-	-
01.990.9924.000	Town Hall Generator Design & Plan	-	-	-	-	110,000	110,000	110,000	110,000
01.990.9925.000	Police - Floor Scubber	-	-	-	-	-	-	5,900	5,900
01.990.9928.000	ACO Facilities Imp - roof extension	-	-	-	-	8,000	8,000	-	-
01.990.9929.000	Police - Rifle/Shotgun	-	-	-	-	-	-	6,400	6,400
01.990.9931.000	DPW Parking Lot Charlestown Conservation	-	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	6,375	-	-	-	-	-	-	-
01.990.9936.000	Window at CRCC Welcome Shed	-	-	-	-	6,000	6,000	6,000	6,000
01.990.9937.000	CRCC Loader Refurbish	-	16,700	16,700	-	-	-	-	-
01.990.9947.000	Police - Accreditation Program	-	8,264	8,264	8,264	-	-	-	-
01.990.9949.000	Landfill Monitoring	-	-	-	-	15,000	15,000	-	-
01.990.9951.000	Police - Upgrade Furniture	-	18,500	18,500	-	-	-	-	-
01.990.9952.000	Dark Sky Compliant Lights	6,588	-	20,000	13,704	-	-	-	-
01.990.9953.000	Police - ATV	-	-	-	-	17,700	17,700	-	-
01.990.9955.000	Police - Upgrade Telecomm Center	-	55,590	55,590	-	-	-	-	-
01.990.9956.000	Police - HVAC Upgrades	-	14,810	14,810	14,810	-	-	-	-
01.990.9959.000	REC Basketball Court Reconstruction	-	75,000	75,000	1,000	-	-	-	-
01.990.9961.000	DPW Asphalt Resurfacing	110,000	150,000	150,000	-	114,723	150,000	250,000	250,000
01.990.9962.000	DPW Mobile Brush Chipper	-	70,000	70,000	-	-	-	-	-
01.990.9963.000	DPW Vacuum Sweeper/Catch Basin (7YR L/P)	-	37,130	37,130	-	-	-	-	-
01.990.9964.000	DPW Dump Truck With Plow (7 Yr L/P)	-	-	-	-	21,085	21,085	21,085	21,085
01.990.9965.000	Crack Seal Kettle	-	-	-	-	37,500	37,500	-	-
01.990.9966.000	Remove Invasive plants & fencing at BMX	-	-	-	-	5,000	-	-	-
01.990.9967.000	EMA Projects	-	-	-	-	5,000	5,000	-	-

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2017 - FY 2021

Department	Description	FY2017	FY2018	FY2019	FY2020	FY2021
Public Works	Dump Truck W/Plow	21,085	21,085	21,085	21,085	21,085
	Small Dump Truck 1-ton		14,070	14,070	14,070	14,070
	Backhoe Loader		18,509	18,509	18,509	18,509
	Snow Plow		9,500			
	Mobile Brush Cutting Tractor		15,414	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	250,000	114,723	114,723	114,723	114,723
	Burdickville Rd Construction (*Bonded)	1,040,400				
	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			
	Enclosed Storage Containers for Ningret & Landfill		3,255	3,255	3,255	3,255
	Storage Building at Ningret Park		42,525	42,525	42,525	42,525
	Survey & Eng for Rebuild of Kings Factory Rd Bridge	70,000				
	Construction & Replace of Kings Factory Rd Bridge		250,000			
	New Window Installation at CRCC Welcome Shed	6,000				
	Town Hall Generator Design & Plans	110,000				
Sub-total		1,487,705	794,001	1,396,721	759,000	759,000
Police	Police Cruisers	70,000	75,000	75,000	75,000	75,000
	Radar Upgrade & Replacement	12,000	12,000			
	Telephone System	11,518				
	Pick-up	34,895				
	All-terrain Vehicles		17,700			
	Tasar Replacement	9,600				
	Compact Floor Scrubber	5,900				
	Rifle Replacement	6,400				
Sub-total		150,513	104,700	75,000	75,000	75,000

