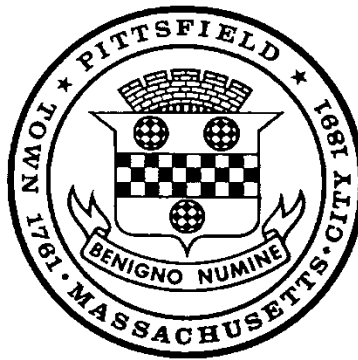


# **CITY OF PITTSFIELD**



## **FISCAL 2018 MUNICIPAL BUDGET**

**MAYOR LINDA M. TYER**

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# THE CITY OF PITTSFIELD

OFFICE OF THE MAYOR

70 Allen Street, Pittsfield, MA 01201

(413) 499-9321 • ltyer@pittsfieldch.com

**Linda M. Tyer**  
**Mayor**

May 8, 2017

To the Honorable Members of the City Council  
City of Pittsfield  
70 Allen Street  
Pittsfield, MA 01201

Dear Councilors:

I am pleased to present for your review and consideration the proposed FY18 municipal operating budget. Building a financial plan funded by the hard-earned tax dollars of our neighbors is a sacred responsibility. Ensuring that residents receive the programs and services that they expect and deserve must be at the forefront of our decision making. Throughout this exercise the city's senior management team and school administration were earnest in their budget assignments and rose to the challenge. They are to be commended for their dedication in designing the financial plan that is transmitted to you today. The FY18 budget has been influenced by the work undertaken with the Collins Center focusing on forecasting and improving the budget document. Building a financial forecasting model guided decision making this year and will continue to do so in the years to come. In addition, a redesigned budget document is more informative and transparent.

A single significant challenge exists in the form of the levy ceiling constraint. Conversely, there is no single solution for overcoming this restriction. This limitation required us to make difficult decisions to contain costs including reductions in force while, at the same time, committing ourselves to tactics that will foster increased property values and inspire new growth through private investment. Safe neighborhoods that are free from blighted conditions, competitive public schools that prepare our students for a global economy and engaged citizenship, and streamlining strategies for advancing economic growth are the primary objectives of this budget.

## **FY18 Budget Summary**

Total expenditures for the proposed FY18 municipal operating budget is \$163,859,871 reflecting a 1% increase over FY17. This proposal includes increases in the following fixed costs: (1) \$3,000,000 increase in health insurance; (2) \$594,239 increase in the retirement contribution; and \$120,034 in long-term debt payments, principal and interest. Revenue to be raised from the property tax equals \$84,420,700. The remaining revenue will come in the form of state aid and local receipts. Anticipated state aid in the amount of \$50,906,291 and anticipated local receipts in the amount of \$11,797,041 have been applied. An appropriation from water and sewer enterprise funds equaling \$11,376,495 is used and \$2,225,000 from free cash is proposed to offset the tax rate. By applying the above breakdown of revenue and expenses an excess levy capacity in the amount of \$37,145 remains.

Sixteen department budgets are at or below level-funding including police, fire, and schools. Several consolidations and reorganizations are proposed creating savings, greater efficiencies, and enhanced productivity. Parks, grounds, and parking enforcement have been removed from building maintenance and placed under the Department of Public Services. Department of Public Utilities administration and engineering have been consolidated into the Department of Public Services. One commissioner will oversee the Departments of Public Services and Public Utilities. The functions and personnel of city and public safety information technology have been merged to form a comprehensive IT department. A new position, Business Development Manager, has been proposed for the Office of Community Development. Compensation for this position will be shared among the city, the Pittsfield Economic Development Authority, and the Pittsfield Economic Revitalization Corporation.

The proposed FY18 budget is fundamental to ensuring that Pittsfield has the programs and services it needs to move property values upward, keep educational standards at a premium, maintain last year's investments in public safety, and inspire private investment.

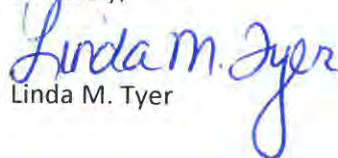
### **Key Strategies Beyond FY18**

A great deal of work remains. Beyond the FY18 budget we will undertake a number of approaches that will further position us for additional cost containment, sound financial planning, and increased efficiencies in government operations. We must be conscientious stewards of our finite resources. These endeavors are intended to meet that objective. We will:

- Undertake a review of the city's health insurance and enter into a negotiation with employee unions.
- Consolidate school custodians into the city's building maintenance department.
- Implement a totor system for the city's solid waste collection and disposal service.
- Explore a home improvement initiative that enhances endeavors to conquer blight.

I am optimistic that we can survive and thrive beyond these existing fiscal conditions through strategic action. The actions we take today will yield steady returns toward the city's long-term fiscal stability. In addition to these local efforts we will continue to advance working relationships with our state and federal partners by seeking out funding opportunities and advocating for reforms. I look forward to a robust discussion about community priorities and how this proposed budget provides for those priorities.

Sincerely,

  
Linda M. Tyer



## FY2018 PROPOSED BUDGET SUMMARY

EXPENDITURES	FINAL	Proposed	INCREASE	% CHANGE
GENERAL GOVERNMENT LINE ITEMS	FY 2017	FY 2018		
Mayor	200,853	200,846	(7)	0.0%
City Council	103,892	103,892	-	0.0%
City Solicitor	217,813	217,813	-	0.0%
Health & Inspections	441,391	456,795	15,404	3.5%
Building Inspectors	388,758	369,892	(18,866)	-4.9%
Veterans Services	1,088,408	1,081,853	(6,555)	-0.6%
Emergency Management	25,900	26,400	500	1.9%
City Clerk	326,522	326,522	-	0.0%
Personnel	229,797	204,322	(25,475)	-11.1%
Finance & Administration	1,422,745	1,170,865	(251,880)	-17.7%
Information Technology	-	598,885	598,885	100.0%
Airport Commission	203,296	270,941	67,645	33.3%
RSVP	78,591	79,045	454	0.6%
Parks & Grounds	458,384		(458,384)	-100.0%
Council on Aging	293,152	292,652	(500)	-0.2%
Maintenance-City	1,810,618	1,649,703	(160,915)	-8.9%
Maintenance-School	475,000	620,000	145,000	30.5%
Fire	7,126,162	7,026,034	(100,128)	-1.4%
Police	9,820,774	9,800,049	(20,725)	-0.2%
DPU-Administration	3,286,829		(3,286,829)	-100.0%
DPS	3,957,916	8,113,372	4,155,456	105.0%
DPU-Engineering	155,416		(155,416)	-100.0%
Cultural Development	106,191	104,585	(1,606)	-1.5%
Berkshire Athenaeum	1,044,617	1,044,965	348	0.0%
Community Development	641,258	666,938	25,680	4.0%
Workers Compensation	750,000	750,000	-	0.0%
Unclassified	46,282,346	49,949,098	3,666,752	7.9%
<b>LINE ITEM BUDGET- TOTAL</b>	<b>80,936,629</b>	<b>85,125,467</b>	<b>4,188,838</b>	<b>5.2%</b>

## FY2018 PROPOSED BUDGET SUMMARY

	FINAL FY 2017	Proposed FY 2018	INCREASE	% CHANGE
<b>SCHOOL DEPARTMENT</b>	60,316,338	60,066,338	(250,000)	-0.4%
<b>LINE ITEMS &amp; SCHOOL - TOTAL</b>	<b>141,252,967</b>	<b>145,191,805</b>	<b>3,938,838</b>	<b>2.8%</b>
<b>ENTERPRISE FUNDS</b>				
DPU Water Treatment- Enterprise	4,489,123	5,047,116	557,993	12.4%
Sewer-Enterprise	457,891	460,844	2,953	0.6%
DPU Wastewater-Enterprise	5,102,183	5,868,535	766,352	15.0%
<b>ENTERPRISE FUNDS TOTAL</b>	<b>10,049,197</b>	<b>11,376,495</b>	<b>1,327,298</b>	<b>13.2%</b>
<b>OTHER EXPENDITURES</b>			-	
Cherry Sheet Charges	5,776,092	5,959,195	183,103	3.2%
Cherry Sheet Offsets	628,172	665,671	37,499	6.0%
Overlay	497,705	497,705	-	0.0%
Free Cash	970,000		(970,000)	-100.0%
OPEB	100,000			0.0%
Votes Retained earnings	2,859,276	169,000		0.0%
Tax Title			-	
Other	33,100		(33,100)	-100.0%
Stabilization Appropriation R & A			-	0.0%
<b>OTHER EXPENDITURES - TOTAL</b>	<b>10,864,345</b>	<b>7,291,571</b>	<b>(3,572,774)</b>	<b>-32.9%</b>
<b>ALL EXPENDITURES - TOTAL</b>	<b>162,166,509</b>	<b>163,859,871</b>	<b>1,693,362</b>	<b>1.0%</b>

## FY2018 PROPOSED BUDGET SUMMARY

REVENUES	FINAL FY 2017	Proposed FY 2018	INCREASE	% CHANGE
			-	
<b>1-STATE AID</b>			-	
Cherry Sheet	50,482,238	50,906,291	424,053	0.8%
<b>2-OTHER REVENUES</b>				
Local Receipts	11,701,140	11,797,041	95,901	0.8%
School Building Assistance	3,100,339	2,965,344	(134,995)	-4.4%
Retained Earnings	2,859,276	169,000	(2,690,276)	
Revolving			-	
From Stabilization			-	
From Free Cash	970,000		(970,000)	-100.0%
From Water/Sewer Enterprise Fund	10,049,197	11,376,495	1,327,298	13.2%
From Overlay Surplus			-	
Tax Rate Reduction (Free Cash)	2,000,000	2,225,000	225,000	11.3%
<b>NON PROP TAX REVENUE - TOTAL</b>	<b>81,162,190</b>	<b>79,439,171</b>	<b>(1,723,019)</b>	<b>-2.1%</b>
<b>PROPERTY TAX REVENUE</b>	<b>81,004,319</b>	<b>84,420,700</b>	<b>3,416,381</b>	<b>4.2%</b>
<b>ALL REVENUES - TOTAL</b>	<b>162,166,509</b>	<b>163,859,871</b>	<b>1,693,362</b>	<b>1.0%</b>
<b>OTHER DATA</b>				
Minimum to be Raised	81,004,319	84,420,700	3,416,381	4.2%
Levy Ceiling	84,001,992	84,457,845	455,853	0.5%
Maximum Allowable Levy	84,001,992	84,457,845	455,853	0.5%
Excess Levy Capacity	2,997,673	37,145	(2,960,528)	-98.8%



City of Pittsfield Budget Process			
Description	Operating Budget	Dates	Capital Improvement Program
<p><i>Operating Budget:</i> The City of Pittsfield’s budget process begins in early- to mid-fall when the City’s financial staff updates the City’s five-year financial forecast. At the same time, the Mayor and designated staff collect and analyze other data that may impact the City. For example, this may include demographic, economic, socio-cultural, regulatory, legal, or technological trends. The Mayor uses all of this information to develop budgetary guidelines for department heads. The guidelines are dispersed to department heads on the first Monday of January, and budget requests are due to the Mayor and Director of Finance by February 15<sup>th</sup>.</p> <p>A budget summit is held in early- to mid-March to convene all department heads with the Mayor and Director of Finance to discuss the budget requests. Individual budget hearings are also held as needed and completed by the end of March. Operating budget requests are cross-checked against the City’s Capital Improvement Program to ensure operating budget impacts are taken into account. The Finance Director updates the Mayor regarding local aid figures as they become available from the State government. The draft budget may be impacted depending on the local aid figures. In late April, and no later than May 2<sup>nd</sup>, the Mayor calls a joint meeting of the City Council and School Committee for the Annual Budget Meeting. At this meeting, the Mayor and/or designated staff “review the financial condition of the city, revenue and expenditure forecasts and other relevant information prepared by the mayor in order to develop a coordinated budget,” per the City Charter. The School Committee receives recommendations from school administrators on the budget in March, adopts the Pittsfield Public Schools budget by May 1<sup>st</sup>, and submits it to the Mayor no later than May 2<sup>nd</sup>.</p> <p>The Mayor transmits the proposed budget to the City Council by the second Tuesday in May, which is the Council’s regular meeting date. This precedes the deadline set in the City Charter of June 1<sup>st</sup>. Upon transmittal, the proposed budget is published on the City’s website. The City Council then releases a notice of public hearing on the budget, which is held at least 14 days after the notice is published. The City Council must, per the City Charter, adopt the budget within 45 days of filing. The final adopted budget shall be published on the City’s website. The new fiscal year begins on July 1<sup>st</sup>.</p> <p>The procedure for amending the operating budget is as follows.</p> <p><i>Capital Improvement Program:</i> In mid-November, the Mayor releases the existing five-year capital improvement program, capital requests forms, and instructions to department heads. Department heads are required to update their capital project requests for the five-year period and remit the forms to the Mayor by December 31<sup>st</sup>. The Mayor shall submit the CIP to the City Council no later than May 2<sup>nd</sup>, per the City Charter.</p>	Fiscal Year Begins	July 1st	Fiscal Year Begins
	Financial staff complete 5-year forecast and Mayor's staff complete trend review. Mayor develops budgetary guidelines.	October - December	
		mid-November	Mayor distributes existing 5-year CIP and capital request forms to departments.
		December 31st	Departments submit capital request forms to Mayor.
	Mayor distributes budget guidelines and forms to departments.	1st Monday in January	
	Departments submit budget requests to Mayor and Director of Finance.	February 15th	
	Budget Summit held with all department heads. Additional individual budget hearings held as needed	early- to mid-March	
	City Council and School Committee hold joint Annual Budget Meeting. School Committee submits school budget to Mayor.	late April, and no later than May 2nd	Mayor submits the 5-year CIP to the City Council.
	Mayor transmits proposed budget to City Council. Budget is published on website.	2nd Tuesday in May	
	City Council holds public hearing on the budget. City Council adopts the budget.	May - June	

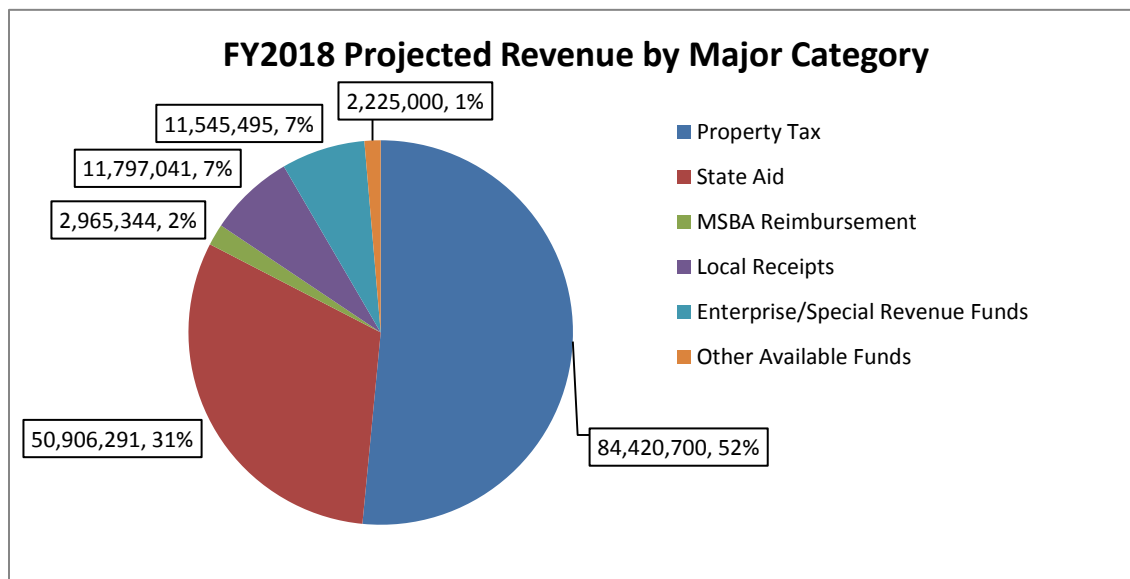
## **Revenue Detail**

# Municipal Revenue

## Overview and General Underlying Assumptions

The City of Pittsfield receives revenue from a variety of sources, including taxes, user fees and charges, licenses and permits, and the State government. In FY2017, through a grant from the State, the City retained a consultant to craft a formal five-year financial forecast. That forecast provides the basis for the revenue projections contained within the FY2018 budget, although projections were updated using the most recent information available before publication of the budget.

Generally, the financial forecast takes a conservative approach to projecting revenues and is designed using reasonable assumptions about a wide variety of future events. The approach used in the forecast model assumes that current service levels will be maintained. The model also assumes that existing Massachusetts General Laws and regulations will remain unchanged.



Revenue Category	FY2015 Actual	FY2016 Actual	FY2017 Actual	% of Total (FY17)	FY2018 Proj.
Property Tax	73,514,528	76,785,456	81,004,318	50.0%	84,420,700
State Aid	49,220,520	49,982,284	50,482,238	31.1%	50,906,291
MSBA Reimbursement	3,100,339	3,100,339	3,100,339	1.9%	2,965,344
Local Receipts	11,124,210	11,668,040	11,701,140	7.2%	11,797,041
Enterprise Funds	8,773,051	11,172,968	12,908,474	8.0%	11,545,495
Other Available Funds	2,650,475	1,500,000	2,970,000	1.8%	2,225,000
<b>Total Revenue</b>	<b>148,383,123</b>	<b>154,209,087</b>	<b>162,166,509</b>	<b>100.0%</b>	<b>163,859,871</b>

## Major Revenue Sources

### *Property Taxes- Overview*

In FY2017, property taxes comprised half of the City's annual revenue, making it the most significant revenue source. This is typical of many cities and towns in Massachusetts. Property taxes are assessed on real property (e.g. land and buildings) as well as personal property (e.g. merchandise and machinery). An individual's personal effects are exempt from the personal property tax. The Board of Assessors and assessing staff are responsible for assessing the full and fair cash value of real and personal property in Pittsfield. Every three years, a full revaluation must be performed in accordance with State law. Pittsfield's next revaluation is FY2018.

### *Proposition 2 ½*

Annual tax levy growth is constrained by Proposition 2 ½, the Massachusetts General Law that limits the annual growth in a municipality's total tax levy (i.e., revenue generated by property taxes) to 2.5%, plus an allowance new growth. New growth is new development in the City or changes to properties that result in higher assessed value; it does not include increased value due to revaluation. New growth is heavily influenced by economic factors. The forecast projected new growth to be approximately \$1.1 million each year. With new available information regarding the City's total valuation, the FY2018 projected new growth is \$1,320,679. The projection consists of modest new growth in the residential class between \$100,000 and \$200,000 per year, which is consistent with the most recent five-year average (FY2013– FY2017) of residential new growth of \$166,718. Commercial and industrial new growth are forecast to be about \$200,000 to \$250,000 per year combined, consistent with the five-year average growth from these two property classes of \$236,211 per year. Personal property growth has averaged \$877,135 over the last five years, and this growth is projected to continue at about \$800,000 to \$850,000 per year into the future. FY2017 new growth from personal property totaled \$1,289,613. In part, this large personal property growth was influenced by the SABIC Corporation defaulting on its Tax Increment Financing (TIF) agreement with the City. This accelerated the recognition of the taxable value of the facility, adding about \$380,000 to the City's FY2017 new growth.

Historical New Growth by Property Class						
Fiscal Year	Residential	Open Space	Commercial	Industrial	Personal Property	Total
2008	470,453	0	232,001	47,280	656,580	1,406,314
2009	336,017	0	60,907	52,869	965,773	1,415,566
2010	240,405	0	140,577	91,913	721,930	1,194,825
2011	124,675	0	169,688	39,064	792,099	1,125,526
2012	169,555	0	130,270	13,714	1,039,744	1,353,283
2013	135,943	0	384,648	90,701	825,632	1,436,924
2014	132,973	0	21,929	172,350	653,814	981,066
2015	334,266	0	29,481	0	791,786	1,155,533
2016	122,235	0	324,026	0	824,829	1,271,090
2017	108,172	0	108,124	49,796	1,289,613	1,555,705
5 year avg.	166,718	0	173,642	62,569	877,135	1,280,064
10 year avg.	217,469	0	160,165	55,769	856,180	1,289,583

A second, overarching constraint of Proposition 2 ½ limits the total tax levy to no more than 2.5% of the municipality's total assessed valuation. This limit is referred to as the "levy ceiling." In communities at or near their levy ceiling, like Pittsfield, this constraint may impinge on annual tax levy growth such that the community may not be able to increase its annual levy by 2.5% or add amounts generated by new growth if this will bring total revenue above the levy ceiling.

In FY2016, Pittsfield's levy limit collided with the City's levy ceiling. Due to this collision with the levy ceiling, Pittsfield is unable to increase its levy limit by the full 2.5% annual increase allowed by Proposition 2 ½, or by the allowance for new growth. In this case, the most important component to projecting the City's tax levy is the annual growth in City's total assessed valuations. According to the City's Assessing Department, the City is seeing slight valuation increases in single-family homes values under \$200,000. This uptick in value is based on the sales data to date in calendar year 2016, which will drive the City's assessed valuations for FY2018 to a projected \$3,378,313,800. Projections are very sensitive to the levy ceiling calculation, and City financial staff will be regularly examining new information about the City's future assessed valuations.

State law also allows a city or town to increase taxes beyond the levy limit with voter approval. An override of this limit by voters becomes a permanent part of the tax levy calculation in future years and is best used for recurring expenses in the regular operating budget. The City does not anticipate any Prop 2 ½ overrides. A debt exclusion may also be approved by voters to increase the levy limit temporarily to fund capital projects. Generally, these projects are financed by borrowing and the annual debt service is added to the levy limit each year until the project is paid off. Currently, the City has no debt exclusions.

### *FY2018 Property Tax Levy Calculation*

<b>FY2018 Property Tax Levy Calculation</b>	
FY2017 Tax Levy Limit	84,001,992
ADD 2.5% Increase	2,100,050
ADD Prop 2 1/2 Override	0
ADD Estimated Certified New Growth	1,320,679
<i>Levy Limit Total</i>	<i>87,422,721</i>
ADD Debt Exclusions	0
<i>Maximum Allowable Levy</i>	<i>87,422,721</i>
<i>Levy Ceiling Check</i>	<i>84,457,845</i>
<b>Actual FY2018 Estimated Tax Levy</b>	<b>84,420,700</b>

### *Local Receipts*

Local receipts are locally-generated revenues, other than real and personal property taxes. These made up approximately 7% of revenue in FY2017. Examples include motor vehicle excise, investment income, payments in lieu of taxes, penalties and interest on taxes, departmental revenue, fines, and license and permit fees.

Over the last five years (FY2012-FY2016), actual local receipts have exceeded estimates by an average of \$1,146,979. However, review of FY2016 actual receipts show that the actuals only exceeded the FY2016 estimates by about \$897,380, or more than 21% below the average. Though the FY2016 actuals were lower than the five-year average, local receipts in excess of estimates have been a positive contributor to the City's recent free cash certifications. Consequently, the forecast estimates FY2017 local receipts at about the same level as estimated for FY2016 in an effort to increase the amount by which projected actuals exceed estimates to a figure more in line with recent history and to preserve this source of future free cash.

Motor vehicle excise revenue is the City's largest local receipt, constituting slightly more than 42% of the total actual local receipts in FY2016. This revenue stream is dependent upon the value of vehicles owned by City residents. The value is set according to the vehicle's make, model, and year of manufacture. When economic times are good, people tend to buy newer cars more often, which results in higher receipts. Conversely, when economic times are challenging, such as during the recent Recession, receipts may fall if people wait to replace their



vehicles. Actual revenue from motor vehicle excise has grown in the last few years, increasing from \$3,958,890 in FY2011 to \$5,025,175 in FY2016, an average annual increase of about 4.9%. Given that this is the City's most significant local receipt and the impact on free cash of positive variances of actuals above estimates, this revenue has been forecast to increase conservatively at 1% over the next five years.

Certain other local receipts such the local option meals and rooms excise are showing some growth as well. Based on historical growth rates, these excises have been projected to increase by 2% and 3% per year, respectively. License and permit fees have also been projected to increase by 3% per year, slightly more conservative than the historic growth in these actual receipts of over 6%. Other local receipts such as penalties and interest on taxes and excises, other charges for service, rentals, fines and forfeits, investment income and miscellaneous recurring receipts have not performed as well and have been level funded based on the estimates for FY2017.

Local Receipt Category	FY2015 Actual	FY2016 Actual	FY2017 Actual	% of Total (FY17)	FY2018 Proj.
Motor Vehicle Excise	4,650,000	4,975,000	4,988,100	42.6%	5,037,981
Meals Excise	645,000	660,000	660,000	5.6%	673,200
Room Excise	455,000	460,000	480,000	4.1%	494,400
Penalties/Interest on Taxes and Excises	498,600	565,500	565,500	4.8%	565,500
Payments in Lieu of Taxes	24,500	24,500	24,500	0.2%	24,500
Other Charges for Services	568,100	603,300	603,300	5.2%	603,300
Fees	860,950	882,000	882,000	7.5%	882,000
Rentals	107,960	112,440	112,440	1.0%	112,440
Departmental Revenue - Schools	350,000	230,000	230,000	2.0%	230,000
Other Departmental Revenue	115,700	103,100	103,100	0.9%	103,100
Licenses/Permits	508,000	614,000	614,000	5.2%	632,420
Special Assessments	2,000	2,000	2,000	0.0%	2,000
Fines and Forfeits	274,900	265,200	265,200	2.3%	265,200
Investment Income	70,000	90,000	90,000	0.8%	90,000
Medicaid Reimbursement	340,000	400,000	400,000	3.4%	400,000
Miscellaneous Recurring	1,611,000	1,636,000	1,636,000	14.0%	1,636,000
Miscellaneous Non-Recurring	42,500	45,000	45,000	0.4%	45,000
<b>TOTAL Local Receipts</b>	<b>11,124,210</b>	<b>11,668,040</b>	<b>11,701,140</b>	<b>100.0%</b>	<b>11,797,041</b>

## *State Aid*

State aid represented approximately one-third of the City's annual revenue in FY2017. State aid is broken down into several categories, the largest of which (for Pittsfield) is Chapter 70 Education Aid. It is approximately 80% of all state aid. The other major category is Unrestricted General Government Aid (UGGA), which is approximately 16% of total state aid.

***Chapter 70 Education Aid*** – Chapter 70 education aid is determined each year by the State Department of Elementary and Secondary Education (DESE) using a complex formula. The formula entails calculating a foundation budget for each municipality or school district based on the number and characteristics of the pupils (e.g., low income, bilingual, or vocational) in the district. The foundation budget represents the minimum level of spending necessary to provide an adequate education in each district. The next step is to determine the relative contributions from municipal revenues versus state Chapter 70 aid necessary to meet required education spending levels. DESE calculates target levels of local (municipal) contribution and target levels of (state) Chapter 70 aid. These calculations are based on the total income of a municipality's residents and the total property wealth of the municipality. In cases where a municipality has a low ability to pay, less is required from the municipality and state Chapter 70 aid fills the gap between the foundation budget and the required local contribution.

Pittsfield provides education to local pupils in a Kindergarten through Grade 12 school system and receives Chapter 70 state school aid to offset some of the costs to educate these pupils. In FY2016, state Chapter 70 aid contributed \$39,818,894 to Pittsfield's local school district, while the City contributed about another \$39.5 million, for budgeted net school spending totaling \$79,329,633. This exceeded the City's FY2016 net school spending requirement of \$68,905,112 by \$10.4 million. Review of the prior three previous years (FY2013-FY2015) reveals that actual spending exceeded required spending by an average of about \$8 million in each year. Consequently, Pittsfield's spending on its local school district is not a function of the state spending requirement, but is driven more by local policy choices to exceed the minimum spending levels.

In the City's financial forecast, Chapter 70 aid is projected to increase at approximately \$25 per pupil or about \$150,000 per year, more conservative than the \$55 per pupil amounts agreed to by the legislature for FY2017. This assumption is based on a projected slow decline in the number of pupils and the associated Foundation budget as well as a continued slight decline in the City's required local contribution. City officials monitor these factors actively since significant changes in enrollment, to the method of calculating the foundation budget, or a material increase in the rate of inflation applied to the foundation budget may change the City's

status regarding Chapter 70 aid. If there is future significant growth in the City's Foundation budget, the Pittsfield schools may see a larger increase in Chapter 70 aid.

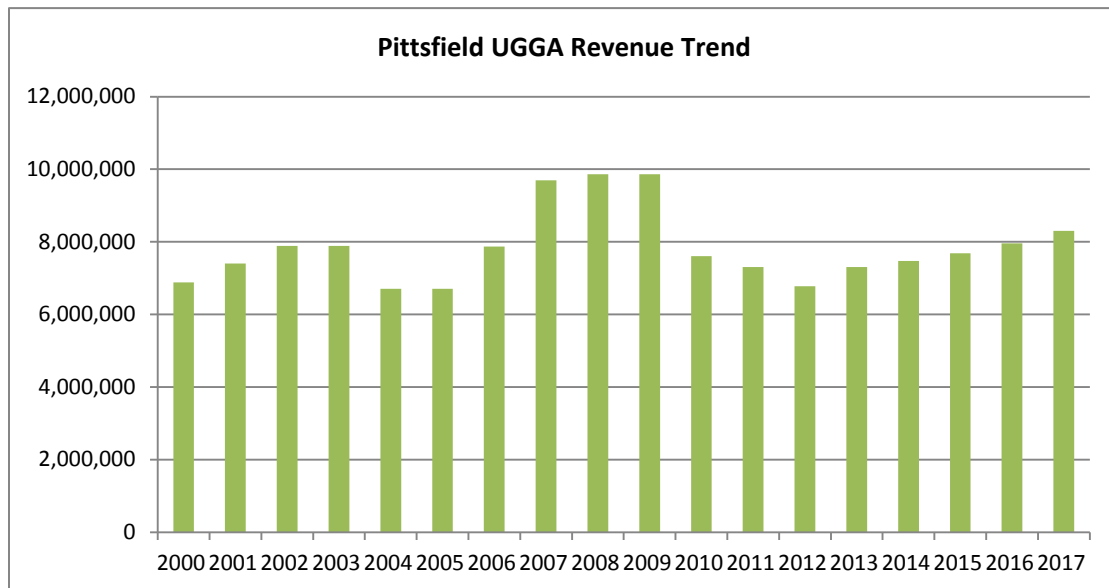
The FY2018-FY2022 forecast does not factor in any of the recent recommendations of the State's Foundation Budget Review Commission to substantially increase certain foundation budget calculations. If this occurs, the City may see larger increases in its foundation budget and Chapter 70 aid.

***Charter Tuition Reimbursement*** – The City's reimbursement for charter school tuitions decreased rapidly between FY2015 and FY2017. In FY2015, Pittsfield received \$563,144 compared to the estimated \$291,788 the City expects in FY2017. The forecast anticipates that this reimbursement will continue to decline as the State appropriation for these reimbursements continues to be insufficient to fully fund the reimbursement statewide. The other factor is that enrollment at the charter school attended by Pittsfield students is at or near its limit. Consequently, though the tuition rate is expected to continue to increase slowly, the number of pupils from Pittsfield attending the Berkshire Arts and Technology Charter School is expected to remain relatively stable. Together, these factors should result in a decline in the City's charter reimbursement to about \$218,000 in FY2018. Beyond FY2018, this reimbursement is projected at \$170,000 and is expected to consist almost entirely of Facilities aid which currently comprises about \$160,000 of the City's reimbursement.

***School Choice Receiving Tuition*** – Pittsfield receives tuition payments for school choice pupils attending Pittsfield schools. In FY2017, the City's projected school choice receiving tuition is \$564,099 for the 101 pupils attending school in Pittsfield from other districts. Projected choice revenues have been decreased slightly in FY2018. This revenue, once received, is deposited in a school choice revolving fund that is available to the School Committee to spend without further appropriation by City officials.

***Unrestricted General Government Aid (UGGA)*** – UGGA is projected to grow at 2.5% per year. This is a conservative approach. In the final FY2017 State budget approved by the Legislature and signed by the Governor, UGGA grew at a rate of 4.3%. In recent years, when new aid has been added to this account, it has been distributed based on the proportion of existing aid received by a community relative to the total amount of aid to all communities. For example, if a community's existing UGGA represents 2% of the total amount statewide, any new distribution to this community will be 2% of the amount added to the state total. City officials monitor the local aid estimates at each juncture of the State budget process.

Unfortunately, UGGA has yet to recover to pre-recession levels and inflation has further eroded the value of this revenue source. UGGA has been forecast to grow at a conservative 1% per year.



Note: FY2009 UGGA Aid includes General Fund Supplement to Hold Harmless Lottery Aid

**Other Local Aid Accounts** – The state aid categories of Veterans Benefits, Exemptions for Veterans and Elderly, Public Libraries Offset and State-Owned Land are projected to be level-funded from the previous year.

- **Veterans Benefits:** The State reimburses municipalities for 75% of authorized amounts spent for veterans’ financial, medical, and burial benefits. Veterans’ benefits have increased quickly in the past two years and have been level-funded in FY2018 at the higher FY2017 level.
- **Exemptions for Veterans, Blind, Elderly, Etc.:** The State reimburses property tax exemptions for qualifying veterans, seniors, surviving spouses, and the blind.
- **Public Libraries Offset:** The State provides a certain amount of money which can only be used for the Berkshire Athenaeum.

- **State-Owned Land:** The State reimburses the City for foregone tax revenue due to certain types of tax exempt state-owned land. In Pittsfield, the State owns the State Forest, office space, and several smaller facilities.

<b>State Aid Category</b>	<b>FY2015 Actual</b>	<b>FY2016 Actual</b>	<b>FY2017 Actual</b>	<b>% of Total (FY17)</b>	<b>FY2018 Proj.</b>
Chapter 70 Education Aid	39,447,163	39,818,894	40,155,219	79.5%	40,396,418
Charter Tuition Reimbursement	563,144	477,448	291,788	0.6%	203,770
School Offsets: Choice Rcvg & Lunch	492,043	534,879	564,099	1.1%	588,343
Unrestricted General Govt Aid	7,682,739	7,959,318	8,301,569	16.4%	8,625,330
Urban Revitalization	118,000	118,000	0	0.0%	0
Veterans Benefits	593,694	746,709	843,897	1.7%	752,904
Exemptions VBS and Elderly	166,712	171,238	164,773	0.3%	175,378
State-Owned land	90,804	90,804	96,820	0.2%	96,820
Public Libraries Offset	66,221	64,994	64,073	0.1%	67,328
<b>Total</b>	<b>49,220,520</b>	<b>49,982,284</b>	<b>50,482,238</b>	<b>100.0%</b>	<b>50,906,291</b>

### *Enterprise Funds*

Pittsfield operates enterprise funds for its potable water system and sewer system. An enterprise fund is an accounting and financial reporting mechanism whereby all expenditures and revenues for a particular business-type activity are segregated into a special fund. However, an enterprise fund does not establish a separate, autonomous entity from the municipal government. The principal revenues for the enterprise fund are customer charges for water sales/sewer treatment and related services. In Pittsfield, these revenues are forecasted to cover the cost of operating the water and sewer operations. Enterprise fund revenues are forecasted to increase slightly (about 5%) for each enterprise to cover the indirect costs that are likely to increase in the future (primarily health insurance and pension costs). Enterprise revenue in total goes up slightly as these indirect employee benefit costs are a relatively small portion of each enterprise fund. The intent is to increase these indirect benefit costs by about 5 percent per year, consistent with general fund projections for these benefits.

<b>Water Enterprise Fund</b>	<b>FY2017 Budget</b>	<b>FY2018 Projected</b>
Water Expenditures – Personnel	870,017	894,778
Water Expenditures – Expenses	3,619,106	4,152,338
Water Expenditures – Prior Year Exp.	1,259,277	0
Water Expenditures – Capital		169,000
<b>Total Water Expenditures</b>	<b>5,748,400</b>	<b>5,216,116</b>
Water Revenues	4,489,123	5,047,116
Retained Earnings for Prior Year Exp.	1,259,277	0
Retained Earnings for Capital		169,000
<b>Total Water Revenues</b>	<b>5,748,400</b>	<b>5,216,116</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>
<b>Sewer Enterprise Fund</b>		
Sewer Expenditures – Personnel	1,558,656	1,557,878
Sewer Expenditures – Expenses	4,001,418	4,771,501
Sewer Expenditures – Prior Year Exp.	1,600,000	0
<b>Total Sewer Expenditures</b>	<b>7,160,074</b>	<b>6,329,379</b>
Sewer Revenues	5,560,074	6,329,379
Retained Earnings for Prior Year Exp.	1,600,000	0
<b>Total Sewer Revenues</b>	<b>7,160,074</b>	<b>6,329,379</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>

#### *Other Available Funds*

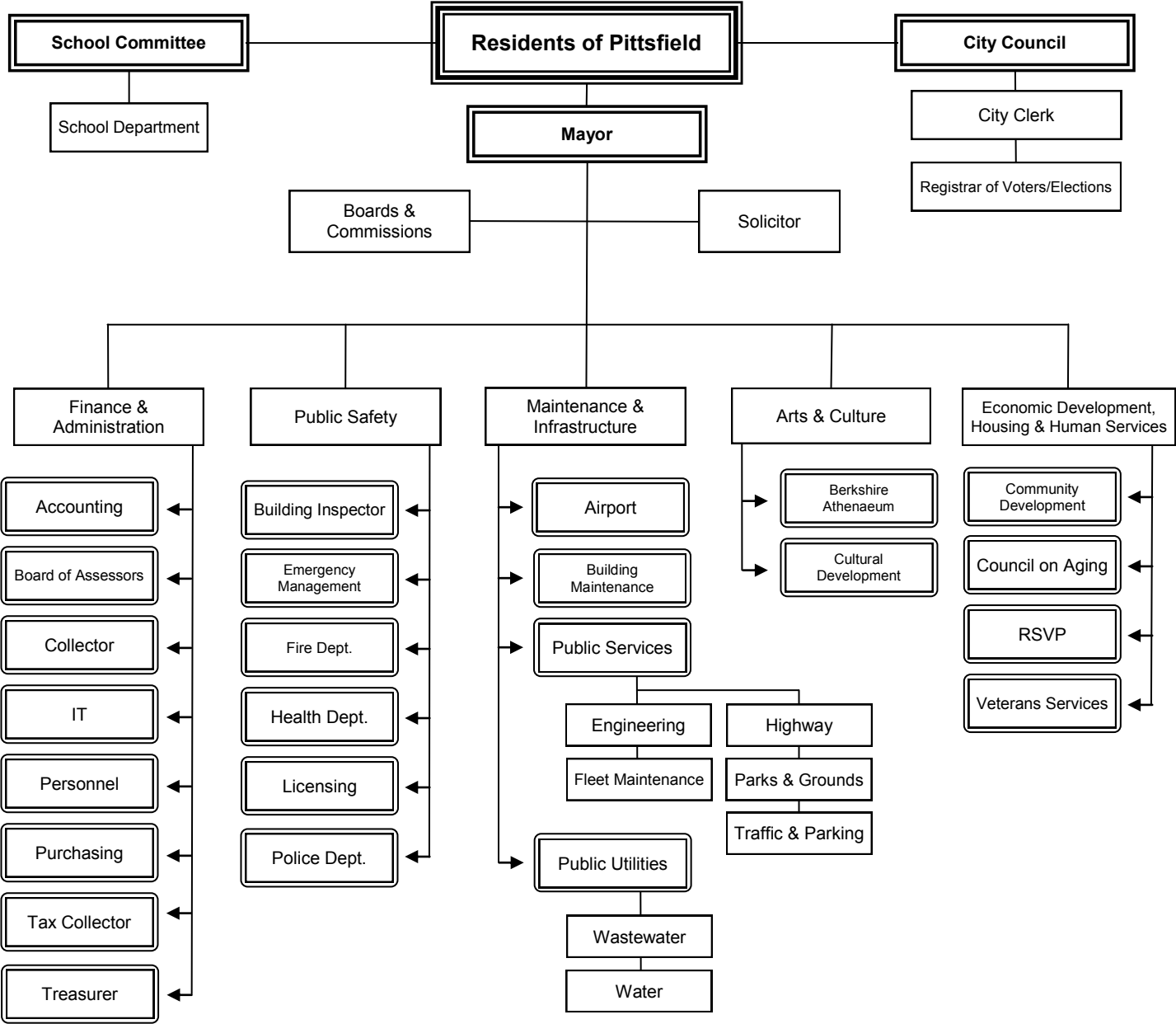
In recent years, the City has appropriated certified free cash to reduce the tax rate or balance the budget without using more of the City's limited unused levy capacity. Free cash is the remaining, unrestricted money from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. In FY2017, the City appropriated \$2 million for this purpose. This appropriation is projected to continue for at least the next several years, as the City faces extreme limitations on the projected growth in its largest revenue source, the tax levy.

There may be other sources of revenue, such as federal revenue, bond premiums, and court fees/fines.



## **Department Budgets Detail**

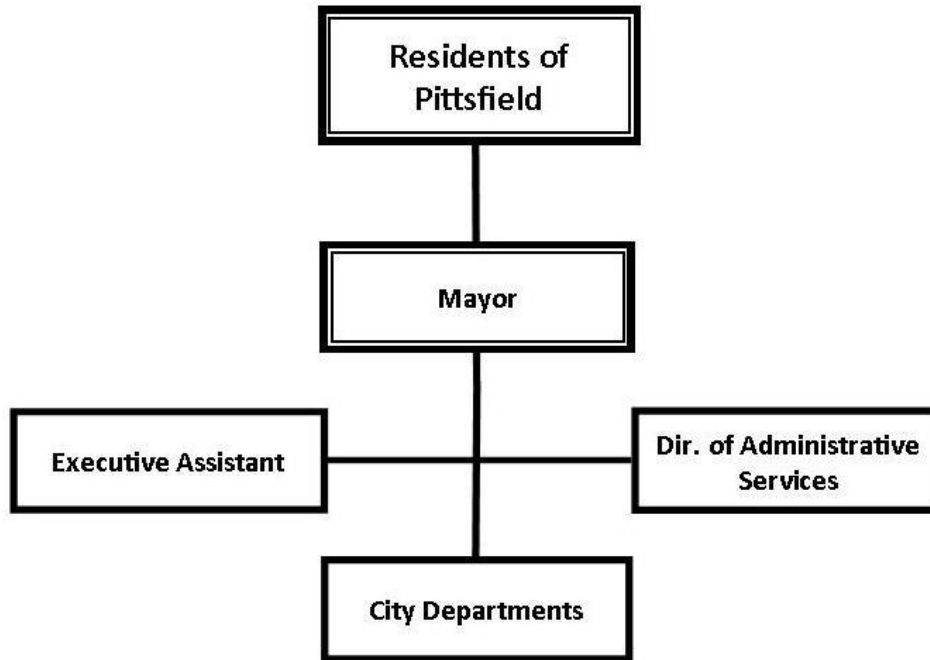
City of Pittsfield Organizational Chart



## Mayor's Office

Contact Information: Mayor Linda Tyer, (413) 499-9321

Location: City Hall, 70 Allen Street, Room 105



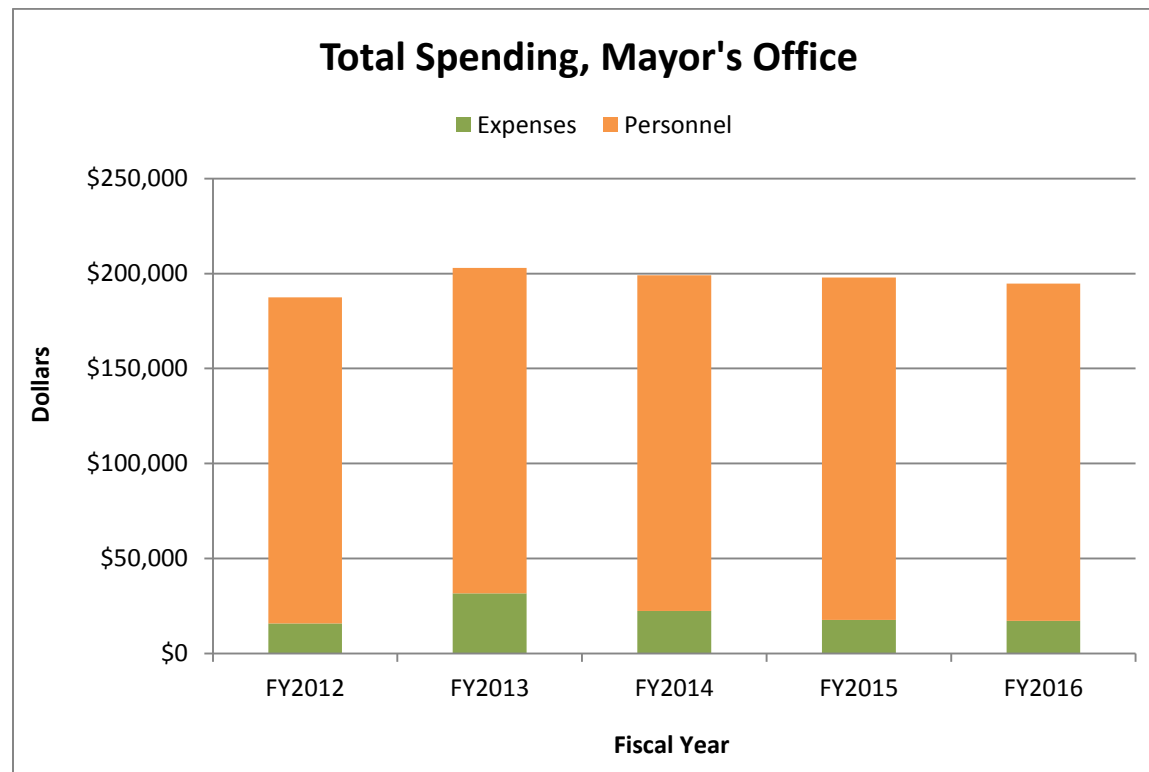
**Mission Statement:** The mission of the Mayor's Office is to lead the operation and management of City government. The Mayor's Office ensures that residents, businesses and visitors receive quality City services from City departments, boards, and other representatives, and that City government complies with the policy decisions of the City Council and the School Committee.

**Department Description:** The executive powers of the city shall be vested solely in the mayor and may be exercised by the mayor either personally or through the several city agencies under the general supervision and control of the office of the mayor. The mayor shall cause the charter, laws, ordinances and other orders of the city government to be enforced and shall cause

a record of all official acts of the executive branch of the city government to be kept. The mayor shall exercise general supervision and direction over all city agencies, unless otherwise provided by law or by this charter. The mayor shall supervise, direct and be responsible for the efficient administration of all city activities and functions placed under the control of the mayor by law or by this charter. The mayor shall be responsible for the efficient and effective coordination of the activities of all agencies of the city and may call together for consultation, conference and discussion, at reasonable times, all persons serving the city, whether elected directly by the voters, chosen by persons elected directly by the voters or otherwise. The mayor shall be, by virtue of the office, a member of every appointed multiple-member body of the city. The mayor may, as such ex officio member, attend a meeting of an appointed

multiple-member body of the city, at any time, including, so called executive sessions, to participate in the discussions of that body, but shall not have the right to vote. The mayor shall appoint, subject to review by the city council under section 2-10, all department heads and the members of multiple-member bodies for whom no other method of appointment or selection is provided by the charter; provided, however, that this shall not include persons serving under the school committee and persons serving under the city council.

### Historical Spending Trend



## FY2018 Line Item Budget

Mayor: 01011											
		Positions			FY2015	FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18 APPR	Actual	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
51000	Mayor	1	1	1	\$ 89,676	\$ 91,540	\$ 95,000	\$ 97,375	\$ 95,000	0.0%	\$ -
51040	Director Admin Services	1	1	1	\$ 50,808	\$ 53,095	\$ 52,195	\$ 52,686	\$ 52,686	0.9%	\$ 491
51050	Executive Assistant	1	1	1	\$ 37,080	\$ 38,355	\$ 36,658	\$ 37,285	\$ 37,285	1.7%	\$ 627
	TOTAL PERSONNEL:	3	3	3	\$ 177,564	\$ 182,990	\$ 183,853	\$ 187,346	\$ 184,971	0.6%	\$ 1,118
53408	Advertising/Marketing				\$ 818	\$ 2,000	\$ 500	\$ 500	\$ 250	-50.0%	\$ (250)
54227	Supplies				\$ 3,512	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,125	-10.7%	\$ (375)
57100	Travel				\$ 1,901	\$ 5,000	\$ 2,000	\$ 2,000	\$ 1,500	-25.0%	\$ (500)
57300	Membership & Dues				\$ 10,932	\$ 10,200	\$ 11,000	\$ 11,000	\$ 11,000	0.0%	\$ -
	TOTAL EXPENSES:				\$ 17,163	\$ 20,700	\$ 17,000	\$ 17,000	\$ 15,875	-6.6%	\$ (1,125)
	TOTAL BUDGET:				\$ 194,727	\$ 203,690	\$ 200,853	\$ 204,346	\$ 200,846	0.0%	\$ (7)
Linda M. Tyer, Mayor		5/3/2017									
Dept Head Approval			Date								

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51000	Mayor	Salary of the Mayor. Per the city code: "\$95,000/yr. Annual increases shall be adjusted in July of each year and shall be based upon the annual change in the Consumer Price Index for All Urban Consumers for the prior January."
51040	Director of Administrative Services	Salary of the Director of Administrative Services in the Mayor's Office
51050	Executive Assistant	Salary of the Executive Assistant in the Mayor's Office

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53408	Advertising/Marketing	Costs associated with special/ceremonial events
54227	Supplies	Monthly copier lease, copier maintenance contract, subscriptions to newspapers and professional journals and the necessary office supplies to manage the day to day operations of the office
57100	Travel	Necessary travel expenses for the Mayor and her staff for professional development and other travel is made on behalf of the City of Pittsfield
57300	Membership and Dues	Membership and dues including the Massachusetts Municipal Association and other required memberships

### New Spending and Programs

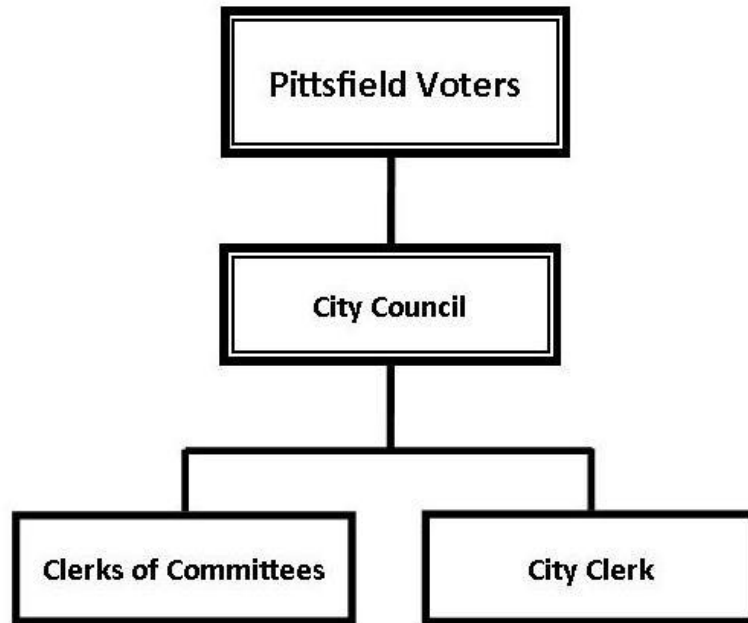
There is no new spending or programs in the Mayor's Office budget for FY2018.



## City Council

Contact Information: Peter Marchetti, President, (413) 212-2163

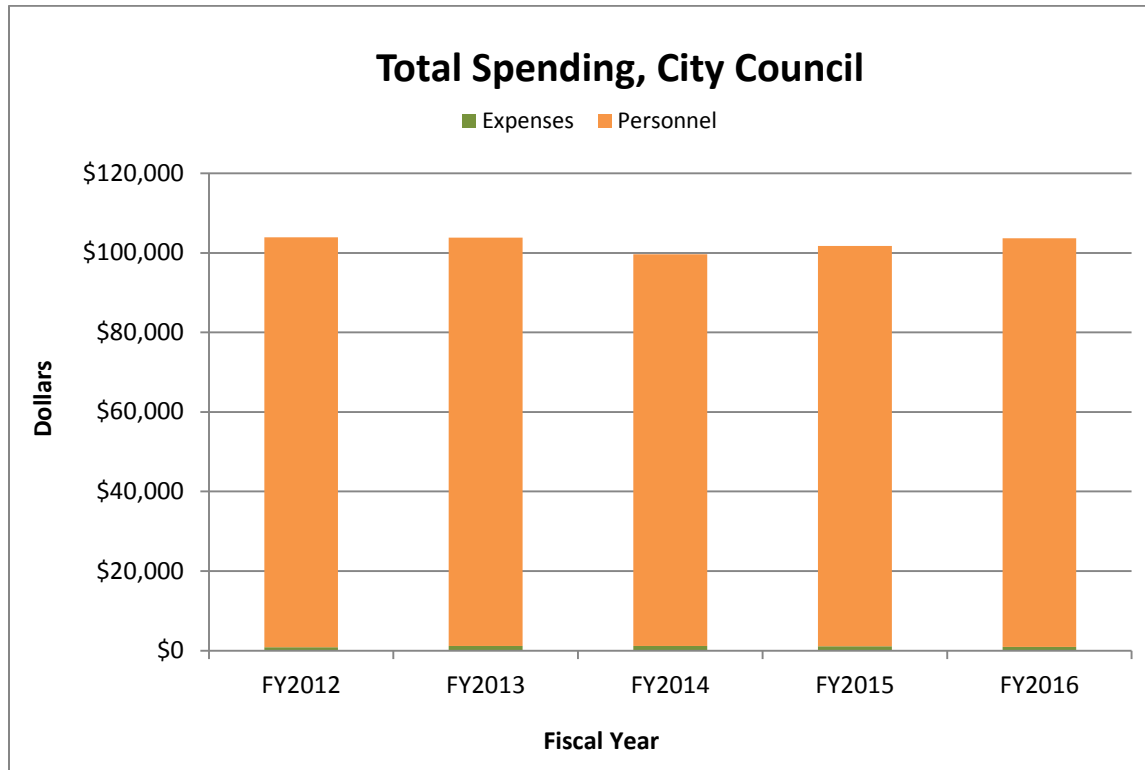
Location: City Hall, 70 Allen Street



**Mission Statement:** The mission of the City Council is to exercise the legislative powers of the City of Pittsfield to provide for the performance of all duties and obligations imposed upon the City by law.

**Department Description:** An eleven-member City Council consisting of four Councilors at large and one Councilor from each of the seven wards in the City, elected by the voters of the City of Pittsfield for a two-year term.

## Historical Spending Trend



## FY2018 Line item Budget

City Council: 01012										
Account	Account Name	Positions			FY2016	FY2017	FY2018	FY2018	%	\$
		FY16	FY17	FY18	Actual	Budget	Budet Request	Mayoral Approval	Change	Change
				APRV						
51184	Councilors	11	11	11	\$ 90,694	\$ 90,002	\$ 90,002	\$ 90,002	0.0%	\$ -
51185	Clerk of City Council				\$ 3,600	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -
51191	Clerk of Committees				\$ 8,496	\$ 8,640	\$ 8,640	\$ 8,640	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>\$ 102,790</b>	<b>\$ 102,642</b>	<b>\$ 102,642</b>	<b>\$ 102,642</b>	<b>0.0%</b>	<b>\$ -</b>
53408	Advertising/Marketing				\$ 911	\$ 1,250	\$ 1,250	\$ 1,250	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 911</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>0.0%</b>	<b>\$ -</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 103,701</b>	<b>\$ 103,892</b>	<b>\$ 103,892</b>	<b>\$ 103,892</b>	<b>0.0%</b>	<b>\$ -</b>
	Jody L. Phillips		5/4/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51184	Councilors	Yearly stipends for the eleven City Councilors
51185	Clerk of City Council	Yearly stipend for the Clerk of the City Council
51191	Clerk of Committees	Yearly stipends for Clerks of City Council subcommittees

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53408	Advertising/Marketing	Advertisement of legal notices and printing

## New Spending and Programs

There is no new spending or programming in the City Council budget for FY2018.

## Solicitor's Office

Contact Information: (413) 499-9352

Location: City Hall, 70 Allen Street, Room 200



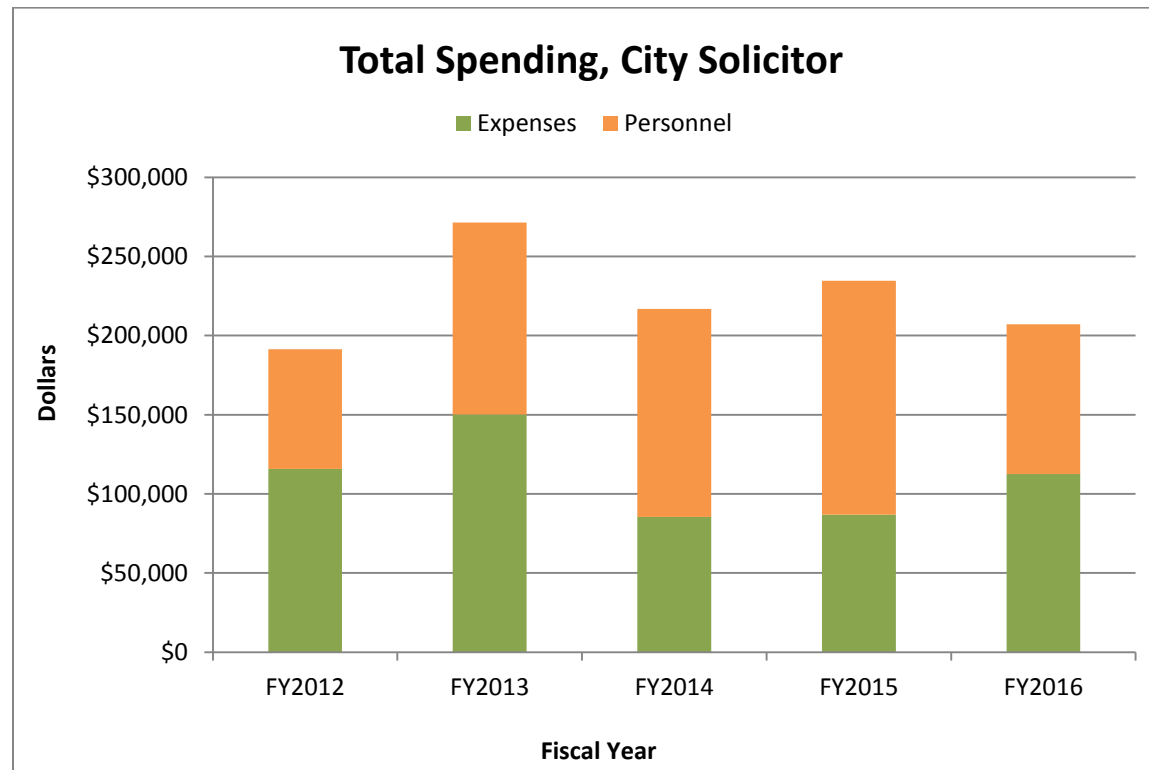
**Mission Statement:** The mission of the Solicitor's Office is to provide sound legal counsel to the Mayor, City Council, and the departments, commissions, committees and agencies of the City of Pittsfield; to produce and review legal opinions and documents; to commence and prosecute all actions and other legal proceedings and suits begun by the City; to defend all actions and suits brought against the City; to appear as counsel in any other action, suit or prosecution which may involve the rights and interests of the City; and to defend any of the officers of the City in suits and prosecutions against them for any official action, or the performance of any official duty, when any right, privilege, ordinance, act or direction of the City Council may be brought in question.

**Department Description:** The City Solicitor and his/her staff are responsible for preparing and approving legal documents, and providing legal counsel to the Mayor, City Council, and the departments, commissions, committees and agencies of the City of Pittsfield. As general legal counsel to the City, the City Solicitor's Office is prohibited from providing legal representation or legal advice to members of the general public.

The City Solicitor is charged with the production and review of contracts awarded by City agencies; the drafting of real estate conveyance documents, including eminent domain orders, deeds, easements, leases, releases, loan documents, contracts of any nature; the drafting of proposed ordinances, City Council orders and home rule petitions to the state legislature. The City Solicitor also investigates all claims made against the City and administers the same in accordance with Massachusetts General Laws, Chapter 258, or other applicable provisions of law.

It is the duty of the City Solicitor to commence and prosecute all actions and other legal proceedings and suits begun by the City, and to defend all actions and suits brought against the City in any court or other tribunal of the Commonwealth, or of the United States; also to appear as counsel in any other action, suit or prosecution which may involve the rights and interests of the City, and to defend any of the officers of the City in suits and prosecutions against them for any official action, or the performance of any official duty, when any right, privilege, ordinance, act or direction of the City Council may be brought in question.

