

Thomas R. Hoover
Town Manager



TOWN OF COVENTRY
1670 Flat River Road, Coventry, RI 02816
Tel. (401) 822-9185 Fax (401) 822-9139

March 25, 2011

TO: The Honorable Town Councilmen

FROM: Thomas R. Hoover, Town Manager *T.R.H.*

SUBJECT: **2011/2012 OPERATING AND CAPITAL IMPROVEMENT BUDGET**

I am pleased to present to you the Operating and Capital Improvements Budget for the fiscal year 2011/2012. Our economy continues to be in poor shape locally, state-wide and nationally. A lesser amount of assistance continues to be received from the State and our new Governor has proposed several initiatives in an attempt to stabilize local budgets. It remains to be seen if the General Assembly will accept the Governor's proposals. The Town's operating budget has been prepared with anticipation that the General Assembly's review and approval of the State budget will not otherwise impact our proposal.

The largest impact to our revenue stream has been the three (3) year statistical re-valuation results and the loss of State reimbursement for the motor vehicle excise tax exemption. The statistical re-valuation has reduced the property values within the Town of Coventry from \$4,004,775,548 to \$3,376,803,162 which is a total loss in value of \$627,972,386. At our current tax rates, this will only produce \$53,456,649.95 in tax levy. It is required that the residential tax rate increase from \$15.46 per thousand in valuation to \$17.47 per thousand in valuation and the commercial tax rate to increase from \$18.63 per thousand in valuation to \$21.05 per thousand in valuation in order to achieve the same tax levy as this fiscal year 2011. This represents a 13% increase to real property tax rates to achieve the same tax levy as this year. On average, this should maintain property owner's taxes at the same level, with some being slightly more and others being less than what was paid this current year. In addition however, the State cut the reimbursement to cities and towns last year for the motor vehicle excise tax exemption. This has reduced the reimbursement to the Town of Coventry by some \$2.7 million. Considering this and contractual increases on both the Town and School side budget, loss of federal stabilization funds to the School Department and other smaller reductions in revenue categories, it was determined that approximately \$6.0 million dollars needed to be cut from this year's budget proposals from Town departments and the School Department.

In order to address this deficit it is recommended that the Town increase its revenue to the cap allowable by Senate Bill 3050 or 4.25% of the previous tax levy. This would set the new cap for the Town of Coventry at

\$62,094,254.98. In order to increase to this cap, it is recommended that the current \$6,000 motor vehicle exemption be reduced to the State minimum of a \$500 exemption per vehicle. In addition, it is recommended that the residential tax rate be set at \$17.93 per thousand of valuation and the commercial rate be set at \$21.61 per thousand of valuation. This action would represent a 14.1% increase to real property tax rates but still leave the deficit at about \$3.4 million dollars. In order to address this remaining deficit, it is recommended that the School Department be level funded for fiscal year 2011/2012 reducing their \$1.6 million dollar proposed increase over this current fiscal year and level fund the current maintenance of effort. This would leave a \$1.8 million dollar deficit that would have to be reduced on the Town's side. After going through the requests from each Town department, I am recommending reducing these requests by nearly \$800,000 dollars. I am also projecting a 99% collection rate on our property taxes. This goal is just about being achieved during this fiscal year. With these last considerations, the deficit can be reduced to about \$300,000, which I recommend be taken from our current fund balance.

In addition to providing the spreadsheets and breakdowns from each Town department in this proposed budget, I have provided narratives for all departments for your information. The School Department's proposed operating budget is also shown within this document. I have reduced the Town department budget requests by the following amount in order to address a portion of the above stated deficit:

Town General	\$250,000
Police	\$ 244,950
Public Works	\$123,647
Parks & Recreation	\$73,327
Town Solicitor	\$46,100
Planning Department	\$13,781
Information Systems	\$28,752
Town Manager	<u>\$2,100</u>
Subtotal	\$782,857
Increase in Tax Collection (98% to 99%)	\$600,000
Initiate fees for disposal of items such as mattresses, box springs, white goods, and tires	<u>\$100,000</u>
Total	<u>\$1,382,857</u>

As previously indicated, it is recommended that the approximate remaining amount to reduce the deficit of approximately \$300,000 be taken from the General Fund balance. The above recommendations will maintain all permanent positions within the Town budget. The reduction in the Town General account will reduce the Town's contingency fund to \$55,000.

The above action maintains the current level of authorized strength within the Police Department and their supporting costs. The purchase of patrol vehicles is added to the Police Department's operating budget and will be further addressed later in this report.

Reductions in the Department of Public Works will have impact on street sweeping, catch basin cleaning, street line painting, tree removal, and asphalt repairs. It will also impact the purchase of some supplies and maintenance of department vehicles. The capital improvements purchases discussed later in this report may lessen the need for extended vehicle repairs. Costs to the department may be offset by charging residents for the disposal of such items as mattresses, box springs, white goods, and tires. These are currently direct disposal costs to the Town.

Reductions in the Parks & Recreation Department essentially eliminates some seasonal workers, affecting seasonal maintenance, park surveillance, litter pickup, adding any new youth and family programs, reduction of the summer camp from six (6) to five (5) weeks, and camp concerts and performances.

The reduction in Information Services will prevent beginning the process of replacing outdated and obsolete computers and servers currently in use by the various Town departments.

The Town Manager's office reductions would cut travel expenses in half.

In light of these necessary reductions I will be formally asking our two bargaining units to consider forgoing contractual wage increases next fiscal year. This would ameliorate much of the above reductions.

In the area of capital improvements, it is recommended that the dedicated fund set aside by the previous Council be utilized strictly for Town capital improvements, with the exception of providing \$50,000 to the School Department for the installation of smoke detecting devices in the High School hallways. This has been discussed between the School Superintendent, the Central Coventry Fire District Chief, and me, allowing the school to open in September as a first step in a fire alarm upgrade to the High School. As for the remainder of the School Department's needs, it is recommended that the School Department consider a referendum to authorize the issuance of bonds to cover their overdue and much needed capital improvements.

On the Town side, it is recommended that the capital improvements program be provided to the Department of Public Works, the Police Department, and the Department of Parks & Recreation. This would include drainage line improvements, facility improvements, and replacement of vehicles within the Public Works Department. It would provide needed replacement of the gutters on the Police Station and provide a resource for the department to purchase two (2) detective vehicles and three (3) patrol cars out of their operating budget. In the Parks & Recreation Department it would provide for the purchase of one (1) vehicle, tractors and mowers, electric improvements to Central Coventry Park and ADA accessibility corrections to playgrounds and buildings. Specifics of this program for these three departments are shown in the enclosed capital improvements program document.

Our fund balance is currently about 10% of our General Fund budget. I would recommend that the Town Council pass a Resolution indicating that any amount of fund balance that may develop at this year's end that would exceed the 10% balance be dedicated to our actuarial required contribution for our municipal and police pension funds.

While the preparation of these documents have been difficult in these trying times, I look forward to discussing this proposed budget and capital improvement program with the Town Council and School Committee in the upcoming work sessions, public hearings, and financial town meeting, as shown on our budget schedule.

Town Council

**TOWN OF COVENTRY
BUDGET SUMMARY
Fiscal Year 2011-2012**

	<u>ACTUAL</u> <u>2009-2010</u>	<u>BUDGET</u> <u>2010-2011</u>	<u>ESTIMATE</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>
<u>REVENUES</u>				
Taxes-Current	55,737,348	55,812,552	55,812,552	56,629,886
Auto Excise Tax	<u>2,100,000</u>	<u>2,490,000</u>	<u>2,490,000</u>	<u>4,843,426</u>
LEVY -- Collected or Budgeted	57,837,348	58,302,552	58,302,552	61,473,312
Prior Year Taxes and Interest	750,000	600,000	600,000	600,000
State Aid	517,400	654,600	654,600	567,680
State Reimbursement Auto Tax	2,900,000	2,540,000	2,540,000	225,597
Town Revenues	1,898,154	1,823,525	1,823,525	1,945,992
State Aid to Education	17,549,070	17,549,070	17,549,070	17,615,274
State Gaming Revenue	-	-	-	-
School Revenues	1,430,884	1,557,884	1,557,884	1,607,884
State Aid to School Housing	1,528,778	1,525,108	1,525,108	1,284,262
School Federal Stabilization Funds	991,787	991,787	991,787	-
Impact Fees and Property Rental	140,000	140,000	140,000	140,000
Capital Non-Recurring Fund	-	0	0	0
Grants	47,614	100,000	100,000	175,523
CONE Lease Buy-Back	50,000	50,000	50,000	50,000
School Health Insurance Reserve	176,720	176,720	176,720	40,000
Cell Tower Reserve Fund	200,000	525,000	525,000	150,000
Self-Insurance Fund	-	530,000	530,000	530,000
Fund Balance Allocated	-41,829	0	-	-
Needed To Balance Budget	-	0	0	337,320
Total	<u>85,975,926</u>	<u>87,066,245</u>	<u>87,066,246</u>	<u>86,742,845</u>
<u>EXPENDITURES</u>				
<u>OPERATIONS</u>				
Municipal Government	20,460,036	21,562,796	21,562,796	21,678,648
School Department	61,976,803	62,371,189	62,371,189	62,371,189
Library -- Resource Sharing	119,995	119,995	119,995	119,995
<u>DEBT SERVICE</u>				
School Housing Debt	3,059,954	2,968,974	2,968,974	2,529,713
Municipal Debt	-	43,300	43,300	43,300
<u>Capital Improvement</u>				
Municipal Government	109,138	0	0	0
School Department	250,000	0	0	0
Total	<u>85,975,926</u>	<u>87,066,254</u>	<u>87,066,254</u>	<u>86,742,845</u>

Town Council

**TOWN OF COVENTRY
EXPENDITURE SUMMARY
EXHIBIT A**

	ACTUAL	BUDGET	ESTIMATE	PROPOSED	BUDGET VS PROPOSED	
	2009-2010	2010-2011	2010-2011	2011-2012	\$	%
110 Town Council	26,091	25,841	25,841	25,841	-	0.0%
210 Town Manager	307,321	280,281	280,281	282,817	2,536	0.9%
225 Information Technology	230,401	230,420	230,420	258,764	28,344	12.3%
310 Town Clerk	282,312	280,375	280,375	284,207	3,832	1.4%
320 Board of Canvassers	49,582	111,121	111,121	123,928	12,807	11.5%
410 Town Solicitor	438,434	446,500	446,500	414,900	(31,600)	-7.1%
420 Municipal Court	37,090	43,530	43,530	45,575	2,045	4.7%
510 Probate Court	19,198	19,198	19,198	19,197	(1)	0.0%
610 Treasurer	324,558	292,749	292,749	303,716	10,966	3.7%
620 Tax Assessor	167,131	170,788	170,788	176,927	6,139	3.6%
630 Tax Collector	253,842	211,585	211,585	216,564	4,979	2.4%
640 Bd. Assessment Review	2,691	3,437	3,437	3,437	0	0.0%
710 Police	8,537,721	8,792,253	8,792,253	9,082,567	290,314	3.3%
720 Animal Control	199,738	204,290	204,290	211,546	7,256	3.6%
750 Civil Defense	4,771	27,250	27,250	22,050	(5,200)	-19.1%
760 Town Sergeant	2,222	2,222	2,222	2,222	(0)	0.0%
790 Crossing Guards	32,344	33,547	33,547	29,859	(3,688)	-11.0%
810 Engineering	96,143	97,210	97,210	99,598	2,388	2.5%
820 Inspections & Permits	191,197	191,936	191,936	196,310	4,374	2.3%
830 Roads & Bridges	1,738,672	1,761,486	1,761,486	1,809,100	47,614	2.7%
840 Snow Removal	247,793	266,738	266,738	246,238	(20,501)	-7.7%
850 Building Maintenance	447,046	448,724	448,724	334,870	(113,854)	-25.4%
860 Refuse Collection	748,879	749,434	749,434	747,550	(1,884)	-0.3%
870 Refuse Disposal	649,500	648,424	648,424	640,427	(7,997)	-1.2%
880 Vehicular Maintenance	1,059,613	975,602	975,602	948,739	(26,863)	-2.8%
910 Recreation	1,053,457	1,040,044	1,040,044	1,052,627	12,583	1.2%
925 Human Services	710,991	734,067	734,067	782,526	48,459	6.6%
930 Library	825,363	851,219	851,219	956,356	105,137	12.4%
940 Planning & Development	250,089	248,438	248,438	251,256	2,818	1.1%
941 Planning Commission	20,042	17,919	17,919	17,919	0	0.0%
942 Zoning Board	12,629	12,674	12,674	12,674	0	0.0%
943 Conservation Commission	1,090	1,120	1,120	1,120	-	0.0%
944 Land Trust	617	867	867	867	-	0.0%
945 Economic Development	3,108	4,515	4,515	4,515	-	0.0%
950 Town General	1,484,305	2,332,939	2,332,939	2,067,787	(265,152)	-11.4%
960 Contributions	0	-	-	-	-	0.0%
965 Housing Authority	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>	-	0.0%
Town -- Operating	20,460,036	21,562,796	21,562,796	21,678,648	115,852	0.5%
Transfers of Other Funds	-	-	-	-	-	0.0%
Town -- Capital Improvements	109,138	-	-	-	-	#DIV/0!
Library -- Resource Sharing	119,995	119,995	119,995	119,995	-	0.0%
Municipal Debt	-	43,300	43,300	43,300	-	0.0%
School -- Operations	61,976,803	62,371,189	62,371,189	62,371,189	-	0.0%
School -- Capital Improvements	250,000	-	-	-	-	#DIV/0!
School Debt	<u>3,059,954</u>	<u>2,968,974</u>	<u>2,968,974</u>	<u>2,529,713</u>	<u>(439,261)</u>	<u>-14.8%</u>
GRAND TOTAL BUDGET	<u>85,975,926</u>	<u>87,066,254</u>	<u>87,066,254</u>	<u>86,742,845</u>	<u>(323,409)</u>	<u>-0.4%</u>

Town Council

TOWN OF COVENTRY
REVENUE SUMMARY
Fiscal Year 2011-2012

max allowable
62,094,255

under max Levy
(0)

Levy	59,107,574	59,492,400	59,562,635	62,094,255	2,531,420	4.25%
Real Estate Taxes Budgeted	57,837,348	58,302,552	58,302,552	61,473,312	3,170,760	
Reserve %	2.1%	2.0%	2.0%	1.0%		
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>	<u>BUDGET VS PROPOSED</u>	
	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>\$</u>	<u>%</u>
<u>MUNICIPAL GOVERNMENT</u>						
Real Estate Taxes Current	12,565,444	12,644,658	12,644,658	13,647,108	1,002,450	7.9%
Prior Real Estate Taxes	500,000	400,000	400,000	400,000	-	0.0%
Auto Excise Tax	2,100,000	2,490,000	2,490,000	4,843,426	2,353,426	94.5%
State Reimbursement Auto Tax	2,900,000	2,540,000	2,540,000	225,597	(2,314,403)	-91.1%
Interest & Penalties	250,000	200,000	200,000	200,000	-	0.0%
Hotel Tax	65,000	60,000	60,000	73,109	13,109	21.8%
Meal & Beverage Tax	332,829	330,000	330,000	339,358	9,358	2.8%
	<u>18,713,273</u>	<u>18,664,658</u>	<u>18,664,658</u>	<u>19,728,598</u>	<u>1,063,940</u>	<u>5.7%</u>
<u>SCHOOL DEPARTMENT</u>						
State Aid to Education	15,881,175	15,881,175	15,881,175	15,947,379	66,204	0.4%
State Aid Pension Reconciliation	-	-	0	-	-	-
School Revenues	880,884	1,007,884	1,007,884	1,007,884	-	0.0%
Medicaid	550,000	550,000	550,000	600,000	50,000	9.1%
Student Equity	1,067,028	1,067,028	1,067,028	1,067,028	-	0.0%
Early Childhood	231,758	231,758	231,758	231,758	-	0.0%
Technology	129,453	129,453	129,453	129,453	-	0.0%
Professional Development	-	-	-	-	-	#DIV/0!
Language Assistance	5,202	5,202	5,202	5,202	-	0.0%
Vocational Education	111,000	111,000	111,000	111,000	-	0.0%
Charter School Indirect Aid	2,454	2,454	2,454	2,454	-	0.0%
Group Home Aid	120,000	120,000	120,000	120,000	-	0.0%
Full-Day Kindergarten	1,000	1,000	1,000	1,000	-	0.0%
Health Insurance Reserve	176,720	176,720	178,720	40,000	(136,720)	-77.4%
State Gaming Revenue	-	-	0	-	-	#DIV/0!
Cell Tower Rental	40,000	40,000	40,000	40,000	-	0.0%
Real Estate Taxes Current	41,580,728	41,580,728	41,580,728	41,580,728	-	0.0%
Grant	47,614	100,000	100,000	175,523	75,523	75.5%
Impact Fees	100,000	100,000	100,000	100,000	-	0.0%
State Housing Aid	60,000	100,000	100,000	70,000	(30,000)	-30.0%
Stabilization Funds	991,787	991,787	991,787	-	(991,787)	-100.0%
Self-Insurance Fund- School	-	175,000	175,000	175,000	-	0.0%
Use of Fund Balance	-	-	-	-	-	0.0%
	<u>61,976,803</u>	<u>62,371,189</u>	<u>62,371,189</u>	<u>61,404,409</u>	<u>(966,780)</u>	<u>-1.6%</u>
<u>DEBT SERVICE</u>						
State Aid School Housing	1,468,778	1,425,108	1,425,108	1,214,262	(210,846)	-14.8%
Taxes School	1,591,176	1,543,866	1,543,866	1,358,751	(185,115)	-12.0%
Taxes Town	-	43,300	43,300	43,300	-	0.0%
	<u>3,059,954</u>	<u>3,012,274</u>	<u>3,012,274</u>	<u>2,616,313</u>	<u>(395,961)</u>	<u>-13.1%</u>

**TOWN OF COVENTRY
REVENUE SUMMARY
Fiscal Year 2011-2012**

	<u>ACTUAL</u> <u>2009-2010</u>	<u>BUDGET</u> <u>2010-2011</u>	<u>ESTIMATE</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>	<u>BUDGET VS PROPOSED</u> <u>\$</u>	<u>%</u>
<u>TOWN REVENUES</u>						
Building Permits	90,000	100,000	100,000	100,000	-	0.0%
Plumbing & Heating	15,000	20,000	20,000	20,000	-	0.0%
Electrical Permits	10,000	15,000	15,000	15,000	-	0.0%
Recording Fees	300,000	300,000	300,000	300,000	-	0.0%
Probate Fees	45,000	40,000	40,000	40,000	-	0.0%
Marriage Licenses	1,300	1,500	1,500	1,500	-	0.0%
Dog Licenses	19,000	20,000	20,000	20,000	-	0.0%
Animal Rescue Fees	10,000	10,000	10,000	10,000	-	0.0%
Realty Fees	40,000	40,000	40,000	40,000	-	0.0%
Land Trust Fees	250,000	250,000	250,000	250,000	-	0.0%
Alcoholic Beverage License	25,000	25,000	25,000	25,000	-	0.0%
Hunting & Fishing License	25	25	25	25	-	0.0%
Library Fees	22,000	22,000	22,000	22,000	-	0.0%
Planning Commission	18,000	15,000	15,000	15,000	-	0.0%
Planning -- Steno Fees	10,000	5,000	5,000	5,000	-	0.0%
Police Car Rentals	50,000	30,000	30,000	30,000	-	0.0%
CONE Lease Buy-Back	50,000	50,000	50,000	50,000	-	0.0%
Miscellaneous License Fees	<u>65,000</u>	<u>60,000</u>	<u>60,000</u>	<u>160,000</u>	<u>100,000</u>	<u>166.7%</u>
Total Licenses & Fees	<u>1,020,325</u>	<u>1,003,525</u>	<u>1,003,525</u>	<u>1,103,525</u>	<u>100,000</u>	<u>10.0%</u>
<u>MISCELLANEOUS</u>						
Municipal Court	75,000	75,000	75,000	75,000	-	0.0%
Payment in Lieu of Taxes	55,000	55,000	55,000	55,000	-	0.0%
Interest in Investment	250,000	200,000	200,000	200,000	-	0.0%
Miscellaneous Receipts	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>0.0%</u>
Total Miscellaneous	<u>530,000</u>	<u>460,000</u>	<u>480,000</u>	<u>480,000</u>	<u>-</u>	<u>0.0%</u>
Telephone Tax	327,405	325,000	325,000	364,531	39,531	12.2%
State Aid General	-	-	-	-	-	0.0%
State Aid Revaluation	-	131,600	131,600	-	(131,600)	0.0%
Library Grant	<u>189,995</u>	<u>198,000</u>	<u>198,000</u>	<u>203,149</u>	<u>5,149</u>	<u>2.6%</u>
Total State Aid & Grants	<u>517,400</u>	<u>654,600</u>	<u>654,600</u>	<u>567,680</u>	<u>(86,920)</u>	<u>-13.3%</u>
<u>CAPITAL IMPROVEMENT</u>						
Impact Fees	-	-	-	-	-	0.0%
Capital Non-Recurring Fund	-	-	-	-	-	0.0%
State School Housing Aid	-	-	-	-	-	0.0%
Use of Fund Balance	159,138	-	0	-	-	0.0%
Cell Tower Reserve Fund	200,000	-	0	-	-	0.0%
Taxes	-	-	-	-	-	0.0%
Total Capital Improvements	<u>359,138</u>	<u>-</u>	<u>0</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
TOTAL	<u>86,176,893</u>	<u>86,186,246</u>	<u>86,186,246</u>	<u>85,900,525</u>	<u>(285,721)</u>	<u>-0.3%</u>
Use of Fund Balance	(200,967)	-	-	-	-	#DIV/0!
Cell tower Reserve Fund	-	525,000	525,000	150,000	(375,000)	
Self-Insurance Fund - Town	-	355,000	355,000	355,000	-	
Needed To Balance Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>337,320</u>	<u>337,320</u>	
TOTAL REVENUE	<u>85,975,926</u>	<u>87,066,254</u>	<u>87,066,254</u>	<u>86,742,845</u>	<u>(323,409)</u>	<u>-0.4%</u>

**TOWN OF COVENTRY
MUNICIPAL BUDGET CATEGORIES
Fiscal Year 2011-2012**

<u>DEPARTMENT</u>	100 PERSONAL SERVICES	200 CONTRACT. SERVICES	300 MATERIALS & SUPPLIES	400 FIXED CHARGES	500 CAPITAL OUTLAY	TOTAL
Town Council	24,221	520	100	1,000	0	25,841
Town Manager	277,662	2,100	1,250	1,805	0	282,817
Information Technology	84,866	173,548	300	50	0	258,764
Town Clerk	247,916	33,145	2,076	1,070	0	284,207
Board of Canvassers	52,008	63,570	5,860	2,490	0	123,928
Town Solicitor	0	411,400	3,500	0	0	414,900
Municipal Court	39,400	5,750	250	175	0	45,575
Probate Court	10,572	8,325	300	0	0	19,197
Treasurer	302,796	100	550	270	0	303,716
Tax Assessor	174,517	1,560	650	200	0	176,927
Tax Collector	205,184	10,150	1,230	0	0	216,564
Bd. Assessment Review	237	0	100	3,100	0	3,437
Police	8,573,850	115,165	248,545	50,025	94,981	9,082,567
Animal Control	178,511	9,100	12,350	11,385	200	211,546
Civil Defense	0	16,250	1,300	0	4,500	22,050
Town Sergeant	2,222	0	0	0	0	2,222
Crossing Guards	29,309	0	550	0	0	29,859
Engineering	94,623	2,700	1,075	200	1,000	99,598
Inspections & Permits	192,690	2,425	1,100	95	0	196,310
Roads & Bridges	1,578,470	129,500	101,080	50	0	1,809,100
Snow Removal	80,738	0	165,500	0	0	246,238
Building Maintenance	149,784	50,570	13,856	120,660	0	334,870
Refuse Collection	738,627	500	8,423	0	0	747,550
Refuse Disposal	0	633,427	0	7,000	0	640,427
Vehicular Maintenance	494,692	9,800	413,100	31,147	0	948,739
Recreation	850,984	58,456	85,013	58,174	0	1,052,627
Human Services	659,131	45,600	11,400	66,395	0	782,526
Library	739,073	39,318	96,500	81,465	0	956,356
Planning & Develop.	239,506	8,750	2,300	500	200	251,256
Planning Commission	2,319	7,500	300	7,800	0	17,919
Zoning Board	2,284	5,000	50	5,340	0	12,674
Conservation Comm.	0	1,020	0	100	0	1,120
Land Trust	517	100	150	100	0	867
Economic Development	215	3,600	500	200	0	4,515
Town General	0	616,750	4,000	1,447,037	0	2,067,787
Contribution	0	0	0	0	0	-
Housing Authority	288	0	0	3,765	0	4,053
Debt Service						
TOTAL	<u>16,027,212</u>	<u>2,465,699</u>	<u>1,183,258</u>	<u>1,901,598</u>	<u>100,881</u>	<u>21,678,648</u>

TOWN OF COVENTRY DEBT SERVICE SUMMARY
Fiscal Year 2011-2012

TOWN OF COVENTRY
DEBT SUMMARY
Fiscal Year 2011-2012

SCHOOL DEPARTMENT	ISSUE DATE	MATURITY DATE	ORIGINAL ISSUE	*INTEREST RATE	OUTSTANDING 06/30/2010	PRINCIPAL	INTEREST	OUTSTANDING 06/30/2011
Bond Refinancing	February 25, 1999	November 1, 2010	\$ 5,095,000	3.81% **	\$ 365,000	\$ -	\$ 298,375	\$ 365,000
School Construction	December 1, 2001	May 1, 2022	\$ 11,000,000	4.62% **	\$ 6,600,000	\$ 550,000	\$ -	\$ 6,050,000
School Construction	June 15, 2002	June 15, 2023	\$ 15,000,000	5.25% **	\$ 9,000,000	\$ 750,000	\$ 416,625	\$ 8,250,000
School Construction	June 15, 2003	June 15, 2023	\$ 8,000,000	3.44% **	\$ 5,200,000	\$ 400,000	\$ 181,400	\$ 4,800,000
TOTAL SCHOOL DEPARTMENT			\$ 39,095,000		\$ 21,165,000	\$ 1,700,000	\$ 829,713	\$ 19,465,000
<u>TOWN</u>								
Settlement Bond	April 2010	April 2011	\$ 4,330,000	1.00% *	\$ 4,330,000	\$ -	\$ 43,300	\$ 4,330,000
This Bond will be replaced with a long term bond to be issued in FY 2011.								
* estimated at this time								
** Interest rate is average of bond maturities for the 20-year period.								
PRINCIPAL ON BONDS-SCHOOL								
INTEREST ON BONDS-SCHOOL								
TOTAL SCHOOL								
PRINCIPAL ON BONDS-TOWN								
INTEREST ON BONDS-TOWN								
TOTAL TOWN								
GRAND TOTAL								
LESS: STATE HOUSING AID at 48%								
TO BE RAISED FROM TAXES								

ALL MUNICIPAL DEPARTMENTS

<u>PROGRAM SUMMARY</u>		ACTUAL	BUDGET	ESTIMATE	PROPOSED
		2009-2010	2010-2011	2010-2011	2011-2012
100	PERSONAL SERVICES	15,327,375	15,622,224	15,622,224	16,027,212
200	CONTRACTUAL SERVICES	2,441,567	2,665,005	2,665,005	2,465,699
300	MATERIALS & SUPPLIES	1,294,638	1,231,684	1,231,684	1,183,258
400	FIXED CHARGES	1,368,924	2,016,383	2,016,383	1,901,598
500	CAPITAL OUTLAY	27,531	27,500	27,500	100,881
	TOTAL APPROPRIATION	20,460,035	21,562,796	21,562,796	21,678,648

TOWN COUNCIL

The town council consists of five (5) members, one (1) elected from, and by the electors of each of the five (5) districts of the town. The council will elect from among its members a president and a vice-president, each of whom shall serve at the pleasure of the council. The president shall preside at meetings of the council. The Town Council shall be recognized as head of the town government for all ceremonial purposes and by the governor for purposes of military law but shall have no administrative duties.

The president of the town council has the power and authority to declare a state of emergency in the event of a disaster, catastrophe, or other similar event, or the imminent danger thereof which endangers the public peace, health, safety, welfare and the protection of property of the inhabitants of the town, and to take such lawful action as he deems necessary.

The council shall be vested with the power to adopt, amend and repeal ordinances for the preservation of the public peace, health, safety, welfare, and for the protection of persons and property and to provide for their enforcement by the enactment of appropriate penalties for the violation thereof.

The council shall have and exercise the following specific powers, subject to the provisions of the constitution, and laws enacted by the General Assembly in conformity with the powers reserved to the General Assembly. The council may enact, reenact, amend or repeal ordinances and resolutions:

- Providing for zoning, building code regulations for the platting and subdividing of land; regulations concerning trailers and mobile homes; and regulations concerning parking on town highways and also on town property.
- For the appropriation of money, the levy of taxes and assessments, borrowing of money and the issuance of bonds, notes or other evidence of indebtedness, for the purchase, sale, lease, or the acceptance of a gift or device, of real or personal property located within or without the corporate limits of the town, and ordinances concerning the holding, management, control, sale, lease and conveyance of such property, and for the condemnation of land located within the town as permitted by the laws of this state.
- The council shall provide for an independent annual audit of all town accounts by a certified public accountant, or by the state bureau of audits, and may provide for such more frequent audits as it deems necessary.

LEGISLATIVE: TOWN COUNCIL

Account No. 110

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	24,221	24,221	24,221	24,221
200 CONTRACTUAL SERVICES	770	520	520	520
300 MATERIALS & SUPPLIES	100	100	100	100
400 FIXED CHARGES	1,000	1,000	1,000	1,000
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>26,091</u>	<u>25,841</u>	<u>25,841</u>	<u>25,841</u>

LEGISLATIVE: TOWN COUNCIL

Account No. 110

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	22,500	22,500	22,500	22,500
107 Fica/Medicare	1,721	1,721	1,721	1,721
110 Educational Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Personal Services	<u>24,221</u>	<u>24,221</u>	<u>24,221</u>	<u>24,221</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	520	520	520	520
224 Travel Expense	0	0	0	0
231 Advertising	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>770</u>	<u>520</u>	<u>520</u>	<u>520</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	100	100	100	100
302 Books & Magazines	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Materials & Supplies	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>FIXED CHARGES</u>				
414 Expenses, Council President	1,000	1,000	1,000	1,000
423 Dues & Membership	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fixed Charges	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>26,091</u>	<u>25,841</u>	<u>25,841</u>	<u>25,841</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY Department: **TOWN COUNCIL** **110**

PERSONAL SERVICES

101 <u>Regular Employees</u>		\$22,500
Five Council Members @ \$4,500	\$22,500	
107 <u>Fica & Medicare</u>		\$1,721
Fica:	\$1,395	
Medicare:	\$326	
110 <u>Educational Services</u>	\$0	\$0

CONTRACTUAL SERVICES

219 <u>Professional Services</u>	\$520	\$520
224 <u>Travel Expense</u>	\$0	\$0
231 <u>Advertising</u>	\$0	\$0

MATERIALS AND SUPPLIES

301 <u>Office Supplies</u>	\$100	\$100
302 <u>Books & Magazines</u>	\$0	\$0

FIXED CHARGES

414 Expenses, Council President	\$1,000	\$1,000
423 Dues & Memberships	\$0	\$0
540 Depreciation	\$0	\$0

\$25,841

TOWN MANAGER

The Town Manager's office consists of a staff of three. The Town Manager is the Chief Administrative Officer of the Town. He is responsible to the Council for the administration of all town affairs placed in his charge. The Town Manager has the following powers and duties in accordance with the Home Rule Charter:

- Appoint, suspend or remove all town employees and appointive administrative officers, except as otherwise provided by law, the Charter, collective bargaining agreement or personnel rules.
- Direct and supervise the administration of all departments, offices and agencies of the town.
- Attend all Council meetings and have the right to take part in discussion but may not vote.
- Execute all laws, provisions of the Charter and acts of the council, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.
- Prepare and submit the annual budget and capital program to the council and submit to the council and make available to the public a complete report on the finances and administrative activities of the town as of the end of each fiscal year. The Town Manager keeps the council fully advised of the financial condition and future needs of the town and makes recommendations to the council concerning the affairs of the town as he deems desirable.
- Responsible for the care and preservation of all town property and equipment, except property under the jurisdiction of the School Committee.

The Manager may assume, with the approval of the Council, in addition to the duties of the Office of Manager, any other administrative office or offices, or part or all of the duties of any such office under his supervision, with no additional compensation.

In addition to the above, the Town Manager's office handles all human resources duties, including workers compensation, pension plan, and insurance benefits administration. The Town Manager also acts as the Town's Purchasing Agent.

ADMINISTRATIVE: TOWN MANAGER

Account No. 210

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	299,349	273,206	273,206	277,662
200	CONTRACTUAL SERVICES	4,847	4,200	4,200	2,100
300	MATERIALS & SUPPLIES	1,500	1,250	1,250	1,250
400	FIXED CHARGES	1,625	1,625	1,625	1,805
500	CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL APPROPRIATION	<u>307,321</u>	<u>280,281</u>	<u>280,281</u>	<u>282,817</u>

ADMINISTRATIVE: TOWN MANAGER

Account No. 210

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	240,000	220,245	220,245	224,385
102 Temporary Employees	0	0	0	0
103 Overtime	0	0	0	0
106 Deferred Compensation	9,760	9,760	9,760	9,760
107 Fica/Medicare	17,880	16,849	16,849	17,165
108 Life Insurance	1,316	1,657	1,657	1,657
109 Group Insurance	25,091	20,867	20,867	20,867
110 Educational Services	500	500	500	500
111 Disability Insurance	1,600	1,600	1,600	1,600
113 Delta Dental	3,202	1,728	1,728	1,728
118 Safety Incentive	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Personal Services	<u>299,349</u>	<u>273,206</u>	<u>273,206</u>	<u>277,662</u>
<u>CONTRACTUAL SERVICES</u>				
224 Travel Expense	<u>4,847</u>	<u>4,200</u>	<u>4,200</u>	<u>2,100</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	1,250	1,000	1,000	1,000
302 Books & Magazines	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total Materials & Supplies	<u>1,500</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>1,625</u>	<u>1,625</u>	<u>1,625</u>	<u>1,805</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>307,321</u>	<u>280,281</u>	<u>280,281</u>	<u>282,817</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: Town Manager 210

<u>PERSONAL SERVICES</u>			
101	<u>Regular Employees</u>		\$224,385
	Town Manager		\$122,000
	Executive Assistant		\$57,282
	Administrative Secretary	takes waiver	\$40,803
	Medical waiver	\$4,300	\$4,300
102	<u>Temporary Employees</u>		\$0
	For hiring of personnel when regular switchboard operator is out ill or on vacation.		\$0
103	<u>Overtime</u>		\$0
	During preparation of budget and other work related to the Town Manager's Office.		\$0
106	<u>Deferred Compensation</u>		\$9,760
			\$9,760
107	<u>Fica & Medicare</u>		\$17,165
	Fica:		\$13,912
	Medicare:		\$3,254
108	<u>Life Insurance</u>		\$1,657
	2 employees @	9.60 /mo	\$230
	1 employees @	118.87 /mo	\$1,426
109	<u>Group Insurance</u>		\$20,867
	1 employees @	1,242.86 /mo	\$14,914
	1 employees @	496.05 /mo	\$5,953
110	<u>Educational Services</u>		\$500
			\$500
111	<u>Disability Insurance</u>		\$1,600
			\$1,600
113	<u>Dental Insurance</u>		\$1,728
	1 employees @	109.22 /mo	\$1,311
	1 employees @	34.76 /mo	\$417
118	<u>Safety Incentive</u>		\$0
	0 employees @	100.00 /yr	\$0

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: Town Manager 210

CONTRACTUAL SERVICES

224 <u>Travel Expense</u>		\$2,100
ICMA Conference (Town Manager)-CA	\$2,000	
flight/hotel/registration/classes/meals		
RI City and Town Managers	\$50	
RI League Annual Dinner	\$50	

MATERIALS AND SUPPLIES

301 <u>Office Supplies</u>	\$1,000	\$1,000
302 <u>Books & Magazines</u>	\$250	\$250

FIXED CHARGES

423 <u>Dues & Memberships</u>		\$1,805
ICMA	\$1,100	
RI City & Town Manager's	\$525	
RI League of Cities & Town:	\$0	
SHRM	\$180	

CAPITAL OUTLAY

540 Depreciation	\$0	\$0
-------------------------	------------	------------

\$282,817

Management Information Systems

The Mission of Information Systems is to provide town departments with the most comprehensive, professional and state-of-the art Information System services. The office services user departments and town residents by developing and maintaining efficient, reliable and progressive data processing systems, computer applications, and networks.

The activities of the Management Information Systems include operations, programming, systems analysis, hardware maintenance, system education and training, system evaluation and Implementation, telecommunications and network development and maintenance.

The department is responsible for all software systems, hardware systems and telecommunications functions for the town, fire dispatch, assistance and oversight of the Police Department, and the financial systems of the School Department.

ADMINISTRATIVE: INFORMATION TECHNOLOGY

Account No. 225

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	80,751	80,770	80,770	84,866
200	CONTRACTUAL SERVICES	149,300	149,300	149,300	173,548
300	MATERIALS & SUPPLIES	300	300	300	300
400	FIXED CHARGES	50	50	50	50
500	CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL APPROPRIATION	<u>230,401</u>	<u>230,420</u>	<u>230,420</u>	<u>258,764</u>

ADMINISTRATIVE: INFORMATION TECHNOLOGY

Account No. 225

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	74,923	74,923	74,923	78,732
107 Fica/Medicare	5,732	5,732	5,732	6,023
108 Life Insurance	96	115	115	111
109 Group Insurance	0	0	0	0
113 Delta Dental	0	0	0	0
Total Personal Services	<u>80,751</u>	<u>80,770</u>	<u>80,770</u>	<u>84,866</u>
<u>CONTRACTUAL SERVICES</u>				
215 Data Processing	149,300	149,300	149,300	173,548
224 Travel Expense	0	0	0	0
Total Contractual Services	<u>149,300</u>	<u>149,300</u>	<u>149,300</u>	<u>173,548</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	0	0	0	0
302 Books & Magazines	300	300	300	300
Total Materials & Supplies	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	50	50	50	50
<u>CAPITAL OUTLAY</u>				
525 Capital Outlay	0	0	0	0
540 Depreciation	0	0	0	0
Total Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>230,401</u>	<u>230,420</u>	<u>230,420</u>	<u>258,764</u>

ANNUAL BUDGET
Fiscal Year 2009-2010

BUDGET COMMENTARY

Department:
 Information Technology

PERSONAL SERVICES

101	<u>Regular Employees</u>				\$78,732
	Information Technology Coordinator			\$78,732	
	Information Technology Technician (admin pay grade 9)			\$0	
107	<u>Fica & Medicare</u>				\$6,023
	Fica:			\$4,881	
	Medicare:			\$1,142	
108	<u>Life Insurance</u>				\$111
	1 employee @	9.25	/mo	\$111	
109	<u>Group Insurance</u>				\$0
	0 employee @	1,242.86	/mo	\$0	
	0 employee @	496.05	/mo	\$0	
113	<u>Dental Insurance</u>				\$0
	0 employee @	114.68	/mo	\$0	
	0 employee @	36.50	/mo	\$0	

CONTRACTUAL SERVICES

215	<u>DATA PROCESSING</u>				\$173,548
	Computer Hardware Maintenance/Replacement			\$30,000	
	Computer Software Maintenance Agreements			\$71,000	
	<u>HTE Phoenix</u>			\$11,000	
	<u>OPAL</u>			\$10,500	
	Sonicwall			\$5,000	
	AEN			\$5,000	
	Patriot Software			\$7,500	
	Cartographics (Mapping Softv			\$17,000	
	Assorted Software licensing			\$15,000	
	Network WAN Connectivity			\$8,500	
	TOWN CLERK Dog License forms & notices			\$2,800	
	WEB Page Support			\$5,000	
	Support/Lease Network imaging devices			\$40,000	
	COMPUTER SUPPLIES			\$16,248	
224	<u>Travel Expense</u>				\$0
	Computer Conferences				
	Mileage Reimbursement-Travel to different				
	Town facilities				

ANNUAL BUDGET
Fiscal Year 2009-2010

BUDGET COMMENTARY

Department:
Information Technology

MATERIALS AND SUPPLIES

301 Office Supplies \$0

302 Books & Magazines \$300
Various PC manuals

FIXED CHARGES

423 Dues & Memberships \$50

CAPITAL OUTLAY

540 Depreciation \$0

\$258,764

Town Clerk's Office

The Town Clerk's office provides a wide range of services to the citizens and taxpayers of Coventry as well as the general public.

