

CITY COUNCIL

City Council Vision Statement:

"The vision of Newport is to be the most livable and welcoming city in New England."

City Council Mission Statement:

To provide leadership, direction and governance that continuously improves our community and to be stewards of our natural resources while preserving our cultural, historic and maritime heritage;

to ensure that Newport is a safe, clean and enjoyable place to live and work and our residents enjoy a high quality of life;

to exercise the prudent financial planning and management needed to achieve our strategic goals;

to achieve excellence in everything we do, invest in the future of our community, especially the education of our children, and work closely with our businesses and institutions to sustain a healthy economic and tourism climate;

to promote and foster outstanding customer service for all who come in contact with the City;

to deliver quality and cost effective municipal services to our residents, businesses, institutions and visitors that results in the highest achievable levels of customer satisfaction; and

to support the use of defined processes and continuous improvement and public participation as key components of our service delivery model.

City Council Strategic Goals:

- 1. Improve communications between City government and the citizens of Newport.*
- 2. Emphasize major City thoroughfares in infrastructure improvement planning.*
- 3. Develop a proactive business environment in Newport.*
- 4. Initiate a plan for continuous improvement.*

CITY COUNCIL

FY 2014 Short-term goals and measures:

Goal #1: Hold annual Council strategy action planning retreat to update priority action and work plans

Measure: Number of sessions held during the fiscal year to updated identification of priorities

PERFORMANCE MEASURES	FY 2013	FY2014
	ACTUAL	ACTUAL
A. Continuous improvement analysis on action plan implementations	50%	50%
B. Number of quarterly update/review meetings	-	-

Associated Council Objectives:



To provide leadership, direction and governance that continuously improves our community

Goal #2: Continued implementation of top 3 or 4 strategic actions identified in Council's Strategic Plan

Measure: Percentage of each strategic action to move forward with implementation or adoption

Communications	FY 2013	FY2014
	ACTUAL	ACTUAL
A. Web Site Redesign	50%	100%
B. Facebook - Police Department	100%	100%
C. IT Advisory Group	100%	n/a
D. Facebook - City		100%

Continous Improvement (CI)

	FY 2013	FY2014
	ACTUAL	ACTUAL
A. Two Pilot Projects Completed	100%	n/a
B. Implement majority of Pilot Teams' Recommendations	50%	100%
C. Establishment of two new CI Project Teams	50%	100%

Associated Council Objectives:



To provide leadership, direction and governance that continuously improves our community

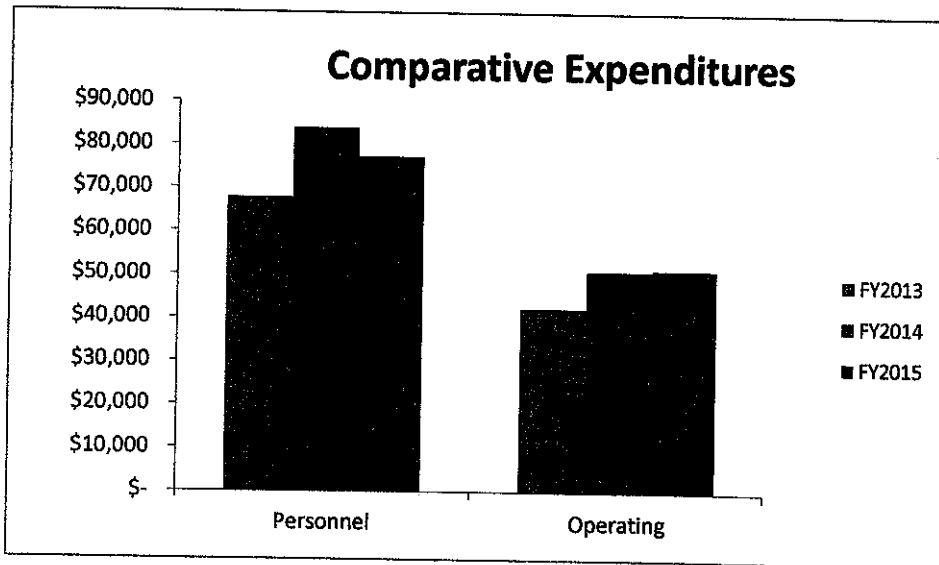
Goal #3: Appointment of new City Manager

Measure: Percentage of City Manager appointment completed

**Goal #1 and Measure #1 FY 2014 continue to apply
Goal #3 is a new goal for FY2015**

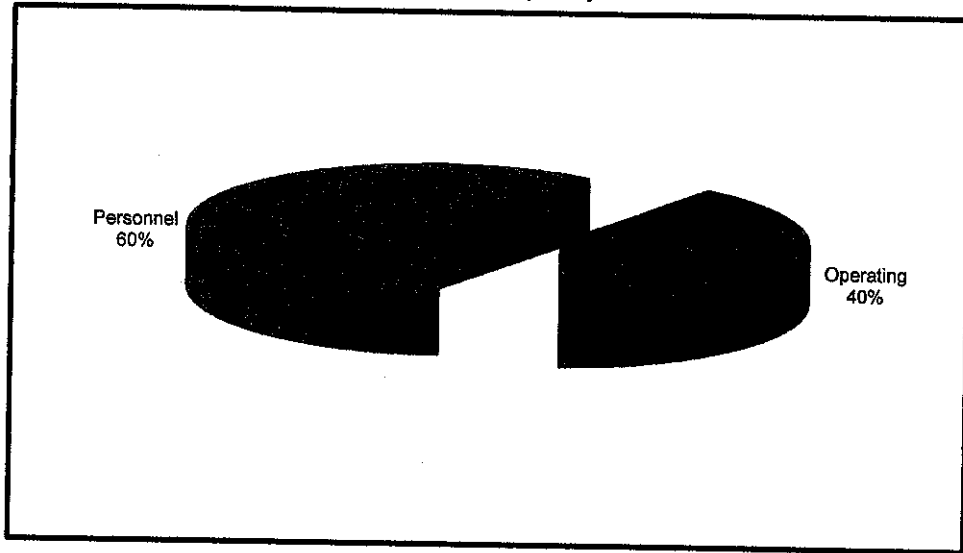
**CITY COUNCIL
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 16,012	\$ 16,000	\$ 16,000	\$ 16,000
FRINGE BENEFITS	51,869	67,920	67,920	61,343
PURCHASED SERVICES	-	-	-	-
OTHER CHARGES	40,920	49,045	46,895	49,445
SUPPLIES & MATERIALS	1,480	2,000	2,000	2,000
TOTAL	\$ 110,281	\$ 134,965	\$ 132,815	\$ 128,788



City Council

FY 2015 Expenditures \$128,788



FUNCTION: Legislative
DEPARTMENT: Mayor and City Council
DIVISION OR ACTIVITY: City Council

BUDGET COMMENTS:

This division has decreased by \$6,177 (-4.58%) in FY 2015. Decreases include \$6,577 (-9.68%) in employee benefits. The only offsetting increase is \$400 (2.17%) in dues and subscriptions.

PROGRAM:

This program provides funds for the salaries and operating expenses of the Mayor and six Council Members. One councilor is elected from each of the three wards of the City and four from the City at-large. The Council chooses one of its at-large members to serve as Chair and another to serve as Vice Chair. The Chair has the title of Mayor and presides at all meetings of the Council and is recognized as the official head of the City for all ceremonial purposes.

GOALS:

Through enactment of appropriate legislation, to establish official City policy on all matters; and to lend support to various civic causes, thereby shaping the future of Newport for the citizens.

COST CENTER 11-010-8110: CITY COUNCIL

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 16,012	\$ 16,000	\$ 16,000	\$ 16,000
FRINGE BENEFITS	51,869	67,920	67,920	61,343
PURCHASED SERVICES	-	-	-	-
OTHER CHARGES	40,920	49,045	46,895	49,445
SUPPLIES & MATERIALS	1,480	2,000	2,000	2,000
COST CENTER TOTAL	\$ 110,281	\$ 134,965	\$ 132,815	\$ 128,788

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Councilors-at-large		4.0	4.0	4.0	4.0
First Ward Councilor		1.0	1.0	1.0	1.0
Second Ward Councilor		1.0	1.0	1.0	1.0
Third Ward Councilor		1.0	1.0	1.0	1.0
Total Positions		7.0	7.0	7.0	7.0

**CITY OF NEWPORT, RHODE ISLAND
FY2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES**

ACCT NUMBER	ACCOUNT NAME	2013 ACTUAL EXPEND	2014 ADOPTED BUDGET	2014 PROJECTED RESULTS	2015 ADOPTED BUDGET	Dollar Change FY15	% Chge FY14 to FY15
11-010-8110-50004	Temp. Services	\$ 1,416	\$ 2,400	\$ 1,500	\$ 2,400	-	0.00%
11-010-8110-50051	Council Salaries	16,012	16,000	16,000	16,000	-	0.00%
11-010-8110-50100	Employee Benefits	51,869	67,920	67,920	61,343	(6,577)	-9.68%
11-010-8110-50210	Dues & Subscript	18,415	18,415	18,415	18,815	400	2.17%
11-010-8110-50278	Council Expense	19,889	25,070	25,070	25,070	-	0.00%
11-010-8110-50285	Navy Affairs Expense	360	910	910	910	-	0.00%
11-010-8110-50361	Office Supplies	1,480	2,000	2,000	2,000	-	0.00%
11-010-8110-50866	Bd. Of Tenant Affairs	840	2,250	1,000	2,250	-	0.00%
	City Council	\$ 110,281	\$ 134,965	\$ 132,815	\$ 128,788	(6,177)	-4.58%

CITY MANAGER'S OFFICE

The Mission of the City Manager's Office is to provide a full range of municipal services to its residents, businesses, institutions and visitors. This includes all elements of public safety, transportation, recreation, land use control and sanitation. Newport is a major tourism destination in southern New England and has a significant military presence.

As a direct service supplier the City of Newport uses a skilled work force and proven service industry technology to provide services, and protect the City's nationally significant natural and historic resources.

The following divisions and functions fall under the City Manager:

The City Manager - appointed by the Council, and, by Charter, is the Chief Administrative Officer of the City. The City Manager carries out the policies and goals of the City Council and performs the administrative functions of City government. He provides guidance to departments in developing goals for achieving their mission and for use of resources necessary to successfully attain those goals.

The City Manager's Division utilizes 0.49% (0.48% FY14; 0.48% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$17.59 during FY 15.

Human Resources Division – Provides personnel and labor relations support as a division of the City Manager's Office. Responsibilities include employee information; safety and skills training programs; compliance with the provisions of various labor contracts; City Manager representative in union grievance proceedings and collective bargaining negotiations; benefits administration; municipal recruitment and selection; promotional and entry-level civil service testing procedures and implementation; supervisory and union employee counselor on applicable policies and practices; updates and ensures adherence to local, state and federal labor laws; administration of Workers' Compensation and Return-To-Work programs; certification of employment records and payroll functions.

The Human Resources Division 0.38% (0.38% in FY14; 0.35% FY13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$13.59 during FY 15.

Special Events – This is a section set up to track costs related to special events such as parades, fireworks, Tall Ships and others. Costs have historically been charged to individual departments where they were not budgeted.

CITY MANAGER'S OFFICE
FY 2014 Short-term goals and measures:

Goal 1: To achieve a high rate of responsiveness regarding intergovernmental relations.

Measure 1: Provide response back to Council or citizen with an initial plan of action on 95% of their inquiries within 7 working days.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL
Percentage of responses back to Council/citizen with initial plan of action within 7 working days	96%	98%	97%	97%	95%

Measure 2: Incorporate all inquiries into service request system by end of FY 15.



Associated Council Mission: to promote and foster outstanding customer service for all who come in contact with the City.

Goal 2: To have all (1,362) former personnel employment records manually scanned in house and stored digitally over a five year period.

Measure 1: One hundred percent completion within five years.

PERFORMANCE MEASURES	FY 2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL
Number of former personnel employment records scanned	242	328	596	750
Percent former personnel employment records scanned & stored digitally over 5 years	18%	24%	44%	55%



Associated Council Mission: to achieve excellence in everything we do

Goal 3 Management of projects and infrastructure improvements within identified parameters (on time, within budget) and in conformance with identified phases

Measure 1: Develop 5 and 10 year strategic goals for major capital improvement projects with cost and time lines.

	FY 2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL
Percentage of identified annual CIP projects funded through Adopted Budget	34.34%	58.73%	50%

CITY MANAGER'S OFFICE
FY 2014 Short-term goals and measures (continued):

Measure 2a: % of work initiatives completed as per specifications

	FY 2014 TARGET	FY 2014 ACTUAL
Broadway Streetscape Implementation *	100%	70%

** Delays in funding being released by Federal and State governments*

Measure 2b: % of work initiatives completed as per specifications

	FY 2014 TARGET	FY 2014 ACTUAL
Lower Thames Street (design)	100%	75%

Measure 2c: % of work initiatives completed as per specifications

	FY 2013 ACTUAL	FY 2014 TARGET	FY2014 ACTUAL
Information Technology			
a) Web Site Redesign	50%	100%	100%
b) GIS	25%	50%	100%
c) On-line Bill Payment	10%	50%	100%

Measure 2d: % of work initiatives completed as per specifications

	FY2013 ACTUAL	FY2014 ACTUAL	FY 2015 TARGET
Continuous Improvement Program (Joint with Council)			
- Number of Pilot Projects to be completed		2	1.5
			3

CITY MANAGER'S OFFICE
FY 2014 Short-term goals and measures (continued):

Associated Council Objectives:



to support the use of defined processes and continuous improvement and public participation as key components of our service delivery model.

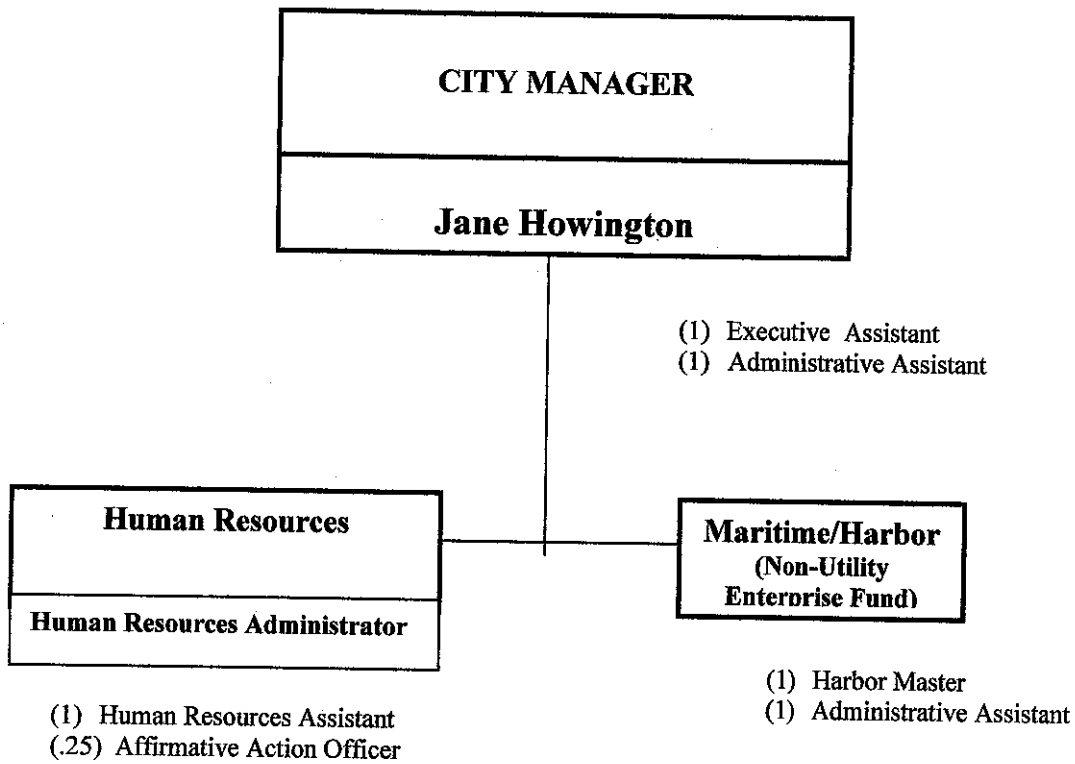
Associated Council Tactical Area:



to provide a strong, well-managed public infrastructure as key to enhancing quality of life and economic stability to our community.