### Historical Spending Trend





## FY2018 Line item Budget

City Solicitor: 01014										
		Positions			FY2016	FY2017	FY 2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51006	City Solicitor	1	0	0	\$ 45,238	\$ 1	\$ 1	\$ 1	0.0%	\$ -
51100	Assistant City Solicitor	0.5	0	0	\$ 10,214	\$ 1	\$ 1	\$ 1	0.0%	\$ -
51111	Executive Legal Secretary	1	1	1	\$ 39,224	\$ 39,011	\$ 39,011	\$ 39,011	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>2.5</b>	<b>1</b>	<b>1</b>	<b>\$ 94,676</b>	<b>\$ 39,013</b>	<b>\$ 39,013</b>	<b>\$ 39,013</b>	<b>0.0%</b>	<b>\$ -</b>
57601	Tax Title Litigation				\$ 75	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
54227	Supplies				\$ 909	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
54533	Law Library Supplies				\$ 12,681	\$ 11,500	\$ 11,500	\$ 11,500	0.0%	\$ -
57600	Legal Fees/Court Costs				\$ 96,311	\$ 162,000	\$ 162,000	\$ 162,000	0.0%	\$ -
57615	Legal Settlements				\$ -	\$ -			0.0%	\$ -
54404	Office Equipment Maintenance				\$ 2,621	\$ 2,800	\$ 2,800	\$ 2,800	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 112,597</b>	<b>\$ 178,800</b>	<b>\$ 178,800</b>	<b>\$ 178,800</b>	<b>0.0%</b>	<b>\$ -</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 207,273</b>	<b>\$ 217,813</b>	<b>\$ 217,813</b>	<b>\$ 217,813</b>	<b>0.0%</b>	<b>\$ -</b>
	Linda M. Tyer, Mayor		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51006	City Solicitor	Salary account for the City Solicitor
51100	Assistant City Solicitor	Salary account for the Assistant City Solicitor
51111	Executive Legal Secretary	Salary account for the Executive Legal Secretary

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
57600	Legal Fees/Court Cost	All professionals that rendered legal services to the City, such as the City Solicitor, labor attorney, arbitrators and other professional services; Filing fees for arbitration & conciliation hearings, grievances, sheriff's services and/or other legal resources
52000	Tax Title /Litigation	Filing fees, recording, publications, and any other legal process necessary to file tax title foreclosure complaints with the Land Court and the Middle Berkshire Registry of Deeds
54533	Law Library	All updates to the Law Library volumes including Massachusetts General Laws Annotated, MA Court Rules - State and Federal, Massachusetts Practice, subscriptions , online search engine and any other resources necessary to conduct legal searches in the office
58632	Equipment Maintenance	Monthly leasing fee, maintenance and toner of the office copier/printer/scanner/fax machine
54227	Supplies	Office stationery and all other necessary office supplies

## New Spending and Programs

There is no new spending or programming in the Solicitor's Office in FY2018.

## Health Department

Contact: Gina Armstrong, Director of Public Health, (413) 499-9411

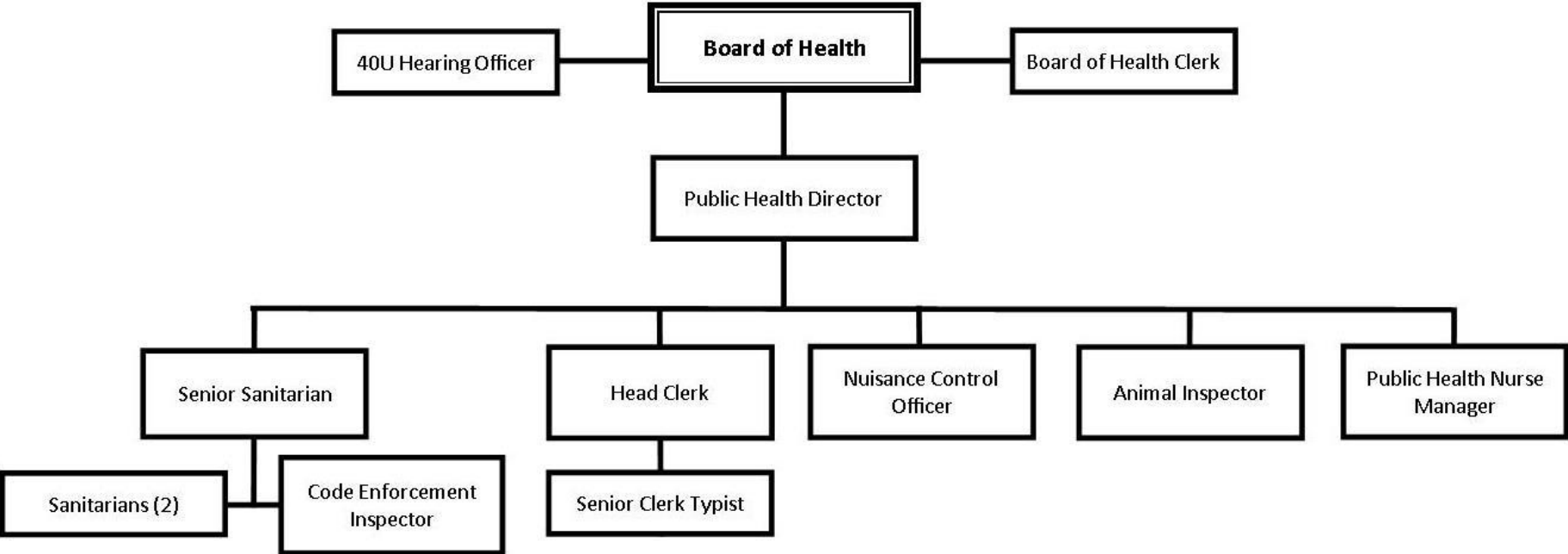
Location: City Hall, 100 North Street

**Mission Statement:** The mission of the Health Department is to protect and improve the health and quality of life of Pittsfield residents and visitors through the implementation of disease prevention programs, health promotion, public outreach, education as well as the promulgation and enforcement of all applicable health department, City, State, and Federal Regulations.

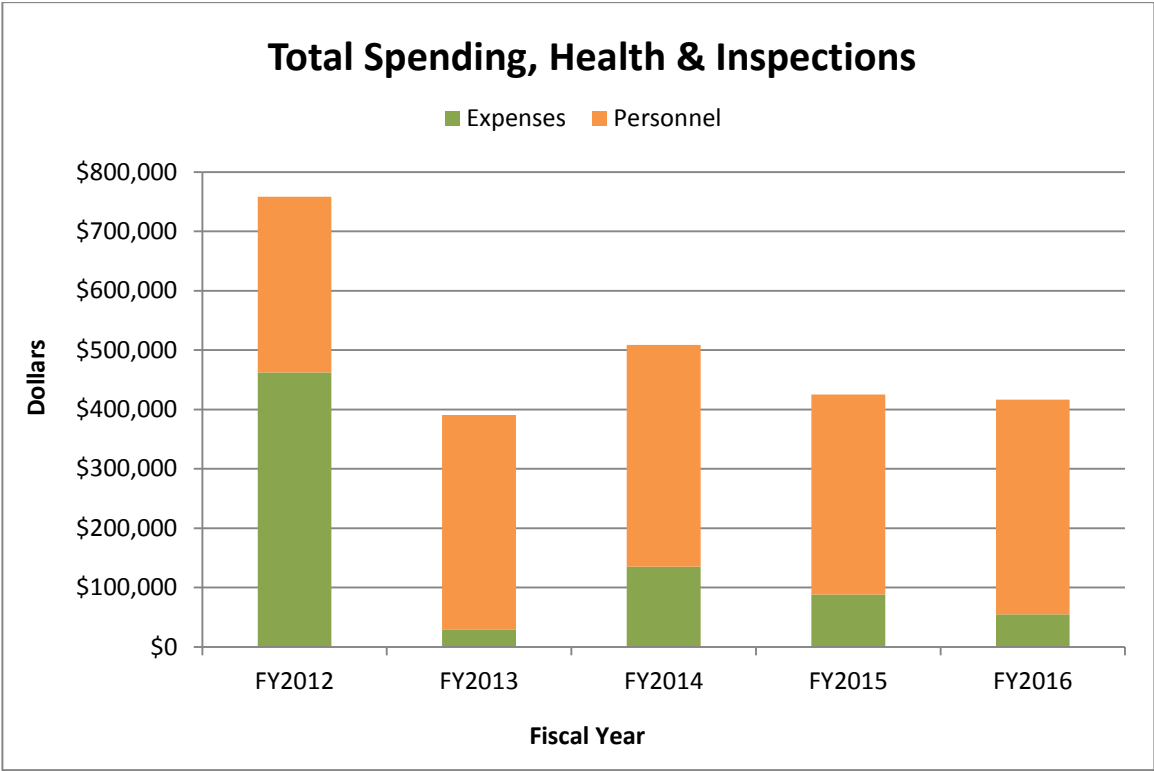
**Department Description:** The Health Department performs a number of tasks vital to the health of City residents and visitors, including:

- Inspecting and permitting businesses that provide certain services to the public to ensure compliance with sanitary codes (e.g. camp grounds, hotels/motels, body art practitioners, public swimming pools, restaurants, etc.),
- Inspecting housing units for compliance with minimum standards for habitation,
- Responding to complaints of public health nuisances,
- Witnessing percolation tests and soil evaluations,
- Testing water of public and semi-public swimming pools and beaches,
- Inspecting subsurface sewage disposal systems,
- Investigating both food borne and water borne illnesses,
- Permitting funeral directors and maintaining burial records,
- Planning and preparing the City of Pittsfield for myriad emergencies, and
- Providing public health nursing services for communicable diseases case management, surveillance, and investigation.

Organizational Chart



Historical Spending Trend



## FY2018 Line Item Budget

Health & Inspections: 01024										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51003	BOH Director	1	1	1	\$ 64,022	\$ 64,023	\$ 64,023	\$ 64,023	0.0%	\$ -
51038	Senior Sanitarian	1	1	1	\$ 42,745	\$ 45,880	\$ 46,918	\$ 46,918	2.3%	\$ 1,038
51043	Animal Inspector				\$ 4,425	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
51052	Sanitarians	2	2	2	\$ 78,364	\$ 79,725	\$ 83,565	\$ 83,565	4.8%	\$ 3,840
51053	Senior Code Enforcement Inspector	1	1	1	\$ 38,218	\$ 44,760	\$ 46,918	\$ 46,918	4.8%	\$ 2,158
51071	Nuisance Control Officer	1	1	1	\$ 24,905	\$ 29,703	\$ 33,279	\$ 33,279	12.0%	\$ 3,576
51085	Office Manager	1	1	1	\$ 33,043	\$ 32,780	\$ 34,956	\$ 34,956	6.6%	\$ 2,176
51124	Public Health Nurse	0.8	0.8	0.8	\$ 48,524	\$ 49,300	\$ 48,920	\$ 48,920	-0.8%	\$ (380)
51148	Administrative Assistant	1	1	1	\$ 26,322	\$ 26,120	\$ 29,266	\$ 29,266	12.0%	\$ 3,146
51186	Board of Health Clerk				\$ 1,475	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>\$ 362,043</b>	<b>\$ 378,291</b>	<b>\$ 393,845</b>	<b>\$ 393,845</b>	<b>4.1%</b>	<b>\$ 15,554</b>

54220	Water Testing				\$ 835	\$ 1,200	\$ 1,200	\$ 1,200	0.0%	\$ -
55000	Uniforms				\$ 1,200	\$ 900	\$ 1,200	\$ 1,200	33.3%	\$ 300
52000	Contractual Services				\$ 175	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
52300	Telephone				\$ 2,937	\$ 3,450	\$ 3,450	\$ 3,450	0.0%	\$ -
52404	Office Equipment Maintenance				\$ 3,716	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
53018	Education & Training				\$ 2,559	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
53021	Nuisance Abatement				\$ 6,575	\$ 7,000	\$ 15,000	\$ 10,000	42.9%	\$ 3,000
53080	Code Enforcement					\$ 6,000	\$ 4,000	\$ 4,300	-28.3%	\$ (1,700)
53408	Advertising/Marketing				\$ 1,013	\$ 300	\$ 300	\$ 300	0.0%	\$ -
52950	Property Demolitions				\$ 22,300	\$ 25,000	\$ 100,000	\$ 25,000	0.0%	\$ -
54205	Medical Supplies				\$ -	\$ 8,750	\$ 7,250	\$ 7,000	-20.0%	\$ (1,750)
54227	Supplies				\$ 13,378	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 54,688</b>	<b>\$ 63,100</b>	<b>\$ 142,900</b>	<b>\$ 62,950</b>	<b>-0.2%</b>	<b>\$ (150)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 416,731</b>	<b>\$ 441,391</b>	<b>\$ 536,745</b>	<b>\$ 456,795</b>	<b>3.5%</b>	<b>\$ 15,404</b>
	<i>Gina Armstrong</i>									
	<b>Dept Head Approval</b>									
	<i>5/4/2017</i>									
	<b>Date</b>									

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51003	Director of Public Health	Salary account for the Director of Public Health
51038	Senior Sanitarian	Salary account for the full time senior sanitarian
51043	Animal Inspector	Salary account for the part time animal inspector at the Police Department
51052	Sanitarians	Salary account for the two full time sanitarians
51053	Code Enforcement Inspector	Salary account for the full time code enforcement inspector
51085	Head Clerk	Salary account for the full time head clerk
51124	Public Health Nurse Manager	Salary account for the part time nurse manager
51148	Senior Clerk	Salary account for the full time senior clerk
51186	Board of Health Clerk	Salary account for stipends for the clerk at monthly Board of Health meetings

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
54220	Water Testing	Supplies for in-house, year-round bacterial analysis for public indoor/outdoor pools and beaches
55000	Uniform Allowance	Per S & P Union contract, three health inspectors receive a \$300 stipend annually.
52000	Contractual Services	Fees for licensed Soil Evaluator and per diem Public Health Nursing Services
52300	Telephone	Six cell phones for Director, Public Health Nurse, 4 inspectors
52404	Office Equipment Maintenance	Photo copier monthly lease and maintenance
53018	Education & Training	Education and training for Board of Health members and Health Department staff
53021	Nuisance Abatement	Contracting with vendor to correct exterior property maintenance violations and securing properties when interested parties are non-compliant with correction orders



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53080	Code Enforcement	Civil process services by Sheriff, Registry of Deeds filing; public notices of BOH orders, temporary housing for occupants affected by condemnation/orders to vacate when property owners are not compliant with alternative housing
53408	Advertising/Marketing	BOH policy public notices, position vacancies
52950	Property Demolition	The Code Enforcement committee has identified and prioritized ten properties ready for demolition. A cost share between Health Department and Community Development
54205	Medical Supplies	Flu clinic supplies and vaccine for city employees, AED equipment maintenance, screening supplies, rabies testing
54227	Supplies	Office, inspector equipment/supplies, technology equipment

### **New Spending and Programs**

There is no new spending or programming for the Health Department for FY2018.

## Building Inspectors Department

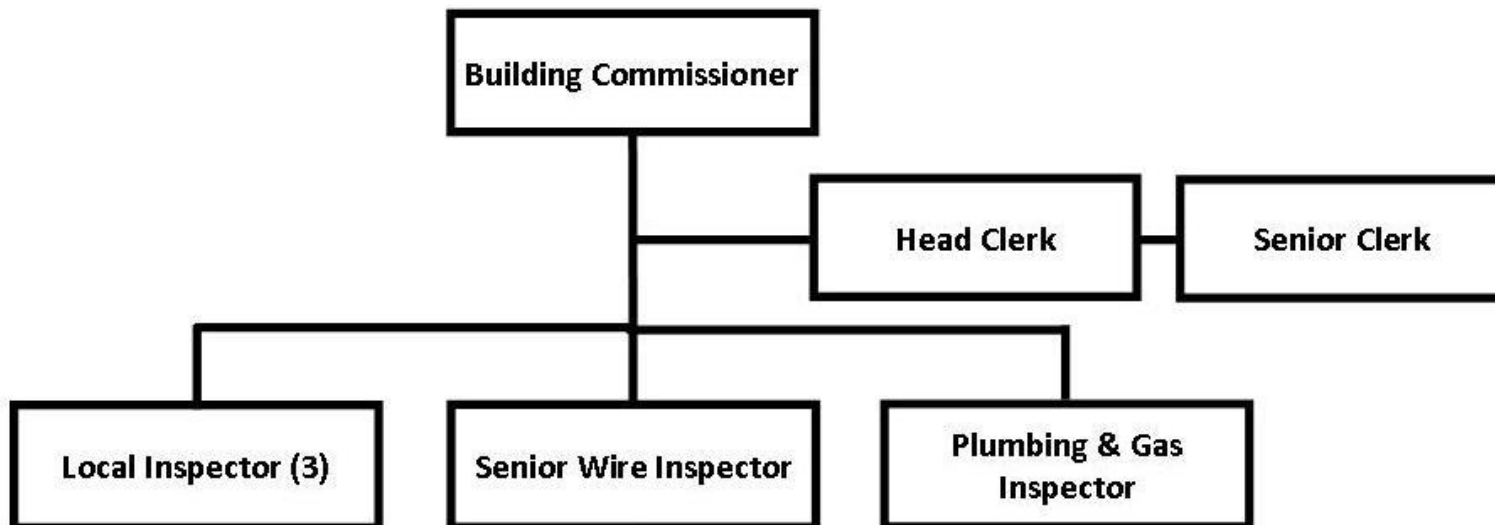
Contact: Gerald W. Garner, Building Commissioner, (413) 499-9440

Location: 10 Fenn Street, Mezzanine Level

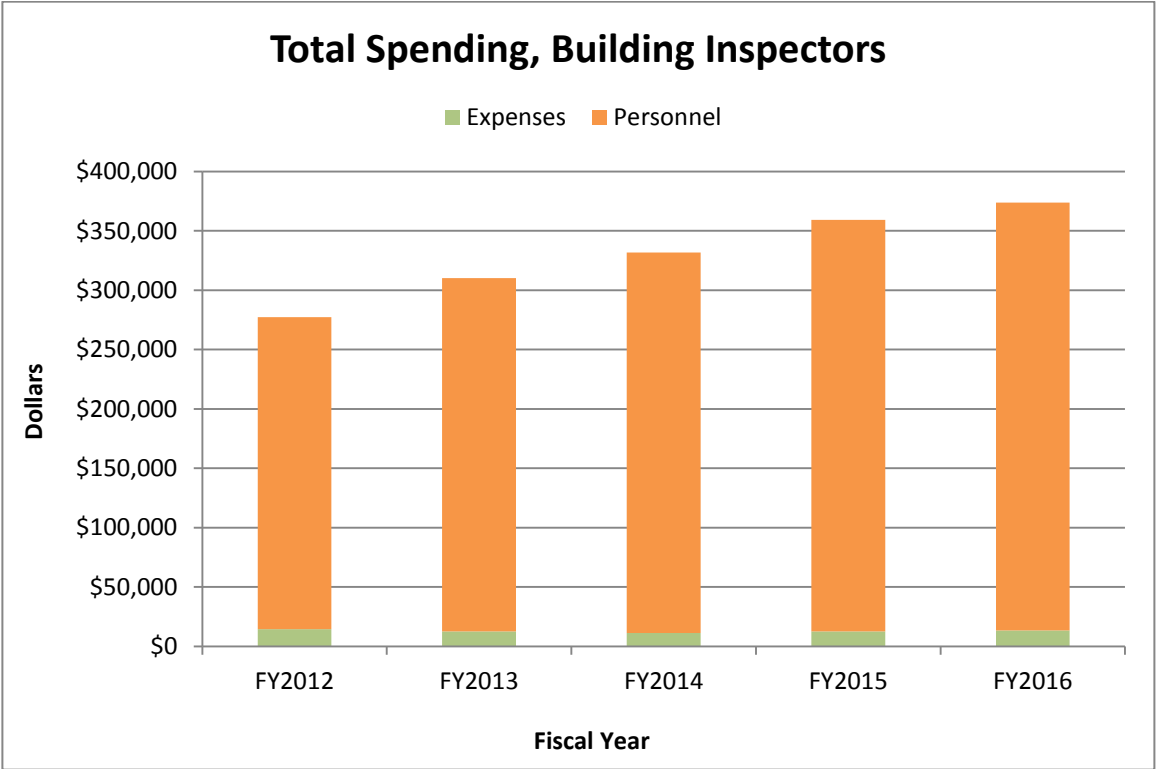
**Mission Statement:** The mission of the Building Inspectors Department is to ensure the safety of the public through the enforcement of state and local construction, housing, zoning, and other applicable codes through both proactive and reactive inspection and compliance mechanisms.

**Department Description:** The Building Inspectors Department is responsible for the enforcement of State and local construction codes, zoning code, and accessibility laws and regulations. This is accomplished through the inspection of electrical wiring and systems, plumbing and fuel gas systems, commercial and residential construction activities, and the inspection and safety certification of commercial and municipal buildings and structures and places of assembly. In addition, the department responds to complaints regarding code compliance, and may levy fines or seek court action to ensure compliance for the purposes of life safety and public health.

### Organizational Chart



Historical Spending Trend



## FY2018 Line Item Budget

Building Inspector: 01025										
		Positions			FY 2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51044	Senior Wire Inspector	1	1	1	\$ 49,804	\$ 50,851	\$ 52,835	\$ 52,835	3.9%	\$ 1,984
51057	Building Commissioner	1	1	1	\$ 64,022	\$ 64,022	\$ 64,022	\$ 64,022	0.0%	\$ -
51085	Head Clerk	1	1	1	\$ 31,419	\$ 32,103	\$ 33,525	\$ 33,525	4.4%	\$ 1,422
51148	Senior Clerk	1	1	1	\$ 26,322	\$ 26,877	\$ 28,050	\$ -	-100.0%	\$ (26,877)
51196	Building Inspectors	3	3	3	\$ 139,871	\$ 143,888	\$ 149,205	\$ 149,205	3.7%	\$ 5,317
51197	Plumbing & Gas Inspector	1	1	1	\$ 46,316	\$ 47,217	\$ 49,305	\$ 49,305	4.4%	\$ 2,088
51205	Temporary Labor				\$ 2,532	\$ 3,000	\$ 7,500	\$ 6,000	100.0%	\$ 3,000
	<b>TOTAL PERSONNEL:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$ 360,286</b>	<b>\$ 367,958</b>	<b>\$ 384,442</b>	<b>\$ 354,892</b>	<b>-3.6%</b>	<b>\$ (13,066)</b>
57450	Insurance Deductible				\$ -	\$ 500	\$ -	\$ -	-100.0%	\$ -
55000	Uniforms				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
52300	Telephone				\$ 1,821	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	\$ -
54227	Supplies				\$ 9,870	\$ 11,300	\$ 11,300	\$ 10,000	-11.5%	\$ (1,300)
	<b>TOTAL EXPENSES:</b>				<b>\$ 13,191</b>	<b>\$ 16,800</b>	<b>\$ 16,300</b>	<b>\$ 15,000</b>	<b>-10.7%</b>	<b>\$ -</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 373,477</b>	<b>\$ 384,758</b>	<b>\$ 400,742</b>	<b>\$ 369,892</b>	<b>-3.9%</b>	<b>\$ (14,866)</b>
	Gerald W Garner									
	<b>Dept Head Approval</b>									
	5/3/2017									
	<b>Date</b>									

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51044	Senior Wire Inspector	Salary account for the Senior Wire Inspector
51057	Building Commissioner	Salary account for the Building Commissioner
51085	Head Clerk	Salary account for the Head Clerk
51148	Senior Clerk	Salary account for the Senior Clerk
51196	Building Inspectors	Salary account for 3 Building Inspectors
51197	Plumbing & Gas Inspector	Salary account for the Plumbing & Gas Inspector
51205	Temporary Labor	Alternate inspectors and staff during absences, i.e., long term illness, vacation, personal time, and to hire temporary help

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
57450	Insurance Deductible	These costs have been shifted to the general insurance line item in the Unclassified budget
55000	Uniforms	Union contractual agreement for uniforms
52300	Telephone	Cell phones provided to inspectors for communication purposes in the field, as well as receiving emergency calls at home
54227	Supplies	Office supplies such as copier maintenance, paper, pens, staplers, tape, batteries, folders, binders, thumb drives, batteries, safety supplies, and sometimes computers, monitors, membership dues, and required training.

## New Spending and Programs

There is no new spending or programming for the Building Inspectors Department for FY2018.

## Veterans' Services Department

Contact: James H Clark, Director/Veterans' Service Officer, (413) 499-9433

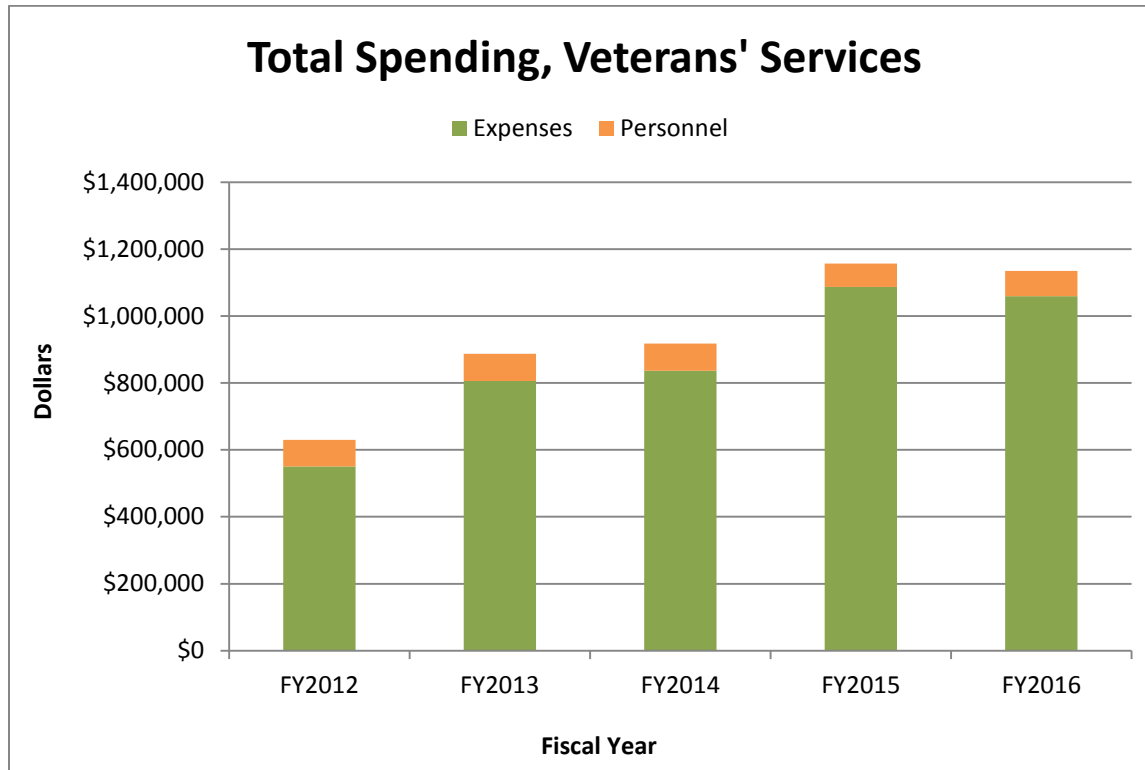
Location: City Hall, 70 Allen Street, Room 204



**Mission Statement:** The mission of the Veterans' Services Department is to advocate for Pittsfield's veterans and their dependents and assist veterans to access their state and federal military benefits, such as emergency financial or medical assistance programs for veterans in need, educational benefits, real estate tax abatement, employment and training opportunities, burial information, and other benefits.

**Department Description:** The Veterans' Services Department administers Massachusetts General Law Chapter 155 at the local level through the Veterans' Service Office (VSO), who is appointed by the Mayor. Veterans seeking services related to employment, economic security, disability, medical services, education, VA pensions and other claims, etc. may seek information and assistance applying for benefits from the VSO. Certain dependents of veterans are also eligible for certain benefits.

## Historical Spending Trend



## FY2018 Line Item Budget

Veterans' Services: 01026										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51026	Veterans' Agent	1	1	1	\$ 48,099	\$ 48,100	\$ 48,100	\$ 48,100	0.0%	\$ -
51050	Administrative Assistant	1	1	1	\$ 27,638	\$ 28,333	\$ 29,478	\$ 29,478	4.0%	\$ 1,145
	<b>TOTAL PERSONNEL:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$ 75,737</b>	<b>\$ 76,433</b>	<b>\$ 77,578</b>	<b>\$ 77,578</b>	<b>1.5%</b>	<b>\$ 1,145</b>
52404	Office Equipment Maintenance				\$ 566	\$ 975	\$ 975	\$ 975	0.0%	\$ -
52700	Rental Expense				\$ 6,700	\$ 6,700	\$ 6,700		-100.0%	\$ (6,700)
54229	Flags				\$ 1,426	\$ 2,000	\$ 2,000		-100.0%	\$ (2,000)
54227	Supplies				\$ 1,703	\$ 2,000	\$ 2,000	\$ 3,000	50.0%	\$ 1,000
57700	Program Expense				\$ 1,049,334	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	0.0%	\$ -
57828	Award & Declarations				\$ 121	\$ 300	\$ 300	\$ 300	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 1,059,850</b>	<b>\$ 1,011,975</b>	<b>\$ 1,011,975</b>	<b>\$ 1,004,275</b>	<b>-0.8%</b>	<b>\$ (7,700)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 1,135,587</b>	<b>\$ 1,088,408</b>	<b>\$ 1,089,553</b>	<b>\$ 1,081,853</b>	<b>-0.6%</b>	<b>\$ (6,555)</b>
	James H Clark		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							



## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51026	Veterans' Agent	Salary account for the Veterans' Service Officer
51050	Administrative Assistant	Salary account for the Administrative Assistant/Investigator

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52404	Equipment Maintenance	Costs for lease and annual maintenance fee for fax and scan equipment
52700	Rental Expense	Distributed to seven different veterans' organizations in Pittsfield
54229	Flags	Flags and markers for veterans' graves; flags are reimbursed at 75% by the State
54227	Supplies	Toner cartridges, copier paper, incidental inventory
57700	Program Expense	Funds that provide a uniform program of financial and medical assistance for indigent Veterans and their dependents; cost is reimbursed 75% (in some cases, 100%) by the State
57828	Awards and Decorations	Awards and other decorations for recognition of veterans and those who support them

## New Spending and Programs

There is no new spending or programming in the Veteran's Office budget for FY2018.

### Notes:

Based on the establishment of the Central Berkshire Veterans' District, which includes the communities of Windsor, Peru, Washington, and now Hinsdale, the City of Pittsfield will receive \$500 annually per community for the right to say that they have a Certified Veterans' Service Officer representing their towns. In addition, by Inter-Municipal Agreement, the Towns will reimburse the City of Pittsfield an hourly rate of \$20.65, which may be revised annually and capped at \$1750.00 per annum, for Veteran Services provided for the residents of each town. This agreement has the potential to bring in additional Revenue to the sum of \$7,000, but I anticipate, based on the expected workload from the other towns, that the figure will be closer to \$3,500 per year.

**RENTAL EXPENSE LINE ITEM:** This line, from my understanding, has been a subject of debate during previous budget discussions. Evidently no one could ever adequately answer why the City was paying for this line item. After much research and discussion with former Veteran Service Officers, I have found that the Genesis for this line is Massachusetts General Law, Chapter 40, Section 9; Lease of building space for Veterans' organizations; limitations; erection of armories; celebration of holidays.

In a nutshell, this Law States: “A city or town may, for the purpose of providing suitable headquarters for such post or posts of any Veterans' organization incorporated or chartered by the congress of the United States... a town with a valuation of more than one hundred million dollars but not more than one hundred and twenty-five million dollars may annually appropriate not more than seven thousand dollars; ...lease for a period not exceeding five years a building or part of a building...”

What I have concluded is, that many years back, when the City's valuation was far less than today, the City Council approved an annual payment to the various Veterans' Organizations to provide for their own facility in lieu of the City providing such a space for the Veterans' Groups to gather.

## **Emergency Management**

Contact Information: Robert Czerwinski, Fire Chief, (413) 448-9754

Location: 74 Columbus Ave

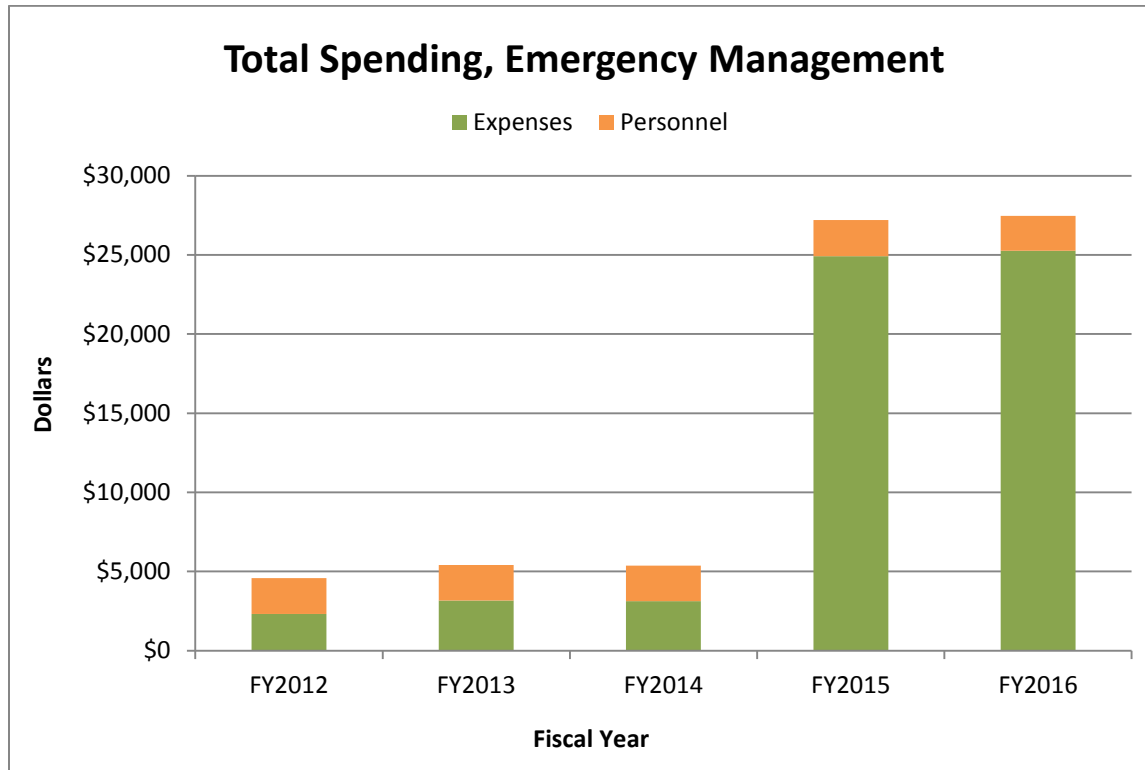
**Mission Statement:** The mission of Pittsfield Emergency Management is to promote and maintain public health and safety by preparing its citizens, local businesses, and local emergency response personnel for all-hazards emergency situations.

**Department Description:** The department accomplishes its mission through the development of a comprehensive community program which includes an all-hazards emergency response plan, conducting training exercises on the plan, and providing safety educational programs to the general public.

## **Organizational Chart**

The Fire Chief serves as the Emergency Management Director. There is no other staff.

## Historical Spending Trend



## FY2018 Line item Budget

Emergency Management: 01027									
		Positions			FY2016	FY2017	FY20178	FY20178	%
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change
				APRV					
51005	Director Emergency Management				\$ -				0.0% \$ -
51102	Deputy Director Emergency Mgt		1	1	\$ 2,213	\$ -			100.0% \$ -
	<b>TOTAL PERSONNEL:</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>\$ 2,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0% \$ -</b>
52100	Utilities				\$ 642	\$ -	\$ -	\$ -	100.0% \$ -
53017	CodeRed				\$ 22,410	\$ 22,500	\$ 23,000	\$ 23,000	2.2% \$ 500
53018	Education & Training				\$ 500	\$ 500	\$ 500	\$ 500	0.0% \$ -
54227	Supplies				\$ 100	\$ 100	\$ 100	\$ 100	0.0% \$ -
57809	Emergency Operating Center				\$ 1,310	\$ 2,800	\$ 2,800	\$ 2,800	0.0% \$ -
57818	Radio Amateur				\$ 150	\$ -	\$ -	\$ -	0.0% \$ -
57819	Radio Citizen				\$ 150	\$ -	\$ -	\$ -	0.0% \$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 25,262</b>	<b>\$ 25,900</b>	<b>\$ 26,400</b>	<b>\$ 26,400</b>	<b>1.9% \$ 500</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 27,475</b>	<b>\$ 25,900</b>	<b>\$ 26,400</b>	<b>\$ 26,400</b>	<b>1.9% \$ 500</b>
	Robert Czerwinski		5/3/2017						
	<b>Dept Head Approval</b>		<b>Date</b>						

## Line Item Summary

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53017	CodeRED	Annual cost of CodeRED, the City of Pittsfield's Emergency Notification System. Using a combination of internet technologies, this system can notify the general public of pending emergencies, public health issues, and other community problems over the land-line telephone system, computers and cell phone technologies.
53018	Education & Training	Emergency Management training programs
54227	Office Supplies	Annual purchase of office supplies used specifically for Emergency Management purposes. (Comprehensive Emergency Management Plan updates & SARA Title II records retention)
57809	Emergency Operations Center	Annual maintenance of radio and computer equipment which would be used in the establishment of City's Emergency Operations Center during times of disaster

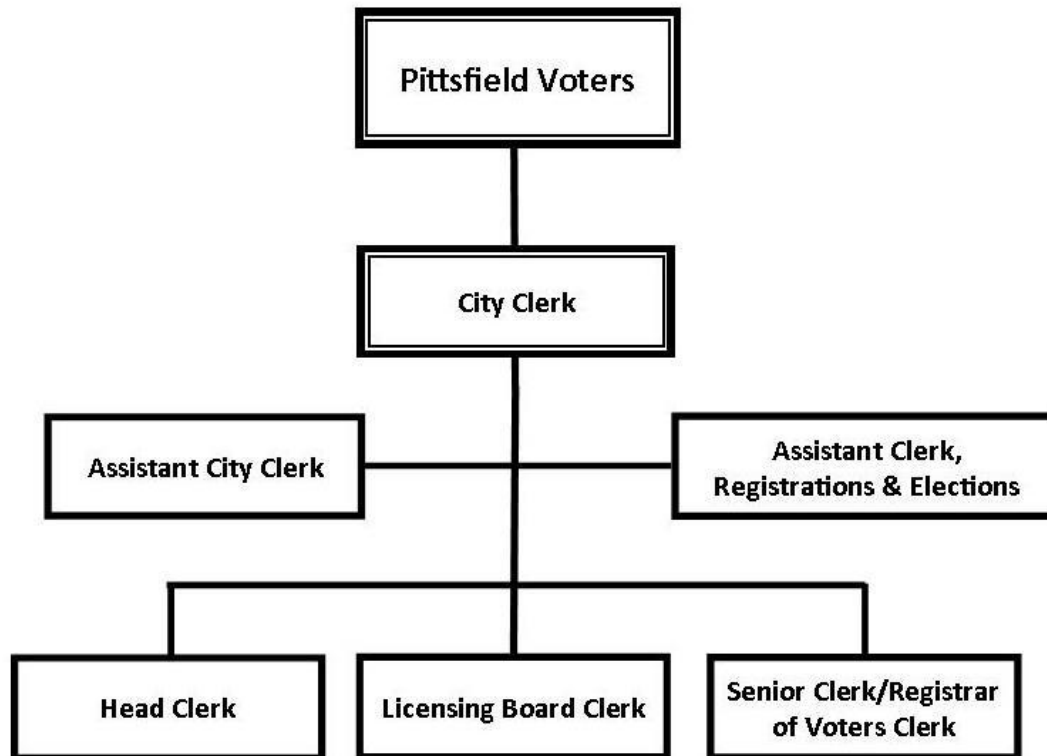
### New Spending and Programs

There is no new spending or programming in Emergency Management in FY2018.

## City Clerk's Office

Contact Information: Jody Phillips, City Clerk, (413) 499-9361

Location: City Hall, 70 Allen Street, Room 103

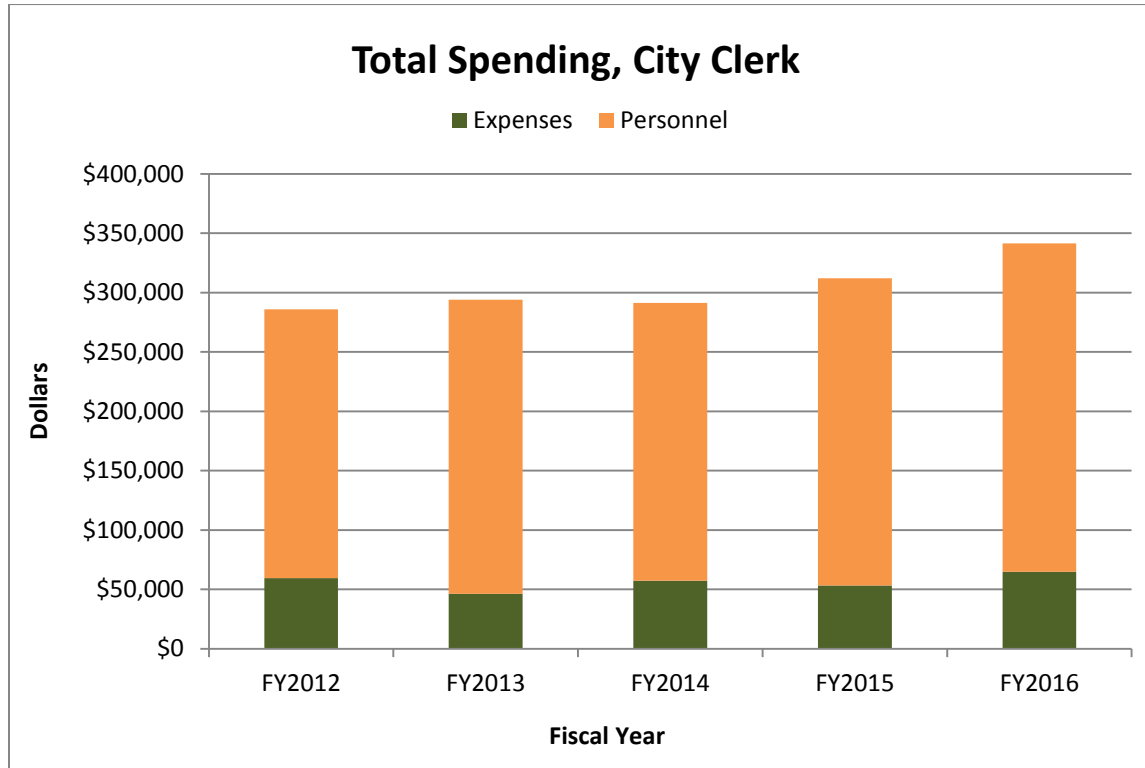


**Mission Statement:** The mission of the City Clerk's Office is to accurately record and archive the City's historic records and to provide quality customer service to the public in retrieving those records as well as assisting them in navigating their city government.

**Department Description:** The City Clerk's Office is the keeper of the records for the City of Pittsfield and issues a variety of licenses and permits. Major activities include: recording and issuing all vital records (birth, death, marriage); processing marriage intentions; issuing licenses and permits including business certificates, secondhand dealer's licenses, inflammable fluid certificates, raffle permits, sidewalk café permits, physicians registrations, utility pole

locations, and burial permit; providing notary services; selling bulk waste stickers; and overseeing operations of the City Council. The office also encompasses the Registrar of Voters office which is responsible for the annual census, registering voters, maintaining voter records, certifying nomination papers and actively participates in the administration of every election and the Licensing Board which issues alcohol and beer and wine licenses, entertainment and common victualler licenses, special event permits, inn holder and lodging licenses, taxi and limo licenses and more.

## Historical Spending Trend





## FY2018 Line item Budget

City Clerk: 01101										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51032	City Clerk	1	1	1	\$ 64,521	\$ 67,264	\$ 68,682	\$ 68,682	2.1%	\$ 1,418
51037	Assistant City Clerk	1	1	1	\$ 39,671	\$ 40,668	\$ 43,350	\$ 43,350	6.6%	\$ 2,682
51085	Head Clerk	1	1	1	\$ 35,410	\$ 36,099	\$ 36,634	\$ 36,634	1.5%	\$ 535
51101	Assistant Clerk Registrar	1	1	1	\$ 36,310	\$ 36,483	\$ 36,211	\$ 36,211	-0.7%	\$ (272)
51113	Election Officers				\$ 35,794	\$ 26,516	\$ 22,932	\$ 22,932	-13.5%	\$ (3,584)
51163	Secretary Board	1	1	1	\$ 33,034	\$ 33,862	\$ 31,120	\$ 31,120	-8.1%	\$ (2,742)
51177	Senior Clerk Typist	1	1	1	\$ 23,044	\$ 26,980	\$ 28,048	\$ 28,048	4.0%	\$ 1,068
51187	Registrars Board				\$ 2,314	\$ -	\$ -	\$ -	0.0%	\$ -
51188	Licensing Board				\$ 2,901	\$ -	\$ -	\$ -	0.0%	\$ -
51215	Election Custodians				\$ 3,863	\$ 2,600	\$ 2,700	\$ 2,700	3.8%	\$ 100
	<b>TOTAL PERSONNEL:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>\$ 276,862</b>	<b>\$ 270,472</b>	<b>\$ 269,677</b>	<b>\$ 269,677</b>	<b>-0.3%</b>	<b>\$ (795)</b>
52404	Office Equipment Maintenance				\$ 6,214	\$ 6,300	\$ 6,300	\$ 6,300	0.0%	\$ -
52407	Election Programming				\$ 7,838	\$ 5,600	\$ 5,600	\$ 4,936	-11.9%	\$ (664)
52700	Rental Expense				\$ 1,056	\$ 900	\$ 705	\$ 705	-21.7%	\$ (195)
53018	Education & Training				\$ 563	\$ 1,500	\$ 1,000	\$ 1,000	-33.3%	\$ (500)
53408	Advertising/Marketing				\$ 65	\$ 500	\$ 500	\$ 500	0.0%	\$ -
53414	City Code Updates				\$ 9,999	\$ 10,000	\$ 12,700	\$ 10,000	0.0%	\$ -
53605	Records Preservation				\$ 1,948	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
54227	Supplies				\$ 22,711	\$ 13,500	\$ 22,920	\$ 16,404	21.5%	\$ 2,904
54228	Census Supplies				\$ 14,326	\$ 15,750	\$ 15,000	\$ 15,000	-4.8%	\$ (750)
	<b>TOTAL EXPENSES:</b>				<b>\$ 64,720</b>	<b>\$ 56,050</b>	<b>\$ 66,725</b>	<b>\$ 56,845</b>	<b>1.4%</b>	<b>\$ 795</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 341,582</b>	<b>\$ 326,522</b>	<b>\$ 336,402</b>	<b>\$ 326,522</b>	<b>0.0%</b>	<b>\$ -</b>
	Jody Phillips			3-May-17						

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51032	City Clerk	Salary account for the City Clerk
51037	Assistant City Clerk	Salary account for the Assistant City Clerk
51085	Head Clerk	Salary account for the Head Clerk
51101	Assistant Clerk Registrar	Salary account for the Assistant Clerk, Registrations & Elections
51113	Election Officers	Salary account for election officers
51163	Secretary Board	Salary account for the Licensing Board Clerk
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51187	Registrars Board	Salary account for stipends for the four Board of Registrars members
51188	Licensing Board	Salary account for stipends for the five Licensing Board members
51215	Election Custodians	Salary account for the custodians utilized on Election Day

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52404	Office Equipment Maintenance	Copier lease agreement; cash register and time stamp repair/maintenance; voting machine maintenance; printer maintenance
52407	Election Programming	Programming of the memory cards for voting machines
52700	Rental Expense	Rentals for moving trucks for distribution and pick up of election materials to the polling locations
53018	Education & Training	Annual membership dues to Clerks' Associations and attendance at professional development seminars
53408	Advertising/Marketing	Publication of legal ads and subscriptions to publications
53414	City Code Updates	Periodic updates to the City Code (electronic and paper)
53605	Records Preservation	Archival supplies including books and sleeves for vital records; binding and binding repair
54227	Supplies	All supplies for the City Clerk, Register of Voters and Licensing Board offices including, but not limited to, security paper for vital records and Licensing Board, copy paper, letterhead, envelopes, printer supplies, election supplies and all other office supplies necessary; Westlaw

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		access/updates
54228	Census Supplies	Printing and postage of census forms as well as non-respondent confirmation cards

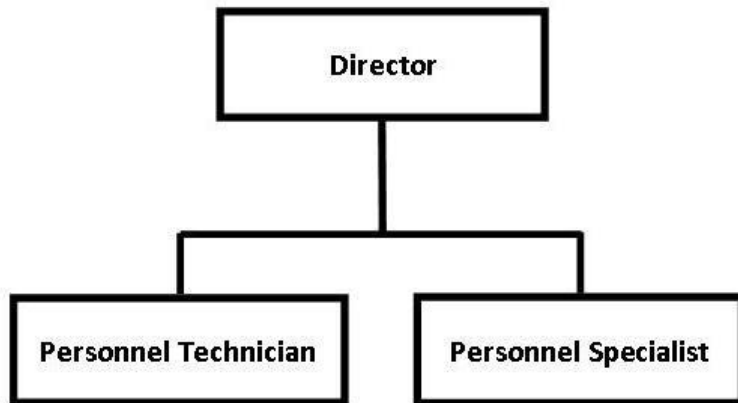
### **New Spending and Programs**

Spending in the supplies line item has increased due to the requirement to print ballots for the 2017 municipal elections. There are no new programs in the City Clerk's Office.

## Personnel Department

Contact: Michael Taylor, Director, (413) 499-9340

Location: City Hall, 70 Allen Street, Room 107



**Mission Statement:** The mission of the Personnel Department is to support the City of Pittsfield's vision by promoting the concept that our employees are our most valuable resource and will be treated as such; to recruit, develop, and retain a high performing workforce, while simultaneously recognizing and encouraging the value of diversity and championing professional growth; and to further cultivate a healthy, safe, and productive work environment for all employees by anticipating and meeting the changing needs of our workforce.

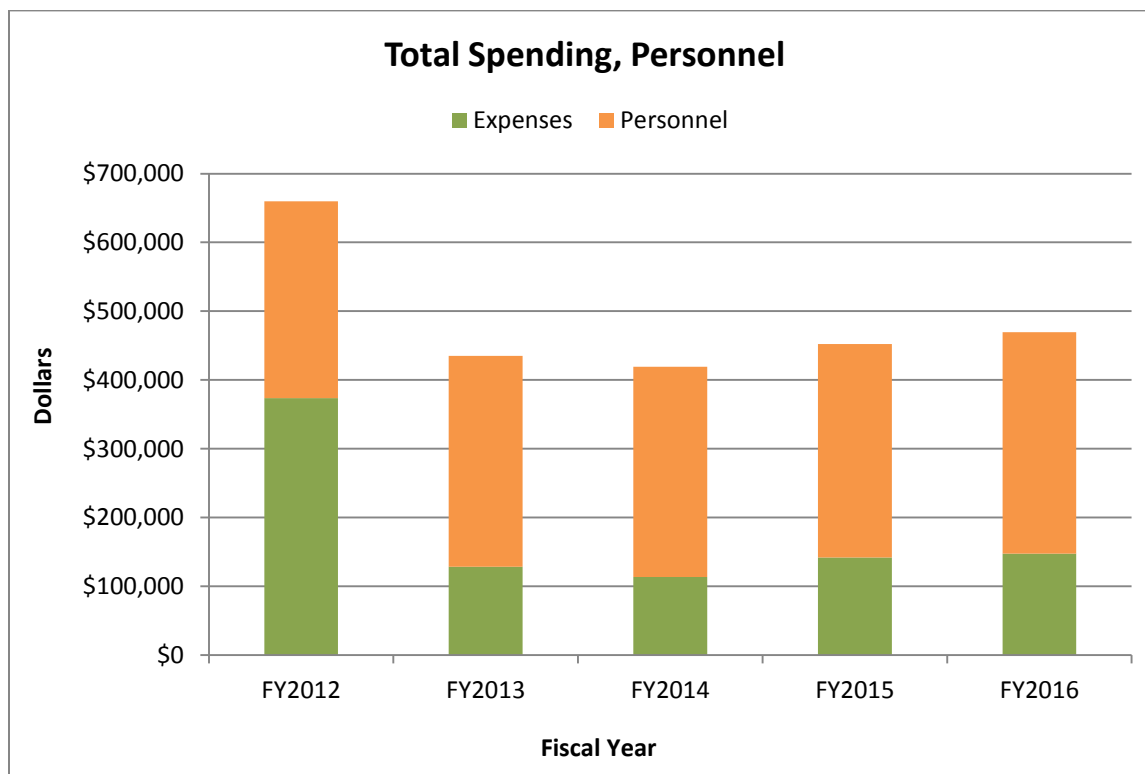
**Department Description:** The Personnel Department is committed to a broad range of personnel services and benefits designed to develop and maintain a high quality workforce, while also meeting the needs of our community for excellence in municipal services. Personnel serves as the official custodian for all municipal personnel records, and is ultimately responsible for managing the City's recruitment and onboarding processes, which often involves the maintenance of civil service requirements under Massachusetts General Law, Chapter 31.

In addition, the department is responsible for negotiating, drafting, and interpreting collective bargaining agreements, as well as drafting, implementing, and enforcing City policies such as but not limited to: Affirmative Action, Family & Medical Leave, Sexual Harassment and Workplace Violence, Drug & Alcohol, and Internet & Social Media policies.

The Personnel Department also works to ensure compliance is maintained throughout other departments as it relates to collective bargaining agreements, public safety rules & regulations, and City Code, Chapter 16, Personnel.

The Personnel Director serves as the coordinator for the Personnel Review Board. This board acts as an advisory board to the Mayor and City Council in connection with the creation of new positions and upgrades. The director also serves as the ADA Coordinator for the City and facilitates resolutions to any complaints related to handicapped accessibility to City owned buildings and property.

## Historical Spending Trend



## FY2018 Line item Budget

Personnel: 01111										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51025	Director of Personnel	1	1	1	\$ 66,246	\$ 64,022	\$ 65,623	\$ 65,623	2.5%	\$ 1,601
51039	Personnel Technician	1	1	1	\$ 35,337	\$ 35,675	\$ 38,099	\$ 38,099	6.8%	\$ 2,424
51147	Personnel Specialist	1	0	0	\$ 2,190	\$ -	\$ -	\$ -	100.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>\$ 103,773</b>	<b>\$ 99,697</b>	<b>\$ 103,722</b>	<b>\$ 103,722</b>	<b>4.0%</b>	<b>\$ 4,025</b>
53018	Education & Training				\$ 2,978	\$ 4,500	\$ 6,000	\$ 4,500	0.0%	\$ -
53200	Educational Opportunity				\$ 2,144	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
53010	City Physician				\$ 41,113	\$ 60,000	\$ 55,000	\$ 55,000	-8.3%	\$ (5,000)
53406	Postage				\$ 91,906	\$ 50,000	\$ 50,000	\$ -	-100.0%	\$ (50,000)
53050	Online Applcation Program				\$ 5,113	\$ 5,600	\$ 5,600	\$ 5,600	0.0%	\$ -
53408	Advertising/Marketing				\$ 1,244	\$ 2,500	\$ 2,500	\$ 2,000	-20.0%	\$ (500)
54227	Supplies				\$ 2,945	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
53175	Accessment Centers				\$ -	\$ -	\$ 45,000	\$ 26,000	100.0%	\$ 26,000
	<b>TOTAL EXPENSES:</b>				<b>\$ 147,443</b>	<b>\$ 130,100</b>	<b>\$ 171,600</b>	<b>\$ 100,600</b>	<b>-22.7%</b>	<b>\$ (29,500)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 251,216</b>	<b>\$ 229,797</b>	<b>\$ 275,322</b>	<b>\$ 204,322</b>	<b>-11.1%</b>	<b>\$ (25,475)</b>
	Michael Taylor		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51025	Director of Personnel	Salary for Director as directed by City Code
51039	Personnel Technician	Salary for Personnel Technician as directed by City Code
51147	Personnel Specialist	Salary for Personnel Specialist as directed by City Code. This position will remain vacant for FY18.

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53018	Education & Training	Any training provided to employees as requested by Personnel
53200	Educational Opportunity	Costs of professional association memberships, contractual employee certifications, and tuition reimbursements
53010	City Physician	pre-employment, DOT, and drug screening physicals & tests
53406	Postage	Cost for all postage. This item has been moved to the Unclassified budget for FY18
53050	Online Application Program	Cost of the City's online applicant tracking system, Hyrell
53408	Advertising/Marketing	Costs associated with regularly attended career fairs & job advertising
54227	Supplies	Copier lease and annual supply collaborative
53175	Assessment Center	Costs associated with utilizing an assessment center for civil service promotional exams for Police and Fire personnel

## New Spending and Programs

The FY2018 budget request includes an additional \$26,000 for costs associated with utilizing an assessment center for civil service promotional exams for Police and Fire personnel. The benefit of an assessment center is that it's customizable and unique to the community needs— it's completely designed based on issues the City of Pittsfield is currently challenged with, in addition to national

trends. The result of a given assessment yields a quality candidate who is fully competent not only to perform the tasks of a specific rank, but is culturally and socially aware of issues the City faces.

The assessment center will be used for the following ranks:

Police Chief, Police Captain, Police Lieutenant

Fire Chief, Fire Deputy Chief, Fire Captain



## **Finance and Administration Department**

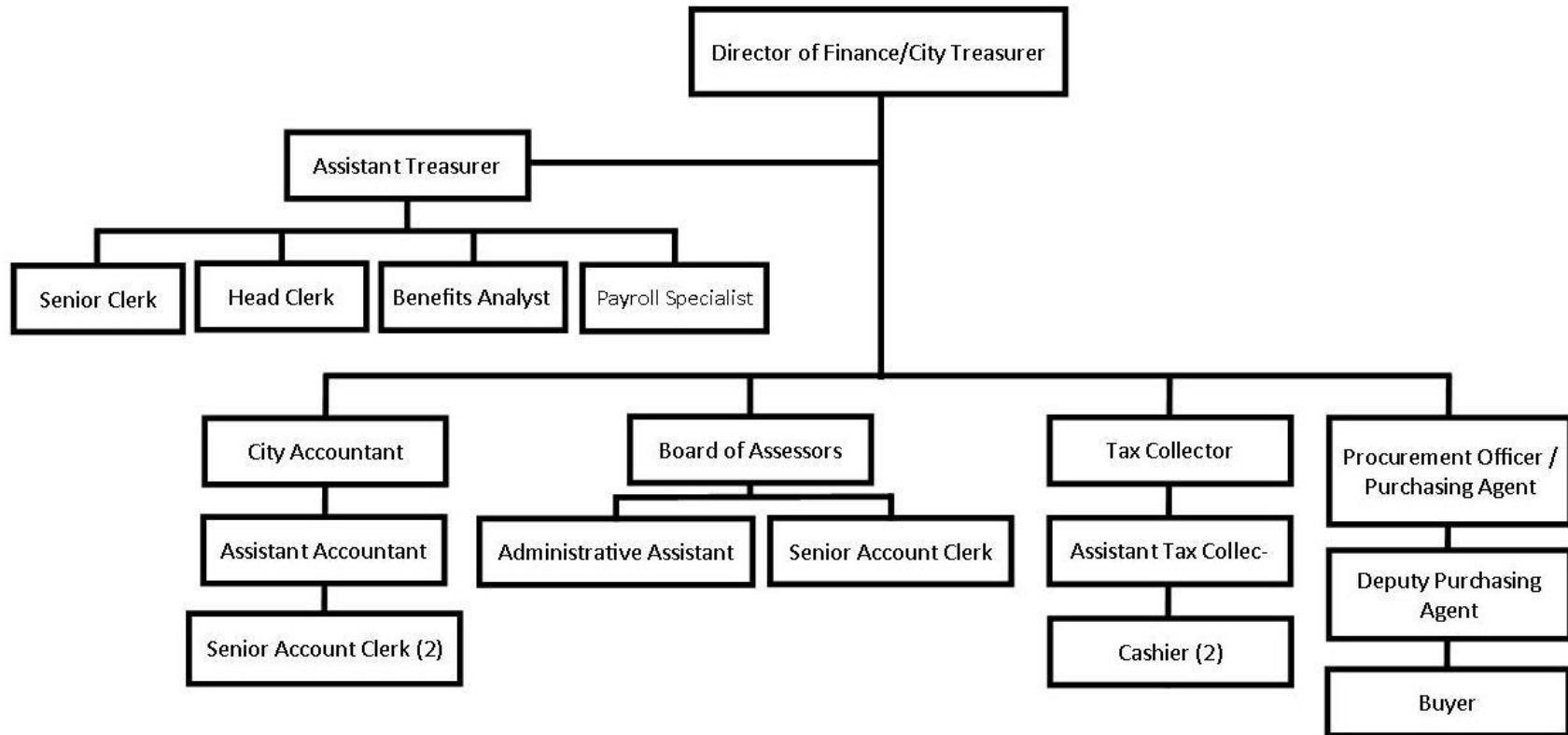
Contact Information: Matthew M. Kerwood, Director of Finance/City Treasurer, (413) 499-9376

Location: City Hall, 70 Allen Street, Room 110

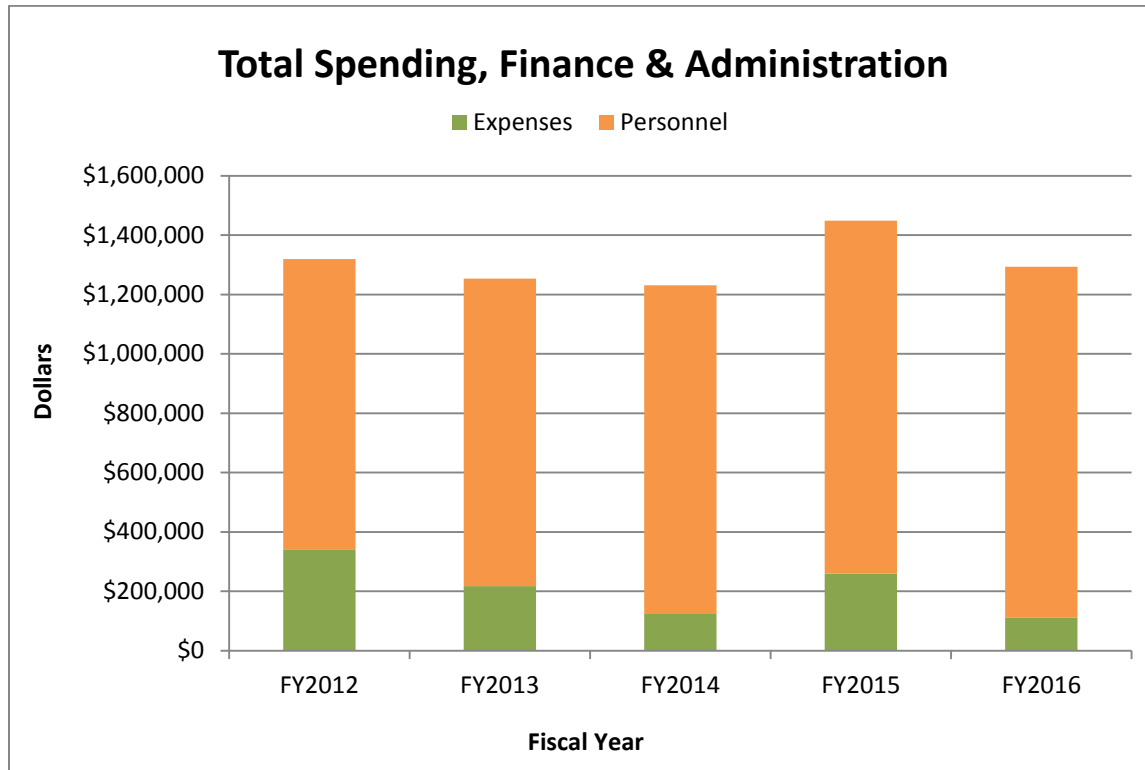
**Mission Statement:** The mission of the Finance and Administration Department is to provide the financial management of all City funds and maintain the fiscal integrity of the City.