Recording of land evidence records constitutes a major portion of the workload in the Town Clerk's Office. A staff of four is responsible for the recording process, totaling approximately 8,000 documents placed on record during the 2010 calendar year. In addition, we plan to explore the feasibility of providing access to land evidence information *via* the Internet.

Probate Court functions from within the Town Clerk's Office. The Town Clerk (Probate Clerk) and Deputy Town Clerk maintain probate records, attend Probate Court hearings and are responsible for its' day to day operations. Court is held twice a month; revenue from the 2010 calendar year totaled \$42,930. A new probate computer program remains a priority in order that we may establish a better means of checking and tracking estates.

The Vital Statistics Department is located within the Town Clerk's Office, where birth, death and marriage records are maintained and certified copies are readily available. Marriage licenses may be obtained from this office if the bride lives in Coventry and the marriage takes place in Rhode Island. The State of Rhode Island (Department of Health) implemented a program whereby birth certificates may be obtained at any city or town within Rhode Island, as far back as 1960.

Licensing is an on-going, year round process, with various licenses renewable at different times throughout the year. The Town Clerk's Office issues a variety of licenses, some are quite simple and others require a more involved process which includes a number of recommendations and/or approvals from various town departments and/or state agencies.

RECORDS & PERSONNEL: TOWN CLERK

Account No. 310

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	240,392	238,954	238,954	247,916
200 CONTRACTUAL SERVICES	38,164	37,415	37,415	33,145
300 MATERIALS & SUPPLIES	3,076	3,076	3,076	2,076
400 FIXED CHARGES	680	930	930	1,070
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>282,312</u>	<u>280,375</u>	<u>280,375</u>	<u>284,207</u>

RECORDS & PERSONNEL: TOWN CLERK

Account NO. 310

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	189,829	188,472	188,472	196,798
103 Overtime	400	400	400	400
107 Fica/Medicare	14,607	14,449	14,449	15,086
108 Life Insurance	384	461	461	461
109 Group Insurance	29,829	29,829	29,829	29,829
113 Delta Dental	5,043	5,043	5,043	5,043
118 Safety Incentive	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total Personal Services	<u>240,392</u>	<u>238,954</u>	<u>238,954</u>	<u>247,916</u>
<u>CONTRACTUAL SERVICES</u>				
208 Steno-Secretarial Serv.	1,000	1,000	1,000	1,000
219 Professional Services	2,500	2,500	2,500	2,500
224 Travel Expense	450	400	400	400
231 Advertising	25,000	25,000	25,000	20,000
233 Printing	2,000	2,000	2,000	2,000
245 Maintenance-Office Equipt.	750	745	745	745
284 Bindery Service	514	500	500	500
285 Codification of Ordinances	4,150	2,270	2,270	3,000
286 Microfilm Storage	1,300	1,500	1,500	1,500
287 Security Microfilming	<u>500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Contractual Services	<u>38,164</u>	<u>37,415</u>	<u>37,415</u>	<u>33,145</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	2,500	2,500	2,500	1,500
302 Books and Magazines	<u>576</u>	<u>576</u>	<u>576</u>	<u>576</u>
Total Materials & Supplies	<u>3,076</u>	<u>3,076</u>	<u>3,076</u>	<u>2,076</u>
<u>FIXED CHARGES</u>				
421 Tuition	300	550	550	600
423 Dues & Memberships	<u>380</u>	<u>380</u>	<u>380</u>	<u>470</u>
Total Fixed Charges	<u>680</u>	<u>930</u>	<u>930</u>	<u>1,070</u>
<u>CAPITAL OUTLAY</u>				
525 Office Equipment	0	0	0	0
531 Computer Equipment	0	0	0	0
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>282,312</u>	<u>280,375</u>	<u>280,375</u>	<u>284,207</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: TOWN CLERK

310

PERSONAL SERVICES			
101	<u>Regular Employees</u>		\$196,798
	Town Clerk		\$66,788
	Deputy Town Clerk		\$45,088
	Special Duties Clerk	waiver	\$38,702
	Special Duties Clerk	waiver	\$37,620
	Clerk P/T		\$0
	Medical Waiver for 2 clerks @ \$4,300		\$8,600
102	<u>Temporary Employees</u>		\$0
103	<u>Overtime</u>		
	License Dogs at Dog Clinic		\$400
107	<u>Fica & Medicare</u>		\$15,086
	Fica:		\$12,226
	Medicare:		\$2,859
108	<u>Life Insurance</u>		\$461
	4 employees @	9.60 /mo	\$461
109	<u>Group Insurance</u>		\$29,829
	2 employees @	1,242.86 /mo	\$29,829
	0 employees @	496.05 /mo	\$0
113	<u>Delta Dental</u>		\$5,043
	4 employees @	105.07 /mo	\$5,043
	0 employees @	33.44 /mo	\$0
118	<u>Safety Incentive</u>		\$300
	3 employees @	100.00	\$300
	TOTAL PERSONAL SERVICES		\$247,916

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: TOWN CLERK

310

CONTRACTUAL SERVICES

208 <u>Steno-Secretarial Services</u>	\$1,000	\$1,000
Financial Town Meeting		
2010	\$558	
2009	\$540	
2008	\$486	
219 <u>Professional Services</u>		\$2,500
224 <u>Travel Expense</u>		\$400
Town Clerk's quarterly meetings and workshops	\$200	
R.I. Conference	\$0	
N.E.A.C.T.C. Conference	\$200	
231 <u>Advertising</u>		\$20,000
All town advertising with exception of zoning.	\$20,000	
Advertise bids, notices, employment, zoning map changes, and all ordinances		
233 <u>Printing</u>		\$2,000
Dog tags, license books, stationery, envelopes	\$2,000	
Revenues from Dog Licenses in 2010 totaled \$28,984		
Revenues from Dog Licenses in 2009 totaled \$31,316		
Revenues from Dog licenses in 2008 totaled \$28,192		
245 <u>Maintenance of Office Equipment</u>		\$745
Date & time stamp service	\$139	
Spacesaver annual maintenance and repair	\$429	
Cleaning and maintenance - three typewriters	\$177	
284 <u>Bindery Service</u>		\$500
Yearly maintenance of record books, canvas covers for restored or repaired books.		
Provide plat books, minute books, honorable discharge books, indexes and recording paper		
285 <u>Codification of Ordinances</u>	\$3,000	\$3,000
Annual maintenance of electronic code.		
Publishing, printing and updating ordinances in Coventry's Code of Ordinance book.		

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARYDepartment: **TOWN CLERK**

310

286 <u>Microfilm Storage</u>		\$1,500
Maintenance of units at Iron Mountain Storage facility with possibility of additional units in 2010-2011 Retrieval and accession fees.		
287 <u>Security Microfilm</u>		\$1,500
Council minutes, plat maps, ordinances, resolutions, etc. Currently updating our inventory to make sure that all permanent records are securely stored off-site for disaster re-creation if necessary.		
 <u>MATERIALS AND SUPPLIES</u>		
301 <u>Office Supplies</u>		\$1,500
Purchase of copy paper and all other necessary supplies for staff.		\$1,500
302 <u>Books and Magazines</u>	\$576	\$576
 <u>FIXED CHARGES</u>		
421 Tuition		\$600
NE Clerks Institute		\$600
423 <u>Dues and Memberships</u>		\$470
R.I. Town & City Clerks Association		\$100
N.E. Association of City and Town Clerks		\$40
International Association of City and Town Clerks		\$250
Notary renewal		\$80
 <u>CAPITAL OUTLAY</u>		
525 <u>Office Equipment</u>	\$0	\$0
531 <u>Computer Equipment</u>	\$0	\$0
540 <u>Depreciation</u>	\$0	\$0
		\$284,207

BOARD OF CANVASSERS

The Board of Canvassers and Registration is a three member bipartisan canvassing authority elected by the council as provided by the constitution and laws of the state. It is the duty of the board, within one (1) year after each gubernatorial election and each decennial State redistricting, or more frequently, to review and, if necessary, to alter the district boundary lines of the districts to be determined by the board for the election of members of town council, which districts are also to be used for the election of members of the school committee. Under the Charter five (5) districts shall each comprise a contiguous territory contained as nearly as practicable, into equal number of electors, and have well defined boundaries. Each district shall contain as nearly as possible the same number of voters, determined from the registration for the last state wide general election. Districts shall not differ in population by more than fifteen (15) percent of voters in the smallest district created.

The department of the Board of Canvassers also has a clerk who is in charge of voter registration and elections.

RECORDS & PERSONNEL: BD. OF CANVASSERS

Account No. 320

<u>PROGRAM SUMMARY</u>		ACTUAL	BUDGET	ESTIMATE	PROPOSED
		2009-2010	2010-2011	2010-2011	2011-2012
100	PERSONAL SERVICES	44,518	50,081	50,081	52,008
200	CONTRACTUAL SERVICES	2,075	52,690	52,690	63,570
300	MATERIALS & SUPPLIES	500	5,860	5,860	5,860
400	FIXED CHARGES	2,490	2,490	2,490	2,490
500	CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL APPROPRIATION	<u>49,583</u>	<u>111,121</u>	<u>111,121</u>	<u>123,928</u>

RECORDS & PERSONNEL: BD. OF CANVASSERS

Account No. 320

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	33,098	33,648	33,648	36,538
102 Temporary Employees	1,000	4,000	4,000	4,000
103 Overtime	1,000	2,600	2,600	1,500
107 Fica/Medicare	2,870	3,264	3,264	3,401
108 Life Insurance	96	115	115	115
109 Group Insurance	5,953	5,953	5,953	5,953
113 Delta Dental	401	401	401	401
118 Safety Incentive	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Personal Services	<u>44,518</u>	<u>50,081</u>	<u>50,081</u>	<u>52,008</u>
<u>CONTRACTUAL SERVICES</u>				
201 Temp Serv (Poll Workers)	500	45,840	45,840	58,220
224 Travel Expense	300	550	550	750
231 Advertising	1,275	1,500	1,500	1,800
252 Rental (Polls)	<u>0</u>	<u>4,800</u>	<u>4,800</u>	<u>2,800</u>
Total Contractual Services	<u>2,075</u>	<u>52,690</u>	<u>52,690</u>	<u>63,570</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	500	2,500	2,500	2,500
343 Meals	<u>0</u>	<u>3,360</u>	<u>3,360</u>	<u>3,360</u>
Total Materials & Supplies	<u>500</u>	<u>5,860</u>	<u>5,860</u>	<u>5,860</u>
<u>FIXED CHARGES</u>				
414 Expenses, Board Members	2,415	2,415	2,415	2,415
423 Dues & Memberships	<u>75</u>	<u>75</u>	<u>75</u>	<u>75</u>
Total Fixed Charges	<u>2,490</u>	<u>2,490</u>	<u>2,490</u>	<u>2,490</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>49,583</u>	<u>111,121</u>	<u>111,121</u>	<u>123,928</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department 320
Board Canvassers

PERSONAL SERVICES			
101	<u>Regular Employees</u>		\$36,538
	Special Duties Clerk	36,538	
102	Temporary Employees FTM		\$4,000
	Financial Town Meeting		
	2 door checkers x 5hrs @ \$8/hr	\$80	
	17 checkers x 5hrs @ \$8/hr	\$680	
	6 Corridor Monitors x 5hrs @ \$8/hr	\$240	
	(Other related cost - Chairs, sound system, etc....)	\$3,000	
103	Overtime		\$1,500
	Elections		
	Canvass Meetings		
	Instruction classes		
107	FICA/Medicare		\$3,401
	FICA	\$2,756	
	MEDICARE	\$645	
108	Life Insurance		\$115
	1 employees @ 9.60 /mo	\$115	
109	Group Insurance		\$5,953
	0 employees @ 1,242.86 /mo	\$0	
	1 employees @ 496.05 /mo	\$5,953	
113	Delta Dental		\$401
	0 employees @ 105.07 /mo	\$0	
	1 employees @ 33.44 /mo	\$401	
118	Safety incentive		\$100
	1 full time ee @ \$100	\$100	

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department 320
Board Canvassers

201 Contractual Services		\$58,220
<u>Presidential Primary Election (March 2012)</u>		\$18,600
21 moderators & 19 clerks @ \$ 180	\$7,200	
76 supervisors @ \$ 150	\$11,400	
state mandates 6 poll workers per poll		
<u>Bond Referendum</u>		\$5,200
5 moderators & 5 clerks @ \$180	\$1,800	
20 supervisors @\$150	\$3,000	
2 polling places rental @ \$200	\$400	
<u>Local Election - Special Primary</u>		\$3,840
4 moderators & 4 clerks @ \$ 180	\$1,440	
16 supervisors @ \$ 150	\$2,400	
<u>Local Election - Special General</u>		
4 moderators & 4 clerks @ \$ 180	1440	\$3,840
16 supervisors @ \$ 150	2400	
<u>Referendum</u>		\$1,740
1 moderators & 2 clerks @ \$ 180	\$540	
8 Supervisors	\$1,200	
WILL NEED TO RE-DISTRICT THIS BUDGET - DON'T KNOW EXACTLY HOW MUCH WILL BE NEED AT THIS		\$25,000
\$25,000		
224 Travel		\$750
Expenses for Board of Elections, Sec of State, Clerks Association, election day travel		
231 Advertising		\$1,800
245 Maintenance of Office Equipment		\$0
252 Rental of Polls		
3 @ \$200 x 2 special elections	\$1,200	\$2,800
8 @ \$200 X 1 Elections (Presidential Primary)	\$1,600	
255 Equipment Rental		\$0
301 Office Supplies		\$2,500
includes poll book printing, binding, labels, master		

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**Department 320
Board Canvassers**

343 Meals		\$3,360
414 Board Members Expense		\$2,415
Chairman	\$925	
Member	\$745	
Member	\$745	
423 Dues & Memberships	\$75	\$75
540 Depreciation	\$0	<u>\$0</u>
		\$123,928

TOWN SOLICITOR

The Town Solicitor serves as chief legal advisor to the Town Council and the Town Manager. He/she is responsible for protecting the rights of the Town in all actions, suits, and/or proceedings, civil or criminal, brought by or against it, or for or against any of the departments, offices or agencies, including the Town Council and the Town Manager. He/she does not represent the School Committee. In addition, the Solicitor also performs such other duties as the Town Council and Town Manager may require. The office is also comprised of eight (8) assistant solicitors.

The Town Solicitor is responsible for examining and approving the form of all ordinances and resolutions, invitations to bid, contracts, and other legal documents issued by any department, office or agency of the Town. The Town Solicitor also serves as acting Judge of the Probate Court in the absence, disability, or disqualification of the Judge of Probate or Municipal Court Judge.

LAW: TOWN SOLICITOR

Account No. 410

PROGRAM SUMMARY	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	438,334	446,500	446,500	411,400
300 MATERIALS & SUPPLIES	0	0	0	3,500
400 FIXED CHARGES	100	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>438,434</u>	<u>446,500</u>	<u>446,500</u>	<u>414,900</u>

LAW: TOWN SOLICITOR

Account No. 410

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	0	0	0	0
107 Fica/Medicare	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	163,334	174,000	174,000	411,400
Litigation Expenses	200,000	200,000	200,000	0
School Legal Services	<u>75,000</u>	<u>72,500</u>	<u>72,500</u>	<u>0</u>
	<u>438,334</u>	<u>446,500</u>	<u>446,500</u>	<u>411,400</u>
<u>MATERIALS & SUPPLIES</u>				
302 Books & Magazines	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,500</u>
<u>Town Solicitor</u>				
414 Expenses, Town Solicitor	100	0	0	0
423 Dues & Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>438,434</u>	<u>446,500</u>	<u>446,500</u>	<u>414,900</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**Town Solicitor 410****PERSONNEL SERVICES**

101 <u>Regular Employees</u>		\$0
Town Solicitor	\$0	
Assistant Town Solicitor-Police	\$0	
Assistant Town Solicitor	\$0	

107 <u>Fica & Medicare</u>		\$0
FICA	\$0	
Medicare	\$0	

CONTRACTUAL SERVICES

219 219 Professional Services	254,000	\$411,400
Litigation Expenses	147,400	
School Legal Services		
Stenographer & Transcripts	\$10,000	

MATERIALS & SUPPLIES

302 <u>Books & Magazines</u>	1,000	\$3,500
300 <u>Supplies</u>	<u>2,500</u>	

FIXED CHARGES

414 Expenses, Town Solicitor	\$0	\$0
423 Dues & Memberships	\$0	

CAPITAL OUTLAY

540 <u>Depreciation</u>	\$0	<u>\$0</u>
--------------------------------	------------	-------------------

\$414,900

COVENTRY MUNICIPAL COURT

In 1985, The Coventry Municipal Court was established by the Coventry Town Council in accordance with the enabling legislation (45-2-24 R. I. G. L.) by the State of Rhode Island. The Judge is appointed by the Town Council to a four year term and he or she must be a lawyer with at least two years at the bar.

The jurisdiction of the court involves violations of any ordinance of the Town including any minimum housing violations in which the Court has equity powers to restrain, prevent, enjoin, abate or correct a violation and to order repair, vacation, or demolition of any dwelling. The Court can compel compliance with said ordinances or law. The fines are established by Ordinance.

The Court also has jurisdiction over certain traffic violations under the State and Municipal Court Compact of 1992 & 2406 (84 8-1 R.I.G.L.) The fines and costs are established under State Law for traffic violations.

The Municipal Court has the power to issue writs or summons and habeas corpus. It has the power to take recognizance.

The Court is considered to be in session at all times at such place in Town as the Judge shall select. At present, the Court meets at night every other Tuesday and holds special hearings during the day when required.

The Court personnel consists of the Judge, the Administrative Clerk and a Clerk. The court sessions are held in the Council Chambers of the Town Hall. During Court sessions there is a Police Officer who serves as a bailiff and the police prosecution officer who assists in the administration of the cases before the court.

The Municipal Court is no longer part of the Ordinances of the Town but is now part of the Town Charter.

JUDICIAL: MUNICIPAL COURT

Account No. 420

	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<u>PROGRAM SUMMARY</u>	2009-2010	2010-2011	2010-2011	2011-2012
100 PERSONAL SERVICES	31,245	37,355	37,355	39,400
200 CONTRACTUAL SERVICES	5,420	5,750	5,750	5,750
300 MATERIALS & SUPPLIES	250	250	250	250
400 FIXED CHARGES	175	175	175	175
500 CAPITAL OUTLAY	0	0	0	0
TOTAL APPROPRIATION	<u>37,090</u>	<u>43,530</u>	<u>43,530</u>	<u>45,575</u>

JUDICIAL: MUNICIPAL COURT

Account No. 420

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	29,025	34,700	34,700	36,600
107 Fica/Medicare	<u>2,220</u>	<u>2,655</u>	<u>2,655</u>	<u>2,800</u>
Total Personal Services	<u>31,245</u>	<u>37,355</u>	<u>37,355</u>	<u>39,400</u>
<u>CONTRACTURAL SERVICES</u>				
204 Legal Services/Baliff	5,000	5,380	5,380	5,380
233 Printing	350	350	350	350
283 Laundry & Sanitary Services	<u>70</u>	<u>20</u>	<u>20</u>	<u>20</u>
Total Contractural Services	<u>5,420</u>	<u>5,750</u>	<u>5,750</u>	<u>5,750</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	250	250	250	250
339 Judicial Robe	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Materials & Supplies	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
<u>FIXED CHARGES</u>				
423 Dues & Membership	<u>175</u>	<u>175</u>	<u>175</u>	<u>175</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>37,090</u>	<u>43,530</u>	<u>43,530</u>	<u>45,575</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**Municipal Court 420****PERSONNEL SERVICES**

101 <u>Regular Employees</u>		\$36,600
Judge	\$15,000	
Clerk - P/T Judge	\$6,000	
Assistant Clerk	\$15,600	
107 <u>Fica & Medicare</u>		\$2,800
FICA	\$2,269	
Medicare	\$531	

CONTRACTUAL SERVICES

204 Legal Services/Baliff	\$5,380	\$5,380
233 Printing	\$350	\$350
283 Laundry & Sanitary Services	\$20	\$20

MATERIALS & SUPPLIES

301 Office Supplies	\$250	\$250
339 Judicial Robe	\$0	\$0

FIXED CHARGES

423 Dues & Membership	\$175	\$175
-----------------------	--------------	--------------

CAPITAL OUTLAY

540 Depreciation	\$0	\$0
		\$45,575

COVENTRY PROBATE COURT

The Coventry Probate Court has been established by legislation that allows local cities and towns to establish probate courts to administer those areas within their jurisdiction. The powers and jurisdiction of the Rhode Island probate courts are as follows:

- The probate of wills of residents who were testate at their decease
- The administration of estates of residents who were intestate at their decease
- The appointment of custodians
- The appointment of administrators
- The appointment of guardians of the persons and estates, or of persons only, or of estates only, and of conservators
- The accepting and allowing of bonds, inventories, and accounts of executors, administrators, and guardians
- The granting of leave to sell at public or private sale or to mortgage property
- The partition of the real estate of a deceased person
- The adoption of persons 18 years of age or older
- The change of name of persons
- The removal or filling of a vacancy of any trustee of any trust as established under a will
- The termination of any trust as established under a will
- The setting off and allowance of real estate and personal property to widows and surviving husbands

The Coventry Probate Court has administered probate law for the benefit of the residents of the Town of Coventry in a fair and impartial manner since its creation by statute.

JUDICIAL: PROBATE COURT

Account No. 510

<u>PROGRAM SUMMARY</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
100 PERSONAL SERVICES	10,572	10,573	10,573	10,572
200 CONTRACTUAL SERVICES	8,325	8,325	8,325	8,325
300 MATERIALS & SUPPLIES	300	300	300	300
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>19,197</u>	<u>19,198</u>	<u>19,198</u>	<u>19,197</u>

JUDICIAL: PROBATE COURT

Account No. 510

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	9,821	9,821	9,821	9,821
107 Fica/Medicare	<u>751</u>	<u>751</u>	<u>751</u>	<u>751</u>
Total Personal Services	<u>10,572</u>	<u>10,573</u>	<u>10,573</u>	<u>10,572</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	3,000	3,000	3,000	3,000
224 Travel	75	75	75	75
231 Advertising	5,000	5,000	5,000	5,000
233 Printing	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total Contractual Services	<u>8,325</u>	<u>8,325</u>	<u>8,325</u>	<u>8,325</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>19,197</u>	<u>19,198</u>	<u>19,198</u>	<u>19,197</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**Department:****PROBATE COURT 510****PERSONAL SERVICES**

101 Regular Employees Probate Judge					\$9,821	\$9,821
					\$9,821	
107 <u>FICA & MEDICARE</u>						\$751
Fica	9,821	X	6.20%		\$609	
Medicare	9,821	X	1.45%		\$142	

CONTRACTUAL SERVICES

219 <u>Professional Services</u>						\$3,000
---	--	--	--	--	--	---------

Indexing and Security Filming of Probate Records.
 Preservation and Restoration of Probate Records.

224 <u>Travel</u>						\$75
--------------------------	--	--	--	--	--	------

Probate Judge's Conference and Quarterly Meetings

231 <u>Advertising</u>						\$5,000
-------------------------------	--	--	--	--	--	---------

Paid Out of Estates and Returned to General Fund.

233 <u>Printing</u>						\$250
----------------------------	--	--	--	--	--	-------

Record Cards and Stationery.

MATERIAL AND SUPPLIES

301 <u>Office Supplies</u>						\$300
-----------------------------------	--	--	--	--	--	-------

Archival Quality Materials

CAPITAL OUTLAY

531 <u>Computer Equipment</u>						\$0
--------------------------------------	--	--	--	--	--	-----

\$19,197

Finance

The Finance Department mission is to provide clear, accurate and timely financial information services and reporting to the Town Manager, the public and to outside agencies, including the State of Rhode Island. The department also provides support to all departments regarding the financial impact of their current and planned activities. It monitors compliance with budgetary performance throughout the year. It provides for the safekeeping and the prudent investment of all Town funds. It timely processes vendor payments to insure continued positive vendor relations and maintains a positive Dun & Bradstreet rating. It maintains an accounting system in compliance with GASB requirements and maintains the Town's fixed asset ledgers. It accurately and in a timely manner processes payroll and related personnel changes.

The Finance Department is divided into three components: The Treasury / Accounting Function, the Tax Collection Function and the Tax Assessor Function. The latter two are presented as separate Departments.

The Finance Director is responsible for all activity within the department. He/she is directly responsible for maintaining the books and records for the Sewer Enterprise Fund, including the continued monitoring of construction activity and compliance with sewer bond requirements. He also maintains the fixed asset records, including those of the School Department. He also is responsible for communication with the Town's Auditors and various State Regulators.

Directly responsible to the Finance Director is the Deputy Treasurer. The Deputy has direct responsibility for maintaining the books and records for the Town's General Fund and Restricted Funds activities and compliance with restrictions. She provides accounting supervision over all departmental activities as well as the day-to-day cash flow and investment management. He/she is responsible for review and/or preparation of monthly General Fund Financial Reports along with required Federal and State Reporting on Restricted Fund activity.

The Accounts Payable and Payroll Clerks report directly to the Deputy. They maintain appropriate ledger control for all funds and disburse monies as appropriate. They provide an "audit" function to insure compliance with budget requirements, in that all required approvals are present and that payroll activity complies with appropriate union contracts or Town policies.

FINANCE: TREASURER

Account No. 610

	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<u>PROGRAM SUMMARY</u>	2009-2010	2010-2011	2010-2011	2011-2012
100 PERSONAL SERVICES	323,698	291,829	291,829	302,796
200 CONTRACTUAL SERVICES	90	100	100	100
300 MATERIALS & SUPPLIES	500	550	550	550
400 FIXED CHARGES	270	270	270	270
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>324,558</u>	<u>292,749</u>	<u>292,749</u>	<u>303,716</u>

FINANCE: TREASURER

Account No. 610

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	248,500	246,558	246,558	256,746
103 Overtime	7,021	5,000	5,000	5,000
107 Fica/Medicare	21,536	19,244	19,244	20,024
108 Life Insurance	384	461	461	461
109 Group Insurance	14,914	14,914	14,914	14,914
113 Delta Dental	5,043	5,352	5,352	5,352
Retirement Buy-out	26,000	0	0	0
118 Safety Incentive	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total Personal Services	<u>323,698</u>	<u>291,829</u>	<u>291,829</u>	<u>302,796</u>
<u>CONTRACTUAL SERVICES</u>				
224 Travel Expense	90	100	100	100
Total Contractual Services	<u>90</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	500	500	500	500
302 Books & Magazines	<u>0</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Materials & Supplies	<u>500</u>	<u>550</u>	<u>550</u>	<u>550</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>324,558</u>	<u>292,749</u>	<u>292,749</u>	<u>303,716</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department:
TREASURER **610**

101 Regular Employees				\$256,746
Finance Director			\$95,241	
Deputy Town Treasurer			\$58,176	
Finance Clerk			\$43,064	
Finance Clerk			\$43,064	
Medical Waiver	4 employees @	4300	\$17,200	
Dental Waiver		0	\$0	
103 Overtime			\$5,000	\$5,000
107 Fica & Medicare				\$20,024
6.20% of Regular & Temporary Employees Salaries			\$16,228	
1.45% of Regular & Temporary Employees Salaries			\$3,795	
108 Life Insurance				\$461
4 employees @	9.60 /mo		\$461	
109 Group Insurance				\$14,914
1 employees @	1,242.86 /mo		\$14,914	
0 employees @	496.05 /mo		\$0	
113 Dental Insurance				\$5,352
4 employees @	111.50 /mo		\$5,352	
0 employees @	35.48 /mo		\$0	
118 Safety Incentive				
3 employees @ 100.00			\$300	<u>\$300</u>
Total Personnel Service				\$302,796
224 Travel Expense				\$100
New England Conference				
RI Finance Officials Meeting				
National Municipal Finance Official Conference				
301 Office Supplies				\$500
Letterhead, Envelopes, Binders, Federal Forms, ...				
302 Books and Magazines				\$50
Governmental Accounting Practices Guide and Updates				
Professional Journals				
433 Dues and Membership				\$270
Government Finance Officials Association				
Municipal Treasurers' Association				
540 Depreciation				\$0
				<u><u>\$303,716</u></u>

Tax Assessor

The Tax Assessor's Office is responsible for the annual assessment and preparation of regular and special tax rolls which include real estate, motor vehicle excise, business personal property and inventory. The staff is dedicated to providing fair, accurate and timely assessments and exceptional public service.

The General Laws of Rhode Island require the Assessor to insure that all assessments are fair and equitable. The office is an integral part of the Finance Department wherein property tax assessments are continuously maintained to insure that the Tax Collector has the most accurate and current information for the collection of taxes in a timely manner. The staff is responsible for all clerical functions performed in the update and maintenance of annual tax records, including reading and analyzing deeds, insuring that the Town's tax maps are kept current, updating ownership records and mailing addresses, mailing of business personal property returns, processing of exemption applications and tax appeals, and providing various types of information to a multitude of customers.

Rhode Island State Laws mandate that cities and towns perform full revaluations of all classes of property every nine (9) years, and a statistical update of all property values every third and sixth year thereafter.

FINANCE: TAX ASSESSOR

Account No. 620

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	165,556	168,448	168,448	174,517
200 CONTRACTUAL SERVICES	1,025	1,490	1,490	1,560
300 MATERIALS & SUPPLIES	350	650	650	650
400 FIXED CHARGES	200	200	200	200
500 CAPITAL OUTLAY	0	0	0	0
TOTAL APPROPRIATION	<u>167,131</u>	<u>170,788</u>	<u>170,788</u>	<u>176,927</u>

FINANCE: TAX ASSESSOR

Account No. 620

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	138,388	139,866	139,866	145,504
107 Fica/Medicare	8,102	10,700	10,700	11,131
108 Life Insurance	288	346	346	346
109 Group Insurance	16,157	14,914	14,914	14,914
113 Delta Dental	2,521	2,522	2,522	2,522
118 Safety Incentive	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Personal Services	<u>165,556</u>	<u>168,448</u>	<u>168,448</u>	<u>174,517</u>
<u>CONTRACTUAL SERVICES</u>				
214 Tax Valuation Services	500	830	830	830
219 Professional Services	0	0	0	0
224 Travel Expense	25	160	160	160
284 Bindery Services	<u>500</u>	<u>500</u>	<u>500</u>	<u>570</u>
Total Contractual Services	<u>1,025</u>	<u>1,490</u>	<u>1,490</u>	<u>1,560</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>350</u>	<u>650</u>	<u>650</u>	<u>650</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>167,131</u>	<u>170,788</u>	<u>170,788</u>	<u>176,927</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

620

BUDGET COMMENTARY	DEPARTMENT: FINANCE/TAX ASSESSOR	
<u>PERSONAL SERVICES</u>		
101 REGULAR EMPLOYEES		\$145,504
TAX ASSESSOR	\$71,587	
TOWN APPRAISER (PT)	\$26,564	
FINANCE CLERK	\$43,053	
SPECIAL DUTIES CLERK	\$0	
1 MEDICAL WAIVER	\$4,300	
107 FICA & MEDICARE		\$11,131
FICA:	\$145,504 X .062	\$9,021
MEDICARE:	\$145,504 X .0145	\$2,110
108 LIFE INSURANCE		\$346
3 employees @ 9.60 /mo	\$346	
109 GROUP INSURANCE		\$14,914
1 employees @ 1,242.86 /mo	\$14,914	
0 employees @ 496.05 /mo	\$0	
113 DENTAL INSURANCE		\$2,522
2 employees @ 105.07 /mo	\$2,522	
0 employees @ 33.44 /mo	\$0	
118 SAFETY INCENTIVE		\$100
1 employees @ 100 /yr	\$100	
Total Personnel Service		<u>\$174,517</u>
<u>CONTRACTUAL SERVICES</u>		
214 TAX VALUATION SERVICES		\$830
MARSHALL & SWIFT APPRAISAL GUIDE	\$330	
RI MOTOR VEHICLE VALUE COMMISSION	<u>\$500</u>	
219 PROFESSIONAL SERVICES		\$0
ANNUAL TAX MAP MAINTENANCE CONTRACT	\$0	
CAMA SOFTWARE UPDATES/TECHNICAL SUPPORT	<u>\$0</u>	
(expense transferred to IT Dept - 225; FY 2010)		
224 TRAVEL EXPENSE		\$160
RIAAO MEETINGS	\$160	
ANNUAL IAAO CONFERENCE	<u>\$0</u>	
284 BINDERY SERVICES		\$570
6 BOOKS @ \$95.00 EACH = \$570	<u>\$570</u>	
TOTAL CONTRACTUAL SERVICES		<u>\$1,560</u>
<u>MATERIALS & SUPPLIES</u>		
301 OFFICE SUPPLIES	\$650	\$650
TOTAL MATERIALS & SUPPLIES		<u>\$650</u>
<u>FIXED CHARGES</u>		
423 DUES & MEMBERSHIPS		\$200
RIAAO MEMBERSHIP	\$25	
NRAAO MEMBERSHIP	\$25	
IAAO MEMBERSHIP	<u>\$150</u>	
TOTAL FIXED CHARGES		<u>\$200</u>
<u>CAPITAL OUTLAY</u>		
540 Depreciation	\$0	<u>\$0</u>
TOTAL APPROPRIATIONS		<u>\$176,927</u>

Tax Collector

The Tax Collector must make sure that each taxpayer is treated fairly and according to the Rhode Island General Laws. It is the objective of this department not only to provide taxpayers with an accurate tax bill, but to process all payments made on the tax bills accurately and in a timely manner. The office is further dedicated to ensure that all taxpayers are treated with the same courtesy, regardless of whom they are or who they know.

The Tax Collector's Office is responsible for the printing, mailing, collection of annual real estate, tangible, and motor vehicle tax bills. In addition, the department has also taken on the responsibility of inputting, printing, mailing, and collection of sewer assessment and sewer use billing. The Collector's department plays an important role to ensure that the Tax Assessor's records are accurate. Once the tax bills have been sent out, they report any address changes or billing errors to the Tax Assessor so that their records can be corrected for future notices. The Tax Collector balances the collections each month with the Finance Department to verify that the funds received and posted in the office have been recorded in the general fund account. On an annual basis the office conducts a tax sale on properties with more than two quarters of delinquent taxes. Prior to any tax sale, the collector notifies prospective taxpayers of their delinquent status and the need for them to come in to make payment arrangements. The office also provides Municipal Lien Certificates for real estate sales and property refinances. MLC's provide mortgage companies and lawyers with the legal property tax status due on a particular parcel.

FINANCE: TAX COLLECTOR

Account No. 630

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	247,234	202,205	202,205	205,184
200 CONTRACTUAL SERVICES	6,204	8,150	8,150	10,150
300 MATERIALS & SUPPLIES	405	1,230	1,230	1,230
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	0	0	0	0
TOTAL APPROPRIATION	<u>253,843</u>	<u>211,585</u>	<u>211,585</u>	<u>216,564</u>

FINANCE: TAX COLLECTOR

Account No. 630

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	197,807	155,906	155,906	158,233
102 Temporary Employees	0	0	0	0
107 Fica/Medicare	15,132	11,927	11,927	12,105
108 Life Insurance	384	461	461	346
109 Group Insurance	29,829	29,829	29,829	29,829
110 Education Expense	0	0	0	500
113 Delta Dental	3,782	3,782	3,782	3,972
118 Safety Incentive	<u>300</u>	<u>300</u>	<u>300</u>	200
Total Personal Services	<u>247,234</u>	<u>202,205</u>	<u>202,205</u>	<u>205,184</u>
<u>CONTRACTUAL SERVICES</u>				
224 Travel Expense	212	200	200	200
231 Advertising	0	0	0	0
233 Printing	<u>5,992</u>	<u>7,950</u>	<u>7,950</u>	<u>9,950</u>
Total Contractual Services	<u>6,204</u>	<u>8,150</u>	<u>8,150</u>	<u>10,150</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>405</u>	<u>1,230</u>	<u>1,230</u>	1,230
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	0
TOTAL APPROPRIATION	<u>253,843</u>	<u>211,585</u>	<u>211,585</u>	<u>216,564</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: Tax Collector

630

PERSONAL SERVICES

101 <u>Regular Employees</u>			\$158,233
Tax Collector		\$64,942	
Finance Clerk*		\$44,893	
Finance Clerk		\$44,099	
*Medical Waivers	1 @ \$4,300	\$4,300	
102 <u>Temporary Employees</u>			\$0
107 <u>Fica & Medicare</u>			\$12,105
Fica:		\$9,810	
Medicare:		\$2,294	
108 <u>Life Insurance</u>			\$346
3 employees @	9.60 /mo	\$346	
109 <u>Group Insurance</u>			
2 employees @	1,242.86 /mo	\$29,829	\$29,829
0 employees @	496.05 /mo	\$0	
110 <u>Education Expense</u>			\$500
113 <u>Dental Insurance</u>			
3 employees @	110.33 /mo	\$3,972	\$3,972
0 employees @	33.44 /mo	\$0	
118 <u>Safety Incentive</u>			\$200
2 employees @	100.00 /yr	\$200	
224 <u>Travel</u>			\$200
Tax Collector's Association dues \$30, Meetings \$60, Tax Official's Association dues \$30, Meetings \$50, Travel to misc Tax Official meetings \$30, Education for Certification \$500.			
231 <u>Advertising</u>			\$0
Four advertisements (Taxes due) Coventry Reminder		\$0	
233 <u>Printing</u>			\$9,950
Approximately 41,000 Tax Bills,Sewer Use, Sewer Asmt		\$8,900	
19,000 Delinquent Notices		\$800	
Tax books		\$250	
301 <u>Materials & Supplies</u>			\$1,230
Office Supplies-Bankers boxes, envelopes, replcmnt stamps, adding machine & receipt printer rolls		\$1,230	
<u>CAPITAL OUTLAY</u>			
540 Depreciation		\$0	\$0
TOTAL:			<u>\$216,564</u>

FINANCE: BD. OF ASSESSMENT REVIEW

Account No. 640

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	191	237	237	237
200 CONTRACTUAL SERVICES	0	0	0	0
300 MATERIALS & SUPPLIES	0	100	100	100
400 FIXED CHARGES	2,500	3,100	3,100	3,100
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>2,691</u>	<u>3,437</u>	<u>3,437</u>	<u>3,437</u>

FINANCE: BOARD OF ASSESSMENT REVIEW

Account No. 640

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
102 Temporary Employees	0	0	0	0
107 Fica/Medicare	<u>191</u>	<u>237</u>	<u>237</u>	<u>237</u>
Total Personal Services	<u>191</u>	<u>237</u>	<u>237</u>	<u>237</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>FIXED CHARGES</u>				
414 Expenses, Board Members	2,500	3,100	3,100	3,100
423 Dues & Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fixed Charges	<u>2,500</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
TOTAL APPROPRIATION	<u>2,691</u>	<u>3,437</u>	<u>3,437</u>	<u>3,437</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

640

BUDGET COMMENTARY DEPARTMENT: FINANCE/BOARD OF REVIEW

PERSONAL SERVICES

102 Temporary Employees - Board Secretary		\$0
107 FICA/Medicare		\$237
FICA	\$192	
MEDICARE	\$45	
	Total Personal Services	<u>\$237</u>

MATERIALS & SUPPLIES

301 Office Supplies	\$100	
	Total Materials & Supplies	<u>\$100</u>

FIXED CHARGES

414 Expenses - Board Members		<u>\$3,100</u>
Chairman (1)	\$700	
Members (4)	\$2,400	

	TOTAL APPROPRIATION	<u><u>\$3,437</u></u>
--	----------------------------	------------------------------

Police Department

It is with great pride that the men and women of the Coventry Police Department serve the town. The department's mission is to protect the community, enhance public safety and reduce the incidents and fear of crime. It is the Town's responsibility to keep department members safe by providing them with the necessary equipment and training so that they may provide service to our community of 35,000+ individuals in an area of 64.4 square miles.