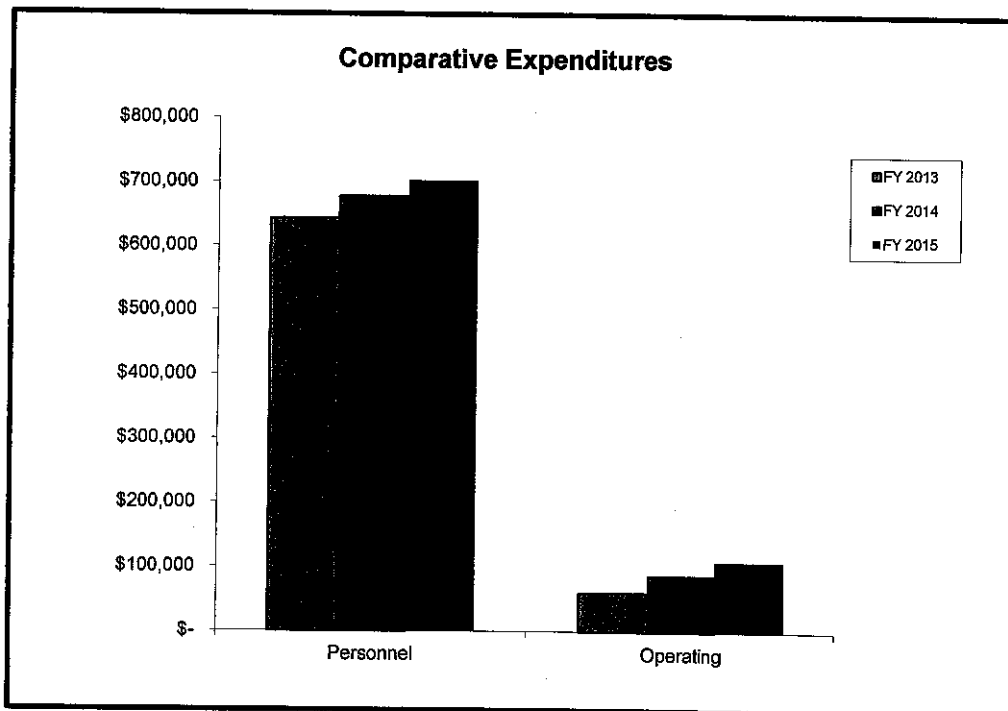
Goals and Measures FY 2014 continue to apply with the exception of Goal 3, Measure 2c. Goal #1, Measure #2 is new for FY2015

CITY MANAGER



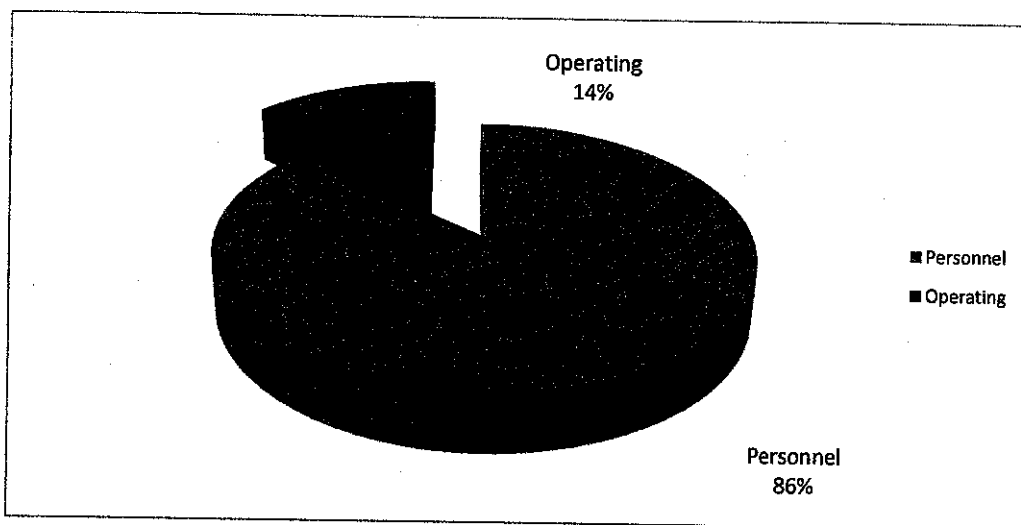
**CITY MANAGER
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 496,433	\$ 494,552	\$ 494,552	\$ 510,439
FRINGE BENEFITS	146,573	183,100	183,100	192,369
PURCHASED SERVICES	11,182	35,900	35,900	61,100
UTILITIES	-	500	500	500
INTERNAL SERVICES	7,246	11,043	8,000	4,000
OTHER CHARGES	33,512	29,650	34,650	34,650
SUPPLIES & MATERIALS	7,922	9,500	9,500	9,500
TOTAL	\$ 702,869	\$ 764,245	\$ 766,202	\$ 812,558



City Manager

FY 2015 Expenditures \$812,558



FUNCTION: City Manager
DEPARTMENT: City Manager's Office
DIVISION OR ACTIVITY: City Manager

BUDGET COMMENTS:

Costs in this division are primarily for salaries and benefits. Costs have increased \$30,541 (7.57%) in FY 2015. Increases include to personnel costs of \$12,584 (3.55%) and contract services of \$50,000 for continued communication & public relations services. An offsetting decrease of \$25,000 (-90.91%) in the annual report line reflects the removal of FY2014 funding for the City's citizen survey.

PROGRAM:

This program provides funds for the operation of the City Manager's Office. The City Manager is appointed by the Council, and, by Charter, is the Chief Administrative Officer of the City.

OBJECTIVES:

To carry out the policies and goals of the City Council and to perform the administrative functions of City government; to provide the guidance each department needs in developing goals to achieve its mission and to furnish the resources necessary to successfully attain those goals.

SERVICES AND PRODUCTS:

- Annual operating and capital budget
- Special projects and reports
- Citizen relations
- Data and information analyses
- Responses to Council/citizen inquiries

COST CENTER 11-020-8200: CITY MANAGER

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 265,765	269,143	269,143	277,593
FRINGE BENEFITS	74,565	85,811	85,811	89,945
PURCHASED SERVICES	4,022	28,100	28,100	53,100
UTILITIES	-	500	500	500
INTERNAL SERVICES	7,246	11,043	8,000	4,000
OTHER CHARGES	9,766	7,250	7,250	7,250
SUPPLIES & MATERIALS	1,320	1,500	1,500	1,500
COST CENTER TOTAL	\$ 362,684	403,347	400,304	433,888

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
City Manager	C	1.0	1.0	1.0	1.0
Executive Assistant	S05	1.0	1.0	1.0	1.0
Admin. Assistant	S04	1.0	1.0	1.0	1.0
Total Positions		3.0	3.0	3.0	3.0

FUNCTION: City Manager
DEPARTMENT: City Manager's Office
DIVISION OR ACTIVITY: Human Resources

BUDGET COMMENTS:

This cost center has increased \$17,772 (5.60%) in FY 2015 due almost exclusively to personnel. There are no offsetting decreases in this cost center. Recruitment costs of \$25,000 remain a significant expense for this cost center.

PROGRAM:

The Office of Human Resources is a direct staff support function to the City Manager. Responsibilities include employee relations; safety and other training programs; compliance with the provisions of various labor contracts; City Manager representative in union grievance proceedings and collective bargaining negotiations; benefits administration; municipal recruitment and selection; promotional and entry-level civil service testing procedures and implementation; supervisory and union employee counselor on applicable policies and practices; updates and adherence to local, state and federal labor laws; administration of Workers' Compensation and Return-To-Work programs; certification of employment records and payroll functions; and the representative to 315 active FTE, 315 retired employees and 150 seasonal municipal employees and their dependents.

OBJECTIVES:

The objective of the Human Resources Office is to assist all City departments attract, motivate, retain, manage, and develop qualified and productive employees while ensuring the highest quality of customer service is provided to employees and their dependents, as well as the general public, in an efficient, effective and compassionate manner.

SERVICES AND PRODUCTS:

- Job classification, compensation, evaluation systems and salary surveys
- Recruitment and hiring and employee orientation
- Employee activities - award breakfast, health fair, wellness clinic
- Personnel records
- Training
- Tuition aid reimbursement
- Benefits
- Employee relations assistance

COST CENTER 11-020-8210: HUMAN RESOURCES

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 173,358	\$ 182,409	\$ 182,409	\$ 189,846
FRINGE BENEFITS	72,008	97,289	97,289	102,424
PURCHASED SERVICES	7,160	7,500	7,500	7,700
OTHER CHARGES	23,747	22,400	27,400	27,400
SUPPLIES & MATERIALS	6,602	8,000	8,000	8,000
COST CENTER TOTAL	\$ 282,875	\$ 317,598	\$ 322,598	\$ 335,370

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Human Resources Admin.	S11	1.0	1.0	1.0	1.0
Human Resources Assistant	S04	1.0	1.0	1.0	1.0
Affirmative Action Officer	N/A	0.25	0.25	0.25	0.25
Total Positions		2.25	2.25	2.25	2.25

FUNCTION: City Manager
DEPARTMENT: City Manager's Office
DIVISION OR ACTIVITY: Special Events

BUDGET COMMENTS:

Many of the Special Events held in Newport are self supported. Others are supported, in part, by City personnel during the regular course of employment, with no additional cost to the taxpayer. This cost center captures Special Event expenses that are subsidized by taxes. The objective of the Special Events Budget is to remove these unusual costs from individual Department budgets, thereby providing a more meaningful comparison among budget years. A total of \$43,300 is adopted in FY 2015, with the greatest amount reflecting expenses for the St. Patrick's Day Parade.

SPECIAL EVENTS SUBSIDIZED

- Polar Bear Plunge
- St. Patrick's Day Parade
- Police Parade
- Fourth of July Fireworks
- Misc. Festivals

COST CENTER 11-020-8220: SPECIAL EVENTS

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 PROPOSED
SALARIES	\$ 57,310	\$ 43,000	\$ 43,000	\$ 43,000
PURCHASED SERVICES	-	300	300	300
COST CENTER TOTAL	\$ 57,310	\$ 43,300	\$ 43,300	\$ 43,300

**CITY OF NEWPORT, RHODE ISLAND
FY2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES**

<u>ACCT NUMBER</u>	<u>ACCOUNT NAME</u>	2013 ACTUAL EXPEND	2014 ADOPTED BUDGET	2014 PROJECTED RESULTS	2014 ADOPTED BUDGET	\$ Change FY14 to FY15	% Change FY14 to FY15
11-020-8200-50001	City Manager Salaries	\$ 265,765	\$ 268,143	\$ 268,143	\$ 276,593	8,450	3.15%
11-020-8200-50004	Temp & Seasonal	-	1,000	1,000	1,000	-	0.00%
11-020-8200-50100	Employee Benefits	74,565	85,811	85,811	89,945	4,134	4.82%
11-020-8200-50205	Copying and Binding	-	100	100	100	-	0.00%
11-020-8200-50205	Annual Report	875	27,500	27,500	2,500	(25,000)	-90.91%
11-020-8200-50210	Dues & Subscriptions	1,639	1,650	1,650	1,650	-	0.00%
11-020-8200-50212	Conferences & Training	7,638	4,500	4,500	4,500	-	0.00%
11-020-8200-50225	Contract Services	3,147	500	500	50,500	50,000	10000.00%
11-020-8200-50251	Telephone & Comm	-	500	500	500	-	0.00%
11-020-8200-50271	Gasoline & Vehicle Maint.	7,246	11,043	8,000	4,000	(7,043)	-63.78%
11-020-8200-50282	Official Expense	489	1,100	1,100	1,100	-	0.00%
11-020-8200-50361	Office Supplies	1,320	1,500	1,500	1,500	-	0.00%
	City Manager	\$ 362,884	\$ 403,347	\$ 400,304	\$ 433,888	30,541	7.57%
11-020-8210-50001	Human Resources Salaries	\$ 161,569	\$ 169,629	\$ 169,629	\$ 177,066	7,437	4.38%
11-020-8210-50004	Temp & Seasonal	11,789	12,780	12,780	12,780	-	0.00%
11-020-8210-50100	Employee Benefits	72,008	97,289	97,289	102,424	5,135	5.28%
11-020-8210-50205	Copying & Binding	120	200	200	200	-	0.00%
11-020-8210-50210	Dues & Subscriptions	280	500	500	500	-	0.00%
11-020-8210-50212	Conferences & Training	2,027	1,900	1,900	1,900	-	0.00%
11-020-8210-50215	Recruitment	21,440	20,000	25,000	25,000	5,000	25.00%
11-020-8210-50225	Contract Services	7,040	7,300	7,300	7,500	200	2.74%
11-020-8210-50311	Operating Supplies	4,544	5,000	5,000	5,000	-	0.00%
11-020-8210-50361	Office Supplies	2,058	3,000	3,000	3,000	-	0.00%
	Human Resources	\$ 282,875	\$ 317,598	\$ 322,598	\$ 335,370	17,772	5.60%
11-020-8220-50002	Overtime	\$ 57,310	\$ 43,000	\$ 43,000	\$ 43,000	-	0.00%
11-020-8220-50260	Rental - Equip & Facilities	-	300	300	300	-	0.00%
	Special Events	\$ 57,310	\$ 43,300	\$ 43,300	\$ 43,300	-	0.00%
	TOTAL CITY MANAGER	\$ 703,069	\$ 764,245	\$ 766,202	\$ 812,558	48,313	6.32%

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DEPARTMENT OF LAW

The following division and functions fall under the Department of Law:

The City Solicitor serves for a term concurrent with the term of office of the City Council. He provides expert legal advice and advocacy to and on behalf of the City Council, City Manager, Boards and Commissions, Bureaus, and all City Departments thereof, in matters relating to their official powers and duties

In carrying out these functions he is aided by two assistant City Solicitors, one who deals with cases involving civil litigation and another who represents the City as a prosecutor for law enforcement matters.

The Department of Law utilizes 0.58% (0.55% FY14; 0.53% FY13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$20.71 during FY 15.

DEPARTMENT OF LAW

FY 2014 Short-term goal and measure:

Goal: Prosecute and defend all legal actions involving the City and Redevelopment Agency, including workers' compensation matters.

Measure: Resolve at least 50 percent of cases by pre-trial evaluation and /or non-binding arbitration

Settle at least 30 percent of pre-litigation claims

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Minimum % pre-litigation claims settled	30%	30%	30%	30%	30%

Associated Council Mission:

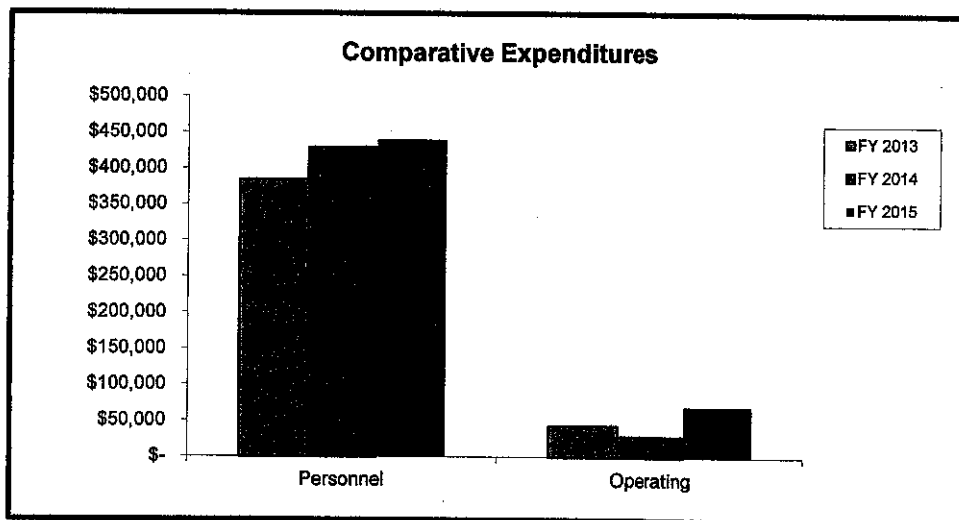


to achieve excellence in everything we do

**Goal and measure for FY 2014 continues to apply.
There are no new goals or measures for FY 2015.**

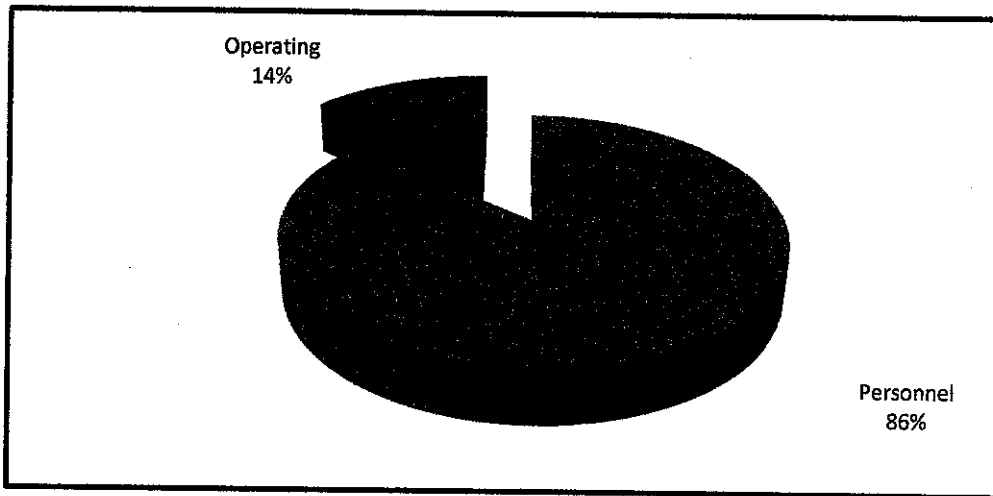
**CITY SOLICITOR
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 264,733	\$ 277,658	\$ 277,658	\$ 283,846
FRINGE BENEFITS	119,217	151,308	151,308	156,504
PURCHASED SERVICES	1,948	6,000	3,000	6,000
UTILITIES	-	-	-	-
OTHER CHARGES	38,933	20,950	42,950	62,950
SUPPLIES & MATERIALS	2,437	1,750	1,750	1,750
TOTAL	\$ 427,268	\$ 457,666	\$ 476,665	\$ 511,050



City Solicitor

FY 2015 Expenditures \$511,050



FUNCTION: General and Finance
DEPARTMENT: Law
DIVISION OR ACTIVITY: City Solicitor

BUDGET COMMENTS:

This cost center has increased \$53,384 (11.66%). Increases include \$40,000 (400.00%) in labor relations, \$11,384 (2.65%) in personnel costs and \$2,000 (20.0%) in dues & subscriptions. There are no offsetting decreases in this cost center.

PROGRAM:

This program provides funds for the operation of the City Solicitor's Office. The City Solicitor serves for a term concurrent with the term of office of the City Council. He is legal advisor to and attorney and counsel for the City and all boards, commissions, bureaus and offices thereof, in matters relating to their official powers and duties. In carrying out these functions he is aided by two assistant City Solicitors, one who deals with cases involving civil litigation and another who represents the City as a prosecutor for law enforcement matters.

OBJECTIVES:

To protect the interests of the City of Newport by serving as legal advisor to the City Council, the City Manager, Boards and Commissions and staff members.

SERVICES AND PRODUCTS:

- Legal advice
- Ordinances
- Legal representation
- Prosecution in City Court

COST CENTER 11-030-8310: CITY SOLICITOR

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 264,733	\$ 277,658	\$ 277,658	\$ 283,846
FRINGE BENEFITS	119,217	151,308	151,308	156,504
PURCHASED SERVICES	1,948	6,000	3,000	6,000
UTILITIES	-	-	-	-
OTHER CHARGES	38,933	20,950	42,950	62,950
SUPPLIES & MATERIALS	2,437	1,750	1,750	1,750
COST CENTER TOTAL	\$ 427,268	\$ 457,666	\$ 476,665	\$ 511,050

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
City Solicitor	n/a	0.5	0.5	0.5	0.5
Asst. City Solicitor (Civil Lit)	n/a	0.5	0.5	0.5	0.5
Asst. City Sol (Law Enforce)	n/a	0.5	0.5	0.5	0.5
Legal Assistant	S05	1.0	1.0	1.0	1.0
Municipal Court Judge	n/a	0.5	0.5	0.5	0.5
Probate Court Judge	n/a	0.5	0.5	0.5	0.5
Total Positions		3.5	3.5	3.5	3.5

CITY OF NEWPORT, RHODE ISLAND
 FY2015 ADOPTED BUDGET
 GENERAL FUND EXPENDITURES

<u>ACCT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>2013 ACTUAL EXPEND</u>	<u>2014 ADOPTED BUDGET</u>	<u>2014 PROJECTED RESULTS</u>	<u>2015 ADOPTED BUDGET</u>	<u>Dollar Change</u>	<u>% Chge FY14 to FY15</u>
11-030-8310-50001	City Solicitor Salaries	\$ 185,232	\$ 277,658	\$ 277,658	\$ 283,846	\$ 6,188	2.23%
11-030-8310-50004	Temp & Seasonal	79,501	-	-	-	-	0.00%
11-030-8310-50100	Employee Benefits	119,217	151,308	151,308	156,504	5,196	3.43%
11-030-8310-50210	Dues & Subscriptions	11,092	10,000	12,000	12,000	2,000	20.00%
11-030-8310-50212	Conferences & Training	958	750	750	750	-	0.00%
11-030-8310-50225	Contract Services	1,948	6,000	3,000	6,000	-	0.00%
11-030-8310-50247	Labor Relations	26,761	10,000	30,000	50,000	40,000	400.00%
11-030-8310-50268	Mileage Reimbursement	122	200	200	200	-	0.00%
11-030-8310-50361	Office Supplies	2,437	1,750	1,750	1,750	-	0.00%
	City Solicitor	\$ 427,268	\$ 457,666	\$ 476,666	\$ 511,050	\$ 53,384	11.66%

CANVASSING AUTHORITY

The Mission of the Canvassing Authority is to conduct all elections in the City of Newport.