**Department Description:** The Finance and Administration Department is responsible for: budget management, obtaining financing for capital requirements, financial analysis and reporting, managing the City's investment portfolio, revenue management, payroll, accounts payable. The department encompasses the duties and functions of the following divisions: Collector of Taxes, Treasurer, Accounting, Purchasing, and Assessors.

## Organizational Chart



## Historical Spending Trend



### FY2018 Line item Budget

Finance and Administration : 01121										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51007	IT Manager	1	1	0	\$ 67,677	\$ 67,663	\$ -	\$ -	-100.0%	\$ (67,663)
51033	City Accountant	1	1	1	\$ 60,909	\$ 59,659	\$ 61,150	\$ 61,150	2.5%	\$ 1,491
51050	Administrative Assistant	1	1	1	\$ 31,755	\$ 31,755	\$ 32,522	\$ 32,522	2.4%	\$ 767
51054	Assessors	3	3	3	\$ 177,136	\$ 185,340	\$ 185,342	\$ 185,342	0.0%	\$ 2
51055	Treasurer	1	1	1	\$ 90,305	\$ 81,389	\$ 83,424	\$ 83,424	2.5%	\$ 2,035
51056	Tax Collector	1	1	1	\$ 64,246	\$ 64,246	\$ 62,474	\$ 62,474	-2.8%	\$ (1,772)
51058	Info Systems Specialists	2	2	0	\$ 109,756	\$ 109,756			-100.0%	\$ (109,756)
51060	Assistant Treasurer	1	1	1	\$ 39,671	\$ 40,512	\$ 42,615	\$ 42,615	5.2%	\$ 2,103
51062	Assistant Tax Collector	1	1	1	\$ 40,667	\$ 41,683	\$ 44,319	\$ 44,319	6.3%	\$ 2,636
51063	Purchasing Agent	1	1	1	\$ 64,246	\$ 64,249	\$ 64,249	\$ 64,249	0.0%	\$ -
51068	Deputy Purchasing Agent	1	1	1	\$ 35,758	\$ 33,661	\$ 34,379	\$ 34,379	2.1%	\$ 718
51085	Head Clerk	1	1	1	\$ 28,709	\$ 31,316	\$ 32,947	\$ 32,947	5.2%	\$ 1,631
51086	Account Clerk-Assessor	1	1	1	\$ 31,755	\$ 31,755	\$ 32,522	\$ 32,522	2.4%	\$ 767
51109	Buyer	1	1	0	\$ 22,264	\$ 27,804	\$ 29,223	\$ -	-100.0%	\$ (27,804)
51143	Payroll Specialist	1	1	1	\$ 40,274	\$ 40,905	\$ 41,981	\$ 41,981	2.6%	\$ 1,076
51144	Assistant Accountant	1	1	1	\$ 41,701	\$ 42,554	\$ 44,768	\$ 44,768	5.2%	\$ 2,214
51146	Benefits Analyst	1	1	1	\$ 40,254	\$ 40,905	\$ 41,981	\$ 41,981	2.6%	\$ 1,076
51148	Principal Clerk Cashiers	2	2	2	\$ 51,076	\$ 55,276	\$ 58,794	\$ 58,794	6.4%	\$ 3,518
51155	Senior Account Clerks	2.5	2.5	3	\$ 85,577	\$ 87,688	\$ 97,398	\$ 97,398	11.1%	\$ 9,710
51078	Network Administrator	1	1	0	\$ 59,498	\$ 59,498			-100.0%	\$ (59,498)
	TOTAL PERSONNEL:	26	26	21	\$ 1,183,234	\$ 1,197,614	\$ 990,088	\$ 960,865	-19.8%	\$ (236,749)
53000	Tax Collection Services					\$ 60,000	\$ 60,000	\$ 50,000	-16.7%	\$ (10,000)
52404	Office Equipment Maintenance				\$ 17,341	\$ 20,000	\$ 20,000	\$ 15,000	-25.0%	\$ (5,000)
53025	Revaluation				\$ 52,393	\$ 90,131	\$ 148,000	\$ 101,000	12.1%	\$ 10,869
53408	Advertising/Marketing				\$ 8,051	\$ 15,000	\$ 15,000	\$ 12,000	-20.0%	\$ (3,000)
54227	Supplies				\$ 32,294	\$ 40,000	\$ 40,000	\$ 32,000	-20.0%	\$ (8,000)
	TOTAL EXPENSES:				\$ 110,079	\$ 225,131	\$ 283,000	\$ 210,000	-6.7%	\$ (15,131)
	TOTAL BUDGET:				\$ 1,293,313	\$ 1,422,745	\$ 1,273,088	\$ 1,170,865	-17.7%	\$ (251,880)
	Matthew Kerwood									
	Dept Head Approval									
	5/3/2017									
	Date									

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51007	IT Manager	Moved to the new IT Department
51033	City Accountant	Salary account for the City Accountant
51050	Administrative Assistant	Salary account for the Administrative Assistant in the Assessor's Office
51054	Assessors	Salary account for the three principal assessors; chairman is entitled to an additional \$2,000 stipend
51055	Treasurer	Salary account for the Finance Director/Treasurer
51056	Tax Collector	Salary account for the Tax Collector
51058	Info Systems Specialist	Moved to the new IT Department
51060	Assistant Treasurer	Salary account for the Assistant Treasurer
51062	Assistant Tax Collector	Salary account for the Assistant Tax Collector
51063	Purchasing Agent	Salary account for the Purchasing Agent
51068	Assistant Purchasing Agent	Salary account for the Assistant Purchasing Agent
51085	Head Clerk	Salary account for Head Clerk position in the Treasurer's Office
51086	Account Clerk-Assessor	Salary account for the Account Clerk
51109	Buyer	Salary account for the buyer position within the Purchasing Office
51143	Payroll Specialist	Salary account for the Payroll specialist position within the Treasurer's Office
51144	Junior Accountant	Salary account for the Junior Accountant position with the Accounting Office
51146	Benefits Analyst	Salary account for the Benefits Analyst position within the Treasurer's Office
51148	Principal Clerk Cashiers	Salary account for the two cashier clerk positions within the Tax Collector's Office
51155	Senior Account Clerks	Salary account for the senior account clerk positions. One clerk position is within the Treasurer's office with the other 2 positions are within the Accounting office
51078	Network Administrator	Moved to the new IT Department

## Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53000	Tax Collection Services	Activities associated with the collection of taxes, such as the printing and mailing of the tax bills by our vendor
52404	Office Equipment Maintenance	Copier leases, printers & maintenance/supplies for the five departments within Finance & Administration
53025	Revaluation	Utilized for both the full and mini real estate revaluations that are required by the Department of Revenue
53408	Advertising/Marketing	Legal ads to post tax title takings and bid openings, filings at the Registry of Deeds, etc.
54227	Supplies	Purchase of supplies for the five departments within Finance & Administration, including payroll and accounts payable checks, W-2's, and general office supplies

## New Spending and Programs

Other than the removal of IT related personnel expenses, there is no new spending or programming in the Finance and Administration Department in FY2018.

## Information Technology Department

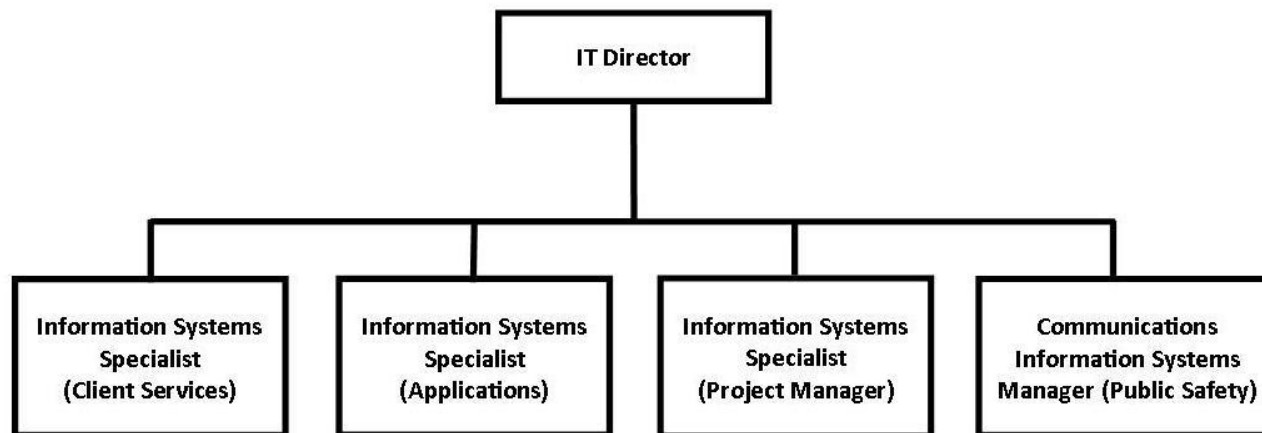
Contact Information: Michael Steben, (413) 499-9356

Location: City Hall, 70 Allen Street, Room 204

**Mission Statement:** The mission of the Information Technology Department is to provide other city departments with technology products and technical consulting and support services. The services that the department provides to city departments support those departments to in turn provide services to residents, businesses, and visitors.

**Department Description:** At its core Information Technology is a service industry that provides technology solutions and support to a wide variety of different vertical markets. The Information Technology Department will adhere to industry standard best practices and apply them in a cost effective manner that supports the Mayor's vision and the vision of other city departments. This will be accomplished by performing constant analysis of industry trends as pertains to infrastructure, security, client services, and client hardware. The department will advise the Mayor and other city departments regarding the strategic direction that the City should take in order to fully utilize technology to provide services to residents, businesses, and visitors of the City of Pittsfield.

### Organizational Chart



## Historical Spending Trend

The IT Department has no historical spending data because it was formerly a part of Finance & Administration.

## FY2018 Line Item Budget

IT : 01155										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51007	IT Manager	1	1	1	\$ 67,677	\$ 67,663	\$ 64,824	\$ 64,824	-4.2%	\$ (2,839)
51058	Info Systems Specialists	2	2	3	\$ 109,756	\$ 109,756	\$ 168,104	\$ 168,104	53.2%	\$ 58,348
51078	Network Administrator	1	1	1	\$ 59,498	\$ 59,498	\$ 62,957	\$ 62,957	5.8%	\$ 3,459
	<b>TOTAL PERSONNEL:</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>\$ 236,931</b>	<b>\$ 236,917</b>	<b>\$ 295,885</b>	<b>\$ 295,885</b>	<b>24.9%</b>	<b>\$ 58,968</b>
52403	Computer Upgrade & Repair				\$ 30,485	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	\$ -
53055	Computer License/Support				\$ 211,552	\$ 230,000	\$ 230,000	\$ 230,000	0.0%	\$ -
54227	Supplies				\$ 6,638	\$ 7,000	\$ 3,000	\$ 3,000	-57.1%	\$ (4,000)
	<b>TOTAL EXPENSES:</b>				<b>\$ 248,675</b>	<b>\$ 307,000</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>	<b>-1.3%</b>	<b>\$ (4,000)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 485,606</b>	<b>\$ 543,917</b>	<b>\$ 598,885</b>	<b>\$ 598,885</b>	<b>10.1%</b>	<b>\$ 54,968</b>
	Michael Steben		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							



## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51007	IT Manager	Salary account for the IT Manager
51058	Info Systems Specialists	Salary account for the three Info Systems Specialists
51378	Network Administrator	Salary account for the Network Administrator

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52403	Computer Upgrade & Repair	IT related hardware expenses
53000	Computer License/Support	IT related software expenses such as Munis and other subscription based software products
54227	Office Supplies	Office supplies

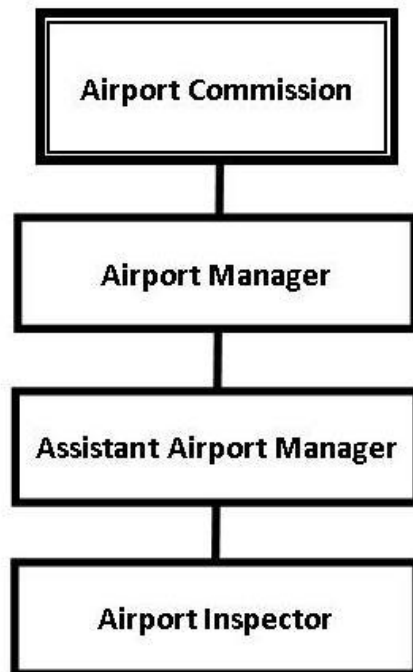
## New Spending and Programs

The single biggest initiative of the Information Technology for FY18 is the network migration in which the existing City Hall, Police Department, and Fire Department networks will be consolidated into a single network entity. The majority of the costs associated with this initiative were covered by FY17 capital expenditures.

## Pittsfield Municipal Airport

Contact Information: Gloria Bouillon (413) 281-7987, Brian Spencer (413) 770-2766

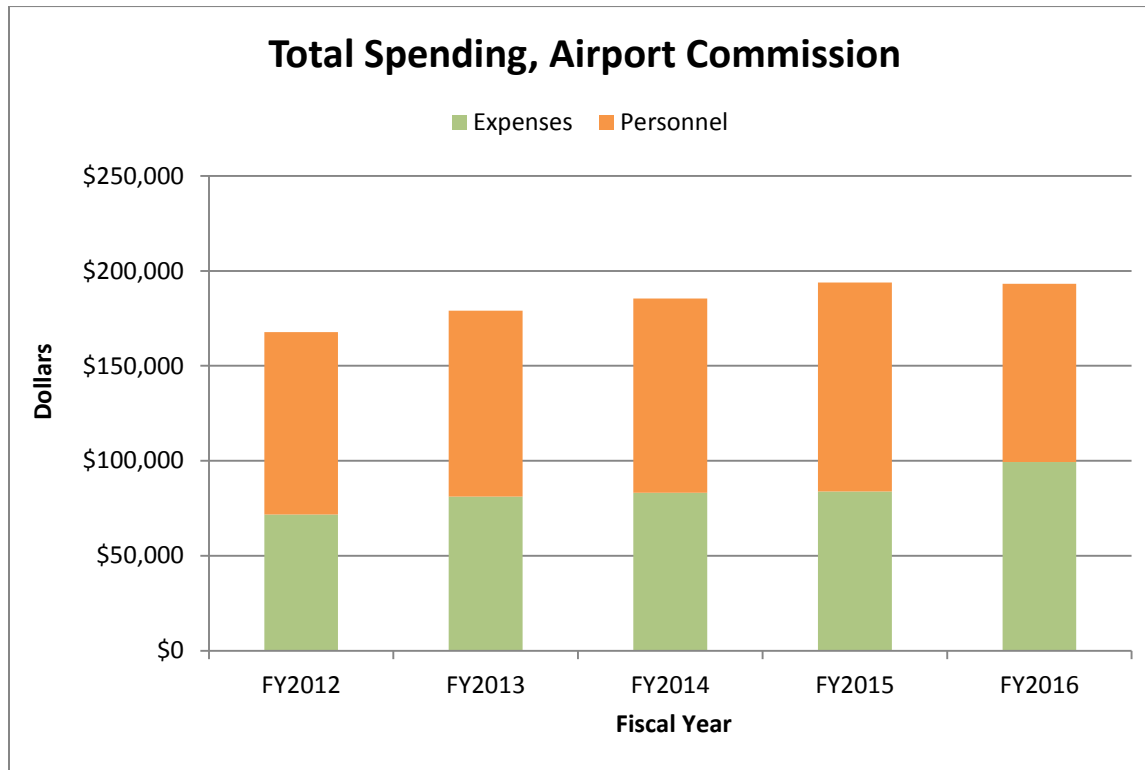
Location: 832 Tamarack Road



**Mission Statement:** The mission of the Pittsfield Municipal Airport is to provide a safe, reliable, and efficient airport facility that successfully meets the air transportation needs regionally and nationally, while continuing to promote a balance between aircraft operators and the surrounding community.

**Department Description:** The Pittsfield Municipal Airport is the gateway into Pittsfield and the Berkshires community. The Pittsfield Airport is a general aviation airport as part of the National Plan of Integrated Airports (NPIAS), and as such is a federally-funded airport, subject to grant assurances under the Federal Aviation Administration. These assurances (or obligations) require that the airport be maintained and operated safely and efficiently and in accordance with specified conditions. The airport infrastructure includes the terminal which includes the offices for the airport's private fixed-based operator, a fueling station, maintenance buildings, aircraft storage hangars, runways, taxiways, and aircraft parking and maneuvering aprons. The airport is a vital transportation source to the community and local operators and businesses.

## Historical Spending Trend



## FY2018 Line Item Budget

Airport Commission: 01133											
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$	
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change	
				APRV							
51002	Airport Manager	1	1	1	\$ 46,517	\$ 58,204	\$ 58,204	\$ 59,659	2.5%	\$ 1,455	
51012	Assistant Airport Manager	0	0	1	\$ -	\$ -	\$ 47,755	\$ 47,755			
51057	Airport Inspector	1	1	1	\$ 45,404	\$ 45,370	\$ 34,155	\$ 34,155	-24.7%	\$ (11,215)	
51309	Scheduled Overtime				\$ -	\$ -	\$ 20,000	\$ 15,000	100.0%	\$ 15,000	
51186	Commission Clerk				\$ 1,841	\$ 1,872	\$ 1,872	\$ 1,872	0.0%	\$ -	
	<b>TOTAL PERSONNEL:</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>\$ 93,762</b>	<b>\$ 105,446</b>	<b>\$ 161,986</b>	<b>\$ 158,441</b>	<b>50.3%</b>	<b>\$ 52,995</b>	
52000	Contractual Services				\$ 11,655	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	\$ -	
52100	Utilities				\$ 45,404	\$ 56,800	\$ 56,800	\$ 56,800	0.0%	\$ -	
52300	Telephone				\$ 957	\$ 1,500	\$ 2,200	\$ 2,200	46.7%	\$ 700	
52400	Maintenance				\$ 34,725	\$ 15,000	\$ 47,000	\$ 33,500	123.3%	\$ 18,500	
52905	Snow Removal				\$ 1,935	\$ 8,500	\$ 4,000	\$ 4,000	-52.9%	\$ (4,500)	
54227	Supplies				\$ 2,458	\$ 2,550	\$ 2,500	\$ 2,500	-2.0%	\$ (50)	
58500	Equipment				\$ 2,281	\$ 1,500	\$ -	\$ 1,500	0.0%	\$ -	
	<b>TOTAL EXPENSES:</b>				<b>\$ 99,415</b>	<b>\$ 97,850</b>	<b>\$ 124,500</b>	<b>\$ 112,500</b>	<b>15.0%</b>	<b>\$ 14,650</b>	
	<b>TOTAL BUDGET:</b>				<b>\$ 193,177</b>	<b>\$ 203,296</b>	<b>\$ 286,486</b>	<b>\$ 270,941</b>	<b>33.3%</b>	<b>\$ 67,645</b>	
	Gloria Bouillon										
	<b>Dept Head Approval</b>										
	5/3/2017										
	<b>Date</b>										

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51002	Airport Manager	Salary account for the Airport Manager
51012	Assistant Airport Manager	Salary account for the Assistant Airport Manager
51057	Airport Inspector	Salary account for the Airport Inspector
51309	Scheduled Overtime	Overtime for airport personnel
51186	Commission Clerk	Salary account for the Airport Commission meeting minutes processing and summary

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52000	Contractual Services	Cleaning services in the terminal
52100	Utilities	Airport infrastructure, buildings, airfield lighting and operating utilities
52300	Telephone	Airport personnel with 24/7 on-call responsibility requirements
52400	Maintenance	Required maintenance related to equipment, supplies, lighting, fence repair, parts, asphalt maintenance, mowing etc.
52905	Snow Removal	Contracted personnel during "snow events"
54227	Supplies	printing and processing required security badges for airport tenants and approved users, office and cleaning supplies, airport personnel membership fees, etc.
58500	Equipment	Airfield equipment rentals and other equipment needs; moved to Maintenance line (52400) in FY18

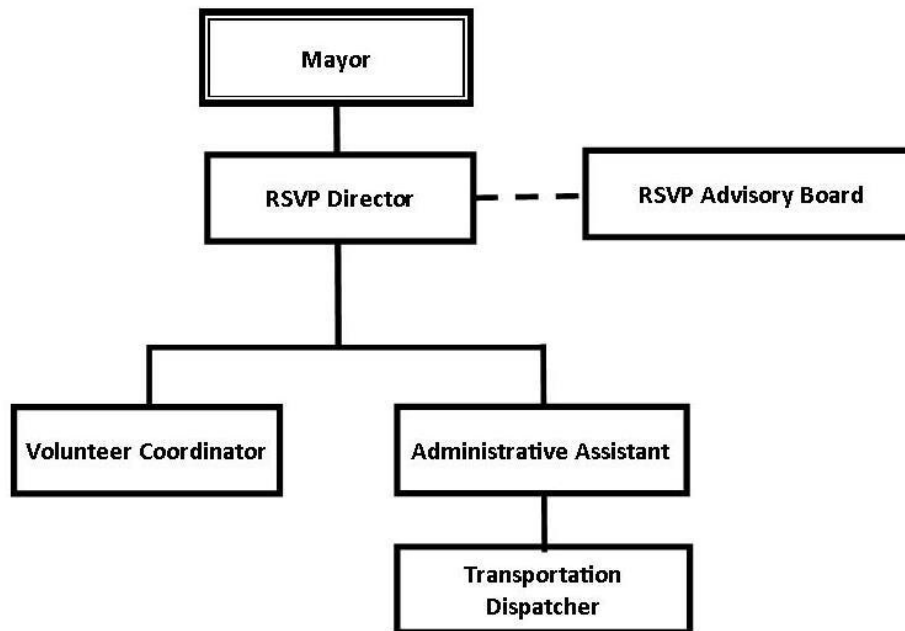
## New Spending and Programs

The new Assistant Airport Manager position was created and approved last fiscal year, but was not funded. The current Airport Inspector has been promoted to the position beginning July 1, 2017. A new Airport Inspector will be hired at a lower pay rate than the outgoing employee. Spending in the Telephone line (52300) has increased due to the additional Airport Inspector position, which is on-call 24/7.

## RSVP Berkshire County

Contact: Cheryl Whalen, Director, (413) 499-9345

Location: 16 Bartlett Avenue



### Mission Statement:

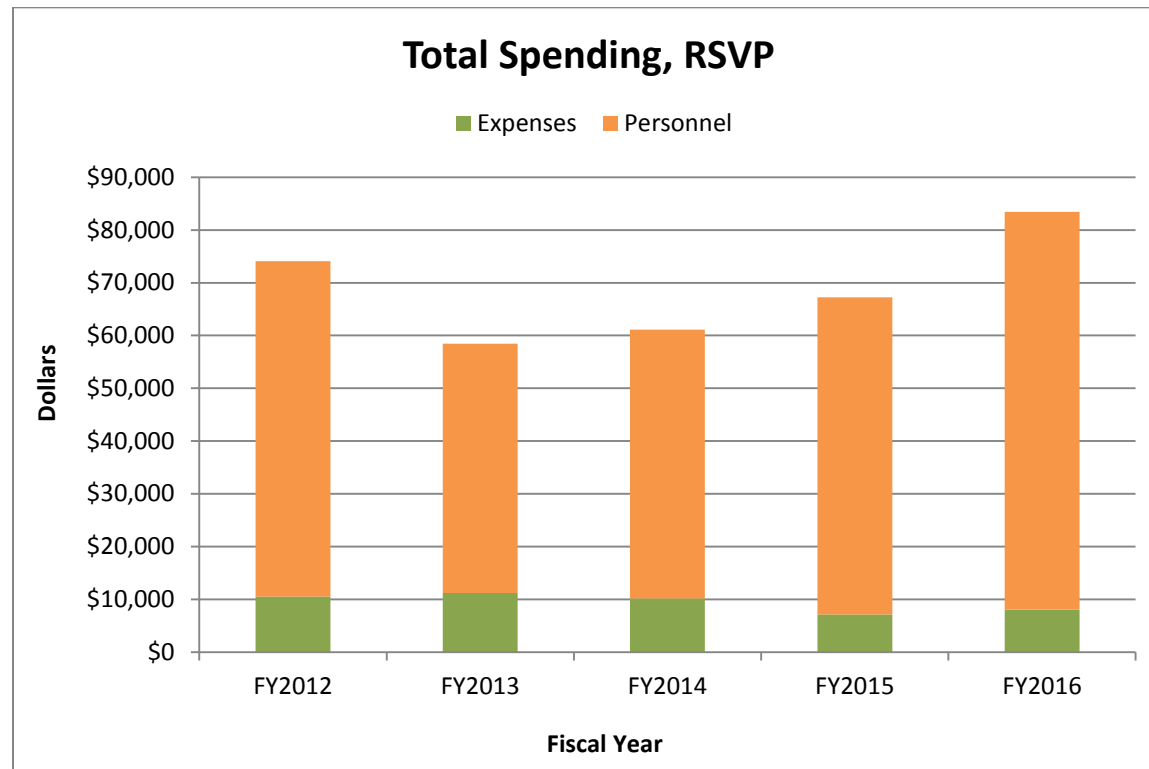
The mission of RSVP Berkshire County is to encourage mature adults to volunteer and to match their skills and interests with appropriate community service assignments; to provide adult volunteers and project services which assist at-risk low income individuals and contributes to the success of community agencies and municipal departments in Berkshire County; to work in partnership with local groups and agencies to identify unmet needs and to design projects which make a measurable impact and improvement for those in need; and to promote the concept of volunteerism.

### Department Description:

RSVP is a national organization funded in part by the Corporation for National & Community Service (Senior Corps) and sponsored locally by the City of Pittsfield. RSVP has chapters in every state of our country, with over a half million volunteers nationwide making a positive difference impacting communities. The RSVP Volunteer Program of Berkshire County provides recruitment, training and placement of adults 55 years of age and over as volunteers in community service projects. RSVP enables adult volunteers to use their experience and skills to meet new people, help others, be productive and grow personally, to explore new careers, and to make a difference in their community. RSVP believes that adult citizens and the community benefit when the skill and experience of persons

55+ are utilized in a volunteer capacity. RSVP validates and provides a structure for adult volunteerism. Berkshire County RSVP has 3 fulltime staff; a director, an administrative assistant, and a volunteer coordinator. It also has RSVP volunteers who assist with office duties (telephone, mailings etc.) and with dispatching for the RSVP Van Service, Road to Recovery through the American Cancer Society.

## Historical Spending Trend



### FY2018 Line item Budget

RSVP: 01137		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY17	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
			APRV							
51017	Director of RSVP	1	1	1	\$ 38,262	\$ 34,984	\$ 34,984	\$ 34,984	0.0%	\$ -
51104	Volunteer Coordinator	1	1	1	\$ 16,825	\$ 15,948	\$ 15,753	\$ 15,753	-1.2%	\$ (195)
51163	Admin Asst/Bookkeeper	1	1	1	\$ 20,361	\$ 18,851	\$ 19,368	\$ 19,368	2.7%	\$ 517
					\$ -					
	<b>TOTAL PERSONNEL:</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$ 75,448</b>	<b>\$ 69,783</b>	<b>\$ 70,106</b>	<b>\$ 70,106</b>	<b>0.5%</b>	<b>\$ 323</b>
57300	Membership & Dues				\$ 432	\$ 1,121	\$ 1,253	\$ 1,253	11.7%	\$ 132
53406	Postage				\$ 491	\$ 400	\$ 400	\$ 400	0.0%	\$ -
53018	Education & Training				\$ 190	\$ 300	\$ 300	\$ 300	0.0%	\$ -
52300	Telephone				\$ -	\$ 6	\$ 6	\$ 6	0.0%	\$ -
54227	Supplies				\$ 2,024	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
57100	Travel				\$ 684	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
57827	Volunteer Recognition				\$ 1,906	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
52404	Office Equipment Maintenance				\$ 2,297	\$ 1,981	\$ 1,981	\$ 1,981	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 8,024</b>	<b>\$ 8,808</b>	<b>\$ 8,940</b>	<b>\$ 8,940</b>	<b>1.5%</b>	<b>\$ 132</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 83,472</b>	<b>\$ 78,591</b>	<b>\$ 79,045</b>	<b>\$ 79,045</b>	<b>0.6%</b>	<b>\$ 454</b>
	Cheryl Whalen		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							



## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51017	RSVP Director	Salary account for the RSVP Director
51104	Volunteer Coordinator	Salary account for the Volunteer Coordinator
51163	Administrative Assistant	Salary account for the Administrative Assistant

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52000	Memberships and Dues	CIMA Volunteer Insurance (supplemental insurance for RSVP Volunteers,) dues/memberships for New England Council of RSVP Directors, MA Senior Corp Association, and Chamber of Commerce
53406	Postage	This pays for general postage
53018	Education & Training	Training for 3 Staff in RSVP office
52300	Telephone	Verizon telephone bill for RSVP office
54227	Supplies	A collaborative bulk order, stationary with letterhead, food and decorations for volunteer/public recognition events, ink for 2 desktop color copiers, and general office supplies for RSVP
57100	Travel	Staff travel (mileage and/or meals) while going to local stations/sites, meetings, conferences, workshops and trainings for RSVP staff.
57827	Volunteer Recognition	RSVP Annual Volunteer Recognition Luncheon, Volunteer appreciation tokens/cards, postage for volunteers' birthday, get well, thank you cards, awards and certificates
52404	Office Equipment Maintenance	One copier lease and its maintenance and supplies

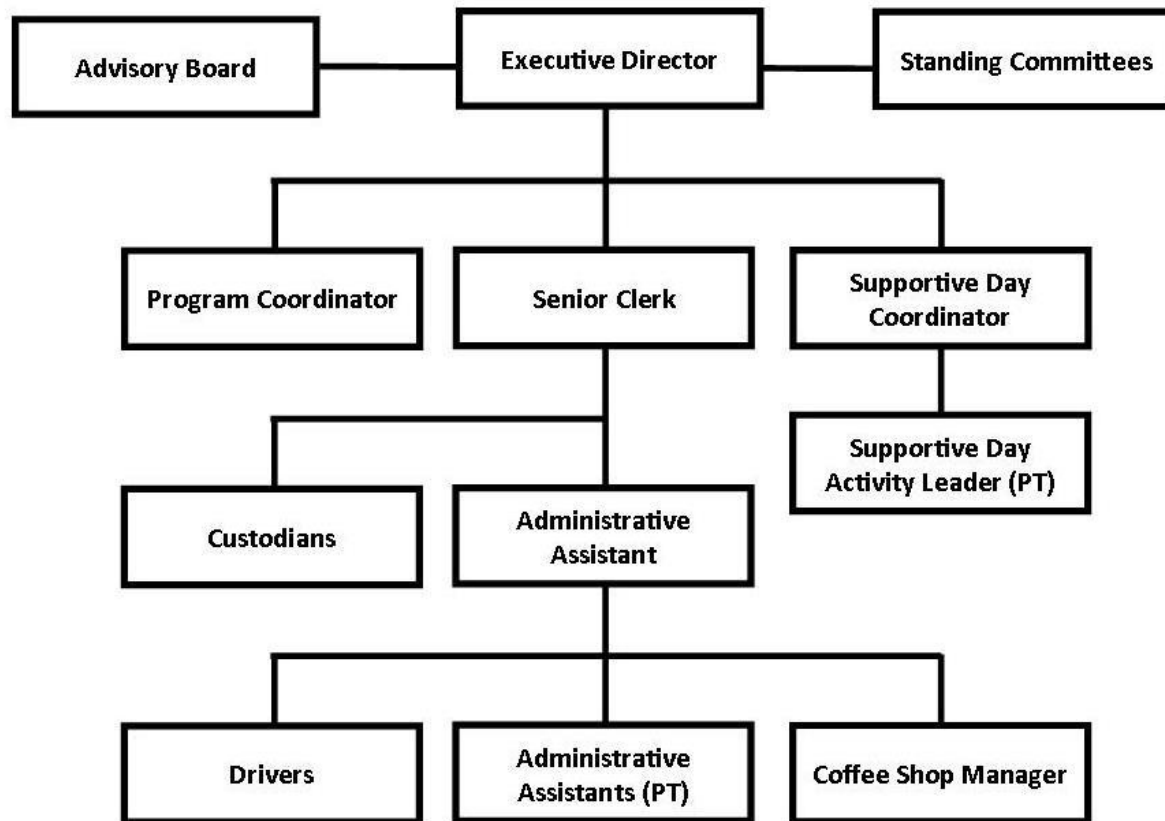
### New Spending and Programs

There is no new spending or programming for RSVP in FY2018.

## Council on Aging

Contact Information: Vincent P. Marinaro, Director, (413) 499-9346

Location: Ralph J. Froio Center, 330 North Street



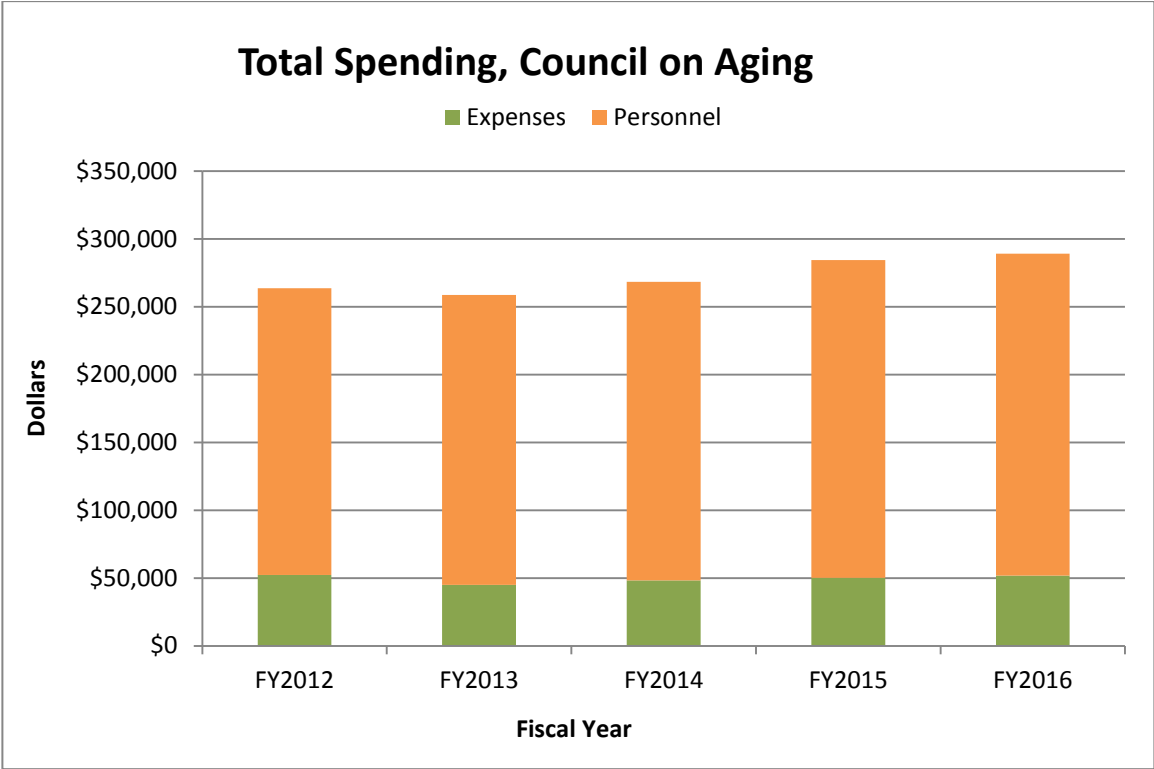
**Mission Statement:** The mission of the Council on Aging is to enrich and maintain quality of life for each senior in our community. The purpose of the Pittsfield Council on Aging is to identify the needs of elders; design, promote, and implement services that fulfill elder needs; and inform and educate our community on pertinent senior issues and enlist support of area organizations to address elder needs.

**Department Description:** The Pittsfield Council on Aging is the citizens' advisory board for the Ralph J. Froio Senior Center. The Pittsfield Senior Center is multifaceted and fulfills all of the mandates put forth by the Massachusetts Council on Aging (MCOA). The Center provides information, referral, and outreach to the community, transportation, health, fitness and wellness programs, nutrition programs, individual peer support, group support, recreation, volunteer development, supportive day respite and intergenerational opportunities.

The Pittsfield Council on Aging was created by the City Council in 1956 under Massachusetts General Laws. The

Council on Aging is funded primarily by City appropriations and it is also eligible for federal and state grants. The Council on Aging meets on the third Wednesday of each month. Meetings are open to the public.

Historical Spending Trend



## FY2018 Line item Budget

Council on Aging: 01154										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51022	Director	1	1	1	\$ 52,910	\$ 52,910	\$ 52,910	\$ 52,910	0.0%	\$0
51177	Senior Clerk Typist	1	1	1	\$ 31,153	\$ 30,897	\$ 31,180	\$ 31,180	0.9%	\$283
51180	Administrative Assistant	1	1	1	\$ 23,045	\$ 23,558	\$ 23,558	\$ 23,558	0.0%	\$0
51195	Soc Serv Tech/Custodian	1	1	1	\$ 31,908	\$ 31,665	\$ 32,000	\$ 32,000	1.1%	\$335
51197	Soc Serv Tech/Custodians (P/T)	2	2	2	\$ 24,745	\$ 25,377	\$ 25,377	\$ 25,377	0.0%	\$0
51198	Program Assistant	1	1	1	\$ 31,480	\$ 32,125	\$ 32,125	\$ 32,125	0.0%	\$0
51199	Activities Leaders (P/T)	2	2	2	\$ 19,523	\$ 21,545	\$ 21,545	\$ 21,545	0.0%	\$0
51192	Kitchen Coordinator	1	1	1	\$ 22,482	\$ 22,490	\$ 22,490	\$ 22,490	0.0%	\$0
51205	Temporary Labor				\$ 4,002	\$ 4,000	\$ 4,000	\$ 3,382	-15.5%	(\$618)
	<b>TOTAL PERSONNEL:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>\$ 241,248</b>	<b>\$ 244,567</b>	<b>\$ 245,185</b>	<b>\$ 244,567</b>	<b>0.0%</b>	<b>\$ -</b>
52404	Office Equipment Maintenance				\$ 6,286	\$ 6,435	\$ 6,435	\$ 6,435	0.0%	\$ -
54300	Building Maintenance Supplies				\$ 13,030	\$ 13,500	\$ 13,500	\$ 13,500	0.0%	\$ -
53410	Printing				\$ 1,534	\$ 1,300	\$ 1,300	\$ 1,300	0.0%	\$ -
54227	Supplies				\$ 2,507	\$ 3,000	\$ 3,000	\$ 2,500	-16.7%	\$ (500)
57700	Program Expense				\$ 24,496	\$ 24,350	\$ 24,350	\$ 24,350	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 47,853</b>	<b>\$ 48,585</b>	<b>\$ 48,585</b>	<b>\$ 48,085</b>	<b>-1.0%</b>	<b>\$ (500)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 289,101</b>	<b>\$ 293,152</b>	<b>\$ 293,770</b>	<b>\$ 292,652</b>	<b>-0.2%</b>	<b>\$ (500)</b>
	Vincent P. Marinaro		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51022	Director	Salary account for Director
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51180	Administrative Assistant	Salary account for the Administrative Assistant
51195	Social Service Tech/Custodian	Salary account for the Social Service Tech/Custodian
51215	Social Service Custodians	Salary account for two part-time Social Service Tech/Custodians
51227	Program Assistant	Salary account for the Program Assistant
51503	Activities Leaders	Salary account for part-time Activities Leaders
51605	Kitchen Coordinator	Salary account for the Kitchen Coordinator
51205	Temporary Labor	Salary account for Temporary Labor

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52404	Equipment Maintenance	Copier expense, cell phones, and miscellaneous expenses
52900	Building Maintenance Service	Cleaning and hardware supplies, paper goods, and waste removal
53410	Printing	Brochures, letterhead, parking stickers, and copier toner
54227	Supplies	Office supplies and paper products
57700	Program Expense	Groceries, coffee, game and program supplies, party decorations, trinkets, entertainment for senior events, and subsidy for discount fitness programs at the YMCA

### New Spending and Programs

There is no new spending or programming for the Council on Aging for FY2018.

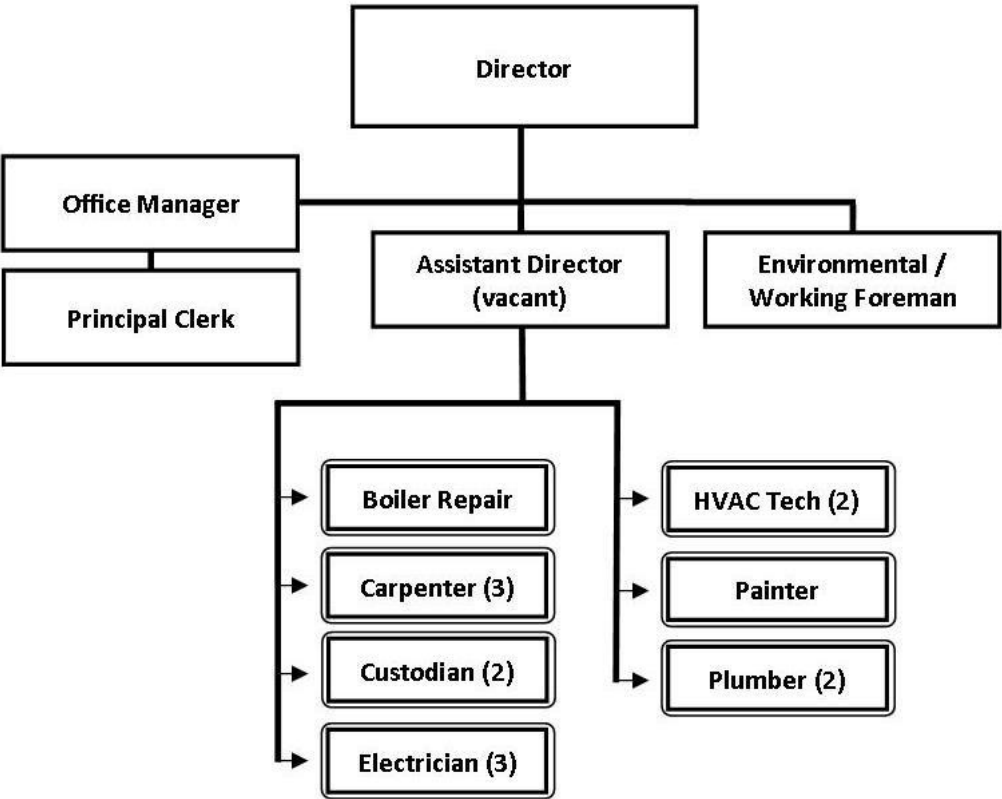
# Building Maintenance Department

Contact Information: Brian Filiault, Director, (413) 499-9476

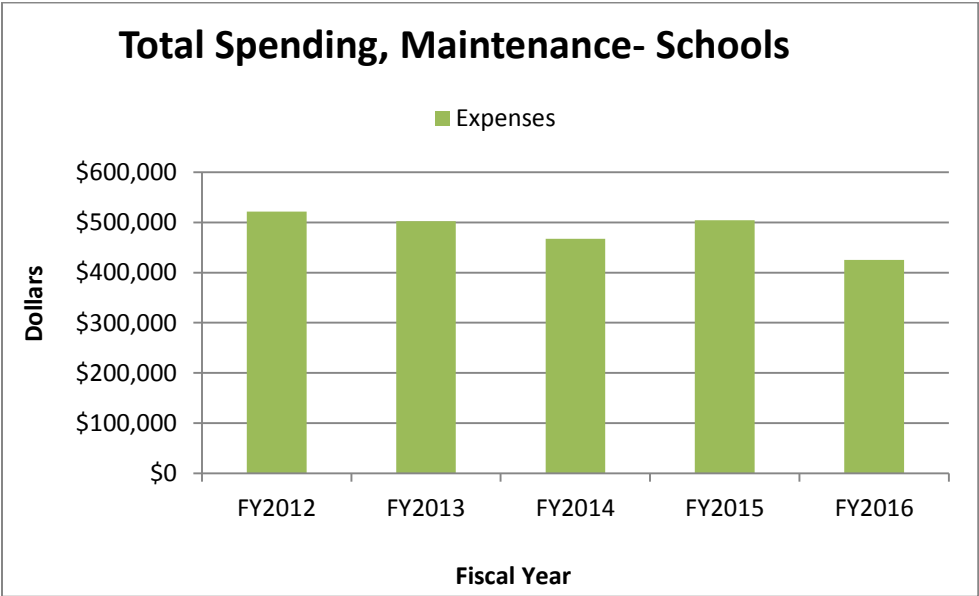
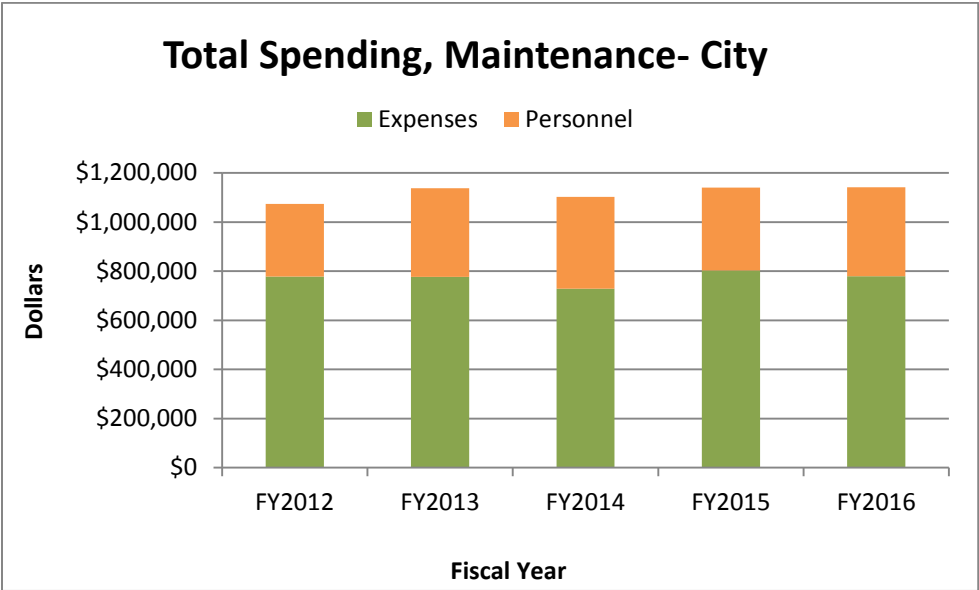
Location: 81 Hawthorne Ave

**Mission Statement:** The mission of the Building Maintenance Department is to maintain the infrastructure of the City and School buildings through high-quality and timely preventive maintenance and repairs; to maintain and improve all life safety and security systems to protect building users; to aggressively enforce parking laws in the City; and to perform all tasks in a cost-effective manner.

**Department Description:** The Building Maintenance Department is responsible for the preventive maintenance and emergency repairs to all City and School buildings and assists with work on the grounds as needed using a skilled workforce. The department pays particular attention to all life safety and security systems as well as indoor air quality for the benefit of all building users. Staff coordinates with the school department to meet unique needs, including any environmental compliance and security requirements. In addition, the department is responsible for the coordinating all public and school building rentals including the Controy Pavilion, Historic Wahconah Park, and other athletic facilities, which are used throughout the year by many social, civic and non-profit organizations.



Historical Spending Trend



## FY2018 Line Item Budget

Maintenance-City: 01161															
		Positions			FY2016	FY2017	FY20178	FY2018	%	\$					
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change					
				APRV											
51023	Director of Maintenance	1	1	1	\$ 71,388	\$ 67,264	\$ 64,022	\$ 64,022	-4.8%	\$ (3,242)					
51226	Asst. Director Maintenance	1	1	0	\$ 54,190	\$ 59,737	\$ -	\$ -	-100.0%	\$ (59,737)					
51042	Boiler/HVAC Repairman	1	1	1	\$ 37,731	\$ 44,485	\$ 45,846	\$ 45,846	3.1%	\$ 1,361					
51045	Painter	1	1	1	\$ 44,812	\$ 44,652	\$ 43,721	\$ 43,721	-2.1%	\$ (931)					
51070	Parking Garage Manager	1	1	0	\$ 54,517	\$ 53,985	\$ -	\$ -	-100.0%	\$ (53,985)	transfer to DPS				
51071	Parking Control Officers	2	2	0	\$ 57,005	\$ 58,222	\$ -	\$ -	-100.0%	\$ (58,222)	transfer to DPS				
51072	Working Foreman Craft	1	1	1	\$ 46,299	\$ 47,455	\$ 52,311	\$ 52,311	10.2%	\$ 4,856					
51073	Plumber	2	2	2	\$ 88,839	\$ 89,645	\$ 96,023	\$ 96,023	7.1%	\$ 6,378					
51075	Carpenters	3	3	3	\$ 133,240	\$ 133,513	\$ 142,919	\$ 142,919	7.0%	\$ 9,406					
51145	Principal Clerk	1	1	1	\$ 29,322	\$ 33,071	\$ 37,375	\$ 37,375	13.0%	\$ 4,304					
51149	HVAC Technician	2	2	2	\$ 89,077	\$ 90,510	\$ 93,603	\$ 93,603	3.4%	\$ 3,093					
51150	Custodian	1	2	1	\$ 34,169	\$ 61,706	\$ 34,747	\$ 34,747	-43.7%	\$ (26,959)	1 position to be transferred to DPS				
51169	Office Manager	1	1	1	\$ 37,922	\$ 42,767	\$ 49,542	\$ 49,542	15.8%	\$ 6,775					
51182	Electricians	3	3	3	\$ 125,938	\$ 132,606	\$ 139,969	\$ 139,969	5.6%	\$ 7,363					
51201	Seasonal Labor				\$ 12,013	\$ 16,000	\$ 16,000	\$ 10,000	-37.5%	\$ (6,000)					
51309	Scheduled Overtime				\$ -	\$ -	\$ 40,000	\$ 40,000	0.0%	\$ 40,000					
51207	Custodial Labor-Rentals				\$ 17,201	\$ 30,000	\$ 30,000	\$ 25,000	-16.7%	\$ (5,000)					
	TOTAL PERSONNEL:	21	22	17	\$ 933,663	\$ 1,005,618	\$ 886,077	\$ 875,077	-13.0%	\$ (130,541)					
55810	Contractual Allowances				\$ 4,800	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	0.0%	\$ -					
52100	Utilities				\$ 462,642	\$ 520,000	\$ 520,000	\$ 520,000	0.0%	\$ -					
52440	Repairs Municipal Buildings				\$ 250,627	\$ 205,200	\$ 245,200	\$ 239,826	16.9%	\$ 34,626					
52810	Adandoned Property				\$ -	\$ 20,000	\$ 15,000	\$ 10,000	-50.0%	\$ (10,000)					
52445	Repairs/Services(Garage)				\$ 61,366	\$ 55,000			-100.0%	\$ (55,000)					
	TOTAL EXPENSES:				\$ 779,435	\$ 805,000	\$ 785,000	\$ 774,626	-3.8%	\$ (30,374)					
	TOTAL BUDGET:				\$ 1,713,098	\$ 1,810,618	\$ 1,671,077	\$ 1,649,703	-8.9%	\$ (160,915)					



## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51023	Director of Maintenance	Salary of the Director of Maintenance
51226	Asst. Director of Maintenance	Salary of the Assistant Director of Maintenance
51042	Boiler/HVAC Repairman	Salary of the one (1) Boiler / HVAC Repairman
51045	Painter	Salary of the one (1) Painter
51070	Parking Garage Manager	Transferred to the Department of Public Services
51071	Parking Control Officers	Transferred to the Department of Public Services
51072	Working Foreman Craft	Salary of the Working Foreman Craft & LEA
51073	Plumber	Salary of the two (2) Plumbers
51075	Carpenter	Salary of the three (3) Carpenters
51145	Principal Clerk	Salary of the one (1) Principal Clerk
51149	HVAC Technician	Salary of the two (2) HVAC Technicians
51150	Custodian	Salary of the one (1) Custodian. One has been transferred to the Department of Public Services
51169	Office Manager	Salary of the one (1) Office Manager
51182	Electrician	Salary of the three (3) Electricians
51201	Seasonal Labor	Salary of the one (1) Seasonal Laborer
51207	Custodial Labor- Rentals	Overtime labor associated with rentals in School Buildings. Fees are paid for gym use to cover this cost.
51309	Scheduled Overtime	This is a new line item for Unscheduled overtime for snow removal, call-ins and other after hour responsibilities of the department. These costs were previously accounted for in the Unclassified budget
52500	Repairs/Services (Garage)	All maintenance and materials needed for the operation and maintenance of the McKay & Columbus Garages

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51915	Contractual Allowances	Under contractual agreements with S&P and Teamsters we are required to provide reimbursement for tools and clothing
52100	Utilities	Electricity, Propane (parks only) Natural gas for city buildings and parks.

Account	Account Name	Description
52440	Repairs Municipal	Maintenance purchases and contractual labor expenses needed to complete all maintenance Work Orders and other projects as requested.
52810	Abandoned Property	Purchase of all materials and vendor labor cost to secure any abandoned property requested by the Health department

### FY18 Line Item Budget-Schools

Maintenance - Schools: 01162										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
					\$ -	\$ -			0.0%	\$ -
	TOTAL PERSONNEL:	0	0	0	\$ -	\$ -	\$ -	\$ -		
54227	Supplies				\$ 207,547	\$ 257,500	\$ 325,000	\$ 325,000	26.2%	\$ 67,500
52000	Contractual Services				\$ 217,443	\$ 217,500	\$ 295,000	\$ 295,000	35.6%	\$ 77,500
	TOTAL EXPENSES:				\$ 424,990	\$ 475,000	\$ 620,000	\$ 620,000	30.5%	\$ 145,000
	TOTAL BUDGET:				\$ 424,990	\$ 475,000	\$ 620,000	\$ 620,000	30.5%	\$ 145,000
	Brian Filiault		5/4/2017							
	Dept Head Approval		Date							

## Line Item Summary

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
54227	Maintenance Supplies	Purchases of all materials and any vendor labor cost needed to complete maintenance school Work Orders and other projects as requested
52901	Contractual Services	Contractual Services for Schools such as windows, alarm monitoring, dumpster service, elevator maintenance, roof repairs

### New Spending and Programs

In an effort to reduce the past practice of bonding/borrowing for projects that are classified as repairs, the Department under the direction of the Mayor and Finance Director have increased funding in the operating budget for these routine repairs in both municipal and school buildings. These increases to our operating budget will benefit our department to ensure that we can continue to improve our city wide preventative maintenance programs.

For FY 18 the department request includes a 19.5% (\$40,000) increase in the “Repairs Municipal” line (52440) for upgrades to the city hall elevator and the purchase doors and hardware for city buildings as they need replacement and or repairs. In the School maintenance budget, the department request includes a 30.5% (\$145,000) increase for elevator upgrades in two schools, needed boiler repairs in several schools, and bathroom renovations at Pittsfield High School.