The personnel of 56 sworn officers and 12.5 civilians (presently there are 4 officers on active military duty) were responsible for 26,700 calls for service, 10,929 self initiated calls, the arrest of 1377 individuals, response to 1086 accidents, issue of 6155 citations, initiation of 10,929 calls and miscellaneous incidents totaling 2,076 in calendar year 2010.

The Detective Division, consisting of 9 detectives, works tirelessly to solve various crimes where a patrol officer does not possess the time or specialized training to continue their investigation or bring it to the level of prosecution. Cases include, but are not limited to, identity theft, credit card fraud, sexual assault and child molestation, child pornography, computer forensics, white collar crimes and narcotics trafficking investigations. The members of the detective division are a well trained team who have partnered with outside agencies such as the United States Marshals Service and the Rhode Island State Police Internet Crimes Against Children Unit, (RIICAC). These cooperative efforts have provided our agency with enhanced investigative skills, equipment and technological support.

We currently have one officer assigned to the high school to deal with the students and the various issues that present themselves in a school setting but were unable to support retaining our officer at the Alan Shawn Feinstein Middle school due to manpower requirements.

The Legal Division staff, consisting of three personnel 3 sworn officers and one clerk, is a seasoned team of experienced officers who are well respected in the court community not only for the professional work they perform but also for the large quantity of work they are able to move through the various court systems. In 2006, the department added a canine officer which has proven successful in solving crimes, detecting narcotics and conducting search and rescue operations. The handler and his canine, Enzo, are well respected in the law enforcement community and are frequently requested by neighboring agencies due to their proficiency.

The department possesses a joint SWAT team in collaboration with the West Warwick Police Department. This team is committed to promoting a strong professional presence when its services are required. Over the last several years, town residents have been encouraged to learn about the day to day operations of the police department through a 13 week program presented by members of our agency. This outreach has paid great dividends to our agency in the form of support from the community.

The civilian staff supports the department through clerical, dispatch, information technology, janitorial and finance related duties. All are critical to the success of the department. Under Safety and Welfare are the Animal Control Division, Crossing Guards and Emergency Management Departments. Presently, the Animal Control staff consists of 3 full time employees. There are over 4000 dogs licensed in our town. The

ACO's respond to approximately 1000 calls for service per year with varying degrees of need and severity. Their kennel takes in nearly 500 strays per year and handles day to day inquiries. The Crossing Guard staff consists of 5 part time employees who cover 15 posts twice a day. The Emergency Management Department has no full time staff but is under the direction of the Chief of Police.

The FY 2011 budget consists of less than 5% that is allocated to provide services, material supplies and fixed charges to the department. Some line items are beyond the department's control, i.e. fuel prices, but of those which are, they are carefully and thoughtfully managed. The department has been able to support the budget with various grants that provide additional services to the Town. Examples of such funding would be DUI Enforcement, Speed Deterrent, Child Safety Protection and Seatbelt grants. The police department also has had the ability to be awarded block formula grants wherein a certain amount is allocated to the department under moderately strict guidelines. The department has the discretion to use the funds where they find it is most needed. Presently, funds are being utilized to support communications infrastructure.

SAFETY & WELFARE: POLICE DEPARTMENT

Account No. 710

<u>PROGRAM SUMMARY</u>		<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
100	PERSONAL SERVICES	8,121,940	8,394,613	8,394,613	8,573,850
200	CONTRACTUAL SERVICES	129,690	108,590	108,590	115,165
300	MATERIALS & SUPPLIES	228,140	235,300	235,300	248,545
400	FIXED CHARGES	43,626	43,550	43,550	50,025
500	CAPITAL OUTLAY	14,325	10,200	10,200	94,981
	TOTAL APPROPRIATION	<u>8,537,721</u>	<u>8,792,253</u>	<u>8,792,253</u>	<u>9,082,567</u>

SAFETY & WELFARE: POLICE DEPARTMENT

Account No. 710

EXPENDITURE DETAIL	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
PERSONAL SERVICES				
101 Regular Employees	4,076,000	4,147,119	4,147,119	4,258,608
102 Temporary Employees	80	0	0	0
103 Overtime	288,000	272,500	272,500	272,500
104 Vacation	165,000	182,700	182,700	182,700
106 Pension	2,274,733	2,274,733	2,274,733	2,274,733
107 Fica/Medicare	355,611	371,982	371,982	382,837
108 Life Insurance	6,911	8,198	8,198	7,642
109 Group Insurance	670,000	699,795	699,795	706,515
110 Educational Services	15,000	20,000	20,000	30,000
112 Clothing Allowance	87,750	87,000	87,000	90,801
113 Delta Dental	61,405	69,291	69,291	70,509
115 Shift Differential	7,500	8,500	8,500	8,500
116 Retirement Compensation	143,000	251,845	251,845	287,464
118 Safety Incentive	950	950	950	950
Total Personal Services	8,121,840	8,394,613	8,394,613	8,573,860
CONTRACTUAL SERVICES				
204 Legal Services	640	640	640	640
205 Medical & Dental Services	4,000	4,000	4,000	4,000
207 Instructional Services	25,000	25,000	25,000	30,000
210 Testing Services	3,500	1,650	1,650	1,550
218 Photographic Micro.	1,000	1,000	1,000	500
219 Professional Services	400	500	500	500
224 Travel Expense	2,500	2,500	2,500	2,500
231 Advertising	50	100	100	100
233 Printing	8,000	8,000	8,000	8,000
243 Repair-Fixed Plant Equip.	7,500	6,000	6,000	6,000
244 Repair-Operating Equip.	2,500	2,500	2,500	2,500
245 Maintenance-Office Equip.	4,000	4,000	4,000	4,000
246 Maintenance-Comm. Equip.	31,500	20,000	20,000	20,000
247 Canine Unit	750	750	750	750
248 Property Maintenance	9,000	3,000	3,000	3,000
249 Maintenance of Equipment	25,000	25,000	25,000	26,525
255 Equipment Rental	0	0	0	0
274 Vehicular Maintenance	2,600	2,600	2,500	2,800
275 Towing Services	1,750	1,500	1,500	1,750
283 Laundry & Sanitary Services	0	50	50	50
Total Contractual Services	129,690	108,590	108,590	115,165

SAFETY & WELFARE: POLICE DEPARTMENT

Account No. 710

EXPENDITURE DETAIL	ACTUAL 2009-2010	PROPOSED 2010-2011	ESTIMATE 2009-2010	PROPOSED 2011-2012
MATERIALS & SUPPLIES				
301 Office Supplies	6,500	6,500	6,500	6,000
302 Books & Magazines	1,500	1,500	1,500	1,500
323 Chemicals	1,200	1,200	1,200	1,000
324 Cleaning Supplies	4,000	3,700	3,700	3,700
327 Fuel Oil	7,500	7,500	7,500	7,300
328 Wood Products	150	100	100	100
330 Drugs & Medicines	250	250	250	250
331 Tires & Tubes	12,000	12,000	12,000	10,000
332 Minor Tools & Equip.	3,500	3,500	3,500	3,500
333 Auto,Gas, Oil & Lube	110,000	115,000	115,000	126,000
334-1 Auto Repair Parts	53,000	54,000	54,000	54,000
336 Paints & Supplies	140	100	100	100
336 Plumbing Supplies	1,200	1,200	1,200	2,000
337 Electrical Supplies	3,000	3,000	3,000	3,000
339 Wearing Apparel	4,150	4,150	4,150	9,095
342 Ammunition & Weapons	13,000	13,000	13,000	12,000
343 Meals	2,450	2,500	2,500	2,500
347 Photographic Supplies	500	2,000	2,000	1,500
350 Scientific Supplies	3,000	3,000	3,000	3,000
355 Investigative Funds	1,100	1,100	1,100	2,000
Total Materials & Supplies	228,140	235,300	235,300	248,645
FIXED CHARGES				
403 Vehicle Registrations	20	50	50	50
423 Dues & Memberships	2,000	2,000	2,000	2,000
441 Electric Light & Power	26,000	26,000	26,000	28,000
444 Water Service	450	500	500	500
445 Sewer Service	200	0	0	0
446 Telephone Service	14,956	15,000	15,000	19,476
Total Fixed Charges	43,626	43,550	43,550	50,026
CAPITAL OUTLAY				
502 Buildings & Fixed Equipment	0	2,700	2,700	0
512 Protective Equipment	11,425	5,100	5,100	4,781
522 Weapons	2,400	2,400	2,400	0
523 Motor Vehicles	0	0	0	90,000
525 Office Equip.	500	0	0	200
540 Depreciation	0	0	0	0
Total Capital Outlay	14,325	10,200	10,200	94,981
TOTAL APPROPRIATION	8,837,721	8,792,253	8,792,253	9,082,567

ANNUAL BUDGET

BUDGET COMMENTARY
2011-2012

DEPARTMENT: Safety & Welfare
PROGRAM: Police

71-101	PAYROLL				
	SEE PERSONNEL ANALYSIS FOR BREAKDOWN OF POLICE AND CIVILIAN PERSONNEL'S STATUS OF BASE, HOLIDAY, LONGEVITY, SHIFT DIFFERENTIAL PAY, WAIVERS AND BONUS.				\$4,258,609
71-102	TEMPORARY EMPLOYEES				\$0
71-103	OVERTIME				\$272,500
	BASED ON OUR STUDY OF THE PREVIOUS YEARS AND THE CURRENT YEAR'S PROGRESS AND PROJECTION, THIS INCREASE SHOWS THE ADEQUATE AMOUNT NEEDED TO COVER MINIMUM MANPOWER REQUIREMENTS, COURT APPEARANCES, CALL BACK CASES, DISPATCHING AND THE REQUIRED CIRCUMSTANCES OF AN OFFICER HAVING TO STAY LATER THAN HIS/HER SHIFT. THIS ALSO INCLUDES FOR 40 HOURS OF IN-SERVICE TRAINING				
71-104	VACATION				\$182,700
	VACATION REPLACEMENT IS PAID BY CONTRACT AT STRAIGHT TIME, EXCEPT WHEN AN OFFICER IS ORDERED TO FILL A POSITION TO MEET MINIMUM MANPOWER REQUIREMENTS. THIS ACCOUNT IS CALCULATED BY THE AVERAGE TIME OF VACATION EARNED (18), BY EACH OFFICER (34) FOR THE YEAR, BY THE AVERAGE HOURLY RATE OF AN OFFICER @ (\$190/DAY), AND AN ALLOTMENT FOR THE ABOVE. ALSO INCLUDES CYCLE (\$800/MO)				
71-106	PENSION				\$2,274,733
	BASED ON THIS YEARS FUNDING NEEDS				
71-107	F.I.C.A. AND MEDICARE		Payroll & applicable accounts		
	F.I.C.A.	6.20%	\$5,004,400		\$310,273
	MEDICARE	1.45%	\$5,004,400		<u>\$72,564</u>
					\$382,837
71-108	LIFE INSURANCE				
		68.62 EMPL @	9.28 /mo (includes recruits)		\$7,642
71-109	GROUP INSURANCE				
	Police Officers per detail personnel schedule		\$	596,162	
	Police Civilians per detail personnel schedule		\$	110,353	
					\$706,515
71-110	EDUCATIONAL				
	COLLEGE COURSES TAKEN BY POLICE AND CIVILIAN EMPLOYEES				\$30,000
71-112	CLOTHING ALLOWANCE				
	54 EMPL @ \$1,600 & 3 recruits partial payment @ \$1467				\$90,801
71-113	DELTA DENTAL				
	Police Officers per detail personnel schedule		\$	57,776	
	Police Civilians per detail personnel schedule		\$	12,823	
					\$70,599

71-115 OUT OF RANK BASED ON 2010-2011 RECORDS	\$8,500
71-116 RETIRED EMPLOYEES THIS ACCOUNT SERVICES THOSE RETIRED EMPLOYEES WHO ARE REQUIRED BY AGREEMENT TO RECEIVE THE FOLLOWING:	
R. & C. LALIBERTE -MEDICAL REIMB. AND LIFE INS.	\$2,521
MRS. A. WALLACE - BLUE CROSS/1 OVER 65 \$140/MO	\$1,680
ROLLO CHAMPLIN - B.C. FAMILY, PENSION @ 915.74/MO LIFE INSURANCE, 8.00/MO, DELTA DENTAL	\$27,377
DENNIS SEELENBRANDT - PENSION 883.19/MO, 1/2 LIFE INS. 4.00/MO, B.C. & DELTA DENTAL, FAMILY	\$25,687
DOMENIC PERNARDO - PENSION (518.99/MO) LIFE INS 8.00/MO	\$6,325
DENNIS FOURNIER - SPOUSE B.C. SINGLE PLAN	\$5,953
RONALD DASILVA MEDICAL AND DENTAL	\$16,290
BRIAN O'ROURKE MEDICAL AND DENTAL	\$16,290
Potential retirees (4)	<u>\$185,340</u>
	\$287,464
71-118 SAFETY INCENTIVE 9 FULL TIME - 1 PART TIME EMPLOYEES @ \$100/\$50 EACH	\$950
71-204 LEGAL SERVICES TRANSCRIPT, WITNESS COSTS & NEGOTIATIONS NOTARY PUBLIC NEW & RENEWALS	\$0 <u>\$640</u> \$640
71-205 MEDICAL & DENTAL R. CHAMPLIN ANNUAL PHYSICALS PER LABOR CONTRACT, 20 @ \$10 co-pay HEPATITIS SHOTS / FITNESS FOR DUTY	\$3,000 \$200 <u>\$800</u> \$4,000
71-207 INSTRUCTIONAL SERVICES COST OF OUTSIDE SCHOOLS FOR LAW ENFORCEMENT SUBJECTS INSTRUCTOR SCHOOLS TRAINING MATERIAL LAW ENFORCEMENT VIDEOS IN-SERVICE TRAINING COMMUNITY POLICE ACADEMY	\$7,000 \$6,000 \$7,200 \$1,800 \$7,000 <u>\$1,000</u> \$30,000
71-210 TESTING SERVICES PSYCHOLOGICAL & PHYSICAL TESTING AS REQUIRED FOR PERSONNEL; PROMOTIONAL EXAMS	\$1,550
71-216 PHOTO MICROFILMING SUPPLIES FOR MICROFILM MACHINE AND SHREDDING MACHINE	\$500
71-219 PROFESSIONAL SERVICES MISC CONSULTANTS IE. AIR QUALITY TEST, SAFE OPENING	\$500

71-224 TRAVEL EXPENSES	
MISC TRAVEL FOR DEPARTMENT PERSONNEL	
MISC MEETINGS	
FRAUD MEETINGS	
ARSON MEETINGS	
CHIEF'S VARIOUS MEETINGS	
	\$2,500
71-231 ADVERTISING	
MISC ADVERTISING (COVERS RECRUITING ADS & HOLIDAY	
SAFETY MESSAGES)	
	\$100
71-233 PRINTING	
VARIOUS FORMS	\$3,000
SEX OFFENDER NOTIFICATIONS	<u>\$5,000</u>
	\$8,000
71-243 REPAIR FIXED EQUIPMENT	
HEATING SYSTEM, GENERATOR, AIR CONDITIONERS, CAMERA	
	\$6,000
71-244 REPAIR OPERATING EQUIPMENT	
LAB EQUIPMENT, WEAPONS, TIMECLOCKS, RADAR	
	\$2,500
71-245 MAINTENANCE OFFICE EQUIPMENT	
TYPEWRITERS AND FAXES	
REPAIRS AS REQUIRED	
COPIERS:	
IKON (5 COPIERS)	
1 IMAGE RUNNER, Ricoh	
QMS COLOR COPIER	
IMAGING UNIT	
	\$4,000
71-246 MAINTENANCE COMMUNICATIONS EQUIPMENT	
PORTABLES, BASE STATION, MOBILE UNITS, ANTENNAS & NEW SYSTEM	
IP MOBILE NET CONTRACT	
CYBERCOM CONTRACT	
LOGGING MACHINE	
	\$20,000
71-247 CANINE UNIT	
TRAINING, VET CARE, EQUIPMENT, FOOD	
	\$750
71-248 PROPERTY MAINTENANCE	
RENTAL EQUIPMENT FOR GROUNDS MAINTENANCE,	
PURCHASE OF GROUNDS SUPPLIES, IE. ICE MELT, FERTILIZER,	\$2,650
FLOWERS, REPAIRS OF MINOR ITEMS, IE. GLASS, LOCKS	
NEW RUGS	\$0
PEST CONTROL CONTRACT	<u>\$350</u>
	\$3,000

71-249 MAINTENANCE OF COMPUTER EQUIPMENT	
IMC MAINTENANCE	\$13,500
MISC REPLACEMENT ITEMS	\$4,300
COGENT (FINGERPRINT CONTRACT)	\$7,200
SOFTWARE UPDATE & SYSTEM SUPPORT	\$500
HARDWARE REPAIRS	\$500
CRITICAL REACH ANNUAL FEE	<u>\$525</u>
	\$26,525
71-255 EQUIPMENT RENTAL	
	<u>\$0</u>
	\$0
71-274 VEHICLE WASHES	
ADMINISTRATION,DETECTIVES,PATROL	\$2,800
71-275 TOWING SERVICES	
TOWING OF DISABLED POLICE VEHICLES & IMPOUNDS	\$1,750
71-283 LAUNDRY SERVICES	
CLEANING OF UNIFORMS THAT ARE SOILED BY BLOOD OR	
OTHER UNUSUAL JOB RELATED ACTIONS	\$50
CLEANING OF FIRE BLANKETS	
71-301 OFFICE SUPPLIES	
PURCHASE OF GENERAL OFFICE SUPPLIES, IE.	
CALENDARS, RIBBONS, ENVELOPES, PENS, FOLDERS, PADS,	\$6,000
BINDERS, PAPER, PAPER CLIPS, STAPLES, WHITE OUT,	
MISC SUPPLIES, COMMUNITY RELATIONS AND RECRUITMENT	
71-302 MAGAZINE & SUBSCRIPTION	
CLARK BOARDMAN, MITCHIE, MATHEW BENDER,	\$1,500
COLE DIRECTORY, U.S. IDENTIFICATION, GRANT PUBLICATIONS	
71-323 CHEMICALS	\$1,000
RECHARGE FIRE EXTINGUISHERS	
71-324 CLEANING & SANITARY SUPPLIES	
SOAPS, TISSUE, POLISHES, DISINFECTANTS, TRASH BAGS,	\$3,700
CLEANERS, PAPER TOWEL, CPR MASKS	
71-327 FUEL OIL	
OIL -2500 GALS	\$6,850
BOILER CONTRACTS	<u>\$450</u>
	\$7,300
71-328 WOOD PRODUCTS	\$100
TO PURCHASE WOOD FOR SHELVING & MISC WORK	
71-330 MEDICINE	
FIRST AID	\$250
71-331 TIRES & TUBES	
Approx 75 - 90 Tires	\$10,000

71-332 MINOR TOOLS & EQUIPMENT MISC EXPENDITURES INCLUDING FLASHLIGHTS, BULBS, FLARES	\$3,500
71-333 AUTO, GAS, & LUBE EST. USE OF GASOLINE 45,000 GALS.; \$2.70/GAL OIL CHANGES GAS FOR BOATS	\$121,500 \$4,000 <u>\$500</u> \$126,000
71-334 AUTO REPAIR ESTIMATED PARTS & REPAIRS BASED ON 7/10-1/11	\$54,000
71-335 PAINTS & SUPPLY MISC PAINT FOR VARIOUS AREAS OF THE BUILDING	\$100
71-336 PLUMBING SUPPLY EST COST OF SUPPLIES	\$2,000
71-337 ELECTRICAL SUPPLIES COST OF SUPPLIES TO REPAIR EQUIPMENT AND OLD ELECTRICAL APPARATUS	\$3,000
71-339 WEARING APPAREL 3 NEW OFFICER'S UNIFORMS SUMMER - CLOTHES, HAT, MISC. WINTER - CLOTHES, HAT, COAT, MISC. ACADEMY CLOTHES DISPATCHER UNIFORMS MISC EQUIPMENT REPLACEMENT OF DAMAGED UNIFORMS	\$2,475 \$2,475 \$720 \$1,100 \$2,000 <u>\$325</u> \$9,095
71-342 AMMUNITION & WEAPONS AMMUNITION FOR QUALIFICATIONS, DUTY, RECRUIT ACADEMY TRAINING, TARGETS, TARGET STANDS, VARIOUS TYPES OF EQUIPMENT AND WEAPONS, TASERS AND TASER SUPPLIES	\$12,000
71-343 MEALS PRISONER'S MEALS	\$2,500
71-347 PHOTO SUPPLIES CAMERAS FOR PATROL, FINGERPRINT & CRIME SCENE CAMERA MISC PHOTOGRAPHIC SUPPLIES MUG SHOT PROCESSING, CAMERA REPAIRS COST OF OUTSIDE COLOR FILM DEVELOPING DIGITAL PHOTO PRINTING	\$1,500
71-350 SCIENTIFIC SUPPLY VINYL GLOVES, DRUG TESTING KITS, LIFTING TAPES, BACKING CARDS, FINGERPRINTING INK, EVIDENCE BAGS, EVIDENCE CANS, BOTTLES & JARS, BARRIER TAPE, EVIDENCE TAPE & COLLECTION KITS, SILICONE RUBBER	\$3,000

71-355 INVESTIGATIVE FUNDS FUNDS NEEDED TO FURTHER CRIMINAL INVESTIGATIONS	\$2,000
71-403 VEHICLE REGISTRATIONS REGISTRATIONS FOR CARS	\$50
71-423 DUES & MEMBERSHIPS IACP, RI AUTO ARSON, COMMONWEALTH POLICE OFFICERS, FRAUD ASSN, RI TRAINING ASSN., BCI OFFICERS ASSN. HARBOUR MASTER'S ASSN., NAFTA, COPSA	\$2,000
71-441 ELECTRIC LIGHTS APPROX. USE OF KWH	\$28,000
71-444 WATER SERVICE BASED ON THE LAST FEW YEARS	\$500
71-445 SEWER SERVICE SEWER CONNECTION	\$0
71-446 TELEPHONES	
MAINTAINENCE OF MERLIN PHONE SYSTEM	\$1,800
3 FAX LINES	\$0
DEAF PHONE (TDD)	\$0
3 REMOTE RECEIVERS & MOBILE DATA TERMINAL	\$4,080
NEXTEL / AT&T CAR PHONES & AIR CARDS	\$11,351
LINE CHARGES - EOC	\$0
INTERNET/COX	\$1,884
M. BROGGI FOR PERSONAL CELL REIMBURSEMENT	<u>\$360</u>
	\$19,475
71-502 BUILDINGS AND FIXED EQUIPMENT STORAGE CONTAINER	\$0
71-512 PROTECTIVE EQUIPMENT RENEWALS - BULLET PROOF VESTS - 5 YR MANDATORY	\$4,781
71-522 WEAPONS REPLACEMENT OF 40 CAL AND MP5'S	\$0
71-523 MOTOR VEHICLES 3 POLICE VEHICLES	\$90,000
71-525 OFFICE EQUIPMENT MISC FURNITURE ITEMS: CHAIR, LOCKERS	<u>\$200</u>
HARDWARE UPGRADES \$200/MACHINE SOFTWARE NEW DESKTOPS AND LAPTOPS	\$200
71-540 DEPRECIATION	<u>\$0</u>
GRAND TOTAL	<u>\$9,082,567</u>

SAFETY & WELFARE: ANIMAL CONTROL

Account No. 720

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	171,438	173,265	173,265	178,511
200 CONTRACTUAL SERVICES	8,175	8,550	8,550	9,100
300 MATERIALS & SUPPLIES	10,825	11,850	11,850	12,350
400 FIXED CHARGES	9,100	10,425	10,425	11,385
500 CAPITAL OUTLAY	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL APPROPRIATION	<u>199,738</u>	<u>204,290</u>	<u>204,290</u>	<u>211,546</u>

SAFETY & WELFARE: ANIMAL CONTROL

Account No. 720

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	125,795	126,903	126,903	131,730
103 Overtime	4,000	4,000	4,000	4,000
107 Fica/Medicare	9,930	10,206	10,206	10,576
108 Life Insurance	292	346	346	334
109 Group Insurance	26,820	26,820	26,820	26,820
113 Delta Dental	2,101	2,190	2,190	2,252
115 Shift Differential	2,200	2,500	2,500	2,500
118 Safety Incentive	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total Personal Services	<u>171,438</u>	<u>173,265</u>	<u>173,265</u>	<u>178,511</u>
<u>CONTRACTUAL SERVICES</u>				
205 Medical & Dental Services	100	100	100	125
207 Instructional Services	0	500	500	500
224 Travel Expense	25	0	0	200
233 Printing	450	450	450	450
243 Repair-Fixed Plant Equip.	1,000	1,000	1,000	1,000
244 Repair-Operating Equip.	100	100	100	100
245 Maintenance-Office Equip.	100	100	100	100
248 Property Maintenance	800	700	700	1,000
255 Equipment Rental	0	0	0	0
274 Vehicular Washes	100	100	100	125
276 Exterminating Services	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
Total Contractual Services	<u>8,175</u>	<u>8,550</u>	<u>8,550</u>	<u>9,100</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	300	300	300	300
323 Chemicals	700	700	700	700
324 Cleaning & Sanitary Supplies	2,000	2,000	2,000	2,000
331 Tire & Tubes	700	700	700	500
332 Minor Tools & Equipment	650	850	850	800
333 Auto, Gas, Oil & Lube	4,300	5,000	5,000	6,000
334 -01 Auto Repair Parts	1,000	1,250	1,250	1,000
339 Wearing Apparel	900	900	900	900
342 Ammun. Tear Gas & Weapons	0	50	50	50
344 Animal Food	50	75	75	75
347 Photographic Supplies	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>
Total Materials & Supplies	<u>10,825</u>	<u>11,850</u>	<u>11,850</u>	<u>12,350</u>
<u>FIXED CHARGES</u>				
423 Dues and Subscriptions	0	250	250	150
441 Electric Light & Power	2,900	3,000	3,000	3,000
443 Gas Service	6,000	7,000	7,000	7,700
445 Sewer Service	<u>200</u>	<u>175</u>	<u>175</u>	<u>175</u>
446 CELL PHONE REIMBURSEMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>360</u>
Total Fixed Charges	<u>9,100</u>	<u>10,425</u>	<u>10,425</u>	<u>11,385</u>
<u>CAPITAL OUTLAY</u>				
525 Office Equipment	200	200	200	200
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	
Total Capital Outlay	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL APPROPRIATION	<u>199,738</u>	<u>204,290</u>	<u>204,290</u>	<u>211,546</u>

ANNUAL BUDGET

BUDGET COMMENTARY
Fiscal Year 2011-2012

DEPARTMENT: SAFETY & WELFARE
PROGRAM: ANIMAL CONTROL

72-101	PAYROLL			\$131,730	\$131,730
	INCLUDES 3 FULL TIME ACO'S				
72-103	OVERTIME			\$4,000	\$4,000
	PRESENTLY, OVERTIME IS UTILIZED WHEN NEEDED TO				
	RESPOND TO PRIORITY CALLS BEYOND NORMAL SHIFT HOURS.				
	IN ADDITION, OVERTIME IS PROVIDED FOR OFFICERS TO				
	APPEAR IN MUNICIPAL AND DISTRICT COURTS.				
72-107	F.I.C.A.				
	FICA PORTION OF SALARIES			\$8,167	
	FICA PORTION OF OVERTIME			\$248	
	FICA PORTION OF SHIFT DIFF			\$155	
	MEDICARE PORTION OF SALARIES			\$1,910	
	MEDICARE PORTION OF OVERTIME			\$58	
	MEDICARE PORTION OF SHIFT DIFF			\$36	
				\$10,576	\$10,576
72-108	LIFE INS.				
	3 EMPL @	9.28	/mo	\$334	\$334
72-109	GROUP INS.				
	1 EMPL @	1,242.86	/mo	\$14,914	
	2 EMPL @	496.05	/mo	\$11,905	
	TOTAL			\$26,820	\$26,820
72-113	DELTA DENTAL				
	1 EMPL @	114.68	/mo	\$1,376	
	2 EMPL @	36.50	/mo	\$876	
	TOTAL			\$2,252	\$2,252
72-115	SHIFT DIFFERENTIAL			\$2,500	\$2,500
72-118	SAFETY INCENTIVE				
	3 EMPL @	100.00	/yr	\$300	\$300
72-205	MEDICAL & DENTAL				
	MISC. IE. ANIMAL BITES, FIRST AID KITS			\$125	\$125
72-207	INSTRUCTIONAL SERVICES				
	LOCAL WORKSHOPS			\$500	\$500

ANNUAL BUDGET

BUDGET COMMENTARY
Fiscal Year 2011-2012

DEPARTMENT: SAFETY & WELFARE
PROGRAM: ANIMAL CONTROL

72-224 TRAVEL EXPENSES		
VARIOUS WORKSHOPS HELD IN THE AREA FOR ANIMAL CONTROL PERSONNEL	\$200	
ANIMAL CONTROL ACADEMY	<u>\$0</u>	
	\$200	\$200
72-233 PRINTING & DUPLICATION		
PRINTING OF VIOLATION TICKETS AND REPORT FORMS		
VARIOUS FORMS	\$450	\$450
72-243 REPAIRS TO FIXED PLANT EQUIPMENT		
REPAIRS TO ITEMS SUCH AS PIPES, HEATERS, ELECTRICAL UNITS	\$1,000	\$1,000
72-244 REPAIRS TO OPERATING EQUIPMENT		
REPAIRS OF DOG RUNS, RADIO EQUIPMENT AND MISC EQUIPT.	\$100	\$100
72-245 MAINTENANCE - OFFICE EQUIPMENT		
SERVICE TYPEWRITERS AS NEEDED	\$0	
MAINTENANCE OF COPIER	<u>\$100</u>	
	\$100	\$100
72-248 PROPERTY MAINTENANCE		
S / C FOR PEST CONTROL AND MISC	\$1,000	\$1,000
72-255 EQUIPMENT RENTAL		
MONTHLY RENTAL OF FREEZERS USED TO HOLD DECEASED ANIMALS	\$0	\$0
72-274 VEHICLE WASHES		
WASHING & WAXING SUPPLIES AND OCCASIONAL CAR WASHES	\$125	\$125
3 VEHICLES WASHED OCCATIONALLY		
72-276 EXTERMINATION SERVICES		
COST TO HAVE EXPIRED ANIMALS PICKED UP AND DISPOSED BY A PRIVATE COMPANY.	\$1,500	
COST OF VETERINARY CARE.	<u>\$4,000</u>	
	\$5,500	\$5,500
72-301 OFFICE SUPPLIES		
GENERAL OFFICE SUPPLIES, INCLUDING FOLDERS, PENS, PENCILS, RIBBON, PAPER, ENVELOPES, ETC.	\$300	\$300
72-323 CHEMICALS		
PROVIDES FOR FIRE EXTINGUISHER REFILLS, CHLORINE, DISINFECTANT, FLEA/TICK SPRAY, ETC.	\$700	\$700

ANNUAL BUDGET

BUDGET COMMENTARY
Fiscal Year 2011-2012

DEPARTMENT: SAFETY & WELFARE
PROGRAM: ANIMAL CONTROL

72-324 CLEANING AND SANITARY SUPPLY DEODORANT SPRAYS FOR THE POUND AND 2 VANS, PAPER TOWELS, BATHROOM ITEMS, MOPS, CLEANSERS, PLASTIC BAGS, 3-PLY LINERS AND HEAVY DUTY BODY BAGS FOR ANIMALS STORED IN FREEZER (MANDATED BY DISPOSAL SERVICE). ETC.	\$2,000	\$2,000
72-327 FUEL OIL NO OIL USED	\$0	\$0
72-331 TIRES AND TUBES TIRES FOR THE ACO VANS	\$500	\$500
72-332 MINOR TOOLS & EQUIPMENT CATCHPOLES, REPAIR OF ANIMAL HANDLING EQUIPMENT, REPLACE TIME-WORN TRAPS, SHOVELS, RAKES, GLOVES, LOCKS, LIGHTBULBS, PAINT FOR THE FACILITY.	\$800	\$800
72-333 AUTO GAS, OIL & LUBE GAS FOR 3 VANS OIL CHANGES	\$6,000	\$6,000
72-334-01 AUTO REPAIRS PARTS TO MAINTAIN AND REPAIR TO CARS	\$1,000	\$1,000
72-339 WEARING APPAREL 15 SETS OF UNIFORMS FOR F.T. ACO'S MISC. (DAMAGED UNIFORMS)	\$900 \$0 \$900	\$900
72-342 SHELL, CARTRIDGES & AMMUNITION TRANQUILIZER GUN	\$50	\$50
72-344 ANIMAL FOOD FOOD FOR DOGS & CATS, SHAVINGS, HAY AND OCCASIONAL FEED FOR OTHER ANIMALS	\$75	\$75
72-347 PHOTOGRAPHIC SUPPLIES FILM FOR THE POLAROID CAMERA USED TO OBTAIN EVIDENCE OF CRUELTY COMPLAINTS AND DAMAGE DONE BY STRAY DOGS	\$25	\$25
72-423 DUES AND SUBSCRIPTIONS	\$150	\$150
72-441 ELECTRIC LIGHT & POWER BASED ON LAST YEAR'S RATES AND USAGE	\$3,000	\$3,000
72-443 GAS SERVICE GAS USED TO HEAT THE SHELTER AND HOT WATER 3500 gal @ \$2.20	\$7,700	\$7,700

ANNUAL BUDGET**BUDGET COMMENTARY**
Fiscal Year 2011-2012**DEPARTMENT: SAFETY & WELFARE**
PROGRAM: ANIMAL CONTROL

72-445 SEWER SERVICE		
DRAINS CLEANED AND SEPTIC TANK EMPTIED 1 TIME	\$175	\$175
72-446 TELEPHONE SERVICE		
CELL PHONE REIMBURSEMENT	\$360	\$360
CAPITAL OUTLAY		
72-525 OFFICE EQUIPMENT	\$200	\$200
MISC. EQUIPMENT		
72-540 DEPRECIATION		<u>\$0</u>
GRAND TOTAL		<u><u>\$211,546</u></u>

SAFETY & WELFARE: EMERGENCY MANAGEMENT (CD) Account No. 750

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	1,271	16,250	16,250	16,250
300 MATERIALS & SUPPLIES	500	2,500	2,500	1,300
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>3,000</u>	<u>8,500</u>	<u>8,500</u>	<u>4,500</u>
TOTAL APPROPRIATION	<u>4,771</u>	<u>27,250</u>	<u>27,250</u>	<u>22,050</u>

SAFETY & WELFARE: EMERGENCY MANAGEMENT (CD)

Account No. 750

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>CONTRACTUAL SERVICES</u>				
207 Instructional	0	1000	1000	1,000
219 Professional Services	1271	2000	2,000	2,000
224 Travel	0	500	500	500
244 Repair Equipment	0	2500	2500	2,500
246 Maint of Comm. Equip	0	10000	10000	10,000
249 Maint of Computer Equipment	<u>0</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total Contractual Services	1271	16250	16,250	16,250
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	0	500	500	100
302 Books and Magazines	0	500	500	100
326 Sand, & Gravel	0	500	500	500
332 Minor Tools & Equipt.	500	500	500	100
339 Wearing Apparel	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
	500	2,500	2,500	1,300
<u>FIXED CHARGES</u>				
423 Dues & Memberships	0	0	0	0
446 Telephone	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fixed Charges	0	0	0	<u>0</u>
<u>CAPITAL OUTLAY</u>				
525 Office Equipment	0	2,500	2,500	500
529 Radio & Comm. Equipt.	3,000	3,000	3,000	3,000
531 Computer Equipment	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>1,000</u>
Total Capital Outlay	<u>3,000</u>	<u>8,500</u>	<u>8,500</u>	<u>4,500</u>
TOTAL APPROPRIATION	<u>4,771</u>	<u>27,250</u>	<u>27,250</u>	<u>22,050</u>

ANNUAL BUDGET

2011-2012

BUDGET COMMENTARYDepartment: **Emergency Management 750****CONTRACTUAL SERVICES**

75-207	Instructional Services To provide seminars for the members who represent various agencies and volunteer organizations who are involved in Emergency Management functions	\$ 1,000
75-219	Professional Services Various studies, evaluations and plans which must be conducted and audited on an ongoing basis.	\$ 2,000
75-224	Travel Cost of the travel to attend seminars	\$ 500
75-244	Repair of Equipment Maintain & repair equipment in EOC and field equipment used by assisting agencies / organizations	\$ 2,500
75-246	Maint of Comm. Equipment Radio maintenance for EMA & firealarm. Match at what is paid by fire districts.	\$ 10,000
75-249	Maint of Computer Equipment Software & hardware maintenance & update	\$ 250

MATERIALS & SUPPLIES

75-301	Office Supplies Purchase of general office equipment and misc. medical supplies, signage, etc.	\$ 100
75-302	Books & Magazines Emergency management publications	\$ 100
75-326	Sand, Stone & Gravel Bags of sand to help block flooding	\$ 500
75-332	Minor tools and equipment Necessary items and minor equipment	\$ 100
75-339	Wearing Apparel Safety and hazardous operations clothing	\$ 500

FIXED CHARGES

75-423	Dues & Memberships	\$0
75-446	Telephone	\$0

CAPITAL OUTLAY

75-525	Office Equipment Misc furniture, chairs and tables	\$	500
75-529	Radio & Comm. Equip. Purchase of 800 mhz communications equipment	\$	3,000
75-531	Computer Equipment Computer, phones	\$	1,000
	TOTAL	\$	<u>22,050</u>

SAFETY & WELFARE: TOWN SERGEANT

Account No. 760

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	2,222	2,222	2,222	2,222
200 CONTRACTUAL SERVICES	0	0	0	0
300 MATERIALS & SUPPLIES	0	0	0	0
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>

SAFETY & WELFARE: TOWN SERGEANT

Account No. 760

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	2,064	2,064	2,064	2,064
102 Temporary Employees	0	0	0	0
107 Fica/Medicare	<u>158</u>	<u>158</u>	<u>158</u>	<u>158</u>
Total Personal Services	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>
<u>CONTRACTUAL SERVICES</u>				
224 Travel Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>MATERIALS & SUPPLIES</u>				
329 Household Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>	<u>2,222</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**Town Sergeant 760****PERSONNEL SERVICES**

101 <u>Regular Employees</u>		\$2,064
Town Sergeant		
102 Temporary Employees		\$0
Financial Town Meeting		
107 <u>Fica & Medicare</u>		\$158
FICA	\$128	
Medicare	\$30	

CONTRACTUAL SERVICES

224 <u>Travel Expense</u>		\$0
---------------------------	--	-----

MATERIALS & SUPPLIES

329 <u>Household Supplies</u>		\$0
-------------------------------	--	-----

CAPITAL OUTLAY

540 Depreciation		\$0
------------------	--	-----

\$2,222

SAFETY & WELFARE: SCHOOL CROSSING GUARDS

Account No. 790

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	32,219	32,997	32,997	29,309
200 CONTRACTUAL SERVICES	0	0	0	0
300 MATERIALS & SUPPLIES	125	550	550	550
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>32,344</u>	<u>33,547</u>	<u>33,547</u>	<u>29,859</u>

SAFETY & WELFARE: SCHOOL CROSSING GUARDS

Account No. 790

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	29,000	29,723	29,723	26,226
107 Fica/Medicare	2,219	2,274	2,274	2,083
112 Clothing Allowance	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Personal Services	<u>32,219</u>	<u>32,997</u>	<u>32,997</u>	<u>29,309</u>
<u>MATERIALS & SUPPLIES</u>				
332 Minor Tools & Equipment	0	50	50	50
339 Wearing Apparel	<u>125</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Materials & Supplies	<u>125</u>	<u>550</u>	<u>550</u>	<u>550</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>32,344</u>	<u>33,547</u>	<u>33,547</u>	<u>29,859</u>

ANNUAL BUDGET

BUDGET COMMENTARY
Fiscal Year 2011-2012

DEPARTMENT: SAFETY & WELFARE
PROGRAM: CROSSING GUARD

79-101 PAYROLL					\$26,226
J. BUTZIER	4 POST @ \$9.40 FOR 180 DAYS			\$6,768	
J. SUORSA	3 POST @ \$9.40 FOR 180 DAYS			\$5,076	
C. COLE	4 POST @ \$9.40 FOR 180 DAYS			\$6,768	
D. BEHM	4 POST @ \$9.40 FOR 180 DAYS			\$6,768	
T.ONUSCHAK	SPARE				
BUDGETED SICK TIME - 6 DAYS @ \$9.40, 15 POST/DAY					\$846
TOTAL					<u>\$26,226</u>
79-107 FICA/MEDICARE					\$2,083
FICA	6.2% X	\$27,226		\$1,688	
MEDICARE	1.45% X	\$27,226		\$395	
79-112 CLOTHING ALLOWANCE					
SAME AS LAST YEAR				\$1,000	\$1,000
79-332 MINOR TOOLS				\$50	\$50
79-339 WEARING APPAREL				\$500	\$500
79-540 DEPRECIATION					\$0
GRAND TOTAL - CROSSING GUARDS					<u><u>\$29,859</u></u>

Public Works Department

Over the years the Department of Public Works has seen many changes and has grown into a very proud, diversified and talented organization. As the town grew through residential developments so have the miles of road to be swept, plowed and maintained. Coventry is a very attractive haven for residential developers and this unfortunately has its downside. When ever a new development is built all that comes with it is absorbed and folded into our daily work. This ultimately means that it takes longer to plow snow, sweep streets, cut brush, put up signs, make asphalt repairs, pickup garbage, recycle, bulk and still make time to do extended projects through out the year.

