

***TOWN OF
SOUTH
KINGSTOWN
RHODE ISLAND***

FY 2013-2014

***TOWN MANAGER
PROPOSED
BUDGET***

ALL FUNDS

TOWN OF SOUTH KINGSTOWN, RHODE ISLAND

TOWN MANAGER

PROPOSED

2013- 2014 FISCAL YEAR

MUNICIPAL BUDGET PROGRAM



MARCH 2013

**STEPHEN A. ALFRED
TOWN MANAGER**

www.southkingstownri.com

**TOWN OF SOUTH KINGSTOWN
ADMINISTRATIVE BUDGET HEARINGS SCHEDULE
2013-2014 FISCAL YEAR**

<i>March 1, 2013</i>	<i>Town Manager's Budget Submission</i>
March 4, 2013	Budget Session #1 (6:30pm – Council Chambers)
March 5, 2013	Budget Session #2 (6:30pm – Council Chambers)
March 6, 2013	Budget Session #3 (6:30pm – Council Chambers)
March 11, 2013	Regular Town Council Meeting
March 13, 2013	Budget Session #4 with School Committee (7:00pm – Council Chambers)
March 18, 2013	Town Council Adoption of Preliminary Budget (5:00pm - Council Chambers)
March 25, 2013	Regular Town Council Meeting
April 8, 2013	Regular Town Council Meeting
April 9, 2013	1st Public Hearing (of 2) on Preliminary Budget w/ School Committee (between 3/22-4/18)
-April 10, 2013	2nd Public Hearing (of 2) on Preliminary Budget w/ School Committee (between 3/22-4/18)
April 22, 2013	Regular Town Council Meeting <i>[Deadline for Petitions for revisions to Preliminary Budget (4:00pm deadline)]</i>
April 29, 2013	Town Council Consideration of Petitions and Adoption of Final Budget
May 13, 2013	Regular Town Council Meeting <i>[Deadline for Referendum Petitions (4:00pm deadline)]</i>
May 28, 2013	Regular Town Council Meeting
June 4, 2013	Potential Budget Referendum (8:00am to 8:00pm)

Session #1 FY 2013-2014 Budget Message; Acct 0110 Town Council to Acct 0740 Building Official; 1210 Public Library Services.

Session #2 Acct 1110 Recreation; Peace Dale Office Building; Neighborhood Guild; and Senior Services Funds; Acct 0910 Public Works Administration to Acct 0970 Wastewater Transfer and Water, Wastewater and Solid Waste Funds.

Session #3 Account 1005 Human Services to Contingency; includes Employment Benefits, Debt Service and CIP; Acct 0810 Police to Acct 0880 Emergency Medical Services.

Session #4 School Fund Transfer.

**TOWN OF SOUTH KINGSTOWN
TOWN MANAGER**

**BUDGET MESSAGE
FY 2013-2014
ALL MUNICIPAL FUNDS**

TO: THE HONORABLE TOWN COUNCIL

FROM: STEPHEN A. ALFRED, TOWN MANAGER

DATE: MARCH 2013



In accordance with the Town Charter, we have prepared the Town Manager's Proposed Municipal Budget Program for the 2013-2014 fiscal year. The budget program is of a zero-base nature with cost presentation by readily identifiable service functions.

The 2013-2014 fiscal year program presents detailed accounts of eight independent funds. A listing of the funds presented in this document is as follows:

2013-2014 Budget Program All Funds	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget	Increase Percent
General Fund	\$73,013,534	\$73,336,412	\$72,901,705	\$74,210,340	\$873,928	1.19%
School Fund	57,106,947	58,250,400	57,497,017	58,625,500	375,100	0.64%
Water Fund	939,455	995,233	1,003,469	978,693	(16,540)	-1.66%
Wastewater Fund	3,114,772	3,240,138	3,202,984	3,231,946	(8,192)	-0.25%
Solid Waste Fund	660,382	683,758	678,436	692,371	8,613	1.26%
Peace Dale Office Building	75,011	91,925	85,847	91,777	(148)	-0.16%
Neighborhood Guild	782,151	833,154	783,002	800,290	(32,864)	-3.94%
Senior Services Program	745,255	752,610	736,742	782,625	30,015	3.99%
Total Program	\$136,437,507	\$138,183,630	\$136,889,203	\$139,413,540	\$1,229,911	0.89%
Less Inter-Fund Transfers	(48,567,189)	(48,724,857)	(48,718,190)	(49,497,774)	(772,917)	1.59%
Net Municipal Program	\$87,870,318	\$89,458,773	\$88,171,013	\$89,915,767	\$456,994	0.51%

GENERAL FUND OVERVIEW

For the 2013-2014 fiscal year, a total General Fund Program in the amount of \$74,210,340 is proposed. This funding proposal represents an \$873,928 increase over the current year appropriation of \$73,336,412. A functional breakdown of the Proposed Fiscal Year 2013-2014 budget is shown on the next page.

General Fund Expenditure Statement	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget	Increase Percent
Town						
Operating Program	\$19,462,313	\$20,171,016	\$19,741,065	\$20,626,625	\$455,609	2.26%
Municipal Debt Service	1,214,311	1,220,901	1,219,249	1,104,694	(116,207)	-9.52%
Capital Program						
Annual Element	\$1,235,378	\$1,210,000	\$1,210,000	\$1,232,000	\$22,000	1.82%
Transfer to Schools						
Operations	\$48,216,336	\$48,364,159	\$48,364,159	\$49,131,442	\$767,283	1.59%
School Related Debt Service	2,885,195	2,370,336	2,367,232	2,115,579	(254,757)	-10.75%
Total General Fund	\$73,013,534	\$73,336,412	\$72,901,705	\$74,210,340	\$873,928	1.19%
Total Municipal Program	\$21,912,003	\$22,601,917	\$22,170,314	\$22,963,319	\$361,402	1.60%
Total School Program	51,101,531	50,734,495	50,731,391	51,247,021	512,526	1.01%
Total General Fund	\$73,013,534	\$73,336,412	\$72,901,705	\$74,210,340	\$873,928	1.19%
General Fund Revenue Statement	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget	Increase Percent
Current Year Tax Levy	\$65,257,612	\$65,148,020	\$65,360,000	\$65,711,608	\$563,588	0.87%
Prior Year Taxes and Penalty	1,005,597	825,000	905,000	890,000	65,000	7.88%
Payment in lieu of Taxes	254,311	249,706	243,452	248,000	(1,706)	-0.68%
Other Fund Transfers	515,405	513,871	513,871	512,667	(1,204)	-0.23%
State Revenue Sources	2,502,170	2,394,693	2,518,924	2,664,841	270,148	11.28%
Local Revenues	3,374,270	2,997,786	3,245,299	3,223,346	225,560	7.52%
School Fund Transfers	198,985	207,336	207,335	159,878	(47,458)	-22.89%
Undesignated Fund Balance	1,200,000	1,000,000	1,000,000	800,000	(200,000)	-20.00%
Total Revenues	\$74,308,350	\$73,336,412	\$73,993,881	\$74,210,340	\$873,928	1.19%
Non-Property Tax Revenue	\$9,050,738	\$8,188,392	\$8,633,881	\$8,498,732	\$310,340	3.79%

I. GENERAL FUND REVENUE STATEMENT

A. PROPERTY TAX PROGRAM

To support the 2013-2014 fiscal year appropriations, a property tax rate of \$14.54 per thousand dollars of assessed valuation will be necessary. This is a tax rate increase of \$0.04 or 0.3% more than the current year rate of \$14.50. The estimated school-related tax rate is \$11.17, an increase of \$0.09 per thousand over the current year rate of \$11.08. The town-related tax rate is projected at \$3.37, a decrease of \$0.05 per thousand over the current year rate of \$3.42.

It is noted that the Town will embark on a State mandated statistical property revaluation during the 2013-2014 Fiscal Year. Property values will be reassessed to reflect market values as of December 31, 2012. The estimated tax rates presented are based on the current year tax roll plus anticipated growth of \$28,000,000 and do not consider the impact on the value of the tax roll subsequent to revaluation of the community's tax base. The previously referenced property tax rate projections are provided for comparative purposes and will be revised to reflect December 31, 2012 market values after completion of the revaluation program.

It is anticipated that the value of the taxable property roll will decrease system wide by approximately eight percent (8%) upon completion of the revaluation process. The result of a reduction in the value of taxable property will require a property tax rate increase to raise the same tax levy as required in the current fiscal year. As an example, had the current year tax roll been certified at 8% less than the final certified value, a tax rate of \$15.76 or \$1.26 more than the \$14.50 tax rate would have been needed to

generate the FY 2012-2013 property tax levy of \$62,989,856. However, that tax liability for the average residentially assessed property would have remained the same as illustrated below:

Average Residential Property Tax	Actual FY 2012-2013	8% Reduction in Assessed Value
Average Residential Assessment	\$348,115	\$320,266
Tax Levy Per Average Residential Parcel	\$5,048	\$5,048
Tax Rate Differential	\$14.50	15.76

A full documentation of the method used to calculate the projected Property Tax Rate for FY 2013-2014 (using current year taxable value plus \$28,000,000 in new taxable property) is as follows:

Fiscal Year 2013-2014	Town	School	Total
Adopted Budget Program			
Appropriation	\$22,963,319	\$51,247,021	\$74,210,340
Less Non-Property Tax Revenue	(7,707,372)	(791,360)	(8,498,732)
Property Tax Need	\$15,255,947	\$50,455,661	\$65,711,608
Percent of Overlay	23.22%	76.78%	100.00%
Overlay & Elderly Abatements	\$320,379	\$1,059,583	\$1,379,963
Proration and Roll Additions	(23,217)	(76,783)	(100,000)
Gross Tax Levy	\$15,553,109	\$51,438,461	\$66,991,570
Motor Vehicle Excise Tax	(799,261)	(2,643,379)	(3,442,640)
Net Property Tax Levy	\$14,753,848	\$48,795,082	\$63,548,930
Dec. 2012 Tax Roll			\$4,371,828,086
Tax Distribution - FY 2014	\$3.37	\$11.17	\$14.54
Tax Distribution - FY 2013	\$3.42	\$11.08	\$14.50
Increase (Decrease)	(\$0.05)	\$0.09	\$0.04
Property Tax Levy Increase - \$			\$591,788
Property Tax Levy Increase - %			0.89%
<i>Rounding may distort addition totals</i>			

The value of the motor vehicle roll is projected to increase by approximately \$1.75 million or 1.5% over the current year roll value of \$182,251,511 and assumes utilizing an exemption value of \$3,000 per vehicle. It is noted that several legislative amendments are expected to be introduced in the 2013 Session of the General Assembly that could substantially revise the current methodology employed to establish the taxable value of motor vehicles. Implementation of legislative action that would reduce motor vehicle assessment values from “average retail” to “trade-in” price could reduce the value of the motor vehicle taxable property roll by as much as 20%.

A more detailed identification of specific areas requiring direct property tax rate increases is presented below. It is noted that all costs identified are net of specific revenues generated by each of the categorical areas. Tax rates are stated inclusive of each budget element's share of tax overlay requirements.

Tax Distribution	2012-2013		2013-2014		Levy and Rate Increase	
Budget Element	Program Cost	Prop. Tax Rate	Program Cost	Prop. Tax Rate	Increase Over FY 2012-2013	
School Fund Tax Transfer	\$46,761,996	\$10.77	\$47,514,445	\$10.87	\$752,449	\$0.10
School Debt Service	1,340,214	0.31	1,280,637	0.29	(59,578)	(0.02)
Municipal Debt Service	840,180	0.20	727,984	0.17	(112,195)	(0.03)
Capital Budget	686,480	0.16	707,909	0.16	21,429	0.00
Municipal Operating Program	13,360,986	3.08	13,317,955	3.05	(43,031)	(0.03)
Total Program	\$62,989,856	\$14.50	\$63,548,930	\$14.54	\$559,074	\$0.04

Rounding may distort addition totals

A review of the growth of the tax levy over the past five (5) years and the levy as proposed for the 2013-2014 fiscal year is as follows:

Property Tax Levy - History	Town	School	Total	\$ Increase	% Increase
Fiscal Year					
2008-2009	\$12,578,775	\$51,148,217	\$63,726,992		
2009-2010	13,419,804	51,084,371	64,504,174	\$777,182	1.28%
2010-2011	14,567,945	50,931,488	65,499,433	995,258	1.54%
2011-2012	15,078,042	51,042,790	66,120,832	621,399	0.95%
2012-2013	15,685,666	50,714,116	66,399,782	278,950	0.42%
2013-2014	15,553,109	51,438,461	66,991,570	591,788	0.89%
Increase	\$2,974,334	\$290,244	\$3,264,578	\$652,916	1.02%
			Five Year Average		1.00%

Maximum Property Tax Levy

Prior to the adoption of Senate Bill - 3050 Sub A at the close of the 2006 legislative session, Rhode Island had a 5.5% cap on property tax growth in all cities and towns. Communities that experienced rapid growth in their property tax base were able to live under the existing cap by applying the cap growth restriction to its prior year's tax rate, rather than its tax levy. The State's enactment of the 2006 amendments to the local property tax cap provisions revised the tax cap to apply only to the prior year levy beginning in FY 2007-2008 and reduced the cap to a maximum 4% annual levy increase in FY 2012-1013 in 0.25% increments.

It is proposed to limit Property Tax Levy growth generated in FY 2013-2014 to 0.89% or \$591,788 more than the current year property tax levy. A summary is presented below:

Compliance with State Property Tax Cap	Adopted FY 2012-2013 Tax Levy	Maximum FY 2013-2014 Tax Levy	Proposed FY 2013-2014 Tax Levy	Amount Below Statutory Tax Cap
Property Tax Levy	\$66,399,782	\$69,055,773	\$66,991,570	(\$2,064,203)
Increase in Levy	621,399	2,655,991	591,788	
Percent Increase	0.96%	4.00%	0.89%	
Property Tax Rate	\$14.50	\$15.01	\$14.54	(\$0.47)

A breakdown of property tax needs for Fiscal Year 2013-2014 by municipal program inclusive of municipal debt service and School Program inclusive of the property tax transfer to the School Fund and school related debt service is presented as follows:

Property Tax Levy Growth	Municipal Program	School Program	Total
FY 2012-2013 Property Tax Levy	\$15,389,962	\$49,758,058	\$65,148,020
Overlay Distribution	295,705	956,058	1,251,762
Total Tax Levy	15,685,666	50,714,116	66,399,782
FY 2012-2013 Tax Distribution Percentage	23.62%	76.38%	100.00%
FY 2013-2014 Property Tax Levy	\$15,255,947	\$50,455,661	\$65,711,608
Overlay Distribution	297,163	982,800	1,279,963
Total Tax Levy	\$15,553,109	\$51,438,461	\$66,991,570
Increase in Property Tax Levy	(\$132,557)	\$724,345	\$591,788
FY 2013-2014 Tax Distribution Percentage	23.22%	76.78%	100.00%

Taxable Property Roll

The estimated value of the FY 2013-2014 Property Tax Roll related to real estate and personal property is \$4,371,828,086 representing an increase of \$28,000,000 over the current year certified tax roll. As previously noted, for budgetary purposes the value of the motor vehicle tax exemption is calculated at \$3,000 per vehicle, the same as FY 2012-2013. The estimated value of the Motor Vehicle Excise Tax Roll is projected at approximately \$184,000,000 or \$1,748,489 over the current year assessment value.

It is noted that the motor vehicle tax roll is prepared subsequent to the release of the motor vehicle registration database by the State Department of Transportation. The actual value of the Motor Vehicle Excise Tax Roll cannot be established until this information is provided to the Town. A detailed review of this database will occur over the next six weeks. Subsequent to this review, an updated projection of the taxable value of the Motor Vehicle Roll will be provided to the Town Council.

A summary of the projected Taxable Property Roll is presented as follows:

<i>Taxable Property List</i>	2011-2012 Taxable Property	2012-2013 Taxable Property	2013-2014 Taxable Property	2013-2014 Increase Over Prior Year
Taxable Land /Buildings	\$4,125,382,590	\$4,150,727,192	\$4,177,727,192	\$27,000,000
Tangible Property	221,827,156	202,728,309	203,728,309	1,000,000
Total Taxable Property	\$4,347,209,746	\$4,353,455,501	\$4,381,455,501	\$28,000,000
Less Exemptions	(\$9,954,001)	(\$9,627,415)	(\$9,627,415)	\$0
Net Taxable Property	\$4,337,255,745	\$4,343,828,086	\$4,371,828,086	\$28,000,000
Taxable Property Growth - %	0.23%	0.15%	0.64%	0.64%
Taxable Property Growth - \$	\$10,131,516	\$6,572,341	\$28,000,000	
Net Motor Vehicles -Roll	\$169,817,200	\$182,251,511	\$184,000,000	\$1,748,489
Total Taxable Property	\$4,507,072,945	\$4,526,079,597	\$4,555,828,086	\$29,748,489

Motor Vehicle Excise Inventory Tax Roll

Motor vehicle values are assessed at a rate of \$18.71 per thousand dollars of assessed value. This rate has been frozen by the State since FY1998. In addition to freezing the tax rate, the State instituted a program to phase-out the taxation of motor vehicles over a ten year period, by replacing the loss of motor vehicle tax income with State revenue. This program was restructured in FY 2010-2011 whereby State reimbursement was limited to a maximum of \$500 per vehicle. As a result of this action, State reimbursement under this program was reduced from \$1.87 million in FY 2009-2010 to a projected \$167,774 in FY 2013-2014.

In FY 2010-2011 the Town used the \$500 per vehicle value in determining the Motor Vehicle Tax Levy. In both the 2011-2012 and 2012-2013 fiscal years, the Town Council directed an increase to \$3,000 per vehicle exemption be provided to calculate the FY 2011-2012 and FY 2012-2013 tax levies. This budget document for FY 2013-2014 has been prepared maintaining the \$3,000 per vehicle exemption value.

The chart below documents changes to the exemption values since the State's phase-out program began:

Motor Vehicle Value Exemption			
FY 1999	\$1,500	FY 2007	\$6,000
FY 2000	\$2,500	FY 2008	\$6,000
FY 2001	\$3,500	FY 2009	\$6,000
FY 2002	\$4,500	FY 2010	\$6,000
FY 2003	\$4,500	FY 2011	\$500
FY 2004	\$4,500	FY 2012	\$3,000
FY 2005	\$4,500	FY 2013	\$3,000
FY 2006	\$5,000	FY 2014	\$3,000

It is important to note that several legislative amendments are anticipated to be introduced during the 2013 Session of the General Assembly that could substantially reduce the taxable value of the Motor Vehicle Roll during FY 2013-2014. These proposed legislative actions all seek to amend the current car tax statutes so that the assessment of used motor vehicles will be based on the average trade-in price, rather than retail price.

In addition, these initiatives would mandate a local appeal procedure rather than all motor vehicle assessment appeals being handled by the State Vehicle Value Commission. While no "fiscal note" has been prepared relative to the tax loss associated with the proposed changes, it is estimated that adoption of these legislative measures could reduce the taxable value of vehicles by 20%.

The projected impact that approval of the above noted statutory changes would have on the FY 2013-2014 Motor Vehicle Tax Roll is presented in the chart below:

Potential Revisions to MV Statute	
Projected Motor Vehicle Roll	\$184,000,000
Projected Value Loss - Percent	20%
Projected Value Loss - \$ Value	\$36,800,000
Tax Rate per \$1000 Factor	\$36,800
MV Tax Rate	\$18.71
Potential MV Tax Loss	\$688,528
R. E. Tax Rate Increase Need	\$0.16

Property Tax Levy Adjustments

In calculating the Fiscal Year 2013-2014 property tax program, a reserve must be established to account for four factors that impact property tax collection. The first is the need to establish a \$919,963 or 1.4% tax overlay (up from 1.35% in the current year). A tax overlay is an accounting method that is employed to recognize that all property taxes that are levied (billed) are not collected in the year in which they are due. In spite of the poor economic condition of the State, current year property tax collections remain strong.

Second, a tax reserve of \$120,000 (a \$2,264 increase over the current year allocation) will be set aside to account for erroneous assessments that must be removed from the certified Tax Roll. This increase is necessary to account for anticipated increases in value appeals resulting from the scheduled property revaluation program.

Third, a \$340,000 reserve is needed to account for the planned abatement of taxes associated with the Elderly Property Tax Abatement Program; this proposed reserve remains level for FY 2013-2014.

Fourth, a positive value reserve is also proposed to account for property taxes levied after the certification of the official tax roll. The Town levies additional taxes for properties under construction as of December 31st that obtain a Certificate of Occupancy within the next calendar year. The estimated value of these “prorated” taxes is \$100,000, a \$10,000 increase over the current year estimate.

A summary of the Property Tax Adjustments Reserve is presented below:

Property Tax Collection	FY 2011-2012 - Adopted		FY 2012-2013 - Adopted		FY 2013-2014 - Proposed	
Budgeted Property Tax Need	\$64,857,683		\$65,148,020		\$65,711,608	
Overlay Requirement	908,149	1.40%	879,498	1.35%	919,963	1.40%
Erroneous Assessments	100,000	0.15%	122,264	0.19%	120,000	0.18%
Elderly Program	340,000	0.52%	340,000	0.52%	340,000	0.52%
Proration Value	(85,000)	-0.13%	(90,000)	-0.14%	(100,000)	-0.15%
Total Property Tax Need	\$66,120,832		\$66,399,782		\$66,991,570	1.95%
Projected Collection	\$65,100,000	98.46%	\$65,148,020	98.11%	\$65,711,608	98.09%
Actual/Estimated Collection	65,257,612	98.69%	65,360,000	98.43%	65,711,608	98.09%

Prior Year Tax and Interest Penalty Collection

Property taxes collected in a later fiscal period than the year in which they are levied are recorded as a "prior year tax." It is projected that prior year taxes will generate \$545,000 in the 2013-2014 fiscal year, up \$20,000 over the amount budgeted to be collected in the current year. It is anticipated that the value of interest penalties made on delinquent property tax payments will be \$345,000 for the 2013-2014 fiscal year, which is \$45,000 more than budgeted in the current year. It is noted that the Town provides the taxpayer with a ten (10) *business* day "interest-free period" after a tax collection due date before an interest penalty is assessed.

Payment in Lieu of Tax (PILOT) Income

The Town collects payments annually from organizations that own tax-exempt property in South Kingstown. A summary of the projected income anticipated to be received by these organizations is shown below:

PILOT Payment Schedule	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
South County Hospital	\$159,532	\$162,000	\$159,532	\$162,723	\$723
S.K. Housing Authority	11,706	4,706	10,000	10,178	5,472
Camp JORI	17,062	17,300	7,986	8,146	(9,154)
SK Land Trust	3,141	3,200	3,139	3,202	2
Welcome House	4,881	5,000	4,877	4,975	(25)
Bayberry Courts Inc.	0	7,500	7,920	8,078	578
La Casa Senior Housing	34,998	35,000	34,998	35,698	698
Total PILOT Payments	\$231,320	\$234,706	\$228,452	\$233,000	(\$1,706)
USFW-Trustom Pond	\$17,960	\$15,000	\$15,000	\$15,000	\$0

B. OTHER FUND TRANSFERS

Transfers from other governmental and proprietary funds are budgeted as revenue accounts in the General Fund. These revenues partially offset the cost of planned projects and debt service payments that are budgeted in the General Fund. A summary of these "Other Fund" Transfers planned for the 2013-2014 fiscal year is presented below:

Transfers to General Fund	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Education Fair Share Fees	\$70,000	\$70,000	\$70,000	\$70,000	\$0
Recreation Fair Share Fees	125,141	121,654	121,654	118,124	(3,530)
Open Space Fund	225,000	225,000	225,000	225,000	0
South Road School Reserve Fund	10,864	10,667	10,667	10,468	(199)
Wastewater Fund	36,200	37,000	37,000	38,100	1,100
Water Fund	19,800	20,400	20,400	21,000	600
Solid Waste Fund	14,800	15,200	15,200	15,650	450
Senior Services Program	5,500	5,700	5,700	5,875	175
Neighborhood Guild	5,250	5,350	5,350	5,450	100
Peace Dale Office Bldg	2,850	2,900	2,900	3,000	100
Total From Other Funds	\$515,405	\$513,871	\$513,871	\$512,667	(\$1,204)

It is noted that Fund transfers from the Education and Recreation Fair Share Fees Reserve and the Open Space Fund are used to pay a portion of the costs associated with municipal debt service. Due to declining real estate values and depressed construction activities, funds available for transfer to the General Fund will see little change from current year budgeted amounts.

Funding from the various Utility Funds and the Neighborhood Guild, Peace Dale Office Building, and Senior Services Funds are used to reimburse the General Fund for administrative services provided in the management of those funds. A funding transfer of \$10,468 from the South Road School Reserve Fund will cover debt service costs related to prior South Road School Improvements.

Payments from the School Fund to the General Fund during the 2013-2014 fiscal year are anticipated to offset costs incurred in the General Fund for School-related purposes, as shown below:

Transfers To General Fund From School Fund	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
School Crossing Guards	\$76,500	\$84,000	\$84,000	\$84,000	\$0
Payroll & Accounting	6,900	7,200	7,200	7,400	200
School Field Maint. Reimb.	62,000	64,270	64,270	64,678	408
Energy Saving to Debt Svc.	49,985	48,166	48,165	0	(48,166)
Alarm System Equipment	3,600	3,700	3,700	3,800	100
Total Transfer From School Fund	\$198,985	\$207,336	\$207,335	\$159,878	(\$47,458)

The School Department completed a lighting fixture upgrade at a cost of \$331,048 in the 2007-2008 fiscal year. This project was financed through a five year municipal bond. Debt service payments (inclusive of interest) were paid out of the General Fund with funds transferred from the School Fund. The last debt service payment associated with this energy saving project was made in FY 2012-2013.

C. STATE REVENUE PROGRAM

A summary of the General State Aid Programs is presented below:

Rhode Island General Aid Program	2010-2011 Actual	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
General Aid Programs						
Gen. Revenue Sharing & PILOT	\$139,325	\$160,632	\$151,272	\$151,238	\$145,900	(\$5,372)
Library and Endowment Aid	199,346	203,044	196,594	196,593	203,945	7,351
Municipal Incentive Program Aid	0	0	0	0	288,778	288,778
General Aid Subtotal	\$338,671	\$363,676	\$347,866	\$347,831	\$638,623	\$290,757
Pass-Through Programs						
Public Services Corp. Tax	\$271,518	\$344,852	\$344,852	\$368,741	\$368,741	\$23,889
Meal Tax	533,328	589,545	560,000	650,000	650,000	90,000
Hotel Tax	101,463	118,700	113,000	120,000	120,000	7,000
Pass-Through Programs Subtotal	\$906,309	\$1,053,096	\$1,017,852	\$1,138,741	\$1,138,741	\$120,889
State Aid Reimbursement Programs						
School Housing Aid	\$1,042,384	\$907,030	\$847,604	\$855,370	\$710,892	(\$136,712)
Motor Vehicle Tax Phase Out	1,876,190	167,774	172,163	167,774	167,774	(4,389)
Library Construction Aid	46,138	10,593	9,208	9,208	8,811	(397)
State Aid Reimburse. Subtotal	\$2,964,712	\$1,085,398	\$1,028,975	\$1,032,352	\$887,477	(\$141,498)
Total General Fund State Aid	\$4,209,692	\$2,502,170	\$2,394,693	\$2,518,924	\$2,664,841	\$270,148

General Aid Program Descriptions

General Revenue Sharing. The General Revenue sharing Program was discontinued in FY 2009-2010. Prior to that time, income from this program exceeded \$1 million per year. Payments in Lieu of Taxes (PILOT) Revenue continue to be provided on a declining basis. PILOT funding reimburses the Town at a rate of approximately 20% (down from 27% in FY 2008) of the non-taxable assessment value of South County Hospital. Estimated income from this program is projected at \$145,900 in the 2013-2014 fiscal year.

Library Aid. It is also anticipated that the State will provide \$203,945 in General Library Aid in FY 2013-2014, which is \$7,351 more than the income budgeted in the current fiscal year.

Municipal Incentive Aid Program. Beginning in FY 2013-2014 and continuing through FY 2015-2016, the Governor recommends establishing a new category of state assistance entitled “Municipal Incentive Aid” to be funded annually from a \$10 million state appropriation. The purpose of the program is to encourage municipalities to improve sustainability of the retirement plans and to reduce the unfunded liabilities within their respective plans. Funds will be distributed based on each community’s population as a percentage of the State’s 2010 US Census population. South Kingstown’s projected income from this funding source is \$288,778 in FY 2013-2014. It is noted that General Assembly approval of this new program will be required. Should it not be approved, then adjustments to the General Fund’s Revenue Statement will be necessary.

Local Roads and Streetscapes Program. The purpose of this newly established State-funded Local Road Program is to improve the condition of local roads. Funding for the program will be formula driven and will allocate available funds based on mileage within each municipality. The Governor proposes funding of this new \$10 million program through the Rhode Island Capital Plan Fund. The value of South Kingstown’s share from this new program is projected to be \$385,945 in the 2013-2014 fiscal year. With General Assembly approval of this new municipal program, all funding from this program will be placed in the Road Improvement Capital Reserve Fund.

Pass-Through Aid Programs

Public Service Corporation Tax. The tangible personal property of telegraph, cable, and telecommunications corporations are exempted from local taxation but not from taxation by the State. Funds collected by the State from this tax are distributed to cities and towns on the basis of the ratio of the city or town population to the population of the State as a whole. For the 2013-2014 fiscal year, the Town is projecting funding of \$368,741, reflecting an increase of \$23,889 over the budgeted estimate for the current year. The increase is due to increased population documented in the US 2010 Census.

Meal Tax. The State meal tax was increased in 2003 when the General Assembly authorized an additional 1% tax on the sale of all prepared foods and meals served by any food service provider. Receipts from this additional 1% tax program are collected by the State and transferred to the municipality where the sale occurred. For FY 2013-2014, an estimated \$650,000 in income has been budgeted, up \$90,000 from the budgeted amount in the current year.

Hotel Tax. The State levies a 6% surcharge upon the consideration charged for occupancy of any space furnished by any hotel in the State, in addition to normal State sales taxes. Of the total surcharge, the State returns to the host community 33.3% of total revenues collected, 39.2% of the total surcharge goes to the Regional Tourism Council, 5% to the Roger Williams Reserve Fund, and the remaining 22.5% is forwarded to the RI Economic Development Corporation to be used for tourism promotion. For the 2013-2014 fiscal year, the Town is estimating \$120,000 in program revenue, up \$7,000 from the adopted FY 2012-2013 funding level.

State Aid Reimbursement Programs

School Housing Aid. The State provides local school districts with partial reimbursement for approved school construction projects. The reimbursement rate for the South Kingstown School District is 30% of the debt service cost of an approved project. For the 2013-2014 fiscal year, \$710,892 in state school construction reimbursement is anticipated, \$136,712 less than the current year budgeted income of \$847,604.

Motor Vehicle Excise Tax Phase-Out. As previously noted, the General Assembly Adopted FY 2012-2013 Budget included a \$500 per vehicle value credit; the Governor's 2013-2014 Proposed Budget includes a similar funding limitation. Funding of \$167,774 is anticipated in FY 2013-2014, a decrease of \$4,389 from the current year budgeted income.

Library Construction Aid. This program provides financial support for the construction and capital improvements of any free public library. Annual funding in the past had been based on a 25% reimbursement of the amount locally appropriated and expended for library related debt service in the prior fiscal year. For the 2013-2014 fiscal year, funding is anticipated at \$8,811 representing a decrease of \$397 from the current year budgeted income.

D. LOCAL PROGRAM-GENERATED REVENUES

Local program-generated revenues are projected to yield \$3,223,346 during the 2013-2014 fiscal year. This is an increase of \$225,560 over the current year adopted budget of \$2,997,786. Revenue sources expected to experience more than a \$10,000 increase or decrease during FY 2013-2014 are presented below:

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Departmental Revenues					
Building Inspection Fees	\$314,122	\$310,000	\$420,000	\$400,000	\$90,000
Non-Business Licenses and Fees	388,138	335,000	408,936	380,000	45,000
Rental of Town Property	506,655	393,816	420,000	405,000	11,184
Investment Income	91,004	100,000	87,000	80,000	(20,000)
EMS Services Reimbursement	500,000	500,000	500,000	550,000	50,000
Police Department Revenues	359,024	203,700	193,545	193,700	(10,000)
Miscellaneous Revenues	168,061	120,000	169,000	140,000	20,000
Recreation Department Income	650,283	643,662	648,532	665,814	22,152

Building Inspection Fees. Construction activities have begun to accelerate thereby increasing projected revenue estimates from fees generated from Building related permits. Estimated income for the current fiscal year is anticipated to exceed budgeted sums by \$110,000. Approximately \$50,000 of the current year's estimated income is associated with two large projects. Construction activities are expected to continue to grow; therefore, an estimated income of \$400,000 has been incorporated into the FY 2013-2014 Revenue Statement, an increase of \$90,000 over the current year adopted budget.

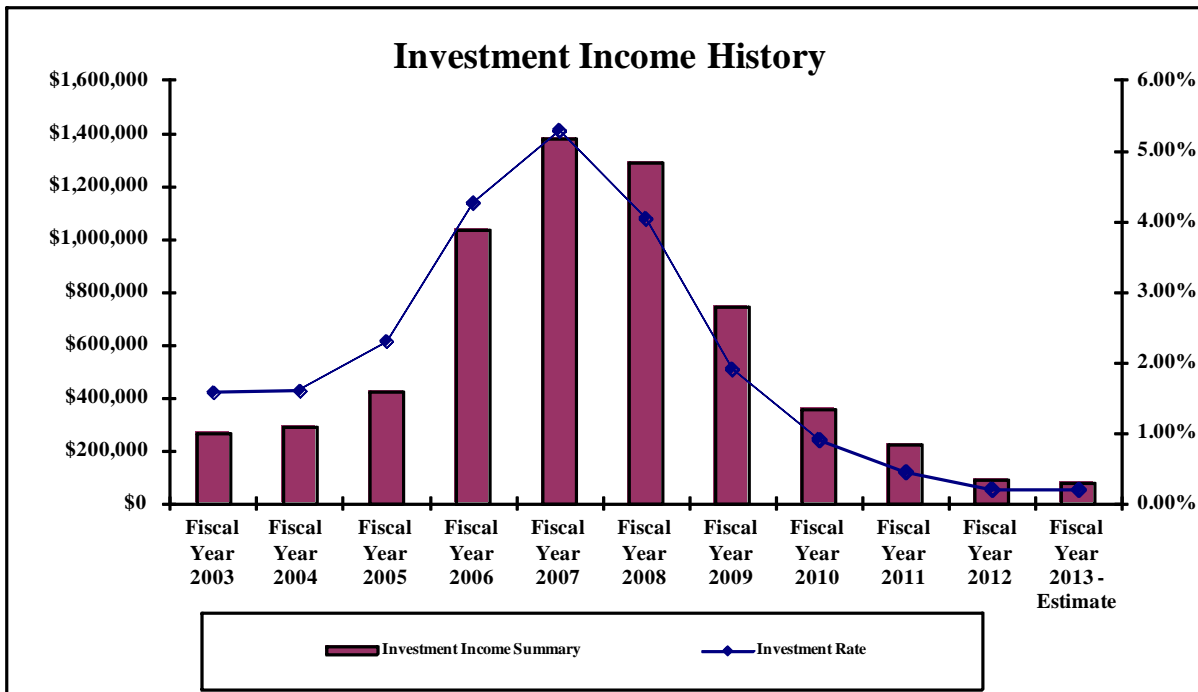
Non-Business Licenses and Fees. Non-Business License and Fees are projected to generate \$380,000 in income in the 2013-2014 fiscal year, up from the \$335,000 budgeted in the current fiscal year. The anticipated increase is related to increased real estate activities that have increased property recording activity during the current year and is anticipated to continue in FY 2013-2014.

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Non-Business Licenses & Fees					
Recording Fees	\$317,305	\$274,466	\$360,000	\$337,500	\$63,034
Probate Fees	59,019	49,000	38,200	30,870	(18,130)
Dog Licenses	10,698	10,500	9,650	10,500	0
Marriage Licenses	1,096	1,000	1,066	1,100	100
Hunting/Fishing fees	20	34	20	30	(4)
Total Program Cost	\$388,138	\$335,000	\$408,936	\$380,000	\$45,000

Rental of Town Property. A projected \$11,184 increase in revenue generated from the rental of Town property is anticipated in FY 2013-2014. Total income of \$405,000 is projected in FY 2013-2014, up from \$393,816 budgeted in the current year. A summary of the Town's rental program is presented below:

Town Property Rental	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Hanson's Pub/Marina Bay	\$90,015	\$91,807	\$91,807	\$94,020	\$2,213
Stone Cove Marina	59,754	61,248	61,248	62,779	1,531
Ram Point Marina	58,364	59,823	59,823	61,318	1,495
Point Judith Yacht Club	39,247	40,090	40,090	41,093	1,003
URI Sailing Club	12,184	12,489	12,489	12,801	312
Town Beach Field Rental	1,584	1,584	1,584	1,584	0
South County Hospital	5,921	5,928	5,928	6,165	237
Cell Tower Rental - 5 Units	239,586	120,847	147,031	125,240	4,393
Total Revenue	\$506,655	\$393,816	\$420,000	\$405,000	\$11,184

Investment Income. Investment income for FY 2013-2014 is projected in the amount of \$80,000 or \$20,000 less than was budgeted in the current fiscal year. The fluctuation of short-term investment interest rates that react to shifts in the national economy requires conservative budget estimate planning. The chart below documents the value of Investment Income over the past 10 years and the effective rate of investments over the same term.



EMS Service Reimbursement. The Town expects to generate approximately \$550,000 in fees, reimbursed by third-party insurance providers and Medicare for services rendered by the Town's Emergency Medical Services Department. The proposed funding level for FY 2013-2014 is \$50,000 more than the current fiscal year funding level.

Police Department Revenues. A summary of Police Department related revenues projected for the 2013-2014 fiscal year is presented below:

Police Department Revenues					
Revenue Source	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Parking Fines	\$16,501	\$16,500	\$15,000	\$16,000	(\$500)
RI Traffic Tribunal	85,936	92,000	92,645	92,500	500
Vehicle Identification	7,130	7,200	7,900	7,200	0
Police Vehicle User Fees	81,941	85,000	75,000	75,000	(10,000)
Miscellaneous	3,210	3,000	3,000	3,000	0
Total Revenues	\$194,718	\$203,700	\$193,545	\$193,700	(\$10,000)

Miscellaneous Revenues. Income generated in this account includes municipal department copy charges, tax liens and tax sale filings, public works right of way permits, state beach fees, police services in Jerusalem, and other miscellaneous fees collected by various municipal departments. For FY 2013-2014, income of \$140,000 is anticipated, up \$20,000 from the budgeted amount of \$120,000 in the current year. The reconstruction of the East Matunuck State Beach Facility resulted in the loss of approximately \$18,000 in state beach fees during FY 2012-2013. The Town anticipates a return of those fees during the 2013 summer beach season.

Recreation Department Income. The Town Recreation Department operates numerous recreational programs activities and events. Many of these services that provide specific benefit to the program user require fee payments. A summary of proposed income for the 2013-2014 fiscal year is presented below:

Recreation Program Revenues	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Park Rental Income	\$18,691	\$20,000	\$20,025	\$21,525	\$1,525
Athletics/Leisure Services	210,876	208,800	211,086	220,511	11,711
Self Supporting	127,758	143,000	134,243	136,800	(6,200)
Outside Sponsors & Rentals	23,632	20,000	15,596	17,575	(2,425)
Stepping Stone Program	85,024	81,592	84,869	87,075	5,483
Field Maintenance Reimbursement	62,000	64,270	64,270	64,678	408
Beach and Swim Program	122,303	106,000	118,443	117,650	11,650
Total Revenues	\$650,283	\$643,662	\$648,532	\$665,814	\$22,152
Property Tax	\$664,550	\$722,162	\$694,185	\$731,229	\$9,067

E. UNASSIGNED FUNDS FORWARDED TO FISCAL YEAR 2013-2014 GENERAL FUND

Unassigned funds forwarded to the General Fund are targeted either to meet “one time” capital costs or to minimize the need for property tax support of the general operating program. Funding to meet operating program expenses is considered a base revenue since it must be provided on an annual basis or the property tax need in the following year will have to increase in direct proportion to the reduction in unassigned funding support. Funding for “one time” capital projects does not have the same effect since there are no recurring program expenses.

For the 2013-2014 fiscal year, it is proposed to use \$800,000 from the General Fund's Unassigned Fund Balance which is \$200,000 less than the amount provided in the current year.

Unassigned Fund Balance June 30, 2011		\$9,323,111
Fund Balance as a % of 2011-2012 General Fund		12.71%
<hr/>		
2011-2012 Operating Surplus		\$1,294,827
Change in Prepaid Expenses		(11,288)
Funds Forwarded to Finance 2012-2013 Program		(1,000,000)
Unassigned Fund Balance June 30, 2012		\$9,606,650
Fund Balance as a % of 2012-2013 General Fund		13.10%
<hr/>		
2012-2013 Operating Surplus		\$1,092,176
Change in Prepaid Expenses		(5,000)
Funds Forwarded to Finance 2013-2014 Program		(800,000)
Unassigned Fund Balance June 30, 2013		\$9,893,826
Fund Balance as a % of 2013-2014 General Fund		13.33%

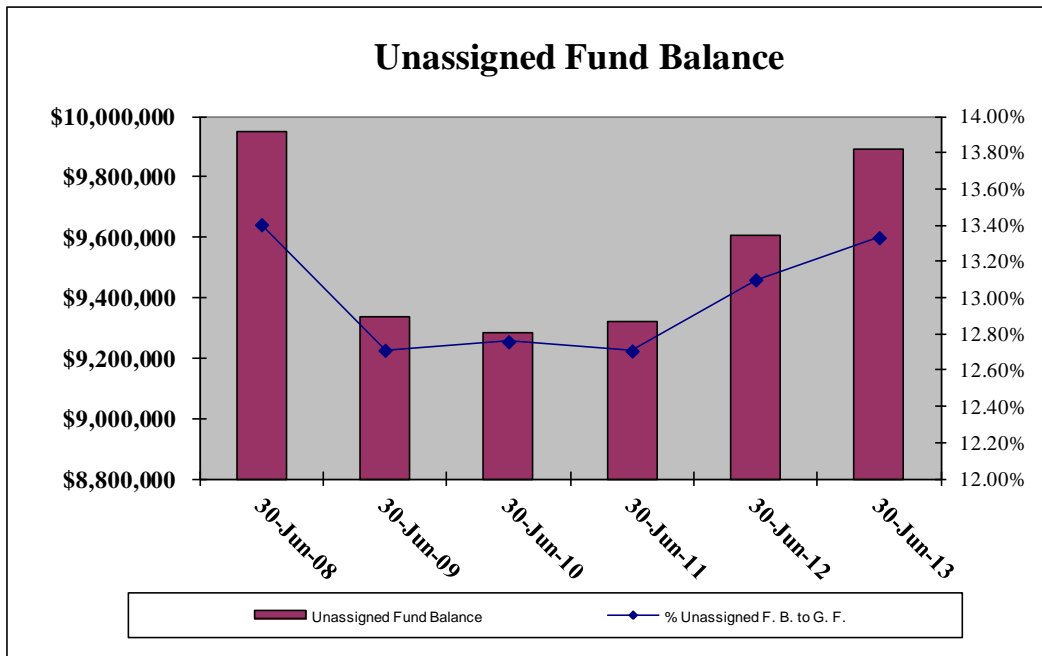
The value of the Town's Unassigned Fund Balance (UFB) as of June 30, 2012 was \$9,606,650 or 13.10% of the adopted FY 2012-2013 General Fund. The planned use of \$800,000 in funding support for the 2013-2014 fiscal year will provide a projected Unassigned Fund Balance of \$9,893,826 or 13.33% of the FY 2013-2014 Proposed General Fund at the close of FY 2012-2013.

The Governmental Finance Officers Association (GFOA) in October 2009 issued a "Best Practices" memorandum entitled "Appropriate Level of Unrestricted Fund Balance in the General Fund." The memorandum states in part "GFOA recommends, at minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures (16.67%)." To meet this best management guideline, an unrestricted fund balance of \$12,368,637 would be necessary.

In June 2011, the Town Council adopted a formal Fund Balance Policy that states in part, "the Town will maintain an unassigned fund balance in the range of 10% to 16.67% of the general fund."

An unassigned fund balance is necessary to provide for proper cash flow, address unforeseen conditions not included in the budget, provide reserves for future programs, indicates financial strength to bond rating agencies, and to help offset future property tax increases. Maintaining a proper UFB during difficult economic times is important to the long term financial stability of the Town's financial operations.

The chart on the following page documents the value of the General Fund's Unassigned Fund Balance and the value that these funds represented as a percentage of the General Fund's Adopted Budget over the past six (6) years.



II. GENERAL FUND EXPENDITURE STATEMENT

The General Fund is divided into six major sections:

- A. General Fund Operating Program - provides for the cost of operating all municipally administered programs.
- B. Capital Budget Program - provides the first-year funding requirements of the Town's Capital Improvement Program.
- C. Debt Service Payments - provides payments for all school and municipal debt programs that are due during the Fiscal Year.
- D. Summary of Utilities Funds - provides the necessary municipal subsidy to keep these programs operating at a level whereby projected incomes are equal to anticipated expenses.
- E. Transfer to Senior Services - provides the necessary property tax support to operate the Senior Transportation, Elderly Nutrition, Adult Day Services, and Senior Center programs.
- F. Transfer to School Fund - provides property tax support necessary to meet the approved cost of elementary and secondary education. It is noted that the debt service for all school buildings is provided through the General Fund.

A summary of the General Fund Program is as follows:

General Fund Functional Distribution	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget	Increase Percent
General Administration	\$2,855,557	\$3,072,415	\$2,955,289	\$3,140,970	\$68,555	2.23%
Public Safety	6,780,186	6,921,758	6,815,005	7,114,677	192,919	2.79%
Public Services	2,090,296	2,231,343	2,117,197	2,270,890	39,547	1.77%
Human Services	145,400	145,400	145,400	145,400	0	0.00%
Seniors	341,653	351,498	351,031	363,332	11,834	3.37%
Parks & Recreation	1,314,833	1,365,824	1,342,717	1,397,043	31,219	2.29%
Library	943,657	930,089	900,883	948,897	18,808	2.02%
Employment Services	4,990,732	5,152,689	5,113,543	5,245,416	92,727	1.80%
Operating Program Total	\$19,462,313	\$20,171,016	\$19,741,065	\$20,626,625	\$455,609	2.26%
Debt Service Program	\$4,099,506	\$3,591,237	\$3,586,481	\$3,220,273	(\$370,964)	-10.33%
Capital Improvements	1,235,378	1,210,000	1,210,000	1,232,000	22,000	1.82%
School Fund Tax Transfer	48,216,336	48,364,159	48,364,159	49,131,442	767,283	1.59%
Functional Distribution Total	\$73,013,534	\$73,336,412	\$72,901,705	\$74,210,340	\$873,928	1.19%

A. GENERAL FUND OPERATING PROGRAM

A General Fund Operating Program in the amount of \$20,626,625 is proposed for Fiscal Year 2013-2014, which is \$455,609 or 2.26% more than the adopted Fiscal Year 2012-2013 program. It is noted that \$101,393 of this increase is directly related to cost escalation associated with Employer Costs required for municipal retirement, social security contributions and health care premiums.

The General Fund narrative presented in this budget document provides specific information relative to individual municipal department funding requirements and funding recommendations related to general operational support needs.

A global summary of the General Fund Personnel and Employment Benefits Program is as follows:

Personnel Program Staffing

It is proposed to maintain the full time General Fund staff level at the current year level of 166.95 FTE's. It is noted that the work force has been reduced by 11.8 full time equivalent employees over the past five years.

General Personnel Program Adjustments

The Town's Personnel System recognizes four independent labor groups and one non-organized employee group of managerial/supervisory personnel. Three of the four municipal labor groups have active collective bargaining agreements with the Town and the fourth (General Municipal Employees - SKMEA/NEA-RI) continues to operate under the terms and conditions of their last approved contract with the Town that expired June 30, 2012.

Two of the active contracts (EMS and Public Services) are scheduled to expire June 30, 2015, the third contract (Police - IBPO) shall expire on June 30, 2013. Negotiation of new collective bargaining agreements (CBA) will occur over the next several months with both the Police and General Municipal Employee Groups. A listing of the five employee groups is as follows:

- Police (International Brotherhood of Police Officers – IBPO) Unit comprised of 52 sworn officers.
- Emergency Medical Services (International Association of Firefighters – IAFF) Unit comprised of 14 paramedic grade Emergency Medical Technicians and 2 EMC-Cardiac certified technicians.
- Public Works, Public Safety Dispatchers, and Animal Control Officers (Council 94 of the American Federation of State County and Municipal Employees – AFSCME.) Unit comprised of 33 Public Works/Utility employees, 3 Animal Control Officers and 8 Public Safety Dispatchers.
- General Municipal Professional, Clerical, and Maintenance Employees (SK Municipal Employees Association/National Education Association Rhode Island – SKMEA/NEAR). Unit consists of 49 Support Staff employees.
- Managerial/Supervisory Personnel. The municipal personnel program also consists of 43 non-organized employees. This labor group consists of all managerial/supervisory personnel, library and senior services program staff.

General Municipal Personnel Program

A \$203,214 or 1.9% increase in the cost of the General Fund Personnel Program for the 2013-2014 fiscal year is proposed. As noted on the previous page, no change in the size of the municipal workforce is proposed for FY 2013-2014.

The projected cost of salary and employment benefits for the FY 2013-2014 municipal program is presented below:

Department	Full Time 101	Part Time 102	Seasonal 103	Overtime 104	Other Paid Leaves 105 - 108	Longevity 109	Total Personnel
Town Council	\$0	\$11,000	\$0	\$2,500	\$0	\$0	\$13,500
Budget Adoption Process	0	0	3,000	900	0	0	3,900
Probate Judge	0	4,000	0	0	0	0	4,000
Town Clerk's Office	248,232	0	0	500	0	11,268	260,000
Canvassing Authority	38,820	2,665	0	0	0	515	42,000
Town Manager	303,025	7,540	0	2,300	10,000	8,372	331,237
Personnel Administration	64,436	7,540	0	0	0	2,080	74,056
Town Hall	42,146	7,629	0	500	0	2,288	52,563
Finance Department	398,910	53,066	0	250	10,000	15,042	477,268
Tax Assessor	246,311	0	0	0	0	9,382	255,693
Assessment Board	0	1,800	0	0	0	0	1,800
Information Technology	132,440	0	0	0	0	0	132,440
GIS Program	73,286	0	0	0	0	1,773	75,059
Planning Board	0	4,680	0	0	0	0	4,680
Planning Department	269,707	6,210	0	0	0	4,348	280,265
Zoning Board	0	2,000	0	1,200	0	0	3,200
Building/Zoning	202,501	16,961	0	300	0	7,675	227,437
Police Department	3,835,662	26,531	70,000	500,000	100,000	182,751	4,714,944
Animal Control	131,261	49,965	0	2,600	0	6,693	190,519
Communications	117,651	19,220	0	17,000	0	3,031	156,902
Harbor Patrol	0	20,000	0	0	0	0	20,000
Emergency Medical Services	819,965	115,000	0	150,000	0	24,702	1,109,667
Public Works - Adm.	225,952	0	0	400	0	9,158	235,510
Highway Department	754,498	5,000	50,000	9,500	0	22,765	841,763
Tree Warden	0	7,450	0	0	0	0	7,450
Recreation	522,386	64,294	258,428	13,389	0	13,596	872,093
Libraries	469,797	219,233	0	1,000	0	15,243	705,273
2013-2014 General Fund	\$8,896,986	\$651,784	\$381,428	\$702,339	\$120,000	\$340,682	\$11,093,219
Full Time Employees	166.95						
Average Salary	\$53,291						
2012-2013 General Fund	\$8,716,613	\$626,662	\$416,202	\$642,816	\$150,946	\$336,766	\$10,890,005
Full Time Employees	166.95						
Average Salary	\$52,211						
Increase (Decrease)	\$180,373	\$25,122	(\$34,774)	\$59,523	(\$30,946)	\$3,916	\$203,214
Percent	2.1%	4.0%	-8.4%	9.3%	-20.5%	1.2%	1.9%

Personnel Program	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed	Increase Dollars	Increase Percent
Full Time	\$8,340,813	\$8,716,613	\$8,896,986	\$180,373	2.07%
Part Time	652,908	626,662	651,784	25,122	4.01%
Seasonal	314,764	416,202	381,428	(34,774)	-8.36%
Overtime	667,852	642,816	702,339	59,523	9.26%
Longevity/Other	349,598	487,712	460,682	(27,030)	-5.54%
Total	\$10,325,935	\$10,890,005	\$11,093,219	\$203,214	1.87%
Full Time - Employment Benefits					
Retirement	\$952,154	\$1,104,780	\$1,187,557	\$82,777	7.49%
Health/Dental - Full Time - Net	2,520,903	2,513,243	2,524,283	11,040	0.44%
Life Insurance	10,703	12,000	11,000	(1,000)	-8.33%
Total Cost	\$3,483,760	\$3,630,023	\$3,722,840	\$92,817	2.56%
Active Employees	167.95	166.95	166.95	0.00	0.00%
Cost Per Employee	\$20,743	\$21,743	\$22,299	\$556	2.56%
Benefits % of Average Salary	39.0%	41.6%	41.8%	0.2%	0.48%
Program Category					
Personnel	\$10,325,935	\$10,890,005	\$11,093,219	\$203,214	1.87%
Employment Benefits	3,483,760	3,630,023	3,722,840	92,817	2.56%
Total Personnel	\$13,809,695	\$14,520,028	\$14,816,059	\$296,031	2.04%
Total Operating Program	\$19,812,157	\$20,171,016	\$20,626,625	\$455,609	2.26%
Personnel Program as a % of Operating Program	69.70%	71.98%	71.83%		

General Municipal Employees Longevity Program

Existing labor contracts with general government employees of the Town provide for longevity payments to all full and part time (on a prorated scale) employees, having more than four (4) years of service with the Town, based on the following schedule:

Longevity Schedule	Budgeted FY 2013-2014
DPW, Recreation, Animal Control and Police Dispatchers - Council 94	\$114.40 Per Year of Service
General Municipal Employees – NEA	\$114.40 Per Year of Service
Non-Organized Municipal Employees	\$114.40 Per Year of Service
EMS Employees – IAFF	3.75% of Salary – between 5 and 10 years of service
	4.25% of Salary - between 10 and 15 years of service
	4.75% of Salary – between 15 and 20 years of service
	5.25% of Salary – over 20 years of service
Sworn Police Officers - IBPO	4% of Salary – between 5 and 10 years of service
	6% of Salary - between 10 and 15 years of service
	8% of Salary – between 15 and 20 years of service
	10% of Salary – over 20 years of service

The cost of the Town’s Longevity program for the 2013-2014 Fiscal Year is \$340,682. Police officer longevity amounts to \$149,863; all other municipal employees’ longevity is estimated at \$185,366.

