



Fiscal Year 2022 Municipal Budget

Mayor Linda M. Tyer

May 11, 2021

Fairfax Stone



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget  
Presentation Award*

PRESENTED TO

**City of Pittsfield**

**Massachusetts**

For the Fiscal Year Beginning

**July 1, 2020**

A handwritten signature in black ink that reads "Christopher P. Morrill". The signature is written in a cursive style and is set against a light gray rectangular background.

Executive Director

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## THE CITY OF PITTSFIELD OFFICE OF THE MAYOR

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May 5, 2021

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

Dear Councilors:

It is my pleasure to present you with the Fiscal Year 2022 municipal operating budget. As we developed the proposed spending plan, the specter of COVID-19 remained a constant companion. It is impossible to write this year's budget letter without acknowledging the enormity of COVID-19 on community life. Last May, the following paragraph was included in my budget letter:

*Then came COVID-19; an epic global public health pandemic. As of May 25, there are 93,271 positive cases and 6,416 deaths in Massachusetts. As of May 26, Pittsfield has 166 positive cases and 5 deaths. Massachusetts is the third hardest hit state in America. The loss of life is profoundly sad and growing with each passing day. COVID-19 has driven our doctors and nurses to sheer exhaustion, altered our lifestyles, closed our schools, transformed our work lives, and devastated the economy. The fight against the spread of COVID-19 continues with no widespread testing capacity, no validated treatment, and no vaccine. It is an extraordinary time in our lives and we are responsible for shepherding our city through every aspect of this crisis.*

In the wake of these written words twelve months later, the magnitude of COVID-19 grew beyond comprehension. The impact on the lives of our citizens is shattering and continues to reverberate in countless ways. More than 3,000 residents became ill and 75 people lost their lives to this devastating virus. Through sheer determination exhibited by citizens from every walk of life and through the extraordinary advancements of medicine and science, we are emerging from this deadly virus. Fifty-two percent of Pittsfield residents have received at least one dose of the vaccine, hospitalizations have declined significantly, and there have been no additional deaths. The finish line may be on the horizon, but the burden of this global pandemic will be with us for some time.

In the midst of COVID-19 heartache, another human cry was heard all across this country and in our own city. Tragic events led to justified civil disobedience and social unrest. Citizens demanding accountability

and justice marched in our streets. The wisdom of the Rev. Dr. Martin Luther King, Jr. can guide us through this reckoning, informing the actions we take today and tomorrow:

“With patient and firm determination we will press on until every valley of despair is exalted to new peaks of hope, until every mountain of pride and irrationality is made low by the levelling process of humility and compassion; until the rough places of injustice are transformed into a smooth plane of equality of opportunity; and until the crooked places of prejudice are transformed by the straightening process of bright-eyed wisdom.”

The finer points and the in-depth analyses of the budget pale in comparison to what our families and friends have experienced this past year. Yet, we must move forward. The FY22 municipal operating budget lays the groundwork for a strong recovery and a powerful transformation.

### **Fiscal Year 2022 Budget Summary**

**Expenditures:** The proposed fiscal year 2022 municipal operating budget is \$162,098,825 and reflects a 3.6% increase over FY21. The proposal includes increases in the following fixed costs: (1) a \$737,264 increase in the retirement contribution; (2) a \$590,000 increase in solid waste collection and disposal; (3) a \$36,453 increase in principal debt payments. However, there are reductions in two cost centers: (1) an \$850,000 savings in health insurance; and (2) a \$130,305 savings in long-term debt interest.

**Revenue:** The amount to be raised from the property tax equals \$95,793,641. The remaining revenue will come from state aid and local receipts. This proposal assumes Chapter 70 school aid in the amount of \$49,333,617 which reflects a \$1,100,000 increase over FY21. In addition, unrestricted state aid is increasing by \$320,889 for a total amount of \$9,489,141. This budget proposal includes a \$750,000 appropriation from free cash to offset the tax rate. An appropriation from the water and sewer enterprise funds in the amount of \$17,312,138 has been applied to the revenue stream.

**Excess Levy:** Under this proposal an excess levy capacity in the amount of \$1,620,423 remains.

**New Initiatives:** This spending plan proposes investments in several areas that are critical to public school enrichment, workplace and community engagement, cybersecurity, and public services.

- **Pre-Kindergarten:** This budget includes a bold public school initiative to create at least one pre-kindergarten classroom at every elementary school with a focus on early literacy and inclusion for our youngest learners. The cost for this proposal is \$720,000.
- **Diversity, Equity, and Inclusion (DEI):** Upon approval of this spending plan, a new City of Pittsfield department will be established. Based upon the recommendations from a DEI study group that I formed in October 2020, the Office of Diversity, Equity and Inclusion will be created. The responsibilities of this new department will focus on recruitment and retention, leadership and career development, cultivating cultural competency, undertaking strategic planning, monitoring compliance, and leading advocacy. The study group recommendations can be found on the Human Resources page on the city's

website. The FY22 cost for this new department is \$99,760 in the city budget and \$50,000 in the school budget.

- Cybersecurity: In 2020, the FBI saw a 300% increase in reported cybercrimes. Additionally, it is now estimated that the average cost of a malware attack to an organization exceeds \$1.4 million. The City of Pittsfield must make investments to combat the escalating threat that a cybersecurity incident poses to the organization. The FY22 budget proposal includes an additional \$10,000 in software based cybersecurity solutions. Additionally, \$84,000 in city funding will be used to leverage Microsoft's secure government cloud as a means of further protecting the city's communications infrastructure. Lastly, a senior level technology expert will be hired at the cost of \$71,000. A top responsibility of this position will be cybersecurity.
- Department of Public Services: The FY22 spending plan proposes both new positions and increased staffing in the Department of Public Services specifically in the highway division and the parks division. These positions will increase efficiency and productivity for two highly valuable assets – roads and parks – at a cost of \$249,000. In addition, a new position, Business Manager, will be created for the purpose of assisting the Commissioner of Public Services and Utilities with the day-to-day and long-range financial management and planning in public services and utilities. The proposed salary is \$80,000 and will be distributed in this manner: 50% to DPS, 25% to water, and 25% to waste water.

Thank you for your thoughtful consideration of this spending plan. I look forward to your deliberations.

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*



<b>EXPENDITURES</b>	<b>Final</b>	<b>Final</b>	<b>Proposed</b>		
<b>LINE ITEMS</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY2022</b>	<b>INCREASE</b>	<b>% CHANGE</b>
<b>GENERAL GOVERNMENT</b>					
Mayor	212,983	216,669	225,908	9,239	4.3%
City Council	106,062	106,062	107,062	1,000	0.9%
City Solicitor	219,746	219,623	227,669	8,046	3.7%
Health & Inspections	492,832	492,031	510,113	18,082	3.7%
Building Inspectors	450,782	463,633	491,622	27,989	6.2%
Veterans Services	1,072,474	1,005,650	1,007,804	2,154	0.2%
Emergency Management	26,400	26,400	26,400	-	0.0%
City Clerk	359,560	344,272	363,082	18,810	5.2%
Human Resources	200,857	200,568	218,982	18,414	9.2%
Finance & Administration	1,223,721	1,223,576	1,248,221	24,645	2.0%
Information Technology	625,043	625,037	814,546	189,509	30.3%
Airport Commission	275,190	273,479	284,728	11,249	4.1%
RSVP	89,967	86,445	96,424	9,979	11.1%
Council on Aging	310,074	302,365	341,200	38,835	12.5%
Maintenance-City	1,792,460	1,792,460	1,790,890	(1,570)	-0.1%
Maintenance-School	770,000	770,000	770,000	-	0.0%
Fire	8,389,896	8,426,958	8,781,434	354,476	4.2%
Police	10,899,632	11,324,229	11,721,231	397,002	3.6%
Department of Public Services	8,076,245	8,076,388	9,050,721	974,333	12.1%
Cultural Development	115,841	115,672	122,075	6,403	5.5%
Diversity, Equity & Inclusion	-	-	99,760	99,760	100.0%
Berkshire Athenaeum	1,184,229	1,184,229	1,265,737	81,508	6.9%
Community Development	690,716	680,759	734,391	53,632	7.8%
Workers Compensation	650,000	650,000	650,000	-	0.0%
Unclassified	52,727,432	53,306,376	53,837,125	530,749	1.0%
<b>LINE ITEM BUDGET- TOTAL</b>	<b>90,962,142</b>	<b>91,912,881</b>	<b>94,787,125</b>	<b>2,874,244</b>	<b>3.1%</b>
<b>SCHOOL DEPARTMENT</b>	<b>64,493,700</b>	<b>64,493,700</b>	<b>67,311,700</b>	<b>2,818,000</b>	<b>4.4%</b>
<b>LINE ITEMS &amp; SCHOOL - TOTAL</b>	<b>155,455,842</b>	<b>156,406,581</b>	<b>162,098,825</b>	<b>5,692,244</b>	<b>3.6%</b>
<b>ENTERPRISE FUNDS</b>					
DPU Water Treatment- Enterprise	5,375,631	5,472,703	5,614,281	141,578	2.6%
Sewer-Enterprise	475,145	816,802	1,039,608	222,806	46.9%
DPU Wastewater-Enterprise	6,580,621	6,741,794	10,658,249	3,916,455	59.5%
<b>ENTERPRISE TOTAL</b>	<b>12,431,397</b>	<b>13,031,299</b>	<b>17,312,138</b>	<b>4,280,839</b>	<b>32.9%</b>
<b>OTHER EXPENDITURES</b>					
Cherry Sheet Charges	6,413,388	7,069,196	7,127,478	58,282	0.8%
Cherry Sheet Offsets	740,927	539,701	539,701	-	0.0%
Overlay	708,525	700,000	700,000	-	0.0%
Free Cash	1,610,251	300,000		(300,000)	-100.0%
OPEB	-			-	100.0%
votes Retained earnings	1,000,000	279,000		(279,000)	0.0%
Tax Title				-	0.0%
Overlay Surplus				-	0.0%
Other		101,132		(101,132)	0.0%
Community Preservation	1,093,109	1,272,363	1,431,617	159,254	12.5%
<b>OTHER EXPENDITURES - TOTAL</b>	<b>11,566,200</b>	<b>10,261,392</b>	<b>9,798,796</b>	<b>(462,596)</b>	<b>-4.5%</b>
<b>ALL EXPENDITURES - TOTAL</b>	<b>179,453,439</b>	<b>179,699,272</b>	<b>189,209,759</b>	<b>9,510,487</b>	<b>5.0%</b>

<b>REVENUES</b>					
<b>1-STATE AID</b>					
Cherry Sheet	58,855,455	59,283,116	60,530,438	1,247,322	2.1%
<b>2-OTHER REVENUES</b>					
Local Receipts	12,200,285	12,545,725	12,845,725	300,000	2.4%
School Building Assistance	711,218	621,217	546,200	(75,017)	-12.1%
Retained Earnings	1,000,000	279,000		(279,000)	0.0%
Bond Proceeds				-	0.0%
From Stabilization	-	-	-	-	0.0%
From Free cash	1,610,251	300,000		(300,000)	-100.0%
From Water/Sewer Enterprise Fund	12,431,397	13,031,299	17,312,138	4,280,839	32.9%
From Overlay Surplus	-	-	-	-	0.0%
Tax Rate Reduction (Free Cash)	1,750,000	750,000	750,000	-	0.0%
Community Preservation	1,093,109	1,272,363	1,431,617	159,254	0.0%
<b>NON PROP TAX REVENUE - TOTAL</b>	<b>89,651,715</b>	<b>88,082,720</b>	<b>93,416,118</b>	<b>5,333,398</b>	<b>6.1%</b>
<b>PROPERTY TAX REVENUE</b>	<b>89,801,724</b>	<b>91,616,552</b>	<b>95,793,641</b>	<b>4,177,089</b>	<b>4.6%</b>
<b>ALL REVENUES - TOTAL</b>	<b>179,453,439</b>	<b>179,699,272</b>	<b>189,209,759</b>	<b>9,510,487</b>	<b>5.3%</b>
<b>OTHER DATA</b>					
Minimum to be Raised	89,801,724	91,616,552	95,793,641	4,177,089	4.6%
Levy Ceiling	92,117,151	96,013,146	97,414,064	1,400,918	1.5%
Maximum Allowable Levy	92,117,151	96,013,146	97,414,064	1,400,918	1.5%
Excess Levy Capacity	2,315,427	4,396,594	1,620,423	(2,776,171)	-63.1%

# *Budget Process Description*

## City of Pittsfield Budget Process

### Operating Budget

The City of Pittsfield's budget process begins in 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.

In late January, 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.

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.

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 1.

### 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.

<b>Operating Budget</b>	<b>Dates</b>	<b>Capital Improvement Program</b>
Fiscal Year Begins	<b>July 1st</b>	Fiscal Year Begins
Financial staff complete 5-year forecast and Mayor's staff complete trend review. Mayor develops budgetary guidelines.	<b>October - December</b>	
	<b>mid-November</b>	Mayor distributes existing 5-year CIP and capital request forms to departments.
	<b>December 31st</b>	Departments submit capital request forms to Mayor.
Mayor distributes budget guidelines and forms to departments.	<b>1st Monday in January</b>	
City Council and School Committee hold joint Annual Budget Meeting. School Committee submits school budget to Mayor.	<b>late January, and no later than February 15</b>	
Departments submit budget requests to Mayor and Director of Finance.	<b>February 15th</b>	
Budget Summit held with all department heads. Additional individual budget hearings held as needed	<b>early- to mid-March</b>	
	<b>late April, and no later than May 2nd</b>	Mayor submits the 5-year CIP to the City Council.
Mayor transmits proposed budget to City Council. Budget is published on website.	<b>2nd Tuesday in May</b>	
City Council holds public hearing on the budget. City Council adopts the budget.	<b>May - June</b>	City Council holds public hearing on the 5-year CIP

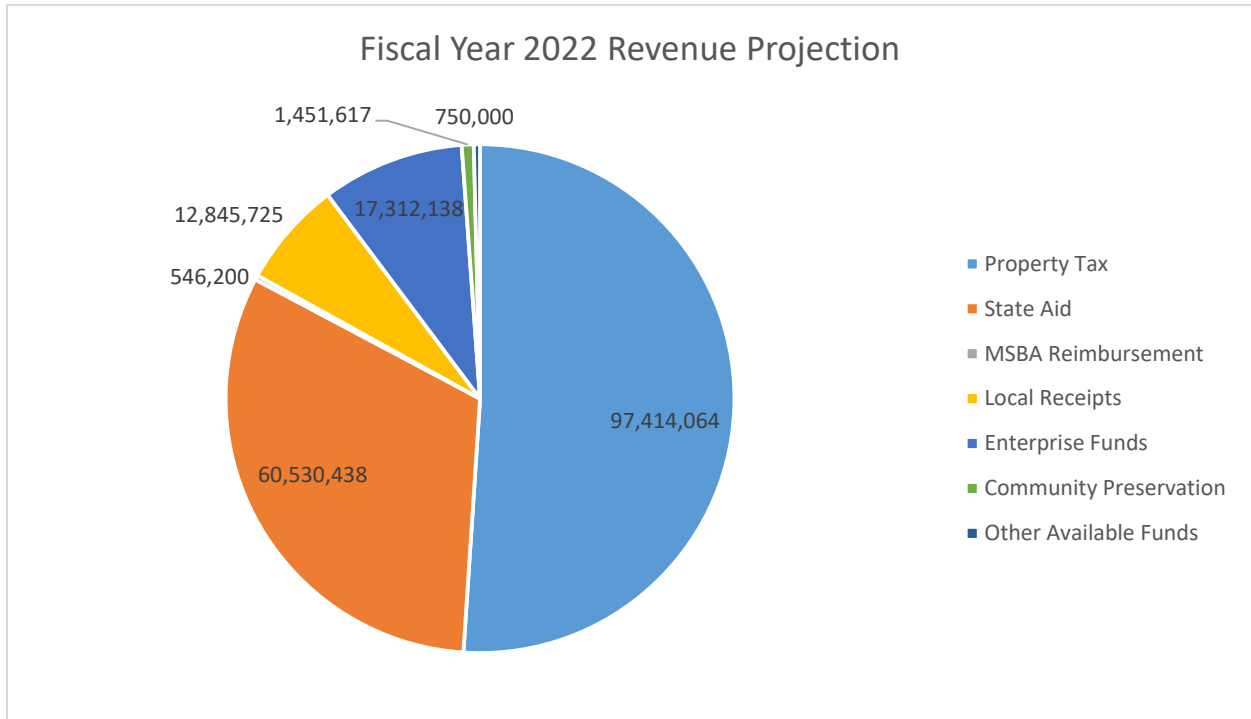
# *Revenue Detail*

## 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 aid. Since 2017 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	FY2019	FY2020	FY2021	% of Total (FY21)	FY2022
	Actual	Actual	Estimated		Proj.
Property Tax	86,381,077	89,799,224	93,959,495	52.30%	97,414,064
State Aid	53,482,133	58,855,455	57,466,104	31.99%	60,530,438
MSBA Reimbursement	2,980,343	711,218	621,217	0.35%	546,200
Local Receipts	11,918,370	12,200,285	12,545,725	6.98%	12,845,725
Enterprise Funds	11,526,024	12,431,397	13,031,299	7.25%	17,312,138
Community Preservation	913,855	1,093,109	1,272,363	0.71%	1,451,617
Other Available Funds	1,319,450	3,360,251	750,000	0.42%	750,000
<b>Total Revenue</b>	<b>168,521,252</b>	<b>178,450,939</b>	<b>179,646,203</b>	<b>100.00%</b>	<b>190,850,182</b>

## Major Revenue Sources

### *Property Taxes- Overview*

In fiscal year 2020, 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 fiscal year 2023.

### *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 fiscal year 2022 projected new growth is \$1,600,000. 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
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
2020	203,182	0	91,876	22,096	1,239,063	1,556,217
2021	199,284	0	49,021	1,199	2,012,446	2,261,950
<i>5 year avg.</i>	<i>172,945</i>	<i>0</i>	<i>93,560</i>	<i>33,044</i>	<i>1,482,011</i>	<i>1,781,559</i>
<i>10 year avg.</i>	<i>171,306</i>	<i>0</i>	<i>138,895</i>	<i>43,732</i>	<i>1,121,632</i>	<i>1,452,170</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 fiscal year 2016, 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. Given that the City is at its levy ceiling state law prohibits the city from seeking an override. However, a debt exclusion maybe 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.

### *Fiscal Year 2022 Property Tax Levy Calculation*

<b>FY2022 Property Tax Levy Calculation</b>	
FY2021 Tax Levy Limit	96,013,146
ADD 2.5% Increase	2,400,328
ADD Prop 2 1/2 Override	0
ADD Estimated Certified New Growth	1,600,000
<i>Levy Limit Total</i>	<i>100,013,474</i>
ADD Debt Exclusions	0
<i>Maximum Allowable Levy</i>	<i>100,013,474</i>
<i>Levy Ceiling Check</i>	<i>97,933,408</i>
<b>Actual FY2022 Estimated Tax Levy</b>	<b>97,933,408</b>

### *Local Receipts*

Local receipts are locally-generated revenues, other than real and personal property taxes. These made up approximately 7% of revenue in fiscal year 2021. 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 44% of the total actual local receipts in fiscal year 2021. 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 the continued economic uncertainty as result of the COVID-19 pandemic, the estimate for fiscal year 2022 will only be increased by \$300,000 over fiscal year 2021.

Prior to the COVID-19 pandemic local receipts such the local option meals and rooms excise were showing consistent growth, however with these business now severely limited in operation it is unclear as to what future growth may be. Therefore, no increases have been projected for fiscal year 2022. Other local receipts we also be estimated at fiscal year 2021 levels given the unknowns regarding the rebounding the economy in fiscal year 2022 and beyond.

Local Receipt Category	FY2019	FY2020	FY2021	% of Total (FY21)	FY2022
	Budget	Budget	Budget		Budget
Motor Vehicle Excise	5,225,000	5,434,000	5,515,510	43.96%	5,515,510
Meals Excise	740,000	751,000	751,000	5.99%	751,000
Room Excise	700,000	710,500	710,500	5.66%	710,500
Cannabis	0	0	196,925	0.00%	196,925
Penalties/Interest on Taxes and Excises	490,000	490,000	492,500	3.93%	492,500
Payments in Lieu of Taxes	45,000	45,000	45,000	0.36%	45,000
Other Charges for Services	603,300	603,300	618,300	4.93%	618,300
Fees	1,064,625	1,101,240	1,163,740	9.28%	1,163,740
Rentals	114,140	115,640	115,640	0.92%	115,640
Departmental Revenue - Schools	230,000	230,000	230,000	1.83%	230,000
Other Departmental Revenue	104,085	107,285	107,285	0.86%	107,285
Licenses/Permits	663,020	663,020	668,020	5.32%	668,020
Special Assessments	0	0	0	0.00%	0
Fines and Forfeits	216,200	216,200	216,200	1.72%	216,200
Investment Income	120,000	130,000	130,000	1.04%	130,000
Medicaid Reimbursement	425,000	425,000	425,000	3.39%	425,000
Miscellaneous Recurring	1,160,000	1,160,000	1,160,000	9.25%	1,160,000
Miscellaneous Non-Recurring	18,000	18,000	0	0.00%	0
<b>TOTAL Local Receipts</b>	<b>11,918,370</b>	<b>12,200,185</b>	<b>12,545,620</b>	<b>100.00%</b>	<b>12,545,620</b>

### *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 2019 the State Legislature enacted significant reforms to Chapter 70 based on the recommendations of the Foundation Budget Review Commission. However as a result of COVID-19 the state was not able to honor its funding commitment for fiscal year 2021. However, the state has announced that for fiscal year 2022 it is in a position to fund Chapter 70 in accordance with the 2019 funding reforms.

**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)** – While UGGA has been increasing at a conservative rate of just under 10% since 2012, the state has pledged to increase aid on an annual basis based on the percentage of increased tax collection over the prior fiscal year. For fiscal year 2022 UGGA will be increased by 3.5% over the fiscal year 2021 level.

**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	FY2018 Actual	FY2019 Actual	FY2020 Actual	% of Total (FY20)	FY2021 Budget
Chapter 70 Education Aid	40,545,642	42,665,381	47,686,102	81.02%	47,686,062
Charter Tuition Reimbursement	140,201	326,434	251,342	0.43%	323,955
School Offsets: Choice Receiving & Lunch	678,456	658,008	633,479	1.08%	579,650
Unrestricted General Govt Aid	8,625,330	8,927,217	9,168,252	15.58%	7,793,014
Veterans Benefits	697,629	563,887	731,664	1.24%	608,136
Exemptions VBS and Elderly	175,378	177,564	183,126	0.31%	196,400
State-Owned land	96,728	96,728	94,082	0.16%	79,970
Public Libraries Offset	67,328	66,914	107,448	0.18%	70,759
<b>Total</b>	<b>50,984,627</b>	<b>53,482,133</b>	<b>58,855,495</b>	<b>100.00%</b>	<b>57,337,946</b>

### *Enterprise Funds*

Pittsfield operates enterprise funds for its potable water system and sewer system. An enterprise fund is an accounting and financial reporting mechanism whereby all expenditures and revenues for a particular business-type activity are segregated into a special fund. However, an enterprise fund does not establish a separate, autonomous entity from the municipal government. The principal revenues for the enterprise fund are customer charges for water sales/sewer treatment and related services. In Pittsfield, these revenues are forecasted to cover the cost of operating the water and sewer operations. In fiscal year 2019 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. Fiscal year 2022 will include a 15% increase in sewer rates. Water rates will remain the same.

### *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.

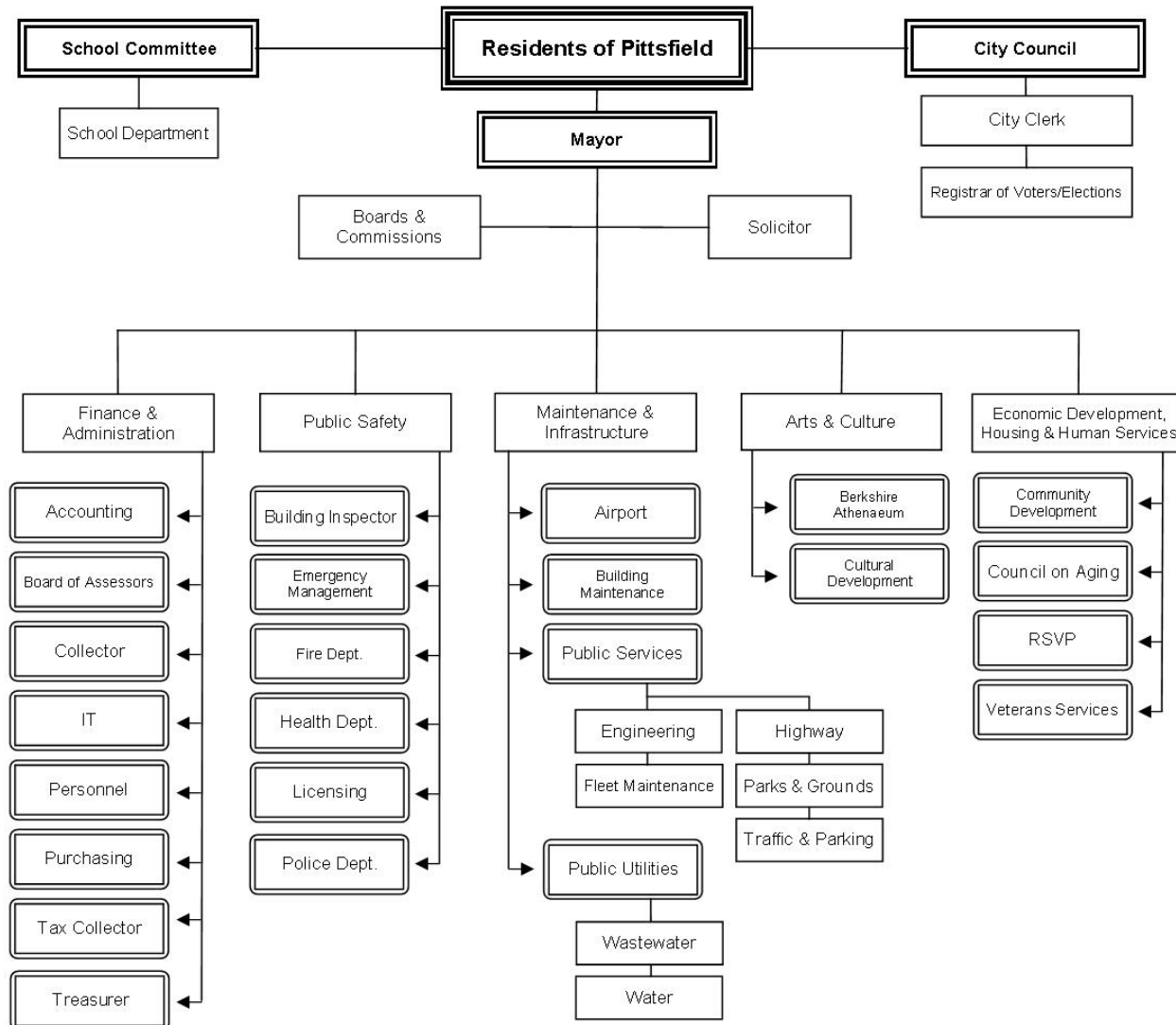
The City has historically appropriated certified free cash annually to reduce the tax rate or balance the budget without using more of the City's limited unused levy capacity. Prior to fiscal year 2017, the amount used has varied and was not guided by policy. However, beginning with the fiscal year

2017 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 fiscal years 2018 and 2019 budgets contained \$1,000,000 however the fiscal year 2020 the final budget utilized \$1,750,000 which was insisted upon by the City Council over the objection of the Mayor and Finance Director. The fiscal year 2021 included \$750,000 in accordance with city policy. Fiscal year 2022 will again include \$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

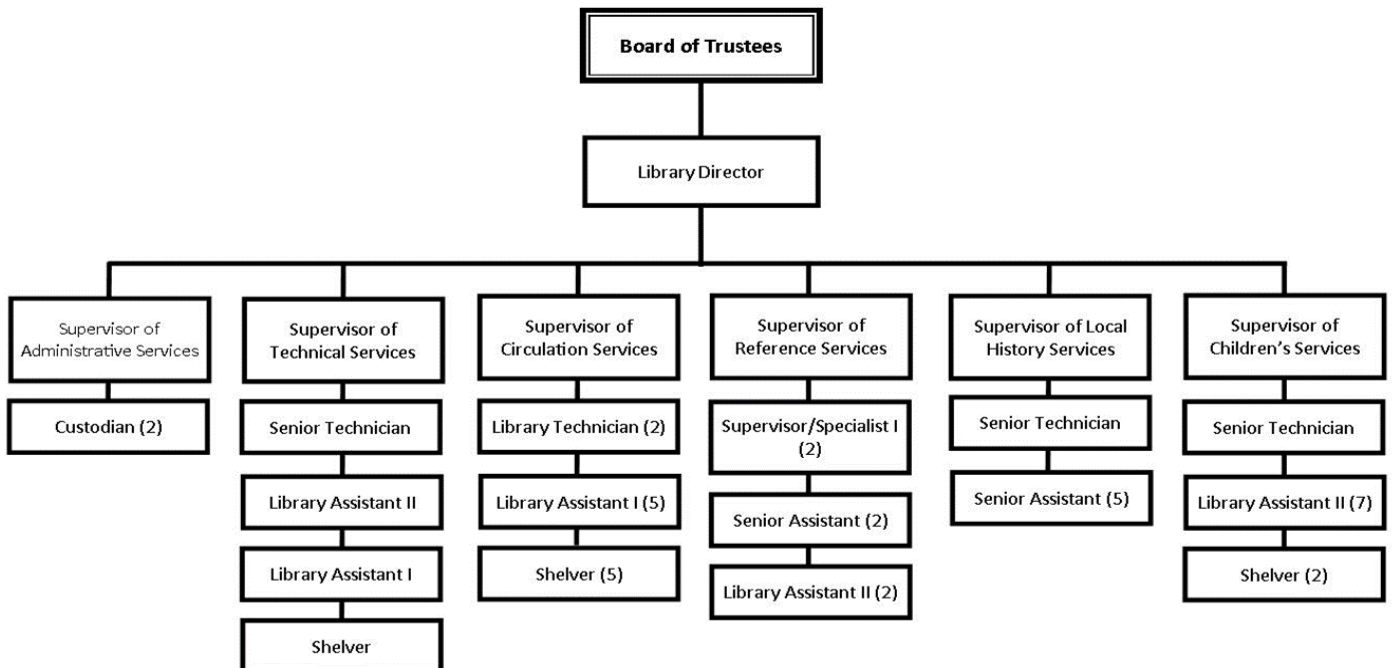
### Mission Statement

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

### Department Description

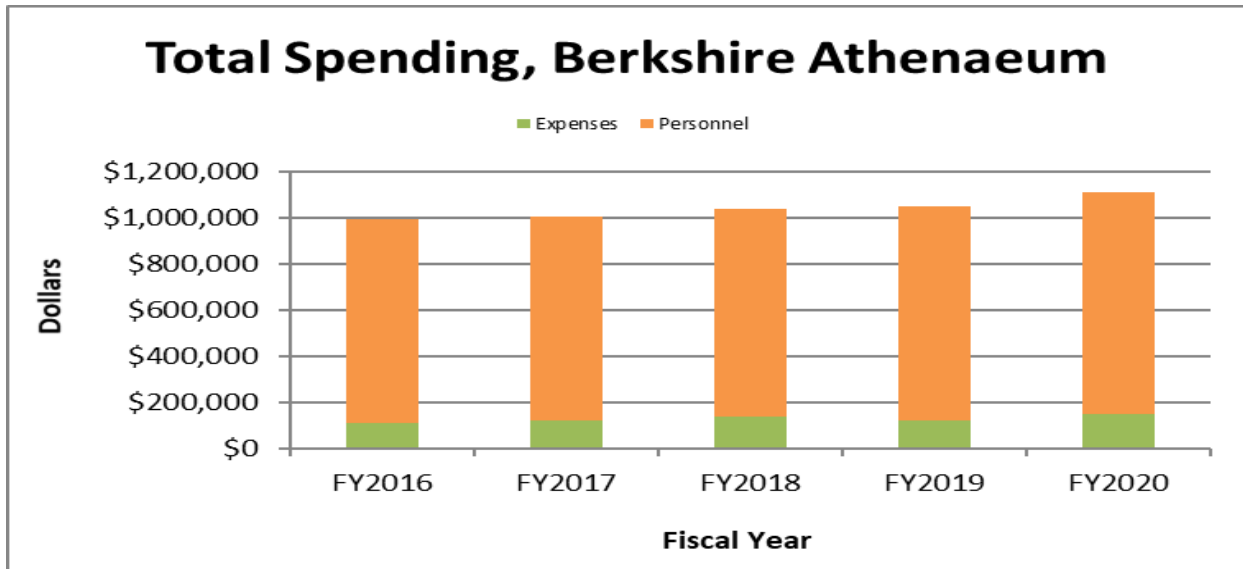
The Berkshire Athenaeum, Pittsfield’s public library, exists to initiate, nurture, and feed a passion for knowledge and learning. The library offers people of all ages the materials and services necessary to satisfy an appetite for information about popular cultural and social trends and enjoyable recreational 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

Berkshire Athenaeum: 01270

Account	Account Name	Positions			FY2020 Actual	FY2021 Budget	FY2022 Budget Request	FY2022 Mayoral Approval	% Change	\$ Change
		FY20	FY21	FY22						
<b>APRV</b>										
51010	Senior Supervisors	4	4	4	\$ 220,555	\$ 203,251	\$ 211,268	\$ 211,268	3.9%	\$ 8,017
51011	Supervisor Specialist II	1	1	1	\$ 41,541	\$ 42,903	\$ 47,035	\$ 47,035	9.6%	\$ 4,132
51013	Supervisor Specialist I	3	3	2	\$ 91,116	\$ 118,736	\$ 130,943	\$ 130,943	10.3%	\$ 12,207
51016	Library Assistant II P/T	9	9	4.8 FT	\$ 105,758	\$ 147,678	\$ 163,932	\$ 163,932	11.0%	\$ 16,254
51018	Senior Technicians F/T	3	3	4	\$ 128,250	\$ 150,005	\$ 159,835	\$ 159,835	6.6%	\$ 9,830
51019	Senior Assistants P/T	7	7	3.3 FT	\$ 88,327	\$ 123,392	\$ 132,720	\$ 132,720	7.6%	\$ 9,328
51024	Director of Athenaeum	1	1	1	\$ 74,418	\$ 75,988	\$ 81,343	\$ 81,343	7.0%	\$ 5,355
51150	Library Custodians	2	2	2	\$ 76,047	\$ 78,562	\$ 82,413	\$ 82,413	4.9%	\$ 3,851
51165	Library Assistant I P/T	6	6	2.3 FT	\$ 50,175	\$ 85,317	\$ 98,011	\$ 98,011	14.9%	\$ 12,694
51166	Library Technicians F/T	2	1	1	\$ 54,456	\$ 35,645	\$ 37,338	\$ 37,338	4.7%	\$ 1,693
51167	Library Shelves P/T	9	9	0.3 FT	\$ 34,861	\$ 6,727	\$ 2,874	\$ 2,874	-57.3%	\$ (3,853)
<b>TOTAL PERSONNEL:</b>		<b>47</b>	<b>46</b>	<b>27</b>	<b>\$ 965,504</b>	<b>\$ 1,068,204</b>	<b>\$ 1,147,712</b>	<b>\$ 1,147,712</b>	<b>7.4%</b>	<b>\$ 79,508</b>
52404	Office Equipment Maintenance				\$ 944	\$ 950	\$ 950	\$ 950	0.0%	\$ -
53018	Education & Training				\$ 250	\$ 1,000	\$ 3,000	\$ 3,000	200.0%	\$ 2,000
54227	Supplies				\$ 11,637	\$ 12,770	\$ 12,770	\$ 12,770	0.0%	\$ -
54300	Building Maintenance Supplies				\$ 6,095	\$ 6,450	\$ 6,450	\$ 6,450	0.0%	\$ -
55801	Binding & Microfilm				\$ 3,575	\$ 3,575	\$ 3,575	\$ 3,575	0.0%	\$ -
55802	Newspapers & Periodicals				\$ 9,873	\$ 7,000	\$ 7,000	\$ 7,000	0.0%	\$ -
55803	Books & Audio Visual				\$ 63,350	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
57100	Travel				\$ 1,421	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
57824	Unclassified-Library				\$ 1,122	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
53009	Library Networking Fees				\$ 50,516	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
58521	Theft Deterrent System				\$ -	\$ 1,280	\$ 1,280	\$ 1,280	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					<b>\$ 148,783</b>	<b>\$ 116,025</b>	<b>\$ 118,025</b>	<b>\$ 118,025</b>	<b>1.7%</b>	<b>\$ 2,000</b>
<b>TOTAL BUDGET:</b>					<b>\$ 1,114,287</b>	<b>\$ 1,184,229</b>	<b>\$ 1,265,737</b>	<b>\$ 1,265,737</b>	<b>6.9%</b>	<b>\$ 81,508</b>

Alex Reczkowski  
Dept Head Approval

2/19/2021  
Date

## Line Item Summary

### Personnel

Account	Account Name	Description
51010	Senior Supervisors	Salary account for five full-time supervisors of the Circulation, Local History, 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 two full-time reference librarians / subject specialists
51016	Library Assistant II P/T	Salary account for eighteen (5 FTE) un-benefitted part-time public service clerical positions in the Children's, Circulation, Reference, and Technical Services Departments.
51018	Senior Technician	Salary account for four full-time first assistants in the Children's, Circulation, Local History and Technical Services Departments
51019	Senior Assistant P/T	Salary account for ten (3.8FTE) un-benefitted part-time clerical employees working in the Local History, Reference, 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 ten (3.2 FTE) un-benefitted part-time clerical employees working in the Children's, Circulation and Technical Services 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 one (.3 FTE) un-benefitted part-time employees working Circulation

### Expenses

Account	Account Name	Description
52404	Equipment Maintenance	Maintenance of computers, 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 office supplies
54300	Building Maintenance Supplies	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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
55803	Books & Audio Visual	Purchase of books and other materials. To comply with state regulations, the Athenaeum must spend 13% of its total operating budget on books and materials
57100	Travel	Expenses associated with in-service training and travel for professional development
57824	Unclassified-Library	Largely covers the unanticipated cost overruns in other line items or those expenses not covered in other line items
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 education and training line item has been increased to account for education reimbursements in accordance with the collective bargaining agreement with union employees.

## Building Inspectors Department

Contact	Phone	Location
<b>Jeffrey Clemons</b> Building Commissioner	(413) 499-9440	10 Fenn Street Mezzanine Level

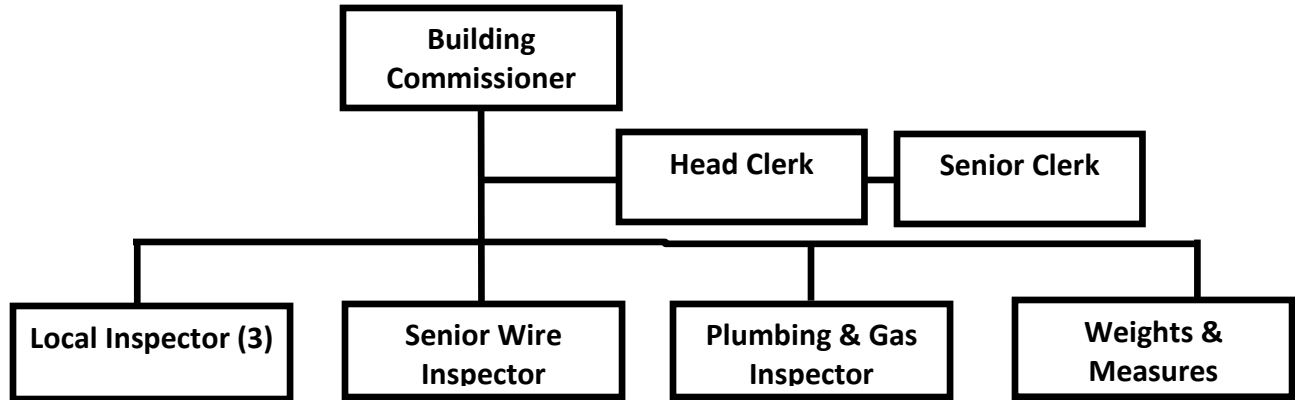
### Mission Statement

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.