Staffing levels have almost remained the same over the years. For example in 1980 there were 18 people in the Roads and Bridges Division. Today there are 23, but of those 2 attend to the Transfer Station. Over the years jobs have changed to meet the maintenance demands as the town grew. For instance there used to be Laborers in the Roads & Bridges Division. As they attrited from the workforce the positions were upgraded to Drivers so that the expanding Town could receive better snow plowing service and be more diversified during daily operations. In 1980 we had 14 plow routes; today we have 21. This means we draw from another division, and sometime department and contractors, to plow if we are short during a winter storm event. Another good example of our town's expansion is the 950 catch basins we maintained in 1984. They have quickly become the 2,349 we maintain today.

The continuous housing development has also had a huge impact on our Sanitation division. Similar to the snow plow routes, if a new subdivision is built within the boundaries of a garbage route it becomes part of that route, sometimes adding as many as 30 stops at a time. When the Sanitation Division started in the late 1970's we had 4 men and 3 routes, it has grown to 9 daily routes. The construction of the Transfer Station was a huge benefit to our operation in 1983. However, the mandated statewide recycling program and the ban of yard waste at the landfill have made significant changes to our workload. We currently have 1 Working Foreman, and 10 Driver Collectors assigned to the division. During the 1981-82 fiscal years it was reported that 10,000 tons of garbage was collected and disposed of, including recyclables and yard waste. Compare this to the 17,656 tons that was picked up during the 2009-2010 fiscal year.

The Vehicle Maintenance Division is staffed with 1 working Foreman, 3 Mechanics and 1 Special Duties Clerk. In 1980 we had 1 Foreman, 2 Mechanics, 1 helper and 1 Special Duties Clerk. During the 1990's and the earlier part of 2000's we had an Office Staff of 2 Full time Clerks and 1 part time Clerk to do the dispatching, payroll, attendance, bills for five departments, correspondence, constant phone calls, complaints, educating the residents on recycling guidelines, maintenance of the gas system, ordering supplies and assisting and answering all the walk-in complaints and questions. Today we have two full time office workers to accomplish the above listed work.

The Building Maintenance Division in 1980 was staffed with 1 Town Wide Maintenance Worker and 1 Janitor. Today we have 1 Town Wide Maintenance Worker and 1 full time and 1 part time Janitor. The part time Janitor came on board when the Town Hall Annex Building was added.

The Coventry Department of Public Works will continue its endeavor to give its residents the full menu of services they deserve, regardless of any adversities that the Town may face. We have a very professional and talented work force that we can be proud of.

PUBLIC WORKS: ENGINEERING

Account No. 810

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	71,224	92,235	92,235	94,623
200 CONTRACTUAL SERVICES	23,663	2,700	2,700	2,700
300 MATERIALS & SUPPLIES	1,056	1,075	1,075	1,075
400 FIXED CHARGES	200	200	200	200
500 CAPITAL OUTLAY	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL APPROPRIATION	<u>96,143</u>	<u>97,210</u>	<u>97,210</u>	<u>99,598</u>

PUBLIC WORKS: ENGINEERING

Account No. 810

	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>EXPENDITURE DETAIL</u>				
<u>PERSONAL SERVICES</u>				
101 Regular Employees	53,846	70,548	70,548	72,766
102 Temporary Employees	0	0	0	0
103 Overtime	0	0	0	0
107 Fica/Medicare	4,119	5,397	5,397	5,567
108 Life Insurance	1	115	115	115
109 Group Insurance	12,428	14,914	14,914	14,914
113 Delta Dental	<u>830</u>	<u>1,261</u>	<u>1,261</u>	<u>1,261</u>
Total Personal Services	<u>71,224</u>	<u>92,235</u>	<u>92,235</u>	<u>94,623</u>
<u>CONTRACTUAL SERVICES</u>				
202 Engineering Services	21,000	0	0	0
224 Travel Expense	2,463	2,500	2,500	2,500
233 Printing	200	200	200	200
245 Maint. Office Equip.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>23,663</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	398	400	400	400
302 Books & Magazines	68	75	75	75
332 Minor Tools & Equipment	98	100	100	100
347 Photographic Supplies	<u>492</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Materials & Supplies	<u>1,056</u>	<u>1,075</u>	<u>1,075</u>	<u>1,075</u>
<u>FIXED CHARGES</u>				
402 Licenses & Permits	100	100	100	100
423 Dues & Memberships	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Fixed Charges	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>CAPITAL OUTLAY</u>				
525 Office Equipment	0	1,000	1,000	1,000
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
TOTAL APPROPRIATION	<u>96,143</u>	<u>97,210</u>	<u>97,210</u>	<u>99,598</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Public Works
Engineering - 810

101 Regular Employees Engineer			\$72,766	\$72,766
102 Temporary Employees			\$0	\$0
103 Overtime			\$0	\$0
107 Fica & Medicare	7.65%		\$72,766	\$5,567
108 Life Insurance				\$115
1 employees @	9.60 /mo		\$115	
109 Group Insurance				\$14,914
1 employees @	1,242.86 /mo		\$14,914	
0 employees @	496.05 /mo		\$0	
113 Dental Insurance				\$1,261
1 employees @	105.07 /mo		\$1,261	
0 employees @	33.44 /mo		\$0	
118 Safety Incentive				\$0
0 employees @	100.00 /yr		\$0	\$0
Total Personnel Service				\$94,623
 <u>CONTRACTUAL SERVICES</u>				
202 <u>Engineering Services</u>				\$0
224 <u>Travel</u>				\$2,500
233 <u>Printing</u>				\$200
				For professional printing of specifications, bid documents, and bulk printing as needed.
245 <u>Maintenance Office Equipment</u>				\$0
				Maintenance contract for engineering copier.
TOTAL CONTRACTUAL SERVICES				<u>\$2,700</u>
 <u>MATERIALS AND SUPPLIES</u>				
301 <u>Office Supplies</u>				\$400
				This account is for copy paper, print cartridges, software upgrades, binding materials, drafting supplies, calendars, computer supplies such as disks, toner, and cleaners as well as other small expendable items needed to operate the Engineering Department.
302 <u>Books and Magazines</u>				\$75
				This provides funding to keep a current professional library for the use of the Engineering Staff and for technical periodicals in the office.

ANNUAL BUDGET
Fiscal Year 2011-2012

332	<u>Minor Tools and Equipment</u>	\$100
	This account is for survey stakes, flagging, paint, field books, nails, tacks, and any other items needed for surveying and inspections.	
347	<u>Photographic Supplies</u>	\$500
	Paper and supplies are required for both the engineering copier and the blue line machine. We also buy 35mm film and video cassettes for our cameras.	
	TOTAL MATERIAL AND SUPPLIES	<u>\$1,075</u>
 <u>FIXED CHARGES</u>		
402	<u>Licenses and Permits</u>	\$100
	Professional Engineers License	
423	<u>Dues and Memberships</u>	\$100
	APWA, NEAPWA, NSPE, PES, RIPWA, RIMPAA	
	One line item is used for all dues and fees per employee with a total of 8 persons.	
	TOTAL FIXED CHARGES	<u>\$200</u>
 <u>CAPITAL OUTLAY</u>		
525	Office Equipment	\$1,000
	Computer replacements	\$0
540	Depreciation	\$0
		<u>\$0</u>
		<u><u>\$99,598</u></u>

PUBLIC WORKS: INSPECTIONS & PERMITS

Account No. 820

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	188,026	188,316	188,316	192,690
200	CONTRACTUAL SERVICES	2,425	2,425	2,425	2,425
300	MATERIALS & SUPPLIES	650	1,100	1,100	1,100
400	FIXED CHARGES	95	95	95	95
500	CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL APPROPRIATION	<u>191,196</u>	<u>191,936</u>	<u>191,936</u>	<u>196,310</u>

PUBLIC WORKS: INSPECTIONS & PERMITS

Account No. 820

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	128,763	128,763	128,763	132,720
102 Temporary Employees	0	0	0	0
107 Fica/Medicare	9,850	9,850	9,850	10,153
108 Life Insurance	288	346	346	346
109 Group Insurance	44,743	44,743	44,743	44,743
110 Educational Services	500	500	500	500
113 Delta Dental	3,782	4,014	4,014	4,128
118 Safety Incentive	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Personal Services	<u>188,026</u>	<u>188,316</u>	<u>188,316</u>	<u>192,690</u>
<u>CONTRACTUAL SERVICES</u>				
224 Travel Expense	0	0	0	0
233 Printing	1,000	1,000	1,000	1,000
246 Maintenance-Comm. Equipt.	75	75	75	75
255 Equipment Rental	<u>1,350</u>	<u>1,350</u>	<u>1,350</u>	<u>1,350</u>
Total Contractual Services	<u>2,425</u>	<u>2,425</u>	<u>2,425</u>	<u>2,425</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	500	500	500	500
302 Books & Magazines	150	600	600	600
331 Tires & Tubes	0	0	0	0
332 Minor Tools & Equipment	0	0	0	0
333 Auto, Gas, Oil & Lube	0	0	0	0
334 -1 Auto Repair Parts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Materials & Supplies	<u>650</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
FIXED CHARGES				
403 Inspections & Registrations	0	0	0	0
423 Dues & Memberships	<u>95</u>	<u>95</u>	<u>95</u>	<u>95</u>
Total Fixed Charges	<u>95</u>	<u>95</u>	<u>95</u>	<u>95</u>
CAPITAL OUTLAY				
525 Office Equipment	0	0		0
540 Depreciation	<u>0</u>	<u>0</u>		<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>		<u>0</u>
TOTAL APPROPRIATION	<u>191,196</u>	<u>191,936</u>	<u>191,936</u>	<u>196,310</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: 820 Building Official

PERSONAL SERVICES

101	<u>REGULAR EMPLOYEES</u>				\$132,720
	Building Official			\$61,474	
	Assistant Building Official *			\$33,626	
	Special Duty Clerk			\$37,620	
	Medical waiver - none				
102	<u>TEMPORARY EMPLOYEES</u>				\$0
	To fill in for Clerk when on vacation			\$0	
	and during illness or any other time when needed				
107	<u>FICA & MEDICARE</u>				\$10,153
	Fica			\$8,229	
	Medicare			\$1,924	
108	<u>LIFE INSURANCE</u>				\$346
	3 employees @	8.00	/mo	\$346	
109	<u>GROUP INSURANCE</u>				
	3 employees @	#REF!	/mo	\$44,743	\$44,743
	0 employees @	#REF!	/mo	\$0	
110	<u>EDUCATIONAL SERVICES</u>				\$500
	Amherst and ICC Seminars				
	10 miscellaneous 1 day seminars				
113	<u>DENTAL INSURANCE</u>				
	3 employees @	114.68	/mo	\$4,128	
	0 employees @	-	/mo	\$0	
118	<u>SAFETY INCENTIVE</u>				\$100
	1 employees @	100.00	/yr	\$100	
	<u>TOTAL PERSONAL SERVICES</u>				<u>\$192,690</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: 820 Building Official

CONTRACTUAL SERVICES

224	<u>TRAVEL EXPENSES</u> Amherst Seminar Reno, NV	\$0	\$0
233	<u>PRINTING & DUPLICATING</u> Building permit application forms Stock cards for permits Miscellaneous printing Certificate of Occupancy forms Zoning Certificate 0 0	\$500 \$166 \$120 \$139 \$75	\$1,000
246	<u>MAINTENANCE OF COMMUNICATION EQUIPMENT</u> Maintenance as necessary	\$75	\$75
255	<u>EQUIPMENT RENTAL</u> Rental and useage of cell/2way telephones	\$1,350	\$1,350

MATERIALS AND SUPPLIES

301	<u>OFFICE SUPPLIES</u> Miscellaneous supplies to suport necessary office procedures	\$500	\$500
302	<u>BOOKS AND MAGAZINES</u> State Building Code Books	\$600	\$600
331	<u>TIRES & TUBES</u> 4 all season steel belted radials for vehicle 901 & 1101	\$0	\$0
332	<u>MINOR TOOLS & EQUIPMENT</u> For purchase of photo supplies, electrical equipment and minor tools	\$0	\$0
333	<u>AUTO GAS, OIL, AND LUBE</u> 1,200 gallons of gasoline 6 oil filters 2 air filters 40 quarts of oil	\$0	\$0

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: 820 Building Official**

<hr/>			
334-01	<u>AUTO REPAIR PARTS</u>		\$0
	General repairs for 2 vehicles	\$0	
<u>FIXED CHARGES</u>			
403	<u>AUTO INSPECTION STICKERS</u>		\$0
		\$0	
423	<u>DUES & MEMBERSHIPS</u>		\$95
	RI Building Inspector's Association (2)	\$70	
	N.E. Building Code Association	\$25	
<u>CAPITAL OUTLAY</u>			
540	Depreciation	\$0	\$0
			<u>\$196,310</u>

PUBLIC WORKS: ROADS & BRIDGES

Account No. 830

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	1,497,247	1,519,606	1,519,606	1,578,470
200	CONTRACTUAL SERVICES	143,125	141,900	141,900	129,500
300	MATERIALS & SUPPLIES	98,250	99,930	99,930	101,080
400	FIXED CHARGES	50	50	50	50
500	CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL APPROPRIATION	<u>1,738,672</u>	<u>1,761,486</u>	<u>1,761,486</u>	<u>1,809,100</u>

PUBLIC WORKS: ROADS & BRIDGES

Account No. 830

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	1,050,000	1,067,698	1,067,698	\$1,113,107
103 Overtime	28,822	29,000	29,000	\$29,000
107 Fica/Medicare	82,530	84,058	84,058	\$87,539
108 Life Insurance	2,152	2,650	2,650	\$2,650
109 Group Insurance	304,239	304,239	304,239	\$313,201
113 Delta Dental	27,404	29,861	29,861	\$30,773
118 Safety Incentive	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>\$2,200</u>
Total Personal Services	<u>1,497,247</u>	<u>1,519,606</u>	<u>1,519,606</u>	<u>1,578,470</u>
<u>CONTRACTUAL SERVICES</u>				
201 Temporary Services	87,000	87,200	87,200	77,000
205 Medical & Dental Services	0	0	0	0
206 Blasting Services	0	0	0	0
219 Tree Removal Services	3,450	2,000	2,000	7,000
224 Travel Expense	0	0	0	0
242 Repair Streets & Sidewalks	45,000	45,000	45,000	45,000
244 Repair-Operating Equipt.	1,200	1,200	1,200	500
254 Machinery Rental	6,475	6,500	6,500	0
275 Towing Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>143,125</u>	<u>141,900</u>	<u>141,900</u>	<u>129,500</u>
<u>MATERIALS & SUPPLIES</u>				
321 Agricultural & Hort. Services	2,500	2,500	2,500	1,000
322 Asphalt Services	10,000	10,000	10,000	46,000
325 Concrete & Materials	15,000	15,000	15,000	10,000
326 Sand, Stone & Gravel	30,000	30,000	30,000	15,000
328 Wood Products	2,500	2,800	2,800	1,500
332 Minor Tools & Equipt.	5,000	5,000	5,000	2,500
335 Paints & Supplies	250	750	750	200
338 Manhole Frames & Covers	5,000	5,000	5,000	2,000
339 Wearing Apparel	13,000	13,880	13,880	13,880
340 Street Sign Material	7,000	7,000	7,000	4,000
341 Pipe	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>5,000</u>
Total Materials & Supplies	<u>98,250</u>	<u>99,930</u>	<u>99,930</u>	<u>101,080</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,738,672</u>	<u>1,761,486</u>	<u>1,761,486</u>	<u>1,809,100</u>

**ANNUAL BUDGET
Fiscal Year 2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Public Works - 830****PERSONAL SERVICES**

101	<u>Regular Employees</u>				\$1,113,107
	1 Superintendent of Public Works		waiver	\$90,576	
	2 Working Foreman			\$55,896	
	Working Foreman			\$55,896	
	1 Lead Operator			\$49,592	
	5 Operator			\$47,407	
	Operator			\$47,407	
	Operator			\$47,289	
	Operator			\$45,945	
	Operator			\$45,945	
	12 Driver			\$45,093	
	Driver			\$45,093	
	Driver			\$45,093	
	Driver			\$45,093	
	Driver			\$44,062	
	Driver		waiver	\$44,062	
	Driver			\$44,062	
	Driver			\$44,062	
	Driver			\$42,992	
	Driver			\$42,992	
	Driver			\$42,309	
	Driver			\$41,878	
	2 Transfer Attd.			\$45,345	
	Transfer Attd.			\$46,418	
	2 Medical waiver @ \$4,300			\$8,600	
	0 Single Medical waiver @ \$2,000				
				\$0	
103	<u>Overtime</u>				\$29,000
	This account is for overtime incurred by wind storms, flooding, hazardous material cleanup, building cleaning, paving and the running of the transfer station on Saturdays when there is a holiday during the week.				
	<u>YEAR</u>	<u>ACTUAL</u>			
	07-08	24,680			
	08-09	28,222			
107	<u>F.I.C.A.</u>				\$87,539
	F.I.C.A.	\$1,144,307	(x .062) =	\$70,947	
	MEDICARE	\$1,144,307	(x .0145) =	\$16,592	
108	<u>Life Insurance</u>				\$2,650
	23 employees @	9.60 /mo		\$2,650	
109	<u>Group Insurance</u>				\$313,201
	21 employees @	1,242.86 /mo		\$ 313,201	
113	<u>Delta Dental</u>				\$30,773
	23 employees @	111.50 /mo		\$30,773	

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: Public Works - 830**

<u>4. Special Police Detail</u>	\$5,000	
More emphasis is being placed on roadside construction safety. The Police Department provides the special traffic detail when we are working in high volume traffic areas. This year's request is for 6,000.		
YEAR	COST	
00-01	1709	
01-02	907	
02-03	3350	
03-04	n/a	
04-05	5626	
<u>5. Storm Drain Line Cleaning</u>	\$10,000	
This is for the rental of a high pressure vacuum truck and high pressure jet machine to clean out catch basins and storm drains.		
205 <u>Medical and Dental Services</u>	\$0	
This account is used for the replacement of eyeglasses damaged on the job and for physicals.		
206 <u>Blasting Services</u>	\$0	
This account is used for the blasting of large rocks and boulders usually found in the right-of-way of roads that we are improving on a yearly basis. This year's request is the same as last year's, 3,000.		
219 <u>Professional Services</u>	\$7,000	
(TREE REMOVAL)		
This account is for the removal of trees on Town property that cannot be removed by Town forces. The demand for this service has grown tenfold. Over the years the many hurricanes, gypsy moth infestations and general diseases have left hundreds of trees on our roads dead or dying. These trees are a liability concern.		
224 <u>Travel</u>	\$0	
This provides monies for the Superintendent and Safety Compliance Officer and other employees to attend job training seminars.		
242 <u>Repairs to Streets and Sidewalks</u>	\$45,000	
This account funds asphalt work done by the Public Works Dept. such as pot holes, berms and excavation patches.		
YEAR	BUDGET	ACTUAL
02-03	70,000	20,906
03-04	70,000	10,541
04-05	70,000	22,115
05-06	40,000	22,537
06-07	40,000	81,111
07-08	50,000	40,156
08-09	50,000	67,396
244 <u>Repair of Operating Equipment</u>	\$500	
This account is for the repair of power tools and equipment such as chain saws and brush cutters that are sent out to be repaired.		

**ANNUAL BUDGET
Fiscal Year 2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Public Works - 830**

254	<u>Machinery Rental</u>	\$0
	This account allows us to rent equipment that we do not own but need to accomplish our projects. Items such as rollers, chipperspreaders, drain cleaners, screeners and excavators.	
275	<u>Towing Service</u>	\$0
	This is for towing of department vehicles.	
	TOTAL CONTRACTUAL SERVICES	\$129,500

MATERIALS AND SUPPLIES

321	<u>Agricultural & Horticultural Services</u>	\$1,000
------------	---	----------------

This account is for the purchase of grass seed, fertilizer, hay bales for erosion control and all other related items.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
03-04	270,000	295,008
04-05	270,000	303,064
05-06	275,000	273,693
06-07	275,000	291,398
07-08	275,000	323,807
08-09	275,000	319,603

322	<u>Ashpalt Products</u>	\$46,000
------------	--------------------------------	-----------------

This account is for the annual road resurfacing program and all other contracted street repairs all other related asphalt repairs.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
03-04	270,000	295,008
04-05	270,000	303,064
05-06	275,000	273,693
06-07	275,000	291,398
07-08	270,000	323,807
08-09	275,000	319,603

325	<u>Concrete and Materials</u>	\$10,000
------------	--------------------------------------	-----------------

This account is for the purchase of concrete, bags of mortar, concrete blocks, precast manholes and curbing, and other materials related to concrete construction.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
02-03	20,000	18,060
03-04	20,000	15,637
04-05	20,000	8,595
05-06	15,000	19,067
06-07	20,000	22,827
07-08	20,000	22,243
08-09	20,000	8,004

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: Public Works - 830****326 Sand, Stone and Gravel \$15,000**

This is for the purchase of processed gravel for road repairs, sand for cement, crushed stone, and rip rap materials for drainage projects.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
02-03	45,000	29,425
03-04	45,000	37,490
04-05	45,000	29,259
05-06	40,000	25,687
06-07	40,000	22,549
07-08	40,000	28,528
08-09	30,000	30,426

328 Lumber and Wood Products \$1,500

Purchased for various Public Works maintenance functions.

332 Minor Tools and Equipment \$2,500

This account is for the purchase of shovels, rakes, hand tools, brush cutting equipment, and miscellaneous equipment needed for the daily operation of the Roads & Bridges Division.

335 Paint and Supplies \$200**338 Manhole Covers and Frames \$2,000**

For the replacement of damaged frames and covers and for new catch basins

339 Wearing Apparel \$13,880

Uniform rental and boots mandated by the union contract plus tee shirts and gloves.

Uniforms:

22 employees :	8.00 per week x	52 weeks =	\$9,152
Environmental Charg	8.00 per week x	52 weeks =	\$416
Glove (cloth):			
22 employees :	30.00 /doz. /year x	2 dozen/year =	\$1,320
Tee Shirts			
22 employees :	12.00 each x	8 each/year =	\$2,112
Rain Gear			
22 employees	40.00 each x	1 each/year =	\$880

340 Street Sign Material \$4,000

This account is for the purchase of street signs, warning signs, stop signs, . posts and hardware to hang signs. New Federal regulations require all signs be changed to the new sizes and meet the new reflectivity requirements by 2011.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
02-03	7,500	13,501
03-04	7,500	10,865
04-05	7,000	4,393
05-06	7,500	2,810
06-07	7,500	4,816
07-08	7,500	7,108
08-09	7,500	9,969

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: Public Works - 830****341 Pipe****\$5,000**

This account is for the purchase of pipe to use in our drainage projects.

<u>YEAR</u>	<u>BUDGET</u>	<u>ACTUAL</u>
02-03	10,000	8,640
03-04	10,000	6,984
04-05	10,000	9,770
05-06	8,000	14,359
06-07	8,000	8,483
07-08	8,000	14,359
08-09	8,000	7,315

TOTAL MATERIAL AND SUPPLIES**\$101,080****FIXED CHARGES****423 Dues and Memberships****\$50****TOTAL FIXED CHARGES****\$50****CAPITAL OUTLAY****505 Trees and Shrubs****\$0**

This is for the purchase of additional trees and shrubbery for the Town Hall, Public Works, and other town maintained areas.

527 Production & Construction Equipment**\$0**

This is for the purchase of a walk behind concrete and asphalt scarifier. This is used to smooth sidewalks at joints to mitigate trip hazards, make keyways for matching asphalt, cutting high spots out of asphalt to allow water to run (eliminate puddles) and painted line removal on streets and parking lots.

540 Depreciation**\$0****TOTAL CAPITAL OUTLAY****\$0**

Total

\$1,809,100**Roads & Bridges Narrative**

There is one (1) Superintendent, two (2) working foremen, five (5) equipment operators, twelve (12) drivers, and two (2) transfer station attendants. Each and every position is stretched to the maximum effort.

The Roads and Bridges Division of Public Works is responsible for the maintenance of all the towns transportation infrastructure. This is a very visible and substantial task that at some point during the years time effects every resident eligible for Town services. Some of the services performed by this division include street sweeping, snow removal, pot hole patching, street signs, brush cutting, drainage installation and repair, and bridge repair.. Roads and Bridges is also proud that it is able to maintain eight (8) bridges throughout the Town of Coventry as well as 140+ culverts that require maintenance. We maintain gravel roads in the western end of our Municipality by grading these roads frequently. In addition to this we lend direct support to the Recreation Department, School Department and the Coventry Senior Center.

PUBLIC WORKS: SNOW REMOVAL

Account No. 840

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	75,893	80,738	80,738	80,738
200	CONTRACTUAL SERVICES	0	0	0	0
300	MATERIALS & SUPPLIES	171,900	186,000	186,000	165,500
400	FIXED CHARGES	0	0	0	0
500	CAPITAL OUTLAY	0	0	0	0
	TOTAL APPROPRIATION	<u>247,793</u>	<u>266,738</u>	<u>266,738</u>	<u>246,238</u>

PUBLIC WORKS: SNOW REMOVAL

Account No. 840

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
103 Overtime	70,500	75,000	75,000	75,000
107 Fica/Medicare	<u>5,393</u>	<u>5,738</u>	<u>5,738</u>	<u>5,738</u>
Total Personal Services	<u>75,893</u>	<u>80,738</u>	<u>80,738</u>	<u>80,738</u>
<u>CONTRACTUAL SERVICES</u>				
201 Temporary Services	0	0	0	0
275 Towing Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>MATERIALS & SUPPLIES</u>				
319 Salt	127,350	130,000	130,000	120,000
326 Sand, Stone & Gravel	13,900	25,000	25,000	20,000
334- 3 Equipment Repair Parts	30,000	30,000	30,000	25,000
358 Snow Plow Damage	<u>650</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>
Total Materials & Supplies	<u>171,900</u>	<u>186,000</u>	<u>186,000</u>	<u>165,500</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>247,793</u>	<u>266,738</u>	<u>266,738</u>	<u>246,238</u>

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Snow Removal - 840****PERSONAL SERVICES**

103 Overtime **\$75,000**

Determining budget figure for overtime expenditures falls into the best guess category. As housing grows in the Town, so does the overtime expense for Snow Removal. There are more houses and more streets which means it takes more time to clear the snow. The only way to reduce the response time is to add men and equipment. The public expects the streets to be cleaned in a reasonable amount of time. Obviously, the amount of overtime used is dependent upon when it snows. The more snow clearing operations that occur on weekends and holidays, the higher the annual overtime expense. This is, unfortunately, what tends to happen. This year's request is a realistic. The chart below does show what our actual expense's have been.

TOTAL

107 F.I.C.A. **\$5,738**

F.I.C.A.

\$75,000

x

0.062

\$4,650

Medicare

\$75,000

x

0.0145

\$1,088**TOTAL PERSONAL SERVICES****\$80,738****CONTRACTUAL SERVICES**

201 Temporary Services **\$0** **\$0**

The town has grown rapidly over the last few years and the public works department has two less drivers, one less mechanic and the non funding of a capital Improvement budget to replace trucks has made it very difficult for us to supply the snow removal service to the entire town. This request is for the hiring of one truck and man with a plow and sander to supplement our snow plowing effort.

275 Towing **\$0** **\$0**

This account is for the towing of vehicles broken down during Snow Removal operations.

TOTAL CONTRACTUAL SERVICES**\$0****MATERIALS AND SUPPLIES**

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Snow Removal - 840****319 Salt****\$120,000**

The chart below shows the history of our salt account budgeting figures, the actual amount spent, delivery price and actual tons purchased in that year. What the chart does not show is the type of winter storm and the frequency that they occurred. We now mix two salt to one sand. This gives us better melting action thus reducing to total amount of material used. The construction of new subdivisions not only effects plowing efficiency but also requires the use of more salt and sand which ultimately is depleted. The cost

02-03	43,500	86,402	32.98	2,620
03-04	35,000	75,415	32.98	2,286
04-05	35,000	107,735	41.82	2576
05-06	70,000			2,242

326 Sand**\$20,000**

The price of sand in 10-11 was \$10.69 / ton and so far this year we have used about 3000 tons. This years request is the same as last year.

YEAR	BUDGET	ACTUAL	\$/TON	TONS
01-02	42,000	18,277	6.90	2,649
02-03	38,000	43,114	7.90	5,457
03-04	25,000	33,760	8.00	4,220
04-05	27,500	48,327	8.50	5,686
05-06	30,000	14,405	10.75	1,340
06-07	40,000	20,275	12.50	1,622
07-08	40,000	41,931	12.00	2,414
08-09	40,000	68,279	11.50	1,911

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Snow Removal - 840**

334 Equipment Repair Parts \$25,000

The maintenance of our snow fighting equipment is a never ending task. As soon as the plows and sanders come off in the spring, maintenance begins. Plows are fixed and painted , and sanders are washed, oiled, and repaired. Some of the items purchased with this account are plow blades, bolts, nuts, sander tie downs, hydraulic pistons, hoses, fittings, spinners, sander chains, paint, stock steel, wiper blades, light bars and many other related items. As our fleet grows older, our maintenance costs rise as is reflected by the actual amounts needed last year and already this year.

YEAR	BUDGET	ACTUAL
01-02	19,000	22,702
02-03	19,000	22,027
03-04	19,000	19,050
04-05	19,000	34,106
05--06	30,000	29,956
06-07	30,000	25,570
07-08	30,000	24,426
08-09	30,000	28,594

358 Snow Plow Damage \$500

This line item is for the purchase of materials and things that are damaged by snow plowing. Some examples of things that are inadvertently damaged are: mailboxes and posts, shrubbery, curbing and lawns.

TOTAL MATERIALS AND SUPPLIES \$165,500

540 Depreciation \$0

\$246,238

BUDGET NARRATIVE

The removal of snow and ice from town roads is an essential service which is critical to public safety, is expected by the taxpayers and is a service complicated by the concern for liability.

This years total budget dollar request is \$50,000 more than last years because of the need to hire a private contractor to supplement our Snow Plowing effort.

In past years we used to mix our sand pile in a three sand to one salt mixture because that was always the way it was done. This ratio produced little melting action thus we would use a lot more sand and salt trying to clear our roadways. Our new philosophy is to get out early, pretreat the roadways as soon as possible, create a brine to produce melting to prevent the bonding of the snow to the pavement so that it may be plowed off; thus leaving bare pavement that can dry as quickly as possible after a storm. Ultimately by using more salt and less sand we will have less material on our streets to sweep and less sand in our catchbasins to clean.

PUBLIC WORKS: BUILDING MAINTENANCE

Account No. 850

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	145,010	145,983	145,983	149,784
200 CONTRACTUAL SERVICES	59,528	56,160	56,160	50,570
300 MATERIALS & SUPPLIES	19,696	24,006	24,006	13,856
400 FIXED CHARGES	222,312	222,075	222,075	120,660
500 CAPITAL OUTLAY	<u>500</u>	<u>500</u>	<u>500</u>	<u>0</u>
TOTAL APPROPRIATION	<u>447,046</u>	<u>448,724</u>	<u>448,724</u>	<u>334,870</u>

PUBLIC WORKS: BUILDING MAINTENANCE

Account No. 850

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	99,500	100,233	100,233	103,714
103 Overtime	5,000	5,000	5,000	5,000
107 Fica/Medicare	7,800	8,066	8,066	8,336
108 Life Insurance	192	230	230	230
109 Group Insurance	29,828	29,829	29,829	29,829
113 Delta Dental	2,490	2,425	2,425	2,425
118 Safety Incentive	<u>200</u>	<u>200</u>	<u>200</u>	<u>250</u>
Total Personal Services	<u>145,010</u>	<u>145,983</u>	<u>145,983</u>	<u>149,784</u>
<u>CONTRACTUAL SERVICES</u>				
210 Testing Services	6,300	6,190	6,190	5,000
211 Janitorial Services	698	700	700	0
225 Security Monitoring	5,920	5,920	5,920	5,920
243 Repair-Fixed Plant Equipt.	32,000	32,000	32,000	32,000
244 Repair Operating Equipment	1,460	200	200	200
276 Exterminating Services	2,950	2,950	2,950	2,950
277 Electrical Services	7,000	5,000	5,000	2,500
278 Plumbing Services	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>	<u>2,000</u>
	<u>59,528</u>	<u>56,160</u>	<u>56,160</u>	<u>50,570</u>
<u>MATERIALS & SUPPLIES</u>				
305 Decorations-Town Building	700	300	300	0
321 Agricultural Services	1,785	1,800	1,800	500
324 Cleaning & Sanitary Supplies	5,544	5,000	5,000	5,000
328 Lumber and Wood Products	156	200	200	100
330 Medicines	50	6,200	6,200	100
332 Minor Tools & Equipt.	991	1,000	1,000	500
333 Gas, Oil & Lube	2,298	3,000	3,000	2,500
334 -2 Truck Repair Parts	628	250	250	250
334 -3 Equipment Repair Parts	438	450	450	450
335 Paints & Supplies	250	500	500	200
336 Plumbing Supplies	2,356	800	800	500
337 Electrical Supplies	2,250	2,250	2,250	1,500
339 Wearing Apparel	<u>2,250</u>	<u>2,256</u>	<u>2,256</u>	<u>2,256</u>
Total Materials & Supplies	<u>19,696</u>	<u>24,006</u>	<u>24,006</u>	<u>13,856</u>
<u>FIXED CHARGES</u>				
441 Electric Light & Power	118,000	118,000	118,000	110,000
443 Gas Service	90,000	90,000	90,000	80,000
444 Water Service	5,000	5,875	5,875	5,875
445 Sewer Services	1,950	2,200	2,200	0
446 Telephone Service	<u>7,362</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Allocated Cost Adjustment				<u>-81,215</u>
Total Fixed Charges	<u>222,312</u>	<u>222,075</u>	<u>222,075</u>	<u>120,660</u>
<u>CAPITAL OUTLAY</u>				
502 Buildings & Fixed Equipmen	500	500	500	0
530 Annex Repair & Maint.	0	0	0	0
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>500</u>	<u>500</u>	<u>500</u>	<u>0</u>
TOTAL APPROPRIATION	<u>447,046</u>	<u>448,724</u>	<u>448,724</u>	<u>334,870</u>

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY

DEPARTMENT: Building Maintenance - 850

PERSONNEL SERVICES						\$103,714
101	<u>Regular Employees</u>					
	1 Townwide Maintenance Worker				\$44,974	
	1 Custodian includes \$.15 shift differential				\$40,686	
	1 Custodian Part Time				\$18,055	
103	<u>Overtime</u>					\$5,000
107	<u>F.I.C.A.</u>					
	F.I.C.A.	108,964	x	0.062000	\$6,756	\$8,336
	Medicare	108,964	x	0.014500	\$1,580	
108	<u>Life Insurance</u>					
	2 employees @	9.60		/mo	\$230	\$230
				-		
109	<u>Group Insurance</u>					\$29,829
	2 employees @	1,242.86		/mo	\$29,829	
113	<u>Delta Dental</u>					\$2,425
	2 employees @	101.05		/mo	\$2,425	
118	<u>Safety Incentive</u>					\$250
	2.50 employees @	100.00		/yr	\$250	
	TOTAL PERSONAL SERVICES					<u>\$149,784</u>
CONTRACTUAL SERVICES						
210	<u>Testing Services</u>				\$5,000	\$5,000
	This account funds contracts for testing and maintenance of the fire alarm systems and fire extinguishers for the Town Hall/ Library, Public Works, Quidnick School and Town Hall Annex					
	Fire extinguisher check			893		
	TH/DPW FIRE ALARM SYSTEMS			1,030		
	Quidnick School Fire Alarm			515		
	Quidnick School Lift Service			3,600		
	Senior Center Fire Alarm			952		
	Town Hall Annex			700		
211	<u>Janitorial Services</u>					\$0
	This account is for commercial cleaning of the carpets and windows in the Town Hall/Library, Public Works Garage and the Townhall Annex.					
	Town Hall/Library					
	Public Works					
	Window Wash					
	Town Hall Annex					

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Building Maintenance - 850**

225	Security Monitoring	\$5,920
	Security Monitoring is provided for the Town Hall/Library and Town Hall Annex.	
243	Fixed Plant Equipment	\$32,000
	This account funds repairs and service agreements to the Town Hall/Library HVAC, DPW, Quidnick School and the Town Hall Annex systems as well as other operating systems in the building. Labor and parts charges are not covered by the contract. The costs are rising as the systems being serviced age.	
	<u>YEAR</u>	<u>ACTUAL</u>
	02-03	13,476
	03-04	13,508
	04-05	13,258
	05-06	16,193
	06-07	33,311
	07-08	40,515
	08-09	48,611 Estimate
244	Repair Building & Operating Equipment	\$200
	Emergency Dispatch Service Headquarters	
246	Maint. - Communication Equipment	\$0
	Emergency Dispatch Services Headquarters. Frequency checks and tuneup of radios.	
276	Exterminating Services	\$2,950
	This account is for the spraying of insecticides in the Town Hall/Library (517) DPW (97), Quidnick (602), Town Hall Annex and other special needs.	
277	Electrical Services	\$2,500
	This account pays for the services of licensed electricians that are called for work that must be done in the Town Hall or Public Works facility. Typical types of work performed have been for heating elements for the hot water tank, light switches, lighting problems, new lights, security devices, computer room repairs and other miscellaneous repairs and additions.	
278	Plumbing Services	\$2,000
	This account covers minor plumbing repairs by an outside contractor.	
	TOTAL CONTRACTUAL SERVICES	\$50,570
 MATERIALS AND SUPPLIES		
305	Decorations for Town Buildings	\$0
	This request is for the purchase of flags for the Town Hall.	
321	Agricultural and Horticultural Supplies	\$500
	This request is for the purchase of annual and perennial flowers, fertilizer, grass seed, and lime.	