Employee Retirement Severance Cost

The FY 2013-2014 General Fund includes a total of \$100,000 in transfers from the Police Department budget account to the “Compensated Absences Reserve Fund.” All costs associated with retiring employee severance costs shall be paid through the departing employee’s department appropriation (if funds are available) or through the Compensated Absences Reserve Fund. Two members of the Police Department are considering retirement options in FY 2013-2014. The status of the Compensated Absences Reserve Fund is presented below.

Compensated Absences Reserve Fund		
	June 30, 2011	June 30, 2012
General Fund Liabilities	\$2,140,675	\$1,944,447
General Fund Assets	\$1,238,440	\$1,238,440
Unfunded Liability	(\$902,235)	(\$706,007)
Funded Ratio	57.9%	63.7%

Employee Health Insurance Costs

On or after January 1, 2012 all employees are contributing a minimum of 15% of their employee health care costs.

Employee Cost Share Requirements for FY 2013-2014 are established within municipal labor contracts. The display below provides a summary of employee cost share rates for FY 2013-2014:

Municipal Program					
Health Care Cost Share Summary	EMS	Police	Council 94	Non Organized	NEA-RI
Hired Prior to August 1, 2002					
After July 1, 2013	20%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%	17.5%	17.5%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%
Hired After August 1, 2002					
After July 1, 2013	20%	20%	17.5%	17.5%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%

Less than a 1% increase in the General Fund’s Health and Dental Care Transfer to the Health Care Reserve Fund is proposed for FY 2013-2014. General Fund related Health Care and Dental Funding for the 2013-2014 fiscal year is proposed at \$3,044,545 or \$616 more than the current year appropriation of \$3,043,929. The Town and School Department in July 2008 contracted with the West Bay Health Care Collaborative for health and dental services on a “cost plus” policy basis. West Bay purchases Health Care services through Blue Cross and Blue Shield of RI and Delta Dental of Rhode Island.

It is noted that effective with the start of the 2008-2009 fiscal year, the Town began to account for and reserve funds to meet anticipated costs associated with "Other Post-Employment Benefits" (OPEB). OPEB costs associated with post employment health care benefits include the annual payments to meet all unfunded accrued liability associated with those current and retired General Fund employees entitled to some form of employer paid health care benefits in retirement and the current year cost associated with OPEB benefits that current employees will earn in FY 2013-2014. The projected General Fund OPEB related costs for FY 2013-2014 include an annual required contribution (ARC) of \$794,000, less expected retiree benefits payout of \$516,000 and \$8,000 for a OPEB Actuarial Study to be completed in FY 2013-2014, leaving a net budget expense of \$270,000.

Budgetary requirements associated with the General Fund transfer to the Health Care Reserve Fund are summarized below:

General Fund Health and Dental Program			
	FY 2012	FY 2013	FY 2014
Active Employees			
Health	\$2,147,413	\$2,013,847	\$2,031,836
Dental	145,673	140,260	138,703
Buyback	26,521	23,044	27,000
Employee Co-Pay	(300,185)	(310,449)	(385,256)
Full Time	\$2,019,422	\$1,866,702	\$1,812,283
Retired Employees			
Direct Pay - Medical	\$494,096	\$523,995	\$516,000
Direct Pay - Dental	6,691	6,691	4,262
OPEB	270,000	270,000	278,000
Retirees/OPEB	\$770,787	\$800,686	\$798,262
Other Related Costs			
Public Safety OJI	\$81,747	\$84,600	\$84,600
Stop Loss	38,001	38,880	45,000
Claims Contingency	28,733	169,181	214,688
Administrative Fees	45,000	45,000	45,000
Other Costs Total	\$231,481	\$376,541	\$434,000
Total General Fund	\$3,021,690	\$3,043,929	\$3,044,545

As of June 30, 2012, the Health Care Reserve Fund had an unrestricted fund balance of \$6,300,305. The Unrestricted Fund Balance of the Health Care Reserve Fund includes \$3,022,270 in Town Funds and \$3,278,035 in School Funds.

Retirement System Contribution

All municipal employees are required to join the State administered Municipal Employee Retirement System (MERS) as a condition of employment. Municipal employees are placed in one of three independent retirement plans. The State Retirement Board uses an annual actuarial study to determine the "Employer's Contribution Rate" for each of the three retirement plans.

In November 2011, the General Assembly enacted legislation that will significantly revise standards and participation requirements associated with all retirement plans managed by the State Retirement System. A summary of the most important differences is shown on the following page.

- Changing the structure of the retirement program from a traditional defined benefit plan to a hybrid plan designed with a smaller defined benefits plan with supplemental defined contribution plan.
 - The defined benefit plan accrual (service) rates will be reduced from 2% to 1% per year of service after July 1, 2012.
 - Minimum retirement eligibility age requirements will be adjusted upward.
 - Public Safety employees under age 45 with less than 10 years of service will have a minimum retirement age of 55 and are required to work a minimum of 25 years. Those over 45 with 10 years of service will have a minimum retirement age of 52.
- For all Public Safety employees the minimum retirement ages will be extended and a lower benefit multiplier employed.
- Changing the automatic COLA from a CPI related formula to a formula contingent on the actual investment performance over time as well as limiting the annual increase adjustment to the first \$25,000 in benefits.
- Suspension/reduction of the COLA during times when the funded ratio (assets to liabilities) is lower than a targeted 80% level.
- Re-amortization of the Unfunded Actuarial Accrued Liability (UAAL) to 25 years from the current 19 year schedule.

Based on the revisions noted above, the State Retirement Board has established revised Employer Contribution Requirements for all participating municipalities. Employer required rates established by the State Retirement Board for the 2013-2014 Fiscal Year are presented as follows:

Retirement Contributions - General Fund					
Employee Group	FY 11 Rate	FY 12 Rate	FY 13 Rate	FY 14 Rate	Change
Police	12.60%	16.03%	14.79%	15.02%	0.23%
EMS	3.28%	4.67%	2.74%	4.16%	1.42%
Municipal	6.20%	8.59%	11.41%	11.75%	0.34%
Employee Group	FY 11 Cost	FY 12 Cost	FY 13 Cost	FY 14 Cost	Change
Police	\$352,197	\$474,402	\$448,427	\$479,515	\$31,088
EMS	25,608	37,401	22,285	35,138	12,853
Municipal	319,090	442,982	599,068	632,904	33,836
Total Cost	\$696,895	\$954,785	\$1,069,780	\$1,147,557	\$77,777

For the 2013-2014 fiscal year, MERS Employer retirement contributions of \$1,147,557, non-state system associated retirement funding of \$40,000 and \$7,480 in Direct Pay Police Pensions are proposed at \$1,195,037 which is \$82,777 more than the current year appropriation.

The Unfunded Actuarial Accrued Liability of the combined municipal retirement plans, as of June 30, 2012 is recorded at \$10,862,703. Plan assets as of June 30, 2012 are \$68,500,044 or 86.3% of estimated liabilities, down from 89.1% as of June 30, 2011.

Retirement Liability Employee Group	Assets	Liability	Net Value	30-Jun-12 Funding Ratio
Police	\$20,525,145	(\$25,813,485)	(\$5,288,340)	79.5%
EMS	2,957,998	(2,507,988)	450,010	117.9%
Municipal	45,016,901	(51,041,274)	(6,024,373)	88.2%
Total	\$68,500,044	(\$79,362,747)	(\$10,862,703)	86.3%

Municipal Insurance. It is projected that the General Fund share of the cost of municipal insurance will increase by \$11,000 in the 2013-2014 fiscal year. A summary of cost elements associated with the purchase of all municipal insurance is presented as follows:

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Municipal Insurance					
Liability & Property	\$292,715	\$321,988	\$331,870	\$354,254	\$32,266
Excess Liability	48,366	53,203	45,921	50,513	(2,690)
Deductibles	16,375	30,200	27,359	30,000	(200)
Total Program Cost	\$357,456	\$405,391	\$405,150	\$434,767	\$29,376
Other Fund Reimbursement	(\$158,845)	(\$185,391)	(\$185,150)	(\$203,767)	(\$18,376)
Dividend Credit	(16,964)	0	0	0	0
General Fund Share	\$181,647	\$220,000	\$220,000	\$231,000	\$11,000

B. CAPITAL BUDGET PROGRAM

A capital budget element of \$1,232,000 is proposed for Fiscal Year 2013-2014, which is an increase of \$22,000 over the current year appropriation of \$1,210,000. During the current year, \$500,000 in revenue from the General Fund's Unassigned Fund Balance was used to offset an equal amount of property tax support associated with the Capital Budget. For the 2013-2014 fiscal year, it is proposed to use the same level of funding from the General Fund Balance.

A summary of the FY 2013-2014 Capital Budget as adopted by the Town Council in January 2013 is presented as follows:

Capital Budget	2010-2011 Actual	2012-2013 Adopted	2013-2014 Proposed	Increase Dollar
Recreational	\$176,000	\$169,000	\$167,000	(\$2,000)
Public Services	825,000	840,000	853,000	13,000
Public Safety	159,378	142,000	169,000	27,000
General Municipal	75,000	59,000	43,000	(16,000)
Annual Capital Budget	\$1,235,378	\$1,210,000	\$1,232,000	\$22,000

C. DEBT SERVICE PAYMENTS

For the 2013-2014 fiscal year, total debt service payments shall require a property tax rate of \$0.47 per thousand dollars of assessed value, which is approximately four cents less than the current year rate. School-related debt service, net of non-property tax revenues, will cost \$0.30 per thousand, a one cent decrease from the current year rate of \$0.31 per thousand. Municipal debt service requirements will require a tax rate of \$0.17 per thousand, which is four cents less than in the current year.

No new debt is scheduled to be issued in the 2013-2014 fiscal year.

A summary of the General Fund's Debt Service Program for FY 2013-2014 is presented as follows:

Debt Service Program	Actual 2011-2012	Estimated 2012-2013	Proposed 2013-2014	Increase (Decrease)
School Debt Service	\$2,885,195	\$2,367,232	\$2,115,579	(\$251,653)
Municipal Debt Service	1,214,311	1,219,249	1,104,694	(114,555)
Gross Debt Service	\$4,099,506	\$3,586,481	\$3,220,273	(\$366,208)
<i>Less 3rd Party Revenues</i>				
Library Aid	\$10,593	\$9,208	\$8,811	(\$397)
Recreation Impact Fees	125,141	121,654	118,124	(3,530)
Transfer From O. S. Reserve	225,000	225,000	225,000	0
Overlay Share	(52,795)	(43,330)	(40,456)	2,873
M. V. & Inventory Taxes	132,799	118,035	108,813	(9,221)
State Construction Aid	907,030	855,370	710,892	(144,478)
School Fund Energy Savings	49,985	48,166	0	(48,166)
South Road School Fund Transfer	10,864	10,667	10,468	(199)
School Impact Fees	70,000	70,000	70,000	0
Other Revenues - Total	\$1,478,617	\$1,414,770	\$1,211,652	(\$203,118)
Net Property Tax Required	\$2,620,889	\$2,171,711	\$2,008,621	(\$163,090)
Tax Rate Per Thousand	\$0.62	\$0.51	\$0.47	(\$0.04)

D. SUMMARY OF UTILITIES FUNDS

Water Enterprise Fund

A Water Division Program in the amount of \$978,693 is proposed for the 2013-2014 fiscal year, which is \$16,540 less than the current year program appropriation. A comparison of program elements is shown below:

Water Enterprise Fund	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Dollars
Operating Expense	\$631,255	\$656,125	\$664,775	\$676,743	\$20,618
Materials & Supplies	16,370	10,414	10,000	16,950	6,536
Debt Service	85,731	85,281	85,281	0	(85,281)
Capital Improvements	23,456	60,000	60,000	102,000	42,000
System Wide Depreciation	182,643	183,413	183,413	183,000	(413)
Total Program	\$939,455	\$995,233	\$1,003,469	\$978,693	(\$16,540)

The current user rates (in effect since July 2012) are as follows: minimum base unit of \$178 per year; additional unit charge of \$77 per year. An excess consumption charge of \$2.97 per 100 cu. ft. was established for all excess consumption over the 5,000 cu.ft. minimum allowance after July 1, 2012. No rate increases are proposed for the 2013-2014 fiscal year. (See detail on page W-4).

A summary of the Rate Base Revenue Program is as follows:

FY 2013-2014 Metered Sales Estimated				
Base User Fees	Number of Units	Assessment Rate	Minimum Allowance (cu.ft.)	Total
Total Minimum Sales	2,777	\$178.00	5,000	\$494,306
Over Sized Meters				\$13,000
Additional Units	581	\$77.00		\$44,737
Prorated New Accounts				\$1,500
Excess Water User Fees	Excess Consumption	Assessment Rate	Excess Allowance (cu.ft.)	Total
Excess Sales	5,600,000	\$2.97	100	\$166,320
Total Metered Sales Income				\$719,863

Wastewater Enterprise Fund

For FY 2013-2014, it is anticipated that the Wastewater Program will treat approximately 909 million gallons of wastewater from South Kingstown, Narragansett and URI users and 4.50 million gallons of septage from South Kingstown and Narragansett property owners in non-sewered areas of each community.

A three-year summary comparison of the Wastewater Program is as follows:

Expenditure Summary	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Inc. Over Prior Year
Operations Program					
Operating Expenses	\$2,411,940	\$2,490,943	\$2,472,291	\$2,522,379	\$31,436
Net Operating Program	\$2,411,940	\$2,490,943	\$2,472,291	\$2,522,379	\$31,436
Non-Operational Expenses					
Debt Service	\$91,847	\$92,195	\$92,193	\$29,567	(\$62,628)
Depreciation Expenses	583,308	345,000	345,000	350,000	5,000
Capital Budget	26,276	307,000	289,500	325,000	18,000
Contingency	1,401	5,000	4,000	5,000	0
Non-Operational Expenses	\$702,832	\$749,195	\$730,693	\$709,567	(\$39,628)
Total Program	\$3,114,772	\$3,240,138	\$3,202,984	\$3,231,946	(\$8,192)
Revenue Summary					
South Kingstown (Rate Payers)	\$1,547,697	\$1,563,338	\$1,582,857	\$1,599,951	\$36,613
South Kingstown (Other Sources)	127,129	85,944	89,124	51,470	(34,474)
Investment Income	11,142	10,000	10,000	10,000	0
S.K General Fund Transfer	9,200	9,200	9,200	3,000	(6,200)
Septage Income	279,012	270,000	265,800	270,000	0
Narragansett	658,609	706,192	703,681	722,551	16,359
University of RI	636,019	595,888	571,604	667,764	71,876
Total Revenues	\$3,268,811	\$3,240,562	\$3,232,266	\$3,324,737	\$84,175

The current minimum yearly user fee of \$229 for a single family dwelling with an allocation of 10,000 cu. ft. rate structure and excess rate of \$2.90 per 100 cu. ft. was established in July 2012. No increase in either the minimum user charge or excess rate is proposed for FY 2013-2014.

A summary of the Rate Base Revenue Program is as follows:

South Kingstown Wastewater User Fee Summary					
	User Rate	Units	Actual 2011-2012	Estimated 2012-2013	Proposed 2013-2014
Residential Rate- FY 12	\$225	5,518	\$1,241,550		
Residential Rate- FY 13	\$229	5,556		\$1,272,324	
Residential Rate- FY 14	\$229	5,618			\$1,286,522
Excess Consumption (in Cubic feet)			8,485,370	8,400,000	8,400,000
Excess Billing Rate on Prior Year Volume			\$2.85	\$2.90	\$2.90
Excess Revenue - Billed at PY Rate (Consumption/100*Rate)			\$241,995	\$243,600	\$243,600
Special Users			63,019	68,700	69,829
			Total	\$1,546,564	\$1,584,624
				\$1,599,951	

Solid Waste Enterprise Fund

The Solid Waste Division facilities currently consist of the Rose Hill Regional Transfer Station and Recycling Center (RHRTS) located on Rose Hill Road. The primary mission of the Solid Waste Enterprise Fund is to provide residents of South Kingstown a means of proper solid waste disposal at an affordable price, while ensuring that residential users are recycling materials to the greatest extent possible.

The RHRTS has served as a regional solid waste disposal and recycling processing facility for the communities of South Kingstown and Narragansett since December 1983. The RHRTS operates Monday through Saturday, from 7am until 3pm, exclusive of holidays. Operation of this facility and associated hauling of refuse to the RI Resource Recovery Corporation (RIRRC) Central Landfill has been performed on a contractual basis since 1984. The RHRTS is a self-supporting operation, with no municipal tax dollars utilized for this program.

In June 2012, RIRRC implemented "single stream" in an effort to further increase statewide recycling diversion. Under single stream recycling (a/k/a *Recycle Together Rhode Island*), the recycling commodities currently separated (i.e.: paper products and containers) can now be combined into a "single stream" recycling container. Studies indicate that consumers find single stream recycling easier than current source separation requirements thereby resulting in increased recycling tonnage.

Waste Haulers Inc is under contract to operate the Transfer Station through June 30, 2015. A requirement of this contract is that residential user tip fee will remain at the current year rate of \$1.80 per bag tag. The fee for the disposal of yard waste will also remain at the current rate of \$1.25 per tag through the remainder of this contract.

E. TRANSFER TO SENIOR SERVICES

The total proposed operating budget for the Senior Services Department for the 2013-2014 fiscal year is \$782,625 representing an increase of \$30,015 (3.99%) over the FY 2012-2013 adopted budget of \$752,610. A general fund transfer of \$363,332 is proposed for FY 2013-2014, an increase of \$11,834 or 3.4% over the FY 2012-2013 general fund transfer of \$351,498. It is estimated that \$511,216 (65.3%) of the Department's budget will be funded from local revenue sources.

Program Summary

	2011-2012	2012-2013	2012-2013	2013-2014	Increase
Senior Services Program	Actual	Adopted	Estimated	Proposed	Over PY
Senior Transportation Program	\$61,578	\$64,976	\$63,361	\$68,754	\$3,778
Senior Nutrition Program	100,847	103,721	104,703	106,539	2,817
Adult Day Services Program	305,955	314,117	298,896	328,086	13,969
Senior Center Program	276,876	269,796	269,782	279,246	9,450
Senior Services Program Cost	\$745,255	\$752,610	\$736,742	\$782,625	\$30,015
South Kingstown General Fund Transfer	\$341,653	\$351,498	\$351,031	\$363,332	\$11,834
Narragansett Contribution	99,363	104,433	104,374	110,594	6,160
North Kingstown Contribution	36,439	35,445	35,445	37,291	1,846
Total Municipal Support	\$477,455	\$491,376	\$490,850	\$511,216	\$19,840

Program Revenues

Senior Services Program revenues to be contributed by the Town of South Kingstown General Fund are documented below:

South Kingstown Contributions	2011-2012	2012-2013	2012-2013	2013-2014	Increase
Senior Services Program	Actual	Adopted	Estimated	Proposed	Over PY
Senior Transportation	\$62,160	\$62,628	\$62,160	\$64,366	\$1,738
Senior Nutrition	65,350	69,323	69,324	72,835	3,512
Adult Day Services	37,905	33,994	33,994	36,809	2,815
Senior Center	176,238	185,553	185,553	189,321	3,768
Total General Fund Transfer	\$341,653	\$351,498	\$351,031	\$363,332	\$11,834

F. TRANSFER TO SCHOOL FUND

For FY 2013-2014, the School Committee has proposed a School Fund Budget in the amount of \$58,825,500, an increase of \$575,100 over the current year Adopted School Program of \$58,250,400.

Property tax support necessary to fund the School Committee's Recommended School Fund Budget (net of school related debt service) is \$49,331,442 an increase of \$967,283 over the current year appropriation of \$48,364,159 as shown below:

School Fund Tax Requirements (Without School Debt Service) School Program	School Comm. Actual 2011-2012	School Comm. Adopted 2012-2013	School Comm. Proposed 2013-2014	\$ Change Over/(Under) Existing Yr.
Direct School Related Tax Support	\$50,064,067	\$49,758,058	\$50,655,661	\$897,603
School Operating Fund Transfer	\$48,216,336	\$48,364,159	\$49,331,442	\$967,283
Operating Transfer % of Total	96.31%	97.20%	97.39%	0.19%
Tax Overlay/Proration	939,115	929,275	960,082	30,807
Total School Fund Tax Effort	\$49,155,451	\$49,293,434	\$50,291,524	\$998,090
Motor Vehicle Excise Tax	(2,362,216)	(2,531,438)	(2,576,639)	(\$45,200)
School Related Tax Need	\$46,793,234	\$46,761,996	\$47,714,885	\$952,889
Percent Increase	1.79%	-0.07%	2.04%	2.04%
School Related Property Tax Rate	\$10.79	\$10.77	\$10.92	\$0.15
Taxable Roll (000)	\$4,337,256	\$4,343,828	\$4,371,828	\$28,000
Debt Service Tax Rate	\$0.41	\$0.31	\$0.29	(\$0.02)
Gross School Tax Effort	\$11.20	\$11.08	\$11.21	\$0.13

School Fund Financial Position

The Finance Director and the School Business Manager project that the School Fund will close the 2012-2013 fiscal year with an operating surplus as noted below:

School Unassigned Fund Balance		
	School Estimate	Town Estimate
Unassigned Fund Balance	\$1,916,018	\$1,916,018
FY 13 Projected Surplus	\$365,605	\$703,383
Committed to FY 2013-2014	(535,000)	(535,000)
Projected June 30, 2013 Unassigned Fund Balance	\$1,746,623	\$2,084,401

School Fund Revenue Statement

The Governor's Budget for FY 2013-2014, released in early February 2013, recommends \$26.5 million more in education aid statewide than was proposed in the current year budget and fully funds the third year of the transition of the new school funding formula. The calculation for FY 2013-2014 uses June 30, 2012 student enrollment data adjusted for FY 2014 projected charter school enrollments, a per pupil

core instruction amount of \$8,897 and state share ratio updated with June 30, 2012 data. It assumes that districts that will receive more state funding will have the additional funding phased over seven years and districts that are going to receive less state funding will have that loss phased in over ten years. Aid amounts are subject to final student enrollment data collected in March 2013.

The South Kingstown School Fund is projected to receive \$300,971 less in Formula Aid in the 2013-2014 fiscal year than was received in the current fiscal year, as a result of the third year implementation of the new state aid formula. The School Fund is also expected to lose an additional \$80,895 in State aid, inclusive of a \$60,000 reduction in Group Home Aid.

The School Department is anticipating a \$39,713 increase in tuition income provided by other school districts using South Kingstown school program services.

The School Fund will also experience a \$50,000 reduction in projected revenue from the Medicaid Program in the 2013-2014 fiscal year. The School Department budgeted \$600,000 as income from the Medicaid program in FY 2012-2013; however in its most recent review of this program revenue, the School Department has revised downward its estimate to \$550,000 and the FY 2013-2014 budget estimate is also projected at \$550,000. Medicaid reimburses the district for mandated, non-educational services provided to eligible students. Reimbursement rates established by this Federal program have been reduced, resulting in the income shortfall that is projected.

The School Committee is requesting property tax support for FY 2013-2014 in the amount of \$49,331,442 reflecting an increase of \$967,283 over FY 2012-2013. As noted in the chart on the previous page, this increase in property tax support would require a \$0.15 increase from \$10.77 to \$10.91 per thousand dollars of assessment value (assuming no change in the current Motor Vehicle Tax Structure).

In addition to this increase in property tax support, the School Committee is also proposing to use 25% of the School Fund's Unassigned Fund Balance to support the recommended FY 2013-2014 School Operating Program.

The Town Administration has relied on all School Committee Recommended Revenue Statement estimates exclusive of the Property Tax Transfer. After review of the School Committee Recommended Expenditure Statement, the Town Administration proposes an expenditure revision in the amount of \$200,000. With implementation of the proposed reduction, the value of the Property Tax Transfer to the School Fund shall be reduced to \$49,131,442 or \$767,283 more than the current year funding level of \$48,364,159.

A summary of the Town Manager Proposed School Fund Revenue Statement is shown on the following page.

Town Manager Proposed School Fund FY 2013-2014						
Revenue Statement	Actual FY 2011-2012	Adopted FY 2012-2013 School Committee	Estimated FY 2012-2013 School Department	Estimated FY 2012-2013 Town Manager	Recommended FY 2013-2014 School Committee	Proposed FY 2013-2014 Town Manager
State Aid	\$8,020,479	\$7,711,582	\$7,711,582	\$7,711,582	\$7,756,786	\$7,816,786
Group Home Aid	375,000	375,000	375,000	375,000	375,000	315,000
Federal Jobs Fund	0	427,070	427,070	427,070	0	0
Total State/Federal Aid	\$8,395,479	\$8,513,652	\$8,513,652	\$8,513,652	\$8,131,786	\$8,131,786
Tuition Income	\$204,782	\$170,559	\$170,559	\$170,559	\$210,272	\$210,272
School Trust Funds	19,989	20,000	20,000	20,000	20,000	20,000
Designated Funds	392,066	535,030	535,030	535,030	535,000	535,000
Medicaid	469,589	600,000	550,000	550,000	550,000	550,000
Miscellaneous	24,670	47,000	47,000	47,000	47,000	47,000
Total Local Revenue	\$1,111,096	\$1,372,589	\$1,322,589	\$1,322,589	\$1,362,272	\$1,362,272
Property Tax Appropriation	\$48,216,337	\$48,364,159	\$48,364,159	\$48,364,159	\$49,331,442	\$49,131,442
Gross Revenue	\$57,722,912	\$58,250,400	\$58,200,400	\$58,200,400	\$58,825,500	\$58,625,500

School Fund Expenditure Statement

The School Fund Expenditure Statement for FY 2013-2014 is presented below. As previously noted, the Town Manager proposes to reduce the School Committee Recommended Expenditure Statement by \$200,000. The School Administration has reviewed the planned revision and will recommend that the School Committee amend their Adopted FY 2013-2014 School Fund to reflect this change.

The single revision proposed to the School Committee Expense Statement for FY 2013-2014 is a \$200,000 reduction in the amount needed to be transferred from the School Fund to the Health Care Reserve Fund. The School Committee's recommended appropriation can be reduced by \$200,000 based on a detailed review of the actual expenses incurred by the School Department for Health Care Services through January 31, 2013.

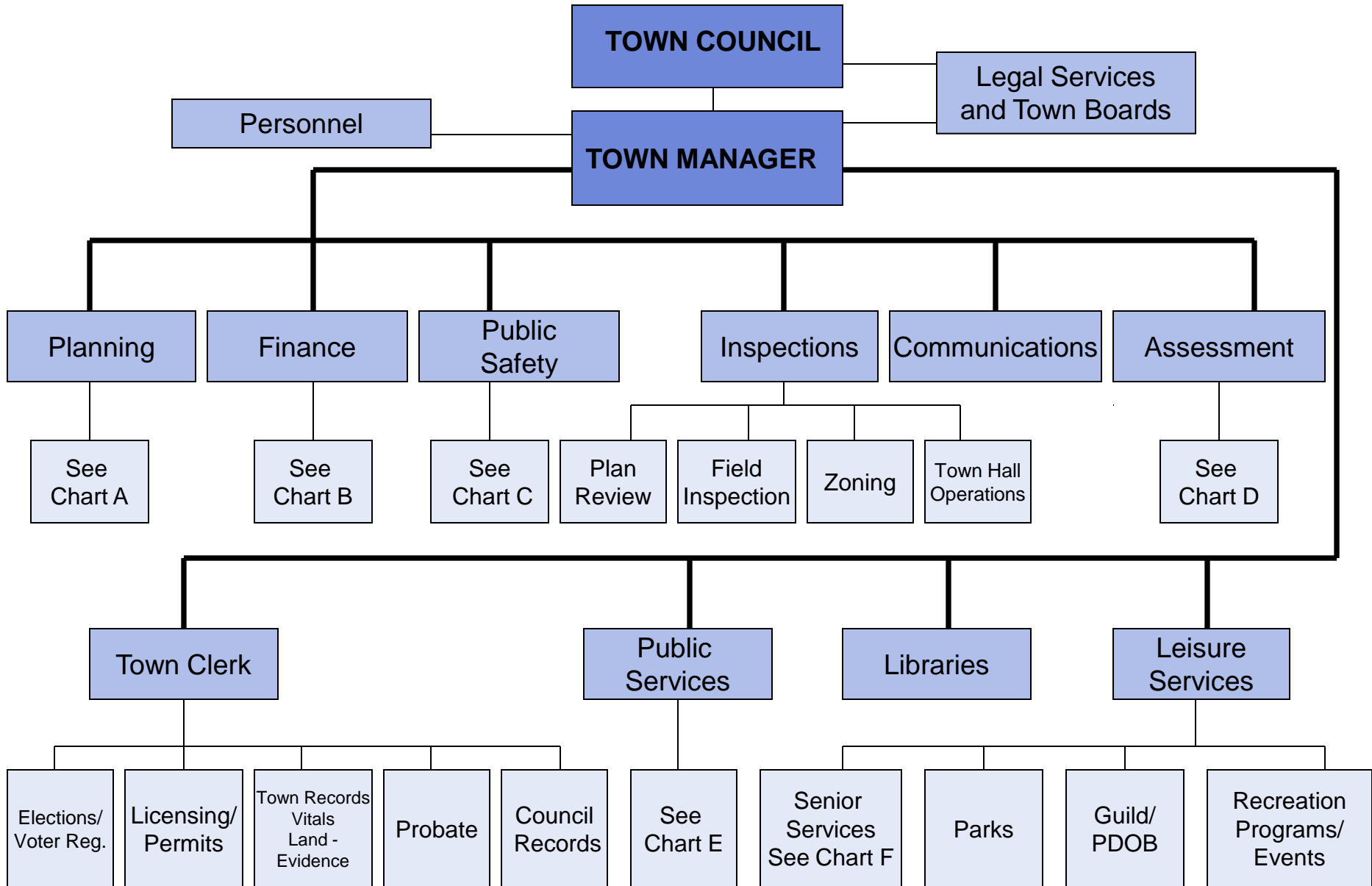
Expense Statement	Actual FY 2011-2012	Budgeted FY 2012-2013 School Committee	Estimated FY 2012-2013 School Department	Estimated FY 2012-2013 Town Manager	Recommended FY 2013-2014 School Committee	Proposed FY 2013-2014 Town Manager
Salaries	\$33,404,476	\$34,255,966	\$33,923,950	\$33,783,877	\$34,221,480	\$34,221,480
Benefits	13,697,073	13,526,623	13,444,078	13,407,221	13,831,041	13,631,041
Professional Services	1,109,136	1,052,743	1,108,337	1,077,050	1,121,847	1,121,847
Property Services	601,252	677,782	644,390	624,192	644,658	644,658
Other Services	6,131,595	6,611,888	6,593,962	6,478,989	6,868,162	6,868,162
Supplies	1,532,527	1,621,204	1,576,346	1,581,956	1,621,436	1,621,436
Equipment	630,888	504,194	543,732	543,732	516,876	516,876
Total Expense	\$57,106,947	\$58,250,400	\$57,834,795	\$57,497,017	\$58,825,500	\$58,625,500
Surplus Position	\$615,965	\$0	\$365,605	\$703,383	\$0	\$0

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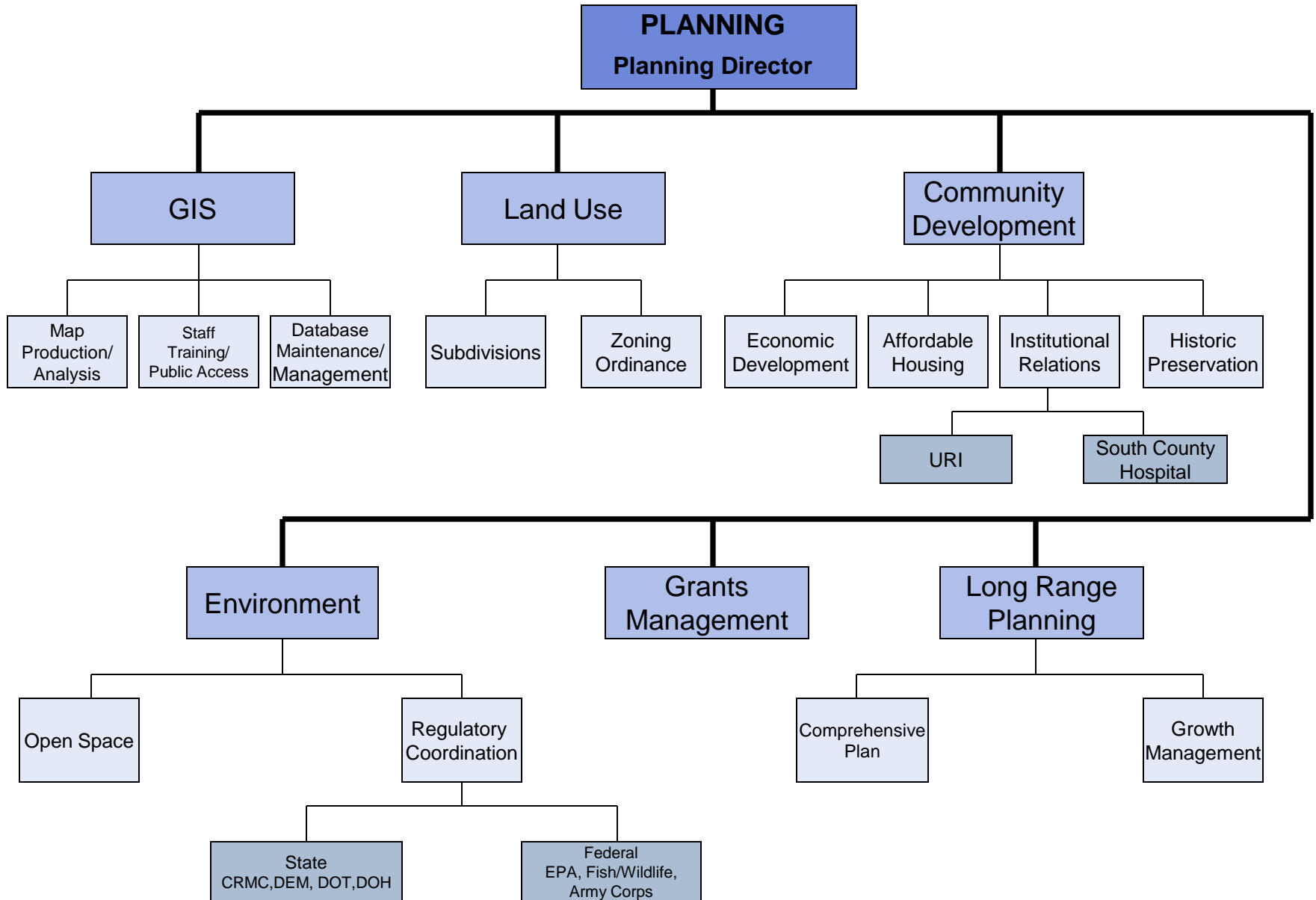
I would like to personally acknowledge the continued outstanding talents and services provided by Alan R. Lord, Finance Director; Susan J. Macartney, Town Accountant; and Andrew Nota, Director of Administrative Services for their invaluable assistance in the preparation of this Budget Document. I would also like to recognize the capable assistance of Colleen Camp, Executive Assistant to the Town Manager. Ms. Camp's assistance in the preparation of the Budget Narratives for all seven municipal programs presented in this document and her tireless proofing and editing of the entire budget document provided me with the opportunity to spend more time analyzing budgetary requests and looking for additional economies. Without the professional assistance and personal dedication of these individuals, I could not have prepared this budget document.

**STEPHEN A. ALFRED
TOWN MANAGER**

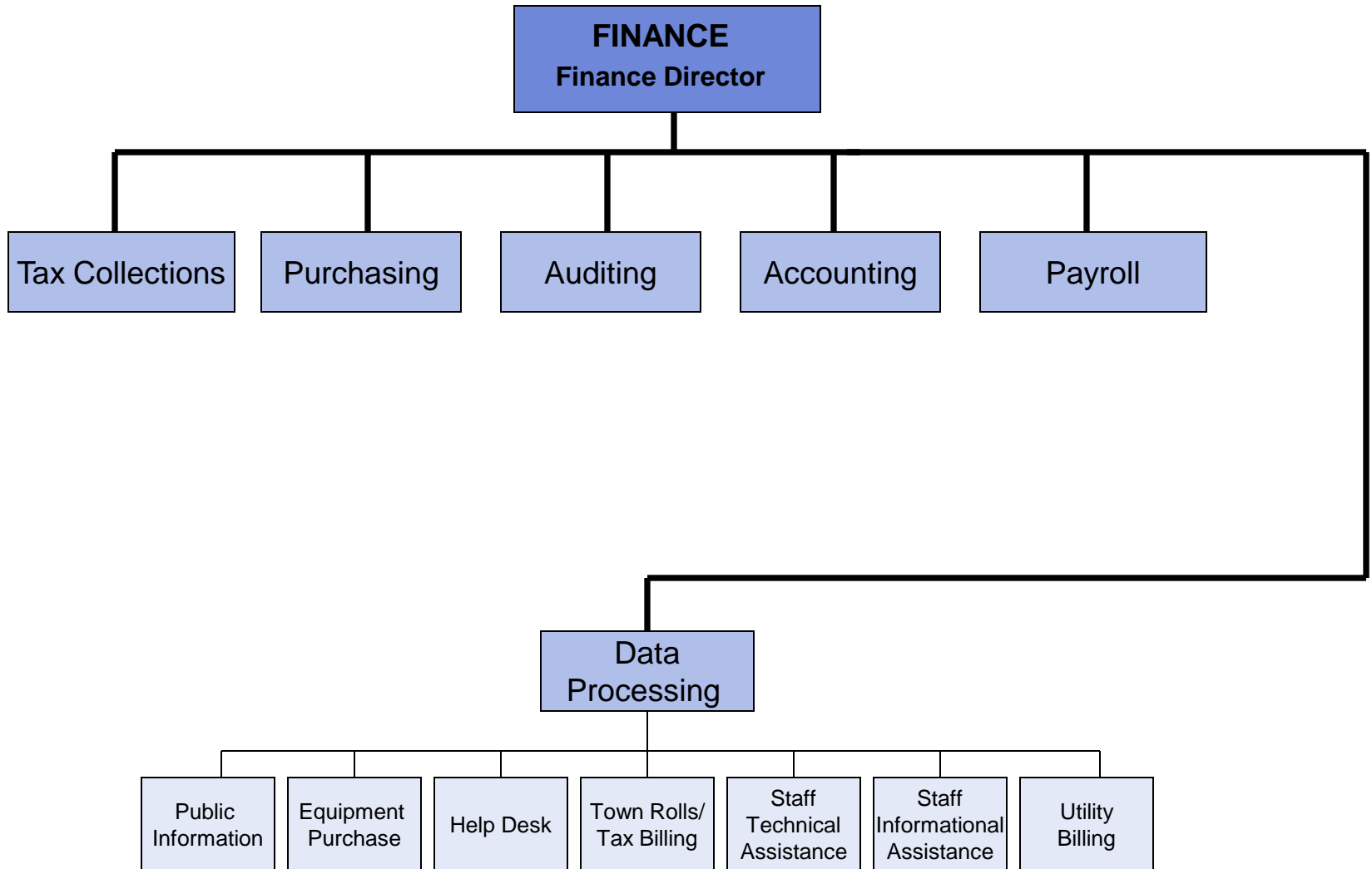
Town of South Kingstown –Organizational Chart



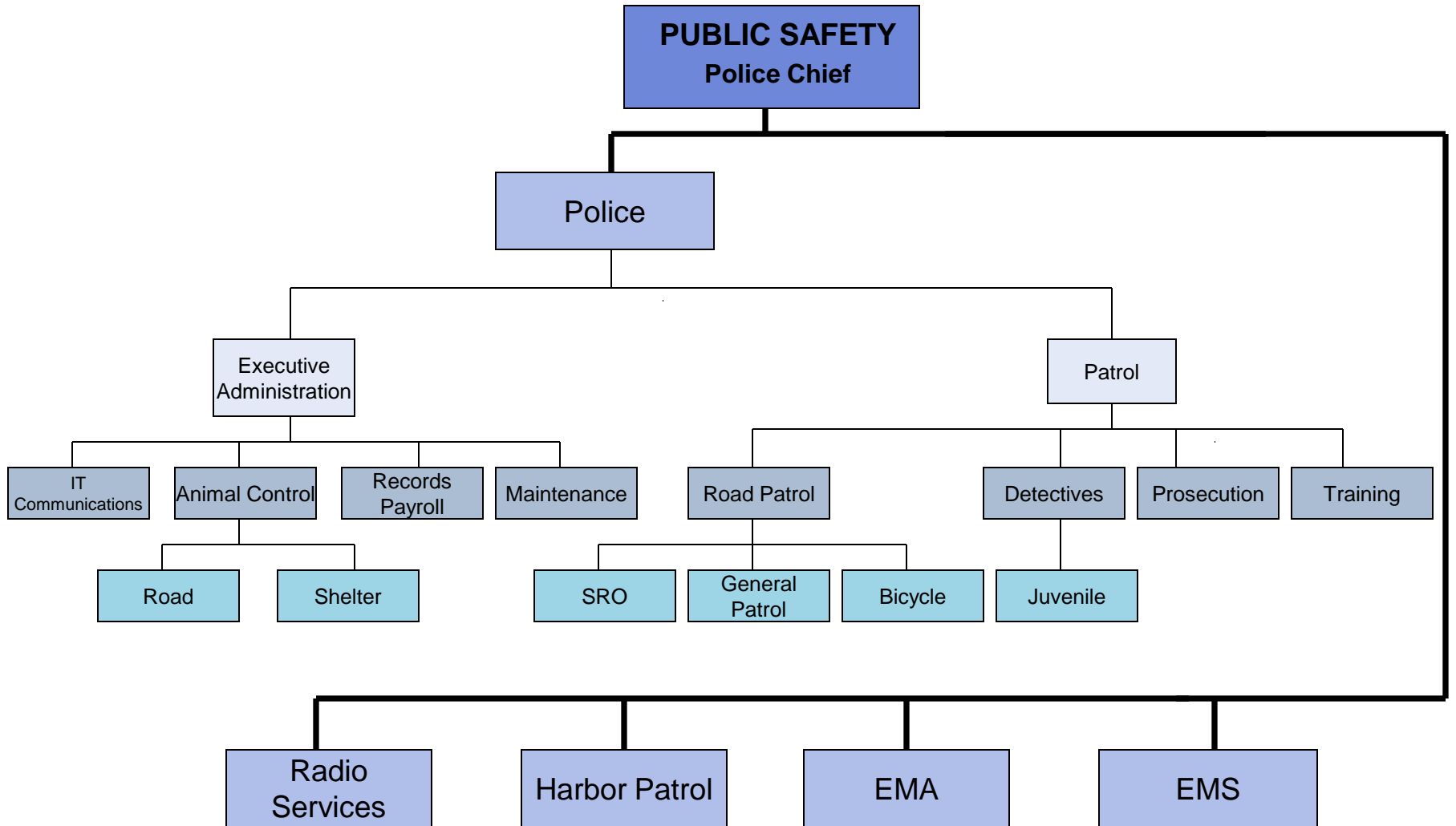
Town of South Kingstown –Organizational Chart A



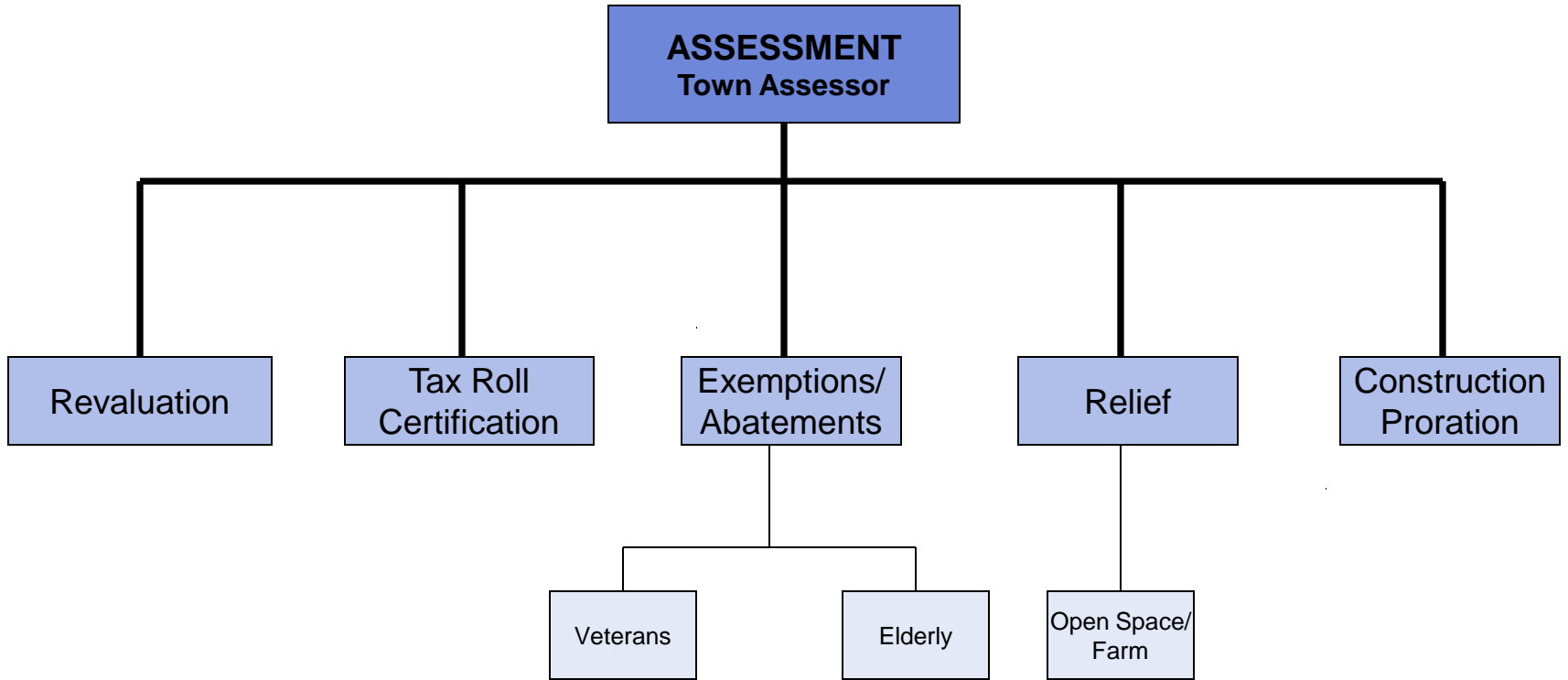
Town of South Kingstown –Organizational Chart B



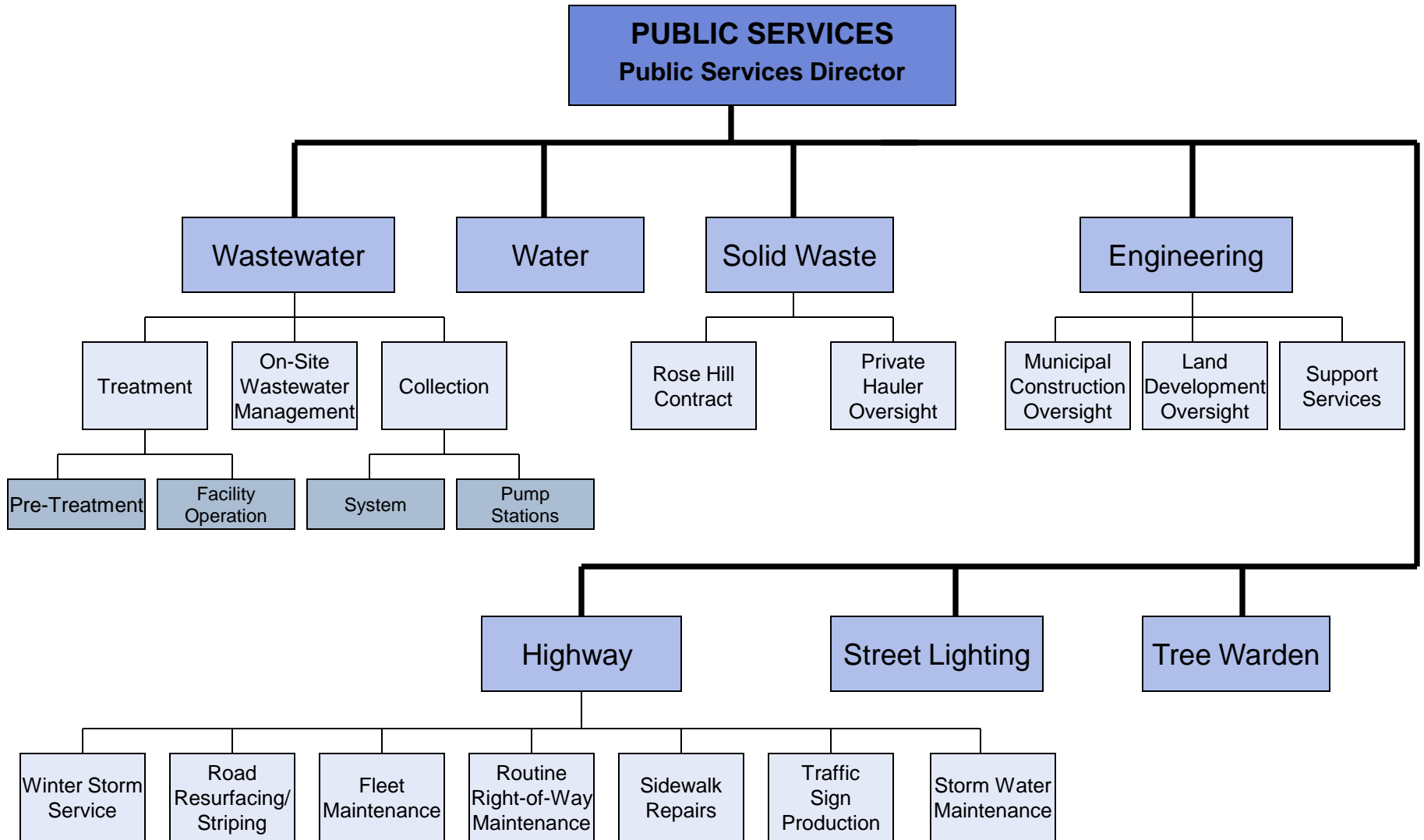
Town of South Kingstown –Organizational Chart C