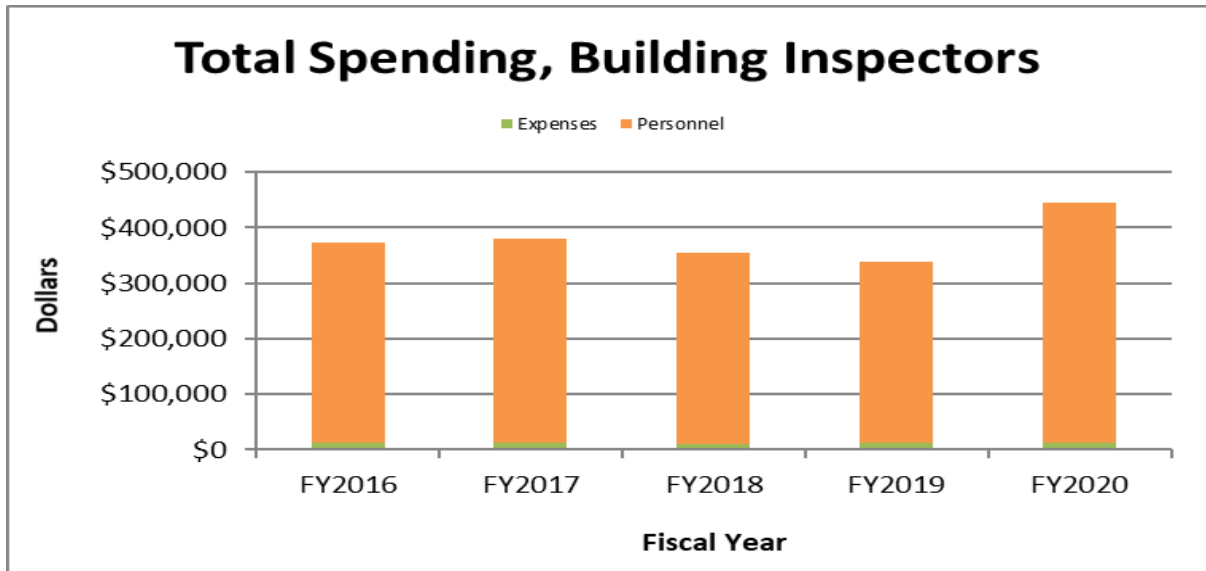
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
<b>APRV</b>										
51044	Senior Wire Inspector	1	1	1	\$ 56,899	\$ 57,532	\$ 58,395	\$ 58,395	1.5%	\$ 863
51057	Building Commissioner	1	1	1	\$ 72,610	\$ 76,398	\$ 81,783	\$ 81,783	7.0%	\$ 5,385
51085	Head Clerk	1	1	1	\$ 34,710	\$ 36,061	\$ 37,609	\$ 37,609	4.3%	\$ 1,548
51148	Senior Clerk	0	0.5	1	\$ 9,905	\$ 15,350	\$ 29,543	\$ 29,543	0.0%	\$ 14,193
51196	Building Inspectors	3	3	3	\$ 159,461	\$ 163,757	\$ 169,180	\$ 169,180	3.3%	\$ 5,423
51197	Plumbing & Gas Inspector	1	1	1	\$ 49,007	\$ 48,890	\$ 50,987	\$ 50,987	4.3%	\$ 2,097
51041	Inspector Weights/Measures	1	1	1	\$ 42,509	\$ 44,164	\$ 46,059	\$ 46,059	100.0%	\$ 1,895
51205	Temporary Labor				\$ 7,521	\$ 4,800	\$ 4,800	\$ 4,800	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		8	8.5	9	\$ 432,622	\$ 446,952	\$ 478,356	\$ 478,356	7.0%	\$ 31,404
55000	Uniforms				\$ 2,341	\$ 3,600	\$ 3,600	\$ 3,600	0.0%	\$ -
52300	Telephone				\$ 3,736	\$ 3,665	\$ 3,666	\$ 3,666	0.0%	\$ 1
54227	Supplies				\$ 5,830	\$ 9,416	\$ 6,000	\$ 6,000	-36.3%	\$ (3,416)
57100	Travel				\$ 74	\$ -	\$ -	\$ -	#DIV/0!	\$ -
<b>TOTAL EXPENSES:</b>					\$ 11,981	\$ 16,681	\$ 13,266	\$ 13,266	-20.5%	\$ (3,415)
<b>TOTAL BUDGET:</b>					\$ 444,603	\$ 463,633	\$ 491,622	\$ 491,622	6.0%	\$ 27,989

Jeffrey Clemons  
Dept Head Approval

2/19/2021  
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 Head Clerk position has been elevated from part time to full time.

## Building Maintenance Department

Contact	Phone	Location
<b>Brian Filiault</b> Director	(413) 499-9476	81 Hawthorne Ave

### Mission Statement

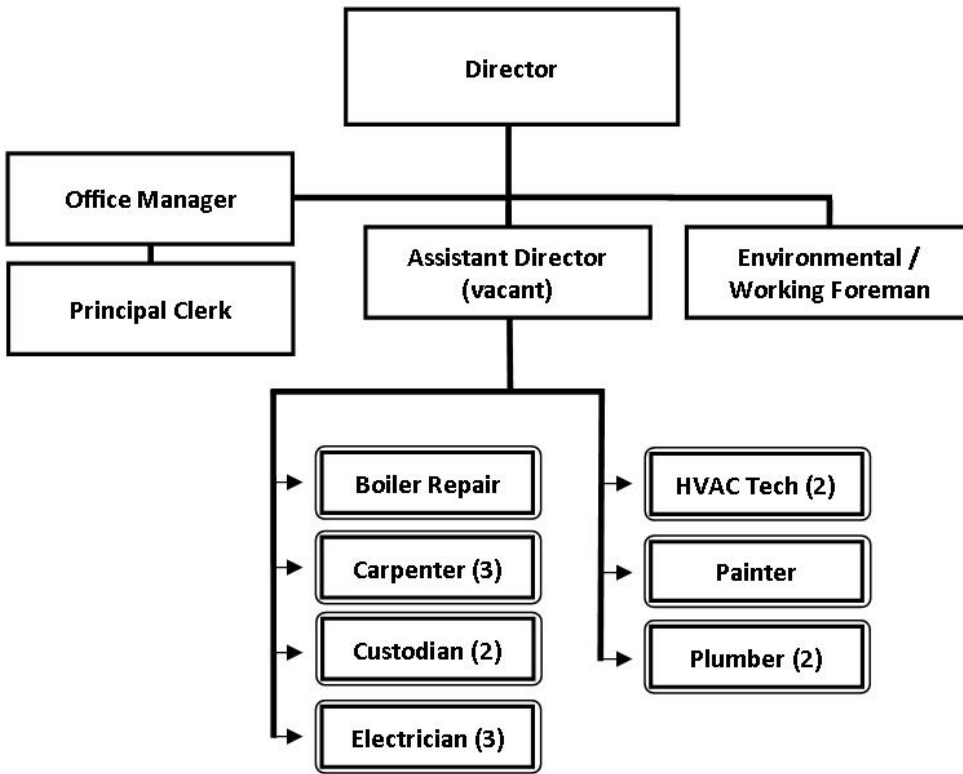
The mission of the Building Maintenance Department is to maintain the infrastructure of the City and School buildings through high-quality and timely preventive maintenance and repairs; to maintain and improve all life safety and security systems to protect building users; to aggressively enforce parking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

### Department Description

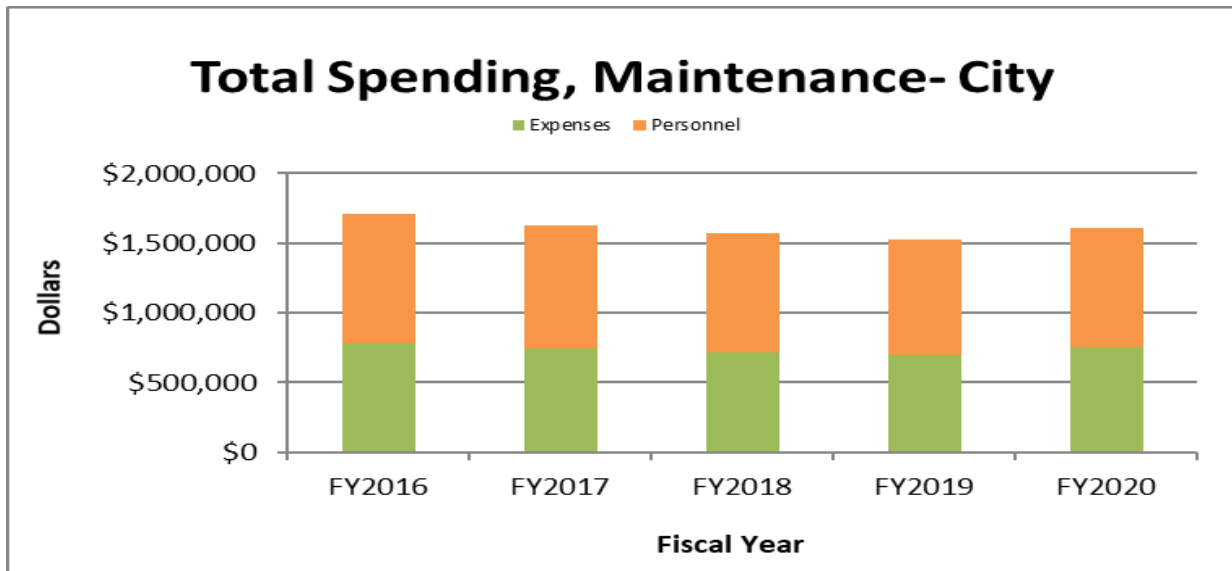
The Building Maintenance Department is responsible for the preventive maintenance and emergency repairs to all City and School buildings and assists with work on the grounds as needed using a skilled workforce. The department pays particular attention to all life safety and security systems as well as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

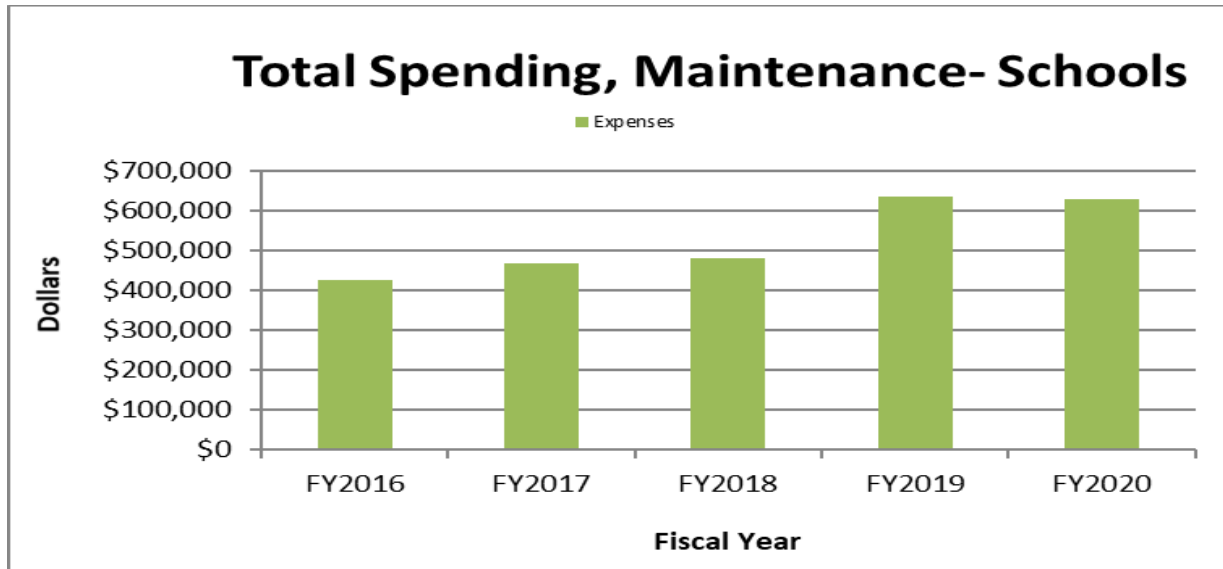


Organizational Chart



Historical Spending Trend





### Line Item Budget

Maintenance-City: 01161

Account	Account Name	Positions			FY2020	FY2021	FY2022	FY2022	%	\$			
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval			Change	Change	
				APRV									
51023	Director of Maintenance	1	1	1	\$ 72,518	\$ 74,047	\$ 79,263	\$ 79,263	7.0%	\$ 5,216			
51042	Boiler/HVAC Repairman	1	1	1	\$ 2,443	\$ 46,232	\$ 47,621	\$ 47,621	3.0%	\$ 1,389			
51045	Painter	1	1	1	\$ 44,946	\$ 50,009	\$ 47,648	\$ 47,648	-4.7%	\$ (2,361)			
51072	Working Foreman Craft	1	1	1	\$ 55,261	\$ 57,410	\$ 59,874	\$ 59,874	4.3%	\$ 2,464			
51073	Plumber	2	2	2	\$ 107,093	\$ 110,741	\$ 104,316	\$ 104,316	-5.8%	\$ (6,425)			
51075	Carpenters	3	3	3	\$ 149,100	\$ 157,187	\$ 163,799	\$ 163,799	4.2%	\$ 6,612			
51145	Principal Clerk	1	1	1	\$ 39,668	\$ 41,213	\$ 42,981	\$ 42,981	4.3%	\$ 1,768			
51149	HVAC Technician	2	2	2	\$ 101,923	\$ 106,451	\$ 110,303	\$ 110,303	3.6%	\$ 3,852			
51150	Custodian	2	1	1	\$ 38,679	\$ 40,020	\$ 35,380	\$ 35,380	-11.6%	\$ (4,640)			
51169	Office Manager	1	1	1	\$ 52,701	\$ 54,753	\$ 57,102	\$ 57,102	4.3%	\$ 2,349			
51182	Electricians	3	3	3	\$ 155,526	\$ 161,873	\$ 168,102	\$ 168,102	3.8%	\$ 6,229			
51309	Scheduled Overtime				\$ 32,595	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -			
51207	Custodial Labor-Rentals				\$ 9,362	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ -			
<b>TOTAL PERSONNEL:</b>					18	17	17	\$ 861,815	\$ 964,936	\$ 981,390	\$ 981,390	1.7%	\$ 16,454
55810	Contractual Allowances				\$ 3,850	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -			
52100	Utilities				\$ 502,073	\$ 560,000	\$ 545,000	\$ 545,000	-2.7%	\$ (15,000)			
52440	Repairs Municipal Buildings				\$ 242,171	\$ 263,026	\$ 260,000	\$ 260,000	-1.2%	\$ (3,026)			
52810	Adandoned Property				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -			
<b>TOTAL EXPENSES:</b>					\$ 748,094	\$ 827,526	\$ 809,500	\$ 809,500	-2.2%	\$ (18,026)			
<b>TOTAL BUDGET:</b>					\$ 1,609,909	\$ 1,792,462	\$ 1,790,890	\$ 1,790,890	-0.1%	\$ (1,572)			

Brian Filiault  
Dept Head Approval

2/19/2021  
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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
					\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>										
		0	0	0	\$ -	\$ -	\$ -	\$ -		
54227	Supplies				\$ 296,509	\$ 375,000	\$ 375,000	\$ 375,000	0.0%	\$ -
52000	Contractual Services				\$ 330,103	\$ 395,000	\$ 395,000	\$ 395,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 626,612	\$ 770,000	\$ 770,000	\$ 770,000	0.0%	\$ -
<b>TOTAL BUDGET:</b>					\$ 626,612	\$ 770,000	\$ 770,000	\$ 770,000	0.0%	\$ -

Brian Filiault	2/19/2021
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 will continue to 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
<b>Michele Benjamin</b> City Clerk	(413) 499-9361	City Hall 70 Allen Street Room 103

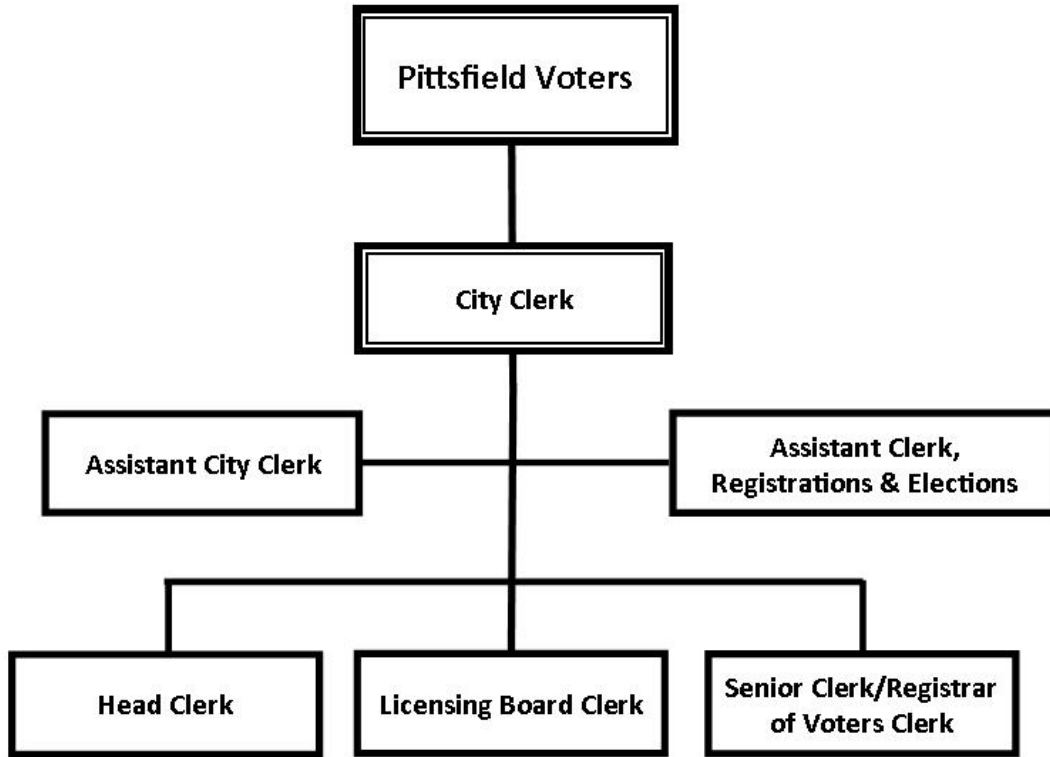
### Mission Statement

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.

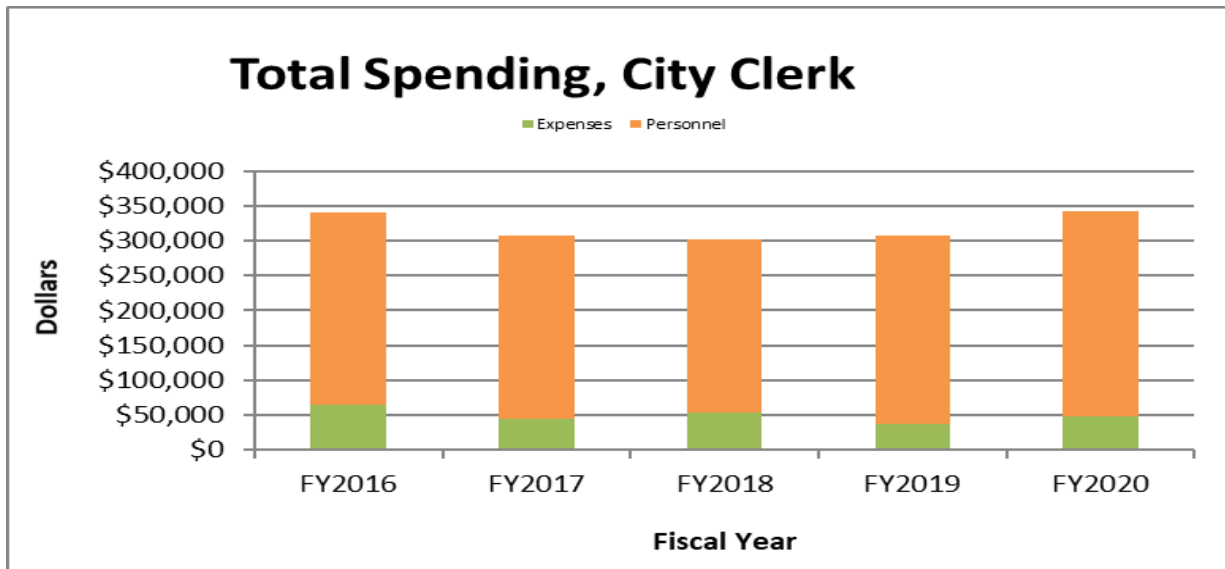
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
<b>APRV</b>										
51032	City Clerk	1	1	1	\$ 70,061	\$ 72,514	\$ 75,825	\$ 75,825	4.6%	\$ 3,311
51037	Assistant City Clerk	1	1	1	\$ 51,177	\$ 42,056	\$ 43,627	\$ 43,627	3.7%	\$ 1,571
51085	Head Clerk	1	1	1	\$ 38,303	\$ 38,969	\$ 39,706	\$ 39,706	1.9%	\$ 737
51101	Assistant Clerk Registrar	1	1	1	\$ 34,534	\$ 34,754	\$ 39,367	\$ 39,367	13.3%	\$ 4,613
51113	Election Officers				\$ 37,784	\$ 26,656	\$ 22,935	\$ 22,935	-14.0%	\$ (3,721)
51163	Secretary Board	1	1	1	\$ 28,784	\$ 32,229	\$ 33,741	\$ 33,741	4.7%	\$ 1,512
51177	Senior Clerk Typist	1	1	1	\$ 30,508	\$ 35,923	\$ 37,609	\$ 37,609	4.7%	\$ 1,686
51215	Election Custodians				\$ 3,946	\$ 3,000	\$ 2,800	\$ 2,800	-6.7%	\$ (200)
<b>TOTAL PERSONNEL:</b>		6	6	6	\$ 295,097	\$ 286,101	\$ 295,609	\$ 295,609	3.3%	\$ 9,508
52404	Office Equipment Maintenance				\$ 3,298	\$ 6,471	\$ 7,173	\$ 7,173	10.8%	\$ 702
52407	Election Programming				\$ 7,427	\$ 6,000	\$ 9,000	\$ 9,000	50.0%	\$ 3,000
52700	Rental Expense				\$ 785	\$ 700	\$ 700	\$ 700	0.0%	\$ -
53018	Education & Training				\$ 546	\$ 1,000	\$ 600	\$ 600	-40.0%	\$ (400)
53408	Advertising/Marketing				\$ 812	\$ 500	\$ 2,000	\$ 2,000	300.0%	\$ 1,500
53414	City Code Updates				\$ 3,525	\$ 10,000	\$ 8,000	\$ 8,000	-20.0%	\$ (2,000)
53605	Records Preservation				\$ 456	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
54227	Supplies				\$ 16,645	\$ 16,500	\$ 23,000	\$ 23,000	39.4%	\$ 6,500
54228	Census Supplies				\$ 14,225	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 47,719	\$ 58,171	\$ 67,473	\$ 67,473	16.0%	\$ 9,302
<b>TOTAL BUDGET:</b>					\$ 342,816	\$ 344,272	\$ 363,082	\$ 363,082	5.5%	\$ 18,810

Michele M. Benjamin  
Dept Head Approval

2/19/2021  
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 fiscal year 2022.



## City Council

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

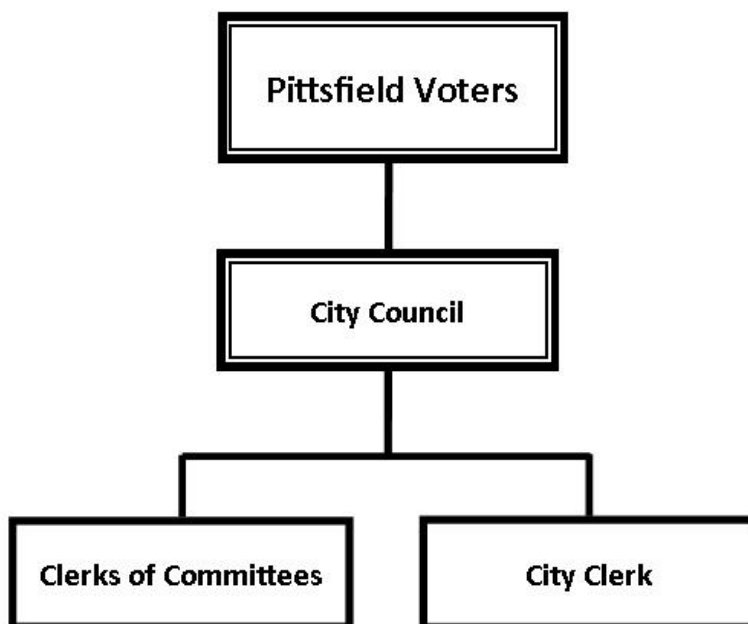
### Mission Statement

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.

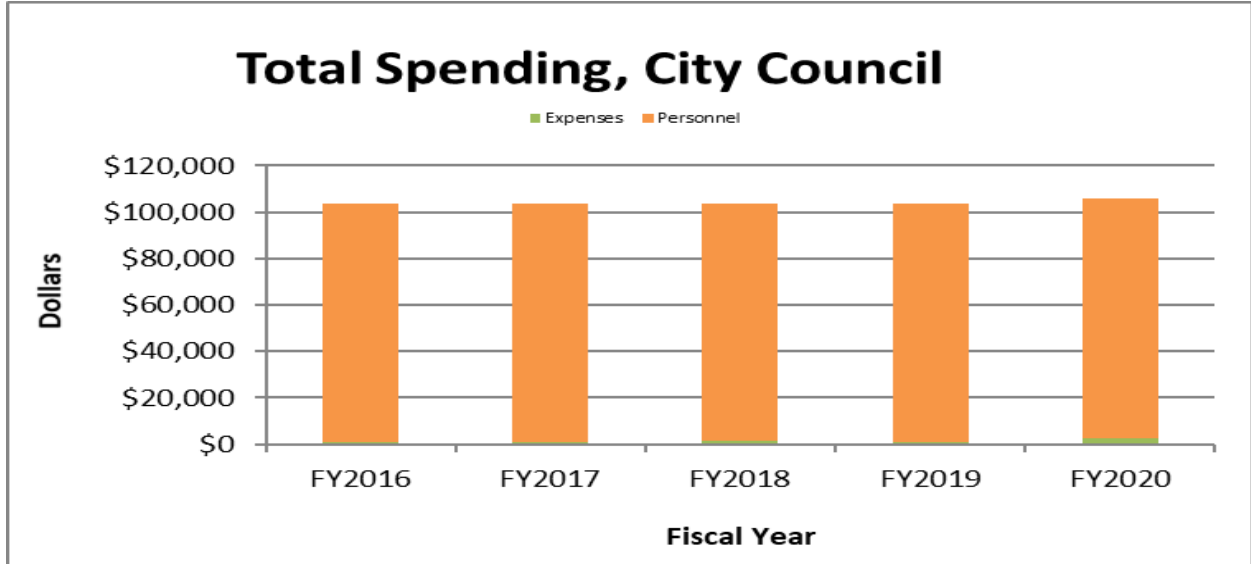
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget	Mayoral Approval	Change	Change
APRV										
51184	Councilors	11	11	11	\$ 90,694	\$ 90,002	\$ 90,002	\$ 90,002	0.0%	\$ -
51185	Clerk of City Council				\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -
51191	Clerk of Committees				\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		11	11	11	\$ 103,334	\$ 102,642	\$ 102,642	\$ 102,642	0.0%	\$ -
53018	Education/Training				\$ 1,715	\$ 2,420	\$ 2,420	\$ 2,420	0.0%	\$ -
53408	Advertising/Marketing				\$ 965	\$ 1,000	\$ 2,000	\$ 2,000	100.0%	\$ 1,000
<b>TOTAL EXPENSES:</b>					\$ 2,680	\$ 3,420	\$ 4,420	\$ 4,420	29.2%	\$ 1,000
<b>TOTAL BUDGET:</b>					\$ 106,014	\$ 106,062	\$ 107,062	\$ 107,062	0.9%	\$ 1,000

Peter Marchetti  
Dept Head Approval

2/19/2021  
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

No new programs for fiscal year 2022.

## Department of Community Development

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

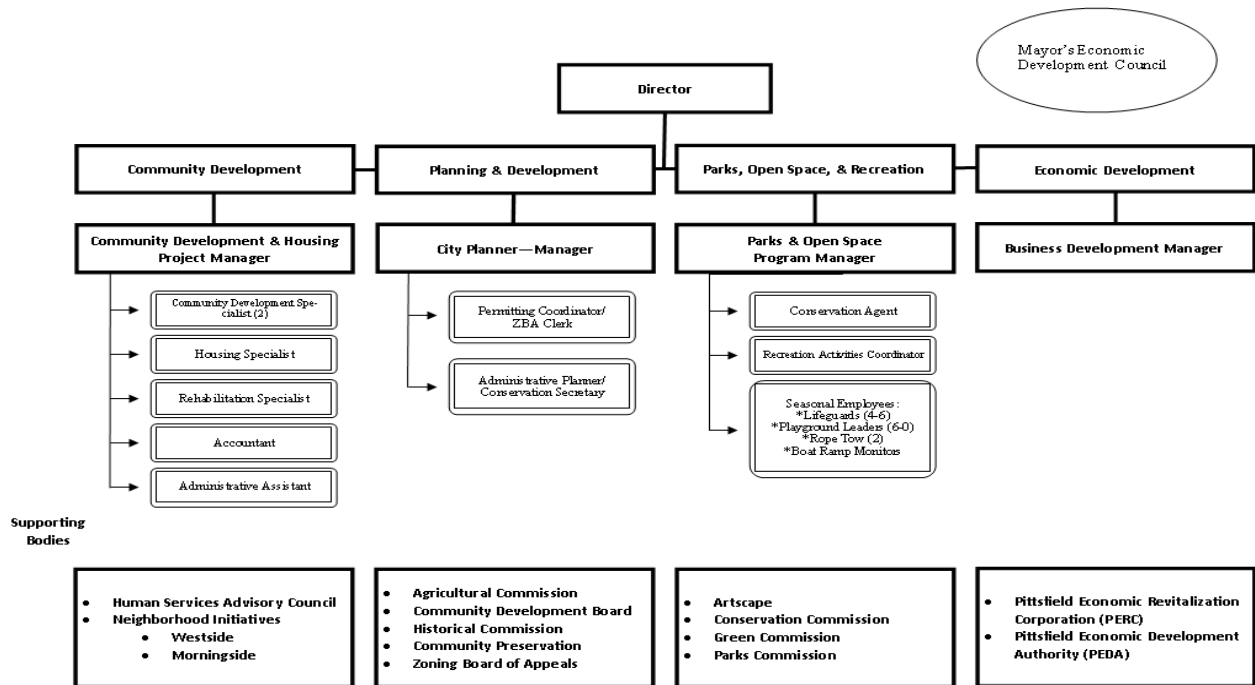
### Mission Statement

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.

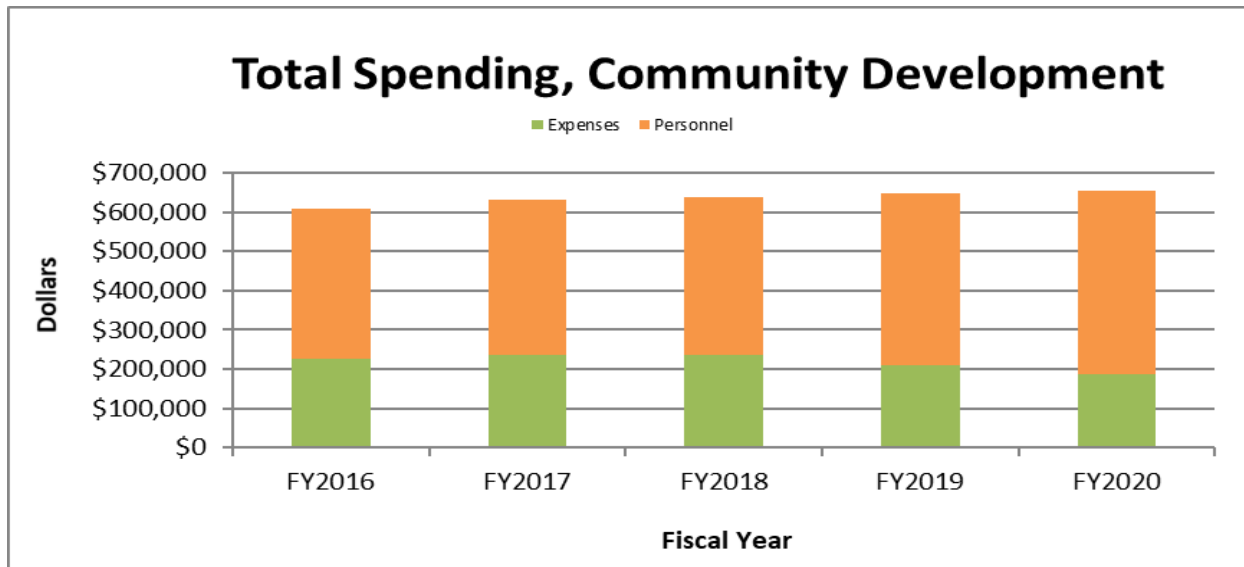
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
<b>APRV</b>										
51015	Director	0.5	0.5	0.5	\$ 46,788	\$ 47,958	\$ 50,644	\$ 50,644	5.6%	\$ 2,686
51020	Parks Open Space Planner	1	1	1	\$ 70,306	\$ 71,712	\$ 75,727	\$ 75,727	5.6%	\$ 4,015
51027	City Planner	1	1	1	\$ 65,286	\$ 66,592	\$ 70,666	\$ 70,666	6.1%	\$ 4,074
51031	Conservation Agent	1	1	1	\$ 56,899	\$ 57,311	\$ 58,171	\$ 58,171	1.5%	\$ 860
51110	Administrative Coordinator	1	1	1	\$ 36,385	\$ 37,657	\$ 39,273	\$ 39,273	4.3%	\$ 1,616
51153	Recreation Coordinator	1	1	1	\$ 44,390	\$ 45,380	\$ 48,441	\$ 48,441	6.7%	\$ 3,061
51160	Business Development Manager	0.33	0.33	0.33	\$ 25,561	\$ 31,652	\$ 32,778	\$ 32,778	3.6%	\$ 1,126
51141	Community Development Specialist	1	1.6	1.6	\$ 83,634	\$ 90,471	\$ 93,074	\$ 93,074	2.9%	\$ 2,603
51151	Administrative Assistant	0.2	0.2	0.2	\$ 6,109	\$ 6,446	\$ 6,722	\$ 6,722	4.3%	\$ 276
51080	Planning Administrator				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51180	Playground Leaders				\$ 16,120	\$ 4,000	\$ 2,000	\$ 2,000	-50.0%	\$ (2,000)
51201	Seasonal Labor				\$ 18,048	\$ 13,000	\$ 10,000	\$ 10,000	-23.1%	\$ (3,000)
<b>TOTAL PERSONNEL:</b>		<b>7.03</b>	<b>7.63</b>	<b>7.63</b>	<b>\$ 469,526</b>	<b>\$ 472,179</b>	<b>\$ 487,496</b>	<b>\$ 487,496</b>	<b>3.2%</b>	<b>\$ 15,317</b>
53038	Human Services				\$ 62,305	\$ 71,750	\$ 71,750	\$ 71,750	0.0%	\$ -
53096	Regional Brownfields Program				\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
53806	Lake Management				\$ 38,361	\$ 55,000	\$ 60,000	\$ 60,000	9.1%	\$ 5,000
54227	Supplies				\$ 5,541	\$ 7,500	\$ 10,000	\$ 7,500	0.0%	\$ -
53408	Advertising/Marketing				\$ -	\$ -	\$ -	\$ 2,500	100.0%	\$ 2,500
53500	Recreational				\$ 4,789	\$ 7,500	\$ 7,500	\$ 7,500	0.0%	\$ -
57813	Downtown Inc.				\$ 36,830	\$ 29,185	\$ 35,000	\$ 35,000	19.9%	\$ 5,815
57836	Planning Studies				\$ 171	\$ -	\$ 25,000	\$ 25,000	100.0%	\$ 25,000
56902	Berkshire Regional Planning Assessment				\$ 35,645	\$ 35,645	\$ 35,645	\$ 35,645	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					<b>\$ 185,642</b>	<b>\$ 208,580</b>	<b>\$ 246,895</b>	<b>\$ 246,895</b>	<b>18.4%</b>	<b>\$ 38,315</b>
<b>TOTAL BUDGET:</b>					<b>\$ 655,168</b>	<b>\$ 680,759</b>	<b>\$ 734,391</b>	<b>\$ 734,391</b>	<b>7.9%</b>	<b>\$ 53,632</b>

Deanna Ruffer  
Dept Head Approval

2/19/21  
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 Manager	Salary account for the Business Development Manager; cost shared per an 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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 fiscal year 2022 the summer playground program will be suspended due to continuing pandemic restrictions
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) beach/lifeguard activities will be suspended for fiscal year 2022 due to continuing pandemic restrictions.

### 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	Funds the lake management activities for the two great ponds (Pontossuc and Onota) in Pittsfield which includes controlling invasive aquatic vegetation and the prevention of the introduction of zebra mussels.
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. The other half is paid for with CDBG funds.
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.
56902	Berkshire Regional Planning Assessment	Annual community assessment funds charged by Berkshire Regional Planning Commission (BRPC)

### New Spending and Programs

COVID-19 will continue to have an impact on the city's ability to provide recreational programming in fiscal year 2022. The department will begin the process of updating the City's Master Plan in fiscal year 2022. The additional funding for Downtown Pittsfield will be used to support the organization's work with business during and after the pandemic.

## Council on Aging

Contact	Phone	Location
<b>James Clark</b> 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.

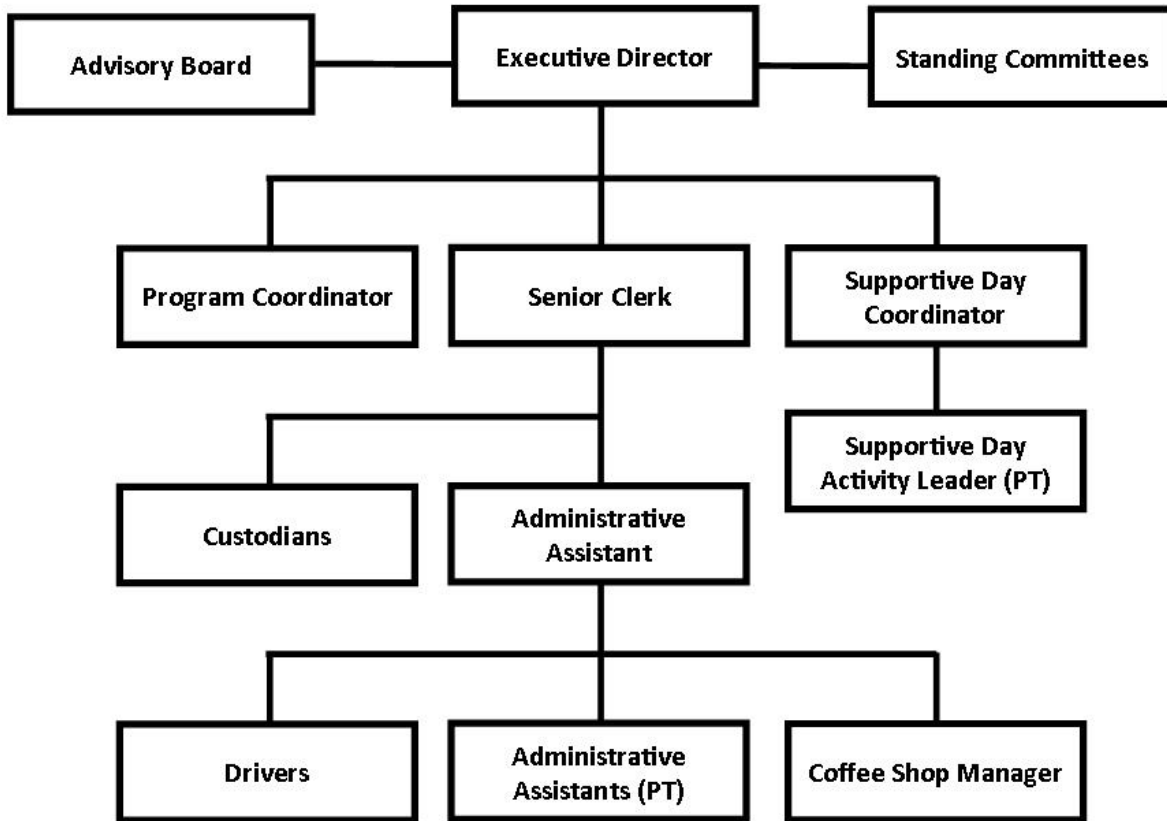
### Department Description

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.

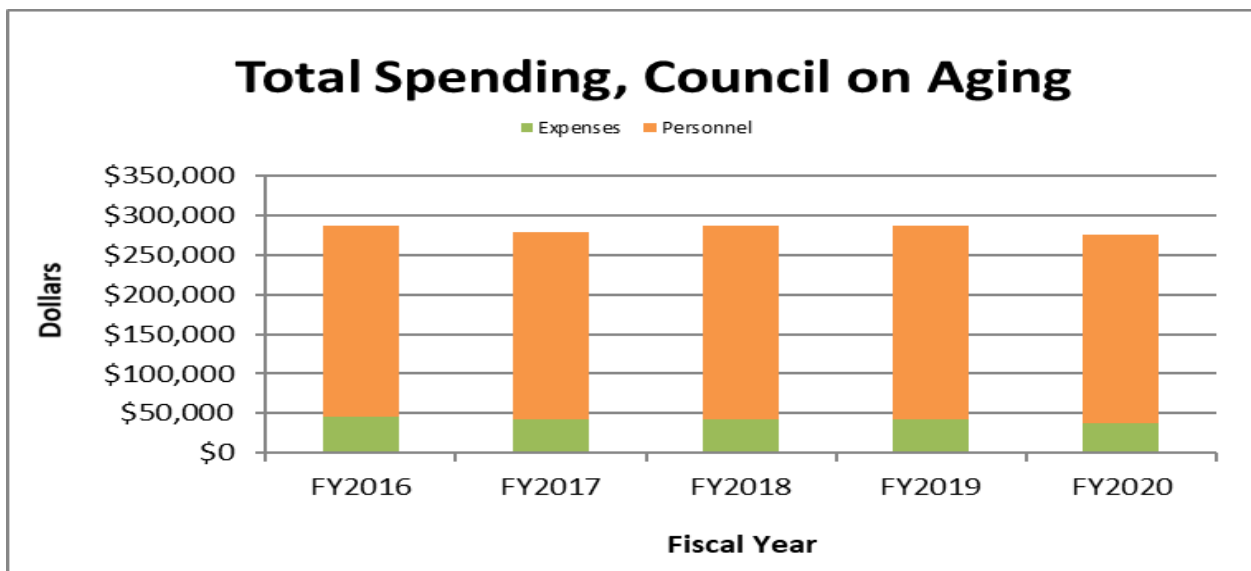
The Pittsfield Council on Aging was created by the City Council in 1956 under Massachusetts General Laws. The Council on Aging is funded primarily by City appropriations and it is also eligible for federal and state grants. The Council on Aging meets on the third Wednesday of each month. Meetings are open to the public.