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Building Maintenance - 850**

324	<u>Cleaning and Sanitary Supplies</u>	\$5,000
	This account is for the purchase of mops, paper towels, trash bags, soaps, cleaners, sponges, squeegees, window cleaner, vacuum cleaner bags, etc. for the Town Hall/Library and Town Hall Annex	
	<u>YEAR</u>	<u>ACTUAL</u>
	02-03	3,903
	03-04	3,222
	04-05	5,273
	05-06	5,311
	06-07	5,279
	07-08	4,981
	08-09	2,908
328	<u>Lumber and Wood Products</u>	\$100
	This account is for the purchase of lumber & related materials for the Townwide maintenance worker.	
330	<u>Medicines</u>	\$100
	This account is for the purchase of medical supplies for the Town Hall/Library first aid kit. Three new automated external defibrillators for Town Hall, Annex, Public Works and CPR Training.	
332	<u>Minor Tools and Equipment</u>	\$500
	This account is for the maintenance items to support the Town Hall/Library, Public Works garage, Police Station, Dog Pound, and Quidnick School. These items range from tools, ground maintenance items to nuts & bolts.	
333	<u>Auto Gas, Oil and Lube</u>	\$2,500
	This account is for the purchase of gas, oil, and grease for the townwide maintenance van.	
33402	<u>Truck Repair Parts</u>	\$250
	This account is for the purchase of repair parts for the town maintenance pickup. This year's request is 250.	
33403	<u>Equipment Repair Parts</u>	\$450
	This account is for the maintenance and repair parts of the two garden tractors, snow blower and other equipment utilized by the custodian and the townwide maintenance worker.	
335	<u>Paints and Supplies</u>	\$200
	This account is for paint and painting supplies for the Town Hall/Library and Public Works garage, Police Station and Quidnick School.	
336	<u>Plumbing Supplies</u>	\$500
	This account is for the purchase of plumbing supplies throughout the town buildings.	

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Building Maintenance - 850**

337	<u>Electrical Supplies</u>		\$1,500
	This account is for the purchase of light bulbs, ballasts for fixtures, switches, relays, parking lot light bulbs, and other similar supplies.		
	<u>YEAR</u>	<u>ACTUAL</u>	
	01-02	1,696	
	02-03	2,954	
	03-04	1,369	
	04-05	2,842	
	05-06	3,050	
	06-07	2,114	
	07-08	2,667	
	08-09	904	
339	<u>Wearing Apparel</u>		\$2,256
	For the rental of uniforms		
	TOTAL MATERIALS AND SUPPLIES		<u>\$13,856</u>
441	<u>Electric Light and Power</u>		\$110,000
	The cost of the electrical consumption for the Town Hall/Library, Quidnick School and Town Hall Annex and the traffic lights on New London Tpke. for the past few years is as shown.		
	<u>YEAR</u>	<u>EXPENDITURE</u>	
	01-02	59,635	
	03-04	64,620	
	04-05	54,779	
	05-06	51,465	relamped
	06-07	52,662	
	07-08	85,259	
	08-09	143,936	
443	<u>Gas Service</u>		\$80,000
	This account provides funds to purchase natural gas for the heating of the Town Hall/Library, Quidnick School and Town Hall Annex.		
	<u>YEAR</u>	<u>EXPENDITURE</u>	
	01-02	19,543	
	02-03	23,603	
	03-04	26,534	
	04-05	21,042	
	05-06	24,354	
	06-07	24,099	
	07/08	104,003	
	08/09	117,061	

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Building Maintenance - 850**

444	Water Service	\$5,875
	This account pays for the water provided by Kent County Water Authority, which is billed quarterly. Includes Emergency Dispatch Services Headquarters, Town Hall, Quidnick School , Focal Point and Town Hall Annex.	
	<u>YEAR</u>	<u>ACTUAL</u>
	01-02	3,771
	02-03	2,745
	03-04	1,990
	04-05	2,476
	05-06	2,545
	06-07	2,344
	07-08	4,572
	08-09	8,816
445	Sewer Service	\$0
	Emergency Dispatch Services Headquarters, Town Hall/Library, Public Works, Quidnick School and the Town Hall Annex.	
446	Telephone Service	\$6,000
	Emergency Dispatch Service Headquarters and Town Hall	
	<u>Allocated Costs' From Other Departments</u>	-\$81,215
	TOTAL FIXED CHARGES	<u>\$120,660</u>
CAPITAL OUTLAY		
502	<u>Buildings and Fixed Equipment</u>	\$0
	For minor repairs to Town Buildings, such as hardware for the double doors. Gutters, downspouts, fencing, ceiling tiles, roof sealers, plasters.	
540	Depreciation	\$0
		<hr/>
		<u>\$334,870</u>

PUBLIC WORKS: REFUSE COLLECTION

Account No. 860

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	731,179	731,761	731,761	738,627
200 CONTRACTUAL SERVICES	2,500	3,150	3,150	500
300 MATERIALS & SUPPLIES	15,200	14,523	14,523	8,423
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>748,879</u>	<u>749,434</u>	<u>749,434</u>	<u>747,550</u>

PUBLIC WORKS: REFUSE COLLECTION

Account No. 860

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	477,772	474,707	474,707	481,085
103 Overtime	39,166	38,000	38,000	38,000
107 Fica/Medicare	32,050	39,290	39,290	39,778
108 Life Insurance	1,056	1,267	1,267	1,267
109 Group Insurance	164,055	164,058	164,058	164,058
113 Delta Dental	15,980	13,339	13,339	13,339
118 Safety Incentive	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Total Personal Services	<u>731,179</u>	<u>731,761</u>	<u>731,761</u>	<u>738,627</u>
<u>CONTRACTUAL SERVICES</u>				
205 Medical & Dental Services	0	150	150	0
224 Travel Expense	0	0	0	0
233 Printing	0	500	500	500
254 Equipment Rental	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
Total Contractual Services	<u>2,500</u>	<u>3,150</u>	<u>3,150</u>	<u>500</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	250	250	250	250
302 Books & Magazines	50	100	100	0
339 Wearing Apparel	8,057	8,173	8,173	8,173
357 Recycling Bins	<u>6,843</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>
Total Materials & Supplies	<u>15,200</u>	<u>14,523</u>	<u>14,523</u>	<u>8,423</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>748,879</u>	<u>749,434</u>	<u>749,434</u>	<u>747,550</u>

**ANNUAL BUDGET
Fiscal Year 2011-2012**

DEPARTMENT: Public Works - 860

PERSONAL SERVICES

<u>Regular Employees</u>					\$481,085
101	Working Foreman			\$54,908	
	Driver Collector			\$45,770	
	Driver Collector			\$44,656	
	Driver Collector			\$43,026	
	Driver Collector			\$41,994	
	Driver Collector			\$41,994	
	Driver Collector			\$41,994	
	Driver Collector			\$41,994	
	Driver Collector			\$41,994	
	Driver Collector			\$41,994	
	Driver Collector			\$41,901	
	Driver Collector			\$40,856	
	Medical waiver				
103	<u>Overtime</u>				\$38,000
	When Holidays fall on Monday or during the week, trash will be delayed one day and picked up on Saturday of that week. We are required to pay time-and-one-half for that day. Two Saturdays are budgeted for snow storms that interrupt normal garbage collection during the weekly schedule and is collected a day late. Holidays are as follows:				
	Independence Day	July 4, work will be on July 10			
	V.J. Day:	Monday, August 8, work will be on Saturday, August 13			
	Labor Day:	Monday, September 5, work Saturday, September 10			
	Columbus Day:	Monday, October 10, work Saturday October 15			
	Veterans Day	Friday, November 11, work Saturday November 12			
	Thanksgiving Day:	Thursday, November 24, work Saturday, November 26			
	Martin Luther King:	Monday, January 16, work Saturday, January 21			
	Presidents Day:	Monday, February 20, work Saturday, February 25			
	Memorial Day:	Monday, May 38, work Saturday, June 2			
	9 Saturdays	9 hr/day 11 Emp.	31.81 /hour		
	The days in which double time is required to be paid.				
	Thanksgiving Day	1 Work Friday, November 25, 2009			
	Christmas Eve	1 Work Friday December 23			
	Christmas Day	1 Work Saturday December 24			
	New Years Day	1 Saturday, January 1, Work Friday December 31			
	Good Friday	0.5 Work April 22, 2010			
	4.5 Double time days	8 hr/day 11 Emp.	42.41		
107.	<u>F.I.C.A.</u>	Social Security	520,185	6.20%	\$32,251
		Medicare	520,185	1.45%	\$7,527
108	<u>Life Insurance</u>				\$1,267
	11 employees	9.60 /month	x	12 months =	\$1,267
109	<u>Group Insurance</u>				\$164,058
	11 employees	1,242.86 /month	x	12 months =	\$164,058
	0 employees	496.05 /month	x	12 months =	\$0
113	<u>Delta Dental</u>				\$13,339
	11 employees	105.07 /month	x	12 months =	\$13,339
	0 employees	33.44 /month	x	12 months =	
118	<u>Safety Incentive</u>				
	11 employees @	100.00 year	x		\$1,100
					\$1,100
TOTAL PERSONAL SERVICES					\$738,627

**ANNUAL BUDGET
Fiscal Year 2011-2012**

DEPARTMENT: Public Works - 860

CONTRACTUAL SERVICES

205	<u>Medical & Dental Services</u>	\$0
	This account is for the replacement of employee eyeglasses when damaged or broken and physicals for new employees.	
224	<u>Travel</u>	\$0
	This account provides money for Public Works personnel to attend conferences and meetings concerning Solid Waste Disposal, Recycling and other related topics.	
233	<u>Printing</u>	\$500
	This account provides money for the non compliance recycling stickers printed and educational pamphlets that support our waste reduction efforts.	
254	<u>Equipment Rental</u>	\$0
	This account is for the rental of recycling equipment such as trucks and earth materials screeners and equipment.	
	TOTAL CONTRACTUAL SERVICES	<hr/> \$500 <hr/>

MATERIALS AND SUPPLIES

301	<u>Office Supplies</u>	\$250
	This account provides money for the purchase of pads, pens, pencils, recycled stationery, copy paper, computer paper and all related office materials.	
302	<u>Books & Magazines</u>	\$0
	This account funds books and magazines relating to Solid Waste, Waste Reduction, and disposal.	
339	<u>Wearing Apparel</u>	\$8,173
	This account is for uniform rentals, and for the purchase of boots, t-shirts, and gloves.	
	Uniforms: 11 employees x 8.00/wk. x 52 wks.	\$4,576
	Gloves: 11 employees x 4 dz/yr. each x 39	\$1,716
	Tee Shirts: Green Safety 11 employees x 8 each 12.00	\$1,056
	Rain Gear: 11 employees x 75 each	\$825
357	<u>Recycling Bins</u>	\$0
	This account is for the purchase of new recycling bins and replacement cans.	
	TOTAL MATERIALS AND SUPPLIES	<hr/> \$8,423 <hr/>

FIXED CHARGES

423	<u>Dues and Membership</u>	\$0
	TOTAL FIXED CHARGES	<hr/> \$0 <hr/>
540	<u>Depreciation</u>	\$0

\$747,550

PUBLIC WORKS: REFUSE DISPOSAL

Account No. 870

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	646,500	644,424	644,424	633,427
300 MATERIALS & SUPPLIES	0	0	0	0
400 FIXED CHARGES	3,000	4,000	4,000	7,000
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>649,500</u>	<u>648,424</u>	<u>648,424</u>	<u>640,427</u>

PUBLIC WORKS: REFUSE DISPOSAL

Account No. 870

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL 2009-2010</u>	<u>BUDGET 2010-2011</u>	<u>ESTIMATE 2010-2011</u>	<u>PROPOSED 2011-2012</u>
<u>CONTRACTUAL SERVICES</u>				
223 Refuse Disposal Service	<u>646,500</u>	<u>644,424</u>	<u>644,424</u>	<u>633,427</u>
<u>FIXED CHARGES</u>				
402 Licenses & Permits	0	0	0	3,000
441 Electric Light & Power	<u>3,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Fixed Charges	<u>3,000</u>	<u>4,000</u>	<u>4,000</u>	<u>7,000</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>649,500</u>	<u>648,424</u>	<u>648,424</u>	<u>640,427</u>

**ANNUAL BUDGET
2011-2012**

BUDGET COMMENTARY**DEPARTMENT: Refuse Disposal - 870****CONTRACTUAL SERVICES****223 Refuse Disposal Services**

The current municipal tipping fee is 32.00/ton and the new over the cap tipping fee is \$54.00/Ton.

1. Rhode Island Solid Waste Management Corporation**\$397,544**

Coventry's Municipal Solid Waste Cap for F.Y. 2011 will be about 10,900 Tons. Our Total estimated waste disposal tonnage for F.Y. 2010 is 12,500 ton.

10,900 tons X \$32/ton cap =	348,800	\$348,800
902.66 ton X \$54/ton over cap =	48,744	\$48,744

2. Disposal Service**\$156,125**

Rambone Brothers is our hauling company and they charge the town \$12.49 per ton.

12500 Tons x \$12.49 per ton =	156,125	\$156,125
--------------------------------	---------	------------------

3. Yard Waste:

Yard waste is all the grass, leaves, brush and Christmas Trees that is picked up curbside or dropped off at the transfer station. Last year we disposed of 2195 tons or 12% of the garbage and recycleable materials combined. There's 880 ton cap on the amount of Yard Waste that is tipped for free Everything over that amount there is a \$25 per ton charge. 2200 T - 880 T = 1320 T

\$60,478

2200 tons x \$12.49	=	\$27,478
1320 ton x \$25	=	\$33,000

4. Refrigerators and Mattresses

Last year 228 refrigerators were picked up or dropped off. This year we are on track to dispose of 228 at \$10 each to have the freon taken out and 68 TON of mattresses at \$250 ton.

\$19,280

228 Refrigerators x \$10.00 each =	\$2,280
Mattresses, 68 ton x \$250/ton	\$17,000

TOTAL CONTRACTUAL SERVICES**\$633,427****FIXED CHARGES****402 Licenses and Permits****\$3,000**

This is for the license fee for the Transfer Station. This fee is paid to the Department of Environmental Management's Solid Waste Division and will be due on December 30, 2011. License is for 3 yrs -- paid 12/30/08, Next due on December 2011.

441 Electric Light and Power**\$4,000**

For electric service at the Transfer Station.

<u>YEAR</u>	<u>COST</u>
02-03	2,014
03-04	5,287
04-05	4,062
05-06	3,250
06-07	2,971
07-08	5,000
08-09	8,000

TOTAL FIXED CHARGES**\$7,000**

NOTE Solid Waste & Recycle Agreement ends June 30 2011
Transfer Station License due Dec 2011

\$640,427

PUBLIC WORKS: VEHICULAR MAINTENANCE

Account No. 880

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	487,889	485,335	485,335	494,692
200 CONTRACTUAL SERVICES	14,182	14,300	14,300	9,800
300 MATERIALS & SUPPLIES	518,833	442,320	442,320	413,100
400 FIXED CHARGES	33,204	31,147	31,147	31,147
500 CAPITAL OUTLAY	<u>5,506</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,059,614</u>	<u>975,602</u>	<u>975,602</u>	<u>948,739</u>

PUBLIC WORKS: VEHICULAR MAINTENANCE

Account No. 880

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	352,651	345,695	345,695	354,386
103 Overtime	32,590	40,927	40,927	40,927
107 Fica/Medicare	29,471	29,622	29,622	30,287
108 Life Insurance	672	806	806	806
109 Group Insurance	64,629	59,657	59,657	59,657
113 Delta Dental	7,276	8,028	8,028	8,028
118 Safety Incentive	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total Personal Services	<u>487,889</u>	<u>485,335</u>	<u>485,335</u>	<u>494,692</u>
<u>CONTRACTUAL SERVICES</u>				
207 Instructional Services	470	500	500	0
210 Testing Services	1,100	1200	1200	1,200
222 Freight & Demurrage	3,553	3,500	3,500	3,000
243 Repair-Fixed Plant Equipt.	1,979	2,000	2,000	1,000
244 Repair-Operating Equipt.	2,980	3,000	3,000	1,500
245 Maintenance-Office Equipt.	0	0	0	0
246 Maintenance-Comm. Equipt.	1,000	1,000	1,000	500
254 Machinery Rental	1,600	1,600	1,600	1,600
274 Vehicular Washes	0	0	0	0
275 Towing Service	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,000</u>
Total Contractual Services	<u>14,182</u>	<u>14,300</u>	<u>14,300</u>	<u>9,800</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	1,444	1,500	1,500	1,000
323 Chemicals	7,900	6,500	6,500	5,000
324 Cleaning & Sanitary Supplies	2,237	2,000	2,000	1,500
330 Medicines	500	500	500	100
331 Tires & Tubes	33,800	25,000	25,000	25,000
332 Minor Tools & Equipt.	10,000	10,000	10,000	5,000
333 Auto, Gas Oil & Lube	217,302	210,000	210,000	210,000
334 -1 Auto Repair Parts	8,000	8,000	8,000	5,000
332 -2 Truck Repair Parts	105,000	75,000	75,000	70,000
331 -3 Equipment Repair Parts	25,000	26,000	26,000	20,000
330 -4 Sanitation Repair Parts	100,000	70,000	70,000	65,000
335 Paints & Supplies	900	1,200	1,200	0
337 Electrical Supplies	50	50	50	0
339 Wearing Apparel	3,200	3,000	3,000	3,000
358 Welding Supplies	<u>3,500</u>	<u>3,570</u>	<u>3,570</u>	<u>2,500</u>
Total Materials & Supplies	<u>518,833</u>	<u>442,320</u>	<u>442,320</u>	<u>413,100</u>
<u>FIXED CHARGES</u>				
403 Inspections & Registrations	1,704	1,747	1,747	1,747
441 Electric Light & Power	15,000	11,000	11,000	11,000
443 Gas Service	15,000	16,500	16,500	16,500
444 Water Service	<u>1,500</u>	<u>1,900</u>	<u>1,900</u>	<u>1,900</u>
Total Fixed Charges	<u>33,204</u>	<u>31,147</u>	<u>31,147</u>	<u>31,147</u>
<u>CAPITAL OUTLAY</u>				
502 Building and Fixed Plant	2,500	2,500	2,500	0
527 Production & Construction	0	0	0	0
529 Equipment	5,000	0	0	0
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>5,506</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,059,614</u>	<u>975,602</u>	<u>975,602</u>	<u>948,739</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: Vehicular Maintenance - 880

PERSONAL SERVICES

101	<u>Regular Employees</u>					\$354,386
	Lead Mechanic					\$54,908
	Mechanic					\$51,322
	Mechanic					\$49,220
	Mechanic					\$49,220
	Special Duties					\$44,231
	Admin Secretary					\$44,640
	Safety Compliance Officer/Analyst					\$52,245
	Medical waiver	2 @	\$4,300			\$8,600
103	<u>Overtime</u>					\$40,927
	Time-and-one-half for Holidays (9)					
	1 foreman x	39.60 /hr x 8 hrs/day x	9 days			\$2,851
	1 mechanic x	37.01 /hr x 8 hrs/day x	9 days			\$2,665
	1 mechanic x	35.50 /hr x 8 hrs/day x	9 days			\$2,556
	1 mechanic x	35.50 /hr x 8 hrs/day x	9 days			\$2,556
	1 clerk	31.90 /hr x 8 hrs/day x	9 days			\$2,297
						<u>\$12,924</u>
	Double time Holiday (4)	(One 1/2 day)				
	1 foreman x	52.80 /hr x 8 hrs/day x	4.5 days			\$1,901
	1 mechanic x	49.35 /hr x 8 hrs/day x	4.5 days			\$1,777
	1 mechanic	47.33 /hr x 8 hrs/day x	4.5 days			\$1,704
	1 mechanic	47.33 /hr x 8 hrs/day x	4.5 days			\$1,704
	1 clerk	42.53 /hr x 8 hrs/day x	4.5 days			\$1,531
						<u>\$8,616</u>
	An estimate of 100 additional time and one-half hours must be budgeted for overtime when the men must work beyond their normal 3:30 pm quitting time, due to breakdowns, hauling delays, and days when snow storms occur and trash is not collected on time.					
		100 x 199/ HR				<u>\$19,388</u>
105	<u>Compensation Insurance</u>					
	<u>F.I.C.A.</u>	(REG. & OT)				
	F.I.C.A.	\$395,913	x .062			\$24,547
	Medicare	\$395,913	x .0145			\$5,741
						\$30,287
108	<u>Life Insurance</u>					
	7 employees	9.60 /month x	12 months =			\$806
						\$806
109	<u>Group Insurance</u>					
	4 employees	1,242.86 /month x	12 months =			\$59,657
	0 employees	496.05 /month x	12 months =			\$0
						\$59,657
113	<u>Delta Dental</u>					
	6 employees	111.50 /month x	12 months =			\$8,028
	0 employees	35.48 /month x	12 months =			\$0
						\$8,028
118	<u>Safety Incentive</u>	100.00 year x	6 employees =			\$600
						\$600
	TOTAL PERSONAL SERVICES					<u>\$494,692</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: Vehicular Maintenance - 880**

207	<u>Instructional Services</u>	\$0
	This line item is for seminars and instructional training that could be available for our mechanics. Organizations such as the American Public Works Association and the Ford Motor Company offer annual training on various topics related to vehicular maintenance.	
210	<u>Testing Service</u>	\$1,200
	This request is for the possible leak detection test of the heating oil tank at the police station, and to have our underground tank at the Public Works Garage done.	
222	<u>Freight and Demurrage</u>	\$3,000
	This account pays for freight charges for repair parts in the budget as well as the rest of the Public Works Department. It also pays for the rental of oxygen, acetylene and argon tanks.	
243	<u>Repair Fixed Plant Equipment</u>	\$1,000
	This account is used for repairs to shop equipment such as jacks, grinders, drill presses, impact guns, compressors, and building equipment such as lights, doors, windows, electrical problems, and HVAC system repairs.	
244	<u>Repair of Operating Equipment</u>	\$1,500
	This account covers the repair of equipment that cannot be repaired by town forces. The type of services done are welding, painting, air conditioner repairs, and other specialized problems.	
245	<u>Maintenance of Office Equipment</u>	\$0
	This account is for the service agreement for the copy machine.	
246	<u>Maintenance of Communication Equipment</u>	\$500
	This account is for the repair and installation of radios in our vehicles and equipment. Some of the repairs required are new antennas, broken wires, microphones and other similar inherent problems related to radios.	
254	<u>Machinery Maintenance Contracts</u>	\$1,600
	This account is for the Annual inspection of our lifts in the garage.	
274	<u>Vehicular Washes</u>	\$0
	This account is for full service cleaning and washing of administrative sedans on a monthly basis.	
275	<u>Towing Services</u>	\$1,000
	This account is for all public works towing.	
	TOTAL CONTRACTUAL SERVICES	<u>\$9,800</u>
 MATERIALS AND SUPPLIES		
301	<u>Office Supplies</u>	\$1,000
	This account supplies both the Vehicular Maintenance Office and Public Works.	

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: Vehicular Maintenance - 880

323	<u>Chemicals</u>	\$5,000																					
	This account is for the purchase of fuel additives, solvents, windshield de-icers, fire extinguisher refills, parts cleaner, truck washing detergents, garbage truck deodorant, battery cleaner, glass cleaner, carburator cleaner, brake cleaner, starter fluid, simple green, air brake conditioner.																						
	<table border="0"> <thead> <tr> <th style="text-align: left;">YEAR</th> <th style="text-align: left;">ACTUAL</th> </tr> </thead> <tbody> <tr><td>01-02</td><td>8,463</td></tr> <tr><td>02-03</td><td>9,118</td></tr> <tr><td>03-04</td><td>6,278</td></tr> <tr><td>04-05</td><td>5,710</td></tr> <tr><td>05-06</td><td>6,394</td></tr> <tr><td>06-07</td><td>2,189</td></tr> <tr><td>07-08</td><td>7,671</td></tr> <tr><td>08-09</td><td>14,514</td></tr> </tbody> </table>	YEAR	ACTUAL	01-02	8,463	02-03	9,118	03-04	6,278	04-05	5,710	05-06	6,394	06-07	2,189	07-08	7,671	08-09	14,514				
YEAR	ACTUAL																						
01-02	8,463																						
02-03	9,118																						
03-04	6,278																						
04-05	5,710																						
05-06	6,394																						
06-07	2,189																						
07-08	7,671																						
08-09	14,514																						
324	<u>Cleaning and Sanitary Supplies</u>	\$1,500																					
	Account provides funds for purchase of restroom supplies, hand towels, hand cleaner, toilet paper and similar supplies.																						
330	<u>Medicines</u>	\$100																					
	This account funds first aid supplies for the first aid kit in the Public Works garage.																						
331	<u>Tires and Tubes</u>	\$25,000																					
	This account provides replacement tires for some of the department trucks, equipment and garbage trucks. This year's request is based on putting one new set of tires on all of our trucks and two sets on the garbage trucks. The recycling trucks are also included in this budget.																						
	<table border="0"> <thead> <tr> <th style="text-align: left;">YEAR</th> <th style="text-align: left;">EXPENDED</th> </tr> </thead> <tbody> <tr><td>02-03</td><td>28,390</td></tr> <tr><td>03-04</td><td>23,199</td></tr> <tr><td>04-05</td><td>44,278</td></tr> <tr><td>05-06</td><td>32,301</td></tr> <tr><td>06-07</td><td>12,702</td></tr> <tr><td>07-08</td><td>31,260</td></tr> <tr><td>08-09</td><td>51,988</td></tr> </tbody> </table>	YEAR	EXPENDED	02-03	28,390	03-04	23,199	04-05	44,278	05-06	32,301	06-07	12,702	07-08	31,260	08-09	51,988						
YEAR	EXPENDED																						
02-03	28,390																						
03-04	23,199																						
04-05	44,278																						
05-06	32,301																						
06-07	12,702																						
07-08	31,260																						
08-09	51,988																						
332	<u>Minor Tools and Equipment</u>	\$5,000																					
	This account is for the replacement and addition to the tools and equipment used by the mechanics in the garage.																						
333	<u>Auto, Gas, Oil and Lube</u>	\$210,000																					
	This account funds all gasoline, diesel fuel, hydraulic oil, anti-freeze, transmission fluid, grease and gear oil used for operation and maintenance of the Public Works Department.																						
	<table border="0"> <thead> <tr> <th style="text-align: left;">YEAR</th> <th style="text-align: left;">BUDGET</th> <th style="text-align: left;">ACTUAL</th> </tr> </thead> <tbody> <tr><td>03-04</td><td></td><td>150,506</td></tr> <tr><td>04-05</td><td>92,00</td><td>123,888</td></tr> <tr><td>05-06</td><td>160,00</td><td>198,580</td></tr> <tr><td>06-07</td><td>220,000</td><td>219,354</td></tr> <tr><td>07-08</td><td>247,271</td><td>247,271</td></tr> <tr><td>08-09</td><td>270,000</td><td>268,976</td></tr> </tbody> </table>	YEAR	BUDGET	ACTUAL	03-04		150,506	04-05	92,00	123,888	05-06	160,00	198,580	06-07	220,000	219,354	07-08	247,271	247,271	08-09	270,000	268,976	
YEAR	BUDGET	ACTUAL																					
03-04		150,506																					
04-05	92,00	123,888																					
05-06	160,00	198,580																					
06-07	220,000	219,354																					
07-08	247,271	247,271																					
08-09	270,000	268,976																					
33401	<u>Auto Repair Parts</u>	\$5,000																					
	This account provides funds for Preventative Maintenance to the four cars utilized by the Public Works Departments, and all other Town Hall departments..																						

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT: Vehicular Maintenance - 880****33402 Truck Repair Parts****\$70,000**

This account provides funds for the repair of dump trucks and pickup trucks that are assigned to the Public Works Department.

1. #1	90 Ford F800	17	
2. #2	91 Ford F800	18. #18	05 Ford F550
3. #3	92 Ford F800	19. #19	89 Ford F800
4. #4	02 Ford F550	20. #31	98 Ford F800
5. #5	96 Ford F350	21. #33	2001 Freight Liner
6. #6	96 Ford F350	22. #32	90 Ford F350
7. #7	84 Ford F800	23. #30	96 Ford F350
8. #8	03 Freightliner	24. #31	98 Ford F800
9. #9	95 Ford F800	25. #34	96 Ford F800
10. #10	00 INT	26	07 Sprinter Service Truck
11. #11	86 Ford F350	27.	95 Ford Van
12. #12	88 Ford F800	28.	01 F250 Pickup
13. #13	02 Ford 550	29.	92 Dodge Ram
14. #14	97 Ford F800	30.	
15. #15	97 Ford F800	31. #38	02 Freightliner
16. #16	94 Ford F800	32.	93 GMC Pickup

An upward trend in repair costs to vehicles can be expected due to the fact that 60% of our trucks are ten years old or older. Some of the other associated costs with good preventative maintenance.

Brake Job w/ hardware & drums
 Leaf Spring Rear
 Alternator
 Exhaust Pipes
 Universals

Air Chambers
 Batteries/ 2 each
 Starters
 Master Cyl. Clutch
 Radiators

<u>YEAR</u>	<u>ACTUAL</u>	<u>YEAR</u>	<u>ACTUAL</u>
00-01	72,179	05-06	
01-02	66,789	06-07	
02-03	59,507	07-08	74,511
03-04	58,158	08-09	131,844
04-05	62,195	09-10	

33403 Equipment Repair Parts**\$20,000**

This account provides parts for the loader, grader, brush tractor, roller, trailers, 1 sweeper, two backhoes, two chippers, 2 mini excavators, compressor and forklift. These pieces have highly consumable parts such as cutting edges for the loader and backhoes, blades for the grader and brooms for the sweeper.

<u>YEAR</u>	<u>ACTUAL</u>
01-02	41,034
02-03	29,547
03-04	34,921
04-05	56,891
05-06	24,787
06-07	43,976
07-08	25,533
08-09	51,988

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: Vehicular Maintenance - 880

33404 Sanitation Repair Parts **\$65,000**

This account is used to purchase repair parts for the garbage trucks, recycling trucks, bulk truck and recycle transfer truck. Some of the most frequent items constantly under repair or replacement are: pistons, belts, brake components, front and rear springs, hydraulic hoses, control buttons, main pumps, alternators, batteries, micro switches, compressors, and exhaust systems.

Garbage Trucks		Recycle Trucks	
1.	95 Crane Carrier #20	1.	2004 Crane Carrier #40
2.	01 Crane Carrier #22	2.	2005 Crane Carrier #41
3.	98 Crane Carrier #24	3.	1995 Crane Carrier #44
4.	98 Crane Carrier #28	4.	2003 Crane Carrier #46
5.	03 Crane Carrier #26	5.	2007 F750 lift truck
6.	04 Crane Carrier #27	6.	1999 F550 Bulk Truck

<u>YEAR</u>	<u>ACTUAL</u>
01-02	62,031
02-03	79,529
03-04	60,841
04-05	74,466
05-06	46,934
06-07	60,145
07-08	60,419
08-09	102,596

335 Paints and Supplies **\$0**

This account is used to purchase paint for vehicles, plows, sanders, equipment and building needs.

337 Electrical Supplies **\$0**

This account funds the purchase of light bulbs, drop lights, extension cords, electrical supplies, etc. for the Public Works facility.

339 Wearing Apparel **\$3,000**

Uniform rental and boots mandated by union contract plus t-shirts and gloves.

358 Welding Supplies **\$2,500**

These are the supplies needed to support our welding needs.

TOTAL MATERIALS & SUPPLIES **\$413,100**

FIXED CHARGES
403 Licenses and Registrations **\$1,747**

This account funds vehicle inspections, registration and hoisting engineers licenses.

<u>INSPECTIONS</u>	
Trucks	38 trucks x 15 per inspection
Cars	11 Cars x 47 per inspection
<u>REGISTRATIONS</u>	
Town Vehicles	60 Registrations x \$4 per
<u>LICENSES</u>	
Hoisting	12 X 35

441 Electric Light and Power **\$11,000**

Funds electric bill at Public Works garage and salt dome.

<u>YEAR</u>	<u>ACTUAL</u>
01-02	6,661
02-03	13,277
03-04	9,089
04-05	8,814
05-06	12,393
06-07	9,932
07-08	8,866

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

DEPARTMENT: Vehicular Maintenance - 880

443	<u>Gas Service</u>		\$16,500
		Funds heating and cooling requirements at the Public Works garage.	
	<u>YEAR</u>	<u>ACTUAL</u>	
	00-01	14,291	
	01-02	9,586	
	02-03	11,994	
	03-04	8,217	
	04-05	15,748	
	05-06	16,850	
	06-07	15,629	
	07-08	15,836	
444	<u>Water Service</u>		\$1,900
		This account pays the Quarterly water bills from Kent County Water.	
TOTAL FIXED CHARGES			\$31,147
CAPITAL OUTLAY			
502	<u>Building and Fixed Plant Equipment</u>		
		This account is for safety repairs to the garage and grounds.	\$0
527	<u>Production and Construction Equipment</u>		\$0
529	<u>Radio & Communication Equipment</u>		\$0
		We need to purchase four new radios to replace older, malfunctioning models.	
540	Depreciation		\$0
TOTAL CAPITAL OUTLAY			\$0
TOTAL			948,739

The Vehicular Maintenance Division is the "life line" for the Public Works Department. This division is responsible for the care and maintenance of all the vehicles and equipment associated with the Public Works Department.

The are:

<u>DIVISION</u>	<u>VEHICLES</u>	<u>EQUIPMENT</u>
Roads & Bridges	26	27
Sanitation	14	
Vehicular Maintenance	3	1
Building Maintenance	1	2
Building Inspector	2	
Town Manager	5	
Engineering	0	
Planning	2	
TOTAL	48	19

Parks and Recreation

The Coventry Parks and Recreation Department is charged with developing a comprehensive, year round, fee based program schedule for all populations from preschoolers to senior citizens. In 2010 the revenue report for the department reflects collections of \$275,759.70 in program fees and admissions of which \$148,709.39 is deposited to Town General as Miscellaneous Revenue or reserved for program development. We will continue with our comprehensive program planning for all populations and the addition of the Flat River Gymnasium should enable us to provide better activities. The 2011 summer camp is proposed for 6 weeks with many field trips spread over a revised 6 weeks format. Our maintenance staff is responsible for over 500 acres of park property and municipal buildings through a seasonal maintenance program for servicing athletic fields, playgrounds, beaches, open space, and play courts. An effort is made to coordinate maintenance of facilities in keeping with the schedules of 30 youth and adult athletic programs. Youth sports enrollment numbers are projected at 4222 and all of the leagues continue to improve facilities with various amenities supported through fund raising programs. From Ravenwood Recreation Area off Route 102 to the Harris Mill Park on Main Street in Harris, our maintenance responsibilities continue to expand annually. We are now attempting to implement the DEM approved Land Management plans for the Neylon Conservation Area and the Hall Conservation Area that surround Stump Pond in Coventry Center. In 2009 two older vehicle replacements were achieved to help us address these tasks. Crews assist the Coventry Land Trust with maintenance services at properties such as the Mahoney Farm and Hope Meadows.

The Recreation Department, with a full time maintenance staff of 7, is also charged with the management of the Coventry Recreation Community Center where numerous recreation programs are held and where over 50 non-profit organizations meet for social, civic and charitable functions. Last winter our staff performed a complete remodel of the Community Center kitchen and Teen Center kitchen as well. In the summer of 2009 air conditioning was installed in the main hall of the Center and the basement heating system was upgraded in 2010. The department administers policies and assesses fees for use of one of the Town's greatest resources; Lake Tiogue. Fishing, boating, and swimming are offered for everyone's enjoyment. Limiting admissions to Briar Point Beach have challenged the staff and reduced revenues from prior years but have also improved lifeguard to patron ratios. The new restrooms/picnic pavilion has enhanced the experience for all. New passive facilities along the east shore of Tiogue Lake are proposed in concert with new residential development and waterfront land acquisition.

In an effort to meet the continued demand for passive and active recreational facilities, the Parks and Recreation Department continues with the development of three major park sites; the new Ravenwood Recreation Area as well as Foster Memorial Park and Central Coventry Park. The Coventry Greenway, now officially part of the East Coast Greenway, will consist of a paved bicycle path and trails for hiking, jogging, and horseback riding. Coupled with the RIDEM's Trestle Trail Shared Use Path (Currently at 90% design) residents will one day enjoy a 15 mile continuous trail that literally bisects the community. Construction to the unimproved section of the Coventry Greenway from Quidnick to Washington Village was completed in September 2010. The westerly most segment is closed for work in 2011. The completion of a new restroom/pavilion at Central Coventry Park is a

welcome addition for all patrons and will be accessible to Greenway users as are three other public restrooms along the Town's five mile route. Public park restrooms are available from April 1 to November 1, Significant strides were made in 2009/2010 as 4,677 linear feet of chain link fences and post and rail fence were installed to help secure Town/State investments in public recreation property. The Recreation Department continually reviews newly proposed developments and makes recommendations as to the impact on existing recreational services and facilities and the need to reserve land to provide facilities. Three new parcels are anticipated in 2010 from Lake Tlogue to Coventry Center. Ravenwood, opened in May 2007, is our most recent example of a partnership between the Town and the developer to add recreational resources to keep pace with growth. Once completed, the Western Coventry Park will provide ball fields, courts, parking, picnic facilities, trails and playground facilities. Through the use of the newly adopted Fair Share Development Fees, we should see greater success in keeping pace with a rapidly expanding community, Three recreation projects were approved by RIDEM for improving and expanding facilities under matching grant programs, The Paine Field parking and skate park expansion was completed, the Anthony Village Green makeover will be completed in 2011 and Rice Memorial Field will receive new bleacher seating for the 2011 season, The department has done well historically in securing grants for these types of projects and works closely with the Planning Department and the Land Trust in reviewing potentially new recreational and open space areas. Recent acquisitions may be featured in the Seasonal Hiking Series expected to resume in September 2011.

PARKS & RECREATION: RECREATION DEPT.

Account No. 910

<u>PROGRAM SUMMARY</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
100 PERSONAL SERVICES	843,439	829,395	829,395	850,984
200 CONTRACTUAL SERVICES	64,627	63,058	63,058	58,456
300 MATERIALS & SUPPLIES	89,969	83,164	83,164	85,013
400 FIXED CHARGES	55,422	60,027	60,027	58,174
500 CAPITAL OUTLAY	<u>0</u>	<u>4,400</u>	<u>4,400</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,053,457</u>	<u>1,040,044</u>	<u>1,040,044</u>	<u>1,052,627</u>

PARKS & RECREATION: RECREATION DEPT.

Account No. 910

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> <u>2009-2010</u>	<u>BUDGET</u> <u>2010-2011</u>	<u>ESTIMATE</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>
<u>PERSONNEL SERVICES</u>				
101 Regular Employees	494,335	509,141	509,141	532,365
102 Temporary Employees	162,157	160,098	160,098	156,540
103 Overtime	2,494	2,494	2,494	2,543
105 Compensation Insurance	0	0	0	0
107 Fica/Medicare	51,069	51,197	51,197	52,972
108 Life Insurance	900	1,267	1,267	1,265
109 Group Insurance	116,815	92,429	92,429	92,429
113 Delta Dental	13,869	11,069	11,069	11,070
115 Shift Differential	800	700	700	1,000
118 Safety Incentive	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>800</u>
Total Personnel Services	<u>843,439</u>	<u>829,395</u>	<u>829,395</u>	<u>850,984</u>
<u>CONTRACTUAL SERVICES</u>				
210 Testing Services	1,691	2,000	2,000	3,800
217 Entertainment	7,410	6,975	6,975	0
222 Freight & Demurrage	400	400	400	400
224 Travel Expense	301	156	156	156
225 Security Monitoring	936	936	936	936
231 Advertising	6,521	6,500	6,500	6,500
233 Printing	2,167	878	878	878
243 Repair-Fixed Plant Equipt.	1,600	1,600	1,600	2,573
244 Repair-Operating Equipt.	565	565	565	565
248 Property Maintenance	4,988	5,000	5,000	5,500
252 Gymnasium Rental	11,815	11,815	11,815	10,775
253 Bus Rental	18,208	18,208	18,208	18,208
255 Equipment Rental	250	250	250	250
259 Sanitary Facilities Rental	3,740	3,740	3,740	3,380
272 Athletic Leagues	0	0	0	0
276 Exterminating Services	35	35	35	35
277 Electrical Services	4,000	4,000	4,000	4,500
290 Blasting Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>64,627</u>	<u>63,058</u>	<u>63,058</u>	<u>58,456</u>

MATERIALS & SUPPLIES

301 Office Supplies	1,800	1,800	1,800	1,765
302 Books & Magazines	100	100	100	100
305 Decorations-Town Buildings	400	400	400	400
321 Agricultural & Hort. Supplies	6,671	6,700	6,700	6,700
322 Asphalt Products	0	0	0	0
324 Cleaning & Sanitary Supplies	5,800	5,800	5,800	5,500
325 Concrete & Materials	600	700	700	700
326 Sand, Stone & Gravel	8,200	8,498	8,498	8,498
328 Wood Products	3,800	3,800	3,800	3,800
330 Medicines	400	400	400	400
331 Tires & Tubes	1,500	1,500	1,500	1,500
332 Minor Tools & Equipt.	5,000	5,000	5,000	5,000

PARKS & RECREATION: RECREATION DEPT.

