



# City of Pittsfield

## City of Pittsfield Fiscal Year 2024 Budget



**Proposed Version**





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# INTRODUCTION

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# Transmittal Letter

Linda M. Tyer, Mayor



THE CITY OF PITTSFIELD  
OFFICE OF THE MAYOR  
70 Allen Street, Pittsfield, MA 01201  
(413) 499-9321 ● [ltyer@cityofpittsfield.org](mailto:ltyer@cityofpittsfield.org)

May 10, 2023

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 the Fiscal Year 2024 municipal operating budget. For the second year, we have used ClearGov, a cloud-based budget and performance management software built for local governments. The budget process and document provide even greater analysis and transparency. The ClearGov budgeting model uses a three-step process to collect, create, and communicate. The budget document, in an easily accessible digital format, tells Pittsfield's financial story in a way that everyone can understand. The implementation of this new budgeting tool modernizes the budget process, creating a more comprehensive exercise and increases the depth of information.

The FY24 budget is best described as a maintenance budget. The costs associated with salary increases for both school and city employees, identified as priorities by both the City Council and the School Committee, have limited investments in new initiatives. The total cost associated with FY24 public school employee wages is \$3,000,000 and the total cost for city wages is \$1,021,528. Scheduled overtime for police, fire, and public services must reflect these wage increases. However, you will see that there are expanded services, professional growth incentives, and school programs that focus on student achievement, staff and community support. In addition, social emotional learning supports that began with Elementary and Secondary School Emergency Relief Fund (ESSER) funds are now proposed for local budget funding.

## Fiscal Year 2024 Budget Summary

**Expenditures:** The proposed municipal operating budget is \$109,350,895 and the proposed public school budget is \$78,088,016 for a total operating budget of \$187,438,911. The budget proposal includes increases in the following fixed costs: (1) a \$1,500,000 increase in health insurance; (2) a \$816,186 increase in the retirement contribution; and (3) a \$699,000 increase in solid waste collection and disposal.



**Revenue:** The amount to be raised from the property tax equals \$109,132,379. The remaining revenue will come from state aid and local receipts. Unrestricted general government aid is increasing by \$200,031 for a total amount of \$10,201,586. This budget proposal includes a \$1,000,000 appropriation from free cash to offset the tax rate. An appropriation from the water and sewer enterprise funds in the amount of \$18,195,586 has been applied to the revenue stream. This proposal includes an appropriation of Chapter 70 school aid in the amount of \$60,847,530 reflecting a \$6,592,719 increase over FY23.

**Expanded Services and Professional Growth:**

- **Building Maintenance:** There is a request to add an additional painting position increasing from one to two. It is impossible for one painter to complete all the painting work that's required for both city and school buildings. An additional painter will improve progress. Restoring seasonal labor is also proposed.
- **Pittsfield Fire Department:** An increase is proposed for Special Operations Training. Special Operations Training includes dive team, technical rescue, fire investigation, and certification renewals. Increased funding is budgeted for educational incentives that will allow firefighters to enroll in accredited college courses to advance their knowledge. New funding is budgeted to provide a stipend to any firefighter who meets and maintains new fitness standards . Fitness, health, and well-being are all essential in meeting the demands of firefighting duties.
- **Pittsfield Police Department:** Body worn cameras are fully funded in the FY24 budget. New funding is budgeted to provide a stipend to any police officer who meets and maintains new fitness standards. Fitness, health, and well-being are essential for the duties and responsibilities of police officers and for meeting community expectations for the safest delivery of law enforcement services.
- **Public Services:** The FY24 budget proposes the addition of one working foreman and one highway craftsperson for the highway division. This structure allows the highway department to create two teams, each with a working foreman to lead and supervise their team and seven crew members. With this in place, the Highway Superintendent is able work more closely with the Commissioner to identify priorities, assign projects to each team, work directly with contractors, monitor progress, make adjustments as needed, and verify completion.
- **Diversity, Equity, and Inclusion (DEI):** The DEI budget includes funding for stipends to create DEI ambassadors. The role of a DEI Ambassador is to advocate for and assist the Department of Diversity, Equity, and Inclusion in creating a welcoming and inclusive work environment. They will serve as a mentor and resource for colleagues , with an emphasis on under represented identities to enhance employee retention . An ambassador will use their influence to drive engagement and accountability for department culture to better serve and reflect the community of Pittsfield.
- **Pittsfield Public Schools:** The Pittsfield Public Schools and the School Committee have approved a school budget that includes the following investments:



- a. **Growth in the Career Technical Education and Career Path programs at Pittsfield High School and Taconic High School.**
- b. **Supporting special education students with access and support.**
- c. **Recruiting and retaining staff with more competitive wages.**
- d. **Supporting students transitioning from Virtual Learning.**
- e. **Adding support positions for students, staff, and the community. Some of these positions were previously funded by the federal Elementary and Secondary School Emergency Relief Fund (ESSER) funds and will now be funded by the local budget.**

**Capital Investments:** Based on the city's five-year capital plan, we are proposing the following capital investment strategies:

- o An authorization to borrow an amount not to exceed \$10,648,000 for general fund capital expenditures to pay the costs for various projects and equipment to be used for general operating purposes. This is a common borrowing authorization and a past budgeting practice.
- o An authorization to borrow an amount not to exceed \$14,445,000 for enterprise fund capital expenditures to pay the costs of various projects and equipment to be used for the water and sewer divisions. This, too, is a common borrowing authorization and a past budgeting practice.
- o A request to transfer \$280,000 from Public Works Stabilization to purchase various equipment for the purposes of public services.

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

Sincerely,

  
Linda M. Tyer, Mayor

## History of City



### 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.





# Population Overview



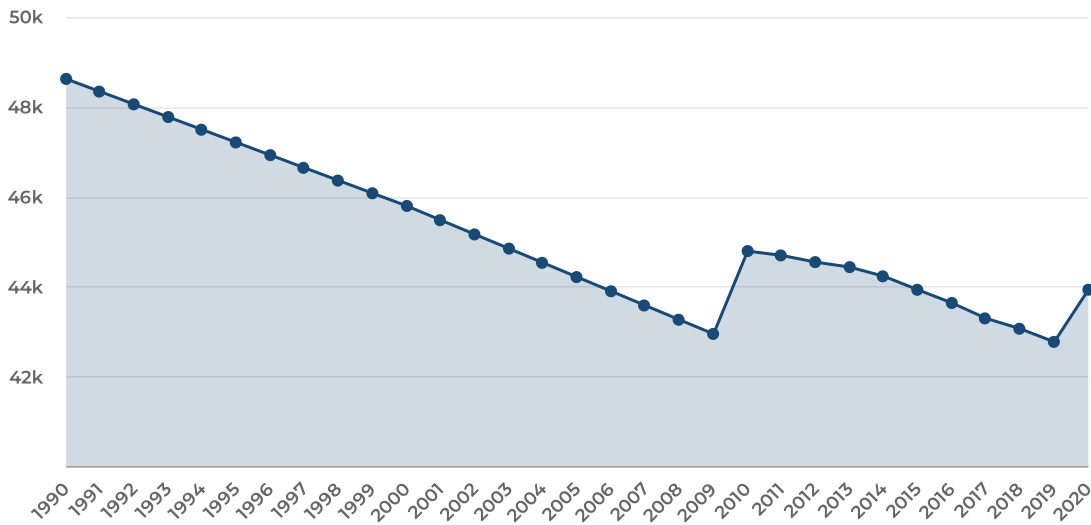
TOTAL POPULATION

**43,927**

▲ **2.7%**  
vs. 2019

GROWTH RANK

**115** out of **351**  
Municipalities in Massachusetts



\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



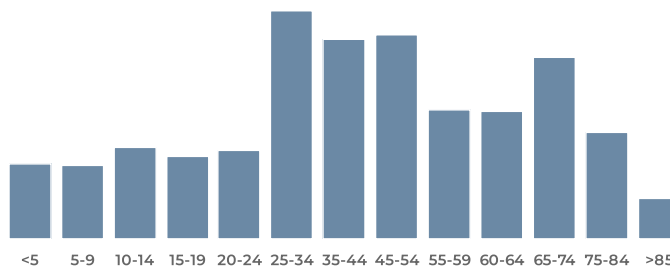
DAYTIME POPULATION

**48,299**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey 5-year estimates

## POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

\* Data Source: American Community Survey 5-year estimates

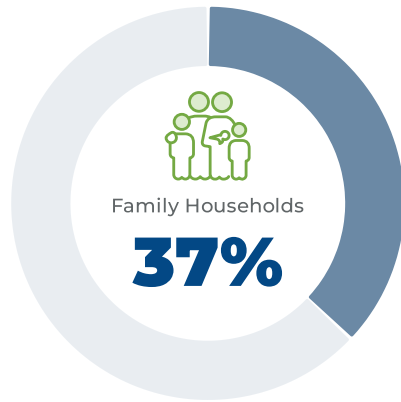


## Household Analysis

TOTAL HOUSEHOLDS

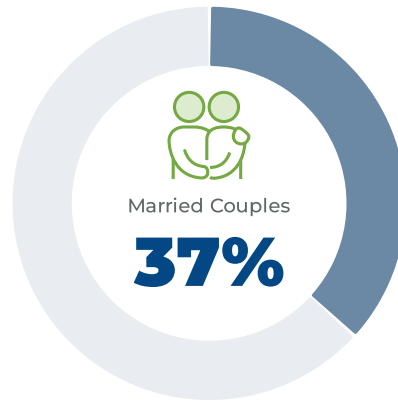
# 19,072

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



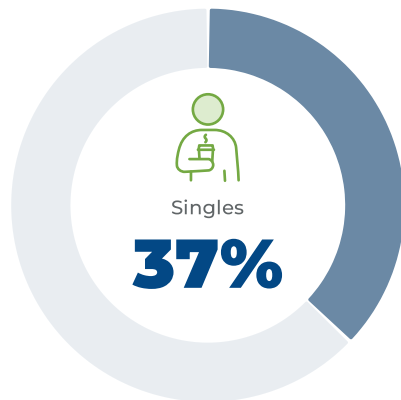
▼ 21%

lower than state average



▼ 22%

lower than state average



▲ 29%

higher than state average



▲ 27%

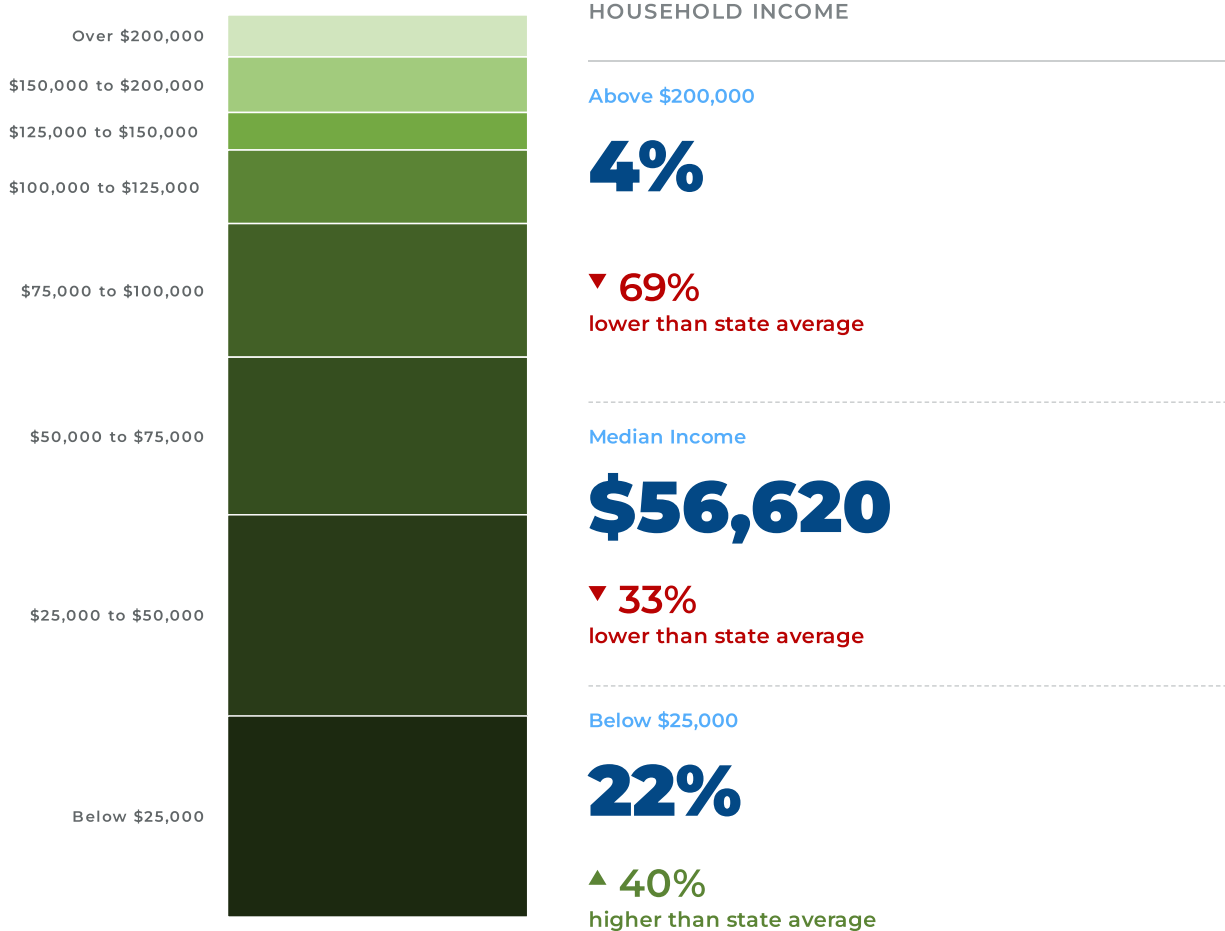
higher than state average

*\* Data Source: American Community Survey 5-year estimates*



# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



\* Data Source: American Community Survey 5-year estimates

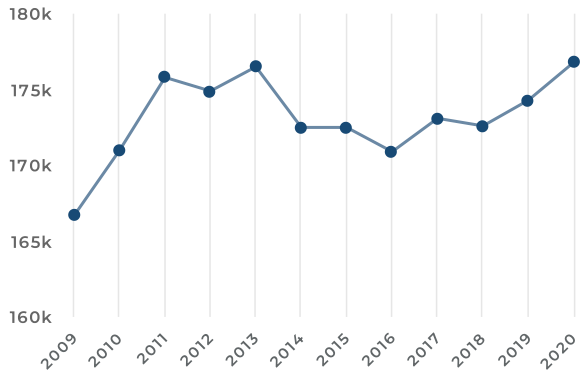


# Housing Overview



2020 MEDIAN HOME VALUE

**\$176,800**

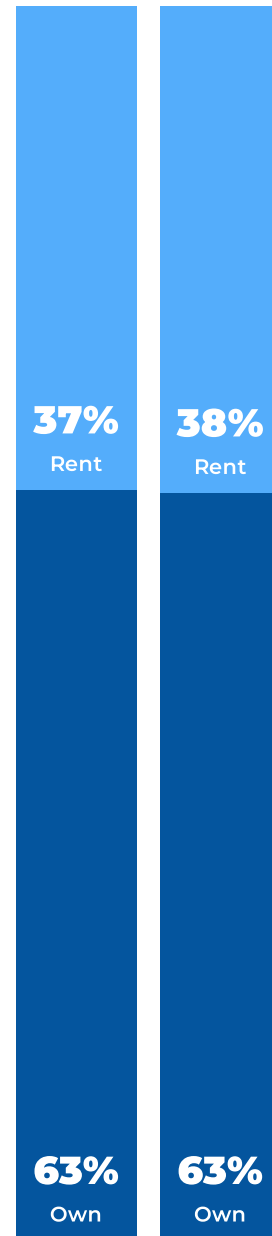


\* Data Source: 2020 US Census Bureau

(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME OWNERS VS RENTERS

Pittsfield State Avg.



## HOME VALUE DISTRIBUTION



\* Data Source: 2020 US Census Bureau

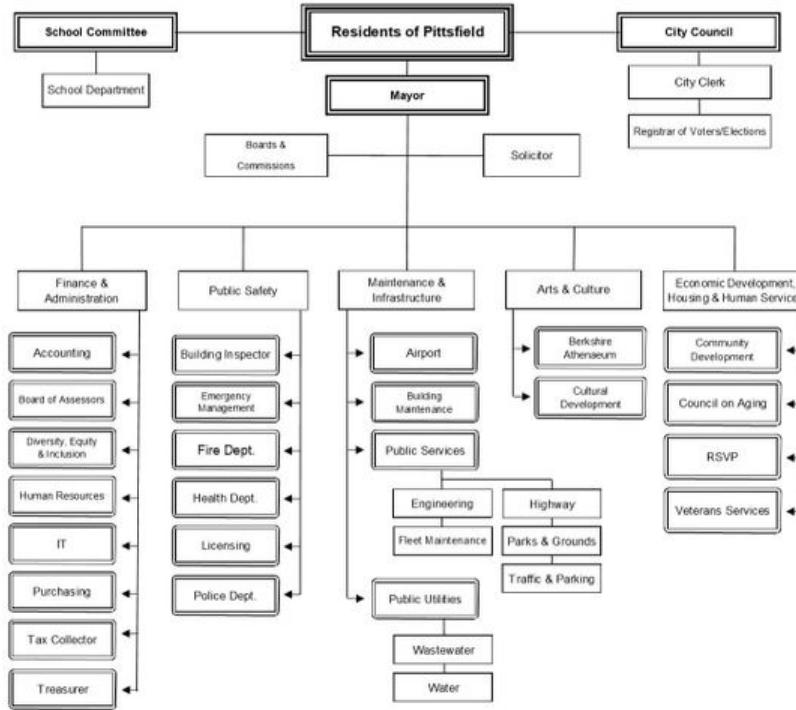
(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

\* Data Source: 2020 US Census Bureau

(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



# Organization Chart



## Basis of Budgeting

Pursuant to Chapter 44, Section 32 of the Massachusetts General Laws, the City adopts an annual budget for the General, Enterprise, Parking, and Capital Funds for which the level of expenditure may not legally exceed appropriations for each department. The Mayor is authorized to approve reallocations below this level, such as from one object code to another within the category or from one division to another within a department. Proposed expenditure appropriations for all departments and operations of the City, except those of the School Department, are prepared under the direction of the Mayor and the Finance Director. The School Department budget is prepared under the direction of the School Committee.

All budget appropriations, including those of the School Department, are approved by the City Council. The City Council may reduce or reject any item in the budget submitted by the Mayor, but may not increase or add items without the recommendation of the Mayor.

The City follows the accounting practices established by the Commonwealth of Massachusetts Department of Revenue, called the budgetary basis method of accounting, in the preparation of the annual budget and property tax certification process. The budgetary basis departs from the accounting basis which follows Generally Accepted Accounting Principles (GAAP) in the following ways:

- a. Real estate and personal property taxes are recorded as revenue when levied (budgetary), as opposed to when susceptible to accrual (GAAP).
- b. Encumbrances and continuing appropriations are recorded as the equivalent to expenditures (budgetary), as opposed to a reservation of fund balance (GAAP).
- c. Certain activities and transactions are presented as components of the General Fund (budgetary), rather than as separate funds (GAAP).
- d. Amounts raised for the prior years' deficits and available funds from prior years' surpluses are recorded as revenue items (budgetary) but have no effect on GAAP revenues.

The City prepares its Comprehensive Annual Financial Report in accordance with GAAP as established by the Governmental Accounting Standards Board (GASB).

- a. The accounts of the City are organized and operated on a fund basis. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related, legal, and contractual provisions.
- b. Governmental Funds use the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are "susceptible to accrual" (i.e. both measurable and available). Property taxes are recorded as revenue in the year for which the taxes have been levied, provided they are collected within 60 days after year-end. Investment income is recorded as earned. Other revenues are recorded on a cash basis, because they are generally not measurable until actually received. Expenditures are recorded when the liability is incurred except for (1) interest on general obligation debt, which is recorded when due; and (2) tax abatements, judgments, and claims, all of which are recorded as expenditures to the extent that they have been paid or are expected to be paid with expendable available resources.
- c. Proprietary Funds and Fiduciary Funds are accounted for using the flow of economic resources measurement focus and full accrual basis of accounting. Under this method, revenues are reported when earned and expenses are recorded at the time liabilities are incurred.



# Budget Timeline

## 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





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# **BUDGET OVERVIEW**

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# Budget Summary

FY2024-Draft

EXPENDITURES	Final	Final	Proposed		
LINE ITEMS	FY 2022	FY 2023	FY2024	INCREASE	% CHANGE
<b>GENERAL GOVERNMENT</b>					
Mayor	225,908	242,784	255,797	13,013	5.4%
City Council	107,062	109,262	109,262	-	0.0%
City Solicitor	227,669	236,432	267,626	31,194	13.2%
Health & Inspections	510,113	586,572	635,511	48,939	8.3%
Building Inspectors	491,622	605,707	652,049	46,342	7.7%
Veterans Services	1,007,804	915,458	872,692	(42,766)	-4.7%
Emergency Management	26,400	26,600	29,402	2,802	10.5%
City Clerk	363,082	369,650	408,225	38,575	10.4%
Human Resources	218,982	234,048	258,211	24,163	10.3%
Finance & Administration	1,248,221	1,462,207	1,398,541	(63,666)	-4.4%
Information Technology	814,546	958,501	1,267,093	308,592	32.2%
Airport Commission	284,728	297,228	311,215	13,987	4.7%
RSVP	96,424	107,142	117,017	9,875	9.2%
Council on Aging	341,200	371,055	392,042	20,987	5.7%
Maintenance-City	1,790,890	1,904,053	2,080,212	176,159	9.3%
Maintenance-School	770,000	900,000	900,000	-	0.0%
Fire	8,781,434	9,138,800	10,472,615	1,333,815	14.6%
Police	11,516,232	11,927,437	14,364,673	2,437,236	20.4%
Department of Public Services	9,050,721	9,970,507	11,095,563	1,125,056	11.3%
Cultural Development	122,075	127,806	135,950	8,144	6.4%
Diversity, Equity & Inclusion	99,760	169,416	181,854	12,438	7.3%
Berkshire Athenaeum	1,265,737	1,377,356	1,514,980	137,624	10.0%
Community Development	734,391	758,651	788,110	29,459	3.9%
Workers Compensation	650,000	650,000	750,000	100,000	15.4%
Unclassified	53,837,125	56,686,954	60,092,255	3,405,301	6.0%
<b>LINE ITEM BUDGET- TOTAL</b>	<b>94,582,126</b>	<b>100,133,626</b>	<b>109,350,895</b>	<b>9,217,269</b>	<b>9.2%</b>
<b>SCHOOL DEPARTMENT</b>	67,311,700	72,398,262	78,088,016	5,689,754	7.9%
<b>LINE ITEMS &amp; SCHOOL - TOTAL</b>	<b>161,893,826</b>	<b>172,531,888</b>	<b>187,438,911</b>	<b>14,907,023</b>	<b>8.6%</b>
<b>ENTERPRISE FUNDS</b>					
DPU Water Treatment- Enterprise	5,614,281	5,216,417	6,199,738	983,321	17.5%
Sewer-Enterprise	1,039,608	1,048,896	1,002,156	(46,740)	-4.5%
DPU Wastewater-Enterprise	10,658,249	10,024,817	10,993,692	968,875	9.1%
<b>ENTERPRISE TOTAL</b>	<b>17,312,138</b>	<b>16,290,130</b>	<b>18,195,586</b>	<b>1,905,456</b>	<b>11.7%</b>
<b>OTHER EXPENDITURES</b>					
Cherry Sheet Charges	7,139,163	7,588,454	7,593,063	4,609	0.1%
Cherry Sheet Offsets	557,638	423,682	526,116	102,434	24.2%
Overlay	700,000	797,320	800,000	2,680	0.3%
Free Cash	-	162,400	-	(162,400)	100.0%
OPEB	-	-	-	-	100.0%
votes Retained earnings	363,589	579,000	-	(579,000)	0.0%
Tax Title	-	-	-	-	0.0%



Overlay Surplus				-	0.0%
Other		482,000		(482,000)	0.0%
Community Preservation	1,455,258	1,725,781	1,725,781	-	0.0%
<b>OTHER EXPENDITURES - TOTAL</b>	<b>10,215,648</b>	<b>11,758,637</b>	<b>10,644,960</b>	(1,113,677)	-9.5%
<b>ALL EXPENDITURES - TOTAL</b>	<b>189,421,612</b>	<b>200,580,655</b>	<b>216,279,457</b>	15,698,802	7.3%
<b>REVENUES</b>					
<b>1-STATE AID</b>					
Cherry Sheet	60,753,304	66,259,923	72,716,311	6,456,388	9.7%
<b>2-OTHER REVENUES</b>					
Local Receipts	12,845,725	12,930,860	13,509,400	578,540	4.5%
School Building Assistance	546,198	-	-	-	0.0%
Retained Earnings	363,589	579,000		(579,000)	0.0%
Bond Proceeds		70,000		(70,000)	0.0%
From Stabilization	-	412,000		(412,000)	0.0%
From Free cash	-	162,400		(162,400)	-100.0%
From Water/Sewer Enterprise Fund	17,312,138	16,290,130	18,195,586	1,905,456	11.7%
From Overlay Surplus	-			-	0.0%
Tax Rate Reduction (Free Cash)	1,500,000	1,000,000	1,000,000	-	0.0%
Community Preservation	1,455,258	1,725,781	1,725,781	-	0.0%
<b>NON PROP TAX REVENUE - TOTAL</b>	<b>94,776,212</b>	<b>99,430,094</b>	<b>107,147,078</b>	7,716,984	7.8%
<b>PROPERTY TAX REVENUE</b>	<b>94,645,400</b>	<b>101,150,561</b>	<b>109,132,379</b>	7,981,818	7.9%
<b>ALL REVENUES - TOTAL</b>	<b>189,421,612</b>	<b>200,580,655</b>	<b>216,279,457</b>	15,698,802	7.8%
<b>OTHER DATA</b>					
Minimum to be Raised	94,645,400	101,150,561	109,132,379	7,981,818	7.9%
Levy Ceiling	102,378,780	112,209,865	113,847,811	1,637,946	1.5%
Maximum Allowable Levy	99,880,605	104,649,832	109,683,015	5,033,183	4.8%
Excess Levy Capacity	5,235,205	3,499,271	550,636	(2,948,635)	-84.3%



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# FUND SUMMARIES

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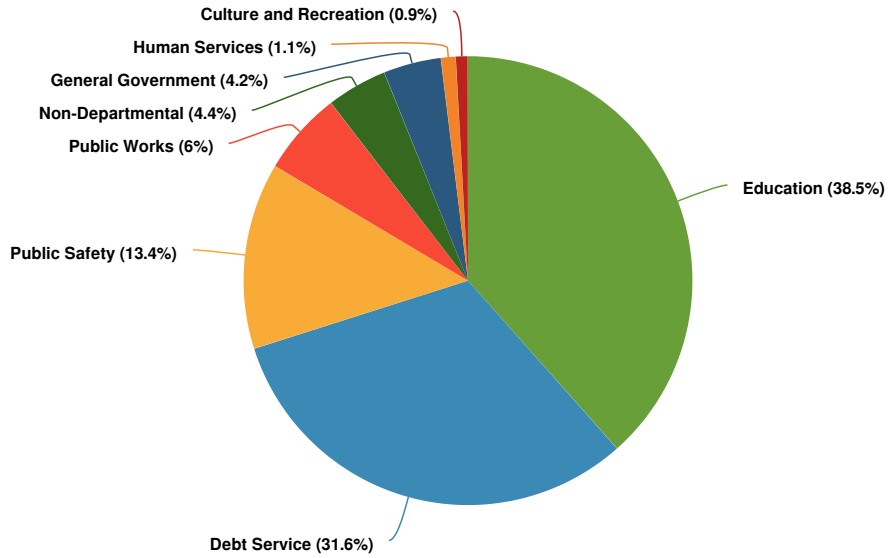


# General Fund

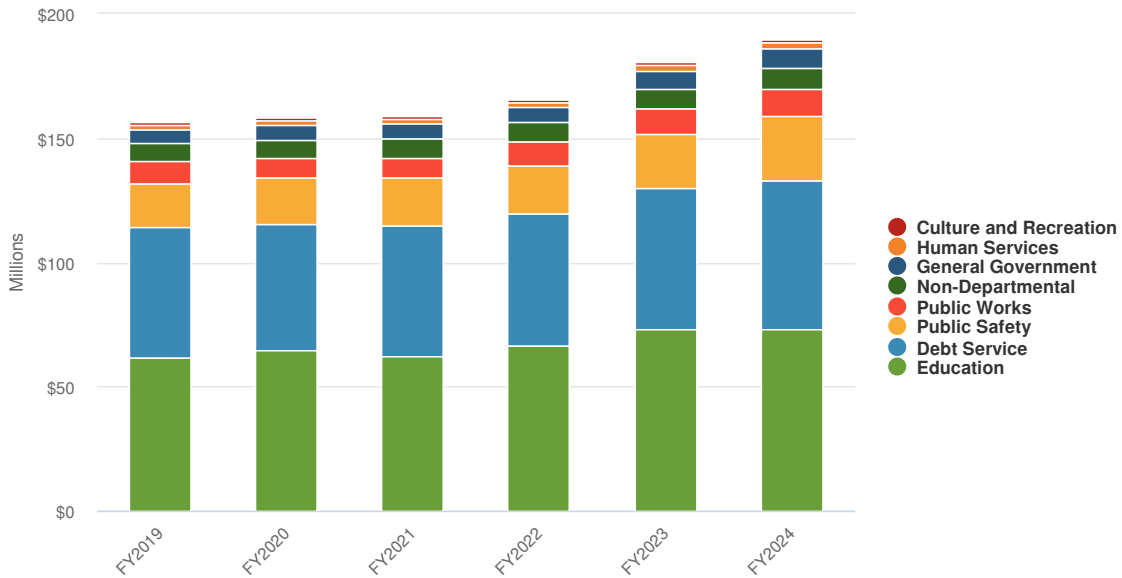
This fund is used to account for most financial resources and activities governed by the city council appropriation process.

## Proposed Fiscal Year 2023 General Fund Expenditures by Function

### Budgeted Expenditures by Function



### Budgeted and Historical Expenditures by Function



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted
Expenditures				

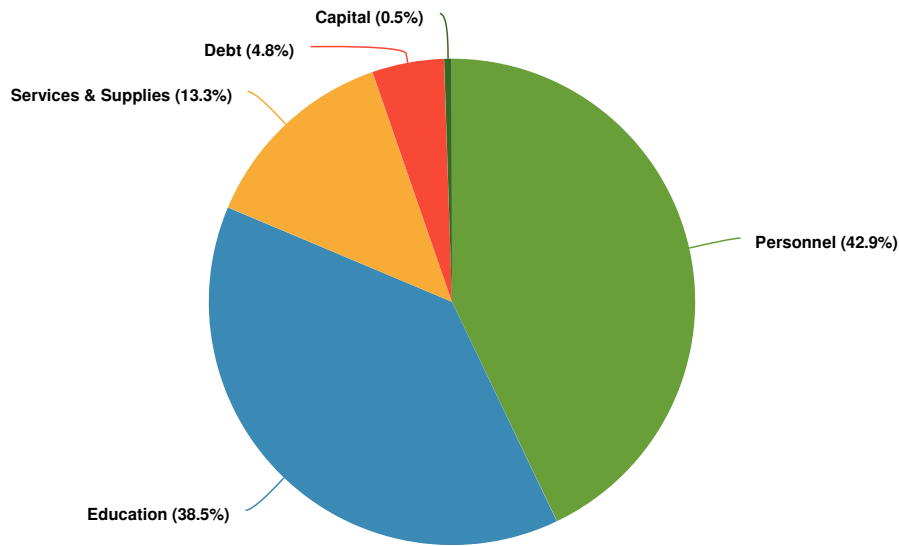


Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted
General Government	\$5,862,273	\$6,335,915	\$7,345,004	\$7,891,705
<b>Total General Government:</b>	<b>\$5,862,273</b>	<b>\$6,335,915</b>	<b>\$7,345,004</b>	<b>\$7,891,705</b>
Human Services	\$1,574,663	\$1,468,033	\$1,980,227	\$2,017,262
<b>Total Human Services:</b>	<b>\$1,574,663</b>	<b>\$1,468,033</b>	<b>\$1,980,227</b>	<b>\$2,017,262</b>
Public Safety	\$18,969,756	\$19,509,462	\$21,698,544	\$25,518,739
<b>Total Public Safety:</b>	<b>\$18,969,756</b>	<b>\$19,509,462</b>	<b>\$21,698,544</b>	<b>\$25,518,739</b>
Public Works	\$8,197,123	\$9,398,055	\$10,267,735	\$11,406,778
<b>Total Public Works:</b>	<b>\$8,197,123</b>	<b>\$9,398,055</b>	<b>\$10,267,735</b>	<b>\$11,406,778</b>
Education	\$62,500,821	\$66,462,214	\$73,018,262	\$78,088,015
<b>Total Education:</b>	<b>\$62,500,821</b>	<b>\$66,462,214</b>	<b>\$73,018,262</b>	<b>\$78,088,015</b>
Culture and Recreation	\$1,204,022	\$1,322,778	\$1,505,162	\$1,650,930
<b>Total Culture and Recreation:</b>	<b>\$1,204,022</b>	<b>\$1,322,778</b>	<b>\$1,505,162</b>	<b>\$1,650,930</b>
Workers Compensation	\$706,299	\$779,801	\$650,000	\$750,000
<b>Total Workers Compensation:</b>	<b>\$706,299</b>	<b>\$779,801</b>	<b>\$650,000</b>	<b>\$750,000</b>
State Chrgs And Asse	\$7,200,408	\$7,130,148	\$7,532,236	\$7,532,236
<b>Total State Chrgs And Asse:</b>	<b>\$7,200,408</b>	<b>\$7,130,148</b>	<b>\$7,532,236</b>	<b>\$7,532,236</b>
Debt Service				
Unclassified	\$52,518,513	\$53,212,263	\$56,686,954	\$60,092,255
<b>Total Debt Service:</b>	<b>\$52,518,513</b>	<b>\$53,212,263</b>	<b>\$56,686,954</b>	<b>\$60,092,255</b>
<b>Total Expenditures:</b>	<b>\$158,733,879</b>	<b>\$165,618,669</b>	<b>\$180,684,124</b>	<b>\$194,947,920</b>

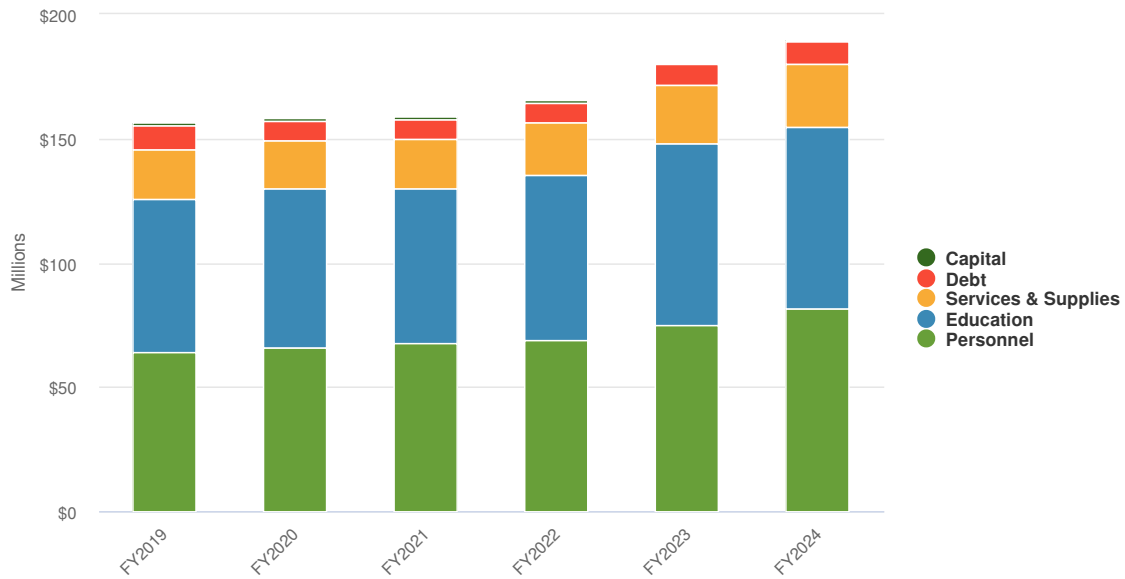


# Proposed fiscal Year 2023 Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted
Expense Objects				
Personnel	\$67,603,497	\$68,755,919	\$75,106,726	\$81,461,396
Services & Supplies	\$19,932,321	\$21,177,945	\$23,431,367	\$25,315,726
Capital	\$847,071	\$1,335,904	\$857,280	\$971,250



<b>Name</b>	<b>FY2021 Actuals</b>	<b>FY2022 Actuals</b>	<b>FY2023 Budgeted</b>	<b>FY2024 Budgeted</b>
Debt	\$7,850,169	\$7,886,687	\$8,270,489	\$9,111,533
Education	\$62,500,821	\$66,462,214	\$73,018,262	\$78,088,015
<b>Total Expense Objects:</b>	<b>\$158,733,879</b>	<b>\$165,618,669</b>	<b>\$180,684,124</b>	<b>\$194,947,920</b>





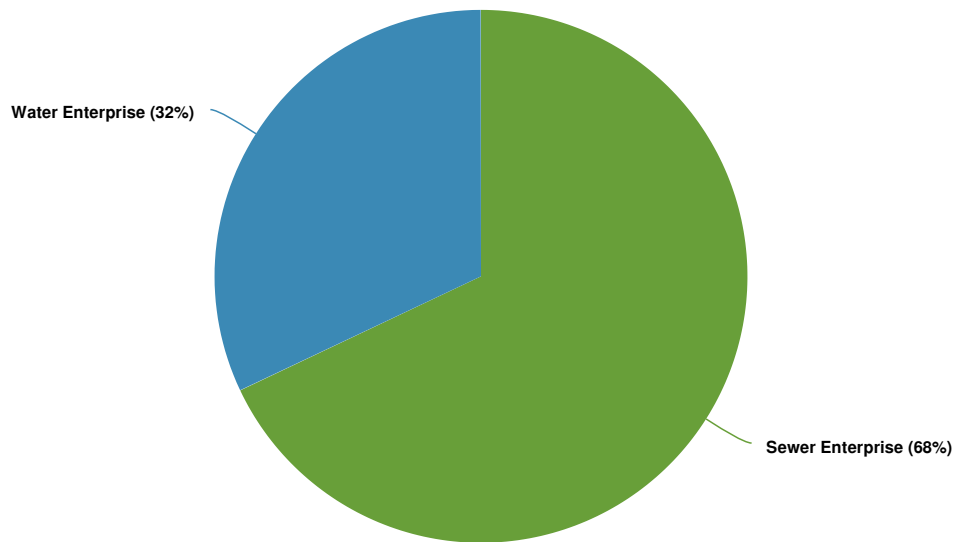


## Enterprise Funds

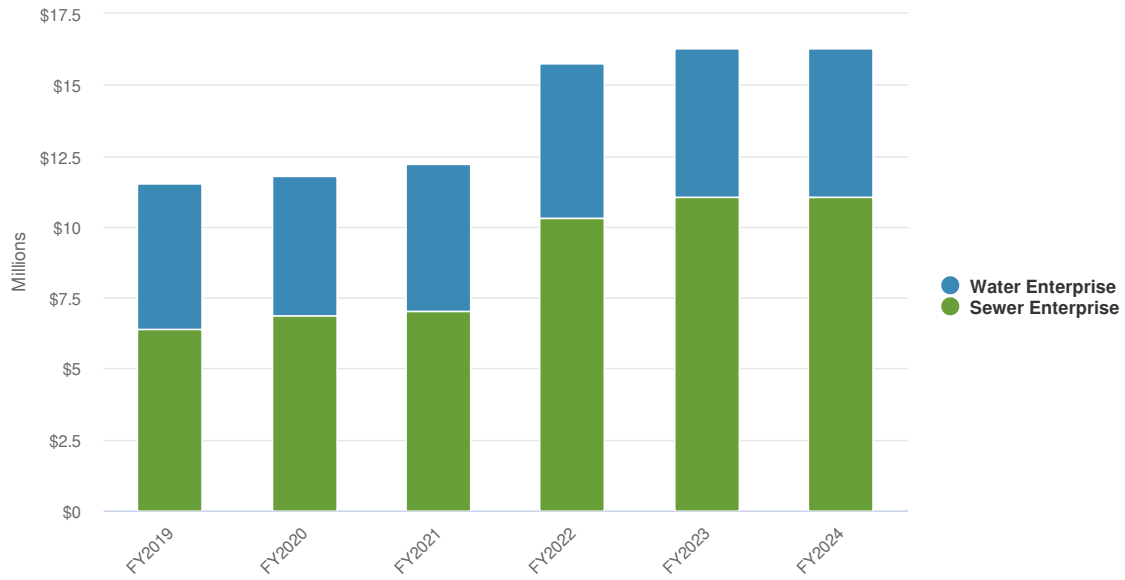
Authorized by MGL c. 44 § 53F½, an enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of a service's total costs recovered through user charges and the portion subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital --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 retained earnings, generated by the enterprise operation rather than closing this out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

## Proposed Fiscal Year 2023 Expenditures by Fund

2023 Expenditures by Fund



### Budgeted and Historical 2023 Expenditures by Fund

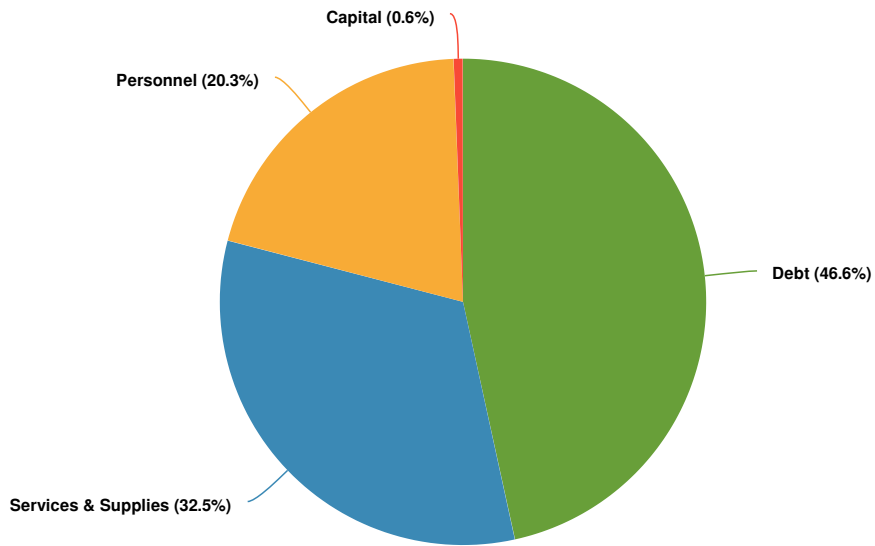


Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water Enterprise	\$5,207,250	\$5,442,875	\$5,216,417	\$5,216,417	\$6,199,738	0%
Sewer Enterprise	\$7,014,774	\$10,306,709	\$11,073,713	\$11,073,713	\$11,995,848	0%
<b>Total:</b>	<b>\$12,222,024</b>	<b>\$15,749,584</b>	<b>\$16,290,130</b>	<b>\$16,290,130</b>	<b>\$18,195,586</b>	<b>0%</b>

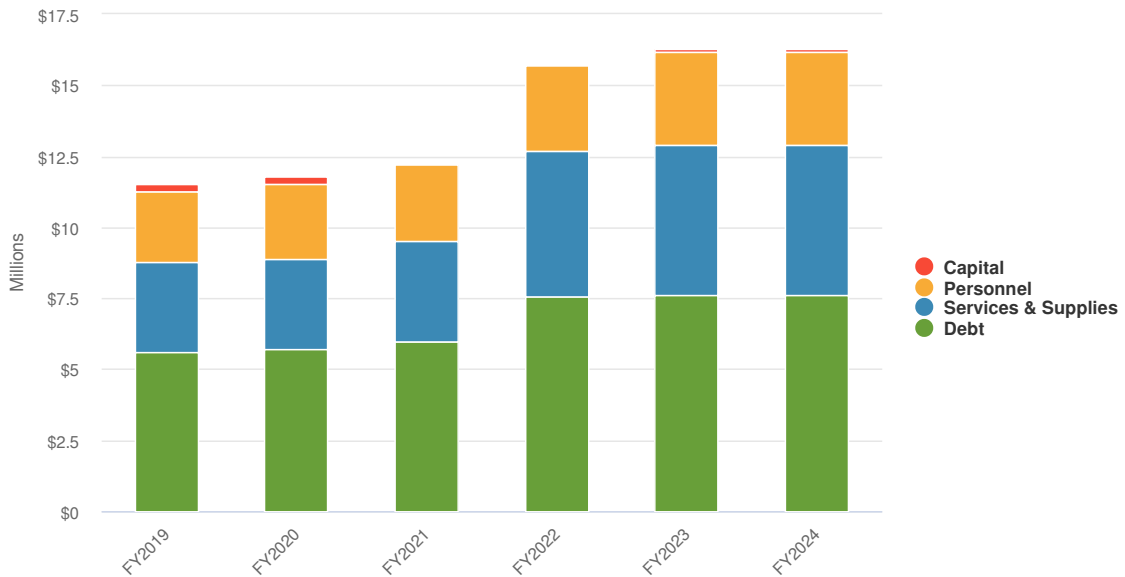


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects						
Personnel	\$2,686,284	\$3,027,388	\$3,310,944	\$3,310,944	\$3,421,942	0%



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Services & Supplies	\$3,551,294	\$5,108,054	\$5,292,000	\$5,292,000	\$6,542,850	0%
Capital	\$6,819	\$29,258	\$100,000	\$100,000	\$110,000	0%
Debt	\$5,977,626	\$7,584,883	\$7,587,186	\$7,587,186	\$8,120,794	0%
<b>Total Expense Objects:</b>	<b>\$12,222,024</b>	<b>\$15,749,584</b>	<b>\$16,290,130</b>	<b>\$16,290,130</b>	<b>\$18,195,586</b>	<b>0%</b>



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# FUNDING SOURCES

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# Revenue Summary

## 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.

### Major Revenue Sources

#### Property Taxes- Overview

In fiscal year 2023, 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. The last full revaluation was done in fiscal year 2023 with the next to be in fiscal year 2028.

Assessed Values by Class							
Fiscal Year	Residential	Open Space	Commerical	Industrial	Personal Property	Total Assessed Values	
2013	2,623,409,910	372,500	411,339,410	146,315,100	160,366,840	3,341,803,760	-0.68%
2014	2,623,188,460	372,500	408,418,470	150,227,300	162,279,180	3,344,485,910	0.08%
2015	2,612,643,756	370,700	403,746,320	157,718,796	157,166,800	3,331,646,372	-0.38%
2016	2,613,898,940	370,700	411,463,839	156,852,248	160,579,270	3,343,164,997	0.35%
2017	2,613,060,177	322,000	407,407,067	160,253,058	179,037,370	3,360,079,672	0.51%
2018	2,686,215,564	0	406,906,940	162,662,492	222,587,730	3,478,372,726	3.52%
2019	2,761,142,888	0	406,721,901	163,353,423	250,147,060	3,581,365,272	2.96%
2020	2,853,012,369	0	406,086,127	163,176,656	262,410,910	3,684,686,062	2.88%
2021	2,980,974,654	0	406,660,929	159,622,111	293,268,140	3,840,525,834	4.23%
2022	3,220,808,803	0	400,004,056	155,171,501	319,166,820	4,095,151,180	6.63%
2023	3,582,488,605	0	418,098,525	155,279,207	332,497,570	4,488,363,907	9.60%

#### 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 for 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 2023 projected new growth is \$2,416,937. 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	Commerical	Industrial	Personal Property	Total New Growth
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
2022	99,732	0	116,844	0	1,353,056	1,569,632
2023	105,965	0	25,959	10,687	2,024,536	2,167,147
5 year Average	160,375	0	83,746	21,019	1,583,005	1,848,145
10 year Average	163,258	0	124,608	39,905	1,262,155	1,589,926

The 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, the city was 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. However, in fiscal year 2022, due primarily to increases in the value of single family homes, the city's total valuation rose, resulting in the levy ceiling being greater than the levy limit. This allowed the city access to the full amount of its fiscal year 2022 levy. This will remain the case for fiscal year 2024.

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. A debt exclusion may be approved by voters to increase the levy limit temporarily to fund capital projects. Generally, these projects are financed by borrowing and the annual debt service is added to the levy limit each year until the project is paid off. Currently, the City has no debt exclusions.

**Fiscal Year 2024 Property Tax Levy Calculation**

FY2024 Property Tax Levy Calculation	
FY2023 Tax Levy Limit	104,649,832
ADD 2.5% Increase	2,616,246
ADD Prop 2 1/2 Override	0
ADD Estimated Certified New Growth	2,416,937
<i>Levy Limit Total</i>	<i>109,683,015</i>
ADD Debt Exclusions	0
<i>Maximum Allowable Levy</i>	<i>109,683,015</i>
<i>Levy Ceiling Check</i>	<i>113,847,811</i>
<b>Actual FY2024 Estimated Tax Levy</b>	<b>104,077,620</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 2023. 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.

Local Receipt Category	FY2021 Budget	FY2022 Budget	FY2023 Budget	% of Total (FY23)	FY2024 Budget
Motor Vehicle Excise	5,515,510	5,515,510	5,540,515	42.85%	5,540,655
Meals Excise	751,000	751,000	776,100	6.00%	857,500
Room Excise	710,500	710,500	760,500	5.88%	832,500
Cannabis	196,925	496,925	800,000	6.19%	700,000
Penalties/Interest on Taxes and Excises	492,500	492,500	492,500	3.81%	492,500
Payments in Lieu of Taxes	45,000	45,000	45,000	0.35%	45,000
Other Charges for Services	618,300	618,300	616,300	4.77%	631,300
Fees	1,163,740	1,163,740	1,016,740	7.86%	985,240
Rentals	115,640	115,640	90,500	0.70%	90,500
Departmental Revenue - Schools	230,000	230,000	230,000	1.78%	521,500
Other Departmental Revenue	107,285	107,285	108,485	0.84%	108,485
Licenses/Permits	668,020	668,020	673,020	5.20%	673,020
Special Assessments	0	0	0	0.00%	0
Fines and Forfeits	216,200	216,200	216,200	1.67%	216,200
Investment Income	130,000	130,000	20,000	0.15%	170,000
Medicaid Reimbursement	425,000	425,000	425,000	3.29%	525,000
Miscellaneous Recurring	1,160,000	1,160,000	1,120,000	8.66%	1,120,000
Miscellaneous Non-Recurring	0	0	0	0.00%	0
<b>TOTAL Local Receipts</b>	<b>12,545,620</b>	<b>12,845,620</b>	<b>12,930,860</b>	<b>100.00%</b>	<b>13,509,400</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 the pandemic, the State was not able to begin honoring its funding commitment until fiscal year 2022. The State's Chapter 70 funding for fiscal year 2024 is 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)** – UGGA has been increasing since 2012 when the state pledged to increase aid on an annual basis based on the percentage of increased tax collection over the prior fiscal year. For fiscal year 2024, UGGA will be increased by 2% over the fiscal year 2023 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	FY2021 Actual	FY2022 Actual	FY2023 Actual	% of Total (FY22)	FY2024 Budget
Chapter 70 Education Aid	48,163,069	49,660,585	54,254,811	81.88%	60,847,530
Charter Tuition Reimbursement	511,030	198,865	750,379	1.13%	455,901
School Offsets: Choice Receiving & Lunch	454,791	462,753	304,669	0.46%	392,507
Unrestricted General Govt Aid	9,168,252	9,489,141	10,001,555	15.09%	10,201,586
Veterans Benefits	608,136	574,269	538,204	0.81%	382,250
Exemptions VBS and Elderly	196,400	167,719	156,405	0.24%	149,849
State-Owned land	96,528	105,087	134,887	0.20%	153,079
Public Libraries Offset	84,910	94,885	119,013	0.18%	133,609
<b>Total</b>	<b>58,855,495</b>	<b>60,753,304</b>	<b>66,259,923</b>	<b>100.00%</b>	<b>72,716,311</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 2022, 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. For fiscal year 2024, sewer rates will increase by 25% and water rates will increase by 12%.

### ***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. The fiscal year 2024 budget will include \$1,000,000 of Free Cash.

Free Cash has also been used to fund certain deficits in the City's operating budget such as Winter Operations, 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.





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# DEPARTMENTS

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# Berkshire Athenaeum

Alex Reczkowski  
Director

## Mission Statement

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

## Department Description

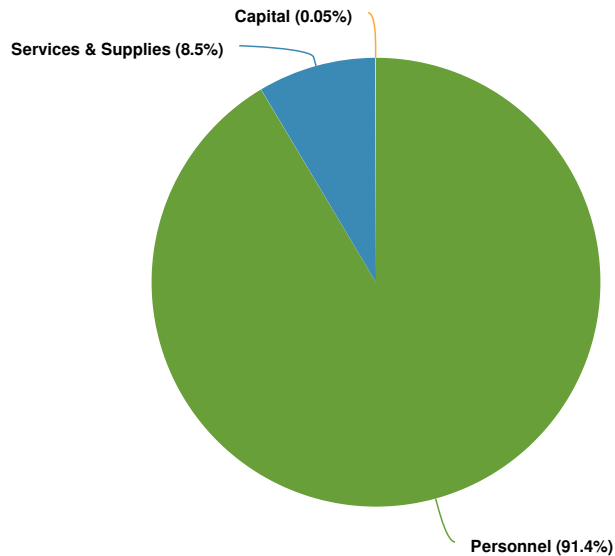
The Berkshire Athenaeum, Pittsfield's public library, exists to initiate, nurture, and feed a passion for knowledge and learning. The library offers people of all ages the materials and services necessary to satisfy an appetite for information about popular cultural and social trends and enjoyable recreational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

## New Spending and Programs

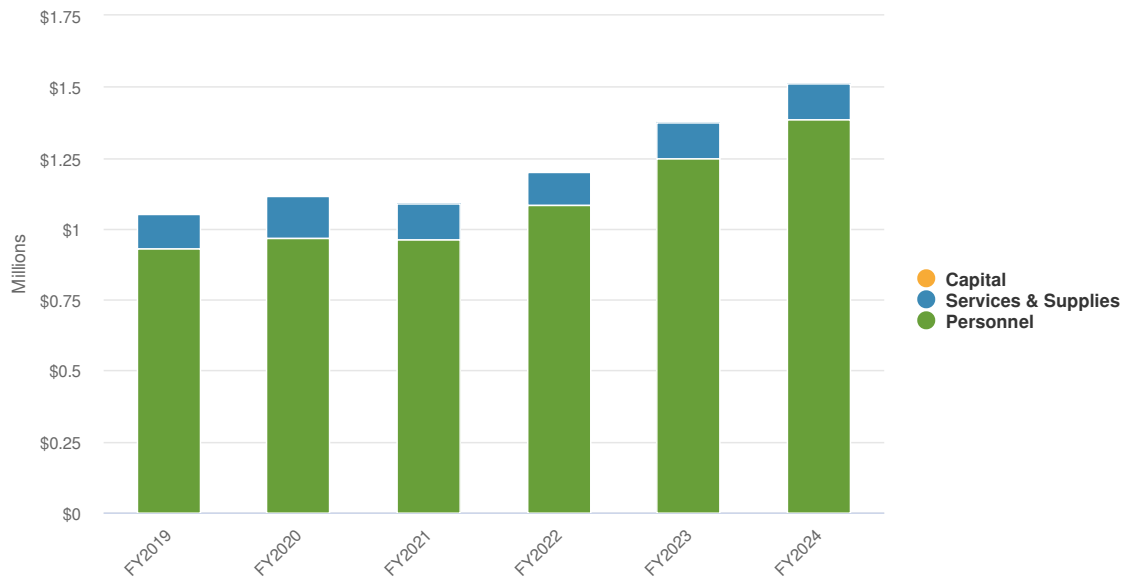
The education and training line item has been increased to account for education reimbursements in accordance with the collective bargaining agreement with union employees.

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>Culture and Recreation</b>							
SR SUPERVISORS	01270-51010	\$219,311	\$255,693	\$268,348	\$303,848	13.2%	\$35,500
SUPERVISOR SPEC II	01270-51011	\$43,804	\$47,035	\$50,368	\$54,649	8.5%	\$4,281
SUPERVISOR SPEC I	01270-51013	\$68,229	\$78,248	\$128,045	\$139,934	9.3%	\$11,889
LIBRARY ASST II P/T	01270-51016	\$116,470	\$137,696	\$173,326	\$194,700	12.3%	\$21,374
SENIOR TECHNICIANS	01270-51018	\$130,555	\$154,250	\$166,403	\$175,813	5.7%	\$9,410
SENIOR ASST P/T	01270-51019	\$86,046	\$115,432	\$150,859	\$160,135	6.1%	\$9,276
DIRECTOR OF ATHENAEUM	01270-51024	\$78,186	\$81,343	\$87,443	\$94,208	7.7%	\$6,765
LIBRARY CUSTODIANS	01270-51150	\$79,732	\$81,362	\$83,202	\$104,808	26%	\$21,606
LIBRARY ASST I P/T	01270-51165	\$73,462	\$82,185	\$98,996	\$110,865	12%	\$11,869
LIBRARY TECHNICIANS	01270-51166	\$65,966	\$46,546	\$39,293	\$43,354	10.3%	\$4,061
LIBRARY SHELVERS P/T	01270-51167	\$3,099	\$3,463	\$2,998	\$3,021	0.8%	\$23



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Total Culture and Recreation:</b>		<b>\$964,859</b>	<b>\$1,083,253</b>	<b>\$1,249,281</b>	<b>\$1,385,335</b>	<b>10.9%</b>	<b>\$136,054</b>
<b>Total Personnel:</b>		<b>\$964,859</b>	<b>\$1,083,253</b>	<b>\$1,249,281</b>	<b>\$1,385,335</b>	<b>10.9%</b>	<b>\$136,054</b>
<b>Services &amp; Supplies</b>							
<b>Culture and Recreation</b>							
OFFICE EQUIPMENT MAINTENANCE	01270-52404	\$972	\$950	\$1,000	\$975	-2.5%	-\$25
LIBRARY NETWORKING FEES	01270-53009	\$50,000	\$50,000	\$50,000	\$50,000	0%	\$0
EDUCATION & TRAINING	01270-53018	\$4,000	\$3,000	\$3,000	\$3,000	0%	\$0
SUPPLIES	01270-54227	\$13,650	\$12,770	\$12,770	\$12,770	0%	\$0
BUILDING MAINTENANCE SUPPLIES	01270-54300	\$6,421	\$6,450	\$6,450	\$7,850	21.7%	\$1,400
BINDING & MICROFILM	01270-55801	\$3,575	\$3,575	\$3,575	\$4,300	20.3%	\$725
NEWSPAPERS & PERIODICALS	01270-55802	\$6,964	\$7,000	\$7,000	\$7,000	0%	\$0
BOOKS & AUDIO VISUAL	01270-55803	\$30,658	\$30,000	\$40,000	\$40,000	0%	\$0
TRAVEL	01270-57100	\$4,000	\$1,500	\$1,500	\$1,500	0%	\$0
UNCLASSIFIED	01270-57824	\$2,042	\$1,500	\$1,500	\$1,500	0%	\$0
<b>Total Culture and Recreation:</b>		<b>\$122,282</b>	<b>\$116,745</b>	<b>\$126,795</b>	<b>\$128,895</b>	<b>1.7%</b>	<b>\$2,100</b>
<b>Total Services &amp; Supplies:</b>		<b>\$122,282</b>	<b>\$116,745</b>	<b>\$126,795</b>	<b>\$128,895</b>	<b>1.7%</b>	<b>\$2,100</b>
<b>Capital</b>							
<b>Culture and Recreation</b>							
THEFT DETERRENT SYSTEM	01270-58521	\$1,280	\$1,280	\$1,280	\$750	-41.4%	-\$530
<b>Total Culture and Recreation:</b>		<b>\$1,280</b>	<b>\$1,280</b>	<b>\$1,280</b>	<b>\$750</b>	<b>-41.4%</b>	<b>-\$530</b>
<b>Total Capital:</b>		<b>\$1,280</b>	<b>\$1,280</b>	<b>\$1,280</b>	<b>\$750</b>	<b>-41.4%</b>	<b>-\$530</b>
<b>Total Expense Objects:</b>		<b>\$1,088,421</b>	<b>\$1,201,278</b>	<b>\$1,377,356</b>	<b>\$1,514,980</b>	<b>10%</b>	<b>\$137,624</b>



## Line Item Description

### Line Item Summary

#### Personnel

Account	Account Name	Description
51010	Senior Supervisors	Salary account for five full-time supervisors of the Circulation, Local History, Reference, Technical Services and Youth 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 three full-time librarians (Technology Engagement, Outreach, and Young Adult)
51016	Library Assistant II P/T	Salary account for eighteen (5.1 FTE) un-benefitted part-time public service clerical positions in the Circulation, Reference, Technical Services and Youth Services Departments.
51018	Senior Technician	Salary account for four full-time first assistants in the Circulation, Local History, Technical Services and Youth Services Departments
51019	Senior Assistant P/T	Salary account for ten (3.6 FTE) un-benefitted part-time clerical employees working in the Administrative, 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 (2.4 FTE) un-benefitted part-time clerical employees working in the Children's, Circulation and Technical Services Departments.
51166	Library Technician	Salary account for one full-time public service clerical employee in the Circulation Department
51167	Library Shelves P/T	Salary account for one (.1 FTE) un-benefitted part-time employee working Circulation

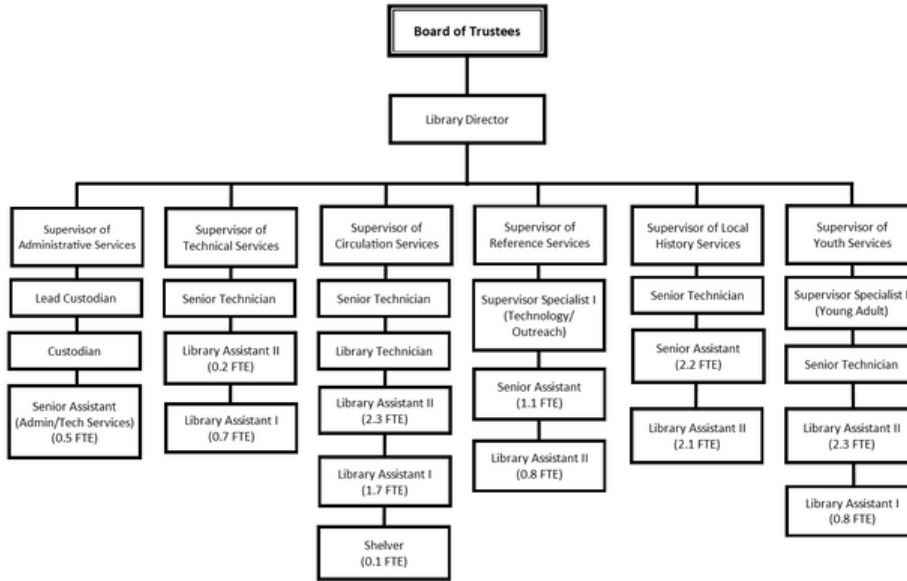
#### Expenses

Account	Account Name	Description
52404	Equipment Maintenance	Maintenance of computers, audio-visual, telephone and WiFi equipment
53009	Library Networking Fees	Costs associated with membership to the CWMARS library network
53018	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. There is an increase due to a contractual increase in the boot and tool allowances.
55801	Microfilm	Cost of microfilming The Berkshire Eagle
55802	Newspapers & Periodicals	Purchase of an estimated 60 newspapers and magazines
55803	Books & Audio Visual	Purchase of books and other library materials
57100	Travel	Employee attendance no-cost in-service training and transportation to fee-based workshops
57824	Unclassified-Library	Unanticipated cost overruns in other line items or those expenses not covered in other line items
58521	Theft Deterrent System	Expenses associated with supplying and maintaining the library security system. There is a decrease due to some expenses covered by a recent capital project replacing the theft deterrent system.





# Organizational Chart



## Goal #1 Increase access

Objective: We will address systemic and participatory barriers to bolster community engagement.

Performance Measure: We will implement a self-check and automated booking system. We will increase materials, programs, and services for Spanish-speaking patrons. We will refresh our website. We will collect community needs and interests to create responsive programming. We will investigate options for restoring bookmobile services.

Mayoral Focus Area: Shared Responsibility

## Goal #2 Improve our physical space

Objective: We will make the library more attractive, functional, inviting, and modern.



Performance Measure: We will repair and enhance our outdoor landscaping and parking lots. We will evaluate our special collections room(s) for possible adaptation. We will improve our wayfinding and signage. We will update our garage and Friends' book sale room. We will update our wired and wireless connectivity. We will remap our Reference service desk to adapt to new traffic patterns.

Mayoral Focus Area: Proactive long-term planning

## **Goal #3 Champion our community**

Objective: We will celebrate our City, document what makes us unique, encourage innovation, and lead change.

Performance Measure: We will establish a "Young Friends" program and a youth poet laureate. We will increase social service expos, workshops, and provider visits. We will create "new adult" services and programs and diversify our genealogy workshops. We will explore the possibility of hosting a larger-scale conference or summit. We will systematize our development efforts. We will work with our neighbors to host a Wendell Avenue block party.

Mayoral Focus Areas: Communication & How Can We



# Building Inspectors Department

Jeffrey Clemons  
Building Commissioner

## 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.

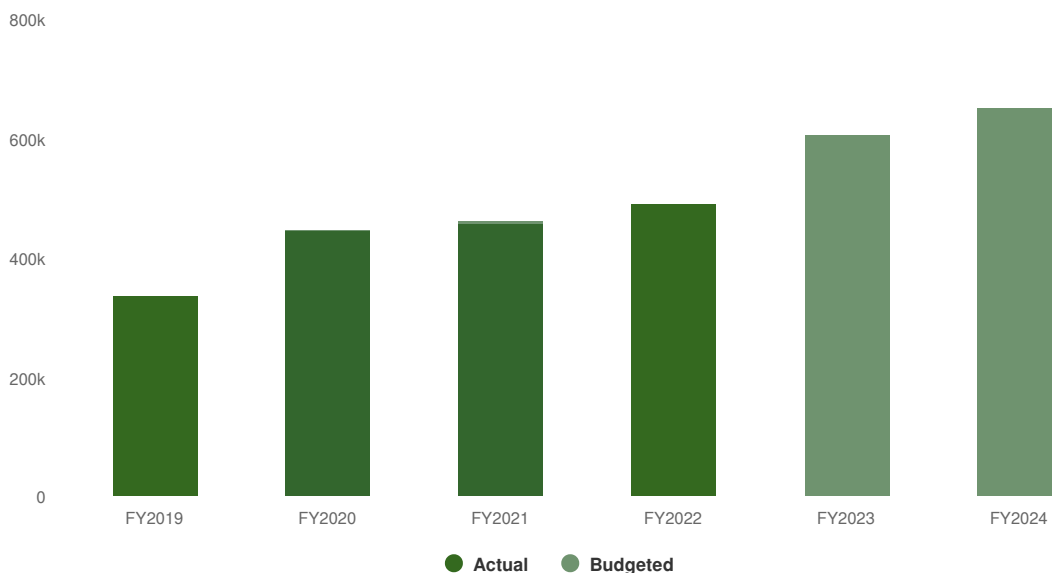
## New Spending and Programs

An additional building inspector will be added in fiscal year 2023.

## Expenditures Summary

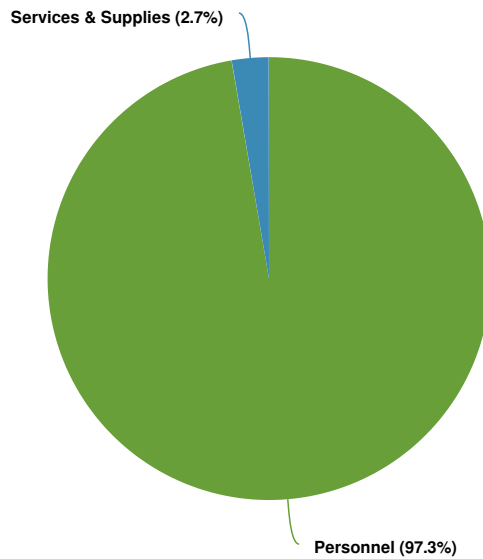
**\$652,049** **\$46,342**  
(7.65% vs. prior year)

### Building Inspectors Department Proposed and Historical Budget vs. Actual

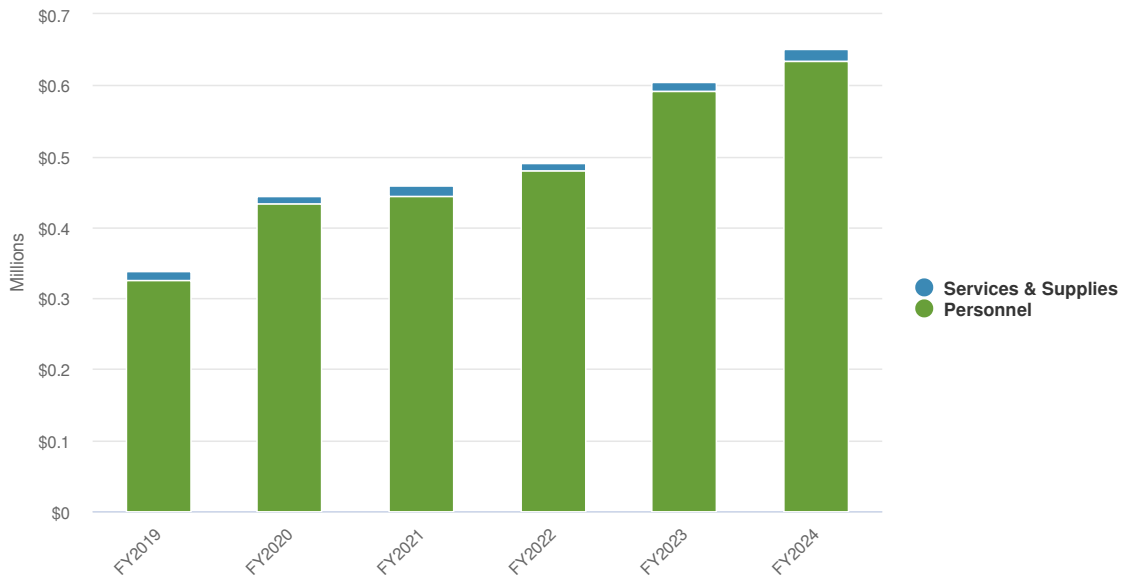


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
<b>Public Safety</b>							
INSPECTOR WGHTS/MEASURE	01025-51041	\$44,164	\$46,059	\$46,750	\$50,015	7%	\$3,265
SENIOR WIRE INSPECTOR	01025-51044	\$57,532	\$58,395	\$59,270	\$63,410	7%	\$4,140
BUILDING COMMISSIONER	01025-51057	\$78,995	\$81,783	\$87,917	\$94,390	7.4%	\$6,473
HEAD CLERK	01025-51085	\$36,061	\$38,993	\$40,015	\$42,810	7%	\$2,795
SENIOR CLERK	01025-51148	\$13,930	\$29,538	\$30,928	\$34,668	12.1%	\$3,740
LOCAL BLDG INSPECTOR	01025-51196	\$163,757	\$169,179	\$270,735	\$285,789	5.6%	\$15,054
PLUMBING/GAS INSPECTOR	01025-51197	\$48,890	\$50,987	\$51,752	\$55,367	7%	\$3,615
TEMPORARY LABOR	01025-51205	\$1,250	\$4,755	\$4,800	\$8,000	66.7%	\$3,200
<b>Total Public Safety:</b>		<b>\$444,578</b>	<b>\$479,688</b>	<b>\$592,167</b>	<b>\$634,449</b>	<b>7.1%</b>	<b>\$42,282</b>
<b>Total Personnel:</b>		<b>\$444,578</b>	<b>\$479,688</b>	<b>\$592,167</b>	<b>\$634,449</b>	<b>7.1%</b>	<b>\$42,282</b>
<b>Services &amp; Supplies</b>							
<b>Public Safety</b>							
TELEPHONE	01025-52300	\$3,675	\$3,515	\$3,940	\$4,800	21.8%	\$860
SUPPLIES	01025-54227	\$7,268	\$5,615	\$6,000	\$8,000	33.3%	\$2,000
UNIFORMS	01025-55000	\$2,914	\$2,380	\$3,600	\$4,800	33.3%	\$1,200
<b>Total Public Safety:</b>		<b>\$13,857</b>	<b>\$11,509</b>	<b>\$13,540</b>	<b>\$17,600</b>	<b>30%</b>	<b>\$4,060</b>
<b>Total Services &amp; Supplies:</b>		<b>\$13,857</b>	<b>\$11,509</b>	<b>\$13,540</b>	<b>\$17,600</b>	<b>30%</b>	<b>\$4,060</b>
<b>Total Expense Objects:</b>		<b>\$458,436</b>	<b>\$491,197</b>	<b>\$605,707</b>	<b>\$652,049</b>	<b>7.7%</b>	<b>\$46,342</b>



# Line Item Description

**Personnel**

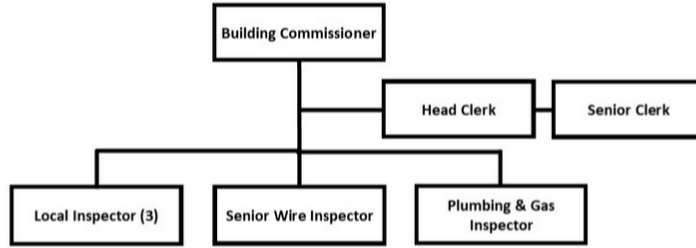
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51044	Senior Wire Inspector	Salary account for the Senior Wire Inspector
51057	Building Commissioner	Salary account for the Building Commissioner
51085	Head Clerk	Salary account for the Head Clerk
51148	Senior Clerk	Salary account for the Senior Clerk
51196	Building Inspectors	Salary account for 3 Building Inspectors
51197	Plumbing & Gas Inspector	Salary account for the Plumbing & Gas Inspector
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**

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



# Organizational Chart



# Building Maintenance Department

**Brian Filiault**

Director

## 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.

## New Spending and Programs

An additional HVAC technician will be added in fiscal year 2023

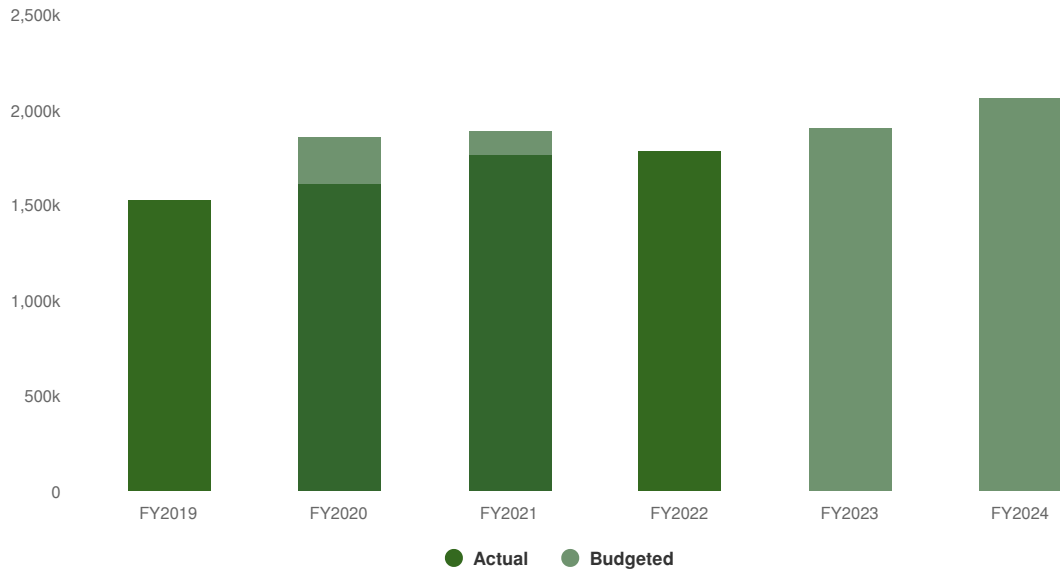
## Expenditures Summary

**\$2,056,987**    **\$152,934**  
(8.03% vs. prior year)



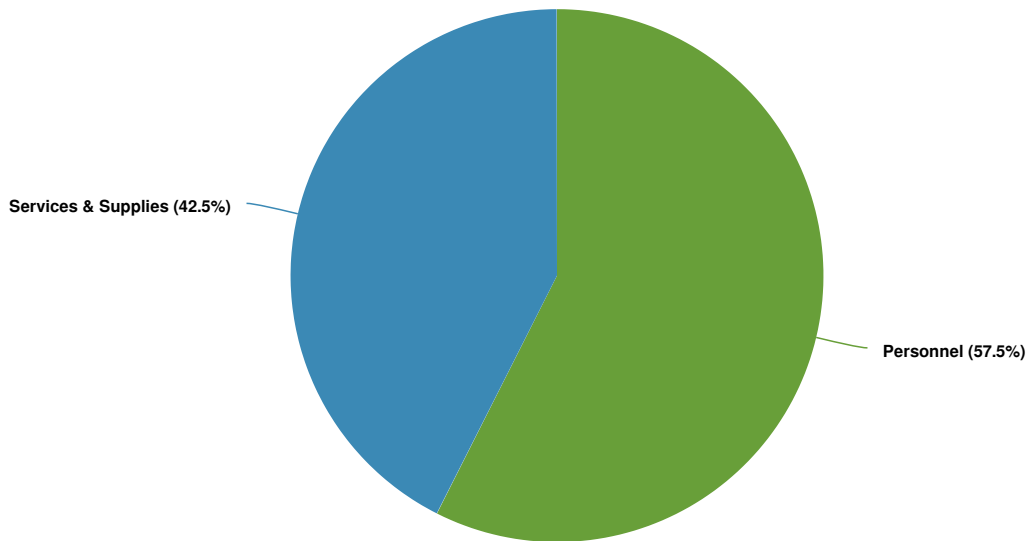


## Building Maintenance Department Proposed and Historical Budget vs. Actual

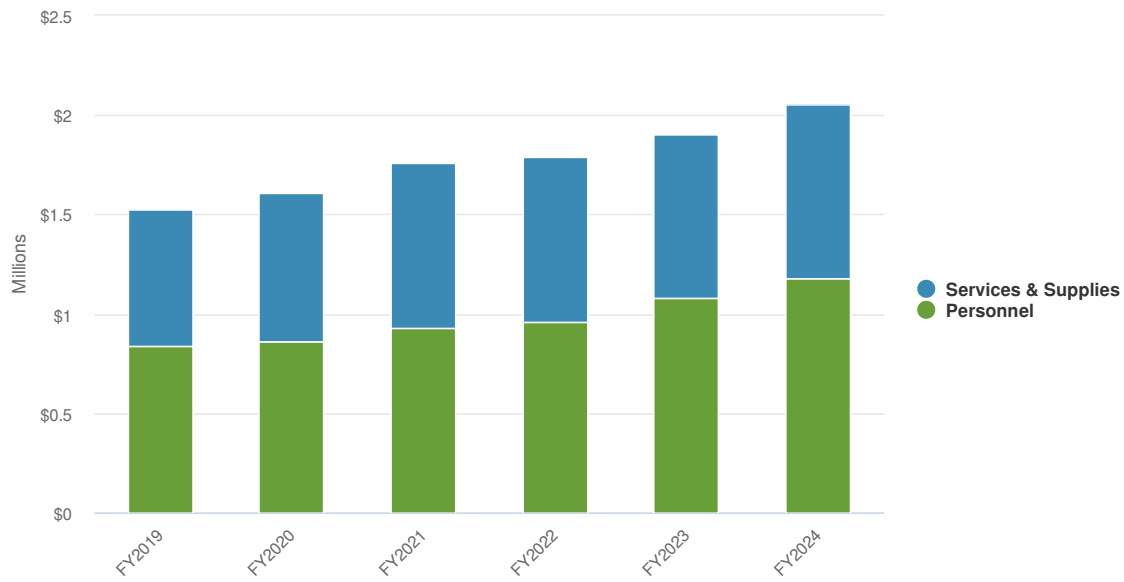


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>General Government</b>							
DIRECTOR OF MAINTENANCE	01161-51023	\$75,817	\$85,696	\$94,808	\$102,535	8.2%	\$7,727
BOILER/HVAC REPAIRMAN	01161-51042	\$38,615	\$47,479	\$49,759	\$52,304	5.1%	\$2,545
PAINTER	01161-51045	\$37,999	\$47,463	\$49,821	\$103,175	107.1%	\$53,354
WORKING FOREMAN CRAFT	01161-51072	\$57,410	\$59,874	\$62,444	\$66,736	6.9%	\$4,292
PLUMBER	01161-51073	\$116,343	\$104,316	\$109,064	\$116,494	6.8%	\$7,430
CARPENTERS	01161-51075	\$157,187	\$162,761	\$169,539	\$169,539	0%	\$0
PRINCIPAL CLERK	01161-51145	\$41,212	\$42,092	\$44,827	\$47,920	6.9%	\$3,093
HVAC TECHNICIAN	01161-51149	\$105,945	\$107,515	\$161,300	\$159,666	-1%	-\$1,634
CUSTODIAN	01161-51150	\$32,334	\$34,985	\$36,972	\$43,349	17.2%	\$6,377
OFFICE MANAGER	01161-51169	\$54,753	\$57,102	\$59,553	\$63,647	6.9%	\$4,094
ELECTRICIANS	01161-51182	\$161,044	\$165,850	\$173,466	\$186,422	7.5%	\$12,956



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
CUSTODIAL LABOR-RENTALS	01161-51207	\$0	\$2,303	\$25,000	\$25,000	0%	\$0
SCHEDULED OVERTIME	01161-51309	\$48,998	\$41,409	\$43,000	\$45,000	4.7%	\$2,000
<b>Total General Government:</b>		<b>\$927,657</b>	<b>\$958,844</b>	<b>\$1,079,553</b>	<b>\$1,181,787</b>	<b>9.5%</b>	<b>\$102,234</b>
<b>Total Personnel:</b>		<b>\$927,657</b>	<b>\$958,844</b>	<b>\$1,079,553</b>	<b>\$1,181,787</b>	<b>9.5%</b>	<b>\$102,234</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
UTILITIES	01161-52100	\$512,531	\$516,694	\$545,000	\$560,000	2.8%	\$15,000
REPAIRS MUNICIPAL BUILDINGS	01161-52440	\$318,489	\$306,476	\$275,000	\$310,000	12.7%	\$35,000
CONTRACTUAL ALLOWANCES	01161-55810	\$4,346	\$4,500	\$4,500	\$5,200	15.6%	\$700
<b>Total General Government:</b>		<b>\$835,367</b>	<b>\$827,670</b>	<b>\$824,500</b>	<b>\$875,200</b>	<b>6.1%</b>	<b>\$50,700</b>
<b>Total Services &amp; Supplies:</b>		<b>\$835,367</b>	<b>\$827,670</b>	<b>\$824,500</b>	<b>\$875,200</b>	<b>6.1%</b>	<b>\$50,700</b>
<b>Total Expense Objects:</b>		<b>\$1,763,024</b>	<b>\$1,786,514</b>	<b>\$1,904,053</b>	<b>\$2,056,987</b>	<b>8%</b>	<b>\$152,934</b>



## Line Item Description

### Personnel

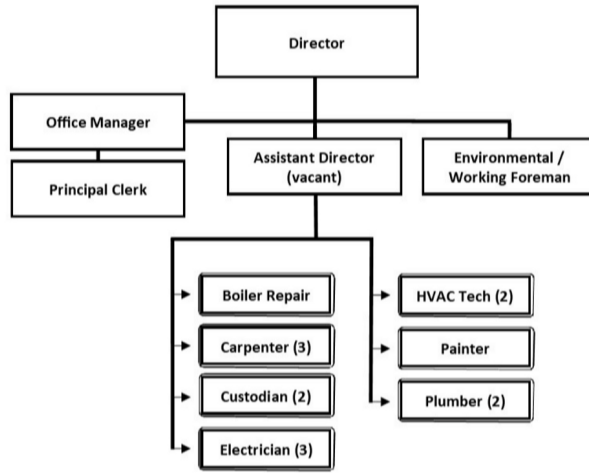
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51023	Director of Maintenance	Salary of the Director of Maintenance
51226	Asst. Director of Maintenance	Salary of the Assistant Director of Maintenance
51042	Boiler/HVAC Repairman	Salary of the one (1) Boiler / HVAC Repairman
51045	Painter	Salary 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 three (3) 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



# Organizational Chart



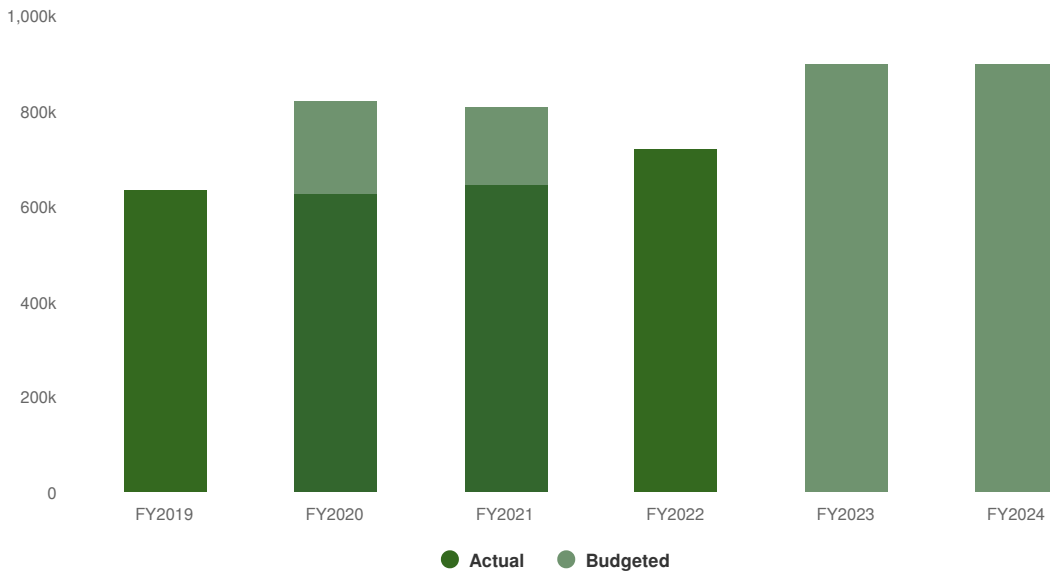
# Building Maintenance Department-Schools

Brian Filiault  
Director

## Expenditures Summary

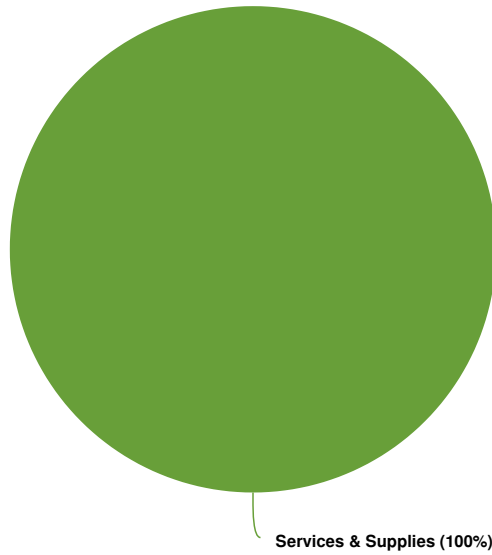
**\$900,000** **\$0**  
(0.00% vs. prior year)

Building Maintenance Department-Schools Proposed and Historical Budget vs. Actual

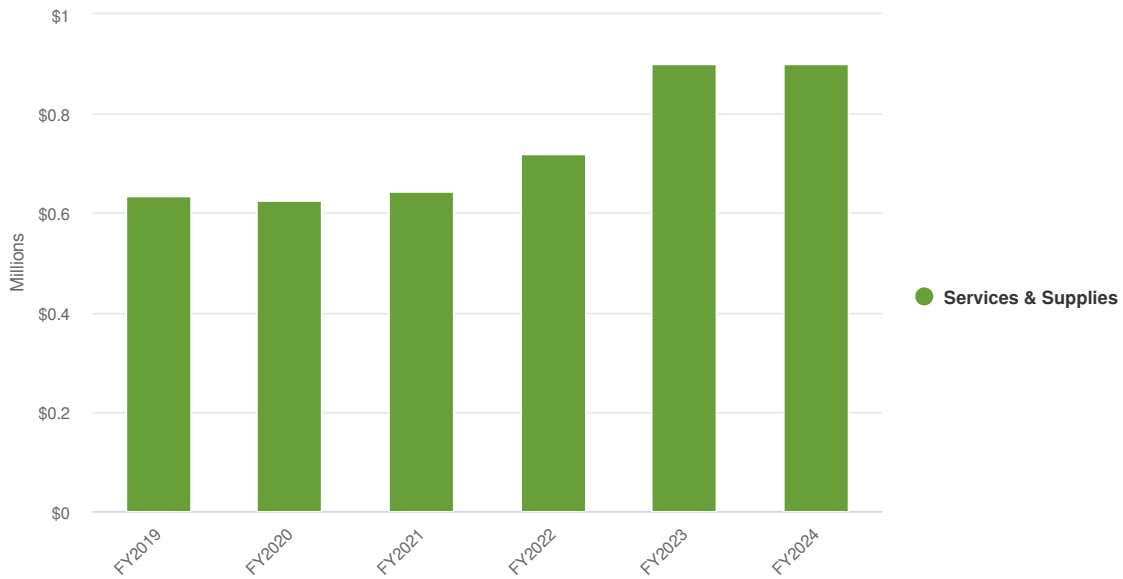


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Services &amp; Supplies</b>							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>General Government</b>							
CONTRACTUAL SERVICES	01162-52000	\$309,217	\$424,840	\$425,000	\$425,000	0%	\$0
SUPPLIES	01162-54227	\$334,557	\$294,602	\$475,000	\$475,000	0%	\$0
<b>Total General Government:</b>		<b>\$643,773</b>	<b>\$719,443</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>0%</b>	<b>\$0</b>
<b>Total Services &amp; Supplies:</b>		<b>\$643,773</b>	<b>\$719,443</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>0%</b>	<b>\$0</b>
<b>Total Expense Objects:</b>		<b>\$643,773</b>	<b>\$719,443</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>0%</b>	<b>\$0</b>

## Line Item Description

### 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





# City Clerk's Office

Michele Benjamin

City Clerk

## Mission Statement

The mission of the City Clerk's Office is to accurately record and archive the City's historical 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: licensing dogs; 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 permits; 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.