Organizational Chart



Historical Spending Trend



## Line Item Budget

Council on Aging: 01154

Account	Account Name	Positions			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51022	Director	1	1	1	\$ 59,349	\$ 61,221	\$ 64,240	\$ 64,240	4.9%	\$3,019
51177	Senior Clerk Typist	1	1	1	\$ 34,005	\$ 34,251	\$ 34,898	\$ 34,898	1.9%	\$647
51180	Administrative Assistant Supv	1	1	1	\$ 27,917	\$ 28,084	\$ 34,895	\$ 34,895	24.3%	\$6,811
51195	Soc Serv Tech/Custodian	1	1	1	\$ 27,942	\$ 29,267	\$ 30,640	\$ 30,640	4.7%	\$1,373
51197	Soc Serv Tech/Custodians (P/T)	2	2	2	\$ 26,362	\$ 28,240	\$ 34,546	\$ 34,546	22.3%	\$6,306
51198	Program Assistant	1	1	1	\$ 34,435	\$ 35,055	\$ 39,463	\$ 39,463	12.6%	\$4,408
51199	Activities Leader	2	1	1	\$ 12,468	\$ 11,202	\$ 33,218	\$ 33,218	196.5%	\$22,016
51192	Kitchen Coordinator	1	1	1	\$ 15,345	\$ 23,860	\$ 15,600	\$ 15,600	-34.6%	(\$8,260)
51205	Temporary Labor				\$ -	\$ 3,485	\$ 5,000	\$ 5,000	43.5%	\$1,515
TOTAL PERSONNEL:		10	9	9	\$ 237,823	\$ 254,665	\$ 292,500	\$ 292,500	14.9%	\$ 37,835
52404	Office Equipment Maintenance				\$ 3,674	\$ 6,300	\$ 6,300	\$ 6,300	0.0%	\$ -
54300	Building Maintenance Supplies				\$ 13,779	\$ 14,000	\$ 15,000	\$ 15,000	7.1%	1,000
53410	Printing				\$ 320	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
54227	Supplies				\$ 1,702	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
57700	Program Expense				\$ 17,803	\$ 23,900	\$ 23,900	\$ 23,900	0.0%	\$ -
TOTAL EXPENSES:					\$ 37,278	\$ 47,700	\$ 48,700	\$ 48,700	2.1%	1,000
TOTAL BUDGET:					\$ 275,101	\$ 302,365	\$ 341,200	\$ 341,200	12.8%	\$ 38,835

James Clark  
Dept Head Approval

2/19/2021  
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
54227	Supplies	Office supplies and paper products

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

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### **New Spending and Programs**

There is no new programming for the Council on Aging for fiscal year 2022.

## Office of Cultural Development

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

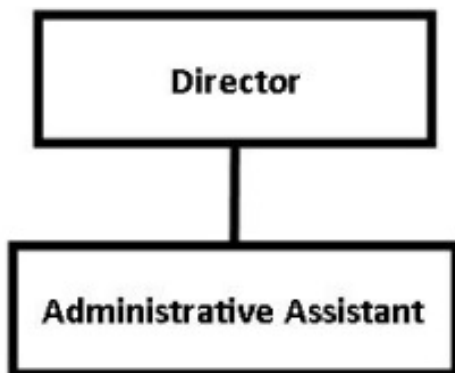
### Mission Statement

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.

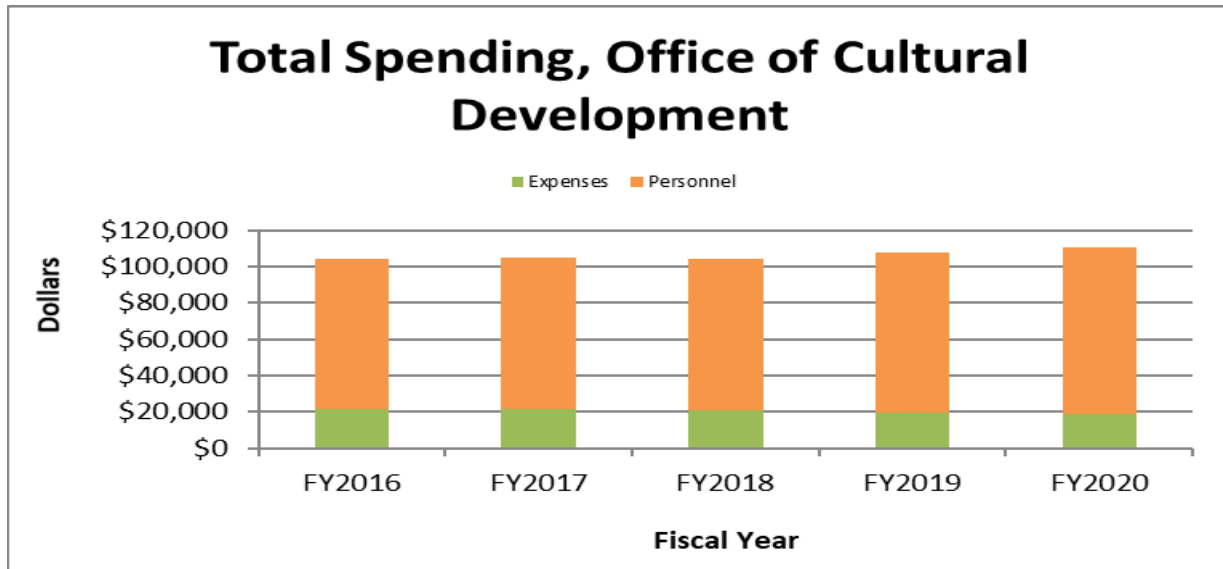
### Department Description

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

### Organizational Chart



Historical Spending Trend



Line Item Budget

Office Of Cultural Development: 01251

Account	Account Name	Positions			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51009	Director	1	1	1	\$ 57,901	\$ 59,350	\$ 62,673	\$ 62,673	5.6%	\$ 3,323
51050	Administrative Assistant	1	1	1	\$ 33,522	\$ 33,523	\$ 36,602	\$ 36,602	9.2%	\$ 3,079
TOTAL PERSONNEL:		2	2	2	\$ 91,423	\$ 92,873	\$ 99,275	\$ 99,275	6.9%	\$ 6,402
52000	Contractual Services				\$ 2,700	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -
53804	Tourism Expenses				\$ 14,147	\$ 14,000	\$ 14,000	\$ 14,000	0.0%	\$ -
54227	Supplies				\$ 1,525	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
52300	Telephone				\$ 487	\$ 800	\$ 800	\$ 800	0.0%	\$ -
57100	Travel				\$ 100	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 18,959	\$ 22,800	\$ 22,800	\$ 22,800	0.0%	\$ -
TOTAL BUDGET:					\$ 110,382	\$ 115,673	\$ 122,075	\$ 122,075	5.5%	\$ 6,402

Jennifer Glockner                      2/19/2021  
 Dept Head Approval

## 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 are now new spending or programs to be funded by the General Fund. Any new initiative/programs will be funded through grants and local sponsorships.

## Office of Diversity, Equity & Inclusion

Contact	Phone	Location
vacant Director		City Hall 70 Allen Street

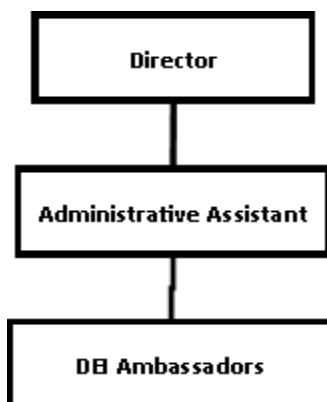
### Mission Statement

The mission of the Office of Diversity, Equity and Inclusion is to advance the principals of diversity, equity and inclusion within city departments as well as the lager community with the goal of creating a safe and inclusive city where all people are empowered to live, work and play while being respected and valued for their unique contributions regardless of race, gender, language, sexual orientation, class or ability.

### Department Description

The Office of Diversity, Equity & Inclusion will collaborate with City employees and community stakeholders to advance the City in the areas of recruitment, retention, leadership and career development. In addition, the office will lead the effort to advance cultural dexterity and awareness within the larger community through advocacy, education, collaboration and accountability.

### Organizational Chart



## Historical Spending Trend

This is a new department and therefore has no historical spending.

## Line Item Budget

### Office of Diversity, Equity, and Inclusion

Account	Account Name	FY22	FY2020 Actual	FY2021 Budget	FY2022 Mayoral Request	FY2022 Mayoral Approval	% Change	\$ Change
		<b>APRV</b>						
	Chief Diversity Officer	1	\$ -	\$ -	\$ 51,610	\$ 51,610	100.0%	\$ 51,610
	Administrative Assistant	1	\$ -	\$ -	\$ 18,250	\$ 18,250	100.0%	\$ 18,250
	DEI Ambassadors	0	\$ -	\$ -	\$ 8,400	\$ 8,400	100.0%	\$ 8,400
	<b>TOTAL PERSONNEL:</b>	2			\$ 78,260	\$ 78,260	100.0%	\$ 78,260
52000	Contractual Services		\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%	\$ 10,000
53408	Recruitment & Retention		\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%	\$ 5,000
53018	Professional Development		\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%	\$ 5,000
54227	Supplies		\$ -	\$ -	\$ 1,000	\$ 1,000	100.0%	\$ 1,000
57101	Travel & Dues		\$ -	\$ -	\$ 500	\$ 500	100.0%	\$ 500
	<b>TOTAL EXPENSES:</b>				\$ 21,500	\$ 21,500	100.0%	\$ 21,500
	<b>TOTAL BUDGET:</b>				\$ 99,760	\$ 99,760	100.0%	\$ 99,760

\_\_\_\_\_  
Michael Taylor  
Dept Head Approval

\_\_\_\_\_  
4/15/2021  
Date



## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
	Director	Salary of the Director
	Administrative Assistant	Salary of the Administrative Assistant
	DEI Ambassadors	Stipends for employees serving as DEI Ambassadors

### Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
52000	Contractual Services	Cost of contractual services to aid in the development of DEI initiatives and planning activities
53408	Recruitment and Retention	Costs associated with the recruitment and retention of city employees including but not limited to job advertising, participation in career fairs, and other recruitment efforts
53018	Professional Development	Cost to provide training to city employees, elected officials and city board/commission members
54227	Supplies	Cost for general office supplies and equipment
57100	Travel & Dues	Cost of travel expenses and membership dues for professional organizations

### New Spending and Programs

This is a new department.

## Department of Public Services/Public Utilities

Contact	Phone	Location
<b>Ricardo Morales</b> 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.

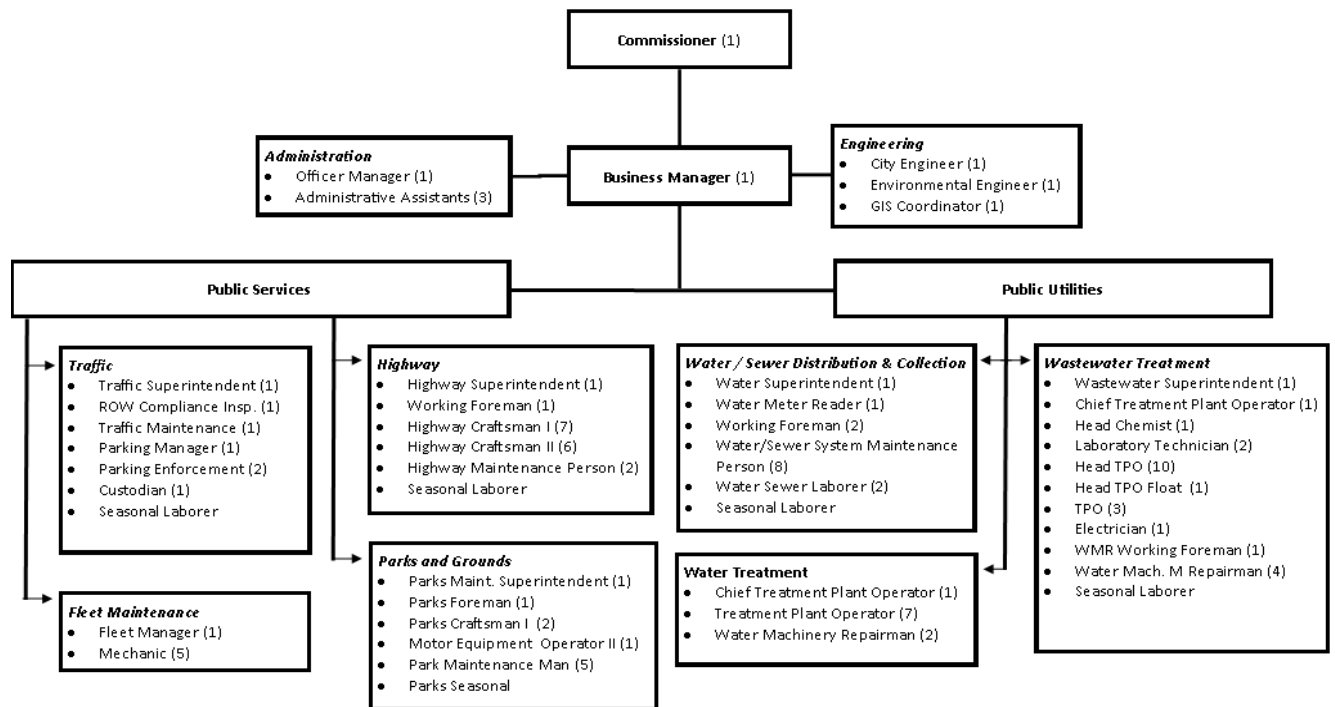
1. The Administration Division oversees and directs all divisions of the Department, manages the contract for solid waste/recycling, permit and meter parking, and water/sewer billing, as well as general operating and capital budgets for the Department.
2. The Engineering Division performs contract administration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

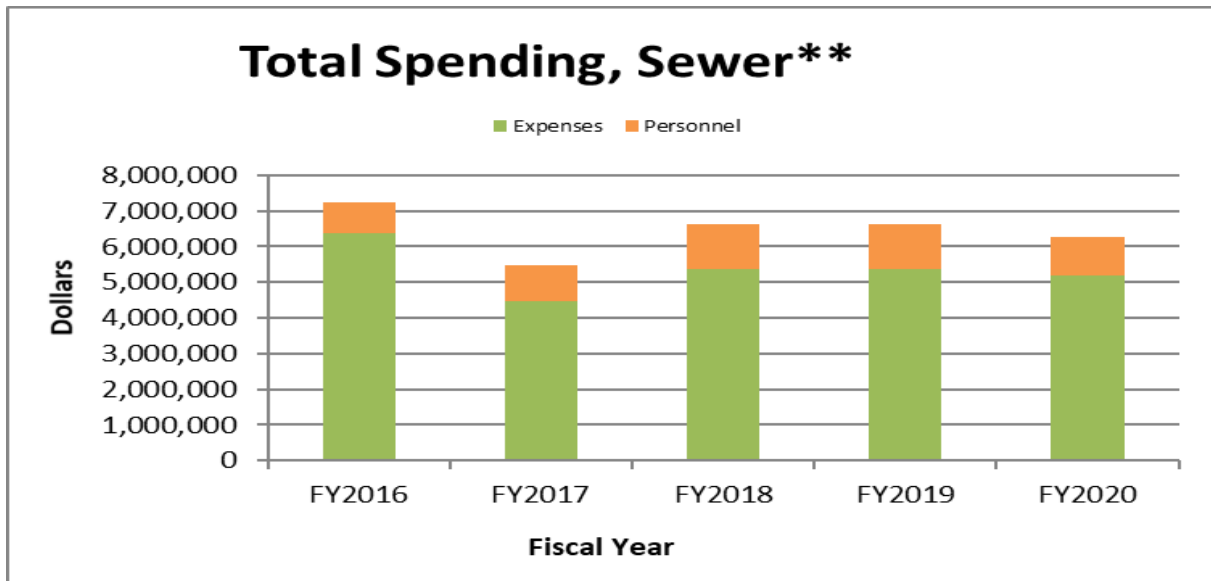
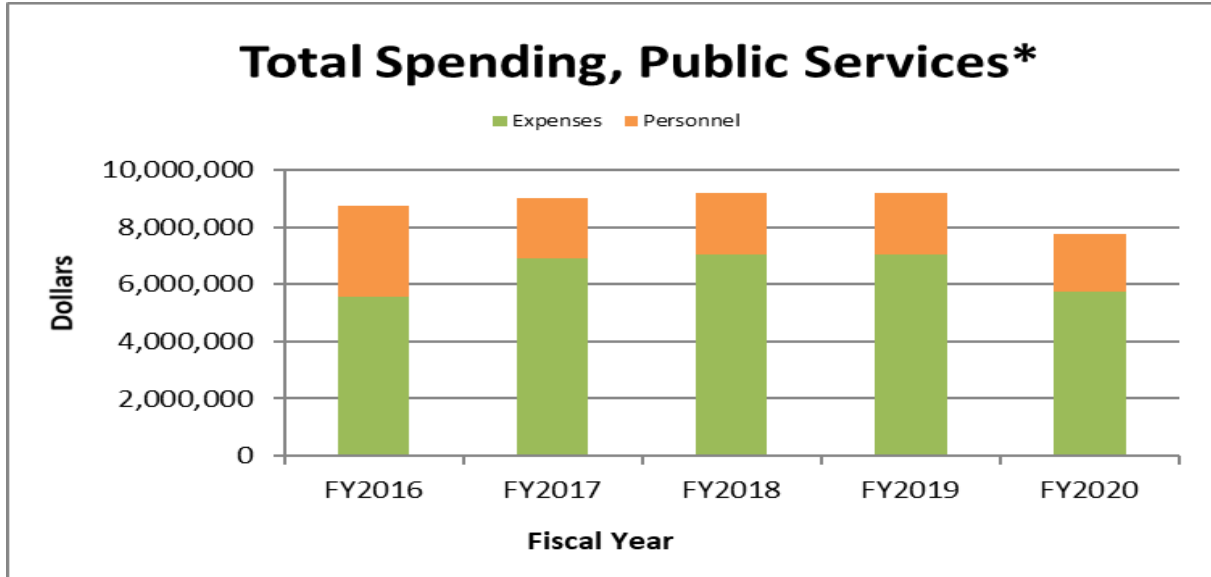
**Public Utilities** consists of three divisions: Water, Sewer Collection, and Wastewater.

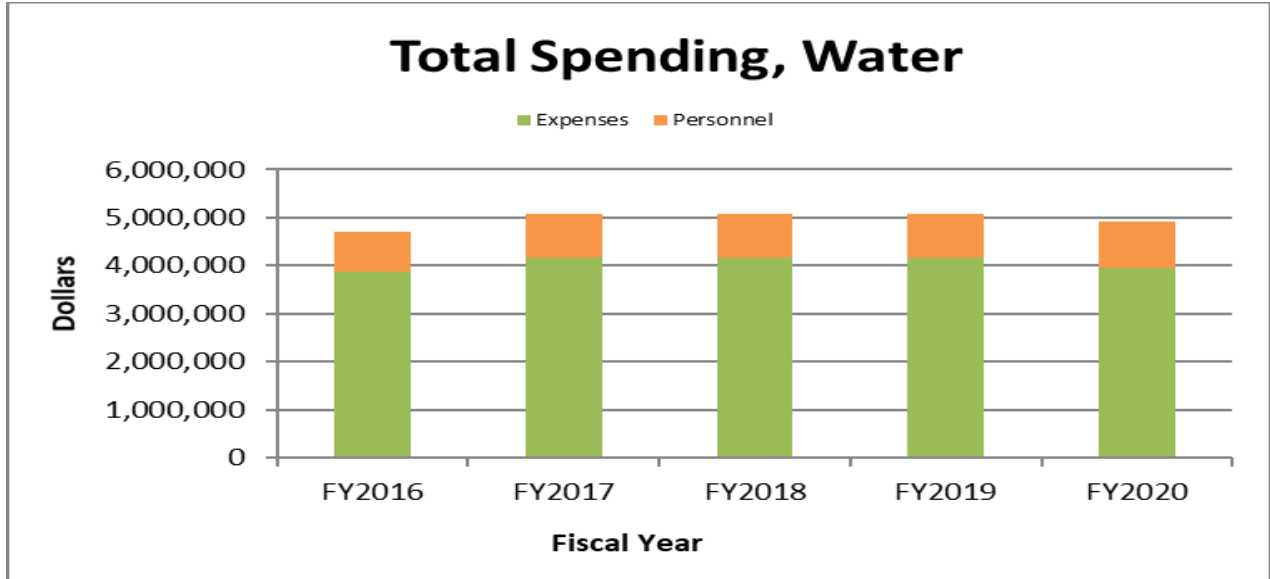
- The Water Division operates and maintains the City’s two water treatment plants, watersheds, and the water distribution system, oversees the security of the watershed lands, conforms to State and Federal drinking water regulations, collects water meter data, and administers the City’s cross-connection 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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51008	Comm of Public Works	0.5	0.5	0.5	\$ 35,461	\$ 47,406	\$ 51,794	\$ 51,794	9.3%	\$ 4,387
	Business Manager	0	0	0.5	\$ -	\$ -	\$ 40,000	\$ 40,000	100.0%	\$ 40,000
51040	City Engineer	1	1	0.5	\$ 52,342	\$ 85,593	\$ 43,235	\$ 43,235	-49.5%	\$ (42,358)
51051	Office Manager	1	1	1	\$ 43,994	\$ 50,838	\$ 51,601	\$ 51,601	1.5%	\$ 763
51081	Administrative Assistant	1	2	2	\$ 76,261	\$ 83,743	\$ 86,088	\$ 86,088	2.8%	\$ 2,345
51065	Traffic Superintendent	1	1	1	\$ 70,155	\$ 65,711	\$ 65,000	\$ 65,000	-1.1%	\$ (711)
51157	Traffic Maintenance Person	1	1	1	\$ 36,811	\$ 38,024	\$ 38,024	\$ 38,024	0.0%	\$ -
NEW	ROW Inspector	0	0	1	\$ -	\$ -	\$ 45,000	\$ 45,000	100.0%	\$ 45,000
51064	Highway Superintendent	1	1	1	\$ 61,150	\$ 69,066	\$ 72,174	\$ 72,174	4.5%	\$ 3,108
51070	Highway Maintenance Craftsperson	6	6	7	\$ 205,616	\$ 249,304	\$ 302,950	\$ 302,950	21.5%	\$ 53,646
51189	Highway Maintenance Craftsperson	6	6	6	\$ 219,402	\$ 267,604	\$ 281,289	\$ 281,289	5.1%	\$ 13,685
NEW	Highway Maintenance Person	0	0	2	\$ -	\$ -	\$ 70,000	\$ 70,000	100.0%	\$ 70,000
51156	Parking Manager	1	1	1	\$ 57,169	\$ 57,798	\$ 60,399	\$ 60,399	4.5%	\$ 2,601
51071	Parking Control Officers	2	2	2	\$ 51,424	\$ 72,140	\$ 75,386	\$ 75,386	4.5%	\$ 3,246
51083	Fleet Manager	1	1	1	\$ 59,003	\$ 60,896	\$ 63,636	\$ 63,636	4.5%	\$ 2,740
51087	Working Foreman	1	1	1	\$ 39,869	\$ 56,751	\$ 59,305	\$ 59,305	4.5%	\$ 2,554
51088	Motor Equipment Repairperson	5	5	5	\$ 227,588	\$ 243,515	\$ 254,473	\$ 254,473	4.5%	\$ 10,958
51128	MEO-2	1	1	1	\$ 49,153	\$ 51,933	\$ 54,270	\$ 54,270	4.5%	\$ 2,337
51178	Park Maint. Superintendent	1	1	1	\$ 70,260	\$ 64,267	\$ 67,159	\$ 67,159	4.5%	\$ 2,892
NEW	Parks Foreman	0	0	1	\$ -	\$ -	\$ 50,000	\$ 50,000	100.0%	\$ 50,000
51137	Parks Lead	1	1	0	\$ 41,964	\$ 44,717	\$ -	\$ -	-100.0%	\$ (44,717)
51138	Parks Craftsman I	1	1	2	\$ 34,158	\$ 36,412	\$ 76,100	\$ 76,100	109.0%	\$ 39,688
51158	Park Maintenance Person	3	4	5	\$ 141,985	\$ 158,847	\$ 207,494	\$ 207,494	30.6%	\$ 48,647
51150	Custodian	1	1	1	\$ 27,930	\$ 33,822	\$ 35,344	\$ 35,344	4.5%	\$ 1,522
51201	Seasonal Labor				\$ 44,915	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
51309	Scheduled Overtime				\$ 172,231	\$ 200,000	\$ 200,000	\$ 200,000	-50.0%	\$ (100,000)
51310	Snow/Ice Overtime				\$ 157,801	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		<b>36.5</b>	<b>38.5</b>	<b>44.5</b>	<b>\$ 1,976,642</b>	<b>\$ 2,188,388</b>	<b>\$ 2,500,721</b>	<b>\$ 2,400,721</b>	<b>9.7%</b>	<b>\$ 212,333</b>
55810	Contractual Allowances				\$ 15,547	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
52015	Traffic Signal Maintenance				\$ 141,936	\$ 150,000	\$ 150,000	\$ 150,000	0.0%	\$ -
52100	Utilities				\$ 31,424	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$ -
52101	Street Lighting				\$ 193,749	\$ 250,000	\$ 200,000	\$ 200,000	-20.0%	\$ (50,000)
52400	Highway Maintenance				\$ 79,375	\$ 100,000	\$ 150,000	\$ 150,000	50.0%	\$ 50,000
52402	Maintenance of School Fields				\$ 8,320	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
52412	Repairs-Streets				\$ 160,616	\$ 250,000	\$ 275,000	\$ 275,000	10.0%	\$ 25,000
53803	Streetscape Maintenance				\$ 29,693	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
52501	Garage Maintenance				\$ 126,472	\$ 200,000	\$ 220,000	\$ 220,000	10.0%	\$ 20,000
52700	Rental Expense				\$ 66,362	\$ 73,000	\$ 75,000	\$ 75,000	2.7%	\$ 2,000
52906	Solid Waste Collection				\$ 1,368,494	\$ 1,800,000	\$ 1,950,000	\$ 1,950,000	8.3%	\$ 150,000
52907	Solid Waste Disposal				\$ 1,218,751	\$ 1,350,000	\$ 1,790,000	\$ 1,790,000	32.6%	\$ 440,000
52908	Solid Waste Recycle				\$ 813,100	\$ 187,000	\$ 180,000	\$ 180,000	-3.7%	\$ (7,000)
52909	Household Haz Waste Collection				\$ -	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	\$ -
52910	Landfill Monitoring				\$ 50,996	\$ 70,000	\$ 150,000	\$ 150,000	114.3%	\$ 80,000
52000	Contractual Services				\$ 41,896	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
53012	Sand (Winter Maintenance)				\$ 999,094	\$ 700,000	\$ 700,000	\$ 700,000	0.0%	\$ -
53027	Professional Services				\$ 14,308	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
54000	Garage Supplies				\$ 10,556	\$ 13,000	\$ 20,000	\$ 20,000	53.8%	\$ 7,000
54227	Office Supplies				\$ 5,667	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	\$ -
52406	Maintenance of Parks				\$ 62,596	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
54802	Gasoline & Diesel Oil				\$ 280,074	\$ 300,000	\$ 330,000	\$ 330,000	10.0%	\$ 30,000
58401	Tree Operations				\$ 56,300	\$ 85,000	\$ 100,000	\$ 100,000	17.6%	\$ 15,000
58500	Equipment				\$ 13,449	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
58713	Highway and Traffic Supplies				\$ 15,113	\$ 32,000	\$ 32,000	\$ 32,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					<b>\$ 5,803,888</b>	<b>\$ 5,888,000</b>	<b>\$ 6,650,000</b>	<b>\$ 6,650,000</b>	<b>12.9%</b>	<b>\$ 762,000</b>
<b>TOTAL BUDGET:</b>					<b>\$ 7,780,530</b>	<b>\$ 8,076,388</b>	<b>\$ 9,150,721</b>	<b>\$ 9,050,721</b>	<b>12.1%</b>	<b>\$ 974,333</b>

Ricardo Morales
2/19/2021

Dept Head Approval
Date

## Line Item Summary

### Public Services - Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51008	Commissioner of Public Works	Salary account for the Commissioner of Public Works, and is split between Public Services and Public Utilities
New	Business Manager	Salary account for Business Manager
51040	City Engineer	Salary account for the City Engineer
51051	Office Manager	Salary account for the Office Manager
51081	Administrative Assistant	Salary account for the two Administrative Assistants
51065	Traffic Superintendent	Salary account for the Traffic Superintendent
51157	Traffic Maintenance Person	Salary account for the Traffic Maintenance Person
NEW	ROW Inspector	Salary account for the Right of Way Inspector
51064	Highway Superintendent	Salary account for the Highway Superintendent
51070	Highway Maintenance Craftsperson 1	Salary account for six Highway Maintenance Craftsmen 1 with CDL Class A licenses and equipment hoisting licenses
51189	Highway Maintenance Craftsperson 2	Salary account for six Highway Maintenance Craftsmen 2 with CDL Class B licenses and equipment hoisting licenses
NEW	Highway Maintenance Person	Salary account for two Highway Laborers
51156	Parking Manager	Salary account for the Parking Garage/ Control Manager
51071	Parking Control Officers	Salary account for two Parking Control Officers
51083	Fleet Manager	Salary account for the Fleet Manager
51087	Working Foreman	Salary account for the Highway Working Foreman
51088	Motor Equipment Repairperson	Salary account for five Motor Equipment Repairmen/Mechanics
51128	MEO-2	Salary account for Machine Equipment Operator for park maintenance and small equipment repair
51178	Park Maintenance Superintendent	Salary account for the Park Maintenance Superintendent
51137	Parks Forman	Salary account for the Parks Forman position (former Lead)
51138	Parks Craftsperson 1	Salary account for the Parks Craftsman 1
51158	Park Maintenance Person	Salary account for three Park Maintenance Men
51150	Custodian	Salary account for the Garage custodian
51201	Seasonal Labor	Salary account for seasonal labor for Highway and Parks related activities
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
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



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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			FY2020 Actual	FY2021 Budget	FY2022 Budget Request	FY2022 Mayoral Approval	%	\$ Change
		FY20	FY21	FY22						
APRV										
51008	Comm of Public Works	0.25	0.25	0.25	\$ 17,731	\$ 23,703	\$ 25,897	\$ 25,897	9.3%	\$ 2,194
NEW	Business Manager	0	0	0.25	\$ -	\$ -	\$ 20,000	\$ 20,000	100.0%	\$ 20,000
51040	City Engineer	0	0	0.25	\$ -	\$ -	\$ 21,618	\$ 21,618	100.0%	\$ 21,618
51049	Water Superintendent	1	1	1	\$ 68,744	\$ 70,813	\$ 66,257	\$ 66,257	-6.4%	\$ (4,556)
51081	Administrative Assistant	0.5	0.5	0.5	\$ 13,395	\$ 20,606	\$ 21,491	\$ 21,491	100.0%	\$ 884
51087	Working Foreman	1	1	1	\$ 42,109	\$ 63,991	\$ 55,194	\$ 55,194	-13.7%	\$ (8,797)
51090	Sr. Civil Engineer	0.5	0.5	0.5	\$ 32,514	\$ 32,875	\$ 33,368	\$ 33,368	1.5%	\$ 493
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 175,861	\$ 184,117	\$ 188,532	\$ 188,532	2.4%	\$ 4,415
51095	GIS Coordinator	0.5	0.5	0.5	\$ 32,513	\$ 32,875	\$ 33,368	\$ 33,368	1.5%	\$ 493
51097	Water Mach. Repairman	2	2	2	\$ 86,161	\$ 89,518	\$ 85,990	\$ 85,990	-3.9%	\$ (3,528)
51115	Chief TPO Non Shift	1	1	1	\$ 61,493	\$ 63,991	\$ 66,737	\$ 66,737	4.3%	\$ 2,746
51130	TPO Non Shift	5	5	7	\$ 253,737	\$ 266,646	\$ 351,786	\$ 351,786	31.9%	\$ 85,140
51140	Meter Reader	1	1	1	\$ 40,584	\$ 42,477	\$ 42,656	\$ 42,656	0.4%	\$ 179
51201	Seasonal Labor				\$ 20,095	\$ 38,400	\$ 40,000	\$ 40,000	4.2%	\$ 1,600
51309	Overtime				\$ 121,306	\$ 95,000	\$ 120,000	\$ 95,000	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		16.75	16.75	19.25	\$ 966,243	\$ 1,025,013	\$ 1,172,893	\$ 1,147,893	12.0%	\$ 122,880
55810	Contractual Allowances				\$ 5,595	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
52100	Utilities				\$ 318,899	\$ 375,000	\$ 375,000	\$ 375,000	0.0%	\$ -
52380	Taxes				\$ 162,621	\$ 160,000	\$ 160,000	\$ 160,000	0.0%	\$ -
52400	Maintenance				\$ 180,567	\$ 250,000	\$ 250,000	\$ 250,000	0.0%	\$ -
52000	Contractual Services				\$ 179,652	\$ 230,000	\$ 230,000	\$ 230,000	0.0%	\$ -
53027	Professional Services				\$ 130,884	\$ 250,000	\$ 250,000	\$ 250,000	0.0%	\$ -
54227	Supplies				\$ 39,193	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$ -
55300	Chemicals				\$ 267,901	\$ 300,000	\$ 300,000	\$ 300,000	0.0%	\$ -
58900	Capital Improvements				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
58550	Acquisition of Equipment				\$ 5,000	\$ 75,000	\$ 150,000	\$ 150,000	100.0%	\$ 75,000
59100	Long Term Debt-Principal				\$ 1,127,659	\$ 1,167,208	\$ 1,111,682	\$ 1,111,682	-4.8%	\$ (55,526)
59150	Long term Debt-Interest				\$ 567,141	\$ 535,041	\$ 539,453	\$ 539,453	0.8%	\$ 4,412
59155	Short Term Debt Interest				\$ 22,922	\$ 120,000	\$ 200,000	\$ 200,000	100.0%	\$ 80,000
59160	Debt Issuance Costs				\$ 3,342	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
59602	Allocation to General Fund				\$ 950,474	\$ 930,441	\$ 845,253	\$ 845,253	-9.2%	\$ (85,188)
<b>TOTAL EXPENSES:</b>					\$ 3,961,850	\$ 4,447,690	\$ 4,466,388	\$ 4,466,388	0.4%	\$ 18,698
<b>TOTAL BUDGET:</b>					\$ 4,928,093	\$ 5,472,703	\$ 5,639,281	\$ 5,614,281	2.6%	\$ 141,578

Ricardo Morales                      2/19/2021  
 Dept Head Approval                      Date

## Line Item Summary

## Water Division - Personnel

Account	Account Name	Description
51088	Commissioner of Public Utilities	Salary account for Commissioner of Public Utilities (.25)
NEW	Business Manager	Salary account for the Business Manager (.25)
51040	City Engineer	Salary account for the City Engineer (.25)
51049	Water Superintendent	Salary account for the Water Superintendent
51081	Administrative Assistant	Salary account for the Administrative Assistant (.50)
51087	Working Foreman	Salary account for the Working Foreman
51090	Senior Civil Engineer	Salary account for the Senior Civil Engineer (.50)

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51094	Water/Sewer Maintenance Person	Salary account for four Water/Sewer Maintenance Persons
51095	GIS Coordinator	Salary account for the GIS Coordinator (.50)
51097	Water Machinery Repairperson	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
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,

Account	Account Name	Description
		janitorial/sanitary supplies, mark-out paint, UPS shipping and medical supplies
55300	Chemicals	Chemicals used to treat the water at the water treatment plants
58900	Capital Improvements	Capital improvements of the public water system using funds transferred from Retained Earnings
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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51087	Working Foreman	1	1	1	\$ 53,790	\$ 55,874	\$ 56,712	\$ 56,712	1.5%	\$ 838
51094	Wtr/Swr Maintenance Person	4	4	4	\$ 177,405	\$ 185,928	\$ 177,896	\$ 177,896	-4.3%	\$ (8,032)
NEW	Wtr/Swr Laborer	0	0	2	\$ -	\$ -	\$ 75,000	\$ 75,000	100.0%	\$ 75,000
51309	Overtime				\$ 79,035	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		5	5	5	\$ 310,230	\$ 291,802	\$ 359,608	\$ 359,608	23.2%	\$ 67,806
55810	Contractual Allowances				\$ 1,260	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
52100	Utilities				\$ 33,759	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$ -
52400	Maintenance				\$ 43,051	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
52405	Stormwater Services				\$ 3,472	\$ 30,000	\$ 100,000	\$ 100,000	233.3%	\$ 70,000
52000	Contractual Services				\$ 24,352	\$ 400,000	\$ 400,000	\$ 400,000	0.0%	\$ -
58405	Mains & Manhole Supplies				\$ 3,598	\$ 15,000	\$ 100,000	\$ 100,000	566.7%	\$ 85,000
58900	Capital Improvements				\$ 120,288	\$ -	\$ -	\$ -	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 229,780	\$ 525,000	\$ 680,000	\$ 680,000	29.5%	\$ 155,000
<b>TOTAL BUDGET:</b>					\$ 540,010	\$ 816,802	\$ 1,039,608	\$ 1,039,608	27.3%	\$ 222,806

Ricardo Morales  
Dept Head Approval

2/19/2021  
Date

## Line Item Summary

### Sewer Division - Personnel

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

### Sewer Division - Expenses

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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			FY2020 Actual	FY2021 Budget	FY2022 Budget Request	FY2022 Mayoral Approval	%	\$
		FY20	FY21	FY22						
				APRV						
51008	Comm of Public Works	0.25	0.25	0.25	\$ 17,731	\$ 23,703	\$ 25,897	\$ 25,897	9.3%	\$ 2,194
NEW	Business Manager	0	0	0.25	\$ -	\$ -	\$ 20,000	\$ 20,000	100.0%	\$ 20,000
51040	City Engineer	0	0	0.25	\$ -	\$ -	\$ 21,618	\$ 21,618	100.0%	\$ 21,618
51048	Sewer Superintendant	1	1	1	\$ 70,033	\$ 72,760	\$ 75,882	\$ 75,882	4.3%	\$ 3,122
51081	Administrative Assistant	0	0.5	0.5	\$ 13,395	\$ 20,606	\$ 21,491	\$ 21,491	100.0%	\$ 884
51089	Work Foreman Wtr Mach Rprmar	1	1	1	\$ 53,575	\$ 56,041	\$ 58,271	\$ 58,271	4.0%	\$ 2,230
51090	SR. Civil Engineer	0.5	0.5	0.5	\$ 32,514	\$ 32,875	\$ 33,368	\$ 33,368	1.5%	\$ 493
51091	Chemist	1	1	1	\$ 63,286	\$ 65,750	\$ 66,737	\$ 66,737	1.5%	\$ 986
51095	GIS Coordinator	0.5	0.5	0.5	\$ 32,514	\$ 32,875	\$ 33,368	\$ 33,368	1.5%	\$ 493
51097	Water Mach. Repairmen	4	4	4	\$ 160,501	\$ 176,975	\$ 188,200	\$ 188,200	6.3%	\$ 11,225
51112	Lab Technicians	2	2	3	\$ 82,629	\$ 87,092	\$ 90,680	\$ 90,680	4.1%	\$ 3,589
51115	Chief TPO	1	1	1	\$ 55,414	\$ 57,410	\$ 59,874	\$ 59,874	4.3%	\$ 2,464
51129	Head TPO Shift	9	8	10	\$ 455,611	\$ 531,050	\$ 596,365	\$ 596,365	12.3%	\$ 65,315
51132	TPO Shift	3	4	3	\$ 128,848	\$ 139,629	\$ 134,117	\$ 134,117	-3.9%	\$ (5,513)
51133	Head TPO - Float Shift	1	1	1	\$ 40,180	\$ 49,972	\$ 50,653	\$ 50,653	1.4%	\$ 681
51182	Electrician	1	1	1	\$ 55,182	\$ 57,410	\$ 59,874	\$ 59,874	100.0%	\$ 2,464
51201	Seasonal Labor				\$ 22,483	\$ 38,400	\$ 40,000	\$ 40,000	4.2%	\$ 1,600
51309	Overtime				\$ 109,346	\$ 95,000	\$ 100,000	\$ 100,000	5.3%	\$ 5,000
TOTAL PERSONNEL:		25.25	25.75	28.25	\$ 1,393,242	\$ 1,537,549	\$ 1,676,394	\$ 1,676,395	9.0%	\$ 138,846
55810	Contractual Allowances				\$ 8,563	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
52100	Utilities				\$ 646,752	\$ 700,000	\$ 1,200,000	\$ 1,200,000	71.4%	\$ 500,000
52395	Chemical Process				\$ 192,826	\$ 300,000	\$ 580,000	\$ 580,000	93.3%	\$ 280,000
52400	Maintenance				\$ 160,616	\$ 250,000	\$ 250,000	\$ 250,000	0.0%	\$ -
52903	Sludge Handling				\$ 501,331	\$ 400,000	\$ 803,300	\$ 803,300	100.8%	\$ 403,300
52000	Contractual Services				\$ 78,171	\$ 100,000	\$ 100,000	\$ 90,000	-10.0%	\$ (10,000)
53027	Professional Services				\$ 126,627	\$ 200,000	\$ 200,000	\$ 150,000	-25.0%	\$ (50,000)
54227	Supplies				\$ 33,167	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
58900	Capital Improvement				\$ 72,740	\$ -	\$ -	\$ -	100.0%	\$ -
58550	Acquisition of Equipment				\$ 59,568	\$ -	\$ -	\$ -	0.0%	\$ -
59100	Long Term Debt-Principal				\$ 1,112,063	\$ 1,198,215	\$ 2,918,281	\$ 2,918,281	143.6%	\$ 1,720,066
59150	Long Term Debt-Interest				\$ 827,327	\$ 786,220	\$ 1,732,744	\$ 1,732,744	120.4%	\$ 946,524
59155	Short Term Debt Interest				\$ 101,881	\$ 200,500	\$ 200,000	\$ 200,000	-0.2%	\$ (500)
59160	Debt Issuance Costs				\$ 7,577	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
59603	Allocation to General Fund				\$ 1,011,692	\$ 1,009,310	\$ 997,530	\$ 997,530	-1.2%	\$ (11,780)
TOTAL EXPENSES:					\$ 4,940,901	\$ 5,204,245	\$ 9,041,854	\$ 8,981,854	72.6%	\$ 3,777,609
TOTAL BUDGET:					\$ 6,334,143	\$ 6,741,794	\$ 10,718,249	\$ 10,658,249	58.1%	\$ 3,916,455

Ricardo Morales                      2/19/2021  
 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)
New	Business Manager	Salary for the Business Manager (.25)
51040	City Engineer	Salary for the City Engineer (.25)
51048	Sewer Superintendent	Salary account for the Sewer Superintendent
51081	Administrative Assistant	Salary account for the Administrative Assistant (.50)
51089	Working Foreman WMR	Salary account for the Working Foreman for the Water Machinery Repairmen

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51090	Senior Civil Engineer	Salary account for the Senior Civil Engineer (.50)
51091	Chemist	Salary account for the Chemist
51095	GIS Coordinator	Salary account for the GIS Coordinator (.50)
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
58550	Acquisition of Equipment	Replacement vehicles and/or wastewater system equipment

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 fiscal year 2022 budget includes funding for a new Business Manager position at 25% and a transferring of 25% of the City Engineer's salary from the General Fund to the Enterprise Fund.