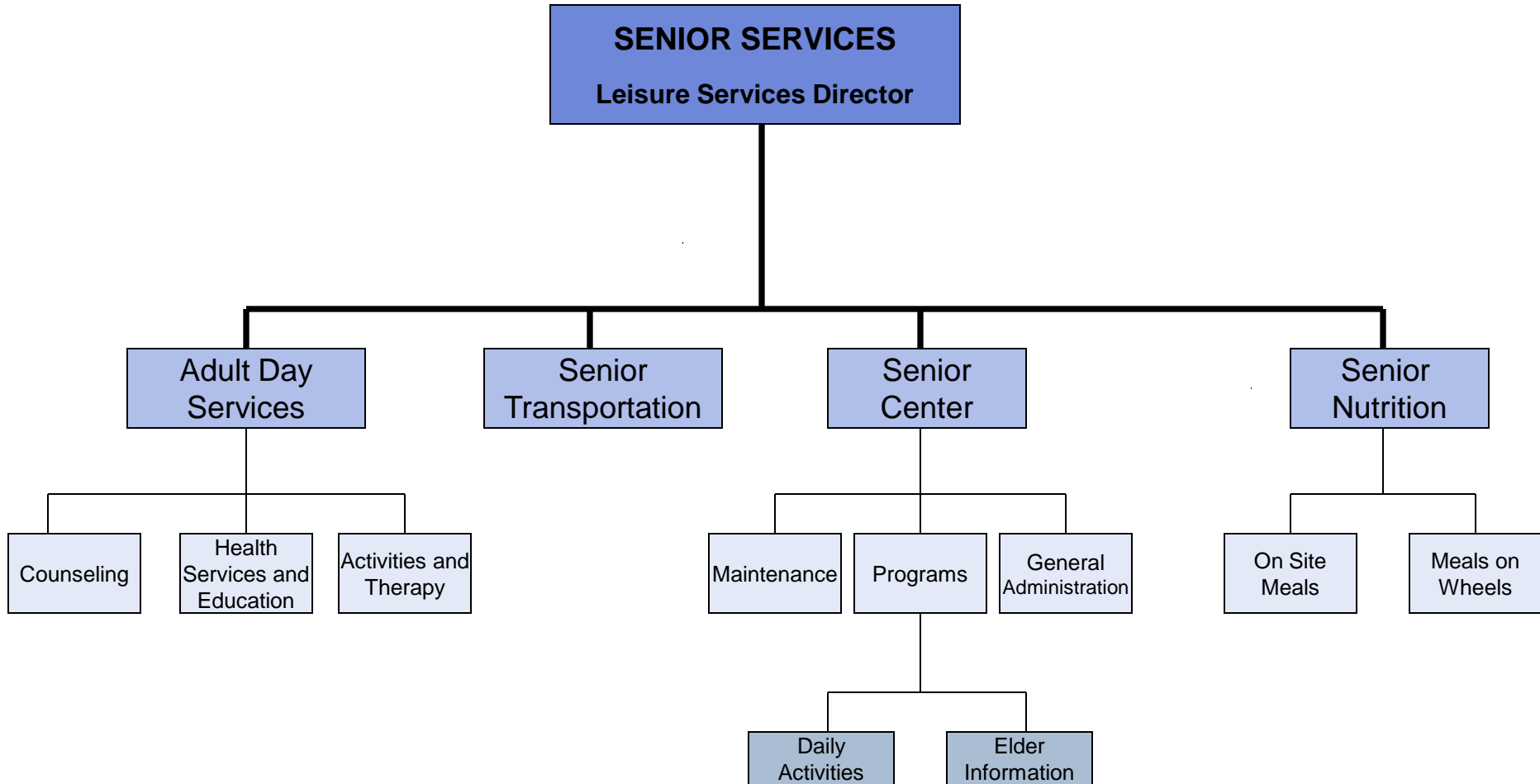
Town of South Kingstown –Organizational Chart D



Town of South Kingstown –Organizational Chart E



Town of South Kingstown –Organizational Chart F



FISCAL YEAR 2013-2014
POSITION ALLOCATION TO PAY SCHEDULE

GRADE 1 (\$30,981 - \$34,301)

Driver/Dispatcher
Community Elder Information Specialist
Library Technical Assistant

GRADE 2 (\$32,165 - \$35,492)

(no position at this time)

GRADE 3 (\$33,275 - \$36,603)

Senior Services Program Assistant

GRADE 4 (\$35,493 - \$38,820)

(no position at this time)

GRADE 5 (\$36,603 - \$39,931)

Senior Center Program Coordinator
Library Circulation Supervisor - Branch

GRADE 6 (\$38,820 - \$42,146)

Library Associate
Library Circulation Supervisor

GRADE 7 (\$41,038 - \$44,365)

Librarian I

GRADE 8 (\$43,256 - \$46,584)

System Support Specialist

GRADE 9 (\$45,424 - \$48,801)

Librarian II

GRADE 10 (\$49,592 - \$56,034)

Assistant Highway Superintendent
Librarian III
Executive Assistant
Deputy Town Clerk
Police Administrative Assistant

GRADE 11 (\$54,928 - \$59,154)

Nursing Director
Tax Collector
Senior Center Director

GRADE 12 (\$58,098 - \$64,436)

Personnel Administrator
Water Superintendent

GRADE 13 (\$66,430 - \$73,286)

Town Assessor
Highway Superintendent
Building Official
Library Director
EMS Director
Communications Superintendent
Financial Controller
Parks Superintendent
Recreation Superintendent
Information Systems Administrator

GRADE 14 (\$72,187 - \$77,883)

Town Clerk *
Wastewater Superintendent

GRADE 15 (\$77,794 - \$87,123)

Director of Leisure Services
Town Engineer

GRADE 16 (\$85,769 - \$93,411)

Director of Planning
Director of Administrative Services

GRADE 17 (\$90,168 - \$96,608)

Police Chief

GRADE 18 (\$96,676 - \$105,638)

Director of Public Services

GRADE 19 (\$112,710 - \$123,420)

Finance Director

*Add'l \$515 Stipend Canvassing Authority

FY 2013-2014 Municipal Pay Plan

Grade	Entry	Step A	Step B	Step C
1	30,981	32,089	33,194	34,301
2	32,165	33,275	34,383	35,492
3	33,275	34,383	35,492	36,603
4	35,493	36,603	37,711	38,820
5	36,603	37,711	38,820	39,931
6	38,820	39,931	41,038	42,146
7	41,038	42,146	43,257	44,365
8	43,256	44,365	45,475	46,584
9	45,424	46,477	47,535	48,801
10	49,592	51,740	53,889	56,034
11	54,928	56,028	57,434	59,154
12	58,098	60,209	61,690	64,436
13	66,430	69,080	71,152	73,286
14	72,187	74,087	75,986	77,883
15	77,794	79,586	81,796	87,123
16	85,769	87,762	89,757	93,411
17	90,168	92,746	94,676	96,608
18	96,676	99,576	102,563	105,638
19	112,710	115,770	119,340	123,420

Department	Full Time 101	Part Time 102	Seasonal 103	Overtime 104	Other Paid Leaves 105 - 108	Longevity 109	Total Personnel
Town Council	\$0	\$11,000	\$0	\$2,500	\$0	\$0	\$13,500
Budget Adoption Process	0	0	3,000	900	0	0	3,900
Probate Judge	0	4,000	0	0	0	0	4,000
Town Clerk's Office	248,232	0	0	500	0	11,268	260,000
Canvassing Authority	38,820	2,665	0	0	0	515	42,000
Town Manager	303,025	7,540	0	2,300	10,000	8,372	331,237
Personnel Administration	64,436	7,540	0	0	0	2,080	74,056
Town Hall	42,146	7,629	0	500	0	2,288	52,563
Finance Department	398,910	53,066	0	250	10,000	15,042	477,268
Tax Assessor	246,311	0	0	0	0	9,382	255,693
Assessment Board	0	1,800	0	0	0	0	1,800
Information Technology	132,440	0	0	0	0	0	132,440
GIS Program	73,286	0	0	0	0	1,773	75,059
Planning Board	0	4,680	0	0	0	0	4,680
Planning Department	269,707	6,210	0	0	0	4,348	280,265
Zoning Board	0	2,000	0	1,200	0	0	3,200
Building/Zoning	202,501	16,961	0	300	0	7,675	227,437
Police Department	3,835,662	26,531	70,000	500,000	100,000	182,751	4,714,944
Animal Control	131,261	49,965	0	2,600	0	6,693	190,519
Communications	117,651	19,220	0	17,000	0	3,031	156,902
Harbor Patrol	0	20,000	0	0	0	0	20,000
Emergency Medical Services	819,965	115,000	0	150,000	0	24,702	1,109,667
Public Works - Adm.	225,952	0	0	400	0	9,158	235,510
Highway Department	754,498	5,000	50,000	9,500	0	22,765	841,763
Tree Warden	0	7,450	0	0	0	0	7,450
Recreation	522,386	64,294	258,428	13,389	0	13,596	872,093
Libraries	469,797	219,233	0	1,000	0	15,243	705,273
2013-2014 General Fund	\$8,896,986	\$651,784	\$381,428	\$702,339	\$120,000	\$340,682	\$11,093,219
Full Time Employees	166.95						
Average Salary	\$53,291						
2012-2013 General Fund	\$8,716,613	\$626,662	\$416,202	\$642,816	\$150,946	\$336,766	\$10,890,005
Full Time Employees	166.95						
Average Salary	\$52,211						
Increase (Decrease)	\$180,373	\$25,122	(\$34,774)	\$59,523	(\$30,946)	\$3,916	\$203,214
Percent	2.1%	4.0%	-8.4%	9.3%	-20.5%	1.2%	1.9%

GENERAL FUND (101)

General Explanations and Work Programs

TOWN COUNCIL (0110)

This account provides funding for the payment of the Town Council members' stipends and expenses associated with the operation of Town Council meetings, including video broadcasting. The members of the Town Council receive a \$2,000 stipend per year, with the Council President receiving \$3,000.

Funding in the amount of \$14,050 is proposed for FY 2013-2014, reflecting an increase of \$700 over the current year adopted budget, due to an increase in the number of meetings being broadcast.

BUDGET ADOPTION PROCESS (0120)

The Town Council reviews and adopts a Preliminary Budget each year, on or before March 22. Subsequently, the Council annually holds two public hearings, prior to April 18. Additionally, any qualified elector of the Town may circulate a petition requesting increases or decreases in line items or the addition of new line items. On or before May 1 annually, the Town Council reviews and considers any petitions, makes any final changes, and gives final approval to the budget by a vote of the majority with potential referendum to be considered by voters in June. This budget process has been in effect since Charter Amendments were adopted in the November 2006 General Election, where previously the budget process had culminated with the Financial Town Meeting.

Associated costs include personnel, overtime, and advertising, with the addition of machine programming, and printing of the ballot and poll books, budgeted should a referendum be required. For the 2013-2014 fiscal year, funding in the amount of \$10,169 is proposed, a \$73 increase over the current year appropriation.

MUNICIPAL LEGAL SERVICES (0210)

This account provides funding on a retainer basis for the Town Solicitor, Special Legal Counsel, and Criminal Prosecutor who are appointed by, and serve concurrently with, the Town Council. The Town's attorneys attend all meetings of the Town Council, Zoning Board of Review, and Planning Board and provide legal assistance and advice to these bodies.

Retainers for the Town Solicitor and Special Legal Counsel provide for payment of legal services rendered (including overhead for secretarial and telephone services, research data, and copying equipment), with the exception of preparation and appearances for matters before the Federal Court, RI Supreme Court, and Federal Regulatory Commissions. Court preparation and appearance time within these excluded areas are compensated outside of the retainer.

The appropriations outlined on the following page are based on contracted retainers for the 2013-2014 fiscal year for the Town Solicitor, Special Legal Counsel for planning and zoning, and Criminal Prosecutor. Included is an appropriation of \$4,000 to provide funding for outside legal counsel for the Zoning Board of Review when it acts as a Board of Appeals in cases involving Planning Board actions, since the Town Solicitor and Special Legal Counsel cannot represent both boards.

A \$2,000 appropriation has been budgeted to compensate for case preparation and actual court time incurred relative to litigation in the State Supreme and Superior Courts or the Federal courts, including appellate representation. The proposed budget also includes \$2,200 to reimburse the Town's attorneys for out-of-pocket expenses, such as court filing fees.

Legal Services Retainer	2010-2011	2011-2012	2012-2013	2013-2014
Town Solicitor - Municipal Only	\$57,593	\$57,593	\$71,658	\$78,000
Special Legal Counsel - Planning	71,341	71,341	57,276	53,000
Criminal Prosecution	25,282	27,066	30,000	32,000
Other Legal Services	4,000	4,000	4,000	4,000
Subtotal	\$158,216	\$160,000	\$162,934	\$167,000
Expenses and Court Fees	\$3,000	\$3,000	\$3,000	\$2,200
Litigation outside of Retainers	2,000	2,000	2,000	2,000
Total	\$163,216	\$165,000	\$167,934	\$171,200

The proposed budget provides for an estimated 1,100 hours of legal services, including review and research of municipal legal issues, prosecutions, and attendance at night meetings for both regular and special sessions of the Town Council, Planning Board, and Zoning Board of Review. The distribution of hours between general municipal, planning/zoning, and prosecution is shown below:

FY 2013-2014 Estimated Legal Hours Need	General Hours	Planning Hours	Prosecution Hours	Total Hours
Projected Hours - 5 Yr Avg.	444.1	301.9	354.0	1,100
Annual Retainer	\$78,000	\$53,000	\$32,000	\$163,000
Hourly Rate	\$175.63	\$175.58	\$90.40	\$148.19
Average Cost of General/Planning Hours	\$175.61			

Based on the number of hours of legal assistance projected for the 2013-2014 fiscal year, the retainer proposed to be provided to the Town Solicitor and Special Counsel is equivalent to \$175.61 per hour. The hourly rate for Criminal Prosecution is equivalent to \$90.40. Funding in the total amount of \$171,200 is proposed for Municipal Legal Services for the 2013-2013 fiscal year, reflecting an overall increase of \$3,266 over the current year appropriation.

PROBATE COURT (0220)

This account provides funding for a part-time Probate Judge who is appointed by the Town Council. Probate Court is held in the Town Hall on the third Thursday of every month. In the 2011-2012 fiscal year, 12 regular sessions and 4 special session of the Probate Court were held and petitions were filed for 142 estates that were opened, of which 20 were wills filed for record only and 16 were guardianships.

Level funding of \$4,000 is proposed for the 2013-2014 fiscal year.

TOWN CLERK (0310)

The Town Clerk’s Office is responsible for providing a number of services to the public. The Office consists of six major divisions: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses. In addition to receiving, recording, and issuing these documents, the Office is responsible for maintaining, indexing, and storing these records for easy access by the public and Town staff; and for the safe, permanent storage of Town records, both in the record vault and at a secure site off premises. Assistance is also provided to the Town Manager and other departments for special research projects as they arise. The Town Clerk also serves as the Clerk to both the Town Council and Probate Court, and as the Filing Coordinator for the Town, acting as the liaison between the Town and the Secretary of State to ensure that each Town board and commission complies with the Open Meetings Law requiring the posting of agendas to the Secretary of State’s website.

Trends, impacts, issues

Day-to-day activities in the office of the Town Clerk are driven by both Town Council activities and public need. As meeting schedules and budget preparation are outlined in the Town Charter, it is relatively simple to predict upcoming requirements related to Council business. To the contrary, licensing and recording are driven directly by local trends. As such, predicting with accuracy the number of Land Evidence recordings, particularly, is difficult at best, but should be done based on market trend.

Other tasks within the Department are cyclical. For example, voter registration, while ongoing, may demand more time during years with a general election and even more so in years requiring primaries. Because much of what the Department does occurs with the resident/taxpayer at the counter, the Clerk’s office makes every effort to streamline documentation and make information easily accessible to members of the public who might prefer to research material on their own.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual Records	FY 2012-2013 Predicted Records	FY 2013-2014 Anticipated Records
Legal Notification requirements for Town Council	65	44	50
Council related documents maintained and/or distributed	1,213	1,200	1,200
Recording, indexing and maintenance requirements for Land Records	14,815	15,000	15,500
Issuance of certified vital records	3,487	3,500	3,550
Recording, indexing and maintenance requirements for Probate Records	142	158	160
Business Licenses Filed and Processed	458	475	500
Liquor Licenses	38	39	40

Goals FY 2013-2014

TOWN COUNCIL

- Investigate use of laptop computers by Town Council to eliminate paper packet.

LAND EVIDENCE

- Enter indexes into Browntech database from 1980 and prior, and scan associated land evidence books to expand the database of records available electronically and on the internet
- Maintain customer accounts for internet access
- Scan recorded Land Plans for internet access

PROBATE

- Continue the automation of probate records for easier public access and security microfilming
- Continue to investigate scan and indexing system for probate records and eventually publishing to internet

VITAL STATISTICS

- Continue electronic indexing of vital records

OTHER

- Continue to improve office organization through records management best practices and retention guidelines
- Continue to work with staff to ensure efficient and knowledgeable customer service to members of the community

Budget Comparison

Funding in the amount of \$273,843 is proposed for FY 2013-2014 an increase of \$9,559 (3.6%) over the current year appropriation. This increase is primarily due to budgeted salary increases.

TOWN PUBLIC INFORMATION (0350)

The Town's Public Information account provides funding to operate and maintain the Town website, the Everbridge Community Notification System, as well as the proposed live television broadcast of Town Council meetings via the RI Public Education Government (RIPEG) access channel.

Town Website

The Town's website, www.southkingstownri.com, allows for the use of the Internet as a primary source of information on municipal government offering visitors access to a wide array of data including profiles of the Town and departmental programs, municipal charter and code of ordinances, as well as agendas and minutes for Town Council, Zoning Board of Review, Planning Board, and ancillary boards and commissions. Additionally, email addresses are posted on the site enabling residents to send comments or questions directly to the Council or specific departments.

Funding for department updates and postings to the website is budgeted as detailed below:

Department	Funding	Department	Funding
Town Manager	\$500	Public Services Department	\$300
Town Clerk	400	Recreation Department	300
Town Assessor	100	Subtotal	\$3,125
Finance Department	650	Website Administration	\$4,280
Planning Department	125	Total Website Program	\$7,405
Police Department	750		

Community Notification System

In 2012, the Town implemented a town-wide communication system that is designed to send information to both smaller targeted areas as well as large broad-based segments of the community in an expedited timeframe. The Everbridge Aware Emergency Notification System and SmartGIS systems are designed to notify residents of disasters, potential hazards, and provide public safety information, as well as increase public awareness through non-emergency notification such as notices on road closures, construction delays and detours, community news, outdoor water bans, election information or other activities affecting the community. Usage of this system also allows for internal department notifications and coordination of Town personnel during either routine or major community events and the ability to target impacted areas of Town with GIS-based tools that are designed to isolate those vulnerable sections of the coastline or at-risk populations that may need assistance. The system's reporting features provide for various reporting mechanisms that can track call system efficiency by generating real-time results confirming who has received/confirmed messages and who has not.

The system provides a user based opt-in portal where residents can create their own profile and enter the forms of communication they wish to be used to contact them, such as work and cell phone numbers, text messaging, faxing and emailing. Residents will also be able to customize the information they wish to receive by notification types, special needs, language preference, and order preferences for both emergency and non-emergency communications.

The cost for the Everbridge SmartGIS Unlimited Program consists of a \$9,750 Annual Subscription fee and \$150 associated with advertising costs notifying residents to register with the system.

Town Council Live Television Broadcast

Funding is proposed for FY 2013-2014 for the live TV broadcast via Public Access Television of Town Council meetings beginning in July 2013. The installation of a fiber optic cable and ancillary equipment is needed in order to transfer the broadcast from Town Hall via the RI Public Education Government access channel (\$10,800 one-time cost), with space being leased either on Cox or Verizon cable (\$10,200 annually). This live television broadcast would be in addition to the live video web streaming that the Town has been providing since January 2010, when a contract was awarded to ClerkBase for web streaming services as well as an on-demand archive of Town Council meetings, with searchable Council agendas, minutes and supporting documentation.

A total appropriation of \$35,180 for Town Public Information is proposed for FY 2013-2014, of which \$4,280 is proposed for website administration, including continued enhancement of the municipal website, web hosting services, internet access, and e-mail accounts; \$9,900 for the Community

Notification System; and \$21,000 for live television broadcast of Town Council meetings. This represents an increase of \$21,000 compared with the current fiscal year appropriation, due to the addition of funding to allow for live television broadcast of Council meetings.

CANVASSING AUTHORITY (0410)

This account provides funding for the preparation and maintenance of all Town voting records within the Town Clerk's office. It also provides funding for the administration of all mandated national, state, and local elections, including primaries, as well as the stipend for the three-member Canvassing Authority and the Clerk of the Authority.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Total Eligible Voter Records Maintained	21,422	21,632	21,772
New Voters Registered	1,228	680	1,000
Processed Changes	4,461	600	3,200

Goals FY 2013-2014

- Prepare for 2013 Budget Referendum if needed
- Continue with CVRS training and staff cross-training

Budget Comparison

The total projected cost to conduct the Canvassing Program for FY 2013-2014 is \$42,100 representing a decrease of \$35,885 from the current year appropriation of \$77,985, since there are no elections scheduled for the 2013-2014 fiscal year.

TOWN MANAGER'S OFFICE (0510)

This account provides funding for all costs associated with the administrative management of municipal operations. Principal functions of the Town Manager's office include policy and program development; preparation and administration of the capital improvement program and annual operating budgets; staff assistance, direction and coordination of departmental activities; central personnel management and labor relations, as well as intergovernmental relations. The Office also provides direct staff support to the Town Council and various municipal Boards and Commissions and management of the Town's Website and Emergency Notification System.

Trends, impacts, issues

The Town Manager's office continues to work on fiscal oversight, constituent relations, personnel matters, and general oversight of all municipal functions. Funding for municipal operations and capital projects continue to reflect a stabilized pattern of funding with limited growth in select service areas. The Town Manager's office plans to invest significant time in budget preparation functions, the

reevaluation of financial and service priorities, the development of improved efficiencies in service delivery methods, assessment of existing personnel and resource allocation, and further research on new opportunities for shared service programs to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues and an economy indicating little improvement or job growth in the coming year. Additionally, the Department will continue with contract negotiations for SKMEA/NEA-RI, which expired in June 2012, as well as commencing negotiations for IBPO, which after a one-year contract extension is scheduled to expire in June 2013.

In conjunction with the Finance Department, staff training and implementation of the new financial management system will be undertaken.

Specific Performance Measurements

Performance Measure	FY 2012-2013 Estimated	FY 2013-2014 Projected
Budget/Financials	40%	40%
Town Council (Meetings, Preparation, etc.)	15%	15%
Constituent Issues	10%	12%
Personnel/grievances, etc.	10%	8%
Labor Contracts	15%	15%
Capital project oversight, Lease Agreements, etc.	5%	3%
Staff policies and procedures	3%	4%
Work with Boards and Commissions	2%	3%

Budget Comparison

The proposed budget for FY 2013-2014 is \$345,337 – a \$12,848 (3.9%) increase over the current year appropriation, primarily due to budgeted salary increases.

PERSONNEL ADMINISTRATION (0520)

The Personnel Department assists the Town Manager's office and other town departments in the proper administration of personnel policies, adherence to local and federal employment laws and mandates, identifying potential on the job injury/worker's compensation risks to the Town, reporting of accidents, employee performance evaluations, employee recruitment and selection, and employee training and development. The Department facilitates employee communication by distributing information on matters of local and statewide interest, formulates and interprets consistent personnel policies and procedures for employees and the employer, and provides technical assistance and consultation in all grievance and disciplinary matters.

The Department's support to the Town Manager's Office also includes preparation for the negotiation process for the Town's four collective bargaining units; and coordinates the promotion of town-wide employee relation activities including, blood drives, charitable donations, town-wide employee events, employee training and education, and responding to general staffing needs.

Trends, impacts, issues

Federal and state employment laws pertaining to eligibility requirements, COBRA, FMLA, hiring, terminations, record retention as well as various personnel related subjects change rapidly and the Personnel Department must respond accordingly:

- ❑ Monitor changes/updates in local and federal employment law and mandates
- ❑ Ensure departmental compliance with all laws and town personnel policies and procedures

Specific Performance Measurements

Personnel Activities	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
Employee Training includes mandatory and voluntary safety and/or health/wellness/educational related	35	110	150 ¹
New Hires- Full Time, Part Time and Seasonal	94	85	80
Terminations/Retirements-Full Time and Part Time	10	10	10 ²
Attendance at Wellness Committee events/activities (Health & Safety Fair, Hearing Evaluations, Blood Pressure Checks, access to discounted workout classes)	124	112	150 ³

¹ Additional trainings and workshops planned

² Anticipate stability in the number of retirements

³ Health Fair not held FY 2012-2013, scheduled for FY 2013-2014

Goals FY 2013-2014

- ❑ Implement centralized Human Resources management system providing for improved efficiency and responsiveness to HR inquiries, streamlined processes, improved workforce management of personnel data, including benefit and leave history, budget forecasting of personnel costs, payroll integration, mitigation of workforce risk, electronic recruitment and application process and tracking of the performance evaluation system.
- ❑ Conduct needs assessment to provide for continued development of training classes, workshops and programs for management, supervisory and staff personnel.
- ❑ Coordinate with Town departments and manage the employee performance appraisal system.
- ❑ Through the Safety Committee, continue a general awareness of safety-related issues through training, programs, and workshops; provide instruction on the proper use of equipment and conduct inspection of workspaces to aid in the prevention of job-related injuries. Coordinate self-inspections of all buildings for safety hazards.
- ❑ Work with The Trust to develop a “New Employee” orientation workshop that includes safety, wellness, harassment and other training.

- ❑ Manage the activities of the Health and Wellness Committee, which include the Health and Safety Fair and wellness-related “Brown Bag Lunches.” Promote participation in Shape Up RI program.
- ❑ Provide proactive employee relations oversight to encourage harmony amongst Town employees via training, community wide blood drives, United Way/Fund for Community Progress campaign, local holiday gift program, and dress down days for charity.
- ❑ Work collaboratively with Town departments in the recruitment, selection, and retention of employees. Analyze current recruiting procedures and assess changes needed to attract qualified candidates.

Budget Comparison

Funding in the amount of \$82,446 is proposed for the 2013-2014 fiscal year, which reflects a \$1,751 or 2.2% increase over the current fiscal year appropriation.

LEAGUE OF CITIES AND TOWNS (0530)

This account is used to pay the Town's membership dues to the Rhode Island League of Cities and Towns. The League provides a number of services for all Rhode Island cities and towns to represent municipal interests on both state and federal levels. This organization also sponsors professional conferences and seminars for the benefit of municipal employees and elected officials, in addition to providing research and information gathering and dissemination. The League has also played a direct role in shaping State policy and legislation in the areas of collective bargaining; unfunded mandates; municipal and school aid programs; and affordable housing mandates.

During the current fiscal year, the League continues to promote municipal interests before the General Assembly and with the Governor’s Office to define positions on programs affecting municipal government operations and local taxpayers. Lobbying efforts have recently concentrated on the equitable distribution of general State aid to cities and towns and adequate support for local schools, as well as providing vigorous opposition to organized labor's continuing efforts to provide for binding arbitration and never-ending contracts for all public employee bargaining units.

Level funding of \$11,115 is proposed for the 2013-2014 fiscal year.

TOWN HALL OPERATION (0540)

This account provides funding for the general operation and physical maintenance of the Town Hall complex, which is the headquarters for the following:

First Floor	Second Floor
Town Clerk	Council Chambers
Tax Collector	Town Manager
Town Assessor	Personnel Administration
Building Official	
Finance Department	
Planning Department	

The Town Hall supports regular workday activities from 8:30a.m. to 4:30p.m., Monday through Friday. During the evening, various Town Boards and Commissions hold meetings in the Council Chambers and other municipal offices.

Goals FY 2013-2014

- ❑ Continue to maintain the grounds and buildings in a safe and clean condition so that the Town Hall offices, Town Council, and Board and Commissions can conduct their business.

Budget Comparison

Fiscal Year 2013–2014 funding of \$158,713 is proposed, representing a \$1,431 (<1%) decrease from the current year adopted budget. Although heating fuel is projected to decrease by \$5,000, the decrease is offset by projected increases in utilities (\$2,000) and copy machine services (\$1,500).

FINANCE DEPARTMENT (0610)

The Finance Department serves all departments of the Town as an information gathering and control center, providing both internal and external reports pertaining to Town-related financial information. The timely delivery of these services is essential for proper and effective financial management.

Trends, impacts, issues

The Department is responsible for all financial matters for the following funds, with each fund treated as a separate entity:

Fund Type	FY2010-2011	FY2011-2012	FY2012-2013
General	1	1	1
Utilities	3	3	3
Special Revenue	25	26	28
Capital Projects	19	17	17
Internal Service	1	2	2
Permanent Trusts	12	12	12
Agency , Fiduciary & OPEB	2	3	3
Total Funds	63	64	66

The Department plans long-term financing for all Town and School capital projects. As of June 30, 2012, the Town had \$22,788,613 in bonds outstanding. During the past fiscal year the Town completed a successful private placement advance refunding of debt issued during the 2002, 2003 and 2004 calendar years. The total budgetary savings for the refunding was \$426,990 over the remaining life of the bonds. The majority of these savings were allocated to FY2016 (\$326,601) in order to avoid a spike in additional tax dollars required to fund new debt service requirements in that year.

Savings of \$87,602 were also slated for the 2013-2014 fiscal year to provide some property tax relief for the upcoming budget. The Town will not be issuing any new bonds during the 2013-2014 fiscal year. South Kingstown is one of only four Rhode Island communities with a bond rating of Aa1, the highest rating for a municipality in the State.

A four year summary of the investment earnings that are handled through the Finance Department is detailed below:

Fund Type	6/30/2009	6/30/2010	6/30/2011	6/30/2012
General	\$743,868	\$355,139	\$225,771	\$91,004
Proprietary	108,359	45,386	42,184	16,940
Special Revenue	28,093	13,366	9,614	2,435
Capital Projects	131,298	39,471	45,446	15,246
Trust , Agency & Fiduciary	28,269	13,865	5,107	1,252
Internal Service	18,917	13,203	16,610	17,952
Total Investment Earnings	\$1,058,804	\$480,430	\$344,732	\$144,829

It is noted that the School Trust Fund, Kingston Free Library Trust, Hazard Memorial Trust Fund, Irving Knowles Fund (a component of the Narragansett Library Association Special Revenue Fund), and the Other Post Employment Benefits (OPEB) Trust Fund (equities and bonds) are not included, as they are managed by an outside trustee.

An Other Post-Employment Benefits (OPEB) Trust Fund was established by the Town Council in June 2009 to manage OPEB in compliance with all Federal, State, and Governmental Accounting Standards Board (GASB) rules and regulations. Contributions to the irrevocable trust have been made since the 2008-2009 fiscal year. The Town will complete its fourth biannual actuarial valuation of its OPEB requirements for the fiscal year ended June 30, 2013. The Town continues to be one of only a few municipalities in the State that has fully funded its annual required contribution (ARC). The Town is in its sixth year of fully funding its ARC for OPEB.

The Finance Department issued a Request for Proposals for independent audit services in March 2012. A three-year contract was awarded to BlumShapiro with the FY 2011-2012 audit being the first year of the contract. As part of the annual financial audit process the Finance Department was successful in closing the prior fiscal year trial balances and completing the necessary work papers for the Town's outside independent auditors to review. All deadlines mandated by the RI Auditor General were met. The Town received an unqualified opinion on its financial statements, which indicates that the Town's financial report is in full compliance with generally accepted accounting principles.

Payroll and personnel benefits for all Town employees are processed through the Department. The payroll, which is processed on a bi-weekly basis, averages approximately 335 Town employees.

The Finance Department also oversees the purchasing function for all Town departments, and is involved in the Town's insurance matters by representation on various committees of the Rhode Island Interlocal Risk Management Trust and the West Bay Community Health Collaborative (WBCH).

The Department completed a comprehensive review of the projected FY2 2012-2013 estimated expenditures and revenues for the School Department budget and the School Committee Proposed FY 2013-2014 budget. As part of the Town Manager's FY 2012-2013 Proposed Budget, expenditure reductions of \$560,196 were recommended and approved.

TAX COLLECTION EFFORTS

The Tax Collector's Division is responsible for the collection of property taxes and water and wastewater user fees. During FY 2011-2012, \$65,257,612 was collected in current year property taxes, with the collection rate of 99.06% of the net levy being one of the highest statewide.

The Town in February 2009 established a process for taxpayers to pay their quarterly taxes by a preauthorized, automatic charge to their bank account via Automated Clearing House (ACH). Since inception, the Town has processed 11,078 ACH payments accounting for \$10,830,191 in tax revenues. As of February 2012, there are 870 participants in the FY2012-2013 program with annual tax payments of approximately \$3,310,000.

In December 2009, the Tax Collector began accepting credit or debit card payments for tax bills through a Credit Card Service Provider, either via the internet or by phone. As of February 2012, a total of 308 residents had utilized this payment method accounting for \$207,160 in property tax payments for the current fiscal year.

The Finance Department continues to take an aggressive approach to collecting delinquent taxes. Through the use of tax sales, distress sales, collection agencies and direct legal action, the Town has historically maintained a collection rate of 99.95% over a 30 month period for each year of taxes.

FINANCIAL MANAGEMENT SYSTEMS REPLACEMENT PROJECT

The Finance Department, Town Manager and School Department Administration are in the process of replacing the Town and School Department's current financial management systems including fund accounting, accounts payable, budget, purchasing, fixed assets, human resources, payroll, tax assessment and collection, utility billing and collection, licensing and permitting.

This process began early in 2012 with a survey of Rhode Island municipalities, followed in April 2012 with the solicitation of proposals from consultants to perform a needs analysis, compile functional requirements and selection criteria, develop specifications for bids, assist in selection of the vendor/product and negotiate a contract for implementation of the new software. The selected consulting firm of BlumShapiro performed a needs analysis and created the bid specifications during July and August 2012.

Bids were received in September 2012 and in the months following, Town and School staff evaluated the bids. As part of that evaluation, bidders were required to demonstrate their systems to appropriate personnel from the Town and School. The bids included pricing as well as recommendations for software solutions, project management services, implementation and data conversion services, training and hardware required. During December 2012 and January 2013, contract negotiations were undertaken with vendors regarding contract provisions and final pricing.

On February 11, 2013, the Town Council awarded contracts to the following vendors who demonstrated that their solutions will best meet the needs of the Town and School for the foreseeable future and have shown that they have the experience and expertise to assist the Town and School with the implementation process and to provide future support:

Tyler Technologies (Munis) for Financial, Payroll and Human Resources; Vision for Tax Assessment and Collection and Utility Billing and Collection; and Viewpoint for Licensing and Permitting.

Implementation will be accomplished utilizing a phased-in approach that will be spread out over the next two years. The first phase will begin with the implementation and training of staff for some of the key financial management functions beginning in March 2013 including fund accounting, accounts payable and purchasing with an anticipated "Go Live" date of September 2013.

Other planned "Go Live" dates include Payroll, Personnel and Budget scheduled for January 2014; Tax Administration and Collection and Utility Billing beginning in the Fall 2013 with "Go Live" billings and collections in 2014; and Permitting and Licensing over the next few years as the respective Department's work schedules and Town's information technology resources will permit.

Goals FY 2013-2014

- ❑ A successful and timely implementation and conversion to the new financial management systems.
- ❑ Evaluate potential alternative revenue sources or expenditure reductions that could be utilized to reduce reliance on the property tax to finance Town services, with the focus on reviewing the current fee schedule to ensure that the fees are adequate for the services provided.
- ❑ Maintain or improve the Town's Aa1 bond rating from Moody's Investors Service.
- ❑ Develop an electronic procurement system to create a more efficient and effective purchasing procurement process.
- ❑ Identify and monitor opportunities for refinancing outstanding debt during favorable market conditions.
- ❑ Continue to pursue alternate means of collecting delinquent motor vehicle and tangible property taxes. While South Kingstown has one of the best tax collection rates in the State, the Town must continue to look for new alternatives in collecting overdue taxes.

Budget Comparison

The proposed budget for the 2013-2014 fiscal year is \$493,928 which is \$11,376 or 2.4% more than the 2012-2013 fiscal year appropriation.

TAX ASSESSOR'S OFFICE (0620)

The Department of Assessment provides for the orderly valuation of all real estate, motor vehicles, and tangible personal property located in the Town of South Kingstown. The primary objective of the Town Assessor is to collect, list, and value all taxable and exempt property, to ensure that assessments are made properly and uniformly, and that the tax roll when completed is a true and accurate account of all ratable property in the jurisdiction.

Trends, Impacts, Issues

REAL PROPERTY REVALUATION CYCLE

A major component of the Town Assessor's Office is the revaluation cycle, which occurs every three years. Revaluations are dictated by RIGL §44-5-11.6 which require full revaluations every nine years, with two statistical revaluations in the third and sixth years. The 2012 revaluation is nearing completion. This project required every building in the Town to be re-inspected, re-measured and re-listed reflecting the current dimensions, condition and amenities of the structure. As a result, it was a more labor intensive project on the part of the revaluation company. It is noted that this full revaluation does not receive any State reimbursement and is part of the Capital Budget.

ASSESSMENT INFORMATION ON THE INTERNET

Assessment information for all property types is available on the Town's website (www.southkingstownri.com) through Vision Government Solutions. This allows property owners to review assessments to ensure property records are accurate. Reviewing property values on the Internet continues to be very popular with property owners accessing the site to review a wide range of assessment data. The availability of this data through the Internet is of great service to both the community and the Assessor's Office. In addition, the Town's Geographic Information System (GIS) is an important tool utilized in both statistical and full revaluations, making the overall assessment review process much more efficient. The system allowed the Assessment Office to review assessments, by area, in the entire Town on one map. Public access to the Town's tax maps via the internet has been available since FY 2007-2008.

PRORATION OF NEW CONSTRUCTION

The Department is in the 21st year of its proration program, which requires the assessment of new structures constructed after December 31 date of assessment. For FY 2012-2013, the Assessor's Office has billed \$85,992 to date in proration tax bills. Since the program's inception in 1991, the Assessor's Office has added approximately \$2,885,690 in tax dollars as a result of this program.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
	Tax Roll Year 2011	Tax Roll Year 2012	Tax Roll Year 2013
➤ Inspecting Residential/Commercial Permits & Data Entry	20%	20%	10%
➤ Processing New Surveys/Lot Splits and Property Transfers	35%	35%	35%
➤ Revaluation Preparation/ Reviews/ Hearings	10%	10%	20%
➤ Annual Tax Roll Preparation <ul style="list-style-type: none"> ▪ Motor Vehicle Tax Roll Prep; Elderly Abatement Program Applications & Review; Business Filings/Inspections & Data Entry; Bank Coding 	15%	15%	15%
➤ Daily Clerical Tasks	20%	20%	20%
Total	100%	100%	100%

Goals FY 2013-2014

ELDERLY ABATEMENT PROGRAM

This program is designed to provide tax relief for the Town's senior citizens with the greatest financial need and is reviewed in January each year. In the 2012-2013 fiscal year, the maximum allowable household income was \$37,000 for the 2012 tax roll, with a total program cost of \$333,933 (232 participants). The projected value of abated taxes for FY 2013-2014 is \$340,000.

VETERAN'S EXEMPTION PROGRAM

Shown below is a summary of the Town's Veterans Exemption Program for the current fiscal year. It is projected that the program will remain unchanged in FY 2013-2014.

Exemption	Tax Credit	FY 2012-2013 Participants
Veteran	\$126.00	848
Widow of a Veteran	\$126.00	305
Total service disability	\$252.00	31
Gold Star Parent	\$378.00	0
Ex-POW	\$409.65	3
Total Participants		1,187
Total Program Cost		\$147,460

FARM FOREST & OPEN SPACE PROGRAM

As part of the Town Council's biannual action agenda for growth management, the Assessor's Office has taken an active role in the process of expanding public participation in the State Farm/Forest and Open Space Land Act (FF/OS). In Rhode Island, the FF/OS tax relief program has several purposes – to encourage the preservation of farm, forest, and open space land in order to maintain a readily available source of food and farm products; to conserve the state's natural resources; to prevent the forced conversion of farm, forest, and open space land to more intensive uses; and to provide for the welfare and happiness of the State's residents.

Budget Comparison

Funding in the amount of \$262,093 is proposed for FY 2013-2014, a \$4,304 (1.7%) increase over the 2012-2013 fiscal year, primarily due to budgetary salary increases.

ASSESSMENT BOARD OF REVIEW (0630)

This account provides funding for the Assessment Board of Review, consisting of three regular members and one alternate member, each appointed by the Town Council for three-year terms. The Board is charged under Town Charter and by Town Ordinance to hear grievances related to tax appeals filed. Board members are compensated at a rate of \$20 each per meeting.

The total proposed budget for the 2013-2014 fiscal year is \$1,900, an increase of \$1,300 over the current year appropriation. This increase is reflected in part time salaries as a result of additional hearings that are anticipated due to the revaluation.

INFORMATION TECHNOLOGY DIVISION (0640)

The Information Technology Division of the Finance Department provides management and technical support for most hardware and software needs of the Town's municipal offices.

Trends, Impacts, Issues

- ❑ Provide guidelines for the interface of Data Processing/Management Information Systems applications and processes among the Town users.
- ❑ Minimize the effect of replacing or expanding hardware and software within the Town.
- ❑ Establish traditional audit trails and controls.
- ❑ Assist in training of technology users/ empower staff to embrace and utilize technology
- ❑ Adapt to changing technologies; Adopt new and emerging technologies

The IT Division oversees the operation and maintenance for 6 physical servers, 8 virtual servers, 1 storage area network device (SAN), 100 personal computers, 25 printers and 12 routers and switches, and is responsible for maintaining the hardware and software needs for the following locations:

- Town Hall
- Public Services
- Highway
- Neighborhood Guild
- Nature Center
- Wastewater Treatment Facility
- Senior Center

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
Informational requests from public	10	10	10
Computers purchased / setup	0	5	8
Help desk calls from Town staff	30/week	30/week	25/week

The following are processed on a yearly basis:

- ❑ Town rolls and tax bills for all accounts
- ❑ Fire District rolls and tax bills: UFD and KFD accounts
- ❑ Miscellaneous / Alcohol licenses with mailing labels; dog license renewals
- ❑ Utility Billing: Water and Sewer accounts plus addendum billings
- ❑ Quarterly tax delinquent notices and Water/Sewer delinquent notices
- ❑ Mailing labels for Tax Collector's monthly delinquent motor vehicle registration

Goals FY 2013-2014

- ❑ Implementation of a new email system and email archiving solution
- ❑ Continue implementation of the Government Financial Management Software transition

Budget Comparison

The proposed budget for FY 2013-2014 fiscal year is \$262,765, reflecting an increase of \$11,497 (4.6%) over the current year appropriation.

GEOGRAPHIC INFORMATION SYSTEM (0645)

The Geographic Information System (GIS) Division of the Planning Department provides access to accurate geographic information about the Town as a tool in decision-making for Town government and its citizens. This is accomplished through the development and maintenance of a functioning computer database and graphic interface that excels in providing geographic information, which, whether on the computer screen or on a printed map, facilitates the work of Town departments, and provides citizens with direct access to relevant Town information.

Trends, Impacts, Issues

The Town's GIS continues to be a valuable tool in assisting Town staff with their daily tasks as evidenced by the following:

- Town staff from seven departments use the Falcon WebGIS interface on daily basis
- Increase in usage of WebGIS interface by individual staff members
- Over 130 custom map products produced by the GIS department for numerous Town departments, Town Boards and Town Council in the first half of the current fiscal year
- Increased complexity of GIS analyses and presentations requested by Town departments
- Upgrade of Town staff website to new version of ESRI Internet Viewing Software (ArcGIS Server) using the Adobe Flex API (application program interface)
- Coordinating new FEMA Flood Insurance Rate Maps (FIRM) implementation and posting on Town's website

The Town's public GIS Internet website, which allows for 24/7 access to the public continues to get wide usage from the public. This is a scaled down version of the GIS Internet site used by Town staff, with certain utility data layers and tabular information removed due to privacy and security concerns. This site is hosted off-site, allowing for quarterly updates and minimizes maintenance and security concerns.

The GIS department maintains numerous GIS data layers such as parcels, tax maps, roads, protected open space, zoning, water, stormwater, snow plow routes and wastewater data layers. These data layers are continually updated on both the Town staff and Public Internet GIS site.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
GIS analyses for Town Departments	40	45	45
Tax Cuts for Assessor Maps	61	60	60
Map Sales to the Public	\$411	\$400	\$350
GIS trained Municipal Staff	17	20	26
Recorded maps scanned for Town Clerk	456	500	400
New Maps produced for Town Departments	183	250	260
Copies of existing maps produced for Town staff	3,150	3,180	3,260
Copies of large scanned maps and plans for Town staff	355	430	330
Copies of recorded plans for public	114	250	300

Goals FY 2013-2014

The main goals for the 2013-2014 fiscal year are to continue to integrate GIS and spatial technology into the many levels and functions of Town departments as follows:

- ❑ Increase public awareness and use of public GIS Internet site.
- ❑ Continue to train and provide technical support to Town staff in use of ArcGIS server interface to GIS. Continue to update interface based on specific Town staff comments.
- ❑ Continue implementation and modification of new mobile ArcGIS Server Ipad application for Public Services Department. Develop similar interfaces for other departments.
- ❑ Continue to provide GIS analytical capabilities to Town departments.
- ❑ Continue migration of Towns GIS database and map production capabilities to new version of GIS software, ArcGIS 10.1 and ArcGIS Server and geodatabase format.

Budget Comparison

Funding in the amount of \$90,659 is proposed for the 2013-2014 fiscal year, representing an increase of \$1,776 (2.0%) over the current year appropriation.

POST YEAR AUDIT (0650)

This account provides funding for the completion of an annual post year audit of all Town funds, which is required by State Statute and Town Charter, as detailed below:

Audit Costs	FY2011-2012 Adopted	FY2012-2013 Adopted	FY2013-2014 Proposed
General Fund	\$22,275	\$24,250	\$24,250
Water Fund	7,250	8,000	8,000
Wastewater Fund	11,850	12,850	12,850
Solid Waste Fund	2,650	2,900	2,900
Total	\$44,025	\$48,000	\$48,000

An appropriation from the General Fund in the amount of \$24,250 is proposed for FY 2013-2014, which is the same as the current year appropriation.

PLANNING BOARD (0710)

The seven-member Planning Board is appointed by the Town Council and serves in a review and regulatory capacity regarding community land use planning. The Board acts on subdivision proposals, provides advisory opinions on zone change requests, conducts site plan reviews on recommended development, and conducts policy reviews and provides recommendations to the Town Council on recommended land use, environmental protection, and community development ordinances and regulations.

This account provides funding to compensate each member \$20 per meeting attended. It is projected that 30 meetings (including work sessions and joint meetings with the Town Council) will be held in the 2013-2014 fiscal year.

The proposed budget also includes funding to support Technical Review Committee attendance by one member of the Planning Board on a monthly rotating basis and attendance by a Board member as an ex-officio member of the Affordable Housing Collaborative.

Level funding in the amount of \$4,680 is proposed for the 2013-2014 fiscal year.

PLANNING DEPARTMENT (0720)

The Planning Department is engaged in all phases of growth management and land use regulation within the community and is responsible for drafting and updating long-range plans for the overall physical development of the Town. This encompasses a wide range of activities concerning land use, market rate and affordable housing, open space preservation, development review, and administration of the regulations that govern the process. These activities involve the administration and application of the zoning ordinance, subdivision regulations, and coordination and review of development and redevelopment proposals by various Town boards and commissions.

The Planning Department provides direct administrative support to eight Town boards - Planning Board, Technical Review Committee [TRC], Conservation Commission [Tree Board and OWTS Commission], Historic District Commission, Affordable Housing Collaborative, Economic Development Committee, Route 138 Project Area Committee, and the Traffic and Transportation Review Committee [T²RC] in cooperation with the Police Department and the Department of Public Services. The Department also provides support services to the Town Manager's office relative to issue review and analysis and assistance in the development and evaluation of municipal policies, programs, regulations, and ordinances. Additionally, the Department provides resources and assistance to the general public and development community with regard to pending development applications, general informational inquiries, and interpretation of land use regulations.

Trends, Impacts, Issues

A modest rebound of the local housing market was exhibited in 2012. Through November 2012 approximately 88 new residential permits were issued, including eleven "tear-downs" where new construction replaced an existing residence, reflecting a growth over 2011 (67 units total) and 2010 (78 total units). It is felt that there will be a continued slow progression to a so-called normal market. It is noted that the average number of yearly permits for new residential construction for the years 1995 to 2010 was 162 units (113.4 single and/duplex units and 48.5 non-single household permits). The same average for 2006 through 2010 was 102 total permits (42 single or duplex units and 60 non-single household units).

It is also of interest to note that the shift to more non-single household units versus single and duplex style housing witnessed over the past several years is now abating to some degree, and a return to a traditional single-family type construction pattern is emerging. This is due to the fact that multi-household noted following are built out or are approaching build out. (i.e. Southwinds (63 units) and Wakefield Meadows (142 units) and affordable rental developments such as LaCasa on Samuel Rodman Street (20 unit addition completed) and Brandywyne (40 units). It is of note that all of the preceding are elderly only developments. Conversely, new developments coming on line are all based on a single-family construction model, including High Tide Landing (40 units, 33 market rate, and 7 affordable), Broad Rock Acres (5 market rate units), and Stone Soup Farm (Phases 1 and 2; 18 units, 3 affordable).

A minor trend in the production of affordable housing in the community is also continuing. For Calendar 2011, the Town's official inventory of affordable housing stands at 562 units (5.16%) out of a total year-round housing count of 10,900. This figure reflects 10 new units at Bayberry Court (Route 108 just north of the Public Safety Complex) and for the first time, uses the 2010 Census count for year-round housing in the community. For Calendar 2013 the addition of 20 units at the LaCasa elderly complex in Peace Dale (addition to existing 50 unit facility) is anticipated. In the near term, it is expected that scattered "inclusionary" units required of new, major subdivisions will add modestly to the inventory. There are no major affordable housing projects before the Planning Board at this time and the lack of resources at the State and Federal level will likely diminish the prospects of such projects emerging in the next fiscal year and beyond.

Outside of efforts regarding the residential housing market, the Department has continued with its work effort in other allied planning areas in the community, including institutional planning and project response concerning the University of Rhode Island (Town/Gown annual meetings, North Campus development, proposed Research and Technology Park, proposed update to the Campus Master Plan, etc.), and work with the Town's Fire Districts and South County Hospital.

Transportation planning and liaison work with RIDOT on various transportation projects in the Town has also remained a focus of departmental work program. Specifically this has entailed work on the Route 138 Reconstruction Project via the Route 138 Project Area Committee (PAC), the planned and long-overdue rehabilitation of High Street and representing the Town in the crafting of the State's Transportation Improvement Program (TIP).

The Department also has continued a significant work effort with a number of grant initiatives, including Rhode Island Statewide Planning Program's "Planning Challenge Grants" and the Community Development Block Grant (CDBG) program, Healthy Places by Design with the RI Health Department; grant administration and work relating to potential Federal resources available under the umbrella of ARRA (the American Recovery and Reinvestment Act); and USEPA Climate Communities Demonstration Program concerning energy initiatives for various Town facilities.

As a result, the work load of the department has remained constant and perhaps increased with the new tasks and issues noted herein. It is noted that a principal ongoing focus of the Department's current work effort relates to the completion of the update to the South Kingstown Comprehensive Community Plan. The Planning Board has completed its work in this regard and transmitted the finished draft of the update to the Town Council for its formal review. This is expected to conclude in the late Winter or early Spring 2013. Following completion, major tasks facing the office will include the Challenge Grant funded Village Studies for Matunuck and West Kingston, ongoing work relating to erosion control at Matunuck Beach, and implementation issues concerning the RIDOH grant, Healthy Places By Design. Department staff continues to work at the integration of data from the 2010 Census into the GIS system, various planning documents, and programs and as a resource for other departments and the general public.

Department Objectives - Major focus areas for FY 2013-2014

- Continue to provide general administrative support Town Boards and Commissions
- Review of applications for land development
- Long range planning function (Comprehensive Community Plan maintenance and implementation)
- Policy analysis, ordinance development and special projects as directed by the Town Manager

- ❑ Major special projects include: Development of the Noyes Farm Passive Recreation Management Plan, Resubmittal of the Route 1 Scenic Roadway Application to State and General Review/Update of Sign Ordinance (Zoning Ordinance Article 8)
- ❑ Coordination with State and Federal Agencies
- ❑ Lead role in coordination of Town/Institutional relations (URI/South County Hospital/Fire Districts)
- ❑ Lead role in transportation planning and liaison work with RIDOT
- ❑ Assist in Matunuck Beach Road erosion mitigation planning, permitting and project implementation
- ❑ Public information provision and inquiry response
- ❑ Grant administration (Community Development Block Grant program, EPA Climate Showcase Communities Program in partnership with the URI Energy Center, West Kingston and Matunuck Village studies funded through RI Statewide Planning Challenge Grant)
- ❑ Lead role in development of Town's energy program
- ❑ Oversight, coordination and ongoing integration of Geographic Information System (GIS) Division data and products with Town Departments and the general public

Budget Comparison

The proposed budget for FY 2013-2014 is \$287,000, an increase of 2.0% (\$5,626) over FY 2012-2103, due primarily to budgeted salary increases. The proposed budget reflects a continuing effort to focus on the core planning tasks and administrative responsibilities in a constrained fiscal environment.