## New Spending and Programs

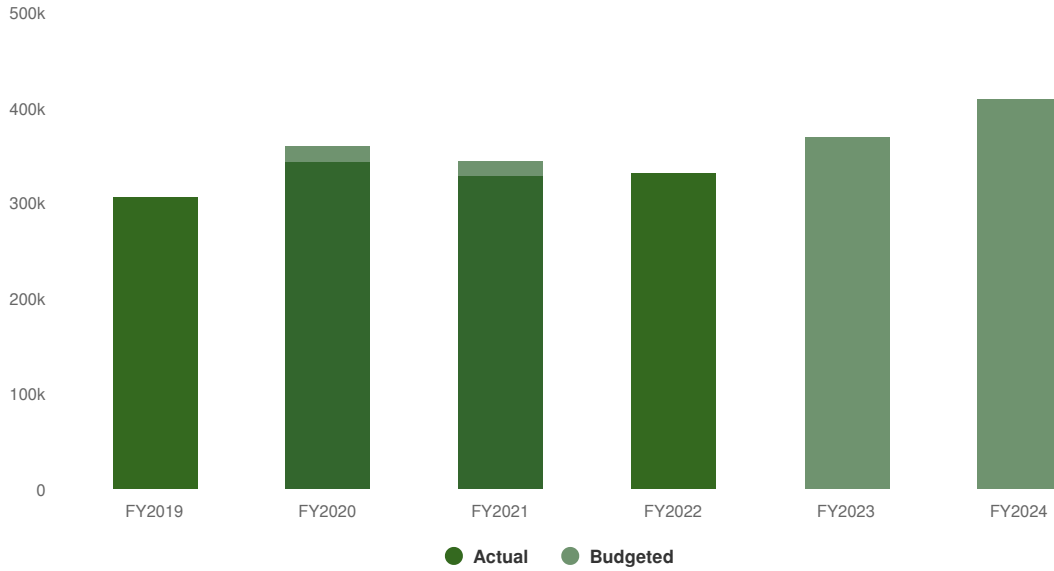
There are no new spending or programs in the City Clerk's Office for fiscal year 2023.

## Expenditures Summary

**\$408,225**    **\$38,575**  
(10.44% vs. prior year)

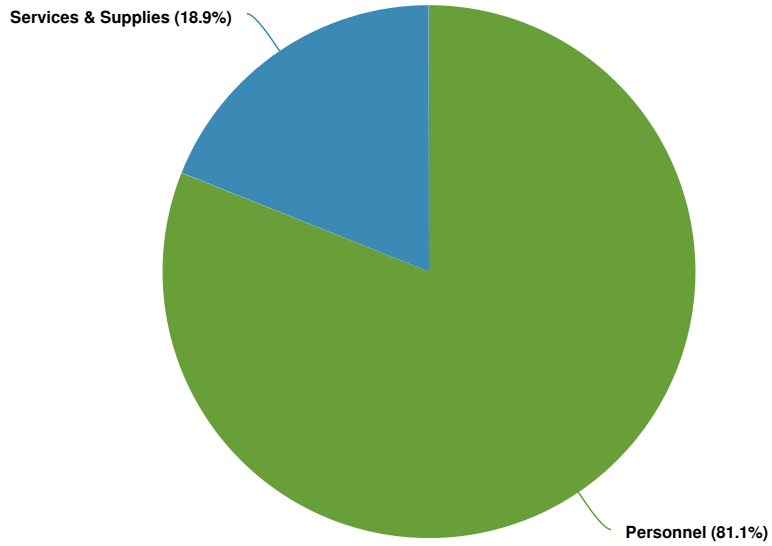


### City Clerk's Office Proposed and Historical Budget vs. Actual

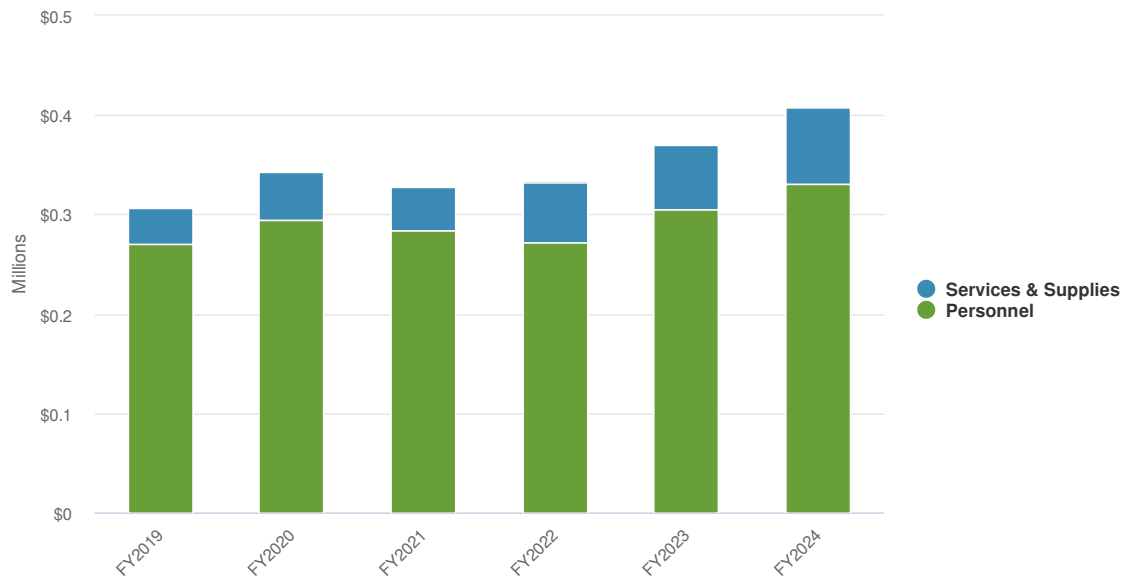


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>General Government</b>							
CITY CLERK	01101-51032	\$73,239	\$75,824	\$81,511	\$87,941	7.9%	\$6,430
ASSISTANT CITY CLERK	01101-51037	\$41,832	\$43,627	\$45,499	\$48,440	6.5%	\$2,941
HEAD CLERK	01101-51085	\$42,046	\$37,275	\$40,301	\$35,485	-12%	-\$4,816
ASST CLERK REGISTRARS	01101-51101	\$33,174	\$42,401	\$40,332	\$48,559	20.4%	\$8,227
ELECTION OFFICERS	01101-51113	\$25,062	\$10,864	\$24,696	\$35,280	42.9%	\$10,584
SECRETARY BOARD	01101-51163	\$32,293	\$33,741	\$35,189	\$35,485	0.8%	\$296
SR CLERK TYPIST	01101-51177	\$33,435	\$26,571	\$34,247	\$35,485	3.6%	\$1,238
ELECTION CUSTODIANS	01101-51215	\$2,413	\$1,008	\$2,800	\$4,200	50%	\$1,400
<b>Total General Government:</b>		<b>\$283,493</b>	<b>\$271,312</b>	<b>\$304,575</b>	<b>\$330,875</b>	<b>8.6%</b>	<b>\$26,300</b>
<b>Total Personnel:</b>		<b>\$283,493</b>	<b>\$271,312</b>	<b>\$304,575</b>	<b>\$330,875</b>	<b>8.6%</b>	<b>\$26,300</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
OFFICE EQUIPMENT MAINTENANCE	01101-52404	\$6,938	\$7,062	\$6,775	\$6,850	1.1%	\$75
ELECTION PROGRAMMING	01101-52407	\$2,082	\$2,059	\$6,000	\$9,000	50%	\$3,000
RENTAL EXPENSE	01101-52700	\$391	\$194	\$500	\$700	40%	\$200
EDUCATION & TRAINING	01101-53018	\$665	\$250	\$800	\$800	0%	\$0
ADVERTISING/MARKETING	01101-53408	\$2,183	\$2,757	\$2,500	\$2,500	0%	\$0
CITY CODE UPDATES	01101-53414	\$4,989	\$5,209	\$8,000	\$10,000	25%	\$2,000
RECORDS PRESERVATION	01101-53605	\$1,602	\$6,446	\$6,000	\$5,000	-16.7%	-\$1,000
SUPPLIES	01101-54227	\$8,554	\$19,702	\$16,500	\$23,000	39.4%	\$6,500
CENSUS SUPPLIES	01101-54228	\$17,140	\$17,388	\$18,000	\$19,500	8.3%	\$1,500
<b>Total General Government:</b>		<b>\$44,543</b>	<b>\$61,066</b>	<b>\$65,075</b>	<b>\$77,350</b>	<b>18.9%</b>	<b>\$12,275</b>
<b>Total Services &amp; Supplies:</b>		<b>\$44,543</b>	<b>\$61,066</b>	<b>\$65,075</b>	<b>\$77,350</b>	<b>18.9%</b>	<b>\$12,275</b>
<b>Total Expense Objects:</b>		<b>\$328,037</b>	<b>\$332,378</b>	<b>\$369,650</b>	<b>\$408,225</b>	<b>10.4%</b>	<b>\$38,575</b>



## Line Item Description

### Line Item Summary

#### Personnel

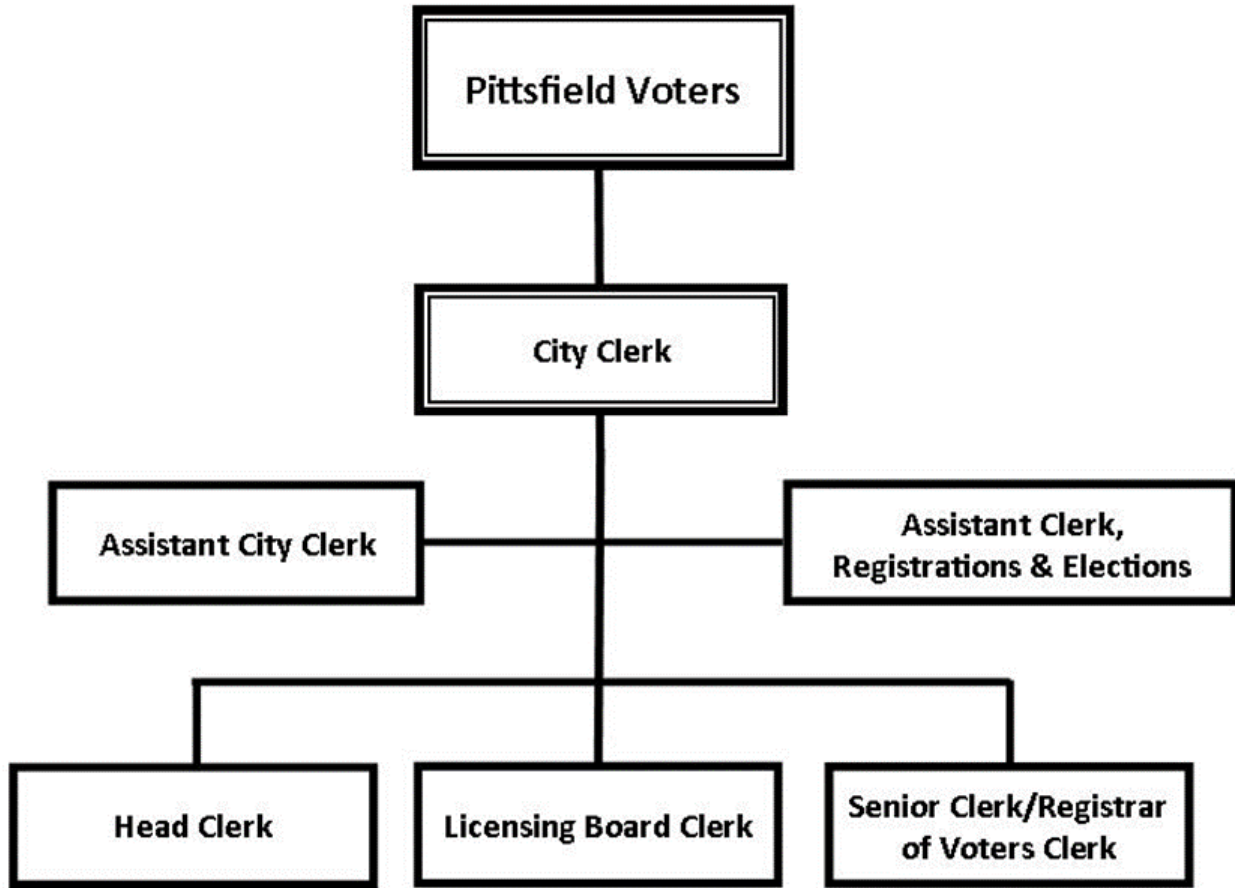
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51032	City Clerk	Salary account for the City Clerk
51037	Assistant City Clerk	Salary account for the Assistant City Clerk
51085	Head Clerk	Salary account for the Head Clerk
51101	Assistant Clerk Registrar	Salary account for the Assistant Clerk, Registrations & Elections
51113	Election Officers	Salary account for election officers
51163	Secretary Board	Salary account for the Licensing Board Clerk
51177	Head Clerk II	Salary account for the Head Clerk II
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



## Organizational Chart



### Goal #1 Modernizing our process to request Public Records

Objective: Special Event applications are online and several need a one day alcohol or entertainment. This will allow them to complete the entire process online

Performance Measure: The Licensing Board Clerk will approve all applications when signed off by all departments. All clerks will be cross-trained in the event of her absence.

Mayoral Focus Area: Embrace Technology

### Goal #2 Updating to an On-line State Program for Ethics and the Conflict of Interest Law Training

Objective: Moving all Public Records Request online to provide accuracy and timing to ensure that departments do not miss deadlines.

Performance Measure: Train the Assistant Clerk to process in the absence of the Clerk.



Mayoral Focus Area: Embrace Technology

## **Goal #3 Mastering the ever changing new election laws**

Objective: Improve accuracy and timing for all city council meeting minutes for approval at the next council meeting.

Performance Measure: I will review to ensure accuracy.

Mayoral Focus Area: Embrace Technology



# City Council

Peter Marchetti  
President

## 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.

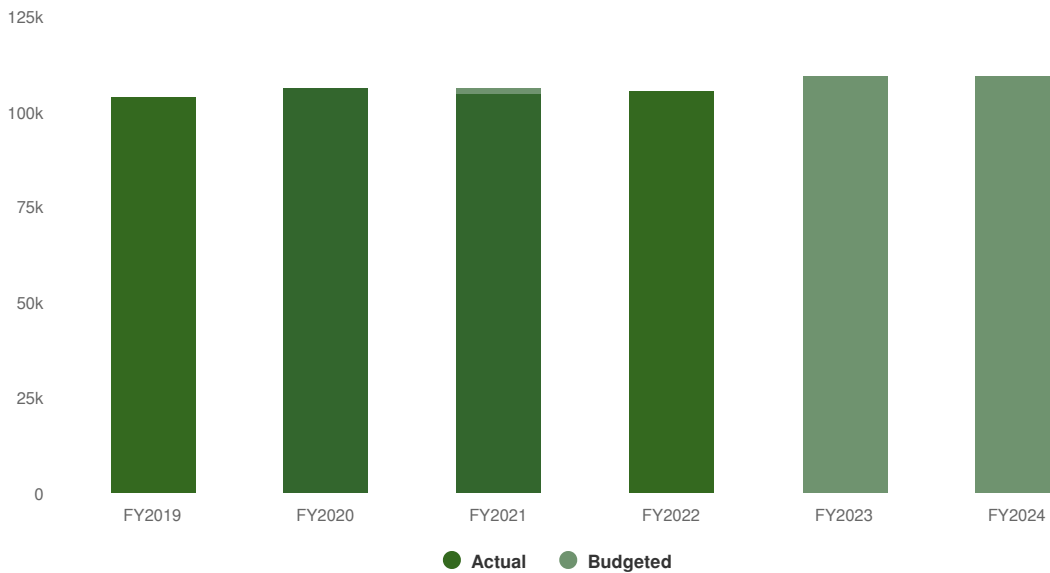
## Department Description

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.

## Expenditures Summary

**\$109,262** **\$0**  
(0.00% vs. prior year)

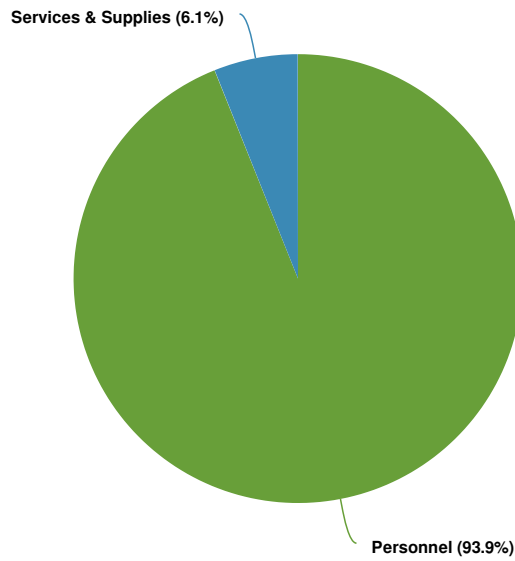
### City Council Proposed and Historical Budget vs. Actual



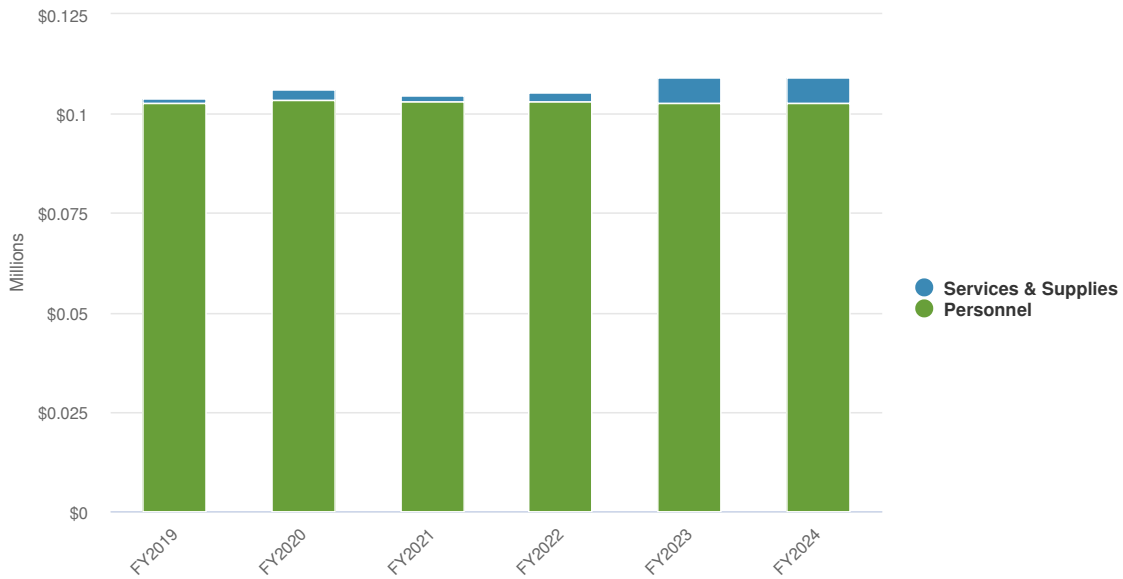


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
<b>General Government</b>							
COUNCILORS	01012-51184	\$90,348	\$90,348	\$90,002	\$90,002	0%	\$0
CLERK OF CITY COUNCIL	01012-51185	\$4,000	\$4,000	\$4,000	\$4,000	0%	\$0
CLERK OF COMMITTEES #2	01012-51191	\$8,640	\$8,640	\$8,640	\$8,640	0%	\$0
<b>Total General Government:</b>		<b>\$102,988</b>	<b>\$102,988</b>	<b>\$102,642</b>	<b>\$102,642</b>	<b>0%</b>	<b>\$0</b>
<b>Total Personnel:</b>		<b>\$102,988</b>	<b>\$102,988</b>	<b>\$102,642</b>	<b>\$102,642</b>	<b>0%</b>	<b>\$0</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
EDUCATION & TRAINING	01012-53018	\$0	\$429	\$4,620	\$4,620	0%	\$0
ADVERTISING/MARKETING	01012-53408	\$1,730	\$1,962	\$2,000	\$2,000	0%	\$0
<b>Total General Government:</b>		<b>\$1,730</b>	<b>\$2,391</b>	<b>\$6,620</b>	<b>\$6,620</b>	<b>0%</b>	<b>\$0</b>
<b>Total Services &amp; Supplies:</b>		<b>\$1,730</b>	<b>\$2,391</b>	<b>\$6,620</b>	<b>\$6,620</b>	<b>0%</b>	<b>\$0</b>
<b>Total Expense Objects:</b>		<b>\$104,719</b>	<b>\$105,379</b>	<b>\$109,262</b>	<b>\$109,262</b>	<b>0%</b>	<b>\$0</b>

## Line Item Descriptions

### Line Item Summary

#### Personnel

Account	Account Name	Description
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

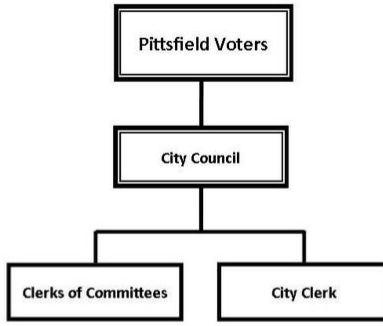
#### Expenses

Account	Account Name	Description
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



# Organizational Chart

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# Department of Community Development

**Justine Dodds**

Director

## 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.

## New Spending and Programs

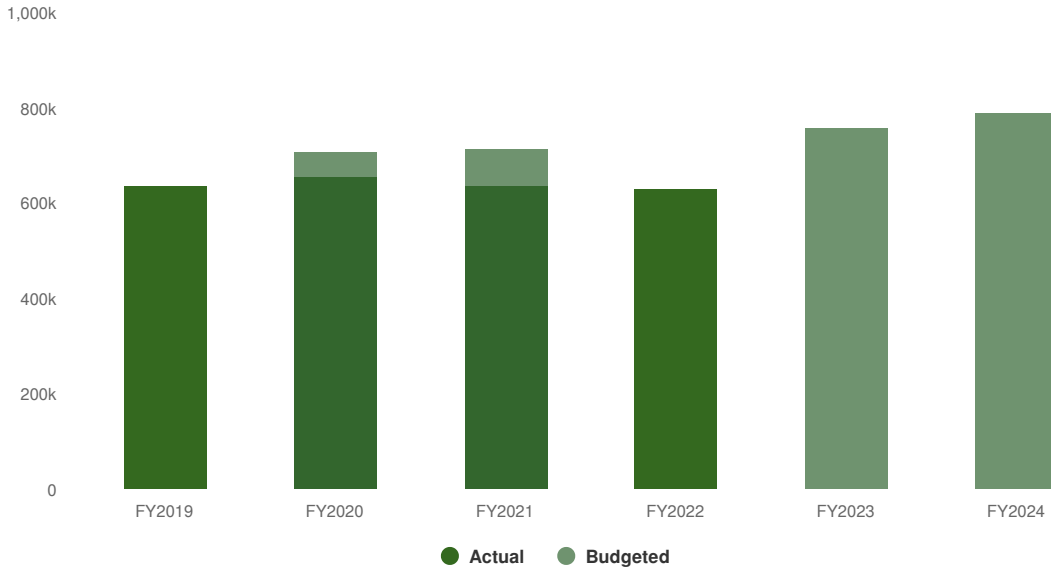
The department will restore its recreational programming in fiscal year 2023, which was shut down due to COVID.

## Expenditures Summary

**\$788,110**    **\$29,459**  
(3.88% vs. prior year)

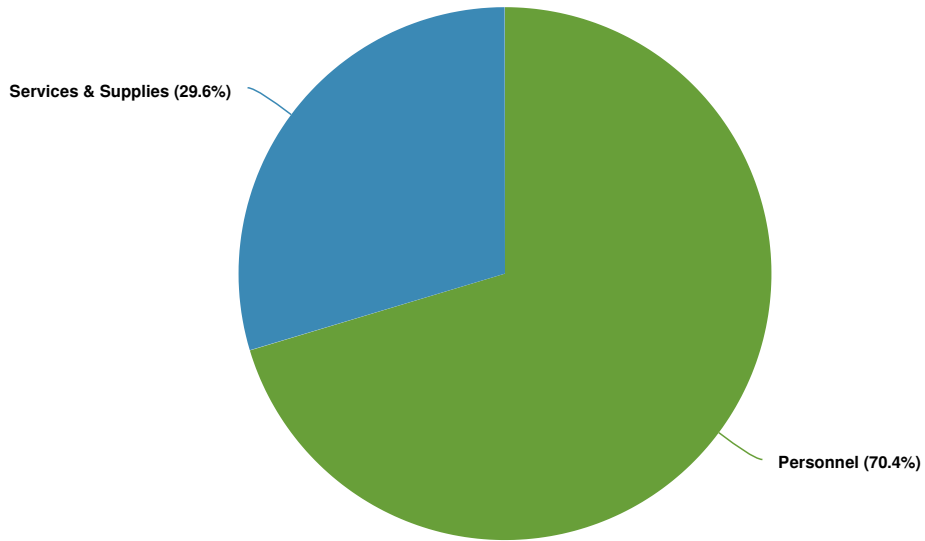


## Department of Community Development Proposed and Historical Budget vs. Actual

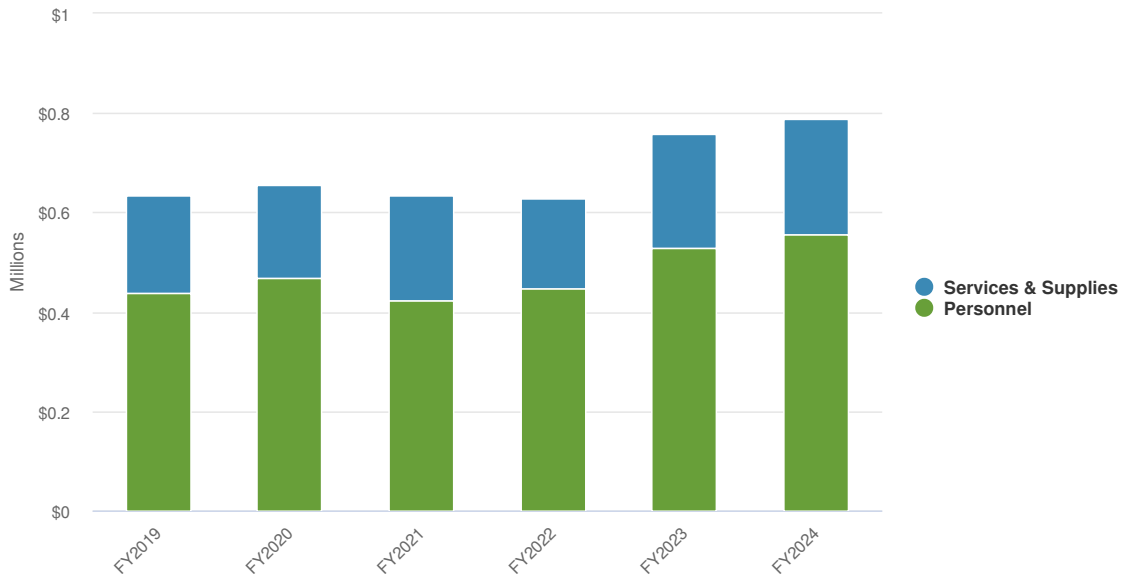


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>General Government</b>							
DIRECTOR COMM DEVELOPMNT	01400-51015	\$44,930	\$42,962	\$50,411	\$54,255	7.6%	\$3,844
PARKS OPN SPACE PLANNER	01400-51020	\$73,505	\$75,727	\$81,406	\$87,827	7.9%	\$6,421
CITY PLANNER	01400-51027	\$68,257	\$70,666	\$75,966	\$73,723	-3%	-\$2,243
CONSERVATION AGENT	01400-51031	\$59,020	\$60,768	\$59,270	\$63,101	6.5%	\$3,831
EXECUTIVE SECRETARY	01400-51110	\$39,291	\$39,904	\$40,505	\$43,773	8.1%	\$3,268
COMMUNITY DEVELOPMENT SPECIALI	01400-51141	\$56,590	\$64,231	\$93,074	\$90,471	-2.8%	-\$2,603
ADMINISTRATIVE ASST	01400-51151	\$3,117	\$5,781	\$6,742	\$7,097	5.3%	\$355
RECREATION COORDINATOR	01400-51153	\$46,533	\$49,226	\$49,773	\$52,547	5.6%	\$2,774
BUSINESS DEVELOPMENT MANAGER	01400-51160	\$26,726	\$27,533	\$33,270	\$35,669	7.2%	\$2,399
PLAYGROUND LEADERS	01400-51180	\$0	\$501	\$24,000	\$26,000	8.3%	\$2,000
SEASONAL LABOR	01400-51201	\$5,317	\$9,888	\$15,000	\$20,000	33.3%	\$5,000



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Total General Government:</b>		<b>\$423,285</b>	<b>\$447,185</b>	<b>\$529,417</b>	<b>\$554,463</b>	<b>4.7%</b>	<b>\$25,046</b>
<b>Total Personnel:</b>		<b>\$423,285</b>	<b>\$447,185</b>	<b>\$529,417</b>	<b>\$554,463</b>	<b>4.7%</b>	<b>\$25,046</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
HUMAN SERVICES	01400-53038	\$81,292	\$57,198	\$71,750	\$71,750	0%	\$0
LAND USE AND ZONING	01400-53096	\$0	\$0	\$2,000	\$2,000	0%	\$0
ADVERTISING/MARKETING	01400-53408	\$0	\$504	\$2,500	\$2,500	0%	\$0
RECREATIONAL	01400-53500	\$2,199	\$6,138	\$7,500	\$11,000	46.7%	\$3,500
LAKE MANAGEMENT	01400-53806	\$55,777	\$36,792	\$60,000	\$60,000	0%	\$0
SUPPLIES	01400-54227	\$5,735	\$3,485	\$9,000	\$9,000	0%	\$0
BRPA ASSESSMENT	01400-56902	\$35,645	\$35,645	\$36,484	\$37,397	2.5%	\$913
DOWNTOWN INC	01400-57813	\$26,752	\$39,864	\$35,000	\$35,000	0%	\$0
PLANNING STUDIES	01400-57836	\$5,000	\$1,600	\$5,000	\$5,000	0%	\$0
<b>Total General Government:</b>		<b>\$212,401</b>	<b>\$181,227</b>	<b>\$229,234</b>	<b>\$233,647</b>	<b>1.9%</b>	<b>\$4,413</b>
<b>Total Services &amp; Supplies:</b>		<b>\$212,401</b>	<b>\$181,227</b>	<b>\$229,234</b>	<b>\$233,647</b>	<b>1.9%</b>	<b>\$4,413</b>
<b>Total Expense Objects:</b>		<b>\$635,686</b>	<b>\$628,412</b>	<b>\$758,651</b>	<b>\$788,110</b>	<b>3.9%</b>	<b>\$29,459</b>



## Line Item Description

### 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
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.

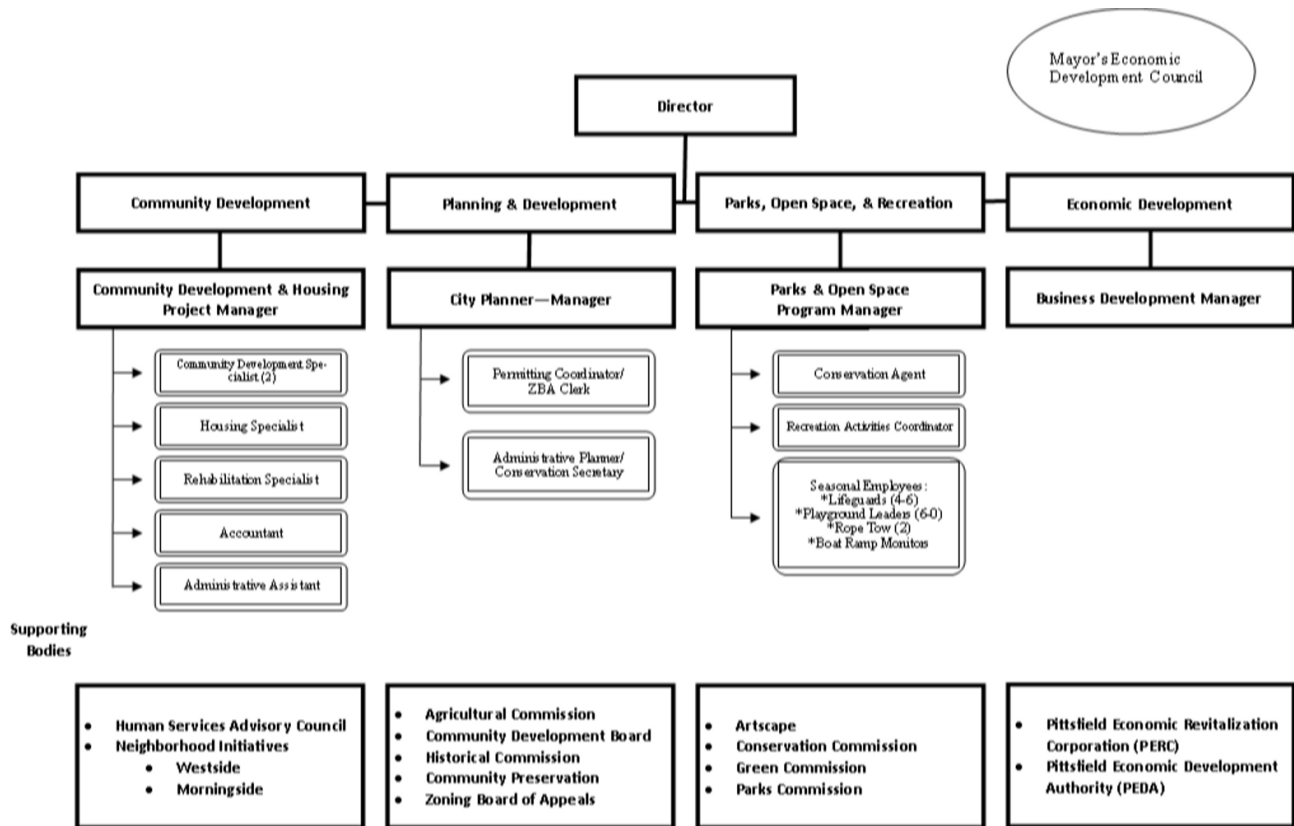
### Expenses

Account	Account Name	Description
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)





# Organizational Chart



## Goal #1: Evolve the Department's Community Engagement Process to respond to changing needs of residents and new tools that can facilitate a more meaningful involvement

Objective: Continue to explore ways to involve community led initiatives using new technology that meets residents where they are (such as was illustrated with the CDBG virtual community engagement meeting)

Performance Measure: More participation in public input and public hearings

## Goal #2: Improve the Departments communication to the public to highlight accomplishments and demonstrate how community feedback has been integrated into policy and projects

Objective: Staff will assess the ways in which the Department interacts with the public and how those interactions can be positive, responsive to a diverse population and inclusive. We will also identify barriers in our existing operations in public interactions with City Boards and Commissions that the Department provides support and in our application process for services (for example special events, recreation programs or housing applications).



Performance Measure: Accomplishments will be routinely reported to Boards and Commissions, resident groups, nonprofit agencies and businesses that DCD engages with. Applications for services will be adapted if necessary and the results routinely monitored for progress.

### **Goal #3: Improve the quality of life for Pittsfield residents and create an environment in which they can thrive**

Objective: Continue to focus on the core programs and services that have demonstrated success such as parks programming and improvements, housing rehab and demolition and capacity building for small businesses. We will also look for new ways and innovative ideas to continue this work.

Performance Measure: Projected goals as described in the CDBG Annual Plan will be met, recreation programs will be well attended; City parks will be utilized for diverse events and programming; and capital projects will meet their projected goals. In addition a variety of housing programs and services will be underway with City ARPA funds. DCD will continue to explore other new funding opportunities through State, Federal and other sources throughout the year.



# Council on Aging

**Jim Clark**

Director

## 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.

## New Spending and Programs

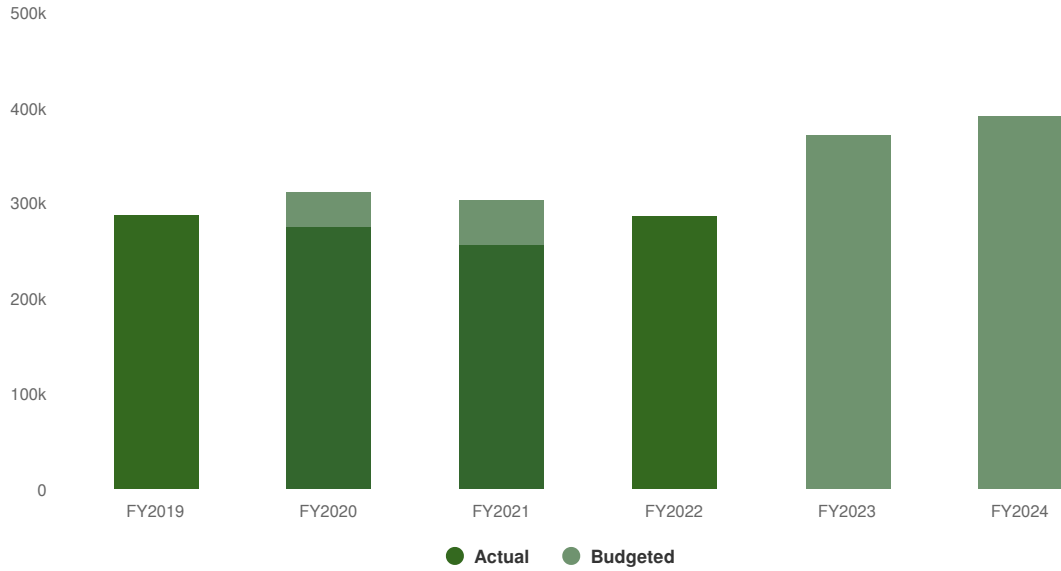
Requesting to add COA Van Drivers to the budget. This is a core function of the COA and should be funded through the city and not by grant as it currently is.

## Expenditures Summary

**\$392,042**    **\$20,987**  
(5.66% vs. prior year)

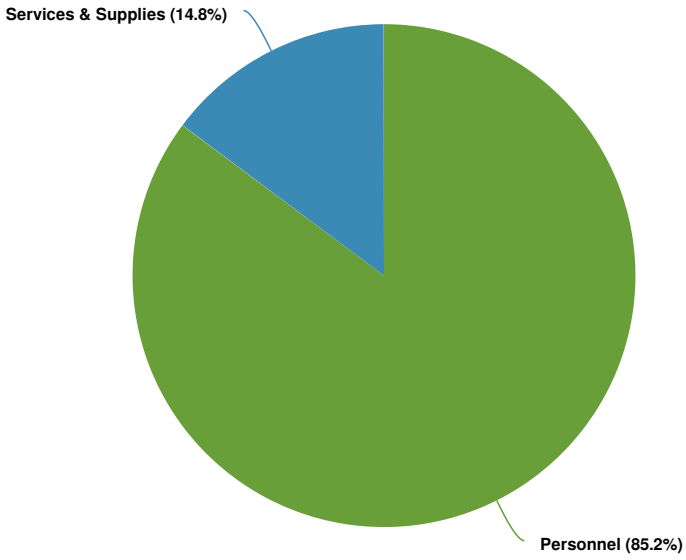


### Council on Aging Proposed and Historical Budget vs. Actual

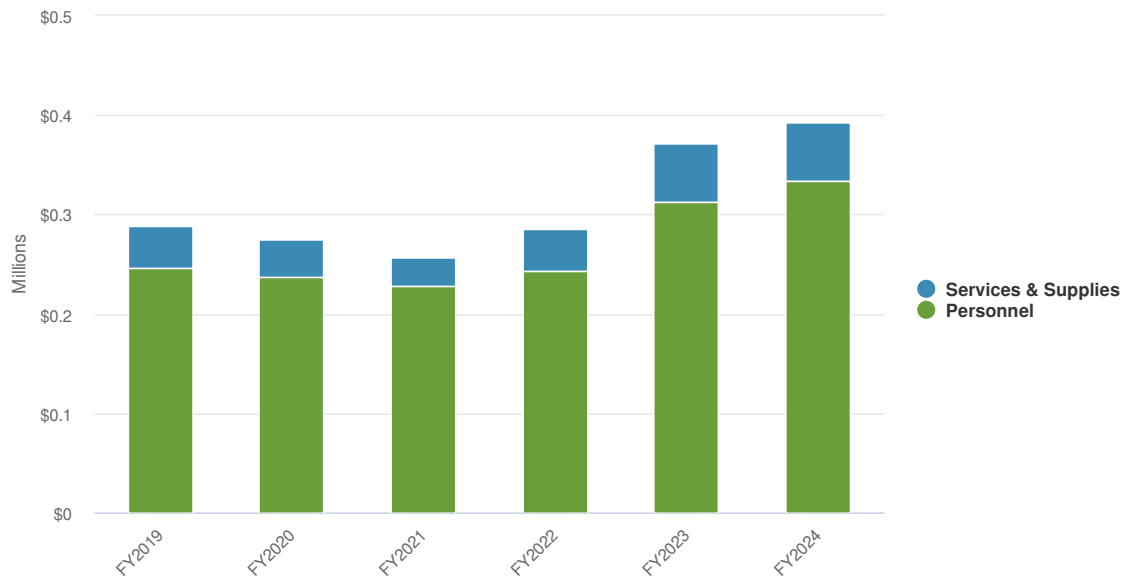


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>Human Services</b>							
DIRECTOR	01154-51022	\$62,049	\$64,240	\$69,057	\$74,686	8.2%	\$5,629
SENIOR CLERK TYPIST	01154-51177	\$34,383	\$16,090	\$34,115	\$36,460	6.9%	\$2,345
ADMINISTRATIVE ASSISTANT	01154-51180	\$28,931	\$34,896	\$37,513	\$39,233	4.6%	\$1,720
KITCHEN COORDINATOR	01154-51192	\$0	\$12,363	\$18,093	\$19,236	6.3%	\$1,143
SOC SERV TECH/CUSTODIAN	01154-51195	\$29,380	\$34,825	\$36,876	\$38,667	4.9%	\$1,791
SOC SRV TECH/CUST-2 P/T	01154-51197	\$20,152	\$17,785	\$38,090	\$37,919	-0.4%	-\$171
PROGRAM ASSISTANT	01154-51198	\$35,222	\$38,308	\$41,181	\$44,369	7.7%	\$3,188
ACTIVITIES LEADERS (P/T)	01154-51199	\$14,862	\$24,293	\$33,330	\$38,472	15.4%	\$5,142
TEMPORARY LABOR	01154-51205	\$3,506	\$0	\$5,000	\$5,000	0%	\$0
<b>Total Human Services:</b>		<b>\$228,486</b>	<b>\$242,798</b>	<b>\$313,255</b>	<b>\$334,042</b>	<b>6.6%</b>	<b>\$20,787</b>
<b>Total Personnel:</b>		<b>\$228,486</b>	<b>\$242,798</b>	<b>\$313,255</b>	<b>\$334,042</b>	<b>6.6%</b>	<b>\$20,787</b>
<b>Services &amp; Supplies</b>							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Human Services</b>							
OFFICE EQUIPMENT MAINTENANCE	01154-52404	\$3,208	\$5,090	\$7,656	\$6,900	-9.9%	-\$756
PRINTING	01154-53410	\$0	\$850	\$1,179	\$1,200	1.7%	\$21
SUPPLIES	01154-54227	\$1,203	\$935	\$2,948	\$3,000	1.7%	\$52
BUILDING MAINTENANCE SUPPLIES	01154-54300	\$11,923	\$13,905	\$17,691	\$21,000	18.7%	\$3,309
PROGRAM EXPENSE	01154-57700	\$11,999	\$21,862	\$28,325	\$25,900	-8.6%	-\$2,425
<b>Total Human Services:</b>		<b>\$28,333</b>	<b>\$42,643</b>	<b>\$57,800</b>	<b>\$58,000</b>	<b>0.3%</b>	<b>\$200</b>
<b>Total Services &amp; Supplies:</b>		<b>\$28,333</b>	<b>\$42,643</b>	<b>\$57,800</b>	<b>\$58,000</b>	<b>0.3%</b>	<b>\$200</b>
<b>Total Expense Objects:</b>		<b>\$256,819</b>	<b>\$285,441</b>	<b>\$371,055</b>	<b>\$392,042</b>	<b>5.7%</b>	<b>\$20,987</b>

## Line Item Description

### Personnel

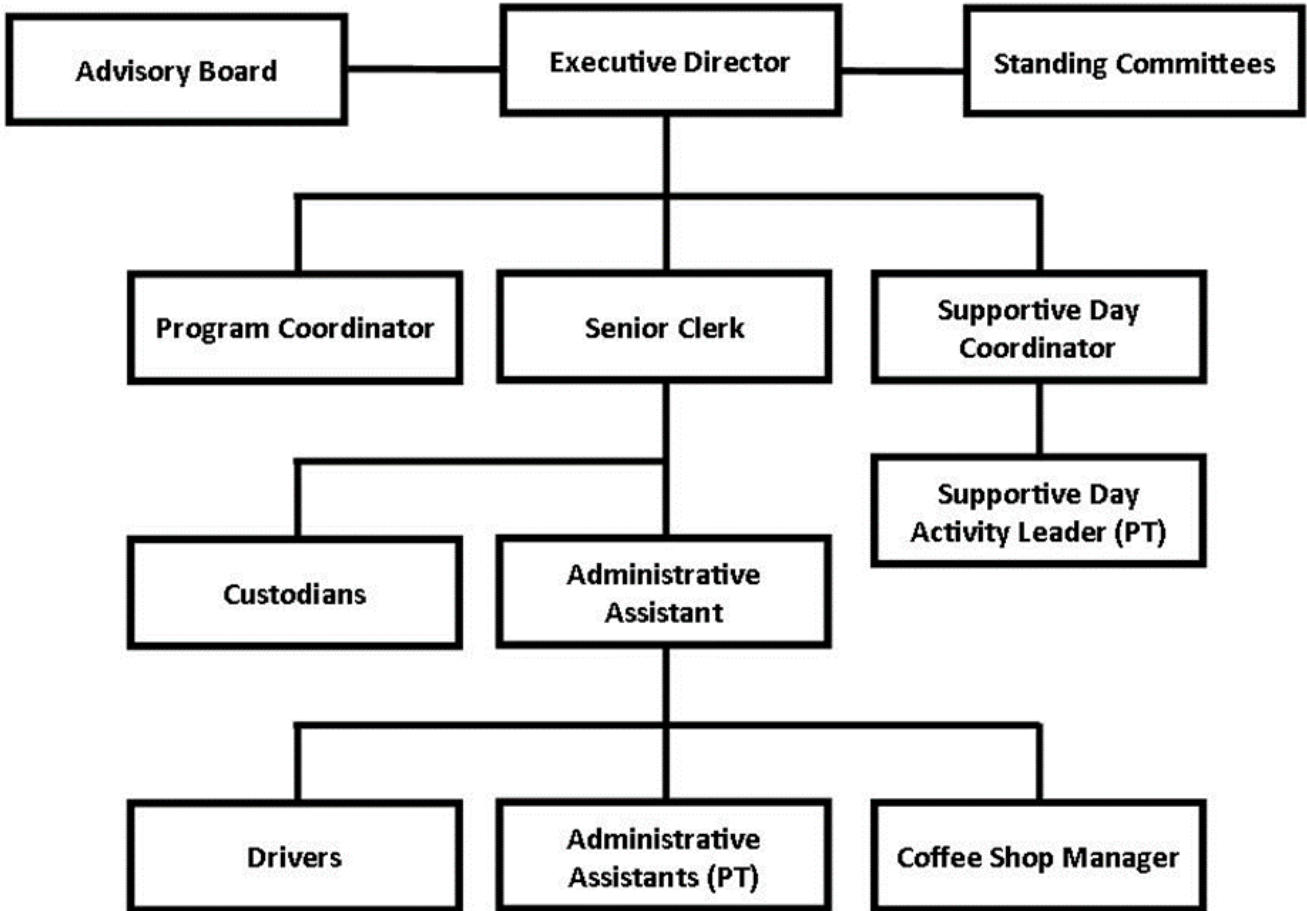
Account	Account Name	Description
51022	Director	Salary account for Director
51177	Senior Clerk Typist	Salary account for the Senior Clerk Typist
51180	Administrative Assistant	Salary account for the Administrative Assistant
51195	Social Service Tech/Custodian	Salary account for the Social Service Tech/Custodian
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
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



## Organizational Chart



### **Goal #1: Increase usage of the Senior Center with more classes targeting the mind and body**

Objective: Provide increased programming for active adults as well as for those that are more frail.

Performance Measure: Increased participation in programming as measured by data in "My Senior Center"

### **Goal #2: Develop a mentoring program for new volunteers**

Objective: Create new opportunities to involve volunteers in planning and implementing programs and activities.

Performance Measure: A increase in the number of volunteers both by count and by number of hours measured in "My Senior Center:"

### **Goal #3: Market and promote a positive, active image of the Senior Center within the community**

Objective: Enhance the image of the Senior Center and positive aging.



Performance Measure: Increase in the number of "Likes" and hits on Facebook and increase in new users of the Center





# Office of Cultural Development

Jen Glockner

Director

## 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.

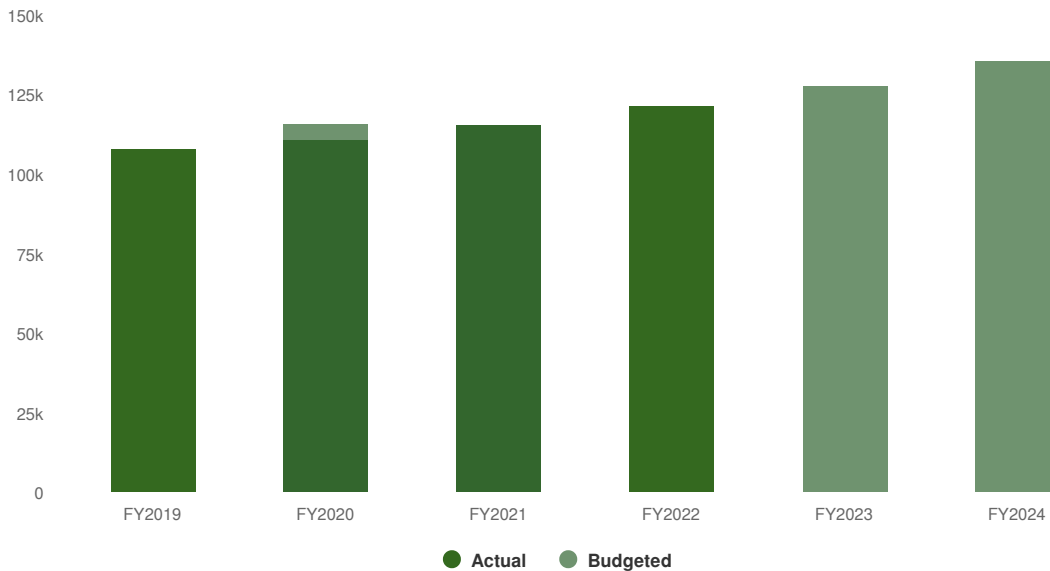
## New Spending and Programs

There are no new spending or programs to be funded by the General Fund. Any new initiative/programs will be funded through grants and local sponsorships.

## Expenditures Summary

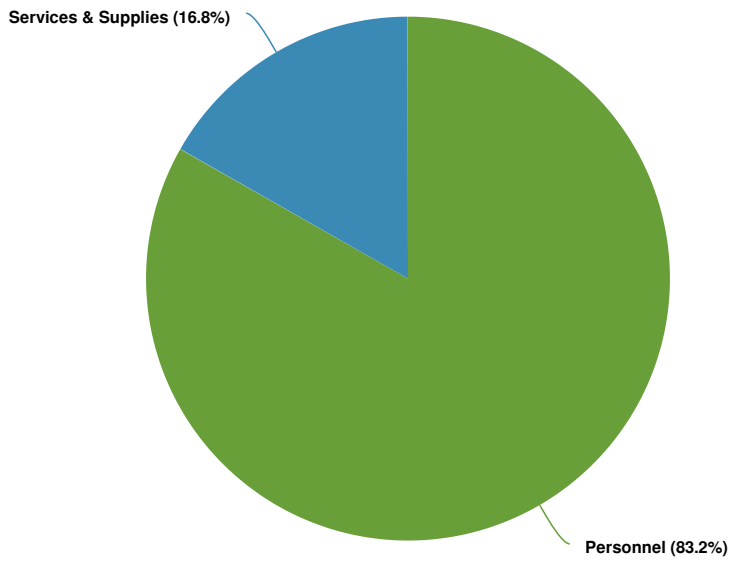
**\$135,950** **\$8,144**  
(6.37% vs. prior year)

### Office of Cultural Development Proposed and Historical Budget vs. Actual

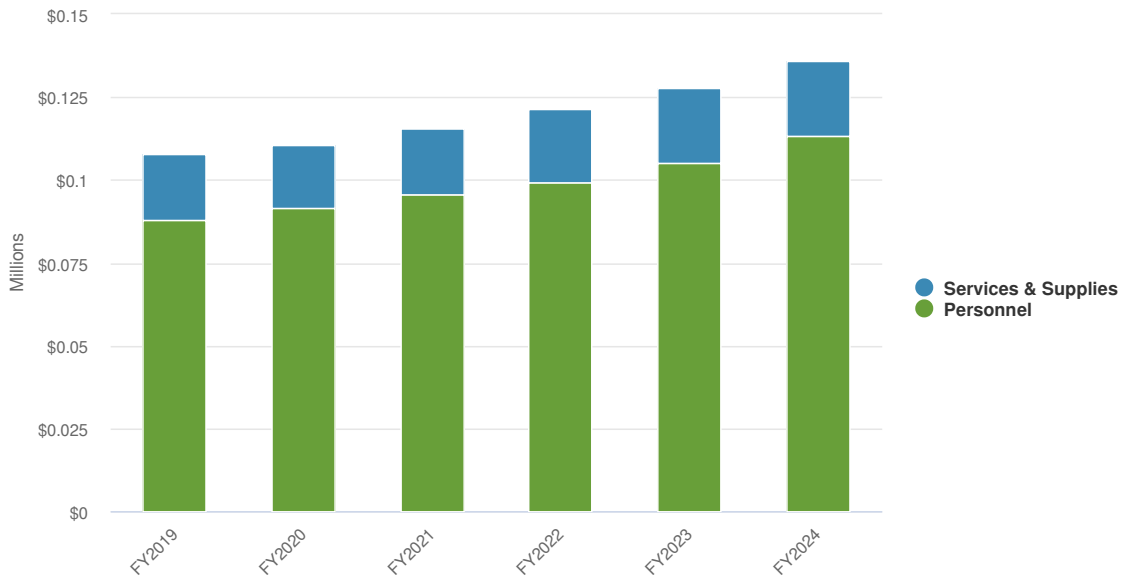


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
<b>Culture and Recreation</b>							
DIRECTOR CULTRL DVLPMNT	01251-51009	\$60,536	\$62,673	\$67,373	\$72,510	7.6%	\$5,137
ADMIN ASSISTANT	01251-51050	\$35,096	\$36,602	\$37,633	\$40,640	8%	\$3,007
<b>Total Culture and Recreation:</b>		<b>\$95,632</b>	<b>\$99,275</b>	<b>\$105,006</b>	<b>\$113,150</b>	<b>7.8%</b>	<b>\$8,144</b>
<b>Total Personnel:</b>		<b>\$95,632</b>	<b>\$99,275</b>	<b>\$105,006</b>	<b>\$113,150</b>	<b>7.8%</b>	<b>\$8,144</b>
<b>Services &amp; Supplies</b>							
<b>Culture and Recreation</b>							
CONTRACTUAL SERVICES	01251-52000	\$3,458	\$2,768	\$4,000	\$4,000	0%	\$0
TELEPHONE	01251-52300	\$498	\$498	\$800	\$800	0%	\$0
TOURISM EXPENSES	01251-53804	\$14,944	\$17,480	\$14,000	\$14,000	0%	\$0
SUPPLIES	01251-54227	\$1,070	\$1,142	\$3,000	\$3,000	0%	\$0
TRAVEL	01251-57100	\$0	\$337	\$1,000	\$1,000	0%	\$0
<b>Total Culture and Recreation:</b>		<b>\$19,969</b>	<b>\$22,225</b>	<b>\$22,800</b>	<b>\$22,800</b>	<b>0%</b>	<b>\$0</b>
<b>Total Services &amp; Supplies:</b>		<b>\$19,969</b>	<b>\$22,225</b>	<b>\$22,800</b>	<b>\$22,800</b>	<b>0%</b>	<b>\$0</b>
<b>Total Expense Objects:</b>		<b>\$115,601</b>	<b>\$121,500</b>	<b>\$127,806</b>	<b>\$135,950</b>	<b>6.4%</b>	<b>\$8,144</b>



## Line Item Description

**Personnel**

Account	Account Name	Description
51009	Director	Salary of the Director
51050	Administrative Assistant	Salary of the Administrative Assistant

**Expenses**

Account	Account Name	Description
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
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

## Organizational Chart



### Goal #1 Increase Public Art Displays

Objective: Install the Vietnam Veterans Mural in a new location and install more murals and art sculptures in Pittsfield.

Performance Measure: Installation.

### Goal #2 Revitalize 3rd Thursday



Objective: Reevaluate 3<sup>rd</sup> Thursday and the evolution of its original intentions. Make plans accordingly.

Performance Measure: Post event(s) meeting for feedback.

## **Goal #3 Looking Beyond Downtown**

Objective: Engage with artists and businesses in other areas of Pittsfield for projects and initiatives.

Performance Measure: Regularly scheduled meetings.



# Department of Diversity, Equity & Inclusion

Michael Obasahan  
Chief Diversity Officer

## 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.

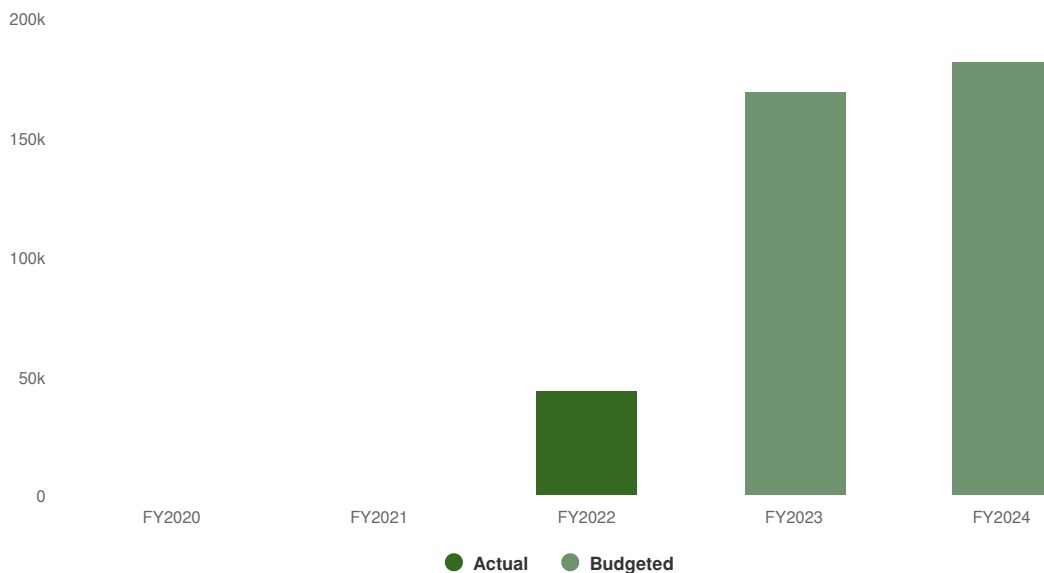
## New spending and Programs

This is a new department that continues to develop and evolve, so all of its activities for fiscal year 2023 can be considered new.

## Expenditures Summary

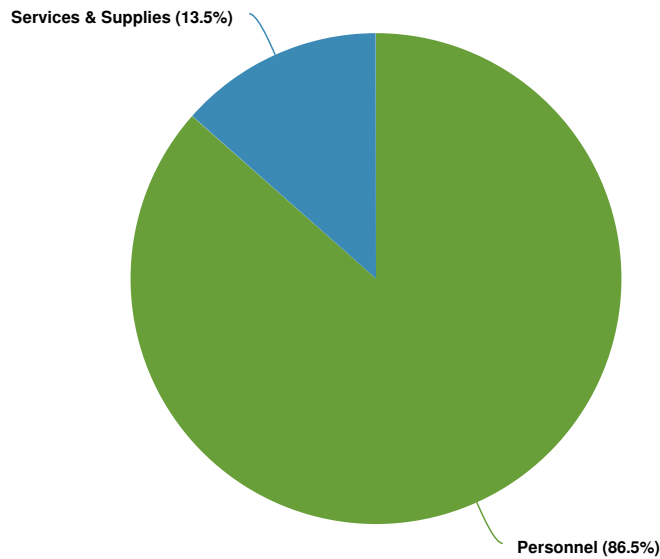
**\$181,854**    **\$12,438**  
(7.34% vs. prior year)

Office of Diversity, Equity & Inclusion Proposed and Historical Budget vs. Actual

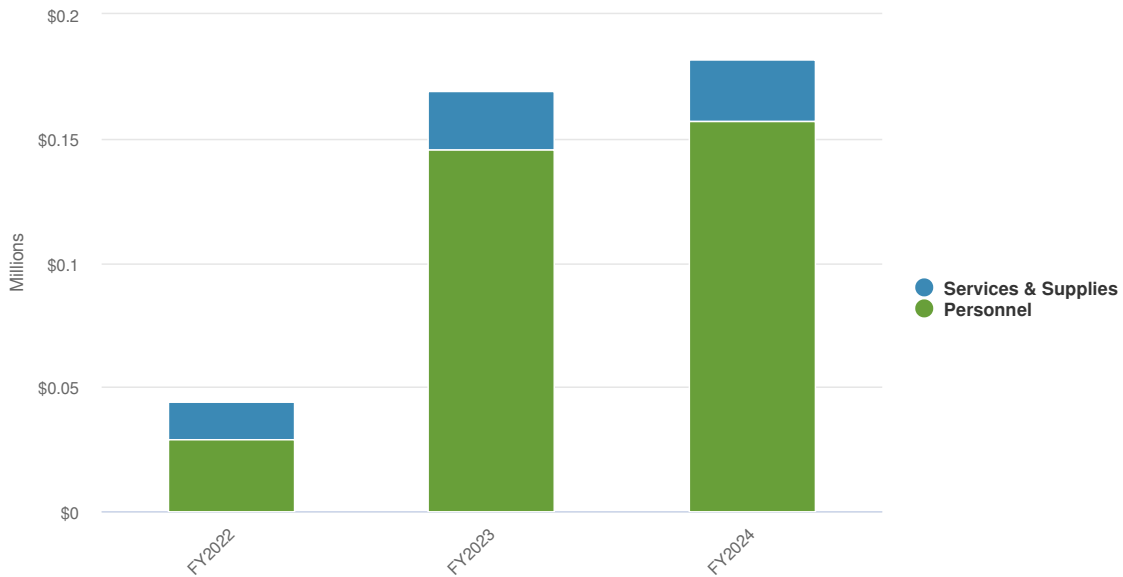


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							
Personnel							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>General Government</b>							
CHIEF DIVERSITY OFFICER	01159-51079	\$0	\$29,040	\$89,803	\$96,650	7.6%	\$6,847
DEI ABASSADORS	01159-51117	\$0	\$0	\$8,400	\$8,400	0%	\$0
ADMINISTRATIVE ASSISTANT	01159-51151	\$0	\$0	\$47,213	\$52,304	10.8%	\$5,091
<b>Total General Government:</b>		<b>\$0</b>	<b>\$29,040</b>	<b>\$145,416</b>	<b>\$157,354</b>	<b>8.2%</b>	<b>\$11,938</b>
<b>Total Personnel:</b>		<b>\$0</b>	<b>\$29,040</b>	<b>\$145,416</b>	<b>\$157,354</b>	<b>8.2%</b>	<b>\$11,938</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
CONTRACTUAL SERVICES	01159-52000	\$0	\$9,324	\$10,000	\$10,000	0%	\$0
EDUCATION & TRAINING	01159-53018	\$0	\$1,197	\$5,000	\$5,000	0%	\$0
RECRUITMENT & RETENTION	01159-53408	\$0	\$1,347	\$5,000	\$5,000	0%	\$0
SUPPLIES - CITY	01159-54227	\$0	\$3,167	\$3,000	\$3,000	0%	\$0
TRAVEL & DUES	01159-57101	\$0	\$0	\$1,000	\$1,500	50%	\$500
<b>Total General Government:</b>		<b>\$0</b>	<b>\$15,035</b>	<b>\$24,000</b>	<b>\$24,500</b>	<b>2.1%</b>	<b>\$500</b>
<b>Total Services &amp; Supplies:</b>		<b>\$0</b>	<b>\$15,035</b>	<b>\$24,000</b>	<b>\$24,500</b>	<b>2.1%</b>	<b>\$500</b>
<b>Total Expense Objects:</b>		<b>\$0</b>	<b>\$44,075</b>	<b>\$169,416</b>	<b>\$181,854</b>	<b>7.3%</b>	<b>\$12,438</b>





# Line Item Description

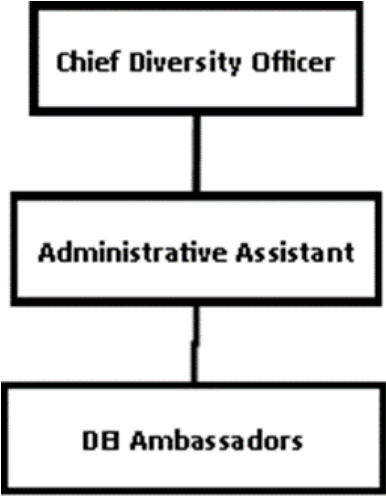
**Personnel**

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

**Expenses**

Account	Account Name	Description
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

## Organizational Chart



### Goal #1: Hiring and Training DEI Ambassadors for DEI Ambassador Program

**Objective:** Develop the DEI Ambassador Program. Once the ordinance has been passed, hiring and training 5-8 current city employees who will serve as a resource for their colleagues and department while also serving as a community builder for peers with underrepresented and historically excluded identities. Ambassadors will help identify harmful structures and increase knowledge and awareness about inclusive



leadership and communication. This program will help advance the mission of creating a welcoming and inclusive environment.

**Performance Measure:** Ambassadors will provide updates from each department. Updates will consist of DEI successes and areas of growth.

## **Goal #2: Redesigning the Affirmative Action Committee and the Human Rights Commission**

**Objective:** To redesign to the structure of both the AA Committee and Human Rights Commission to better reflect the needs of the community. Also, to garner participation from elected officials and community members on matters that serve the public good.

**Performance Measure:** Performance will be measured by seats filled by elected officials and the community. Also, by the utilization of this redesigned commission.

## **Goal #3: Develop a plan for DEI Strategic Plan/ City Audit**

**Objective:** This 2–3-year process will assess the City of Pittsfield in all areas to ensure equity in its policies and procedures. This would involve all city employees, elected officials and community members participating in the audit. This will help determine areas of improvement and inform best practices and strategies. This will then lead us into the development of our DEI strategic Plan.

**Performance Measure:** Involvement of city departments, employees, and community.

# Department of Public Services

**Ricardo Morales**

Commissioner

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

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

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

## New Spending and Programs

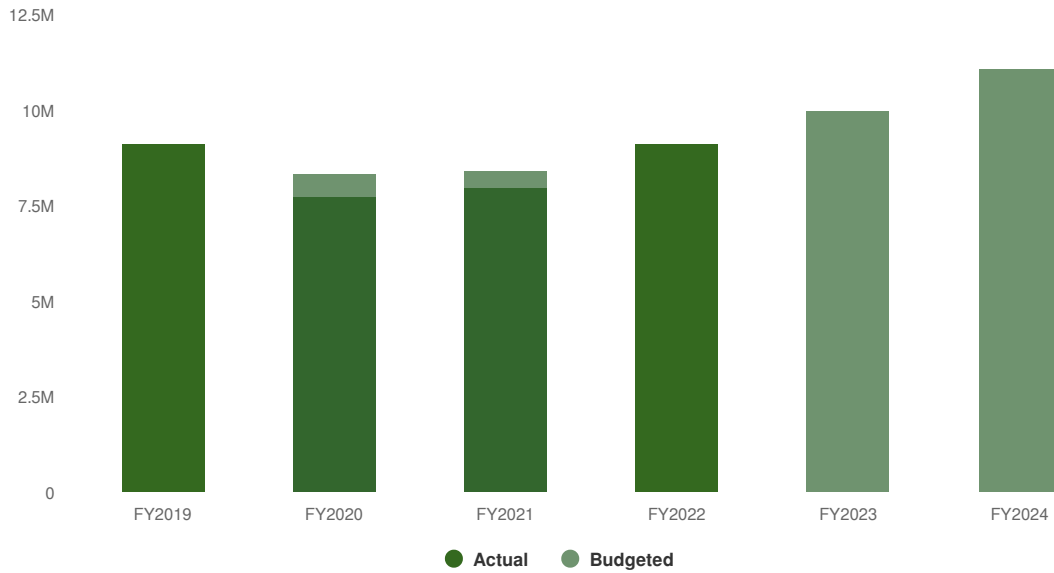
1. Adjustments to Human Resources, including the addition of foreperson positions and Traffic Signal Maintainer as well as an added Administrative Assistant.
2. Adjustments to solid waste management expenditures reflecting future changes and uncertainty with the new transfer station facility currently under construction by Casella.
3. Budget reflects increases in water treatment chemical expenditures as well as increases in utility costs among other changes.
4. Includes adjustments to the Waste Water Treatment Plant Chemical, Utilities and Sludge handling and usage to reflect more accurately the ongoing expenditures based on the new tertiary treatment facility.



## Expenditures Summary

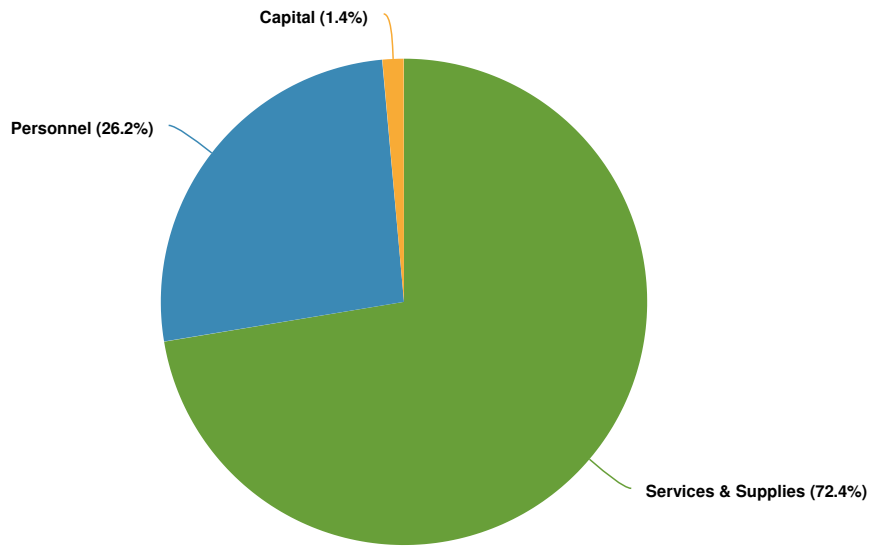
**\$11,095,563** **\$1,125,056**  
(11.28% vs. prior year)

### Department of Public Services Proposed and Historical Budget vs. Actual

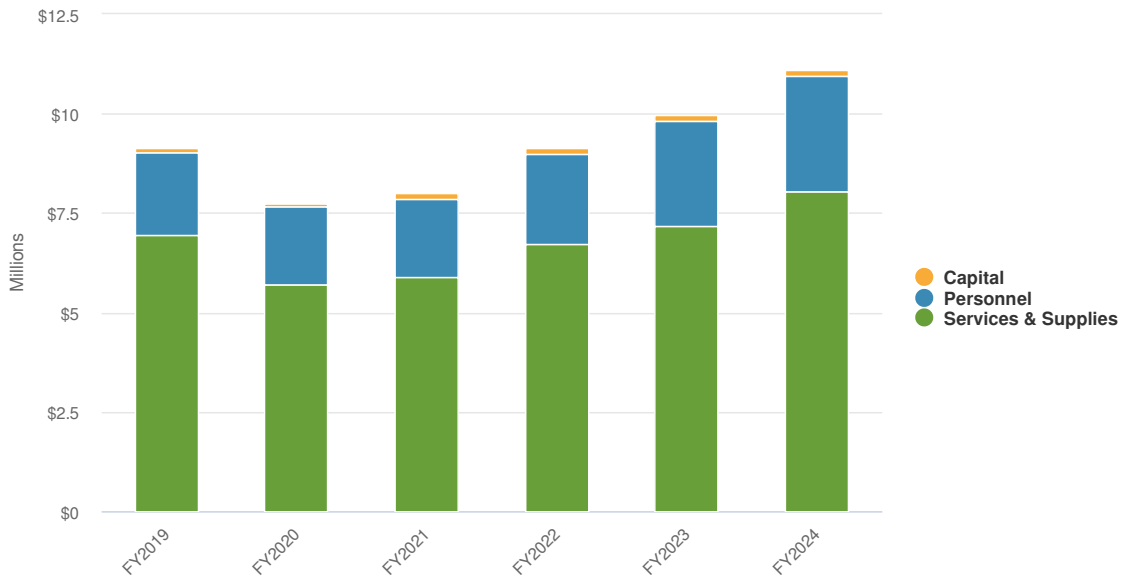


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
<b>Public Works</b>							
COMM OF PUBLIC SERVICES	01211-51008	\$49,424	\$51,816	\$55,702	\$60,242	8.2%	\$4,540
CITY ENGINEER	01211-51040	\$61,962	\$44,100	\$47,407	\$44,364	-6.4%	-\$3,043
OFFICE MANAGER	01211-51051	\$50,838	\$51,601	\$53,149	\$57,294	7.8%	\$4,145
SUPERINTENDENT HIGHWAY	01211-51064	\$63,531	\$66,257	\$74,339	\$74,567	0.3%	\$228
TRAFFIC SUPERINTENDENT	01211-51065	\$37,541	\$45,998	\$66,950	\$66,002	-1.4%	-\$948
HGWY MAINT CRAFTSMAN	01211-51070	\$166,193	\$198,793	\$381,760	\$328,005	-14.1%	-\$53,755
PARKING CONTROL OFFICERS	01211-51071	\$64,117	\$68,718	\$77,648	\$76,300	-1.7%	-\$1,348
ADMINISTRATIVE ASSISTANT	01211-51081	\$83,743	\$82,966	\$88,671	\$91,950	3.7%	\$3,279
FLEET MANAGER	01211-51083	\$61,331	\$63,212	\$65,545	\$70,186	7.1%	\$4,641
WORKING FOREMAN	01211-51087	\$47,807	\$58,093	\$61,084	\$122,968	101.3%	\$61,884
MOTOR EQUIP REPAIRMAN	01211-51088	\$234,256	\$244,756	\$262,107	\$270,000	3%	\$7,893
BUSINESS MANAGER	01211-51118	\$0	\$17,336	\$42,251	\$45,362	7.4%	\$3,111
MEO-2	01211-51128	\$51,084	\$40,528	\$55,898	\$45,646	-18.3%	-\$10,252
PARKS FOREMAN	01211-51136	\$0	\$43,128	\$54,000	\$59,644	10.5%	\$5,644
PARKS CRAFTSMAN I	01211-51138	\$35,569	\$62,284	\$80,100	\$86,864	8.4%	\$6,764
QUALITY ASSURANCE INSPECTOR	01211-51142	\$0	\$33,400	\$46,350	\$59,644	28.7%	\$13,294
CUSTODIAN	01211-51150	\$24,710	\$31,591	\$36,404	\$37,004	1.6%	\$600
PARKING GARAGE MANAGER	01211-51156	\$57,805	\$58,672	\$62,211	\$70,529	13.4%	\$8,318
TRAFFIC MAINTENANCE PERSON	01211-51157	\$38,319	\$16,556	\$39,165	\$39,100	-0.2%	-\$65
PARK MAINTENANCE MEN	01211-51158	\$147,892	\$180,625	\$360,000	\$328,700	-8.7%	-\$31,300
HIGHWAY MAINTENANCE PERSON	01211-51164	\$0	\$56,132	\$72,100	\$80,188	11.2%	\$8,088
PARK MAINT SUPERINTENDENT	01211-51178	\$72,285	\$58,918	\$69,174	\$67,817	-2%	-\$1,357
EQUIPMENT OPERATORS	01211-51189	\$228,029	\$289,757	\$260,604	\$327,937	25.8%	\$67,333



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
SEASONAL LABOR	01211-51201	\$36,167	\$10,310	\$50,000	\$45,000	-10%	-\$5,000
SCHEDULED OVERTIME	01211-51309	\$170,165	\$176,575	\$100,000	\$150,000	50%	\$50,000
SNOW/ICE OVERTIME	01211-51310	\$176,023	\$229,200	\$100,000	\$200,000	100%	\$100,000
<b>Total Public Works:</b>		<b>\$1,958,792</b>	<b>\$2,281,322</b>	<b>\$2,662,619</b>	<b>\$2,905,313</b>	<b>9.1%</b>	<b>\$242,694</b>
<b>Total Personnel:</b>		<b>\$1,958,792</b>	<b>\$2,281,322</b>	<b>\$2,662,619</b>	<b>\$2,905,313</b>	<b>9.1%</b>	<b>\$242,694</b>
<b>Services &amp; Supplies</b>							
<b>Public Works</b>							
CONTRACTUAL SERVICES	01211-52000	\$13,384	\$43,338	\$50,000	\$55,750	11.5%	\$5,750
TRAFFIC SIGNAL MAINTENANCE	01211-52015	\$135,580	\$188,824	\$130,000	\$130,000	0%	\$0
UTILITIES	01211-52100	\$30,569	\$34,264	\$35,000	\$40,250	15%	\$5,250
STREET LIGHTING	01211-52101	\$222,423	\$196,443	\$200,000	\$230,000	15%	\$30,000
MAINTENANCE	01211-52400	\$83,975	\$108,766	\$150,000	\$172,500	15%	\$22,500
MAINTENANCE OF SCHOOL FIELDS	01211-52402	\$10,355	\$20,957	\$40,000	\$44,000	10%	\$4,000
MAINTENANCE OF PARKS	01211-52406	\$60,111	\$113,972	\$110,000	\$121,000	10%	\$11,000
REPAIRS-STREETS	01211-52412	\$115,449	\$151,050	\$300,000	\$345,000	15%	\$45,000
GARAGE MAINTENANCE	01211-52501	\$217,710	\$204,378	\$220,000	\$220,000	0%	\$0
RENTAL EXPENSE	01211-52700	\$66,660	\$67,980	\$70,000	\$75,000	7.1%	\$5,000
SOLID WASTE COLLECTION	01211-52906	\$1,901,155	\$2,058,470	\$2,242,500	\$2,500,000	11.5%	\$257,500
SOLID WASTE DISPOSAL	01211-52907	\$1,549,817	\$1,702,355	\$2,058,500	\$2,500,000	21.4%	\$441,500
SOLID WASTE RECYCLE	01211-52908	\$150,094	\$0	\$182,888	\$200,000	9.4%	\$17,112
HOUSEHOLD HAZ WASTE COLLECTION	01211-52909	\$0	\$6,000	\$6,000	\$0	-100%	-\$6,000
LANDFILL MONITORING	01211-52910	\$42,770	\$165,515	\$150,000	\$165,000	10%	\$15,000
WINTER MAINTENANCE (S&I)	01211-53012	\$949,453	\$1,231,755	\$700,000	\$700,000	0%	\$0
PROFESSIONAL SERVICES	01211-53027	\$10,000	\$32,908	\$20,000	\$22,250	11.3%	\$2,250
STREETSCAPE MAINTENANCE	01211-53803	\$39,922	\$5,909	\$50,000	\$50,000	0%	\$0
GARAGE SUPPLIES	01211-54000	\$9,558	\$18,543	\$20,000	\$22,000	10%	\$2,000



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
SUPPLIES	01211-54227	\$6,231	\$10,930	\$12,000	\$11,000	-8.3%	-\$1,000
GASOLINE & DIESEL OIL	01211-54802	\$261,064	\$327,671	\$400,000	\$400,000	0%	\$0
CONTRACTUAL ALLOWANCES	01211-55810	\$12,224	\$15,141	\$10,000	\$29,000	190%	\$19,000
<b>Total Public Works:</b>		<b>\$5,888,505</b>	<b>\$6,705,171</b>	<b>\$7,156,888</b>	<b>\$8,032,750</b>	<b>12.2%</b>	<b>\$875,862</b>
<b>Total Services &amp; Supplies:</b>		<b>\$5,888,505</b>	<b>\$6,705,171</b>	<b>\$7,156,888</b>	<b>\$8,032,750</b>	<b>12.2%</b>	<b>\$875,862</b>
<b>Capital</b>							
<b>Public Works</b>							
TREE OPERATIONS	01211-58401	\$131,179	\$94,443	\$100,000	\$100,000	0%	\$0
EQUIPMENT	01211-58500	\$5,143	\$14,739	\$15,000	\$17,500	16.7%	\$2,500
HGWY & TRAFFIC SUPPLIES	01211-58713	\$12,810	\$27,962	\$36,000	\$40,000	11.1%	\$4,000
<b>Total Public Works:</b>		<b>\$149,131</b>	<b>\$137,144</b>	<b>\$151,000</b>	<b>\$157,500</b>	<b>4.3%</b>	<b>\$6,500</b>
<b>Total Capital:</b>		<b>\$149,131</b>	<b>\$137,144</b>	<b>\$151,000</b>	<b>\$157,500</b>	<b>4.3%</b>	<b>\$6,500</b>
<b>Total Expense Objects:</b>		<b>\$7,996,428</b>	<b>\$9,123,636</b>	<b>\$9,970,507</b>	<b>\$11,095,563</b>	<b>11.3%</b>	<b>\$1,125,056</b>





## Line Item Description

### Public Services - Personnel

Account	Account Name	Description
51008	Commissioner of Public Works	Salary account for the Commissioner of Public Works, and is split between Public Services and Public Utilities
51118	Business Manager	Salary account for Business Manager split between Public Services and Public Utilities
51040	City Engineer	Salary account for the City Engineer split between Public Services and Public Utilities
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
51142	Quality Assurance Inspector	Salary account for the Quality Assurance 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
51164	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

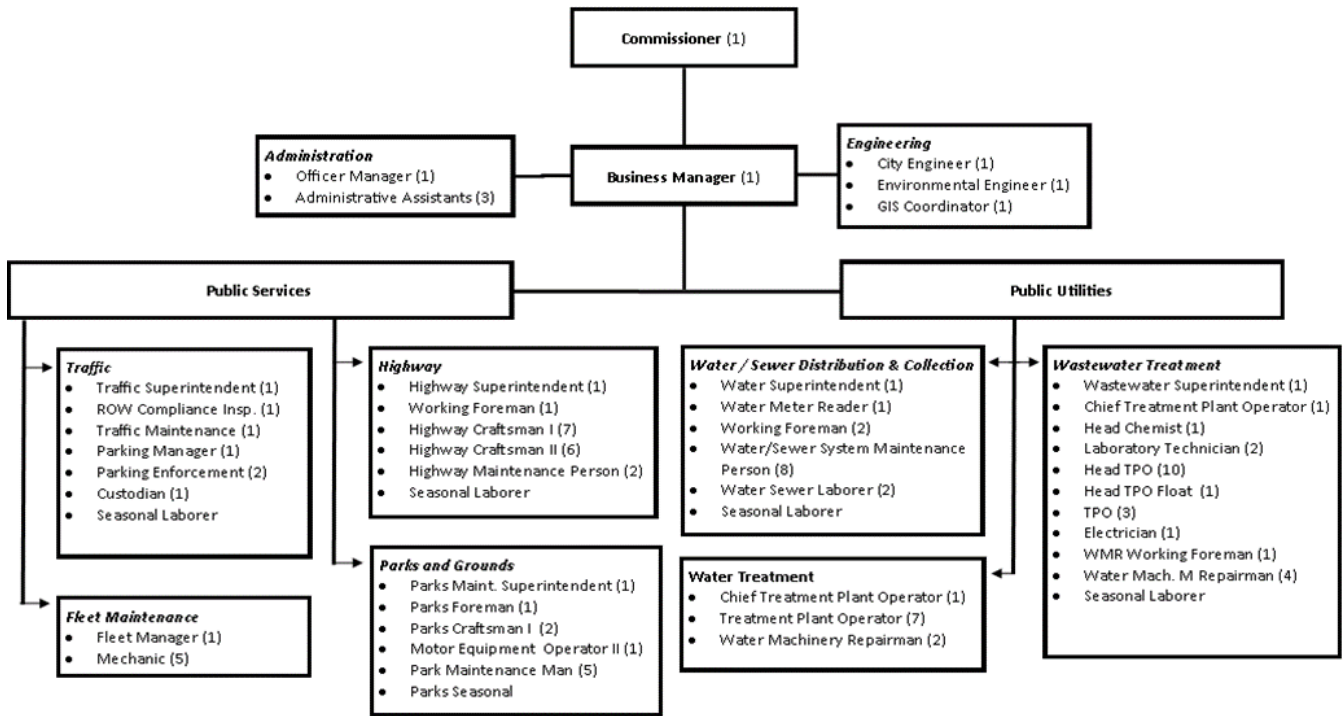
Account	Account Name	Description
55810	Contractual Allowances	Employee allowances per collective bargaining agreements
52015	Traffic Signal Maintenance	Electricity and maintenance for traffic signals
52100	Utilities	Gas & electricity for 232 West Housatonic (Public Services & Garage) & leased garage 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



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



# Organizational Chart



## Goal #1

### Workforce Development

- Introduce a robust training program
- Implement a formal performance evaluation process for all supervisors
- Create a trackable Key Performance Indicators platform

## Goal #2

### Enhancements to our Public Resources and Transportation System

- Implement complete streets policies with all transportation projects
- Implement the bicycle facilities master plan
- Improve the average pavement condition index
- Improve services geared towards our parks and open spaces, including school fields

## Goal #3

### Strengthen working relationships

- Improve communication and community relations
- Work with community, state and federal partners to achieve shared goals



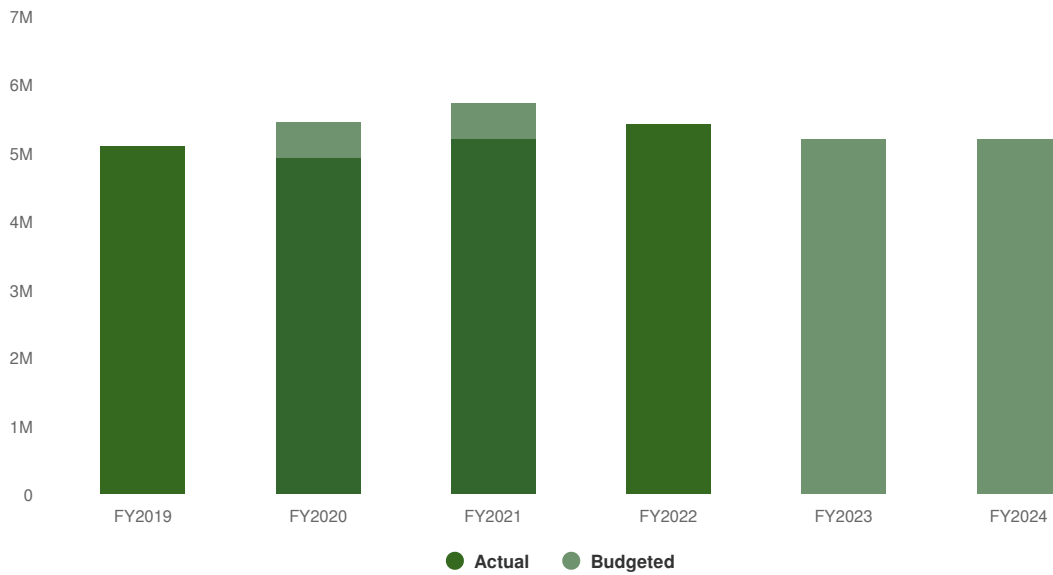
# Department of Public Utilities-Water

Ricardo Morales  
Commissioner

## Expenditures Summary

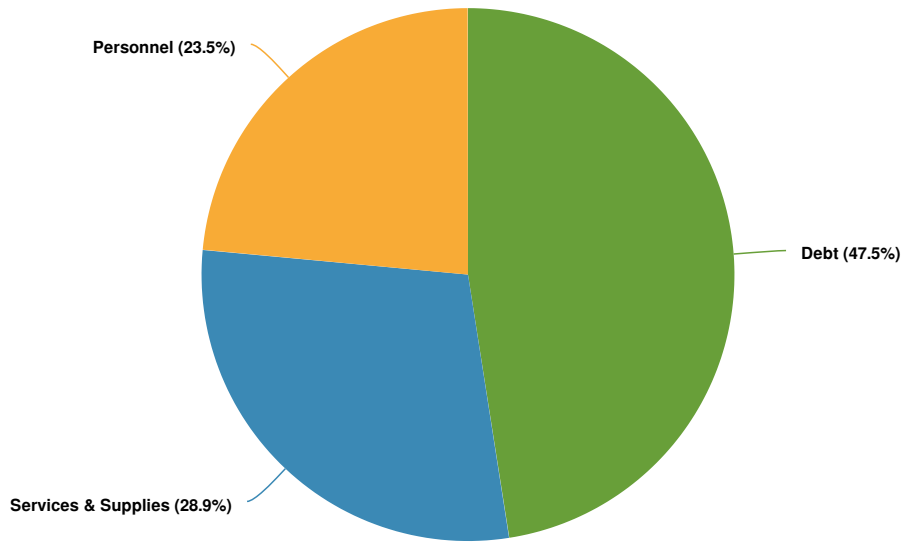
**\$5,216,417** **\$0**  
(0.00% vs. prior year)