## Emergency Management

Contact	Phone	Location
<b>Thomas Sammons</b> 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.

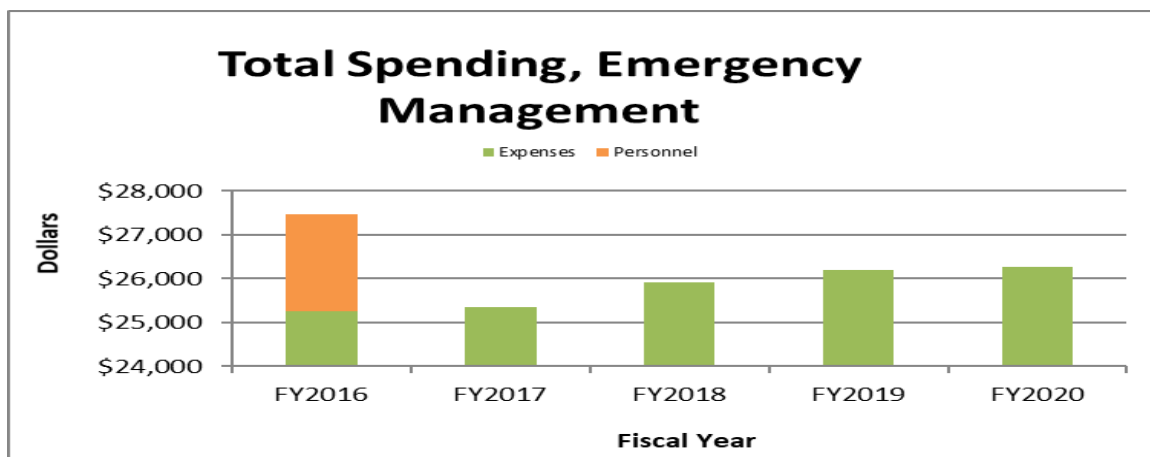
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	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%	\$ -
<b>TOTAL PERSONNEL:</b>		1	1	1	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52100	Utilities				\$ -	\$ -			0.0%	\$ -
53017	CodeRed				\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	0.0%	\$ -
53018	Education & Training				\$ 465	\$ 500	\$ 500	\$ 500	0.0%	\$ -
54227	Supplies				\$ -	\$ 100	\$ 100	\$ 100	0.0%	\$ -
57809	Emergency Operating Center				\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	0.0%	\$ -
57818	Radio Amateur				\$ -	\$ -			0.0%	\$ -
57819	Radio Citizen				\$ -	\$ -			0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 26,265	\$ 26,400	\$ 26,400	\$ 26,400	0.0%	\$ -
<b>TOTAL BUDGET:</b>					\$ 26,265	\$ 26,400	\$ 26,400	\$ 26,400	0.0%	\$ -

THOMAS SAMMONS  
Dept Head Approval

2/19/2021  
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 fiscal year 2022.

## Finance and Administration Department

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

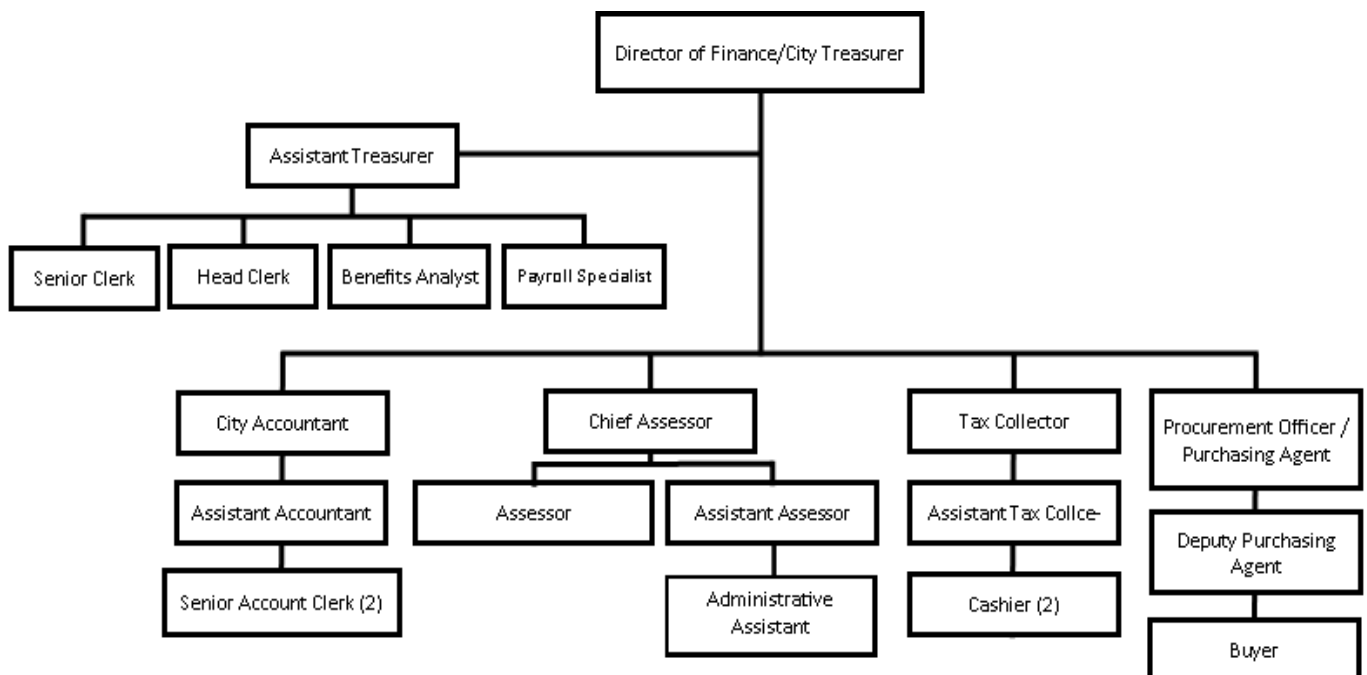
### Mission Statement

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.

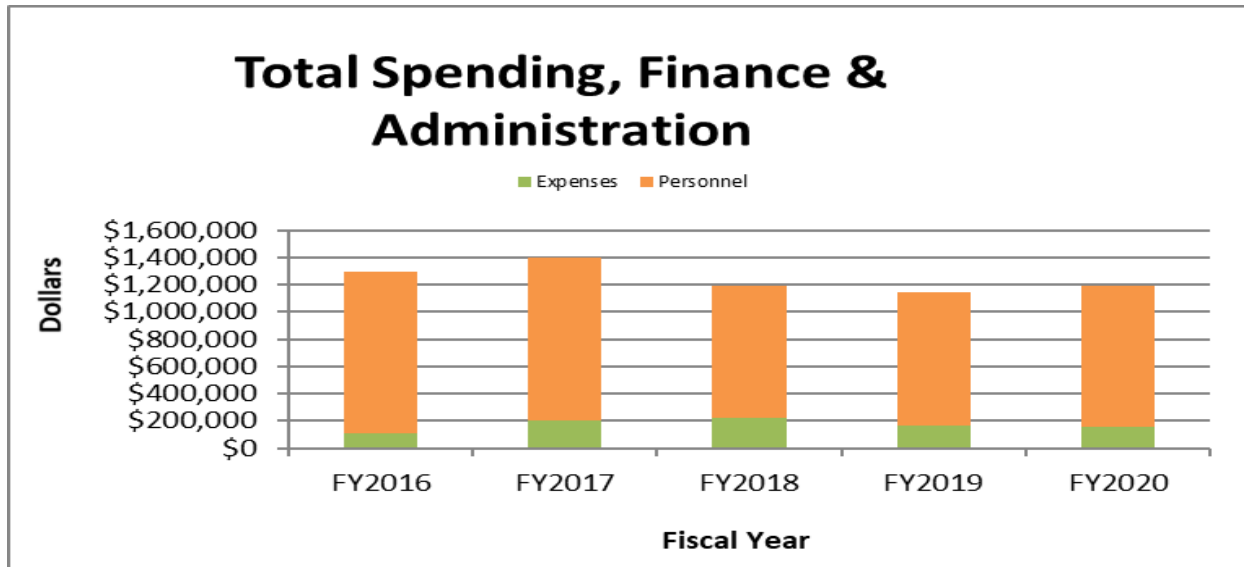
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$		
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change		
<b>APRV</b>												
51033	City Accountant	1	1	1	\$ 67,574	\$ 69,264	\$ 73,143	\$ 73,143	5.6%	\$ 3,879		
51050	Administrative Assistant	1	1	1	\$ 34,005	\$ 17,720	\$ 33,741	\$ 33,741	90.4%	\$ 16,021		
51107	Chief Assessor			1	\$ -	\$ -	\$ 80,185	\$ 80,185	100.0%	\$ 80,185		
51054	Assessor	3	3	1	\$ 198,906	\$ 203,815	\$ 71,050	\$ 71,050	-65.1%	\$ (132,765)		
51055	Treasurer	1	1	1	\$ 91,295	\$ 93,577	\$ 98,818	\$ 98,818	5.6%	\$ 5,241		
51056	Tax Collector	1	1	1	\$ 66,918	\$ 68,592	\$ 72,078	\$ 72,078	5.1%	\$ 3,486		
51060	Assistant Treasurer	1	1	1	\$ 46,113	\$ 47,909	\$ 49,965	\$ 49,965	4.3%	\$ 2,056		
51062	Assistant Tax Collector	1	1	1	\$ 47,381	\$ 25,274	\$ 43,627	\$ 43,627	72.6%	\$ 18,353		
51063	Purchasing Agent	1	1	1	\$ 68,256	\$ 69,963	\$ 73,518	\$ 73,518	5.1%	\$ 3,555		
51068	Deputy Purchasing Agent	1	1	1	\$ 38,704	\$ 39,004	\$ 44,579	\$ 44,579	14.3%	\$ 5,575		
51085	Head Clerk	1	1	1	\$ 33,781	\$ 35,096	\$ 36,602	\$ 36,602	4.3%	\$ 1,506		
51086	Assistant Assessor (former Clerk)	1	1	1	\$ 34,005	\$ 34,383	\$ 43,627	\$ 43,627	26.9%	\$ 9,244		
51109	Buyer	1	1	1	\$ 26,733	\$ 30,551	\$ 36,833	\$ 36,833	20.6%	\$ 6,282		
51143	Payroll Specialist	1	1	1	\$ 38,414	\$ 39,910	\$ 41,622	\$ 41,622	4.3%	\$ 1,712		
51144	Assistant Accountant	1	1	1	\$ 48,684	\$ 50,580	\$ 51,339	\$ 51,339	1.5%	\$ 759		
51146	Benefits Analyst	1	1	1	\$ 43,994	\$ 44,484	\$ 45,151	\$ 45,151	1.5%	\$ 667		
51148	Principal Clerk Cashiers	2	2	2	\$ 58,643	\$ 61,004	\$ 64,556	\$ 64,556	5.8%	\$ 3,552		
51161	Senior Account Clerk-Treasurer	1	1	1	\$ 27,988	\$ 29,219	\$ 30,472	\$ 30,472	4.3%	\$ 1,253		
51155	Senior Account Clerks	2	2	2	\$ 62,935	\$ 65,231	\$ 59,315	\$ 59,315	-9.1%	\$ (5,916)		
<b>TOTAL PERSONNEL:</b>		<b>22</b>	<b>22</b>	<b>21</b>	<b>\$ 1,034,329</b>	<b>\$ 1,025,576</b>	<b>\$ 1,050,221</b>	<b>\$ 1,050,221</b>	<b>2.4%</b>	<b>\$ 24,645</b>		
					53000	Tax Collection Services	\$ 59,314	\$ 65,000	\$ 65,000	\$ 65,000	0.0%	\$ -
					52404	Office Equipment Maintenance	\$ 16,396	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
					53025	Revaluation	\$ 55,406	\$ 85,000	\$ 85,000	\$ 85,000	0.0%	\$ -
					53408	Advertising/Marketing	\$ 4,797	\$ 8,000	\$ 8,000	\$ 8,000	0.0%	\$ -
					54227	Supplies	\$ 19,399	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					<b>\$ 155,312</b>	<b>\$ 198,000</b>	<b>\$ 198,000</b>	<b>\$ 198,000</b>	<b>0.0%</b>	<b>\$ -</b>		
<b>TOTAL BUDGET:</b>					<b>\$ 1,189,641</b>	<b>\$ 1,223,576</b>	<b>\$ 1,248,221</b>	<b>\$ 1,248,221</b>	<b>2.0%</b>	<b>\$ 24,645</b>		

Matthew Kerwood  
Dept Head Approval

2/19/2021  
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51085	Head Clerk	Salary account for Head Clerk position in the Treasurer's Office
51086	Assistant Assessor	Salary account for the Assistant Assessor-former Head 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

The fiscal year 2022 budget reflect a restructuring of with the Assessors office. The position of the clerk has been upgraded to the position of Assistant Assessor and an Assessors position has been upgraded to the position of Chief Assessor. As a result of this an assessor's position that became vacant in fiscal year 2021 due to a retirement has been eliminated. This will create savings within the department's personnel costs.

## Fire Department

Contact	Phone	Location
<b>Thomas Sammons</b> Fire Chief	413-448-9754	74 Columbus Ave

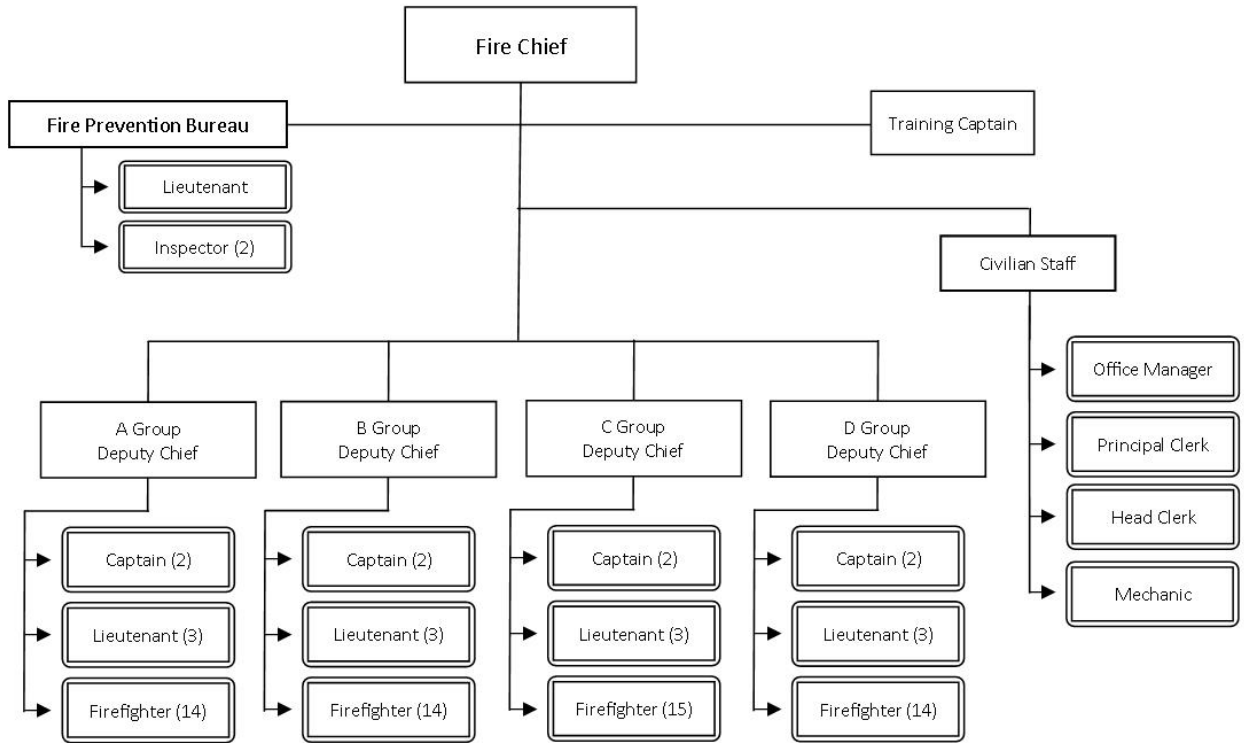
### Mission Statement

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

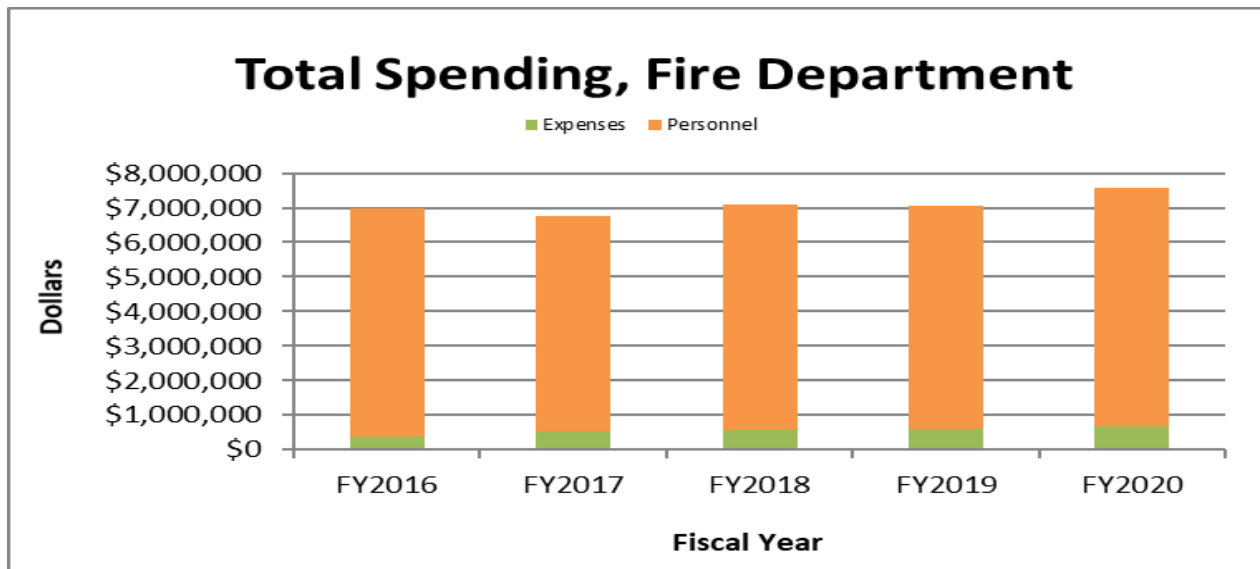
The department accomplishes its mission by providing emergency, 24-hour fire and hazard response as well as medical services in cooperation with a private ambulance service. In addition, the department performs inspections and code enforcement, reviews plans, issues permits, provides fire prevention 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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval		
APRV										
51014	Fire Chief	1	1	1	\$ 114,481	\$ 114,800	\$ 121,824	\$ 121,824	6.1%	\$ 7,024
51028	Deputy Fire Chiefs	4	4	4	\$ 407,691	\$ 424,663	\$ 435,280	\$ 435,280	2.5%	\$ 10,617
51029	Fire Captains	9	9	9	\$ 903,044	\$ 1,134,882	\$ 1,163,254	\$ 1,163,254	2.5%	\$ 28,372
51036	Fire Lieutenants	13	13	13	\$ 1,110,879	\$ 1,266,635	\$ 1,298,300	\$ 1,298,300	2.5%	\$ 31,665
51077	Fire Fighters	58	69	69	\$ 3,469,110	\$ 4,298,751	\$ 4,494,219	\$ 4,494,219	4.5%	\$ 195,468
51085	Head Clerk	1	1	1	\$ 34,710	\$ 35,288	\$ 37,465	\$ 37,465	6.2%	\$ 2,177
51106	Master Mechanic	1	1	1	\$ 74,280	\$ 75,254	\$ 76,759	\$ 76,759	2.0%	\$ 1,505
51145	Principal Clerk	1	1	1	\$ 28,123	\$ 28,821	\$ 30,355	\$ 30,355	5.3%	\$ 1,534
51169	Office Manager	1	1	1	\$ 43,994	\$ 43,864	\$ 44,978	\$ 44,978	2.5%	\$ 1,114
51301	Emergency Apparatus Staffing				\$ 27,973	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
51303	Emergency Manning				\$ 659,917	\$ 375,000	\$ 450,000	\$ 450,000	20.0%	\$ 75,000
51401	Assuming Additional Response				\$ 10,050	\$ 20,000	\$ 20,000	\$ 20,000	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		89	100	100	\$ 6,884,252	\$ 7,847,958	\$ 8,202,434	\$ 8,202,434	4.5%	\$ 354,476
55000	Uniforms				\$ 120,003	\$ 122,000	\$ 122,000	\$ 122,000	0.0%	\$ -
52400	Maintenance				\$ 31,705	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
52500	Vehicle Maintenance				\$ 220,962	\$ 225,000	\$ 225,000	\$ 225,000	0.0%	\$ -
52505	Medical Maintenance				\$ 8,452	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
53018	Education & Training				\$ 20,459	\$ 22,000	\$ 22,000	\$ 22,000	0.0%	\$ -
53801	Special Opts Training				\$ 32,053	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$ -
54227	Supplies				\$ 7,649	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
58500	Equipment				\$ 98,420	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	\$ -
58502	Equipment Replacement				\$ 103,420	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	\$ -
53400	Contractual Services-Comm.				\$ 40,277	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 683,400	\$ 579,000	\$ 579,000	\$ 579,000	0.0%	\$ -
<b>TOTAL BUDGET:</b>					\$ 7,567,652	\$ 8,426,958	\$ 8,781,434	\$ 8,781,434	4.2%	\$ 354,476

THOMAS SAMMONS  
Dept Head Approval

2/19/2021  
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 fiscal year 2022.

## Health Department

Contact	Phone	Location
<b>Gina Armstrong</b> 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.

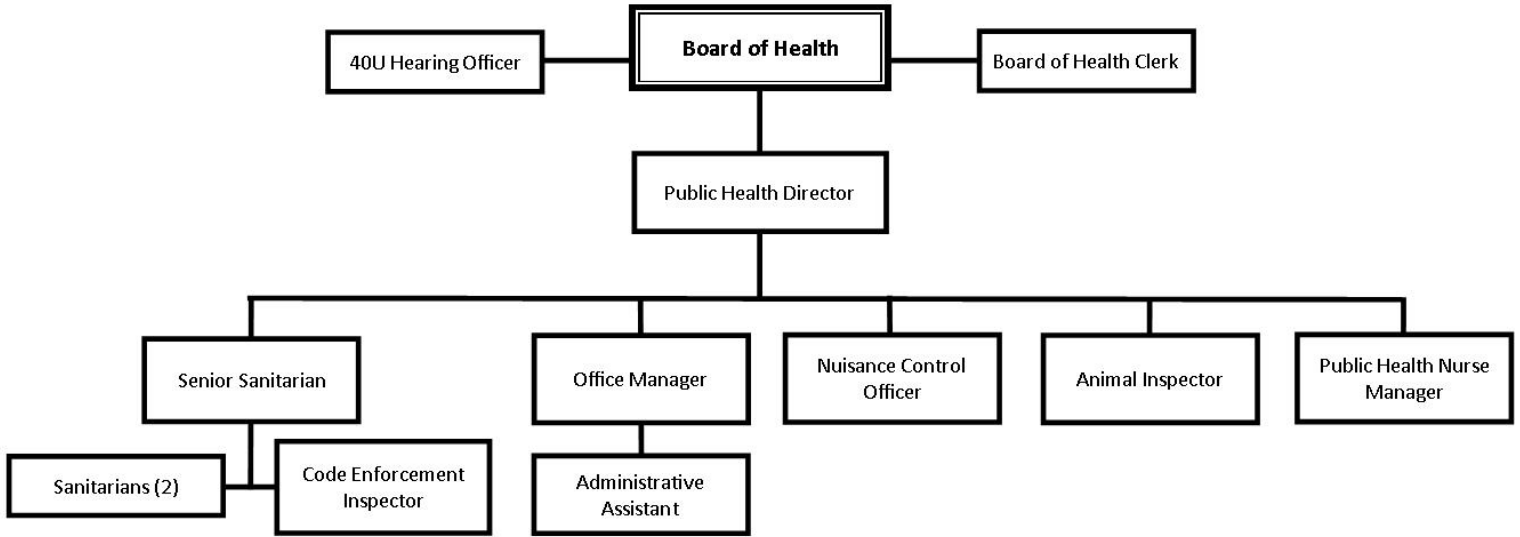
### Department Description

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

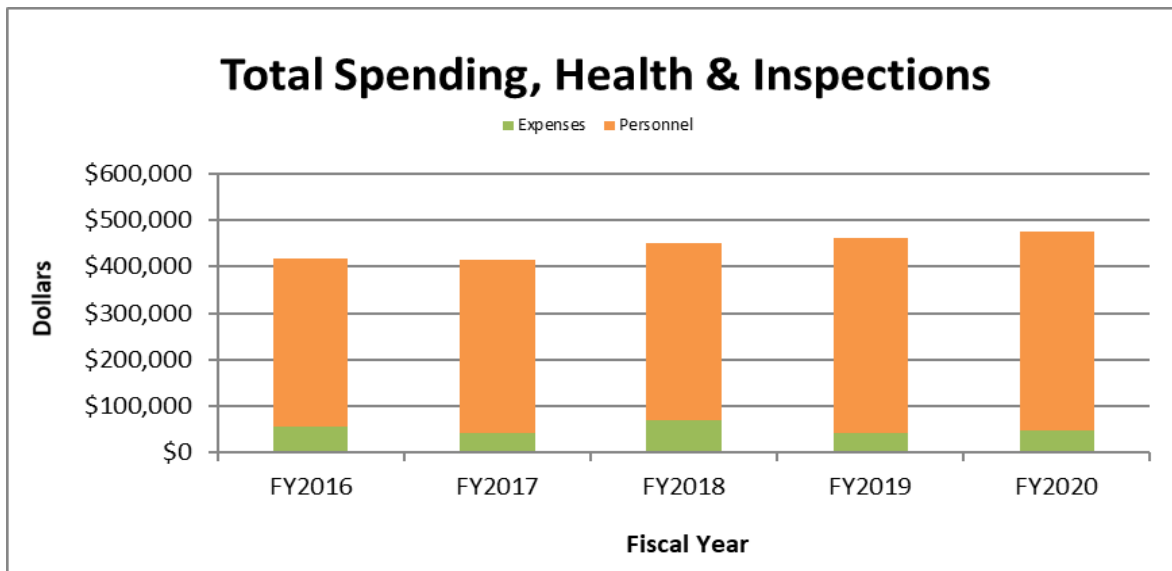
- Inspecting and permitting businesses that provide certain services to the public to ensure compliance with sanitary codes (e.g. camp grounds, hotels/motels, body art practitioners, public swimming pools, restaurants, etc.),
- Inspecting housing units for compliance with minimum standards for habitation,
- 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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
<b>APRV</b>										
51003	BOH Director	1	1	1	\$ 70,062	\$ 71,814	\$ 80,500	\$ 80,500	12.1%	\$ 8,686
51038	Senior Sanitarian	1	1	1	\$ 51,047	\$ 52,832	\$ 57,411	\$ 57,411	8.7%	\$ 4,579
51043	Animal Inspector				\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%	\$ -
51052	Sanitarians	2	2	2	\$ 90,992	\$ 94,174	\$ 98,593	\$ 98,593	4.7%	\$ 4,419
51053	Senior Code Enforcement Inspector	1	1	1	\$ 48,169	\$ 48,703	\$ 50,988	\$ 50,988	4.7%	\$ 2,285
51071	Nuisance Control Officer	1	1	1	\$ 32,183	\$ 37,657	\$ 39,424	\$ 39,424	4.7%	\$ 1,767
51085	Office Manager	1	1	1	\$ 39,470	\$ 40,850	\$ 41,622	\$ 41,622	1.9%	\$ 772
51124	Public Health Nurse	0.8	1	1	\$ 54,969	\$ 68,690	\$ 72,537	\$ 72,537	5.6%	\$ 3,847
51148	Administrative Assistant	1	1	1	\$ 36,710	\$ 36,911	\$ 32,838	\$ 32,838	-11.0%	\$ (4,073)
51186	Board of Health Clerk				\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		8.8	9	9	\$ 429,602	\$ 457,631	\$ 479,913	\$ 479,913	4.9%	\$ 22,282
54220	Water Testing				\$ 1,342	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
55000	Uniforms				\$ 1,128	\$ 1,700	\$ 1,700	\$ 1,700	0.0%	\$ -
52000	Contractual Services				\$ 1,675	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
52300	Telephone				\$ 1,369	\$ 1,700	\$ 1,500	\$ 1,500	-11.8%	\$ (200)
52404	Office Equipment Maintenance				\$ 3,047	\$ 4,500	\$ 3,000	\$ 3,000	-33.3%	\$ (1,500)
53018	Education & Training				\$ 2,066	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
53021	Nuisance Abatement				\$ 3,925	\$ 7,000	\$ 5,000	\$ 5,000	-28.6%	\$ (2,000)
53080	Code Enforcement				\$ 2,391	\$ 3,000	\$ 2,500	\$ 2,500	-16.7%	\$ (500)
53408	Advertising/Marketing				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52950	Property Demolitions				\$ 18,312	\$ -	\$ -	\$ -	0.0%	\$ -
54205	Medical Supplies				\$ 8,484	\$ 9,000	\$ 9,000	\$ 9,000	0.0%	\$ -
54227	Supplies				\$ 3,096	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 46,835	\$ 34,400	\$ 30,200	\$ 30,200	-12.2%	\$ (4,200)
<b>TOTAL BUDGET:</b>					\$ 476,437	\$ 492,031	\$ 510,113	\$ 510,113	3.7%	\$ 18,082

Gina Armstrong  
Dept Head Approval

2/19/2021  
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**

There is no new spending or programming in the Health Department in fiscal year 2022. The department will continue to be the lead in the City's COVID-19 mitigation efforts.

## Human Resources Department

Contact	Phone	Location
Michael Taylor Director	(413) 499-9340	City Hall 70 Allen Street Room 107

### Mission Statement

The mission of the Human Resources Department (HR) 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. The HR Department will recruit, develop, and retain a high performing workforce, while simultaneously recognizing and encouraging the value of diversity and championing professional growth. We shall further cultivate a healthy, safe, and productive work environment for all employees by anticipating and meeting the changing needs of our workforce.

### Department Description

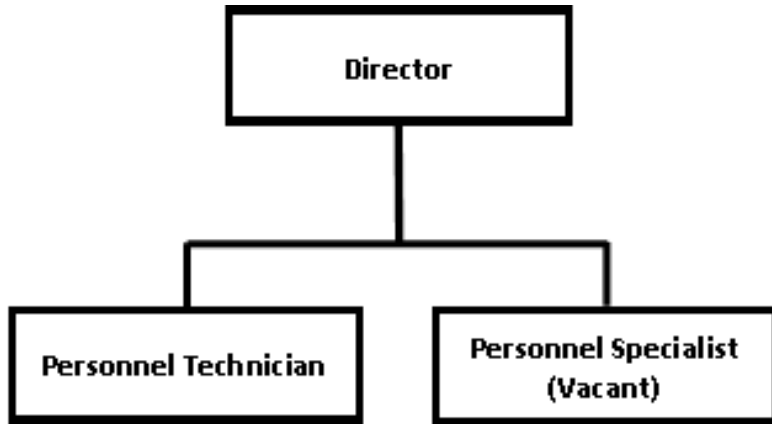
The Human Resources Department is committed to a broad range of personnel services and benefits designed to develop and maintain a high quality workforce, while also meeting the needs of our community for excellence in municipal services. HR serves as the official custodian for all municipal personnel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

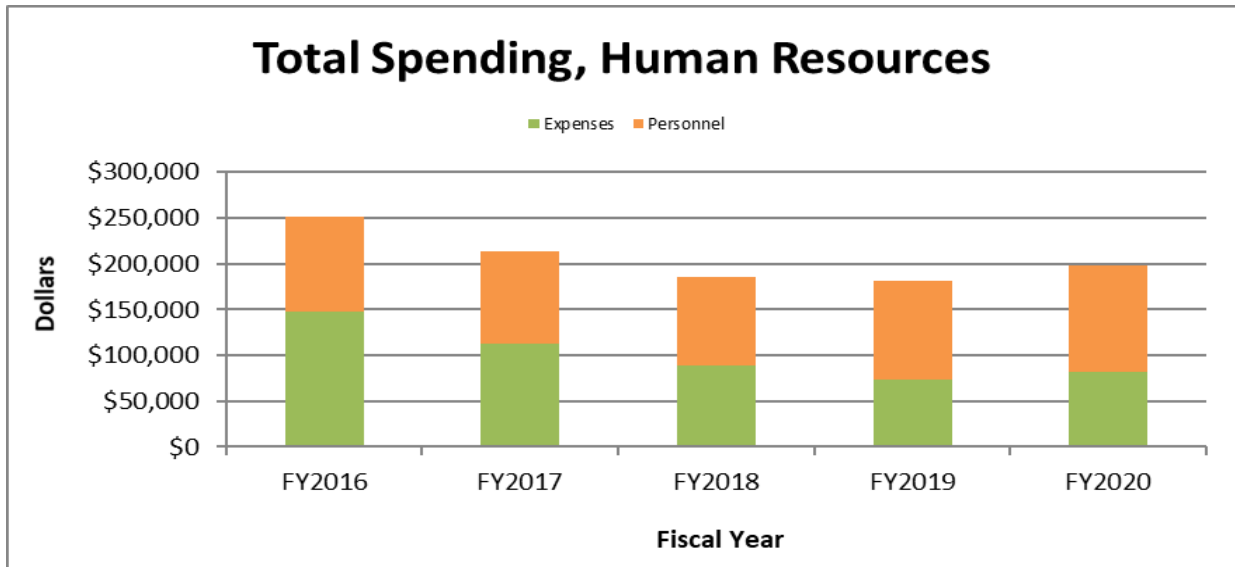
The Human Resources Department also works to ensure compliance is maintained throughout other departments as it relates to collective bargaining agreements, public safety rules & regulations, and City Code, Chapter 16, Personnel.

The 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

### Human Resources: 01111

Account	Account Name	Positions			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51025	Director of Human Resources	1	1	1	\$ 72,518	\$76,951	\$ 90,430	\$ 90,430	17.5%	\$ 13,479
51039	Human Resources Specialist	1	1	1	\$ 42,920	\$44,654	\$ 48,452	\$ 48,452	8.5%	\$ 3,798
TOTAL PERSONNEL:		2	2	2	\$ 115,438	\$ 121,605	\$ 138,882	\$ 138,882	14.2%	\$ 17,277
53018	Professional Development				\$ 4,949	\$ 13,500	\$ 13,500	\$ 13,500	0.0%	\$ -
53200	Educational Opportunity				\$ 4,335	\$ -	\$ -	\$ -	0.0%	\$ -
53010	Medical Services				\$ 42,312	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
53050	Online Application Program				\$ 4,800	\$ 5,600	\$ 5,600	\$ 5,600	0.0%	\$ -
53408	Advertising/Marketing				\$ 1,129	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	\$ -
57725	Diversity & Inclusion				\$ 3,671	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
54227	Supplies				\$ 2,978	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	\$ -
53175	Assessment Centers				\$ 18,113	\$ 19,500	\$ 19,500	\$ 19,500	0.0%	\$ -
TOTAL EXPENSES:					\$ 82,287	\$ 80,100	\$ 80,100	\$ 80,100	0.0%	\$ -
TOTAL BUDGET:					\$ 197,725	\$ 201,705	\$ 218,982	\$ 218,982	8.6%	\$ 17,277

Michael Taylor  
Dept Head Approval

2/19/2021  
Date

## Line Item Summary

### Personnel

Account	Account Name	Description
51025	Director of Human Resources	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 FY21.

### Expenses

Account	Account Name	Description
53018	Professional Development	Any training provided to employees as requested by Personnel as well as association memberships, contractual certifications, and tuition reimbursements
53200	Educational Opportunity	Merged with Professional Development
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 career fairs & job advertising
57725	Diversity & Inclusion	Costs associated with increasing workforce diversity and inclusion

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 fiscal year 2022.

## Information Technology Department

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

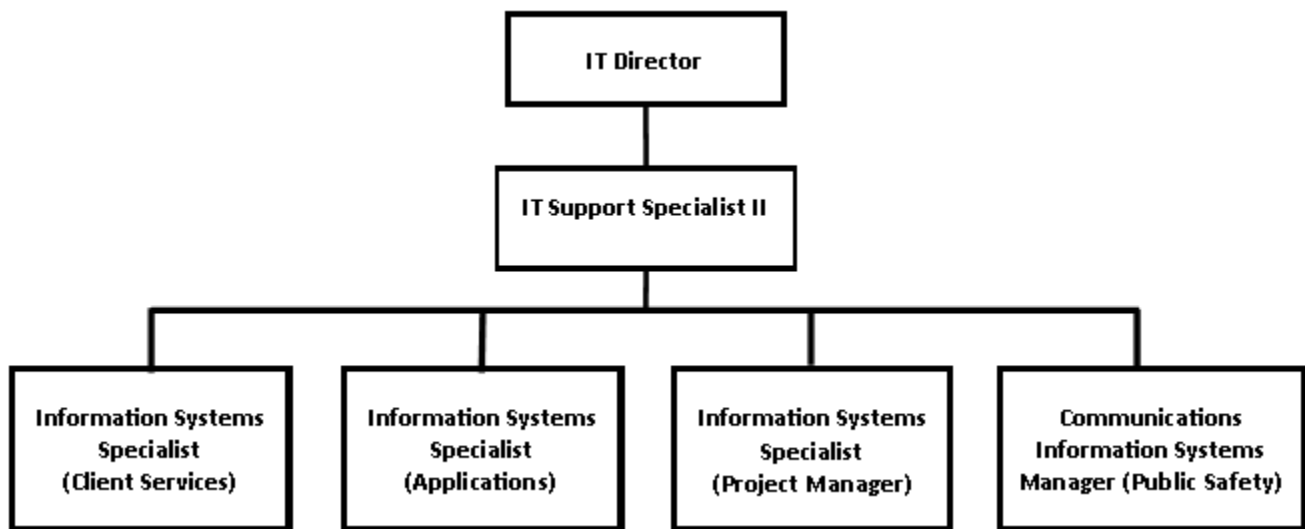
### Mission Statement

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
				APRV						
51007	IT Director	1	1	1	\$ 72,518	\$ 75,815	\$ 78,875	\$ 78,875	4.0%	\$ 3,060
NEW	IT Support Specialist II	0	0	1	\$ -	\$ -	\$ 71,000	\$ 71,000	100.0%	\$ 71,000
51058	Info Systems Specialists	2	2	2	\$ 126,620	\$ 129,245	\$ 133,474	\$ 133,474	3.3%	\$ 4,229
51078	Network Administrator	2	2	2	\$ 120,286	\$ 129,002	\$ 126,611	\$ 126,611	-1.9%	\$ (2,391)
TOTAL PERSONNEL:		5	5	6	\$ 319,424	\$ 334,062	\$ 409,960	\$ 409,960	22.7%	\$ 75,898
52403	Computer Upgrade & Repair				\$ 42,219	\$ 23,975	\$ 27,500	\$ 27,500	14.7%	\$ 3,525
53055	Computer License/Support				\$ 253,000	\$ 266,000	\$ 376,086	\$ 376,086	41.4%	\$ 110,086
54227	Supplies				\$ 460	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 295,679	\$ 290,975	\$ 404,586	\$ 404,586	39.0%	\$ 113,611
TOTAL BUDGET:					\$ 615,103	\$ 625,037	\$ 814,546	\$ 814,546	30.3%	\$ 189,509

Michael Steben  
Dept Head Approval

2/19/2021  
Date

## Line Item Summary

### Personnel

Account	Account Name	Description
51007	IT Manager	Salary account for the IT Manager
NEW	IT Support Specialist II	Salary for the IT Support Specialist II
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

A new position of Information Systems Specialist II has been added to this department for fiscal year 2022.

