

# ***Town of Cumberland Proposed Operating Budget***



***Fiscal Year  
2023-2024***



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Cumberland  
Rhode Island**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morrill*

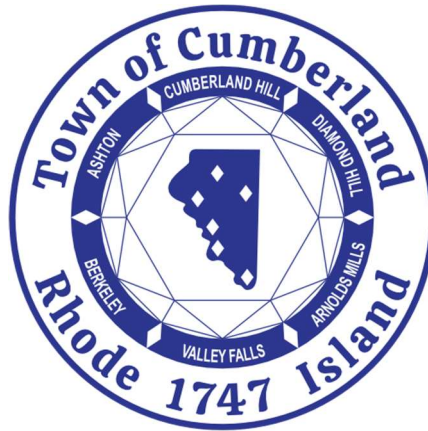
**Executive Director**



**FISCAL YEAR 2023 – 2024**

**MAYOR MUTTER’S PROPOSED**

**TOWN OF CUMBERLAND MUNICIPAL BUDGET**



**TOWN COUNCIL**

Michael L. Kinch, President

Scott R. Schmitt, President Pro Tempore

Peter J. Bradley, At Large

James K. Metivier, District 1

Timothy C. Magill, District 2

Lisa A. Beaulieu, District 3

Robert G. Shaw, District 5

**Mayor**

Jeffrey J. Mutter

**Finance Director**

Gene Ferrari

# Table of Contents

<b><u>Sections</u></b>	<b><u>Page Number</u></b>
<b>1. Introductions</b>	
Understanding this Document .....	2
Meet the Mayor.....	4
Meet the Town Council.....	5
Meet your State Elected Officials.....	6
Overall Town Organizational Chart.....	7
Employee Summary/Pay Schedules.....	8
Employee Milestones.....	12
Cumberland at a Glance.....	13
Cumberland – A Year in Numbers.....	17
Year in Review .....	18
Goals and Objectives.....	25
Mayor Mutter's Budget Letter.....	34
Executive Summary.....	36
Acknowledgements.....	37
<b>2. Structures and Processes.....</b>	<b>38</b>
Form of Government.....	39
Budgetary Process.....	40
Budgetary Timeline.....	42
<b>3. Fund Structures and Financial Status .....</b>	<b>43</b>
Fund Descriptions .....	44
Changes to Fund Balances.....	46
Current Debt Obligations.....	47
Bond Rating Information.....	50
Capital Expense Budgeting.....	52
<b>4. Revenue Details.....</b>	<b>60</b>
General Fund Ordinance .....	61



Property Tax Revenue.....	64
Other Tax Fees Revenue .....	64
Licenses & Permits Revenue.....	65
Fees Revenue.....	65
Service/Costs/Penalties Revenue.....	66
Investment Income Revenue.....	66
Departmental Revenue.....	66
Rent Revenue.....	66
State Aid Revenue.....	67
Appropriations/Transfers Revenue.....	67
Community Programs Income Revenue.....	67
<b>5. General Government – Expense Detail.....</b>	<b>69</b>
Courts.....	70
Board of Canvassers.....	73
Human Resources.....	76
Mayor’s Office.....	80
Solicitor.....	84
Town Clerk.....	89
Town Sergeant .....	91
Town Council.....	93
<b>6. General Services – Expense Detail.....</b>	<b>94</b>
Finance.....	95
Inspections.....	99
Planning.....	103
Tax Assessor.....	107
<b>7. Public Safety – Expense Detail.....</b>	<b>111</b>
Cumberland Animal Control.....	112
Cumberland Emergency Medical Services.....	117
Cumberland Police Department.....	122
Telecommunications.....	127
<b>8. Public Works – Expense Detail.....</b>	<b>131</b>
Department of Public Works.....	132

Highway Department.....	136
Town Hall Maintenance .....	141
<b>9. Community Enrichment – Expense Detail.....</b>	<b>146</b>
Library.....	147
Office of Children, Youth, and Learning.....	152
Parks and Recreation.....	156
Senior Center.....	161
<b>10. Boards and Commissions – Expense Detail.....</b>	<b>166</b>
Boards and Commissions.....	167
Board of Assessment Review.....	168
Planning Board.....	169
Zoning Board.....	170
<b>11. Non-Departmental Expenses.....</b>	<b>171</b>
Community Outreach.....	172
Information Technology.....	173
Fringe.....	174
Debt Service.....	175
Education.....	176
2024 Budget Highlights.....	177
Construction Scope & Progress.....	178
General Expense.....	183
<b>12. Tax Levy.....</b>	<b>184</b>
2023 Levy.....	185
2024 Levy.....	187
<b>13. Proprietary Funds.....</b>	<b>189</b>
Water Fund.....	190
Sewer Fund.....	197
Recreational Fund.....	203
<b>14. Appendix.....</b>	<b>207</b>
Glossary.....	208
Financial Policies .....	216



# ***Section One: Introductions***

## Understanding this Document



The Town of Cumberland's FY 2023-2024 Proposed Budget document is organized as detailed within the Table of Contents and divided into thirteen sections and an appendix.

The first section, ***"Introductions"*** is designed to familiarize the reader with both the Town and the forthcoming budget documentation. Included in this section is this narrative which describes the budget packet; it introduces both the Mayor and the Town Council. This first section also includes a broad-level organizational chart (departmental charts can be found with each department's expenditures), employee milestones, Cumberland at a Glance, organizational goals and objectives, the mayor's budget narrative, and acknowledgments.

The second section, ***"Structures and Processes"*** highlights Cumberland's form of government and lays out the budgetary process and organizes the timeline for budget passage.

The third section, ***"Fund Structures and Financial Status"*** includes descriptions and financial information by the fund. This section further describes proposed changes to the Town's fund balances, current debt obligations, bond rating information, and forthcoming capital expense budgeting practices.

The fourth section ***"Revenue Details"*** provides a summary of revenues (the Town's general fund ordinance) and detailed descriptions of all budgeted revenue lines for the General Fund in Cumberland's FY 2023-2024 budget broken out by category.



In the next seven sections (5-11), which are described as **“Expense Details”** the reader will find an organization chart, goals, and proposed priorities for the 2023-2024 fiscal year using the funding requested. In addition, funding comparison summaries and detailed expenditure statements are provided.

In the twelfth section entitled **“Tax Levy”**, the reader will find the 2023 and 2024 Tax Levies which provide details on the proposed tax rates for the Town of Cumberland.

The thirteenth section, entitled **“Proprietary Funds”** provides organizational charts, goals, priorities, and detailed expenditures for the Town's proprietary funds: Water, Sewer, and Recreation.

The final section is the **“Appendix,”** which provides supplementary information, including a glossary and relevant Town financial policies.

# MEET *Mayor Jeff Mutter*



**JEFFREY J. MUTTER**

*Mayor*

Mayor (2019-Present)

School Committee (2009-2014)

Cumberland Town Council (1996-2004 and  
2006-2008)



# MEET *the Town Council*



MICHAEL L. KINCH  
*Council President  
At Large  
Elected: 2018-Present*



SCOTT R. SCHMITT  
*President Pro-Tem  
District 4  
Elected: 2012-  
Present*



PETER J. BRADLEY  
*Councilor at Large  
Elected: 2010-2012,  
2014-Present*



JAMES K. METIVIER  
*Councilor, District 1  
Elected: 2016-2018,  
2020-Present*



TIMOTHY C. MAGILL  
*Councilor, District 2  
Elected: 2020-  
Present*



LISA A. BEAULIEU  
*Councilor, District 3  
Elected: 2016-  
Present*



ROBERT G. SHAW  
*Councilor, District 5  
Elected: 2014 -  
Present*

# MEET *our State Elected Officials*



SENATOR PEARSON

*Senate Majority  
Leader*

*Elected: 2012-  
Present*



SENATOR PICARD

*Deputy Senate  
President Pro*

*Tempore  
Elected: 2008-  
Present*



REP. MIA ACKERMAN

*Deputy Majority  
Whip*

*Elected: 2012-  
Present*



REP. ROBERT PHILLIPS

*Deputy Majority  
Leader*

*Elected: 2010-  
Present*



REP. MARSZALKOWSKI

*Deputy Majority  
Leader*

*Elected: 2012-  
Present*

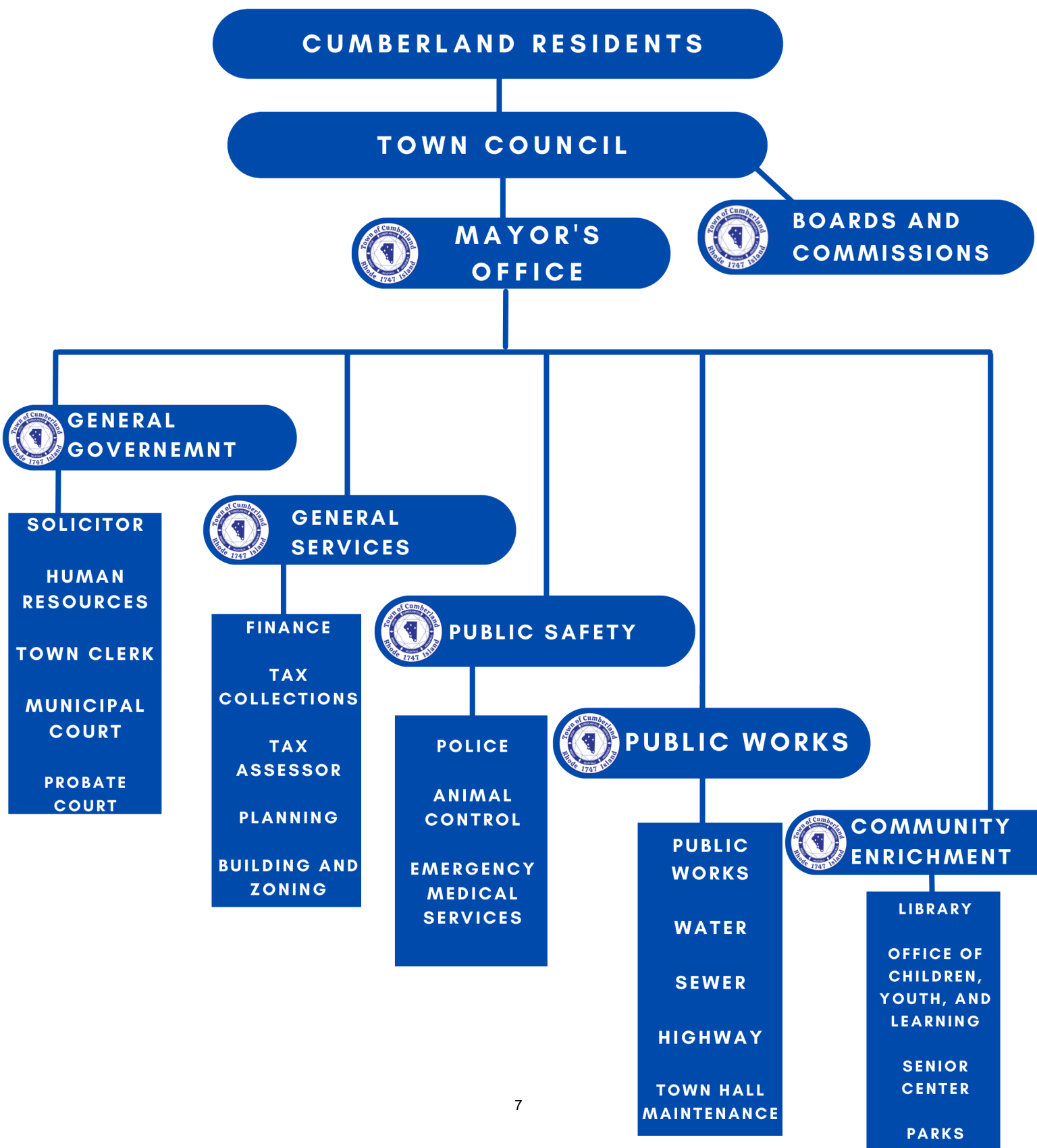
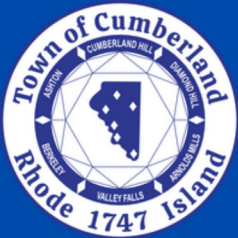


REP. BRANDON VOAS

*Elected: 2022-  
Present*

# TOWN OF CUMBERLAND

ORGANIZATIONAL CHART





# Employee Summary/Pay Schedules



Cumberland's full-time employees are divided into executive staff and collective bargaining positions. The three municipal unions include The International Brotherhood of Police Officers Cumberland Local 640, AFSCME – Council 94, Local 3708, and the Teamsters.

The information provided below and on the following pages provide insight into the salary levels for appointments.

Further details are provided on each individual department page.



## Executive Staff Pay Schedule

Executive Staff: 49 positions (37 FTE positions, 12 Part-time)

Executive staff positions listed below are currently filled unless otherwise noted. The only changes to full-time/part-time status come from the Building Official position (went from one full-time to two part-time individuals) and the Early Childhood Education Coordinator at OCYL (part-time to full-time).

<u>Position</u>	<u>Approved Salary Range</u>	<u>Current Rate (Remains Proposed Rate)</u>
Animal Control Officer	\$41,000-\$56,000	\$47,393
Assistant Animal Control Officer	\$35,000-\$50,000	\$41,005
Building Official (2 PT Positions)	\$71,000-\$82,000	\$78,000
Building Inspector	\$50,000-\$66,000	\$57,949
Electrical Inspector (PT)	\$10,000-\$25,000	\$15,400
Mechanical Inspector (PT)	\$10,000-\$25,000	\$15,400
Finance Director	\$93,000-\$120,000	\$100,136
Deputy Finance Director	\$70,000-\$85,000	\$82,500

Accountant	\$42,000-\$54,000	\$49,650
Payroll Administrator	\$42,000-\$54,000	\$49,650
Director of Human Resources	\$72,000-\$88,000	\$79,825
Chief of Staff	\$58,000-\$74,000	\$65,229
Community Outreach Coordinator	\$45,000-\$60,000	\$56,000
Planning & Community Dev. Director	\$80,000-\$94,000	\$86,268
Town Planner	\$48,000-\$65,000	\$65,000
Director of Public Works	\$90,000-\$120,000	\$117,000
Superintendent of Public Works	\$54,000-\$71,200	\$62,735
Zoning Inspector/Recycling Coord.	\$30,000-\$43,000	\$43,006
Assistant Engineer	\$62,000-\$75,000	\$68,941
Water Superintendent	\$76,500-\$102,000	\$94,999
Assistant Water Superintendent	\$50,000-\$75,000	\$69,573
Admin. Assistant to Water Super.	\$40,000-\$56,000	\$40,420
Chief of Police	\$94,000-\$114,000	\$110,000
Confidential Secretary to Police Chief	\$42,000-\$57,000	\$48,139
Deputy Chief of Police	\$86,386.56	\$86,387
Police Captain (3 Positions)	\$80,708.16	\$80,704
Recreation/Senior Director	\$60,000-\$75,000	\$66,995
Senior Social Director	\$41,000-\$51,000	\$47,174
Senior Center Assistant	\$25,000-\$36,000	\$32,760
EMS Chief	\$79,000-\$114,000	\$79,160
Deputy EMS Chief	\$70,000-\$100,000	\$60,197
Assistant to EMA Director (PT)	\$7,500-\$10,000	\$7,500
Tax Assessor	\$68,000-\$95,000	\$95,000
Deputy Tax Assessor (PT)	\$50,000-\$65,000	Max \$21,000
Town Clerk	\$65,000-\$82,000	\$73,492
Deputy Town Clerk (PT)	\$35,000-\$45,000	\$22,289
Town Solicitor	\$118,000-\$125,000	\$102,000
Legal Assistant	\$38,000-\$53,00	\$48,448
Probate Judge (PT)	\$8,000-\$10,000	\$8,105
Municipal Court Judge (PT)	\$8,000-\$12,000	\$8,319
Courts Clerk	\$45,000-\$60,000	\$52,434
OCYL Director	\$60,000-\$76,000	\$67,922
K-12 Programs Coordinator – OCYL	\$45,000-\$61,000	\$52,270
Early Childhood Coordinator – OCYL	\$20.00-\$25.00	\$45,500
Program Assistants – OCYL (PT, 3 Positions)	\$13.00-\$20.00	\$19.50/hour

### **International Brotherhood of Police Officers – Pay Rates**

At current staffing, there are 34 active members of the International Brotherhood of Police Officers (IBPO). There are currently vacancies for patrol officers. The Town is in the process of sending several recruits through the academy to get trained. All police officer positions are full-time.

<b><u>Class Title</u></b>	<b><u>Annual Rate</u></b>
Patrolman/woman (Probationary)	\$53,653.736
Patrolman/woman (After 3 years of service)	\$65,617.667
Patrolman/woman (After 5 years of service)	\$66,570.180
Patrolman/woman (After 6 years of service)	\$67,856.404
Patrolman/woman (After 8 years of service)	\$68,412.721
Sergeant	\$73,581.391
Lieutenant	\$75,849.941

### **Municipal Employees Union (Teamsters)**

There are currently 80 members of the Municipal Employees Union (Teamsters). These are all full-time positions. The breakdown of employees is as follows:  
Highway Department (33), Town Hall (17), Water (17), Senior Center (2), Recreation (1), and Police (9).

Current rates are listed below, with the understanding that the Town will be engaging in negotiations with the union this year.

	0-4 Years Employment		5-9 Years Employment		10+ Years Employment	
	<b><u>Rate on 01/01/20</u></b>	<b><u>Rate on 07/01/20</u></b>	<b><u>Rate on 01/01/20</u></b>	<b><u>Rate on 07/01/20</u></b>	<b><u>Rate on 01/01/20</u></b>	<b><u>Rate on 07/01/20</u></b>
Senior Foreman	N/A	N/A	N/A	N/A	\$27.48	\$27.82
Senior Foreman - W	N/A	N/A	\$27.13	\$27.47	\$27.35	\$27.69
Foreman	\$23.85	\$24.15	\$24.46	\$24.77	\$24.68	\$24.99
Mechanic	\$23.61	\$23.91	\$24.24	\$24.54	\$24.46	\$24.77
Heavy Equipment Operator	\$23.30	\$23.59	\$23.95	\$24.25	\$24.17	\$24.47
Senior Van Driver	\$23.30	\$23.59	\$23.95	\$24.25	\$24.17	\$24.47
Light Equipment Operator	\$22.58	\$22.86	\$23.27	\$23.56	\$23.48	\$23.77
Building Maintenance	\$21.90	\$22.17	\$22.63	\$22.91	\$22.81	\$23.10
Clerk III	\$21.54	\$21.81	\$22.24	\$22.52	\$22.44	\$22.72
Clerk II	\$20.60	\$20.86	\$21.33	\$21.60	\$21.54	\$21.81
Clerk I	\$19.07	\$19.31	\$19.88	\$20.13	\$20.06	\$20.31
Engineering Aide	\$26.60	\$26.93	\$27.13	\$27.47	\$27.35	\$27.69
Pump Station Operator	\$21.90	\$22.17	\$22.63	\$22.91	\$22.81	\$23.10

Construction Worker	\$21.90	\$22.17	\$22.63	\$22.91	\$22.81	\$23.10
Laborer II	\$21.90	\$22.17	\$22.63	\$22.91	\$22.81	\$23.10
Laborer I	\$20.73	\$20.99	\$21.47	\$21.74	\$21.68	\$21.95
Dispatcher II	\$21.90	\$22.17	\$22.63	\$22.91	\$22.81	\$23.10
Dispatcher I	\$20.37	\$20.62	\$21.12	\$21.38	\$21.31	\$21.58
Dispatch Supervisor	N/A	N/A	N/A	N/A	\$23.63	\$23.93

### **AFSCME – Council 94, Local 3708 – Pay Rates**

The AFSCME union represents Cumberland's all-paramedic Emergency Medical Services team (EMS). This union currently represents 16 full-time paramedics.

When at full staffing, that number increases to 18. EMS finished its most recent contract negotiation in 2022. The negotiated salary information below represents a stipend for maintaining paramedic status and rolling most of their longevity into their hourly rate.

HOURLY				7/1/2022	7/1/2022		7/1/2022
85 BI-WEEKLY			RATE/STIPEND	0.025	0.015		
BASE RATE	RATE + STIPEND	RATE + LONGEVITY	/LONGEVITY	BASE SALARY	SALARY W/ STIPEND	LONGEVITY	TOTAL COMP
27.79	28.21	29.62	29.62	61,415.85	62337.09	3116.85	65453.94
27.79	28.21	30.47	30.89	61,415.85	62337.09	5922.02	68259.11
27.79	28.21	30.61	31.03	61,415.85	62337.09	6233.71	68570.80
27.79	28.21	30.75	31.17	61,415.85	62337.09	6545.39	68882.48
27.79	28.21	30.89	31.31	61,415.85	62337.09	6857.08	69194.17
28.25	28.67	29.66	30.08	62,429.23	63365.67	3121.46	66487.13
28.25	28.67	30.97	31.40	62,429.23	63365.67	6019.74	69385.41
28.25	28.67	31.12	31.54	62,429.23	63365.67	6336.57	69702.24
28.25	28.67	31.26	31.68	62,429.23	63365.67	6653.40	70019.07
28.25	28.67	31.40	31.83	62,429.23	63365.67	6970.22	70335.90
28.71	29.14	31.48	31.91	63,442.62	64394.26	6117.45	70511.71
28.71	29.14	31.62	32.05	63,442.62	64394.26	6439.43	70833.68
28.71	29.14	31.77	32.20	63,442.62	64394.26	6761.40	71155.66
28.71	29.14	31.91	32.34	63,442.62	64394.26	7083.37	71477.63

# Employee Milestones in Fiscal 2024



*Five Years*



Matthew Stock  
Zachary Lafleur

Curtiss Grieve  
Sarah King

Christine Domen



*Ten Years*



Donald Paradis  
Nicole Goosmann  
Elizabeth Daniel  
Celeste Beauparlant

Margaret Anderson  
Kim Berard  
Richard Souza  
Casey Free

Gregory Mullery  
David Ring  
Derek Silva



*Fifteen Years*



Jeffrey Dossantos

Glen Filipe

Shanna Clow



*Twenty Years*



Stephen Parent

Anthony Mederios



*Twenty-Five Years*



Andrew Harvey

Jonathan Cook



*Thirty Years*



Celeste Dyer

Pete Drezek



*Thirty-Five Years*



Elizabeth Karageorge

Melissa Kryla-Stowik



# Cumberland at a Glance

The Town of Cumberland, incorporated in 1746, is a suburban community in a metropolitan area of northern Rhode Island. Located approximately thirteen miles north of Providence, Rhode Island, it is primarily a single-family residentially developed community with small sections of older dwellings, commercial, and industrial development. The land area of the Town totals 28.4 square miles.

## Population

Ranked eighth in population among the thirty-nine cities and towns in the State, the Town's 2020 population was 36,405, according to the U.S. Census of that year.

<u>Year</u>		<u>Population</u>
1980	.....	27,069
1990	.....	29,038
2000	.....	31,840
2010	.....	33,506
2020	.....	36,405

## Housing

In Cumberland, the median single-family home costs \$400,000, which would require a \$101,461 income to afford the home without being cost-burdened. The average two-bedroom apartment costs \$2,113 per month and similarly would require a \$84,520 income.



### HOUSING COSTS

#### ► MEDIAN SINGLE FAMILY

Home price **\$400,000**

Monthly housing payment **\$2,537**

#### 5 YEAR COMPARISON

2016 **\$296,088**  2021 **35% INCREASE**

**\$101,461** Income needed to afford this

#### ► AVERAGE 2-BEDROOM RENT

Rental payment **\$2,113**

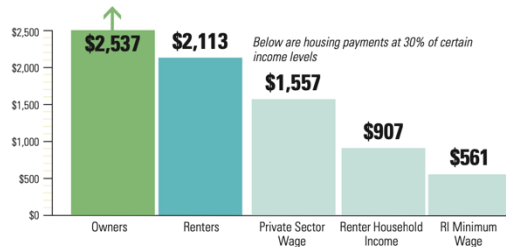
#### 5 YEAR COMPARISON

2016 **\$1,950**  2021 **8% INCREASE**

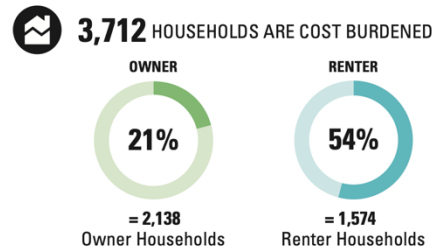
**\$84,520** Income needed to afford this

Over half of all renters in Cumberland are cost-burdened and nearly one quarter of homeowners are cost burdened.

#### ► MONTHLY COSTS: OWNERS & RENTERS



#### ► COST BURDENED HOUSEHOLDS

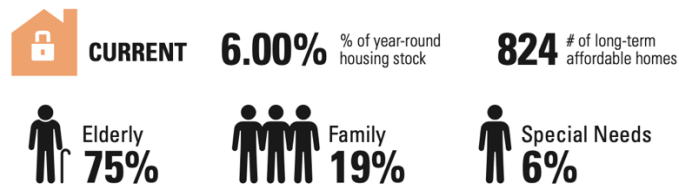


A household is considered burdened if it spends 30% or more of its income on housing costs.

Cumberland has not yet met the 10% threshold for affordable housing and currently sits at approximately 6% of housing stock being deemed affordable.

#### ► LONG-TERM AFFORDABLE HOMES RI General Law: 45-53-3(9) Low or Moderate Income Housing

Number of households below HUD 80% area median income: **4,260**



#### ADDED UNITS

Ownership **0** Rental **0**

#### PRESERVED RENTALS

**0**

#### State-Funded Homes

**BUILDING HOMES RHODE ISLAND (I - IV): 56**

(All Data from RI Housing Works Factbook, 2022)

## Employment

The following is a listing of the various types of industry in the Town as obtained from the Department of Labor and Training.

	Total Wage	# of Units	Avg. Employment	% of Covered Emp.
Agriculture, Forestry, Fishing, Hunting	*	2	*	*
Mining	*	1	*	*
Utilities	*	2	*	*

Construction	14,796,591	127	796	7.07%
Manufacturing	21,870,591	30	1,428	12.69%
Wholesale Trade	16,603,829	101	837	7.44%
Retail Trade	7,999,917	78	843	7.49%
Transportation & Warehousing	7,855,297	27	617	5.48%
Information	2,195,463	32	84	0.75%
Finance & Insurance	3,741,522	64	153	1.36%
Real Estate, Rental, Leasing	2,333,466	39	133	1.18%
Professional & Technical	13,396,042	220	473	4.20%
Management of Companies	34,058,521	12	1,294	11.50%
Administrative & Waste Services	15,730,377	79	1,301	11.56%
Educational Services	5,797,485	26	362	3.22%
Health Care & Social Assistance	8,942,024	111	712	6.32%
Arts, Entertainment, Recreation	761,375	14	88	0.78%
Accommodations & Food	5,629,743	70	927	8.23%
Other Service Except Public Admin	7,701,359	109	621	5.52%
<b>TOTAL:</b>	<b>\$184,609,385</b>	<b>1,144</b>	<b>11,257</b>	<b>100.00%</b>

## Unemployment

The most recent labor market information summary indicates that annualized and monthly unemployment for the years and months indicated was as shown in the following tables:

### Annualized

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<b>Cumberland</b>	3.7%	3.5%	3.1%	7.7%	4.7%
<b>Rhode Island</b>	4.4%	4.1%	3.6%	9.4%	5.5%
<b>United States</b>	4.4%	3.9%	4.0%	8.1%	5.3%

Source: RI Dept. of  
Labor

### Monthly 2022

	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
<b>Cumberland</b>	3.7%	3.5%	2.7%	2.3%	2.2%	2.4%	2.9%	3.4%	2.5%	2.3%	2.5%	1.9%
<b>RI</b>	4.2%	4.1%	3.2%	2.8%	2.8%	2.9%	3.3%	4.0%	2.9%	2.7%	3.0%	2.3%
<b>US</b>	4.4%	4.1%	3.8%	3.3%	3.4%	3.8%	3.8%	3.8%	3.3%	3.4%	3.4%	3.3%

## Principal Taxpayers

<u>Rank</u>	<u>Taxpayer</u>	<u>Real Estate Assessment</u>	<u>Tangible Assessment</u>	<u>Total Tax Value</u>	<u>Total Tax</u>
1	CVS Pharmacy		31,616,024	31,616,024	931,902
2	Narragansett Electric Co.		31,004,213	31,004,213	913,074
3	Narragansett Electric Co.		28,767,156	28,767,156	847,193
4	JSIP Cumberland Crossings LLC	39,486,300		39,486,300	582,028
5	RI Economic Development Corp	35,566,900		35,566,900	524,256
6	Pawtucket Water Supply Board	45,300,850		45,300,850	411,732
7	RI Commerce Corp	20,739,700		20,739,700	305,703
8	River Lofts at Ashton Mill	19,696,600		19,696,600	290,328
9	Highland Hills Apartments	17,482,400		17,482,400	257,691
10	Okonite Company	16,291,200		16,291,200	240,152

**2.2M**

**Grant Funding  
Received!**

**85**

**Resolutions  
Passed!**

**19**

**Ordinances  
Passed!**

*Oh, What a (Fiscal) Year!*

**521K**

**Earmarked for  
Small Businesses**

**4**

**Major Diamond  
Hill Park Projects**

**1M**

**Facebook  
Impressions**

# Year in Review

## **To the Members of Cumberland's Town Council and Our Taxpayers:**

I am pleased to share an update on the improvements we are making throughout Cumberland. With your support, we are redeveloping our parks, athletic fields, buildings, and infrastructure. These improvements have been made possible through tremendous amounts of collaboration, strategic planning, and creativity.

As we move forward, I will continue to address the needs of Cumberland through strategic investments that push us closer to the goal of making our Town a healthier, more accessible place to live, work, and play for all residents.

## **Cumberland Town Employees**

Cumberland's Town Employees have continued to show up to work each day, have remained flexible, and most importantly they have remained committed to the goal of serving Cumberland residents to the best of their abilities despite these continually challenging times.



Our employees have worked elections, volunteered at pet vaccination clinics, continued to run Zoom for hybrid public meetings, and so much more. They have attended school science fairs, built playgrounds, and cleared litter. Their efforts continue to make Cumberland a better place.

## **Diamond Hill Park**



Continuous work has been taking place at Diamond Hill Park to bring the park back to life for a new generation. Major project areas this year have included: the pond, the amphitheater, the installation of public art, ski lodge plans, and the early stages of the Pump Track installation.

The Town of Cumberland has received two grants - one from Rhode Island Commerce and the other from Rhode Island DEM for Diamond Hill Park. Rhode Island Commerce funded the

Town to make the necessary improvements to the amphitheater. The Town has entered into an agreement with Ambient Sound to provide new lighting and sound equipment.



This will improve performance quality and flexibility on the stage. Pare Corporation is also performing a structural analysis as part of this work. Rhode Island DEM funded the Town to install a pump track at Diamond Hill Park. The Town is working with American Ramp Company to come up with an appropriate design that is accessible for all wheels and honors the contributions that the bike community has made at Diamond Hill.

After receiving our permits from RIDEM and the United States Army Corps of Engineers, the Town began work to improve the reflection pond: this includes cleaning the pond of silt and debris, improving water flow, repairing the spillways and gates, replacement of bridges, improvements to the stage area, and landscaping. Digger's Landscaping completed the dredging, which has drastically improved the flow of water. An aeration system and fountain have been installed, which have improved both the water quality and the aesthetics of the area around the pond.



In conjunction with the Cumberland Town Council, a Diamond Hill Park Building Committee has been formed. They are working towards plans for the demolition of the ski lodge in order to build a more appropriate structure to serve as a gateway to the park. The Building Committee has engaged Saccoccio & Associates to be the architect on this project. Saccoccio & Associates have produced

renderings of the new building, and they are currently working on permitting and designing a bid package.

In April of 2023, our administration approached the Town Council with the recommendation to install public art in the form of a mural at the Diamond Hill Park Amphitheater. The Council has approved this work, and AGONZA will begin her work in May to create a nature-themed mural.



The Town continues to apply for grant funding for the projects at Diamond Hill Park through a number of sources.



## Senior Center

After two years of continuous work made possible through Community Development Block Grant funding, we were proud to be able to cut the ribbon at the completely revitalized Cumberland Senior Center. Projects completed with CDBG funding are upgrades to electrical, a new gas heater,

and a renovated kitchen and new kitchen equipment, including a double-door fridge, freezer, induction stovetop, three-bay sink, stainless steel microwave, stainless steel worktables, exhaust hood, 36-inch gas range oven, gas floor fryer, conveyor toaster, heating cabinet, and shelving.

A new roof has also been added, as have exterior improvements such as a new portico, stone veneer, siding, shutters, and pergolas. New ADA-compliant front and side entries with new electronic exterior doors, new interior doors, grading and paving of the parking lot and approach roads, and landscaping have also been completed.

### **Amaral Building – Community Health and Outreach**

Our administration is hard at work converting the former post office and grocery store – the Amaral Building, which has long been abandoned, into a center that can service all residents through community-based outreach and health programming.



Consistent with the Town's Charter, a building committee has been established to oversee the renovations and manage the project. The building committee is staffed by Glenn Modica, Town Planner, and Sarah King, Community Outreach Coordinator.

The Building Committee issued a request for qualifications for architectural services and selected Northeast Collaborative, the firm that had previously completed the conditions assessment of the building.

Renderings are being finalized, and the committee intends to issue bid documents for construction by the end of the calendar year.

### **School Improvements**



Cumberland Hill Elementary School had its official reopening, and students returned to the school after its comprehensive remodel. Schools currently under construction include Ashton Elementary School and Community Elementary School.

Ashton Elementary School is in the finishing stages, with a scope of work including an addition consisting of eight classrooms, one learning commons, two breakout rooms, 5-in-classroom and three off corridor bathrooms,

and various storage spaces. This project is on track for the scheduled turnover to the owner.

Community School is also in the finishing stages with a scope of work comprising of a cafeteria with a raised stage with access to adjacent music/learning studio, a kitchen, a special education room, and two off-corridor bathrooms. This project is on track for the scheduled turnover to the owner.



Additional school construction scopes of work and scheduling is available in the education section of the budget.

### **Grant Acquisition**



In March 2021, the Town Council approved an extension for Rosewood Consulting to continue providing grant writing services to the Town of Cumberland.

To date, she has secured over five million dollars in grant funding (\$5,149,479). Over the course of the current fiscal year, she has secured over two million dollars in funding (\$2,245,000). These grants have allowed the Town to support small businesses, expand community paramedicine, and complete capital projects. A breakdown of grant awards is provided below:

### **Grants Secured in Current Fiscal Year: \$2,245,000!**

#### **Grants Secured Since Engaging Rosewood Consulting:**

HUD, CDBG	Senior Center Renovations	\$500,000
RI Foundation	Monastery Gazebo	\$10,000
RI Foundation	Animal Welfare, Rabies	\$7,500
RI Commerce	Take it Outside	\$75,000
Telehealth	Telehealth Equipment	\$10,000
CTCL	Safe Elections Equipment	\$15,654
HUD, CDBG	Senior Center Renovations	\$300,000
RI Foundation	Franklin Farm, Food Security	\$20,000
RI Foundation	Capital Improvements, Franklin Farm	\$75,000
HUD, CDBG	Senior Center Broadband	\$35,500
RI Commerce	Site Readiness, Valley Falls	\$100,000
CDBG	EMS Medical Mobile Unit	\$100,000
Office of Healthy Aging	Cares Act, EMS Programming	\$29,075



Office of Healthy Aging	Digital Equity, Telehealth	\$16,750
RI Foundation	Monastery Entrance	\$10,000
Federal Community Project	Diamond Hill Ski Lodge	\$400,000
RIHEBC	BF Norton Playground	\$100,000
RI Infrastructure Bank	Industrial Road	\$500,000
RI Infrastructure Bank	Urban Forestry	\$250,000
RI Commerce	Take it Outside	\$100,000
RIDEM	DHP Pump Track	\$100,000
RI Commerce	Amphitheater Diamond Hill	\$150,000
HUD, CDBG	Amaral Building, Outreach	\$1,000,000
Federal Community Project	Industrial Road	\$1,200,000
RI Foundation	House of Compassion	\$45,000

### **Grants Secured (Total): \$5,149,479!**

#### **ARPA Distribution**

The Town of Cumberland has received \$10.5 million dollars in American Rescue Plan (ARPA) funding. Throughout the course of the fiscal year, the administration and the council have been working diligently to strategically earmark these dollars for initiatives in which they will be most impactful.

Some initiatives that the ARPA monies have funded have included small business grants for which the grant review committee awarded 54 grants totaling \$521,569. Funding has also been used to support the Northern RI Food Pantry's second distribution day, which was added in response to increased demand. The Town provided funding to the Boys and Girls Club to make long-standing needed repairs to the pool, which has been out of service for a number of years and serves multi-generational users.



The ARPA funding has also been utilized to make public safety enhancements through communications technology and EMS patient care equipment.

## **Community Engagement**



Cumberland's Town Employees continued their tradition this year of hosting an Adopt a Family Drive to support local families at Christmas. With the help of several community volunteers/donors, the Town was able to sponsor 100 hundred local children with Christmas gifts. It's always a truly remarkable, collaborative effort between staff, volunteers, Children's Friend, and our local elementary schools.

Also, at Christmas time this year, the Town hosted its first Santa Jeep parade. There was an incredible turnout, particularly for an inaugural run. Beginning its route at Diamond Hill Park, there were several dozen jeeps and many excited spectators.



The Town continues to utilize social media, particularly Facebook, as a way to communicate with residents and engage the public. Over the course of the fiscal year, our Facebook page has seen nearly one million impressions (views), and over 100,000 engagements (interactions), and had an average daily reach of over 2,500 individuals.

In addition to regular meetings of the Town's public bodies, this year, the Town has also hosted a series of public community meetings. These meetings have been related to the Valley Falls Economic Development and Social Equity Plan, sidewalk improvements, ARPA funding, and Hazard Mitigation Planning.

## **Infrastructure Improvements**

Infrastructure improvements have continued on Town drainage projects, including Industrial Road and Old Reservoir Road, providing much-needed relief to residents after long-standing chronic flooding issues.



Epheta Park in the Cumberland Hill neighborhood was officially completed with the installation of sensory play equipment this year.



The Town invested in a new senior van for the senior center to improve their mobility



infrastructure for our members there. This will allow more seniors to utilize the center and run standard errands that otherwise would be inaccessible.

**Thank you.**

A handwritten signature in black ink, appearing to be "J. Porter" or similar, with a stylized, flowing script.

# Goals and Objectives



The purpose of local government is to do the people's business, and the Town of Cumberland has set a number of broad vision statements as well as long- and short-term goals. Throughout the year, the administration and department heads work together to establish these goals. This is accomplished through monthly staff meetings with the department heads, individual check-ins, and meetings throughout the budget process.

The Town of Cumberland also continuously tracks progress on previously set goals to ensure that initiatives and projects are seen to fruition. This section is split into two parts; in the first, you will see tracked progress on the goals outlined in the FY23 budget document. In the second part, you will find new goals for fiscal year 2024.

## Broad Vision Statements

- Strive to make Cumberland a better place to live, work, and play.
- Place strong emphasis on community-based care and resources.
  - Strive for social and economic advancement and equity
- Advocate for strong, modern, and cutting-edge public safety strategies

## PART ONE: PROGRESS ON GOALS FROM FISCAL YEAR 2023

<u>Immediate Goals and Priorities</u>		
Key Component	Objective From FY 2023 Budget	Progress Made
Sidewalk Study	The Town seeks to complete a comprehensive sidewalk study which includes inventorying existing sidewalks, prioritizing new sidewalks, collaborating with the school department on safe routes to schools, and creating a mapping system to track and manage goals.	Pare Corporation completed its <a href="#">sidewalk assessment</a> , portions of this work included a public meeting, public mapping options, and meetings with school staff. The report and recommendations were presented to the Town Council on April 19, 2023.

RFP/Demo of Diamond Hill Park Ski Lodge	The Town will work with the Diamond Hill Park Renovations Building Committee to issue an RFP and proceed with the demolition of the Ski Lodge.	The Diamond Hill Park Renovations Building Committee is working with Saccoccio & Associates on the design and pre-demolition work for the new community center/ski lodge. This includes site review/preparation, hazmat, permitting, and geotechnical.
Distribute ARPA Monies	The Town has held two public meetings and conducted an online survey. Now, Cumberland will begin allocating and distributing ARPA monies in conjunction with the Town Council.	<p>With support from HCH Enterprises, the Town of Cumberland has distributed ARPA monies in compliance with the Town Council's adopted <a href="#">spending plan</a>.</p> <p>Some initiatives that the ARPA monies have funded have included <a href="#">small business grants</a> for which the grant review committee awarded 54 grants totaling \$521,569. <a href="#">Funding</a> has also been used to support the Northern RI Food Pantry's second distribution day, which was added in response to increased demand. The Town provided <a href="#">funding</a> to the Boys and Girls Club to make long-standing needed repairs to the pool.</p>
B.F Norton Playground	The intention is to make the playground truly accessible to students of all abilities by providing more accessible and collaborative play.	<p>M.E O'Brien and Sons <a href="#">designed</a> a playground following the Rhode Island Health and Education Building Corporation's grant funding.</p> <p>Work on the playground was completed, and a</p>

		<p>ribbon cutting took place in early May.</p> <p>Images of the progress through completion can be found <a href="#">here</a>.</p>
Epheta Park Playground	In order to close out our RIDEM grant for the work done at Epheta Park, the Town of Cumberland will install with M.E O'Brien and Sons free-standing sensory play equipment at the park.	The sensory play equipment was <a href="#">installed</a> in October 2022, officially closing out the Town's grant with RIDEM and completing the project.
Complete Revaluation	Revaluation work will be started no later than May 1, with a complete preliminary land and building study done by Oct. 15 and complete data collection by Nov. 30. Everything else will be done by Dec. 31, and assessment notices will be mailed by Feb. 10, 2023. Informal hearings on appeals will begin no later than Feb. 16 and end by March 10, 2023.	There was a slight delay with the property revaluation, but Vision completed all requisite collection, and assessment notices went out to residents at the end of March, with appeals happening in April.
Industrial Road	With the chronic flooding that occurs within the roadway, ten (10) sets of catch basins are proposed along the roadway's length to efficiently collect the runoff and transport it to the State's drainage system in I-295, which eventually gets to the Millers River in the south.	The Department of Public Works has been working with Pare Corporation on engineering for this project and has been in communication with the State about any collaboration that may be needed.
Staffing	In the immediate, the Town of Cumberland will continue to train and onboard new staff, including Public Safety Dispatchers.	<p>Human Resources has continued to onboard new staff members including:</p> <ul style="list-style-type: none"> <li>• Public Safety Dispatchers</li> <li>• Paramedics</li> <li>• Highway Laborers</li> <li>• Town Hall Clerks</li> <li>• Animal Control Assistant</li> </ul>

		<ul style="list-style-type: none"> <li>• Water Dept. Positions</li> </ul>
Old Post Office	Pending the results of the CDBG award, it is our intention to begin work as soon as possible to rehab 16 Mill Street in order to create the Office of Community Outreach and Health and begin serving residents there.	<p>The Town of Cumberland received \$1,000,000 from a Community Development Block Grant in order to adaptively reuse the Old Post Office, now referred to as the "Amaral Building." Subsequent to the grant award, the Town established a building committee to oversee the project.</p> <p>The building committee has commissioned a professional survey, completed by DiPrete, issued an RFQ for architectural services, and <a href="#">awarded</a> the architectural services contract to Northeast Collaborative. It is expected that the construction RFP will be issued by the end of the calendar year.</p>
Broad Street Regeneration	The Broad Street Regeneration Initiative is a partnership between Cumberland, Central Falls, Pawtucket, RIDOT, the Blackstone Valley Tourism Council, the Rhode Island Foundation, and a number of other private and public organizations, focusing on maximizing best design practices and economic development opportunities for the \$16.5M road reconstruction project scheduled to be completed this summer.	<p>The \$18.2 million project is on schedule for completion this summer.</p> <p>It involves wide-ranging drainage work, specifically targeting the chronically flooded zones in the Valley Falls area of Cumberland. Additionally, the installation of sidewalks, curbing, road surface, ADA enhancements, bike lanes, trees, traffic signals, crosswalks, and several other improvements to</p>



		enhance pedestrian safety and the streetscape.

<b><u>Long Term Goals and Priorities</u></b>		
<b>Key Component</b>	<b>Objective</b>	<b>Progress Made</b>
Sidewalk Infrastructure	Pending the completion of the comprehensive sidewalk study, the Town will engage in a long-term plan which involves the installation of new sidewalks and continued maintenance of existing sidewalks.	Pare Corporation completed its <a href="#">sidewalk assessment</a> and presented the findings to the Town Council, which outlines recommendations for a long-term plan. The administration will work with the Council on formalizing the plan going forward.
Urban Forestry	The Town of Cumberland is partnering with <a href="#">American Forests</a> to raise awareness of the relationship between the number of street trees in urbanized areas and social equity, public health, economic development, impacts on our rivers and streams, and quality of life.	The Town of Cumberland has hired a Tree Warden, come up with a tree planting plan (public and private land), and has commissioned a tree inventory to be completed.
School Construction	The voters in Cumberland approved an \$83 million school construction bond which enables the Town and School Department to complete necessary and timely repairs in each of the schools. In the long term, the building committee will continue to oversee this work and ensure the timely completion of projects.	JJM Cumberland Hill Elementary School improvements have been completed, and students have returned to that school. Additional school construction timeline includes: <ul style="list-style-type: none"> <li>• Garvin Elementary School (Students Return: 2023-2024)</li> <li>• Ashton Elementary School &amp; Preschool</li> </ul>

		<p>(Students Return: 2024-2025)</p> <ul style="list-style-type: none"> <li>• Community Elementary School &amp; Preschool (Students Return: 2025-2026)</li> <li>• B.F Norton Elementary School &amp; Preschool (Students Return: 2026-2027)</li> </ul>
Ann + Hope	<p>The town's administration is working with Premier Land Development and its consultants on an administrative subdivision, road abandonment, zone change, master plan, and comprehensive plan amendment as part of a complex and comprehensive proposal planned to be considered all at once in a future special Planning Board meeting. It is the Town's intention that this project will help drive the Valley Falls/Lonsdale Social Equity Plan.</p>	<p>Premier Development prepares to submit a more detailed preliminary plan for the 241-unit rental plus mixed commercial units. It is expected that work will begin on the mill building this construction season.</p>
St. Patrick's Church	<p>ONE Neighborhood Builders has begun preparing its master plan to re-imagine the old St. Patrick Church on Broad Street as an affordable townhouse apartment complex. The private nonprofit affordable housing developer currently has site control of St. Patrick's and is working with Newport Collaborative Architects and the town of Cumberland as they prepare plans for the adaptive reuse of the property.</p>	<p>The Saint Patrick's project, now referred to as "Steeple &amp; Stone," received preliminary plan approval from the Cumberland Planning Department on January 9, 2023.</p>

## **PART TWO: GOALS FOR FISCAL YEAR 2024**

<b><u>Immediate Goals and Priorities</u></b>	
<b>Key Component</b>	<b>Objective</b>
Diamond Hill Park Pump Track	<p>The Town of Cumberland received a grant from Rhode Island's Department of Environmental Management to fund the installation of a Pump Track at Diamond Hill Park. On February 1, 2023, the Town entered into an <a href="#">agreement</a> with American Ramp Company to design and install the Pump Track.</p> <p>The Town will now work with Public Works and American Ramp Company to complete any necessary site work or permitting in order to begin the installation process.</p>
Diamond Hill Park Amphitheater Improvements	<p>The Town of Cumberland received a grant from Rhode Island Commerce to make necessary improvements to the Diamond Hill Park Amphitheater. This includes a structural assessment and lighting and sound improvements/equipment. The Town has <a href="#">contracted</a> Pare Corporation to conduct the assessment and <a href="#">Ambient Sound</a> to provide the equipment and manage the installation.</p> <p>It is the administration's intention to complete this project and close out the grant.</p>
Diamond Hill Park Mural	<p>In order to continue to elevate the experience at Diamond Hill Park, the Town has commissioned the installation of public art. On April 19, 2023, the Town Council approved an <a href="#">agreement</a> with Agonza to complete a nature-themed mural. Agonza's work is to begin imminently and should be completed for the summer season at the park.</p>
Diamond Hill Park Ski Lodge Demolition	<p>The Building Committee will continue to work with Saccoccio &amp; Associates to complete all pre-demolition work and compile bidding documents in order to move this project to the construction phase this fiscal year.</p>
Amaral Building Construction	<p>With the architectural services contract awarded, the Building Committee will work through design approvals and bidding documents by the end of the calendar year and move into construction throughout this fiscal year.</p>
Contract Negotiations	<p>The administration will be working with two of the Town's Collective Bargaining units this fiscal year to negotiate</p>

	contracts – the International Brotherhood of Police Officers (Cumberland Police) and the Teamsters (Town Employees).
Industrial Road	With much of the design and engineering work completed, it is the administration's intention to enter the construction phase of this project this year to alleviate the longstanding drainage issues.
ARPA Monies Distribution	The Town intends to continue its distribution of ARPA Funds in accordance with the Town Council's approved spending plan. Particular emphasis will be placed in infrastructure improvements and capital needs.
Grant Acquisition	The Town will continue to place emphasis on the acquisition of grant funding in order to be able to complete projects/initiatives outside of the general fund budget. Particular focus will be extended to grant opportunities that would allow the Town to begin to execute the <a href="#">Valley Falls/Lonsdale Economic Development and Social Equity Plan</a> .

<b>Long Term Goals and Priorities</b>	
<b>Key Component</b>	<b>Objective</b>
School Construction	The Town will continue to work with the School Department and Rhode Island's Department of Education to see the \$83 million dollar school construction bond to completion. The final school improvements for this project should be completed in 2026-2027.
Valley Falls/Lonsdale Economic Development	4ward Consulting completed the <a href="#">Valley Falls/Lonsdale Economic Development and Social Equity Plan</a> . There are several components to this work that the Town intends to execute over a multi-year approach. These include branding/wayfinding signage, façade improvements, zoning recommendations, and housing recommendations.
Sidewalk Investment	Pare Corporation completed its <a href="#">sidewalk assessment</a> and presented the findings to the Town Council, which outlines recommendations for a long-term plan. The administration will work with the Council on formalizing the plan going forward.

Ann & Hope Redevelopment	The Town, Planning Department, and Planning Board will work with Premier Development to see this project through the final approval stages and into construction. Construction will take several years and phases.
St. Patrick's – "Steeple & Stone" Redevelopment	The Town, Planning Department, and Planning Board will work with ONE Neighborhood Builders to see this project through the final approval stages and into construction.





Sara Brelsford  
CHIEF OF STAFF

# TOWN OF CUMBERLAND

OFFICE OF THE MAYOR  
Jeffrey J. Mutter



Sarah King  
COMMUNITY OUTREACH

To the Cumberland Town Council and our Residents:

In accordance with the Charter of the Town of Cumberland, I respectfully submit to you the Annual Budget for the Fiscal Year ending June 30, 2024. This is the second year we have presented the budget in this format, which we believe to be increasingly informative, transparent, and engaging. We hope you agree.

As you are aware, the budget process is a long one, and it requires patience and perseverance from all involved. As a Town, we continue to strive to be a healthier community. This budget proposal represents our attempts to balance the critical priorities for a healthy community while understanding the environment we live in and the challenges we all face.

Fiscal Year 2024 brings with it the first payment associated with the \$ 83 million School Construction Bond, which was overwhelmingly approved in November 2018. A good deal of our budgetary practices over the past two years have been undertaken in preparation for this budget year. The first payment is just shy of 3.2 million dollars. When the revenue from the State Housing Aid is factored in, the Town must fund an additional 1.3 million dollars in debt service.

Our goal was to make this payment without the need to exceed either the State Levy cap of 4% or the Town Rate Cap of 3%. This has been achieved in the proposed FY2024 Budget by multiple factors. They include the creation and allocation to the Debt Service Fund funded in 2022 and added to in 2023. This, along with continued strong tax collection performance, management of budgeted expenses, and collaboration with the School Department, has put us on the path to achieving the goal. It is important to recognize the additional state aid to education provided in FY2024 as well.

None of these accomplishments or efforts would be possible without our staff. Throughout these challenging times, they have found new ways to conduct business, increased online accessibility, introduced new recreational opportunities, upgraded facilities, and met the needs of residents. As we work together to adopt the FY2024 budget, I would like to take some time to highlight Cumberland's achievements and initiatives as well as outline the challenges that face our community.

Grant funding has proved to be a profound way to accomplish deferred maintenance projects throughout the Town without utilizing the general fund. Grant writer Lisa Andoscia has worked with the Town to find funding for some of our longstanding issues. In the FY2023 Budget Year, that totaled \$ 2.245 million, and overall, the number exceeds \$ 5 million. These funds have helped in our efforts at Diamond Hill Park, the Amaral Building, Community Paramedicine initiatives as well as playground construction, large-scale drainage improvements, to name just some examples.

We appreciate all of Lisa's efforts for these valuable initiatives.