Department of Public Utilities-Water Proposed and Historical Budget vs. Actual

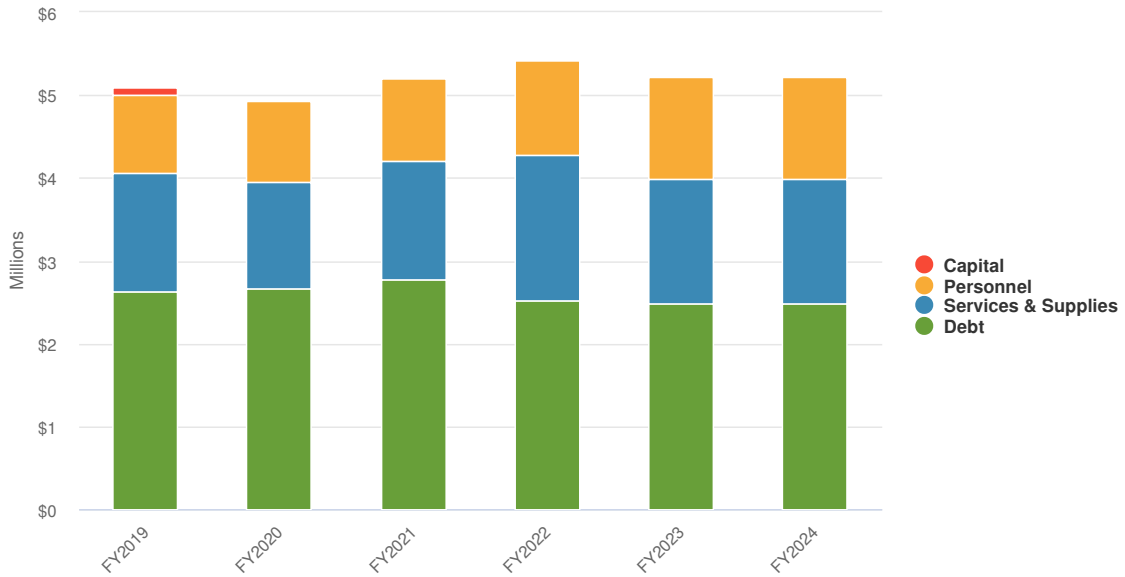


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects						
Personnel						



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
COMM OF PUBLIC UTILITIES	60201-51008	\$24,712	\$25,908	\$27,851	\$30,121	8.2%
CITY ENGINEER	60201-51040	\$0	\$22,050	\$23,704	\$22,182	-6.4%
WATER SUPERINTENDENT	60201-51049	\$63,531	\$66,257	\$68,244	\$73,567	7.8%
ADMINISTRATIVE ASSISTANT	60201-51081	\$9,171	\$21,907	\$22,135	\$27,135	22.6%
WORKING FOREMAN	60201-51087	\$55,846	\$54,982	\$56,850	\$61,284	7.8%
WORKING FOREMAN WMR	60201-51089	\$0	\$0	\$50,000	\$59,810	19.6%
SR CIVIL ENGINEER	60201-51090	\$32,875	\$33,368	\$34,369	\$37,050	7.8%
WTR/SWR MAINT PERSON	60201-51094	\$181,762	\$185,427	\$194,188	\$208,034	7.1%
GIS COORDINATOR	60201-51095	\$32,875	\$33,368	\$34,369	\$37,050	7.8%
WATER MACH REPAIRMAN	60201-51097	\$77,804	\$89,637	\$88,570	\$150,000	69.4%
CHIEF TPO	60201-51115	\$63,990	\$66,737	\$68,739	\$127,763	85.9%
BUSINESS MANAGER	60201-51118	\$0	\$8,668	\$21,126	\$22,681	7.4%
TPO NON SHIFT	60201-51130	\$254,290	\$318,343	\$362,340	\$234,261	-35.3%
METER READER	60201-51140	\$41,786	\$46,946	\$43,936	\$45,843	4.3%
SEASONAL LABOR	60201-51201	\$0	\$2,206	\$30,000	\$25,000	-16.7%
SCHEDULED OVERTIME	60201-51309	\$151,265	\$175,995	\$100,000	\$100,000	0%
<b>Total Personnel:</b>		<b>\$989,908</b>	<b>\$1,151,800</b>	<b>\$1,226,421</b>	<b>\$1,261,781</b>	<b>2.9%</b>
<b>Services &amp; Supplies</b>						
CONTRACTUAL SERVICES	60201-52000	\$271,578	\$265,831	\$230,000	\$295,000	28.3%
UTILITIES	60201-52100	\$322,630	\$437,699	\$300,000	\$400,000	33.3%
TAXES	60201-52380	\$174,089	\$174,192	\$160,000	\$178,000	11.3%
MAINTENANCE	60201-52400	\$213,411	\$288,533	\$250,000	\$275,000	10%
PROFESSIONAL SERVICES	60201-53027	\$129,580	\$236,347	\$230,000	\$200,000	-13%
SUPPLIES	60201-54227	\$21,327	\$13,130	\$35,000	\$30,000	-14.3%
CHEMICALS	60201-55300	\$300,330	\$335,570	\$300,000	\$800,000	166.7%
CONTRACTUAL ALLOWANCES	60201-55810	\$5,895	\$6,252	\$5,000	\$12,650	153%



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Total Services &amp; Supplies:</b>		<b>\$1,438,840</b>	<b>\$1,757,554</b>	<b>\$1,510,000</b>	<b>\$2,190,650</b>	<b>45.1%</b>
<b>Capital</b>						
ACQUISITION OF EQUIPMNT	60201-58550	\$5,835	\$18,567	\$0	\$0	0%
<b>Total Capital:</b>		<b>\$5,835</b>	<b>\$18,567</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Debt</b>						
LONG TERM DEBT PRINCIPAL	60201-59100	\$1,167,208	\$1,111,682	\$1,202,054	\$1,301,813	8.3%
LONG TERM DEBT INTEREST	60201-59150	\$509,953	\$532,754	\$553,364	\$771,060	39.3%
SHORT TERM DEBT INTEREST	60201-59155	\$28,291	\$7,055	\$50,000	\$50,000	0%
DEBT ISSUANCE COSTS	60201-59160	\$136,772	\$18,211	\$15,000	\$15,000	0%
ALLOCATION TO GEN FUND	60201-59602	\$930,441	\$845,253	\$659,578	\$609,434	-7.6%
<b>Total Debt:</b>		<b>\$2,772,666</b>	<b>\$2,514,955</b>	<b>\$2,479,996</b>	<b>\$2,747,307</b>	<b>10.8%</b>
<b>Total Expense Objects:</b>		<b>\$5,207,250</b>	<b>\$5,442,875</b>	<b>\$5,216,417</b>	<b>\$6,199,738</b>	<b>18.9%</b>



## Line Item Description

### 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)
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

Account	Account Name	Description
55801	Contractual Allowances	The following employee reimbursements are paid from this line item: license renewals, work boots, safety glasses, training expenses, and required continuing education classes
52100	Utilities	Utility costs for the water treatment plant and water lift stations including electric, natural gas, diesel fuel, propane gas, city cell phones and SCADA communication lines
52380	Taxes	Payment of real estate/personal property taxes and payments in lieu of taxes for the City's water transmission lines running through the Town of Dalton and the Water Treatment Plants and substations located in the Towns of Washington and Hinsdale. Pays for the Annual Safe Drinking Water Act Assessment fee to the MassDEP
52400	Maintenance	Hardware supplies and equipment used to run the water treatment plants and to maintain the water distribution system. Pays for vendors/contractors for maintenance work needed for the water system and contracted equipment/vehicle repairs
52000	Contractual Services	Services rendered by vendors hired on a contractual basis including but not limited to uniform service, water/sewer billing, water testing, backflow device testing, SCADA system support, trash collection, electrical repairs, fleet GPS systems, and beaver control
53027	Professional Services	Professional engineering services related to the public water system. Pays for annual contracted mowing of easements, traffic control, and training manuals for employees
54227	Supplies	Office supplies, work gloves, safety vests, rain suits, rubber boots, hard hats, work rags, electrical supplies, water testing equipment, lumber, annual maintenance and supplies for copier/fax/scanning machine, time cards, janitorial/sanitary supplies, mark-out paint, UPS shipping and medical supplies
55300	Chemicals	Chemicals used to treat the water at the water treatment plants





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

## Goal #1

### Workforce Development

- Introduce a robust training program
- Implement a formal performance evaluation process for all supervisors
- Create a trackable Key Performance Indicators platform

## Goal #2

### Protect, maintain, and improve our natural and built infrastructure

- Conduct improvements to both WTP's infrastructure
- Provide proactive water distribution system maintenance and upgrades

## Goal #3

### Strengthen working relationships

- Improve communication and community relations
- Work with community, state and federal partners to achieve shared goals



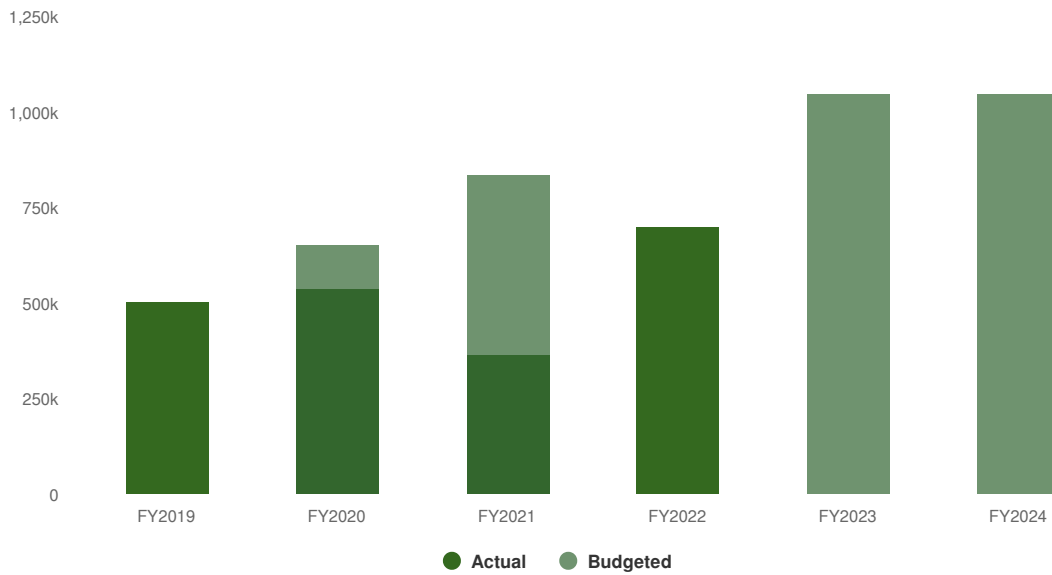
# Department of Public Utilities-Sewer

Ricardo Morales  
Commissioner

## Expenditures Summary

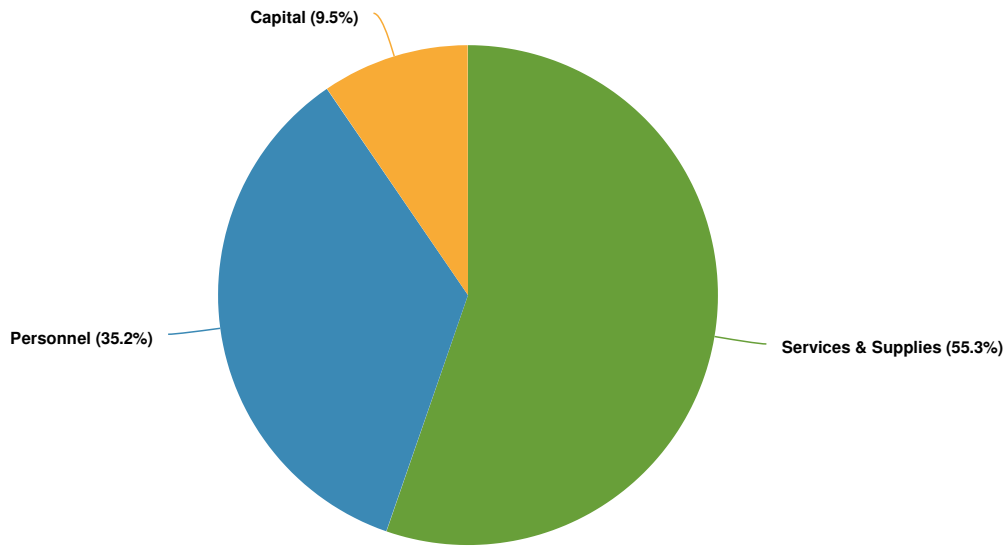
**\$1,048,896** **\$0**  
(0.00% vs. prior year)

Department of Public Utilities-Sewer Proposed and Historical Budget vs. Actual

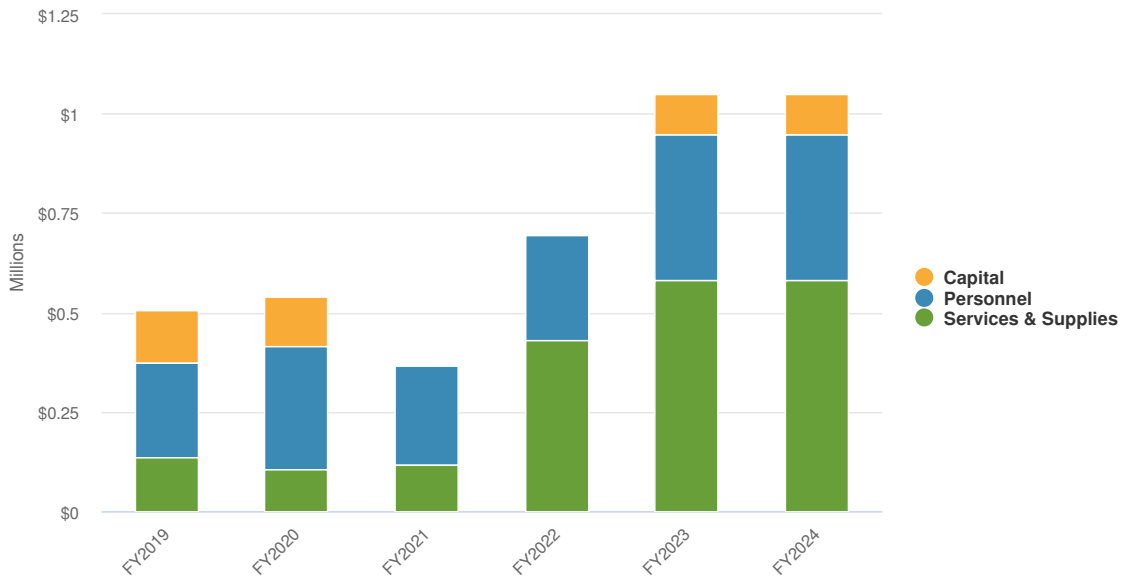


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							
Personnel							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
WORKING FOREMAN	61202-51087	\$51,562	\$56,495	\$58,413	\$62,969	7.8%	\$4,556
WTR/SWR MAINT PERSON	61202-51094	\$137,219	\$101,391	\$183,233	\$181,831	-0.8%	-\$1,402
WATER/SEWER LABORER	61202-51121	\$0	\$51,422	\$77,250	\$81,356	5.3%	\$4,106
SCHEDULED OVERTIME	61202-51309	\$58,837	\$57,468	\$50,000	\$50,000	0%	\$0
<b>Total Personnel:</b>		<b>\$247,618</b>	<b>\$266,775</b>	<b>\$368,896</b>	<b>\$376,156</b>	<b>2%</b>	<b>\$7,260</b>
<b>Services &amp; Supplies</b>							
CONTRACTUAL SERVICES	61202-52000	\$34,901	\$211,169	\$400,000	\$350,000	-12.5%	-\$50,000
UTILITIES	61202-52100	\$32,706	\$37,908	\$35,000	\$35,000	0%	\$0
MAINTENANCE	61202-52400	\$44,776	\$78,615	\$40,000	\$45,000	12.5%	\$5,000
STORMWATER SERVICES	61202-52405	\$4,566	\$100,000	\$100,000	\$80,000	-20%	-\$20,000
CONTRACTUAL ALLOWANCES	61202-55810	\$939	\$1,144	\$5,000	\$6,000	20%	\$1,000
<b>Total Services &amp; Supplies:</b>		<b>\$117,888</b>	<b>\$428,836</b>	<b>\$580,000</b>	<b>\$516,000</b>	<b>-11%</b>	<b>-\$64,000</b>
<b>Capital</b>							
MAINS/MANHOLE SUPPLIES	61202-58405	\$984	\$4,028	\$100,000	\$110,000	10%	\$10,000
<b>Total Capital:</b>		<b>\$984</b>	<b>\$4,028</b>	<b>\$100,000</b>	<b>\$110,000</b>	<b>10%</b>	<b>\$10,000</b>
<b>Total Expense Objects:</b>		<b>\$366,490</b>	<b>\$699,639</b>	<b>\$1,048,896</b>	<b>\$1,002,156</b>	<b>-4.5%</b>	<b>-\$46,740</b>



## Line Item Description

### 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



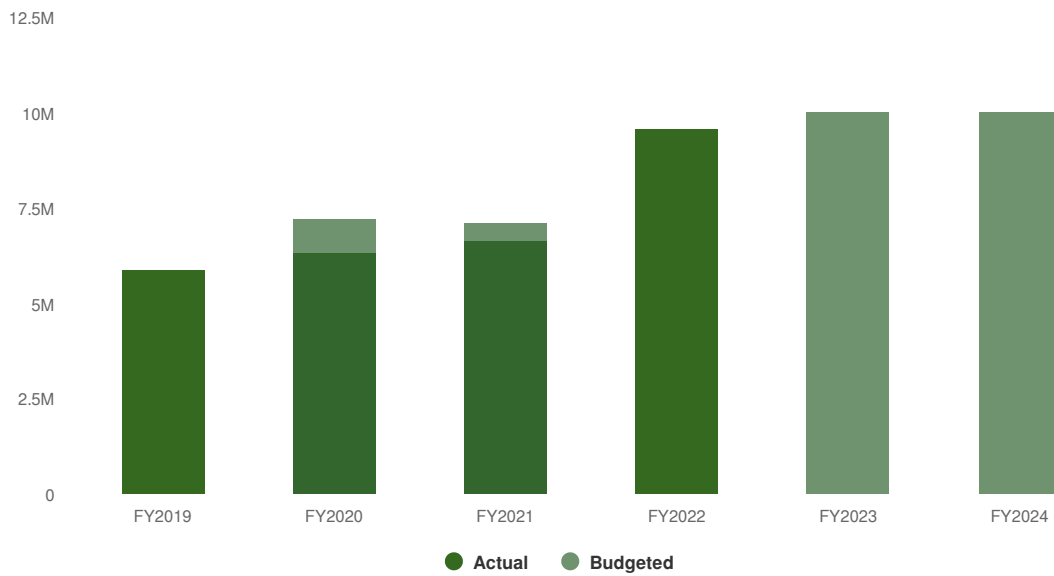
# Department of Public Utilities-Wastewater

Ricardo Morales  
Commissioner

## Expenditures Summary

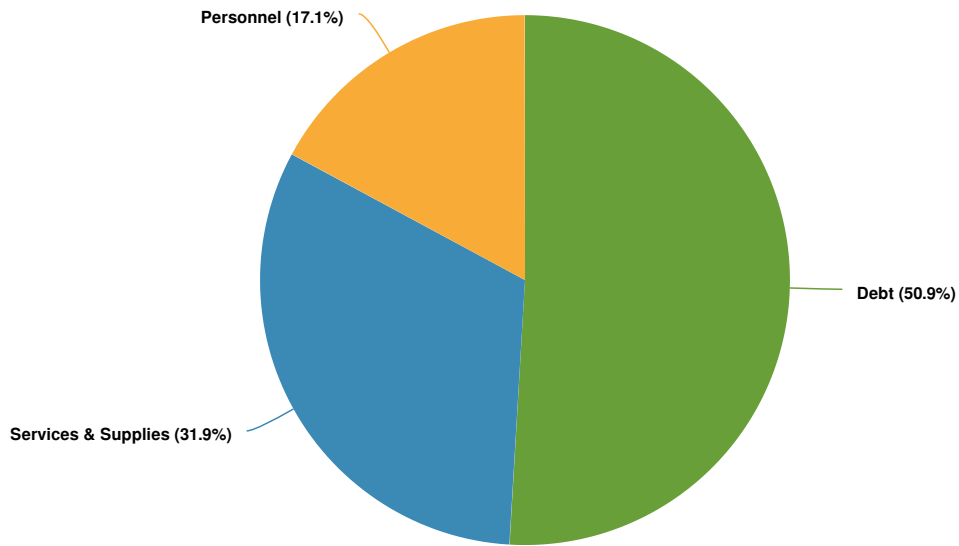
**\$10,024,817** **\$0**  
(0.00% vs. prior year)

Department of Public Utilities-Wastewater Proposed and Historical Budget vs. Actual

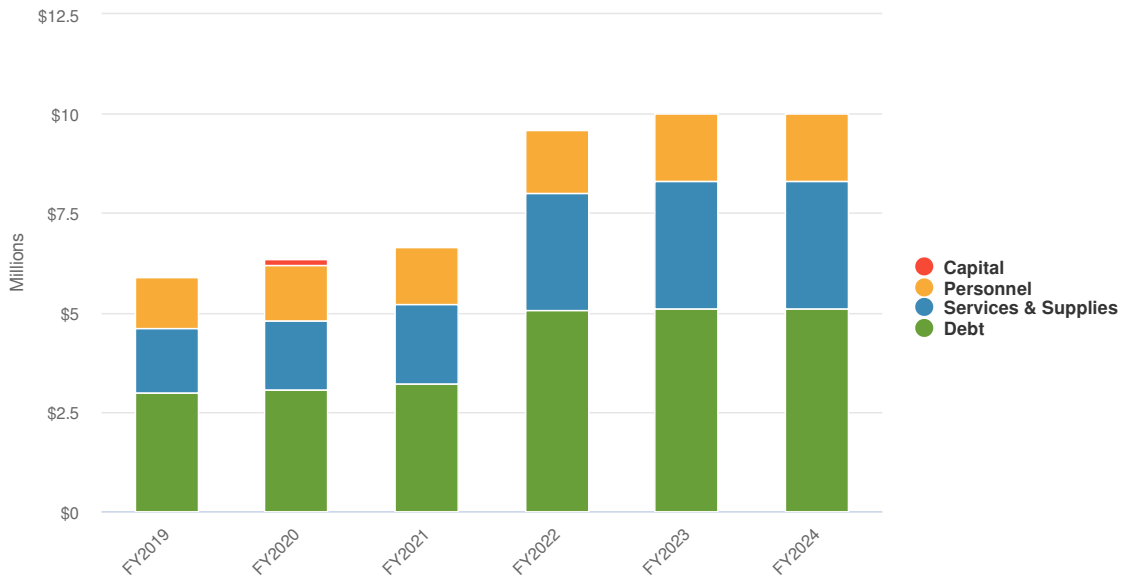


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
COMM OF PUBLIC UTILITIES	61203-51008	\$24,712	\$25,908	\$27,851	\$30,121	8.2%	\$2,270
CITY ENGINEER	61203-51040	\$0	\$22,050	\$23,704	\$22,182	-6.4%	-\$1,522
SEWER SUPERINTENDENT	61203-51048	\$72,760	\$73,847	\$78,158	\$84,254	7.8%	\$6,096
ADMINISTRATIVE ASSISTANT	61203-51081	\$9,171	\$21,907	\$22,136	\$27,135	22.6%	\$4,999
WORKING FOREMAN WMR	61203-51089	\$55,874	\$58,271	\$60,019	\$64,701	7.8%	\$4,682
SR CIVIL ENGINEER	61203-51090	\$32,875	\$33,368	\$34,369	\$37,050	7.8%	\$2,681
CHEMIST	61203-51091	\$65,751	\$66,737	\$68,739	\$74,100	7.8%	\$5,361
GIS COORDINATOR	61203-51095	\$32,875	\$33,368	\$34,369	\$37,050	7.8%	\$2,681
WATER MACH REPAIRMAN	61203-51097	\$177,653	\$185,674	\$193,846	\$189,181	-2.4%	-\$4,665
LAB TECHNICIAN	61203-51112	\$83,258	\$83,145	\$93,400	\$107,756	15.4%	\$14,356
CHIEF TPO	61203-51115	\$57,410	\$59,874	\$61,670	\$66,478	7.8%	\$4,808
BUSINESS MANAGER	61203-51118	\$0	\$8,668	\$21,126	\$22,681	7.4%	\$1,555
HEAD TPO	61203-51129	\$532,309	\$579,777	\$614,256	\$652,990	6.3%	\$38,734
TPO SHIFT	61203-51132	\$112,783	\$133,452	\$138,141	\$176,656	27.9%	\$38,515
HEAD TPO-FLOAT SHIFT	61203-51133	\$4,204	\$0	\$52,173	\$0	-100%	-\$52,173
ELECTRICIANS	61203-51182	\$57,410	\$59,874	\$61,670	\$61,670	0%	\$0
SEASONAL LABOR	61203-51201	\$4,108	\$0	\$30,000	\$30,000	0%	\$0
SCHEDULED OVERTIME	61203-51309	\$125,605	\$162,893	\$100,000	\$100,000	0%	\$0
<b>Total Personnel:</b>		<b>\$1,448,758</b>	<b>\$1,608,814</b>	<b>\$1,715,627</b>	<b>\$1,784,005</b>	<b>4%</b>	<b>\$68,378</b>
<b>Services &amp; Supplies</b>							
CONTRACTUAL SERVICES	61203-52000	\$93,017	\$72,132	\$90,000	\$80,000	-11.1%	-\$10,000
UTILITIES	61203-52100	\$642,498	\$835,758	\$1,200,000	\$1,200,000	0%	\$0
CHEMICAL PROCESS	61203-52395	\$251,894	\$438,491	\$600,000	\$1,000,000	66.7%	\$400,000
MAINTENANCE	61203-52400	\$192,829	\$286,209	\$300,000	\$330,000	10%	\$30,000





Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
SLUDGE HANDLING	61203-52903	\$626,737	\$887,119	\$812,000	\$1,000,000	23.2%	\$188,000
PROFESSIONAL SERVICES	61203-53027	\$165,197	\$372,422	\$150,000	\$180,000	20%	\$30,000
SUPPLIES	61203-54227	\$15,288	\$19,255	\$40,000	\$30,000	-25%	-\$10,000
CONTRACTUAL ALLOWANCES	61203-55810	\$7,106	\$10,279	\$10,000	\$16,200	62%	\$6,200
<b>Total Services &amp; Supplies:</b>		<b>\$1,994,565</b>	<b>\$2,921,664</b>	<b>\$3,202,000</b>	<b>\$3,836,200</b>	<b>19.8%</b>	<b>\$634,200</b>
<b>Capital</b>							
ACQUISITION OF EQUIPMNT	61203-58550	\$0	\$6,663	\$0	\$0	0%	\$0
<b>Total Capital:</b>		<b>\$0</b>	<b>\$6,663</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>
<b>Debt</b>							
LONG TERM DEBT PRINCIPAL	61203-59100	\$1,198,215	\$2,692,464	\$3,132,722	\$3,444,505	10%	\$311,783
LONG TERM DEBT INTEREST	61203-59150	\$758,026	\$1,318,638	\$1,007,759	\$1,044,340	3.6%	\$36,581
SHORT TERM DEBT INTEREST	61203-59155	\$196,739	\$9,036	\$50,000	\$50,000	0%	\$0
DEBT ISSUANCE COSTS	61203-59160	\$42,670	\$52,261	\$10,000	\$15,000	50%	\$5,000
ALLOCATION TO GEN FUND	61203-59603	\$1,009,310	\$997,530	\$906,709	\$819,642	-9.6%	-\$87,067
<b>Total Debt:</b>		<b>\$3,204,960</b>	<b>\$5,069,929</b>	<b>\$5,107,190</b>	<b>\$5,373,487</b>	<b>5.2%</b>	<b>\$266,297</b>
<b>Total Expense Objects:</b>		<b>\$6,648,284</b>	<b>\$9,607,070</b>	<b>\$10,024,817</b>	<b>\$10,993,692</b>	<b>9.7%</b>	<b>\$968,875</b>



## Line Item Description

### Wastewater Division - Personnel

<i>Account</i>	<i>Account Name</i>	<i>Description</i>
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
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
59100	Maturing Debt	Debt principal payment for Wastewater Enterprise projects



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

## Goal #1

Workforce Development

- Introduce a robust training program
- Implement a formal performance evaluation process for all supervisors
- Create a trackable Key Performance Indicators platform

## Goal #2

Protect, maintain, and improve our natural and built infrastructure

- Closer attention to stormwater system to strengthen the resiliency of our community
- Conduct improvements to the WWTP infrastructure

## Goal #3

Strengthen working relationships

- Improve communication and community relations
- Work with community, state and federal partners to achieve shared goals



# Emergency Management

Thomas Sammons

Fire Chief

## 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.

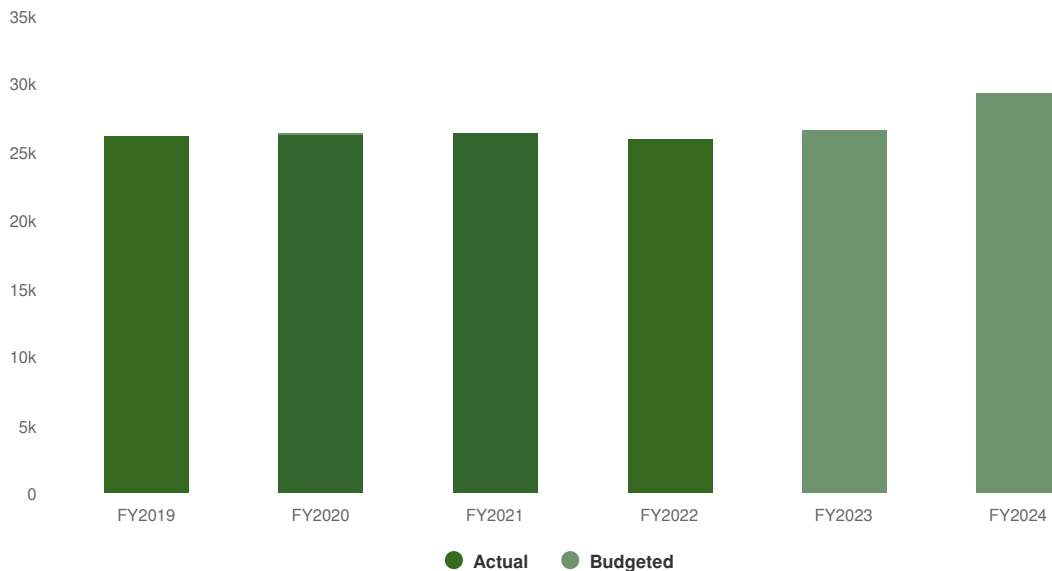
## New Spending and Programs

There is no new spending or programming in Emergency Management in fiscal year 2023.

## Expenditures Summary

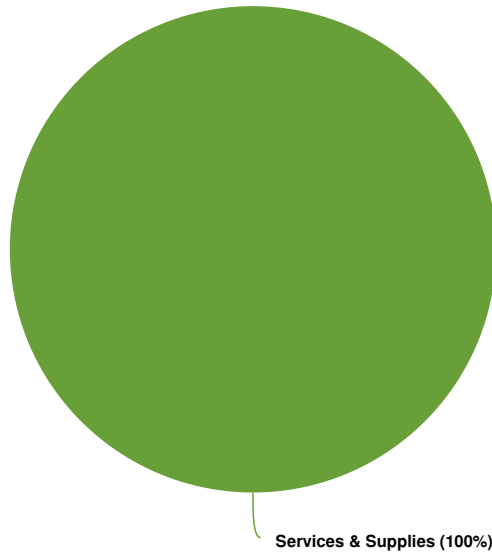
**\$29,402** **\$2,802**  
(10.53% vs. prior year)

### Emergency Management Proposed and Historical Budget vs. Actual

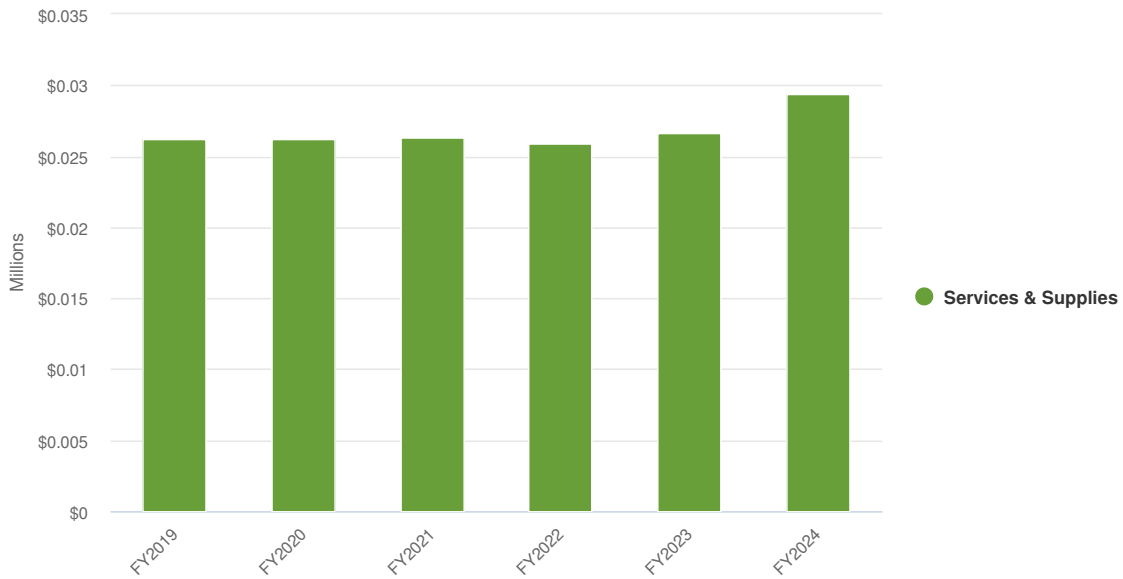


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>						
<b>Services &amp; Supplies</b>						



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Public Safety</b>						
CODERED	01027-53017	\$23,000	\$23,000	\$26,002	12.1%	\$2,802
EDUCATION & TRAINING	01027-53018	\$500	\$408	\$500	0%	\$0
SUPPLIES	01027-54227	\$100	\$86	\$100	0%	\$0
EMERGENCY OPERATING CTR	01027-57809	\$2,768	\$2,461	\$2,800	0%	\$0
<b>Total Public Safety:</b>		<b>\$26,368</b>	<b>\$25,955</b>	<b>\$29,402</b>	<b>10.5%</b>	<b>\$2,802</b>
<b>Total Services &amp; Supplies:</b>		<b>\$26,368</b>	<b>\$25,955</b>	<b>\$29,402</b>	<b>10.5%</b>	<b>\$2,802</b>
<b>Total Expense Objects:</b>		<b>\$26,368</b>	<b>\$25,955</b>	<b>\$29,402</b>	<b>10.5%</b>	<b>\$2,802</b>

## Line Item Description

### 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



# Finance & Administration

Matthew M. Kerwood  
Finance Director/Treasurer

## 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.

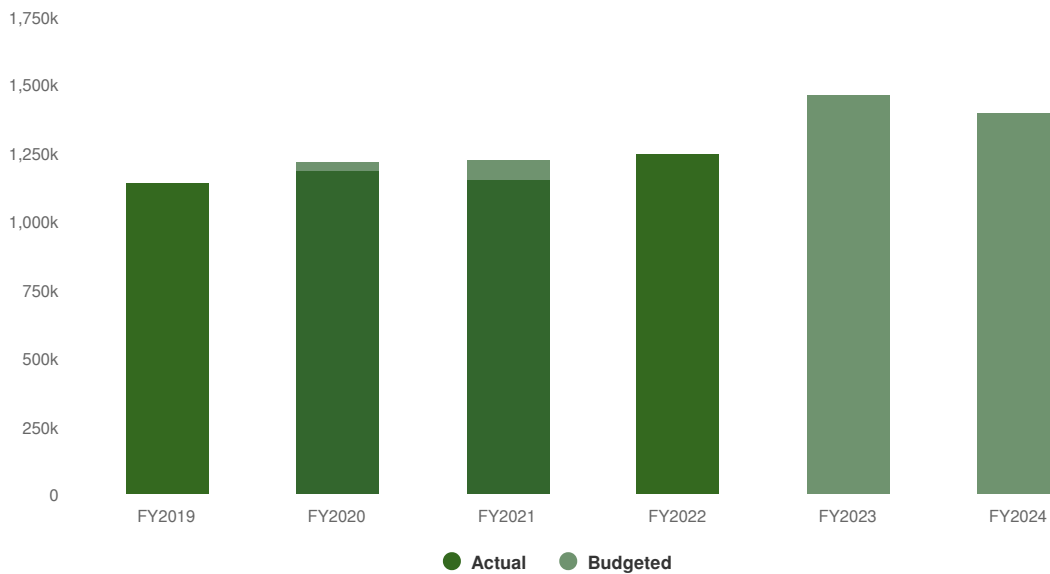
## New Spending and Programs

There are no new programs for fiscal year 2024.

## Expenditures Summary

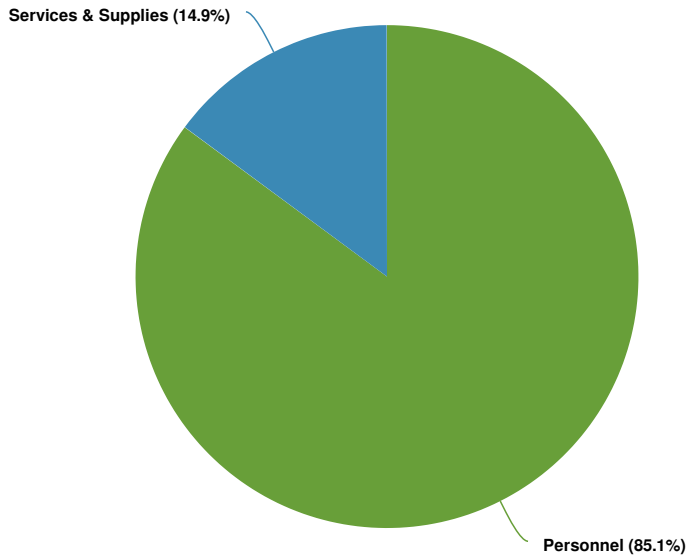
**\$1,398,540** **-\$63,667**  
(-4.35% vs. prior year)

Finance & Administration Proposed and Historical Budget vs. Actual

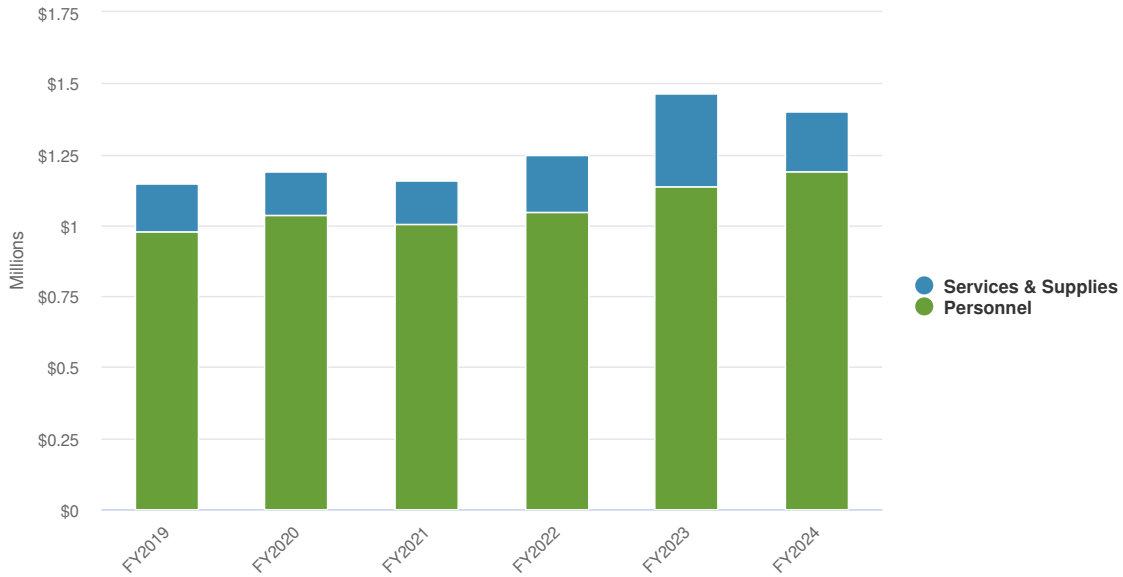


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							





Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Personnel</b>							
<b>General Government</b>							
CITY ACCOUNTANT	01121-51033	\$70,649	\$73,143	\$78,628	\$79,104	0.6%	\$476
ADMIN ASSISTANT	01121-51050	\$22,788	\$32,796	\$35,189	\$35,485	0.8%	\$296
ASSESSOR	01121-51054	\$163,916	\$71,050	\$76,379	\$73,331	-4%	-\$3,048
TREASURER	01121-51055	\$95,448	\$98,818	\$106,229	\$114,329	7.6%	\$8,100
TAX COLLECTOR	01121-51056	\$69,963	\$72,078	\$77,484	\$83,792	8.1%	\$6,308
ASSISTANT TREASURER	01121-51060	\$47,909	\$49,964	\$52,109	\$55,477	6.5%	\$3,368
ASSISTANT TAX COLLECTOR	01121-51062	\$46,143	\$43,627	\$45,499	\$48,440	6.5%	\$2,941
PURCHASING AGENT	01121-51063	\$71,361	\$73,518	\$79,032	\$85,473	8.1%	\$6,441
DEPUTY PURCHASING AGENT	01121-51068	\$40,018	\$44,579	\$47,922	\$50,126	4.6%	\$2,204
HEAD CLERK	01121-51085	\$35,096	\$26,637	\$33,331	\$39,552	18.7%	\$6,221
ACCT CLERK-ASSESSOR	01121-51086	\$37,236	\$43,627	\$45,499	\$48,440	6.5%	\$2,941
CHIEF ASSESSOR	01121-51107	\$0	\$84,478	\$89,252	\$91,785	2.8%	\$2,533
BUYER	01121-51109	\$31,564	\$37,470	\$39,595	\$41,412	4.6%	\$1,817
PAYROLL SPECIALIST	01121-51143	\$39,909	\$36,116	\$43,408	\$41,461	-4.5%	-\$1,947
ASSISTANT ACCOUNTANT	01121-51144	\$50,580	\$51,338	\$52,109	\$55,477	6.5%	\$3,368
BENEFITS ANALYST	01121-51146	\$44,484	\$54,346	\$52,109	\$57,002	9.4%	\$4,893
ADMINISTRATIVE CLERK-TAX	01121-51148	\$57,408	\$55,621	\$68,177	\$72,921	7%	\$4,744
ACCOUNTS PAYABLE SPECIALIST	01121-51155	\$50,532	\$51,717	\$78,475	\$82,398	5%	\$3,923
ADMINISTRATIVE CLERK-TREASURERS	01121-51161	\$29,154	\$32,713	\$36,157	\$34,535	-4.5%	-\$1,622
TEMPORARY LABOR	01121-51205	\$0	\$11,896	\$0	\$0	0%	\$0
<b>Total General Government:</b>		<b>\$1,004,157</b>	<b>\$1,045,530</b>	<b>\$1,136,583</b>	<b>\$1,190,540</b>	<b>4.7%</b>	<b>\$53,957</b>
<b>Total Personnel:</b>		<b>\$1,004,157</b>	<b>\$1,045,530</b>	<b>\$1,136,583</b>	<b>\$1,190,540</b>	<b>4.7%</b>	<b>\$53,957</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
OFFICE EQUIPMENT MAINTENANCE	01121-52404	\$14,217	\$14,903	\$20,000	\$20,000	0%	\$0



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
TAX COLLECTION SERVICES	01121-53000	\$61,744	\$73,131	\$65,000	\$70,000	7.7%	\$5,000
REVALUATION	01121-53025	\$53,454	\$89,997	\$212,624	\$90,000	-57.7%	-\$122,624
ADVERTISING/MARKETING	01121-53408	\$3,937	\$3,678	\$8,000	\$8,000	0%	\$0
SUPPLIES	01121-54227	\$20,060	\$22,302	\$20,000	\$20,000	0%	\$0
<b>Total General Government:</b>		<b>\$153,411</b>	<b>\$204,011</b>	<b>\$325,624</b>	<b>\$208,000</b>	<b>-36.1%</b>	<b>-\$117,624</b>
<b>Total Services &amp; Supplies:</b>		<b>\$153,411</b>	<b>\$204,011</b>	<b>\$325,624</b>	<b>\$208,000</b>	<b>-36.1%</b>	<b>-\$117,624</b>
<b>Total Expense Objects:</b>		<b>\$1,157,568</b>	<b>\$1,249,541</b>	<b>\$1,462,207</b>	<b>\$1,398,540</b>	<b>-4.4%</b>	<b>-\$63,667</b>



## Line Item Description

### Personnel

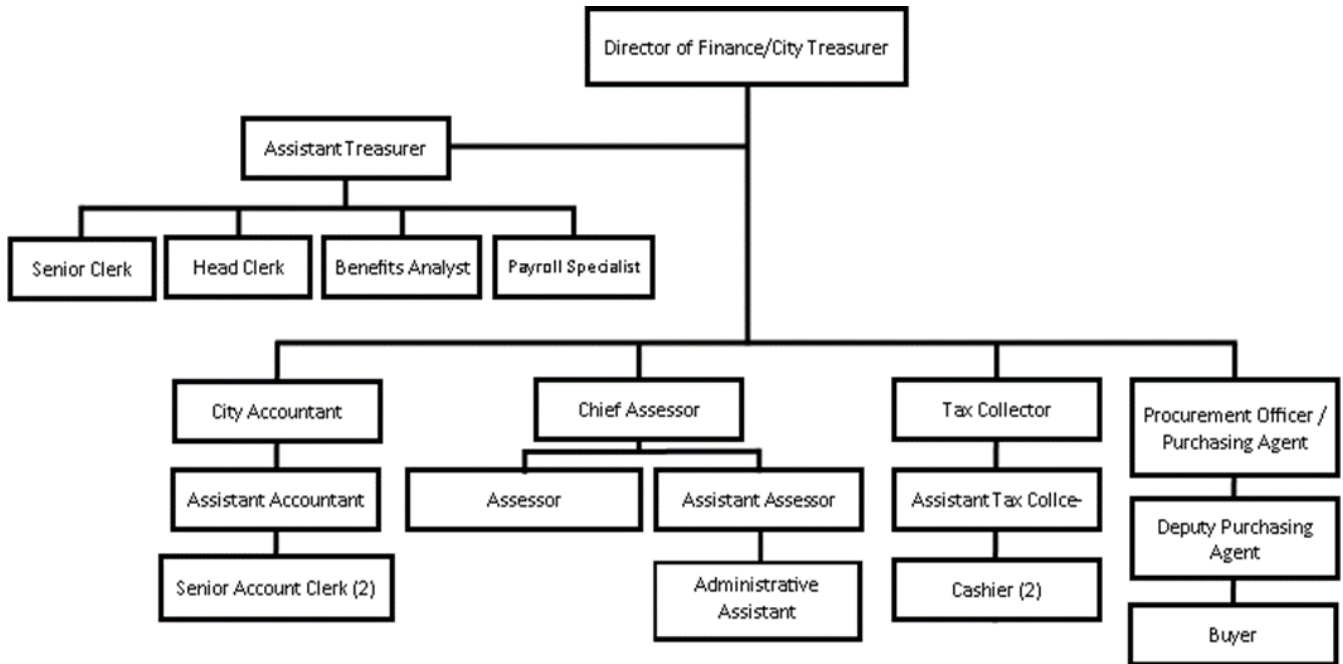
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51033	City Accountant	Salary account for the City Accountant
51050	Administrative Assistant	Salary account for the Administrative Assistant in the Assessor's Office
51054	Assessors	Salary account for the Assessor
51055	Treasurer	Salary account for the Finance Director/Treasurer
51056	Tax Collector	Salary account for the Tax Collector
51060	Assistant Treasurer	Salary account for the Assistant Treasurer
51062	Assistant Tax Collector	Salary account for the Assistant Tax Collector
51063	Purchasing Agent	Salary account for the Purchasing Agent
51068	Assistant Purchasing Agent	Salary account for the Assistant Purchasing Agent
51085	Head Clerk	Salary account for Head Clerk position in the Treasurer's Office
51086	Assistant Assessor	Salary account for the Assistant Assessor-former Head Clerk
51107	Chief Assessor	Salary account for the Chief Assessor
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	Assistant 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	Administrative Clerk-Tax	Salary account for the two cashier clerk positions within the Tax Collector's Office
51155	Accounts Payable Specialist	Salary account for the the two accounts payable specialist positions with the Accounting Office.
51161	Administrative Clerk-Treasurers	Salary account for the one clerk position within the Treasurer's 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



## Organizational Chart



### Goal #1: Diversify the City's Investment portfolio to maximize its investment revenue

Objective: Work with an investment advisor to expand the City's investment portfolio to increase interest earned revenue for both the General Fund and Stabilization Accounts

Performance Measure: A minimum of 3% growth in total investment interest revenue

### Goal #2: Maintain a Free Cash balance above \$8 million

Objective: Maintain a Free Cash balance of above \$8 million.

Performance Measure: The Department of Revenue will certify the City's Fiscal Year 2024 Free Cash amount above \$8 million.



# Fire Department

**Thomas Sammons**

Chief

## Mission Statement

The mission of the Pittsfield Fire department is to protect the 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. We also provide emergency medical services in cooperation with private ambulance services within our community on a 24-hour-a-day basis.

In addition, we provide inspection and code enforcement, plans review, issue permits, fire prevention, school fire safety, senior fire safety, fire drills, fire education, and perform remedial actions at hazardous incidents, maintaining High-Angle Rescue Teams, Trench Rescue and Confined Space Entry Rescue Teams, Dive Team and Fire Investigation Units, Hazardous Materials Emergency Response as well as provide mutual aid to our surrounding communities when requested.

## 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.

## New Spending and Programs

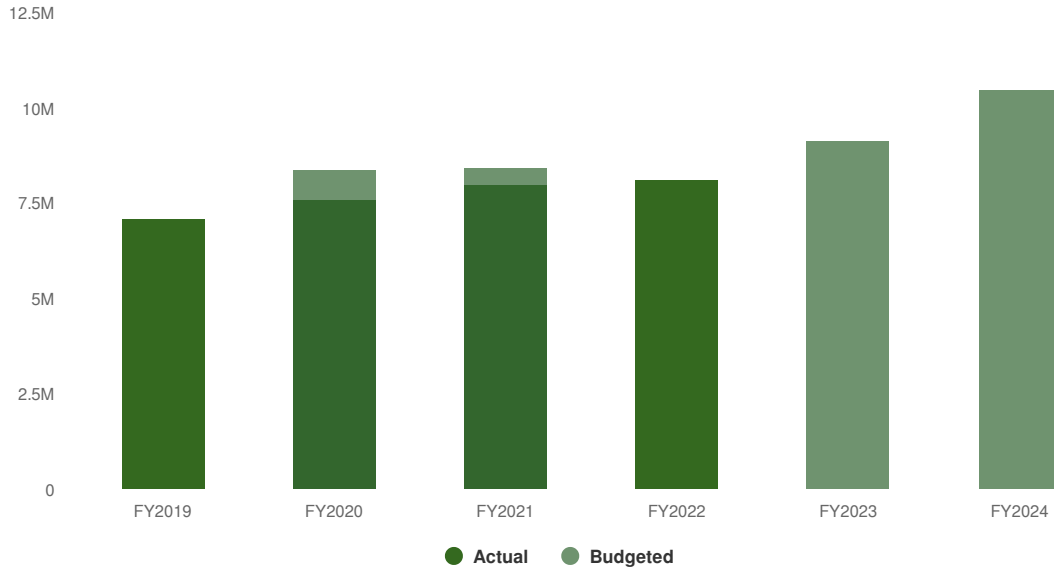
There is no new spending or programming in the Fire Department in fiscal year 2023.

## Expenditures Summary

**\$10,472,615**    **\$1,333,815**  
(14.60% vs. prior year)

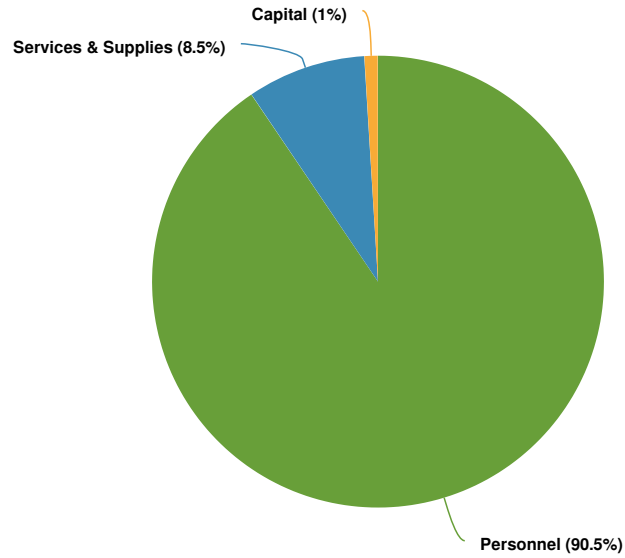


## Fire Department Proposed and Historical Budget vs. Actual

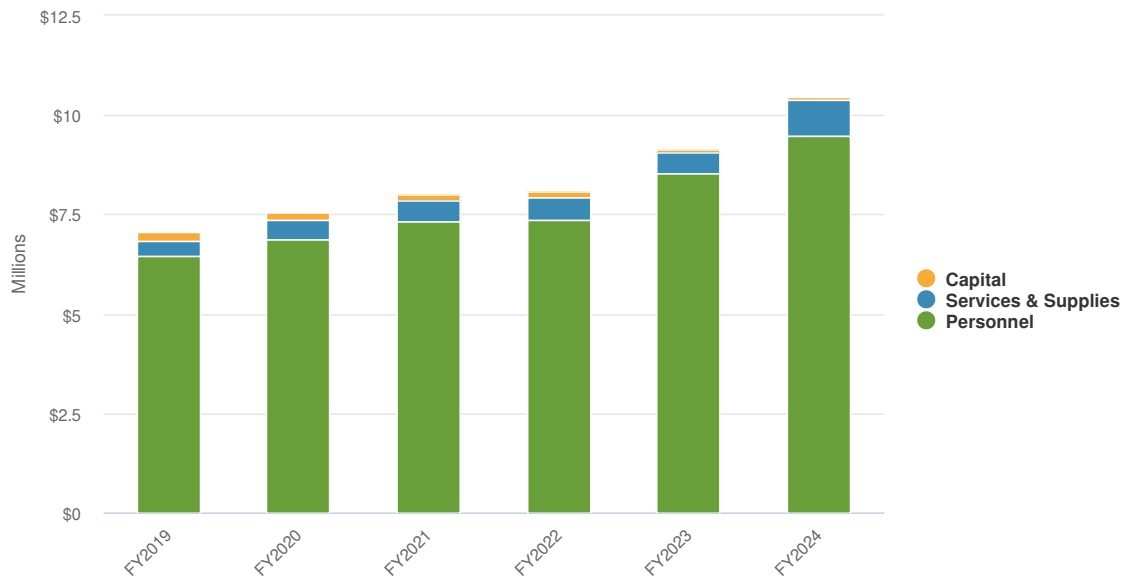


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>						
<b>Personnel</b>						
FIRE CHIEF	01180-51014	\$118,618	\$123,207	\$140,946	7.6%	\$9,985
DEPUTY FIRE CHIEF	01180-51028	\$428,973	\$435,472	\$503,000	10.5%	\$48,000
FIRE CAPTAINS	01180-51029	\$851,355	\$852,436	\$1,310,519	9.8%	\$117,000
FIRE LIEUTENANTS	01180-51036	\$1,198,725	\$1,165,172	\$1,452,000	9.2%	\$122,734
FIRE FIGHTERS	01180-51077	\$3,543,614	\$3,810,639	\$5,181,205	9.9%	\$465,102
HEAD CLERK	01180-51085	\$36,061	\$24,972	\$35,200	2.8%	\$953
MASTER MECHANIC	01180-51106	\$76,254	\$80,644	\$78,851	-2%	-\$1,646
PRINCIPAL CLERK	01180-51145	\$29,218	\$31,059	\$39,495	20.9%	\$6,841
OFFICE MANAGER	01180-51169	\$44,484	\$57,015	\$66,399	11.5%	\$6,846
EMERGENCY APPARATUS STAFFING	01180-51301	\$39,378	\$44,225	\$30,000	0%	\$0
EMERGENCY MANNING	01180-51303	\$960,333	\$714,102	\$625,000	38.9%	\$175,000
ASSUMING ADD'L RESPONSE	01180-51401	\$10,275	\$14,725	\$20,000	0%	\$0
<b>Total Personnel:</b>		<b>\$7,337,287</b>	<b>\$7,353,667</b>	<b>\$9,482,615</b>	<b>11.1%</b>	<b>\$950,815</b>



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Services &amp; Supplies</b>						
MAINTENANCE	01180-52400	\$14,522	\$17,205	\$18,000	20%	\$3,000
VEHICLE MAINTENANCE	01180-52500	\$249,010	\$278,569	\$250,000	8.7%	\$20,000
MEDICAL MAINTENANCE	01180-52505	\$13,135	\$14,064	\$17,000	0%	\$0
EDUCATION & TRAINING	01180-53018	\$23,586	\$21,260	\$300,000	1,100%	\$275,000
CONTRACTUAL SERVICES-COMMUN	01180-53400	\$49,093	\$43,213	\$55,000	0%	\$0
SPECIAL OPS TRAINING	01180-53801	\$39,011	\$77,877	\$115,000	187.5%	\$75,000
SUPPLIES	01180-54227	\$9,335	\$8,905	\$10,000	0%	\$0
UNIFORMS	01180-55000	\$124,060	\$116,308	\$125,000	0%	\$0
<b>Total Services &amp; Supplies:</b>		<b>\$521,752</b>	<b>\$577,401</b>	<b>\$890,000</b>	<b>72.1%</b>	<b>\$373,000</b>
<b>Capital</b>						
EQUIPMENT	01180-58500	\$86,719	\$79,310	\$50,000	11.1%	\$5,000
EQUIPMENT REPLACEMENT	01180-58502	\$51,665	\$67,587	\$50,000	11.1%	\$5,000
<b>Total Capital:</b>		<b>\$138,383</b>	<b>\$146,898</b>	<b>\$100,000</b>	<b>11.1%</b>	<b>\$10,000</b>
<b>Total Expense Objects:</b>		<b>\$7,997,423</b>	<b>\$8,077,966</b>	<b>\$10,472,615</b>	<b>14.6%</b>	<b>\$1,333,815</b>





## Line item Description

### Personnel

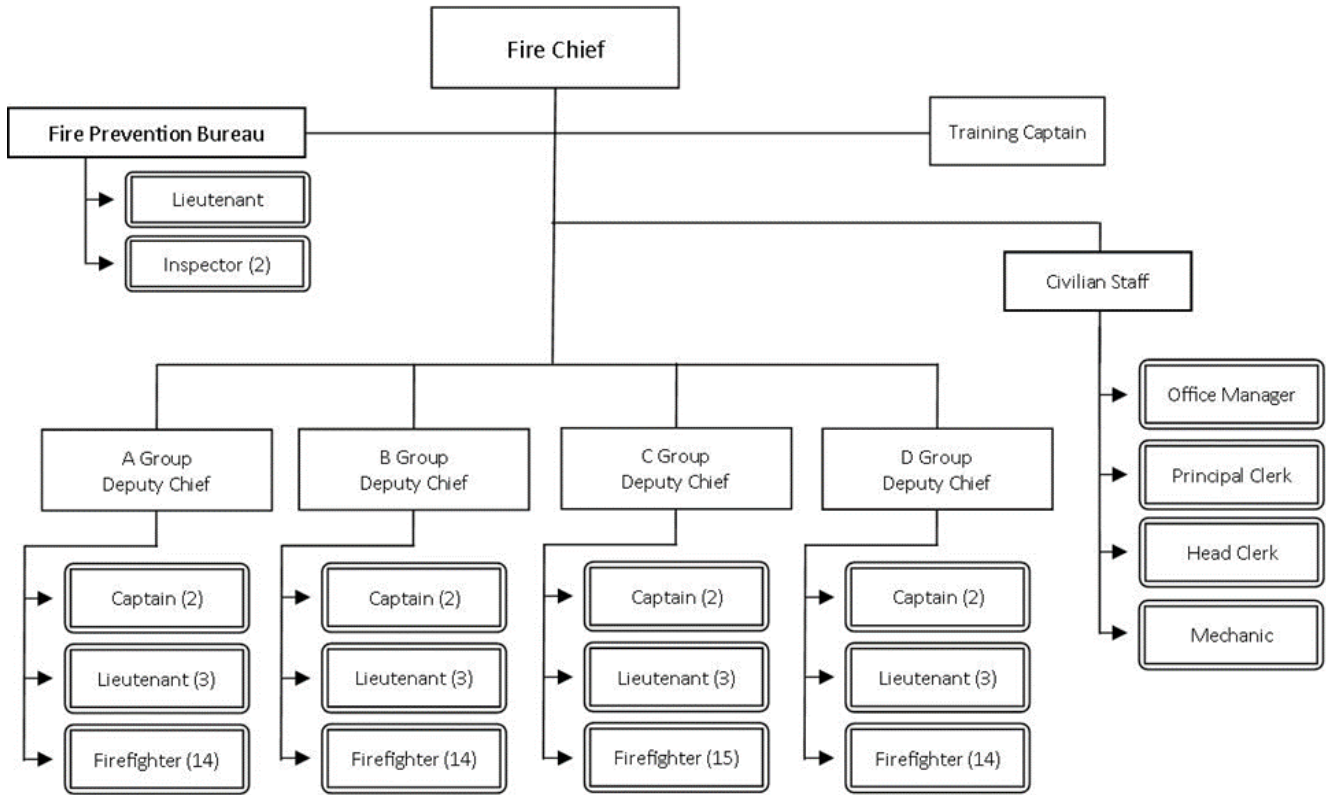
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51014	Fire Chief	Salary account for the Fire Chief
51028	Deputy Fire Chiefs	Salary account for the Deputy Fire Chiefs
51029	Fire Captains	Salary account for the Fire Captains
51036	Fire Lieutenants	Salary account for the Fire Lieutenants
51077	Fire 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	Sr. Financial Office Manager	Salary account for the Sr. Financial 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 on greater alarm fires
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 throughout the year for the Fire Chief, Fire Investigation Unit, Technical Rescue Team and a contractual health club reimbursement of \$200 per employee, fitness stipend \$1500 per employee, tuition reimbursement \$2000 per employee.
53801	Special Operations Training	Supplies and expenses for the Arson Investigation team, the Technical Rescue, and the Dive Team. Mandatory annual training to maintain certification required for each member.
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.



## Organizational Chart



### Goal #1: Renovation updates for all (5) fire houses

**Objective:** To repair/replace all existing problems at all of the fire stations.

**Performance Measure:** To have a plan in effect that will cover all repairs necessary and a timeline in force addressing all the issues.

### Goal #2: Continuing Education for all members of the Pittsfield Fire Department

**Objective:** To provide every employee with the necessary and sometimes mandated continuing education to keep our members up to date with the constant changes within the fire services.

**Performance Measure:** To continue the license and certifications required for all employees.

### Goal #3: Vehicle Maintenance Plan

**Objective:** To continue with the current plan of upgrading our aging fleet

**Performance Measure:** To have our fleet evaluated and continue to have a plan in force to be able to obtain quotes necessary to repair/order new vehicles as necessary.



## **Goal #4: Maintain Health & Safety for All Members**

**Objective:** Cancer is one of the #1 fact firefighters face every day while doing their job. Preventive care is essential, we need to continue to provide the educational, and equipment needed to protect our members. Continue to promote health/Wellness initiatives.

**Performance Measure:** Cancer Screenings done annually.



# Health Department

**Andy Cambi**

Director

## 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

## New Spending and Program

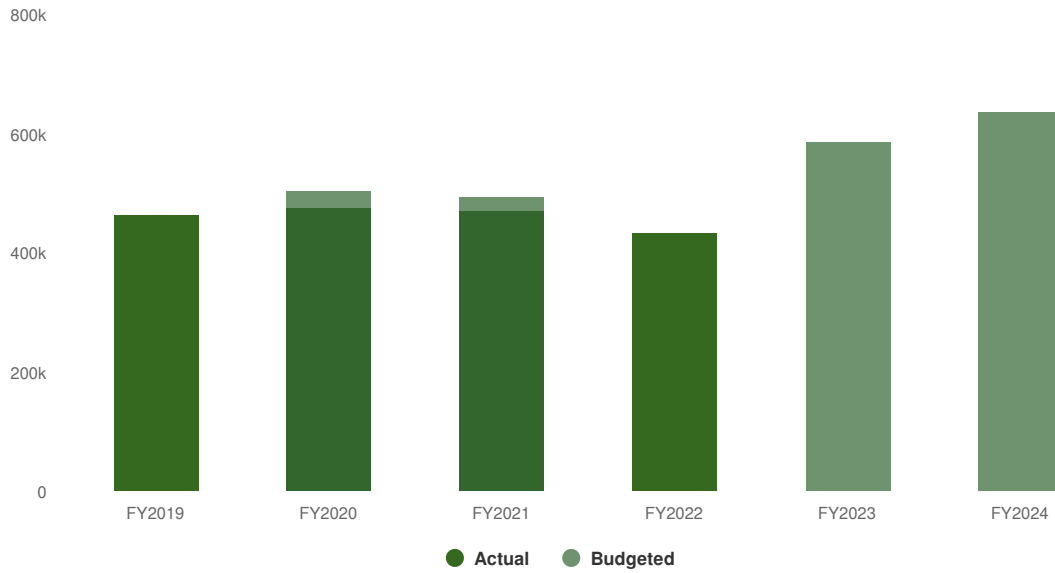
The fiscal year 2023 budget includes a new position of a licensed social worker to assist in the city's efforts to address mental health issues.

## Expenditures Summary

**\$635,511**    **\$48,939**  
(8.34% vs. prior year)

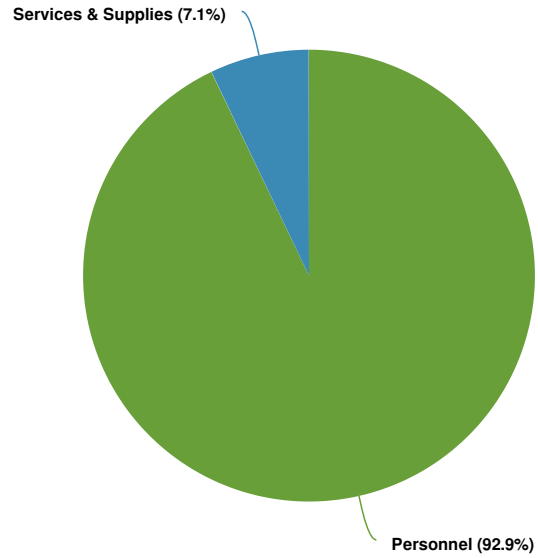


## Health Department Proposed and Historical Budget vs. Actual

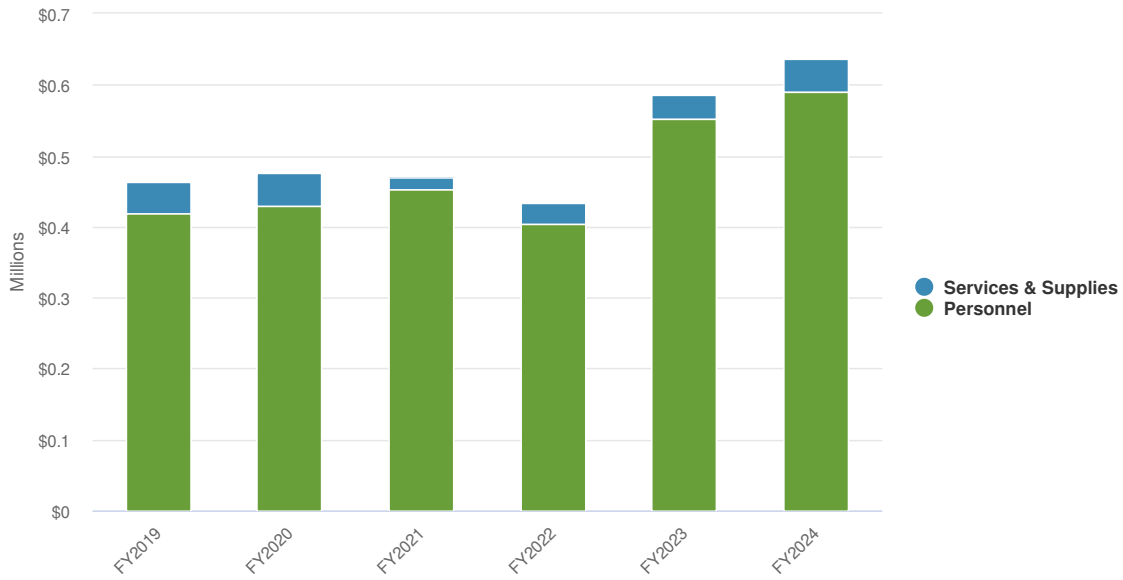


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Expense Objects</b>					
<b>Personnel</b>					
BOH DIRECTOR	01024-51003	\$75,663	\$91,051	\$90,128	7.6%
SENIOR SANITARIAN	01024-51038	\$53,939	\$40,187	\$64,701	23.5%
ANIMAL INSPECTOR	01024-51043	\$4,500	\$4,500	\$4,500	0%
SANITARIANS	01024-51052	\$94,410	\$75,357	\$98,646	5.2%
SR CODE ENFORCEMENT INSPECTOR	01024-51053	\$48,863	\$35,495	\$52,188	6.5%
NUISANCE CONTROL OFFICER	01024-51071	\$37,802	\$33,356	\$39,273	3.6%
OFFICE MANAGER	01024-51085	\$36,805	\$41,622	\$46,215	6.5%
LICENSED SOCIAL WORKER	01024-51119	\$0	\$0	\$76,952	N/A
PUBLIC HEALTH NURSE	01024-51124	\$70,064	\$47,667	\$80,823	4.5%
ADMINISTRATIVE ASSISTANT	01024-51148	\$28,441	\$32,802	\$35,485	3.6%
BD OF HEALTH CLERK	01024-51186	\$1,500	\$1,500	\$1,500	0%
<b>Total Personnel:</b>		<b>\$451,986</b>	<b>\$403,537</b>	<b>\$590,411</b>	<b>6.8%</b>
<b>Services &amp; Supplies</b>					
CONTRACTUAL SERVICES	01024-52000	\$450	\$4,650	\$3,000	0%
TELEPHONE	01024-52300	\$1,470	\$1,443	\$2,400	60%



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
OFFICE EQUIPMENT MAINTENANCE	01024-52404	\$2,519	\$2,576	\$6,500	116.7%
EDUCATION & TRAINING	01024-53018	\$1,495	\$3,668	\$4,500	12.5%
NUISANCE ABATEMENT	01024-53021	\$0	\$5,475	\$4,000	-20%
CODE ENFORCEMENT	01024-53080	\$459	\$461	\$3,500	40%
MEDICAL SUPPLIES	01024-54205	\$7,571	\$7,697	\$15,000	66.7%
WATER TESTING	01024-54220	\$1,000	\$958	\$2,000	0%
SUPPLIES	01024-54227	\$1,278	\$1,777	\$2,500	25%
UNIFORMS	01024-55000	\$1,307	\$1,551	\$1,700	0%
<b>Total Services &amp; Supplies:</b>		<b>\$17,549</b>	<b>\$30,256</b>	<b>\$45,100</b>	<b>33.8%</b>
<b>Total Expense Objects:</b>		<b>\$469,536</b>	<b>\$433,793</b>	<b>\$635,511</b>	<b>8.3%</b>



## Line Item Description

### Personnel

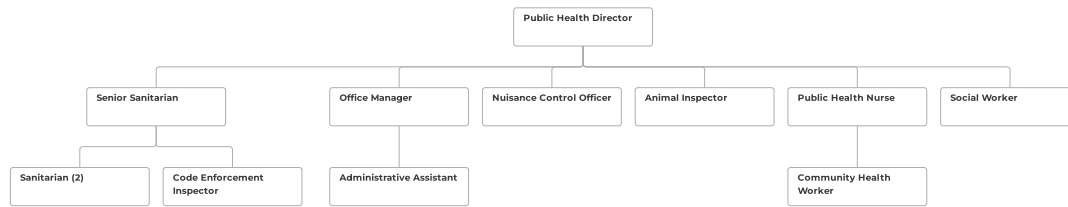
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51003	Director of Public Health	Salary account for the Director of Public Health
51038	Senior Sanitarian	Salary account for the full time senior sanitarian
51043	Animal Inspector	Salary account for the part time animal inspector at the Police Department
51052	Sanitarians	Salary account for the two full time sanitarians
51053	Code Enforcement Inspector	Salary account for the full time code enforcement inspector
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
51184	Licensed Social Worker	Salary account for the full-time licensed social worker
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
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







## Goal #1: Expand our public health nursing program to improve the quality of life of the City of Pittsfield Residents

Objective: The Health department will use our new positions of social worker and community health worker to work with our public health nurse to expand our public health nursing program and offer outreach to the community

Performance Measure: The Health department will implement wellness clinics and increase our flu vaccine budget to buy flu vaccine to provide protection for our residents as well. Before, it was only employees and first responders, but with the state free software program of “Color”, registration and billing can be implemented and assist in making this a smooth process of getting reimbursed and becoming sustainable.

## Goal #2 The Health Department will create and build our human service division

Objective: The Health department will use our new positions of social worker and community health worker to work with our public health nurse to provide human services to our residents. Such as referrals to resources. Assisting housing insecurities and substance abuse.

Performance Measures: The Health Department will purchase software to document case management as our human services division interacts with the community. The software will provide data to review impact.

## Goal #3 The Health Department will continue to strengthen code enforcement division by promoting enforcement on abandoned and vacant properties



Objective: Bringing vacant and abandoned properties that have no viability to the Board of Health to approve the order to demolish

Performance Measures: Code Enforcement developed an inventory checklist of the conditions of vacant properties and attends monthly meetings. At the end of the year we will check how many properties have brought for demolition.



## Human Resources



Michael Taylor  
Director

### 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, Human Resources.

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.

### New Spending and Programs

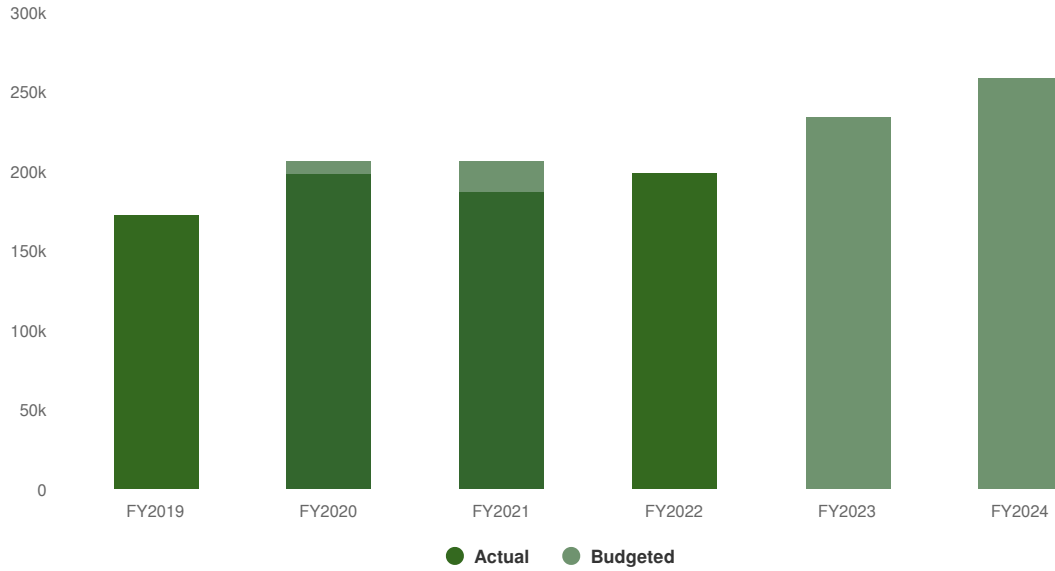
There are no new spending or programs proposed for fiscal year 2024.

## Expenditures Summary

**\$258,211**    **\$24,163**  
(10.32% vs. prior year)

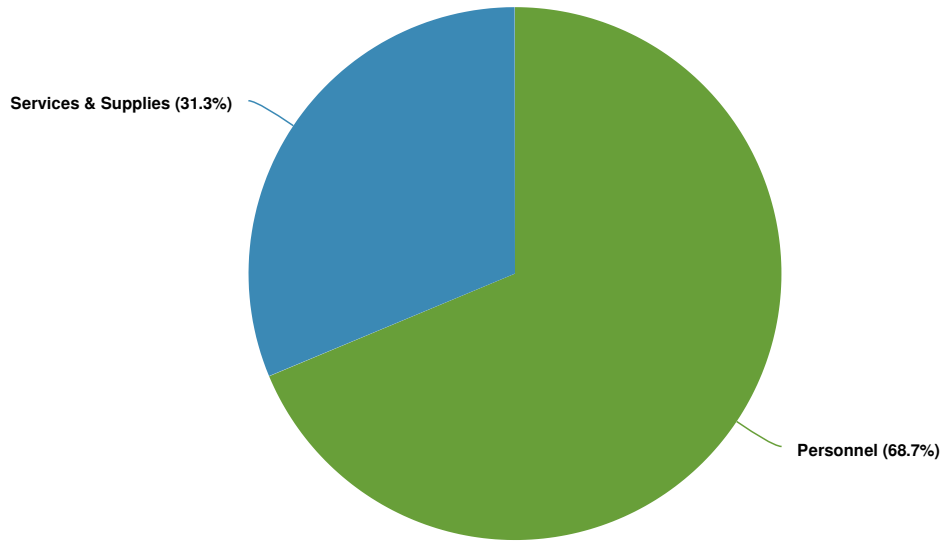


## Human Resources Proposed and Historical Budget vs. Actual

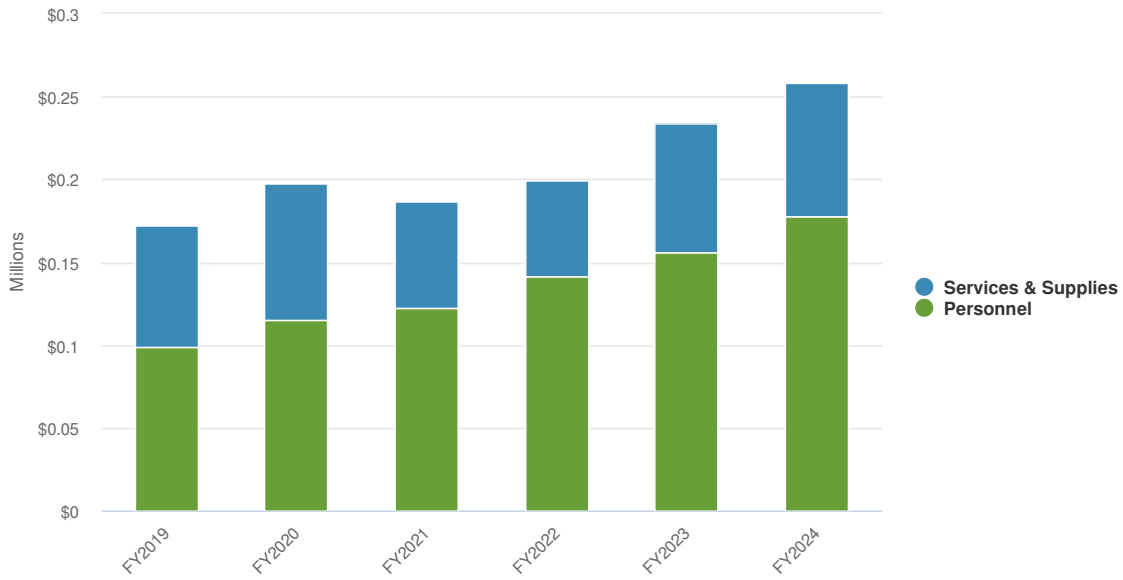


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>General Government</b>							
DIRECTOR OF PERSONNEL	01111-51025	\$75,814	\$90,430	\$97,212	\$105,135	8.2%	\$7,923
PERSONNEL TECHNICIAN	01111-51039	\$45,090	\$48,452	\$52,086	\$56,126	7.8%	\$4,040
STIPEND - LANGUAGE PROF	01111-51910	\$1,750	\$2,450	\$6,500	\$16,200	149.2%	\$9,700
<b>Total General Government:</b>		<b>\$122,654</b>	<b>\$141,332</b>	<b>\$155,798</b>	<b>\$177,461</b>	<b>13.9%</b>	<b>\$21,663</b>
<b>Total Personnel:</b>		<b>\$122,654</b>	<b>\$141,332</b>	<b>\$155,798</b>	<b>\$177,461</b>	<b>13.9%</b>	<b>\$21,663</b>
<b>Services &amp; Supplies</b>							
<b>General Government</b>							
MEDICAL SERVICES	01111-53010	\$23,966	\$22,087	\$30,000	\$30,000	0%	\$0
EDUCATION & TRAINING	01111-53018	\$11,703	\$9,725	\$15,000	\$15,000	0%	\$0
ONLINE APPLICATION PROGRAM	01111-53050	\$5,200	\$6,400	\$9,750	\$9,750	0%	\$0
ASSESSMENT CENTERS	01111-53175	\$14,286	\$5,506	\$15,000	\$15,000	0%	\$0
RECRUITMENT & RETENTION	01111-53408	\$3,593	\$5,835	\$5,000	\$7,500	50%	\$2,500



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
SUPPLIES	01111-54227	\$2,650	\$3,226	\$3,500	\$3,500	0%	\$0
WORKFORCE DIVERSITY EXPENSES	01111-57725	\$3,037	\$4,997	\$0	\$0	0%	\$0
<b>Total General Government:</b>		<b>\$64,434</b>	<b>\$57,775</b>	<b>\$78,250</b>	<b>\$80,750</b>	<b>3.2%</b>	<b>\$2,500</b>
<b>Total Services &amp; Supplies:</b>		<b>\$64,434</b>	<b>\$57,775</b>	<b>\$78,250</b>	<b>\$80,750</b>	<b>3.2%</b>	<b>\$2,500</b>
<b>Total Expense Objects:</b>		<b>\$187,088</b>	<b>\$199,108</b>	<b>\$234,048</b>	<b>\$258,211</b>	<b>10.3%</b>	<b>\$24,163</b>

## Line Item Description

### Personnel

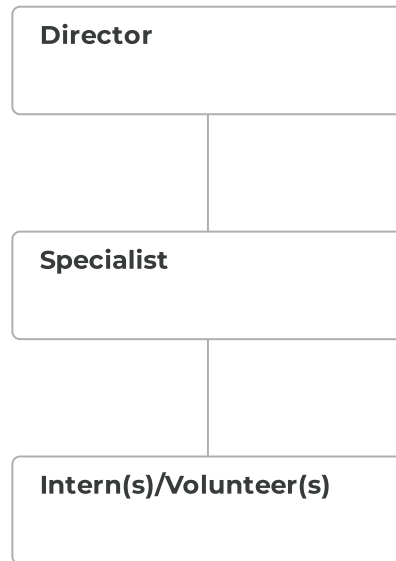
Account	Account Name	Description
51025	Director of Human Resources	Salary for the Director of Human Resources
51039	Human Resources Specialist	Salary for the Human Resources Specialist

### Expenses

Account	Account Name	Description
53018	Professional Development	Any training provided to employees as requested by Human Resources 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
53408	Advertising/Marketing	Costs associated with career fairs & job advertising
57725	Diversity & Inclusion	Costs associated with increasing workforce diversity and inclusion
54227	Supplies	Copier lease and annual supply collaborative
53175	Assessment Center	Costs associated with utilizing an assessment center for civil service promotional exams for Police and Fire personnel



## Organizational Chart



### Goal #1: Streamline policy compliance and onboarding processes

Objective: HR works with Keldair for Applicant Tracking, and intends to integrate the company's Onboarding features. This will allow us to collect information from new hires and process forms electronically, using e-signatures, and reducing paper significantly. This may also be helpful if we are ever in a situation where we are required to conduct work remotely, as it will not hinder our ability to properly and efficiently onboard new employees.

Performance measures: This new method will be implemented beginning in the new fiscal year. Reduce paper use in department up to 50%.

### Goal #2: Complete implementation of ExecuTime

Objective: ExecuTime, more commonly referred to as "Time and Attendance", will help streamline payroll and human resources processes. It shall offer employees self-service functionalities, and allow managers to closely manage overtime, job costing, and labor data to reduce expenses. ExecuTime aims to increase productivity while reducing errors. It will also help the Human Resources Department with benefits accrual tracking.

Performance measures: Continue working with Tyler Technology on implementation strategies, and slowly roll out ExecuTime in two phases: Phase #1 City Hall employees and Phase #2 Public Safety Employees.

### Goal #3: Digitize personnel records



Objective: Having to rely on physical files was a huge obstacle during the pandemic when working remotely. Moving our files to a digital platform will not only reduce paper, it will provide HR access to these files no matter where we are working from, as well as make responses to records request quick and efficient.

Performance measures: Will aid in paper reduction and increased workflow processes and productivity.





# Information Technology

Kevin Zawistowski

Director

## Mission Statement

To ensure that information technology and infrastructure used to sustain city government and interface with the community is secure, trustworthy and available to all when needed.

## Department Description

The Information Technology (IT) Department manages public safety applications and equipment, the city website, mobile applications, desktop applications, accounting and ERP software, hardware, and infrastructure projects critical to the efficient operation of city government. The IT Department maintains a fully staffed helpdesk ready to support all city-owned IT assets. The department is committed to cybersecurity and digital equity, continuously seeking innovative solutions to the dynamic landscape of the digital world.

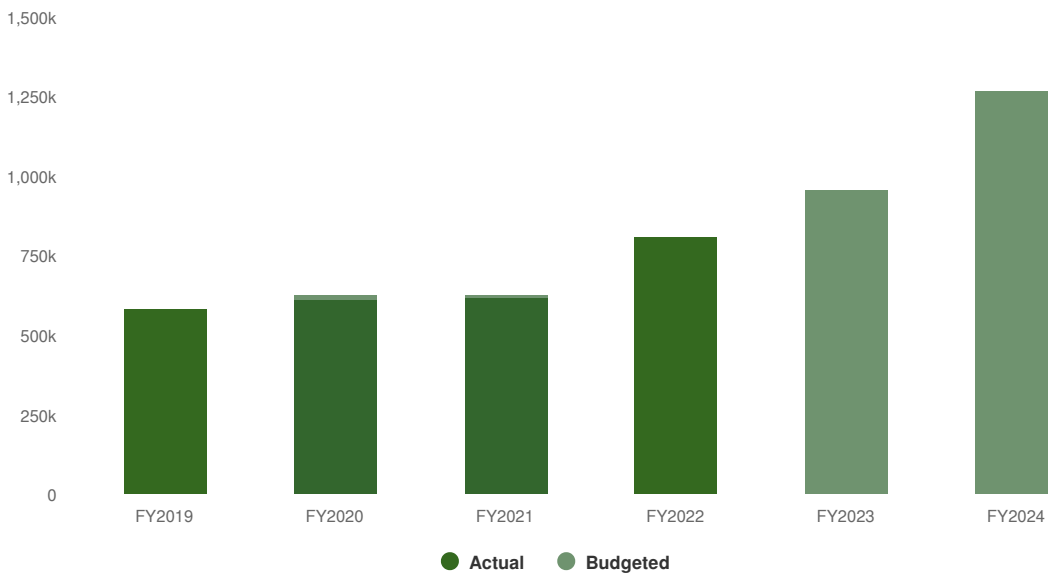
## New Spending and Programs

New investments are required in software upgrades for the City's Enterprise Resource Planning system and cybersecurity.