## Mayor's Office

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

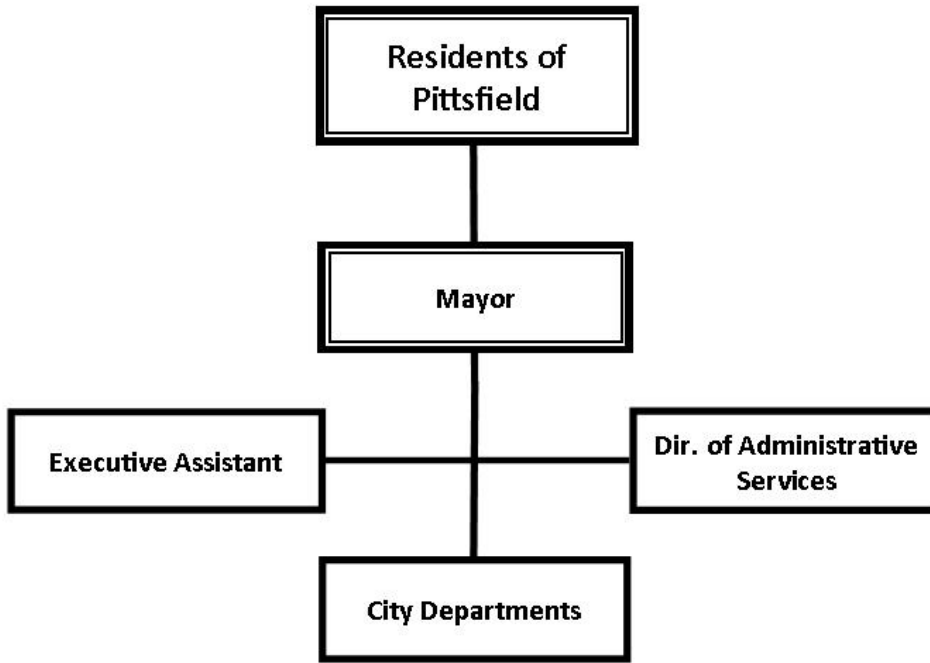
### Mission Statement

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.

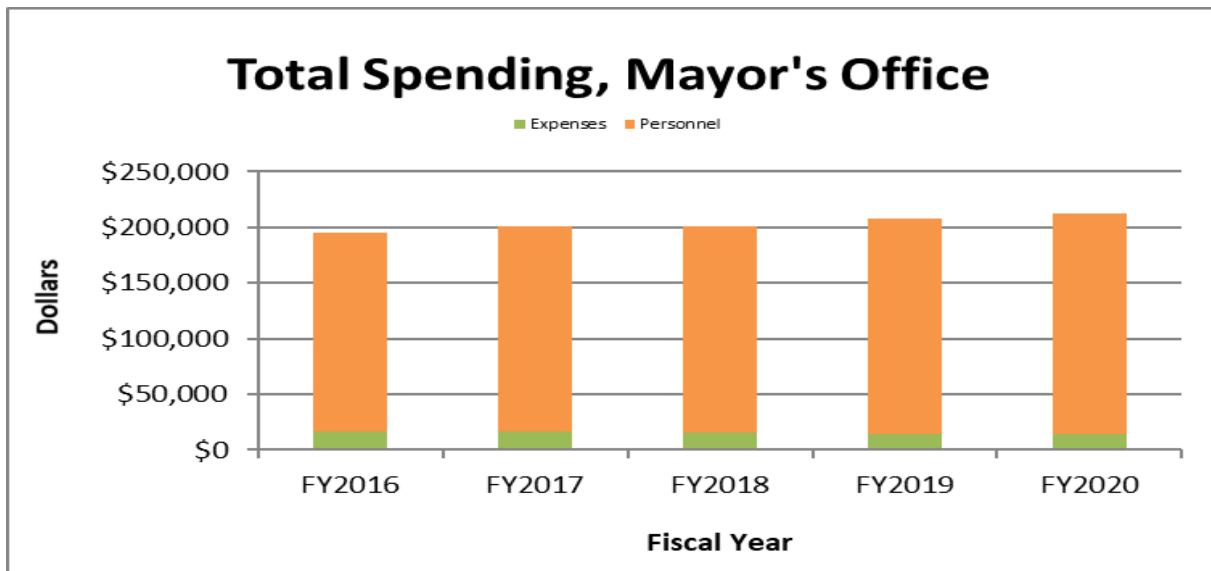
### Department Description

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		FY22 APPR	FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21		Actual	Budget	Budget Request	Mayoral Approval	Change	Change
51000	Mayor	1	1	1	\$ 98,547	\$ 100,915	\$ 102,428	\$ 102,428	1.5%	\$ 1,513
51040	Director Admin Services	1	1	1	\$ 58,100	\$ 59,554	\$ 62,889	\$ 62,889	5.6%	\$ 3,335
51050	Executive Assistant	1	1	1	\$ 41,106	\$ 42,125	\$ 46,516	\$ 46,516	10.4%	\$ 4,391
<b>TOTAL PERSONNEL:</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>\$ 197,753</b>	<b>\$ 202,594</b>	<b>\$ 211,833</b>	<b>\$ 211,833</b>	<b>4.6%</b>	<b>\$ 9,239</b>
53408	Advertising/Marketing				\$ 240	\$ 300	\$ 125	\$ 125	-58.3%	\$ (175)
54227	Supplies				\$ 2,494	\$ 2,575	\$ 2,450	\$ 2,450	-4.9%	\$ (125)
57100	Travel				\$ 167	\$ -	\$ -	\$ -	0.0%	\$ -
57300	Membership & Dues				\$ 11,799	\$ 11,200	\$ 11,500	\$ 11,500	2.7%	\$ 300
<b>TOTAL EXPENSES:</b>					<b>\$ 14,700</b>	<b>\$ 14,075</b>	<b>\$ 14,075</b>	<b>\$ 14,075</b>	<b>0.0%</b>	<b>\$ -</b>
<b>TOTAL BUDGET:</b>					<b>\$ 212,453</b>	<b>\$ 216,669</b>	<b>\$ 225,908</b>	<b>\$ 225,908</b>	<b>4.3%</b>	<b>\$ 9,239</b>

Linda M. Tyer 2/19/2021  
Dept Head Approval 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**

The Mayor's Office hopes to resume the Citizens Academy Program. The Citizens Academy is a free 10-week session program designed to teach citizens about how their local government operates. The academy gives first-hand exposure to many city departments to highlight their various functions in municipal government. Participants will also gain insight into opportunities in how they can be more involved at the local government level.

## Pittsfield Municipal Airport

Contact	Phone	Location
<b>Daniel Shearer</b> 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.

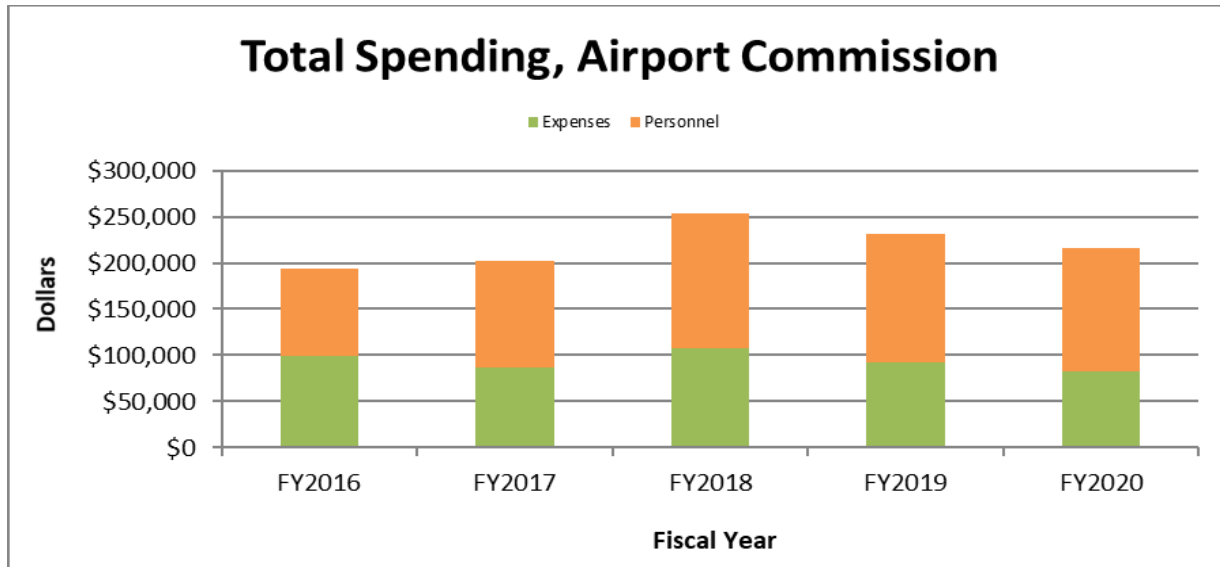
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval		
				APRV						
51002	Airport Manager	1	1	1	\$ 62,005	\$ 62,445	\$ 66,265	\$ 66,265	6.1%	\$ 3,820
51012	Assistant Airport Manager	1	1	1	\$ 21,912	\$ 51,566	\$ 54,768	\$ 54,768	6.2%	\$ 3,202
51057	Airport Inspector	1	1	1	\$ 42,317	\$ 41,396	\$ 45,623	\$ 45,623	10.2%	\$ 4,227
51309	Scheduled Overtime				\$ 5,483	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
51186	Commission Clerk				\$ 1,872	\$ 1,872	\$ 1,872	\$ 1,872	0.0%	\$ -
	<b>TOTAL PERSONNEL:</b>	3	3	3	\$ 133,589	\$ 167,279	\$ 178,528	\$ 178,528	6.7%	\$ 11,249
52000	Contractual Services				\$ 10,879	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	\$ -
52100	Utilities				\$ 48,253	\$ 55,000	\$ 55,000	\$ 55,000	0.0%	\$ -
52300	Telephone				\$ 1,656	\$ 2,200	\$ 2,200	\$ 2,200	0.0%	\$ -
52400	Maintenance				\$ 18,185	\$ 28,000	\$ 28,000	\$ 28,000	0.0%	\$ -
52905	Snow Removal				\$ 1,450	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
57300	Membership & Dues				\$ 1,238	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
54227	Supplies				\$ 1,129	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
	<b>TOTAL EXPENSES:</b>				\$ 82,790	\$ 106,200	\$ 106,200	\$ 106,200	0.0%	\$ -
	<b>TOTAL BUDGET:</b>				\$ 216,379	\$ 273,479	\$ 284,728	\$ 284,728	4.1%	\$ 11,249

\_\_\_\_\_  
Daniel Shearer  
Dept Head Approval

\_\_\_\_\_  
2/19/2021  
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

The updated airport master plan has been completed. This document will guide new capital spending at the airport for the next 5 to ten years. The majority of the funding for these projects will be provided by MassDOT and the FAA.

## Police Department

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

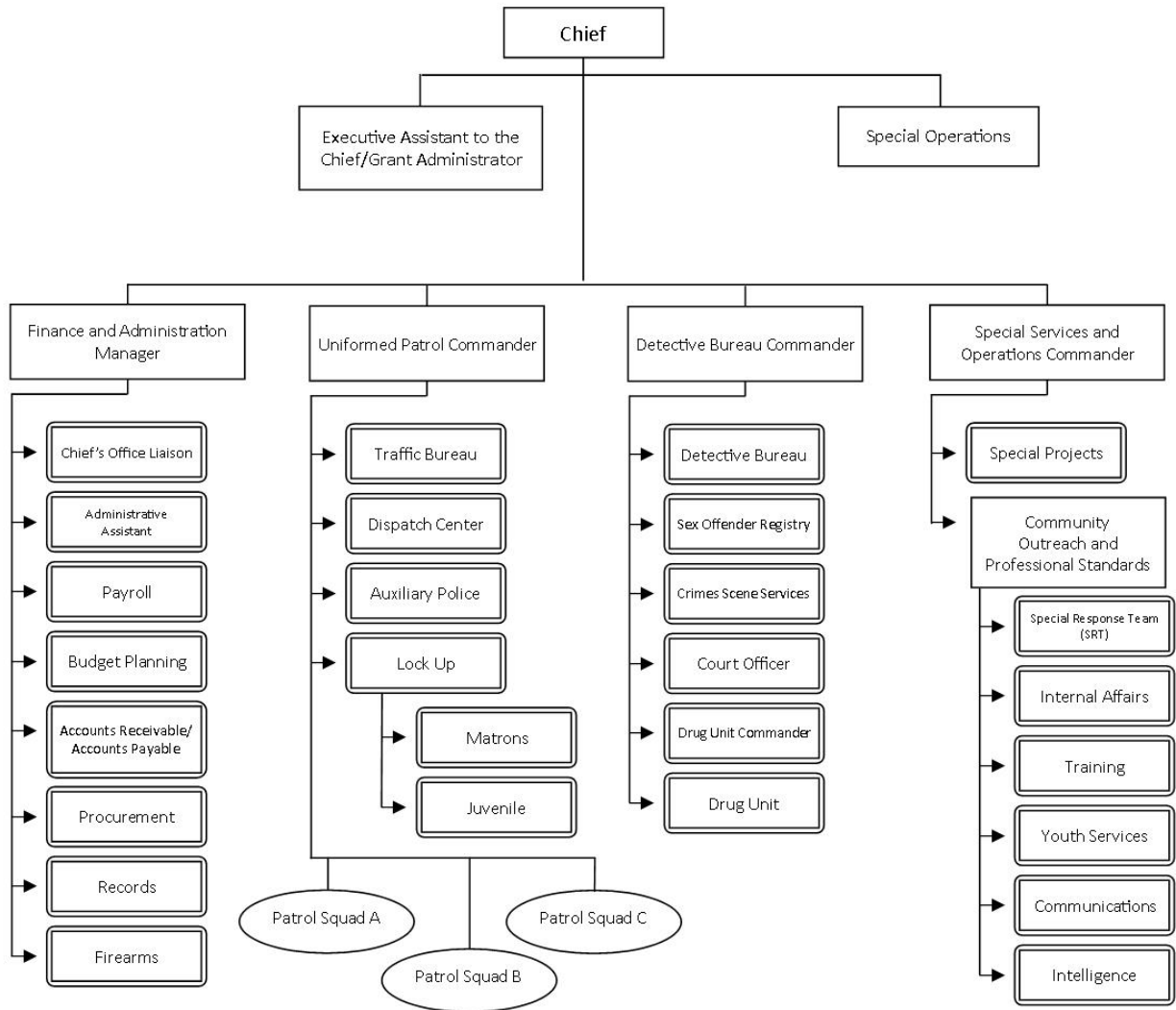
### Mission Statement

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

### Department Description

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

## Organizational Chart



## Historical Spending Trend

### Line Item Budget

Police-Uniformed: 01190

Account	Account Name	Positions			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
<b>APRV</b>										
51004	Police Chief	1	1	1	\$ 123,935	\$ 127,034	\$ 133,491	\$ 133,491	5.1%	\$ 6,457
51030	Police Captains	3	3	3	\$ 342,363	\$ 352,266	\$ 366,548	\$ 366,548	4.1%	\$ 14,282
51035	Police Lieutenants	5	6	6	\$ 696,932	\$ 696,319	\$ 712,148	\$ 712,148	2.3%	\$ 15,829
51047	Police Sergeants	12	12	12	\$ 1,239,771	\$ 1,223,386	\$ 1,236,564	\$ 1,236,564	1.1%	\$ 13,178
51066	Safety Officer	1	1	1	\$ 65,288	\$ 67,511	\$ 72,750	\$ 72,750	7.8%	\$ 5,239
51074	Detectives	8	8	8	\$ 616,615	\$ 634,091	\$ 643,602	\$ 643,602	1.5%	\$ 9,511
51076	Patrol Officers	69	69	66	\$ 3,727,256	\$ 4,187,207	\$ 5,394,948	\$ 4,372,428	4.4%	\$ 185,221
51092	Mechanic	1	1	1	\$ 57,169	\$ 56,733	\$ 58,672	\$ 58,672	3.4%	\$ 1,939
51105	Dispatchers	12	12	12	\$ 433,688	\$ 573,049	\$ 599,046	\$ 599,046	4.5%	\$ 25,997
51116	Animal Control Officer	1.5	1.5	1.5	\$ 67,408	\$ 66,398	\$ 71,131	\$ 71,131	7.1%	\$ 4,733
51150	Custodian	1	1	1	\$ 50,823	\$ 44,526	\$ 46,032	\$ 46,032	3.4%	\$ 1,506
51051	Finance & Admin Manager	1	1	1	\$ 66,918	\$ 68,591	\$ 72,433	\$ 72,433	5.6%	\$ 3,842
51159	Exe. Admin Assit & Pol Chief Ass	2	2	2	\$ 81,979	\$ 83,416	\$ 99,772	\$ 99,772	19.6%	\$ 16,356
51177	Senior Clerk Typist	2	2	2	\$ 72,545	\$ 72,837	\$ 75,327	\$ 75,327	3.4%	\$ 2,490
51176	Crime Analyst	1	1	1	\$ 55,220	\$ 56,165	\$ 58,902	\$ 58,902	4.9%	\$ 2,737
51186	Animal Control/PARB Clerk				\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	100.0%	\$ 1,000
51194	Matrons				\$ 9,633	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
51205	Temporary Labor				\$ 7,121	\$ 10,000	\$ 10,000	\$ 10,000	100.0%	\$ -
51300	Special Investigation OT				\$ 36,514	\$ 60,000	\$ 60,000	\$ 60,000	0.0%	\$ -
51305	Special Events OT (City Sponsored)				\$ 84,711	\$ 70,000	\$ 84,711	\$ 50,000	-28.6%	\$ (20,000)
51306	Drug Enforcement OT				\$ 247,297	\$ 215,000	\$ 248,685	\$ 248,685	15.7%	\$ 33,685
51309	Scheduled Overtime				\$ 1,222,233	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000	0.0%	\$ -
51308	Community Outreach-OT				\$ 9,157	\$ 12,500	\$ 12,500	\$ 12,500	100.0%	\$ -
51321	Dispatchers OT				\$ 155,876	\$ 110,000	\$ 110,000	\$ 110,000	0.0%	\$ -
51403	In Service				\$ 37,628	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	\$ -
51500	Limited Duty Officer				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
<b>TOTAL PERSONNEL:</b>		120.5	121.5	118.5	\$ 9,509,080	\$ 10,148,029	\$ 11,529,263	\$ 10,472,031	3.2%	\$ 324,002
52000	Contracted Services				\$ -	\$ 85,000	\$ 85,000	\$ 85,000	100.0%	\$ -
53019	Student Officers Expenses				\$ 58,676	\$ 115,600	\$ 125,000	\$ 115,600	0.0%	\$ -
53027	Professional Services (ShotSpotter)				\$ 200,000	\$ 240,000	\$ 240,000	\$ 240,000	100.0%	\$ -
53802	Animal Control Testing Fees				\$ -	\$ 200	\$ 200	\$ 200	0.0%	\$ -
55000	Uniforms				\$ 19,248	\$ 30,000	\$ 30,000	\$ 30,000	0.0%	\$ -
53055	Computer license/Support (New)				\$ -	\$ -	\$ 162,712	\$ 162,712	100.0%	\$ 162,712
52404	Office Equipment Maintenance				\$ 213,707	\$ 239,600	\$ 92,888	\$ 92,888	-61.2%	\$ (146,712)
53018	Police Education				\$ 14,115	\$ 15,000	\$ 45,000	\$ 45,000	200.0%	\$ 30,000
53406	Shipping/Postage				\$ 248	\$ 500	\$ 500	\$ 500	0.0%	\$ -
53410	Printing				\$ 1,703	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
54210	K-9 Care & Supplies				\$ 6,288	\$ 8,000	\$ 10,000	\$ 10,000	25.0%	\$ 2,000
54227	Office Supplies				\$ 11,904	\$ 11,000	\$ 11,000	\$ 11,000	0.0%	\$ -
55800	Drug Enforcement Expenses				\$ 11,374	\$ 16,800	\$ 16,800	\$ 16,800	0.0%	\$ -
55820	Ammunition				\$ 14,901	\$ 30,000	\$ 40,000	\$ 40,000	33.3%	\$ 10,000
57821	Special Investigation Exps.				\$ 3,639	\$ 6,500	\$ 6,500	\$ 6,500	0.0%	\$ -
57822	Special Response Team				\$ 14,115	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$ -
57845	Care of Prisoners				\$ 12,386	\$ 14,000	\$ 14,000	\$ 14,000	0.0%	\$ -
54300	Building Maintenance supplies				\$ 10,500	\$ 10,000	\$ 19,000	\$ 19,000	90.0%	\$ 9,000
58500	Equipment				\$ 138,281	\$ 95,000	\$ 95,000	\$ 95,000	0.0%	\$ -
52500	Fleet Maintenance				\$ 46,575	\$ 65,000	\$ 65,000	\$ 65,000	0.0%	\$ -
55810	Contractual Allowances				\$ 86,471	\$ 177,000	\$ 183,000	\$ 183,000	3.4%	\$ 6,000
<b>TOTAL EXPENSES:</b>					\$ 864,131	\$ 1,176,200	\$ 1,258,600	\$ 1,249,200	\$ 6	\$ 73,000
<b>TOTAL BUDGET:</b>					\$ 10,373,211	\$ 11,324,229	\$ 12,787,863	\$ 11,721,231	3.5%	\$ 397,002

Michael J. Wynn, Chief of Police  
Dept Head Approval

2/19/2021  
Date

## Line Item Summary

### Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51004	Police Chief	Police Chief salary plus prior educational incentive but not issued vehicle or professional development incentives
51030	Police Captains	Salary for the 3 Bureau/Division Commanders. Includes Uniformed Division Commander, Detective Bureau Commander, and Administrative Services Commander
51035	Police Lieutenants	Salary for the 3 Patrol Shift Commanders, the Detective Lieutenant and the Community Outreach and Professional Standards Commander
51047	Police Sergeants	Salaries for 9 Patrol sergeants, 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
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.



<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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
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>
52000	Contracted Services	To pay for contracted clinician services to support the Department efforts to address mental health in the community
51019	Student Officer Expenses	Expenses for student officers attending academy training
53027	Professional Services	To pay for the continuation of our contract with ShotSpotter
55000	Uniforms	Annual uniform issue and replacement uniforms
53055	Technology/Computer Licenses	Annual maintenance for technology support computer licenses
52404	Office Equipment Maintenance	To pay for the annual cost of office equipment
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

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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	Building Maintenance Supplies	Supplies and services to maintain the building including custodial supplies
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**

The number of budgeted patrol officers is reduced for Fiscal year 2022..

## RSVP Berkshire County

Contact	Phone	Location
<b>Jeff Roucoulet</b> Director	(413) 499-9345	16 Bartlett Avenue

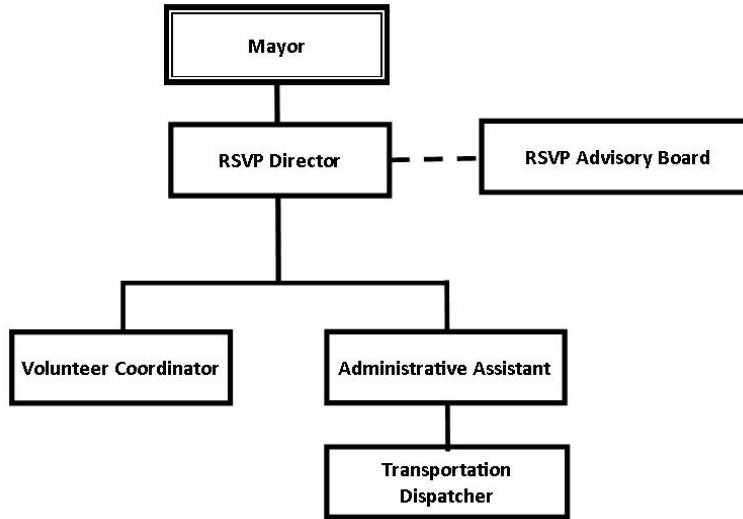
### Mission Statement

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.

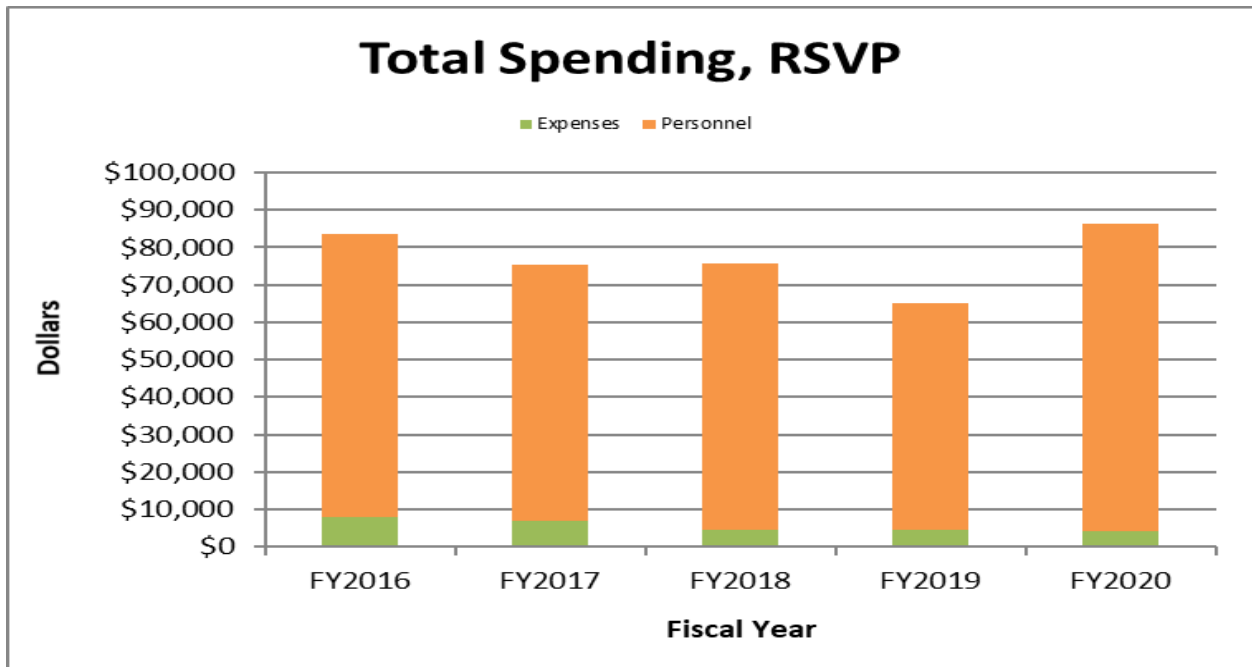
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
51017	Director of RSVP	1	1	1	\$ 37,384	\$ 37,944	\$ 40,055	\$ 40,235	6.0%	\$ 2,291
51104	Volunteer Coordinator	1	1	1	\$ 21,947	\$ 22,346	\$ 24,974	\$ 24,974	11.8%	\$ 2,628
51163	Admin Asst/Bookkeeper	1	1	1	\$ 22,664	\$ 23,740	\$ 25,500	\$ 25,500	7.4%	\$ 1,760
					\$ -					
TOTAL PERSONNEL:		3	3	3	\$ 81,995	\$ 84,030	\$ 90,529	\$ 90,709	7.9%	\$ 6,679
57300	Membership & Dues				\$ 50	\$ -	\$ 50	\$ 50	100.0%	\$ 50
53406	Postage				\$ 798	\$ 750	\$ 750	\$ 750	0.0%	\$ -
53018	Education & Training				\$ -	\$ -	\$ 250	\$ 250	100.0%	\$ 250
52300	Telephone				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
54227	Supplies				\$ 277	\$ -	\$ 1,000	\$ 1,000	100.0%	\$ 1,000
57100	Travel				\$ 30	\$ -	\$ -	\$ -	0.0%	\$ -
57827	Volunteer Recognition				\$ 1,626	\$ -	\$ 2,000	\$ 2,000	100.0%	\$ 2,000
52404	Office Equipment Maintenance				\$ 1,526	\$ 1,665	\$ 1,665	\$ 1,665	0.0%	\$ -
TOTAL EXPENSES:					\$ 4,307	\$ 2,415	\$ 5,715	\$ 5,715	136.6%	\$ 3,300
TOTAL BUDGET:					\$ 86,302	\$ 86,445	\$ 96,244	\$ 96,424	11.5%	\$ 9,979

Jeffrey Roucoulet  
Dept Head Approval

2/19/2021  
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, 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 fiscal year 2022.

## Solicitor's Office

Contact	Phone	Location
<b>Rosaura Román</b> 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.

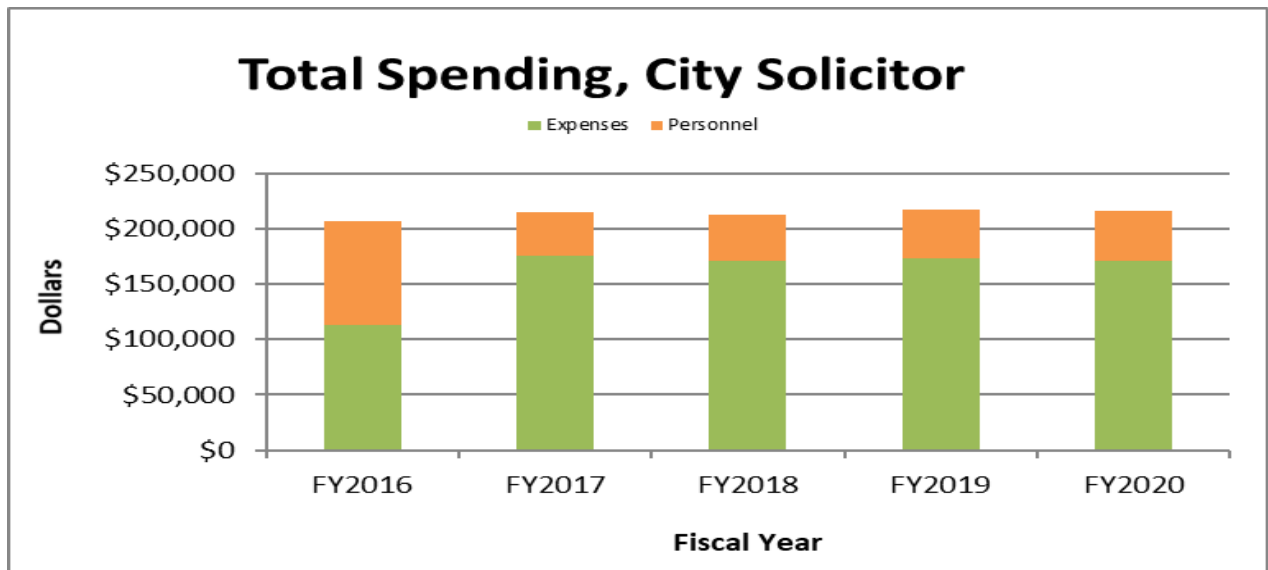
The City Solicitor is charged with the production and review of contracts awarded by City agencies; the drafting of real estate conveyance documents, including eminent domain orders, deeds, easements, leases, releases, loan documents, contracts of any nature; the drafting of proposed ordinances, City 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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	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	\$ 45,358	\$ 46,873	\$ 50,169	\$ 50,169	7.0%	\$ 3,296
TOTAL PERSONNEL:		1	1	1	\$ 45,358	\$ 46,873	\$ 50,169	\$ 50,169	7.0%	\$ 3,296
57601	Tax Title Litigation				\$ 974	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	\$ -
54227	Supplies				\$ 99	\$ 500	\$ 500	\$ 500	0.0%	\$ -
54533	Law Library Supplies				\$ -	\$ 3,250	\$ -	\$ -	-100.0%	\$ (3,250)
57600	Legal Fees/Court Costs				\$ 167,608	\$ 162,000	\$ 170,000	\$ 170,000	4.9%	\$ 8,000
57615	Legal Settlements				\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52404	Office Equipment Maintenance				\$ 1,870	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 170,551	\$ 172,750	\$ 177,500	\$ 177,500	2.7%	\$ 4,750
TOTAL BUDGET:					\$ 215,909	\$ 219,623	\$ 227,669	\$ 227,669	3.7%	\$ 8,046

Linda M. Tyer, Mayor  
Dept Head Approval

2/19/2021  
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 required resources.
52000	Tax Title /Litigation	Filing fees, recording, publications, and any other legal process necessary to file tax title foreclosure complaints with the Land Court and the Middle Berkshire Registry of Deeds
52404	Equipment Maintenance	Monthly leasing fee, maintenance and toner for office copier/printer/scanner/fax machine

### **New Spending and Programs**

There is no new spending or programming in the Solicitor's Office in fiscal year 2022.

## Unclassified Accounts - 01502

Contact	Phone	Location
<b>Matthew M. Kerwood</b> 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.

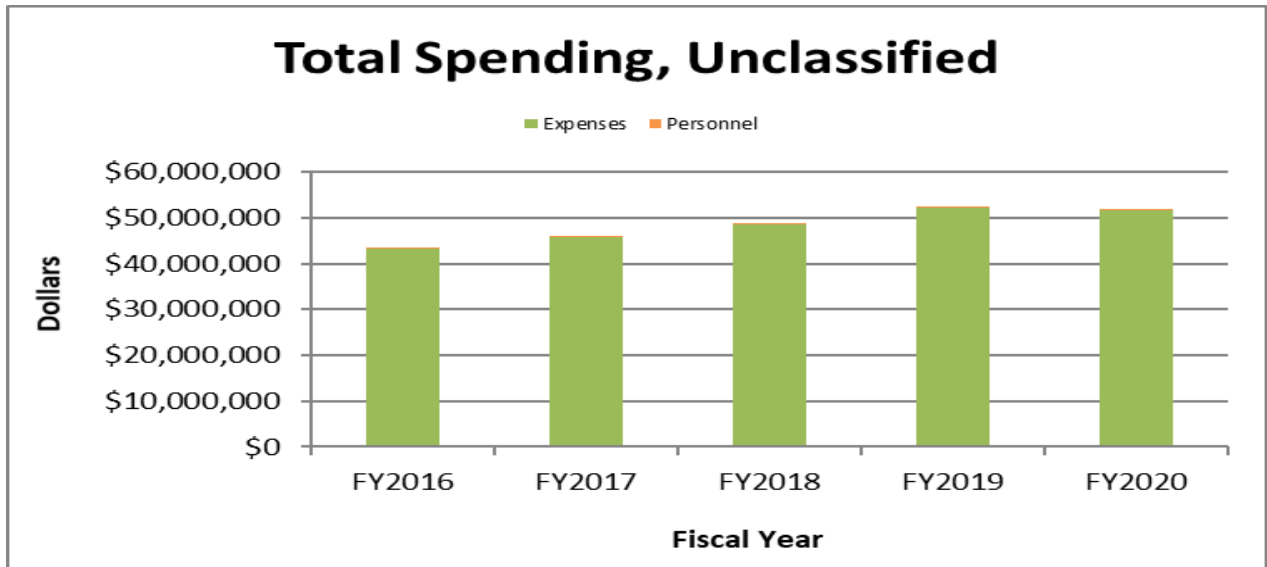
### Department Description

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			FY2020 Actual	FY2021 Budget	FY2022 Budget Request	FY2022 Mayoral Approval	% Change	\$ Change
		FY20	FY21	FY22						
APRV										
51108	40U Hearings Officers	1	1	1	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	\$ -
51190	40U Clerk	1	1	1	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$ -
51193	Crossing Guards	4	4	4	\$ 24,532	\$ 27,000	\$ 27,000	\$ 27,000	0.0%	\$ -
51309	Scheduled Overtime				\$ 20,147	\$ 20,000	\$ 30,000	\$ 30,000	50.0%	\$ 10,000
<b>TOTAL PERSONNEL:</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>\$ 48,679</b>	<b>\$ 51,000</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>	<b>19.6%</b>	<b>\$ 10,000</b>

51705	Insurance Medicare Coverage	\$ 1,115,019	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	0.0%	\$ -
51706	Insurance Health	\$ 25,432,539	\$ 26,750,000	\$ 25,300,000	\$ 25,300,000	-5.4%	\$ (1,450,000)
57400	Insurance General	\$ 1,332,628	\$ 1,600,000	\$ 1,837,869	\$ 1,837,869	14.9%	\$ 237,869
51708	Insurance Group Life	\$ 106,519	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	\$ -
51710	Insurance Unemployment	\$ 108,466	\$ 150,000	\$ 150,000	\$ 150,000	0.0%	\$ -
51717	Retirement Contribution	\$ 13,523,410	\$ 14,178,149	\$ 14,915,413	\$ 14,915,413	5.2%	\$ 737,264
51506	Benefits Conversion	\$ 451,881	\$ 500,000	\$ 500,000	\$ 500,000	0.0%	\$ -
51910	Stipends	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$ -
52200	Animal Shelter Management Fee	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	0.0%	\$ -
52300	Telephone/Internet	\$ 83,985	\$ 100,000	\$ 95,000	\$ 95,000	-5.0%	\$ (5,000)
53070	City Audit/GASB	\$ 78,700	\$ 85,000	\$ 85,000	\$ 85,000	0.0%	\$ -
52000	Contractual Services	\$ 133,350	\$ 133,350	\$ 133,350	\$ 133,350	0.0%	\$ -
53223	Medicaid Services	\$ 25,528	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	\$ -
57100	Travel	\$ 24,640	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	\$ -
53406	Postage	\$ 43,119	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
57800	Bank Service Charges	\$ 4,554	\$ 10,000	\$ 7,500	\$ 7,500	-25.0%	\$ (2,500)
57823	Contingency	\$ 191,910	\$ 200,000	\$ 200,000	\$ 200,000	0.0%	\$ -
58900	Capital Improvements	\$ 593,169	\$ 100,000	\$ 500,000	\$ 500,000	400.0%	\$ 400,000
59100	Long Term Debt Principal	\$ 5,679,926	\$ 5,924,120	\$ 5,960,573	\$ 5,960,573	0.6%	\$ 36,453
59150	Long Term Debt Interest	\$ 3,900,000	\$ 3,781,508	\$ 3,651,203	\$ 3,651,203	-3.4%	\$ (130,305)
59155	Short Term Debt Interest	\$ 87,180	\$ 175,000	\$ 175,000	\$ 175,000	0.0%	\$ -
59160	Debt Issuance Costs	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
59600	Allocation from Water	\$ (950,474)	\$ (930,441)	\$ (845,253)	\$ (845,253)	-9.2%	\$ 85,188
59601	Allocation from Sewer	\$ (1,011,692)	\$ (1,009,310)	\$ (997,530)	\$ (997,530)	-1.2%	\$ 11,780

TOTAL EXPENSES: \$ 51,047,357 \$ 53,255,376 \$ 53,176,125 \$ 53,176,125 -0.1% \$ (79,251)

TOTAL BUDGET: \$ 51,096,036 \$ 53,306,376 \$ 53,237,125 \$ 53,237,125 -0.1% \$ (69,251)

Matthew Kerwood 2/19/2021  
 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
57400	Insurance General	Premium for the city general insurance, such as property & causality and professional liability
51708	Insurance Group Life	50% match for the premiums on the voluntary group life insurance plan offered by the City
51710	Unemployment Insurance	City's contribution to former employees would be collecting unemployment. Unlike the private sector, cities and towns operate on a "pay as you go" based on approved claims

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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 FY2021, most notably the cost for health insurance, the City's assessment to the Pittsfield Retirement System. There is a decrease in long term debt principal but an increase in long term interest.

## Veterans' Services Department

Contact	Phone	Location
<b>John Herrera</b> 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.

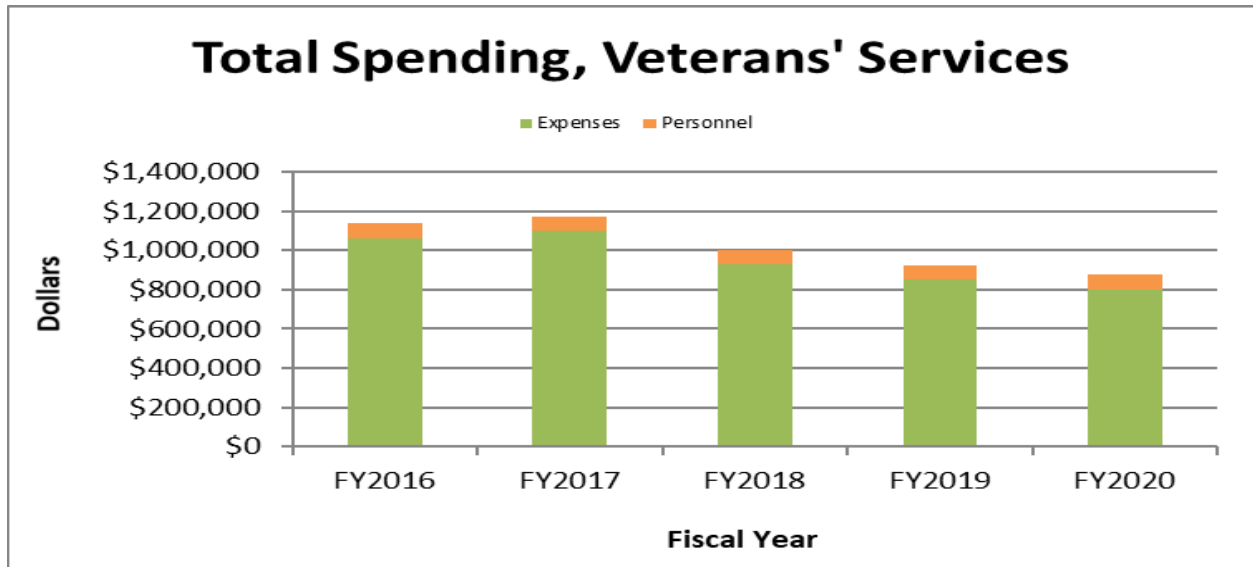
### Department Description

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			FY2020 Actual	FY2021 Budget	FY2022 Budget Request	FY2022 Mayoral Approval	%	\$
		FY20	FY21	FY22						
APRV										
51026	Veterans' Agent	1	1	1	\$ 51,101	\$ 53,657	\$ 55,312	\$ 55,312	3.1%	\$ 1,655
51050	Administrative Assistant	1	1	1	\$ 28,123	\$ 33,243	\$ 33,742	\$ 33,742	1.5%	\$ 499
<b>TOTAL PERSONNEL:</b>		2	2	2	\$ 79,224	\$ 86,900	\$ 89,054	\$ 89,054	2.5%	\$ (89,748)
52404	Office Equipment Maintenance				\$ 842	\$ 1,400	\$ 1,400	\$ 1,400	100.0%	\$ (1,400)
52700	Rental Expense				\$ 5,000	\$ 6,500	\$ 6,500	\$ 6,500	0.0%	\$ -
54210	Flags and Grave markers				\$ -	\$ 8,600	\$ 8,600	\$ 8,600	0.0%	\$ -
54227	Supplies				\$ 259	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	\$ -
57700	Program Expense				\$ 790,772	\$ 900,000	\$ 900,000	\$ 900,000	0.0%	\$ -
57828	Award & Declarations				\$ -	\$ 250	\$ 250	\$ 250	0.0%	\$ -
<b>TOTAL EXPENSES:</b>					\$ 796,873	\$ 918,750	\$ 918,750	\$ 918,750	0.0%	\$ -
<b>TOTAL BUDGET:</b>					\$ 876,097	\$ 1,005,650	\$ 1,007,804	\$ 1,007,804	0.2%	\$ 2,154

John S. Herrera                      2/19/2021  
 Dept Head Approval                  Date

### Line Item Summary

#### Personnel

Account	Account Name	Description
51026	Veterans' Agent	Salary account for the Veterans' Service Officer



51050	Administrative Assistant	Salary account for the Administrative Assistant/Investigator
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### 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 fiscal year 2022.