The Town of Cumberland balances increased density with our beautiful preserved open spaces. These spaces provide both active and passive opportunities for residents. Therefore, we must budget for and prioritize the maintenance of these properties through capital improvement funds, field maintenance, and grant opportunities. The Town collaborated with multiple partners, including our Land Trust, in securing an additional 84 acres off Tower Hill Road.

Continuous work has been taking place at Diamond Hill Park to bring the park back to life for a new generation. The recent conversion of one of the fields to a multi-purpose field to meet the needs of our youth organizations has progressed nicely and is slated for use for the 2023 season. The Diamond Hill Park Building Committee has secured an architect for the design of the new Ski Lodge and possible Pickleball Courts at the site. Enhancements at the stage and pond area include aerators and a fountain, sound, and lighting installation as well as a mural. The proposed bike pump track was approved and is in the design stage with a planned spring/early summer 2024 construction.

The Town of Cumberland has been allocated 10.5 million dollars from the American Rescue Plan Act. With the Town's ARPA funding, Cumberland used a portion of these Funds in 2023 for a small business grant program, support for the Northern RI Food Pantry, the Boys and Girls Club for pool repairs, communication upgrades for public safety, and EMS patient care equipment.

I look forward to meeting with the Town Council and hearing from the public in the coming days and weeks as we work together to adopt a budget that honors the positive efforts and the challenges of the Cumberland community while building on the pieces needed for our continued success.

Thank you.

A handwritten signature in black ink, appearing to read 'Jeff Mutter', with a stylized flourish at the end.

Mayor Jeff Mutter

## EXECUTIVE SUMMARY

The Fiscal Year 2024 Budget recognizes the principal budget issue facing the Town this year is funding an additional \$1.3 million net increase in debt service payments associated with the School Construction projects while still providing necessary Town services and not exceeding the State Levy Cap or the Town Tax Rate Cap.

Positioning the Town to be able to support the additional debt service obligated for these projects for the Fiscal Years 2024 through 2026 while maintaining other services expected by town residents will remain the Town's primary fiscal priority for the next two to three years. The Town has appropriated \$ 1million to a Debt Service Fund and has an amendment in the FY2023 Budget to appropriate another \$253,000. This would bring the funds total to \$ 1,253,000. The FY2024 Budget appropriates \$ 650,000 of the fund to soften the impact on tax revenues.

Further, the Town has an unsynchronized tax cycle. This cycle places a disproportionate emphasis on the first-quarter tax collection bill. For example, in the fiscal year 2023, the first quarter collection comprised nearly 50% of the overall collections. This was the first time the collection rate did not include Motor Vehicle Taxes due to the phase out being accelerated. To offset the potential volatility of this unsynchronized situation, in 2021, the Town created a revenue stabilization fund and has appropriated just shy of 2.4 million dollars to the fund to date. The FY2024 Budget appropriates \$ 700,000 from the fund.

It is expected that the Town will also use the final \$300k of the School Capital Projects Fund established in 2023 in fiscal year 2024 to offset capital projects inside the School Department's operational budget for FY2024.

Increased expenses in the proposed budget for Fiscal Year 2024 other than debt service include fully funding the Pension and OPEB obligations at the 100% actuarially determined contribution. Healthcare costs have increased by 3% and there are increased costs in Trash Collection and Recycling which are contractually obligated. There are increased costs in public safety as we make progress in restoring the amount of personnel in those departments to levels three to five years ago. The costs for the special election and transfer to the revaluation fund are also included in the proposed budget. The Town contribution to education is projected to increase by \$ 700,000.

The Fiscal Year 2024 Budget Proposal represents a levy increase of \$ 2,430,915 or 3.45 percent which equates to a 2.93 percent tax rate increase. The tax levy process for the Fiscal Year 2024 Budget takes place in April of 2024 which allows a better historical understanding of the unsynchronized first quarter tax collection rate which will drive the approved levy and rates for both personal property as well as real estate.

# Acknowledgements



Every year, taking on the budget is a significant task, and it would not be possible to complete it without the assistance of so many people who help along the way. Therefore, I want to take a moment to acknowledge all of their efforts and time.

The Finance Department works with me daily to pore over the financial reports. Our Finance Director, Gene Ferrari, and Deputy Director, Melinda Brouillard, have been instrumental in helping with this document and maintaining our strong financial standing on a day-to-day basis.

Thank you to our Tax Assessor, Albert Wylie, who helps me crunch the assessment numbers every levy season.

Thank you to all of our Department Heads who submit their budgets and continue to do such great work, stretching dollars where they can, while never sacrificing their responsiveness or commitment to our residents.

Thank you to the School Department for our collaborative professional working relationship. Their successes are a source of pride for the community.

To all of these individuals, and many others, thank you.

## ***Section Two: Structures and Processes***

# Form of Government

The Town operates under a Home Rule Charter which was adopted by the Town Charter Commission in 1978, became effective in 1980 and was amended in 1986, 1995, 2002, and 2018. The Charter provides for a mayor/council form of government with a seven-member Town Council headed by a council president. The Charter vests all legislative powers of the Town, except such powers as are reserved by State laws, in the Town Council, including ordering any tax, making appropriations, and transacting any other business pertaining to the financial affairs of the Town.

Five members of the Town Council are elected by Districts and the remaining two members are elected at large, all for a term of four years. The Charter grants the Town Council all powers to enact, amend, or repeal rules, ordinances and resolutions relating to the Town's property, affairs and government including the power to create offices, departments, or agencies of the Town, to preserve the public peace, health, and safety, to establish personnel policies, and to provide for an annual audit of the Town's accounts.

The Mayor is elected by a majority vote of the Town electorate for a four-year term. The Mayor is the chief executive officer and head of the administrative branch of government. The Charter grants the Mayor the authority to appoint or remove any officers or employees of the Town, subject to Town Council approval, to prepare and submit to the Town Council the annual budget and annual report of the Town, and to take such action as he may deem necessary for the health, safety, and security of the Town.

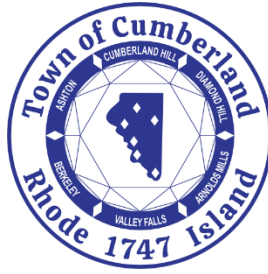
The Mayor is responsible for the administration of all departments, offices, and agencies except as otherwise provided in the Town Charter or by State law.

The Charter delegates certain financial responsibilities to the Finance Director who serves as the Treasurer, Auditor and Tax Collector. The Finance Director is appointed by the Mayor with the approval of the Town Council. Gene Ferrari was appointed Finance Director, effective April 7, 2021.





# **Budgetary Process**



The budget process begins in January, Department Heads are provided departmental request forms to complete, requesting the resources needed to sustain operational goals and advancements.

Once completed, these requests are returned to the Finance Director who compiles all request in a working document that is used by the Mayor to compose the proposed budget. The Finance Director's recommendations are due no later than the third Monday in April.

The Mayor then proposes a budget which is due to the Town Council no later than the second Monday in May.

On the same day that the budget is submitted to the Council, copies are made available to the public, and the Mayor shall cause to be published (1) a notice indicating the Town's intent to consider adopting a property tax levy in a newspaper of general circulation in the Town.

The Council then must schedule two (2) public hearings t, to be held on separate days, and to be concluded no later than the first Monday in June.

The Council shall take two (2) separate votes thereon, the second of which shall be taken no less than forty-eight (48) hours following the first. The Council shall have completed action on the final budget and shall submit it to the Mayor for his or her signature no later than the second Monday in June.

The Mayor shall, within seven (7) calendar days, either signify approval of the final budget by signing it or return it to the Council with a written statement of his or her objections. If he or she fails to sign or return the budget within the seven (7) days, it shall go into effect on July 1st without his or her signature.

After the budget passes, if there are any amendments that need to be made, the proposal can be considered by the Council after two public hearings and three separate public advertisements.

# BUDGET TIMELINE

01

## School Department Budget Due

The School Department Budget is due the first Monday in April.

**April 3, 2023**

02

## Finance Director Recommendations

The Finance Director's recommendations are due to the Mayor no later than the third Monday in April.

**April 17, 2023**

03

## Mayor's Proposed Budget and Tax Levy Due to Council

The Mayor's Proposed Budget and the Tax Levy are due to the Council the second Monday in May.

**May 8, 2023**

04

## Notice of Hearings to be advertised

Notice of hearings shall be advertised on at least three (3) separate days in a newspaper or newspapers of general circulation, the final such advertisement to appear no less than five (5) days prior to the first hearing date.

05

## Town Council Public Hearings

The Council shall make provision for no less than two (2) public hearings to be held on separate days, and to be concluded no later than the first Monday in June.

**June 5, 2023**

06

## Two Votes Required for passage

The Council shall take two (2) separate votes. The Council shall have completed action on the final budget and shall submit it to the Mayor for his or her signature no later than the second Monday in June.

**June 12, 2023**

07

## Mayor's Signature Required

The Mayor shall, within seven (7) calendar days, either signify approval by signing it, or return it to the Council with a written statement of objections. If they fail to sign or return within the seven (7) days, it shall go into effect on July 1st.

# ***Section Three: Fund Structures and Financial Status***

# Fund Descriptions



A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific projects, activities, or objectives. The Town uses fund accounting to ensure and demonstrate compliance with several finance-related legal requirements. All the funds of the Town can be divided into three categories: **governmental, proprietary, and fiduciary funds**. Fiduciary funds for the Town consist of the private purpose trust funds and the agency funds. The proprietary funds for the Town include water, sewer, and recreation. All other activities of the Town are included in the governmental fund.

## Fund Descriptions:

<b>Governmental Funds</b>	Most of the basic services provided by the Town are financed through governmental funds. These funds are reported using an accounting method called “modified accrual accounting”, which measures cash, and all other financial assets that can be readily converted to cash.
<b>Proprietary Funds</b>	The Town maintains one proprietary fund. The Town uses its enterprise fund to account for its water operations. The accrual basis of accounting is used for the proprietary fund. Cumberland Water Department - The Town has a municipally owned water system.
<b>Fiduciary Funds</b>	Fiduciary funds are used to account for resources held for the benefit of

	parties outside the government. The Town is the trustee, or fiduciary, for certain assets that because of a trust arrangement can be used only for the trust beneficiaries and the agency fund.
--	---

**Funds Broken  
Out**

<b>Governmental Funds</b>	<ul style="list-style-type: none"> <li>• General Fund</li> <li>• School Unrestricted</li> <li>• Special Revenue Funds</li> <li>• Capital Project Funds</li> </ul>
<b>Proprietary Funds</b>	<ul style="list-style-type: none"> <li>• Water Fund</li> <li>• Sewer Fund</li> <li>• Recreation Fund</li> </ul>
<b>Fiduciary Funds</b>	<ul style="list-style-type: none"> <li>• Police Pension Trust</li> <li>• OPEB Trust</li> <li>• Private Purpose Trust Funds</li> <li>• Agency Funds</li> </ul>

### **Proposed Changes to Fund Balances**

The audited financial statements of June 30, 2021, showed the fund balance for the General Fund at \$23.6 million or 24.9% of total general fund expenditures and other net financing uses. Of this amount, the unassigned fund balance for the General Fund was \$13 million, which is available for spending at the Town's discretion.

The Town has assigned fund balances of \$2,382,6955 for Revenue Stabilization, a Debt Service fund in the amount of \$1,000,000, and School Capital Projects in the amount of \$300,000. The FY2024 Budget includes transferring \$700,000 from the Revenue Stabilization Fund and \$ 300,000 from the School Capital Projects Fund. The transfer from the Revenue Stabilization is dependent upon the first quarter tax collection percentage and may not be needed.

The Town is proposing through an FY2023 Budget Amendment to increase the Debt Service Fund Balance by \$ 253,000. If approved, this would bring the balance to \$ 1,253,000. \$ 650,000 is proposed for use in FY24 to soften the expenditure burden associated with the \$ 83 million School Construction Bond passed in November 2018. It also has established a Revaluation Fund and an Accessibility Fund Balance for future use.



# Debt and Long-Term Obligations

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both general government and proprietary activities, as well as to refund previously outstanding general obligation bonds. General obligation bonds pledge the full faith and credit of the Town.

The Town's maximum aggregate indebtedness under Rhode Island General Laws 45-12-2 is limited to 3% of the total assessed value, with certain exemptions. The assessed value of the Town's properties at December 31, 2020, was \$4,372,633,168, limiting the amount of non-excepted debt outstanding to \$131,178,995. At June 30, 2022, the Town had \$18,555,000 outstanding subject to the limit.

The Town's obligations are highlighted below, per the recently completed audited financial statements.

## NOTES TO BASIC FINANCIAL STATEMENTS

### FOR THE YEAR ENDED JUNE 30, 2022

#### NOTE 7 - LONG-TERM OBLIGATIONS (CONTINUED)

A summary of long-term obligations as of June 30, 2022, is as follows:

	Beginning Balance	Additions	Retirements	Ending Balance	Amounts Due Within One Year
<b>Governmental Activities:</b>					
Bonds, notes, loans, and capital leases payables:					
Bonds payable	\$ 21,045,000	\$ --	\$ 2,490,000	\$ 18,555,000	\$ 2,215,000
Notes and loans payable	16,744,421	--	1,848,946	14,895,475	1,916,946
Capital leases payable	6,307,623	1,020,505	1,147,374	6,180,754	1,341,121
Plus amortized premium bonds and loans	1,426,986	--	164,815	1,262,171	--
<b>Total bonds, notes, loans, and capital leases payable</b>	<b>45,524,030</b>	<b>1,020,505</b>	<b>5,651,135</b>	<b>40,893,400</b>	<b>5,473,067</b>
Other liabilities:					
Deferred salary	200,718	--	50,448	150,270	50,448
Compensated absences	2,051,324	1,391,151	894,167	2,548,308	254,831
Net OPEB liability	18,405,301	612,936	--	19,018,237	--
Net pension liability	82,300,487	--	19,630,558	62,669,929	--
Other commitments	124,950	--	17,850	107,100	17,850
<b>Governmental Activities Long-Term Liabilities</b>	<b>\$ 148,606,810</b>	<b>\$ 3,024,592</b>	<b>\$ 26,244,158</b>	<b>\$ 125,387,244</b>	<b>\$ 5,796,196</b>
<b>Business-Type Activities:</b>					
Loans payable	\$ 16,518,294	\$ --	\$ 884,564	\$ 15,633,730	\$ 899,730
Capital lease payable	425,676	--	102,144	323,532	104,942
Total bonds and loans payable	16,943,970	--	986,708	15,957,262	1,004,672
Compensated absences	104,035	32,488	37,159	99,364	10,404
<b>Business-Type Activities Long-Term Liabilities</b>	<b>\$ 17,048,005</b>	<b>\$ 32,488</b>	<b>\$ 1,023,867</b>	<b>\$ 16,056,626</b>	<b>\$ 1,015,076</b>

# TOWN OF CUMBERLAND, RHODE ISLAND

## NOTES TO BASIC FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 7 - LONG-TERM OBLIGATIONS (CONTINUED)

Issued Through Public Sale Purpose Governmental Activities:	Date Issued	Interest Rate	Maturity Date	Authorized and Issued	Outstanding June 30, 2021	New Issues	Maturities During Year	Outstanding June 30, 2022
<b>Governmental Activities:</b>								
Open Space Bond (Refunding)	11/30/2011	3.00%-3.50%	10/01/2021	\$ 1,000,000	\$ 120,000	\$ --	\$ 120,000	\$ --
Open Space/Recreation Bond	8/28/2013	3.00%-5.00%	2/01/2033	3,500,000	2,500,000	--	165,000	2,335,000
School Bond (Refunding)	11/30/2011	3.00%-3.50%	10/01/2021	2,010,000	225,000	--	225,000	--
School Bond (Refunding)	8/28/2013	3.00%-5.00%	2/01/2023	2,370,000	475,000	--	240,000	235,000
Road Improvements	11/30/2011	3.00%-6.25%	11/01/2031	2,500,000	1,375,000	--	125,000	1,250,000
Road Improvements	10/29/2015	3.00%-5.00%	10/01/2025	2,380,000	1,550,000	--	285,000	1,265,000
Public Safety Complex	3/22/2018	3.00%-5.00%	3/15/2038	12,500,000	11,625,000	--	465,000	11,160,000
School and Town (Refunding)	9/24/2014	2.00%-4.00%	3/15/2026	7,630,000	3,175,000	--	865,000	2,310,000
<b>Total Governmental Activities</b>				<b>33,890,000</b>	<b>21,045,000</b>	<b>--</b>	<b>2,490,000</b>	<b>18,555,000</b>
<b>Total Bonds Payable</b>				<b>\$ 33,890,000</b>	<b>\$ 21,045,000</b>	<b>\$ --</b>	<b>\$ 2,490,000</b>	<b>\$ 18,555,000</b>

# TOWN OF CUMBERLAND, RHODE ISLAND

## NOTES TO BASIC FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2022

### NOTE 7 - LONG-TERM OBLIGATIONS (CONTINUED)

#### Loans Payable

Issued Through Public Sale Purpose Governmental Activities:	Date Issued	Interest Rate	Maturity Date	Authorized and Issued	Outstanding June 30, 2021	New Issues	Maturities During Year	Outstanding June 30, 2022
<b>Governmental Activities:</b>								
Issued Through Public Sale:								
School RIHEBC - Refunding	11/26/2016	2.00 - 5.00%	5/15/2028	\$ 17,230,000	\$ 12,740,000	\$ --	\$ 1,580,000	\$ 11,160,000
Total Governmental Activities - issued through Public Sale				<b>17,230,000</b>	<b>12,740,000</b>	<b>--</b>	<b>1,580,000</b>	<b>11,160,000</b>
<b>Issued Through Direct Borrowing:</b>								
Lambert Property Note	5/01/1997	2.59%	6/01/2023	190,000	102,421	--	4,946	97,475
RI Infrastructure Bank	9/03/2014	.12-2.48%	5/15/2028	518,000	419,000	--	26,000	393,000
RIIB EBF Street Lights	12/05/2017	1.368-2.176%	9/01/2028	1,343,000	1,092,000	--	128,000	964,000
RIIB Road and Bridge	4/22/2020	.83-2.27%	9/01/2039	2,500,000	2,391,000	--	110,000	2,281,000
<b>Total Governmental Activities - Issued through Direct Borrowing</b>				<b>4,551,000</b>	<b>4,004,421</b>	<b>--</b>	<b>268,946</b>	<b>3,735,475</b>
<b>Total Governmental Activities</b>				<b>21,781,000</b>	<b>16,744,421</b>	<b>--</b>	<b>1,848,946</b>	<b>14,895,475</b>
<b>Business-Type Activities</b>								
Issued Through Direct Borrowing:								
RI Clean Water Sewer Loan	3/10/1993	3.56%	9/01/2036	3,000,000	2,446,254	--	125,641	2,320,613
RIIB Safe Drinking Water	6/12/2018	1.0-2.85%	9/01/2037	4,000,000	3,665,000	--	172,000	3,493,000
RI Clean Water Loan	11/19/2009	1.15-4.04%	9/01/2030	5,750,000	2,589,848	--	216,589	2,373,259
RI Infrastructure Bank	12/17/2015	.31-2.90%	9/01/2035	1,750,000	1,318,192	--	72,334	1,245,858
RIIB Safe Drinking Water	6/30/2020	.36-2.49%	9/01/2039	4,000,000	3,999,000	--	187,000	3,812,000
2020 B RIIB Safe Drinking Water	10/01/2020	.49-2.81%	9/01/2040	2,500,000	2,500,000	--	111,000	2,389,000
<b>Total Business-Type Activities</b>				<b>21,000,000</b>	<b>16,518,294</b>	<b>--</b>	<b>884,564</b>	<b>15,633,730</b>
<b>Total Loans Payable</b>				<b>\$ 42,781,000</b>	<b>\$ 33,262,715</b>	<b>\$ --</b>	<b>\$ 2,733,510</b>	<b>\$ 30,529,205</b>

# NOTE 7 - LONG-TERM OBLIGATIONS (CONTINUED)

At June 30, 2022, scheduled annual debt service requirements to maturity for general obligation bonds are as follows:

Issued Through Public Sale Fiscal Year Ending June 30,	Governmental Activities General Obligation Bonds	
	Principal	Interest
2023	\$ 4,131,946	\$ 1,381,054
2024	4,066,000	1,199,255
2025	3,486,000	1,020,956
2026	3,625,000	870,019
2027	3,190,000	721,627
2028-2032	8,219,000	1,999,695
2033-2037	5,200,000	750,438
2038-2040	1,532,529	48,760
	<u>\$ 33,450,475</u>	<u>\$ 7,991,804</u>

Fiscal Year Ending June 30,	Business-Type Activities Issued Through Public Sale	
	Principal	Interest
2022	\$ 903,729	\$ 410,053
2023	922,894	390,560
2024	941,875	369,606
2025	963,760	347,155
2026	988,229	323,035
2027-2031	5,028,059	1,195,554
2032-2036	4,298,184	542,640
2037-2041	1,587,000	67,617
	<u>\$ 15,633,730</u>	<u>\$ 3,646,220</u>

At June 30, 2022, scheduled annual debt service requirements to maturity for governmental capital leases are as follows:

Fiscal Year Ended June 30,	Lease Payment Requirements
2023	\$ 1,535,010
2024	1,535,010
2025	1,299,823
2026	1,299,823
2027	536,060
Thereafter	581,616
Total minimum lease payments	6,787,342
Less: Amount representing interest cost	(606,588)
Present value of minimum lease payments	<u>\$ 6,180,754</u>

# Bond Rating and Outlook

## **S&P Global** Ratings

Standard and Poor's Global Ratings assigned its '**AA+**' *long term rating* to Cumberland, R.I.'s issue of 2018A general obligation (GO) bonds and affirmed its 'AA+' rating on the town's outstanding GO debt. The outlook is stable.

This rating is reflective of an assessment of the Town's financial standing and practices that found:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with "good" financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Adequate budgetary performance, with a slight operating deficit in the general fund and an operating deficit at the total governmental fund level in fiscal 2017;
- Strong budgetary flexibility, with an available fund balance in fiscal 2017 of 13.7% of operating expenditures;
- Very strong liquidity, with total government available cash at 19.6% of total governmental fund expenditures and 3.4x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 5.8% of expenditures and net direct debt that is 57.9% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 65.3% of debt scheduled to be retired in 10 years, but a large pension and other postemployment benefit (OPEB) obligation; and
- Strong institutional framework score.

Over the last fiscal years, Cumberland has maintained reserves in excess of the town ordinance's minimum 10% of operating revenues in the general fund. The school department maintains a policy of moving reserves in excess of

4% to the school department's capital projects reserve.

## Capital Budgeting



The Town has been without a formal Capital Expenditures Budget for some time. The following budget spreadsheets represent a tremendous amount of effort from the administration and, in particular, the Public Works Director, Joseph Duarte P.E.

The Capital Expenditure proposals you see here, represent a variety of funding sources, including the general fund, American Rescue Plan Act Funding, grant funding, and enterprise fund expenditures.

There are also Town and School Master Lease Expenditure items in the General Fund Operating Budget.



## Capital Improvement Plan - Year One

### DPW

Project Name	Est. Life	Year	Total Estimated Cost	FY 2023/24	Source of Funds
<b>Equipment/Trucks</b>					
Dump Truck C-8500	10	2002	225,000	225,000	General Fund
Dump Truck C-8500	10	2002	225,000	225,000	General Fund
Pickup Dump Chev 3500	10	2024	75,000	75,000	General Fund
Pickup Dump Chev 3500	10	2024	75,000	75,000	General Fund
Explorer	10	2005	32,000	32,000	General Fund
Elgin Street Sweeper	6	2007	210,000	210,000	General Fund
<b>Road Paving</b>					
Old Reservoir Rd	20		\$ 27,913	\$ 27,913	Road Improvement Bond
Bryant Street	20		\$ 508,463	\$ 508,463	Road Improvement Bond
Aurora Drive	20	1990	\$ 447,186	\$ 447,186	Road Improvement Bond
BayBerry Hill Drive	20	1991	\$ 223,593	\$ 223,593	Road Improvement Bond
Cedar Way	20		\$ 115,252	\$ 115,252	Road Improvement Bond
<b>Drainage</b>					
Industrial Road Drainage	40		2,000,000	2,000,000	American Request Plan Act Funding
<b>Buildings</b>					
OCYL Fire sprinklers/alarms	20		100,000	100,000	General Fund
Pascale Garage Hip Roof	15		30,000	30,000	General Fund
Kent Garage Salt Shed repair		2023	10,000	10,000	General Fund
Monastery Garage Heaters Bays 1/2	20		10,000	10,000	General Fund
Monastery Garage Heaters Bays 3/4			10,000	10,000	General Fund
Monastery Garage Lights			25,000	25,000	General Fund
<b>Water Department</b>					
Manville Hill Well 1 Rehabilitation	10		45,000	45,000	Water Department Enterprise Fund
Manville Hill Well 2 Rehabilitation	10		45,000	45,000	Water Department Enterprise Fund
Compressor	20	1992	25,000	25,000	Water Department Enterprise Fund
Welfield Farm Well/ Water Main to Diamond Hill	40		6,000,000	6,000,000	Water Improvements Bond
<b>Sewer</b>					
Abbott St PS	20	2023	550,000	550,000	American Request Plan Act Funding
Sewer Jet Cleaner Trailer	15	2002	65,000	65,000	Sewer Department Enterprise Fund
Pascale Garage Spectic System	20	2023	40,000	40,000	Sewer Department Enterprise Fund
<b>Total</b>			<b>\$ 11,119,406</b>	<b>\$ 11,119,406</b>	

## DPW Trucks and Equipment

Project Name	Unit No.	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
<b>Truck/Pickups</b>										
Dump Truck C-8500	30	10	2002	225,000	225,000					
Dump Truck C-8500	90	10	2002	225,000	225,000					
Pickup Dump Chev 3500	new	10	2024	75,000	75,000					
Pickup Dump Chev 3500	new	10	2024	75,000	75,000					
Pickup Dump Chev 3500	P1	10	2009	70,000		70,000				
Pickup Dump Chev 3500	new	10	2026	75,000		75,000				
Pickup Dump Chev 3500	new	10	2027	75,000		75,000				
Pickup Dump Chev 3500	new	10	2024	75,000			75,000			
Dump Truck C-8500	70	10	2004	225,000			225,000			
Dump Truck GMC C-8500	20	10	2006	225,000			225,000			
Pickup Dump Chev 3500	5	10	2011	75,000				75,000		
Pickup Dump Chev 3500	6	10	2011	75,000				75,000		
Pickup Dump Chev 3500	7	10	2011	75,000				75,000		
Pickup Dump Chev 3500	new	10	2024	75,000				75,000		
Dump Truck GMC C-8500	40	10	2006	225,000				225,000		
Dump Truck Intern 7400	60	10	2013	225,000					225,000	
Dump Truck Intern 7400	80	10	2014	225,000					225,000	
Stakebdy Lgate P.U. C 3500	4	10	2011	80,000					80,000	
Pickup Chev 2500	RI	10	2015	70,000						70,000
Pickup Chev 2500	H3	10	2015	70,000						70,000
Dump Truck Tera Star	9	10	2016	150,000						150,000
Dump Truck Tera Star	12	10	2016	150,000						150,000
<b>Staff Cars</b>										
Explorer (KJ)		10	2005	32,000	32,000					
Explorer (JD)		10	2013	32,000				32,000		
Ford Taurus (mayor)		10	2015	21,000					21,000	
Ford Focus (JN)		10	2015	21,000					21,000	
Explorer (JK)		10	2016	32,000						32,000
Chev C2500 P/U (AA)		10	2016	35,000						35,000
<b>Equipment</b>										
Elgin Street Sweeper		6	2007	210,000	210,000					
Tractor/Loader/Backhoe J. Deere		12	2005	125,000		125,000				
Farm Tractor J. Deere 4600		15	2000	185,000		185,000				
Holder w/ Flail Mower		15	2003	175,000		175,000				
Kubato ZD21 Zero Turn		12	2001	14,000		14,000				
Tractor/Loader J. Deere 544J		15	2004	185,000			185,000			
Wood Chipper Terex Woodman		15	2012	85,000				85,000		
Fuel Pump diesel (Kent)		15	2012	10,000				10,000		
Highway Generator (Kent)		15	1970	30,000				30,000		
Sander 2.0yd.		20	2007	9,000					10,000	
J. Deere Compactor Tractor 3320		15	2006	32,000						32,000
Skag Mower w/ Bagger		12	2010	17,000						17,000
Highway Generator (Monastery)		15	1990	30,000						30,000
Tag along Trailer		15	1988	35,000						35,000
<b>Total</b>				<b>4,120,000</b>	<b>842,000</b>	<b>719,000</b>	<b>710,000</b>	<b>682,000</b>	<b>582,000</b>	<b>621,000</b>

## Road Paving

Project Name	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
<b>Roads</b>									
Bryant Street	20		\$ 508,463	\$ 508,463					
Aurora Drive	20	1990	\$ 447,186	\$ 447,186					
BayBerry Hill Drive	20	1991	\$ 223,593	\$ 223,593					
Cedar Way	20		\$ 115,252	\$ 115,252					
Old Reservoir Rd.	20	2024	\$ 27,913	\$ 27,913					
Eithier Way	20		\$ 169,488		\$ 169,488				
Green Meadow Lane	20		\$ 198,426		\$ 198,426				
Joshua Drive	20		\$ 51,870		\$ 51,870				
Maybury Street	20	1997	\$ 163,800		\$ 163,800				
New York Avenue	20		\$ 156,450		\$ 156,450				
Notre Dame Avenue	20	1972	\$ 279,263		\$ 279,263				
Paine Road	20		\$ 85,260		\$ 85,260				
Scarborough Road	20	1996	\$ 233,632		\$ 233,632				
Pine Road	20	2021	\$ 141,978			\$ 141,978			
Thomas Leighton Blvd	20		\$ 958,256			\$ 958,256			
Shirley Drive	20	2001	\$ 355,924			\$ 355,924			
Summitt Road	20		\$ 317,730			\$ 317,730			
Wampum Trail	20		\$ 438,060			\$ 438,060			
Woodcrest @ Wagon ---Intersection	20		\$ 25,423				\$ 25,423		
Womantum Lane	20		\$ 338,975				\$ 338,975		
Sandy Way	20	1996	\$ 383,303				\$ 383,303		
Angus Drive	20	1997	\$ 122,878				\$ 122,878		
Anthony Drive	20	2004	\$ 135,590				\$ 135,590		
Chunga Drive	20		\$ 64,405				\$ 64,405		
Christine Drive	20		\$ 56,322				\$ 56,322		
Intervale Dr	20		\$ 152,539				\$ 152,539		
Pound Road	20		\$ 1,095,150					\$ 1,095,150	
<b>Forestdale Drive</b>	20		\$ 433,558					\$ 433,558	
<b>New Clark Rd</b>	20	1972	\$ 673,750					\$ 673,750	
<b>Roosevelt Ave.</b>	20	1972	\$ 512,050					\$ 512,050	
<b>Southwood Drive</b>	20		\$ 55,837					\$ 55,837	
<b>Westwood Drive</b>	20		\$ 372,247					\$ 372,247	
<b>Bellevue Avenue</b>	20	1972	\$ 99,041					\$ 99,041	
<b>Dulles Street</b>	20	1972	\$ 229,075					\$ 229,075	
<b>Dwight Street</b>	20	1972	\$ 195,809					\$ 195,809	
<b>Eisenhower Street</b>	20	1972	\$ 214,000					\$ 214,000	
<b>George Street</b>	20	1972	\$ 108,390					\$ 108,390	
<b>Girard Road</b>	20	1972	\$ 361,298					\$ 361,298	
<b>Ike Street</b>	20	1972	\$ 220,990					\$ 220,990	
<b>Jackson Street</b>	20	1972	\$ 177,870					\$ 177,870	
<b>Leonard St</b>	20	1972	\$ 121,275					\$ 121,275	
<b>Linda Lane</b>	20	1972	\$ 121,275					\$ 121,275	
<b>Nixon Street</b>	20	1972	\$ 235,813					\$ 235,813	
<b>Roberts St</b>	20	1972	\$ 161,700					\$ 161,700	
<b>Taft Street</b>	20	1972	\$ 269,500					\$ 269,500	
<b>Wayne Drive</b>	20		\$ 70,923					\$ 70,923	
Ventry Drive	20		\$ 43,806					\$ 43,806	
Abbott Run Valley Road	20	2003	\$ 2,299,776						\$ 2,299,776
Crestwood Court	20	2002	\$ 595,232						\$ 595,232
Dennis St	20	1979	\$ 39,113						\$ 39,113
Eagle Drive	20		\$ 126,203						\$ 126,203
Empire Street	20		\$ 76,269						\$ 76,269
Georgiana Drive	20		\$ 346,798						\$ 346,798
Glen Ellen Dr – Cul-De-Sac	20		\$ 52,150						\$ 52,150
Gould Street	20		\$ 86,048						\$ 86,048
Hazebrouck Street	20		\$ 76,269						\$ 76,269
<b>Total</b>			<b>15,623,191</b>	<b>\$ 1,322,406</b>	<b>\$ 1,338,189</b>	<b>\$ 2,211,948</b>	<b>\$ 1,279,435</b>	<b>\$ 5,773,356</b>	<b>\$ 3,697,857</b>

## Buildings

Project Name	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
OCYL Fire sprinklers/alarms			100,000	100,000					
Pascale Garage Hip Roof	15		30,000	30,000					
Kent Garage Salt Shed repair		2023	10,000	10,000					
Monastery Garage Heaters Bays 1/2	20		10,000	10,000					
Monastery Garage Heaters Bays 3/4			10,000	10,000					
Monastery Garage Lights			25,000	25,000					
Pascale Garage Shop lights		2019	25,000		25,000				
OCYL Sidewalk, Road, speed hump			25,000		25,000				
TH Parking Lot Paving			30,000		30,000				
TH Lighting			30,000		30,000				
OCYL Windows			65,000		65,000				
Monastery Garage Rubber Roof	20		20,000		20,000				
Monastery Garage Doors			10,000		10,000				
OCYL Roof repairs	30		10,000		10,000				
TH Windows	25	1995	300,000			300,000			
Monastery Garage Windows			20,000			20,000			
OCYL Elevator			150,000			150,000			
Kent Garage Asphalt Parking Lot	20		20,000				20,000		
Monastery Asphalt Parking Lot	15	1990	50,000				50,000		
TH Flooring Tile	20		37,000				37,000		
TH Stairs Tile	20		15,000				15,000		
OCYL Boiler	20		10,000				10,000		
OCYL HVAC	15		10,000				10,000		
Pascale Garage Asphalt Parking Lot	20	0	120,000					120,000	
OCYL Exterior masonry pointing			25,000					25,000	
Kent Garage Salt Shed		1998	150,000						150,000
TH -Paint Cupola	10	2014	160,000						160,000
<b>Total</b>			<b>1,467,000</b>	<b>185,000</b>	<b>215,000</b>	<b>470,000</b>	<b>142,000</b>	<b>145,000</b>	<b>310,000</b>

### Drainage

Project Name	Unit No.	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Drainage										
Industrial Road				2,000,000	2,000,000					
<b>Grand Total</b>				<b>2,000,000</b>	<b>2,000,000</b>	-	-	-	-	

## Sewer Department

Project Name	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
<b>Waste Water</b>									
Abbott St PS	20	2023	550,000	550,000					
Sewer Jet Cleaner Trailer	15	2002	65,000	65,000					
Pascale Garage Spectic System	20	2023	40,000	40,000					
Ashton & Berkley Village main replace	40	1922	4,000,000		4,000,000				
Curran Rd PS enerator	20	1986	25,000		25,000				
Highland Corp PS generator	20	1993	30,000			30,000			
Highland Corp PS Pump 1	20	2018	16,000						16,000
Highland Corp PS Pump 2	20	2018	16,000						16,000
Pickup Chev C2500	10	2019	37,000						37,000
<b>Total</b>			<b>4,779,000</b>	<b>655,000</b>	<b>4,025,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>69,000</b>



## Water Department

Project Name	Unit No.	Est. Life	Year	Cost Estimated	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Manville Hill Well 1 Rehabilitation		10		45,000	45,000					
Manville Hill Well 2 Rehabilitation		10		45,000	45,000					
Scholfield Farm Well/ Water Main to Diamond Hill Road		40		6,000,000	6,000,000					
Ashton/ Berkely Villge Main Rplce		40		1,760,000		1,760,000				
New Clark/Forestdale area				130,000		130,000				
Girard Road Pump Station upgrade		40		400,000		400,000				
System GIS mapping				120,000		120,000				
Jason Grant Rd 8" main		40		1,200,000			1,200,000			
Meter Replacement				2,500,000			2,500,000			
Abbott Run Wellfield aband/decommissioning				50,000			50,000			
Thompson Tank Rehabilitation		15		675,000			675,000			
Angell Rd booster pmp station and dist upgrade		50		3,700,000				3,700,000		
Manvill Hill Well 1 Generator		20		28,000				28,000		
Manville Hill Well 2 Generator		20		28,000				28,000		
Tank inspections/cleaning (5)				25,000				25,000		
Coppermine 16" main replacement		40		3,300,000					3,300,000	
SCADA Phase 1				130,000		130,000				
SCADA Phase 2				130,000		130,000				
SCADA Phase 3				130,000			130,000			
Girard Rd SCADA				150,000				150,000		
Sneech Pond Treatment Plant/New Admin Bldg				2,300,000					2,300,000	
Franklin Farm Rehabilitation well 2		10		45,000						45,000
Franklin Farm Rehabilitation well 3		10		45,000						45,000
Highland Tank Rehabilitation		15		160,000						160,000
Palomino Tank Rehabilitation		15		1,500,000						1,500,000
Sneech Pond Rd Bridge main rehab/repl		40		565,000						565,000
Mendon Rd (Angel to Mendon Booster) Distribution Construction		40		4,400,000						4,400,000
Compressor	2525	20	1992	25,000	25,000					
Chev Dump	4556	10	2007	110,000		110,000				
GMC Sierra 3500	377	10	2012	70,000		70,000				
Chev Silverado 2500	703	10	2013	60,000		60,000				
Chev Silverado 2500	4751	10	2013	60,000			60,000			
Chev Silverado 2500	4247	10	2015	60,000				60,000		
Chev Colorado	4464	10	2016	50,000					50,000	
Chev Silverado 2500	5749	10	2019	60,000						60,000
<b>Total</b>				<b>30,056,000</b>	<b>6,115,000</b>	<b>2,910,000</b>	<b>4,615,000</b>	<b>3,991,000</b>	<b>5,650,000</b>	<b>6,775,000</b>

## ***Section Four: Revenue Details***

**23-14A**  
**TOWN OF CUMBERLAND, RI**  
**PROPOSED BUDGET AMENDMENT**  
**FISCAL YEAR 2023/2024**  
**GENERAL FUND - REVENUE**

AN ORDINANCE ESTABLISHING THE OPERATING BUDGET FOR THE TOWN OF CUMBERLAND'S GENERAL FUND FOR FISCAL YEAR 2023-2024

THE TOWN OF CUMBERLAND ORDAINS:

THE OPERATING BUDGET FOR FISCAL YEAR 2023-24 IS AS FOLLOWS:

REVENUE	ADJUSTED BUDGET FY 2021	ADJUSTED BUDGET FY 2022	ADOPTED BUDGET FY 2023	MAYOR PROPOSED	MAYOR AMENDMENT FY 2024	COUNCIL ADOPTED
<b>GENERAL REVENUE</b>						
PROPERTY TAXES	68,839,594	71,235,670	73,919,934	71,353,900	71,353,900	-
REVENUE STABILIZATION FUND	-	-	700,000	700,000	700,000	-
LICENSES, PERMITS & FEES	1,642,676	1,698,111	1,871,215	1,948,596	1,963,746	-
EMS REVENUE	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	-
EMS DETAIL REVENUE	-	-	7,500	7,500	7,500	-
INTEREST ON TAXES	192,479	350,000	300,000	300,000	300,000	-
INVESTMENT INCOME	185,000	125,000	125,000	125,000	150,000	-
MISCELLANEOUS	524,472	127,500	115,000	115,000	115,000	-
COMMUNITY PROGRAMS INCOME	37,472	272,900	-	-	-	-
RECYCLING REBATE	-	-	-	-	-	-
WATER FUND SERVICES	85,000	85,000	85,000	85,000	85,000	-
SEWER FUND SERVICES	40,000	40,000	40,000	40,000	40,000	-
INTERFUND TAX INTEREST	-	45,000	-	-	-	-
SCHOOL NON-MOE/CAPITAL	-	700,000	-	-	-	-
RECORDING FEES	285,000	285,000	300,000	300,000	300,000	-
CELL TOWER REVENUE	235,000	135,000	130,000	-	-	-
PAYMENT IN LIEU OF TAXES-PILOT	50,630	50,630	50,630	50,630	50,643	-
IMPACT FEE REVENUE	-	-	-	-	-	-
BOND PREMIUM	-	-	-	-	-	-
POLICE DETAIL	135,000	135,000	185,000	215,000	215,000	-
ARPA FUNDS TRANSFER	-	-	450,000	450,000	450,000	-
SCHOOL CAPITAL PROJECTS TRANSFER	-	-	300,000	300,000	300,000	-
REVALUATION FUND TRANSFER	-	-	300,000	30,000	-	-
OCYL PROGRAM FUND TRANSFER	-	-	-	30,000	30,000	-
DEBT SERVICE FUND TRANSFER	-	-	-	650,000	650,000	-
APPROP. FROM G/F SURPLUS	710,576	710,576	650,000	350,000	350,000	-
<b>TOTAL</b>	<b>74,212,899</b>	<b>77,245,387</b>	<b>80,779,279</b>	<b>78,300,626</b>	<b>78,310,789</b>	<b>-</b>
<b>LIBRARY RECEIPTS</b>						
<b>TOTAL</b>	<b>297,545</b>	<b>338,514</b>	<b>322,252</b>	<b>373,926</b>	<b>373,926</b>	<b>-</b>
<b>SCHOOL RECEIPTS</b>						
STATE AID	20,509,459	20,545,315	21,763,315	23,876,165	23,876,165	-
SCHOOL MISC.	2,945,000	4,152,949	3,515,000	3,653,000	3,653,000	-
MASTER LEASE PROCEEDS	792,000	518,000	266,000	97,000	97,000	-
APPROP. FROM SCHOOL SURPLUS	1,828,120	1,089,372	1,265,000	700,000	700,000	-
<b>TOTAL</b>	<b>26,074,579</b>	<b>26,305,636</b>	<b>26,809,315</b>	<b>28,326,165</b>	<b>28,326,165</b>	<b>-</b>
<b>STATE AID &amp; GRANTS</b>						
INCENTIVE AID	-	-	-	-	-	-
GENERAL STATE AID	-	-	-	-	-	-
MOTOR VEHICLE PHASE OUT	2,112,960	2,820,330	1,418,000	6,073,468	6,073,468	-
SCHOOL HOUSING AID	1,760,793	1,244,281	1,469,042	3,450,683	3,450,683	-
LIBRARY HOUSING AID	31,952	-	-	-	-	-
TELEPHONE TAX	431,581	431,581	415,003	433,343	433,343	-
<b>TOTAL</b>	<b>4,337,286</b>	<b>4,496,192</b>	<b>3,302,045</b>	<b>9,957,494</b>	<b>9,957,494</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>104,922,309</b>	<b>108,385,729</b>	<b>111,212,891</b>	<b>116,958,211</b>	<b>116,968,374</b>	<b>-</b>

**TOWN OF CUMBERLAND, RI  
PROPOSED BUDGET  
FISCAL YEAR 2023/24  
GENERAL FUND - EXPENDITURE**

GENERAL FUND (EXPENDITURE):

	ADJUSTED BUDGET FY 2021	ADJUSTED BUDGET FY 2022	ADOPTED BUDGET FY 2023	DEPT. REQUEST	MAYOR PROPOSED	MAYOR AMENDMENT FY 2024	COUNCIL ADOPTED
ANIMAL CONTROL	151,438	142,931	180,421	176,124	171,874	172,474	-
BOARD OF CANVASSING	115,987	96,258	125,411	103,811	103,911	103,911	-
COURTS	98,519	105,834	117,200	113,084	112,584	112,584	-
FINANCE	787,995	796,142	882,784	864,850	871,941	871,941	-
HIGHWAY	3,221,779	3,337,796	3,411,980	3,558,535	3,543,910	3,543,910	-
HUMAN RESOURCES	109,233	122,418	115,755	134,458	127,058	127,058	-
INSPECTIONS	331,439	369,453	399,904	321,449	323,849	323,849	-
LIBRARY	1,726,129	1,771,894	1,795,796	1,879,140	1,879,140	1,879,140	-
MAYOR'S OFFICE	316,466	298,799	311,757	267,420	267,420	267,420	-
OCYL	252,880	262,900	266,087	329,306	319,551	321,551	-
PLANNING	289,731	280,566	307,786	319,759	315,559	317,794	-
PUBLIC WORKS	3,066,171	3,223,084	3,190,105	3,400,254	3,351,454	3,351,454	-
RECREATION	349,389	590,666	377,371	540,196	396,394	396,394	-
SENIOR SERVICES	256,224	339,303	351,272	333,105	372,662	372,424	-
SOLICITOR	263,275	263,885	353,168	192,306	285,856	285,856	-
TAX ASSESSORS	299,740	327,927	263,240	268,411	299,911	299,911	-
TOWN CLERK	328,544	336,260	313,079	396,819	397,319	397,319	-
TOWN HALL	231,219	284,971	273,546	309,598	299,798	300,998	-
<b>TOTAL TOWN DEPARTMENTS</b>	<b>12,196,158</b>	<b>12,951,087</b>	<b>13,036,666</b>	<b>13,508,627</b>	<b>13,440,193</b>	<b>13,445,990</b>	-
EMS	2,572,474	2,689,954	2,850,879	2,889,778	2,926,164	3,054,278	-
POLICE	5,676,110	6,002,463	6,123,881	6,328,737	6,649,320	6,649,320	-
EMERGENCY MANAGEMENT	-	-	-	7,500	7,500	7,500	-
TELECOMMUNICATIONS	592,171	592,342	580,090	580,833	580,833	580,833	-
<b>TOTAL PUBLIC SAFETY</b>	<b>8,840,755</b>	<b>9,284,759</b>	<b>9,554,850</b>	<b>9,806,849</b>	<b>10,163,817</b>	<b>10,291,931</b>	-
INFORMATION TECHNOLOGY	107,000	107,000	107,000	170,408	170,408	149,624	-
<b>TOTAL ADMINISTRATION</b>	<b>107,000</b>	<b>107,000</b>	<b>107,000</b>	<b>170,408</b>	<b>170,408</b>	<b>149,624</b>	-
AFLAC FLEX SPENDING MAINT. FEE	-	-	-	-	-	-	-
CPD RETIREMENT	2,508,087	2,584,826	2,626,567	2,689,635	2,689,635	2,689,635	-
EMS RETIREMENT	114,348	-	-	-	-	-	-
OPEB TRUST	1,385,904	1,358,764	1,454,189	1,491,532	1,491,532	1,491,532	-
WORKERS COMP	275,000	275,000	275,000	300,000	300,000	200,000	-
EMPLOYEE FRINGE/HSA UPLOAD	-	-	-	185,586	185,586	185,586	-
RETIREE HEALTHCARE	-	-	-	-	-	-	-
<b>TOTAL FRINGE</b>	<b>4,283,339</b>	<b>4,218,590</b>	<b>4,355,756</b>	<b>4,666,753</b>	<b>4,666,753</b>	<b>4,566,753</b>	-
TOWN COUNCIL	139,112	127,000	129,754	128,754	118,754	118,754	-
TOWN OFFICERS	4,521	4,521	4,867	4,867	4,867	4,867	-
<b>TOTAL TOWN COUNCIL</b>	<b>143,633</b>	<b>131,521</b>	<b>134,621</b>	<b>133,621</b>	<b>123,621</b>	<b>123,621</b>	-
BOARD OF ASSESSMENT REVIEW	900	900	900	900	900	900	-
CONSERVATION COMMISSION	-	-	-	-	-	-	-
HISTORIC DISTRICT COMMISSION	500	500	500	500	500	500	-
PARKS AND RECREATION COMMISSION	-	-	-	-	-	-	-
PLANNING BOARD	5,500	5,500	5,500	5,500	5,500	5,500	-
ZONING BOARD	16,759	17,500	19,600	20,856	20,856	20,856	-
<b>TOTAL BOARDS AND COMMISSIONS</b>	<b>23,659</b>	<b>24,400</b>	<b>26,500</b>	<b>27,756</b>	<b>27,756</b>	<b>27,756</b>	-

**TOWN OF CUMBERLAND, RI  
PROPOSED BUDGET  
FISCAL YEAR 2023/24  
GENERAL FUND - EXPENDITURE**

GENERAL FUND (EXPENDITURE) - CONTINUED:

EXPENDITURES	ADJUSTED BUDGET 2021	ADJUSTED BUDGET 2022	ADOPTED BUDGET 2023	DEPT. REQUEST	MAYOR PROPOSED	PROPOSED AMENDMENT FY 2024	COUNCIL ADOPTED
BOYS AND GIRLS CLUB	37,500	37,500	37,500	37,500	37,500	37,500	-
CUMBERLAND LAND TRUST	1,000	1,000	1,000	1,000	1,000	1,000	-
CUMBERLAND SCHOOL VOLUNTEERS	1,000	1,000	1,000	1,000	1,000	1,000	-
CUMBERLANDFEST	2,500	2,500	2,500	2,500	2,500	2,500	-
FRANKLIN FARM GRANT MATCH	15,000	15,000	15,000	15,000	15,000	15,000	-
HAPPY BASKETS PROGRAM	2,500	2,500	2,500	2,500	2,500	2,500	-
HOUSE OF COMPASSION	1,500	1,500	1,500	1,500	1,500	1,500	-
JAMSA MOUNTAIN BIKE	2,000	2,000	-	-	-	-	-
NORTHERN RI FOOD PANTRY	2,000	2,000	2,000	2,000	2,000	20,000	-
SENIOR SERVICES INC.	6,000	6,000	6,000	6,000	6,000	6,000	-
VETERANS OBSERVANCE	2,500	2,500	2,500	2,500	2,500	2,500	-
VETERANS SERVICES	2,000	2,000	2,000	2,000	2,000	2,000	-
MASON BUILDING	10,000	10,000	10,000	10,000	10,000	10,000	-
ARNOLD MILLS PARADE ASSOCIATION	-	-	2,500	2,500	2,500	2,500	-
BLACKSTONE RIVER WATERSHED COUNCIL	-	-	2,500	2,500	2,500	2,500	-
<b>TOTAL COMMUNITY OUTREACH</b>	<b>85,500</b>	<b>85,500</b>	<b>88,500</b>	<b>88,500</b>	<b>88,500</b>	<b>106,500</b>	-
BUDGET RESERVES	25,000	25,000	25,000	25,000	25,000	25,000	-
BUILDING REPAIR CONTINGENCY	25,000	25,000	25,000	25,000	25,000	25,000	-
CASUALTY AND LIABILITY INSURANCE	480,000	500,000	540,000	540,000	540,000	590,000	-
CHAMBER OF COMMERCE	-	-	-	800	800	800	-
ECONOMIC DEVELOPMENT/GRANT WRITER	-	-	-	60,000	60,000	60,000	-
EFFICIENCY SAVINGS	-	-	-	-	-	-	-
DEPARTMENTAL SOFTWARE	-	-	-	161,830	161,830	161,830	-
GENERAL CONTINGENCIES	50,000	50,000	50,000	50,000	50,000	50,000	-
CAPITAL IMPROVEMENTS - LEASE, TOWN	293,618	293,618	293,618	293,618	293,618	293,618	-
SPECIAL ELECTION COSTS	-	-	-	31,800	31,800	31,800	-
PROPERTY REVALUATION	-	-	451,000	40,000	40,000	40,000	-
RI LEAGUE OF CITIES AND TOWNS	-	-	-	18,500	18,500	18,500	-
SEVERANCE	100,000	100,000	200,000	200,000	200,000	180,000	-
<b>TOTAL TOWN GENERAL EXPENSES</b>	<b>973,618</b>	<b>993,618</b>	<b>1,584,618</b>	<b>1,446,548</b>	<b>1,446,548</b>	<b>1,476,548</b>	-
PAYING AGENT AND ADVISOR FEES	15,000	15,000	15,000	15,000	15,000	15,000	-
SCHOOL BONDS - DEBT INTEREST	827,713	721,713	475,000	3,179,122	3,179,122	3,143,658	-
SCHOOL BONDS - DEBT PRINCIPAL	2,620,000	2,720,000	0	-	-	-	-
SCHOOL BONDS FROM IMPACT FEES	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)	-
TAX ANTICIPATION NOTES	69,500	89,500	89,500	89,500	89,500	89,500	-
TOWN BONDS - DEBT INTEREST	817,066	814,546	1,381,054	1,236,680	1,236,680	1,236,680	-
TOWN BONDS - DEBT PRINCIPAL	1,495,296	1,628,178	4,132,000	4,077,949	4,077,949	4,077,949	-
<b>TOTAL DEBT SERVICE</b>	<b>5,689,575</b>	<b>5,833,937</b>	<b>5,937,554</b>	<b>8,443,251</b>	<b>8,443,251</b>	<b>8,407,787</b>	-
<b>TOTAL TOWN</b>	<b>33,466,050</b>	<b>34,128,447</b>	<b>34,826,064</b>	<b>38,292,312</b>	<b>38,570,847</b>	<b>38,596,509</b>	-
CAPITAL IMPROVEMENTS - LEASES	296,418	693,283	868,114	868,114	868,114	868,114	-
SCHOOL NON-MOE/CAPITAL	-	700,000	300,000	300,000	300,000	300,000	-
OTHER CONTRIBUTIONS - EDUCATION	26,074,579	26,305,636	26,809,315	28,326,165	28,326,165	28,326,165	-
SCHOOL DEPARTMENT - ACHIEVEMENT	-	-	253,000	-	-	-	-
TOWN CONTRIBUTION - EDUCATION	46,208,075	47,056,398	48,156,398	49,377,586	48,877,586	48,877,586	-
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>72,579,072</b>	<b>74,755,317</b>	<b>76,386,827</b>	<b>78,871,865</b>	<b>78,371,865</b>	<b>78,371,865</b>	-
<b>TOTAL GENERAL FUND</b>	<b>106,045,122</b>	<b>108,883,764</b>	<b>111,212,891</b>	<b>117,164,177</b>	<b>116,942,712</b>	<b>116,968,374</b>	-

as of: 5/26/23

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
2,000.00	
5,000.00	
10,000.00	
15,000.00	
25,000.00	
50,000.00	
145,000.00	
700,000.00	
34,328,126.00	
36,073,774.00	
\$ 71,353,900.00	\$ -