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2017 - FY 2021

Department	Description	FY2017	FY2018	FY2019	FY2020	FY2021
Parks and Recreation	Backstop at Pulchaski Field	5,000				
	Columbia Heights Playground	40,855				
	Sub-total	45,855				
Community/Senior Ctr	Stove & Dishwasher - Senior Center		15,000			
	Sub-total		15,000			
EMA	Hurricane Protection - Police Station	20,000				
	Generator @ Summer Cottage		5,000			
	Sub-total	20,000	5,000			
Animal Control	Extend roof					
GIS	Desktop Computer		7,000			
	Trimble GEO XH			10,000	10,000	
	Sonarmite BT Upgrade					
	Sub-total		7,000	10,000	10,000	
General Town	All Wheel Drive Vehicle	30,000				
	Sub-total	30,000				
Grand Total		1,749,853	107,000	1,301,821	20,000	100,000

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY2016 Actual as of 12/31/2016	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
01.990.9970.000	Rec - Recycling/Trash Stations	-	45,000	45,000	41,508	-	-	-	-
01.990.9974.000	Rec - Grills at Ninigret Park	-	-	-	-	5,500	5,500	-	-
01.990.9977.000	Livescan Workstation	20,287	-	-	-	-	-	-	-
01.990.9979.000	Kings Factory Rd Box Culvert Survey & Engineering	-	-	-	-	70,000	70,000	70,000	70,000
01.990.9980.000	Burdickville Rd Survey & Engineering	-	116,739	116,739	-	-	-	-	-
01.990.9985.000	EMA Hurricane Protection - Police Station	38,778	-	-	-	15,000	15,000	20,000	20,000
01.990.9986.000	EMA Portable Radio & Vehicle Repeater	4,555	-	-	-	-	-	-	-
01.990.9987.000	EMA - 800 Series Portable Radio	-	5,500	5,500	-	-	-	-	-
01.990.9988.000	GIS - Sonarmita BT Upgrade	-	4,790	4,790	4,800	-	-	-	-
01.990.9990.000	REC GMC Box Van	25,793	-	-	-	-	-	-	-
01.990.9991.000	Town Vehicles	-	30,000	30,000	-	-	30,000	30,000	30,000
01.990.9993.000	Columbia Heights Playground	-	-	-	-	40,855	40,855	40,855	40,855
01.990.9994.001	DPW Small Truck - Park & REC	65,278	-	-	-	-	-	-	-
01.990.9994.000	REC - Aeration System for Little Nini Pond	-	-	-	-	5,400	5,400	-	-
01.990.9995.000	Rec - Backstop at Pulchaski Field	-	-	-	-	5,000	5,000	5,000	5,000
01.990.9996.000	REC Gate @ Soccer Field	-	4,500	4,500	-	-	-	-	-
01.990.9997.000	Comm Center/Senior Center	-	16,000	-	-	-	-	-	-
01.990.9998.000	REC Programmable Message Sign for Beaches	-	-	16,000	13,569	-	-	-	-
		421,329	871,102	891,102	197,531	1,685,069	1,797,241	1,743,653	1,743,653
01.995.8940.000	Transfer In - Impact Fees	(50,000)	-	-	-	-	-	-	-
01.995.9915.000	Revaluation	65,000	55,000	55,000	55,000	65,000	65,000	65,000	65,000
01.995.9921.000	Transfer to Commission on Disabilities	233	-	-	-	-	-	-	-
01.995.9925.000	Transfer to Community Garden	33	-	-	-	-	-	-	-
01.995.9927.000	Storm Water Discharge Elimination	296,626	-	-	-	-	-	-	-
01.995.9930.000	Open Space Acquisitions	-	14,847	14,847	14,846	19,157	19,157	19,157	19,157
01.995.9947.000	Comprehensive Plan Update	35,000	27,000	27,000	27,000	-	-	-	-
01.995.9958.000	Transfer to Water Water Testing	6,500	-	-	-	-	-	-	-
01.995.9960.000	CRCC Enterprise Transfer	15,000	15,000	15,000	15,000	15,000	15,000	25,000	25,000
01.995.9965.000	Employee Severance Benefit	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
01.995.9982.000	Transfer to Kiondike Rd	-	30,000	30,000	24,228	-	-	-	-
01.995.9985.000	Transfer to Pond & Beach Preservation	250,000	175,000	175,000	175,000	175,000	175,000	250,000	250,000
01.995.9990.000	Health Care Rsv Fund (OPEB's)	400,000	350,000	350,000	350,000	350,000	350,000	450,000	450,000
01.995.9992.000	Transfer to ACO Quarantine Building	45,000	-	-	-	-	-	-	-
01.995.9993.000	Transfer to Legal Reserve	64,400	104,120	104,120	104,120	21,493	21,493	21,493	21,493
01.995.9995.000	Transfer to Ninigret Bathroom Retrofit	15,000	-	-	-	-	-	-	-
01.995.9995.001	In-Kind Labor - RI DEM	5,318	-	-	-	-	-	-	-
01.995.9996.000	Charlto Reserve	-	250,000	250,000	250,000	-	-	-	-
01.995.9997.000	Transfer to Landfill Monitoring	-	-	-	-	-	-	15,000	15,000
01.995.9999.000	Town Capital Maintenance Fund	100,000	150,000	172,983	150,000	150,000	150,000	200,000	200,000
		1,398,110	1,320,967	1,349,950	1,315,194	945,650	945,650	1,195,650	1,195,650
	Grand Total	25,510,898	26,960,644	26,960,644	14,790,147	27,530,604	27,574,943	27,604,068	27,602,768