## Workers' Compensation - 01500

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

N/A

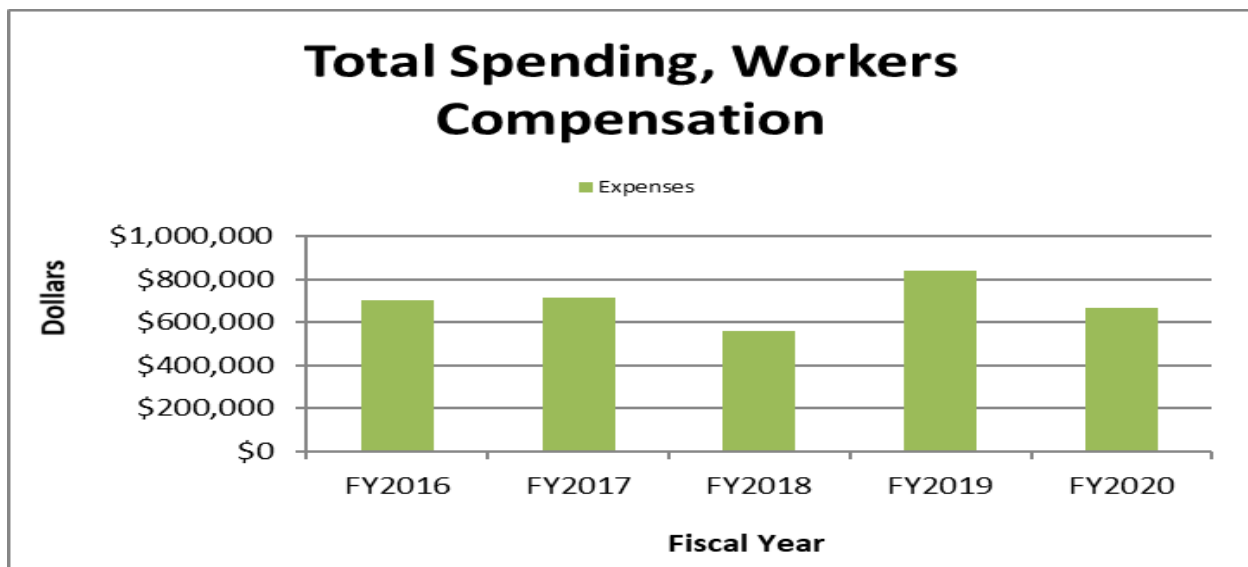
### Department Description

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			FY2020	FY2021	FY2022	FY2022	%	\$
		FY20	FY21	FY22	Actual	Budget	Budget Request	Mayoral Approval	Change	Change
APRV										
TOTAL PERSONNEL:		0	0	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
51701	Compensation Payments				\$ 291,736	\$ 275,000	\$ 275,000	\$ 275,000	0.0%	\$ -
51702	Medical Payments				\$ 210,592	\$ 225,000	\$ 225,000	\$ 225,000	0.0%	\$ -
51709	Injured on Duty - Police/Fire				\$ 165,239	\$ 150,000	\$ 150,000	\$ 150,000	0.0%	\$ -
TOTAL EXPENSES:					\$ 667,567	\$ 650,000	\$ 650,000	\$ 650,000	0.0%	\$ -
TOTAL BUDGET:					\$ 667,567	\$ 650,000	\$ 650,000	\$ 650,000	0.0%	\$ -

Matthew Kerwood                      2/19/2021  
 Dept Head Approval                      Date

Line Item Summary

Expenses

Account	Account Name	Description
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 School Budget  
Summary*



## School Department

Contact	Phone	Location
<b>Mr. Joseph Curtis</b> Superintendent	(413) 499-9502	Mercer Administration Bldg. 269 First Street

### Mission Statement

The Pittsfield Public Schools strives to serve its community and its children by creating an environment where life-long learning is valued, excellence is expected and improvement is continuous. We will do this by meeting the needs of each student and providing the understanding, encouragement, support, knowledge and skills each require to meet, or exceed, the district's high expectations and rigorous academic expectations. In doing so we will prepare every student for postsecondary education, career and lifelong economic, social, and civic success.

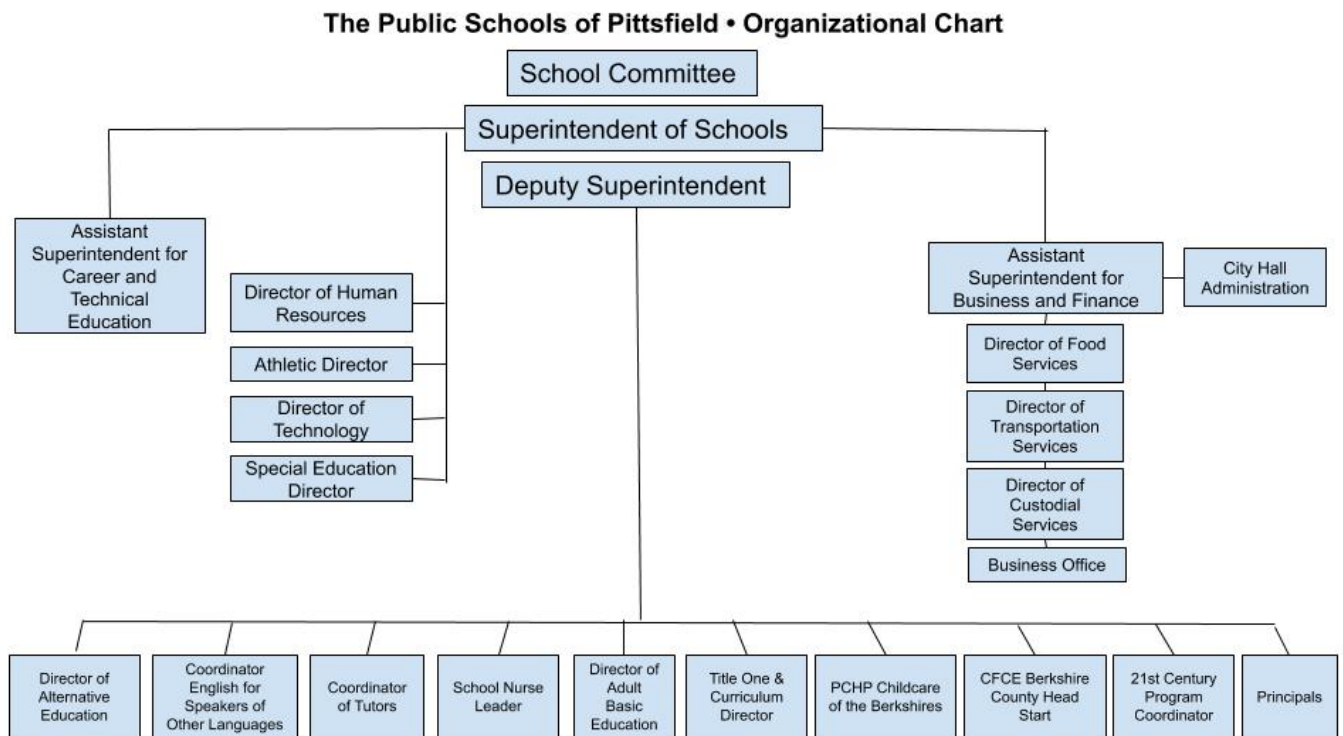
### Department Description

The Pittsfield Public Schools is a municipal school district that serves 5,345 students ranging in age from 3 to 22 years old.

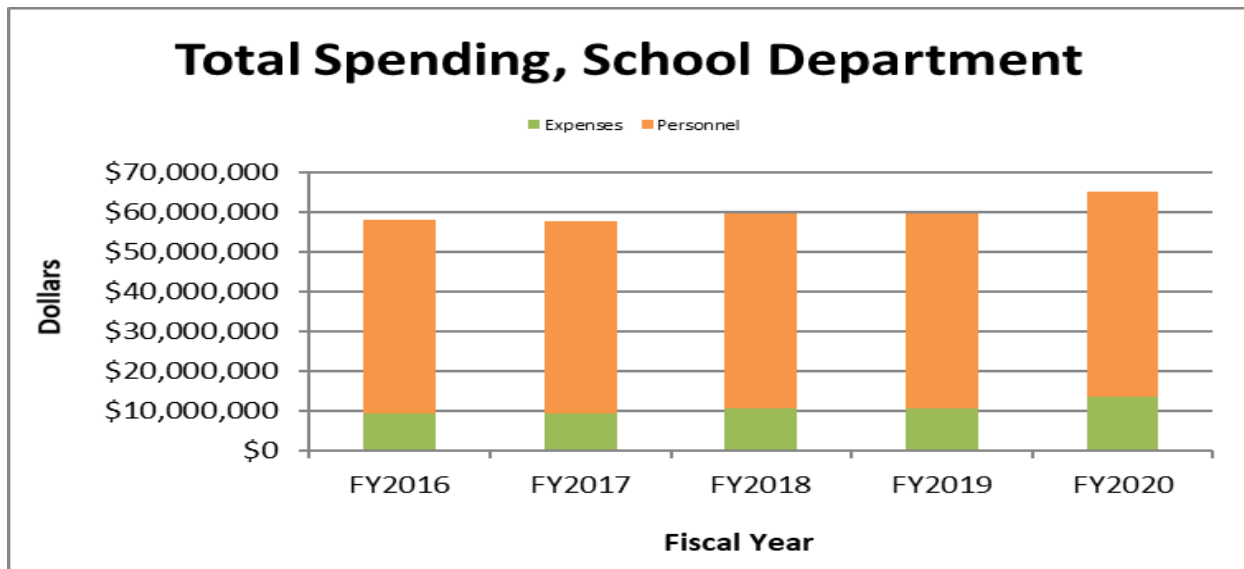
We serve our community through 12 public schools and several offsite programs:

- Allendale Elementary (313 students--34 teachers)
- Capeless Elementary (193 students--30 teachers)
- Conte Community School (337 students--48 teachers)
- Crosby Elementary School (includes Crosby Academy) (399 students--65 teachers)
- Egremont Elementary School (442 students--49 teachers)
- Morningside Community School (376 students--47 teachers)
- Stearns Elementary School (230 students--32 teachers)
- Williams Elementary School (275 students--40 teachers)
- Theodore Herberg Elementary School (602 students--80 teachers)
- John Reid Middle School (537 students--81 teachers)
- Pittsfield High School (753 students--93 teachers)
- Taconic High School (810 students-108 teachers)
- Crosby Academy (elementary public day program)
- Eagle Academy (middle and high school public day program)
- The Learning Lab (middle and high school specialized online program)
- Positive Options Program (in partnership with Berkshire Community College)
- William Stickney Adult Education Program (adult education serving Central Berkshire County and beyond with English Language instruction and diploma completion programs)

### Organizational Chart



### Historical Spending Trend



# Pittsfield Public Schools Budget

Approved by the School Committee on April 28, 2021

## Summary

PITTSFIELD PUBLIC									
FISCAL YEAR 2022									
								Increase/Decrease	
				FY19 Budget	FY20 Budget	FY21 Budget	FY22 Budget	FY21 to FY22	
								\$	%
Total Costs by Function:									
1000 ADMINISTRATION				1,621,233	1,603,449	1,609,771	1,711,787	102,016	6.34%
2000 INSTRUCTIONAL				47,428,006	50,256,457	49,849,658	52,335,979	2,486,321	4.99%
3000 OTHER SCHOOL SERVICES (Nurses, Bus Operations)				3,037,370	3,442,389	3,645,177	3,779,856	134,679	3.69%
4000 OPERATIONS & MAINTENANCE (Technology and Custodial)				5,477,279	5,767,459	5,955,499	6,033,765	78,266	1.31%
5000 FIXED COSTS				404,765	309,004	317,235	329,410	12,175	3.84%
6000 ADULT LEARNING				0	68,074	68,074	68,074	0	0.00%
7000 ACQUISITION OF FIXED ASSETS				0	97,682	97,682	102,225	4,543	4.65%
9000 TUITION PAYMENTS				3,144,216	3,569,186	3,570,604	3,570,604	0	0.00%
<b>TOTAL</b>				61,112,869	65,113,700	65,113,700	67,931,700	2,818,000	4.33%
<b>FUNDING SOURCES:</b>									
				FY19 Budget	FY20 Budget	FY21 Budget	FY22 Budget	\$ Change	% Change
City Council Appropriation				60,492,869	63,481,700	64,493,700	67,311,700	2,818,000	4.37%
School Choice Revenues				589,012	597,302	570,000	570,000	0	0.00%
Richmond Tuition Revenues				30,988	22,698	50,000	50,000	0	0.00%
Vocational Tuition Revolving Account				0	0	0	0	0	0.00%
Subtotal Tuition Revolving:				620,000	620,000	620,000	620,000	0	0.00%
<b>TOTAL, ALL FUNDING SOURCES</b>				61,112,869	64,101,700	65,113,700	67,931,700	2,818,000	4.33%

# *Capital Improvement Plan*



## Capital Improvement Plan

### Overview

The proposed FY2022 – FY2026 Capital Improvement Program (CIP) for the City of Pittsfield invests more than \$221 million in a variety of important capital projects, prioritizing roadway quality, a variety of parks and recreational opportunities, ADA improvements, safe and functional vehicles and equipment for staff, and modern water and wastewater treatment facilities that meet Federal and State requirements.

The proposed General Fund Capital Investment Strategy recommends a commitment of 6.5% of GF revenues for capital projects. However, the availability of significant funding through the Federal Government’s American Rescue Plan has allowed the City to reduce GF capital spending in FY2022 below this 6.5% target by nearly \$600,000. In addition, the proposed CIP funds all water and wastewater capital projects from enterprise fund revenues (i.e. water/sewer rates and retained earnings) and reflects the City’s substantial efforts to seek State grant funds and other funding sources for capital projects.

The comprehensive FY2022 – FY2026 CIP proposed in this report is a roadmap for the future. Equally as important, the background supporting materials that will be provided to City staff will be tools for them to annually extend that roadmap into the future to ensure that the City continues to meet its obligations and goals.

## Capital Planning: Purpose and Process

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community's capital expenditures and "one of most important responsibilities of local government officials." Indeed, a municipality that fails to continually reinvest in its capital assets or fails to plan strategically for capital needs could likely face expensive, emergency expenditures, failure to meet development goals, and even catastrophic safety and health impacts. Furthermore, capital planning is one component of financial management that credit rating agencies consider when assessing credit quality.

The City's Charter and policies provide guidance as to the process and content of the City's Capital Improvement Program. Appendix 1 provides the relevant section of the City's Charter (Section 7-5) and Appendix 2 provides the relevant policy (Capital Planning).

The City's CIP is also guided by the following best practices:

- It should be a comprehensive plan that includes not only City-funded projects, but projects funded through other means as well (e.g., State or Federal funding).
- It should be a multi-year plan, which provides multiple benefits, such as strategic debt management, coordination of projects, and the avoidance of emergency costs.
- It should include a capital investment strategy that extends across the six-year period, allowing for a more accurate projection of future capital costs and annual budgetary impact.

The CIP was developed in three phases: 1) Capital Needs Assessment, 2) Development of the Capital Investment Strategy, and 3) Development of the project plan.

### *Phase 1: Capital Needs Assessment*

Departments were provided with an online request form asking them to describe their proposed project(s), justify each project, prioritize projects, and identify the fiscal year(s) in which the project should be completed. In addition, departments were asked to indicate if non-local funds might be available to support the project and to anticipate the impact of the project on the City's operating budget. For example, savings could be realized if the purchase of new equipment could reduce the cost of future repairs. See Appendix 3 for a copy of the online request form. This was a time-intensive process for staff, which required reviewing asset inventories, finding available data on asset condition and performance, and projecting out work for a six-year period.

After working with department heads to obtain as much detail as possible about each project, the City finance team then reviewed and prioritized projects based on an established series of criteria. The criteria include:

- State/Federal mandate or legal obligation or liability
- Threat to health and safety
- Advancement of adopted plans, studies, and goals
- Department priority
- Impact on service to residents/businesses

- Distribution of benefit
- Economic benefits
- Environmental benefits
- Impact on operating budget
- Availability and likelihood of external funding
- Risk and impact of failure
- Impact on internal effectiveness and/or efficiency

The finance team relies on complete and accurate data from department heads in order to fully assess a project's merits. A project's modest prioritization may be the result of missing or incomplete information about the project and its justification. Such situations underscore the importance of the submission of comprehensive data for each project in order to best reflect the level of importance it deserves. That said, the final decision about inclusion in the CIP may be based on a number of factors, above and beyond the criteria listed above

#### *Phase 2: Development of the Capital Investment Strategy*

There was a review of the City's existing debt profile, authorized and unissued debt, capital leases, stabilization and special funds, and revenue and expenditure forecasts. After reviewing General Fund spending over a multi-year historical period, the team compared capital spending to net budget. Net budget is defined as the total amount raised on the tax rate recapitulation sheet less any excluded debt or capital exclusions, enterprise funds, community preservation funds, and Massachusetts School Building Authority (MSBA) assistance. The goal is to measure annual General Fund capital spending as a percent of the General Fund operating budget to ensure that an appropriate share of General Fund revenues is reinvested through the capital plan.

#### *Phase 3: Development of the Project Plan*

After setting a target investment level, the City leadership, guided by project prioritization and other data provided by Department Heads, generated a list of top-priority projects. For projects to be funded through debt, a conservative projection of debt service was used. The cost of the projects was compared with the target capital spending until the total cost of the FY2022 projects was balanced with the available funding. For the remaining years, the plan shows a deficit which will need to be addressed through each annual cycle. Projects may be removed, postponed, and/or reduced in scope and/or additional resources may be identified.

#### *Managing the Plan in the Future*

Annually, City staff reassess the capital needs of all departments, extending the outlook to include the next year. This annual process allows for the reassessment of the scope, timing, and cost of projects that are included in the current CIP. In addition, the City finance team may update the assumptions and targets in the Capital Investment Strategy in order to determine the resources available for the plan's time period. These assumptions and targets reflect other components of the City's comprehensive financial plan, such as a five-year financial forecast, operating budget priorities, and financial policies.

## 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 (also known as “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:
  - **Bonds funded within the tax limits of Proposition 2½:** Debt service for these bonds must be paid within the tax levy limitations of proposition 2½. Funds used for this debt must be carefully planned in order to not impact the annual operating budget.
  - **Bonds funded outside the tax limits of Proposition 2½:** 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 a 2/3 vote of the local appropriating authority and approval by a 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.<sup>1</sup>
- **Capital Outlay / Pay as You Go:** Pay as You Go capital projects are funded with current revenues (typically tax levy or free cash) and unexpended balances in previously approved projects. 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 2½ 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 a 2/3 vote of the local appropriating authority and approval by a 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 municipality would be authorized to borrow money.
- **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. According to MGL Chapter 40, Sec. 5B, a 2/3 vote is required by City Council to initially set up the fund. Subsequently, a majority vote of City Council is required to appropriate money into the fund and a 2/3 vote is required to appropriate

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<sup>1</sup> 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.

money out of this fund. In addition, City Council, by a 2/3 vote, may dedicate certain revenue streams to a stabilization 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 town, city, 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 town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Sec. 63).
- **Free Cash:** Free Cash represents 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 estimated 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 June 30 balance sheet, which is submitted by the municipality’s auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.
- **Special Purpose Funds:** Communities also have established numerous “Special Purpose Accounts” for which the use is restricted to a specific purpose, some of which may be investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance, recreation, cemetery lot sale, and parking revenues.

#### *Federal, State, and Private Grants and Loans*

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from “Friends of...” groups for local libraries or councils on aging. However, the State provides the most opportunities for funding through various programs.

Key potential State funding sources for the City of Pittsfield include:

- **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%.
- **MassWorks Infrastructure Program:** This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.

- **MassDOT Complete Streets:** A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit, and motorized vehicles – for people of all ages and abilities. MassDOT has a program to encourage municipalities to move toward a Complete Streets model. One component of the program is construction funding after the municipality has passed a Complete Streets Policy and developed a Prioritization Plan.
- **PARC grant program:** Through the Executive Office of Energy & Environmental Affairs, PARC grants are available for the purchase, construction, or renovation of parks and outdoor recreation spaces. Any town with a population of 35,000 or more year-round residents or any city regardless of size is eligible to apply as long as they have submitted an up-to-date Open Space and Recreation Plan. This is a reimbursement program with the typical maximum award being \$400,000. Reimbursement rates are determined by a community’s equalized valuation per capita decile rank; The City of Pittsfield was eligible for the maximum reimbursement rate of 70% in FY2021, and this is unlikely to change for the period of the FY2022 – FY2026 CIP.
- **Community Compact IT grant program:** Through the Community Compact Cabinet, this program offers grants of up to \$200,000 for “one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible.”<sup>2</sup>
- **Green Communities Division grants:** The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.
- **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 Repairs 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 under the Accelerated Repair Program.

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<sup>2</sup> “Community Compact IT Grant Program,” Available: <https://www.mass.gov/community-compact-it-grant-program>

## Capital Assets in Pittsfield

The area that became Pittsfield was originally the homeland of the Mohican Tribe. 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. In 1752 European settlers returned 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's population 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, driven by the success of GE, which at one point had a local workforce of over 13,000. With the closure/relocation of much of the GE work, the population declined. Today the population is estimated to be approximately 43,000.

As the population grew and local government services evolved, the City built infrastructure to provide important services to residents such as roads, water and sewer systems, schools, and parks. These systems remain in place today and must be maintained along with the City's vehicles and other equipment to ensure that City can continue to provide valuable services to its residents. Infrastructure components for which the City of Pittsfield is responsible for include:

### Facilities

The City of Pittsfield occupies and manages a series of buildings and building complexes that serve a multitude of purposes from City Hall to the Berkshire Athenaeum to the Ralph Froio Senior Center. Each of these facilities must be maintained on a regular basis to ensure the safety of workers and the general public. Buildings and the major components therein, such as the HVAC system, roof, flooring, electrical, plumbing, and elevators, have certain lifespans and so major upgrades and/or replacements are necessary in order to maintain the functionality of these facilities.

The most up-to-date insurance schedule values all City-owned facilities and their contents at more than \$400 million. This includes municipal, school, utility, and park/recreation facilities.

<b>PITTSFIELD CITY FACILITIES</b>			
<i>Note: School, Utility, and Park/Recreation Facilities will be discussed in subsequent sections</i>			
<b>Name</b>	<b>Address</b>	<b>Year Constructed/ Renovated</b>	<b>Approx. Sq. Ft.</b>
Airport (Terminal, Hangars)	832 Tamarack Rd		26,489
Berkshire Athenaeum	1 Wendell Ave	1974	45,938
City Hall	70 Allen St	1910	32,090
Lichtenstein Center for the Arts	28 Renne Ave	1927	
Police Station	39 Allen St	1939	25,057

Ralph Froio Senior Center	330 North St	1993/2001	17,700
Captain Villanova Training Center	54 Pecks Rd		
Fire Headquarters (E3)	74 Columbus Ave	1974	16,589
Fire Station (E1)	330 W Housatonic St	1950	3,283
Fire Station (E2)	9 Somerset Ave	1969	6,030
Fire Station (E5) and Training Facility	54 Pecks Rd	1950	6,341 (combined)
Fire Station (E6)	6 Holmes Rd	1963	4,280
Building and Maintenance Administrative Office	81 Hawthorne Ave	1947	11,358
DPS Highway Garage, Salt Shed, etc.	232 W. Housatonic St		38,452
McKay Parking Garage	Depot St	1988	312,508

The City, through its participation in the State's Green Communities program, has received grants for energy efficiency projects. Most recently, in July 2017, the City was granted \$49,543 to fund a heating system conversion from electric to high-efficiency natural gas in the Lichtenstein Art Center and \$250,000 to fund the conversion of all electric heating system to high-efficiency natural gas powered condensing boiler system at the Berkshire Athenaeum. In addition to these projects, the City has converted its streetlight to energy efficient LED, switched to electric vehicles for parking control activities, and plans to replace all the windows within its fire stations which in most cases are original to the buildings.

### Pittsfield Airport

The Pittsfield Municipal Airport is a regional general aviation airport that is owned and operated by the City of Pittsfield. The airport is under the care, custody and management of a seven-member Pittsfield Municipal Airport Commission. The members of the Commission are appointed by the Mayor. The airport has two lighted asphalt runways and covers 550 acres. Runway 8/26 is 5,791 ft. long while runway 14/32 is 3,496 ft. long. As of January 2021, there were a reported 32 aircraft based at the airport, including 18 single engine planes, 5 multi engine planes, and 9 jet airplanes. Data show an average of 92 aircraft operations per day, of which 59% are locally-based flights, 27% transient general aviation, 11% air taxis, and 3% from military operations.<sup>3</sup>

### **Information Technology**

The City's core information technology (IT) infrastructure includes a citywide fiber optic network, physical and virtualized servers, high availability clustering, network switches / routers, wireless access points, firewalls and content filters, redundant internet connections, VoIP phones (voice over Internet Protocol) and PoE (power over Ethernet) equipment including building access and surveillance equipment. The City's primary data center is located in City Hall with failover and redundancy located locally in other city facilities.

<b>PITTSFIELD SOFTWARE APPLICATIONS</b>	
<b>Department</b>	<b>Software</b>
All Users	Windows 10 / Office 2016, Sophos Antivirus, Barracuda Email Archiver, Parallels RAS, ZOOM
Assessor	iasWorld
City Clerk	FileMaker Pro, Full Circle Technologies

<sup>3</sup> Airnav.com, retrieved from <https://www.airnav.com/airport/KPSF>, October 25, 2019



<b>PITTSFIELD SOFTWARE APPLICATIONS</b>	
<b>Department</b>	<b>Software</b>
Department of Public Work (DPW)	AutoCAD, ESRI ArcGIS, Accela Public Staff CRM
Finance and Treasury	Tyler Technologies - MUNIS
Fire Department	Emergency Responding, Streetwise
Inspectional and Health Services	Full Circle Technologies
Police Department	IMC

### **Parks and Open Space**

Pittsfield is a major regional center for active and passive recreation with a state forest, a ski area, two major lakes, river access points, and many parks and conservation areas. These points serve not only the local residents and people in the county, but frequently visitors from other parts of Massachusetts and out-of-state as well. With this extensive inventory of resources, the City has recently announced its intention to increase its focus on building upon the outdoor recreation economy.

<b>OPEN SPACE FACILITIES OWNED/MANAGED BY CITY OF PITTSFIELD<sup>4</sup></b>			
<b>Name</b>	<b>Size (acres)</b>	<b>Amenities</b>	<b>Address</b>
Allen Heights Park	2.3	Playground equipment	150 Windsor Ave
Belanger Park	5.5	Baseball field, track, playground, restrooms	372 Newell St
Burbank Park	188	Boat launch, fishing pier, walking trail, picnic grove, beachfront, restrooms, playground, dog park	500 Lakeway Dr
Carrie Bak Park	0.7	Playground equipment	150 Danforth St
Christopher R. Porter Park	2.3	Playground equipment	37 Highland Ave
Clapp Park		Baseball fields, walking track, basketball court, splash pad, restrooms	W. Housatonic St
Common	7.1	Splash pad, amphitheater, basketball court, pavilion, restrooms	100 First St
Coolidge Park	28	Fitness equipment cluster, playing field	220 West Union St
Crane Park	1.9	Playground equipment, basketball court, inline hockey rink	100 Dartmouth St
Deming Park	9.6	Baseball fields, playground equipment, restrooms	84 Meadow Lane

<sup>4</sup> City of Pittsfield Parks/Grounds, retrieved from [https://www.cityofpittsfield.org/city\\_hall/public\\_services/parks\\_and\\_grounds.php](https://www.cityofpittsfield.org/city_hall/public_services/parks_and_grounds.php), October 25, 2019

<b>OPEN SPACE FACILITIES OWNED/MANAGED BY CITY OF PITTSFIELD<sup>4</sup></b>			
<b>Name</b>	<b>Size (acres)</b>	<b>Amenities</b>	<b>Address</b>
Dorothy Amos Park	2.1	Basketball courts, playground equipment	320 West St
Doyle Complex		Softball complex	Benedict Rd
Durant Park	2.1	Basketball court, restrooms, playground equipment, baseball field	30 John St
Kirvin Park	227	Playing fields, playground equipment	974 Williams St
Lebanon Park	6	Playground equipment, basketball court, playing fields	185 Lebanon Ave
Marchisio Park	19	Baseball field, basketball court, playground equipment, playing field	276 Dalton Division Rd
Osceola Park	9	Baseball field, playground equipment, playing field, sledding hill with rope tow	50 Osceola St
Park Square	0.7	Historic monuments, fountain, sitting area	1 Bank Row
Persip Park	0.1	Performance stage, sitting area, city information kiosk	175 North St
Pittsfield Skate Plaza	0.5	Skate park	1 Appleton Ave
Pontoosuc Lake Park	23	Boat launch, picnic grove, beach front, restrooms	40 Hancock Rd
Ray Crow Park	0.9	Basketball court, playground equipment,	25 Winter St
Sotille Park	0.1	Sitting area	200 North St
South Street Memorial Park	2.2	Historic monument, sitting area	292 South St
Springside Park	246	Nature trails, playground equipment, baseball fields, gardens, greenhouse, Springside House	874 North St
Wahconah Park	102	Baseball stadium, basketball court, playing field	Wahconah St
Wellesley Park	1	Sitting area	50 Wellesley St
West Memorial Park	4	Playground equipment, playing field	50 Cheshire Rd
WestSide Riverway Park	2	Pavilion, river access	185 Dewey Ave
Wild Acres	112.5	Pavilion, restrooms, nature trails, fishing pond	500 South Mountain Rd

### **Roads, Bridges and Related Infrastructure**

There are approximately 229 miles of roadway in the City, the vast majority of which are City-owned. There are nearly 196 miles of City streets, 17.6 miles of private streets, and 11.5 miles of State roadway maintained by the Massachusetts Department of Transportation (MassDOT). Downtown Pittsfield is at

the crossroads of U.S. Route 7 and U.S. Route 20. Other State numbered roadways that pass within City borders include Interstate-90, Route 8, Route 9, and Route 41. Roads are typically classified into three categories:

- **Local streets** comprise approximately 65% of the roads in Pittsfield. These roads provide access to residential properties and generally have lower speed limits.
- **Collector roads** make up about 12% of the City's road network. These roads primarily collect traffic from local streets and funnel it to arterial streets and vice versa.
- **Arterial roadways** comprise around 22% of roads in the City. These roads are designed for mobility, carrying traffic at greater speeds over longer distance than other roads. These streets are typically numbered. These roadways may be maintained by the State and function as part of a regional highway system<sup>5</sup>.

Roads degrade over time through use and as a result of water infiltration, which can cause damage through freeze/thaw cycles common here in New England. Therefore, capital reinvestment as well as ongoing maintenance are necessary.

The Housatonic River flows through the City of Pittsfield, and there are other waterways and railroad tracks that fall within City boundaries. As a result, there many bridges in the City, including 40 bridges and large culverts that are owned by the City of Pittsfield, as evidenced by MassDOT's bridge inventory.<sup>6</sup> The State is responsible for inspecting these bridges, but the City is responsible for repairs and replacement. There are also many smaller municipally-owned culverts in the City.

<b>PITTSFIELD BRIDGES &amp; MAJOR CULVERTS</b>			
<b>Facility Carried</b>	<b>Feature Intersected</b>	<b>Structure Type</b>	<b>Year Built/ Reconst'd</b>
East St	Housatonic River	Box Beam or Girders - Single or Spread	1998
Merrill Rd	RR CSX	Stringer/Multi-beam or Girder	2001
Wahconah St	Housatonic River	Slab	1970
Wahconah St	Housatonic River	Stringer/Multi-beam or Girder	1951
US 20 /US7/SOUTH	Housatonic River	Stringer/Multi-beam or Girder	1900/1937
US 20 W HOUSATONIC	Housatonic River	Stringer/Multi-beam or Girder	1947
US 20 W HOUSATONIC	Housatonic River	Tee Beam	1913/1932
US 20 W HOUSATONIC	Housatonic River	Tee Beam	1932
Hancock Rd	Housatonic River	Stringer/Multi-beam or Girder	1996
Pomeroy Ave	Housatonic River	Stringer/Multi-beam or Girder	1949
Linden St	Housatonic River	Slab	1982
Melbourne Rd	Housatonic River	Stringer/Multi-beam or Girder	1938
Pomeroy Ave	Housatonic River	Stringer/Multi-beam or Girder	1936/1993
Hubbard Ave	Housatonic River	Stringer/Multi-beam or Girder	1995
E New Lenox	Sackett Brook	Slab	1936/1989
Holmes Rd	Housatonic River	Stringer/Multi-beam or Girder	1962
Dawes Ave	Housatonic River	Box Beam or Girders - Multiple	1928/1999
Elm St	Housatonic River	Arch - Deck	1911

<sup>5</sup> MassDOT 2017 Road Inventory, <https://www.mass.gov/files/documents/2018/03/19/2017-ri-ye-rpt.pdf>

<sup>6</sup> MassDOT Open Data Portal, <https://geo-massdot.opendata.arcgis.com/datasets/bridges>

### PITTSFIELD BRIDGES & MAJOR CULVERTS

Facility Carried	Feature Intersected	Structure Type	Year Built/ Reconst'd
Barker Rd	Housatonic River	Stringer/Multi-beam or Girder	1946
Newell St	Housatonic River	Box Beam or Girders - Multiple	1930/1991
West St	Housatonic River	Arch - Deck	1904
Pecks Rd	Onota Brook	Stringer/Multi-beam or Girder	1987
Lyman St	Housatonic River	Stringer/Multi-beam or Girder	1913/1987
Pontoosuc	Housatonic River	Slab	1993
Hancock Rd	Daniels Brook	Frame (except frame culverts)	1930
US 7 NORTH ST	Other/Pedestrian	Culvert (includes frame culverts)	1997
Ann Dr Ext	Sackett Brook	Culvert (includes frame culverts)	1976
West St	Smith Brook	-	1850/1900
Hubbard Ave	Barton Brook	-	1850/1900
Second St	RR CSX	Box Beam or Girders - Multiple	1999
Taconic Island	Housatonic River	Stringer/Multi-beam or Girder	1920
Cadwell Rd	Housatonic River	Culvert (includes frame culverts)	1996
Cloverdale	Housatonic River	Culvert (includes frame culverts)	
Hungerford	Jacoby Brook	Stringer/Multi-beam or Girder	1850
New Rd	Housatonic River	Truss - Thru	2008
Churchill St	Park Brook	-	1850/1900
Elmvale Pl	Onota Brook	-	1850/1900
ST 41 CNTRL BKSHRE	Shaker Brook	Stringer/Multi-beam or Girder	1850/2007
US 20 W HOUSATONIC	Maloy Brook	Culvert (includes frame culverts)	1913/1932
Pecks Rd	Onota Brook	-	1850/1900
US 20 @ STA 240	Shaker Brook	Tee Beam	1919/1932
Mill St	Housatonic River	Arch - Deck	1907
Columbus Ave	Housatonic River	Box Beam or Girders - Single or Spread	1996
New Rd	Housatonic River	Culvert (includes frame culverts)	1982
Hungerford	Housatonic River	Tee Beam	1935
Hungerford	Housatonic River	Box Beam or Girders - Single or Spread	1947/2009
Lebanon Ave	Housatonic River	Stringer/Multi-beam or Girder	1913/1995
HWY GOVERNMENT D	Center St	Stringer/Multi-beam or Girder	1974
Lakeway Dr	Onota Lake	Stringer/Multi-beam or Girder	1936
ST 41 CNTRL BKSHRE	Beagle Brook	Culvert (includes frame culverts)	1991
Woodlawn Ave	RR CSX	Stringer/Multi-beam or Girder	2016
Hungerford	Housatonic River	Box Beam or Girders - Single or Spread	2009
Gale Ave	RR CSX	Stringer/Multi-beam or Girder	1909/2001
S Merriam St	RR CSX	Stringer/Multi-beam or Girder	1992
North St	RR CSX	Stringer/Multi-beam or Girder	1983
US 7 FIRST ST	RR CSX	Stringer/Multi-beam or Girder	1900/1948
Junction Rd	RR CSX	Girder and Floor beam System	1886/2004
Holmes Rd	RR HRR	Box Beam or Girders - Multiple	1977
US 20 /US7/SOUTH	RR HRR	Stringer/Multi-beam or Girder	1900/1938
US 20 W HOUSATONIC	RR CSX	Stringer/Multi-beam or Girder	1933
Dalton Ave	RR HRR	Stringer/Multi-beam or Girder	1845/1936

### School Facilities

Pittsfield's public school system has over 6,000 students with eight elementary schools (Allendale, Capeless, Crosby, Egremont, Morningside, Conte, Stearns, and Williams), two middle schools (Herberg

and Reid), and two high schools (Pittsfield High and Taconic High). Public schools in Pittsfield can trace their founding to 1844 when a town meeting was held to establish the community's first school. Administrative offices are located at 269 First Street.

<b>PITTSFIELD PUBLIC SCHOOL FACILITIES<sup>7</sup></b>					
<b>Facility</b>	<b>Grades</b>	<b>Address</b>	<b>Year Built</b>	<b>Sq. Ft.</b>	<b>Enrollment</b>
Allendale Elementary School	K-5	180 Connecticut Ave	1951	48,133	269
Capeless Elementary School	PK-5	86 Brooks Ave	1951	38,654	167
Conte Community School	PK-5	200 West Union St	1974	69,518	322
Crosby Elementary School	PK-5	517 West St	1962	69,826	321
Egremont Elementary School	K-5	84 Egremont Ave	1951	63,869	414
Herberg Middle School	6-8	501 Pomeroy Ave	1953	108,640	554
Morningside Community School	PK-5	100 Burbank St	1975	69,654	347
Pittsfield High School	9-12	300 East St	1931	203,051	730
Reid Middle School	6-8	950 North St	1953	115,036	525
Stearns Elementary School	K-5	75 Lebanon Ave	1960	40,343	208
Taconic High School	9-12	96 Valentine Rd	1969	189,686	869
Williams Elementary School	K-5	50 Bushey Rd	1957	48,298	254

In addition to the buildings, the athletic fields, parking lots, and roads on the school sites and school vehicles and equipment must be maintained.

## **Water System**

Pittsfield's first water supply system was a two-mile aqueduct of wooden pipes constructed in 1754. Later, as settlement grew in the area, multiple attempts at an efficient water system were unsuccessful and plagued by challenges. Finally, in 1876, the then-Town replaced their method of cement-lined pipes with cast-iron pipes. In 1892, Pittsfield acquired the waterworks from the Pittsfield Fire District.<sup>8</sup>

Today, the City relies on six surface water reservoirs and two water treatment facilities to supply water to its residents and businesses. All six surface water reservoirs are located outside the City. Cleveland and Sackett Reservoirs are located in the Town of Hinsdale; Ashley Lake, Lower Ashley Intake Reservoir, Farnham Reservoir, and Sandwash Reservoir are located in the Town of Washington. The two water treatment facilities are located outside the City as well. The Ashley Water Treatment Plant is located in the Town of Dalton, and the Cleveland Water Treatment Plant in the Town of Hinsdale. Water from the surface reservoirs is pumped from the reservoirs and travels via a complex system of pipes and water mains to one of these two treatment plants.

The majority of the City's drinking water is supplied from the Cleveland Reservoir, yielding approximately 7.5 million gallons per day. Flow from the Windsor and Cady Brooks is also diverted into the Cleveland Reservoir watershed. Water from the Cleveland Reservoir is filtered, pH-adjusted for corrosion control, and disinfected at the Cleveland Water Treatment Plant.

The Ashley Reservoir System includes five reservoirs. Ashley Lake Reservoir flows through Ashley Brook to the Ashley Intake Reservoir. Water from the Sandwash Reservoir flows through an aerator, an open canal, and then a semi-closed aqueduct to the Farnham Reservoir. Water from the Farnham Reservoir

<sup>7</sup> Massschoolbuildings.org retrieved from <http://www.massschoolbuildings.org/node/40236>, October 31, 2019

<sup>8</sup> Waterworkshistory.us retrieved from <http://www.waterworkshistory.us/MA/Pittsfield/>, November 19, 2019

flows to the Ashley Intake structure then to the Ashley Water Treatment Plant. Water from the Sackett Brook Reservoir also flows via an aqueduct to the Ashley Intake structure then to the Ashley Treatment Plant. The Ashley Water Treatment Plant operates in the same manner as the Cleveland Treatment Plant; water is filtered, pH adjusted for corrosion control and disinfected prior to distribution.<sup>9</sup>

Treated water reaches homes and businesses through a system of water tanks, pumping stations, and pipes. In 2018, some improvements were made to the City's water system. These include: 7 hydrants were replaced; the water main on outer West Housatonic Street was cleaned and lined; the Valentine Road and Plumb Street tanks were cleaned and internally inspected, and; the rehabilitation of the Upper Sackett Reservoir Dam was completed.<sup>10</sup>

## **Sewer System**

Wastewater from homes and businesses is collected and brought to the treatment plant through a system of pipes and lift stations. Currently, sewer services are available to approximately 95% of Pittsfield's residents. The plant also treats wastewater from Dalton, Hinsdale and sections of Lenox. According to the City, 12 million gallons of wastewater flow are treated per day. The wastewater treatment plant is located on Holmes Rd at the Lenox border. The plant processes the raw sewage through a primary and secondary treatment system and discharges the treated effluent to the Housatonic River.