## **Fire Department**

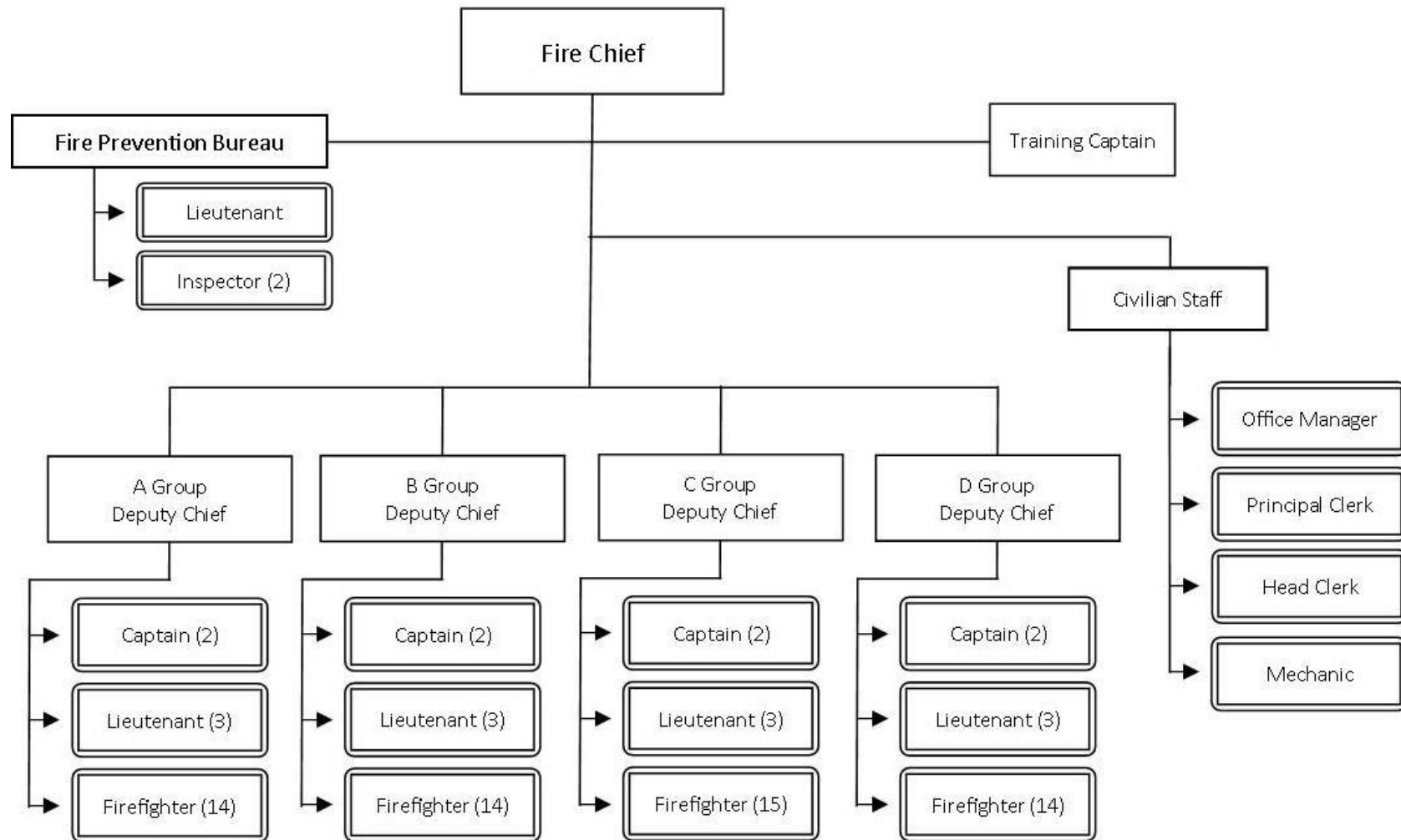
Contact Information: Robert Czerwinski, Fire Chief, 413-448-9754

Location: 74 Columbus Ave

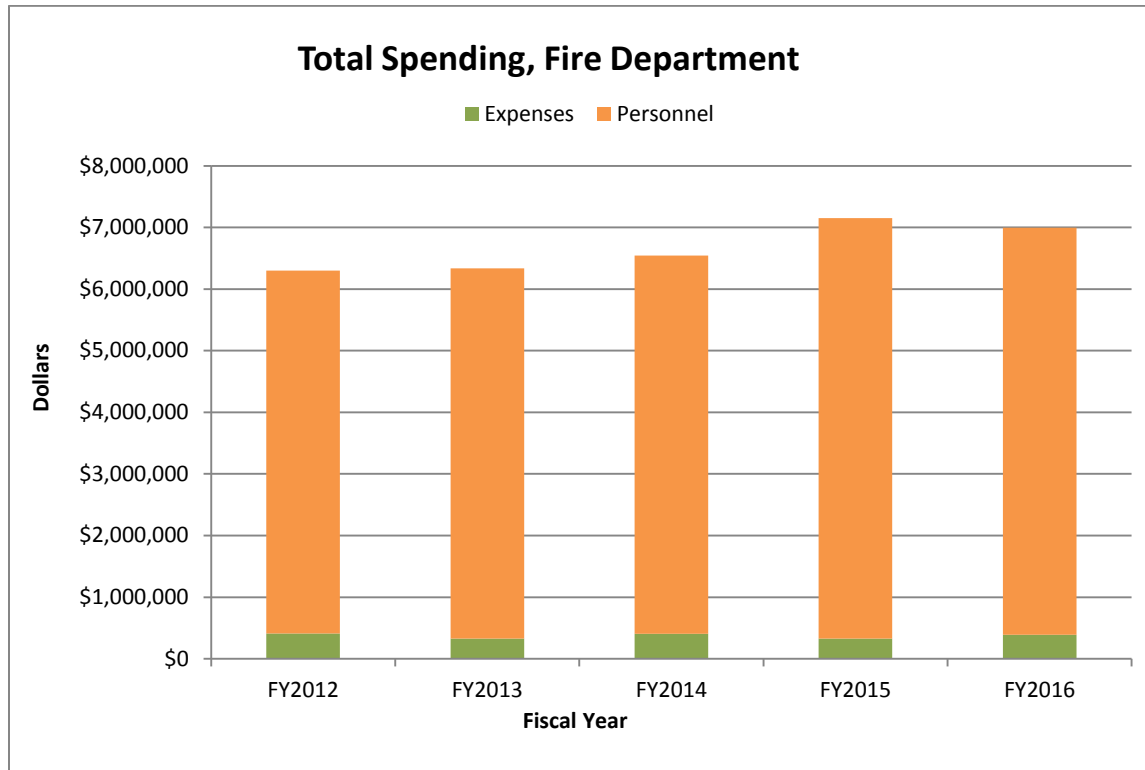
**Mission Statement:** The mission of the Pittsfield Fire department is to protect lives and property of the citizens and visitors of Pittsfield, from fire and other dangers, while providing them with a high quality of emergency and life safety services.

**Department Description:** The department accomplishes its mission by providing emergency, 24-hour fire and hazard response as well as medical services in cooperation with a private ambulance service. In addition, the department performs inspections and code enforcement, reviews plans, issues permits, provides fire prevention education (including school-aged children and senior fire safety and fire drills), performs remedial actions at hazardous incidents, maintains High-Angle Rescue Teams, Trench Rescue and Confined Space Entry Rescue Teams, Fire Investigation Units, Hazardous Materials Emergency Response and a Mobile Radio Communications unit, and provides mutual aid to our surrounding communities when requested.

## Organizational Chart



## Historical Spending Trend



## FY2018 Line item Budget

Fire-Uniformed: 01180									
Account	Account Name	Positions			FY2016	FY2017	FY2018	FY2018	%
		FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change
				APRV					
51014	Fire Chief	1	1	1	\$ 99,261	\$ 99,340	\$ 99,775	\$ 99,775	0.4%
51028	Deputy Fire Chiefs	4	4	4	\$ 357,625	\$ 363,103	\$ 363,235	\$ 363,235	0.0%
51029	Fire Captains	9	9	9	\$ 915,688	\$ 1,004,000	\$ 831,669	\$ 831,669	-17.2%
51036	Fire Lieutenants	13	13	13	\$ 961,702	\$ 980,000	\$ 1,020,000	\$ 1,020,000	4.1%
51077	Fire Fighters	58	58	58	\$ 3,064,568	\$ 3,358,000	\$ 3,320,307	\$ 3,320,307	-1.1%
51085	Head Clerk	1	1	1	\$ 30,792	\$ 34,575	\$ 32,025	\$ 32,025	-7.4%
51106	Master Mechanic	1	1	1	\$ 59,444	\$ 68,470	\$ 68,470	\$ 68,470	0.0%
51145	Principal Clerk	1	1	1	\$ 30,514	\$ 31,016	\$ 32,350	\$ 32,350	4.3%
51169	Office Manager	1	1	1	\$ 37,578	\$ 38,358	\$ 40,203	\$ 40,203	4.8%
51301	Emergency Apparatus Staffing				\$ 22,322	\$ 30,000	\$ 50,000	\$ 50,000	66.7%
51303	Emergency Manning				\$ 1,010,797	\$ 700,000	\$ 700,000	\$ 700,000	0.0%
51401	Assuming Additional Response				\$ 16,165	\$ 24,200	\$ 30,000	\$ 30,000	24.0%
	<b>TOTAL PERSONNEL:</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>\$ 6,606,456</b>	<b>\$ 6,731,062</b>	<b>\$ 6,588,034</b>	<b>\$ 6,588,034</b>	<b>-2.1%</b>
55000	Uniforms				\$ 94,106	\$ 109,000	\$ 139,000	\$ 139,000	27.5%
52400	Maintenance				\$ 9,014	\$ 12,100	\$ 13,000	\$ 13,000	7.4%
52500	Vehicle Maintenance				\$ 129,364	\$ 140,000	\$ 140,000	\$ 140,000	0.0%
52505	Medical Maintenance				\$ 10,713	\$ 13,000	\$ 13,000	\$ 13,000	0.0%
53018	Education & Training				\$ 11,077	\$ 15,000	\$ 25,000	\$ 25,000	66.7%
53801	Arson Investigation				\$ 3,855	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
54227	Supplies				\$ 6,963	\$ 8,000	\$ 8,000	\$ 8,000	0.0%
58500	Equipment				\$ 29,377	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
58502	Equipment Replacement				\$ 66,589	\$ 35,000	\$ 35,000	\$ 35,000	0.0%
53400	Contractual Services-Comm.				\$ 28,478	\$ 29,000	\$ 31,000	\$ 31,000	6.9%
	<b>TOTAL EXPENSES:</b>				<b>\$ 389,536</b>	<b>\$ 395,100</b>	<b>\$ 438,000</b>	<b>\$ 438,000</b>	<b>10.9%</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 6,995,992</b>	<b>\$ 7,126,162</b>	<b>\$ 7,026,034</b>	<b>\$ 7,026,034</b>	<b>-1.4%</b>
	Robert Czerwinski								
	<b>Dept Head Approval</b>								
	5/3/2017								

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51014	Fire Chief	Salary account for the Fire Chief
51028	Deputy Fire Chiefs	Salary account for the Deputy Fire Chiefs
51029	Fire Captains	Salary account for the Fire Captains
51036	Fire Lieutenants	Salary account for the Fire Lieutenants
51077	Fire Fighters	Salary account for Fire Fighters
51085	Head Clerk	Salary account for the Head Clerk
51106	Master Mechanic	Salary account for the Master Mechanic
51145	Principal Clerk	Salary account for the Principal Clerk
51169	Office Manager	Salary account for the Office Manager
51301	Emergency Apparatus Staffing	Supplemental payroll account for staff who are called in on an emergency basis to man reserve fire apparatus; each member called in is granted four hours of backfill per the collective bargaining agreement
51303	Emergency Manning	Overtime to maintain our minimum staffing level of 18 personnel per shift
51401	Assuming Additional Response	Supplemental payroll account used for staff working out of grade

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
55000	Uniforms	This account is used for contractual obligations. Leather allowance, Tool allowance, Station Uniforms. Each employee receives \$550 Leather Allowance, \$350-\$450 Uniform Allowance (Commissary Account), Class A Dress Uniforms after 1 year of service and we presently have eight employees who will be eligible for this which will cost approximately \$3,200. Bunker Gear for new employees is average cost of \$1530, Contractual uniform purchase for new employees is \$405 each, Wildland Gear \$700 each and Winter Coat \$235 each. Winter Coats every 5 years haven't upgraded since 2013.



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52400	Maintenance	Cleaning supplies, paper towels, toilet paper at five fire stations
52500	Vehicle Maintenance	Expenses for vehicle maintenance
52505	Medical Maintenance	Medical supplies and annual service for Ventis Meters ( approx. \$3,000)
53018	Education & Training	Training meetings through the year for the Fire Chief, Fire Investigation Unit, Technical Rescue Team and a contractual health club reimbursement of \$200 per employee
53801	Arson Investigation	Supplies and expenses for Arson Investigation team
54227	Supplies	Office supplies, toner and printer supplies
58500	Equipment	Purchase of new equipment (e.g. hose, nozzles, jaws)
58502	Equipment Replacement	Replacement of broken equipment
53400	Contractual Services-Communication	Expenses related to internet, cell phones, security system, radio contract, photo copier lease and all of our annual service contracts.

### **New Spending and Programs**

There is no new spending or programming in the Fire Department in FY2018. The reduction in the Fire Captain line item is due to retirement of senior officers and those who replaced them are at a lower rate of pay. The reduction in the Firefighters line item reflects that eight officers are being paid from a federal SAFER grant.

## **Police Department**

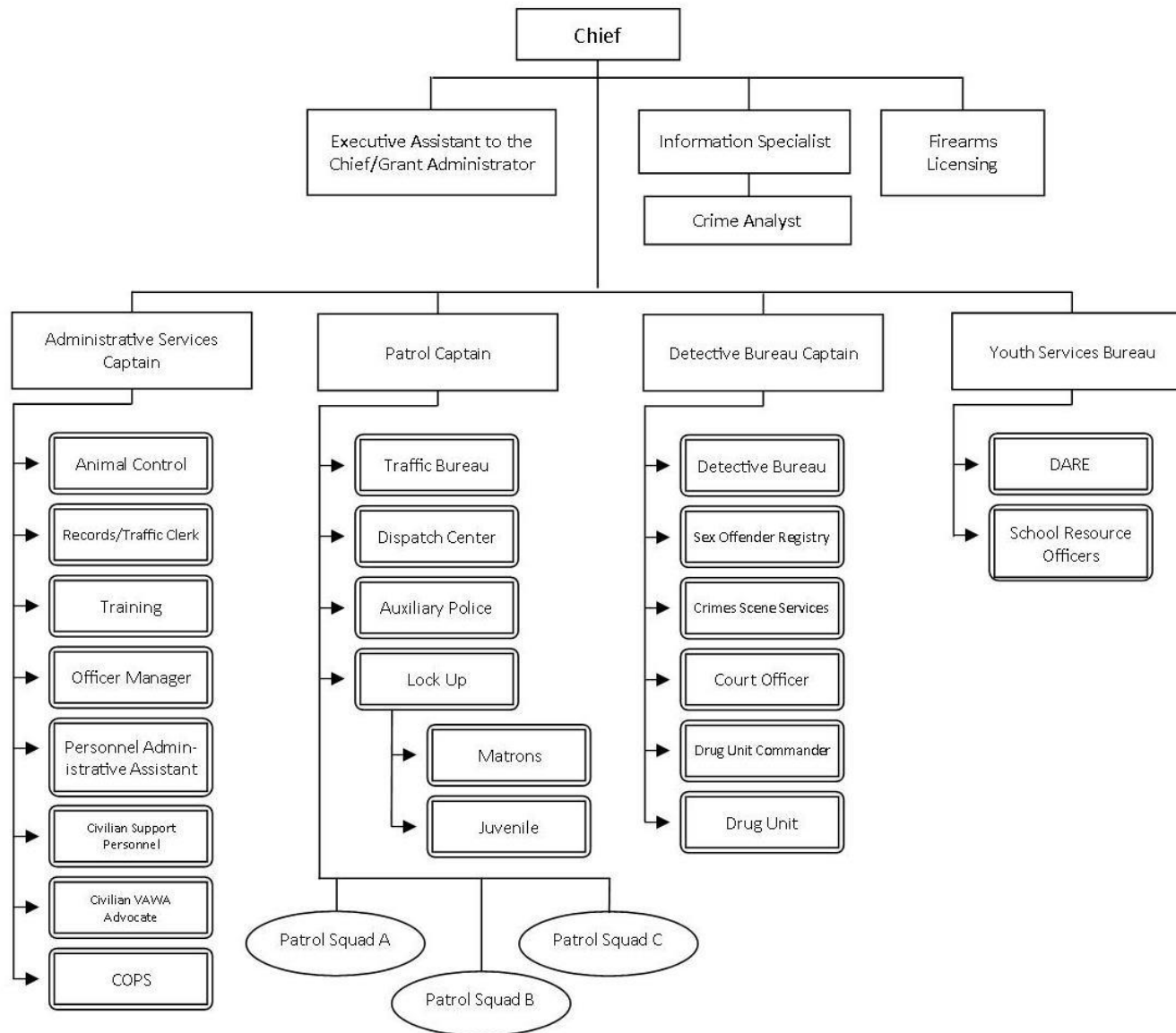
Contact Information: Chief Michael J. Wynn, (413) 448-9717

Location: Police Headquarters, 39 Allen Street, 2<sup>nd</sup> Floor

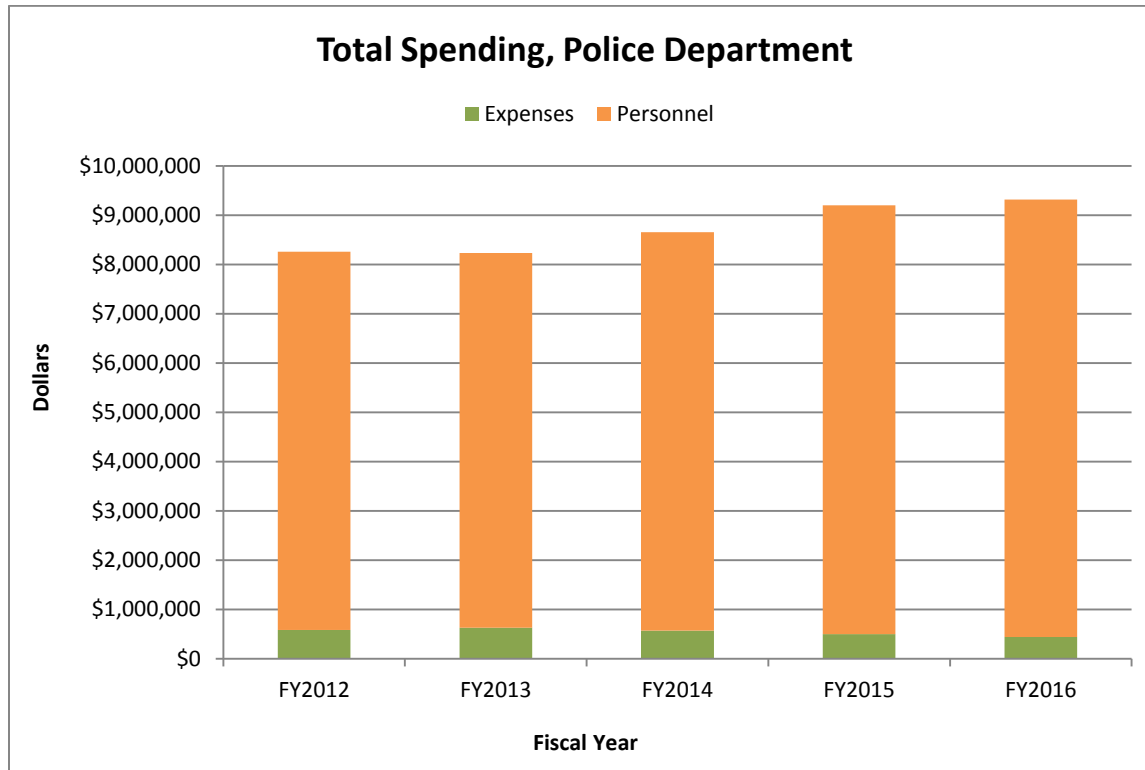
**Mission Statement:** The mission of the Pittsfield Police Department is to work in partnership with the community to protect life and property and enhance the quality of life in our City.

**Department Description:** The Pittsfield Police Department (PPD) strives to be the most progressive, proactive, and professional police agency that we can be for the residents of our City. PPD embraces not only the philosophy, but the practice, of community policing by continuing to partner with residents, businesses, other City departments and our state and federal counterparts to address not only crime, but neighborhood quality of life issues. As an agency, we believe that the best way that we can accomplish our goals of preservation of life, crime prevention, problem solving, arrest and prosecution is to work together with all of our residents to improve the quality of life in Pittsfield. We continue to work aggressively to identify new technologies, equipment, programs, and opportunities for collaboration in order to positively affect the quality of life in the City of Pittsfield.

## Organizational Chart



## Historical Spending Trend



## FY2018 Line item Budget

Police-Uniformed: 01190										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51004	Police Chief	1	1	1	\$ 116,116	\$ 115,000	\$ 115,000	\$ 115,000	0.0%	\$ -
51030	Police Captains	3	3	3	\$ 259,506	\$ 251,062	\$ 251,062	\$ 251,062	0.0%	\$ -
51035	Police Lieutenants	5	5	5	\$ 396,957	\$ 398,965	\$ 405,734	\$ 405,734	1.7%	\$ 6,769
51047	Police Sergeants	10	12	12	\$ 763,956	\$ 872,117	\$ 872,117	\$ 872,117	0.0%	\$ -
51066	Safety Officer	1	1	1	\$ 67,181	\$ 66,414	\$ 66,414	\$ 66,414	0.0%	\$ -
51074	Detectives	8	8	8	\$ 422,262	\$ 516,140	\$ 516,140	\$ 516,140	0.0%	\$ -
51076	Patrol Officers	65	69	69	\$ 2,968,144	\$ 3,720,166	\$ 3,720,166	\$ 3,720,166	0.0%	\$ -
51092	Mechanic	1	1	1	\$ 48,819	\$ 48,100	\$ 49,662	\$ 49,662	3.2%	\$ 1,562
51102	Drug Enforcement				\$ 232,350	\$ 180,000	\$ 232,350	\$ 225,000	25.0%	\$ 45,000
51103	Traffic Enforcement				\$ 1,292	\$ -			#DIV/0!	\$ -
51105	Dispatchers	12	12	12	\$ 309,700	\$ 523,680	\$ 523,680	\$ 523,680	0.0%	\$ -
51116	Animal Control Officer	1.5	1.5	1.5	\$ 68,356	\$ 58,460	\$ 62,542	\$ 62,542	7.0%	\$ 4,082
51120	Special Response Team				\$ 12,150	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
51150	Custodian	1	1	1	\$ 37,721	\$ 35,306	\$ 37,818	\$ 37,818	7.1%	\$ 2,512
51159	Sr. Clerk Typist/Conf	3	3	3	\$ 115,106	\$ 116,357	\$ 116,668	\$ 116,668	0.3%	\$ 311
51177	Senior Clerk Typist	2	2	2	\$ 69,989	\$ 68,926	\$ 70,256	\$ 70,256	1.9%	\$ 1,330
51186	Animal Control Comm Clerk				\$ 747	\$ 2,000	\$ 2,000	\$ 1,000	-50.0%	\$ (1,000)
51194	Matrons				\$ 14,740	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
51205	Temporary Labor				\$ 18,140	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
51218	Auxiliary Police				\$ 2,396	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
51300	Special Investigation OT				\$ 24,885	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
51305	Special Events OT				\$ 107,419	\$ 150,000	\$ 150,000	\$ 125,000	-16.7%	\$ (25,000)
51309	Scheduled Overtime				\$ 1,266,248	\$ 900,000	\$ 900,000	\$ 900,000	0.0%	\$ -
51321	Dispatchers OT				\$ 163,829	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
51377	Crime Analyst	1	1	1	\$ 48,165	\$ 49,390	\$ 49,390	\$ 49,390	0.0%	\$ -
51378	Information/Technology Mgr	1	0	0	\$ 52,061	\$ 51,291	\$ -	\$ -	-100.0%	\$ (51,291)
51400	Police Science				\$ 1,125,126	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	0.0%	\$ -
51403	In Service				\$ 105,878	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	\$ -
51500	Limited Duty Officer			1	\$ -	\$ -			#DIV/0!	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>115.5</b>	<b>120.5</b>	<b>121.5</b>	<b>\$ 8,819,239</b>	<b>\$ 9,391,374</b>	<b>\$ 9,408,999</b>	<b>\$ 9,375,649</b>	<b>-0.2%</b>	<b>\$ (15,725)</b>

51720	Animal Control Testing Fees				\$ 200	\$ 200	\$ 200	\$ 200	0.0%	\$ -
51915	Uniforms				\$ 25,155	\$ 60,000	\$ 60,000	\$ 60,000	0.0%	\$ -
52400	Maintenance/Support				\$ 165,025	\$ 185,000	\$ 185,000	\$ 185,000	0.0%	\$ -
53018	Police Education				\$ 3,993	\$ 20,000	\$ 20,000	\$ 15,000	-25.0%	\$ (5,000)
53406	Shipping/Postage				\$ 424	\$ 1,200	\$ 1,200	\$ 1,200	0.0%	\$ -
53410	Printing				\$ 1,656	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
54210	K-9 Care & Supplies				\$ 7,128	\$ 5,500	\$ 5,500	\$ 5,500	0.0%	\$ -
54227	Office Supplies				\$ 9,516	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
55800	Drug Enforcement Expenses				\$ 11,318	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
55820	Ammunition				\$ 4,431	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
57821	Special Investigation Exps.				\$ 2,813	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
57845	Care of Prisoners				\$ 8,224	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
57890	Custodial Supplies				\$ 9,571	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
58500	Equipment				\$ 120,536	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	\$ -
58720	Fleet Maintenance				\$ 48,106	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 418,096</b>	<b>\$ 429,400</b>	<b>\$ 429,400</b>	<b>\$ 424,400</b>	<b>-1.2%</b>	<b>\$ (5,000)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 9,237,335</b>	<b>\$ 9,820,774</b>	<b>\$ 9,838,399</b>	<b>\$ 9,800,049</b>	<b>-0.2%</b>	<b>\$ (20,725)</b>
	Michael J. Wynn, Chief of Police		4-May-17							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51004	Police Chief	Police Chief salary plus prior educational incentive but not issued vehicle or professional development incentives
51030	Police Captains	Salary for the 3 Bureau/Division Commanders. Includes Uniformed Division Commander, Detective Bureau Commander, and Administrative Services Commander
51035	Police Lieutenants	Salary for the 3 Patrol Shift Commanders, the Detective Lieutenant and the Community Outreach and Professional Standards Commander
51047	Police Sergeants	Salaries for 9 patrol sergeants and one Drug Unit Sergeant
51066	Safety Officer	Salary for one supplemental patrol officer (collateral duty), responsible for teaching DARE and coordinating Neighborhood Watch Programs
51074	Detectives	Salary for eight detective positions.
51076	Patrol Officers	Salary for 65 officers assigned to various divisions; includes 4 assigned to Drug Unit, 2 crime scene investigators, 4 school resource offices, 2 traffic investigators, 1 training officer, 3 K-9 handlers; 49 total assigned to uniformed patrol
51092	Mechanic	Salary for one mechanic
51102	Drug Enforcement	Overtime expenses specifically related to enforcement operations within the Drug Unit.
51103	Traffic Enforcement	Unfunded dedicated line item created to fund directed traffic enforcement efforts. Pilot program failed in FY 2015
51105	Dispatchers	Salaries for 12 full-time emergency telecommunications operators, employed by the Department and providing communications support to police, fire, EMS, and city departments.
51116	Animal Control Officer	Salary for 1.5 Animal Control Officers to handle animal control and animal inspection duties.
51120	Special Response Team	Overtime and expenses related to supporting the Special Response Team (SRT)
51150	Custodian	Salary for the department custodian
51159	Senior Clerk Typist/Confidential	Salaries for 3 full-time confidential administrative staff (Chief's Admin, Office Manager, Administrative Assistant)
51177	Senior Clerk Typist	Salaries for Senior Records Clerk and Firearms Administrator
51186	Animal Control Commission Clerk	Stipend to provide clerical and records support to the Animal Control Commission.

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51194	Matrons	Civilian detention attendants to watch female and juvenile prisoners. Increase is due to loss of County lock-up.
51205	Temporary Labor	Temporary custodial providers to back up custodian off hours and during scheduled time off
51218	Auxiliary Police	Stipends for Auxiliary Police Officers
51300	Special Investigations Overtime	Major case personnel expenses related to call-ins, holdovers, or long term investigations.
51305	Special Events Overtime	Overtime expenses related to supporting special events (parades, festivals, concerts)
51309	Scheduled Overtime	Overtime expenses associated with shift coverage, shift holdover, court, travel, training, investigations, special enforcement, DARE, community functions, etc.
51321	Dispatcher Overtime	Shift staffing for the dispatch unit.
51377	Crime Analyst	Salary for crime analyst position.
51378	Information/Technology Manager	Salary for IT manager
51400	Police Science	Contractual educational incentive payments
51403	In-Service	Required annual training and recertifications
51500	Limited Duty Officer	Salary for Sworn Police Personnel that due to illness, injury or other circumstances are unable to perform the essential functions of a Police Officer for an extended period of time.

## Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51707	Insurance Deductibles	Liability insurance (MIIA) insurance deductibles charged to the department
51720	Animal Control Testing Fees	Rabies and other related tests for seized/destroyed animals
51915	Uniforms	Annual uniform issue and replacement uniforms
52400	Maintenance and Support	Annual maintenance and renewal fees for technological services and providers
53018	Police Education	Tuition reimbursement for qualified and grandfathered officers to attend college
53406	Postage	US postage and FedEx for certified mail, grant applications, records requests
53410	Printing	Printing services and printed supplies (logo pens, community policing giveaways, consumables)
53461	Traffic Enforcement Equipment	Unfunded and un-used line item tied into Traffic Enforcement OT



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
54210	K-9 Care and Supplies	Care, maintenance and feeding of the department's K-9 officers
54227	Office Supplies	Department's participation in city-wide purchasing collaborative plus specialized supplies required by investigations, admin and tech
55800	Drug Enforcement Expenses	Expense items associated with long term drug investigations (rental, storage, tech)
55820	Ammunition	Training and operational ammunition, cartridges, aerosols, kinetics
57821	Special Investigation Expenses	Expense items associated with long term major investigations (rentals, storage, tech)
57845	Care of Prisoners	Expenses associated with feeding and maintaining prisoners in detention
57890	Custodial Supplies	Standard supplies for custodial maintenance
58500	Equipment	All police related and technical equipment for use by the department
58720	Fleet maintenance	Vehicle repairs and maintenance

### **New Spending and Programs**

Limited duty officers will be listed separately and accounted for outside of the Patrol Officer line item.

## Department of Public Services

Contact Information: David F. Turocy, Commissioner, (413) 499-9330

Location: 100 North Street

**Mission Statement:** The mission of the Department of Public Services is to provide for the repair and maintenance of all City streets, sidewalks, parking lots and related appurtenances, as well as grounds maintenance of parks & playgrounds, public school grounds, and conservation property. The Department manages solid waste/recycling collection and disposal, public parking permit and enforcement, as well as provides Engineering support to all City departments. The Department is responsible for the effective and efficient delivery of utility services for residents, businesses and visitors, including water treatment and distribution as well as sewer collection and treatment.

**Department Description:** The Department is organized into two major programs – Public Services, which cover General Fund operations, and Public Utilities, which are Enterprise Fund operations. The FY2018 budget reflects the consolidation of these two programs and the inclusion of the Parking Management Program.

Public Services consists of six divisions: Administration, Engineering, Highway, Traffic, Parks and Grounds, and Fleet Maintenance.

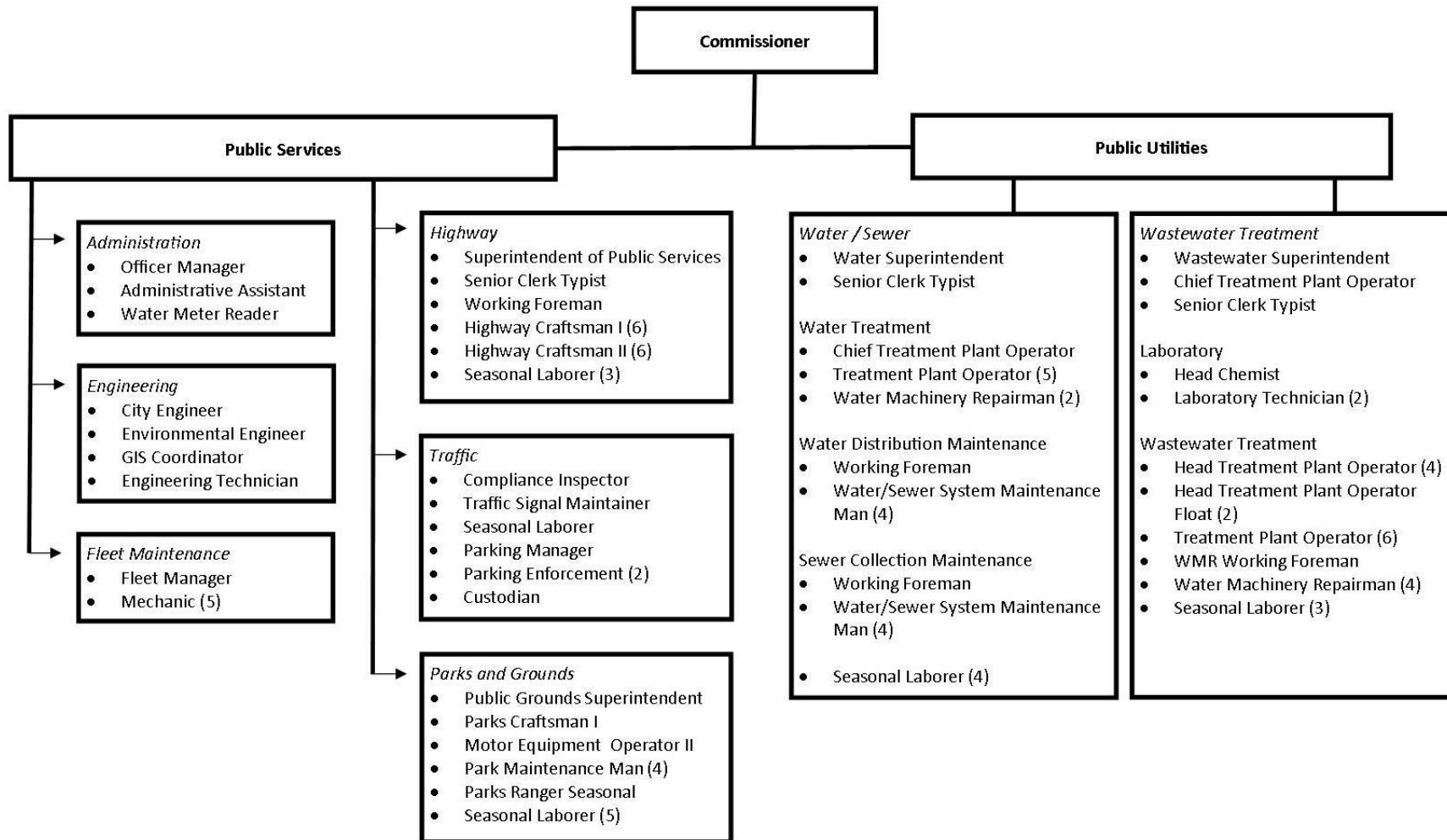
1. The Administration Division oversees and directs all divisions of the Department, manages the contract for solid waste/recycling, permit and meter parking, and water/sewer billing, as well as general operating and capital budgets for the Department.
2. The Engineering Division performs contract administration for road/sidewalk/ utility construction and maintenance projects, permit and site review for construction and demolition work by private contractors, and regulatory compliance for stormwater and landfills.

3. The Highway Division's major activities include street paving work and pothole repairs, as well sidewalk installation and maintenance, street sweeping, stormwater system maintenance and traffic signage.
4. The Traffic Division's responsibilities include compliance inspection of contractor street work, streetlights and traffic signals maintenance, contracted tree work, traffic signs and public parking enforcement.
5. The Parks and Grounds Division is responsible for public green space mowing and maintenance, ballfield preparation and special parks/recreation activities support.
6. The Fleet Maintenance Division maintains all city vehicles and equipment, with the exception of Police and Fire vehicles.

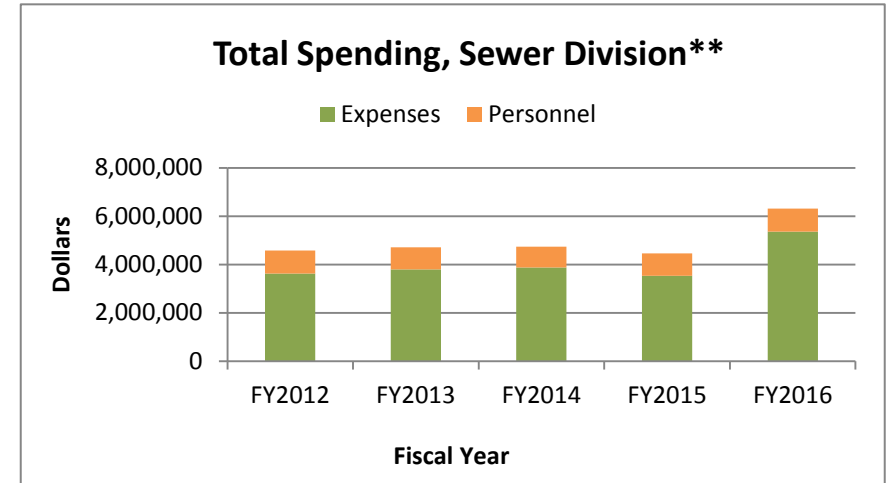
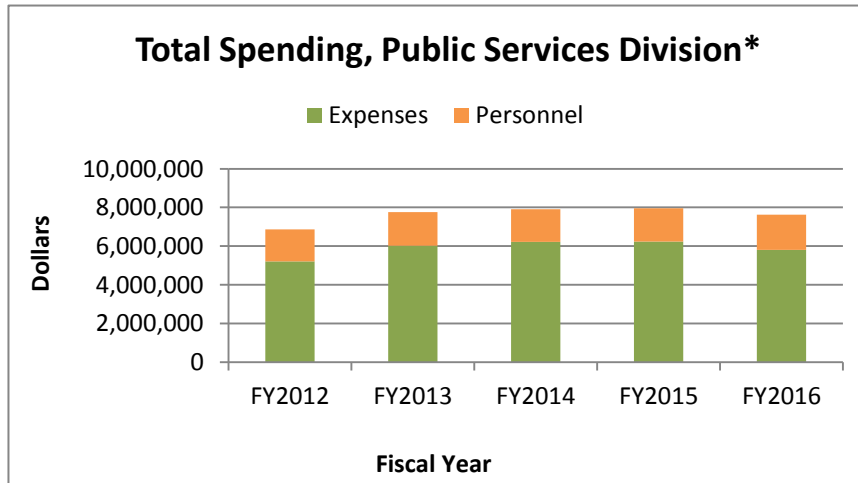
**Public Utilities** consists of three divisions: Water, Sewer Collection, and Wastewater.

1. The Water Division operates and maintains the City's two water treatment plants, watersheds, and the water distribution system, oversees the security of the watershed lands, conforms to State and Federal drinking water regulations, collects water meter data, and administers the City's cross-connection program.
2. The Sewer Division maintains the sewer collection system.
3. The Wastewater Division operates and maintains the City's wastewater treatment plant, conforms to State and Federal sewer regulations, and administers the City's industrial pretreatment program.

## Organizational Chart



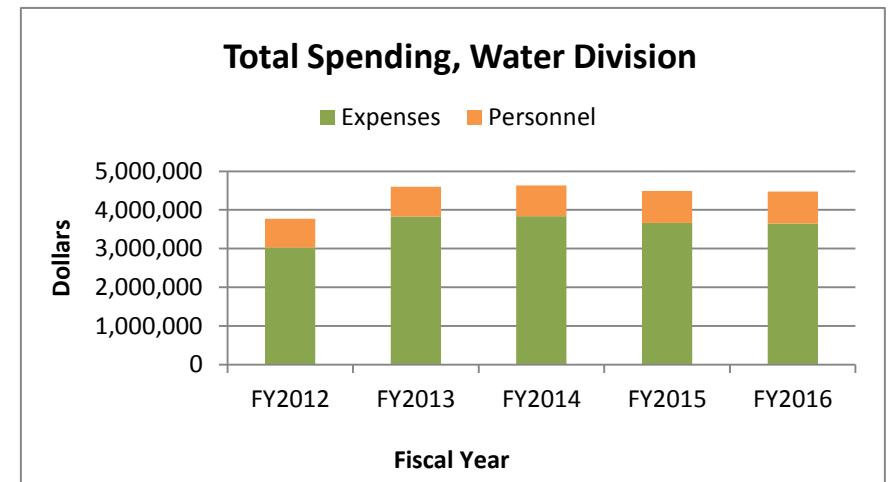
## Historical Spending Trend



### Notes

\*Includes historical spending of former Parks and Grounds Department

\*\*Includes historical spending for sewer and wastewater treatment plant



## FY2018 Line item Budget

DPS - Public Services: 01211										
Account	Account Name	Positions			FY2016	FY2017	FY2018	FY2018	%	\$
		FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51008	Comm of Public Works	1	1	0.5	\$ 69,671	\$ 87,339	\$ 45,880	\$ 45,880	-47.5%	\$ (41,459)
51040	City Engineer	1	1	1	\$ 72,185	\$ 72,462	\$ 72,000	\$ 72,000	-0.6%	\$ (462)
51041	Inspector Weights/Measures	1	1	1	\$ 40,667	\$ 46,477	\$ 47,746	\$ 47,746	2.7%	\$ 1,269
51051	Office Manager	1	1	1	\$ 39,464	\$ 40,254	\$ 41,258	\$ 41,258	2.5%	\$ 1,004
51059	Jr. Civil Engineer	1	1	0	\$ 40,006	\$ 40,006	\$ -	\$ -	-100.0%	\$ (40,006)
51064	Superintendent	1	1	1	\$ 56,720	\$ 55,970	\$ 57,330	\$ 57,330	2.4%	\$ 1,360
51065	Street Compliance Inspector	1	1	1	\$ 54,169	\$ 54,169	\$ 55,650	\$ 55,650	2.7%	\$ 1,481
51070	Highway Maintenance Craftsmen 1	6	6	6	\$ 214,213	\$ 227,228	\$ 239,365	\$ 239,365	5.3%	\$ 12,137
51156	Parking Garage Manager	1	1	1	\$ 54,517	\$ 53,985	\$ 53,768	\$ 53,768	-0.4%	\$ (217)
51071	Parking Control Officers	2	2	2	\$ 57,005	\$ 58,222	\$ 61,055	\$ 61,055	4.9%	\$ 2,833
51081	Administrative Assistant	1	1	1	\$ 33,861	\$ 34,708	\$ 35,572	\$ 35,572	2.5%	\$ 864
51083	Fleet Manager	1	1	1	\$ 50,301	\$ 51,548	\$ 51,666	\$ 51,666	0.2%	\$ 118
51087	Working Foreman	1	1	1	\$ 51,538	\$ 51,290	\$ 47,746	\$ 47,746	-6.9%	\$ (3,544)
51088	Motor Equipment Repairmen	5	5	5	\$ 199,442	\$ 215,183	\$ 229,089	\$ 229,089	6.5%	\$ 13,906
51128	MEO-2	1	1	1	\$ 40,301	\$ 41,396	\$ 44,401	\$ 44,401	7.3%	\$ 3,005
51138	Parks Craftsman I	0	0	1	\$ -	\$ -	\$ 45,800	\$ 45,800	100.0%	\$ 45,800
51150	Custodian	1	1	1	\$ 34,169	\$ 28,793	\$ 28,793	\$ 28,793	0.0%	\$ 1,748
51157	Signal Maintainer	1	1	1	\$ -	\$ 44,668	\$ 37,000	\$ 37,000	-17.2%	\$ (7,668)
51158	Park Maintenance Men	5	5	4	\$ 165,646	\$ 166,889	\$ 127,986	\$ 127,986	-23.3%	\$ (38,903)
51177	Sr. Clerk Typist	1	1	0	\$ 28,191	\$ 29,048	\$ -	\$ -	-100.0%	\$ (29,048)
51177	Senior Clerk Typist	1	1	1	\$ 58,754	\$ 61,949	\$ 31,658	\$ 31,658	-48.9%	\$ (30,291)
51178	Park Maint. Superintendent	1	1	1	\$ 60,317	\$ 60,099	\$ 61,745	\$ 61,745	2.7%	\$ 1,646
51189	Equipment Operators	6	6	6	\$ 148,698	\$ 213,471	\$ 223,096	\$ 223,096	4.5%	\$ 9,625
51201	Seasonal Labor				\$ 38,007	\$ 30,000	\$ 90,000	\$ 90,000	200.0%	\$ 60,000
51309	Scheduled Overtime				\$ 40,000	\$ 40,000	\$ -	\$ -	100.0%	\$ (40,000)
51309	Scheduled Overtime				\$ 153,929	\$ 85,000	\$ 125,000	\$ 125,000	47.1%	\$ 40,000
51310	Snow/Ice Overtime				\$ 90,183	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>42</b>	<b>42</b>	<b>40</b>	<b>\$ 1,970,628</b>	<b>\$ 2,066,631</b>	<b>\$ 2,031,350</b>	<b>\$ 2,031,350</b>	<b>-1.7%</b>	<b>\$ (35,281)</b>

55810	Contractual Allowances			\$ -	\$ 0	\$ 12,500	\$ 12,500	100.0%	\$ 12,500				
55810	Contractual Allowances			\$ 2,249	\$ 1,500	\$ -	\$ -	-100.0%	\$ (1,500)	Transfer from Parks			
52015	Traffic Signal Maintenance				\$ 0	\$ 100,000	\$ 100,000	100.0%	\$ 100,000				
52100	Utilities			\$ 75,233	\$ 80,000	\$ 80,000	\$ 80,000	0.0%	\$ -				
52101	Street Lighting			\$ 466,347	\$ 480,000	\$ 480,000	\$ 480,000	0.0%	\$ -				
52400	Highway Maintenance			\$ 118,896	\$ 115,000	\$ 100,000	\$ 100,000	-13.0%	\$ (15,000)				
52401	Collegiate Baseball/Wahconah Prk			\$ 9,403	\$ 10,000	\$ -	\$ -	-100.0%	\$ (10,000)	Transfer from Parks			
52402	Maintenance of School Fields			\$ 11,286	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -	Transfer from Parks			
52412	Repairs-Streets			\$ 358,111	\$ 350,000	\$ 250,000	\$ 250,000	-28.6%	\$ (100,000)				
53803	Streetscape Maintenance			\$ 26,682	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$ -				
52445	Repairs/Services(Garage)			\$ 61,366	\$ 55,000	\$ 55,000	\$ 55,000	0.0%	\$ -	transfer from Bldg			
52501	Garage Maintenance			\$ 215,311	\$ 220,000	\$ 220,000	\$ 220,000	0.0%	\$ -				
52700	Rental Expense			\$ 57,672	\$ 57,672	\$ 71,250	\$ 71,250	23.5%	\$ 13,578				
52906	Solid Waste Collection			\$ 1,196,374	\$ 1,220,302	\$ 1,251,889	\$ 1,251,889	2.6%	\$ 31,587	Transfer from DPU Admin			
52907	Solid Waste Disposal			\$ 987,674	\$ 1,066,000	\$ 1,138,634	\$ 1,138,634	6.8%	\$ 72,634	Transfer from DPU Admin			
52908	Solid Waste Recycle			\$ 706,831	\$ 722,700	\$ 763,349	\$ 763,349	5.6%	\$ 40,649	Transfer from DPU Admin			
52909	Household Haz Waste Collection			\$ 5,258	\$ -	\$ 6,000	\$ 6,000	100.0%	\$ 6,000	Transfer from DPU Admin			
52910	Landfill Monitoring			\$ 81,553	\$ 106,000	\$ 100,000	\$ 100,000	-5.7%	\$ (6,000)	Transfer from DPU Admin			
52000	Contractual Services			\$ 305	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -				
53012	Sand (Winter Maintenance)			\$ 994,977	\$ 700,000	\$ 700,000	\$ 700,000	0.0%	\$ -				
53027	Professional Services			\$ 4,409	\$ 10,900	\$ 10,900	\$ 10,900	0.0%	\$ -	Transfer from DPU Eng			
54227	Garage Supplies			\$ 17,211	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -				
54227	Office Supplies			\$ 6,638	\$ 7,000	\$ 10,000	\$ 10,000	42.9%	\$ 3,000	Transfer from DPU Admin			
54227	Supplies			\$ 863	\$ 3,000	\$ -	\$ -	-100.0%	\$ (3,000)	Transfer from DPU Eng			
52406	Maintenance of Parks			\$ 75,303	\$ 88,500	\$ 100,000	\$ 100,000	13.0%	\$ 11,500	Transfer from Parks			
54802	Gasoline & Diesel Oil			\$ 279,989	\$ 400,000	\$ 330,000	\$ 330,000	-17.5%	\$ (70,000)				
58401	Tree Operations			\$ 61,249	\$ 70,000	\$ 75,000	\$ 75,000	7.1%	\$ 5,000				
58500	Equipment			\$ 13,448	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -	Transfer from Parks			
58713	Highway and Traffic Supplies			\$ 32,739	\$ 35,000	\$ 30,000	\$ 30,000	-14.3%	\$ (5,000)				
	<b>TOTAL EXPENSES:</b>			<b>\$ 5,867,377</b>	<b>\$ 5,983,574</b>	<b>\$ 6,082,022</b>	<b>\$ 6,082,022</b>	<b>1.6%</b>	<b>\$ 98,448</b>				
	<b>TOTAL BUDGET:</b>			<b>\$ 7,838,005</b>	<b>\$ 8,050,205</b>	<b>\$ 8,113,372</b>	<b>\$ 8,113,372</b>	<b>0.8%</b>	<b>\$ 63,167</b>				
	David F Turocy		5/3/2017										
	<b>Dept Head Approval</b>		<b>Date</b>										

## Line Item Summary

### Public Services- Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51008	Comm of Public Works	Salary account for the Commissioner of Public Works, and is split between Public Services and Public Utilities
51040	City Engineer	Salary account for the City Engineer
51051	Office Manager	Salary account for the Office Manager
51059	Jr Civil Engineer	Salary account for the Junior Civil Engineer
51064	Superintendent	Salary account for the Highway Superintendent
51065	Street Compliance Inspector	Salary account for the Street Compliance Inspector
51070	Highway Maintenance Craftsmen	Salary account for six Highway Maintenance Craftsmen with CDL Class A licenses and equipment hoisting licenses
51070	Parking Manager	Salary account for the Parking Garage/ Control Manager
51071	Parking Control Officers	Salary account for two Parking Control Officers
51081	Administrative Assistant	Salary account for the Administrative Assistant
51083	Fleet Manager	Salary account for the Fleet Manager
51087	Working Foreman	Salary account for the Highway Working Foreman
51088	Motor Equipment Repairmen	Salary account for five Motor Equipment Repairmen/Mechanics
51128	MEO-2	Salary account for Machine Equipment Operator for park maintenance and small equipment repair
51138	Parks Craftsman 1	Salary account for the Parks Craftsman 1
51150	Custodian	Salary account for the Garage custodian
51157	Signal Maintainer	Salary account for the Traffic Signal Maintainer
51158	Park Maintenance Men	Salary account for four Park Maintenance Men
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51178	Park Maintenance Superintendent	Salary account for the Park Maintenance Superintendent
51201	Seasonal Labor	Salary account for seasonal labor for Highway and Parks related activities



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51309	Scheduled Overtime	Salary account for overtime expenses for non-snow related activities
51310	Snow/Ice Overtime	Salary account for overtime expenses for all snow related activities
51365	Equipment Operators	Salary account for six Highway Maintenance Craftsmen with CDL Class B licenses and equipment hoisting licenses

### **Public Services- Expenses**

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51915	Contractual Allowances	Employee allowances per collective bargaining agreements
52015	Traffic Signal Maintenance	Electricity and maintenance for traffic signals
52100	Utilities	Gas & electricity for 232 West Housatonic (Public Services & Garage) & leased garage space. It is used for cell phones for Public Services. It is also used for electricity for traffic signals.
52101	Street Lighting	Streetlight electricity supply and distribution, as well as repairs to streetlights
52400	Maintenance	disposable supplies (e.g. street sweeper brooms, traffic sign material), equipment rental, tools and safety equipment, consultants and training, as well as trash and recycling at the DPS site
52404	Maintenance of School Fields	Supplies for Pittsfield School ballfield and grounds maintenance
52412	Repairs-Streets	Blacktop and related materials for street repairs. It is used for manhole/catch basins, sand, gravel and concrete, as well as contracted street and drain repairs. It is also used for monthly routine maintenance of streetlights
52500	Streetscape Maintenance	Supplies (soil, mulch, flowers) and contract maintenance for the City's downtown Streetscape area
52501	Garage Maintenance	Repair parts and contracted services for vehicle and equipment maintenance
52505	Garage Lease	To rent private garage space for off-season and winter emergency response vehicles
52906	Solid Waste Collection	Contracted collection of residential curbside trash up to and including owner-occupied 4-family properties
52907	Solid Waste Disposal	Tipping fee at Covanta to dispose of the trash collected from the residential curbside trash program

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52908	Solid Waste Recycling	Contracted collection of residential curbside recyclables up to and including owner-occupied 4-family properties and delivery to Covanta burn plant on Hubbard Avenue. Pays for Covanta to consolidate the recyclables into 100 CY loads and to deliver them to the Springfield Materials Recycling Facility. Pays for 18-gallon recycle bins.
52909	Household Hazardous Waste Collection	Annual household hazardous waste collection event
52910	Landfill Monitoring	Monitoring the City's closed landfills including mandatory environmental testing, maintenance of the landfill gas extraction system at the Pittsfield Municipal Landfill, and landfill cap mowing
53000	Contractual Services	Hired maintenance activities to meet EPA NPDES Stormwater regulations, including street sweeping, catch basin cleaning, and outfall sampling/testing
53012	Sand (Winter Maintenance)	All snow and ice related expenses. This includes materials (salt, sand, magnesium chloride), contractor plows, and plow/sander repairs and maintenance
53027	Professional Services	Recycling education in the Pittsfield elementary schools, Geographic Information System website support and associated ESRI operator licenses, and professional land surveyor services
54000	Garage Supplies	Garage services contracts (towing, propane, office supplies) and for Inspector of Weights & Measures supplies
54227	Office Supplies	Supplies for the DPW office including pens, paper, paper clips, folders, etc., toner, large format engineering printer and copy machine maintenance contracts and parking permit materials
54602	Maintenance of Parks	Purchase of material (clay, loam, seed, etc.), equipment rental, contract mowing, fencing for City Parks and Conservation properties
54802	Gasoline & Diesel Oil	Gasoline and diesel for all city vehicles, including DPS, Police, Fire, etc
58401	Tree Operations	Contracted emergency and scheduled tree pruning/removals, stump grinding, and tree planting
58500	Equipment	Purchase of small mowers, snow blowers and other small equipment for parks maintenance and snow removal
58713	Highway & Traffic Supplies	Traffic/street sign hardware and materials

## FY2018 Line item Budget-Water

DPU Water Treatment: 60201										
Account	Account Name	Positions			FY2016	FY2017	FY2018	FY2018	%	\$
		FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51008	Comm of Public Works	0	0	0.25	\$ -	\$ -	\$ 22,940	\$ 22,940	#DIV/0!	\$ 22,940
51049	Water Superintendent	1	1	1	\$ 58,568	\$ 60,100	\$ 61,898	\$ 61,898	3.0%	\$ 1,798
51087	Working Foreman	1	1	1	\$ 50,599	\$ 51,290	\$ 52,571	\$ 52,571	2.5%	\$ 1,281
51090	Sr. Civil Engineer	0.5	0.5	0.5	\$ 30,338	\$ 30,340	\$ 30,485	\$ 30,485	0.5%	\$ 145
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 147,036	\$ 154,312	\$ 164,310	\$ 164,310	6.5%	\$ 9,998
51095	GIS Coordinator	0.5	0.5	0.5	\$ 30,335	\$ 30,340	\$ 30,485	\$ 30,485	0.5%	\$ 145
51097	Water Mach. Repairman	2	2	2	\$ 73,189	\$ 77,762	\$ 79,618	\$ 79,618	2.4%	\$ 1,856
51115	Chief TPO Non Shift	0	1	1	\$ -	\$ 54,170	\$ 54,170	\$ 54,170	0.0%	\$ -
51129	Head TPO Non Shift	1	0	0	\$ 52,367	\$ -	\$ -	\$ -	#DIV/0!	\$ -
51130	TPO Non Shift	5	5	5	\$ 191,647	\$ 207,345	\$ 214,855	\$ 214,855	3.6%	\$ 7,510
51140	Meter Reader	1	1	1	\$ 34,668	\$ 34,666	\$ 36,521	\$ 36,521	5.4%	\$ 1,855
51177	Senior Clerk Typist	1	1	1	\$ 35,583	\$ 36,292	\$ 36,465	\$ 36,465	0.5%	\$ 173
51201	Seasonal Labor				\$ 32,962	\$ 38,400	\$ 38,400	\$ 38,400	0.0%	\$ -
51309	Overtime				\$ 86,107	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>17</b>	<b>17</b>	<b>17.3</b>	<b>\$ 823,399</b>	<b>\$ 870,017</b>	<b>\$ 894,778</b>	<b>\$ 894,778</b>	<b>2.8%</b>	<b>\$ 24,761</b>
55810	Contractual Allowances				\$ 4,070	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
52100	Utilities				\$ 327,322	\$ 350,000	\$ 350,000	\$ 350,000	0.0%	\$ -
52380	Taxes				\$ 132,627	\$ 146,000	\$ 180,000	\$ 180,000	23.3%	\$ 34,000
52400	Maintenance				\$ 269,484	\$ 300,000	\$ 300,000	\$ 300,000	0.0%	\$ -
52000	Contractual Services				\$ 235,354	\$ 200,000	\$ 200,000	\$ 200,000	0.0%	\$ -
53027	Professional Services				\$ 229,528	\$ 180,000	\$ 180,000	\$ 180,000	0.0%	\$ -
54227	Supplies				\$ 35,899	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
55300	Chemicals				\$ 238,895	\$ 290,000	\$ 290,000	\$ 290,000	0.0%	\$ -
58900	Capital Improvements				\$ 71,764	\$ -	\$ 50,000	\$ 50,000	100.0%	\$ 50,000
58550	Acquisition of Equipment				\$ 79,074	\$ 75,000	\$ 75,000	\$ 75,000	0.0%	\$ -
59100	Long Term Debt-Principal				\$ 670,867	\$ 732,433	\$ 827,088	\$ 827,088	12.9%	\$ 94,655
59150	Long term Debt-Interest				\$ 482,844	\$ 336,362	\$ 671,148	\$ 671,148	99.5%	\$ 334,786
59160	Debt Issuance Costs				\$ 16,604	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
59602	Allocation to General Fund				\$ 854,865	\$ 949,811	\$ 969,602	\$ 969,602	2.1%	\$ 19,791
	<b>TOTAL EXPENSES:</b>				<b>\$ 3,649,197</b>	<b>\$ 3,619,106</b>	<b>\$ 4,152,338</b>	<b>\$ 4,152,338</b>	<b>14.7%</b>	<b>\$ 533,232</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 4,472,596</b>	<b>\$ 4,489,123</b>	<b>\$ 5,047,116</b>	<b>\$ 5,047,116</b>	<b>12.4%</b>	<b>\$ 557,993</b>
	David F. Turocy		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

### Water Division- Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51049	Water Superintendent	Salary account for the Water Superintendent
51087	Working Foreman	Salary account for the Working Foreman
51090	Senior Civil Engineer	Salary account for the Senior Civil Engineer (1/2 Water, ½ Sewer).
51094	Water/Sewer Maintenance Person	Salary account for four Water/Sewer Maintenance Persons
51095	GIS Coordinator	Salary account for the GIS Coordinator (1/2 Water, ½ Sewer
51097	Water Machinery Repairman	Salary account for two Water Machinery Repairmen
51129	Chief TPO	Salary account for the Chief Treatment Plant Operator
51130	TPO	Salary account for five water Treatment Plant Operators
51140	Meter Reader	Salary account for the water Meter Reader
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51201	Seasonal Labor	Up to four summer Seasonal Laborers
51309	Scheduled Overtime	All water related overtime labor expenses

### Water Division- Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51915	Contractual Allowances	The following employee reimbursements are paid from this line item: license renewals, work boots, safety glasses, training expenses, and required continuing education classes
52100	Utilities	Utility costs for the water treatment plant and water lift stations including electric, natural gas, diesel fuel, propane gas, city cell phones and SCADA communication lines
52380	Taxes	Payment of real estate/personal property taxes and payments in lieu of taxes for the City's water transmission lines running through the Town of Dalton and the Water Treatment Plants and substations located in the Towns of Washington and Hinsdale. Pays for the Annual Safe Drinking Water Act Assessment fee to the MaDEP
52400	Maintenance	Hardware supplies and equipment used to run the water treatment plants and to maintain the water distribution system. Pays for vendors/contractors for maintenance work needed for the

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		water system and contracted equipment/vehicle repairs
53000	Contractual Services	Services rendered by vendors hired on a contractual basis including but not limited to uniform service, water/sewer billing, water testing, backflow device testing, SCADA system support, trash collection, electrical repairs, fleet GPS systems, and beaver control
53027	Professional Services	Professional engineering services related to the public water system. Pays for annual contracted mowing of easements, traffic control, and training manuals for employees
54227	Supplies	Office supplies, work gloves, safety vests, rain suits, rubber boots, hard hats, work rags, electrical supplies, water testing equipment, lumber, annual maintenance and supplies for copier/fax/scanning machine, time cards, janitorial/sanitary supplies, mark-out paint, UPS shipping and medical supplies
55300	Chemicals	Chemicals used to treat the water at the water treatment plants
58900	Capital Improvements	Capital improvements of the public water system using funds transferred from Retained Earnings
58918	Acquisition of Equipment	Replacement vehicles and/or water system equipment
59100	Maturing Debt	Debt principal payment for Water Enterprise projects
59150	Interest of Debt	Debt interest payment for Water Enterprise projects
59160	Debt Issuance Costs	Legal fees associated with financial management of Water Enterprise capital projects
59602	Allocation to General Fund	Reimburses the General Fund for services provided to the Water Enterprise

## FY2018 Line item Budget-Sewer

Sewer Enterprise: 61202										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51087	Working Foreman	1	1	1	\$ 37,939	\$ 44,221	\$ 45,554	\$ 45,554	3.0%	\$ 1,333
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 129,135	\$ 152,170	\$ 153,790	\$ 153,790	1.1%	\$ 1,620
51309	Overtime				\$ 39,849	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>\$ 206,923</b>	<b>\$ 246,391</b>	<b>\$ 249,344</b>	<b>\$ 249,344</b>	<b>1.2%</b>	<b>\$ 2,953</b>
55810	Contractual Allowances				\$ 1,111	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
52100	Utilities				\$ 26,536	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
52400	Maintenance				\$ 36,669	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
52405	Stormwater Services				\$ 22,774	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ -
52000	Contractual Services				\$ 108,599	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
58405	Mains & Manhole Supplies				\$ 18,619	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
58900	Capital Improvements				\$ 372,695	\$ -	\$ -	\$ -	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				<b>\$ 585,892</b>	<b>\$ 211,500</b>	<b>\$ 211,500</b>	<b>\$ 211,500</b>	<b>0.0%</b>	<b>\$ -</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 792,815</b>	<b>\$ 457,891</b>	<b>\$ 460,844</b>	<b>\$ 460,844</b>	<b>0.6%</b>	<b>\$ 2,953</b>
	David F. Turocy		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

**Sewer Division- Personnel**

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51087	Working Foreman	Salary account for the Working Foreman
51094	Water/Sewer Maintenance Person	Salary account for four Water/Sewer Maintenance Persons
51309	Scheduled Overtime	Account used to pay for all sewer collection system related overtime labor expenses

**Sewer Division- Expenses**

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51915	Contractual Allowances	The following employee reimbursements are paid from this line item: license renewals, work boots, safety glasses, training expenses, and required continuing education classes
52100	Utilities	Utility costs for the sewer collection system pump stations including electric, natural gas, propane gas, heating oil, and SCADA communication lines. Pays for city cell phones
52400	Maintenance	Supplies and parts for maintaining the sewer pump stations and collection system. Pays for the repairs to sewer system maintenance equipment
52405	Stormwater Control	To repair sewer and stormwater system conflicts. Pays for either contracted services or supplies and materials to repair sewer collection structures
53000	Contractual Services	Services rendered by vendors hired on a contractual basis including but not limited to uniform service, traffic control, fleet GPS system, MIIA insurance claim deductibles, sewer main repairs and maintenance including root control
58405	Mains/Manhole Supplies	Supplies needed to maintain sewer stations and the sewer collection system
58900	Capital Improvements	Capital improvements of the sewer collection system using funds transferred from Retained Earnings

## FY2018 Line item Budget-Sewer (Wastewater)

DPU Waste Water: 61203										
Account	Account Name	Positions			FY2016	FY2017	FY2018	FY2018	%	\$
		FY16	FY17	FY17	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51008	Comm of Public Works	0	0	0.25	\$ -	\$ -	\$ 22,940	\$ 22,940	#DIV/0!	\$ 22,940
51048	Sewer Superintendant	1	1	1	\$ 60,100	\$ 61,604	\$ 63,452	\$ 63,452	3.0%	\$ 1,848
51089	Work Foreman Wtr Mach Rprman	1	1	1	\$ 48,509	\$ 48,819	\$ 44,432	\$ 44,432	-9.0%	\$ (4,387)
51090	SR. Civil Engineer	0.5	0.5	0.5	\$ 30,342	\$ 30,340	\$ 30,485	\$ 30,485	0.5%	\$ 145
51091	Chemist	1	1	1	\$ 54,184	\$ 55,523	\$ 57,191	\$ 57,191	3.0%	\$ 1,668
51095	GIS Coordinator	0.5	0.5	0.5	\$ 30,635	\$ 30,340	\$ 30,485	\$ 30,485	0.5%	\$ 145
51097	Water Mach. Repairmen	4	4	4	\$ 90,604	\$ 151,070	\$ 149,571	\$ 149,571	-1.0%	\$ (1,499)
51112	Lab Technicians	2	2	2	\$ 62,918	\$ 71,465	\$ 75,138	\$ 75,138	5.1%	\$ 3,673
51115	Chief TPO	1	1	1	\$ 54,314	\$ 54,170	\$ 50,541	\$ 50,541	-6.7%	\$ (3,629)
51129	Head TPO Shift	4	4	4	\$ 177,922	\$ 194,791	\$ 194,382	\$ 194,382	-0.2%	\$ (409)
51132	TPO Shift	8	8	8	\$ 315,842	\$ 361,918	\$ 365,698	\$ 365,698	1.0%	\$ 3,780
51133	Head TPO - Float Shift	2	2	2	\$ 68,183	\$ 87,338	\$ 81,223	\$ 81,223	-7.0%	\$ (6,115)
51177	Senior Clerk Typist	1	1	1	\$ 30,834	\$ 31,587	\$ 32,536	\$ 32,536	3.0%	\$ 949
51201	Seasonal Labor				\$ 38,260	\$ 38,400	\$ 38,400	\$ 38,400	0.0%	\$ -
51309	Overtime				\$ 96,608	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>\$ 1,159,255</b>	<b>\$ 1,312,365</b>	<b>\$ 1,308,534</b>	<b>\$ 1,308,534</b>	<b>-0.3%</b>	<b>\$ (3,831)</b>
55801	Contractual Allowances				\$ 5,678	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ -
52100	Utilities				\$ 393,523	\$ 500,000	\$ 500,000	\$ 500,000	0.0%	\$ -
52395	Chemical Process				\$ 208,777	\$ 220,000	\$ 220,000	\$ 220,000	0.0%	\$ -
52400	Maintenance				\$ 242,226	\$ 260,000	\$ 260,000	\$ 260,000	0.0%	\$ -
52903	Sludge Handling				\$ 327,718	\$ 375,000	\$ 375,000	\$ 375,000	0.0%	\$ -
52000	Contractual Services				\$ 89,273	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
53027	Professional Services				\$ 293,135	\$ 180,000	\$ 180,000	\$ 180,000	0.0%	\$ -
54227	Supplies				\$ 27,572	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	\$ -
58900	Capital Improvement				\$ 1,226,735	\$ -	\$ 50,000	\$ 50,000	100.0%	\$ 50,000
58550	Acquisition of Equipment				\$ 307,154	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
59100	Long Term Debt-Principal				\$ 627,808	\$ 728,981	\$ 1,024,386	\$ 1,024,386	40.5%	\$ 295,405
59150	Long Term Debt-Interest				\$ 491,423	\$ 442,095	\$ 802,979	\$ 802,979	81.6%	\$ 360,884
59160	Debt Issuance Costs				\$ 77,917	\$ 25,000	\$ 50,000	\$ 50,000	100.0%	\$ 25,000
59603	Allocation to General Fund				\$ 453,772	\$ 847,742	\$ 886,636	\$ 886,636	4.6%	\$ 38,894
	<b>TOTAL EXPENSES:</b>				<b>\$ 4,772,711</b>	<b>\$ 3,789,818</b>	<b>\$ 4,560,001</b>	<b>\$ 4,560,001</b>	<b>20.3%</b>	<b>\$ 770,183</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 5,931,966</b>	<b>\$ 5,102,183</b>	<b>\$ 5,868,535</b>	<b>\$ 5,868,535</b>	<b>15.0%</b>	<b>\$ 766,352</b>
	David F. Turocy		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							



### Wastewater Division- Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51048	Sewer Superintendent	Salary account for the Sewer Superintendent
51089	Working Foreman WMR	Salary account for the Working Foreman for the Water Machinery Repairmen
51090	Senior Civil Engineer	Salary account for the Senior Civil Engineer (½ Water, ½ Sewer)
51091	Chemist	Salary account for the Chemist
51095	GIS Coordinator	Salary account for the GIS Coordinator (½ Water, ½ Sewer)
51097	Water Machinery Repairman	Salary account for four Water Machinery Repairmen
51112	Lab Technician	Salary account for the two Lab Technicians
51115	Chief TPO	Salary account for the Chief Treatment Plant Operator
51129	Head TPO	Salary account for four Head Treatment Plant Operators
51132	TPO Shift	Salary account for eight Treatment Plant Operators
51133	Head TPO-Float Shift	Salary account for two Head Treatment Plant Operators
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51201	Seasonal Labor	Up to four summer Seasonal Laborers
51309	Scheduled Overtime	All wastewater plant related overtime labor expenses

### Wastewater Division- Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51915	Contractual Allowances	The following employee reimbursements are paid from this line item: license renewals, work boots, safety glasses, training expenses, and required continuing education classes
52100	Utilities	Utility costs for the wastewater treatment plant including electric, heating oil, and gasoline
52395	Chemical Process	Chemicals used at the plant including laboratory chemicals, supplies, and testing
52400	Maintenance	Hardware supplies and equipment used to run the wastewater treatment. Pays for vendors/contractors for maintenance work needed for the plant and contracted equipment/vehicle repairs
52903	Sludge	Contracted sludge removal and disposal
53000	Contracted Services	Services rendered by vendors hired on a contractual basis including but not limited to uniform service, water/sewer billing, water testing, SCADA system support, trash collection, SCADA

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		communication lines, phone, lease on copiers, electrical repairs, and fleet GPS systems
53027	Professional Services	Professional engineering services related to the wastewater treatment plant and sewer collection system
54227	Supplies	Office supplies, medical supplies for first aid kits, welding supplies, specialized forms, time cards, and printer supplies
58900	Capital Improvements	Capital improvements of the wastewater treatment plant using funds transferred from Retained Earnings
58918	Acquisition of Equipment	Replacement vehicles and/or wastewater system equipment
59100	Maturing Debt	Debt principal payment for Wastewater Enterprise projects
59150	Interest of Debt	Debt interest payment for Wastewater Enterprise projects
59160	Debt Issuance Costs	Legal fees associated with financial management of Wastewater Enterprise capital projects
59603	Allocation to General Fund	Reimburses the General Fund for services provided to the Wastewater Enterprise

### **New Spending and Programs**

There is no new spending or programming in the Department of Public Services in FY2018.

