

FY2020 Municipal Budget

Mayor Linda M. Tyer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Pittsfield

Massachusetts

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

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THE CITY OF PITTSFIELD OFFICE OF THE MAYOR

70 Allen Street, Pittsfield, MA 01201
(413) 499-9321 • ltyer@cityofpittsfield.org

May 6, 2019

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 consideration the proposed FY20 municipal operating budget. This budget represents the city's plan to allocate its resources to meet our most pressing current needs while laying the foundation to address future obligations in a balanced, fiscally responsible manner. The FY20 budget demonstrates our continued commitment to support areas of public safety, community infrastructure and maintenance, exceptional public schools, and the advancement of economic growth.

Over the last three fiscal years my administration has undertaken a methodical, deliberate approach to solving the grim financial crisis that we inherited. Exercising the steady hand of leadership we have implemented new debt management policies, increased the city's available reserves by \$3.9 million, executed cost saving measures, and improved city services that our citizens expect and deserve.

FY20 Budget Summary

Expenditures: The proposed FY20 municipal operating budget is \$175,487,453 reflecting a 3.9% increase over FY19. This proposal includes increases in the following fixed costs: (1) a \$1,400,000 increase in health insurance; (2) a \$200,524 increase in the retirement contribution; and (3) a \$188,448 increase in solid waste collection and disposal. In addition to these increases, there is a \$2,299,695 decrease in long-term debt payments, principal and interest.

Revenue: Amounts to be raised from the property tax equals \$90,800,000. The remaining revenue will come from state aid and local receipts. State aid is projected to be \$57,427,891

and local receipts are estimated to be \$12,200,285. The budget includes a \$750,000 appropriation from free cash to offset the tax rate. An appropriation from water and sewer enterprise funds equaling \$12,481,397 has been applied to the revenue stream.

Excess Levy: Under this proposal an excess levy capacity in the amount of \$524,425 remains.

FY20 Budget Highlights

- Providing good quality, affordable health insurance is a commitment we make to our employees and their families. Controlling the rising costs of health insurance is a commitment we make to our city's taxpayers. We are entering the second year of a six-year health insurance agreement between the city and the Public Employee Committee (PEC) which comprises representatives from each of the city's bargaining units and retirees. Reaching this agreement reflects the shared responsibility, the deep commitment, and the good faith collaboration between the city and its employees. The anticipated savings over the six-year agreement will be vital to the long-term sustainability of the city's finances by gradually shifting more out-of-pocket costs for direct services, such as co-pays, to the employees. The agreement also introduces a new high-deductible plan with an IRS-approved health savings account. This plan is a lower premium option and offers additional tax benefits for employees. The employer/employee premium cost share for active employees and non-Medicaid retirees on the traditional HMO and PPO plans will transition from the 85-15 contribution to 80-20 over the term of the agreement. Retirees on the Medex supplemental plan will remain at the 85-15 contribution level for the duration of the agreement. This year, under the terms of the agreement, we will be transitioning approximately 80 retirees out of the city's active employee plans and into Medicare. This transition will reduce our claims resulting in lower premium increases in future years.
- The FY20 budget preserves current staffing levels in all municipal departments and public schools. Personnel line items include wage increases established by the collective bargaining contracts and the management pay scale recently approved by the City Council. These wage increases settled at less than the state average. This is a testament to our employees understanding the challenges of the city's fiscal constraints and their willingness to do their part to contain costs. A comprehensive performance evaluation system has been implemented for all management level positions.
- This budget proposal supports the structural changes that are vital to special education programming in our public schools. Data indicates that the increase in the number of special education students has put pressure on existing systems that are in place to help our special education students achieve their potential. While student enrollment between 2014 and 2018 declined by 7%, the percentage of special education students climbed by 16%. A component of the special education work will include an evaluation of how students are being identified as eligible for special education services. In addition, the FY20 public school budget proposal includes expanding supports for struggling readers and the implementation of career technical educational staff, programs, and supplies for Horticulture, Electric, Autobody, and Early Childhood Education and Care. These initiatives are paid for with additional Chapter 70 funding; therefore, not increasing the local burden on taxpayers.

Our successes are accumulating. Positive trends include \$54,000,000 in new growth not seen since 2009 and a strong housing market in most Pittsfield neighborhoods. However, a great deal of work remains and we must be conscientious stewards of our finite resources. We will continue to undertake approaches that further position us for cost containment, sound financial planning, and increased efficiencies in government operations. The level of funding proposed in this budget reflects our commitment to excellence in customer service, our dedication to meaningful community engagement, and our collective desire to do as much as we responsibly can to meet the urgent and varying needs facing Pittsfield today and into the future. Many of these are not easy issues to address, but I am proud of the service that we provide to our citizens. I encourage you to review each department's budget narrative to gain a deeper understanding of how each serves as an essential component in the continued advancement of our city.

It bears repeating - the actions we take today will yield steady returns toward the city's long-term growth. In addition to these local efforts we will continue to advance working relationships with our state and federal partners by identifying funding opportunities and advocating for reforms. I look forward to a robust discussion about community priorities and how this proposed budget provides for those needs.

Sincerely,

A handwritten signature in black ink that reads "Linda M. Tyer". The signature is written in a cursive, slightly slanted style.

Linda M. Tyer, Mayor

Budget Summary

FY2020-Draft

EXPENDITURES		Final	Final	Proposed		
LINE ITEMS		FY 2018	FY 2019	FY2020	INCREASE	% CHANGE
GENERAL GOVERNMENT						
1	Mayor	200,846	207,501	212,983	5,482	2.6%
2	City Council	103,892	103,892	106,062	2,170	2.1%
3	City Solicitor	217,813	222,007	219,746	(2,261)	-1.0%
4	Health & Inspections	456,795	471,155	492,832	21,677	4.6%
5	Building Inspectors	369,892	383,611	448,282	64,671	16.9%
6	Veterans Services	1,081,853	1,051,073	1,072,474	21,401	2.0%
7	Emergency Management	26,400	26,400	26,400	-	0.0%
8	City Clerk	326,522	329,128	359,560	30,432	9.2%
9	Personnel	199,322	196,825	200,857	4,032	2.0%
10	Finance & Administration	1,170,865	1,168,595	1,223,721	55,126	4.7%
11	Information Technology	598,885	587,709	625,043	37,334	6.4%
12	Airport Commission	270,941	277,150	275,190	(1,960)	-0.7%
13	RSVP	79,045	79,061	89,967	10,906	13.8%
14	Council on Aging	292,652	300,414	310,074	9,660	3.2%
15	Maintenance-City	1,649,703	1,720,651	1,792,460	71,809	4.2%
16	Maintenance-School	620,000	620,000	770,000	150,000	24.2%
17	Fire	7,026,034	7,339,387	8,389,896	1,050,509	14.3%
18	Police	9,800,049	10,033,243	10,899,632	866,389	8.6%
19	DPS	8,018,826	7,966,737	8,076,245	109,508	1.4%
20	Cultural Development	104,585	108,558	115,841	7,283	6.7%
21	Berkshire Athenaeum	1,044,965	1,075,407	1,184,229	108,822	10.1%
22	Community Development	666,938	661,309	690,716	29,407	4.4%
23	Workers Compensation	750,000	675,000	650,000	(25,000)	-3.7%
24	Unclassified	49,909,930	52,352,939	52,453,832	100,893	0.2%
LINE ITEM BUDGET- TOTAL		84,986,753	87,957,752	90,686,042	2,728,290	3.1%
25	SCHOOL DEPARTMENT	60,066,338	60,492,869	63,481,700	2,988,831	4.9%
LINE ITEMS & SCHOOL - TOTAL		145,053,091	148,450,621	154,167,742	5,717,121	3.9%
ENTERPRISE FUNDS						
28	DPU Water Treatment- Enterprise	5,047,116	5,199,378	5,400,631	201,253	3.9%
29	Sewer-Enterprise	460,844	463,782	475,145	11,363	2.5%
30	DPU Wastewater-Enterprise	5,868,535	5,911,312	6,605,621	694,309	11.7%
ENTERPRISE TOTAL		11,376,495	11,574,472	12,481,397	906,925	7.8%
OTHER EXPENDITURES						
	Cherry Sheet Charges	5,717,747	6,080,528	6,327,523	246,995	4.1%
	Cherry Sheet Offsets	703,719	724,922	696,936	(27,986)	-3.9%
	Overlay	700,000	505,851	700,000	194,149	38.4%
	Free Cash	298,000	319,450	200,000	(119,450)	-37.4%
	OPEB	-	-	-	-	100.0%
	votes Retained earnings	169,000			-	0.0%
	Tax Title				-	0.0%
	Overlay Surplus	300,000			-	0.0%
	Other	23,175			-	0.0%
	Community Preservation	433,819	913,855	913,855	-	0.0%
OTHER EXPENDITURES - TOTAL		8,345,460	8,544,606	8,838,314	293,708	3.4%
ALL EXPENDITURES - TOTAL		164,775,046	168,569,699	175,487,453	6,917,754	3.9%

REVENUES					
1-STATE AID					
Cherry Sheet	50,984,627	53,482,133	57,427,891	3,945,758	7.4%
2-OTHER REVENUES					
Local Receipts	11,797,041	11,918,370	12,200,285	281,915	2.4%
School Building Assistance	2,965,344	2,980,343	711,217	(2,269,126)	-76.1%
Retained Earnings	169,000			-	0.0%
Bond Proceeds	22,532			-	0.0%
From Stabilization	-	-	-	-	0.0%
From Free Cash	298,000	319,450	200,000	(119,450)	-37.4%
From Water / Sewer Enterprise Fund	11,376,495	11,574,472	12,481,397	906,925	7.8%
From Overlap Surplus	300,000	-	-	-	0.0%
Tax Rate Reduction (Free Cash)	1,000,000	1,000,000	750,000	(250,000)	-25.0%
Community Preservation	433,819	913,855	913,855	-	0.0%
NON PROP TAX REVENUE - TOTAL	79,346,858	82,188,623	84,684,645	2,496,022	3.0%
PROPERTY TAX REVENUE	85,428,188	86,381,076	90,800,390	4,419,314	5.1%
ALL REVENUES - TOTAL	164,775,046	168,569,699	175,485,035	6,915,336	4.1%
OTHER DATA					
Minimum to be Raised	85,428,188	86,381,076	90,800,390	4,419,314	5.1%
Levy Ceiling	86,959,318	89,534,131	91,324,815	1,790,684	2.0%
Maximum Allowable Levy	86,959,318	89,534,131	91,324,815	1,790,684	2.0%
Excess Levy Capacity	1,531,130	3,153,055	524,425	(2,628,630)	-83.4%

Budget Process Description

City of Pittsfield Budget Process

Operating Budget

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 15th.

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 2nd, 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 1st, and submits it to the Mayor no later than May 2nd.

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 1st. 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 July 1st.

The procedure for amending the operating budget is as follows. The City Council, acting upon the recommendation of the Mayor, may vote appropriations not to exceed the recommended subsequent to the passage of the annual budget in accordance with Massachusetts General Law (MGL) Chapter 44, Section 32. In addition, inter- and intra-departmental transfers may be made in accordance with MGL Chp 44, Sect. 33B.

Capital Improvement Program

Capital Improvement Program: 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 31st. The Mayor shall submit the CIP to the City Council no later than May 2nd, per the City Charter.

Operating Budget	Dates	Capital Improvement Program
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	

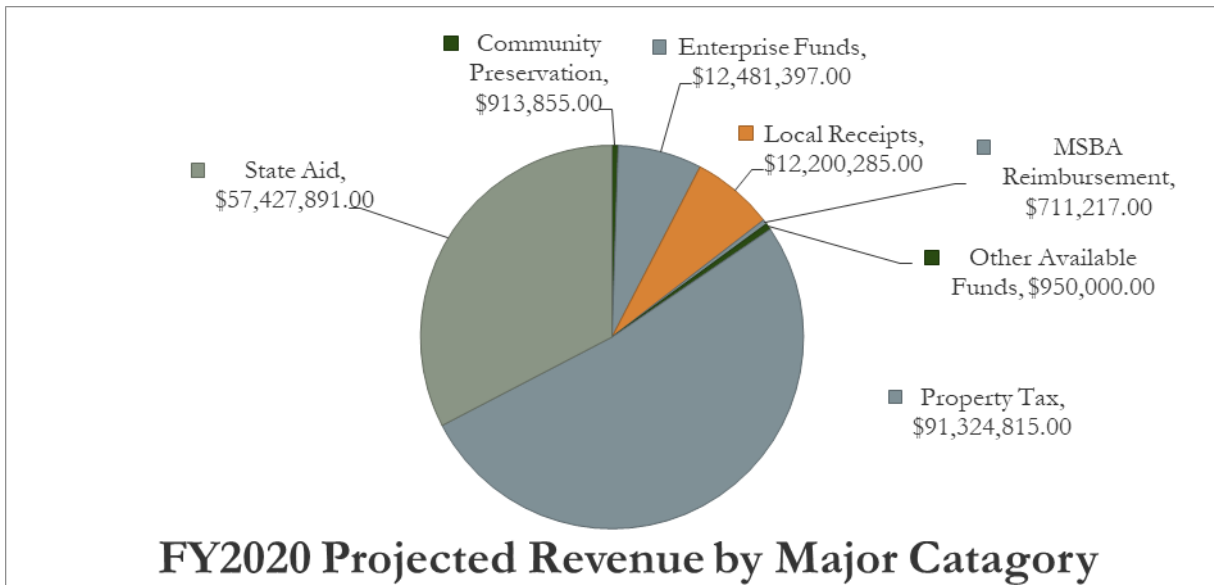
Revenue Detail

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 State aide. Since FY2017 the City has used a five-year forecasting tool which was developed through a grant from the State as the basis for the revenue projections contained within the budget, although some of the 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	FY2017	FY2018	FY2019	% of Total (FY17)	FY2020
	Actual	Actual	Actual		Proj.
Property Tax	81,004,318	85,421,616	86,381,077	50.00%	91,324,815
State Aid	50,482,238	50,984,627	53,482,133	31.10%	57,427,891
MSBA Reimbursement	3,100,339	2,965,344	2,980,343	1.90%	711,217
Local Receipts	11,701,140	11,797,041	11,918,370	7.20%	12,200,285
Enterprise Funds	12,908,474	11,545,495	11,526,024	8.00%	12,481,397
Community Preservation	0	420,000	913,855		913,855
Other Available Funds	2,970,000	1,620,532	1,319,450	1.80%	950,000
Total Revenue	162,166,509	164,761,226	168,521,252	100.00%	176,009,460

Major Revenue Sources

Property Taxes- Overview

In FY2019, 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 five years, a full revaluation must be performed in accordance with State law. Pittsfield’s next revaluation will be in FY2023.

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. Using the most up-to-date information about the city’s total valuation, the FY2020 projected new growth is \$1,360,788. This projection while conservative is consistent with the five year and ten-year average 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
2018	249,839	0	56,887	38,995	1,220,464	1,566,185
2019	104,246	0	161,891	53,135	1,648,467	1,967,739
<i>5 year avg.</i>	<i>183,752</i>	<i>0</i>	<i>136,082</i>	<i>28,385</i>	<i>1,155,032</i>	<i>1,503,250</i>
<i>10 year avg.</i>	<i>172,231</i>	<i>0</i>	<i>152,752</i>	<i>54,967</i>	<i>980,838</i>	<i>1,360,788</i>

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 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 currently 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. 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.

FY2020 Property Tax Levy Calculation

FY2020 Property Tax Levy Calculation	
FY2019 Tax Levy Limit	89,534,132
ADD 2.5% Increase	2,238,353
ADD Prop 2 1/2 Override	0
ADD Estimated Certified New Growth	1,360,788
<i>Levy Limit Total</i>	<i>93,133,273</i>
ADD Debt Exclusions	0
<i>Maximum Allowable Levy</i>	<i>93,362,664</i>
<i>Levy Ceiling Check</i>	<i>91,324,815</i>
Actual FY2020 Estimated Tax Levy	91,324,815

Local Receipts

Local receipts are locally-generated revenues, other than real and personal property taxes. These made up approximately 7% of revenue in FY2019. Examples include motor vehicle excise, local option hotel and meals taxes, investment income, payments in lieu of taxes, penalties and interest on taxes, departmental revenue, fines, and license and permit fees.

Given the conservative budgeting approach taken by the City, local receipts actuals typically exceed the estimated amounts. This has had a positive impact on the City’s ability to increase its free cash on an annual basis.

Motor vehicle excise revenue is the City’s largest local receipt, constituting slightly more than 43% of the total actual local receipts in FY2019. 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 receipts may fall if

people wait to replace their vehicles. 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 at 4% for FY2020.

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 1.5% per year. An increase in the amount charged for certain fees, such as airport landing fees, municipal lien certificates, as well as the host agreement fee for marijuana establishments has resulted in increased fee revenue in over prior years. Other local receipts such as licenses and permit fees penalties, interest on taxes and excises, other charges for service, fines and forfeits have not seen growth and the estimates for FY2020 have remained at FY2019 levels. Changes in the City’s investment policies during FY2019 has resulted in an increase in investment income and the amount estimated for FY2020 has been adjusted to reflect the anticipated increase in revenue. In addition, the City recently adopted the local option sales tax on the retail sale of marijuana. While the FY2020 budget does not include those revenues in its estimates it could be an important revenue stream in future budgets.

Local Receipt Category	FY2017 Budget	FY2018 Budget	FY2019 Budget	% of Total (FY19)	FY2020 Budget
Motor Vehicle Excise	4,650,000	5,016,176	5,225,000	43.7%	5,434,000
Meals Excise	645,000	660,000	740,000	6.2%	762,367
Room Excise	455,000	645,500	700,000	5.8%	710,500
Penalties/Interest on Taxes and Excises	498,600	490,000	490,000	4.1%	490,000
Payments in Lieu of Taxes	24,500	24,500	45,000	0.3%	45,000
Other Charges for Services	568,100	603,300	603,300	5.0%	603,000
Fees	860,950	940,625	1,064,625	8.9%	1,101,240
Rentals	107,960	190,140	114,140	0.9%	115,640
Departmental Revenue - Schools	350,000	230,000	230,000	1.9%	230,000
Other Departmental Revenue	115,700	103,100	104,085	0.8%	107,285
Licenses/Permits	508,000	634,000	663,020	5.5%	663,020
Special Assessments	2,000	0	0	0.0%	0
Fines and Forfeits	274,900	212,700	216,200	1.8%	216,200
Investment Income	70,000	90,000	120,000	1.0%	130,000
Medicaid Reimbursement	340,000	400,000	425,000	3.5%	425,000
Miscellaneous Recurring	1,611,000	1,620,000	1,160,000	9.7%	1,160,000
Miscellaneous Non-Recurring	42,500	18,000	18,000	0.1%	18,000
TOTAL Local Receipts	11,124,210	11,797,041	11,918,370	100.0%	12,200,285

State Aid

State aid represented approximately one-third of the City's annual revenue. 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. Historically, the City has exceeded its minimum local contribution.

In the City's financial forecast, Chapter 70 aid is projected to increase conservatively 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. However, the Governor's proposed FY2020 state budget includes a substantial increase in Chapter 70 funding over prior years. This is the Governor's attempt to implement some of the recommendations of the State's Foundation Budget Review Commission. The City's FY2020 budget reflects the Chapter 70 aid numbers outlined in the Governor's House 1 budget.

City officials will monitor the actions taken by the State as it continues to address the recommendations of the Foundation Budget Review Commission. The successful implementation of key factors of the Commission's work could result in future increases of Chapter 70 aid for the City.

Charter Tuition Reimbursement – The City's financial forecast anticipates that this reimbursement will 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.

School Choice Receiving Tuition – Pittsfield receives tuition payments for school choice pupils attending Pittsfield schools. 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 has been increasing at a conservative rate of just under 10% since 2012. However, UGGA has yet to recover to pre-recession levels and inflation has further eroded the value of this revenue source. City officials monitor the local aid estimates at each juncture of the State budget process.

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.
- **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.

State Aid Category	FY2017 Actual	FY2018 Actual	FY2019 Actual	% of Total (FY17)	FY2020 Budget
Chapter 70 Education Aid	40,155,219	40,545,642	42,665,381	79.7%	46,400,416
Charter Tuition Reimbursement	291,788	140,201	326,434	0.6%	157,577
School Offsets: Choice Receiving & Lunch	564,099	678,456	658,008	1.2%	625,749
Unrestricted General Govt Aid	8,301,569	8,625,330	8,927,217	16.6%	9,168,252
Veterans Benefits	843,897	697,629	563,887	1.0%	731,664
Exemptions VBS and Elderly	164,773	175,378	177,564	0.3%	183,126
State-Owned land	96,820	96,728	96,728	0.2%	89,920
Public Libraries Offset	64,073	67,328	66,914	0.1%	71,187
Total	50,482,238	50,984,627	53,482,133	100.0%	57,427,891

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. In FY2019 the City enacted the first of a series of rate increases that are designed to address the large infrastructure improvement projects that will take place at the City's wastewater treatment plant as well as the City's drinking water facility over the next five years. The improvements at the wastewater treatment plant are being undertaken under an EPA administrative order.

Other Available Funds

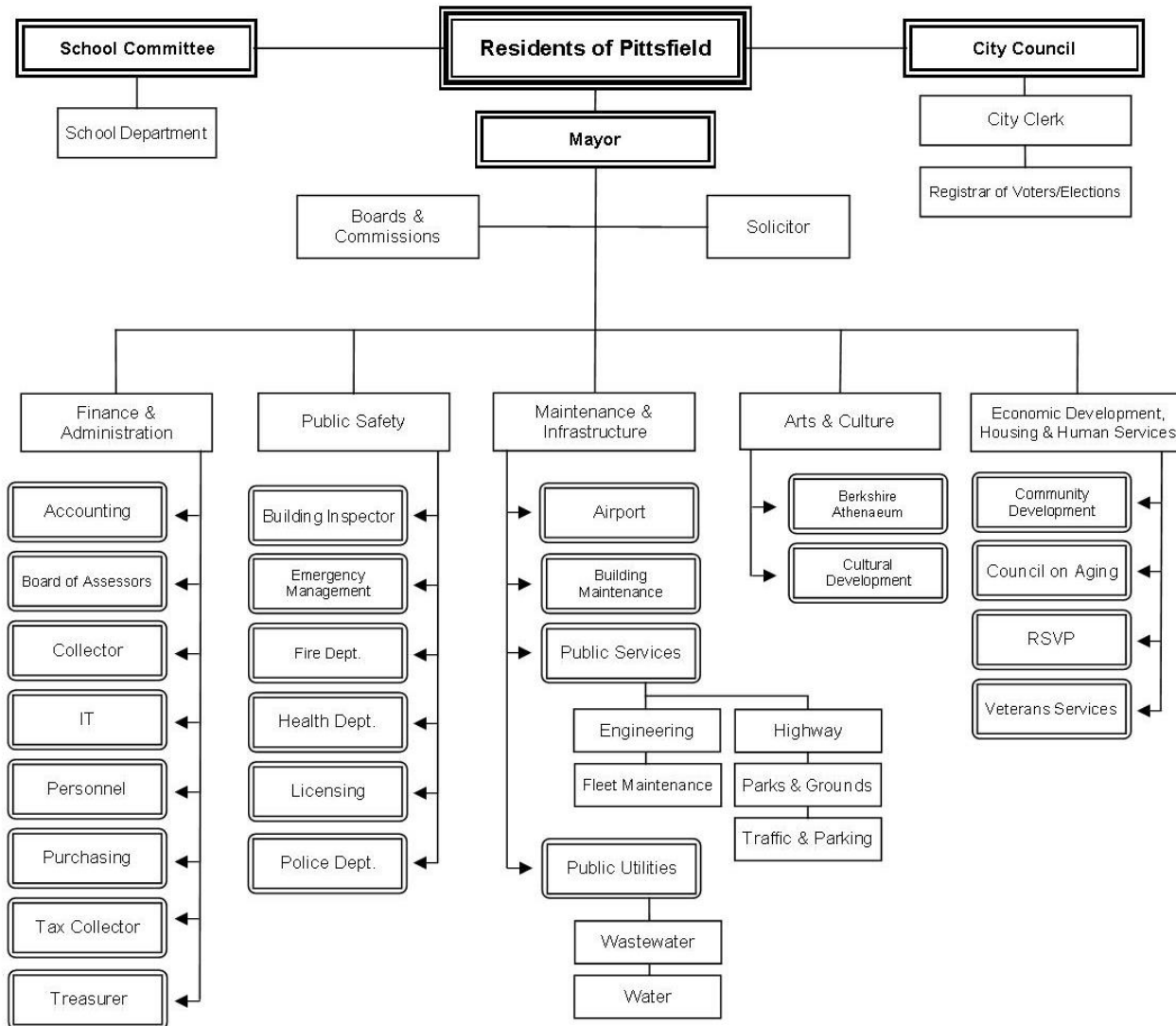
Free Cash is the remaining, unrestricted money from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.

The City has historically appropriated certified free cash annually to reduce the tax rate or balance the budget without using more of the City's limited unused levy capacity. Prior to FY2017, the amount used has varied and was not guided by policy. However, beginning with the FY2017 budget a policy was enacted that stated that no more than \$1,000,000 of Free Cash would be used to reduce the tax rate. Both the FY2018 and FY2019 budgets contained \$1,000,000 however the FY2020 budget reduces that figure to \$750,000.

Free Cash has also been used to fund certain deficits in the City's operating budget such as Snow/Ice, and police overtime as well as to fund certain one-time capital expenses. The use of Free Cash for operating purposes is not a recommended practice and the City's leadership seeks to eliminate using it for this purpose in the future.

Departmental Budgets

Citywide Organizational Chart



Berkshire Athenaeum

Contact	Phone	Location
Alex Reczkowski Library Director	(413) 499-9480 x100	1 Wendell Avenue

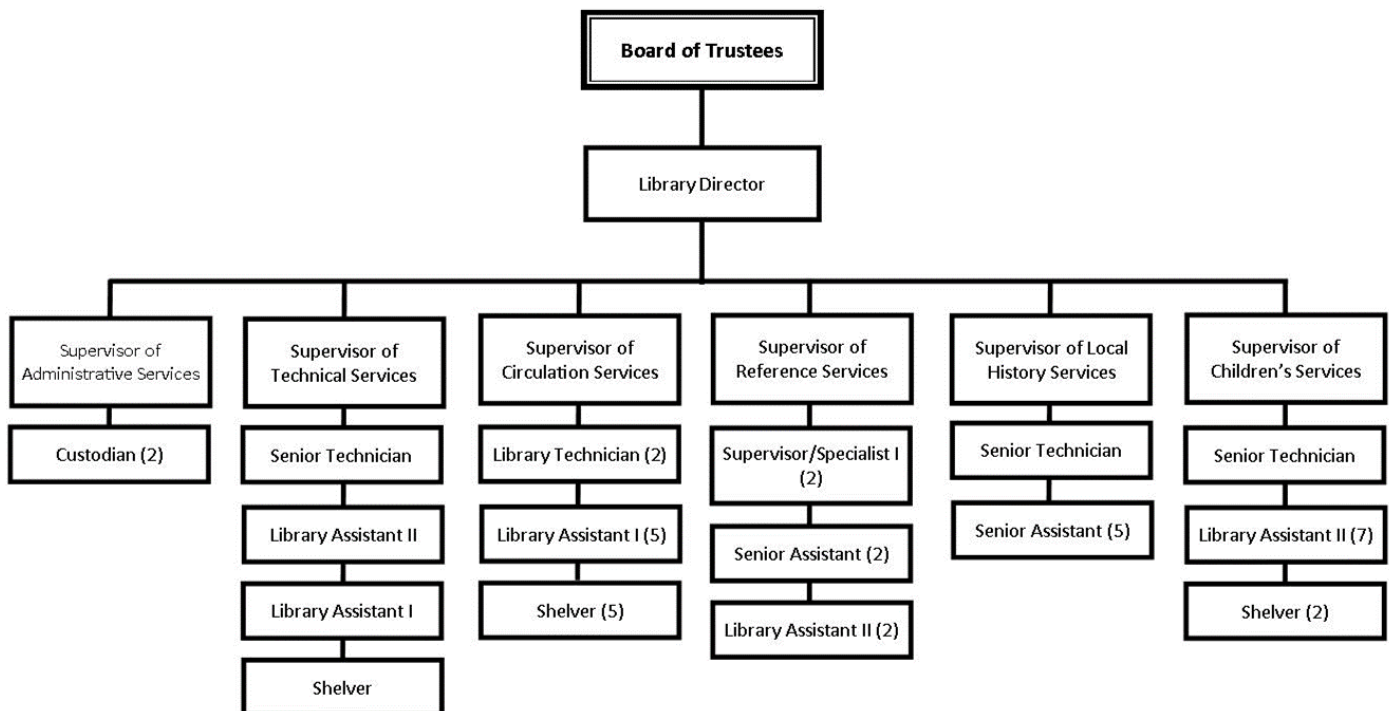
Mission Statement

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

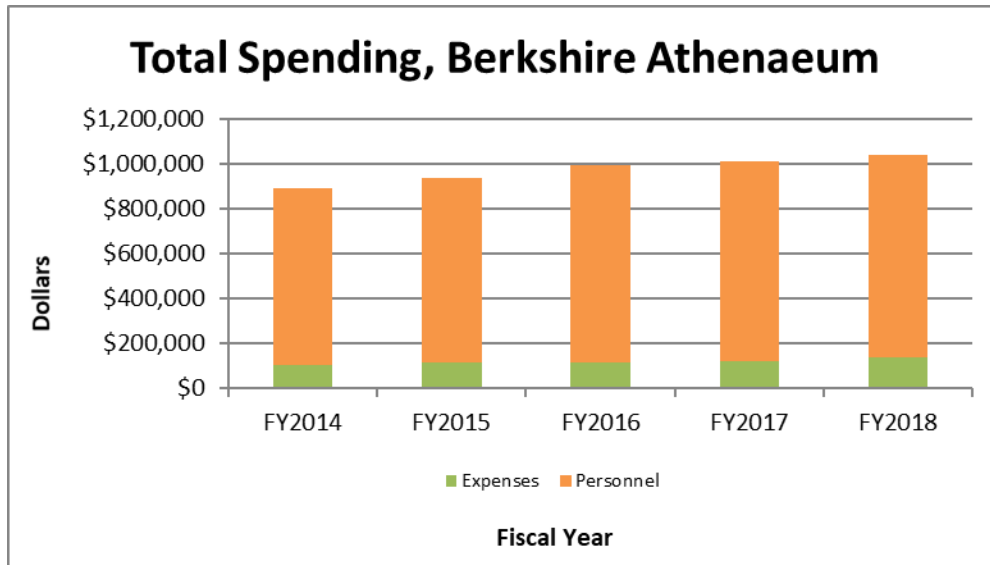
Department Description

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



Line Item Budget

Account	Account Name	FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51010	Senior Supervisors	4	4	4	\$ 178,019	\$ 192,982	\$ 201,242	\$ 201,242	4.3%	\$ 8,260
51011	Supervisor Specialist II	1	1	1	\$ 36,896	\$ 38,605	\$ 42,269	\$ 42,269	9.5%	\$ 3,664
51013	Supervisor Specialist I	3	3	3	\$ 120,803	\$ 126,594	\$ 132,277	\$ 132,277	4.5%	\$ 5,683
51016	Library Assistant II P/T	9	9	9	\$ 62,119	\$ 65,149	\$ 75,587	\$ 75,587	16.0%	\$ 10,438
51018	Senior Technicians F/T	3	3	3	\$ 94,309	\$ 106,929	\$ 110,956	\$ 110,956	3.8%	\$ 4,027
51019	Senior Assistants P/T	7	7	7	\$ 88,554	\$ 91,302	\$ 99,169	\$ 99,169	8.6%	\$ 7,867
51024	Director of Athenaeum	1	1	1	\$ 68,746	\$ 70,409	\$ 74,419	\$ 74,419	5.7%	\$ 4,010
51150	Library Custodians	2	2	2	\$ 68,047	\$ 71,865	\$ 77,788	\$ 77,788	8.2%	\$ 5,923
51165	Library Assistant I P/T	6	6	6	\$ 62,619	\$ 66,563	\$ 77,888	\$ 77,888	17.0%	\$ 11,325
51166	Library Technicians F/T	2	2	2	\$ 64,884	\$ 66,565	\$ 70,202	\$ 70,202	5.5%	\$ 3,637
51167	Library Shelves P/T	10	9	9	\$ 57,820	\$ 59,014	\$ 68,328	\$ 68,328	15.8%	\$ 9,314
	TOTAL PERSONNEL:	48	47	47	\$ 902,816	\$ 955,977	\$ 1,030,125	\$ 1,030,125	7.8%	\$ 74,148
52404	Office Equipment Maintenance				\$ 954	\$ 950	\$ 950	\$ 950	0.0%	\$ -
53018	Education & Training				\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
54227	Supplies				\$ 13,000	\$ 12,770	\$ 12,770	\$ 12,770	0.0%	\$ -
54300	Building Maintenance Supplies				\$ 6,492	\$ 6,450	\$ 6,450	\$ 6,450	0.0%	\$ -
55801	Binding & Microfilm				\$ 3,648	\$ 3,575	\$ 3,575	\$ 3,575	0.0%	\$ -
55802	Newspapers & Periodicals				\$ 13,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
55803	Books & Audio Visual				\$ 29,365	\$ 29,365	\$ 64,039	\$ 64,039	118.1%	\$ 34,674
57100	Travel				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
57824	Unclassified-Library				\$ 15,822	\$ 1,900	\$ 1,900	\$ 1,900	0.0%	\$ -
53009	Library Networking Fees				\$ 49,980	\$ 50,420	\$ 50,420	\$ 50,420	0.0%	\$ -
58521	Theft Deterrent System				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
	TOTAL EXPENSES:				\$ 136,261	\$ 119,430	\$ 154,104	\$ 154,104	29.0%	\$ 34,674
	TOTAL BUDGET:				\$ 1,039,077	\$ 1,075,407	\$ 1,184,229	\$ 1,184,229	10.1%	\$ 108,822

Alex Reczkowski
Dept Head Approval

4/2/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
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

Account	Account Name	Description
52404	Equipment Maintenance	Maintenance of office computer, audio-visual, telephone and WiFi equipment
53019	Education & Training	Membership in state, regional, and national professional associations, and the registration fees to conferences and workshops necessary to keep skills current
54227	Supplies– General	Postage, printing, book processing supplies and routine office supplies
54300	Supplies – Custodial	Custodial paper and cleaning products, hand tools, hardware, and the uniform allowance as negotiated with Teamsters
55801	Microfilm	Cost of microfilming The Berkshire Eagle and the Pittsfield Gazette
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		professional development
57824	Unclassified-Library	Largely covers the unanticipated cost overruns in other line items or those expenses not covered in other line items
53009	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

The proposed spending increase in the Books & Audio Visual line item is to offset a reduction to those items by the Board of Library Trustees and will allow the library to meet the minimum spending requirements for library material established by the state.

Building Inspectors Department

Contact	Phone	Location
Al Leu Acting Building Commissioner	(413) 499-9440	10 Fenn Street Mezzanine Level

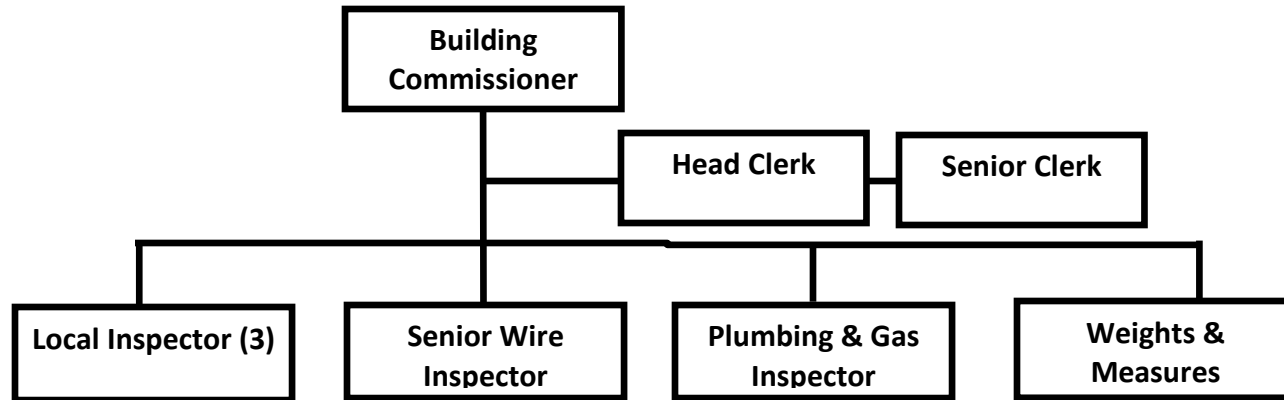
Mission Statement

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.