ZONING BOARD OF REVIEW (0730)

The Zoning Board of Review consists of five regular members and two alternates. Appointments are made by the Town Council for three-year overlapping terms to this quasi-judicial board that holds public hearings on all petitions requesting special use permits, variance, and appeals of decisions made by the Building Official under the Zoning Ordinance.

The Zoning Board also serves as the Planning Board of Appeals and is empowered to hear exceptions, variances, and appeals of Planning Board decisions concerning the Subdivision and Land Development Regulations. During FY 2011-2012, the Zoning Board held 12 meetings and considered 65 petitions, compared to 13 meetings and 73 petitions in FY 2010-2011. Income from the filing of the petitions filed in FY 2011-2012 amounted to \$12,425 as compared to \$13,500 in FY 2010-2011.

It is projected that 15 meetings of the Zoning Board will be held in the 2013-2014 fiscal year. Compensation to each Board member in the amount of \$20 per meeting is appropriated from this account. Total funding in the amount of \$11,900 is proposed for the 2013-2014 fiscal year, a \$100 decrease from the current year adopted budget.

ZONING/ BUILDING INSPECTION (0740)

The Zoning/Building Inspection Department is charged with the responsibility to enforce the Zoning Ordinance of the Town of South Kingstown, the Rhode Island State Building Code, and the Rhode Island Housing and Occupancy Code (Minimum Housing). The primary objective of the Department is to ensure all work involved in the placement and construction of any structure meets the minimum standards set by the code and after the structures are completed that they are maintained.

Trends, Impacts, Issues

In FY 2011-2012, the Department issued 64 commercial/industrial permits and 815 residential building permits, for a total of 879 building permits. An additional 585 electrical, 495 mechanical and 345 plumbing permits were issued, for a grand total of 2,304 permits issued in the 2011-2012 fiscal year.

The Department generated \$314,122 in revenue in FY 2011-2012. Revenue estimates for the FY 2012-2013 have been increased from \$310,000 in the adopted budget to a projected \$420,000 as the result of subdivision buildouts driven by accelerated real estate sales.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Field Inspections	53%	53%	53%
Reviewing Plans/Issuing Permits	39%	39%	39%
Answering Telephone	1%	1%	1%
Assisting Customers/Answering Questions	2%	2%	2%
Violations – Building and Zoning	2%	2%	2%
Research Old Permits/Septic Systems	1%	1%	1%
Committee Meetings	1%	1%	1%
Conference-Architect/Engineer	1%	1%	1%
Total	100%	100%	100%

Goals FY 2013-2014

- Ensure all construction meets the Zoning Ordinance and Building Codes.
- Continue to cull the files of older permits, conduct the final inspection on them, and issue a certificate of occupancy.
- Refine the Department's complaint process and tracking system.
- Study the permit fee schedule and update as needed.

Budget Comparison

For the 2013-2014 fiscal year, a total budget of \$239,292 is proposed. This represents an increase of \$9,895 (4.3%) over the current year budget appropriation, primarily due to budgeted increases in full-time (\$3,970) and part-time (\$1,961) salaries.

POLICE DEPARTMENT (0810)

The primary responsibility and mission of the South Kingstown Police Department is to provide a comprehensive public safety program. Although preservation of peace and protection of lives and property are the principle duties of a police officer, South Kingstown Public Safety Personnel, both sworn and civilian, also function as public service officers responsible for identifying and responding to service needs of all our citizens. South Kingstown Police Officers recognize their roles in this multi-service organization by providing assistance and counseling for a wide range of services, from simple street directions to referrals of other agencies for services not provided by police.

The spirit of South Kingstown Police Officers is to identify, report, and remove a variety of public safety hazards and to provide assistance to ensure citizen safety at every opportunity. In addition, South Kingstown Officers are also public safety officers responsible for ensuring safe, orderly, and lawful conduct in the community through various crime fighting activities designed to discourage illegal behavior and to elicit community cooperation.

It is the mission of the South Kingstown Police Department to deliver the highest level of police professionalism to the citizens of South Kingstown in a sensitive and efficient manner within the rule of law, which guarantees individual rights to all our citizens. Officers of the Police Department will conduct their professional responsibilities in a disciplined manner pledging to uphold the laws of the Nation, State, Town Code, and Rules and Regulations of the South Kingstown Police Department.

Trends, impacts, issues

Historically, labor costs are the driving factor behind the operational funding requirements for the Department. The proposed budget provides for the salaries of seventy full-time department members - 52 sworn officers, includes the Chief of Police; 8 dispatchers; and 10 civilians. In the next fiscal year, there are 13 officers who will receive step and/or longevity increases. Of those, ten entry-level officers are moving through the pay plan, and three veteran officers are scheduled to receive longevity increases. Prior to 2009, the Department had a complement of fifty-five sworn officers. Through attrition, two sworn officers were eliminated from the program budget in FY 2009-2010, and one officer position was left vacant after the resignation of an officer in June 2009. The proposed budget maintains the staffing level at fifty-two sworn officers, with the Department continuing to monitor the effects of these staffing reductions, with recommendations and adjustments to be made as necessary.

Since May 2007, an officer from the Patrol Division has served as the School Resource Officer at the High School. The school administration, students, and citizens of the community have warmly embraced this program, which fosters a safe and secure learning environment.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
Total Number of Full-time Personnel	68 ¹	70	70
<input type="checkbox"/> Sworn Officers			
○ Assigned to Patrol Division	37	39	39
○ Assigned to Detectives	6	6	6
○ Administrative	7	7	7
<input type="checkbox"/> Dispatchers	8	8	8
<input type="checkbox"/> Civilians - Administrative Support Staff	10	10	10
Number of Calls for Service ²	42,657	42,700	42,700
Number of Calls Dispatched by Public Safety Division:			
<input type="checkbox"/> Police	40,703	40,500	40,500
<input type="checkbox"/> Emergency Medical Services	2,652	2,900	3,100
<input type="checkbox"/> Fire	3,778	3,700	3,700
Number of Auto Accidents	1,114	1,100	1,100
<input type="checkbox"/> Accidents Resulting in Injury	232	200	200
Uniform Crime Report Statistics (UCR)			
<input type="checkbox"/> Number of Offenses Reported Within the Major Crime Classifications	490	500	500
Number of Arrests			
<input type="checkbox"/> Adults (All UCR Offenses)	600	600	600
<input type="checkbox"/> Driving Under the Influence	113	110	110
<input type="checkbox"/> Juveniles	82	80	80
Hours Dedicated by SRO Officer ³	1,440	1,440	1,440
<input type="checkbox"/> Number of Calls at SKHS	271	270	270

Goals FY 2013-2014

The Department will continue to strive toward the advancement of professional police services to promote enhanced administrative, technical, and operational police practices.

Budget Comparison

The proposed budget reflects a net increase of \$102,315 in the personnel program, and continues to maintain the current staffing level of fifty-two sworn officers. The cost of full time salaries reflects an increase by \$49,824, which is directly attributed to projected salary and longevity increases. The overtime budget reflects an increase of \$54,000 as a temporary measure until the staffing levels in the patrol division stabilize due to the high number of retirements over the last two fiscal years. While measures have been taken to fill the vacancies, the required training period for replacement officers takes up to seven months from the date an officer is hired before assignment to a patrol slot. Also included in the proposed budget is an allocation of \$100,000 to be transferred to the Municipal Employee's Compensated Absences Reserve Fund to plan for potential severance payouts for future retirees.

¹Two veteran officers retired in December 2011, two police recruits were hired in July 2012 to fill these vacancies

²A call for service may generate a response by multiple public safety divisions depending on nature of service request

³SRO Program instituted at SKHS on May 5, 2007

Some of the other notable adjustments proposed for FY 2013-2014 include the following:

- Reduction of \$3,000 in the cost for education due to anticipated lower cost for Mandated Educational Reimbursements – less officers projected to be enrolled in college classes the 2013-2014 fiscal year
- Reduction in the projected costs for telephone (\$1,800) and utilities (\$18,600) based on projected consumption and market pricing – anticipate significant decrease in electric consumption due to energy conservation lighting improvements installed in 2013
- Increase in vehicle fuel costs - same level of consumption predicted – commodity price increase accounts for required adjustment (\$7,000)
- Increase of \$37,500 for proposed replacement of six vehicles (4 marked, 2 unmarked) in the next budget cycle

The total FY 2013-2014 proposed budget for the Police Department is \$5,440,569 – an overall increase of \$127,770 or 2.4% over the current year appropriation of \$5,312,799.

ANIMAL CONTROL ROAD (0820) AND SHELTER (0830)

ROAD – To enforce all animal-related Town Ordinances and State laws, provide humane education to the general public and to ensure that all animals within the Town's jurisdiction are treated humanely.

SHELTER – Founded in 1980, the South Kingstown Animal Shelter accepts neglected, abandoned, and/or stray dogs and cats. The Shelter continues to maintain a policy of euthanizing animals only for extreme behavioral problems or incurable medical conditions. The Shelter is committed to improving the quality of life of all strays in its care. To this end, adoption applicants are carefully screened. All possible medical care, including preventative attention, is given to the animals.

Trends, impacts, issues

ROAD – The Animal Control Officers are responsible for the investigation of all animal-related complaints, issuance of citations, and transportation to the Pound of all animals found roaming at large, as well as the disposal of animals that are destroyed or injured on the Town's roadways. Activity within this Division has remained stable over the past five years, with the program handling between 1,324-1,457 complaints per year. As a component of the daily contact made with the public, the Animal Control Officers use this opportunity to provide education on dealing with bite prevention, rabies, benefits of spaying/neutering and dog fighting/animal cruelty.

SHELTER – The Shelter houses the stray animal population of the towns of South Kingstown and Narragansett. In July 2004, the Animal Shelter began accepting impoundments of stray animals from the Town of Narragansett, based on a shared services agreement between the towns. Narragansett does not operate its own shelter facility and had previously contracted with private kennels to fill this need. The Town of Narragansett pays a percentage of the Shelter facility's annual operating expenses, reflecting a proportionate number of impoundments made by each town. The cost share received from Narragansett for this service was \$64,356 in FY 2011-2012 and \$66,606 in the current fiscal year.

A major effort is directed toward returning strays to their owners. Statistics show that in the 2011-2012 fiscal year, 52% of the animals impounded were claimed by their owners. The Shelter was also successful in facilitating the adoption of 210 impounded animals to new homes. In addition to caring for the basic needs of impounded animals, the Shelter staff provides a vast amount of medical care to ensure the utmost well-being of the animals in their care. Euthanasia occurs only in the extreme cases when the animals are deemed un-adoptable due to behavioral problems, injuries, illness, or if they display unpredictable behavior traits, as evidenced by the annual statistics, which show a 4% euthanasia rate.

Shelter operations were moved into the newly constructed addition in January 2012, with renovations to the old section of the building completed in the Spring 2012. This state of the art facility supports the shelter's philosophy to provide the animals with the best quality care possible utilizing all available resources.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
Number of Animal Complaints – Road Division	1,457	1,400	1,400
Number of Summons Issued	18	15	15
Number of Impoundments			
<input type="checkbox"/> Canine / Feline	303 / 250	300 / 275	300 / 275
<input type="checkbox"/> Other Species (rabbits, birds, etc.)	8	10	10
<input type="checkbox"/> D.O.A.	18	15	15
Total	579	600	600
South Kingstown/Narragansett	417 / 162	400 / 200	400 / 200
Number of Animals Quarantined at Shelter	36	35	35
Number of Impoundments Returned to Owner	299 52%	300 50%	300 50%
ADOPTIONS			
Impoundments Adopted by New Owners	210 36%	240 40%	240 40%
Number of Placements from Off-Site Adoptions	88 42%	110 46%	110 46%
Impoundments Euthanized or Died	24 4%	25 4%	25 4%
Shelter Donations and Fund Raising	\$32,317	\$30,000	\$30,000

Budget Comparison

ROAD - The proposed Animal Control Road budget for FY 2013-2014 in the amount of \$68,898 represents an increase of \$1,281 (1.9%) over the current year appropriation, primarily due to a projected increase in contractual salary obligations (\$885) and vehicle fuel (\$450).

SHELTER - The proposed Animal Control Shelter budget for the 2013-2014 fiscal year is \$170,026, an increase of \$11,481 over the current year funding level. Projected contractual salary obligations account for \$5,031 the increase. The other significant budgetary change relates to the operational costs to run the new facility. A twelve-month snap shot of the electricity and heating fuel consumption levels has revealed adjustments are necessary in the costs for electricity (\$3,300) and heating fuel (\$3,900). This data was not available during the FY 2012-2013 budget development period, as the new building was not in occupied status until January 2012. Refinements will continue to be made in future budget cycles as more history is developed. Expenses to run the Shelter will be offset by the projected cost share from the Town of Narragansett for impoundment services which is projected at \$70,000 for the 2013-2014 fiscal year.

COMMUNICATIONS DEPARTMENT (0840)

This account provides funding for the maintenance and operation of the Town’s communications system. The Department has two principal areas of responsibility: maintenance of the cable plant consisting of over 100 miles of aerial and underground cables, and enforcement of the RI Fire Safety Code pertaining to the installation and maintenance of fire alarm systems in all commercial buildings, apartment buildings with four or more units, as well as single family homes having a combination fire and security system.

The cable plant services municipally connected fire alarm systems, fire station horns, remote radios, off-premise telephone extensions, burglar alarms, panic alarms, high speed internet, and wastewater system plant telemetry. The municipal fire alarm system consists of ten box circuits and nine alarm circuits connecting over 200 call boxes throughout the Town. The Department is on-call 24/7 to respond to commercial fire alarms, as well as for system maintenance needs.

Additional duties of the Department staff include maintenance of fire alarm and security systems and installation of interior communications systems, installing new telephone, data, security, and fire alarm wiring in all Town buildings. Fire Code enforcement requires the review of all industrial, commercial, governmental/institutional and multifamily residential building plans submitted to the Town, for compliance with State codes, as well as a “rough-wire” inspection and then a final acceptance test once the project is completed.

Trends, Impacts, Issues

During FY 2011-2012, the Department was dispatched to 222 commercial fire alarm activations to assist fire districts in locating the origin of the alarm and to reset the system, representing a decrease of 19 runs from FY 2010-2011. Additionally, during the 2011-2012 fiscal year the following occurred:

- ❑ 3 municipally connected fire alarm systems were approved, and connected to the cable plant.
- ❑ 5 local commercial and 5 residential fire alarm systems were approved.
- ❑ 27 projects were submitted for plan review.
- ❑ Received \$2,324 in Municipal Fire Alarm connection and plan review fees.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Field Inspections/Code Enforcement	10%	10%	10%
Reviewing Plans	6%	5%	5%
New installations data, telephone, security	5%	5%	5%
Outside Cable Plant Work	55%	55%	60%
Maintenance on school security systems	3%	3%	3%
Maintenance on Municipal Fire Alarm	20%	20%	15%
Data entry of test reports	1%	2%	2%
<i>Total</i>	100%	100%	100%

Goals FY 2013-2014

- ❑ Begin installation of replacing communications cable on Main Street
- ❑ Continue GIS mapping of the existing cable plant
- ❑ Continue to modify existing cable plant to create test points throughout the system to minimize time spent when troubleshooting any of the 50-plus circuits that are supported by the cable plant
- ❑ Continue to work on the five, ten, and fifteen-year master plan for cable plant usage and expansion, to include the use of fiber optic cable

Budget Comparison

Funding in the amount of \$181,512 is proposed for FY 2013-2014, which is \$3,115 more than the current year appropriation of \$178,397. It is noted that a School Department transfer of \$3,800 will offset services provided to the School District by Communications Department. Plan review and municipal connection fees are projected to generate revenue of \$2,000 during FY 2013-2014.

RADIO SERVICES (0850)

The Radio Services Program provides a centralized account for the purchase, installation, maintenance, and repair of radio equipment used by several Town departments, including Police, Communications, Public Services, Recreation, and Emergency Medical Services (EMS).

Radio repair services are purchased on an as-needed basis for the various Town departments in this group. Maintenance on Police and EMS radio equipment is handled separately due to the highly specialized nature of this equipment and the need for consistency and reliability in service. Level funding in the amount of \$2,000 for repair and maintenance services is proposed for FY 2013-2014.

This includes funding needed to maintain the data transmission lines that support the operation of the repeater/satellite receiver system for the VHF radio system, which in March 2010 changed in status from the Police Department's primary communication system to a secondary system with their migration to the 800MHz system. Continuing to keep these lines in operation serves two purposes – it provides for a back-up means of communication for the Police Department, and gives the Town the opportunity to evaluate the feasibility of keeping the VHF system in operation for other municipal users should the Police Department decide to discontinue use of the system at some future point. To comply with a new FCC requirement that went into effect in January 2013 requiring public safety entities to modify their VHF systems to narrowband technology, the Police Department filed an amended radio license application with the FCC and reprogrammed its VHF portable radio equipment and repeater system to the narrowband spectrum. These steps were necessary to keep the radio license active for continued operation of the VHF system for back-up communications.

Equipment replacements and/or new purchases tend to vary from year to year based on the needs of each department. In FY 2013-2014 an appropriation \$4,710 is proposed, which is \$2,520 more than the current year's funding, due to the need to replace a portable radio for the EMS Division.

The total proposed budget for the 2013-2014 fiscal year is \$6,710, an overall increase of \$2,520.

HARBOR PATROL (0860)

The Harbormaster Division of the Police Department provides for the safety of the boating public on waters located in the Town of South Kingstown, through education and enforcement of State and local boating safety laws, while assisting Federal, State, and local governmental agencies in their efforts by providing local knowledge relative to their specific water related issues.

Trends, impacts, issues

The emphasis of the Harbor Patrol program is to educate recreational boaters about the rules and regulations governing the use of Town waters in order to promote public safety and enjoyment. In addition to educating the public on boating safety, the Harbormaster also provides training to enforcement personnel. The RI Island Harbormasters Association adopted the Town's Marine Patrol Training Program as the model for basic training requirements for Harbormasters in Rhode Island. Over the last seventeen years, the Harbormaster has administered this twenty-hour classroom training to personnel from a dozen cities and towns, including members of the RI State Police. A partnership was formed with the Rhode Island Municipal Police Academy (RIMPA), which awarded the program the distinction of being POST (Police Officers Standards and Training) certified. The Harbormaster, in conjunction with the RIMPA, taught the first POST certified Marine Patrol Class in April 2008 at the Warwick Police Department, and will be called upon as needed to teach additional classes.

The Harbormaster utilizes seasonal assistants and interns from the University of Rhode Island to staff the program. These efforts, combined with coordinating coverage with the Narragansett Harbormaster, makes it possible to cover the Town's waterways (weather permitting) seven days a week for the entire fifteen-week summer season.

The presence of the Harbor Patrol on the Town's waterways has a calming effect on the general boating population and promotes a safe boating environment for all to enjoy. During the 2012 boating season, there were 1.25 average daily boating safety contacts, among which 118 safety checks were conducted and 11 warnings issued for various boating violations.

Goals FY 2013-2014

The Harbormaster Division will continue its efforts in educating the public on boating safety, as well as enforcing state and local boating safety laws.

Budget Comparison

Funding in the amount of \$29,945 is proposed for the 2013-2014 fiscal year, which is at the same level of funding as the current year. Service levels are proposed to remain the same, which will be achieved through continued coordination of patrol coverage with the Town of Narragansett.

FIRE COMPANY DONATION (0870)

This account provides a funding contribution of \$400 each to the nine fire companies within the Town of South Kingstown. For FY 2013-2014, level funding in the amount of \$3,600 is proposed.

EMERGENCY MEDICAL SERVICES (0880)

The purpose of the Emergency Medical Services (EMS) Department is to provide pre-hospital emergency medical treatment and transportation to the sick or injured.

Trends, impacts, issues

The EMS Department operates 24 hours per day, seven days a week. In July 2001, the Division established a second emergency medical team operating from a satellite station at the Public Services building on Route 1, which provides year round response, from 7am to 7pm, seven days per week. The staff operates under the direction of the EMS Director with 12 full-time staff Paramedic positions and 4 Paramedic shift supervisors. Supplementing the EMS work schedule are 10 per-diem employees. Two transporting ambulances and a sport utility vehicle licensed as an ambulance provide response, care, and transport primarily to South County Hospital. Patients requiring specialized care, such as heart attacks, critical trauma, and pediatrics are transported to appropriate hospitals as needed in accordance with R.I. EMS protocols.

Requests for EMS services has grown appreciably over the years, evidenced by the current level of activity of run statistics of 2,652 requests in FY 2011-2012 as compared to FY 2002-2003 statistics that show 2,075 requests, an increase of 28%. This trended increase was first observed in FY 2005-2006, and has been remained within a comparable range for the last few years. The other observation to be noted is the majority of mutual aid required from outside towns occurs during the hours between 7pm and 7am when the second transporting ambulance is not in service.

While the increased call volume creates an increased expense, EMS has seen a significant increase in revenue as a result of the Town's user fee system, established in FY 1999-2000, to obtain insurance reimbursements for eligible EMS services in order to offset property tax support for the EMS program. To ensure that Town residents are not responsible for making direct out-of-pocket payments, the Town has created a self-insurance fund to credit billings to uninsured or underinsured system users. EMS reimbursements principally are derived from Medicare, Medicaid, and healthcare provider contract payments for ambulance transports provided to covered patients.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Estimated	FY 2013-2014 Projected
Total EMS requests	2,652	2,900	3,100
❑ Mutual aid delivered to other agencies	88	110	120
❑ Total Mutual Aid required	123	150	160
❑ Mutual Aid required at night	96	124	145
EMS Income Transfer to General Fund	\$500,000	\$500,000	\$550,000

Budget Comparison

The proposed budget for FY 2013-2014 is \$1,213,417, an increase of \$46,752 over FY 2012-2013. The cost of full-time salaries (\$29,501) and longevity (\$1,851), and increases in part-time salaries (\$20,000) constitute the majority of the changes. With the exception of an increase in the cost for software maintenance services (\$4,100), attributed in part to the recent upgrade of the EMS patient care reporting system, the remaining operating accounts remain at a comparable level to the previous year's funding.

PUBLIC SERVICES DEPARTMENT – ENGINEERING DIVISION (0910)

The Engineering Division serves as the Town’s technical branch that oversees design and construction of public works infrastructure. Duties include drainage resolution, stormwater compliance, street and highway road resurfacing, street lighting, tree programs, and capital improvement projects. The Division assists other municipal departments in matters pertaining to engineering, drafting, and surveying. Services are provided on a regular basis to the Office of the Town Manager, Planning, Finance and Recreation Departments, and the Planning Board. The Planning Department requires the most extensive service, including detailed engineering reviews, subdivision design review and inspections, construction and zone change proposals, and drafting. Other departments receiving services include Senior Services, Police, and Schools.

Trends, impacts, issues

Much of the Division's efforts continue to be directed to large capital improvement program (CIP) project oversight. These projects require engineering, drafting, and review of plans and drawings, as well as the administration of architectural and construction contracts for facility design and development.

On-going public infrastructure improvements include road resurfacing, drainage improvements, bridge rehabilitation, and large culvert replacements. Engineering staff and inspectors also oversee the construction of new land development projects, replacement sidewalks, utility infrastructure, and stormwater drains.

State promulgation of unfunded Phase 2 stormwater regulations and total maximum daily loads (TMDL) limits for surface water pollutants continues to require an inordinate amount of time from the professional engineering staff and Public Services Director. After lengthy discussions with USEPA and RIDEM officials, the Town has agreed to implement structural TMDL best management practices (BMPs) for the Narrow River. Stormwater treatment improvements for Narrow River, will be the first of seven- (7) TMDLs that the Town will have to address over the next 20-30 years. This program will be a significant expense to the community and the Town will need to work with State and Federal regulatory agencies to determine what, if any, quantifiable benefit the stormwater treatment improvements will have.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
<input type="checkbox"/> Miles of Road Crack Sealed	7	7	7
<input type="checkbox"/> Miles of Roads Stone-Sealed	8	8	7
<input type="checkbox"/> Miles of Roads Re-Striped	22	22	22
<input type="checkbox"/> Physical Alteration Permits Issued	107	100	110
<input type="checkbox"/> Utility Permits Issued	79	70	70
<input type="checkbox"/> Private Road House # Assigned	20	15	10
<input type="checkbox"/> # of Licensed ROW Contractors	60	60	60
<input type="checkbox"/> Soil Erosion Permits	106	100	100
<input type="checkbox"/> Contracts Bid	11	12	12
<input type="checkbox"/> Land Development Projects Inspected	18	18	15

Goals FY 2013-2014

- ❑ On-going implementation of Town pavement overlay program in lieu of recent full depth reclamation (FDR) road reconstruction.
- ❑ Provide continued technical oversight of the Town's Phase 2 stormwater management program, including Narrow River drainage catchment study and structural BMPs.
- ❑ Provide continued technical support to other Departments on an as needed basis for various construction oversight and design services.

Budget Comparison

No significant program changes in the Engineering Division are anticipated for the upcoming fiscal year. The proposed budget for the 2013-2014 fiscal year is \$267,476, representing a \$5,046 increase over the current year appropriation, primarily due to contractual increases in full-time salaries.

PUBLIC SERVICES DEPARTMENT - STREETS AND HIGHWAYS DIVISION (0920)

The Streets and Highway Division provides labor services, materials, and equipment for year-round maintenance of the Town's highway and drainage infrastructure. The Division is also responsible for minor municipal tree and dam maintenance.

Trends, impacts, issues

Whereas the Engineering Division is responsible for large construction projects in conjunction with the Town's capital improvement program (CIP), the Highway Division is responsible for on-going maintenance of municipally owned streets, bridges, drainage infrastructure, and dams. Highway Division responsibilities include, but are not limited to, snowplowing, gravel road grading, street sweeping, and road shoulder mowing services. In addition, the Highway Division's in-house staff performs smaller stormwater drainage projects, sidewalk replacement projects, dam maintenance and miscellaneous infrastructure projects. Beginning in 2010, Highway Division staff began annual landfill cap mowing and miscellaneous maintenance duties for the Rose Hill and West Kingston Superfund landfill sites.

Similar to the Engineering Division, the Highway Division continues to direct a significant amount of effort to Phase 2 stormwater program compliance. Beginning in FY 2013-2014, the Highway Division will perform catch basin cleaning services through third party contract services. Third party contractor services eliminate the need to procure a new, highly specialized and expensive vac-truck. A predictive cleaning program expects to clean approximately 250 catch basin structures each year.

Highway Division annual inspections of all stormwater structures will continue for the upcoming fiscal year to determine if there are any illicit discharges and what maintenance (ex.: sand spoils removal), is necessary to further fine tune a predictive stormwater infrastructure cleaning schedule.

Beginning in 2008, the Highway Division reduced its roadside mowing tractor fleet to two tractors. Although road shoulders will continue to be mowed for reasons of public safety, the extent of maintenance (i.e. mowing frequency) will continue to be less than was performed in prior years.

Since 2004, the Division has used two street sweepers for street sweeping duties. Although the second sweeper is beneficial to capture stormwater pollutants on Town roadways in a timelier manner, the ability to keep a second sweeper may be problematic in upcoming years due to cost and will be reviewed yearly, subject to funding availability.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
<input type="checkbox"/> Catch basins cleaned	200	279	250
<input type="checkbox"/> Catch basins inspected	2650	2,653	2,655
<input type="checkbox"/> Number of drainage outfalls cleaned	17	20	20
<input type="checkbox"/> Number of drainage outfalls marked *	4	2	2
<input type="checkbox"/> Road miles swept	143	143	143
<input type="checkbox"/> Tons of sweeping spoils disposed of	715	700	700
<input type="checkbox"/> Town road miles graded	7.63	7.68	7.75
<input type="checkbox"/> Private road miles graded **	10.44	10.44	10.44
* <i>new outfalls anticipated each year for new land development projects that are completed</i>			
** <i>of the 71 miles of private roads in Town, a limited number receive seasonal grading "by tradition"</i>			

Goals FY 2013-2014

Compliance with unfunded Phase 2 stormwater mandates will require a continued elevated level of effort from the Highway Division, including system wide catch basin and outfall inspections and sampling. Beginning in FY 2013-2014, third party contract services will be used for catch basin cleaning activities. Highway Division staff, utilizing a hand-held iPad device, will accompany the catch basin cleaning contractor to quantify cleaning spoils volume and infrastructure condition. The devices will also be used for outfall inspections, land development project inspections and storm water illicit discharge, detection, and elimination (IDDE) investigations. The device is integrated with the Town's GIS system, whereby all data is directly updated to the Town's infrastructure database, thereby streamlining data input and regulatory reporting requirements.

New Federal Highway Administration "retro-reflectivity" signage standards will be used for replacement signage. Highway staff will survey and document all signs to determine regulatory compliance with retro-reflectivity requirements. Thereafter, the Division continues working toward a goal of replacing regulatory and street name signs with retro-reflectivity compliant signs by 2020.

The Highway Division also performs limited tree maintenance in-house, but will continue to use the Tree Warden for emergency work, along with third- party arborists for non emergency work beyond in-house capabilities.

Budget Comparison

The total proposed budget for the 2013-2014 fiscal year amounts to \$1,807,964, which is \$11,553 more than the FY 2012-2013 adopted budget, primarily due to an increase in professional services (\$15,000) and an overall increase in supplies and materials (\$12,070), which is partially offset by an overall reduction in personnel costs (\$12,100) as compared to the current year appropriation.

TREE MANAGEMENT PROGRAM (0950)

The Town's Tree Warden oversees municipal trees located within Town highway rights-of-way and on municipal properties (i.e. parks and municipal building grounds). The Tree Warden reviews applications for tree maintenance, removal, and planting for any tree located on Town property or along Town roads, and also works closely with overhead utility companies and their contract arborists to ensure that overhead line tree trimming activities are in accordance with generally accepted tree maintenance standards. In addition, the Tree Warden also provides labor and equipment for emergency tree maintenance and/ or removals, whenever a municipal tree, or portion thereof, is determined to be a threat to public safety and requires immediate action.

Trends, impacts, issues

Working in conjunction with the Highway Division, the Tree Warden will continue to evaluate various tree maintenance options and oversee Highway Division staff to ensure that generally accepted arborist standards are being followed during in-house tree maintenance work. Greater emphasis continues with regard to trimming and removal of diseased and/or dead trees within Town right-of-ways. Annual expenditures for professional services is predicated on Town tree damage associated with severe weather events and Town trees found to be in poor condition that must be removed for public safety reasons.

The Town's Tree Ordinance requires individuals to perform equivalent plantings for municipal trees that are removed illegally without a Tree Permit. Enforcement of equivalent tree plantings can be problematic since there is little or no leverage to force the offender to complete the necessary work.

Goals FY 2013-2014

- Continue to work with overhead utilities and their arborist sub-contractors to ensure utility line clearing is being performed in accordance with generally accepted arborist standards
- Work with Town legal staff to promulgate amendments to the Town Tree Ordinance
- Provide guidance and oversight to Highway Division crews to ensure that Highway Division tree maintenance work is in accordance with generally accepted arborist standards
- Attend Town Tree Board (Conservation Commission) meetings as required

Budget Comparison

The total proposed budget for FY 2013-2014 is \$33,450, which is a \$148 increase over the current year appropriation.

STREET LIGHTING (0960)

The street lighting account covers expenditures associated with streetlights along all State and local roads in South Kingstown, as well as other infrastructure special lighting requirements, which include:

- Peace Dale parking lot
- Peace Dale rotary (seasonal)
- Saugatucket River Boardwalk

The Town's Transportation and Traffic Review Committee (T2RC) reviews requests for new streetlights based upon need. If a new streetlight is warranted, the Police Department works closely with National Grid and tries to reposition existing streetlights to achieve the desired lighting without adding new streetlights. As such, no new streetlights have been added in recent years.

Trends, impacts, issues

The Police Department in FY 2009-2010 reviewed the wattage of all streetlights in Town and made lamp wattage reduction recommendations where applicable. At the request of the Town, National Grid streetlight lamp wattage change-outs began in FY 2011-2012 and were complete as of July 2012, thereby mitigating escalating street lighting costs to the Town.

Goals FY 2013-2014

- ❑ Continue working with National Grid to maximize energy efficient lighting technology, including LED street lamps
- ❑ Transportation and Traffic Review Committee (T2RC) to provide a fair and impartial review of new street light requests to determine need

Budget Comparison

The proposed budget for the 2013-2014 fiscal year is \$159,000 – a \$29,000 increase over the current fiscal year adopted budget.

WASTEWATER FUND TRANSFER (0970)

The Town's On-Site Wastewater Management Program oversees and manages approximately 6,300 properties in Town that utilize on-site wastewater disposal systems as a means of wastewater disposal. Under this program, all property owners are required to have a baseline inspection performed for their disposal system. Baseline inspection findings are used to determine, what, if any repairs are necessary, in addition to future septic system inspections and pumping.

All properties in Town utilizing an OWTS were sent mandatory first inspection notices as of October 2011. Continued follow-up by the On-site Wastewater Specialist (OSWS) is necessary to ensure a baseline inspection has been completed for all properties, in addition to NOV compliance follow-up. A review of alternate database platforms will also be reviewed to determine if a more user friendly software program is available for OWTS data management than the current in-house Access database.

A review of the OSWM ordinance by the Public Services Department, in conjunction with the Planning Department, will need to be performed to determine what, if any, changes are recommended for on-going OSWM to better reflect program need.

Since inception of the program in 2001, all baseline inspections have been completed, and NOVs issued as appropriate. A transfer from the General Fund in the amount of \$3,000 is proposed for FY 2013-2014, a decrease of \$6,200 in funding from the current year appropriation.

HUMAN SERVICES AGENCIES (1005-1075)

For the 2013-2014 fiscal year, it is proposed the Town appropriate \$508,732 for human services programming. Of this amount, level funding of \$145,400 is to be allocated to support services provided by 12 community-based agencies that address important and diverse human service needs. The remaining allocation of 363,332 (an increase of \$11,834) is budgeted to support the operation of the Town's Senior Programs, including senior transportation, senior nutrition, adult day services, and the Senior Center.

The Town is dedicated to the well-being of its residents and makes every effort to ensure that basic needs are being met – particularly for those who are low income, elderly, and/or handicapped. The proposed contributions to human services agencies represent the Town's efforts to support organizations and Town programs that provide a wide range of services to these local residents.

Trends, impacts, issues

Level funding in the amount of \$145,400 is proposed for the 2013-2014 fiscal year. It is noted that the Town also makes contributions to several of these agencies through CDBG funding and/or property tax exemptions.

Important to note is that for FY 2013-2014 the Town will provide (exclusive of CDBG and property tax exemptions) 57.5% of the total municipal cash contributions to these organizations, as compared to the current year (34.80%), while 30.2% of the organizations' clientele are Town residents, up from 22.95% in FY 2012-2013. There continues to remain a significant range when determining the percent of each organization's total clientele, as compared to the percent of Town residents served.

Specific Performance Measurements

The following chart details the percentage of municipal funding and clients served from South Kingstown for each organization requesting funding in FY 2013-2014:

Contribution to Private Agencies	SK Share of Total	SK Clients as % of Total
South Shore Mental Health Center	38.4%	22.1%
Home and Hospice Care of RI	100.0%	4.4%
VNS Home Health Services	38.4%	21.6%
Thundermist Health Center of So. County	88.9%	29.6%
Phoenix Houses of New England Sympatico	96.0%	40.2%
Jonnycake Center of Peace Dale	78.6%	74.9%
Cane Child Development Center	100.0%	57.5%
South County Community Action	45.6%	15.0%
Welcome House of South County	15.8%	45.8%
Domestic Violence Resource Center	31.3%	18.2%
Education Exchange	36.0%	11.6%
Wash. County Coalition for Children	21.1%	21.2%
Total	57.5%	30.2%

Municipal senior programs continue to be significantly utilized. In addition to local funding, revenues are provided through Federal and State grants, the Towns of Narragansett and North Kingstown, and client user fees. *Refer to S-1 through S-15 for a full discussion of the Senior Services Program.*

Goals FY 2013-2014

The Town strives to continue its support of outside agencies and annually reviews the level of support to best reflect the needs of the community.

Budget Comparison

The total proposed budget for contributions to human services agencies for the 2013-2014 fiscal year is \$145,400, representing level funding from the current year adopted budget.

PARKS AND RECREATION DEPARTMENT (1110-1116)

The Parks and Recreation Department serves the community by providing enriching recreation experiences and quality facilities. The objective of the Recreation Commission and the Parks and Recreation Department is to provide a well-rounded and balanced leisure services program for all segments of the community.

Trends, impacts, issues

The Town budget provides funding for the operation of the Town's leisure services program outside of the Neighborhood Guild and Peace Dale Office Building, and includes the maintenance of the Town's park system and recreational facilities.

Recreational programs supported with Town funds include Beach/Aquatics, Stepping Stone Pre-School, Self-Support Programs, Athletics/Leisure Services, and special events. Town funds also support Park and Building Maintenance operations involving the management and upkeep of all developed and undeveloped public recreational facilities, as well as all park land owned and operated by the Town.

A total of 17 parks and recreation properties are maintained by the Parks Division crew of 6 full time and 3 seasonal employees. With daily use by local leagues, interscholastic sports, and private rentals, town athletic fields require regular and frequent maintenance eight months out of the year. Various strategies are being considered to offset the rising costs of maintaining facilities that experience excessive use, such as the establishment of supplemental fees for those leagues that utilize fields for multiple seasons.

In Fiscal Year 2013-2014, the Department expects to continue its robust program offering relying on further development of partnerships with independent contractors for new opportunities. This type of program development format allows for expansion, provided third party revenues are generated, even during a budget reduction period. With the establishment of a new data management software system in the current year, and convenient on-line registration capability in FY13-14, it is anticipated that accessibility to program information and overall customer service will improve.

Indoor athletic programming demands continue to exceed the Town's available gymnasium space. A total of 723 children, ages 5 through 18, participated in the recreational youth basketball program.

This program requires gymnasium time to accommodate one practice and one game per week for every team. Other popular indoor athletic programs like volleyball and adult basketball will remain limited as a result of space restrictions. The Department is challenged to provide sufficient indoor and outdoor facilities to keep pace with the growth and demand of local sports programs for every age and ability level.

Some challenges and major changes that will affect the Town operation in FY 2013-2014 include:

- ❑ \$31,219 increase in total expenditures (2.3%); \$22,152 (3.44%) increase in projected revenue
- ❑ \$7,146 increase in overall property tax support over FY 2012-2013
- ❑ Continued reliance on outside sponsors and alternate funding to maintain free community programs such as summer concerts, 4th of July, and Children's events.
- ❑ Increase of \$11,711 in Athletic/Leisure Services Revenue – use of independent contractors has allowed for expansion of programming and net revenues
- ❑ Reduction of \$1,525 (1%) in Leisure Services Expenditures due to decrease in bussing costs
- ❑ Projected increase of \$11,650 in Beach/Aquatics revenues provided summer weather is favorable
- ❑ Field constraints prohibit growth of adult softball league; and limit department's ability to increase revenue through rental program
- ❑ Limited gymnasium space will continue to prohibit expansion of youth and adult recreational indoor sports offerings
- ❑ Changing age demographics will influence focus of future program development
- ❑ Mitigation efforts to protect Town Beach and pavilion are anticipated to begin

Program Performance Trends

The Recreation Division continues to offer a broad range of programs and events that serve every age segment of the population. Programs funded through the Town budget represent approximately 25% of the Department's total recreational program offerings.

It is projected that in FY 2013-2014 a total of 25 Youth and Teen classes and the annual Discovery Camp summer programs will be offered to an estimated 575 participants. The programs are designed to offer various outlets for this age group's abundant creative and physical energy. The Department's goal in FY 2013-2014 is to increase offerings and the participation rate by 8%.

The Stepping Stone Preschool program is projected to offer fifteen programs in the current year with an 80% success rate and a total of 175 registered participants. The Department's goal for FY2013-2014 is to increase the number of participants from 175 to 200.

Sports and Fitness programs consisting of classes, drop-in sports programs, and sports leagues for all ability levels continue to thrive. In the current fiscal year, it is estimated that a total of 490 programs will be offered with 8,000 registered participants and an 80% success rate. While acknowledging the potential for expansion in this program area, the Department will maintain the current level of offerings in FY 2013-2014 as a result of space limitations.

A total of 77 programs with 348 participants were offered in FY 2011-2012 through the Environmental Education program run primarily at the Tri Pond Nature Center for preschool, youth, and teens. In FY 2012-2013, a total of 65 programs and 300 participants are estimated. With the continuation of strong community partnerships in this category, a 7% increase in total programs and an 8% increase in participation are projected for FY 2013-2014.

Community and Special events (4th of July Celebration, Easter Egg Hunt, Children’s Festival, Earth Day) and other annual programs are mainstays of the Department. Although the cost of offering these free programs continues to increase, the Department has been successful maintaining their sustainability by securing revenue in the form of sponsorship donations from local organizations, businesses, and community members. The Department plans to offer these traditional and popular programs in FY 2013-2014 with an approximate projected attendance of 8,000 to 10,000 participants.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Recreation Division*			
Total Classes/Programs offered	612	613	635
Total Program Participants	16,492	15,970	16,200
New Classes Offered	55	50	50
Percentage of New Classes Completed	58%	50%	50%
Beach/Aquatic			
Total # Cottage Passes Sold	43	45	45
Total # Resident Seasonal Passes Sold	605	669	670
Total # Non-Resident Seasonal Passes Sold	58	81	80
Total Pass Revenue	\$74,570	\$79,000	\$80,000
Total Program Revenue	\$25,250	\$26,000	\$27,000
Total Revenue	\$112,140	\$105,000	\$107,000
Park Division			
Total Park Acreage	422.5	422.5	422.5
Park Acreage/Full-time Park Staff	60.4	60.4	60.4
Total Acres of Turf Maintained	96.5	96.5	99
Weekly Man Hours for Mowing /Landscaping	194	196	196
Average Maintenance Cost Per Acre	\$1,424	\$1,438	\$1,467
Avg. Weekly Man Hours for Litter Removal	36	36	36
Total Organized Park Facility Participation	312,000	315,000	317,000
Total Park Rental Income	\$18,691	\$21,000	\$21,525

* Data in this section reflects only those recreation classes and programs supported in the Town Budget

Goals FY 2013-2014

The Department’s future goals focus on sustaining programming, seeking alternative revenue opportunities, and collaboration with other organizations:

- Implement web-based program registration and facility reservation capabilities for improved customer service
- Review overall facility and program fee structure to keep pace with rising operational costs
- Collaborate with interested organizations and volunteers to enhance select parks and facilities
- Expand indoor athletic programming
- Increase use of alternate revenues generated through program and team sponsorships
- Continue to provide opportunities for staff professional development
- Seek opportunities for regionalization of services and shared services
- Reduce overall percentage of property tax funding
- Collaborate with Senior Services program to offer a broader range of age-specific and self sufficient activities at The Center
- Complete planned work on major CIP and Park Rehabilitation projects

Budget Comparison

The Recreation Department's total proposed budget for the 2013-2014 fiscal year is \$1,390,043 with an overall increase of \$31,219 over the current year adopted budget of \$1,358,824. Increases are primarily reflected in personnel and professional services accounts. Revenues are projected to grow by \$22,152 due to planned expansion in program offerings and participation in Athletics/Leisure Services: \$11,711; and the Beach/Aquatic Program: \$11,650.

CELEBRATIONS (1120)

This account provides funding each year for the conduct of three parades. Level funding in the amount of \$7,000 is proposed for the 2013-2014 fiscal year.

	2012-2013	2013-2014
	Adopted	Proposed
Veterans Day Parade	\$2,333	\$2,333
Memorial Day parade	2,333	2,333
Fireman's Parade	2,333	2,333
Total	\$7,000	\$7,000

SOUTH KINGSTOWN PUBLIC LIBRARIES (1210)

The South Kingstown Public Library provides free, convenient and equal access to print and non-print materials, services and technologies that support our community's informational, educational, cultural and recreational needs.

Trends, Impacts, Issues

Public libraries continue to respond to changes driven by demographics, advances in technology, rapid growth in lifelong learning activities, and the renewed importance of library as a place helping to build community while serving the community. South Kingstown Public Library offers a lifetime of learning for town residents and visitors, enriching the quality of life in the community:

- ❑ collections that reflect user demands and needs;
- ❑ programs, both original and in collaboration with other program providers, that reflect the needs and interests of learners of all ages with an emphasis on early literacy/childhood, teens and senior citizens;
- ❑ technology that expands library services and information access through the library's Web site and electronic databases; "E" books are currently much in demand; and
- ❑ facilities that provide space for quiet study and group sharing and the infrastructure to meet 21st century technology needs.

Although endowment continues to decline, a slight increase in petty cash and Library state aid is projected for the 2013-2014 fiscal year:

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Local Library Aid					
Kingston Endowment	\$19,317	\$25,000	\$21,000	\$21,000	(\$4,000)
Peace Dale Endowment	33,810	32,000	33,000	33,000	1,000
Petty Cash	28,613	21,500	24,743	24,800	3,300
Mabel Smith Trust	2,659	2,500	2,257	2,200	(300)
Total Library Revenues	\$84,399	\$81,000	\$81,000	\$81,000	\$0
State Grant	\$203,044	\$196,594	\$196,593	\$203,945	\$7,351
Library Program Cost	943,657	930,089	900,883	948,897	18,808
Property Tax Need	\$656,214	\$652,495	\$623,290	\$663,952	\$11,457

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Circulation of library materials	278,828	280,000	280,000
Circulation per Capita	9.1	9.1	9.1
Number of items in collection	78,506	78,600	78,600
Number of registered borrowers	14,710	14,800	14,800
Information requests received	27,949	28,000	28,000
Number of times public computer work stations utilized	29,554	30,000	30,000
Number of programs provided	632	650	650
Total program attendance	12,538	13,000	13,000

Goals FY 2013-2014

- Treat all library users fairly and equally and serve as a forum for all points of view.
- Provide high demand/high interest materials in a variety of formats for persons of all ages.
- Serve as a center for free, timely and accurate information for residents in their pursuit of job-related, educational and personal interests.
- Assist residents of all ages in the pursuit of life-long learning by offering a variety of programs and other enrichment opportunities.
- Strive to provide a welcoming library environment and maintain buildings that are clean, comfortable, safe, and accessible to the community.

Budget Comparison

For FY 2013-2014, the proposed budget is \$948,897 a \$18,808 (2.0%) increase over the current year appropriation. Increases are reflected in full-time (\$11,787) and part-time (\$4,233) salaries as a result of budgeted salary increases; longevity (\$1,819); books and other publications (\$4,000); and computer equipment (\$4,500). A significant decrease in heating fuel (\$7,087) is due to switching from oil to natural gas at Peace Dale and propane at Hale.

Projected library revenues will amount to \$284,945 an increase of \$7,351 over the current fiscal year appropriation. It is noted that State aid for library services (\$203,945) accounts for 71.5% of non-property tax revenues. The net FY 2013-2014 property tax need is \$663,952, an increase of \$11,457 over the current year property tax support of \$652,495.

MUNICIPAL BOARDS AND OUTSIDE AGENCIES (1300 SERIES)

The Town of South Kingstown strives to support local outside agencies that work toward the betterment of the community often with meager funding.

Trends, impacts, issues

Outside agencies are comprised of a number of types of organizations including Town Council appointed boards and commissions, neighborhood/village groups, environmental groups, and local commerce/economic development/community organizations. Listed below are the agencies for which a Town appropriation is proposed in FY 2013-2014.

Conservation Commission – Town Council appointed - reviews CRMC and DEM wetlands applications and tree complaints, along with addressing numerous other environmental concerns within the Town. The following agencies, focusing on specific environmental concerns throughout Town, receive funding through the Conservation Commission: Southern RI Conservation District, Wood-Pawcatuck Watershed Association, Cooperative Extension Watershed Watch-Tucker Pond, and Salt Pond Coalition.

Narrow River Preservation Association (NRPA) – environmental citizen action organization – dedicated to protecting the environment of the Narrow River. Town funding supports the citizens' water quality monitoring program along the river.

Southern Rhode Island Chamber of Commerce – commerce/economic development organization - a 501-c6 non-profit organization financed on a voluntary basis and established to advance the commercial, financial, industrial and civic interests of the community. As noted in its mission, the Chamber supports and enhances the business community of Southern Rhode Island and creates opportunities for the growth and development of its member businesses.

Peace Dale Neighborhood Revitalization, Inc. (PDNRI) - neighborhood/village organization - a 501-c3 non-profit neighborhood/village organization – proposed work efforts include promotion of local businesses, coordination of local arts-based initiatives, commercial/residential redevelopment, community streetscape beautification, special events to showcase the village and the continued production and maintenance of a village newsletter and website.

Downtown Merchants Association - downtown merchant’s organization – a self managed organization consisting of volunteers from the Wakefield business community - funding will assist the continuation of outdoor seasonal street festivals and community initiatives that encourage pedestrian activities, streetscape beautification and the continued economic vibrancy of the commercial downtown area.

South Kingstown Partnership for Prevention – Town Council appointed - oversees the implementation of grant funding from the State and Federal government – charged with leading the Town in substance abuse prevention initiatives by using a variety of strategies and resources to build sustainability in partnership with various community sectors to design, implement and manage a variety of prevention programs. The Town provides matching funds and in-kind.

The Washington County Regional Planning Council (WCRPC) – commerce/community cooperation organization - dedicated to promoting regional cooperation and joint planning for the nine South County communities. Focus is on five issues: economic development, water resources, land use, affordable housing and transportation. Funding sources are both public and private.

Washington County Community Development Corporation – community organization – assists member communities in providing affordable housing for Washington County residents by working jointly with private developers and/or non-profit organizations and municipalities within Washington County to encourage and promote the creation of affordable housing units. Funding sources include the Rhode Island Foundation, the Housing Network, private philanthropic support, as well as municipal funding.

Specific Performance Measurements

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Adopted	FY2013-2014 Proposed
Agencies Funded	8	8	8
Total Funding amount	\$17,3850	\$18,350	\$18,350

Budget Comparison

Level funding for Outside Agencies in the amount of \$18,350 is proposed for the 2013-2014 fiscal year. It is noted that a request for funding was also received again from the Wildlife Rehabilitators Association of Rhode Island (\$2,862), but is not included in the Town Manager's Proposed Budget for FY 2013-2014 as this agency does not currently receive Town funding.

MUNICIPAL INSURANCE (1410)

This account provides funding for the payment of all insurance premiums for public liability, comprehensive liability, auto liability, public officials liability, fire and building insurance, for all Town agencies and departments that are resident to the General Fund. All enterprise and special revenue funds are responsible for funding their respective risk management-related costs.

The Town has been a member of the Rhode Island Inter-local Risk Management Trust since 1988. This cooperative pool, with other Rhode Island cities and towns, allows the Town to take advantage of volume premium discounts. Insurance premiums for each municipality are based on actual claims

experience. The Town maintains excess insurance coverage for general liability claims in the amount of \$5 million per occurrence. The higher insurance limit is necessary to protect adequately the Town against claims for potential catastrophic losses.

A General Fund appropriation in the amount of \$231,000 is proposed for the 2013-2014 fiscal year, an increase of \$11,000 (5%) over the current fiscal year appropriation, as no dividend credit will be provided again in the 2013-2014 fiscal year.

	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over (Under) Adopted Budget
Municipal Insurance					
Liability & Property	\$292,715	\$321,988	\$331,870	\$354,254	\$32,266
Excess Liability	48,366	53,203	45,921	50,513	(2,690)
Deductibles	16,375	30,200	27,359	30,000	(200)
Total Program Cost	\$357,456	\$405,391	\$405,150	\$434,767	\$29,376
Other Fund Reimbursement	(\$158,845)	(\$185,391)	(\$185,150)	(\$203,767)	(\$18,376)
Dividend Credit	(16,964)	0	0	0	0
General Fund Share	\$181,647	\$220,000	\$220,000	\$231,000	\$11,000

TOWN EMPLOYEE BENEFITS (1420-1550)

1420 - Unemployment Compensation. State law requires that state and local governments provide unemployment insurance for their employees; therefore the Town must appropriate a sum of money to fund any unemployment claims filed. Funding in the amount of \$25,000 is proposed for the 2013-2014 fiscal year, which represents a \$10,000 reduction from FY 2012-2013.