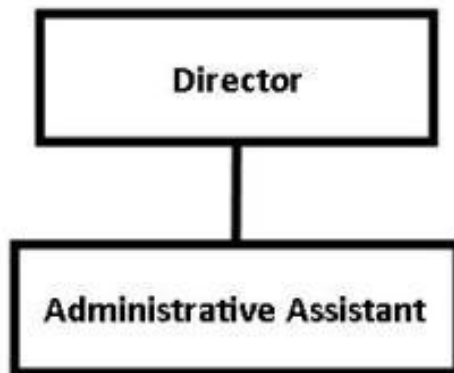
## Office of Cultural Development

Contact: Jen Glockner, Director, (413) 499-9348

Location: Lichtenstein Center for the Arts, 28 Renne Avenue

### Mission Statement:

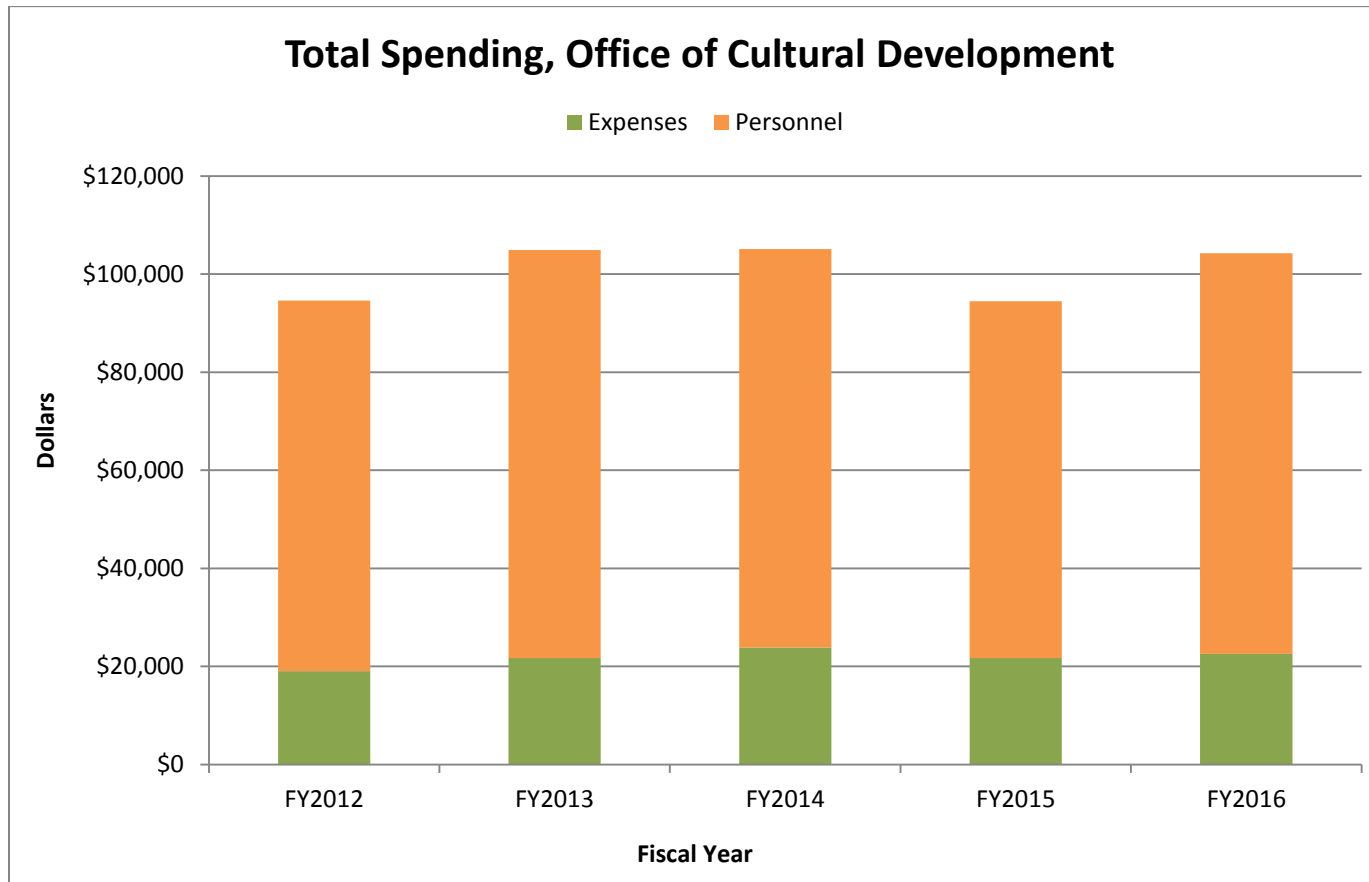
The mission of the Office of Cultural Development is to serve as the City's first point of contact for artists, cultural organizations, event organizers, and creative businesses in Pittsfield and to support, promote, and initiate cultural activity in Pittsfield to benefit our citizens, our quality of life and our local economy



### Department Description:

The Office of Cultural Development operates the Lichtenstein Center for the Arts in downtown Pittsfield's Upstreet Cultural District. The Lichtenstein Center for the Arts features a gallery/performance space featuring changing exhibitions, classes, meetings and performances; a ceramic studio; a dark room; and nine working artist studios. The Office organizes the 3<sup>rd</sup> Thursday Street Festival and the 10x10 Upstreet Arts Festival and collaborates with organizations to bring arts and culture to Pittsfield.

## Historical Spending Trend



## FY2018 Line Item Budget

Office Of Cultural Development: 01251													
		Positions			FY2016	FY2107	FY2018	FY2018	%	\$			
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change			
				APRV									
51009	Director	1	1	1	\$ 52,910	\$ 52,910	\$ 52,910	\$ 52,910	0.0%	\$ -			
51050	Administrative Assistant	1	1	1	\$ 28,789	\$ 29,981	\$ 30,375	\$ 30,375	1.3%	\$ 394			
	TOTAL PERSONNEL:	2	2	2	\$ 81,699	\$ 82,891	\$ 83,285	\$ 83,285	0.5%	\$ 394			
52000	Contractual Services				\$ 3,953	\$ 5,000	\$ 5,000	\$ 4,000	-20.0%	\$ (1,000)			
53804	Tourism Expenses				\$ 11,953	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	\$ -			
53808	Visitor Center Expenses				\$ 84	\$ 500	\$ 500	\$ 500	0.0%	\$ -			
54227	Supplies				\$ 3,882	\$ 3,500	\$ 3,500	\$ 3,000	-14.3%	\$ (500)			
52300	Telephone				\$ 783	\$ 800	\$ 800	\$ 800	0.0%	\$ -			
57100	Travel				\$ 1,949	\$ 1,500	\$ 1,500	\$ 1,000	-33.3%	\$ (500)			
						\$ -							
	TOTAL EXPENSES:				\$ 22,604	\$ 23,300	\$ 23,300	\$ 21,300	-8.6%	\$ (2,000)			
	TOTAL BUDGET:				\$ 104,303	\$ 106,191	\$ 106,585	\$ 104,585	-1.5%	\$ (1,606)			
Dept Head Approval			Date										

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51009	Director	Salary of the Director
51050	Administrative Assistant	Salary of the Administrative Assistant

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52000	Contractual Services	Cost of contracting out the creation and editing of the weekly Cultural Pittsfield This Week Newsletter, the tuning of the piano at the Lichtenstein Center for the Arts and the installation of the art during certain exhibits at the Lichtenstein Center for the Arts
53804	Tourism	Advertising and marketing the Pittsfield art and culture scene to potential visitors via the Berkshire Visitors Bureau and other publications, the creation, editing and printing of the yearly Pittsfield guide (in collaboration with Downtown Pittsfield, Inc.), the yearly contract with Constant Contact (service used to send out Cultural Pittsfield This Week) and web hosting services
53808	Visitors Center Expense	Marketing of the Visitors Center with signage and supplies for the center
54227	Supplies	General office supplies, toner for the printer, vinyl signs for the monthly art shows at the Lichtenstein Center for the Arts, and supplies from Carr Hardware for the hanging of the art shows at the Lichtenstein Center for the Arts
52300	Telephone	Cell phone for the director
57100	Travel	Travel reimbursements and dues for organizations such as the Berkshire Visitors Bureau, Americans for the Arts and Mass Creative

**New Spending and Programs**

There is no new spending or programming in the Office of Cultural Development's Office budget request for FY2018. New initiative and programs will be funded through grants, including the Mass Cultural Council Adams Grant (goes towards 10x10 Festival and Third Thursday and more); Upstreet Cultural District (goes towards marketing Cultural District Initiatives); the In Motion Pittsfield Writers' Residency Project (the Mastheads Writers' Residency program to take place in July 2017).

Also of note, the rent for the nine artists' studios at the Lichtenstein Center for the Arts goes back into the General Fund (approximately \$15,000).

## **Berkshire Athenaeum**

Contact Information: Alex Reczkowski, Library Director, (413) 499-9480 x100

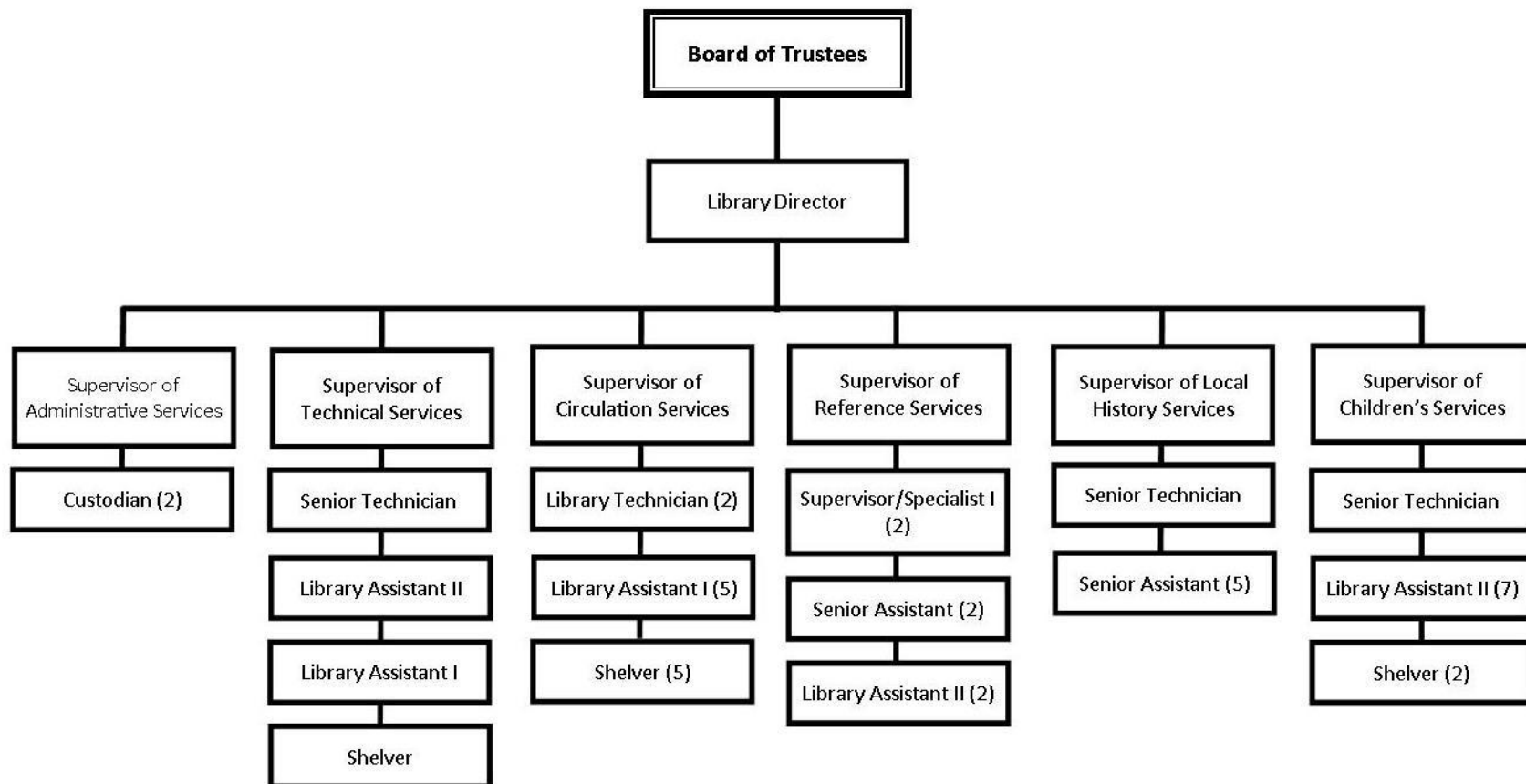
Location: 1 Wendell Avenue

**Mission Statement:** The mission of the Berkshire Athenaeum is to provide the Pittsfield community with the finest literary, informational, and recreational resources.

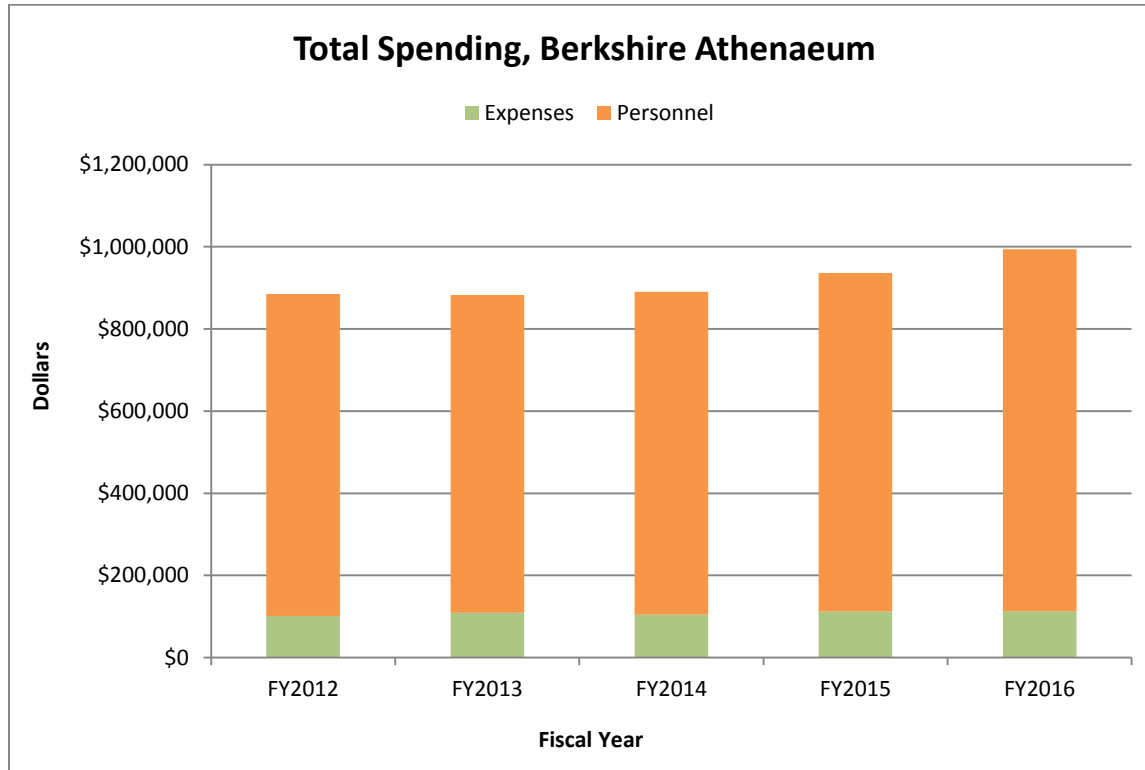
**Department Description:** The Berkshire Athenaeum, Pittsfield's public library, exists to initiate, nurture, and feed a passion for knowledge and learning. The library offers people of all ages the materials and services necessary to satisfy an appetite for information about popular cultural and social trends and enjoyable recreational experiences; enables older children and adults to explore personal, historical, and cultural heritage; supplies the means for individuals to continue to learn throughout their lives; and provides the sophisticated information services needed to answer their questions; all in a welcoming setting for people to engage with others and discuss a variety of community issues.



## Organizational Chart



## Historical Spending Trend



## FY2018 Line item Budget

<b>Berkshire Athenaeum: 01270</b>									
		<b>Positions</b>			<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2018</b>	<b>%</b>
<b>Account</b>	<b>Account Name</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget Request</b>	<b>Mayoral Approval</b>	<b>Change</b>
				<b>APRV</b>					<b>\$</b>
51010	Senior Supervisors	4	4	4	\$ 191,996	\$ 190,949	\$ 195,763	\$ 195,763	2.5%
51011	Supervisor Specialist II	1	1	1	\$ 44,663	\$ 47,323	\$ 36,820	\$ 36,820	-22.2%
51013	Supervisor Specialist I	3	3	3	\$ 116,022	\$ 123,986	\$ 121,997	\$ 121,997	-1.6%
51016	Library Assistant II P/T	6	9	9	\$ 45,873	\$ 51,324	\$ 71,574	\$ 63,528	23.8%
51018	Senior Technicians F/T	3	3	3	\$ 97,344	\$ 102,504	\$ 106,373	\$ 106,373	3.8%
51019	Senior Assistants P/T	7	7	7	\$ 79,366	\$ 76,210	\$ 82,614	\$ 81,194	6.5%
51024	Director of Athenaeum	1	1	1	\$ 82,254	\$ 66,022	\$ 67,673	\$ 67,673	2.5%
51150	Library Custodians	2	2	2	\$ 59,095	\$ 65,320	\$ 65,389	\$ 64,276	-1.6%
51165	Library Assistant I P/T	6	6	6	\$ 54,783	\$ 67,950	\$ 65,433	\$ 65,433	-3.7%
51166	Library Technicians F/T	2	2	2	\$ 60,564	\$ 63,642	\$ 64,751	\$ 64,751	1.7%
51167	Library Shelves P/T	9	10	9	\$ 49,021	\$ 67,242	\$ 54,664	\$ 54,664	-18.7%
<b>TOTAL PERSONNEL:</b>		<b>44</b>	<b>48</b>	<b>47</b>	<b>\$ 880,981</b>	<b>\$ 922,472</b>	<b>\$ 933,051</b>	<b>\$ 922,472</b>	<b>0.0%</b>
									<b>\$ -</b>
52404	Office Equipment Maintenance				\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
53018	Education & Training				\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,000	0.0%
54227	Supplies				\$ 12,000	\$ 13,000	\$ 13,000	\$ 13,000	0.0%
54300	Building Maintenance Supplies				\$ 6,002	\$ 6,500	\$ 6,500	\$ 6,500	0.0%
55801	Binding & Microfilm				\$ 12,999	\$ 3,345	\$ 3,648	\$ 3,648	9.1%
55802	Newspapers & Periodicals				\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	0.0%
55803	Books & Audio Visual				\$ 75,000	\$ 29,320	\$ 32,128	\$ 29,365	0.2%
57100	Travel				\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
57824	Unclassified-Library				\$ 1,729	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
53009	Library Networking Fees				\$ 43,832	\$ 49,980	\$ 50,192	\$ 49,980	0.0%
58521	Theft Deterrent System				\$ 1,690	\$ 1,500	\$ 2,000	\$ 1,500	0.0%
<b>TOTAL EXPENSES:</b>					<b>\$ 169,252</b>	<b>\$ 122,145</b>	<b>\$ 126,468</b>	<b>\$ 122,493</b>	<b>0.3%</b>
									<b>\$ 348</b>
<b>TOTAL BUDGET:</b>					<b>\$ 1,050,233</b>	<b>\$ 1,044,617</b>	<b>\$ 1,059,519</b>	<b>\$ 1,044,965</b>	<b>0.0%</b>
									<b>\$ 348</b>
Alex Reczkowski									
<b>Dept Head Approval</b>									
5/3/2017									
<b>Date</b>									

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51010	Senior Supervisors	Salary account for four full-time supervisors of the Circulation, Children's, Reference and Technical Services Departments
51011	Supervisor Specialist II	Salary account for one full-time Administrative Services Supervisor responsible for library payroll, accounting and non-book purchasing
51013	Supervisor Specialist I	Salary account for one full-time Local History and Genealogy Department supervisor, and two full-time reference librarians / subject specialists
51016	Library Assistant II P/T	Salary account for nine un-benefitted part-time public service clerical positions in the Children's (6), Reference (2) and Technical Services (1) Departments
51018	Senior Technician	Salary account for three full-time first assistants in the Children's, Local History and Technical Services Departments
51019	Senior Assistant P/T	Salary account for seven un-benefitted part-time public service assistants in the Reference (2) and Local History (5) Departments
51024	Director of the Athenaeum	Salary account for one full-time Library Director
51150	Library Custodians	Salary account for two full-time building custodians
51165	Library Assistant I P/T	Salary account for six un-benefitted part-time clerical employees working in the Circulation (5) and Technical Services (1) Departments
51166	Library Technician	Salary account for two full-time public service clerical employees in the Circulation Department
51167	Library Shelves P/T	Salary account for nine un-benefitted part-time employees working in the Children's (2), Circulation (6) and Technical Services (1) Departments

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52404	Equipment Maintenance	Maintenance of office computer, audio-visual, telephone and WiFi equipment
53019	Library Staff	Membership in state, regional, and national professional associations, and the registration

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
	Development	fees to conferences and workshops necessary to keep skills current
54000	Supplies– General	Postage, printing, book processing supplies and routine office supplies
54510	Supplies – Custodial	Custodial paper and cleaning products, hand tools, hardware, and the uniform allowance as negotiated with Teamsters
55801	Microfilm	Cost of microfilming <i>The Berkshire Eagle</i> and the <i>Pittsfield Gazette</i>
55802	Newspapers & Periodicals	Purchase of an estimated 186 newspapers and magazines
55803	Books & Audio Visual	Purchase of books and other materials. To comply with state regulations, the Athenaeum must spend 13% of its total operating budget on books and materials
57100	Travel	Expenses associated with in-service training and travel for professional development
57824	Unclassified-Library	Largely covers the unanticipated cost overruns in other line items or those expenses not covered in other line items
58502	Library Networking Fees	Membership to C/W MARS, the Athenaeum's computer network and Internet provider
58521	Theft Deterrent System	Expenses associated with supplying and maintaining the library's book security system

### **New Spending and Programs**

Spending in the Library Assistants II P/T line item (51016) has increased to reflect expanded cross-training of staff in these positions that has occurred over FY2017.

## Department of Community Development

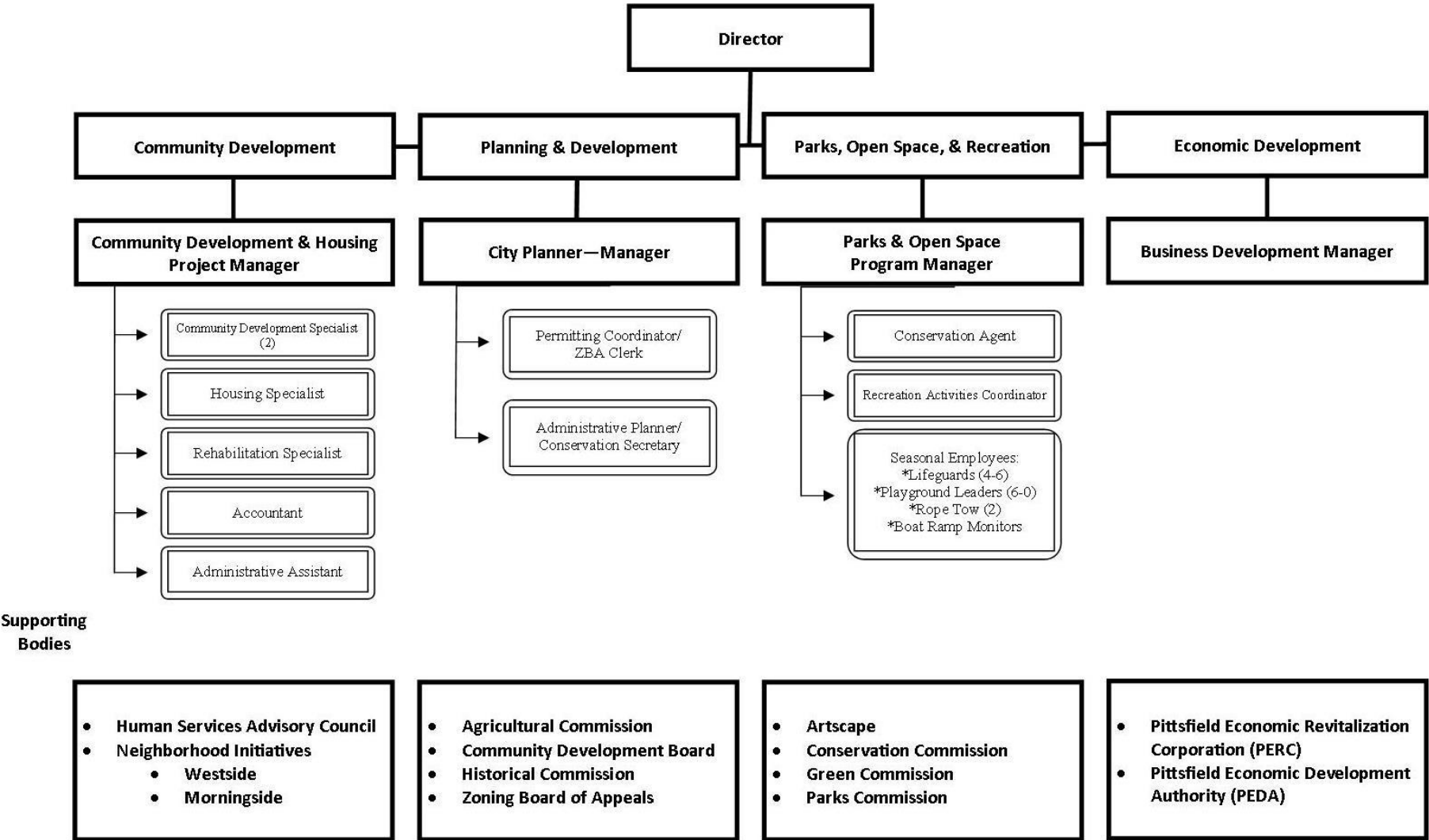
Contact Information: Bonnie Galant, Interim Director, (413) 499-9368

Location: City Hall, 70 Allen Street, Room 205

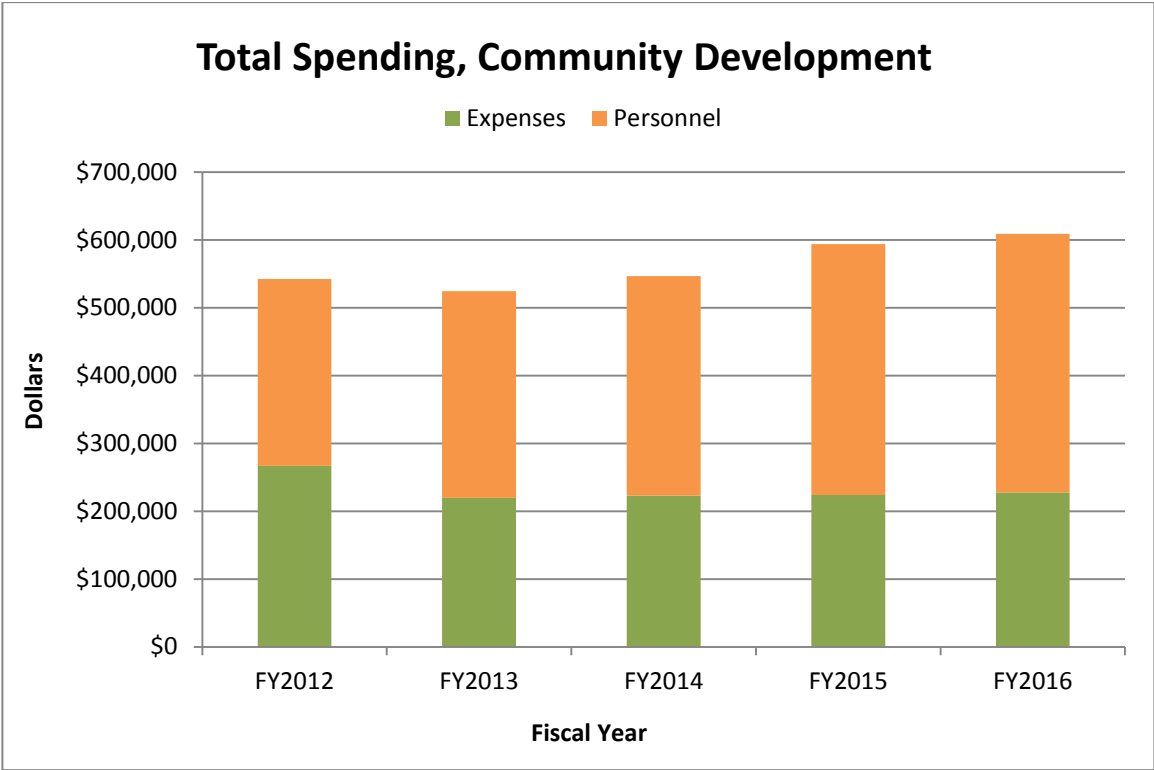
**Mission Statement:** The mission of the Department of Community Development is to enhance the viability of the community as a desirable place in which to live and work through sound urban planning practices; by investing our financial and human resources in parks, recreation programs, open space, conservation, planning and zoning, housing, human services, and economic development activities; and by eliminating conditions of slum and blight that will primarily benefit the residents of the City of Pittsfield.

**Department Description:** The Department of Community Development is responsible for the following areas of City government: Planning and Zoning; Conservation; Parks, Open Space and Recreation, and Community Development. The Department of Community Development is also responsible for the administration of the City's annual Community Development Block Grant (CDBG) funding. The staff provides support to the Community Development Board, Zoning Board of Appeals, Conservation Commission, Parks Commission, Human Services Advisory Council, Pittsfield Historical Commission, Pittsfield Economic Revitalization Corporation, Westside and Morningside Initiatives, Agricultural Commission, Artscape Committee, Green Commission, and Commission on Disabilities.

# Organizational Chart



Historical Spending Trend





## FY2018 Line item Budget

Community Development: 01400										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51015	Director	0.5	0.5	0.5	\$ 40,542	\$ 40,851	\$ 41,712	\$ 41,712	2.1%	\$ 861
51020	Parks Open Space Planner	1	1	1	\$ 64,246	\$ 64,001	\$ 64,000	\$ 64,000	0.0%	\$ (1)
51027	City Planner	1	1	1	\$ 61,384	\$ 61,150	\$ 60,916	\$ 60,916	-0.4%	\$ (234)
51031	Conservation Agent	1	1	1	\$ 49,804	\$ 50,851	\$ 52,833	\$ 52,833	3.9%	\$ 1,982
51110	Executive Secretary	1	1	1	\$ 41,317	\$ 40,905	\$ 41,671	\$ 41,671	1.9%	\$ 766
51153	Recreation Coordinator	1	1	1	\$ 41,062	\$ 40,905	\$ 41,671	\$ 41,671	1.9%	\$ 766
51160	Business Development Manager	0	0	0.33	\$ -	\$ -	\$ 24,663	\$ 24,663	100.0%	\$ 24,663
51141	Community Development Specialist	1	1	1	\$ 48,287	\$ 47,579	\$ 50,677	\$ 50,677	6.5%	\$ 3,098
51151	Administrative Assistant	0.2	0.2	0.2	\$ 7,079	\$ 7,192	\$ 6,381	\$ 6,381	-11.3%	\$ (811)
51080	Planning Administrator				\$ 4,031	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -
51180	Playground Leaders				\$ 15,561	\$ 18,879	\$ 19,786	\$ 18,356	-2.8%	\$ (523)
51201	Seasonal Labor				\$ 7,133	\$ 17,195	\$ 17,195	\$ 15,000	-12.8%	\$ (2,195)
	<b>TOTAL PERSONNEL:</b>	<b>6.7</b>	<b>6.7</b>	<b>7.03</b>	<b>\$ 380,446</b>	<b>\$ 393,508</b>	<b>\$ 425,505</b>	<b>\$ 421,880</b>	<b>7.2%</b>	<b>\$ 28,372</b>
53038	Human Services				\$ 133,142	\$ 138,000	\$ 107,000	\$ 107,000	-22.5%	\$ (31,000)
53096	Land Use & Zoning				\$ -	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
53806	Lake Management				\$ 23,729	\$ 35,000	\$ 58,950	\$ 54,950	57.0%	\$ 19,950
54227	Supplies				\$ 8,416	\$ 8,000	\$ 7,995	\$ 7,995	-0.1%	\$ (5)
53500	Recreational				\$ 9,732	\$ 7,500	\$ 7,500	\$ 7,500	0.0%	\$ -
57813	Downtown Inc.				\$ 35,888	\$ 32,250	\$ 30,000	\$ 24,185	-25.0%	\$ (8,065)
53101	Tyler Street Business Group				\$ 500	\$ 10,000	\$ 7,500	\$ 2,500	-75.0%	\$ (7,500)
57836	Planning Studies				\$ 14,940	\$ 15,000	\$ 10,000	\$ 5,000	-66.7%	\$ (10,000)
56902	Berkshire Regional Planning Assessment				\$ -	\$ -	\$ 33,928	\$ 33,928	100.0%	\$ 33,928
	<b>TOTAL EXPENSES:</b>				<b>\$ 226,347</b>	<b>\$ 247,750</b>	<b>\$ 264,873</b>	<b>\$ 245,058</b>	<b>-1.1%</b>	<b>\$ (2,692)</b>
	<b>TOTAL BUDGET:</b>				<b>\$ 606,793</b>	<b>\$ 641,258</b>	<b>\$ 690,378</b>	<b>\$ 666,938</b>	<b>4.0%</b>	<b>\$ 25,680</b>
	Bonnie C. Galant		5/3/17							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51015	Director	Salary account for 50% of the Director of Community Development. The salary for this position is comprised of both City funds and CDBG funds
51020	Parks Open Space Planner	Salary account for the Parks, Open Space and Natural Resource Program Manager
51027	City Planner	Salary account for the City Planner
51031	Conservation Agent	Salary account for the Conservation Agent
51080	Planning Administrator	Stipend for the Executive Secretary
51110	Executive Secretary	Salary account for the Executive Secretary
51503	Recreation Coordinator	Salary account for the Recreation Coordinator
51160	Business Development Manager	Salary account for the Business Development Manager
51141	Community Development Specialists	Partial salary of two positions that are the equivalent of 1.0 full time position. The salaries for these two positions are comprised of both City funds and CDBG funds
51151	Administrative Assistant	Salary account for 20% of the Administrative Assistant. The salary for this position is comprised of both City funds and CDBG funds
51180	Playground Leaders	Salary account for one Playground Supervisor and six Playground Leaders for Clapp Park, Deming Park, and the Common and two Playground Staff to assist the Marilyn Hamilton Literacy/Sports program at Durant Park
51201	Seasonal Labor	Salary account for one Beach Master, two Lifeguards, two Rope Tow Operators, and four Boat Ramp Monitors

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53038	Human Services	Provides grants to human service agencies and funding for the community gardener that oversees seven gardens
53096	Land Use and Zoning	Berkshire Regional Planning Commission administration costs associated with providing assistance to the City in administering its Environmental Protection Agency grant awards.
53806	Lake Management	Efforts to prevent the spread of zebra mussels and control invasive aquatic plants that threaten lake health and recreation for City lakes

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
54227	Supplies	Purchase of half of the cost of supplies for the department, including copy paper and general office supplies.
57800	Recreation Programs	Costs associated with the City's sixteen annual recreational programs including but not limited to the Community Bike Ride, Park Square Christmas Tree Lighting, Sticks for Kids, Outdoor Movies, the Egg Scramble, etc.
57813	Downtown Pittsfield, Inc.	Provides funding for Downtown Pittsfield, Inc. to help maintain a vibrant and active downtown
53101	Tyler Street Business Group	Costs associated with the Tyler Street Business District revitalization efforts
57836	Planning Studies	Costs associated with addressing planning issues in the City and pursue projects as they become available. These funds will also be available to assist in cost sharing or planning in support of MassDevelopment's investment in the Tyler Street area TDI district
56902	Berkshire Regional Planning Assessment	Annual community assessment funds charged by Berkshire Regional Planning Commission (BRPC)

## New Spending and Programs

01400 – 56902:- This lien item represents Pittsfield's share of the annual community assessment funds charged by Berkshire Regional Planning Commission (BRPC). The community assessment funds are used to provide at least an initial level of service upon a request from any municipal official or board and are also used to leverage far larger grants to address some community or regional need. BRPC receives community assessment money from 32 member communities throughout Berkshire County and is calculated using a formula based on population.

01400 – 51160: Business Development Manager – This is a new position with the responsibility of guiding economic development applicants through the City's available funding products and processes. Responsibilities would include promoting and marketing the City and assisting prospective and existing businesses navigate through all aspects of available economic resources such as the Economic Development Incentive Program (State EDIP & local TIFs), the Economic Development Loan Fund (GE funds), PEDAs resources, the City's Small Business loan and grant fund, CDBG loans and grants, Massachusetts Growth Capital Corporation funding. This position would also be responsible for managing the Westwood Center Business Park, preparing economic development statements to support City borrowings, handling the review and approval of projects for Industrial Development Financing Authority bonds, and monitoring and administering the City and PERC's existing loan portfolios and TIF projects. Duties would also include the administrative actions associated with both the PERC and PEDAs organizations and boards. The salary for this position will be shared between the City, PERC, and PEDAs.

## Workers' Compensation-01500

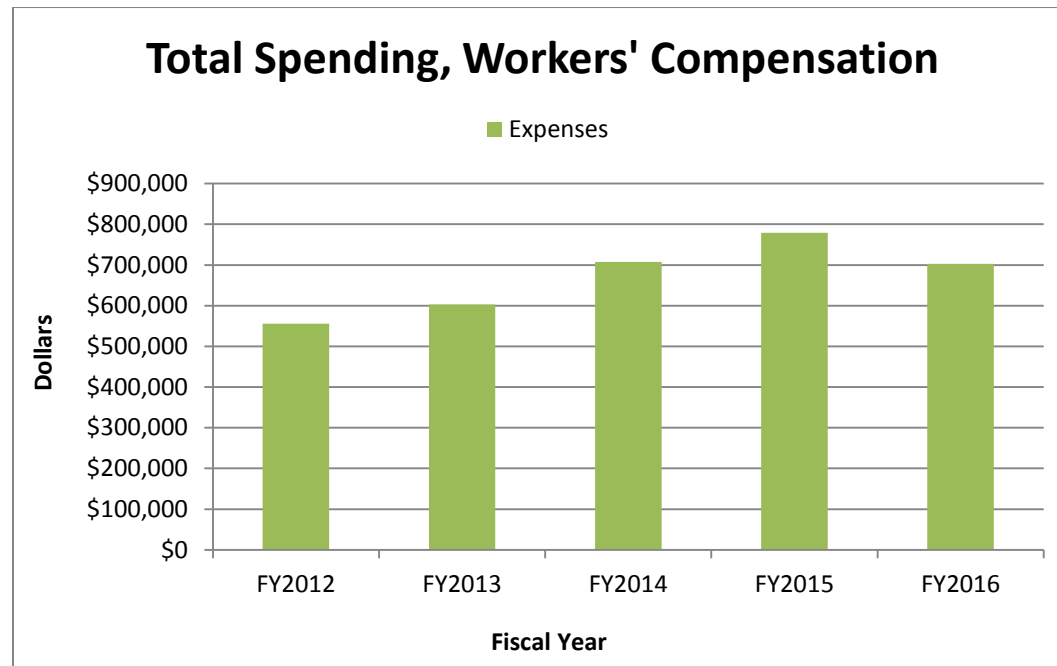
Contact Information: Matthew M. Kerwood, Director of Finance/City Treasurer, (413) 499-9376

Location: City Hall, 70 Allen Street, Room 110

**Mission Statement:** N/A

**Department Description:** These accounts pay for workers' compensation for City staff and injured-on-duty (IOD) claims for Police and Fire personnel.

### Historical Spending Trend



## FY2018 Line item Budget

Workers Compensation: 01500		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
										\$ -
	<b>TOTAL PERSONNEL:</b>	0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51701	Compensation Payments				\$ 291,634	\$ 335,000	\$ 335,000	\$ 335,000	0.0%	\$ -
51702	Medical Payments				\$ 229,101	\$ 225,000	\$ 225,000	\$ 225,000	0.0%	\$ -
51709	Injured on Duty - Police/Fire				\$ 182,159	\$ 190,000	\$ 190,000	\$ 190,000	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				\$ 702,894	\$ 750,000	\$ 750,000	\$ 750,000	0.0%	\$ -
	<b>TOTAL BUDGET:</b>				\$ 702,894	\$ 750,000	\$ 750,000	\$ 750,000	0.0%	\$ -
	Matthew Kerwood		5/3/2017							
	<b>Dept Head Approval</b>		<b>Date</b>							

## Line Item Summary

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51001	Compensation- Payments	Costs associated with worker compensation claims
51702	Medical Payments	Independent medical review for employees who have filed worker compensation or injured on duty claims
51709	Injured on Duty (Police & Fire)	Costs associated with injured on duty claims for police and fire personnel as outlined in Massachusetts General Law 111F

### New Spending and Programs

N/A

## Unclassified Accounts-01502

Contact Information: Matthew M. Kerwood, Director of Finance/City Treasurer, (413) 499-9376

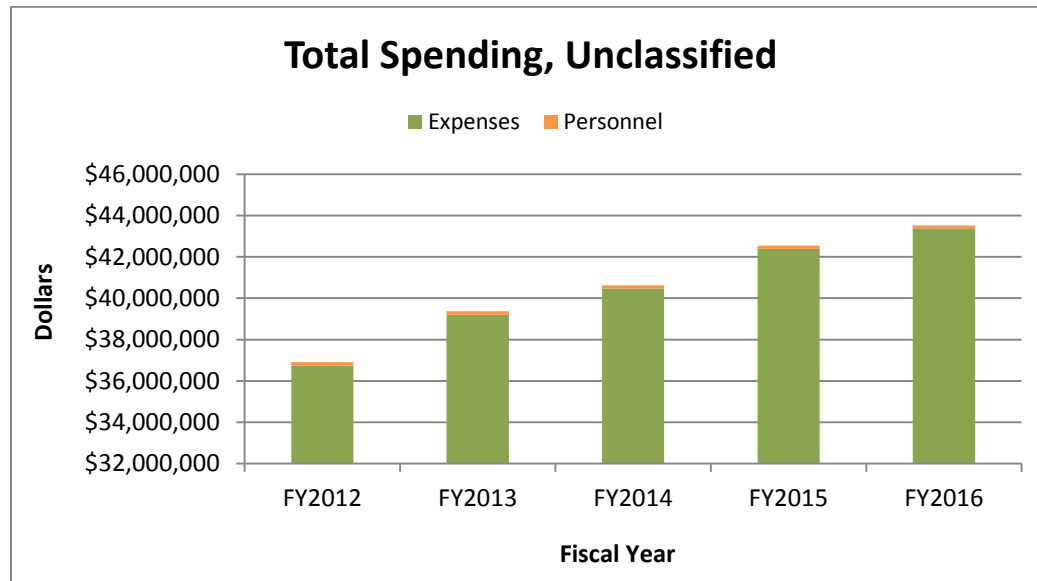
Location: City Hall, 70 Allen Street, Room 110

**Mission Statement:** N/A

**Department Description:** The line items contained in the Unclassified Accounts are accounts that have a broad impact on all aspects of the City's operation such as health insurance for employees or are for specific purposes such as the rental of office space or the funding of capital purchases in accordance with the City's Capital Expense Policy.

**Organizational Chart:** N/A

### Historical Spending Trend



## FY2018 Line item Budget

Unclassified: 01502										
		Positions			FY2016	FY2017	FY2018	FY2018	%	\$
Account	Account Name	FY16	FY17	FY18	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
					APRV					
51108	40U Hearings Officers				\$ 2,458	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
51190	40U Clerk				\$ 1,475	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
51193	Crossing Guards				\$ 24,839	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ -
51309	Scheduled Overtime				\$ 109,301	\$ 100,000	\$ 20,000	\$ 15,000	-85.0%	\$ (85,000)
	TOTAL PERSONNEL:	0	0	0	\$ 138,073	\$ 129,000	\$ 49,000	\$ 44,000	-65.9%	\$ (85,000)



51705	Insurance Medicare Coverage			\$ 1,039,571	\$ 1,156,751	\$ 1,156,751	\$ 1,156,751	0.0%	\$ -
51706	Insurance Health			\$ 19,520,367	\$ 21,500,000	\$ 24,500,000	\$ 24,500,000	14.0%	\$ 3,000,000
51715	Mitigation Fund			\$ 216,246	\$ 300,049	\$ 250,000	\$ 250,000	-16.7%	\$ (50,049)
57400	Insurance General			\$ 995,956	\$ 1,034,000	\$ 1,232,134	\$ 1,232,134	19.2%	\$ 198,134
51708	Insurance Group Life			\$ 75,399	\$ 85,000	\$ 85,000	\$ 85,000	0.0%	\$ -
51710	Insurance Unemployment			\$ 282,632	\$ 220,000	\$ 300,000	\$ 300,000	36.4%	\$ 80,000
51717	Retirement Contribution			\$ 11,091,402	\$ 11,612,235	\$ 12,206,474	\$ 12,206,474	5.1%	\$ 594,239
51506	Benefits Conversion			\$ 604,873	\$ 400,000	\$ 500,000	\$ 400,000	0.0%	\$ -
51910	Stipends			\$ 900	\$ -	\$ -	\$ -	0.0%	\$ -
52200	Animal Shelter Management Fee			\$ 50,200	\$ 52,360	\$ 52,360	\$ 52,360	0.0%	\$ -
52300	Telephone/Internet			\$ 102,710	\$ 125,000	\$ 125,000	\$ 125,000	0.0%	\$ -
52403	Computer Upgrade & Repair			\$ 30,485	\$ 70,000	\$ -	\$ -	-100.0%	\$ (70,000)
53055	Computer License/Support			\$ 211,552	\$ 230,000	\$ -	\$ -	-100.0%	\$ (230,000)
51205	Temporary Labor			\$ 19,924	\$ -	\$ -	\$ -	0.0%	\$ -
53070	City Audit/GASB			\$ 84,650	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
52000	Contractual Services			\$ 162,880	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
53101	Tyler Street Business			\$ 1,939	\$ -	\$ -	\$ -	0.0%	\$ -
53223	Medicaid Services			\$ 20,837	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
57100	Travel			\$ 19,938	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ -
53406	Postage			\$ -	\$ -	\$ 50,000	\$ 50,000	100.0%	\$ 50,000
57800	Bank Service Charges			\$ 15,442	\$ 15,000	\$ 20,000	\$ 20,000	33.3%	\$ 5,000
57823	Contingency			\$ 58,900	\$ 275,000	\$ 275,000	\$ 245,000	-10.9%	\$ (30,000)
58900	Capital Improvements			\$ 218,069	\$ 300,000	\$ 400,000	\$ 375,000	25.0%	\$ 75,000
59100	Long Term Debt Principal			\$ 7,216,112	\$ 7,714,469	\$ 7,595,982	\$ 7,595,982	-1.5%	\$ (118,487)
59150	Long Term Debt Interest			\$ 2,409,086	\$ 2,153,264	\$ 2,392,100	\$ 2,392,100	11.1%	\$ 238,836
59155	Short Term Debt Interest			\$ 172,609	\$ 337,771	\$ 405,535	\$ 405,535	20.1%	\$ 67,764
59160	Debt Issuance Costs			\$ 68,867	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -
59600	Allocation from Water			\$ (854,865)	\$ (949,811)	\$ (969,602)	\$ (969,602)	2.1%	\$ (19,791)
59601	Allocation from Sewer			\$ (453,772)	\$ (847,742)	\$ (886,636)	\$ (886,636)	4.6%	\$ (38,894)
	<b>TOTAL EXPENSES:</b>			<b>\$ 43,382,909</b>	<b>\$ 46,153,346</b>	<b>\$ 50,060,098</b>	<b>\$ 49,905,098</b>	<b>8.1%</b>	<b>\$ 3,751,752</b>
	<b>TOTAL BUDGET:</b>			<b>\$ 43,520,982</b>	<b>\$ 46,282,346</b>	<b>\$ 50,109,098</b>	<b>\$ 49,949,098</b>	<b>7.9%</b>	<b>\$ 3,666,752</b>
	Matthew Kerwood	5/3/2017							
	<b>Dept Head Approval</b>	<b>Date</b>							

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51108	40U Officer	Stipend account for the 40U hearings officer. 40U citations are issued by the Health Department and by law those citations can be appealed requiring a hearing.
51190	40U Clerk	Stipend for the 40U Clerk
51193	Crossing Guards	Salary account for the City's 6 crossing guards
51309	Scheduled Overtime	Overtime account for Finance and Administration and other departments that do not have their own overtime accounts

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51499	Insurance Medicare	City's share of the required Medicare Payroll Tax
51706	Insurance Health	City's portion of the health insurance premium for city employees and retirees
51715	Mitigation Fund	To fund the agreement between the City and the PEC regarding the change in health insurance. The Fund is used to offset the increase in premium costs for employees and retirees who had lower premiums with the Group Insurance commission than the current premiums with the MIIA Health Care Trust
51707	Insurance General	Premium for the city general insurance, such as property & causality and professional liability
51708	Insurance Group Life	50% match for the premiums on the voluntary group life insurance plan offered by the City
51710	Unemployment Insurance	City's contribution to former employees would be collecting unemployment. Unlike the private sector that pays into an insurance pool. Cities and towns operate on a "pay as you go" basis based on the number of approved claims
51717	Retirement Contribution	City's annual contribution to the Pittsfield Retirement System
51906	Benefits Conversion	Benefits conversions for employees who retire, leave city service, or buy back unused vacation time.
51910	Stipends	Stipend for the clerk to Human Rights Commission
52000	Animal Shelter	Annual contractual fee for the use of the building that houses the Eleanor Sansini Animal

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
	Management Fee	Shelter located in the Downing Industrial Park
52300	Telephone/Internet	Phone bills for all non-school departments, including all city-issued cell phone and internet hot spots. It is expected that with the conversion to a voice over IP system that these costs will be reduced in the future
52403	Computer Repairs & Upgrades	Computer repairs and upgrades for all city departments except the school and police departments
53000	Computer Licenses/Support	Annual cost of computer licenses and software support contracts, such as the city accounting software and the e-permitting software
53030	Temp Services	To fund the use of temp agencies when needed
53070	City Audit	Outside auditing services as well as the required updates on the city's OPEB obligations
53100	Contractual Services	City's lease of 100 North Street
53101	Tyler Street Business	Beginning in FY17 this funding was transferred to the Department of Community Development
53223	Medicaid Services	Vendor used to administer the Medicaid reimbursement program. Under this program the state provides reimbursements for services provided to special needs students. LPV administers the program for the city & we pay 10% admin fee on \$ we receive.
57100	Seminars/Travel	Seminars and travel for every department except police, fire, and school departments and association/organization dues for all the departments
57800	Bank Charges	Bank service charges on city bank accounts
57823	Contingency	Unanticipated items that materialize during the fiscal year that cannot be funded by other budget line items
58900	Capital Expenditures	Capital items that have a useful life of five years or less or cost less than \$25,000 directly from the operating budget rather than borrowing for such items
59100	Long Term Debt Principal	Annual principal costs associated with the city's outstanding long term debt
59155	Long Term Debt Interest	Annual interest cost associated with the city's outstanding long term debt
59160	Debt Issuance Costs	Services related to the issuance of debt such as our financial advisors, bond counsel, and Standard and Poor's.

**New Spending and Programs**

Spending is anticipated to increase in several line items for FY2018, most notably the cost for health insurance and the City's assessment to the Pittsfield Retirement System. No new programs have been added for FY2018.