The City is currently engaged in a \$60+ million upgrade to the treatment plant in order to meet Federal Environmental Protection Agency (EPA) effluent standards, reducing phosphorus and aluminum levels, as well as to meet the City's National Pollutant Discharge Elimination System (NPDES) Permit and EPA Consent Order. The upgrades are intended to improve water quality in the City, the surrounding Housatonic River Watershed, as well as in downstream water bodies. The upgrade has four necessary components: Tertiary Treatment Upgrade; Sludge Dewatering Upgrade; Biological Process Upgrade; and Secondary Clarifiers Upgrade.<sup>11</sup> This project is expected to be completed by January 2022.

## **Storm Water System**

In order to protect the water quality in the region and comply with Federal EPA and Massachusetts Department of Environmental Protection (MassDEP) regulations, the City has developed a storm water management program. Part of this program is to ensure that well-maintained infrastructure collect and channel runoff appropriately. While the City is only responsible for maintaining infrastructure on public property, there is also storm water infrastructure on private property throughout the City.

Pittsfield's physical storm water infrastructure consists of curbing, gutters, storm drains, catch basins, pipes, manholes, culverts, outfalls, reservoirs, and other components that function together to collect and convey storm water to larger bodies of water.

## **Vehicles and Equipment**

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<sup>9</sup> MassDEP 2002 Source Water Assessment and Protection (SWAP) Report

<sup>10</sup> MassDEP 2018 Annual Drinking Water Quality Report for the City of Pittsfield

<sup>11</sup> Cityofpittsfield.org retrieved from [https://www.cityofpittsfield.org/city\\_hall/public\\_works\\_and\\_utilities/wwtp\\_upgrade-epa\\_awareness.php](https://www.cityofpittsfield.org/city_hall/public_works_and_utilities/wwtp_upgrade-epa_awareness.php), November 19, 2019

City staff use an array of vehicles and equipment to complete their tasks on a daily basis. According to the City's insurance schedules, there are approximately 380 vehicles owned the City, worth nearly \$23.25 million when new.

The Department of Public Services has the most at more than 140 vehicles, ranging from trailers and pickup trucks to street sweepers and loaders. An additional 40 or so vehicles are used by the Department of Public Utilities to provide water and sewer service. Many other smaller, handheld pieces of equipment (e.g. asphalt compactors, shovels, and other grounds maintenance tools) are used daily by public works/utilities staff in the execution of their duties.

The public safety departments also utilize a significant inventory of vehicles and equipment, including motorcycles, police cruisers, pickup trucks, fire engines, and fire ladder trucks. Police and Fire also have other small equipment and tools needed for their mission, such as generators and trailers.

Pittsfield Public Schools also owns its bus fleet, transit vans, and several sedans/SUVs.

<b>CITY OF PITTSFIELD INSURED VEHICLES &amp; EQUIPMENT</b>		
<b>Department</b>	<b>Year</b>	<b>Manufacturer &amp; Model</b>
ADMIN	2012	FORD - FOCUS
AIRPORT	1980	SOUTH - UTILITY TRAILER
AIRPORT	1988	OSHKOSH - DUMP TRUCK
AIRPORT	1988	AM - TRUCK
AIRPORT	1996	STEWART AND STEVENSON - M1078 CARGO TRUCK
AIRPORT	2003	INTERNATIONAL - DUMP
AIRPORT	2003	JOHN DEERE - LOADER
AIRPORT	2005	JOHN DEERE - 5425 TRACTOR
AIRPORT	2008	VOLVO - VNM64 TRACTOR
AIRPORT	2009	FREIGHT - TRACTOR
AIRPORT	2012	FORD - PICKUP
AIRPORT	2013	INTERNATIONAL - DUMP TRUCK
AIRPORT	2016	FORD - F350
AIRPORT	2016	BIG TEX - UTILITY TRAILER
BLDG. MAINT.	2017	FORD - F-250
BLDG/INSPECT	2007	CHEVROLET - IMPALA
BLDG/INSPECT	2011	FORD - FOCUS
BLDG/INSPECT	2016	CHEVROLET - MALIBU
BLDG/INSPECT	2018	CHEVROLET - CRUZE
BLDG/INSPECT	2018	CHEVROLET - CRUZE
COA	2009	FORD - E350 VAN
COA	2010	FORD - E350 VAN
CONSERVATION	2009	FORD - RANGER
DPW	2010	ELGIN PELICAN - SWEEPER
DPW	2016	FORD - F350
DPW	2016	SOLAR - TRAILER
DPW	2016	SOLAR - TRAILER
DPW	2016	FORD - FOCUS
DPW	2017	FORD - ESCAPE
DPW	2017	FORD - F550
DPW	2017	FORD - F350
DPW	2017	FORD - F550 HOOKLOADER
DPW	2017	JOHN DEERE - TRACTOR

**CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT**

<b>Department</b>	<b>Year</b>	<b>Manufacturer &amp; Model</b>
DPW	2017	EAGER - UTILITY TRAILER
DPW	2018	CHEVROLET - SILVERADO
DPW	2018	CHEVROLET - SILVERADO
DPW	2018	CHEVROLET - SILVERADO
DPW	2018	CHEVROLET - SILVERADO
DPW	2018	CHEVROLET - SILVERADO
DPW	2018	FORD - F-550
DPW	2018	DEERE - 4066
DPW	2018	DEERE - 1600
DPW	2019	INTERNATIONAL - 7000 TRUCK
DPW	2019	FORD - F-350
DPW	2019	FORD - F-350
DPW	2019	CHEVROLET - SILVERADO
DPW	2019	CHEVROLET - VOLT
DPW	2019	FORD - F-350
DPW	2019	FORD - F350
DPW	2019	FORD - F550
DPW/HWY	2008	JOHN DEERE - SKID STEER LOADER
ENGINEERING	2006	CHEVROLET - SILVERADO
FIRE	1992	PIERCE - PUMPER
FIRE	1997	HAULMARK - TRAILER
FIRE	1999	FORD - F450
FIRE	2000	EZ LOADER - UTILITY TRAILER
FIRE	2002	INTERNATIONAL - HAZ MAT DECONTAMINATION
FIRE	2002	SEAGRAVE - FIRE
FIRE	2003	INTERNATIONAL - HAZMAT DECONTAMINATION
FIRE	2004	SPARTAN GLADIATOR - VISION PUMPER
FIRE	2004	FREIGHTLINER - SPRINTER FIRE TRUCK
FIRE	2004	FORD - AEROTE
FIRE	2005	SPARTAN - PUMPER
FIRE	2005	CARRY ON TRAILER - UTILITY LANDSCAPE
FIRE	2005	SEAGRAVE - FIRE TRUCK
FIRE	2006	HEAVY HAULER - UTILITY TRAILER
FIRE	2006	CHEVROLET - SILVERADO
FIRE	2006	CHEVROLET - SILVERADO
FIRE	2006	CHEVROLET - TAHOE
FIRE	2009	FOAM - TANK TRAILER
FIRE	2009	PIERCE - ARROW
FIRE	2010	CHEVROLET - SILVERADO PICKUP
FIRE	2010	FORD - FUSION
FIRE	2011	BLAZE - UTILITY TRAILER
FIRE	2011	BLAZE - UTILITY TRAILER
FIRE	2012	SEAGRAVE - FIRE TRUCK
FIRE	2012	FORD - FUSION
FIRE	2013	CARMATE - TRAILER
FIRE	2013	CARGOMATE - BOOTS TRAILER
FIRE	2014	PIRC - FIRE TRUCK
FIRE	2015	FORD - TRANSIT VAN
FIRE	2016	CARGO - TRAILER
FIRE	2016	SEA - FIRE
FIRE	2016	POLS - RANGER
FIRE	2016	CHEVROLET - TAHOE



**CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT**

<b>Department</b>	<b>Year</b>	<b>Manufacturer &amp; Model</b>
FIRE	2016	BIGTX - UTILITY TRAILER
FIRE	2016	CHEVROLET - TAHOE
FIRE	2018	TRIT - TRAILER
FIRE	2018	LOAD RITE - BOAT TRAILER
FOOD SERVICE	2011	INTERNATIONAL - 400SER TRUCK
HEALTH	2010	PEMFA - UTILITY TRAILER
HEALTH	2016	CHEVROLET - MALIBU
HEALTH	2018	CHEVROLET - CRUZE
HIGHWAY	1977	JOHN DEERE - GRADER
HIGHWAY	1984	DRESSER - FORKLIFT
HIGHWAY	1985	CASE - LOADER
HIGHWAY	1985	AM GENERAL - 5 TON MILITARY DUMP TRUCK
HIGHWAY	1988	VERMEER - STUMP CUTTER
HIGHWAY	1988	FORD - F900 HOOKLOADER
HIGHWAY	1990	KAR - UTILITY TRAILER
HIGHWAY	1990	BMY - DUMP TRUCK
HIGHWAY	1992	STOW - T3000 TRAILER
HIGHWAY	1994	BMY - CARGO
HIGHWAY	1994	TIGER - MOWER
HIGHWAY	1995	CASE - LOADER
HIGHWAY	1995	HOMEMADE - TRAILER
HIGHWAY	1995	FORD - LGTCON
HIGHWAY	1997	STEWART - CARGO
HIGHWAY	2000	VERMEER - CHIPPER
HIGHWAY	2001	ARMY - UTILITY CARGO TRAILER
HIGHWAY	2002	INTERNATIONAL - DUMP
HIGHWAY	2002	ATLAS - COMPRESSOR TRAILER
HIGHWAY	2003	SUPERLINE - TRAILER
HIGHWAY	2003	INTERNATIONAL - DUMP
HIGHWAY	2004	INTERNATIONAL - DUMP
HIGHWAY	2005	FORD - DRWSUP
HIGHWAY	2005	CHEVROLET - SILVERADO
HIGHWAY	2005	JOHN DEERE - 644T LOADER
HIGHWAY	2006	WILL - UTILITY TRAILER
HIGHWAY	2008	FALCO - UTILITY TRAILER
HIGHWAY	2008	FORD - F350 SUPER CAB
HIGHWAY	2008	INTERNATIONAL - DUMP TRUCK
HIGHWAY	2008	CAM - UTILITY TRAILER
HIGHWAY	2008	FALCON - HOT BOX TRAILER
HIGHWAY	2009	INTERNATIONAL - DUMP
HIGHWAY	2011	FORD - DRWSUP DUMP
HIGHWAY	2011	FORD - DRWSUP DUMP
HIGHWAY	2011	FORD - RANGER
HIGHWAY	2011	CHEVROLET - SILVERADO PICKUP
HIGHWAY	2011	CHEVROLET - SILVERADO
HIGHWAY	2011	CHEVROLET - EXPRESS VAN
HIGHWAY	2011	INTERNATIONAL - 700SER DUMP
HIGHWAY	2011	INTERNATIONAL - 700SER DUMP
HIGHWAY	2011	TRACKLESS - TRACTOR
HIGHWAY	2011	KOMATSU - LOADER
HIGHWAY	2011	BAGELA - ASPHALT RECYCLER
HIGHWAY	2012	CHEVROLET - SILVERADO

### CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT

Department	Year	Manufacturer & Model
HIGHWAY	2012	CHEVROLET - EXPRESS VAN
HIGHWAY	2012	INTERNATIONAL - DUMP TRUCK
HIGHWAY	2012	WACKER - MINI LOADER
HIGHWAY	2013	FORD - F550 DUMP TRUCK
HIGHWAY	2013	DEERE - TRACTOR
HIGHWAY	2014	MILLER - WELDER
HIGHWAY	2015	INTERNATIONAL - CATCH BASIN CLEANER
HIGHWAY	2016	FORD - F550
HIGHWAY	2016	INTERNATIONAL - HOOK LOADER
HIGHWAY	2016	FORD - F250 4WD PICKUP
HIGHWAY	2017	ELGIN - SWEEPER
HIGHWAY	2017	TRACK - TRACTOR
HIGHWAY	2018	BIG TEX - UTILITY
HIGHWAY	2018	CHEVROLET - SILVERADO
HIGHWAY	2018	CHEVROLET - SILVERADO
HIGHWAY	2019	CHEVROLET - CRUZE
HIGHWAY	2019	FORD - F-350
MAINTENANCE	1992	CROSS COUNTRY - TRAILER
MAINTENANCE	1994	HOMEMADE - TRAILER
MAINTENANCE	1994	LONG - RACK TRAILER
MAINTENANCE	1997	HOMEMADE - TRAILER
MAINTENANCE	2005	TENNENT - PWR SWEEPER
MAINTENANCE	2006	CHEVROLET - SILVERADO
MAINTENANCE	2006	CAM - UTILITY TRAILER
MAINTENANCE	2006	JOHN DEERE - LOADER
MAINTENANCE	2007	CHEVROLET - C5500 TRUCK
MAINTENANCE	2008	CHEVROLET - TRUCK
MAINTENANCE	2008	TRACKLESS - TRACTOR
MAINTENANCE	2009	CHEVROLET - K3500 PICKUP
MAINTENANCE	2009	CHEVROLET - EXPRESS VAN
MAINTENANCE	2009	CHEVROLET - SILVERADO
MAINTENANCE	2010	CHEVROLET - SILVERADO PICKUP
MAINTENANCE	2011	CHEVROLET - EXPRESS VAN
MAINTENANCE	2011	CHEVROLET - EXPRESS VAN
MAINTENANCE	2012	CHEVROLET - SILVERADO
MAINTENANCE	2012	CHEVROLET - EXPVAN
MAINTENANCE	2012	CHEVROLET - EXPVAN
MAINTENANCE	2012	CHEVROLET - CAPTIVA
MAINTENANCE	2012	BRI-MAR - UTILITY TRAILER
MAINTENANCE	2012	CAM - SUPERLINER TRAILER
MAINTENANCE	2013	CHEVROLET - 4 WD PICKUP
MAINTENANCE	2013	CHEVROLET - SILVERADO
PARKS	1970	MASSEY - M30 TRACTOR
PARKS	1986	JOHN DEERE - TRACTOR
PARKS	1996	LANDSCAPER - TRAILER
PARKS	1997	WENGER - STAGE TRAILER
PARKS	2001	JOHN DEERE - TRACTOR
PARKS	2002	RACEMASTER - TRAILER
PARKS	2002	JOHN DEERE - TRACTOR
PARKS	2003	VERMEER - CHIPPER
PARKS	2003	JOHN DEERE - TRACTOR
PARKS	2012	BRI_MAR - UTILITY TRAILER

### CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT

Department	Year	Manufacturer & Model
PARKS	2014	SCAG - LEAF VAC TRAILER
PARKS	2018	BIG TEX - UTILITY
POLICE	2002	FREIGHTLINE - TRUCK
POLICE	2002	HARLEY DAVIDSON - MOTORCYCLE
POLICE	2002	HARLEY DAVIDSON - MOTORCYCLE
POLICE	2005	HONDA - ACCORD
POLICE	2005	SUZUKI - DRZ400 TRAIL BIKE
POLICE	2005	SUZUKI - DRZ400 TRAIL BIKE
POLICE	2008	FORD - TAURUS
POLICE	2009	TOYOTA - HIGHLANDER
POLICE	2010	FORD - EXPLORER
POLICE	2011	FORD - TAURUS
POLICE	2011	FORD - TAURUS
POLICE	2011	FORD - EXPEDITION
POLICE	2011	FORD - CROWN VICTORIA
POLICE	2011	FORD - CROWN VICTORIA
POLICE	2011	FORD - FUSION
POLICE	2012	FORD - F350 PICKUP
POLICE	2012	FORD - F550 BEARCAT
POLICE	2013	FORD - TAURUS
POLICE	2013	FORD - EXPLORER
POLICE	2013	HARLEY DAVIDSON - MOTORCYCLE
POLICE	2013	HARLEY DAVIDSON - MOTORCYCLE
POLICE	2013	CHEVROLET - EXPVAN
POLICE	2014	FORD - TAURUS
POLICE	2014	FORD - EXPLORER
POLICE	2014	FORD - EXPLORER
POLICE	2014	FORD - EXPLORER
POLICE	2014	ALCO - UTILITY TRAILER
POLICE	2014	NISSAN - NV
POLICE	2015	FORD - EXPLORER
POLICE	2015	FORD - EXPLORER
POLICE	2015	FORD - EXPLORER
POLICE	2015	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - F-250 PICKUP
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2017	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
RSVP	2012	HONDA - ODYSSEY VAN



**CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT**

<b>Department</b>	<b>Year</b>	<b>Manufacturer &amp; Model</b>
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2016	BLUEBIRD - SCHOOL BUS
SCHOOL	2016	BLUEBIRD - SCHOOL BUS
SCHOOL	2016	FORD - TRANSIT CONNECT VAN
SCHOOL	2019	CHEVROLET - SUBURBAN
SCHOOL	2019	CHEVROLET - SUBURBAN
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
VOC HIGH	2014	FORD - E350 VAN
WASTEWATER	1986	INTERNATIONAL - HOUGH LOADER
WASTEWATER	2008	FORD - RANGER
WASTEWATER	2008	FORD - RANGER
WASTEWATER	2008	CHEVROLET - SILVERADO PICKUP
WASTEWATER	2011	FORD - DRWSUP DUMP
WASTEWATER	2015	FORD - F350 4WD TRUCK
WASTEWATER	2016	FORD - F250
WATER	1983	SNOCO - UTILITY TRAILER
WATER	1988	AM GENERAL - HUMVEE 4WD CARGO
WATER	1994	AM GENERAL - HUMVEE 4WD MILITARY CARGO
WATER	1996	INTERNATIONAL - 400SER
WATER	1997	INTERNATIONAL - DUMP
WATER	1998	HOMEMADE - TRAILER
WATER	2000	BADGE - EXCAVATOR
WATER	2000	CROSS - FLATBED TRAILER
WATER	2003	CASE - BACKHOE
WATER	2004	INTERNATIONAL - 4300
WATER	2005	VAC - 4580 GATEBOX EXERCISER
WATER	2006	INTERNATIONAL - 400 SERIES
WATER	2006	JOHN DEERE - BACKHOE
WATER	2007	INTERNATIONAL - 700 SBR
WATER	2008	ANDERSON - UTILITY TRAILER
WATER	2008	TOYOTA - TUNDRA
WATER	2008	TOYOTA - TUNDRA
WATER	2009	FORD - F550 W/PLOW
WATER	2009	FORD - F550 DUMP
WATER	2010	CASE - LOADER
WATER	2011	FORD - DRWSUP DUMP
WATER	2011	FORD - RANGER
WATER	2011	INTERNATIONAL - VAC TRUCK
WATER	2012	CHEVROLET - EXPVAN VAN
WATER	2013	CHEVROLET - SILVERADO
WATER	2013	CHEVROLET - SILVERADO
WATER	2013	ROBIN - PUMP TRAILER
WATER	2013	FORD - F250 PICKUP

**CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT**

<b>Department</b>	<b>Year</b>	<b>Manufacturer &amp; Model</b>
WATER	2013	CHEVROLET - 2 WD PICKUP
WATER	2013	CHEVROLET - 4 WD PICKUP
WATER	2015	WACKER - UTILITY LIGHT TOWER TRAILER
WATER	2016	FORD - F350
WATER	2016	INTERNATIONAL - 7400
WATER	2018	CHEVROLET - EQUINOX
FIRE	2019	SEAGRAVE - FIRE APPARATUS
AIRPORT	2019	CAT - LOADER
DPW	2020	INTERNATIONAL - HV513
HIGHWAY	2019	CHEVROLET - EQUINOX
HIGHWAY	2019	ELGIN - PELICAN
HIGHWAY	2019	CHEVROLET - CRUZE
VOC HIGH	2019	FORD - TRANSIT VAN
VOC HIGH	2019	FORD - TRANSIT VAN
DPW	2018	JOHN DEERE - TRACTOR
DPW	2019	CHEVROLET - BOLT EV
DPW	2019	FORD - F350
DPW	2019	FORD - F350
DPW	2019	FORD - RANGER
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
DPW	2019	FORD - F350
DPW	2019	FORD - F350
DPW	2019	FORD - F350
FIRE	2019	FORD - F350
POLICE	2019	FORD - EXPLORER
DPW	2019	FORD - F350
DPW	2019	FORD - F350
DPW	2019	FORD - F350
HIGHWAY	2020	FORD - TRANSIT
FIRE	2020	FORD - F350
HIGHWAY	2019	FORD - F550
FIRE	2020	BRAV - ST8514TA4

## Capital Needs Assessment

The first phase of the capital planning process is to assess the capital needs of all City Departments, including Pittsfield Public Schools. In 2020, the City performed a comprehensive capital needs assessment that asked all City departments to describe their proposed project(s), justifying and describing each proposed project and identifying the fiscal year(s) in which the project should be completed. In addition, departments were asked to indicate if non-local funds might be available to support the project and to anticipate the impact of the project on the City's operating budget. For example, the savings that could be produced by purchasing and new piece of equipment through reduced annual repairs.

This was a time-intensive process for staff, which required reviewing asset inventories, finding available data on asset condition/performance, and projecting out work for a six-year period. The City relies heavily on each department's professional assessment of scope and urgency of its own capital needs. The information provided about each project helps the finance team organize the projects based on their merits in such a way as to facilitate appropriate and fair decisions about the proposed spending plan.

This cycle, departments were asked to review the FY2021 – FY2026 CIP to propose any necessary edits to project scope, cost, timing, etc. In addition, departments were given access to the online form to submit any new capital needs that had arisen since the prior comprehensive capital needs assessment. This edited and new projects were then incorporated into the planning process by the City's finance team.

## Summary of General Fund Capital Investment Strategy

The City of Pittsfield's CIP is guided by a comprehensive investment strategy which was developed based on an analysis of a variety of financial data, including the existing debt profile, existing capital leases, authorized and unissued debt, as well as past operating budgets. The Mayor and Finance Director, working closely with the City's financial advisor as necessary, develops and annually reviews the proposed General Fund (GF) Capital Investment Strategy that targets 6.5% of general fund revenues for capital investment. In addition, the strategy calls for all water and wastewater projects to be fully funded from Enterprise Fund revenues and for the City to continue to be aggressive in seeking grants and other non-tax funding sources.

The table below summarizes the City's historical GF capital investments. Over the past three fiscal years, the City has invested an average of 5.48% of GF revenues in capital projects.

	FY2019	FY2020	FY2021 est.
<b>Committed Capital Investment</b>			
Existing Net General Fund Non-Excluded Debt	6,721,355	8,955,889	9,084,409
Authorized & Unissued General Fund Non-Excl. Debt	0	0	0
Capital Leases	15,000	15,000	0
General Fund Pay as You Go Spending	422,210	593,169	600,000
<b>Total Committed Capital Investment</b>	<b>7,158,565</b>	<b>9,564,058</b>	<b>9,684,409</b>
<b>Net Budget</b>	<b>154,761,923</b>	<b>161,566,182</b>	<b>164,128,051</b>
<b>Capital Spending as % of Net Budget</b>	<b>4.63%</b>	<b>5.92%</b>	<b>5.90%</b>

The table on the following page details the financial components of the FY2022 – FY2026 CIP. Using the 6.5% spending target, and taking into consideration the funds the City has already committed through previously issued debt as well as any debt that was previously authorized and is projected to be issued during the five-year period, the FY2022 capital budget is balanced and shows a more than \$580,000 surplus. The remaining years of the plan currently show a deficit, which will be addressed annually when the City goes through its process of evaluating needs and resources for the capital budget. Due to the significant cost of the Police Headquarters project (\$55 million), associated debt service is broken out separately and the surplus/deficit is shown with and without taking into consideration the debt for this project.



**General Fund Capital Investment Strategy**

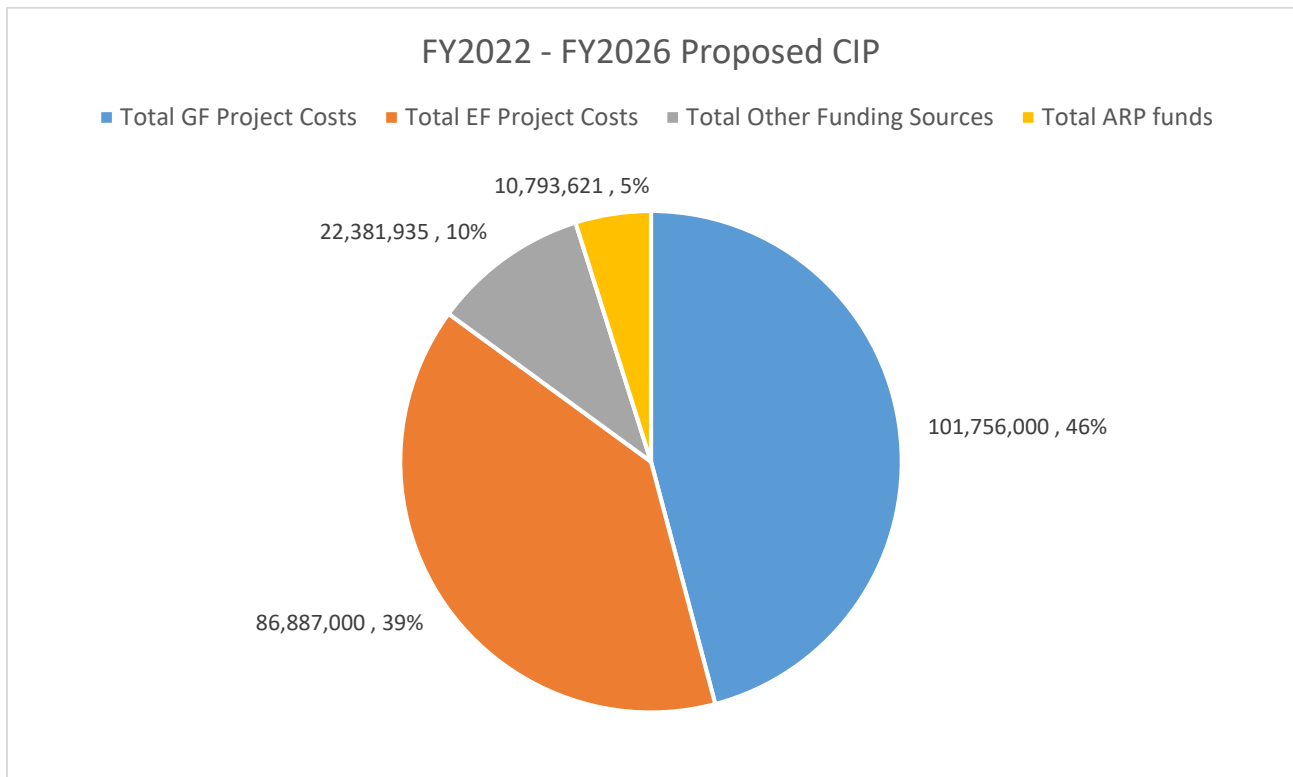
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Committed Capital Investment</b>					
Existing Net GF Non-Excluded Debt	8,990,559	8,897,133	9,143,982	9,002,665	8,709,349
Auth. & Unissued GF Non-Excl. Debt	0	0	0	0	0
Capital Leases	0	0	0	0	0
General Fund Pay as You Go Spending	0	0	0	0	0
<b>Total Capital Investment</b>	<b>8,990,559</b>	<b>8,897,133</b>	<b>9,143,982</b>	<b>9,002,665</b>	<b>8,709,349</b>
Projected Net Budget <sup>^</sup>	168,231,252	174,119,346	180,213,523	186,520,996	193,049,231
Capital Spending as % of Net Budget	6.50%	6.50%	6.50%	6.50%	6.50%
Target Capital Spending Amount	10,935,031	11,317,757	11,713,879	12,123,865	12,548,200
<b>Available for New Capital Investment</b>	<b>1,944,473</b>	<b>2,420,624</b>	<b>2,569,897</b>	<b>3,121,199</b>	<b>3,838,851</b>
<b>Proposed Project Plan</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
GF PayGo (Cash-Funded)	570,000	706,000	616,000	582,500	567,500
GF Annual Debt Service	787,235	3,293,555	11,154,266	11,541,943	11,860,811
Total Annual GF Cost (Budgetary Impact)	1,357,235	3,999,555	11,770,266	12,124,443	12,428,311
<i>Surplus/Deficit*</i>	587,238	(1,578,931)	(9,200,369)	(9,003,243)	(8,589,460)
<i>Debt Service Associated with Police HQ</i>	0	1,275	39,498	38,661	37,824
<i>Surplus/Deficit (w/o Police HQ)</i>	587,238	(1,577,656)	(9,160,871)	(8,964,582)	(8,551,636)

<sup>^</sup>Net budget is projected to grow 2.5% in FY22 and 3.5% annually thereafter

\*Surplus/Deficit is compared to “Target Capital Spending Amount”

## FY2022 - FY2026 CIP: Project Plan

The City of Pittsfield’s proposed FY2022 - FY2026 capital improvement program invests \$221.8 million in more than 100 projects across the general and enterprise funds, paid for through a variety of sources, including local tax levy, local indebtedness, State grant funds, Federal relief funds (American Rescue Plan, or ARP funds), and private donations. These capital investments will allow the City to maintain and improve its capital assets, which represent hundreds of millions of dollars of taxpayer investment.



Projects are also spread across different functional units of City government. However, slightly more than 47% of all projects and more than half of the total cost of all projects fall under the management of the Departments of Public Services and Public Utilities, as is expected due to the high cost and variety of capital assets such as roads, vehicles, water/wastewater treatment facilities, etc. under those departments’ custody. In addition, about 9% of projects and nearly 27% of costs are attributable to the Police Department, largely due to the \$55.5 million for designing and building a new police headquarters. Projects in municipal buildings and at City open space and recreation facilities represent about one-third of all projects and about 38% of total cost.

The table below provides the detail of cost and project count by department.

*FY2021 – FY2026 CIP Projects by Department*

<b>Department</b>	<b># of Projects</b>	<b>% of Total</b>	<b>Cost of Projects</b>	<b>% of Total</b>
Airport	4	3.2%	\$11,602,000	5.2%
Building Maintenance	12	9.6%	\$6,781,000	3.1%
Community Development	21	16.8%	\$11,256,321	5.1%
Dept of Public Services	33	26.4%	\$32,736,935	14.8%
Dept of Public Utilities	26	20.8%	\$88,688,000	40.0%
Fire Dept	6	4.8%	1,875,000	0.8%
Inspections	1	0.8%	139,000	0.1%
IT*	6	4.8%	5,640,000	2.5%
Library	3	2.4%	452,300	0.2%
Police Dept	11	8.8%	59,498,000	26.8%
Public Schools	2	1.6%	3,150,000	1.4%
<b>Grand Total</b>	<b>125</b>	<b>100.0%</b>	<b>\$221,818,556</b>	<b>100.0%</b>

\*One project, spread out across several departments, was located in the IT department for organizational purposes.

The table below shows the total spending by funding source and fiscal year in the proposed FY2022 – FY2026 CIP. The first row represents the American Rescue Plan – federal funds related to investment in the wake of the COVID-19 pandemic, or approximately 5% of all CIP project costs. The next two rows, General Fund PayGo and Debt, represent the City’s committed funds and total nearly \$102 million. This represents approximately 46% of the total CIP project costs. Nearly 40%, or about \$86.9 million, would come from water and sewer revenues. A total of 5.6% would come from other sources, such as State Chapter 90 roadway funds, Community Preservation Act funds, parking revenues, State grant funds, and private donations. Some of these funding sources are competitive, so it is not guaranteed that the City will receive the funding.

*FY2021 – FY2026 CIP Spending by Funding Source and Fiscal Year*

<b>Funding Source</b>	<b># of Projects</b>	<b>% of Total</b>	<b>Cost of Projects</b>	<b>% of Total</b>
American Rescue Plan	21	16.8%	\$10,793,621	4.9%
General Fund Pay Go	19	15.2%	\$3,042,000	1.4%
General Fund Debt	52	41.6%	\$98,714,000	44.5%
Enterprise Fund Debt	26	20.8%	\$86,887,000	39.2%
Other Funding Sources*	7	5.6%	\$22,381,935	10.0%
<b>Grand Total</b>	<b>125</b>	<b>100.0%</b>	<b>\$221,818,556</b>	<b>100.0%</b>

\*Seven projects are exclusively funded by other sources and 10 are funded through combination of General Funds and other sources.

A full project listing for the FY2022 – FY2026 CIP can be found on the following pages.

## Complete Project Listing

FY2022 – FY2026 CIP Projects by Department

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Airport	Admin Building Design, Permitting, Construction		300,000	3,900,000			4,200,000	GF Debt, Other Funds
Airport	Realign Taxiway B					2,250,000	2,250,000	GF Debt, Other Funds (112,500 MassDOT; \$2.025M FAA)
Airport	Reconstruct/extend Taxiway A			5,100,000			5,100,000	GF Debt, Other Funds (255,000 MassDOT; \$4.59M FAA)
Airport	Mini Pickup Truck		26,000	26,000			52,000	PayGo
Building Maintenance	Old Town Hall - ADA	100,000	100,000				200,000	ARP
Building Maintenance	City Facilities Elevator Replacement - Senior Center and Library	150,000	150,000	150,000			450,000	GF Debt
Building Maintenance	Repair roofs at various school buildings	750,000	750,000	750,000	750,000	750,000	3,750,000	GF Debt
Building Maintenance	Upgrade heating controls at various school and City buildings	145,000	150,000				295,000	GF Debt
Building Maintenance	Upgrade stage rigging at PHS		75,000				75,000	GF Debt
Building Maintenance	Replace boilers at PHS		50,000	750,000			800,000	GF Debt
Building Maintenance	Generators for Fire Stations E3, E1, E6	120,000					120,000	GF Debt
Building Maintenance	Fire station window replacement	100,000	100,000	100,000			300,000	ARP

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Building Maintenance	Purchase One Ton Van	43,000	43,000	43,000	43,500	43,500	216,000	PayGo
Building Maintenance	Improve Springside Park greenhouse	75,000					75,000	ARP
Building Maintenance	Add mini-splits to all fire stations	35,000	35,000	30,000			100,000	ARP
Building Maintenance	Rehab concession stands at Wahconah Park	300,000		100,000			400,000	ARP; Other Funds (CPA)
Community Development	Controy Future Planning	250,000					250,000	ARP
Community Development	ADA improvements at City Parks		100,000	100,000	100,000	100,000	400,000	GF Debt
Community Development	Onota Dam improvements		50,000				50,000	GF Debt
Community Development	Complete ADA projects at City facilities	50,778	67,496	63,047			181,321	ARP
Community Development	Construct Pickleball Facility		210,000				210,000	Other Funds (PARC Grant, CPA)
Community Development	Develop downtown microgrid			100,000	1,000,000		1,100,000	GF Debt, Other Funds (MVP or State)
Community Development	Lakewood Park Parking Improvements		100,000				100,000	GF Debt
Community Development	Westside Riverway Park			600,000	500,000		1,100,000	GF Debt, Other Funds (PARC grant, CPA, private foundations)
Community Development	Bike Path Middle Section (Crane Ave to Merrill Rd) Environmental Permitting & Engineering Design		200,000	500,000	500,000		1,200,000	GF Debt, Other Funds (MassDOT)

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Community Development	Athletic Court Surfacing	90,000	80,000	80,000			250,000	ARP
Community Development	Osceola Park Playground and Parking Improvements	200,000	200,000				400,000	ARP
Community Development	Improve Lebanon Park playground		75,000				75,000	GF Debt
Community Development	Improve Pontoosuc Lake Boat Ramp	350,000					350,000	Other Funds (State source)
Community Development	Berkshire Lightscape			50,000	50,000		100,000	Other Funds (CPA)
Community Development	Sawmill Parcels Acquisition	260,000					260,000	Other Funds (Mass EOEEA LAND grant for 70%; Con Comm and other grant for 30%)
Community Development & DPS	Wahconah Park flooding analysis & stormwater upgrades	60,000	100,000	1,200,000			1,360,000	ARP
Community Development	Improve Pontoosuc Lake Park			150,000	700,000		850,000	GF Debt
Community Development	Rehabilitate Springside Pond	350,000	300,000				650,000	ARP, Other Funds (CDBG, State environmental grants)
Community Development	Restore Springside House	1,600,000	500,000				2,100,000	ARP, Other Funds (CPA, historic preservation)
Dept of Public Services	Complete ADA & public safety projects at City parks	100,000	100,000				200,000	ARP

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Dept of Public Services	Deming Irrigation	100,000					100,000	ARP
Dept of Public Services	Sidewalks	250,000	250,000	200,000			700,000	ARP
Dept of Public Services	Repave/Reconstruct streets	3,865,887	3,865,887	3,865,887	3,865,887	3,865,887	19,329,435	GF Debt, Other Funds (Chapter 90)
Dept of Public Services	Multipurpose Tractor with attachments	54,000	54,000	55,000	55,000	55,000	273,000	GF Debt
Dept of Public Services	Improve stormwater system	1,250,000	1,000,000	1,000,000	1,000,000	1,000,000	5,250,000	GF Debt
Dept of Public Services	Asphalt Recycler			179,000			179,000	GF Debt
Dept of Public Services	Buy bucket truck for signal maintenance	140,000					140,000	GF Debt
Dept of Public Services	Tandem dump truck (dump plow sand)	260,000	260,000				520,000	GF Debt
Dept of Public Services	Compact Sedan		21,000	22,000	22,000	22,000	87,000	PayGo
Dept of Public Services	Street Sweeper		230,000			230,000	460,000	GF Debt
Dept of Public Services	Paver				260,000		260,000	GF Debt
Dept of Public Services	1 ton Pickup Truck	90,000	135,000	135,000	90,000	90,000	540,000	GF Debt
Dept of Public Services	East Street Corridor Improvements (25% Design)	300,000					300,000	GF Debt
Dept of Public Services	AWD Van		35,000				35,000	PayGo
Dept of Public Services	Rubber Tired Excavator	200,000					200,000	GF Debt
Dept of Public Services	Annual PC Replacement Program	40,000					40,000	PayGo

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Dept of Public Services	Air Compressor		25,000				25,000	PayGo
Dept of Public Services	Brush Chipper		40,000		40,000		80,000	PayGo
Dept of Public Services	Air Compressor		40,000				40,000	PayGo
Dept of Public Services	Stump Grinder			40,000			40,000	PayGo
Dept of Public Services	Tandem hook lift all season				265,000	265,000	530,000	GF Debt
Dept of Public Services	Articulating tractor			125,000			125,000	GF Debt
Dept of Public Services	Skid steer loader		65,000	65,000			130,000	GF Debt
Dept of Public Services	Portable stage		150,000				150,000	GF Debt
Dept of Public Services	Backhoe		110,000				110,000	GF Debt
Dept of Public Services	Fuel Depot		368,000				368,000	GF Debt
Dept of Public Services	Fuel Depot	74,000					74,000	EF Debt
Dept of Public Services	1 Ton Hook Lift all season truck (dump plow sand)with attachments		122,000	122,000	125,000	125,000	494,000	GF Debt
Dept of Public Services	Electric Vehicle			35,000		35,000	70,000	Other Funds (Green Communities, Parking Revenues)
Dept of Public Services	Wheel Loader	290,000	290,000				580,000	GF Debt
Dept of Public Services	5 Ton Hook Lift all season truck (snow fighter)with attachments		225,000	230,000	232,500	235,000	922,500	GF Debt



Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Dept of Public Services	1 Ton Utility Body Truck with plow	110,000	110,000	55,000	55,000	55,000	385,000	GF Debt
Dept of Public Utilities - Sewers	Reduce Inflow and Infiltration (I/I)	1,550,000	1,350,000	1,565,000	1,300,000	500,000	6,265,000	EF Debt
Dept of Public Utilities - Sewers	Second Street Sewer Relocation	1,875,000					1,875,000	ARP
Dept of Public Utilities - Sewers	WWTP Security Improvements	130,000	700,000				830,000	EF Debt
Dept of Public Utilities - Sewers	Wastewater Treatment Plant (WWTP) Ongoing Improvements	240,000	1,500,000	1,010,000	1,950,000	7,970,000	12,670,000	EF Debt
Dept of Public Utilities - Sewers	1 Ton Utility Body Truck	55,000		55,000	55,000		165,000	EF Debt
Dept of Public Utilities - Sewers	One Ton Pickup with plow		40,000		40,000	40,000	120,000	EF Debt
Dept of Public Utilities - Sewers	Telescoping boom forklift			102,000			102,000	EF Debt
Dept of Public Utilities - Sewers	Forklift		35,000				35,000	EF Debt
Dept of Public Utilities - Sewers	Wheel Loader	190,000					190,000	EF Debt
Dept of Public Utilities - Sewers	1 Ton hook lift (Sewer)		120,000				120,000	EF Debt
Dept of Public Utilities - Water	Ashley Lake Dam Repairs	100,000					100,000	EF Debt

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Dept of Public Utilities - Water	1 Ton pick up truck (Water)	90,000	45,000			45,000	180,000	EF Debt
Dept of Public Utilities - Water	Purchase backhoe (Water)	140,000		130,000			270,000	EF Debt
Dept of Public Utilities - Water	Tandem dump truck				240,000		240,000	EF Debt
Dept of Public Utilities - Water	AWD SUV		26,000				26,000	EF Debt
Dept of Public Utilities - Water	Gate box exerciser		110,000				110,000	EF Debt
Dept of Public Utilities - Water	Jet rodder		270,000		270,000		540,000	EF Debt
Dept of Public Utilities - Water	1 ton van				45,000		45,000	EF Debt
Dept of Public Utilities - Water	Water Resources Office/Maintenance Facility/Laboratory					3,700,000	3,700,000	EF Debt
Dept of Public Utilities - Water	Upgrade Cleveland/Ashley Water Treatment Plant	1,000,000			50 million		51,000,000	EF Debt
Dept of Public Utilities - Water	Tandem hook loader		140000				140,000	EF Debt
Dept of Public Utilities - Water	5 ton hook lift all season truck (Water)	225000					225,000	EF Debt
Dept of Public Utilities - Water	Lebanon Ave Water Tank Improvements/Painting		1,000,000				1,000,000	EF Debt
Dept of Public Utilities - Water	Clean and line West Street Water Main	1,000,000					1,000,000	EF Debt
Dept of Public Utilities - Water	Improve water mains	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000	EF Debt
Dept of Public Utilities - Water	1 Ton Hook Lift all season truck (dump plow sand)with attachments (Water)		120,000	120,000			240,000	EF Debt

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Fire Dept	Upgrade communications equipment	355,000					355,000	GF Debt
Fire Dept	Replace Engine 1 on frontline	650,000					650,000	GF Debt
Fire Dept	Purchase new engine for Station 2		650,000				650,000	GF Debt
Fire Dept	Replace Fire Inspection Vehicle (2010 Ford Fusion)			40,000			40,000	Other Funds (Green Communities)
Fire Dept	Replace Fire Dept. plow truck (2006 Chevy Silverado)					50,000	50,000	PayGo
Fire Dept	Replace 8 Self-Contained Breathing Apparatus (SCBA) units	30,000	30,000	35,000	35,000		130,000	PayGo
Information Technology/HR	Public Building Safety & Security	1,200,000					1,200,000	ARP
Inspections	Annual replacement of inspectors vehicles - AWD SUV in FY22; compact sedans FY23-FY26	52,000	21,000	22,000	22,000	22,000	139,000	PayGo
Information Technology	Virtual Platforms	25000					25,000	ARP
Information Technology	IT Infrastructure Upgrade		150,000				150,000	GF Debt
Information Technology	Citywide IT security upgrade		4,000,000				4,000,000	GF Debt
Information Technology	Microsoft 365 Cloud Migration Services	15,000					15,000	PayGo
Information Technology	PD Technology/Software Implementation Program	50,000	50,000	50,000	50,000	50,000	250,000	PayGo

Dept	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	Total Cost	Funding Source
Library	Library Carpeting Replacement	260,000					260,000	ARP
Library	Library Inventory Control & Security Update	167,300					167,300	ARP
Library	Library Renovation Planning		25,000				25,000	PayGo
Community Development (MVP)	Enhancements to Tierney Sr. Wildlife Refuge		20,000	100,000			120,000	GF Debt
Community Development (MVP)	Upgrade Stormwater Detention Basin at Former GE Site and East Street	150,000					150,000	Other Funds (PEDA)
Police Dept	Replace Chief's cruiser			60,000			60,000	GF Debt
Police Dept	Replace Police Computers	50,000	50,000	50,000	50,000	50,000	250,000	PayGo
Police Dept	Replace Police communications equipment	200,000	200,000	200,000	250,000	250,000	1,100,000	GF Debt
Police Dept	Replace special purpose and support vehicles	80,000	160,000	170,000	180,000	190,000	780,000	GF Debt
Police Dept	Replace Police Firearms			18,000			18,000	PayGo
Police Dept	New Police HQ Facility and Campus - Construction			50 million			50,000,000	GF Debt
Police Dept	New Police HQ Design and Planning (Phase I - Site)	500,000					500,000	ARP
Police Dept	New Police HQ Design and Planning (Phase II)		5,000,000				5,000,000	GF Debt
Police Dept	PD Technology/Software Implementation Program	40,000	40,000	40,000	40,000	40,000	200,000	PayGo

<b>Dept</b>	<b>Project Title</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>Total Cost</b>	<b>Funding Source</b>
Police Dept	Replace mobile data terminals (MDTs)	48,000	48,000	48,000	48,000	48,000	240,000	GF Debt
Police Dept	Replace frontline cruisers on cycles	250,000	260,000	270,000	280,000	290,000	1,350,000	PayGo
Schools	School Elevator Replacement - Conte	150,000					150,000	GF Debt
Schools	Replacement of Bus Fleet			3,000,000			3,000,000	GF Debt

## Appendices

Appendix 1: Section 7-5 Capital Improvement Program, City of Pittsfield Charter

Appendix 2: “Capital Planning,” City of Pittsfield Financial Policies Manual

Appendix 3: Online Capital Project Request Form

Appendix 1: Section 7-5 Capital Improvement Program, City of Pittsfield Charter

“SECTION 7-5 CAPITAL IMPROVEMENT PROGRAM.