1430 – Life Insurance. This account provides for premium payments for the group life insurance policies that the Town provides to full-time employees. Funding in the amount of \$11,000 is proposed for the 2013-2014 fiscal year, reflecting a \$1,000 decrease from the current year appropriation.

1510 - Town FICA. This account provides funding for the Social Security and Medicare (FICA) contributions for all Town employees with positions budgeted through the General Fund. A total appropriation of \$842,500 is proposed for FY 2013-2014, which is \$18,000 more than the current year appropriation. The increase is attributed to projected personnel costs subject to program eligibility and an increase of \$3,600 in the income ceiling on wages subject to Social Security withholdings.

FY2013-2014	Payroll Rate	Income Ceiling
Social Security	6.20%	\$113,700
Medicare	1.45%	No income limit

1520 - Contribution to Retirement System. This account provides funding for the Town’s employer contribution to the State of Rhode Island Municipal Employees Retirement System (MERS) covering general municipal employees, sworn police officers, and emergency medical services (EMS) personnel. The Town has participated in the MERS pension system since 1957.

The proposed appropriation for the Employer's Contribution to the South Kingstown Employees Retirement System will increase from \$1,069,780 in FY 2012-2013 to \$1,147,557 in FY 2013-2014 in accordance with contribution rates established by the State Retirement Board as shown below. It is noted that the State Retirement Board adjusts the employee contribution rate based on an annual actuarial review completed by Gabriel Roder Smith and Company. The most recent actuarial valuation was completed as of June 30, 2012. Collectively, the three Town plans have a funded ratio of 86.3%, with the actuarial value of assets totaling \$68,500,044 and accrued actuarial liabilities of \$79,362,747. In addition to the employer contributions shown below, police, EMS, and municipal employees also contribute 8%, 8%, and 7% respectively, of their annual salaries. Municipal employees will contribute 2% to the Defined Benefit Plan and 5% to a Defined Contribution Plan, based on changes proposed by the General Treasurer and enacted by the General Assembly in 2011.

Retirement Contributions - General Fund					
Employee Group	FY 11 Rate	FY 12 Rate	FY 13 Rate	FY 14 Rate	Change
Police	12.60%	16.03%	14.79%	15.02%	0.23%
EMS	3.28%	4.67%	2.74%	4.16%	1.42%
Municipal	6.20%	8.59%	11.41%	11.75%	0.34%
Employee Group	FY 11 Cost	FY 12 Cost	FY 13 Cost	FY 14 Cost	Change
Police	\$352,197	\$474,402	\$448,427	\$479,515	\$31,088
EMS	25,608	37,401	22,285	35,138	12,853
Municipal	319,090	442,982	599,068	632,904	33,836
Total Cost	\$696,895	\$954,785	\$1,069,780	\$1,147,557	\$77,777

This account also provides for the payment of a retirement pension in the amount of \$7,480 to the spouse of a former South Kingstown police officer who was not covered by the Municipal Employees Retirement System. Deferred compensation funding of \$40,000 is also included in the retirement account. The combined cost of municipal pension contributions and deferred compensation is proposed at \$1,195,037 for FY 2013-2014, an increase of \$82,777 over the current year appropriation.

1530 - Town Health Insurance. This account provides municipal funding for health care and dental insurance for eligible General Fund employees and health care-eligible retirees. In response to the continuous rise in the cost of health insurance, the Town has taken a number of steps to stabilize and/or restrain growth in employee health care expenditures, including the following specific actions:

- ❑ Ongoing review of medical claims expenditure trends.
- ❑ Annual evaluation of self-insurance versus prospective premium financing options.
- ❑ Introduction of a managed benefits plan.
- ❑ Increased co-payments for prescription drugs and emergency room use.
- ❑ Raising deductible limits to increase employee cost-share for medical services.
- ❑ Offer only Healthmate Coast to Coast plan to employees hired after July 1, 1996; moved all active employees from the more expensive Classic Blue Plan to the less costly Healthmate Coast to Coast Plan as of December 31, 2007.

- The Town implemented an Employee Cost Share requirement beginning in August 1, 2002 for all new municipal employees. Employee Cost Share Payments for FY 2013-2014 are as follows:

Municipal Program					
Health Care Cost Share Summary	EMS	Police	Council 94	Non Organized	NEA-RI
Hired Prior to August 1, 2002					
After July 1, 2013	20%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%	17.5%	17.5%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%
Hired After August 1, 2002					
After July 1, 2013	20%	20%	17.5%	17.5%	Current 15% - Subject of Negotiation for FY 2014 and FY 2015. Budgeted at 17.5%

- The Town switched as of July 1, 2008 to a self insured health insurance model through West Bay Community Health Collaborative (WBCH), with claims services provided by Blue Cross and Blue Shield of RI. Total membership in WBCH as of December 31, 2012 was in excess of 8,000 employees, of which the Town has approximately 740 members.
- The Town opted to participate in the Early Retirement Reimbursement Program (ERRP), a federal program developed through the National Healthcare Act which allotted \$5,000,000,000 in reimbursement funds to entities for claim costs paid for certain eligible retirees. The Town has been reimbursed for \$33,816 in claims, and the School Department for \$72,158 in claims. All federal funds available for this program were depleted in February 2012, meaning that the Town will not receive any further funding through this program.
- The Town and School Department as of June 30, 2010 completed a three year contract with Delta Dental and opted to ride the WBCH contract for self-insured dental services administered by Delta Dental of RI. Rates bid, based on 8,000 plus members, on the self insured dental plan are significantly lower than what the Town was paying on a prospective basis. The change in funding methods has resulted in the annual cost of a family dental plan decreasing from \$994 in the 2009-2010 fiscal year to \$903 in FY 2012-2013, an 8.5% reduction.
- During the current fiscal year, WBCH opted to change the way it offered excess stop loss insurance for its members. The WBCH board chose to have the WBCH pool self insure all claims in the range from a member's stop loss attachment point up to \$500,000. The Town and School Department's attachment point is \$225,000 per insured life. Blue Cross will then provide excess stop loss insurance to the Town from \$500,000 to \$2,000,000 per insured member's claims. Based on an actuarial review by the independent actuarial firm, Milliman, Inc., it is anticipated that WBCH will generate a surplus with this funding method, enabling the pool to contain costs for stop loss insurance in the future.

- WBCH and The Rhode Island Interlocal Risk Management Trust (The Trust), in conjunction with Milliman, Inc., developed a request for proposals (RFP) for medical and prescription drug benefit administrators. The collaboration provided the advantage of additional purchasing power of a larger combined group. WBCH's contract with Blue Cross and Blue Shield of Rhode Island (BCBSRI) expired on June 30, 2012. After reviewing proposals from BCBSRI and United Health it was determined by the WBCH Board of Directors to award the bid to BCBSRI. Based on the favorable rates received by combining the two health pools, all entities will see a reduction in their respective BCBSRI administrative fees. The rate for the 2013-2014 fiscal year will decline to \$23.34 from the current fiscal year rate of \$29.19. The rate reduction will mean combined savings of \$52,000 for the Town and School Department. In addition, Milliman has advised the two pools that the change in pharmacy benefit managers should result in additional savings in prescription drug costs.

It is noted that effective with FY 2008-2009, the Town must account for and reserve funds to meet anticipated costs associated with "Other Post-Employment Benefits" (OPEB). OPEB costs associated with post employment health care benefits include annual contributions to a 30-year payment schedule to meet all unfunded accrued liability associated with both current and retired General Fund employees entitled to some form of employer paid health care benefits in retirement and the current year cost associated with OPEB benefits that current employees will earn in FY 2013-2014. Projected General Fund OPEB related costs for FY 2013-2014 include an annual required contribution (ARC) of \$822,000, less expected retiree benefit payouts of \$552,000, for a net budget expense of \$270,000.

The total FY 2013-2014 proposed budget for health care amounts to \$3,044,545, representing an increase of just \$616 over the current fiscal year appropriation.

1550 – Workers' Compensation. This account provides funding for Workers' Compensation Insurance for Town personnel budgeted in the General Fund, with the exception of Public Safety and EMS employees who are covered under separate State statutes for on-the-job injuries. Based on favorable claims experience, this account is projected to increase just slightly by \$2,334 to \$127,334 for the 2013-2014 fiscal year.

TRANSFER TO SCHOOL FUND (1610)

For FY 2013-2014, the Town Administration, after consultation with School Administration, is proposing a School Fund in the amount of \$58,625,500. This proposed program is \$200,000 less than recommended by the School Committee. Property tax support necessary to fund the revised School Fund amounts to \$49,131,442, an increase of \$767,283 over the current year appropriation of \$48,364,159.

Town Manager Proposed School Fund FY 2013-2014						
Revenue Statement	Actual FY 2011-2012	Adopted FY 2012-2013 School Committee	Estimated FY 2012-2013 School Department	Estimated FY 2012-2013 Town Manager	Recommended FY 2013-2014 School Committee	Proposed FY 2013-2014 Town Manager
State Aid	\$8,020,479	\$7,711,582	\$7,711,582	\$7,711,582	\$7,756,786	\$7,816,786
Group Home Aid	375,000	375,000	375,000	375,000	375,000	315,000
Federal Jobs Fund	0	427,070	427,070	427,070	0	0
Total State/Federal Aid	\$8,395,479	\$8,513,652	\$8,513,652	\$8,513,652	\$8,131,786	\$8,131,786
Tuition Income	\$204,782	\$170,559	\$170,559	\$170,559	\$210,272	\$210,272
School Trust Funds	19,989	20,000	20,000	20,000	20,000	20,000
Designated Funds	392,066	535,030	535,030	535,030	535,000	535,000
Medicaid	469,589	600,000	550,000	550,000	550,000	550,000
Miscellaneous	24,670	47,000	47,000	47,000	47,000	47,000
Total Local Revenue	\$1,111,096	\$1,372,589	\$1,322,589	\$1,322,589	\$1,362,272	\$1,362,272
Property Tax Appropriation	\$48,216,337	\$48,364,159	\$48,364,159	\$48,364,159	\$49,331,442	\$49,131,442
Gross Revenue	\$57,722,912	\$58,250,400	\$58,200,400	\$58,200,400	\$58,825,500	\$58,625,500
Expense Statement	Actual FY 2011-2012	Budgeted FY 2012-2013 School Committee	Estimated FY 2012-2013 School Department	Estimated FY 2012-2013 Town Manager	Recommended FY 2013-2014 School Committee	Proposed FY 2013-2014 Town Manager
Salaries	\$33,404,476	\$34,255,966	\$33,923,950	\$33,783,877	\$34,221,480	\$34,221,480
Benefits	13,697,073	13,526,623	13,444,078	13,407,221	13,831,041	13,631,041
Professional Services	1,109,136	1,052,743	1,108,337	1,077,050	1,121,847	1,121,847
Property Services	601,252	677,782	644,390	624,192	644,658	644,658
Other Services	6,131,595	6,611,888	6,593,962	6,478,989	6,868,162	6,868,162
Supplies	1,532,527	1,621,204	1,576,346	1,581,956	1,621,436	1,621,436
Equipment	630,888	504,194	543,732	543,732	516,876	516,876
Total Expense	\$57,106,947	\$58,250,400	\$57,834,795	\$57,497,017	\$58,825,500	\$58,625,500
Surplus Position	\$615,965	\$0	\$365,605	\$703,383	\$0	\$0

For a full explanation of the budgetary issues associated with proposed revisions to the School Committee's Recommended Budget, please see the Town Manager's Budget Message (*pages M-29 through M-31*).

EDUCATION DEBT SERVICE (1620)

This account provides funding to meet debt retirement costs associated with school-related capital facilities. Educational debt service costs are maintained separately from general municipal debt since school-related debt receives a thirty percent (30%) reimbursement from the State of Rhode Island. For the 2013-2014 fiscal year, the projected school debt service cost is \$2,115,579 (\$251,653 less than the current year estimate of \$2,367,232). Available non-property tax revenues amounting to \$834,587 will offset school debt service requirements resulting in a net property tax need of \$1,280,826 (a decrease of \$56,284 from the estimated current year property tax need). The decreased property tax need is a result of a decline in principal and interest payment requirements on existing debt, which are offset somewhat by a decline in third party revenue sources.

EDUCATION DEBT SERVICE PROGRAM		
Permanent Debt (Bonds)	Estimated 2012-2013	Proposed 2013-2014
High School Addition #2 (A & B)	\$493,862	\$340,704
Junior High Addition /Athletic Fields	210,315	201,654
Hazard Renovations	125,173	120,019
Junior High Fields	68,081	60,981
School Site/Maintenance / Matunuck/W. Kingston Playgrounds	99,439	96,737
Jr. High Fields Property Purchase./Roof Repairs	50,416	48,929
New Middle School	726,363	701,587
Middle School fields/ South Rd Roof Replace(6/02) Refi.11/12	95,868	72,336
General Building Reno. \$1 Million-(6/15/03) Refinanced 11/12	69,509	66,873
Middle Sch. fields \$325K/Gen. Bldg. \$1.05M (6/02) Refi.11/12	106,121	91,324
General Building Renovations \$1 Million-6/15/05	75,625	73,875
General Building Renovations \$800 Thousand-6/15/06	63,180	61,580
General Building Renovations \$1 Million-6/15/07	82,250	80,125
General Building Renovations \$1.2 Million-11/12/09	99,030	96,855
Bond Registration Fees	2,000	2,000
Total	\$2,367,232	\$2,115,579
Net Education Debt Service	Estimated 2012-2013	Proposed 2013-2014
Total Debt Service	\$2,367,232	\$2,115,579
Less State School Construction Aid	(855,370)	(710,892)
Less School Impact Fees	(70,000)	(70,000)
Less Overlay Share	26,633	25,772
Less Motor Vehicle Excise Taxes	(72,552)	(69,165)
South Road School Reserve Fund	(10,667)	(10,468)
School Energy Savings Transfer	(48,166)	0
Property Tax Need	\$1,337,110	\$1,280,826

TOWN DEBT SERVICE (1621)

This account provides funding for the debt retirement of all permanent municipal bond programs and short-term bond anticipation note costs. For the 2013-2014 fiscal year, the total proposed appropriation is \$1,104,694, which is \$116,207 less than the current year adopted budget. Based on anticipated third party revenues of \$376,602, net debt service will amount to \$728,092, which is \$106,508 less than the estimated FY 2012-2013 fiscal year requirement. The decreased property tax need is a result of a decline in principal and interest payment requirements on existing debt.

Bond repayments are scheduled for the following projects:

TOWN DEBT SERVICE PROGRAM		
Existing Debt Service	Estimated 2012-2013	Proposed 2013-2014
Recreation/Library (5/93) Refinanced 10/02	\$14,076	\$0
Kingston Library, Public Safety Land (3/94) Refinanced 10/02	39,688	38,896
Public Safety Building/Marina Park (2/95) Refinanced 6/05	278,944	260,369
Marina Park/Open Space (1/96) Refinanced 6/03	17,212	16,503
Land Acquisition/Brousseau Pk/Storage (6/98) Refinanced 11/09	34,761	28,413
Open Space/Senior Center/Greenway (6/99) Refinanced 11/09	82,472	80,008
Middle Sch. fields/Green Hill Park/Op. Sp.(6/02) Refi.11/2012	179,074	135,117
Open Space/Public Works (6/03) Refinanced 11/2012	27,803	26,749
Open Space/Middle Sch.fields/Public Works (6/04) Refi.11/2012	114,024	98,394
Open Space/Public Works (6/06)	331,695	323,295
Open Space/Public Works (6/07)	98,700	96,150
Bond Registration Fees	800	800
Direct Municipal Debt	\$1,219,249	\$1,104,694
Net Municipal Debt Service	Estimated 2012-2013	Proposed 2013-2014
Total Town Debt Service	\$1,219,249	\$1,104,694
Less State Library Aid	(9,208)	(8,811)
Less Recreation Impact Fees	(121,654)	(118,124)
Less Overlay Share	16,696	14,650
Less Transfer from Open Space Reserve	(225,000)	(225,000)
Less Motor Vehicle Excise Taxes	(45,483)	(39,317)
Property Tax Need	\$834,600	\$728,092

CAPITAL IMPROVEMENT PROGRAM (1710)

The Town Council's adopted Capital Improvement Program (CIP) for FY 2013-2014 through FY 2018-2019 includes major replacements, purchases, construction, and annual contractual programs that require expenditures in excess of \$10,000. The purpose of this program is to develop an orderly schedule of improvements that are needed by the Town. The CIP seeks to determine needs, establish priorities, and analyze the Town's ability to pay for these new improvements.

A capital budget element of \$1,232,000 is proposed for FY 2013-2014, reflecting an increase of \$22,000 over the current fiscal year adopted budget of \$1,210,000. During the current fiscal year, \$500,000 in revenue from the General Fund's Undesignated Fund Balance was used to offset an equal amount of property tax support associated with the Capital Budget. For the 2013-2014 fiscal year, it is proposed to use the same level of funding from the Undesignated Fund Balance. The net general fund need for capital projects funding is \$732,000.

A summary of the FY 2013-2014 Capital Budget is presented as follows:

Capital Budget	2010-2011 Actual	2012-2013 Adopted	2013-2014 Proposed	Increase Dollar
Recreational	\$176,000	\$169,000	\$167,000	(\$2,000)
Public Services	825,000	840,000	853,000	13,000
Public Safety	159,378	142,000	169,000	27,000
General Municipal	75,000	59,000	43,000	(16,000)
Annual Capital Budget	\$1,235,378	\$1,210,000	\$1,232,000	\$22,000
<i>Less Revenues From Undesignated Fund Balance</i>				
Public Safety Program	\$0	\$0	\$0	\$0
Public Services Program	500,000	500,000	500,000	0
Municipal Program	0	0	0	0
Fund Balance Total	\$500,000	\$500,000	\$500,000	\$0
Property Tax Support	\$735,378	\$710,000	\$732,000	\$22,000

FUND CONTINGENCY (1810)

This account provides funds to accommodate any emergency situation that might arise during the fiscal year for which there is not sufficient funds budgeted. Situations such as a major fire, major equipment breakdown, or unanticipated snow removal would be charged to this account.

Level funding in the amount of \$65,000 is proposed for the 2013-2014 fiscal year. Spending over the past eight fiscal years has been as follows:

Fiscal Year	Actual spent
2011-2012	\$0
2010-2011	\$65,000
2009-2010	\$65,000
2008-2009	\$172,743
2007-2008	\$152,400
2006-2007	\$16,904
2005-2006	\$80,868
2004-2005	\$14,598

As noted above, there were no Contingency expenses in the 2011-2012 fiscal year.

Prudent financial management standards suggest that a fund contingency of no less than one-half percent, and no more than one percent, of the General Fund's operating program should be maintained. To meet this standard, the Town would have to allocate between \$103,000 and \$206,000 for contingency expenditures. Based on the present economic climate, the Town has opted to maintain the contingency account at the same level as the current year appropriation.

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0110	Town Council						
Class 100	- Personal Services						
102	Part-Time Salaries	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$0
104	Overtime	2,295	1,800	2,500	2,500	2,500	700
Total		\$13,295	\$12,800	\$13,500	\$13,500	\$13,500	\$700
Class 200	- Contractual Services						
299	Other Expenses	\$104	\$500	\$250	\$500	\$500	\$0
Total		\$104	\$500	\$250	\$500	\$500	\$0
Class 300	- Supplies & Materials						
313	Office Supplies	\$20	\$50	\$50	\$50	\$50	\$0
Total		\$20	\$50	\$50	\$50	\$50	\$0
Departmental Total		\$13,419	\$13,350	\$13,800	\$14,050	\$14,050	\$700
0120	Budget Adoption Process						
Class 100	- Personal Services						
103	Seasonal Salaries	\$0	\$3,020	\$3,000	\$3,023	\$3,000	(\$20)
104	Overtime	0	882	800	900	900	18
Total		\$0	\$3,902	\$3,800	\$3,923	\$3,900	(\$2)
Class 200	- Contractual Services						
201	Advertising	\$13	\$400	\$400	\$400	\$400	\$0
230	Printing/Binding	0	5,144	5,000	5,144	5,144	0
277	Transfer to Other Funds	9,000	0	0	0	0	0
290	Professional Services	0	350	0	350	350	0
Total		\$9,013	\$5,894	\$5,400	\$5,894	\$5,894	\$0
Class 300	- Supplies & Materials						
313	Office Supplies	\$0	\$100	\$100	\$100	\$100	\$0
399	Other Expenses	0	200	200	275	275	75
Total		\$0	\$300	\$300	\$375	\$375	\$75
Departmental Total		\$9,013	\$10,096	\$9,500	\$10,192	\$10,169	\$73
0210	Municipal Legal Services						
Class 200	- Contractual Services						
290	Professional Services	\$156,000	\$162,934	\$162,934	\$166,200	\$167,000	\$4,066
299	Other Expenses	2,253	5,000	4,000	5,000	4,200	(800)
Total		\$158,253	\$167,934	\$166,934	\$171,200	\$171,200	\$3,266
Departmental Total		\$158,253	\$167,934	\$166,934	\$171,200	\$171,200	\$3,266
0220	Probate Court						
Class 100	- Personal Services						
102	Part-Time Salaries	\$4,000	\$4,000	\$4,000	\$5,000	\$4,000	\$0
Total		\$4,000	\$4,000	\$4,000	\$5,000	\$4,000	\$0
Departmental Total		\$4,000	\$4,000	\$4,000	\$5,000	\$4,000	\$0

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0310	Town Clerk						
Class 100	- Personal Services						
101	Full-Time Employees	\$235,535	\$238,377	\$241,258	\$248,232	\$248,232	\$9,855
104	Overtime	483	500	500	500	500	0
109	Municipal Longevity	10,491	10,696	10,696	11,268	11,268	572
Total		\$246,509	\$249,573	\$252,454	\$260,000	\$260,000	\$10,427
Class 200	- Contractual Services						
201	Advertising	\$1,642	\$1,700	\$1,700	\$1,700	\$1,700	\$0
202	Travel	1,307	2,000	1,500	2,000	2,000	0
203	Education	0	650	550	650	500	(150)
230	Printing/Binding	1,050	1,941	1,941	2,108	2,108	167
250	Licenses And Dues	470	585	585	605	605	20
285	Town Web Site	0	500	500	500	400	(100)
290	Professional Services	2,354	4,135	2,200	4,330	4,330	195
Total		\$6,822	\$11,511	\$8,976	\$11,893	\$11,643	\$132
Class 300	- Supplies & Materials						
313	Office Supplies	\$1,475	\$2,000	\$1,900	\$2,000	\$2,000	\$0
Total		\$1,475	\$2,000	\$1,900	\$2,000	\$2,000	\$0
Class 400	- Equipment						
413	Office Equipment	\$758	\$1,200	\$1,200	\$200	\$200	(\$1,000)
Total		\$758	\$1,200	\$1,200	\$200	\$200	(\$1,000)
Departmental Total		\$255,565	\$264,284	\$264,530	\$274,093	\$273,843	\$9,559
0350	Town Public Information						
Class 200	- Contractual Services						
290	Professional Services	\$13,701	\$14,180	\$10,700	\$35,180	\$35,180	\$21,000
Total		\$13,701	\$14,180	\$10,700	\$35,180	\$35,180	\$21,000
Departmental Total		\$13,701	\$14,180	\$10,700	\$35,180	\$35,180	\$21,000

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0410	Canvassing Authority						
Class 100	- Personal Services						
101	Full-Time Employees	\$37,374	\$38,059	\$38,059	\$38,820	\$38,820	\$761
102	Part-Time Salaries	2,667	2,665	2,665	2,665	2,665	0
103	Seasonal Salaries	3,300	29,991	23,100	0	0	(29,991)
104	Overtime	768	1,559	1,852	0	0	(1,559)
109	Municipal Longevity	0	229	229	515	515	286
Total		\$44,109	\$72,503	\$65,905	\$42,000	\$42,000	(\$30,503)
Class 200	- Contractual Services						
201	Advertising	\$288	\$500	\$653	\$0	\$0	(\$500)
205	Postage	6,710	0	0	0	0	0
230	Printing/Binding	945	1,064	538	0	0	(1,064)
275	Rents	0	1,600	0	0	0	(1,600)
Total		\$7,943	\$3,164	\$1,191	\$0	\$0	(\$3,164)
Class 300	- Supplies & Materials						
313	Office Supplies	\$190	\$300	\$326	\$100	\$100	(\$200)
399	Misc. Expenses - Food	245	2,018	1,862	0	0	(2,018)
Total		\$435	\$2,318	\$2,188	\$100	\$100	(\$2,218)
Departmental Total		\$52,487	\$77,985	\$69,284	\$42,100	\$42,100	(\$35,885)
0510	Town Manager's Office						
Class 100	- Personal Services						
101	Full-Time Employees	\$287,457	\$292,095	\$294,976	\$303,025	\$303,025	\$10,930
102	Part-Time Salaries	7,906	7,395	8,000	7,540	7,540	145
104	Overtime	2,745	2,000	2,300	2,300	2,300	300
105	Retirement/Vacation Reimbursemen	0	10,000	9,982	10,000	10,000	0
109	Municipal Longevity	7,657	7,999	8,028	8,372	8,372	373
Total		\$305,765	\$319,489	\$323,286	\$331,237	\$331,237	\$11,748
Class 200	- Contractual Services						
201	Advertising	\$35	\$0	\$0	\$0	\$0	\$0
202	Travel	1,782	2,000	500	2,000	2,000	0
230	Printing/Binding	2,116	2,000	2,000	2,300	2,300	300
250	Licenses And Dues	2,004	2,500	2,500	2,500	2,500	0
260	Maintenance Of Motor Vehicles	0	200	100	200	300	100
265	Maintenance Of Office Equipment	0	100	0	100	100	0
285	Town Web site	0	500	500	500	500	0
299	Other Expenses	600	0	0	0	0	0
Total		\$6,537	\$7,300	\$5,600	\$7,600	\$7,700	\$400
Class 300	- Supplies & Materials						
304	Books & Other Publications	\$203	\$300	\$200	\$300	\$300	\$0
307	Fuels & Lubricants	2,786	2,200	2,200	3,000	3,000	800
310	Motor Vehicle Parts	709	700	400	700	700	0
313	Office Supplies	480	900	750	900	900	0
Total		\$4,178	\$4,100	\$3,550	\$4,900	\$4,900	\$800
Class 400	- Equipment						
413	Office Equipment	\$0	\$300	\$100	\$100	\$100	(\$200)
420	Computer Equip	0	1,000	974	1,200	1,200	200
430	Furniture & Furnishing	0	300	200	100	200	(100)
Total		\$0	\$1,600	\$1,274	\$1,400	\$1,500	(\$100)
Departmental Total		\$316,479	\$332,489	\$333,710	\$345,137	\$345,337	\$12,848

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0540	Town Hall Operation						
Class 100	- Personal Services						
101	Full-Time Employees	\$41,541	\$41,320	\$41,320	\$42,146	\$42,146	\$826
102	Part-Time Salaries	5,052	7,500	4,600	7,928	7,629	129
104	Overtime	57	700	700	700	500	(200)
109	Municipal Longevity	2,233	2,174	2,174	2,288	2,288	114
Total		\$48,883	\$51,694	\$48,794	\$53,062	\$52,563	\$869
Class 200	- Contractual Services						
201	Advertising	\$41	\$100	\$100	\$100	\$100	\$0
202	Travel	25	0	0	0	0	0
205	Postage	23,833	20,000	20,000	16,000	20,000	0
210	Telephone	1,406	5,000	4,000	4,000	5,000	0
220	Utilities	21,929	22,000	22,000	25,462	24,000	2,000
230	Printing/Binding	46	0	0	0	0	0
235	Copy Machine Services	8,531	12,000	12,600	13,500	13,500	1,500
240	Cleaning Services	78	100	185	100	100	0
265	Maintenance Of Office Equip	0	200	50	200	200	0
270	Maint Of Bldg & Improvements	14,652	18,600	14,000	16,300	18,000	(600)
290	Professional Services	119	0	0	0	0	0
Total		\$70,660	\$78,000	\$72,935	\$75,662	\$80,900	\$2,900
Class 300	- Supplies & Materials						
301	Agricultural Supplies	\$73	\$150	\$150	\$150	\$150	\$0
308	Heating Fuel	24,857	27,000	15,000	22,000	22,000	(5,000)
312	Janitorial Material & Supp	1,953	2,300	2,100	2,100	2,100	(200)
313	Office Supplies	8	100	80	100	100	0
316	Gen Hardware/Minor Tools	32	100	75	100	100	0
Total		\$26,923	\$29,650	\$17,405	\$24,450	\$24,450	(\$5,200)
Class 400	- Equipment						
412	Janitorial Equipment	\$0	\$300	\$300	\$300	\$300	\$0
413	Office Equipment	10,368	500	12,700	500	500	0
Total		\$10,368	\$800	\$13,000	\$800	\$800	\$0
Departmental Total		\$156,834	\$160,144	\$152,134	\$153,974	\$158,713	(\$1,431)

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0610	Finance Department						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$383,989	\$387,794	\$390,050	\$398,910	\$398,910	\$11,116
102	Part-Time Salaries	38,441	50,775	42,375	53,065	53,066	2,291
104	Overtime	634	250	250	250	250	0
105	Retirement/ Vacation Reimbursemer	40,269	10,000	24,000	10,000	10,000	0
109	Municipal Longevity	17,739	17,073	14,490	15,157	15,042	(2,031)
Total		\$481,072	\$465,892	\$471,165	\$477,382	\$477,268	\$11,376
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$576	\$100	\$600	\$100	\$100	\$0
202	Travel	644	2,900	1,400	2,900	2,900	0
203	Education	50	1,100	600	1,100	1,100	0
230	Printing/Binding	1,776	2,700	2,700	2,700	2,700	0
250	Licenses And Dues	360	600	600	600	600	0
265	Maintenance Of Office Equip	232	560	560	560	560	0
277	Transfer to Other Funds	0	0	0	0	0	0
285	Town Web Site	25	650	650	650	650	0
290	Professional Services	84	4,000	0	4,000	4,000	0
Total		\$3,748	\$12,610	\$7,110	\$12,610	\$12,610	\$0
<i>Class 300</i>	<i>- Supplies & Materials</i>						
304	Books & Other Publications	\$353	\$450	\$450	\$450	\$450	\$0
313	Office Supplies	1,607	2,700	2,700	2,700	2,700	0
Total		\$1,960	\$3,150	\$3,150	\$3,150	\$3,150	\$0
<i>Class 400</i>	<i>- Equipment</i>						
420	Computer Equipment	\$0	\$900	\$900	\$900	\$900	\$0
Total		\$0	\$900	\$900	\$900	\$900	\$0
Departmental Total		\$486,779	\$482,552	\$482,325	\$494,042	\$493,928	\$11,376

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0620	Tax Assessor's Office						
Class 100	- Personal Services						
101	Full-Time Employees	\$241,245	\$241,482	\$241,482	\$246,311	\$246,311	\$4,829
109	Municipal Longevity	8,830	8,807	8,807	9,382	9,382	575
Total		\$250,075	\$250,289	\$250,289	\$255,693	\$255,693	\$5,404
Class 200	- Contractual Services						
201	Advertising	\$289	\$200	\$200	\$200	\$200	\$0
202	Travel	50	100	100	100	100	0
203	Education	240	550	250	500	500	(50)
230	Printing/Binding	392	400	432	450	450	50
250	Licenses And Dues	236	600	655	300	300	(300)
260	Maintenance Of Motor Vehicles	0	200	200	200	200	0
265	Maintenance Of Office Equip	0	0	0	300	300	300
285	Town Web Site	0	100	100	100	100	0
292	Outside Data Processing	440	450	450	450	450	0
Total		\$1,646	\$2,600	\$2,387	\$2,600	\$2,600	\$0
Class 300	- Supplies & Materials						
304	Books & Other Publications	\$1,274	\$1,000	\$1,000	\$1,000	\$1,000	\$0
307	Fuels & Lubricants	560	500	500	500	500	0
310	Motor Vehicle Parts & Access	559	300	351	300	300	0
313	Office Supplies	1,647	2,000	2,000	2,000	2,000	0
Total		\$4,040	\$3,800	\$3,851	\$3,800	\$3,800	\$0
Class 400	- Equipment						
430	Furniture & Furnishing	\$0	\$1,100	\$1,100	\$0	\$0	(\$1,100)
Total		\$0	\$1,100	\$1,100	\$0	\$0	(\$1,100)
Departmental Total		\$255,760	\$257,789	\$257,627	\$262,093	\$262,093	\$4,304
0630	Assessment Board Of Review						
Class 100	- Personal Services						
102	Part-Time Salaries	\$160	\$500	\$200	\$1,800	\$1,800	\$1,300
Total		\$160	\$500	\$200	\$1,800	\$1,800	\$1,300
Class 200	- Contractual Services						
202	Travel	\$0	\$100	\$0	\$100	\$100	\$0
Total		\$0	\$100	\$0	\$100	\$100	\$0
Departmental Total		\$160	\$600	\$200	\$1,900	\$1,900	\$1,300

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0640 Information Technology Division							
Class 100	- Personal Services						
101	Full-Time Employees	\$77,601	\$129,843	\$71,849	\$128,286	\$132,440	\$2,597
105	Retirement/Vacation Reimbursemen	784	0	0	0	0	0
Total		\$78,384	\$129,843	\$71,849	\$128,286	\$132,440	\$2,597
Class 200	- Contractual Services						
201	Advertising	\$311	\$0	\$0	\$0	\$0	\$0
202	Travel	0	1,000	0	1,500	1,000	0
203	Education	0	0	0	2,000	2,000	2,000
230	Printing/Binding	12,316	11,600	10,907	11,900	11,900	300
231	Stock Paper	2,257	4,000	3,936	4,335	4,000	0
250	Licenses and Dues	75	75	75	75	75	0
265	Maintenance Of Office Equip	9,878	18,000	16,500	15,235	15,600	(2,400)
266	Software Maintenance	37,655	42,500	31,236	55,201	51,500	9,000
277	Transfer to Other Funds	50,000	0	0	0	0	0
290	Professional Services	19,793	32,000	30,500	32,000	32,000	0
Total		\$132,286	\$109,175	\$93,154	\$122,246	\$118,075	\$8,900
Class 300	- Supplies & Materials						
304	Books & Other Publications	\$0	\$250	\$250	\$350	\$350	\$100
313	Office Supplies	12,074	12,000	12,000	11,848	11,900	(100)
Total		\$12,074	\$12,250	\$12,250	\$12,198	\$12,250	\$0
Departmental Total		\$222,744	\$251,268	\$177,253	\$262,730	\$262,765	\$11,497
0645 Geographic Information System							
Class 100	- Personal Services						
101	Full-Time Employees	\$70,456	\$71,849	\$71,849	\$73,286	\$73,286	\$1,437
109	Municipal Longevity	1,672	1,659	1,659	1,773	1,773	114
Total		\$72,128	\$73,508	\$73,508	\$75,059	\$75,059	\$1,551
Class 200	- Contractual Services						
202	Travel	\$982	\$1,575	\$1,200	\$1,500	\$1,500	(\$75)
230	Printing/Binding	98	100	60	100	100	0
265	Maintenance Of Office Equip	1,125	1,200	1,200	1,500	1,500	300
266	Software Maintenance	8,250	8,200	8,200	8,200	8,200	0
290	Professional Services	50	1,000	1,000	1,000	1,000	0
Total		\$10,505	\$12,075	\$11,660	\$12,300	\$12,300	\$225
Class 300	- Supplies & Materials						
313	Office Supplies	\$2,761	\$2,700	\$2,700	\$2,700	\$2,700	\$0
Total		\$2,761	\$2,700	\$2,700	\$2,700	\$2,700	\$0
Class 400	- Equipment						
420	Computer Equipment	\$0	\$600	\$400	\$600	\$600	\$0
Total		\$0	\$600	\$400	\$600	\$600	\$0
Departmental Total		\$85,394	\$88,883	\$88,268	\$90,659	\$90,659	\$1,776

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0650	Post Year Audit						
Class 200	- Contractual Services						
277	Transfer to Other Funds	\$20,000	\$0	\$0	\$0	\$0	\$0
290	Professional Services	(1,170)	22,000	22,000	22,325	22,325	325
299	Other Expenses	(134)	2,250	2,250	1,925	1,925	(325)
Total		\$18,697	\$24,250	\$24,250	\$24,250	\$24,250	\$0
Departmental Total		\$18,697	\$24,250	\$24,250	\$24,250	\$24,250	\$0
0710	Planning Board						
Class 100	- Personal Services						
102	Part-Time Salaries	\$2,900	\$4,680	\$3,380	\$4,680	\$4,680	\$0
Total		\$2,900	\$4,680	\$3,380	\$4,680	\$4,680	\$0
Departmental Total		\$2,900	\$4,680	\$3,380	\$4,680	\$4,680	\$0
0720	Planning Department						
Class 100	- Personal Services						
101	Full-Time Employees	\$195,881	\$263,776	\$263,776	\$269,707	\$269,707	\$5,931
102	Part-Time Salaries	15,006	6,089	7,173	6,210	6,210	121
105	Retirement	19,812	0	0	0	0	0
109	Municipal Longevity	5,041	4,005	4,005	4,348	4,348	343
Total		\$235,742	\$273,870	\$274,954	\$280,265	\$280,265	\$6,395
Class 200	- Contractual Services						
201	Advertising	\$968	\$875	\$572	\$800	\$800	(\$75)
202	Travel	310	750	300	500	500	(250)
203	Education	80	100	100	100	100	0
230	Printing/Binding	0	150	1,000	450	450	300
250	Licenses and Dues	300	300	310	310	310	10
265	Maintenance Of Office Equip	0	354	0	350	350	(4)
277	Transfer to Other Funds	40,000	0	0	0	0	0
285	Town Web Site	0	125	125	125	125	0
290	Professional Services	283	4,000	3,000	3,250	3,250	(750)
Total		\$41,942	\$6,654	\$5,407	\$5,885	\$5,885	(\$769)
Class 300	- Supplies & Materials						
304	Books & Other Publications	\$70	\$100	\$100	\$100	\$100	\$0
313	Office Supplies	443	750	750	750	750	0
Total		\$514	\$850	\$850	\$850	\$850	\$0
Departmental Total		\$278,197	\$281,374	\$281,211	\$287,000	\$287,000	\$5,626

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0730	Zoning Board Of Review						
Class 100	- Personal Services						
102	Part-Time Salaries	\$1,520	\$2,000	\$2,000	\$2,000	\$2,000	\$0
104	Overtime	1,057	1,200	800	1,200	1,200	0
Total		\$2,577	\$3,200	\$2,800	\$3,200	\$3,200	\$0
Class 200	- Contractual Services						
201	Advertising	\$468	\$500	\$250	\$400	\$400	(\$100)
230	Printing/Binding	0	250	250	250	250	0
290	Professional Services	6,033	8,000	6,000	8,000	8,000	0
Total		\$6,501	\$8,750	\$6,500	\$8,650	\$8,650	(\$100)
Class 300	- Supplies & Materials						
313	Office Supplies	\$0	\$50	\$50	\$50	\$50	\$0
Total		\$0	\$50	\$50	\$50	\$50	\$0
Departmental Total		\$9,077	\$12,000	\$9,350	\$11,900	\$11,900	(\$100)
0740	Zoning/Building Inspection						
Class 100	- Personal Services						
101	Full-Time Employees	\$154,274	\$198,531	\$170,000	\$202,501	\$202,501	\$3,970
102	Part-Time Salaries	33,022	15,000	28,033	16,302	16,961	1,961
104	Overtime	38	0	188	300	300	300
109	Municipal Longevity	6,996	7,062	7,172	6,750	7,675	613
Total		\$194,332	\$220,593	\$205,393	\$225,853	\$227,437	\$6,844
Class 200	- Contractual Services						
201	Advertising	\$20	\$50	\$30	\$50	\$50	\$0
202	Travel	584	1,294	700	2,000	2,000	706
230	Printing/Binding	580	600	1,250	1,000	1,000	400
250	Licenses And Dues	70	105	70	105	105	0
260	Maintenance Of Motor Vehicles	128	250	200	250	200	(\$50)
266	Maintenance Of Software	0	0	0	0	1,500	1,500
277	Transfer to Other Funds	15,000	0	0	0	0	0
285	Town Web Site	0	100	0	0	0	(100)
Total		\$16,382	\$2,399	\$2,250	\$3,405	\$4,855	\$2,456
Class 300	- Supplies & Materials						
303	Clothing/Uniforms	\$368	\$405	\$405	\$540	\$500	\$95
304	Books and Publications	158	200	100	500	500	300
307	Fuels & Lubricants	4,108	4,500	4,500	4,500	4,500	0
310	Motor Vehicle Parts & Access	683	600	400	600	600	0
313	Office Supplies	316	250	250	400	400	150
Total		\$5,633	\$5,955	\$5,655	\$6,540	\$6,500	\$545
Class 400	- Equipment						
413	Office Equipment	\$0	\$450	\$450	\$500	\$500	\$50
Total		\$0	\$450	\$450	\$500	\$500	\$50
Departmental Total		\$216,347	\$229,397	\$213,748	\$236,298	\$239,292	\$9,895

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0810	Police Department						
Class 100	- Personal Services						
101	Full-Time Employees	\$3,713,935	\$3,785,838	\$3,575,879	\$3,835,662	\$3,835,662	\$49,824
102	Part-Time Salaries	31,490	26,015	30,300	26,531	26,531	516
103	Seasonal Salaries	66,814	68,000	68,000	70,358	70,000	2,000
104	Overtime	482,964	446,000	570,000	470,000	500,000	54,000
105	Retirement	314,647	100,000	100,000	100,000	100,000	0
109	Municipal Longevity	33,641	186,776	187,066	182,751	182,751	(4,025)
Total		\$4,643,491	\$4,612,629	\$4,531,245	\$4,685,302	\$4,714,944	\$102,315
Class 200	- Contractual Services						
201	Advertising	\$1,664	\$2,000	\$1,200	\$1,700	\$1,700	(\$300)
202	Travel	2,946	3,200	2,575	3,200	3,200	0
203	Education	33,370	52,000	35,000	49,000	49,000	(3,000)
205	Postage	2,035	2,300	2,300	2,150	2,150	(150)
210	Telephone	20,103	23,300	20,600	21,500	21,500	(1,800)
220	Utilities	98,655	112,875	89,500	94,275	94,275	(18,600)
230	Printing/Binding	2,101	2,250	2,250	2,600	2,600	350
235	Copy Machine Services	2,646	2,900	2,900	3,000	3,000	100
240	Cleaning Services	17,142	18,250	17,200	18,250	18,250	0
250	Licenses And Dues	851	1,020	1,020	1,200	1,200	180
260	Maintenance of Motor Vehicles	4,727	25,000	25,000	25,000	25,000	0
263	Maint of Communication. Equip.	1,705	6,000	7,000	7,500	7,500	1,500
265	Maintenance of Office Equip.	7,871	9,000	9,000	9,000	9,000	0
266	Software Maintenance	19,268	21,175	21,175	21,375	21,375	200
270	Maint of Bldg & Improvements	18,690	18,500	18,500	18,500	18,500	0
275	Rents	299	300	300	300	300	0
290	Professional Services	6,530	8,000	8,000	8,000	8,000	0
291	Medical Services	318	1,000	1,000	1,000	1,000	0
299	Other Expenses	5,638	8,500	8,500	8,500	8,500	0
Total		\$246,559	\$317,570	\$273,020	\$296,050	\$296,050	(\$21,520)
Class 300	- Supplies & Materials						
302	Chemicals & Gases	\$882	\$1,400	\$1,400	\$1,400	\$1,400	\$0
303	Clothing/Uniforms	32,959	38,000	38,000	38,000	38,000	0
304	Books & Other Publications	3,825	3,600	3,600	3,600	3,600	0
305	Bldg & Const Materials & Supp	1,163	1,000	1,000	1,700	1,700	700
307	Fuels & Lubricants	145,482	157,800	159,310	164,800	164,800	7,000
310	Motor Vehicle Parts & Access	29,156	32,000	32,000	32,000	32,000	0
311	Medical & Lab Material & Supp	1,865	1,500	1,800	1,800	1,800	300
312	Janitorial Material & Supp	5,565	4,600	5,000	5,000	5,000	400
313	Office Supplies	2,261	2,300	2,300	2,300	2,300	0
315	Electrical Material & Supp	1,015	1,650	1,750	1,650	1,650	0
316	Gen Hardware/Minor Tools	409	500	500	500	500	0
325	Fire & Safety Mat & Supplies	11,207	12,400	12,400	12,650	12,650	250
336	Photographic Mat & Supplies	131	500	500	500	500	0
399	Other Expenses	75	1,000	1,000	1,000	1,000	0
Total		\$235,993	\$258,250	\$260,560	\$266,900	\$266,900	\$8,650
Class 400	- Equipment						
410	Motor Vehicles	\$93,231	\$111,000	\$115,445	\$148,500	\$148,500	\$37,500
411	Medical & Laboratory Equipment	0	0	0	1,500	1,500	1,500
412	Janitorial Equipment	0	3,000	3,000	0	0	(3,000)
413	Office Equipment	5,329	0	0	0	0	0
425	Fire & Safety Equipment	2,770	9,350	9,350	11,175	11,175	1,825
430	Furniture & Furnishings	388	1,000	1,000	1,500	1,500	500
Total		\$101,718	\$124,350	\$128,795	\$162,675	\$162,675	\$38,325
Departmental Total		\$5,227,761	\$5,312,799	\$5,193,620	\$5,410,927	\$5,440,569	\$127,770

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0820	Animal Control - Road						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$38,421	\$39,640	\$39,640	\$40,433	\$40,433	\$793
102	Part-Time Salaries	12,504	15,000	14,000	15,000	15,028	28
104	Overtime	23	400	350	350	350	(50)
109	Municipal Longevity	3,203	3,318	3,318	3,432	3,432	114
Total		\$54,151	\$58,358	\$57,308	\$59,215	\$59,243	\$885
<i>Class 200</i>	<i>- Contractual Services</i>						
210	Telephone	\$212	\$220	\$260	\$260	\$260	\$40
230	Printing/Binding	432	450	450	450	450	0
250	Licenses And Dues	0	64	64	70	70	6
260	Maintenance Of Motor Vehicles	185	500	500	500	500	0
290	Professional Services	0	75	75	75	75	0
Total		\$829	\$1,309	\$1,349	\$1,355	\$1,355	\$46
<i>Class 300</i>	<i>- Supplies & Materials</i>						
302	Chemicals & Gases	\$0	\$25	\$25	\$25	\$25	\$0
303	Clothing/Uniforms	20	625	625	600	575	(50)
307	Fuels & Lubricants	6,017	6,200	6,900	6,650	6,650	450
310	Motor Vehicle Parts & Access	106	850	850	850	800	(50)
316	Gen Hardware/Minor Tools	25	100	100	100	100	0
325	Fire & Safety Mat & Supplies	7	150	150	150	150	0
Total		\$6,175	\$7,950	\$8,650	\$8,375	\$8,300	\$350
Departmental Total		\$61,155	\$67,617	\$67,307	\$68,945	\$68,898	\$1,281

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0830	Animal Control - Shelter						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$63,284	\$86,845	\$86,845	\$90,827	\$90,828	\$3,983
102	Part-Time Salaries	34,601	34,266	36,000	34,937	34,937	671
104	Overtime	4,643	2,000	2,500	2,250	2,250	250
105	Retirement	3,154	0	420	0	0	0
109	Municipal Longevity	3,661	3,134	3,135	3,261	3,261	127
Total		\$109,342	\$126,245	\$128,900	\$131,275	\$131,276	\$5,031
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$10	\$50	\$25	\$25	\$25	(\$25)
202	Travel	1,615	1,550	1,250	1,250	1,250	(300)
205	Postage	88	300	225	225	225	(75)
210	Telephone	1,382	1,500	1,300	1,300	1,300	(200)
220	Utilities	6,956	5,500	8,800	8,800	8,800	3,300
230	Printing/Binding	(9)	200	200	200	200	0
240	Cleaning Services	533	0	0	0	0	0
270	Maint Of Bldg & Improvements	828	1,200	1,200	1,350	1,350	150
290	Professional Services	3,529	5,000	4,800	5,000	5,000	0
Total		\$14,932	\$15,300	\$17,800	\$18,150	\$18,150	\$2,850
<i>Class 300</i>	<i>- Supplies & Materials</i>						
301	Agricultural Supplies	\$1,458	\$1,500	\$1,500	\$1,500	\$1,500	\$0
303	Clothing/Uniforms	705	1,500	1,500	1,500	1,500	0
304	Books & Other Publications	12	0	0	0	0	0
305	Bldg & Const Materials & Supp	29	100	100	100	100	0
308	Heating Fuel	11,986	8,500	12,000	12,400	12,400	3,900
312	Janitorial Material & Supp	2,448	3,200	3,000	3,000	3,000	(200)
313	Office Supplies	396	200	200	200	200	0
315	Electrical Material & Supp	45	50	50	50	50	0
316	Gen Hardware/Minor Tools	235	100	100	100	100	0
320	Food	729	1,000	990	1,000	1,000	0
323	Plumbing Supplies	0	600	600	500	500	(100)
325	Fire & Safety Mat & Supplies	167	250	250	250	250	0
Total		\$18,210	\$17,000	\$20,290	\$20,600	\$20,600	\$3,600
<i>Class 400</i>	<i>- Equipment</i>						
423	Plumbing & HVAC	\$63	\$0	\$0	\$0	\$0	\$0
Total		\$63	\$0	\$0	\$0	\$0	\$0
Departmental Total		\$142,547	\$158,545	\$166,990	\$170,025	\$170,026	\$11,481

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0840	Communications Department						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$114,436	\$115,344	\$114,490	\$117,651	\$117,651	\$2,307
102	Part-Time Salaries	26,996	26,880	21,000	19,657	19,220	(7,660)
104	Overtime	7,718	9,000	18,000	16,500	17,000	8,000
105	Retirement	320	0	0	0	0	0
109	Municipal Longevity	2,707	2,803	2,803	3,031	3,031	228
Total		\$152,178	\$154,027	\$156,293	\$156,839	\$156,902	\$2,875
<i>Class 200</i>	<i>- Contractual Services</i>						
203	Education	\$425	\$1,000	\$1,000	\$1,000	\$1,000	\$0
210	Telephone	2,221	2,370	2,300	2,000	2,000	(370)
250	Licenses and Dues	462	360	360	360	360	0
260	Maintenance Of Motor Vehicles	155	1,500	1,400	1,500	1,500	0
266	Software Maintenance	300	300	300	300	300	0
290	Professional Services	240	1,000	800	1,000	1,000	0
Total		\$3,803	\$6,530	\$6,160	\$6,160	\$6,160	(\$370)
<i>Class 300</i>	<i>- Supplies & Materials</i>						
303	Clothing/Uniforms	\$1,255	\$1,590	\$1,200	\$1,500	\$1,500	(\$90)
307	Fuels & Lubricants	6,913	6,500	6,500	7,200	7,200	700
310	Motor Vehicle Parts & Access	946	1,500	1,200	1,500	1,500	0
313	Office Supplies	90	250	265	250	250	0
315	Electrical Material & Supp	7,111	8,000	7,200	8,000	8,000	0
Total		\$16,316	\$17,840	\$16,365	\$18,450	\$18,450	\$610
Departmental Total		\$172,297	\$178,397	\$178,818	\$181,449	\$181,512	\$3,115
0850	Radio Services						
<i>Class 200</i>	<i>- Contractual Services</i>						
290	Professional Services	\$1,494	\$2,000	\$2,000	\$2,000	\$2,000	\$0
Total		\$1,494	\$2,000	\$2,000	\$2,000	\$2,000	\$0
<i>Class 400</i>	<i>- Equipment</i>						
419	Communication Equipment	\$3,768	\$2,190	\$2,190	\$4,710	\$4,710	\$2,520
Total		\$3,768	\$2,190	\$2,190	\$4,710	\$4,710	\$2,520
Departmental Total		\$5,263	\$4,190	\$4,190	\$6,710	\$6,710	\$2,520