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2017 - FY 2021

Department	Description	FY2017	FY2018	FY2019	FY2020	FY2021	
Public Works	Dump Truck W/Plow	21,085	21,085	21,085	21,085	21,085	
	Small Dump Truck 1-ton		14,070	14,070	14,070	14,070	
	Backhoe Loader		18,509	18,509	18,509	18,509	
	Snow Plow		9,500				
	Mobile Brush Cutting Tractor		15,414	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	250,000	114,723	114,723	114,723	114,723	
	Burdickville Rd Construction (*Bonded)	1,040,400					
	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				
	Enclosed Storage Containers for Ninigret & Lanfill		3,255	3,255	3,255	3,255	
	Storage Building at Ninigret Park		42,525	42,525	42,525	42,525	
	Survey & Eng for Rebuild of Kings Factory Rd Bridge	70,000					
	Construction & Replace of Kings Factory Rd Bridge		250,000				
	New Window Installation at CRCC Welcome Shed	6,000					
	Town Hall Generator Design & Plans	110,000					
	Sub-total		1,447,405	784,500	1,245,723	75,000	75,000
	Police	Police Cruisers	70,000	75,000	75,000	75,000	75,000
		Radar Upgrade & Replacement	12,000	12,000			
Telephone System		11,518					
Pick-up		34,895					
All-terrain Vehicles			17,700				
Tasar Replacement		9,600					
Compact Floor Scrubber		5,900					
Rifle Replacement		6,400					
Sub-total			150,313	104,700	75,000	75,000	75,000

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2017 - FY 2021

Department	Description	FY2017	FY2018	FY2019	FY2020	FY2021
Parks and Recreation	Backstop at Pulchaski Field	5,000				
	Columbia Heights Playground	40,855				
	Sub-total	45,855				
Community/Senior Ctr	Stove & Dishwasher - Senior Center		15,000			
	Sub-total		15,000			
EMA	Hurricane Protection - Police Station	20,000				
	Generator @ Summer Cottage		5,000			
	Sub-total	20,000	5,000			
Animal Control	Extend roof					
GIS	Desktop Computer		7,000			
	Trimble GEO XH			10,000	10,000	
	Sonarmite BT Upgrade					
	Sub-total		7,000	10,000	10,000	
General Town	All Wheel Drive Vehicle	30,000				
	Sub-total	30,000				
	Grand Total	1,743,853	969,361	1,421,921	378,361	378,361

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 - TRANSFERS OUT:

995-9915 - TAX ASSESSOR - REVALUATION - \$65,000

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>
2016 Statistical Revaluation <i>ESTIMATED costs - RFP to be advertised January 2016</i>	\$130,000.00		\$1,000.00		\$131,000.00	6,400	\$20.47
2013 Town-wide Revaluation (NOTE: Assessor's Office assisted with limited data input)	\$275,000.00		\$8,000.00		\$283,000.00	6,400	\$44.22
2010 Statistical Revaluation (NOTE: Assessor's Office assisted 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

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.