(a) Submission - The mayor shall submit a capital improvement program to the city council at least 60 days before the start of each fiscal year. The capital improvement program shall include:

- (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.

This information shall be annually revised by the mayor with regard to the capital improvements still pending or in the process of being acquired, improved or constructed.

(b) Public Hearing - The city council shall publish in at least one newspaper of general circulation in the city a notice stating: (i) the times and places where entire copies of the capital improvements program are available for inspection by the public; and (ii) the date, time and place of a public hearing on the plan to be held by the city council not less than 14 days after publication of the notice.

(c) Adoption - 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 improvements program, which may be amended, provided that each amendment shall be voted on separately and that an increase in the capital improvements program as submitted shall clearly identify the method of financing to accomplish the proposed increase.”

## Appendix 2: “Capital Planning,” City of Pittsfield Financial Policies Manual

### 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 six-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, storm water 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 six-year capital improvement program, 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

### Appendix 3: Online Capital Request Form

Pittsfield CIP Capital Needs Assessment for FY22-FY26 CIP

#### Capital Project Request Form

**Please fill out a new form for each proposed project.**

1. Please provide your name and preferred contact method.

Name

Email Address

Phone Number

2. Department

3. Proposed Project Name

4. Project Location (Street, Building, Floor, etc.)

5. Priority - High Priority = 1 - Low Priority = 5

This is not a ranking of projects. You may have more than one project with the same priority. This is also not an indication of urgency. High priority projects may be scheduled for later years.

- 1
- 2
- 3
- 4
- 5

6. Project Description (1-3 sentences): Describe name/make/model of item to be purchased and what, if anything, is being replaced. Describe extent of work to be done on facilities projects. Indicate if project will require consulting or design work.

7. Project Justification: Describe why the project is necessary. Justification may include the condition of the existing asset, financial savings, number of people impacted, environmental sustainability, public safety, expanded learning or recreational opportunities, or ADA compliance, to name a few.

8. Does the project serve an under-served population (including environmental justice populations) or meet an unmet need in the community? For example, expansion of transportation services for seniors or a neighborhood's first playground.

- Yes
- No
- Maybe

If yes, please provide an explanation.

9. Should the project be combined or coincide with another project?

- Yes
- No

If yes, which project(s)?

10. Please indicate the project costs by year.

FY2022	<input type="text"/>
FY2023	<input type="text"/>
FY2024	<input type="text"/>
FY2025	<input type="text"/>
FY2026	<input type="text"/>

11. Is there a grant or alternative funding source available for this project? How likely is it that a grant will be received?

- Very likely to get grant, or it's already been received
- Somewhat likely to get grant
- Small chance to get grant
- I have no idea

Please specify grant name and program type (State, Federal, Private, etc.) and provide any additional details you know about the grant (for example, max award, matching requirements, etc.)

12. Will the project have an impact on the operating budget? An example would be avoiding repair costs by replacing an old vehicle. Another example is paying a driver for a new transport van.

- Yes, the project will impact the operating budget
- No, the project will not impact the operating budget
- I don't know

If yes, please explain the impact on the operating budget, indicating whether the project will save more or cost money.

13. If you have any documentation related to this project, such as price quotes, specs, or photos, please upload. Max 4 uploads.

Choose File

Choose File

No file chosen

14. If you have any documentation related to this project, such as price quotes, specs, or photos, please upload.

Choose File

Choose File

No file chosen

15. If you have any documentation related to this project, such as price quotes, specs, or photos, please upload.

Choose File

Choose File

No file chosen

16. If you have any documentation related to this project, such as price quotes, specs, or photos, please upload.

Choose File

Choose File

No file chosen

*Debt Detail*

## Debt Detail

### Direct Debt Summary as of June 30, 2019

#### General Obligation Bonds:

Schools (2)	\$49,846,721	
Airport	2,540,000	
Sewer	19,238,000	
Water	14,319,381	
MCWT	6,941,725	
General	44,785,898	
Total Long-Term Debt Outstanding		\$137,671,725

New Money Bonds dated February 25, 2021 19,751,187

#### Short-Term Debt:

Bond Anticipation Notes Outstanding (3)	7,183,859	
Total Short-Term Debt Outstanding		7,183,859

#### Total Direct Debt:

\$164,606,771

- (1) (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 February 25, 2022.

### 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
2020	\$137,671,725	44,736	\$3,560,918,700	3,077	3.87 %
2019	138,351,372	44,736	3,560,918,700	3,093	3.89
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

### Principal Payments by Purpose

The following table sets forth the principal payments as of June 30, 2019, by purpose on outstanding general obligation bonds of the City. As indicated in the table, of the total \$138,351,371 bonds, \$39,084,284 or approximately 28.2% of the total outstanding are to be retired by the end of fiscal 2024 and \$77,202,535 or approximately 55.8% of the debt will be retired by the end of fiscal 2029.

**CITY OF PITTSFIELD  
GENERAL OBLIGATION BONDS  
Principal Payments by Purpose  
As of June 30, 2020**

Fiscal Year	School (1)	Airport	Sewer (2)	Water (2)	MCWT (2)	General	Total
2021	\$ 2,455,000	\$ 110,000	\$ 889,500	\$ 991,381	\$ 484,542	\$ 3,359,119	\$ 8,289,542
2022	2,440,000	115,000	919,500	893,000	494,646	3,162,500	8,024,646
2023	1,560,721	145,000	969,000	925,000	504,960	4,090,279	8,194,960
2024	1,541,000	155,000	995,000	955,000	515,490	4,069,000	8,230,490
2025	1,610,000	160,000	1,025,000	985,000	526,239	4,150,000	8,456,239
2026	1,605,000	165,000	1,050,000	920,000	537,213	4,110,000	8,387,213
2027	1,675,000	170,000	1,085,000	935,000	548,417	4,065,000	8,478,417
2028	1,700,000	145,000	1,125,000	970,000	559,852	3,445,000	7,944,852
2029	1,775,000	150,000	995,000	855,000	571,530	2,865,000	7,211,530
2030	1,710,000	160,000	1,025,000	870,000	583,448	2,670,000	7,018,448
2031	1,755,000	160,000	1,020,000	705,000	595,618	2,130,000	6,365,618
2032	1,825,000	175,000	1,040,000	720,000	260,178	1,855,000	5,875,178
2033	1,885,000	175,000	990,000	750,000	265,833	1,465,000	5,530,833
2034	1,935,000	180,000	945,000	765,000	244,226	1,175,000	5,244,226
2035	1,995,000	40,000	970,000	800,000	249,534	650,000	4,704,534
2036	2,040,000	45,000	910,000	590,000	-	350,000	3,935,000
2037	2,095,000	45,000	785,000	580,000	-	295,000	3,800,000
2038	2,135,000	45,000	240,000	35,000	-	220,000	2,675,000
2039	2,210,000	50,000	235,000	35,000	-	215,000	2,745,000
2040	2,290,000	50,000	240,000	40,000	-	165,000	2,785,000
2041	2,375,000	50,000	255,000	-	-	80,000	2,760,000
2042	2,465,000	50,000	260,000	-	-	80,000	2,855,000
2043	1,840,000	-	265,000	-	-	90,000	2,195,000
2044	1,655,000	-	280,000	-	-	30,000	1,965,000
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
<b>Total</b>	<b>\$ 49,846,721</b>	<b>\$ 2,540,000</b>	<b>\$ 19,238,000</b>	<b>\$ 14,319,381</b>	<b>\$ 6,941,725</b>	<b>\$ 44,785,898</b>	<b>\$ 137,671,725</b>



## 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, 2020.

### CITY OF PITTSFIELD

#### Debt Service Requirements As of June 30, 2020, Including Subsequent Issue

Fiscal Year	Outstanding		Massachusetts School Building Authority Grant Payments	Net Debt Service
	Principal	Interest		
2021	\$ 8,289,542	\$ 5,102,767	\$ (621,218)	\$ 12,771,090
2022	8,024,646	4,661,978	(546,198)	12,140,426
2023	8,194,960	4,296,890	-	12,491,851
2024	8,230,490	3,960,423	-	12,190,914
2025	8,456,239	3,627,125	-	12,083,364
2026	8,387,213	3,299,989	-	11,687,203
2027	8,478,417	2,966,936	-	11,445,352
2028	7,944,852	2,643,527	-	10,588,379
2029	7,211,530	2,342,738	-	9,554,268
2030	7,018,448	2,074,810	-	9,093,258
2031	6,365,618	1,833,883	-	8,199,501
2032	5,875,178	1,630,233	-	7,505,411
2033	5,530,833	1,445,836	-	6,976,669
2034	5,244,226	1,272,532	-	6,516,758
2035	4,704,534	1,118,781	-	5,823,315
2036	3,935,000	981,391	-	4,916,391
2037	3,800,000	855,994	-	4,655,994
2038	2,675,000	748,625	-	3,423,625
2039	2,745,000	654,009	-	3,399,009
2040	2,785,000	556,513	-	3,341,513
2041	2,760,000	458,638	-	3,218,638
2042	2,855,000	357,972	-	3,212,972
2043	2,195,000	253,928	-	2,448,928
2044	1,965,000	175,338	-	2,140,338
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	-	196,888
	<u>\$ 137,671,725</u>	<u>\$ 47,556,065</u>	<u>\$ (1,167,416)</u>	<u>\$ 184,060,374</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
2021	\$ 12,730,974	\$ 54,551,776	4.28
2022	12,025,933	55,642,811	4.63
2023	11,831,795	56,755,667	4.80
2024	11,531,486	57,890,781	5.02
2025	11,424,558	59,048,596	5.17
2026	11,029,008	60,229,568	5.46
2027	10,787,761	61,434,160	5.69
2028	9,931,384	62,662,843	6.31
2029	8,897,657	63,916,100	7.18
2030	8,437,025	65,194,422	7.73
2031	7,543,635	66,498,310	8.82
2032	7,189,288	67,828,276	9.43
2033	6,661,094	69,184,842	10.39
2034	6,229,106	70,568,539	11.33
2035	5,535,991	71,979,909	13.00
2036	4,884,341	73,419,508	15.03
2037	4,624,694	74,887,898	16.19
2038	3,388,075	76,385,656	22.55
2039	3,364,359	77,913,369	23.16
2040	3,307,763	79,471,636	24.03
2041	3,185,788	81,061,069	25.44
2042	3,181,022	82,682,290	25.99
2043	2,412,878	84,335,936	34.95
2044	2,140,338	86,022,655	40.19
2045	1,344,009	87,743,108	65.28
2046	1,346,650	89,497,970	66.46
2047	1,347,663	91,287,930	67.74
2048	196,888	93,113,688	472.93
Total	<u>\$ 176,511,159</u>	<u>\$ 2,123,911,966</u>	

(1) Total principal and interest as of June 30, 2020.

(2) Includes total state aid available for coverage. State aid is based on the City's fiscal 2020 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)

<b>General Fund</b>				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2021 - Est	10,129,406			
FY2020	10,637,025	10,129,406	(507,619)	-4.8%
FY2019	11,606,011	10,637,025	(968,986)	-8.3%
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%

<b>Water Enterprise Fund</b>				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2021 - Est	1,597,579			
FY2020	1,281,703	1,597,579	315,876	24.6%
FY2019	1,563,415	1,281,703	(281,712)	-18.0%
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%

<b>Stabilization Fund</b>				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2021 - Est	4,231,856			
FY2020	3,768,246	4,231,856	463,610	12.3%
FY2019	3,651,899	3,768,246	116,347	3.2%
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%

<b>Sewer Enterprise Fund</b>				
Fiscal Year	Begin Balance	End Balance	Inc (Dec)	Variance
FY2021 - Est	4,077,289			
FY2020	3,231,357	4,077,289	845,932	26.2%
FY2019	3,103,014	3,231,357	128,343	4.1%
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	FY2020 Budget	FY2021 Budget	FY2022 Budget	Change (FY21 to FY22)	Explanation
Airport	3.00	3.00	3.00	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	97	17.0	Positions to be added in all DPS divisions
Finance Department	26.43	26.43	26.43	0.00	
Fire Department- Civilian	3.00	3.00	3.00	0.00	
Fire Department- Sworn	94.04	94.04	91.04	0.00	Reduction in the number of patrol officers
Inspectional Services - Building Department	6.93	6.93	7.43	0.50	Half time position to become full time
Inspectional Services - Health Department	8.29	9.00	9.00	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	994.5	968.4	994.4	26.0	Positions lost in FY21 to be restored
Solicitor	1.00	1.00	1.00	0.00	
Veterans	1.80	1.80	1.80	0.00	
<b>TOTAL</b>	<b>1,336.51</b>	<b>1,310.51</b>	<b>1,354.01</b>		

*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 \$179,410,963 FOR  
THE FISCAL YEAR 2022 MUNICIPAL BUDGET:

### Ordered:

That the following amounts be, and hereby are, raised and appropriated for the fiscal year beginning July 1, 2021 to be expended for the departmental purposes designated below:

### FISCAL YEAR 2022 BUDGET

<u>Department</u>	<u>Total</u>
Mayor	\$225,908.00
City Council	\$107,062.00
City Solicitor	\$227,669.00
Health & Inspections	\$510,113.00
Building Inspectors	\$491,622.00
Veterans Services	\$1,007,804.00
Emergency Management	\$26,400.00
City Clerk	\$363,082.00
Human Resources	\$218,982.00
Finance & Administration	\$1,248,221.00
Information Technology	\$814,546.00
Airport Commission	\$284,728.00
RSVP	\$96,424.00
Council on Aging	\$341,200.00
Maintenance-City	\$1,790,890.00
Maintenance-School	\$770,000.00
Fire	\$8,781,434.00
Police	\$11,721,231.00
Department of Public Services	\$9,050,721.00
Cultural Development	\$122,075.00
Diversity, Equity & Inclusion	\$99,760.00
Berkshire Athenaeum	\$1,265,737.00
Community Development	\$734,391.00
Workers Compensation	\$650,000.00
Unclassified	\$53,837,125.00
DPU Water Treatment- Enterprise	\$5,614,281
Sewer-Enterprise	\$1,039,608
DPU Wastewater-Enterprise	\$10,658,249
<b>TOTAL</b>	<b>\$112,099,263.00</b>
SCHOOL DEPARTMENT	\$67,311,700.00
<b>TOTAL</b>	<b>\$179,410,963.00</b>

# City of Pittsfield

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

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

**IN CITY COUNCIL**

**AN ORDER**

AN ORDER APPROPRIATING \$750,000.00 FROM CERTIFIED  
FREE CASH TO REDUCE THE FISCAL 2022 TAX RATE

**Ordered:**

That the sum of \$750,000.00 be transferred and appropriated from  
Certified Free Cash to reduce the fiscal year 2022 tax rate.

# City of Pittsfield

MASSACHUSETTS

IN CITY COUNCIL

## AN ORDER

**No. \_\_\_** 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 2022

**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:

	<b>FY2022 Appropriation</b>
RSVP	\$ 7,000
COA Adult Day Care	\$ 60,000
COA Van Receipts	\$ 60,000
DARE Program	\$ 15,000
Compost Bins	\$ 2,000

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 \$202,000 FOR PARKING RELATED EXPENDITURES  
PURSUANT TO M.G.L. CHAPTER 40, SECTIONS 21A-22C FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2021

**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, 2021

#### Appropriation

Contractual Services	\$ 45,000
Garage & Lot Maintenance	\$ 50,000
Supplies	\$ 20,000
Bank Service Charges	\$ 30,000
Equipment	\$ 15,000
Debt Service	\$ 42,000
Total:	\$ 202,000

# 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 \$6,992,000 FOR GENERAL FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2022

Ordered:

That the sum of Six Million, Nine Hundred and Ninety Two 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:

## FY2022 Capital Budget

Department	Enabling Statute	Amount
<b>Public Services (Infrastructure)</b>		
Street improvements (includes Streetscape design)	Chapter 44 Sec 7(1)	\$2,500,000
Storm water system improvements	Chapter 44 Sec 7(1)	\$500,000
East Stret Corridor Improvements (design)	Chapter 44 Sec 7(1)	\$300,000
<b>Public Services (Vehicle &amp; Equipment- Non Police/Fire)</b>		
Tandem dump truck with Plow (1)	Chapter 44 Sec 7(1)	\$260,000
1 ton utility body truck with plow (2)	Chapter 44 Sec 7(1)	\$110,000
RubberTired Excavator	Chapter 44 Sec 7(1)	\$200,000
1 Ton Pickup Truck (2)	Chapter 44 Sec 7(1)	\$90,000
All wheel drive SUV(Inspections)	Chapter 44 Sec 7(1)	\$52,000
1 Ton Van (1) (Building Maintenance Department)	Chapter 44 Sec 7(1)	\$43,000
Multi-purpose tractor with attachments	Chapter 44 Sec 7(1)	\$54,000
Front Loader	Chapter 44 Sec 7(1)	\$290,000
Bucket Truck	Chapter 44 Sec 7(1)	\$140,000
<b>Maintenance (Schools)</b>		
Conte Elevator Replacement	Chapter 44 Sec 7(1)	\$150,000
Roof Repairs	Chapter 44 Sec 7(1)	\$750,000
<b>Maintenance (City)</b>		
Generators for Fire Stations (3)	Chapter 44 Sec 7(1)	\$120,000
<b>Fire Department</b>		
Frontline Pumper Truck	Chapter 44 Sec 7(1)	\$700,000
Communications equipment	Chapter 44 Sec 7(1)	\$355,000
<b>Police Department</b>		
Support services vehicles	Chapter 44 Sec 7(1)	\$80,000
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
Total		<u>\$6,992,000</u>

And that to raise this appropriation, the City Treasurer, with the approval of the Mayor, is hereby authorized to borrow not exceeding the sum of \$6,992,000 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 \$700,000 FOR ENTERPRISE FUND CAPITAL EXPENDITURES FOR FISCAL YEAR 2022**

Ordered:

That the sum of Seven Hundred 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:

### FY2022 Capital Budget

<u>Department</u>	<u>Enabling Statute</u>	<u>Amount</u>
<b>DPU Water Enterprise:</b>		
1 ton Pickup with plow	Chapter 44 Sec 7(1)	\$90,000
Backhoe	Chapter 44 Sec 7(1)	\$140,000
5 Ton Hook lift Truck	Chapter 44 Sec 7(1)	\$225,000
	Total Water Enterprise	\$455,000
<b>DPU Wastewater Enterprise</b>		
Front Loader	Chapter 44 Sec 7(1)	\$190,000
One ton utility body truck with plow	Chapter 44 Sec 7(1)	\$55,000
	Total Sewer Enterprise	\$245,000
	Total Enterprise	\$700,000

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 \$700,00.00 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.



*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

## E. 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.

## F. 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 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 a population of 44,737 according to the 2010 Federal Census. The City occupies a land area of 40.7 square miles.

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

### PRINCIPAL EXECUTIVES AND LEGISLATIVE OFFICERS

<u>Title</u>	<u>Name</u>	<u>Manner</u>	<u>of</u>
<u>Selection</u>	<u>Expires</u>		
Mayor	Linda Tyer	Elected/4 years	2024
Finance Director/Treasurer	Matthew Kerwood	Appointed	Indefinite
City Accountant	Allison Crespo	Appointed	Indefinite
Tax Collector	Lisa Lewis	Appointed	
Indefinite			
City Clerk	Michele Benjamin	Elected/2 years	2022
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 also provided by the City. 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				
	2016	2017	2018	2019	2020
Grades K-5	2,641	2,610	2,645	2,456	2,272
Grades 6-8	1,184	1,217	1,198	1,154	1,108
Grades 9-12	1,567	1,602	1,626	1,605	1,640
Totals	5,392	5,429	5,469	5,215	5,020

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).

## 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 26,195 people employed in 1,901 establishments in the City as of the 2019 calendar year.

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

Industry	Calendar Year Average				
	2015	2016	2017	2018	2019
Construction	1,025	1,022	1,009	998	969
Manufacturing	2,419	2,407	2,083	1,790	1,816
Trade, Transportation and Utilities	4,464	4,467	4,418	4,351	4,611
Information	495	476	511	519	548
Finance, Insurance & Real Estate	1,445	1,529	1,436	1,434	1,413
Professional & Business Services	3,384	3,408	3,717	3,993	3,529
Education & Health Services	8,836	8,846	9,057	8,963	8,865
Leisure & Hospitality	2,393	2,409	2,428	2,382	2,381
Other Services	892	937	921	852	833
Public Administration	1,107	1,115	<del>1,128</del>	1,145	1,164
Total Employment	<u>26,460</u>	<u>26,616</u>	<u>26,708</u>	<u>26,427</u>	<u>26,195</u>
Number of Establishments	<u>1,788</u>	<u>1,840</u>	<u>1,866</u>	<u>1,911</u>	<u>1,901</u>
Average Weekly Wages	<u>\$ 943</u>	<u>\$ 983</u>	<u>\$ 979</u>	<u>\$ 975</u>	<u>\$ 1,024</u>
Total Wages	<u>\$ 1,298,571,576</u>	<u>\$ 1,361,312,367</u>	<u><del>\$ 1,359,847,896</del></u>	<u>\$ 1,341,684,002</u>	<u>\$ 1,394,333,971</u>

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.

**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 between General Electric Company and the City, the company agreed to pay the City \$1 million a year for ten (10) years to be used for economic revitalization activities. As of December 31, 2020, a total of \$11,427,000 from this fund had been awarded to 57 businesses and organizations, with \$7,844,540 disbursed and over 750 jobs retained or created. The most recent award, in November 2020, was made to United Aircraft Technologies (UAT), a New York based manufacturing startup serving the private and military sectors with aircraft clamps and other related equipment. This company joins Electro Magnetic Applications, which established a testing and design facility at the Berkshire Innovation Center in 2019, and several other local existing manufacturers in building an aerospace cluster in Pittsfield.

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. Through May 2019, \$405,000 had been loaned to 7 small businesses. In June 2020, the Mayor tapped the remaining balance in this fund to provide grants to small businesses and restaurants who have been negatively impacted by the COVID-19 pandemic. A total of 34 businesses were assisted with the remaining funds. An additional 56 businesses were assisted with funds from the City's Community Development Block Grant.

**The City offers a diverse portfolio of assistance to existing and new 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 2020), PERC has provided a total of \$104,051 in CDBG technical assistance grant funding to 26 companies and \$299,529 in CDBG loan funding to assist 20 of Pittsfield's small businesses. The 20 businesses receiving CDBG loan funds committed to creating approximately 42 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.

In 2018 and 2019, the City worked with a broad group of stakeholders to establish and raise \$1,000,000 in funding to secure a three year commitment as an affiliate of the growing regional and national Entrepreneurship for All organization, which is already based in 6 other areas in Massachusetts, as well as having recently opened affiliates in Colorado and California. The EforAll program strengthens the economic sustainability of under-resourced communities by creating networks for inclusive entrepreneurship through the sponsorship of pitch contests by emerging entrepreneurs and providing twelve week accelerator training programs for up to thirty potential entrepreneurs per year. The Berkshire EforAll affiliate began operations in September 2019 and has assisted more than 70 potential

entrepreneurs in its first year, as well as helping many more small businesses pivot and develop survival plans during the pandemic.

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

**EMA** - Electro Magnetic Applications (EMA), a Colorado based testing, analysis and consulting company, has established an east coast branch in Pittsfield and is developing a simulation tool and combined environmental effects testing chamber at the Berkshire Innovation Center. This testing is aimed at evaluating the effects of various types and sources of space radiation for clients such as NASA, DOD, and commercial space exploration companies including Space X and Blue Origin.

**UAT** - United Aircraft Technologies, Inc. (UAT) is a veteran-owned, minority-owned, female led business that has created a new class of sensing clamp for aircraft wiring, which are found by the thousands in each aircraft, designed to reduce weight, improve safety, and simplify maintenance while incorporating augmented reality and artificial intelligence. The military-grade thermoplastic clamps are interconnecting, ergonomic and do not require the use of other hardware such as screws or bolts, resulting in a clamp that is up to 65% lighter than existing products. The company has moved from Troy, NY to Pittsfield to be near their manufacturer and materials suppliers. Their customer base, such as the U.S. Air Force, BAE, Sikorsky and others, will also be much closer in proximity. It is beneficial for UAT to be a Massachusetts company, as they have several relationships with the investment community in the Commonwealth.

**Wayfair** – In early 2019, the international on-line home furnishing company, Wayfair, announced they would be opening a sales and service center in the Clock Tower Business Center on Church Street in Pittsfield in the fall of 2019. This center was officially opened in October 2019 and the company is on track to hire 300 employees within the next two years with a projected annual payroll of \$13-\$14 million. Site improvements have exceeded \$4 million.

**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. In 2019, General Dynamic invested more than \$9 million in equipment in support of their federal contracts and continues to grow in spite of the pandemic.

**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. In February 2018, the company was acquired by Spectrum Plastics Group, which is owned by AEA Investors, a global private equity group. Spectrum is a market leader in the application of medical extruding with complementary injection molding, silicone, and assembly capabilities.

**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. In 2019 the facility was sold to Premiun Waters and continues to operate as well as look for future opportunities for growth.

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



City. 52 acres of prime industrial land has been turned over to the Pittsfield Economic Development Authority (PEDA) and redeveloped for new businesses into the William Stanley Business Park. The site is home to Mountain One Financial Center and is ready to accommodate additional new businesses, one of which will be the Berkshire Innovation Center, which broke ground on September 25, 2018 and received its certificate of occupancy in November 2019. PEDA has now turned its attention to ensuring that the remaining parcels in the Park are site ready, including preparing a development and subdivision strategy for the largest parcel in the park. Funding is currently being secured to implement this plan.

**Berkshire Innovation Center** – A non-profit entity has been established to lead the development of a technology innovation center in the City. 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 from the Massachusetts Life Sciences Center to fund the capital costs for the BIC facility. In 2018 the grant was restructured to remove the City and make the award directly to the BIC, which is responsible for the construction of the Center, that will be a 22,000 square foot training, incubator, and product development 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. Groundbreaking occurred in September 2018 and the grand opening took place in February of 2020. The BIC’s first tenant EMA an aerospace technology company moved in January of 2020.

**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:

**Hotel Development** – Several hotel renovations and new construction projects have occurred in Pittsfield in the past five years which have had a positive impact on the City’s hotel/motel tax revenues. Beginning with the construction of a new Hilton Garden Inn at 32 South Street. This \$10 million project which was completed in 2016, features a four-story building with 95 rooms, meeting space, and an Asian restaurant. The former Crowne Plaza in the middle of downtown Pittsfield was sold and redeveloped in 2019, rebranding as a Holiday Inn. Two downtown buildings at 273-297 North Street were renovated to create a 45 room boutique hotel, Hotel on North, with a restaurant that opened in May 2015. The project involved a \$14 million investment including acquisition costs. In 2020 plans were finalized for a new 77 room Holiday Inn Express to be built at 1055 South Street on the site of a former demolished hotel. The estimated capital investment is \$10 million. While construction has been delayed due to the pandemic, this project is expected to move forward again within the next year.

### **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

completed a comprehensive restoration of the McKay Street Parking Garage, and in 2017 the City completed the reconstruction of the First Street surface parking lot. The demolition of the Columbus Avenue Parking Garage began in April 2019, with this structure being replaced by a surface lot as an interim measure towards the ultimate construction of a 370 plus space, three-story 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 cards, an internet application, or by cell phone. In addition, license plate recognition technology has been installed improving the efficiency of parking enforcement efforts. Most recently in the fall of 2020, using state grant funds, the Department of Public Services piloted a dozen different place making projects throughout the downtown, ranging from pop-up dining areas in the public right of way to integration of bike lanes. These projects are currently under evaluation to determine which can best support downtown businesses and enhance the pedestrian experience.

**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 3<sup>rd</sup> Thursday (May-Oct), the 10x10 Upstreet Arts Festival, First Fridays Artswalk, the City’s Jazz Festival, Pittsfield Shakespeare in the Park, the Downtown Pittsfield Farmers Market, and the popular Ethnic Fair have been supported by the office. In addition, the office manages the Lichtenstein Center for the Arts, a year-round community arts center owned by the City of Pittsfield, which features monthly exhibitions, performances, and classes, as well as nine working artist studios and a ceramics studio. The City was awarded a \$20,000 ArtistLink Challenge grant from the Massachusetts Cultural Council to assess the supply and demand for artist work/live space. The final report can be found at this link: [http://www.cityofpittsfield.org/Artist\\_Live\\_Work\\_Space\\_Study\\_ArtsMarket.pdf](http://www.cityofpittsfield.org/Artist_Live_Work_Space_Study_ArtsMarket.pdf).

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.

**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.

## 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:

**Downtown 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 have been completed in the former Holy Family church on Seymour Street, in the vicinity of the Berkshire Medical Center’s emerging campus. This project, renamed as the Power House Lofts, is now fully occupied. In July 2018, Allegrone Companies announced they are under agreement to purchase 255 North St, the Wright Building, with plans to redevelop this historic building to include 16-20 units of market rate rental apartments and approximately 12,000 square feet of retail storefront space. This capital investment of \$7.5 million will create 100 construction jobs and 25 permanent jobs. The redevelopment also includes plans to create a greenway between the rear of the building and the adjacent public parking garage, connecting to the intermodal transportation facility located to the southwest of these structures. Another market rate housing project proposed at the northern end of downtown, in the vicinity of the Berkshire Medical Center is the White Terrace project. The City has been supportive of this potential new HDIP project that would convert three existing, vacant burned out buildings to 41 market rate residential rental apartments and three retail spaces. The estimated cost of the rehabilitation work is \$10-12 million. The project has obtained and continues to pursue historic tax credits to support this redevelopment. In late 2020, the City approved the conversion of a former nonprofit building at 235 East to 27 units of market rate rental housing, with an estimated capital investment of \$2.5 million.

**Morningstar** – In 2018 an experienced regional developer, CT Management, acquired the 2.6 acre former St Mary’s church property on Tyler St, including the former church, rectory, school and convent buildings and is converting these four buildings to 29 units of market rate housing. This is

the first market rate housing project to be proposed in this neighborhood in several decades and the first significant redevelopment project to be undertaken in the City's Transformative Development Initiative (TDI) district. The estimated capital cost of this redevelopment is \$8 to \$10 million. The project is projected to be substantially completed and fully occupied by the end of January 2021.

Currently there are two other major housing projects under construction on Tyler Street, in the general vicinity of the Morningstar development:

- 730 Tyler St – a new infill development of 20 units of market rate rental housing, with an estimated capital investment of \$6.3 million; and
- 765 Tyler St – redevelopment of a former boarding housing to create 16 units of market rate rental housing with an estimated capital investment of \$3.6 million.

In addition, the City has secured the funding needed for a \$5.5 million streetscape improvement project on Tyler Street extending from the intersection of First Street (at the northern end of downtown) to the intersection of Dalton Avenue, Tyler Street and Woodlawn Avenue, adjacent to the William Stanley Business Park. This project expected to be completed by the summer of 2022, includes traffic calming measures, enhanced pedestrian assets and new lighting as well as the installation of the first roundabout in Pittsfield at the intersection of Tyler and Woodlawn.

In addition, the City has secured the funding needed for a \$5.5 million streetscape improvement project on Tyler Street extending from the intersection of First Street (at the northern end of downtown) to the intersection of Dalton Avenue, Tyler Street and Woodlawn Avenue, adjacent to the William Stanley Business Park. This project expected to be completed by the summer of 2022, includes traffic calming measures, enhanced pedestrian assets and new lighting as well as the installation of the first roundabout in Pittsfield at the intersection of Tyler and Woodlawn.

In addition to the more than 125 units of market rate housing that have been developed in downtown Pittsfield, Examples of other housing projects completed in the past decade with City assistance include:

**YMCA** – 44 studio apartments were renovated for low-income tenants in downtown Pittsfield. The YMCA is currently embarking on an \$11 million capital project to enhance and renovate its daycare and health and wellness facilities.

**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.

**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. This program remains active with the first repayment of funds made in early 2021 to the revolving loan fund.

**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:

**Bousquet** – Bousquet Ski Area is a 130 acre privately owned ski area and recreation facility that has been patronized by resident of the city and region as well as visitors to the area for many years. Bousquet Ski Area is located on a northern summit of Yokan Ridge. The resort features a vertical drop of 750 feet, a lift-top elevation of 1,818 feet and, prior to the recent acquisition by Mill Town Capital, twenty-four trails, five lifts, one terrain park, and 75% snowmaking capacity. Created in 1932, the resort is the oldest existing ski area in The Berkshires. Bousquet was the inventor of the rope tow gripper which protected the arms and hands of skiers using rope tow lifts. Bousquet marketed and subsequently sold 500,000 of his grippers. He was also the inventor of night skiing, having floodlights installed on poles in 1936 to light the runs, thanks to a local partnership with General Electric. Mill Town Capital's recent acquisition of Bousquet Ski Area creates an opportunity for this significant community recreational asset to be modernized and expanded to meet a growing future demand for outdoor recreation and wellness. Mill Town anticipates investing more than \$11 million in this property over the next two years.

**Bike Path** – The Ashuwillticook Rail Trail is a popular bike and pedestrian walkway that currently runs from the Mall Road in Lanesborough northerly to the town of Adams. The City has been involved in the design and planning for a 1.5 mile stretch of the pathway that will travel southerly into the City of Pittsfield, terminating at Crane Avenue. This section is currently under construction, with completion targeted for fall 2021. An additional small stretch, extending from Crane Avenue to Merrill Road, is in an early design phase. Additional sections are being considered south of Merrill Rd., and the City will be seeking state funding to support the design which would eventually see the pathway move into the town of Lenox.

**Dog Park** – Following years of planning, a 2-acre dog park is slated to be constructed in a section of Burbank Park. Noted as a community priority in multiple city plans, the dog park's design and construction has been supported through a \$185,000 grant by a Massachusetts-based philanthropic organization – the Stanton Foundation. The City has allocated capital funds to meet the required local match. The dog park will be open to the public free of charge and will be overseen by a 'Friends Of' group. Construction is scheduled to begin in April 2021, with a completion date targeted in fall 2021.

**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 was received through a state grant. Additional funds in the amount of \$180,000 were provided by the local Rotary Club Foundation. At the end of 2020 the construction of enhancements was nearly complete, with finishing touches to be done in the spring of 2021.

**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. In addition, the restoration of the porch has been completed using \$250,000 in City capital funding. The next phase of the project will be to address the exterior of the building using both capital funding and Community Preservation Funds. Exterior restoration was completed in the fall of 2019. Interior renovations are scheduled to be undertaken in 2022.

**Skatepark** – A new skate park was constructed in 2011 at the corner of Appleton Avenue and East Street. The project was completed in 2011 and the park is actively being used. Funds have been appropriated through the FY2020 CDBG program to design and construct Phase 2 of the park. This project is currently out to bid with construction anticipated to be completed by mid-summer 2021.

**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. A four post metal pavilion has been constructed with funds donated by Greylock Federal Credit Union. A upgrade of the restrooms was completed in the summer of 2019.

**Tucker Park** – The City used \$50,000 in CDBG funds from FY2019 to construct a new playground and install new benches. The new playground was installed using the community build model.

**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.

**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. A state grant (PARC program) of \$400,000 was received and construction was completed in 2020. This new park has become a



shared gathering space for the neighborhood, including providing the space for recording oral histories and holding holiday themed block parties.

**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. A state grant has been received in the amount of \$18,000 to install a handicapped accessible trail in the fall of 2019; an additional state grant was used to further the enhancement of this trail in the spring of 2020. Currently work is in progress to remove a deteriorating dam in the park, which is expected to occur in 2021.

### 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 which facilitated the development of MorningStar housing project.

**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.

Name of Employer	Type of Business	Employee Range
Berkshire Medical Center	Hospital	1,000+
Berkshire Concrete Corp.	Concrete Supplier	500-999
BMC Hillcrest Campus	Health Care / Hospital	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
Petricca Industries, Inc.	Manufacturing	250-499
Unistress Corp.	Concrete Structures	250-499
U. S. Post Office	Postal Service	250-499
Walmart	Retail	250-499

SOURCE: Massachusetts Department of Revenue, 2019 – Infogroup Survey, Labor & Workforce Development.

## Labor Force, Employment and Unemployment Rate

According to the Massachusetts Department of Employment and Training preliminary data in October 2019, the City had a total labor force of 21,449 of which 20,624 were employed and 825 or 3.8% were unemployed as compared to 2.9% for the Commonwealth.

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

### UNEMPLOYMENT RATES

Year	City of Pittsfield			%	Massachusetts Unemployment Rate	%	United States Unemployment Rate	%
	Labor Force	Employment	Unemployment Rate					
2019	21,449	20,624	3.8		2.9		3.7	
2018	21,803	20,861	4.3		3.3		3.9	
2017	21,647	20,643	4.6		3.7		4.4	
2016	21,259	20,247	4.8		3.7		4.9	
2015	21,656	20,439	5.6		4.9		5.0	

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
2020	1,492	\$ 49,468,332
2019	1,460	93,494,114
2018	1,280	56,244,629
2017	1,340	39,629,032
2016	1,697	15,695,241

### 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.

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

SOURCE: Federal Bureau of the Census.

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

Year	Pittsfield	% Change	Berkshire		Commonwealth	% Change
			County	% 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>*