## Expenditures Summary

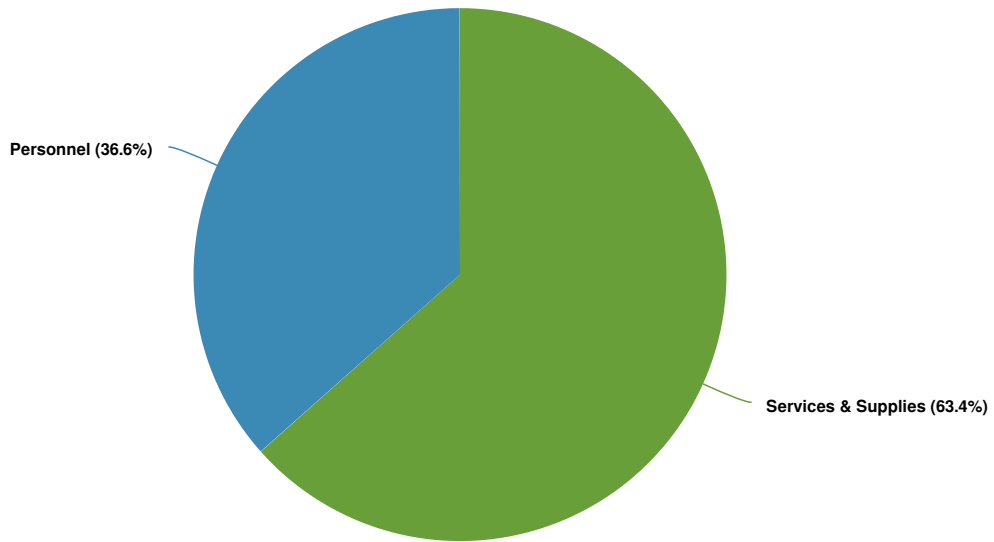
**\$1,267,093** **\$308,592**  
(32.20% vs. prior year)

### Information Technology Proposed and Historical Budget vs. Actual

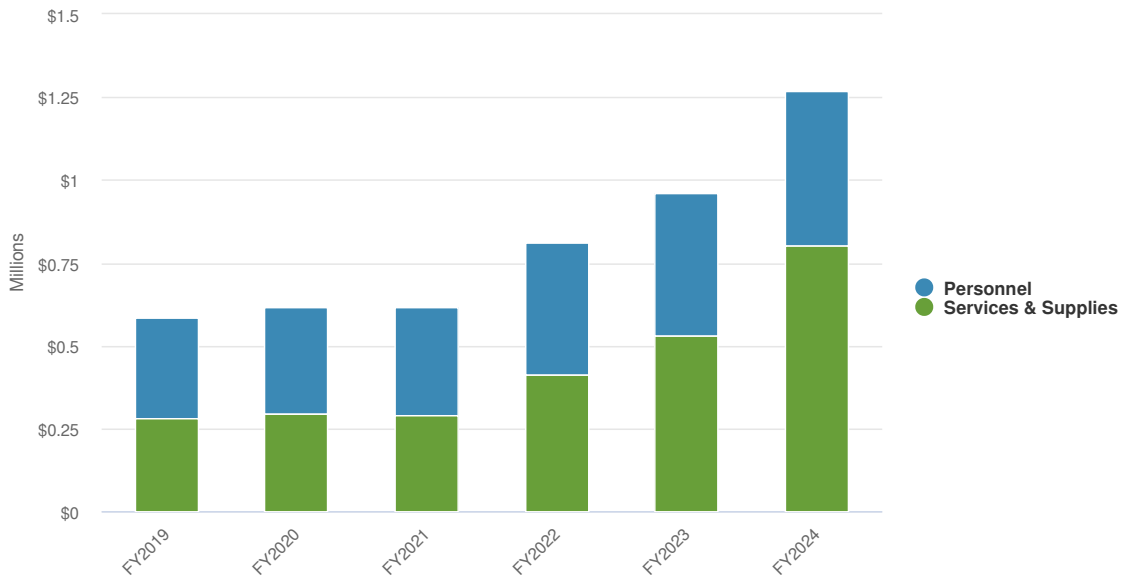


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects						
Personnel						



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
IT MANAGER	01155-51007	\$75,814	\$78,875	\$84,790	\$90,943	7.3%
IT SUPPORT SPECIALIST I	01155-51058	\$129,741	\$133,473	\$136,000	\$148,198	9%
IT BUSINESS ANALYST I	01155-51078	\$123,161	\$126,610	\$130,000	\$75,907	-41.6%
IT SUPPORT SPECIALIST II	01155-51122	\$0	\$58,061	\$75,478	\$81,629	8.1%
IT PUBLIC SAFETY SPECIALIST I	01155-51131	\$0	\$0	\$0	\$66,479	N/A
<b>Total Personnel:</b>		<b>\$328,716</b>	<b>\$397,020</b>	<b>\$426,268</b>	<b>\$463,156</b>	<b>8.7%</b>
<b>Services &amp; Supplies</b>						
TELEPHONE/INTERNET	01155-52300	\$0	\$0	\$0	\$113,000	N/A
COMPUTER UPGRADE & REPAIR	01155-52403	\$23,479	\$28,163	\$33,000	\$37,950	15%
COMPUTER LICENSE/SUPPORT	01155-53055	\$264,661	\$383,994	\$498,233	\$651,987	30.9%
SUPPLIES	01155-54227	\$64	\$919	\$1,000	\$1,000	0%
<b>Total Services &amp; Supplies:</b>		<b>\$288,204</b>	<b>\$413,076</b>	<b>\$532,233</b>	<b>\$803,937</b>	<b>51%</b>
<b>Total Expense Objects:</b>		<b>\$616,920</b>	<b>\$810,095</b>	<b>\$958,501</b>	<b>\$1,267,093</b>	<b>32.2%</b>

## Line Item Description

### Personnel

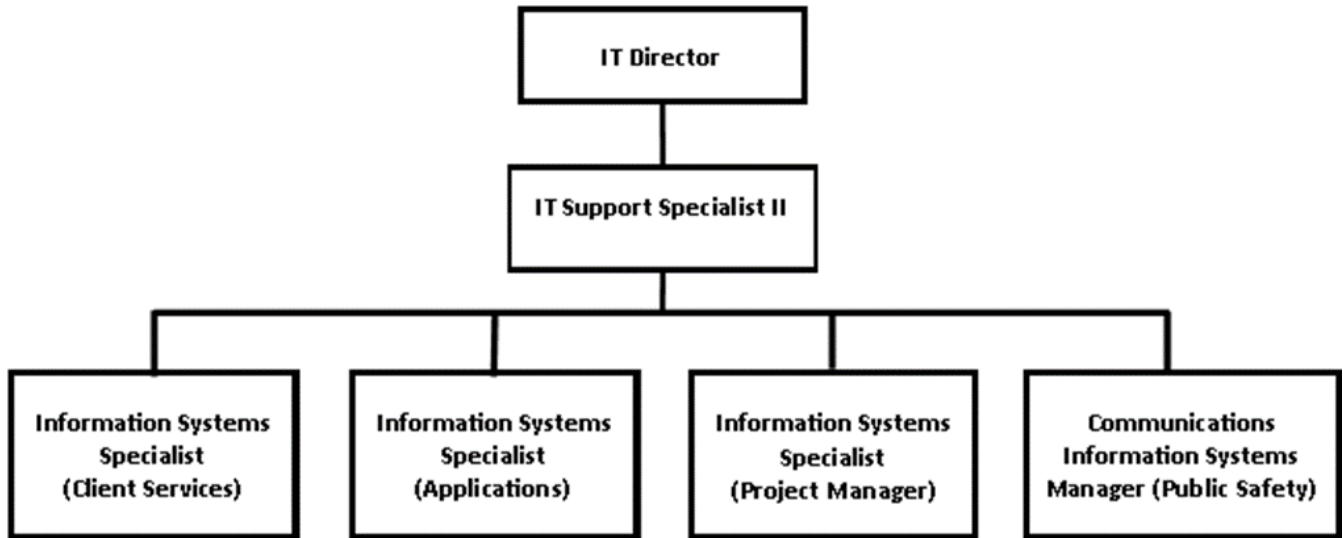
Account	Account Name	Description
51007	IT Manager	Salary account for the IT Manager
NEW	IT Support Specialist II	Salary for the IT Support Specialist II
51058	Info Systems Specialists	Salary account for the three Info Systems Specialists
51378	Network Administrator	Salary account for the Network Administrator

### 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



## Organizational Chart



### Goal #1: Safety and Cybersecurity

**Objective:** The IT Department must evaluate cybersecurity risk to information technology, operational technology and users of these systems. Infrastructure, hardware and software upgrades must be made to ensure that the city's assets are not vulnerable to common and novel cyber-attacks due to negligence, lack of knowledge or lack of governance.

**Performance Measure:** Update systems that are end-of-life, implement and enforce multifactor authentication, expand monitoring and detection solutions such as firewalls, intrusion detection/prevention systems, log aggregation and analysis tools, and cybersecurity training/awareness campaigns. The IT department must also ensure the safety of city employees and community members by creating effective governance, including standard operating procedures and acceptable use policies that complement a formal cybersecurity risk assessment.

### Goal #2: Modernization

**Objective:** The IT Department assets must be updated to increase productivity, resilience, and availability. Modern IT infrastructure will help make the city more appealing for residents and businesses seeking to relocate to the area.

**Performance Measure:** The IT Department will enhance redundancy by eliminating single points of failure and network bottlenecks, update applications and interfaces to make them more accessible and user-friendly and proactively modernize aging equipment, avoiding extended licensing and support costs and reducing the risk of catastrophic equipment failure. The IT Department will also update or redesign the city's website to align

with current trends and features offered by other municipalities within the Commonwealth. The IT department should also explore options regarding the use of unlit fiber optic infrastructure (dark fiber) such as lease-back to commercial entities.

## Goal #3 Digital Equity

**Objective:** Increase participation in government and community by identifying and removing barriers to access based on demographics, injustice, accessibility, awareness and trust.

**Performance Measure:** The IT Department will ensure that all city-hosted applications and services are accessible and equitable to both city employees and community members that rely on them daily. In addition, the IT department will partner with community groups and other city departments to ensure that all members of the community have equitable access to city government resources and the internet at large.



## Mayor's Office

Linda M. Tyer

Mayor

### 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.

### New Spending and Programs

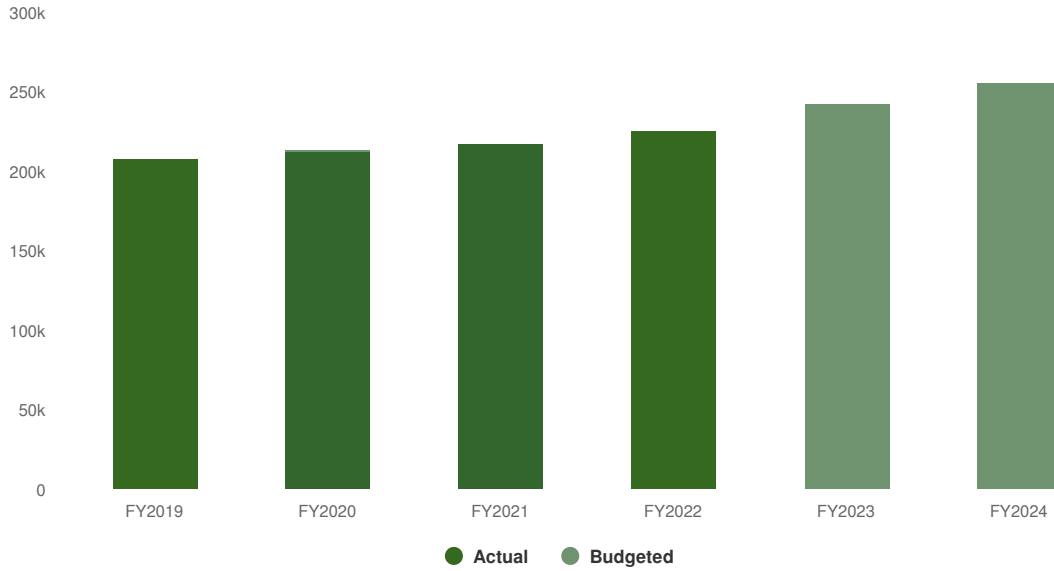
The Mayor's Office will resume the Citizens Academy Program in fiscal year 2023. The Citizens Academy is a free 10-week session program designed to teach citizens about how their local government operates. The academy gives first-hand exposure to many city departments to highlight their various functions in municipal government. Participants will also gain insight into opportunities in how they can be more involved at the local government level.

## Expenditures Summary

**\$255,797** **\$13,013**  
(5.36% vs. prior year)

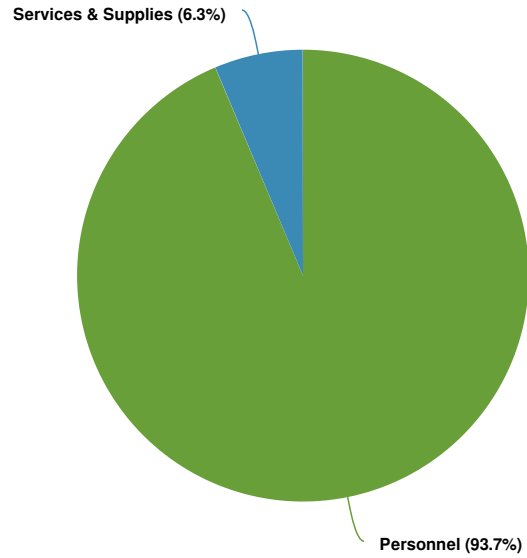


### Mayor's Office Proposed and Historical Budget vs. Actual

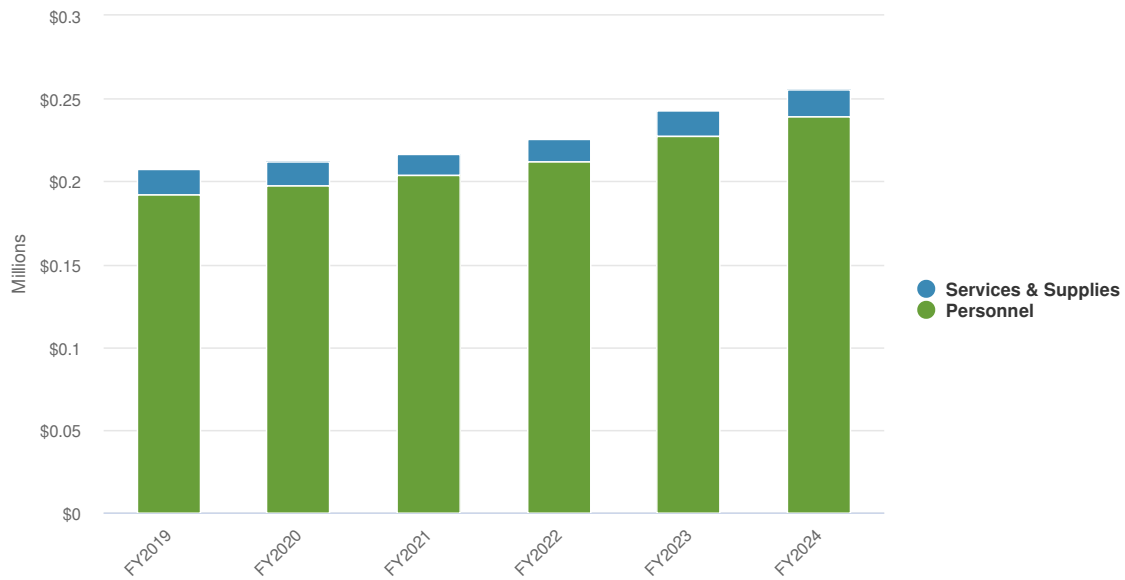


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Expense Objects</b>						
<b>Personnel</b>						
MAYOR	01011-51000	\$101,011	\$102,526	\$110,100	\$115,725	5.1%
DIRCTR OF ADMIN SRVCS	01011-51040	\$60,744	\$62,888	\$67,605	\$70,000	3.5%
EXECUTIVE ASSISTANT	01011-51050	\$42,125	\$46,515	\$50,004	\$53,872	7.7%
<b>Total Personnel:</b>		<b>\$203,880</b>	<b>\$211,929</b>	<b>\$227,709</b>	<b>\$239,597</b>	<b>5.2%</b>
<b>Services &amp; Supplies</b>						
ADVERTISING/MARKETING	01011-53408	\$0	\$0	\$125	\$200	60%
SUPPLIES	01011-54227	\$1,260	\$2,241	\$2,450	\$2,500	2%
TRAVEL	01011-57100	\$0	\$0	\$1,000	\$1,000	0%
MEMBERSHIP & DUES	01011-57300	\$11,484	\$11,500	\$11,500	\$12,500	8.7%
<b>Total Services &amp; Supplies:</b>		<b>\$12,744</b>	<b>\$13,741</b>	<b>\$15,075</b>	<b>\$16,200</b>	<b>7.5%</b>
<b>Total Expense Objects:</b>		<b>\$216,624</b>	<b>\$225,671</b>	<b>\$242,784</b>	<b>\$255,797</b>	<b>5.4%</b>





## Line Item Description

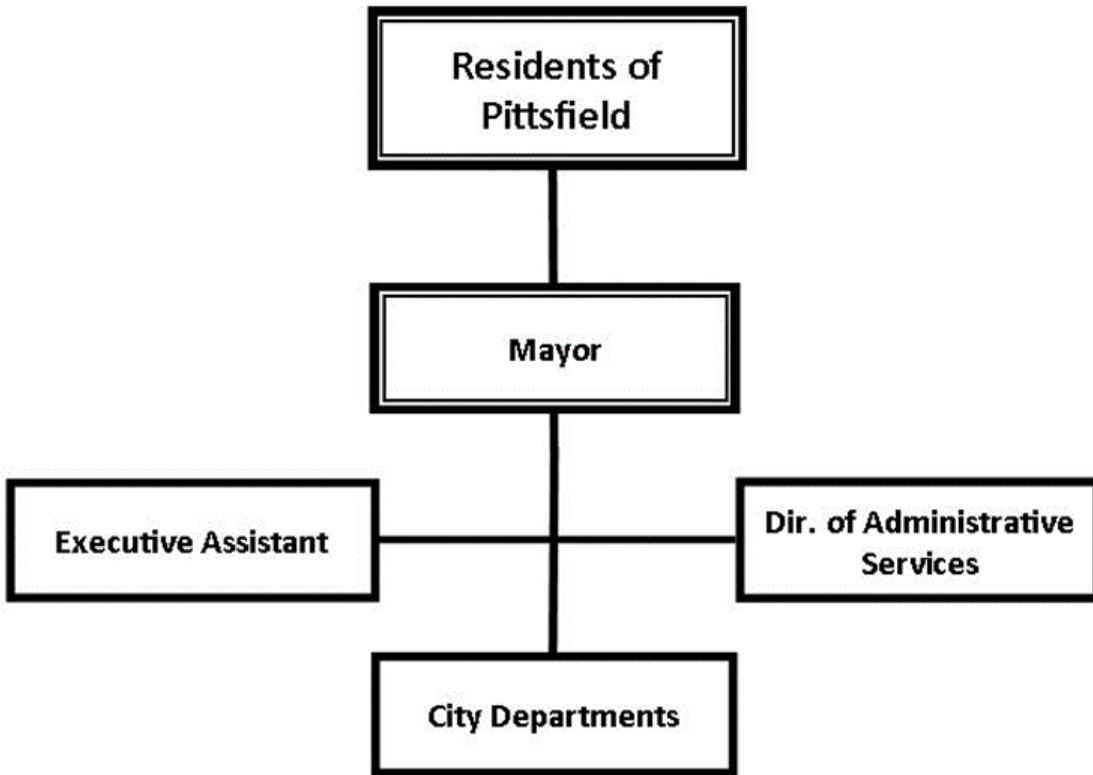
### Personnel

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

## Organizational Chart



# Pittsfield Municipal Airport



Daniel Shearer  
Airport Manager

## Mission Statement

To provide safe, reliable, and efficient air traffic facilities that meet the air transportation needs regionally and nationally, while promoting a balance between aircraft operations and the surrounding community.

## Department Description

As the Berkshire's regional airport, Pittsfield Municipal Airport (PSF) is the aviation gateway to Pittsfield and communities of Western Massachusetts. PSF is classified as a general aviation airport by MassDOT Aeronautics Division and the Federal Aviation Administration (FAA) and is supported by both agencies through substantial grant funds. Grant Assurances require, among other things, that the airport be operated in a safe and efficient manner. PSF is managed by a team of three full time employees. The Airport's infrastructure includes: buildings (such as the terminal, fixed-based operator (FBO), fueling station, snow removal equipment (SRE) and airfield equipment and maintenance building, and aircraft storage hangars); lighting for runways, taxiways, ramps, obstructions, and approaches; navigation aids; weather services; radio facilities; and pavement areas (such as roadways, runways, taxiways, and aircraft parking and maneuvering aprons).

The 2019 MassDOT Aeronautics statewide airport Economic Impact Study reveals that the Pittsfield Municipal Airport annually supports 219 jobs—totaling \$13,421,000 in payroll—and an estimated total economic impact of \$40,262,000 to local, regional, and state economies. Further, directly collected revenue generated by the airport in fiscal year (FY) 2022 amounted to \$234,226 with an additional \$143,959 collected by the City in property taxes from airport tenants. With a total of \$378,185 in direct revenue to the Airport and City and an operating expense of \$274,418 in the same fiscal year, the airport generated \$103,767 in surplus revenue in FY 2022.

## New Spending and Programs

The Airport will be pursuing several new infrastructure and development projects and equipment purchases in FY2024. These expenses will be funded principally through state and federal grants with local share matches between 2.5% and 20%. The larger projects stem from the Airport Master Plan updated in 2020. Additional new projects support growth of local business as well as improved aircraft hangar capacity. Capital projects are detailed in the Airport's Capital Budget request.

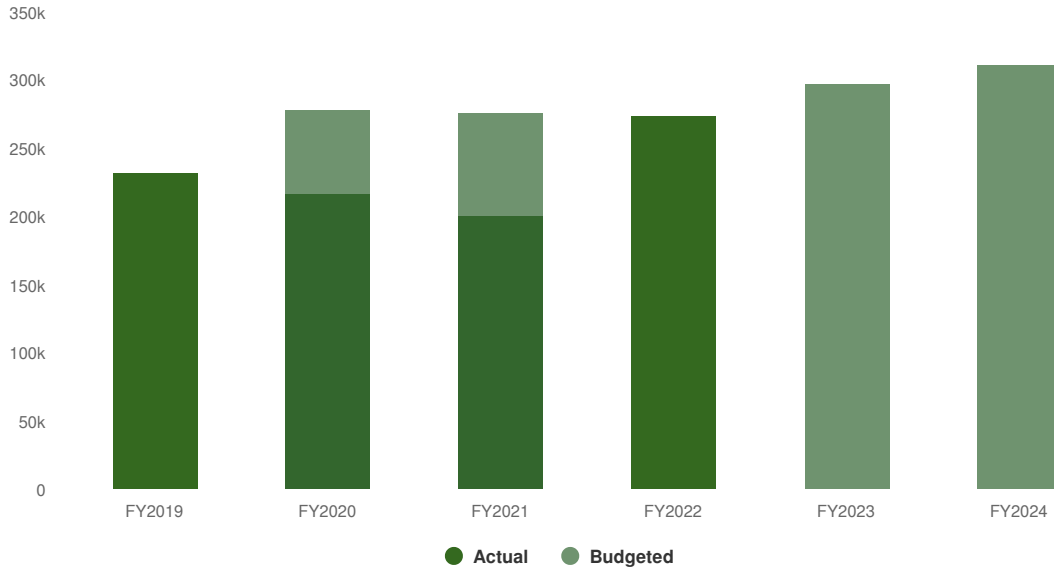
COVID-19 relief grants through the FAA will continue to help offset certain airport expenses in fiscal year 2024, much as in the three prior fiscal years; however, these funds will soon be exhausted and cannot be relied upon in future budgets. The Airport continues to monitor rising energy and supply costs.

## Expenditures Summary

**\$311,215**    **\$13,987**  
(4.71% vs. prior year)

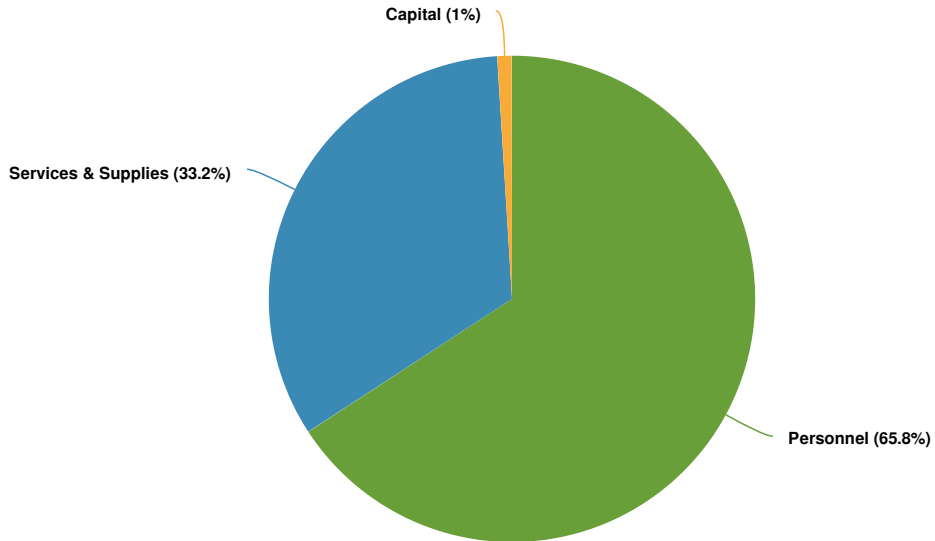


## Pittsfield Municipal Airport Proposed and Historical Budget vs. Actual

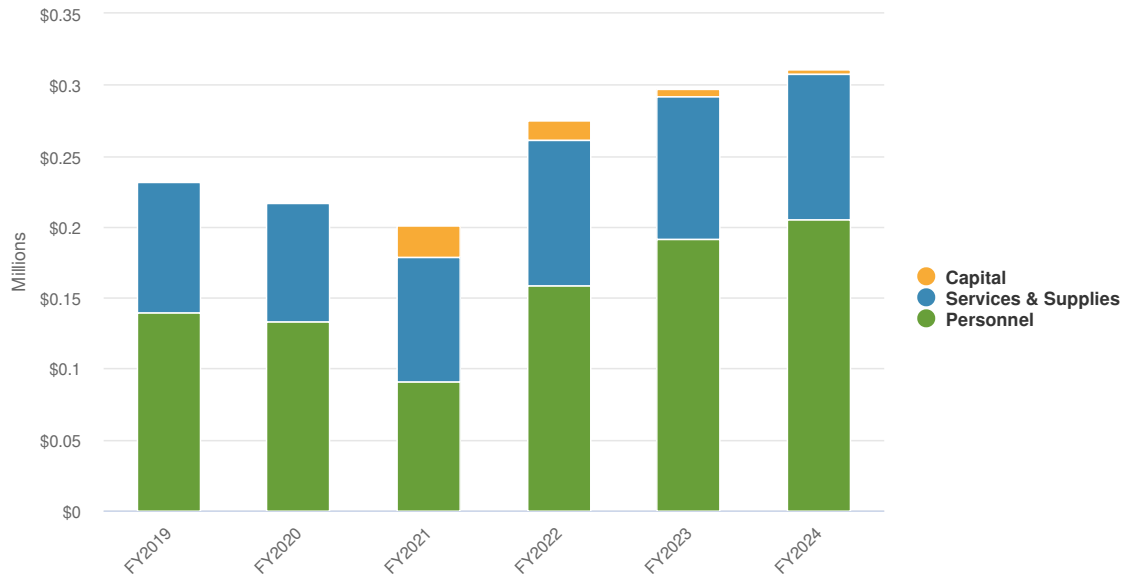


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
<b>Expense Objects</b>							
<b>Personnel</b>							
<b>Public Works</b>							
AIRPORT MANAGER	01133-51002	\$40,393	\$58,766	\$71,235	\$76,667	7.6%	\$5,432
ASSISTANT AIRPORT MANAGER	01133-51012	\$28,598	\$47,479	\$58,876	\$63,423	7.7%	\$4,547
AIRPORT INSPECTOR	01133-51057	\$13,240	\$41,612	\$49,045	\$52,853	7.8%	\$3,808
COMMISSION CLERK	01133-51186	\$1,872	\$1,872	\$1,872	\$1,872	0%	\$0
SCHEDULED OVERTIME	01133-51309	\$7,039	\$9,130	\$10,000	\$10,000	0%	\$0
<b>Total Public Works:</b>		<b>\$91,142</b>	<b>\$158,859</b>	<b>\$191,028</b>	<b>\$204,815</b>	<b>7.2%</b>	<b>\$13,787</b>
<b>Total Personnel:</b>		<b>\$91,142</b>	<b>\$158,859</b>	<b>\$191,028</b>	<b>\$204,815</b>	<b>7.2%</b>	<b>\$13,787</b>
<b>Services &amp; Supplies</b>							
<b>Public Works</b>							
CONTRACTUAL SERVICES	01133-52000	\$10,916	\$10,720	\$10,000	\$10,000	0%	\$0
UTILITIES	01133-52100	\$42,899	\$44,249	\$50,000	\$50,000	0%	\$0
TELEPHONE	01133-52300	\$2,109	\$1,671	\$2,000	\$2,000	0%	\$0



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
MAINTENANCE	01133-52400	\$28,903	\$29,061	\$28,000	\$30,000	7.1%	\$2,000
SNOW REMOVAL	01133-52905	\$0	\$3,535	\$5,000	\$5,000	0%	\$0
EDUCATION & TRAINING	01133-53018	\$0	\$9,945	\$3,000	\$2,700	-10%	-\$300
SUPPLIES	01133-54227	\$2,262	\$2,376	\$2,500	\$2,500	0%	\$0
MEMBERSHIP & DUES	01133-57300	\$550	\$925	\$700	\$1,200	71.4%	\$500
<b>Total Public Works:</b>		<b>\$87,639</b>	<b>\$102,483</b>	<b>\$101,200</b>	<b>\$103,400</b>	<b>2.2%</b>	<b>\$2,200</b>
<b>Total Services &amp; Supplies:</b>		<b>\$87,639</b>	<b>\$102,483</b>	<b>\$101,200</b>	<b>\$103,400</b>	<b>2.2%</b>	<b>\$2,200</b>
<b>Capital</b>							
<b>Public Works</b>							
EQUIPMENT	01133-58500	\$21,914	\$13,078	\$5,000	\$3,000	-40%	-\$2,000
<b>Total Public Works:</b>		<b>\$21,914</b>	<b>\$13,078</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>-40%</b>	<b>-\$2,000</b>
<b>Total Capital:</b>		<b>\$21,914</b>	<b>\$13,078</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>-40%</b>	<b>-\$2,000</b>
<b>Total Expense Objects:</b>		<b>\$200,696</b>	<b>\$274,419</b>	<b>\$297,228</b>	<b>\$311,215</b>	<b>4.7%</b>	<b>\$13,987</b>

## Line Item Description

### Personnel

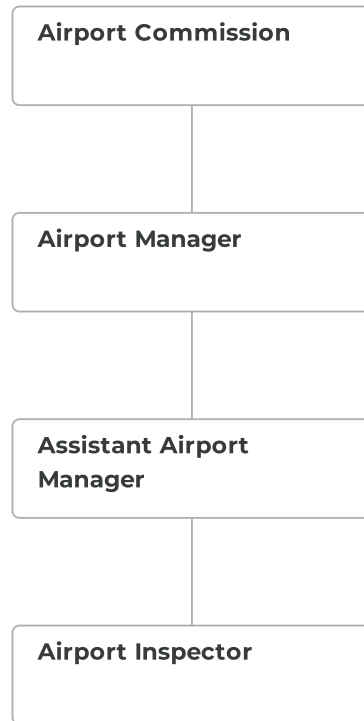
Account	Account Name	Description
51002	Airport Manager	Salary account for the Airport Manager
51012	Assistant Airport Manager	Salary account for the Assistant Airport Manager
51057	Airport Inspector	Salary account for the Airport Inspector
51309	Scheduled Overtime	Overtime for airport personnel
51186	Commission Clerk	Salary account for the Airport Commission Clerk

### Expenses

Account	Account Name	Description
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
53018	Education & Training	Education, licensing, certifications, conference, etc.
54227	Supplies	To purchase office and other supplies
57300	Membership & Dues	Membership & dues to professional organizations
58500	Equipment	Purchase or rental of equipment



## Organizational Chart



### Goal #1: Increase Airport Revenue

**Objective:** The airport relies on local business activity. Business growth requires development which is stifled when infrastructure does not exist, or is not planned for, to support the development needs.

**Performance Measure(s):** (1) Identify and define leasable property spaces for potential development. (2) Advertise leasable spaces for private development. (3) Determine needs to make areas viable for leasing and development: utility (water, sewer, electrical, etc.), groundwork, pavement, etc. (4) Incorporate infrastructure needs into Capital Improvement Plan

### Goal #2: Improve Airport Reliability

**Objective:** Make the airport (as a facility) more reliable throughout all seasons to ensure aircraft have dependable access into Pittsfield. Grow the knowledge and abilities of the Airport's staff to ensure the safe, reliable, and compliant operation of the airport.

**Performance Measure(s):** (1) Enroll airport staff in relevant training. (2) Standardize and document airfield procedures. (3) Work with FBO and airport users to identify needs.

### Goal #3: New Private Development

**Objective:** The airport relies on local business activity. Business growth requires development which is stifled when infrastructure does not exist, or is not planned for, to support the development needs. The Airport needs to identify development opportunities to attract new tenants and businesses.

**Performance Measure(s):** (1) Identify and define leasable property spaces. (2) Advertise leasable spaces for private development. (3) Determine needs to make areas viable development: utility (water, sewer, electrical, etc.), groundwork, pavement, etc. (4) Incorporate infrastructure needs into Capital Improvement Plan (CIP).



# Police Department

Michael Wynn  
Chief

## 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.

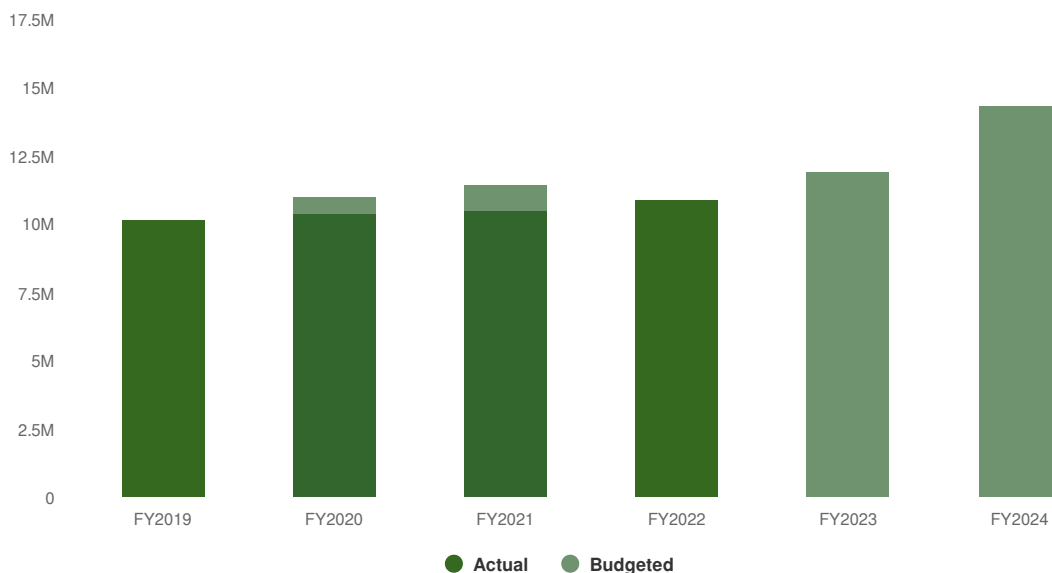
## Department Description

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.

## Expenditures Summary

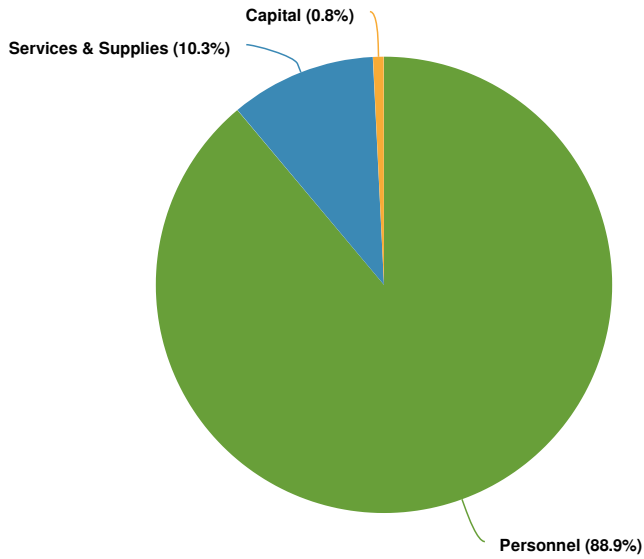
**\$14,364,673** **\$2,437,236**  
(20.43% vs. prior year)

### Police Department Proposed and Historical Budget vs. Actual

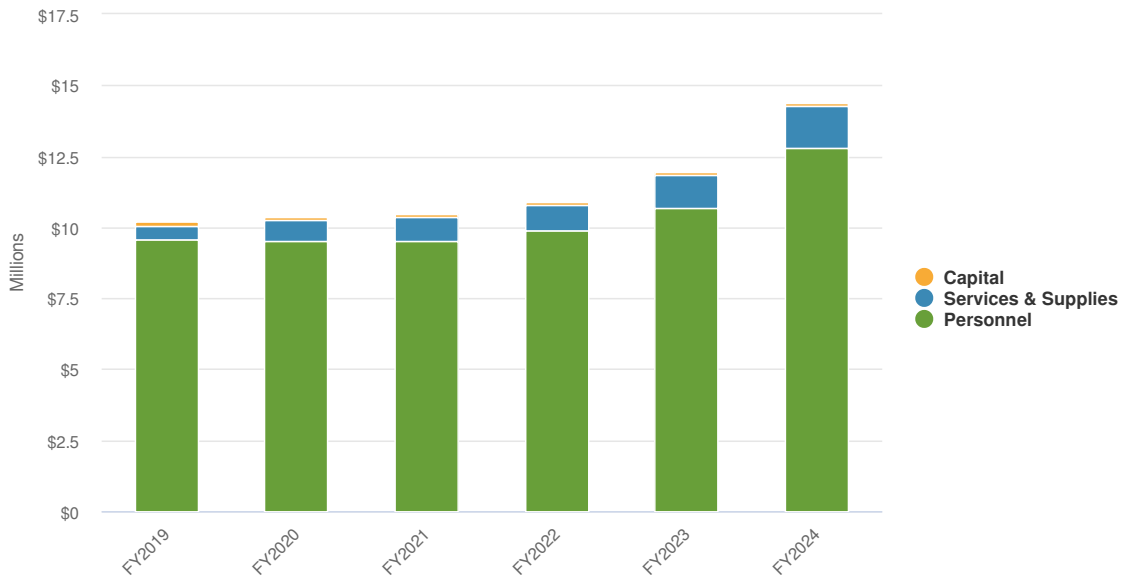


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects						
Personnel						





Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
POLICE CHIEF	01190-51004	\$129,574	\$133,491	\$150,678	5%	\$7,175
POLICE CAPTAINS	01190-51030	\$348,194	\$450,577	\$434,538	16.8%	\$62,492
POLICE LIEUTENANTS	01190-51035	\$727,041	\$714,610	\$868,191	18.6%	\$136,429
POLICE SERGEANTS	01190-51047	\$1,218,174	\$1,314,890	\$1,859,250	32.5%	\$455,891
FINANCE & ADMIN MANAGER	01190-51051	\$69,963	\$72,433	\$84,211	8.2%	\$6,346
SAFETY OFFICER	01190-51066	\$69,636	\$73,623	\$90,959	20.9%	\$15,717
DETECTIVES	01190-51074	\$629,911	\$679,855	\$770,761	18.7%	\$121,164
PATROL OFFICERS	01190-51076	\$4,014,448	\$3,769,329	\$4,881,175	15.6%	\$659,987
MECHANIC	01190-51092	\$57,805	\$58,672	\$63,712	7%	\$4,160
TRAFFIC ENFORCEMENT	01190-51103	\$0	\$0	\$25,000	0%	\$0
DISPATCHERS	01190-51105	\$387,514	\$388,483	\$659,085	3.9%	\$24,533
ANIMAL CONTROL OFFICER	01190-51116	\$68,956	\$65,460	\$58,962	-12%	-\$8,047
LICENSED SOCIAL WORKER	01190-51119	\$0	\$0	\$210,368	N/A	\$210,368
CUSTODIAN	01190-51150	\$51,185	\$49,612	\$58,479	13.4%	\$6,922
SR CLK TYPST/CONFDTNL	01190-51159	\$83,800	\$121,883	\$90,836	5.7%	\$4,890
CRIME ANALYST	01190-51176	\$56,381	\$58,902	\$64,976	2.6%	\$1,656
SR CLERK TYPIST	01190-51177	\$74,214	\$69,583	\$75,404	-3.9%	-\$3,069
ANIMAL CONTROL COMM CLERK	01190-51186	\$1,500	\$1,583	\$2,200	10%	\$200
MATRONS	01190-51194	\$5,994	\$12,798	\$15,750	5%	\$750
TEMPORARY LABOR	01190-51205	\$6,934	\$3,653	\$11,000	10%	\$1,000
SPEC INVESTIGATION OT	01190-51300	\$33,537	\$44,669	\$71,497	17.4%	\$10,597
SPECIAL EVENTS OVERTIME	01190-51305	\$35,765	\$76,302	\$59,581	17.4%	\$8,831
DRUG ENFORCEMENT	01190-51306	\$327,998	\$243,917	\$296,335	17.4%	\$43,920
COMMUNITY OUTREACH OVERTIME	01190-51308	\$3,832	\$1,701	\$14,896	17.4%	\$2,208
SCHEDULED OVERTIME	01190-51309	\$986,079	\$1,260,900	\$1,519,303	17.4%	\$225,178



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
HOLIDAY OVERTIME	01190-51311	\$0	\$0	\$98,452	N/A	\$98,452
DISPATCHERS OT	01190-51321	\$80,726	\$130,396	\$116,116	4%	\$4,466
IN SERVICE	01190-51403	\$44,236	\$113,512	\$118,000	4.4%	\$5,000
<b>Total Personnel:</b>		<b>\$9,513,398</b>	<b>\$9,910,834</b>	<b>\$12,769,715</b>	<b>19.5%</b>	<b>\$2,084,016</b>
<b>Services &amp; Supplies</b>						
CONTRACTUAL SERVICES-CLINICIAN	01190-52000	\$0	\$29,981	\$0	-100%	-\$85,000
MAINTENANCE	01190-52400	\$223,243	\$2,200	\$0	0%	\$0
OFFICE EQUIPMENT MAINTENANCE	01190-52404	\$0	\$106,555	\$100,000	7.7%	\$7,112
VEHICLE MAINTENANCE	01190-52500	\$49,657	\$62,363	\$65,000	0%	\$0
EDUCATION & TRAINING	01190-53018	\$31,415	\$27,640	\$49,500	10%	\$4,500
STUDENT OFFICER EXPENSES	01190-53019	\$97,515	\$62,310	\$57,400	-50.3%	-\$58,200
PROFESSIONAL SERVICES	01190-53027	\$257,480	\$209,568	\$510,000	149.1%	\$305,250
COMPUTER LICENSE/SUPPORT	01190-53055	\$0	\$110,741	\$287,533	46%	\$90,533
POSTAGE	01190-53406	\$262	\$278	\$550	10%	\$50
PRINTING	01190-53410	\$708	\$759	\$2,200	10%	\$200
ANIMAL CONTROL TESTING FEES	01190-53802	\$0	\$0	\$220	10%	\$20
K-9 CARE & SUPPLIES	01190-54210	\$5,109	\$7,619	\$13,750	10%	\$1,250
SUPPLIES	01190-54227	\$6,361	\$6,820	\$12,100	10%	\$1,100
BUILDING MAINTENANCE SUPPLIES	01190-54300	\$9,657	\$14,255	\$11,000	10%	\$1,000
UNIFORMS	01190-55000	\$7,109	\$18,606	\$33,000	10%	\$3,000
DRUG ENFRMNT EXPENSES	01190-55800	\$12,885	\$11,931	\$18,480	10%	\$1,680
CONTRACTUAL ALLOWANCES	01190-55810	\$113,380	\$94,769	\$243,000	44.6%	\$75,000
AMMUNITION	01190-55820	\$19,658	\$33,006	\$44,000	10%	\$4,000
PROGRAM EXPENSE	01190-57700	\$3,060	\$39,765	\$0	0%	\$0
SPEC INVESTIGATION EXP	01190-57821	\$4,015	\$9,035	\$6,825	5%	\$325



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
SPECIAL RESPONSE TEAM	01190-57822	\$13,354	\$15,503	\$15,000	0%	\$0
CARE OF PRISONERS	01190-57845	\$10,354	\$14,117	\$15,400	10%	\$1,400
<b>Total Services &amp; Supplies:</b>		<b>\$865,222</b>	<b>\$877,820</b>	<b>\$1,484,958</b>	<b>31.2%</b>	<b>\$353,220</b>
<b>Capital</b>						
EQUIPMENT	01190-58500	\$108,910	\$125,690	\$110,000	0%	\$0
<b>Total Capital:</b>		<b>\$108,910</b>	<b>\$125,690</b>	<b>\$110,000</b>	<b>0%</b>	<b>\$0</b>
<b>Total Expense Objects:</b>		<b>\$10,487,530</b>	<b>\$10,914,344</b>	<b>\$14,364,673</b>	<b>20.4%</b>	<b>\$2,437,236</b>



## Line Item Description

### Personnel

Account	Account Name	Description
51004	Police Chief	Police Chief salary plus prior educational incentives, 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 Operational Support Division Commander
51035	Police Lieutenants	Salary for the 3 Patrol Shift Commanders, the 2 Detective Lieutenants and the Community Outreach and Professional Standards Commander
51047	Police Sergeants	Salaries for 9 Patrol sergeants, Drug Unit supervisor, one Digital Forensic Unit Supervisor, K-9 Unit supervisor and Traffic Bureau supervisor
51066	Safety Officer	Salary for one supplemental patrol officer (collateral duty), responsible for teaching DARE and coordinating Neighborhood Watch Programs, safety surveys and crime prevention through environmental design
51074	Detectives	Salary for eight detective positions.
51076	Patrol Officers	Salary for 65 officers assigned to various divisions; includes 4 assigned to a Drug Unit, 2 crime scene investigators, 3 school resource offices, 3 traffic investigators, 1 training officer, 3 K-9 handlers; 49 total assigned to uniformed patrol
51092	Mechanic	Salary for one mechanic
51103	Traffic Enforcement	Overtime specifically for Traffic Enforcement
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.
51119	Mental Health Services	Department social worker to advise command staff on law enforcement mental health intersection and supervise the emergency co-responder positions. Two emergency co-responders to provide community-based crisis service in support of the Patrol Division and the community.
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 watch female and juvenile prisoners. The increase is due to the loss of the County lock-up.
51205	Temporary Labor	Temporary custodial providers back up custodians off hours and during scheduled time off
51300	Special Investigations Overtime	Major case personnel expenses related to call-ins, holdovers, or long-term investigations.
51305	Special Events Overtime	Overtime expenses related to supporting city-sponsored special events
51306	Drug Enforcement OT	Overtime expenses specifically related to enforcement operations within the Drug Unit.



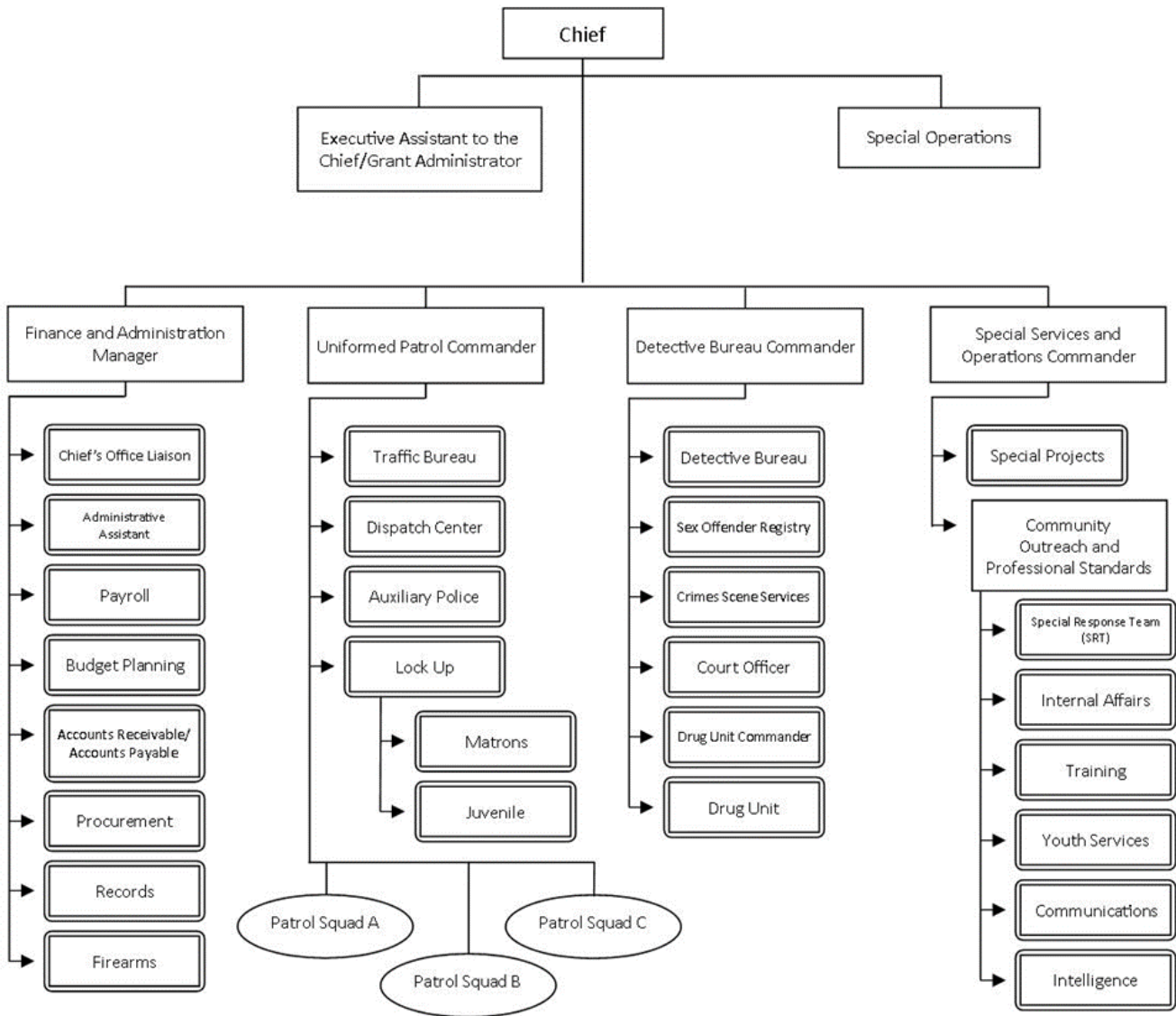
<i>Account</i>	<i>Account Name</i>	<i>Description</i>
51309	Scheduled Overtime	Overtime expenses associated with shift coverage, shift holdover, court, travel, training, investigations, special enforcement, DARE, community functions, etc.
NEW	HOLIDAY O.T.	Overtime expenses associated with scheduled staffing for holidays
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
<b>51500</b>	<b>Limited Duty Officer NOT FUNDED FY 2024</b>	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>
<b>52000</b>	<b>Contracted Services</b>	<b>**FUNDING MOVED TO S.S WORKER &amp; CO RESPONDERS SALARY 51119</b>
<b>53019</b>	Student Officer Expenses	Expenses for student officers attending academy training
53027	Professional Services	To pay for the continuation of our contract with ShotSpotter & Body Worn Camera's
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
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)
<b>57826</b>	<b>Auxiliary Police</b>	<b>Expenses related to the auxiliary police function (disbanded)</b>
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



## Organizational Chart



### Goal #1: Create a Digital Evidence Unit within the Detective Bureau

Objective: Create, staff, and train Detective Bureau personnel to form a digital evidence unit to replace those capabilities lost by the State Police Detective Unit.

Performance Measure: Train three Detective Bureau members on three separate technology platforms to perform digital evidence recovery and analysis.

### Goal #2: Expand and enhance the capabilities of the off-road enforcement team



Objective: Replace outdated equipment and add new equipment to better enable the department to respond to recreational vehicle complaints and support special events.

Performance Measure: 1. Replace existing, obsolete off-road motorcycles with new motorcycles. 2. Obtain side-by-side UTV for special events support and park patrols. 3. Purchase snowmobiles for recreational vehicle enforcement

### **Goal #3: Establish certification/accreditation management team to accomplish MPAC accreditation**

Objective: Assign one Captain and one Sergeant to an accreditation team to pursue MPAC accreditation.

Performance Measure: Provide 8 hours per week to the accreditation team to pursue accreditation.

# RSVP

Lisa Torrey  
Director

## 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 (AmeriCorps Seniors) 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 full-time 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, and Wells for Wellness Program.

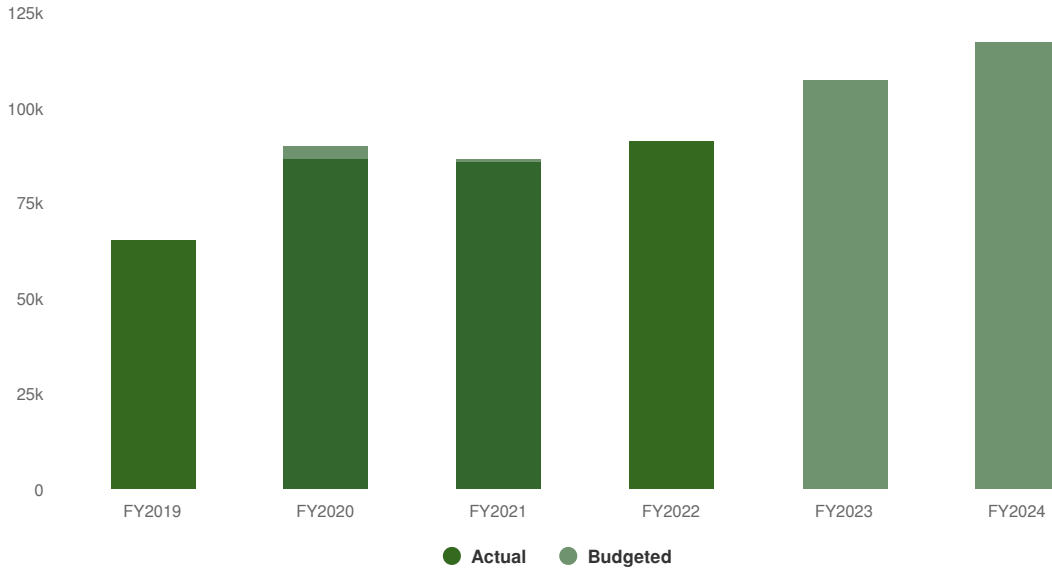
## Expenditures Summary

**\$117,017** **\$9,875**  
(9.22% vs. prior year)



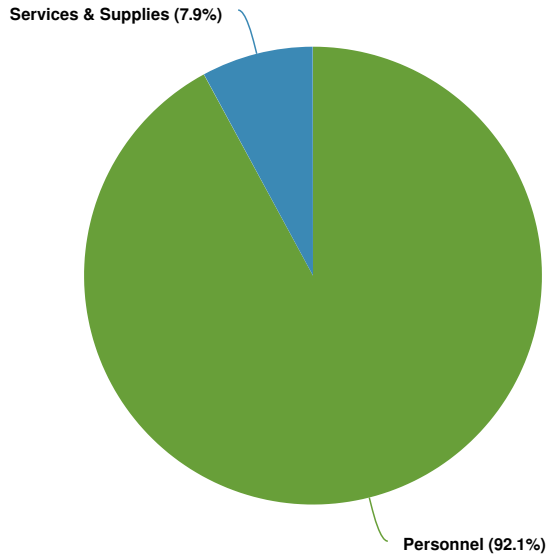


### RSVP Proposed and Historical Budget vs. Actual

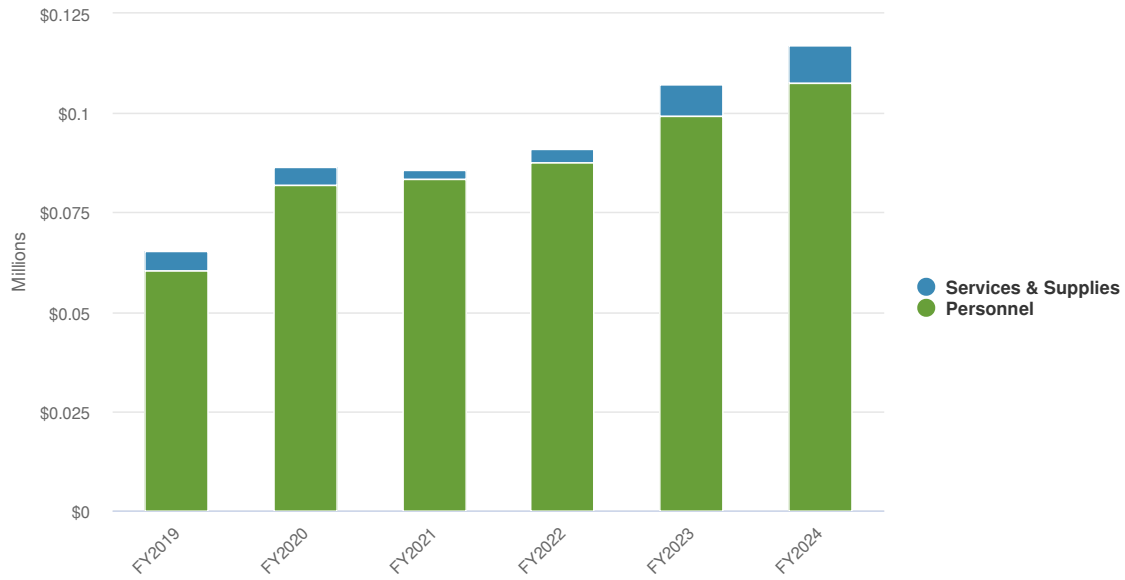


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Expense Objects</b>						
<b>Personnel</b>						
DIRECTOR OF RSVP	01137-51017	\$38,066	\$35,005	\$41,848	\$44,241	5.7%
VOLUNTEER COORDINATOR	01137-51104	\$22,392	\$25,269	\$28,513	\$30,907	8.4%
ADMIN ASST/BOOKEEPER	01137-51163	\$23,022	\$27,400	\$29,132	\$32,619	12%
<b>Total Personnel:</b>		<b>\$83,480</b>	<b>\$87,674</b>	<b>\$99,493</b>	<b>\$107,767</b>	<b>8.3%</b>
<b>Services &amp; Supplies</b>						
OFFICE EQUIPMENT MAINTENANCE	01137-52404	\$1,803	\$1,459	\$1,249	\$1,575	26.1%
EDUCATION & TRAINING	01137-53018	\$0	\$0	\$750	\$750	0%
POSTAGE	01137-53406	\$319	\$759	\$1,000	\$0	-100%
SUPPLIES	01137-54227	\$0	\$737	\$1,000	\$1,675	67.5%
TRAVEL	01137-57100	\$0	\$0	\$500	\$500	0%
MEMBERSHIP & DUES	01137-57300	\$0	\$0	\$150	\$150	0%
VOLUNTEER RECOGNITION	01137-57827	\$0	\$403	\$3,000	\$4,600	53.3%
<b>Total Services &amp; Supplies:</b>		<b>\$2,122</b>	<b>\$3,358</b>	<b>\$7,649</b>	<b>\$9,250</b>	<b>20.9%</b>



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Total Expense Objects:</b>		\$85,602	\$91,032	\$107,142	\$117,017	9.2%

## Line Item Description

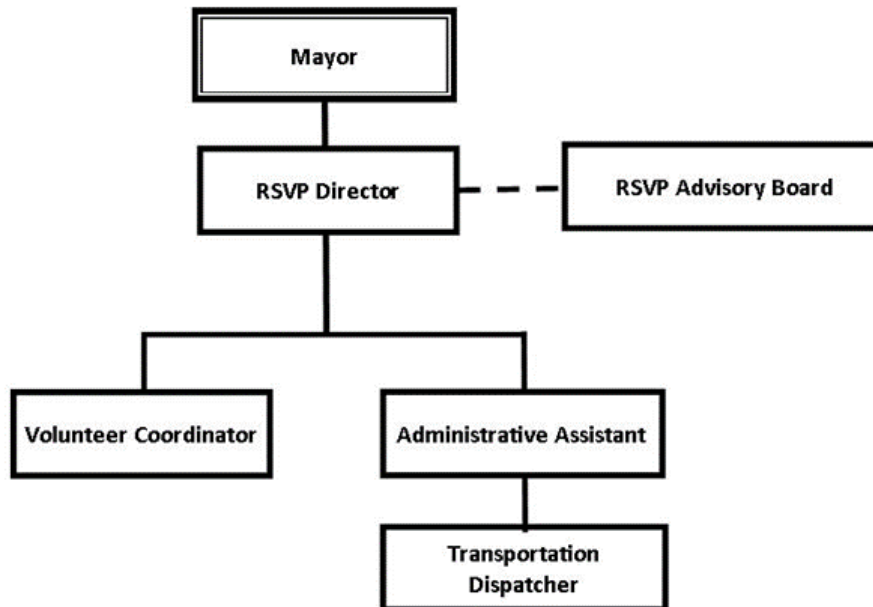
### Personnel

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)
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

## Organizational Chart



## Goal #1: Increase Community Awareness of RSVP to Promote Volunteerism and Community Partnerships



Objective: Utilize media outlets, recruitment workshops, host events at RSVP, attend events related to human services and volunteerism throughout Berkshire County.

Performance measure: Volunteerism will increase and cooperation between agencies and organizations involved in the fields of aging and volunteerism will increase. The community will recognize RSVP as a leader in effectively meeting community needs; and our volunteers as active seniors who meet critical community needs.

## **Goal #2: Increase access to medical care for Berkshire County residents**

Objective: Continue to grow our current transportation programs and garner support from other agencies involved in transportation and medical care in the community.

Performance measure: Data will be used to expand the Wheels for Wellness program and increase partnership participation from those involved in transportation, medical care and human services.

## **Goal #3: Increase RSVP's presence in education programs**

Objective: Continue to provide volunteers in K-12 education programs throughout Berkshire County as well as in programs designed to promote environmental stewardship in the community for all ages.

Performance measure: Improved scores and performances in students in K-12. Improved environmental awareness and beautification of our community.

# Solicitor's Office

**Heather Grunin**

Legal Assistant

## 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.

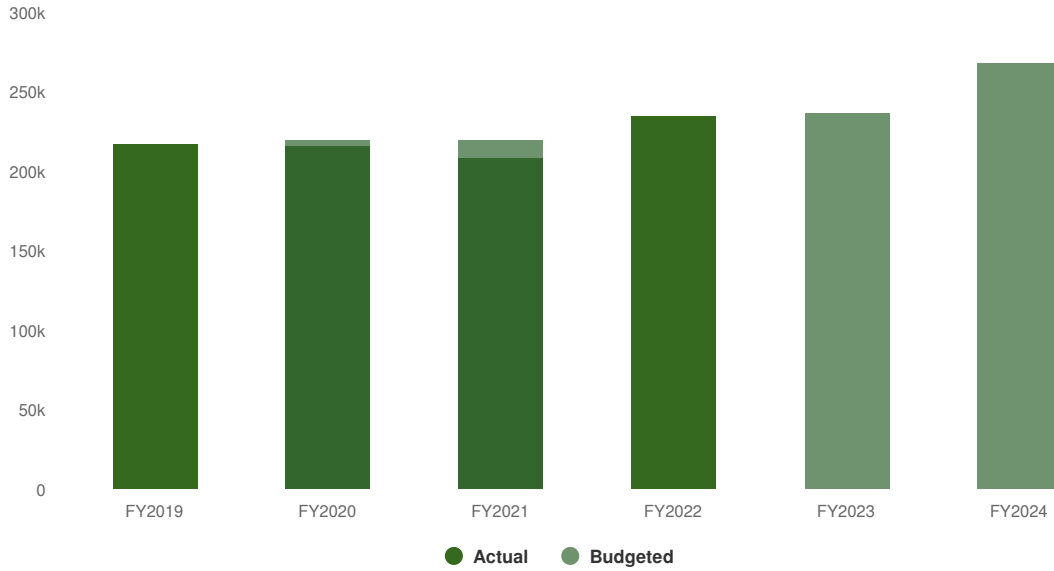
It is the duty of the City Solicitor to commence and prosecute all actions and other legal proceedings and suits begun by the City, and to defend all actions and suits brought against the City in any court or other tribunal of the Commonwealth, or of the United States; also to appear as counsel in any 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.

## Expenditures Summary

**\$267,626** **\$31,194**  
(13.19% vs. prior year)

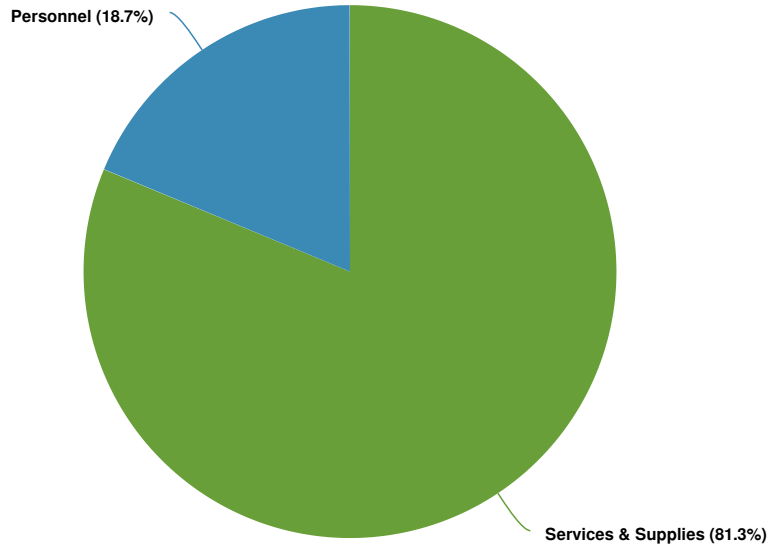


### Solicitor's Office Proposed and Historical Budget vs. Actual

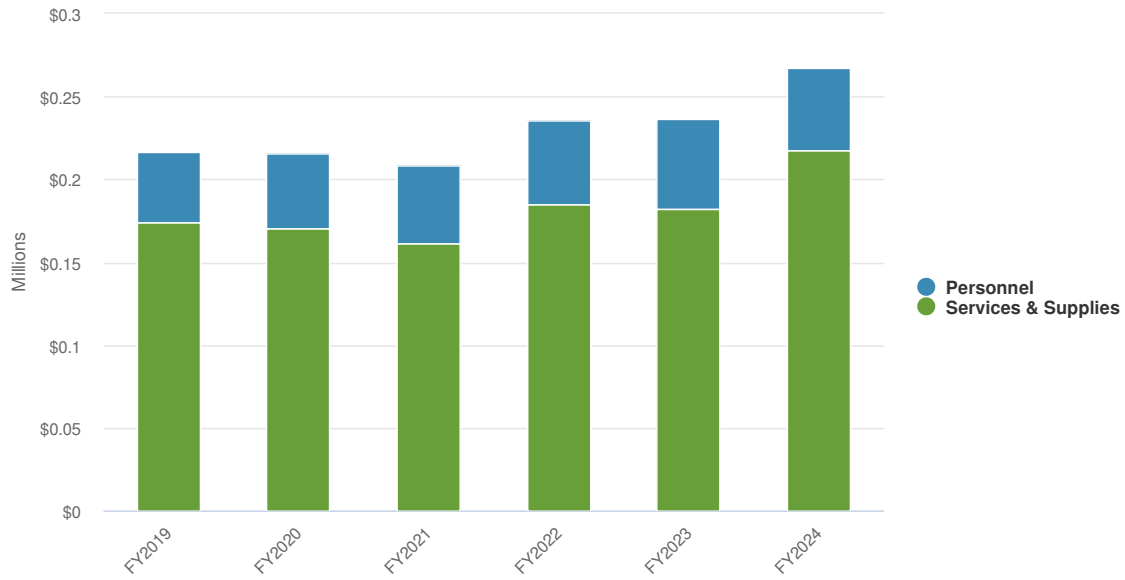


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Expense Objects</b>						
<b>Personnel</b>						
LEGAL ASSISTANT	01014-5111	\$47,447	\$50,169	\$53,932	\$50,126	-7.1%
<b>Total Personnel:</b>		<b>\$47,447</b>	<b>\$50,169</b>	<b>\$53,932</b>	<b>\$50,126</b>	<b>-7.1%</b>
<b>Services &amp; Supplies</b>						
OFFICE EQUIPMENT MAINTENANCE	01014-52404	\$1,669	\$1,191	\$2,000	\$2,000	0%
SUPPLIES	01014-54227	\$60	\$382	\$500	\$500	0%
LEGAL FEES/COURT COSTS	01014-57600	\$159,659	\$182,277	\$175,000	\$210,000	20%
TAX TITLE/LITIGATION	01014-57601	\$0	\$1,280	\$5,000	\$5,000	0%
<b>Total Services &amp; Supplies:</b>		<b>\$161,388</b>	<b>\$185,130</b>	<b>\$182,500</b>	<b>\$217,500</b>	<b>19.2%</b>
<b>Total Expense Objects:</b>		<b>\$208,835</b>	<b>\$235,300</b>	<b>\$236,432</b>	<b>\$267,626</b>	<b>13.2%</b>



## Line Item Description

**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

## Organizational Chart





# Unclassified Accounts

Matthew M. Kerwood  
Finance Director/Treasurer

## 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.

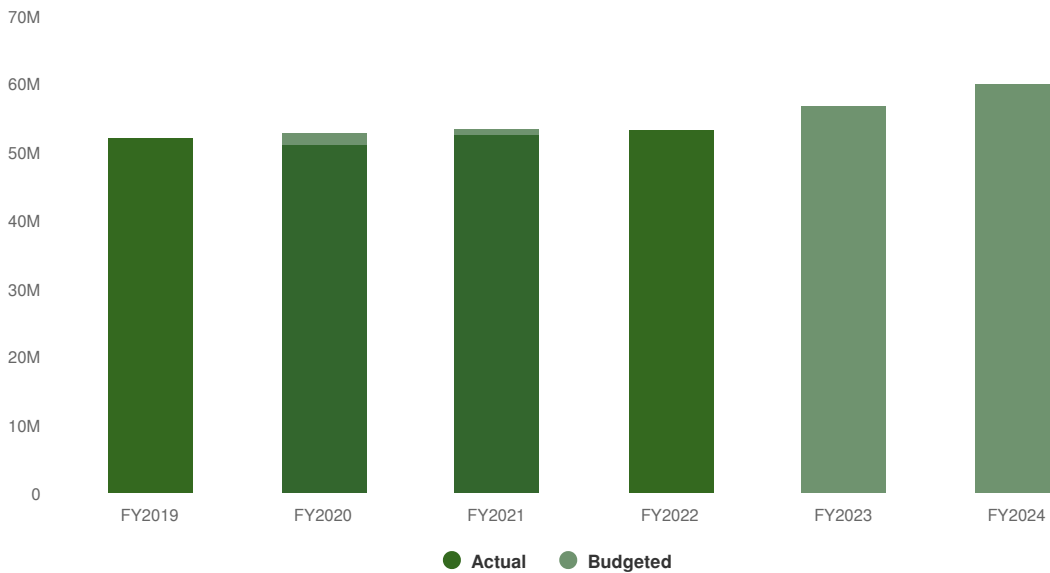
## Department Description

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.

## Expenditures Summary

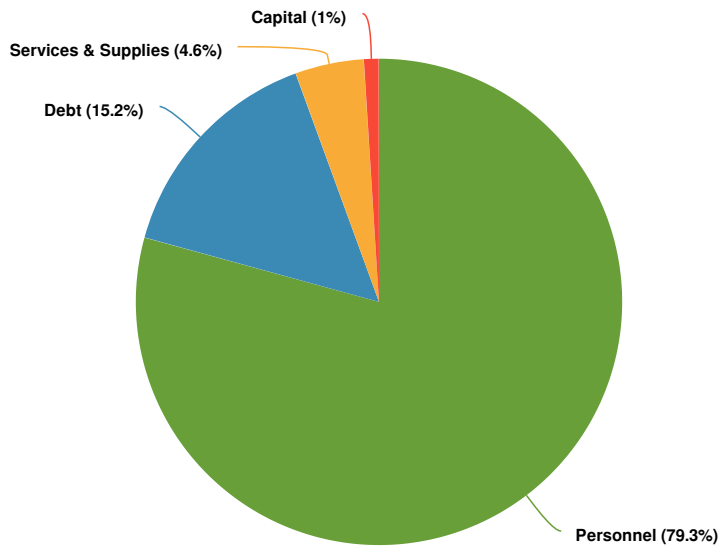
**\$60,092,255** **\$3,405,301**  
(6.01% vs. prior year)

### Unclassified Proposed and Historical Budget vs. Actual

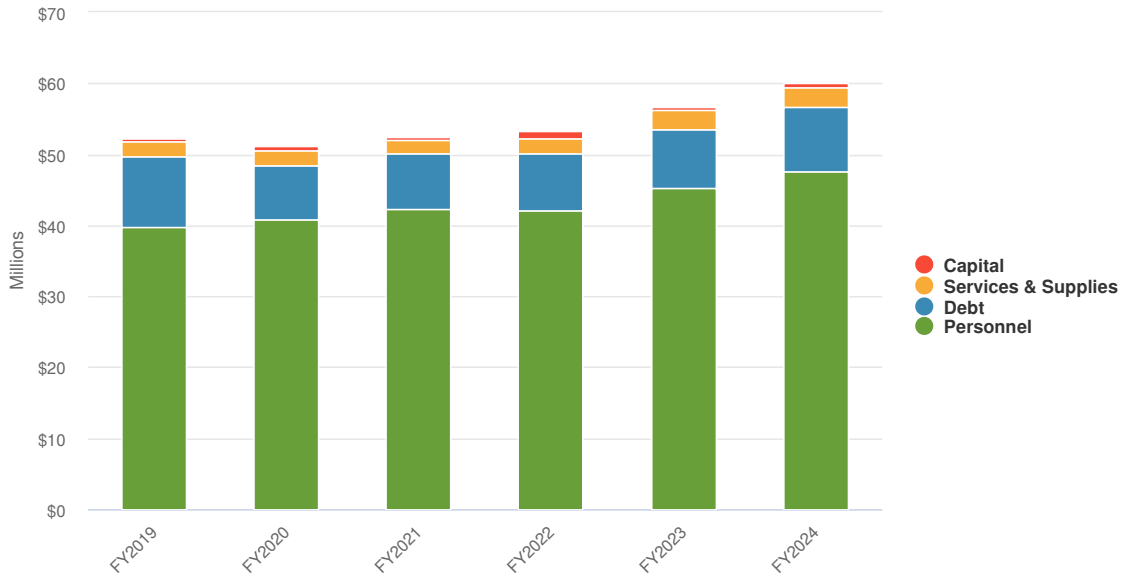


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel					



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
40U HEARING OFFICER	01502-51108	\$2,500	\$2,500	\$2,500	0%
40U CLERK	01502-51190	\$1,500	\$1,500	\$1,500	0%
CROSSING GUARDS	01502-51193	\$16,162	\$28,934	\$29,000	7.4%
SCHEDULED OVERTIME	01502-51309	\$41,508	\$26,635	\$30,000	0%
BENEFITS CONVERSION	01502-51506	\$528,126	\$420,477	\$600,000	20%
INS MEDICARE COVERAGE	01502-51705	\$1,135,230	\$1,186,926	\$1,200,000	0%
HEALTH INSURANCE	01502-51706	\$25,539,113	\$25,378,558	\$29,000,000	5.5%
INSURANCE GROUP LIFE	01502-51708	\$109,634	\$109,550	\$110,000	0%
INSURANCE UNEMPLOYMENT	01502-51710	\$644,578	\$62,760	\$150,000	0%
RETIREMNT CONTRIBUTION	01502-51717	\$14,178,149	\$14,915,413	\$16,512,091	5.2%
STIPENDS	01502-51910	\$1,000	\$1,000	\$1,000	0%
<b>Total Personnel:</b>		<b>\$42,197,500</b>	<b>\$42,134,253</b>	<b>\$47,636,091</b>	<b>5.3%</b>
<b>Services &amp; Supplies</b>					
CONTRACTUAL SERVICES	01502-52000	\$133,350	\$154,270	\$170,000	3%
MGT FEE - ANIMAL SHLTR	01502-52200	\$52,000	\$52,910	\$54,631	2%
TELEPHONE	01502-52300	\$79,698	\$79,646	\$0	-100%
CITY AUDIT CONTRACT	01502-53070	\$85,800	\$80,250	\$120,000	41.2%
MEDICAID SERVICES	01502-53223	\$14,734	\$18,767	\$45,000	0%
POSTAGE	01502-53406	\$57,699	\$44,280	\$50,000	0%
TRAVEL	01502-57100	\$6,368	\$8,556	\$25,000	25%
INSURANCE GENERAL	01502-57400	\$1,480,600	\$1,610,108	\$2,065,000	4.8%
BANK SERVICE CHARGES	01502-57800	\$13,521	\$12,702	\$15,000	0%
CONTINGENCY	01502-57823	\$119,620	\$218,018	\$200,000	0%
<b>Total Services &amp; Supplies:</b>		<b>\$2,043,391</b>	<b>\$2,279,507</b>	<b>\$2,744,631</b>	<b>1.7%</b>
<b>Capital</b>					
CAPITAL IMPROVEMENTS	01502-58900	\$427,453	\$911,816	\$600,000	20%
<b>Total Capital:</b>		<b>\$427,453</b>	<b>\$911,816</b>	<b>\$600,000</b>	<b>20%</b>
<b>Debt</b>					
LONG TERM DEBT PRINCIPAL	01502-59100	\$5,924,119	\$5,960,573	\$6,453,614	8.3%
LONG TERM DEBT INTEREST	01502-59150	\$3,619,522	\$3,630,342	\$3,861,995	5.8%
SHORT TERM DEBT INTEREST	01502-59155	\$160,744	\$105,733	\$175,000	0%
DEBT ISSUANCE COSTS	01502-59160	\$85,535	\$32,821	\$50,000	0%
ALLOCATION FROM WTR	01502-59600	-\$930,441	-\$845,253	-\$609,434	-7.6%
ALLOCATION FROM SWR	01502-59601	-\$1,009,310	-\$997,530	-\$819,642	-9.6%
<b>Total Debt:</b>		<b>\$7,850,169</b>	<b>\$7,886,687</b>	<b>\$9,111,533</b>	<b>10.2%</b>



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Total Expense Objects:</b>		\$52,518,513	\$53,212,263	\$60,092,255	6%



## Line Item Description

### 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
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



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



# Veteran's Services

John Herrera

Director

## 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.

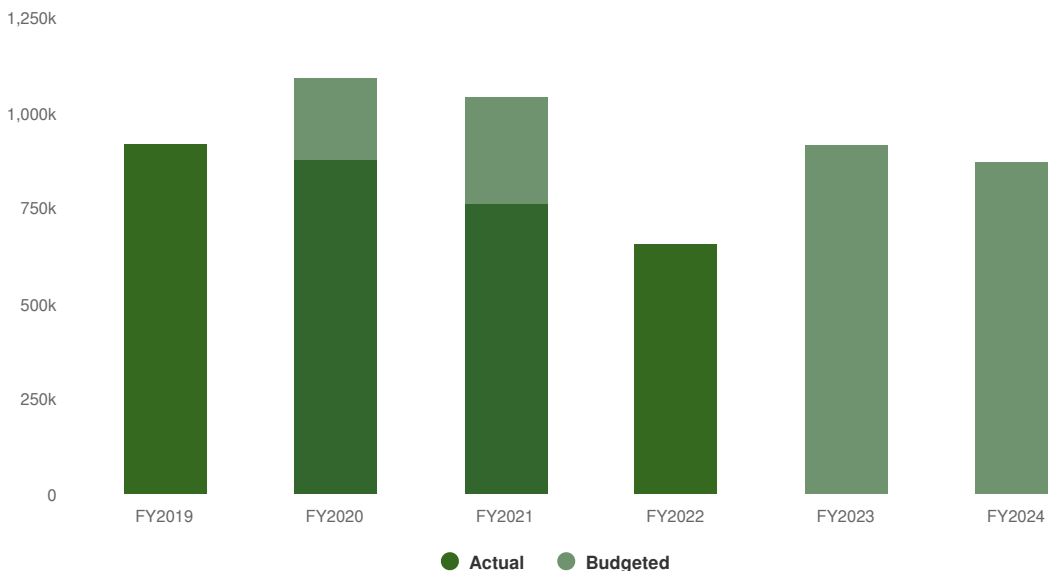
## New Spending and Programs

There is no new spending or programming in the Veteran's Office budget for fiscal year 2023.

## Expenditures Summary

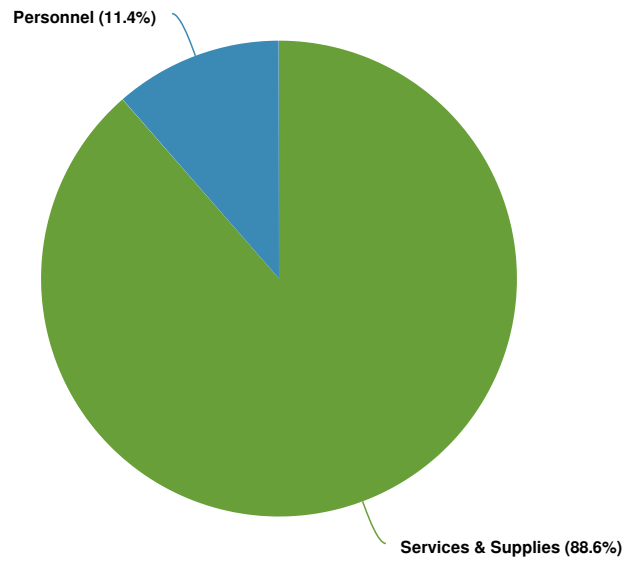
**\$872,692** **-\$42,766**  
(-4.67% vs. prior year)

### Veteran's Services Proposed and Historical Budget vs. Actual

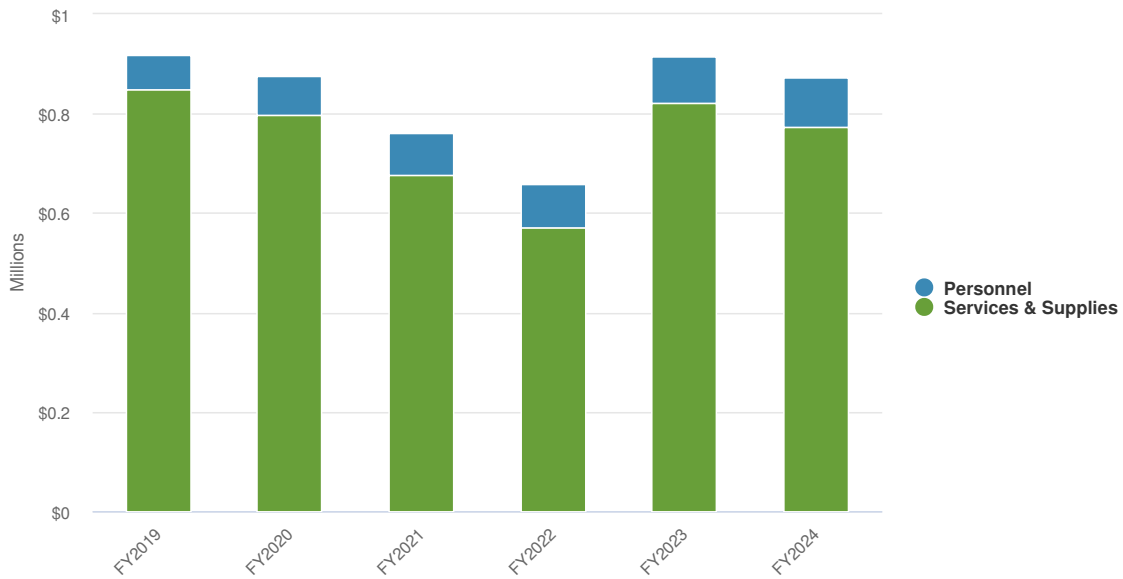


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel					





Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
VETERANS AGENT	01026-51026	\$53,426	\$55,312	\$62,433	5%
ADMIN ASSISTANT	01026-51050	\$32,353	\$30,296	\$37,259	8.8%
<b>Total Personnel:</b>		<b>\$85,779</b>	<b>\$85,609</b>	<b>\$99,692</b>	<b>6.4%</b>
<b>Services &amp; Supplies</b>					
OFFICE EQUIPMENT MAINTENANCE	01026-52404	\$1,385	\$3,217	\$1,750	16.7%
RENTAL EXPENSE	01026-52700	\$4,100	\$4,900	\$6,500	0%
FLAGS	01026-54210	\$0	\$14,065	\$12,000	9.1%
SUPPLIES	01026-54227	\$403	\$786	\$2,500	0%
PROGRAM EXPENSE	01026-57700	\$671,039	\$549,191	\$750,000	-6.2%
AWARDS & DECLARATIONS	01026-57828	\$0	\$0	\$250	0%
<b>Total Services &amp; Supplies:</b>		<b>\$676,927</b>	<b>\$572,159</b>	<b>\$773,000</b>	<b>-5.9%</b>
<b>Total Expense Objects:</b>		<b>\$762,706</b>	<b>\$657,767</b>	<b>\$872,692</b>	<b>-4.7%</b>

## Line Item Description

### 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

### Expenses

Account	Account Name	Description
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



## Organizational Chart



### **Goal #1: Purchasing a GIS/GPS type device to mark and plot all veteran gravesites in the city of Pittsfield**

Objective: The main purpose of this effort is two-fold: First is accuracy in identifying the location of gravesites for placement of flags and markers prior to each Memorial Day. Second, to collaborate with the owners of the cemeteries in hopes of establishing a kiosk for anyone searching for their loved ones gravesite within the cemetery.

Performance Measure: To receive training on the EOS Gold Arrow GIS device, initially from the vendor, and then with R. Grennan from the Engineering Dept. I will also be training my new Assistant as well as other veteran volunteers

# Workers' Compensation

Matthew M. Kerwood  
Finance Director/Treasurer

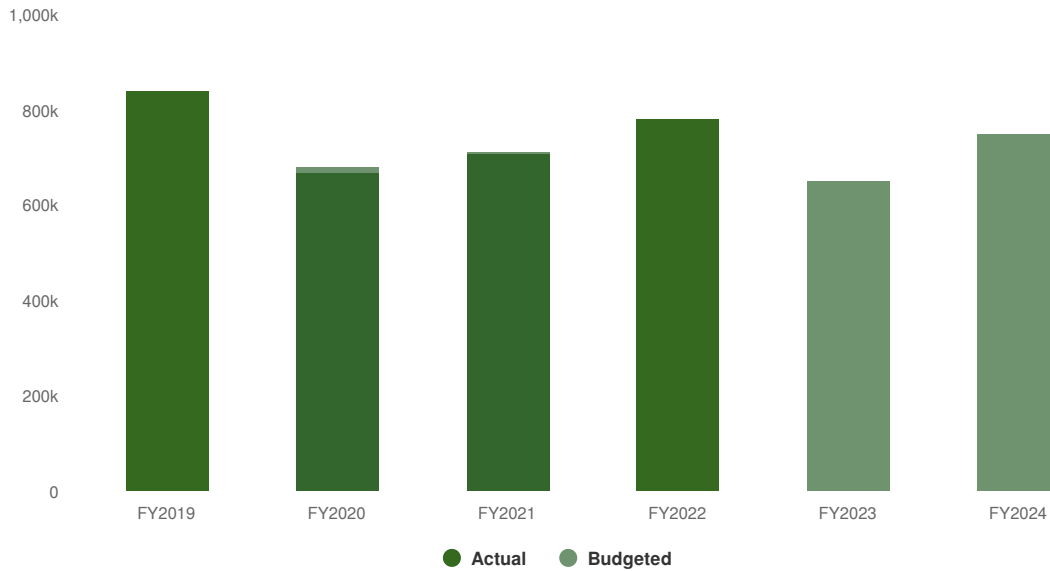
## Department Description

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

## Expenditures Summary

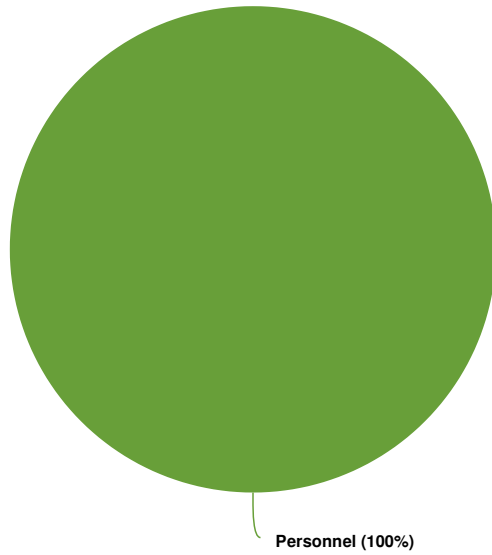
**\$750,000** **\$100,000**  
(15.38% vs. prior year)

Workers' Compensation Proposed and Historical Budget vs. Actual

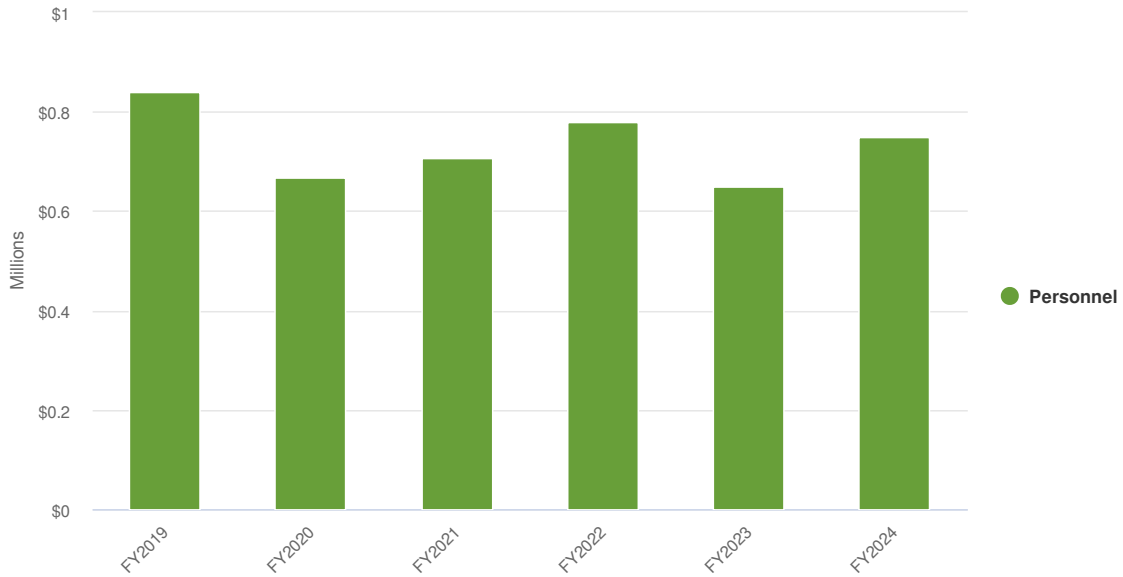


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel					



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
COMPENSATION PAYMENTS	01500-51701	\$323,015	\$357,694	\$275,000	0%
MEDICAL PAYMENTS	01500-51702	\$143,692	\$191,026	\$275,000	22.2%
INS INJURIES FIRE/POLICE	01500-51709	\$239,592	\$231,081	\$200,000	33.3%
<b>Total Personnel:</b>		<b>\$706,299</b>	<b>\$779,801</b>	<b>\$750,000</b>	<b>15.4%</b>
<b>Total Expense Objects:</b>		<b>\$706,299</b>	<b>\$779,801</b>	<b>\$750,000</b>	<b>15.4%</b>

## Line Item Description

### 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



# Pittsfield Public Schools

Joseph Curtis  
Superintendent

Mission Statement:

To serve our community and its children by creating a school environment where lifelong learning is valued, excellence is expected, and improvement is continuous: to meet the needs of each student by providing the information, encouragement, support, and instruction required to meet or to exceed the district's high expectations and rigorous academic demands; to prepare every student for postsecondary education, career satisfaction, and lifelong economic, social, and civic success.