PROPOSED FY24			
MAYOR PROPOSED		COUNCIL ADOPTED	
	300,000.00		
	50,643.00		
\$	350,643.00	\$	-



	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Liquor Licenses - Town Clerk	36,000.00	29,925.00	36,000.00	33,570.00	36,000.00	32,865.00
Dog Licenses - Town Clerk	5,000.00	6,410.35	5,000.00	5,298.00	5,000.00	2,077.00
Business Cert/Tradenname - Town Clerk		2,600.00		3,225.00		2,500.00
Businesses Licences - Town Clerk						
Marriage Licenses - Town Clerk		1,096.00		1,032.00		752.00
Land Disturbance Permits	1,000.00	1,300.00	1,000.00	1,100.00	1,000.00	700.00
Fishing and Hunting						
Entertainment License		4,000.00		3,730.00		3,685.00
Other Licenses	30,000.00	28,760.00	30,000.00	26,385.00	30,000.00	25,473.16
Building Permits - Public Works	400,000.00	557,099.02	400,000.00	485,562.18	400,000.00	483,828.00
<b>TOTAL LICENSES &amp; PERMITS:</b>	<b>\$ 472,000.00</b>	<b>\$ 631,190.37</b>	<b>\$ 472,000.00</b>	<b>\$ 559,902.18</b>	<b>\$ 472,000.00</b>	<b>\$ 512,986.16</b>

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
36,000.00	
5,000.00	
1,000.00	
30,000.00	
400,000.00	
<b>\$ 472,000.00</b>	<b>\$ -</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Misc (Easement, Assessor copies) Fees		4.25				
Land Evidence Recording Fees	285,000.00	453,535.22	285,000.00	375,602.42	300,000.00	184,013.44
Vital Record Fees	30,000.00	29,106.00	30,000.00	29,873.00	30,000.00	28,664.00
Certified Copies/Copies	-	1,281.00		1,932.10		1,729.20
Coin Operated Rec	-		2,500.00			
Restoration Document Fee						
Real Estate Conveyance Tax	425,000.00	630,629.88	400,000.00	691,467.07	425,000.00	546,906.39
Development Review Fees	20,000.00	10,925.00	15,000.00	8,952.00	15,000.00	8,000.00
Tax Sale Fees - Tax Collections	10,000.00	22.71	10,000.00	4,123.02	10,000.00	4,809.70
Tax Redemption Fees - Tax Collections	3,000.00	57,932.58	3,000.00	6,578.78	3,000.00	15,933.50
Municipal Lien Certificate Fees	45,000.00	56,800.99	40,000.00	40,288.45	40,000.00	18,083.87
Copy Fees - Tax Assessors						
Fingerprinting Fees - CPD	-	615.00	45,000.00	611.00	80,000.00	1,725.00
VIN Checks Fees - CPD				80,890.00		80,470.00
Accident Reports Fees - CPD		3,346.55		4,497.25		3,695.31
Passport Fees - CPD		(35.00)				78.00
Other (Subpoena etc.) Fees - CPD		6,357.58		994.02		893.04
Background Check Fees - CPD		1,641.00		4,851.28		2,400.00
RITT Share of GDR Fee				(16,378.04)		
Medical Records Processing Fees - EMS		(21,786.96)				
Zoning Certificate Fees - Inspections	5,000.00	5,050.00	5,000.00	7,764.35	5,000.00	2,050.00
Zoning Application Fees - Inspections		2,900.00			14,500.00	3,500.00
Tech Fee - Inspections		9,779.00		12,660.00		10,870.00
Late Filing Fees - Inspections				5,680.00		250.00
Mechanical Permit - Inspections						
Plumbing Permit - Inspections						
Solar Permit - Inspections						
Road Opening Fees - Public Works	15,000.00	12,200.00	15,000.00	24,770.00	2,000.00	18,896.30
Copy Fees - Public Works		11.00				
National Grid Rebate						
Planning Department Fees	3,000.00	10,149.79	2,000.00	5,741.49	2,000.00	2,252.54
Misc. Revenue/Exp	5,000.00	27,340.01	20,000.00	10,101.37	10,000.00	114,073.08
Library Fees - Library		8,092.70	30,000.00	20,026.14	20,000.00	9,326.64

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
300,000.00	
30,000.00	
425,000.00	
15,000.00	
10,000.00	
3,000.00	
40,000.00	
-	
80,000.00	
5,000.00	
4,000.00	
10,900.00	
250.00	
15,000.00	
2,000.00	
10,000.00	
20,000.00	

<b>TOTAL FEES:</b>	<b>\$</b>	<b>846,000.00</b>	<b>\$</b>	<b>1,305,898.30</b>	<b>\$</b>	<b>902,500.00</b>	<b>\$</b>	<b>1,321,025.70</b>	<b>\$</b>	<b>956,500.00</b>	<b>\$</b>	<b>1,058,620.01</b>
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<b>\$</b>	<b>970,150.00</b>	<b>\$</b>	<b>-</b>
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	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Town Share of Fines - Municipal Court	115,000.00	157,699.38	115,000.00	136,796.30	115,000.00	66,593.07
Town Share of Court Costs			-			
Town Share of Penalties			-			
RITT Share of Court Costs		(41,720.34)	-	(16,378.04)		
RITT Share of Enhanced Court CostS		(5,349.12)				
EMS Distribution - Municipal Court		(113.97)				
Dog License Surcharges – Town Clerk			-			
Liquor License Violations – Town Clerk						
Petitioner Adv Costs – Town Clerk						
Probate Court Fees – Town Clerk	30,000.00	49,272.96	35,000.00	36,439.55	35,000.00	32,608.84
Housing Court Fees	-	(820.00)	1,500.00		-	
Zone Change/Road Aband. Petitions		925.00		5,600.00		2,200.00
Return Check Fee - Finance		1,385.00		2,050.50		625.00
TOTAL SERVICE/COSTS/PENALTIES:	\$ 145,000.00	\$ 161,278.91	\$ 151,500.00	\$ 164,508.31	\$ 150,000.00	\$ 102,026.91

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
115,000.00	
30,000.00	
<b>\$</b>	<b>\$</b>
<b>145,000.00</b>	<b>-</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Proceeds from Land Sale	-		-			
Investment Income	185,000.00	221,106.26	125,000.00	204,394.03	125,000.00	442,457.44
Impact Fees			-			
Bond Proceeds/Highland Avenue Sidewalks	409,472.00	2,251,172.05	-			
TOTAL INVESTMENT INCOME:	\$ 594,472.00	\$ 2,472,278.31	\$ 125,000.00	\$ 204,394.03	\$ 125,000.00	\$ 442,457.44

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
150,000.00	
<b>\$</b>	<b>\$</b>
<b>150,000.00</b>	<b>-</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Sewer Fund Services Revenue	40,000.00		40,000.00	40,000.00	40,000.00	
Water Fund Services Revenue	85,000.00		85,000.00	85,000.00	85,000.00	
EMS Billing Revenue - EMS	1,250,000.00	1,090,393.42	1,250,000.00	1,141,259.10	1,250,000.00	
Legal Settlement Revenue			-			
EMS Detail Revenue - EMS		8,162.82		12,183.12	7,500.00	6,319.45
Misc. EMS Revenue/Master Lease				-		315,072.00
Police Detail	135,000.00	135,000.00	135,000.00	185,000.00	185,000.00	
School Resource Office Reimbursement	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	
TOTAL DEPARTMENT REVENUE:	\$ 1,590,000.00	\$ 1,313,556.24	\$ 1,590,000.00	\$ 1,543,442.22	\$ 1,647,500.00	\$ 321,391.45

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
40,000.00	
85,000.00	
1,250,000.00	
7,500.00	
215,000.00	
80,000.00	
<b>\$</b>	<b>\$</b>
<b>1,677,500.00</b>	<b>-</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Verizon Wireless - Rent		15,157.92	-			
Cell Phone Towers - Rent	235,000.00	180,000.00	135,000.00		130,000.00	-

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
-	

Sprint PCS		29,027.75	-			
MetroPCS			-			
T Mobile Tower		366.00		30,769.49		29,620.58
AT&T Comm Tower		3,682.42				
American Tower			-			
Misc Rents		103.00		46,100.00		100.00
Verizon Tower Rent	-					
Pascale Property	30,000.00	32,850.00	25,000.00	27,500.00	25,000.00	16,400.00
<b>TOTAL RENT REVENUE:</b>	<b>\$ 265,000.00</b>	<b>\$ 261,187.09</b>	<b>\$ 160,000.00</b>	<b>\$ 104,369.49</b>	<b>\$ 155,000.00</b>	<b>\$ 46,120.58</b>

25,000.00	
<b>\$ 25,000.00</b>	<b>\$ -</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Motor Vehicle Phase Out	2,112,960.00	770,173.70	2,820,330.00	2,641,328.93	1,418,000.00	6,073,469.01
MV Excise Tax Reimbursement			-			
Library Resource Aid	297,545.00	297,545.00	308,514.00	311,765.00	302,252.00	253,968.00
Library Construction Aid	31,952.00	30,897.99	-	29,843.53		28,756.00
Public Service Corporation Tax	431,581.00	423,981.47	431,581.00	433,343.20	415,003.00	-
Meals & Beverage Tax/ Hotel Tax	469,676.00	427,370.85	509,611.00	600,085.96	622,715.00	533,101.57
Housing Aid Capital Projects - School	1,760,793.00	812,414.00	1,244,281.00	1,182,710.00	1,469,042.00	773,713.00
Housing Aid Bonded Debt - School			-	199,572.85		
Incentive Aid			-			
Master Lease	792,000.00		518,000.00	330,857.41	266,000.00	1,669,142.59
School Misc	2,945,000.00		4,152,949.00		3,515,000.00	
Contribution from School	1,828,120.00		1,089,372.00		1,265,000.00	
School Aid - Formula	20,509,459.00	15,202,705.00	20,545,315.00	21,167,933.00	21,763,315.00	16,248,236.01
<b>TOTAL STATE AID:</b>	<b>\$ 31,179,086.00</b>	<b>\$ 17,965,088.01</b>	<b>\$ 31,619,953.00</b>	<b>\$ 26,897,439.88</b>	<b>\$ 31,036,327.00</b>	<b>\$ 25,580,386.18</b>

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
6,073,468.00	
353,926.00	
433,343.00	
706,596.00	
3,450,683.00	
97,000.00	
3,653,000.00	
700,000.00	
23,876,165.00	
<b>\$ 39,344,181.00</b>	<b>\$ -</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Aprop from G/F Surplus	710,576.00		710,576.00		650,000.00	
Revenue Stabilization Fund			-		700,000.00	-
School Non-MOE/Capital			700,000.00		-	
ARPA Funds Transfer					450,000.00	-
School Capital Projects Fund Transfer					300,000.00	-
Revaluation Fund Transfer					300,000.00	-
Debt Service Fund Transfer						
OCYL Program Fund Transfer						
<b>TOTAL APPROPRIATIONS/TRANSFERS:</b>	<b>\$ 710,576.00</b>	<b>\$ -</b>	<b>\$ 1,410,576.00</b>	<b>\$ -</b>	<b>\$ 2,400,000.00</b>	<b>\$ -</b>

PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED
350,000.00	
700,000.00	
450,000.00	
300,000.00	
650,000.00	
30,000.00	
<b>\$ 2,480,000.00</b>	<b>\$ -</b>

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Summer Camp Fee - Recreation	-	36,510.00	85,000.00	1,104.71		
Tucker Field Misc Revenue - Recreation			-			
Winter Sports Fees - Recreation			-			
Halloween Fun Day - Recreation			-			
Summer Camp Trip Fees - Recreation	-					

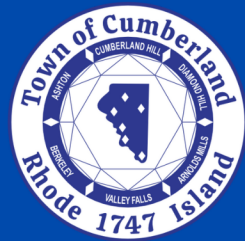
PROPOSED FY24	
MAYOR PROPOSED	COUNCIL ADOPTED

Ballfield Rentals - Recreation	4,500.00	14,955.00		14,075.00		
Adult Tennis Fees - Recreation	-	3,750.00	-	1,190.00		
Volleyball Fees - Recreation	-			220.00		
Golf Fees - Recreation						
Wrestling Fees - Recreation				300.00		
Zumba Class Fees - Recreation						
Archery Fees - Recreation						
Field Hockey Fees - Recreation						
Baseball Camp Fees - Recreation				7,674.00		
Basketball Clinic Fees - Recreation	8,072.00	9,661.00		12,515.00		
Dance Program Fees - Recreation	-		45,000.00	23,549.00		
Tennis Fees - Recreation	-					
Christmas Tree Lighting - Recreation	7,900.00	7,900.00	7,900.00	7,200.00		
Winter Fest Revenue - Recreation	-					
Haunted Hill Revenue - Recreation	-		15,000.00			
Rentals - Recreation	16,000.00	18,445.00	16,000.00	22,725.00		
Track and Field Fees				1,160.00		
State Grants - Recreation	1,000.00	1,000.00		(1,000.40)		
Winter Wonderland Revenue - Recreation						
Transfer from Assigned Fund Balance			35,000.00			
Misc. Revenue - Recreation	-	501.28				
Program Revenue			30,000.00	2,050.00		
Senior Trip Fees - Senior Services	-			620.00		
State Grants - Senior Services	-	4,593.00	29,000.00	35,557.00		
Art Classes Fee - Senior Services				744.00		
Bingo Revenue - Senior Services	-			10,267.11		
Memberships - Senior Services	-			5,506.00		
Donations - Senior Services	-	4,319.90	10,000.00	4,906.00		
TOTAL COMMUNITY PROGRAMS INCOME:	\$ 37,472.00	\$ 101,635.18	\$ 272,900.00	\$ 150,362.42	\$ -	\$ -

GRAND TOTAL REVENUE:	\$ 104,884,837.00	\$ 93,778,465.99	\$ 108,017,829.00	\$ 103,567,888.76	\$ 111,212,891.03	\$ 57,295,989.63
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## ***Section Five: General Government Expense Detail***

# MUNICIPAL AND PROBATE COURTS



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

Probate court is a specialized type of court that deals with the property and debts of a person who has died. The basic role of the probate court judge is to assure that the deceased person’s creditors are paid, and that any remaining assets are distributed to the proper beneficiaries.

Municipal court is a court of law with jurisdiction limited to a Town or other municipality. It typically addresses violations of Town ordinances.



**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
COURTS - #013**

as of: 05/01/2023

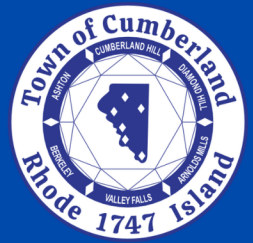
	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salary Courts Clerk	7,021.00	5,172.08	44,425.00	49,509.53	51,151.10	42,246.55	52,434.20	52,434.20	
Municipal Court Judge	44,425.00	43,754.70	7,021.00	8,318.96	8,318.96	6,111.24	8,318.96	8,318.96	
Salary Probate Court Judge	8,105.00	5,611.14	8,105.00	7,543.87	8,104.98	6,577.50	8,104.98	8,104.98	
Overtime	-	-	-	-	-	-	-	-	
MERS Defined Benefit	5,977.64	5,193.52	5,978.00	6,156.88	5,529.43	5,118.59	4,535.56	4,535.56	
TIAA-CREF Contribution	-	-	-	-	511.51	-	524.34	524.34	
FICA	3,398.55	3,960.17	3,399.00	4,763.04	5,169.49	4,012.56	5,267.65	5,267.65	
Medicare	-	-	-	-	-	-	-	-	
Unemployment	-	-	-	-	-	-	-	-	
Workers Compensation	-	-	-	-	-	-	-	-	
TDI	-	-	-	-	-	-	-	-	
Health Insurance ER	21,215.76	19,447.78	23,599.00	20,420.18	24,542.67	19,306.40	23,862.71	23,862.71	
Health Insurance EE	(2,000.00)	(1,692.24)	(2,000.00)	(1,999.92)	(1,999.92)	(1,692.24)			
Dental ER	1,131.12	1,038.07	1,155.00	1,155.12	1,166.64	962.60	1,155.12	1,155.12	
Dental EE	(238.00)	(201.74)	(238.00)	(238.42)	(238.42)	(201.74)	(238.42)	(238.42)	
Life Insurance	858.00	715.00	590.00	894.00	894.00	745.00	894.00	894.00	
Advertising	-	-	-	-	-	-	-	-	
Dept. Software & Licenses	6,850.00	6,000.00	11,000.00	11,316.00	11,000.00	7,335.00			
Dues & Subscriptions	150.00	-	150.00	164.75	150.00	197.75	225.00	225.00	
Education and Training	-	-	-	-	-	-	-	-	
Mileage Reimbursement	-	-	-	-	-	-	-	-	
Office Computer Equipment	-	-	650.00	234.33	1,060.00	1,064.67	1,000.00	1,000.00	
Office Supplies	1,250.00	883.05	1,250.00	1,411.91	840.00	373.02	1,250.00	1,250.00	
Postage	375.00	893.65	750.00	1,511.87	1,000.00	539.68	750.00	750.00	
Travel & Conventions	-	-	-	-	-	-	-	-	
<b>*NEW* Record Archives</b>	-	-	-	-	-	-	5,000.00	4,500.00	
<b>TOTALS</b>	<b>\$ 98,519</b>	<b>\$ 90,775</b>	<b>\$ 105,834</b>	<b>\$ 111,162</b>	<b>\$ 117,200</b>	<b>\$ 92,696.58</b>	<b>\$ 113,084.10</b>	<b>\$ 112,584.10</b>	<b>\$ -</b>

### Salary and Benefits Breakdown - Courts

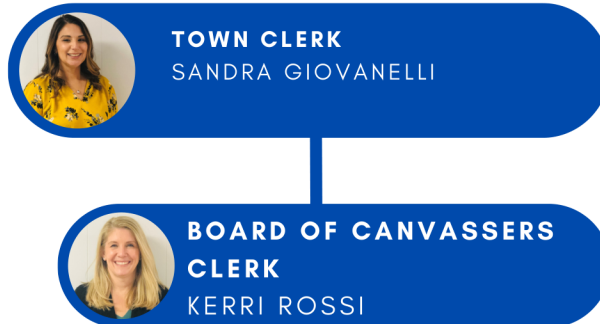
	<b>FY 2023</b>	<b>FY 2024</b>
Courts Clerk	\$ 51,151.10	\$ 52,434.20
Municipal Court Judge	\$ 8,318.96	\$ 8,318.96
Probate Court Judge	\$ 8,104.98	\$ 8,104.98
	<u>\$ 67,575.04</u>	<u>\$ 68,858.14</u>
Employee Co-Share	\$ 1,999.92	\$ 2,000
Health	\$ 24,542.67	\$ 23,862.71
HSA Upload		\$ 4,000.00
Dental	\$ 1,166.64	\$ 1,155.12
FICA	\$ 5,169.49	\$ 5,267.65
Retirement	\$ 5,529.43	\$ 4,535.56
Life Insurance	\$ 894.00	\$ 894.00
	<u>\$ 39,302.15</u>	<u>\$ 41,714.96</u>

**Totals: \$ 106,877.19 \$ 110,573.10**

# BOARD OF CANVASSERS



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

The Board of Canvassers Department is responsible for maintaining procedures relating to the registration of voters, developing and maintaining annual list of voters. It also process absentee voter applications, administers election recounts and holds hearings.

## DEPARTMENTAL OUTPUTS

Voter Registrations: 4,133 New/Changed Voter Registrations  
Elections: Statewide Primary, General Election  
Early Voting: Town Hall



**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Board of Canvassers - #015**

as of: 05/01/2023

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	40,040.00	38,969.93	38,821.00	42,477.28	41,718.30	35,186.88	41,718.30	41,718.30	
Stipend: Board	3,000.00	2,400.00	-	-	3,000.00	-	3,000.00	3,000.00	
Overtime	1,000.00	2,079.69	-	-	2,200.00	1,596.59	-	-	
Longevity	2,002.00	2,000.70	2,525.00	-	300.00	300.00	300.00	300.00	
MERS Defined Benefit	4,590.99	4,448.95	4,759.00	5,268.24	4,757.78	4,138.92	3,634.58	3,634.58	
TIA-CREF Contribution	-	-	-	-	417.18	-	417.18	417.18	
Retirement/Severance	-	-	-	-	-	-	-	-	
FICA	3,445.71	3,424.86	3,163.00	2,995.19	3,366.98	2,612.90	3,214.40	3,214.40	
Medicare	-	-	-	-	-	-	-	-	
Unemployment	-	-	-	-	-	-	-	-	
Workers Compensation	-	-	-	-	-	-	-	-	
TDI	-	-	-	-	-	-	-	-	
Health Insurance ER	18,648.12	18,748.12	20,985.00	19,580.52	21,824.15	16,969.80	20,974.67	20,974.67	
Health Insurance EE	(2,000.00)	(1,999.92)	(2,000.00)	(1,999.92)	2,000.00	(1,692.24)			
Dental ER	-	1,132.44	1,155.00	1,155.12	1,166.64	962.60	1,155.12	1,155.12	
Dental EE	-	-	-	-	-	-	-	-	
Life Insurance	429.00	429.00	-	447.00	460.41	372.50	447.00	447.00	
Advertising	800.00	448.90	500.00	-	200.00	1,329.15	1,200.00	1,200.00	
Capital Leases	-	-	-	-	-	-	-	-	
Dept Software & Licenses	-	-	-	-	-	-	-	-	
Dues & Subscriptions	-	-	-	-	-	-	200.00	200.00	
Education & Training	-	-	-	-	-	55.00	-	-	
Furniture & Fixtures	250.00	-	250.00	163.88	-	-	150.00	150.00	
Mileage Reimbursement	200.00	-	100.00	-	-	235.00	250.00	350.00	
Office Computer Equipment	-	-	-	-	-	247.47	250.00	250.00	
Office Supplies	2,100.00	2,836.54	1,000.00	731.44	2,000.00	1,619.00	2,000.00	2,000.00	
Postage	6,000.00	5,230.62	5,000.00	3,119.92	5,000.00	5,450.12	5,000.00	5,000.00	
Misc. Elections Costs	500.00	185.00	20,000.00	12,224.25	-	371.94	4,000.00	4,000.00	
Travel & Conventions	-	-	-	-	-	-	-	-	
Stipend: Election Workers	33,350.00	25,325.00	-	-	35,000.00	34,474.83	15,000.00	15,000.00	
Rentals	500.00	-	-	-	2,000.00	2,142.02	900.00	900.00	
<b>TOTALS</b>	<b>\$ 114,855.82</b>	<b>\$ 105,659.83</b>	<b>\$ 96,258.00</b>	<b>\$ 86,162.92</b>	<b>\$ 125,411.44</b>	<b>\$ 106,372.48</b>	<b>\$ 103,811.26</b>	<b>\$ 103,911.26</b>	<b>\$ -</b>

## Salary and Benefits Breakdown - Board of Canvassers

	FY 2023	FY 2024
Canvassing Clerk	\$ 41,718.30	\$ 41,718.30
Board Stipends	\$ 3,000.00	\$ 3,000.00
Longevity	\$ 300.00	\$ 300.00
	\$ 45,018.30	\$ 45,018.30
Employee Co-Share	\$ 2,000.00	\$ 2,000.00
Health	\$ 21,824.15	\$ 20,974.67
HSA Upload		\$ 6,000.00
Dental	\$ 1,166.64	\$ 1,155.12
FICA	\$ 3,366.98	\$ 3,214.40
Retirement	\$ 4,757.78	\$ 3,634.58
Life Insurance	\$ 460.41	\$ 447.00
	\$ 33,575.96	\$ 37,425.78

<b>Totals:</b>	<b>\$ 78,594.26</b>	<b>\$ 82,444.08</b>
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## ORGANIZATIONAL CHART



**HUMAN RESOURCES DIRECTOR**  
CELESTE BEAUPARLANT

## DEPARTMENTAL OVERVIEW

The Human Resources Department provides consistent, effective, and efficient human resource management by developing and implementing policies, programs, and services that contribute to attaining Town and employee goals.

### **Functions include, but are not limited to:**

Recruitment of qualified applicants;  
Employment and orientation services;  
Update and administer employee benefits programs;  
Personnel policy development and administration.

## DEPARTMENTAL GOALS - FY 2024

- Update revisions to the handbook; send out revised version to all executive staff members and post to the Town's webpage.
- Complete review of issues related to the Police Pension portal.
- Set up and complete cybersecurity training for staff members.



# PERFORMANCE MEASURES FOR THE HUMAN RESOURCE'S OFFICE - FY 2023 GOALS



## **GOAL ONE:** Continue working to recruit high quality candidates to fill vacant positions and bring the Town to full staffing.

The Town continues to recruit staff in order to ensure continuity of operations. Staff onboarded during the fiscal year include:

- 4 Dispatchers
- 5 Highway Laborers
- Water Laborer
- Assistant ACO
- 2 Paramedics
- 1 Town Hall Clerk

## **GOAL TWO:** Coordinate with the Interlocal Trust on ensuring that HR is utilizing best practices.

The Human Resources Department underwent a review conducted by the Rhode Island Interlocal Trust to ensure compliance with best practices. The assessment found the Town to be in good order.

### **The following recommendations have been completed:**

- Complete review of all personnel files
- Adopt a checklist for interviews and new hires
- Incorporate revisions to the employee handbook

### **The following recommendations are in progress:**

- Implement annual discrimination and workplace behavior training
- Revise the employment application
- Revise all job descriptions using a standard format

## **GOAL THREE:** Work with the Solicitor's Office and outside labor counsel on the two contract negotiations (Teamster and IBPO).

Negotiations with both bargaining units continue to be ongoing.



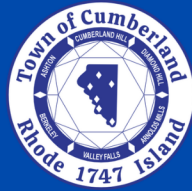
**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Human Resources - #020**

as of: 05/08/23

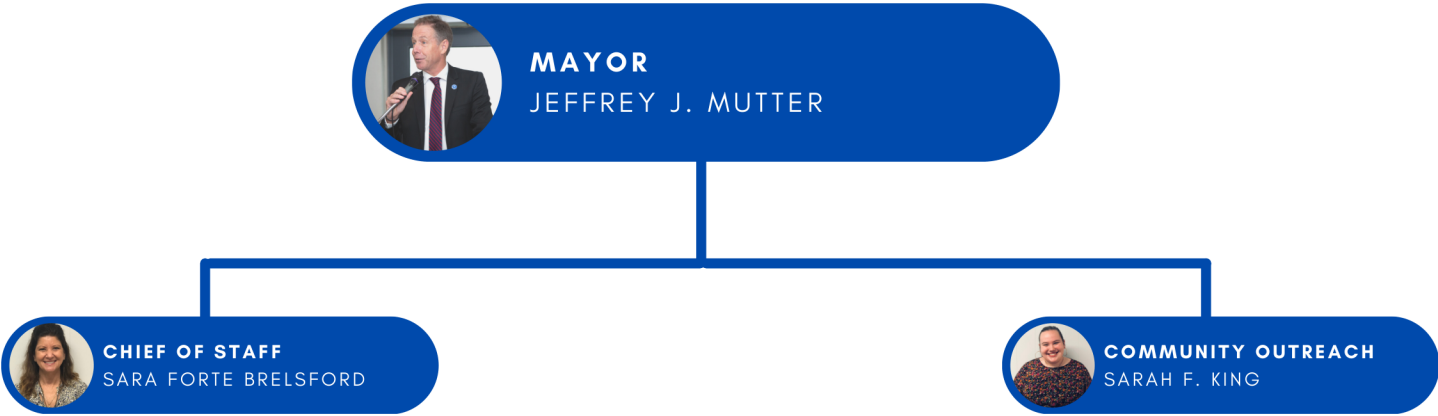
	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	85,000.00	70,740.28	85,000.00	68,893.05	77,879.10	66,422.06	79,825.20	79,825.20	
Overtime		-							
Longevity		-							
Cell Phone Stipend	600.00	600.00	600.00	500.00	600.00	550.00		600.00	
Mileage Stipend		-							
Retirement/Severance		-							
MERS Defined Benefit	8,582.40	8,166.75	8,963.00	8,701.62	8,418.73	8,001.31	6,904.88	6,904.88	
TIAA-CREF Contribution		-			778.79		798.25	798.25	
FICA	6,045.08	5,435.16	5,958.00	5,020.90	5,957.75	4,836.43	6,106.63	6,106.63	
Medicare		-							
Unemployment		-							
Workers Compensation		-							
TDI		-							
Health Insurance ER	8,221.20	6,851.00	19,940.00	18,563.80	21,148.88	19,356.40	23,862.71	23,862.71	
Health Insurance EE	(2,000.00)	(2,012.08)	(2,000.00)	(3,538.55)	(4,000.10)	(3,538.55)			
Dental ER	350.16	575.51	1,155.00	1,058.86	1,166.64	962.60	1,155.12	1,155.12	
Dental EE	(73.84)	(129.36)	(238.42)	(220.08)	(238.42)	(210.91)	(238.42)	(238.42)	
Life Insurance	858.00	929.50	590.00	748.00	894.00	745.00	894.00	894.00	
Advertising		-	300.00	783.83	1,000.00	7,285.63	13,000.00	5,000.00	
Capital Leases		-							
Dept Software & Licenses	150.00								
Dues & Subscriptions		-							
Education & Training	500.00	-	500.00		500.00		500.00	500.00	
Furniture and Fixtures		-							
Maintenance Agreements		-							
Mileage Reimbursement		-							
Office Computer Equipment		-							
Office Improvements		-							
Office Supplies	1,000.00	797.91	1,000.00	370.44	1,000.00	366.30	1,000.00	1,000.00	
Postage		104.71	150.00	264.64	150.00	109.89	150.00	150.00	
Printer Lease & Maintenance		-							
Printer Usage		-							
Professional Services		-							
Office Equipment & Repairs		-	500.00	219.28	500.00		500.00	500.00	
<b>TOTALS</b>	<b>\$ 109,233.00</b>	<b>\$ 92,059.38</b>	<b>\$ 122,417.58</b>	<b>\$ 101,365.79</b>	<b>\$ 115,755.37</b>	<b>\$ 104,886.16</b>	<b>\$ 134,458.37</b>	<b>\$ 127,058.37</b>	<b>\$ -</b>

### Salary and Benefits Breakdown - Human Resources

	<b>FY 2023</b>	<b>FY 2024</b>
Director	77,879.10	79,825.20
	\$ 77,879.10	\$ 79,825.20
Employee Co-Share	4,000.10	4,000.10
Health	21,148.88	23,862.71
HSA Upload		4,000.00
Dental	1,166.64	1,155.12
FICA	5,957.75	6,106.63
Retirement	8,418.73	6,904.88
Life Insurance	894.00	894.00
	\$ 41,586.10	\$ 46,923.44
<b>Totals:</b>	<b>\$119,465.20</b>	<b>\$ 126,748.64</b>



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

The Mayor's Office prioritizes making Cumberland a healthier community in all facets.

The office provides administrative management, policy direction, and oversight of municipal operations.

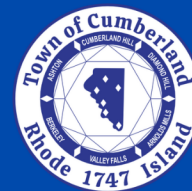
Emphasis is placed on a commitment to being responsive and transparent, providing quality, innovative, and effective service while building positive relationships with employees and residents.

## DEPARTMENTAL GOALS - FY 2024

- Continue work to revitalize Diamond Hill Park, including amphitheater improvements, installation of a pump track, and construction of the new community center.
- Complete bidding and begin construction on the Amaral Building.
- Work with the Department of Public Works to develop a comprehensive five year capital budget plan.



# PERFORMANCE MEASURES FOR THE MAYOR'S OFFICE - FY 2023 GOALS



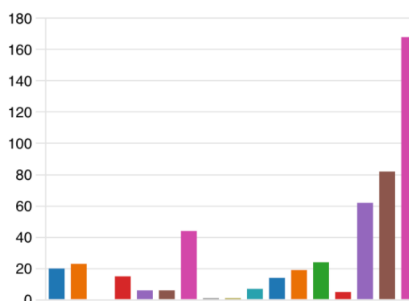
## GOAL ONE:

Serve as a liaison between residents and town staff in order to enhance the customer service experience.

### 167 REPORT A PROBLEMS

The Mayor's Office manages the Town-wide "Report a Problem" feature. This program allows residents to submit a concern to a centralized location and have Mayor's Office staff filter it to appropriate department and ensure follow up. Since July 2022, the office has responded to 167 concerns. The Department has responded nearly 500 since the forms creation. Report a Problems are responded to within one business day.

Drainage/Storm Water	23
Graffiti	0
Illegal Dumping	15
Manhole/Catch Basin	6
Parks/Playgrounds	6
Potholes	44
Recreational Fields	1
Sewer	1
Sidewalks	7
Signs	14
Snow/Ice	19
Streetslights	24
Street Sweeping	5
Trash/Recycling	62
Water	82
Other	168



## GOAL TWO:

Provide support, resources, and guidance to all municipal departments to help them reach goals and initiatives

**11  
DEPARTMENT HEAD  
MEETINGS**

**ADDITIONAL  
TRAINING  
OPPORTUNITIES**

The Mayor's Office has implemented monthly Department Head meetings which take place on the first Thursday of the month. These meetings are an opportunity for each department to share ongoing issues, projects, and initiatives. The Mayor's Office has also provided staff with the opportunity to attend relevant trainings including de<sup>81</sup>escalation.

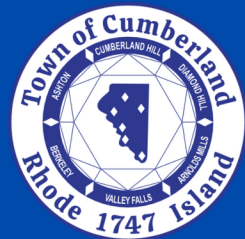
**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
MAYOR'S OFFICE - #010**

as of: 05/01/23

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	209,054.74	204,985.91	207,805.00	199,315.08	210,050.88	171,755.86	219,728.72	219,728.72	
Overtime		-			-	-	-	-	
Longevity		-			-	-	-	-	
Cell Phone Stipend	1,650.00	1,500.00	1,200.00	1,100.00	1,200.00	1,050.00	1,800.00	1,800.00	
Mileage Stipend		-			-	-			
Retirement/Severance		-			-	-	-	-	
MERS Defined Benefit	13,386.00	12,383.38	12,926.00	13,692.00	12,382.97	12,072.58	10,486.30	10,486.30	
TIAA-CREF Contribution		-			1,145.51	-	1,212.29	1,212.29	
FICA	15,992.69	15,784.00	15,897.00	15,350.17	16,068.89	13,138.38	16,579.75	16,579.75	
Medicare		-			-	-			
Unemployment		3,352.25		874.50	-	-			
Workers Compensation		-			-	-			
TDI		-			-	-			
Health Insurance ER	21,215.76	21,215.76		(3,712.76)	8,791.47	4,488.94	9,246.89	9,246.89	
Health Insurance EE	(4,000.00)	(3,254.98)			(1,999.92)	(999.96)			
Dental ER	1,131.12	1,483.32		357.84	2,333.28	1,164.54	357.84	357.84	
Dental EE	(238.42)	(194.04)		(71.00)	(147.68)	(62.48)	(73.84)	(73.84)	
Life Insurance	2,574.00	2,502.50	1,771.00	2,682.00	2,682.00	2,235.00	2,682.00	2,682.00	
Advertising		-			-	-			
Capital Leases		-			-	-			
Dept. Software & Licenses	600.00	-	600.00	-	1,600.00	247.85			
Dues & Subscriptions	700.00	417.40	600.00	183.00	600.00	-			
Education and Training		-			-	-			
Furniture and Fixtures	2,200.00	946.03	1,500.00	637.45	1,000.00	779.90	1,000.00	1,000.00	
Maintenance Agreements		-			-	-			
Mileage Reimbursement		-			-	-			
Office Computer Equipment	1,200.00	999.70	2,000.00	221.16	1,000.00	87.98	1,000.00	1,000.00	
Office Improvements	-	-	1,000.00	368.00	1,000.00	-	1,000.00	1,000.00	
Office Supplies	1,200.00	1,196.43	1,200.00	1,011.48	1,200.00	238.71	1,200.00	1,200.00	
Postage		56.07		70.89	50.00	69.19	100.00	100.00	
Printer Lease & Maintenance		410.00			-	-			
Printer Usage		-	1,000.00		1,000.00	-	1,000.00	1,000.00	
Professional Services	1,000.00	490.00			-	-			
Office Equipment and Repairs		-			-	-			
Vehicle Repair		-		58.22	-	-	100.00	100.00	

Travel & Conventions		-			-	-			
Grant Writer	48,000.00	48,000.00	48,000.00	40,000.00	48,000.00	36,000.00			
NRI Chamber of Commerce	800.00	800.00	800.00	800.00	800.00	800.00			
Vehicle Replacement		-				-	-	-	
Employee Appreciation			2,500.00	1,143.68	3,000.00	474.00			
<b>TOTALS</b>	<b>\$ 316,465.89</b>	<b>\$ 313,073.73</b>	<b>\$ 298,799.00</b>	<b>\$ 274,081.71</b>	<b>\$ 311,757.41</b>	<b>\$ 243,540.49</b>	<b>\$ 267,419.94</b>	<b>\$ 267,419.94</b>	<b>\$ -</b>

Salary and Benefits Breakdown - Mayor's Office		
	FY 2023	FY 2024
Mayor	95,499.82	95,499.82
Chief of Staff	63,648.00	65,228.80
Community Outreach	50,903.06	56,000.10
Healthcare Buy Back		3,000.00
	<b>\$ 210,050.88</b>	<b>\$ 219,728.72</b>
Employee Co-Share	2,000	2,000
Health	8,791.47	9,246.89
HSA Upload		2,000.00
Dental	2,333.28	357.84
FICA	16,068.89	16,579.75
Retirement	6,880.35	10,486.30
Life Insurance	2,682.00	2,682.00
	<b>\$ 38,755.91</b>	<b>\$ 43,352.69</b>
<b>Totals:</b>	<b>\$248,806.79</b>	<b>\$ 263,081.41</b>



ORGANIZATIONAL CHART



DEPARTMENTAL OVERVIEW

In her role, Kelley serves as the legal advisor to the Mayor, Town Council and all other departments, offices, and agencies of the Town of Cumberland. She ensures that all Town Ordinances are complied with by providing guidance to the Town Council on all legal matters.

As the Confidential Legal Assistant, Tracey works closely with the Town Solicitor to provide support to all Town Departments and assists in the resolution and ordinance routing process for the Town Council Meetings.

DEPARTMENTAL GOALS

- Establish periodic check-in calls with the development related departments in order to review the status of ongoing projects.
- Review the distinction between RFPs and RFQs and revise the relevant documentation associated with both.
- Establish a standard procedure and best practices for APRA requests.





**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
SOLICITOR'S OFFICE - #014**

as of: 05/01/2023

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	162,618.00	168,316.69	162,618.00	160,268.03	165,870.64	115,277.36	150,448.40	150,448.40	
Overtime	-	-	-	-	-	-	-		
Longevity	-	-	-	-	-	-	-		
Cell Phone Stipend	600.00	600.00	600.00	550.00	600.00	50.00	-		
Mileage Stipend	-	-	-	-	-	-	-		
MERS Defined Benefit	19,384.04	18,639.38	18,717.00	19,369.60	17,930.62	4,650.79	4,190.79	4,190.79	
TIAA-CREF Contribution	-	-	-	-	1,658.71	-	484.48	484.48	
FICA	12,440.26	12,906.96	12,440.00	12,048.44	12,689.10	2,460.19	11,509.30	11,509.30	
Medicare	-	-	-	-	-	-	-		
Unemployment	-	-	-	-	-	-	-		
Workers Compensation	-	-	-	-	-	-	-		
TDI	-	-	-	-	-	-	-		
Health Insurance ER	42,431.52	42,481.52	43,197.00	46,733.40	44,924.96	21,237.04	23,862.71	23,862.71	
Health Insurance EE	(8,000.00)	(8,067.13)	(8,000.00)	(5,167.55)	(8,000.00)	(4,678.85)			
Dental ER	2,262.04	2,264.88	2,310.00	2,695.28	2,333.28	962.60	1,155.12	1,155.12	
Dental EE	(476.84)	(476.84)	(476.84)	(307.99)	(476.84)	(278.81)	(238.42)	(238.42)	
Life Insurance	1,716.00	1,716.00	1,180.00	1,788.00	1,788.00	745.00	894.00	894.00	
Advertising	-	-	-	22.00	-	-	-		
Capital Leases	-	-	-	-	-	-	-		
Dept. Software & Licenses	300.00	125.00	300.00	-	300.00	-			
Dues & Subscriptions	1,000.00	420.13	1,000.00	487.75	1,000.00	-	-	1,000.00	
Education and Training	-	-	1,000.00	-	1,000.00	-	-	1,000.00	
Furniture and Fixtures	-	-	-	-	500.00	-	-	500.00	
Maintenance Agreements	-	-	-	-	-	-	-		
Mileage Reimbursement	-	-	-	-	-	-	-		
Office Computer Equipment	-	-	-	-	-	-	-		
Office Improvements	-	-	-	-	-	-	-		
Office Supplies	1,000.00	540.56	1,000.00	761.82	1,000.00	410.02	-	1,000.00	
Postage	-	41.72	-	66.50	50.00	31.96	-	50.00	
Assistant Solicitor	-	-	-	-	2,000.00	-	-	2,000.00	
Legal Judgements	-	-	-	-	-	-	-		
Travel & Conventions	-	-	-	-	-	-	-		
Prosecution Expenses	18,000.00	16,500.00	18,000.00	12,750.00	18,000.00	14,375.00	-	18,000.00	
Insurance Claims	2,000.00	988.25	2,000.00	231.79	2,000.00	1,311.84	-	2,000.00	
Legal Council Zoning Board	8,000.00	7,333.37	8,000.00	6,000.03	8,000.00	7,023.70	-	8,000.00	
Extraordinary Legal Expense	-	-	-	-	80,000.00	44,759.25	-	60,000.00	

TOTALS	\$	263,275.02	\$	264,330.49	\$	263,885.16	\$	258,297.10	\$	353,168.47	\$	208,337.09
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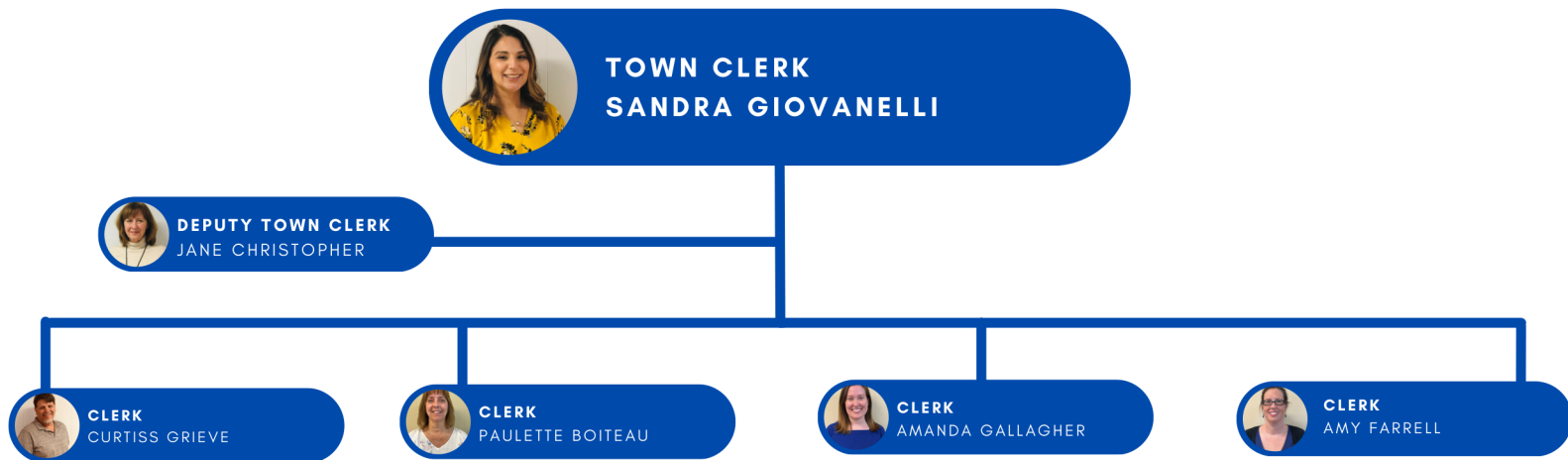
\$ 192,306.38	\$ 285,856.38	\$ -

Salary and Benefits Breakdown - Solicitor	
Base Salary	\$100,000
Performance Bonus	\$10,000
Health Insurance	\$5,000
Dental Insurance	\$2,000
Vision Insurance	\$1,000
Life Insurance	\$1,000
Retirement Plan	\$5,000
Professional Development	\$2,000
Continuing Education	\$1,000
Travel Expenses	\$1,000
Relocation Assistance	\$1,000
Unemployment Insurance	\$1,000
Disability Insurance	\$1,000
Other Benefits	\$1,000
<b>Total Compensation</b>	<b>\$138,000</b>

	<b>FY 2023</b>	<b>FY 2024</b>
Town Solicitor	122,399.94	102,000.00
Confidential Legal Assistant	43,470.70	48,448.40
	<b>\$ 165,870.64</b>	<b>\$ 150,448.40</b>
Employee Co-Share	8,000.00	4,000.00
Health	44,924.96	23,862.71
HSA Upload		4,000.00
Dental	2,333.28	1,155.12
FICA	12,689.10	11,509.30
Retirement	17,930.62	4,190.79
Life Insurance	1,788.00	894.00
	<b>\$ 87,665.96</b>	<b>\$ 49,611.92</b>

Totals:	\$ 253,536.60	\$ 200,060.32
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## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

The Town Clerk's Office services as a customer service hub for Town Hall and the staff serve a number of functions.

The Town Clerk's Office provides staff support to the Town Council by preparing and advertising meeting agendas and minutes, routing legislation, and attending meetings.

The office also manages the Town's land records and vital statistic systems.

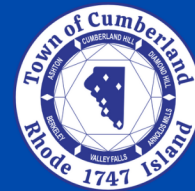
They additionally coordinate licensing for the Town, including working with businesses to ensure all Town ordinances and state laws are followed.

## DEPARTMENTAL GOALS - FY 2024

- Continue to cross train; as well as, internal, and external training to maximize the abilities of the Clerk Office workers.
- Bring in multiple interns through the summer to help with the scanning / filing / organizing of maps and documents within the Clerk's office and vault.
- Put in place a plan to work towards a full time Deputy Clerk
- To generate extra income from online records system, establishing subscription based for title searchers and law firms.
- Using NV/Open Gov to create more forms that can be used by different departments, IE: Filing Claims, Public Records Requests, etc.



# PERFORMANCE MEASURES FOR THE CLERK'S OFFICE - FY 2023 GOALS



**GOAL ONE:** Work to automate various processes for the ease of both staff and residents. Leverage existing software and explore new options to simplify processes

## PROCESSES MOVE ONLINE

All (new, temporary, renewal) business licenses are being processed through the ViewPoint portal. Business licenses and Dog Licenses are processed consistently throughout the year.

**282  
BUSINESS  
LICENSES**

**383  
DOG  
LICENSES**

**GOAL TWO:** Continue to elevate best practices when it comes to customer service. It is the intention to achieve this through a combination of methods. Including:

- Cross training all staff on the various functions of the department.
- Increasing the accessibility of information to the public digitization.

The Town Clerk attended training on deescalation to implement in customer service operations, including the operation of the Town Hall Switchboard. The Clerks within the department continue to be trained on the different subfields within the department:

Recordings/Licensing  
Vital Records

**GOAL THREE:** Preservation of Town Records.

Our recording clerks continue to scan and enter data from land evidence and probate records that are not currently maintained electronically for the purpose of long term security and making those records digitally searchable. Thousands of documents have been scanned.

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
TOWN CLERK - #012**

as of: 05/01/23

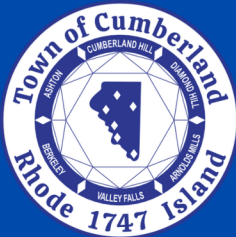
	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	210,003.00	210,373.13	212,145.00	201,483.91	211,349.58	182,472.06	244,997.15	244,997.15	
Overtime		-				-			
Longevity	6,308.12	4,549.17	5,628.00	6,195.68	2,177.32	1,500.00	1,818.14	1,818.14	
Cell Phone Stipend	600.00	600.00	600.00	550.00	600.00	500.00		600.00	
Mileage Stipend		-	100.00			-			
Retirement/Severance		-				-			
MERS Defined Benefit	25,933.27	23,615.53	25,057.00	24,849.15	23,082.26	22,809.25	21,219.77	21,219.77	
TIAA-CREF Contribution		-				-	2,636.88	2,636.88	
FICA	16,777.33	16,493.07	16,899.00	16,241.44	16,564.31	13,706.00	18,881.37	18,881.37	
Medicare		-				-			
Unemployment		-				-			
Workers Compensation		-				-			
TDI		-				-			
Health Insurance ER	39,863.88	42,913.88	42,583.00	39,961.95	24,542.67	37,147.91	60,978.16	60,978.16	
Health Insurance EE	(6,000.00)	(6,000.00)	(5,000.00)	(4,829.68)	(2,000.00)	(5,105.76)			
Dental ER	2,262.24	2,264.88	2,311.00	2,117.72	1,166.64	1,748.90	3,025.92	3,025.92	
Dental EE	(238.42)	(238.42)	(238.42)	(238.42)	(238.42)	(201.74)	(238.42)	(238.42)	
Life Insurance	2,145.00	2,145.00	1,475.00	2,346.75	2,235.00	2,048.75		2,500.00	
Advertising		-				-			
Dept. Software & Licenses	1,680.00	-	12,000.00	-	8,000.00	495.70			
Dues & Subscriptions	1,360.00	1,426.28	1,200.00	592.48	1,300.00	523.12	1,500.00	1,500.00	
Education and Training		-				-			
Furniture and Fixtures		436.94		(256.94)		-	6,500.00	3,900.00	
Maintenance Agreements	9,600.00	5,075.07		436.94	2,100.00	773.14	4,500.00	4,500.00	
Mileage Reimbursement		-				105.63	200.00	200.00	
Computer Equipment	3,800.00		1,000.00		3,000.00	189.98	6,000.00	6,000.00	
Computer Expense		-				-			
Office Improvements		-				-	5,000.00	5,000.00	
Office Supplies	2,950.00	2,655.96	2,500.00	2,658.42	3,000.00	3,506.18	3,000.00	3,000.00	
Postage	3,000.00	4,136.25	5,000.00	3,008.81	5,000.00	3,129.17	5,500.00	5,500.00	
Printer Usage		-	2,500.00			-			
Office Equipment			500.00	150.00	200.00	-	300.00	300.00	
Travel & Conventions		-				-			
Codification	5,000.00	4,656.74	5,000.00	4,570.00	5,500.00	4,878.33	5,500.00	5,500.00	
Land Evidence	3,500.00	3,720.84	5,000.00	4,963.61	5,500.00	3,338.65	5,500.00	5,500.00	

TOTALS	\$	328,544	\$	318,824	\$	336,260	\$	304,802	\$	313,079	\$	273,565.27	\$	396,818.97	\$	397,318.97	\$	-
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### Salary and Benefits Breakdown - Town Clerk

	FY 2023	FY 2023
Town Clerk	\$ 71,710.08	\$ 73,491.60
Deputy Town Clerk	\$ 21,746.40	\$ 22,287.20
Clerks	\$ 117,893.10	\$ 147,718.35
Healthcare Buy Back		\$ 1,500.00
Longevity	\$ 2,177.32	\$ 1,818.14
	\$ 213,526.90	\$ 246,815.29
Employee Co-Share	\$ 2,000.00	\$ 9,999.86
Health	\$ 24,542.67	\$ 60,978.16
HSA Upload		\$ 16,000.00
Dental	\$ 1,166.64	\$ 3,025.92
FICA	\$ 16,564.31	\$ 18,881.37
Retirement	\$ 23,082.26	\$ 21,219.77
Life Insurance	\$ 2,235.00	\$ 2,682.00
	\$ 69,590.88	\$ 132,787.08

**Totals: \$ 283,117.78 \$ 379,602.37**



ORGANIZATIONAL CHART

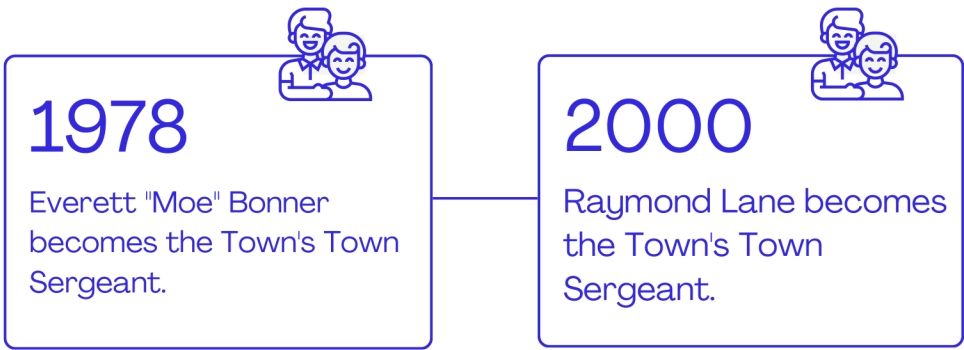


DEPARTMENTAL OVERVIEW

The Council shall appoint an elector of the Town as Town Sergeant. The Town Sergeant shall perform all of the duties and have all of the powers and authority of a Town Sergeant as provided by the laws of this State, and as may be provided by the Council by ordinance. The Council may revoke the appointment of the Town Sergeant at any time.