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

Budget Request:

Budget amount for FY 2016-201 =	\$ 65,000
Budget amount for FY 2017-2018 =	\$ 50,000
Budget amount for FY 2018-2019 =	\$ 55,000

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 – TRANSFERS OUT (cont.)

995-9930 – Open Space Acquisition - \$19,157

To cover deficit in the Fund.

995-9947 – Comprehensive Planning - \$0

This fund currently contains \$11,920 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 07/01/15 at \$900,877.

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 07/01/15 at \$700,000.

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

Funding of other post-employment benefit liability for retiree healthcare estimated as of 7/1/15 at \$6.140 million. Fund balance at 07/01/15 at \$3,824,783.

995-9993 – TRANSFER TO LEGAL RESERVE - \$21,493

Fund balance as of 7/1/15 - \$104,120.

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 – TRANSFER OUT (cont.)

995-9996 – CHARHO RESERVE - \$0

Funding of future Charho initiatives.

995-9997 – TRANSFER TO LANDFILL MONITORING - \$15,000

Funds to be available for emergency work at CRCC if it should be necessary.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - \$200,000

Funds for town-wide capital maintenance, projects and renovations. Fund balance at 07/01/15 at \$232,861.

TOTAL REQUESTED BUDGET - \$1,195,650

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY16 Actual	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
05.000.3520.000	Interest Income	311	225	225	149	225	225	225	225
05.000.3530.000	Bag Tag Revenue	46,889	55,000	55,000	26,890	55,000	55,000	55,000	55,000
05.000.3540.000	General CRCC Revenue	58,692	70,000	70,000	37,216	70,000	70,000	70,000	70,000
05.000.3543.000	Recyclable Revenue	9,368	14,163	14,163	2,114	9,000	9,000	9,000	9,000
05.000.3550.000	Unclassified Revenue	110	150	150	25	150	150	150	150
05.000.3560.000	General Fund Subsidy	15,000	15,000	15,000	15,000	20,000	20,000	25,000	25,000
05.000.3565.000	CRCC Stickers	31,600	36,000	36,000	11,970	36,000	36,000	36,000	36,000
05.000.3575.000	Retained Earnings Transfer	-	24,492	24,492	-	25,900	25,900	10,250	10,250
	Total	161,969	215,030	215,030	93,364	216,275	216,275	205,625	205,625
05.000.5010.000	CRCC Wages	56,094	54,550	54,550	19,462	57,470	57,470	57,470	57,470
05.000.5010.001	CRCC Non-Pension Wages	459	-	-	571	-	-	-	-
05.000.5010.004	CRCC Longevity Wages	2,874	-	-	877	-	-	-	-
05.000.5015.000	CRCC Seasonal Wages	6,993	10,800	10,800	7,212	10,800	10,800	10,800	10,800
05.000.5025.000	CRCC Overtime Wages	-	2,500	2,500	-	2,500	2,500	2,500	2,500
05.000.5025.003	DPW CRCC OT Wages	899	-	-	-	-	-	-	-
05.000.6020.000	Operating Supplies	3,521	3,600	3,600	1,712	3,700	3,700	3,700	3,700
05.000.6020.001	Water, Landfill	67	-	-	36	-	-	-	-
05.000.6040.000	Maintenance & Repairs	5,274	7,400	7,400	9,273	7,600	7,600	7,600	7,600
05.000.6045.000	Uniforms, Boots, Safety Items	788	1,300	1,300	344	900	900	900	900
05.000.6045.001	Boot Allowance Steadman, J	45	-	-	78	200	200	200	200
05.000.6045.002	Boot Allowance Martin, C	185	-	-	99	200	200	200	200
05.000.6046.000	Utilities	15,849	16,500	16,500	4,180	16,500	16,500	16,500	16,500
05.000.6050.000	CRCC Licensing	1,000	1,000	1,000	-	1,000	1,000	1,000	1,000
05.000.6055.000	Waste Management	38,737	42,000	42,000	20,896	42,000	42,000	42,000	42,000
05.000.6060.000	Waste Management Recycle	19,866	21,000	21,000	9,520	21,000	21,000	21,000	21,000
05.000.6075.000	Tools & Equipment	376	800	800	-	825	825	825	825
05.000.9205.000	FICA Tax	4,892	5,200	5,200	2,043	5,200	5,200	5,200	5,200
05.000.9210.000	Health Insurance	14,567	21,000	21,000	3,683	21,000	21,000	16,000	16,000
05.000.9215.000	Dental Insurance	1,059	1,500	1,500	277	1,500	1,500	1,500	1,500
05.000.9220.000	Life Insurance	279	300	300	110	300	300	300	300
05.000.9225.000	Employer Pension Contr (RIERS)	5,958	6,000	6,000	1,531	6,000	6,000	6,000	6,000
05.000.9625.000	Contingency for Wage Increase	-	2,395	2,395	-	2,395	2,395	-	-
05.000.9933.000	Open Top Container	-	3,255	3,255	-	3,255	3,255	-	-
05.000.9952.000	Roll Off Container 5YR LP	-	1,930	1,930	-	1,930	1,930	1,930	1,930
05.000.9996.000	Workers Comp Insurance	1,617	2,000	2,000	684	2,000	2,000	2,000	2,000
05.000.9999.000	Depreciation	7,993	10,000	10,000	-	8,000	8,000	8,000	8,000
	Total	189,392	215,030	215,030	82,587	216,275	216,275	205,625	205,625