The Canvassing Authority is authorized under Rhode Island General Law 17-8-1. The legislative body (City Council) appoints a bipartisan canvassing authority of three (3) qualified electors of the City, not more than two (2) of whom shall belong to the same political party, along with two (2) alternates. The Mayor nominates the members of the canvassing authority from lists of party voters submitted by the respective chairpersons of the City's political committees.

The Canvassing Authority is responsible for maintaining an accurate list of registered voters and is responsible for administering elections fairly and efficiently in an open, transparent, and equitable manner. Upon request, the Canvassing Authority also assists with elections for entities such as the Housing Authority and the Newport City Personnel Appeals Board.

The Help America Vote Act of 2002 (HAVA) under section 303 required the state to implement, "in a uniform and non-discriminatory manner, a single, uniform, official, centralized, interactive computerized statewide voter registration list...that contains the name and registration information of every legally registered voter in the state and assigns a unique identifier to each legally registered voter in the state." This list now serves as the official voter registration list for the conduct of elections in the state, and must be coordinated with the databases of other state agencies.

The purpose of this list is to have a central source of voter registration for state and local election officials; therefore, any election official in the state shall be able to obtain immediate electronic access to the information contained in the computerized list. Information obtained by local election officials is electronically entered on an "expedited basis" and is available to the public on the city website: www.cityofnewport.com

In order to maintain up to date and accurate data, the appropriate state or local election official must perform regular maintenance on the list. Removal of an individual from this list must be done in accordance to the National Voter Registration Act of 1993 (NVRA). The state must coordinate with other agencies for the purposes of cross-referencing death and felony records against the registration list. Maintenance must be performed to ensure that the names of registered voters appear on the list correctly, the names of ineligible voters are removed, and that duplicate names are deleted. A system of file maintenance is in place so that voters who have not responded to a notice and have not voted in two consecutive federal elections are removed from the list. Safeguards are in place so that eligible voters are not removed in error.

The Canvassing Authority utilizes 0.29% (0.21% FY14; 0.31% FY13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$10.28 during FY 15.

CANVASSING AUTHORITY

FY 2014 Short-term goals, performance measures and status

Goal # 1: To continuing working with the Secretary of State Elections Division and the Board of Elections to implement the next phase of the National Change of Address (NCOA) process.

Measure: Review all registration records for accuracy and make the necessary changes in order to be in compliance with election standards.
This is a continual process in compliance with election standards.

Associated Council Tactical Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

Goal #2: To recruit and train new poll workers from high school, college and from diverse multi-cultural groups.

Measure: Have up to 10% of our pool of poll workers under age of 30.
This is a work in progress via community outreach

Associated Council Tactical Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

Goal # 3 Adjust polling locations and staffing levels to increase efficiency on election day.

Measure: Review existing procedures with Board of Elections and present modifications as needed.
Completed

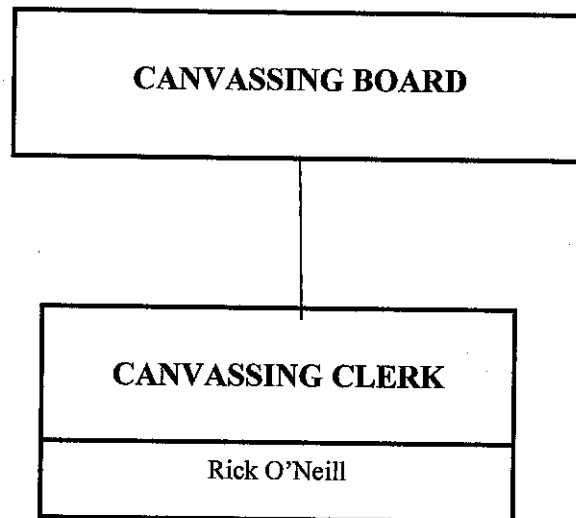
Associated Council Tactical Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

**Goals and measures for FY 2014 continue to apply.
There are no new goals or measures for FY2015.**

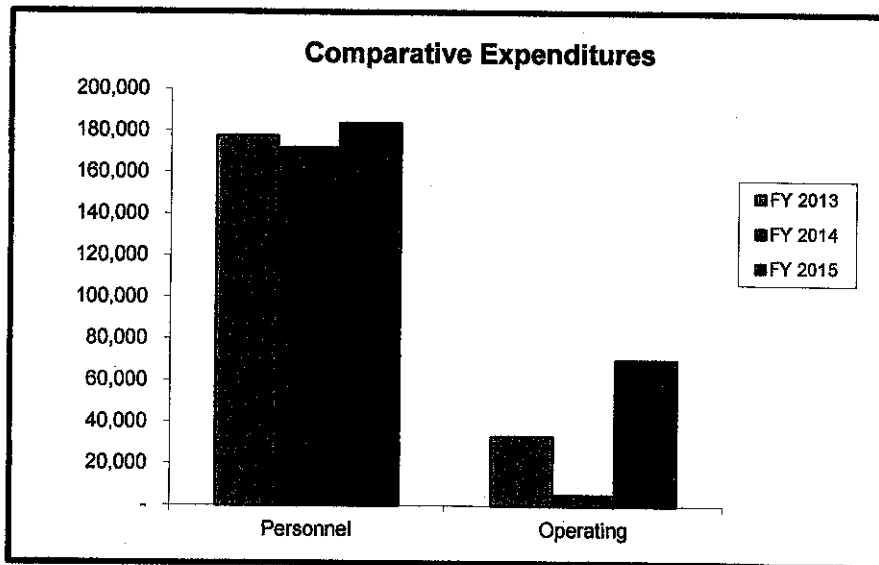
CANVASSING AUTHORITY



(1) Senior Clerk Typist, Canvassing

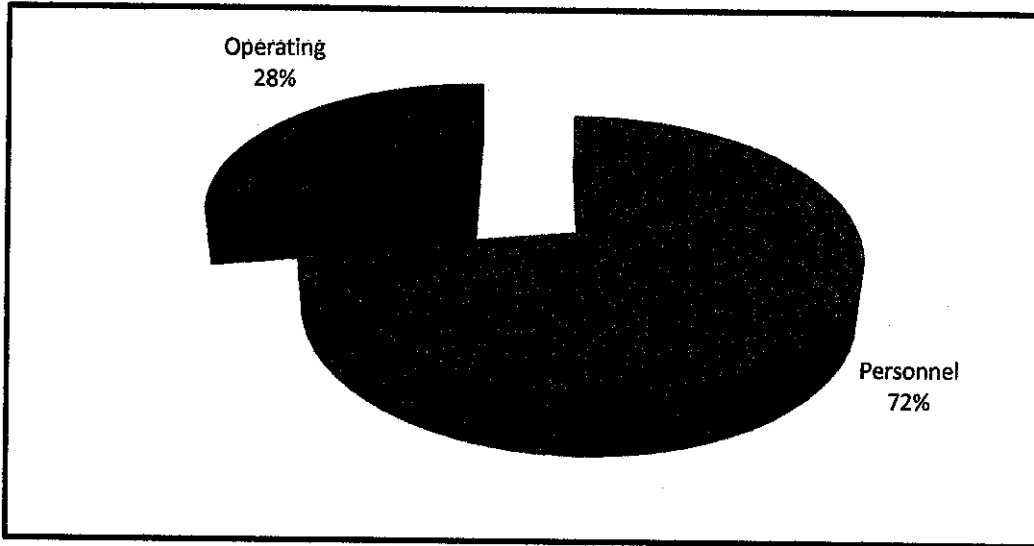
**CANVASSING AUTHORITY
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 116,992	\$ 108,930	\$ 108,930	\$ 118,917
FRINGE BENEFITS	60,523	62,982	62,982	64,736
PURCHASED SERVICES	30,291	3,500	3,500	64,500
OTHER CHARGES	1,128	840	840	1,525
SUPPLIES & MATERIALS	1,792	750	750	4,000
TOTAL	\$ 210,726	\$ 177,002	\$ 177,002	\$ 253,678



Canvassing Authority

FY2015 Expenditures \$253,678



FUNCTION: Canvassing
DEPARTMENT: Canvassing Authority
DIVISION OR ACTIVITY: Canvassing/General Registrar

BUDGET COMMENTS:

This cost center has increased \$76,676 (43.32%), driven by the upcoming fall elections. Resulting increases include \$57,000 (1900.00%) in contract services, \$7,200 (257.14%) in seasonal & temporary help, \$3,000 (600.0%) in legal advertising, \$1,000 (100.0%) in copying & binding, \$2,000 (100.00%) in equipment rental, \$750 (100.0%) in mileage reimbursement and \$1,250 (166.67%) in office supplies. Other increases include \$4,541 (2.73%) in personnel costs.

PROGRAM:

This program provides funds for the operation of the Canvassing Authority, which is responsible for conducting all elections held in the City of Newport. The Authority is comprised of three bi-partisan members appointed by the City Council. Under direction of the State Board of Elections, and in cooperation with the Secretary of State, the Authority is involved in all phases of the electoral process, from voter registration to tallying the votes after the polls close on Election Day. There are approximately 13,878 registered voters in the City of Newport.

OBJECTIVES:

To ensure the will of the majority of the City's citizens is accurately voiced in each Municipal, State, and General Election; and to serve the City Council and the citizens of Newport by registering as many new voters as possible and encouraging all citizens to vote.

SERVICES AND PRODUCTS:

- Provide voter registration for all eligible community members
- Provide absentee voting for those who cannot go to the polls
- Maintain accurate voter registration rolls
- Ensure the maintenance and integrity of electronic voting machines
- Encourage all citizens to vote
- Update the list of eligible voters
- Draft and publish legal notices, as required, advising the public of upcoming elections
- Recruit and train competent election workers

COST CENTER 11-050-8120: CANVASSING AUTHORITY

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 116,992	\$ 108,930	\$ 108,930	\$ 118,917
FRINGE BENEFITS	60,523	62,982	62,982	64,736
PURCHASED SERVICES	30,291	3,500	3,500	64,500
OTHER CHARGES	1,128	840	840	1,525
SUPPLIES & MATERIALS	1,792	750	750	4,000
COST CENTER TOTAL	\$ 210,726	\$ 177,002	\$ 177,002	\$ 253,678

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Canvassing Clerk		1.0	1.0	1.0	1.0
Senior Clerk Typist	UC2	1.0	1.0	1.0	1.0
Total Positions		2.0	2.0	2.0	2.0

**CITY OF NEWPORT, RHODE ISLAND
FY2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES**

<u>ACCT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>2013 ACTUAL EXPEND</u>	<u>2014 ADOPTED BUDGET</u>	<u>2014 PROJECTED RESULTS</u>	<u>2015 ADOPTED BUDGET</u>	<u>Dollar Change</u>	<u>% Chge FY14 to FY15</u>
11-050-8120-50001	Canvassing Salaries	\$ 104,617	\$ 102,980	\$ 102,980	\$ 105,267	\$ 2,287	2.22%
11-050-8120-50002	Overtime	775	500	500	1,000	\$ 500	100.00%
11-050-8120-50004	Seasonal & Temp	9,170	2,800	2,800	10,000	\$ 7,200	257.14%
11-050-8120-50051	Monthly Salaries	2,430	2,650	2,650	2,650	\$ -	0.00%
11-050-8120-50100	Employee Benefits	60,523	62,982	62,982	64,736	\$ 1,754	2.78%
11-050-8120-50205	Copying & Binding	-	-	-	1,000	\$ 1,000	100.00%
11-050-8120-50207	Legal Advertising	2,990	500	500	3,500	\$ 3,000	600.00%
11-050-8120-50210	Dues & Subscriptions	-	40	40	25	\$ (15)	-37.50%
11-050-8120-50212	Conferences & Training	-	50	50	-	\$ (50)	-100.00%
11-050-8120-50225	Contract Services	27,301	3,000	3,000	60,000	\$ 57,000	1900.00%
11-050-8120-50260	Equipment Rental	750	-	-	2,000	\$ 2,000	100.00%
11-050-8120-50268	Mileage Reimbursement	1,128	750	750	1,500	\$ 750	100.00%
11-050-8120-50361	Office Supplies	1,042	750	750	2,000	\$ 1,250	166.67%
	Canvassing	\$ 210,726	\$ 177,002	\$ 177,002	\$ 253,678	\$ 76,676	43.32%

DEPARTMENT OF CITY CLERK/PROBATE

The Mission of the Department of City Clerk/Probate is to serve as registrar of births, marriages and deaths, clerk of the probate court and clerk of the City Council.

City Clerk/Probate – serves as Clerk of the Council, Clerk of the Board of License Commissioners, Probate Clerk, Registrar of Vital Statistics and Clerk for other State-mandated functions. The clerk gives notice of the meetings of the Council, keeps a journal of its proceedings, and certifies by signature all actions of the Council. Also supports the operation of the Probate Court. The Probate Judge holds regular sessions twice each month, and special sessions, as the need arises. The Deputy City Clerk assists the judge at court sessions, swears witnesses, and records all judges' decrees. It is the responsibility of the Deputy Clerk to assign hearing dates, advertise petitions brought before the court, and send notices to all interested parties.

The City Clerk/Probate Department utilizes 0.55% (0.57% FY 14; 0.56% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$19.52 during FY 15.


DEPARTMENT OF CITY CLERK/PROBATE

FY 2014 Short-term goals, measures & status

Goal #1: To enable the Council to make decisions by delivering complete Council agenda packets at least five days before meeting.

Measure: One hundred percent of Council packets delivered at least five days before each Council Meeting throughout the fiscal year.

PERFORMANCE MEASURES	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Percent of Council packets delivered at least five days prior to meeting	100%	100%	100%	100%	100%

Associated Council Tactical Area:  to provide effective 2-way communication with the community through a unified council operating as a team and interacting with City staff productively


Goal #2: Solicitation of bids for microfilming of Probate Records (01/01/2000 to present).

Measure: Bid for microfilming of Probate Records (01/01/2000 to present) will be awarded.

PERFORMANCE MEASURES	FY 2013	FY 2013	FY 2014
	TARGET	ACTUAL	ACTUAL
Award of bid for microfilming of Probate Records (01/01/2000 to present).	100%	50%	50%

This project was delayed during transfer of Land Evidence to Assessor's Office. Daily Recording in Land Evidence is now fully funded through the Archival Trust, and an assessment is being made to ensure sufficient funds will be available to accommodate the filming of probate records.

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

Assoc. Council Tactical Priority Area:  to provide a strong, well-managed public infrastructure as key to enhancing quality of life and economic stability to our community

DEPARTMENT OF CITY CLERK/PROBATE

FY 2014 Short-term goals, measures & status (continued)

Goal #3: Transition of Tax Assessor's Office into the Property Records Office.

Measure: One hundred percent of Tax Assessor's Office transitioned into the Property Records Office.

PERFORMANCE MEASURES	FY 2014 TARGET	FY 2014 ACTUAL
Percent of Tax Assessor's Office transitioned into the Property Records Office	100%	100%

Assoc. Council Mission Statement:



to promote and foster outstanding customer service for all who come in contact with the City

Goal #4: To scan all property records from 1700's to 1910; To facilitate all property records being available on-line. Contract was entered into while division of property records was still part of City Clerk's Office. The City Clerk will continue overseeing the project.

Measure #1: One hundred percent of property records from 1700's to 1910 scanned

PERFORMANCE MEASURES	FY 2014 TARGET	FY 2014 ACTUAL
Percent property records from 1700's to 1910 scanned	100%	100%

Measure #2: One hundred percent of property records from 1700's to 1910 available online

PERFORMANCE MEASURES	FY 2014 TARGET	FY 2014 ACTUAL
Percent property records from 1700's to 1910 available on-line.	100%	100%

Assoc. Council Mission Statement:



to promote and foster outstanding customer service for all who come in contact with the City

Assoc. Council Tactical Priority Area:



to provide a strong, well-managed public infrastructure as key to enhancing quality of life and economic stability to our community

DEPARTMENT OF CITY CLERK/PROBATE


FY 2014 Short-term goals, measures & status (continued)

Goal #5: To go paperless with Council agendas.

Measure: Council Members will be provided copies of dockets and back-up paperwork via a laptop or I-pad, for use at home and during council meetings. Purchase of the equipment can be funded through the Archival Trust account.

PERFORMANCE MEASURES	FY 2014 TARGET	FY 2014 ACTUAL
Council members provided laptops or I-pads for Council purposes	100%	0%

Conflicting demands have resulted in a delay in purchasing a sample laptop or I-pad which would best assist the Council in going paperless.

Associated Council Tactical Area:  to provide effective 2-way communication with the community through a unified council operating as a team and interacting with City staff productively

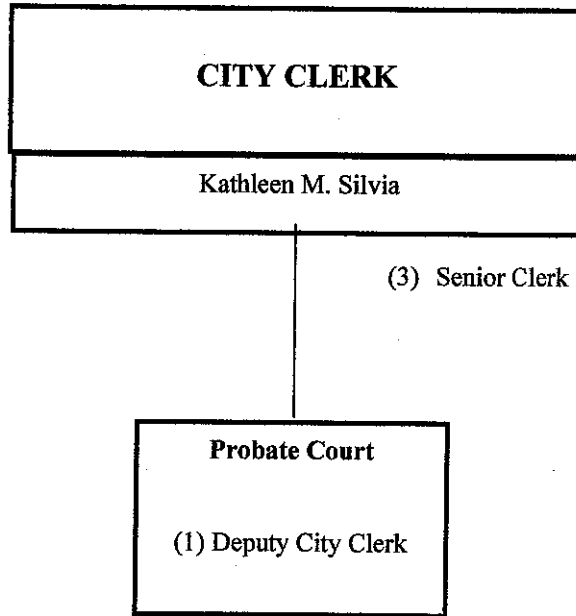
Goal #6: For customer service representatives to provide friendly, courteous and professional assistance to citizens coming to the City Clerk's office.