In the last four decades there have only been two Town Sergeant's. In the Town's history there have only been a handful.

Current Town Sergeant, Raymond Lane has served in the position for over two decades.





**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Town Sergeant- #030**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
FICA		128.03			345.86	
Medicare		-				
MERS Defined Benefit		-				
Office Supplies		-				
Salaries	4,521.00	1,130.25	4,521.00	2,260.50	4,521.00	3,390.75
TDI		-				
TIAA-CREF Contribution		-				
Unemployment		-				
Workers Compensation		-				
<b>TOTALS</b>	<b>\$ 4,521.00</b>	<b>\$ 1,258.28</b>	<b>\$ 4,521.00</b>	<b>\$ 2,260.50</b>	<b>\$ 4,866.86</b>	<b>\$ 3,390.75</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
345.86	345.86	
4,521.00	4,521.00	
<b>\$ 4,866.86</b>	<b>\$ 4,866.86</b>	<b>\$ -</b>

**Salary and Benefits Breakdown - Town Sergeant**

	<u>FY 2023</u>	<u>FY 2024</u>
Town Sergeant	4,521.00	4,521.00
	<u>\$ 4,521.00</u>	<u>\$ 4,521.00</u>
Employee Co-Share		
Health		
Dental		
FICA	345.86	345.86
Retirement		
Life Insurance		
	<u>\$ 345.86</u>	<u>\$ 345.86</u>
<b>Totals:</b>	<b>\$ 4,866.86</b>	<b>\$ 4,866.86</b>

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
TOWN COUNCIL - #011**

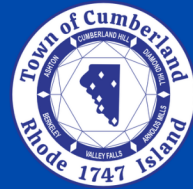
as of: 05/01/23

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	47,944.00	27,090.00	36,000.00	36,000.00	36,000.00	27,000.00	36,000.00	36,000.00	
MERS Defined Benefit						-			
TIAA-CREF Contribution						-			
FICA	3,667.72	2,203.85		3,036.45	2,754.00	2,325.00	2,754.00	2,754.00	
Medicare						-			
Unemployment						-			
Workers Compensation						-			
TDI						-			
Advertising	6,500.00	4,480.00	10,000.00	7,510.76	10,000.00	1,820.00	8,500.00	8,500.00	
Special Services						-			
Video Recording Services	5,500.00		5,000.00	5,290.16	5,000.00	3,320.00	5,500.00	5,500.00	
Town Council Extraordinary	500.00	351.00				-			
Council Legal Services	50,000.00	12,293.75	25,000.00	-	25,000.00	-	25,000.00	25,000.00	
Extraordinary Legal Expense	25,000.00	5,571.00	50,000.00	37,438.44	50,000.00	20,268.75	50,000.00	40,000.00	
Office Supplies	-		1,000.00	335.29	1,000.00	59.69	1,000.00	1,000.00	
<b>TOTALS</b>	<b>\$ 139,111.72</b>	<b>\$ 51,989.60</b>	<b>\$ 127,000.00</b>	<b>\$ 89,611.10</b>	<b>\$ 129,754.00</b>	<b>\$ 54,793.44</b>	<b>\$ 128,754.00</b>	<b>\$ 118,754.00</b>	<b>\$ -</b>

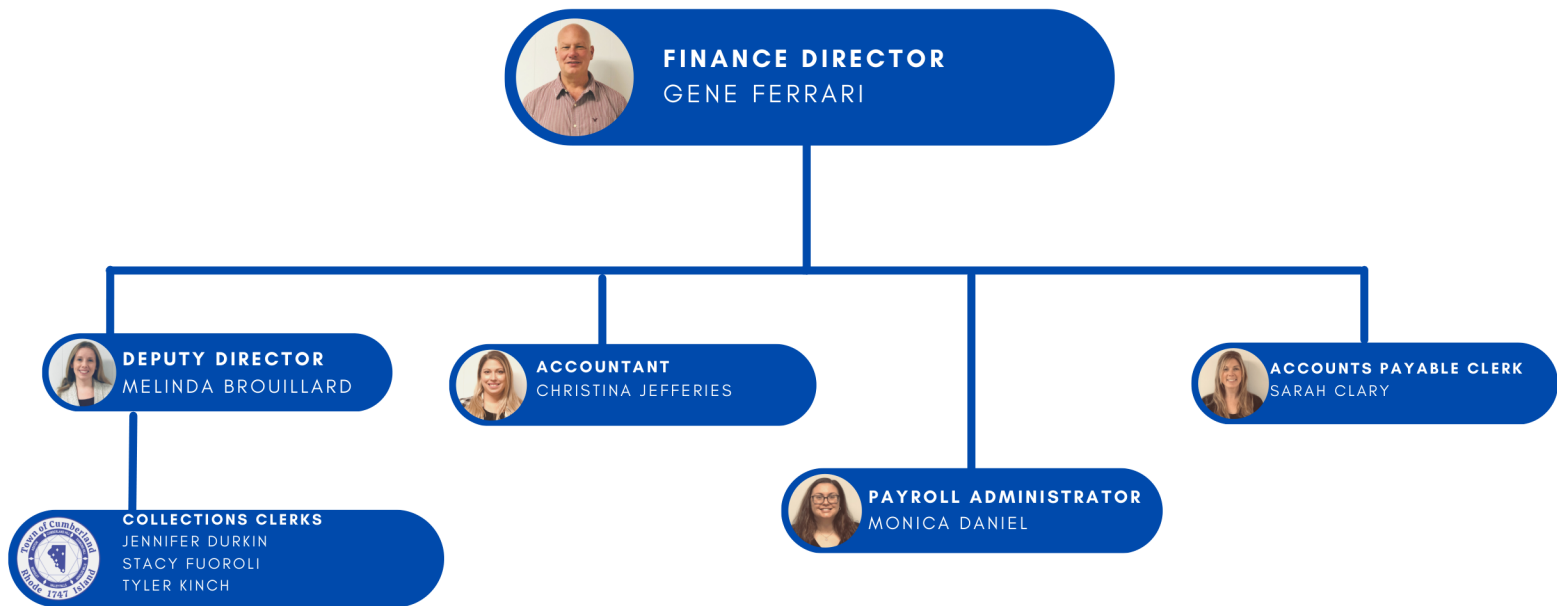
**Salary and Benefits Breakdown - Town Council**

	<b>FY 2023</b>	<b>FY 2024</b>
Town Councilors (6)	\$ 30,000.00	\$ 30,000.00
Council President (1)	\$ 6,000.00	\$ 6,000.00
	<u>\$ 36,000.00</u>	<u>\$ 36,000.00</u>
Employee Co-Share		
Health		
Dental		
FICA	\$ 2,754.00	\$ 2,754.00
Retirement		
Life Insurance		
	<u>\$ 2,754.00</u>	<u>\$ 2,754.00</u>
<b>Totals:</b>	<b>\$ 38,754.00</b>	<b>\$38,754.00</b>

***Section Six: General  
Services - Expense Detail***



ORGANIZATIONAL CHART



DEPARTMENTAL OVERVIEW

The Finance Department is responsible for the management of the fiscal affairs of the town and for the supervision and coordination of all activities of all government agencies in relation to any financial matters except for those matters which are authorized to be under the administration of the School Committee.

Within the Department of Finance is Tax Collections, overseen by the Deputy Director of Finance. The Tax Collections Clerks receive tax payments from the public and ensure they're posted to the proper accounts.

DEPARTMENTAL GOALS -FY 2024

- Continue to assist, facilitate and integrate Water into the Town’s financial system.
- Continue to provide friendly and helpful customer service to all tax payers.
- To integrate new Collections System as quickly and efficiently as possible.
- Continued membership in various purchasing cooperatives to obtain time, cost savings and increase efficiency
- Continued departmental cross-training to maintain seamless service
- Maintain and strengthen the Town's General Obligation AA+ credit rating.



# PERFORMANCE MEASURES FOR THE FINANCE OFFICE - FY 2023 GOALS



**GOAL ONE:** Fully integrate and utilize new collection system to streamline collections, postings and communications with banks, brokers attorneys, and residents.

This integration has not taken place. The conversion to the new system was delayed by the company. The Finance Department continues to reach out and remains optimistic that the conversion will take place.

**GOAL TWO:** Initiate a review and educate the Water Department of controls and procedures needed by the Finance Department to have appropriate control over the Water Department's finances.

The Deputy Finance Director has had several meetings with the Water Department Staff to become familiar with their operations and explain expectations and best practices for moving forward. She has also done comprehensive reviews of their billings and expenditures.

These meetings have been fruitful and the Deputy Director feels as though controls are moving in the right direction.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**FINANCE - #019**

as of: 05/01/23

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	406,320.00	405,345.83	413,519.00	392,610.59	428,968.02	356,026.15	450,000.00	447,418.46	
Overtime	450.00	839.43	500.00	353.03	500.00	67.56	500.00	500.00	
Longevity	3,995.00	900.00	3,528.00	2,320.15	4,236.27	4,735.24	5,000.00	2,477.32	
Misc. Town Payroll				619.31		(50.00)			
Cell Phone Stipend	600.00	600.00	600.00	550.00	600.00	500.00	600.00	600.00	
Mileage Stipend		-							
Retirement/Severance		-							
MERS Defined Benefit	45,440.06	44,454.72	48,002.00	47,822.40	51,125.06	41,872.73	52,800.00	38,656.48	
TIA-CREF Defined Contribution		-						4,447.18	
FICA	32,796.82	33,156.51	32,248.00	29,248.69	33,484.38	24,865.47	34,500.00	34,417.03	
Medicare		-							
Unemployment		-							
Workers Compensation		-							
TDI		-							
Health Insurance ER	82,295.40	80,025.01	71,381.00	87,546.54	95,384.45	90,242.86	100,000.00	125,672.40	
Health Insurance EE	(14,000.00)	(13,919.45)	(16,000.00)	(16,215.64)	(18,522.14)	(16,446.73)			
Dental ER	5,655.60	6,397.22	3,823.00	4,210.13	5,028.00	4,533.64	6,000.00	6,133.44	
Dental EE	(736.84)	(340.09)		(718.75)	-	(714.48)	(900.00)	(845.26)	
Life Insurance	4,719.00	5,076.50	3,541.00	5,066.00	5,364.00	4,385.25	5,750.00	5,364.00	
Advertising		1,917.16		7,945.42		1,089.70	1,500.00	1,500.00	
Bank Charges	2,000.00	(44.89)	500.00	33.66	500.00	(5.55)	500.00	500.00	
Capital Leases		-				-			
Dept. Software & Licenses	870.00	5,514.99	5,750.00	5,680.44	5,750.00	15,857.22			
Financial Software - Collection	600.00	-	60,000.00	10,572.75	-	11,206.17	14,000.00	14,000.00	
Dues & Subscriptions		156.60	600.00	250.00	600.00	400.00	600.00	600.00	
Education & Training	3,000.00	-	2,500.00	469.00	2,500.00	(250.00)	2,500.00	1,500.00	
Furniture & Fixtures		2,990.06	3,000.00	3,381.81	3,000.00	610.89	3,000.00	2,000.00	
Maintenance Agreements		-							
Mileage Reimbursement	3,000.00	-							
Office Computer Equipment		3,391.56	2,500.00	1,611.49	2,500.00	335.76	2,500.00	2,000.00	
Office Improvements	5,750.00	-					1,000.00	1,000.00	
Office Supplies	21,000.00	3,005.65	5,800.00	6,422.50	6,000.00	4,116.17	6,500.00	5,500.00	
Postage		3,352.65	22,000.00	1,651.03	22,000.00	7,652.30	23,000.00	23,000.00	
Payroll Clearing Account				(3,340.02)					
Printer Lease & Maintenance		-		1,431.00	1,900.00	1,783.36	2,000.00	2,000.00	
Printer Usage		-							
Professional Services		-				2,316.60			

Office Equipment & Repairs		-				
Telephone	600.00					
Travel & Conventions	34,344.00		750.00		750.00	
Payroll Processing	27,000.00	55,555.93	50,600.00	62,450.13	57,000.00	53,410.82
Audit	24,000.00	37,538.38	28,500.00	45,720.00	45,000.00	47,400.00
Tax Collection Expense	24,000.00	2,812.76	26,000.00	17,733.86	3,000.00	9,554.28
Tax Bills Expense	59,590.00	31,591.33	25,000.00	308.35	32,000.00	3,653.10
Financial Software		59,853.00			76,500.00	
RI League of Cities & Towns	14,706.00	15,441.00	1,500.00	16,213.00	17,616.00	17,616.00
<b>TOTALS</b>	<b>\$ 787,995.04</b>	<b>\$ 785,611.86</b>	<b>\$ 796,142.00</b>	<b>\$ 731,946.87</b>	<b>\$ 882,784.05</b>	<b>\$ 686,764.51</b>

63,500.00	63,500.00	
50,000.00	50,000.00	
5,000.00	5,000.00	
35,000.00	35,000.00	
<b>\$ 864,850.00</b>	<b>\$ 871,941.06</b>	<b>\$ -</b>

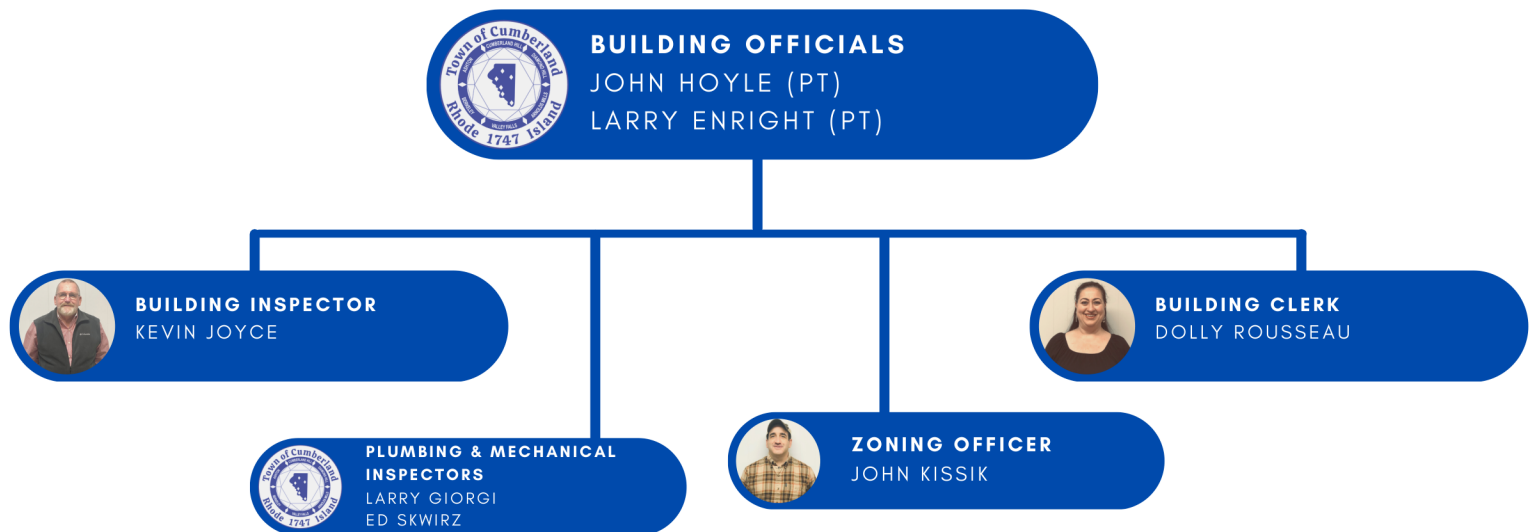
### Salary and Benefits Breakdown - Finance

	<b>FY 2023</b>	<b>FY 2024</b>
Finance Director	97,702.02	100,136.40
Deputy Finance Director	74,906.00	82,500.08
Senior Accountant	48,448.40	49,649.60
Payroll	48,448.40	49,649.60
Clerks	159,463.20	162,482.78
Healthcare Buy Back		3,000.00
Longevity	4,236.27	2,477.32
	<b>\$ 433,204.29</b>	<b>\$ 449,895.78</b>
Employee Co-Share	18,522.14	22,000.42
Health	95,384.45	125,672.40
HSA Upload		25,000.00
Dental	5,028.00	6,133.44
FICA	33,484.38	34,417.03
Retirement	46,829.38	38,656.48
Life Insurance	5,364.00	5,364.00
	<b>\$ 204,612.36</b>	<b>\$ 257,243.77</b>

**Totals: \$637,816.65 \$ 707,139.55**



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

The Cumberland Building, Inspections, and Zoning Department work with residents, contractors, developers, and attorneys to assist in the navigation of the Town's Building Codes and Zoning Ordinance. They enforce the Town's ordinances regarding health, safety, and welfare. They also review, approve, and issue permits for construction and issue certificates for use and occupancy.

## DEPARTMENTAL GOALS - FY 2024

- Research new permitting procedures to enhance customer service within our department, to include the implementation of documenting all inspection activities on an electronic format.
- Develop a plan for digitizing all historical documents to reduce the need for storage and secure future budgetary approval on the next fiscal year to enact it.



# PERFORMANCE MEASURES FOR THE BUILDING DEPARTMENT - FY 2023 GOALS



## GOAL ONE:

**Research new permitting procedures to enhance customer service within our department, to include the implementation of documenting all inspections activities on an electronic format.**

Effective April 1st, the Town of Cumberland Building Department began no longer accepting in-person or hard-copy permit applications for all projects requiring permits.

All applications shall be conducted through the Town's "OpenGov" computer system, which can be accessed through the online portal.

The town maintains a workstation, available to the general public during regular business hours, located within the Building Department's office.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Inspections - #027**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	217,907.00	220,235.79	218,603.00	231,969.59	232,745.82	164,734.48	208,837.72	208,837.72	
Overtime									
Longevity	2,802.00	2,450.45	2,802.00	2,946.22	2,735.77	2,946.22	2,735.77	2,735.77	
Cell Phone Stipend	2,400.00	2,400.00	2,400.00	2,650.00	2,400.00	1,700.00		2,400.00	
Mileage Stipend	5,400.00	5,400.00	5,400.00	4,950.00	5,500.00	4,950.00	5,400.00	5,400.00	
Retirement/Severance									
MERS Defined Benefit	17,293.00	24,423.32	25,342.00	27,408.41	24,331.31	12,175.61	11,554.11	11,554.11	
TIAA-CREF					2,250.82		1,335.73	1,335.73	
FICA	14,191.00	17,735.84	17,998.00	17,556.58	18,396.84	12,804.50	16,185.37	16,185.37	
Medicare									
Unemployment									
Workers Compensation									
TDI									
Health Insurance ER	48,085.08	61,385.54	72,551.00	64,233.64	75,453.54	36,326.20	44,837.38	44,837.38	
Health Insurance EE	(8,000.00)	(11,692.34)	(12,000.00)	(12,000.00)	(12,000.04)	(5,461.55)			
Dental ER	2,616.00	3,586.06	4,620.00	3,465.36	3,861.36	1,925.20	2,310.24	2,310.24	
Dental EE	(312.00)	(128.69)	(954.00)	(318.59)	(550.68)	(216.59)	(238.42)	(238.42)	
Life Insurance	3,003.00	2,073.50	2,066.00	2,235.00	3,129.00	1,117.50	1,341.00	1,341.00	
Advertising									
Capital Leases									
Dept Software & Licenses	15,729.00	11,848.75	13,500.00	10,409.41	15,500.00	9,437.00			
Dues & Subscriptions	500.00	418.00	1,000.00	615.00	1,000.00	(48.00)	1,000.00	1,000.00	
Education & Training		82.62	1,000.00	554.50	1,000.00		1,000.00	1,000.00	
Furniture and Fixtures	800.00	348.54	1,000.00	-	1,000.00		1,000.00	1,000.00	
Vehicle Fuel & Oil	3,500.00	3,222.01	3,500.00	4,106.23	4,000.00	3,205.33	5,000.00	5,000.00	
Heating & Cooling							-	-	
Maintenance Agreements							-	-	
Mileage Reimbursement							-	-	
Office Computer Equip			1,500.00	320.00	1,500.00		1,500.00	1,500.00	
Office Improvements							-	-	
Office Supplies	1,500.00	1,390.78	2,000.00	797.16	2,000.00	856.64	2,000.00	2,000.00	
Postage	100.00	312.91	500.00	165.20	500.00	87.12	500.00	500.00	
Printer Lease & Maintenance					650.00	480.00	650.00	650.00	
Printer Usage							-	-	
Professional Services			1,000.00		1,000.00		1,000.00	1,000.00	

Office Equipment & Repairs			1,000.00		1,000.00	
Vehicle Repair	1,800.00	2,189.22	2,000.00	682.63	2,000.00	
Travel & Conventions			500.00		500.00	
Code Enforcement	2,125.00		2,125.00	9,082.10	10,000.00	
Vehicle Replacement					-	
<b>TOTALS</b>	<b>\$ 331,439.08</b>	<b>\$ 347,682.30</b>	<b>\$ 369,453.00</b>	<b>\$ 371,828.44</b>	<b>\$ 399,903.74</b>	<b>\$ 247,019.66</b>

1,000.00	1,000.00	
2,000.00	2,000.00	
500.00	500.00	
10,000.00	10,000.00	
<b>\$ 321,448.91</b>	<b>\$ 323,848.91</b>	<b>\$ -</b>

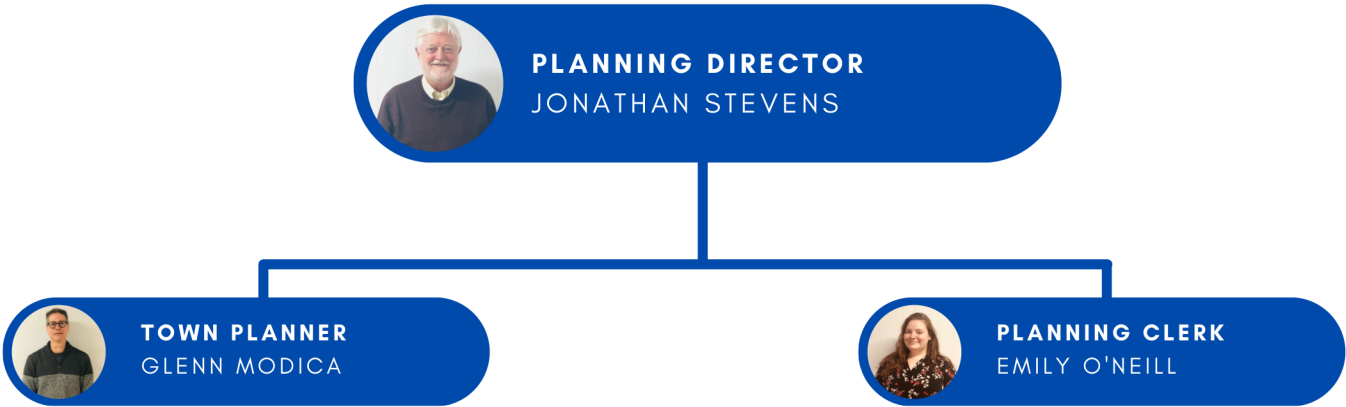
### Salary and Benefits Breakdown - Inspections

	<b>FY 2023</b>	<b>FY 2024</b>
Building Official	77,520.04	78,000.00
Building Inspector	56,535.96	57,948.80
Building/Zoning Assistant	30,800.90	-
Clerk III	42,088.80	42,088.80
Plumbing Inspector	15,400.06	15,400.06
Electrical Inspector	15,400.06	15,400.06
Mileage Stipends	5,400.00	5,400.00
Longevity	2,735.77	2,735.77
	<b>\$ 245,881.59</b>	<b>\$ 216,973.49</b>
Employee Co-Share	12,000.04	6,000.10
Health	75,453.54	44,837.38
HSA Upload		10,000.00
Dental	3,861.36	2,310.24
FICA	18,396.84	16,185.37
Retirement	24,331.31	11,554.11
Life Insurance	3,129.00	1,341.00
	<b>\$ 137,172.09</b>	<b>\$ 92,228.20</b>

**Totals: \$ 383,053.69 \$ 309,201.69**



ORGANIZATIONAL CHART



DEPARTMENTAL OVERVIEW

During his tenure as Planning Director, Jonathan has enacted the 2016 Comprehensive Plan for the Town, worked to negotiate the purchase of Mercy Woods, and has written and gotten legislative approval for several conservation and management plans including: Diamond Hill Park, Heritage Park, Mercy Woods, Epheta Park, the Monastery, New Pond Park, the Albion landfill, and Franklin Farm.

Glenn has been instrumental in the rehabilitation of the Cumberland Senior Center as the administrator for the \$800,000 Community Development Block Grant. He works to contextualize existing land use to prepare reports and presentation to inform the decision-making process for the Planning Board, Zoning Board of Review, and Historic District Commission.

Emily oversees the clerical processing of all Planning Board applications, including but not limited to meeting agendas, packet preparations, mailings, legal notices, records of decisions, file maintenance, and meeting minutes.

DEPARTMENTAL GOALS - FY 2024

- Enact an inclusionary zoning ordinance for the Town of Cumberland.
- Finish the impact fee study.
- Revitalize and reenergize Heritage Park.



# PERFORMANCE MEASURES FOR THE PLANNING OFFICE - FY 2023 GOALS



## **GOAL ONE:** Valley Falls/Lonsdale (VFL) Revitalization - Economic Development, urban forestry, and redevelopment and reuse of historic structures.

PUBLIC MEETINGS	LEGISLATION	NEXT STEPS
December 12th - 4ward Consultants presented a preliminary draft plan for VFL revitalization.	The Town Council has approved the appointment of the Town's first Tree Warden. Multiple resolutions have been passed to begin tree planting on both public and private property.	The Town has two grants pending from Rhode Island Commerce which would fund the implementation of 4ward's recommendations.
April 17th - 4ward presented further info and recommendations.		

## **GOAL TWO:** Closure and conversion of the Peterson Puritan Superfund site and old Albion Town landfill to new parklands.

The Town of Cumberland continues to meet with Settling Performing Defendants (SPD) group in order to attempt to come to consensus regarding the improvements which would be made to the properties. Without certain improvements being guaranteed, the Town would not seek to take ownership of the property.

## **GOAL THREE:** Providing Planning Board, Zoning Board, and Town Council with careful analysis and thoughtful recommendations for development projects, variances and waivers, and comprehensive plan and zoning ordinance amendments.

The Planning Department has provided the Planning and Zoning Boards and the Town Council with guidance and recommendations on major projects facing the Town:

Ann & Hope  
Blackstone<sup>104</sup> Valley Prep  
St. Patrick's (Steeple & Stone)

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
PLANNING - #015**

as of: 05/01/23

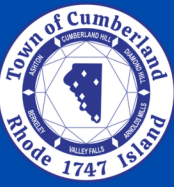
	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	179,180.00	178,352.17	175,316.00	162,966.39	174,606.84	150,264.69	190,661.15	190,661.15	
Overtime	-	-		-	-	-	-	-	
Longevity	300.00	300.00	300.00	-	300.00	-	-	-	
Cell Phone Stipend	600.00	550.00	600.00	550.00	600.00	500.00	-	600.00	
Mileage Stipend	1,800.00	1,650.00	1,800.00	1,650.00	1,800.00	1,500.00	-	-	
Retirement/Severance	-	-		-	-	-	-	-	
MERS Defined Benefit	25,198.54	20,085.53	20,213.00	20,371.24	18,875.00	18,561.79	13,084.68	13,084.68	
TIA-CREF Contribution	-	-		-	1,746.07	-	1,512.68	1,512.68	
FICA	16,850.82	13,564.72	13,549.00	12,448.33	13,472.17	11,511.87	11,572.00	11,572.00	
Medicare	-	-	-	-	-	-	-	-	
Unemployment	-	-	-	-	-	-	-	-	
Workers Compensation	-	-	-	-	-	-	-	-	
TDI	-	-	-	-	-	-	-	-	
Health Insurance ER	42,431.52	43,931.52	43,197.00	46,985.54	44,924.96	38,612.80	47,725.42	47,725.42	
Health Insurance EE	(8,000.00)	(8,000.20)	(8,000.00)	(8,000.00)	(8,000.20)	(6,769.40)			
Dental ER	2,262.24	2,264.88	1,513.00	2,459.34	2,333.28	2,253.22	2,310.24	2,310.24	
Dental EE	(476.84)	(476.84)	(476.84)	(496.84)	(476.84)	(513.48)	(476.84)	(476.84)	
Life Insurance	2,145.00	2,145.00	1,475.00	2,160.50	2,235.00	1,862.50	-	2,235.00	
Advertising	4,000.00	3,370.93	4,000.00	4,855.37	4,000.00	3,204.40	4,500.00	4,000.00	
Capital Leases	-	-	-	-	-	-	-	-	
Dept Software & Licenses	360.00	127.33	750.00	447.28	750.00	656.01	750.00	750.00	
Dues & Subscriptions	750.00	654.95	1,000.00	1,083.38	2,500.00	770.91			
Education & Training	1,200.00	814.00	1,200.00	287.60	1,900.00	705.95	1,900.00	1,500.00	
Furniture & Fixtures	-	-	-	-	-	-	-	-	
Hazard Mitigation Plan	-	-	3,000.00	-	3,000.00	-	-	-	
Maintenance Agreements	-	-	-	-	-	-	-	-	
Mileage Reimbursement	-	-	-	-	-	-	-	-	
Office Computer Equipment	-	-	-	-	-	-	-	-	
Office Improvements	-	-	-	-	-	-	-	-	
Office Supplies	1,800.00	2,012.57	1,800.00	2,533.69	1,800.00	2,727.99	1,800.00	1,800.00	
Postage	3,000.00	1,227.89	3,000.00	2,363.07	3,000.00	1,021.53	3,000.00	2,500.00	
Printer Lease & Maintenance	-	-	-	-	-	-	-	-	
Printer Usage	-	-	-	-	-	-	1,000.00	-	
Professional Services	7,000.00	2,239.99	7,000.00	7,180.00	7,000.00	1,425.00	7,000.00	7,000.00	
Office Equipment & Repairs	-	-	-	-	-	-	-	-	
Travel & Conventions	-	-	-	-	750.00	968.73	750.00	750.00	



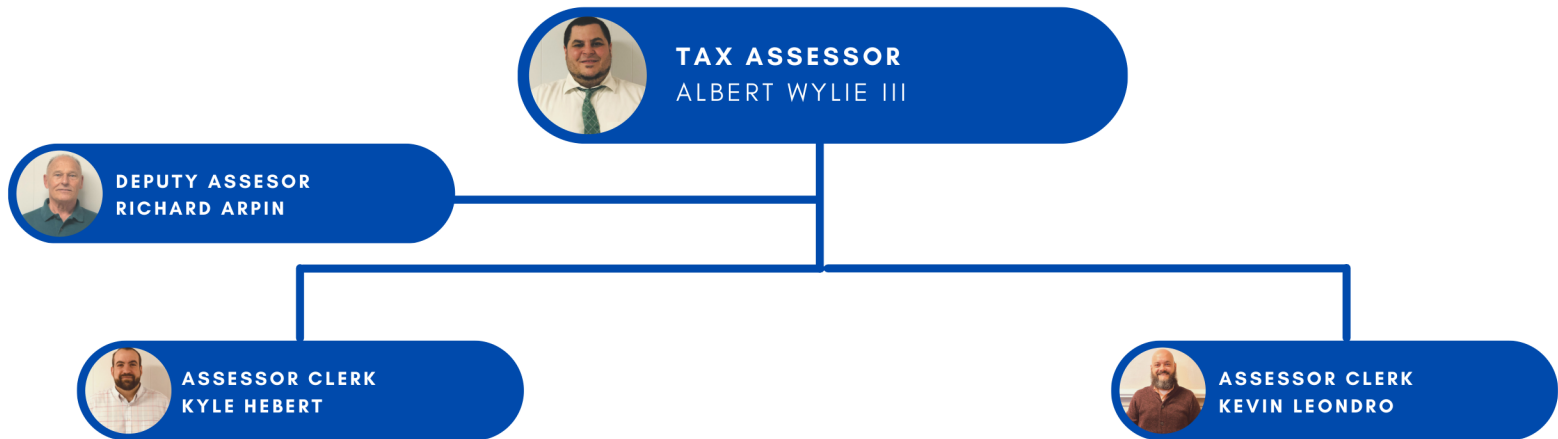
Comprehensive Planning	-	-	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-	-	-
Tree Warden	-	-	-	-	21,000.00	-	-	21,000.00	21,000.00	-
Enterprise Zone	-	-	-	-	-	-	-	-	-	-
GIS System	2,400.00	1,200.00	2,400.00	1,212.00	2,400.00	-	-	2,400.00	1,500.00	-
Interns	4,500.00	1,932.50	4,500.00	640.00	4,500.00	-	-	4,500.00	4,000.00	-
Planning Board Recorder	2,160.00	2,060.00	2,160.00	3,040.00	2,500.00	2,945.00	-	3,500.00	2,500.00	-
Board Training	270.00	-	270.00	-	270.00	-	-	270.00	270.00	-
Grants Mill National Register	-	-	-	-	-	-	-	1,000.00	1,000.00	-
Electronic Permitting	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>\$ 289,731.28</b>	<b>\$ 270,006.94</b>	<b>\$ 280,566.16</b>	<b>\$ 264,736.89</b>	<b>\$ 307,786.28</b>	<b>\$ 232,209.51</b>	<b>\$ 319,759.33</b>	<b>\$ 317,794.33</b>	<b>\$ -</b>	<b>-</b>

Salary and Benefits Breakdown - Planning and Community Development										
	FY 2023		FY 2024							
Planning Director	\$	84,163.04	\$	86,268.00						
Town Planner	\$	54,672.02	\$	65,000.00						
Clerk	\$	35,771.78	\$	38,643.15						
Healthcare Buy Back			\$	750.00						
	\$	174,606.84	\$	190,661.15						
Employee Co-Share	\$	8,000.20	\$	8,000.20						
Health	\$	44,924.96	\$	47,725.42						
HSA Upload			\$	8,000.00						
Dental	\$	2,333.28	\$	2,310.24						
FICA	\$	13,472.17	\$	11,572.00						
Retirement	\$	18,875.00	\$	13,084.68						
Life Insurance	\$	2,235.00	\$	2,235.00						
	\$	89,840.61	\$	92,927.54						
<b>Totals:</b>	<b>\$</b>	<b>264,447.45</b>	<b>\$</b>	<b>283,588.69</b>						

# TAX ASSESSOR'S OFFICE



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

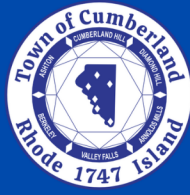
The primary objective of the Department is to discover, list, and value all taxable and exempt property, to ensure that assessments are made properly and uniformly, and that the tax roll, when completed, is a true and accurate account of all ratable property in the jurisdiction.

## DEPARTMENTAL GOALS

- Emphasize growth and development both personally and professionally for office staff.
- Maximize our technological capabilities through training and communication with our software vendors.
- Maintain our reputation for excellence and efficiency in serving our residents requests and needs.



# PERFORMANCE MEASURES FOR THE TAX ASSESSOR'S OFFICE - FY 2023 GOALS



**GOAL ONE:** The Town is conducting its first full physical revaluation since 2013. We view this as a relatively rare situation for everyone in the office and hope to maximize this opportunity.

The Tax Assessor's Office worked with the Town to issue a Request for Proposals for the full physical revaluation. Vision was selected through the competitive bid process to complete the work. As the process nears its conclusion, Assessor staff are working to ensure:

**Accurate information is presented to Town Residents**

**Working with Vision and residents on the appeal process**

**First quarter tax bills are mailed out on time.**

**GOAL TWO:** Focused development of the staff this year, both for their personal development and preparation for the larger roles they may have opportunities to play.

The Tax Assessor's Office staff have attended various trainings both related to technical skills and overall professional development skills.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Tax Assessor - #021**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	197,809.44	190,608.57	201,386.00	152,187.64	161,495.55	147,541.77
Overtime		-				
Longevity	2,221.92	2,323.84	1,821.00	2,085.92	600.00	
Cell Phone Stipend	600.00	900.00	600.00	550.00	600.00	550.00
Mileage Stipend		543.46				
Retirement/Severance		-		-		
MERS Defined Benefit	23,736.46	21,294.47	23,593.00	15,037.37	15,187.57	14,779.75
TIAA-CREF Contribution		-			1,404.96	
FICA	15,302.40	14,807.53	15,681.00	10,721.44	12,354.41	10,772.88
Medicare		-				
Unemployment		-				
Workers Compensation		-				
TDI		-				
Health Insurance ER	34,096.08	34,096.08	55,696.00	42,316.32	28,435.53	34,874.24
Health Insurance EE	(7,000.00)	(6,576.96)	(6,000.00)	(8,455.56)	7,979.40	(7,058.70)
Dental ER	1,834.00	2,589.16	2,253.00	2,555.60	2,333.28	1,925.20
Dental EE	(333.84)	(213.84)	(73.84)	(219.43)	(238.42)	(210.91)
Life Insurance	2,574.00	2,502.50	1,771.00	1,676.25	1,788.00	1,490.00
Advertising	2,000.00	1,644.85	2,000.00	1,165.51	2,000.00	1,280.00
Dept Software & Licenses	4,350.00	768.75	4,350.00	2,318.55	4,350.00	2,458.00
Dues & Subscriptions	1,250.00	982.08	1,250.00	278.08	1,250.00	851.08
Education & Training	1,000.00	70.00	1,000.00	(5.00)	1,000.00	690.00
Furniture and Fixtures		1,095.52				
Maintenance Agreements		-				
Mileage Reimbursement	2,000.00	541.14	2,000.00	690.32	2,000.00	557.36
Office Computer Equip	500.00	-	500.00		600.00	-
Office Improvements		-				
Office Supplies	2,000.00	1,454.99	2,000.00	1,786.67	2,000.00	1,363.26
Postage	1,500.00	784.26	1,500.00	1,095.05	1,500.00	1,300.29
Printer Usage		38.32				
Professional Services		-				
Office Equipment & Repairs	500.00	-	2,800.00	568.42	2,800.00	
Travel & Conventions		-				
Mapping Software	13,800.00	11,372.50	13,800.00	9,800.00	13,800.00	11,060.00
Property Revaluation		-				

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
194,036.40	194,036.40	
600.00	600.00	
600.00	600.00	
15,737.47	15,737.47	
1,722.86	1,722.86	
14,843.78	14,843.78	
41,949.35	41,949.35	
2,321.76	2,321.76	
(238.42)	(238.42)	
1,788.00	1,788.00	
1,500.00	1,500.00	
1,250.00	1,000.00	
1,500.00	1,500.00	
2,000.00	1,500.00	
2,000.00	1,750.00	
1,500.00	1,500.00	
3,500.00	3,500.00	
14,300.00	14,300.00	

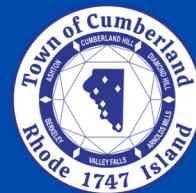
Revaluation			-			451,000.00	269,043.57					
TOTALS	\$	299,740.46	\$	281,627.22	\$	327,927.16	\$	236,153.15	\$	714,240.28	\$	493,267.79

40,000.00	40,000.00	
\$ 340,911.20	\$ 299,911.20	\$ -

Salary and Benefits Breakdown - Tax Assessor					
		FY 2023		FY 2024	
Tax Assessor		68,952.00		95,000.10	
Deputy Tax Assessor		21,000.00		21,000.00	
(2) Clerks		71,543.55		77,286.30	
Healthcare Buy Back				750.00	
Longevity		-		-	
		\$ 161,495.55	\$	194,036.40	
Employee Co-Share		7,979.40		6,000.00	
Health		28,435.53		41,949.35	
HSA Upload				10,000.00	
Dental		2,333.28		2,321.76	
FICA		12,354.41		14,843.78	
Retirement		15,187.57		15,737.47	
Life Insurance		1,788.00		1,788.00	
		\$ 68,078.19	\$	92,640.36	
<b>Totals:</b>	<b>\$</b>	<b>229,573.74</b>	<b>\$</b>	<b>286,676.76</b>	

## ***Section Seven:*** ***Public Safety***

# ANIMAL CONTROL



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

Cumberland Animal Control in cooperation with the Cumberland Police Department, is to enforce all animal related Town Ordinances and applicable state laws. They investigate animal-related concerns and complaints, accept neglected, abandoned, or stray animals from the community, provide appropriate care for the animals at the shelter, and work to increase public awareness and education on animal-related issues.

## DEPARTMENTAL GOALS - FY 2024

- Review and update Town of Cumberland Animal Ordinances; Create policies and procedures to develop the workforce by increasing operational effectiveness.
- Update department citations, forms, and practices for proper record keeping and to enhance operational effectiveness.
- Dog licensing and rabies vaccinations will be a strongly continued focused objective.
- To become a resource for pet owners by providing expertise, resources, and professional services to promote and inspire humane care of animals and enhance the pet owner's experience.
- Update animal control equipment and tools for safe handling of animals and to strengthen and standardize animal care practices.





**Successfully onboard the new Assistant Animal Control Officer to ensure greater coverage at the shelter.**

ACO Dave Waycott has officially onboarded Ryan Theroux as the new Assistant Animal Control Officer. Ryan continues to attend trainings and professional development seminars. The pair have now established a staggered schedule which ensures greater coverage at the shelter with fewer gaps.

**Collaborate with the Cumberland Police Department to update Town Ordinances to ensure they match state law.**

ACO Dave Waycott has brought forward the first of several changes to the Town Ordinances to ensure compliance with State Law.

Ordinance 22-29 related directly to the schedule of fines that can be assessed by Animal Control.

## ORD 22-29

**TOWN OF CUMBERLAND**

**AN ORDINANCE**      **RELATING TO ANIMAL CONTROL PECUNIARY**  
                                  **PENALTIES**

### The Town of Cumberland ordains:

**Section 1.** Section 38-55 of the Town of Cumberland Code of Ordinances entitled "Schedule of Fines" is hereby amended as follows:

1 Licenses; permits; inspections; applications.

Animals:

Licence fee (set by state law)	\$6/two years
Impoundment fee	\$25
Daily maintenance fee, not to exceed per day	\$35
Licence fee for pedigree dogs kept in licensed kennel	None
Kennel licence application fee	\$50
Aggressive dogs, fine <u>and</u>	\$500
Running at large	
First offense within a year	\$50 <u>\$20</u>
Second offense within a year	<del>\$100</del> <u>\$30</u>
Third and subsequent offense within a year	<del>\$500</del> <u>\$50</u>

**EXPLANATION**

This ordinance amends the pecuniary penalties for dogs to comport with state law.

KMS - 9/30/2022

ON A MOTION MADE BY COUNCILOR SCHMITT, SECONDED BY COUNCILOR MAGILL, IT WAS UNANIMOUSLY VOTED TO APPROVE, BY A ROLL CALL. VOTE 7/0.

Date Adopted: October 19, 2022

A True Copy, ATTEST:

**Michael L. Kinch, Council President**

Jeffrey J. Mutter, Mayor

Sandra M. Giovanelli, Town Clerk

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Animal Control - #026**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	86,360.00	83,487.24	86,360.00	60,586.61	86,245.90	68,766.03	91,397.40	91,397.40	
Overtime									
Longevity	2,802.80	2,450.44	2,803.00						
Cell Phone Stipend				329.93	600.00	950.00		600.00	
Mileage Stipend									
Clothing Cleaning Allowance	1,000.00		1,000.00	486.67	2,000.00	1,102.00	2,000.00	2,000.00	
Retirement/Severance				532.56		1,332.00			
MERS Defined Benefit	4,678.43	4,786.32	9,841.00	6,537.45	5,399.19	7,970.43	7,646.38	7,646.38	
TIAA-CREF Contribution					2,462.46		883.97	883.97	
FICA	6,891.71	6,360.02	6,892.00	4,301.59	6,750.81	5,252.90	6,915.40	6,915.40	
Medicare									
Unemployment									
Workers Compensation									
TDI									
Health Insurance ER	29,512.80	7,226.76	8,357.00	25,244.64	16,253.95	4,609.91	-	-	
Health Insurance EE	(5,000.00)	(2,999.88)	(3,000.00)	(4,038.51)	(6,000.10)	(923.09)	-	-	
Dental ER	1,483.00	350.88	1,521.00	1,171.34	2,333.28	394.46	1,166.64	1,166.64	
Dental EE	(238.00)	(238.42)	(238.00)	(225.11)	(312.26)	(126.02)	(73.84)	(73.84)	
Life Insurance	1,287.00	1,287.00	885.00	1,117.50	1,788.00	1,341.00	1,788.00	1,788.00	
Advertising			200.00						
Cable/Internet		1,364.87		1,154.89	1,000.00	1,828.71	3,000.00	3,000.00	
Capital Leases									
Dept Software & Licenses	210.00		210.00	459.80	800.00	359.80			
Dues & Subscriptions		125.31		68.50		76.06	100.00	100.00	
Education & Training			500.00	325.00	2,500.00	2,500.00	1,500.00	1,500.00	
Electricity	3,000.00	4,030.18	3,000.00	3,822.91	10,000.00	2,856.91	5,500.00	4,000.00	
Furniture & Fixtures					300.00	-	750.00	750.00	
Vehicle Fuel & Oil	1,800.00		1,800.00		3,000.00	-	4,000.00	4,000.00	
Heating & Cooling	3,000.00	4,295.21	3,000.00	5,675.53	4,500.00	3,490.96	4,500.00	4,000.00	
Janitorial Supplies	500.00	1,114.54	500.00	577.45	2,000.00	241.37	750.00	500.00	
Maintenance Agreements									
Mileage Reimbursement					500.00		200.00	200.00	
Office Computer Equip			300.00	252.08	750.00	380.58	1,000.00	1,000.00	
Office Improvements		106.95			500.00	-	500.00	500.00	
Operating Supplies				3,101.00					
Office Supplies				146.58	750.00	736.55	2,000.00	1,500.00	
Postage	250.00	10.12		76.22	150.00	40.77	150.00	150.00	
Printer Lease & Maintenance									
Printer Usage									
Professional Services			3,000.00	5,888.40	15,000.00	6,436.04	16,000.00	15,000.00	

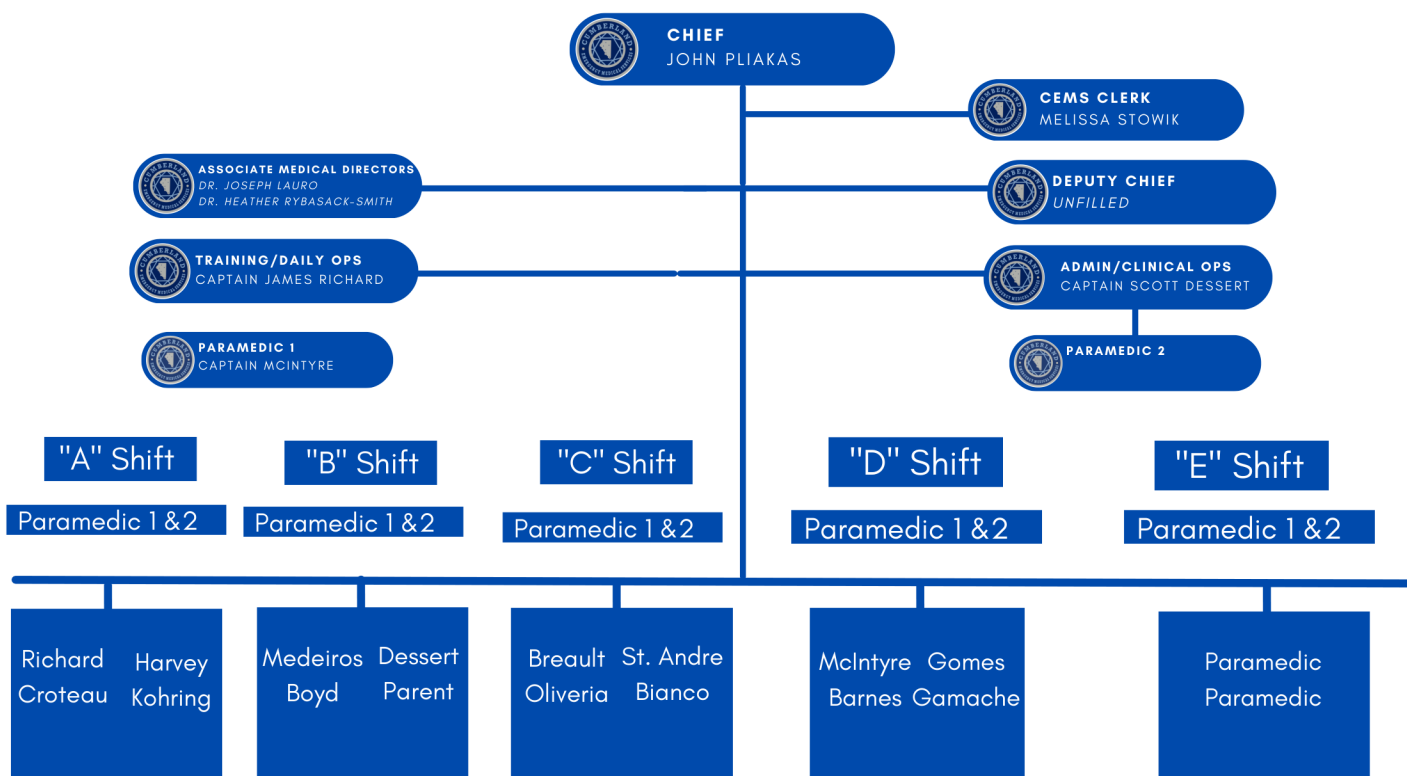
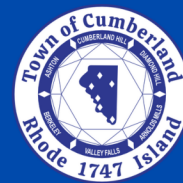
Repairs Building			3,000.00			
Repairs Equipment					1,500.00	2,855.00
Office Equipment & Repairs					300.00	-
Vehicle Repair	1,000.00			579.54	1,000.00	68.00
Telephone	800.00	994.20	1,000.00	884.38	1,500.00	111.86
Travel & Conventions					500.00	94.08
Water	100.00				250.00	
Vehicle Replacement						
Lincoln Shelter Services	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	11,203.00
Animal Feeds		995.00		338.95	3,100.00	-
Capital Improvements				-		
Building Improvements						
Sewer		338.17			1,000.00	
<b>TOTALS</b>	<b>\$</b>	<b>151,437.74</b>	<b>\$</b>	<b>128,084.91</b>	<b>\$</b>	<b>142,931.00</b>
					<b>\$</b>	<b>131,395.90</b>
					<b>\$</b>	<b>180,421.23</b>
					<b>\$</b>	<b>123,949.31</b>

5,000.00	5,000.00	
500.00	500.00	
1,200.00	1,200.00	
1,000.00	500.00	
500.00	500.00	
250.00	250.00	
12,000.00	12,000.00	
3,000.00	3,000.00	
1,000.00	1,000.00	
<b>\$</b>	<b>176,123.95</b>	<b>\$</b>
	<b>172,473.95</b>	<b>\$</b>
		<b>-</b>

### Salary and Benefits Breakdown - Animal Control

	<b>FY 2023</b>	<b>FY 2024</b>
Animal Control Officer	46,245.94	47,392.80
Assistant Animal Control Officer	39,999.96	41,004.60
Healthcare Buyback	-	3,000.00
Clothing Allowance	2,000.00	2,000.00
Longevity	-	-
	<b>\$ 88,245.90</b>	<b>\$ 93,397.40</b>
Employee Co-Share	6,000.10	-
Health	31,253.95	-
HSA Upload		-
Dental	2,333.28	1,166.64
FICA	6,750.81	6,915.40
Retirement	5,399.19	7,646.38
Life Insurance	1,788.00	1,788.00
	<b>\$ 50,525.33</b>	<b>\$ 17,516.42</b>
<b>Totals:</b>	<b>\$ 138,771.23</b>	<b>\$ 110,913.82</b>

# CUMBERLAND EMERGENCY MEDICAL SERVICES



## DEPARTMENTAL OVERVIEW

Cumberland Emergency Medical Services (CEMS) is a municipal (Town) department which is the primary provider of EMS to the Town of Cumberland.