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0880	Emergency Medical Services						
Class 100	- Personal Services						
101	Full-Time Employees	\$759,415	\$790,464	\$772,415	\$819,956	\$819,965	\$29,501
102	Part-Time Salaries	122,386	95,000	130,000	115,000	115,000	20,000
104	Overtime	153,141	150,000	141,127	150,000	150,000	0
105	Retirement	4,891	8,000	8,000	4,000	0	(8,000)
109	Municipal Longevity	19,415	22,851	23,247	24,702	24,702	1,851
Total		\$1,059,248	\$1,066,315	\$1,074,789	\$1,113,658	\$1,109,667	\$43,352
Class 200	- Contractual Services						
201	Advertising	\$318	\$1,000	\$600	\$800	\$800	(\$200)
202	Travel	138	200	150	200	200	0
203	Education	9,731	10,000	10,000	10,000	10,000	0
205	Postage	150	100	75	100	100	0
210	Telephone	3,299	4,000	3,600	3,800	3,800	(200)
230	Printing/Binding	467	500	450	500	500	0
240	Cleaning Services	1,890	3,300	2,000	2,000	2,000	(1,300)
250	Licenses And Dues	150	300	300	600	600	300
260	Maintenance Of Motor Vehicles	940	6,000	5,800	6,000	6,000	0
263	Maint of Communication. Equipmen	518	1,000	1,000	1,000	1,000	0
266	Software Maintenance	1,830	1,900	1,900	7,000	6,000	4,100
267	Maintenance of Equipment	4,127	6,000	5,500	6,000	6,000	0
270	Maint Of Bldg & Improvements	178	1,000	900	1,000	1,000	0
290	Professional Services	668	1,050	1,050	1,100	1,100	50
291	Medical Services	30	500	450	500	500	0
299	Other Expenses	53	100	100	100	100	0
Total		\$24,488	\$36,950	\$33,875	\$40,700	\$39,700	\$2,750
Class 300	- Supplies & Materials						
302	Chemicals & Gases	\$1,499	\$2,200	\$2,100	\$2,200	\$2,200	\$0
303	Clothing/Uniforms	4,989	6,500	6,000	6,500	6,500	0
304	Books & Other Publications	627	650	646	650	650	0
307	Fuels & Lubricants	26,421	27,000	26,900	27,000	27,000	0
310	Motor Vehicle Parts	6,733	6,000	5,000	6,000	6,000	0
311	Medical Material & Supplies	12,518	14,000	14,000	14,000	14,000	0
312	Janitorial Material & Supp	292	300	290	300	300	0
313	Office Supplies	425	500	600	600	600	100
315	Electrical Material & Supp	6	50	40	50	50	0
316	Gen Hardware/Minor Tools	274	100	235	200	200	100
325	Fire and Safety Materials	184	200	95	100	100	(100)
399	Other Expenses	0	50	450	600	600	550
Total		\$53,967	\$57,550	\$56,356	\$58,200	\$58,200	\$650
Class 400	- Equipment						
411	Medical & Laboratory Equip	\$1,350	\$4,000	\$3,750	\$3,000	\$3,000	(\$1,000)
420	Computer Equipment	339	1,850	1,600	1,500	1,500	(350)
430	Furniture & Furnishing	1,144	0	500	1,350	1,350	1,350
Total		\$2,833	\$5,850	\$5,850	\$5,850	\$5,850	\$0
Departmental Total		\$1,140,536	\$1,166,665	\$1,170,870	\$1,218,408	\$1,213,417	\$46,752

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0910	Public Services Department - Engineering Division						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$219,554	\$221,524	\$221,524	\$225,953	\$225,952	\$4,428
102	Part-Time Salaries	0	3,200	200	0	0	(3,200)
104	Overtime	216	400	200	400	400	0
109	Municipal Longevity	8,889	8,758	8,758	9,158	9,158	400
Total		\$228,660	\$233,882	\$230,682	\$235,511	\$235,510	\$1,628
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$170	\$300	\$300	\$360	\$360	\$60
202	Travel	0	1,500	1,500	1,700	1,700	200
203	Education	0	150	100	150	150	0
210	Telephone	470	647	700	659	659	12
220	Utilities	9,207	11,419	11,100	11,125	11,125	(294)
230	Printing/Binding	346	200	180	200	200	0
235	Copy Machine Service	0	155	140	1,926	1,926	1,771
250	Licenses And Dues	550	990	990	820	820	(170)
260	Maintenance of Motor Vehicles	0	550	400	597	597	47
265	Maintenance of Office Equipment	688	800	700	625	625	(175)
266	Software Maintenance - GIS	0	1,000	800	200	200	(800)
270	Maintenance of Buildings	1,107	4,000	3,000	4,800	4,800	800
285	Town Web Site	50	300	200	300	300	0
290	Professional Services	0	0	0	3,000	2,000	2,000
Total		\$12,589	\$22,011	\$20,110	\$26,462	\$25,462	\$3,451
<i>Class 300</i>	<i>- Supplies & Materials</i>						
303	Clothing/Uniforms	\$120	\$405	\$300	\$457	\$457	\$52
304	Books & Other Publications	140	150	150	150	150	0
305	Bldg & Const Materials & Supp	0	250	200	250	250	0
307	Fuels & Lubricants	2,438	1,457	1,400	1,572	1,572	115
310	Motor Vehicle Parts & Access	3,455	450	700	475	475	25
311	Medical & Lab Material & Supp	0	150	100	100	100	(50)
313	Office Supplies	757	1,200	1,000	1,300	1,250	50
316	Gen Hardware/Minor Tools	17	175	150	175	150	(25)
336	Photographic Mat & Supplies	197	200	200	200	200	0
Total		\$7,124	\$4,437	\$4,200	\$4,679	\$4,604	\$167
<i>Class 400</i>	<i>- Equipment</i>						
411	Medical & Laboratory Equip	\$71	\$100	\$75	\$100	\$100	\$0
413	Office Equipment	397	700	700	700	500	(200)
420	Computer Equipment	0	1,200	1,000	1,200	1,200	0
425	Fire & Safety Equipment	254	100	100	110	100	0
Total		\$721	\$2,100	\$1,875	\$2,110	\$1,900	(\$200)
Departmental Total		\$249,094	\$262,430	\$256,867	\$268,762	\$267,476	\$5,046

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0920	Public Services Department - Streets & Highway Division						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$700,825	\$743,310	\$736,852	\$754,495	\$754,498	\$11,188
102	Part-Time Salaries	0	5,000	0	5,000	5,000	0
103	Seasonal Salaries	11,926	50,000	40,000	50,000	50,000	0
104	Overtime	(3,195)	9,500	15,625	9,500	9,500	0
105	Retirement	6,617	22,946	20,860	0	0	(22,946)
109	Municipal Longevity	21,622	23,107	23,795	22,765	22,765	(342)
Total		\$737,795	\$853,863	\$837,132	\$841,760	\$841,763	(\$12,100)
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$123	\$290	\$225	\$290	\$290	\$0
202	Travel	1,801	1,685	1,990	1,860	1,860	175
203	Education	0	250	200	250	250	0
210	Telephone	4,195	3,015	3,200	2,957	2,957	(58)
220	Utilities	13,750	15,000	12,914	12,746	12,746	(2,254)
230	Printing/Binding	0	200	200	200	200	0
240	Cleaning Services	3,162	3,753	3,700	3,753	3,753	0
250	Licenses And Dues	1,297	1,755	1,700	1,650	1,650	(105)
260	Maintenance Of Motor Vehicles	14,255	15,000	18,000	15,000	15,000	0
267	Maint Of General Equip	14,399	12,000	11,000	12,000	12,000	0
270	Maint Of Bldg & Improvements	5,767	8,000	6,500	8,000	8,000	0
275	Rents	268	2,000	1,800	2,000	2,000	0
277	Transfer to Other Funds	201,000	0	0	0	0	0
290	Professional Services	258,853	370,000	340,943	384,895	385,000	15,000
Total		\$518,868	\$432,948	\$402,372	\$445,601	\$445,706	\$12,758
<i>Class 300</i>	<i>- Supplies & Materials</i>						
301	Agricultural Supplies	\$423	\$1,990	\$1,800	\$2,151	\$1,800	(\$190)
302	Chemicals & Gases	59,871	155,000	100,000	164,649	165,000	10,000
303	Clothing/Uniforms	2,911	5,200	5,000	4,883	4,800	(400)
304	Books & Other Publications	0	175	125	175	175	0
305	Bldg & Const Materials & Supp	63,408	79,000	70,000	79,000	79,000	0
307	Fuels & Lubricants	54,407	98,000	94,530	99,000	99,000	1,000
308	Heating Fuel	15,768	31,740	29,831	30,640	30,640	(1,100)
310	Motor Vehicle Parts & Access	57,672	48,000	47,000	50,000	50,000	2,000
311	Medical & Lab Material & Supp	76	200	200	200	200	0
312	Janitorial Material & Supp	1,919	1,800	1,700	1,850	1,850	50
313	Office Supplies	1,500	1,500	1,500	1,500	1,500	0
315	Electrical Material & Supp	841	625	700	700	700	75
316	Gen Hardware/Minor Tools	8,689	8,500	8,500	8,750	8,750	250
317	Signs & Striping Mat & Supp	14,776	18,800	17,000	19,223	19,000	200
318	Gen Equip & Machine Parts	49,336	36,800	35,000	36,800	36,800	0
323	Plumbing Supplies	597	200	180	200	200	0
325	Fire & Safety Mat & Supplies	1,964	2,800	2,500	3,069	3,000	200
336	Photographic Mat & Supplies	0	200	200	200	185	(15)
Total		\$334,157	\$490,530	\$415,766	\$502,990	\$502,600	\$12,070
<i>Class 400</i>	<i>- Equipment</i>						
405	Construction Equipment	\$1,748	\$2,700	\$2,700	\$3,300	\$3,300	\$600
413	Office Equipment	229	800	800	5,095	5,095	4,295
418	General Equip & Machinery	5,650	8,500	6,500	4,000	4,000	(4,500)
420	Computer Equipment	6,118	6,570	6,500	5,092	5,000	(1,570)
430	Furniture & Furnishing	0	500	400	500	500	0
Total		\$13,745	\$19,070	\$16,900	\$17,987	\$17,895	(\$1,175)
Departmental Total		\$1,604,564	\$1,796,411	\$1,672,170	\$1,808,338	\$1,807,964	\$11,553

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
0950	Tree Management Program						
Class 100	- Personal Services						
102	Part-Time Salaries	\$7,141	\$7,302	\$7,302	\$7,450	\$7,450	\$148
Total		\$7,141	\$7,302	\$7,302	\$7,450	\$7,450	\$148
Class 200	- Contractual Services						
290	Professional Services	\$51,668	\$25,000	\$25,000	\$25,000	\$25,000	\$0
Total		\$51,668	\$25,000	\$25,000	\$25,000	\$25,000	\$0
Class 300	- Supplies & Materials						
301	Agricultural Supplies	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0
Total		\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0
Departmental Total		\$58,808	\$33,302	\$33,302	\$33,450	\$33,450	\$148
0960	Street Lighting						
Class 200	- Contractual Services						
220	Utilities	\$153,630	\$130,000	\$151,858	\$159,000	\$159,000	\$29,000
277	Transfer to Other Funds	15,000	0	0	0	0	0
Total		\$168,630	\$130,000	\$151,858	\$159,000	\$159,000	\$29,000
Departmental Total		\$168,630	\$130,000	\$151,858	\$159,000	\$159,000	\$29,000
0970	Wastewater Fund Transfer						
Class 200	- Contractual Services						
299	Other Expenses	\$9,200	\$9,200	\$3,000	\$3,000	\$3,000	(\$6,200)
Total		\$9,200	\$9,200	\$3,000	\$3,000	\$3,000	(\$6,200)
Departmental Total		\$9,200	\$9,200	\$3,000	\$3,000	\$3,000	(\$6,200)
1000	Contributions To Private Agencies						
	South Shore Center	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0
	Home & Hospice Care of RI	1,500	1,500	1,500	1,500	1,500	0
	VNS Home Health Services	24,000	24,000	24,000	24,000	24,000	0
	Thundermist Health Center of South County	24,000	24,000	24,000	24,000	24,000	0
	Phoenix House of New England, Sympatico	12,000	12,000	12,000	12,000	12,000	0
	Jonnycake Center of Peace Dale	22,000	22,000	22,000	22,000	22,000	0
	Cane Child Development Center	9,000	9,000	9,000	9,000	9,000	0
	South County Community Action	24,000	24,000	24,000	25,000	24,000	0
	Welcome House of South County	6,000	6,000	6,000	8,000	6,000	0
	Domestic Violence Resource Center	5,000	5,000	5,000	5,000	5,000	0
	Education Exchange	2,500	2,500	2,500	2,500	2,500	0
	Wash. County Coalition for Children	400	400	400	1,000	400	0
	Total	\$145,400	\$145,400	\$145,400	\$149,000	\$145,400	\$0
	Transfer To Senior Services Program	341,653	351,498	351,031	365,286	363,332	11,834
Departmental Total		\$487,053	\$496,898	\$496,431	\$514,286	\$508,732	\$11,834

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1110	Recreation Department - Administration						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$136,373	\$150,286	\$146,366	\$151,991	\$151,991	\$1,705
104	Overtime	200	800	800	800	800	0
105	Retirement	1,961	0	889	0	0	0
109	Municipal Longevity	3,634	3,375	2,946	3,352	3,352	(23)
Total		\$142,168	\$154,461	\$151,001	\$156,143	\$156,143	\$1,682
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$562	\$250	\$350	\$250	\$250	\$0
202	Travel	909	1,200	1,200	900	900	(300)
205	Postage	3,140	2,920	2,920	2,940	2,940	20
210	Telephone	0	3,930	3,930	2,547	2,547	(1,383)
230	Printing/Binding	4,493	5,000	4,500	5,000	5,000	0
250	Licenses And Dues	1,685	1,900	1,900	1,787	1,787	(113)
285	Town Web Site	0	500	500	300	300	(200)
290	Professional Services	2,290	5,000	5,000	5,800	5,800	800
299	Other Expenses	4,003	4,500	3,500	4,005	4,005	(495)
Total		\$17,082	\$25,200	\$23,800	\$23,529	\$23,529	(\$1,671)
<i>Class 300</i>	<i>- Supplies & Materials</i>						
313	Office Supplies	\$1,999	\$2,000	\$2,000	\$2,000	\$2,000	\$0
314	Recreation Supplies	146	400	400	0	0	(400)
Total		\$2,145	\$2,400	\$2,400	\$2,000	\$2,000	(\$400)
<i>Class 400</i>	<i>- Equipment</i>						
413	Office Equipment	\$1,898	\$1,600	\$1,500	\$1,400	\$1,400	(\$200)
Total		\$1,898	\$1,600	\$1,500	\$1,400	\$1,400	(\$200)
Departmental Total		\$163,292	\$183,661	\$178,701	\$183,072	\$183,072	(\$589)

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1111	Recreation Department - Park Maintenance						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$310,977	\$318,820	\$318,820	\$325,197	\$329,357	\$10,537
103	Seasonal Salaries	69,030	80,000	78,000	81,890	80,000	0
104	Overtime	10,625	10,325	10,191	9,839	9,839	(486)
109	Municipal Longevity	8,971	6,926	8,871	9,477	9,477	2,551
Total		\$399,603	\$416,071	\$415,882	\$426,403	\$428,673	\$12,602
<i>Class 200</i>	<i>- Contractual Services</i>						
210	Telephone	\$2,705	\$2,560	\$3,140	\$2,584	\$2,584	\$24
220	Utilities	36,882	29,045	30,000	30,008	30,008	963
240	Cleaning Services	1,286	1,258	1,200	946	946	(312)
260	Maintenance Of Motor Vehicles	3,636	3,000	3,000	3,000	3,000	0
267	Maint of General Equip	3,625	3,300	3,575	3,500	3,500	200
270	Maint of Bldg & Improvements	18,679	21,500	21,500	20,800	20,800	(700)
271	Refuse Disposal	5,307	6,120	6,100	6,120	6,120	0
275	Rents	2,203	2,705	2,500	2,215	2,215	(490)
290	Professional Services	2,798	4,200	2,720	4,200	4,200	0
Total		\$77,122	\$73,688	\$73,735	\$73,373	\$73,373	(\$315)
<i>Class 300</i>	<i>- Supplies & Materials</i>						
301	Agri & Animal Material & Supp	\$26,622	\$31,224	\$30,000	\$32,724	\$32,724	\$1,500
302	Chemicals & Gases	2,211	2,252	2,000	2,252	2,252	0
303	Clothing/Uniforms	1,980	3,612	3,300	3,472	3,472	(140)
305	Bldg & Const Materials & Supp	1,515	6,200	5,700	6,200	6,200	0
307	Fuels & Lubricants	36,624	33,900	31,125	33,900	33,900	0
308	Heating Fuel	5,600	5,600	5,600	5,600	5,600	0
310	Motor Vehicle Parts & Access	6,266	4,500	4,350	4,500	4,500	0
311	Medical & Lab Material & Supp	217	200	400	200	200	0
312	Janitorial Material & Supp	5,105	5,670	4,295	5,900	5,900	230
314	Recreation Supplies	5,539	4,365	4,445	4,395	4,395	30
315	Electrical Material & Supp	1,710	2,200	3,600	2,200	2,200	0
316	Gen Hardware/Minor Tools	1,335	1,300	1,300	1,300	1,300	0
317	Signs & Striping Mat & Supp	5,437	5,294	5,300	6,119	6,119	825
318	Gen Equip & Machine Parts	4,267	3,200	3,000	3,200	3,200	0
323	Plbg Air Cond Htg Mat & Supp	3,242	4,100	4,170	4,100	4,000	(100)
Total		\$107,671	\$113,617	\$108,585	\$116,062	\$115,962	\$2,345
<i>Class 400</i>	<i>- Equipment</i>						
418	General Equip & Machinery	\$4,573	\$4,000	\$4,000	\$4,000	\$4,000	\$0
Total		\$4,573	\$4,000	\$4,000	\$4,000	\$4,000	\$0
Departmental Total		\$588,969	\$607,376	\$602,202	\$619,838	\$622,008	\$14,632

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1112	Recreation Department - Athletics Program						
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$33,233	\$33,056	\$33,056	\$33,717	\$33,717	\$661
103	Seasonal Salaries	37,155	49,000	40,748	43,321	43,321	(5,679)
104	Overtime	527	1,500	500	750	750	(750)
109	Municipal Longevity	366	458	458	550	550	92
Total		\$71,281	\$84,014	\$74,762	\$78,338	\$78,338	(\$5,676)
<i>Class 200</i>	<i>- Contractual Services</i>						
275	Rents	\$19,001	\$15,460	\$16,899	\$19,241	\$19,241	\$3,781
290	Professional Services	138,460	140,192	134,806	147,995	147,995	7,803
Total		\$157,461	\$155,652	\$151,705	\$167,236	\$167,236	\$11,584
<i>Class 300</i>	<i>- Supplies & Materials</i>						
314	Recreation Supplies	\$14,742	\$17,391	\$15,101	\$17,080	\$17,080	(\$311)
Total		\$14,742	\$17,391	\$15,101	\$17,080	\$17,080	(\$311)
Departmental Total		\$243,484	\$257,058	\$241,568	\$262,654	\$262,654	\$5,596
1113	Recreation Department - Aquatics Program						
<i>Class 100</i>	<i>- Personal Services</i>						
103	Seasonal Salaries	\$79,191	\$74,059	\$79,191	\$75,874	\$75,874	\$1,815
104	Overtime	2,330	2,700	2,330	1,900	1,900	(800)
Total		\$81,521	\$76,759	\$81,521	\$77,774	\$77,774	\$1,015
<i>Class 200</i>	<i>- Contractual Services</i>						
210	Telephone	\$553	\$600	\$553	\$600	\$600	\$0
220	Utilities	1,601	2,100	1,601	3,400	3,400	1,300
230	Printing/Binding	725	800	725	800	800	0
270	Maint Of Bldg & Improvements	1,947	2,000	1,947	2,000	2,000	0
271	Refuse Disposal	1,032	725	1,032	725	725	0
290	Professional Services	22,474	15,000	22,474	20,600	20,600	5,600
Total		\$28,332	\$21,225	\$28,332	\$28,125	\$28,125	\$6,900
<i>Class 300</i>	<i>- Supplies & Materials</i>						
303	Clothing/Uniforms	\$150	\$500	\$150	\$500	\$500	\$0
305	Bldg/Const. Materials & Supplies	647	1,500	647	1,500	1,500	0
312	Janitorial Material & Supplies	1,193	1,200	1,200	1,400	1,400	200
314	Recreation Supplies	672	600	672	600	600	0
316	Gen Hardware/Minor Tools	90	0	90	0	0	0
Total		\$2,752	\$3,800	\$2,759	\$4,000	\$4,000	\$200
<i>Class 400</i>	<i>- Equipment</i>						
414	Recreational Equipment	\$500	\$400	\$500	\$500	\$500	\$100
425	Fire & Safety Equipment	42	100	42	100	100	0
Total		\$542	\$500	\$542	\$600	\$600	\$100
Departmental Total		\$113,147	\$102,284	\$113,154	\$110,499	\$110,499	\$8,215

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1114	Recreation Department - Leisure Services Program						
Class 100	- Personal Services						
103	Seasonal Salaries	\$47,348	\$62,132	\$52,800	\$59,483	\$59,233	(\$2,899)
104	Overtime	310	300	0	100	100	(200)
Total		\$47,658	\$62,432	\$52,800	\$59,583	\$59,333	(\$3,099)
Class 200	- Contractual Services						
210	Telephone	\$218	\$216	\$220	\$240	\$240	\$24
220	Utilities	920	1,425	1,300	1,100	1,100	(325)
270	Building Maintenance	0	300	300	200	200	(100)
271	Refuse Collection	0	100	100	75	75	(25)
275	Rents	15,976	14,050	12,036	13,600	13,600	(450)
290	Professional Services	39,274	36,225	36,256	37,775	37,775	1,550
Total		\$56,387	\$52,316	\$50,212	\$52,990	\$52,990	\$674
Class 300	- Supplies & Materials						
303	Clothing/Uniforms	\$698	\$800	\$591	\$800	\$800	\$0
307	Fuels and Lubricants	0	600	0	0	0	(600)
308	Heating Fuel	800	900	900	900	900	0
312	Janitorial Supplies	244	250	250	200	200	(50)
314	Recreation Supplies	13,683	11,400	12,916	13,050	13,050	1,650
Total		\$15,424	\$13,950	\$14,657	\$14,950	\$14,950	\$1,000
Class 400	- Equipment						
460	Building Improvements	\$0	\$300	\$200	\$200	\$200	(\$100)
Total		\$0	\$300	\$200	\$200	\$200	(\$100)
Departmental Total		\$119,469	\$128,998	\$117,869	\$127,723	\$127,473	(\$1,525)
1116	Recreation Department - Creative Activities Program						
Class 100	- Personal Services						
101	Full Time Salaries	\$7,215	\$7,177	\$7,321	\$7,321	\$7,321	\$144
102	Part-Time Salaries	61,677	60,000	62,930	64,294	64,294	4,294
109	Municipal Longevity	185	195	156	217	217	22
Total		\$69,077	\$67,372	\$70,407	\$71,832	\$71,832	\$4,460
Class 200	- Contractual Services						
210	Telephone	\$235	\$300	\$275	\$300	\$300	\$0
220	Utilities	1,254	1,000	1,000	1,000	1,000	0
270	Maint Of Bldg & Improvements	331	800	700	800	800	0
271	Refuse Disposal	270	275	275	275	275	0
275	Rents	156	600	280	280	280	(320)
290	Professional Services	1,323	2,100	1,750	1,750	1,750	(350)
Total		\$3,568	\$5,075	\$4,280	\$4,405	\$4,405	(\$670)
Class 300	- Supplies & Materials						
308	Heating Fuel	\$3,235	\$3,500	\$3,500	\$3,800	\$3,800	\$300
312	Janitorial Material & Supp	798	1,000	1,000	300	300	(700)
314	Recreation Supplies	1,586	1,400	1,350	1,200	1,200	(200)
Total		\$5,618	\$5,900	\$5,850	\$5,300	\$5,300	(\$600)
Class 400	- Equipment						
414	Recreational Equipment	\$364	\$300	\$364	\$300	\$300	\$0
460	Building Improvements	843	800	1,322	2,500	2,500	1,700
Total		\$1,208	\$1,100	\$1,686	\$2,800	\$2,800	\$1,700
Departmental Total		\$79,471	\$79,447	\$82,223	\$84,337	\$84,337	\$4,890

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1120	Celebrations						
Class 200	- Contractual Services						
299	Other Expenses	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$0
Total		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$0
Departmental Total		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$0
1210	Public Libraries						
Class 100	- Personal Services						
101	Full-Time Employees	\$455,624	\$458,010	\$457,507	\$469,797	\$469,797	\$11,787
102	Part-Time Salaries	206,607	215,000	202,736	218,704	219,233	4,233
104	Overtime	273	1,000	500	400	1,000	0
105	Retirement	36,159	0	0	0	0	0
109	Municipal Longevity	15,424	13,424	13,423	15,243	15,243	1,819
Total		\$714,088	\$687,434.00	\$674,166	\$704,144	\$705,273	\$17,839
Class 200	- Contractual Services						
201	Advertising	\$128	\$100	\$85	\$100	\$100	\$0
202	Travel	206	250	235	250	250	0
205	Postage	626	750	750	750	750	0
210	Telephone	1,548	2,600	1,400	2,190	2,190	(410)
220	Utilities	25,509	22,000	21,200	21,272	22,000	0
230	Printing/Binding	280	400	350	400	400	0
235	Copy Machine Services	561	561	561	561	561	0
260	Maintenance Of Motor Vehicles	55	0	0	0	0	0
263	Maintenance of Computers	1,485	1,400	1,400	1,400	1,400	0
265	Maintenance Of Office Equip	883	950	895	925	925	(25)
266	Software Maint.	120	750	700	750	750	0
270	Maint Of Bldg & Improvements	17,494	18,000	18,000	18,000	18,000	0
292	Outside Data Processing	52,676	52,700	53,500	53,265	53,265	565
Total		\$101,572	\$100,461	\$99,082	\$99,863	\$100,591	\$130
Class 300	- Supplies & Materials						
303	Clothing and Uniforms	\$110	\$235	\$85	\$235	\$235	\$0
304	Books & Other Publications	84,856	90,000	90,000	90,000	94,000	4,000
305	Building Materials & Supplies	20	300	300	200	200	(100)
307	Fuels and Lubricants	2,130	2,472	2,400	2,398	2,398	(74)
308	Heating Fuel	23,269	31,087	17,000	17,115	24,000	(7,087)
310	Motor Vehicle Parts & Access	75	200	150	200	200	0
312	Janitorial Material & Supp	2,989	3,400	3,200	3,000	3,000	(400)
313	Office Supplies	4,921	5,000	5,000	5,000	5,000	0
314	Recreation Supplies	8,085	8,000	8,000	8,000	8,000	0
315	Electrical Material & Supp	959	1,000	1,000	1,000	1,000	0
Total		\$127,413	\$141,694	\$127,135	\$127,148	\$138,033	(\$3,661)
Class 400	- Equipment						
420	Computer Equipment	\$583	\$500	\$500	\$5,000	\$5,000	\$4,500
Total		\$583	\$500	\$500	\$5,000	\$5,000	\$4,500
Departmental Total		\$943,657	\$930,089	\$900,883	\$936,155	\$948,897	\$18,808

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1300	Municipal Boards & Outside Agencies						
1310	- Conservation Commission	\$350	\$850	\$850	\$850	\$850	\$0
1360	- Narrow River Preservation Association	500	500	500	500	500	0
1370	- Southern RI Chamber of Commerce	7,000	7,000	7,000	12,000	7,000	0
1371	- Peace Dale Neighborhood Revitalization	1,000	1,000	1,000	2,000	1,000	0
1372	- Wash. County Regional Planning Council	2,500	3,000	3,000	6,000	3,000	0
1373	- South Kingstown Partnership for Prevention	4,000	4,000	4,000	4,000	4,000	0
1380	- Downtown Merchants Association	1,000	1,000	1,000	4,500	1,000	0
1383	- Washington Co. Community Development Corp	1,000	1,000	1,000	1,000	1,000	0
Total		\$17,350	\$18,350	\$18,350	\$30,850	\$18,350	\$0
Departmental Total		\$17,350	\$18,350	\$18,350	\$30,850	\$18,350	\$0
1410	Municipal Insurance						
Class 200	- Contractual Services						
277	Transfer to Other Funds	\$10,000	\$0	\$0	\$0	\$0	\$0
299	Other Expenses	181,647	220,000	220,000	231,000	231,000	11,000
Total		\$191,647	\$220,000	\$220,000	\$231,000	\$231,000	\$11,000
Departmental Total		\$191,647	\$220,000	\$220,000	\$231,000	\$231,000	\$11,000
1420	Unemployment Insurance						
Class 200	- Contractual Services						
277	Transfer to Other Funds	\$9,000	\$0	\$0	\$0	\$0	\$0
299	Other Expenses	23,215	35,000	15,000	25,000	25,000	(10,000)
Total		\$32,215	\$35,000	\$15,000	\$25,000	\$25,000	(10,000)
Departmental Total		\$32,215	\$35,000	\$15,000	\$25,000	\$25,000	(10,000)
1430	Life Insurance						
Class 200	- Contractual Services						
258	Life Insurance	\$10,703	\$12,000	\$10,000	\$11,000	\$11,000	(1,000)
Total		\$10,703	\$12,000	\$10,000	\$11,000	\$11,000	(1,000)
Departmental Total		\$10,703	\$12,000	\$10,000	\$11,000	\$11,000	(1,000)
1510	Social Security (FICA)						
Class 200	- Contractual Services						
277	Transfer to Other Funds	\$25,000	\$0	\$0	\$0	\$0	\$0
299	Other Expenses	771,856	824,500	820,000	840,000	842,500	18,000
Total		\$796,856	\$824,500	\$820,000	\$840,000	\$842,500	\$18,000
Departmental Total		\$796,856	\$824,500	\$820,000	\$840,000	\$842,500	\$18,000
1520	Municipal Retirement System						
Class 200	- Contractual Services						
241	Municipal Employees Retirement	\$470,654	\$634,068	\$633,422	\$672,239	\$672,904	\$38,836
242	Police Retirement	444,719	448,427	448,427	479,515	479,515	31,088
243	EMS Retirement	36,782	22,285	22,285	35,138	35,138	12,853
244	Direct Retirement	11,069	7,480	7,480	7,480	7,480	0
277	Transfer to Other Funds	46,000	0	0	0	0	0
Total		\$1,009,223	\$1,112,260	\$1,111,614	\$1,194,372	\$1,195,037	\$82,777
Departmental Total		\$1,009,223	\$1,112,260	\$1,111,614	\$1,194,372	\$1,195,037	\$82,777
1530	Town Health Insurance						
Class 200	- Contractual Services						
251	Medical Insur.-Active Employees	\$2,375,230	\$2,372,983	\$2,372,983	\$2,382,013	\$2,385,580	\$12,597
252	Medical Insur.-Retirees	494,096	523,995	523,995	516,000	516,000	(7,995)
253	Dental Insur.-Active Employees	145,673	140,260	140,260	138,703	138,703	(1,557)
254	Dental Insur.-Retirees	6,691	6,691	6,691	4,262	4,262	(2,429)
Total		\$3,021,690	\$3,043,929	\$3,043,929	\$3,040,978	\$3,044,545	\$616
Departmental Total		\$3,021,690	\$3,043,929	\$3,043,929	\$3,040,978	\$3,044,545	\$616

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
1550	Workers' Compensation						
Class 200	- Contractual Services						
277	Transfer to Other Funds	\$60,000	\$0	\$0	\$0	\$0	\$0
299	Other Expenses	60,045	125,000	113,000	127,000	127,334	2,334
Total		\$120,045	\$125,000	\$113,000	\$127,000	\$127,334	\$2,334
Departmental Total		\$120,045	\$125,000	\$113,000	\$127,000	\$127,334	\$2,334
1610	Tax Transfer To School Fund						
Class 200	- Contractual Services						
299	Other Expenses	\$48,216,336	\$48,364,159	\$48,364,159	\$49,331,442	\$49,131,442	\$767,283
Total		\$48,216,336	\$48,364,159	\$48,364,159	\$49,331,442	\$49,131,442	\$767,283
Departmental Total		\$48,216,336	\$48,364,159	\$48,364,159	\$49,331,442	\$49,131,442	\$767,283
1620	Education Debt Service						
Class 200	- Contractual Services						
234	School Bank Fees	\$1,380	\$5,000	\$2,000	\$2,000	\$2,000	(\$3,000)
232	School Principal on Debt	2,348,155	1,906,815	1,963,132	1,762,270	1,762,270	(144,545)
233	School Interest on Debt	535,660	458,521	402,100	351,309	351,309	(107,212)
Total		\$2,885,195	\$2,370,336	\$2,367,232	\$2,115,579	\$2,115,579	(\$254,757)
Departmental Total		\$2,885,195	\$2,370,336	\$2,367,232	\$2,115,579	\$2,115,579	(\$254,757)
1621	Town Debt Service						
Class 200	- Contractual Services						
236	Town Bank Fees	\$170	\$1,600	\$800	\$800	\$800	(\$800)
237	Town Principal on Debt	861,845	898,185	967,868	867,731	867,731	(30,454)
238	Town Interest on Debt	352,296	321,116	250,581	236,163	236,163	(84,953)
Total		\$1,214,311	\$1,220,901	\$1,219,249	\$1,104,694	\$1,104,694	(\$116,207)
Departmental Total		\$1,214,311	\$1,220,901	\$1,219,249	\$1,104,694	\$1,104,694	(\$116,207)
1710	Capital Budget						
Class 200	- Capital Projects						
202	P.W. Equipment Acquisition	\$215,000	\$215,000	\$215,000	\$213,000	\$213,000	(\$2,000)
204	Road/Drainage Improvements	610,000	625,000	625,000	640,000	640,000	15,000
208	Police Department - General	33,000	70,000	70,000	70,000	70,000	0
211	Recreation Improvements	176,000	169,000	169,000	167,000	167,000	(2,000)
214	In-House Computer System	10,000	10,000	10,000	10,000	10,000	0
215	GIS Mapping Program	5,000	0	0	0	0	0
217	Communications Department	0	5,000	5,000	5,000	5,000	0
226	Harbor Program	16,378	0	0	0	0	0
233	Senior Services Program	30,000	0	0	10,000	10,000	10,000
240	Library System Improvements	25,000	25,000	25,000	0	0	(25,000)
241	Town Hall Improvements	5,000	5,000	5,000	5,000	5,000	0
244	Pool Car Vehicle	0	19,000	19,000	18,000	18,000	(1,000)
245	EMS Equipment and Facilities	35,000	67,000	67,000	94,000	94,000	27,000
249	EMS Vehicle Replacement	75,000	0	0	0	0	0
Total		\$1,235,378	\$1,210,000	\$1,210,000	\$1,232,000	\$1,232,000	\$22,000
Departmental Total		\$1,235,378	\$1,210,000	\$1,210,000	\$1,232,000	\$1,232,000	\$22,000
1810	Fund Contingency						
Class 200	- Contractual Services						
299	Other Expenses	\$0	\$65,000	\$65,000	\$65,000	\$65,000	\$0
Total		\$0	\$65,000	\$65,000	\$65,000	\$65,000	\$0
Departmental Total		\$0	\$65,000	\$65,000	\$65,000	\$65,000	\$0
Total General Fund		\$73,013,534	\$73,336,412	\$72,901,705	\$74,377,080	\$74,210,340	\$873,928

Class Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
GENERAL FUND BUDGET PROGRAM SUMMARY						
110 Town Council	\$13,419	\$13,350	\$13,800	\$14,050	\$14,050	\$700
120 Budget Adoption Process	9,013	10,096	9,500	10,192	10,169	73
210 Municipal Legal Services	158,253	167,934	166,934	171,200	171,200	3,266
220 Probate Court	4,000	4,000	4,000	5,000	4,000	0
310 Town Clerk's Office	255,565	264,284	264,530	274,093	273,843	9,559
350 Public Information	13,701	14,180	10,700	35,180	35,180	21,000
410 Canvassing Authority	52,487	77,985	69,284	42,100	42,100	(35,885)
510 Town Manager's Office	316,479	332,489	333,710	345,137	345,337	12,848
520 Personnel Program	79,640	80,695	78,620	82,449	82,446	1,751
530 League of Cities and Towns - Dues	11,115	11,115	11,115	11,115	11,115	0
540 Town Hall Operations	156,834	160,144	152,134	153,974	158,713	(1,431)
610 Finance Department	486,779	482,552	482,325	494,042	493,928	11,376
620 Tax Assessor's Office	255,760	257,789	257,627	262,093	262,093	4,304
630 Assessment Board of Review	160	600	200	1,900	1,900	1,300
640 Information Technology Division	222,744	251,268	177,253	262,730	262,765	11,497
645 Geographic Information System	85,394	88,883	88,268	90,659	90,659	1,776
650 Municipal Audit	18,697	24,250	24,250	24,250	24,250	0
710 Planning Board	2,900	4,680	3,380	4,680	4,680	0
720 Planning Department	278,197	281,374	281,211	287,000	287,000	5,626
730 Zoning Board of Review	9,077	12,000	9,350	11,900	11,900	(100)
740 Building and Zoning Inspection	216,347	229,397	213,748	236,298	239,292	9,895
810 Police Department	5,227,761	5,312,799	5,193,620	5,410,927	5,440,569	127,770
820 Animal Control - Road	61,155	67,617	67,307	68,945	68,898	1,281
830 Animal Control - Shelter	142,547	158,545	166,990	170,025	170,026	11,481
840 Communication Department	172,297	178,397	178,818	181,449	181,512	3,115
850 Outside Radio Services	5,263	4,190	4,190	6,710	6,710	2,520
860 Harbor Patrol Program	27,028	29,945	29,610	29,945	29,945	0
870 Contribution to Fire Companies	3,600	3,600	3,600	3,600	3,600	0
880 Emergency Medical Services	1,140,536	1,166,665	1,170,870	1,218,408	1,213,417	46,752
910 Public Services -Engineering Division	249,094	262,430	256,867	268,762	267,476	5,046
920 Streets and Highway Department	1,604,564	1,796,411	1,672,170	1,808,338	1,807,964	11,553
950 Tree Management Program	58,808	33,302	33,302	33,450	33,450	148
960 Street Lighting Services	168,630	130,000	151,858	159,000	159,000	29,000
970 Transfer to Wastewater Fund	9,200	9,200	3,000	3,000	3,000	(6,200)
1005 Contributions to Outside Agencies	487,053	496,898	496,431	514,286	508,732	11,834
1110 Recreation Department	1,307,833	1,358,824	1,335,717	1,388,123	1,390,043	31,219
1120 Contribution to Parades	7,000	7,000	7,000	7,000	7,000	0
1210 Municipal Public Libraries	943,657	930,089	900,883	936,155	948,897	18,808
1300 Municipal Boards and Outside Groups	17,350	18,350	18,350	30,850	18,350	0
1410 Municipal Insurance	191,647	220,000	220,000	231,000	231,000	11,000
1420 Unemployment Compensation	32,215	35,000	15,000	25,000	25,000	(10,000)
1430 Life Insurance	10,703	12,000	10,000	11,000	11,000	(1,000)
1510 Social Security Contribution	796,856	824,500	820,000	840,000	842,500	18,000
1520 Contribution to Retirement System	1,009,223	1,112,260	1,111,614	1,194,372	1,195,037	82,777
1530 Town Health Insurances	3,021,690	3,043,929	3,043,929	3,040,978	3,044,545	616
1550 Worker Compensation	120,045	125,000	113,000	127,000	127,334	2,334
1810 General Fund Contingency	0	65,000	65,000	65,000	65,000	0
Total Operating Program	\$19,462,313	\$20,171,016	\$19,741,065	\$20,593,365	\$20,626,625	\$455,609

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
Total Operating Program		\$19,462,313	\$20,171,016	\$19,741,065	\$20,593,365	\$20,626,625	\$455,609
1621	Municipal Debt Service	\$1,214,311	\$1,220,901	\$1,219,249	\$1,104,694	\$1,104,694	(\$116,207)
1710	Capital Budget	1,235,378	1,210,000	1,210,000	1,232,000	1,232,000	22,000
1610	Transfer to School Fund	48,216,336	48,364,159	48,364,159	49,331,442	49,131,442	767,283
1620	School Debt Service	2,885,195	2,370,336	2,367,232	2,115,579	2,115,579	(254,757)
Total General Fund Program		\$73,013,533	\$73,336,412	\$72,901,705	\$74,377,080	\$74,210,340	\$873,928

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
GENERAL FUND REVENUE PROGRAM SUMMARY							
41101	Current Taxes	\$65,257,612	\$65,148,020	\$65,360,000	\$65,915,684	\$65,711,608	\$563,588
41201	Prior Year Taxes	648,328	525,000	545,000	545,000	545,000	20,000
41301	Interest On Taxes	358,719	300,000	360,000	345,000	345,000	45,000
41302	Collection Fees	(1,449)	0	0	0	0	0
41401	Payment In Lieu Of Taxes	231,320	234,706	228,452	233,000	233,000	(1,706)
41402	Open Space Penalties	5,031	0	0	0	0	0
41403	PILOT - Federal Aid	17,960	15,000	15,000	15,000	15,000	0
	Property Taxes	\$66,517,520	\$66,222,726	\$66,508,452	\$67,053,684	\$66,849,608	\$626,882
43502	General State Aid	\$160,632	\$151,272	\$151,238	\$145,900	\$145,900	(\$5,372)
43503	Public Service Corporations Tax	344,852	344,852	368,741	368,741	368,741	23,889
43505	Meal Tax Income	589,545	560,000	650,000	650,000	650,000	90,000
43507	Chapter 26, School Housing	907,030	847,604	855,370	710,892	710,892	(136,712)
43508	State Library Const. Reimb.	10,593	9,208	9,208	8,811	8,811	(397)
43509	State Library General Aid	190,577	190,000	184,004	190,519	190,519	519
43510	State Library Endowment	12,467	6,594	12,589	13,426	13,426	6,832
43512	M.V. Tax Phase Out	167,774	172,163	167,774	167,774	167,774	(4,389)
43516	Hotel Tax	118,700	113,000	120,000	120,000	120,000	7,000
43518	State Incentive Aid	0	0	0	288,778	288,778	288,778
	State Revenue Transfers	\$2,502,170	\$2,394,693	\$2,518,924	\$2,664,841	\$2,664,841	\$270,148
45011	Transfer from Education Impact Fees	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$0
45012	Transfer from Recreation Impact Fees	125,141	121,654	121,654	118,124	118,124	(3,530)
45014	Transfer from Open Space Fund	225,000	225,000	225,000	225,000	225,000	0
45021	Transfer from South Road Reserve Fund	10,864	10,667	10,667	10,468	10,468	(199)
46114	Transfer from Wastewater Fund	36,200	37,000	37,000	38,100	38,100	1,100
46115	Transfer from Water Fund	19,800	20,400	20,400	21,000	21,000	600
46116	Transfer from Solid Waste Fund	14,800	15,200	15,200	15,650	15,650	450
46130	Transfer from Senior Service Program	5,500	5,700	5,700	5,875	5,875	175
46119	Transfer from Neighborhood Guild	5,250	5,350	5,350	5,450	5,450	100
46120	Transfer from Peace Dale Office Bldg	2,850	2,900	2,900	3,000	3,000	100
	Transfer From Other Local Funds	\$515,405	\$513,871	\$513,871	\$512,667	\$512,667	(\$1,204)
47403	School Crossing Guards	\$76,500	\$84,000	\$84,000	\$84,000	\$84,000	\$0
47406	Payroll & Accounting	6,900	7,200	7,200	7,400	7,400	200
47407	Jr. High Field and Prout Maintenance	62,000	64,270	64,270	64,678	64,678	408
47408	Energy Saving Transfer to Debt Service	49,985	48,166	48,165	0	0	(48,166)
47501	Alarm System Materials	3,600	3,700	3,700	3,800	3,800	100
	Transfer From School Fund	\$198,985	\$207,336	\$207,335	\$159,878	\$159,878	(\$47,458)
44170	Town Clerk Bus License & Fees	\$72,392	\$68,500	\$71,000	\$71,000	\$71,000	\$2,500
44175	Bldg Inspector License & Fees	314,122	310,000	420,000	400,000	400,000	90,000
44180	Non-Business License & Fees	388,138	335,000	408,936	380,000	380,000	45,000
44181	Real Estate Conveyance Tax	59,472	66,073	67,000	67,000	67,000	927
44190	Rental Of Town Properties	506,655	393,816	420,000	405,000	405,000	11,184
45001	Investment Income - Short Term	91,004	100,000	87,000	80,000	80,000	(20,000)
46101	Police Department Revenue	359,024	203,700	193,545	190,000	193,700	(10,000)
46102	Emergency Medical Services Income	500,000	500,000	500,000	550,000	550,000	50,000
46104	Park Rental Income	18,691	20,000	20,025	20,000	21,525	1,525
46105	Town Beach	112,140	100,000	112,943	110,000	110,350	10,350
46106	Misc Beach Receipts	10,163	6,000	5,500	6,000	7,300	1,300
46107	Boat Mooring Fees	31,448	26,000	30,000	30,000	30,000	4,000
46108	Animal Control Fees	3,270	3,000	2,000	3,000	3,000	0
46109	Public Libraries	84,399	81,000	81,000	80,000	81,000	0
46110	Dog/Cats Licenses & Fines	4,026	4,000	4,000	4,000	4,000	0
46111	Recreation - Athletics/Leisure Services	210,876	208,800	211,086	215,000	220,511	11,711
46112	Recreation - Self-Support Programs	127,758	143,000	134,243	115,000	136,800	(6,200)

Class	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Dollars
46113	Planning Department	168	200	200	200	200	0
46117	Communications Department	2,869	2,000	2,000	2,000	2,000	0
46118	Interfund Computer Services	108,868	111,000	111,250	116,810	116,810	5,810
46121	Recreation Outside Service	23,632	20,000	15,596	20,000	17,575	(2,425)
46122	Creative Activities - Hazard Trust	17,021	16,000	16,000	16,000	18,000	2,000
46123	Creative Activities - Pre-School	65,364	62,592	66,249	64,000	66,575	3,983
46124	Creative Activities - Other Programs	2,640	3,000	2,620	2,500	2,500	(500)
46126	GIS Program - Map Sales	536	500	500	500	500	0
46129	Animal Shelter - Narragansett	64,356	66,606	66,606	70,000	70,000	3,394
48601	Miscellaneous Revenues	168,061	120,000	169,000	140,000	140,000	20,000
48605	Copy Machines Income	27,180	27,000	27,000	28,000	28,000	1,000
Local Revenues		\$3,374,270	\$2,997,786	\$3,245,299	\$3,186,010	\$3,223,346	\$225,560
49001	Designated Fund Balance - Base	\$700,000	\$500,000	\$500,000	\$300,000	\$300,000	(\$200,000)
49019	Designated Fund Balance - CIP	500,000	500,000	500,000	500,000	500,000	0
Fund Balance Forward		\$1,200,000	\$1,000,000	\$1,000,000	\$800,000	\$800,000	(\$200,000)
Total General Fund		\$74,308,350	\$73,336,412	\$73,993,881	\$74,377,080	\$74,210,340	\$873,928
Revenues Over (Under) Budget							
Program Surplus (Deficit)		\$1,294,817	\$0	\$1,092,176	\$0	\$0	\$0
Property Tax Rate		\$14.19	\$14.50	\$14.50	\$14.58	\$14.54	\$0.04

PEACE DALE OFFICE BUILDING (310)

MISSION STATEMENT

The Parks and Recreation Department serves the community by providing enriching recreation experiences and quality facilities.

TRENDS, IMPACTS, ISSUES

The Peace Dale Office Building (PDOB) was constructed in 1856 by the Peace Dale Mill Company and purchased by the Town in 1983 with the intent to accommodate expanded recreational programming. Since purchase of the PDOB, the Department's focus has been directed on maximizing rental income through commercial space on the first and second levels. Operating the facility in this manner has allowed for income to be generated by commercial operations and held in a capital reserve fund to be used exclusively for facility improvements and upgrades to this historic building.

Occupancy of the commercial units is at 100%, with a total of nine tenants. The remainder of the facility is utilized on a year-round basis for public programming and is also used for maintenance and event storage. Various active and passive forms of programming are offered at PDOB, including yoga, tai chi, aerobics, and karate, as well as select youth programs during the summer months.

Some of the major issues and recent changes to this operation are provided below:

- ❑ In 2012 one new tenant leased the only vacant unit for a three year term; and one tenant entered into a lease renewal for a 5-year term. The average annual escalator is 3.75%. Commercial units are currently at 100% capacity with nine tenants. Two leases are due for renewal in FY 2013-2014.
- ❑ Self-support program revenues have decreased as a result of relocation of select programs from PDOB to the Neighborhood Guild.
- ❑ Use of facility for programming is limited due to accessibility limitations.
- ❑ Facility improvements included repair to a basement exterior wall and installation of period lighting along the perimeter of the parking lot.
- ❑ Previously non-conforming signs on the building were approved through a variance granted by the Zoning Board of Review in May 2012.

SPECIFIC PERFORMANCE MEASUREMENTS

Performance Measure	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Total Number of Commercial Tenants	9	9	9
Commercial Rental Income Percentage Increase	2.1%	6.0%	5.5%
Self Support Program Revenues	\$16,662	\$14,550	\$13,300
Rental Income as Percentage of Total Revenue	81%	83.7%	85.2%
Program Revenue as Percentage of Total Revenue	18.3%	15.9%	14%
Self Support Classes			
New Classes Offered	3	4	4
Percentage of New Classes Successfully Offered	0%	50%	50%
Youth and Teen Class Enrollment	12	30	30
Total # of Youth/Teen Classes	1	4	4
Percentage of Programs Completed	100%	80%	80%
Sports and Fitness Class Enrollment	2,685	2,780	2,800
Total # of Sports/Fitness Classes	899	900	900
Percentage of Programs Completed	86%	80%	80%
PDOB Facility Usage *			
Total Hours Reserved /Hours Available	23%	23%	23%
Total Hours Reserved	1,709	1,800	1,800
Total Program Attendance	6,732	6,800	6,800

* Usage is based on three rooms being used for programming.

GOALS FY 2013-2014

Facility improvements and preventive maintenance projects planned for the 2013-2014 fiscal year include:

- Replacement of exterior doors on rear ground floor and west side;
- Installation of new flooring in entryway;
- Seal coating and painting of parking lot
- Replacement of interior lighting with energy efficient lamps and sensors

The Department will continue to monitor the present space allocation within the PDOB and determine if sufficient area is allotted to fulfill the public need. Should public programming space requirements exceed current area allocation, the Town will analyze the space distribution and propose a new usage formula for the building. The Town will continue to retain its commercial tenants in order to maintain a stable flow of commercial rental income. Rental rates will be analyzed prior to all lease renewals to ensure market position is competitive and fair.

PEACE DALE OFFICE BUILDING EXPENDITURE STATEMENT							
Account	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
<i>Class 100 - Personnel Services</i>							
59100	Self-Support Expenditures	\$8,267	\$11,100	\$10,913	\$9,975	\$9,975	(\$1,125)
59101	Transfer to Comp. Abs. Fund	0	1,500	1,500	1,500	1,500	0
59110	Maintenance Salaries	17,151	17,929	17,929	18,287	18,287	\$358
51109	Longevity	1,290	1,488	1,488	1,556	1,556	\$68
59283	Fringe Benefits	9,298	9,760	9,152	10,195	10,139	\$379
Total		\$36,006	\$41,777	\$40,982	\$41,514	\$41,457	(\$320)
<i>Class 200 - Contractual Services</i>							
59210	Telephone	\$324	\$360	\$280	\$360	\$360	\$0
59215	Utilities	1,189	1,125	1,125	1,209	1,209	\$84
59220	Electrical	7,556	7,800	7,800	7,083	7,083	(\$717)
59225	Heating Fuel	6,304	7,125	7,000	7,600	7,600	\$475
59271	Refuse Collection	546	650	545	545	545	(\$105)
52299	Other Expenses	158	203	180	198	198	(\$5)
Total		\$16,077	\$17,263	\$16,930	\$16,996	\$16,996	(\$267)
<i>Class 300 - Supplies and Materials</i>							
59302	Chemicals/Gases	\$0	\$300	\$300	\$316	\$316	\$16
59305	Bldg Construction/Materials	59	1,650	1,500	1,650	1,650	\$0
59312	Janitorial Supplies	2,411	2,360	2,300	2,938	2,938	\$578
59316	Electrical/Comm Supplies	124	1,025	750	1,275	1,275	\$250
59320	Maintenance of Buildings	805	1,500	1,000	1,500	1,500	\$0
59350	Building Improvements	12,746	8,800	7,500	10,000	10,000	\$1,200
59370	Insurance	3,933	4,250	4,585	5,045	5,045	\$795
59399	Other Expenses	2,850	3,000	3,000	3,600	3,600	\$600
Total		\$22,928	\$22,885	\$20,935	\$26,324	\$26,324	\$3,439
<i>Class 400 - Other Expenses</i>							
59499	Capital Projects	\$0	\$10,000	\$7,000	\$7,000	\$7,000	(\$3,000)
Total		\$0	\$10,000	\$7,000	\$7,000	\$7,000	(\$3,000)
	Total Expenses	\$75,011	\$91,925	\$85,847	\$91,833	\$91,777	(\$148)
PEACE DALE OFFICE BUILDING REVENUE STATEMENT							
Account	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
<i>Income Accounts</i>							
47010	Rental Income	\$73,615	\$78,363	\$78,708	\$82,710	\$82,710	\$4,347
47011	Income - Self Support	16,662	14,800	14,550	13,300	13,300	(\$1,500)
47013	Investment Income	618	1,000	750	1,000	1,000	\$0
	Total Revenue	\$90,895	\$94,163	\$94,008	\$97,010	\$97,010	\$2,847
	Income Over (Under) Expenses	\$15,883	\$2,238	\$8,161	\$5,177	\$5,233	\$2,995
	Fund Balance	\$254,339	\$256,577	\$262,500	\$267,677	\$267,733	\$5,233

NEIGHBORHOOD GUILD (340)

MISSION STATEMENT

The Parks and Recreation Department serves the community by providing enriching recreation experiences and quality facilities.