<u>EXPENDITURE DETAIL</u>	Account No. 910		Account No. 910	
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2011-2012</u>
333 Auto, Gas, Oil & Lube	22,000	20,028	20,028	19,000
334 -1 Auto Repair Parts	1,440	1,500	1,500	1,500
334 -2 Truck Repair Parts	8,630	8,830	8,830	8,600
334 -3 Equipment Repair Parts	5,126	5,200	5,200	5,200
335 Paints & Supplies	1,100	750	750	750
337 Electrical Supplies	1,200	1,000	1,000	1,000
338 Sewer Grates, Manhole Frame	0	0	0	0
339 Wearing Apparel	6,602	1,558	1,558	6,000
340 Traffic & Street Signs	1,000	800	800	800
341 Pipe	1,100	1,300	1,300	1,300
343 Meals	0	0	0	0
348 Recreation Supplies	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>6,500</u>
Total Materials & Supplies	<u>89,969</u>	<u>83,164</u>	<u>83,164</u>	<u>85,013</u>

FIXED CHARGES

402 Licenses and Permits	245	245	245	245
403 Auto Inspections	350	350	350	350
423 Dues & Memberships	735	735	735	735
441 Electric Light & Power	36,000	42,277	42,277	41,491
443 Gas Service	9,000	8,134	8,134	8,912
444 Water Service	4,700	5,006	5,006	3,586
446 Telephone Service	<u>4,392</u>	<u>3,280</u>	<u>3,280</u>	<u>2,855</u>
Total Fixed Charges	<u>55,422</u>	<u>60,027</u>	<u>60,027</u>	<u>58,174</u>

CAPITAL OUTLAY

502 Buildings & Equipt.	0	4,400	4,400	0
513 Household Equipment	0	0	0	0
523 Motor Vehicles	0	0	0	0
524 Agricultural Equipment	0	0	0	0
526 Recreation Equipment	0	0	0	0
527 Production & Const. Equipt.	0	0	0	0
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>4,400</u>	<u>4,400</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,053,457</u>	<u>1,040,044</u>	<u>1,040,044</u>	<u>1,052,627</u>

COVENTRY PARKS AND RECREATION DEPARTMENT**2011/2012 PROPOSED OPERATING BUDGET
BUDGET NARRATIVE**

The Coventry Parks and Recreation Department is charged with developing a comprehensive, year round, fee based program schedule for all populations from preschoolers to senior citizens. In 2010 the revenue report for the department reflects collections of \$275,759.70 in program fees and admissions of which \$148,709.39 is deposited to Town General as Miscellaneous Revenue or reserved for program development. We will continue with our comprehensive program planning for all populations and the addition of the Flat River Gymnasium should enable us to expand activities. In addition to the ever popular summer playground program and other seasonal activities, new initiatives for 2011/2012 may include specialty camps, school vacation camps, expanded middle school camp and other new seasonal special events. The 2011 summer camp is proposed for 6 weeks with many field trips spread over the revised 6 weeks format.

Our maintenance staff is responsible for over 500 acres of park property and municipal buildings through a seasonal maintenance program for servicing athletic fields, playgrounds, beaches, open space, and play courts. An effort is made to coordinate maintenance of facilities in keeping with the schedules of 30 youth and adult athletic programs. Youth sports enrollment numbers are projected at 4222 and all of the leagues continue to improve facilities with various amenities supported through fund raising programs as evidenced by the 2009 Little League Diamond makeover at Paine Field. Two seasonal part-time staff are proposed in the budget for 2011/2012 due to expanding responsibilities in buildings and grounds maintenance. From Ravenwood Recreation Area off Rte. 102 to the Harris Mill Park on Main Street in Harris, our maintenance responsibilities continue to expand annually. We are now attempting to implement the DEM approved Land Management plans for the Neylon Conservation Area and the Hall Conservation Area, that together, surround Stump Pond in Coventry Center. In 2009 two older vehicle replacements were achieved to help us address these tasks. Crews assist the Coventry Land Trust with maintenance services at properties such as the Mahoney Farm and Hope Meadows.

The Recreation Department, with a full time maintenance staff of 7, is also charged with the management of the Coventry Recreation Community Center where numerous recreation programs are held and where over 50 non-profit organizations meet for social, civic and charitable functions. Last winter our staff performed a complete remodel of the Community Center kitchen and Teen Center kitchen as well. In the summer of 2009 air conditioning was installed in the main hall of the Center and the basement heating system was upgraded in 2010. The department administers policies and assesses fees for use of one of the Town's greatest resources; Lake Tiogue. Fishing, boating, and swimming are offered for everyone's enjoyment. Limiting admissions to Briar Point Beach have challenged the staff and reduced revenues from prior years but have also improved lifeguard to patron ratios. The new restrooms/picnic pavilion has enhanced the experience for all. New passive facilities along the east shore of Tiogue Lake are proposed in concert with new residential development and waterfront land acquisition.

In an effort to meet the continued demand for passive and active recreational facilities, the Parks and Recreation Department continues with the development of three major park sites; the new Ravenwood Recreation Area as well as Foster Memorial Park and Central Coventry Park. The Coventry Greenway, now officially part of the East Coast Greenway, will consist of a paved bicycle path and trails for hiking, jogging, and horseback riding. Coupled with the RIDEM's Trestle Trail Shared Use Path (Currently at 90% design) residents will one day enjoy a 15 mile continuous trail that literally bi-sects the community. Construction to the unimproved section of the Coventry Greenway from Quidnick to Washington Village was completed in September 2010. We apologize for any inconvenience while the westerly most segment is closed for work in 2011. The completion of a new restroom/pavilion at Central Coventry Park is a welcome addition for all patrons and will be accessible to Greenway users as are three other public restrooms along the Town's five mile route. All public park restrooms are available from April 1 - November 1. Significant strides were made in 2009/2010 as 4,677 linear feet of chain link fences and post and rail fence were installed to help secure Town/State investments in public recreation property.

The Recreation Department continually reviews newly proposed developments and makes recommendations as to the impact on existing recreational services and facilities and the need to acquire land to expand facilities. Three new parcels are anticipated in 2010 from Lake Tlogue to Coventry Center. Ravenwood, opened in May 2007, is our most recent example of a partnership between the Town and the developer to add recreational resources to help keep pace with growth. Once completed the Western Coventry Park will provide ballfields, courts, parking, picnic facilities, trails and playground facilities. Through the use of the newly adopted Fair Share Development Fees, we should see greater success in keeping pace with a rapidly expanding community. Three recreation projects were approved by RI DEM for improving and expanding facilities under matching grant programs. The Paine Field parking and skate park expansion was completed, the Anthony Village Green makeover will be completed in 2011 and Rice Memorial Field will receive new bleacher seating for the 2011 season. The department has done well historically in securing grants for these types of projects and works closely with the Planning Department and the Land Trust in reviewing potentially new recreational and open space areas. New acquisitions may be featured in the Seasonal Hiking Series expected to resume in September 2011.

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 9100 Recreation

PROGRAM Personnel Services

100 PERSONNEL SERVICES

101	<u>Regular Employees</u>		
1	<u>Director (1) Administrative Pay Plan</u> Grade 12, 25 Year Step \$1,397.25 x 26 weeks = \$36,328.50 \$1,404.25 x 26 weeks = \$36,510.50		\$72,839.00
2	<u>Program Supervisor (1) Administrative Pay Plan</u> Grade 7, 7 Year Step \$1,036.15 x 9 weeks = \$9,325.35 \$1,054.53 x 17 weeks = \$17,927.01 \$1,059.81 x 26 weeks = \$27,555.06		\$54,807.00
3	<u>Park Maintenance Supervisor (1)</u> Council 94 contract, 20 Year Step \$1,053.29 x 26 weeks = \$27,385.54 \$1,058.58 x 26 weeks = \$27,522.56	(Medical Waiver) = \$4,300.00	\$54,908.00 \$4,300.00
4	<u>Lead Mechanic (1)</u> Council 94 Contract, 5 Year Step \$993.17 x 26 weeks = \$25,822.42 \$998.14 x 26 weeks = \$25,951.64		\$51,774.00
5	<u>Maintenance Worker (1)</u> Council 94 Contract, 5 Year Step \$820.79 x 26 weeks = \$21,340.54 \$824.89 x 26 weeks = \$21,447.14	(Medical Waiver) = \$4,300.00	\$42,788.00 \$4,300.00
6	<u>Maintenance Worker (1)</u> Council 94 Contract, 5 Year Step \$820.79 x 26 weeks = \$21,340.54 \$824.89 x 26 weeks = \$21,447.14		\$42,788.00
7	<u>Maintenance Worker (1)</u> Council 94 Contract, 5 Year Step \$820.79 x 26 weeks = \$21,340.54 \$824.89 x 26 weeks = \$21,447.14		\$42,788.00
8	<u>Maintenance Worker (1)</u> Council 94 Contract, 18 Months Step \$800.24 x 26 weeks = \$20,806.24 \$804.24 x 20 weeks = \$16,084.80 \$824.89 x 6 weeks = \$4,949.34	(Medical Waiver) = \$1,997.00	\$41,840.00 \$1,997.00
9	<u>Maintenance Worker (1)</u> Council 94 Contract, 18 Month Step \$800.24 x 26 weeks = \$20,806.24 \$804.24 x 26 weeks = \$20,910.24		\$41,716.00
10	<u>Recreation Program Assistant (1) Administrative Pay Plan</u> Grade F, 2 Year Step \$713.23 x 13 weeks = \$9,271.99 \$731.82 x 13 weeks = \$9,511.06 Grade F, 3 Year Step \$735.27 x 26 weeks = \$19,117.02		\$37,900.00
11	<u>Special Duties Clerk (1)</u> Council 94 Contract, 5 Year Step \$721.65 x 26 weeks = \$18,762.90 \$725.26 x 26 weeks = \$18,856.76		\$37,620.00

	<u>SUB TOTAL REGULAR EMPLOYEES (11)</u>	<u>\$532,365.00</u>
101	<u>Sick Leave Bonus</u> Supports the \$100.00 Bonus offered those employees who work without using sick leave from July 1 thru December 31 and January 1 thru June 30. <u>Budget for three (3) bonus payments.</u>	\$0.00
	<u>TOTAL REGULAR EMPLOYEES (11)</u>	<u>\$532,365.00</u>

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Personnel Services

102	<u>Temporary Employees</u> <u>SUB-SECTION - SUMMER CAMP PROGRAMS (LIMIT 600) Prior Year 760 Too large (Staff Ratio)</u>	
12	* <u>Playground Supervisor (16)</u> (Pee Wee 200, Juniors 200, Discovery 200 = Limit 600) Each position: 35 hours per week x 5 weeks 175 hours x \$8.20 = \$1,435.00 \$1,435.00 x 16 = \$22,960.00 Each supervisor works 9am-4pm, Monday thru Friday	22,960
13	<u>Playground Supervisor (6)</u> Each position 42.5 hours per week x 5 weeks 40 hours x \$8.20 = \$328.00 \$328.00 X 5 weeks = \$1,640.00 x 6 positions = \$9,840.00 Plus 2.5 hours X \$12.30 = \$30.75 weekly wage 6 X 5 = \$922.50 Total \$358.75 X 5 weeks = \$1,793.750 X 6 (six) positions = \$10,762.50 Each supervisor works 8:00am-4:30pm, Monday thru Friday	10,763
14	<u>Playground Supervisor/Floaters (2)</u> (Reduced by 1) Each position: 40 hours per week x 5 weeks 200 hours x \$8.20 = \$1,640.00 \$1,640.00 x 2 positions = \$3,280.00 The supervisor/Lead Staff works 8:00am-4:00pm, Monday thru Friday	3,280
15	<u>Special Event Supervisor (2)</u> (1 each at Foster Park and Paine Field) Each position: 40 hours per week x 5 weeks 200 hours x \$9.74 = \$1,948.00 \$1,948.00 x 2 = \$3,896.00 Each Special Event Supervisor works 8am-4pm, Monday thru Friday	3,896
16	<u>Playground Coordinator (3)</u> (1 New) A single coordinator was unable to oversee two camps in 2010. Each position: 40 hours per week x 6 weeks 240 hours x \$11.28 = \$2,707.20 total salary \$2,707.20 x 3 = \$8,121.60 Each coordinator works 8:30am-4:30pm, Monday thru Friday The first week is for preparation of camp.	8,122

NOTE: A \$195.00 proposed registration fee is assessed for Pee Wee, Junior and Discovery Camp for six (6) weeks. Maximum net assessment based on camp limits (600) = \$117,000.00
According to last years enrollment (545) at \$195.00 registration fee = \$104,981.13
Fees are applied to transportation needs for the summer program. In 2010 bus expenses for camp were (\$52,519.55) and the balance is applied to the General Fund to defray staff expense.

Summer Camp staff wages reflect a 2.5% increase for 2011. The Summer Camp program has changed to 5 weeks in duration from a 7 week experiment last year. The Kindergarten component has been dropped from the program.

SUB-TOTAL SUMMER CAMP PROGRAMS (29) 49,020

SUB-SECTION - PUBLIC BEACH OPERATION

17	<u>Beach Manager (1)</u> One position: 42 hours per week x 10 weeks = 420 hours 40 hours per week x \$11.89 = \$467.60 per week x 10 weeks = \$4,676.00 2 hours per week x \$17.54 per hour = \$35.08 x 10 weeks = \$350.80 Two weekends prior to everyday opening: 16 hours X \$11.89 = \$187.04 X 2 = \$374.08 Beach manager proposed to work 10am-6pm (Wednesday through Sunday) Acts as beach supervisor (In charge of entire beach, including lifeguards, gate attendants, group admissions, scheduling, trouble shooting, collections and the new restroom/pavilion. No Beach Manager on Monday and Tuesday	5,401 4,676 351 374
----	--	------------------------------

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 9100 Recreation

PROGRAM Personnel Services

18	<p>* <u>Lifeguard (3)</u></p> <p>Each position: 40 hours per week x 10 weeks 400 hours x \$10.46 = \$4,184.00 total salary \$4184.00 x 2 = \$8,368.00</p> <p>Each guard (2) proposed to work 10am-6pm, 5 days Two weekends prior to everyday opening: 16 hours X \$10.46 = \$167.36 X 2 = \$334.72 X 2 = \$669.44</p> <p>Each position: 32 hours per week x 10 weeks 320 hours x \$10.46 = \$3,347.20 total salary \$3,347.20 x 1 = \$3,347.20</p> <p>Each guard (1) proposed to work 10am-6pm, 4 days</p> <p>NOTE: a \$5.00 resident/\$10.00 non-resident parking fee is assessed to help defray these budgetary expenses.</p> <p>(Daily Collections) (Season Pass) Receipts for the 2007 season totaled \$6,976.00 + (Season Passes) \$310.00 = \$7,286.00 PWC Permits \$100.00 Receipts for the 2008 season totaled \$7,397.28 + (Season Passes) \$350.00 = \$7,747.28 PWC Permits \$60.00 Receipts for the 2009 season totaled \$9,554.44 + (Season Passes) \$230.00 = \$9,784.44 PWC Permits \$40.00 Receipts for the 2010 season totaled \$13,181.00 + (Season Passes) \$710.00 = \$13,871.00 PWC Permits \$40.00 (Fees are collected to offset both the Beach Manager and Gate Attendant positions, approximately 54%.)</p> <p>NOTE: the proposed resident day rate for 2011 will be \$5.00 with a 50 car limit. Non-resident \$10.00 with a 25 car limit. Season passes \$50.00 for residents. No non-resident passes available. Resident van rate will be \$10.00, non-resident \$20.00. Resident bus rate will be \$20.00, non resident \$40.00. Resident walk in rate will be \$1.00 per person/season pass \$10.00. No non-resident walk-ins allowed.</p>	<p>12,385</p> <p>8,368</p> <p>669</p> <p>3,347</p>
19	<p><u>Gate Attendant (2) (Briar Point Beach)</u></p> <p>One position of 32 hours per week, one position of 24 hours per week. Total of 56 hours per week x 10 weeks = 560 hours x \$9.02 = \$5,051.20</p> <p>Gate attendants work 10am-6pm, 7 days Gate attendant will collect the fee as discussed above Two weekends prior to everyday opening: 16 hours X \$9.02 = \$144.32 X 2 = \$288.64</p>	<p>5,340</p> <p>5,051</p> <p>289</p>
20	<p><u>Night Time Gate Attendant (1) (Briar Point Beach) (New)</u></p> <p>One position of 21 hours per week X 10 weeks = 210 hours Total of 210 hours per week x \$10.25 per hour = \$2152.50 Gate attendant will check residency, monitor curfew and report all problems to the local authorities. Unbudgeted in 2010, but necessary due to heavy after hour activity.</p> <p>(2,138 vehicles entered the beach in 1999, attendance 5,835) (2,244 vehicles entered the beach in 2000, attendance 6,787) (2,495 vehicles entered the beach in 2001, attendance 8,139) (2,084 vehicles entered the beach in 2002, attendance 6,966) (1,322 vehicles entered the beach in 2003, attendance 4,497) (953 vehicles entered the beach in 2004, attendance 4,068) (1246 vehicles entered the beach in 2005, attendance 3,739) (1060 vehicles entered the beach in 2006, attendance 2,861) (859 vehicles entered the beach in 2007, attendance 3,219) (937 vehicles entered the beach in 2008, attendance 3,178) (1,211 vehicles entered the beach in 2009, attendance 3,617) (1,591 vehicles entered the beach in 2010, attendance 5,279)</p> <p>* The daily admission fee is collected based on the registration of the vehicle and not the age, status or residency of occupants. This fee structure and limitations set on resident/non-resident car admissions is and will continue to have implications for staffing resources.</p>	<p>2,153</p>
21	<p><u>Police Auxiliary - (1 staff) Holidays</u></p> <p>A detail officer is assigned to the beach during the holidays and anticipated heavy use weekends. The officer monitors traffic and enforces regulations/limits. Anticipate coverage for 1 day (July 4th) x 8 hours x \$40.00 per hour = \$320.00</p>	<p>320</p>

SUB-TOTAL WATERFRONT/BEACH OPERATION (8)

25,598

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 8100 Recreation

PROGRAM Personnel Services

(SUB-SECTION - OTHER SUMMER PROGRAM STAFF (LIMIT 395))

22	* <u>Tennis Instructor (1) (Limit 120 enrollees)</u> Summer Tennis: 6 hours per week X 5 weeks (30) 30 hours X \$15.00 = \$450.00 Fall Tennis: 5 hours per week X 4 weeks (New) 20 hours X \$15.00 = \$300.00	450 300	750
23	* <u>Summer Basketball Program (9 staff) (Limit 55 per division) (5 divisions) = Limit 275</u> A. (1) Coordinator \$11.28 per hour x 25 hours per week = \$282.00 per week \$282.00 x 7 weeks = \$1,974.00 B. (6) Referees \$10.25 per hour x 52 hours per week = \$533.00 per week \$533.00 x 7 weeks = \$3,731.00 (364 Hours) C. (2) Scorers \$9.25 per hour x 24 hours per week = \$198.00 per week \$198.00 x 7 weeks = \$1,386.00 (168 Hours)	1,974 3,731 1,386	7,091

Proposed Divisions
Boys (9-10) (11-13) (14-17)
Girls (9-11) (12-16)

(The proposed fee per participant for 2011 is \$30.00 to defray the stipends of the officials and other costs of this program - maximum proposed revenue 275 X \$30.00 = \$8,250.00)

SUB-TOTAL - OTHER SUMMER PROGRAM STAFF (10)7,841SUB-TOTAL ALL SUMMER EMPLOYEES (47)82,459SUB-SECTION - FALL/WINTER/SPRING PROGRAMS (LIMIT 1,771 & TEEN CENTER 2,110)Fall Afterschool Physical Fitness

Program developed to help fight the overwhelming obesity problem in the country.

24	* <u>Elementary (0) (Limit 40 enrollees per day) (1 Season) (New)</u> Each position: Physical Fitness Supervisor A. 14 hours per week x 5 weeks = 70 hours 70 hours x \$8.51 x 1 staff = \$595.70 \$595.70 x 2 staff = \$1,191.40 B. Bus Driver (0) 16 hours per week x 5 weeks = 80 hours 80 hours x 13.30 x 1 staff = \$1,064.00 Program is designed for those in Elementary School (Grades 1-5) East End Schools (Monday and Wednesday) West End Schools (Tuesday and Thursday) Children will be bused to the Flat River Gym, 4 days per week, for physical fitness & activities both on the fields and in the gym. Note: The proposed fee per participant for 2011/2012 season is \$25.00 to help defray the cost of the program. (Propose Maximum 100 participants X \$25.00 = \$4,000.00)	-	-
25	* <u>Middle School (0) (Limit 40 enrollees per day) (1 Season) (New)</u> Each position: Physical Fitness Supervisor 6 hours per week x 5 weeks = 30 hours 30 hours x \$8.51 x 1 staff = \$255.30 \$255.30 x 2 staff = \$510.60 Program is designed for those in Middle School (Grades 6-8) Monday and Wednesday Recreation Staff will meet children at Feinstein Middle School and walk them over to Foster Park for physical activities, games, challenges, sports, etc... Note: The proposed fee per participant for 2011/2012 season is \$15.00 to help defray the cost of the program. (Proposed Maximum 80 participants X \$15.00 = \$1,200.00)	-	-
26	* <u>Men's Adult Gym Programs</u> A. Basketball Supervisor (1) (Limit 40 per season, 2 seasons = 80) 3 hours per week x 25 weeks = 75 hrs x \$8.20 = \$615.00 (Sunday evenings) B. Basketball Supervisor (1) (over 40) (Limit 25 per season - 2 seasons = 50) 3 hours per week x 25 weeks = 75 hours x \$8.20 per hour = \$615.00 (Tuesday evenings) C. Basketball Supervisor (1) (Limit 40 per season 2 seasons = 80) 3 hours per week x 25 weeks = 75 hrs x \$8.20 = \$615.00 (Tuesday evenings) Note: The proposed fee per participant for 2011/2012 season is \$15.00 (Maximum Revenue \$3,150.00)	615 615 615	1,845

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 9100 Recreation

PROGRAM Personnel Services

27	*	<u>Step Aerobics</u> (1 instructor) (Limit 25 per season - 3 seasons = 75 enrollees) Two, 1 hour sessions per week x 21 weeks = 42 hours x \$20.00 per hour = \$840.00 (Monday and Wednesday evenings) Note: The proposed fee per participant for 2011/2012 is \$20.00. (Maximum Revenue \$1,500.00)	840	840
28	*	<u>Pre school Dance</u> (1 instructor) (Limit 30 per 2 classes (2 one hours classes) - 3 seasons = 90 enrollees) Two, 1-hour sessions per week x 21 weeks = 42 hours x \$20.00 per hour = \$840.00 (Monday am and pm) Note: The proposed fee per participant for 2011/2012 is \$10.00. (Maximum Revenue \$900.00)	840	840
29	*	<u>Co-Ed Adult Gym Programs</u> Volleyball Supervisor (1) (Limit 25 enrollees per class per season x 2 seasons = 50) 3 hours per week x 25 weeks = 75 hours x \$8.20 = \$615.00 Note: The proposed fee per participant for 2011/2012 is \$10.00. (Maximum Revenue \$500.00)	615	615
30	*	<u>Mixed Grill Program Supervisor</u> - (Elementary) (3 staff) (Limit 50 enrollees per session - 3 sessions = 150) Each position: 4 hours per week x 21 weeks = 84 84 hours x \$8.51 X 1 staff = \$714.84 \$714.84 X (3) staff = \$2,144.52 Program is designed for those in elementary school (grades 1-5) Note: The proposed fee per participant for 2011/2012 is \$25.00 per person Note: The full time Program Assistant will lead this program. (Maximum Revenue \$3,750.00)	2,145	2,145
31	*	<u>Yoga Instructor</u> (1) (Limit 25 enrollees per season - 3 seasons = 75 enrollees) \$25.00 per hour x 1.5 hours per week x 21 weeks = \$788.00 Tuesday evenings - Adult program Note: The proposed fee per participant for 2011/2012 is \$25.00 (Maximum Revenue \$1,875.00)	788	788
32	*	<u>Ballroom Dancing Instructor</u> (1) (Limit 26 enrollees per season - 3 seasons = 78) \$50.00 per session x 15 sessions = \$750.00 Sunday evenings - Adult/Teen Program (1 hr. session) Note: The proposed fee per participant for 2011/2012 is \$10.00. (Maximum Revenue \$750.00)	750	750
33	*	<u>Swing Dancing Instructor</u> (1) (Limit 26 enrollees per season - 3 seasons = 78) \$50.00 per session x 15 sessions = \$750.00 Sunday evenings - Adult/Teen Program (1 hr. session) Note: The proposed fee per participant for 2011 is \$10.00. (Maximum Revenue \$780.00)	750	750
34	*	<u>Christmas Holiday Vacation Camp</u> - (Elementary) (4 staff) (Limit 75 enrollees) Holiday Camp held (4) days over Christmas vacation week, gives (75) children in grades (1-4) an opportunity to attend numerous field trips. Swimming, skating, play lands, movie theaters, etc... will be included. Transportation and staffing will be needed to supplement the fee collected from participants for their actual admissions, which is assessed at \$50.00pp. Each instructor works 8 hours per day x 4 days per week = 32 hours per week. 32 hours per week x 4 staff = 128 x \$8.51 per hour = \$1,089.28	1,089	1,089
35	*	<u>February Vacation Camp</u> (4 staff) (Elementary) (Limit 75 enrollees) Camp held Tuesday - Friday over the February Vacation gives elementary children in grades (1-4) opportunities to attend numerous winter trips to places like museums, play lands, swimming, planetarium and other places will be included. Transportation and staffing will be needed to supplement the fee collected from the participants for their actual admissions, which is assessed \$50.00pp. Each instructor works 8 hours per day x 4 days per week = 32 hours per week. 32 hours per week x 4 staff = 128 x \$8.51 per hour = \$1,089.28	1,089	1,089
36	*	<u>April Vacation Camp</u> (4 staff) (Elementary) (Limit 75 enrollees) April Vacation Camp is held 4 days during April vacation, and gives (75) children in grades (1-4) opportunities to visit the zoo, aquariums, bowling, ball games, etc... Transportation and staffing will be needed to supplement the fee collected from the participants for their actual admissions, which is assessed at \$50.00pp. Each instructor works 8 hours per day x 4 days per week = 32 hours per week. 32 hours per week x 4 staff = 128 x \$8.51 per hour = \$1,089.28	1,089	1,089

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Personnel Services

- 42 Building Attendant (1) services are required at the lavatory facilities at the rear of the Community Center, Foster Memorial Park, Rice Field, Briar Point Beach and Central Coventry Park. Services are required week nights and weekends for the playing season from April through November. Staff is assigned from 5pm-10pm week nights and for a six hour period during the day on Saturday and Sunday. (See Park Patrol facility inventory for sites addressed.)
July - November 37 hours x 19 weeks x \$11.28
April - June 37 hours x 13 weeks x \$11.28
Total 32 weeks x 37 hours per week x \$11.28 = \$13,355.52 13,356
- 43 Park Patrol (0) (Reinstatement)
Services are required week nights and weekends for the playing season from April through November. Staff is assigned from 5pm-9pm week nights and for a six hour period during the day on Saturday and Sunday. (Reduced 5 hours per week from prior years.)
Supervision and inspection of park sites (38) including: Quidnick Field, Briar Point Beach, Harris Playground, Chace Field, Fairview Commons, Colonial Acres, Arnold Rd. Causeway, Central Coventry Park, Village Green, Rice Field, Green Acres, Walker Farms, Flat River Middle School Fields, Ravenwood, Giblin Park, Focal Point, Whipple Con. Area, Trestle Park, Fish Hill Fields, Sandy Acres, Central Coventry Park, Foster Park, Paine Field, Lake Tiogue Boat Ramp, Highwood Playground, Sherman Park and numerous locations (20) along the Greenway.
July - November 32 hours x 19 weeks x \$11.28 = \$6,858.24
April - June 32 hours x 13 weeks x \$11.28 = \$4,692.48
Total 32 weeks x 32 hours per week x \$11.28 = \$11,550.72 -
- Building Attendant is unable to effectively service all five buildings and perform the Park Patrol function. Park Patrol monitors all parks (38) and Greenway Crossings (20) for any violations of Town Council ordinances.
Reports of hazards or vandalism are submitted daily for assignments of maintenance crews. Can be a deterrent to vandalism, B & E Etc...
In the first half of this fiscal year we have spent nearly half of this value in vandalism repair.
- 44 Coventry Youth Litter Corp. Supervisor (0) Reinstatement
26 hours per week x 8 weeks = 208 hrs. x \$11.28 per hour = \$2,346.24 -
Leads the youth in cleaning parks throughout the town with emphasis on major parks.
- 45 Coventry Youth Litter Corp. Team Members (0) Reinstatement
24 hours per week x 7 weeks = 168 hrs. x \$7.69 per hour = \$1,291.92 x 4 = \$5,167.68 -
Clean up litter and recyclables throughout the town at parks, playgrounds, water front, Greenway.
This summer program was the only concerted effort to pick up litter throughout the town. We haven't picked up litter in three years!!!
- 46 Seasonal Maintenance Crew (0) (Reinstatement)
Supports part time workers for the "Green Season" from April 1 thru August 31 for each year.
40 hours x 20 weeks = 800 hours x \$12.30 per hour = \$9,840.00
\$9,840.00 x 2 positions = \$19,680.00 -
Crews will work along with full time staff and perform spring field prep, water front maintenance, summer mowing/trimming, bi-weekly trash collection/litter pickup, summer camp needs and fall sport prep.
Will assist with added responsibility for maintenance of 5 mile Greenway.
(Proposal is reduced from prior years when the season was extended into fall cleanup.) (See park patrol facility inventory.)
- 47 Skate Park Attendant (2) 18,662
This is a 28 week position during peak period use to monitor all recreation programs. Intended to be "eyes & ears" of the department after business hours. With the intense summer schedule for baseball, softball, tennis, the bike path, basketball league and the new skate park we need the attendant on the premises. The individual monitors the coming and going of all park patrons for departmental programs and league activity. With literally hundreds of people entering the park each day for evening and night activity we should have a presence. The individual might be involved in animal control, smoking ordinance, field permits, speeding traffic or illegally parked cars, serving as a liaison with leagues, curfew violation, or disputes. Proposed schedule is Monday thru Friday from 2pm-10pm and Saturday and Sunday 2pm-10pm. This position would provide reports on attendance, injuries, police intervention, rescue calls, parental concerns and feedback from patrons. Proposal for July, August, September, October 2011.
Proposed for April, May and June 2012 with weekly hours adjusted seasonally.
Total 1400 man hours x \$13.33 per hour = \$18,662.00 (Reduced 168 hours or \$2,184.00 over prior years.)
Hours 2-8pm April and October, 2-9pm May and September, 2-10pm June, July and August.

*(Fees are collected from the participants to defray these program expenses.) (See separate revenue report.)

SUB-TOTAL, OTHER SEASONAL EMPLOYEES (16)57,377

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Personnel Services

SUB-SECTION - FLAT RIVER GYM PROGRAMS (LIMIT 570) (New)

- 48 Programs to be held at the Flat River Gym - Fee based with potential revenue of \$4,205.00 after expenses.
- A Evening Hooping (1) Limit 20 per season x 3 seasons = 60
Two, 1 hour sessions per week x 21 weeks = 42 hours
42 hours x \$20.00 per hour = \$840.00
(Sunday and Thursday evenings 6-7pm)
Note: The proposed fee per participant for 2011 is \$25.00
(Max revenue projection \$1,500.00)
- B Preschool Gym Sessions (1) Limit 30 per session x 2 sessions x 3 seasons = 180
Two 1.5 hour sessions per week x 21 weeks = 63 hours
63 hours x \$15.00 per hour = \$945.00
(Tuesday and Thursday from 9am-10am)
Note: The proposed fee per participant for 2011 is \$10.00
(Max revenue projection \$1,800.00)
- C Evening Tai Chi Class (1) Limit 30 per session - 3 sessions = 90
One, 1 hour session per week x 21 weeks = 21 hours
21 hours x \$20.00 per hour = \$420.00
(Wednesday evenings 6pm-7pm)
Note: The proposed fee per participant for 2011 is \$10.00
(Max revenue projection \$900.00)
- D Family Archery (1) Limit 20 per session x 3 seasons = 60
One, 2 hour session per week x 21 weeks = 42 hours
42 hours x \$20.00 per hour = \$840.00
(Friday evenings 6pm-8pm)
Note: The proposed fee per participant for 2011 is \$25.00
(Max revenue projection \$1,500.00)
- E Morning Walking Club (1) Limit 40 per season x 3 seasons = 120
Four, 1 hour sessions per week x 21 weeks = 84 hours
84 hours x \$10.00 per hour = \$840.00
(Monday and Thursday mornings 7-8am)
Note: The proposed fee per participant for 2011 is \$10.00
(Max revenue projection \$1,700.00)
- F Winter Wiffleball League (1) Limit 48 per season X 1 season = 48
One, 4 hour session per week x 7 weeks = 28 hours
28 hours x \$10.00 per hour = \$280.00
(Sunday afternoons 11am-3pm)
Note: The proposed fee per participant for 2011 is \$10.00
(Max revenue projection \$480.00)
- G Parent/Child Volleyball (1) Limit 28 per season x 2 seasons = 56
One, 2 hour sessions per week x 7 weeks x 2 seasons = 28 hours
28 hours x \$10.00 per hour = \$280.00
(Saturday afternoons 4pm-6pm)
Note: The proposed fee per participant for 2011 is \$5.00 per person (child ages 9 - 11 only)
(Max revenue projection \$280.00)
- H Saturday Night Gym Party (2) Limit 30 per season x 3 seasons = 90
One, 3 hour session per week x 7 weeks x 3 seasons = 63 hours
63 hours x \$10.00 per hour = \$630.00 x 2 staff = \$1,260.00
(Saturday nights 8pm-9pm for grades 3-5 only)
Note: The proposed fee per participant for 2011 is \$25.00
(Max revenue projection \$2,250.00)

(Total Max Revenue \$9,910.00)

SUB-TOTAL, FLAT RIVER GYMNASIUM SEASONAL EMPLOYEES (0)

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Personnel Services

49

Special Event Staff3,229

The Recreation Department hosts many themed family special events and sports competitions (37) for the community. We have offered a few longstanding events and competitions such as the Easter Egg Hunt, Tree Lighting, Hershey Track and Field and Pitch Hit and Run. We have recently begun expanding to events such as a return of our Halloween Party, Character Breakfast, Junior Olympic Skills Competition and Trails Day Celebration. 315 Hours X \$10.25/hour

We would like to expand our events/celebrations to encompass the following themes:

- A National Youth Competition - Local and State Hershey Track & Field Competition (Volunteers)
- B July and August - Sunday night Summer Concert Series (9)
- C National Trails Day
- D Punt, Pass and Kick Football Skills Competition
- E Skate Park celebration/demonstration
- F September - Sunday night Trail Walks (5) (Volunteers)
- G Labor Day - Make a Difference Day
- H Art Showcase (Volunteers)
- I Fall Golf Program
- J Fall Tennis Clinic
- K Annual Halloween Party & Flashlight Egg Hunt
- L Fall Family Fishing Derby
- M Annual Fall Family Bingo
- N Annual Christmas Tree Lighting (Volunteers)
- O Fall/Winter Clothing Drive
- P Annual Breakfast with the stars
- Q Indoor basketball skills competition (Held at Flat River Gym)
- R Winter Family Bingo
- S Annual Easter Egg Hunt
- T Earth Day Celebration - organized district cleanups (Volunteers)
- U National Competition - Local state baseball skills competition (Volunteers) PHR
- V Spring Fishing Derby
- W Arbor Day - Tree Planting Ceremony
- X Spring Tennis Skills Clinic
- Y Memorial Day Parade/Park Memorials

37 Dates at 8.5 man hours (avg per event) = 315 hours X \$10.25 per hour = \$3,229.00

The Parks & Recreation Department wishes to hold a series of workshops dealing with a variety of safety, emergency and wellness issues. The following is a list of possible workshops at no cost to the Town.