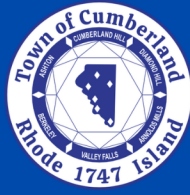
The department deploys two transporting Paramedic advanced life support (ALS) level units 24 hours a day, 7 days a week and when staffing allows, deploys a third impact unit based on call volume. The Department also operates a non-transport Paramedic asset most weekdays.

## DEPARTMENTAL GOALS - FY 2024

- Focus on increasing proficiency in all areas of emergency medicine utilizing our new human patient simulation lab.
- Continue the pathway to achieving accreditation by the Commission on the Accreditation of Medical Transport Systems.
- Support our community's health needs via mobile integrated health, preventative healthcare, and public education.



# PERFORMANCE MEASURES FOR THE EMS DEPARTMENT - FY 2023 GOALS



## **GOAL ONE:** Collaborate with the Office of Community Based Health and Outreach in the provision of preventative healthcare services.

Cumberland Emergency Medical Services (CEMS) has worked closely with Town staff on submitting the \$1,000,000 CDBG grant for community based health and outreach. Since receiving the funding, CEMS has been instrumental in establishing a framework for the provision of services including:

Telehealth assistance  
Wellness Screenings  
Seasonal Inoculations  
Referral Programs  
and more!

## **GOAL TWO:** Enhance our public education while integrating with existing and emerging public education and prevention programs.

Cumberland Emergency Medical Services (CEMS) has expanded public outreach and education through the following initiatives:

Hosting High School Interns  
Working with Cumberland High School on Health Pathways Programming  
Cumberland Emergency Response Team Trainings  
High School EMT Courses  
and more!

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Emergency Medical Services - #024**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	1,219,025.00	1,211,586.61	1,219,025.00	1,139,135.33	1,389,893.62	1,062,769.47
Overtime	220,000.00	319,283.27	220,000.00	259,712.89	220,000.00	294,855.43
Longevity	91,954.00	85,469.49	91,954.00	84,584.19	14,894.53	3,156.66
Holiday Pay	82,280.00	86,785.99	82,280.00	65,424.62	86,866.51	53,904.07
Out of Rank Pay		-				
Cell Phone Stipend	600.00	600.00	600.00	550.00		550.00
Mileage Stipend		-				
Education Stipend	4,000.00	1,386.00	5,000.00	3,428.00	5,000.00	3,581.75
Clothing Cleaning Allowance	10,000.00	9,270.00	34,200.00	21,904.81	30,600.00	17,777.92
Retirement/Severance		-				
EMS Detail Payroll		8,866.30		9,151.30		9,926.50
MERS Defined Benefit	144,968.04	144,689.41	124,000.00	149,710.05	170,420.27	128,933.56
TIAA-CREF Contribution		-				
FICA	118,776.00	124,752.73	118,766.00	118,998.45	112,994.58	104,886.54
Medicare		-				
Unemployment		-				
Workers Compensation		2,750.00				
TDI		-				
Health Insurance ER	360,764.00	394,240.02	380,764.00	404,791.86	306,955.63	267,563.51
Health Insurance EE	(43,750.00)	(41,056.09)	(43,750.00)	(39,440.90)	(41,248.48)	(27,623.82)
Dental ER	16,886.16	19,199.21	15,732.00	18,705.32	15,374.06	14,210.92
Dental EE		-		(18.34)	-	(210.91)
Life Insurance	15,873.00	15,873.00	15,873.00	16,911.50	16,539.00	14,229.50
Advertising		-				
Cable/Internet		5,591.66	4,750.00	5,153.02	4,750.00	4,682.03
Capital Leases		-		101,779.67	167,939.00	105,267.70
Dept Software & Licenses	2,460.00	1,346.99	2,500.00	2,324.82	2,500.00	772.33
Dues & Subscriptions	2,000.00	1,218.98	2,000.00	1,355.75	2,000.00	1,450.65
Electricity	34,800.00	24,604.66	34,000.00	14,736.43	30,000.00	13,676.86
Furniture and Fixtures	3,000.00	2,155.85	5,000.00	2,858.21	5,000.00	-
Vehicle Fuel & Oil	28,000.00	32,335.71	28,000.00	44,367.45	30,000.00	45,174.48
Heating & Cooling	9,360.00	7,912.27	9,360.00	6,974.14	9,000.00	6,253.08
Janitorial Supplies	9,800.00	7,108.35	9,800.00	5,573.80	9,800.00	1,666.18
Maintenance Agreements	46,587.00	47,779.32	47,000.00	41,172.61	47,000.00	36,158.06
Mileage Reimbursement		-				
Office Computer Equip		703.26		2,158.61	2,500.00	
Office Improvements		20.20		346.62		
Office Supplies	1,000.00	881.51	2,000.00	912.68	2,000.00	1,080.97
Operating Supplies	45,000.00	54,042.72	48,000.00	56,695.82	50,000.00	46,529.68
Postage	500.00	759.90	800.00	241.11	800.00	278.89
Printer Usage		-				
Professional Services		-				
Radio Equipment	5,000.00	9,591.17	6,000.00	5,433.63	6,000.00	
Repairs Building	5,000.00	5,506.94	-	3,919.82	5,000.00	2,264.02

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
1,523,997.20	1,523,997.20	
300,000.00	270,000.00	
2,946.22	2,946.22	
	86,866.00	
5,000.00	5,000.00	
36,000.00	34,000.00	
150,818.61	150,998.75	
1,212.49	1,212.49	
110,572.29	110,572.29	
263,233.83	306,955.63	
	-	
13,351.92	13,351.92	
(238.42)	(238.42)	
18,327.00	18,327.00	
4,750.00	4,750.00	
102,207.20	167,939.00	
2,000.00	2,000.00	
30,000.00	30,000.00	
5,000.00	5,000.00	
40,000.00	40,000.00	
7,000.00	7,000.00	
9,800.00	9,800.00	
45,000.00	45,000.00	
2,500.00	2,500.00	
2,000.00	2,000.00	
50,000.00	50,000.00	
500.00	500.00	
6,000.00	6,000.00	
5,000.00	5,000.00	



Repairs Equipment	5,000.00	6,590.24	5,000.00	3,341.64	5,000.00	1,269.48	5,000.00	5,000.00	
Office Equipment & Repairs	500.00	-	500.00		500.00	-	500.00	500.00	
Vehicle Repair	25,000.00	28,118.56	25,000.00	20,405.30	25,000.00	25,984.01	25,000.00	25,000.00	
Special Services	3,000.00	2,532.90	5,000.00	5,625.79	5,000.00	2,382.77	5,000.00	5,000.00	
Telephone	8,000.00	4,952.15	4,800.00	4,503.37	4,800.00	3,318.73	4,800.00	4,800.00	
Travel & Conventions	1,500.00	-	2,000.00	1,543.40	2,000.00	1,509.52	2,500.00	2,500.00	
Water	2,500.00	1,004.76	2,500.00	783.19	2,500.00	924.67	2,000.00	2,000.00	
Vehicle Replacement	-	(1,929.68)	102,000.00						
Clothing Cleaning Expense	37,691.00	27,547.17	10,500.00	9,572.35	10,500.00	101.94	10,500.00	10,500.00	
Cell Phone Expenses	5,400.00	5,646.09	6,000.00	6,154.90	6,000.00	5,420.69	6,000.00	6,000.00	
Education & Training	10,000.00	7,442.48	10,000.00	8,102.57	20,000.00	9,451.46	20,000.00	20,000.00	
College Reimbursement	5,000.00	9,771.00	5,000.00	2,648.25			5,000.00	5,000.00	
Personal Protective Equipment	8,000.00	7,498.62	8,000.00	5,644.00	10,000.00	2,655.05	10,000.00	10,000.00	
Testing for Employment	2,000.00	-	2,000.00	-	2,000.00	1,452.00	2,000.00	2,000.00	
Equipment Replacement	25,000.00	24,984.57	25,000.00	14,109.96	25,000.00	-	25,000.00	25,000.00	
Point of Care Lab Expenses		-		3,677.72	17,000.00	8,291.93	17,000.00	17,000.00	
Capital Improvements		-					-	-	
Building Improvements		-					-	-	
Sewer		1,564.03	2,000.00	1,244.03	2,000.00	1,068.76	2,000.00	2,000.00	
Community Outreach		-	2,500.00	206.50	2,500.00		2,500.00	2,500.00	
Accreditation		-	8,500.00	4,783.65	8,500.00		8,000.00	8,000.00	
<b>TOTALS</b>	<b>\$ 2,572,474.20</b>	<b>\$ 2,710,978.32</b>	<b>\$ 2,689,954.00</b>	<b>\$ 2,641,899.89</b>	<b>\$ 2,850,878.72</b>	<b>\$ 2,277,597.04</b>	<b>\$ 2,889,778.34</b>	<b>\$ 3,054,278.08</b>	<b>\$ -</b>

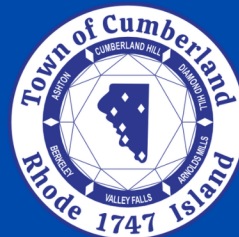
### Salary and Benefits Breakdown - Emergency Medical Services

	<b>FY 2023</b>	<b>FY 2024</b>
Chief	79,160.12	79,160.12
Deputy Chief	60,197.00	73,258.19
Captain Paramedics	285,885.60	146,516.37
Paramedics - Lt	275,626.00	143,866.03
PVT/Paramedic	635,674.50	954,553.70
(4) Per Diem	65,554.00	65,554.00
1 Clerk III	41,350.40	42,088.80
Medical Director Stipend	12,000.00	12,000.00
Clothing Allowance	30,600.00	34,000.00
Health Club Allowance	5,400.00	6,000.00
Contract Stipends	1,250.00	1,250.00
Healthcare Buyback		7,000.00
Longevity	14,894.53	2,946.22
	<b>\$ 1,507,592.15</b>	<b>\$ 1,568,193.42</b>
Employee Co-Share	41,248.48	29,248.70
Health	306,955.63	263,233.83
HSA Upload		44,000.00
Dental	15,374.06	13,351.92

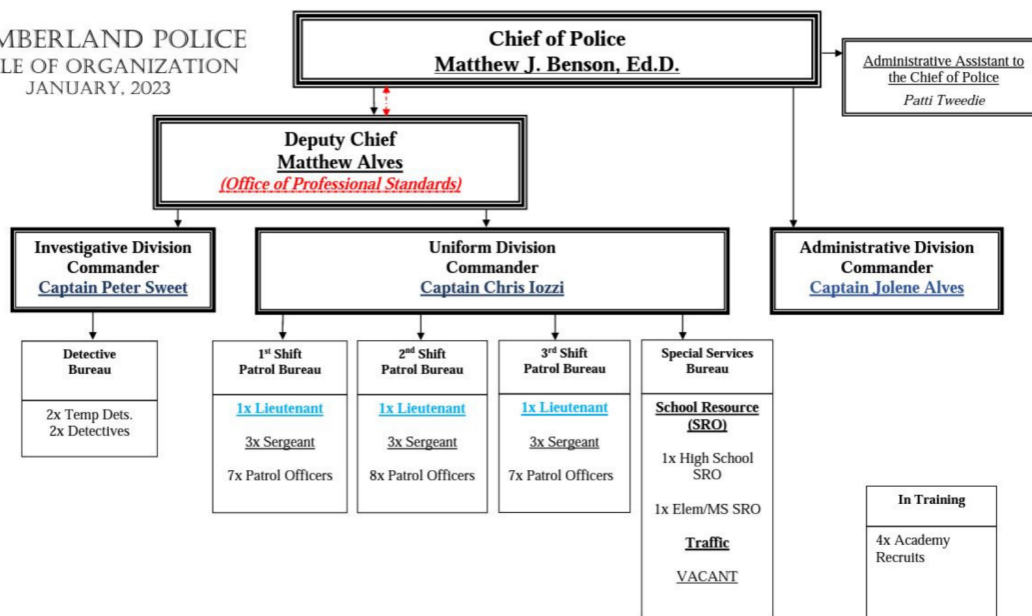
FICA	112,994.58	110,572.29
Pension	170,420.27	150,998.75
Life Insurance	16,539.00	18,327.00
	<u>\$ 663,532.02</u>	<u>\$ 629,732.50</u>

<b>Totals:</b>	<b>\$ 2,171,124.16</b>	<b>\$ 2,197,925.91</b>
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# CUMBERLAND POLICE DEPARTMENT



CUMBERLAND POLICE  
TABLE OF ORGANIZATION  
JANUARY, 2023



## DEPARTMENTAL OVERVIEW

The Cumberland Police Department's vision statement is "Forging a spirit of cooperation and communication between the police and the community."

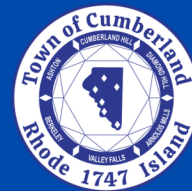
The Cumberland Police Department's mission statement is "To provide professional police service in our diverse and growing community through a spirit of cooperation and communication; enhancing the quality of life through impartial enforcement of the law and recognizing the changing face of our nation, emphasizing the highest level of integrity and ethical standards."

## DEPARTMENTAL GOALS

- Oversee the successful implementation of a body-worn camera program.
- Upgrade line of duty tools.
- Upgrade radio infrastructure for public safety.



# PERFORMANCE MEASURES FOR THE POLICE DEPARTMENT - FY 2023 GOALS



## GOAL ONE:

**Successfully familiarize incoming Chief Benson with the staff and daily operations of the Cumberland Police Department. Implement any changes he requests. With only 2/5 of the command staff still in place, we also need to transition the incoming command staff to their new roles.**

Chief Benson has worked with existing CPD staff to understand the strengths and the areas for growth within the Department. He has also worked with his predominantly new command staff team to establish best practices. Promoted staff members include:

Captain Matthew Alves, promotion to Deputy Chief  
Lt. Peter Sweet, promotion to Captain  
Sgt. John Forrest, promotion to Lieutenant  
Officer Michael O'Connor, promotion to Sergeant  
Officer Shanna Clow, promotion to Sergeant

## GOAL TWO:

**Better community outreach for crime prevention/implementation of crime deterrent programs.**

The Cumberland Police Department has utilized social media to enhance community outreach and access to timely information.

As of May 2023 the Police Department's Facebook page has nearly 8,000 followers and averages several posts per day.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Cumberland Police Department - #022**

as of: 05/08/2023

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	3,356,967.00	3,289,539.90	3,614,716.00	3,362,699.39	3,633,809.00	2,783,530.95	3,511,570.34	3,853,839.02	
Overtime	60,000.00	13,863.99	70,000.00	16,918.12	70,000.00	87,951.72	110,346.80	70,000.00	
Longevity	191,403.00	188,928.72	182,754.50	180,992.48	191,862.61	148,108.70	176,482.22	208,534.02	
Holiday Pay	217,215.00	182,305.28	233,637.63	192,591.75	250,296.75	156,341.53	215,370.87	215,370.87	
Out of Rank Pay		-					-		
Cell Phone Stipend	3,360.00	2,975.00	3,360.00	2,940.00	3,360.00	3,360.00	3,360.00	3,360.00	
Mileage Stipend		-							
Education Stipend	8,250.00	8,250.00	7,500.00	9,250.00	8,000.00	8,500.00	8,500.00	8,500.00	
Detective Stipend	1,000.00	800.00	800.00	800.00	800.00		800.00	800.00	
Clothing Cleaning Allowance	96,075.00	85,450.00	99,875.00	105,299.03	98,025.00	127,631.81	102,500.00	102,500.00	
Accreditation Bonus	48,000.00	45,000.00	49,000.00	47,000.00	49,000.00	42,500.00	50,000.00	50,000.00	
Sick Leave	12,000.00	2,600.00		3,000.00		3,250.00	3,000.00	3,000.00	
Retirement Leave Payout	85,000.00	57,026.99	75,000.00	42,788.56	75,000.00	-		45,000.00	
Retirement/Severance		-							
MERS Defined Benefit	33,681.00	32,151.59	33,681.00	30,660.06	27,238.42	29,295.83	33,120.15	33,934.83	
TIAA-CREF Contribution		-					3,849.74	3,923.10	
FICA	306,718.00	295,655.31	306,718.00	292,297.27	301,638.45	245,893.79	282,482.95	294,818.69	
Medicare		-							
Unemployment		-							
Workers Compensation		2,750.00							
TDI		-							
Health Insurance ER	808,424.00	838,004.39	808,424.00	883,622.93	809,841.57	700,164.33	865,706.39	907,514.34	
Health Insurance EE	(98,000.00)	(88,715.33)	(98,000.00)	(99,301.83)	(82,224.74)	(87,190.44)			
Dental ER	42,535.00	47,060.71	42,535.00	44,149.90	41,778.30	36,061.44	42,413.04	43,844.40	
Dental EE	(776.36)	(552.11)	(776.00)	(544.71)	(315.12)	(634.80)	(717.60)	(717.60)	
Life Insurance	26,198.00	24,474.45	26,198.00	25,896.20	27,070.75	19,995.80	26,015.40	28,161.00	
Advertising	2,500.00	1,105.00	2,500.00	830.00	2,500.00	1,209.00	2,500.00	2,500.00	
Fingerprint Expense						1,750.00	2,000.00	2,000.00	
Cable/Internet		-				8,021.30	3,600.00	3,600.00	
Capital Leases		-				-			
Dept Software & Licenses	1,200.00	-				37,685.46			
Dues & Subscriptions	2,500.00	1,625.00	2,500.00	2,334.00	2,500.00	1,275.00	2,500.00	2,500.00	
Education & Training	15,000.00	9,979.57	15,000.00	17,918.64	15,000.00	35,449.48	30,000.00	30,000.00	
Electricity	26,520.00	55,825.49	30,000.00	44,238.70	30,000.00	45,437.20	54,000.00	54,000.00	
Furniture and Fixtures		-				-	3,000.00	3,000.00	
Vehicle Fuel & Oil	50,000.00	64,076.81	50,000.00	73,240.65	70,000.00	65,924.96	100,000.00	70,000.00	
Heating & Cooling		4,417.30		5,232.95	5,000.00	29,603.82	5,250.00	5,250.00	
Janitorial Supplies	4,000.00	2,113.87	4,000.00	3,561.80	4,000.00	1,737.58	4,000.00	4,000.00	

Maintenance Agreements	30,000.00	-	33,540.00		30,000.00	14,369.39	23,000.00	23,000.00	
Mileage Reimbursement		-				-	-	-	
Office Computer Equip		-			2,500.00	675.97	3,000.00	3,000.00	
Office Improvements		-					1,500.00	1,500.00	
Office Supplies	8,000.00	3,374.56	8,000.00	6,648.21	8,000.00	7,766.83	10,000.00	10,000.00	
Postage		198.57		335.82	200.00	454.74	300.00	300.00	
Printer Lease & Maintenance						-	-	-	
Printer Usage						589.06	1,000.00	1,000.00	
Professional Services	26,149.00	7,777.26	30,000.00	10,976.40	35,000.00	3,662.91	35,000.00	35,000.00	
Radio Equipment	36,000.00	67,878.45	36,000.00	70,104.68	50,000.00	41,246.18	50,000.00	50,000.00	
Repairs Building	6,000.00	6,340.45	6,000.00	13,302.63	10,000.00	10,108.34	10,000.00	10,000.00	
Repairs Equipment				1,370.95	3,000.00	1,894.00	3,000.00	3,000.00	
Office Equipment & Repairs					-	-	-	-	
Vehicle Repair	40,000.00	39,933.01	40,000.00	38,605.27	50,000.00	21,622.86	50,000.00	50,000.00	
Telephone	20,000.00	14,880.86	20,000.00	12,778.30	20,000.00	6,030.27	20,000.00	20,000.00	
Travel & Conventions							500.00	500.00	
Water	1,500.00	534.35	1,500.00	431.48	2,000.00	290.96	2,000.00	2,000.00	
Vehicle Replacement	80,000.00	94,244.06	145,000.00	72,155.36	145,000.00	1,937.12	222,000.00	165,000.00	
Accreditation Expense	7,500.00	6,170.00	7,500.00	6,670.00	7,500.00	544.33	7,500.00	7,500.00	
Weapons & Ammunition	8,000.00	23,199.56	5,000.00	3,631.48	10,000.00	19,289.50	17,500.00	17,500.00	
Ballistic Vest	3,000.00		3,000.00		3,000.00		7,000.00	7,000.00	
Personnel Equipment	25,000.00	32,673.76	25,000.00	865.04	25,000.00	12,344.66	30,000.00	30,000.00	
Photography & ID	15,000.00	12,203.31	15,000.00	8,850.25	15,000.00	9,603.11	15,500.00	15,500.00	
Special Operations	5,000.00	4,897.65	5,000.00	9,150.72	5,000.00	4,080.67	5,000.00	5,000.00	
Grant Match Funds	5,000.00	2,300.00	5,000.00		5,000.00	81.92	7,000.00	7,000.00	
Capital Improvements			-				-	-	
Building Improvements					4,000.00	5,727.47	4,000.00	4,000.00	
Sewer		97.60		80.00	2,000.00	1,938.07	2,000.00	2,000.00	
EMA Stipend	10,191.00	6,875.00	7,500.00	6,250.00	7,500.00	3,750.00			
STRESS	10,000.00	3,738.38	10,000.00	2,174.79	10,000.00	4,322.09	10,000.00	10,000.00	
Traffic Calming	40,000.00	28,649.49	40,000.00	30,780.06	40,000.00	3,633.83	40,000.00	40,000.00	
*NEW* Taser & Bodycam						28,871.02	19,287.00	19,287.00	
*New* K9 Expense							20,000.00	20,000.00	
*New* Recruit Expense						13,447.53	10,000.00	10,000.00	
*New* Vehicle Technology							61,000.00	31,000.00	
<b>TOTALS</b>	<b>\$ 5,676,109.64</b>	<b>\$ 5,522,678.25</b>	<b>\$ 6,002,463.13</b>	<b>\$ 5,583,577.33</b>	<b>\$ 6,123,881.00</b>	<b>\$ 4,751,137.29</b>	<b>\$ 6,328,737.30</b>	<b>\$ 6,649,319.67</b>	<b>\$ -</b>

### Salary and Benefits Breakdown - Cumberland Police Department

	<b>FY 2023</b>	<b>FY 2024</b>
Chief	110,000.00	113,300.82
Deputy Chief	86,386.56	88,978.16
Captains (3)	242,124.48	254,217.60

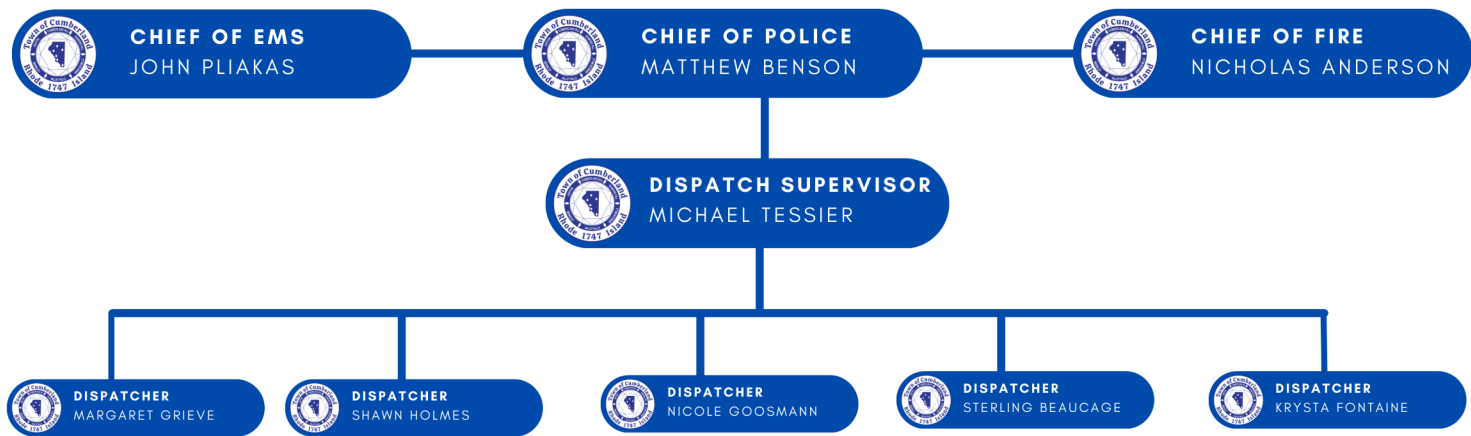
Lieutenants (3)	227,572.80	281,807.38
Sergeants (9)	662,313.60	820,154.52
Patrol Officers (includes recruits)	1,964,272.06	2,111,050.01
1 Conf. Secretary to Chief	46,960.94	49,583.17
Clerks (2)	83,068.70	83,807.10
1 Maintenance	48,048.00	48,037.60
Shift Differential	29,026.66	2,902.66
Detective Bonus	800.00	800.00
Clothing Allowance	-	717.60
Accreditation Bonus	-	49,000.00
Education Incentive	-	8,000.00
Healthcare Buyback	-	43,844.40
Longevity	-	208,534.02
	<u>\$ 3,500,573.80</u>	<u>\$ 3,853,839.02</u>
Employee Co-Share	(82,224.74)	110,997.90
Health	809,841.57	907,514.34
HSA Upload		155,000.00
Dental	41,778.30	43,844.40
OPEB Contribution	1,454,189.00	1,491,532.00
FICA	301,638.45	440,811.94
Pension	27,238.42	33,934.83
Police Pension	2,626,567.00	2,689,635.00
Life Insurance	27,070.75	28,161.00
	<u>\$ 5,206,098.76</u>	<u>\$ 5,901,431.41</u>

<b>Totals:</b>	<b>\$ 8,706,672.56</b>	<b>\$ 9,755,270.43</b>
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## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

Our Telecommunications Department and dispatchers receive incoming calls on the 911 line, obtain relevant information, prioritize calls, and reroute them to emergency medical services, fire department, or police department.

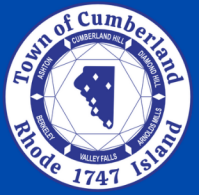
They play a critical role in our Public Safety operations in Town.

## DEPARTMENTAL GOALS - FY 2024

Upgrade the Public Safety Radio system and expand it to include two additional sites. This will improve communications capabilities amongst all public safety officials.



# PERFORMANCE MEASURES FOR TELECOMMUNICATIONS - FY 2023 GOALS



## **GOAL ONE:** Work with the Human Resources Department to get telecommunications to full staffing levels.

Several Public Safety Dispatchers have been onboarded during the fiscal year bringing the telecommunications team to a more beneficial level of staffing.

## **GOAL TWO:** Upgrade the Public Safety Radio system and expand it to include two additional sites. This will improve communications capabilities amongst all public safety officials.

The Town allocated \$500,000 from American Rescue Plan Act funds to improve the public safety communications (see ARPA decision below).

**ARPA Eligibility Category:** 1.14 (Other Public Health Services)

**Key Performance Indicators:** Output: Timely installation of two new radio transmission or relay sites  
Outcome: Improved Public Safety.

### **Description of the Project**

The town will construct two additional radio transmitter/relay sites to improve the interdepartmental communications between Police, Fire, EMS, and the town's telecommunications dispatchers.

### **Basis for the Town's Decision**

There are two dead zones in the town's radio communications system. While these zones predated the pandemic, the public health crisis exacerbated the problem by increasing demand for Emergency Medical Services and police response to domestic violence incidents. During the pandemic, call volume increased approximately 20% and the town dispatch center experienced staffing shortages.

With the communications system under stress, it became apparent that gaps in the town's radio communication network posed a significant threat to public health and safety responders and the public. When call volumes increase, dispatchers and other public health and safety personnel cannot readily switch to other modes of communication – such as cell phones.

Since allocating these funds, the Town has engaged the services of CyberComm and Motorola to perform the upgrades.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Telecommunications - #025**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	328,055.00	297,903.00	328,055.00	283,741.17	326,580.80	264,159.20
Overtime	32,198.00	42,411.38	35,000.00	62,083.14	40,000.00	38,105.53
Longevity	19,938.00	16,477.66	16,971.00	13,580.01	15,489.62	12,619.27
Holiday Pay	32,052.00	14,972.28	31,689.00	16,106.05	29,575.92	17,355.26
Out of Rank Pay		-				
Cell Phone Stipend						
Mileage Stipend		-				
Education Stipend		-				
Clothing Cleaning Allowance	1,925.00	599.00	1,925.00	84.99	2,200.00	1,870.98
Retirement/Severance		-		17,727.72		
MERS Defined Benefit	41,256.00	36,255.87	41,256.00	38,118.48	36,977.81	33,395.10
TIAA-CREF Contribution					3,321.35	
FICA	31,715.00	27,998.60	31,715.00	29,504.57	26,168.39	24,816.21
Medicare		-				
Unemployment		-				
Workers Compensation		-				
TDI		-				
Health Insurance ER	109,605.44	72,070.99	109,605.00	75,855.68	95,196.42	52,239.09
Health Insurance EE	(14,000.00)	(9,198.60)	(14,000.00)	(8,307.42)	(7,999.68)	(7,922.76)
Dental ER	6,364.00	3,473.70	6,364.00	3,553.26	4,927.04	2,760.16
Dental EE		-	(238.00)		(476.84)	(10.00)
Life Insurance	3,003.00	2,538.25	2,000.00	2,495.75	3,129.00	2,421.25
Advertising						
Cable/Internet		-				
Capital Leases		-				
Dept Software & Licenses	60.00	-				
Dues & Subscriptions						
Education & Training			2,000.00	1,736.00	3,000.00	4,145.00
Electricity						
Furniture and Fixtures						
Heating & Cooling					1,000.00	
Janitorial Supplies						
Maintenance Agreements		1,762.45				
Mileage Reimbursement						
Office Computer Equip						
Office Improvements					1,000.00	

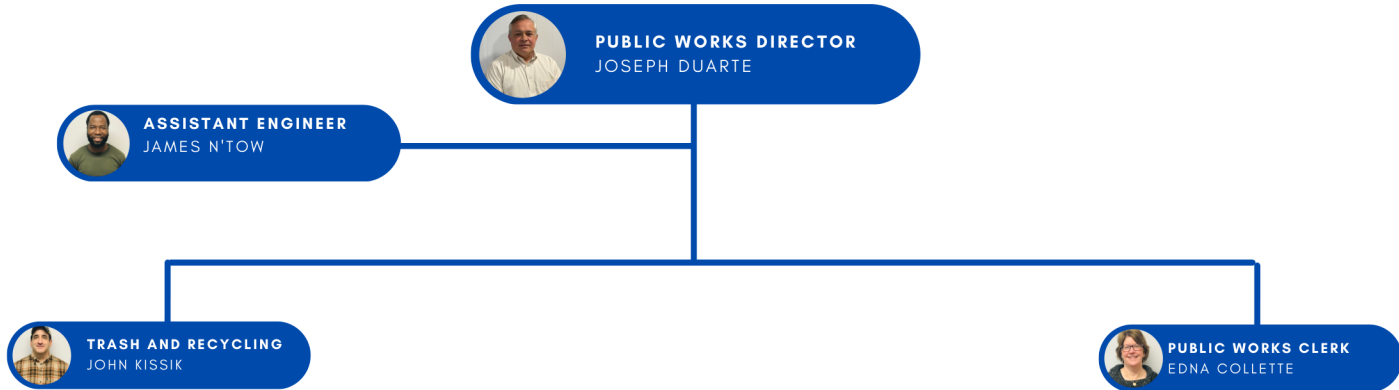
PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
326,580.80	326,580.80	
40,000.00	40,000.00	
12,126.26	12,126.26	
29,575.00	29,575.00	
	-	
2,200.00	2,200.00	
25,418.19	25,418.19	
2,938.52	2,938.52	
22,594.42	22,594.42	
106,334.27	106,334.27	
3,383.76	3,383.76	
-	-	
2,682.00	2,682.00	
5,000.00	5,000.00	
1,000.00	1,000.00	
1,000.00	1,000.00	

Office Supplies		-				
Postage		-				
Printer Lease & Maintenance		-				
Printer Usage		-				
Professional Services		-				
Office Equipment & Repairs		-				
Vehicle Repair		-				
Telephone		-				
Travel & Conventions		-				
Water		-				
Vehicle Replacement		-				
<b>TOTALS</b>	<b>\$ 592,171.44</b>	<b>\$ 507,264.58</b>	<b>\$ 592,342.00</b>	<b>\$ 536,279.40</b>	<b>\$ 580,089.83</b>	<b>\$ 445,954.29</b>

Salary and Benefits Breakdown - Telecommunications			
	FY 2023	FY 2024	
Dispatcher Foreman	49,774.40	49,774.40	
Dispatchers	276,806.40	231,951.20	
Contract Unused Sick	1,100.00	1,100.00	
Longevity	15,489.62	12,126.26	
Healthcare Buy Back		1,500.00	
Clothing Allowance	1,925.00	-	
	<u>\$ 345,095.42</u>	<u>\$ 296,451.86</u>	
Employee Co-Share	7,999.68	7,999.68	
Health	95,196.42	106,334.27	
HSA Upload		21,000.00	
Dental	4,927.04	3,383.76	
FICA	26,168.39	22,594.42	
Retirement	36,977.81	25,418.19	
Life Insurance	3,129.00	2,682.00	
	<u>\$ 174,398.34</u>	<u>\$ 189,412.31</u>	
Totals:	\$ 519,493.76	\$ 485,864.16	

## ***Section Eight: Public Works***

## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

The mission of the Department of Public Works is to provide for the administration, planning, and design of all public works and utility enterprise fund programs and projects. Operations include engineering services; streets and highways; storm water management; street lighting; tree programs; trash and recycling; and all associated capital improvement projects.

## DEPARTMENTAL GOALS - FY 2024

- **Fleet Maintenance Facility:** One of my goals for this year is to start the process of converting the existing fleet maintenance facility at the Monastery into one central fleet maintenance facility. This would allow for greater efficiencies in maximizing the use of the four mechanics to work as one team instead of two separated sites.
- The design plans for the **Abbott Street Sewer Pump Station** have been completed. The goal is to have the pump station constructed this year. The Abbott Street Sewer Pump Station has exceeded its' useful life. In recent years, the PS has experienced several equipment failures resulting in emergency repairs.
- **Industrial Road Drainage:** The roadway drainage on Industrial Road has been problematic over many years. In an effort to provide immediate improvements to the drainage system, the town has received a grant through the Rhode Island Infrastructure Bank, Municipal Resiliency Program. The goal this year is to complete the design of the drainage improvements to Industrial Road and to start the construction of the improvements.





# PERFORMANCE MEASURES FOR PUBLIC WORKS - FY 2023 GOALS



## GOAL ONE:

**Update the Capital Improvement Plan with the capital needs of the DPW including but not limited to: Buildings, vehicles, equipment, sidewalks, roads, and drainage.**

The Public Works Department has created a preliminary Capital Improvement Plan which is included in this budget book that touches upon all infrastructure areas.

## GOAL TWO:

**Upgrade the Abbott Street Sewer Pump Station. It has exceeded its' useful life.**

### Abbott Street Wastewater Pumping Station Replacement

**Estimated Cost:** \$500,000.00

**ARPA Eligibility Category:** 5.2 (Wastewater Infrastructure)

**Key Performance Indicators:** Output: Timely procurement and installation of equipment.

Outcome: Enhance public health, reduced risk of station failure and reduced maintenance costs.

#### Description of the Project

The station, a pneumatic ejector, has been in service for approximately 25 years. Due to repeated equipment failures and the lack of available replacement parts, the Department of Public Works (DPW) has elected to replace the station with a new underground duplex submersible pumping station on the same property.

#### Basis for the Town's Decision

The Abbott Street Pumping Station services approximately 14 residential customers and one commercial user in the Valley Falls area of Cumberland, RI and is in urgent need of replacement.

The Town has allocated \$500,000 of American Rescue Plan Act Funding for the replacement of the Abbott Street Wastewater Pumping Station.

Public Works is currently in the engineering and design phase of this project.

## GOAL THREE:

**The roadway drainage on Industrial Road and efforts should be made to provide immediate improvements to the drainage system.**

The Town has received significant grant funding to improve the drainage situation on Industrial Road. The Town continues to work through the design and engineering stages of this project with construction set to begin this year.



**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Public Works- #028**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	202,490.00	214,844.47	207,358.00	186,404.42	234,435.88	220,788.09
Overtime						
Longevity	300.00	300.00				300.00
Cell Phone Stipend	1,200.00	1,200.00	1,200.00	1,050.00	1,200.00	1,600.00
Mileage Stipend						
Retirement/Severance						
MERS Defined Benefit	17,293.75	22,069.95	22,087.00	23,030.26	23,717.47	25,021.97
TIAA-CREF Contribution			1,964.00	-	2,194.03	
FICA	15,513.00	14,546.48	15,863.00	14,060.73	17,967.79	16,387.12
Workers Compensation						
TDI						
Health Insurance ER	61,079.00	69,350.84	45,198.00	50,972.68	45,433.25	46,094.10
Health Insurance EE	(10,000.00)	(9,111.64)	(6,000.00)	(5,811.95)	(6,000.02)	(7,880.21)
Dental ER	3,397.00	3,748.20	3,466.00	3,438.16	3,488.37	3,089.74
Dental EE	(447.00)	(501.84)	(477.00)	(588.50)	(606.84)	(596.46)
Life Insurance	2,145.00	3,003.00	1,475.00	3,054.50	2,235.00	2,607.50
Advertising	1,000.00	233.80	1,000.00	-	1,000.00	158.00
Capital Leases						
Dept Software & Licenses	600.00		600.00	73.08	500.00	500.00
Dues & Subscriptions	500.00	436.10	500.00	219.50	500.00	50.00
Education & Training			100.00		500.00	448.48
Utilities	1,950.00		247,000.00			
Furniture & Fixtures			1,000.00		1,000.00	512.74
Vehicle Fuel & Oil						
Maintenance Agreements					1,250.00	
Mileage Reimbursement						
Office Computer Equip			1,500.00	407.98	1,000.00	(696.26)
Office Improvements			500.00	358.05		(405.04)
Office Supplies	650.00	720.59	650.00	1,134.05	1,200.00	1,507.69
Operating Supplies	1,900.00	1,866.67	1,900.00	3,625.53	2,700.00	1,725.56
Postage	200.00	229.35	200.00	202.77	250.00	485.68
Printer Lease & Maintenance			700.00	640.00	640.00	320.00
Printer Usage						
Professional Services	7,000.00	1,700.00	10,000.00	900.00	10,000.00	150.00
Recycling	651,000.00	657,428.61	660,500.00	441,540.73	-	(520.00)

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
269,091.35	269,091.35	
300.00	300.00	
	1,200.00	
19,804.02	19,804.02	
2,675.91	2,675.91	
20,608.44	20,608.44	
56,972.31	56,972.31	
2,668.08	2,668.08	
(680.68)	(680.68)	
3,129.00	3,129.00	
1,000.00	1,000.00	
500.00	500.00	
500.00	500.00	
1,000.00	1,000.00	
1,250.00	1,250.00	
1,000.00	1,000.00	
-	-	
1,200.00	1,200.00	
2,700.00	2,700.00	
300.00	300.00	
640.00	640.00	
-	-	
10,000.00	10,000.00	

Recycling - School Program	7,200.00	-	7,200.00			
Repairs Equipment	500.00					
Office Equipment & Repairs			500.00			
Vehicle Repair	300.00			53.32		
Travel & Conventions			800.00			
Vehicle Replacement					-	
Street Lighting	408,900.00	60,197.68	225,600.00	273,483.99	225,000.00	259,516.53
Town Utility Poles						
RI Resource Recovery	519,000.00	562,008.43	560,000.00	481,570.81	644,000.00	442,670.72
Narr Bay Comm	3,300.00	4,043.77	4,000.00	3,790.34	4,500.00	3,284.46
Rubbish Collection	1,169,200.00	1,164,705.60	1,191,700.00	1,212,019.05	1,952,000.00	1,559,572.02
Emergency Drainage Repair			15,000.00	38,054.04	20,000.00	10,000.00
<b>TOTALS</b>	<b>\$ 3,066,170.75</b>	<b>\$ 2,773,020.06</b>	<b>\$ 3,223,084.00</b>	<b>\$ 2,733,683.54</b>	<b>\$ 3,190,104.93</b>	<b>\$ 2,586,692.43</b>

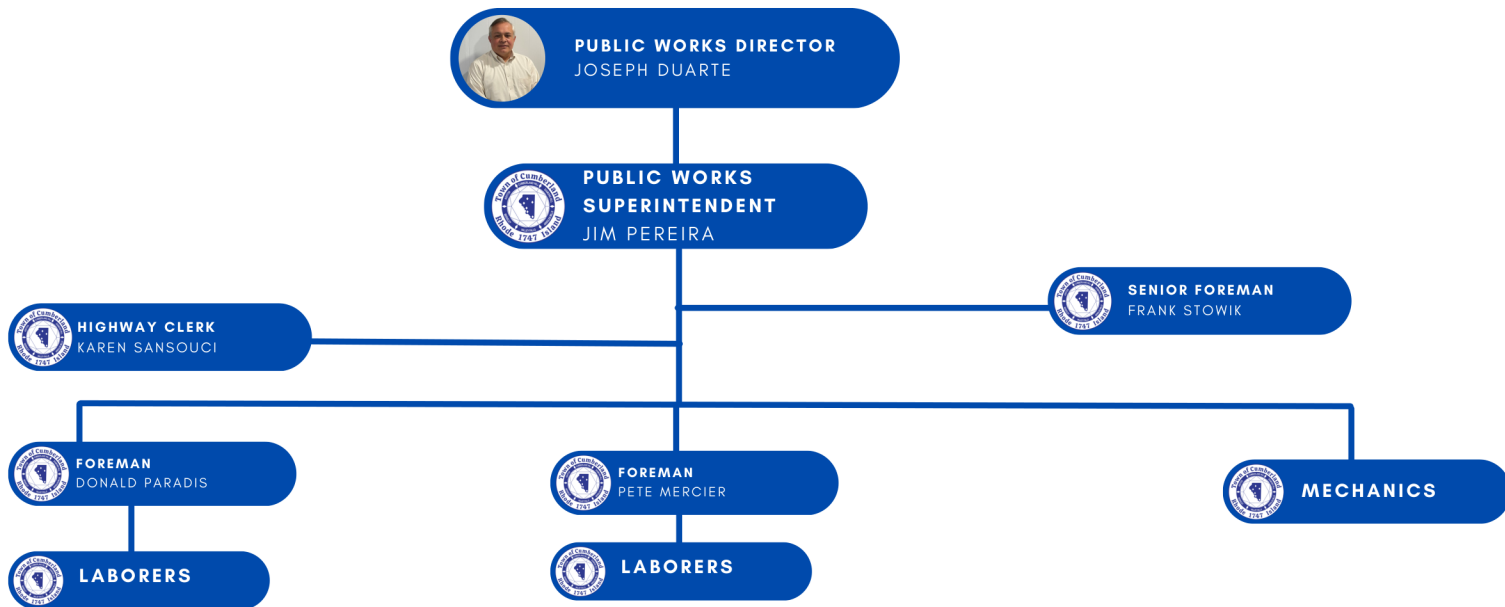
300,000.00	250,000.00	
653,000.00	653,000.00	
4,500.00	4,500.00	
2,028,096.00	2,028,096.00	
20,000.00	20,000.00	
<b>\$ 3,400,254.43</b>	<b>\$ 3,351,454.43</b>	<b>\$ -</b>

### Salary and Benefits Breakdown - Public Works

	<b>FY 2023</b>	<b>FY 2024</b>
Director of Public Works	117,000.00	117,000.00
Assistant Engineer	67,258.88	68,941.60
Recycling Coordinator	15,470.00	43,006.60
Clerk	34,707.00	38,643.15
Healthcare Buy Back		1,500.00
Longevity	-	300.00
	<b>\$ 234,435.88</b>	<b>\$ 269,391.35</b>
Employee Co-Share	6,000.02	7,999.94
Health	45,433.25	56,972.31
HSA Upload		8,000.00
Dental	3,488.37	2,668.08
FICA	17,967.79	20,608.44
Retirement	23,717.47	19,804.02
Life Insurance	2,235.00	3,129.00
	<b>\$ 98,841.90</b>	<b>\$ 119,181.79</b>

<b>Totals:</b>	<b>\$ 333,277.78</b>	<b>\$ 388,573.14</b>
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# HIGHWAY DEPARTMENT



## DEPARTMENTAL OVERVIEW

The Town of Cumberland's Highway Department is to provide labor services, materials, and equipment for highway and drainage infrastructure maintenance and improvements to the Town's municipally owned streets, bridges, and drainage infrastructure. They are responsible for municipal winter storm response, including the sanding/salting and plowing of Town streets and municipal parking lots.

## DEPARTMENTAL GOALS - FY 2024

- Increased capacity for roadside brush trimming and cutting services for residents.
- Maintain capacity for road patching until we can acquire a bond for paving.
- Replace multiple failing drainage pipes and continue cleaning our basins.



NORTON SCHOOL  
10/12/2023 • 01.0.2022



# PERFORMANCE MEASURES FOR THE HIGHWAY DEPT. - FY 2023 GOALS



## GOAL ONE:

**Improve drainage on Old Reservoir Road. it has historically experienced flooding at several locations along the road.**

The Town Highway Department did extensive work to create a series of infiltration basins and infiltration trenches to alleviate the long-standing drainage issues on the road. This was completed after earlier re-grading efforts.

## GOAL TWO:

**Traffic Calming infrastructure to be installed on Reservoir Road in compliance with recommendations from the Traffic Committee.**

Based on the recommendation of the Traffic Management Group, Public Safety Chiefs, and with the approval of the Town Council the Cumberland Highway Department successfully installed seven speed humps on Reservoir Road as a traffic calming measure. These will be reviewed for effectiveness in the new year.



**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Highway - #029**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	1,530,586.60	1,434,418.49	1,530,587.00	1,411,437.20	1,585,014.34	1,316,561.27
Overtime	20,000.00	34,961.28	20,000.00	49,505.08	35,000.00	27,580.32
OT Snow Removal	100,000.00	75,872.61	100,000.00	65,706.79	100,000.00	40,218.91
Longevity	65,000.00	66,490.47	65,746.00	68,716.39	59,862.20	64,694.17
Cell Phone Stipend	600.00	1,200.00	600.00	2,300.00	2,400.00	2,150.00
Mileage Stipend						
Retirement/Severance						
MERS Defined Benefit	183,029.00	167,848.52	183,029.00	183,755.68	179,936.78	161,985.72
TIAA-CREF Contribution			14,003.00		15,337.93	-
FICA	131,979.00	119,006.73	131,979.00	116,228.79	126,062.56	104,934.06
Medicare						
Unemployment						
Workers Compensation						
TDI						
Health Insurance ER	529,949.00	445,851.14	580,891.00	503,464.49	529,246.27	454,172.94
Health Insurance EE	(74,000.00)	(69,821.26)	(71,669.00)	(76,947.52)	(77,669.00)	(75,694.81)
Dental ER	29,167.00	30,316.81	22,939.00	31,168.40	26,133.72	26,817.86
Dental EE	(520.00)	(167.58)	(5,603.00)	(565.16)	(238.42)	(430.55)
Life Insurance	14,157.00	13,477.75	8,851.00	15,533.25	14,751.00	13,596.25
Advertising	1,000.00		1,000.00	300.70	1,000.00	-
Cable/Internet	2,000.00	3,599.61	3,000.00	5,697.90	6,000.00	719.49
Capital Leases						
Dept Software & Licenses	180.00					
Dues & Subscriptions	500.00		500.00	342.00	500.00	184.00
Education & Training	1,000.00	45.50	1,000.00	1,040.00	1,200.00	107.93
Electricity	13,000.00	19,557.74	13,000.00	24,923.72	15,000.00	20,135.05
Furniture and Fixtures	3,000.00	1,406.75	4,000.00		4,000.00	
Vehicle Fuel & Oil	75,000.00	75,572.26	75,000.00	145,707.44	115,000.00	117,169.28
Heating & Cooling				65.61		205.74
Janitorial Supplies	2,500.00	1,930.15	3,000.00	1,410.78	3,000.00	971.35
Maintenance Agreements						
Mileage Reimbursement						
Office Computer Equip			1,500.00		1,500.00	2,593.04
Office Improvements				866.58		
Office Supplies	1,500.00	1,222.24	1,500.00	948.76	1,500.00	1,184.88

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
1,661,152.20	1,661,152.20	
35,000.00	35,000.00	
100,000.00	100,000.00	
58,703.89	58,703.89	
	2,400.00	
148,248.55	148,248.55	
16,611.52	16,611.52	
131,568.99	131,568.99	
526,469.26	526,469.26	
25,477.68	25,477.68	
(476.84)	(476.84)	
15,645.00	15,645.00	
500.00	500.00	
6,000.00	6,000.00	
500.00	400.00	
800.00	800.00	
15,000.00	20,000.00	
3,000.00	3,000.00	
115,000.00	115,000.00	
160.00	160.00	
2,500.00	2,000.00	
1,500.00	1,500.00	
1,500.00	1,500.00	

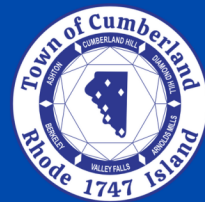
Operating Supplies	35,000.00	43,174.89	35,000.00	38,931.96	40,000.00	36,809.91
Postage	250.00	280.55	250.00	327.45	250.00	353.77
Printer Lease & Maintenance			5,000.00		5,000.00	3,498.40
Printer Usage						
Professional Services						
Building Repairs	41,500.00	39,660.65	45,000.00	48,249.24	45,000.00	27,784.21
Repairs Equipment	35,000.00	32,526.54	35,000.00	34,662.15	45,000.00	28,391.33
Office Equipment & Repairs	1,000.00	414.40	1,000.00	148.80	1,000.00	2,971.69
Vehicle Repair & Maintenance	60,000.00	57,964.19	57,000.00	63,546.75	62,000.00	86,662.28
Special Projects	1,500.00	1,522.80	1,500.00	885.00		95.00
Telephone	7,500.00	8,418.07	12,000.00	3,279.01	12,000.00	8,259.46
Travel & Conventions						
Water	3,500.00	1,342.83	3,500.00	1,646.21	3,500.00	1,092.86
Vehicle Replacement						
Student Employment			24,000.00			
Road Repair	30,000.00	32,468.86	30,000.00	48,614.33	30,000.00	25,691.58
Brush & Tree Maintenance	24,401.00	42,001.91	35,000.00	33,361.00	35,000.00	27,322.02
Snow - Private Contracting	85,000.00	87,627.08	85,000.00	59,210.00	85,000.00	3,360.00
Snow Operating Supplies	120,000.00	131,451.94	120,000.00	228,769.94	120,000.00	199,844.70
Street Signs					20,000.00	20,411.52
Drainage Improvements						
Field Maintenance Plan		83,752.63				
Capital Improvements	75,000.00	36,366.91	159,193.00			
Leased Vehicle	70,000.00	46,588.77		266,260.38	159,193.00	159,425.46
Litter	1,000.00	1,223.60	2,000.00	1,621.85	2,000.00	3,195.40
Building Improvements	-				-	
Sewer	1,500.00	2,177.25	2,500.00	1,953.55	2,500.00	1,443.60
<b>TOTALS</b>	<b>\$ 3,221,778.60</b>	<b>\$ 3,071,753.08</b>	<b>\$ 3,337,796.00</b>	<b>\$ 3,383,074.50</b>	<b>\$ 3,411,980.37</b>	<b>\$ 2,916,470.09</b>

45,000.00	40,000.00	
250.00	325.00	
5,000.00	5,000.00	
45,000.00	45,000.00	
45,000.00	42,000.00	
1,000.00	1,000.00	
75,000.00	70,000.00	
12,000.00	12,000.00	
3,500.00	3,000.00	
35,000.00	30,000.00	
38,000.00	35,000.00	
85,000.00	85,000.00	
120,000.00	120,000.00	
20,000.00	20,000.00	
159,425.00	159,425.00	
2,000.00	2,000.00	
2,500.00	2,500.00	
<b>\$ 3,558,535.25</b>	<b>\$ 3,543,910.25</b>	<b>\$ -</b>

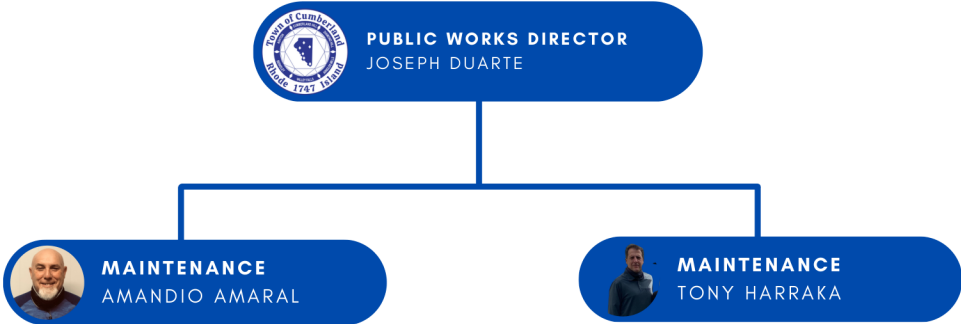
## Salary and Benefits Breakdown - Highway

	<b>FY 2023</b>	<b>FY 2024</b>
Public Works Superintendent	59,999.94	62,735.40
Senior Foreman	57,137.60	58,364.80
Foremen	149,656.00	104,041.60
Laborers	785,969.60	832,374.40
Heavy Equipment Operator	195,208.00	152,360.00
Light Equipment Operator	189,092.80	197,371.20
Mechanics	101,275.20	205,816.00
Clerk	46,675.20	42,088.80
CLD Stipend	3,600.00	3,600.00
Contract Unused Sick Bonus	3,750.00	3,750.00
Healthcare Buy Back		6,000.00
Longevity	59,862.20	58,703.89
	<b>\$ 1,652,226.54</b>	<b>\$ 1,727,206.09</b>
Employee Co-Share	(77,669.00)	(86,167.12)
Health	529,246.27	526,469.26
HSA Upload		154,000.00
Dental	26,133.72	25,477.68
FICA	126,062.56	131,568.99
Retirement	179,936.78	148,248.55
Life Insurance	14,751.00	15,645.00
	<b>\$ 798,461.32</b>	<b>\$ 915,242.36</b>
<b>Totals:</b>	<b>\$ 2,450,687.86</b>	<b>\$ 2,642,448.45</b>





## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

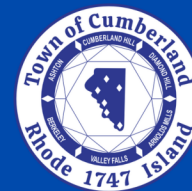
The Town Hall maintenance department in addition to custodial duties is responsible for routine, preventative, and emergency maintenance, overseeing building construction and renovation projects, assisting with building security, as well as planning for the future integrity and sustainability of all municipal buildings.