TRENDS, IMPACTS, ISSUES

The Neighborhood Guild was constructed in 1908 as an activity center for employees of the Peace Dale Mill Company and was deeded to the Town of South Kingstown in 1940 to serve as a community center for residents. The operation today remains financially self-supporting with revenue generated from the Hazard and Guild Trust Funds, investment income, program fees, rentals and various other sources.

The Guild is a 25,000 square-foot facility housing a variety of classrooms, music rooms, small gymnasium/performance area, woodworking room, pottery studio, kitchen, fitness center, locker rooms, and administrative offices. The facility supports over 400 classes annually, including the arts, community education, sports, fitness, and special events for all segments of the local population. In addition, the Guild is utilized by a variety of community-based non-profit groups for meetings and programs and by residents who rent rooms for gatherings such as birthday parties and other special occasions.

The Guild relies on two main sources of revenue - the Guild Trust Fund and program related fees. In the 2013-2014 fiscal year, Neighborhood Guild recreational programs are expected to generate approximately 42% of the total revenue needed to support operations. The Guild Trust Fund contribution is proposed to increase from \$360,000 to \$368,000 in FY 2013-2014, which amounts to 46% of the complete Neighborhood Guild operating program. The Department will be relying on a 2% rise in the level of support from the Guild Trust Fund, as compared with FY 2012-2013, in order to prevent an increase in the overall program fee structure. Due to current economic conditions, an increase in fees at this time would have a negative impact on customer participation rates. Currently, participation in Guild recreational programs is showing little growth but remains steady as an affordable leisure activity option for the community at large.

In FY 2013-2014 the Department plans to continue its focus on implementing strategies for reducing operational costs through maximizing efficiencies and internal resources. Space limitations of the Guild continue to restrict the opportunity for expanded offerings and additional revenue. Some of the major issues and recent changes are listed below:

- ❑ Overall operating program decrease of 3.94% (\$32,864) as compared with FY 2012-2013
- ❑ Overall revenue decrease of 3.88% reflects adjustment to programming income consistent with FY 2011-2012 actuals and projections for the current fiscal year
- ❑ Recent Guild interior improvement projects include refurbishment of 2nd and 3rd floor music rooms, replacement of front desk area carpeting, tile repairs in locker rooms
- ❑ Purchase and installation of new Recreation Data Management software
- ❑ Increased use of electronic media to promote programs
- ❑ Program fees remain unchanged to ensure affordable recreational opportunities to community
- ❑ Restructuring of vacation camp offerings to offer more flexibility to participants
- ❑ Staff changes include Administrative Support Associate, Part Time Front Desk clerk , and Creative Writing Instructor
- ❑ New S.K.I.L.L.S. Program (South Kingstown Inclusive Life's Leisure/Sports Programs) - this program is designed to meet the social, emotional, psychological, mental and physical well being of developmentally disabled adults in South Kingstown
- ❑ Fitness room use remains flat due to competing local fitness clubs

SPECIFIC PERFORMANCE MEASUREMENTS

Performance Measure	FY 2010-2011 Actual	FY 2011-2012 Actual	FY 2012-2013 Predicted	FY 2013-2014 Goal
Number of Independent Program Contractors	99	111	100	100
Number of Internet Transactions	0	0	0	500
Percentage of Trust Income/Total Revenue	43%	45%	45%	46%
Percentage of Program Revenue/Total Revenue	46%	44%	45%	42%
Classes				
New Classes Offered	64	86	65	75
Percentage of New Classes Completed	34%	42%	50%	75%
Youth and Teen Class Enrollment	672	567	580	600
Total # of Youth/Teen Classes	87	70	73	75
Percentage of Programs Completed	54%	59%	70%	80%
Total Program Revenue	\$36,967	\$39,670	\$40,825	\$39,010
Adult Class Enrollment	4,254	4,494	4500	4500
Total # of Adult Classes	354	372	375	375
Percentage of Programs Completed	89%	85%	80%	80%
Total Program Revenue	\$77,227	\$59,097	\$56,800	\$57,550
Preschool Class Enrollment	973	453	475	500
Total # Preschool Classes	56	97	60	80
Percentage of Programs Completed	96%	67%	75%	80%
Sports and Fitness Class Enrollment	4,422	5,239	4,700	5,000
Total # Sports/Fitness Classes	55	59	50	50
Percentage of Programs Completed*	82%	83%	80%	80%
Senior/Special Event Enrollment	1,322	822	800	900
Total # Trips/Programs Offered	36	19	20	20
Percentage of Programs Completed	86%	95%	90%	90%
Total Program Revenue	\$65,010	\$69,627	\$45,800	\$50,800
Knapp School of Music Enrollment	1,608	1,370	1400	1500
Total # of Music Registrations	189	170	180	200
Total # of Group Programs	9	18	12	15
Total Program Revenue	\$108,148	\$95,762	\$95,700	\$95,700
Art Program Enrollment	771	756	750	775
Total # of Art Programs	91	134	115	125
Percentage of Programs Completed	91%	81%	80%	80%
Total Program Revenue	\$69,369	\$61,492	\$62,703	\$62,675
Special Events/Concerts Program Enrollment	3678	2485	2000	2000
Total # of Programs	21	16	14	16
Percentage of Programs Completed	90%	81%	90%	90%
Guild Facility Usage **				
Total Hours Reserved /Hours Available	22%	21%	20%	22%
Total Hours Reserved	11,323	11,135	11,250	11,500
Total Attendance - Estimated	64,387	64,549	65,000	65,000

* Includes yoga classes.

** Room availability is based on a standard schedule of 7am to 9am and varies by season (52,584 hours); usage directly reflects fluctuations in class participation based on various instructor, scheduling and participant-related issues.

GOALS FY 2013-2014

Overall facility limitations combined with increased operating costs limit the extent to which the Department can expand current programs or implement new ones. The goals for the 2013-2014 fiscal year focus on creative approaches to increase service levels and participation rates. The Department has set the following goals for FY 2013-2014:

- ❑ Implement on-line program registration and payment program
- ❑ Utilize in house staff to plan and facilitate low cost program offerings
- ❑ Evaluate current program offerings; replace faltering programs with new classes
- ❑ Enhance marketing efforts through use of social media
- ❑ Implement instructor recruitment strategy to offer new and varied programs
- ❑ Collaborate with Senior Center staff to offer enrichment programs for older adults at The Center
- ❑ Establish WiFi connectivity in activity rooms to offer broader programming capability
- ❑ Continue to expand staff's professional skills through development and training opportunities
- ❑ Continue to develop mutually beneficial relationships with local organizations and businesses
- ❑ Seek additional alternative revenue sources such as grants and sponsorships
- ❑ Maintain present yield on trust fund and investment income sources
- ❑ Develop equipment replacement plan for Fitness Room; and implement direct marketing strategy with focus on older adult demographic
- ❑ Continue improvements to interior of the Guild facility – refurbishment of remaining second floor activity rooms

NEIGHBORHOOD GUILD EXPENDITURE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
Administration						
Full Time Salaries	\$205,378	\$216,592	\$215,255	\$220,656	\$220,656	\$4,064
Part Time Salaries	4,639	5,200	5,200	7,077	7,077	1,877
Overtime	1,816	6,000	5,000	5,000	5,000	(1,000)
Retirement/Vacation	1,961	0	1,333	0	0	0
Longevity	7,469	7,072	5,000	7,028	7,028	(44)
Travel	1,873	2,500	2,500	2,600	2,500	0
Postage	4,031	2,990	2,990	2,992	2,992	2
Telephone	3,749	3,990	3,990	3,684	3,684	(306)
Utilities	19,268	18,500	18,500	19,185	19,185	685
Printing/Binding	3,755	5,500	4,500	5,400	5,400	(100)
Copy Machine	1,214	1,300	1,300	2,600	2,600	1,300
Cleaning Service	770	1,100	1,000	1,122	1,122	22
License and Dues	1,161	1,200	1,200	1,200	1,200	0
Software Maintenance	0	0	0	2,795	2,795	2,795
Maintenance of Building	3,609	3,800	3,500	3,800	3,800	0
Refuse Collection	601	700	601	600	600	(100)
Equipment Rental	0	200	200	200	200	0
Insurance	8,868	9,500	10,340	11,375	11,375	1,875
Fringe Benefits	92,091	103,734	103,734	101,026	101,168	(2,566)
Professional Services	8,454	12,300	12,300	10,280	10,280	(2,020)
Other Expenses	3,877	2,250	2,300	3,150	3,150	900
Chemicals/Gases	0	150	150	162	162	12
Books/Publications	195	150	150	180	180	30
Bldg & Const. Materials	350	900	750	900	800	(100)
Heating Fuel	12,899	15,000	15,000	16,150	16,150	1,150
Janitorial Materials	2,980	2,800	2,800	3,000	3,000	200
Office Supplies	2,101	2,200	2,200	2,400	2,400	200
Recreation Supplies	547	600	600	600	600	0
Electrical Materials	864	500	500	500	500	0
General Hardware	24	700	650	700	700	0
Signs/Striping	359	1,100	1,000	1,100	1,000	(100)
General Equipment	194	250	400	250	250	0
HVAC Equipment	361	1,000	1,000	1,000	1,000	0
Fire & Safety Equipment	0	50	50	50	50	0
Janitorial Equipment	279	600	600	600	600	0
Office Equipment	1,480	1,500	1,500	1,500	1,500	0
Recreation Equipment	3,262	2,500	2,500	2,300	2,300	(200)
Office Furniture	179	300	300	2,460	1,460	1,160
Building Improvements	3,463	6,500	6,000	6,700	6,500	0
Technology Upgrades	8,219	0	0	0	0	0
Total Administration	\$412,340	\$441,228	\$436,893	\$452,323	\$450,964	\$9,736
Debt Service Expense	58,888	57,187	57,187	55,438	55,438	(1,749)
Total Adm/Debt Service	\$471,228	\$498,415	\$494,080	\$507,761	\$506,402	\$7,987

Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
Front Desk						
Part-Time Salaries	\$35,321	\$28,837	\$29,000	\$28,263	\$28,263	(\$574)
Clothing	0	1,200	1,200	1,200	1,200	0
Recreation Supplies	163	200	200	200	200	0
Soda	4,480	5,000	3,500	4,000	4,000	(1,000)
Total - Front Desk	\$39,964	\$35,237	\$33,900	\$33,663	\$33,663	(\$1,574)
Seniors						
Part-Time Salaries	\$0	\$3,650	\$750	\$1,300	\$1,300	(\$2,350)
Professional Services	62,509	60,700	40,500	44,550	44,550	(16,150)
Recreation Supplies	345	500	500	200	200	(300)
Total - Seniors	\$62,854	\$64,850	\$41,750	\$46,050	\$46,050	(\$18,800)
Youth						
Seasonal Salaries	\$3,063	\$4,429	\$3,700	\$3,335	\$3,335	(\$1,094)
Postage	0	55	55	50	50	(5)
Rentals	2,323	4,750	3,800	4,725	4,500	(250)
Professional Services	23,475	19,500	19,700	20,450	20,450	950
Recreation Supplies	2,160	5,950	5,350	5,500	5,500	(450)
Total - Youth	\$31,021	\$34,684	\$32,605	\$34,060	\$33,835	(\$849)
Music						
Part-Time Salaries	\$4,546	\$4,000	\$4,000	\$4,200	\$4,200	\$200
Professional Services	77,938	90,450	79,480	79,580	79,580	(10,870)
Recreation Supplies	568	400	400	400	400	0
Total - Music	\$83,052	\$94,850	\$83,880	\$84,180	\$84,180	(\$10,670)
Adults						
Part-Time Salaries	\$5,212	\$5,400	\$4,900	\$4,500	\$4,500	(\$900)
Professional Services	34,781	44,200	38,400	36,850	36,850	(7,350)
Recreation Supplies	103	800	300	0	0	(800)
Total - Adults	\$40,096	\$50,400	\$43,600	\$41,350	\$41,350	(\$9,050)
Arts						
Seasonal Salaries	\$5,249	\$5,963	\$5,910	\$6,445	\$6,445	\$482
Rentals	1,562	1,680	1,610	1,960	1,960	280
Professional Services	46,302	46,150	45,041	45,580	45,580	(570)
Recreation Supplies	823	925	626	825	825	(100)
Total - Arts	\$53,936	\$54,718	\$53,187	\$54,810	\$54,810	\$92
Total Expenditures	\$782,151	\$833,154	\$783,002	\$801,873	\$800,290	(\$32,864)

NEIGHBORHOOD GUILD REVENUE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Projected	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
Guild Fund Balance	\$25,000	\$25,100	\$25,100	\$25,000	\$25,000	(\$100)
Guild Trust Fund	348,000	360,000	360,000	370,000	368,000	8,000
Hazard Trust	13,379	12,000	10,600	12,000	13,000	1,000
Investment Income	76	200	500	200	200	0
Reinvested Income - Debt	58,888	57,187	57,187	55,438	55,438	(1,749)
Reinvested Income - Capital	6,500	6,500	6,500	6,500	6,500	0
Front Desk	27,882	27,000	24,750	27,000	27,000	0
Senior Programs	899	0	0	0	0	0
Senior Trips	68,728	69,700	45,800	50,800	50,800	(18,900)
Youth	39,670	43,230	40,825	39,010	39,010	(4,220)
Music	95,762	108,000	95,700	95,700	95,700	(12,300)
Adults	59,097	61,650	56,800	57,550	57,550	(4,100)
Arts	61,492	62,600	62,703	62,675	62,675	75
Total Revenues	\$805,373	\$833,167	\$786,465	\$801,873	\$800,873	(\$32,294)
	\$23,222	\$13	\$3,463	\$0	\$583	\$570
Surplus/(Loss)	\$23,222	\$13	\$3,463	\$0	\$583	\$570

SENIOR SERVICES DEPARTMENT (345)

General Explanation and Work Program

The total proposed operating budget for the Senior Services Department for the 2013-2014 fiscal year is \$782,625 representing an increase of \$30,015 (3.99%) over the FY 2012-2013 adopted budget of \$752,610. A General Fund transfer of \$363,332 is proposed for FY2013-2014, an increase of \$11,834 or 3.4% over the FY 2012-2013 General Fund transfer of \$351,498. It is estimated that \$511,216 (65.3%) of the Department's budget will be funded from local revenue sources.

Program Summary

	2011-2012	2012-2013	2012-2013	2013-2014	Increase
Senior Services Program	Actual	Adopted	Estimated	Proposed	Over PY
Senior Transportation Program	\$61,578	\$64,976	\$63,361	\$68,754	\$3,778
Senior Nutrition Program	100,847	103,721	104,703	106,539	2,817
Adult Day Services Program	305,955	314,117	298,896	328,086	13,969
Senior Center Program	276,876	269,796	269,782	279,246	9,450
Senior Services Program Cost	\$745,255	\$752,610	\$736,742	\$782,625	\$30,015
South Kingstown General Fund Transfer	\$341,653	\$351,498	\$351,031	\$363,332	\$11,834
Narragansett Contribution	99,363	104,433	104,374	110,594	6,160
North Kingstown Contribution	36,439	35,445	35,445	37,291	1,846
Total Municipal Support	\$477,455	\$491,376	\$490,850	\$511,216	\$19,840

Program Revenues

Senior Services Program revenues to be contributed by the Town of South Kingstown General Fund are documented below:

	2011-2012	2012-2013	2012-2013	2013-2014	Increase
South Kingstown Contributions Senior Services Program	Actual	Adopted	Estimated	Proposed	Over PY
Senior Transportation	\$62,160	\$62,628	\$62,160	\$64,366	\$1,738
Senior Nutrition	65,350	69,323	69,324	72,835	3,512
Adult Day Services	37,905	33,994	33,994	36,809	2,815
Senior Center	176,238	185,553	185,553	189,321	3,768
Total General Fund Transfer	\$341,653	\$351,498	\$351,031	\$363,332	\$11,834

Other major revenue sources for the Senior Services Program are as follows:

Narragansett Contributions Senior Services Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over PY
Senior Nutrition Program	\$30,336	\$30,395	\$30,336	\$29,701	(\$695)
Adult Day Services	31,027	36,038	36,038	42,893	6,855
Senior Center Program	38,000	38,000	38,000	38,000	0
Total Appropriations	\$99,363	\$104,433	\$104,374	\$110,594	\$6,160
North Kingstown Contribution	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over PY
Adult Day Services	\$36,439	\$35,445	\$35,445	\$37,291	\$1,846
Total Appropriation	\$36,439	\$35,445	\$35,445	\$37,291	\$1,846
State Grant Program Assistance	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Increase Over PY
Title IIIB - Transportation	\$2,119	\$2,348	\$2,348	\$2,348	\$0
Senior Nutrition Grant	4,214	4,003	4,003	4,003	0
Title IIIB - ADS	18,406	9,422	9,422	9,422	0
Senior Center Grants	37,410	34,160	32,000	32,845	(1,315)
Total State Grants	\$41,624	\$49,933	\$47,773	\$48,619	(\$1,315)
Adult Day Services Reimbursements	106,226	109,582	108,000	107,127	(2,455)
Total State Program Support	147,850	159,515	155,773	155,746	(3,770)

MISSION STATEMENT

To ensure excellence in service delivery, advocacy and public policy dedicated to the needs of older residents of South Kingstown, their families and caregivers through a single, visible and responsive department.

The Department seeks to accomplish this mission by ensuring that programs and services are user-friendly, consumer-directed and delivered in the least restrictive environment and subscribes to the following Guiding Principles:

- ❑ Listen, respond and react to the needs of older residents of South Kingstown, their families, and caregivers with respect, courtesy, patience and dignity. Target services to elders in greatest need, and those who are frail and at-risk.
- ❑ Protect the rights and confidentiality of our consumers through adherence to laws, policies, and procedures. Ensure integrity of information and equitable access in a manner that is culturally sensitive and equitable.
- ❑ Provide a system of services and opportunities to help older people serve, and be served, where they live.
- ❑ Familiarize older people, their families and friends, and the community at large with the local senior service system.

- ❑ Maintain a dedicated effort to coordinate the many essential elements of an effective and comprehensive community system for older persons by collaborating with existing senior service programs provided by other public and private agencies and promoting accessibility of services.
- ❑ Operate four direct service programs: Senior Transportation, Senior Nutrition, Adult Day Services, and the nationally accredited Senior Services Center. Advocacy and technical assistance are also major functional areas within the Department.

TRENDS, IMPACTS, ISSUES

Among the vital services that assist families to keep their elders living at home are transportation, senior centers, respite care, adult day services, congregate meals, caregiver education, and caregiver support groups. The Senior Services Department provides all of these services and links community members with other local providers for additional supportive services.

The 2010 census reports that the 60 plus population in South Kingstown accounts for nearly 20% of the overall population and will continue to grow over the next decade. With this in mind, senior services will remain a critical resource in the community. Future challenges lie in the development and implementation of services and programs for a broad senior demographic ranging from “baby boomers” to the frail elderly.

The Town of South Kingstown contributes 46.4% of the necessary revenue to operate the Senior Services Program. Support from contributing communities of Narragansett and North Kingstown make up 19% of the overall revenue. The program also receives State and federal grants as well as Medicaid reimbursement, accounting for 20% of all revenue projected in FY2013-2014. State funding for the Nutrition (meal site) and Senior Center programs is projected to remain level for the coming year. Federal funding through the Title IIIB Supportive Services grant for the Transportation and Adult Day Services programs is also expected to remain consistent. The Town received a two year renewal in FY 2010-2011 of this \$40,000 grant for continued support of wellness programming, transportation, and social services. The Department plans to submit a grant renewal application in the current year for Title IIIB funding through 2015.

Adult Day Services remains a valuable resource for caregivers aiming to keep loved ones at home and in the community as long as possible. In 2012, the facility underwent construction of a 1,000 square foot expansion project. The new addition which includes a multipurpose room, handicapped accessible bathroom, entrance foyer, and additional storage space, was officially opened with a ribbon cutting ceremony and reception on July 17, 2012. The new space now allows for expanded therapeutic and recreational programming for clients and decreases the time spent in transition from one activity to the next. Since the opening of the addition, the participation rate has increased with a steady stream of referrals and admissions as the demand for day services remains high.

Currently, over 70% of the Adult Day Services clientele is eligible for aid through state assistance and Medicaid dollars. Although the actual cost of operating the Day Services facility in FY 2013-2014 is projected at \$97.53 per client, the Medicaid reimbursement rate from the State of RI, which has remained unchanged since 2008, is capped at \$52.98. To minimize the widening gap between state reimbursement and the actual operational cost, a daily fee increase of \$3/day

for clients not eligible for state assistance is proposed for FY2013-2014. It is also important to note that in the past four years, the trend in client demographics shows increased participation of individuals from non-contributing communities accounting for 21% of all client days in that time frame.

The Senior Center has seen an increase in participation in wellness activities, fitness classes, and lifelong learning programs. The expanding age range, needs and interests of the Town's senior population requires a multi-leveled approach to service and program development. With a focus on this varied population, the Department will continue to offer a wide range of choices for social, physical and educational enrichment.

GOALS FY 2013-2014

- ❑ Provide programs and services that support healthy aging and meet the needs of older South Kingstown residents and their families, enabling elders to remain in their own homes with a high quality of life for as long as possible.
- ❑ Provide comprehensive social services to older adults and their families and empower them to make informed decisions about existing home and community-based options.
- ❑ Implement new data management software for better tracking of participation and service levels
- ❑ Expand staff's professional skills through development and training opportunities
- ❑ Continue collaborative efforts with the Town's Recreation Division, with the goal of offering more senior specific recreation and enrichment programs.
- ❑ Market activities and services to eligible community members new to the Senior Center.
- ❑ Re-introduce a local day trip program for participants of the Senior Center and Adult Day Services programs with the use of the backup senior van.
- ❑ Establish and implement new fee structure for Adult Day Services Program
- ❑ Analyze overall facility use and identify possible options for creating new activity space in order to expand programming
- ❑ Establish per trip fee policy for van service related to personal trips such as shopping, hair salons, pharmacy, etc. (will not apply to transportation to/from the Senior Center)
- ❑ Seek alternative or supplemental funding sources in order to expand and enhance current services provided to the community.

SENIOR TRANSPORTATION PROGRAM (6800)

General Explanation and Work Program

The South Kingstown Senior Transportation service is available to any senior resident of the Town. The goal of the program is to assist seniors with the instrumental activities of daily living by providing transportation to and from the Senior Center meal site, grocery stores, pharmacies, hair salons, banks, and retail shops. The program was expanded in October 2008 when the state RIDE program implemented a fee for service. Seniors who previously utilized the RIDE bus to get to the senior meal site are now riding the Town van, at no charge. The Senior Services Department will continue to promote this valuable service as a way for seniors to maintain their independence and stay active in the community.

Specific Performance Measurements

<i>Performance Measure</i>	<i>FY 2011-2012 Actual</i>	<i>FY 2012-2013 Predicted</i>	<i>FY 2013-2014 Goal</i>
Total Unduplicated Individual Residents, 60 years of age or older, Provided "Door-to-Door" Non-Medical Transportation Services	224	225	230
Average Number of Riders Transported Per Month	290	298	300
Total Number of Trips Provided Per Year	7,729	7,740	7,750
Total Number of miles logged	20,312	20,500	21,000
Average # miles logged per day	82	82	84

Budget Comparison

The Senior Transportation Program proposed budget for FY 2013-2014 is \$68,754 representing an increase of \$3,778 over the FY 2012-2013 adopted budget of \$64,976. This 5.81% increase is due primarily to increases in personnel costs and vehicle maintenance and upkeep.

SENIOR NUTRITION PROGRAM (6850)

General Explanation and Work Program

The Senior Nutrition Program provides meals daily at The Senior Center's congregate meal site and for home delivery through the federally-funded Meals on Wheels Program. The goal of this program is to provide the Town's older persons with low cost nutritious meals and appropriate nutrition education. In addition to the primary health benefits of a balanced daily meal, seniors also receive the additional benefit of socialization with peers, as well as opportunities to take part in a variety of enrichment activities and services offered at The Senior Center.

Specific Performance Measurements

<i>Performance Measure</i>	<i>2010 Actual</i>	<i>2011 Actual</i>	<i>2012 Actual</i>	<i>2013 Predicted</i>
Total Number of Meals for Residents age 60 or older, or Disabled, provided through the Congregate Meal Site by Community				
□ South Kingstown	7,255	7,359	7,410	7,457
□ Narragansett	2,761	2,645	2,607	2,622
□ Other	1,301	1,368	1,508	1,517
□ Total	11,317	11,372	11,525	11,600
Average Number of Unduplicated Individuals Served Per Week	184	178	180	182
Total Number of Volunteer Hours Per Year	4,210	3,716	3,800	3,800

Note: figures represent the calendar year.

Work Load Data

Participating Community cost share figures are calculated based on the percentage of actual meals served over a four year time frame from 2009 through 2012. Applying a long term use percentage rate reflects a more consistent, historical average and stabilizes any unanticipated fluctuations that may occur on a short term or annual basis.

Nutrition Program Cost - 2013-2014 Fiscal Year			
			\$106,539
State - Nutrition Program Grant Reimbursement			4,003
Net Direct Cost of Nutrition Program	4 Yr Avg.		\$102,536
	Congregate Meals	% of Total	Cost Sharing
South Kingstown	29,045	71.03%	\$72,835
Narragansett	11,844	28.97%	29,701
Participating Community Meals	40,889	100.00%	\$102,536
Non Participating Community Meals	5,536	0.00%	0
Total Meals Program	46,425	100.00%	\$102,536

Budget Comparison

The proposed budget for the Senior Nutrition Program for FY 2013-2014 is \$106,539 representing an increase of \$2,817 or 2.72% more than the adopted FY 2012-2013 budget of \$103,721. This increase is due to an increase in personnel costs.

A cost accounting method is used to identify operational and personnel costs solely associated with the Nutrition Program. Personnel costs directly related to the Nutrition Program include 30% of the Senior Center Director, Program Aide and the Senior Center Building Maintenance Supervisor salaries, as well as the salaries of all part-time employees working directly in The Senior Center's Meals Program. All employment benefit costs related to the personnel associated with the Nutrition Program are also budgeted as a program expense.

A summary of these shared costs is as follows:

Indirect Cost for Facility Operation - Acct 6850		
	FY 2012-2013	FY 2013-2014
Postage	\$370	\$370
Telephone	2,640	2,664
Utilities	32,000	27,709
Printing	475	300
Building Maintenance	4,000	3,800
Refuse Disposal	700	700
Insurance	3,076	3,850
Web Site Services	250	250
Professional Services	9,488	11,114
Office Equipment	750	400
Total Indirect Costs	\$53,749	\$51,157
30% of Costs	16,125	15,347
Total Nutrition Program Share	\$16,125	\$15,347

It should be noted that the raw food costs associated with the Westbay Community Action Program's preparation of the meals represent significant contributions to the program, totaling approximately \$81,828 (\$7.10 /meal). This expense is not reflected in the budget as it is Federal funding provided directly to Westbay CAP in support of Title IIIC programming.

ADULT DAY SERVICES PROGRAM (6900)

General Explanation and Work Program

Licensed by the State of Rhode Island, South Kingstown Adult Day Services is a comprehensive program designed to meet the medical, social, and psychological needs of the frail and/or disabled senior. A professional staff including a registered nurse, certified nurse aides, and activity professionals provide quality care and supervision. Activities are carefully planned to enrich the lives of the participants, improve self-esteem, and promote feelings of self worth. Day services are provided Monday through Friday to aid family members in their efforts to care for a loved one at home. As the aging population continues to grow, with a rising percentage requiring some level of care, the value of Adult Day Service programs in the community is increasing.

Specific Performance Measurements

<i>Performance Measure</i>	<i>FY 2011-2012 Actual</i>	<i>FY 2012-2013 Predicted</i>	<i>FY 2013-2014 Goal</i>
Total Number of Client Days by Community*			
❑ South Kingstown	444	680	680
❑ Narragansett	1326	994	994
❑ North Kingstown	853	824	824
❑ Other	<u>963</u>	<u>866</u>	<u>866</u>
❑ Total	3,586	3,364	3,364
Average Number of Clients Per Program Day*	15	15	15
Total Number of Unduplicated Clients Served*	42	43	43
Total Unduplicated Individual Residents Provided Adult Day Services by Community*			
❑ South Kingstown	18	15	15
❑ Narragansett	12	14	14
❑ North Kingstown	7	9	9
❑ Other	5	5	5
Total Number of Family Members Benefiting*	168	172	172
Total number of staff			
❑ Full Time	2	2	2
❑ Part Time	4	5	5
Ratio of Staff to Participants	1:4	1:4	1:4
Conduct Quarterly In-Service Staff Training Sessions per State Regulations	4	4	4
Percent of Building Capacity Used Daily	100%	100%	100%
Total State Client Payment Subsidies Received	\$106,226	\$108,000	\$107,127
Total Client Payments Received	\$77,525	\$89,288	\$83,794
Average Client Payment Per Client Day	\$23.34	\$26.54	\$24.90

*Actual Period: 11/1/10-10/31/11

Work Load Data

The proposed Community Cost Share percentages shown below are based on the participating communities' actual number of client days provided over a four year time period. Applying a long term use percentage rate reflects a more consistent, historical average and stabilizes any sharp increases or decreases that may occur from year to year due to the unpredictability of client demographics.

			Adopted FY 2012-2013	Proposed FY 2013-2014	Change in Funding Level
Adult Day Services Program Cost			\$314,117	\$328,086	\$13,969
<i>Less</i>					
Investment Income			\$100	\$500	\$400
Senior Program Fund Balance			0	10,000	10,000
Title IIIB Grant			9,422	9,422	0
State Client Payment			109,582	107,127	(2,455)
Client Payments			89,288	83,794	(5,495)
Miscellaneous Revenues			250	250	(0)
Net Direct Cost of Service			\$105,475	\$116,993	\$11,519
Adult Day Services Program -4 yr Client Use					
	Client Days	Percent of Total	Adopted FY 2012-2013	Proposed FY 2013-2014	Change in Funding Level
South Kingstown	3,594	31.46%	\$33,994	\$36,809	\$2,815
Narragansett	4,188	36.66%	36,038	42,893	6,855
North Kingstown	3,641	31.87%	35,445	37,291	1,846
Community Client Days	11,423	100.00%	\$105,477	\$116,993	\$11,516
Non-Participating Com. Client Days	3,105				
Total Client Days	14,528				

Budget Comparison

The proposed FY 2013-2014 budget for Adult Day Services is \$328,086 representing an increase of \$13,969 or 4.45% over the adopted FY 2012-2013 budget of \$314,117. This increase is reflected primarily in full and part time salaries. Personnel adjustments include the reduction of the Full Time Case Manager/Activity Facilitator position to part time Case Manager and the establishment of a Full Time Activity Facilitator position. Part Time personnel costs also reflect an increase in hours of the part time Activity Aide position from 17.5 to 25 hours per week.

SENIOR CENTER PROGRAM (6950)

General Explanation and Work Program

The Senior Center serves as the community's single point of entry for access to and information about the various available services and activities for older adults as well as a link to other local provider agencies. In addition to housing the Senior Nutrition and Transportation programs, The Senior Center offers social and recreational activities, health promotion and screenings, volunteer opportunities, case management, educational programming, and information and referral services.

The Senior Center's mission is to provide a focal point where older adults can access services designed to support their independence, enhance their quality of life, and promote optimal aging.

Specific Performance Measurements

<i>Performance Measure</i>	<i>FY 2011-2012 Actual*</i>	<i>FY 2012-2013 Predicted</i>	<i>FY 2013-2014 Goal</i>
Number of members	2,728	2,842	2,855
Total number of residents using facility			
<input type="checkbox"/> South Kingstown	1,515	1,600	1605
<input type="checkbox"/> Narragansett	766	793	800
<input type="checkbox"/> Other	447	449	450
Number of programs	174	165	170
Number of new programs	40	52	50
Percent of building capacity used on a daily basis	100%	100%	100%
Total number of staff			
<input type="checkbox"/> Full Time	4	4	4
<input type="checkbox"/> Part Time	3	3	3
Total Information & Referral Contacts	2,840	2,548	2,700
Average Number of Participants Per Week	998	1,007	1,020
Number of Special Events	60	57	62

**Actual Period: 11/1/10 – 10/31/11*

Work Load Data

Senior Center Program Cost	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed
Total Program	\$276,876	\$269,796	\$269,782	\$279,246
Less				
Grants	\$37,410	\$34,160	\$32,000	\$32,845
Senior Classes	4,401	4,080	4,200	4,080
Fund Balance Forwarded	5,000	8,000	8,000	10,000
Oliver Watson Fund Transfer	0	0	0	5,000
Miscellaneous Revenues	0	0	0	0
Net Direct Cost of Service	\$230,065	\$223,556	\$225,582	\$227,321
Senior Center Program Cost	Active Members	Cost Per Client	Proportional Cost Share	Proposed 2013-2014
South Kingstown	1,600	\$94.99	\$151,991	\$189,321
Narragansett	793	94.99	75,330	38,000
Participating Community Clients	2,393	\$94.99	\$227,321	\$227,321
Non-Participating Community Clients	449			
Total Clients Served	2,842	\$79.99	\$227,321	\$227,321

Budget Comparison

The Senior Center proposed budget for the 2013-2014 fiscal year is \$279,246 representing an increase of \$9,453 or 3.5% over the adopted 2012-2013 fiscal year budget of \$269,793. This increase is attributed to increases in personnel costs, instructor fees and professional services.

SENIOR SERVICES PROGRAM
 EXPENDITURE STATEMENT

Senior Transportation Program (6800)		2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	Increase
Account #	Description	Actual	Budgeted	Estimated	Requested	Proposed	Over PY
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$33,093	\$33,628	\$33,268	\$34,301	\$34,301	\$673
102	Part-Time Salaries	3,568	2,372	3,322	3,389	3,389	1,017
109	Municipal Longevity	1,830	1,944	1,944	2,060	2,060	116
Total		\$38,491	\$37,944	\$38,534	\$39,749	\$39,749	\$1,805
<i>Class 200</i>	<i>- Contractual Services</i>						
260	Maintenance Of Motor Vehicles	\$975	\$3,800	\$2,500	\$3,500	\$4,500	\$700
280	Insurance	621	665	725	800	800	135
283	Fringe Benefits	10,834	12,242	12,242	12,567	12,567	325
Total		\$12,430	\$16,707	\$15,467	\$16,867	\$17,867	\$1,160
<i>Class 300</i>	<i>- Supplies & Materials</i>						
307	Fuels & Lubricants	\$6,476	\$7,875	\$7,200	\$7,688	\$7,688	(\$188)
310	Motor Vehicle Parts	4,090	2,300	2,000	2,300	3,300	1,000
399	Other Expenses	90	150	160	150	150	0
Total		\$10,656	\$10,325	\$9,360	\$10,138	\$11,138	\$813
Departmental Total		\$61,578	\$64,976	\$63,361	\$66,754	\$68,754	\$3,778

Senior Nutrition Program (6850)		2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	Increase
Account #	Description	Actual	Budgeted	Estimated	Requested	Requested	Over PY
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$40,841	\$41,538	\$41,538	\$42,369	\$42,369	\$831
102	Part-Time Salaries	23,265	24,431	25,413	24,430	24,430	(2)
105	Retirement/Vacation Reimbursement	304	0	0	0	0	0
109	Municipal Longevity	1,666	945	945	1,082	1,082	137
Total		\$66,077	\$66,914	\$67,896	\$67,881	\$67,881	\$967
<i>Class 200</i>	<i>- Contractual Services</i>						
283	Fringe Benefits	\$18,645	\$20,303	\$20,303	\$23,311	\$23,311	\$3,008
297	Indirect Cost of Facility Operation	16,125	16,504	16,504	15,347	15,347	(1,157)
Total		\$34,770	\$36,807	\$36,807	\$38,658	\$38,658	\$1,851
Departmental Total		\$100,847	\$103,721	\$104,703	\$106,539	\$106,539	\$2,817

Adult Day Services Program (6900)		2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	Increase
Account #	Description	Actual	Budgeted	Estimated	Requested	Requested	Over PY
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$108,295	\$110,962	\$91,639	\$108,668	\$108,668	(\$2,294)
102	Part-Time Salaries	92,927	90,795	105,866	101,435	101,435	10,640
104	Overtime	299	200	200	250	250	50
109	Municipal Longevity	1,087	1,430	1,430	1,361	1,361	(69)
Total		\$202,607	\$203,387	\$199,135	\$211,714	\$211,714	\$8,327
<i>Class 200</i>	<i>- Contractual Services</i>						
201	Advertising	\$25	\$50	\$50	\$50	\$25	(\$25)
202	Travel	149	350	275	300	300	(50)
205	Postage	349	350	350	350	350	0
210	Telephone	1,568	1,600	1,675	1,700	1,700	100
220	Utilities	2,918	3,047	2,959	3,038	3,038	(9)
230	Printing/Binding	0	250	250	250	250	0
235	Copy Machine Services	261	200	200	240	240	40
240	Cleaning Services	0	950	800	950	950	0
250	Licenses And Dues	2,458	2,330	2,330	1,945	1,945	(385)
265	Maintenance of Office Equipment	0	100	100	100	75	(25)
266	Software Maintenance	0	100	100	100	50	(50)
270	Maint Of Bldg & Improvements	667	750	750	750	700	(50)
271	Refuse Disposal	343	300	270	270	270	(30)
280	Insurance	4,104	4,400	4,790	5,270	5,270	870
283	Fringe Benefits	55,580	60,056	51,950	65,602	66,533	6,477
290	Professional Services	5,021	3,650	3,100	3,500	3,500	(150)
298	Outside Services	7,798	5,400	5,400	5,400	5,400	0
Total		\$81,240	\$83,883	\$75,350	\$89,816	\$90,597	\$6,714
<i>Class 300</i>	<i>- Supplies & Materials</i>						
304	Books & Other Publications	\$312	\$400	\$320	\$400	\$400	\$0
308	Heating Fuel	3,863	6,051	4,337	5,421	5,421	(630)
311	Medical & Lab Material & Supp	283	350	350	350	350	0
312	Janitorial Material & Supplies	2,033	1,800	1,900	1,900	1,900	100
313	Office Supplies	281	250	250	275	275	25
314	Recreation Supplies	1,799	400	400	400	400	0
320	Food	14,366	16,946	16,704	17,008	16,880	(66)
321	Misc Supplies	64	100	100	100	100	0
399	Other Expenses	50	50	50	50	50	0
Total		\$23,051	\$26,347	\$24,411	\$25,904	\$25,776	(\$571)
<i>Class 400</i>							
413	Office Equipment	(\$944)	\$0	\$0	\$0	\$0	\$0
430	Furniture & Furnishings	0	500	0	0	0	(500)
Total		(\$943)	500	\$0	\$0	\$0	(\$500)
Departmental Total		\$305,955	\$314,117	\$298,896	\$327,433	\$328,086	\$13,969

Senior Center Program (6950)		2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	Increase
Account #	Description	Actual	Budgeted	Estimated	Requested	Requested	Over PY
<i>Class 100</i>	<i>- Personal Services</i>						
101	Full-Time Employees	\$136,345	\$139,094	\$139,094	\$141,875	\$141,875	\$2,781
102	Part-Time Salaries	318	0	3,675	0	0	0
109	Municipal Longevity	3,311	3,517	3,517	3,976	3,976	459
Total		\$139,973	\$142,611	\$146,286	\$145,851	\$145,851	\$3,240
<i>Class 200</i>	<i>- Contractual Services</i>						
202	Travel	\$1,711	\$1,300	\$300	\$1,000	\$1,000	(\$300)
205	Postage	370	370	370	370	370	0
210	Telephone	2,501	2,364	2,550	2,664	2,664	300
220	Utilities	32,613	29,816	29,690	27,709	27,709	(2,107)
230	Printing	472	450	438	300	300	(150)
235	Copy Machine Services	396	400	400	400	400	0
265	Maintenance of Office Equipment	0	200	150	200	200	0
266	Maintenance of Software	0	200	200	750	750	550
270	Maint Of Bldg & Improvements	3,413	4,000	3,200	3,800	3,800	(200)
271	Refuse Disposal	601	700	600	700	700	0
280	Insurance	3,006	3,220	3,503	3,850	3,850	630
283	Fringe Benefits	59,756	66,141	66,422	73,896	73,896	7,755
285	Town Web Site Services	0	250	150	250	250	0
288	Course Instructors	3,532	4,080	4,080	4,080	4,080	0
290	Professional Services	21,124	13,844	11,000	11,114	11,114	(2,730)
297	Indirect Cost of Facility Operation	(16,125)	(16,504)	(15,761)	(15,347)	(15,347)	1,157
299	Other Expenses	6,516	0	0	0	0	0
Total		\$119,886	\$110,831	\$107,292	\$115,736	\$115,736	\$4,905
<i>Class 300</i>	<i>- Supplies & Materials</i>						
300	Agricultural Materials & Supplies	\$250	\$300	\$250	\$250	\$250	(\$50)
308	Heating Fuel	8,912	8,654	8,654	9,609	9,609	955
312	Janitorial Material & Supp	5,617	5,600	5,500	5,600	5,600	0
313	Office Supplies	917	900	900	900	900	0
314	Recreation Supplies	458	400	400	400	400	0
320	Food	570	500	500	500	500	0
Total		\$16,723	\$16,354	\$16,204	\$17,259	\$17,259	\$905
<i>Class 400</i>	<i>- Equipment</i>						
413	Office Equipment	\$293	\$0	\$0	\$400	\$400	\$400
Total		\$293	\$0	\$0	\$400	\$400	\$400
Departmental Total		\$276,876	\$269,796	\$269,782	\$279,646	\$279,246	\$9,450
Total Program		\$745,255	\$752,610	\$736,742	\$779,972	\$782,625	\$30,015

SENIOR SERVICES PROGRAM
 REVENUE STATEMENT

Account #	Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Increase Over PY
Senior Transportation Program - 6800							
43080	State Grant	\$2,119	\$2,348	\$2,348	\$2,348	\$2,348	\$0
\$43,090	Miscellaneous Revenues	0	0	300	2,040	2,040	2,040
46015	South Kingstown -Transfer fr. Gen.Fd	62,160	62,628	62,160	62,366	64,366	1,738
	Total - Transportation Program	\$64,279	\$64,976	\$64,808	\$66,754	\$68,754	3,778
Senior Nutrition Program - 6850							
43080	State Grant - Nutrition Program	\$4,214	\$4,003	\$4,003	\$4,003	\$4,003	\$0
46013	Narragansett - Nutrition	30,336	30,395	30,336	29,701	29,701	(695)
46015	South Kingstown -Transfer fr. Gen.Fd	65,350	69,323	69,324	72,835	72,835	3,512
	Total - Nutrition Program	\$99,900	\$103,722	\$103,663	\$106,539	\$106,539	\$2,817
Adult Day Services Program - 6900							
43007	Investment Income	\$407	\$100	\$250	\$500	\$500	\$400
43091	Designated Fund Balance	0	0	0	0	10,000	10,000
43080	State Grant - Title IIIB	18,406	9,422	9,422	9,422	9,422	0
43081	State Subsidy - Client Payment	106,226	109,582	108,000	107,127	107,127	(2,455)
43085	Client Payments	77,525	89,288	89,288	80,572	83,794	(5,495)
43090	Miscellaneous Revenues	0	250	250	250	250	(0)
46013	Town of Narragansett	31,027	36,038	36,038	47,501	42,893	6,855
46015	South Kingstown -Transfer fr. Gen.Fd	37,905	33,994	33,994	40,764	36,809	2,815
46018	Town of North Kingstown	36,439	35,445	35,445	41,297	37,291	1,846
	Total - Adult Day Services Program	\$307,936	\$314,119	\$312,687	\$327,433	\$328,086	\$13,967
Senior Center Program - 6950							
46015	South Kingstown -Transfer fr. Gen.Fd	\$176,238	\$185,553	\$185,553	\$189,321	\$189,321	\$3,768
49001	Designated Fund Balance	5,000	8,000	8,000	10,000	10,000	2,000
43080	Senior Center Operations Grants	37,410	34,160	32,000	32,845	32,845	(1,315)
46013	Town of Narragansett	38,000	38,000	38,000	38,000	38,000	0
43086	Senior Classes	4,401	4,080	4,200	4,080	4,080	0
43087	Oliver Watson Fund Transfer	0	0	0	5,000	5,000	5,000
	Total - Senior Center Program	\$261,049	\$269,793	\$267,753	\$279,246	\$279,246	\$9,453
Total Program		\$733,164	\$752,610	\$748,911	\$779,972	\$782,625	\$30,016
Revenue Over (Under) Expenses		(\$12,091)	\$0	\$12,169	\$0	\$0	\$0

WATER ENTERPRISE FUND (210)

General Explanation and Work Program

The Water Enterprise Fund was established in 1975. The chart of accounts used in this presentation is structured to provide expense identification by cost centers recognized by the American Water Works Association.

A Water Division Program in the amount of \$978,693 is proposed for the 2013-2014 fiscal year, which is \$16,540 less than the current year program appropriation of \$995,233. A comparison of program elements is as follows:

Water Enterprise Fund	2011-2012	2012-2013	2012-2013	2013-2014	Increase
	Actual	Adopted	Estimated	Proposed	Dollars
Operating Expense	\$631,255	\$656,125	\$664,775	\$676,743	\$20,618
Materials & Supplies	16,370	10,414	10,000	16,950	6,536
Debt Service	85,731	85,281	85,281	0	(85,281)
Capital Improvements	23,456	60,000	60,000	102,000	42,000
System Wide Depreciation	182,643	183,413	183,413	183,000	(413)
Total Program	\$939,455	\$995,233	\$1,003,469	\$978,693	(\$16,540)

The current user rates (in effect since July 2012) are as follows: minimum base unit of \$178 per year; additional unit charge of \$77 per year. An excess consumption charge of \$2.97 per 100 cu. ft. was established for all excess consumption over the 5,000 cu.ft. minimum allowance after July 1, 2012. No rate increases are proposed for FY 2013-2014.

In accordance with RIGL §45-39.1-5 and §46-15.8-4, the Water Division will commence quarterly billing no later than December 31, 2013. A determination prior to the deadline will have to be made on the billing format to be used. For purposes of this budget, it is assumed that the annual “Minimum in Advance” amount will be divided equally into four- (4) quarters. Consideration will also be given to other billing formats including a flat administration fee with a consumption charge (similar to United Water-RI).

The Water Division currently purchases wholesale water from United Water Rhode Island (UWRI) for the South Shore and Middlebridge water systems. The purchase agreement for the South Shore system, which began in 2002, is more economical than constructing a water filtration plant at the Factory Pond well field. A permanent interconnection between the South Shore system and UWRI was completed and fully operational in August 2005. The Water Division continues to maintain the South Shore well field in active status until such time that a water filtration plant can be funded and constructed.

UWRI filed a rate increase in 2011 with the RI Public Utilities Commission (PUC), which was subsequently approved by the PUC with an effective date of January 12, 2012. The rate increase resulted in a wholesale rate of \$1,124 per million gallons, or an 18.31% increase over the prior rate of \$950 per million gallons.

Electronic Meter Reading Program

All existing “walk-by” water meters were replaced by radio read “drive-by” meters in the Spring 2008. Where it previously took up to ten- (10) weeks to read all water meters in both distribution systems, all meters can now be read within five- (5) hours.

Given the radio meter reading technology, the Water Division reads all meters each month. The monthly meter reading capability gives Water Division staff the ability to detect leaks for water users and perform a monthly analysis of “unaccounted for” water in the distribution systems. An initial “unaccounted for” water report analysis indicates that a stepped up leak detection program will be necessary in the future.

Water Distribution System

The water pumping and distribution system remains in good operating condition due to continued pro-active maintenance by Water Division personnel. Part of that maintenance includes annual distribution system flushing, a process that cleanses water mains of naturally occurring mineral sediments and bio-growth. The annual flushing program also ensures proper operation of all fire hydrants.

During the October 2012 “Superstorm Sandy,” the South Shore’s East Matunuck Barrier Beach 12” ϕ water main was exposed and compromised. Given the vulnerability of this main, the Town Council authorized an award of contract on December 10, 2012 to PARE Corporation in the amount of \$119,945 to design a water interconnect water main to the north of Potters Pond. Funding to construct the water main, subject to regulatory agency approvals and permits, will need to be determined prior to construction commencement.

Water Treatment

Since the Town purchases water wholesale from United Water RI for the South Shore system, engineering design and construction of a water filtration plant has been postponed indefinitely. The Water Division will continue to test and exercise the South Shore well field in the event it needs to be reactivated in an emergency. Otherwise, the well field will remain on standby until such time that the additional source of water supply is needed, and the cost of filtration is justifiable.

Because UWRI provides pH and corrosion control adjusted water, the South Shore and Middlebridge water systems now comply with the US Environmental Protection Agency (USEPA) Safe Drinking Water Act (SDWA) lead and copper rule. As such, reduced lead and copper sampling protocol is now in effect for both water systems on a three- (3) year cycle, with South Shore water system lead and copper testing required for the Summer 2014 and Middlebridge water system lead and copper testing required for the Summer 2015. The Water Division continues to meet compliance schedules for all other testing and treatment as mandated by the RI Department of Health (RIDOH) and the USEPA.

New Service Customers

It is projected that approximately four new water services will be installed by the Water Division during FY 2013-2014. As in previous years, cost increases for water service installations have no effect on existing customers of the water system as the new users pay for all materials and supplies used for new water service installations. In addition to four new services installed by the Water Division, 16 additional South Shore water customers are expected as a result of water services installed by the developer of the new “High Tides Landings” subdivision.

Middlebridge and South Shore Systems

A summary of the South Shore Water and Middlebridge Water Systems customer base and volume sales is as follows:

System Statistics		2011-2012 Actual	2012-2013 Estimated	2013-2014 Proposed
Purchased Water (cu.ft.)				
South Shore		17,601,100	18,004,817	17,376,590
Middlebridge		2,273,797	2,080,434	2,161,392
Total		19,874,897	20,085,252	19,537,982
Water Sales (cu.ft.)				
South Shore		14,173,889	13,632,415	14,200,000
Middlebridge		1,682,908	1,677,878	1,650,000
Total		15,856,797	15,310,293	15,850,000
Water Accounts				
South Shore		2,469	2,474	2,494
Middlebridge		281	283	283
Total Accounts		2,750	2,757	2,777
Additional Units		580	581	581
Total Units		3,330	3,338	3,358
Water User Fees				
Min in Advance (w/ 5,000 cu. ft. allow.)		\$175	\$178	\$178
Additional Unit charge		\$75	\$77	\$77
Excess (per 100 cu. ft. over 5,000 cu. ft.)		\$2.91	\$2.97	\$2.97

Operational Program Increases

United Water Rhode Island, which serves portions of the Town of Narragansett in addition to the Wakefield and Peace Dale areas of South Kingstown, also provides water on a wholesale basis to the South Shore and Middlebridge water systems. With the unanticipated revenue associated with the South Shore wholesale connection in November 2002, UWRI user fees have remained steady since the last rate increase in October 1999.

As previously noted, the RI Public Utilities Commission (PUC) authorized a rate increase to UWRI that went into effect January 12, 2012, thereby resulting in an 18.31% increase to the UWRI wholesale customers.

Proposed FY 2013-2014 User Rates

Since all water system debt was retired in FY 2012-2013, no rate increase is anticipated for the 2013-2014 fiscal year. It is proposed to maintain the current rate structure, established in July 2012, which requires a minimum yearly user fee of \$178 for a single family dwelling, with an allocation of 5,000 cu. ft.; and an excess rate of \$2.97 per 100 cu. ft. for consumption in excess of the 5,000 cu. ft. minimum allowance. The current rate structure also assesses an additional unit charge of \$77 per dwelling unit per year.