Measures: Customer Satisfaction Cards completed by customers.
This goal is complete and on-going; Customer service satisfaction cards are reviewed on a regular basis.

PERFORMANCE MEASURES	FY 2014 ACTUAL
Number of City Clerk citizen satisfaction cards completed	43
Percent scoring Excellent in all six areas of satisfaction	97.62%

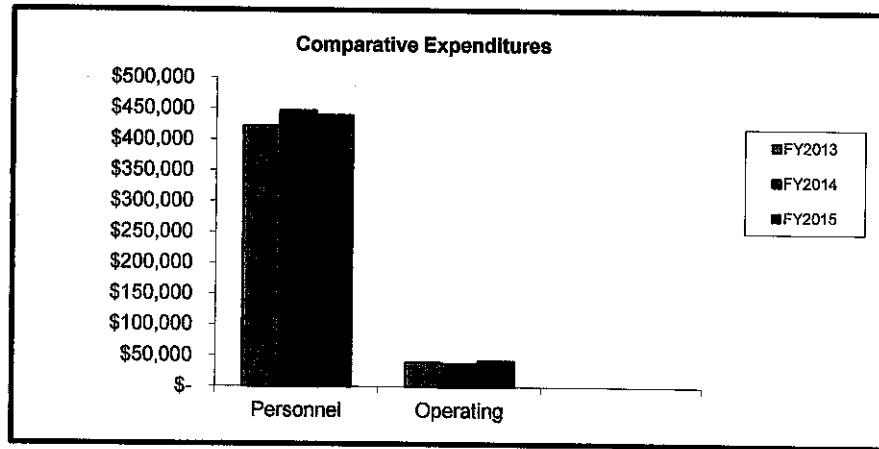
**Goals and Measures #1, 2, 5 & 6 for FY2014 continue to apply
There are no new goals or measures for FY2015**

CITY CLERK/PROBATE



**CITY CLERK/PROBATE
BUDGET SUMMARY**

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2013-13 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 284,602	\$ 299,702	\$ 275,000	\$ 299,488
FRINGE BENEFITS	137,203	146,878	135,000	140,337
PURCHASED SERVICES	31,542	27,644	32,238	32,238
OTHER CHARGES	419	955	955	1,153
SUPPLIES & MATERIALS	7,069	8,358	8,358	8,358
TOTAL	\$ 460,835	\$ 483,537	\$ 451,551	\$ 481,574

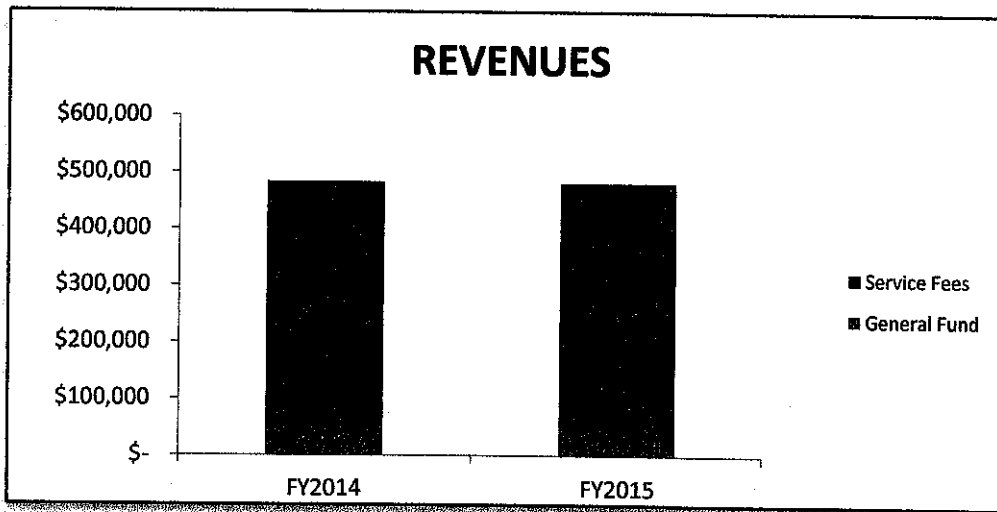
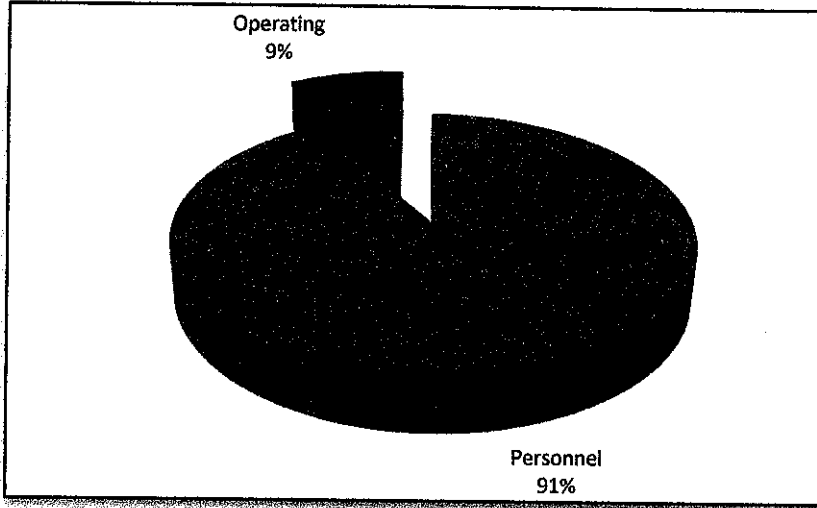


REVENUES

ACCT NO.	ACCT TITLE	2012-13	2013-14	2013-13	2014-15
45614	Entertainment	23,555	20,000	22,000	20,000
45610	General Business	129,356	75,000	75,000	75,000
45607	Probate Fees	46,465	40,000	40,000	40,000
45612	Hotel Registration Fees	7,050	6,000	6,000	6,000
45616	Liquor	190,935	185,000	190,000	190,000
45618	Mech. Amusement	11,625	15,000	15,000	15,000
45620	Sunday Selling	23,500	26,000	25,000	25,000
45624	Victualing	56,650	55,000	55,000	55,000
45626	Animal	4,096	4,400	4,000	4,000
45628	Marriage	5,550	5,000	6,000	5,000
TOTAL		\$ 498,782	\$ 431,400	\$ 438,000	\$ 435,000
BALANCE		\$ (37,947)	\$ 52,137	\$ 13,551	\$ 46,574

City Clerk/Probate

FY2015 Expenditures \$481,574



FUNCTION: Legislative
DEPARTMENT: Finance
DIVISION OR ACTIVITY: City Clerk/Probate

BUDGET COMMENTS:

This cost center has decreased \$1,963 (-0.41%) due exclusively to personnel costs. Offsetting increases are \$4,594 (25.32%) in contract services and \$198 (44.00%) in conferences and training.

PROGRAM:

This program provides funds for the operation of the City Clerk's Office. The City Clerk serves as Clerk of the Council Clerk of the Board of License Commissioners, Registrar of Vital Statistics, and Clerk for other State-mandated functions. This program also provides funds for the operation of the Probate Court. The Probate Judge holds regular sessions twice a month, and special sessions as the need arises. The Deputy City Clerk, who serves as Probate Clerk, assists the judge at court sessions, swears witnesses, and records all judge's decrees. It is the responsibility of the Clerk of Probate to assign hearing dates, advertise petitions brought before the court, and send notices to all interested parties.

OBJECTIVES:

To maximize the quality of service provided to the general public with the timely completion of minutes of council meetings; To prepare all dockets for all regular and special Council meetings; To prepare all dockets for regular and special Board of Licensing Committee (BLC) meetings; Recording and issuance of vital records, including birth, marriage, and death certificates; the timely processing of requests for licenses in the most convenient manner possible; the proper dissemination of information in accordance with the requirements of State Law; and the preservation of some temporary and all permanent records.

To maintain a smooth flow of documents into the filed estates, including wills, administrations, guardianships, and adult name changes; record all proceedings, including advertising for notice of hearings; maintain computerized ledger files; work closely with members of the bar, and to minimize an estate's costs through facilitation of its satisfaction of legal obligations to decedents, executors, administrators, heirs, and other administrative and judicial parties.

SERVICES AND PRODUCTS:

- Process all City licenses and registrations
- Record vital records of the City
- Provide copies of vital records to residents and others
- Issue marriage licenses to Newport residents and to those from out of state desiring to get married in Newport
- Provide dockets and copies of minutes of all official meetings
- Staff Probate Court and record all proceedings of hearings
- Maintain computerized ledger files of all estates

COST CENTER 11-060-8325: CITY CLERK/PROBATE

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-13 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 284,602	\$ 299,702	\$ 275,000	\$ 299,488
FRINGE BENEFITS	137,203	146,878	135,000	140,337
PURCHASED SERVICES	31,542	27,644	32,238	32,238
OTHER CHARGES	419	955	955	1,153
SUPPLIES & MATERIALS	7,069	8,358	8,358	8,358
COST CENTER TOTAL	\$ 460,835	\$ 483,537	\$ 451,551	\$ 481,574

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
City Clerk	S11	1.0	1.0	1.0	1.0
Deputy City Clerk	S04	1.0	1.0	1.0	1.0
Senior Clerk	UC1	3.0	3.0	3.0	3.0
Total Positions		5.0	5.0	5.0	5.0

CITY OF NEWPORT, RHODE ISLAND
FISCAL YEARS 2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES

<u>ACCT NUMBER</u>	<u>ACCOUNT NAME</u>	2013 ACTUAL EXPEND	2014 ADOPTED BUDGET	2014 PROJECTED RESULTS	2015 ADOPTED BUDGET	Dollar Change	% Change FY2013 to FY2014
11-060-8325-50001	City Clerk/Probate Salaries	284,602	299,702	275,000	299,488	(214)	-0.07%
11-060-8325-50100	Employee Benefits	137,203	146,878	135,000	140,337	(6,541)	-4.45%
11-060-8325-50207	Legal Advertising	14,138	9,500	9,500	9,500	-	0.00%
11-060-8325-50210	Dues & Subscriptions	360	505	505	505	-	0.00%
11-060-8325-50212	Conferences & Training	59	450	450	648	198	44.00%
11-060-8325-50225	Contract Services	17,404	18,144	22,738	22,738	4,594	25.32%
11-060-8325-50311	Operating Supplies	311	400	400	400	-	0.00%
11-060-8325-50361	Office Supplies	6,758	7,958	7,958	7,958	-	0.00%
TOTAL CITY CLERK/PROBATE		460,835	483,537	451,551	481,574	(1,963)	-0.41%

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DEPARTMENT OF FINANCE

The Mission of the Finance Administration Division is to provide City officials with the accurate and timely financial reporting that is necessary for informed decision-making. It also provides effective administrative support, leadership, and coordination of the Finance Department activities. The Finance Administration Division develops and implements the City's financial policies and procedures, and responds to public inquiries concerning financial operations.

The following divisions and functions fall under the Department of Finance:

Finance Administration - Public and departmental reporting functions – provides accurate and timely financial information for informed decision-making and to comply with various federal, state and local regulations; prepares workpapers and financial statements for annual audit.

Budget functions - preparation of capital and operating budgets under the direction of the City Manager. Monitors budget on a regular basis.

Treasury functions – Oversight of investment of all City funds, including those managed by the Trust and Investment Commission. Ensures that cash and financing is available to provide services and support initiatives.

Purchasing – responsible for carrying out the requirements of the City's purchasing manual to ensure that the City will obtain quality goods and services from the lowest responsible bidders. The Purchasing Agent is also responsible for the timely submission of insurance claims to the Rhode Island Interlocal Risk Management Trust for damages incurred to City property, as well as handling the direction of all other types of claims for and against the City.

The Finance Administration Division utilizes 0.61% (0.63% FY 14; 0.58% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$21.82 during FY 15.

Municipal Court Clerk Division- provides administrative staffing to the Municipal Court.

The Municipal Court Division utilizes 0.09% (0.09% FY 14; 0.07% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$3.38 during FY 15.

DEPARTMENT OF FINANCE (continued)

Management Information Systems Division (MIS) – provides support and oversight of school financial and all City computer hardware, software and communications equipment. This department also ensures that users are properly trained in use of computer software and applications. Develops and implements a multi-year technology plan to promote goals of efficiency and enhanced residential access to City information.

The MIS Division utilizes 1.81% (1.64% FY 14; 1.50% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$64.41 during FY 15.

Assessment/Land Evidence Division – responsible for distributing the total tax burden in an equitable manner through the use of acceptable valuation methods; is also responsible for processing and approving tax exemptions in accordance with federal, state and city regulations. It is also responsible for recording all deeds, mortgages, leases, affidavits, condominium declarations, quitclaim deeds, certified copies of documents, and other similar instruments.

The Assessment/Land Evidence Division utilizes 0.37% (0.43% FY14; 0.46% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$13.25.

The Billings and Collections Division – collects taxes, licenses, fees, utility charges, fines and other revenues for the City; is also responsible for issuing various municipal permits.

The Billings and Collections Division utilizes 0.39% (0.40% FY 14; 0.40% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$13.97 during FY 15.

Accounting Division – Responsible for timely processing of City vendor payments; processing and issuing payroll checks for City employees; preparing regulatory reports for the City and School District. Maintains the City's general ledger and subsidiary ledgers; also responsible for the day-to-day monitoring of the annual budget to ensure proper recording of revenues and expenditures and amounts are properly appropriated and authorized.

The Accounting Division utilizes 0.46% (0.47% FY 14; 0.45% FY 13) of the FY 15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$16.33 during FY 15.

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status:

Goal #1: To provide the highest levels of financial communication to our citizenry through timely and accurate financial and operational reporting and disclosure.

Measure #1: The Annual CAFR is awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

GFOA's Cert. of Achievement for Excellence in Financial Reporting		
Fiscal Year	Date Submitted	Award Received
2013	12/30/2013	Yes
2012	12/31/2012	Yes
2011	12/29/2011	Yes
2010	12/28/2010	Yes
2009	12/28/2009	Yes
2008	1/13/2009	Yes
2007	12/27/2007	Yes
2006	12/18/2006	Yes
2005	12/28/2005	Yes

Measure #2: The Comprehensive Annual Audited Financial Report (CAFR) is completed and posted to the City's website within 6 months following year end.

CAFR Posted to City's Website		
Fiscal Year	Date Trans. to Council	Date Posted
2013	1/9/2014	1/10/2014
2012	1/16/2013	1/17/2013
2011	1/11/2012	12/28/2011
2010	12/16/2010	1/28/2011
2009	12/30/2009	1/25/2010
2008	12/11/2008	1/6/2009
2007	11/21/2007	2/20/2008
2006	12/1/2006	2/20/2008

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status (continued)

Measure #3: Adopted Budget is awarded the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award

GFOA's Distinguished Budget Presentation			
Fiscal Year	Date Council Approved	Date Submitted	Award Received
2014	6/26/2013	9/25/2013	Yes
2013	6/27/2012	9/26/2012	Yes
2012	6/08/2011	9/07/2011	Yes
2011	6/23/2010	9/21/2010	Yes
2010	6/24/2009	8/24/2009	Yes
2009	6/25/2008	9/25/2008	Yes
2008	6/13/2007	9/10/2007	Yes
2007	6/14/2006	9/8/2006	Yes
2006	6/22/2005	9/19/2005	Yes

Measure #4: Adopted Budget is posted to the City's website within 90 days following the budget approval;

Adopted Budget Posted to City's Website		
Fiscal Year	Date Council Approved	Date Posted
2014	6/26/2013	9/26/2013
2013	6/27/2012	9/27/2012
2012	6/08/2011	9/09/2011
2011	6/23/2010	9/23/2010
2010	6/24/2009	8/31/2009
2009	6/25/2008	9/25/2008
2008	6/13/2007	9/13/2007
2007	6/14/2006	9/1/2006
2006	6/22/2005	9/9/2005

Associated Council Tactical Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

Assoc. Council Mission Statement:



to exercise the prudent financial planning and management needed to achieve our strategic goals

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status (continued)

Goal #2: For customer service representatives to provide friendly, courteous and professional assistance to citizens coming to City Hall to pay city taxes and fees or inquire on financial issues.

Measures: Cards in Offices of Collections Dept. and Assessment Dept.
This goal is complete and on-going; Customer service satisfaction cards are reviewed on a regular basis.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Number of Collections citizen satisfaction cards completed at fiscal year end	76	74	68	21	23
Percent scoring Excellent in all six areas of satisfaction	86.84%	95.95%	91.18%	90.48%	91.30%

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Number of Assessing citizen satisfaction cards completed at fiscal year end	10	5	27	0	23
Percent scoring Excellent in all six areas of satisfaction	100%	80.00%	74.07%	0%	91.30%

Associated Council Tactical Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

Assoc. Council Mission Statement:



to promote and foster outstanding customer service for all who come in contact with the City

Goal #3: Administer grant funding in full compliance with funding source requirements.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Percentage of compliance achieved with requirements for grants received from the State and Federal governments as per Single Audit	100%	100%	100%	100%	100% (unaudited)

Assoc. Council Mission Statement:



to exercise the prudent financial planning and management needed to achieve our strategic goals

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status (continued)

Quantifying MIS Effort

The Management of Information Services (MIS) Division fields many requests for assistance. Normally these are taken on a first come first served basis. Requests vary in complexity from a simple question that could take a couple minutes to answer or a repair that could take an hour or a week to complete, to a full project that could take months. An added issue faced by MIS in dealing with requests is rapidly changing priorities. A first come first served structure will not work all the time.

The MIS Division had a technical support side and a web support side in the past years. This has changed with the outsourcing of both functions. The City has retained web hosting companies to design and maintain its web presence. Databases designed internally will be replaced by open market systems. Custom Computing, Inc. has been retained to provide all technical support.

This Division is now staffed by an MIS Manager, a .5 FTE HelpDesk coordinator and two technicians supplied by Custom Computing, Inc. Roughly 400 workstations and servers are supported in total along with a host of peripherals. A Computer Manager at the Police Department also assists with technical support of roughly 60 systems. This individual does not factor into the following goals.