## Expenditures Summary

**\$78,088,015** **\$5,069,753**  
(6.94% vs. prior year)



# Expenditure Summary

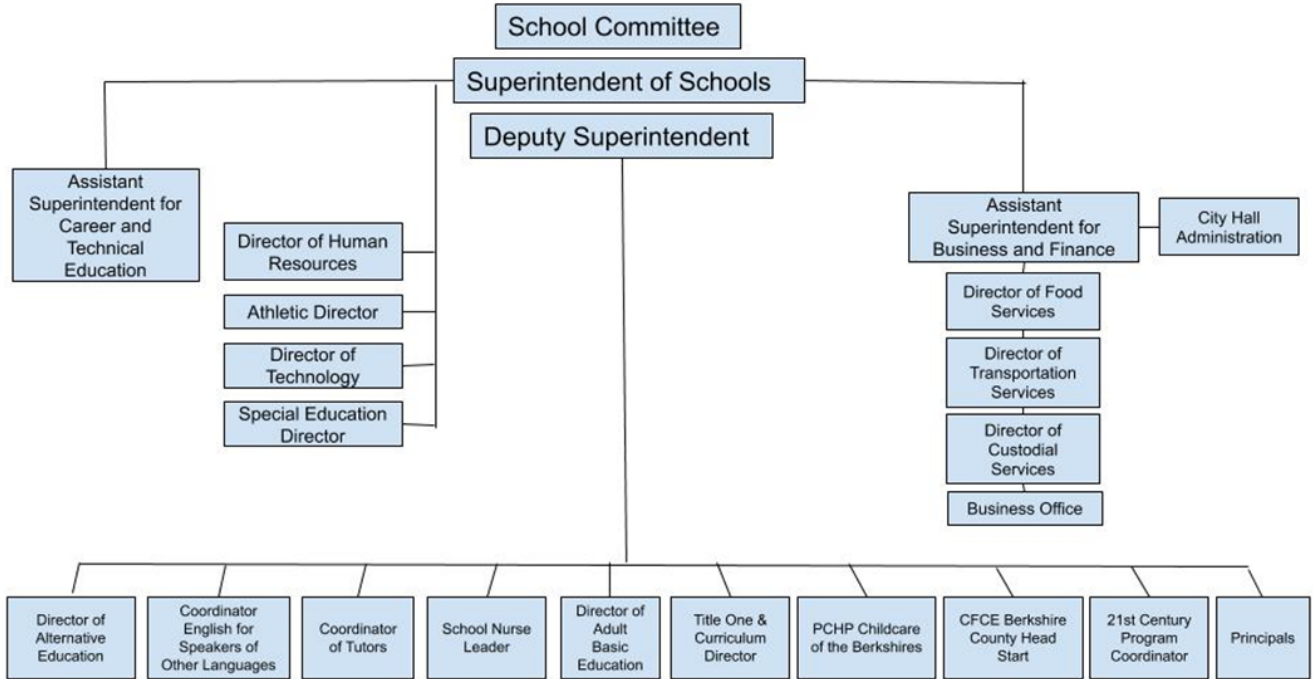
## PITTSFIELD PUBLIC SCHOOLS FISCAL YEAR 2024 BUDGET

	FY21 Budget	FY22 Budget	FY23 Budget	FY24 Budget	Increase FY23 \$
Total Costs by Function:					
1000 ADMINISTRATION	1,609,771	1,711,787	1,895,347	<b>2,093,398</b>	<b>198,051</b>
2000 INSTRUCTIONAL	49,849,658	52,335,979	55,822,847	<b>60,122,612</b>	<b>4,299,765</b>
3000 OTHER SCHOOL SERVICES (Nurses, Bus Operations)					
4000 OPERATIONS & MAINTENANCE (Technology and Custodial)					
5000 FIXED COSTS	317,235	329,410	472,358	<b>472,358</b>	<b>0</b>
6000 ADULT LEARNING	68,074	68,074	68,074	<b>69,566</b>	<b>1,492</b>
7000 ACQUISITION OF FIXED ASSETS	97,682	102,225	234,047	<b>234,047</b>	<b>0</b>
9000 TUITION PAYMENTS	3,570,604	3,570,604	3,626,502	<b>4,011,702</b>	<b>385,200</b>
<b>TOTAL</b>	<b>65,113,700</b>	<b>67,931,700</b>	<b>73,018,262</b>	<b>78,558,016</b>	<b>5,539,754</b>
<b>FUNDING SOURCES:</b>					
	FY21 Budget	FY22 Budget	FY23 Budget	FY24 Budget	\$ Change
City Council Appropriation	64,493,700	67,311,700	72,398,262	<b>78,088,016</b>	<b>5,689,754</b>
School Choice Revenues	570,000	570,000	570,000	<b>355,000</b>	<b>-215,000</b>
Richmond Tuition Revenues	50,000	50,000	50,000	<b>115,000</b>	<b>65,000</b>
Vocational Tuition Revolving Account	0	0	0	<b>0</b>	<b>0</b>
Subtotal Tuition Revolving:	620,000	620,000	620,000	<b>470,000</b>	<b>-150,000</b>
<b>TOTAL, ALL FUNDING SOURCES</b>	<b>65,113,700</b>	<b>67,931,700</b>	<b>73,018,262</b>	<b>78,558,016</b>	<b>5,539,754</b>



# Organizational Chart

## The Public Schools of Pittsfield • Organizational Chart



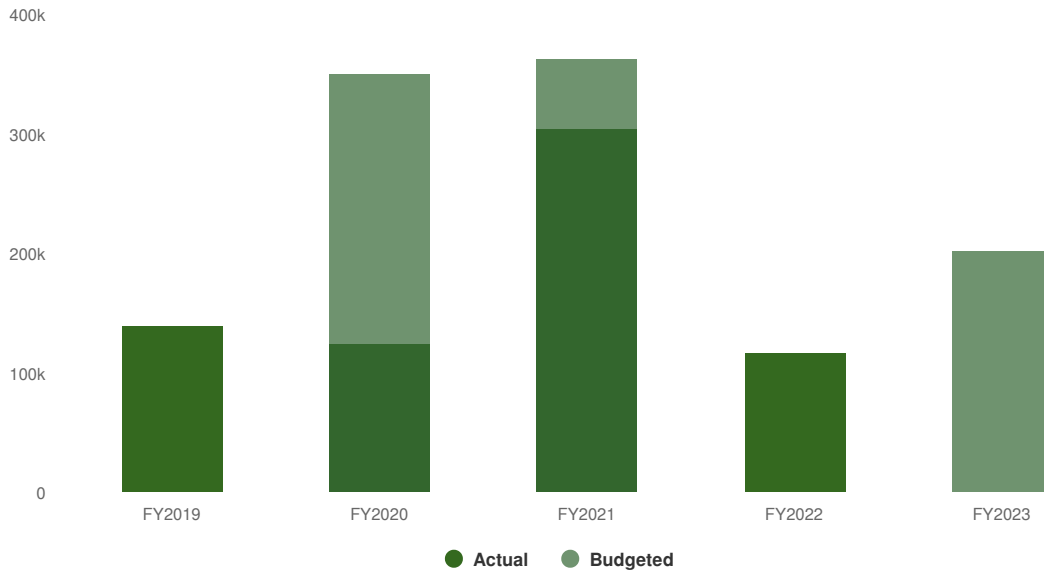


# Parking

## Expenditures Summary

**\$0** **-\$202,000**  
(-100.00% vs. prior year)

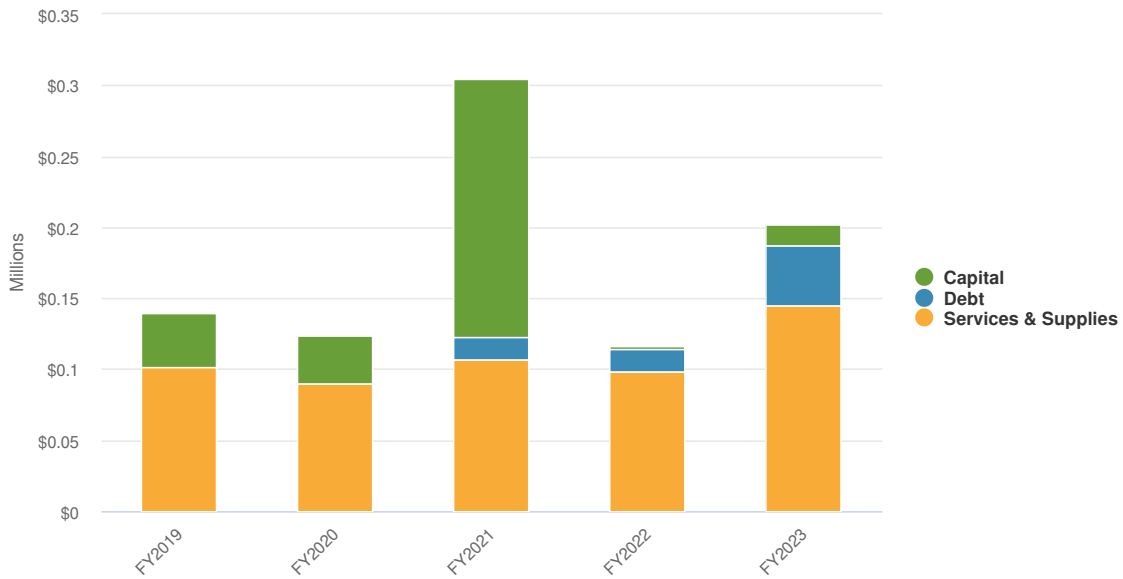
Parking Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
Expense Objects							
Services & Supplies							



Name	Account ID	FY2021 Actuals	FY2022 Actuals	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	FY2023 Budgeted vs. FY2024 Budgeted (\$ Change)
CONTRACTUAL SERVICES	21800-52000	\$55,361	\$43,771	\$45,000	\$48,750	8.3%	\$3,750
GARAGE MAINTENANCE	21800-52501	\$14,729	\$10,606	\$50,000	\$55,000	10%	\$5,000
SUPPLIES	21800-54227	\$13,086	\$5,966	\$20,000	\$20,000	0%	\$0
BANK SERVICE CHARGES	21800-57800	\$23,883	\$38,173	\$30,000	\$30,000	0%	\$0
<b>Total Services &amp; Supplies:</b>		<b>\$107,060</b>	<b>\$98,516</b>	<b>\$145,000</b>	<b>\$153,750</b>	<b>6%</b>	<b>\$8,750</b>
<b>Capital</b>							
EQUIPMENT	21800-58500	\$5,852	\$2,082	\$15,000	\$20,000	33.3%	\$5,000
CAPITAL IMPROVEMENTS	21800-58900	\$175,541	\$0	\$0	\$0	0%	\$0
<b>Total Capital:</b>		<b>\$181,393</b>	<b>\$2,082</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>33.3%</b>	<b>\$5,000</b>
<b>Debt</b>							
LONG TERM DEBT INTEREST	21800-59150	\$15,986	\$15,986	\$42,000	\$46,750	11.3%	\$4,750
<b>Total Debt:</b>		<b>\$15,986</b>	<b>\$15,986</b>	<b>\$42,000</b>	<b>\$46,750</b>	<b>11.3%</b>	<b>\$4,750</b>
<b>Total Expense Objects:</b>		<b>\$304,439</b>	<b>\$116,584</b>	<b>\$202,000</b>	<b>\$220,500</b>	<b>9.2%</b>	<b>\$18,500</b>



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# **CAPITAL IMPROVEMENTS**

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## Capital Improvements Plan Overview

The proposed FY2024 – FY2028 Capital Improvements Plan (CIP) for the City of Pittsfield invests more than \$308 million in important capital projects, prioritizing roadway quality, parks and recreational opportunities, City and School facility improvements, safe and functional vehicles and equipment for staff, and modern information technology.

The proposed General Fund (GF) Capital Investment Strategy recommends a commitment of 6.5% of GF revenues for capital projects. The plan also includes significant funding through the Federal government's American Rescue Plan Act (ARPA). 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 FY2024 – FY2028 CIP proposed in this report is a roadmap for the future.



## 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 financial policies provide guidance as to the process and content of the City's Capital Improvement Program.

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 future years. 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 not to 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 to 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.[\[1\]](#)
- **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 not to 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 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."[\[2\]](#)



- **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.



## 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>			
Name	Address	Year Constructed/ Renovated	Approx. Sq. Ft.
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.[\[3\]](#)

**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.

PITTSFIELD SOFTWARE APPLICATIONS	
Department	Software
All Users	Windows 10 / Office 2016, Sophos Antivirus, Barracuda Email Archiver, Parallels RAS, ZOOM
Assessor	iasWorld
City Clerk	FileMaker Pro, Full Circle Technologies
Department of Public Work (DPW)	AutoCAD, ESRI ArcGIS, Accela Public Stuff 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.



**OPEN SPACE FACILITIES OWNED/MANAGED BY CITY OF PITTSFIELD**[\[4\]](#)

Name	Size (acres)	Amenities	Address
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
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



OPEN SPACE FACILITIES OWNED/MANAGED BY CITY OF PITTSFIELD <sup>[4]</sup>			
Name	Size (acres)	Amenities	Address
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.

PITTSFIELD BRIDGES & MAJOR CULVERTS			
Facility Carried	Feature Intersected	Structure Type	Year Built/Reconst'd
East St	Housatonic River	Box Beam or Girders - Single or Spread	1998



**PITTSFIELD BRIDGES & MAJOR CULVERTS**

<b>Facility Carried</b>	<b>Feature Intersected</b>	<b>Structure Type</b>	<b>Year Built/ Reconst'd</b>
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
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



PITTSFIELD BRIDGES & MAJOR CULVERTS			
Facility Carried	Feature Intersected	Structure Type	Year Built/ Reconst'd
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.

PITTSFIELD PUBLIC SCHOOL FACILITIES <sup>[7]</sup>					
Facility	Grades	Address	Year Built	Sq. Ft.	Enrollment
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 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**



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.

**CITY OF PITTSFIELD INSURED VEHICLES & EQUIPMENT**

Department	Year	Manufacturer & Model
AIRPORT	1980	SOUTH - UTILITY TRAILER
AIRPORT	1988	OSHKOSH - DUMP TRUCK
AIRPORT	1988	AM - TRUCK
AIRPORT	2003	INTERNATIONAL - DUMP
AIRPORT	2003	JOHN DEERE - LOADER
AIRPORT	2005	JOHN DEERE - 5425 TRACTOR
AIRPORT	2008	VOLVO - VNM64 TRACTOR
AIRPORT	2008	CHEVROLET - COLORADO
AIRPORT	2009	FREIGHT - TRACTOR
AIRPORT	2012	FORD - PICKUP
AIRPORT	2013	INTERNATIONAL - DUMP TRUCK
AIRPORT	2016	FORD - F350
AIRPORT	2016	BIG TEX - UTILITY TRAILER
AIRPORT	2019	CAT - LOADER
BLDG/INSPECT	2011	FORD - FOCUS
BLDG/INSPECT	2016	CHEVROLET - MALIBU
BLDG/INSPECT	2018	CHEVROLET - CRUZE
BLDG/INSPECT	2018	CHEVROLET - CRUZE
BLDG/INSPECT	2022	FORD - EXPLORER
BLDG/INSPECT	2022	FORD - EXPLORER
COA	2009	FORD - E350 VAN
COA	2010	FORD - E350 VAN
CONSERVATION	2009	FORD - RANGER
CONSERVATION	2017	WRIGHT - WT072TH TRAILER
DPS	2010	ELGIN PELICAN - SWEEPER
DPS	2016	FORD - F350
DPS	2016	SOLAR - TRAILER
DPS	2016	SOLAR - TRAILER
DPS	2016	FORD - FOCUS
DPS	2017	FORD - ESCAPE
DPS	2017	FORD - F550
DPS	2017	FORD - F350
DPS	2017	FORD - F550 HOOKLOADER
DPS	2017	JOHN DEERE - TRACTOR
DPS	2017	EAGER - UTILITY TRAILER



DPS	2018	CHEVROLET - SILVERADO
DPS	2018	CHEVROLET - SILVERADO
DPS	2018	CHEVROLET - SILVERADO
DPS	2018	CHEVROLET - SILVERADO
DPS	2018	CHEVROLET - SILVERADO
DPS	2018	FORD - F-550
DPS	2018	JOHN DEERE - TRACTOR
DPS	2019	INTERNATIONAL - 7000 TRUCK
DPS	2019	FORD - F-350
DPS	2019	FORD - F-350
DPS	2019	CHEVROLET - SILVERADO
DPS	2019	CHEVROLET - VOLT
DPS	2019	FORD - F-350
DPS	2019	FORD - F350
DPS	2019	FORD - F550
DPS	2019	CHEVROLET - BOLT EV
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - RANGER
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2019	FORD - F350
DPS	2020	INTERNATIONAL - HV513
DPS	2021	INTL - HV507
DPS	2021	INTERNATIONAL - HV513
DPS	2021	WACKER - EW100
DPS	2022	FALCON - 4T DUMP 2 BURNER
DPS	2022	KOMA - WA380
DPS	2022	CHEVROLET - SILVERADO
DPS	2022	CHEVROLET - EQUINOX
DPS	2022	CHEVROLET - SILVERADO
DPS	1984	DRESSER - FORKLIFT
DPS	1985	AM GENERAL - 5 TON MILITARY DUMP TRUCK
DPS	1988	FORD - F900 HOOKLOADER
DPS	1990	KAR - UTILITY TRAILER
DPS	1990	BMY - DUMP TRUCK
DPS	1992	STOW - T3000 TRAILER
DPS	1994	BMY - CARGO
DPS	1995	HOMEMADE - TRAILER
DPS	1995	FORD - LGTCON
DPS	1997	STEWART - CARGO
DPS	2000	VERMEER - CHIPPER
DPS	2003	SUPERLINE - TRAILER
DPS	2004	INTERNATIONAL - DUMP
DPS	2005	CHEVROLET - SILVERADO
DPS	2006	WILL - UTILITY TRAILER
DPS	2006	CHEVROLET - SILVERADO
DPS	2008	FORD - F350 SUPER CAB
DPS	2008	CAM - UTILITY TRAILER
DPS	2011	FORD - DRWSUP DUMP
DPS	2011	FORD - DRWSUP DUMP
DPS	2011	INTERNATIONAL - 700SER DUMP
DPS	2011	TRACKLESS - TRACTOR
DPS	2011	KOMATSU - LOADER
DPS	2011	BAGELA - ASPHALT RECYCLER



DPS	2012	CHEVROLET - SILVERADO
DPS	2012	CHEVROLET - EXPRESS VAN
DPS	2012	INTERNATIONAL - DUMP TRUCK
DPS	2012	WACKER - MINI LOADER
DPS	2013	FORD - F550 DUMP TRUCK
DPS	2014	MILLER - WELDER
DPS	2015	INTERNATIONAL - CATCH BASIN CLEANER
DPS	2015	BIG TEX - UTILITY TRAILER
DPS	2015	BIG TEX - UTILITY TRAILER
DPS	2016	FORD - F550
DPS	2016	INTERNATIONAL - HOOK LOADER
DPS	2017	ELGIN - SWEEPER
DPS	2017	TRACK - TRACTOR
DPS	2018	BIG TEX - UTILITY
DPS	2018	CHEVROLET - SILVERADO
DPS	2018	CHEVROLET - SILVERADO
DPS	2019	CHEVROLET - CRUZE
DPS	2019	FORD - F-350
DPS	2019	CHEVROLET - EQUINOX
DPS	2019	ELGIN - PELICAN
DPS	2019	CHEVROLET - CRUZE
DPS	2019	FORD - F550
DPS	2019	FORD - F550
DPS	2019	FORD - F350
DPS	2020	FORD - TRANSIT
DPS	2020	CMSU - DUMP
DPS	2020	CHEVY - SILVERADO
DPS	2021	CASE - BACKHOE
DPS	2021	FORD - F600
DPS	2021	KOMA - WA
DPS	2021	FRHT - 108SD
DPS	2021	FORD - TRANSIT
DPS	2022	CHEVY - EQUINOX
DPS	2022	FORD - ESCAPE
DPS	2022	CMSU - UTILITY TRAILER
DPS	2022	ATCO - CPS 185-100
DPS	2022	FORD - EXPLORER
DPS	2022	CHEVY - COLORADO
DPS	2022	CHEVROLET - EXPRESS G3500
DPS	2022	CHEVROLET - EXPRESS G3500
DPS	2022	FORD - F350
DPS	2022	FORD - F350
DPS	2022	FORD - F350
DPS	2022	CASE - BACKHOE
DPS	2022	WACK - SW28
DPS	2023	TRACKLESS - MT
DPS	1996	LANDSCAPER - TRAILER
DPS	1997	WENGER - STAGE TRAILER
DPS	2001	JOHN DEERE - TRACTOR LOADER
DPS	2002	JOHN DEERE - TRACTOR\LOADER
DPS	2012	BRL MAR - UTILITY TRAILER
DPS	2013	DEERE - TRACTOR
DPS	2014	SCAG - LEAF VAC TRAILER
DPS	2018	DEERE - 4066
DPS	2018	DEERE - 1600
DPS	2018	BIG TEX - UTILITY
DPS	2021	DEER - 4066R
DPS	2022	FORD - F250



DPS	2023	VERN - BC1000XL
DPS	2023	CHEVROLET - SILVERDO
DPS	2022	JOHN DEERE - COMPACT UTILITY 4066R
DPW/HWY	2008	JOHN DEERE - SKID STEER LOADER
ENGINEERING	2006	CHEVROLET - SILVERADO
FIRE	1997	HAULMARK - TRAILER
FIRE	1999	FORD - F450
FIRE	2002	INTERNATIONAL - HAZ MAT DECONTAMINATION
FIRE	2002	SEAGRAVE - FIRE
FIRE	2003	INTERNATIONAL - HAZMAT DECONTAMINATION
FIRE	2004	SPARTAN GLADIATOR - VISION PUMPER
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 - TAHOE
FIRE	2009	FOAM - TANK TRAILER
FIRE	2009	PIERCE - ARROW
FIRE	2010	CHEVROLET - SILVERADO PICKUP
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
FIRE	2016	BIGTX - UTILITY TRAILER
FIRE	2016	CHEVROLET - TAHOE
FIRE	2018	TRIT - TRAILER
FIRE	2018	LOAD RITE - BOAT TRAILER
FIRE	2019	SEAGRAVE - FIRE APPARATUS
FIRE	2019	FORD - F350
FIRE	2020	FORD - F350
FIRE	2020	BRAV - ST8514TA4
FIRE	2020	FORD - F150
FIRE	2021	NEXHAUL - BULLET TRAILER
FIRE	2021	PIRC - PIERCE
FIRE	2022	FORD - F350
FIRE	2022	FORD - ESCAPE
FIRE	2022	FORD - ESCAPE
FIRE	2022	FORD - F250
HEALTH	2010	PEMFA - UTILITY TRAILER
HEALTH	2016	CHEVROLET - MALIBU
HEALTH	2018	CHEVROLET - CRUZE
MAINTENANCE	2017	FORD - F-250
MAINTENANCE	1992	CROSS COUNTRY - TRAILER
MAINTENANCE	1994	HOMEMADE - TRAILER
MAINTENANCE	1994	LONG - RACK TRAILER
MAINTENANCE	2006	CAM - UTILITY TRAILER
MAINTENANCE	2006	JOHN DEERE - LOADER
MAINTENANCE	2008	TRACKLESS - TRACTOR
MAINTENANCE	2009	CHEVROLET - K3500 PICKUP



MAINTENANCE	2009	CHEVROLET - SILVERADO
MAINTENANCE	2011	CHEVROLET - EXPRESS VAN
MAINTENANCE	2011	CHEVROLET - EXPRESS VAN
MAINTENANCE	2012	CHEVROLET - EXPVAN
MAINTENANCE	2012	BRI-MAR - UTILITY TRAILER
MAINTENANCE	2012	CAM - SUPERLINER TRAILER
MAINTENANCE	2013	CHEVROLET - 4 WD PICKUP
MAINTENANCE	2013	CHEVROLET - SILVERADO
MAINTENANCE	2020	CHEVROLET - EQUINOX
MAINTENANCE	2022	FORD - EXPLORER
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	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	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	2017	FORD - EXPLORER
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POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER



POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - INTERCEPTOR
POLICE	2019	FORD - EXPLORER
POLICE	2020	DODGE - DURANGO
POLICE	2020	FORD - FUSION
POLICE	2020	FORD - FUSION
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2022	TOYOTA - CAMRY
POLICE	2022	TOYOTA - CAMRY
POLICE	2022	TOYOTA - CAMRY
POLICE	2022	FORD - RANGER
POLICE	2022	FORD - RANGER
POLICE	2022	FORD - EXPLORER
POLICE	2022	FORD - EXPLORER
POLICE	2022	FORD - EXPLORER
POLICE	2022	FORD - EXPLORER
POLICE	2022	FORD - EXPLORER
RSVP	2012	HONDA - ODYSSEY VAN
SCHOOL	1998	HOMEMADE - TRAILER
SCHOOL	2006	GMC - VAN
SCHOOL	2006	CHEVROLET - YUKON (2)
SCHOOL	2010	FORD - EXPLORER
SCHOOL	2011	FORD - ESCAPE
SCHOOL	2011	FORD - F350 PICKUP
SCHOOL	2012	EZ HAULER - TRAILER
SCHOOL	2014	FORD - E150 CARGO VAN
SCHOOL	2014	EZ HAULER - TRAILER
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
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SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2015	THOMAS - SCHOOL BUS
SCHOOL	2016	FORD - TRANSIT CONNECT VAN
SCHOOL	2018	CHEVROLET - SUBURBAN VAN
SCHOOL	2018	CHEVROLET - SUBURBAN
SCHOOL	2019	CHEVROLET - SUBURBAN
SCHOOL	2019	CHEVROLET - SUBURBAN
SCHOOL	2021	DODGE - RAM PROMASTER VAN
SCHOOL	2022	FORD - F650
SCHOOL	2022	FORD - F550
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
UNAVAILABLE	2017	WRIGHT - TRAILER
VOC HIGH	2014	FORD - E350 VAN
VOC HIGH	2019	FORD - TRANSIT VAN
VOC HIGH	2019	FORD - TRANSIT VAN
WASTEWATER	2020	CAM - UTILITY TRAILER
WASTEWATER	2020	CHEVROLET - COLORADO
WASTEWATER	2020	FORD - F350
WASTEWATER	2008	CHEVROLET - SILVERADO PICKUP
WASTEWATER	2011	FORD - DRWSUP DUMP
WASTEWATER	2015	FORD - F350 4WD TRUCK
WASTEWATER	2016	FORD - F250
WASTEWATER	2023	CHEVROLET - SILVERADO
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	1998	HOMEMADE - TRAILER
WATER	2000	BADGE - EXCAVATOR
WATER	2000	CROSS - FLATBED TRAILER
WATER	2004	INTERNATIONAL - 4300
WATER	2005	VAC - 4580 GATEBOX EXERCISER
WATER	2006	INTERNATIONAL - 400 SERIES
WATER	2007	INTERNATIONAL - 700 SBR
WATER	2008	ANDERSON - UTILITY TRAILER
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	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
WATER	2013	CHEVROLET - 2 WD PICKUP
WATER	2015	WACKER - UTILITY LIGHT TOWER TRAILER
WATER	2016	FORD - F350
WATER	2016	INTERNATIONAL - 7400
WATER	2018	CHEVROLET - EQUINOX
WATER	2022	CHEVROLET - SILVERADO
WATER	2022	FORD - F150
WATER	2021	FORD - F1

[1]. 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.

[2]. "Community Compact IT Grant Program," Available: <https://www.mass.gov/community-compact-it-grant-program>

[3]. Airnav.com, retrieved from <https://www.airnav.com/airport/KPSF> (<https://www.airnav.com/airport/KPSF>), October 25, 2019

[4]. 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) ([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

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

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

[7]. Massschoolbuildings.org retrieved from <http://www.massschoolbuildings.org/node/40236> (<http://www.massschoolbuildings.org/node/40236>), October 31, 2019

[8]. Waterworkshistory.us retrieved from <http://www.waterworkshistory.us/MA/Pittsfield/> (<http://www.waterworkshistory.us/MA/Pittsfield/>), November 19, 2019

[9]. MassDEP 2002 Source Water Assessment and Protection (SWAP) Report

[10]. MassDEP 2018 Annual Drinking Water Quality Report for the City of Pittsfield

[11]. 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) ([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



## Fiscal Year 2024 Capital Improvements

The proposed fiscal year 2024 Capital Improvements Plan, which is the first year of the City's comprehensive, five-year CIP, invests more than \$43.8 million in the City's assets and infrastructure using a variety of funding sources including General Fund resources, Enterprise Fund resources, ARPA funds, and State/Federal grants. In fact, approximately 40% of the funding - or more than \$16 million - will come from non-City sources.

The projects described in this section have been vetted and prioritized with Department Heads and City leaders to support the City's goal to deliver robust services to residents and businesses. Investments include upgrades to City facilities, School buildings, and parks and recreational facilities. Also, the plan supports the necessary replacement and/or upgrade of vehicles and IT equipment that allow City staff to complete their jobs efficiently and effectively every day.

The City's share of the cost of these capital projects aligns with the City's target to dedicate 6.5% of net General Fund budget resources to capital needs each fiscal year. In addition to the capital costs associated with each project, the City's financial team works with Department Heads to understand the potential operating budget impacts, if any. For example, a new recreational facility might require an increase in the annual maintenance budget. For fiscal year 2024, there are no anticipated extraordinary operating budget impacts. Some projects may slightly increase operating costs while other projects are projected to slightly decrease operating budget costs (e.g. new vehicles replacing older ones that require more maintenance). Overall, the financial team has determined that the fiscal year 2024 CIP will have no material net impact on the operating budget.

The following section summarizes and describes the 74 capital projects that are proposed to be funded in FY2024. A subsequent section provides more detail about the capital projects that are currently programmed for the later years of the plan: FY2024-FY2028. Annually, City leaders work with each department to ensure that the CIP is aligned with the needs, priorities, and financial position of the City.

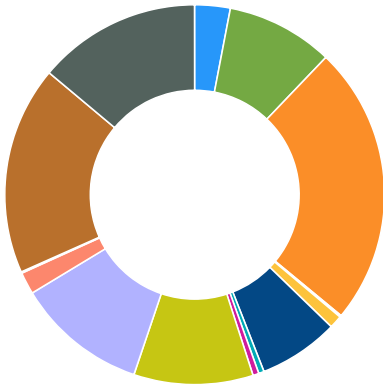


# Total Capital Requested

# \$43,892,056

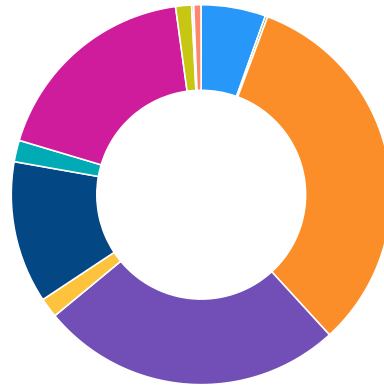
## 65 Capital Improvement Projects

Total Funding Requested by Department



Airport Commission (3%)	\$1,328,056.00
Community Development (9%)	\$4,000,000.00
Dps - Public Service (24%)	\$10,470,000.00
Dpu Waste Water (0%)	\$65,000.00
Dpu Water Treatment (1%)	\$480,000.00
Education (7%)	\$3,000,000.00
Fire - Uniformed (0%)	\$204,000.00
IT (1%)	\$220,000.00
Maintenance - City (10%)	\$4,457,000.00
Maintenance - School (11%)	\$4,900,000.00
Police - Uniformed (2%)	\$823,000.00
Rsvp (0%)	\$45,000.00
Sewer (18%)	\$7,800,000.00
Water (14%)	\$6,100,000.00
<b>TOTAL</b>	<b>\$43,892,056.00</b>

Total Funding Requested by Source



ARPA (5%)	\$2,435,000.00
Bond Premiums (0%)	\$96,000.00
EF Debt (33%)	\$14,445,000.00
GF Debt (26%)	\$11,468,000.00
GF debt (2%)	\$750,000.00
Grant(Federal) (12%)	\$5,375,250.00
Grant(State) (2%)	\$812,625.00
Other (18%)	\$8,100,000.00
Pay Go (1%)	\$600,000.00
Pay GO (0%)	\$74,625.00
Public Works Stabilization (1%)	\$280,000.00
<b>TOTAL</b>	<b>\$44,436,500.00</b>

# Maintenance - City Requests

## Itemized Requests for 2024

### 1 Ton Utility Body Truck

\$80,000

Purchase 6 current model year 1 Ton Utility Body Trucks with or without plow 1 in FY24 and 1 in each of the following fiscal years. These vehicles are in the 10 year replacement category. The unit being replaced in FY24 is a 2013 Chevrolet...

### BMD City - Carpet Replacement Assessor's Office

\$75,000

Replace carpet in the entryway to the Assessor's Office at City Hall. This will include abatement of the floor before installing new floor.

### E2 MECHANICS BAY FLOOR

\$50,000

MECHANICS BAY FLOOR IS SLANTED AND IS UNSAFE WHEN HAVE TO PUT TRUCKS ON LIFT NON OSHA COMPLIANT

### generator replacement for three stations

\$100,000

Replace existing generators at three fire stations.

### KITCHEN UPGRADES ALL FIRE STATIONS

\$35,000

COMPLETE KITCHEN UPGRADES TO ALL STATIONS TO INCLUDE FLOORS

### One Ton Van

\$110,000

Purchase 2 current model year One Ton Vans in FY24. The units being replaced are both Chevrolet's model years 2011 and 2012. These units are in the 10 year replacement category. They are being replaced because of body and undercarriage...

### Repave front ramp at engine 2

\$7,000

The front ramp at Engine 2, 9 Summerset Ave. needs to have the pavement replaced where the truck pulls out of the station. The truck bounces everytime it pulls out and backs in the station. This wears on the suspension.

### TRAINING TOWER REPLACEMENT

\$4,000,000

Construction of a new Fire Training Tower

**Total: \$4,457,000**



## Maintenance - School Requests

### Itemized Requests for 2024

**BMD Schools - Boiler Replacement PHS (Critical)** **\$1,000,000**

The boilers (3) at PHS are the originals from 1930. We are requesting \$50K for required study to determine how to remove the existing boilers from the basement of the school and where to install the replacements in the first year and then unknown...

**BMD Schools - Boiler Replacements** **\$650,000**

Replacement of 2 boilers within our schools each year. We have many boilers that are well over 30 years old and require constant attention and repairs and lack efficiency. This request does not include PHS or THS. FY23 Egremont is out to bid...

**BMD Schools - Doors Upgrade Per Fire Code** **\$50,000**

Per the City's Director of Inspections, all doors in our school buildings need to be evaluated and brought up to fire code

**BMD Schools - Roof Repairs** **\$3,000,000**

We have quite a few schools whose roofing systems are past their life and in critical need of replacing. For FY22 we submitted our 5-year plan to begin the process of repairing/replacing these roofs. In FY22, we were approved \$750K to...

**BMD Schools - Sidewalk Repairs** **\$100,000**

The school buildings are in desperate need of sidewalk repairs, especially because of liability and storm drainage issues. Conte & Reid are 2 important examples to start this project with.

**BMD Schools - Sprinkler Systems Upgraded** **\$100,000**

In this year's annual sprinkler inspections, it was noted that in some of our buildings, our sprinkler heads are outdated and need replacing. We are planning on meeting with the sprinkler company to determine projected costs and the number of...

**Total: \$4,900,000**

## Fire - Uniformed Requests

### Itemized Requests for 2024

**Replace 8 Self-Contained Breathing Apparatus (SCBA) units** **\$35,000**

Replace 8 Self-Contained Breathing Apparatus (SCBA) units

**RESCUE BOAT** **\$45,000**

RESCUE BOAT W/TRAILER

**Turnout Gear Replacement Program** **\$28,000**

On going replacement of outdated, noncompliant turnout gear.

**Upgrade Plymovent to all five fire stations** **\$96,000**

Upgrade existing plymovent system installed in 2006. Several upgrades have been created which is a necessity to be up to code.

**Total: \$204,000**



# Dps - Public Service Requests

## Itemized Requests for 2024

### 1 Ton Hook Lift DPS Highway

\$360,000

Purchase 2 current model year 1 Ton Hook Lift all season trucks (dump plow sand)with attachments in FY24 and one in each of the following 4 fiscal years.The unit being replaced in FY24 has already been taken off the road and auctioned. the second...

### 1 Ton Pickup Truck

\$130,000

Purchase 2 current model year 1 ton pickups with or without plows in each of the next 5 fiscal years. The units being replaced in FY24 are both on the 10-year replacement schedule but have lasted considerably longer. Unit 2002 is a 2008 Toyota...

### 5 Ton Hook Lift all season truck (snow fighter)with attachments

\$320,000

Purchase one 5 Ton Hook Lift all season truck (snow fighter)with attachments in each of the next 5 fiscal years..For FY24 we will be replacing unit 1121 a 2011 international with 8700 hours. This unit is in the 10 year replacement category...

### AWD SUV

\$120,000

Purchase 6 all wheel drive SUV's in three in FY 24, 2 in FY25 and one in FY26. We intend to replace units 1247 a 2012 Chevrolet with 55000 miles and 2404 a 2011 ford with 47000 miles. Unit 1247 is being replaced due to body and undercarriage...

### BMC Area Intersection Improvements - ROW

\$200,000

Right of Way Acquisition for the construction of the Improvements to the following Intersections: - North St and Springside Ave. - North St and Charles St. - Firts St, North St and Stoddard Ave. - First St and Tyler St. - First St and Burbank...

### Multipurpose Tractor with attachments

\$80,000

Purchase 1 Multipurpose Tractor with attachments each year for the next 4 fiscal years. The unit being replaced in FY24 is a 2001 John Deere with 5500 hours on it. This unit is in the 10 year replacement category and we have gone well beyond that....

### Newell Street Drainage Improvements

\$450,000

Project Description: The channel from the outfall on Newell Street to Day Street has not been conveying stormwater properly, causing frequent local flooding conditions at the 20-inch outfall in the backyard of 5 Newell Street. It is likely that...

### Pecks Road Drainage Improvements

\$300,000

Project Description: The City has been planning the improvement to the existing stormwater drainage outlet pipes that run from Pecks Road to Onota Lake between #453 and #467 Pecks Road. The plan includes replacement of 300 feet of existing piping...

### Sidewalk Improvements

\$250,000

Sidewalk Improvements throught the city.

### Street Re-Surfacing

\$7,500,000

Improvements to existing transportation network.

### Tandem dump truck (dump plow sand)

\$380,000

Purchase 1 current model year Tandem Dump Truck to replace the same. This unit is in the 10-year replacement category. unit 1174 a 2012 International with 7500 hours. The reason for replacement is cab and body rot.



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**Tandem hook loader**

\$380,000

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Purchase one current model year Tandem hook loader in FY24 and FY26

---

**Total: \$10,470,000**

## Dpu Waste Water Requests

### Itemized Requests for 2024

**1 Ton Pickup Truck DPU Waste Water**

\$65,000

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Purchase 3 current model year 1 Ton Pickups with plow to replace the same in each of the next 3 fiscal years. The unit being replaced in FY24 is a 2013 Ford F250 with 60000 miles on it. These units are all in the 10 year replacement schedule...

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**Total: \$65,000**

## Dpu Water Treatment Requests

### Itemized Requests for 2024

**GATE BOX EXERCISER**

\$120,000

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Purchase one current model year Gate Box Exerciser to replace the same. The unit being replaced is a 2005 Wachs. This type of equipment is in the 10 year replacement category and we are well past that point. This unit has reached the end of its...

**Jet rodder DPU Water**

\$360,000

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Purchase 2 current model year Jet Rodders one in FY24 and one in FY27. The unit being replaced in FY24 is a 2004 International with 8600 hours. This unit is in the 10 year replacement category and it has gone well beyond that point. The reason for...

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**Total: \$480,000**

## Education Requests

### Itemized Requests for 2024

**Replacement of Bus Fleet**

\$3,000,000

---

Replacement of Bus Fleet

---

**Total: \$3,000,000**

## Police - Uniformed Requests

### Itemized Requests for 2024

<b>PD Technology/Software Implementation Program</b>	<b>\$50,000</b>
PD Technology/Software Implementation Program	
<b>Replace frontline cruisers</b>	<b>\$275,000</b>
Replace 4 frontline cruisers	
<b>Replace mobile data terminals (MDTs)</b>	<b>\$48,000</b>
Replace mobile data terminals (MDTs)	
<b>Replace Police communications equipment</b>	<b>\$200,000</b>
Replace Police communications equipment	
<b>Replace Police Computers</b>	<b>\$50,000</b>
Replace Police Computers	
<b>Replace special purpose and support vehicles</b>	<b>\$200,000</b>
Replace special purpose and support vehicles	
	<b>Total: \$823,000</b>

## IT Requests

### Itemized Requests for 2024

<b>City Website Modernization</b>	<b>\$20,000</b>
Modernize the City website including ADA compliance, branding, domain migration (.gov), and bringing all City-owned websites under the same umbrella.	
<b>Desktop PC Refresh</b>	<b>\$75,000</b>
Regular lifecycle refresh of desktop computers.	
<b>Laptop Replacement</b>	<b>\$125,000</b>
Replacement of city laptops to conform with new multi-factor authentication requirements.	
	<b>Total: \$220,000</b>





## Sewer Requests

### Itemized Requests for 2024

#### Integrated Water Resources Management Plan (IWRMP)

\$1,300,000

Project Description: The purpose of the Integrated Water Resources Management Plan (IWRMP) is to develop an updated, comprehensive plan to manage the City's water, wastewater, and stormwater needs in a holistic and balanced manner. The...

#### Sanitary Sewer Evaluation Survey (SSES) – Phase 2

\$1,000,000

Project Description: The City's wastewater collection system is subject to increased flows due to Infiltration and Inflow (I/I). Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and...

#### Second Street Sewer Relocation

\$2,500,000

Project Description: In 2013 CSX Transportation lowered the rail line through the City to accommodate double-stacked rail transport. As part of this work, an existing sanitary sewer crossing underneath the rail line at Second Street was protected...

#### WWTP CHP Upgrades

\$3,000,000

Project Description: The existing combined heat and power (CHP) system at the wastewater treatment plant (WWTP) was installed in 2010 as part of overall energy upgrades at the plant funded by state and federal grants. The existing CHP...

**Total: \$7,800,000**

## Water Requests

### Itemized Requests for 2024

#### Improve Water Mains

\$1,500,000

Improve Water Mains Investing in improvements to water mains in the city of Pittsfield is beneficial to the community in several ways: Improves water quality: Old and deteriorating water mains can leach contaminants into the drinking...

#### SANWASH RESERVOIR DAM UPGRADE DESIGN AND PERMITTING

\$600,000

PROJECT DESCRIPTION: The City of Pittsfield's Ashley Reservoir System consists of Farnham Reservoir, Sandwash Reservoir, Upper Sackett Reservoir, Ashley Lake, and Lower Ashley Reservoir. The Ashley Reservoir system feeds water to the Ashley...

#### VALENTINE ROAD WATER TRANSMISSION MAIN PROJECT

\$4,000,000

PROJECT DESCRIPTION: The City of Pittsfield recently began construction of the new Tamarack Road Water Storage Tank at the Pittsfield Municipal Airport which will serve the City's western pressure zone. Construction of the new tank is...

**Total: \$6,100,000**



## Rsvp Requests

### Itemized Requests for 2024

<b>AWD Van</b>	<b>\$45,000</b>
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Purchase one current model year all wheel drive van in to replace same. the unit being replaced is a 2012 Honda with 77000 miles. this unit is in the 10 year replacement category and is right on schedule.i would like to trade this vehicle while it...

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**Total: \$45,000**

## Airport Commission Requests

### Itemized Requests for 2024

<b>Access Control System Upgrade</b>	<b>\$10,000</b>
--------------------------------------	-----------------

Upgrade access control system for employee and tenant/user access through security gates and doors.

<b>Construct Taxilane and Electrical Improvements</b>	<b>\$562,500</b>
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Construct new taxilane and bury electrical.

<b>Crack, Seal Coating, and Pavement Markings</b>	<b>\$130,000</b>
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Cracksealing, seal coating, and pavement markings of runways and paved surfaces

<b>Deicing Broom Attachment</b>	<b>\$55,556</b>
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Runway deicing broom attachment, towable or loader-mounted.

<b>High Efficiency Snow Blower</b>	<b>\$160,000</b>
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Utilize existing appropriation for purchase of wheeled loader-mounted, high efficiency snow blower attachment.

<b>Obstruction Removal (Construction Phase)</b>	<b>\$260,000</b>
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Construction phase to remove obstructions (i.e, trees and poles) in the approaches to Runways 8 and 14. Survey Runway 14-32.

<b>Permitting for Taxiway A and B Reconstructions and Runway 26 MALSR Construction</b>	<b>\$150,000</b>
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Permitting for future reconstruction of Taxiways A and B and construction of Runway 26 MALSR approach lighting system.

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**Total: \$1,328,056**



# Community Development Requests

## Itemized Requests for 2024

**Bike Path Environmental Permitting & Engineering Design** **\$500,000**

Bike Path Middle Section (Crane Ave to Merrill Rd) Environmental Permitting & Engineering Design

**Develop downtown microgrid** **\$100,000**

Develop downtown microgrid

**Pickleball Courts** **\$500,000**

Construction of an 8-court facility within Springside Park

**Pontoosuc Lake Park Improvements** **\$250,000**

This capital project will see the implementation of the master vision for the park that was developed in 2021/2022 with community input and support.

**Springside House Renovations** **\$1,000,000**

This capital project seeks funding support for the interior renovations at this historic city building.

**Springside Pond Restoration** **\$650,000**

Complete environmental restoration of the Springside Pond

**Taconic High School Track Upgrades** **\$1,000,000**

The Taconic High School track needs complete renovation. Many stakeholder meetings were held to develop the master plan for improvements.

**Total: \$4,000,000**



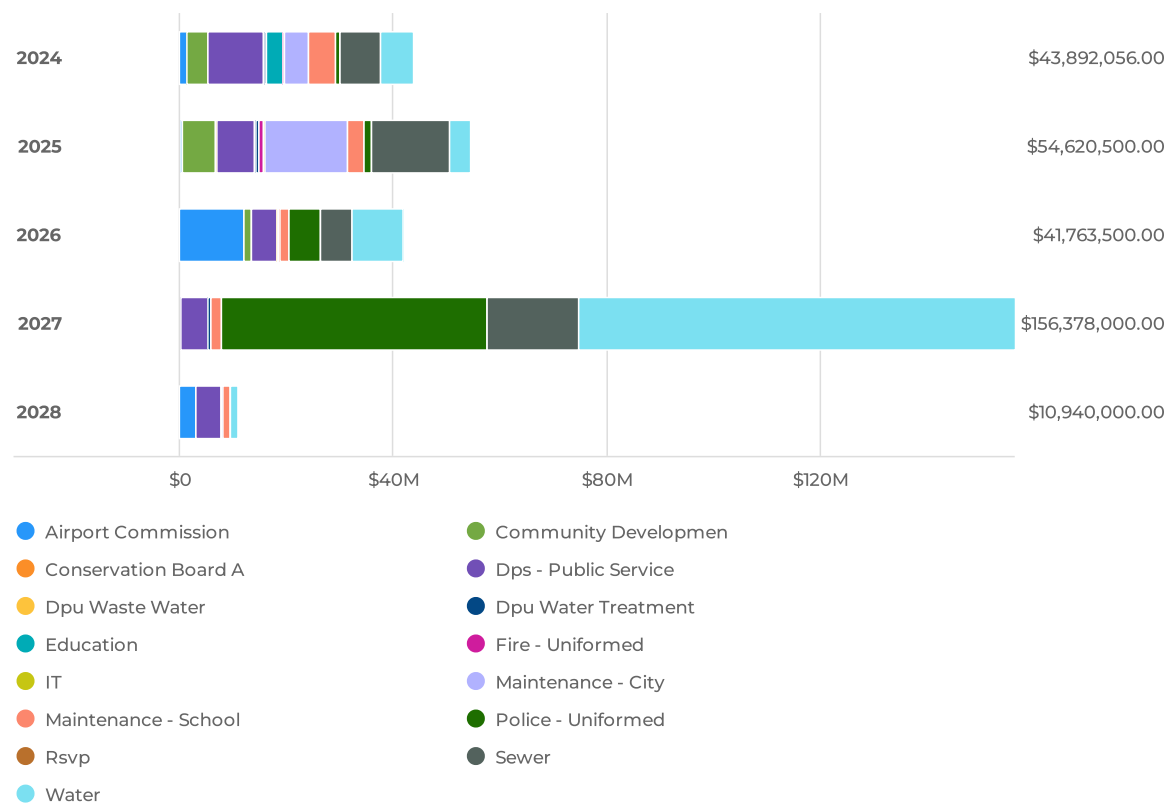
## Capital Improvements: Multi-Year Plan

This section provides more detail about the capital projects that are currently programmed for the later years of the plan: FY2024-FY2028. Annually, City staff reassess the capital needs of all departments, extending the outlook to include the next year. This yearly 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.

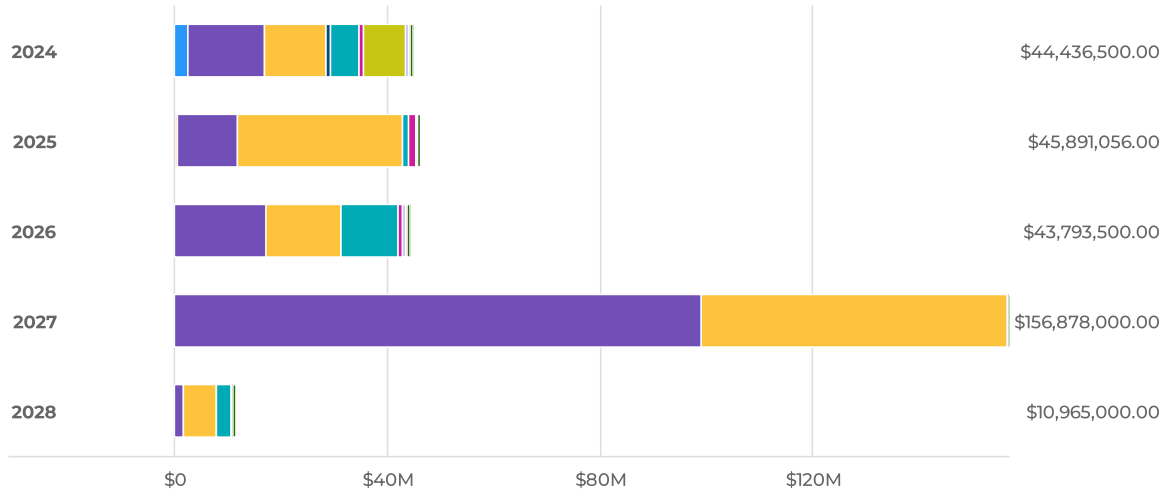
# Total Capital Requested \$307,594,056

### 129 Capital Improvement Projects

#### Total Funding Requested by Department



### Total Funding Requested by Source



- ARPA
- CPA
- GF Debt
- Grant(Federal)
- Other
- Pay GO
- Bond Premiums
- EF Debt
- GF debt
- Grant(State)
- Pay Go
- Public Works Stabilization



# Maintenance - City Requests

## Itemized Requests for 2024-2028

### 1 Ton Utility Body Truck

\$480,000

Purchase 6 current model year 1 Ton Utility Body Trucks with or without plow 1 in FY24 and 1 in each of the following fiscal years. These vehicles are in the 10 year replacement category. The unit being replaced in FY24 is a 2013 Chevrolet...

### BMD City - Airport Terminal Renovations

\$200,000

This project will require the hiring of an architect for design. The main objective of this project is to renovate all of the office area and hallways from the front counter back. All carpeting and floor tiles have to be removed...

### BMD City - Carpet Replacement Assessor's Office

\$75,000

Replace carpet in the entryway to the Assessor's Office at City Hall. This will include abatement of the floor before installing new floor.

### BMD City - Demolition of Old Bathroom at Clapp Park

\$100,000

The old bathroom building at the back corner of the newly renovated Clapp Park should be removed from the property.

### BMD City - Wahconah Park Renovations

\$15,000,000

Skanska has been hired as the Project Management Team. Currently there is a bidding process to hire a design company for the project. This fund request is for the projected cost of renovations, subject to change.

### E2 MECHANICS BAY FLOOR

\$50,000

MECHANICS BAY FLOOR IS SLANTED AND IS UNSAFE WHEN HAVE TO PUT TRUCKS ON LIFT NON OSHA COMPLIANT

### generator replacement for three stations

\$100,000

Replace existing generators at three fire stations.

### KITCHEN UPGRADES ALL FIRE STATIONS

\$155,000

COMPLETE KITCHEN UPGRADES TO ALL STATIONS TO INCLUDE FLOORS

### One Ton Van

\$110,000

Purchase 2 current model year One Ton Vans in FY24. The units being replaced are both Chevrolet's model years 2011 and 2012. These units are in the 10 year replacement category. They are being replaced because of body and undercarriage...

### Repave front ramp at engine 2

\$7,000

The front ramp at Engine 2, 9 Summerset Ave. needs to have the pavement replaced where the truck pulls out of the station. The truck bounces everytime it pulls out and backs in the station. This wears on the suspension.

### TRAINING TOWER REPLACEMENT

\$4,000,000

Construction of a new Fire Training Tower

**Total: \$20,277,000**



# Maintenance - School Requests

## Itemized Requests for 2024-2028

**BMD Schools - Boiler Replacement PHS (Critical)** **\$1,000,000**

The boilers (3) at PHS are the originals from 1930. We are requesting \$50K for required study to determine how to remove the existing boilers from the basement of the school and where to install the replacements in the first year and then unknown...

**BMD Schools - Boiler Replacements** **\$3,250,000**

Replacement of 2 boilers within our schools each year. We have many boilers that are well over 30 years old and require constant attention and repairs and lack efficiency. This request does not include PHS or THS. FY23 Egremont is out to bid...

**BMD Schools - Dome Renovations (PHS)** **\$400,000**

The dome was repaired and painted 11 years ago and is in need of continued maintenance from the weather and elements.

**BMD Schools - Doors Upgrade Per Fire Code** **\$175,000**

Per the City's Director of Inspections, all doors in our school buildings need to be evaluated and brought up to fire code

**BMD Schools - PHS Oil Tanks Removal** **\$125,000**

There are 2 underground storage tanks at PHS which are under the courtyard. Estimates are that they contain 2,000 gallons total. We have been reporting this to the State every year per our emissions requirements. There has been a brief...

**BMD Schools - Roof Repairs** **\$7,250,000**

We have quite a few schools whose roofing systems are past their life and in critical need of replacing. For FY22 we submitted our 5-year plan to begin the process of repairing/replacing these roofs. In FY22, we were approved \$750K to...

**BMD Schools - Sidewalk Repairs** **\$200,000**

The school buildings are in desperate need of sidewalk repairs, especially because of liability and storm drainage issues. Conte & Reid are 2 important examples to start this project with.

**BMD Schools - Sprinkler Systems Upgraded** **\$400,000**

In this year's annual sprinkler inspections, it was noted that in some of our buildings, our sprinkler heads are outdated and need replacing. We are planning on meeting with the sprinkler company to determine projected costs and the number of...

**BMD Schools - Upgrade Stage Rigging at PHS** **\$100,000**

Upgrade stage rigging at PHS

**Total: \$12,900,000**



## Fire - Uniformed Requests

### Itemized Requests for 2024-2028

**Pumper/ Fire Engine** **\$750,000**

Following the vehicle replacement plan. Replace the 2005 Sparten pumper/engine.

**Replace 8 Self-Contained Breathing Apparatus (SCBA) units** **\$70,000**

Replace 8 Self-Contained Breathing Apparatus (SCBA) units

**RESCUE BOAT** **\$45,000**

RESCUE BOAT W/TRAILER

**Turnout Gear Replacement Program** **\$112,000**

On going replacement of outdated, noncompliant turnout gear.

**Upgrade Plymovent to all five fire stations** **\$96,000**

Upgrade existing plymovent system installed in 2006. Several upgrades have been created which is a necessity to be up to code.

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**Total: \$1,073,000**





# Dps - Public Service Requests

## Itemized Requests for 2024-2028

**1 Ton Hook Lift DPS Highway** **\$1,080,000**

Purchase 2 current model year 1 Ton Hook Lift all season trucks (dump plow sand)with attachments in FY24 and one in each of the following 4 fiscal years.The unit being replaced in FY24 has already been taken off the road and auctioned. the second...

**1 Ton Pickup Truck** **\$650,000**

Purchase 2 current model year 1 ton pickups with or without plows in each of the next 5 fiscal years. The units being replaced in FY24 are both on the 10-year replacement schedule but have lasted considerably longer. Unit 2002 is a 2008 Toyota...

**4 Door Dump Truck Parks Dept** **\$130,000**

Purchase one current model year 4 door dump truck for the parks dept. this will be an addition to their fleet. This truck will be used to transport parks personnel and materials for parks maintenance.

**5 Ton Hook Lift all season truck (snow fighter)with attachments** **\$1,600,000**

Purchase one 5 Ton Hook Lift all season truck (snow fighter)with attachments in each of the next 5 fiscal years..For FY24 we will be replacing unit 1121 a 2011 international with 8700 hours. This unit is in the 10 year replacement category...

**ADA and other improvements in city and school playgrounds** **\$400,000**

ADA and other improvements in city and school playgrounds

**Articulating tractors** **\$400,000**

Purchase 2 current model year Articulating tractors, one each in FY25 and 27. These units are in the 10 year replacement category.

**Asphalt Recycler** **\$200,000**

Purchase 1 current model year Asphalt Recycler. This will be an addition to our fleet and will bolster our pothole patching process.

**AWD SUV** **\$240,000**

Purchase 6 all wheel drive SUV's in three in FY 24, 2 in FY25 and one in FY26. We intend to replace units 1247 a 2012 Chevrolet with 55000 miles and 2404 a 2011 ford with 47000 miles. Unit 1247 is being replaced due to body and undercarriage...

**BMC Area Intersection Improvements - ROW** **\$200,000**

Right of Way Acquisition for the construction of the Improvements to the following Intersections: - North St and Springside Ave. - North St and Charles St. - Firts St, North St and Stoddard Ave. - First St and Tyler St. - First St and Burbank...

**Brush Chipper** **\$60,000**

Purchase a current model year brush chipper to replace the same.

**DPS HIGHWAY 4 DOOR PATCH TRUCK** **\$130,000**

Purchase a current model year four door patch (dump) truck to replace the same in FY25.

**Electric Vehicle** **\$80,000**

Purchase 2 Electric Vehicles one in FY25 and one in FY26 to replace same.



<b>FUEL STATION</b>	<b>\$600,000</b>
Build a fueling island with new tanks and equipment in FY25. Our current fuel system is 30 years old. We used to have a fuel site at street level but had to take it out of service when the garage burned down. This left us with no storage capacity....	
<b>Multi Purpose Compact Utility Tractor</b>	<b>\$55,000</b>
Purchase one current model year Multi Purpose Compact Utility Tractor in FY25. This will be an addition to the fleet and will be used to maintain the growing number of trails under the Parks Departments purview, Further this unit could be...	
<b>Multipurpose Tractor with attachments</b>	<b>\$320,000</b>
Purchase 1 Multipurpose Tractor with attachments each year for the next 4 fiscal years. The unit being replaced in FY24 is a 2001 John Deere with 5500 hours on it. This unit is in the 10 year replacement category and we have gone well beyond that....	
<b>Newell Street Drainage Improvements</b>	<b>\$450,000</b>
Project Description: The channel from the outfall on Newell Street to Day Street has not been conveying stormwater properly, causing frequent local flooding conditions at the 20-inch outfall in the backyard of 5 Newell Street. It is likely that...	
<b>Paver</b>	<b>\$300,000</b>
Purchase current model year paver in FY25	
<b>Pecks Road Drainage Improvements</b>	<b>\$300,000</b>
Project Description: The City has been planning the improvement to the existing stormwater drainage outlet pipes that run from Pecks Road to Onota Lake between #453 and #467 Pecks Road. The plan includes replacement of 300 feet of existing piping...	
<b>Portable stage</b>	<b>\$150,000</b>
Purchase a current model year portable stage in FY25 to replace same.	
<b>ROLLER</b>	<b>\$50,000</b>
Purchase a current model year roller to replace the same.	
<b>Sidewalk Improvements</b>	<b>\$450,000</b>
Sidewalk Improvements throught the city.	
<b>Stormwater Management</b>	<b>\$4,000,000</b>
Stormwater management, including bridges, culverts and drainage system improvements.	
<b>Street Re-Surfacing</b>	<b>\$18,500,000</b>
Improvements to existing transportation network.	
<b>Street Sweeper</b>	<b>\$500,000</b>
Purchase current model year street sweeper to replace same. 1 unit in FY25 and 1 in FY26	
<b>Tandem dump truck (dump plow sand)</b>	<b>\$380,000</b>
Purchase 1 current model year Tandem Dump Truck to replace the same. This unit is in the 10-year replacement category. unit 1174 a 2012 International with 7500 hours. The reason for replacement is cab and body rot.	
<b>Tandem hook loader</b>	<b>\$760,000</b>
Purchase one current model year Tandem hook loader in FY24 and FY26	



**Wheel Loader** **\$220,000**

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Purchase a current model year wheel loader to replace the same.

**XUV Crossover Utility Vehicle** **\$27,000**

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Purchase one current model year Crossover Utility Vehicle in FY25. This will be an addition to the fleet and will be used to maintain the growing number of trails under the Parks Departments purview, Further this unit could be utilized for a...

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**Total: \$32,232,000**

## Dpu Waste Water Requests

### Itemized Requests for 2024-2028

**1 Ton Pickup Truck DPU Waste Water** **\$195,000**

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Purchase 3 current model year 1 Ton Pickups with plow to replace the same in each of the next 3 fiscal years. The unit being replaced in FY24 is a 2013 Ford F250 with 60000 miles on it. These units are all in the 10 year replacement schedule...

**1 Ton Utility Body Truck DPU Waste Water** **\$320,000**

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Purchase 4 current model year 1 Ton Utility Body Trucks with or without plow in FY25 26 27 and 28

**Telescoping boom forklift DPU Waste Water** **\$130,000**

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Purchase one current model year Telescoping boom forklift in FY25

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**Total: \$645,000**



## Dpu Water Treatment Requests

### Itemized Requests for 2024-2028

**1 Ton Hook Lift DPU Water** **\$180,000**

Purchase 1 current model year 1 Ton Hook Lift all season truck (dump plow sand)with attachments in FY24. The unit being replaced is a 2008 Ford F550 with 98000 miles. This unit is in the 10 year replacement category and is one of the most utilized...

**1 Ton Pickup Truck DPU Water** **\$65,000**

Purchase 1 current model year 1 ton pickups with or without plows to replace same in FY26. This unit is in the 10 year replacement catagory.

**1 Ton Utility Body Truck DPU Water** **\$80,000**

Purchase 1 current model year 1 ton utility body truck with plow to replace a 2013 Chevrolet pickup with 110000 miles. the reason for replacement is body rot and high mileage

**1 ton van DPU Water** **\$55,000**

Purchase a current model year 1 ton van in FY25 to replace same

**AWD SUV DPU Water** **\$40,000**

Purchase a current model year all wheel drive SUV to replace same in FY24. the unit being replaced is a 2018 Chevrolet Equinox with 90000 miles. This unit is used for meter reading and I would like to trade it in while its still viable

**Backhoe DPU Water** **\$180,000**

Purchase one current model year Backhoe to replace the same in FY25.

**GATE BOX EXERCISER** **\$120,000**

Purchase one current model year Gate Box Exerciser to replace the same. The unit being replaced is a 2005 Wachs. This type of equipment is in the 10 year replacement category and we are well past that point. This unit has reached the end of its...

**Jet rodder DPU Water** **\$720,000**

Purchase 2 current model year Jet Rodders one in FY24 and one in FY27. The unit being replaced in FY24 is a 2004 International with 8600 hours. This unit is in the 10 year replacement category and it has gone well beyond that point. The reason for...

**Total: \$1,440,000**

## Education Requests

### Itemized Requests for 2024-2028

**Replacement of Bus Fleet** **\$3,000,000**

Replacement of Bus Fleet

**Total: \$3,000,000**



## Police - Uniformed Requests

Itemized Requests for 2024-2028	
<b>New Police HQ Design and Planning (Phase I - Site)</b>	<b>\$500,000</b>
New Police HQ Design and Planning (Phase I - Site)	
<b>New Police HQ Design and Planning (Phase II)</b>	<b>\$5,000,000</b>
New Police HQ Design and Planning (Phase II)	
<b>New Police HQ Facility and Campus - Construction</b>	<b>\$50,000,000</b>
New Police HQ Facility and Campus - Construction	
<b>PD Technology/Software Implementation Program</b>	<b>\$150,000</b>
PD Technology/Software Implementation Program	
<b>Replace Chief's cruiser</b>	<b>\$60,000</b>
Replace Chief's cruiser	
<b>Replace frontline cruisers</b>	<b>\$845,000</b>
Replace 4 frontline cruisers	
<b>Replace mobile data terminals (MDTs)</b>	<b>\$144,000</b>
Replace mobile data terminals (MDTs)	
<b>Replace Police communications equipment</b>	<b>\$700,000</b>
Replace Police communications equipment	
<b>Replace Police Computers</b>	<b>\$150,000</b>
Replace Police Computers	
<b>Replace special purpose and support vehicles</b>	<b>\$700,000</b>
Replace special purpose and support vehicles	
<b>Total: \$58,249,000</b>	



## IT Requests

### Itemized Requests for 2024-2028

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<b>City Website Modernization</b>	<b>\$20,000</b>
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Modernize the City website including ADA compliance, branding, domain migration (.gov), and bringing all City-owned websites under the same umbrella.

<b>Desktop PC Refresh</b>	<b>\$75,000</b>
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Regular lifecycle refresh of desktop computers.

<b>Laptop Replacement</b>	<b>\$125,000</b>
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Replacement of city laptops to conform with new multi-factor authentication requirements.

<b>Munis Migration</b>	<b>\$165,000</b>
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Migration of MUNIS from on-premises to Software as a Service.

<b>Permit Eyes Cloud Migration</b>	<b>\$130,000</b>
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This capital request is for the migration of Permit Eyes 20/20 to the cloud version.

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**Total: \$515,000**



# Sewer Requests

## Itemized Requests for 2024-2028

**Integrated Water Resources Management Plan (IWRMP) \$1,300,000**

Project Description: The purpose of the Integrated Water Resources Management Plan (IWRMP) is to develop an updated, comprehensive plan to manage the City's water, wastewater, and stormwater needs in a holistic and balanced manner. The...

**Sanitary Sewer Evaluation Survey (SSES) – Phase 2 \$1,000,000**

Project Description: The City's wastewater collection system is subject to increased flows due to Infiltration and Inflow (I/I). Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and...

**Second Street Sewer Relocation \$2,500,000**

Project Description: In 2013 CSX Transportation lowered the rail line through the City to accommodate double-stacked rail transport. As part of this work, an existing sanitary sewer crossing underneath the rail line at Second Street was protected...

**Sewer Rehab: Inflow Phase 3, Infiltration Phases 5&6 \$2,700,000**

Project Description: The City's wastewater collection system is subject to increased flows due to Infiltration and Inflow (I/I). Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and...

**Wastewater Treatment Plant (WWTP) Ongoing Improvements \$10,930,000**

Wastewater Treatment Plant (WWTP) Ongoing Improvements

**Water Resources Office/Maintenance Facility/Laboratory \$3,700,000**

Water Resources Office/Maintenance Facility/Laboratory

**WW Treatment Plant Security Improvements \$900,000**

Project Description: The 2016 WWTP Facilities Plan identified security improvements at the plant as a high priority. The security at the WWTP was investigated through a Vulnerability Assessment process previously. Applied Risk Management of...

**WWTP CHP Upgrades \$3,000,000**

Project Description: The existing combined heat and power (CHP) system at the wastewater treatment plant (WWTP) was installed in 2010 as part of overall energy upgrades at the plant funded by state and federal grants. The existing CHP...

**WWTP New Laboratory Building \$8,000,000**

The existing Laboratory Building was originally constructed in 1938 and converted into the plant laboratory in 1973, 50 years ago. A renovation of the Laboratory Building was included in the 2016 Facility Plan and approved by MassDEP as part of...

**WWTP Nitrogen Compliance Planning \$9,570,000**

Project Description: The City's new NPDES wastewater discharge permit from EPA requires reduced limits for nitrogen compared to the previous permit. The recent WWTP Nutrient Upgrade project included nitrogen optimization improvements, but...

**WWTP Plant Water System Upgrades \$1,900,000**

Project Description: The 2016 WWTP Facilities Plan identified upgrades to the plant water system as a medium-term priority. The existing plant water system in Chlorination Building is in need of replacement. The pumps do not provide adequate...

**Total: \$45,500,000**



## Water Requests

### Itemized Requests for 2024-2028

<b>Clean and line West Street Water Main</b>	<b>\$1,000,000</b>
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Clean and line West Street Water Main

<b>CLEVELAND AND ASHLEY WATER TREATMENT PLANTS UPGRADE PRELIMINARY DESIGN</b>	<b>\$89,500,000</b>
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PROJECT DESCRIPTION: The City of Pittsfield owns and operates the Cleveland and Ashley Water Treatment Plants (WTP). The plants were constructed around 1985 and are in need of major upgrades so the City can continue to comply with current...

<b>Improve Water Mains</b>	<b>\$7,500,000</b>
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Improve Water Mains Investing in improvements to water mains in the city of Pittsfield is beneficial to the community in several ways: Improves water quality: Old and deteriorating water mains can leach contaminants into the drinking...

<b>SANWASH RESERVOIR DAM UPGRADE DESIGN AND PERMITTING</b>	<b>\$600,000</b>
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PROJECT DESCRIPTION: The City of Pittsfield's Ashley Reservoir System consists of Farnham Reservoir, Sandwash Reservoir, Upper Sackett Reservoir, Ashley Lake, and Lower Ashley Reservoir. The Ashley Reservoir system feeds water to the Ashley...

<b>VALENTINE ROAD WATER TRANSMISSION MAIN PROJECT</b>	<b>\$4,000,000</b>
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PROJECT DESCRIPTION: The City of Pittsfield recently began construction of the new Tamarack Road Water Storage Tank at the Pittsfield Municipal Airport which will serve the City's western pressure zone. Construction of the new tank is...

**Total: \$102,600,000**

## Rsvp Requests

### Itemized Requests for 2024-2028

<b>AWD Van</b>	<b>\$45,000</b>
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Purchase one current model year all wheel drive van in to replace same. the unit being replaced is a 2012 Honda with 77000 miles. this unit is in the 10 year replacement category and is right on schedule.i would like to trade this vehicle while it...

**Total: \$45,000**





# Airport Commission Requests

Itemized Requests for 2024-2028	
<b>Access Control System Upgrade</b>	<b>\$10,000</b>
Upgrade access control system for employee and tenant/user access through security gates and doors.	
<b>Apron Reconstruction</b>	<b>\$3,125,000</b>
Reconstruct aircraft apron area.	
<b>Construct Helipad</b>	<b>\$85,000</b>
Construct helipad to designate landing/takeoff area to separate helicopters from fixed-wing aircraft.	
<b>Construct Taxilane and Electrical Improvements</b>	<b>\$562,500</b>
Construct new taxilane and bury electrical.	
<b>Crack, Seal Coating, and Pavement Markings</b>	<b>\$130,000</b>
Cracksealing, seal coating, and pavement markings of runways and paved surfaces	
<b>Deicing Broom Attachment</b>	<b>\$55,556</b>
Runway deicing broom attachment, towable or loader-mounted.	
<b>High Efficiency Snow Blower</b>	<b>\$160,000</b>
Utilize existing appropriation for purchase of wheeled loader-mounted, high efficiency snow blower attachment.	
<b>Install Chain Link Fencing</b>	<b>\$337,500</b>
Install approximately 3,620 LF of chain link fencing around expanded airside development area.	
<b>Obstruction Removal (Construction Phase)</b>	<b>\$260,000</b>
Construction phase to remove obstructions (i.e. trees and poles) in the approaches to Runways 8 and 14. Survey Runway 14-32.	
<b>Permitting for Taxiway A and B Reconstructions and Runway 26 MALSR Construction</b>	<b>\$150,000</b>
Permitting for future reconstruction of Taxiways A and B and construction of Runway 26 MALSR approach lighting system.	
<b>REILs and MALSR Construction</b>	<b>\$340,000</b>
Installation of REILs on Runways 8, 14, and 32 and MALSR on Runway 26.	
<b>Taxiway 'A' Reconstruction</b>	<b>\$4,500,000</b>
Reconstruct Taxiway A.	
<b>Taxiway 'B' Reconstruction</b>	<b>\$2,250,000</b>
Reconstruct Taxiway B	
<b>Terminal Roadway and Apron</b>	<b>\$5,312,500</b>
Reconstruct terminal area roadway and expand terminal apron.	
<b>Total: \$17,278,056</b>	



# Community Development Requests

## Itemized Requests for 2024-2028

<b>Bike Path Environmental Permitting &amp; Engineering Design</b>	<b>\$1,000,000</b>
Bike Path Middle Section (Crane Ave to Merrill Rd) Environmental Permitting & Engineering Design	
<b>Deming Park Parking Improvements</b>	<b>\$1,050,000</b>
Deming Park suffers from inadequate parking that at times can lead to dangerous encounters between park patrons and motorists. A master plan for improvements has been completed along with cost estimates.	
<b>Develop downtown microgrid</b>	<b>\$1,100,000</b>
Develop downtown microgrid	
<b>Improve Lebanon Park playground</b>	<b>\$75,000</b>
Improve Lebanon Park playground	
<b>Lakewood Park Master Planning</b>	<b>\$45,000</b>
This capital request seeks funds to develop a master plan for the park,	
<b>Lakewood Park Parking Improvements</b>	<b>\$100,000</b>
Lakewood Park Parking Improvements	
<b>Lebanon Park Playground Improvements</b>	<b>\$850,000</b>
Lebanon Park playground improvements are needed to modernize the equipment and the interest in the park for neighbors.	
<b>Onota Dam improvements</b>	<b>\$50,000</b>
Onota Dam improvements	
<b>Osceola Park Master Planning</b>	<b>\$45,000</b>
Planning project for Osceola Park which will lead to a master vision for park improvements.	
<b>Osceola Park Playground and Parking Improvements</b>	<b>\$400,000</b>
Osceola Park Playground and Parking Improvements	
<b>Pickleball Courts</b>	<b>\$500,000</b>
Construction of an 8-court facility within Springside Park	
<b>Pontoosuc Lake Park Improvements</b>	<b>\$250,000</b>
This capital project will see the implementation of the master vision for the park that was developed in 2021/2022 with community input and support.	
<b>Riverway Park / Linden St.</b>	<b>\$350,000</b>
Design and construction of part 2 of the Westside Riverway Park, at the corner of Linden and Dewey.	
<b>Springside House Renovations</b>	<b>\$3,500,000</b>
This capital project seeks funding support for the interior renovations at this historic city building.	
<b>Springside Pond Restoration</b>	<b>\$650,000</b>
Complete environmental restoration of the Springside Pond	



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**Taconic High School Track Upgrades****\$1,000,000**

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The Taconic High School track needs complete renovation. Many stakeholder meetings were held to develop the master plan for improvements.

**Wild Acres Dam Removal****\$750,000**

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Wild Acres Conservation Area dam needs to be removed. There has been intensive investigation into best approach.

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**Total: \$11,715,000**

## Conservation Board A Requests

### Itemized Requests for 2024-2028

**Enhancements to Tierney Sr. Wildlife Refuge****\$125,000**

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Enhancements to Tierney Sr. Wildlife Refuge

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**Total: \$125,000**

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# DEBT

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# Aggregate Debt (All Funds)

**City of Pittsfield, Massachusetts**  
 Total Long-Term Debt Outstanding as of June 30, 2022,  
 Including Subsequent Issues

## Aggregate Debt Service

Date	Principal	Interest	Total P+I
06/30/2022	-	-	-
06/30/2023	10,662,735.20	5,278,148.06	15,940,883.26
06/30/2024	11,373,781.39	5,677,392.21	17,051,173.60
06/30/2025	11,838,209.09	5,084,262.79	16,922,471.88
06/30/2026	11,848,658.18	4,674,651.92	16,523,310.10
06/30/2027	11,990,151.54	4,256,020.32	16,246,171.86
06/30/2028	11,582,708.03	3,846,245.91	15,428,953.94
06/30/2029	11,041,361.54	3,461,525.84	14,502,887.38
06/30/2030	10,991,127.93	3,094,775.32	14,085,903.25
06/30/2031	10,427,041.06	2,768,841.95	13,195,883.01
06/30/2032	10,051,257.82	2,494,958.06	12,546,215.88
06/30/2033	9,727,509.04	2,239,263.88	11,966,772.92
06/30/2034	9,552,456.00	1,997,781.60	11,550,237.60
06/30/2035	9,115,302.00	1,773,662.71	10,888,964.71
06/30/2036	8,424,311.00	1,561,853.28	9,986,164.28
06/30/2037	7,998,883.00	1,362,890.74	9,361,773.74
06/30/2038	6,579,509.00	1,182,656.30	7,762,165.30
06/30/2039	6,741,216.00	1,032,796.90	7,774,012.90
06/30/2040	6,889,025.00	881,756.28	7,770,781.28
06/30/2041	6,957,967.00	728,637.52	7,686,604.52
06/30/2042	6,188,065.00	580,753.14	6,768,818.14
06/30/2043	5,399,349.00	440,990.63	5,840,339.63
06/30/2044	5,261,848.00	328,350.02	5,590,198.02
06/30/2045	4,615,588.00	236,371.89	4,851,959.89
06/30/2046	4,675,600.00	158,462.51	4,834,062.51
06/30/2047	4,806,915.00	79,018.77	4,885,933.77
06/30/2048	3,524,563.00	20,587.50	3,545,150.50
06/30/2049	2,708,576.00	-	2,708,576.00
06/30/2050	2,768,985.00	-	2,768,985.00
06/30/2051	2,830,826.00	-	2,830,826.00
06/30/2052	180,287.00	-	180,287.00
06/30/2053	180,558.00	-	180,558.00
<b>Total</b>	<b>\$226,934,369.82</b>	<b>\$55,242,656.05</b>	<b>\$282,177,025.87</b>



## Aggregate Debt--Detail

July 8 2010 MWPAT DWS-09-06 (O).....	374,033.00
July 8 2010 MWPAT DWS-09-08 (O).....	1,412,560.00
July 8 2010 MWPAT CWS-09-26 (O).....	1,050,002.00
June 27 2013 Predefined LD -Surface Drainage (ISQ).....	220,000.00
June 27 2013 Predefined LD -Wastewater Collection System (ISQ).....	740,000.00
June 27 2013 Predefined LD -Park/Beech St Drainage (ISQ).....	225,000.00
June 27 2013 Predefined LD -Streetscape (ISQ).....	60,000.00
June 27 2013 Predefined LD -Vans (ISQ).....	35,000.00
June 27 2013 Predefined LD -Common/Skate Park Redevelopment (ISQ).....	90,000.00
January 23 2014 -Street Improvements 1 (ISQ).....	675,000.00
January 23 2014 -Street Improvements 2 (ISQ).....	1,360,000.00
January 23 2014 -Mercer Roof Replacement (ISQ).....	60,000.00
January 23 2014 -McKay Garage Restoration 1 (ISQ).....	210,000.00
January 23 2014 -McKay Garage Restoration 2 (ISQ).....	700,000.00
January 23 2014 -Airport Safety Improvements (OSQ).....	560,000.00
January 23 2014 -Airport Construction & Safety Improvements (OSQ).....	840,000.00
January 23 2014 -Street Improvements 3 (ISQ).....	905,000.00
January 23 2014 -PHS Dome Painting (ISQ).....	70,000.00
January 23 2014 -Redevelopment of Common/Skate Park (ISQ).....	10,000.00
January 23 2014 -Oak Hill Culvert Replacement (ISQ).....	190,000.00
January 23 2014 -Re-tube Boiler - PHS (ISQ).....	15,000.00
January 23 2014 -Building #1 Roof Replacement (ISQ).....	25,000.00
January 7 2015 MCWT CW-09-22-A (I).....	2,860,560.00
February 5 2015 -Asbestos Abatement - All Schools (I).....	15,000.00
February 5 2015 -Exterior Painting - Mercer & Herberg I (I).....	40,000.00
February 5 2015 -Fire Alarm System - Reid (I).....	15,000.00
February 5 2015 -Boiler #2 Leveling - Crosby (I).....	25,000.00
February 5 2015 -PHS Gym Floor Replacement (I).....	95,000.00
February 5 2015 -Addl HS Gym Floor Replacement (I).....	20,000.00
February 5 2015 -Oak Hill Culvert Replacement (I).....	15,000.00
February 5 2015 -Street Improvements w/ Streetscape (I).....	280,000.00
February 5 2015 -Environmental Remediation - City Bldgs. (I).....	10,000.00
February 5 2015 -McKay Garage Restoration (I).....	510,000.00
February 5 2015 -W. Union & Onota St. Traffic Signals (I).....	20,000.00
February 5 2015 -Fire Truck (I).....	305,000.00
February 5 2015 -McKay St. Parking Garage I (I).....	365,000.00
February 5 2015 -McKay St. Parking Garage II (I).....	510,000.00
February 5 2015 -Street Improvements w/ Streetscape, Bridges I (I).....	315,000.00
February 5 2015 -Street Improvements w/ Streetscape, Bridges II (I).....	565,000.00
February 5 2015 -Resurfacing City Parking Lots (I).....	155,000.00
February 5 2015 -Roadside Tractor w/ Boom Flail Mower (I).....	10,000.00
February 5 2015 -Plow Truck (I).....	5,000.00
February 5 2015 -Common Redevelopment - Phase 2B & 3A (I).....	155,000.00
February 5 2015 -MDT Unit Replacements I (I).....	10,000.00
February 5 2015 -Catch Basin Cleaning Truck (I).....	40,000.00
February 5 2015 -Oil Tank Removal - Springside House (I).....	25,000.00
February 5 2015 -Computer Infrastructure - Police (I).....	15,000.00
February 5 2015 -Wastewater Treatment Plant I (O).....	725,000.00
February 5 2015 -WWTP - Solar Photovoltaic Panel (O).....	160,000.00
February 5 2015 -Hancock Rd. Water Main Improvements I (O).....	725,000.00
February 5 2015 -Hancock Rd. Water Main Improvements II (O).....	290,000.00
February 5 2015 -Benedict Rd. Water Storage Tank I (O).....	365,000.00
February 5 2015 -Benedict Rd. Water Storage Tank II (O).....	1,095,000.00
May 14 2015 MCWT CW-09-22 (I).....	265,382.82
February 11 2016 -Wireless Wide Area Network Upgrade (ISQ).....	30,000.00
February 11 2016 -McKay Parking Garage (ISQ).....	235,000.00
February 11 2016 -Common Redevelopment- Phase 2 (ISQ).....	115,000.00
February 11 2016 -Hibbard School Renovations (ISQ).....	195,000.00



February 11 2016 -Columbus Ave Garage Recoating (ISQ).....	40,000.00
February 11 2016 -Street Improvements I (ISQ).....	300,000.00
February 11 2016 -Street Improvements II (ISQ).....	635,000.00
February 11 2016 -Wastewater Treatment Plant Upgrades (OSQ).....	2,220,000.00
February 11 2016 -Benedict Road Water Storage Tank (OSQ).....	215,000.00
February 11 2016 -YMCA Water Storage Tank Improvements (OSQ).....	40,000.00
October 27 2016 -Wahconah Park Stadium Lights I (I).....	120,000.00
October 27 2016 -Wahconah Park Stadium Lights II (I).....	185,000.00
October 27 2016 -Street Improvements w/ Streetscape (I).....	900,000.00
October 27 2016 -Columbus Ave. Garage Recoating (I).....	80,000.00
October 27 2016 -Library Gas Conversion (I).....	65,000.00
October 27 2016 -Street Improvements II.....	1,500,000.00
October 27 2016 -Streetscape Design - Phase IV (I).....	200,000.00
October 27 2016 -Columbus Ave. Garage Remodeling (I).....	240,000.00
October 27 2016 -Asbestos Abatement - Schools (I).....	50,000.00
October 27 2016 -Re-Key Crosby (I).....	65,000.00
October 27 2016 -PHS Bleacher Replacement (I).....	120,000.00
October 27 2016 -Environmental Abatement - Schools I (I).....	30,000.00
October 27 2016 -Environmental Abatement - Schools II (I).....	50,000.00
October 27 2016 -Public Water Dams (I).....	250,000.00
October 27 2016 -Hancock Rd. Water Main Improvements (O).....	375,000.00
October 27 2016 -Farnham Reservoir Dam Improvements I (O).....	2,890,000.00
October 27 2016 -Farnham Reservoir Dam Improvements II (O).....	2,730,000.00
October 27 2016 -YMCA Storage Tank Improvements (O).....	605,000.00
October 27 2016 -Wastewater Treatment Plant (I).....	890,000.00
October 27 2016 -Wastewater Treatment Plant Improvements I (O).....	3,720,000.00
October 27 2016 -Wastewater Treatment Plant Improvements II (O).....	700,000.00
October 27 2016 -Wastewater Collection System Improvements (O).....	495,000.00
October 27 2016 -Airport Hazard Beacon Replacement (O).....	25,000.00
February 2 2017 School (OSQ).....	9,975,000.00
June 29 2017 -Asbestos Abatement I (City) (ISQ).....	3,150.00
June 29 2017 -Asbestos Abatement II (City) (ISQ).....	19,150.00
June 29 2017 -Westside Riverway I (ISQ).....	15,500.00
June 29 2017 -Westside Riverway II (ISQ).....	15,500.00
June 29 2017 -Boiler #2 Leveling (Crosby) (ISQ).....	5,670.00
June 29 2017 -Municipal Garage Cameras (ISQ).....	22,132.00
June 29 2017 -Street Improvements (ISQ).....	1,356,000.00
June 29 2017 -School Environmental Abatement (FY15) (ISQ).....	17,800.00
June 29 2017 -Downtown Parking Management I (ISQ).....	334,800.00
June 29 2017 -Downtown Parking Management II (ISQ).....	81,100.00
June 29 2017 -Street Improvements I (ISQ).....	116,700.00
June 29 2017 -Street Improvements II (ISQ).....	2,035,000.00
June 29 2017 -Stormwater Improvements (ISQ).....	778,927.00
June 29 2017 -5-Ton Snow Fighter (ISQ).....	181,100.00
June 29 2017 -School Environmental Abatement I (FY16) (ISQ).....	14,200.00
June 29 2017 -School Environmental Abatement II (FY16) (ISQ).....	8,000.00
June 29 2017 -School Security/Safety Upgrades (ISQ).....	22,300.00
June 29 2017 -Mercer Boiler Replacement (ISQ).....	71,100.00
June 29 2017 -PHS Auditorium Upgrade (ISQ).....	288,500.00
June 29 2017 -Sped Room Upgraed (ISQ).....	13,151.00
June 29 2017 -Garage Sweeper (ISQ).....	65,600.00
June 29 2017 -City Environmental Abatement (ISQ).....	21,320.00
June 29 2017 -Tax Collector Counter Refurbish (ISQ).....	57,900.00
June 29 2017 -1-Ton Dump Truck w/ Plow (ISQ).....	136,800.00
June 29 2017 -Triple Combo Fire Engine (ISQ).....	476,600.00
June 29 2017 -Truck 2 Ladder Refurbish (ISQ).....	168,000.00
June 29 2017 -Fire Turnout Gear (ISQ).....	60,500.00
June 29 2017 -PC Replacement Program (ISQ).....	43,500.00
February 1 2018 -Airport (OSQ).....	770,000.00
February 1 2018 -CAMA Software Upgrade II (ISQ).....	5,000.00
February 1 2018 -Taonic High School (OSQ).....	19,251,000.00