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2016-2017

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 \$9,000

Income realized from recyclable material deposited at the CRCC.

3553 – UNCLASSIFIED REVENUE - \$150

Miscellaneous revenues.

3560 – GENERAL FUND SUBSIDY \$25,000

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 \$10,250

REQUESTED REVENUE \$205,625

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2016-2017

EXPENDITURES:

5005 – WAGES \$57,470

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.

	<u>Wage</u>	<u>Amount</u>	<u>Years</u>	<u>Stipend</u>	<u>Differential</u>	<u>Total</u>
Landfill Foreman (50% B&G, 50% CRCC)	25,631	2,563	37	-	-	\$ 28,194
Landfill Operator (20% B&G, 80% CRCC)	29,276	-	2	-	-	29,276
	<u>54,907</u>	<u>2,563</u>				<u>\$ 57,470</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 \$3,700

Fuel, lubricating oil, grease, etc.

6040 – MAINTENANCE & REPAIRS \$7,600

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

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2016-2017

EXPENDITURES (cont'd)

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 \$825

Small miscellaneous tools needed for CRCC operations.

9205 – FICA TAX \$5,200

7.65% of proposed payroll.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2016-2017

EXPENDITURES (cont'd)

9210 – HEALTH INSURANCE \$61,000

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.

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 \$216,275

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016 - 2017**

Account	Description	FY15 Audited	FY16 Adopted	FY16 Adjusted	FY16 Actual	FY17 Dept Request	FY17 Town Admin	FY17 Budget Comm	FY17 Town Council
06.000.3520.000	Interest On Checking	34	-	-	9	-	-	-	-
06.000.3525.000	Mooring Waiting List Application Fee	375	-	-	175	-	-	-	-
06.000.3535.000	Mooring Revenue	53,990	54,375	54,375	1,750	56,250	56,250	56,250	56,250
06.000.3536.000	Interest Income	152	200	200	78	200	200	200	200
06.000.3550.000	Miscellaneous Revenue	875	-	-	125	-	-	-	-
06.000.3555.000	Retained Earnings Transfer	-	-	-	-	5,444	5,444	5,444	5,444
06.000.3560.000	General Fund Subsidy	-	1,826	1,826	-	-	-	-	-
06.000.3570.000	Sale of Skiff	5,250	-	-	-	-	-	-	-
	Total	60,676	56,401	56,401	2,137	61,894	61,894	61,894	61,894
06.000.5015.000	Harbor Master Wages	28,962	34,764	34,764	15,583	34,764	34,764	34,764	34,764
06.000.5025.000	Harbor Master Overtime Wages	1,171	1,262	1,262	920	1,262	1,262	1,262	1,262
06.000.6015.000	Dues & Subscriptions	-	100	100	-	100	100	100	100
06.000.6020.000	Operating Supplies	5,102	2,039	2,039	415	2,937	2,937	2,937	2,937
06.000.6030.000	Mooring Software fee	2,120	2,080	2,080	155	2,550	2,550	2,550	2,550