**School Department**  
**Line Item Budget**

	A	B	G	H	I	M	N	O	P	Q	R	S	T
1								PITTSFIELD PUBLIC SCHOOLS				Enclosure No. 8	
2								FISCAL YEAR 2018				April 24, 2017	
3								PROPOSED BUDGET					
4												Increase/Decrease	
5						FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
6									w/Transfers	Final Expend.		\$	%
7		Total Costs by Function:											
8													
9		1000 ADMINISTRATION				1,523,008	1,603,317	1,578,641	1,612,231	1,614,446	1,552,017	-60,214	-3.7%
10													
11		2000 INSTRUCTIONAL				44,518,720	45,526,924	45,983,824	47,244,385	47,072,802	46,820,531	-423,854	-0.9%
12													
13		3000 OTHER SCHOOL SERVICES (Nurses, Bus Operations)				2,976,784	2,953,168	3,029,978	3,101,622	3,182,998	3,098,323	-3,299	-0.1%
14													
15		4000 OPERATIONS & MAINTENANCE (Technology and Custodial)				5,347,916	5,256,818	5,811,881	5,470,098	5,582,554	5,508,253	38,155	0.7%
16													
17		5000 FIXED COSTS				77,710	289,530	369,830	416,600	421,600	416,600	0	0.0%
18													
19		7000 ACQUISITION OF FIXED ASSETS				22,610	200,000	574,850	576,215	566,439	566,660	-9,555	-1.7%
20													
21		9000 TUITION PAYMENTS				1,767,651	1,404,642	1,863,749	2,515,187	2,473,164	2,723,954	208,767	8.3%
22													
23		<b>TOTAL</b>				56,234,399	57,234,399	59,212,753	60,936,338	60,914,003	60,686,338	-250,000	-0.4%
24													
25		<b>FUNDING SOURCES:</b>											
26						FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget		FY18 Budget	\$ Change	% Change
27		City Council Appropriation				55,524,399	56,524,399	58,502,753	60,316,338		60,066,338	-250,000	-0.4%
28		<i>(Actual for FY14, FY15, FY16, FY17; Requested for FY18)</i>											
29													
30		School Choice Revenues				410,000	487,137	590,462	537,599		558,776		
31		Richmond Tuition Revenues				200,000	209,795	119,538	82,401		61,224		
32		Vocational Tuition Revolving Account				100,000	13,068	0	0		0		
33													
34		Subtotal Tuition Revolving:				710,000	710,000	710,000	620,000		620,000		
35		TOTAL, ALL FUNDING SOURCES				56,234,399	57,234,399	59,212,753	60,936,338		60,686,338	-250,000	-0.4%
36													

	A	B	G	H	I	M	N	O	P	Q	R	S	T
37			POSITIONS			FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	Increase/Decrease	
38			FY16	FY17	FY18	Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		FY17 to FY18	
39												\$	%
40	SALARIES:												
41	1000 ADMINISTRATION		21.50	19.50	17.50	1,238,176	1,242,294	1,263,778	1,280,191	1,286,009	1,195,231	-84,960	-6.6%
42	2000 INSTRUCTIONAL		766.65	783.50	721.20	40,945,891	41,761,555	42,937,479	44,329,758	44,163,822	43,718,024	-611,734	-1.4%
43	3000 OTHER SCHOOL SERVICES		84.20	83.50	82.50	2,175,950	2,262,251	2,359,035	2,515,893	2,600,513	2,497,289	-18,604	-0.7%
44	4000 OPERATIONS & MAINTENANCE		53.00	52.00	52.00	2,530,817	2,557,777	2,685,232	2,664,472	2,701,033	2,659,320	-5,152	-0.2%
45													
46	FED. ED. JOBS AID		0.00	0.00	0.00	0	0	0	0	0	0	0	
47	VOCATIONAL TUITION REVOLVING ACC'T		0.00	0.00	0.00	100,000	13,068	0	0	0	0	0	
48	SCHOOL CHOICE REVOLVING		11.60	10.40	10.80	410,000	487,137	590,462	537,599	537,599	558,776	21,177	3.9%
49	RICHMOND TUITION REVOLVING ACC'T		2.40	1.60	1.20	200,000	209,795	119,538	82,401	82,401	61,224	-21,177	-25.7%
50			939.35	950.50	885.20								
51		TOTAL SALARIES				47,600,833	48,533,877	49,955,524	51,410,314	51,371,377	50,689,864	-720,450	-1.4%
52													
53	EXPENSES:												
54	1000 ADMINISTRATION					334,180	332,731	305,426	332,040	328,437	356,786	24,746	7.5%
55	2000 INSTRUCTIONAL					2,963,965	2,506,138	2,414,238	2,294,627	2,288,980	2,482,507	187,880	8.2%
56	3000 OTHER SCHOOL SERVICES					569,190	494,915	466,929	585,729	582,485	601,034	15,305	2.6%
57	4000 OPERATIONS & MAINTENANCE					2,893,675	2,701,017	2,557,856	2,805,626	2,881,521	2,848,933	43,307	1.5%
58	5000 FIXED COSTS					76,953	389,481	518,656	416,600	421,600	416,600	0	0.0%
59	7000 ACQUISITION OF FIXED ASSETS					22,610	200,000	574,850	576,215	566,439	566,660	-9,555	-1.7%
60	9000 TUITION PAYMENTS					1,746,911	2,071,269	2,351,323	2,515,187	2,473,164	2,723,954	208,767	8.3%
61													
62		TOTAL EXPENSES				8,607,484	8,695,552	9,189,278	9,526,024	9,542,626	9,996,474	470,450	4.9%
63													
64						56,208,317	57,229,429	59,144,802	60,936,338	60,914,003	60,686,338	-250,000	-0.4%
65													
66													
67		TOTAL				56,234,399	56,519,429	58,434,802	60,316,338	60,294,003	60,066,338	-250,000	-0.4%
68													
69													
70	SCHOOL CHOICE REVOLVING					410,000	487,137	590,462	537,599	537,599	558,776		
71	RICHMOND TUITION REVOLVING ACC'T					200,000	209,795	119,538	82,401	82,401	61,224		
72	VOCATIONAL TUITION REVOLVING ACC'T					100,000	13,068	0	0	0	0		
73													
74	Subtotal Tuition Revolving:					710,000	710,000	710,000	620,000	620,000	620,000	0	0.0%
75													
76		TOTAL					57,229,429	59,144,802	60,936,338	60,914,003	60,686,338	-250,000	-0.4%
77													

	A	B	G	H	I	M	N	O	P	Q	R	S	T
78													
79													
80												Increase/Decrease	
81			POSITIONS			FY14	FY15	FY16	FY17 Budget	FY17Anticipated	FY18 Budget	FY17 to FY18	
82			FY16	FY17	FY18	Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
83	1000 -- ADMINISTRATION												
84													
85	SALARIES												
86	61001	Secr. School Comm				4,727	4,500	4,500	4,350	4,350	4,350	0	0.0%
87	61002	Superintendent	1	1	1	157,000	157,000	157,000	157,000	157,000	157,000	0	0.0%
88	61003	Deputy Superintendent	1	1	1	126,933	98,300	115,000	115,000	115,000	115,000	0	0.0%
89	61004	Secretaries & Clerks	11.5	10.5	9.5	436,276	456,583	464,522	459,731	464,496	425,979	-33,752	-7.3%
90	61005	Dir.of Human Resources	1	1	1	91,058	90,000	90,900	92,718	91,809	91,809	-909	-1.0%
91	61006	District-Wide Info.Management Tech	3.5	2.5	2.5	180,061	174,477	156,761	151,349	150,419	154,978	3,629	2.4%
92	61007	Asst. Supt. Career & Technical Education	1	1	0	93,687	89,100	89,100	91,928	93,000	38,000	-53,928	-58.7%
93	61022	Asst. Supt. Business & Finance	1	1	1	97,933	97,500	98,527	103,438	103,438	103,438	0	0.0%
94	61023	Assistant Business Manager	1	1	1	50,500	50,618	50,416	55,677	55,573	55,677	0	0.0%
95	61025	School Committee (new line in FY16)						12,000	24,000	24,000	24,000	0	0.0%
96	61067	Focus on Diversity (new line in FY15)	0.5	0.5	0.5		24,216	25,052	25,000	26,923	25,000	0	0.0%
97													
98		TOTAL 1000 SALARIES	21.50	19.50	17.50	1,238,176	1,242,294	1,263,778	1,280,191	1,286,009	1,195,231	-84,960	-6.6%
99													
100													
101	EXPENSES												
102	61058	School Building Needs				2,389	2,434	2,318	2,500	150	27,500	25,000	1000.0%
103	61059	Legal Settlements				24,621	18,707	1,700	10,000	10,000	10,000	0	0.0%
104	61060	Legal Services				77,000	64,560	62,101	99,275	102,275	99,275	0	0.0%
105	61061	School Committee				23,560	23,145	22,719	23,000	23,000	23,000	0	0.0%
106	61062	Central Office				81,279	99,708	114,882	70,000	70,000	70,000	0	0.0%
107	61063	Auto Allowances				8,100	7,460	8,400	9,000	4,400	9,000	0	0.0%
108	61064	Professional Development				29,712	40,343	26,057	30,000	30,000	30,000	0	0.0%
109	61065	District-Wide Info.Management Tech.				47,392	52,987	45,383	45,265	47,112	48,011	2,746	6.1%
110	61066	Recruitment				27,529	17,741	17,963	23,000	21,500	20,000	-3,000	-13.0%
111	61085	PPS Promotion and Public Relations				12,600	5,645	3,904	20,000	20,000	20,000	0	0.0%
112													
113		TOTAL 1000 EXPENSES				334,180	332,731	305,426	332,040	328,437	356,786	24,746	7.5%



	A	B	G	H	I	M	N	O	P	Q	R	S	T
114			POSITIONS									Increase/Decrease	
115			FY16	FY17	FY18	FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
116						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
117													
118	2000 -- INSTRUCTION												
119													
120	SALARIES												
121	62006	CoCurricular Activities				146,335	160,838	153,569	164,407	164,407	163,986	-421	-0.3%
122	62007	Directors/Supervisors	2.35	2	2	355,393	388,964	203,462	194,541	162,967	161,472	-33,069	-17.0%
123	62008	Secretaries (Dir)52 wk.	1	0	0	33,835	34,746	41,069	0	0	0	0	0.0%
124	62009	Curriculum Committees (Summer Workshops)				2,360	0	10,196	20,000	20,000	20,000	0	0.0%
125	62010	Community Coordinators	0	3	3	106,023	0	0	220,000	220,311	222,891	2,891	1.3%
126	62011	Principals	12	12	12	1,061,205	1,066,974	1,084,003	1,110,642	1,086,690	1,102,379	-8,263	-0.7%
127	62012	Secretaries(School) 52wk & 40 wk	17	17	17	450,958	446,600	467,648	466,366	463,222	479,872	13,506	2.9%
128	62013	Dean of Students/Vice Principals	9	9	10	676,447	697,978	719,356	728,525	723,791	817,359	88,834	12.2%
129	62014	Teachers	368.00	374.10	363.70	21,960,355	22,610,561	22,998,325	23,655,766	23,639,908	24,087,415	431,649	1.8%
130	62015	Substitutes: Instructional	0	0	0	503,886	669,303	607,441	625,000	600,602	625,000	0	0.0%
131	62016	Substitutes: Prof. Dev.	0	0	0	19,533	40,249	44,290	32,000	32,000	32,000	0	0.0%
132	62017	Early Childhood Ed.	8	8	0	360,416	330,289	301,633	349,135	356,733	0	-349,135	-100.0%
133	62018	Teachers, Vocational	24	21.2	21	1,524,252	1,696,663	1,650,198	1,611,491	1,563,347	1,545,621	-65,870	-4.1%
134	62019	Vocational Unit Leaders - consolidated with 62018	0	0	0	150,004	75,589		0	0	0	0	0.0%
135	62021	Severance Pay: Principals - moved to 65150 in FY15				35,655	0		0	0	0	0	0.0%
136	62024	Technology PD Specialists	1	1	1	67,749	22,018	80,297	81,903	81,903	81,903	0	0.0%
137	62026	Severance Pay: Teachers - moved to 65150 in FY15				102,312	0	0	0	0	0	0	0.0%
138	62027	Adult Basic Ed.	0.5	0.5	0.5	71,893	106,417	34,571	41,724	41,472	42,350	626	1.5%
139	62028	Librarians	8.8	6	5	516,232	544,547	574,665	386,948	386,948	352,299	-34,649	-9.0%
140	62029	Speech Teachers	12.6	13	13	773,693	838,416	817,665	872,070	863,326	908,967	36,897	4.2%
141	62030	Summer School				1,133	12,201	24,330	40,000	37,951	40,000	0	0.0%
142	62031	Guidance Counselors	12	12	12	898,755	916,608	864,929	890,029	891,569	901,007	10,978	1.2%
143	62032	Paraprofessionals	50	54.5	39	564,619	628,192	882,888	1,118,012	1,151,570	860,749	-257,263	-23.0%
144	62033	Substitutes: Paraprofessionals				187,151	184,495	176,304	212,000	217,750	212,000	0	0.0%
145	62034	Severance Pay: Paraprofessionals - moved to 65150 in FY15				16,633	0	0	0	0	0	0	0.0%
146	62035	Substitutes: Secretaries				38,214	17,773	27,344	25,000	23,061	25,000	0	0.0%
147	62036	Severance Pay: Secretaries - moved to 65150 in FY15				40,543	0	0	0	0	0	0	0.0%
148	62037	Vision/Hearing Tester	1	1	1	23,676	22,017	24,575	25,342	25,614	26,572	1,230	4.9%

	A	B	G	H	I	M	N	O	P	Q	R	S	T
149			POSITIONS									Increase/Decrease	
150			FY16	FY17	FY18	FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
151						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
152													
153													
154	62040	Attendance Paraprofessionals	4	4	0	98,563	80,074	84,704	92,469	92,305	0	-92,469	-100.0%
155	62041	Library Paraprofessionals	1	1	1	19,616	20,318	22,150	23,676	23,666	22,859	-817	-3.5%
156	62042	Guidance Secretaries	3	3	3	86,232	88,479	94,237	89,406	94,079	95,549	6,143	6.9%
157	62049	Sp. Ed Caseworkers	3	3	3	171,142	176,068	186,134	181,173	167,497	174,240	-6,933	-3.8%
158	62050	SpEd Admin: Directors & Super.	2	2	2	193,878	195,683	195,734	199,522	198,029	202,316	2,794	1.4%
159	62051	Secr(SpEd.) 52wk. & 40 wk.	0	0	0	0	0	721	0	0	0	0	0.0%
160	62052	Interpreters	2	2	1	67,121	51,552	98,050	71,460	57,152	35,380	-36,080	-50.5%
161	62053	Teachers, Sp Ed.	69.5	72.8	65.8	4,443,592	4,317,484	4,591,057	4,837,361	4,857,322	4,778,563	-58,798	-1.2%
162	62054	Homebound Instructors: Tutors				397,364	483,944	376,123	366,014	323,246	376,014	10,000	2.7%
163	62055	Psychologists	3	3	3	205,595	242,920	245,271	238,670	239,883	235,575	-3,095	-1.3%
164	62056	Sp Ed. Paraprofessionals	119	125.5	109.3	2,560,669	2,551,116	2,970,881	3,080,168	3,080,110	2,796,915	-283,253	-9.2%
165	62057	School Adj. Counselors	15.3	15.3	15.3	878,972	958,989	1,135,347	1,180,442	1,142,328	1,179,287	-1,155	-0.1%
166	62058	TPP Tutors				213,861	172,275	0	0	0	0	0	0.0%
167	62059	Occ./Phy. Therapist	6.6	6.6	6.6	340,254	337,478	492,788	366,011	403,025	351,319	-14,692	-4.0%
168	62060	English Language Learners	11	11	11	579,769	573,738	632,307	686,400	686,651	703,080	16,680	2.4%
169	62061	ELL Tutors - new account in FY16 (was part of 62054)						23,217	46,085	43,385	46,085	0	0.0%
170	62062	EL Translations - new account in FY18							0	0	12,000	12,000	100.0%
171													
172		TOTAL 2000 SALARIES	766.65	783.5	721.2	40,945,891	41,761,555	42,937,479	44,329,758	44,163,822	43,718,024	-611,734	-1.4%
173													
174	EXPENSES:												
175	62065	Early Childhood Ed.*				2,104	1,897	0	10,000	0	0	-10,000	-100.0%
176	62066	School Accreditation *				19,756	19,743	22,054	10,000	4,350	7,500	-2,500	-25.0%
177	62067	Curriculum				546	0	0	500	500	500	0	0.0%
178	62068	In-Service Training				24,252	50,965	55,935	50,000	50,000	27,580	-22,420	-44.8%
179	62069	Graduation *				9,477	9,707	10,075	13,400	13,400	11,200	-2,200	-16.4%
180	62070	Cultural Programs				23,514	12,422	13,674	14,230	14,230	14,230	0	0.0%
181	62071	Instructional Equipment *				54,433	32,926	25,972	32,000	32,000	32,000	0	0.0%
182	62072	Instructional Tech/Class Computers & Periph.				198,138	176,848	156,445	146,143	146,042	146,143	0	0.0%
183	62073	Supplies: Adult Basic Ed				3,357	2,938	0	0	0	0	0	0.0%
184	62074	Supplies: Elementary *				114,659	112,473	91,277	92,204	89,408	94,579	2,375	2.6%
185	62075	Supplies: Middle School *				77,876	63,755	71,575	56,406	56,406	79,574	23,168	41.1%
186	62076	Other Instr'l Hardware: Library & Media Centers				0	0	0	0	0	0	0	0.0%
187	62077	Supplies: Instructional Software				119,872	48,017	63,222	68,950	68,950	68,950	0	0.0%
188	62078	Supplies: High School *				79,681	65,205	67,354	72,038	75,020	119,670	47,632	66.1%
189	62079	Supplies: Co-Curricular *				1,323	1,106	640	1,000	4,470	1,000	0	0.0%
190	62080	Supplies: Vocational				158,292	179,670	137,320	125,560	125,850	127,350	1,790	1.4%

	A	B	G	H	I	M	N	O	P	Q	R	S	T
191												Increase/Decrease	
192						FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
193			POSITIONS			Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
194			FY16	FY17	FY18								
195													
196	62081	Supplies: Principal Technology*				0	0	0	0	0	0	0	0.0%
197	62082	Supplies: Science				2,976	2,823	90	3,000	3,000	3,000	0	0.0%
198	62083	Supplies: Reading				6,600	15,177	3,850	6,600	6,600	6,600	0	0.0%
199	62084	Testing				40,738	47,173	59,309	64,779	62,080	65,668	889	1.4%
200	62085	Prof. Dev.: Principals				11,354	17,212	13,767	29,000	29,000	29,000	0	0.0%
201	62086	Prof. Dev.: Teachers				87,216	80,937	95,789	100,000	100,000	100,000	0	0.0%
202	62087	Prof.Dev.: Guidance/Psych/Sac/LISCW				1,593	168	0	0	0	0	0	0.0%
203	62088	Prof. Dev.: Support Staff				8,989	10,755	17,629	18,300	18,300	18,300	0	0.0%
204	62089	Monthly Transportation				5,333	3,867	2,971	5,500	5,500	5,500	0	0.0%
205	62090	Replacement of Instructional Computers				333,756	367,478	415,809	300,000	299,427	300,000	0	0.0%
206	62091	Textbooks *				651,651	154,111	309,437	158,599	161,599	136,221	-22,378	-14.1%
207	62092	Library Books & Supplies *				49,608	47,550	48,686	69,749	62,145	67,250	-2,499	-3.6%
208	62093	School Based Professional Development*						2,469	374	6,320	5,400	5,026	1343.9%
209	62094	Guidance Supplies *				3,826	5,508	4,373	5,804	5,804	0	-5,804	-100.0%
210	62095	Prof.Dev.: Administrators				16,949	14,916	14,835	53,500	53,500	53,500	0	0.0%
211	62096	Prof.Dev.: Librarians				116	3,118	0	0	0	0	0	0.0%
212	62097	Supplies: Art *				2,080	1,423	0	3,000	3,000	42,446	39,446	1314.9%
213	62098	Itinerant Supplies: Music				2,911	3,342	1,121	4,800	4,800	4,800	0	0.0%
214	62099	Itinerant Supplies: Physical Ed.				0	0	0	0	0	0	0	0.0%
215	62100	Vocational Vehicles				3,018	21,444	6,461	7,200	7,140	7,200	0	0.0%
216	62103	Field Trips				35,616	33,237	33,564	48,902	46,820	33,300	-15,602	-31.9%
217	62108	Curriculum, PD & Assessment - new acct in FY18							0	0	250,000	250,000	100.0%
218	62109	General Supplies *				143,741	225,896	109,454	82,155	81,944	79,422	-2,733	-3.3%
219	62110	Paper Supplies				38,376	41,085	46,479	42,440	47,695	46,500	4,060	9.6%
220	62111	Supplies: Photocopier *				70,923	76,700	64,674	77,794	77,790	75,424	-2,370	-3.0%
221	62114	Teen Parenting Educational Support - new acct in FY16						39,425	45,000	45,000	25,000	-20,000	-44.4%
222	62115	504 Services				3,609	1,080	446	15,000	15,000	15,000	0	0.0%
223	62150	Special Ed. Supplies				45,087	32,190	26,338	27,800	30,610	27,800	0	0.0%
224	62151	Special Ed. Monthly Transportation				7,250	8,797	9,571	8,700	8,700	8,700	0	0.0%
225	62154	Psych/SAC Supplies				9,902	1,964	7,172	4,000	10,180	6,500	2,500	62.5%
226	62155	Special Ed. Contracted Services				73,300	75,384	88,942	77,000	73,200	74,500	-2,500	-3.2%
227	62156	Special Ed. Textbooks				12,641	13,832	13,686	23,000	23,000	23,000	0	0.0%
228	62157	Speech Therapy Supplies				3,515	3,997	5,139	5,000	5,000	5,000	0	0.0%
229	62158	ELL Supplies				1,517	1,998	1,935	2,000	2,000	2,000	0	0.0%
230	62159	Alternative Education (formerly SRC)				402,495	415,305	255,274	313,200	313,200	235,200	-78,000	-24.9%
231													
232		TOTAL INSTRUCTIONAL EXPENSES				2,963,965	2,506,138	2,414,238	2,294,627	2,288,980	2,482,507	187,880	8.2%

	A	B	G	H	I	M	N	O	P	Q	R	S	T
233			POSITIONS									Increase/Decrease	
234			FY16	FY17	FY18	FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
235						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
236													
237	3000 -- OTHER SCHOOL SERVICES												
238	SALARIES:												
239	63016 Coaches					247,046	251,922	257,922	270,556	276,469	282,082	11,526	4.3%
240	63018 School Physician (Transfer from City FY09)		0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	0	0.0%
241	63019 Nurses (Transfer from City FY09)		11.2	11.5	11.5	530,426	531,278	557,308	619,014	603,813	605,304	-13,710	-2.2%
242	63030 Student Services Facilitator		1	1	1	53,084	55,033	64,155	71,428	71,596	73,099	1,671	2.3%
243	63032 Attendance Officers		0	0	0	67,798	70,617	0	0	0	0	0	0.0%
244	63033 Coordinator of Attendance		1	1	0	71,778	72,446	73,120	74,482	73,802	0	-74,482	-100.0%
245	63034 Attendance/Student Activities Secretary		1	1	1	39,362	29,302	27,081	36,716	36,517	41,095	4,379	11.9%
246	63036 Director: Bus Operations		1	1	1	57,751	58,461	58,950	60,129	60,129	60,730	601	1.0%
247	63037 Secretary: Transportation		1	1	1	36,044	37,015	37,824	37,548	37,791	38,646	1,098	2.9%
248	63043 Supervisor: Routing & Transportation		1	1	1	42,000	42,921	43,533	43,730	43,730	44,167	437	1.0%
249	63046 Bus Mechanics		3	2	2	128,267	125,646	103,076	81,020	82,158	81,830	810	1.0%
250	63047 Bus Drivers		45	45	45	661,526	712,522	782,531	858,404	864,847	897,221	38,817	4.5%
251	63048 Athletics Transportation					42,678	42,020	51,662	50,300	54,700	56,000	5,700	11.3%
252	63058 Bus Monitors(Special Ed.)		19	19	19	193,190	228,068	296,873	307,566	389,960	312,115	4,549	1.5%
253													
254	TOTAL 3000 SALARIES		84.20	83.50	82.50	2,175,950	2,262,251	2,359,035	2,515,893	2,600,513	2,497,289	-18,604	-0.7%
255													
256													
257	EXPENSES:												
258	63093 Nurses Car Allowance (Transfer from City FY09)					0	0	0	200	149	100	-100	-50.0%
259	63094 Nurses Prof. Dev.(Transfer from City FY09)					210	338	0	1,000	1,000	1,000	0	0.0%
260	63095 Nursing Supplies (Transfer from City FY09)					13,840	13,777	13,152	15,000	14,500	15,000	0	0.0%
261	63096 Attendance Supplies					301	0	63	300	100	0	-300	-100.0%
262	63097 Bus Operations Maintenance Truck					402	246	237	500	830	500	0	0.0%
263	63098 Health/Safety Supplies					4,871	5,452	16,654	4,800	4,800	4,800	0	0.0%
264	63101 Bus Operations & Maintenance					175,675	128,920	163,871	161,629	167,531	161,629	0	0.0%
265	63104 Athletics					11,691	13,367	23,447	14,000	17,775	29,705	15,705	112.2%
266	63108 Gasoline					290,705	257,427	162,695	300,000	287,500	300,000	0	0.0%
267	63160 Handicap Transportation/7D Vehicles					71,495	75,388	86,810	88,300	88,300	88,300	0	0.0%
268													
269	TOTAL 3000 EXPENSES					569,190	494,915	466,929	585,729	582,485	601,034	15,305	2.6%

	A	B	G	H	I	M	N	O	P	Q	R	S	T
270			POSITIONS									Increase/Decrease	
271			FY16	FY17	FY18	FY14	FY15	FY16	FY17 Budget	Anticipated	FY18 Budget	FY17 to FY18	
272						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
273	4000 - OPERATIONS & MAINTENANCE												
274	SALARIES:												
275													
276	64038	Networking & Telecommunications	1	1	1	92,259	96,741	104,700	90,900	90,900	91,809	909	1.0%
277	64039	Technology: Maintenance	4	3	3	166,062	221,532	196,942	156,608	155,231	155,343	-1,265	-0.8%
278	64040	Supervisors: Custodial	2	2	2	85,634	89,697	92,397	93,430	93,298	94,365	935	1.0%
279	64041	Custodians	46	46	46	1,762,288	1,799,186	1,976,351	1,976,245	1,973,293	1,967,041	-9,204	-0.5%
280	64042	Overtime: Custodians				77,731	105,921	96,239	110,291	131,992	111,394	1,103	1.0%
281	64043	Substitutes: Custodians				319,689	244,700	218,603	236,998	256,321	239,368	2,370	1.0%
282	64044	Severance: Custodians - moved to 65150 in FY15				27,154	0	0	0	0	0	0	0.0%
283													
284		TOTAL 4000 SALARIES	53.00	52.00	52.00	2,530,817	2,557,777	2,685,232	2,664,472	2,701,033	2,659,320	-5,152	-0.2%
285													
286	EXPENSES:												
287	64105	Professional Development: IT Staff				0	0	7,615	0	6,319	5,000	5,000	0.0%
288	64106	Custodial Supplies				155,760	180,091	174,986	134,500	134,500	134,500	0	0.0%
289	64107	Custodial & Grounds Vehicles				1,682	3,381	3,368	5,000	5,000	5,000	0	0.0%
290	64108	Custodial Monthly Travel				4	2	40	200	200	200	0	0.0%
291	64113	Custodial Services				5,767	1,316	1,292	7,665	7,665	7,665	0	0.0%
292	64114	Custodians/Grounds Compensation				81	60	21	500	500	500	0	0.0%
293	64115	Fuel: Natural Gas				1,091,063	1,086,730	731,214	1,018,540	1,052,640	1,107,282	88,742	8.7%
294	64116	Electricity				1,204,706	1,051,937	1,135,473	1,182,085	1,146,259	1,157,250	-24,835	-2.1%
295	64117	Gas				3,780	4,220	6,207	5,000	5,400	5,000	0	0.0%
296	64118	Telephone				242,749	169,350	269,598	223,136	221,800	223,136	0	0.0%
297	64120	Equipment: Maintenance & Repair				77,860	84,578	123,034	102,200	101,990	80,100	-22,100	-21.6%
298	64121	Buildings: Maintenance & Repair				30,237	68,821	37,745	60,000	89,342	60,000	0	0.0%
299	64124	Technology: Maintenance & Repair				7,737	6,825	1,679	5,800	48,906	5,800	0	0.0%
300	64125	Equip. Maint. & Repair: Computers				22,677	25,717	25,812	25,000	25,000	20,000	-5,000	-20.0%
301	64126	Equip. Maint. & Repair: Fine Arts				3,091	5,846	23,099	7,000	7,000	8,500	1,500	21.4%
302	64127	Equip. Maint. & Repair: Vocational				43,835	7,998	14,764	25,000	25,000	25,000	0	0.0%
303	64161	Sp.Ed.Equipment Maintenance				2,644	4,145	1,909	4,000	4,000	4,000	0	0.0%
304													
305		TOTAL 4000 EXPENSES				2,893,675	2,701,017	2,557,856	2,805,626	2,881,521	2,848,933	43,307	1.5%



	A	B	G	H	I	M	N	O	P	Q	R	S	T
306												Increase/Decrease	
307						FY14	FY15	FY16	FY17 Budget	Anticipated	<b>FY18 Budget</b>	FY17 to FY18	
308						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
309													
310													
311	5000	EXPENSES -- FIXED COSTS											
312													
313	65125	Insurance/Indemnity				45,653	46,602	45,572	54,000	54,000	<b>54,000</b>	0	0.0%
314	65126	Teacher Compensation				0	291	190	500	500	<b>500</b>	0	0.0%
315	65127	Benefits				6,000	6,000	0	0	0	<b>0</b>	0	0.0%
316	65130	Rental: Classrooms Tier III EOS (formerly SRC)				0	0	86,800	86,800	86,800	<b>86,800</b>	0	0.0%
317	65131	Rental: Classrooms ABE				25,300	25,300	25,300	25,300	25,300	<b>25,300</b>	0	0.0%
318	65150	Employee Separation Costs (moved from instructional in FY15 per DESE)				0	311,289	360,794	250,000	255,000	<b>250,000</b>	0	0.0%
319													
320		TOTAL 5000 EXPENSES				76,953	389,481	518,656	416,600	421,600	<b>416,600</b>	0	0.0%
321													
322													
323													
324	7000	EXPENSES -- ACQUISITION OF FIXED ASSETS											
325													
326													
327	67136	Replacment of Vehicles: Schools				22,610	0	0	0	0	<b>0</b>	0	0.0%
328	67138	Replacement of Buses				0	200,000	574,850	576,215	566,439	<b>566,660</b>	-9,555	-1.7%
329													
330		TOTAL 7000 EXPENSES				22,610	200,000	574,850	576,215	566,439	<b>566,660</b>	-9,555	-1.7%

	A	B	G	H	I	M	N	O	P	Q	R	S	T
331												Increase/Decrease	
332						FY14	FY15	FY16	FY17 Budget	Anticipated	<b>FY18 Budget</b>	FY17 to FY18	
333						Final Expend.	Final Expend.	Final Expend.	w/Transfers	Final Expend.		\$	%
334													
335													
336	9000 EXPENSES -- TUITION PAYMENTS												
337													
338	69135	Tuition: Regular Ed/Vocational				0	35,016	17,556	17,556	16,464	<b>33,587</b>	16,031	91.3%
339	69163	Tuition: Special Ed.				1,746,911	2,036,253	2,333,767	2,497,631	2,456,700	<b>2,690,367</b>	192,736	7.7%
340													
341		TOTAL 9000 EXPENSES				1,746,911	2,071,269	2,351,323	2,515,187	2,473,164	<b>2,723,954</b>	208,767	8.3%
342													
343													
344		(*) denotes Foundation Budget line items. Principals shall be given considerable freedom											
345		within their foundation budget to adjust allocations within these designated line items. According to our											
346		guidelines, these adjustments cannot exceed their total foundation budget.											
347													
348													
349													

## **Capital Improvement Plan (CIP)**



# Capital Improvement Plan

## Overview

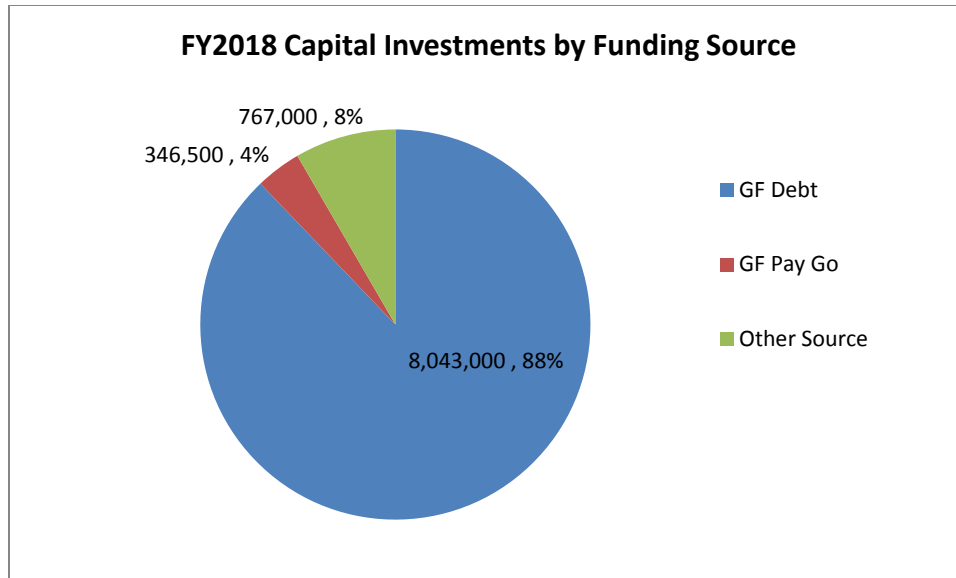
The City of Pittsfield maintains a five-year capital improvement plan (CIP) and updates it annually. In FY2018, the City anticipates total general fund capital investments of over \$9 million. The vast majority (80%) of spending is anticipated in the Department of Public Services, which has responsibility for a wide range of expensive capital assets, such as roadways, sidewalks, streetlights, parks, vehicles, and equipment.

The major general fund capital projects that will begin in FY2018 include:

- \$3 million for converting streetlights to LEDs;
- \$2.5 million for street improvements and streetscape design; and
- \$500,000 for storm water system improvements

FY2018 General Fund Projects		
Department	Total FY2018 Investment	% of Total
Airport	312,000	3%
City Clerk	110,000	1%
Community Development	175,000	2%
Fire Department	105,000	1%
Maintenance (City)	225,000	2%
Maintenance (Schools)	315,000	3%
Police Department	635,000	7%
Public Services (Infrastructure)	6,000,000	66%
Public Services (Parking & Garages)	77,000	1%
Public Services (Parks)	160,000	2%
Public Services (Vehicles & Equip)	1,042,500	11%
<b>Grand Total</b>	<b>9,156,500</b>	<b>100%</b>

The City plans to fund the majority of the FY2018 capital projects using general fund debt. Approximately 4% of the \$9 million will be paid with current dollars (Pay Go) and 8% with other sources including for example grants, dedicated revenue funds, and bond premiums.



The City also proposes almost \$14.4 million in projects for the water and wastewater operations. These projects will be funded from enterprise fund sources. The replacement of the force main at the wastewater treatment plant represents 58% of the total investments at \$8.3 million.

## FY2018 Proposed Capital Improvement Plan

General Fund Projects			FY18 Funding Source			
Project	FY2018	Total 5 Year Project Cost	GF Debt	GF Pay Go	Other (Define)	Notes
Public Services (Infrastructure)						
Street improvements (includes Streetscape design)	2,500,000	12,500,000	2,500,000			Projects will be supplemented by \$1.3 million in anticipated Chp. 90 monies
Storm water system improvements	500,000	4,000,000	500,000			
Streetlight LED conversion	3,000,000	3,000,000	3,000,000			
Public Services (Vehicles & Equipment- Non Police/Fire)						
5 ton hook lift all season truck (dump plow etc.)(2)	215,000	435,000	215,000			
1 ton hook lift all season truck (dump plow etc.)(5)	110,000	685,000	110,000			
Multi-purpose tractor with attachments(3)	55,000	165,000	55,000			
Compact sedan (5) (Health & Building Inspectors)	52,500	89,000		52,500		Budget Line 01502-58900 Capital Expenditures
One ton utility body truck with plow (10)	200,000	525,000	200,000			
Street sweeper	210,000	430,000	210,000			
Articulating tractor	130,000	130,000	130,000			
Small tractor with attachments	22,000	22,000		22,000		Budget Line 01502-58900 Capital Expenditures
Equipment trailer (low boy)	48,000	48,000	48,000			
Public Services (Parking & Garages)						
McKay Stairwell Repairs	30,000	96,000			30,000	Parking Revenue
License Plate Recognition System	47,000	47,000			47,000	Parking Revenue
Public Services (Parks)						
Athletic Court Resurfacing	80,000	400,000	80,000			
Durant Bathroom Repairs & Upgrades	80,000	80,000	80,000			
Airport						

General Fund Projects			FY18 Funding Source			Notes
Project	FY2018	Total 5 Year Project Cost	GF Debt	GF Pay Go	Other (Define)	
Masterplan Update	300,000	300,000		15,000	285,000	The portion not funded by the FAA will be funded through budget line item 01502-58900 Capital Expenditures
Pay loader Tires	12,000	12,000		12,000		Budget Line 01502-58900 Capital Expenditures
<b>Maintenance (Schools)</b>						
Environmental Abatements	60,000	360,000	60,000			
Roof Top Ventilation Replacements	130,000	260,000			130,000	Bond Premiums
Carpet Removal/Replacement	125,000	190,000			125,000	Bond Premiums
<b>Maintenance (City)</b>						
Environmental Abatements	75,000	375,000	75,000			
Capitol Theatre Marquee	150,000	150,000			150,000	\$50,000 will be funded with FY 18 Community Development Block Grant funds with the remaining \$100,000 potentially by the Community Preservation Act
<b>Community Development</b>						
Westside Riverway Park Grant Match	175,000	175,000	175,000			
<b>Fire Department</b>						
Turn out gear	70,000	70,000	70,000			
Diesel Exhaust System Upgrade	35,000	35,000		35,000		Budget Line 01502-58900 Capital Expenditures
<b>Police Department</b>						
Front Line patrol cruisers	175,000	875,000		175,000		Budget Line 01502-58900 Capital Expenditures
Support services vehicles	90,000	450,000	90,000			
Radio replacement	200,000	1,000,000	200,000			
Ballistic vests	20,000	100,000		20,000		Budget Line 01502-58900 Capital Expenditures

General Fund Projects			FY18 Funding Source			Notes
Project	FY2018	Total 5 Year Project Cost	GF Debt	GF Pay Go	Other (Define)	
TASERs	15,000	75,000		15,000		Budget Line 01502-58900 Capital Expenditures
PC Replacement	50,000	250,000	50,000			
MDT Replacement	45,000	225,000	45,000			
Technology/software	40,000	200,000	40,000			
<b>City Clerk</b>						
Voting machines/booths	110,000	110,000	110,000			
<b>Total</b>	<b>9,156,500</b>	<b>27,864,000</b>	<b>8,043,000</b>	<b>346,500</b>	<b>767,000</b>	

### Enterprise Fund Projects

*Note: All enterprise fund capital projects are funded with enterprise fund sources (debt, pay go, or retained earnings)*

Project	2018	Total 5 Year Project Cost
<b>DPU Water Enterprise</b>		
West Housatonic Water Main Improvements	1,440,000	1,440,000
Upper Sackett Reservoir Dam Improvements	1,800,000	1,800,000
West Street Tank and Water Main Phase 2	250,000	5,050,000
<b>Total Water Enterprise</b>	<b>3,490,000</b>	<b>8,290,000</b>

<b>DPU Sewer Enterprise</b>		
WWTP Force Main Replacement	8,400,000	8,400,000
Infiltration Rehabs (Lining and Replacement) Ph. 3	1,250,000	1,250,000
Siphon Repairs	1,200,000	1,200,000
One ton utility body truck with plow	50,000	102,500
<b>Total Sewer Enterprise</b>	<b>10,900,000</b>	<b>10,952,500</b>
<b>Total Enterprise</b>	<b>14,390,000</b>	<b>19,242,500</b>

## FY2018 Projects – Detail

Project	FY2018	Total 5 Year Project Cost	Description
<b>Public Services (Infrastructure)</b>			
Street improvements (includes Streetscape design)	2,500,000	12,500,000	This project involves street paving, milling, reconstruction and chip sealing services. In addition, it provides engineering design services, sidewalk construction/maintenance, crack sealing, unaccepted road repairs, and related infrastructure maintenance. This work is essential to maintaining our street/sidewalk infrastructure and ensuring safe and efficient travel on City public ways. Costs to maintain roads increase significantly if they're allowed to degrade and require greater rehabilitation.
Storm water system improvements	500,000	4,000,000	Repair to various drains, culverts and bridges. City owns 99 bridges/culverts that are in various states of disrepair, ranging from sinkholes to bridge replacement. New federal stormwater permit will require additional pollution identification and elimination work. Projects are required to prevent localized flooding, bridge/culvert failure and reduce stormwater pollution.
Streetlight LED conversion	3,000,000	3,000,000	Convert all City owned streetlights (5,236 fixtures) from high pressure sodium to LED lights. New LED lights will increase public safety through improved illumination and reliability. Utility rebates and resultant savings in energy costs will provide payback in 7-9 years and reduced utility costs beyond.
<b>Public Services (Vehicles &amp; Equipment- Non Police/Fire)</b>			
5 ton hook lift all season truck (dump plow etc.)(2)	215,000	435,000	Acquire one current model year 5 ton hook lift truck with attachments to replace a front line snow fighter. 5 Ton Hook Lift all season truck (snow fighter) - 1 unit in FY18 and 1 in FY21 (2 total) There are currently four units in this category that will be shifted to best maximize their use to the Department of Public Services. One of these units is used year round but in the winter they all cover main plow routes within the city. These trucks belong in the 10 year lifespan category due to the fact they are used for salting, which is corrosive. Unit #1857 a 1997 international with 7600 hours set up for winter use only (no dump body). This unit was repurposed from within the fleet and is currently used in the Parks Division for plowing salting and sanding. This unit had a hard time passing emissions this year and suffers from cab rot. Unit will be auctioned once it fails to pass inspection. Unit #1164 a 2004 international with 8400 hours and set up for winter use only (no dump body). This unit is currently used by the Highway Division as a spare. This vehicle will be sent to the Parks Division to bolster their capabilities and ultimately replace unit #1857. Unit #1165 a 2003 international with 8300 hours, this unit also set up for winter only is currently used as a main line snow fighter for the Highway Division. Unit will be used as a spare for the Highway Division and ultimately shift it over to the Parks Division in FY21. Unit# 1172 a

Project	FY2018	Total 5 Year Project Cost	Description
			2009 International with 3500 hours, this unit has all season capability. This vehicle is currently used as a main line snow fighter. Unit will be used as a spare for the Highway Division for year round operations once the 5 year CIP is completed. The implementation of this plan will give the Department of Public Services more versatility and reliability year round. Further this will enable them to respond to weather related emergencies in a timely and safe manner. The consequences of not completing this plan are as follows. Reduced ability to adequately cover the city during winter operations. Increased expense in maintaining aging equipment. Increased expense of hiring contractors to fill in when equipment is not available.
1 ton hook lift all season truck (dump plow etc.)(5)	110,000	685,000	Acquire one current model year 1 ton hook lift truck with attachments to replace a front line patch truck. 1 Ton Hook Lift all season truck (dump plow sand) 1 unit each fiscal year 2 in FY19 (6 total) There are currently six units targeted in this category. Three units to be auctioned and three slated for use in other divisions. This type of truck is one of the most utilized for public services. Making the new purchases hook loaders only enhances their usefulness. Units #1858, 1859 and 1109 one ton dump trucks in the Parks Division with mileage ranging from 75000 to 84000. Each of these trucks are suffering from body rot and should be phased out one each year. Unit 1858 has already been taken off the road. Unit #1110 a 2005 Ford F-550 with 80000 + miles. This unit is currently a main line patch truck in the Highway Division. This unit will be shifted to the Parks Division in FY18. Unit #1201 a 2003 Chevrolet one ton dump in the building Maintenance Department. This truck is currently used for deicing the parking garage and hauling sweepings etc. This truck has serious rot due to the deicing activities. This unit will be auctioned once a replacement arrives. Unit 1107 a 2011 Ford F-550 with 48000 miles. This unit is currently a main line patch truck. This unit will be shifted over to the parks division once the CIP is completed. The implementation of this plan will give the Department of Public Services more versatility and reliability year round. Further this will enable them to respond to weather related emergencies in a timely and safe manner. The consequences of not completing this plan are as follows: Reduced ability to adequately cover the city during year round operations IE: pothole patching plowing, sanding etc. Increased expense in maintaining aging equipment.

Project	FY2018	Total 5 Year Project Cost	Description
Multi-purpose tractor with attachments(3)	55,000	165,000	Acquire one current model year Multipurpose Tractor with attachments to replace same. Multipurpose Tractor with attachments - 1 unit in FY18, FY19 and FY20 (3 total) There are two tractors in the Parks Division and one in the Highway Division that need to be phased out over the course of this plan. One of them has been taken off the road due to safety issues and another doesn't leave Springside Park for the same reasons. Unit #1864 is a 1996 Ford Tractor with 4400 hours. This unit has serious cab rot and is unsafe to drive in its current condition and should be auctioned. Unit #1811 is a 1970 Massey Fergusson with unknown hours. It is no longer useful to the Parks Division even as a spare and should be auctioned. Unit #1154 is a 1979 John Deere with unknown hours is in need of a major overhaul (engine transmission etc.) and should be auctioned. The implementation of this plan will give the Department of Public Services more versatility and reliability year round. Further this will enable them to safely maintain the city's parks and recreation areas The consequences of not completing this plan are as follows. Reduced ability to adequately maintain the city's parks and recreation areas. Increased expense in maintaining aging equipment.
Compact sedan (5) (Health & Building Inspectors)	52,500	89,000	Acquire four current model year Compact Sedans to replace same. 3 in FY18, 1 in FY19 and 1 in FY20 (5 total) We currently have a major issue with compact sedans. There are 3 units under this item that are going to auction in the next year. This has caused shortages for the Health and Inspections Departments. Plan is to replace 3 units for Health and Inspections in FY18. Unit #'s 2419 and 2422 both 2003 Ford Taurus' with 60000+ miles. These units suffer from serious body rot and will not pass Mass state inspection on the next attempt. Unit 1474 a 1996 Chevrolet blazer. This unit has serious body rot and should be replaced ASAP. The implementation of this plan will give the health and inspections departments safe and reliable transportation. The consequence of not completing this plan is decreased ability of the individual inspectors to perform their duties due to vehicles being unavailable.



Project	FY2018	Total 5 Year Project Cost	Description
One ton utility body truck with plow (10)	200,000	525,000	<p>Acquire four current model year 1 ton Utility Body Trucks with plow to replace same. 1 Ton Utility Body Truck with plow 4 units in FY18, 2 in FY19, 2 in FY20, 2 in FY 21(10 total) There are currently ten units targeted in this item. Three of these units are currently out of service. Three others are facing serious issues that threaten their ability to remain in service. The final four are slated for replacement in the following two years of the CIP. The Building Maintenance Department is facing a shortage of vehicles. This situation is only going to get worse as time goes on. One of their vehicles was auctioned last year without replacing it. Another is going to auction this year. A request for new vehicles was denied the last two fiscal years. The units we are requesting will include plows as this department participates in snow operations. Unit #1215 is a 1999 Ford Ranger with 74000 miles. This vehicle has reached the end of its serviceable life and is currently on the auction line. It should be replaced with a new one ton utility body truck with plow in FY18. The Department of Public Services currently has two units that are out of service and going to auction in this category. The Parks Division has one and the Garage division has the other. The loss of these vehicles has affected our operational capabilities. Unit #1850 is a 1997 Ford F-350 utility body truck with 143000 mi. This truck is out of service and was previously utilized by the Parks Division. It is completely rotted out and is on the auction line. I would like to replace this unit with a new one ton utility body truck in FY18. Unit #1302 a 1993 Ford F-350 utility body truck with unknown mileage (the digital display is broken). This truck is out of service and was previously utilized by the Garage Division. It is rotted out and the engine needs to be overhauled. This truck would be replaced in FY18. The Department of Public Utilities has four trucks in this category contemplated in this assessment. Unit #1609 in particular has been taken out of service due to body rot issues and unit 1642 is not far behind. The implementation of this plan will give these departments more versatility and reliability year round. Further this will enable service personnel to respond to weather and other emergencies in a timely and safe manner. The consequences of not completing this plan are as follows. Reduced ability to adequately cover the city during year round operations. Increased expense in maintaining aging equipment.</p>
Street sweeper	210,000	430,000	<p>Acquire one current model year Street Sweeper. Street Sweeper – 1 each in FY18 and FY20 (2 total) Currently the department of Public Services has three street sweepers model years 2002, 2008 and 2010. These machines are high wear and maintenance items. A typical lifespan is 10 years. The 2002 model is not expected to last past FY19. If Public Services intends to maintain the current level of service then it is imperative to proceed as planned. Unit #1166 is a 2002 Elgin sweeper with 5800 hrs. This unit is completely</p>

Project	FY2018	Total 5 Year Project Cost	Description
			worn out in the conveyor area and will require a major overhaul to once again be a viable unit. It should be auctioned or traded for a new unit. The consequences of not completing this plan are as follows. The reduced ability to sweep the streets in a timely manner. Increased maintenance cost associated with aging equipment. The possibility of having to hire a contractor.
Articulating tractor	130,000	130,000	Acquire one current model year Articulating Tractor. Articulating Tractor – 1 in FY18. The Department of Public Services currently has three articulating tractors. These tractors are used for sidewalk plowing and snow blowing in the winter. They are used for mowing or sweeping in the summer. These units have a typical lifespan of 15 years. Unit #1168 a 2003 Holder with 3300 hours. The cab is rotted out. This unit is currently out of service and should be replaced in FY18. The consequences of not completing this plan are as follows. Reduced ability to adequately cover the city during year round operations. Increased expense in maintaining aging equipment.
Small tractor with attachments	22,000	22,000	Acquire one current model year Small Tractor with attachments. Small Tractor with attachments. The Highway division currently has two large machines to maintain sidewalks and roadsides. They would like to add this Small Tractor to their fleet to better maintain sidewalks and areas currently done by hand (shovel, broom etc.). This will give them more versatility and help to maximize the use of their personnel. The consequence of not implementing this request is taking personnel away from other important duties to shovel snow sweep etc.
Equipment trailer (low boy)	48,000	48,000	Acquire one current model year Equipment Trailer. Item 19: Equipment Trailer (low boy) – 1 in FY18. The City of Pittsfield has recently acquired a tractor through Government Surplus and a state grant. The intention of this purchase was to obtain a trailer to haul equipment to job sites. The purchase of this trailer will also help with transportation costs associated with the surplus program. This tractor trailer combination will be utilized by many departments for years to come. The consequence of not completing this plan is the underutilization of the City's newly acquired tractor.
<b>Public Services (Parking &amp; Garages)</b>			
McKay Stairwell Repairs	30,000	96,000	Repair tower stairwells including rail. Replace and rotted areas and replacing all treads
License Plate Recognition System	47,000	47,000	Purchase and install a second LPR system.
<b>Public Services (Parks)</b>			
Athletic Court Resurfacing	80,000	400,000	Rehabilitation of athletic court surfaces across the park and school system which are in disrepair and may need repainting.
Durant Bathroom Repairs & Upgrades	80,000	80,000	Construction of new handicap accessible bathrooms within the existing band shell building

Project	FY2018	Total 5 Year Project Cost	Description
<b>Airport</b>			
Masterplan Update	300,000	300,000	Update the Airport Master Plan because it is outdated. Airport tenants are looking to erect a new hangar and MassDOT would like to replace the terminal. Both projects require an updated master plan for location purposes. The most recent plan was completed in 2001. The FAA requires updates every 5 years. This project had been put on hold while the expansion project was completed. This project will be more comprehensive than a typical update since the airport facility has been significantly altered with the expansion project.
Pay loader Tires	12,000	12,000	Replace loader tires. Existing tires are 16 years old and worn due to age. They are showing signs of failure, which could be a safety hazard.
<b>Maintenance (Schools)</b>			
Environmental Abatements	60,000	360,000	Perform environmental abatements for such materials as asbestos and lead paint, which may cause health issues.
Roof Top Ventilation Replacements	130,000	260,000	Replace roof top units at Conte and Morningside Community schools, which are failing. The units are past their life expectancy. These units maintain proper ventilation in the building for public health and habitability.
Carpet Removal/Replacement	125,000	190,000	Replace worn carpeting at Morningside Community School in FY18 and the PHS Library FY19. The carpeting is original and in poor condition.
<b>Maintenance (City)</b>			
Environmental Abatements	75,000	375,000	Perform environmental abatements at various City buildings for such materials as asbestos and lead paint, which may cause health issues.
Capitol Theatre Marquee	150,000	150,000	Repair or replace current aging marquee for safety/workmanship reasons and to improve aesthetics.
<b>Community Development</b>			
Westside Riverway Park Grant Match	175,000	175,000	Development of passive riverside park along Dewey Avenue as part of the Westside Riverway Plan implementation. Installation of the park walkways and other features follows the soil remediation and site preparation which shall conclude in early 2017.
<b>Fire Department</b>			
Turn out gear	70,000	70,000	Final year of three-year turn out gear replacement program. All turn out gear purchased in 2008 will have been replaced.
Diesel Exhaust System Upgrade	35,000	35,000	Upgrade diesel exhaust removal systems in all five fire stations. These systems are essential for firefighter health and safety because they reduce the risk of exposure to suspected carcinogens.
<b>Police Department</b>			
Front Line patrol cruisers	175,000	875,000	Replacement of front line cruisers for Patrol and Traffic Operations according to the current cruiser replacement plan. Cyclical replacement controls maintenance costs and reduces downtime of vehicles.
Support services vehicles	90,000	450,000	Replacement of support services vehicles according to the current replacement plan. Cyclical replacement controls maintenance costs and reduces downtime of vehicles.