February 1 2018 -Mobile Data (ISQ).....	5,000.00
February 1 2018 -Crosby PA System Replacement II (ISQ).....	50,000.00
February 1 2018 -Vibratory Roller (ISQ).....	15,000.00
February 1 2018 -Command Staff Vehicles (ISQ).....	105,000.00
February 1 2018 -Ladder Truck Replacement (ISQ).....	800,000.00
February 1 2018 -Radio Replacement Program (ISQ).....	195,000.00
February 1 2018 -Dell PC Replacement Program (ISQ).....	25,000.00
February 1 2018 -5-ton Hook Lift Truck (ISQ).....	215,000.00
February 1 2018 -1-ton Hook Lift Truck (2017) (ISQ).....	105,000.00
February 1 2018 -Multi-Purpose Tractor (ISQ).....	35,000.00
February 1 2018 -1-ton Utility Truck w/ Plow (ISQ).....	195,000.00
February 1 2018 -Street Sweeper (ISQ).....	210,000.00
February 1 2018 -Articulating Tractor (ISQ).....	110,000.00
February 1 2018 -Equipment Trailer (ISQ).....	30,000.00
February 1 2018 -Police Department Support Services Vehicles (ISQ).....	65,000.00
February 1 2018 -1-ton Hook Lift Truck (2016) (ISQ).....	105,000.00
February 1 2018 -1-ton Utility Truck (Sewer) (ISQ).....	26,000.00
February 1 2018 -Wastewater Treatment Plant (OSQ).....	508,000.00
June 29 2018 -WWTP Nutrient Removal Upgrade (OSQ).....	3,390,000.00
June 29 2018 -Resurface Surface Lot #3 (ISQ).....	415,000.00
June 29 2018 -Boiler #2 Leveling (Crosby School) (ISQ).....	5,000.00
June 29 2018 -Carpet Replacement (Conte School) (ISQ).....	65,000.00
June 29 2018 -Fire Dept Turn Out Gear (ISQ).....	15,000.00
June 29 2018 -Police Dept Radio Replacement Program (ISQ).....	130,000.00
June 29 2018 -Police Dept PC Replacement (ISQ).....	30,000.00
June 29 2018 -Police Dept MDT Replacement (ISQ).....	25,000.00
October 25 2018 -Taconic High School (OSQ).....	9,440,000.00
October 25 2018 -School Buses (ISQ).....	80,000.00
February 1 2019 -Wastewater Treatment Plant Imp I (OSQ).....	170,000.00
February 1 2019 -Wastewater Treatment Plant Imp II (OSQ).....	275,000.00
February 1 2019 -Wastewater Collection Sys Imp I (OSQ).....	445,000.00
February 1 2019 -Wastewater Collection Sys Imp II (OSQ).....	660,000.00
February 1 2019 -Wastewater Collection Sys Imp III (OSQ).....	195,000.00
February 1 2019 -Street System Improvements I (ISQ).....	215,000.00
February 1 2019 -Street System Improvements II (ISQ).....	1,335,000.00
February 1 2019 -Street System Improvements III (ISQ).....	450,000.00
February 1 2019 -Street Imp/Streetscape Design I (ISQ).....	310,000.00
February 1 2019 -Street Imp/Streetscape Design II (ISQ).....	1,840,000.00
February 1 2019 -Stormwater Improvements I (ISQ).....	5,000.00
February 1 2019 -Stormwater Improvements II (ISQ).....	455,000.00
June 26 2019 -Sewer 1 Ton Pickup with Plow (I).....	50,000.00
June 26 2019 -Sewer 1 Ton Utility Body Truck with Plow (I).....	25,000.00
June 26 2019 -Water 1 Ton Pickup with Plow (O).....	50,000.00
June 26 2019 -Water 1 Ton Utility Body Truck with Plow (O).....	70,000.00
June 26 2019 -Taconic High School Construction (O).....	3,675,000.00
June 26 2019 -City Hall Telecom Services Upgrade II (I).....	5,000.00
June 26 2019 -City Hall Telecom Services Upgrade III (I).....	5,000.00
June 26 2019 -City Hall Telecom Services Upgrade V (I).....	85,000.00
June 26 2019 -Springside House Repair and Restoration I (I).....	35,000.00
June 26 2019 -Springside House Repair and Restoration II (I).....	375,000.00
June 26 2019 -Springside House Repair and Restoration III (I).....	25,000.00
June 26 2019 -Upper Sackett Reservoir Dam Improvements I (O).....	15,000.00
June 26 2019 -Upper Sackett Reservoir Dam Improvements II (O).....	500,000.00
June 26 2019 -PHS Handicap Ramp & Air Intake Repairs (I).....	105,000.00
June 26 2019 -Street System Improvements (I).....	130,000.00
June 26 2019 -Voting Machines (I).....	60,000.00
June 26 2019 -1 ton Hook Lift All Season Truck (I).....	85,000.00
June 26 2019 -Tandem Hook Lift Dump Truck w/Plow (I).....	75,000.00
June 26 2019 -Triple Combination Fire Engine (I).....	585,000.00
June 26 2019 -One ton utility body truck with plow (I).....	70,000.00
June 26 2019 -Athletic Court Resurfacing (I).....	65,000.00





June 26 2019 -Window Repairs/ Replacement (I).....	80,000.00
June 26 2019 -Police Support Services Vehicles (I).....	70,000.00
June 26 2019 -MDT Replacement (I).....	5,000.00
June 26 2019 -Security & Safety Upgrades IV (I).....	10,000.00
February 26 2020 -Sewer Cleaning Truck (I).....	320,000.00
February 26 2020 -West Housatonic Water Main Improvements (O).....	530,000.00
February 26 2020 -1 Ton Pickup with Plow (Water) (O).....	70,000.00
February 26 2020 -Streetlight LED Conversion I (I).....	1,290,000.00
February 26 2020 -Streetlight LED Conversion II (I).....	135,000.00
February 26 2020 -Durant Bathroom Repairs & Upgrades (I).....	70,000.00
February 26 2020 -Capital Theatre Marquee I (I).....	140,000.00
February 26 2020 -Capital Theatre Marquee II (I).....	60,000.00
February 26 2020 -Street Improvement incl. Streetscape Design I (I).....	545,000.00
February 26 2020 -Street Improvement incl. Streetscape Design II (I).....	1,735,000.00
February 26 2020 -Columbus Avenue Parking Garage I (I).....	940,000.00
February 26 2020 -Columbus Avenue Parking Garage II (I).....	200,000.00
February 26 2020 -Durant Park Bathroom Upgrade (I).....	40,000.00
February 26 2020 -Environmental Abatement School (I).....	55,000.00
February 26 2020 -Pickup Truck With & Without Plow (I).....	75,000.00
February 26 2020 -SUV - Building Maintenance & Inspections (I).....	30,000.00
February 26 2020 -Street Sweeper (I).....	190,000.00
February 26 2020 -Portable Radio Replacement (I).....	30,000.00
February 26 2020 -SCBA Replacement (I).....	35,000.00
February 26 2020 -MDT Replacement (I).....	40,000.00
February 25 2021 -Cur Ref of 3 1 08 City Hall Roof (ISQ).....	24,200.00
February 25 2021 -Cur Ref of 3 1 08 Pontoosuc Retention Wall (ISQ).....	14,450.00
February 25 2021 -Cur Ref of 3 1 08 Forensic Video System (ISQ).....	2,900.00
February 25 2021 -Cur Ref of 3 1 08 Dispatch System (ISQ).....	7,250.00
February 25 2021 -Cur Ref of 3 1 08 Fuel Management System (ISQ).....	2,900.00
February 25 2021 -Cur Ref of 3 1 08 Parking Garage (ISQ).....	43,350.00
February 25 2021 -Cur Ref of 3 1 08 Street Improvements (ISQ).....	14,450.00
February 25 2021 -Cur Ref of 3 1 08 DPW Stormwater Mgmt Plan (ISQ).....	28,900.00
February 25 2021 -Cur Ref of 3 1 08 Stormwater Improvements (ISQ).....	28,950.00
February 25 2021 -Cur Ref of 3 1 08 Columbus Ave. Repair (ISQ).....	19,400.00
February 25 2021 -Cur Ref of 3 1 08 McKay Garage Repair (ISQ).....	101,050.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Treatment (ISQ).....	248,150.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Treatment Plant (ISQ).....	82,700.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Collection Sys (ISQ).....	561,100.00
February 25 2021 -Cur Ref of 3 1 08 Water Treatment Plant (OSQ).....	82,750.00
February 25 2021 -Cur Ref of 3 1 08 Water Distribution Sys (OSQ).....	716,800.00
February 25 2021 -Cur Ref of 10 1 10 Surfaces Drainage (ISQ).....	539,300.00
February 25 2021 -Cur Ref of 10 1 10 Streetscape Phase #2 (ISQ).....	46,100.00
February 25 2021 -Cur Ref of 10 1 10 Police Dispatch Center (ISQ).....	69,750.00
February 25 2021 -Cur Ref of 10 1 10 Columbus Ave. Garage (ISQ).....	116,200.00
February 25 2021 -Cur Ref of 10 1 10 New Road Bridge (ISQ).....	45,900.00
February 25 2021 -Cur Ref of 10 1 10 Traffic Signal (ISQ).....	63,600.00
February 25 2021 -Cur Ref of 10 1 10 Morningside School Roof (ISQ).....	148,550.00
February 25 2021 -Cur Ref of 10 1 10 PHS Floor Tile Abatement (ISQ).....	46,500.00
February 25 2021 -Cur Ref of 10 1 10 Crosby Chimney Repair (ISQ).....	14,400.00
February 25 2021 -Cur Ref of 10 1 10 Airport (OSQ).....	88,000.00
February 25 2021 -Cur Ref of 10 1 10 Public Lighting (ISQ).....	374,600.00
February 25 2021 -Cur Ref of 10 1 10 Resurf/Recon Streets (ISQ).....	1,073,450.00
February 25 2021 -Cur Ref of 10 1 10 Elevator Taconic HS (ISQ).....	5,000.00
February 25 2021 -Cur Ref of 10 1 10 Temperature Control Sys (ISQ).....	14,400.00
February 25 2021 -Cur Ref of 10 1 10 Record Storage Room (ISQ).....	5,000.00
February 25 2021 -Cur Ref of 10 1 10 Garage Floor Repair (ISQ).....	36,100.00
February 25 2021 -Cur Ref of 10 1 10 Library Renovations (ISQ).....	55,000.00
February 25 2021 -Cur Ref of 10 1 10 Streetscape Work (ISQ).....	86,750.00
February 25 2021 -Cur Ref of 10 1 10 Parking Lot Improvements (ISQ).....	55,000.00
February 25 2021 -Cur Ref of 10 1 10 Oil/Water Separator (ISQ).....	14,950.00
February 25 2021 -Cur Ref of 1 15 11 Airport (OSQ).....	23,050.00



February 25 2021 -Cur Ref of 1 15 11 South Landfill Drainage (ISQ).....	39,750.00
February 25 2021 -Cur Ref of 1 15 11 Landfill Engineering (ISQ).....	39,750.00
February 25 2021 -Cur Ref of 1 15 11 PHS Roof Replacement (ISQ).....	677,550.00
February 25 2021 -Cur Ref of 1 15 11 Asbestos Abatement (ISQ).....	62,750.00
February 25 2021 -Cur Ref of 1 15 11 Police Station Roof (ISQ).....	79,950.00
February 25 2021 -Cur Ref of 1 15 11 Library Retrofit Lighting (ISQ).....	19,350.00
February 25 2021 -Streetscape Phase 4 I (ISQ).....	105,000.00
February 25 2021 -Streetscape Phase 4 II (ISQ).....	135,000.00
February 25 2021 -Tyler St. Streetscape Design I (ISQ).....	60,000.00
February 25 2021 -Tyler St. Streetscape Design II (ISQ).....	30,000.00
February 25 2021 -Tyler St. Streetscape Design III (ISQ).....	15,000.00
February 25 2021 -Tyler St. Streetscape Design IV (ISQ).....	45,000.00
February 25 2021 -Stormwater Improvements I (ISQ).....	955,000.00
February 25 2021 -Westside Riverway Park I (ISQ).....	5,000.00
February 25 2021 -Westside Riverway Park III (ISQ).....	155,000.00
February 25 2021 -Clapp Park Improvement I (ISQ).....	95,000.00
February 25 2021 -Clapp Park Improvement II (ISQ).....	50,000.00
February 25 2021 -Clapp Park Improvement III (ISQ).....	20,000.00
February 25 2021 -Clapp Park Improvement IV (ISQ).....	170,000.00
February 25 2021 -Stormwater System Improvements I (ISQ).....	485,000.00
February 25 2021 -Tyler/Woodlawn Intersection Des I (ISQ).....	30,000.00
February 25 2021 -Tyler/Woodlawn Intersection Des II (ISQ).....	20,000.00
February 25 2021 -Tyler/Woodlawn Intersection Des III (ISQ).....	100,000.00
February 25 2021 -Springside House Exterior Restoration (ISQ).....	390,000.00
February 25 2021 -VOIP Upgrade Phase 2 I (ISQ).....	70,000.00
February 25 2021 -VOIP Upgrade Phase 2 II (ISQ).....	25,000.00
February 25 2021 -VOIP Upgrade Phase 2 III (ISQ).....	115,000.00
February 25 2021 -VOIP Upgrade Phase 2 IV (ISQ).....	10,000.00
February 25 2021 -Streetscape Design I (ISQ).....	365,000.00
February 25 2021 -Streetscape Design II (ISQ).....	2,020,000.00
February 25 2021 -Hook Lift All Season Truck (ISQ).....	75,000.00
February 25 2021 -PC Replacement (ISQ).....	40,000.00
February 25 2021 -Technology/Software (ISQ).....	35,000.00
February 25 2021 -Sewer Collection Sys Impr (OSQ).....	2,495,000.00
February 25 2021 -WWTP Force Main Replacement (ISQ).....	799,500.00
February 25 2021 -Wastewater Treatment Plant (ISQ).....	990,000.00
February 25 2021 -Cleveland Reservoir Dredging/ Imp (OSQ).....	775,000.00
February 25 2021 -Water Main Improvements (OSQ).....	1,130,000.00
May 11 2021 MCWT CWP-18-12 (I) REVISED.....	49,546,725.00
May 11 2021 MCWT CWP-18-12-A (I) REVISED.....	6,849,467.00
October 27 2021 -Cur Ref Jan 26 2012 - Surface Drainage (ISQ).....	256,870.00
October 27 2021 -CurRef Jan26 2012-Street Resurfac/Reconstruct(ISQ).....	226,290.00
October 27 2021 -Cur Ref Jan 26 2012 - Streetscape Work (ISQ).....	90,020.00
October 27 2021 -Cur Ref Jan 26 2012 - Parking Lot Imrov (ISQ).....	72,790.00
October 27 2021 -Cur Ref Jan 26 2012 - Public Water Dams (ISQ).....	1,141,820.00
October 27 2021 -Cur Ref Jan 26 2012 -WastewaterCollectionSys(ISQ).....	328,090.00
October 27 2021 -Cur Ref Jan 26 2012 - Wastewater Treatment (ISQ).....	332,560.00
October 27 2021 -Cur Ref Jan 26 2012 -Park & Beech St Drainage(ISQ).....	93,190.00
October 27 2021 -Cur Ref Jan 26 2012 - Streetscape 2 (ISQ).....	29,210.00
October 27 2021 -Cyr Ref Jan 26 2012 - Landfill Drainage (ISQ).....	19,160.00
February 24 2022 -Springside House Restoration I (ISQ).....	65,532.00
February 24 2022 -Springside House Restoration II (ISQ).....	120,000.00
February 24 2022 -Springside House Restoration III (ISQ).....	314,468.00
February 24 2022 -Street Improvements & Streetscape I (ISQ).....	2,000,000.00
February 24 2022 -Street Improvements & Streetscape II (ISQ).....	500,000.00
February 24 2022 -Skate Park Construction (ISQ).....	150,000.00
February 24 2022 -Library Roof Replacement I (ISQ).....	600,000.00
February 24 2022 -Library Roof Replacement II (ISQ).....	72,000.00
February 24 2022 -Parks Department Shop Roof (ISQ).....	139,500.00
February 24 2022 -Bucket Truck (ISQ).....	10,000.00
February 24 2022 -StormWater System Improvements I (ISQ).....	100,000.00



February 24 2022 -StormWater System Improvements II (ISQ).....	400,000.00
February 24 2022 -Collection System Upgrades (ISQ).....	160,000.00
February 24 2022 -Infiltration/ Inflow Removal (ISQ).....	360,000.00
February 24 2022 -Sewer Front Loader (ISQ).....	88,000.00
February 24 2022 -Cleveland Reservoir Diversion Maintenance (OSQ).....	658,274.00
February 24 2022 -Water Backhoe (ISQ).....	40,990.00
February 24 2022 -Water 5 Ton Hook Lift Truck (ISQ).....	207,036.00
February 24 2022 -Reconstruction of Main Runway 8-26 (OSQ).....	124,200.00
June 28 2022 -Roof Repairs (I).....	75,000.00
June 28 2022 -Storm Water System Improvements (I).....	500,000.00
June 28 2022 -Street Improvements(include Streetscape design)(I).....	2,500,000.00
June 28 2022 -RubberTired Excavator (I).....	200,000.00
June 28 2022 -1 Ton Pickup Truck (I).....	90,000.00
June 28 2022 -1 Ton Van (Building Maintenance Department) (I).....	41,452.00
June 28 2022 -Multi-purpose tractor with attachments (I).....	54,000.00
June 28 2022 -Front Loader (I).....	290,000.00
June 28 2022 -Fire Department Frontline Pumper Truck(I).....	698,281.00
June 28 2022 -Police Department PC Replacement (I).....	50,000.00
June 28 2022 -Sewer Collection System Improvements (O).....	197,496.00
June 28 2022 -One ton utility body truck with plow (Sewer) (I).....	45,550.00
June 28 2022 -Municipal Airport Master Plan Update (I).....	18,221.00
December 14 2022 MCWT CWP-18-12-B (I).....	3,100,000.00
December 14 2022 MCWT CWP-18-12-C (I).....	2,200,640.00
February 23 2023 -Taconic HS Construction 1 (OSQ).....	847,516.00
February 23 2023 -Taconic HS Construction 3 (ISQ).....	2,926,238.00
February 23 2023 -Taconic HS Construction 4 (ISQ).....	255,230.00
February 23 2023 -Building Security Access Upgrades (ISQ).....	77,500.00
February 23 2023 -School Safety/Security Upgrades 1 (ISQ).....	2,000,000.00
February 23 2023 -School Safety/Security Upgrades 2 (ISQ).....	350,000.00
February 23 2023 -School Safety/Security Upgrades 3 (ISQ).....	790,000.00
February 23 2023 -School Safety/Security Upgrades 4 (ISQ).....	160,000.00
February 23 2023 -School Roof Repairs 1 (ISQ).....	100,000.00
February 23 2023 -School Roof Repairs 2 (ISQ).....	650,000.00
February 23 2023 -Ashley & Cleveland WTP Upgrade (OSQ).....	4,857,552.00
February 23 2023 -WWTP Infiltration Phase III 1 (ISQ).....	107,698.00
February 23 2023 -WWTP Infiltration Phase III 2 (ISQ).....	600,000.00
February 23 2023 -WWTP Infiltration Phase III 3 (ISQ).....	90,000.00
February 23 2023 -WWTP Infiltration Phase III 4 (ISQ).....	157,429.00
February 23 2023 -WWTP Sewer Siphon Repairs 1 (ISQ).....	225,000.00
February 23 2023 -WWTP Sewer Siphon Repairs 2 (ISQ).....	410,000.00
February 23 2023 -WWTP Sewer Siphon Repairs 3 (ISQ).....	220,000.00
February 23 2023 -Sewer Collection System Upgrades (ISQ).....	20,837.00
<b>TOTAL.....</b>	<b>226,934,369.82</b>

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# General Fund Summary

## City of Pittsfield, Massachusetts

Long-Term General Fund Debt Outstanding as of June 30, 2022,  
Including Subsequent Issue  
*(Includes General, School & Airport)*

### Aggregate Debt Service

Date	Principal	Interest	Total P+I
06/30/2022	-	-	-
06/30/2023	6,319,914.00	3,706,674.06	10,026,588.06
06/30/2024	6,627,464.00	3,861,993.36	10,489,457.36
06/30/2025	6,866,180.00	3,471,923.14	10,338,103.14
06/30/2026	6,851,310.00	3,185,898.34	10,037,208.34
06/30/2027	6,871,480.00	2,891,511.29	9,762,991.29
06/30/2028	6,316,550.00	2,609,541.94	8,926,091.94
06/30/2029	5,892,140.00	2,350,537.50	8,242,677.50
06/30/2030	5,702,850.00	2,108,716.43	7,811,566.43
06/30/2031	5,216,500.00	1,892,495.05	7,108,995.05
06/30/2032	5,076,780.00	1,707,173.18	6,783,953.18
06/30/2033	4,725,000.00	1,535,596.95	6,260,596.95
06/30/2034	4,530,000.00	1,378,712.58	5,908,712.58
06/30/2035	3,960,000.00	1,237,978.20	5,197,978.20
06/30/2036	3,710,000.00	1,108,603.19	4,818,603.19
06/30/2037	3,355,000.00	983,065.67	4,338,065.67
06/30/2038	2,955,000.00	860,834.40	3,815,834.40
06/30/2039	3,050,000.00	753,543.77	3,803,543.77
06/30/2040	3,095,000.00	644,856.28	3,739,856.28
06/30/2041	3,120,000.00	534,893.76	3,654,893.76
06/30/2042	3,120,000.00	422,265.64	3,542,265.64
06/30/2043	2,375,000.00	308,240.63	2,683,240.63
06/30/2044	2,180,000.00	220,818.76	2,400,818.76
06/30/2045	1,570,000.00	152,340.63	1,722,340.63
06/30/2046	1,555,000.00	96,506.25	1,651,506.25
06/30/2047	1,615,000.00	40,006.25	1,655,006.25
06/30/2048	265,000.00	5,300.00	270,300.00
Total	\$106,921,168.00	\$38,070,027.25	\$144,991,195.25

## General Fund Detail



# Water Enterprise

**City of Pittsfield, Massachusetts**  
 Long-Term Water Debt Outstanding as of June 30, 2022,  
 Including Subsequent Issue

**Total Net Debt Service**

Date	Principal	Interest	Net New D/S
06/30/2022	-	-	-
06/30/2023	1,202,054.00	553,364.01	1,755,418.01
06/30/2024	1,301,813.00	771,059.83	2,072,872.83
06/30/2025	1,412,912.00	661,557.90	2,074,469.90
06/30/2026	1,356,450.00	611,243.58	1,967,693.58
06/30/2027	1,384,956.00	561,447.37	1,946,403.37
06/30/2028	1,433,210.00	509,345.26	1,942,555.26
06/30/2029	1,355,097.00	457,621.24	1,812,718.24
06/30/2030	1,390,565.00	406,282.67	1,796,847.67
06/30/2031	1,244,758.00	360,810.09	1,605,568.09
06/30/2032	1,060,000.00	324,118.76	1,384,118.76
06/30/2033	1,075,000.00	289,806.26	1,364,806.26
06/30/2034	1,105,000.00	255,231.26	1,360,231.26
06/30/2035	1,150,000.00	219,915.64	1,369,915.64
06/30/2036	955,000.00	186,665.65	1,141,665.65
06/30/2037	955,000.00	155,981.27	1,110,981.27
06/30/2038	425,000.00	132,825.01	557,825.01
06/30/2039	440,000.00	118,015.63	558,015.63
06/30/2040	465,000.00	103,600.00	568,600.00
06/30/2041	435,000.00	89,075.00	524,075.00
06/30/2042	320,000.00	75,925.00	395,925.00
06/30/2043	290,000.00	64,350.00	354,350.00
06/30/2044	270,000.00	52,800.00	322,800.00
06/30/2045	280,000.00	41,800.00	321,800.00
06/30/2046	290,000.00	30,400.00	320,400.00
06/30/2047	300,000.00	18,600.00	318,600.00
06/30/2048	315,000.00	6,300.00	321,300.00
<b>Total</b>	<b>\$22,211,815.00</b>	<b>\$7,058,141.43</b>	<b>\$29,269,956.43</b>



# Water Enterprise Detail

July 8 2010 MWPAT DWS-09-06 (O).....	374,033.00
July 8 2010 MWPAT DWS-09-08 (O).....	1,412,560.00
February 5 2015 -Hancock Rd. Water Main Improvements I (O).....	725,000.00
February 5 2015 -Hancock Rd. Water Main Improvements II (O).....	290,000.00
February 5 2015 -Benedict Rd. Water Storage Tank I (O).....	365,000.00
February 5 2015 -Benedict Rd. Water Storage Tank II (O).....	1,095,000.00
February 11 2016 -Benedict Road Water Storage Tank (OSQ).....	215,000.00
February 11 2016 -YMCA Water Storage Tank Improvements (OSQ).....	40,000.00
October 27 2016 -Public Water Dams (I).....	250,000.00
October 27 2016 -Hancock Rd. Water Main Improvements (O).....	375,000.00
October 27 2016 -Farnham Reservoir Dam Improvements I (O).....	2,890,000.00
October 27 2016 -Farnham Reservoir Dam Improvements II (O).....	2,730,000.00
October 27 2016 -YMCA Storage Tank Improvements (O).....	605,000.00
June 26 2019 -Water 1 Ton Pickup with Plow (O).....	50,000.00
June 26 2019 -Water 1 Ton Utility Body Truck with Plow (O).....	70,000.00
June 26 2019 -Upper Sackett Reservoir Dam Improvements I (O).....	15,000.00
June 26 2019 -Upper Sackett Reservoir Dam Improvements II (O).....	500,000.00
February 26 2020 -West Housatonic Water Main Improvements (O).....	530,000.00
February 26 2020 -1 Ton Pickup with Plow (Water) (O).....	70,000.00
February 25 2021 -Cur Ref of 3 1 08 Water Treatment Plant (OSQ).....	82,750.00
February 25 2021 -Cur Ref of 3 1 08 Water Distribution Sys (OSQ).....	716,800.00
February 25 2021 -Cleveland Reservoir Dredging/ Imp (OSQ).....	775,000.00
February 25 2021 -Water Main Improvements (OSQ).....	1,130,000.00
October 27 2021 -Cur Ref Jan 26 2012 - Public Water Dams (ISQ).....	1,141,820.00
February 24 2022 -Cleveland Reservoir Diversion Maintenance (OSQ).....	658,274.00
February 24 2022 -Water Backhoe (ISQ).....	40,990.00
February 24 2022 -Water 5 Ton Hook Lift Truck (ISQ).....	207,036.00
February 23 2023 -Ashley & Cleveland WTP Upgrade (OSQ).....	4,857,552.00
<b>TOTAL.....</b>	<b>22,211,815.00</b>

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# Sewer Enterprise

**City of Pittsfield, Massachusetts**  
 Long-Term Sewer Debt Outstanding as of June 30, 2022,  
 Including Subsequent Issues

**Total Net Debt Service**

Date	Principal	Interest	Net New D/S
06/30/2022	-	-	-
06/30/2023	3,140,767.20	1,018,109.99	4,158,877.19
06/30/2024	3,444,504.39	1,044,339.02	4,488,843.41
06/30/2025	3,559,117.09	950,781.75	4,509,898.84
06/30/2026	3,640,898.18	877,510.00	4,518,408.18
06/30/2027	3,733,715.54	803,061.66	4,536,777.20
06/30/2028	3,832,948.03	727,358.71	4,560,306.74
06/30/2029	3,794,124.54	653,367.10	4,447,491.64
06/30/2030	3,897,712.93	579,776.22	4,477,489.15
06/30/2031	3,965,783.06	515,536.81	4,481,319.87
06/30/2032	3,914,477.82	463,666.12	4,378,143.94
06/30/2033	3,927,509.04	413,860.67	4,341,369.71
06/30/2034	3,917,456.00	363,837.76	4,281,293.76
06/30/2035	4,005,302.00	315,768.87	4,321,070.87
06/30/2036	3,759,311.00	266,584.44	4,025,895.44
06/30/2037	3,688,883.00	223,843.80	3,912,726.80
06/30/2038	3,199,509.00	188,996.89	3,388,505.89
06/30/2039	3,251,216.00	161,237.50	3,412,453.50
06/30/2040	3,329,025.00	133,300.00	3,462,325.00
06/30/2041	3,402,967.00	104,668.76	3,507,635.76
06/30/2042	2,748,065.00	82,562.50	2,830,627.50
06/30/2043	2,734,349.00	68,400.00	2,802,749.00
06/30/2044	2,811,848.00	54,731.26	2,866,579.26
06/30/2045	2,765,588.00	42,231.26	2,807,819.26
06/30/2046	2,830,600.00	31,556.26	2,862,156.26
06/30/2047	2,891,915.00	20,412.52	2,912,327.52
06/30/2048	2,944,563.00	8,987.50	2,953,550.50
06/30/2049	2,708,576.00	-	2,708,576.00
06/30/2050	2,768,985.00	-	2,768,985.00
06/30/2051	2,830,826.00	-	2,830,826.00
06/30/2052	180,287.00	-	180,287.00
06/30/2053	180,558.00	-	180,558.00
<b>Total</b>	<b>\$97,801,386.82</b>	<b>\$10,114,487.37</b>	<b>\$107,915,874.19</b>

**Par Amounts Of Selected Issues**



# Sewer Enterprise Detail

July 8 2010 MWPAT CWS-09-26 (O).....	1,050,002.00
June 27 2013 Predefined LD -Wastewater Collection System (ISQ).....	740,000.00
January 7 2015 MCWT CW-09-22-A (I).....	2,860,560.00
February 5 2015 -Wastewater Treatment Plant I (O).....	725,000.00
February 5 2015 -WWTP - Solar Photovoltaic Panel (O).....	160,000.00
May 14 2015 MCWT CW-09-22 (I).....	265,382.82
February 11 2016 -Wastewater Treatment Plant Upgrades (OSQ).....	2,220,000.00
October 27 2016 -Wastewater Treatment Plant (I).....	890,000.00
October 27 2016 -Wastewater Treatment Plant Improvements I (O).....	3,720,000.00
October 27 2016 -Wastewater Treatment Plant Improvements II (O).....	700,000.00
October 27 2016 -Wastewater Collection System Improvements (O).....	495,000.00
February 1 2018 -1-ton Utility Truck (Sewer) (ISQ).....	26,000.00
February 1 2018 -Wastewater Treatment Plant (OSQ).....	508,000.00
June 29 2018 -WWTP Nutrient Removal Upgrade (OSQ).....	3,390,000.00
February 1 2019 -Wastewater Treatment Plant Imp I (OSQ).....	170,000.00
February 1 2019 -Wastewater Treatment Plant Imp II (OSQ).....	275,000.00
February 1 2019 -Wastewater Collection Sys Imp I (OSQ).....	445,000.00
February 1 2019 -Wastewater Collection Sys Imp II (OSQ).....	660,000.00
February 1 2019 -Wastewater Collection Sys Imp III (OSQ).....	195,000.00
June 26 2019 -Sewer 1 Ton Pickup with Plow (I).....	50,000.00
June 26 2019 -Sewer 1 Ton Utility Body Truck with Plow (I).....	25,000.00
February 26 2020 -Sewer Cleaning Truck (I).....	320,000.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Treatment (ISQ).....	248,150.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Treatment Plant (ISQ).....	82,700.00
February 25 2021 -Cur Ref of 3 1 08 Wastewater Collection Sys (ISQ).....	561,100.00
February 25 2021 -Sewer Collection Sys Impr (OSQ).....	2,495,000.00
February 25 2021 -WWTP Force Main Replacement (ISQ).....	7,995,000.00
February 25 2021 -Wastewater Treatment Plant (ISQ).....	990,000.00
May 11 2021 MCWT CWP-18-12 (I) REVISED.....	49,546,725.00
May 11 2021 MCWT CWP-18-12-A (I) REVISED.....	6,849,467.00
October 27 2021 -Cur Ref Jan 26 2012 -WastewaterCollectionSys(ISQ).....	328,090.00
October 27 2021 -Cur Ref Jan 26 2012 - Wastewater Treatment (ISQ).....	332,560.00
February 24 2022 -StormWater System Improvements I (ISQ).....	100,000.00
February 24 2022 -StormWater System Improvements II (ISQ).....	400,000.00
February 24 2022 -Collection System Upgrades (ISQ).....	160,000.00
February 24 2022 -Infiltration/ Inflow Removal (ISQ).....	360,000.00
February 24 2022 -Sewer Front Loader (ISQ).....	88,000.00
June 28 2022 -Sewer Collection System Improvements (O).....	197,496.00
June 28 2022 -One ton utility body truck with plow (Sewer) (I).....	45,550.00
December 14 2022 MCWT CWP-18-12-B (I).....	3,100,000.00
December 14 2022 MCWT CWP-18-12-C (I).....	2,200,640.00
February 23 2023 -WWTP Infiltration Phase III 1 (ISQ).....	107,698.00
February 23 2023 -WWTP Infiltration Phase III 2 (ISQ).....	600,000.00
February 23 2023 -WWTP Infiltration Phase III 3 (ISQ).....	90,000.00
February 23 2023 -WWTP Infiltration Phase III 4 (ISQ).....	157,429.00
February 23 2023 -WWTP Sewer Siphon Repairs 1 (ISQ).....	225,000.00
February 23 2023 -WWTP Sewer Siphon Repairs 2 (ISQ).....	410,000.00
February 23 2023 -WWTP Sewer Siphon Repairs 3 (ISQ).....	220,000.00
February 23 2023 -Sewer Collection System Upgrades (ISQ).....	20,837.00
<b>TOTAL.....</b>	<b>97,801,386.82</b>

Aggregate 15/ 8/2023 | 5:00 PM





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# **SUPPLEMENTAL INFORMATION**

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## Financial Polices

# CITY OF PITTSFIELD

FINANCIAL POLICIES MANUAL

April 2017

Linda M. Tyer, Mayor

Matthew M. Kerwood, Finance Director

## INTRODUCTION

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

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

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



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## REVENUES AND FORECASTING

### PURPOSE

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

### APPLICABILITY

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

### POLICY

#### A. Revenue Guidelines

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

This policy further entails the following expectations:

- The Assessing Department will maintain property assessments for the purpose of taxation at full and fair market value as prescribed by state law.
- City departments that charge fees shall annually review their fee schedules and propose adjustments when needed to ensure coverage of service costs.
- The City's business-type operations shall set rates to cover all their direct, indirect, and capital improvement costs on a self-supporting basis.
- The Building Department will notify the Finance Director of any moderate-to-large developments that could impact building permit volume.
- Department heads will strive to be informed of all available grants and other aid and will carefully consider any related restrictive covenants or matching requirements (both dollar and level-of-effort) to determine the cost-benefit of pursuing them.

#### B. Financial Forecast Guidelines

To determine the City's operating capacity for each forthcoming fiscal year, the Finance Director will annually create and provide the Mayor with a detailed budget forecast. The Finance Director shall also annually prepare a [five]-year financial projection of revenues and expenditures for all operating funds. To do so, the Finance Director will review trending financial factors and consult with the Board of Assessors, the City Accountant,



other department heads, and other officials with knowledge of state and local finance. These forecasts shall be used as planning tools in developing the following year's operating budget as well as the five-year capital improvement plan.

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

Additionally, the forecast model should assume that:

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

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## TREATMENT OF ONE-TIME REVENUES

### PURPOSE

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

### APPLICABILITY

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

### POLICY

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

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

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

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

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

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

### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## FINANCIAL RESERVES

### PURPOSE

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

### APPLICABILITY

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

### POLICY

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

#### A. Free Cash

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

The City shall set a year-to-year goal of maintaining its free cash in the range of three to five percent of the annual budget. To achieve this, the Finance Director shall assist the Mayor in proposing budgets with conservative revenue projections, and department heads shall carefully manage their appropriations to produce excess income and budget turn backs. Further, budget decision makers will avoid fully depleting the City's free cash in any year, so that the succeeding year's calculation can begin with a positive balance. Moreover, as much practicable, the City will limit its use of free cash to funding one-time expenditures (like capital projects or emergencies and other unanticipated expenditures) and any excess above five percent of the annual budget will be appropriated to reserves or used to offset unfunded liabilities.

#### B. Stabilization Fund

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

General Stabilization: The City will endeavor to build and maintain a minimum balance of five percent of the current operating budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the



five percent minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-third of the general stabilization fund balance. Further, the Mayor shall develop a detailed plan to replenish the fund to the minimum level within the next two fiscal years.

#### C. Retained Earnings

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

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

#### D. Overlay Surplus

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

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

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017





## OTHER POSTEMPLOYMENT BENEFITS LIABILITY

### PURPOSE

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

### APPLICABILITY

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

### BACKGROUND

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

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

### POLICY

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

#### A. Accounting and Reporting

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

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

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

#### B. Mitigation

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



### C. Funding

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

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

- Transfer unexpended funds from insurance line items to the OPEB trust.
- Appropriate amounts equal to the City's Medicare Part D reimbursements.
- Determine and commit to appropriating an annual portion of free cash and retained earnings.
- Appropriate a percentage of ongoing revenues that is increased incrementally each year.
- Once the pension system is fully funded, on a subsequent annual basis, appropriate to the OPEB trust amounts equivalent to the former pension-funding payment.

### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## CAPITAL PLANNING

### PURPOSE

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

### APPLICABILITY

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

### POLICY

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

#### A. Definition of a CIP Project

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

- Real property acquisitions, construction, and long-life capital equipment
- Major renovations of existing capital items that extend their useful lifespans, as distinguished from normal operating expenditures
- Major improvements to physical infrastructure, including streets, sidewalks, stormwater drains, water distribution systems, and sanitary sewer systems
- Planning, feasibility studies, and designs for potential capital projects
- Items obtained under a long-term lease
- Bulk purchases of similar items, like software or furniture, with expected useful lifespans of five or more years that, when aggregated, have total costs exceeding the capital threshold

#### B. Evaluation of CIP Projects

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

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



- Uses outside financing sources, such as grants

#### C. Multiyear Capital Plan

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

#### D. Capital Financing

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

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

- Grant funding shall be pursued and used to finance the capital budget whenever possible.
- Capital projects for any business-type operation shall be financed solely from the operation's revenues.
- Major capital projects, such as new construction or major renovations to existing facilities, may be accomplished through capital or debt exclusions.
- Infrastructure or facility maintenance budgets built into the general operating budget will not be reduced to fund other departmental budgets.

#### E. Capital Project Closeouts

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

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

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## DEBT MANAGEMENT

### PURPOSE

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

### APPLICABILITY

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

### POLICY

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

#### A. Debt Financing

In financing with debt, the City will:

1. Issue long-term debt only for objects or purposes authorized by state law and only when the financing sources have been clearly identified.
2. Use available funds to the greatest extent possible to reduce the amount of borrowing on all debt-financed projects.
3. Confine long-term borrowing to capital improvements and projects that cost at least \$25,000 and that have useful lifespans of at least five years or whose lifespans will be prolonged by at least five years.
4. Refrain from using debt to fund any recurring purpose, such as current operating and maintenance expenditures.
5. For the business-type operations, to the extent practicable set user fees to cover capital costs.

#### B. Debt Limits

The City will adhere to these debt parameters:

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

#### C. Structure and Term of Debt

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



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

#### D. Protection of Bond Rating

To protect its bond rating, the City will:

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

#### E. Reporting

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

#### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## INDIRECT COST ALLOCATION

### PURPOSE

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

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

### APPLICABILITY

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

### POLICY

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

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

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

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

### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## TAX ENFORCEMENT

### PURPOSE

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

### APPLICABILITY

The implementation of this policy applies to the statutory duties of the Collector and Treasurer as well as to related responsibilities of the 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. Each department is also responsible to assign consecutive numbers to its Turnover Forms. The number system shall start with the fiscal year followed by consecutive numbers per department. On occasion, departments will bring multiple deposits to the Treasurer's office. Each of these deposits must be numbered consecutively and not utilizing letters. The purpose of this numbering system is to ensure that all deposits have been made and processed in Munis.

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, Treasurer's 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. Treasurer's staff will then sign two Turnover copies and give these back to the departmental employee. Treasurer's staff must immediately endorse each check with a "For Deposit Only" stamp. On a weekly basis, Treasurer's 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.

Treasurer's 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  
As amended June 2019



## TRAVEL REIMBURSEMENT

### PURPOSE

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

### APPLICABILITY

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

### POLICY

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

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

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

#### A. Travel Forms

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

#### B. Unauthorized Expenses

The following expenditures will not be reimbursed:

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

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

#### C. Travel Expense Categories Transportation

- Employees authorized to travel using their personal vehicle will be reimbursed at the standard mileage reimbursement rate as determined by the IRS on an annual basis or, for union employees, the rate established in their particular contractual agreement.



- Mileage shall be calculated starting from the employee's office location or residence to the destination point, whichever distance is shorter.
- Employees must present receipts to be reimbursed for parking, tolls, airfares, taxi fares, and, when using a city-owned vehicle, fuel charges.
- An email or screenshot confirmation of an airfare purchase is not an acceptable receipt since a confirmation can be canceled with no payment ever being made. Only a valid proof of payment, such as charge card receipt or statement, will be accepted.
- The City will only reimburse economy class airfare.

#### Lodging

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

#### Meals

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

#### Registrations

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

#### Incidentals

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

#### D. Reimbursement Submission

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

#### E. Violations

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



F. Audit

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

EFFECTIVE DATE

This policy was approved by the Mayor-April 2017



## CREDIT CARD USAGE

### PURPOSE

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

### APPLICABILITY

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

### POLICY

#### A. Allowable Use

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

The following are prohibited uses of the credit card:

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

Employees requesting a credit card purchase must fill out a purchase requisition in accordance with the City’s purchasing procedures. This requisition must be approved by the department head or official attesting to the purchase being made within the proper appropriation. Because payment in this circumstance is effectively made in advance of a warrant, the requisition also requires the approval of the Finance Director, permitting the exercise of that position’s statutory duty to verify that the purchase is consistent with the appropriation’s intent, sufficient funds are available to cover the cost, and no fraud is evident.

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

#### B. Administration

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

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

#### C. Warrant Process



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

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

#### D. Exceptions

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

#### E. Audit

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

### PROCEDURES

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

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

### EFFECTIVE DATE

This policy was approved by the Mayor-April 2017





## FINANCIAL MANAGEMENT TEAM

### PURPOSE

A formal financial management team provides an operational framework that can maximize the 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 Human Resources 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, Human Resources Director, and the President of the City Council who will be included in meetings depending on relevant agendas. 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



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# APPENDIX

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# **AIRPORT COMMISSION REQUESTS**

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# Access Control System Upgrade

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	06/01/2023
Est. Completion Date	06/30/2024
Department	Airport Commission
Type	Capital Improvement

## Description

Upgrade access control system for employee and tenant/user access through security gates and doors.

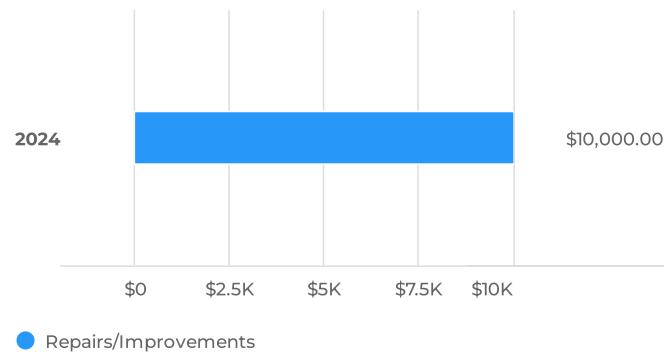
## Details

Type of Project	Replacement
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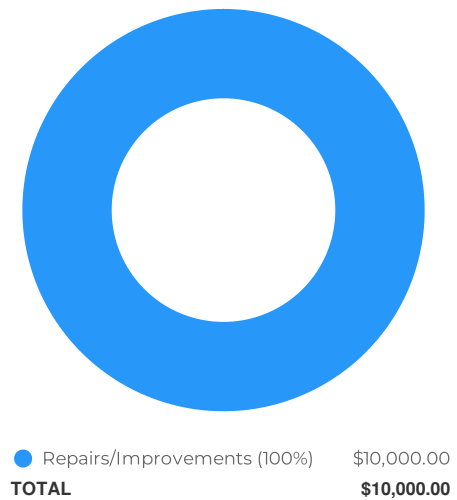
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$10,000</b>	<b>\$10K</b>	<b>\$10K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2024	Total
Repairs/Improvements	\$10,000	\$10,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>



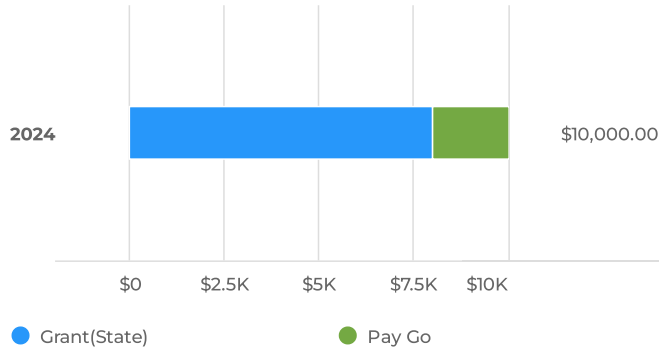
## Funding Sources

FY2024 Budget  
**\$10,000**

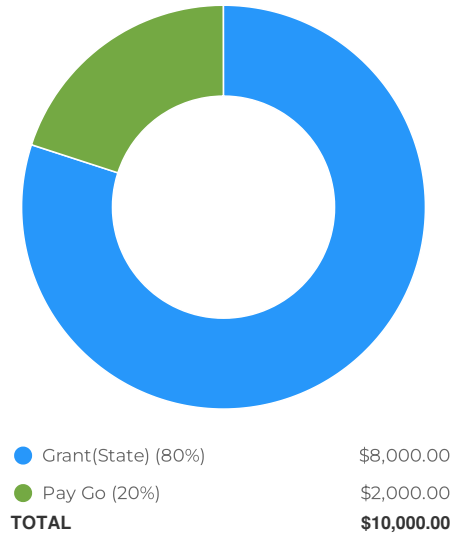
Total Budget (all years)  
**\$10K**

Project Total  
**\$10K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Pay Go	\$2,000	\$2,000
Grant(State)	\$8,000	\$8,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>



# Apron Reconstruction

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## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2027
Est. Completion Date	06/30/2028
Department	Airport Commission
Type	Capital Improvement

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## Description

Reconstruct aircraft apron area.

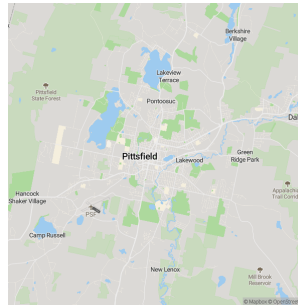
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## Details

Type of Project	Refurbishment
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## Location

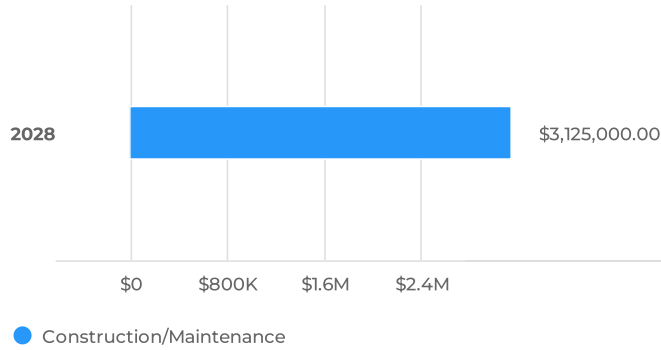


## Capital Cost

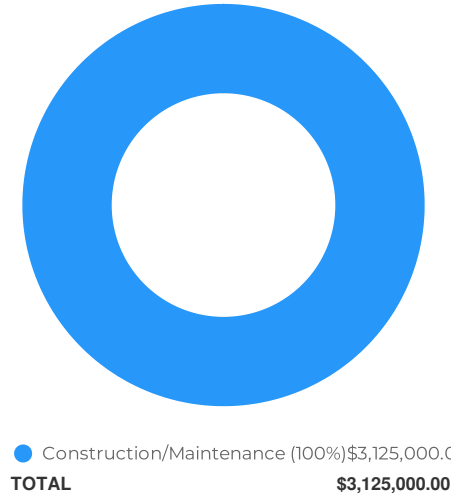
Total Budget (all years)  
**\$3.125M**

Project Total  
**\$3.125M**

Capital Cost by Year



Capital Cost for Budgeted Years



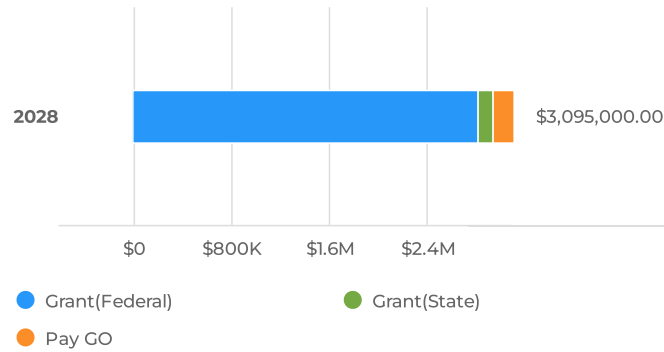
Capital Cost Breakdown		
Capital Cost	FY2028	Total
Construction/Maintenance	\$3,125,000	\$3,125,000
<b>Total</b>	<b>\$3,125,000</b>	<b>\$3,125,000</b>

## Funding Sources

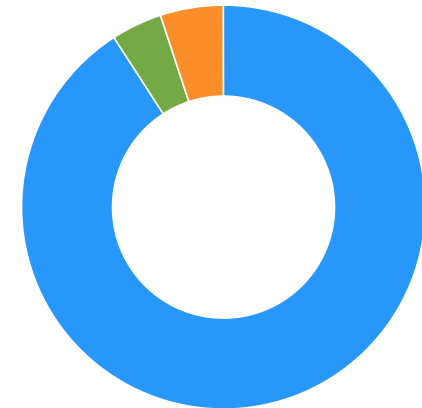
Total Budget (all years)  
**\$3.095M**

Project Total  
**\$3.095M**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (91%)	\$2,812,500.00
Grant(State) (4%)	\$126,250.00
Pay GO (5%)	\$156,250.00
<b>TOTAL</b>	<b>\$3,095,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2028	Total
Pay GO	\$156,250	\$156,250
Grant(State)	\$126,250	\$126,250
Grant(Federal)	\$2,812,500	\$2,812,500
<b>Total</b>	<b>\$3,095,000</b>	<b>\$3,095,000</b>





# Construct Helipad

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Airport Commission
Type	Capital Improvement

## Description

Construct helipad to designate landing/takeoff area to separate helicopters from fixed-wing aircraft.

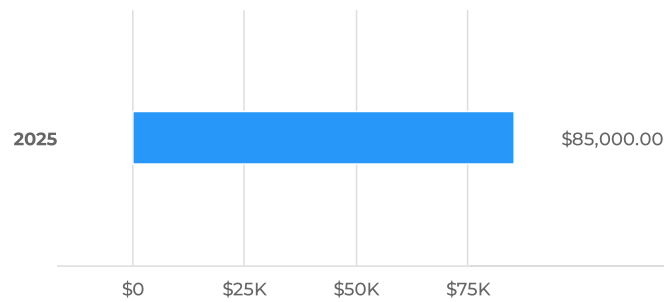
## Details

Type of Project	New Construction
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## Capital Cost

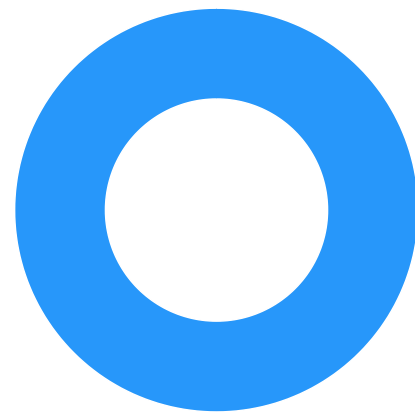
Total Budget (all years)	Project Total
<b>\$85K</b>	<b>\$85K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$85,000.00  
**TOTAL \$85,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$85,000	\$85,000
<b>Total</b>	<b>\$85,000</b>	<b>\$85,000</b>

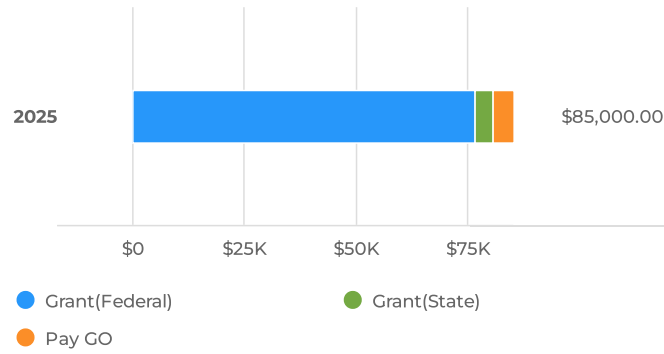


## Funding Sources

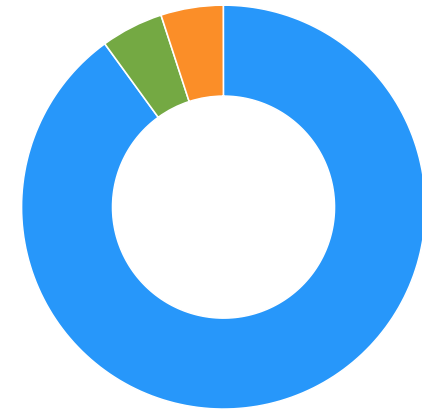
Total Budget (all years)  
**\$85K**

Project Total  
**\$85K**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (90%)	\$76,500.00
Grant(State) (5%)	\$4,250.00
Pay GO (5%)	\$4,250.00
<b>TOTAL</b>	<b>\$85,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2025	Total
Pay GO	\$4,250	\$4,250
Grant(State)	\$4,250	\$4,250
Grant(Federal)	\$76,500	\$76,500
<b>Total</b>	<b>\$85,000</b>	<b>\$85,000</b>



# Construct Taxilane and Electrical Improvements

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## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Airport Commission
Type	Capital Improvement

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## Description

Construct new taxilane and bury electrical.

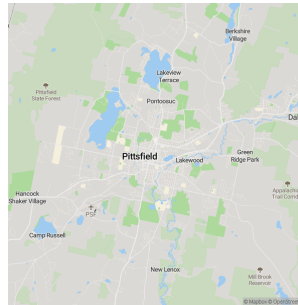
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## Details

Type of Project	New Construction
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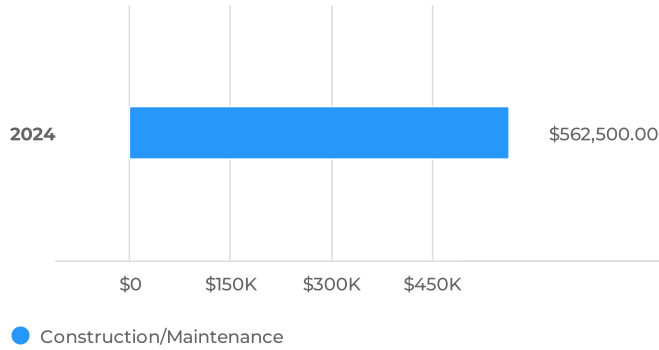
## Location



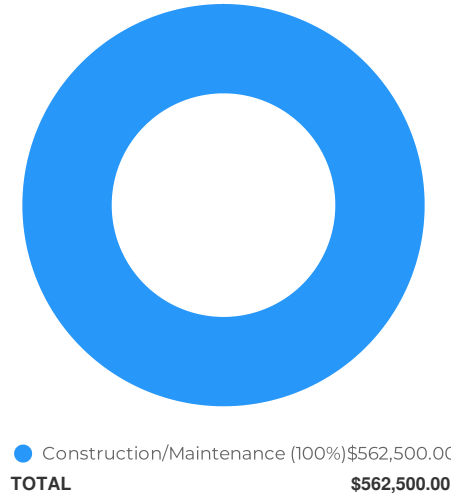
## Capital Cost

FY2024 Budget **\$562,500**      Total Budget (all years) **\$562.5K**      Project Total **\$562.5K**

Capital Cost by Year



Capital Cost for Budgeted Years

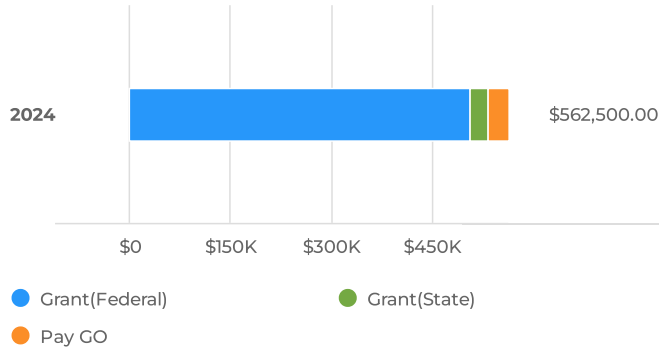


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$562,500	\$562,500
<b>Total</b>	<b>\$562,500</b>	<b>\$562,500</b>

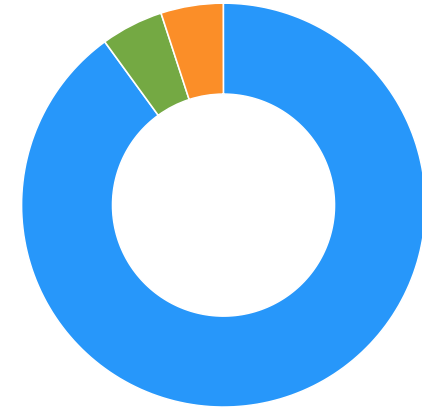
## Funding Sources

FY2024 Budget **\$562,500**      Total Budget (all years) **\$562.5K**      Project Total **\$562.5K**

Funding Sources by Year



Funding Sources for Budgeted Years



● Grant(Federal) (90%)      \$506,250.00  
● Grant(State) (5%)      \$28,125.00  
● Pay GO (5%)      \$28,125.00  
**TOTAL**      **\$562,500.00**

### Funding Sources Breakdown

Funding Sources	FY2024	Total
Pay GO	\$28,125	\$28,125
Grant(State)	\$28,125	\$28,125
Grant(Federal)	\$506,250	\$506,250
<b>Total</b>	<b>\$562,500</b>	<b>\$562,500</b>



# Crack, Seal Coating, and Pavement Markings

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## Overview

Request Owner	Dan Shearer, Airport Manager
Department	Airport Commission
Type	Capital Improvement

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## Description

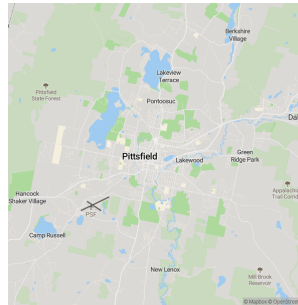
Cracksealing, seal coating, and pavement markings of runways and paved surfaces

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## Details

Type of Project	Refurbishment
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## Location



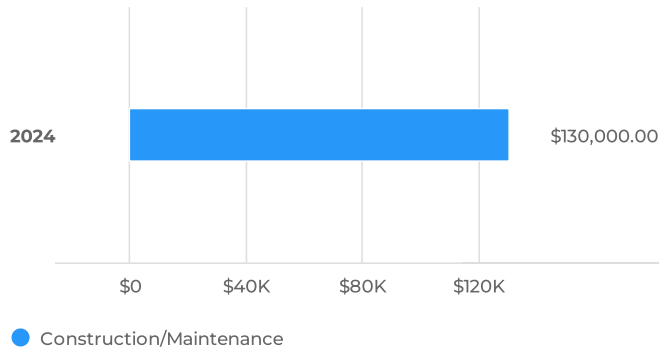
## Benefit to Community

Cracksealing, seal coating, and pavement marking repainting for runways and paved surfaces.

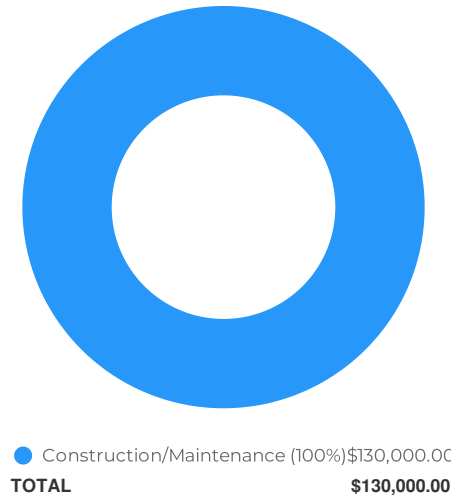
## Capital Cost

FY2024 Budget **\$130,000**      Total Budget (all years) **\$130K**      Project Total **\$130K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

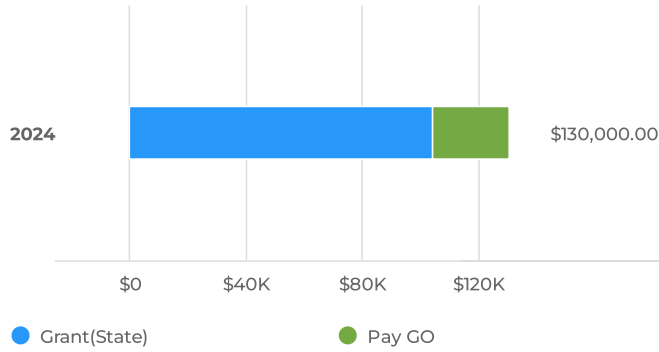
## Funding Sources

FY2024 Budget  
**\$130,000**

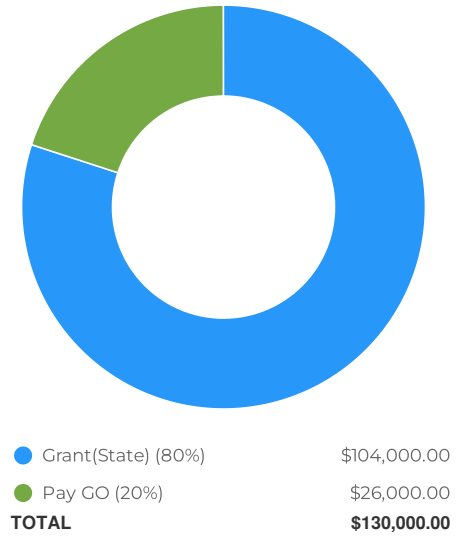
Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	Total
Pay GO	\$26,000	\$26,000
Grant(State)	\$104,000	\$104,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>





# Deicing Broom Attachment

## Overview

Request Owner	Dan Shearer, Airport Manager
Department	Airport Commission
Type	Capital Equipment

## Description

Runway deicing broom attachment, towable or loader-mounted.

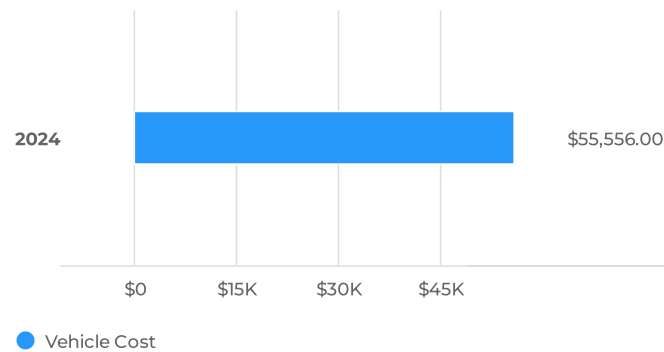
## Details

New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

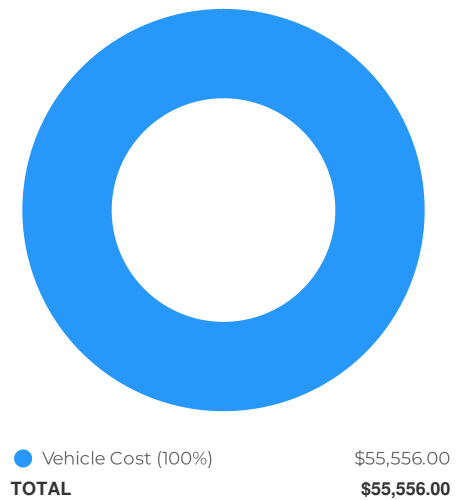
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$55,556</b>	<b>\$55.556K</b>	<b>\$55.556K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2024	Total
Vehicle Cost	\$55,556	\$55,556
<b>Total</b>	<b>\$55,556</b>	<b>\$55,556</b>

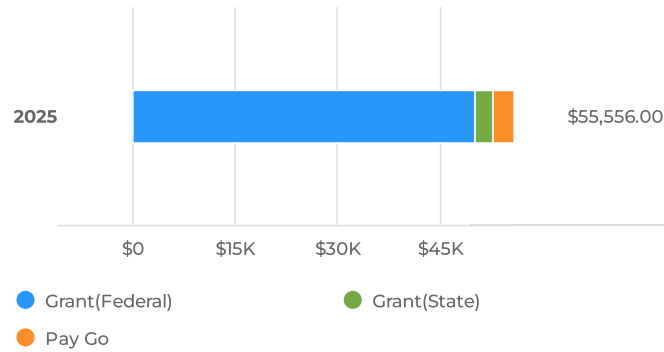


## Funding Sources

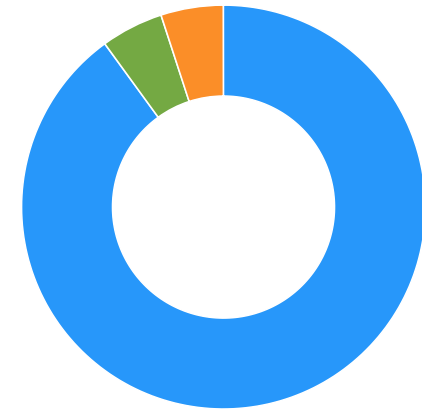
Total Budget (all years)  
**\$55.556K**

Project Total  
**\$55.556K**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (90%)	\$50,000.00
Grant(State) (5%)	\$2,778.00
Pay Go (5%)	\$2,778.00
<b>TOTAL</b>	<b>\$55,556.00</b>

### Funding Sources Breakdown

Funding Sources	FY2025	Total
Pay Go	\$2,778	\$2,778
Grant(State)	\$2,778	\$2,778
Grant(Federal)	\$50,000	\$50,000
<b>Total</b>	<b>\$55,556</b>	<b>\$55,556</b>



# High Efficiency Snow Blower

## Overview

Request Owner	Dan Shearer, Airport Manager
Department	Airport Commission
Type	Capital Equipment

## Description

Utilize existing appropriation for purchase of wheeled loader-mounted, high efficiency snow blower attachment.

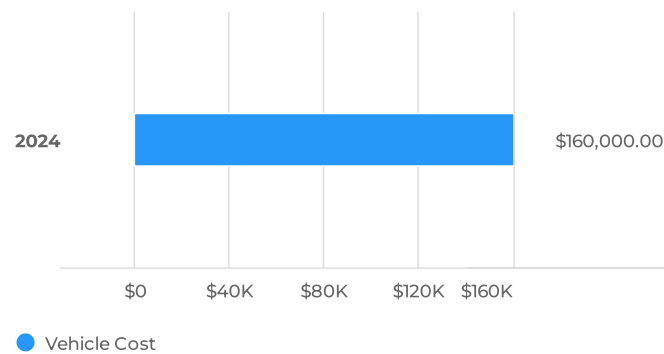
## Details

New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

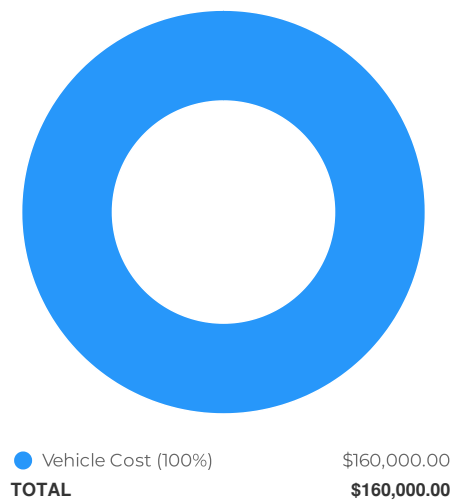
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$30,000</b>	<b>\$160,000</b>	<b>\$160K</b>	<b>\$190K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

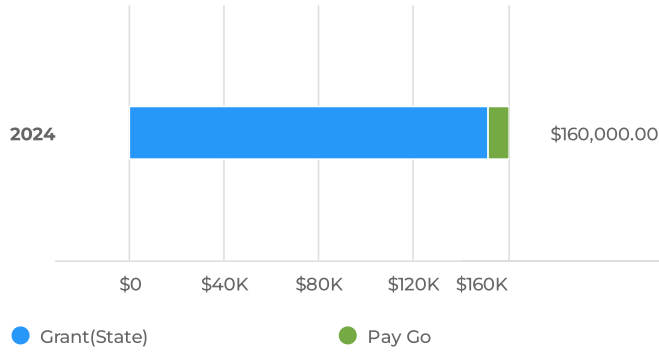
Capital Cost	To Date	FY2024	Total
Vehicle Cost	\$30,000	\$160,000	\$190,000
<b>Total</b>	<b>\$30,000</b>	<b>\$160,000</b>	<b>\$190,000</b>



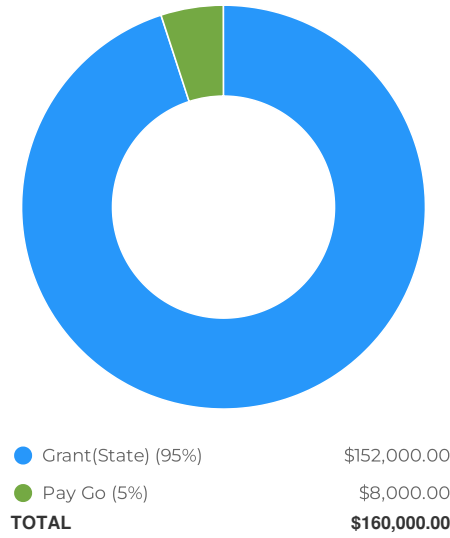
## Funding Sources

Total To Date **\$30,000**     
 FY2024 Budget **\$160,000**     
 Total Budget (all years) **\$160K**     
 Project Total **\$190K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	To Date	FY2024	Total
Pay Go		\$8,000	\$8,000
Grant(State)		\$152,000	\$152,000
Other	\$30,000		\$30,000
<b>Total</b>	<b>\$30,000</b>	<b>\$160,000</b>	<b>\$190,000</b>



# Install Chain Link Fencing

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## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Airport Commission
Type	Capital Improvement

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## Description

Install approximately 3,620 LF of chain link fencing around expanded airside development area.

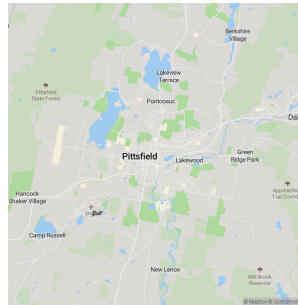
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## Details

Type of Project	New Construction
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## Location

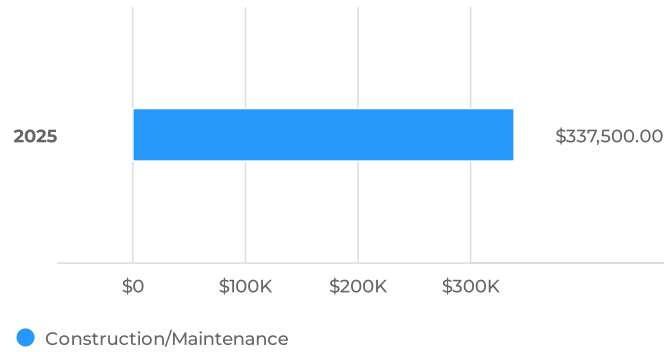


## Capital Cost

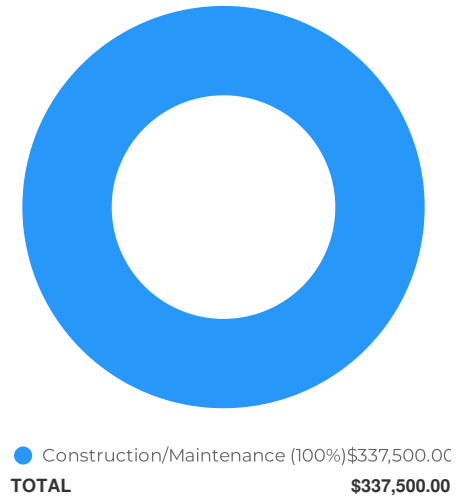
Total Budget (all years)  
**\$337.5K**

Project Total  
**\$337.5K**

Capital Cost by Year



Capital Cost for Budgeted Years



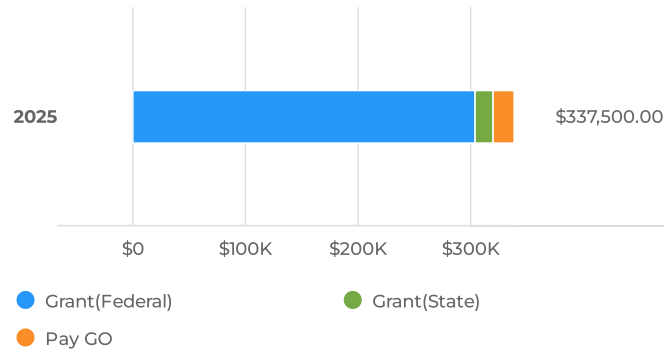
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$337,500	\$337,500
<b>Total</b>	<b>\$337,500</b>	<b>\$337,500</b>

## Funding Sources

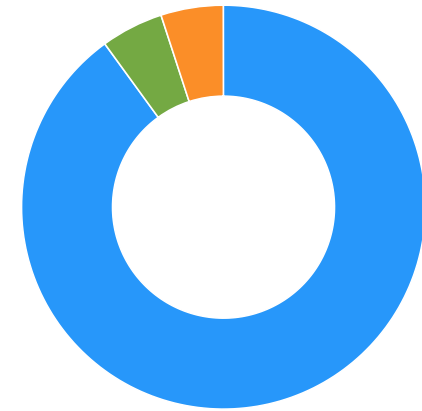
Total Budget (all years)  
**\$337.5K**

Project Total  
**\$337.5K**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (90%)	\$303,750.00
Grant(State) (5%)	\$16,875.00
Pay GO (5%)	\$16,875.00
<b>TOTAL</b>	<b>\$337,500.00</b>

### Funding Sources Breakdown

Funding Sources	FY2025	Total
Pay GO	\$16,875	\$16,875
Grant(State)	\$16,875	\$16,875
Grant(Federal)	\$303,750	\$303,750
<b>Total</b>	<b>\$337,500</b>	<b>\$337,500</b>



# Obstruction Removal (Construction Phase)

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## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	03/15/2023
Est. Completion Date	06/30/2024
Department	Airport Commission
Type	Capital Improvement

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## Description

Construction phase to remove obstructions (i.e, trees and poles) in the approaches to Runways 8 and 14. Survey Runway 14-32.

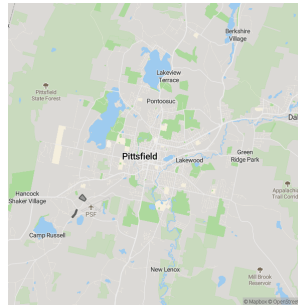
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## Details

Type of Project	Other improvement
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## Location

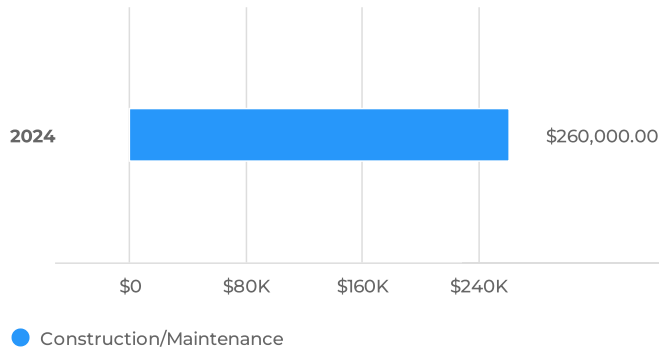




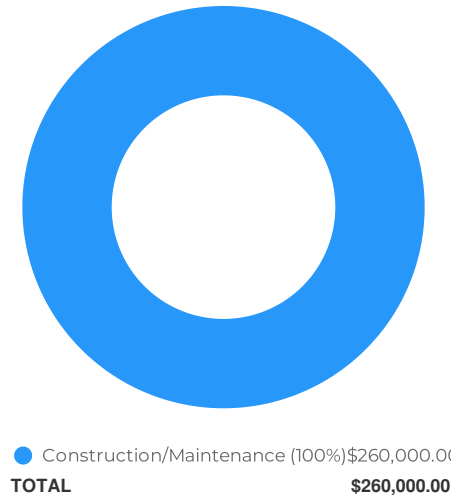
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$260,000</b>	<b>\$260K</b>	<b>\$260K</b>

Capital Cost by Year



Capital Cost for Budgeted Years

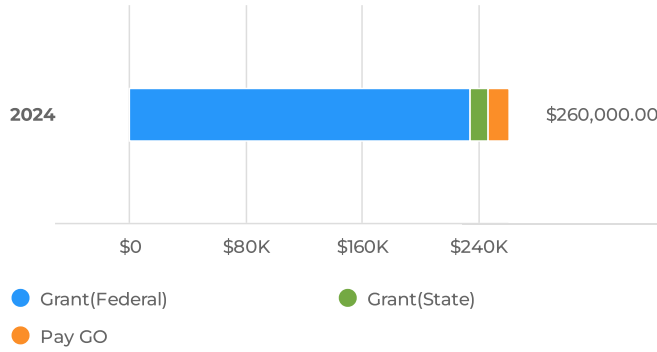


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$260,000	\$260,000
<b>Total</b>	<b>\$260,000</b>	<b>\$260,000</b>

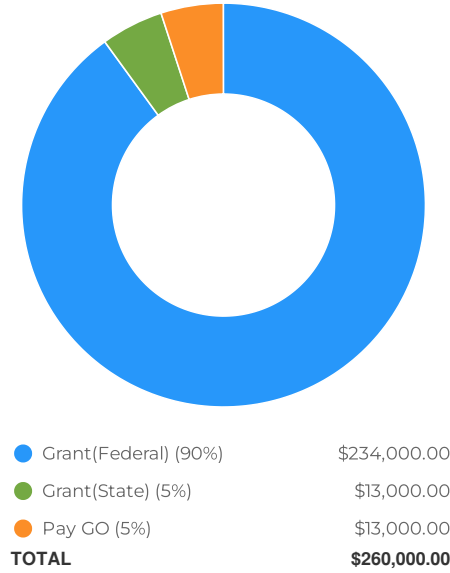
## Funding Sources

FY2024 Budget **\$260,000**      Total Budget (all years) **\$260K**      Project Total **\$260K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	Total
Pay GO	\$13,000	\$13,000
Grant(State)	\$13,000	\$13,000
Grant(Federal)	\$234,000	\$234,000
<b>Total</b>	<b>\$260,000</b>	<b>\$260,000</b>



# Permitting for Taxiway A and B Reconstructions and Runway 26 MALSR Construction

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Airport Commission
Type	Capital Improvement

## Description

Permitting for future reconstruction of Taxiways A and B and construction of Runway 26 MALSR approach lighting system.

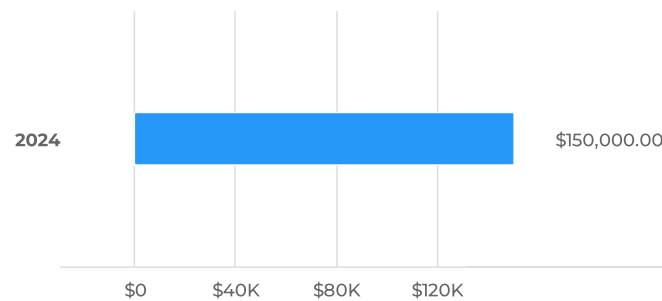
## Details

Type of Project	Other improvement
-----------------	-------------------

## Capital Cost

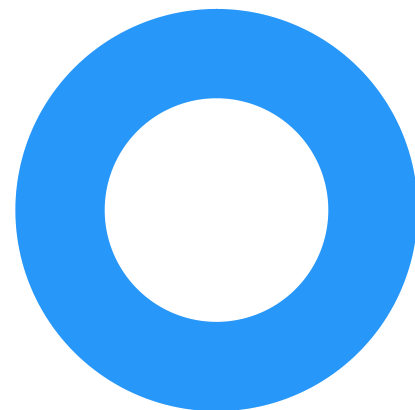
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$150,000</b>	<b>\$150K</b>	<b>\$150K</b>

Capital Cost by Year



● Planning

Capital Cost for Budgeted Years



● Planning (100%) \$150,000.00  
**TOTAL \$150,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Planning	\$150,000	\$150,000
<b>Total</b>	<b>\$150,000</b>	<b>\$150,000</b>



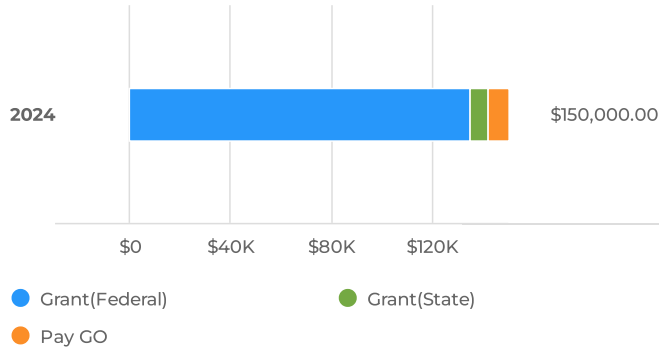
## Funding Sources

FY2024 Budget  
**\$150,000**

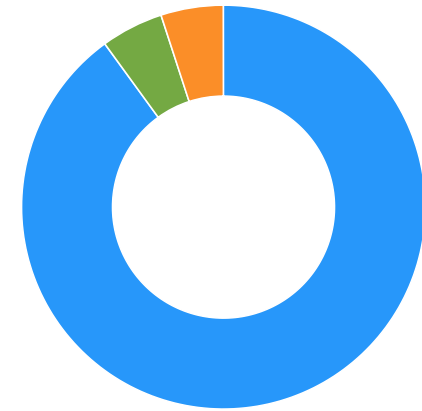
Total Budget (all years)  
**\$150K**

Project Total  
**\$150K**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (90%)	\$135,000.00
Grant(State) (5%)	\$7,500.00
Pay GO (5%)	\$7,500.00
<b>TOTAL</b>	<b>\$150,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2024	Total
Pay GO	\$7,500	\$7,500
Grant(State)	\$7,500	\$7,500
Grant(Federal)	\$135,000	\$135,000
<b>Total</b>	<b>\$150,000</b>	<b>\$150,000</b>



# REILs and MALSR Construction

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
Department	Airport Commission
Type	Capital Improvement

## Description

Installation of REILs on Runways 8, 14, and 32 and MALSR on Runway 26.

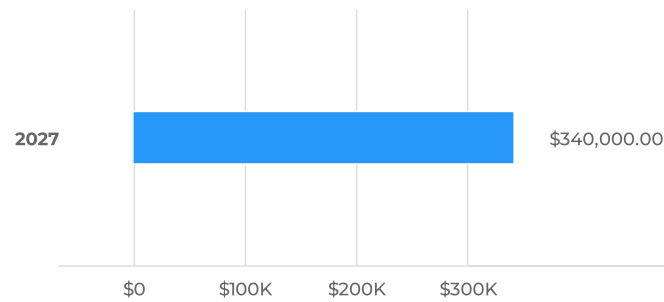
## Details

Type of Project	New Construction
-----------------	------------------

## Capital Cost

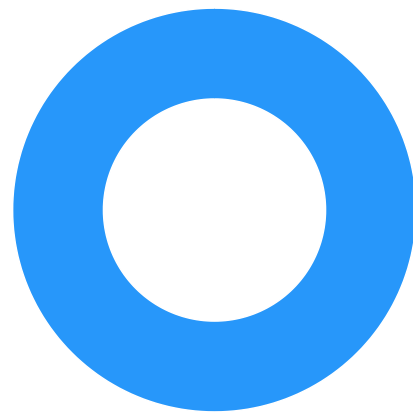
Total Budget (all years)	Project Total
<b>\$340K</b>	<b>\$340K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$340,000.00  
**TOTAL \$340,000.00**

## Capital Cost Breakdown

Capital Cost	FY2027	Total
Construction/Maintenance	\$340,000	\$340,000
<b>Total</b>	<b>\$340,000</b>	<b>\$340,000</b>

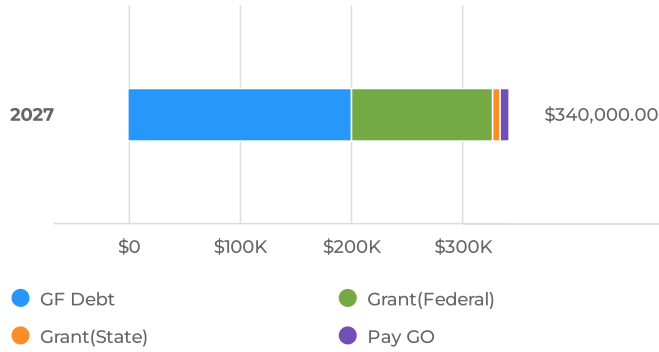


## Funding Sources

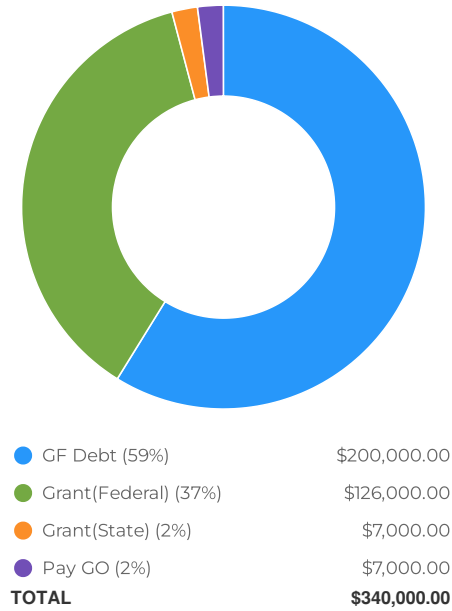
Total Budget (all years)  
**\$340K**

Project Total  
**\$340K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2027	Total
Pay GO	\$7,000	\$7,000
GF Debt	\$200,000	\$200,000
Grant(State)	\$7,000	\$7,000
Grant(Federal)	\$126,000	\$126,000
<b>Total</b>	<b>\$340,000</b>	<b>\$340,000</b>



# Taxiway 'A' Reconstruction

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## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
Department	Airport Commission
Type	Capital Improvement
Project Number	2023-602

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## Description

Reconstruct Taxiway A.

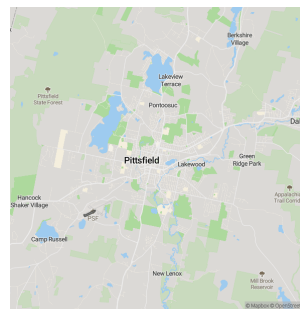
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## Details

Type of Project	Refurbishment
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## Location



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## Supplemental Attachments

 [Airport Layout Plan\(/resource/cleargov-prod/projects/documents/15bc0e68ef9289540a6f.pdf\)](/resource/cleargov-prod/projects/documents/15bc0e68ef9289540a6f.pdf)

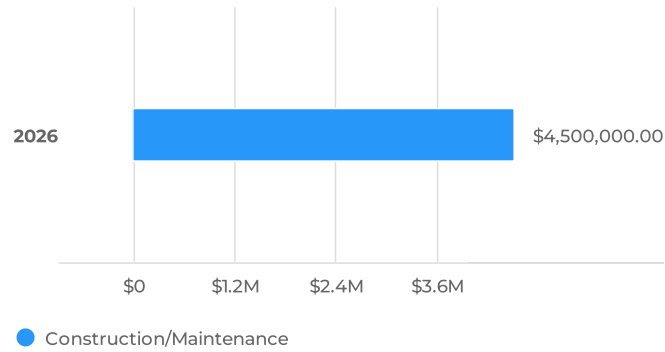
Revised 2021-09-13

## Capital Cost

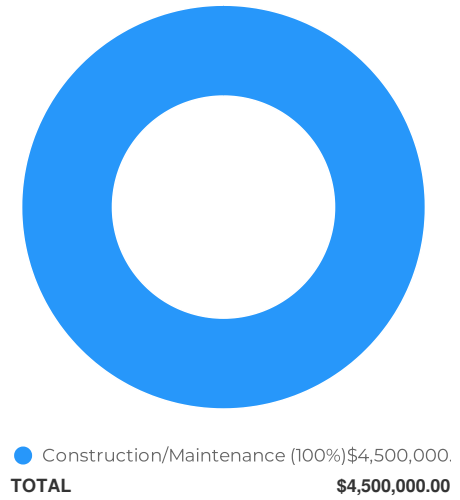
Total Budget (all years)  
**\$4.5M**

Project Total  
**\$4.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2026	Total
Construction/Maintenance	\$4,500,000	\$4,500,000
<b>Total</b>	<b>\$4,500,000</b>	<b>\$4,500,000</b>

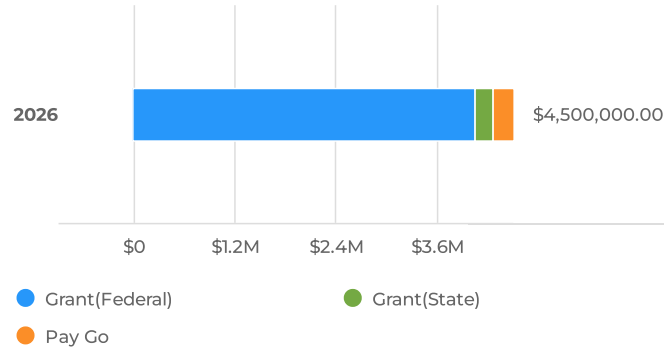


## Funding Sources

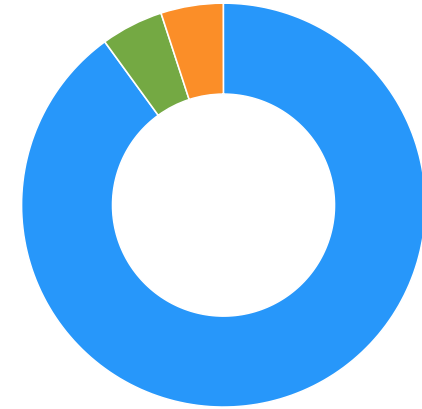
Total Budget (all years)  
**\$4.5M**

Project Total  
**\$4.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Grant(Federal) (90%)	\$4,050,000.00
Grant(State) (5%)	\$225,000.00
Pay Go (5%)	\$225,000.00
<b>TOTAL</b>	<b>\$4,500,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2026	Total
Pay Go	\$225,000	\$225,000
Grant(State)	\$225,000	\$225,000
Grant(Federal)	\$4,050,000	\$4,050,000
<b>Total</b>	<b>\$4,500,000</b>	<b>\$4,500,000</b>



# Taxiway 'B' Reconstruction

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
Department	Airport Commission
Type	Capital Improvement
Project Number	2023-601

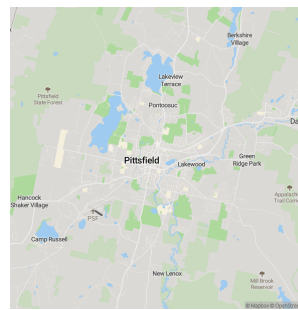
## Description

Reconstruct Taxiway B

## Details

Type of Project	Refurbishment
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## Location



## Supplemental Attachments

 [Airport Layout Plan\(/resource/cleargov-prod/projects/documents/c905dda96e0ff9399d61.pdf\)](/resource/cleargov-prod/projects/documents/c905dda96e0ff9399d61.pdf)

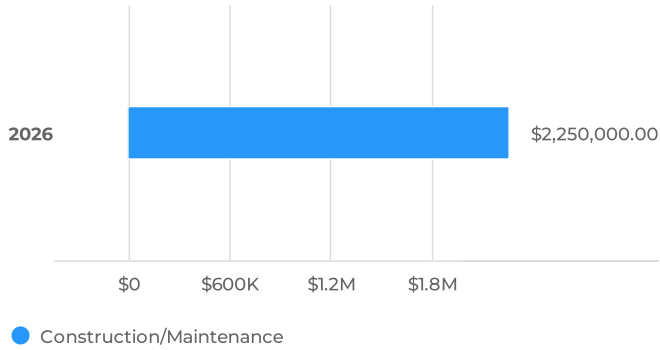
Revised 2021-09-13

## Capital Cost

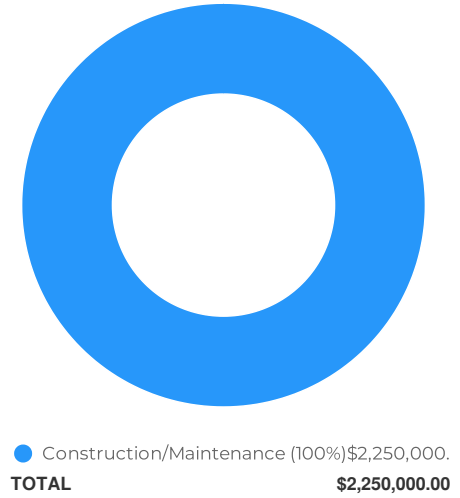
Total Budget (all years)  
**\$2.25M**

Project Total  
**\$2.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

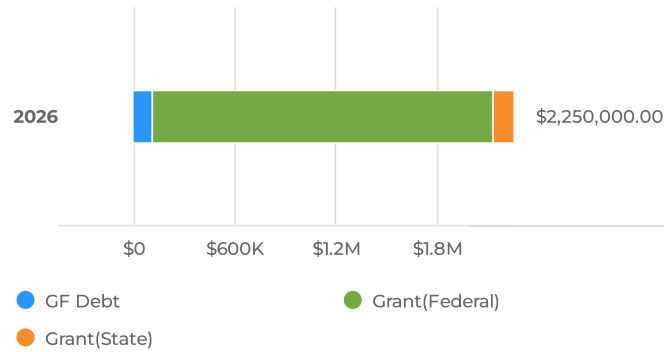
Capital Cost	FY2026	Total
Construction/Maintenance	\$2,250,000	\$2,250,000
<b>Total</b>	<b>\$2,250,000</b>	<b>\$2,250,000</b>

## Funding Sources

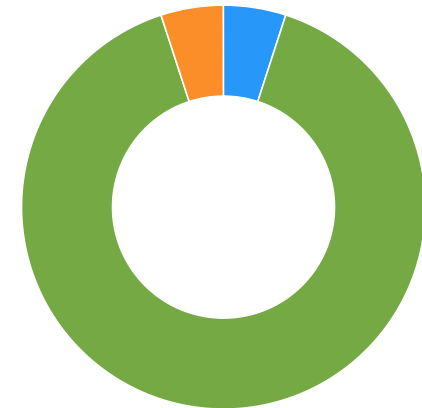
Total Budget (all years)  
**\$2.25M**

Project Total  
**\$2.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



GF Debt (5%)	\$112,500.00
Grant(Federal) (90%)	\$2,025,000.00
Grant(State) (5%)	\$112,500.00
<b>TOTAL</b>	<b>\$2,250,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2026	Total
GF Debt	\$112,500	\$112,500
Grant(State)	\$112,500	\$112,500
Grant(Federal)	\$2,025,000	\$2,025,000
<b>Total</b>	<b>\$2,250,000</b>	<b>\$2,250,000</b>



# Terminal Roadway and Apron

## Overview

Request Owner	Dan Shearer, Airport Manager
Est. Start Date	07/01/2025
Est. Completion Date	06/30/2026
Department	Airport Commission
Type	Capital Improvement

## Description

Reconstruct terminal area roadway and expand terminal apron.