## DEPARTMENTAL GOALS - FY 2024

Work with the Public Works Director to identify long and short term maintenance priorities for Town Hall.



# PERFORMANCE MEASURES FOR TOWN HALL MAINTENANCE - FY 2023 GOALS



## GOAL ONE:

**Work with the Public Works Director to identify long and short term maintenance priorities for Town Hall.**

Building Staff worked with the Public Works Director to establish priorities which have been incorporated into the Capital Improvement Plan.

### Buildings

Project Name	Est. Life	Year	Total Estimated Cost	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
OCYL Fire sprinklers/alarms			100,000	100,000			
Pascale Garage Hip Roof	15		30,000	30,000			
Kent Garage Salt Shed repair		2023	10,000	10,000			
Monastery Garage Heaters Bays 1/2	20		10,000	10,000			
Monastery Garage Heaters Bays 3/4			10,000	10,000			
Monastery Garage Lights			25,000	25,000			
Pascale Garage Shop lights		2019	25,000		25,000		
OCYL Sidewalk, Road, speed hump			25,000		25,000		
TH Parking Lot Paving			30,000		30,000		
TH Lighting			30,000		30,000		
OCYL Windows			65,000		65,000		
Monastery Garage Rubber Roof	20		20,000		20,000		
Monastery Garage Doors			10,000		10,000		
OCYL Roof repairs	30		10,000		10,000		
TH Windows	25	1995	300,000			300,000	
Monastery Garage Windows			20,000			20,000	
OCYL Elevator			150,000			150,000	
Kent Garage Asphalt Parking Lot	20		20,000				20,000
Monastery Asphalt Parking Lot	15	1990	50,000				50,000
TH Flooring Tile	20		37,000				37,000
TH Stairs Tile	20		15,000				15,000
OCYL Boiler	20		10,000				10,000
OCYL HVAC	15		10,000				10,000
Pascale Garage Asphalt Parking Lot	20	0	120,000				
OCYL Exterior masonry pointing			25,000				
Kent Garage Salt Shed		1998	150,000				
TH -Paint Cupola	10	2014	160,000				
<b>Total</b>			1,467,000	185,000	215,000	470,000	142,000

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Town Hall Maintenance - #031**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	94,950.00	99,049.84	96,263.00	92,858.97	98,488.00	82,036.80
Overtime	8,000.00	9,011.83	8,000.00	16,827.88	12,000.00	12,194.60
Longevity	6,607.00	7,000.65	6,738.00	3,745.56	6,894.16	7,417.80
Cell Phone Stipend	1,200.00	1,200.00	1,200.00	1,100.00	1,200.00	1,100.00
Mileage Stipend						
Retirement/Severance						
MERS Defined Benefit	11,055.00	11,964.15	11,855.00	12,476.71	11,391.81	11,013.28
TIAA-CREF	-		1,207.00		1,234.58	
FICA	8,388.00	8,161.20	8,338.00	8,472.81	8,061.74	3,520.23
Medicare						
Unemployment						
Workers Compensation						
TDI						
Health Insurance ER	37,296.00	37,296.24	41,970.00	39,161.04	43,648.30	33,939.60
Health Insurance EE	(4,000.00)	(3,990.42)	(4,000.00)	(3,999.84)	(3,999.84)	(3,538.32)
Dental ER	2,265.00	2,264.88	2,310.00	2,310.24	2,333.28	1,925.00
Dental EE				-	-	-
Life Insurance	858.00	858.00	590.00	894.00	894.00	745.00
Advertising						
Cable/Internet		27,903.36	25,000.00	24,046.73	1,000.00	21,656.47
Capital Leases						
Dept Software & Licenses			1,500.00			
Dues & Subscriptions						
Education & Training						
Electricity						
Furniture & Fixtures		28.30	1,000.00	125.00	3,000.00	1,468.23
Vehicle Fuel & Oil	4,800.00	5,171.06	5,000.00	7,458.54	5,000.00	5,182.26
Heating & Cooling	7,500.00	10,204.74	10,000.00	10,517.56	13,000.00	9,981.73
Janitorial Supplies	8,400.00	7,028.83	8,700.00	7,890.95	8,000.00	6,198.81
Maintenance Agreements					-	
Mileage Reimbursement						
Office Computer Equip			1,000.00	63.10		
Office Improvements						
Office Supplies						
Postage						

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
98,488.00	98,488.00	
12,000.00	12,000.00	
6,894.16	6,894.16	
9,115.56	9,115.56	
984.88	984.88	
8,061.74	8,061.74	
41,949.35	41,949.35	
2,310.24	2,310.24	
-	-	
894.00	894.00	
26,000.00	26,000.00	
3,000.00	1,500.00	
6,500.00	5,200.00	
12,000.00	11,000.00	
8,000.00	8,000.00	

Printer Lease and Maintenance			1,300.00			
Printer Usage						
Professional Services			2,000.00	349.62		
Repairs Building		9,128.51	3,000.00	9,625.57	11,000.00	15,582.91
Repairs Equipment		31,147.24	29,000.00	54,844.14	28,500.00	18,028.91
Renovations		270.05	5,000.00		5,000.00	8,745.31
Office Equipment & Repairs			1,000.00			
Vehicle Repair & Maintenance	1,900.00	3,595.00	3,000.00	1,074.56	2,500.00	2,013.53
Telephone	25,500.00	612.58	1,000.00	1,205.02	1,000.00	
Travel & Conventions						
Water	11,500.00	9,970.56	5,500.00	4,742.30	8,000.00	13,216.52
Vehicle Replacement						
Parking Lot Lease	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	3,575.00
Sewer		360.00	2,500.00	80.00	400.00	80.00
Capital Improvements						
<b>TOTALS</b>	<b>\$ 231,219.00</b>	<b>\$ 283,236.60</b>	<b>\$ 284,971.00</b>	<b>\$ 300,870.46</b>	<b>\$ 273,546.03</b>	<b>\$ 256,083.67</b>

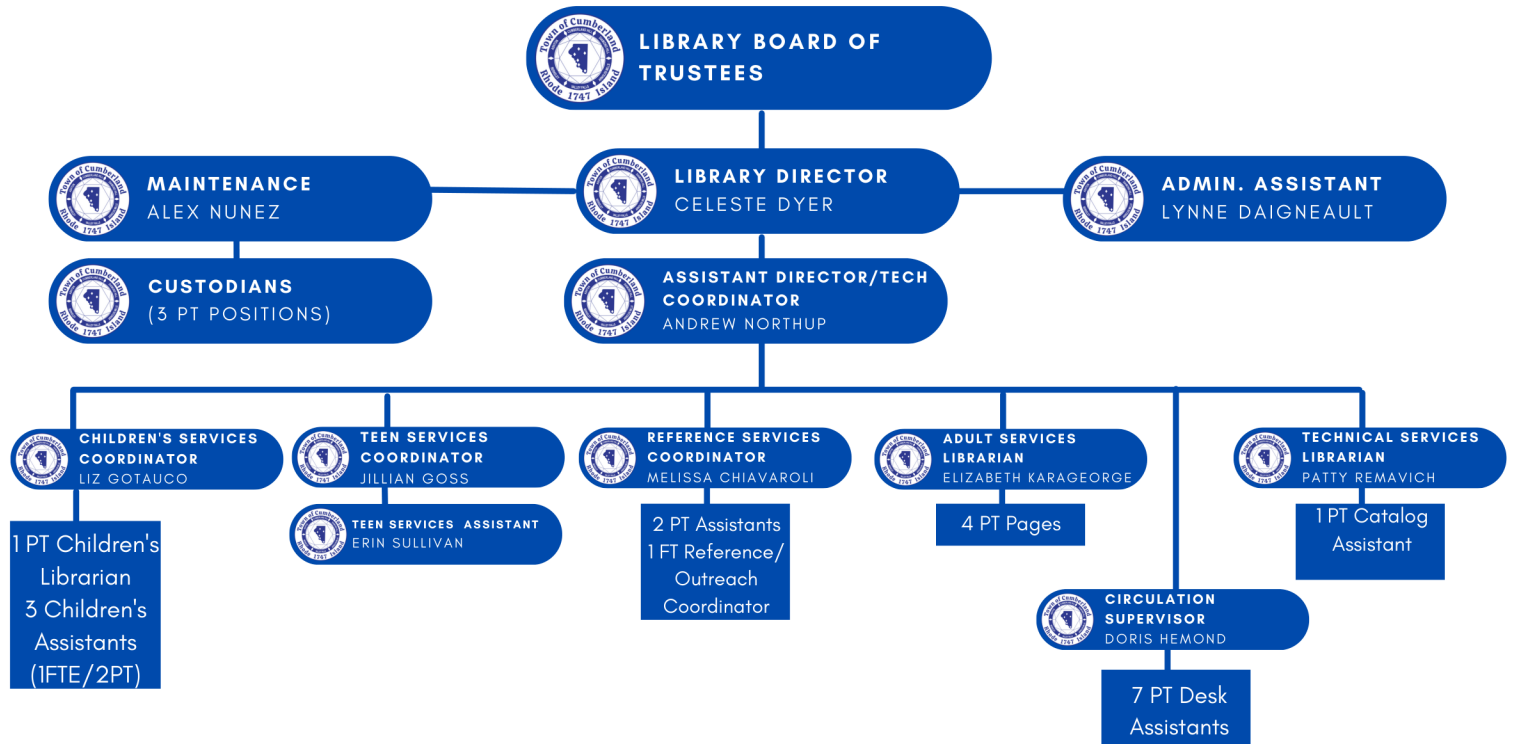
14,000.00	12,000.00	
32,000.00	28,500.00	
5,500.00	5,000.00	
2,500.00	2,000.00	
1,000.00	1,000.00	
12,000.00	13,000.00	
6,000.00	5,500.00	
400.00	400.00	
<b>\$ 309,597.92</b>	<b>\$ 299,797.92</b>	<b>\$ -</b>

## Salary and Benefits Breakdown - Town Hall Maintenance

	<b>FY 2023</b>	<b>FY 2024</b>
(2) Town Hall Maintenance	98,488.00	98,488.00
CDL	150.00	150.00
Longevity	6,894.16	6,894.16
	<b>\$ 105,532.16</b>	<b>\$ 105,532.16</b>
Employee Co-Share	(3,999.84)	3,999.84
Health	43,648.30	41,949.35
HSA Upload		12,000.00
Dental	2,333.28	2,310.24
FICA	8,061.74	8,061.74
Retirement	11,391.81	9,115.56
Life Insurance	894.00	894.00
	<b>\$ 62,329.29</b>	<b>\$ 78,330.72</b>
<b>Totals:</b>	<b>\$ 167,861.45</b>	<b>\$ 183,862.88</b>

***Section Nine:***  
***Community Enrichment***

# CUMBERLAND PUBLIC LIBRARY



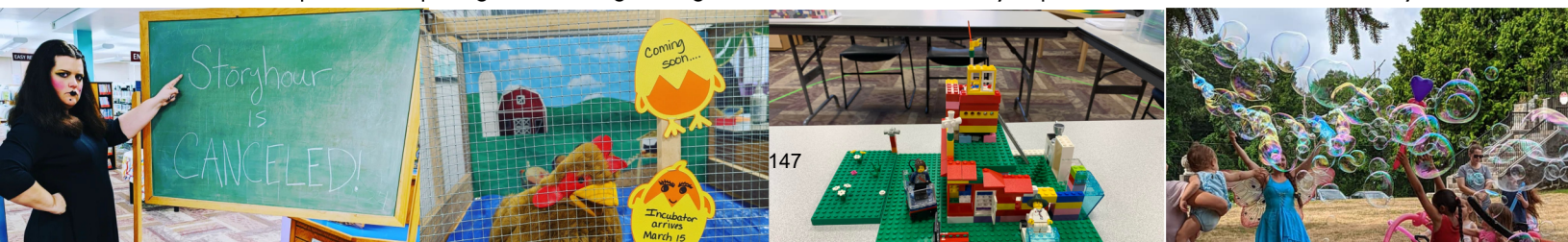
## DEPARTMENTAL OVERVIEW

The mission of the Cumberland Public Library is to provide free, convenient, and equal access to print and non-print materials, services, and technologies that support our community's informational, educational, cultural, and recreational needs.

The Library Board of Trustees, appointed by the Town Council, governs the library system. The trustees are the legal guardians of the Public Library.

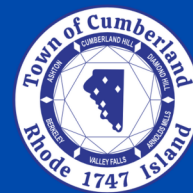
## DEPARTMENTAL GOALS - FY 2024

- Maintain the building: Even our addition is now 23 years old. We need a budget sufficient to replace aging HVAC units, replace an original sewer pipe, and solve some drainage issues. We are actively seeking grants to help ease budget restraints. We have already received grants to add shelving, replace and HVAC unit and convert to RFID.
- Our goal is to keep staff! We are hoping to move another part-time staff position to full-time if funds and timing work out. The majority of library staff is part-time and it has proved very difficult to keep quality part-time staff.
- Increase in-person programming to get our "online only" patrons into the library.





# PERFORMANCE MEASURES FOR THE PUBLIC LIBRARY - FY 2023 GOALS



## GOAL ONE:

**Maintain the building: We need a budget sufficient to replace aging HVAC units, replace an original sewer pipe, and solve some drainage issues.**

### STEP ONE IDENTIFY FUNDING

Funding for repairs have been made available through both the maintenance and repair line in the Library's budget and a capital sinking fund.

### STEP TWO LEGISLATIVE APPROVAL

The Town Council approved resolution 23-04 in January 2023 to replace a portion of the aging HVAC units.

### STEP THREE MAKE IMPROVEMENTS

The repairs were subsequently made to replace that HVAC unit.

## GOAL TWO:

**Work on in-person programming inside the building and outside. We still want to be safe, but we would like to bring back our library wide Harry Potter Day, CumberCon, and more.**

Many in-person programmatic events have returned to the library, including the Book Lover's Author Expo, which over 40 authors signed up for. The outdoor concert series has also returned to the Monastery grounds.

## GOAL THREE:

**Return to full staffing.**

The Library has made several appointments, including part-time employees and a new full-time assistant director. There are still positions open within the department, including maintenance staff.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Library- #032**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	957,024.00	919,589.13	967,604.00	917,536.18	984,506.28	792,380.94
Overtime	18,031.00	1,092.68	18,483.00	20,667.36	18,852.66	20,251.20
Longevity	18,998.00	16,878.40	19,229.00	17,300.60	16,291.70	16,291.69
Cell Phone Stipend			100.00	-	100.00	300.00
Mileage Stipend						
Retirement/Severance	76,802.00		78,364.00		77,075.97	-
MERS Defined Benefit		69,895.54		74,169.32		62,735.51
TIAA-CREF Contribution			-			
FICA	75,669.88	70,045.07	74,955.00	70,665.29	77,808.52	61,803.37
Medicare						
Unemployment		362.00		181.00		
Workers Compensation	6,004.00	6,004.00	6,004.00		6,004.00	
TDI						
Health Insurance ER	147,980.00	167,243.44	156,859.00	111,328.28	187,644.87	135,647.06
Health Insurance EE		(19,845.73)		(19,461.16)	(23,724.22)	(16,768.95)
Dental ER	8,005.00	9,304.00	8,005.00	9,506.22	9,525.15	6,347.42
Dental EE		(1,140.32)	-	(691.80)	(1,213.68)	(784.73)
Life Insurance	3,245.00	4,933.50	3,245.00	4,879.75	7,152.00	4,246.50
Advertising	550.00	845.00	550.00	570.00	550.00	685.00
Cable/Internet						
Capital Leases						
Dept Software & Licenses	70,000.00	45,444.62	71,554.00	69,558.05	71,169.24	71,403.64
Dues & Subscriptions	490.00	830.00	640.00	920.00	640.00	470.00
Education & Training	950.00		700.00	3,035.00	700.00	300.00
Electricity	66,000.00	78,174.24	76,000.00	47,499.40	76,000.00	49,455.07
Furniture and Fixtures						
Heating & Cooling	22,000.00	20,155.26	22,000.00	20,080.53	22,000.00	18,815.32
Janitorial Supplies	4,800.00	5,209.79	5,550.00	4,897.59	5,700.00	5,503.36
Maintenance Agreements		26,467.21	34,532.00	26,511.65	29,620.17	22,041.67
Mileage Reimbursement			3,925.00			
Office Computer Equip	5,550.00	7,935.43	5,900.00	6,405.02	5,900.00	1,063.55
Office Improvements						
Office Supplies	19,624.00	21,477.46	19,624.00	18,202.90	19,624.00	14,997.05
Postage	750.00	941.34	750.00	917.06	750.00	1,121.77
Printer Lease & Maintenance						

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
1,023,682.00	1,023,682.00	
19,230.00	19,230.00	
17,154.00	17,154.00	
100.00	100.00	
77,076.00	77,076.00	
77,809.00	77,809.00	
6,004.00	6,004.00	
187,645.00	187,645.00	
9,525.00	9,525.00	
(1,214.00)	(1,214.00)	
7,152.00	7,152.00	
550.00	550.00	
75,970.00	75,970.00	
500.00	500.00	
700.00	700.00	
77,000.00	77,000.00	
22,000.00	22,000.00	
5,700.00	5,700.00	
29,620.00	29,620.00	
8,900.00	8,900.00	
19,624.00	19,624.00	
750.00	750.00	

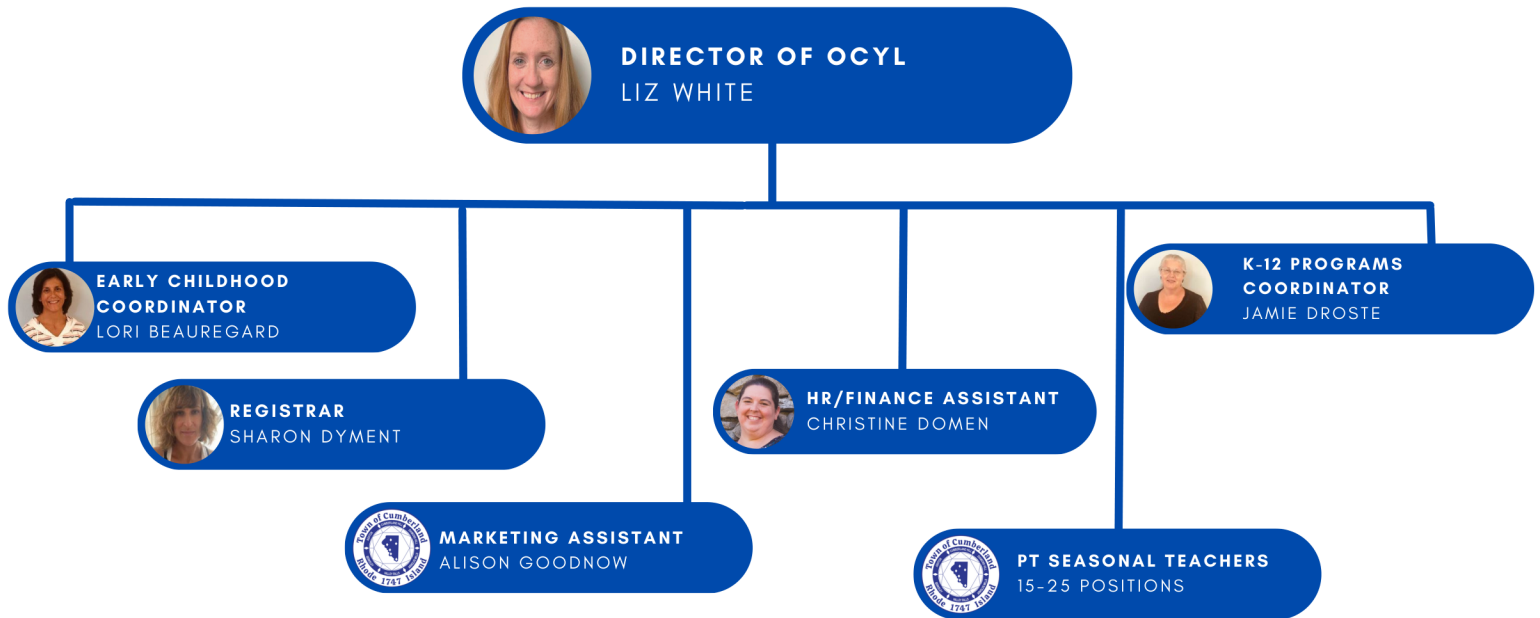
Printer Usage						
Professional Services						
Repairs Building	24,540.00	50,047.83	31,873.00	39,989.18	33,107.64	32,514.25
Office Equipment & Repairs	1,000.00		1,000.00		1,000.00	
Telephone	4,682.00	5,064.31	4,771.00	4,853.01	5,050.00	4,195.57
Travel & Conventions	3,925.00	665.52		621.65	3,925.00	727.25
Water	6,640.00	599.33	1,100.00	1,101.21	1,171.27	761.79
Capital Improvements						
Operating Supplies	143,337.00	179,883.74	148,037.00	147,078.48	149,237.00	110,995.91
Literacy Grant						
Capital Reserve Sinking Fund	5,000.00		5,000.00	6,540.20	5,000.00	12,119.00
Building Improvements						
Sewer		4,984.40	5,540.00	4,866.64	4,628.33	3,958.31
Maintenance Agreements	34,532.00					
<b>TOTALS</b>	<b>\$ 1,726,128.88</b>	<b>\$ 1,693,087.19</b>	<b>\$ 1,771,894.00</b>	<b>\$ 1,609,728.61</b>	<b>\$ 1,795,795.90</b>	<b>\$ 1,433,578.52</b>

41,651.00	41,651.00	
1,000.00	1,000.00	
5,050.00	5,050.00	
3,925.00	3,925.00	
1,300.00	1,300.00	
150,137.00	150,137.00	
5,000.00	5,000.00	
5,600.00	5,600.00	
<b>\$ 1,879,140.00</b>	<b>\$ 1,879,140.00</b>	<b>\$ -</b>

## Salary and Benefits Breakdown - Library

	<b>FY 2023</b>	<b>FY 2024</b>
Library Director	82,697	84,357
Assistant Director	71,202	71,162
Circulation Supervisor	42,226	44,918
Administrative Assistant	45,861	47,720
All Others	742,520	775,525
Longevity	16,291	17,154
	<b>\$ 1,000,797.28</b>	<b>\$ 1,040,836.00</b>
Health	187,644.87	187,645.00
HSA Upload		30,000.00
Dental	9,525.15	9,525.00
FICA	77,808.52	77,809.00
Retirement	77,075.97	77,076.00
Life Insurance	7,152.00	7,152.00
	<b>\$ 359,206.51</b>	<b>\$ 389,207.00</b>
<b>Totals:</b>	<b>\$ 1,360,003.79</b>	<b>\$ 1,430,043.00</b>

## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

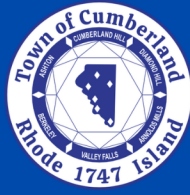
The OCYL is a one-of-a-kind education center that supports children and youth as they learn, grow and achieve their fullest potential. Our mission is to help foster a comprehensive learning environment for the first two decades of their lives.

OCYL is committed to supporting the development of life-long skills necessary to succeed: collaboration, communication, creativity, critical thinking, social-emotional awareness, and a sense of community.

## DEPARTMENTAL GOALS

- Seek and secure additional funding for “Our Minds Matter” Expressive Arts & Wellness programs to ensure it continues for free at least at both middle schools during the school year. Provide 3-4 professional development workshops on the OMM program to teachers/professionals and/or other interested groups.
- Work with Town Hall Administration to implement a sprinkler system plan & timeline for 1st & 2nd floors and other safety improvements to the facility.
- Provide seasonal parent surveys on programming to gather feedback on program quality and effectiveness and program interests.

# PERFORMANCE MEASURES FOR THE OCYL - FY 2023 GOALS



**GOAL ONE:** Strategize to increase resources to support expanded services, higher demand for programs, provide increased outreach and develop partnerships/sponsorships. In addition, our goals include an increase in staff hours and wages.

Several of the Spring Programs for OCYL were at or above capacity, showing increased demand for much of the programming offered.

## OCYL Capacity Report Spring 2023 as of 4/5/23

Spring 1864

Spring K-12 programs		8 Weeks or indiv program							
Session	Date	Age	Grade	Status	Waitlist	Filled	Open	Percent full	
1 Abstract Art	03/29/2023 - 05/24/2023	-	3rd - 6th	Closed	0	13/12	0	108%	
2 April Vacation- Open STEAMshop April 10	4/10/2023	-	K - 5th	Closed	0	10/10	0	100%	
3 April Vacation- Open STEAMshop April 12	4/12/2023	-	K - 5th	Closed	2	10/10	0	100%	
4 April Vacation- Open STEAMshop April 12	4/14/2023	-	K - 5th	Open	0	6	4	60%	
5 Art Studio April 1	4/1/2023	-	3rd - 8th	Closed	0	8/15	7	53%	
6 Art Studio May 13	5/13/2023	-	3rd - 8th	Open	0	5/15	10	33%	
7 Chess Novice	03/28/2023 - 05/23/2023	-	1st - 9th	Closed	0	12/12	0	100%	
8 Chess: Advanced	03/28/2023 - 05/23/2023	-	2nd - 9th	Closed	0	11/12	1	92%	
9 Chess: Intermediate	03/28/2023 - 05/23/2023	-	2nd - 9th	Closed	0	13/12	0	108%	
10 College Advising Appointments	03/27/2023 - 05/31/2023	-	11th - 12th	Ongoing Open	0	0	6	0%	
11 Cumberland Youth Commission	04/03/2023 - 05/29/2023	-	8th - 12th	Open	0	10	2	83%	
12 Expressive Arts @ McCourt, Grades 6-8	04/18/2023 - 05/23/2023	-	6th - 8th	Open	0	9/20	11	45%	
13 Expressive Arts @ NCMS, Grades 6-8	04/17/2023 - 05/22/2023	-	6th - 8th	Open	0	10/20	10	50%	
14 Expressive Arts, Grades 1-3	03/30/2023 - 05/18/2023	-	1st - 3rd	Closed	1	8/8	0	100%	
15 Learn to Knit!	03/27/2023 - 05/22/2023	-	4th - 9th	Closed	0	6/8	2	75%	
16 Private Lessons: Guitar, Keyboard, Voice	03/28/2023 - 05/23/2023	-	1st - 12th	Closed	2	7	0	100%	
17 Upcycle Engineering April 22	4/22/2023	-	K - 3rd	Open	0	8/10	2	80%	
18 Upcycle Engineering May 20th	5/20/2023	-	K - 3rd	Open	0	6/10	4	60%	
					7	152	59		

Salaries for part-time staff were also adjusted within the approved salary range to be more competitive.

**GOAL TWO:** Solidify "Our Minds Matter" expressive arts/wellness program through year two, expand it beyond McCourt to include North Cumberland Middle School, and add this as an evening program and to increase parent engagement with pre-school families.

In its second year, the program is offered to middle school students at McCourt Middle School and North Cumberland Middle School as an after-school activity or during school vacation weeks free of charge.

Our Minds Matter was piloted in 2019 and has been running since 2020, provisioned by the United Way Community Impact Fund.

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Office of Children, Youth, and Learning - #018**

as of: 05/01/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	171,906.00	173,013.52	176,778.00	165,279.21	173,742.40	146,506.31
Overtime		-				
Longevity		-				
Cell Phone Stipend		-				
Mileage Stipend		-				
Retirement/Severance		-				
MERS Defined Benefit	13,704.41	12,650.49	13,233.00	14,115.57	12,676.79	12,414.96
TIAA-CREF Contribution		-			1,172.69	
FICA	13,150.88	13,360.86	12,457.00	12,608.64	13,291.29	10,603.54
Medicare		-				
Unemployment		-				
Workers Compensation		-				
TDI		-				
Health Insurance ER	21,215.76	21,215.76	23,599.00	22,276.56	24,542.67	19,306.40
Health Insurance EE	(2,000.00)	(1,999.92)	(2,000.00)	(1,999.92)	(1,999.92)	(1,692.24)
Dental ER	1,132.00	1,132.44	1,156.00	1,155.12	1,166.64	962.60
Dental EE	(238.00)	(238.42)	(238.00)	(238.42)	(238.42)	(201.74)
Life Insurance	1,716.00	858.00	1,180.00	894.00	1,788.00	1,415.50
Advertising		-		570.00	580.00	14.00
Capital Leases		-				
Dept Software & Licenses	660.00	199.15	660.00		640.00	
Dues & Subscriptions	301.00	281.00	346.00	286.00	456.00	435.98
Education & Training	198.00	99.00	400.00	332.00	198.00	199.00
Electricity			6,500.00	4,367.87	6,500.00	2,788.87
Furniture and Fixtures		-			200.00	
Heating & Cooling	14,038.00	12,187.14	7,538.00	8,271.81	7,200.00	7,928.13
Janitorial Supplies	6,620.00	6,065.92	915.00	1,038.88	3,800.00	1,156.28
Maintenance Agreements		-	6,815.00	4,940.00	4,420.00	2,890.00
Mileage Reimbursement		-	125.00	75.35	100.00	
Office Computer Equip		1,387.86	1,300.00	84.98	1,400.00	
Office Improvements	1,800.00	1,637.69	700.00	492.24	650.00	505.00
Office Supplies	5,425.00	4,400.15	2,475.00	3,588.15	1,675.00	753.90
Postage	50.00	49.50	50.00	54.63	50.00	31.08
Printer Lease & Maintenance		-				
Printer Usage		-	2,950.00	1,215.09	2,950.00	1,816.83

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
217,248.00	212,843.00	
360.00	600.00	
14,332.43	14,332.43	
1,201.93	1,201.93	
15,778.34	15,778.34	
25,278.95	25,278.95	
	-	
1,166.64	1,166.64	
(238.42)	(238.42)	
2,682.00	2,682.00	
300.00	300.00	
285.00	285.00	
200.00	200.00	
8,500.00	8,500.00	
200.00	200.00	
8,500.00	8,500.00	
3,300.00	3,300.00	
12,070.00	12,070.00	
100.00	100.00	
1,400.00	1,400.00	
650.00	650.00	
1,775.00	1,775.00	
50.00	50.00	
2,950.00	2,950.00	

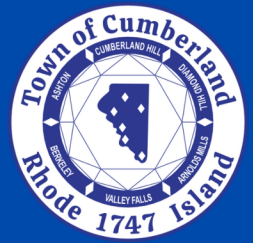


Professional Services		-				
Repairs Building		-			-	
Office Equipment & Repairs		-	400.00	197.68	350.00	139.98
Telephone	2,941.00	2,394.89	2,556.00	2,516.51	2,766.00	2,188.23
Travel & Conventions	260.00	264.99	300.00	25.00	510.00	104.04
Water		-				
Literacy & Math Programs		-				
Capital Improvements		-	1,750.00	1,732.03		
Building Improvements		-	955.00	361.51	5,500.00	1,587.35
Sewer		-				
Program Expenses Transfer		-				
<b>TOTALS</b>	<b>\$ 252,880.05</b>	<b>\$ 248,960.02</b>	<b>\$ 262,900.00</b>	<b>\$ 244,240.49</b>	<b>\$ 266,087.14</b>	<b>\$ 211,854.00</b>

5,000.00	2,809.80	
350.00	350.00	
2,766.00	2,766.00	
300.00	300.00	
2,800.00	1,400.00	
<b>\$ 329,305.86</b>	<b>\$ 321,550.66</b>	<b>\$ -</b>

Salary and Benefits Breakdown - Office of Children, Youth, and Learning			
	FY 2023	FY 2024	
Director	66,269.06	67,922.40	
K-12 Programs Coordinator	51,000.04	52,270.40	
Registrar	17,065.62	19,773.00	
Marketing Assistant	7,438.86	8,619.00	
HR/Finance Assistant	10,501.92	12,168.00	
Early Childhood Coordinator	21,466.90	45,500.00	
Healthcare Buy Back		3,000.00	
	<u>\$ 173,742.40</u>	<u>\$ 209,252.80</u>	
Employee Co-Share	1,999.92	2,000.00	
Health	24,542.67	25,278.95	
HSA Upload		4,000.00	
Dental	1,166.64	1,166.64	
FICA	13,291.29	15,778.34	
Retirement	12,676.79	14,332.43	
Life Insurance	1,788.00	2,682.00	
	<u>\$ 55,465.31</u>	<u>\$ 65,238.36</u>	
<b>Totals:</b>	<b>\$ 229,207.71</b>	<b>\$ 274,491.16</b>	

# PARKS AND RECREATION



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

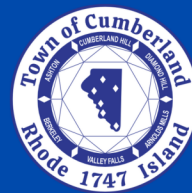
The Parks and Recreation Department serves the community by providing enriching recreation experiences and quality facilities. They accomplish these through programs like summer camp; food truck events; music series; seasonal themed events; supporting youth athletics; and more.

## DEPARTMENTAL GOALS - FY 2024

- Complete the demolition of the Ski Lodge at Diamond Hill Park and undergo the bidding process to replace the structure.
- Enhance the public athletic fields.



# PERFORMANCE MEASURES FOR PARKS & RECREATION - FY 2023 GOALS



## GOAL ONE:

**Complete the demolition of the Ski Lodge at Diamond Hill Park and undergo the bidding process to replace the structure.**

In conjunction with the Cumberland Town Council, a Diamond Hill Park Building Committee has been formed. They are working towards plans for the demolition of the ski lodge in order to build a more appropriate structure to serve as a gateway to the park. The Building Committee has engaged Saccoccio & Associates to be the architect on this project. Saccoccio & Associates have produced renderings of the new building, and they are currently working on permitting and designing a bid package.

## GOAL TWO:

**Enhance the public athletic fields at Diamond Hill Park.**

Town Council approved our request to work with RAD sports to convert the baseball field into a multipurpose field to meet increased demand. The Conversion has been successful and the field looks great!



**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Recreation - #033**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	95,639.00	90,820.67	95,564.00	103,890.31	74,763.80	93,523.63
Other Programs Payroll			25,000.00	13,017.00		
Winterfest Payroll			7,500.00			
Salaries Summer Camp		850.58	85,000.00	30,756.37		
Overtime						
Longevity	2,802.80		2,603.00	2,946.22	2,314.88	2,946.22
Cell Phone Stipend	600.00	600.00	600.00	550.00	600.00	550.00
Mileage Stipend						
Retirement/Severance						
MERS Defined Benefit	12,744.00	9,965.92	12,744.00	13,443.30	8,332.21	11,281.26
TIAA-Cref Contribution					747.64	-
FICA	7,525.06	7,257.00	7,525.00	11,433.60	5,896.52	10,245.01
Medicare						
Unemployment						
Workers Compensation						
TDI						
Health Insurance ER	18,648.12	9,324.06	18,648.00	1,500.00	-	
Health Insurance EE	(2,000.00)	(1,307.64)	(2,000.00)	-	-	
Dental ER	1,132.00	660.59	1,132.00		1,155.09	
Dental EE		(12.01)			(130.00)	
Life Insurance	1,716.00	1,215.50		2,235.00	1,341.00	1,117.50
Advertising		166.00	600.00	183.00	600.00	
Cable/Internet			3,600.00	80.00	3,600.00	3,876.86
Capital Leases						
Dept. Software & Licenses	210.00		500.00		500.00	437.34
Dues and Subscriptions		250.00	600.00		1,000.00	55.00
Education & Training	-					
Electricity	23,000.00	19,588.35	23,000.00	30,229.67	25,000.00	13,670.88
Furniture & Fixtures						
Vehicle Fuel & Oil	3,500.00	1,790.28	3,700.00	2,023.95	2,200.00	1,690.74
Heating & Cooling	1,800.00	2,010.08	3,500.00	3,721.15	3,500.00	1,592.00
Janitorial Supplies	2,000.00	1,308.83	3,100.00	2,324.42	3,100.00	788.35
Maintenance Agreements						
Mileage Reimbursement						
Office Computer Equipment			1,500.00	1,089.29	1,500.00	508.11

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
154,171.80	78,585.90	
24,000.00		
38,000.00		
2,735.77	2,735.77	
600.00	600.00	
9,672.32	6,774.82	
1,541.72	785.86	
8,783.64	6,221.11	
-	-	
-	-	
-	-	
-	-	
1,341.00	1,341.00	
400.00	400.00	
5,000.00	5,000.00	
500.00	500.00	
-	-	
25,000.00	25,000.00	
2,500.00	2,500.00	
3,500.00	3,500.00	
3,100.00	3,100.00	
1,500.00	1,500.00	

Office Improvements									
Office Supplies	2,500.00	839.45	3,000.00	2,202.30	3,000.00	1,372.11	3,000.00	3,000.00	
Postage		87.08	350.00	123.22	300.00	120.15	300.00	300.00	
Printer Lease & Maintenance									
Printer Usage									
Professional Services									
Repairs Building					5,000.00	-	1,500.00	1,500.00	
Repairs Equipment					10,000.00	11,605.21	10,000.00	10,000.00	
Vehicle Maintenance		559.72	2,000.00	(70.18)	2,500.00	705.94	3,000.00	3,000.00	
Telephone	6,000.00	8,837.92	2,000.00		1,800.00	241.88	1,800.00	1,800.00	
Travel & Conventions			500.00		500.00	-			
Water	55,000.00	43,744.68	50,000.00	33,890.47	55,000.00	55,528.88	65,000.00	65,000.00	
Vehicle Replacement									
Capital Improvements									
Archery Program			1,200.00						
Athletic Programs/Equipment	3,000.00	333.62	3,000.00	1,144.30	3,000.00		3,000.00	3,000.00	
Ballfields		2,417.68		2,086.20	50,000.00	6,584.20	50,000.00	50,000.00	
Baseball Camp		731.50	4,000.00						
Basketball Clinic	8,072.00	6,307.48	2,000.00	12,515.75					
Christmas Tree Lighting			7,000.00	6,044.21					
Conway Tours									
Dance Program			13,000.00	7,616.51					
Diamond Hill Maintenance	11,000.00	3,400.22	11,000.00	10,740.36	13,000.00	2,503.49	13,000.00	13,000.00	
Field Hockey			1,600.00	-					
Fireworks		1,720.00	40,000.00	34,251.00	20,000.00	1,636.93	20,000.00	20,000.00	
Golf			1,000.00						
Halloween Fun Day	500.00	255.05	3,200.00	3,134.44					
Misc. Programs			1,500.00						
Monastery Grounds	4,500.00	648.98	4,000.00	350.87					
Movies in the Park			1,000.00	700.00					
Music in the Park/Food Truck		3,660.00	8,000.00	4,806.66					
Other Parks Maintenance				8,503.88					
Porta Potty	3,500.00	5,474.00	4,500.00	4,998.00					
PWSB Lease Agreement									
Special Events					5,250.00		5,250.00	5,250.00	
Spring Festival			5,000.00	4,326.06					
Summer Camp		774.12	20,000.00	917.00					
Summer Camp Trips			11,000.00	1,922.72					
Summer Track Program			1,100.00	506.95					
Tennis			3,300.00	2,840.50					
Tucker Field Turf	9,000.00	7,361.68	12,000.00	13,050.00					
Volleyball			500.00						
Winterfest	5,000.00	4,839.95	5,500.00						
Winter Sports			1,500.00						

Wrestling			500.00			
Building Improvements						
Field Maintenance	72,000.00		72,000.00	72,381.90	72,000.00	57,643.67
Sewer				80.00		160.00
<b>TOTALS</b>	<b>\$ 349,388.98</b>	<b>\$ 236,481.34</b>	<b>\$ 590,666.00</b>	<b>\$ 448,406.40</b>	<b>\$ 377,371.14</b>	<b>\$ 280,385.36</b>

82,000.00	82,000.00	
<b>\$ 540,196.25</b>	<b>\$ 396,394.46</b>	<b>\$ -</b>

### Salary and Benefits Breakdown - Recreation

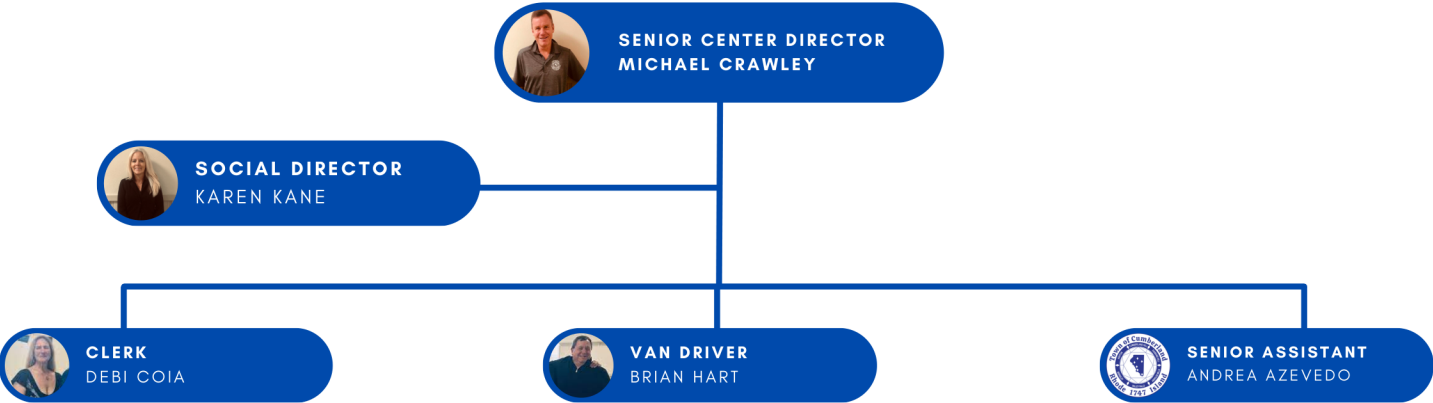
	<b>FY 2023</b>	<b>FY 2024</b>
Director	32,675.00	33,497.10
Clerk	42,088.80	42,088.80
Healthcare Buy Back	-	3,000.00
Longevity	2,314.88	2,735.77
	<b>\$ 77,078.68</b>	<b>\$ 81,321.67</b>
Employee Co-Share	-	-
Health	-	-
HSA Upload	-	-
Dental	1,155.09	-
FICA	5,896.52	6,221.11
Retirement	8,332.21	6,774.82
Life Insurance	1,341.00	1,341.00
	<b>\$ 16,724.81</b>	<b>\$ 14,336.93</b>

<b>Totals:</b>	<b>\$ 93,803.50</b>	<b>\$ 95,658.60</b>
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ORGANIZATIONAL CHART



DEPARTMENTAL OVERVIEW

The Cumberland Senior Center is committed to providing an array of quality services to our senior citizens. We encourage and assist individuals in achieving a lifestyle in which they can remain an active and productive member of the community.

Programs on a variety of educational, informational, and recreational topics for senior citizens are offered throughout the year.  
The senior van is available for many uses, including center pickup and drop-offs and local shopping and appointments.

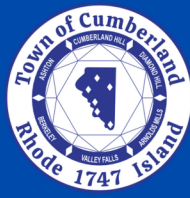
DEPARTMENTAL GOALS - FY 2024

Expand program offerings for members.





# PERFORMANCE MEASURES FOR THE SENIOR CENTER - FY 2023 GOALS



## **GOAL ONE:** New Senior Van to increase opportunities for Cumberland Seniors to engage in meaningful activities outside of the center.

This year the town celebrated the arrival of the new Senior Van! This was made possible through the Community Van Program with RIPTA and our federal delegation. These investments are critical to increasing mobility and preserving the independence of our seniors through accessible transportation.



Seniors can utilize the van for rides to and from the center, grocery shopping, and recreational outings,

## **GOAL TWO:** Hold a ribbon cutting ceremony to celebrate the completion of the renovations funded by the CDBG Grant.

We were proud to be able to cut the ribbon at the completely revitalized Cumberland Senior Center. Projects completed with CDBG funding are upgrades to electrical, a new gas heater, and a renovated kitchen and new kitchen equipment, including a double-door fridge, freezer, induction stovetop, three-bay sink, stainless steel microwave, stainless steel worktables, exhaust hood, 36-inch gas range oven, gas floor fryer, conveyor toaster, heating cabinet, and shelving.