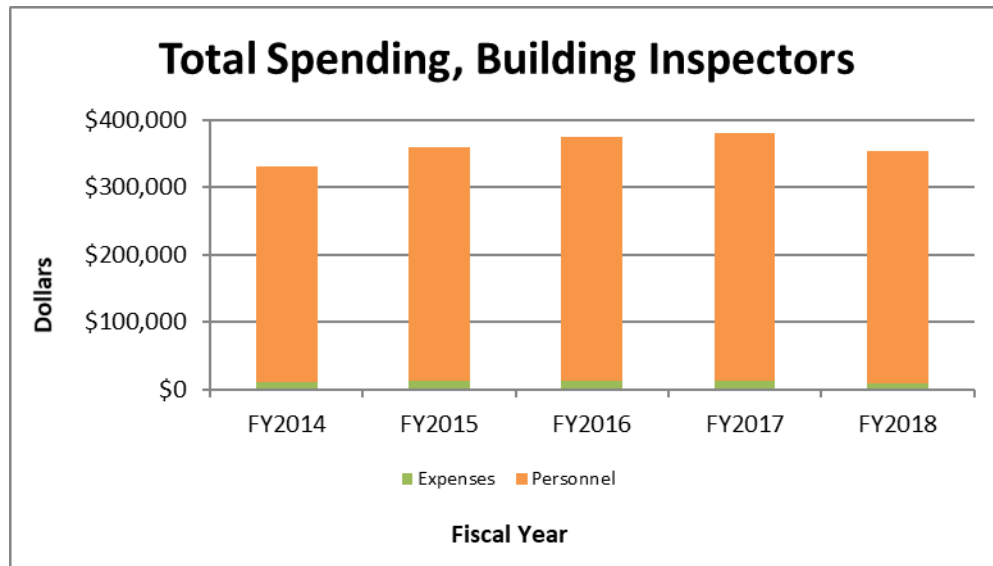
Department Description

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



Line Item Budget

Building Inspector: 01025

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51044	Senior Wire Inspector	1	1	1	\$ 52,832	\$ 54,700	\$ 56,075	\$ 56,075	2.5%	\$ 1,375
51057	Building Commissioner	1	1	1	\$ 64,410	\$ 67,606	\$ 70,062	\$ 70,062	3.6%	\$ 2,456
51085	Head Clerk	1	1	1	\$ 33,529	\$ 34,900	\$ 34,890	\$ 34,890	0.0%	\$ (10)
51148	Senior Clerk	0	0	0.5	\$ -	\$ -	\$ 15,350	\$ 15,350	0.0%	\$ 15,350
51196	Building Inspectors	3	3	3	\$ 137,651	\$ 152,600	\$ 158,816	\$ 158,816	4.1%	\$ 6,216
51197	Plumbing & Gas Inspector	1	1	1	\$ 49,302	\$ 51,305	\$ 53,911	\$ 53,911	5.1%	\$ 2,606
51041	Inspector Weights/Measures	0	0	1	\$ -	\$ -	\$ 41,578	\$ 41,578	100.0%	\$ 41,578
51205	Temporary Labor				\$ 6,349	\$ 6,000	\$ 6,000	\$ 3,000	-50.0%	\$ (3,000)
TOTAL PERSONNEL:		7	7	8.5	\$ 344,073	\$ 367,111	\$ 436,682	\$ 433,682	18.1%	\$ 66,571
55000	Uniforms				\$ 1,190	\$ 3,000	\$ 3,600	\$ 3,600	20.0%	\$ 600
52300	Telephone				\$ 2,924	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	\$ -
54227	Supplies				\$ 5,486	\$ 10,000	\$ 10,000	\$ 7,500	-25.0%	\$ (2,500)
TOTAL EXPENSES:					\$ 9,600	\$ 16,500	\$ 17,100	\$ 14,600	-11.5%	\$ -
TOTAL BUDGET:					\$ 353,673	\$ 383,611	\$ 453,782	\$ 448,282	16.9%	\$ 64,671

Al Leu
Dept Head Approval

4/2/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
51041	Inspector Weight/Measures	Salary account for the Inspector of Weights & Measures
51205	Temporary Labor	Alternate inspectors and staff during absences, i.e., long term illness, vacation, personal time, and to hire temporary help

Expenses

Account	Account Name	Description
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, safety supplies, membership dues, and required training.

New Spending and Programs

The Inspector of Weights & Measures has been transferred to the Building Inspectors Office from the Department of Public Services.

Building Maintenance Department

Contact	Phone	Location
Brian Filiault Director	(413) 499-9476	81 Hawthorne Ave

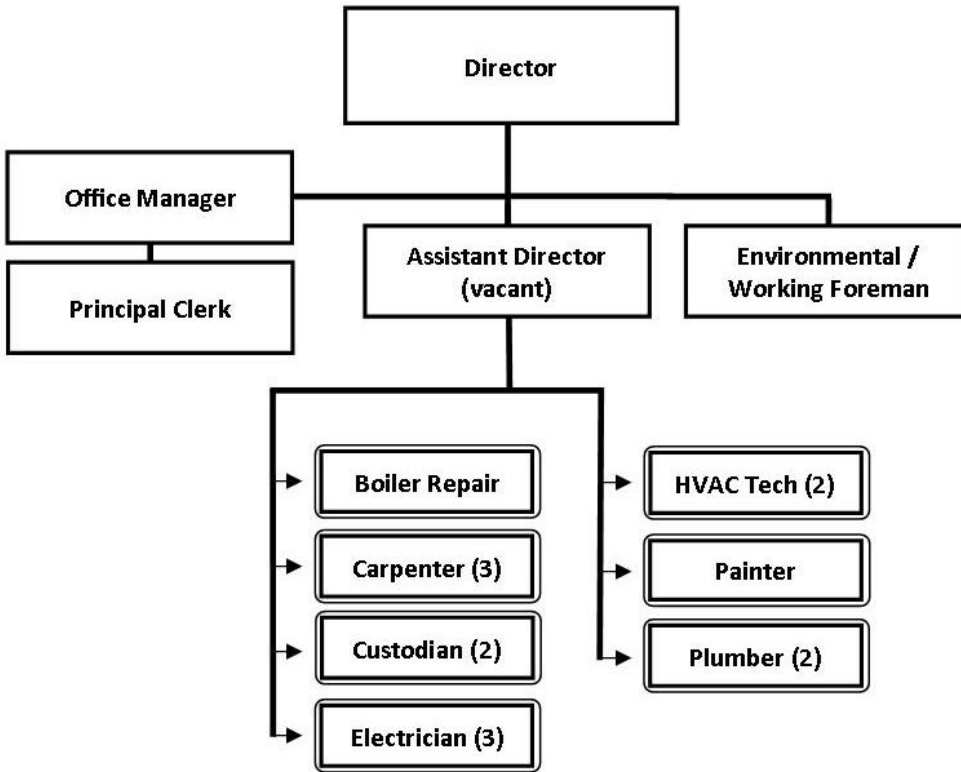
Mission Statement

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.

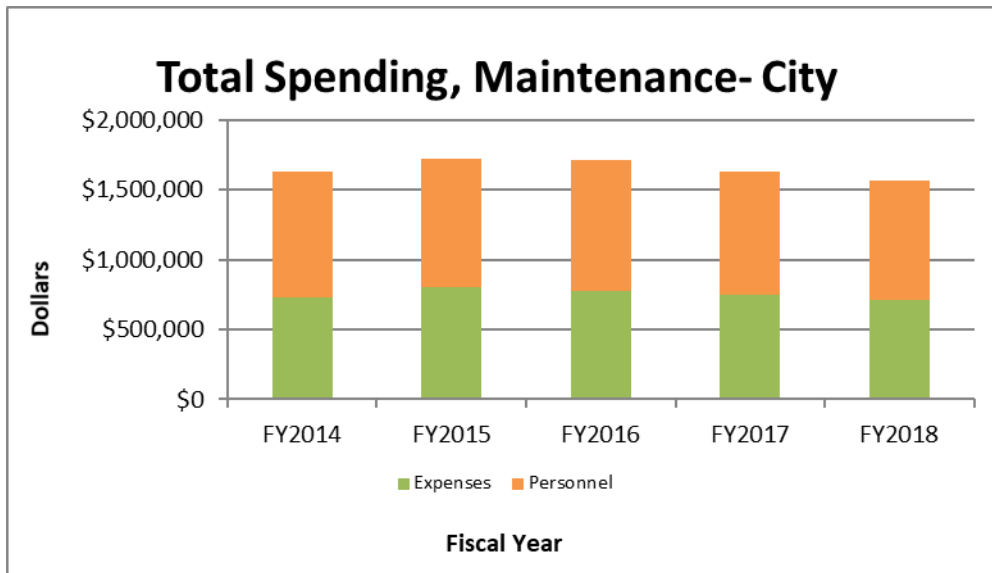
Department Description

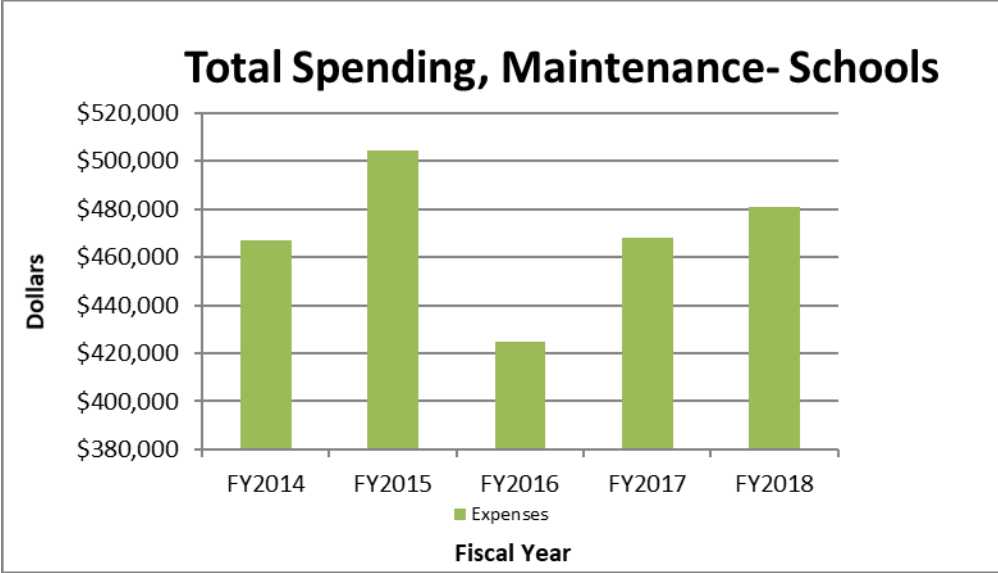
The Building Maintenance Department is responsible for the preventive maintenance and emergency repairs to all City and School buildings and assists with work on the grounds as needed using a skilled workforce. The department pays particular attention to all life safety and security systems as well as 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.

Organizational Chart



Historical Spending Trend





Line Item Budget

Maintenance-City: 01161

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51023	Director of Maintenance	1	1	1	\$ 66,576	\$ 69,297	\$ 72,518	\$ 72,518	4.6%	\$ 3,221
51226	Asst. Director Maintenance	1	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51042	Boiler/HVAC Repairman	1	1	1	\$ 45,846	\$ 48,016	\$ 46,980	\$ 46,980	-2.2%	\$ (1,036)
51045	Painter	1	1	1	\$ 42,070	\$ 45,255	\$ 47,798	\$ 47,798	5.6%	\$ 2,543
51072	Working Foreman Craft	1	1	1	\$ 51,047	\$ 54,424	\$ 55,803	\$ 55,803	2.5%	\$ 1,379
51073	Plumber	2	2	2	\$ 96,028	\$ 100,359	\$ 106,177	\$ 106,177	5.8%	\$ 5,818
51075	Carpenters	3	3	3	\$ 140,202	\$ 143,670	\$ 150,542	\$ 150,542	4.8%	\$ 6,872
51145	Principal Clerk	1	1	1	\$ 36,459	\$ 38,887	\$ 39,872	\$ 39,872	2.5%	\$ 985
51149	HVAC Technician	2	2	2	\$ 91,600	\$ 96,630	\$ 102,001	\$ 102,001	5.6%	\$ 5,371
51150	Custodian	2	1	1	\$ 34,751	\$ 36,322	\$ 38,336	\$ 38,336	5.5%	\$ 2,014
51169	Office Manager	1	1	1	\$ 48,343	\$ 51,547	\$ 52,852	\$ 52,852	2.5%	\$ 1,305
51182	Electricians	3	3	3	\$ 140,296	\$ 146,744	\$ 155,081	\$ 155,081	5.7%	\$ 8,337
51201	Seasonal Labor				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51309	Scheduled Overtime				\$ 39,980	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
51207	Custodial Labor-Rentals				\$ 23,811	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ -
TOTAL PERSONNEL:		19	17	17	\$ 857,009	\$ 896,151	\$ 932,960	\$ 932,960	4.1%	\$ 36,809
55810	Contractual Allowances				\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
52100	Utilities				\$ 459,260	\$ 555,000	\$ 575,000	\$ 575,000	3.6%	\$ 20,000
52440	Repairs Municipal Buildings				\$ 237,902	\$ 260,000	\$ 275,000	\$ 275,000	5.8%	\$ 15,000
52810	Adandoned Property				\$ 7,148	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 708,810	\$ 824,500	\$ 859,500	\$ 859,500	4.2%	\$ 35,000
TOTAL BUDGET:					\$ 1,565,819	\$ 1,720,651	\$ 1,792,460	\$ 1,792,460	4.2%	\$ 71,809

Brian Filiault
Dept Head Approval

Date

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
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
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
51207	Custodial Labor- Rentals	Overtime labor associated with rentals in School Buildings. Fees are paid for gym use to cover this cost.

Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
55810	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.
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
51186	Commission Clerk	Salary account for the Airport Commission meeting minutes processing and summary

Line Item Budget - Schools

Maintenance - Schools: 01162

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$				
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change				
				APRV										
				\$	-	\$	-	\$	-	0.0%				
				\$	-	\$	-	\$	-	-				
TOTAL PERSONNEL:				0	0	0	\$	-	\$	-				
54227	Supplies			\$	224,126	\$	350,000	\$	375,000	\$	375,000	7.1%	\$	25,000
52000	Contractual Services			\$	256,592	\$	270,000	\$	395,000	\$	395,000	46.3%	\$	125,000
TOTAL EXPENSES:				\$	480,718	\$	620,000	\$	770,000	\$	770,000	24.2%	\$	150,000
TOTAL BUDGET:				\$	480,718	\$	620,000	\$	770,000	\$	770,000	24.2%	\$	150,000

Brian Filiault 4/2/2019
 Dept Head Approval Date

Line Item Summary

Expenses

Account	Account Name	Description
54227	Maintenance Supplies	Purchases of all materials and any vendor labor cost needed to complete maintenance school Work Orders and other projects as requested
52000	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 will utilize its operating budget for these routine repairs in both municipal and school buildings. This practice will benefit our department by ensuring that we continue to improve our city wide preventative maintenance programs.

City Clerk's Office

Contact	Phone	Location
Michele Cetti City Clerk	(413) 499-9361	City Hall 70 Allen Street Room 103

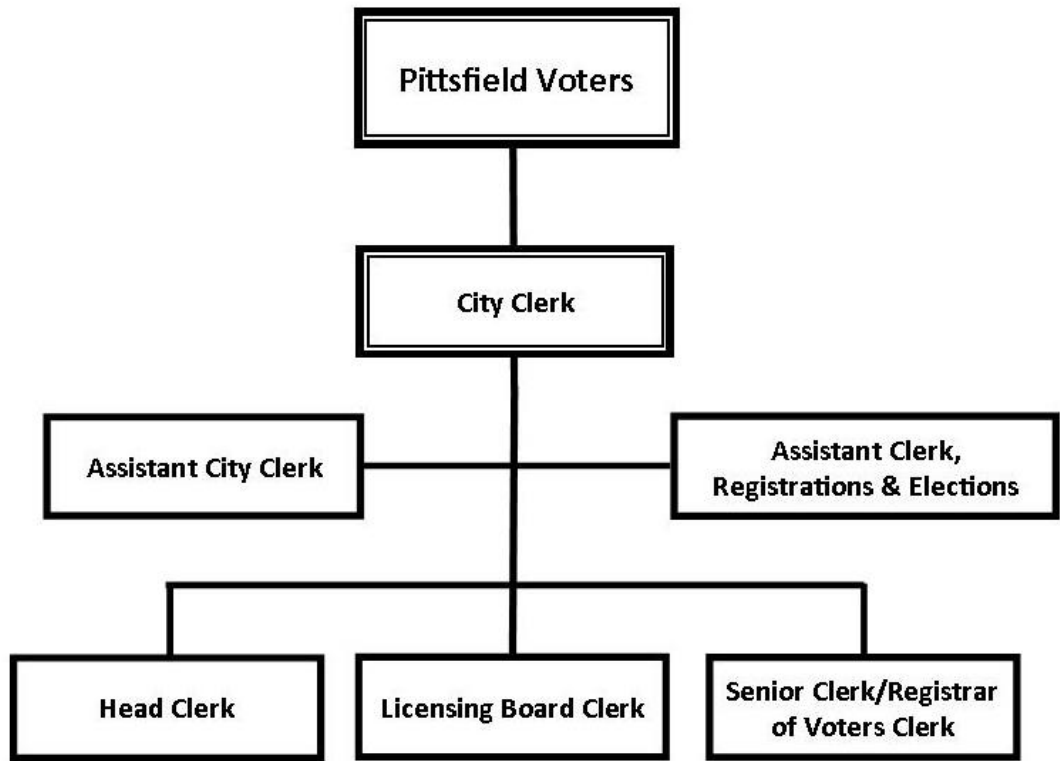
Mission Statement

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.

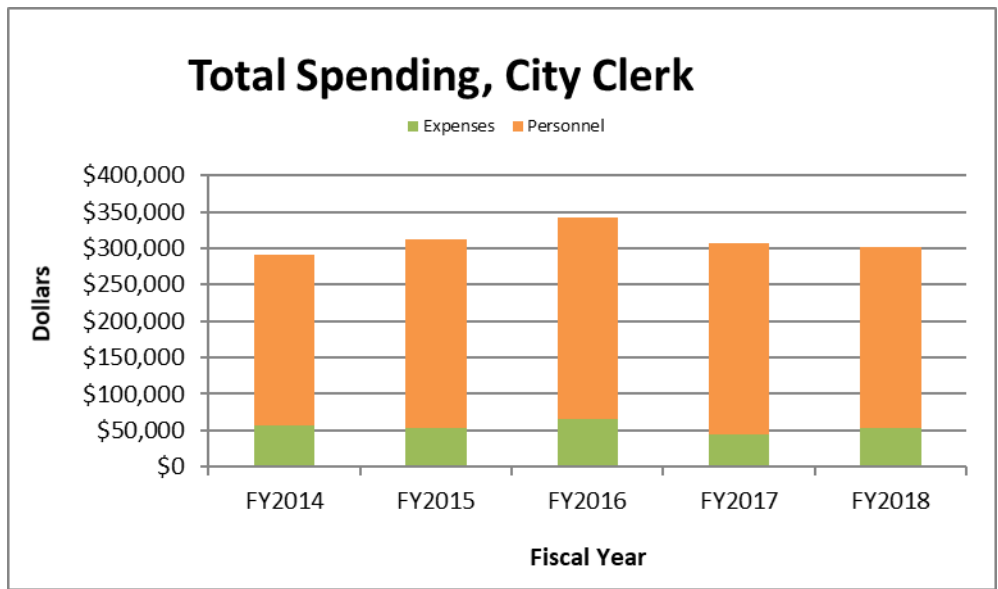
Department Description

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, physician's 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.

Organizational Chart



Historical Spending Trend



Line Item Budget

City Clerk: 01101

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51032	City Clerk	1	1	1	\$ 71,519	\$ 67,607	\$ 70,062	\$ 70,062	3.6%	\$ 2,455
51037	Assistant City Clerk	1	1	1	\$ 43,350	\$ 45,104	\$ 47,036	\$ 47,036	4.3%	\$ 1,932
51085	Head Clerk	1	1	1	\$ 27,614	\$ 37,183	\$ 37,834	\$ 37,834	1.8%	\$ 651
51101	Assistant Clerk Registrar	1	1	1	\$ 33,038	\$ 33,373	\$ 34,843	\$ 34,843	4.4%	\$ 1,470
51113	Election Officers				\$ 11,382	\$ 24,696	\$ 35,280	\$ 35,280	42.9%	\$ 10,584
51163	Secretary Board	1	1	1	\$ 31,119	\$ 32,381	\$ 33,775	\$ 33,775	4.3%	\$ 1,394
51177	Senior Clerk Typist	1	1	1	\$ 29,479	\$ 29,185	\$ 30,445	\$ 30,445	4.3%	\$ 1,260
51215	Election Custodians				\$ 1,116	\$ 2,754	\$ 4,435	\$ 4,435	61.0%	\$ 1,681
TOTAL PERSONNEL:		6	6	6	\$ 248,617	\$ 272,283	\$ 293,710	\$ 293,710	7.9%	\$ 21,427
52404	Office Equipment Maintenance				\$ 6,344	\$ 6,300	\$ 3,300	\$ 3,300	-47.6%	\$ (3,000)
52407	Election Programming				\$ 2,328	\$ 4,936	\$ 9,000	\$ 9,000	82.3%	\$ 4,064
52700	Rental Expense				\$ 405	\$ 705	\$ 1,050	\$ 1,050	48.9%	\$ 345
53018	Education & Training				\$ 387	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
53408	Advertising/Marketing				\$ 287	\$ 500	\$ 500	\$ 500	0.0%	\$ -
53414	City Code Updates				\$ 3,838	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
53605	Records Preservation				\$ 2,763	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
54227	Supplies				\$ 23,174	\$ 16,404	\$ 23,000	\$ 23,000	40.2%	\$ 6,596
54228	Census Supplies				\$ 14,372	\$ 15,000	\$ 16,000	\$ 16,000	6.7%	\$ 1,000
TOTAL EXPENSES:					\$ 53,898	\$ 56,845	\$ 65,850	\$ 65,850	15.8%	\$ 9,005
TOTAL BUDGET:					\$ 302,515	\$ 329,128	\$ 359,560	\$ 359,560	9.2%	\$ 30,432

Michele Benjamin
Dept Head Approval

2-Apr-19
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
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 places
53018	Education & Training	Annual membership dues to Clerks' Associations and for 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 such as security paper for vital records and Licensing Board, copy paper, letterhead, envelopes, printer supplies, election supplies and all other office supplies necessary; Westlaw access/updates
54228	Census Supplies	Printing and postage of census forms as well as non-respondent confirmation cards

New Spending and Programs

There are no new spending or programs in the City Clerk's Office for FY2020.

City Council

Contact	Phone	Location
Peter Marchetti President	(413) 212-2163	City Hall 70 Allen Street

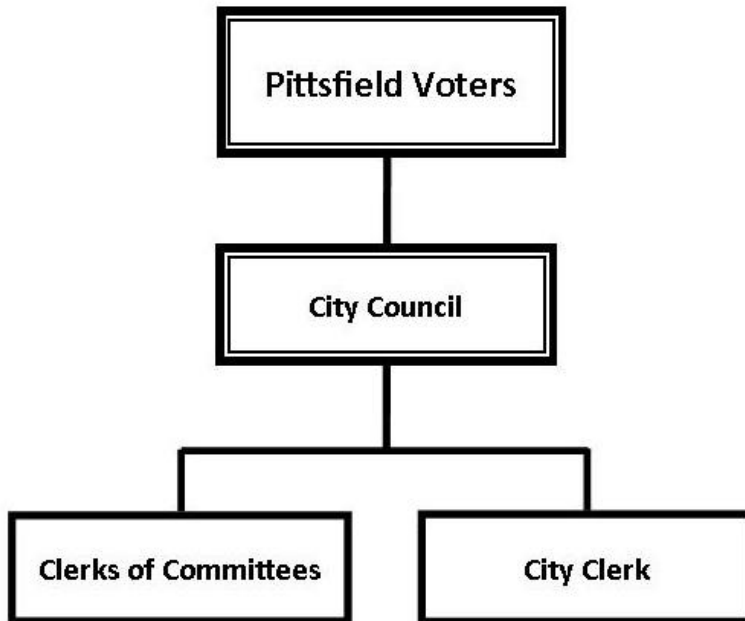
Mission Statement

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.

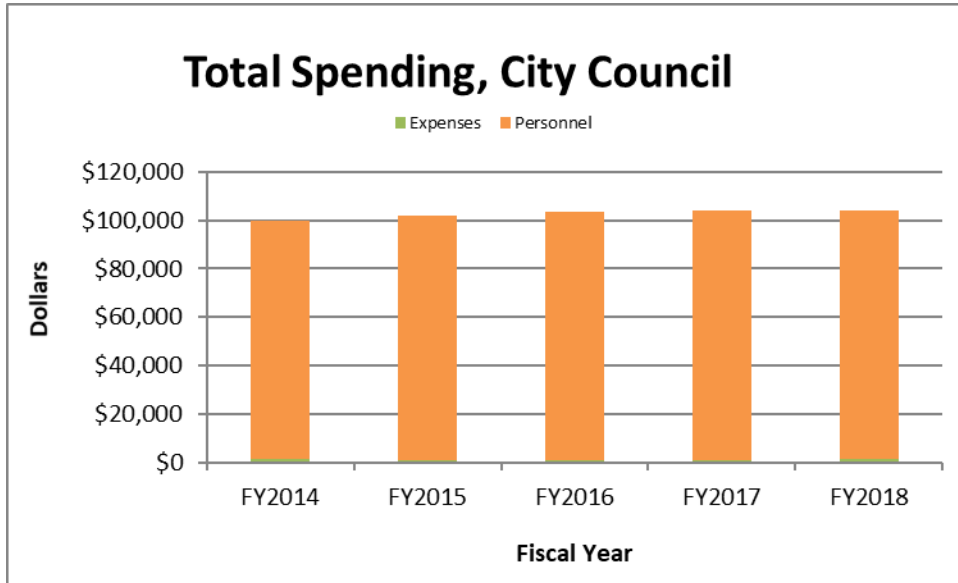
Department Description

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

City Council: 01012

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget	Mayoral Approval	Change	Change
APRV										
51184	Councilors	11	11	11	\$ 90,002	\$ 90,002	\$ 90,002	\$ 90,002	0.0%	\$ -
51185	Clerk of City Council				\$ 3,999	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -
51191	Clerk of Committees				\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	0.0%	\$ -
TOTAL PERSONNEL:		11	11	11	\$ 102,641	\$ 102,642	\$ 102,642	\$ 102,642	0.0%	\$ -
53018	Education/Training				\$ -	\$ -	\$ 2,420	\$ 2,420	100.0%	\$ 2,420
53408	Advertising/Marketing				\$ 1,247	\$ 1,250	\$ 1,000	\$ 1,000	-20.0%	\$ (250)
TOTAL EXPENSES:					\$ 1,247	\$ 1,250	\$ 3,420	\$ 3,420	173.6%	\$ 2,170
TOTAL BUDGET:					\$ 103,888	\$ 103,892	\$ 106,062	\$ 106,062	2.1%	\$ 2,170

Peter Marchetti
Dept Head Approval

2/14/2019
Date

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>
53018	Education/Training	To fund education/training such as the annual Massachusetts Municipal Association Annual Meeting and other opportunities
53408	Advertising/Marketing	Advertisement of legal notices and printing

New Spending and Programs

There is a new line entitled Education & Training proposed for FY2020.

Department of Community Development

Contact	Phone	Location
Deanna Ruffer Director	(413) 499-9368	City Hall 70 Allen Street Room 205

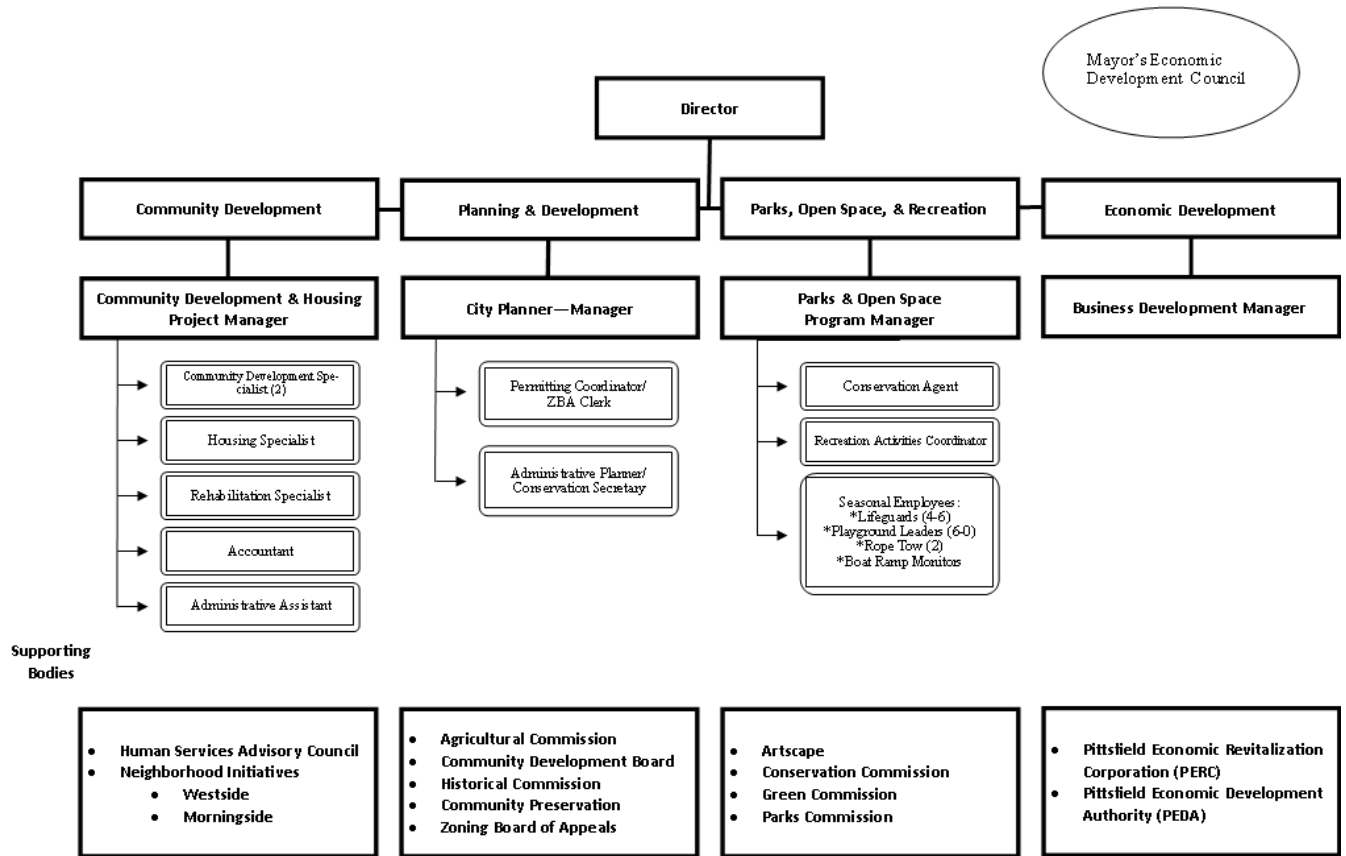
Mission Statement

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.

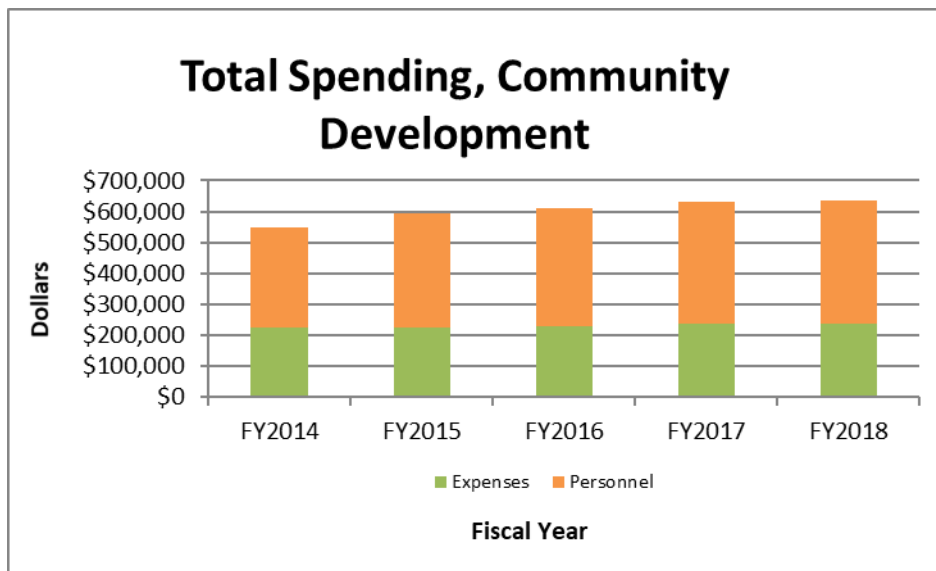
Department Description

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



Line Item Budget

Community Development: 01400

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51015	Director	0.5	0.5	0.5	\$ 42,969	\$ 45,149	\$ 46,788	\$ 46,788	3.6%	\$ 1,639
51020	Parks Open Space Planner	1	1	1	\$ 65,210	\$ 67,842	\$ 70,306	\$ 70,306	3.6%	\$ 2,464
51027	City Planner	1	1	1	\$ 62,085	\$ 62,998	\$ 65,286	\$ 65,286	3.6%	\$ 2,288
51031	Conservation Agent	1	1	1	\$ 52,832	\$ 54,690	\$ 55,647	\$ 55,647	1.7%	\$ 957
51110	Administrative Coordinator	1	1	1	\$ 37,238	\$ 36,834	\$ 36,553	\$ 36,553	-0.8%	\$ (281)
51153	Recreation Coordinator	1	1	1	\$ 41,671	\$ 42,296	\$ 43,686	\$ 43,686	3.3%	\$ 1,390
51160	Business Development Manager	0	0.33	0.33	\$ 9,627	\$ 29,071	\$ 30,880	\$ 30,880	6.2%	\$ 1,809
51141	Community Development Specialist	1	1	1.6	\$ 50,676	\$ 63,255	\$ 87,316	\$ 87,316	38.0%	\$ 24,061
51151	Administrative Assistant	0.2	0.2	0.2	\$ 7,089	\$ 6,639	\$ 6,274	\$ 6,274	-5.5%	\$ (365)
51080	Planning Administrator				\$ 3,908	\$ -	\$ -	\$ -	0.0%	\$ -
51180	Playground Leaders				\$ 13,730	\$ 17,700	\$ 20,400	\$ 20,400	15.3%	\$ 2,700
51201	Seasonal Labor				\$ 14,215	\$ 14,624	\$ 15,000	\$ 15,000	2.6%	\$ 376
TOTAL PERSONNEL:		6.7	7.03	7.63	\$ 401,250	\$ 441,098	\$ 478,136	\$ 478,136	8.4%	\$ 37,038
53038	Human Services				\$ 105,049	\$ 84,000	\$ 71,750	\$ 71,750	-14.6%	\$ (12,250)
53096	Regional Brownfields Program				\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
53806	Lake Management				\$ 50,117	\$ 51,950	\$ 52,000	\$ 52,000	0.1%	\$ 50
54227	Supplies				\$ 5,841	\$ 9,000	\$ 10,000	\$ 7,500	-16.7%	\$ (1,500)
53500	Recreational				\$ 8,889	\$ 7,300	\$ 7,500	\$ 7,500	2.7%	\$ 200
57813	Downtown Inc.				\$ 22,841	\$ 24,185	\$ 29,185	\$ 29,185	20.7%	\$ 5,000
53101	Tyler Street Business Group				\$ 2,837	\$ -	\$ -	\$ -	0.0%	\$ -
57836	Planning Studies				\$ 4,000	\$ 7,000	\$ 10,000	\$ 7,000	0.0%	\$ -
56902	Berkshire Regional Planning Assessment				\$ 33,928	\$ 34,776	\$ 35,645	\$ 35,645	2.5%	\$ 869
TOTAL EXPENSES:					\$ 235,502	\$ 220,211	\$ 218,080	\$ 212,580	-3.5%	\$ (7,631)
TOTAL BUDGET:					\$ 636,752	\$ 661,309	\$ 696,216	\$ 690,716	4.4%	\$ 29,407

Deanna Ruffer
Dept Head Approval

4/2/19
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
51110	Administrative Coordinator	Salary account for one of two administrative staff in department
51153	Recreation Coordinator	Salary account for the Recreation Coordinator
51160	Business Development	Salary account for the Business Development Manager; cost

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
	Manager	shared through Interagency Agreement with Pittsfield Economic Development Authority and Pittsfield Economic Revitalization Corporation
51141	Community Development Specialists	Partial salary of two positions that are the equivalent of 1.6 full time positions. 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 one Playground Staff to assist the Marilyn Hamilton Literacy/Sports program at Durant Park
51201	Seasonal Labor	Salary account for one Beach Master, two Lifeguards, and four Boat Ramp Monitors; beach and boat ramp to be staffed five days per week (Wednesday-Sunday)

Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
53038	Human Services	Provides grants to human service agencies and \$15,000 in 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 (Pontossuc and Onota)
54227	Supplies	Purchase of half of the cost of supplies for the department, including copy paper and general office supplies; increase reflects additional cell phone and supply costs for Business Development Manager
53500	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;
57836	Planning Studies	Costs associated with addressing planning issues in the City and pursuing grant funds for other planning 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

There is a slight increase proposed to the Downtown Pittsfield, Inc. line item for FY2020.