To quantify the work effort of the MIS Division, two major request categories are set; HelpDesk and Projects. Each category is broken down further as small, medium, and large. Requests will fall in one of the six sub-categories based on the expected time frame. A percentage of successful resolutions are expected within each of these time frames. There is no distinction between technical support and web support type requests. This methodology of reporting will change with the addition of Custom Computing. During the transition to Custom Computing many requests were not entered into the existing ticketing system. This will show in lower totals. With Custom we will be installing a new ticketing system.

Goal #4 To provide City staff with quick resolution to Help Desk requests, thereby supporting high-quality information services.

Measure #1: Help Desk Requests will be resolved in less than one hour.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Number of Help Desk requests received	2,382	2,305	1,065	1,904	1,453
Percent small Help Desk requests closed within one hour of assignment	63.06%	59.05%	55.68%	38.29%	35.10%
Percent medium Help Desk requests closed within eight hrs of assignment	0.67%	1.39%	1.50%	2.84%	30.08%
Percent large Help Desk requests resolved within forty hrs of assignment	25.48%	25.81%	None	36.71%	21.61%

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status (continued)

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

Goal #5 Upgrade aged servers using virtual environments.

Measure: Percentage of aged servers upgraded

	FY 2013 ACTUAL	FY2014 TARGET	FY 2014 ACTUAL
Number of aged servers to be virtualized	23		
Percent of aged servers upgraded to use virtual environments	73.91%	100%	92%

There are a total of 35 servers. Nine of these cannot be virtualized at this time due to their physical location and function. Of the 26 that can be virtualized, only 2 remain unvirtualized. One of these servers is scheduled to be replaced when the Email System is upgraded, the other will be virtualized before the end of FY15 Q1.

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

Goal #6 Upgrade all PCs at the Utilities Department and City Hall.

Measure: Percentage of PCs upgraded

PERFORMANCE MEASURES	FY 2013 ACTUAL	FY2014 TARGET	FY 2014 ACTUAL
Percent of PCs upgraded at City Hall	75%	100%	100%

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

DEPARTMENT OF FINANCE

FY 2014 Short-term goals, measures & status (continued)

Goal #7 Upgrade Email System

Measure: Percentage of Email System upgraded

PERFORMANCE MEASURES	FY 2015 TARGET
Percent of Email System upgraded	100%

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

Goal #8 Upgrade all network switching to accommodate a 10GB backbone at fiber locations

Measure: Percentage of locations upgraded.

PERFORMANCE MEASURES	FY 2015 TARGET
Percent of all locations upgraded with network switching to accommodate a 10GB backbone	100%

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

Goal #9 Upgrade the City's Telephone System

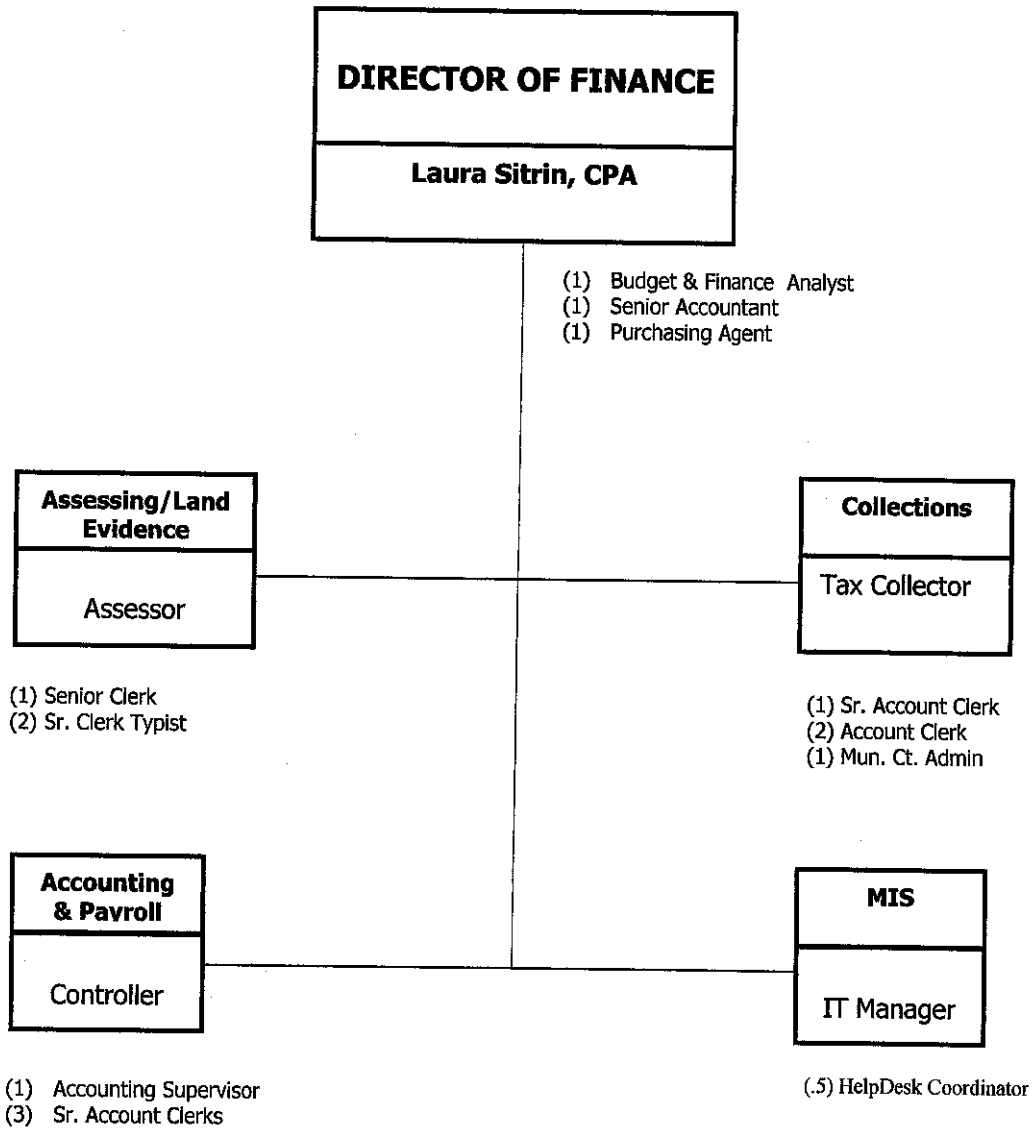
Measure: Percentage of locations upgraded.

PERFORMANCE MEASURES	FY 2015 TARGET
Percent of City's telephone system upgraded	100%

Assoc. Council Mission Statement:  to promote and foster outstanding customer service for all who come in contact with the City

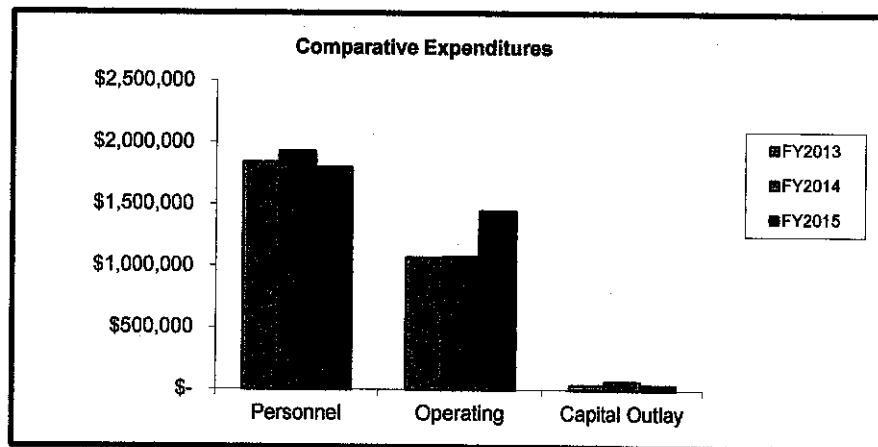
With the exception of Goal #6 and its Measure, Goals and Measures for FY 2014 continue to apply; Goals #7-9, and their measures, are new for FY 2015.

DEPARTMENT OF FINANCE



**FINANCE DEPARTMENT
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 1,289,131	\$ 1,302,101	\$ 1,191,028	\$ 1,203,179
FRINGE BENEFITS	547,284	626,768	539,731	594,808
PURCHASED SERVICES	713,647	717,047	910,336	1,037,182
UTILITIES	283,910	300,000	325,000	338,841
OTHER CHARGES	32,838	33,165	29,750	31,550
SUPPLIES & MATERIALS	37,534	27,340	41,340	41,400
CAPITAL OUTLAY	36,109	66,980	66,980	38,285
TOTAL	\$ 2,940,453	\$ 3,073,401	\$ 3,104,165	\$ 3,285,245

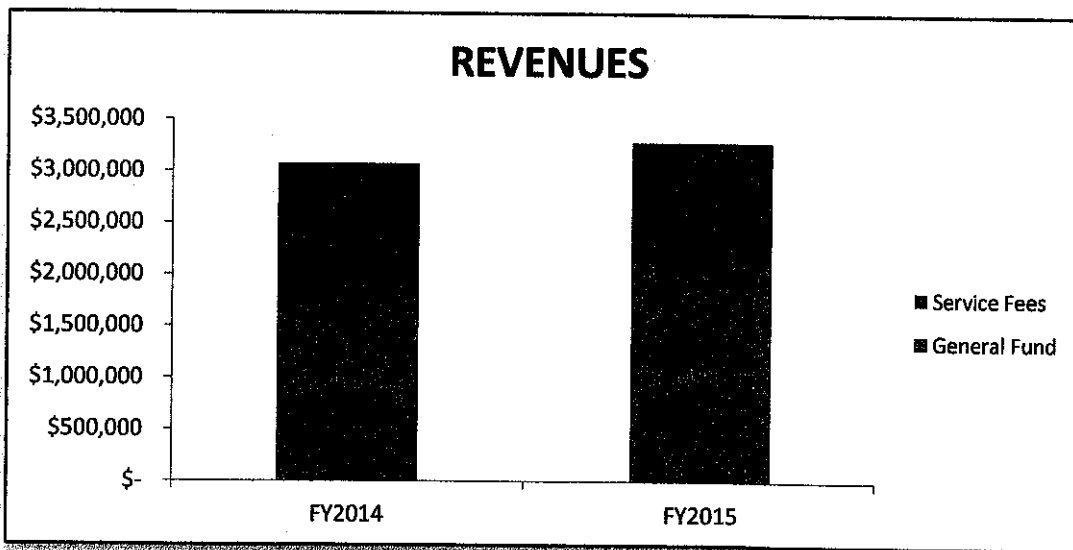
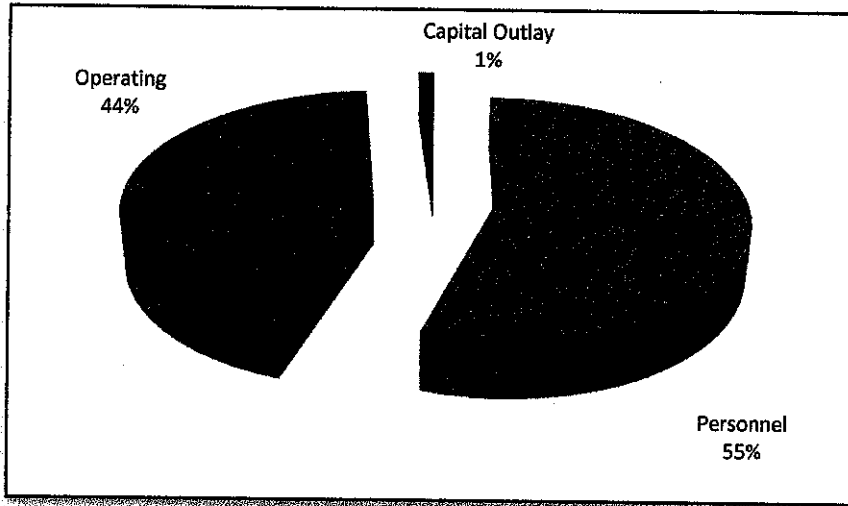


REVENUES

ACCT NO.	ACCT TITLE					
45530	Computer Processing Fees	\$ 320,477	\$ 317,033	\$ 317,033	\$ 317,033	
45660	Mun. Ct. Cost Assessment	172,140	165,000	170,000	170,000	
45701	Investment Interest	(92,678)	350,000	350,000	350,000	
45605	Recording Fees	346,340	350,000	350,000	350,000	
TOTAL		\$ 746,279	\$ 1,182,033	\$ 1,187,033	\$ 1,187,033	
BALANCE		\$ 2,194,174	\$ 1,891,368	\$ 1,917,132	\$ 2,098,212	

Finance Department

FY2015 Expenditures \$3,285,245



FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Municipal Court Clerk

BUDGET COMMENTS:

This cost center has an on overall increase of \$3,839 (4.83%) proposed in FY2015. Increases are due solely to personnel costs.

PROGRAM:

This program provides for the operation of the Municipal Court, which was established in 1988 and has jurisdiction over cases arising from violations of City ordinances. It also has jurisdiction over certain motor vehicle moving violations, as described in the State Municipal Court Compact, which became effective January 1, 1993. In addition, the Court assists in the collection of parking ticket fines and provides an opportunity for hearings.

OBJECTIVES:

To establish a positive liaison among the Police Department, Municipal Court personnel, and defendants while providing service to those involved in the Municipal Court system.

COST CENTER 11-100-8315: MUNICIPAL COURT CLERK

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 50,487	\$ 48,583	\$ 49,183	\$ 51,786
FRINGE BENEFITS	29,718	29,495	29,800	30,546
PURCHASED SERVICES	-	350	-	-
OTHER	36	65	-	-
SUPPLIES & MATERIALS	770	1,000	1,000	1,000
COST CENTER TOTAL	\$ 81,011	\$ 79,493	\$ 79,983	\$ 83,332

PERSONNEL CLASSIFICATION	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Municipal Ct. Administrator N01	1.0	1.0	1.0	1.0
Total Positions	1.0	1.0	1.0	1.0

FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Finance Administration

BUDGET COMMENTS:

The overall increase of \$12,476 (2.37%) in FY2015 is due almost entirely to personnel costs. The only significant cost other than personnel is for legal advertising costs related to the purchasing function.

PROGRAM:

This program provides funds for the operation of the Office of the Director of Finance which is responsible for the overall administration of the Finance Department and provision of support services to all other City Departments. Responsibilities include the review and analysis of all Departmental budget requests, the preparation of the operating budget, monitoring of expenditures during the course of the year, oversight of investment of all City funds, including those managed by the Trust and Investment Commission, and financial reporting for all Departments.

In addition, this division is responsible for carrying out the requirements of the City's purchasing manual to ensure that the City will obtain quality goods and services from the lowest responsible bidders. The Purchasing Agent is also responsible for the timely submission of insurance claims to the Rhode Island Interlocal Risk Management Trust for damages incurred to City property, as well as handling the direction of all other types of claims for and against the City.

OBJECTIVES

To provide City officials with accurate and timely financial reporting necessary for informed decision-making; to provide effective administration and coordination of City-wide support services, including budgeting, management information systems, collections, and assessment; to provide administrative support, leadership and coordination of Finance Department activities to facilitate the satisfactory completion of division goals and objectives.

To minimize taxpayer and service-user costs by procuring goods and services through appropriate means at the lowest possible cost; to process claims as quickly as possible, to collect reimbursements as soon as possible; to process claims against the City in a timely manner, and to monitor contracts.

SERVICES AND PRODUCTS

- Work with Department heads and finance department staff in the development of the operating budget and to insure timely submission of the budget to the City Manager and City Council.
- Insure that all current regulations and standards related to payroll, accounting, cash management and financial reporting are properly applied and in a timely manner.
- Staff the Trust and Investment Commission including coordination with investment advisors.
- Prudently manage all City assets, including short- and long-term investments.
- Oversee the procurement process
- Procure goods and services needed by the City in a timely manner
- When required by State statute and City Ordinance, to prepare and solicit bids for goods and services including specifications, advertising, follow-up with vendors and preparation of recommendation on vendor selection to the City Manager and City Council.

COST CENTER 11-100-8320: FINANCE ADMINISTRATION

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 335,304	\$ 344,593	\$ 344,593	\$ 352,559
FRINGE BENEFITS	116,260	145,871	145,871	154,881
PURCHASED SERVICES	48,372	21,000	21,000	16,000
OTHER CHARGES	20,136	11,500	12,400	11,500
SUPPLIES & MATERIALS	3,047	3,000	3,500	3,500
COST CENTER TOTAL	\$ 523,119	\$ 525,964	\$ 527,364	\$ 538,440

PERSONNEL CLASSIFICATION		AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Director of Finance	S13	1.0	1.0	1.0	1.0
Budget & Finance Analyst	S07	1.0	1.0	1.0	1.0
Sr. Accountant	S07	1.0	1.0	1.0	1.0
Purchasing Agent	N03	1.0	1.0	1.0	1.0
Total Positions		4.0	4.0	4.0	4.0

FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Management Information Systems

BUDGET COMMENTS:

With the exception of the Police Department, all departmental requests for technology hardware, software, and support are charged to this cost center. The adopted budget has increased by \$210,618 (15.28%) in FY2015. Increases in FY2015 include \$509,940 (509.94%) in contract services because hosting fees and support fees were added to or reallocated to this line. This division pays for all Postage (\$54,590) for the City except for the Water Fund. Another major expense is \$38,841 for Telephone & Communication expenses for the City. All copier, computer paper and related supplies for the City are also charged to this division.

PROGRAM:

This program provides funds for the operation and maintenance of the City's centralized data processing center. This includes all applicable computer hardware and software, networking and all other telecommunications equipment. All Municipal application software modules - general ledger, payroll, purchasing, budgeting, tax assessment, tax collections, Municipal Court, voter registration, property records, human resources, building permits, and utility bills - are supported on various computer systems that are the responsibility of the MIS staff. In addition to overseeing these applications and the operations associated with these modules and the network, the MIS staff trains and assists over 200 users spanning all Departments.

OBJECTIVES:

To both maximize the quality and minimize the cost of service provided to the general public and user departments through the use of sophisticated computer and telephone systems, use of World Wide Web and various other computer-related systems, and to assist all departments in their use of Information Technology so that they can enhance the efficiency and effectiveness of City operations.

SERVICES AND PRODUCTS:

- Provide support to City employees in the use of new computerized systems.
- Update and support city-wide information systems.
- Ensure that phone and computer communication systems are operating at full capacity at all times.