A new roof has also been added, as have exterior improvements such as a new portico, stone veneer, siding, shutters, and pergolas. New ADA-compliant front and side entries with new electronic exterior doors, new interior doors, grading and paving of the parking lot and approach roads, and landscaping have also been completed

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Senior Services - #034**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Salaries	136,830.78	141,244.56	164,119.00	142,668.33	191,164.76	137,421.63
Overtime	1,000.00		1,500.00			92.67
Longevity	4,989.35	5,701.33		5,854.99	5,610.97	6,304.71
Cell Phone Stipend	600.00	600.00	600.00	550.00	600.00	550.00
Mileage Stipend						
Retirement/Severance						
MERS Defined Benefit	15,886.27	15,556.25	15,591.00	18,799.79	14,914.07	16,865.02
TIAA-CREF Contribution					1,530.30	
FICA	10,928.00	10,906.16	11,016.00	11,670.20	13,054.00	10,757.60
Medicare						
Unemployment						
Workers Compensation						
TDI						
Health Insurance ER	37,296.24	39,351.54	41,970.00	39,161.04	43,648.30	33,939.60
Health Insurance EE	(6,000.00)	(4,549.85)	(4,000.00)	(3,999.84)	(3,999.84)	(3,538.32)
Dental ER	2,612.40	3,485.04	3,465.00	3,465.36	3,499.92	2,887.80
Dental EE	(73.84)	(252.40)	(238.00)	(238.42)	(238.42)	(210.91)
Life Insurance	2,145.00	1,716.00	1,180.00	1,415.50	1,788.00	2,235.00
Advertising						
Cable/Internet			3,000.00		6,500.00	-
Capital Leases						
Dept Software & Licenses	210.00		2,000.00		2,000.00	1,761.00
Dues & Subscriptions	2,000.00	2,598.00	2,300.00	2,287.50	2,300.00	
Education & Training	2,000.00		2,000.00		2,000.00	
Electricity	3,000.00	8,613.50	3,500.00	6,690.40	5,100.00	6,689.81
Furniture and Fixtures						
Vehicle Fuel & Oil	8,000.00	3,672.22	8,500.00	3,473.02	6,000.00	3,399.49
Heating & Cooling	7,000.00	-	9,000.00		7,000.00	
Janitorial Supplies		409.97	6,000.00	1,837.62	6,000.00	1,331.70
Maintenance Agreements	14,000.00	2,502.19		2,257.07		1,794.33
Mileage Reimbursement						
Office Computer Equip		4,300.00	3,500.00		2,000.00	
Office Improvements						
Office Supplies		694.46	5,000.00	2,074.88	5,000.00	1,320.01
Postage		34.32	1,000.00	117.41	4,500.00	110.61

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
166,995.40	200,492.50	
5,658.97	5,658.97	
	600.00	
14,934.60	17,832.10	
5,711.16	5,711.16	
13,208.06	15,770.59	
41,949.35	41,949.35	
3,465.36	3,465.36	
-	(238.00)	
2,682.00	2,682.00	
5,000.00	5,000.00	
2,300.00	2,300.00	
1,500.00	1,500.00	
5,500.00	5,500.00	
6,500.00	6,500.00	
7,000.00	7,000.00	
6,000.00	6,000.00	
2,000.00	2,000.00	
5,000.00	5,000.00	
1,000.00	1,000.00	



Van Driver	44,972.20	44,972.20
CLD Stipend	300.00	300.00
Longevity	5,610.97	5,658.97
	<u>\$ 197,075.73</u>	<u>\$ 206,451.47</u>
Employee Co-Share	(3,999.84)	3,999.84
Health	43,648.30	41,949.35
HSA Upload		12,000.00
Dental	3,499.92	3,465.36
FICA	13,054.00	15,770.59
Retirement	14,914.07	17,832.10
Life Insurance	1,788.00	2,682.00
	<u>\$ 72,904.45</u>	<u>\$ 97,699.23</u>

<b>Totals:</b>	<b>\$ 269,980.18</b>	<b>\$ 304,150.70</b>
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***Section Ten:***  
***Boards & Commissions***

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Commissions - #060**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Conservation Commission		-				
Historic District Commission	500.00	9.83	500.00	-	500.00	-
Parks & Rec Commission		-				
<b>TOTALS</b>	<b>\$ 500.00</b>	<b>\$ 9.83</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ -</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
500.00	500.00	
<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Board of Assessment Review - #061**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Stipends	900.00		900.00	900.00	900.00	
FICA						
Medicare						
Unemployment						
Workers Compensation						
TDI				-		-
Operating Expenses				-		-
<b>TOTALS</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ -</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
900.00	900.00	
<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ -</b>



**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Planning Board- #062**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Stipends	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
FICA		-				
Medicare						
Unemployment						
Workers Compensation						
TDI						
<b>TOTALS</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
5,500.00	5,500.00	
<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Zoning Board- #063**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Advertising	1,500.00	3,995.50	2,500.00	2,061.60	3,000.00	1,352.40
Dept Software & Licenses	1,400.00	1,400.00	1,400.00	1,400.00	1,500.00	-
FICA	459.00	413.13		412.72		401.00
Medicare						
Office Supplies	100.00	45.00	100.00	111.98	100.00	
Postage	300.00	442.14	500.00	373.03	1,000.00	424.35
Stipends	6,000.00	5,400.00	6,000.00	5,395.00	7,000.00	5,245.00
TDI						
Unemployment						
Video Recording Services	7,000.00	3,450.00	7,000.00	6,135.00	7,000.00	5,620.00
Workers Compensation		-				
<b>TOTALS</b>	<b>\$ 16,759.00</b>	<b>\$ 15,145.77</b>	<b>\$ 17,500.00</b>	<b>\$ 15,889.33</b>	<b>\$ 19,600.00</b>	<b>\$ 13,042.75</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
3,500.00	3,500.00	
1,500.00	1,500.00	
535.50	535.50	
-	-	
120.00	120.00	
1,200.00	1,200.00	
7,000.00	7,000.00	
-	-	
-	-	
7,000.00	7,000.00	
-	-	
<b>\$ 20,855.50</b>	<b>\$ 20,855.50</b>	<b>\$ -</b>

***Section Eleven:***  
***Non-Departmental***  
***Expenses***

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Community Outreach - #040**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Boys & Girls Club	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	-
Cumberland School Vols	1,000.00	1,000.00	1,000.00		1,000.00	1,000.00
Food Pantry	2,000.00	2,000.00	2,000.00		2,000.00	-
Franklin Farm Grant Match	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Happy Basket Program	2,500.00	2,500.00	2,500.00		2,500.00	-
House of Compassion	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	3,000.00
JAMSA Mountain Bike	2,000.00	-	2,000.00			
Land Trust	1,000.00	1,000.00	1,000.00	10,000.00	1,000.00	
Senior Services Inc.	6,000.00	10,000.00	6,000.00	1,269.00	6,000.00	
Cumberlandfest	2,500.00	2,500.00	2,500.00		2,500.00	2,500.00
Veteran's Services	2,000.00	1,000.00	2,000.00		2,000.00	
Veteran's Observance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Mason Building	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Arnold Mills Parade Association	-	-	-		2,500.00	2,500.00
Blackstone Watershed Council	-	-	-	2,500.00	2,500.00	2,500.00
<b>TOTALS</b>	<b>\$ 85,500.00</b>	<b>\$ 86,500.00</b>	<b>\$ 85,500.00</b>	<b>\$ 80,269.00</b>	<b>\$ 88,500.00</b>	<b>\$ 36,500.00</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
37,500.00	37,500.00	
1,000.00	1,000.00	
2,000.00	20,000.00	
15,000.00	15,000.00	
2,500.00	2,500.00	
1,500.00	1,500.00	
1,000.00	1,000.00	
6,000.00	6,000.00	
2,500.00	2,500.00	
2,000.00	2,000.00	
2,500.00	2,500.00	
10,000.00	10,000.00	
2,500.00	2,500.00	
2,500.00	2,500.00	
<b>\$ 88,500.00</b>	<b>\$ 106,500.00</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Information Technology - #017**

as of: 05/01/2023

	FY 2021		FY 2022		FY 2023		PROPOSED FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries	-	-	-	-	-	-			
Longevity	-	-	-	-	-	-			
Cell Phone Stipend	-	-	-	-	-	-			
Mileage Stipend	-	-	-	-	-	-			
Retirement/Severance	-	-	-	-	-	-			
MERS Defined Benefit	-	-	-	-	-	-			
TIAA-CREF Contribution	-	-	-	-	-	-			
FICA	-	-	-	-	-	-			
Medicare	-	-	-	-	-	-			
Unemployment	-	-	-	-	-	-			
Workers Compensation	-	-	-	-	-	-			
TDI	-	-	-	-	-	-			
Health Insurance ER	-	-	-	-	-	-			
Health Insurance EE	-	-	-	-	-	-			
Health Insurance/HSA Upload	-	-	-	-	-	-			
Dental ER	-	-	-	-	-	-			
Dental EE	-	-	-	-	-	-			
Life Insurance	-	-	-	-	-	-			
Advertising	-	-	-	-	-	-			
Capital Leases	-	-	-	-	-	-			
Dept. Software & Licenses	-	-	-	-	-	-		161,830.00	
Dues & Subscriptions	-	-	-	-	-	-			
Education & Training	-	-	-	-	-	-			
Furniture & Fixtures	-	-	-	-	-	-			
Maintenance Agreements	-	-	-	-	-	-			
Mileage Reimbursement	-	-	-	-	-	-			
Office Computer Equipment	-	-	-	-	-	-			
Office Supplies	-	-	-	-	-	-			
Postage	-	-	-	-	-	-			
Printer Lease & Maintenance	-	-	-	-	-	-			
Printer Usage	-	-	-	-	-	-			
Professional Services	-	-	-	-	-	-			
Office Equipment & Repairs	-	-	-	-	-	-			
Travel & Conventions	-	-	-	-	-	-			
Managed Services Contract	55,000.00	29,475.66	55,000.00	27,400.00	55,000.00	59,727.20	92,964.00	72,180.00	
Website Services	6,100.00	5,047.98	6,100.00	4,547.98	6,100.00	12,205.17	25,849.50	25,849.50	
Software & Licenses	38,850.00	39,736.00	38,850.00	41,647.94	38,850.00	71,307.86	44,544.00	44,544.00	
Hardware	7,050.00	-	7,050.00	-	7,050.00	-	7,050.00	7,050.00	
<b>TOTALS</b>	<b>\$ 107,000.00</b>	<b>\$ 74,259.64</b>	<b>\$ 107,000.00</b>	<b>\$ 73,595.92</b>	<b>\$ 107,000.00</b>	<b>\$ 143,240.23</b>	<b>\$ 170,407.50</b>	<b>\$ 149,623.50</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Fringe - #045**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Retirement Fund - CPD	2,508,087.00	2,507,796.74	2,584,826.00	2,586,000.00	2,626,567.00	2,189,000.00
EMS Retirement	114,348.00	-	-	5,500.00		
Aflac Flex Spending Fee		-				
Retiree Health Care		26,216.78		27,314.88		9,099.17
Workers Comp	275,000.00	210,142.00	275,000.00	169,346.29	275,000.00	178,575.00
OPEB Trust	1,385,904.00	1,386,000.00	1,358,764.00	1,359,000.00	1,454,189.00	1,212,000.00
Employee Fringe		-				
<b>TOTALS</b>	<b>\$ 4,283,339.00</b>	<b>\$ 4,130,155.52</b>	<b>\$ 4,218,590.00</b>	<b>\$ 4,147,161.17</b>	<b>\$ 4,355,756.00</b>	<b>\$ 3,588,674.17</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
2,689,635.00	2,689,635.00	
300,000.00	200,000.00	
1,491,532.00	1,491,532.00	
185,586.46	185,586.46	
<b>\$ 4,666,753.46</b>	<b>\$ 4,566,753.46</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Debt Service - #050**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
School Bonds - Debt Principal	2,620,000.00	2,620,000.00	2,720,000.00	2,882,411.95		2,749,001.26
School Bonds - Debt Interest	827,713.00	825,601.23	721,713.00	732,442.37	475,000.00	623,400.26
School Bonds - Impact Fees	(155,000.00)	(138,646.79)	(155,000.00)	-	(155,000.00)	
Town Bonds - Debt Principal	1,495,296.00	1,404,000.00	1,628,178.00	1,096,251.08	4,132,000.00	1,057,000.00
Town Bonds - Debt Interest	817,066.00	846,285.46	814,546.00	329,449.42	1,381,054.00	529,704.03
Tax Anticipation Notes (TANS)	69,500.00	65,553.22	89,500.00	-	89,500.00	
Paying Agent & Advisor Fees	15,000.00	2,000.00	15,000.00	4,428.00	15,000.00	2,995.00
<b>TOTALS</b>	<b>\$ 5,689,575.00</b>	<b>\$ 5,624,793.12</b>	<b>\$ 5,833,937.00</b>	<b>\$ 5,044,982.82</b>	<b>\$ 5,937,554.00</b>	<b>\$ 4,962,100.55</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
3,179,122.00	3,143,658.00	
(155,000.00)	(155,000.00)	
4,077,949.00	4,077,949.00	
1,236,680.00	1,236,680.00	
89,500.00	89,500.00	
15,000.00	15,000.00	
<b>\$ 8,443,251.00</b>	<b>\$ 8,407,787.00</b>	<b>\$ -</b>



**TOWN OF CUMBERLAND, RI**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**Education- #055**

as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Capital Improvement Leases	296,418.00	296,417.62	693,283.00	603,686.90	868,114.00	814,995.01
Local Appropriation	46,208,075.00	45,945,880.14	47,056,398.00	68,416,463.97	48,156,398.00	52,811,076.35
School Non-MOE/Capital		-	700,000.00	333,399.41	300,000.00	
School - Achievement Grant					253,000.00	
School Solar				507,909.95		528,863.57
State Aid & Other Funding	26,074,579.00	20,706,498.00	26,305,636.00	-	26,809,315.00	
<b>TOTALS</b>	<b>\$ 72,579,072.00</b>	<b>\$ 66,948,795.76</b>	<b>\$ 74,755,317.00</b>	<b>\$ 69,861,460.23</b>	<b>\$ 76,386,827.00</b>	<b>\$ 54,154,934.93</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
868,114.00	868,114.00	
49,377,586.00	48,877,586.00	
300,000.00	300,000.00	
-	-	
28,326,165.00	28,326,165.00	
<b>\$ 78,871,865.00</b>	<b>\$ 78,371,865.00</b>	<b>\$ -</b>

## **2024 Budget Highlights**

**Budget Overall Increase of \$2,174,784 or 2.8%**

### **Revenues**

**Town Appropriation of \$968,188 or 2%**

**State Aid Increase of \$1,612,596 or 7.3%**

**Use of \$700,000 of Fund balance**

### **Appropriations**

**Includes All Contractual Salary Increases**

**2.5% Teachers & Administrators, 3% For ICSE**

**ESSER Funds Used for 15 Positions Funded Ends in FY24**

**Special Ed Tuitions Increase \$100,000 or 8%**

**Technology Budget Includes Chromes for One Gr. at HS & Elementary**

**Facilities Budget Incl. \$300K Increase In Electricity & \$125K for Nat. Gas**

**Facilities Budget Includes 65K for New Bleachers McCourt &  
50K for NCMS Lavatories**

**Athletic Dept Includes Funds For Trainer in Purchase Services**

**Transportation Budget Reflects 7% Increase in rates**

**Reg Ed \$452.03 Spec Ed \$634.05**

**Charter School Est Tuition Rate \$8,725 Increase of \$199/Student**

**Medical & Dental @ 3% Increases**

**Salary Attrition \$486,000, Was \$466,000 in FY23**

## Cumberland School Department

Ashton Elementary School, Community Elementary School and Garvin Memorial Elementary School

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### Ashton Elementary School – Phase I

Scope of work: A new addition comprising of 8 classrooms, 1 Learning Commons with 3 generous skylights, 2 Breakout Rooms by the Learning Commons, 5 in-classroom and 3 off corridor bathrooms and various storage spaces throughout (in-classroom and off corridor). Repaved parking lot adjacent to NE entrance. Landscaping around new addition. New furniture.

Construction Progress: Project is at finishes stage. Ceiling grid has been placed in classrooms (corridors remaining), painting throughout (including accent walls), HVAC almost complete: sprinkler heads, lighting completed, pipe insulation, refrigeration/hookups, millwork has begun (windowsills, cubbies/storage, counter cabinets and counter tops (uppers and lower cabinetry), completing site drainage, tilework in bathrooms (walls have been completed), lighting rough at canopies underway, completing metal finishes (paneling) at canopies.

This project is on track for the scheduled turnover to the Owner.

### Community Elementary School – Phase I

Scope of work: A new addition comprising of a Cafeteria with a raised stage with access to adjacent Music/Learning Studio, a kitchen, a Special Ed Room and 2 off-corridor bathrooms. Summer 2023: Renovate spaces adjacent to New Addition; Reading Room, Speech Rooms (2) and corridor. A new Basketball Court adjacent to New Addition (SW), redesign and repave parking area/lot and access road to new addition and an Outdoor Classroom area with colored asphalt and shade structure/canopy. Landscaping, including areas surrounding new addition and playground and benches by the new Basketball Court. New furniture.

Construction Progress: Project is at finishes stage. Sidewalks are being placed near entrance to new addition and leading to existing school at SW area, completing wallboard install, tape/joint compound/sanding walls ongoing, started ceiling grid install at bathrooms, completing overhead ductwork, sprinkler fitters.

This project is on track for the scheduled turnover to the Owner.

## Garvin Memorial Elementary School – New Addition and Interior Renovations

Scope of work: A new addition comprising of a Cafeteria with kitchen, 1 **da Vinci** Room, Fire Service room, off-corridor bathrooms, a Media Center, and a Courtyard adjacent to the existing building. Existing building will receive some floor plan modifications to include 2 new Learning Commons (1<sup>st</sup> and 2<sup>nd</sup> floors), new math classroom and Coach Office (2<sup>nd</sup> floor), 1 **da Vinci** Room (1<sup>st</sup> floor), 1 Special Ed. Classroom, Reading, Speech Rooms, a new bathroom by Special Ed Room, a new Psych Room and SW Room (adjacent). Renovations throughout including, painting, new flooring in select areas, new ceiling grid/tiles in most of the existing building, some ductwork, fire protection, electric, communication, new bathroom fixtures/stalls, some millwork (cubbies, counters/cabinetry), some new heating units (overhead and floor units), some new lighting, window treatments, new furniture for new addition and existing building (differing scope from new addition). Redesign and replace parking lot, new front driveway (street side), landscaping around new addition and existing building (disturbed areas), synthetic turf at new courtyard between new addition and existing building.

Construction Progress: Project is ongoing in various fronts. At the New Addition, freshly concrete poured roof pads, ramp leading to existing building and door access pads at courtyard entrances (2), exterior door frames installed, sheathing install, weather protection (VB), started brick veneer, interior wall framing, duct penetrations at roof metal deck and roof blocking.

In the Existing building various trades working on electric wiring/MEP drops (fire alarms, communication cabling), wallboards ongoing as well as interior door and window frames install, much painting has been completed (including accent walls), ductwork almost completed, lighting (new and reinstall of existing) has been mostly completed. Ceiling grid throughout and some ceiling tiles at the Gym have been installed. Sitework has been completed for some time, including drainage fields, electric duct bank and site lighting (concrete bases and pulling wire).

The existing building is on track for the scheduled turnover to the Owner, however, the new addition is projecting a completion in late September.

Cumberland, RI - May 3, 2023

# SCHOOL CONSTRUCTION PROGRESS PICTURES

## ASHTON:



## COMMUNITY SCHOOL:







**GARVIN:**







**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Town General Expense- #039**

as of: 05/08/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Budget Reserves	25,000.00	17,195.40	25,000.00	32,283.50	25,000.00	14,219.76
Casualty & Liability Insurance	480,000.00	510,022.00	500,000.00	594,352.38	540,000.00	640,630.10
Building Repair Contingency	25,000.00	12,540.77	25,000.00	8,900.98	25,000.00	9,028.00
General Contingencies	50,000.00	31,981.56	50,000.00	32,159.93	50,000.00	39,261.60
Master Lease	293,618.00	274,934.64	293,618.00	290,613.70	293,618.00	289,221.75
Efficiency Savings						2,699.42
Special Election Costs						
Severance	100,000.00		100,000.00		200,000.00	
Evergreen Legislation						
Transfer				28,214.30		
Deficit Reduction				(28,214.30)		
<b>TOTALS</b>	<b>\$ 973,618.00</b>	<b>\$ 846,674.37</b>	<b>\$ 993,618.00</b>	<b>\$ 958,310.49</b>	<b>\$ 1,133,618.00</b>	<b>\$ 995,060.63</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
25,000.00	25,000.00	
540,000.00	590,000.00	
25,000.00	25,000.00	
50,000.00	50,000.00	
293,618.00	293,618.00	
31,800.00	31,800.00	
200,000.00	180,000.00	
<b>\$ 1,165,418.00</b>	<b>\$ 1,195,418.00</b>	<b>\$ -</b>

# ***Section Twelve: Tax Levy***

**Town of Cumberland  
Fiscal Year 2022-2023**

**Projected Tax Levy, FY23**

Projected Expenses @ 6/30/22   \$ 110,975,581

Less:

Projected Revenues not including

**2022 Tax Roll/Bill (assessed 12/31/21)** \$ 75,954,251

Taxes Needed from Proj FY21 Levy (collect May/June 21) \$ 35,021,330

(essentially this is 1Q due 5/31/22 from Proj FY22 Levy)

**Total Taxes Needed @ Collection Rate** \$ 70,806,555

**Net Amount Taxes Needed** \$ 70,806,555

**Levy Calculation**

Net Amount of Taxes Needed (as listed above) \$ 70,806,555

Less: Tangible Personal Property \$ (6,542,305) x

Less: Motor Vehicle Taxes \$ - x

Less: State Motor Vehicle Phase Out

Total Taxes Provided from Real Estate \$ 64,264,250

Total Gross Taxes Needed from Real \$ 64,264,250

**Proposed Tax Rate** \$ 11.62

**Assessment Data**

Real Property Tax Base \$ 5,530,405,759

Total \$ 5,530,405,759

Total Base \$ 5,530,405,759

Value of \$1.00 on Tax Rate \$ 5,530,406

Taxes Available for FY21 & FY22 Budget

Total Taxes \$ 70,806,555

Collection Rate 98.50%

Total Year 1 Taxes Gross Collected \$ 69,744,456

Less ~2% Discount-all tax types \$ (240,000)

Allowance for Abatements \$ (225,000)

Total Actual Net Collected \$ 69,279,456

Less Proj FY21 collections (2 mos) \$ (35,021,330)

Gross FY22 Taxes from 2021 Levy (10 mos) \$ 34,258,126

\$ -

Collection Rate-Proj 49.460576% **49.46%**

Motor Vehicle Rate \$ 19.87

Residential Rate Incr. (Decr.) \$ (3.37)

Residential Rate (ordinance Max 3.0%) **-22.482% \$ 11.62**

Tangible Rate Incr. (Decr.) \$ 0.90

Tangible Rate 3.00% **30.88**

without MV (State Law)

2022 Tax Levy \$ 68,563,585

2023 ProjTax Levy \$ **70,806,555**

Levy Increase \$ 2,242,970

Levy Increase % **3.27%**

Max 4.0 %

Audited 1st Quarter Collection %, last 5-Years

Projected Collection Rate

Yr. of Tax Bill	Rate	Min	Max
2022-actual->	49.95%	49.95%	50.95%
2021	51.94%	Lower of	Higher of
2020	49.09%		
2019	48.94%		
2018	45.48%		
5-Year Average	49.08%	49.08%	50.08%
		Min	Max

without MV (State Law)

Projected Levy	Levy Increase	Levy % Increase
\$ 71,306,128	2,742,543	4.0% Levy Increase
\$ 70,620,493	2,056,908	3.0% Levy Increase
\$ 69,934,857	1,371,272	2.0% Levy Increase
\$ 69,249,221	685,636	1.0% Levy Increase

Rate	Not Assessed Val.	Tax Rates	
		Residential	Tangible
\$ 30.88	\$ 211,866,325	\$ 14.99	\$ 29.98
\$ (fixedMV) 19.87	\$ -	-3.37	0.90
		11.62	30.88
		-22.48%	(tangible)

### LEVY INCREASE CALC.

#### Real Estate Taxes

FY 2022	\$	62,531,932	
FY 2023	\$	64,264,250	\$ 1,732,318

#### Tangible Taxes

FY 2022	\$	6,031,653	
FY 2023	\$	6,542,305	\$ 510,652

#### Motor Vehicle Taxes

FY 2022	\$	3,166,794	
FY 2023			\$ (3,166,794)

#### Totals

FY 2022	\$	71,730,379	\$ (3,021,449)
FY 2023	\$	70,806,555	\$ (923,824)

Certified Levy is \$xx,xxx,xxx for FY21 (and \$68,708,930 for FY20)

#### Non Motor Vehicles Combined

FY 2022	\$	68,563,585	
FY 2023	\$	70,806,555	\$ 2,242,970 3.27%

\$ 70,806,555

cap	\$	2,742,543	4.00%
difference	\$	499,574	0.73%

### Assessed Values Recap

#### Real Estate

\$ 4,155,210,926	\$ 1,375,194,833	\$ 5,530,405,759
	33.10%	

#### Motor Vehicle

\$ 172,789,801	\$ (13,414,151)	\$ -
	as adjusted	

#### Tangible

\$ 196,100,822	\$ 15,765,503	\$ 211,866,325
	8.04%	

#### Total

\$ 4,524,101,549	\$ 1,377,546,185	\$ 5,742,272,084
\$ 31,744	30.45%	Match to cert

**Town of Cumberland  
Fiscal Year 2023-2024**

**Projected Tax Levy, FY24**

Projected Expenses @ 6/30/22  \$ 116,942,711

Less:

Projected Revenues not including

**2022 Tax Roll/Bill (assessed 12/31/21) \$ 80,868,937**

Taxes Needed from Proj FY21 Levy (collect May/June21) \$ 36,073,774

(essentially this is 1Q due 5/31/22 from Proj FY22 Levy)

**Total Taxes Needed @ Collection Rate \$ 72,876,311**

**Net Amount Taxes Needed \$ 72,876,311**

**Levy Calculation**

Net Amount of Taxes Needed (as listed above) \$ 72,876,311

Less: Tangible Personal Property \$ (6,542,305) x

Less: Motor Vehicle Taxes \$ - x

Less: State Motor Vehicle Phase Out

Total Taxes Provided from Real Estate \$ 66,334,006

**Total Gross Taxes Needed from Real \$ 66,334,006**

**Proposed Tax Rate \$ 11.95**

**Assessment Data**

Real Property Tax Base \$ 5,550,405,759

Total \$ 5,550,405,759

**Total Base \$ 5,550,405,759**

**Value of \$1.00 on Tax Rate \$ 5,550,406**

**Taxes Available for FY21 & FY22 Budget**

Total Taxes \$ 72,876,311

Collection Rate 98.50%

Total Year 1 Taxes Gross Collected \$ 71,783,166

Less ~2% Discount-all tax types \$ (240,000)

Allowance for Abatements \$ (225,000)

Total Actual Net Collected \$ 71,318,166

Less Proj FY21 collections (2 mos) \$ (36,073,774)

**Gross FY22 Taxes from 2021 Levy (10 mos) \$ 35,244,392**

**\$ -**

Collection Rate-Proj 49.500000% **49.50%**

Motor Vehicle Rate \$ 19.87

Residential Rate Incr. (Decr.) \$ 0.33

Residential Rate (ordinance Max 3.0%) **2.840% \$ 11.95**

Tangible Rate Incr. (Decr.) \$ 7.64

Tangible Rate 32.87% **30.88**

**without MV (State Law)**

2022 Tax Levy \$ 70,500,000

2023 ProjTax Levy \$ **72,876,311**

Levy Increase \$ 2,376,311

Levy Increase % **3.37%**

**Max 4.0 %**

**Audited 1st Quarter Collection %, last 5-Years**

**Projected Collection Rate**

Yr. of Tax Bill	Rate	Min	Max
2022-actual->	49.95%	49.95%	50.95%
2021	51.94%	Lower of	Higher of
2020	49.09%		
2019	48.94%		
2018	45.48%		
5-Year Average	49.08%	49.08%	50.08%
		Min	Max

**without MV (State Law)**

Projected Levy	Levy Increase	Levy % Increase
\$ 71,306,128	2,742,543	4.0% Levy Increase
\$ 70,620,493	2,056,908	3.0% Levy Increase
\$ 69,934,857	1,371,272	2.0% Levy Increase
\$ 69,249,221	685,636	1.0% Levy Increase

Rate	Net Assessed Val.	Tax Rates	
		Residential	Tangible
\$ 30.88	\$ 211,866,325	\$ 11.62	\$ 23.24
\$ 19.87	\$ -	0.33	7.64
(fixedMV)		11.95	30.88
		2.84%	(tangible)

### LEVY INCREASE CALC.

#### Real Estate Taxes

FY 2022	\$	62,531,932	
FY 2023	\$	66,334,006	\$ 3,802,074

#### Tangible Taxes

FY 2022	\$	6,031,653	
FY 2023	\$	6,542,305	\$ 510,652

#### Motor Vehicle Taxes

FY 2022	\$	3,166,794	
FY 2023			\$ (3,166,794)

#### Totals

FY 2022	\$	71,730,379	\$ (3,021,449)
FY 2023	\$	72,876,311	\$ 1,145,932

Certified Levy is \$xx,xxx,xxx for FY21 (and \$68,708,930 for FY20)

#### Non Motor Vehicles Combined

FY 2022	\$	68,563,585	
FY 2023	\$	72,876,311	\$ 4,312,726 6.29%
\$	72,876,311		
cap	\$	2,742,543	4.00%
difference	\$	(1,570,183)	-2.29%

### Assessed Values Recap

#### Real Estate

\$ 4,155,210,926	\$ 1,395,194,833	\$ 5,550,405,759
	33.58%	

#### Motor Vehicle

\$ 172,789,801	\$ (13,414,151)	\$ -
	as adjusted	

#### Tangible

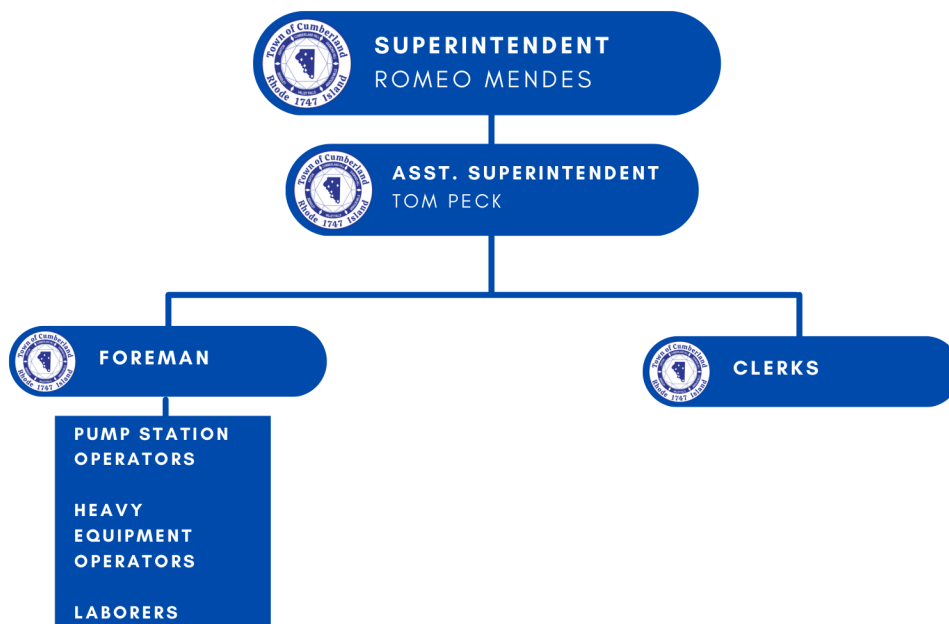
\$ 196,100,822	\$ 15,765,503	\$ 211,866,325
	8.04%	

#### Total

\$ 4,524,101,549	\$ 1,397,546,185	\$ 5,762,272,084
\$ 31,744	30.89%	Match to cert

## ***Section Thirteen: Proprietary Funds***





## DEPARTMENTAL OVERVIEW

The Town operates its own water supply, treatment, storage, and distribution system.

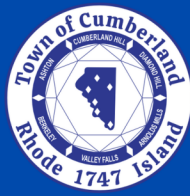
Treatment of the surface supply is by means of a rapid sand filtration plant. The system has approximately 8,538 customers and serves a population of approximately 23,286 persons.

Average daily consumption is approximately 2.2 million gallons and peak day demand for fiscal year 2020 was approximately 5.1 million gallons.

## DEPARTMENTAL GOALS - FY 2024

- Initiate rehabilitation of Manville wells one and two. Additionally, in anticipation of a federal PFAS/PFOA drinking water regulation being put into place, formulate a plan for design and installation of treatment for same at all well stations.
- Create a plan for upgrades to Girard Rd. and Fisher Rd. Pump Stations; two critical pieces of our distribution system.
- Design and implement an infrastructure maintenance and repair schedule to minimize costly emergency repairs.

# PERFORMANCE MEASURES FOR THE WATER DEPT. - FY 2023 GOALS



## GOAL ONE: Design and implement an infrastructure maintenance and repair schedule to maximize our expenditures and minimize costly emergency repairs.

Water Department Staff worked with the Public Works Director to establish priorities which have been incorporated into the Capital Improvement Plan.

### Water Department

Project Name	Unit No.	Est. Life	Year	Cost Estimated	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Manville Hill Well 1 Rehabilitation		10		45,000	45,000					
Manville Hill Well 2 Rehabilitation		10		45,000	45,000					
Scholfield Farm Well/ Water Main to Diamond Hill Road		40		6,000,000	6,000,000					
Ashton/ Berkely Village Main Rplce		40		1,760,000		1,760,000				
New Clark/Forestdale area				130,000		130,000				
Girard Road Pump Station upgrade		40		400,000		400,000				
System GIS mapping				120,000		120,000				
Jason Grant Rd 8" main		40		1,200,000			1,200,000			
Meter Replacement				2,500,000			2,500,000			
Abbott Run Wellfield aband/decommissioning				50,000			50,000			
Thompson Tank Rehabilitation		15		675,000			675,000			
Angell Rd booster pmp station and dist upgrade		50		3,700,000				3,700,000		
Manvill Hill Well 1 Generator		20		28,000				28,000		
Manville Hill Well 2 Generator		20		28,000				28,000		
Tank inspections/cleaning (5)				25,000				25,000		
Coppermine 16" main replacement		40		3,300,000					3,300,000	
SCADA Phase 1				130,000		130,000				
SCADA Phase 2				130,000		130,000				
SCADA Phase 3				130,000			130,000			
Girard Rd SCADA				150,000				150,000		
Sneech Pond Treatment Plant/New Admin Bldg				2,300,000					2,300,000	
Franklin Farm Rehabilitation well 2		10		45,000						45,000
Franklin Farm Rehabilitation well 3		10		45,000						45,000
Highland Tank Rehabilitation		15		160,000						160,000
Palomino Tank Rehabilitation		15		1,500,000						1,500,000
Sneech Pond Rd Bridge main rehab/repl		40		565,000						565,000
Mendon Rd (Angel to Mendon Booster) Distribution Construction		40		4,400,000						4,400,000
Compressor	2525	20	1992	25,000	25,000					
Chev Dump	4556	10	2007	110,000		110,000				
GMC Sierra 3500	377	10	2012	70,000		70,000				
Chev Silverado 2500	703	10	2013	60,000		60,000				
Chev Silverado 2500	4751	10	2013	60,000			60,000			
Chev Silverado 2500	4247	10	2015	60,000				60,000		
Chev Colorado	4464	10	2016	50,000					50,000	
Chev Silverado 2500	5749	10	2019	60,000						60,000
<b>Total</b>				30,056,000	6,115,000	2,910,000	4,615,000	3,991,000	5,650,000	6,775,000

**23-**  
**TOWN OF CUMBERLAND, RI**  
**PROPOSED BUDGET AMENDMENT**  
**FISCAL YEAR 2023/2024**  
**WATER DEPARTMENT - 501**

**AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE TOWN OF CUMBERLAND'S WATER DEPARTMENT FOR FISCAL YEAR 2023/2024**

**THE TOWN OF CUMBERLAND ORDAINS:**

**THE OPERATING BUDGET FOR FISCAL YEAR 2022/2023 IS AS FOLLOWS**

<b>WATER</b>	<b>ADJUSTED BUDGET FY 2021</b>	<b>ADJUSTED BUDGET FY 2022</b>	<b>ADOPTED BUDGET FY 2023</b>	<b>DEPT. REQUEST</b>	<b>MAYOR PROPOSED FY 2024</b>
Water Usage Revenue	2,650,416	2,650,416	2,894,086	2,642,761	2,642,761
Hook Up Fees Water Revenue	41,512	41,512	41,512	11,246	11,246
Hydrant Fees Water Revenue	224,070	224,070	224,070	231,000	231,000
Service fees Water Revenue	534,055	534,055	534,055	637,305	637,305
PWSB Surcharge Water	1,070,300	1,070,300	1,130,587	1,599,000	1,599,000
Infrastructure Fees Water	1,334,400	1,334,400	1,334,400	1,246,016	1,246,016
State Surcharge Water Revenue	115,421	115,421	115,421	111,960	111,960
Water Protection Revenue	65,195	65,195	65,195	58,497	58,497
RI Taxes	22,136	22,136	22,136	10,000	10,000
Delinquent Interest Water Revenue	65,000	65,000	65,000	35,000	35,000
Debt Reduction Surcharge Water	-	-	-	-	-
Late Fees Water Revenue	77,500	77,500	77,500	38,000	38,000
Water Resource Board Reimbursement	125,000	125,000	125,000	15,500	15,500
Contributed Capital	125,000	125,000	125,000	-	-
<b>REVENUES</b>	<b>6,450,005</b>	<b>6,450,005</b>	<b>6,753,962</b>	<b>6,636,285</b>	<b>6,636,285</b>
Regular Salaries - WATER	978,543	978,543	1,062,323	1,025,465	1,025,465
Overtime	120,000	120,000	120,000	120,000	120,000
Cellphone Reimbursement	-	-	1,000	4,800	4,800
Longevity Water	43,585	43,585	44,544	44,544	44,544
Bank Charges	-	-	-	-	-
Repairs Building	17,000	17,000	25,000	20,000	20,000
Repairs Treatment Equip&Maint	25,000	25,000	25,000	15,000	15,000
Repairs Distribution Equip&Maint	21,000	21,000	21,000	10,000	10,000
Repairs Equipment	12,000	12,000	25,000	-	-
Repairs Vehicles	22,000	22,000	25,000	22,000	22,000
Professional Fees	105,000	105,000	105,000	95,000	95,000
Indirect Costs/General Fund	75,000	75,000	75,000	75,000	75,000
Postage	6,000	6,000	8,000	12,000	12,000
Office Supplies	2,000	2,000	2,500	2,500	2,500
Operating Supplies	95,000	95,000	95,000	75,000	75,000
Lease Payments	162,292	162,292	162,292	107,818	107,818
Janitorial Supplies	1,400	1,400	3,000	2,600	2,600
Gravel/Stone/Loam/Mulch	17,000	17,000	17,000	6,000	6,000
Asphalt/Concrete	20,000	20,000	20,000	20,000	20,000
Plumbing Supplies	2,800	2,800	4,500	4,000	4,000
Distribution Supplies	22,000	22,000	22,000	23,000	23,000

Hydrant Maintenance & Repair	28,000	28,000	28,000	22,000	22,000
Meter Installation & Repair	55,000	55,000	55,000	48,000	48,000
Gas and Oil	32,000	32,000	42,000	34,000	34,000
Heating/Air Conditioning	310,000	310,000	310,000	300,000	300,000
Telephone	17,000	17,000	17,000	17,000	17,000
Data Backhaul	3,500	3,500	3,500	3,500	3,500
Water- PWSB	1,070,300	1,070,300	1,130,587	1,700,000	1,700,000
Advertising	10,000	10,000	10,000	4,200	4,200
Education and Training	9,000	9,000	10,000	6,000	6,000
Dues and Subscriptions	3,000	3,000	3,000	2,800	2,800
Office Equipment	6,500	6,500	6,000	4,000	4,000
Well Reconditioning	85,000	85,000	85,000	80,000	80,000
Treatment Chemicals	230,000	230,000	230,000	275,000	275,000
Treatment Equipment	20,000	20,000	20,000	15,000	15,000
Software Expense	50,000	50,000	50,000	40,000	40,000
Distribution Equipment	44,000	44,000	44,000	30,000	30,000
Water Testing	33,000	33,000	33,000	32,000	32,000
Water Testing Distribution System	7,000	7,000	7,000	6,000	6,000
State Surcharge	102,927	102,927	-	116,000	116,000
Town Network Expense	18,000	18,000	18,000	18,000	18,000
Sales tax	22,136	22,136	22,136	22,136	22,136
Water Protection	65,195	65,195	65,195	58,500	58,500
Infrastructure Improvements	608,543	608,543	668,422	-	-
Insurance	78,000	78,000	85,000	85,000	85,000
Interest Expense	-	-	-	-	-
Workers Comp	51,503	51,503	51,503	53,500	53,500
RI State Retirement	115,907	115,907	113,754	111,701	111,701
Social Security	88,057	88,057	79,859	79,278	79,278
Health Insurance	275,843	275,843	371,982	386,861	386,861
Health Insurance EE	-	-	(55,000)	(57,200)	(57,200)
HSA Upload	-	-	-	-	81,000
Delta Dental	17,562	17,562	15,625	16,250	16,250
Delta Dental EE	-	-	(238)	(247)	(247)
Life Insurance	6,015	6,015	9,871	10,000	10,000
Public Water Lic. Renewal	12,825	12,825	12,825	12,825	12,825
DEBT SERV Principal	733,056	733,056	903,729	922,894	922,894
DEBT SERV Prin (Infrast. Chg.)	-	-	-	-	-
DEBT SERV Interest	-	-	-	-	-
DEBT SERV Int (Infrast. Chg.)	418,413	418,413	410,053	390,560	390,560
Emergency Reserve	38,804	38,804	25,000	25,000	25,000
Sludge Removal	36,300	36,300	9,000	-	-
Deficit Reduction Surcharge	-	-	-	-	-
<b>EXPENDITURES</b>	<b>6,450,005</b>	<b>6,450,005</b>	<b>6,753,962</b>	<b>6,555,285</b>	<b>6,636,285</b>

**TOWN OF CUMBERLAND, RI**  
**GENERAL FUND**  
**REVENUE BUDGET AMENDMENT**  
**FISCAL YEAR 2023/2024**  
**WATER FUND - #501**

as of: 5/17/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Water Usage Revenue	2,650,416.08		2,650,416.08		2,894,086.00	2,076,748.59
Hook Up Fees Water Revenue	41,512.00		41,512.00		41,512.00	8,668.00
Hydrant Fees Water Revenue	224,070.00		224,070.00		224,070.00	224,070.00
Service fees Water Revenue	534,055.00		534,055.00		534,055.00	415,713.79
PWSB Surcharge Water	1,070,300.00		1,070,300.00		1,130,587.00	810,675.27
Infrastructure Fees Water	1,334,400.00		1,334,400.00		1,334,400.00	1,009,526.95
State Surcharge Water Revenue	115,421.43		115,421.43		115,421.00	99,238.00
Water Protection Revenue	65,195.17		65,195.17		65,195.00	52,479.81
RI Taxes	22,135.75		22,135.75		22,136.00	15,744.84
Delinquent Interest	65,000.00		65,000.00		65,000.00	-
Miscellaneous Water Revenue	-		-			
Investment Income Water	-		-			
Debt Reduction Surcharge Water	-		-			
Late Fees Water Revenue	77,500.00		77,500.00		77,500.00	43,512.03
Water Resource Board Reimbursement	125,000.00		125,000.00		125,000.00	-
Bond Premium Amortization	-		-			
Contributions Water Revenue	-		-			
Contributed Capital	125,000.00		125,000.00		125,000.00	-
Gain-Loss on Disposal of Fixed Assets	-		-			
<b>TOTALS</b>	<b>\$ 6,450,005.43</b>	<b>\$ -</b>	<b>\$ 6,450,005.43</b>	<b>\$ -</b>	<b>\$ 6,753,962.00</b>	<b>\$ 4,756,377.28</b>

	FY 2024	
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
2,642,761.00	2,642,761.00	
11,246.00	11,246.00	
231,000.00	231,000.00	
637,305.00	637,305.00	
1,599,000.00	1,599,000.00	
1,246,016.00	1,246,016.00	
111,960.00	111,960.00	
58,497.00	58,497.00	
10,000.00	10,000.00	
35,000.00	35,000.00	
-	-	
-	-	
-	-	
38,000.00	38,000.00	
15,500.00	15,500.00	
-	-	
<b>\$ 6,636,285.00</b>	<b>\$ 6,636,285.00</b>	<b>\$ -</b>

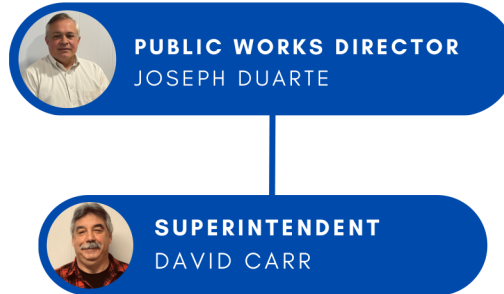
**TOWN OF CUMBERLAND, RI**  
**GENERAL FUND**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**WATER FUND - #501**

	FY 2021		FY 2022		FY 2023		FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR PROPOSED	COUNCIL ADOPTED
Salaries	978,542.93		978,542.93		1,062,323.34	837,955.07	1,025,465.00	1,025,465.00	
Overtime	120,000.00		120,000.00		120,000.00	106,744.45	120,000.00	120,000.00	
Cell Phone PR	-		-		1,000.00	4,547.13	4,800.00	4,800.00	
MERS Defined Benefit	115,906.54		115,906.54		113,754.08	102,485.11	111,701.00	111,701.00	
TIAA-CREF Contribution									
FICA - Water	88,057.44		88,057.44		79,858.73	75,029.48	79,278.00	79,278.00	
Unemployment Water									
Worker's Compensation	51,502.50		51,502.50		51,502.50		53,500.00	53,500.00	
Health Insurance ER	275,843.00		275,843.00		371,982.38	265,168.68	386,861.00	386,861.00	
Health Insurance EE					(55,000.14)	(39,524.45)	(57,200.00)	(57,200.00)	
HSA Upload								81,000.00	
Admin Health							-	-	
Delta Dental ER	17,562.00		17,562.00		15,624.98	14,623.16	16,250.00	16,250.00	
Delta Dental EE					(238.42)	(212.30)	(247.00)	(247.00)	
Life Insurance	6,015.00		6,015.00		9,871.25	8,857.75	10,000.00	10,000.00	
Property Insurance	78,000.00		78,000.00		85,000.00	-	85,000.00	85,000.00	
Advertising	10,000.00		10,000.00		10,000.00	2,844.00	4,200.00	4,200.00	
Capital Leases	162,292.00		162,292.00		162,292.00	3,060.00	107,818.00	107,818.00	
Dues and Subscriptions	3,000.00		3,000.00		3,000.00	1,715.00	2,800.00	2,800.00	
Education and Training	9,000.00		9,000.00		10,000.00	6,179.00	6,000.00	6,000.00	
Vehicle Gas and Oil	32,000.00		32,000.00		42,000.00	28,497.18	34,000.00	34,000.00	
Heating and Cooling	310,000.00		310,000.00		310,000.00	313,821.86	300,000.00	300,000.00	
Janitorial Supplies	1,400.00		1,400.00		3,000.00	2,774.65	2,600.00	2,600.00	
Office Supplies	2,000.00		2,000.00		2,500.00	3,063.22	2,500.00	2,500.00	
Operating Supplies	95,000.00		95,000.00		95,000.00	11,987.72	75,000.00	75,000.00	
Plumbing Supplies	2,800.00		2,800.00		4,500.00	841.87	4,000.00	4,000.00	
Postage - Water	6,000.00		6,000.00		8,000.00	14,903.98	12,000.00	12,000.00	
Professional Services	105,000.00		105,000.00		105,000.00	121,997.90	95,000.00	95,000.00	
Building Repairs	17,000.00		17,000.00		25,000.00	31,698.92	20,000.00	20,000.00	
Office Equipment	6,500.00		6,500.00		6,000.00	2,424.68	4,000.00	4,000.00	
Repairs Equipment	12,000.00		12,000.00		25,000.00	5,029.44			
Vehicle Repair	22,000.00		22,000.00		25,000.00	58,388.18	22,000.00	22,000.00	
DEBT SERV Principal	733,056.46		733,056.46		903,729.00	1,360.30	922,894.00	922,894.00	

Debt Service Interest - Infrastructure	418,413.22		418,413.22		410,053.00	410,052.76	390,560.00	390,560.00	
Debt Service Principal Infrastructure									
Debt Serv Interest Telephone	17,000.00		17,000.00		17,000.00		17,000.00	17,000.00	
Capital Improvements						284,654.60			
Deficit Reduction Surcharge									
Interest Expense									
Amortization									
Asphalt/Concrete	20,000.00		20,000.00		20,000.00	13,294.55	20,000.00	20,000.00	
Bad Debt									
Bank Charges	-		-						
Data Backhaul	3,500.00		3,500.00		3,500.00		3,500.00	3,500.00	
Depreciation Expense									
Distribution Equipment	44,000.00		44,000.00		44,000.00	10,950.17	30,000.00	30,000.00	
Distribution Supplies	22,000.00		22,000.00		22,000.00	8,456.83	23,000.00	23,000.00	
Emergency Reserve	38,803.55		38,803.55		25,000.00	28,879.52	25,000.00	25,000.00	
Gravel/Stone/Loam/Mulch	17,000.00		17,000.00		17,000.00	2,739.19	6,000.00	6,000.00	
Hydrant Maintenance	28,000.00		28,000.00		28,000.00	21,033.21	22,000.00	22,000.00	
Indirect Costs/General Fund	75,000.00		75,000.00		75,000.00	-	75,000.00	75,000.00	
Infrastructure Improvements	608,543.43		608,543.43		668,422.00	335,367.98			
Longevity Water	43,584.72		43,584.72		44,544.00	35,333.59	44,544.00	44,544.00	
Meter Installation & Repair	55,000.00		55,000.00		55,000.00	43,366.70	48,000.00	48,000.00	
Net Operating Reserve									
Public Water Lic. Renewal	12,825.00		12,825.00		12,825.00		12,825.00	12,825.00	
RANS Interest/Issuance Cost									
Repairs Distribution Equip	21,000.00		21,000.00		21,000.00	9,505.23	10,000.00	10,000.00	
Repairs Treatment Equip	25,000.00		25,000.00		25,000.00	3,116.31	15,000.00	15,000.00	
Sales Tax	22,135.75		22,135.75		22,136.00	17,285.22	22,136.00	22,136.00	
Sludge Removal	36,300.00		36,300.00		9,000.00	6,000.00			
Software Expense	50,000.00		50,000.00		50,000.00	9,839.84	40,000.00	40,000.00	
State Surcharge	102,926.72		102,926.72		-		116,000.00	116,000.00	
Town Network Expense	18,000.00		18,000.00		18,000.00	7,726.49	18,000.00	18,000.00	
Treatment Chemicals	230,000.00		230,000.00		230,000.00	294,875.78	275,000.00	275,000.00	
Treatment Equipment	20,000.00		20,000.00		20,000.00	2,014.95	15,000.00	15,000.00	
Treatment Plant	-		-						
Water Protection	65,195.17		65,195.17		65,195.00	139,034.02	58,500.00	58,500.00	
Water-PWSB	1,070,300.00		1,070,300.00		1,130,587.00	1,574,120.62	1,700,000.00	1,700,000.00	
Water Testing	33,000.00		33,000.00		33,000.00	17,676.00	32,000.00	32,000.00	
Water Testing Distribution System	7,000.00		7,000.00		7,000.00	10,742.00	6,000.00	6,000.00	
Well Reconditioning	85,000.00		85,000.00		85,000.00	74,030.00	80,000.00	80,000.00	
<b>TOTALS</b>	<b>\$ 6,450,005.43</b>	<b>\$ -</b>	<b>\$ 6,450,005.43</b>	<b>\$ -</b>	<b>\$ 6,753,961.70</b>	<b>\$ 5,346,357.54</b>	<b>\$ 6,555,285.00</b>	<b>\$ 6,636,285</b>	<b>\$ -</b>



## ORGANIZATIONAL CHART



## DEPARTMENTAL OVERVIEW

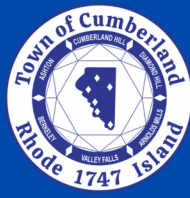
The Sewer Division is responsible for maintaining and operating the municipal sewer system in accordance with all applicable state, federal, and local regulations for the collection and discharge of wastewater.

## DEPARTMENTAL GOALS - FY 2024

- Replacement of Abbott Street Waster water Pumping Station.
- Ashton Village Sanitary Sewer Replacement
- Berkeley Village Sanitary Sewer Replacement



# PERFORMANCE MEASURES FOR THE SEWER DEPT. - FY 2023 GOALS



## GOAL ONE:

### Replacement of the Abbott Street Waste Water pumping station.

#### Abbott Street Wastewater Pumping Station Replacement

**Estimated Cost:** \$500,000.00

**ARPA Eligibility Category:** 5.2 (Wastewater Infrastructure)

**Key Performance Indicators:** Output: Timely procurement and installation of equipment.

Outcome: Enhance public health, reduced risk of station failure and reduced maintenance costs.

#### Description of the Project

The station, a pneumatic ejector, has been in service for approximately 25 years. Due to repeated equipment failures and the lack of available replacement parts, the Department of Public Works (DPW) has elected to replace the station with a new underground duplex submersible pumping station on the same property.

#### Basis for the Town's Decision

The Abbott Street Pumping Station services approximately 14 residential customers and one commercial user in the Valley Falls area of Cumberland, RI and is in urgent need of replacement.

The Town has allocated \$500,000 of American Rescue Plan Act Funding for the replacement of the Abbott Street Wastewater Pumping Station.

The Town is currently in the engineering and design phase of this project and will be going out to bid soon.

## GOAL TWO:

### Replacement of the Ashton and Berkeley pumping stations.

The Town is exploring funding sources for these two projects which remain goals. Possible areas of funding being consider include revenue bonds.