Council on Aging

Contact	Phone	Location
James Clark Director	(413) 499-9346	Ralph J. Froio Center 330 North Street

Mission Statement

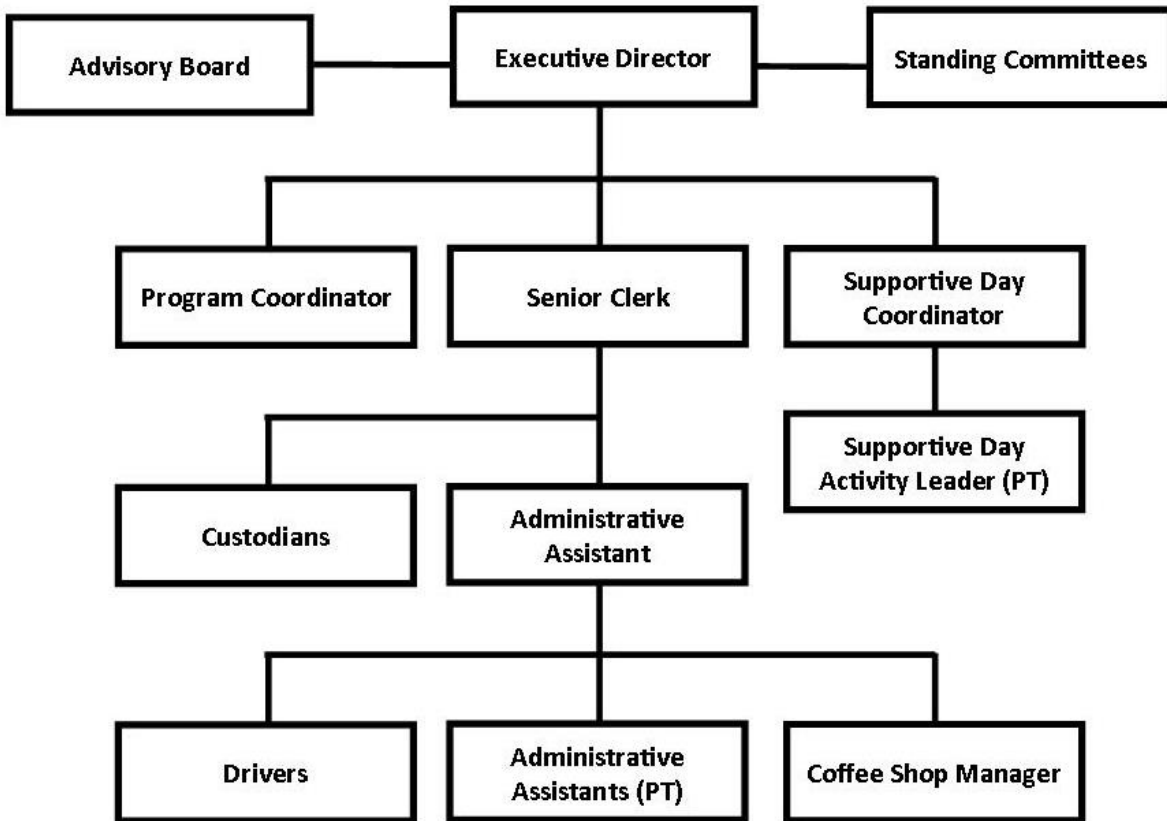
The mission of the Council on Aging is to enrich and maintain quality of life for each senior in our community. The purpose of the Pittsfield Council on Aging is to identify the needs of elders; design, promote, and implement services that fulfill elder needs; and inform and educate our community on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

Department Description

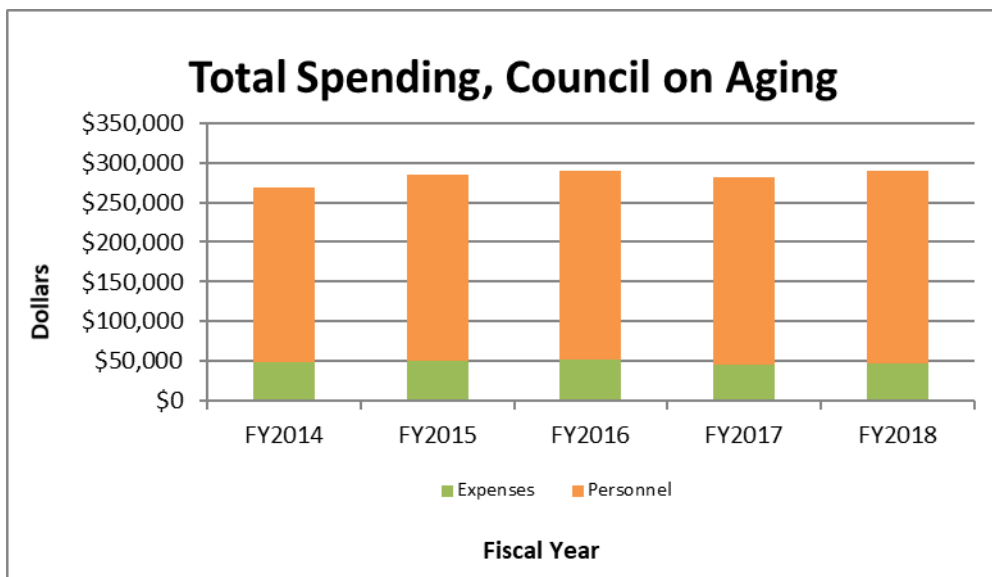
The Pittsfield Council on Aging is the citizens' advisory board for the Ralph J. Froio Senior Center. The Pittsfield Senior Center is multifaceted and fulfills all of the mandates put forth by the Massachusetts Council on Aging (MCOA). The Center provides information, referral, and outreach to the community, 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.

Organizational Chart



Historical Spending Trend



Line Item Budget

Council on Aging: 01154

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51022	Director	1	1	1	\$ 51,526	\$ 54,509	\$ 59,349	\$ 59,728	9.6%	\$5,219
51177	Senior Clerk Typist	1	1	1	\$ 32,226	\$ 32,709	\$ 33,282	\$ 33,282	1.8%	\$573
51180	Administrative Assistant	1	1	1	\$ 22,851	\$ 25,233	\$ 25,675	\$ 25,675	1.8%	\$442
51195	Soc Serv Tech/Custodian	1	1	1	\$ 32,381	\$ 32,867	\$ 33,443	\$ 33,443	1.8%	\$576
51197	Soc Serv Tech/Custodians (P/T)	2	2	2	\$ 25,123	\$ 25,967	\$ 26,422	\$ 26,422	1.8%	\$455
51198	Program Assistant	1	1	1	\$ 32,707	\$ 33,490	\$ 34,076	\$ 34,076	1.7%	\$586
51199	Activities Leaders (P/T)	2	2	2	\$ 22,138	\$ 22,017	\$ 22,403	\$ 22,403	1.8%	\$386
51192	Kitchen Coordinator	1	1	1	\$ 22,902	\$ 23,449	\$ 23,860	\$ 23,860	1.8%	\$411
51205	Temporary Labor				\$ 2,711	\$ 3,485	\$ 3,485	\$ 3,485	0.0%	\$0
TOTAL PERSONNEL:		10	10	10	\$ 244,565	\$ 253,726	\$ 261,995	\$ 262,374	3.4%	\$ 8,648
52404	Office Equipment Maintenance				\$ 5,138	\$ 6,000	\$ 6,300	\$ 6,300	5.0%	\$ 300
54300	Building Maintenance Supplies				\$ 13,272	\$ 13,400	\$ 14,000	\$ 14,000	4.5%	\$ 600
53410	Printing				\$ 1,300	\$ 888	\$ 1,000	\$ 1,000	12.6%	\$ 112
54227	Supplies				\$ 1,975	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
57700	Program Expense				\$ 23,013	\$ 23,900	\$ 23,900	\$ 23,900	0.0%	\$ -
TOTAL EXPENSES:					\$ 44,698	\$ 46,688	\$ 47,700	\$ 47,700	2.2%	\$ 1,012
TOTAL BUDGET:					\$ 289,263	\$ 300,414	\$ 309,695	\$ 310,074	3.2%	\$ 9,660

James Clark
Dept Head Approval

2/14/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
51197	Social Service Custodians	Salary account for two part-time Social Service Tech/Custodians
51198	Program Assistant	Salary account for the Program Assistant
51199	Activities Leaders	Salary account for part-time Activities Leaders
51192	Kitchen Coordinator	Salary account for the Kitchen Coordinator
51205	Temporary Labor	Salary account for Temporary Labor

Expenses

Account	Account Name	Description
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 FY2020.

Office of Cultural Development

Contact	Phone	Location
Jen Glockner Director	(413) 499-9348	Lichtenstein Center for the Arts 28 Renne Avenue

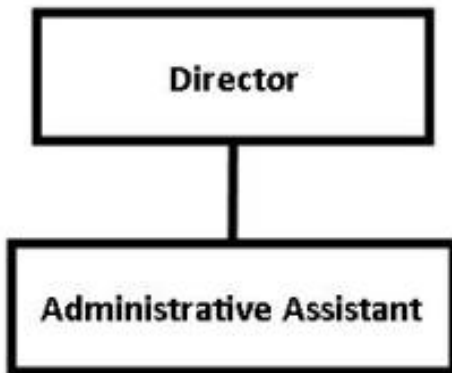
Mission Statement

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 3rd Thursday Street Festival and the 10x10 Upstreet Arts Festival and collaborates with organizations to bring arts and culture to Pittsfield.

Organizational Chart



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 a proposed increase in the Tourism line item to assist in the publication of Downtown Pittsfield's Downtown Guide. Any other new initiative/programs will be funded through grants and local sponsorships.

Department of Public Services/Public Utilities

Contact	Phone	Location
David F. Turocy Commissioner	(413) 499-9330	100 North Street

Mission Statement

The mission of the Department of Public Services/Utilities 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. Public Services consists of six divisions: Administration, Engineering, Highway, Traffic, Parks and Grounds, and Fleet Maintenance.

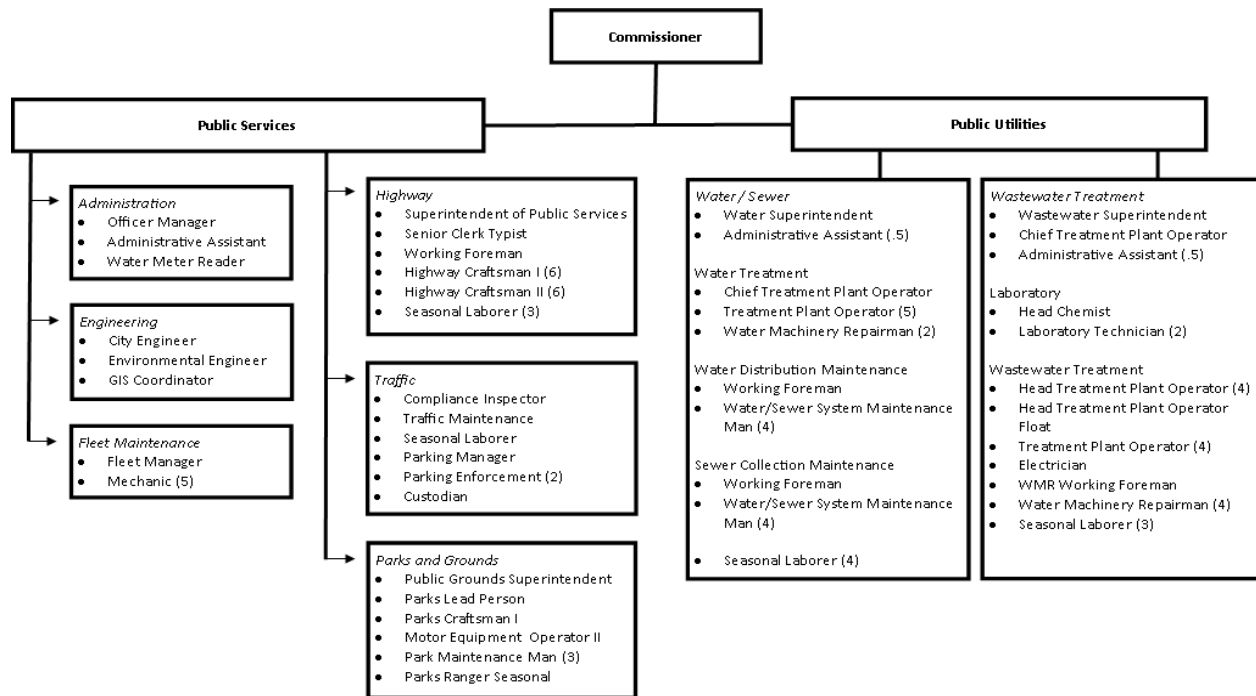
1. The Administration Division oversees and directs all divisions of the Department, manages the contract for solid waste/recycling, permit and meter parking, and water/sewer billing, as well as general operating and capital budgets for the Department.
2. The Engineering Division performs contract administration 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 and stormwater system maintenance.
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.

- The Fleet Maintenance Division maintains all city vehicles and equipment, with the exception of Police and Fire vehicles.

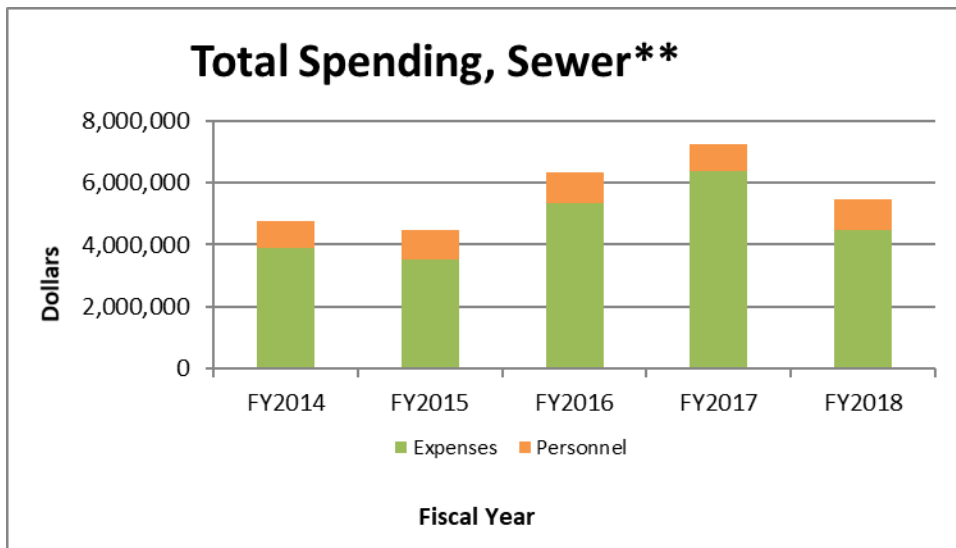
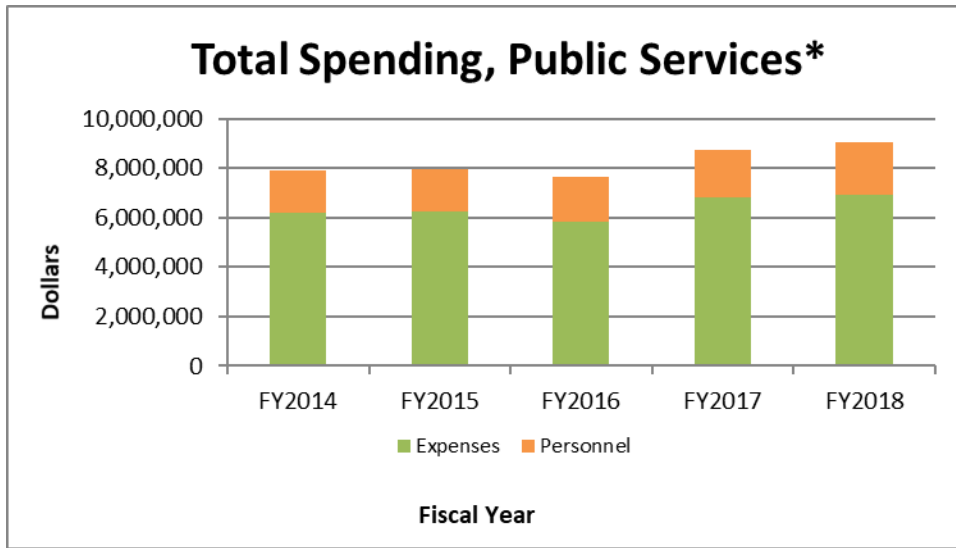
Public Utilities consists of three divisions: Water, Sewer Collection, and Wastewater.

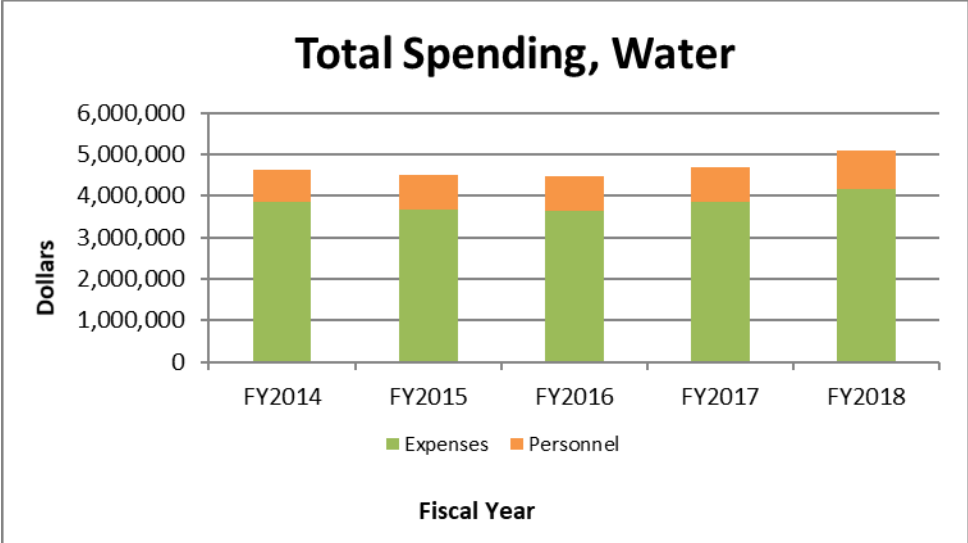
- The Water Division operates and maintains the City's two water treatment plants, watersheds, and the water distribution system, oversees the security of the watershed lands, conforms to State and Federal drinking water regulations, collects water meter data, and administers the City's cross-connection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

Line Item Budget

DPS - Public Services: 01211

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	%	\$
		FY18	FY19	FY20						
				APRV						
51008	Comm of Public Works	0.5	0.5	0.5	\$ 46,568	\$ 48,449	\$ 50,209	\$ 50,209	3.6%	\$ 1,760
51040	City Engineer	1	1	1	\$ 42,466	\$ 75,840	\$ 84,652	\$ 84,652	11.6%	\$ 8,812
51041	Inspector Weights/Measures	1	1	0	\$ 43,350	\$ 45,103	\$ -	\$ -	-100.0%	\$ (45,103)
51051	Office Manager	1	1	1	\$ 41,671	\$ 42,296	\$ 43,367	\$ 43,367	2.5%	\$ 1,071
51059	Jr. Civil Engineer	0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51064	Superintendent	1	1	1	\$ 59,507	\$ 61,904	\$ 65,061	\$ 65,061	5.1%	\$ 3,157
51065	Street Compliance Inspector	1	1	1	\$ 57,763	\$ 60,089	\$ 62,838	\$ 62,838	4.6%	\$ 2,749
51070	Highway Maintenance Craftsmen 1	6	6	6	\$ 235,557	\$ 241,263	\$ 238,565	\$ 238,565	-1.1%	\$ (2,698)
51156	Parking Garage Manager	1	1	1	\$ 54,165	\$ 54,977	\$ 56,370	\$ 56,370	2.5%	\$ 1,393
51071	Parking Control Officers	2	2	2	\$ 61,055	\$ 63,512	\$ 68,057	\$ 68,057	7.2%	\$ 4,545
51081	Administrative Assistant	1	1	2	\$ 70,642	\$ 68,841	\$ 76,065	\$ 76,065	10.5%	\$ 7,224
51083	Fleet Manager	1	1	1	\$ 53,654	\$ 55,796	\$ 58,639	\$ 58,639	5.1%	\$ 2,843
51087	Working Foreman	1	1	1	\$ 49,760	\$ 51,546	\$ 54,169	\$ 54,169	5.1%	\$ 2,623
51088	Motor Equipment Repairmen	5	5	5	\$ 198,008	\$ 216,687	\$ 227,540	\$ 227,540	5.0%	\$ 10,853
51128	MEO-2	1	1	1	\$ 44,143	\$ 46,365	\$ 48,966	\$ 48,966	5.6%	\$ 2,601
51137	Parks Lead	0	1	1	\$ 20,334	\$ 39,768	\$ 41,999	\$ 41,999	5.6%	\$ 2,231
51138	Parks Craftsman I	1	1	1	\$ 29,089	\$ 32,452	\$ 34,273	\$ 34,273	5.6%	\$ 1,821
51150	Custodian	1	1	1	\$ 25,672	\$ 31,637	\$ 32,480	\$ 32,480	2.7%	\$ 843
51157	Traffic Maintenance Person	1	1	1	\$ 14,892	\$ 35,333	\$ 36,399	\$ 36,399	3.0%	\$ 1,066
51158	Park Maintenance Men	4	3	4	\$ 115,934	\$ 102,683	\$ 142,992	\$ 142,992	39.3%	\$ 40,309
51177	Senior Clerk Typist	1	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51178	Park Maint. Superintendent	1	1	1	\$ 63,982	\$ 60,400	\$ 63,473	\$ 63,473	5.1%	\$ 3,073
51189	Equipment Operators	6	6	6	\$ 181,106	\$ 224,570	\$ 252,457	\$ 252,457	12.4%	\$ 27,887
51201	Seasonal Labor				\$ 75,661	\$ 90,000	\$ 90,000	\$ 80,000	-11.1%	\$ (10,000)
51309	Scheduled Overtime				\$ 214,343	\$ 125,000	\$ 200,000	\$ 200,000	60.0%	\$ 75,000
51310	Snow/Ice Overtime				\$ 297,566	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -
TOTAL PERSONNEL:		38.5	37.5	38.5	\$ 2,096,888	\$ 1,974,511	\$ 2,128,571	\$ 2,118,571	7.3%	\$ 144,060

55810	Contractual Allowances	\$	10,000	\$	10,000	\$	10,000	\$	10,000	0.0%	\$	12,500
52015	Traffic Signal Maintenance	\$	145,094	\$	100,000	\$	100,000	\$	100,000	0.0%	\$	-
52100	Utilities	\$	33,167	\$	60,000	\$	35,000	\$	35,000	-41.7%	\$	(25,000)
52101	Street Lighting	\$	499,290	\$	430,000	\$	400,000	\$	350,000	-18.6%	\$	(80,000)
52400	Highway Maintenance	\$	93,370	\$	100,000	\$	100,000	\$	100,000	0.0%	\$	-
52401	Collegiate Baseball/Wahconah Prk	\$	-	\$	-	\$	-	\$	-	0.0%	\$	-
52402	Maintenance of School Fields	\$	14,750	\$	15,000	\$	15,000	\$	15,000	0.0%	\$	-
52412	Repairs-Streets	\$	256,697	\$	250,000	\$	250,000	\$	250,000	0.0%	\$	-
53803	Streetscape Maintenance	\$	24,296	\$	35,000	\$	50,000	\$	50,000	42.9%	\$	15,000
52445	Repairs/Services(Garage)	\$	27,134	\$	-	\$	-	\$	-	0.0%	\$	-
52501	Garage Maintenance	\$	203,995	\$	220,000	\$	200,000	\$	200,000	-9.1%	\$	(20,000)
52700	Rental Expense	\$	64,395	\$	73,200	\$	73,200	\$	73,200	0.0%	\$	-
52906	Solid Waste Collection	\$	1,220,623	\$	1,283,186	\$	1,300,262	\$	1,300,262	1.3%	\$	17,076
52907	Solid Waste Disposal	\$	966,872	\$	1,161,407	\$	1,321,183	\$	1,321,183	13.8%	\$	159,776
52908	Solid Waste Recycle	\$	715,898	\$	782,433	\$	794,029	\$	794,029	1.5%	\$	11,596
52909	Household Haz Waste Collection	\$	6,000	\$	6,000	\$	6,000	\$	6,000	0.0%	\$	-
52910	Landfill Monitoring	\$	39,699	\$	100,000	\$	70,000	\$	70,000	-30.0%	\$	(30,000)
52000	Contractual Services	\$	8,066	\$	100,000	\$	100,000	\$	50,000	-50.0%	\$	(50,000)
53012	Sand (Winter Maintenance)	\$	1,964,450	\$	700,000	\$	700,000	\$	700,000	0.0%	\$	-
53027	Professional Services	\$	12,504	\$	13,000	\$	15,000	\$	15,000	15.4%	\$	2,000
54000	Garage Supplies	\$	11,415	\$	15,000	\$	13,000	\$	13,000	-13.3%	\$	(2,000)
54227	Office Supplies	\$	11,022	\$	8,000	\$	10,000	\$	10,000	25.0%	\$	2,000
52406	Maintenance of Parks	\$	93,385	\$	100,000	\$	100,000	\$	100,000	0.0%	\$	-
54802	Gasoline & Diesel Oil	\$	336,014	\$	300,000	\$	300,000	\$	300,000	0.0%	\$	-
58401	Tree Operations	\$	66,864	\$	85,000	\$	85,000	\$	60,000	-29.4%	\$	(25,000)
58500	Equipment	\$	-	\$	15,000	\$	15,000	\$	15,000	0.0%	\$	-
58713	Highway and Traffic Supplies	\$	15,602	\$	30,000	\$	30,000	\$	20,000	-33.3%	\$	(10,000)
TOTAL EXPENSES:		\$	6,830,602	\$	5,992,226	\$	6,092,674	\$	5,957,674	-0.6%	\$	(34,552)
TOTAL BUDGET:		\$	8,927,490	\$	7,966,737	\$	8,221,245	\$	8,076,245	1.4%	\$	109,508

David F Turocy
Dept Head Approval

4/3/2019
Date

Line Item Summary

Public Services - Personnel

Account	Account Name	Description
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 (This position was eliminated in FY18)
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 1 with CDL Class A licenses and equipment hoisting licenses
51156	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 two Administrative Assistants
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51137	Parks Lead	Salary account for the Parks Lead position
51138	Parks Craftsman 1	Salary account for the Parks Craftsman 1
51150	Custodian	Salary account for the Garage custodian
51157	Traffic Maintenance	Salary account for the Traffic Maintenance
51158	Park Maintenance Men	Salary account for three Park Maintenance Men
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist (This position has been eliminated beginning in FY19)
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
51189	Equipment Operators	Salary account for six Highway Maintenance Craftsmen 2 with CDL Class B licenses and equipment hoisting licenses
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

Public Services - Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
55810	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.
53803	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
52700	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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52907	Solid Waste Disposal	Tipping fee at Covanta to dispose of the trash collected from the residential curbside trash program
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
52000	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
52406	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

Line Item Budget - Water

DPU Water Treatment: 60201

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51008	Comm of Public Works	0	0.25	0.25	\$ 23,284	\$ 24,224	\$ 25,105	\$ 25,105	3.6%	\$ 881
51049	Water Superintendent	1	1	1	\$ 62,522	\$ 65,048	\$ 68,352	\$ 68,352	5.1%	\$ 3,304
51081	Administrative Assistant	0	0.5	0.5	\$ -	\$ 17,782	\$ 20,435	\$ 20,435	100.0%	\$ 2,653
51087	Working Foreman	1	1	1	\$ 49,393	\$ 56,345	\$ 62,838	\$ 62,838	11.5%	\$ 6,493
51090	Sr. Civil Engineer	0.5	0.5	0.5	\$ 30,789	\$ 31,251	\$ 32,043	\$ 32,043	2.5%	\$ 792
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 150,559	\$ 168,267	\$ 176,691	\$ 176,691	5.0%	\$ 8,424
51095	GIS Coordinator	0.5	0.5	0.5	\$ 30,789	\$ 31,251	\$ 32,043	\$ 32,043	2.5%	\$ 792
51097	Water Mach. Repairman	2	2	2	\$ 74,042	\$ 83,693	\$ 79,103	\$ 79,103	-5.5%	\$ (4,590)
51115	Chief TPO Non Shift	0	1	1	\$ 56,356	\$ 58,629	\$ 61,612	\$ 61,612	5.1%	\$ 2,983
51129	Head TPO Non Shift	1	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51130	TPO Non Shift	5	5	5	\$ 226,301	\$ 241,285	\$ 253,209	\$ 253,209	4.9%	\$ 11,924
51140	Meter Reader	1	1	1	\$ 36,300	\$ 38,161	\$ 40,280	\$ 40,280	5.6%	\$ 2,119
51177	Senior Clerk Typist	1	1	0	\$ 32,181	\$ -	\$ -	\$ -	0.0%	\$ -
51201	Seasonal Labor				\$ 15,262	\$ 38,400	\$ 38,400	\$ 38,400	0.0%	\$ -
51309	Overtime				\$ 126,608	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
TOTAL PERSONNEL:		17	17.75	16.75	\$ 891,102	\$ 949,336	\$ 985,111	\$ 985,111	3.8%	\$ 35,775

55810	Contractual Allowances				\$ 8,022	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
52100	Utilities				\$ 375,166	\$ 350,000	\$ 375,000	\$ 375,000	7.1%	\$ 25,000
52380	Taxes				\$ 157,961	\$ 170,000	\$ 160,000	\$ 160,000	-5.9%	\$ (10,000)
52400	Maintenance				\$ 243,067	\$ 300,000	\$ 250,000	\$ 250,000	-16.7%	\$ (50,000)
52000	Contractual Services				\$ 190,231	\$ 200,000	\$ 230,000	\$ 230,000	15.0%	\$ -
53027	Professional Services				\$ 289,079	\$ 180,000	\$ 250,000	\$ 250,000	38.9%	\$ 70,000
54227	Supplies				\$ 32,496	\$ 40,000	\$ 35,000	\$ 35,000	-12.5%	\$ (5,000)
55300	Chemicals				\$ 258,041	\$ 290,000	\$ 270,000	\$ 270,000	-6.9%	\$ (20,000)
58900	Capital Improvements				\$ 79,508	\$ 50,000	\$ 50,000	\$ 50,000	100.0%	\$ -
58550	Acquisition of Equipment				\$ 74,769	\$ 75,000	\$ 75,000	\$ 75,000	0.0%	\$ -
59100	Long Term Debt-Principal				\$ 988,924	\$ 1,075,933	\$ 1,090,546	\$ 1,090,546	1.4%	\$ 14,613
59150	Long term Debt-Interest				\$ 723,727	\$ 579,105	\$ 539,500	\$ 539,500	-6.8%	\$ (39,605)
59155	Short Term Debt Interest				\$ -	\$ -	\$ 120,000	\$ 120,000	100.0%	\$ 120,000
59160	Debt Issuance Costs				\$ 3,849	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
59602	Allocation to General Fund				\$ 969,602	\$ 920,004	\$ 950,474	\$ 950,474	3.3%	\$ 30,470

TOTAL EXPENSES: \$ 4,394,442 \$ 4,250,042 \$ 4,415,520 \$ 4,415,520 3.9% \$ 165,478

TOTAL BUDGET: \$ 5,285,544 \$ 5,199,378 \$ 5,400,631 \$ 5,400,631 3.9% \$ 201,253

David F. Turocy 2/23/2019
 Dept Head Approval Date

Line Item Summary

Water Division - Personnel

Account	Account Name	Description
51088	Comm. of Public Utilities	Salary account for Commissioner of Public Utilities (.25)
51049	Water Superintendent	Salary account for the Water Superintendent
51081	Administrative Assistant	Salary account for the Administrative Assistant (1/2 water, 1/2 sewer)
51087	Working Foreman	Salary account for the Working Foreman
51090	Senior Civil Engineer	Salary account for the Senior Civil Engineer (1/2 Water, 1/2 Sewer)
51094	Water/Sewer Maintenance Person	Salary account for four Water/Sewer Maintenance Persons

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51095	GIS Coordinator	Salary account for the GIS Coordinator (1/2 Water, 1/2 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 (This position has been eliminated beginning in FY19)
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>
55801	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 MassDEP
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 water system and contracted equipment/vehicle repairs
52000	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

Account	Account Name	Description
58900	Capital Improvements	Capital improvements of the public water system using funds transferred from Retained Earnings
58550	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

Line Item Budget - Sewer

Sewer Enterprise: 61202

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51087	Working Foreman	1	1	1	\$ 46,985	\$ 49,803	\$ 55,803	\$ 55,803	12.0%	\$ 6,000
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 144,500	\$ 162,979	\$ 168,342	\$ 168,342	3.3%	\$ 5,363
51309	Overtime				\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
TOTAL PERSONNEL:		5	5	5	\$ 246,485	\$ 262,782	\$ 274,145	\$ 274,145	4.3%	\$ 11,363
55810	Contractual Allowances				\$ 1,840	\$ 2,500	\$ 2,000	\$ 2,000	-20.0%	\$ (500)
52100	Utilities				\$ 33,343	\$ 30,000	\$ 35,000	\$ 35,000	16.7%	\$ 5,000
52400	Maintenance				\$ 26,766	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
52405	Stormwater Services				\$ 503	\$ 18,500	\$ 15,000	\$ 15,000	-18.9%	\$ (3,500)
52000	Contractual Services				\$ 74,546	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
58405	Mains & Manhole Supplies				\$ 606	\$ 15,000	\$ 14,000	\$ 14,000	-6.7%	\$ (1,000)
58900	Capital Improvements				\$ 217,250	\$ -			0.0%	\$ -
TOTAL EXPENSES:					\$ 354,854	\$ 201,000	\$ 201,000	\$ 201,000	0.0%	\$ -
TOTAL BUDGET:					\$ 601,339	\$ 463,782	\$ 475,145	\$ 475,145	2.5%	\$ 11,363

David F. Turocy 2/23/2019
 Dept Head Approval Date

Line Item Summary

Sewer Division - Personnel

Account	Account Name	Description
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>
55810	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
52000	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
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

Line Item Budget - Sewer (Wastewater)

DPU Waste Water: 61203

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51008	Comm of Public Works	0	0.25	0.25	\$ 23,284	\$ 24,224	\$ 25,105	\$ 25,105	3.6%	\$ 881
51048	Sewer Superintendent	1	1	1	\$ 64,204	\$ 66,663	\$ 70,054	\$ 70,054	5.1%	\$ 3,391
51081	Administrative Assistant	0	0	0.5	\$ -	\$ 17,782	\$ 20,435	\$ 20,435	100.0%	\$ 2,653
51089	Work Foreman Wtr Mach Rprmar	1	1	1	\$ 45,426	\$ 46,700	\$ 54,820	\$ 54,820	17.4%	\$ 8,120
51090	SR. Civil Engineer	0.5	0.5	0.5	\$ 30,790	\$ 31,521	\$ 32,043	\$ 32,043	1.7%	\$ 522
51091	Chemist	1	1	1	\$ 57,763	\$ 60,090	\$ 62,838	\$ 62,838	4.6%	\$ 2,748
51095	GIS Coordinator	0.5	0.5	0.5	\$ 30,790	\$ 31,521	\$ 32,043	\$ 32,043	1.7%	\$ 522
51097	Water Mach. Repairmen	4	4	4	\$ 135,927	\$ 155,258	\$ 163,979	\$ 163,979	5.6%	\$ 8,721
51112	Lab Technicians	2	2	2	\$ 74,458	\$ 78,545	\$ 82,943	\$ 82,943	5.6%	\$ 4,398
51115	Chief TPO	1	1	1	\$ 53,852	\$ 53,096	\$ 55,803	\$ 55,803	5.1%	\$ 2,707
51129	Head TPO Shift	4	4	8	\$ 148,266	\$ 413,793	\$ 512,038	\$ 512,038	23.7%	\$ 98,245
51132	TPO Shift	8	8	4	\$ 363,268	\$ 231,590	\$ 133,203	\$ 133,203	-42.5%	\$ (98,387)
51133	Head TPO - Float Shift	2	2	1	\$ 70,924	\$ 41,203	\$ 47,790	\$ 47,790	16.0%	\$ 6,587
51177	Senior Clerk Typist	1	1	0	\$ 30,555	\$ -	\$ -	\$ -	0.0%	\$ -
51182	Electrician	0	0	1	\$ -	\$ 40,000	\$ 55,803	\$ 55,803	100.0%	\$ 15,803
51201	Seasonal Labor				\$ 17,870	\$ 38,400	\$ 38,400	\$ 38,400	0.0%	\$ -
51309	Overtime				\$ 99,475	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
TOTAL PERSONNEL:		26	26.25	25.75	\$ 1,223,568	\$ 1,425,386	\$ 1,482,297	\$ 1,482,297	4.0%	\$ 56,911
55801	Contractual Allowances				\$ 13,185	\$ 6,000	\$ 10,000	\$ 10,000	66.7%	\$ 4,000
52100	Utilities				\$ 712,488	\$ 575,000	\$ 700,000	\$ 700,000	21.7%	\$ 125,000
52395	Chemical Process				\$ 176,976	\$ 220,000	\$ 200,000	\$ 200,000	-9.1%	\$ (20,000)
52400	Maintenance				\$ 233,949	\$ 260,000	\$ 250,000	\$ 250,000	-3.8%	\$ (10,000)
52903	Sludge Handling				\$ 376,236	\$ 375,000	\$ 375,000	\$ 375,000	0.0%	\$ -
52000	Contractual Services				\$ 91,044	\$ 110,000	\$ 100,000	\$ 100,000	-9.1%	\$ (10,000)
53027	Professional Services				\$ 130,969	\$ 180,000	\$ 200,000	\$ 200,000	11.1%	\$ 20,000
54227	Supplies				\$ 37,444	\$ 45,000	\$ 40,000	\$ 40,000	-11.1%	\$ (5,000)
58900	Capital Improvement				\$ 427,864	\$ 50,000	\$ 50,000	\$ 50,000	100.0%	\$ -
58550	Acquisition of Equipment				\$ 73,732	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
59100	Long Term Debt-Principal				\$ 926,222	\$ 999,323	\$ 1,098,663	\$ 1,098,663	9.9%	\$ 99,340
59150	Long Term Debt-Interest				\$ 756,247	\$ 637,281	\$ 822,469	\$ 822,469	29.1%	\$ 185,188
59155	Short Term Debt Interest				\$ -	\$ -	\$ 200,500	\$ 200,500	100.0%	\$ 200,500
59160	Debt Issuance Costs				\$ 8,459	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
59603	Allocation to General Fund				\$ 886,636	\$ 963,322	\$ 1,011,692	\$ 1,011,692	5.0%	\$ 48,370
TOTAL EXPENSES:					\$ 4,851,451	\$ 4,485,926	\$ 5,123,324	\$ 5,123,324	14.2%	\$ 637,398
TOTAL BUDGET:					\$ 6,075,019	\$ 5,911,312	\$ 6,605,621	\$ 6,605,621	11.7%	\$ 694,309

 David F. Turocy 2/23/2019
 Dept Head Approval Date

Line Item Summary

Wastewater Division - Personnel

Account	Account Name	Description
51008	Comm. of Public Utilities	Salary for the Commissioner of Public Utilities (.25)
51048	Sewer Superintendent	Salary account for the Sewer Superintendent
51081	Administrative Assistant	Salary account for the Administrative Assistant (1/2 Water, 1/2 Sewer)
51089	Working Foreman WMR	Salary account for the Working Foreman for the Water

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		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 eight Head Treatment Plant Operators
51132	TPO Shift	Salary account for four Treatment Plant Operators
51133	Head TPO-Float Shift	Salary account for the Head Treatment Plant Operators
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist (This position has been eliminated beginning in FY19)
51182	Electrician	Salary account for the electrician position
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>
55801	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
52000	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 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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
58550	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

The Inspector of Weights & Measures has been transferred from the Department of Public Services to the Building Inspector's Office. The Parks Department has added one new Park Laborer position.