06.000.6035.000	Fuel & Oil	3,204	3,100	3,100	1,995	2,785	2,785	2,785	2,785
06.000.6040.000	Maintenance & Repairs	3,271	3,200	3,200	1,300	3,200	3,200	3,200	3,200
06.000.6050.000	Professional Development	420	-	-	253	-	-	-	-
06.000.6070.000	Travel Expense	96	-	-	-	-	-	-	-
06.000.6075.000	Tools & Equipment	1,653	2,000	2,000	1,920	1,000	1,000	1,000	1,000
06.000.6120.000	Vehicle Maintenance/Repairs	-	2,500	2,500	895	2,000	2,000	2,000	2,000
06.000.6130.000	Navigational Aids	1,459	1,500	1,500	40	1,500	1,500	1,500	1,500
06.000.6140.000	Harbor Management Plan Review	-	-	-	2,710	500	500	500	500
06.000.9205.000	FICA Tax	2,422	2,756	2,756	1,251	2,756	2,756	2,756	2,756
06.000.9996.000	Worker's Compensation Ins	1,351	1,100	1,100	710	1,100	1,100	1,100	1,100
06.000.9999.000	Depreciation Expense	5,440	-	-	-	5,440	5,440	5,440	5,440
	Total	56,671	56,401	56,401	28,146	61,894	61,894	61,894	61,894

The following budget proposal will outline the projected income and expenses for the Fiscal Year 2016-2017. Income will be based on collected mooring fees realized from 425 issued mooring permits in total. Total mooring permits are broken down in the following categories;

- 284 Public Recreational Mooring Permits
- 116 Waterfront Recreational Mooring Permits
- 25 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 2016-2017

- "Operating Supplies" for addition of two smart phones and plans with data for use by Harbormasters on duty or on call.
- "Mooring Software Fee" account from increase in projected mooring permit renewals, as well as an Online Mooring Processing fee from \$5.00 to \$6.00 per processed mooring permit.
- "Harbor Management Plan Review" for advertising costs of any required public hearings.

Total projected income from collected mooring fees and interest for FY 2016-2017 is \$56,450. Total projected operating expenses for FY 2016-2017 is \$61,893.45 resulting in a difference of \$5,443.45. To balance the budget, a transfer of \$5,443.45 from retained earnings is requested for FY 2016-2017 and the mooring fee schedule will remain the same.

Income

Mooring Permit Revenue

Projected Mooring Fees FY 2015-2016	\$54,375	<i>(Approved Budget FY 2015-2016 \$58,921)</i>
Projected Fees FY 2016-2017	\$56,250	
Change	\$1,875.00	

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

Interest Income

Approved FY 2015-2016	\$200
Requested FY 2016-2017	\$200
Change	\$0

No increase requested

Retained Earnings Transfer (Balance Budget)

Approved FY 2015-2016	\$0
Requested FY 2016-2017	\$5,443.45
Change	\$5,443.45

Transfer requested to balance the operating budget as a result of the depreciation expense incurred by the purchase of a new boat, motor, trailer, and equipment in 2014.