COST CENTER 11-100-8328: MANAGEMENT INFORMATION SYSTEMS

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 294,539	\$ 190,392	\$ 166,000	\$ 138,178
FRINGE BENEFITS	114,276	120,635	60,000	49,026
PURCHASED SERVICES	453,994	672,097	812,336	983,982
UTILITIES	283,910	300,000	325,000	338,841
OTHER CHARGES	617	5,750	1,450	3,100
SUPPLIES & MATERIALS	21,048	22,540	22,540	37,600
CAPITAL OUTLAY	36,109	66,980	66,980	38,285
COST CENTER TOTAL	\$ 1,204,493	\$ 1,378,394	\$ 1,454,306	\$ 1,589,012

PERSONNEL CLASSIFICATION	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Info. Technology Manager S10	1.0	1.0	1.0	1.0
Help Desk Coordinator N02	2.0	1.0	1.0	0.5
Web Developer N04	1.0	0.0	0.0	0.0
Total Positions	4.0	2.0	2.0	1.5

FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Assessment/Land Evidence

BUDGET COMMENTS:

This redefined cost center represents the combined personnel and programs of Assessment and Land Evidence, due to the adopted reorganization of the Finance Department. The combined Division better aligns City functions, in keeping with all four points of City Council's Strategic Roadmap. The cost center has an overall decrease of \$32,217 (-8.97%) in FY2015, due exclusively to a \$69,781 (-87.47%) reduction in contract services. Offsetting increases include \$37,764 (14.39%) in personnel costs.

PROGRAM:

This program provides funds for the operation of the Tax Assessor's/Land Evidence Office, which has the responsibility to discover, list and assess the ratable property in the City, produce and maintain the tax roll, and prepare tax notices. In addition, this office also provides staff assistance, as required, to other Departments and Divisions in matters relating to property tax administration. This office is also responsible for recording of all deeds, mortgages, leases, affidavits, condominium declarations, quitclaim deeds, certified copies of documents, and other similar instruments.

OBJECTIVES:

Through acceptable valuation methods, to minimize the costs of municipal services to taxpayers by distributing the total tax burden in as equitable a manner possible and to preserve that equality by continuous monitoring of the value of properties throughout the City via the application of comparable sales data; To maximize the quality of service provided to the general public by timely recording, preserving, and retrieving legal documents.

SERVICES AND PRODUCTS

- Property inspections to update real estate records based on improvements as noted in building permits.
- Maintain all real estate information on a real-time basis on the Computer Assisted Mass Appraisal (CAMA) system to make assessment data more accurate and accessible.
- Revise property values as appropriate.
- Review appeals to and exemptions of property value.
- Annually review and update all motor vehicle assessments.
- Prepare and certify the tax roll.
- Respond to inquiries from the public.
- Record all land transactions in a timely manner
- Maintain updated indices for record retrieval
- Instruct the public user in record retrieval
- Provide updated information to the Tax Assessor

COST CENTER 11-100-8371: ASSESSMENT/LAND EVIDENCE

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 128,038	\$ 248,993	\$ 169,212	\$ 182,969
FRINGE BENEFITS	75,161	93,301	80,000	117,308
PURCHASED SERVICES	184,118	1,000	50,600	10,600
OTHER CHARGES	5,780	6,500	5,700	6,700
SUPPLIES & MATERIALS	8,309	9,300	9,300	9,300
COST CENTER TOTAL	\$ 401,406	\$ 359,094	\$ 314,812	\$ 326,877

PERSONNEL CLASSIFICATION		AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Assessor	S08	1.0	1.0	1.0	1.0
Sr. Clerk Typist	UC2	2.0	2.0	2.0	2.0
Sr. Clerk	UC1	1.0	1.0	1.0	1.0
Customer Service Clerk	UC2	0.0	0.0	0.0	0.0
Total Positions		4.0	4.0	4.0	4.0

FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Billing and Collection

BUDGET COMMENTS:

This cost center shows a slight increase of \$4,798 (1.41%) attributable almost exclusively to property tax billing. A major expense in this division is \$24,400 for property tax billing.

PROGRAM:

This program provides funds for the operation of the Division Customer Services, which is charged with assisting residents, businesses and visitors to City Hall in the functions of license applications, the collection of taxes, license fees, water and sewer charges, fines for municipal parking infractions and violation of City ordinances, vital records, and all other revenues and receipts of the City, its departments and agencies. The Division is also responsible for the issuance of various municipal permits as well as verification and deposit of funds received by other departments.

OBJECTIVES:

To provide customer service to residents, businesses and visitors to City Hall.

SERVICES AND PRODUCTS:

- Maintain or improve the real estate and motor vehicle tax collection rates.
- Provide a high level of service to City customers when responding to inquiries, and providing assistance, when needed, while ensuring equal application of all relevant laws, statutes and ordinances.

COST CENTER 11-100-8372: BILLING & COLLECTIONS

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 211,695	\$ 203,000	\$ 191,500	\$ 203,112
FRINGE BENEFITS	99,466	113,406	100,000	113,392
PURCHASED SERVICES	24,374	20,600	24,400	24,400
OTHER CHARGES	182	350	1,200	1,250
SUPPLIES & MATERIALS	2,370	2,500	2,500	2,500
COST CENTER TOTAL	\$ 338,087	\$ 339,856	\$ 319,600	\$ 344,654

PERSONNEL CLASSIFICATION		AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Tax Collector	S08	1.0	1.0	1.0	1.0
Sr. Account Clerk	UC2	1.0	1.0	1.0	1.0
Account Clerk	UC1	2.0	2.0	2.0	2.0
Customer Service Clerk	UC2	0.0	0.0	0.0	0.0
Sr. Customer Service Clerk	UC4	0.0	0.0	0.0	0.0
Total Positions		4.0	4.0	4.0	4.0

FUNCTION: Finance
DEPARTMENT: Finance
DIVISION OR ACTIVITY: Accounting

BUDGET COMMENTS:

This cost center is proposing an overall increase of \$12,330 (3.16%) in FY 2015 due almost exclusively to personnel costs, which have increased \$13,630 (3.49%). The only offsetting decrease is \$1,500 (-37.50%) in check stock & envelopes.

PROGRAM:

This program provides funds for the operation of the Division of Accounting, which is responsible for the timely processing of vendor payments and City payroll checks; W-2's, preparation of various reports for City Departments and the Federal and State governments; accounting for State and Federal grants; and the accounting of all revenues and expenditures.

OBJECTIVES:

To minimize the cost to taxpayers of City operations through the cost-effective use and management of tax revenues for their intended purpose by maintaining a system of internal controls which safeguard those resources and preserves their accountability.

SERVICES AND PRODUCTS:

- Timely processing of all payrolls
- Timely payment to vendors
- Federal, state and local payroll reports
- Administration of deferred compensation program
- Administration, processing and reporting for Police and Fire Pension Plans
- Weekly finance reports to departments

COST CENTER 11-100-8373: ACCOUNTING

TITLE	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 269,068	\$ 266,540	\$ 270,540	\$ 274,575
FRINGE BENEFITS	112,403	124,060	124,060	129,655
PURCHASED SERVICES	2,789	2,000	2,000	2,200
OTHER CHARGES	6,087	9,000	9,000	9,000
SUPPLIES & MATERIALS	1,990	(11,000)	2,500	(12,500)
COST CENTER TOTAL	\$ 392,337	\$ 390,600	\$ 408,100	\$ 402,930

PERSONNEL CLASSIFICATION		AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Controller	S08	1.0	1.0	1.0	1.0
Accounting Supervisor	S07	1.0	1.0	1.0	1.0
Senior Account Clerk	UC2	2.0	2.0	2.0	2.0
Total Positions		4.0	4.0	4.0	4.0

**CITY OF NEWPORT, RHODE ISLAND
FY2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES**

ACCT NUMBER	ACCOUNT NAME	2013 ACTUAL EXPEND	2014 ADOPTED BUDGET	2014 PROJECTED RESULTS	2015 ADOPTED BUDGET	\$ Change FY14 to FY15	% Chge FY14 to FY15
11-100-8315-50001	Municipal Court Salaries	45,883	44,583	44,583	46,786	2,203	4.94%
11-100-8315-50002	Overtime	4,604	4,000	4,600	5,000	1,000	25.00%
11-100-8315-50100	Employee Benefits	29,718	29,495	29,800	30,546	1,051	3.56%
11-100-8315-50225	Contract Services	-	350	-	-	(350)	-100.00%
11-100-8315-50268	Mileage Reimbursement	36	65	-	-	(65)	-100.00%
11-100-8315-50361	Office Supplies	770	1,000	1,000	1,000	-	0.00%
	Municipal Court	81,011	79,493	79,983	83,332	3,839	4.83%
11-100-8320-50001	Finance Admin Salaries	335,304	344,593	344,593	352,559	7,966	2.31%
11-100-8320-50100	Employee Benefits	116,260	145,871	145,871	154,881	9,010	6.18%
11-100-8320-50205	Copying & Binding	5,745	6,000	6,000	6,000	-	0.00%
11-100-8320-50207	Legal Advertising	24,791	15,000	15,000	10,000	(5,000)	-33.33%
11-100-8320-50210	Dues & Subscriptions	4,301	3,500	4,400	3,500	-	0.00%
11-100-8320-50212	Conferences & Training	15,835	8,000	8,000	8,000	-	0.00%
11-100-8320-50225	Banking & Financial Services	17,836	-	-	-	-	0.00%
11-100-8320-50361	Office Supplies	3,047	3,000	3,500	3,500	500	16.67%
	Finance Admin	523,119	525,964	527,364	538,440	12,476	2.37%
11-100-8328-50001	MIS Salaries	294,539	190,392	166,000	138,178	(52,214)	-27.42%
11-100-8328-50100	Employee Benefits	114,276	120,635	60,000	49,026	(71,609)	-59.36%
11-100-8328-50212	Technical Training	300	5,300	1,000	3,000	(2,300)	-43.40%
11-100-8328-50225	Contract Services	-	100,000	235,919	609,940	509,940	509.94%
11-100-8328-50226	Annual Software Maint Fees	333,948	381,004	381,004	234,214	(146,790)	-38.53%
11-100-8328-50227	Annual Hardware Maint Fees	49,581	80,538	80,538	30,238	(50,300)	-62.45%
11-100-8328-50228	Software License Fees	6,588	48,875	48,875	55,000	6,125	12.53%
11-100-8328-50238	Postage	63,877	61,680	66,000	54,590	(7,090)	-11.49%
11-100-8328-50251	Telephone & Comm	283,910	300,000	325,000	338,841	38,841	12.95%
11-100-8328-50268	Mileage Reimb	317	450	450	100	(350)	-77.78%
11-100-8328-50311	Operating Supplies	21,048	22,540	22,540	31,480	8,940	39.66%
11-100-8328-50361	Office Supplies	-	-	-	6,120	6,120	100.00%
11-100-8328-50420	MIS Equipment	28,831	60,000	60,000	32,400	(27,600)	-46.00%
11-100-8328-50556	Lease Purchases	7,278	6,980	6,980	5,885	(1,095)	-15.69%
	MIS	1,204,493	1,378,394	1,454,306	1,589,012	210,618	15.28%
11-100-8371-50001	Salaries	105,916	154,212	154,212	165,969	11,757	7.62%
11-100-8371-50002	Overtime	10,084	5,000	3,000	5,000	-	0.00%
11-100-8371-50004	BAR Clerk	12,038	10,000	12,000	12,000	2,000	20.00%
11-100-8371-50100	Employee Benefits	75,161	93,301	80,000	117,308	24,007	25.73%
11-100-8371-50205	Copying & Binding	351	600	600	600	-	0.00%
11-100-8371-50207	Legal Advertising	-	400	-	-	(400)	-100.00%
11-100-8371-50210	Dues & Subscriptions	712	2,000	1,200	2,000	-	0.00%
11-100-8371-50212	Conferences & Training	245	1,000	1,000	1,200	200	20.00%
11-100-8371-50220	Consultant Fees	2,800	-	-	-	-	0.00%
11-100-8371-50225	Contract Services	183,767	79,781	50,000	10,000	(69,781)	-87.47%
11-100-8371-50311	Hard Copy of Tax Rolls	2,023	3,500	3,500	3,500	-	0.00%
11-100-8371-50320	Safety Equipment	193	800	800	800	-	0.00%
11-100-8371-50361	Office Supplies	8,116	8,500	8,500	8,500	-	0.00%
	Assessment/Land Evidence	401,406	359,094	314,812	326,877	(32,217)	-8.97%
11-100-8372-50001	Billing & Collections Salaries	190,365	199,000	175,000	189,612	(9,388)	-4.72%
11-100-8372-50002	Overtime	4,305	2,000	4,500	4,500	2,500	125.00%
11-100-8372-50004	Temp and Seasonal	17,025	2,000	12,000	9,000	7,000	350.00%
11-100-8372-50100	Employee Benefits	99,466	113,406	100,000	113,392	(14)	-0.01%
11-100-8372-50205	Copying & Binding	24,374	20,000	24,400	24,400	4,400	22.00%
11-100-8372-50207	Legal Advertising	-	600	-	-	(600)	-100.00%
11-100-8372-50210	Dues & Subscriptions	-	100	-	-	(100)	-100.00%
11-100-8372-50212	Conferences & Training	-	-	1,000	1,000	1,000	100.00%
11-100-8372-50268	Mileage Reimb	182	250	200	250	-	0.00%
11-100-8372-50361	Office Supplies	2,370	2,500	2,500	2,500	-	0.00%
	Billing & Collections	338,087	339,856	319,600	344,654	4,798	1.41%
11-100-8373-50001	Accounting Salaries	260,219	261,540	261,540	265,575	4,035	1.54%
11-100-8373-50002	Overtime	8,849	5,000	9,000	9,000	4,000	80.00%
11-100-8373-50100	Employee Benefits	112,403	124,060	124,060	129,655	5,595	4.51%
11-100-8373-50205	Copying & Binding	2,789	2,000	2,000	2,200	200	10.00%
11-100-8373-50210	Dues & Subscriptions	704	1,500	1,500	1,500	-	0.00%
11-100-8373-50212	Conferences & Training	5,383	7,500	7,500	7,500	-	0.00%
11-100-8373-50361	Check Stock & Envelopes	1,990	4,000	2,500	2,500	(1,500)	-37.50%
11-100-8373-50730	Electronic Payment Rebate	-	(15,000)	-	(15,000)	-	0.00%
	Accounting	392,337	390,600	408,100	402,930	12,330	3.16%
TOTAL FINANCE DEPT		2,940,453	3,073,401	3,104,165	3,285,245	211,844	6.89%

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POLICE DEPARTMENT

The Mission of the Newport Police Department is to provide excellence in police service. This is accomplished by forging a partnership with the citizenry of Newport: to enhance the quality of life, reduce the fear of crime, preserve the peace, and impartially enforce the law.

The following divisions and functions fall under the Police Department:

Administrative Services Division – responsible for achieving excellence in the delivery of municipal police services through progressive management and utilization of personnel and other Department resources.

The Administrative Services Division utilizes 3.14% (2.90% FY14; 3.03% FY13) of the FY15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$111.84 in FY15.

Uniform Patrol Division – most visible component of Police Department operations. The Division is responsible for the performance of all uniform line activities. The principal functions of the Uniform Patrol Division are to prevent crime and delinquency, protect life and property, preserve the public peace, and regulate traffic.

The Uniform Patrol Division utilizes 14.49% (14.81% FY14; 14.02% FY13) of the FY15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$516.75 in FY15.

Criminal Investigation Division – The General Assignment, Juvenile, Court and Vice Enforcement sections, within this division, provide investigative and prosecutorial services for all adult and juvenile offenses occurring within the City of Newport. The Division is responsible for follow-up work on criminal offenses reported to the Department, as well as initiating investigative work on other offenses discovered in the course of the general investigative process.

The Criminal Investigation Division utilizes 2.19% (2.31% FY14; 2.27% FY13) of the FY15 city services budget to operate. Per capita cost to citizens (per 2010 census) is budgeted at \$78.19 in FY15.

POLICE DEPARTMENT

FY 2014 Short-term goals & measures:

Goal #1: Foster a diverse organization that promotes continual learning and improvement.

Measure #1: Provide a minimum of 40 hours of training for sworn personnel.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL
Hours of training for sworn personnel	64	63.65	62.26	105.74	83.69

Measure #2: Provide training for supervisory staff. *Subject matter included legislative updates, leadership, noise enforcement, cultural diversity, access to public records, forensic biology, policy review, alcohol offenses, narcotic enforcement, counter-terrorism awareness, computer software management, incident command system, traffic safety, peer support, internal investigations, intelligence gathering, bio-hazardous material, disaster management, firearms, less lethal operations. Subject matters also included electronic control device certification, legal updates, use of force continuum, noise meter, electronic recording of investigations, emergency management, heroin overdose epidemic, tactical operations, consent to search, school emergency planning, police policy writing, intelligence gathering, leadership, cyber crimes, distracted driving, and new supervisor orientation.*

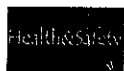
Measure #3: Provide a variety of organizational experiences for sworn supervisors. *Supervisors at all levels and positions continue to be exposed to areas outside their normal duties and responsibilities. Exposure has been offered to personnel in the topic areas of the budget process, grant application and management process, emergency preparedness, special project research and management, special event planning and management, new employee applicant interviews, police department liability assessment, line personnel performing staff functions, serving in the next higher level of command, partnership with private organizations, networking with other City Departments, policy research and preparation, goal setting and status updates, management of labor issues, participation in community meetings.*

Assoc. Council Tactical Priority Area:



Instill quality, efficiency and effectiveness into every aspect of the City's performance

Assoc. Council Mission Statement:



to ensure Newport is a safe, clean and enjoyable place to live and work and our residents enjoy a high quality of life;

POLICE DEPARTMENT

FY 2014 Short-term goals & measures (continued):

Goal #2: Improve traffic safety and enhance traffic flow.

Measure #1: Traffic Unit will attend and/or hold a minimum of 40 meetings.

PERFORMANCE MEASURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY2013 ACTUAL	FY 2014 ACTUAL
Number of meetings attended/held by Traffic Unit	Unknown	107	110	113

Measure #2: Conduct a minimum of 140 supplemental enforcement details that focus on accident reduction, detection, and deterrence of drunk driving and other traffic violations. *In November 2013, the annual AAA Southern New England Traffic Safety Awards ceremony took place. The Newport Police Department was presented with a 2013 Award of Excellence in recognition of outstanding achievements in traffic safety. In addition, a uniform patrol officer was honored as a 2013 AAA Traffic Safety Hero, for efforts regarding enforcement of driving under the influence offenses and enforcement of the motor vehicle code.*

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY2013 ACTUAL	FY 2014 ACTUAL
Number of supplemental enforcement details	210	242	258	302	355

Goal of 140 supplemental enforcement details reduced from 170 to 140 with the removal of hit-and-run statistics.