Emergency Management

Contact	Phone	Location
Robert Czerwinski Fire Chief	(413) 448-9754	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.

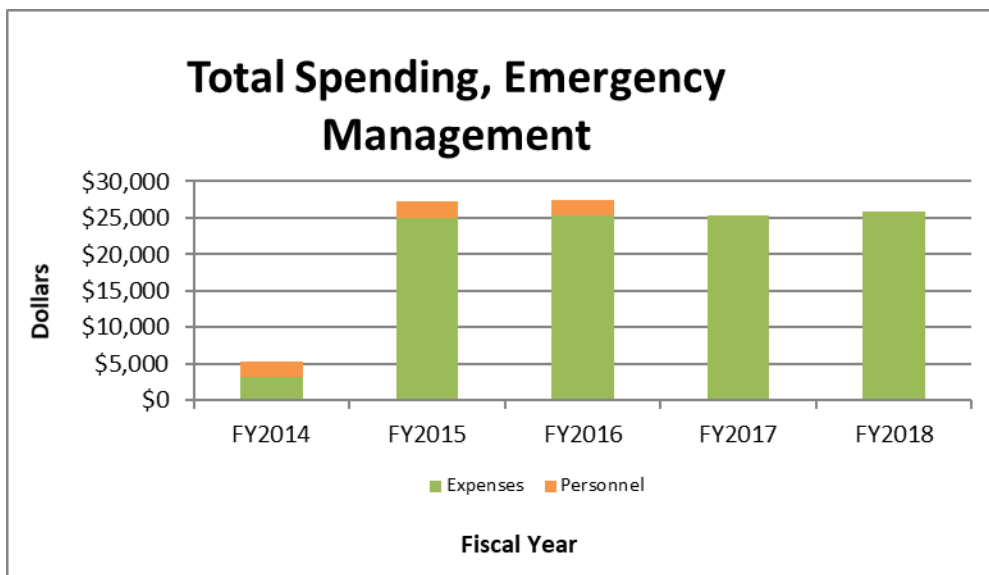
Department Description

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



Line Item Budget

Emergency Management: 01027

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51005	Director Emergency Management				\$ -		\$ -	\$ -	0.0%	\$ -
51102	Deputy Director Emergency Mgt	1	1	1	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
TOTAL PERSONNEL:		1	1	1	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52100	Utilities				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
53017	CodeRed				\$ 22,810	\$ 23,000	\$ 23,000	\$ 23,000	0.0%	\$ -
53018	Education & Training				\$ 463	\$ 500	\$ 500	\$ 500	0.0%	\$ -
54227	Supplies				\$ 80	\$ 100	\$ 100	\$ 100	0.0%	\$ -
57809	Emergency Operating Center				\$ 2,558	\$ 2,800	\$ 2,800	\$ 2,800	0.0%	\$ -
57818	Radio Amateur				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
57819	Radio Citizen				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
TOTAL EXPENSES:					\$ 25,911	\$ 26,400	\$ 26,400	\$ 26,400	0.0%	\$ -
TOTAL BUDGET:					\$ 25,911	\$ 26,400	\$ 26,400	\$ 26,400	0.0%	\$ -

Robert Czerwinski
Dept Head Approval

2/20/2019
Date

Line Item Summary

Expenses

Account	Account Name	Description
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
51186	Commission Clerk	Salary account for the Airport Commission meeting minutes processing and summary

New Spending and Programs

There is no new spending or programming in Emergency Management in FY2020.

Finance and Administration Department

Contact	Phone	Location
Matthew M. Kerwood Director of Finance/City Treasurer	(413) 499-9376	City Hall 70 Allen Street Room 110

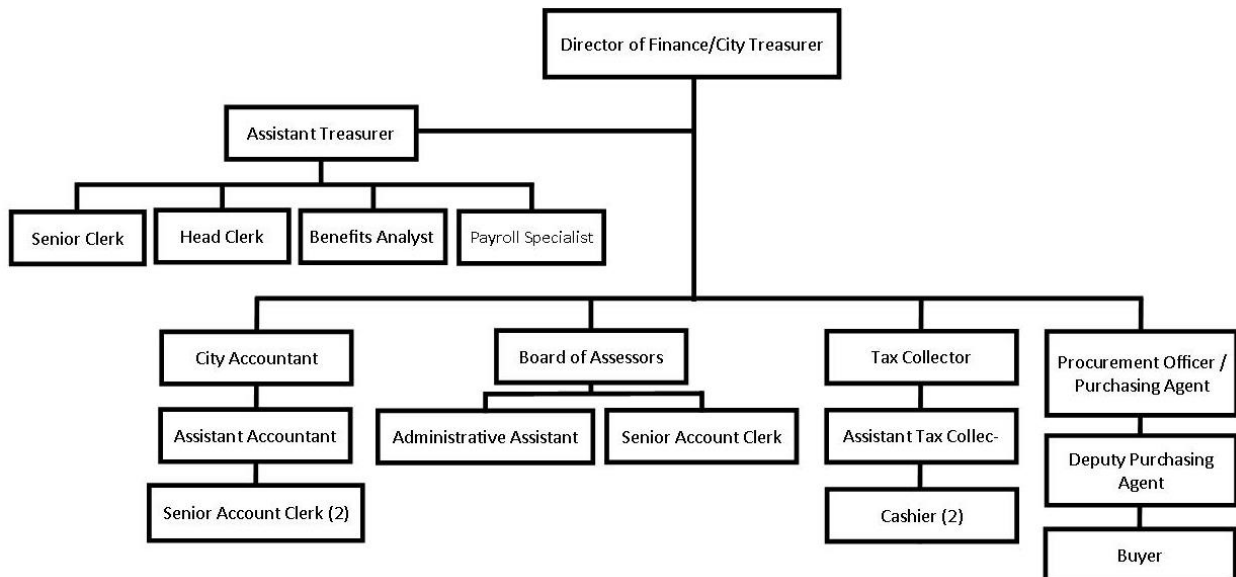
Mission Statement

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.

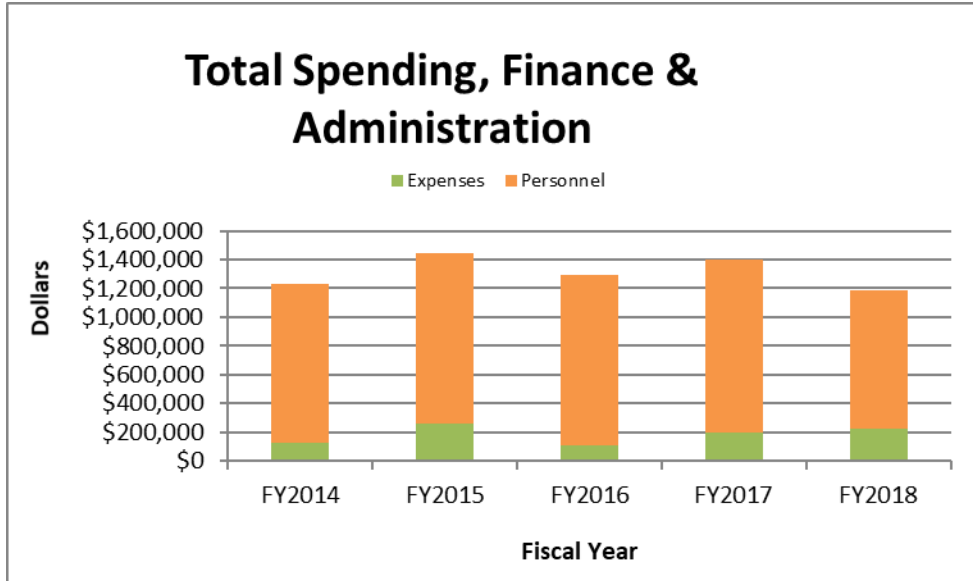
Department Description

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



Line Item Budget

Finance and Administration : 01121

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	%	\$
		FY18	FY19	FY20						
				APRV						
51033	City Accountant	1	1	1	\$ 62,067	\$ 62,999	\$ 67,575	\$ 67,575	7.3%	\$ 4,576
51050	Administrative Assistant	1	1	1	\$ 32,226	\$ 33,055	\$ 33,538	\$ 33,538	1.5%	\$ 483
51054	Assessors	3	3	3	\$ 189,792	\$ 193,213	\$ 197,587	\$ 197,587	2.3%	\$ 4,374
51055	Treasurer	1	1	1	\$ 84,675	\$ 88,095	\$ 91,295	\$ 91,295	3.6%	\$ 3,200
51056	Tax Collector	1	1	1	\$ 63,410	\$ 64,574	\$ 66,919	\$ 66,919	3.6%	\$ 2,345
51060	Assistant Treasurer	1	1	1	\$ 42,300	\$ 43,255	\$ 46,246	\$ 46,246	6.9%	\$ 2,991
51062	Assistant Tax Collector	1	1	1	\$ 43,464	\$ 45,104	\$ 47,399	\$ 47,399	5.1%	\$ 2,295
51063	Purchasing Agent	1	1	1	\$ 65,210	\$ 66,188	\$ 68,592	\$ 68,592	3.6%	\$ 2,404
51068	Deputy Purchasing Agent	1	1	1	\$ 41,223	\$ 35,580	\$ 38,231	\$ 38,231	7.5%	\$ 2,651
51085	Head Clerk	1	1	1	\$ 30,988	\$ 33,010	\$ 34,035	\$ 34,035	3.1%	\$ 1,025
51086	Account Clerk-Assessor	1	1	1	\$ 32,226	\$ 33,055	\$ 33,538	\$ 33,538	1.5%	\$ 483
51109	Buyer	0	0	1	\$ -	\$ -	\$ 30,157	\$ 30,157	100.0%	\$ 30,157
51143	Payroll Specialist	1	1	1	\$ 45,228	\$ 35,925	\$ 38,701	\$ 38,701	7.7%	\$ 2,776
51144	Assistant Accountant	1	1	1	\$ 44,437	\$ 46,230	\$ 48,351	\$ 48,351	4.6%	\$ 2,121
51146	Benefits Analyst	1	1	1	\$ 41,671	\$ 42,611	\$ 43,367	\$ 43,367	1.8%	\$ 756
51148	Principal Clerk Cashiers	2	2	2	\$ 54,221	\$ 59,842	\$ 59,233	\$ 59,233	-1.0%	\$ (609)
51161	Senior Account Clerk-Treasurer	0	0	1	\$ -	\$ -	\$ 28,495	\$ 28,495	100.0%	\$ 28,495
51155	Senior Account Clerks	2.5	3	2	\$ 94,579	\$ 98,859	\$ 63,462	\$ 63,462	-35.8%	\$ (35,397)
TOTAL PERSONNEL:		20.5	21	22	\$ 967,717	\$ 981,595	\$ 1,036,721	\$ 1,036,721	5.6%	\$ 55,126
53000	Tax Collection Services				\$ 65,576	\$ 60,000	\$ 65,000	\$ 65,000	8.3%	\$ 5,000
52404	Office Equipment Maintenance				\$ 16,458	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
53025	Revaluation				\$ 114,703	\$ 76,000	\$ 79,000	\$ 79,000	3.9%	\$ 3,000
53408	Advertising/Marketing				\$ 5,037	\$ 10,000	\$ 8,000	\$ 8,000	-20.0%	\$ (2,000)
54227	Supplies				\$ 20,505	\$ 26,000	\$ 20,000	\$ 20,000	-23.1%	\$ (6,000)
TOTAL EXPENSES:					\$ 222,279	\$ 187,000	\$ 187,000	\$ 187,000	0.0%	\$ -
TOTAL BUDGET:					\$ 1,189,996	\$ 1,168,595	\$ 1,223,721	\$ 1,223,721	4.7%	\$ 55,126

Matthew Kerwood
Dept Head Approval

4/3/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		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

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

Funding for the Buyer's position has been restored. It was removed from the budget in FY2017.

Fire Department

Contact	Phone	Location
Robert Czerwinski Fire Chief	413-448-9754	74 Columbus Ave

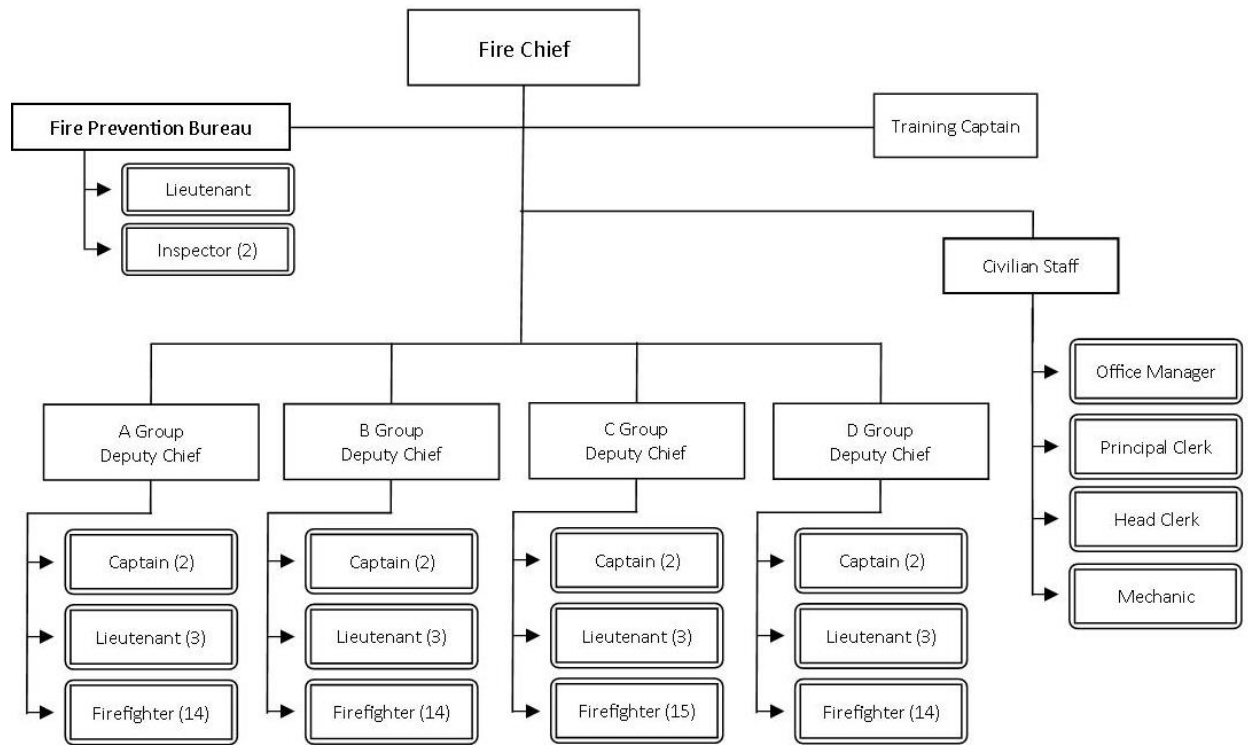
Mission Statement

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.

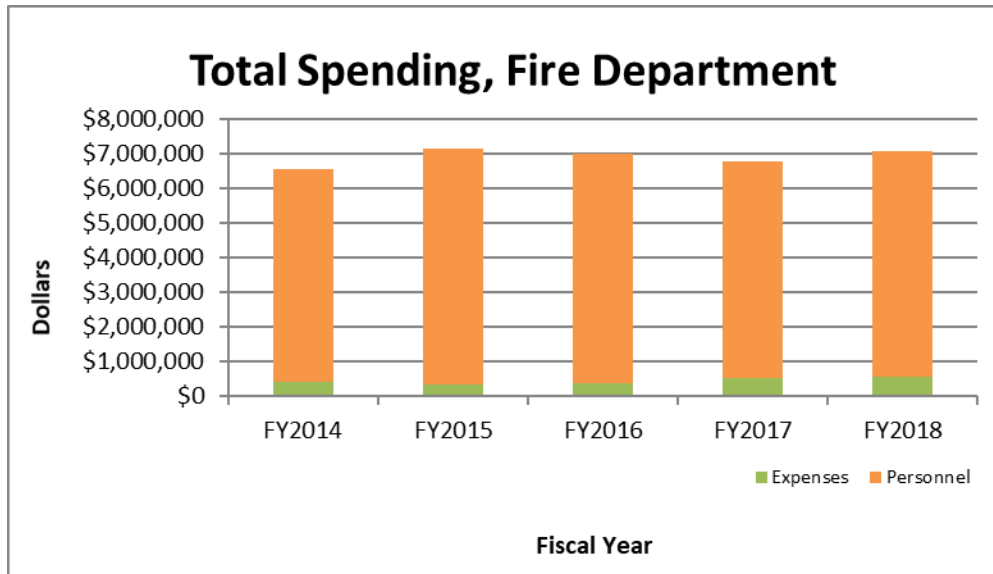
Department Description

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



Line Item Budget

Fire-Uniformed: 01180

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	%	\$ Change
		FY18	FY19	FY20 APRV						
51014	Fire Chief	1	1	1	\$ 100,903	\$ 103,371	\$ 102,575	\$ 98,500	-4.7%	\$ (4,871)
51028	Deputy Fire Chiefs	4	4	4	\$ 398,923	\$ 396,000	\$ 405,279	\$ 405,279	2.3%	\$ 9,279
51029	Fire Captains	9	9	9	\$ 911,709	\$ 897,000	\$ 1,134,882	\$ 1,134,882	26.5%	\$ 237,882
51036	Fire Lieutenants	13	13	13	\$ 1,028,415	\$ 1,088,855	\$ 1,266,635	\$ 1,266,635	16.3%	\$ 177,780
51077	Fire Fighters	58	58	69	\$ 3,431,404	\$ 3,716,000	\$ 4,298,751	\$ 4,298,751	15.7%	\$ 582,751
51085	Head Clerk	1	1	1	\$ 31,902	\$ 33,340	\$ 35,288	\$ 35,288	5.8%	\$ 1,948
51106	Master Mechanic	1	1	1	\$ 71,292	\$ 72,975	\$ 73,876	\$ 73,876	1.2%	\$ 901
51145	Principal Clerk	1	1	1	\$ 32,226	\$ 32,846	\$ 28,821	\$ 28,821	-12.3%	\$ (4,025)
51169	Office Manager	1	1	1	\$ 40,049	\$ 42,000	\$ 43,864	\$ 43,864	4.4%	\$ 1,864
53801	Special Opts Training				\$ 3,423	\$ 10,000	\$ 50,000	\$ 35,000	250.0%	\$ 25,000
51301	Emergency Apparatus Staffing				\$ 36,263	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
51303	Emergency Manning				\$ 406,341	\$ 400,000	\$ 450,000	\$ 375,000	-6.3%	\$ (25,000)
51401	Assuming Additional Response				\$ 25,820	\$ 25,000	\$ 25,000	\$ 20,000	-20.0%	\$ (5,000)
TOTAL PERSONNEL:		89	89	100	\$ 6,518,670	\$ 6,847,387	\$ 7,944,971	\$ 7,845,896	14.6%	\$ 998,509
55000	Uniforms				\$ 115,270	\$ 120,000	\$ 122,000	\$ 122,000	1.7%	\$ 2,000
52400	Maintenance				\$ 12,404	\$ 13,000	\$ 15,000	\$ 15,000	15.4%	\$ 2,000
52500	Vehicle Maintenance				\$ 208,518	\$ 200,000	\$ 225,000	\$ 225,000	12.5%	\$ 25,000
52505	Medical Maintenance				\$ 12,073	\$ 13,000	\$ 15,000	\$ 15,000	15.4%	\$ 2,000
53018	Education & Training				\$ 14,414	\$ 20,000	\$ 25,000	\$ 22,000	10.0%	\$ 2,000
54227	Supplies				\$ 7,470	\$ 8,000	\$ 10,000	\$ 10,000	25.0%	\$ 2,000
58500	Equipment				\$ 43,021	\$ 30,000	\$ 40,000	\$ 40,000	33.3%	\$ 10,000
58502	Equipment Replacement				\$ 114,927	\$ 35,000	\$ 45,000	\$ 45,000	28.6%	\$ 10,000
53400	Contractual Services-Comm.				\$ 29,630	\$ 53,000	\$ 50,000	\$ 50,000	-5.7%	\$ (3,000)
TOTAL EXPENSES:					\$ 557,727	\$ 492,000	\$ 547,000	\$ 544,000	10.6%	\$ 52,000
TOTAL BUDGET:					\$ 7,076,397	\$ 7,339,387	\$ 8,491,971	\$ 8,389,896	14.3%	\$ 1,050,509

Robert Czerwinski
Dept Head Approval

4/2/2019
Date

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
53801	Special Operations Training	Overtime for HazMat Team members for training
51301	Emergency Apparatus Staffing	Supplemental payroll account for staff who are called in on an emergency basis to man reserve fire apparatus
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 to fund uniforms and other items per contractual obligations.
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 FY2020.

Health Department

Contact	Phone	Location
Gina Armstrong Director of Public Health	(413) 499-9411	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.

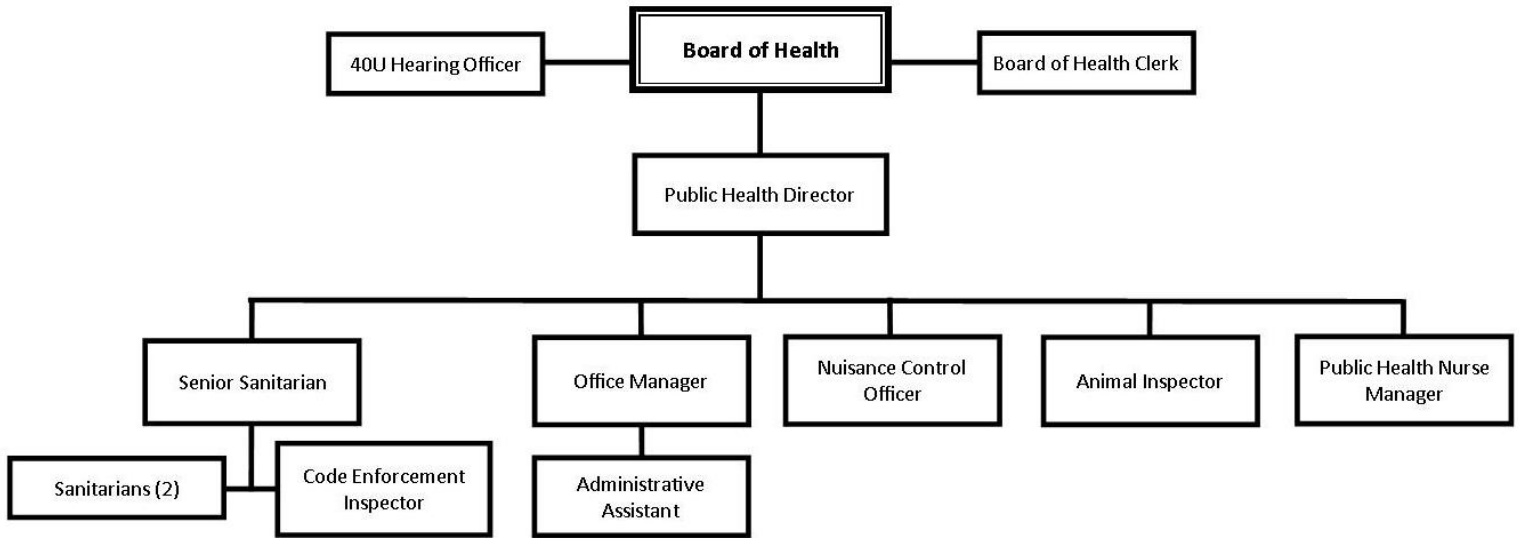
Department Description

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

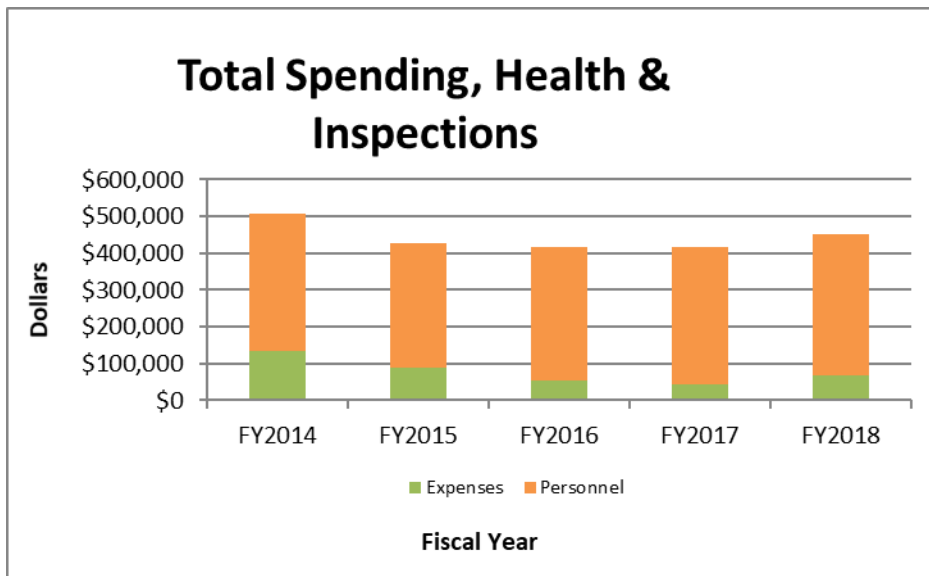
- Inspecting and permitting businesses that provide certain services to the public to ensure compliance with sanitary codes (e.g. camp grounds, hotels/motels, body art practitioners, public swimming pools, restaurants, etc.),
- Inspecting housing units for compliance with minimum standards for habitation,
- 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



Line Item Budget

Health & Inspections: 01024

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51003	BOH Director	1	1	1	\$ 64,982	\$ 67,606	\$ 70,062	\$ 70,062	3.6%	\$ 2,456
51038	Senior Sanitarian	1	1	1	\$ 47,021	\$ 48,822	\$ 50,918	\$ 50,918	4.3%	\$ 2,096
51043	Animal Inspector				\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
51052	Sanitarians	2	2	2	\$ 83,088	\$ 86,935	\$ 90,663	\$ 90,663	4.3%	\$ 3,728
51053	Senior Code Enforcement Inspector	1	1	1	\$ 34,073	\$ 48,822	\$ 50,918	\$ 50,918	4.3%	\$ 2,096
51071	Nuisance Control Officer	1	1	1	\$ 33,933	\$ 36,835	\$ 38,406	\$ 38,406	4.3%	\$ 1,571
51085	Office Manager	1	1	1	\$ 36,290	\$ 37,745	\$ 39,371	\$ 39,371	4.3%	\$ 1,626
51124	Public Health Nurse	0.8	0.8	0.8	\$ 50,965	\$ 51,659	\$ 54,605	\$ 54,605	5.7%	\$ 2,946
51148	Administrative Assistant	1	1	1	\$ 26,622	\$ 30,831	\$ 35,489	\$ 35,489	15.1%	\$ 4,658
Proposed	Public Health Education Coordinator			1	\$ -	\$ -	\$ 39,568	\$ -		
51186	Board of Health Clerk				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
TOTAL PERSONNEL:		8.8	8.8	9.8	\$ 382,974	\$ 415,255	\$ 476,000	\$ 436,432	5.1%	\$ 21,177
54220	Water Testing				\$ 1,219	\$ 1,200	\$ 1,200	\$ 1,200	0.0%	\$ -
55000	Uniforms				\$ 7,968	\$ 1,200	\$ 1,200	\$ 1,200	0.0%	\$ -
52000	Contractual Services				\$ 2,325	\$ 1,500	\$ 2,000	\$ 2,000	33.3%	\$ 500
52300	Telephone				\$ 2,626	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
52404	Office Equipment Maintenance				\$ 3,130	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
53018	Education & Training				\$ 2,222	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
53021	Nuisance Abatement				\$ 5,215	\$ 10,000	\$ 7,000	\$ 7,000	-30.0%	\$ (3,000)
53080	Code Enforcement				\$ 1,113	\$ 2,000	\$ 3,000	\$ 3,000	50.0%	\$ 1,000
53408	Advertising/Marketing				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52950	Property Demolitions				\$ 39,135	\$ 23,000	\$ 23,000	\$ 23,000	0.0%	\$ -
54205	Medical Supplies				\$ 6,260	\$ 7,000	\$ 9,000	\$ 9,000	28.6%	\$ 2,000
54227	Supplies				\$ 3,253	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 74,466	\$ 55,900	\$ 56,400	\$ 56,400	0.9%	\$ 500
TOTAL BUDGET:					\$ 457,440	\$ 471,155	\$ 532,400	\$ 492,832	4.6%	\$ 21,677

Gina Armstrong

Dept Head Approval

4/3/2018

Date

Line Item Summary

Personnel

Account	Account Name	Description
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
51071	Nuisance Control Officer	Salary account for the full time nuisance control officer
51085	Office Manager	Salary account for the full time office manager
51124	Public Health Nurse Manager	Salary account for the part time nurse manager
51148	Administrative Assistant	Salary account for the full time administrative assistant
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
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

While the Department Head requested the creation of a new position it was rejected and therefore there is no new spending or programming for the Health Department for FY2020.

Information Technology Department

Contact	Phone	Location
Michael Steben IT Director	(413) 499-9356	City Hall 70 Allen Street Room 204

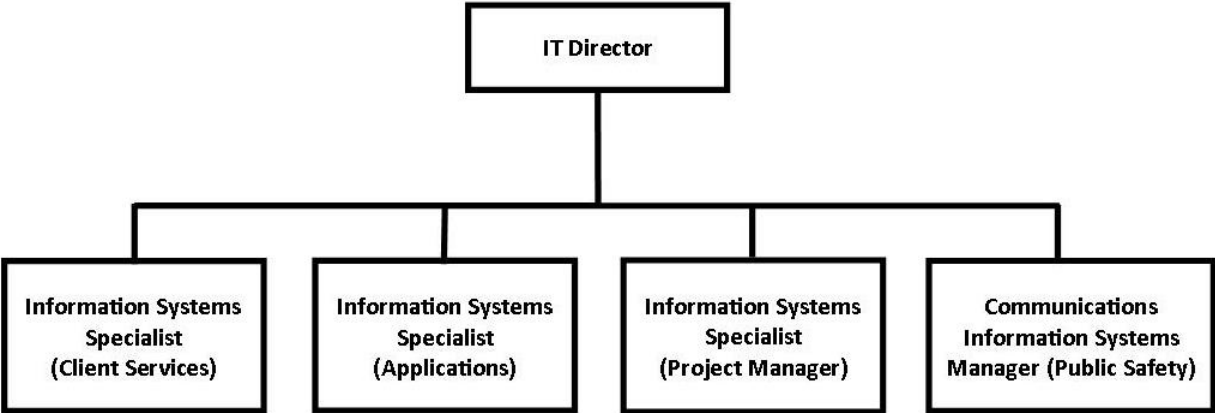
Mission Statement

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 does not have five years of historical spending data because it was a part of the Finance & Administration Department until FY2018.

Line Item Budget

IT : 01155

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51007	IT Manager	1	1	1	\$ 65,165	\$ 67,606	\$ 72,518	\$ 72,518	7.3%	\$ 4,912
51058	Info Systems Specialists	2	2	2	\$ 117,924	\$ 115,598	\$ 124,738	\$ 124,738	7.9%	\$ 9,140
51078	Network Administrator	1	2	2	\$ 95,937	\$ 125,005	\$ 125,287	\$ 125,287	0.2%	\$ 282
TOTAL PERSONNEL:		4	5	5	\$ 279,026	\$ 308,209	\$ 322,543	\$ 322,543	4.7%	\$ 14,334
52403	Computer Upgrade & Repair				\$ 54,922	\$ 46,500	\$ 46,500	\$ 46,500	0.0%	\$ -
53055	Computer License/Support				\$ 236,606	\$ 232,000	\$ 255,000	\$ 255,000	9.9%	\$ 23,000
54227	Supplies				\$ 297	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 291,825	\$ 279,500	\$ 302,500	\$ 302,500	8.2%	\$ 23,000
TOTAL BUDGET:					\$ 570,851	\$ 587,709	\$ 625,043	\$ 625,043	6.4%	\$ 37,334

Michael Steben
Dept Head Approval

1/31/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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

Account	Account Name	Description
52403	Computer Upgrade & Repair	IT related hardware expenses
53055	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 Information Technology Department will look to build upon its successful completion of the network consolidation by refining the services that we provide to our end users.

Mayor's Office

Contact	Phone	Location
Mayor Linda Tyer	(413) 499-9321	City Hall 70 Allen Street Room 105

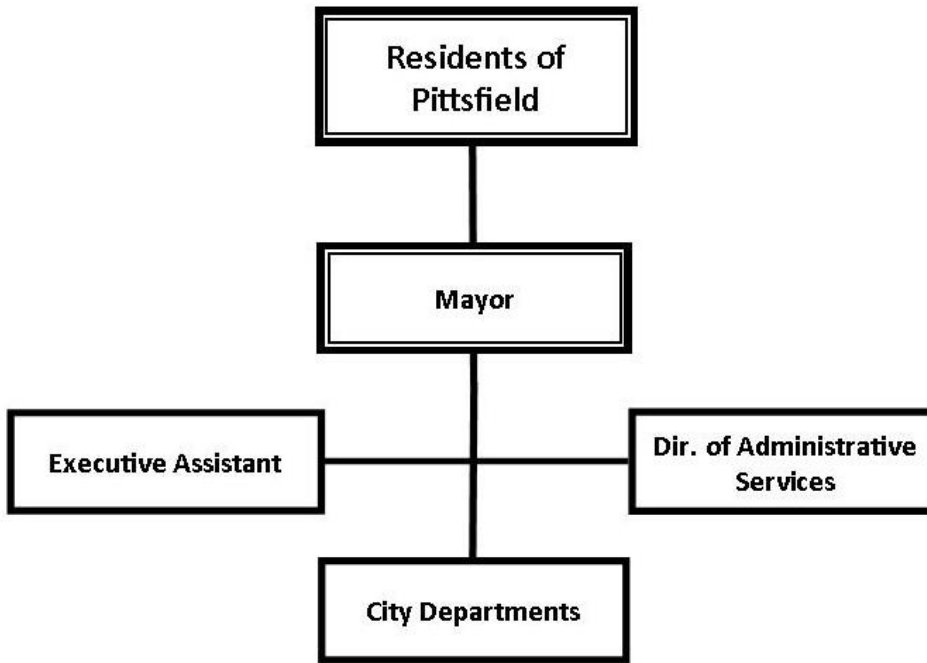
Mission Statement

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.

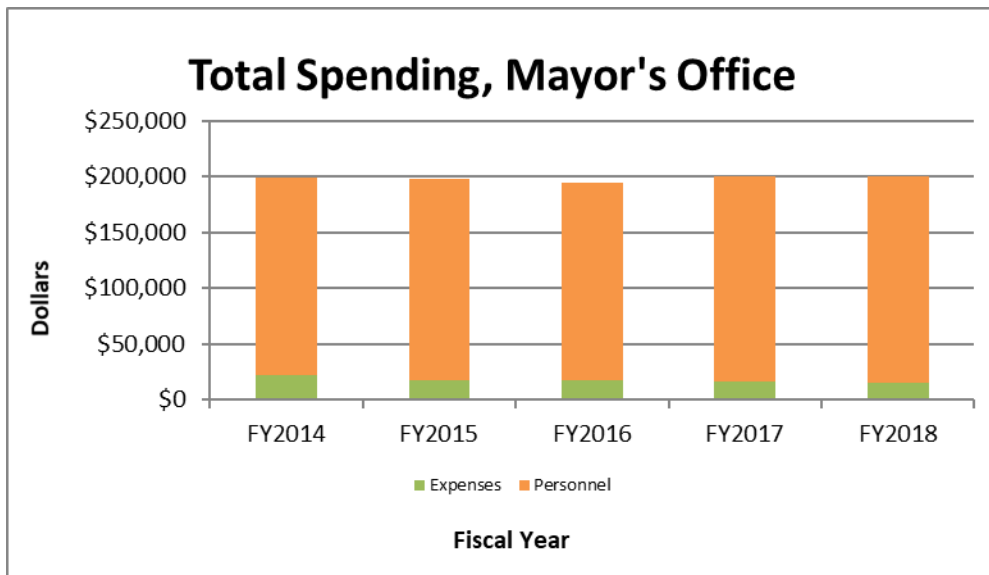
Department Description

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

Mayor: 01011

Account	Account Name	Positions		FY20 APPR	FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19		Actual	Budget	Budget Request	Mayoral Approval	Change	Change
51000	Mayor	1	1	1	\$ 95,000	\$ 96,998	\$ 98,453	\$ 98,453	1.5%	\$ 1,455
51040	Director Admin Services	1	1	1	\$ 53,006	\$ 56,064	\$ 58,101	\$ 58,101	3.6%	\$ 2,037
51050	Executive Assistant	1	1	1	\$ 37,249	\$ 39,364	\$ 41,354	\$ 41,354	5.1%	\$ 1,990
TOTAL PERSONNEL:		3	3	3	\$ 185,255	\$ 192,426	\$ 197,908	\$ 197,908	2.8%	\$ 5,482
53408	Advertising/Marketing				\$ 1,388	\$ 300	\$ 300	\$ 300	0.0%	\$ -
54227	Supplies				\$ 2,542	\$ 2,775	\$ 2,575	\$ 2,575	-7.2%	\$ (200)
57100	Travel				\$ 48	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
57300	Membership & Dues				\$ 11,506	\$ 11,000	\$ 11,200	\$ 11,200	1.8%	\$ 200
TOTAL EXPENSES:					\$ 15,484	\$ 15,075	\$ 15,075	\$ 15,075	0.0%	\$ -
TOTAL BUDGET:					\$ 200,739	\$ 207,501	\$ 212,983	\$ 212,983	2.6%	\$ 5,482

Linda M. Tyer, Mayor
Dept Head Approval

4/1/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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

Account	Account Name	Description
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 FY2020.