Project	FY2018	Total 5 Year Project Cost	Description
Radio replacement	200,000	1,000,000	Replace station consoles, mobiles and portables to keep under warranty. Avoid recurring cost of replacing/reprogramming entire radio fleet every several years.
Ballistic vests	20,000	100,000	Replace department ballistic protection vests on a 5 year basis. Failure to replace would put the department out of compliance with national best practices and mandatory wear guidelines.
TASERS	15,000	75,000	Replace TASERS and maintain under warranty. Upgrade existing TASERS and keep replacements under maintenance plan.
PC Replacement	50,000	250,000	Replace department PCs on a rotating basis and maintain under replacement warranty. Cyclical replacement avoids costly unplanned replacements and keeps software up-to-date.
MDT Replacement	45,000	225,000	Replace Mobile Data Terminals (MDTs) and maintain under warranty to avoid unplanned replacement costs.
Technology/software	40,000	200,000	Replace and upgrade technology and software that is no longer supported
<b>City Clerk</b>			
Voting machines/booths	110,000	110,000	Replace the City's current voting machines and voting booths. Within 3 years, the City's Accuvote machines will no longer be supported by the manufacturer. Parts for these machines are no longer available.
<b>Total</b>	<b>9,156,500</b>	<b>27,864,000</b>	
<b>DPU Water Enterprise</b>			
West Housatonic Water Main Improvements	1,440,000	1,440,000	The City of Pittsfield's distribution system is experiencing low pressure and inadequate fire flows to the west of the railroad bridge on West Housatonic Street (currently under construction by MassDOT). The existing 8 inch diameter water main is a cast iron main installed around 1932; it is severely corroded. To correct the operation issue, a new 12 inch diameter cement lined ductile iron pipe will be installed.
Upper Sackett Reservoir Dam Improvements	1,800,000	1,800,000	The City is under order of the Massachusetts DCR Office of Dam Safety to make the dam compliant with Dam Safety regulations by October 22, 2017. The dam is classified as a large, high hazard potential (Class I) dam. High hazard dams are dams that will likely cause the loss of life and property damage in the event of the dam failure. The dam was found to be in poor condition based on a 2014 inspection.
West Street Tank and Water Main Phase 2	250,000	-	It is necessary to improve the City's water distribution to ensure adequate pressure and fire flow protection to the outer areas of West Street. A larger diameter cement lined ductile iron pipe will be installed as well as a new water storage tank on the BCC property.
<b>Total Water Enterprise:</b>	<b>3,490,000</b>	<b>8,290,000</b>	

Project	FY2018	Total 5 Year Project Cost	Description
<b>DPU Sewer Enterprise (WWTP)</b>			
WWTP Force Main Replacement	8,400,000	8,400,000	Replacement of the Primary Pumps - Force Main was identified as a priority project in the City's Wastewater Treatment Plant Facility Plan, dated October 2007. The Force Main is original to the 1963 WWTP and is a significant failure risk. The force main is constructed of pre-stressed concrete cylinder pipe (PCCP), which is susceptible to sulfide corrosion. Also, recent collapses of PCCP at other installations in the country have raised concerns over the integrity of the reinforcement of this pipe. A complicating factor is that the force main is partially inaccessible, due to its location beneath the existing Digester Building. As such, repair of a leak or collapse in the force main would be difficult to impossible. Failure of the force main is potentially catastrophic, as it would effectively disable the WWTP. The force main conveys all of the wastewater influent to the WWTP. Should the force main fail, flow of wastewater through the WWTP would stop, and would overflow untreated wastewater to the environment and potentially back up sewer service connections. A temporary emergency pumping system and force main could be deployed, however this would require several days to implement. Furthermore, the cost of rental, mobilization, staging and operation of a temporary system is cost-prohibitive considering the duration that such a temporary system would be required until a permanent replacement force main could be designed and constructed.
<b>DPU Sewer Enterprise (Sewer Collection System Projects)</b>			
Infiltration Rehabs (Lining and Replacement) Ph. 3	1,250,000	1,250,000	It is necessary to continue the work to reduce Infiltration and Inflow (I/I) from the City's sewer collection system. Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and manholes. Inflow is extraneous rain water entering the sewer through roof leaders, catch basins, drains, manhole covers, and sump pumps. I/I significantly drives up the cost of operating and maintaining the City's Wastewater Treatment Plant. Infiltration rehabilitation recommendations were based on the cost-effective removal through open-cut replacement, cured-in-place pipe (CIPP) liner, lateral lining, no-dig point repair, and manhole rehabilitation. It was estimated that all phases of the recommended rehabilitation program will result in the removal of approximately 1.58 million gallons per day (MGD) of peak infiltration (1.25 MGD of average infiltration).
Siphon Repairs	1,200,000	1,200,000	It is necessary to continue the work to reduce Infiltration and Inflow (I/I) from the City's sewer collection system. Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and manholes. Inflow is extraneous rain water entering the sewer through roof leaders, catch basins, drains, manhole covers, and sump pumps. I/I significantly drives up the cost of operating and maintaining the City's Wastewater Treatment

Project	FY2018	Total 5 Year Project Cost	Description
			Plant. Infiltration rehabilitation recommendations were based on the cost-effective removal through open-cut replacement, cured-in-place pipe (CIPP) liner, lateral lining, no-dig point repair, and manhole rehabilitation. It was estimated that all phases of the recommended rehabilitation program will result in the removal of approximately 1.58 million gallons per day (MGD) of peak infiltration (1.25 MGD of average infiltration).
One ton utility body truck with plow	50,000	102,500	Replaces an existing truck that is unreliable. Truck will be paid for from the sewer enterprise operating budget.
<b>Total Sewer Enterprise:</b>	<b>10,900,000</b>	<b>10,952,500</b>	
<b>Total Enterprise</b>	<b>14,390,000</b>	<b>19,242,500</b>	

## Five Year CIP (Anticipated Needs Years 2 – 5)

Note: Years 2 – 5 of the plan represent needs currently anticipated by the departments. Requests are reassessed each year in light of any new relevant information, new requests from the department, grant opportunities, and the City's funding capacity

FUNDING SOURCE KEY
To be funded from 01502-58900 Capital Expenditures
To be funded with Chapter 90 funds
To be funded partially by Grants
To be funded from private funds/donations
To be funded from Water/Sewer retained earnings
To be funded from Bond Premiums
Possible CPA projects
To be funded with Parking Revenue

Department / Project	2018	2019	2020	2021	2022	Total
<b>Public Services:</b>						
<b>Infrastructure</b>						
Street improvements (includes Streetscape design)	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	12,500,000
New Highway garage	-	-	1,200,000	2,800,000		4,000,000
Storm water system improvements	500,000	500,000	1,000,000	1,000,000	1,000,000	4,000,000
Streetlight LED conversion	3,000,000	-	-	-	-	3,000,000
Tyler Street Reconstruction	-	-	5,000,000	-	-	5,000,000
Tyler/Dalton/Woodlawn Intersection (design/construction)	-	200,000	1,200,000	-	-	1,400,000
Streetscape Phase 5	-	400,000	-	-	-	400,000

Department / Project	2018	2019	2020	2021	2022	Total
<b><i>Vehicles &amp; Equipment (non police &amp; fire)</i></b>						
5 ton hook lift all season truck (dump plow etc.)(2)	215,000	-	-	220,000	-	435,000
Tandem hook lift all season truck (dump plow etc.)(1)	-	240,000	-	-	-	240,000
1 ton hook lift all season truck (dump plow etc.)(5)	110,000	230,000	115,000	115,000	115,000	685,000
Multi-purpose tractor with attachments(3)	55,000	55,000	55,000	-	-	165,000
Compact sedan (5) (Health & Building Inspectors)	52,500	18,000	18,500	-	-	89,000
One ton utility body truck with plow (10)	200,000	105,000	110,000	110,000	-	525,000
Street sweeper	210,000	-	220,000	-	-	430,000
Signal maintenance truck	-	140,000	-	-	-	140,000
Articulating tractor	130,000	-	-	-	-	130,000
Small tractor with attachments	22,000	-	-	-	-	22,000
Hot box (asphalt recycler)	-	40,000	-	-	-	40,000
Forklift	-	30,000	-	-	-	30,000
Brush Chipper	-	35,000	-	39,000	-	74,000
Stump grinder	-	37,000	-	-	-	37,000
Equipment trailer (low boy)	48,000	-	-	-	-	48,000
All wheel drive mower	-	55,000	-	-	-	55,000
Wheel loader	-	-	235,000	-	-	235,000
Backhoe	-	-	-	57,000	-	57,000
Skidsteer loader	-	-	-	55,000	-	55,000

***Parking/Garages***

McKay Stairwell Repairs	30,000	33,000	33,000	-	-	96,000
McKay Roof Level Recoating	-	200,000	-	-	-	200,000
McKay Elevator Upgrades	-	-	60,000	-	-	60,000
License Plate Recognition System	47,000	-	-	-	-	47,000
Parking Control Vehicle	-	-	-	25,000	-	25,000



Department / Project	2018	2019	2020	2021	2022	Total
<b>Parks</b>						
Dog Park Design and Construction		40,000	400,000	-	100,000	540,000
Athletic Court Resurfacing	80,000	80,000	80,000	80,000	80,000	400,000
Clapp Park Baseball Field and Playground Improvements	-	850,000	-	-	-	850,000
Porter Park Playground Improvements	-	50,000	-	-	-	50,000
Wild Acres Dam Improvements	-	250,000	-	-	-	250,000
Tucker Park Playground Improvements	-	125,000	-	-	-	125,000
Lebanon Park Playground Improvements	-	-	75,000	-	-	75,000
Skate Park; Phase 2	-	-	350,000	-	-	350,000
Springside Pond Rehabilitation	-	-	500,000	-	-	500,000
Wild Acres Handicapped Access Trail	-	-	150,000	-	-	150,000
Osceola Park Playground Parking Improvements	-	-	-	400,000	-	400,000
Pontoosuc Lake Park Improvements	-	-	-	500,000	500,000	1,000,000
Lakewood Park Parking Improvements	-	-	-		100,000	100,000
Durant Bathroom Repairs & Upgrades	80,000	-	-	-	-	80,000
Wahconah Park Renovations & Repairs	-	-	-	300,000	-	300,000
Springside Greenhouse Improvements	-	-	75,000	-	-	75,000
Clapp Park Bathroom Repairs & Upgrades	-	150,000	-	-	-	150,000
	7,279,500	6,363,000	13,376,500	8,201,000	4,395,000	39,615,000

#### **Airport**

Skid Steer Loader (City Share \$7,500)	-	150,000	-	-	-	150,000
Environmental Assessment (City Share \$6,000)	-	120,000	-	-	-	120,000
New Terminal (City Share \$212,500)	-	4,250,000	-	-	-	4,250,000
Masterplan Update (City Share \$15,000)	300,000	-	-	-	-	300,000
Reconstruct Aircraft Parking Apron (City Share \$82,000)	-		-	2,500,000	-	2,500,000

Department / Project	2018	2019	2020	2021	2022	Total
Reconstruct Taxiway A (City Share \$275,000)	-	-	5,500,000	-	-	5,500,000
Snow Removal Equipment (City Share \$60,000)	-	-	-	-	300,000	300,000
Pay loader Tires	12,000	-	-	-	-	12,000
Total	312,000	4,520,000	5,500,000	2,500,000	300,000	13,132,000

#### ***Maintenance (Schools)***

Environmental Abatements	60,000	75,000	75,000	75,000	75,000	360,000
Roof Top Ventilation Replacements	130,000	130,000	-	-	-	260,000
Boiler Replacements	-	-	50,000	750,000	-	800,000
Heating Control Upgrades	-	270,000	-	-	-	270,000
Carpet Removal/Replacement	125,000	65,000	-	-	-	190,000
Lighting Upgrades		80,000	-	-	-	80,000
Stage Rigging Repairs (PHS)	-	-	75,000	-	-	75,000
School Security Upgrades	-	-	-	-	-	-
Total	315,000	620,000	200,000	825,000	75,000	2,035,000

#### ***Maintenance (City)***

Environmental Abatements	75,000	75,000	75,000	75,000	75,000	375,000
Roof Repairs/Replacements:	-	30,000	600,000	-	-	630,000
Window Repairs/Replacements: (includes lead testing)	-	100,000	50,000	50,000	50,000	250,000
Mini-Split Systems (Fire Stations)	TBD	TBD	TBD	TBD	TBD	-
Stair Rail Replacements (City Hall)	-	15,000	-	-	-	15,000
Capitol Theatre Marquee (Other \$50K from CDBG)	150,000	-	-	-	-	150,000
Total	225,000	220,000	725,000	125,000	125,000	1,420,000

#### ***Community Development***

Department / Project	2018	2019	2020	2021	2022	Total
Bike Path Middle Section Planning	-	200,000	200,000	-	-	400,000
Onota Dam Parcel Acquisition	-	75,000	-	-	-	75,000
Pontoosuc Lake Park Master Plan	-	150,000	-	-	-	150,000
Springside House Restoration	-	1,000,000	750,000	250,000	-	2,000,000
Westside Riverway Park Grant Match	175,000	-	-	-	-	175,000
Total	175,000	1,425,000	950,000	250,000	-	2,800,000

**Fire Department**

Turn out gear	70,000	-	-	-	-	70,000
Diesel Exhaust System Upgrade	35,000	-	-	-	-	35,000
Engine and ladder truck replacement			-	-	-	-
Triple combination engine combination	-	-	540,000	-	-	540,000
Total	105,000	-	540,000	-	-	645,000

**Police Department**

New station construction	-	3,000,000	-	30,000,000		33,000,000
Front Line patrol cruisers	175,000	175,000	175,000	175,000	175,000	875,000
Support services vehicles	90,000	90,000	90,000	90,000	90,000	450,000
Radio replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Ballistic vests	20,000	20,000	20,000	20,000	20,000	100,000
TASERS	15,000	15,000	15,000	15,000	15,000	75,000
PC Replacement	50,000	50,000	50,000	50,000	50,000	250,000
MDT Replacement	45,000	45,000	45,000	45,000	45,000	225,000
Technology/software	40,000	40,000	40,000	40,000	40,000	200,000
Glock Replacement	-	-	-	18,000	-	18,000
Total	635,000	3,635,000	635,000	30,653,000	635,000	36,193,000

Department / Project	2018	2019	2020	2021	2022	Total
<b>City Clerk</b>						
Voting machines/booths	110,000	-	-	-	-	110,000
Total	110,000	-	-	-	-	110,000
Total General Fund	9,156,500	16,808,000	21,951,500	42,579,000	5,555,000	96,050,000

**DPU Water Enterprise:**

West Housatonic Water Main Improvements	1,440,000	-	-	-	-	1,440,000
Upper Sackett Reservoir Dam Improvements	1,800,000	-	-	-	-	1,800,000
West Street Tank and Water Main Phase 2	250,000	4,800,000	-	-	-	-
Lebanon Ave Tank Improvements / Painting	-	900,000	-	-	-	900,000
Ashley WTP Upgrade	-	1,200,000	TBD	-	-	1,200,000
Cleveland WTP Upgrade	-	2,400,000	TBD	-	-	2,400,000
Hancock Rd Water Main Extension to Pecks Rd	-	-	1,920,000	-	-	1,920,000
Water Resources Office/Maintenance Facility/Laboratory	-	300,000	-	3,400,000	-	3,700,000
1 ton Pickup with plow	-	43,000	44,000	-	-	87,000
One ton utility body truck with plow	-	-	55,000	55,000	-	110,000
Total Water Enterprise:	3,490,000	9,643,000	2,019,000	3,455,000	-	18,607,000

**DPU Sewer Enterprise:**

<b>Wastewater Treatment Plant Projects</b>						-
WWTP Force Main Replacement	8,400,000	-	-	-	-	8,400,000
WWTP Nutrient Removal Upgrade - Construction	-	76,000,000	-	-	-	76,000,000

Department / Project	2018	2019	2020	2021	2022	Total
Water Resources Office/Maintenance Facility/Laboratory	-	300,000	-	3,400,000	-	3,700,000
<b>Sewer Collection System Projects</b>	-	-	-	-	-	-
Investigate and Repair(Inflow - Phase 3)	-	-	-	-	-	-
Private Inflow Removal Program (Inflow - Phase 4)	-	75,000	-	-	-	75,000
Investigate Suspect Sources (Inflow - Phase 5)	-	-	150,000	-	-	150,000
Infiltration Rehabs (Lining and Replacement) Ph. 3	1,250,000	-	-	-	-	1,250,000
Infiltration Rehabs (Lining and Replacement) Ph. 4	-	790,000	-	-	-	790,000
Infiltration Rehabs (Lining and Replacement) Ph. 5	-	180,000	1,370,000	-	-	1,550,000
Structural Pipe Repairs and Replacements	-	-	-	1,500,000	-	1,500,000
Siphon Repairs	1,200,000	-	-	-	-	1,200,000
Additional Flow Monitoring	-	300,000	-	-	-	300,000
Additional SSES Field Investigations	-	500,000	-	-	-	500,000
Private Inflow Separation Work	-		1,350,000	1,350,000	-	2,700,000
PM - CCTV and Manhole Inspections	-	100,000	100,000	100,000	100,000	400,000
Asset Management (Phase 2)	-	46,000	-	-	-	46,000
Asset Management (Phase 3)	-	-	116,000	-	-	116,000
Asset Management (Phase 4)	-	-	-	59,000		59,000
Annual AM Maintenance	-	-	-	-	40,000	40,000
2 <sup>nd</sup> Street Sewer	-	-	675,000	-	-	675,000
1 ton Pickup with plow	-	42,000	-	45,000	45,000	
One ton utility body truck with plow	50,000	-	52,500	-	-	102,500
Total Sewer Enterprise:	10,900,000	78,333,000	3,813,500	6,454,000	185,000	99,685,500
Total Enterprise	14,390,000	87,976,000	5,832,500	9,909,000	185,000	118,292,500

## Capital-Related Policies and Procedures

### *Summary of Capital Policies*

The City has codified certain policies related to the Capital Improvement Plan in order to ensure an effective plan is implemented.

Chapter 6, Section 39 of the City Code defines a capital outlay as “(a) Any physical public betterment or improvement and any preliminary studies and surveys relative thereto.(b) The acquisition of property of a permanent nature.(c) The purchase of equipment for any public betterment or improvement when first erected or acquired.”

Per City policy, the Finance Director in consultation with the Mayor and department heads will evaluate and prioritize capital projects using the below criteria:

- Required by state or federal laws or regulations
- Supports adopted plans, goals, objectives, and policies
- Stabilizes or reduces operating costs
- Replaces a clearly obsolete facility or makes better use of an existing facility
- Maintains or improves productivity or existing standards of service
- Eliminates a hazard to public health and safety
- Directly benefits the City's economic base by increasing property values
- Provides new programs having social, cultural, historic, economic, or aesthetic value
- Uses outside financing sources, such as grants

### *Summary of Capital Procedures*

Chapter 7 of the City Charter and Chapter 6, Article VIII of the City Code guide the procedures associated with the City's Capital Improvement Plan. The Mayor is responsible for the submission of a five-year capital improvement program at least 60 days prior to the start of each fiscal year. Said CIP should contain the following four components:

“(1) A general summary of its contents;

- (2) A list of all capital improvements proposed to be undertaken during the next five years, with supporting information as to the need for each capital improvement;
- (3) Cost estimates, methods of financing and recommended time schedules for each improvement; and
- (4) The estimated annual cost of operating and maintaining each facility and piece of major equipment involved.”

The planning board, the director of finance/treasurer and the president of the city council shall cooperate with and assist the Mayor in the preparation of the CIP. In addition, Chapter 2, Article XIV, 2-73(e) of the City Code provides that “the community development board shall prepare or assist...in the development of a capital improvement program.”

The City Council holds a public hearing on the CIP 14 days after publishing a notice in a newspaper of general circulation. Finally, “At any time after the public hearing but before the last day of the last month of the current fiscal year, the city council shall by resolution adopt the capital improvement program, which may be amended, provided that each amendment shall be voted on separately and that an increase in the capital improvement program as submitted shall clearly identify the method of financing to accomplish the proposed increase.”

## **Debt Detail**



# Municipal Debt

## Overview

Massachusetts General Laws authorize a municipality to issue debt under certain circumstances and for various durations. Debt is typically used to finance capital projects or those that require significant cash outlays. The most commonly used method is general obligation bonds, which are supported by the full faith and credit of the municipality. They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. In recent years, the City has used GO bonds to finance school, airport, water, and sewer projects. There are other types of financing methods that the City may also use in certain circumstances, including various advantaged State programs. Properly structured municipal debt is tax-exempt, which is attractive to many investors who, in turn, require less interest than they would from non-tax-exempt investments.

For a deeper explanation of municipal debt, see the State DOR DLS's primer on municipal debt (May 2016): <http://www.mass.gov/dor/docs/dls/mdmstuf/technical-assistance/best-practices/understandingmunicipaldebt.pdf>

## Authorization Procedure and Limitations

Bonds and notes including refunding bonds are generally authorized on behalf of the City by vote of two-thirds of all the members of the City Council with the approval of the Mayor. Provision is made for a referendum on the filing of a petition bearing the requisite number of signatures. Borrowings for certain purposes require state administrative approval. When serial bonds or notes have been authorized, bond anticipation notes may be issued by the officers authorized to issue the serial bonds or notes. Temporary debt in anticipation of the revenue of the fiscal year in which the debt is incurred or in anticipation of authorized federal and state aid generally may be incurred by the Treasurer with the approval of the Mayor and the Controller of Accounts.

## Debt Limits

The general debt limit of the City consists of normal debt limit and a double debt limit. The normal debt limit is 5 percent of the valuation of taxable property as last equalized by the State Department of Revenue. The City can authorize debt up to this amount without State approval. It can authorize debt up to twice this amount (the double debt limit) with the approval of the State Municipal Finance Oversight Board composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts.

There are many categories of general obligation debt which are exempt from and do not count against the general debt limit. Among others, these exempt categories include revenue anticipation notes and grant anticipation notes, emergency loans, loans exempted by special laws, certain school bonds, sewer bonds, solid waste disposal facility bonds and economic development bonds supported by tax increment financing; and subject to special debt limits, bonds for water (limited to 10 percent of equalized valuation), housing, urban renewal, and economic development (subject to various debt limits), and electric, gas community antenna television systems, telecommunications systems (subject to a separate limit equal to the

general debt limit, including the same doubling provision). Revenue bonds are not subject to these debt limits. The general debt limit and the special debt limit for water bonds apply at the time debt are authorized. The other special debt limits generally apply at the time the debt is incurred.

### *Revenue Anticipation Notes*

The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawful unappropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. In any event, the period from an original borrowing to its final maturity cannot exceed one year.

## **Types of Obligations**

General Obligations. Massachusetts cities and towns are authorized to issue general obligation indebtedness of these types:

Serial Bonds and Notes. These are generally required to be payable in annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. A level debt service schedule, or a schedule that provides for a more rapid amortization of principal than level debt service, is permitted. The principal amounts of certain economic development bonds supported by tax increment financing may be payable in equal, diminishing or increasing amounts beginning within 10 years after the date of issue. The maximum terms of serial bonds and notes vary from one year to 40 years, depending on the purpose of the issue. The maximum terms permitted are set forth in the statutes. In addition, for many projects, the maximum term may be determined in accordance with useful life guidelines promulgated by the State Department of Revenue ("DOR"). Serial bonds and notes may be issued for the purposes set forth in the statutes. In addition, serial bonds and notes may be issued for any other public work improvement or asset not specifically listed in the Statutes that has a useful life of at least 5 years. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum applicable term measured from the date of the original bonds or notes and must produce present value savings over the debt service of the refunded bonds. Generally, the first required annual payment of principal of the refunding bonds cannot be later than the first principal payment of any of the bonds or notes being refunded thereby, however, principal payments made before the first principal payment of any of the bonds or notes being refunded thereby may be in any amount.

Serial bonds may be issued as "qualified bonds" with the approval of the state Municipal Finance Oversight Board composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the Board. Qualified bonds may mature not less than 10 nor more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service paid by the State from state aid or other state payments; administrative costs and any loss of interest income to the State are to be

assessed upon the city or town.

Tax Credit Bonds or Notes. Subject to certain provisions and conditions, the officers authorized to issue bonds or notes may designate any duly authorized issue of bonds or notes as “tax credit bonds” to the extent such bonds and notes are otherwise permitted to be issued with federal tax credits or other similar subsidies for all or a portion of the borrowing costs. Tax credit bonds may be made payable without regard to the annual installments required by any other law, and a sinking fund may be established for the payment of such bonds. Any investment that is part of such a sinking fund may mature not later than the date fixed for payment or redemption of the applicable bonds.

Bond Anticipation Notes. These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed five years from their original dates of issuance, provided that for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. For certain school projects, however, notes may be refunded from time to time for a period not to exceed seven years without having to pay any portion of the principal of the notes from revenue funds. The maximum term of bonds issued to refund bond anticipation notes is measured (except for certain school projects) from the date of the original issue of the notes.

Revenue Anticipation Notes. These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue. The City has not issued any revenue anticipation notes during the last five fiscal years and does not anticipate issuing any during the current fiscal year.

Grant Anticipation Notes. These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. They must generally mature within two years, but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds. Cities and towns may issue revenue bonds for solid waste disposal facilities and for projects financed under the Commonwealth's Clean Water Revolving Loan Programs and for certain economic development projects supported by the increment financings. In addition, cities and towns having electric departments may issue electric revenue bonds, and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy. This section is not intended to summarize laws relating to revenue bonds or to notes issued in anticipation of them. Industrial revenue bonds are also outside the scope of this section.

**CITY OF PITTSFIELD DIRECT  
DEBT SUMMARY AS OF JUNE  
30, 2016,  
Including Subsequent Issue (1)**

**General Obligation Bonds:**

Schools (2)	\$19,670,500	
Airport	2,180,000	
Sewer	18,099,030	
Water	14,624,400	
MCWT	8,782,933	
General	34,434,070	
Total Long-Term Debt Outstanding		\$97,790,933

State Qualified Bonds Dated 2/2/2017 10,000,000

**Short-Term Debt:**

Bond Anticipation Notes Outstanding (3)	12,214,498	
Less:		
To be Retired with Revenue Funds	(12,800)	
To be Retired with Excess Bond Proceeds	(30,000)	
This Issue New Money Bond Anticipation Notes (issued concurrent with the Bonds) (4)	15,000,000	
Total Short-Term Debt Outstanding (5)		27,171,698

- (1) Principal amount only. Excludes lease and installment purchase obligations, overlapping debt and unfunded pension liability.
- (2) The City is reimbursed on the principal and interest of this debt by the Massachusetts School Building Authority at a rate of 68%, payable in equal annual installments over the life of the bonds.
- (3) Payable February 4, 2017 (\$1,692,310), June 30, 2017 (\$4,427,091) and February 2, 2018 (\$6,095,097). \$1,649,510 represents this issue of renewal notes.
- (4) Payable February 2, 2018.
- (5) Payable June 30, 2017 (\$6,076,601) and February 2, 2018 (\$21,095,097).

## Debt Ratios

The following table sets forth the percentage of debt to assessed valuation and per capita debt at the end of the most recent fiscal years. The table considers the principal amount of general obligation bonds of the City only. The table does not deduct anticipated state grant payments applicable to the principal amount of outstanding or the Bonds or debt that may be supported in whole, or part, by non-tax revenues. (See "Direct Debt Summary".)

Fiscal Year End	General Obligation Bonds Outstanding	Population (2010 Federal Census)	State Equalized Valuation	Per Capita Debt	Debt as a % of Equalized Valuation
2016	\$78,183,933	44,736	\$3,452,075,400	\$1,748	2.26 %
2015	80,736,974	44,736	3,452,075,400	1,805	2.34
2014	72,608,146	44,736	3,573,632,100	1,623	2.03
2013	67,694,237	44,737	3,573,632,100	1,513	1.89
2012	67,275,790	44,737	3,776,672,100	1,504	1.78

## Principal Payments by Purpose

The following table sets forth the principal payments as of June 30, 2016 by purpose on outstanding general obligation bonds of the City. As indicated in the table, of the total \$97,790,933 bonds, \$42,008,749 or approximately 42.9% of the total outstanding are to be retired by the end of fiscal 2021 and \$68,042,297 or approximately 69.5% of the debt will be retired by the end of fiscal 2026.

### CITY OF PITTSFIELD GENERAL

#### OBLIGATION BONDS Principal Payments by Purpose As of June 30, 2016, Including Subsequent Issue

Fiscal Year	School	Airport	Sewer	Water	MCWT	General	Total
2017	\$ 3,904,500	\$ 95,000	\$ 571,512	\$ 406,500	\$ 446,154	\$ 3,458,488	\$ 8,882,154
2018	3,946,000	100,000	764,518	661,500	455,456	3,544,982	9,472,456
2019	4,080,000	105,000	864,500	777,000	464,951	3,563,500	9,854,951
2020	2,000,000	110,000	874,500	788,200	474,647	2,752,300	6,999,647
2021	1,990,000	110,000	909,500	828,200	484,542	2,477,300	6,799,542
2022	1,960,000	115,000	934,500	713,000	494,646	2,172,500	6,389,646
2023	245,000	120,000	955,000	740,000	504,960	2,305,000	4,869,960
2024	230,000	130,000	970,000	770,000	515,490	2,315,000	4,930,490
2025	255,000	130,000	1,010,000	790,000	526,239	2,300,000	5,011,239
2026	200,000	135,000	1,030,000	715,000	537,213	2,215,000	4,832,213
2027	205,000	140,000	1,055,000	720,000	548,417	2,200,000	4,868,417
2028	175,000	115,000	1,090,000	750,000	559,852	1,600,000	4,289,852
2029	180,000	115,000	960,000	630,000	571,530	1,145,000	3,601,530
2030	60,000	125,000	1,000,000	655,000	583,448	930,000	3,353,448
2031	45,000	125,000	855,000	675,000	595,618	380,000	2,675,618
2032	45,000	135,000	880,000	690,000	260,178	320,000	2,330,178
2033	50,000	135,000	810,000	720,000	265,833	280,000	2,260,833
2034	50,000	140,000	705,000	730,000	244,226	250,000	2,119,226
2035	35,000	-	720,000	765,000	249,534	165,000	1,934,534
2036	15,000	-	655,000	555,000	-	40,000	1,265,000
2037	-	-	485,000	545,000	-	20,000	1,050,000
Total	<u>\$ 19,670,500</u>	<u>\$ 2,180,000</u>	<u>\$ 18,099,030</u>	<u>\$ 14,624,400</u>	<u>\$ 8,782,933</u>	<u>\$ 34,434,070</u>	<u>\$ 97,790,933</u>

## Debt Service Requirements

The following table sets forth the required principal and interest payments on outstanding general obligation bonds of the City as of June 30, 2016, including subsequent issue.

**CITY OF PITTSFIELD**  
**Debt Service Requirements**  
**As of June 30, 2016, Including Subsequent Issue**

Fiscal Year	Outstanding		Massachusetts School	Net Debt
	Principal	Interest	Building Authority Grant Payments	Service
2017	\$ 8,882,154	\$ 2,952,083	\$ (3,100,338)	\$ 8,733,899
2018	9,472,456	3,466,819	(2,965,344)	9,973,931
2019	9,854,951	2,815,258	(2,980,343)	9,689,866
2020	6,999,647	2,400,261	(711,218)	8,688,690
2021	6,799,542	2,110,288	(621,218)	8,288,612
2022	6,389,646	1,828,316	(546,198)	7,671,763
2023	4,869,960	1,564,378	-	6,434,338
2024	4,930,490	1,383,386	-	6,313,876
2025	5,011,239	1,207,488	-	6,218,727
2026	4,832,213	1,043,602	-	5,875,815
2027	4,868,417	880,223	-	5,748,640
2028	4,289,852	725,490	-	5,015,342
2029	3,601,530	586,001	-	4,187,530
2030	3,353,448	471,150	-	3,824,598
2031	2,675,618	374,951	-	3,050,569
2032	2,330,178	298,952	-	2,629,130
2033	2,260,833	228,592	-	2,489,425
2034	2,119,226	159,225	-	2,278,451
2035	1,934,534	99,716	-	2,034,250
2036	1,265,000	50,475	-	1,315,475
2037	1,050,000	15,750	-	1,065,750
	<u>\$ 97,790,933</u>	<u>\$ 24,662,404</u>	<u>\$ (10,924,659)</u>	<u>\$ 111,528,677</u>

## Authorized Unissued Debt

Currently, the City has approximately \$177.8 million of authorized but not issued debt, \$120.8 million of which is for the construction of the Taconic High School. The Massachusetts School Building Authority has an agreement with the City relative to the construction of the Taconic High School to provide a grant not to exceed 80% of total eligible project costs. The City's share of the High School project, after Massachusetts School Building Authority grant payments, is expected to be approximately \$46 million.

## Overlapping Debt

The City is a member of the Berkshire Regional Transit Authority. The following table sets forth the outstanding bonded debt, exclusive of temporary loans in anticipation of bonds or current revenue, of the Berkshire Regional Transit Authority and the City's gross share of such debt and the fiscal year 2017 dollar assessment.

Overlapping Entity	Outstanding Debt as of 6/30/16	Pittsfield's Estimated Share(1)	Fiscal 2017 Dollar Assessment(2)
Berkshire Regional Transit Authority(3)	\$0	50.00 %	\$ 412,249

(1) Estimated share based on debt service only.

(2) Estimated dollar assessment based upon total net operating expenses, inclusive (where applicable) of debt service.

(3) SOURCE: Berkshire Regional Transit Authority. These are transportation authorities which have been established outside the Boston area. It has been state practice in recent years to provide a portion of their net cost of service, including debt service on their bonds. In addition to the other sources of funds provided by

Massachusetts General Laws Chapter 161B from which the regional transit authorities may obtain monies for the payment of the principal of and interest on their obligations, such payment will be further secured by the Commonwealth, which is required to pay to the regional transit authorities amounts duly certified by the administrator of the authority as necessary to pay any principal or interest due or about to come due for such purpose. The remainder of the net cost of service is assessed upon the member cities and towns in proportion to the amount of the net cost incurred on routes within each city or town. The aggregate amount of such assessments is generally not permitted to increase by more than 2.5 percent per year. (See "Tax Limitations" under "PROPERTY TAXATION" above.)

## Coverage of Qualified Debt Service

It is projected that state aid distributions from the Commonwealth to the City of Pittsfield will provide ample coverage of qualified debt service throughout the terms of its issues of qualified bonds.

The following table presents qualified debt service, projected state aid and the coverage ratio of total state aid to qualified debt service.

Fiscal Year	Qualified Debt Service (1)	Total State Aid (2)	Total State Aid to Qualified Debt Service
2017	11,215,002	50,482,238	4.50 %
2018	12,319,713	51,491,883	4.18
2019	12,050,314	52,521,720	4.36
2020	8,779,670	53,572,155	6.10
2021	8,289,245	54,643,598	6.59
2022	7,597,020	55,736,470	7.34
2023	5,813,033	56,851,199	9.78
2024	5,692,198	57,988,223	10.19
2025	5,596,670	59,147,988	10.57
2026	5,253,370	60,330,947	11.48
2027	5,125,798	61,537,566	12.01
2028	4,392,096	62,768,318	14.29
2029	3,563,869	64,023,684	17.96
2030	3,200,516	65,304,158	20.40
2031	2,426,053	66,610,241	27.46
2032	2,348,556	67,942,446	28.93
2033	2,208,400	69,301,295	31.38
2034	2,024,350	70,687,321	34.92
2035	1,779,725	72,101,067	40.51
2036	1,315,475	73,543,088	55.91
2037	1,065,750	75,013,950	70.39
Total	\$ 112,056,824	\$ 1,350,820,075	

(1) Total principal and interest as of June 30, 2016, including subsequent issue. Includes debt service for all outstanding qualified debt.

(2) Includes total state aid available for coverage. State aid is based on the City's fiscal 2017 Cherry Sheet and is increased at a rate of 2% each year thereafter. The State aid figures above no longer reflect school building assistance grants as such grants are no longer paid by the Commonwealth; they are now paid by the Massachusetts School Building Authority. Therefore, such payments no longer constitute "distributable aid" of the Commonwealth under the Qualified Bond Act.

## **Appendix A**

### **Council Orders**



# City of Pittsfield

M A S S A C H U S E T T S

IN CITY COUNCIL

AN ORDER

## AN ORDER RAISING AND APPROPRIATING \$156,568,300.00 FOR THE FISCAL YEAR 2018 MUNICIPAL BUDGET:

**Ordered:** That the following amounts be, and hereby are, raised and appropriated for the fiscal year beginning July 1, 2017 to be expended for the departmental purposes designated below:

### FISCAL YEAR 2018 BUDGET

<u>Department</u>	<u>Total</u>
1. Mayor	\$ 200,846
2. City Council	\$ 103,892
3. City Solicitor	\$ 217,813
4. Health Department	\$ 456,795
5. Building Inspectors	\$ 369,892
6. Veterans' Services	\$ 1,081,853
7. Emergency Management	\$ 26,400
8. City Clerk	\$ 326,522
9. Personnel	\$ 204,322
10. Finance & Administration	\$ 1,170,865
11. Information Technology	\$ 598,885
12. Airport Commission	\$ 270,941
13. RSVP	\$ 79,045
14. Council on Aging	\$ 292,652
15. Maintenance-City	\$ 1,649,703
16. Maintenance-Schools	\$ 620,000
17. Fire Department	\$ 7,026,034
18. Police Department	\$ 9,800,049
19. Public Services	\$ 8,113,372
20. Office of Cultural Development	\$ 104,585
21. Berkshire Athenaeum	\$ 1,044,965
22. Department of Community Development	\$ 666,938
23. Workers Compensation	\$ 750,000
24. Unclassified	\$ 49,949,098
25. DPU Water Treatment	\$ 5,047,116
26. Sewer Enterprise	\$ 460,844
27. DPU Wastewater	\$ 5,868,535
Total	\$ 96,501,962
School	\$ 60,066,338
Total	\$ 156,568,300

No. \_\_\_\_\_

**City of Pittsfield**  
M A S S A C H U S E T T S

IN CITY COUNCIL

**AN ORDER**

**AN ORDER APPROPRIATING \$2,225,000.00 FROM CERTIFIED  
FREE CASH TO REDUCE THE FISCAL 2018 TAX RATE**

**Ordered:**

That the sum of \$2,225,000.00 be transferred and appropriated from Certified Free Cash to reduce the fiscal year 2018 tax rate.

# City of Pittsfield

M A S S A C H U S E T T S

IN CITY COUNCIL

## AN ORDER

AN ORDER AUTHORIZING THE CITY TREASURER WITH THE APPROVAL OF THE MAYOR TO BORROW, UNDER THE PROVISIONS OF M.G.L. CHAPTER 44, OR ANY OTHER ENABLING AUTHORITY, AN AGGREGATE SUM NOT EXCEEDING \$8,193,000 FOR GENERAL FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2018

### Ordered:

That the sum of Eight Million, One Hundred Ninety Three Thousand Dollars be and hereby is appropriated to pay costs of conducting the following capital improvement projects and to pay costs of purchasing the various items of capital equipment described below, and for the payment of all other costs incidental and related thereto:

### FY2018 Approved Capital Budget Borrowing

<u>Department</u>	<u>Enabling Statute</u>	<u>Amount</u>
<b>Public Services:</b>		
<b>Infrastructure</b>		
Street improvements (includes Streetscape design)	Chapter 44 Sec 7(1)	\$ 2,500,000
Storm water system improvements	Chapter 44 Sec 7(1)	\$ 500,000
Streetlight LED conversion	Chapter 44 Sec 7(11)	\$ 3,000,000
<b>Vehicles &amp; Equipment (non-police &amp; fire)</b>		
5 ton hook lift all season truck	Chapter 44 Sec 7(1)	\$ 215,000
1 ton hook lift all season truck	Chapter 44 Sec 7(1)	\$ 110,000
Multi-purpose tractor with attachments	Chapter 44 Sec 7(1)	\$ 55,000
One ton utility body truck with plow	Chapter 44 Sec 7(1)	\$ 200,000
Street sweeper	Chapter 44 Sec 7(1)	\$ 210,000
Articulating tractor	Chapter 44 Sec 7(1)	\$ 130,000
Equipment trailer (low boy)	Chapter 44 Sec 7(1)	\$ 48,000
<b>Parks</b>		
Athletic Court Resurfacing	Chapter 44 Sec 7(1)	\$ 80,000
Durant Bathroom Repairs & Upgrades	Chapter 44 Sec 7(1)	\$ 80,000
Total		<u>\$ 7,128,000</u>
<b>Maintenance (Schools)</b>		
Environmental Abatements	Chapter 44 Sec 7(1)	\$ 60,000

	Total	\$ 60,000
<b>Maintenance (City)</b>		
Environmental Abatements	Chapter 44 Sec 7(1)	\$ 75,000
Capitol Theatre Marquee (Other \$50K from CDBG)	Chapter 44 Sec 7(1)	\$ 150,000
	Total	\$ 225,000
<b>Community Development</b>		
Westside Riverway Park	Chapter 44 Sec 7(1)	\$ 175,000
	Total	\$ 175,000
<b>Fire Department</b>		
Turn out gear	Chapter 44 Sec 7(1)	\$ 70,000
	Total	\$ 70,000
<b>Police Department</b>		
Support services vehicles	Chapter 44 Sec 7(1)	\$ 90,000
Radio replacement	Chapter 44 Sec 7(1)	\$ 200,000
PC Replacement	Chapter 44 Sec 7(9)	\$ 50,000
MDT Replacement	Chapter 44 Sec 7(9)	\$ 45,000
Technology/software	Chapter 44 Sec 7(9)	\$ 40,000
	Total	\$ 425,000
<b>City Clerk</b>		
Voting machines/booths	Chapter 44 Sec 7(1)	\$ 110,000
	Total	\$ 110,000
	<b>Total</b>	<b>\$ 8,193,000</b>

And that to raise this appropriation, the City Treasurer, with the approval of the Mayor, is hereby authorized to borrow not exceeding the sum of \$8,193,000.00 under and pursuant to the various portions of the General Laws described above, as amended and supplemented, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor. The amount authorized for each item as described above shall be reduced to the extent of any grants, gifts or reimbursements received by the City on account of any of such projects prior to the issuance of any permanent bonds on account thereof.

AND FURTHER ORDERED: That the City Treasurer is authorized to file an application with The Commonwealth of Massachusetts' Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any and all bonds or notes of the City authorized by this vote or pursuant to any prior vote of the City, and to provide such information and execute such documents as the Municipal Finance Oversight Board of The Commonwealth of Massachusetts may require.

# City of Pittsfield

M A S S A C H U S E T T S

IN CITY COUNCIL

## AN ORDER

**AN ORDER AUTHORIZING THE CITY TREASURER WITH THE APPROVAL OF THE MAYOR TO BORROW, UNDER THE PROVISIONS OF M.G.L. CHAPTER 44, OR ANY OTHER ENABLING AUTHORITY, AN AGGREGATE SUM NOT EXCEEDING \$14,390,000 FOR ENTERPRISE FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2018**

### Ordered:

That the sum of Fourteen million, Three Hundred Ninety Thousand Dollars be and hereby is appropriated to pay costs of conducting the following capital improvement projects and to pay costs of purchasing the various items of capital equipment described below, and for the payment of all other costs incidental and related thereto:

### FY2018 Approved Capital Budget Borrowing

<u>Department</u>	<u>Enabling Statute</u>	<u>Amount</u>
-------------------	-------------------------	---------------

#### DPU Water Enterprise:

West Housatonic Water Main Improvements	Chapter 44 Sec 8(5)	\$ 1,440,000
Upper Sackett Reservoir Dam Improvements	Chapter 44 Sec8(25)	\$ 1,800,000
West Street Tank and Water Main Phase 2	Chapter 44 Sec 8(5)	\$ 250,000
Total Water Enterprise:		<u>\$ 3,490,000</u>

#### DPU Sewer Enterprise:

##### Wastewater Treatment Plant Projects

WWTP Force Main Replacement	Chapter 44 Sec7(1)	\$ 8,400,000
Infiltration Rehabs (Lining and Replacement) Ph 3	Chapter 44 Sec7(1)	\$ 1,250,000
Siphon Repairs	Chapter 44 Sec7(1)	\$ 1,200,000
One ton utility body truck with plow	Chapter 44 Sec7(1)	\$ 50,000
Total Sewer Enterprise:		<u>\$ 10,900,000</u>
Total Enterprise		<u>\$ 14,390,000</u>

And that to raise this appropriation, the City Treasurer, with the approval of the Mayor, is hereby authorized to borrow not exceeding the sum of \$14,390,000.00 under and pursuant to the various portions of the General Laws described above, as amended and supplemented, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor. The amount authorized for each item as described above shall be reduced to the extent of any grants, gifts or reimbursements received by the City on account of any of such projects prior to the issuance of any permanent bonds on account thereof.

AND FURTHER ORDERED: That the City Treasurer is authorized to file an application with The Commonwealth of Massachusetts' Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any and all bonds or notes of the City authorized by this vote or pursuant to any prior vote of the City, and to provide such information and execute such documents as the Municipal Finance Oversight Board of The Commonwealth of Massachusetts may require.

# City of Pittsfield

M A S S A C H U S E T T S

IN CITY COUNCIL

AN ORDER

**AN ORDER AUTHORIZING THE USE AND EXPENDITURE OF THE CITY'S  
CURRENT REVOLVING FUNDS PURSUANT TO M.G.L. CHAPTER 44,  
SECTION 53E ½ FOR THE FISCAL YEAR 2018**

**Ordered:** That the City of Pittsfield be, and hereby is, authorized to use and expend the following  
Revolving Funds pursuant to M.G.L. Chapter 44, Section 53E ½:

**FY18 Appropriation**

RSVP	\$ 7,000
COA/Adult Day Care	\$ 60,000
COA/ Van Receipts	\$ 60,000
DARE Program	\$ 15,000
Compost Bins	\$ 1,200
Solar	\$ 200,000



## **Appendix B**

### **Financial Policies**

# **CITY OF PITTSFIELD**

## **FINANCIAL POLICIES MANUAL April 2017**



The Honorable Linda M. Tyer  
Mayor

Matthew M. Kerwood  
Finance Director

## INTRODUCTION

The City of Pittsfield is committed to safeguarding public funds, protecting local assets, and complying with financial standards and regulations. To that end, this manual of financial policies provides guidance for local planning and decision making. The policies as a whole are intended to outline objectives, provide formal direction, and define authority to help ensure sound fiscal stewardship and management practices. Each policy is a living document that should be reviewed and updated as necessary.

Through these policies, the City commits to the following objectives:

- Sustaining a consistent level of service and value for residents.
- Safeguarding financial integrity and minimizing risk through a system of internal controls.
- Ensuring the quality and maintenance of capital assets.
- Conforming to general law, uniform professional standards, and municipal best practices.
- Protecting and enhancing the city's credit rating.
- Promoting transparency and public disclosure.

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## REVENUES AND FORECASTING

### PURPOSE

A key component of budget development is the identification of revenue assumptions and projections to determine the range of choices the Mayor, School Committee, and City Council can make in allocating resources. This policy is intended to set guidelines for regular evaluation of revenue sources as part of the annual budget process and longer range fiscal planning.

### APPLICABILITY

This policy applies to the Mayor and City Council as Pittsfield's budget decision makers. It also applies to the job responsibilities of the Finance Director, School Superintendent, Deputy Superintendent for Finance, and all the managers of revenue-generating departments and the City's business-type operations.

### POLICY

#### A. Revenue Guidelines

The City will continuously seek to diversify its revenue to improve the equity and stability of sources. Each year and whenever appropriate, the City will reexamine existing revenues and explore potential new sources. A balance will be sought between elastic and inelastic revenues to minimize any adverse effects caused by inflation or other economic changes. Additionally, intergovernmental revenues (e.g., local aid, grants) will be reviewed annually to determine their short- and long-term stability in order to minimize detrimental impacts.

This policy further entails the following expectations:

- The Assessing Department will maintain property assessments for the purpose of taxation at full and fair market value as prescribed by state law.
- City departments that charge fees shall annually review their fee schedules and propose adjustments when needed to ensure coverage of service costs.
- The City's business-type operations shall set rates to cover all their direct, indirect, and capital improvement costs on a self-supporting basis.
- The Building Department will notify the Finance Director of any moderate-to-large developments that could impact building permit volume.

- Department heads will strive to be informed of all available grants and other aid and will carefully consider any related restrictive covenants or matching requirements (both dollar and level-of-effort) to determine the cost-benefit of pursuing them.

#### B. Financial Forecast Guidelines

To determine the City's operating capacity for each forthcoming fiscal year, the Finance Director will annually create and provide the Mayor with a detailed budget forecast. The Finance Director shall also annually prepare a [five]-year financial projection of revenues and expenditures for all operating funds. To do so, the Finance Director will review trending financial factors and consult with the Board of Assessors, the City Accountant, other department heads, and other officials with knowledge of state and local finance. These forecasts shall be used as planning tools in developing the following year's operating budget as well as the five-year capital improvement plan.

To ensure the City's revenues are balanced and capable of supporting desired levels of services, forecasts for property taxes, local receipts, and state aid shall be conservative based on historical trend analyses and shall use generally accepted forecasting techniques and appropriate data. To avoid potential revenue deficits, estimates for local receipts (e.g., inspection fees, investment income, license fees) should generally not exceed [90] percent of the prior year's actual collections without firm evidence that higher revenues are achievable.

Additionally, the forecast model should assume that:

- The City will maintain its current level of services.
- Property taxes (absent overrides) will grow at the limits of Proposition 21/2.
- New growth will be projected conservatively, taking into account the City's three-year average by property class
- The City will be in compliance with Net School Spending and continue to contribute above its minimum contribution level.
- Local receipts and state aid will reflect economic cycles.
- Historical trends in the growth of specific operating expenses will prevail.
- The City will pay the debt service on existing debt, and follow its capital planning and debt management policies.
- The City will make its annual pension contributions and will begin making annual appropriations to amortize its other postemployment benefit liabilities.
- The City will strive to build and maintain reserve funds in compliance with its policy.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## TREATMENT OF ONE-TIME REVENUES

### PURPOSE

The City of Pittsfield establishes this policy to set guidelines for the use of one-time revenues. It is fiscally prudent to avoid using any one-time revenue source to fund ongoing operations since that funding source cannot be expected to reoccur. Doing so without identifying future available offsets effectively postpones difficult decisions necessary to achieve structurally sound and sustainable spending plans.

### APPLICABILITY

This policy pertains to any source of revenue that occurs in isolation in a given year (i.e., not repetitively, either year to year or over a limited period of years). It applies to the Mayor, Finance Director, School Committee, and City Council in their budget analysis and decision-making responsibilities.

### POLICY

The City will generally avoid using one-time revenues to fund ongoing or recurring operating expenditures. Instead, the City will use the revenue to finance documented capital improvements, pay one-time expenditures, assist in reducing unfunded liabilities, or meet stated reserve goals before considering using any portion for operational needs.

The Finance Director will inform the Mayor of the anticipated receipt of any sizable or extraordinary one-time revenues, which can include free cash, bond premiums, overlay surplus, sale of municipal equipment, legal settlements, insurance proceeds, and gifts. The City will thoroughly analyze any unexpected or unusual one-time revenue source before appropriation. In adopting this policy, the City should have a priority order when appropriating one-time revenues, such as:

1. General stabilization fund
2. OPEB trust fund
3. One time capital expenditures

Economic downturns or unanticipated fiscal stresses may compel reasonable exceptions to this policy. In such cases, the Mayor, in consultation with the Finance Director, can recommend to City Council the use of one-time revenues for operational appropriations. Such use will trigger the Mayor to develop an action plan with the Finance Director to avoid continued reliance on one-time revenues.

State laws impose further restrictions on how certain types of one-time revenues may be used. The City will consult the following General Laws when the revenue source is:

- Sale of real estate: M.G.L. c. 44, §63 and M.G.L. c. 44, §63A
- Gifts and grants: M.G.L. c. 44, §53A and M.G.L. c. 53A1/2
- Bond proceeds: M.G.L. c. 44, §20

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## FINANCIAL RESERVES

### PURPOSE

The City of Pittsfield's reserves provide resources that help the municipality to stabilize finances and to sustain operations during difficult economic periods. It is therefore important to have a policy that establishes prudent and consistent practices for appropriating to and expending these funds. With well-planned sustainability, the City can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the City's credit rating and consequently its long-term cost to fund major projects.

### APPLICABILITY

This policy pertains to short- and long-range budget decision making and applies to the Mayor, School Committee, and City Council in those duties.

### POLICY

The City of Pittsfield commits to building and maintaining its reserves so as to have budgetary flexibility for unexpected events and significant disruptions in revenue-expenditure patterns and to provide a source of available funds for future capital expenditures. Adherence to this policy will help the City withstand periods of decreased revenues and control spending during periods of increased revenues. There are multiple types of reserves, including free cash, stabilization funds, retained earnings, and overlay surplus.

#### A. Free Cash

The Division of Local Services (DLS) must certify a community's free cash before it can be appropriated. DLS defines free cash as "the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line items."

The City shall set a year-to-year goal of maintaining its free cash in the range of three to five percent of the annual budget. To achieve this, the Finance Director shall assist the Mayor in proposing budgets with conservative revenue projections, and department heads shall carefully manage their appropriations to

produce excess income and budget turn backs. Further, budget decision makers will avoid fully depleting the City's free cash in any year, so that the succeeding year's calculation can begin with a positive balance. Moreover, as much practicable, the City will limit its use of free cash to funding one-time expenditures (like capital projects or emergencies and other unanticipated expenditures) and any excess above five percent of the annual budget will be appropriated to reserves or used to offset unfunded liabilities.

#### B. Stabilization Fund

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose. Prior to the adoption of this policy, the City established and appropriated to a general stabilization fund.

General Stabilization: The City will endeavor to build and maintain a minimum balance of five percent of the current operating budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the five percent minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-third of the general stabilization fund balance. Further, the Mayor shall develop a detailed plan to replenish the fund to the minimum level within the next two fiscal years.

#### C. Retained Earnings

The City has two business-type operations, whose accounting is done in the manner of enterprise funds: the Water and Wastewater Departments. By accounting for the revenues and expenditures of each of these operations in individual funds segregated from the general fund, the City can effectively identify their true service delivery costs—direct, indirect, and capital—and to recover them through user fees. Under this accounting, the City may reserve each operation's generated surplus (referred to as retained earnings or, alternatively, as net assets unrestricted) rather than closing the amount out to the general fund at year-end.

For each of the two business-type operations, the City will maintain a reserve amount at 20 percent of the operation's total budget, at minimum, but any reserve may be significantly higher if major infrastructure improvements are necessary. These reserves will be used to provide rate stabilization and to fund major, future capital projects.

#### D. Overlay Surplus

The overlay is a reserve that is used to offset unrealized revenues resulting from property tax abatements and exemptions. The City will prudently manage the overlay to avoid the need to raise overlay deficits in the tax levy.

At the conclusion of each fiscal year, the Board of Assessors shall submit to the Mayor and Finance Director an update of the overlay reserve, including but not limited to, current balances, potential abatement liabilities, and any transfers to surplus. If the balance of the overlay exceeds the amount of potential liabilities, the Mayor may request the Board to vote to declare those balances surplus and available for use in the City's capital improvement plan or for any other onetime expense.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## OTHER POSTEMPLOYMENT BENEFITS LIABILITY

### PURPOSE

The City of Pittsfield establishes this policy to provide the basis for a responsible plan for meeting its obligation to provide other postemployment benefits (OPEB) to eligible current and future retirees. These guidelines are designed to ensure OPEB sustainability and achieve generational equity among those called upon to financially support OPEB, thereby avoiding the transference of costs into the future.

### APPLICABILITY

This policy encompasses OPEB-related budget decisions, personnel management, accounting, financial reporting, and investment. It applies to the Mayor and City Council in their budget decision-making responsibilities. The policy also applies to the OPEB-related duties of the Finance Director, Benefits Coordinator, and Trustees of the City's OPEB Trust Fund.

### BACKGROUND

In addition to salaries, the City of Pittsfield compensates employees in a variety of other forms. Many employees earn benefits over their years of service that they will not receive until after retirement. A pension is one such earned benefit. Another is a set of retirement insurance plans for health, dental, and life. These are collectively referred to as other postemployment benefits or OPEB.

OPEB represent a significant liability for the City that must be properly measured, reported, and planned for financially. To limit the liability, the City will evaluate the structure of offered benefits and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees or risk making the City an uncompetitive employer. As important, the City has a fiscal responsibility to make systematic, long-range plans to fund its OPEB obligation.

### POLICY

The City is committed to funding the long-term cost of the benefits promised its employees. To do so, the City will accumulate resources for future benefit payments in a disciplined, methodical manner during the active service life of employees. The City will also periodically assess strategies to mitigate its OPEB liability.

#### A. Accounting and Reporting

The Finance Director will obtain actuarial analyses of the City's OPEB liability every two years and will annually report the City's OPEB obligations in financial statements that comply with the current guidelines of the Governmental Accounting Standards Board.

The Trustees of the OPEB Trust Fund, as fund custodians, will delegate to the Finance Director the responsibility for investing the fund's assets and for managing its associated bank account and subaccounts. The Finance Director will manage the OPEB Trust Fund in conformance with the City's investment policy and the state's prudent investor laws. The Trustees will maintain oversight of the fund by reviewing the banking and investment activity. On an annual basis the City will analyze its option to invest its OPEB trust with the state Pension Reserve Investment Trust (PRIT) or local retirement board.

The Mayor shall ensure that the City's independent audit firm reviews compliance with the accounting and reporting provisions of this policy as part of its annual audits and will report on these to the City Council.

#### B. Mitigation

On an ongoing basis, the City will evaluate strategies for mitigating its OPEB liability and assess cost containment measures. The Finance Director shall monitor proposed laws affecting OPEB and Medicare and analyze their impacts.

#### C. Funding

To address the OPEB liability, decision makers shall analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation. In November 2015, the City established an OPEB Trust Fund as a means to provide for long-term asset investment at higher rates of return than those of general operating funds. The City shall derive funding to invest in this trust of no less than \$100,000 annually from taxation, free cash, retained earnings, and any other legal form.

Achieving full funding of the liability requires the City to commit to funding its annual required contribution (ARC) each year, which is calculated based on actuarial projections. Among strategies to consider for funding the ARC:

- Transfer unexpended funds from insurance line items to the OPEB trust.
- Appropriate amounts equal to the City's Medicare Part D reimbursements.

- Determine and commit to appropriating an annual portion of free cash and retained earnings.
- Appropriate a percentage of ongoing revenues that is increased incrementally each year.
- Once the pension system is fully funded, on a subsequent annual basis, appropriate to the OPEB trust amounts equivalent to the former pension-funding payment.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## CAPITAL PLANNING

### PURPOSE

The goal of this policy is to provide a means for planning the maintenance and improvement of Pittsfield's capital assets and infrastructure, whose upkeep is vitally important to the delivery of quality services. It outlines guidance for reviewing, planning, and coordinating capital improvements so as to promote a systematic acquisition and replacement schedule and to ensure that, given limited resources, the City's capital needs are met.

### APPLICABILITY

This policy sets guidelines and expectations for all City departments in planning for and requesting capital projects, and outlines consensus budgetary goals for the Mayor and City Council.

### POLICY

The City shall maintain its physical assets by providing funding to protect its capital investments and minimize future maintenance and replacement costs. The City sustains a capital improvement program (CIP) overseen by the Finance Director and Mayor to identify and prioritize projects, analyze funding, and create a long-term financial plan achievable within the City's budget limitations. The City shall sustain a five-year plan for capital improvements, which will be updated annually. Included in the CIP shall be those projects that will provide and preserve the infrastructure needed to achieve the highest levels of public services and quality of life possible within the available financial resources. The City will emphasize preventive maintenance as a cost-effective approach to capital reinvestment and replace exhausted goods as necessary.

#### A. Definition of a CIP Project

A capital improvement is a tangible asset or project estimated to cost over \$10,000 and estimated to have or to extend, five or more years of useful life. These include:

- Real property acquisitions, construction, and long-life capital equipment
- Major renovations of existing capital items that extend their useful lifespans, as distinguished from normal operating expenditures
- Major improvements to physical infrastructure, including streets, sidewalks, stormwater drains, water distribution systems, and sanitary sewer systems

- Planning, feasibility studies, and designs for potential capital projects
- Items obtained under a long-term lease
- Bulk purchases of similar items, like software or furniture, with expected useful lifespans of five or more years that, when aggregated, have total costs exceeding the capital threshold

#### B. Evaluation of CIP Projects

The Finance Director in consultation with the Mayor and department heads will evaluate and prioritize capital projects using the below criteria:

- Required by state or federal laws or regulations
- Supports adopted plans, goals, objectives, and policies
- Stabilizes or reduces operating costs
- Replaces a clearly obsolete facility or makes better use of an existing facility
- Maintains or improves productivity or existing standards of service
- Eliminates a hazard to public health and safety
- Directly benefits the City's economic base by increasing property values
- Provides new programs having social, cultural, historic, economic, or aesthetic value
- Uses outside financing sources, such as grants

#### c. Multiyear Capital Plan

In accordance with the City Charter, the Finance Director will annually update and propose for adoption by the Mayor and City Council a five-year capital improvement plan, including the upcoming fiscal year's capital improvement budget and a four-year projection of capital needs and expenditures that details their estimated costs, descriptions, and anticipated funding sources.

#### D. Capital Financing

Long-term debt is an appropriate funding source for certain types of projects; however, current revenues should be used for assets with short useful lifespans and/or with estimated costs of \$25,000 or less. The City will strive to budget three to four hundred thousand of the general fund operating budget, net of debt, on capital investment allocations annually.

The CIP shall be prepared and financed in accordance with the following policies:

- Grant funding shall be pursued and used to finance the capital budget whenever possible.
- Capital projects for any business-type operation shall be financed solely from the operation's revenues.



- Major capital projects, such as new construction or major renovations to existing facilities, may be accomplished through capital or debt exclusions.
- Infrastructure or facility maintenance budgets built into the general operating budget will not be reduced to fund other departmental budgets.

#### E. Capital Project Closeouts

The City will endeavor to complete approved capital projects within eighteen months of City Council authorization and to close out all capital projects within six months of completion. As these projects are closed out, the Finance Director will do the following:

- For bonded projects with residual balances, the Finance Director will propose reallocating any balances for other capital projects as well as proposing to rescind any unused borrowing capacity.
- For projects funded with available revenue (tax levy or reserves) having residual balances, the Finance Director will propose reallocating the balances for other capital projects or close the balances to the appropriate fund surplus.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## DEBT MANAGEMENT

### PURPOSE

The City of Pittsfield establishes this policy to provide for the appropriate issuance and responsible use of debt. By defining the parameters and provisions governing debt management, this policy will help to responsibly address capital needs, provide flexibility in current and future operating budgets, control borrowing, and maintain capital investment capacity. This policy is also intended to maintain and enhance the city's bond rating so as to achieve long-term interest savings.

### APPLICABILITY

This policy applies to the Mayor, School Committee, and City Council in their budget decision. It also applies to the Finance Director in his/her statutory responsibilities associated with debt management and budget analysis duties.

### POLICY

Under the requirements of federal and state laws, the City may periodically issue debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt. The City will issue and manage debt obligations in such a manner as to obtain the best long term financial advantage and will limit the amount of debt to minimize the impact on taxpayers. Debt obligations, which include general obligation bonds, revenue bonds, bond anticipation notes, lease/purchase agreements, and any other debt obligations permitted to be issued under Massachusetts law, shall only be issued to purchase capital assets that cannot be acquired with current revenues.

#### A. Debt Financing

In financing with debt, the City will:

1. Issue long-term debt only for objects or purposes authorized by state law and only when the financing sources have been clearly identified.
2. Use available funds to the greatest extent possible to reduce the amount of borrowing on all debt-financed projects.
3. Confine long-term borrowing to capital improvements and projects that cost at least \$25,000 and that have useful lifespans of at least five years or whose lifespans will be prolonged by at least five years.

4. Refrain from using debt to fund any recurring purpose, such as current operating and maintenance expenditures.
5. For the business-type operations, to the extent practicable set user fees to cover capital costs.

#### B. Debt Limits

The City will adhere to these debt parameters:

1. Total debt service, including debt exclusions and self-supporting debt, will be limited to 10 percent of general fund revenues, with a target balance of 5 – 7 percent.

#### C. Structure and Term of Debt

The following shall be the City's guidelines on debt terms and structure:

1. The City will attempt to maintain a long-term debt schedule such that at least 50 percent of outstanding principal will be paid within ten years.
2. The term of long-term debt shall not exceed the expected useful life of the capital asset being financed and, in no case, shall it exceed thirty years.
3. Except for major buildings, water and sewer projects, and land acquisitions, the City will limit bond maturities to no more than fifteen years.

#### D. Protection of Bond Rating

To protect its bond rating, the City will:

1. Maintain good communications with bond rating agencies, bond counsel, banks, financial advisors, and others involved in debt issuance and management.
2. Follow a policy of full disclosure on every financial report and bond prospectus.
3. Limit annual increases in debt service to levels that will not materially jeopardize the City's credit rating.

#### E. Reporting

1. The Finance Director or the City's financial advisor will report to the Mayor and City Council on the City's debt status at least annually.

## EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## INDIRECT COST ALLOCATION

### PURPOSE

This policy is established to provide guidelines for the calculation, allocation, and review of indirect costs for all the business-type services maintained by the City of Pittsfield. The City has two such operations: the Water and Wastewater Departments.

The City accounts for these business-type operations in the manner of enterprise funds by recording and managing them as separate funds with their own financial statements rather than commingling them with the revenues and expenses of all other governmental activities. By consolidating all these programs' direct and indirect costs, debt service, and capital expenditures into segregated funds, the City can demonstrate to the public the true, total cost of providing the particular utility. To achieve this most effectively, the goal of this policy is to ensure that all indirect costs associated with these utilities are allocated to each fund in a manner that is reasonable and equitable, reflects the true shared costs, and is easily replicable from year to year.

### APPLICABILITY

This policy applies to the Mayor, the Finance Director, and the Commissioner of Public Utilities.

### POLICY

As part of the annual budget process, the Finance Director and the Commissioner of Public Utilities will calculate the indirect costs to the general fund of the City's two business-type operations and will review the calculations with the above-named department managers until there is mutual agreement on the resultant totals. The calculation will take into account all related expenses to the City departments that provide administrative services to the business-type operations. These include the Mayor, Finance and Administration and the City Solicitor.

The Finance Director will calculate indirect costs using the most recent fiscal year's appropriations and based on one or more of the following methodologies: actual, transactional, estimated support, and proportional. The following expenses shall be included in the calculations:

- Health insurance
- Vehicle insurance
- Property insurance

- other insurance
- Medicare tax
- Pension
- Other postemployment benefits
- Administrative costs
- Other costs that may be considered and agreed to, such as: materials, supplies, software, infrastructure, and fuel

For each enterprise-related activity, the Finance Director will maintain written instructions detailing the calculation methodology. The Finance Director will also track and record operating transfers between the relevant funds.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## TAX ENFORCEMENT

### PURPOSE

It is in the best interest of the City of Pittsfield and its residents that property taxes be paid when due. City and School budgets are set in anticipation of the collection of taxes, and taxes not paid by some property owners shift the cost burden onto others. The City recognizes that individuals may go through periods of financial difficulty, but any taxpayer who becomes delinquent will be encouraged to find alternative resources to pay in full as soon as possible. To provide guidelines for equitably enforcing tax obligations and set expectations for both the City and taxpayers, this policy clearly defines when and how the City will transition unpaid property taxes into tax title status and subsequently through the foreclosure process.