**23-**  
**TOWN OF CUMBERLAND, RI**  
**BUDGET**  
**FISCAL YEAR 2023/2024**  
**SEWER FUND - 401**

**AN ORDINANCE ESTABLISHING THE OPERATING BUDGET FOR THE TOWN OF CUMBERLAND'S SEWER DEPARTMENT FOR FISCAL YEAR 2023/24**

**THE TOWN OF CUMBERLAND ORDAINS:**

**THE OPERATING BUDGET FOR FISCAL YEAR 2023/24 IS AS FOLLOWS:**

	ADJUSTED BUDGET FY 2021	ADJUSTED BUDGET FY 2022	ADJUSTED BUDGET FY 2023	MAYOR PROPOSED FY 2024	COUNCIL ADOPTED
<b>SEWER</b>					
1 Sewer Assessments	138,714	139,836	141,577	116,000	-
2 Revenues - Hook-up Fees Sewer	-	-	-	35,000	-
3 Delinquent interest Sewer	13,000	20,000	12,000	12,000	-
4 Sewer Usage Revenue	396,938	385,523	396,801	417,794	-
5 Sewer Permits Revenue	40,000	51,200	40,000	-	-
6 Tax Sale Fees-Sewer	1,175	1,000	2,000	3,000	-
7 <b>REVENUES</b>	<b>589,827</b>	<b>597,559</b>	<b>592,378</b>	<b>583,794</b>	<b>-</b>
8					
9					
10 Regular Salaries -SEWER	48,944	48,944	50,833	50,833	-
11 Emergency Labor	15,500	16,000	30,000	30,000	-
12 Overtime	4,500	4,500	4,500	4,500	-
13 Longevity Sewer	4,000	4,000	3,558	3,558	-
14 Repairs Pump Equipment	2,500	10,000	10,000	10,000	-
15 Repairs Vehicles	1,500	2,200	2,200	2,200	-
16 Emergency Repairs	29,000	35,000	35,000	35,000	-
17 Postage	9,000	8,500	10,000	10,000	-
18 Professional Services	50,000	50,000	50,000	20,000	-
19 Office Supplies	50	200	450	450	-
20 Dept. Software and Licenses	150	150	150	150	-
21 Infrastructure Improvement Fund				50,766	
22 Gasoline and Oil	520	1,000	1,000	1,500	-
23 Utilities	12,000	16,000	16,000	16,000	-
24 Telephone	3,500	3,450	2,900	2,900	-
25 Cell Phone PR	600	600	600	600	-
26 Cumb. Water Highland P.S.	21,700	20,500	-	-	-
27 Office Equipment	850	850	850	1,000	-
28 Town Network Expense	18,800	20,000	8,500	8,500	-
29 Collect System Maintenance	88,000	70,000	70,000	80,000	-
30 General Fund Services	40,000	40,000	40,000	40,000	-
31 Capital Improvements	75,000	55,000	75,000	75,000	-
32 Vehicle replacement	76,863	95,000	75,000	-	-
33 Insurance	14,000	16,000	20,000	59,000	-
34 Sewer Insurance Claims	12,500	10,000	25,000	15,000	-
35 Contingencies	35,000	40,000	30,000	30,000	-
36 Interest Expense	-	-	-	-	-
37 Workers Comp	-	-	-	-	-
38 RI Retirement	5,600	5,935	5,880	5,880	-
39 Social Security	4,000	4,000	4,161	4,161	-
40 Health Insurance	15,000	20,985	21,195	21,195	-
41 Health Insurance EE		(2,000)	(2,000)	(2,000)	-
42 HSA Upload				6,000	
43 Dental Insurance	450	450	1,155	1,155	-
44 Life Insurance	300	295	447	447	-
45 DEBT SERV Principal	-	-	-	-	-
46 DEBT SERV Interest	-	-	-	-	-
47 Deficit Reduction	-	-	-	-	-
48 <b>EXPENDITURES</b>	<b>589,827</b>	<b>597,559</b>	<b>592,378</b>	<b>583,794</b>	<b>-</b>

**TOWN OF CUMBERLAND, RI**  
**GENERAL FUND**  
**REVENUE BUDGET**  
**FISCAL YEAR 2023/2024**  
**SEWER FUND - #401**

as of: 5/17/23

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE
Sewer Assessments	138,714.00	157,589.28	139,836.00		141,577.00	111,319.81
Revenues - Hook-up Fees Sewer		39,319.76	-			
Transfers From Other Funds Sewer			-			
Operations and Maintenance Fees Sewer			-			
Delinquent interest Sewer	13,000.00	9,530.84	20,000.00		12,000.00	16,448.39
Sewer Usage Revenue	396,938.00	512,053.00	385,523.00		396,801.00	415,590.52
Sewer Permits Revenue	40,000.00		51,200.00		40,000.00	24,450.00
Sewer Misc Revenue			-			
Tax Sale Fees-Sewer	1,175.00	250.00	1,000.00		2,000.00	4,648.76
<b>TOTALS</b>	<b>\$ 589,827.00</b>	<b>\$ 718,742.88</b>	<b>\$ 597,559.00</b>	<b>\$ -</b>	<b>\$ 592,378.00</b>	<b>\$ 572,457.48</b>

FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
116,000.00	116,000.00	
35,000.00	35,000.00	
-	-	
-	-	
12,000.00	12,000.00	
411,794.00	417,794.00	
-	-	
-	-	
3,000.00	3,000.00	
<b>\$ 577,794.00</b>	<b>\$ 583,794.00</b>	<b>\$ -</b>

**TOWN OF CUMBERLAND, RI**  
**GENERAL FUND**  
**EXPENDITURE BUDGET**  
**FISCAL YEAR 2023/2024**  
**SEWER FUND - #401**

as of: 5/17/23

	FY 2021		FY 2022		FY 2023		FY 2024		
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
Salaries - Sewer	48,944.00	31,583.42	48,944.00	52,087.90	50,832.60	42,230.31	50,832.60	50,832.60	
Overtime - Sewer	4,500.00	3,178.56	4,500.00	3,138.18	4,500.00	3,875.30	4,500.00	4,500.00	
Longevity - Sewer	4,000.00		4,000.00	3,812.45	3,558.28	-	3,558.28	3,558.28	
Cell Phone PR	600.00	450.00	600.00	550.00	600.00	550.00	600.00	600.00	
MERS Defined Benefit - Sewer	5,600.00	3,002.67	5,935.00	6,037.60	5,879.65	4,856.65	5,879.65	5,879.65	
TIAA-CREF Defined Contribution									
FICA - Sewer	4,000.00	2,552.36	4,000.00	4,426.10	4,160.90	3,465.83	4,160.90	4,160.90	
Unemployment									
Workers Compensation - Sewer									
Health Insurance ER	15,000.00	17,094.11	20,985.00	19,580.52	21,194.61	18,666.78	21,194.61	21,194.61	
Health Insurance EE		(1,772.21)	(2,000.00)	(1,989.35)	(2,000.00)	(1,769.16)	(2,000.00)	(2,000.00)	
HSA Upload						6,000.00	6,000.00	6,000.00	
Dental ER - Sewer	450.00	1,038.07	450.00	1,155.12	1,155.09	1,058.86	1,155.09	1,155.09	
Dental EE - Sewer		-		-			-	-	
Life Insurance - Sewer	300.00	357.50	295.00	447.00	447.00	409.75	447.00	447.00	
Emergency Labor	15,500.00	11,949.95	16,000.00	39,380.02	30,000.00	20,837.85	30,000.00	30,000.00	
Emergency Repairs	29,000.00	15,711.00	35,000.00	21,141.80	35,000.00	13,473.79	35,000.00	35,000.00	
Property Insurance	14,000.00		16,000.00	39,348.51	20,000.00	58,669.77	59,000.00	59,000.00	
Repairs Pump Equipment	2,500.00	5,632.68	10,000.00	5,839.50	10,000.00	5,899.17	10,000.00	10,000.00	
Collect System Maintenance	88,000.00	63,152.65	70,000.00	51,464.50	70,000.00	62,203.46	80,000.00	80,000.00	
Cumb. Water Highland P.S	21,700.00	17,193.86	20,500.00	4,159.47			-	-	
Town Network Expense	18,800.00		20,000.00	13,622.48	8,500.00	5,960.00	8,500.00	8,500.00	
Utilities	12,000.00	15,554.68	16,000.00	11,384.67	16,000.00	8,022.52	16,000.00	16,000.00	
Vehicle Gas and Oil	520.00		1,000.00	672.38	1,000.00	1,598.40	1,500.00	1,500.00	
Office Supplies	50.00		200.00	526.63	450.00	13.99	450.00	450.00	
Postage	9,000.00	13,085.23	8,500.00	8,461.95	10,000.00	8,214.23	10,000.00	10,000.00	
Professional Services - Sewer	50,000.00		50,000.00	-	50,000.00	49,500.00	20,000.00	20,000.00	
Office Equipment	850.00		850.00	640.00	850.00	1,290.00	1,000.00	1,000.00	
Vehicle Repair & Maintenance - Sewer	1,500.00	1,312.70	2,200.00	1,215.05	2,200.00	432.11	2,200.00	2,200.00	
DEBT SERV Principal							-	-	
DEBT SERV Interest							-	-	
Telephone	3,500.00	2,118.66	3,450.00	2,378.80	2,900.00	2,452.98	2,900.00	2,900.00	
Vehicle Replacement - Sewer	76,863.00		95,000.00	179,900.70	75,000.00	(14,991.73)	-	-	
Insurance Claims - Sewer	12,500.00		10,000.00	8,816.25	25,000.00		15,000.00	15,000.00	
General Fund Services	40,000.00		40,000.00	40,000.00	40,000.00		40,000.00	40,000.00	
Capital Improvements	75,000.00	117,218.62	55,000.00	27,292.25	75,000.00		75,000.00	75,000.00	
Contingencies	35,000.00		40,000.00		30,000.00		30,000.00	30,000.00	
Deficit Reduction - Sewer							-	-	

Interest Expense - Sewer Dept Software & Licenses - Sewer Infrastructure Improvement Fund *NEW*						
	150.00		150.00	73.08	150.00	-
<b>TOTALS</b>	<b>\$ 589,827.00</b>	<b>\$ 320,414.51</b>	<b>\$ 597,559.00</b>	<b>\$ 545,563.56</b>	<b>\$ 592,378.14</b>	<b>\$ 302,920.86</b>

-	-	
150.00	150.00	
50,766.00	50,766.00	
<b>\$ 583,794.13</b>	<b>\$ 583,794.13</b>	<b>\$ -</b>

**23-**  
**TOWN OF CUMBERLAND, RI**  
**ADOPTED BUDGET**  
**FISCAL YEAR 2023/2024**  
**RECREATION FUND**

**AN ORDINANCE ESTABLISHING THE OPERATING BUDGET FOR THE TOWN OF CUMBERLAND'S RECREATION FUND FOR FISCAL YEAR 2023/2024**

**THE TOWN OF CUMBERLAND ORDAINS:**

**THE OPERATING BUDGET FOR FISCAL YEAR 2023/2024 IS AS FOLLOWS**

		ADJUSTED BUDGET FY 2019	ADJUSTED BUDGET FY 2020	ADOPTED BUDGET FY 2023	MAYOR PROPOSED FY 2024	COUNCIL ADOPTED
	RECREATION					
1	Summer Camp Fee - Recreation	75,000	60,000	35,000	35,000	
2	Tucker Field Misc Revenue - Recreation			-		
3	Winter Sports Fees - Recreation			2,500	2,500	
4	Halloween Fun Day - Recreation			-		
5	Summer Camp Trip Fees - Recreation	13,000	10,000	15,000	15,000	
6	Ballfield Rentals - Recreation	16,000	17,000	13,000	13,000	
7	Adult Tennis Fees - Recreation	-	1,500	2,000	2,000	
8	Volleyball Fees - Recreation	-	1,000	1,000	1,000	
9	Golf Fees - Recreation		1,000	1,500	1,500	
10	Wrestling Fees - Recreation			500	500	
11	Zumba Class Fees - Recreation			-		
13	Archery Fees - Recreation			2,000	2,000	
14	Field Hockey Fees - Recreation			-		
15	Baseball Camp Fees - Recreation			4,000	4,000	
16	Basketball Clinic Fees - Recreation			14,000	14,000	
17	Dance Program Fees - Recreation	45,000	45,000	18,000	18,000	
18	Tennis Fees - Recreation		1,000	3,800	3,800	
19	Christmas Tree Lighting - Recreation			8,000	8,000	
20	Winter Fest Revenue - Recreation		23,000	20,000	20,000	
21	Haunted Hill Revenue - Recreation	15,000	-	15,000	15,000	
22	Rentals - Recreation	6,000	3,000	16,000	16,000	
23	Track and Field Fees			1,200	1,500	
24	State Grants - Recreation			-		
25	Winter Wonderland Revenue - Recreation	20,000		-		
26	Transfer from Assigned Fund Balance	30,000	48,000	15,500	40,000	
27	Misc. Revenue - Recreation	27,000	25,000	-		
28	Program Revenue			-		
29	<b>REVENUES</b>	<b>247,000</b>	<b>235,500</b>	<b>188,000</b>	<b>212,800</b>	<b>-</b>
30						
31	Other Programs Payroll	15,000	18,500	25,000	24,000	
32	Winterfest Payroll	15,000	15,000	8,000	-	
33	Salaries Summer Camp	80,000	68,000	35,000	38,000	



34	Archery Program			2,000	-
35	Baseball Camp			4,000	5,000
36	Basketball Clinic			14,000	17,000
37	Christmas Tree Lighting			8,500	13,000
38	Conway Tours			-	-
39	Dance Program	25,000	-	18,000	18,000
40	Field Hockey			2,000	-
41	Golf			1,500	500
42	Halloween Fun Day			3,500	3,500
43	Misc. Programs			2,000	2,000
44	Monastery Grounds			-	4,000
45	Capital Expenditures	-	20,000		-
46	Movies in the Park			1,000	1,000
47	Music in the Park/Food Truck			8,000	8,500
48	Other Parks Maintenance	15,000	15,000	-	-
49	Porta Potty			-	5,000
50	Program Expenses	56,000	56,000		-
51	Spring Festival			5,000	5,500
52	Summer Camp	11,000	15,000	20,000	25,000
53	Summer Camp Trips	13,000	10,000	15,000	18,000
54	Summer Track Program			1,200	1,200
55	Tennis			3,800	4,700
56	Tucker Field Turf	7,000	7,000	-	13,000
57	Volleyball			1,000	-
58	Winterfest	10,000	11,000	6,500	3,000
59	Winter Sports			2,500	2,500
60	Wrestling			500	400
61	<b>EXPENDITURES</b>	<b>247,000</b>	<b>235,500</b>	<b>188,000</b>	<b>212,800 -</b>

**TOWN OF CUMBERLAND, RI**  
**PROPOSED RECREATION FUND**  
**REVENUE BUDGET**  
**FISCAL YEAR 2023/2024**

as of:

	FY 2021		FY 2022		FY 2023		PROPOSED FY24	
	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	ADJUSTED BUDGET	ACTUAL REVENUE	MAYOR PROPOSED	COUNCIL ADOPTED
Summer Camp Fee - Recreation	-		85,000.00	1,104.71	35,000.00		35,000.00	
Tucker Field Misc Revenue - Recreation			-		-			
Winter Sports Fees - Recreation			-		2,500.00		2,500.00	
Halloween Fun Day - Recreation			-		-			
Summer Camp Trip Fees - Recreation	-				15,000.00		15,000.00	
Ballfield Rentals - Recreation	4,500.00	12,755.00		12,475.00	13,000.00		13,000.00	
Adult Tennis Fees - Recreation	-		-	1,190.00	2,000.00		2,000.00	
Volleyball Fees - Recreation	-				1,000.00		1,000.00	
Golf Fees - Recreation					1,500.00		1,500.00	
Wrestling Fees - Recreation				300.00	500.00		500.00	
Zumba Class Fees - Recreation					-			
Archery Fees - Recreation					2,000.00		2,000.00	
Field Hockey Fees - Recreation					-			
Baseball Camp Fees - Recreation				7,674.00	4,000.00		4,000.00	
Basketball Clinic Fees - Recreation	8,072.00	9,604.00		12,515.00	14,000.00		14,000.00	
Dance Program Fees - Recreation	-		45,000.00	23,549.00	18,000.00		18,000.00	
Tennis Fees - Recreation	-				3,800.00		3,800.00	
Christmas Tree Lighting - Recreation	7,900.00	7,900.00	7,900.00	7,200.00	8,000.00		8,000.00	
Winter Fest Revenue - Recreation	-				20,000.00		20,000.00	
Haunted Hill Revenue - Recreation	-		15,000.00		15,000.00		15,000.00	
Rentals - Recreation	16,000.00	18,045.00	16,000.00	21,225.00	16,000.00		16,000.00	
Track and Field Fees				1,160.00	1,200.00		1,500.00	
State Grants - Recreation	1,000.00	1,000.00		6.55				
Winter Wonderland Revenue - Recreation								
Transfer from Assigned Fund Balance			35,000.00		15,500.00		40,000.00	
Misc. Revenue - Recreation	-			2,050.00	-			
Program Revenue			30,000.00		-			
	\$ 37,472.00	\$ 49,304.00	\$ 233,900.00	\$ 90,449.26	\$ 188,000.00	\$ -	\$ 212,800.00	\$ -

**TOWN OF CUMBERLAND, RI  
EXPENDITURE BUDGET  
FISCAL YEAR 2023/2024  
Recreation - #033**

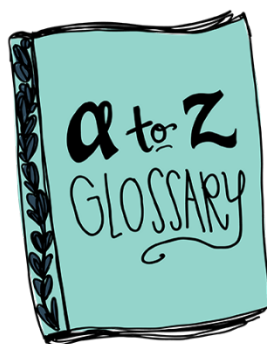
as of:

	FY 2021		FY 2022		FY 2023	
	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED	ADJUSTED BUDGET	ACTUAL EXPENDED
Other Programs Payroll			25,000.00	13,017.00	25,000.00	
Winterfest Payroll			7,500.00	-	8,000.00	
Salaries Summer Camp		850.58	85,000.00	30,148.87	35,000.00	
Archery Program			1,200.00		2,000.00	
Baseball Camp		731.50	4,000.00	1,685.71	4,000.00	
Basketball Clinic	8,072.00	6,307.48	2,000.00	12,515.75	14,000.00	
Christmas Tree Lighting			7,000.00	6,044.21	8,500.00	
Conway Tours						
Dance Program			13,000.00	7,461.20	18,000.00	
Field Hockey			1,600.00		2,000.00	
Golf			1,000.00		1,500.00	
Halloween Fun Day	500.00	255.05	3,200.00	3,134.44	3,500.00	
Misc. Programs			1,500.00		2,000.00	
Monastery Grounds	4,500.00	648.98	4,000.00		-	
Movies in the Park			1,000.00	700.00	1,000.00	
Music in the Park/Food Truck		3,660.00	8,000.00	1,350.00	8,000.00	
Other Parks Maintenance				7,710.54		
Porta Potty	3,500.00	5,474.00	4,500.00	3,583.00		
PWSB Lease Agreement						
Spring Festival			5,000.00	2,750.00	5,000.00	
Summer Camp		774.12	20,000.00	350.00	20,000.00	
Summer Camp Trips			11,000.00	1,922.72	15,000.00	
Summer Track Program			1,100.00		1,200.00	
Tennis			3,300.00	2,840.50	3,800.00	
Tucker Field Turf	9,000.00	7,361.68	12,000.00	10,650.00		
Volleyball			500.00		1,000.00	
Winterfest	5,000.00	4,839.95	5,500.00		6,500.00	
Winter Sports			1,500.00		2,500.00	
Wrestling			500.00		500.00	
<b>TOTALS</b>	<b>\$ 30,572.00</b>	<b>\$ 30,903.34</b>	<b>\$ 229,900.00</b>	<b>\$ 105,863.94</b>	<b>\$ 188,000.00</b>	<b>\$ -</b>

PROPOSED FY 2024		
DEPT. REQUEST	MAYOR'S PROPOSED	COUNCIL ADOPTED
24,000.00	24,000.00	
-	-	
38,000.00	38,000.00	
-	-	
5,000.00	5,000.00	
17,000.00	17,000.00	
13,000.00	13,000.00	
-	-	
18,000.00	18,000.00	
-	-	
500.00	500.00	
3,500.00	3,500.00	
2,000.00	2,000.00	
4,000.00	4,000.00	
1,000.00	1,000.00	
8,500.00	8,500.00	
-	-	
5,000.00	5,000.00	
5,500.00	5,500.00	
25,000.00	25,000.00	
18,000.00	18,000.00	
1,200.00	1,200.00	
4,700.00	4,700.00	
13,000.00	13,000.00	
-	-	
3,000.00	3,000.00	
2,500.00	2,500.00	
400.00	400.00	
<b>\$ 212,800.00</b>	<b>\$ 212,800.00</b>	<b>\$ -</b>

# ***Section Fourteen: Appendix***

# Glossary



<b><u>Glossary of Terms from Cumberland's Municipal Budget</u></b>	
<b>Terminology</b>	<b>Definition</b>
Abatement	The ending, reduction, or lessening of an item.
Adopted Budget	The budget, formally adopted by the Town Council, for the upcoming fiscal year. Also referred to as the Approved Budget or the Final Budget.
Allocate	To divide or distribute a lump sum over multiple accounts or funds.
Amendment	Any change to the revenue and/or expenditure of a previously adopted budget.
American Rescue Plan Act	The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan is a \$1.9 trillion economic stimulus bill passed by the United States Congress and signed into law by President Joe Biden to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic.
Appropriation	A sum of money or total of assets devoted to a special purpose, approved by the Town Council
Approved Budget	The budget, formally adopted by the Town Council, for the upcoming fiscal year. Also referred to as the Adopted Budget or the Final Budget.
Audit	An official inspection of an organization's financial accounts, typically by an independent body.

Balanced Budget	A balanced budget is a situation in financial planning or the budgeting process where total expected revenues are equal to total planned spending.
Bond	A written promise to pay a sum of money on a specific date at a specific interest rate. The most common types of bonds are general obligation and revenue bonds.
Bond Rating	A rating from a schedule of grades issued by a bond rating agency indicating the probability of timely repayment of principal and interest on bonds issued by a municipality.
Budget	A financial plan showing all planned expenditures and revenues over the course of the fiscal year. The proposed budget is the plan submitted by the Mayor to the Town Council.
Budget Calendar	The schedule of key dates or milestones the Town follows in the preparation, adoption, and administration of the budget.
Budget Document	The official written statement prepared to present a comprehensive financial program of an organization.
Budget Hearing	The means of public participation by residents in the budgetary process.
Budget Message	A written general discussion by the Mayor to the Town Council and the Town residents included in the proposed budget, describing the government's fiscal and management plan for the upcoming fiscal year
Budgetary Control	The control mechanism used by a government or enterprise to keep expenditures, in accordance with an approved budget, within the limitations of available appropriations and available revenues.
Capital Expenditure	A category of budgetary appropriation that includes expenses related to buildings, machinery, and equipment, and results in additions to a fixed asset inventory.

Capital Project	Projects for the purchase or construction of a capital asset.
CDBG	A federal grant primarily used to facilitate the production and preservation of low- and moderate-income housing, received under Title I of the Housing and Community Development Act of 1974. These funds support public improvements and redevelopment and conservation activities within targeted neighborhoods.
Charter	A Town Charter is a legal document establishing a municipality such as a city or town. The Town Charter documents and defines how the municipality functions and is organized, including establishing the municipality's form of government, its elected and administrative officials, as well as defining functions.
COLA	An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.
Collective Bargaining Agreement (CBA)	A legal contract between an employer and local union representing a group of employees of the Town (bargaining unit), which states specific terms such as working hours, salaries, fringe benefits, etc.
Comprehensive Plan	A comprehensive plan is an official public document which is adopted by a local government. The contents of the plan are comprehensive, cover a broad range of topics, and are long range in nature, and help to define community goals and aspirations in terms of community development, in terms of land use, housing, and transportation.
Contingency	An appropriation of funds to cover unforeseen events that may occur throughout the fiscal year.
Current Year	Typically used to reference the current fiscal year.
Debt Service	The payment of principal and interest on borrowed funds such as bonds.
Deficit	The excess of the liabilities of a fund over its assets.
Delinquent Taxes	Taxes remaining unpaid on or after the date on which a penalty for nonpayment is incurred.



Department	A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the Town is responsible.
Encumbrance	An amount of money committed and obligated for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.
Enterprise Fund	Activities of government that are operated and accounted for as businesses. Enterprises rely principally on revenue derived from user fees to fund operations.
Expenditure	Decrease in net financial resources to purchase or pay for a service or item. Expenditures include operating expenses, capital expenditures, and debt service payments that require current or future use of current assets.
Fiscal Year	The twelve-month period of the budgetary year. The fiscal year for the Town's operating budget begins on July 1st and ends the following June 30th.
Fixed Asset	Assets of a long term character that are intended to continue to be held or used, such as land, buildings, machinery, equipment, and improvements.
Fringe Benefits	Job related benefits provided for employees as a part of their total compensation, such as employer's portion of FICA taxes, social security, retirement, and group health and life insurance.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
Fund Balance	The difference between the assets and liabilities of a governmental fund and is the cumulative difference between all revenues and expenditures.

Full Time Equivalent (FTE)	An employment indicator that translates the total number of hours worked in a year by all employees to an equivalent number of work years, equaling one Full Time Equivalent (FTE) employee on hand.
GASB	Organized in 1984 by the Financial Accounting Foundation, the Board was created to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.
General Fund	The primary operating fund which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day to day operations of the Town.
General Obligation Bonds	Bonds sold by the Town to private investors to provide long-term financing for capital project needs. The Town pledges its full faith and credit to the repayment of these bonds.
Goal	the object of a person or organization's ambition or effort; an aim or desired result.
Governmental Fund	A generic classification used by the GASB to refer to all funds other than proprietary and fiduciary funds. The general fund, special revenue funds, capital projects funds and debt service funds are the types of funds referred to as governmental funds.
Grant	An amount provided by a governmental unit or other type of organization in aid or support of a particular governmental function or program, or to be used/expended for a specific purpose, activity, or facility.
IPBO	International Brotherhood of Police Officers; all sworn officers in Cumberland are members of the bargaining unit exclusive of the Chief and Deputy Chief.
Impact Fee	A fee imposed on new development as a total or partial reimbursement for the cost of expanded and/or additional services and/or facilities made necessary by the growth due to the new development.

Liability	A financial debt or obligation incurred during the course of business operations.
Line Item	The classification of objects of expenditures (object codes) by major expense category.
MERS	The Town participates in the State administered Municipal Employees Retirement System (MERS).
Miscellaneous Revenue	A general category for revenue not otherwise specified under other identified categories of revenue.
Motor Vehicle Excise Tax	A tax on the privilege of registration and is based on the number of days the motor vehicle, motorcycle, commercial truck, or trailer was registered during the preceding calendar year. Motor vehicles are taxed in arrears and prorated to the actual number of days the vehicle is registered. All motor vehicle and trailer registration information is provided to the Town by the Rhode Island Department of Motor Vehicles (RIDMV).
Municipality	A city or town or other district possessing corporate existence and usually its own local government.
Operating Budget	The Town's annual financial plan of the operating expenditures of the general fund, enterprise funds, as well as the proposed means of financing them. This document is the primary tool by which most of the financing, acquisition, spending, and service delivery activities of a government are planned and controlled.
Ordinance	A formal legislative enactment by the Town Council that has the full force and effect of law within the boundaries of the Town.
Payment in Lieu of Taxes	A program where the Town annually collects payments from organizations that own tax-exempt or tax modified properties.
Proposed Budget	The budget formally submitted by the Mayor to the Town Council for consideration. Proposed budget documents

	are also available to the public and are posted on the Town's website.
Proprietary Funds	Funds used to account for a government's ongoing organization and activities that are similar to those found in the private sector. There are two types of proprietary funds: enterprise funds and internal service funds.
Public Hearing	A type of public meeting, where members of the public hear the facts about a planned project, local issue, or government action, and where members of the public can provide testimony recorded for public record about said topic.
Real Property	Any property that is attached directly to land, as well as the land itself.
Resolution	An order of a legislative body requiring less legal formality than an ordinance or statute.
Reserve	A supply of a commodity not needed for immediate use, but available if required.
Revenue	The yield from various sources of income, such as taxes, that the Town collects and receives into the treasury for public use.
Special Revenue Fund	Fund(s) used to account for the revenue derived from specific sources that are restricted by law or policy to finance specific activities.
Tax Base	Taxable property value from which the Town receives tax dollars.
Tax Levy	A property tax, or millage tax, is a levy on property that the owner is required to pay. The tax is levied by the governing authority (the Town Council) of the jurisdiction (the Town) in which the property is located, using the revenue to fund programs and services. The municipality sets a percentage rate for imposing taxes, called a tax levy rate, which is then calculated against the assessed

	value of each resident's taxable property, determining the dollar amount of taxes owed by the property owner.
Town Charter	A Town Charter is a legal document establishing a municipality such as a city or town. The Town Charter documents and defines how the municipality functions and is organized, including establishing the municipality's form of government, its elected and administrative officials, as well as defining functions.
Town Council	An elected governing body in a city or town. Cumberland has seven members, including two at-large.
Unassigned Fund Balance	The general fund, as the principal operating fund of the government, often will have net resources in excess of what can properly be classified in one of the four fund balance categories. If so, that surplus is presented as unassigned fund balance.
User Fees	Revenue derived from charging fees for direct receipt of a public service by the party benefiting from the service.
Valuation	The dollar value of property assigned by the Tax Assessor.



## Memorandum

**To:** All Department Heads  
**From:** Jason Parmelee, Finance Director  
**Date:** 8/22/17  
**Re:** Accounts Payable Process

---

All, as of this week, the Mayor will be approving all invoices prior to Accounts Payable cutting checks for those items. This changes our procedures a bit, as all control sheets and invoices will be supplied to the Mayor's office before being routed to Finance to issue checks.

One of the largest concerns we have in the Finance Department related to this is the timeliness of receiving the invoices to make prompt payments. If we add a new layer to the approval process, it will only prolong the time it takes for checks to get out. This is why we are requesting that department control sheets and invoices are prepared and submitted to the Mayor's office WEEKLY. I would suggest the easiest times for this batching of invoices being the first thing on a Monday, or the last thing on a Friday. The longer invoices are held, the longer it will take the Mayor to review and provide to Finance for payment.

Another discussion topic will be the results of the Mayor's review after this process is in place. We expect the Mayor to question items that he hasn't seen before, so please help make this new step as easy as it can be for the Mayor and us in Finance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Parmelee".

Jason Parmelee,  
Finance Director

## **FINANCE GUIDE TO CASH HANDLING – Updated 10/27/20**

It is the goal of the Cumberland Finance Department that all monies received by the Town be promptly submitted to the Finance Department for deposit or promptly deposited into a Town depository bank account.

### **TIMELY DEPOSITS**

- Town Hall Departments should submit all cash and checks to the Finance department on at least a weekly basis. Deposits may be made more often if deemed necessary.
- All offsite departments should submit all cash and checks to the Finance Department on a weekly basis. Any cash amounts over \$2000 should be made next day.

### **RECORDING OF CASH RECEIPT TRANSACTIONS**

- Departments should promptly record cash receipt transactions on a department log. All cash transactions above \$3000 should be verified and initialed by a second employee.
- A receipt log should be used to document over-the counter collections and cash received through the mail. The use of mechanical receipting devices such as cash registers or computer software, which accomplish the same purpose as a manual pre-numbered remittance advice, is acceptable.
- Cash should be maintained in a safe or other locked storage device until deposited. Frequent cash drops from a register to a safe should be made in order to avoid a large amount of cash in the public's view. All amounts over \$1000 in cash (\$5000 for Collections Department) should be transferred as soon as possible to a safe.
- A completed Deposit Form and a copy of all logs and/or receipts should be transmitted to the Finance Department along with the deposit. Departments should keep a copy of the Deposit Form.
- For offsite departments dropping off deposits, a Finance employee should verify the deposit amount and sign off on the Deposit Form and the submitting department's copy of the Form before the employee leaves the Finance department.

### **COUNTERFEIT CURRENCY**

- All authorized cash handling personnel are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Use counterfeit detecting pens on all \$50 and \$100 bills.



- If a questionable bill is presented, hand the bill back to the individual and tell them that you are unable to accept the bill based on our policy. (The whole idea is to be non-confrontational for the protection of our personnel.)
- Remember, we are not the police. We have no duty or desire to enforce laws pertaining to counterfeit currency. We simply want to collect monies owed, while also protecting our employees.
- For more information about recognizing counterfeit currency, please visit <https://www.moneyfactory.gov/resources/lawsandregulations.html>

### **PROCEDURE OF CHECK RECEIPTS**

- All checks should be made payable to the “Town of Cumberland” unless they are paying a separate billing system, for example - Cumberland Water, Sewer, or OCYL.
- Do not accept stale-dated (over 180 days/6 months unless otherwise specified on the check) or post-dated checks.
- Do not accept foreign checks.
- Written amount and numerical amount should agree. If the check is presented and there is a conflict between the “written amount” and the “numeric amount”, **the written amount is considered the legal and controlling value**. If that value does not satisfy the payment of the transaction intended, the original check owner should be notified of the balance remaining.
- All checks presented in person should have an address and phone # listed on the check.
- All checks must have the payer’s signature.
- Before deposit, all checks should be stamped with restrictive endorsement “For deposit only, Town of Cumberland”
- **Under no circumstances should any employee alter any check.** Any modifications to a check can only be made by the account owner.

### **DEPARTMENT LOG**

- All checks/cash should be listed on the department’s receipt log. (Deposit Forms can be used as a receipt log) In the case of a separate log for each program run by the department the log should include the participant name, a contact # for the participant, the check # if paid by check and the amount received.
- All receipt logs should include the date of receipts, the total cash, the total checks, and the grand total of the deposit. All logs should identify the revenue line item that should be credited. If it is a new revenue source, please contact the Finance Department for the account coding. The preparer of the deposit should initial the log when submitting the receipts to the Finance Department.

## **DEPOSIT POLICY**

- At day's end or as expeditiously as possible receipts should be balanced to the log or automated system report and sent to the Finance Department for deposit. The Tax Collection department prepares their own deposits and gives the deposit batch reports along with a copy of the deposit slip including the batch name, the employee's initials and the initials of a "proofing" employee if time permits for "proofing", to the Finance Department.
- The safe in the Finance department containing all deposits should **always remain closed and locked when not in use.**
- Deposits are picked up twice a week by Loomis, the Town's cash handling company, and deposited in the proper bank depository account. The Water department directly deposits funds to the Town bank depository account. They should submit detailed supporting documentation to the Finance department monthly.
- During transport of monies, prudent measures shall be taken to assure that funds are adequately safeguarded.
- **Under no circumstances should disbursements be made from cash receipts.** Cash receipts should be accounted for in detail and reconciled against the corresponding source journal. No checks are to be cashed from the cash receipt currency originally collected. Refunds of cash for checks are not permissible. Such refunds or returns must be processed through the town's cash disbursement system with normal disbursement oversight and control.

## **GUIDELINES IN THE EVENT OF A ROBBERY**

- **The following guidelines are provided to help ensure staff safety and minimize loss to the Town. Unnecessary risks should never be taken.**
- **Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.**
- **Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.**
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair, eye color, scars, tattoos, etc. Touch nothing in the areas where robbers were and note specific objects touched by robbers.
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle and plate # of vehicle leaving the scene.
- Call 911 to alert Cumberland Police as soon as it is safe.
- **The robbery should not be discussed with anyone until the Police arrive.**
- The employees should remain calm and try to remember the details. **Each employee should write the details down while waiting for Police.**

I acknowledge that I have read this cash handling document:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Cumberland

R H O D E I S L A N D

## Memorandum

**To:** William S. Murray, Mayor  
**Cc:** Department Heads  
**From:** Brian Silvia *BMS*  
**Date:** 7/1/2016  
**Re:** EMPLOYEE REIMBURSEMENT POLICY

---

**Purpose:** It is the purpose of this policy to provide the Mayor's directive to Department Heads regarding what employee expenses are reimbursable, under what circumstances and the procedures to request such reimbursement.

**Scope:** This policy shall be followed by all union and non-union employees of the Town of Cumberland or any other individuals doing work for the Town that may seek reimbursement.

### 1.0 Guidelines

- 1.1 Any employee that plans to purchase anything for Town use where the total reimbursement is less than \$250.00, should receive a verbal or written authorization from their Department Head before incurring the expense.
- 1.2 Employees and/or Department Heads requesting or authorizing over \$250.00 should first get authorization in writing from the Mayor.

### 2.0 Allowed Reimbursable Expenses

- 2.1 Generally, allowed reimbursable expenses are those that employees must incur as a result of completing their normally assigned duties and responsibilities for the Town, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost-efficient manner possible.
- 2.2 Such expenses may include meeting refreshments, postage, copying, auto mileage, conference registration fees, airplane tickets, food and beverages while at professional meetings, parking charges, tolls, valet services, customary tips, taxi charges, rental cars, internet connection fees or similar incidental expenses or miscellaneous departmental expenses.
- 2.3 Reimbursements should be made only for charges reasonably needed for the conduct of Town business and not for the purpose of personal convenience.

2.4 All purchases made in which employees and/or Department Heads seek reimbursement from the Town must follow the purchasing guidelines of the Town.

2.5 Liquor is not a reimbursable expense under any circumstances.

### **3.0 Procedures to Request Reimbursement**

3.1 An original itemized receipt, invoice or bill is required.

3.2 The invoice or receipt must state a minimum of the following:

- The provider of the service or goods
- Dates of service and / or invoice date
- Itemized list of what was purchased
- Itemized amount of what is owed
- Written authorization by the necessary department head
- Written authorization by the Finance Director or his or her designee

3.3 It is recognized that in rare circumstances it may not always be possible to obtain such a receipt, e.g., a "fastlane" toll. In that case, the timing, reasonableness and setting of the requested reimbursement will be considered.

3.4 Reimbursements which are not validated with a receipt will be paid only if deemed reasonable and authorized by both the Mayor and Finance Director.

3.5 If it is not clear from the receipt / invoice documentation who actually paid the bill, then additional documentation, such as a charge card statement, will be required.

3.6 When a credit card payment is being reimbursed:

- If the receipt displays the last 4 digits of the card used, then a legible copy of the credit card showing the name and matching 4 digits is required;
- If the receipt does not display the credit card number, then submit a copy of the credit card statement showing the charge to be reimbursed.

3.7 The Town can only reimburse the individual that can be proven to have actually incurred the expense, i.e., the individual associated with the charge card used.

3.8 The Town cannot legally, and will not, reimburse or pay sales tax. It can, however, pay meals and hotel/motel excise taxes.

3.9 Reimbursement requests shall be made via a timely submitted signed voucher form that contains:

- Authorized signature (dept. head or majority of the related board)
- Department to be charged
- Vendor & Vendor number to be paid
- Invoice date, Invoice number and Due Date
- Appropriate Accounts & Amounts to charge
- Description field completed for each line item

3.10 Conference and seminar attendees are strongly encouraged to pay their fees in advance in order to obtain any early registration discounts and to allow time to have the cost paid directly via the Town's regular accounts payable process.

- 3.11 Employees are required to submit claims for reimbursement within 60 days from the end of the month in which the claimed expense were incurred. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement treated if authorized as taxable income.
- 3.12 Non-itemized receipts will be reimbursed at the maximum allowable amount of \$25 by the IRS, if authorized.
- 3.13 Allow 7 to 10 business days for payment.
- 3.14 Reimbursements for gratuities shall not exceed 20%.
- 3.15 Expenses that are not business related or are deemed inappropriate by a department head or the Finance Director or his or her designee will be disallowed.

Vendor Code #: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Department Head Authorization: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Authorization Date: \_\_\_\_\_

Mayor Authorization (as needed): \_\_\_\_\_

An original itemized receipt, invoice or bill is required.





**INFORMATIONAL GUIDE AND CHECK LIST  
FOR  
TOWN OF CUMBERLAND  
RFP/PROPOSAL/BID PROCESS**

# TABLE OF CONTENTS

I RFP/ PROPOSAL AND BID PROCESS INFORMATION

II RFP/PROPOSAL INFORMATION CHECK-LIST

V. **SAMPLES for RFP**

- [www.purchasing.ri.gov](http://www.purchasing.ri.gov) (web-site) **Master Purchase Agreement**
- Sample: **PURCHASE REQUISITION**  
**INVOICE SUBMITTAL FORM**
- **BID NUMBER(S) Finance will Assign.**
- Sample: **AFFIDAVIT OF PUBLICATION**
- Town of Cumberland Website-[www.cumberlandri.org](http://www.cumberlandri.org)  
-Town Bids Posted
- Sample: **BID SPECIFICATIONS LIST/LOG**
- Sample: **SIGN-IN SHEET**
- Sample: **BID OPEN SHEET-CERTIFIED**
- Sample: **AWARD RECOMMENDATION TO FINANCE**
  - FORM W-9- to distribute to Awarded Bidder
- Sample: **ROUTING SHEET**
- Sample: **FISCAL NOTE**

CUMBERLAND TOWN COUNCIL MEETING DATES & AGENDA  
DEADLINE

- *Section. 2-158-Town Council Approval of Certain Purchases*

ACCOUNTING DUTIES OF THE GRANT MANAGER

## TOWN OF CUMBERLAND

### I. RFP/PROPOSAL/BID PROCESS INFORMATION

An item or purchase \$5,000 or greater is requested to go out to bid. Prior to going out to bid you must check the Rhode Island State Bid List at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)- then go to the [Master Purchase Agreement Link](#).

1. The Department Head is required to complete the top portion of the RFP checklist and submit to Finance. It must indicate how the purchase will be funded. If the purchase will be funded with an approved Grant- Finance will need the grant G/L Account Number and a copy of the Grant to ensure the purchase is within established Grant guidelines. If this is not a grant-Finance will need the G/L Account Number where the funds will come from for this purchase.
2. The Department Head should have a completed RFP/ Bid Proposal (Specifications) approved by Finance and ready for distribution on the day the Legal Ad is published. Please allow 5 days for the Finance Director to review. [Request RFP Template](#)
3. Finance will issue a [Bid Number](#) for the RFP and a Legal Ad with issued Bid # must be placed or published in at least one or both publications listed below.  
Finance can provide templates or Sample Legal Ads, if needed.

There are two (2) options for publishing ADS: [Request Sample Legal Ads](#)

When submitting bid ad to newspaper you must copy the Finance Subcommittee Chairperson.

**Option #1:** Providence Journal Legal Ads-must give them a 2-5 day lead time. They will publish Monday-Friday and Saturday and Sunday (weekend prices are higher). A typical Ad will costs between \$500-800 depending on the length of the Legal Ad. Space availability is sometimes a factor. Finance will need a 3-5 day lead time to approve.

Contact: (401)-277-7788 or (401)-277-8257

E-mail : [legals@providencejournal.com](mailto:legals@providencejournal.com)

**Option #2:** Valley Breeze--Publishes Legal Ads every Thursday-All Legal Ads are due by Monday at 12:15 pm for publication on Thursday. Therefore they should be given to Finance for approval no later than the Thursday before.

Contact: (401) 334-9555

E-Mail: [info@valleybreeze.com](mailto:info@valleybreeze.com)

- When the Legal Ad is published an email confirmation or Affidavit will typically come from the publisher- if not contact them for this. Confirmation and a copy of the original Legal Ad should be filed with the RFP. [Request Sample-Affidavit or e-mail confirmation](#).
4. If there is a **Pre-Bid or Site Visit** (Mandatory or Non) associated with this Bid there should be a 2-week deadline to allow sufficient time for companies/vendors to attend Pre-Bid and submit a Proposal.  
If there is no Pre-Bid-the Bid Open date is typically 7-10 days after the Legal Ad is published.

5. When the Legal AD is forwarded-- the Department Head must contact the Town Clerk's Office to reserve the Town Hall Chambers for the Bid Open. Must confirm Date & Time.
6. All Town Bids must be posted on Town of Cumberland Website:  
[www.cumberlandri.org](http://www.cumberlandri.org) Request for Proposal Page in Finance  
Finance will distribute RFP's and will keep a log of requests. [Request Sample Bid Specs](#)
7. If there are any additions/deletions or additional information added to the RFP after the Ad is published and RFP specs were distributed this information must be forwarded as **Addenda** to all known bidders that have requested RFP/Bid Specs and be posted to the Town's RFP Finance page. Please note in your specs that the bidders should check the Town's website for any changes/ addenda and that the Town will post all addenda to the website and will not be responsible to get the information to the vendors.
8. All Bids should be sealed and delivered clearly marked with the Bid Title to the Finance Department before the scheduled Bid opening time. Finance will bring the bids up to Town Hall Chambers or advertised site for the Bid open to begin.
9. All bids will be publically opened and read aloud in Town Hall Chambers. All Bidders in Attendance will Sign-In--Finance and Department Head will certify all Bids Read. [See Sample-Sign-in sheet and Bid Open sheet.](#)
10. After the Bids are reviewed the Department Head should complete an ["Award Recommendation to Finance" Form](#). For professional services the Department head meets with the Professional Services Selection Committee and includes:  
The recommended vendor based on the lowest bid or if not the lowest bidder then an explanation of why the vendor was chosen.
11. This should be forwarded to Finance after the award of the purchase has been determined.  
[See Sample "Award Recommendation to Finance"](#)
12. [Routing Sheet](#) See [Sample](#) should be initiated and steps followed by the Department Head when award has been determined. This will be mandatory for the legislation to be approved by the Cumberland Town Council.

## II. RFP-PROPOSAL DEPARTMENT –INFORMATION-CHECKLIST

- Name of RFP: \_\_\_\_\_
- Department: \_\_\_\_\_
- Department Contact: \_\_\_\_\_
- Other Contacts: \_\_\_\_\_
  - Tel #/Email: \_\_\_\_\_

- Draft Of RFP \_\_\_\_\_ ☐ Yes ☐ No

- Please Indicate Budget Line Item # \_\_\_\_\_

- Is this a Grant? \_\_\_\_\_ ☐ Yes ☐ No
  - If Yes, Name and Copy of Grant Must be Attached To Proposed RFP.  
○ \_\_\_\_\_
  - Does this require Matched-Funding? ☐ Yes ☐ No
  - Does the Grant comply with Grant Guidelines? ☐ Yes ☐ No

- If Not a Grant where are the Proposed Funds/ Funding Source coming from?

- G/L # \_\_\_\_\_

- RFP for Years \_\_\_\_\_ Year of Expiration \_\_\_\_\_

Please indicate Tentative Town Council Date for this purchase to appear before the Town Council for Approval: \_\_\_\_\_

(typically 7-10 days prior to Town Council Meeting)

### PLEASE SEE CHECKLIST BELOW

- ☐ Call Finance to indicate a Purchase (\$5,000+) is requested and an RFP/BID/PROPOSAL must be initiated and advertised.
- ☐ Finance will issue a Bid # \_\_\_\_\_
- ☐ Set-up a Bid Open Time & Date : \_\_\_\_\_
- ☐ If a PRE-BID Meeting or Site Visit is Required Please allow  
2-weeks from Legal AD published date to allow adequate time for Bidders to Prepare Proposals.  
Please provide Pre-Bid Meeting Date \_\_\_\_\_
- ☐ Reserve Town Council Chambers for Bid Opening-Call Town Clerk's Office X-138
- ☐ All Bid Openings should Scheduled on Thursdays and Fridays. Typically 7-10 days from Legal Advertisement to allow sufficient time.

- ☐ Publish LEGAL-AD: FINANCE can provide TEMPLATES of Legal AD
  - ☐ PROJO- [legalads@projo.com](mailto:legalads@projo.com) (401) 277-7788
  - ☐ VALLEY BREEZE-[info@valleybreeze.com](mailto:info@valleybreeze.com) (401) 334-9555
- ☐ SEND Copy of LEGAL AD to FINANCE
- ☐ SEND Copy of LEGAL AD to FINANCE Subcommittee Chairperson
- ☐ Receive Email Confirmation or Affidavit of Publication from Newspaper.
- ☐ SEND FINAL RFP Copy to FINANCE for approval by Accounting Supervisor And Distribution. (This should be ready for Distribution the day the Legal Ad Appears)
- ☐ If **Drawings or Illustrations** are necessary please forward to Finance with RFP.
- ☐ **CHANGES or AMENDMENTS** to BID SPECS will require an **ADDENDA**-forwarded to all Bidders requesting Bid Specs.
- ☐ **BID OPEN DATE**--FINANCE and DEPARTMENT CONTACT will open Bids- publicly -read aloud - and CERTIFY by signing Bid Open Sheet. Finance will provide an **RFP AWARD RECOMMENDATION TO FINANCE FORM** after all BIDS are opened which should be completed and forwarded to FINANCE after an award has been granted.
- ☐ **After all BIDS are opened** Finance will provide a **ROUTING SHEET** to complete for Town Council Approval.
- ☐ Finance will forward CERTIFIED BID SHEET and forward copies to DEPARTMENT.
- ☐ DEPARTMENT HEAD meets with the Selection Committee and completes the following:
  - VENDOR RECOMMENDED \_\_\_\_\_
  - LOWEST BIDDER \_\_\_\_\_
  - If not LOWEST BIDDER MEMO to Finance with Explanation.
  - Send DRAFT RESOLUTION of BID AWARD to Town Solicitor and Finance Director.
- ☐ DEPARTMENT HEAD must provide all documentation eight (8) business days prior to Town Council Meeting for purchase approval.
- ☐ TOWN CLERK assigns a **RESOLUTION #** and notifies Finance and Solicitor's Office.

- ☐ After **FINAL RESOLUTION IS SUBMITTED** TO Town Clerk the Routing Sheet is signed and Fiscal Note attached.-Solicitor –Finance Director-Mayor must all sign and approve.
- ☐ Once Purchase is **AWARDED:**
  - ☐ Complete a PURCHASE ORDER REQUISITION (attached AWARD LETTER)
  - ☐ Order from Approved Vendor with PO # you received: (you will receive three (3) copies- Department-Vendor and Receipt).
  - ☐ Once goods or services are received RETURN the PO RECEIPT SIGN and return to Finance.
  - ☐ Place PO # on the invoice submittal form to signify to ACCOUNTS PAYABLE that there is an existing Purchase Order.



REQUEST FOR PROPOSAL  
**TOWN OF CUMBERLAND**  
**TITLE OF SERVICE PRODUCT BID**

PROPOSAL # \_\_\_\_\_

Notice is hereby given that the **TOWN OF CUMBERLAND, RHODE ISLAND** will accept **PROPOSALS** for the \_\_\_\_\_.

Sealed proposals for this project will be received at the Town of Cumberland Finance Department, Town Hall, 45 Broad Street, Cumberland, RI 02864, until **DATE** at **TIME** and then publicly opened and read aloud in Town Hall Chambers. Please include five (5) copies of your proposal.

Contract Documents may be obtained at the Town Finance Department or viewed at the List Department, Town Hall, Cumberland, Rhode Island during normal working hours.

A Mandatory Pre-Proposal Conference will be held at the office of the \_\_\_\_\_-Cumberland Town Hall, 45 Broad Street, Cumberland, Rhode Island on **DATE** at **TIME**.

The Contract will be awarded to most qualified proposer. The Town of Cumberland reserves the right to accept or reject, without prejudice, any and all bids to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of the Town of Cumberland. The Town of Cumberland does not discriminate on the basis of age, race, religion, national origin, color or disability in accordance with applicable laws and regulations.

Individuals requesting interpreter service for the hearing impaired or other individuals requiring special accommodations must notify the Finance Department 72 hours in advance of this scheduled opening.

If you have any questions, please do not hesitate to contact Designated Finance Name at (401)-728-2400 x \_\_\_\_ or NAME in Department at (401)-\_\_\_\_-\_\_\_\_ x\_\_\_\_.

\_\_\_\_\_  
Town of Cumberland- Finance Director  
Name Of Finance Director

## AWARD RECOMMENDATION TO FINANCE

BID Name: \_\_\_\_\_

Department: \_\_\_\_\_

BID # \_\_\_\_\_

Bid Open Date: \_\_\_\_\_

AWARDED To: \_\_\_\_\_

BID AMOUNT: \_\_\_\_\_

Was this the Lowest Bidder? ☐ Yes ☐ No

- If no please provide a MEMO to Finance Director with explanation

\_\_\_\_\_  
Town Council Date for AWARD to appear on Agenda

### **Financial Documentation required for Town Council and Routing Sheet:**

- Copy of Original RFP/Bid Proposal
- Copy of Original Legal AD
- Affidavit of Publication or E-Mail Confirmation of Legal Ad.
- Copy of Bid/Proposal from Awarded Firm.
- Certified BID OPEN SHEET with all Listed Bidders
- W-9 (Please forward to awarded vendor for completion.) and return to Finance.
- Grant Copy, if applicable
- Fiscal Note, if required
- Copy of CHECKLIST

Signature of Department and Date: \_\_\_\_\_

For Professional Service Selection Committee please sign:

Signature of Finance Director and Date \_\_\_\_\_

Signature of Public Works and Date \_\_\_\_\_

Signature of Planning Director and Date \_\_\_\_\_

<b><u>Bid #</u></b>	<b><u>Bid Description</u></b>	<b><u>Department</u></b>	<b><u>Date/Time</u></b>	<b><u>Public/Pre-Bid Specs</u></b>
2017-0216-01	Consultant Services for Design, Bidding Assistance and Construction Phase Services of Two New Well Sites to include Two New Groundwater Wells, Pumping Station and Water Mains for each Site	Water/Chris Champi	2/16/2017 11:00 a.m.	2/2/17 11:00am Town Council Chambers Mandatory



**TOWN OF CUMBERLAND  
ROUTING SHEET FOR LEGISLATION TO APPEAR BEFORE  
CUMBERLAND TOWN COUNCIL**

Ordinance ☐ Resolution ☐: \_\_\_\_\_

Author of Ordinance/ Resolution \_\_\_\_\_

Department: \_\_\_\_\_

- (1) This Legislation has been approved, and the language is acceptable for publication by \_\_\_\_\_ of the Town Solicitor's Office.

Print Name

Signed: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Town Solicitor

*Please send an electronic copy of this legislation to -Legal Assistant-Solicitor's Office when complete: [cbeauparlant@cumberlandri.org](mailto:cbeauparlant@cumberlandri.org) and [sgiovanelli@cumberlandri.org](mailto:sgiovanelli@cumberlandri.org)*

- (2) This Legislation and all attached information specifically all proposed Funding Sources have been Approved by \_\_\_\_\_ of the Town Finance Department-

Print Name

Certifying all Fiscal Notes and other Financial Documentation has been attached.

☐ Check if no Fiscal Note is required

Signed: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Finance Department Approval

- (3) This Legislation has been approved by \_\_\_\_\_ of the Mayor's Office.

Print Name

\*Signed: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Mayor Jeffrey Mutter

- (4) This Legislation has been reviewed and accepted for placement on the Town Council Agenda for the meeting to be held on \_\_\_\_\_ by \_\_\_\_\_ of the Town Clerk's Office. This Authorization confirms that all copies of the necessary Documentation have been attached and signed for by the designated Department and have been received prior to the 3:30 pm deadline.

*The Town Clerk's Office will issue a Legislation number.*

Signed: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Town Clerk Approval

**This routing sheet must be completed in the order detailed above to ensure complete and timely acceptance for the next scheduled Town Council Meeting. \*Should a given piece of legislation prove to be extremely time sensitive the Mayor's signature and only the Mayor's signature below authorizes said legislation to be exempt from the necessary route described above. Jeffrey Mutter -Mayor**

## Accounting Duties

### Grant Managers

The Town of Cumberland has various Federal and State grants. These grants are administered by a Grant Manager, appointed by the department which applied for the grant. The Grant Manager must be knowledgeable about the purpose of funds requested, and about the type of funds such as police, planning, or substance abuse.

#### Funding Applications:

The appointed individuals (Grant Managers) are responsible for writing the grant funding applications. The Grant Managers are responsible to complete all applications within specified time periods. Each grant is specifically written for the purpose of the application. These applications may include the Town's course of action for the requested funding, determination of which sub-recipient programs will receive funding, and which capital purchases are to be made from the requested funds. Each department will have a different set of forms for the application of grant funds. The Grant Managers are responsible for providing the Finance Department with copies of the grant awards. The Finance Department will assign fund numbers to the grants, and provide those fund numbers to the Grant Managers for future expenditure/receipt posting/coding.

#### Receipt of Funding:

Some grants operate on a reimbursable basis. For these grants, Grant Managers are responsible for gathering information to file reimbursement requests. This information usually includes documentation of the expenditures paid by the Town, which are covered by the reimbursement request. Additionally, statistical and trend data may need to be provided in order for reimbursement requests to be processed. Grant Managers should send copies of the reimbursement requests to the Finance Department in order for them to properly categorize the revenues as received.

Some grants funds are disbursed by the Federal/State Governments prior to the Town's expenditures of the funds. The Town receives this funding prior to disbursing any funds on the grant's behalf. The Grant Managers are responsible for providing the Finance Department with copies of the grant awards to ensure posting to the proper funds.

Some grants receive monthly payments regardless of whether expenditures are made. These monthly payments in total should correspond to the grant awards. If there are differences in payments, Grant Managers should review the reason for the differences and provide them to the Finance Department for grants record keeping.

- 143

#### Expending of Grant funds:

Grant Managers are responsible for reviewing all submitted expenditures. For sub-recipients, grant disbursements should be made only after the sub-recipients' services have been performed. Packing slips/delivery documentation must accompany invoices for capital purchases. For employee payroll reimbursable grants, Grant Managers must review all timesheet documentation to ensure expenditures are for allowable hours only. All grant expenditures should be within grant compliance requirements. Grant Managers are responsible to have the knowledge and expertise to know if the expenditures are appropriate. Any expenditures that do not fall within the grant guidelines should be investigated by Grant Managers. After investigation, Grant Managers should report back to the Finance Department on what course of action should take place. After review of invoices, requests from sub-recipients, and timesheet hours, Grant Managers code them to the fund numbers assigned to the grants by the Finance Department. This ensures that the Finance Department will charge the expenditures to the proper funds and that timely request for payments from the awarding agencies will be made. This process also helps the Finance Department to monitor grants.

#### Reporting Process:

Grant Managers are responsible to file quarterly reports for most Federal grants. These reports include financial information on the grants, such as items purchased, disbursements made to sub-recipients, and allowable hours charged to grant funds. These quarterly reports include all expenditures by budget line item, and are helpful in monitoring the performance of the grants. Grant Managers are responsible for preparing the reports. The preparation may be statistical data accumulation, capital equipment purchases list, employee time charges, and payments to subrecipients. When grants have been completed, Grant Managers are responsible for filing the final grant report in cases where this is necessary.

#### Various Other Responsibilities:

Grant Managers are responsible for monitoring all transactions within Federal and State compliance requirements. For Federal grants, a working knowledge of the A-133 compliance supplement is required. This details which expenditures are allowable for Federal grants. Grant Managers need to be up to date on Town trends in order to understand future grant applications. Grant Managers should have adequate record retention procedures, such as copies of awards, reimbursements, employee timesheet hours, and capital invoices to ensure proper coding of grant transactions.

DEPARTMENT

DATE

THE FOLLOWING INVOICES ARE SUBMITTED FOR PAYMENT TO THE FINANCE DEPT:

	VENDOR	INVOICE DATE	INVOICE #	PO# (if applicable)	AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
				TOTAL	\$ -