Personnel Department

Contact	Phone	Location
Michael Taylor Director	(413) 499-9340	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

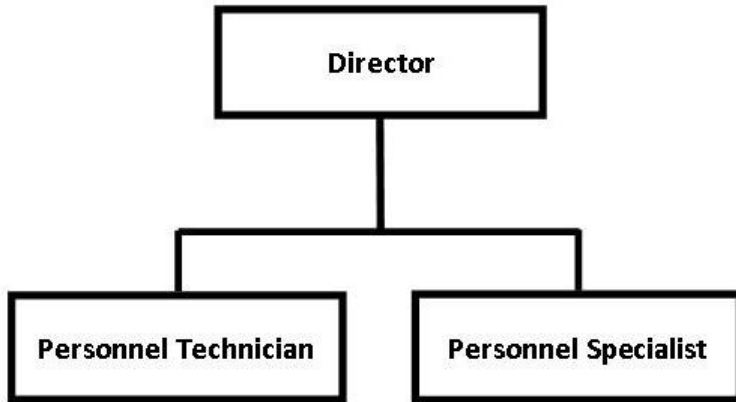
The Personnel Department is committed to a broad range of personnel services and benefits designed to develop and maintain a high quality workforce, while also meeting the needs of our community for excellence in municipal services. Personnel serves as the official custodian for all municipal personnel 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.

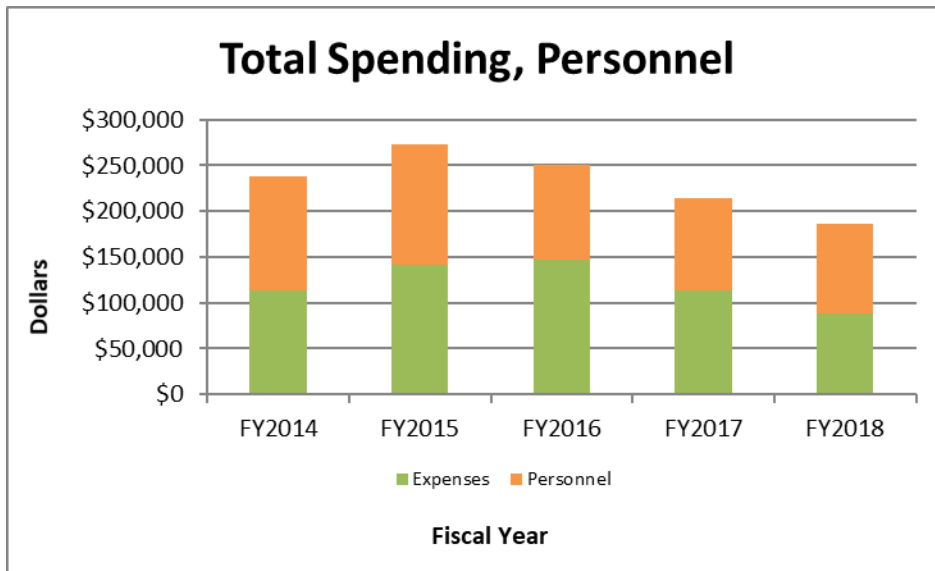
The Personnel Department also works to ensure compliance is maintained throughout other departments as it relates to collective bargaining agreements, public safety rules & regulations, and City Code, Chapter 16, Personnel.

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

Personnel: 01111

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$		
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change		
APRV												
51025	Director of Personnel	1	1	1	\$ 66,607	\$ 69,297	\$ 72,518	\$ 72,518	4.6%	\$ 3,221		
51039	Personnel Technician	1	1	1	\$ 30,681	\$ 40,428	\$ 42,239	\$ 42,239	4.5%	\$ 1,811		
51147	Personnel Specialist	0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -		
TOTAL PERSONNEL:		2	2	2	\$ 97,288	\$ 109,725	\$ 114,757	\$ 114,757	4.6%	\$ 5,032		
					\$ 5,632	\$ 3,500	\$ 5,000	\$ 5,000	42.9%	\$ 1,500		
53018	Education & Training						\$ 4,492	\$ 3,500	\$ 5,000	\$ 5,000	42.9%	\$ 1,500
53200	Educational Opportunity						\$ 35,984	\$ 45,000	\$ 40,000	\$ 40,000	-11.1%	\$ (5,000)
53010	Medical Services						\$ 5,132	\$ 5,600	\$ 5,600	\$ 5,600	0.0%	\$ -
53050	Online Application Program						\$ 1,934	\$ 2,500	\$ 3,000	\$ 3,000	20.0%	\$ 500
53408	Advertising/Marketing						\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
57725	Diversity & Inclusion						\$ 2,811	\$ 2,500	\$ 3,000	\$ 3,000	20.0%	\$ 500
54227	Supplies						\$ 28,650	\$ 19,500	\$ 19,500	\$ 19,500	0.0%	\$ -
53175	Assessment Centers						TOTAL EXPENSES:					
					\$ 84,635	\$ 87,100	\$ 86,100	\$ 86,100	-1.1%	\$ (1,000)		
					TOTAL BUDGET:							
					\$ 181,923	\$ 196,825	\$ 200,857	\$ 200,857	2.0%	\$ 4,032		

Michael Taylor 4/3/2019
 Dept Head Approval Date

Line Item Summary

Personnel

Account	Account Name	Description
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 FY20.

Expenses

Account	Account Name	Description
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	Medical Services	pre-employment, DOT, and drug screening physicals & tests
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
57725	Diversity & Inclusion	Costs associated with increasing workforce diversity and

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		inclusion
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

There are no new spending or programs proposed for FY2020.

Pittsfield Municipal Airport

Contact	Phone	Location
Kris Keane Airport Manager	(413) 448-9790	832 Tamarack Road

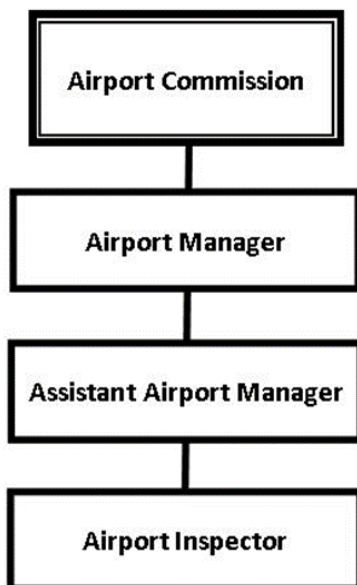
Mission Statement

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.

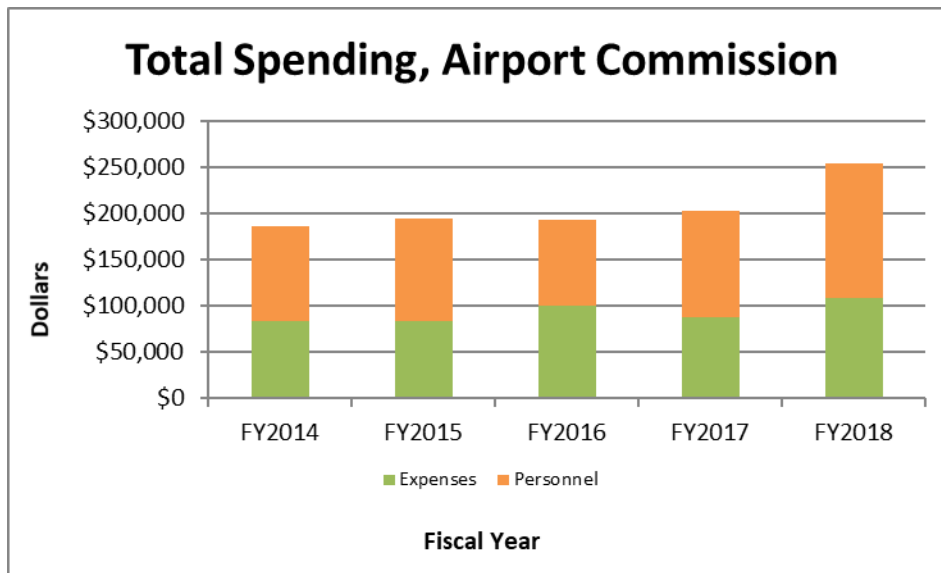
Department Description

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

Airport Commission: 01133

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	%	\$ Change
		FY18	FY19	FY20						
APRV										
51002	Airport Manager	1	1	1	\$ 61,520	\$ 61,461	\$ 61,837	\$ 61,837	0.6%	\$ 376
51012	Assistant Airport Manager	1	1	1	\$ 14,484	\$ 49,220	\$ 50,696	\$ 50,696	3.0%	\$ 1,476
51057	Airport Inspector	1	1	1	\$ 58,630	\$ 39,597	\$ 40,785	\$ 40,785	3.0%	\$ 1,188
51309	Scheduled Overtime				\$ 8,630	\$ 15,000	\$ 15,000	\$ 10,000	100.0%	\$ (5,000)
51186	Commission Clerk				\$ 1,872	\$ 1,872	\$ 1,872	\$ 1,872	0.0%	\$ -
TOTAL PERSONNEL:		3	3	3	\$ 145,136	\$ 167,150	\$ 170,190	\$ 165,190	-1.2%	\$ (1,960)
52000	Contractual Services				\$ 9,163	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	\$ -
52100	Utilities				\$ 47,202	\$ 56,800	\$ 56,800	\$ 56,800	0.0%	\$ -
52300	Telephone				\$ 1,954	\$ 2,200	\$ 2,200	\$ 2,200	0.0%	\$ -
52400	Maintenance				\$ 34,930	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
52905	Snow Removal				\$ 11,260	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
57300	Membership & Dues				\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
54227	Supplies				\$ 3,316	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
58500	Equipment				\$ 281	\$ -	\$ -	\$ -	0.0%	\$ -
TOTAL EXPENSES:					\$ 108,106	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
TOTAL BUDGET:					\$ 253,242	\$ 277,150	\$ 280,190	\$ 275,190	-0.7%	\$ (1,960)

Kristopher A. Keane
Dept Head Approval

1/7/2019
Date

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 for the terminal
52100	Utilities	Utilities associated with the operation of the airport
52300	Telephone	Cell phones for airport personnel
52400	Maintenance	To fund required maintenance activities
52905	Snow Removal	To fund contracted snow removal operations
53700	Membership & Dues	Membership & dues to professional organizations
54227	Supplies	To purchase office and other supplies
58500	Equipment	Rental of equipment as needed (moved to 52400)

New Spending and Programs

There is no new spending or programming for FY2020.

Police Department

Contact	Phone	Location
Chief Michael J. Wynn	(413) 448-9717	Police Headquarters 39 Allen Street 2 nd Floor

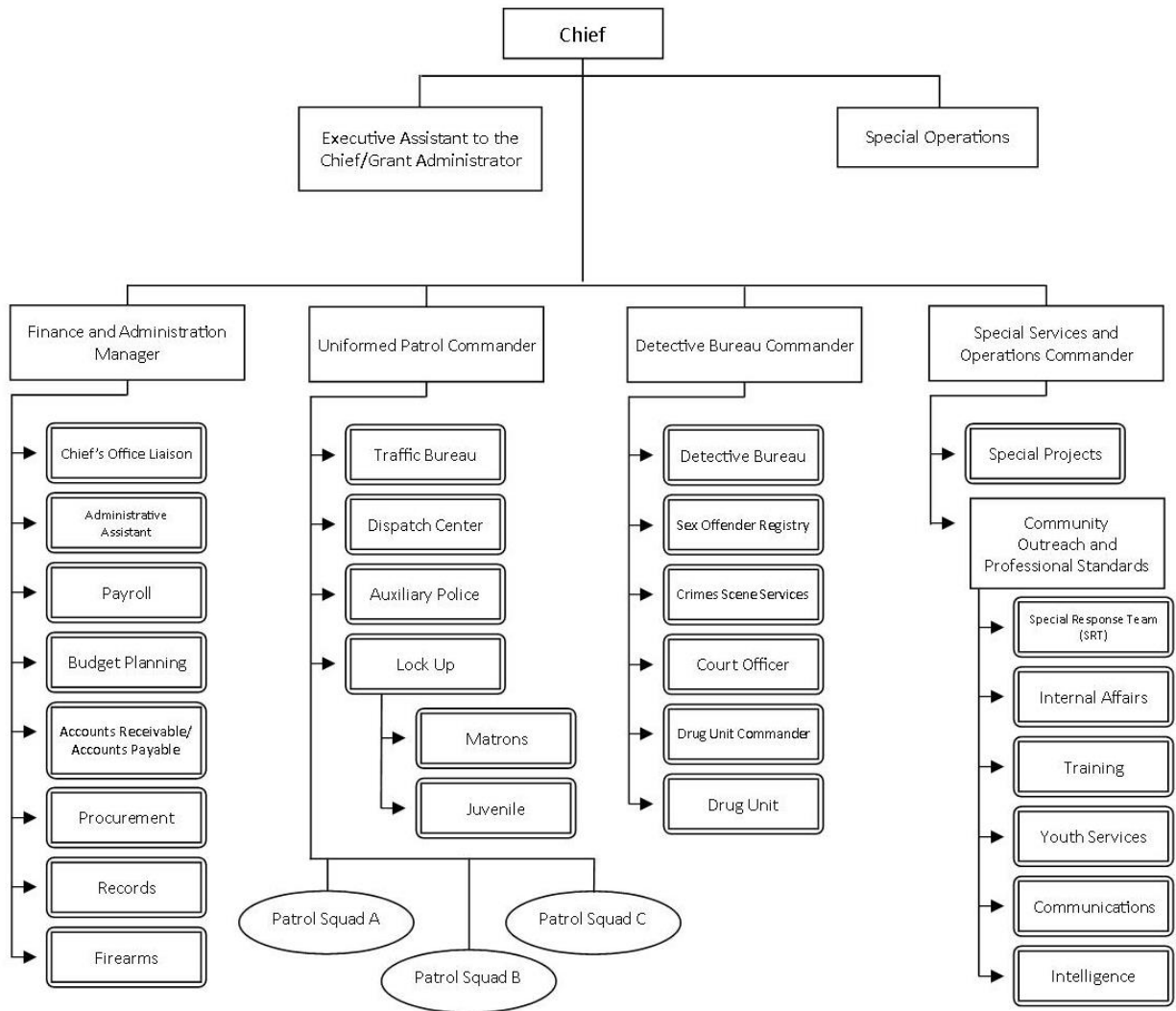
Mission Statement

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.

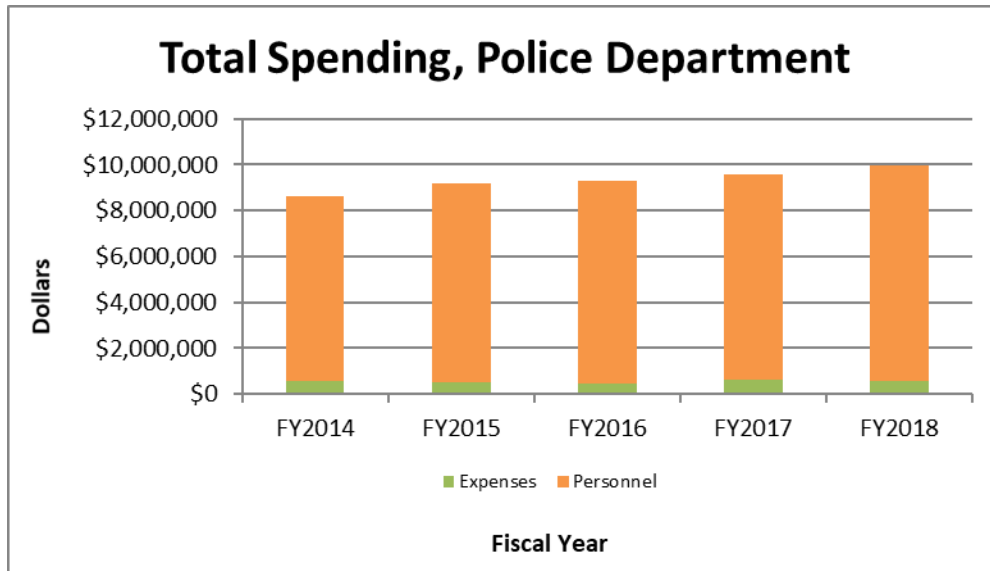
Department Description

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



Line Item Budget

Police-Uniformed: 01190

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval		
APRV										
51004	Police Chief	1	1	1	\$ 116,053	\$ 118,476	\$ 123,936	\$ 123,936	4.6%	\$ 5,460
51030	Police Captains	3	3	3	\$ 256,298	\$ 261,055	\$ 333,760	\$ 333,760	27.9%	\$ 72,705
51035	Police Lieutenants	5	5	6	\$ 385,673	\$ 414,243	\$ 661,000	\$ 661,000	59.6%	\$ 246,757
51047	Police Sergeants	10	12	12	\$ 976,280	\$ 910,212	\$ 1,139,536	\$ 1,139,536	25.2%	\$ 229,324
51066	Safety Officer	1	1	1	\$ 72,918	\$ 69,329	\$ 93,530	\$ 93,530	34.9%	\$ 24,201
51074	Detectives	8	8	8	\$ 434,388	\$ 516,140	\$ 596,198	\$ 596,198	15.5%	\$ 80,058
51076	Patrol Officers	65	69	69	\$ 3,066,767	\$ 3,618,829	\$ 4,422,120	\$ 4,422,120	22.2%	\$ 803,291
51092	Mechanic	1	1	1	\$ 52,050	\$ 52,050	\$ 53,893	\$ 53,893	3.5%	\$ 1,843
51103	Traffic Enforcement								0.0%	\$ -
51105	Dispatchers	12	12	12	\$ 391,622	\$ 523,680	\$ 523,680	\$ 523,680	0.0%	\$ -
51116	Animal Control Officer	1.5	1.5	1.5	\$ 45,631	\$ 64,963	\$ 66,398	\$ 66,398	2.2%	\$ 1,435
51150	Custodian	1	1	1	\$ 39,370	\$ 39,418	\$ 42,406	\$ 42,406	7.6%	\$ 2,988
51051	Finance & Admin Manager	0	1	1	\$ -	\$ 60,000	\$ 65,607	\$ 65,607	100.0%	\$ 5,607
51159	Sr. Clerk Typist/Conf	3	3	2	\$ 117,433	\$ 77,782	\$ 77,782	\$ 77,782	0.0%	\$ -
51177	Senior Clerk Typist	2	2	2	\$ 66,488	\$ 72,364	\$ 72,364	\$ 72,364	0.0%	\$ -
51176	Crime Analyst	1	1	1	\$ 50,982	\$ 52,689	\$ 53,928	\$ 53,928	2.4%	\$ 1,239
51186	Animal Control Comm Clerk				\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
51194	Matrons				\$ 16,069	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
51205	Temporary Labor				\$ 14,415	\$ -	\$ 9,742	\$ 9,742		\$ 9,742
51300	Special Investigation OT				\$ 138,916	\$ 42,800	\$ 60,000	\$ 60,000	40.2%	\$ 17,200
51305	Special Events OT (City Sponsored)				\$ 126,513	\$ 120,000	\$ 120,000	\$ 120,000	0.0%	\$ -
51306	Drug Enforcement OT				\$ 282,977	\$ 225,000	\$ 225,000	\$ 225,000	0.0%	\$ -
51309	Scheduled Overtime				\$ 1,309,099	\$ 900,000	\$ 1,000,000	\$ 1,000,000	11.1%	\$ 100,000
51321	Dispatchers OT				\$ 125,441	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
51308	NEW-Community Outreach-OT				\$ -	\$ -	\$ 12,500	\$ 12,500	100.0%	\$ 12,500
51400	Police Science				\$ 1,241,600	\$ 1,214,413			-100.0%	\$ (1,214,413)
51403	In Service				\$ 76,484	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	\$ -
51500	Limited Duty Officer		1	1	\$ -	\$ -			0.0%	\$ -
TOTAL PERSONNEL:		114.5	122.5	122.5	\$ 9,403,467	\$ 9,549,443	\$ 9,949,380	\$ 9,949,380	4.2%	\$ 399,937

Student Officers Expenses	\$ 55,196	\$ -	\$ 55,200	\$ 55,200	100.0%	\$ 55,200
53027 Professional Services (ShotSpotter)			\$ 240,000	\$ 240,000	100.0%	\$ 240,000
53802 Animal Control Testing Fees	\$ -	\$ 200	\$ 200	\$ 200	0.0%	\$ -
55000 Uniforms	\$ 74,090	\$ 86,600	\$ 30,000	\$ 30,000	-65.4%	\$ (56,600)
52400 Maintenance/Support	\$ 161,257	\$ 195,000	\$ 213,000	\$ 213,000	9.2%	\$ 18,000
53018 Police Education	\$ 5,334	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
53406 Shipping/Postage	\$ -	\$ 500	\$ 500	\$ 500	0.0%	\$ -
53410 Printing	\$ 2,457	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
54210 K-9 Care & Supplies	\$ 7,143	\$ 5,500	\$ 7,000	\$ 7,000	27.3%	\$ 1,500
54227 Office Supplies	\$ 9,727	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
55800 Drug Enforcement Expenses	\$ 25,841	\$ 15,000	\$ 10,000	\$ 10,000	-33.3%	\$ (5,000)
55820 Ammunition	\$ 14,774	\$ 25,000	\$ 30,000	\$ 30,000	20.0%	\$ 5,000
57821 Special Investigation Exps.	\$ 4,347	\$ 4,000	\$ 6,500	\$ 6,500	62.5%	\$ 2,500
57822 Special Response Team	\$ 12,579	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
57826 Auxiliary Police	\$ 712	\$ -	\$ -	\$ -	0.0%	\$ -
57845 Care of Prisoners	\$ 14,405	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
54300 Custodial Supplies	\$ 9,679	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
58500 Equipment	\$ 115,472	\$ 45,000	\$ 95,000	\$ 95,000	111.1%	\$ 50,000
52500 Fleet Maintenance	\$ 57,389	\$ 45,000	\$ 50,000	\$ 50,000	11.1%	\$ 5,000
55810 NEW (Contractual Allowances)	\$ -	\$ -	\$ 150,852	\$ 150,852	100.0%	\$ 150,852
TOTAL EXPENSES:	\$ 570,402	\$ 483,800	\$ 950,252	\$ 950,252	96.4%	\$ 466,452
TOTAL BUDGET:	\$ 9,973,869	\$ 10,033,243	\$ 10,887,132	\$ 10,887,132	8.5%	\$ 853,889

Michael J. Wynn, Chief of Police
Dept Head Approval

3-Apr-18
Date

Line Item Summary

Personnel

Account	Account Name	Description
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, one Drug Unit, one Detective Bureau, and one Traffic Bureau
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
51103	Traffic Enforcement	Unfunded dedicated line item created to fund directed traffic enforcement efforts. Pilot program failed in FY 2015

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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.
51150	Custodian	Salary for the department custodian
51051	Finance & Administration Manager	Salary for Finance and Administration Manager
51159	Senior Clerk Typist/Confidential	Salaries for 2 full-time confidential administrative staff (Chief's Admin and Administrative Assistant)
51177	Senior Clerk Typist	Salaries for Senior Records Clerk and Firearms Administrator
51176	Crime Analyst	Salary for crime analyst position.
51186	Animal Control Commission Clerk	Stipend to provide clerical and records support to the Animal Control Commission.
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
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 city sponsored special events
51306	Drug Enforcement OT	Overtime expenses specifically related to enforcement operations within the Drug Unit.
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.
51308	Community Outreach OT	Overtime expenses associated with Community Engagement Activities such as the Department Community Police Academy, special Downtown Patrols, Shop with a Cop, Special Unit Demonstrations
51378	Information/Technology Manager	Salary for IT manager
51400	Police Science	Contractual educational incentive payments
51403	In-Service	Required annual training and recertification
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>
51019	Student Officer Expenses	Expenses for student officers attending academy training
53027	Professional Services	To pay for the continuation of our contract with ShotSpotter

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
55000	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
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)
57822	Special Response Team	Expenses related to supporting the Special Response Team (SRT)
57826	Auxiliary Police	Stipends for Auxiliary Police Officers
57845	Care of Prisoners	Expenses associated with feeding and maintaining prisoners in detention
54300	Custodial Supplies	Standard supplies for custodial maintenance
58500	Equipment	All police related and technical equipment for use by the department
52500	Fleet maintenance	Vehicle repairs and maintenance
55810	Contractual Allowances	Expense items provided to each officer, such as uniforms and boots, per the language of the collective bargaining agreement

New Spending and Programs

A new Professional Services Lines item has been added for the purpose of funding that continues use of ShotSpotter, a gunshot detection technology that is deployed within certain area of the city.

A new Contractual Allowances line item has been added to better account for the issuance of items such as uniforms and boots for each officer in accordance with the collective bargaining agreement.

Police Science has been merged into the appropriate salary line items

Community Outreach OT has been added to better account for overtime with Community Engagement Activities.

RSVP Berkshire County

Contact	Phone	Location
Jeff Roucoulet Director	(413) 499-9345	16 Bartlett Avenue

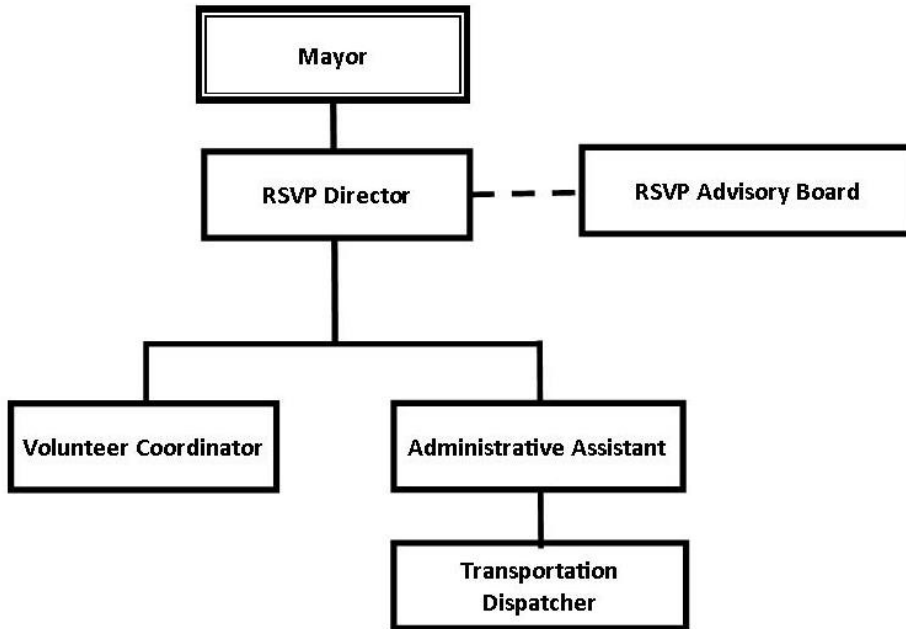
Mission Statement

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.

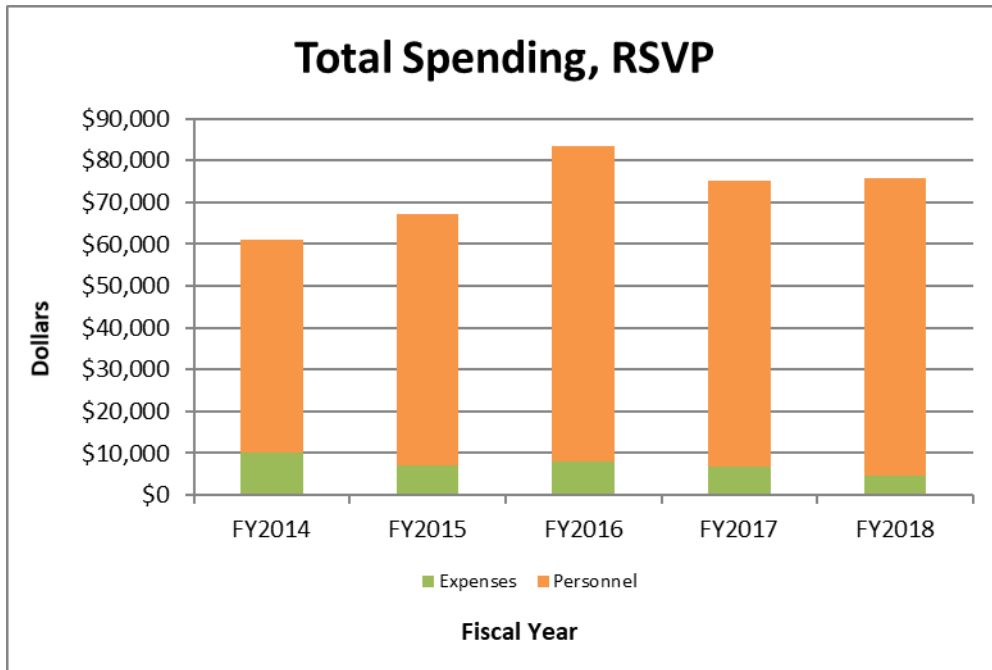
Department Description

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

RSVP: 01137

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
					APRV					
51017	Director of RSVP	1	1	1	\$ 28,708	\$ 36,486	\$ 36,678	\$ 36,678	0.5%	\$ 192
51104	Volunteer Coordinator	1	1	1	\$ 14,203	\$ 14,685	\$ 21,915	\$ 21,915	49.2%	\$ 7,230
51163	Admin Asst/Bookkeeper	1	1	1	\$ 18,272	\$ 19,703	\$ 23,187	\$ 23,187	17.7%	\$ 3,484
					\$ -					
TOTAL PERSONNEL:		3	3	3	\$ 61,183	\$ 70,874	\$ 81,780	\$ 81,780	15.4%	\$ 10,906
					\$ 1,006	\$ 400	\$ 400	\$ 400	0.0%	\$ -
57300	Membership & Dues				\$ 375	\$ 500	\$ 600	\$ 600	20.0%	\$ 100
53406	Postage				\$ -	\$ 300	\$ 300	\$ 300	0.0%	\$ -
53018	Education & Training				\$ -	\$ 6	\$ 6	\$ 6	0.0%	\$ -
52300	Telephone				\$ -	\$ 1,500	\$ 1,400	\$ 1,400	-6.7%	\$ (100)
54227	Supplies				\$ 70	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
57100	Travel				\$ 1,152	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
57827	Volunteer Recognition				\$ 1,855	\$ 1,981	\$ 1,981	\$ 1,981	0.0%	\$ -
52404	Office Equipment Maintenance									
TOTAL EXPENSES:					\$ 4,458	\$ 8,187	\$ 8,187	\$ 8,187	0.0%	\$ -
TOTAL BUDGET:					\$ 65,641	\$ 79,061	\$ 89,967	\$ 89,967	13.8%	\$ 10,906

Jeffrey Roucoulet
Dept Head Approval

2/7/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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

Account	Account Name	Description
53700	Memberships and Dues	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	General office supplies and items for volunteer/public recognition events
57100	Travel	Staff travel (mileage and/or meals)

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 FY2020.

Solicitor's Office

Contact	Phone	Location
Rosaura Román Legal Assistant	(413) 499-9352	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.

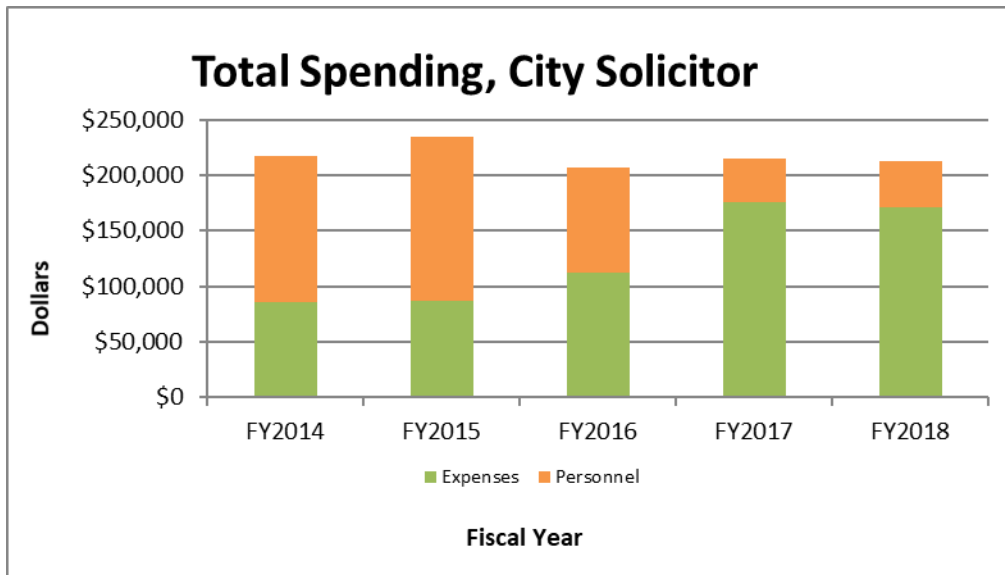
The City Solicitor is charged with the production and review of contracts awarded by City agencies; the drafting of real estate conveyance documents, including eminent domain orders, deeds, easements, leases, releases, loan documents, contracts of any nature; the drafting of proposed ordinances, City 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.

Organizational Chart



Historical Spending Trend



Line Item Budget

City Solicitor: 01014

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	%	\$
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51006	City Solicitor	0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51100	Assistant City Solicitor	0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51111	Legal Assistant	1	1	1	\$ 41,193	\$ 43,207	\$ 45,246	\$ 45,246	4.7%	\$ 2,039
TOTAL PERSONNEL:		1	1	1	\$ 41,193	\$ 43,207	\$ 45,246	\$ 45,246	4.7%	\$ 2,039
57601	Tax Title Litigation				\$ 1,640	\$ 1,500	\$ 5,000	\$ 5,000	233.3%	\$ 3,500
54227	Supplies				\$ 230	\$ 1,000	\$ 500	\$ 500	-50.0%	\$ (500)
54533	Law Library Supplies				\$ 6,978	\$ 11,500	\$ 5,000	\$ 5,000	-56.5%	\$ (6,500)
57600	Legal Fees/Court Costs				\$ 160,188	\$ 162,000	\$ 162,000	\$ 162,000	0.0%	\$ -
57615	Legal Settlements				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52404	Office Equipment Maintenance				\$ 2,175	\$ 2,800	\$ 2,000	\$ 2,000	-28.6%	\$ (800)
TOTAL EXPENSES:					\$ 171,211	\$ 178,800	\$ 174,500	\$ 174,500	-2.4%	\$ (4,300)
TOTAL BUDGET:					\$ 212,404	\$ 222,007	\$ 219,746	\$ 219,746	-1.0%	\$ (2,261)

Linda M. Tyer, Mayor
Dept Head Approval

4/3/2019
Date

Line Item Summary

Personnel

Account	Account Name	Description
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

Account	Account Name	Description
57601	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
54227	Supplies	Office stationery and all other necessary office supplies
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
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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
52404	Equipment Maintenance	Monthly leasing fee, maintenance and toner of the office copier/printer/scanner/fax machine

New Spending and Programs

There is no new spending or programming in the Solicitor's Office in FY2020.

Unclassified Accounts - 01502

Contact	Phone	Location
Matthew M. Kerwood Director of Finance/City Treasurer	(413) 499-9376	City Hall 70 Allen Street Room 110

Mission Statement

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.