General Fund Subsidy

Approved FY 2015-2016	\$0
Requested FY 2016-2017	\$0
Change	\$0

No transfer requested

Expenses

Harbormaster Wages

Approved FY 2015-2016	\$34,763.52
Requested FY 2016-2017	\$34,763.52
Change	\$0

No increase requested

Holiday/Overtime Wages

***-Time and a half Hourly Rate, on duty up to 8 Hours for;
Memorial Day
Independence Day
Labor Day***

Approved FY 2015-2016	\$1,262.16
Requested FY 2016-2017	\$1,262.16
Change	\$0

No increase requested

Dues and Subscriptions

-State Harbormaster Association Dues

Approved FY 2015-2016	\$100.00
Requested FY 2016-2017	\$100.00
Change	\$0

No increase requested.

Operating Supplies

-Normal Operating Expenses

-Office supplies

-Postage

-Phones

-Mooring Permit Stickers

Approved FY 2015-2016 \$2,039.23

Requested FY 2016-2017 \$2,936.81

Change \$897.58

Increase requested for the addition of two smart phones with data capabilities, for use by the assistant harbor masters while on duty to assist in performing required tasks, and for when off duty but "on-call".

Online Mooring

-Service fee per processed mooring permit.

Approved FY 2015-2016 \$2,080.00

Requested FY 2016-2017 \$2,550.00

Change \$470

Increase request is the result of an additional 9 mooring permits approved in the 2015 mooring season. This brings the total of mooring permits expected to be renewed to 425. The increase is also the result of a processing fee increase by Online Mooring LLC from the current \$5.00 to \$6.00 per processed mooring permit beginning July 1st 2016.

Fuel and Oil

- Boat Fuel
- Boat two-stroke oil
- Boat fuel stabilizers, conditioners, and treatment
- Vehicle Fuel

Approved FY 2015-2016	\$3,100.00
Requested FY 2016-2017	\$2,785.00
Change	\$-315

Lower fuel prices per gallon in 2015 suggest less than the previous projected \$4.00 per gallon in FY 2015-2016.

Maintenance and Repairs

- Routine Maintenance
- Winterization
- Repairs

Approved FY 2015-2016	\$3,200.00
Requested FY 2016-2017	\$3,200.00
Change	\$0

No increase requested

Boat Improvements

-Major improvements and repairs to boats to expand capabilities and extend in service life.

Approved FY 2015-2016	\$0
Requested FY 2016-2017	\$0
Change	\$0

No increase requested

Tools and Equipment

- Boat Equipment*
- Harbormaster Equipment*
- Tools*

Approved FY 2015-2016	\$2,000.00
Requested FY 2016-2017	\$1,000.00
Change	\$-1,000.00

No major equipment purchases requested for FY 2016-2017

Vehicle Maintenance

-Maintenance and repairs to town Harbormaster Vehicle(s) and trailers

Approved FY 2015-2016	\$2,500.00
Requested FY 2016-2017	\$2,000.00
Change	\$-500

Expect to be under approved budgeted amount approved for FY 2015-2016. Deduction will be transferred to Harbor Management Plan Review expense account for draft public hearing advertising that will be needed.

Navigational Aids

-Buoys, anchors, chain, and hardware
-Signage and maps

Approved FY 2015-2016	\$1,500.00
Requested FY 2016-2017	\$1,500.00
Change	\$0

No increase requested

Harbor Management Plan Review

-Town Harbor Management Plan updating

Approved FY 2015-2016	\$0
Requested FY 2016-2017	\$500
Change	\$500

Increase requested to absorb some of the advertising fees for required public hearing(s) of the Harbor Management Plan.

FICA Tax

Approved FY 2015-2016	\$2,755.96
Requested FY 2016-2017	\$2,755.96
Change	\$0

No increase requested.

Worker's Compensation Insurance

Approved FY 2014-2015	\$1,100.00
Requested FY 2015-2016	\$1,100.00
Change	\$0

No increase requested

Depreciation Expense

- Boat, trailers, and other vehicle equipment depreciation.
- 10 Years on boat, 5 years on trailer

Approved FY 2015-2016	\$2,720.00	(Actual corrected expense; \$5,440.00)
Requested FY 2016-2017	\$5,440.00	
Change	\$2,720.00	

Increase is the result of the new boat, motor, trailer, and equipment purchase in 2014.