Assoc. Council Tactical Priority Area: Instill quality, efficiency and effectiveness into every aspect of the City's performance



Assoc. Council Mission Statement: to ensure Newport is a safe, clean and enjoyable place to live and work and our residents enjoy a high quality of life;

Goal #3: Foster a diverse organization that promotes continual learning and improvement for all personnel.

Measure: Number of training hours, types of career development seminars, exposure to different responsibilities within the organization.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY2013 ACTUAL	FY 2014 ACTUAL
Number of Training Hours	72	53.96	56.61	88.13	58.48

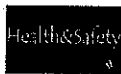
POLICE DEPARTMENT

FY 2014 Short-term goals & measures (continued):

Subject matter included electronic citation, patrol rifle, officer survival tactics, gang recognition, interview and interrogation techniques, police and youth interaction, medical point of distribution, processing and mapping crash scenes, field training, new employee orientation, management of shooting incidents, basic ground fighting techniques, crisis responder, senior citizen advocacy, crime scene investigation, firearms instructor, handcuffing and restraints, shotgun armorer, suicide intervention, autism awareness, active shooter response and dealing with angry citizens. In addition, 6 sworn personnel retired from service, generating enhanced opportunities within the organization for personnel. The career opportunities include new hires to the organization, and career development opportunities within the Criminal Investigation Division and the Community Oriented Policing Unit. These transitions naturally expose individuals to a variety of new organizational experiences, duties and responsibilities.



Assoc. Council Tactical Priority Area: Instill quality, efficiency and effectiveness into every aspect of the City's performance

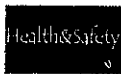


Assoc. Council Mission Statement: to ensure Newport is a safe, clean and enjoyable place to live and work and our residents enjoy a high quality of life

Goal #4: Continue the efforts of the Community and Traffic Services Unit in identification of neighborhood problems and concerns.

Measure: Community Police Officers will hold a minimum of 200 meetings.

PERFORMANCE MEASURES	FY 2011 ACTUAL	FY 2012 ACTUAL	FY2013 ACTUAL	FY 2014 ACTUAL
Number of meetings held by Community Policing Unit	Unknown	286	333	348



Assoc. Council Mission Statement: to ensure Newport is a safe, clean and enjoyable place to live and work and our residents enjoy a high quality of life

POLICE DEPARTMENT

FY 2014 Short-term goals & measures (continued):

Goal #5: Enhance the customer service experience for citizens regarding reporting crimes to the police department.

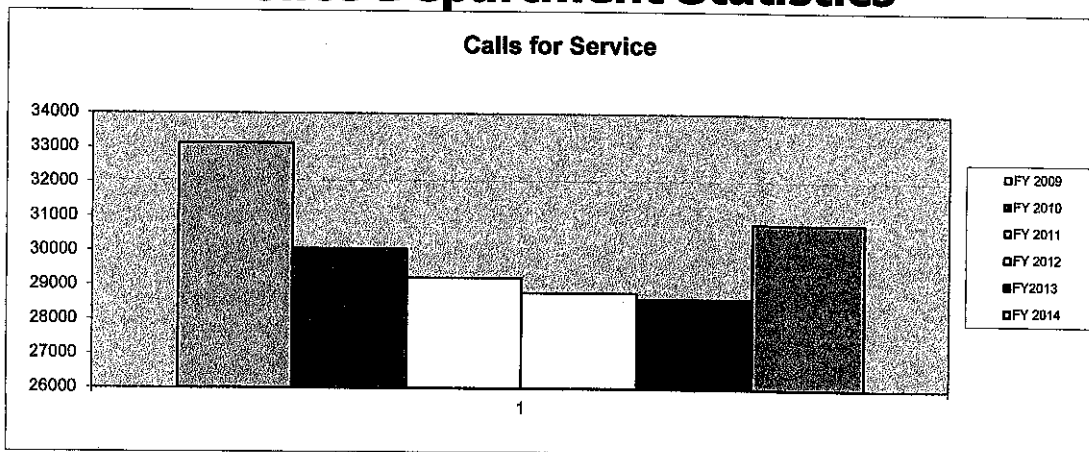
Measure #1: Research, develop and implement the kiosk reporting system inside the police station front lobby. *The city website is in the process of re-design and efficiency enhancements. As part of this initiative, an online reporting feature will be incorporated and evaluated for effectiveness and use demand. There will be the ability to provide a report directly to the police department. The evaluation phase will provide the opportunity to determine the need and extent of the kiosk system inside the police station front lobby. Redesigning Police Department's pages on the City's new website was implemented. As part of this initiative, an online reporting feature was incorporated and will be evaluated for effectiveness and use demand. This will provide the ability to provide a report directly to the police department, within certain parameters. The evaluation phase will provide the opportunity to determine the need and extent of continued use, as well as the assist in determining the need and demand of the kiosk system inside the police station front lobby.*

Measure #2: Research, develop and implement an on-line reporting process for citizens to file police reports. *The City website is in the process of re-design and efficiency enhancements. As part of this initiative, an online reporting feature will be incorporated and evaluated for effectiveness and use demand. There will be the ability to provide a report directly to the police department. The evaluation phase will provide the opportunity to determine further need and extent of online reporting feasibility. Redesigning Police Department's pages on the City's new website was implemented. As part of this initiative, an online reporting feature was incorporated and will be evaluated for effectiveness and use demand. This will provide the ability to provide a report directly to the police department, within certain parameters.*



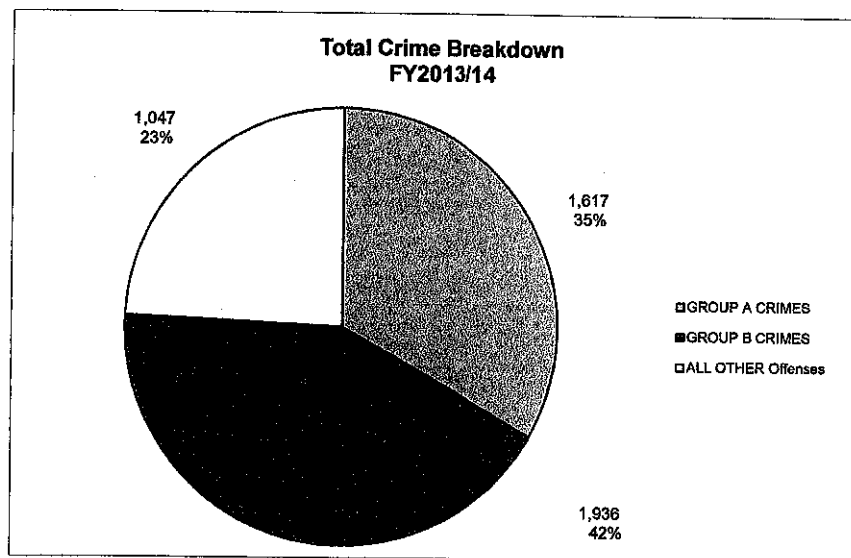
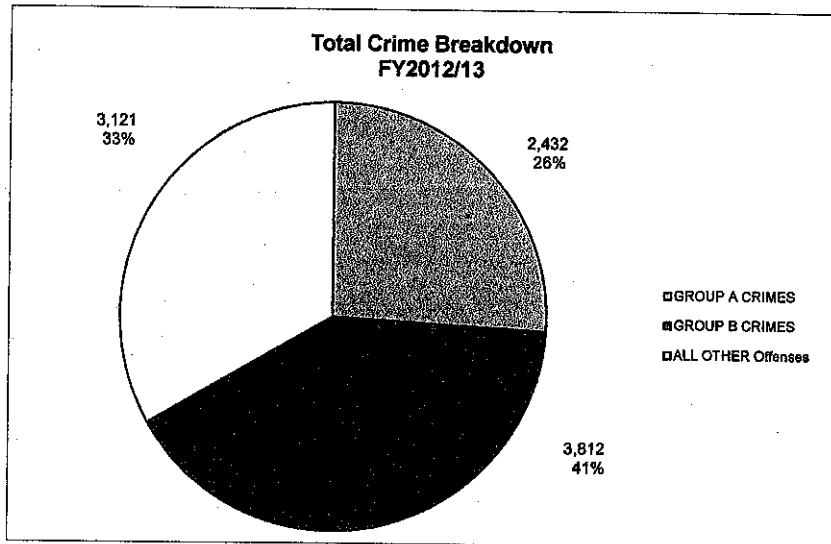
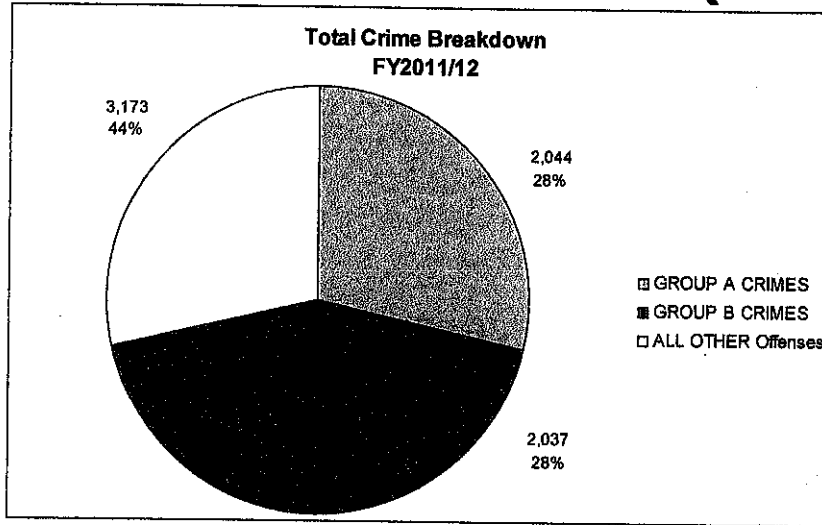
Assoc. Council Tactical Priority Area: Instill quality, efficiency and effectiveness into every aspect of the City's performance

Police Department Statistics



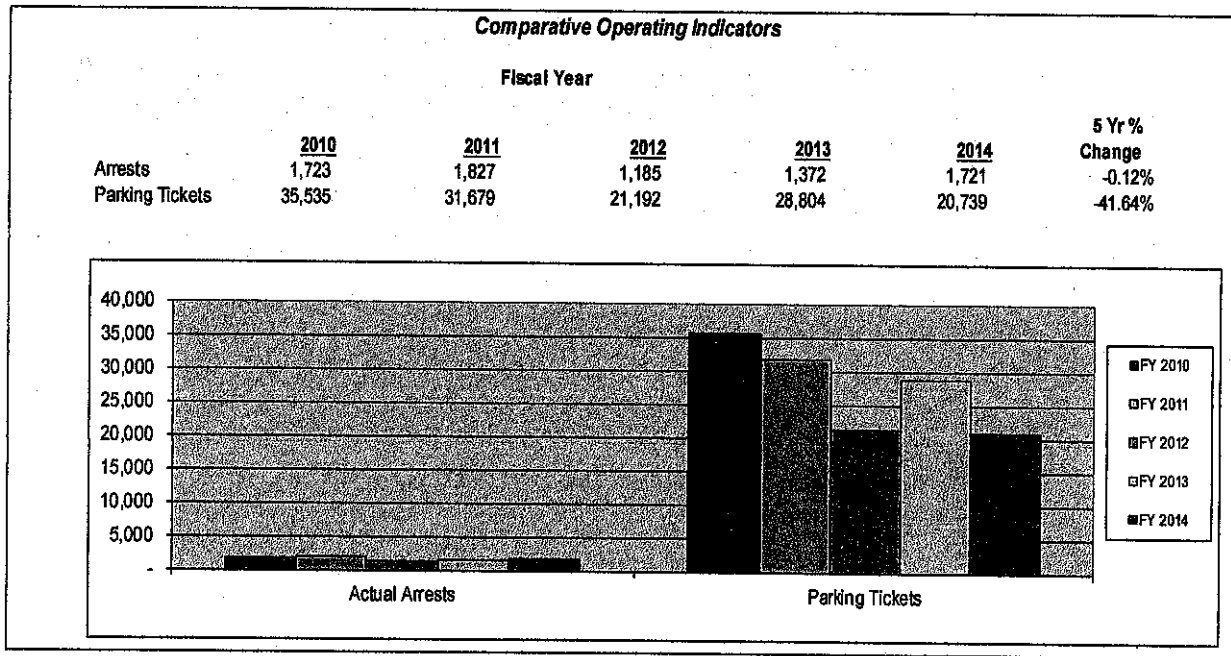
POLICE DEPARTMENT

Police Department Statistics (continued):



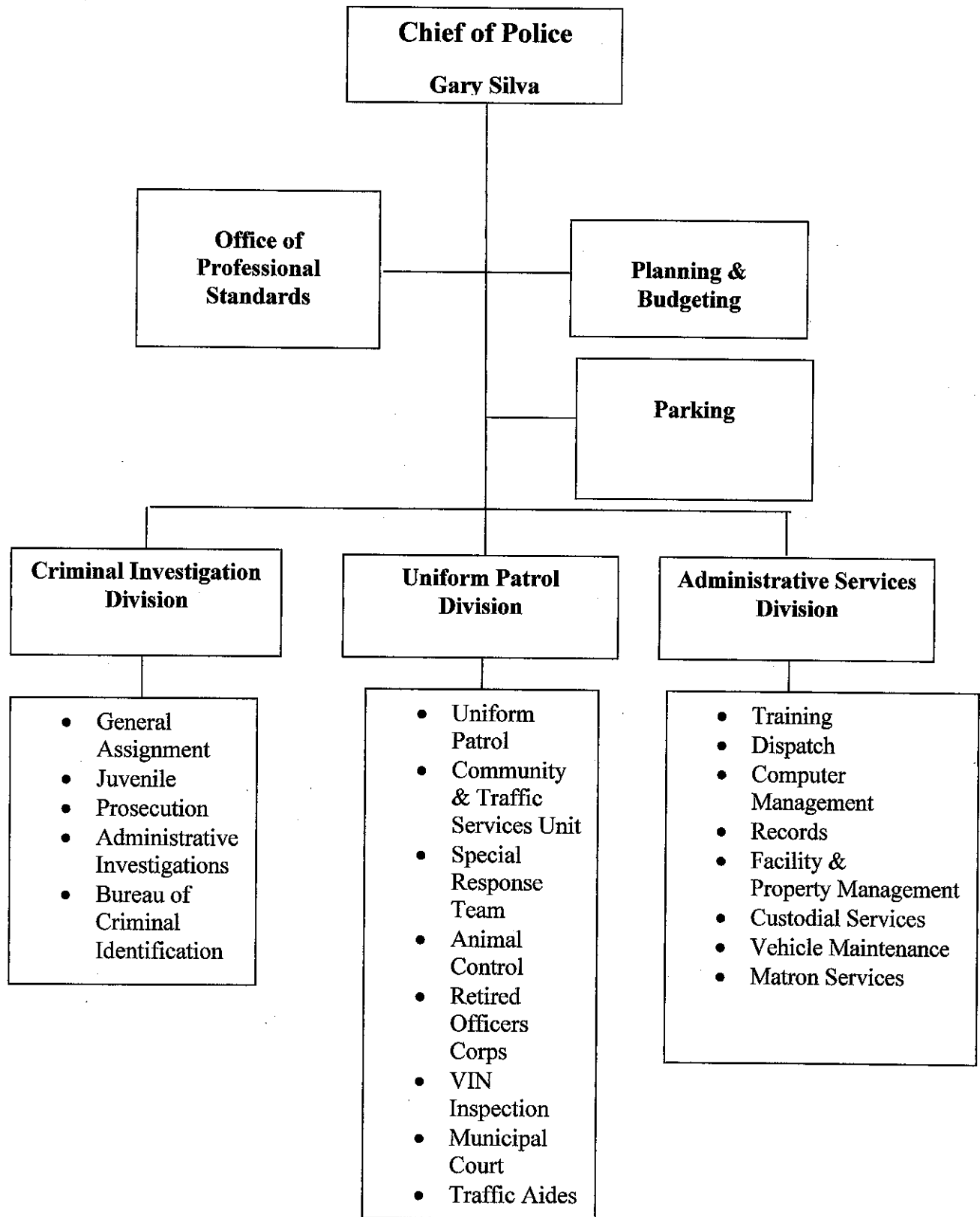
POLICE DEPARTMENT

Police Department Statistics (continued):



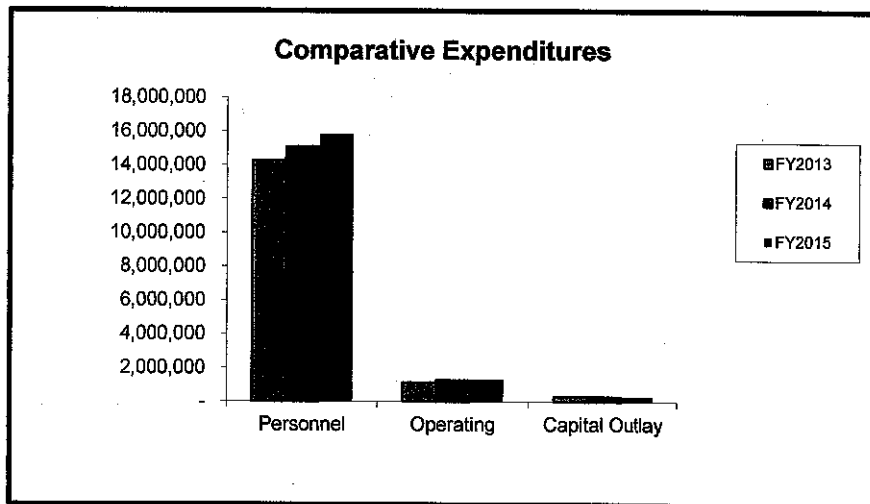
**Goals and Measures for FY 2014 continue to apply.
There are no new goals or measures for FY2015.**

POLICE DEPARTMENT



**POLICE DEPARTMENT
BUDGET SUMMARY**

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
<u>EXPENDITURES</u>				
SALARIES	\$ 8,145,067	\$ 8,115,135	\$ 8,486,757	\$ 8,874,784
FRINGE BENEFITS	6,123,020	6,965,993	6,924,855	6,962,233
PURCHASED SERVICES	297,183	320,237	265,354	282,568
UTILITIES	69,691	85,137	88,137	98,537
INTERNAL SERVICES	484,154	572,659	572,659	592,334
OTHER CHARGES	31,815	30,432	43,124	44,724
SUPPLIES & MATERIALS	234,738	250,085	282,050	282,450
CAPITAL OUTLAY	300,000	300,000	300,000	300,000
TOTAL POLICE	\$ 15,685,668	\$ 16,639,678	\$ 16,962,936	\$ 17,437,630