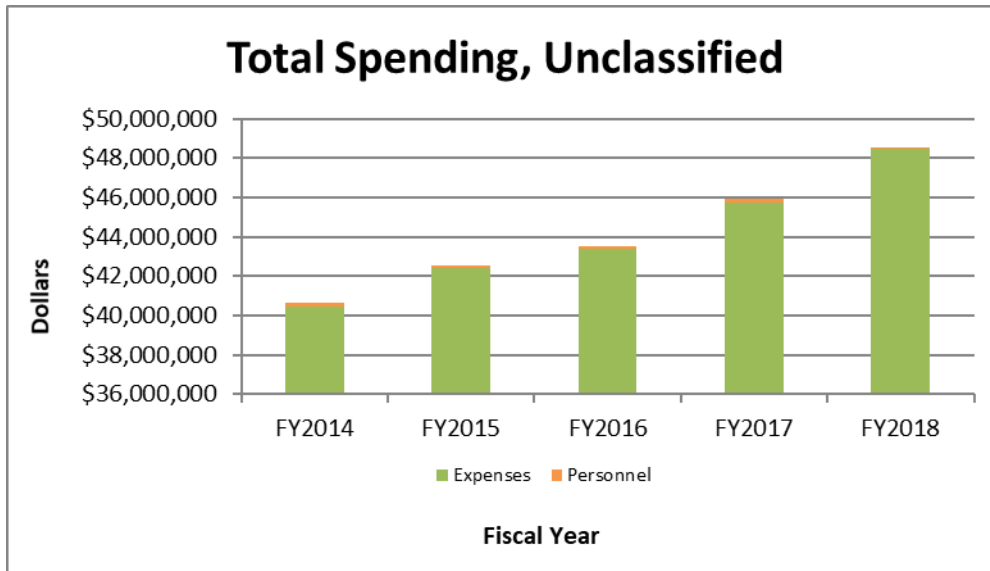
Department Description

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



Line Item Budget

Unclassified: 01502

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	% Change	\$ Change
		FY18	FY19	FY20						
APRV										
51108	40U Hearings Officers				\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
51190	40U Clerk				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
51193	Crossing Guards				\$ 22,196	\$ 25,375	\$ 25,375	\$ 25,375	0.0%	\$ -
51309	Scheduled Overtime				\$ 22,181	\$ 15,000	\$ 20,000	\$ 20,000	33.3%	\$ 5,000
TOTAL PERSONNEL:		0	0	0	\$ 48,377	\$ 44,375	\$ 49,375	\$ 49,375	11.3%	\$ 5,000

51705	Insurance Medicare Coverage	\$ 1,066,606	\$ 1,156,751	\$ 1,156,751	\$ 1,156,751	0.0%	\$ -
51706	Insurance Health	\$ 23,692,467	\$ 25,025,000	\$ 26,425,000	\$ 26,425,000	5.6%	\$ 1,400,000
51715	Mitigation Fund	\$ 712	\$ -	\$ -	\$ -	0.0%	\$ -
57400	Insurance General	\$ 1,070,589	\$ 1,293,740	\$ 1,425,000	\$ 1,425,000	10.1%	\$ 131,260
51708	Insurance Group Life	\$ 91,048	\$ 85,000	\$ 100,000	\$ 100,000	17.6%	\$ 15,000
51710	Insurance Unemployment	\$ 183,914	\$ 250,000	\$ 150,000	\$ 150,000	-40.0%	\$ (100,000)
51717	Retirement Contribution	\$ 12,206,474	\$ 13,318,798	\$ 13,519,322	\$ 13,519,322	1.5%	\$ 200,524
51506	Benefits Conversion	\$ 304,542	\$ 400,000	\$ 500,000	\$ 500,000	25.0%	\$ 100,000
51910	Stipends	\$ 667	\$ -	\$ 1,000	\$ 1,000	0.0%	\$ 1,000
52200	Animal Shelter Management Fee	\$ 51,640	\$ 52,360	\$ 52,360	\$ 52,360	0.0%	\$ -
52300	Telephone/Internet	\$ 100,450	\$ 125,000	\$ 100,000	\$ 100,000	-20.0%	\$ (25,000)
51205	Temporary Labor	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
53070	City Audit/GASB	\$ 78,500	\$ 95,000	\$ 85,000	\$ 85,000	-10.5%	\$ (10,000)
52000	Contractual Services	\$ 130,536	\$ 133,350	\$ 133,350	\$ 133,350	0.0%	\$ -
53223	Medicaid Services	\$ 39,101	\$ 60,000	\$ 60,000	\$ 60,000	0.0%	\$ -
57100	Travel	\$ 20,431	\$ 27,000	\$ 25,000	\$ 20,000	-25.9%	\$ (7,000)
53406	Postage	\$ 41,475	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
57800	Bank Service Charges	\$ 3,273	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
57823	Contingency	\$ 140,998	\$ 235,000	\$ 313,840	\$ 313,840	33.5%	\$ 78,840
58900	Capital Improvements	\$ 342,097	\$ 375,000	\$ 550,000	\$ 550,000	46.7%	\$ 175,000
59100	Long Term Debt Principal	\$ 7,641,982	\$ 7,889,695	\$ 5,590,000	\$ 5,590,000	-29.1%	\$ (2,299,695)
59150	Long Term Debt Interest	\$ 2,646,003	\$ 3,385,196	\$ 3,900,000	\$ 3,900,000	15.2%	\$ 514,804
59155	Short Term Debt Interest	\$ 423,357	\$ 175,000	\$ 175,000	\$ 175,000	0.0%	\$ -
59160	Debt Issuance Costs	\$ 15,426	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
59600	Allocation from Water	\$ 969,202	\$ (920,004)	\$ (950,474)	\$ (950,474)	3.3%	\$ (30,470)
59601	Allocation from Sewer	\$ 886,636	\$ (963,322)	\$ (1,011,692)	\$ (1,011,692)	5.0%	\$ (48,370)
TOTAL EXPENSES:		\$ 52,148,126	\$ 52,308,564	\$ 52,409,457	\$ 52,404,457	0.2%	\$ 95,893
TOTAL BUDGET:		\$ 52,196,503	\$ 52,352,939	\$ 52,458,832	\$ 52,453,832	0.2%	\$ 100,893

Matthew Kerwood
Dept Head Approval

Date

Line Item Summary

Personnel

Account	Account Name	Description
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

Account	Account Name	Description
51705	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. The agreement has concluded and this funding is no longer required.
57400	Insurance General	Premium for the city general insurance, such as property &

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
		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
51506	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
52200	Animal Shelter Management Fee	Annual contractual fee for animal shelter services
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
51205	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
52000	Contractual Services	City's lease of 100 North Street
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, travel, and association/organization dues for various departments
53406	Postage	Postage for all city departments except the school department
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
59150	Long Term Debt Interest	Annual interest cost associated with the city's outstanding long term debt
59155	Short Term Debt Interest	Interest cost associated with the city's short term debt (Bond Anticipation Notes)
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 FY2020, most notably the cost for health insurance, the City's assessment to the Pittsfield Retirement System, Capital Improvements, and Benefits Conversion. There is a decrease in long term debt principal but an increase in long term interest. No new programs have been added for FY2020.

Veterans' Services Department

Contact	Phone	Location
John Herrera Director/Veterans' Services Officer	(413) 499-9433	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.

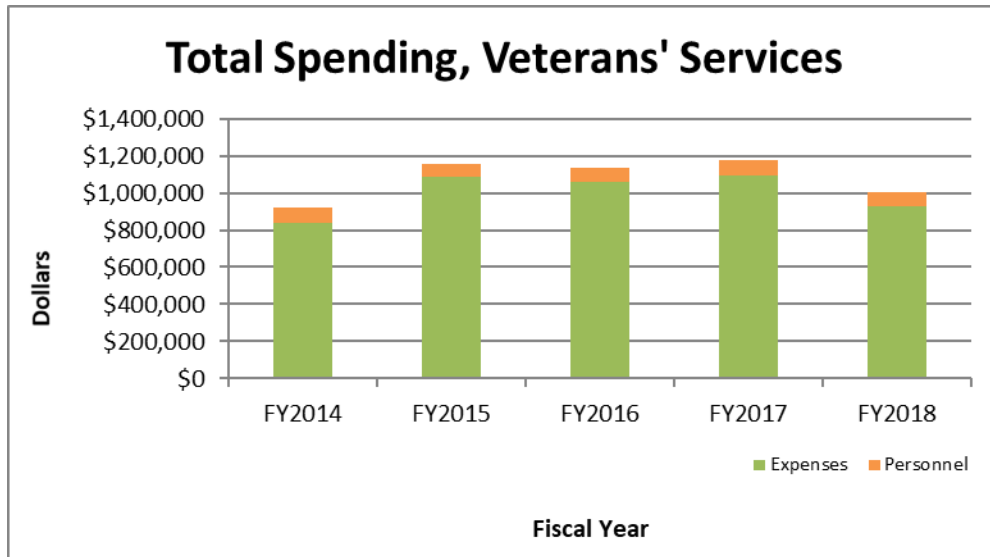
Department Description

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.

Organizational Chart



Historical Spending Trend



Line Item Budget

Veterans' Services: 01026

Account	Account Name	Positions			FY2018 Actual	FY2019 Budget	FY2020 Budget Request	FY2020 Mayoral Approval	%	\$
		FY18	FY19	FY20						
		APRV								
51026	Veterans' Agent	1	1	1	\$ 50,010	\$ 49,553	\$ 51,102	\$ 51,102	3.1%	\$ 1,549
51050	Administrative Assistant	1	1	1	\$ 24,180	\$ 27,112	\$ 28,165	\$ 28,165	3.9%	\$ 1,053
TOTAL PERSONNEL:		2	2	2	\$ 74,190	\$ 76,665	\$ 79,267	\$ 79,267	3.4%	\$ 2,602
52404	Office Equipment Maintenance				\$ 671	\$ -	\$ -	\$ -	0.0%	\$ -
52700	Rental Expense				\$ -	\$ 5,900	\$ 6,500	\$ 6,500	10.2%	\$ 600
54229	Flags and Grave markers				\$ -	\$ 1,500	\$ 2,000	\$ 2,000	33.3%	\$ 500
54227	Supplies				\$ 1,344	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
57700	Program Expense				\$ 925,973	\$ 962,250	\$ 982,457	\$ 982,457	2.1%	\$ 20,207
57828	Award & Declarations				\$ 75	\$ 250	\$ 250	\$ 250	0.0%	\$ -
TOTAL EXPENSES:					\$ 928,063	\$ 971,900	\$ 993,207	\$ 993,207	2.2%	\$ 21,307
TOTAL BUDGET:					\$ 1,002,253	\$ 1,048,565	\$ 1,072,474	\$ 1,072,474	2.3%	\$ 23,909

John S. Herrera
Dept Head Approval

2/14/2019
Date

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 FY2020.

Workers' Compensation - 01500

Contact	Phone	Location
Matthew M. Kerwood Director of Finance/ City Treasurer	(413) 499-9376	City Hall 70 Allen Street Room 110

Mission Statement

N/A

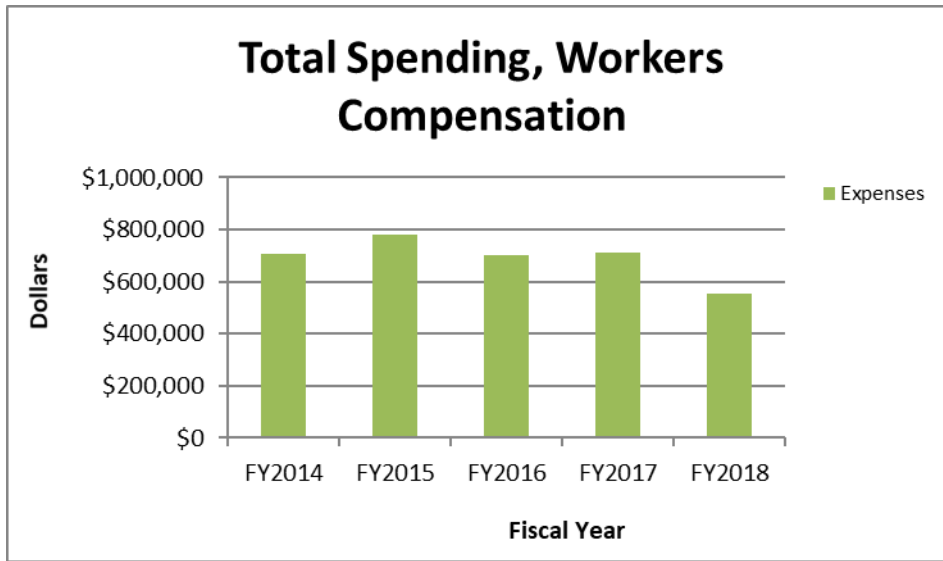
Department Description

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

Organizational Chart

N/A

Historical Spending Trend



Line Item Budget

Workers Compensation: 01500

Account	Account Name	Positions			FY2018	FY2019	FY2020	FY2020	% Change	\$ Change
		FY18	FY19	FY20	Actual	Budget	Budget Request	Mayoral Approval		
APRV										
TOTAL PERSONNEL:		0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51701	Compensation Payments				\$ 191,268	\$ 300,000	\$ 275,000	\$ 275,000	-8.3%	\$ (25,000)
51702	Medical Payments				\$ 211,654	\$ 225,000	\$ 225,000	\$ 225,000	0.0%	\$ -
51709	Injured on Duty - Police/Fire				\$ 153,023	\$ 150,000	\$ 150,000	\$ 150,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 555,945	\$ 675,000	\$ 650,000	\$ 650,000	-3.7%	\$ (25,000)
TOTAL BUDGET:					\$ 555,945	\$ 675,000	\$ 650,000	\$ 650,000	-3.7%	\$ (25,000)

Matthew Kerwood
Dept Head Approval

4/2/2019
Date

Line Item Summary

Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51701	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

*Public Schools Budget
Summary*

Pittsfield Public Schools Budget

Approved by the School Committee on April 24, 2019

Summary

	FY18 Budget	FY19 Budget	FY19 Budget w/Transfers	FY19 Antic. Final Expended	FY20 Budget	Change FY19 to FY20	
						\$	%
EXPENDITURES							
1000 Administration	1,552,017	1,621,233	1,597,612	1,595,676	1,603,449	-17,784	-1.1%
2000 Instructional	46,820,531	47,428,006	47,319,140	47,019,112	49,283,257	1,855,251	3.9%
3000 Other School Services (Nurses, Bus Operations)	3,098,323	3,037,370	3,037,370	3,195,327	3,426,306	388,936	12.8%
4000 Operations & Maintenance (Technology and Custodial)	5,508,253	5,477,279	5,609,766	6,109,153	5,767,459	290,180	5.3%
5000 Fixed Costs	416,600	404,765	404,765	523,979	309,004	-95,761	-23.7%
6000 Adult Learning	0	0	0	0	68,074	68,074	100.0%
7000 Acquisition of Fixed Assets	566,660	0	0	0	74,965	74,965	100.0%
9000 Tuition Payments	2,723,954	3,144,216	3,144,216	2,668,472	3,569,186	424,970	13.5%
TOTAL	60,686,338	61,112,869	61,112,869	61,111,719	64,101,700	2,988,831	4.9%
FUNDING SOURCES							
City Council Appropriation	60,066,338	60,492,869			63,481,700	2,988,831	4.9%
School Choice Revenues	558,776	589,012	589,012		597,302		
Richmond Tuition Revenues	61,224	30,988	30,988		22,698		
Vocational Tuition Revolving Account	0	0	0		0		
TOTAL	60,686,338	61,112,869	61,112,869		64,101,700	2,988,831	4.9%



Capital Improvement Plan

Capital Improvement Plan

Overview

The City of Pittsfield’s \$179.3 million all-funds, five-year capital improvement plan (CIP) for FY2020-FY2024 will continue to make major inroads into addressing significant infrastructure needs that exist in Pittsfield today. Across the City, residents and businesses will see the positive impact of the CIP through highly visible projects such as: park improvement projects, the construction of the Westside River Park, the construction of a new police station, and significant investment in the City’s roadways including the reconstruction of Tyler Street. Less visible – but also significant – are projects such as regularly replacing public works vehicles, upgrading Information Technology across all City departments, and making energy efficiency upgrades throughout City facilities that will be noticed by users of the buildings, realize reductions in energy costs, and support good stewardship of the environment.

By looking out across multiple years, City officials will be able to carefully schedule projects to capture declines in existing debt service and use those same dollars to fund new investments. At the same time, department directors will be able plan in advance for upgrades of equipment and infrastructure so as to reduce emergency repairs and purchases which inevitably drive up costs. Departments will also be able to plan for multi-year projects such as the design and construction of a major roadway project or a new building, knowing that their efforts will be tracked as part of regular updates to the CIP.

In this rolling five-year plan, funding for the first year will be included in the City’s FY2020 budget, while years two through five will provide a plan for the future that takes into account the best information currently available. During FY2020, another plan — building upon this one— will be developed for the subsequent five years e.g., FY2021-FY2025. Should more funding become available than is currently anticipated, projects could be moved forward in time and/or additional projects could be added. Should finances be more constrained than currently anticipated, projects could be moved back in time or taken off the list. Furthermore, other projects not yet conceived of can be added if they advance the City’s goals better than those included in the current version of the plan.

What is a capital budget? What is a capital project?

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses resulting in a tangible asset, such as construction of a new building or acquisition of a new fire truck; whereas an operating budget includes expenses that occur each year, such as salaries and vehicle maintenance. A capital budget identifies the array of resources to be used to fund a series of capital projects. In many instances, municipalities establish minimum dollar thresholds for projects to be included in a CIP. The policies of the City of Pittsfield defines a capital project as a “major nonrecurring tangible assets and projects which are purchased or undertaken at intervals of not less than five years, have a useful life of at least five years and cost over \$25,000.”

The Massachusetts Association of Town Finance Committees defines capital projects as “major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- purchase of vehicles or major equipment items;
- any planning, feasibility, engineering or design study related to a capital project
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.” The group goes on to indicate that, “typically capital projects do not include:
- equipment such as furniture or police or public works vehicles which are replaced annually in approximately the same quantity;
- equipment with a useful life of five years or less.”

What is a capital plan?

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community’s capital expenditure and “one of the most important responsibilities of local government officials.” Compiling multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:

- minimizing impacts on the operating budget through thoughtful debt management;
- reducing high-cost repairs and emergency acquisitions by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs;
- Phasing large scale, ambitious public improvements over multiple years;
- Purchasing critical parcels of land before costs increase;
- Avoiding costly mistakes created by lack of coordination - such as paving a street one year and then cutting into it the next year to install a sewer line; and,
- Achieving methodical progress toward meeting community goals.

Chapter 7 of the City Charter and Chapter 6, Article VIII of the City Code guide the procedures associated with the development of 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. The 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.

Possible Funding Sources

There are a number of ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

- **Municipal Indebtedness:** The most commonly used method of financing large capital projects is general obligation bonds (aka “GO Bonds”). 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. Funding sources used to pay back the debt can include:
 - o **Bonds funded within the tax limits of Proposition 2 ½:** Debt service for these bonds must be paid within the tax levy limitations of proposition 2 ½. Funds used for this debt must be carefully planned in order to not impact the annual operating budget.
 - o **Bonds funded outside the tax limits of Proposition 2 ½ :** Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (e.g., city council or town meeting) and approval of the majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.

o **Bonds funded with Enterprise Funds:** Debt service for these bonds is typically paid by user fees, such as water and sewer revenue. Depending upon the type of project, interest costs may be subsidized by the Commonwealth and at times partial grant funds may be available (see below). Enterprise funds do not affect the general operating budget unless general funds are needed to subsidize revenues from the enterprise. Prior to the issuance of debt, the projects must be analyzed for their impact on rates.

• **Capital Outlay / Pay-As-You-Go:** Pay-as-You-Go capital projects are funded with current revenues and the entire cost is paid off within one year so no borrowing takes place. Projects funded with current revenues are customarily lower in cost than those funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must be carefully planned in order to not impact the annual operating budget. For this reason, Pay-as-You-Go capital projects are typically lower in value than projects funded by borrowing.

• **Capital Outlay / Expenditure Exclusion:** Expenditure Exclusion projects are similar to Pay-as-You-Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (e.g., city council or town meeting) and approval of the majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the city or town would be authorized 15 A debt exclusion is different from a property tax override in that a debt exclusion is only in place until the incurred debt has been paid off. An override becomes a permanent part of the levy limit base.

• **Capital Stabilization Fund:** Local officials can set aside money in a stabilization fund – outside of the general fund - to pay for all or a portion of future capital projects. A 2/3 vote of City Council is required to appropriate money into and out of this fund.

• **Sale of Surplus Real Property:** Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the city, town or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a city, town, or district shall be used only by said city, town, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Sec. 63).

• **Enterprise Retained Earnings / Stabilization Fund:** Enterprise operations, such as water and sewer, are able to maintain an operating surplus that can be utilized for future enterprise fund costs. These funds can be used to stabilize the user rates, apply to annual budget needs, and/or invest in capital replacement and expansion.

- **Free Cash:** Free Cash is the difference between annual revenues and expenditures and is certified by the Commonwealth each year. After certification, free cash is available for appropriation for any municipal purpose, including capital projects.
- **Special Purpose Funds:** Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, such as investment in department facilities and equipment. There are numerous State statutes that govern the establishment and use of these separate accounts. Examples in the City include accounts funded through the local-option meals tax revenue and fees collected through the public access cable license agreement.

Federal, State, Private Grants, and Loans

Special revenue sources include grants or loans from Federal, State, or private sources. Examples include:

- **Federal Community Development Block Grant (CDBG):** The U.S. Department of Housing & Urban Development (HUD) “provides communities with resources to address a wide range of unique community development needs.” Sixteen funds are granted directly to “entitlement” communities which are cities with a population of at least 50,000 or counties with a population of at least 200,000. To secure entitle funds, each city must prepare a Consolidated Plan every five years outlining the city’s goals for use of the funds, and an annual plan must be prepared each year. Funding for smaller communities flow through State administered CDBG programs. As it relates to capital projects, HUD funds can be used for: acquisition of real property; relocation and demolition of housing; rehabilitation of residential and non-residential structures; construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes; activities relating to energy conservation and renewable energy resources.
- **Massachusetts Chapter 90 Roadway Funds:** Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles, or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.
- **Massachusetts Department of Environmental Protection’s Dam and Seawall Repair and Removal Program:** This program was created in 2013 to provide funding to municipalities to repair and remove dams, levees, seawalls, and other forms of flood control. The Dam and Seawall program offers loans at 2% interest on up to \$1 million per project, with a minimum 25% match to be provided by the municipality.
- **Massachusetts Department of Environmental Protection’s State Revolving Loan Funds (SRF):** The Clean Water State Revolving Loan Fund (CWSRF) provides financing

for sewer and drainage projects intended to reduce sewer overflows and the Drinking Water State Revolving Loan Fund (DWSRF) provides financing to improve the quality of the drinking water system. The CWSRF and DWSRF programs typically offer a mix of low interest (2%) loans and grant funds. Repayment does not begin until two years after the monies have been borrowed.

• **Massachusetts School Building Authority (MSBA):** The MSBA provides funding for school repair and construction via a series of programs. In the School Building Program, projects must be accepted into the process in response to the submission of a Statement of Interest which identifies a facility problem to be solved. Subsequently, the community must appropriate funding for schematic design and later for construction before the MSBA will commit to its share of the project. If accepted, the MSBA determines the amount of reimbursement it will offer based upon community need, with a minimum base rate of 31%. The percent of reimbursement can then be increased based upon three factors: community income factor, community property wealth factor, and community poverty factor. Through the Accelerated Repair Program, the MSBA will fund roof, window, and boiler projects with an expected 18-month completion date. Funding can be provided for multiple projects in a single district in a year. The Major Repair Program includes roofs, windows, and boilers, but can also include other significant building renovations. Districts are limited to one project per year under the Major Repair Program, but work can be more substantial than the Accelerated Repair Program.

Many State departments also offer annual grant opportunities that are available to municipalities typically through a competitive application process. State grant programs including, but not limited to: Green Community grants (project to improve sustainability), Parkland Acquisitions and Renovations for Communities grants (PARC), and the MassWorks Infrastructure Program.

Overview-General Fund

The FY2020-FY2024 plan anticipates a total general fund capital investment of over \$96 million. For FY2020 the City anticipates a General Fund capital investment of over \$10 million with nearly half (48%) of spending 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.

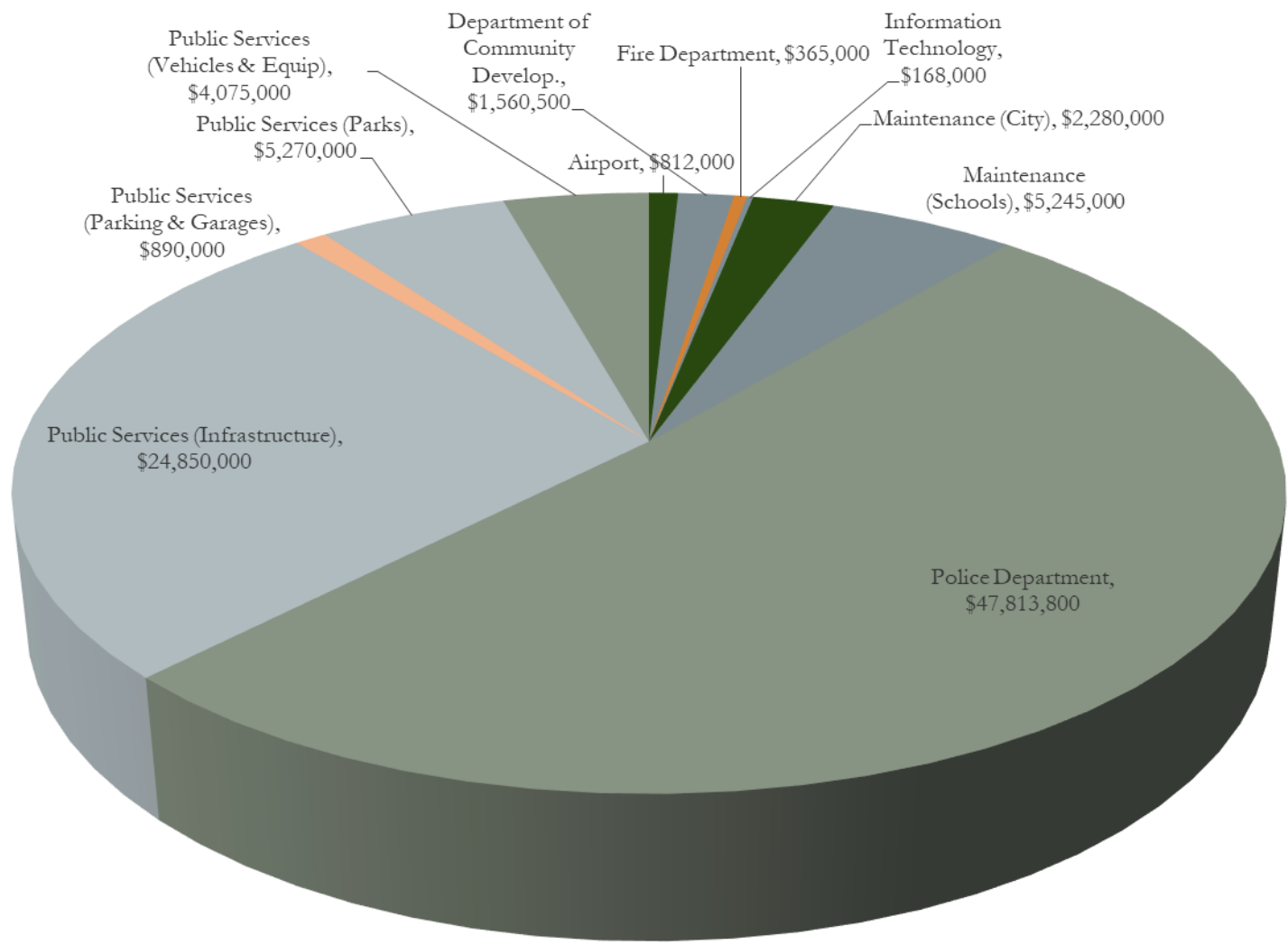
FY2020-FY2024 Proposed Capital Improvement Plan-General Fund

Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total 5 Yr Prj Cost	FY20 Funding Source			Notes
							GF Debt	GF Pay Go	Other Source	
Public Services (Infrastructure)										
Street improvements (includes Streetscape design)	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	12,500,000	2,500,000	-	-	Does not include anticipated Chp. 90 monies
Streetscape Phase 5 (North & South Streets)	-	400,000	-	-	-	400,000	-	-	-	
Storm water system improvements	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000	500,000	-	-	
Tyler/Dalton/Woodlawn Intersection (construction)	1,200,000	-	-	-	-	1,200,000	1,200,000	-	-	
Tyler Street Reconstruction	2,000,000	-	-	-	-	2,000,000	2,000,000	-	-	Local match to MassWorks Grant
Public Services Yard Fence Replacement	50,000	-	-	-	-	50,000	-	50,000	-	Budget Line 01502-58900 Capital Expenditures
Public Services Garage (design/construction)	-	1,200,000	2,800,000	-	-	4,000,000	-	-	-	
Traffic Signal Improvements	-	50,000	50,000	50,000	50,000	200,000	-	-	-	
Public Services (Vehicles & Equipment- Non Police/Fire)										
1 ton hook lift all season truck (dump plow etc)(5)	120,000	120,000	122,000	122,000	125,000	609,000	120,000	-	-	
1 ton utility body truck with plow (11)	157,500	110,000	110,000	110,000	110,000	597,500	157,500	-	-	
1 ton pickup truck with & without plow (11)	135,000	90,000	90,000	90,000	90,000	495,000	135,000	-	-	
Compact sedan (5) (Health & Building Inspectors)	13,000	21,000	21,000	21,000	21,000	97,000	-	13,000	-	Budget Line 01502-58900 Capital Expenditures
All wheel drive SUV (2) (Building Maintenance & Inspections)	52,000	-	-	-	-	52,000	52,000	-	-	
1 Ton Van (5) (Building Maintenance Department)	42,500	42,500	43,000	43,000	43,500	214,500	42,500	-	-	
Multi-purpose tractor with attachments (5)	55,000	55,000	55,000	55,000	55,000	275,000	55,000	-	-	
Street Sweeper	228,000	-	230,000	-	-	458,000	228,000	-	-	
5 Ton hook lift all season truck with attachments (snow fighter)	-	225,000	-	225,000	-	450,000	-	-	-	
Tandem hook lift all season truck(dump plow etc)(1)	-	260,000	-	260,000	-	520,000	-	-	-	
Signal Maintenance Truck	-	145,000	-	-	-	145,000	-	-	-	
Brush Chipper	-	40,000	-	40,000	-	80,000	-	-	-	
Hot Box Asphalt Recycler	-	42,000	-	-	-	42,000	-	-	-	
Stump Grinder	-	40,000	-	-	-	40,000	-	-	-	
Public Services (Parking & Garages)										
Parking Control Vehicle (Electric)	35,000	-	-	-	-	35,000	-	-	35,000	Parking Revenue
Install new Elevator	250,000	-	-	-	-	250,000	-	-	250,000	Parking Revenue
McKay Security Cameras-Phase 2	-	80,000	-	-	-	80,000	-	-	80,000	Parking Revenue
McKay Security Cameras-Phase 3	-	-	80,000	-	-	80,000	-	-	80,000	Parking Revenue
McKay Stairwell Repairs	-	60,000	65,000	70,000	-	195,000	-	-	195,000	Parking Revenue
McKay Roof Recoating	-	250,000	-	-	-	250,000	-	-	250,000	Parking Revenue
Public Services (Parks)										
Dog Park (Design and Construction)	25,000	-	300,000	-	-	325,000	-	25,000	-	Budget Line 01502-58900 Capital Expenditures
Athletic Court Resurfacing	80,000	80,000	80,000	80,000	80,000	400,000	80,000	-	-	
Skate Park Fencing Repairs	25,000	-	-	-	-	25,000	-	25,000	-	Budget Line 01502-58900 Capital Expenditures
Wild Acres Dam Improvements	250,000	-	-	-	-	250,000	250,000	-	-	
Skate Park Phase 2 (Design & Construction)	-	370,000	-	-	-	370,000	-	-	-	
Clapp Park Baseball Field and Playground Improvements Phase 2	-	175,000	-	-	-	175,000	-	-	-	
Osceola Park Playground and Parking Improvements	-	400,000	-	-	-	400,000	-	-	-	
Lakewood Park Parking Improvements	-	-	100,000	-	-	100,000	-	-	-	
Lebanon Park Playground Improvements	-	75,000	-	-	-	75,000	-	-	-	Community Development Block grant
Pontoosuc Lake Boat Ramp	-	350,000	-	-	-	350,000	-	-	-	Commonwealth of Massachusetts Public Access Board
Pontoosuc Lake Park Improvements	-	500,000	500,000	-	-	1,000,000	-	-	-	
Springside Pond Rehabilitation	-	500,000	-	-	-	500,000	-	-	-	
Wahconah Park Stormwater Drain Repair	-	-	-	100,000	1,200,000	1,300,000	-	-	-	

Community Development											
Springside House Restoration (Interior)	500,000	500,000	-	-	-	-	1,000,000	500,000	-	-	
City-Wide Bikeway Master Planning	75,000	-	-	-	-	-	75,000	-	75,000	-	
Bike Path Middle Section (Design/Permitting)	75,000	-	-	-	-	-	75,000	75,000	-	-	
Westside Riverway Park (construction)	100,000	-	-	-	-	-	100,000	100,000	-	-	
Park Square Lighting (Berkshire Lightscape)	-	58,000	-	-	-	-	58,000	-	-	-	Budget Line 01502-58900 Capital Expenditures
Pickleball Facility	52,500	-	-	-	-	-	52,500	52,500	-	-	Local match to PARC grant
Purchase of former Hess Station	200,000	-	-	-	-	-	200,000	200,000	-	-	
Airport											
Environmental Assessment (City Share \$6,000)	6,000	-	-	-	-	-	6,000	-	6,000	114,000	Majority of project funded by FAA and MassDOT
Spreader Attachment for Snow Removal operations	4,000	-	-	-	-	-	4,000	-	4,000	16,000	Majority of project funded by FAA and MassDOT
Blower Attachment for Snow Removal operations	30,000	-	-	-	-	-	30,000	30,000	-	120,000	Majority of project funded by FAA and MassDOT
New Administration/Terminal Building (design & construction)	-	20,000	90,000	90,000	-	-	200,000	-	-	-	Majority of project funded by FAA and MassDOT
Realign/Reconstruct Taxiway Alpha	-	150,000	150,000	-	-	-	300,000	-	-	-	Majority of project funded by FAA and MassDOT
Front Loader	-	18,000	-	-	-	-	18,000	-	-	-	Majority of project funded by FAA and MassDOT
Reconstruction of Aircraft Parking Apron	-	-	50,000	50,000	-	-	100,000	-	-	-	Majority of project funded by FAA and MassDOT
Vehicle Equipment Storage Facility (design & construction)	-	-	-	20,000	80,000	-	100,000	-	-	-	Majority of project funded by FAA and MassDOT
ILS Antenna Installation	-	-	-	-	24,000	-	24,000	-	-	-	Majority of project funded by FAA and MassDOT
Approach Lighting System Upgrade	-	-	-	-	30,000	-	30,000	-	-	-	Majority of project funded by FAA and MassDOT
Maintenance (Schools)											
Elevator/lift upgrades	750,000	-	-	-	-	-	750,000	750,000	-	-	
Ramp Repairs Phase II (Pittsfield High School)	-	-	-	-	-	-	-	-	-	-	
School Security Upgrades	150,000	-	-	-	-	-	150,000	150,000	-	-	
Heating Control Install (Pittsfield High School)	200,000	-	-	-	-	-	200,000	-	-	200,000	Energy Management Revolving Fund
Boiler Replacement (Pittsfield High School)	-	50,000	750,000	-	-	-	800,000	-	-	-	
Stage Rigging Upgrades	-	75,000	-	-	-	-	75,000	-	-	-	
Heating Control Upgrades (various city & school buildings)	-	-	270,000	-	-	-	270,000	-	-	-	
Roof Repairs (Design & Construction)	-	750,000	750,000	750,000	750,000	-	3,000,000	-	-	-	
Maintenance (City)											
Elevator repairs/install lift chair (City Hall, Library, Senior Center)	750,000	-	-	-	-	-	750,000	750,000	-	-	
Roof Repairs design/Replacement (Library)	15,000	600,000	-	-	-	-	615,000	-	15,000	-	Budget Line 01502-58900 Capital Expenditures
Roof Top Condenser Unit (Library)	15,000	-	-	-	-	-	15,000	-	-	15,000	Budget Line 01502-58900 Capital Expenditures
Window Repairs/Replacements: (includes lead testing) (Fire)	450,000	-	-	-	-	-	450,000	-	-	450,000	Energy Management Revolving Fund
Wahconah Park Grandstand Kitchen Improvements	-	300,000	-	-	-	-	300,000	-	-	-	
Mini-Split Systems (Fire Stations)	-	25,000	25,000	25,000	-	-	75,000	-	-	-	Budget Line 01502-58900 Capital Expenditures
Springside Greenhouse Improvements	-	75,000	-	-	-	-	75,000	-	-	-	

Fire Department											
Inspection Vehicle	47,000	-	-	-	-	-	47,000	47,000	-	-	
Safety Officer Vehicle	38,000	-	-	-	-	-	38,000	38,000	-	-	
Portable Radio Replacements	40,000	-	-	-	-	-	40,000	40,000	-	-	
Self contained Breathing Apparatus Replacements	55,000	60,000	30,000	30,000	35,000	210,000	55,000	55,000	-	-	
IT upgrade (computers & hardware)	30,000	-	-	-	-	-	30,000	-	30,000	-	
Police Department											
New station (design & construction)	4,000,000	-	40,000,000	-	-	-	44,000,000	-	-	4,000,000	Funding earmark in State Bond Bill
Front Line patrol cruisers	210,000	210,000	210,000	210,000	210,000	210,000	1,050,000	-	210,000	-	Budget Line 01502-58900 Capital Expenditures
Support services vehicles	150,000	100,000	100,000	100,000	150,000	600,000	600,000	150,000	-	-	
Radio replacement	200,000	200,000	200,000	200,000	500,000	1,300,000	200,000	200,000	-	-	
PC Replacement	50,000	50,000	50,000	50,000	50,000	250,000	50,000	50,000	-	-	
MDT Replacement	48,000	48,000	48,000	48,000	48,000	240,000	48,000	48,000	-	-	
Technology/software	40,000	40,000	40,000	40,000	40,000	200,000	40,000	40,000	-	-	
Lake Patrol Boat	40,000	-	-	-	-	-	40,000	40,000	-	-	
Replacement of Chief's Car	55,800	-	-	60,000	-	115,800	55,800	55,800	-	-	
Firearms replacement	-	-	-	-	18,000	18,000	-	-	-	-	
Information Technology											
Building Security Door Access Upgrades	98,000	-	-	-	-	-	98,000	98,000	-	-	
Micrsoft Office Upgrade Phase @	20,000	-	-	-	-	-	20,000	-	20,000	-	Budget Line 01502-58900 Capital Expenditures
PC Replacement Program (non-Police)	50,000	-	-	-	-	-	50,000	-	50,000	-	Budget Line 01502-58900 Capital Expenditures
	16,387,300	12,574,500	50,909,000	6,439,000	7,209,500	93,519,300	10,789,300	523,000	5,930,000		