### APPLICABILITY

The implementation of this policy applies to the statutory duties of the Collector and Treasurer as well as to related responsibilities of the Law Department. Tax enforcement applies to all owners of real or personal property in the City of Pittsfield whose taxes are not exempt.

### POLICY

The City of Pittsfield intends to timely pursue all legal methods to collect taxes from delinquent property owners with the aim of achieving a target 97 percent property tax collection rate by fiscal year-end. Delinquent taxes represent a lien on property and remain in effect until all taxes, interest, and fees have been paid in full. The costs of collection methods accrue against the taxpayer and may add to the property lien.

#### A. Demands

Final taxes are due to be paid as of May 1st each year (the due date for the fourth quarter tax bill). Fifteen days later, the Collector shall issue demand notices to all assessed property owners who have failed to pay in full and who have not been granted full exemptions. Taxpayers are responsible for notifying the City in writing of any mailing address changes.

#### B. Tax Taking

The Collector will begin the tax taking process within no more than 60 days of the demand notice. State law allows the process to begin as soon as 14 days after the demand, but, in every case, the Collector must complete the takings within 3

years from the end of the fiscal year for which the taxes were assessed to secure, or perfect, the tax liens.

The Collector will send at least one enforcement letter to delinquent property owners as a courtesy to potentially avoid a tax taking advertisement. If this does not result in full remittance by [October 31st], the Collector will publish a Notice of Tax Taking in a local newspaper and post the notice in two or more convenient, public places. The City customarily publishes in [X newspaper] and posts on the Collector webpage and on bulletin boards in City Hall and [the Library]. From this point onward only cash, certified check, or cashier's check are acceptable forms of payment.

Within 60 days of the tax taking announcements, the Collector shall prepare an Instrument of Taking for each delinquent property at the Registry of Deeds, the recording of which perfects the tax lien. After receiving the recorded Instruments back from the Registry, the Collector will notify affected property owners of the liens by sending each of them a letter and a photocopy of the Instrument. The Collector will also prepare a triplicate list of Recorded Takings, retain one copy, and provide one each to the Treasurer and Finance Director.

#### C. Subsequent Taxes

Before June 30th each year, the Collector will certify all unpaid taxes and assessments for parcels of real estate taken into tax title for nonpayment of taxes in prior years and not yet redeemed and put them in a Subsequent Tax Takings list. The Collector will provide copies of the list to the Treasurer and Finance Director and retain one on file.

#### D. Interest, Fees, and License Revocation

All delinquent taxpayers are subject to charges, which will be added to their accounts by the Collector, Treasurer, or Law Department depending on processing stage. These include interest accrued to the date of taking, advertising fees, certified mailing costs, legal fees, and Instrument of Taking recording fees.

The Collector will provide a listing of all individuals who are at least one-year delinquent in paying taxes or other charges to the City departments, boards, and committees that issue licenses and permits. These authorities shall review the list to deny, suspend, or revoke delinquent taxpayers' licenses and permits.

#### E. Payment Plans

The Treasurer will consider payment plans for parcels in tax title to allow delinquents to pay off their tax liens over a specified number of months. The



Treasurer will actively monitor compliance with all payment plans, which shall have the following features in common:

- Good faith payment of 25 percent of taxes owed
- Signed agreement between the Treasurer and taxpayer
- Specific amount to be paid each month
- Incorporation of payments for the current tax bill
- Statement that defaulting on the plan will immediately trigger foreclosure action by the City

#### F. Redemption or Foreclosure

After a property has been in tax title for 180 days, the City may choose to initiate foreclosure through the Land Court with the intention of eventually scheduling every tax title parcel for foreclosure. The Treasurer will work with the Law Department to prepare parcels in tax title status for foreclosure, beginning by providing the department with each Instrument of Taking. Law Department staff will review and research the tax title properties. The department will also mail new collection enforcement letters to the taxpayers telling them of the importance of redeeming the property and warning of potential foreclosure action.

If a taxpayer pays the outstanding amount on a tax title property, the Treasurer will prepare an Instrument of Redemption and file it at the registry of deeds, which removes the lien. Redemption can only be done prior to the property being foreclosed. If the obligation remains unpaid, the Law Department will proceed with foreclosure action in Land Court, possibly resulting in auctioning of the property.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## REVENUE TURNOVER

### PURPOSE

To safeguard City assets and maximize cash flow, the City of Pittsfield establishes this policy that provides guidelines for departments to turn over receipts to the Treasurer. Included are details of internal controls designed to provide reasonable assurance that the City's revenues are timely and properly secured, recorded, and deposited in City bank accounts.

### APPLICABILITY

This policy pertains to all cash, check, credit card, and other forms of payment received by all City departments for taxes, excise, fees, and charges, and it applies to the individuals within each department assigned responsibility for handling payments.

### POLICY

Each department that receives payments is responsible for instituting and employing internal controls designed to ensure that all receipts are recorded accurately, kept secure from loss or theft, and turned over timely to the Treasurer. Each department must turn over weekly and sooner than that when receipts total \$1,000 or more. All current-year turnovers must be completed at fiscal year-end by no later than the second-to-last business day in June.

### PROCEDURES

#### A. Receiving Payments

Using pre-numbered receipt books department staff must issue a receipt for every collection received, even when the payer attempts to refuse it. The Tax Collector only needs to issue receipts for cash payments, and all departments must identify cash payments as such in their receipt books. Every collecting department shall secure all payments in a locked cashbox or safe until completing a turnover to the Treasurer.

The School Department (for Lunch and Student Activity programs) will deposit their own receipts into a City bank account. These deposits shall take place the same day as receipt whenever receipts total \$100 or more. Copies of the bank deposit slips shall be included with the turnover to the Treasurer.

Each department head shall be responsible for overseeing the processing, recording, record retention, and turning over of collected receipts to the

Treasurer. To the extent practicable, separate individuals should be tasked with 1) receiving payments, 2) recording payments in Munis, 3) depositing money in the bank (when applicable) and 4) turning receipts over to the Treasurer.

#### B. Turning Over Revenues

Each department will turn over its receipts on a weekly basis and will do so immediately when they total \$1,000 or more. Department staff will create a turnover package by filling out a standard Schedule of Departmental Payments (i.e., Turnover form), attaching all reports payments received, and obtaining the signature of the department head or designee on the Turnover.

When the Treasurer's office has accepted the Turnover, the department employee will receive a copy of the Turnover signed by Treasury staff. The department employee will retain one Turnover copy for the department's files and is responsible for delivering a copy signed by the Department Head or designee to the City Accountant. The City Accountant shall refuse to accept any Turnover that does not have the signature of a Department head or designee staff member.

Every department that receives payments should review its monthly Munis revenue report to verify that all cash receipts turned over to the Treasurer are accurately recorded in the appropriate general ledger accounts and report any discrepancies to the City Accountant.

#### C. Receiving Turnovers

When presented with a Turnover, Treasury staff will count the receipts in the presence of the department turning over. Any inaccuracies on the Turnover will be corrected then and initialed by both parties. Treasury staff will then sign two Turnover copies and give these back to the departmental employee. Treasury staff must immediately endorse each check with a "For Deposit Only" stamp. On a weekly basis, Treasury staff will post deposits into Munis, notify departments of any Munis adjustments, and deposit receipts into the bank. All receipts will be secured in a safe until deposit.

To the extent practicable, separate individuals should be tasked with 1) receiving the turnovers, 2) recording the revenues in the Treasurer's cashbook, and 3) depositing the money in the bank.

Treasury staff will also:

- 1) Provide the City Accountant with a weekly report of all turnovers processed.
- 2) Reconcile the cashbook with bank statements monthly.
- 3) Reconcile the cashbook with the City Accountant's general ledger monthly.

#### D. Audit

All cash management activity is subject to review by the Finance Director and the independent auditor.

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## TRAVEL REIMBURSEMENT

### PURPOSE

This policy establishes rules governing reimbursement to City officials and employees for necessary travel expenses incurred in performing official duties. By properly monitoring and controlling travel costs, the City can mitigate opportunities for fraud, waste, and abuse. This policy provides employees with guidelines for determining reasonable travel-related expenses and details the procedures, forms and documentation necessary to receive reimbursement.

### APPLICABILITY

To ensure uniformity in processing reimbursement requests, this travel policy applies to all personnel (City, School, Water, and Waste Water)

### POLICY

The City of Pittsfield will reimburse employees and officials (all referred to here as “employees”) for reasonable expenses incurred for travel on the City’s behalf as authorized by their department heads, City Council, or the Mayor. Travel shall be restricted to necessary activities that provide a public benefit, such as training, professional conferences, and other work-related activities.

All travel on City business shall be planned for using the most economical mode and class of transportation reasonably available and the most direct and time-efficient route. Officials and employees shall travel using government and group rates when available. The City will not reimburse or pay sales tax but will, however, pay meals and room excise taxes.

When this travel policy is not followed, there is no guarantee that all expenditures will be reimbursed. Employees should determine estimates for their travel costs, discuss any extraordinary travel circumstances and expenses with their department heads, and obtain their authorizations in advance of travel.

#### A. Travel Forms

All travel expenditures are to be documented using the Travel Expense Reimbursement Sheet signed by the traveler and the authorizing department head. Separate sheets must be completed for each traveler, and the sheets must be retained by the department until the travel is finalized unless advance payments are required.

#### B. Unauthorized Expenses

The following expenditures will not be reimbursed:

- Alcoholic beverages and tobacco
- Costs associated with any political or charitable event
- Expenses incurred by or on behalf of any person who is not a City employee who accompanies the employee on official business.
- Expenses incurred for the sole benefit of the traveler, such as entertainment, laundry services, etc.

The City Accountant may refuse to approve for payment any claim found to be fraudulent, unlawful, or excessive. In that instance, the City Accountant will file a written statement of the reason for refusal with the Finance Director and forward copies to the Mayor and the originating department head. Resolution of all disputes shall reside with the Mayor.

### C. Travel Expense Categories Transportation

- Employees authorized to travel using their personal vehicle will be reimbursed at the standard mileage reimbursement rate as determined by the IRS on an annual basis or, for union employees, the rate established in their particular contractual agreement.
- Mileage shall be calculated starting from the employee's office location or residence to the destination point, whichever distance is shorter.
- Employees must present receipts to be reimbursed for parking, tolls, airfares, taxi fares, and, when using a city-owned vehicle, fuel charges.
- An email or screenshot confirmation of an airfare purchase is not an acceptable receipt since a confirmation can be canceled with no payment ever being made. Only a valid proof of payment, such as charge card receipt or statement, will be accepted.
- The City will only reimburse economy class airfare.

### Lodging

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for reasonable charges for lodging expenses.
- Lodging expenses must not exceed the group rate published by the conference or activity sponsor. If the sponsor's group rate is not available when booking, the City will reimburse for lodging costs comparable in location and quality and reserved at the lodging's government or group rate whenever that is available.
- The City will reimburse for only one night preceding any conference. Booking an additional night due to airline reservations must be substantiated to show the cost benefit to the City.

## Meals

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for reasonable charges for meal expenses.
- Meal costs, including tips (up to 20%) and taxes, incurred during the course of approved travel will be reimbursed only upon presentation of itemized receipts. If the receipt is for multiple employees, they should be listed on the back of the receipt.
- Meals included in registration costs cannot be claimed for reimbursement or advance.
- Under no circumstance will the total reimbursement exceed the following per diem rates: \$35 for both in-state travel and out-of-state travel per diem, unless otherwise stated in a collective bargaining agreement.

## Registrations

- Whenever possible, registration fees for any conference or workshop should be paid in advance through the City's accounts payable warrant process. To pay advance registrations timely, the registration bill must be received in the Accounting Department no later than two full weeks prior to the registration deadline.
- If registration is not paid in advance, the employee must pay out-of-pocket and then submit for reimbursement.

## Incidentals

- Incidentals must be paid by the traveler and submitted for reimbursement when finalizing the Travel Expense Reimbursement Sheet. Itemized Receipts are required for all expenses.

### D. Reimbursement Submission

Employees should submit for travel reimbursement as soon as travel concludes, but at maximum, no later than 15 days after the expenses being incurred. If an employee does not submit the Travel Expense Reimbursement Sheet, accompanying receipts, and other documentation within that time, he or she may be personally responsible for the expenses.

### E. Violations

Employees who violate this policy will be held directly responsible for their actions. Consequences may include revocation of travel privileges, reparatory payments, suspension, or termination. Improper documentation of otherwise valid travel expenditures creates the appearance of fraud, waste, or abuse and may result in similar consequences. Moreover, misrepresenting expenses and intentionally submitting false claims are fraudulent and could result in criminal penalties.

F. Audit

All expenses are subject to verification that they comply with this policy.

EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## CREDIT CARD USAGE

### PURPOSE

The purpose of this policy is to establish standards for proper credit card use when conducting City business. The City has six credit cards, on an account opened and controlled by the Finance Director. Each Department head issued a credit card will sign the Credit Card use policy developed by the Finance Director.

### APPLICABILITY

This policy applies to the job responsibilities of the Finance Director, and Purchasing Agent. It also applies to all City department heads, officials, and employees with spending authority (all referred to below as “employees”).

### POLICY

#### A. Allowable Use

City employees may request to make a purchase using a Department’s credit card on a limited, exceptional basis. The credit card is intended for transactions that are only possible by, or are most cost-effective by, credit card. Use of a credit card to make payments shall not be a routine alternative to payment under the normal warrant approval procedures.

The following are prohibited uses of the credit card:

1. Personal expenses
2. Cash advances
3. Gift cards
4. Services (e.g., consultant fees, repair work, temporary help, etc.) with the exception of payment for trainings or seminars
5. Use for paying other invoices
6. Alcoholic beverages and tobacco

Employees requesting a credit card purchase must fill out a purchase requisition in accordance with the City’s purchasing procedures. This requisition must be approved by the department head or official attesting to the purchase being made within the proper appropriation. Because payment in this circumstance is effectively made in advance of a warrant, the requisition also requires the approval of the Finance Director, permitting the exercise of that position’s

statutory duty to verify that the purchase is consistent with the appropriation's intent, sufficient funds are available to cover the cost, and no fraud is evident.

The purchaser shall inform the vendor that the City is a tax exempt entity and instruct the vendor to charge no taxes on the purchase.

#### B. Administration

The Treasurer is responsible for administration of the credit card, including but not limited to: selecting the card issuer, setting the total purchase limit, ensuring proper use, paying the credit card bill timely, and disputing any false charges. The credit card issuer's terms must not include any incentive programs.

The Treasurer will keep a log of credit card purchases, and employees may be held personally liable for any purchases appearing on the credit card bill that do not appear on the credit card log. If the purchase must be made at a brick-and-mortar merchant, a Department head will travel with the requesting employee to make the purchase. If this is impractical, the employee making the purchase must return the credit card to the Department Head within no more than 24 hours. Any employee in custody of the card must immediately report to the Department head and the Finance Director if it is lost or stolen.

#### c. Warrant Process

Within 24 hours of making a purchase the purchasing employee will submit to the Accounting Office a detailed vendor receipt and a purchase order as part of the accounts payable warrant submissions. When the check for the purchase is printed in the Treasurer's office, staff there will mail it to the credit card issuer.

All items purchased with the credit card must be received by the department prior to the end of the credit card's monthly billing cycle and never delivered later than June 30th of any fiscal year for payments to be made for that fiscal year. No backordering of merchandise is allowed.

#### D. Exceptions

Exceptions to this policy must be approved by the Mayor, Treasurer, and Finance Director in advance.

#### E. Audit

The Finance Director may conduct random audits of the credit card activity, receipt retention, and statements. The activity is also subject to review by the City's independent auditing firm.

### PROCEDURES

In accordance with this policy, the Treasurer, as administrator for the credit card, will create a detailed set of procedures for its use, stipulating each step in the process and all required documentation. Details to include are:

- Step-by-step description of the purchase, approval, and reconciliation processes
- Guidelines for appropriate use and employee discipline for misuse
- Dollar limits per transaction and per month
- Description of required documents and their necessary details
- Procedures for dispute resolution and for lost/stolen cards
- Segregation of duties
- Audits

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## FINANCIAL MANAGEMENT TEAM

### PURPOSE

A formal, financial management team provides an operational framework that can maximize effectiveness of financial practices by promoting optimal coordination of interdepartmental activities and long-term planning. Regular team meetings serve to enhance the Mayor's ongoing insight into progress on fiscal objectives and provide a valuable analytical resource for budget decision making. Another important benefit of the financial management team approach is institutional continuity during times of turnover in financial offices.

Team meetings open lines of communication among finance officers and reinforce awareness of their interdependence. These meetings help team members identify critical junctures, consider strategies to deal with anticipated areas of concern, and establish agreement about goals, deadlines, and each individual's role in meeting common objectives.

### APPLICABILITY

This policy applies to the Mayor, Director of Administrative Services, Finance Director, Collector, Assessing Board Chair, School Business Manager, and Personnel Director.

### POLICY

The City establishes a financial management team consisting of the Mayor, Finance Director, Tax Collector, and Assessing Board Chair. Adjunct members of the team include the School Business Manager, Information Technology Director, Personnel Director, and the President of the City Council who will be included in meetings depending on relevant agenda. Meetings of the financial team will be scheduled at a consistent time each month and more frequently when necessary.

Agenda topics will include:

- Status of projects requested by the Mayor, City Council, or School Committee
- Review of revenue and expenditure reports and analysis of cash flow

- Financial forecasting (e.g., discussion of new growth, fees, etc.)
- Analysis of capital funding sources
- Creating and reporting on corrective action plans in response to management letter citations by the independent auditor
- Reviewing the effectiveness of internal controls and proposing internal audits
- Analysis for collective bargaining negotiations
- Coordinating submissions to the Division of Local Services

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017

## **Appendix C**

### **Community Profile**

# Community Profile

## General

The City of Pittsfield, Massachusetts, the largest city in Berkshire County, was established as a town in 1761 and incorporated as a city in 1891. The City is an industrial center, located in the western part of Massachusetts. It is 137 miles west of Boston, 49 miles northwest of Springfield, 16 miles southeast of Albany, New York, and 150 miles north of New York City. By area, Pittsfield is one of the largest cities in Massachusetts, with 44,737 people according to the 2010 federal census. The City occupies a land area of 40.7 square miles.

Since 1891, the City has operated under the Mayor-Council form of government. Local legislative decisions are made by the eleven-member City Council. The Mayor is the chief executive officer and department heads are generally under his or her supervision. The Mayor also serves as an ex-officio member of the school committee.

### PRINCIPAL EXECUTIVES AND LEGISLATIVE OFFICERS

<u>Title</u>	<u>Name</u>	<u>Manner of Selection</u>	<u>Current Term Expires</u>
Mayor	Linda Tyer	Elected/4 years	2020
Finance Director/Treasurer	Matthew Kerwood	Appointed	Indefinite
City Accountant	Allison Bottume	Appointed	Indefinite
Tax Collector	Marilyn Sheehan	Appointed	Indefinite
City Clerk	Jody Phillips	Elected/2 years	2018
City Solicitor	Donovan & O'Connor LLP	Appointed	Indefinite

## Municipal Services

The City provides general governmental services for the territory within its boundaries, including police and fire protection, collection, disposal, and recycling of solid waste, public education, street maintenance, parks and recreational facilities and public library facilities. Complete sewer and water services are provided via City reservoirs. These services are funded completely from user revenues and accounted for in enterprise funds.

Long-distance transportation in Pittsfield is based at the Joseph Scelsi Intermodal Transportation Center which serves as the station for Amtrak trains and Peter Pan buses. The Berkshire Regional Transit Authority (BRTA), the transit provider for Pittsfield and vicinity, is based at the Intermodal Center and uses it as a hub for most of its lines.

## Education

The City has two high schools, two middle schools and eight elementary schools. The schools have sufficient capacity to accommodate current and projected enrollment.

## PUBLIC SCHOOL ENROLLMENTS AS OF – October 1st

	Actual				
	2012	2013	2014	2015	2016
Grades K-5	2,863	2,795	2,755	2,771	2,641
Grades 6-8	1,207	1,157	1,163	1,163	1,184
Grades 9-12	1,883	1,857	1,724	1,739	1,567
Totals	<u>5,953</u>	<u>5,809</u>	<u>5,642</u>	<u>5,673</u>	<u>5,392</u>

SOURCE: School Department.

The City is the site of Berkshire Community College, University of Massachusetts School of Management Graduate Program and University of Massachusetts Medical Berkshire Area. Pittsfield is also the home of Miss Hall's School, a private college-preparatory school for girls and one of the first girls' boarding schools established in New England (founded in 1898). In addition, there are two parochial schools and several other private schools of varying levels.

## History

Pittsfield was first settled in 1752 and was officially incorporated in 1761. A group of young men came and began to clear the land in 1743, but threats of Indian raids associated with the conflict of the French and Indian War soon forced them to leave. The village remained unsettled for several years. In 1752 settlers arrived and a village began to grow, which was incorporated as Pontoosuck Plantation in 1753. By 1761 there were 200 residents and the plantation became the Township of Pittsfield, named in honor of British Prime Minister William Pitt, who later championed the colonists' cause before the revolution.

By the end of the revolutionary war, Pittsfield had expanded to nearly 2,000 residents. While primarily an agricultural area, because of the many brooks that flowed into the Housatonic River, the landscape was dotted with mills that produced lumber, grist, paper and textiles. With the introduction of Merino sheep from Spain in 1807, the area became the center of woolen manufacturing in the United States, an industry that would dominate the community's employment opportunities for almost a century.

## Industry and Commerce

Pittsfield has a diversified economic base with an average of 26,460 people employed in 1,788 establishments in the City as of the 2015 calendar year.

The following table lists the major categories of employment with payrolls in the City, excluding the City itself.

Industry	Calendar Year Average				
	2011	2012	2013	2014	2015
Construction	849	879	908	915	1,025
Manufacturing	2,106	2,151	2,148	2,192	2,419
Trade, Transportation and Utilities	4,365	4,354	4,282	4,318	4,464
Information	561	549	516	515	495
Finance, Insurance & Real Estate	1,405	1,338	1,337	1,353	1,445
Professional & Business Services	3,139	3,196	3,161	3,143	3,384



Industry	Calendar Year Average				
	2011	2012	2013	2014	2015
Education&HealthServices	8,304	8,384	8,944	8,750	8,836
Leisure&Hospitality	2,371	2,389	2,422	2,478	2,393
Other Services	1,039	1,073	731	831	892
Public Administration	1,107	1,102	1,103	1,106	1,107
Total Employment	25,246	25,415	25,552	25,601	26,460
Number of Establishments	1,656	1,609	1,667	1,730	1,788
Average Weekly Wages	889	889	896	924	943
Total Wages	\$1,167,708,465	\$1,174,997,952	\$1,190,539,619	\$1,230,704,930	\$1,298,571,576

SOURCE: Massachusetts Department of Employment and Training. Data based upon place of employment, not place of residence.

Due to the reclassification the U.S. Department of Labor now uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

## Economic Development

### Economic Development Outside of Downtown

**Grants** – During the past eleven years, the City of Pittsfield’s Department of Community Development has secured and administered over \$45 million in federal and state grant funds. These grants have been utilized by the City to improve its parks and lakes, assist its small businesses, maintain its parking facilities, address brownfield properties, and make significant improvements to its downtown through streetscape improvements. The City will continue to seek and secure grants during the upcoming years to help maintain and improve the City’s infrastructure, public facilities and attractions.

**Pittsfield Economic Revitalization Corporation** – The City’s community development corporation, the Pittsfield Economic Revitalization Corporation (PERC), serves as the City’s economic development lender utilizing both state and federal grant funding. Since 2007, PERC has provided a total of \$356,942 in technical assistance grants to 31 small businesses. These technical assistance grant funds were awarded to PERC from the Massachusetts Growth Capital Corporation. The 31 businesses committed to retaining 367 jobs and also committed to creating a total of 207 new jobs.

Additionally, PERC also awards both technical assistance grants and loans funded from the City’s Community Development Block Grant (CDBG) program. Since 2010, PERC has provided a total of \$49,176 in CDBG technical assistance grant funding and \$142,620 in CDBG loan funding to assist 14 of Pittsfield’s small businesses. These 14 businesses committed to creating approximately 28 new jobs.

**Pittsfield Small Business Fund** – The City established in 2012 a new \$500,000 Small Business Fund that will provide loans for working capital and capital investment purposes as well as technical assistance support to existing small businesses. To date, \$260,000 has been lent to 5 small businesses.

**Airport Expansion** – The \$40 million expansion of the Pittsfield Municipal Airport was completed in 2013. Phase 1 included the acquisition of private property around the airport’s boundaries to accommodate longer runway safety areas and runway length to comply with FAA standards. Phase 2 involved construction to lengthen the safety areas from 100 feet to 1000 feet on each end of the runway and lengthen the main runway from 5000 feet to 5950 feet in order to more safely accommodate the corporate jets currently using the airport and to increase performance of all-weather operations.

**Interprint** – This international company, which prints paper for the laminate industry, has completed its job creation goals. Since opening its state-of-the-art manufacturing plant on Route 41, the new facility has allowed Interprint to consolidate its operations, expand its capacity, and operate more efficiently. Total investment by Interprint was \$41.5 million with 121 jobs retained and 50 permanent full-time jobs created. Interprint has announced that it plans to invest \$4 million in renewable energy, machinery and energy efficiencies at its plant on Route 41, including a 1-megawatt solar array expected to satisfy about 20 percent of the company's annual energy consumption.

**Saudi Basic Industries Corp. (SABIC)** – Formerly GE Plastics, Saudi Basic Industries Corp., or SABIC, had been a major employer in Pittsfield with 300 jobs located in the City. In 2016 SABIC announced plans to relocate the Pittsfield operations to Houston, Texas and Selkirk, New York. While the relocation of jobs to Houston has proceeded the company announced that the relocation to Selkirk would not move forward at this time. Therefore, for the foreseeable future, SABIC will continue to maintain operations within the City.

**General Dynamics Defense Systems** – Some of the most sophisticated work being done for the U.S. armed forces is being done at General Dynamics Defense Systems in Pittsfield. The company employs more than 1,100 in the City. Siting the need for more space due to continued growth, the company recently announced plans to take over the space vacated by SABIC at the former GE Plastics Headquarters building.

**William Stanley Business Park** – The General Electric Company had a long history in Pittsfield dating back to the early part of the 20<sup>th</sup> century. Three principal operations took place here – plastics research and production; naval ordnance/military weaponry; and power transformer construction. The latter involved the use of PCB's as an insulating fluid. This compound was banned by the federal government in 1977. However, PCB's had already contaminated a large portion of the GE property and buildings and had found their way into the Housatonic River as well as onto residential properties from contaminated fill. In a landmark settlement, GE, the City of Pittsfield, the U.S. EPA, and the Mass. DEP signed a "consent decree" detailing the cleanup of PCB contamination in Pittsfield. The consent decree was approved by a federal judge in October 2000. This is a cornerstone for future economic development in Pittsfield in that GE has invested an estimated \$150 million in cleaning up its on-site contamination, 2 miles of the Housatonic River and some 169 residential properties in the City. 52 acres of prime industrial land has been turned over to the Pittsfield Economic

Development Authority (PEDA) and redeveloped for new businesses into the William Stanley Business Park. The site is now home to Mountain One Financial Center and is ready to accommodate additional new businesses.

**Berkshire Innovation Center** – PEDA and the City of Pittsfield are continuing work on the development of a life sciences building to be called the Berkshire Innovation Center (BIC).

The Department of Community Development (DCD) worked closely with PEDA to secure a \$55,000 grant from the Mass Life Science Center for a Phase 1 Feasibility Study and Preliminary Business Plan for a "First Stage Commercialization" Facility at the William Stanley Business Park. Following completion of this study in January of 2014, a Phase 2 Business Plan was completed in June 2014. Both of these studies were prepared for the City by New England Expansion Strategies.

A presentation in May 2014 to the Mass Life Science Center (MLSC) resulted in an award of \$9.67 million to fund the capital costs for the BIC facility. This significantly exceeded the original MLSC earmark of \$6.5 million.

The mission of the BIC, as stated in the business plan, is: “The Berkshire Innovation Center will provide a catalyst to enable and accelerate innovation and growth of existing companies in the Berkshire Region – primarily small to medium sized manufacturing companies in life sciences and the life sciences supply chain – with the ultimate objective of spurring economic growth, jobs, and investment in the region.” The BIC has been established as a non-profit corporation. It now has 11 members and 6 associate members, plus many education/research partners.

The BIC facility is proposed as a 20,000 square foot accelerator facility which will allow small and medium sized manufacturers access to advanced capabilities to enable them to accelerate the rate of innovation and product development.

The facility will include \$2 million in advanced manufacturing equipment, a video conferencing/training room, clean rooms, wet lab space, and flexible space for startups and research/commercialization projects. Workforce training and collaborative research and development will be enhanced by the partnerships created between educational institutes, mentor companies and leading research institutions and industry-tailored programs and services offered by the BIC.

The project will be located at the corner of East Street and Woodlawn Avenue in the William Stanley Business Park. The facility will be owned by the City on lands leased from PEDDA. The City approved a Tax Increment Financing Agreement that forgives personal property taxes for 20 years.

The project went out to bid and they were over budget, so the construction has been delayed while funding is being sought to fill the budget gap.

**Other Retail Development** – Several million dollars were invested in a major renovation of the Price Chopper supermarket at Berkshire Crossing, which was completed in 2015. An Aldi’s market also opened on Crane Avenue and a Dollar General was built on West Housatonic Street.

**Unistress** – Unistress undertook a major expansion in 2008. The company, a subsidiary of Petricca Industries, Inc., is a producer of pre-stressed concrete sections used in the construction of bridges, parking garages and other structures. The

\$6 million project involved the expansion of storage at their current location, upgrading of equipment, improvements to information technology and the construction of a building for metal fabrication at a site off Merrill Road. In December of 2007, the City provided Unistress with a tax increment financing package through the Economic Development Incentive Program. Unistress committed to retaining 40 jobs and committed to the creation of 20 jobs. In 2014 Unistress was selected by Tappan Zee Constructors to provide 6,000 precast concrete deck panels for the new Tappan Zee Bridge in New York. The \$70 million contract will take 18 months to complete.

**Apex Resource Technologies** – This plastics injection mold maker expanded its existing plastic injection molding structure to accommodate future growth in the medical industry. The addition contains a hard-walled class 100,000 clean room with additional space to accommodate enhanced raw material storage and workflow. The total project cost was \$1.9 million, including equipment and software. In December of 2007, the

City provided Apex with a Tax Increment Financing incentive package through the Economic Development Incentive Program. Apex committed to retaining 61 jobs and committed to the creation of 7 new jobs.

In 2014 Apex purchased a 42,000 square foot condominium unit adjacent to its current location and consolidated its operations under one roof with an investment in building upgrades of \$800,000. The company, which now operates 23 injection molding presses, also made significant purchases of technology and equipment.

**Ice River Springs** – Ice River Springs, a Canadian company, invested \$16 million and built a bottling facility in west Pittsfield. In December 2008, the City approved a tax incentive financing package through the Economic Development Incentive Program. In 2011 the City also approved a \$275,000 grant from the Pittsfield Economic Development Fund. Ice River Springs committed to creating 61 new jobs.

**LTI Smart Glass** – This polymer glass laminating company invested a total of \$7.8 million and established a company in Pittsfield at 14 Federico Drive. In 2008, the City approved a tax incentive financing plan through the Economic Development Incentive Program as well as a \$350,000 grant from the Pittsfield Economic Development Fund. As a result, LTI committed to retaining 30 jobs and creating 70 new jobs.

**Hilton Garden Inn** – Located at 32 South Street, the \$10 million project which was completed in 2016, features a four-story building with 95 rooms and meeting space. The addition of this hotel, along with the Hotel on North project in downtown has had a positive impact on the City's hotel/motel revenues for FY2017.

### **Downtown Revitalization**

The central business district is considered the heart and soul of a community and maintaining its vitality is a constant concern of community leaders. Pittsfield, like many older communities, has seen its downtown transform from a dominant retail center to a center for services – governmental, financial, health, and social. It is still in a state of transformation and is now becoming a center of culture and entertainment that is anchored by two performance theaters and features an increasing variety of restaurants and retail stores. Part of the impetus for the change was the creation of a downtown arts overlay district in the City's zoning ordinance, which allows mixed uses with housing throughout the downtown. Over the years a number of planning ordinances and an incentive program have been adopted in order to encourage both economic and housing development in the City's downtown which include: 40R Smart Growth Zoning Overlay District; Downtown Arts Overlay District; Cultural District; UCH-TIF program; Housing Development Incentive Program (HDIP); and an Artscape program. A number of recent projects indicate both confidence and enthusiasm for the future of Pittsfield's downtown.

**McKay Street Garage Restoration** - The McKay Street Parking garage is located in the center of downtown Pittsfield. It is an extremely important part of the public infrastructure supporting the downtown revitalization. The garage provides critical parking for the 787 businesses and 11,252 employees working and living in the downtown area. The facility is 25 years old and was in severe need of comprehensive repair. In FY 2012 the City budgeted \$3 million toward construction costs that was matched with the award of \$3.6 million from the MassWorks Infrastructure Grant for restoration of the garage. Construction began in April 2012 and was completed December 2013.

**Parking Study/Plan** – The City hired the consulting firm Nelson Nygaard to prepare a parking study and plan

which was completed in September, 2015. The plan, which includes 45 multi-space parking meters and new signage within the downtown district went into effect January 2017. The user will have the ability to pay with coins, credit card or pay by phone. In addition, license plate recognition technology has been installed as a part of the plan which will improve the efficiency of the of the parking control officers in enforcement of the new parking system.

**Streetscape** – Downtown Streetscape is a multi-phased, multi-million dollar street improvement project that is expected to exceed \$20 million. In 2005, The City of Pittsfield, through the Department of Community Development, completed a Downtown Streetscape Master Plan. Since that time, Phase 1, Park Square Alignment, Phase 2 and Phase 3 are completed. These phases have a total construction cost of over \$16 million as of December 2015. The improvements included new sidewalk treatments, ornamental lighting, bump outs at crosswalk locations, roadway alignment, new plantings, trees and rain gardens, bike racks, trash receptacles and benches.

Streetscape Phase 4 started in July 2015. A MassWorks Grant in the amount of \$4.5 million was awarded for construction costs..

Streetscape Phase 5 has been approved for \$200,000 in capital money for design. The City will move forward with design work in FY2017.

Persip and Sottile Pedestrian Plaza areas have been redesigned and construction completed at a cost of \$800,000. The project began in July 2014 and was completed in the summer of 2015.

**Colonial Theatre** – This historic theater was completely restored by the non-profit Colonial Theatre Association into a premier performing arts facility. The total cost of the restoration was \$19.3 million. It serves as one of the anchors of downtown revitalization. This project received national recognition when then First Lady Hillary Rodham Clinton visited the Colonial as part of her first Save America's Treasures tour in July 1998. The theater is managed by the Berkshire Theatre Group, which also operates in Stockbridge.

**Barrington Stage Company** – The Tony-award winning Barrington Stage Company purchased two downtown buildings in 2005 and renovated them for their performance theater and business offices. The investment totaled \$6 million. The theater company, which had previously performed in leased space, opened the new location in 2006 with a year-round schedule of musicals and theatrical performances. During 2012, Barrington Stage purchased the former VFW building on the corner of Seymour and Linden Streets and has transformed it into a second venue for its smaller theatrical productions. City CDBG funds have been provided over the past few years to help the theater comply with ADA requirements.

Recently, Barrington Stage Company (BSC), announced the creation of The Wolfson Theater Center, at 122 North Street. Renovations on the building began in August 2016, with the administrative offices set to relocate in November 2016. BSC's current office space, known as Octagon House (58 Union Street), will be converted into company housing.

**Beacon Cinema** – A public/private partnership was formed to develop a six screen cinema center located within a prominent downtown historic building, which had its unique façade restored with public funds. The project was completed and the Beacon Cinema opened in November 2009. The total cost of the project was approximately \$23 million. In 2016, the Beacon received a five-year extension on its existing nine-year TIF exemption status. This will support the theater in its quest to finance capital improvements to remain

competitive.

**Berkshire Museum** – This organization completed a “universal access project” and public gardens at a cost of about \$450,000 in the spring of 2001. A \$9 million capital campaign was undertaken to supplement private funding for major capital improvements initiated in 2007 to improve climate control and upgrade other parts of its facility. The third phase of improvements will consist of visitor amenities including a passenger operated elevator, improved restrooms, and museum shop, as well as an improved education center. The Berkshire Museum was awarded a Department of Energy 21<sup>st</sup> Century Grant of \$350,000 that allowed the museum to complete in 2014 the final access upgrades to the passenger elevator and ramp.

**Central Block** – This historic renovation was a public/private partnership involving \$6.2 million of federal, state, and private funding. Opened in June 2000, the building contains 52,000 square feet of rentable space occupied by professional offices, retail stores, and restaurants. In 2007, the property was transferred into private ownership and it continues to serve as an anchor commercial building in the downtown.

**Retail Development** – Brits R Us, Berkshire General Store, Persnickety Toys, Mad Macs, Berkshire Running Center, Circa, the Shoe Medic and Dory & Ginger are many of the stores that have recently located downtown. They join many retailers that have had a long history in downtown Pittsfield: Steve Valenti Clothing and Paul Rich & Sons Home Furnishings.

**Restaurant Development** – Thistle & Mirth, Hot Harry’s Fresh Burritos, Pancho’s Mexican Restaurant, The District, Flavours of Malaysia, Shiro Sushi Lounge, Brooklyn’s Best, Maria’s European Delights Deli, Otto’s Breakfast & Deli, Lucia’s Latin Kitchen, Mission, Methuselah, Golden Phoenix, Studios Baker, Regions Wine Bar, Brenda & Co., Marketplace Cafe, Freddie’s Place, That’s a Wrap, J. Allen’s Clubhouse and Eat on North have joined the traditional restaurants in downtown Pittsfield. The number and variety of restaurants is making downtown Pittsfield a dining destination.

**Intermodal Transportation Center** – A facility for easy access to and transfers between different modes of transportation, including local and inter-city buses, Amtrak, taxis, and paratransit was constructed at a cost of \$11 million on an urban renewal parcel across from the Central Fire Station that abuts the Amtrak rail line. The facility opened in 2004 and is owned and operated by the Berkshire Regional Transit Authority, which has its offices on site.

**Hotel on North** – Two downtown buildings at 273-297 North Street were renovated to create a 45 room boutique hotel with a restaurant that opened in May 2015. The project involved a \$14 million investment including acquisition costs.

**Big Y** – The Big Y supermarket was given a \$7.9 million renovation that was completed in 2014. A Big Y express was added on an adjacent parcel; it opened in the spring of 2015.

#### **Other Projects and Activities –**

- **Master Plan** – The City completed a comprehensive planning process to update the City’s Master Plan, funded by the City through its general fund and Community Development Block Grant.
- **Permit Expediting** – Using some of the City’s 40R funding, the City has continued to fund the position of Permit Coordinator. This position provides staff assistance and technical assistance to the City’s

Zoning Board of Appeals and provides assistance to the public in filing appeal and variance applications. Fiscal year 2015 budgets shifted a larger percentage of the salary line item for this position to the City's General Fund and the other portion of the position's salary will be paid from Community Development Block Grant.

- **Artscape** – This is an ad-hoc committee guided by the Department of Community Development and the Office of Cultural Development. The mission of Artscape is to enhance the downtown's character and attract visitors by installing and promoting works of art at various outdoor locations accessible to the public throughout the downtown area. This is a very successful program that will continue to provide outdoor sculptures in the City's open spaces and parks.
- **Third Thursdays** – A collaborative effort between the City's Office of Cultural Development and downtown businesses and organizations, Third Thursdays offer a multitude of activities in the downtown to bring people out on the third Thursday of the month. Started in 2007, the events continue to attract large crowds during the summer and fall. Third Thursdays are extremely popular to citizens, tourists, and residents of the surrounding towns within Berkshire County and are expected to continue in the years to come.

## **Housing**

**Maplewood Condominiums** – 18 luxury condominiums have been created in the former Maplewood Hotel in the downtown.

**Condominiums at 433 North Street** – 12 upscale condominiums were constructed on the upper two floors of the building on Pittsfield's main downtown.

**The Pines at Bousquet** – 116 unit condominium development near the Bousquet Ski Area on the south side of Pittsfield.

**Clocktower** – 30 market rate condominiums were planned and constructed in a section of the Clocktower mill building. The rental housing market has also seen an increase in renovations and new construction.

**Dunham Mall Apartments** – Ten market rate apartments were created out of former office space on the upper floors of a downtown building.

**YMCA** – 44 studio apartments were renovated for low-income tenants in downtown Pittsfield.

**New Amsterdam** – 55 multi-family affordable rental units constructed in 2009 at the edge of the commercial center of downtown. The project is fully occupied.

**Wood Bros. Building** – 7 apartments have been renovated on the upper floors of the downtown building.

**Silk Mill** – Completed in September of 2012, a former historic mill in the Morningside neighborhood was redeveloped into 45 units of mixed affordable and market rate rental housing. The project was awarded a Community Development Achievement Award by the National Community Development Association, Region I – New England.

**Howard Building** – Completed in July 2014, 14 units of market rate housing with commercial space on the ground level. The investment totaled \$4.8 million.

**Onota Building** – Construction started in 2015 on 25 units of market rate housing with commercial space on the ground level at a cost of \$14 million. Expected completion date is July 2017.

**Notre Dame Apartments** – 11 units of market rate housing with commercial space on the ground level were completed in 2013.

**Dalton Apartments** – The substantial rehabilitation of 100 units of affordable rental housing at April Lane in Pittsfield was completed during the FY2016 and all units are rented. The City contributed \$50,000 from its FY2015 CDBG budget towards acquisition costs. The City was also awarded an \$893,864 MassWorks Infrastructure Program grant to reconstruct the road and sidewalks at April Lane in support of the project. The City is awaiting the receipt of the grant commitment letter from the state before proceeding with the infrastructure improvements. The developers, Rees Larkin Developers and Berkshire Housing Development Corporation, expended \$12 million from other federal, state, and private sources to complete the project.

**Berkshire Place** – Assisted living facility was constructed on South Street at a cost of \$10 million. The project was completed in 2014.

**Holy Family Church** – The City has been working with WDM Properties, LLC to amend the existing HD Zone so the developer will be able to utilize the State's HDIP designed to encourage the development of market rate housing.

**White Terrace** – The City has been in discussions and in support of this additional HDIP project that would substantially rehabilitate 41 residential, market rate, rental apartments and three retail spaces on the first floor. The estimated cost of the rehabilitation work is \$8.8 million.

**Riverview Homes** – Beacon Communities, Inc., the owner of Riverview Homes affordable housing development closed on the financing awarded to them to substantially rehabilitate 120 subsidized rental housing units. They were awarded \$13.6 million in a combination of federal and state funding. The City is providing \$25,000 in CDBG funds to help pay for a portion of the soft costs.

## **Investment in Quality of Life**

### **School Renovations**

Within the past ten years, Pittsfield undertook a \$59 million program of school renovations at seven of its older school facilities. The projects have resulted in increased modern spaces and state-of-the-art special classrooms for science and computers. The City also implemented an innovative laptop wireless pilot program that has supplied a laptop to each middle school student in the City. The City's School Building Needs Committee worked with the State to determine the best option regarding renovating or rebuilding Taconic High School. The City approved a new construction project at a cost of \$120 million that will be under construction from 2016 to 2018.

### **Park Improvements**

**Rotary Park** – \$350,000 project to construct a handicapped accessible playground for children with disabilities in



a section of Springside Park.

**Clapp Park** – This \$175,000 project renovated the existing soccer field and walking track at this park and also installed a new playground to replace old play equipment.

**Deming Park** – An \$185,000 project saw the renovation of the existing full size baseball field as well as the construction of a new playground.

**Kirvin Park** – \$100,000 project to renovate the existing full size soccer field used by local high school teams.

**Burbank Park** – \$125,000 project to remediate polluted storm water was implemented at the boat ramp at Onota Lake and a \$20,000 project to rehabilitate the Controy Pavilion at Onota Lake.

**The Common** – This multi-year multi-phase project was completed in fall 2014. Phase 1 and 2 were funded with

\$1,774,000 grant from the State's Gateway Community Park program, Phase 3 received \$400,000 from the MA PARC Program, and Phase 4 received \$1,918,000 from the State's Gateway Community Park program. Improvements include new playground and spray park areas, basketball court, gazebo, performance shed, walkways and landscaping.

**Tot Lot** – \$23,700 was used to construct a new tot lot at Tucker Park on Robbins Avenue.

**Carrie Bak Park** – \$40,300 project to construct a new playground and a wildlife viewing tower at this urban park has been completed.

**Osceola Park** – \$15,000 project to construct a new motor house for the rope tow operation at this popular recreation site has been completed.

**Springside Park** – The City is working with a park stakeholder group to develop a five-year master plan for the city's largest park. The plan, which will be completed during the summer of 2015, enunciates the collective desire to see upgrades to the park trails and infrastructure, including the rehabilitation of the historic Springside House following Massachusetts Historical Commission-funded plans (2014). Opportunities to use the park for educational purposes will also be highlighted. The City has authorized \$500,000 in capital funds for rehabilitation of the Springside House and matching grant sources are being pursued.

**Skatepark** – \$240,000 project to design and construct a new skate park at the corner of Appleton Avenue and East Street. The project was completed and the park is actively being used.

**Dorothy Amos Park and Ray Crow Park** - \$50,000 was budgeted in the City's fiscal year 2015 CDBG budget for a match to a \$200,000 grant from the State's Our Common Backyards grant program to replace playground equipment at both of these neighborhood parks. The playground improvements are completed.

**Durant Park** – The City is using \$70,000 in CDBG from its FY2017 budget to help renovate this park located in the City's Westside neighborhood and formerly known as Pitt Park. Greylock Federal Credit is also donating funds to help pay for a pavilion. The new playground equipment will be constructed using a community build process.

## Other

***Berkshire Health Systems*** – A private not-for-profit system of comprehensive health care services. It is the parent company of Pittsfield's Berkshire Medical Center (BMC), the largest health care facility in Berkshire County and an accredited teaching hospital. It also includes Fairview Hospital in Great Barrington, several nursing homes, and numerous related diagnostic, rehabilitation, treatment and other health services facilities and programs. BHS is now the largest employer in Pittsfield and is continually making major investments in its facilities and medical equipment to maintain state-of-the-art health care for residents and visitors. Berkshire Medical Center has recently constructed a new surgical wing and emergency room, at an estimated cost of \$43 million (including equipment). A new structure was also recently completed last year and the Crane Center at which day surgery is performed was relocated to the new location. A new multi-million dollar parking garage was completed in 2011 as well as improvements to the intersection at the Corner of North and Wahconah Streets that were performed and funded by the State's Department of Transportation - Highway Department District 1. Berkshire Health Systems also purchased for \$4 million the former North Adams Regional Hospital, which closed abruptly in April 2014. BHS is now providing numerous health services for the northern Berkshire area.

### **Miscellaneous Development Activities**

***Neighborhood Initiatives*** – The West Side and Morningside neighborhoods, which contain the largest concentrations of low-income households in the City, remain active and continue to focus on revitalization projects involving a partnership with steering committees, the City, and other appropriate organizations. Activities are funded by the City's annual Community Development Block Grant and other sources. The activities include neighborhood planning, cleanups, action on vacant buildings, including demolition and code enforcement, creation of parking lots, development of parks, reconstruction of sidewalks, planting of trees and overall fostering of community spirit. Downtown, Inc. has joined the effort because the neighborhoods are located to the west and east of the downtown and the residents of the neighborhoods are intrinsically connected to the downtown.

***Cultural Development*** – The successful creation of the Office of Cultural Development continues to enable Pittsfield to take advantage of its position in the heart of the culturally-rich Berkshires. The director has helped lead a cultural renaissance of Pittsfield, which continues to drive the economy forward with significant new investments in the downtown and beyond. The cultural development office supports, promotes and initiates cultural activity in Pittsfield and has established the Cultural Pittsfield Website and a weekly email newsletter to promote Pittsfield's cultural events. The annual street festival 3<sup>rd</sup> Thursday (May-Oct), the 10x10 Upstreet Arts Festival, First Fridays Artswalk, the City's Jazz Festival, Pittsfield Shakespeare in the Park, the Downtown Pittsfield Farmers Market, and the popular Ethnic Fair have been supported by the office. In addition, the office manages the Lichtenstein Center for the Arts, a year-round community arts center owned by the City of Pittsfield, which features monthly exhibitions, performances, and classes, as well as nine working artist studios and a ceramics studio. The City was awarded a \$20,000 ArtistLink Challenge grant from the Massachusetts Cultural Council to assess the supply and demand for artist work/live space. The final report can be found at this link: [http://www.cityofpittsfield.org/Artist\\_Live\\_Work\\_Space\\_Study\\_ArtsMarket.pdf](http://www.cityofpittsfield.org/Artist_Live_Work_Space_Study_ArtsMarket.pdf).

***Samuel Harrison House*** – In 2004, an effort began to restore the home of Samuel Harrison, who was born into slavery, then found his way to Pittsfield in 1850. He became the pastor of the Second Congregational Church

and preached and wrote eloquently condemning racism and bigotry. During the Civil War, Harrison led a successful fight for equal pay for black soldiers. Harrison was the chaplain for the famed 54th regiment depicted in the film "Glory." The Samuel Harrison Society's efforts helped establish the Harrison House on both the State and National Registry of Historic Places and federal matching Save America's Treasures grant from the National Park Service secured by Congressman John Olver. Since obtaining ownership of the property from the descendants of Samuel Harrison in April 2006, and with assistance from the City's Department of Community Development, the Samuel Harrison Society secured local, state, and federal grants totaling approximately \$766,280.00. The exterior restoration of the Samuel Harrison House totaled \$344,790, which included associated soft costs such as architectural, archaeological, and surveying fees, and was completed in June 2009. The interior work, along with an exterior handicapped ramp installation, totaled \$331,398. To date, the Samuel Harrison Society has expended a total of \$676,188 in grant funding to restore the house. While planning for the opening ceremony, the Samuel Harrison Society is also assessing their financial position in order to determine when it should construct the rear addition to the house which once contained Samuel Harrison's cobbler business at a projected cost of at least \$75,000. Along with the construction of the cobbler workshop, additional handicapped accessible improvements would also be required since that portion of the structure would also be open to the public. Interior displays and story boards were completed and installed during 2014 and the handicapped accessibility variances, ramp, and hardware were also completed and received in 2014. The historic restoration work of the original house located at 82 Third Street is now complete and the Samuel Harrison Society held an opening ceremony at the house on June 20, 2015. The house will now serve as a museum to tell the story of Samuel Harrison as well as serve as an archive and research center on African- American history in New England.

***Westside Riverway Linear Park*** – The City is planning the development of a riverway linear park along the West Housatonic River on Dewey Avenue. Over the past several years, the City has acquired properties that were once in real estate tax title and were awarded to the City as a result of land court foreclosure. The City dedicated \$30,000 CDBG funding and \$50,000 in City general funds to design and help with the construction of the linear park; additional grants will help with the construction. During 2014, the City purchased the remaining two properties that will comprise the linear park. Two condemned structures on the project site were demolished in 2014, the remaining structure is anticipated to be demolished in 2016. The City will use \$317,424 of an EPA Brownfield Grant to remediate the vacant lots in 2016 to prepare the site for the future development of the park.

***HomeCorps Receivership Program*** – The Massachusetts' Attorney General's Office awarded the City \$430,000 to help establish a receivership program to deal with vacant houses and to assist property owners at risk of foreclosure with necessary rehab work. The AGO's staff has been working closely with the City and held a local receivership training session in April 2014. At the same time in April, the City provided the AGO staff with a list of properties which they inspected and will begin the process of identifying receivership candidates. To date the City has worked with more than four receivers to rehab seven or more previously vacant properties. An additional eight multi-family properties, all former foreclosed properties or properties at risk of foreclosure have been awarded HomeCorps loan funds to rehab their properties.

***Abandoned Housing Initiative*** – The Massachusetts Attorney General's office issued a total of \$500,000 statewide for communities to demolish vacant and abandoned structures. Pittsfield applied for \$85,000 of the \$125,000 designated for Western Massachusetts. The grant request was submitted to MHIC in October 2016 and the grant awards are to be announced at the end of November 2016.

***Stetson Cleaners*** – The City has worked with MA DEP, MassDevelopment, and Berkshire Regional Planning Commission's EPA funded brownfields committee to remediate a vacant building in downtown Pittsfield that

once housed a dry cleaning business. During 2014 the City received permission from MA DEP to demolish the structure to allow completion of the Phase 1 and 2 assessments. The City was subsequently awarded \$350,000 from EPA Brownfield Assessment grant in 2015 to perform on-site and off-site assessment (Phase 2) and develop a remediation plan. The demolition work was completed in 2016. The property is still privately owned, however, tax title taking has been filed and the City Solicitor is working with land court to move forward with foreclosure action due to non-payment of taxes and eventually take ownership of the site. Ownership of the site is necessary to qualify for EPA brownfield cleanup grant funds.

**Landfill Solar Project** – In fall 2014, the City released an RFP to solicit a vendor to design and construct a 2 MW solar power plant at the city's closed landfill on East St. The City will be the recipient of a Power Purchase Agreement which will allow the City to receive lower cost energy. Construction was completed in 2016.

**Tyler Street Fire House** – The Mayor and local non-profit, Berkshire Children and Families, are exploring the re-use of the Tyler Street Fire House to offer programs for children and adults. The agency secured approximately \$25,000 - \$30,000 in private and local funding during fiscal year 2015 for a feasibility study. The feasibility study is being prepared during 2016 and should be completed by the end of the calendar year.

## Largest Employers

The following table sets forth the City's largest employers, exclusive of the City itself.

Name of Employer	Type of Business	Employee Range*
BerkshireMedicalCenter	Hospital	1,000+
BerkshireHealthSystems	Health Care	1,000+
BMC Hillcrest Campus	Health Care / Hospital	500-999
Petricca Industries, Inc.	Manufacturing	500-999
SABIC Innovative Plastics	Manufacturing	500-999
Sheehan Health Group	Health Care	500-999
Berkshire Community College	Education	250-499
Big Y World Class Market	Supermarket	250-499
Brien Center	Health Care	250-499
Guidewire, Inc.	Human Services	250-499
Hillcrest Commons Nursing	Assisted Living	250-499
Market 32 (formerly Price Chopper)	Supermarket	250-499
New England Newspapers, Inc.	News	250-499
U. S. Post Office	Postal Service	250-499
Walmart	Retail	250-499

\*SOURCE: Massachusetts Department of Revenue, 2016 – Infogroup Survey, Labor & Workforce Development.

## Labor Force, Employment and Unemployment Rate

According to the Massachusetts Department of Employment and Training preliminary data in October 2016, the City had a total labor force of 21,587 of which 20,863 were employed and 724 or 3.4% were unemployed as compared to 2.7% for the Commonwealth.

The table below sets forth the recent trend in the City's average labor force, employment and unemployment rates for the following calendar years and also the unemployment rates for the Commonwealth and the United States.

### UNEMPLOYMENT RATES

Year	City of Pittsfield				Massachusetts		United States	
	Labor Force	Employment	Unemployment Rate		Unemployment Rate		Unemployment Rate	
2015	21,889	20,595	5.9	%	4.9	%	5.0	%
2014	22,037	20,502	7.0		5.8		6.2	
2013	22,018	20,244	8.1		7.1		7.4	
2012	22,207	20,452	7.9		6.7		8.1	
2011	22,469	20,613	8.3		6.9		8.5	

SOURCE: Mass. Department of Employment and Training, Federal Reserve Bank of Boston and U.S. Bureau of Labor Statistics. Data based upon place of residence, not place of employment. Monthly data are unadjusted.

## Building Permits

The table below sets forth the number of building permits issued by the City in recent calendar years. The estimated dollar values are builders' estimates and are generally considered to be conservative.

### BUILDING PERMITS

Calendar Year		Total	
		No.	Value
2016	(1)	2,710	\$ 40,324,393
2015		1,426	17,209,402
2014		1,980	46,055,453
2013		1,710	60,264,818
2012		2,106	38,157,919
2011		2,212	46,346,335

SOURCE: Building inspector, City of Pittsfield.

(1) Through October 7, 2016.

## Transportation and Utilities

US Routes 7 and 20 pass through or near the center of Pittsfield, and State Routes 8, 9, 41 and nearby 295 offer direct connections from the three states of New York, Connecticut and Vermont, as well as points east. Pittsfield is also accessible from Interstate 90 to the south. Pittsfield is reachable by automobile in approximately two hours from Boston and two and a half hours from New York City. Gas and electric service is provided by private utilities.

## Income Levels and Population

The following table compares federal census data for the City, the Commonwealth and the United States.

	Pittsfield	Massachusetts	United States
<b>Median Age:</b>			
2010	42.5	39.1	37.2
2000	39.6	36.5	35.3
1990	35.7	33.6	32.9
1980	N.A.	31.2	30.0
<b>Median Family Income:</b>			
2010	\$56,256	\$81,165	\$51,144
2000	46,228	61,664	50,046
1990	N.A.	44,367	35,225
1980	N.A.	21,166	19,908
<b>Per Capita Income:</b>			
2010	\$24,003	\$33,966	\$27,334
2000	20,549	25,952	21,587
1990	15,426	17,224	14,420

SOURCE: Federal Bureau of the Census.

On the basis of the 2010 federal census, the City has a population density of 1,058 persons per square mile based on 40.7 square miles.

**POPULATION TRENDS**

Year	Pittsfield	% Change	Berkshire County	% Change	Commonwealth	% Change
2010	44,737	(2.3) %	131,219	(2.8) %	6,547,629	3.1 %
2000	45,793	(5.8)	134,953	(3.2)	6,349,097	5.5
1990	48,622	(6.4)	139,352	(4.0)	6,016,426	4.9
1980	51,974	(8.8)	145,110	(2.9)	5,737,037	0.8
1970	57,020	(1.5)	149,402	5.1	5,689,170	10.5

SOURCE: Federal Census.

## **Appendix D**

### **Glossary**



## Glossary/Acronym List

CMR: The Code of Massachusetts Regulations; Massachusetts state agencies issue regulations, which are compiled in the Code of Massachusetts Regulations (CMR).

Debt Exclusion: An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Enterprise Fund: An enterprise fund, authorized by MGL Ch. 44 §53F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101

Excess Levy Capacity: The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the board of selectmen or city council must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.

Equalized Valuation/EQV: The determination of an estimate of the full and fair cash value (FFCV) of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth.

Fiscal Year (FY): Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.

Free Cash: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

Fund Balance: The difference between assets and liabilities reported in a governmental fund. Sometimes called fund equity.

General Fund: The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.

GIS: A geographic information system (GIS) is a system to manage and display digital mapping. A GIS stores the shape of individual map features (a street segment, a parcel of land) along with descriptive information (often called feature "attributes"). The system can integrate assessors' property data, water and sewer line networks,

Indirect Costs: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Levy: The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

Local Aid: Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

Local Receipts: Locally-generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

Massachusetts Clean Water Trust (MCWT): The MCWT, in partnership with the Massachusetts Department of Environmental Protection provides financing for sewer projects, septic systems, drinking water projects and a variety of other pollution abatement projects for communities across Massachusetts.

Motor Vehicle Excise (MVE): A locally-imposed annual tax assessed to owners of motor vehicles registered to an address within the community, in accordance with MGL Chapter 60A. The excise tax rate is set by statute at \$25.00 per \$1000 of vehicle value. Owner registration and billing information is maintained by the State Registry of Motor Vehicles and is made available to a city or town, or to the Deputy Collector who represents it.

New Growth: The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

PILOT/ Payment in Lieu of Taxes: An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the organization agrees to make a voluntary payment to the municipality. By law, a city or town must make such a payment to any other community in which it owns land used for public purposes.

Proposition 2½: A state law enacted in 1980, Proposition 2½ regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. Every three years, assessors must submit property values to the DOR for certification. Assessors must also maintain fair cash values in the years between certifications so that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of his property.

Recap Sheet/Recap/Tax Rate Recapitulation Sheet: A document submitted by a city or town to the Massachusetts Department of Revenue (DOR) in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

The recap sheet should be submitted to the DOR by September 1 (in order to issue the first-half semiannual property tax bills before October 1) or by December 1 (in order to issue the third quarterly property tax bills before January 1).

Schedule A: A statement of revenues, expenditures and other financing sources, uses, changes in fund balance and certain balance sheet account information prepared annually by the accountant or auditor at the end of the fiscal year. This report is based on the fund account numbers and classifications contained in the Uniform Massachusetts Accounting System (UMAS) manual.

Special Revenue Fund: Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants from governmental entities, and gifts from private individuals or organizations.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)

User Charges / Fees: A municipal funding source where payment is collected from the user of a service to help defray the cost of providing the service. Any increases in the fees must satisfy the three tests set forth in the so called Emerson case. (See Emerson College v. Boston, 391 Mass. 415 (1984))

*Many definitions were adapted from the Massachusetts Department of Revenue's Municipal Finance Glossary (May 2008). For additional definitions, please see:  
<http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf>*