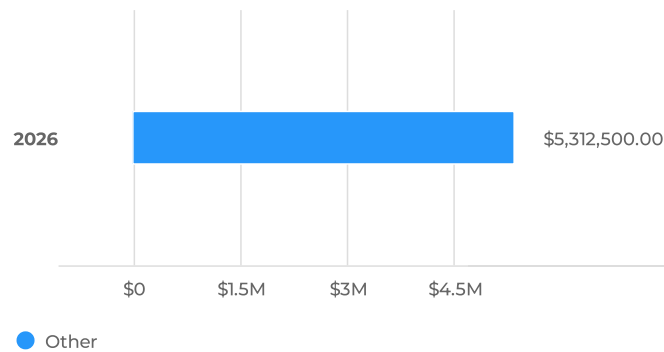
## Details

Type of Project	Other improvement
-----------------	-------------------

## Capital Cost

Total Budget (all years)	Project Total
<b>\$5.313M</b>	<b>\$5.313M</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2026	Total
Other	\$5,312,500	\$5,312,500
<b>Total</b>	<b>\$5,312,500</b>	<b>\$5,312,500</b>

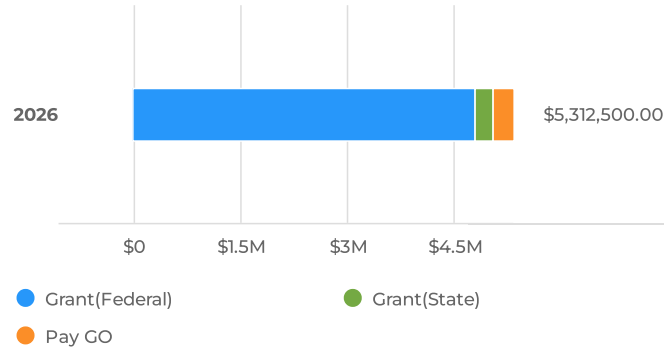


## Funding Sources

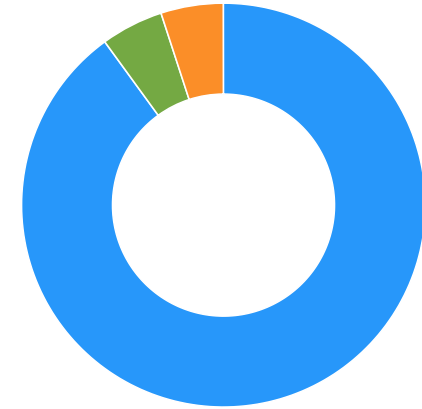
Total Budget (all years)  
**\$5.313M**

Project Total  
**\$5.313M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Grant(Federal) (90%)	\$4,781,250.00
● Grant(State) (5%)	\$265,625.00
● Pay GO (5%)	\$265,625.00
<b>TOTAL</b>	<b>\$5,312,500.00</b>

### Funding Sources Breakdown

Funding Sources	FY2026	Total
Pay GO	\$265,625	\$265,625
Grant(State)	\$265,625	\$265,625
Grant(Federal)	\$4,781,250	\$4,781,250
<b>Total</b>	<b>\$5,312,500</b>	<b>\$5,312,500</b>



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# COMMUNITY DEVELOPMEN REQUESTS

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# Bike Path Environmental Permitting & Engineering Design

## Overview

Request Owner	Matthew Kerwood
Department	Community Development
Type	Capital Improvement
Project Number	2023-906

## Description

Bike Path Middle Section (Crane Ave to Merrill Rd) Environmental Permitting & Engineering Design

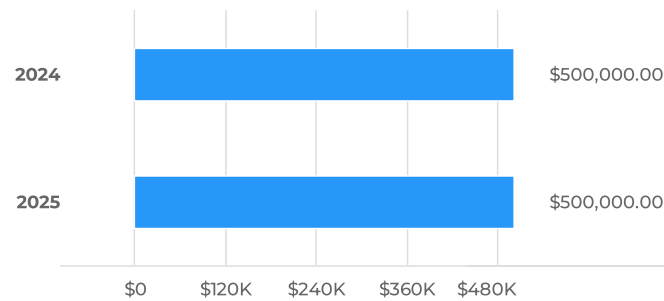
## Details

Type of Project: Improvement

## Capital Cost

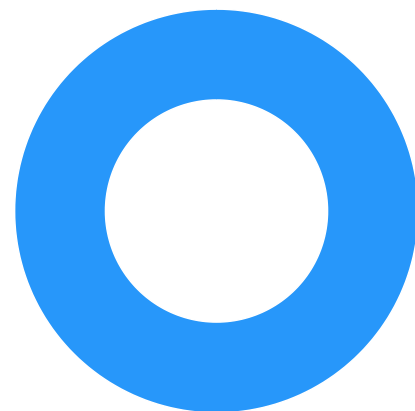
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$500,000</b>	<b>\$1M</b>	<b>\$1M</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$1,000,000.00  
**TOTAL \$1,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Construction/Maintenance	\$500,000	\$500,000	\$1,000,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>

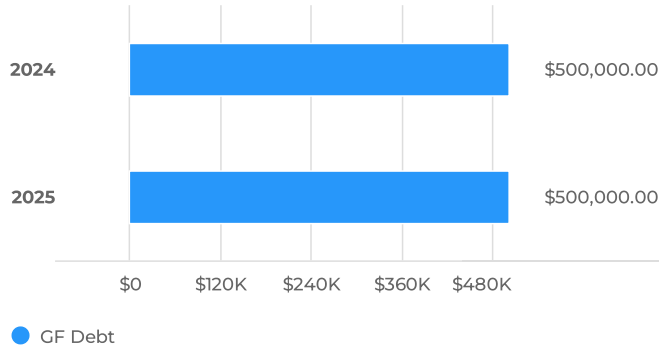




## Funding Sources

FY2024 Budget **\$500,000**      Total Budget (all years) **\$1M**      Project Total **\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
GF Debt	\$500,000	\$500,000	\$1,000,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>



# Deming Park Parking Improvements

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/15/2023
Est. Completion Date	10/15/2023
Department	Community Development
Type	Capital Improvement

## Description

Deming Park suffers from inadequate parking that at times can lead to dangerous encounters between park patrons and motorists. A master plan for improvements has been completed along with cost estimates.

## Images



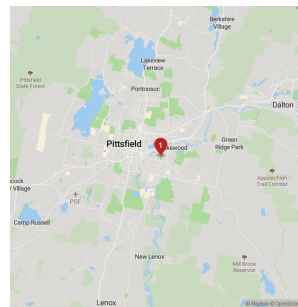
Deming Park master plan

Deming Park master plan

## Details

Type of Project	Refurbishment
-----------------	---------------

## Location



## Supplemental Attachments

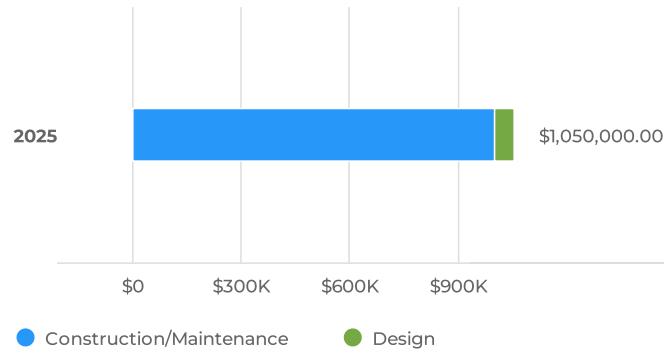
 [Deming Park master plan cost estimate\(/resource/cleargov-prod/projects/documents/330219e83dbb498b7767.pdf\)](/resource/cleargov-prod/projects/documents/330219e83dbb498b7767.pdf)  
cost estimate for the project

## Capital Cost

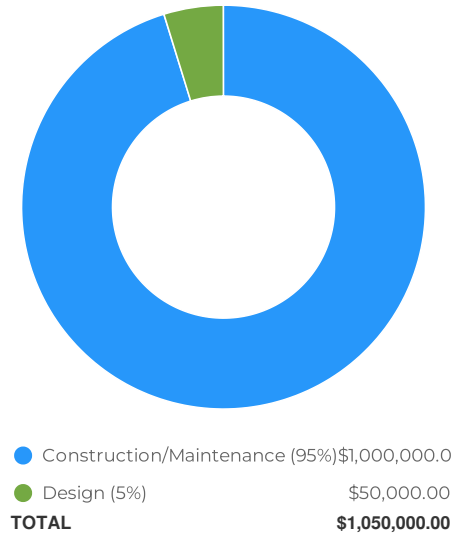
Total Budget (all years)  
**\$1.05M**

Project Total  
**\$1.05M**

Capital Cost by Year



Capital Cost for Budgeted Years



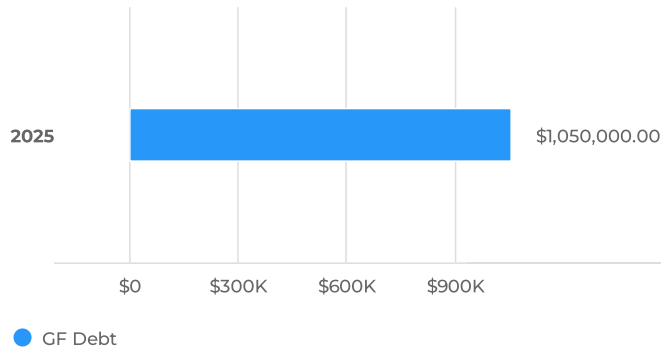
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Design	\$50,000	\$50,000
Construction/Maintenance	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,050,000</b>	<b>\$1,050,000</b>

## Funding Sources

Total Budget (all years)  
**\$1.05M**

Project Total  
**\$1.05M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$1,050,000	\$1,050,000
<b>Total</b>	<b>\$1,050,000</b>	<b>\$1,050,000</b>

# Develop downtown microgrid

## Overview

Request Owner	Matthew Kerwood
Department	Community Developmen
Type	Capital Equipment
Project Number	2023-800

## Description

Develop downtown microgrid

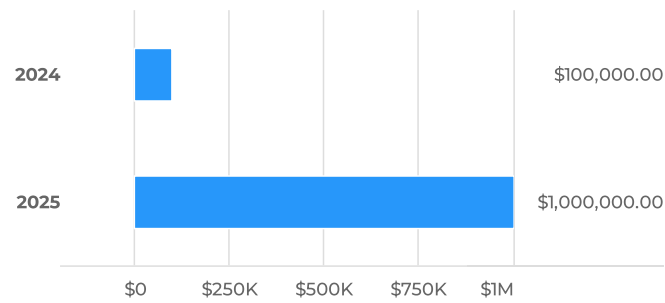
## Details

New Purchase or Replacement                      New Purchase

## Capital Cost

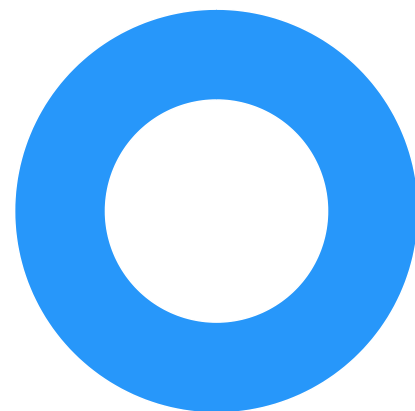
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$100,000</b>	<b>\$1.1M</b>	<b>\$1.1M</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%)                      \$1,100,000.00  
**TOTAL**    **\$1,100,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Equipment	\$100,000	\$1,000,000	\$1,100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$1,000,000</b>	<b>\$1,100,000</b>



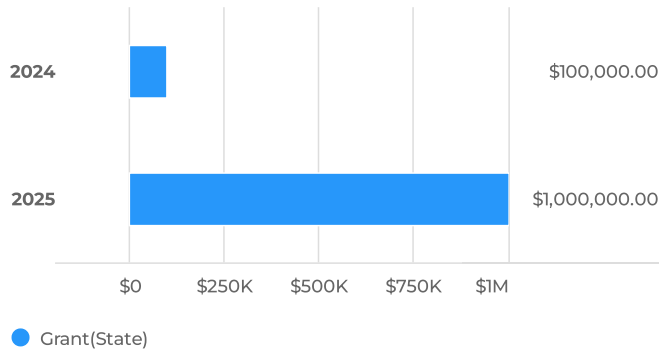
## Funding Sources

FY2024 Budget  
**\$100,000**

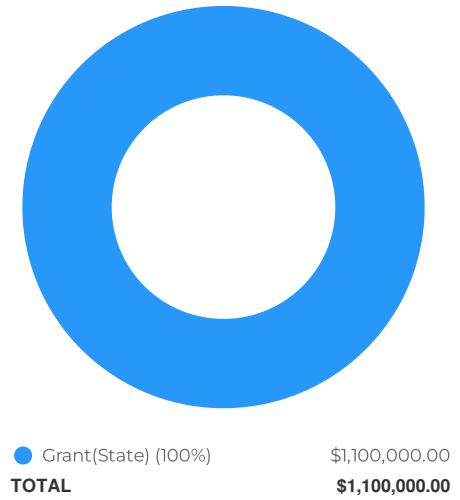
Total Budget (all years)  
**\$1.1M**

Project Total  
**\$1.1M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
Grant(State)	\$100,000	\$1,000,000	\$1,100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$1,000,000</b>	<b>\$1,100,000</b>

# Improve Lebanon Park playground

## Overview

Request Owner	Matthew Kerwood
Department	Community Development
Type	Capital Improvement
Project Number	2023-909

## Description

Improve Lebanon Park playground

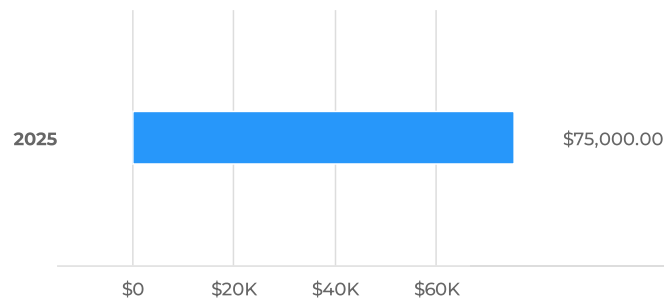
## Details

Type of Project: Improvement

## Capital Cost

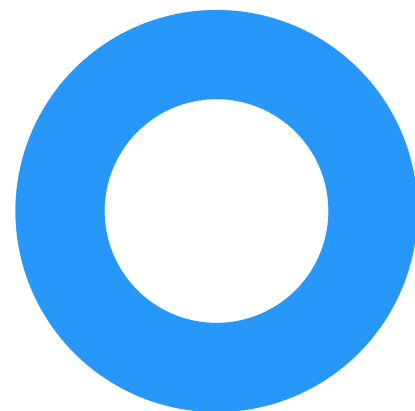
Total Budget (all years) **\$75K**  
 Project Total **\$75K**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$75,000.00  
**TOTAL \$75,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>

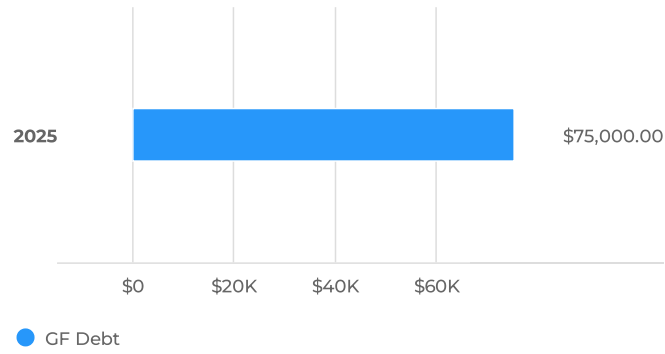


## Funding Sources

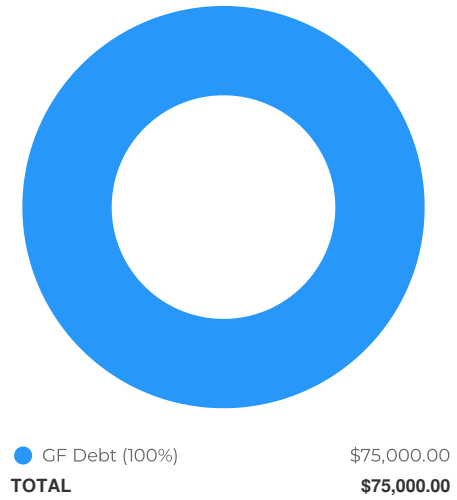
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>





# Lakewood Park Master Planning

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## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/01/2024
Est. Completion Date	01/01/2025
Department	Community Development
Type	Capital Improvement

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## Description

This capital request seeks funds to develop a master plan for the park,

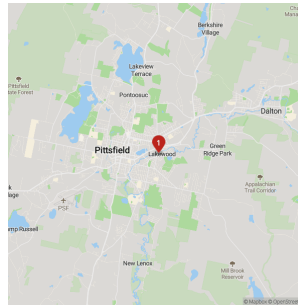
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## Details

Type of Project	Refurbishment
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## Location

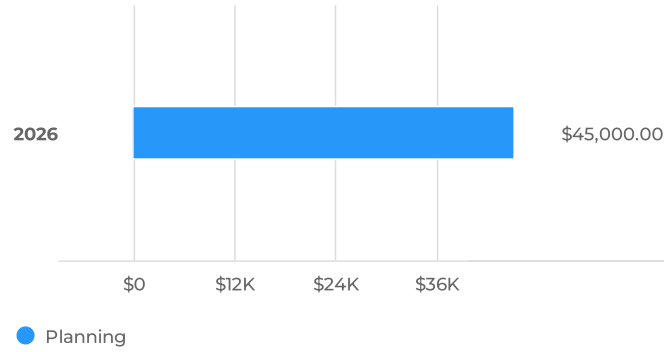


## Capital Cost

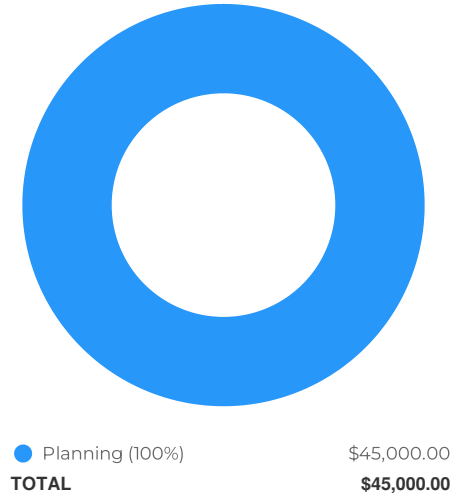
Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

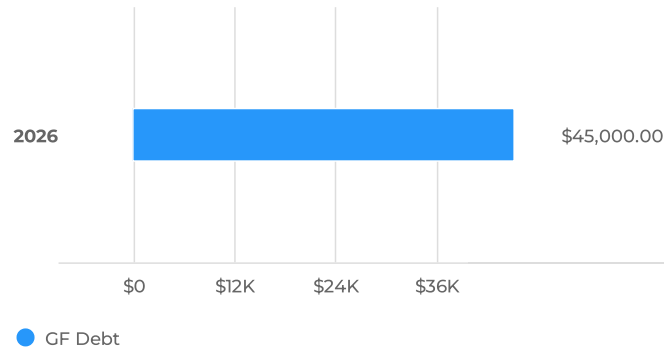
Capital Cost	FY2026	Total
Planning	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>

## Funding Sources

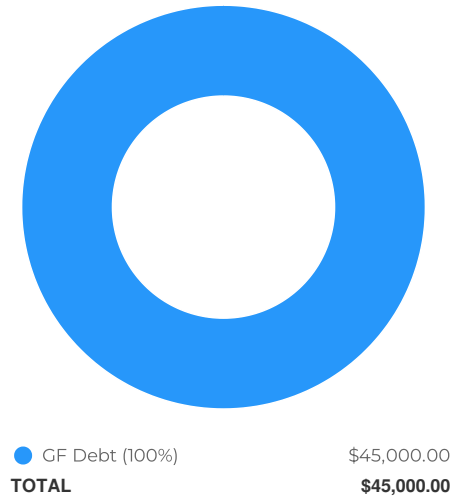
Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2026	Total
GF Debt	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>



# Lakewood Park Parking Improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Community Development
Type	Capital Improvement
Project Number	2023-904

## Description

Lakewood Park Parking Improvements

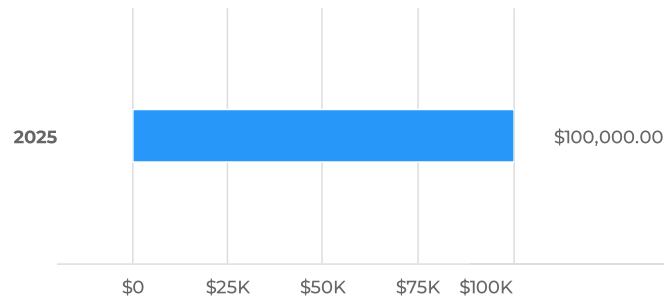
## Details

Type of Project: Improvement

## Capital Cost

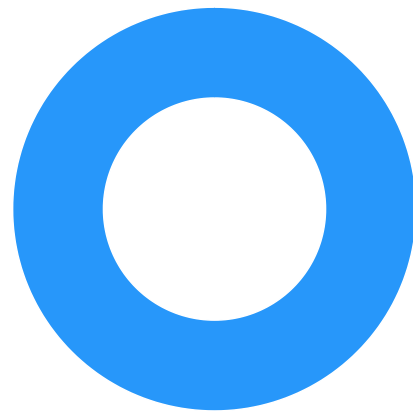
Total Budget (all years) **\$100K**      Project Total **\$100K**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$100,000.00  
**TOTAL \$100,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

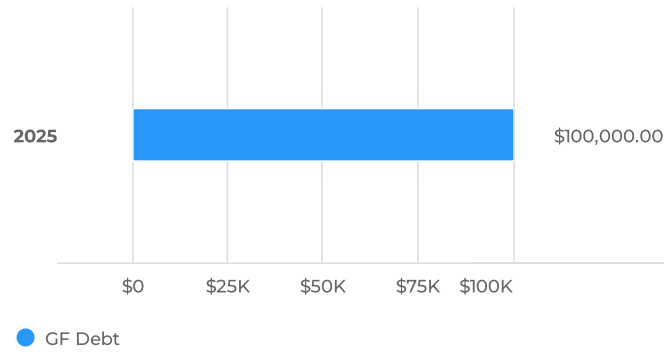


## Funding Sources

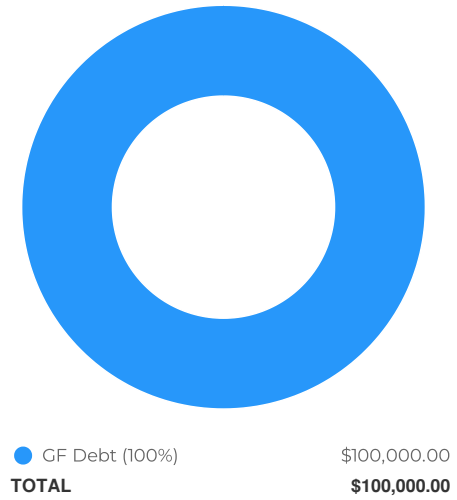
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

# Lebanon Park Playground Improvements

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/01/2024
Est. Completion Date	10/01/2024
Department	Community Development
Type	Capital Improvement

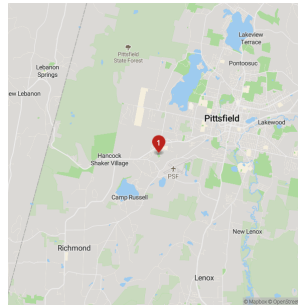
## Description

Lebanon Park playground improvements are needed to modernize the equipment and the interest in the park for neighbors.

## Details

Type of Project	Replacement
-----------------	-------------

## Location

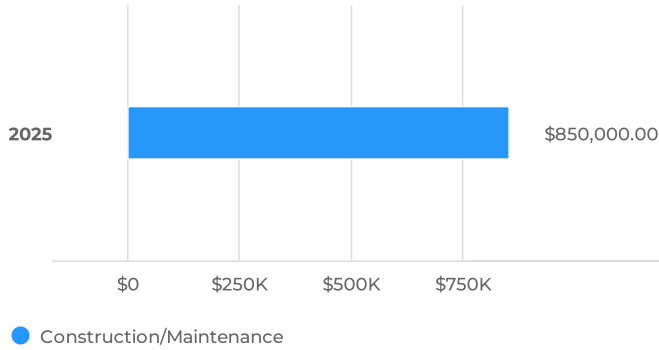


## Capital Cost

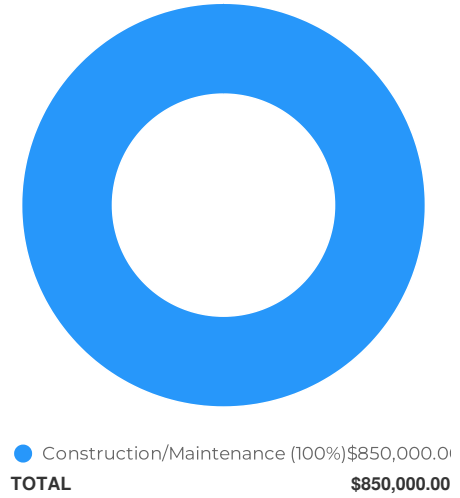
Total Budget (all years)  
**\$850K**

Project Total  
**\$850K**

Capital Cost by Year



Capital Cost for Budgeted Years



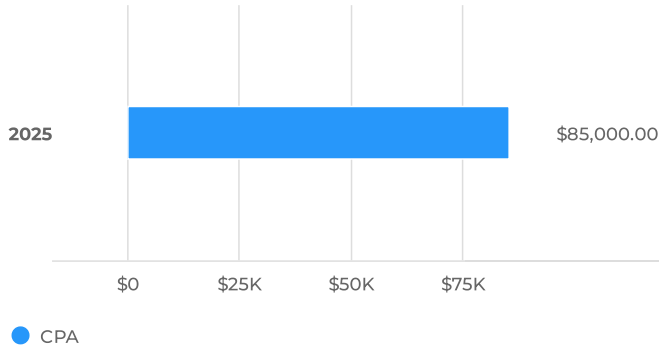
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$850,000	\$850,000
<b>Total</b>	<b>\$850,000</b>	<b>\$850,000</b>

## Funding Sources

Total Budget (all years)  
**\$85K**

Project Total  
**\$85K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
CPA	\$85,000	\$85,000
<b>Total</b>	<b>\$85,000</b>	<b>\$85,000</b>





# Onota Dam improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Community Development
Type	Capital Improvement
Project Number	2023-902

## Description

Onota Dam improvements

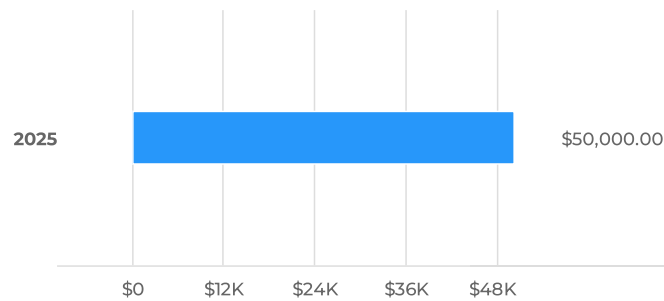
## Details

Type of Project	Improvement
-----------------	-------------

## Capital Cost

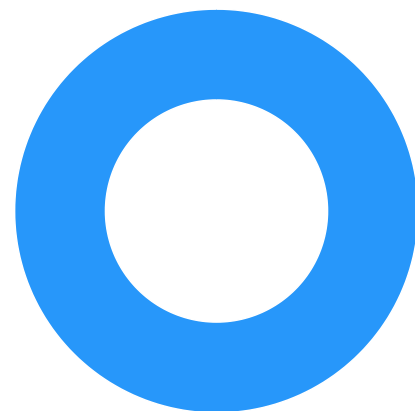
Total Budget (all years)	Project Total
<b>\$50K</b>	<b>\$50K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$50,000.00  
**TOTAL \$50,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

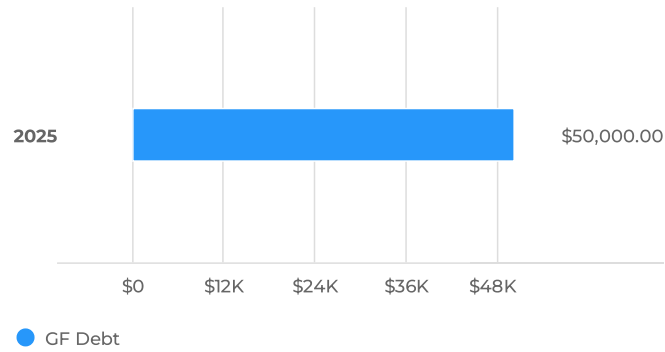


## Funding Sources

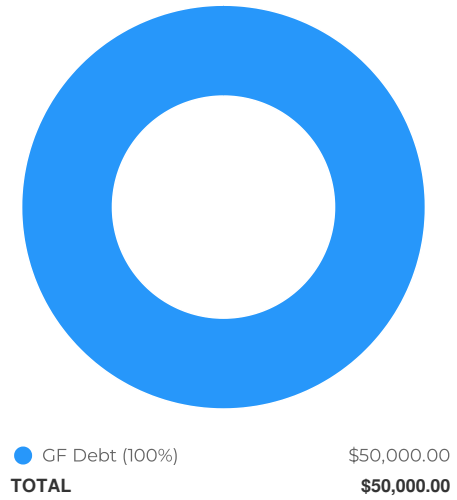
Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

# Osceola Park Master Planning

---

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/01/2024
Est. Completion Date	12/01/2024
Department	Community Development
Type	Capital Improvement

---

## Description

Planning project for Osceola Park which will lead to a master vision for park improvements.

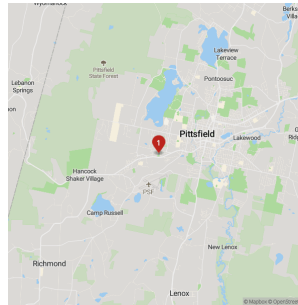
---

## Details

Type of Project	Refurbishment
-----------------	---------------

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## Location

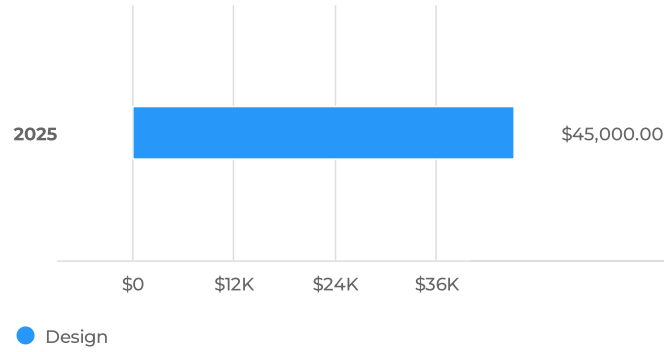


## Capital Cost

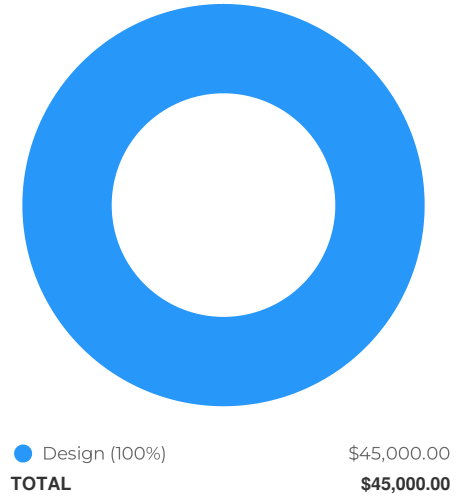
Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Capital Cost by Year



Capital Cost for Budgeted Years



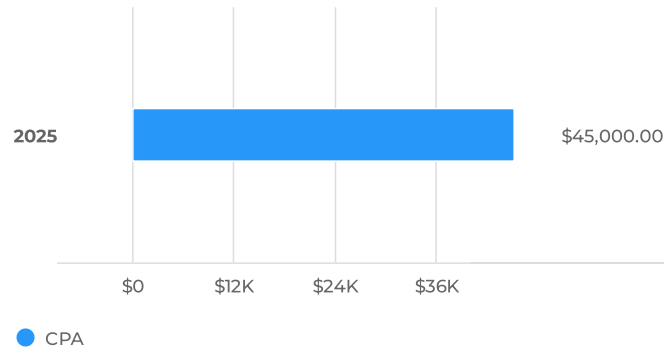
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Design	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>

## Funding Sources

Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
CPA	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>



# Osceola Park Playground and Parking Improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Community Development
Type	Capital Improvement
Project Number	2023-908

## Description

Osceola Park Playground and Parking Improvements

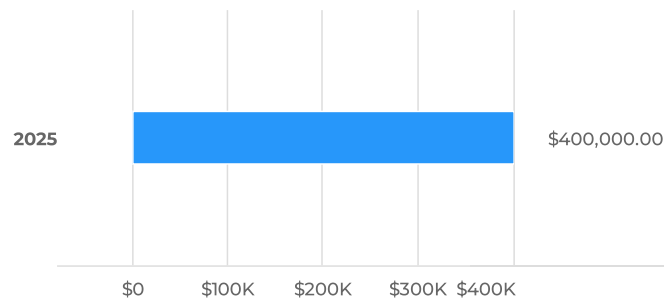
## Details

Type of Project: Improvement

## Capital Cost

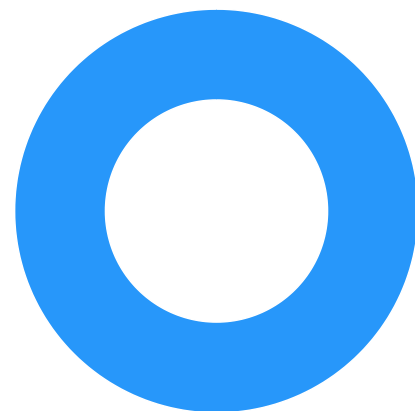
Total Budget (all years)	Project Total
<b>\$400K</b>	<b>\$400K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$400,000.00  
**TOTAL \$400,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$400,000	\$400,000
<b>Total</b>	<b>\$400,000</b>	<b>\$400,000</b>

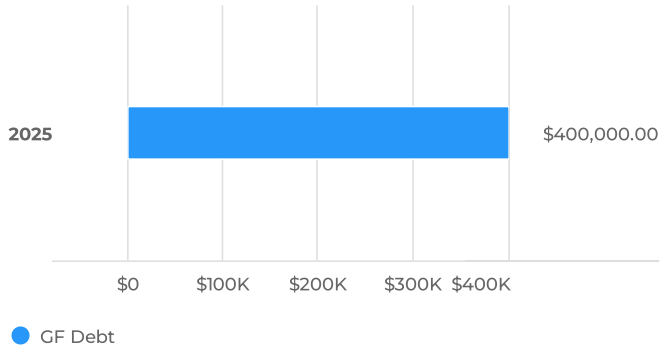


## Funding Sources

Total Budget (all years)  
**\$400K**

Project Total  
**\$400K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$400,000	\$400,000
<b>Total</b>	<b>\$400,000</b>	<b>\$400,000</b>

# Pickleball Courts

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## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	05/01/2023
Est. Completion Date	09/01/2023
Department	Community Development
Type	Capital Improvement

---

## Description

Construction of an 8-court facility within Springside Park

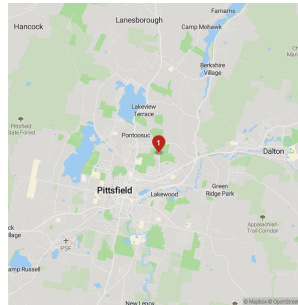
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## Details

Type of Project	New Construction
-----------------	------------------

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## Location

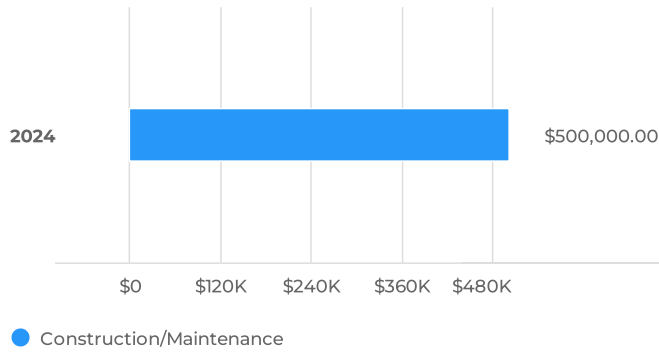




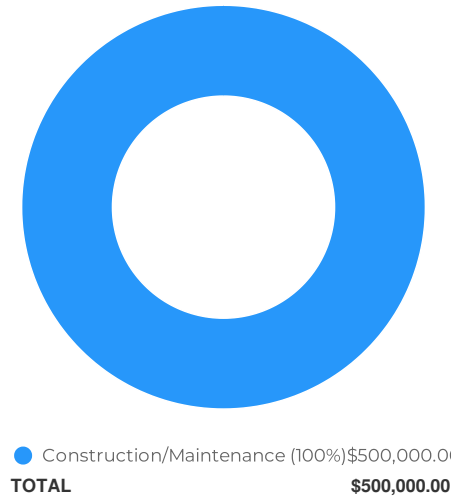
## Capital Cost

FY2024 Budget **\$500,000**      Total Budget (all years) **\$500K**      Project Total **\$500K**

Capital Cost by Year



Capital Cost for Budgeted Years

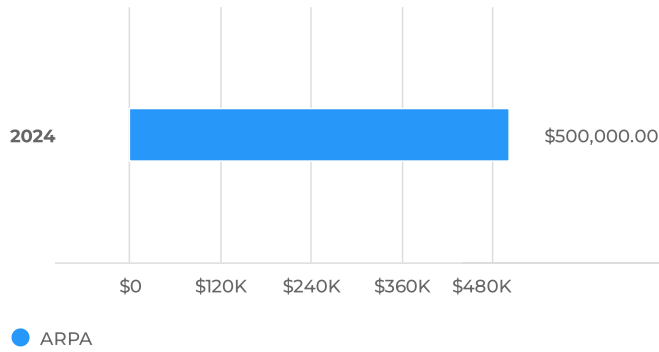


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$500,000	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

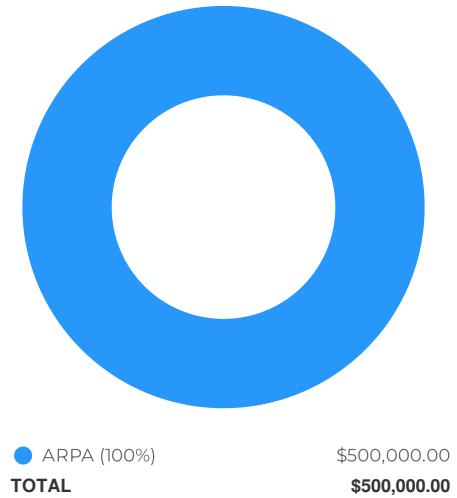
## Funding Sources

FY2024 Budget **\$500,000**      Total Budget (all years) **\$500K**      Project Total **\$500K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	Total
ARPA	\$500,000	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>



# Pontoosuc Lake Park Improvements

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	11/01/2023
Est. Completion Date	06/01/2025
Department	Community Development
Type	Capital Improvement

## Description

This capital project will see the implementation of the master vision for the park that was developed in 2021/2022 with community input and support.

## Images

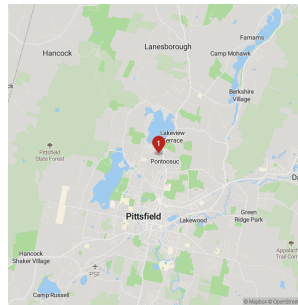


Pontoosuc Lake master plan  
master plan

## Details

Type of Project	Refurbishment
-----------------	---------------

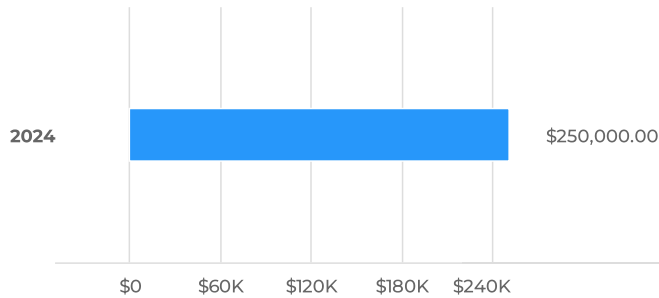
## Location



## Capital Cost

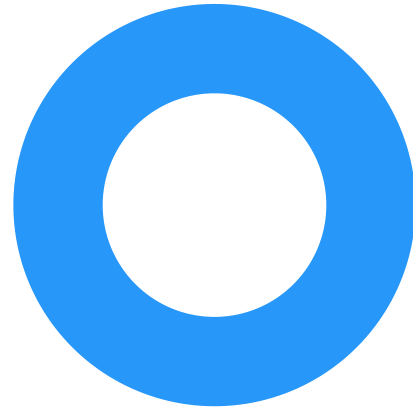
FY2024 Budget **\$250,000**      Total Budget (all years) **\$250K**      Project Total **\$250K**

Capital Cost by Year



● Design

Capital Cost for Budgeted Years



● Design (100%)      \$250,000.00  
**TOTAL**      **\$250,000.00**

### Capital Cost Breakdown

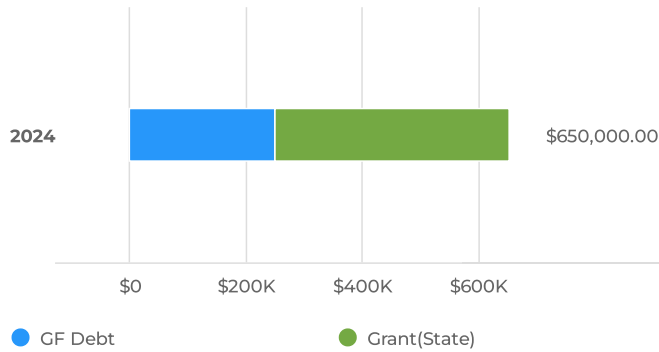
Capital Cost	FY2024	Total
Design	\$250,000	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>



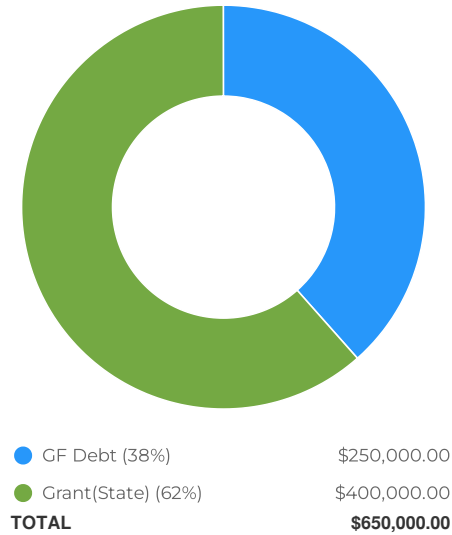
## Funding Sources

FY2024 Budget **\$650,000**      Total Budget (all years) **\$650K**      Project Total **\$650K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	Total
GF Debt	\$250,000	\$250,000
Grant(State)	\$400,000	\$400,000
<b>Total</b>	<b>\$650,000</b>	<b>\$650,000</b>



# Riverway Park / Linden St.

---

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/01/2024
Est. Completion Date	07/01/2025
Department	Community Development
Type	Capital Improvement

---

## Description

Design and construction of part 2 of the Westside Riverway Park, at the corner of Linden and Dewey.

---

## Details

Type of Project	New Construction
-----------------	------------------

---

## Location

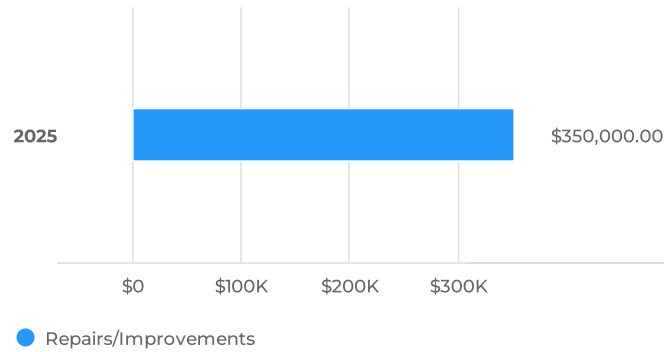


## Capital Cost

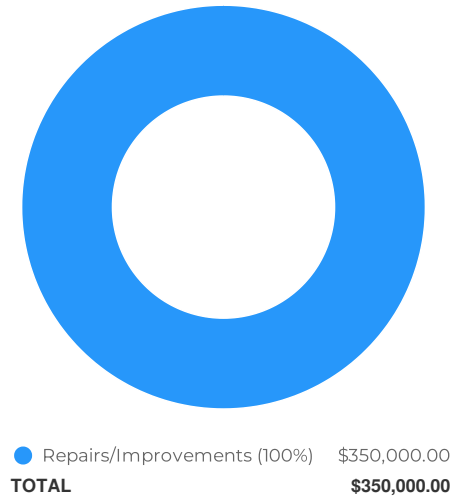
Total Budget (all years)  
**\$350K**

Project Total  
**\$350K**

Capital Cost by Year



Capital Cost for Budgeted Years



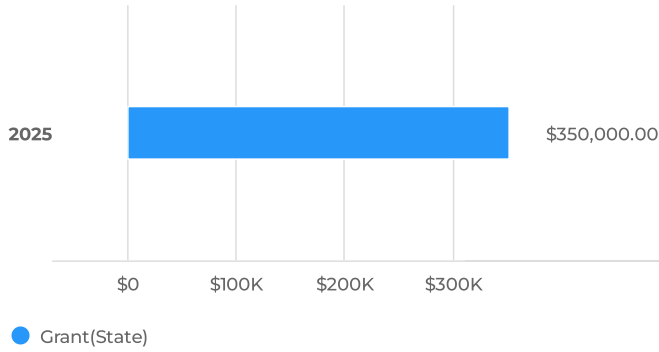
### Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$350,000	\$350,000
<b>Total</b>	<b>\$350,000</b>	<b>\$350,000</b>

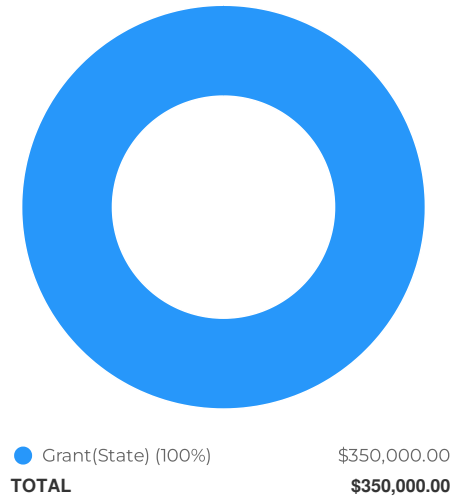
## Funding Sources

Total To Date **\$95,000**      Total Budget (all years) **\$350K**      Project Total **\$445K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	To Date	FY2025	Total
GF Debt	\$45,000		\$45,000
Grant(State)		\$350,000	\$350,000
Other	\$50,000		\$50,000
<b>Total</b>	<b>\$95,000</b>	<b>\$350,000</b>	<b>\$445,000</b>





# Springside House Renovations

---

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/15/2023
Est. Completion Date	05/31/2025
Department	Community Development
Type	Capital Improvement

---

## Description

This capital project seeks funding support for the interior renovations at this historic city building.

---

## Images



Springside House  
exterior view of the house

---

## Details

Type of Project      Refurbishment

---

## Location



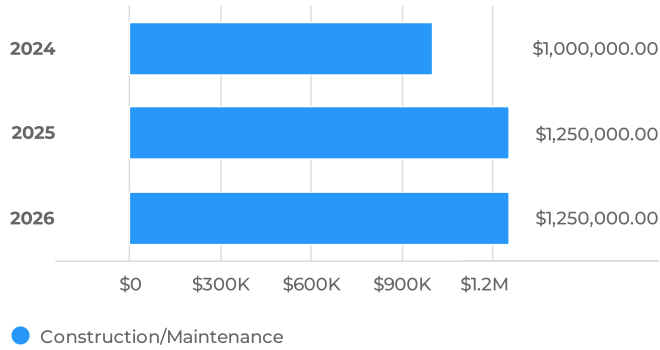
## Capital Cost

FY2024 Budget  
**\$1,000,000**

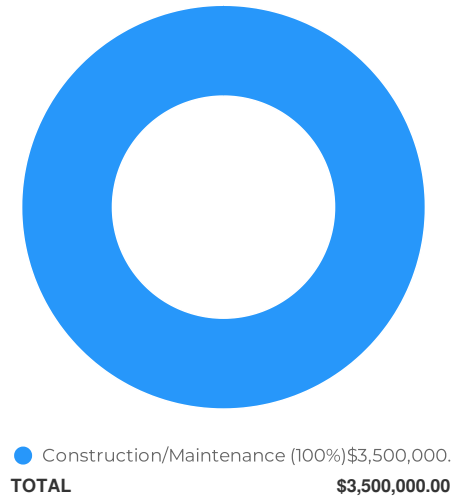
Total Budget (all years)  
**\$3.5M**

Project Total  
**\$3.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown				
Capital Cost	FY2024	FY2025	FY2026	Total
Construction/Maintenance	\$1,000,000	\$1,250,000	\$1,250,000	\$3,500,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,250,000</b>	<b>\$1,250,000</b>	<b>\$3,500,000</b>



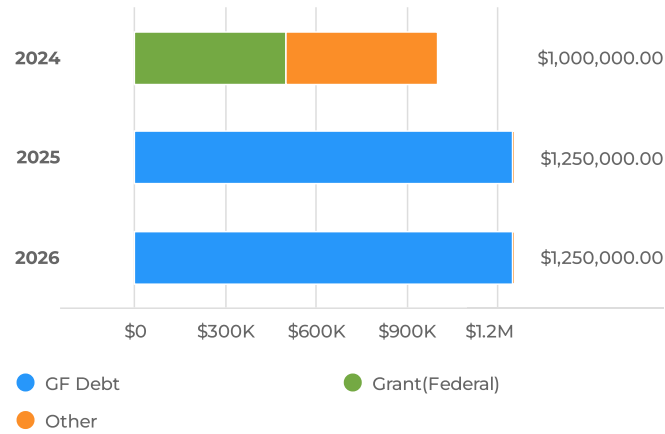
## Funding Sources

FY2024 Budget  
**\$1,000,000**

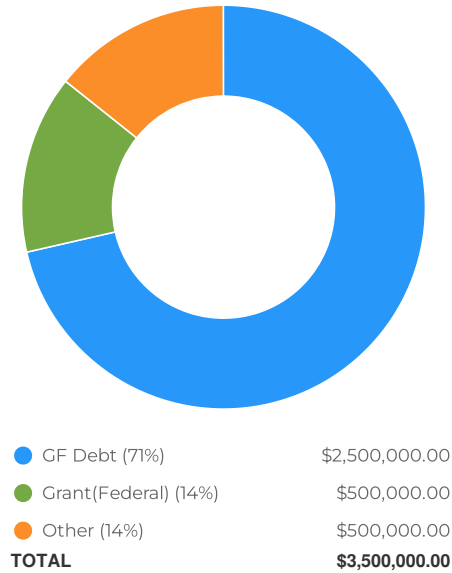
Total Budget (all years)  
**\$3.5M**

Project Total  
**\$3.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	Total
GF Debt		\$1,250,000	\$1,250,000	\$2,500,000
Grant(Federal)	\$500,000			\$500,000
Other	\$500,000			\$500,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,250,000</b>	<b>\$1,250,000</b>	<b>\$3,500,000</b>



# Springside Pond Restoration

---

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	07/01/2024
Est. Completion Date	07/01/2025
Department	Community Development
Type	Capital Improvement

---

## Description

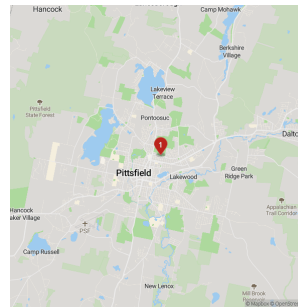
Complete environmental restoration of the Springside Pond

---

## Details

Type of Project	Refurbishment
-----------------	---------------

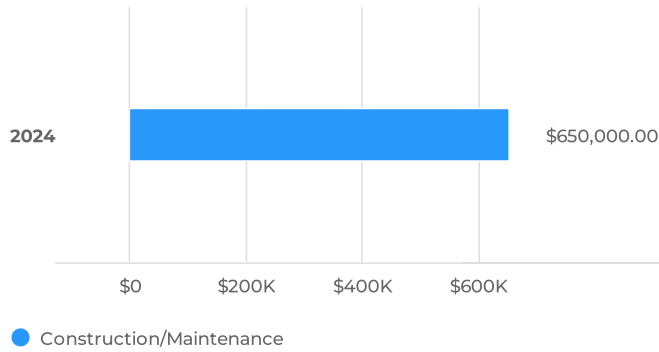
## Location



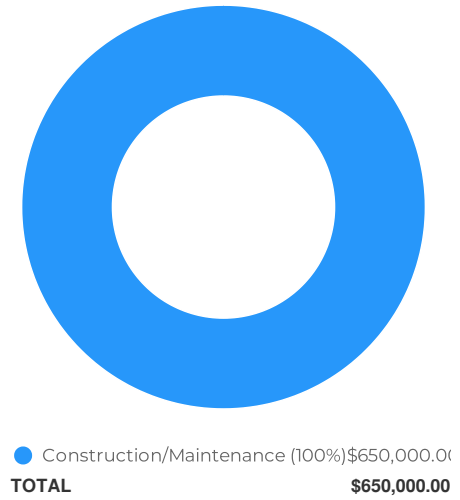
## Capital Cost

FY2024 Budget **\$650,000**      Total Budget (all years) **\$650K**      Project Total **\$650K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$650,000	\$650,000
<b>Total</b>	<b>\$650,000</b>	<b>\$650,000</b>

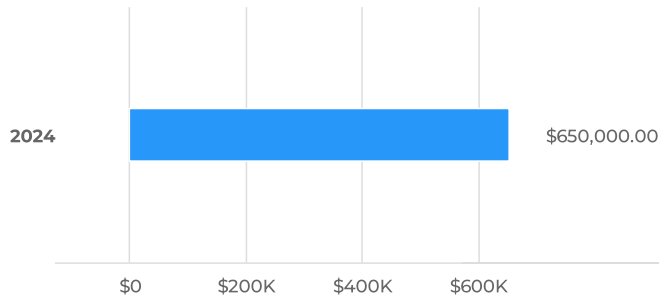
## Funding Sources

FY2024 Budget  
**\$650,000**

Total Budget (all years)  
**\$650K**

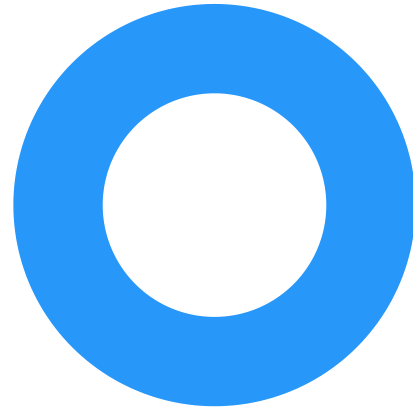
Project Total  
**\$650K**

Funding Sources by Year



● ARPA

Funding Sources for Budgeted Years



● ARPA (100%)

\$650,000.00

**TOTAL**

**\$650,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	Total
ARPA	\$650,000	\$650,000
<b>Total</b>	<b>\$650,000</b>	<b>\$650,000</b>



# Taconic High School Track Upgrades

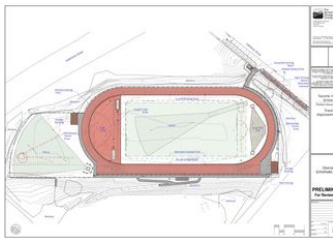
## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	09/01/2023
Est. Completion Date	11/30/2023
Department	Community Development
Type	Capital Improvement

## Description

The Taconic High School track needs complete renovation. Many stakeholder meetings were held to develop the master plan for improvements.

## Images



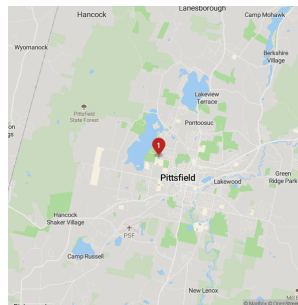
Taconic Track Master Plan

THS track plan for improvements.

## Details

Type of Project	Replacement
-----------------	-------------

## Location



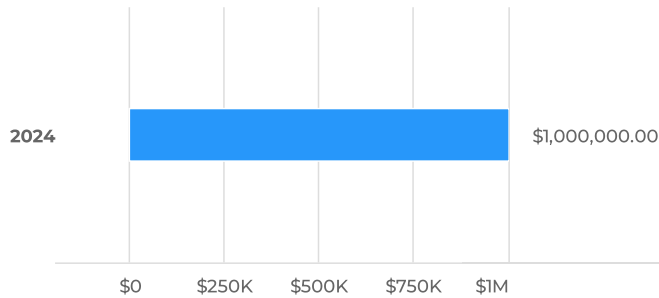
## Supplemental Attachments

 [THS track plan cost estimate\(/resource/cleargov-prod/projects/documents/97bb9d3c86de5023f53e.xls\)](/resource/cleargov-prod/projects/documents/97bb9d3c86de5023f53e.xls)  
cost estimate

## Capital Cost

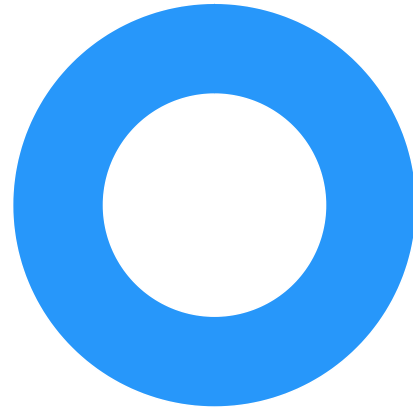
Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$405,000</b>	<b>\$1,000,000</b>	<b>\$1M</b>	<b>\$1.405M</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$1,000,000.00  
**TOTAL** **\$1,000,000.00**

### Capital Cost Breakdown

Capital Cost	To Date	FY2024	Total
Construction/Maintenance	\$405,000	\$1,000,000	\$1,405,000
<b>Total</b>	<b>\$405,000</b>	<b>\$1,000,000</b>	<b>\$1,405,000</b>

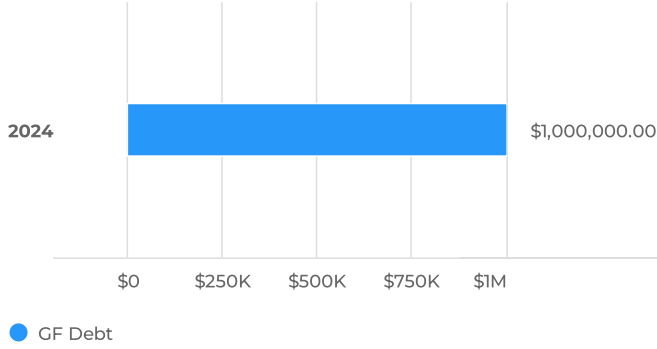




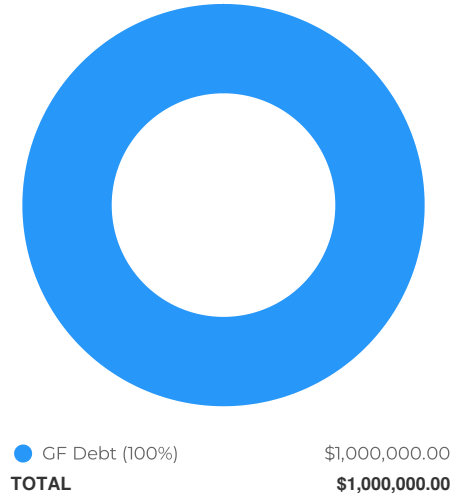
## Funding Sources

Total To Date **\$405,000**     
 FY2024 Budget **\$1,000,000**     
 Total Budget (all years) **\$1M**     
 Project Total **\$1.405M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	To Date	FY2024	Total
GF Debt	\$405,000	\$1,000,000	\$1,405,000
<b>Total</b>	<b>\$405,000</b>	<b>\$1,000,000</b>	<b>\$1,405,000</b>



# Wild Acres Dam Removal

---

## Overview

Request Owner	Jim McGrath, Project Manager
Est. Start Date	05/01/2024
Est. Completion Date	07/01/2025
Department	Community Development
Type	Capital Improvement

---

## Description

Wild Acres Conservation Area dam needs to be removed. There has been intensive investigation into best approach.

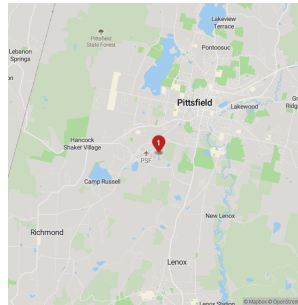
---

## Details

Type of Project	Refurbishment
-----------------	---------------

---

## Location

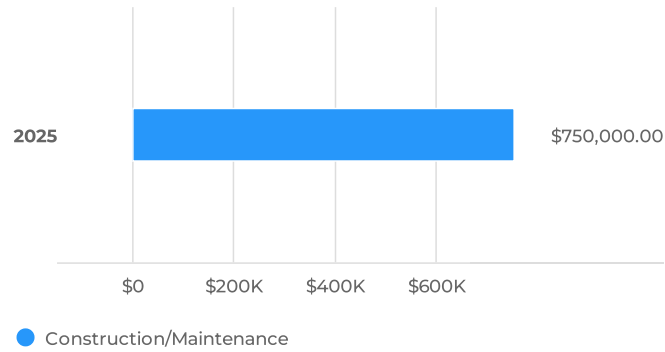


## Capital Cost

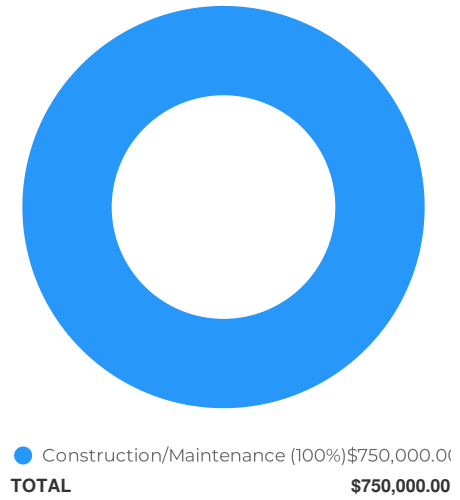
Total Budget (all years)  
**\$750K**

Project Total  
**\$750K**

Capital Cost by Year



Capital Cost for Budgeted Years



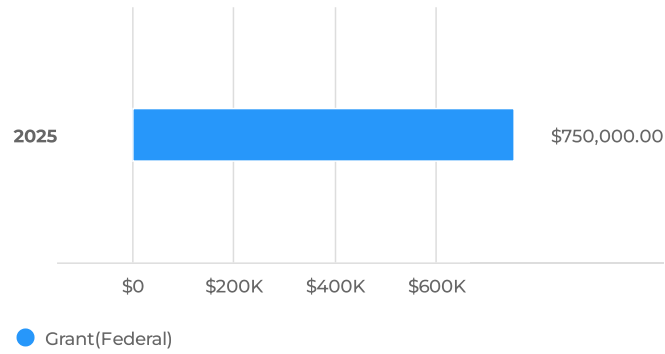
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$750,000	\$750,000
<b>Total</b>	<b>\$750,000</b>	<b>\$750,000</b>

## Funding Sources

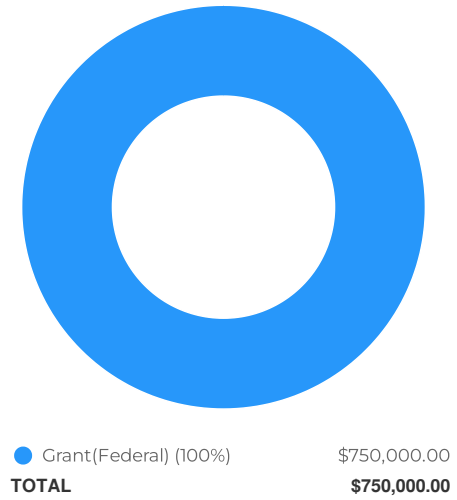
Total Budget (all years)  
**\$750K**

Project Total  
**\$750K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
Grant(Federal)	\$750,000	\$750,000
<b>Total</b>	<b>\$750,000</b>	<b>\$750,000</b>

---

# **CONSERVATION BOARD A REQUESTS**

---



# Enhancements to Tierney Sr. Wildlife Refuge

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Conservation Board A
Type	Capital Improvement
Project Number	2023-921

## Description

Enhancements to Tierney Sr. Wildlife Refuge

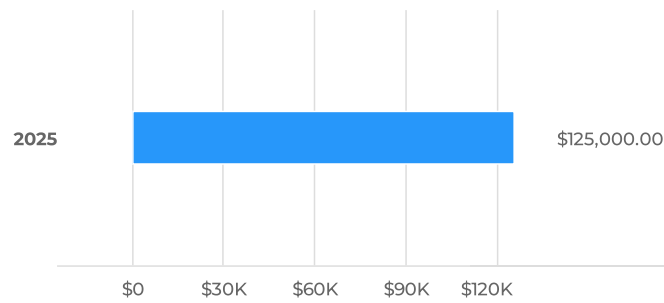
## Details

Type of Project: Improvement

## Capital Cost

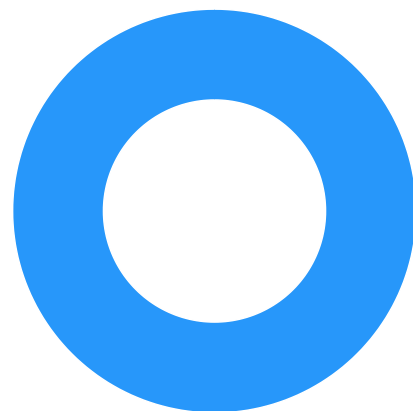
Total Budget (all years)	Project Total
<b>\$125K</b>	<b>\$125K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$125,000.00  
**TOTAL \$125,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$125,000	\$125,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>

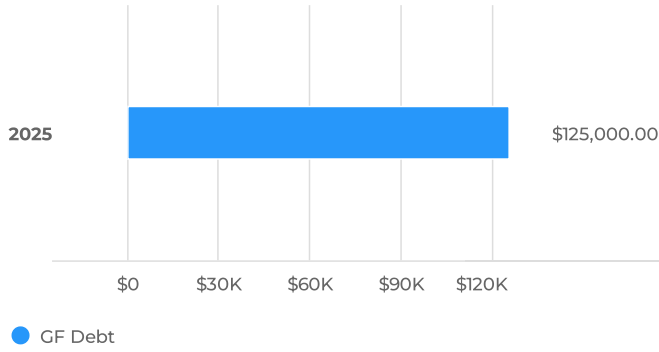


## Funding Sources

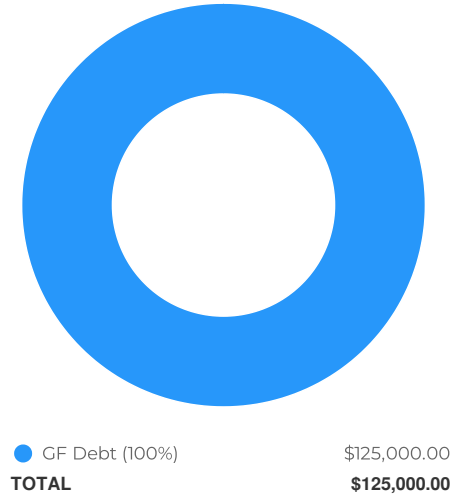
Total Budget (all years)  
**\$125K**

Project Total  
**\$125K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$125,000	\$125,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>

---

# **DPS - PUBLIC SERVICE REQUESTS**

---





# 1 Ton Hook Lift DPS Highway

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase 2 current model year 1 Ton Hook Lift all season trucks (dump plow sand)with attachments in FY24 and one in each of the following 4 fiscal years.The unit being replaced in FY24 has already been taken off the road and auctioned. the second one will be an addition to the fleet for the Highway Dept. These units are in the 10 year replacement category and are one of the most utilized for public services.

---

## Images



1 TON HOOKLOADER  
REPRESENTATIVE IMAGE ONLY  
ACTUAL MODEL MAY VARY

---

## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

---

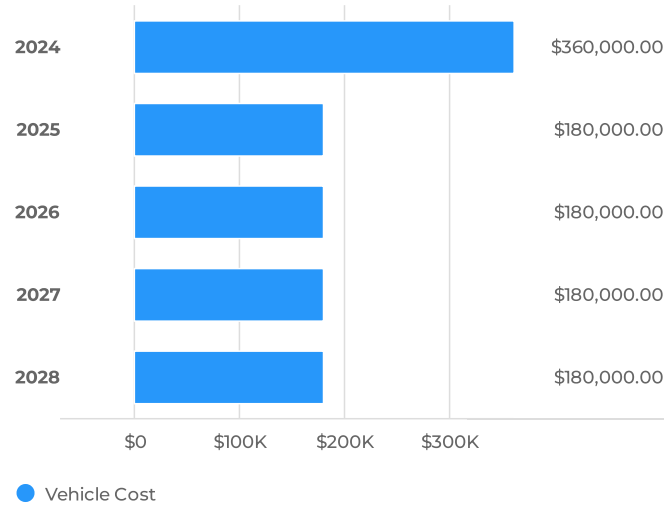
## Capital Cost

FY2024 Budget  
**\$360,000**

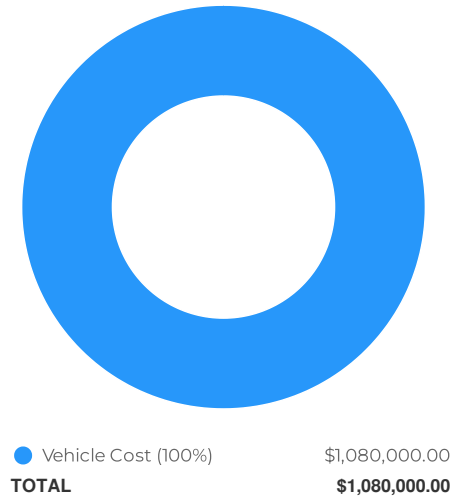
Total Budget (all years)  
**\$1.08M**

Project Total  
**\$1.08M**

Capital Cost by Year



Capital Cost for Budgeted Years



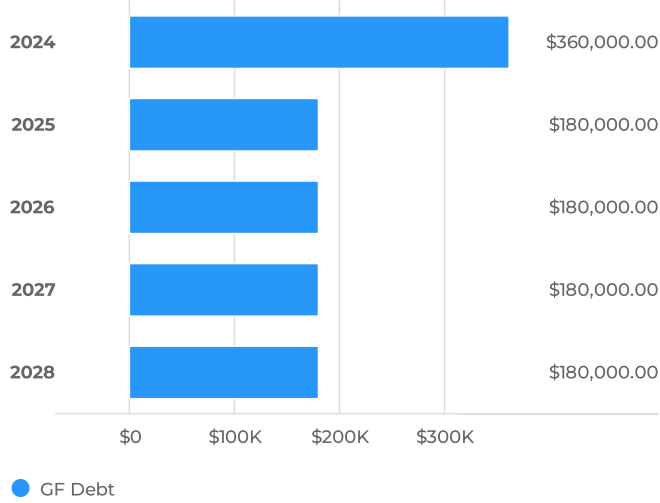
### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Vehicle Cost	\$360,000	\$180,000	\$180,000	\$180,000	\$180,000	\$1,080,000
<b>Total</b>	<b>\$360,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$1,080,000</b>

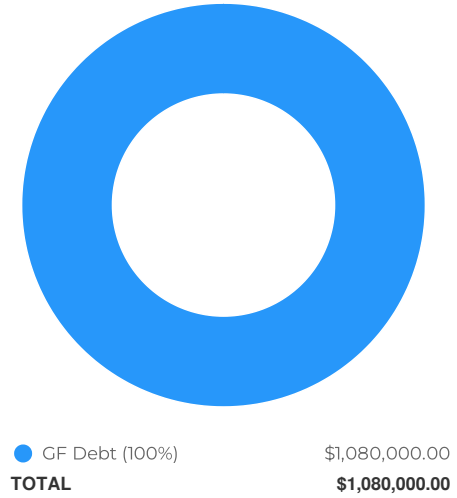
## Funding Sources

FY2024 Budget **\$360,000**      Total Budget (all years) **\$1.08M**      Project Total **\$1.08M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$360,000	\$180,000	\$180,000	\$180,000	\$180,000	\$1,080,000
<b>Total</b>	<b>\$360,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$1,080,000</b>



# 1 Ton Pickup Truck

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase 2 current model year 1 ton pickups with or without plows in each of the next 5 fiscal years. The units being replaced in FY24 are both on the 10-year replacement schedule but have lasted considerably longer. Unit 2002 is a 2008 Toyota Tundra with 86000 miles and unit 2001 is a 2006 Chevrolet Silverado with 72000 miles. The reason for replacement is body rot.

---

## Images



2002  
UNIT 2002



2001  
UNIT 2001

## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

---

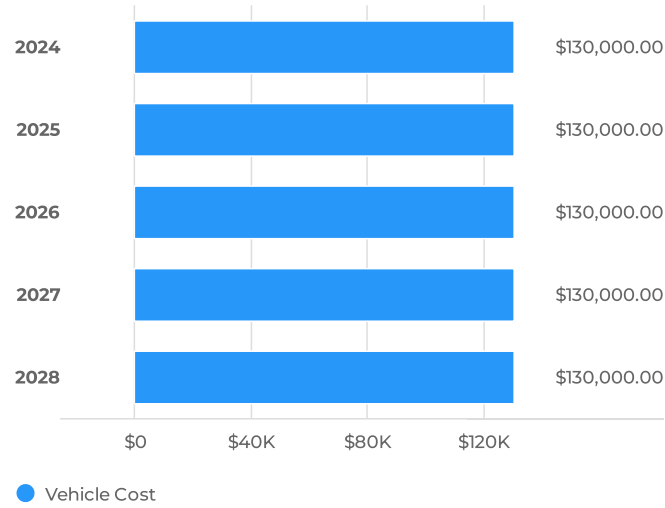
## Capital Cost

FY2024 Budget  
**\$130,000**

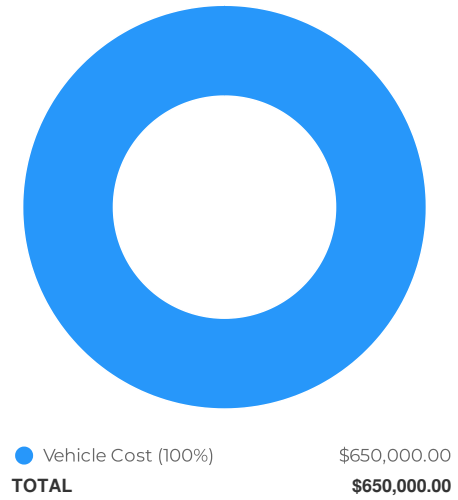
Total Budget (all years)  
**\$650K**

Project Total  
**\$650K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Vehicle Cost	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$650,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$650,000</b>



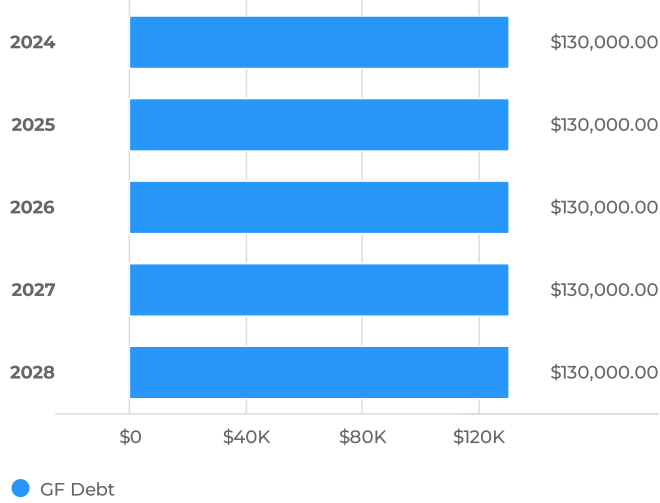
## Funding Sources

FY2024 Budget  
**\$130,000**

Total Budget (all years)  
**\$650K**

Project Total  
**\$650K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$650,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$650,000</b>



# 4 Door Dump Truck Parks Dept

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase one current model year 4 door dump truck for the parks dept. this will be an addition to their fleet. This truck will be used to transport parks personnel and materials for parks maintenance.

---

## Images



4 door dump truck

---

## Details

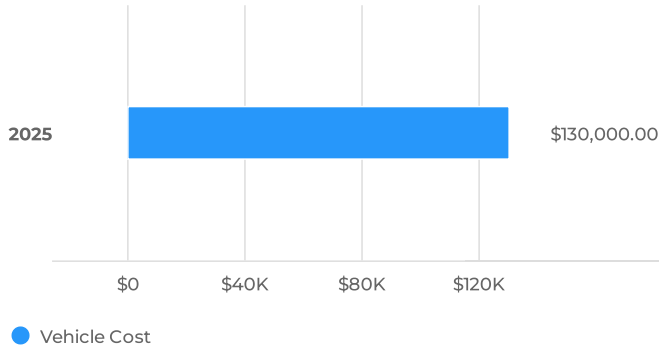
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

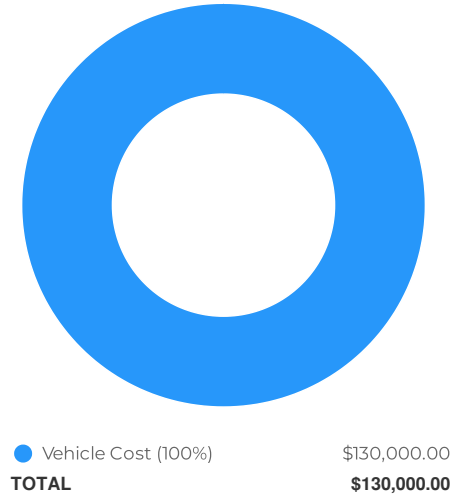
Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

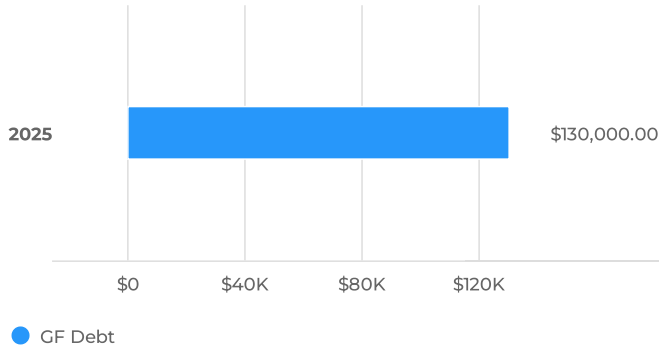


## Funding Sources

Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

# 5 Ton Hook Lift all season truck (snow fighter)with attachments

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase one 5 Ton Hook Lift all season truck (snow fighter)with attachments in each of the next 5 fiscal years..For FY24 we will be replacing unit 1121 a 2011 international with 8700 hours. This unit is in the 10 year replacement category and is well past that mark. The reason for replacing it is cab and body rot. I don't believe investing money in this truck would yield a positive outcome.

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## Images



UNIT 1121

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## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

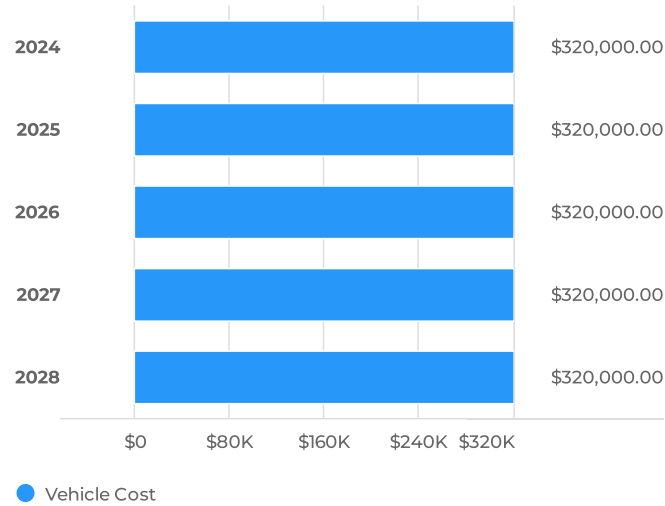
## Capital Cost

FY2024 Budget  
**\$320,000**

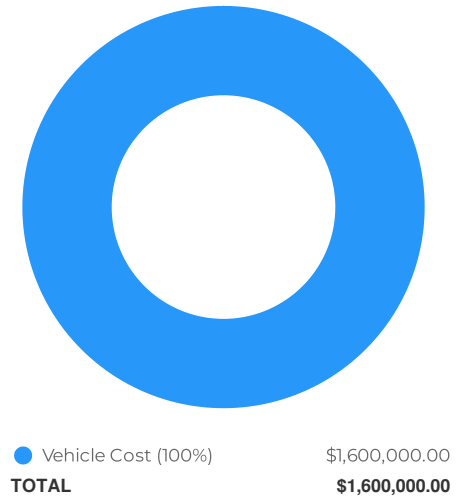
Total Budget (all years)  
**\$1.6M**

Project Total  
**\$1.6M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Vehicle Cost	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$1,600,000
<b>Total</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$1,600,000</b>



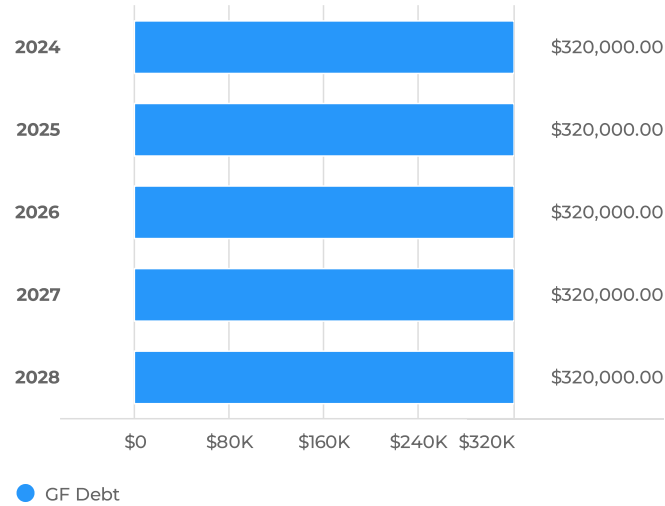
## Funding Sources

FY2024 Budget  
**\$320,000**

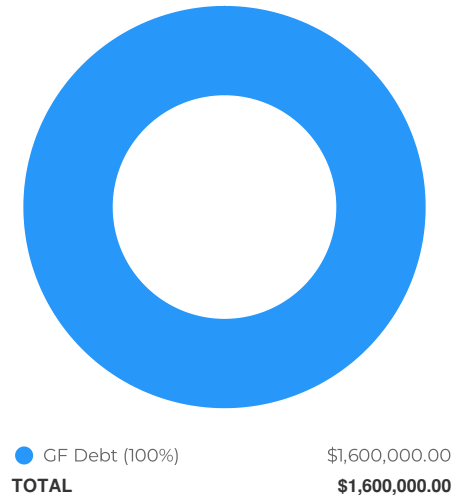
Total Budget (all years)  
**\$1.6M**

Project Total  
**\$1.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$1,600,000
<b>Total</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$1,600,000</b>



# ADA and other improvements in city and school playgrounds

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## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Dps - Public Service
Type	Capital Improvement
Project Number	2023-901

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## Description

ADA and other improvements in city and school playgrounds

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## Details

Type of Project	Refurbishment
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### Benefit to Community

Investing in improvements to bring all City of Pittsfield MA playgrounds to meet ADA standards is beneficial to the community in several ways:

1. Promotes inclusion: By ensuring that all playgrounds meet ADA standards, children with disabilities can participate in outdoor play and social activities, promoting inclusion and reducing social isolation.
2. Supports physical and mental health: Access to safe and accessible playgrounds can promote physical activity and help reduce childhood obesity, while also providing a space for social interaction and play, which can improve mental health and well-being.
3. Increases property values: Communities with well-maintained and accessible parks and playgrounds are more attractive to families with children, which can increase property values and improve the overall economic vitality of the community.
4. Complies with legal requirements: Ensuring that playgrounds meet ADA standards is required by federal law, including the Americans with Disabilities Act, which mandates that public facilities, including playgrounds, be accessible to people with disabilities.

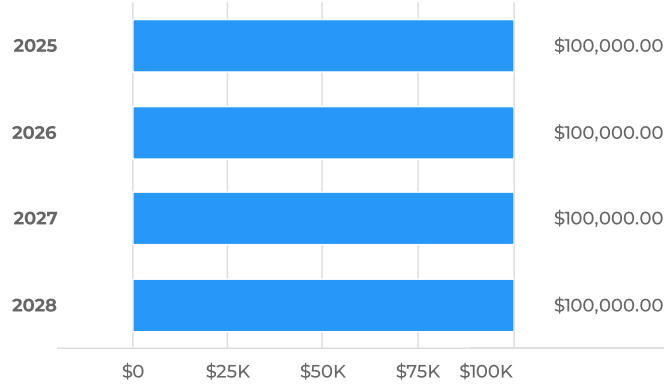


## Capital Cost

Total Budget (all years)  
**\$400K**

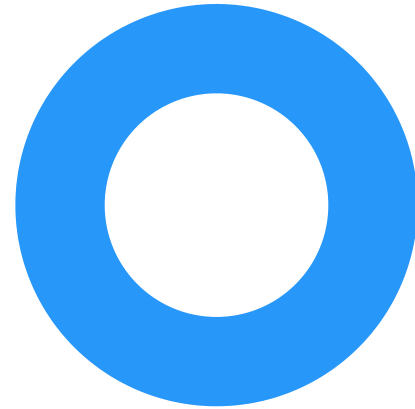
Project Total  
**\$400K**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$400,000.0  
**TOTAL \$400,000.00**

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$400,000</b>

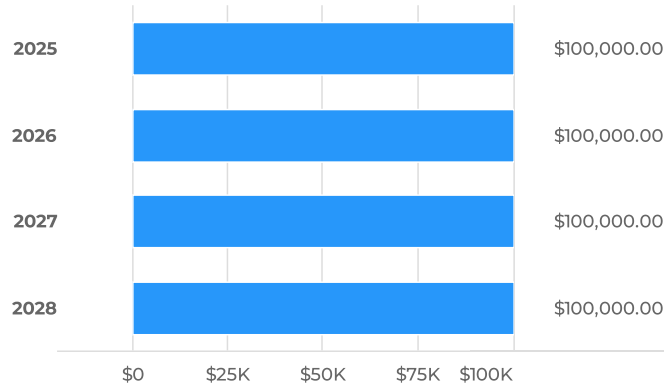


## Funding Sources

Total Budget (all years)  
**\$400K**

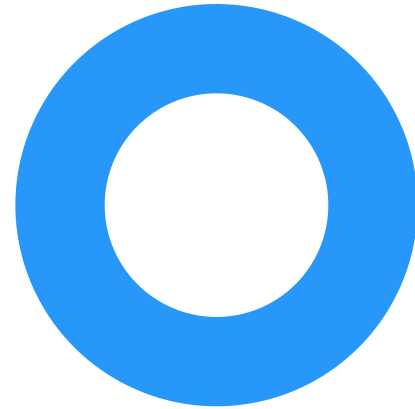
Project Total  
**\$400K**

Funding Sources by Year



● GF Debt

Funding Sources for Budgeted Years



● GF Debt (100%)

\$400,000.00

**TOTAL**

**\$400,000.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$400,000</b>



# Articulating tractors

## Overview

Request Owner: Jeff Howes, Fleet manager  
 Department: Dps - Public Service  
 Type: Capital Equipment

## Description

Purchase 2 current model year Articulating tractors, one each in FY25 and 27. These units are in the 10 year replacement category.