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



FY2020-FY2024 Capital Improvement Plan-General Fund

FY2020 Proposed Capital Improvement Plan-General Fund, FY2020 Detail

Project	FY2020	Total 5 Yr Prj Cost	FY20 Funding Source			Notes
			GF Debt	GF Pay Go	Other Source	
Public Services (Infrastructure)						
Street improvements (includes Streetscape design)	2,500,000	12,500,000	2,500,000	-	-	Does not include anticipated Chp. 90 monies
Storm water system improvements	500,000	4,500,000	500,000	-	-	
Tyler/Dalton/Woodlawn Intersection (construction)	1,200,000	1,200,000	1,200,000	-	-	
Tyler Street Reconstruction	2,000,000	2,000,000	2,000,000	-	-	Local match to MassWorks Grant
Public Services Yard Fence Replacement	50,000	50,000	-	50,000	-	Budget Line 01502-58900 Capital Expenditures
Public Services (Vehicles & Equipment- Non Police/Fire)						
1 ton hook lift all season truck (dump plow etc)(5)	120,000	609,000	120,000	-	-	
1 ton utility body truck with plow (11)	157,500	597,500	157,500	-	-	
1 ton pickup truck with & without plow (11)	135,000	495,000	135,000	-	-	
Compact sedan (5) (Health & Building Inspectors)	13,000	97,000	-	13,000	-	Budget Line 01502-58900 Capital Expenditures
All wheel drive SUV (2) (Building Maintenance & Inspections)	52,000	52,000	52,000	-	-	
1 Ton Van (5) (Building Maintenance Department)	42,500	214,500	42,500	-	-	
Multi-purpose tractor with attachments (5)	55,000	275,000	55,000	-	-	
Street Sweeper	228,000	458,000	228,000	-	-	
Public Services (Parking & Garages)						
Parking Control Vehicle (Electric)	35,000	35,000	-	-	35,000	Parking Revenue
Install new Elevator	250,000	250,000	-	-	250,000	Parking Revenue
Public Services (Parks)						
Dog Park (Design and Construction)	25,000	325,000	-	25,000	-	Budget Line 01502-58900 Capital Expenditures
Athletic Court Resurfacing	80,000	400,000	80,000	-	-	
Skate Park Fencing Repairs	25,000	25,000	-	25,000	-	Budget Line 01502-58900 Capital Expenditures
Wild Acres Dam Improvements	250,000	250,000	250,000	-	-	
Community Development						
Springside House Restoration (Interior)	500,000	1,000,000	500,000	-	-	
City-Wide Bikeway Master Planning	75,000	75,000	-	75,000	-	
Bike Path Middle Section (Design/Permitting)	75,000	75,000	75,000	-	-	
Westside Riverway Park (construction)	100,000	100,000	100,000	-	-	
Pickleball Facility	52,500	52,500	52,500	-	-	Local match to PARC grant
Purchase of former Hess Station	200,000	200,000	200,000	-	-	
Airport						
Environmental Assessment (City Share \$6,000)	6,000	6,000	-	6,000	114,000	Majority of project funded by FAA and MassDOT
Spreader Attachment for Snow Removal operations	4,000	4,000	-	4,000	16,000	Majority of project funded by FAA and MassDOT
Blower Attachment for Snow Removal operations	30,000	30,000	30,000	-	120,000	Majority of project funded by FAA and MassDOT

Maintenance (Schools)						
Elevator/lift upgrades	750,000	750,000	750,000	-	-	
School Security Upgrades	150,000	150,000	150,000	-	-	
Heating Control Install (Pittsfield High School)	200,000	200,000	-	-	200,000	Energy Management Revolving Fund
Maintenance (City)						
Elevator repairs/install lift chair (City Hall, Library, Senior Center)	750,000	750,000	750,000	-	-	
Roof Repairs design/Replacement (Library)	15,000	615,000	-	15,000	-	Budget Line 01502-58900 Capital Expenditures
Roof Top Condenser Unit (Library)	15,000	15,000	-	-	15,000	Budget Line 01502-58900 Capital Expenditures
Window Repairs/Replacements: (includes lead testing) (Fire)	450,000	450,000	-	-	450,000	Energy Management Revolving Fund
Fire Department						
Inspection Vehicle	47,000	47,000	47,000	-	-	
Safety Officer Vehicle	38,000	38,000	38,000	-	-	
Portable Radio Replacements	40,000	40,000	40,000	-	-	
Self contained Breathing Apparatus Replacements	55,000	210,000	55,000	-	-	
IT upgrade (computers & hardware)	30,000	30,000	-	30,000	-	
Police Department						
New station (design & construction)	4,000,000	44,000,000	-	-	4,000,000	Funding earmark in State Bond Bill
Front Line patrol cruisers	210,000	1,050,000	-	210,000	-	Budget Line 01502-58900 Capital Expenditures
Support services vehicles	150,000	600,000	150,000	-	-	
Radio replacement	200,000	1,300,000	200,000	-	-	
PC Replacement	50,000	250,000	50,000	-	-	
MDT Replacement	48,000	240,000	48,000	-	-	
Technology/software	40,000	200,000	40,000	-	-	
Lake Patrol Boat	40,000	40,000	40,000	-	-	
Replacement of Chief's Car	55,800	115,800	55,800	-	-	
Information Technology						
Building Security Door Access Upgrades	98,000	98,000	98,000	-	-	
Micrsoft Office Upgrade Phase @	20,000	20,000	-	20,000	-	Budget Line 01502-58900 Capital Expenditures
PC Replacement Program (non-Police)	50,000	50,000	-	50,000	-	Budget Line 01502-58900 Capital Expenditures
	16,387,300	77,324,300	10,789,300	523,000	5,325,000	

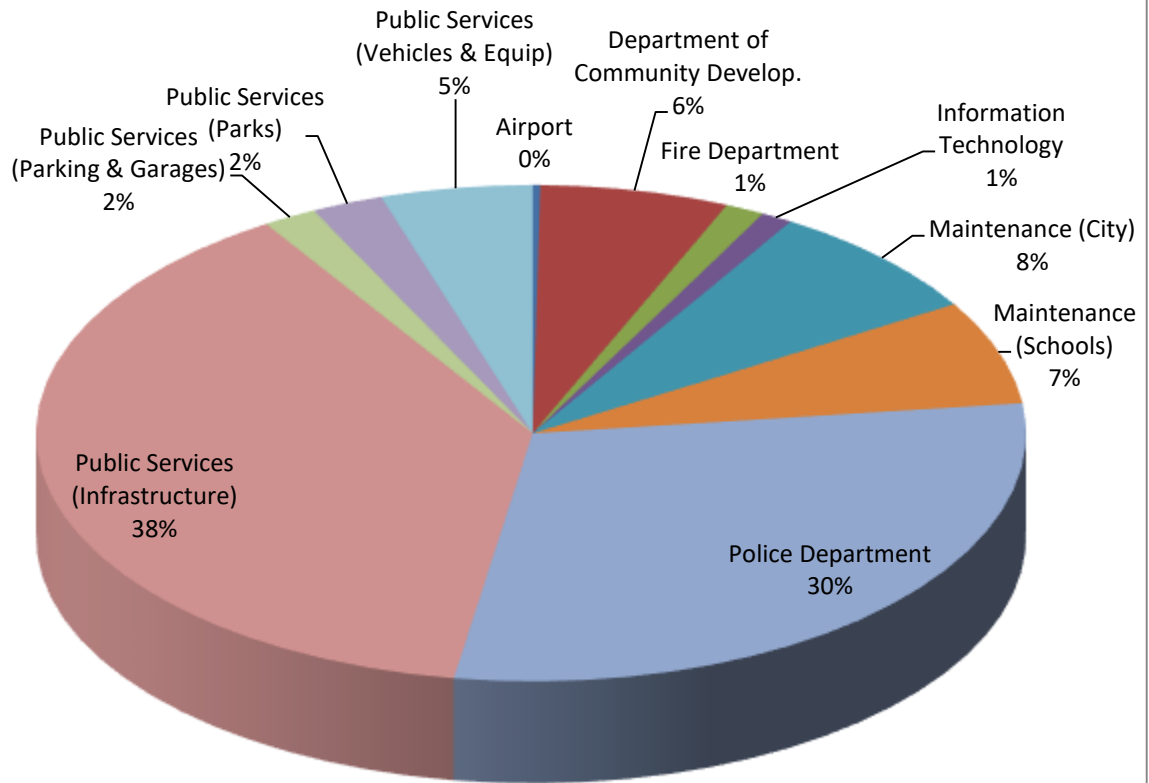
KEY
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To be funded with Chapter 90 funds
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To be funded from private funds/donations
To be funded from Water/Sewer retained earnings
To be funded from Bond Premiums/Proceeds
Possible CPA projects
To be funded with Parking Revenue
To be funded through Clean Water Trust

The major general fund capital projects proposed for FY2020 include:

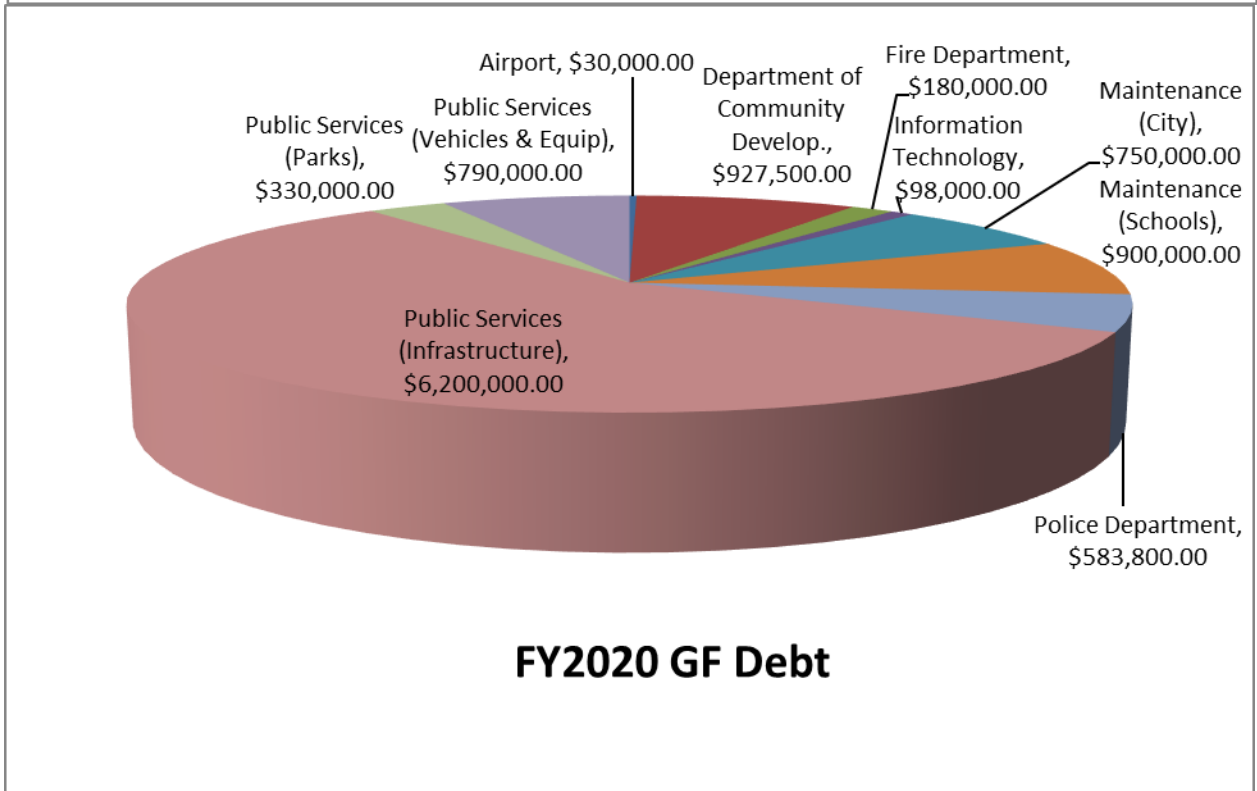
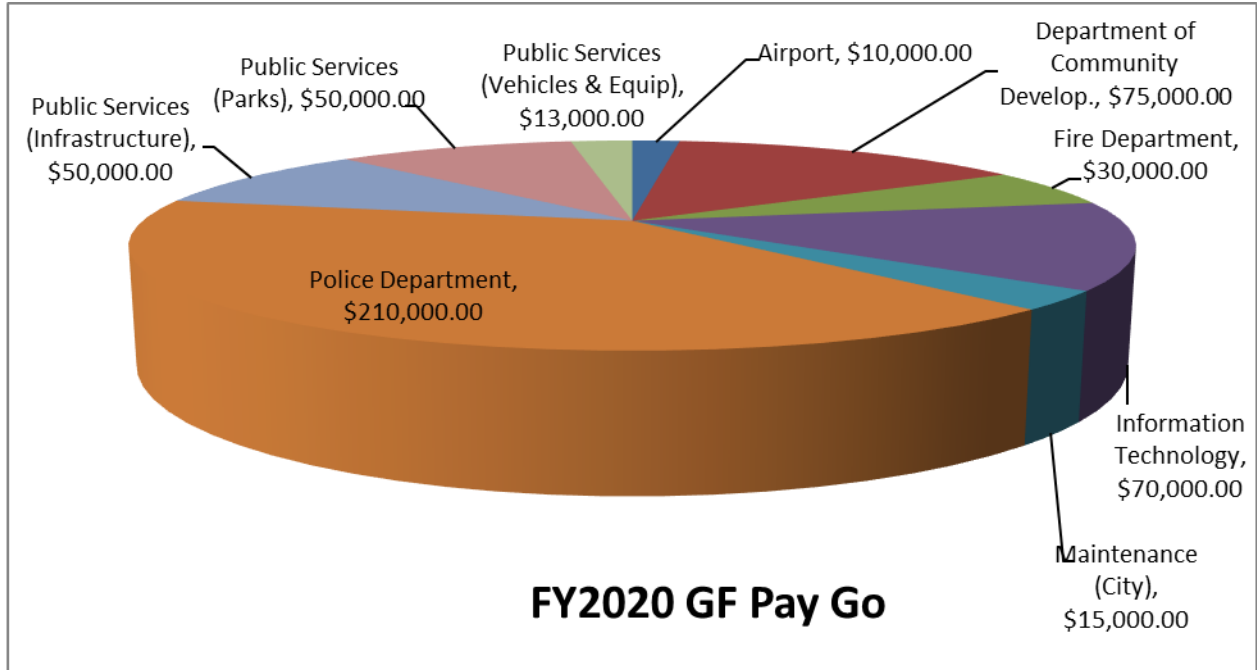
- \$2 million for the reconstruction of Tyler Street
- \$4 million for the design of a new police station
- \$2.5 million for other street improvements and streetscape design
- \$500,000 for interior improvements to Springside House
- \$250,000 for the replacement of the McKay parking garage elevator
- \$210,000 for the scheduled replacement of front line police vehicles

Department	FY2020 Total
Airport	\$40,000.00
Department of Community Development	\$1,002,500.00
Fire Department	\$210,000.00
Information Technology	\$168,000.00
Maintenance (City)	\$1,230,000.00
Maintenance (Schools)	\$1,100,000.00
Police Department	\$4,793,800.00
Public Services (Infrastructure)	\$6,250,000.00
Public Services (Parking & Garages)	\$285,000.00
Public Services (Parks)	\$380,000.00
Public Services (Vehicles & Equipment)	\$803,000.00
Grand Total	\$16,262,300.00

FY2020 Percentage by Department



The City plans to fund the majority of the FY2020 capital projects using general fund debt. Approximately 3% of the \$16 million will be paid with from the City's FY2020 operating budget (Pay Go) and 36% with other sources including for example dedicated revenue funds, grants, and donations.



FY2020 Projects - Detail All Funds

Project	FY2020	Total 5 Year Project Cost	Description
Public Services (Infrastructure)			
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.
Tyler/Dalton/Woodlawn Intersection Improvements	1,200,000	1,200,000	Install traffic signals and make other improvements to improve the functional and safety improvements at this 5 way intersection.
Tyler Street Reconstruction	2,000,000	2,000,000	This is the local match to a MassWorks grant the City will be filing for the reconstruction of Tyler Street including sidewalks and related infrastructure.
Public Service Yard Fence Repairs	50,000	50,000	Repair the fence at the Highway Garage to improve safety and security of the facility
Public Services (Vehicles & Equipment- Non Police/Fire)			
One Ton lift all season truck (dump plow etc.)	120,000	609,000	Acquire a current model one-ton hook lift truck with attachments. The unit to be replaced is a 2005 Ford 550.
One ton Utility Body Truck with plow (3)	157,000	597,500	Acquire 3 One-ton Utility Body Trucks. The units to be replaced in FY2020 are a 2002 Chevrolet, a 2006 Chevrolet and a 2008 Ford.

Project	FY2020	Total 5 Year Project Cost	Description
One Ton Pickup Truck(3)	135,000	495,000	Acquire 3 current year 1 ton pickup trucks. The units to be replaced in FY2020 are a 2002 Chevrolet, a 2006 Chevrolet, and a 2005 Ford Ranger.
Compact sedan (1) (Health & Building Inspectors)	13,000	13,000	Acquire a current model year Compact Sedan to replace a 2008 Chevrolet Colorado for the Health Department.
All Wheel Drive SUV (2)	52,000	52,000	Acquire two current model year all-wheel drive SUVs to replace same. The units to be replaced are a 2005 Chevrolet Tahoe and a 2007 Chevrolet Trailblazer.
One Ton Van	42,500	214,500	Acquire one current year 1-ton van to replace the same. The unit to be replaced is a 2009 Chevrolet.
Multi-purpose Tractor with attachments	55,000	275,000	Acquire one current model multi-purpose tractor to replace the same. The unit to be replaced in FY2020 is a 1979 John Deere.
Street sweeper	228,000	458,000	Acquire one current model year Street Sweeper to replace the same. The unit to be replaced is a 2008.
Public Services (Parking & Garages)			
Parking Control Vehicle	35,000	35,000	Acquire one current model electric vehicle to replace the current gas powered parking control vehicle. This would result in both parking control vehicles being electric vehicles.
McKay elevator replacement	250,000	250,000	Replacement of the elevator and doors. The current elevator has failed state inspection and must be replaced.
Public Services (Parks)			
Dog Park Design	25,000	25,000	To fund the design of the dog park to be constructed within Burbank Park.
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.
Skate Park Fence Repair	25,000	25,000	To repair the damaged fence at the Skate Park. This is required to improve the safety of those that use the facility.
Wild Acres Dam Improvements	250,000	250,000	To repair/replace two dams located within Wild Acres per order of the United States Department of Agriculture.
Airport			

Project	FY2020	Total 5 Year Project Cost	Description
Environmental Assessment Post Masterplan Update	120,000 (city share 6,000)	120,000	To perform environmental assessments for project included in the Update the Airport Master Plan.
Spreader Attachment for ice melt	20,000 (city share 4,000)	20,000	Acquire a spreader attachment for ice melt to improve the efficiency of winter operations.
Snow Blower attachment	150,000 (city share 30,000)	150,000	Acquire a snow blower attachment to replace the same to improve the efficiency of winter operations.
Maintenance (Schools)			
Elevator repairs	750,000	750,000	Repair/replace elevators within various schools.
School Security & Safety Upgrades	50,000	150,000	To continue to maintain/upgrade the security and safety systems to city schools.
Heating control system (PHS)	200,000	200,000	To install a new heating control system to improve the ability to regulate the heating system within Pittsfield High School.
Maintenance (City)			
Elevator Repairs	150,000	600,000	Repair/replace elevators within various city building.
Roof repair/replacement Berkshire Athenaeum	15,000	615,000	Design for the needed roof repairs/replacement for the Berkshire Athenaeum.
Cooling Unit replacement Berkshire Athenaeum	15,000	15,000	Replace the current aging rooftop cooling unit to improve the efficiency of the cooling system within the building.
Fire Station window replacements	450,000	450,000	To replace the windows within the city's fire stations over the next 4 years.
Community Development			
Springside House	1,000,000	1,000,000	To fund the interior renovations to the historic Springside House located in Springside Park.
City wide Bike Accommodations Master Plan	75,000	75,000	To evaluate the city's road network to develop an implementation plan for increase bike access in conjunction with the City's Complete Streets Program.
Crane Ave/Merrill Road Bike Path design and permitting	150,000	150,000	To design and obtain the required environmental permits for the extension of the Ashuwillticook Rail Trail into Pittsfield to Merrill Road.

Project	FY2020	Total 5 Year Project Cost	Description
Westside Riverway Park	100,000	100,000	Installation of the park walkways and other features within the newly established Westside Riverway Park.
Pickleball Court	52,500	52,500	This is part of the local match for a PARC grant to be filed for the construction of an eight court pickleball facility within Springside Park.
Purchase of the former Hess Station on Tyler Street	200,000	200,000	To purchase the former Hess Station on Tyler Street. The remediation and restoration of this property is a component of the overall vision for improvements within the Tyler Street corridor.
Fire Department			
Inspection Vehicle	47,000	47,000	Acquire one current year vehicle for the Fire Prevention Bureau. This unit would replace a 2006 Chevrolet.
Safety Officer Vehicle	38,000	38,000	Acquire one current model SUV to replace two vehicles. The units to be replaced are a 2006 Chevrolet Tahoe and a 1989 Ford van.
Radio Replacement	40,000	40,000	To replace 12 older Motorola model radios which are no longer serviced by the vendor due to their age.
SCDA Replacement	55,000	210,000	To replace 8 Self-contained Breathing Apparatus units that can no longer be used due to their age per regulation. This is a multi-year program to replace units as they age out of service.
PC Replacement	30,000	30,000	The IT Department is recommending the replacement of several PCs and supporting components to upgrade the capacity for the Department to utilize a new software application it has acquired.
Police Department			
New Station Design	4,000,000	4,000,000	To fund the design of a new police station.
Front Line patrol cruisers	210,000	1,050,000	Replacement of front line cruisers for Patrol and Traffic Operations according to the current cruiser replacement plan.
Support services vehicles	150,000	600,000	Replacement of support services vehicles according to the current replacement plan.
Radio Replacement	200,000	1,300,000	Replace station consoles, mobiles and portables to keep under warranty. Avoid recurring cost of replacing/reprogramming entire radio fleet every several years.

Project	FY2020	Total 5 Year Project Cost	Description
PC Replacement	50,000	250,000	Replace department PCs on a rotating basis and maintain under replacement warranty.
MDT Replacement	48,000	240,000	Replace Mobile Data Terminals (MDTs) and maintain under warranty to avoid unplanned replacement costs.
Technology/software	40,000	200,000	Replace and upgrade of technology and software that is no longer supported.
Lake Patrol Boat	40,000	40,000	To acquire a new patrol boat to replace the same. The current boat is 10 years old and no longer suitable for service
Chief's Cruiser	55,800	115,800	Per contract the Chief's cruiser is to be replaced every three years. The current cruiser will be repurposed for another use within the Department.
Information Technology			
Building Security upgrades	98,000	98,000	Install modern access control systems at all city facilities.
Microsoft Office Upgrade	20,000	20,000	To upgrade to the latest version of Microsoft office for all non-school facility before support ends for current version
PC Replacement	50,000	50,000	To replace PCs in non-school facilities that are at the end of their useful life.

Total	16,387,300	77,324,300
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Overview-Enterprise Fund

The FY2020-FY2024 plan anticipates a total Enterprise Fund capital investment of over \$86 million. For FY2020 the City anticipates an Enterprise Fund capital investment of over \$6.5 million with the majority of spending to fund improvements to the Water Treatment Plant.

FY2020-FY 2014 Proposed Capital Improvement Plan- Enterprise Fund

	FY2020	FY2021	FY2022	FY2023	FY2024	Total 5 Yr Prj Cost	FY20 Funding Source			Notes
							EP Debt	EP Pay Go	Other Source	
DPU Water Enterprise:										
Ashley & Cleveland WTP Upgrade	5,200,000	2,500,000	12,000,000	20,500,000	15,000,000	55,200,000	5,200,000	-	-	
Ashley Lake Dam Repairs	100,000	-	-	-	-	100,000	-	-	100,000	unspent bond proceeds
Lebanon Ave Tank Painting	-	100,000	900,000	-	-	1,000,000	-	-	-	
Cleveland Reservoir diversion system improvements Phase 2	-	1,400,000	-	-	-	1,400,000	-	-	-	
Water Main Improvements	-	-	2,000,000	2,000,000	2,000,000	6,000,000	-	-	-	
West Street Water Main Replacement Phase 1	-	2,700,000	-	-	-	2,700,000	-	-	-	
West Street Water Main Replacement Phase 2	-	-	4,700,000	-	-	4,700,000	-	-	-	
1 ton Pickup with plow (6) backhoe	90,000	45,000	45,000	45,000	45,000	270,000	90,000	-	-	
Compressor Truck	140,000	-	-	-	-	140,000	140,000	-	-	
One ton utility body truck with plow	110,000	55,000	55,000	55,000	55,000	330,000	110,000	-	-	
One ton hook lift all season truck with attachments	-	115,000	115,000	115,000	-	345,000	-	-	-	
Total Water Enterprise:	5,640,000	7,040,000	19,815,000	22,715,000	17,100,000	72,310,000	5,540,000	-	225,000	
DPU Sewer Enterprise:										
Wastewater Treatment Plant Projects										
WWTP Upgrades (non-Nutrient Removal Upgrade)	-	280,000	1,510,000	1,060,000	640,000	3,490,000	-	-	-	
Combined Heat and Power Generation System upgrades	-	-	410,000	2,280,000	-	2,690,000	-	-	-	
Sewer Collection System Projects										
Second Street Sewer Line Relocation (Design/Construction)	150,000	1,200,000	-	-	-	1,350,000	-	-	150,000	Retained earnings
Collection System Upgrades	160,000	160,000	160,000	160,000	160,000	800,000	160,000	-	-	
Infiltration & Inflow Removal	360,000	2,660,000	110,000	305,000	1,955,000	5,390,000	360,000	-	-	
Ford Ranger & AWD SUV	52,000	-	-	-	-	52,000	-	-	52,000	Retained earnings
One ton utility body truck with plow (5)	55,000	55,000	55,000	55,000	55,000	275,000	55,000	-	-	
Total Sewer Enterprise:	777,000	4,355,000	2,245,000	3,860,000	2,810,000	14,047,000	575,000	-	202,000	
Total Enterprise	6,417,000	11,395,000	22,060,000	26,575,000	19,910,000	86,357,000	6,115,000	-	427,000	

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

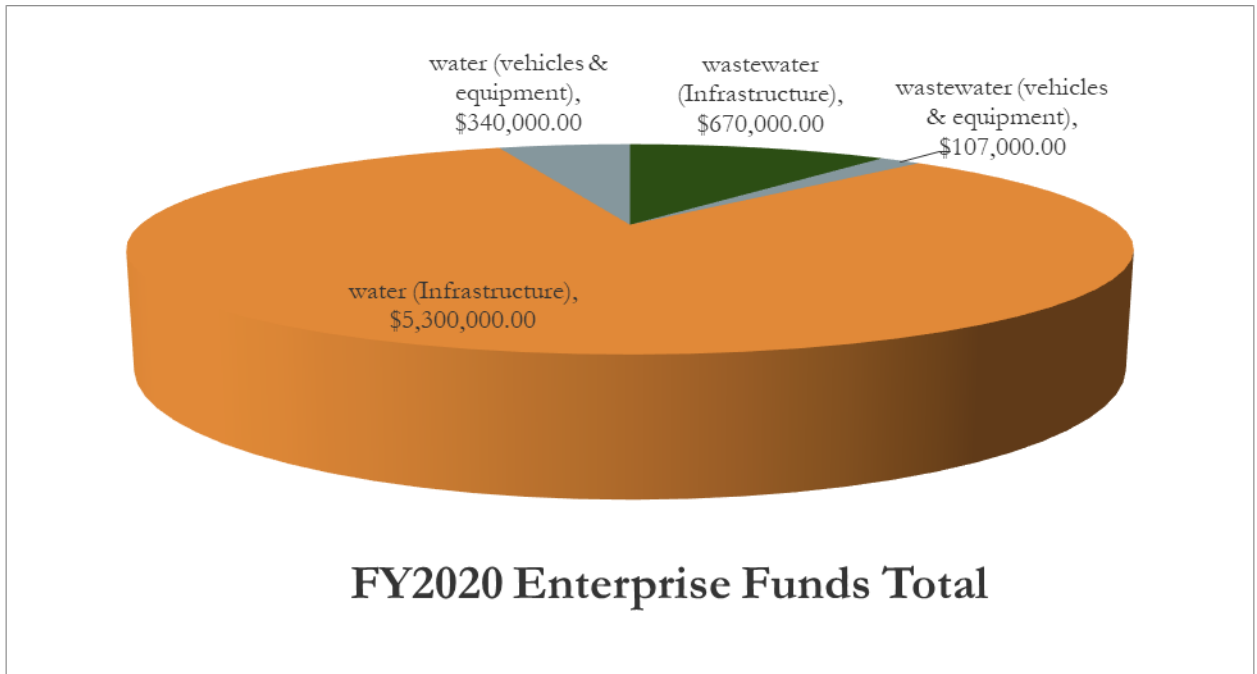
FY2020 Proposed Capital Improvement Plan- Enterprise Fund, FY2020 Detail

	DPU Water Enterprise:	FY2020	Total 5 Yr Prj Cost	FY20 Funding Source			Notes
				EP Debt	EP Pay Go	Other Source	
water (Infrastructure)	Ashley & Cleveland WTP Upgrade	5,200,000	55,200,000	5,200,000	-	-	
water (Infrastructure)	Ashley Lake Dam Repairs	100,000	100,000	-	-	100,000	unspent bond proceeds
water (vehicles & equipment)	1 ton Pickup with plow (6)	90,000	270,000	90,000	-	-	
water (vehicles & equipment)	Compressor Truck	140,000	140,000	140,000	-	-	
water (vehicles & equipment)	One ton utility body truck with plow	110,000	330,000	110,000	-	-	
water (vehicles & equipment)	One ton hook lift all season truck with attachments	-	345,000	-	-	-	
	Total Water Enterprise:	5,640,000	56,385,000	5,540,000	-	100,000	
	DPU Sewer Enterprise:						
	Wastewater Treatment Plant Projects		-				
wastewater (Infrastructure)	WWTP Upgrades (non-Nutrient Removal Upgrade)	-	3,490,000	-	-	-	
wastewater (Infrastructure)	Combined Heat and Power Generation System upgrades	-	2,690,000	-	-	-	
	Sewer Collection System Projects						
wastewater (Infrastructure)	Second Street Sewer Line Relocation (Design/Construction)	150,000	1,350,000	-	-	150,000	Retained earnings
wastewater (Infrastructure)	Collection Syetem Upgrades	160,000	800,000	160,000	-	-	
wastewater (Infrastructure)	Infiltration & Inflow Removal	360,000	5,390,000	360,000	-	-	
wastewater (vehicles & equipment)	Ford Ranger & AWD SUV	52,000	52,000	-	-	52,000	Retained earnings
wastewater (vehicles & equipment)	One ton utility body truck with plow (5)	55,000	275,000	55,000	-	-	
	Total Sewer Enterprise:	777,000	14,047,000	575,000	-	202,000	
	Total Enterprise	6,417,000	70,432,000	6,115,000	-	302,000	

The major Enterprise Fund capital projects proposed for FY2020 include:

- \$5.2 million for upgrades to the Cleveland and Ashley Water Treatment Plants
- \$360,000 for Infiltration and Inflow Removal

Department	FY2020 Total
wastewater (Infrastructure)	\$670,000.00
wastewater (vehicles & equipment)	\$107,000.00
water (Infrastructure)	\$5,300,000.00
water (vehicles & equipment)	\$340,000.00
Grand Total	\$6,417,000.00



FY2020 Projects - Detail All Funds

Project	FY2020	Total 5 Year Project Cost	Description
DPU Water Enterprise			
Cleveland/Ashley Water Treatment Plant Upgrades	5,200,000	55,200,000	To construct new chemical storage buildings at the city's two water treatment facilities per order of the Department of Environmental Protection.
Ashley Reservoir Dam Improvements	100,000	100,000	To repair the Ashley Reservoir Dam to address water seepage in the area of the center spillway.
Compressor Truck	140,000	140,000	To acquire one Compressor Truck to replace the same. The unit to be replaced is a 1996 International.
1 Ton Utility Body Truck (2)	110,000	110,000	To acquire two current year one ton utility body trucks to replace the same. The units to be replaced are a 2007 Chevrolet and a 1997 Ford.
1 Ton Pickup with plow	90,000	90,000	To acquire two current model one ton pickups to replace the same. The units to be replaced are a 2008 Toyota Tundra and a 2011 Ford Ranger.
Total Water Enterprise:	5,640,000	56,385,000	
DPU Sewer Enterprise (WWTP)			
DPU Sewer Enterprise (Sewer Collection System Projects)			
Second Street Sewer Relocation	150,000	150,000	To relocate a section of sewer lines on Second Street due to CSX lowering the train tracks in that area.
Capacity, Management, Operation and Management (CMOM)	160,000	800,000	To perform the annual tasks required by the city's CMOM plan and Corrective Action Plan as required by the Department of Environmental Protection and Environmental Protection Agency.
Inflow/Infiltration Removal	360,000	5,400,000	To perform the tasks required to reduce Infiltration and Inflow (I/I) into the City's sewer collection system as required by the Department of Environmental Protection.
1 ton utility body truck with plow(5)	55,000	265,000	To acquire one current model one ton utility body truck to replace the same. The unit to be replaced is a 2007 Chevrolet.
Vehicles	52,000	52,000	To acquire two support vehicles to replace the same. The units to be replaced are two 2008 Ford Rangers.
Total Sewer Enterprise:	777,000	14,047,000	
Total Enterprise	6,417,000	70,432,000	

Debt Detail



Debt Detail

Direct Debt Summary as of June 30, 2018 Including Subsequent Issue (1)

General Obligation Bonds:

Schools (2)	\$52,458,964	
Airport	2,756,720	
Sewer	18,478,460	
Water	15,356,400	
MCWT	7,881,323	
General	37,139,456	
Total Long-Term Debt Outstanding		\$134,071,323

Bonds dated February 1, 2019 7,205,000

Short-Term Debt:

Total Short-Term Debt Outstanding (3) 10,062,672

- (1) Principal amount only. Excludes lease and installment purchase obligations, overlapping debt, unfunded pension liability and other post-employment benefits liability.
- (2) The City is reimbursed on a portion of 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. See 'Debt Service Requirements' below.
- (3) Payable June 27, 2019.

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
2018	\$123,771,323	44,736	\$3,465,640,800	\$2,767	3.57 %
2017	105,364,779	44,736	3,465,640,800	2,355	3.04
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

Principal Payments by Purpose

The following table sets forth the principal payments as of June 30, 2018, including subsequent issue, by purpose on outstanding general obligation bonds of the City. As indicated in the table, of the total \$134,071,323 bonds, \$38,958,745 or approximately 29.1% of the total outstanding are to be retired by the end of fiscal 2023 and \$74,600,956 or approximately 55.6% of the debt will be retired by the end of fiscal 2028.

CITY OF PITTSFIELD GENERAL OBLIGATION BONDS

Principal Payments by Purpose as of June 30, 2018 Including Subsequent Issue

Fiscal Year	School	Airport	Sewer	Water	MCWT	General	Total
2019	\$ 4,317,243	\$ 106,720	\$ 770,960	\$ 907,000	\$ 464,951	\$ 3,538,077	\$ 10,104,951
2020	2,380,000	110,000	774,500	918,200	474,647	2,737,300	7,394,647
2021	2,330,000	110,000	809,500	963,200	484,542	2,672,300	7,369,542
2022	2,320,000	115,000	834,500	853,000	494,646	2,367,500	6,984,646
2023	1,430,721	145,000	869,000	885,000	504,960	3,270,279	7,104,960
2024	1,406,000	155,000	895,000	915,000	515,490	3,234,000	7,120,490
2025	1,475,000	160,000	925,000	940,000	526,239	3,275,000	7,301,239
2026	1,465,000	165,000	945,000	870,000	537,213	3,245,000	7,227,213
2027	1,525,000	170,000	970,000	880,000	548,417	3,190,000	7,283,417
2028	1,540,000	145,000	1,010,000	915,000	559,852	2,540,000	6,709,852
2029	1,610,000	150,000	875,000	800,000	571,530	1,915,000	5,921,530
2030	1,550,000	160,000	910,000	830,000	583,448	1,720,000	5,753,448
2031	1,590,000	160,000	945,000	675,000	595,618	1,200,000	5,165,618
2032	1,650,000	175,000	965,000	690,000	260,178	885,000	4,625,178
2033	1,705,000	175,000	910,000	720,000	265,833	490,000	4,265,833
2034	1,750,000	180,000	860,000	730,000	244,226	355,000	4,119,226
2035	1,800,000	40,000	885,000	765,000	249,534	270,000	4,009,534
2036	1,840,000	45,000	825,000	555,000	-	145,000	3,410,000
2037	1,890,000	45,000	695,000	545,000	-	90,000	3,265,000
2038	1,925,000	45,000	145,000	-	-	-	2,115,000
2039	1,995,000	50,000	140,000	-	-	-	2,185,000
2040	2,065,000	50,000	145,000	-	-	-	2,260,000
2041	2,145,000	50,000	155,000	-	-	-	2,350,000
2042	2,230,000	50,000	160,000	-	-	-	2,440,000
2043	1,595,000	-	165,000	-	-	-	1,760,000
2044	1,655,000	-	170,000	-	-	-	1,825,000
2045	1,055,000	-	170,000	-	-	-	1,225,000
2046	1,090,000	-	180,000	-	-	-	1,270,000
2047	1,130,000	-	185,000	-	-	-	1,315,000
2048	-	-	190,000	-	-	-	190,000
Total	<u>\$ 52,458,964</u>	<u>\$ 2,756,720</u>	<u>\$ 18,478,460</u>	<u>\$ 15,356,400</u>	<u>\$ 7,881,323</u>	<u>\$ 37,139,456</u>	<u>\$ 134,071,323</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, 2018, including subsequent issue.