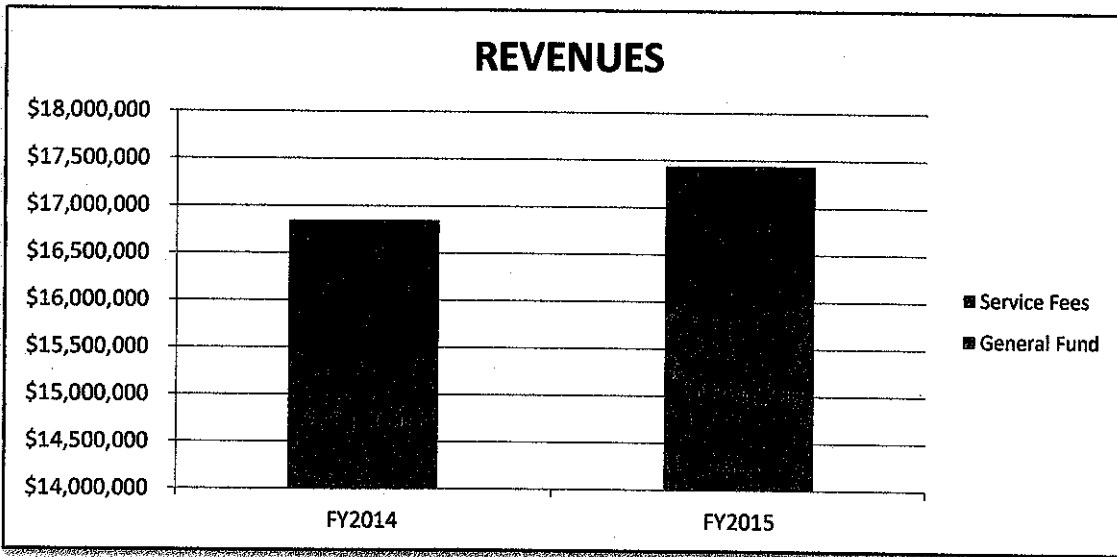
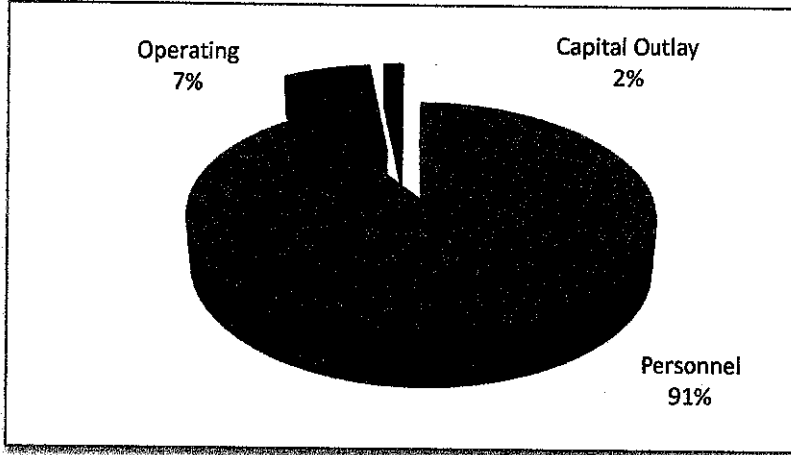


REVENUES

ACCT NO.	ACCT TITLE				
45505	Special Detail	\$ 1,537,262	\$ 1,179,609	\$ 1,068,200	\$ 1,373,400
45658	Sundry	23,058	8,000	50,000	20,000
	TOTAL	\$ 1,560,320	\$ 1,187,609	\$ 1,118,200	\$ 1,393,400
	BALANCE	\$ 14,125,348	\$ 15,452,069	\$ 15,844,736	\$ 16,044,230

Police Department

FY2014 Adopted Expenditures \$17,437,630



FUNCTION: Public Safety
DEPARTMENT: Police
DIVISION OR ACTIVITY: Administrative and Support Services

BUDGET COMMENTS:

This cost center has increased \$304,657 (12.41%), due almost entirely to personnel, including funding for its executive secretary position and the transfer of .5 FTE from MIS in order to better align services with cost centers. The only offsetting decrease is \$32,870 (-19.83%) in liability insurance. The vacant positions of two Clerk Typists continue to be unfunded.

DEPARTMENT GOAL:

To protect persons and property in the City of Newport through the fair and impartial enforcement of the laws of the State of Rhode Island and Providence Plantations and the City of Newport.

PROGRAM:

The mission statement for this budget program parallels the overall mission for the Police Department, which is to deliver to the citizenry a total complement of professional municipal law enforcement services in an efficient and effective manner, ensuring a desirable level of public safety and community security.

OBJECTIVES:

To provide managerial direction of the police department, which includes administrative and budgetary support for all organizational entities within the department.

SERVICES AND PRODUCTS:

- Management and coordination of all police functions
- Protect persons and property in the City of Newport

COST CENTER 11-200-1100: POLICE ADMINISTRATIVE & SUPPORT SERVICES

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 1,494,001	\$ 1,453,948	\$ 1,509,110	\$ 1,684,736
FRINGE BENEFITS	444,579	538,856	538,856	607,740
PURCHASED SERVICES	198,757	213,026	168,143	181,540
UTILITIES	67,474	81,430	84,430	94,830
INTERNAL SERVICES	75,154	15,481	15,481	15,925
OTHER CHARGES	31,815	30,224	43,124	44,724
SUPPLIES & MATERIALS	110,059	121,606	132,333	129,733
CAPITAL OUTLAY				
COST CENTER TOTAL	\$ 2,421,839	\$ 2,454,571	\$ 2,491,477	\$ 2,759,228

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Police Chief	S13	1.0	1.0	1.0	1.0
Deputy Police Chief	S10	0.0	0.0	0.0	0.0
Captain	P05	1.0	1.0	1.0	1.0
R & D Administrator	N4	1.0	1.0	1.0	1.0
Planning & Budget Assist	N4	1.0	1.0	1.0	1.0
Sergeant	P03	2.0	3.0	3.0	3.0
Lieutenant	P04	4.0	4.0	4.0	4.0
Police Officer	P01	1.0	1.0	1.0	1.0
Computer Manager	N2	1.0	1.0	1.0	1.0
Helpdesk Coordinator	N2	0.0	0.0	0.0	0.5
Senior Clerk	UC1	0.0	0.0	0.0	0.0
PD Prin. Rcrds/PR Acct Clk	UC4	1.0	1.0	1.0	1.0
Police Clerk Typist	UC1	5.0	5.0	5.0	5.0
Custodian	UT1	1.0	1.0	1.0	1.0
Public Safety Dispatchers	UC3	9.0	9.0	9.0	9.0
Property Mgmt Aide		0.5	0.5	0.5	0.5
Executive Secretary	N1	1.0	1.0	1.0	1.0
Matrons (Part-time, FTE)		0.5	0.5	0.5	0.5
Total Positions		30.0	31.0	31.0	31.5

FUNCTION: Public Safety
DEPARTMENT: Police
DIVISION OR ACTIVITY: Uniform Patrol Division

BUDGET COMMENTS:

This cost center has an overall increase of \$517,562 (4.23%) in its operating budget due almost entirely to an increase of \$497,046 (4.39%) in personnel costs, including \$207,048 in overlapped FTEs in order to better align the training of new officers with anticipated retirements. Other increases include \$14,803 (3.68%) in gasoline & vehicle maintenance, \$7,000 (7.63%) in uniforms & protective gear, \$5,000 (35.70%) in operating supplies and \$2,817 (3.12%) in the Potter League contract. The only offsetting decrease other than those included in personnel costs is \$9,000 (-53.41%) in contract services.

PROGRAM:

The Uniform Patrol Division is the most visible component of Police Department operations. The Division is responsible for the performance of all uniform line activities. The principal functions of the Uniform Patrol Division are to prevent crime and delinquency, protect life and property, preserve the public peace, and regulate traffic.

OBJECTIVES:

To ensure a high degree of citizen security from criminal activity by providing timely and appropriate response to citizens' calls for service.

SERVICES AND PRODUCTS:

Apprehension of criminal offenders
Emergency communication services
Property/evidence security and control
Citizen Report/Incident information dissemination
Animal control services

COST CENTER 11-200-1111: UNIFORM PATROL

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 5,379,529	\$ 5,210,215	\$ 5,526,675	\$ 5,761,968
FRINGE BENEFITS	5,436,765	6,102,232	6,061,094	6,047,525
PURCHASED SERVICES	98,426	107,211	97,211	101,028
UTILITIES	2,217	3,707	3,707	3,707
INTERNAL SERVICES	260,653	402,535	402,535	417,338
OTHER CHARGES	-	104	-	-
SUPPLIES & MATERIALS	94,169	105,767	116,767	117,767
CAPITAL OUTLAY	300,000	300,000	300,000	300,000
COST CENTER TOTAL	\$ 11,571,759	\$ 12,231,771	\$ 12,507,989	\$ 12,749,333

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Police Captain	P05	1.0	1.0	1.0	1.0
Police Lieutenant	P04	4.0	4.0	4.0	4.0
Police Sergeant	P03	9.0	9.0	9.0	9.0
Police Officer	P09	37.0	37.0	37.0	37.0
Sr. Principal Clerk	UC3	1.0	1.0	1.0	1.0
Animal Control Officer	UT4	1.0	1.0	1.0	1.0
Community Police Officers	P06	4.0	4.0	4.0	4.0
Total Positions		57.0	57.0	57.0	57.0

FUNCTION: Public Safety
DEPARTMENT: Police
DIVISION OR ACTIVITY: Criminal Investigative Services

BUDGET COMMENTS:

This Division shows an overall decrease of \$24,267 (-1.24%), due almost exclusively to personnel, which has decreased \$40,829 (-2.30%). Offsetting increases include \$12,238 (96.27%) in uniforms & protective gear and \$4,428 (2.86%) in gasoline & vehicle maintenance. All remaining line items have stayed consistent with current funding.

PROGRAM:

The Juvenile, Court and Vice Enforcement Division provides investigative and prosecutorial services for all adult and juvenile offenses occurring within the City of Newport. The Division is responsible for follow-up work on criminal offenses reported to the Department, as well as initiating investigative work on other offenses discovered in the course of general investigative work.

OBJECTIVES:

To maximize successful criminal case resolution through investigative follow-up and through examination of reported incidents; To successfully prosecute adult offenders in District, Superior and Municipal Court; To minimize juvenile criminal activity by identifying environments which support criminal behavior, investigating criminal incidents, and prosecuting cases in a manner which maximizes future deterrence; To minimize the occurrence of crime involving narcotics and other illicit activity through an investigative and prosecutorial presence.

SERVICES AND PRODUCTS:

Adult crime control and investigation
Juvenile Crime control and investigation
Family Court referrals
Internal disposition of juvenile cases

COST CENTER 11-200-1130: CRIMINAL INVESTIGATIVE SERVICES

	2012-13 ACTUAL	2013-14 ADOPTED	2013-14 PROJECTED	2014-15 ADOPTED
SALARIES	\$ 1,271,537	\$ 1,450,972	\$ 1,450,972	\$ 1,428,080
FRINGE BENEFITS	241,676	324,905	324,905	306,968
PURCHASED SERVICES	-	-	-	-
INTERNAL SERVICES	148,347	154,643	154,643	159,071
OTHER CHARGES	-	104	-	-
SUPPLIES & MATERIALS	30,510	22,712	32,950	34,950
CAPITAL OUTLAY	-	-	-	-
COST CENTER TOTAL	\$ 1,692,070	\$ 1,953,336	\$ 1,963,470	\$ 1,929,069

PERSONNEL CLASSIFICATION	GRADE	AUTH FY 12-13	AUTH FY 13-14	MID-YEAR FY 13-14	ADOPTED FY 14-15
Captain	P05	1.0	1.0	1.0	1.0
Lieutenant	P04	1.0	1.0	1.0	1.0
Investigator	P02	12.0	12.0	12.0	12.0
Sergeant	P03	2.0	2.0	2.0	2.0
BCI Officer	P08	1.0	1.0	1.0	1.0
Senior Principal Clerk	UC3	2.0	2.0	2.0	2.0
Total Positions		19.0	19.0	19.0	19.0

**CITY OF NEWPORT, RHODE ISLAND
FY2015 ADOPTED BUDGET
GENERAL FUND EXPENDITURES**

<u>ACCT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>2013 ACTUAL EXPEND</u>	<u>2014 ADOPTED BUDGET</u>	<u>2014 PROJECTED RESULTS</u>	<u>2015 ADOPTED BUDGET</u>	<u>\$ Change FY14 to FY15</u>	<u>% Chge FY14 to FY15</u>
Police Administration & Support Services							
11-200-1100-50001	Police Admin Salaries	1,343,613	1,296,372	1,296,372	1,521,160	224,788	17.34%
11-200-1100-50002	Overtime	85,777	56,698	114,360	56,698	-	0.00%
11-200-1100-50003	Holiday Pay	49,027	54,178	54,178	54,178	-	0.00%
11-200-1100-50004	Temp & Seasonal	15,584	44,200	44,200	50,200	6,000	13.57%
11-200-1100-50007	Fitness Incentive Pay	-	2,500	-	2,500	-	0.00%
11-200-1100-50100	Employee Benefits	444,579	538,856	538,856	607,740	68,884	12.78%
11-200-1100-50205	Copying & Binding	2,118	2,650	2,650	2,650	-	0.00%
11-200-1100-50210	Dues & Subscriptions	1,695	1,724	1,724	1,724	-	0.00%
11-200-1100-50212	Conferences & Training	30,120	10,000	18,000	18,000	8,000	80.00%
11-200-1100-50214	Tuition Reimbursement	-	18,500	23,400	25,000	6,500	35.14%
11-200-1100-50225	Contract Services	40,046	39,516	39,516	40,700	1,184	3.00%
11-200-1100-50235	Laundry Services	3,109	3,560	3,560	3,560	-	0.00%
11-200-1100-50239	Liability Insurance	151,123	165,000	120,117	132,130	(32,870)	-19.92%
11-200-1100-50251	Telephone & Comm	9,502	15,000	18,000	28,400	13,400	89.33%
11-200-1100-50257	Refuse Disposal	2,361	2,300	2,300	2,500	200	8.70%
11-200-1100-50271	Gasoline & Vehicle Maint	75,154	15,481	15,481	15,925	444	2.87%
11-200-1100-50274	Repairs and Maint of Buildings	15,746	30,000	30,000	30,000	-	0.00%
11-200-1100-50275	Repair & Maint of Equip	18,763	26,471	26,471	26,471	-	0.00%
11-200-1100-50305	Water Charges	5,020	6,000	6,000	6,000	-	0.00%
11-200-1100-50306	Electricity	41,639	44,980	44,980	44,980	-	0.00%
11-200-1100-50307	Natural Gas	11,313	15,450	15,450	15,450	-	0.00%
11-200-1100-50311	Operating Supplies	46,819	39,473	46,900	45,000	5,527	14.00%
11-200-1100-50320	Uniforms & Protective Gear	13,542	10,200	13,500	12,800	2,600	25.49%
11-200-1100-50361	Office Supplies	15,189	15,462	15,462	15,462	-	0.00%
	Police Admin	2,421,839	2,454,571	2,491,477	2,759,228	304,657	12.41%
Uniform Patrol Division							
11-200-1111-50001	Uniform Station Salaries	3,544,802	3,713,702	3,713,702	3,748,407	34,705	0.93%
11-200-1111-50xxx	Overfill	-	-	-	207,048	-	-
11-200-1111-50002	Overtime	545,511	409,402	494,402	409,402	-	0.00%
11-200-1111-xxxxx	Directed Enforcement	-	20,000	20,000	30,000	10,000	50.00%
11-200-1111-50003	Holiday Pay	157,756	167,111	167,111	167,111	-	0.00%
11-200-1111-50100	Employee Benefits	889,300	872,494	872,494	900,100	27,606	3.16%
11-200-1111-50104	Retiree Benefits	1,085,493	1,158,876	1,176,426	1,135,251	(23,625)	-2.04%
11-200-1111-50210	Dues & Subscriptions	-	104	-	-	(104)	-100.00%
11-200-1111-50225	Contract Services	9,562	16,851	6,747	7,851	(9,000)	-53.41%
11-200-1111-50246	Potter League Contract	88,864	90,360	90,464	93,177	2,817	3.12%
11-200-1111-50271	Gasoline & Vehicle Maint.	260,653	402,535	402,535	417,338	14,803	3.68%
11-200-1111-50304	Heating Fuel	1,213	1,347	1,347	1,347	-	0.00%
11-200-1111-50306	Electricity	1,004	2,360	2,360	2,360	-	0.00%
11-200-1111-50311	Operating Supplies	13,587	14,005	18,005	19,005	5,000	35.70%
11-200-1111-50320	Uniforms & Protective Gear	80,582	91,762	98,762	98,762	7,000	7.63%
11-200-1111-50851	Transfer to Equip Replacemen	300,000	300,000	300,000	300,000	-	0.00%
	Uniform Patrol	6,978,327	7,260,909	7,364,355	7,537,159	276,250	3.80%
Criminal Investigative Services							
11-200-1130-50001	Police General Assign	1,138,811	1,309,480	1,309,480	1,286,588	(22,892)	-1.75%
11-200-1130-50002	Overtime	83,120	89,693	89,693	89,693	-	0.00%
11-200-1130-50003	Holiday Pay	49,606	51,799	51,799	51,799	-	0.00%
11-200-1130-50100	Employee Benefits	241,676	324,905	324,905	306,968	(17,937)	-5.52%
11-200-1130-50210	Dues & Subscriptions	-	104	-	-	(104)	-100.00%
11-200-1130-50271	Gasoline & Vehicle Maint.	148,347	154,643	154,643	159,071	4,428	2.86%
11-200-1130-50311	Operating Supplies	9,922	10,000	10,000	10,000	-	0.00%
11-200-1130-50320	Uniforms & Protective Gear	20,588	12,712	22,950	24,950	12,238	96.27%
	Criminal Invest Services	1,692,070	1,953,336	1,963,470	1,929,069	(24,267)	-1.24%
SUBTOTAL POLICE - OPERATING		11,092,236	11,668,816	11,819,302	12,225,456	556,640	4.77%
11-200-1111-50010	Special Detail Pay	1,131,460	900,000	1,131,460	1,200,000	300,000	33.33%
11-200-1111-50150	Contribution to Pension	3,461,972	4,070,862	4,012,174	4,012,174	(58,688)	-1.44%
	TOTAL POLICE	15,685,668	16,639,678	16,962,936	17,437,630	797,952	4.80%