FY 2013-2014 Metered Sales Estimated				
			Minimum	
	Number	Assessment	Allowance	
Base User Fees	of Units	Rate	(cu.ft.)	Total
Total Minimum Sales	2,777	\$178.00	5,000	\$494,306
Over Sized Meters				\$13,000
Additional Units	581	\$77.00		\$44,737
Prorated New Accounts				\$1,500
			Excess	
	Excess	Assessment	Allowance	
Excess Water User Fees	Consumption	Rate	(cu.ft.)	Total
Excess Sales	5,600,000	\$2.97	100	\$166,320
Total Metered Sales Income				\$719,863

Outside Revenues

It is projected that the Water Enterprise Fund will receive estimated income of \$239,099 during FY 2013-2014 from cellular antenna leases associated with antenna arrays constructed on each of the two South Shore water tanks. There are currently five cellular carriers on the Victoria Lane water tank, whereby the Water Fund retains the revenue from four carriers. The Mautucket Road water tank has four cellular carriers, with the Water Fund retaining all of that revenue. Other non-Water Fund revenue is retained by the Town's General Fund.

TRENDS, IMPACTS, ISSUES

Since the water services population does not increase significantly in a given year, variations in annual water demand are primarily attributed to seasonal weather conditions and associated outside water use demand. Seasonal water user demands can vary by a factor of four when comparing summer versus winter daily demand. This substantial change in consumption is due to the seasonal influx of summer residents, combined with high outside use. Annual water demands continue to vary from year to year, primarily as a result of climatic conditions and associated summer water usage.

Beginning in 2014, the Water Division must begin analyzing disinfection by-products (DMPs) for each water system. This will require a minimum of two- (2) samples from each water system, which must be completed no later than September 30, 2014.

GOALS FY 2013-2014

- The General Assembly in 2010 amended the State cross-control connection law, whereby only non-residential and new residential construction will require a cross control protection device. As such, the Water Division will continue implementing its cross-control program in accordance with State law.
- In accordance with RIGL §46-15.8-5, as amended in 2009, water utilities must achieve a non-metered loss threshold of no greater than 10%. The Water Division in FY 2010-2011 commenced a more aggressive leak detection program for both water distribution systems. During FY 2011-2012, South Shore non-metered monthly water levels averaged 21.45%, whereas Middlebridge loss rate averaged 25.78%. Although the Water Division has performed two leak detection surveys to date in Middlebridge, this problem will be difficult to solve given the non-metallic composition of most water mains in the distribution system; also, water system leak detection is more problematic in coastal areas where high groundwater exists. Regardless, it is important that the Water Division detect and eliminate leaks in the distribution system to the greatest extent possible for both financial and environmental reasons.

WATER ENTERPRISE FUND EXPENDITURE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Maintenance of Wells	\$0	\$100	\$80	\$100	\$100	\$0
Purchased Water- Middlebridge	18,001	19,359	18,232	18,913	18,913	(446)
Purchased Water- South Shore	134,675	143,514	151,376	146,094	146,094	2,580
Analysis of Wells	8,485	7,735	7,700	9,920	9,920	2,185
Total Source of Supply	\$161,161	\$170,708	\$177,388	\$175,027	\$175,027	\$4,319
Oper. & Maint. Pumping Equip.	\$489	\$600	\$400	\$600	\$600	\$0
Telemetry & Fuel	7,977	7,149	6,857	7,711	7,711	562
Pumping Supply	149	150	80	160	160	10
Oper. & Maint. Pump Stations	125	800	500	800	800	0
Total Pumping Expenses	\$8,740	\$8,699	\$7,837	\$9,271	\$9,271	\$572
Maps & Records	\$8	\$50	\$50	\$50	\$50	\$0
Maintenance of Elevated Tanks	1,800	6,000	4,600	9,400	8,400	2,400
Maintenance of Mains & Access	8,312	6,000	5,820	6,000	6,000	0
Maintenance of Services	8,766	6,500	11,000	7,000	7,000	500
Maintenance of Meters	1,277	3,330	2,900	3,500	3,500	170
Maintenance of Hydrants	1,868	3,924	2,614	3,800	3,800	(124)
Total Transmission & Distribution	\$22,031	\$25,804	\$26,984	\$29,750	\$28,750	\$2,946
Bill Accounting & Collection	\$33,500	\$34,300	\$34,300	\$35,600	\$35,600	\$1,300
Total Bill Acct & Coll	\$33,500	\$34,300	\$34,300	\$35,600	\$35,600	\$1,300
Administrative Salaries	\$42,464	\$43,178	\$43,178	\$44,041	\$44,041	\$863
Salaries of Office Force	56,429	56,108	56,108	57,231	57,231	1,123
Salaries of Field Force	105,865	106,668	106,668	108,801	108,801	2,133
Overtime	5,395	5,000	6,000	6,500	6,500	1,500
Total Personnel Services	\$210,153	\$210,954	\$211,954	\$216,573	\$216,573	\$5,619
General Office Supplies	\$2,299	\$2,710	\$2,500	\$4,147	\$4,147	\$1,437
Outside Services	17,850	18,900	18,900	19,450	19,450	550
Insurance Expense	25,308	26,500	29,500	32,500	32,500	6,000
Employee Retirement & Benefits	98,185	110,552	110,552	114,110	107,781	(2,771)
Accum. Vac & Sick Pay Expense	2,217	0	0	0	0	0
Transportation Expense	13,052	12,423	11,000	11,921	11,921	(502)
Radio Repair	0	250	250	200	200	(50)
Misc. General Expense	11,083	12,725	12,210	13,223	13,223	498
Oper. & Maint. of Shops	625	600	450	650	650	50
Maint. of Misc. Prop. & Equip	641	600	550	650	650	50
General Administration	19,800	20,400	20,400	21,000	21,000	600
Technology Upgrades	4,610	0	0	0	0	0
Total Admin. & General Expense	\$195,670	\$205,660	\$206,312	\$217,851	\$211,522	\$5,862
Interest of Long-Term Debt	\$3,731	\$1,281	\$1,281	\$0	\$0	(\$1,281)
Current Principal Long Term Debt	82,000	84,000	84,000	0	0	(84,000)
Capital Outlays Water Service	23,456	60,000	60,000	102,000	102,000	42,000
Materials & Supplies	16,370	10,414	10,000	16,950	16,950	6,536
Depreciation Expense	182,643	183,413	183,413	183,000	183,000	(413)
Total Other Expenses	\$308,200	\$339,108	\$338,694	\$301,950	\$301,950	(\$37,158)
Total Water Fund Expenditures	\$939,455	\$995,233	\$1,003,469	\$986,022	\$978,693	(\$16,540)

WATER ENTERPRISE FUND REVENUE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Metered Sales - Domestic	\$689,324	\$734,812	\$708,077	\$732,803	\$719,863	(\$14,949)
Miscellaneous Revenue	5,697	5,500	5,600	5,700	5,700	200
Cell Antenna Lease Revenue	226,330	232,650	232,650	239,099	239,099	6,449
State of R.I. Water Protection	2,137	2,195	2,102	2,160	2,130	(65)
Forfeited Disc. & Penalties	4,743	3,000	2,200	2,200	2,200	(800)
Special Services - Turn-Off/On	1,512	1,500	1,500	1,500	1,500	0
Serv-Tap Main & Lay Service	16,230	8,950	8,700	8,950	8,950	0
Service - Meter Installation	2,684	2,936	2,700	8,808	8,808	5,872
Interest on Investments	3,518	1,500	2,000	2,000	2,000	500
Contrib. - Retained Earnings	0	2,755	37,940	0	0	(2,755)
Total Water Fund Revenues	\$952,175	\$995,798	\$1,003,469	\$1,003,220	\$990,250	(\$5,548)
Total Water Fund Expenditures	\$939,455	\$995,233	\$1,003,469	\$986,022	\$978,693	(\$16,540)
Revenues Over (Under) Expenditures	\$12,720	\$565	\$0	\$17,198	\$11,557	\$10,992

WASTEWATER ENTERPRISE FUND (215)

General Explanation and Work Program

The Wastewater Division operates and maintains a wastewater treatment facility (WWTF) located on Westmoreland Street in Narragansett that services portions of South Kingstown and its regional partners, the Town of Narragansett, and the University of Rhode Island (URI). The facility receives septage from outlying areas, and conventional wastewater via the Town's municipal gravity collection system and twelve pump stations. The Division strives to protect the environment by providing optimum treatment of influent into the plant, which results in an excellent quality of effluent.

The Wastewater Division provides sanitary wastewater treatment for approximately 3,716 service accounts (5,556 units) within the Town's sanitary sewer district. The number of service connections has increased significantly in recent years as a result of new residential and commercial land development projects (i.e. Wakefield Meadows and South County Commons) connecting to the Wastewater Division's collection system.

Program Summary

For FY 2013-2014, it is anticipated that the Wastewater Program will treat approximately 909 million gallons of wastewater from South Kingstown, Narragansett and URI users and 4.50 million gallons of septage from South Kingstown and Narragansett property owners in non-sewered areas of each community.

A three-year summary comparison of the Wastewater Program is as follows:

Expenditure Summary	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimated	2013-2014 Proposed	Inc. Over Prior Year
Operations Program					
Operating Expenses	\$2,411,940	\$2,490,943	\$2,472,291	\$2,522,379	\$31,436
Net Operating Program	\$2,411,940	\$2,490,943	\$2,472,291	\$2,522,379	\$31,436
Non-Operational Expenses					
Debt Service	\$91,847	\$92,195	\$92,193	\$29,567	(\$62,628)
Depreciation Expenses	583,308	345,000	345,000	350,000	5,000
Capital Budget	26,276	307,000	289,500	325,000	18,000
Contingency	1,401	5,000	4,000	5,000	0
Non-Operational Expenses	\$702,832	\$749,195	\$730,693	\$709,567	(\$39,628)
Total Program	\$3,114,772	\$3,240,138	\$3,202,984	\$3,231,946	(\$8,192)
Revenue Summary					
South Kingstown (Rate Payers)	\$1,547,697	\$1,563,338	\$1,582,857	\$1,599,951	\$36,613
South Kingstown (Other Source)	127,129	85,944	89,124	51,470	(34,474)
Investment Income	11,142	10,000	10,000	10,000	0
S.K. General Fund Transfer	9,200	9,200	9,200	3,000	(6,200)
Septage Income	279,012	270,000	265,800	270,000	0
Narragansett	658,609	706,192	703,681	722,551	16,359
University of RI	636,019	595,888	571,604	667,764	71,876
Total Revenues	\$3,268,811	\$3,240,562	\$3,232,266	\$3,324,737	\$84,175

The proposed 2013-2014 fiscal year operating program of \$2,522,379 is \$31,436 more than the current year program of \$2,490,943.

Given that wastewater treatment and collection system infrastructure decreases in value each year due to use, depreciation is calculated and considered as an expenditure with offsetting revenue. It is noted that the Wastewater Fund recognizes only that portion of system depreciation related to South Kingstown-owned assets. South Kingstown's other regional partners, the Town of Narragansett and the University of Rhode Island, are each responsible for accounting for the depreciated values of the regional facilities that are shared use components. Increased costs associated with South Kingstown's share of depreciation and a "pay as you go" capital improvement program will continue until such time that sufficient depreciation funds are reserved, at which time the "pay as you go" capital program will be discontinued.

Debt service required for payment through the Wastewater Enterprise Fund for FY 2013-2014 is directly related to the Diane Drive neighborhood wastewater system expansion project, which was completed in March 2005 and included a new sewer collection system and pump station. Repayment of the sewer infrastructure costs is similar to the Middlebridge sewer pump station and collection system project that was completed in 1993, in which a lien was levied against all properties receiving the "specific benefit" sewer service within the defined wastewater service area. The Town secured financing for this project through the RI Clean Water Finance Agency.

All debt service costs associated with this project are recovered directly from the Diane Drive area property owners. It is noted that debt service for the Middlebridge project referenced above was retired in FY 2012-2013.

Wastewater Flows

Budgetary wastewater flow projections for the Regional Wastewater Treatment Facility (WWTF) are premised on an average daily design capacity of 5.0 Million Gallons Per Day (MGD). The Wastewater Division's RIPDES permit that was issued in January 1996 resulted in a significant increase in available WWTF capacity for new users to the South Kingstown collection system and its regional partners.

Wastewater flow for the 2012-2013 fiscal year is estimated at 2.49 MGD, representing 49.85% of the WWTF design capacity of 5.0 MGD. FY 2012-2013 wastewater flow projections are utilized to estimate regional partner cost-sharing for the 2013-2014 fiscal year. A "balancing adjustment" is made each year by the Finance Department once the fiscal year is complete and actual flows are quantified. Projected Regional Partner WWTF flow allocation is presented below:

Wastewater Volume Process: (Million Gallons per Year)	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013
Narragansett	493.11	405.29	441.91	398.39
% share of total volume	44.27%	44.11%	44.84%	43.79%
University of RI	205.57	175.95	190.44	176.84
% share of total volume	18.45%	19.15%	19.32%	19.44%
South Kingstown	415.25	337.49	353.21	334.47
% share of total volume	37.28%	36.73%	35.84%	36.77%
Total Wastewater Processed	1,113.93	918.73	985.56	909.70
% of Total Volume	61.04%	50.34%	54.00%	49.85%

A summary of total plant flows is as follows:

Fiscal Year	Total Flow MG/ Year	Percent of WWTF Capacity	WWTF Design Capacity
2006-2007	1,082.88	59.34%	5.00
2007-2008	902.68	49.46%	5.00
2008-2009	997.49	54.66%	5.00
2009-2010	1,113.93	61.04%	5.00
2010-2011	918.73	50.34%	5.00
2011-2012	985.56	54.00%	5.00
2012-2013 (est.)	909.70	49.85%	5.00

Collection System Maintenance

The Wastewater Division maintains an ongoing lateral collection system-cleaning program. Wastewater Division personnel continue to be successful in “jet-cleaning” the entire collection system within a two- (2) year period. This pro-active and aggressive collection system maintenance program ensures that collection system blockages and pump station equipment failures do not occur. No changes in this beneficial program are anticipated for the upcoming fiscal year.

SPECIFIC PERFORMANCE MEASUREMENTS

Performance Measure	2011-2012 Actual	2012-2013 Estimated	2013-2014 Goal
Treated Wastewater & Septage (gals.)			
Wastewater	985,560,000	909,695,000	909,000,000
Septage	4,647,519	4,430,000	4,500,000
Wastewater Treatment Efficiency (mg/l)*			
Suspended Solids (SS)	95.8% (2011)	96.4% (2012)	96.0% (2013)
Biological Oxygen Demand (BOD)	93.9% (2011)	93.5% (2012)	93.0% (2013)
Wastewater Units	5,518	5,556	5,618

*Note: Wastewater treatment efficiency is based upon calendar year, not fiscal year.

Revenue Projections

The current minimum yearly user fee of \$229 for a single family dwelling with an allocation of 10,000 cu. ft. rate structure and excess rate of \$2.90 per 100 cu. ft. was established in July 2012. No increase in either the minimum user charge or excess rate is proposed for FY 2013-2014.

South Kingstown Wastewater User Fee Summary					
	User Rate	Units	Actual 2011-2012	Estimated 2012-2013	Proposed 2013-2014
Residential Rate- FY 12	\$225	5,518	\$1,241,550		
Residential Rate- FY 13	\$229	5,556		\$1,272,324	
Residential Rate- FY 14	\$229	5,618			\$1,286,522
Excess Consumption (in Cubic feet)			8,485,370	8,400,000	8,400,000
Excess Billing Rate on Prior Year Volume			\$2.85	\$2.90	\$2.90
Excess Revenue - Billed at PY Rate (Consumption/100*Rate)			\$241,995	\$243,600	\$243,600
Special Users			63,019	68,700	69,829
	Total		\$1,546,564	\$1,584,624	\$1,599,951

FY 2013-2014 represents the fifth year that the RI Resources Recovery Corporation (RIRRC) has not increased the sludge disposal “tipping” fee (\$65 per ton) for dewatered sludge disposal at the RI Central Landfill facility. Although Synagro incineration disposal and transportation costs will increase for FY 2013-2014, the existing septage fee of \$60 per 1,000 gallons delivered is adequate to cover septage program costs. As such, no increase in the septage tipping fee is proposed for FY 2013-2014.

All properties in Town utilizing an on-site wastewater treatment system (OWTS) were issued a Notice to Inspect as of October 2011. The Public Services Department will be evaluating program success and what, if any, changes may be appropriate for future years. As such, a cost of \$3,000 is projected for the program in FY 2013-2014. Since this cost has no relationship to the regional wastewater system, the costs must be recovered from the General Fund. The FY 2013-2014 Wastewater Revenue Statement reflects full General Fund reimbursement of this cost.

Bonded Indebtedness

In 1992, a general obligation bond was issued for costs associated with the Middlebridge wastewater collection and pumping system. The debt for this project was retired in the 2012-2013 fiscal year. During FY 2004-2005, the Town secured financing through the RI Clean Water Finance Agency at a rate of approximately 1.7% per annum for 20 years to fund the Diane Drive neighborhood sewer project.

Prior to construction of the Middlebridge and Diane Drive sewer systems, all local debt associated with the Town’s share of the Regional wastewater treatment facility (WWTF) and associated local collection systems were budgeted in the Town General Fund. All future debt service associated with specific benefit sewer projects (i.e. Diane Drive neighborhood) is paid by those users receiving the specific benefit of the utility improvement.

Debt service requirements for FY2013-2014 are presented below:

Wastewater Debt Service	Actual 2011-2012	Estimated 2012-2013	Projected 2013-2014
Middlebridge Bond			
Principal	\$59,260	\$61,205	\$0
Interest	2,965	999	0
Total Debt Service	\$62,225	\$62,204	\$0
Less Middlebridge Residents	32,776	0	0
From Retained Earnings	\$29,449	\$62,204	\$0
Diane Drive Bond			
Principal	\$24,000	\$24,000	\$24,000
Interest	6,397	5,989	5,567
Total Debt Service	\$30,397	\$29,989	\$29,567
Less Diane Drive Residents	\$29,567	\$29,567	\$29,567

TRENDS, IMPACTS, ISSUES

In January 2012, the RI Department of Environmental Management (RIDEM) issued a new RI Pollutant Discharge Elimination System (RIPDES) permit for the Regional WWTF, which establishes the quality of the treatment facility's effluent discharge. The new RIPDES permit, which will be in effect for five- (5) years, requires new testing requirements (ex.: treated effluent enterococci sampling and analysis) and installation of a continuous chlorine residual monitor. The chlorine analyzer was installed in August 2012 under a Consent Order issued by the RIDEM.

In May 2008, RIDEM promulgated new regulations that placed greater emphasis on proper maintenance of wastewater collection systems. The Town is fortunate that the Wastewater Division has been properly and proactively maintaining the collection system since the mid-1980's. The Town will need to consider a Wastewater Ordinance amendment in the future, whereby private development (i.e.: South County Commons, Wakefield Mall, etc.) collection systems and pump stations (where applicable) are licensed by the Town to ensure they are properly operated and maintained on a regular schedule.

GOALS FY 2013-2014

- Consideration of a Wastewater Management Ordinance amendment, which requires licensure of private wastewater collection systems and pumping infrastructure.
- Continued compliance with new RIPDES permit requirements.
- Continue on-going wastewater collection system cleaning program to ensure uninterrupted service for South Kingstown wastewater users.

ON-SITE WASTEWATER MANAGEMENT PROGRAM

The Town's on-site wastewater management (OSWM) program oversees approximately 6,300 private on-site wastewater treatment systems (OWTS - f/k/a ISDS). The goal of the program is to have all OWTS in Town inspected on a regular basis. Property owners must hire a licensed on-site wastewater inspector familiar with OWTS operation and maintenance.

Upon inspection, the inspector makes a determination with regard to the need and frequency of pumping based upon system condition and performance. The Town issues Notices of Violation (NOV) for cesspools and failed OWTS. Property owners with cesspools have up to five- (5) years to replace the cesspool with a new OWTS, or within one- (1) year if/when the property is sold. Property owners with failed OWTS have eighteen months from receipt of the NOV to complete the necessary repairs.

TRENDS, IMPACTS, ISSUES

As of October 2011, all properties in Town utilizing an OWTS were sent mandatory 1st inspection notices. Follow-up by the On-site Wastewater Specialist (OSWS) is necessary to ensure that baseline inspections have been completed for all properties, in addition to NOV compliance follow-up.

A review of the OSWM ordinance by the Public Services Department, in conjunction with the Planning Department, will need to be performed to determine what, if any, changes are recommended for on-going OSWM to better reflect program need.

There is currently no specific benefit revenue funding the On-Site Wastewater Management Program, which was previously funded by USEPA grant funds. A General Fund transfer to the Wastewater Enterprise Fund of \$3,000 is made annually to offset costs associated with the administration of the OSWM Program. Should this funding source be discontinued, consideration will be given to implementing an on-site wastewater inspector fee or a charge per inspection that would be paid to the Town at the time of inspection.

GOALS FY 2013-2014

- ❑ Ensure an initial baseline OWTS inspection report has been received for all OWTSs in Town and continue enforcement action for property owners that have not complied with Notice of Violation compliance deadlines.
- ❑ Provide continued review and oversight of licensed inspectors and inspection reports to ensure that proper inspection accuracy and frequency is being achieved.
- ❑ Continue working with RIDEM officials with regard to OSWTS regulations to ensure that proper repairs and replacement systems are being designed and constructed.
- ❑ Consider implementing an annual inspector's license fee or per inspection fee to recover On-Site Wastewater Management program costs.
- ❑ Review on-site wastewater management ordinance for possible amendments, where appropriate.

SOUTH KINGSTOWN								
	(Millions of Gallons Per Month)							
	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	
1-Jul	38.17	26.28	26.12	36.15	27.74	27.26	26.71	
1-Aug	29.73	24.61	25.22	30.70	26.24	27.18	26.66	
1-Sep	30.27	21.78	28.43	26.06	23.77	26.98	23.84	
1-Oct	29.92	22.03	26.28	27.07	25.57	29.36	23.63	
1-Nov	34.84	19.35	23.72	29.52	24.60	31.82	23.54	
1-Dec	34.17	23.54	34.22	37.81	25.48	34.36	29.92	
1-Jan	41.44	24.61	32.88	35.64	26.35	30.89	28.62	
1-Feb	29.87	26.66	28.46	30.37	27.95	29.63	28.79	
1-Mar	34.56	34.49	33.09	53.30	33.87	28.39	31.13	
1-Apr	40.46	32.82	35.78	49.11	35.11	27.22	31.17	
1-May	32.65	29.50	32.10	31.53	32.87	30.46	31.67	
1-Jun	36.70	25.48	29.08	27.99	27.94	29.66	28.80	
M. G./Year	412.78	311.15	355.38	415.25	337.49	353.21	334.47	
M. G./Day	1.13	0.85	0.97	1.14	0.92	0.97	0.92	
NARRAGANSETT								
1-Jul	49.97	30.23	30.63	49.96	30.81	32.76	31.98	
1-Aug	33.37	32.06	31.62	35.83	29.73	32.14	31.21	
1-Sep	33.13	22.52	31.72	28.40	25.46	32.22	25.19	
1-Oct	38.07	24.11	30.80	32.87	26.53	41.35	24.07	
1-Nov	44.81	26.59	31.14	33.79	28.87	43.19	23.87	
1-Dec	38.35	31.77	51.49	50.96	29.01	44.27	36.64	
1-Jan	48.30	36.06	41.78	40.77	32.97	38.53	35.75	
1-Feb	29.78	42.61	35.49	36.28	44.02	34.65	39.34	
1-Mar	48.47	54.04	41.58	69.80	44.24	32.76	38.50	
1-Apr	52.32	42.20	49.51	53.13	44.27	30.13	37.20	
1-May	39.39	38.45	39.83	32.56	36.11	42.15	39.13	
1-Jun	31.35	31.24	34.28	28.76	33.27	37.76	35.52	
M. G./Year	487.31	411.88	449.87	493.11	405.29	441.91	398.39	
M. G./Day	1.34	1.13	1.23	1.35	1.11	1.21	1.09	
UNIVERSITY OF RHODE ISLAND								
1-Jul	10.35	8.07	8.86	14.90	9.06	9.48	9.80	
1-Aug	7.09	7.53	9.35	10.54	7.94	9.77	9.65	
1-Sep	15.13	14.98	17.51	15.00	13.77	17.55	15.15	
1-Oct	17.29	16.98	17.03	18.15	15.69	20.78	15.67	
1-Nov	19.32	16.61	16.28	17.95	15.73	20.65	13.58	
1-Dec	15.33	15.58	20.17	19.48	14.94	19.15	17.05	
1-Jan	17.22	14.03	17.46	15.78	13.41	15.11	14.26	
1-Feb	16.02	20.35	19.52	18.75	19.91	19.44	19.68	
1-Mar	19.68	22.20	19.13	28.02	20.67	16.72	18.70	
1-Apr	22.98	20.28	21.92	24.35	19.33	18.06	18.70	
1-May	13.61	13.70	14.75	13.25	14.69	12.95	13.82	
1-Jun	8.77	9.34	10.26	9.40	10.81	10.78	10.80	
M. G./Year	182.79	179.65	192.24	205.57	175.95	190.44	176.84	
M. G./Day	0.50	0.49	0.53	0.56	0.48	0.52	0.48	

TOTAL SYSTEM		(Millions of Gallons Per Month)							
	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013		
1-Jul	98.49	64.58	65.61	101.01	67.61	69.50	68.49		
1-Aug	70.19	64.20	66.19	77.07	63.91	69.09	67.52		
1-Sep	78.53	59.28	77.66	69.46	63.00	76.75	64.18		
1-Oct	85.28	63.12	74.11	78.09	67.79	91.49	63.37		
1-Nov	98.97	62.55	71.14	81.26	69.20	95.66	60.99		
1-Dec	87.85	70.89	105.88	108.25	69.43	97.78	83.61		
1-Jan	106.96	74.70	92.12	92.19	72.73	84.53	78.63		
1-Feb	75.67	89.62	83.47	85.40	91.88	83.72	87.80		
1-Mar	102.71	110.73	93.80	151.12	98.78	77.87	88.33		
1-Apr	115.76	95.30	107.21	126.59	98.71	75.41	87.06		
1-May	85.65	81.65	86.68	77.34	83.67	85.56	84.62		
1-Jun	76.82	66.06	73.62	66.15	72.02	78.20	75.11		
M. G./Year	1,082.88	902.68	997.49	1,113.93	918.73	985.56	909.70		
M. G./Day	2.97	2.47	2.73	3.05	2.52	2.70	2.49		

	SO. KINGS.	NARR.	U.R.I.	TOTAL
2006-07	412.78	487.31	182.79	1,082.88
	38.12%	45.00%	16.88%	
2007-08	311.15	411.88	179.65	902.68
	34.47%	45.63%	19.90%	
2008-09	355.38	449.87	192.24	997.49
	35.63%	45.10%	19.27%	
2009-10	415.25	493.11	205.57	1,113.93
	37.28%	44.27%	18.45%	
2010-11	337.49	405.29	175.95	918.73
	36.73%	44.11%	19.15%	
2011-12	353.21	441.91	190.44	985.56
	35.84%	44.84%	19.32%	
2012-13 estim.	334.47	398.39	176.84	909.70
	36.77%	43.79%	19.44%	
5.0 MGD	776.83	445.19	602.98	1,825.00
Purchased Space	42.57%	24.39%	33.04%	
MGD	2.1283	1.2197	1.6520	5.0000
3 MONTH				
5.0 Capacity	194.21	111.30	150.75	456.25
Plant Capacity	5.00	5.00	5.00	5.00
Greatest 3	Actual	Actual	Actual	Estimated
Month Volume	2009-2010	2010-2011	2011-2012	2012-2013
Volume	363.11	289.37	284.93	263.19
Use/Cap	79.59%	63.42%	62.45%	57.68%
FY 2012-13 SK/ URI Pump Station Flows Estimate (Based on 2011-12 Actual Flows)				
S. Kingstown	Silver Lake		Kingston	
	Flow	Percent	Flow	Percent
	353.21	64.97%	21.72	10.24%
URI	190.44	35.03%	190.44	89.76%
	543.65	100.00%	212.16	100.00%

WASTEWATER ENTERPRISE FUND EXPENDITURE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Supervision & Engineering	\$96,992	\$105,175	\$105,175	\$107,279	\$107,279	\$2,104
Labor	194,717	200,461	\$200,461	204,199	204,259	3,798
Power & Fuel	135,682	98,994	119,025	122,091	122,091	23,097
Fuel - Heat	24,469	41,075	29,286	30,128	30,128	(10,948)
Purchased Water	5,457	7,582	5,904	6,572	7,230	(352)
Chemicals	22,999	36,907	37,780	37,780	37,780	873
Maintenance & Supplies	54,620	50,065	50,000	52,870	52,870	2,805
Laboratory	18,699	29,601	28,000	30,200	30,200	599
Transportation	745	5,288	3,500	3,254	3,254	(2,034)
Insurance - Property	31,744	34,000	37,000	40,700	40,700	6,700
Wastewater General Treatment	\$586,124	\$609,148	\$616,131	\$635,072	\$635,789	\$26,641
Supervision & Engineering	\$49,070	\$45,576	\$45,576	\$46,488	\$46,488	\$912
Labor	195,616	200,461	\$200,461	204,199	204,259	3,798
Power & Fuel	20,869	18,856	22,671	23,255	23,255	4,399
Chemicals	38,312	41,671	43,147	44,308	44,206	2,535
Maintenance & Supplies	6,528	10,045	10,000	10,468	10,468	423
Transportation	8,930	18,720	9,880	18,720	18,720	0
Insurance - Property	13,755	14,735	16,035	17,639	17,639	2,904
Sludge Disposal Fee	363,551	369,575	340,107	349,737	349,737	(19,838)
Sludge Disposal and Processing	\$696,631	\$719,639	\$687,877	\$714,814	\$714,771	(\$4,868)
Supervision & Engineering	\$7,549	\$7,012	\$7,012	\$7,152	\$7,152	\$140
Labor	47,422	48,597	\$48,597	49,503	49,517	920
Power & Fuel	80,497	66,600	71,939	75,561	75,561	8,961
Chemicals	10,000	21,780	20,000	22,473	22,473	693
Maintenance & Supplies	11,353	9,184	22,100	9,623	9,623	439
Transportation	4,098	3,157	3,150	3,400	3,400	243
Insurance - Property	9,628	10,300	11,225	12,348	12,348	2,048
Silver Lake Pumping Station	\$170,547	\$166,630	\$184,023	\$180,060	\$180,074	\$13,444
Supervision & Engineering	\$7,549	\$7,012	\$7,012	\$7,152	\$7,152	\$140
Labor	47,422	48,597	\$48,597	49,503	49,517	920
Power & Fuel	30,525	36,724	31,721	32,317	32,317	(4,407)
Maintenance & Supplies	3,504	7,570	20,500	8,334	8,334	764
Transportation	4,098	3,156	3,150	3,400	3,400	244
Insurance - Property	9,417	10,100	11,000	12,100	12,100	2,000
Kingston Pumping Station	\$102,515	\$113,159	\$121,980	\$112,806	\$112,821	(\$338)
Supervision & Engineering	\$3,774	\$3,506	\$3,506	\$3,576	\$3,576	\$70
Labor	53,350	54,671	\$54,671	55,691	55,707	1,036
Power & Fuel	23,881	25,827	25,500	26,063	26,063	236
Maintenance & Supplies	9,707	11,320	11,100	11,846	11,846	526
Transportation	4,098	3,157	3,150	3,400	3,400	243
Insurance - Property	4,654	5,000	5,425	5,425	5,425	425
Local Pumping Stations	\$99,464	\$103,481	\$103,352	\$106,001	\$106,017	\$2,536
Supervision & Engineering	\$3,774	\$3,506	\$3,506	\$3,576	\$3,576	\$70
Labor	53,350	54,671	\$54,671	55,691	55,707	1,036
Maintenance & Supplies	148	6,928	6,700	7,472	7,472	544
Local Collection System	\$57,272	\$65,105	\$64,877	\$66,739	\$66,755	\$1,650

Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Proposed	2013-2014 Proposed	Inc. Over Prior Year
Supervision & Engineering	\$3,774	\$3,506	\$3,506	\$3,576	\$3,576	\$70
Clerical & Meter Reading	29,079	28,924	\$28,924	28,924	29,503	579
Supplies & Mailing	6,100	6,200	6,200	6,200	6,200	0
Computer & Billing	28,006	28,700	28,700	30,000	30,000	1,300
Billing, Accounting and Collection	\$66,959	\$67,330	\$67,330	\$68,700	\$69,279	\$1,949
Supervision & Engineering	\$36,200	\$37,000	\$37,000	\$38,100	\$38,100	\$1,100
Clerical Assistance	44,311	43,713	\$43,713	44,587	44,587	874
Onsite WW Management	0	9,200	3,000	3,000	3,000	(6,200)
Equipment & Supplies	18,185	17,778	17,778	17,731	17,731	(47)
Insurance - Liability	36,615	39,200	42,680	46,948	46,948	7,748
Legal & Accounting Service	24,150	25,500	24,150	26,150	26,150	650
Travel	22	500	500	500	500	0
Publications & Manuals	998	2,280	2,200	2,470	2,470	190
Maintenance & Supplies	0	0	0	0	0	0
Technology Upgrades	6,907	0	0	0	0	0
Gen'l Administrative Expenses	\$167,388	\$175,171	\$171,021	\$179,486	\$179,486	\$4,315
Retirement Reimbursement	49,542	13,664	39,201	40,781	40,781	27,117
Employee Benefits	415,498	457,616	416,499	416,668	416,606	(41,010)
Employee Benefits	\$465,040	\$471,280	\$455,700	\$457,449	\$457,387	(\$13,893)
Operational Program	\$2,411,940	\$2,490,943	\$2,472,291	\$2,521,126	\$2,522,379	\$31,436
Interest Expense	\$8,587	\$6,990	\$6,988	\$5,567	\$5,567	(\$1,423)
Annual Principal	83,260	85,205	85,205	24,000	24,000	(61,205)
Depreciation	583,308	345,000	345,000	350,000	350,000	5,000
Amortization Expense	1,401	0	0	0	0	0
Non-Operation Expenses	\$676,556	\$437,195	\$437,193	\$379,567	\$379,567	(\$57,628)
Capital Budget	\$26,276	\$307,000	\$289,500	\$325,000	\$325,000	\$18,000
Contingency	0	5,000	4,000	5,000	5,000	0
Cap. Budget and Contingency	\$26,276	\$312,000	\$293,500	\$330,000	\$330,000	\$18,000
Total Wastewater Program	\$3,114,772	\$3,240,138	\$3,202,984	\$3,230,693	\$3,231,946	(\$8,192)

WASTEWATER ENTERPRISE FUND REVENUE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Residential & Commercial Users	\$1,484,678	\$1,509,459	\$1,514,157	\$1,530,122	\$1,530,122	\$20,663
Industrial Users	63,019	53,879	68,700	71,029	69,829	15,950
Town of Narragansett	658,609	706,192	703,681	734,833	722,551	16,359
University of Rhode Island	636,019	595,888	571,604	676,412	667,764	71,876
General Fund Transfer	9,200	9,200	9,200	3,000	3,000	(6,200)
Diane Drive Debt Service	35,767	24,000	24,000	24,000	24,000	0
Interest on Diane Drive Assessment	2,503	5,992	5,872	5,470	5,470	(522)
Middlebridge User Debt Principal	32,776	33,852	33,852	0	0	(33,852)
Middlebridge User Debt Interest	870	2,100	1,900	0	0	(2,100)
Middlebridge Delinquent Penalty	1,076	0	1,500	1,500	0	0
Diane Drive Delinquent Penalty	131	0	0	0	0	0
Interest on Delinquent Payments	9,587	5,000	7,000	7,000	7,000	2,000
Septage Revenue	279,012	270,000	265,800	270,000	270,000	0
Miscellaneous Revenues	44,419	15,000	15,000	15,000	15,000	0
Fund Investment Income	11,142	10,000	10,000	10,000	10,000	0
Total Revenues	\$3,268,811	\$3,240,562	\$3,232,266	\$3,348,366	\$3,324,737	\$84,175
Total Program Need	\$3,114,772	\$3,240,138	\$3,202,984	\$3,230,693	\$3,231,946	(\$8,192)
Revenues over (under) Need	\$154,039	\$424	\$29,282	\$117,673	\$92,791	\$0

CLASS SUMMARY for FY 2013-2014	Narragansett Share	Univ. of RI Share	South Kingstown Share	Proposed 2013-2014 Total	Budgeted 2012-2013 Total
2010	44.84%	19.32%	35.84%	100.00%	
General Process and Treatment	\$285,078	\$122,854	\$227,857	\$635,789	\$609,148
2020	44.84%	19.32%	35.84%	100.00%	
Sludge Process and Disposal	320,492	138,115	256,163	714,771	719,639
2030	0.00%	35.03%	64.97%	100.00%	
Silver Lake Pump Station	0	63,080	116,994	180,074	166,630
2040	0.00%	89.76%	10.24%	100.00%	
Kingston Pump Station	0	101,270	11,550	112,821	113,159
2050	0.00%	0.00%	100.00%	100.00%	
Local Pumping Facilities	0	0	106,017	106,017	103,481
2060	0.00%	0.00%	100.00%	100.00%	
Local Collection System	0	0	66,755	66,755	65,105
2070	0.00%	0.00%	100.00%	100.00%	
User Accounting Services	0	0	69,279	69,279	67,330
2080	44.84%	19.32%	35.84%	100.00%	
General Administrative Expenses (SK Wastewater Management Program)	79,133 0	34,102 0	63,250 3,000	176,486 3,000	165,971 9,200
2081	30.61%	21.45%	47.94%	100.00%	
Employment Benefits	127,524	89,357	199,725	416,606	457,616
Total Wastewater Operations	\$812,228	\$548,778	\$1,120,591	\$2,481,598	\$2,477,279
2090					
Capital Improvements/ Contingency					
Capital Improvements	\$31,387	\$171,158	\$122,455	\$325,000	\$307,000
Fund Contingency	0	0	5,000	5,000	5,000
Total Wastewater Expenses	\$843,615	\$719,936	\$1,248,046	\$2,811,598	\$2,789,279
Debt Service Requirement					
Interest	\$0	\$0	\$5,567	\$5,567	\$6,990
Principal	0	0	24,000	24,000	85,205
System Related Depreciation (South Kingstown Share Only)	0	0	350,000	350,000	345,000
Regional Partner Share	\$843,615	\$719,936	\$1,627,613	\$3,191,165	\$3,226,474
Septic Revenue Credit	(\$121,064)	(\$52,172)	(\$96,764)	(\$270,000)	(\$270,000)
Regional Partner Share with Debt Service Expense	\$722,551	\$667,764	\$1,530,849	\$2,921,165	\$2,956,474
Budgeted 2012-2013	\$693,462	\$546,399	\$1,593,089	\$2,832,951	
Increase (Decrease)	\$29,089 4.2%	\$121,365 22.2%	(\$62,240) -3.9%	\$88,214 3.0%	

SOLID WASTE ENTERPRISE FUND (225)

General Explanation and Work Program

The Solid Waste Division facilities currently consist of the Rose Hill Regional Transfer Station and Recycling Center (RHRTS) located on Rose Hill Road. The primary mission of the Solid Waste Enterprise Fund is to provide residents of South Kingstown a means of proper solid waste disposal at an affordable price, while ensuring that residential users are recycling materials to the greatest extent possible.

The RHRTS has served as a regional solid waste disposal and recycling processing facility for the communities of South Kingstown and Narragansett since December 1983. The RHRTS operates Monday through Saturday, from 7am until 3pm, exclusive of holidays. Operation of this facility and associated hauling of refuse to the RI Resource Recovery Corporation (RIRRC) Central Landfill has been performed on a contractual basis since 1984. The RHRTS is a self-supporting operation, with no municipal tax dollars utilized for this program.

Waste Haulers, LLC, of Johnston, RI provides RHRTS privatized operations, with a contract through June 30, 2015 (originally approved in November 2007 and extended in July 2010). In addition to processing municipal solid waste (MSW) and municipal recyclables collected by private refuse haulers and direct access residential users, the RHRTS serves as a regional disposal facility for non-municipal, commercial waste. The contract extension with Waste Haulers also included capital improvements to the residential and commercial areas. The improvements are scheduled to commence in the Spring 2013, subject to regulatory agency approvals.

TRENDS, IMPACTS, ISSUES

In an effort to preserve the finite capacity at the State's Central Landfill, the RI Resource Recovery Corporation (RIRRC) has taken a number of steps in recent years to preserve landfill capacity at an affordable cost to municipalities.

RIRRC began placing greater emphasis on reducing the amount of waste that is disposed at the landfill in order to create additional future capacity. Solid waste reduction can be achieved either through source reduction or increased recycling rates. Since source reduction typically requires global legislative initiatives (i.e. alternate packaging, "bottle bills," etc.), a recent amendment to the State's solid waste guide plan focused on increasing the minimum recycling rate for each community. As such, municipalities were required to increase minimum recycling rates to 35% by July 2012, up from 20% in FY 2006-2007. Those failing to meet the new rates will be forced to pay higher, non-municipal tipping fees to dispose of municipal refuse. The cost of higher tipping fees will ultimately be passed along to the residents of each community.

In order to ensure that all residents meet minimum recycling diversion levels, the Town Council adopted amendments to the Solid Waste Management Ordinance in May 2008, requiring each and every curbside residential customer to recycle State mandated recyclable commodities. Additionally, private refuse haulers that collect curbside residential waste secure a hauler's license issued by the Town, and as a condition of license approval, the hauler must provide the Public Services Department with a customer inventory, whereby municipal solid waste (MSW) tonnage is allocated to the hauler based upon the number of residential units that they service.

The Public Services Department began tracking recycling diversion rates in FY 2009-2010 for the private refuse collection firms providing curbside refuse and recycling service in Town. Private haulers that do not meet minimum diversion rates are issued a Notice of Violation (NOV). Although RHRTS residential users continue to be aggressive recyclers, the majority of local private haulers providing curbside collection services need to increase recycling compliance with their customers. Increased curbside residential recycling diversion rates are anticipated once private haulers, and residents, adapt to the new single stream recycling program.

In June 2012, RIRRC implemented "single stream" in an effort to further increase Statewide recycling diversion. Under single stream recycling (a/k/a *Recycle Together Rhode Island*), the recycling commodities currently separated (i.e: paper products and containers) can now be combined into a "single stream" recycling container. Studies indicate that consumers find single stream recycling easier than current source separation requirements thereby resulting in increased recycling tonnage.

RIRRC has also instituted a "Recycling Profit Sharing" program, whereby RIRRC shares profits from residential recyclable commodity revenue with RI municipalities. The amount of annual recycling revenue to the Town is predicated on the number of tons of residential recyclables tipped in a given year and the recycling commodity market, which is highly volatile. As a condition of the Town's MSW contract with RIRRC, all recycling profit sharing revenue must be used to further enhance and expand the local municipal recycling and diversion program.

Calendar Year	Residential Recycling Tons	RIRRC Profit Share	Recycling Revenue per Ton
2012	2,545	\$55,017	\$21.62
2011	2,925	\$60,128	\$20.56
2010	2,873	\$22,580	\$7.86

Another element of the recycling program began in February 2012, with the installation of a food waste oil receptacle in the residential recycling area. This program, co-sponsored by Westerly Innovations Network (WIN) takes used food waste oil and converts it to bio-diesel and other beneficial reuse products. Also added to the residential area in June 2012 was a "rigid plastics" recyclable drop off container.

Superfund Closeout

The expenses associated with the closeout of both the Rose Hill and Plains Road Superfund Sites are paid from the Solid Waste Enterprise Fund. These include ongoing operation and maintenance costs, including site testing; reimbursement to RIDEM for capital costs incurred related to the closeout of the Rose Hill site; as well as debt service costs for two bonds that were issued (\$2 million in 2002 for the Rose Hill site and \$950,000 in 2005 for the West Kingston site). A transfer of \$142,377 from the Superfund Reserve Fund is proposed for FY 2013-2014 in order to meet a portion of these costs.

Proposed FY 2013-2014 User Rates

The extended contract with Waste Haulers provides residential user tip fee stabilization through June 30, 2015. As such, residential refuse tags are proposed to remain at the current rate of \$1.80 per tag for FY 2013-2014. It is also proposed that the cost for Yard waste tags remain at the current rate of \$1.25 per tag for the 2013-2014 fiscal year.

SPECIFIC PERFORMANCE MEASUREMENTS

Performance Measure	FY 2012-2013* Predicted	FY 2013-2014 Goal
TSK Residential Recycling Diversion Rate	36.0%	36.0%
RIRRC Recycling Diversion Rate	35.0%	35.0%

**Note: South Kingstown recycling diversion rates were set by the Town Council on May 28, 2008.*

GOALS FY 2013-2014

- Work closely with RIRRC, residents and private haulers to maximize single stream recycling diversion rates.
- Coordinate RHRTS residential recycling area capital improvements with RHRTS privatization contractor to accommodate single stream recycling.
- Continued oversight and tracking of rolling recycling totes for curbside residential users.
- Ensure local private haulers providing curbside subscription service to residential property owners are meeting minimum recycling diversion levels.
- Continue public outreach and education efforts to maximize recycling diversion rates.
- Assist the Town of Narragansett staff as they implement their new residential recycling program that went into effect January 1, 2013.

SOLID WASTE ENTERPRISE FUND EXPENDITURE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Transfer Station Operating Program						
Equip Maint./ Recycling	\$0	\$400	\$300	\$400	\$400	\$0
General Operations	\$0	\$400	\$300	\$400	\$400	\$0
RIRRC Tip Fee	\$249,713	\$248,512	\$248,544	\$248,544	\$248,544	\$32
Transportation & Disposal	\$249,713	\$248,512	\$248,544	\$248,544	\$248,544	\$32
Fringe Benefits	\$18,838	\$14,368	\$14,368	\$14,830	\$14,830	\$462
Gen. Administration	49,709	50,999	50,999	51,600	51,600	601
Advertising	0	120	100	120	120	0
Materials & Supplies	3,794	3,550	3,650	3,650	3,650	100
Insurance	6,326	6,750	7,375	8,115	8,115	1,365
Administrative Expenses	\$78,667	\$75,787	\$76,492	\$78,314	\$78,314	\$2,527
Depreciation	\$63,058	\$63,058	\$63,058	\$63,058	\$63,058	\$0
Non-Classified Expenses	\$63,058	\$63,058	\$63,058	\$63,058	\$63,058	\$0
Recycling-Part Time Salaries	17,737	22,182	22,182	\$22,626	\$22,626	\$444
Recycling- Fringe Benefits	1,298	2,531	4,228	4,389	4,389	\$1,858
Recycling- Miscellaneous	0	100	500	600	600	500
Residential Recycling Expenses	\$19,035	\$24,813	\$26,910	\$27,615	\$27,615	\$2,802
Total Operations	\$410,473	\$412,570	\$415,304	\$417,931	\$417,931	\$5,361
Interest Expense	\$34,803	\$32,462	\$32,462	\$30,046	\$30,046	(\$2,416)
Principal Expense	137,746	141,395	141,395	145,118	145,118	3,723
Amortization Expense	710	700	700	700	700	0
Rose Hill DEM Reimbursement	74,060	66,631	67,576	67,576	67,576	945
Rose Hill Operations/Maintenance	0	10,000	10,000	10,000	10,000	0
Consulting Services	2,590	0	1,000	1,000	1,000	1,000
West Kingston Operations/Maint.	0	10,000	0	10,000	10,000	0
West Kingston Well Testing	0	8,000	8,000	8,000	8,000	0
Legal Services - West Kingston	0	1,000	1,000	1,000	1,000	0
Legal Services - Rose Hill	0	1,000	1,000	1,000	1,000	0
Superfund Related Expenses	\$249,909	\$271,188	\$263,133	\$274,440	\$274,440	\$3,252
Total Solid Waste Program	\$660,382	\$683,758	\$678,436	\$692,371	\$692,371	\$8,613
SOLID WASTE ENTERPRISE FUND REVENUE STATEMENT						
Description	2011-2012 Actual	2012-2013 Budgeted	2012-2013 Estimated	2013-2014 Requested	2013-2014 Proposed	Inc. Over Prior Year
Operating Program						
Hauler Licenses	\$14,000	\$11,000	\$10,000	\$9,000	\$9,000	(\$2,000)
Metered Tonnage	265,906	248,512	248,544	248,544	248,544	32
Residential Tag Sales	87,664	66,250	66,250	66,250	66,250	0
Miscellaneous	3,803	4,575	3,800	3,900	3,900	(675)
Transfer Station Rental	133,690	110,000	162,500	162,500	162,500	52,500
Investment Income	2,279	1,800	1,800	1,800	1,800	0
RIRRC Recycling Revenue Reimburse.	60,128	60,000	55,017	58,000	58,000	(2,000)
Superfund Reserve Transfer	0	181,621	130,525	142,377	142,377	(39,244)
Total Revenue Statement	\$567,470	\$683,758	\$678,436	\$692,371	\$692,371	\$8,613
Program Need	\$660,382	\$683,758	\$678,436	\$692,371	\$692,371	\$8,613

2012-2013 TONNAGE SUMMARY				
	Refuse Tonnage	Tire Tonnage	Recyclable Tonnage	Yard Waste Tonnage
Municipal Cap Tonnage to RIRRC	7,664			
Total Tires to RIRRC		225		
Total Recyclables to RIRRC			3,900	
Total Yard Waste to RIRRC				1,200
2012-2013 Contract Services and Disposal				
Waste Haulers Contracted Service Expenditure				
Item	Number of Tags	Waste Haulers Rate		Total Expenditure
Tag Sales	125,000	\$1.27		\$158,750
Total	125,000			\$158,750
Revenue				
Item	Number of Tags	Town Tag Share		Total Revenue
Tag Sales	125,000	\$0.53		\$66,250
Total	125,000			\$66,250
Total Revenue				\$66,250

2013-2014 TONNAGE SUMMARY				
	Refuse Tonnage	Tire Tonnage	Recyclable Tonnage	Yard Waste Tonnage
Municipal Cap Tonnage to RIRRC	7,767			
Total Tires to RIRRC		230		
Total Recyclables to RIRRC			4,000	
Total Yard Waste to RIRRC				1,200
2013-2014 Contract Services and Disposal				
Waste Haulers Contracted Service Expenditure				
Item	Number of Tags	Waste Haulers Rate		Total Expenditure
Tag Sales	125,000	\$1.27		\$158,750
Total	125,000			\$158,750
Revenue				
Item	Number of Tags	Town Tag Share		Total Revenue
Tag Sales	125,000	\$0.53		\$66,250
Total	125,000			\$66,250
Total Revenue				\$66,250

TSK Monthly Solid Waste Summary FY 2011-2012													
	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total
<u>OUTGOING WASTE TO RIRRC</u>													
MSW Solid Waste	682.09	693.54	621.01	676.47	686.76	690.44	622.42	610.79	565.28	634.59	608.79	675.00	7,767.18
Yard Waste	37.62	144.89	29.05	145.91	74.83	196.09	15.82	49.76	90.94	142.12	71.76	162.25	1,161.04
Residential Recyclables	281.58	412.74	304.86	302.98	331.15	596.70	228.42	144.84	110.35	189.40	302.96	378.84	3,584.82
Tires	15.05	27.86	33.25	21.02	39.46	26.41	27.54	29.34	28.01	16.34	31.47	26.42	322.17
Street Sweepings	0.00	0.00	0.00	0.00	0.00	0.00	1,124.74		0.00	0.00	0.00	0.00	1,124.74
Earth Day/Environmental Clean Up	0.00	0.00	0.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.42	0.00	0.79
Christmas Trees	0.00	0.00	0.00	0.00	0.00	0.52	6.31	0.16	0.00	0.00	0.00	0.00	6.99
Mixed Rigid Plastics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction & Demolition (C&D)	0.00	0.00	48.96	0.00	0.00	0.00	24.03	21.03	79.34	43.94	21.06	0.00	238.36
Mattress / Box Spring (By the Ton)	0.00	22.25	0.19	0.00	0.00	0.72	0.00	0.00	0.00	0.00	0.00	0.00	23.16
<u>INCOMING RESIDENTIAL</u>													
Tagged Residential Refuse	82.45	96.51	84.50	59.74	34.87	90.62	61.68	65.75	54.20	81.05	104.50	93.73	909.60
Bagged Yard Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.58	3.58
<u>INCOMING RESIDENTIAL RECYCLABLES</u>													
Blue Bin Recycling	66.61	62.11	68.41	58.28	59.02	50.23	40.14	43.96	59.37	55.39	49.46	20.31	633.29
Green Bin Recycling	73.13	74.58	79.02	54.11	72.78	85.30	57.98	46.95	98.29	65.12	69.16	17.82	794.24
Single Stream	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.94	76.94
<u>TAG/BAG/PERMIT SALES</u>													
# of Refuse Tags Sold	22,327	9,044	8,395	7,440	7,025	8,525	6,885	5,720	6,450	6,055	5,405	3,259	96,530
# of Yard Waste Bags/Tags Sold	1,290	1,080	1,475	750	1,457	550	80	65	435	725	895	2,906	11,708