Debt Service Requirements as of June 30, 2018 Including Subsequent Issue

Fiscal Year	Outstanding		Massachusetts School Building Authority	Net Debt
	Principal	Interest	Grant Payments	Service
2019	\$ 10,104,951	\$ 4,770,705	\$ (2,980,343)	\$ 11,895,313
2020	7,394,647	4,649,567	(711,218)	11,332,996
2021	7,369,542	4,183,007	(621,218)	10,931,331
2022	6,984,646	3,872,260	(546,198)	10,310,707
2023	7,104,960	3,560,422	-	10,665,382
2024	7,120,490	3,279,204	-	10,399,695
2025	7,301,239	3,002,406	-	10,303,646
2026	7,227,213	2,732,896	-	9,960,109
2027	7,283,417	2,458,592	-	9,742,009
2028	6,709,852	2,193,783	-	8,903,635
2029	5,921,530	1,948,219	-	7,869,749
2030	5,753,448	1,738,016	-	7,491,464
2031	5,165,618	1,548,614	-	6,714,232
2032	4,625,178	1,388,489	-	6,013,667
2033	4,265,833	1,244,342	-	5,510,175
2034	4,119,226	1,109,563	-	5,228,789
2035	4,009,534	982,025	-	4,991,559
2036	3,410,000	861,066	-	4,271,066
2037	3,265,000	750,706	-	4,015,706
2038	2,115,000	658,988	-	2,773,988
2039	2,185,000	580,838	-	2,765,838
2040	2,260,000	500,019	-	2,760,019
2041	2,350,000	416,225	-	2,766,225
2042	2,440,000	328,484	-	2,768,484
2043	1,760,000	237,603	-	1,997,603
2044	1,825,000	172,888	-	1,997,888
2045	1,225,000	119,009	-	1,344,009
2046	1,270,000	76,650	-	1,346,650
2047	1,315,000	32,663	-	1,347,663
2048	190,000	6,888	-	-
	<u>\$ 134,071,323</u>	<u>\$ 49,404,136</u>	<u>\$ (4,858,977)</u>	<u>\$ 178,419,594</u>

Authorized Unissued Debt

Currently, the City has approximately \$89 million of authorized but not issued debt, \$12.5 million of which is for wastewater treatment plant construction and \$26.4 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, most of which has already been permanently financed.

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	Total Qualified Debt Service (1)	Total State Aid (2)	Coverage Ratio Total State Aid to Qualified Debt Service
2019	\$ 14,255,761	\$ 53,482,133	3.75
2019	11,423,976	54,551,776	4.78
2020	10,931,964	55,642,811	5.09
2021	10,235,964	56,755,667	5.54
2022	10,044,076	57,890,781	5.76
2023	9,778,017	59,048,596	6.04
2024	9,681,589	60,229,568	6.22
2025	9,337,664	61,434,160	6.58
2026	9,119,167	62,662,843	6.87
2027	8,280,390	63,916,100	7.72
2028	7,246,088	65,194,422	9.00
2029	6,867,381	66,498,310	9.68
2030	6,089,716	67,828,276	11.14
2031	5,733,094	69,184,842	12.07
2032	5,229,150	70,568,539	13.50
2033	4,974,688	71,979,909	14.47
2034	4,737,034	73,419,508	15.50
2035	4,271,066	74,887,898	17.53
2036	4,015,706	76,385,656	19.02
2037	2,773,988	77,913,369	28.09
2038	2,765,838	79,471,636	28.73
2039	2,760,019	81,061,069	29.37
2040	2,766,225	82,682,290	29.89
2041	2,768,484	84,335,936	30.46
2042	1,997,603	86,022,655	43.06
2043	1,997,888	87,743,108	43.92
2044	1,344,009	89,497,970	66.59
2045	1,346,650	91,287,930	67.79
2046	1,347,663	93,113,688	69.09
2047	196,888	94,975,962	482.39
Total	\$ 174,317,745	\$ 2,218,887,928	

(1) Total principal and interest as of June 30, 2018, 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 2019 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
Projected Change in Fund Balance



Projected Change in Fund Balance (All Funds)

General Fund				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2020 Proj.	12,789,824	13,851,380	1,061,555	8.3%
FY2019 Est.	11,606,011	12,789,824	1,183,813	10.2%
FY2018	10,261,989	11,606,011	1,344,022	13.1%
FY2017	12,041,043	10,261,989	(1,779,054)	-14.8%
FY2016	12,409,720	12,041,043	(368,677)	-3.0%
FY2015	12,234,808	12,409,720	174,912	1.4%
FY2014	11,818,144	12,234,808	416,664	3.5%

Water Enterprise Fund				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2020 Proj.	1,297,739	1,321,098	23,359	1.8%
FY2019 Est.	1,563,415	1,297,739	(265,676)	-17.0%
FY2018	2,150,136	1,563,415	(586,721)	-27.3%
FY2017	1,706,712	2,150,136	443,424	26.0%
FY2016	2,147,831	1,706,712	(441,119)	-20.5%
FY2015	2,121,229	2,147,831	26,602	1.3%
FY2014	2,541,935	2,121,229	(420,706)	-16.6%

Stabilization Fund				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2020 Proj.	3,714,986	3,789,286	74,300	2.0%
FY2019 Est.	3,651,899	3,714,986	63,087	1.7%
FY2018	3,610,485	3,651,899	41,414	1.1%
FY2017	3,598,676	3,610,485	11,809	0.3%
FY2016	3,475,023	3,598,676	123,653	3.6%
FY2015	3,471,381	3,475,023	3,642	0.1%
FY2014	3,466,752	3,471,381	4,629	0.1%

Sewer Enterprise Fund				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2020 Proj.	3,137,366	3,234,624	97,258	3.1%
FY2019 Est.	3,103,014	3,137,366	34,352	1.1%
FY2018	3,241,064	3,103,014	(138,050)	-4.3%
FY2017	5,132,257	3,241,064	(1,891,193)	-36.8%
FY2016	6,441,302	5,132,257	(1,309,045)	-20.3%
FY2015	5,781,626	6,441,302	659,676	11.4%
FY2014	5,566,163	5,781,626	215,463	3.9%

Appendix B
Schedule of Fulltime Equivalent Positions

Schedule of Fulltime Equivalent Positions

The City defines fulltime as 35 hours per week. The schedule below may include grant-funded positions that may not be reflected elsewhere in the budget

Department	FY2018 Budget	FY2019 Budget	FY2020 Budget	Change (FY19 to FY20)	Explanation
Airport	2.73	2.73	2.73	0.00	
Building Maintenance	16.51	16.51	16.51	0.00	
City Clerk	6.41	6.41	6.41	0.00	
City Council	0.00	0.00	0.00	0.00	
Council on Aging	13.35	13.35	13.35	0.00	
Cultural Development	2.07	2.07	2.07	0.00	
Department of Public Services	79.38	79.38	79.38	0.00	
Finance Department	25.43	25.43	26.43	1.00	Adding back a position that was laid off in FY17
Fire Department- Civilian	3.00	3.00	3.00	0.00	
Fire Department- Sworn	94.04	94.04	94.04	0.00	
Inspectional Services - Building Department	6.43	6.43	6.93	0.50	Adding 0.5 non-benefits eligible position
Inspectional Services - Health Department	8.29	8.29	8.29	0.00	
Library	26.05	26.05	26.05	0.00	
Mayor	3.00	3.00	3.00	0.00	
Personnel	2.07	2.07	2.07	0.00	
Planning and Community Development	14.51	14.51	14.51	0.00	
Police Department- Civilian	24.13	24.13	24.13	0.00	
Police Department- Sworn	90.16	90.16	90.16	0.00	
Registrars	0.27	0.27	0.27	0.00	
RSVP	3.08	3.08	3.08	0.00	
School Department	895.60	912.80	925.40	12.60	Adding net 12.6 positions
Solicitor	1.00	1.00	1.00	0.00	
Veterans	1.80	1.80	1.80	0.00	
TOTAL	1,319.31	1,336.51	1,350.61	14.10	

Appendix C
Council Orders

City of Pittsfield

No. _ _ _ _

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

IN CITY COUNCIL

AN ORDER

AN ORDER RAISING AND APPROPRIATING \$166,649,139 FOR THE FISCAL YEAR 2020 MUNICIPAL BUDGET:

Ordered: That the following amounts be, and hereby are, raised and appropriated for the fiscal year beginning July 1, 2019 to be expended for the departmental purposes designated below:

FISCAL YEAR 2020 BUDGET

Department

1. Mayor	\$	212,983
2. City Council	\$	106,062
3. City Solicitor	\$	219,746
4. Health Department	\$	492,832
5. Building Inspectors	\$	448,282
6. Veterans' Services	\$	1,072,474
7. Emergency Management	\$	26,400
8. City Clerk	\$	359,560
9. Personnel	\$	200,857
10. Finance & Administration	\$	1,223,721
11. Information Technology	\$	625,043
12. Airport Commission	\$	275,190
13. RSVP	\$	89,967
14. Council on Aging	\$	310,074
15. Maintenance-City	\$	1,792,460
16. Maintenance-Schools	\$	770,000
17. Fire Department	\$	8,389,896
18. Police Department	\$	10,889,632
19. Public Services	\$	8,076,245
20. Office of Cultural Development	\$	115,841
21. Berkshire Athenaeum	\$	1,184,229
22. Department of Community Development	\$	690,716
23. Workers Compensation	\$	650,000
24. Unclassified	\$	52,453,832
25. DPU Water Treatment	\$	5,375,631
26. Sewer Enterprise	\$	475,145
27. DPU Wastewater	\$	6580,621
Total	\$	103,117,439
School	\$	63,481,700
Total	\$	166,599,139

City of Pittsfield

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

No. _ _ _

IN CITY COUNCIL

AN ORDER

AN ORDER APPROPRIATING \$750,000.00 FROM CERTIFIED
FREE CASH TO REDUCE THE FISCAL 2020 TAX RATE

Ordered: That the sum of \$750,000.00 be transferred and appropriated from Certified Free Cash to reduce the fiscal year 2020 tax rate.

City of Pittsfield

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

No. _ _ _

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 \$10,914,300 FOR GENERAL FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2020

Ordered:

That the sum of Ten Million, Nine Hundred Fourteen Thousand and Three Hundred 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:

FY2020 Approved Capital Budget Borrowing

Department	Enabling Statute	Amount
Public Services (Infrastructure)		
Street improvements (includes Streetscape design)	Chapter 44 Sec 7(1)	\$2,500,000
Storm water system improvements	Chapter 44 Sec 7(1)	\$500,000
Tyler/Dalton/Woodlawn Intersection (construction)	Chapter 44 Sec 7(1)	\$1,200,000
Tyler Street Reconstruction	Chapter 44 Sec 7(1)	\$2,000,000
Public Services (Vehicles & Equipment- Non Police/Fire)		
1 ton hook lift all season truck (dump plow etc)(5)	Chapter 44 Sec 7(1)	\$120,000
1 ton utility body truck with plow (11)	Chapter 44 Sec 7(1)	\$157,500
1 ton pickup truck with & without plow (11)	Chapter 44 Sec 7(1)	\$135,000
All wheel drive SUV (2) (Building Maintenance & Inspections)	Chapter 44 Sec 7(1)	\$52,000
1 Ton Van (5) (Building Maintenance Department)	Chapter 44 Sec 7(1)	\$42,500
Multi-purpose tractor with attachments (5)	Chapter 44 Sec 7(1)	\$55,000
Street Sweeper	Chapter 44 Sec 7(1)	\$228,000
Public Services (Parks)		
Athletic Court Resurfacing	Chapter 44 Sec 7(1)	\$80,000
Wild Acres Dam Improvements	Chapter 44 Sec 7(1)	\$250,000
Community Development		
Springside House Restoration (Interior)	Chapter 44 Sec 7(1)	\$500,000
Bike Path Middle Section (Design/Permitting)	Chapter 44 Sec 7(7)	\$75,000
Westside Riverway Park (construction)	Chapter 44 Sec 7(1)	\$100,000
Purchase of former Hess Station	Chapter 44 Sec 7(1)	\$200,000
Airport		
Blower Attachment for Snow Removal operations	Chapter 44 Sec 7(1)	\$30,000
Maintenance (Schools)		
Elevator/lift upgrades	Chapter 44 Sec 7(1)	\$750,000
School Security Upgrades	Chapter 44 Sec 7(1)	\$150,000
Maintenance (City)		
Elevator repairs/install lift chair (City Hall, Library, Senior Center)	Chapter 44 Sec 7(1)	\$750,000
Fire Department		
Inspection Vehicle	Chapter 44 Sec 7(1)	\$47,000
Safety Officer Vehicle	Chapter 44 Sec 7(1)	\$38,000
Portable Radio Replacements	Chapter 44 Sec 7(1)	\$40,000
Self-contained Breathing Apparatus Replacements	Chapter 44 Sec 7(1)	\$55,000
Police Department		
Support services vehicles	Chapter 44 Sec 7(1)	\$150,000
Radio replacement	Chapter 44 Sec 7(1)	\$200,000
PC Replacement	Chapter 44 Sec 7(9)	\$50,000
MDT Replacement	Chapter 44 Sec 7(1)	\$48,000

Technology/software	Chapter 44 Sec 7(1)	\$40,000
Lake Patrol Boat	Chapter 44 Sec 7(1)	\$40,000
Replacement of Chief's Car	Chapter 44 Sec 7(1)	\$55,800
Information Technology		
Building Security Door Access Upgrades	Chapter 44 Sec 7(1)	\$98,000
	Total	\$10,789,300

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 \$10,789,300.00 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.

AND FURTHER ORDERED:

That in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the City upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

City of Pittsfield

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

No. _ _ _

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 \$6,115,000 FOR ENTERPRISE FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2020

Ordered: That the sum of Six Million One Hundred Fifteen 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:

FY2020 Approved Capital Budget Borrowing

<u>Department</u>	<u>Enabling Statute</u>	<u>Amount</u>
DPU Water Enterprise:		
Ashley & Cleveland WTP Upgrade	Chapter 44 Sec 8(4)	\$5,200,000
1 ton Pickup with plow (6)	Chapter 44 Sec 7(1)	\$90,000
Compressor Truck	Chapter 44 Sec 7(1)	\$140,000
One ton utility body truck with plow	Chapter 44 Sec 7(1)	\$110,000
Total Water Enterprise:		<hr/> \$5,540,000
Sewer Collection System Projects		
Collection System Upgrades	Chapter 44 Sec 8(14)	\$160,000
Infiltration & Inflow Removal	Chapter 44 Sec 8(14)	\$360,000
One ton utility body truck with plow (5)	Chapter 44 Sec 7(1)	\$55,000
Total Sewer Enterprise:		<hr/> \$575,000
Total Enterprise		<hr/> \$6,115,000

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 \$6,115,000.00 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.

AND FURTHER ORDERED:

That in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the City upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

City of Pittsfield

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

No. ___ -

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 2020

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:

FY2020 Appropriation

RSVP	\$ 7,000
COA Adult Day Care	\$60,000
COA Van Receipts	\$60,000
DARE Program	\$ 15,000
Compost Bins	\$ 1,200
Energy Management	\$400,000

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 \$172,000 FOR
PARKING RELATED EXPENDITURES
PURSUANT TO M.G.L. CHAPTER 40,
**SECTIONS 21A-22C FOR THE FISCAL YEAR BEGINNING JULY 1,
2019**

Ordered:

That the following amounts be, and hereby are, appropriated to be
expended for parking related expenditures pursuant to M.G.L. Chapter 44,
Sections 21A-22C for the Fiscal Year beginning July 1, 2019

Appropriation

Service/Bank fees	\$20,000
Meter Service fees	\$37,000
McKay Garage Repairs	\$60,000
Purchase of Vehicle(s)	\$35,000
Supplies	\$20,000
Total:	\$172,000



Appendix D
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.

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' 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 City Solicitor. 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 The Pittsfield Gazette and posts on the Collector webpage and on bulletin board in City Hall. 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 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 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 City Solicitor 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 6 months 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.

G. Tax Title Auctions

The Treasurer will seek to conduct every two years a tax title auction in accordance with the provisions of MGL Chapter 60 Section 52.

EFFECTIVE DATE

This policy was approved by the Mayor-April 2017
As amended September 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 E
Community Profile

Community Profile

General

The City of Pittsfield, Massachusetts (the “City” or “Pittsfield”), 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

TITLE	NAME	MANNER OF SELECTION	CURRENT TERM EXPIRES
Mayor	Linda Tyer	Elected/4 years	2020
Finance Director/Treasurer	Matthew Kerwood	Appointed	Indefinite
City Accountant	Allison Crespo	Appointed	Indefinite
Tax Collector	Lisa Lewis	Appointed	Indefinite
City Clerk	Michelle Cetti	Elected/2 years	2021
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 enough capacity to accommodate current and projected enrollment.

PUBLIC SCHOOL ENROLLMENTS AS OF – October 1,

	Actual				
	2013	2014	2015	2016	2017
Grades K-5	2,795	2,755	2,771	2,641	2,610
Grades 6-8	1,157	1,163	1,163	1,184	1,217
Grades 9-12	1,857	1,724	1,739	1,567	1,602
Totals	<u>5,809</u>	<u>5,642</u>	<u>5,673</u>	<u>5,392</u>	<u>5,429</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 by Europeans in 1752 and was officially incorporated in 1761. A group of young European 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 by Europeans for several years. In 1752 European 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 Cityship 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.

The City's population rose slowly into the early 20th century, with significant increases between 1900 and 1930 during the initial expansion of the Stanley Electric Works and its purchase by General Electric. The City's population peaked in the late 1950s/early 1960s at just under 60,000. General Electric employed as many as 13,000 people at its peak. Following the departure of General Electric and the loss of thousands of manufacturing jobs in the 1970s and 1980s, the City's population dropped significantly. By 2000, the population had dropped to just over 45,000, stabilizing at slightly under 45,000 since then.

Industry and Commerce

Pittsfield has a diversified economic base with an average of 26,623 people employed in 1,840 establishments in the City as of the 2016 calendar year.

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

Industry	Calendar Year Average				
	2012	2013	2014	2015	2016
Construction	879	908	915	1,025	1,022
Manufacturing	2,151	2,148	2,192	2,419	2,407
Trade, Transportation and Utilities	4,354	4,282	4,318	4,464	4,467
Information	549	516	515	495	476
Finance, Insurance & Real Estate	1,338	1,337	1,353	1,445	1,529
Professional & Business Services	3,196	3,161	3,143	3,384	3,408
Education & Health Services	8,384	8,944	8,750	8,836	8,846
Leisure & Hospitality	2,389	2,422	2,478	2,393	2,409
Other Services	1,073	731	831	892	937
Public Administration	1,102	1,103	1,106	1,107	1,115
Total Employment	25,415	25,552	25,601	26,460	26,616
Number of Establishments	1,609	1,667	1,730	1,788	1,840
Average Weekly Wages	\$ 889	\$ 896	\$ 924	\$ 943	\$ 983
Total Wages	\$ 1,174,997,952	\$ 1,190,539,619	\$ 1,230,704,930	\$ 1,298,571,576	\$ 1,361,312,367

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

The City provides a wide range of community and economic development programs and services funded from a variety of sources, including:

Community Development Block Grant ('CDBG') – The City is designated as an entitlement community by the U.S. Department of Housing and Urban Development and as such has received an allocation from the Community Development Block Grant program for the past 43 years. These funds are used to benefit City residents through a wide range of programs ranging from grants to human service agencies and grants to improve accessibility in City residences and at businesses to housing rehabilitation grants and loans to income eligible households and neighborhood infrastructure improvements. The City's average allocation is approximately \$1.5 million with the allocation for Fiscal Year 2018 being at just over \$1.1 million.

State and Federal Grants – During the past eleven years, the City'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 its infrastructure, public facilities and attractions.

Pittsfield Economic Development Fund – In 2000 as part of the settlement with General Electric Company, the company agreed to pay the City \$1 million a year for ten (10) years to be used for economic revitalization activities. As of June 2017, a total of \$5,645,000 from this fund

had been awarded to 13 businesses and organizations, with \$4,371,630 disbursed and 250 new jobs created. Using a portion of this fund, in 2012, the City established a \$500,000 Small Business Fund to 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 loaned to 5 small businesses.

The City offers a diverse portfolio of assistance to existing businesses focused on the retention and creation of jobs and capital investments in buildings and equipment. These programs are funded through the CDBG program, the Pittsfield Economic Development Fund, and state grant programs. Much of the assistance to businesses is offered through the Pittsfield Economic Revitalization Corporation ("PERC"), a community development corporation. PERC serves as the City's economic development lender utilizing both state and federal grant funding. Since 2010 (through June 2017), PERC has provided a total of \$68,176 in CDBG technical assistance grant funding to eighteen companies and \$193,619 in CDBG loan funding to assist 16 of Pittsfield's small businesses. The 16 businesses receiving CDBG loan funds committed to creating approximately 31 new jobs. Since 2007, using grant funds from the Massachusetts Growth Capital Corporation, PERC has provided a total of \$412,877 in technical assistance grants to 39 small businesses. These 39 businesses committed to retaining 401 jobs and creating a total of 223 new jobs, collectively.

Notable economic development activities in the city over the past decade include:

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 new full-time jobs created. Interprint has also announced that it plans to invest \$4 million in renewable energy, machinery and energy efficiency upgrades 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.

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. Citing the need for more space due to continued growth, the company plans to take over the space vacated by SABIC at the former GE Plastics Headquarters building.

Unistress – Unistress undertook a major expansion in 2008. The company, a subsidiary of Petricca Industries, Inc., produces 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 2007, the City provided Unistress with a tax increment financing package through the Economic Development Incentive Program. 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. This \$70 million contract has been completed.

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 square foot clean room with additional space to accommodate enhanced raw material storage and work-flow. The total project cost was \$1.9 million, including equipment and software. In December 2007, the City provided Apex with a Tax Increment Financing incentive package through the Economic Development Incentive Program. 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. The company has gone through a series of transitions and expansions in the past decade, expanding its molding and clean room capabilities and transitioning from primarily selling in the flash drive memory market to doing a majority of its business in the medical devices market.

Ice River Springs – In 2008, 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. Since then the company has made additional investments in its Pittsfield facility, including the installation of a solar array, and is currently operating four bottling lines.

LTI Smart Glass – This polymer glass laminating company invested a total of \$7.8 million in a new manufacturing facility at 14 Federico Drive in Pittsfield. 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 of February 2017, the company has met its obligations to the City, based on its capital investments in its manufacturing facility and having achieved the milestone of having 100 full time permanent employees. In 2016, the company merged with Kapiloff Glass, based in Adams, MA and is currently embarking on another capital expansion program. In conjunction with this expansion, the company anticipates creating 38 new jobs by the end of 2019.

Modern Mold and Tooling – Founded in 1950, this company has demonstrated a consistent track record of success as a local manufacturing firm. In early 2017, the company acquired an injection molding operation based in Bronx, New York, which is being relocated to Pittsfield. The company expects to experience a 35% increase in sales and to bring approximately 18 new jobs to Pittsfield as a result of this acquisition and merger.

William Stanley Business Park – The General Electric Company had a long history in Pittsfield dating back to the early part of the 20th 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, with a preliminary commitment made to site the Berkshire Innovation Center on one of the parcels in the park. This facility 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 land leased from PEDA. The City has approved a Tax Increment Financing Agreement that forgives personal property taxes for 20 years.

Berkshire Innovation Center – A non-profit entity has been established to lead the development of a technology innovation center in the City. This entity, the Berkshire Innovation Center (BIC), is working closely with PEDA and the City on the development of a life sciences center. 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 now has 11 members and 6 associate members, plus many education/research partners. In 2014 the City and BIC received 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 BIC facility is proposed to be 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 is currently undergoing value engineering, including considering alternative locations, as initial construction bid responses exceeded the available funding.

Pittsfield Municipal Airport – In 2013 a \$40 million expansion of the Pittsfield Municipal Airport was completed. 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. In 2017, a runway reconstruction project is being undertaken for Runway 14/32 and 08/26 of this public-use airport. This project will enhance safety of the Airport for all users and operators by eliminating potential hazards caused by deteriorating runway pavement as well as correcting longitudinal and traverse runway grade deficiencies. The current runway and taxiway system’s useful life is expired and a complete rebuild and strengthening is required for the safe operations of ground vehicles and aircraft utilizing the pavement system. The total cost of the project is \$6,994,710.41 and 95% of project costs are funded by the Federal

Aviation Administration and Massachusetts Department of Transportation, Aeronautics Division. The 2014 Massachusetts Statewide Airport Economic Impact Study estimated that the on-airport payroll, businesses and capital projects results in \$20.5 million annual benefit of direct impact to the community. The indirect impacts and multiplier impacts of visitor spending, recirculation of monies spent locally by on-airport businesses results in an estimated \$35.4 million economic benefit to Pittsfield and the surrounding community.

Other notable economic development activities in the city include:

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 priority of community leaders. Pittsfield, like many older communities, had seen its downtown transform from a dominant retail center to a center for services – governmental, financial, health, and social. As a result of investments over the past 10-15 years, Pittsfield's downtown has become a center of culture and entertainment that is anchored by two performance theaters and features an increasing variety of restaurants and retail stores. These investments have included the \$19.3 million renovation of the historic Colonial Theater, the \$23 million Beacon Cinema conversion of two downtown historic buildings into a state of the art cinema center, and Barrington Stage Company's \$6 million renovation of a historic downtown theater into a world renowned performance theater, the acquisition in 2012 of the VFW building on Linden Street which has been transformed into a second theater venue for small productions and the 2016 acquisition of 122 North Street for administrative offices, with the building in which their offices were formerly located converted to company housing. Over the past decade a number of planning initiatives and business and housing incentive programs have been adopted to encourage business and housing development in the City's downtown which including: a Smart Growth Zoning Overlay District; a Downtown Arts Overlay District; Cultural District; an UCH-TIF program; a market rate Housing Development Incentive Program (HDIP); and a comprehensive streetscape and Artscape program. The City's investments have included:

Downtown Parking & Streetscape – over the past decade the City has invested more than \$12 million of City funds, \$12 million in state funds, and \$5.6 million in federal funds for a total of nearly \$30 million in the downtown parking and streetscape infrastructure. Guided by a master plan prepared in 2005, streetscape improvements have been completed from several blocks south of Park Square to the Berkshire Medical Center on the north, including new sidewalk treatments, ornamental lighting, bump outs at crosswalk locations, roadway realignment, new plantings, trees and rain gardens, bike racks, trash receptacles and benches. In conjunction with these investments, in 2013 the City has completed a comprehensive restoration of the McKay Street Parking Garage, in 2017 completed the reconstruction of the First Street surface parking lot, and is poised to undertake the demolition and reconstruction of the Columbus Avenue Parking Garage. Simultaneously, the City developed and implemented a parking management system including 45 multi-space parking meters and new signage which went into effect in January 2017. Users have the

ability to pay with coins, credit card or by cell phone. In addition, license plate recognition technology has been installed improving the efficiency of parking enforcement efforts.

Artscape – An ad-hoc committee guided by the Department of Community Development and the Office of Cultural Development enhances the downtown’s character and attracts visitors by installing and promoting works of art at various outdoor locations accessible to the public throughout downtown. This is a very successful program started in 2004 that continues to provide outdoor sculptures located in the City’s downtown open spaces and parks. Over the past couple of years, this program has expanded its focus to other areas of the City, including the adjacent Tyler Street neighborhood business district.

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 3rd 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.

A number of recent projects indicate both confidence and enthusiasm for the future of Pittsfield’s 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, Studious 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.

Market Rate Housing – in the past decade more than a 125 units of market rate housing have been developed downtown, all located on the upper floors of existing downtown buildings. Most recent additions include: the **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; the ***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, completed in mid-2017; and ***Notre Dame Apartments***, 11 units of market rate housing with commercial space on the ground level completed in 2013. An additional ten units of market rate housing are under construction in the former Holy Family church on Seymour Street, in the vicinity of the Berkshire Medical Center's emerging campus.

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.

Housing

Utilizing a variety of local, state and federal funding sources and programs, the City actively fosters the development and redevelopment of a diversity of housing throughout the community to address residents' needs. In addition to the more than 125 units of market rate housing that have been developed in downtown Pittsfield, examples of housing projects completed in the past decade with City assistance include:

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.

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.

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.

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. This work is expected to be completed by the end of 2017.

Homecorps- In fiscal year 2012, the City received a two year grant of \$430,000 through the Attorney General Home Corps program to address vacant blighted properties. The grant funds were fully expended by Dec. 31, 2014. \$200,000 of the funds rehabilitated 8 multifamily buildings that were either former foreclosures or were at risk of foreclosure due to the need for code related repairs. The 8 buildings consist of 24 units of rental housing. The additional funds were used for a receivership revolving loan fund to repair vacant and abandoned properties. The Attorney General's Office provides the legal work to appoint receivers and the City monitors the rehab work and provides funds which are repaid when the property is sold. To date the fund has assisted three buildings with much needed code related rehab. Since 2012, the Attorney General's Office has assisted with the legal work to appoint receiver's for ten properties, including the three properties that also received revolving loan funds. In 2016, the Code Enforcement Team with the assistance of the Attorney General's Office has put five previously vacant and blighted properties into receivership.

Abandoned Housing Initiative- In fiscal year 2017 the City applied for a grant from Massachusetts Housing Investment Corporation (MHIC) Abandoned Housing Initiative Demolition Fund. Funding for the Abandoned Housing Initiative has been provided to MHIC by the Massachusetts Office of the Attorney General. \$50,000 was received from this funding source. This demolition grant was used by the City to cover a portion of the costs to demolish three blighted properties located in the City's Westside neighborhood: 193 Dewey Avenue, 88-90 Robbins Avenue, and 266 Onota Street. CDBG funds were used to cover the remaining costs to demolish these properties.

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 is currently under construction and expected to open in the fall of 2018. 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.

Park Improvements

Operating under a state approved Open Space and Recreation Plan, City staff work diligently to preserve, maintain, and restore Pittsfield's cherished natural resources through thoughtful planning and active stewardship. With over 40 park, open space, and conservation properties in the City, efforts are directed daily to keep these public properties well maintained and accessible for this diverse community. Working closely with park and conservation commissions and park stakeholders, neighborhood groups, and other volunteers, the City is committed to providing quality amenities for the various cultural, recreation and athletic activities that make the City's parks a destination for many. It is through this model of active public involvement and stewardship that the City's park and open space system has developed and how it will continue to thrive into the future. Park Improvements in the past decade include:

Rotary Park – following an initial \$350,000 capital investment in 2005 that resulted in the construction of a handicapped accessible playground for children with disabilities in a section of Springside Park, in 2016 the City again worked with the local Rotary Club to make an additional \$17,000 in improvements to this park.

Park Square – In 2013, the City undertook a restoration of the Civil War monument at the park.

South Street Memorial Park – In 2011, the City undertook a project to restore the WW1 memorial at this park.

Clapp Park – following a \$175,000 renovation of the existing soccer field and walking track at this park and installation of a new playground, in 2016 a group of local park stakeholders donated \$62,000 towards a new scoreboard, fencing and foul poles at the baseball field. A master plan, has been prepared outlining additional upgrades to this park, funding for which is currently being sought.

Kirvin Park – following a \$100,000 renovation of the existing full size soccer field used by local high school teams, a new playground was installed in 2011, at a cost of \$32,000.

Burbank Park – \$125,000 has been invested to remediate polluted storm water at the boat ramp and \$20,000 was invested to rehabilitate the Controy Pavilion at this park located on scenic Onota Lake. A shoreline protection project was also undertaken in 2010 using a combination of City and state funds.

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

Carrie Bak Park – \$40,300 project to construct a new playground and wildlife viewing tower at this urban park was completed in 2008.

Osceola Park – \$15,000 project to construct a new motor house for the rope tow operation at this

popular recreation site was completed in 2008.

Fred Garner Park – This park was completely renovated following GE’s clean-up of the adjacent Housatonic River. Improvements included a new access drive and parking area, canoe launch and athletic fields,

Pontoosuc Lake Park – A new bathroom building was constructed at this lake front park in 2009, at a cost of \$130,000.

Springside Park – The City worked with a park stakeholder group to develop a five-year master plan for the City’s largest park. The plan, which was completed in 2015, enunciates the collective desire to see upgrades to the park trails and infrastructure, including the rehabilitation of the historic Springside House. The City subsequently authorized \$500,000 in capital funds for rehabilitation of the Springside House and matching grant sources are being pursued for specific projects. Using a combination of City and state grant funds in the amount of \$77,000, a project addressing the failing foundation and drainage issues at the Springside House has been completed. Porch restoration will proceed in the fall of 2017, using \$250,000 in City capital funding.

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 in 2011 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 were completed in 2014.

Durant Park – The City used \$70,000 in CDBG from its fiscal year 2017 budget to construct a new playground in this park located in the City’s Westside neighborhood and formerly known as Pitt Park. The new playground was constructed using a community build process. Greylock Federal Credit has also donated funds for a four post metal pavilion which will be constructed in the fall of 2017.

Porter Memorial Park – Working with neighborhood stakeholders, the City voted to rename this park from Highland to Porter to acknowledge the contributions of Christopher Porter, a resident of the City who passed away unexpectedly. The neighborhood group raised \$20,000 to make improvements which were completed in summer 2017. These improvements included new park benches and picnic tables and a new children’s playground. Additional park improvements are planned.

Wahconah Park – Starting in the fall of 2008, the City – using a \$400,000 state grant and City capital funds – completely renovated the ballpark including the playing field and grandstand. Drainage enhancements were also undertaken within the parking lot, which is adjacent to the Wahconah River.

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, and the remaining structure was demolished in 2016. The City used \$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.

Wild Acres – As part of the major airport runway expansion project, the City had the opportunity to renovate this conservation property which abuts the airport. A new park entrance was developed along with a new access roadway and restroom building, open air pavilion and nature center building. The project was completed in 2014.

Barkerville Conservation Area - Using a \$250,000 grant from the Massachusetts Natural Resource Damage Trustees, the City purchased a 75-acre conservation property on Barker Road in 2012 that abuts the southwest branch of the Housatonic River. This property is open to the community for passive recreation.

Miscellaneous Development Activities

Tyler Street Transformative Development Initiative – In 2014 the City was selected as one of ten communities to participate in a partnership program with MassDevelopment for the purpose of utilizing resources available from and through MassDevelopment to design and apply a wide range of approaches intended to serve as a catalyst for concentrated neighborhood scale revitalization. As part of this program, in 2016 MassDevelopment awarded the City with a Fellowship to provide a staff person who is assigned to work full time in the district for a three year period. The Tyler Street TDI District centers on Tyler Street, connecting downtown and the City's largest employer (Berkshire Medical Center) with one of Pittsfield's greatest opportunities for growth - the William Stanley Business Park. Investments to date have included \$65,000 for a storefront improvement program, more than a \$100,000 in a demonstration streetscape and pop-up shop program, and MassDevelopment is currently pursuing the potential acquisition of one or more properties for redevelopment in the district. The City has provided \$200,000 for streetscape design work for Tyler Street and was awarded a \$75,000 grant from the Kresge Foundation for a project focused on providing fresh and local food in the neighborhood. In addition, the City has extended the market rate Housing Development Incentive Program to include the Tyler Street TDI District, and a private developer is pursuing the acquisition of an abandoned property owned by the Springfield Catholic Diocese for redevelopment as up to 40 units of market rate housing.

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.

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. Exterior restoration was completed in June 2009. Interior renovation work displays and story boards were completed and installed during 2014, including handicapped accessibility variances, ramp, and hardware. The Samuel Harrison Society held an opening ceremony on June 20, 2015. The house now serves as a museum to tell the story of Samuel Harrison as well as serving as an archive and research center on African-American history in New England.

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.

Largest Employers

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

<u>Name of Employer</u>	<u>Type of Business</u>	<u>Employee Range</u>
Berkshire Medical Center	Hospital	1,000+
Berkshire Health Systems	Health Care	1,000+
BMC Hillcrest Campus	Health Care / Hospital	500-999
Petricca Industries, Inc.	Manufacturing	500-999
SABIC Innovative Plastics	Manufacturing	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.PostOffice
Walmart

PostalService
Retail

250-499
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 2017, the City had a total labor force of 21,130 of which 20,244 were employed and 886 or 4.2% were unemployed as compared to 3.3% 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	Labor Force	Employment	Pittsfield Unemployment Rate	MA Unemployment Rate	US Unemployment Rate
2016	21,421	20,443	4.6%	3.7%	4.9%
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%

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
2017	1,340	\$ 39,629,032
2016	1,697	15,695,241
2015	1,426	17,209,402
2014	1,980	46,055,453
2013	1,710	60,264,818

SOURCE: Building Inspector, City of Pittsfield.

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
Median Age:			
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
Median Family Income:			
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
Per Capita Income:			
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 F
Glossary

Glossary

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. See "Retained Earnings." Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101.

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.

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.

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.

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).

Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).

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.

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)

Unassigned Fund Balance: See "Free Cash"

Unrestricted Net Position: See "Retained Earnings"

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>