Well Water Do's/Don'ts
 Scrapbooking
 Bicycle Safety
 Baby Sitting Basics Class
 First Aid/CPR Class
 Home Care Issues
 Nutrition, Kids & Eating healthy
 Never Talk to Strangers (pre-school, younger youth)
 Bullying Prevention
 Easy Energy Savings & Going Green Families

TOTAL TEMPORARY EMPLOYEES (106)156,540

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Personnel Services

103	<u>Overtime</u> Based on five "call-ins" annually for repairs (not snow removal) 5 X 2 men X 3 hour minimum = 30 man hours 15 X \$25.82 X 1.5 (Foreman) = \$580.95 15 X \$20.12 X 1.5 (Maintenance Worker) = \$452.70 Also, call in for Custodian substitute. (10 days X 5 hours = 50 hrs X \$20.12 X 1.5 (Maintenance Worker) = \$1,509.00				2,543
107	<u>F.I.C.A. and Medicare</u> F.I.C.A. - 6.2% of total salaries Medicare - 1.45 of total salaries See Personnel Analysis - Long Form	\$692,447.68	0.082	42,832	52,972
		\$692,447.68	0.0145	10,040	
108	<u>Life Insurance</u> 11 employees @ \$115.00 annually See Personnel Analysis - Long Form	11 employees x \$115.00		1,265	1,265
109	<u>Group Insurance</u> See Personnel Analysis - Long Form	5 employees x 12 mo 3 employees x 12 mo	1,242.86 496.05	74,572 17,858	92,429
	(Three employees take the medical waiver)				
113	<u>Delta Dental - See Personnel Analysis</u> (\$1,338 Family) (\$426 Single)	7 employees x 12 mo 4 employees x 12 mo	111.50 35.48	9,366 1,703	11,070
115	<u>Shift Differential</u> Supports shift differential for mechanic, lead mechanic, operator and foreman's positions in the absence of those individuals. Taken from current year experience.				1,000
118	<u>Safety Allowance</u> Under the provisions of the contract between Council 94 and the Town of Coventry each member is entitled to a \$100 safety allowance. Eight (8) members at \$100 each			800	800
	<u>TOTAL BENEFITS</u>	#103-118			<u>162,080</u>
	<u>SUB-TOTAL PERSONNEL SERVICES</u>	#101-118			<u>850,984</u>
	<u>CLOTHING ALLOWANCE</u>	#339 See Personnel/Analysis-Long Form			<u>7,000</u>
	<u>TOTAL PERSONNEL SERVICES - AGREES WITH PERSONNEL ANALYSIS LONG FORM</u>				<u>857,984</u>

ANNUAL BUDGET

BUDGET COMMENTARY

		DEPARTMENT 910 Recreation		
		PROGRAM	<u>Contractual Services</u>	
200	<u>CONTRACTUAL SERVICES</u>			
210	<u>Testing Services</u>			3,800
	Supports quarterly testing services of <u>fire alarm</u> system in the Community Center and semi annual test at Briar Point Beach, Central Coventry Park and Rice Field.			
	Community Center - one zone is tested each quarter at \$105.00 each test. X 4 = \$420.00	420		
	Briar Point Beach, Central Coventry Park and Rice Field \$150 x 6 tests = \$900.00	900		
	Supports testing services for 6 monthly water samplings at both Briar Point Beach and Green Acres Beach. RI Dept. of Health requirement that we test bathing waters twice monthly. \$40.00 per test x 12 = \$480.00	480		
	Supports quarterly well water test and Certified Operators Contract at CCP Pavilion (RI Dept of Health) \$600.00 each quarter =	2,000		
217	<u>Entertainment</u>			-
	<u>(Concert Performers entertain for 1.5 to 2 hours. Summer camp performers entertain for 45 min. to 1 hour)</u>			
	Supports children's performances as part of the seven week summer playground program. The dates, performing groups and costs are as follows:			
	Efforts have been made to block book with other communities and DEM Parks Division for all performances. This has enabled us to save money over booking individual performances.			
	Reflects a Sunday Concert in the Park Series featuring 9 performing groups scheduled to appear at Rice Field, Foster Park, Palne Field, and Briar Point Beach.			
	This allows us to showcase 4 major parks and bring free concerts to different neighborhoods.			
	Average attendance is 100 per show.			
	(Revenue from 2009 Totaled \$536.75)			
	(Revenue from 2010 Totaled \$776.41)			
222	<u>Freight and Demurrage</u>			400
	Supports shipping and freight on delivery of recreation and maintenance supplies. Most supplies are picked up locally by our own Personnel; however, certain goods delivered by carriers bear hefty freight charges, as does pickup and delivery of equipment for service.			
	Level funded since 05/06 amount.			
	Actual 2007-2008 \$1,609.89			
	Actual 2008-2009 \$ 483.03			
	Actual 2009-2010 \$ 400.00			
224	<u>Travel Expense</u>			156
	Supports tolls (\$10.00) and mileage for the Recreation Program Supervisor/Aid based on 300 miles annually x \$0.485 = \$145.50. In most cases we use Town issued vehicles.	10		
		146		
225	<u>Security Monitoring</u>			936
	Supports the monthly <u>security monitoring</u> fee for the Sontrol System in the Coventry Teen Center. Cost is \$78.00 monthly X 12 = \$936.00	936		
231	<u>Advertising</u>			6,500
	Employment ads in the Coventry Reminder.			
	3 Ads (two column X 7" display ads) totaling \$495.00			
	Six (6), three-column x 5" ads for fall, winter and spring @ \$165.00 = \$990.00			
	Funds from printing account for summer ads to The Reminder \$1,300.00 X 1 = \$1,300.00			
	We intend to place 2 half page ads in the Coventry Reminder each season (4) to promote programs. 8 X \$450.00 each = \$3,600.00			
	We intend to place 1 1/4 page ad in the Coventry Reminder each season (4) to also promote programs. 4 X \$240.00 each = \$960.00			
	Actual 2007/08 is \$1,178.00			
	Actual 2008/09 is \$1,519.85			
	Actual 2009/10 is \$2,766.00			
	Actual 2010/11 is \$2,273.50 as of 12/31/10			
	We have significantly reduced the distribution of program brochures in lieu of seasonal advertising.			

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 010 Recreation

PROGRAM Contractual Services

252	<u>Facilities Rental</u> A) Rink Rental - Youth Programs \$8,000.00 Youth Hockey Program: rental of West Warwick ice Arena, annual appropriation will provide 55 hours of ice rental at \$145 per hour. B) School Gym rental for Dept. Programs (Adult) 75 hrs at \$25.00 = \$1,875.00 (Admission Fee of \$25.00 x 72 participants = \$1,800.00) C) Rent facilities such as skating rink, gymnasium to be used over vacation weeks (3) @ \$300.00 each = \$900.00	10,775
253	<u>Bus Rental - This account has remained level funded for years.</u> \$12,000.00 expenditure of this acct in July for Summer Camp Program. Summer registration fee covering the balance of camp transportation expense. \$6,000.00 Motor coach rentals to PPAC, a rental to the Fleet Center, Boston and rentals to cover trip programs when our bus is broken down or our drivers are unavailable. Includes trips to Salem, Edaville, Mystic. Actual costs year to date for all programs is \$52,981.67 Includes Vacation camps for 24 hours per week X 3 weeks = 72 hours X \$55.00 per hour = \$3,960.00 These camp rentals supplement our own bus schedule.	16,208
255	<u>Equipment Rental</u> Rental of sod cutter, compactor and thatcher for a variety of site renovations. Work is performed in the fall to restore damaged turf and in the spring/summer to prepare fields for seasonal events. Varies according to project needs.	250
259	<u>Facilities Rental (Sanitary)</u> Supports rental of Port-A-John units at those park sites not having permanent facilities: - <u>Quidnick Field</u> - 1 unit rented for 3 months with regular service. \$40.00 x 3 = \$120.00 - <u>Fish Hill Field</u> - 1 unit rented for 7 months with regular service. \$40.00 x 7 = \$280.00 - <u>Hunter's Crossing Rac Area</u> - 1 unit for 7 months with regular service. \$40.00 x 7 = \$280.00 - <u>Colonial Acres</u> - 1 unit rented for 7 months with regular service. \$40.00 x 7 = \$280.00 - <u>Ravenwood</u> - 1 unit rented for 6 months with regular service. \$40.00 x 6 = \$240.00 - <u>Foster Play field</u> - 2 units rented for 7 months with regular service. \$80.00 x 7 = \$560.00 - <u>Flat River Annex Fields</u> - 2 units rented for 7 months with regular service. \$80.00 x 7 = \$560.00 Damage Waiver of \$10.00 per month per unit total (58) \$580.00 This account has been reduced by nearly \$2,000.00 upon completion of new restrooms at Central Coventry Park and Briar Point Beach under the DEM Grants and applying State Bid pricing.	3,380

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Contractual Services

272	<u>Contributions, Athletic Leagues</u> All contributive support removed two years ago. Had previously been budgeted at \$8.00 per participant for 20 years. Proposed allocations reinstated to the Coventry Youth League Programs at the rate of \$3.00 per participant. Proposal to reinstate funds failed in 2010/2011.	0																										
	<table border="0"> <tr><td>Cal Ripken League</td><td style="text-align: right;">274</td></tr> <tr><td>Coventry Wrestling Club</td><td style="text-align: right;">60</td></tr> <tr><td>P.V. Senior Babe Ruth</td><td style="text-align: right;">39</td></tr> <tr><td>Central Coventry Little League</td><td style="text-align: right;">384</td></tr> <tr><td>Coventry Little League</td><td style="text-align: right;">390</td></tr> <tr><td>Babe Ruth League</td><td style="text-align: right;">185</td></tr> <tr><td>Girls Softball</td><td style="text-align: right;">525</td></tr> <tr><td>West Bay Islanders Hockey Association</td><td style="text-align: right;">275</td></tr> <tr><td>American Youth Football</td><td style="text-align: right;">320</td></tr> <tr><td>Coventry Basketball Association</td><td style="text-align: right;">716</td></tr> <tr><td>Coventry Soccer Association</td><td style="text-align: right;">930</td></tr> <tr><td>Rhode Island Sharks</td><td style="text-align: right;">24</td></tr> <tr><td>Coventry/EWG Lacrosse</td><td style="text-align: right;">100</td></tr> </table>	Cal Ripken League	274	Coventry Wrestling Club	60	P.V. Senior Babe Ruth	39	Central Coventry Little League	384	Coventry Little League	390	Babe Ruth League	185	Girls Softball	525	West Bay Islanders Hockey Association	275	American Youth Football	320	Coventry Basketball Association	716	Coventry Soccer Association	930	Rhode Island Sharks	24	Coventry/EWG Lacrosse	100	
Cal Ripken League	274																											
Coventry Wrestling Club	60																											
P.V. Senior Babe Ruth	39																											
Central Coventry Little League	384																											
Coventry Little League	390																											
Babe Ruth League	185																											
Girls Softball	525																											
West Bay Islanders Hockey Association	275																											
American Youth Football	320																											
Coventry Basketball Association	716																											
Coventry Soccer Association	930																											
Rhode Island Sharks	24																											
Coventry/EWG Lacrosse	100																											
	Total anticipated enrollment 4222 for 2011/12. No allocation being sought.																											
276	<u>Exterminating Services</u> Supports the purchase of pest control substances. Teen Center, Garage, Outbuildings, Community Center is serviced monthly by our own Personnel. Formerly contracted with N.E. Pest Control.	35																										
277	<u>Electrical Services</u> Supports all electrical repairs including electrical repairs as needed to outdoor lighting systems and all Town buildings. All electrical services are performed by licensed Electrical Contractors. 2007/08 \$6,605.03, 2008/09 \$4,418.00 2009/10 \$4,000.00 (3 yr. average \$5,007.68)	4,500																										
290	<u>Blasting Services</u> With optimum conditions we would like to blast and remove the large rock within the bathing area at Brlar Point Beach. The lake would have to be at it's lowest to achieve this. The rock poses serious safety concerns and is one of the biggest trouble spots to monitor for the lifeguard staff. Bathers are at risk for neck and spinal injury. DPW would be asked to assist in the removal. This will appear in the budget each year until we actually get optimum conditions to do the job. Denied annually.	-																										
	<u>TOTAL CONTRACTUAL SERVICES</u>	<u>58,456</u>																										

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Materials & Supplies

300	<u>MATERIALS AND SUPPLIES</u>	
301	<u>Office Supplies</u> Supports the purchase of paper, envelopes, folders, display units, pads, planners, tape, binders, tags, clips, markers, pens, pencils, calendars, Community Center Appt. Book, poster board, stencils and art work for posters. Has increased with program expansion. Actual expenditure 2007/08 was \$1,605.00 Actual expenditure 2008/09 was \$1,980.00 Actual expenditure 2009/10 was \$1,800.00	1,765
302	<u>Books and Magazines</u> Supports the purchase of publications from the National Recreation and Park Association and the Learning Resources Network. NRPA and LERN offer discounts on books, pamphlets and booklets covering topics such as vandalism, park planning and design, guidelines for new and innovative programs, and recreation handbooks. Level funded since 05/06 amount.	100
305	<u>Decorations/Town Buildings</u> Supports the purchase of supplies and decorations to prepare the Community Center, Teen Center and fields for seasonal events (27). (See account 102, Line 49) Materials for bulletin boards at the Community Center, Teen Center and Flat River Administration Building to promote special events for youth and families.	400
321	<u>Agricultural and Horticultural Supplies</u> Supports the purchase of "Flight Control" goose control 5 gal. @ \$100.00 = \$500.00 Fertilizer - 4 tons @ \$254.00 = 1,016.00 Grass Seed - 1500 lbs. @ \$1.75 2,625.00 Pelletized Limestone - 24 Tons @ \$40 960.00 Herbicide - 8 Gallons Roundup 540.00 Growth retardant - 30 Bags Treflan @ \$31.55 930.00 These materials are applied at parks and ball fields throughout the growing season. Fertilizer is usually applied in the fall except for new field development. Grass seed is applied in the rehabilitation of existing fields and in the development of new fields. Herbicide is applied to keep unwanted growth from the skin portion of ball fields and as weed control along fences and under bleachers. Since the introduction of Middle School flag football, extensive turf management and restoration is required annually at Foster Park. Even the new football field at Rice Field needed top dressing after just 2 seasons. Also, in 2011 turf and infield improvements will be needed at certain fields exhibiting excessive wear. (\$500.00) At least two fields are chosen annually for such improvements in the fall. "Flight Control" is applied 1 time per season on 10 acres in an attempt to deter the geese population. Our concentration is on the major fields. Material applied at 1 gallon per 2 acres. Additionally, we will perform a makeover of the Quidnick diamond \$500.00 which we could not perform last year due to layoffs. Actual expenditure for 2007/08 \$6,602.06 2008/09 \$11,074.00 2009/10 \$6,671.00 (3 yr average \$8,115.00)	6,700
322	<u>Asphalt Products</u> Provides for 25-30 tons of asphalt for patch and repair of driveways and parking lots at various park locations. Also used for drainage swale and catch basin repairs. Est. of 30 tons @ \$40.00 \$1,200.00	-
324	<u>Cleaning and Sanitary Supplies</u> Supports the purchase of floor stripper, floor sealer, floor finish, all-purpose cleaner/degreaser, toilet tissue, turn towel, hand soap, ammonia, dry and wet mop refills and handles, steel wool, deodorant blocks, etc. for cleaning the Community Center, Teen Center, Foster Memorial Park, Rice Field Pavilion, and the restroom addition to the Community Center. Now supports the new facilities at Briar Point Beach and Central Coventry Park with two full years of experience. Reflects a modest increase for the operation of 2 new restroom facilities at Briar Point Beach and Central Coventry Park. Also, supports 2 pallets of Ice Melt. Pallets at \$730.00 per pallet. 98 bags at \$14.89 Actual expenditure 2007/08 - \$3,736.00 Actual expenditure 2008/09 - \$6,051.00 Actual expenditure 2009/10 - \$5,800.00	5,500

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Materials & Supplies

325	<u>Concrete and Materials</u> Supports the purchase of cement blocks, mortar and cement mix for construction and repair of steps, walks, and fence poles, setting slabs & Footings. (\$700.00)			700
326	<u>Sand, Stone, and Gravel</u> Crushed Stone - 8 tons @ \$10.00 = \$80.00 Screened Loam - 75 yds. @ \$28.00 = \$2,100.00 Washed Sand - 84 tons @ \$11.50 = 966.00 Processed Gravel - 100 Tons @ \$9.34 = 934.00 Coarse Stone Sand - 25 Tons @ \$13.50 = 338.00 Subsoil - 160 yards @ \$25.00 = 4,000.00 Concrete stone sand mixture - 10 tons @ \$8.00 = 80.00 Fibar Trail System Mulch - 45 yards @ \$14.00 = \$630.00			8,498
	<u>Sand</u> is applied to resurfacing Briar Point and Grean Acres Beaches and is used as a soft play surface beneath playground equipment. <u>Processed Gravel</u> is applied for parking lot and driveway repairs at various locations. <u>Crushed stone</u> is used principally for drainage projects. <u>Stone Sand</u> is applied to resurfacing Paine Field where ball diamonds and warning tracks are constructed of stone sand surfaces. <u>Subsoil</u> is applied as a conventional surface to the "skin" portion of other ball diamonds. The cost of this product is skyrocketing. <u>Concrete Stone, Sand Mixture</u> is used for installation of fence poles and various repairs involving concrete mixture. <u>Screened Loam</u> is for top dressing, turf restoration and repairs of worn areas. <u>Fibar Trail System Mulch</u> is for creating and restoring ADA accessible walkways within parks and playgrounds. We have been very successful in getting RIDEM Grants for trail improvements. Its best use is for playground access points and safety surfacing, however, grant funding is limited to Trail Development. We are mandated by Consumer Safety Guidelines and ADA Guidelines to provide safety surfacing. Actual 2008/09 \$8,336.00 2009/10 \$8,200.00			
328	<u>Lumber and Wood Products</u> Supports the purchase of dimensional lumber, sheet lumber and material, drift fence and poles, posts and planks for construction and repair of <u>bleachers, benches, picnic tables, see-saws, sign posts, lifeguard chairs, dugout roofs</u> and <u>outside park buildings</u> , as well as repairs and improvements to the Community Center and the Teen Center. Actual for 2007/08 - \$3,814.00 3 Year Average \$4,263.00 Actual for 2008/09 - \$5,175.00 Actual for 2009/10 - \$3,800.00			3,800
330	<u>Medicines</u> Replenishment of medical supplies for first aid kits utilized in seasonal programs. Includes gauze, patches, tape, bandages, swabs, <u>ice packs</u> , etc. We are restocking over 18 first aid kits annually at \$22.00 each.			400
331	<u>Tires and Tubes</u> Tire and tube replacement as necessary for director's car, 3 pickup trucks, maintenance van, 3 utility trailers, Ford tractor, 2 John Deere tractors, GMC dump truck, bus, 5 lawn mowers, bulk truck, park patrol vehicles and other grounds maintenance equipment. Includes road service calls for tractor tire repair or replacement. Provides for replacement of a portion of our total tires in the fleet of over 100 tires Level funded since 05/06 amount. Actual 2008/09 \$2,039.00 2009/10 \$1,500.00			1,500
332	<u>Minor Tools and Equipment</u> Supports the purchase of two lawnmowers (\$400.00 each), one chain saw (\$250.00) and grounds maintenance tools (shovels, ladders, trimmers, rakes, brooms, blades, etc.) Also supports the \$225.00 per month allotment for miscellaneous items such as keys, gloves, wire, brushes, locks, tape, bolts, etc. This account usually funds all miscellaneous purchases for plumbing, heating, carpentry, etc. 2007/08 \$5,381.00 2008/09 \$7,913.00 2009/10 \$5,000.00 (3 Year average \$6,098.00)			5,000

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Materials & Supplies

333	<u>Auto Gas, Oil and Lube</u> 2011/12 fuel consumption projections based on 2010 calendar year actual consumption figures.				19,000
	Actual 2010 Consumption	<u>Unleaded</u>	<u>Diesel</u>		
		3406 Gals.	2,041 Gals.		
	Per gallon fuel cost. Projection developed using 2010 year.	X 3.32	X 3.56		
		\$11,308.00	\$7,266.00		
	Agrees with DPW estimates. Includes fuel for all vehicles and grounds maintenance needs.				
334-01	<u>Auto Repair Parts</u> Supports annual tune-up and replacement parts as necessary for director's car Park Patrol Vehicle and 1 pool car. All vehicles were formerly from the police fleet. Actual 2007/2008 \$812.00 2008/2009 \$2,577.00 2009/2010 \$1,440.00 (3 yr. Average is \$1,609.00)				1,500
334-02	<u>Truck Repair Parts</u> Supports annual tune-up and replacement parts as necessary for maintenance of vans, bus, dump truck, trailers, pickup trucks, bulk truck. Actual 2007/2008 \$5,741.00 2008/2009 \$8,844.00 2009/2010 \$8,630.00 3 year average. Typically half of private garage services are labor. Over time we had hoped to see a continued decrease in this line as more work is achieved by our own mechanic, but year to date expenses for outside services is at <u>\$4,700.00</u> .				8,600
334-03	<u>Equipment Repair Parts</u> Supports annual tune-up and replacement parts as necessary for 1976 Ford 2700 Diesel tractor, 2005 New Holland Tractor, 1972 John Deere 401 Tractor, and 1976 John Deere Tractor and their <u>respective attachments</u> (9). Also supports repairs to grounds maintenance equipment, such as five John Deere diesel mowers, 3 lawnmowers, rototiller, aerators, infield pro, 3 power blowers, 3 backpack blowers, chain saws, snow blower, weed eaters and sprayer. Some services and repairs are performed by the John Deere Dealer. Our second and third line tractors are now 35 and 39 years old and need constant attention. Actual 2007/2008 \$6,034.00 2008/2009 \$4,237.00 2009/2010 \$5,126.00 (3 Year Average)				5,200
335	<u>Paints and Supplies</u> Supports the purchase of paints and stain for twenty-one outside buildings at Rice Field, Paine Field, Central Coventry Park, and Foster Park. Park and playground accessories such as picnic tables, bleacher boards, benches, and beach accessories are painted annually. Also supports annual touch-up work at the Community Center (10 gallons @ \$18.00 = \$180.00). Additional paint needed to maintain equipment and other park accessories such as barrels, bleacher frames, steel barriers, buoy lines and mowing decks. Actual 2008/2009 \$1,092.00 2009/2010 \$1,100.00				750
337	<u>Electrical Supplies</u> Supports the purchase of fluorescent lamps for the Community Center (2 cases @ \$4.00 ea. (48)) = \$192.00. Three dozen flood lamps for Community Center, Teen Center, Briar Point, Foster Park, Rice Field, Central Coventry Park and Garage @ \$5.00 = \$180.00. Replacement lamps for Paine Field. Paine Field 5 @ \$70.00 = \$350.00 Other supplies needed include ballast, starters, switches, boxes, plates and 14/2 Wire, etc. = \$250.00. Actual 2009/2010 \$1,200.00				1,000
338	<u>Sewer Grates, Manhole Frames</u> We have completed the installation of several drainage galleys to alleviate flooding problems in parks. (<u>Community Center, Foster #3, Paine, Greenway, Foster #2</u>). Others at Foster I, Hunter's Crossing, Green Acres Beach entrance, Wood Street Field and Briar Point, have yet to be addressed. We propose to do more drainage structures each year to continue to address these concerns. Includes crushed stone, concrete galley and steel frames for 2 assemblies. (Estimated cost of \$1,000.00 each). Deleted Last Year. <u>\$2,000.00</u>				-

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 810 Recreation

PROGRAM Materials & Supplies

339	<p><u>Wearing Apparel</u> The Town will provide Tee-Shirts, Jackets, Rubber Boots, Rain Gear, Sweatshirts and slacks and shirts on a new contract service. Since there are no provisions for replacement, items are provided only as needed.</p> <p>Tee-Shirts 6 X 7 = 42 42 @ \$5.00 = \$210.00 Rubber Boots 4 @ 29.00 = 116.00 Rain Gear 4 @ 38.00 = 152.00 Sweatshirts 2 X 7 = 14 14 @ 20.00 = 280.00 Jackets 4 @ 60.00 = 240.00 Slacks Uniform service item \$3,000.00 Shirts Uniform service item \$3,000.00</p> <p>Per person cost of \$1,000.00 annually. Line item 339 agrees with the Personnel analysis long form, figure of \$7,000.00. Ear Guards, Gloves, Helmets, Face Shields and other safety equipment provide thru Acct 332 - Minor Tools and Equipment.</p>	6,000
340	<p><u>Traffic and Street Signs</u> Supports the purchase of 20 poles @ \$15 and 20 signs @ \$20 annually for replacement or new installation. Some new sign placement, but a good deal is due to theft or vandalism. This is a fraction of our actual sign costs. Many signs are made on paper and laminated, then posted on plywood blanks and hung on fences. These signs cost \$1.00 each and are used for seasonal directions, field closures, and some park regulations. We have inventoried 30 signs to address dog waste problems in parks.</p>	800
341	<p><u>Pipe</u> Supports the repair and replacement of various fence component parts by our own staff at facilities throughout town. Repairs include gates, fence posts, railing, braces, hardware for assembly of fences, 2" diamond mesh fabric. We presently have nearly six miles of chain link fence installed at various park sites. These fences range in height from 4' - 12' and all are constructed of Cedar Post & Rail and Galvanized pipe and fabric. We estimate replacement of only 2% or 635 Ft. of our total linear footage of fencing each year. Actual 2007/2008 \$1,858.00, 2008/2009 \$2,876.00 2009/2010 \$1,100.00 (3 Year Average \$1,944.00) The CIP does not reflect these repairs but rather new installations by private contractors. This now includes nearly 1 additional mile of fence installed in the fall of 2010 at seven park locations to prevent motorcycles, quads and vehicles from entering fields and play courts.</p>	1,300
348	<p><u>Recreation Supplies</u> Supports the purchase of tee shirts, equipment and supplies for summer program as well as the other 21 weeks of seasonal programs including Mixed Grill, pre-school programs, Middle School, crafts and year round Teen Center. Includes assorted games, DVD's, books, craft supplies and athletic equipment. Field day supplies and prizes for numerous contests will be purchased from this account. Also supports repair and replacement of beach/lifeguard equipment such as buoys, lines, rescue tubes, signs, etc. Also supports mats, steps, basketball equipment for both youth and adult programs. \$500.00, Crafts \$600.00, Athletic, field day equipment and tabletop game tables \$1,000.00. Awards/prizes \$300.00. T-shirts \$3,200.00. Beach equipment \$300.00. 21 weeks of Fall/Winter Spring programs and 9 weeks of vacation camps \$1,600.00 Supports numerous seasonal events (27) that occur throughout the year, (see report attached to acct. 102 Line 49) \$1,200.00</p>	6,500
	<p><u>TOTAL MATERIALS AND SUPPLIES</u></p>	85,013

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Fixed Charges

400	<u>FIXED CHARGES</u>		
402	<u>Licenses and Permits</u>		245
	Supports hoisting license renewal for seven man maintenance crew at \$35.00 each. Annual renewal at individuals birthday. Required for operation of bucket loaders; only valid while employed with the town. RI Health Dept. Food Service License is free.		
403	<u>Vehicle Inspections and Registrations</u>		350
	Inspection and registrations for 18 vehicles. Tractors and trailers do not require inspections.		
423	<u>Dues and Memberships</u>		735
	Annual membership dues for R.I. Recreation and Park Association (\$50.00 x 3 = \$150.00), National Recreation and Park Association (\$125.00), Annual conference of R.I.R.P.A (\$80.00 x 3 = \$240.00), annual N.E. Regional Conference (\$85.00 x 2 = \$170.00) and one N.E. Regional Seminar (\$50.00).		
441	<u>Electric Light and Power</u>		41,491
	Utility assumption x 1 year actual KWH consumption		
	Actual		
	Jan. 2010 - Dec. 2010	238,460 kwh	
		<u>0.16246443</u>	
		\$38,741.27	
		750.00 Reimbursement to Coventry Little League (Chace Field)	
		0.00 New England Water Heater (Community Center) Discontinued	
		<u>2,000.00</u> New lighting services at Rice - (Estimate 12,000 kwh) Spring Baseball 2011 (No experience)	
		\$41,491.27	
443	<u>Gas Service</u>		8,912
	Actual 100 cubic foot unit consumption from:		
	January 2010 - December 2010 of	938 100/C.F. at Teen Center	
	January 2010 - December 2010 of	<u>4483</u> 100/C.F. at Community Center & Rest Room	
		5401 x 1.65 = \$8,912.00	
	Anticipated consumption on service at Paine Field lavatories, Washington Street Teen Ctr. and Coventry Community Center. (No new uses, no increase on the rate over current year.) Anticipate that bottle gas heating units may be installed at Central Coventry Park and Paine Field.		
444	<u>Water Service</u>		3,586
	Actual Water Service for 2010 of \$2,136.00 plus new or reactivated services results in an estimate of \$3,586.00 for 2011-2012. New items include:		
-	Unmetered service at Paine Field will be metered by FY 2010/2011. Valued at twice the rate of Foster Park Pavillon and field #3 because it will service both Babe Ruth and Coventry Girls Softball concession stands and field irrigation. \$1,200.00 Required by Kent County Water Authority.		
-	Reimbursement for Chace Field service. \$250.00		
446	<u>Telephone Service</u>		<u>2,855</u>
	<u>2010 ANNUAL CHARGES</u>		
	a) Verizon - 5 cell phones	2,400	
	b) Verizon - Dedicated line to monitor ISDS Control Panel at Briar Point Beach	<u>455</u>	
	c) Office phone charges thru IT Services - Town General	2,855	
	Total all phone lines	<u>2,855</u>	
	<u>TOTAL FIXED CHARGES</u>		<u>58,174</u>

ANNUAL BUDGET

BUDGET COMMENTARY

DEPARTMENT 910 Recreation

PROGRAM Capital Outlay500 CAPITAL OUTLAY513 Household Equipment

Table and chairs replacement for Coventry Community Center.

8 tables X \$100.00 \$800.00

28 chairs X \$15.00 \$420.00

Replace heavy homemade plywood tables that are worn, splintered and delaminating.

526 Recreation Equipment

Floor mat replacement for Pre-School programs

4 mats X \$300.00 ea = \$1,200.00

(Replaces torn mats from 1980)

TOTAL CAPITAL OUTLAYTOTAL APPROPRIATION1,052,627

Human Services

The Department of Human Services was expanded from the Coventry Senior Center in 1991 to provide residents of the Town a vehicle where social, economic, physical and psychological needs could be addressed, using a comprehensive service delivery system. A holistic approach provides programs to include but not limited to: daily congregate meal program for residents over the age of 60 and or persons with disabilities; home delivered meals to homebound residents; intergenerational programs; support groups; wellness programs; mental health services; crisis intervention, many times with the Coventry Police and the School Department; Adult Day Services for persons with memory and dementia issues; Day Habilitation Program serving 22 adults with developmental disabilities, which is licensed by the State of Rhode island; transportation; volunteer opportunities; financial and budget counseling; assessments for various local, state and federal resources; case management and emergency food provision through the Community Food Bank.

These services have an identifiable impact on residents who otherwise would have little or no way to access needed services and resources. The department has a well developed partnership and linkage with many resources which enhance the ability to provide needed services.

The Senior Program portion of the department is certified by The National Institute of Senior Centers. The Department works with all residents of Town of Coventry. The department has a staff of 1 Social Work Supervisor, 4 Social Workers, a Benefit Specialist, a Food Bank Coordinator, a Volunteer/Program coordinator, and a Project Friends Coordinator to assist community members to access all services and resources. There is also a Maintenance/ Custodian who keeps the building in shape; a Bookkeeper responsible for all financial matters; a part time Meal Site Manager who deals with the day to day operation of the congregate lunch program and the Meals on Wheels program and; a part time Volunteer Coordinator who is responsible for the day to day management of our core of volunteers.

The top goal remains the relocation of the department to the Flat River Annex building which will afford the department more space and opportunity to maintain services. The Department Director has been successful in securing some funding for the project and continues to search for other funding streams to complete the venture. The Department continues to see an increase in the needs for services for teenagers and the under 60 population. Therefore, developing resources, services and programs to address the concern of this population, particularly in the area of mental health issues, is a second priority. The third area of focus is to continue to maintain programs and services for the over 60 population, targeting the "Baby Boomer" generation

SAFETY & WELFARE: HUMAN SERVICES

Account No. 925

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	578,410	616,172	616,172	659,131
200 CONTRACTUAL SERVICES	49,086	43,100	43,100	45,600
300 MATERIALS & SUPPLIES	17,100	12,400	12,400	11,400
400 FIXED CHARGES	62,395	62,395	62,395	66,395
500 CAPITAL OUTLAY	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>710,991</u>	<u>734,067</u>	<u>734,067</u>	<u>782,526</u>

SAFETY & WELFARE: HUMAN SERVICES

Account No. 925

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	469,420	488,462	488,462	512,073
102 Temporary Employees	-	-	-	-
107 Fica/Medicare	35,911	37,696	37,696	39,174
108 Life Insurance	864	1,037	1,037	999
109 Group Insurance	65,510	80,524	80,524	95,439
113 Delta Dental	<u>6,705</u>	<u>8,453</u>	<u>8,453</u>	<u>11,447</u>
Total Personal Services	578,410	616,172	616,172	659,131
<u>CONTRACTUAL SERVICES</u>				
207 Instructional Services	15,000	15,000	15,000	15,000
211 Janitorial Services	10,000	5,000	5,000	5,000
219 Professional Services	-	-	-	-
224 Travel Expense	7,500	7,500	7,500	7,500
233 Printing	500	500	500	500
243 Repair & Fixed Equipt.	7,500	7,500	7,500	7,500
245 Maintenance-Office Equipt.	5,986	5,000	5,000	2,500
255 Equipment Rental	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>	<u>7,600</u>
Total Contractual Services	49,086	43,100	43,100	45,600
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	2,500	2,500	2,500	1,500
302 Books & Magazines	300	300	300	300
324 Cleaning & Sanitary Supplies	7,700	5,000	5,000	5,000
330 Medical Supplies	600	600	600	600
332 Minor Tools & Equipment	1,000	1,000	1,000	1,000
337 Electrical Supplies	500	500	500	500
343 Meals	2,000	1,000	1,000	1,000
348 Recreational Supplies	<u>2,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Materials & Supplies	17,100	12,400	12,400	11,400
<u>FIXED CHARGES</u>				
414 Sr. Ctr. Advisory Board	-	-	-	-
423 Dues & Memberships	395	395	395	395
441 Electric Light & Power	20,000	20,000	20,000	20,000
442 Sewer Fees	1,500	1,500	1,500	5,000
443 Gas Service	32,000	32,000	32,000	32,500
444 Water Service	8,500	8,500	8,500	8,500
446 Telephone Service	-	-	-	-
Total Fixed Charges	62,395	62,395	62,395	66,395
<u>CAPITAL OUTLAY</u>				
502 Buildings & Fixed Equipment	4,000	-	-	-
540 Depreciation	-	-	-	-
Total Capital Outlay	<u>4,000</u>	-	-	-
TOTAL APPROPRIATION	<u>710,991</u>	<u>734,067</u>	<u>734,067</u>	<u>782,526</u>

**ANNUAL BUDGET
Fiscal Year 2011-2012**

BUDGET COMMENTARY**DEPARTMENT 925 Human Services**

PERSONNEL SERVICES				512,073
101 REGULAR EMPLOYEES				
Director		* receives medical waiver	*	67,749
Bookkeeper	3yr. Step \$926.00		*	39,842
Social Worker Supervisor				58,812
Family Social Worker				50,463
Family Social Worker				50,463
Family Social Worker			*	49,897
Family Social Worker	15 Year Step \$891.00			51,357
Custodian/Maintenance	10 Year Step \$314.00			40,939
Receptionist/Clerk				17,603
Program Coordinator				40,794
Program Assistant				15,034
Program Asst./Volunteer Coordinator				5,478
Cleaner				1,176
Dishwasher				4,774
Dishwasher				4,618
Cleaner				2,808
Cleaner				1,666
Medical Waiver 2@4300.				8,600
107 F.I.C.A. + MEDICARE				39,174
	F.I.C.A	Rate		
		6.20%		31,749
	MEDICARE	1.45%		7,425
108 LIFE INSURANCE				999
9 employees @	9.25	/month		999
109 GROUP INSURANCE				95,439
6 employees @	1,242.86	/month	Family	89,486
1 employees @	496.05	/month	Single	5,953
113 DELTA DENTAL				11,447
8 employees @	114.68	/month	Family	11,009
1 employees @	36.50	/month	Single	438

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT 925 Human Services**

207 INSTRUCTIONAL SERVICES	15,000
SUPPORTS INSTRUCTIONAL SERVICES FOR CLASSICAL and HEALTH and NURSING SERVICES	
Four ten week blocks of instruction	ARTS AND CRAFTS
EVENING PROGRAMS	NEEDLEPOINT
FOLK PAINTING	ADULT ED. CLASSES
ACRYLIC PAINTING	QUILTING
211 JANITORIAL SERVICES	5,000
Plowing Services at Wood St.	
224 TRAVEL	7,500
SUPPORTS COST OF SOCIAL WORKERS TRAVEL TO HOMEBOUND AND AT-RISK CLIENTS IN THE COMMUNITY AND TRAVEL TO IN-STATE MEETINGS AND CONFERENCES FOR PROFESSIONAL STAFF.	
233 PRINTING AND DUPLICATING	500
SUPPORTS PURCHASE OF COPY PAPER, COPY MACHINE SUPPLIES AND TONER. PRINTING OF AGENCY BROCHURE AND OTHER RELATED ITEMS.	
243 REPAIR AND FIXED SENIOR CENTER EQUIPMENT	7,500
1. DISHWASHER	4. GENERATOR
2. REFRIGERATORS/FREEZERS	5. FIRE ALARM SYSTEM
3. CLEANING EQUIPMENT	6. FIRE EXTINGUISHERS
	7. HEATING & SYSTEMS REPAIRS
245 MAINTENANCE OFFICE EQUIPMENT	2,500
1. NE PEST CONTROL	
2. SONITROL - SENIOR CENTER	
255 EQUIPMENT RENTAL	7,600
LEASE OF 3 COPY MACHINE	
301 OFFICE SUPPLIES	1,500
SUPPORTS PURCHASE OF ENVELOPES, PAPER, PENS, PENCILS, ETC. FOR WOOD ST. AND QUIDNICK FACILITIES	
302 BOOKS, MAGAZINES & SUBSCRIPTIONS	300
MORNING PAPER AND MAGAZINES WHICH PROVIDE INFORMATION ON CURRENT EVENTS, AGING, NATIONAL ISSUES, HEALTH, NUTRITION & READING FOR PLEASURE.	
324 CLEANING & SANITARY SUPPLIES	5,000
COST OF TOILET TISSUE, PAPER TOWELS, GARBAGE BAGS, FLOOR CLEANING SUPPLIES, MOPS, VACUUM CLEANER BAGS, ETC. - WOOD ST. & QUIDNICK FACILITIES.	
330 MEDICAL SUPPLIES	600
NURSING SUPPLIES	

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY**DEPARTMENT 925 Human Services**

332	MINOR TOOLS & EQUIPMENT	1,000
	COST OF PAINT, BRUSHES, LOCKS, BATTERIES, SMALL REPAIRS. WOOD ST. & QUIDNICK FACILITIES	
337	ELECTRIC SUPPLIES	500
	LIGHTBULBS & BALLASTS FOR WOOD STREET & QUIDNICK FACILITY	
343	FOOD & MEALS	1,000
	COST OF SOCIAL FUNCTIONS WHICH EXCEED MEMBERS DONATIONS	
348	RECREATIONAL SUPPLIES	1,500
	PARTIAL COST OF MATERIALS FOR A BLEND OF THE FOLLOWING LEISURE LEARNING CLASSES.	
	EXERCISE ADULT EDUCATION	
	QUILTING SPECIAL PROJECTS WOODWORKING	
	NEEDLEPOINT SEASONAL CRAFTS POOL ROOM	
	ARTS AND CRAFTS	
FIXED CHARGES		
414	FRIENDS OF HUMAN SERVICES BOARD	-
423	DUES & MEMBERSHIPS	395
	VOLUNTEER CTR. OF RI	125
	R.I. STATE SR. CTR. DIR. ASSOC.	30
	NATIONAL COUNCIL ON AGING, INC.	195
	SOCIETY ON AGING	45
441	ELECTRIC LIGHT & POWER	20,000
	SUPPORTS COST OF ELECTRIC FOR WOOD STREET FACILITY	
442	SEWER FEES	5,000
443	GAS SERVICE	32,500
	SUPPORTS COST OF GAS FOR WOOD STREET FACILITY	
444	WATER SERVICES	8,500
	SUPPORTS COST OF WATER FOR WOOD STREET FACILITY	
446	TELEPHONE SERVICE	-
	SUPPORTS COST OF TELEPHONE SERVICE FOR WOOD STREET FACILITY	
502	BUILDING AND FIXED EQUIPMENT	-
540	DEPRECIATION	-
	Total	782,526

Coventry Public Library

The Coventry Public Library provides comprehensive library service to over 14,000 active library card holders with many others using the library's computers, databases, programming and in-house materials. The library is open 7 days a week providing 64 hours of public access. All computer use (internet, word processing, and juvenile games), reference service, programming, and materials are offered free of charge.

While the library conducts approximately 12 in-house programs each week, we are a presence out in the community as well. Our Homebound Program brings library materials to Coventry residents unable to leave their homes and to those who live in Coventry's nursing facilities. Our Youth Services librarian provides outreach to our Head Start population and to 5 area preschool groups. Our nationally accredited adult literacy program, Literacy Volunteers of Kent County, offers one-on-one ESL and basic reading instruction to adults. Almost 12,000 patrons took part in library programs last year alone. As part of the library consortium, Ocean State Libraries, patrons have access to holdings across the state through the statewide delivery system. Coventry Library saw a 16% increase in the use of the delivery system last year (over 78,000 items). The popularity of our own collections coupled with the convenience of the delivery system has boosted our circulation to 244,532 (8.6% increase) items per year. Expansion also took place in our service to the western portion of town as the partnership with the Greene Library Association has been very successful and has resulted in increased hours, materials, and services at the Greene Library.

Coventry Public Library remains grateful to the Champlin Foundations, state grant-in-aid, our Friends organization, and the Anthony Lyceum, for their operational support and to the Coventry Public Library Foundation for their fundraising efforts aimed at a future expansion of the library. However, it is the continued and essential support of the Town of Coventry that truly allows the library to grow in service to the community.

PUBLIC LIBRARY

Account No. 930

<u>PROGRAM SUMMARY</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
100 PERSONAL SERVICES	678,802	716,121	716,121	739,073
200 CONTRACTUAL SERVICES	38,848	38,848	38,848	39,318
300 MATERIALS & SUPPLIES	107,463	96,000	96,000	96,500
400 FIXED CHARGES	250	250	250	81,465
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>825,363</u>	<u>851,219</u>	<u>851,219</u>	<u>956,356</u>

PUBLIC LIBRARY

Account No. 930

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	320,197	321,459	321,459	334,257
102 Temporary Employees	223,445	256,494	256,494	263,801
103 Overtime	11,708	11,507	11,507	12,211
107 Fica/Medicare	42,000	45,094	45,094	46,686
108 Life Insurance	576	691	691	666
109 Group Insurance	74,572	74,572	74,572	74,572
113 Delta Dental	6,304	6,304	6,304	6,881
Total Personal Services	<u>678,802</u>	<u>716,121</u>	<u>716,121</u>	<u>739,073</u>
<u>CONTRACTUAL SERVICES</u>				
215 Data Processing Services	33,564	33,564	33,564	34,034
217 Children's Programs	1,600	1,600	1,600	1,600
224 Travel Expense	1,500	1,500	1,500	1,500
225 Security Monitoring	1,184	1,184	1,184	1,184
233 Printing	1,000	1,000	1,000	1,000
245 Maintenance-Office Equip.	0	0	0	0
246 Maintenance-Computers	0	0	0	0
Total Contractual Services	<u>38,848</u>	<u>38,848</u>	<u>38,848</u>	<u>39,318</u>
<u>MATERIALS & SUPPLIES</u>				
302 Books & Magazines	74,000	72,000	72,000	72,000
303 Library Supplies	16,000	11,500	11,500	12,000
304 Non-Book Materials	17,463	12,500	12,500	12,500
Total Materials & Supplies	<u>107,463</u>	<u>96,000</u>	<u>96,000</u>	<u>96,500</u>
<u>FIXED CHARGES</u>				
Dues & Memberships	250	250	250	250
Allocated Cost	0			81,215
Total Fixed Costs	<u>250</u>	<u>250</u>	<u>250</u>	<u>81,465</u>
<u>CAPITAL OUTLAY</u>				
540 Depreciation	0	0	0	0
TOTAL APPROPRIATION	<u>825,363</u>	<u>851,219</u>	<u>851,219</u>	<u>956,356</u>

ANNUAL BUDGET
Fiscal Year 2010-2011

BUDGET COMMENTARY

DEPARTMENT: Library 930

PERSONAL SERVICES

101 Regular Employees

Library Director	52 wks at 10 yr step	\$67,749	\$67,749	\$334,257
Assistant Director	52 wks at 10 yr step	\$54,973	\$54,973	
Sr. Librarian-Reference	11 wks at 20 yr step 41 wks at 25 yr step	\$57,276	\$57,276	
Sr. Librarian-Children's	52 wks at 20 yr step Medical Waiver	\$56,496 \$4,300	\$60,796	
Sr. Library Technician	52 wks at 10 yr step	\$42,300	\$42,723	
Sr. Librarian-Tech. Services	52 wks at 4 yr step	\$50,740	\$50,740	
102 Part-time Employees				\$263,801
1. Reference Staff				
The reference department is the information center of the library.				
Town Library -- covered by 2 staff members during peak hours				
	65 hrs/wk at an average of \$20.68/hr for 52 wks		\$69,898	
Greene Library				
	16 hrs/wk at an average of \$18.17/hr for 52 wks		\$15,117	
2. Youth Services Librarians				
This position is responsible for in-house programming as well as community outreach.				
	43 hrs at an average of \$19.02/hr for 52 wks		\$42,529	
3. Circulation Staff				
Duties include checking materials in and out of the library, registering new patrons, placing holds, handling fines, and other duties related to the Millennium automated system. These individuals are also responsible for materials traveling through the statewide delivery system.				
Town Library -- 2 library technicians				
	92 hrs/wk at an average of \$12.93/hr for 52 wks		\$61,857	
Greene Library				
	16 hrs/wk at an average of \$11.93/hr for 52 wks		\$9,925	
4. Youth Services Assistants				
These individuals allow the Children's Room to be fully utilized all hours the library is open.				
	40 hrs/wk at an average of \$13.00/hr for 52 wks		\$27,040	
5. Library Technical Assistant				
This individual prepares materials for circulation.				
	16 hrs/wk at \$11.76/hr for 52 wks		\$9,785	

ANNUAL BUDGET
Fiscal Year 2010-2011

BUDGET COMMENTARY

DEPARTMENT: Library 930

6. Library Aides						
These staff members perform tasks from shelving library materials to designing public relations materials.					\$16,351	
28 hrs/wk at \$11.23/hr for 52 wks						
7. Homebound Coordinator						
This individual provides library services to those who are homebound or living in nursing homes. While the primary focus is on the elderly, any Coventry resident is eligible for this service.					\$11,299	
15 hrs/wk at \$14.49/hr for 52 wks						
103 Sunday Hours						
The library is open for 27 Sundays from Labor Day through Memorial Day excluding holidays. A second reference librarian is scheduled for the eight busiest Sundays.					\$12,211	
2 circulation assistants at an average \$19.40/hr for 4.25 hrs for 28 Sundays					\$4,617	
1 youth services assistant at an average \$19.50/hr for 4.25 hrs for 28 Sundays					\$2,321	
1 reference librarian at an average \$31.02/hr for 4.25 hrs for 28 Sundays					\$3,691	
1 reference librarian at an average \$31.02/hr for 4.25 hrs for 12 Sundays					\$1,582	
107 FICA/Medicare						
FICA				\$610,269	6.20%	37,837
MEDICARE				\$610,269	1.45%	8,849
108 Life Insurance						
6 for 12 months at				9.25	per month	\$666
109 Group Insurance						
family				5 for 12 months at	1,242.86 per month	\$74,572
single				for 12 months at	496.05 per month	\$0
113 Delta Dental						
family				5 for 12 months at	114.68 per month	\$6,881
single				for 12 months at	36.50 per month	\$0
CONTRACTUAL SERVICES						
215 Data Processing						
Coventry Library is a member of the statewide consortium Ocean State Libraries. Our membership fee is determined by a formula that includes circulation, number of holdings, and percent of usage. The fee also includes our full-text electronic databases.					\$34,034	
217 Children's Programs						
This line item pays for some programs offered during school vacation weeks and the Summer Reading Program.					\$1,600	
224 Travel Expense						
This line item covers registration fees and expenses for library workshops, state and regional library conference expenses and mileage for the Director and other staff to attend statewide meetings and training opportunities. It also includes mileage for the library's Homebound program.					\$1,500	
225 Security Monitoring						
The library's portion of the building's Sonitrol system, including the monitoring of the panic buttons for the entire buildir					\$1,184	

ANNUAL BUDGET
Fiscal Year 2010-2011

BUDGET COMMENTARY

DEPARTMENT: Library 930

233 Printing

This amount covers the printing of library card holders, bookmarks, etc. and the cost of advertising for staff vacancies. **\$1,000**

245 Maintenance – Office Equipment

\$0

246 Maintenance – Computers

\$0

MATERIALS AND SUPPLIES

\$177,715

302 Books, Magazines, Subscriptions

Even with the popularity of on-line information, books remain the foundation of the library. Nothing builds patron satisfaction and confidence in the library more than having the books people want when they want them. This line item also includes Reference materials. **\$72,000**

303 Supplies

This line item includes the wide array of supplies necessary to keep the library running smoothly, including book covers, spine labels, security strips, library cards, copy paper and expensive printer ink cartridges. **\$12,000**

304 Non-book Materials

Non-print materials include music, books on CD, and DVDs. Also included are materials for children such as puppets, instructional toys, and children's audio books. The variety of formats truly allows the library to have both study and leisure materials that everyone can enjoy. **\$12,500**

400 FIXED CHARGES

\$81,215

Allocated Costs

Costs include heat, electricity, phone service (Coventry & Greene), portions of the custodial and building maintenance staff salaries for the public library. These costs were previously part of the DPW budget.

423 Dues and Memberships

Includes dues for the Director's membership in professional organizations such as the American Library Association/Public Library Association and the Rhode Island Library Association. **\$250**

540-DEPRECIATION

\$0

\$956,356

Planning and Development

The Planning Department is responsible for administering state and local law relating to land use and planning for the Town of Coventry.

Principal activities include staff assistance and formulation of recommendations to the Town Manager, Town Council, Planning Commission, Zoning Board of Review, Conservation Commission and Land Trust.

This assistance includes land use regulatory review; development of Resolutions and Ordinances affecting land use and economic development such as the 'Impact Fee Ordinance', the Floodplain Management Program Ordinance (approved by FEMA in September 2010), the homeowner Low Interest Sewer Tie-In Loan Resolution & Program (approved by R.I. Clean Water Finance Agency), Hazard Mitigation Plan Update (approved by FEMA in December 2010) ; enforcement of zoning ordinances and land use regulations; review and modification of major & minor residential subdivision developments, commercial land development projects and low & moderate income housing projects; coordination with developers and State & federal agencies respecting site layout, wetlands, storm water management control measures, traffic, wildlife, septic disposal systems and environmental matters affecting particular developments and the community as a whole; application and administration of grants respecting Community Development Block Grant Program (CDBG) for low and moderate income families (\$213,750 awarded to Town in September 2010 to fund septic system, gutters, roof and similar repairs for Coventry residents), Pre-Disaster Mitigation Grant applications to FEMA for flood damage remediation and mitigation efforts, Hazard Mitigation Grant applications to FEMA for storm water management/drainage projects, USDA-Natural Resources Conservation Service Grants for erosion control & remediation measures associated with Pawtuxet River (\$89,025 awarded to Town in March 2011), Community Development Block Grant-Disaster Relief Grant applications, Brownfield's program to remedy contaminated sites, acquisition of open space and conservation areas for passive recreation of residents; administration of low interest loan program for residents with failed septic systems; development of proposed ordinances and regulations addressing aesthetic improvements for properties and streets in the community; assistance to the public in matters relating to flood hazard areas to include interpretation of flood zones designated by FEMA; and coordination & review of plans and projects which impact the environment.

The Planning Commission, with the assistance of the Planning Department, reviews, conducts public hearings and, if appropriate, approves all subdivisions of land, comprehensive permits for low & moderate income housing projects, makes recommendations to the Zoning Board respecting requested variances

and provides recommendations to the Town Council for proposed changes of uses within a zoning district. Amongst those projects which it has reviewed and acted upon are the Aesthetic Zoning regulations for Route 3 & Sandy Bottom Road; development/redevelopment of Dunkin Donuts, Dave's Marketplace, CVS, Walgreens, McDonald's restaurant, J. Arthur Trudeau Center, Gorton-Menard Funeral Home & Crematory expansion, Stop & Shop Fuel, Sovereign Bank, Gentlemen Farmer, Ss. John & Paul Church, Network Piping on Tiogue Avenue, Papa Gino's; development of CVS, Webster Bank & Dunkin' Donuts on New London Turnpike, accounting offices on Arnold Road; proposed expansion of Day Care Center, comprehensive permits for low or moderate income housing for Coventry Housing Authority on Route 117/Contentment Drive (34 units) and Edith Street (44 units) and Sherwood Village on New London Turnpike (168 units) .

The Zoning Board of Review reviews and conducts public hearings on permits for dimensional variances, special use permits and use variances.

The Land Trust is charged with the acquisition and preservation of open space and conservation areas for the public use of the Town's citizenry. The Land Trust inspects reviews and makes recommendations for Town outright acquisition/ purchase of development rights of lands for open space and conservation purposes. Through matching grants with The Nature Conservancy, R.I. Department of Environmental Management and the Forest Legacy Program the Town, through the efforts of the Trust, has acquired 180+ acres of land adjacent to Stump Pond, 100+ acres of land on Route 117, 55+ acres of land abutting the Pawtuxet River & Sandy Bottom Road and other properties.

The Conservation Commission acts in an advisory capacity to the Planning Commission and town in matters relating to preservation of natural resources to include review of subdivision & land development projects, protection of watershed areas and aesthetic resources of the community.

PLANNING & DEVELOPMENT: PLANNING DEPT.

Account No. 940

<u>PROGRAM SUMMARY</u>		ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100	PERSONAL SERVICES	231,216	229,963	229,963	239,506
200	CONTRACTUAL SERVICES	15,198	15,000	15,000	8,750
300	MATERIALS & SUPPLIES	2,700	2,300	2,300	2,300
400	FIXED CHARGES	975	975	975	500
500	CAPITAL OUTLAY	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
	TOTAL APPROPRIATION	<u>250,089</u>	<u>248,438</u>	<u>248,438</u>	<u>251,256</u>

PLANNING & DEVELOPMENT: PLANNING DEPT.

Account No. 940

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	178,391	190,834	190,834	199,633
107 Fica/Medicare	13,637	14,599	14,599	15,272
108 Life Insurance	384	461	461	444
109 Group Insurance	35,781	20,867	20,867	20,867
113 Delta Dental	2,923	3,102	3,102	3,190
118 Safety Incentive	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Personal Services	<u>231,216</u>	<u>229,963</u>	<u>229,963</u>	<u>239,506</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	12,698	10,000	10,000	5,000
222 Geographic Info System	0	0	0	0
224 Travel Expense	1,000	2,500	2,500	1,250
233 Printing	<u>1,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total Contractual Charges	<u>15,198</u>	<u>15,000</u>	<u>15,000</u>	<u>8,750</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	1,400	1,200	1,200	1,200
302 Books & Magazines	1,300	1,000	1,000	1,000
347 Photographic Supplies	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Materials & Supplies	<u>2,700</u>	<u>2,300</u>	<u>2,300</u>	<u>2,300</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>975</u>	<u>975</u>	<u>975</u>	<u>500</u>
<u>CAPITAL OUTLAY</u>				
525 Office Equipment	0	200	200	200
530 Office Renovations	0	-	-	0
540 Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL APPROPRIATION	<u>250,089</u>	<u>248,438</u>	<u>248,438</u>	<u>251,256</u>

**ANNUAL BUDGET
Fiscal Year 2011-2012**

BUDGET COMMENTARY

Department: Planning & Development 940

PERSONAL SERVICES

101 <u>Regular Employees</u>				\$199,633
Planning Director/Human Resource Director			\$83,884	
Associate Planner / Zoning Official			\$50,623	
CDBG Coordinator			\$20,622	
Administrative Secretary - Position vacant			\$0	
Clerk			\$35,904	
The CDBG Administrative Clerk is paid for 15hrs/wk through Federal CDBG Grants. This amount is not included above.				
Medical waiver	2		\$8,600	
102 <u>Temporary Employees</u>			\$0	\$0
			\$0	
107 <u>FICA & Medicare</u>				\$15,272
FICA		0.062	\$12,377	
Medicare		0.0145	\$2,895	
108 <u>Life Insurance</u>	4 Employees @	9.25 /month	\$444	\$444
109 <u>Group Insurance</u>				\$20,867
Family Plans	1 Employees @	1,242.86 /month	\$14,914	
Single plan	1 Employees @	496.05 /month	\$5,953	
113 <u>Dental Insurance</u>				\$3,190
Family Plans	2 Employees @	114.68 /month	\$2,752	
Single	1 Employees @	36.50 /month	\$438	
118 <u>Safety Incentive</u>	1 Employees @	100 /year	\$100	\$100

CONTRACTUAL SERVICES

219 Professional Services align="right">**\$5,000**

This item funds environmental studies, environmental review team reports (ERTs) prepared by outside scientists and experts to study and provide data on the impacts of proposed developments on wetlands, wells, soil compaction, stormwater runoff, adequacy of drainage systems, wildlife, traffic circulation; revision of comprehensive plan update to include recent changes to State Guide.

\$5,000

Grant Writer Services

\$0

224 Travel, Seminar, and Conference Expenses**\$1,250**

This line item provides funding for staff attendance of seminars and It covers in-state travel, including mileage, parking, tolls, conferences etc.. Fleet vehicles are used as a norm, although private vehicles are often used for out of state travel and when a fleet vehicle is not available.

Included in this item is the registration cost of attending conferences and seminars for professional development. The importance of continuing education can not be overstated. Current Planning Department staff has been successful in providing information and support related to the numerous planning issues that face the Town of Coventry, through continuing education. Staff attends professional development programs to stay current with the issues and initiatives that effect numerous decisions that this Department must address. These conferences are often held out of Town or State, requiring travel and lodging.

233 Printing**\$2,500**

This line item covers the cost of printing associated with grant proposals to numerous agencies, which require color copies, and general printing. Additionally, in house projects and presentations to the Town Council and other agencies require printed materials, including maps, drawings, reports, etc. The sophistication of contemporary printing materials allows this Department to produce quality presentation products.

MATERIALS & SUPPLIES**301 Office Supplies****\$1,200**

This line item covers office supplies for the Planning Department, Planning Commission, Zoning Board, Conservation Commission and other boards and committees. Given that the Comprehensive Plan will be done in-house, a greater amount of supplies will be needed in order to accomplish this task.

302 Books & Magazines**\$1,000**

This item covers the cost of books and magazines which allow Department staff to keep abreast of contemporary planning issues.

Governing Magazine
Zoning News
Land Use Law and Zoning Digest

347 Photographic Supplies**\$100**

Photographs are used by the Planning and Zoning Department as documentation of zoning enforcement issues, and site visits. We are requesting funding for a new photo printer that would be able to print digital pictures with photo quality at a fraction of the cost.

FIXED SUPPLIES**423 Dues & Memberships****\$500**

The American Planning Association is the National Association of Planning

APA Membership - Planning Director

APA Membership - Assistant Planner

APA Journal Subscription

Planners Advisory Service

AICP Membership - Planning Director

CAPITAL OUTLAY**525 Office Equipment****\$200****540 Depreciation****\$0**

\$251,256

PLANNING & DEVELOPMENT: PLANNING COMMISSION

Account No. 941

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	1,942	2,319	2,319	2,319
200 CONTRACTUAL SERVICES	10,000	7,500	7,500	7,500
300 MATERIALS & SUPPLIES	300	300	300	300
400 FIXED CHARGES	7,800	7,800	7,800	7,800
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>20,042</u>	<u>17,919</u>	<u>17,919</u>	<u>17,919</u>

PLANNING & DEVELOPMENT: PLANNING COMMISSION

Account No. 941

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	1,250	1,600	1,600	1,600
107 Fica/Medicare	<u>692</u>	<u>719</u>	<u>719</u>	<u>719</u>
Total Personal Services	<u>1,942</u>	<u>2,319</u>	<u>2,319</u>	<u>2,319</u>
<u>CONTRACTURAL SERVICES</u>				
219 Professional Services	10,000	7,500	7,500	7,500
224 Travel	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>10,000</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	100	100	100	100
302 Books & Magazines	100	100	100	100
347 Photographic Supplies	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Material & Supplies	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>FIXED CHARGES</u>				
414 Expenses - Members	7,800	7,800	7,800	7,800
423 Dues and Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fixed Charges	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>
TOTAL APPROPRIATION	<u>20,042</u>	<u>17,919</u>	<u>17,919</u>	<u>17,919</u>

**ANNUAL BUDGET
Fiscal Year 2011-2012**

BUDGET COMMENTARY

Department: 941 Planning Commission

PERSONAL SERVICES

101 <u>Regular Employees</u>			\$1,600
			\$1,600
107 <u>FICA & Medicare</u>			\$719
Secretary			
FICA	0.062		\$99
MEDICARE	0.0145		\$23
Members			
FICA	0.062		\$484
MEDICARE	0.0145		\$113

CONTRACTUAL SERVICES

219 <u>Professional Services</u>			\$7,500
<p>The Subdivision Regulations require applicants to pay for a stenographic record of all informational and public hearings related to a Subdivision or Land Development Project. This line item will enable the Town to reimburse stenographer when the bill is submitted to the Town, since the pass-through fee will be collected at a future date.</p>			

224 Travel, Seminar and Conference Expenses			\$0
Registration fees			

MATERIALS & SUPPLIES

301 Office Supplies			\$100
<p>These monies are requested to cover the office supplies for the Commission which includes files, envelopes, disks, and a logbook for decisions.</p>			

302 <u>Books & Magazines</u>			\$100
<p>Subscription Renewal - Planning Commissioner's Journal</p>			

347 <u>Photographic Supplies</u>			\$100
<p>These funds are requested for photographic records of Planning Commission member site visits and inspections.</p>			

414 Expenses - Members **\$7,800**

These funds represent the Planning Commission stipends for meeting attendance and site visits performed.

Chairman:	1	\$90.00 / mo X	12	\$1,080
Members:	8	\$70.00 / mo X	12	\$6,720

423 Dues and Memberships **\$0**

A nominal budget amount is being requested for this line item, to accommodate any membership that may be desirable by the Planning

TOTAL	<u>\$17,919</u>
--------------	------------------------

PLANNING & DEVELOPMENT: ZONING BOARD OF REVIEW

Account No. 942

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED
100 PERSONAL SERVICES	639	2,284	2,284	2,284
200 CONTRACTUAL SERVICES	6,600	5,000	5,000	5,000
300 MATERIALS & SUPPLIES	50	50	50	50
400 FIXED CHARGES	5,340	5,340	5,340	5,340
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>12,629</u>	<u>12,674</u>	<u>12,674</u>	<u>12,674</u>

PLANNING & DEVELOPMENT: ZONING BOARD

Account No. 942

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	0	1600	1600	1,600
107 Fica/Medicare	<u>639</u>	<u>684</u>	<u>684</u>	<u>684</u>
	<u>639</u>	<u>2,284</u>	<u>2,284</u>	<u>2,284</u>
<u>CONTRACTUAL SERVICES</u>				
208 Professional Services	3,600	2,000	2,000	2,000
231 Advertising	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Contractual Charges	<u>6,600</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Materials & Supplies	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>FIXED CHARGES</u>				
414 Expenses, Board Members	<u>5,340</u>	<u>5,340</u>	<u>5,340</u>	<u>5,340</u>
TOTAL APPROPRIATION	<u>12,629</u>	<u>12,674</u>	<u>12,674</u>	<u>12,674</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: 942 Zoning Board of Review

PERSONAL SERVICES

101	Regular Employees					
	The Zoning Secretary receives \$40 per application and \$10 per hour for office duties.					\$1,600
107	<u>FICA & Medicare</u>					684
	FICA	0.062			\$554	
	MEDICARE	0.0145			\$130	
208	<u>Secretarial Services</u>					\$2,000
	Stenographer					
231	<u>Advertising</u>					\$3,000
	All Zoning Board of Review meetings are advertised in the newspaper					
301	<u>Office Supplies</u>					\$50

0

FIXED CHARGES

414	<u>Expenses, Board Members</u>					\$5,340
	Chairman:	1	\$85.00 /mo. X	12	months	\$1,020
	Members:	6	\$60.00 /mo. X	12	months	\$4,320

\$12,674

PLANNING & DEVELOPMENT: CONSERVATION

Account No. 943

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	850	1,020	1,020	1,020
300 MATERIALS & SUPPLIES	0	0	0	0
400 FIXED CHARGES	240	100	100	100
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,090</u>	<u>1,120</u>	<u>1,120</u>	<u>1,120</u>

PLANNING & DEVELOPMENT: CONSERVATION COMMISSION

Account No. 943

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
219 Professional Services	850	1,000	1,000	1,000
224 Travel Expenses	0	20	20	20
233 Printing & Duplicating	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Contractual Services	<u>850</u>	<u>1,020</u>	<u>1,020</u>	<u>1,020</u>
302 Books & Magazines	0	0	0	0
303 Library Materials	0	0	0	0
304 Non-Book Materials	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Materials & Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
423 Dues & Memberships	<u>240</u>	<u>100</u>	<u>100</u>	<u>100</u>
TOTAL APPROPRIATION	<u>1,090</u>	<u>1,120</u>	<u>1,120</u>	<u>1,120</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: 943 Conservation Commission

CONTRACTUAL SERVICES

219 Professional Services \$1,000

The Commission monitors the quality of water in Tiogue Lake and contributes to the costs of sampling & lab tests for water bodies

224 Travel, Seminar, and Conference Expenses \$20

233 Printing \$0

This item will cover the miscellaneous printing expenses of the Conservation \$0

MATERIALS & SUPPLIES

302 Books & Magazines \$0

303 Library Supplies \$0

304 Non-book Materials \$0

FIXED CHARGES

423 Dues & Memberships \$100

National Arbor Day Foundation
Tree City USA Bulletin
RI Tree Council
The Pawtuxet River Authority
RI Association of Conservation Commissions
Environmental Council of RI
American Farmland Trust

TOTAL \$1,120

PLANNING & DEVELOPMENT: LAND TRUST

Account No. 944

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	517	517	517	517
200 CONTRACTUAL SERVICES	0	100	100	100
300 MATERIALS & SUPPLIES	0	150	150	150
400 FIXED CHARGES	100	100	100	100
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>617</u>	<u>867</u>	<u>867</u>	<u>867</u>

PLANNING & DEVELOPMENT: LAND TRUST

Account No. 944

<u>EXPENDITURE DETAIL</u>	<u>ACTUAL</u> 2009-2010	<u>BUDGET</u> 2010-2011	<u>ESTIMATE</u> 2010-2011	<u>PROPOSED</u> 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	480	480	480	480
107 FICA/Medicare	<u>37</u>	<u>37</u>	<u>37</u>	<u>37</u>
Total Contractual Services	<u>517</u>	<u>517</u>	<u>517</u>	<u>517</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	0	0	0	0
224 Travel Expenses	0	50	50	50
233 Printing & Duplicating	<u>0</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Contractual Services	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	0	50	50	50
302 Books & Magazines	0	50	50	50
347 Photographic Supplies	<u>0</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Materials & Supplies	<u>0</u>	<u>150</u>	<u>150</u>	<u>150</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
TOTAL APPROPRIATION	<u>617</u>	<u>867</u>	<u>867</u>	<u>867</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY

Department: 944 Land Trust

PERSONAL SERVICES

101 <u>Regular Employees</u>				\$480
Secretary @	1 mtg/mo	\$40.00 /mtg	\$480	
107 Fica/Medicare:				\$37
1 FICA		0.062	\$30	
1 MEDICARE		0.0145	\$7	

CONTRACTUAL SERVICES

219 <u>Professional Services</u>				\$0
224 <u>Travel, Seminar, and Conference Expenses</u>				\$50
233 <u>Printing</u>				\$50

MATERIALS & SUPPLIES

301 Office supplies				\$50
302 <u>Books & Magazines</u>				\$50
347 <u>Photographic Supplies</u>				\$50

FIXED CHARGES

423 <u>Dues & Memberships</u>				<u>\$100</u>
-----------------------------------	--	--	--	--------------

\$867

PLANNING & DEVELOPMENT: ECONOMIC DEVELOPMENT

Account No. 945

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	108	215	215	215
200 CONTRACTUAL SERVICES	2,300	3,600	3,600	3,600
300 MATERIALS & SUPPLIES	500	500	500	500
400 FIXED CHARGES	200	200	200	200
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>3,108</u>	<u>4,515</u>	<u>4,515</u>	<u>4,515</u>

Account No. 945

PLANNING & DEVELOPMENT: ECONOMIC DEVELOPMENT

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>PERSONAL SERVICES</u>				
101 Regular Employees	100	200	200	200
107 FICA/Medicare	<u>8</u>	<u>15</u>	<u>15</u>	<u>15</u>
Total Contractual Services	<u>108</u>	<u>215</u>	<u>215</u>	<u>215</u>
<u>CONTRACTUAL SERVICES</u>				
219 Professional Services	2,000	3,000	3,000	3,000
224 Travel Expenses	0	250	250	250
233 Printing & Duplicating	<u>300</u>	<u>350</u>	<u>350</u>	<u>350</u>
Total Contractual Services	<u>2,300</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	200	200	200	200
302 Books & Magazines	200	200	200	200
347 Photographic Supplies	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Materials & Supplies	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
<u>FIXED CHARGES</u>				
423 Dues & Memberships	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL APPROPRIATION	<u>3,108</u>	<u>4,515</u>	<u>4,515</u>	<u>4,515</u>

ANNUAL BUDGET
Fiscal Year 2011-2012

BUDGET COMMENTARY **Department: 945 Economic Development**

PERSONAL SERVICES

101 <u>Regular Employees</u>		\$200
Secretary		\$200
107 <u>FICA & Medicare</u>		\$15
FICA		\$12
MEDICARE		\$3

CONTRACTUAL SERVICES

219 <u>Professional Services</u>		\$3,000
The Economic Development Commission may hire a consultant to perform studies related to economic growth, income levels, population, tax incentives, etc.	\$3,000	
224 <u>Travel, Seminar, and Conference Expenses</u>		\$250
Registration fees for seminars, travel expenses, etc. This item will include seminars or conferences attended by Economic Development Commission members.	\$250	
233 <u>Printing</u>		\$350
This item will cover any printing of studies, reports or other materials that would assist the Economic Development	\$350	

MATERIALS & SUPPLIES

301 <u>Office Supplies</u>		\$200
302 <u>Books & Magazines</u>		\$200
347 <u>Photographic Supplies</u>		\$100

FIXED CHARGES

423 <u>Dues & Memberships</u>		\$200
		\$4,515

NON-DEPARTMENTAL: TOWN GENERAL

Account No. 950

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	568,445	774,890	774,890	616,750
300 MATERIALS & SUPPLIES	4,100	4,000	4,000	4,000
400 FIXED CHARGES	911,760	1,554,049	1,554,049	1,447,037
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>1,484,305</u>	<u>2,332,939</u>	<u>2,332,939</u>	<u>2,067,787</u>

NON-DEPARTMENTAL: TOWN GENERAL

Account No. 950

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>CONTRACTUAL SERVICES</u>				
203 Auditing Services	43,160	43,390	43,390	82,750
210 Testing Services	1,000	1,000	1,000	1,000
211 Chamber of Commerce	-	0	0	0
219 Professional Services	341,285	549,500	549,500	352,000
221 Postage	40,000	40,000	40,000	40,000
233 Printing	6,000	6,000	6,000	6,000
245 Maintenance-Office Equipt.	0	0	0	0
255 Equipment Rental	12,000	10,000	10,000	10,000
285 Coventry Land Trust	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
Total Contractual Services	<u>568,445</u>	<u>774,890</u>	<u>774,890</u>	<u>616,750</u>
<u>MATERIALS & SUPPLIES</u>				
301 Office Supplies	<u>4,100</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<u>FIXED CHARGES</u>				
402 Licenses and Permits	2,200	2,200	2,200	2,200
421 Tuition Reimbursement	0	1,000	1,000	1,000
422 Employee Assistance Plan	4,500	4,500	4,500	4,500
423 Dues & Memberships	15,060	15,260	15,260	15,260
432 Town Insurance	333,000	710,000	710,000	710,000
433 Land Fill Contribution	0	0	0	0
436 Unemployment Compensation	50,000	50,000	50,000	50,000
446 Telephone Service	50,000	50,000	50,000	50,000
454 Pension Contributions	552,200	442,837	442,837	559,077
499 Contingency	50,000	455,000	455,000	55,000
Concessions/Lay-offs	<u>(145,200)</u>	<u>(176,748)</u>	<u>(176,748)</u>	<u>-</u>
Total Fixed Charges	<u>911,760</u>	<u>1,554,049</u>	<u>1,554,049</u>	<u>1,447,037</u>
TOTAL APPROPRIATION	<u>1,484,305</u>	<u>2,332,939</u>	<u>2,332,939</u>	<u>2,067,787</u>

ANNUAL BUDGET

Fiscal Year 2011-2012

BUDGET COMMENTARY

950 Town General

203	<u>AUDITING SERVICES</u>	82,750
	Financial Auditors	45,000
	Independent Auditor's Report July 1, 2010 to June 30, 2011	
	Financial Statements; Cemetery Fund; Isaac Fiske & H. N. Waterman Funds;	
	State and Federal Grants Compliance Testing	
	Actuaries (PD \$10,900., Muni \$11,900, calcs 6@ \$325)	24,750
	OPEB Report -- required every other year. Not required for FY 10 Financial Statements.	13,000
210	<u>TESTING SERVICES</u>	1,000
	International Personnel Management Association - Personnel	
	Tests - New hire competitive examinations and Police	
	promotional examinations.	
211	<u>CHAMBER OF COMMERCE</u>	-
	FY 2010 withdrew membership.	
219	<u>PROFESSIONAL SERVICES</u>	352,000
	Strategic Plan	-
	Pawtuxek Valley River Authority	5,000
	Emergency Dispatch Services - Fire Alarm (est 5% increase)	307,000
	Quidnick Reservoir - Lease Agreement	40,000
	Tiogue Lake Maintenance	-
	Statistical Revaluation (3 yr amort @ 60%)	-
	Full Reval (\$500,000 @ 6 yr amort)	-
221	<u>POSTAGE</u>	40,000
	Centralized postage machine used by all town departments; Police,	
	Recreation, Town Hall, and Library, Public Works, Human Services.	
233	<u>PRINTING & DUPLICATING</u>	6,000
	Printing for town departments; operating and capital budgets, manuals,	
	ordinances, subdivision regulations, street directories, status sheets,	
	Town Charters, purchase orders, checks, W-2 forms, etcetera.	

ANNUAL BUDGET

Fiscal Year 2011-2012

BUDGET COMMENTARY

950 Town General

255	<u>EQUIPMENT RENTAL</u>	10,000
	FTM rental of chairs, floor covering, fans and speaker system	
	\$586.00 per month (63 months from 3/30/03)	\$0
285	<u>COVENTRY LAND TRUST (PER TOWN CHARTER)</u>	125,000
	<u>Expenditure Summary</u>	
	Contribution based on 50% share of recording fees.	
301	<u>OFFICE SUPPLIES</u>	4,000
	This account is used for all town departments. Supplies include cover stock, mylars, comb binders for reports, pencils, staples, tape etcetera, for printroom; ink and sealing solution for mailing machine and other supplies for general non-departmental operations.	
402	<u>LICENSES AND PERMITS</u>	2,200
	Music licenses	
421	<u>TUITION REIMBURSEMENT</u>	1,000
422	<u>EMPLOYEE ASSISTANCE PLAN</u>	4,500
423	<u>DUES & MEMBERSHIPS</u>	15,260
	RI League of Cities & Towns	15,000
	Sealer of Weights & Measures	60
	SHRM	200
432	<u>TOWN INSURANCE</u>	710,000
	Rhode Island Interlocal Risk Management Trust	
	General Liability, Property Damage, Excess Liability	355,000
	Workers Compensation -- Town portion	305,000
	Deductibles and miscellaneous safety and health expenses	50,000

ANNUAL BUDGET

Fiscal Year 2011-2012

BUDGET COMMENTARY

950 Town General

433	<u>LAND FILL CONTRIBUTION</u>		-
436	<u>UNEMPLOYMENT COMPENSATION</u>		50,000
	Reimbursement to RI Department of Employment Security. Town is self insured.		
446	TELEPHONE SERVICE		50,000
	Includes Town Hall/Library phones, alarm line from Town Hall to Police Department, Public Works, modem in Library and Computer Room.		
454	PENSION (MUNICIPAL EMPLOYEES)		559,077
	Municipal Employees	550,000	
	Unrepresented employees contribution	-	
	ICMA Participants	9,077	
499	<u>CONTINGENCY ACCOUNT</u>		55,000
	Reserve Account for emergencies, damage claims, arbitration costs, or awards, and other unanticipated expenditures.		
	<u>MEDICAL CONCESSIONS</u>		<u>-</u>
	<u>Expenditure Summary</u>		
			<u><u>2,067,787</u></u>

NON-DEPARTMENTAL: CONTRIBUTIONS

Account No. 960

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	0	0	0	0
200 CONTRACTUAL SERVICES	0	0	0	0
300 MATERIALS & SUPPLIES	0	0	0	0
400 FIXED CHARGES	0	0	0	0
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

NON-DEPARTMENTAL: CONTRIBUTIONS

Account No. 960

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
<u>CONTRACTUAL SERVICES</u>				
245 Wildlife Rehabillators of RI	0	0		0
246 The Apeiron Foundation	0	0		0
247 Big Brothers of R.I.	0	0		0
248 Human Services Vol. Coordinator	0	0		0
249 Cov. High Radio Station	0	0		0
250 Cornerstone Adult Daycare	0	0		0
257 Johnson/s Pond Civic Association	0	0		0
259 Phenix/Harris Riverwalk	0	0		0
260 Veterans Council	0	0		0
261 Nathanael Greene Homestead	0	0		0
262 J.Arthur Trudeau Memorial Ctr.	0	0		0
263 Coventry Literacy Volunteers	0	0		0
264 Kent Center	0	0		0
265 VNA of Care New England	0	0		0
267 Pawtuxet River Authority	0	0		0
270 So. RI Conservation District	0	0		0
272 Coventry Prevention Coalition (1)	0	0		0
274 Coventry Historical Society	0	0		0
275 Coventry Friends Human Services	0	0		0
284 Friendship Link	0	0		0
286 Coventry Pride Committee	0	0		0
289 Greene Public Library	0	0		0
292 Meals on Wheels	0	0		0
293 Eliz. Buffum Chace House	0	0		0
294 The Samaritans	0	-		0
295 CCAP Health Center	0	0		0
296 Chamber of Commerce	0	0		0
298 Coventry Food Bank	0	0		0
299 Family Life Resource Doric Ctr.	0	0		0
TOTAL APPROPRIATION	0	0	0	0

(1) formerly Coventry Substance Abuse Prevention Task Force

COVENTRY HOUSING AUTHORITY

Account No. 965

<u>PROGRAM SUMMARY</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
100 PERSONAL SERVICES	288	288	288	288
200 CONTRACTUAL SUPPLIES	0	0	0	0
300 MATERIALS & SUPPLIES	0	0	0	0
400 FIXED CHARGES	3,765	3,765	3,765	3,765
500 CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATION	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>

COVENTRY HOUSING AUTHORITY

Account No. 965

<u>EXPENDITURE DETAIL</u>	ACTUAL 2009-2010	BUDGET 2010-2011	ESTIMATE 2010-2011	PROPOSED 2011-2012
107 FICA & Medicare	<u>288</u>	<u>288</u>	<u>288</u>	<u>288</u>
<u>FIXED CHARGES</u>				
414 Expenses, Commissioners	<u>3,765</u>	<u>3,765</u>	<u>3,765</u>	<u>3,765</u>
TOTAL APPROPRIATION	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>	<u>4,053</u>

TOWN OF COVENTRY
PROPOSED CAPITAL BUDGET
FY 2012



Town of Coventry
Proposed Capital Budget
FY 2012

Public Works

Engineering		
60 Laurel Avenue	\$	25,000
Road & Bridges		
Dump Trucks		625,000
Front End Loader		170,000
Street Sweeper		170,000
Back Hoe		95,000
Snow Removal		
Snow Plows		13,000
Division 85		
Bldg Maintenance & Repairs - 191 MacArthur Blvd		40,000
Maintenance & Repairs - Town Hall Annex (Roof, Skylight, & Roof Drains)		85,000
Town Hall Library - Fire Code Violations		22,000
Quidnick HVAC /DPW HVAC		19,000
Quidnick HVAC (5 systems)		71,000
Quidnick Roof		66,000
Division 86		
Garbage Truck Chassis		140,000
Garbage Truck Bodies		95,000
Bulk Truck		50,000
Pickup		30,000
<hr/> Total Public Works		<hr/> 1,716,000 <hr/>

Town of Coventry
Proposed Capital Budget
FY 2012

Police Department

Detective Vehicles	30,000
Police Station - Roof Gutters	9,500
Radio System	80,000

Total Police Department	119,500
--------------------------------	----------------

Parks & Recreation

Fleet Replacement	
Dump Truck	46,000
Equipment Replacement - Tractor/Mowers	
	29,900

Playfields/Playground Equip

Playground Bldg Accessibility - ADA	27,000
Central Coventry Park - Bldg Utilities	11,600

Total Parks & Recreation	114,500
-------------------------------------	----------------

School Department

Smoke detectors in High Scholl hallways	50,000
---	--------

Total School Department	50,000
--------------------------------	---------------

Total Proposed Capital Budget FY2012	\$ 2,000,000
---	---------------------