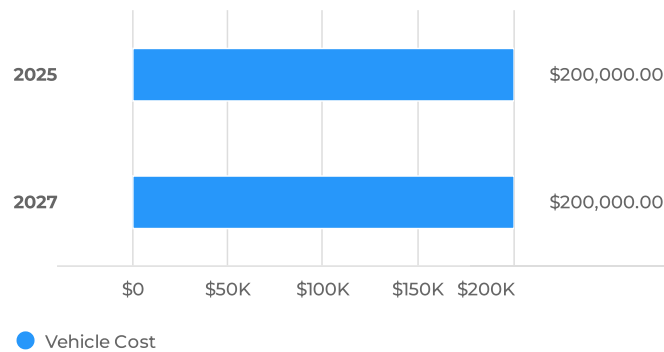
## Details

New Purchase or Replacement: Replacement  
 New or Used Vehicle: New Vehicle  
 Useful Life: 10 or more years

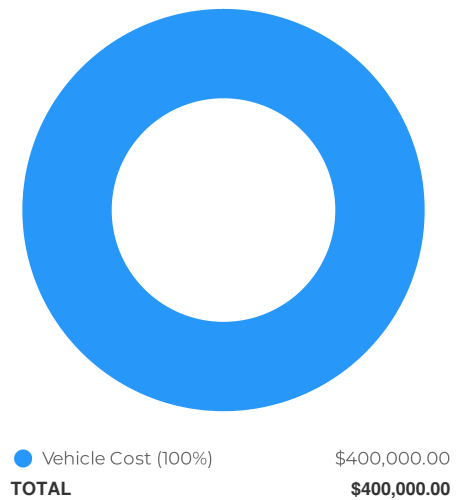
## Capital Cost

Total Budget (all years): **\$400K**  
 Project Total: **\$400K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2025	FY2027	Total
Vehicle Cost	\$200,000	\$200,000	\$400,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>



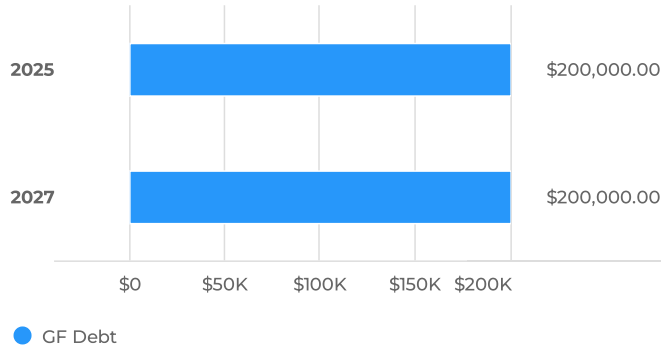


## Funding Sources

Total Budget (all years)  
**\$400K**

Project Total  
**\$400K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2027	Total
GF Debt	\$200,000	\$200,000	\$400,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>



# Asphalt Recycler

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

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## Description

Purchase 1 current model year Asphalt Recycler. This will be an addition to our fleet and will bolster our pothole patching process.

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## Images



ASPHALT RECYCLER  
REPRESENTATIVE IMAGE ACTUAL  
MODEL MAY VARY

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## Details

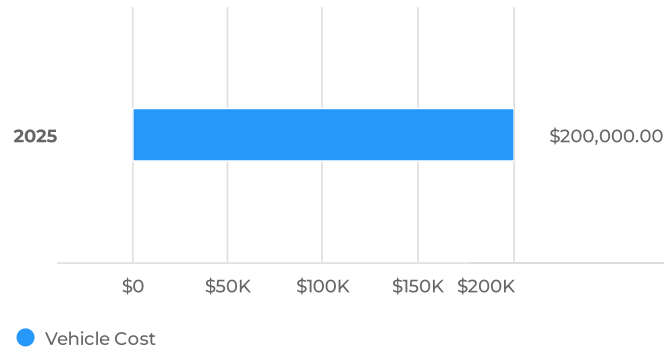
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

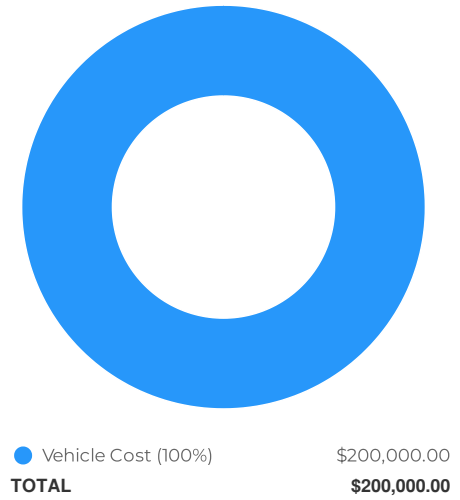
Total Budget (all years)  
**\$200K**

Project Total  
**\$200K**

Capital Cost by Year



Capital Cost for Budgeted Years

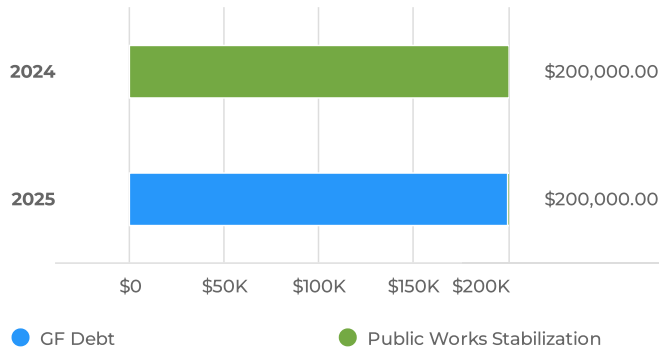


Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$200,000	\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>

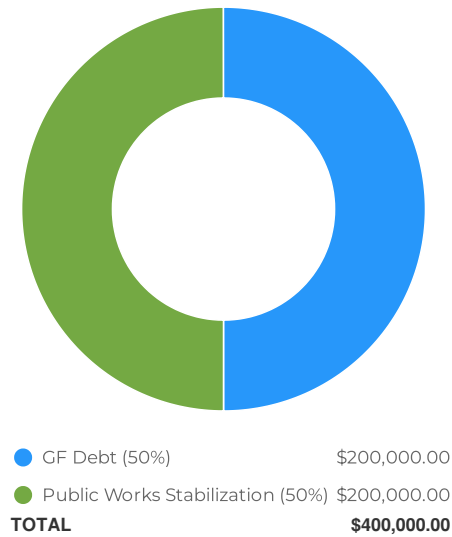
## Funding Sources

FY2024 Budget **\$200,000**      Total Budget (all years) **\$400K**      Project Total **\$400K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
GF Debt		\$200,000	\$200,000
Public Works Stabilization	\$200,000		\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>



# AWD SUV

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

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## Description

Purchase 6 all wheel drive SUV's in three in FY 24, 2 in FY25 and one in FY26. We intend to replace units 1247 a 2012 Chevrolet with 55000 miles and 2404 a 2011 ford with 47000 miles. Unit 1247 is being replaced due to body and undercarriage rot, it is used by the Building Maintenance Foreman and he have requested an SUV instead of a van. The other 2 SUV's will be going to the health department, one will be an addition to their fleet. Unit 2404 will be traded while still viable.

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## Images



UNIT 1247



UNIT 2404

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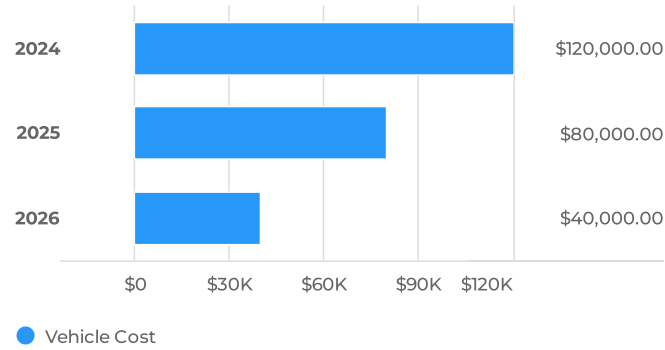
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

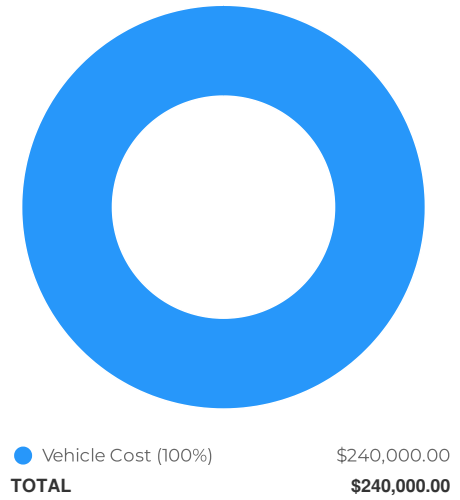
## Capital Cost

FY2024 Budget **\$120,000**      Total Budget (all years) **\$240K**      Project Total **\$240K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

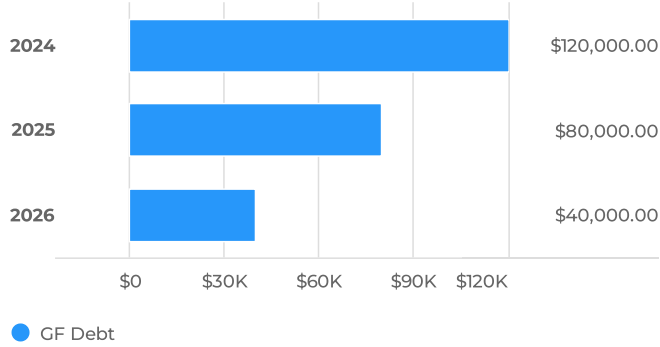
Capital Cost	FY2024	FY2025	FY2026	Total
Vehicle Cost	\$120,000	\$80,000	\$40,000	\$240,000
<b>Total</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$240,000</b>



## Funding Sources

FY2024 Budget **\$120,000**      Total Budget (all years) **\$240K**      Project Total **\$240K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
GF Debt	\$120,000	\$80,000	\$40,000	\$240,000
<b>Total</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$240,000</b>



# BMC Area Intersection Improvements - ROW

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	09/30/2023
Department	Dps - Public Service
Type	Capital Improvement

## Description

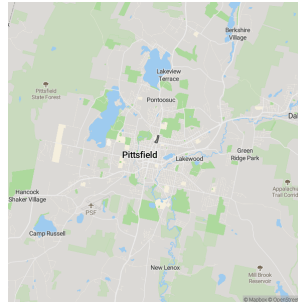
Right of Way Acquisition for the construction of the Improvements to the following Intersections:

- North St and Springside Ave.
- North St and Charles St.
- Firts St, North St and Stoddard Ave.
- First St and Tyler St.
- First St and Burbank St.
- North St and Tyler St.

## Details

Type of Project	Other
-----------------	-------

## Location

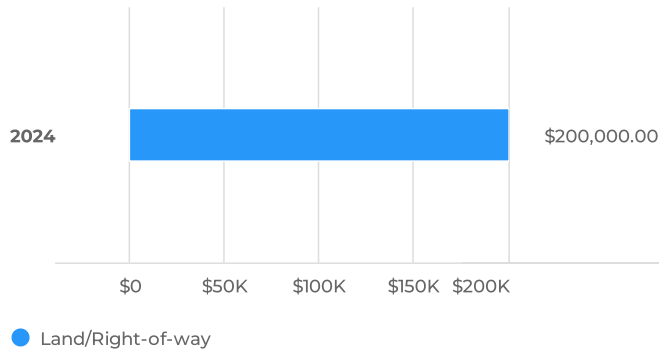




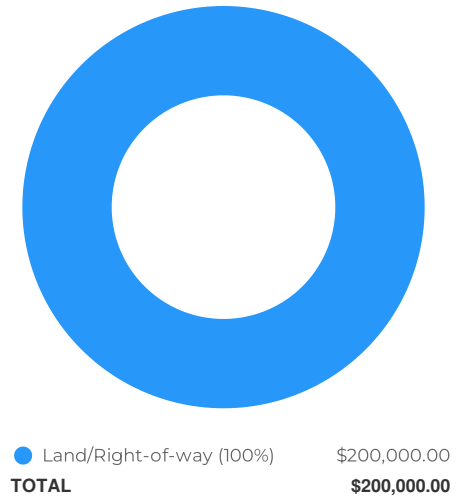
## Capital Cost

FY2024 Budget **\$200,000**      Total Budget (all years) **\$200K**      Project Total **\$200K**

Capital Cost by Year



Capital Cost for Budgeted Years

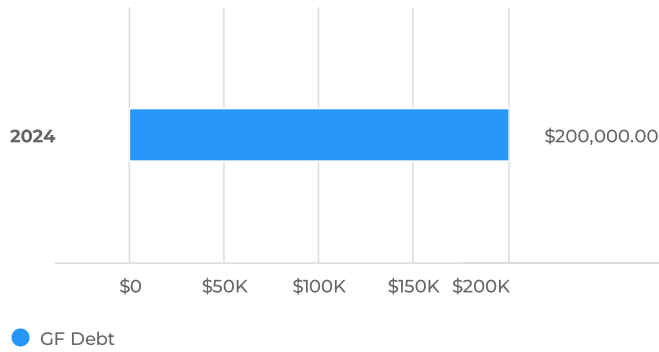


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Land/Right-of-way	\$200,000	\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>

## Funding Sources

FY2024 Budget **\$200,000**      Total Budget (all years) **\$200K**      Project Total **\$200K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$200,000	\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>



# Brush Chipper

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

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## Description

Purchase a current model year brush chipper to replace the same.

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## Images



CHIPPER  
UNIT 1185



CHIPPER  
UNIT 1185



CHIPPER  
UNIT 1185

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## Details

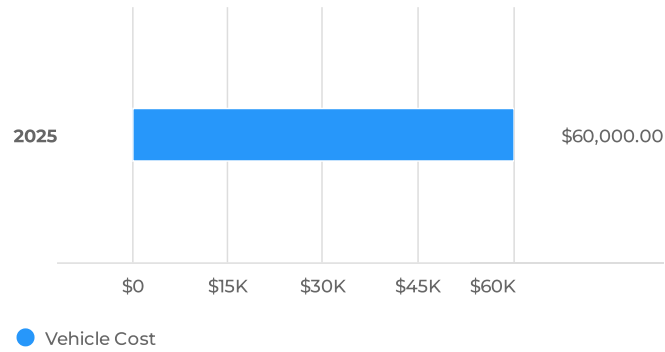
New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

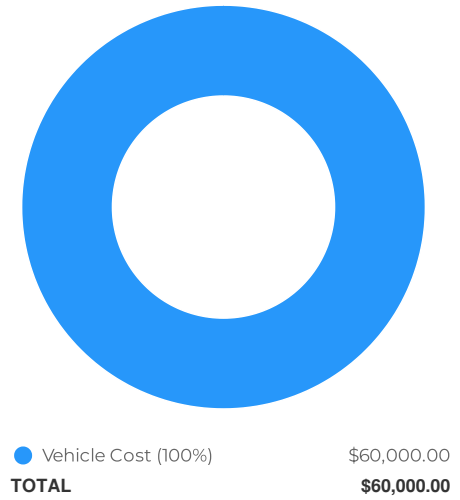
Total Budget (all years)  
**\$60K**

Project Total  
**\$60K**

Capital Cost by Year



Capital Cost for Budgeted Years



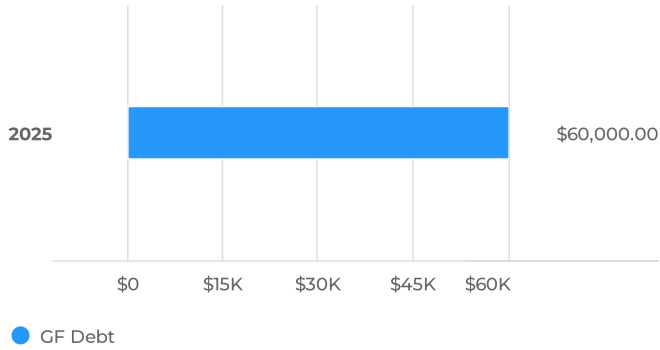
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$60,000	\$60,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

## Funding Sources

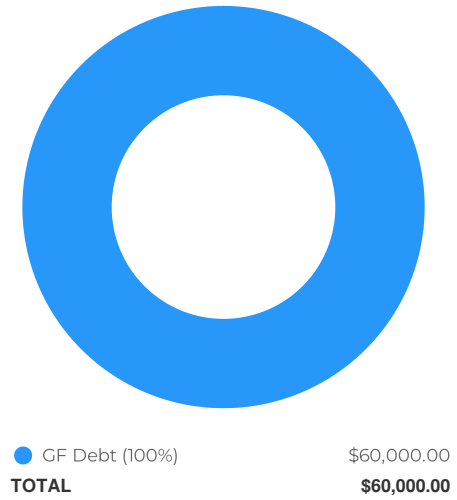
Total Budget (all years)  
**\$60K**

Project Total  
**\$60K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$60,000	\$60,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>



# DPS HIGHWAY 4 DOOR PATCH TRUCK

## Overview

Request Owner: Jeff Howes, Fleet manager  
 Department: Dps - Public Service  
 Type: Capital Equipment

## Description

Purchase a current model year four door patch (dump) truck to replace the same in FY25.

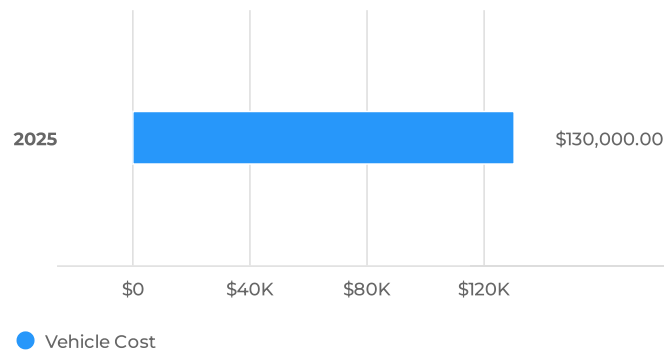
## Details

New Purchase or Replacement: New  
 New or Used Vehicle: New Vehicle  
 Useful Life: 10 or more years

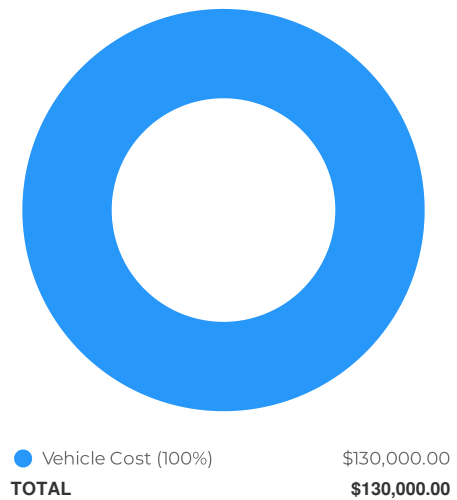
## Capital Cost

Total Budget (all years): **\$130K**  
 Project Total: **\$130K**

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

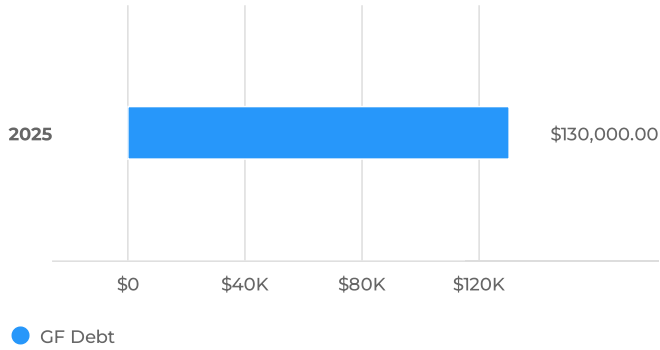


## Funding Sources

Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

# Electric Vehicle

## Overview

Request Owner: Jeff Howes, Fleet manager  
 Department: Dps - Public Service  
 Type: Capital Equipment

## Description

Purchase 2 Electric Vehicles one in FY25 and one in FY26 to replace same.

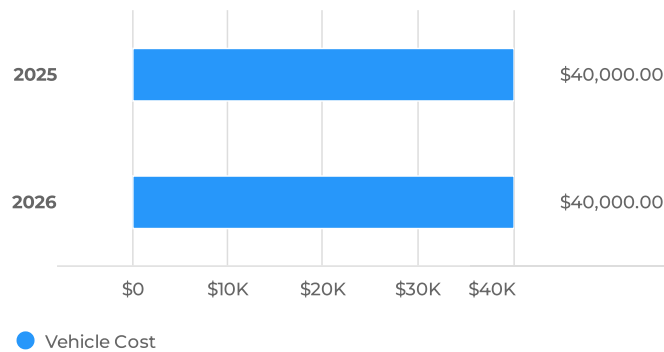
## Details

New Purchase or Replacement: Replacement  
 New or Used Vehicle: New Vehicle  
 Useful Life: 5

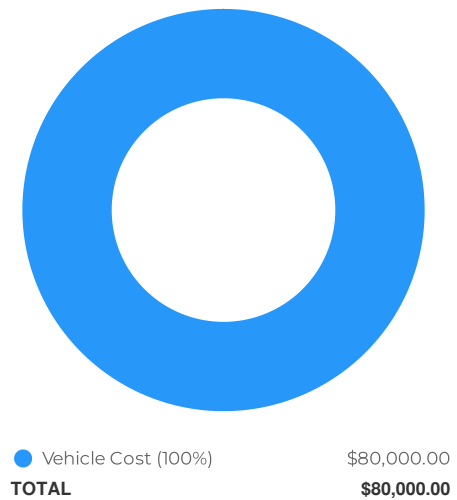
## Capital Cost

Total Budget (all years) **\$80K**  
 Project Total **\$80K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2025	FY2026	Total
Vehicle Cost	\$40,000	\$40,000	\$80,000
<b>Total</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$80,000</b>



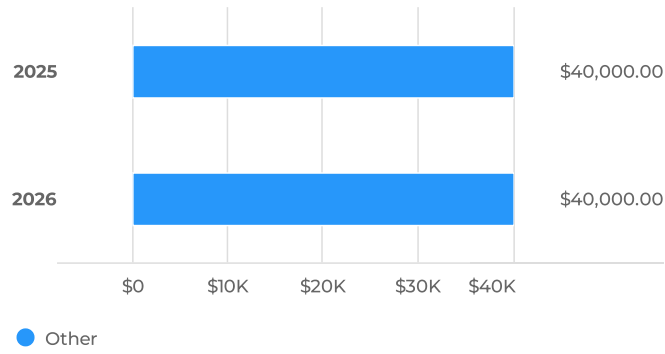


## Funding Sources

Total Budget (all years)  
**\$80K**

Project Total  
**\$80K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
Other	\$40,000	\$40,000	\$80,000
<b>Total</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$80,000</b>



# FUEL STATION

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Improvement

## Description

Build a fueling island with new tanks and equipment in FY25. Our current fuel system is 30 years old. We used to have a fuel site at street level but had to take it out of service when the garage burned down. This left us with no storage capacity. Our combined yearly usage is 200000 gallons and we can only store 3600 gallons of unleaded and 1800 gallons of diesel. The Diesel tank and equipment were only meant to be a temporary solution. I don't think we should wait for something to happen before we address this issue. Building this would allow us to have more fuel on hand for emergencies.

## Images

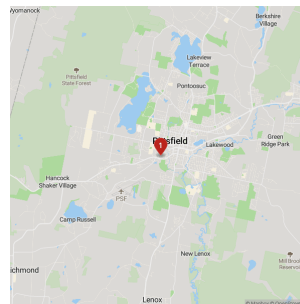


CURRENT FUEL SITE

## Details

Type of Project	Replacement
-----------------	-------------

## Location

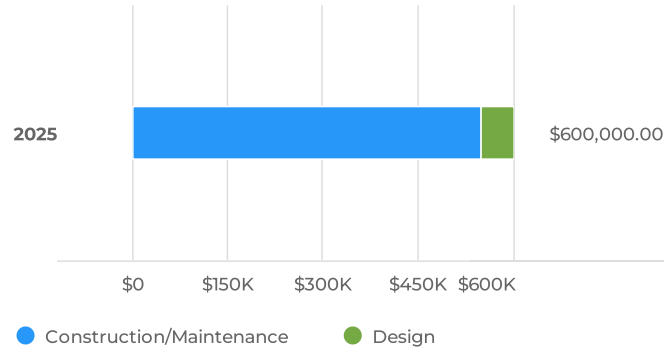


## Capital Cost

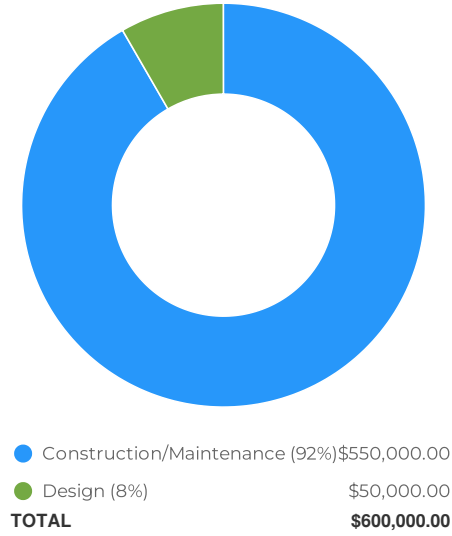
Total Budget (all years)  
**\$600K**

Project Total  
**\$600K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Design	\$50,000	\$50,000
Construction/Maintenance	\$550,000	\$550,000
<b>Total</b>	<b>\$600,000</b>	<b>\$600,000</b>

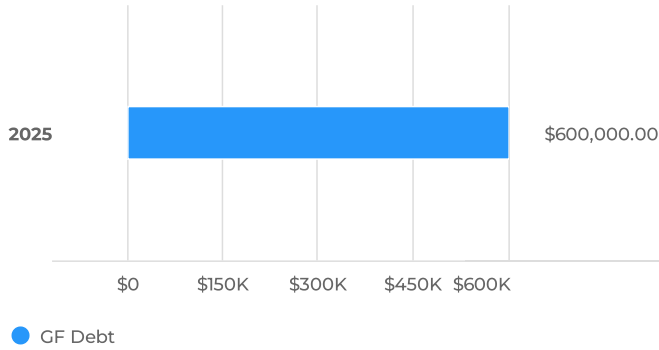


## Funding Sources

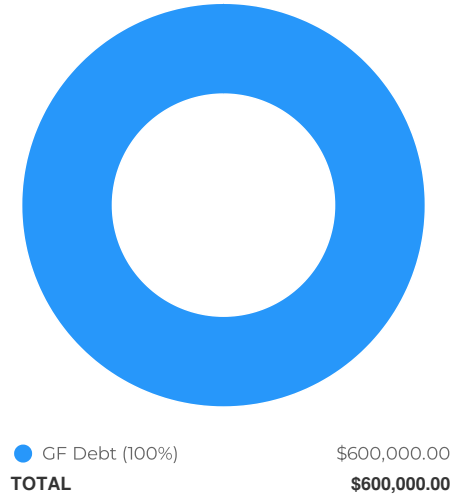
Total Budget (all years)  
**\$600K**

Project Total  
**\$600K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$600,000	\$600,000
<b>Total</b>	<b>\$600,000</b>	<b>\$600,000</b>

# Multi Purpose Compact Utility Tractor

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

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## Description

Purchase one current model year Multi Purpose Compact Utility Tractor in FY25. This will be an addition to the fleet and will be used to maintain the growing number of trails under the Parks Departments purview, Further this unit could be utilized for a variety of other tasks such as ball field maintenance, slope mowing etc.

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## Images



Multi Purpose Trail Maintenance Tractor

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## Details

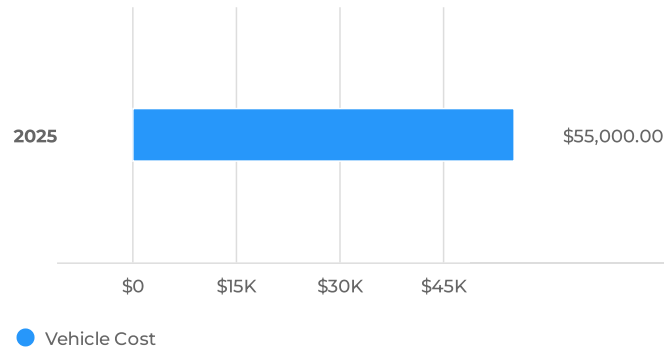
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

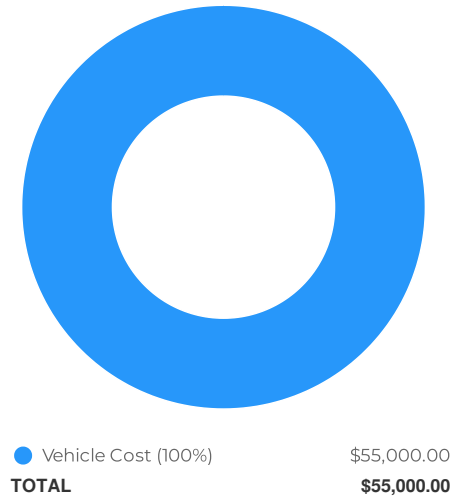
Total Budget (all years)  
**\$55K**

Project Total  
**\$55K**

Capital Cost by Year



Capital Cost for Budgeted Years



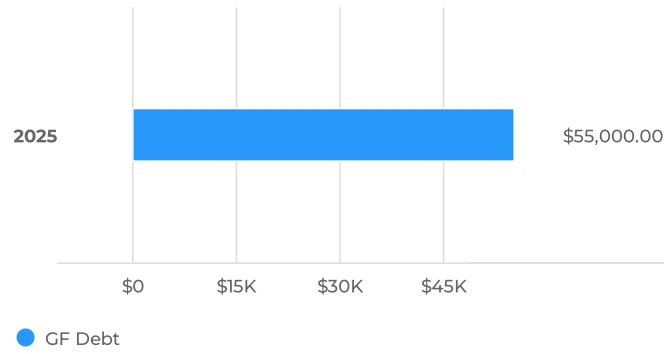
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$55,000	\$55,000
<b>Total</b>	<b>\$55,000</b>	<b>\$55,000</b>

## Funding Sources

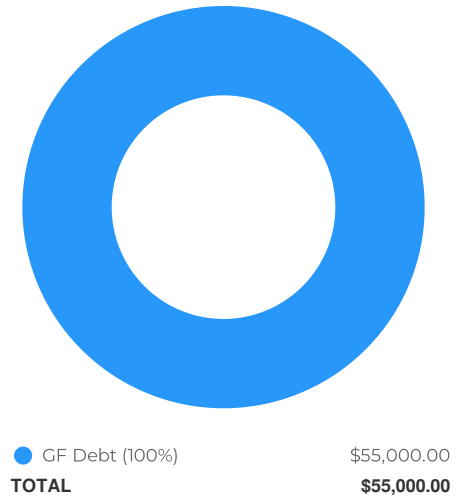
Total Budget (all years)  
**\$55K**

Project Total  
**\$55K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$55,000	\$55,000
<b>Total</b>	<b>\$55,000</b>	<b>\$55,000</b>



# Multipurpose Tractor with attachments

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

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## Description

Purchase 1 Multipurpose Tractor with attachments each year for the next 4 fiscal years. The unit being replaced in FY24 is a 2001 John Deere with 5500 hours on it. This unit is in the 10 year replacement category and we have gone well beyond that. The reason for replacement is that it needs an overhaul. I don't believe investing money in this will yield a positive outcome.

---

## Images



unit 1808

---

## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years



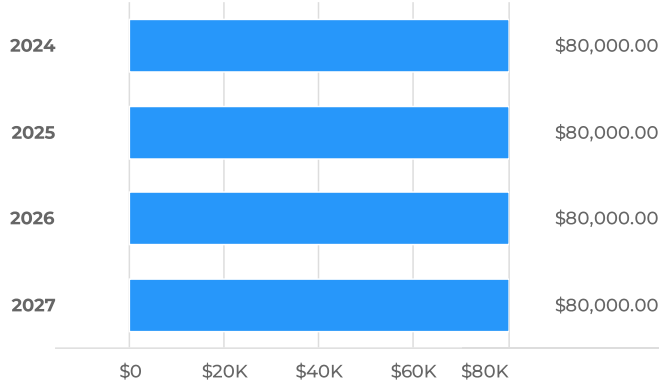
## Capital Cost

FY2024 Budget  
**\$80,000**

Total Budget (all years)  
**\$320K**

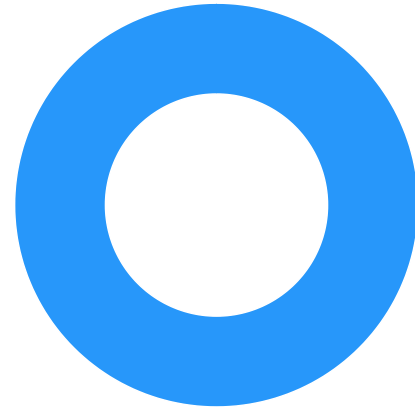
Project Total  
**\$320K**

Capital Cost by Year



● Vehicle Cost

Capital Cost for Budgeted Years



● Vehicle Cost (100%) \$320,000.00  
**TOTAL \$320,000.00**

### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Vehicle Cost	\$80,000	\$80,000	\$80,000	\$80,000	\$320,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$320,000</b>



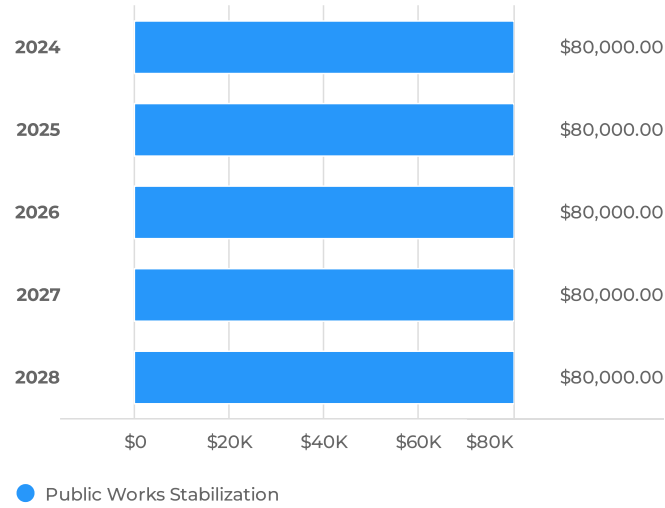
## Funding Sources

FY2024 Budget  
**\$80,000**

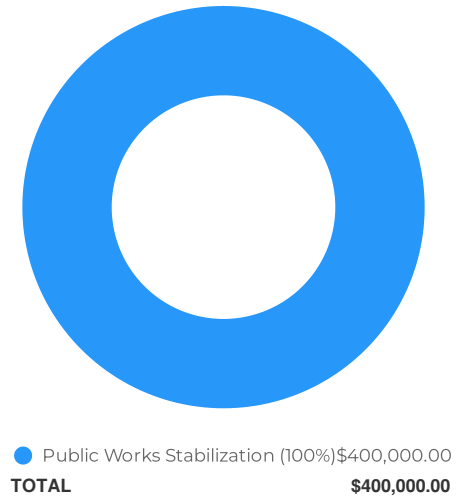
Total Budget (all years)  
**\$400K**

Project Total  
**\$400K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Public Works Stabilization	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$400,000</b>



# Newell Street Drainage Improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	11/01/2023
Est. Completion Date	12/31/2024
Department	Dps - Public Service
Type	Capital Improvement

## Description

### Project Description:

The channel from the outfall on Newell Street to Day Street has not been conveying stormwater properly, causing frequent local flooding conditions at the 20-inch outfall in the backyard of 5 Newell Street. It is likely that the existing channel was once able to sufficiently convey stormwater flows from the outfall at Newell Street, but over time the channel has been filled in with vegetation, and yard waste from the surrounding properties and no longer has the capacity to convey the flows.

Kleinfelder performed an evaluation of the feasibility of conveying stormwater flows from the existing drainage outfall on the northerly end of 5 Newell Street to the channel at the north end of Day Street and ultimately to the East Branch of the Housatonic River. The purpose of the work was to determine the amount of flow being received by the channel, assess the existing condition of the channel, and explore alternative solutions and make a recommendation for improvement. It was recommended to dredge and restore the channel from the outfall at 5 Newell Street to the outfall at Day Street. This will require approximately 1,700 cubic yards of dredging and 700 linear feet of channel restoration to protect the channel from erosion and scouring.

### Current Status:

Kleinfelder is working on preliminary design plans for the dredging and restoration work.

### Project Schedule:

Preliminary Design will be completed in Spring 2023. Starting in July 2023, final design plans and wetland permitting will take approximately three months to complete. The project would be ready for bidding in Fall of 2023, with anticipated construction in the Spring of 2024.

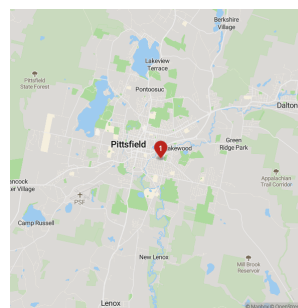
### Project Costs:

The anticipated cost for the final design, permitting and construction is \$450,000.

## Details

Type of Project      New Construction

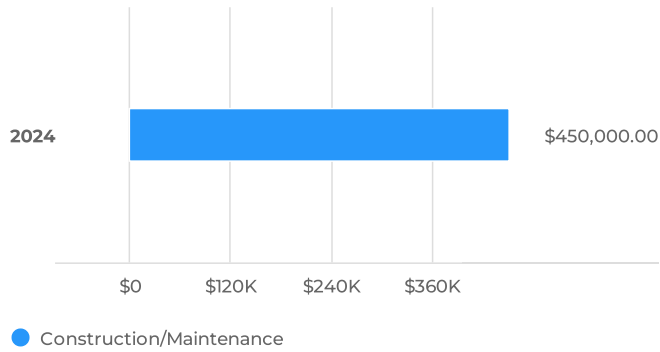
## Location



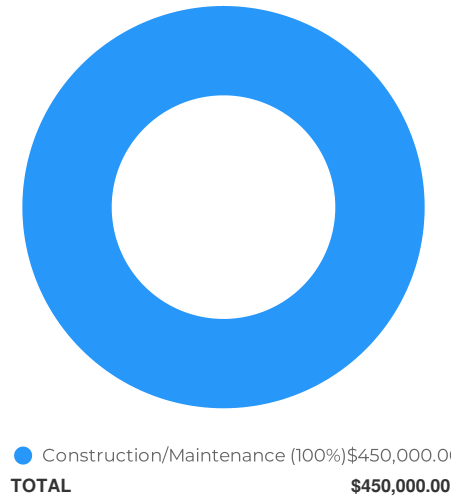
## Capital Cost

FY2024 Budget **\$450,000**      Total Budget (all years) **\$450K**      Project Total **\$450K**

Capital Cost by Year



Capital Cost for Budgeted Years

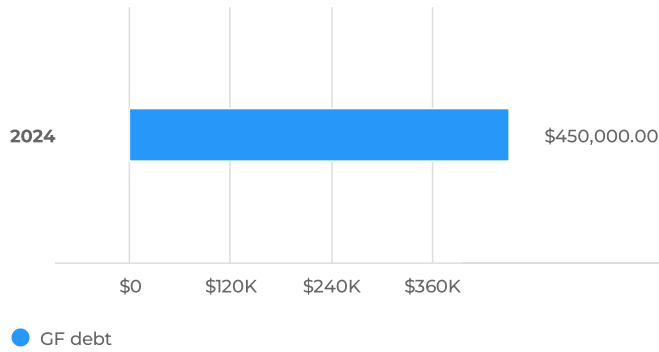


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$450,000	\$450,000
<b>Total</b>	<b>\$450,000</b>	<b>\$450,000</b>

## Funding Sources

FY2024 Budget **\$450,000**      Total Budget (all years) **\$450K**      Project Total **\$450K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF debt	\$450,000	\$450,000
<b>Total</b>	<b>\$450,000</b>	<b>\$450,000</b>



# Paver

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment
Project Number	2023-506

## Description

Purchase current model year paver in FY25

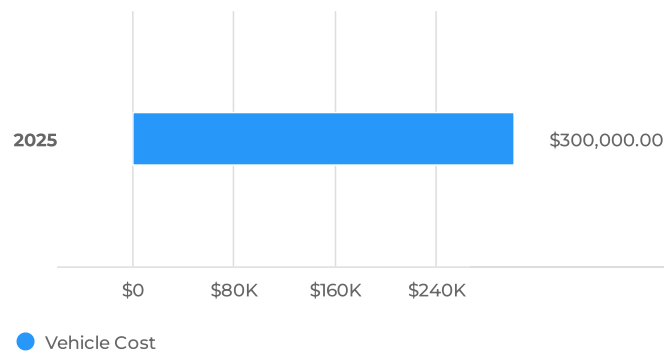
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

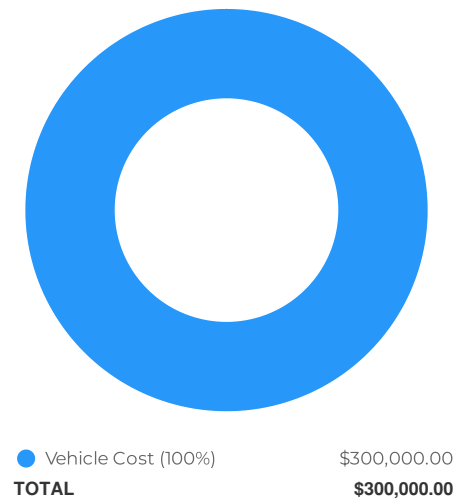
## Capital Cost

Total Budget (all years)	Project Total
<b>\$300K</b>	<b>\$300K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$300,000	\$300,000
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>

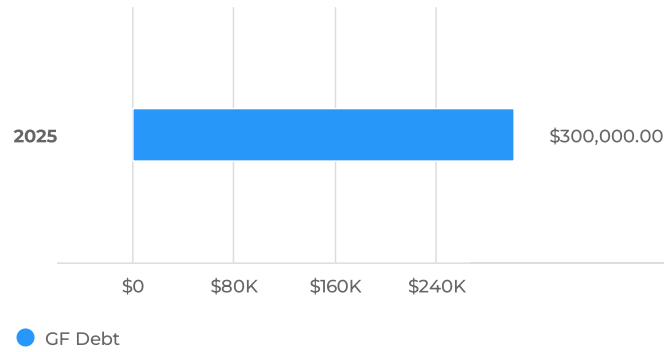


## Funding Sources

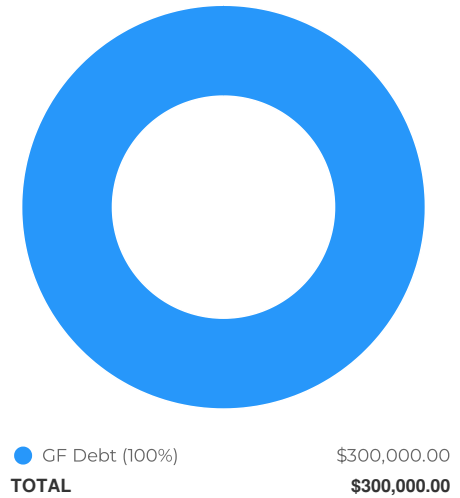
Total Budget (all years)  
**\$300K**

Project Total  
**\$300K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$300,000	\$300,000
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>



# Pecks Road Drainage Improvements

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	10/01/2023
Est. Completion Date	12/31/2024
Department	Dps - Public Service
Type	Capital Improvement

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## Description

### Project Description:

The City has been planning the improvement to the existing stormwater drainage outlet pipes that run from Pecks Road to Onota Lake between #453 and #467 Pecks Road. The plan includes replacement of 300 feet of existing piping with 24-inch and 30-inch new piping, along with improvements to the outlet to Onota Lake.

### Current Status:

Kleinfelder is working with the City to develop a scope of work for design of the proposed improvements.

### Project Schedule:

Design will be completed in Summer 2023. The project would be ready for bidding in Fall of 2023, with anticipated construction in the Spring of 2024.

### Project Costs:

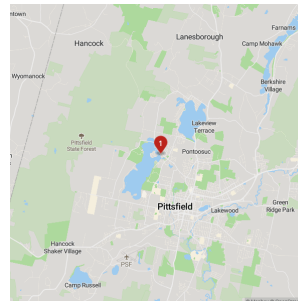
The anticipated cost for the final design, permitting and construction is \$300,000.

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## Details

Type of Project	System Improvements/Upgrades
-----------------	------------------------------

## Location

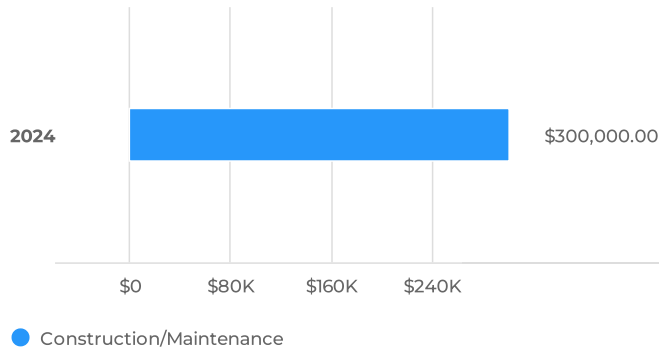




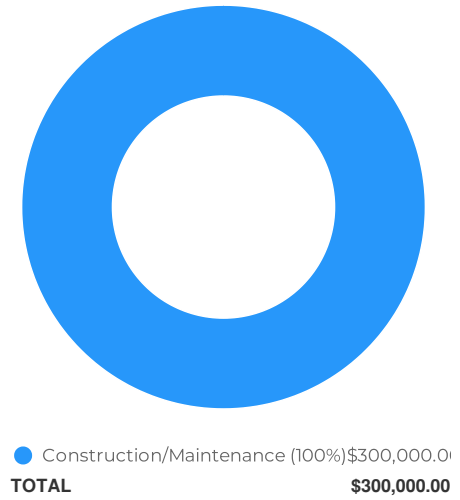
## Capital Cost

FY2024 Budget **\$300,000**      Total Budget (all years) **\$300K**      Project Total **\$300K**

Capital Cost by Year



Capital Cost for Budgeted Years

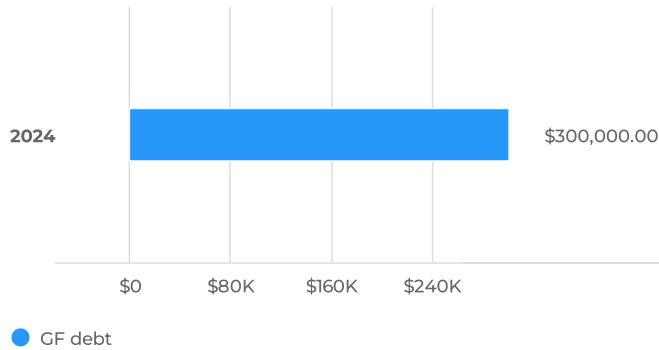


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$300,000	\$300,000
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>

## Funding Sources

FY2024 Budget **\$300,000**      Total Budget (all years) **\$300K**      Project Total **\$300K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF debt	\$300,000	\$300,000
<b>Total</b>	<b>\$300,000</b>	<b>\$300,000</b>



# Portable stage

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

## Description

Purchase a current model year portable stage in FY25 to replace same.

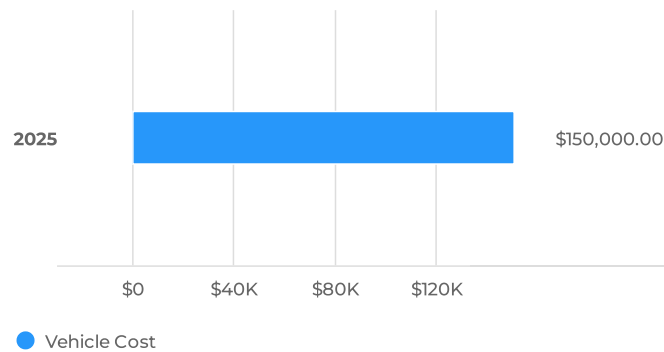
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

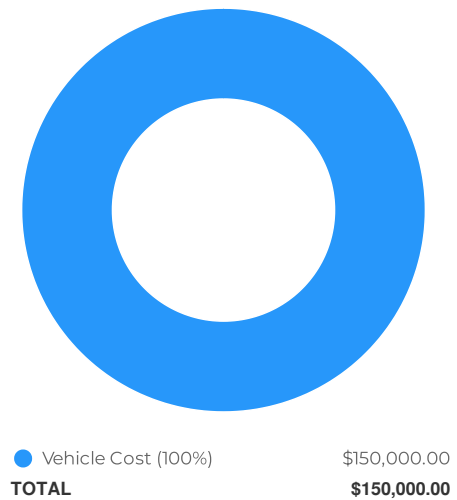
## Capital Cost

Total Budget (all years)	Project Total
<b>\$150K</b>	<b>\$150K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$150,000	\$150,000
<b>Total</b>	<b>\$150,000</b>	<b>\$150,000</b>

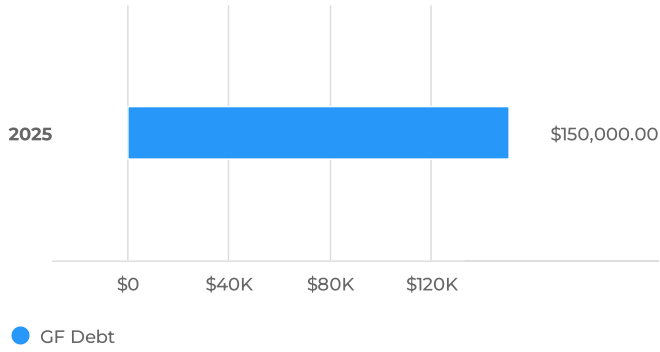


## Funding Sources

Total Budget (all years)  
**\$150K**

Project Total  
**\$150K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$150,000	\$150,000
<b>Total</b>	<b>\$150,000</b>	<b>\$150,000</b>

# ROLLER

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

## Description

Purchase a current model year roller to replace the same.

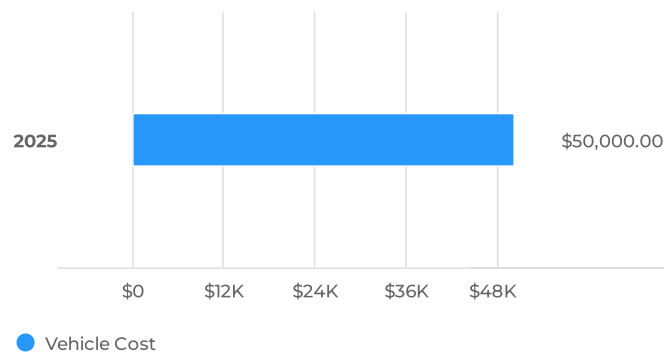
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

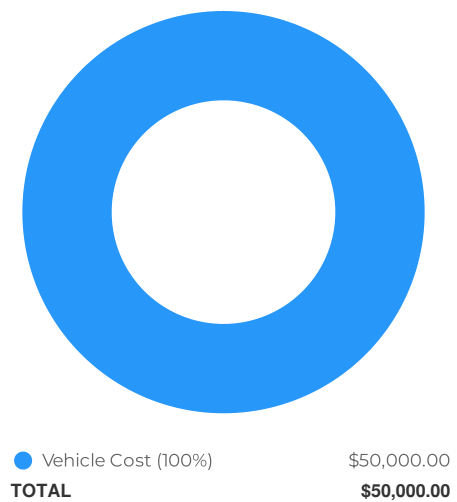
## Capital Cost

Total Budget (all years)	Project Total
<b>\$50K</b>	<b>\$50K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

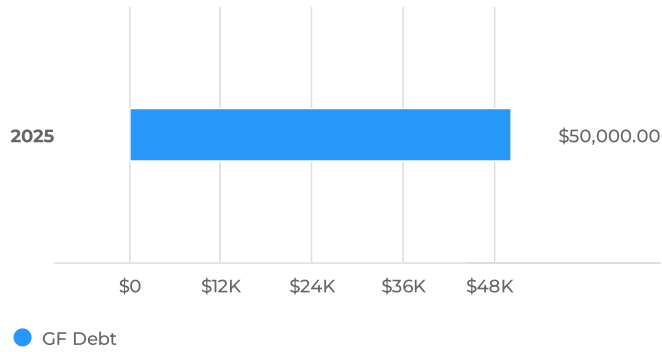


## Funding Sources

Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>



# Sidewalk Improvements

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## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Dps - Public Service
Type	Capital Improvement
Project Number	2023-918

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## Description

Sidewalk Improvements through the city.

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## Details

Type of Project	New Construction
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## Benefit to Community

Investing in improvements to the sidewalk infrastructure in the city of Pittsfield is beneficial to the community in several ways:

1. Promotes pedestrian safety: Improving the sidewalk infrastructure can promote pedestrian safety by providing well-maintained and accessible sidewalks that are free of hazards, improving the overall walkability of the city.
2. Supports physical activity and health: Safe and accessible sidewalks can encourage residents to walk or bike to work, school, and other destinations, promoting physical activity and supporting overall health and well-being.
3. Enhances economic vitality: Improving the sidewalk infrastructure can make it easier for residents and visitors to access local businesses, enhancing economic vitality and supporting the local economy.
4. Promotes social connections: Safe and accessible sidewalks can promote social connections by encouraging residents to walk and engage with others in their community, reducing social isolation and promoting community engagement.
5. Increases property values: Communities with well-maintained and accessible sidewalks are more attractive to families with children and older adults, which can increase property values and improve the overall economic vitality of the community.



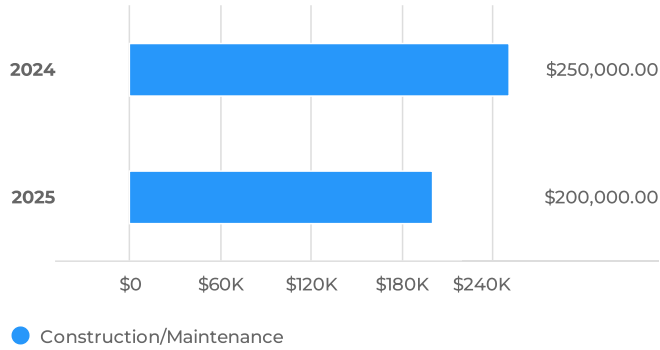
## Capital Cost

FY2024 Budget  
**\$250,000**

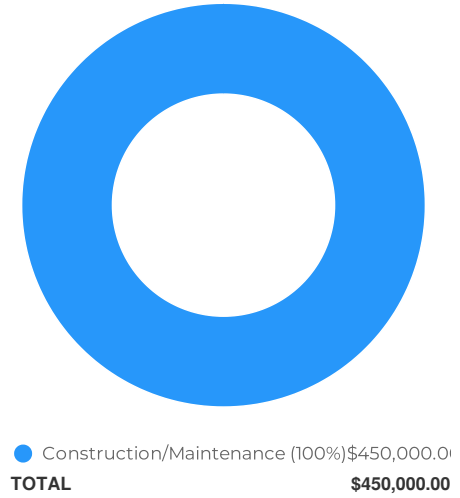
Total Budget (all years)  
**\$450K**

Project Total  
**\$450K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Construction/Maintenance	\$250,000	\$200,000	\$450,000
<b>Total</b>	<b>\$250,000</b>	<b>\$200,000</b>	<b>\$450,000</b>

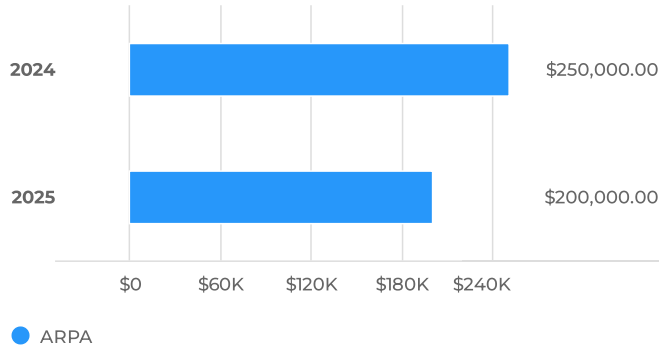




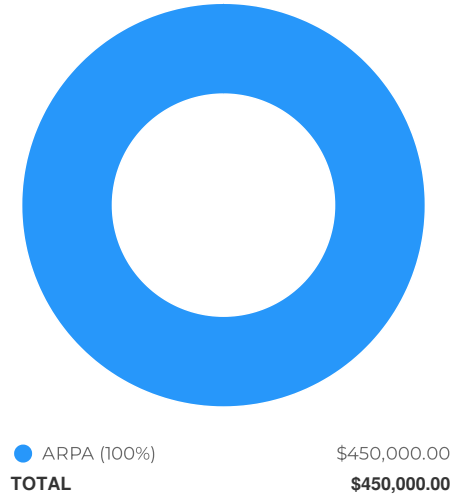
## Funding Sources

FY2024 Budget **\$250,000**      Total Budget (all years) **\$450K**      Project Total **\$450K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
ARPA	\$250,000	\$200,000	\$450,000
<b>Total</b>	<b>\$250,000</b>	<b>\$200,000</b>	<b>\$450,000</b>

# Stormwater Management

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2022
Est. Completion Date	06/29/2027
Department	Dps - Public Service
Type	Capital Improvement
Project Number	30303

## Description

Stormwater management, including bridges, culverts and drainage system improvements.

## Details

Type of Project      Other

## Location



## Benefit to Community

Investing in improvements to the MS4 (Municipal Separate Storm Sewer System) in the City of Pittsfield is beneficial to the community in several ways:

1. Protects water quality: Stormwater runoff can carry pollutants and contaminants into local waterways, which can harm aquatic life and threaten public health. Improving the MS4 stormwater system can help to reduce pollution and protect water quality in local streams and rivers.
2. Reduces flooding: Improving the MS4 stormwater system can help to reduce flooding in the community, which can damage property, disrupt transportation, and threaten public safety.
3. Enhances public health: Improving water quality and reducing flooding can help to enhance public health and prevent the spread of waterborne diseases.
4. Complies with regulatory requirements: The Environmental Protection Agency (EPA) requires municipalities to comply with stormwater management regulations under the Clean Water Act. Improving the MS4 stormwater system can help the city of Pittsfield to comply with these regulations and avoid potential fines and legal action.
5. Promotes sustainable development: Improving the MS4 stormwater system can promote sustainable development by reducing the environmental impact of new development and reducing the risk of damage from severe weather events.

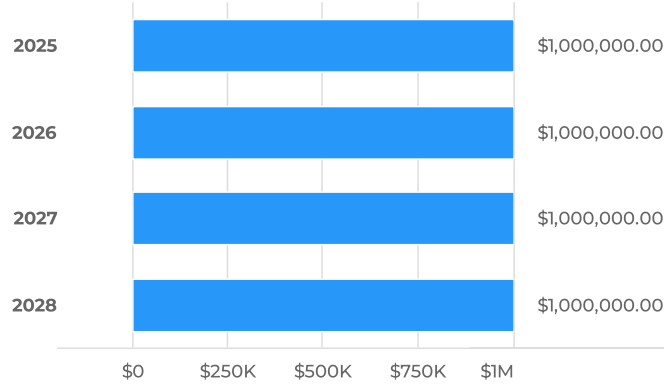


## Capital Cost

Total Budget (all years)  
**\$4M**

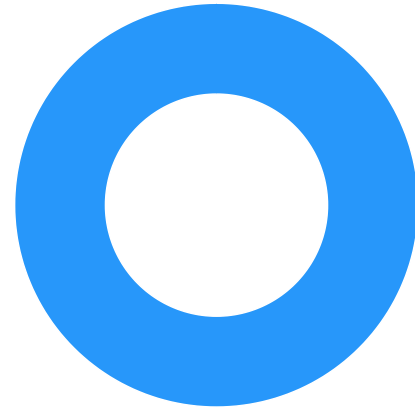
Project Total  
**\$4M**

Capital Cost by Year



● Other

Capital Cost for Budgeted Years



● Other (100%) \$4,000,000.00  
**TOTAL \$4,000,000.00**

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Other	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$4,000,000</b>

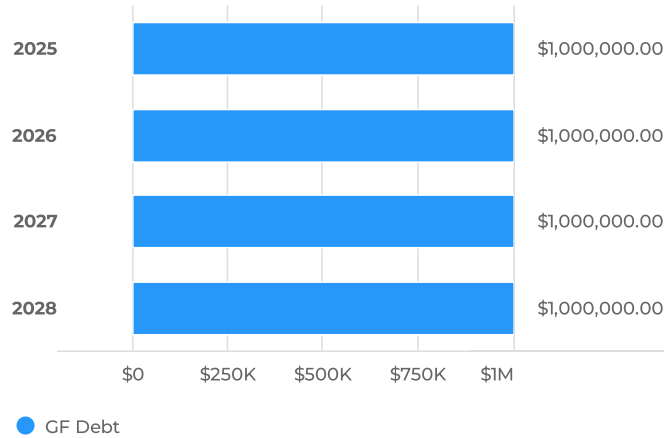


## Funding Sources

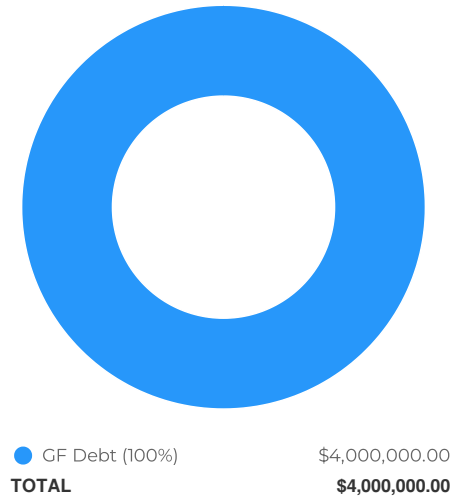
Total Budget (all years)  
**\$4M**

Project Total  
**\$4M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$4,000,000</b>



# Street Re-Surfacing

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	04/03/2023
Est. Completion Date	10/27/2028
Department	Dps - Public Service
Type	Capital Improvement

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## Description

Improvements to existing transportation network.

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## Details

Type of Project	Resurface Current Road
-----------------	------------------------

## Benefit to Community

Investing in improvements to the transportation network in the City of Pittsfield is beneficial to the community in several ways:

1. Improves accessibility: Improving the transportation network can make it easier for people to access goods, services, and job opportunities. It can also improve access to healthcare, education, and other essential services.
2. Reduces traffic congestion: By improving the transportation network, traffic congestion can be reduced, making it easier and faster to move around the city. This can lead to less air pollution, fewer collisions, and less time spent commuting.
3. Boosts economic growth: Improved transportation can make it easier for businesses to transport goods and services, reducing costs and improving efficiency. It can also attract new businesses to the area, creating jobs and boosting economic growth.
4. Enhances quality of life: By reducing traffic congestion and providing more transportation options, the quality of life for residents can be improved. It can make it easier to get to recreational and cultural activities, reducing social isolation and promoting community engagement.
5. Supports sustainability: Improving the transportation network can promote sustainable modes of transportation, such as public transit, biking, and walking. This can reduce greenhouse gas emissions and help to address climate change.



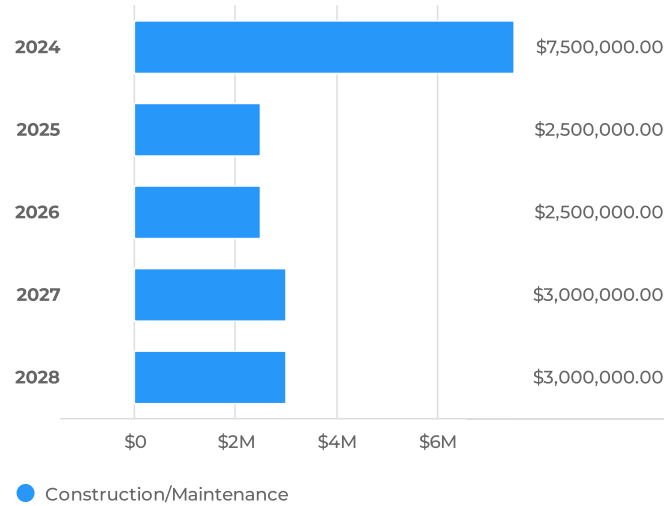
## Capital Cost

FY2024 Budget  
**\$7,500,000**

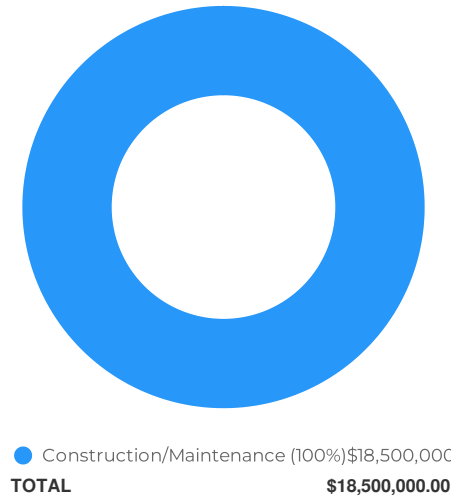
Total Budget (all years)  
**\$18.5M**

Project Total  
**\$18.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	\$7,500,000	\$2,500,000	\$2,500,000	\$3,000,000	\$3,000,000	\$18,500,000
<b>Total</b>	<b>\$7,500,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$18,500,000</b>

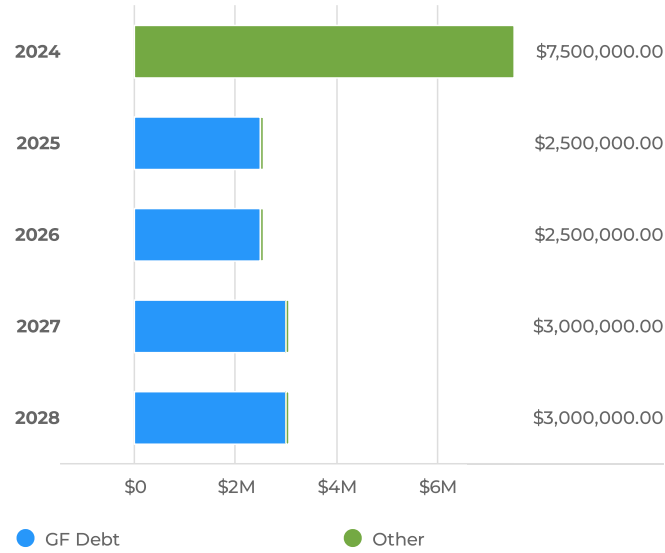
## Funding Sources

FY2024 Budget  
**\$7,500,000**

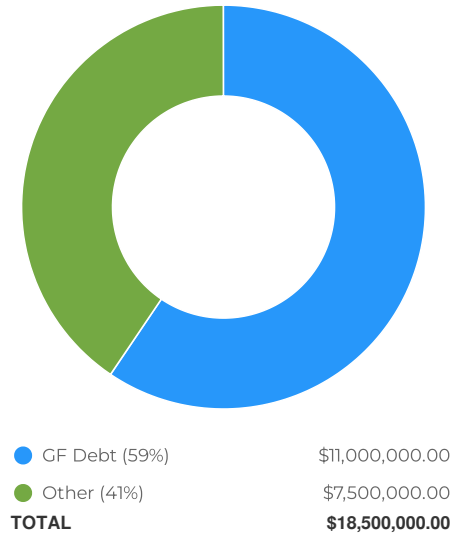
Total Budget (all years)  
**\$18.5M**

Project Total  
**\$18.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt		\$2,500,000	\$2,500,000	\$3,000,000	\$3,000,000	\$11,000,000
Other	\$7,500,000					\$7,500,000
<b>Total</b>	<b>\$7,500,000</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$18,500,000</b>



# Street Sweeper

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase current model year street sweeper to replace same. 1 unit in FY25 and 1 in FY26

---

## Images



SWEEPER

REPRESENTATIVE IMAGE ACTUAL  
MODEL MAY VARY

---

## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

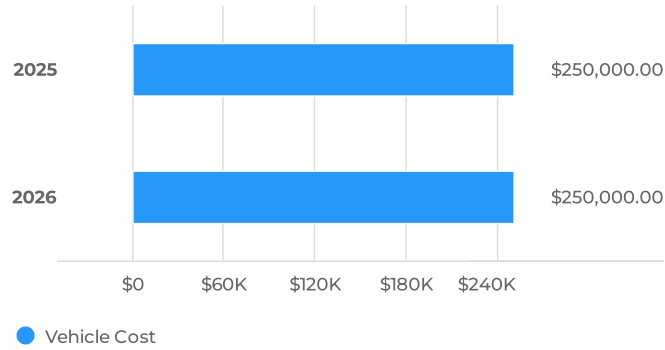


## Capital Cost

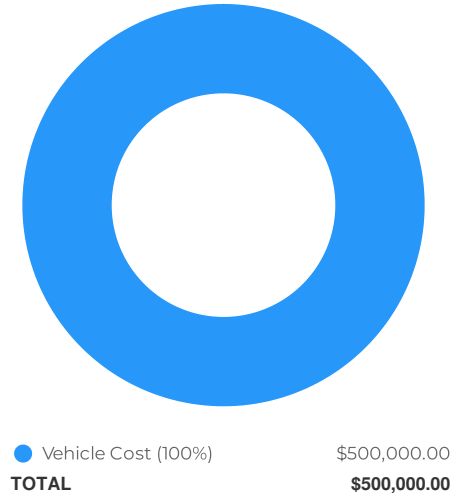
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

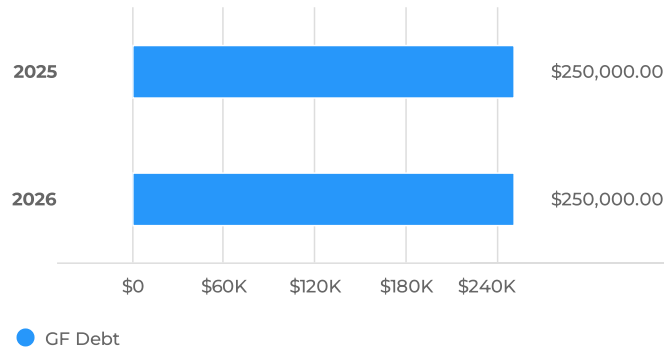
Capital Cost	FY2025	FY2026	Total
Vehicle Cost	\$250,000	\$250,000	\$500,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$500,000</b>

## Funding Sources

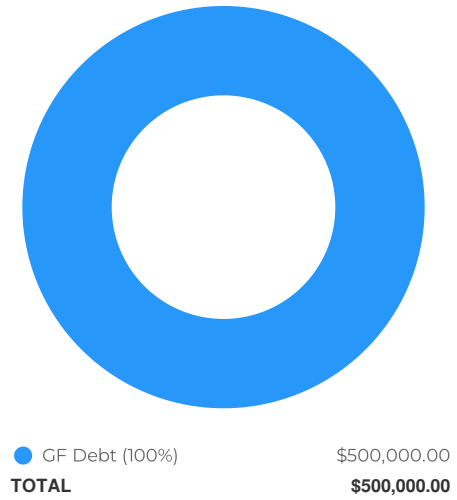
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
GF Debt	\$250,000	\$250,000	\$500,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$500,000</b>

# Tandem dump truck (dump plow sand)

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase 1 current model year Tandem Dump Truck to replace the same. This unit is in the 10-year replacement category. unit 1174 a 2012 International with 7500 hours. The reason for replacement is cab and body rot.

---

## Images



unit 1174

unit 1174

---

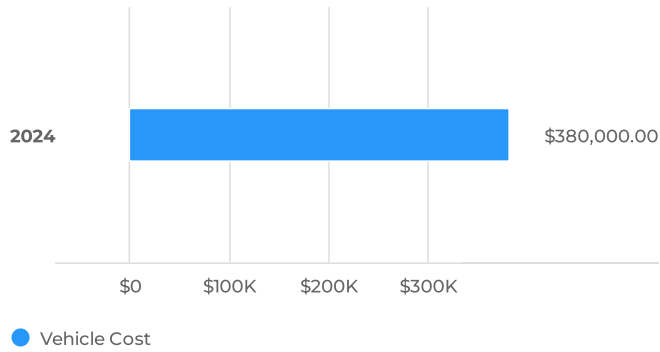
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

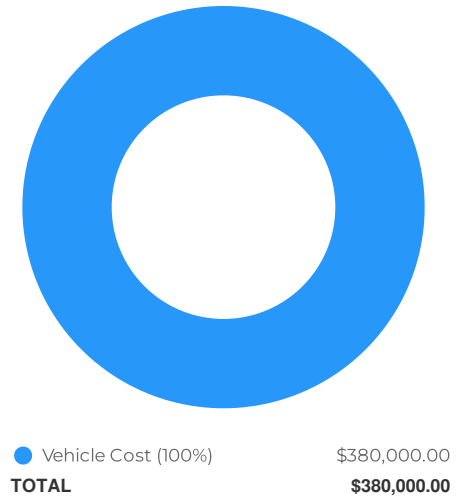
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$380,000</b>	<b>\$380K</b>	<b>\$380K</b>

Capital Cost by Year



Capital Cost for Budgeted Years

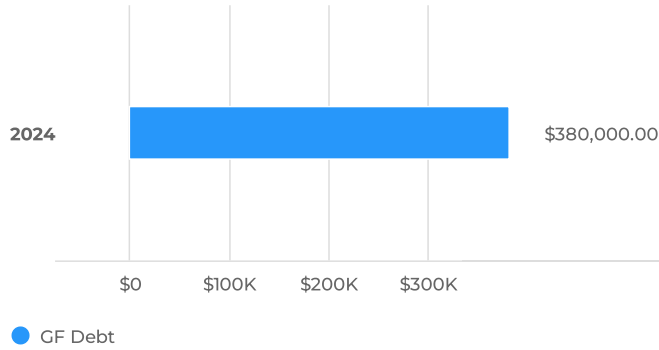


Capital Cost Breakdown		
Capital Cost	FY2024	Total
Vehicle Cost	\$380,000	\$380,000
<b>Total</b>	<b>\$380,000</b>	<b>\$380,000</b>

## Funding Sources

FY2024 Budget **\$380,000**      Total Budget (all years) **\$380K**      Project Total **\$380K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$380,000	\$380,000
<b>Total</b>	<b>\$380,000</b>	<b>\$380,000</b>



# Tandem hook loader

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

## Description

Purchase one current model year Tandem hook loader in FY24 and FY26

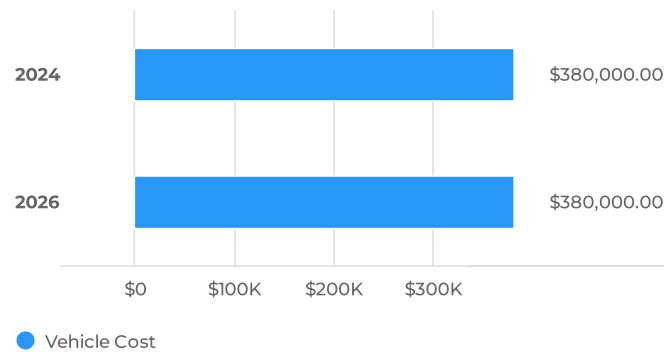
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

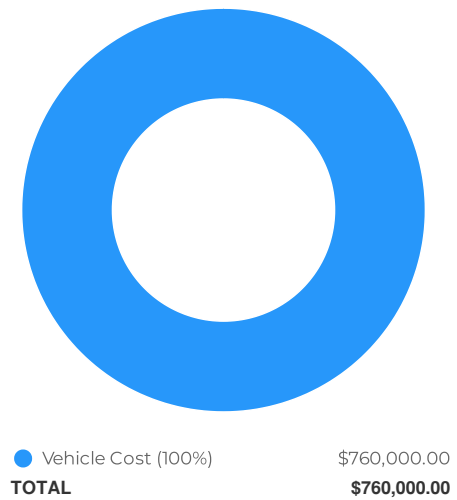
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$380,000</b>	<b>\$760K</b>	<b>\$760K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

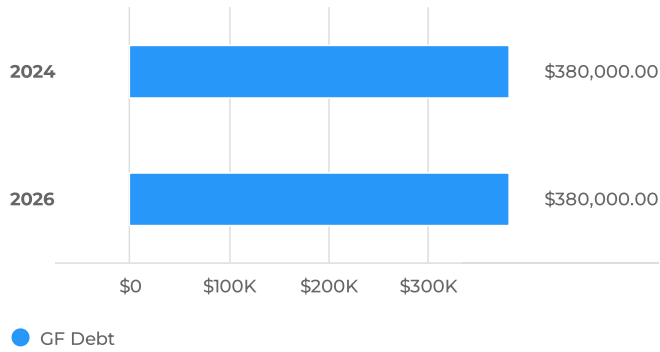
Capital Cost	FY2024	FY2026	Total
Vehicle Cost	\$380,000	\$380,000	\$760,000
<b>Total</b>	<b>\$380,000</b>	<b>\$380,000</b>	<b>\$760,000</b>



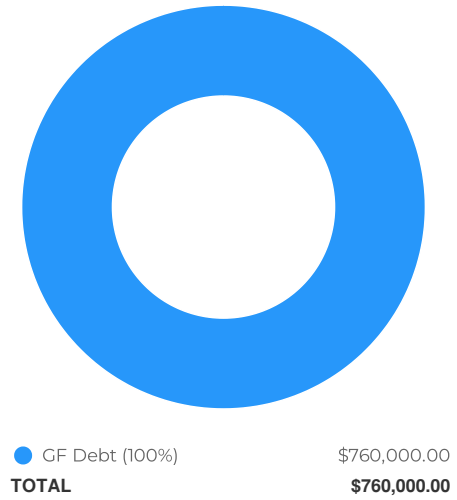
## Funding Sources

FY2024 Budget **\$380,000**      Total Budget (all years) **\$760K**      Project Total **\$760K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2026	Total
GF Debt	\$380,000	\$380,000	\$760,000
<b>Total</b>	<b>\$380,000</b>	<b>\$380,000</b>	<b>\$760,000</b>



# Wheel Loader

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

## Description

Purchase a current model year wheel loader to replace the same.

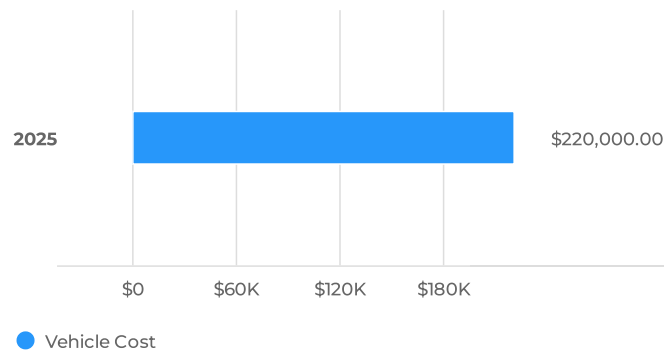
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

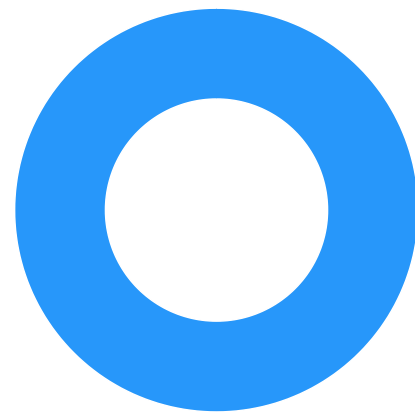
## Capital Cost

Total Budget (all years)	Project Total
<b>\$220K</b>	<b>\$220K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



● Vehicle Cost (100%)	\$220,000.00
<b>TOTAL</b>	<b>\$220,000.00</b>

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$220,000	\$220,000
<b>Total</b>	<b>\$220,000</b>	<b>\$220,000</b>



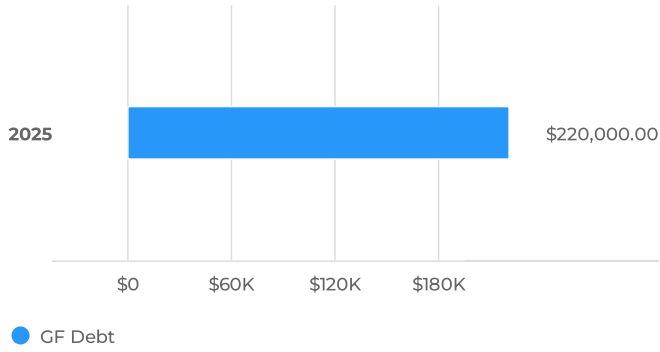


## Funding Sources

Total Budget (all years)  
**\$220K**

Project Total  
**\$220K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$220,000	\$220,000
<b>Total</b>	<b>\$220,000</b>	<b>\$220,000</b>



# XUV Crossover Utility Vehicle

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dps - Public Service
Type	Capital Equipment

---

## Description

Purchase one current model year Crossover Utility Vehicle in FY25. This will be an addition to the fleet and will be used to maintain the growing number of trails under the Parks Departments purview, Further this unit could be utilized for a variety of other tasks such as ball field and park maintenance.

---

## Images



xuv

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## Details

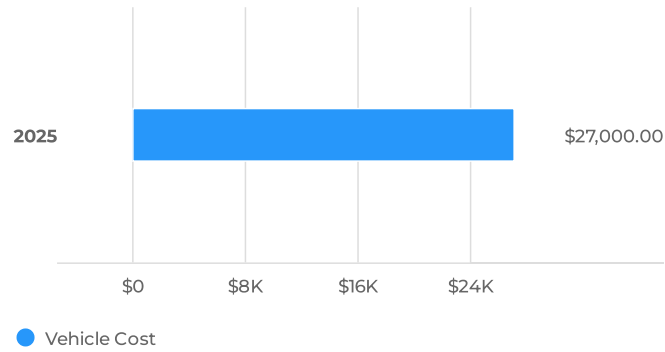
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

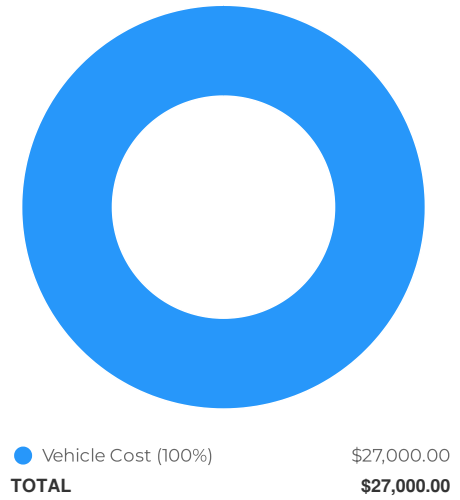
Total Budget (all years)  
**\$27K**

Project Total  
**\$27K**

Capital Cost by Year



Capital Cost for Budgeted Years



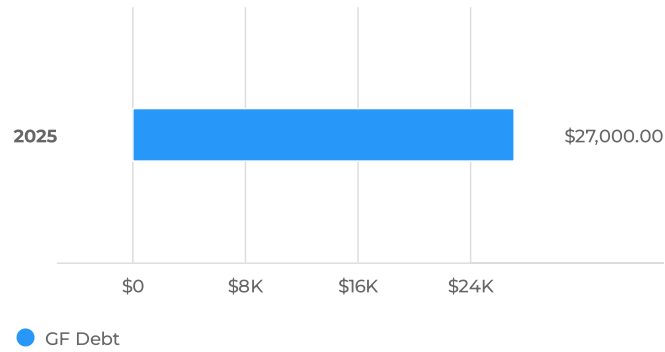
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$27,000	\$27,000
<b>Total</b>	<b>\$27,000</b>	<b>\$27,000</b>

## Funding Sources

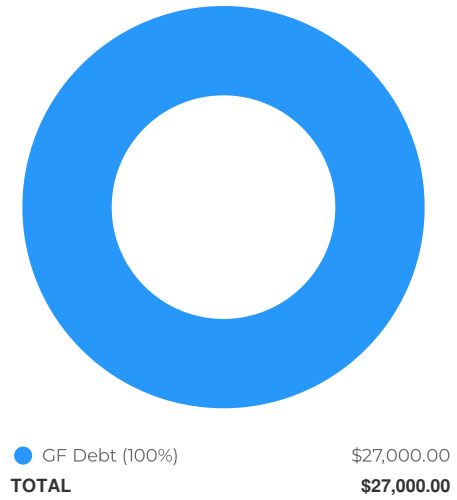
Total Budget (all years)  
**\$27K**

Project Total  
**\$27K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$27,000	\$27,000
<b>Total</b>	<b>\$27,000</b>	<b>\$27,000</b>



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# **DPU WASTE WATER REQUESTS**

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# 1 Ton Pickup Truck DPU Waste Water

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Waste Water
Type	Capital Equipment

---

## Description

Purchase 3 current model year 1 Ton Pickups with plow to replace the same in each of the next 3 fiscal years. The unit being replaced in FY24 is a 2013 Ford F250 with 60000 miles on it. These units are all in the 10 year replacement schedule. The reason for replacement is body rot.

---

## Images



UNIT 1607

---

## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

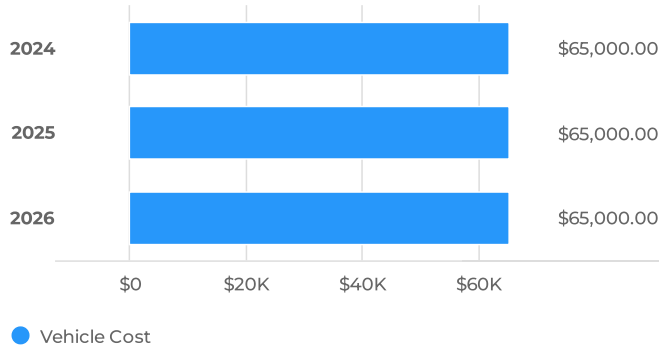
## Capital Cost

FY2024 Budget  
**\$65,000**

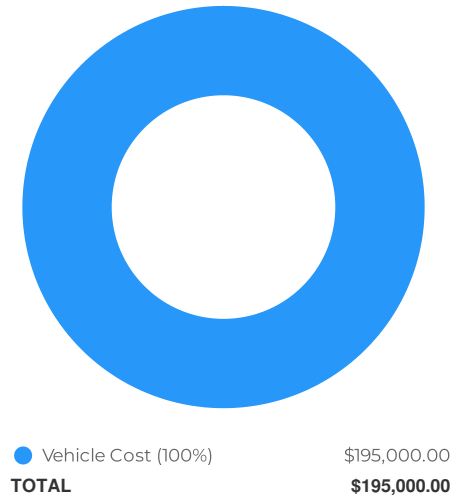
Total Budget (all years)  
**\$195K**

Project Total  
**\$195K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Vehicle Cost	\$65,000	\$65,000	\$65,000	\$195,000
<b>Total</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$195,000</b>

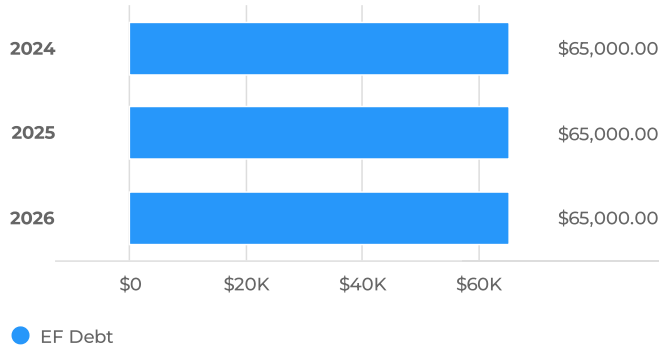
## Funding Sources

FY2024 Budget  
**\$65,000**

Total Budget (all years)  
**\$195K**

Project Total  
**\$195K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
EF Debt	\$65,000	\$65,000	\$65,000	\$195,000
<b>Total</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$195,000</b>



# 1 Ton Utility Body Truck DPU Waste Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Waste Water
Type	Capital Equipment

---

## Description

Purchase 4 current model year 1 Ton Utility Body Trucks with or without plow in FY25 26 27 and 28

---

## Images



1 TON UTILITY BODY  
REPRESENTATIVE IMAGE ACTUAL  
MODEL MAY VARY

---

## Details

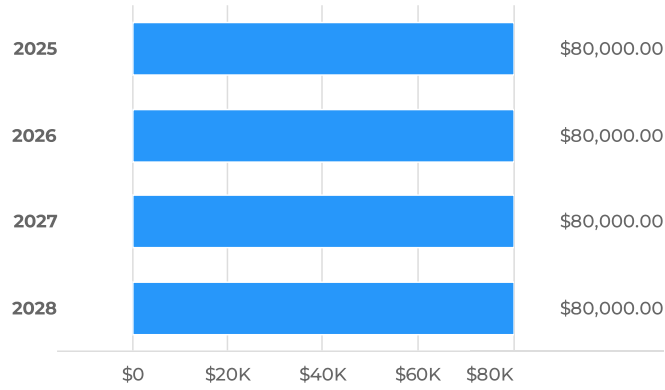
New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

Total Budget (all years)  
**\$320K**

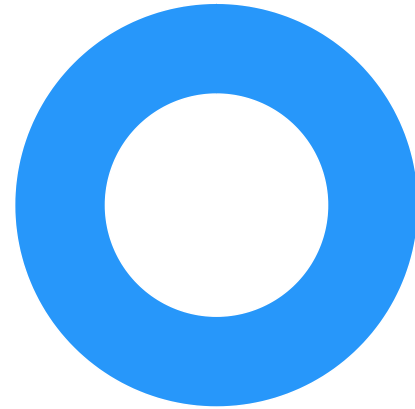
Project Total  
**\$320K**

Capital Cost by Year



● Vehicle Cost

Capital Cost for Budgeted Years



● Vehicle Cost (100%) \$320,000.00  
**TOTAL \$320,000.00**

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Vehicle Cost	\$80,000	\$80,000	\$80,000	\$80,000	\$320,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$320,000</b>

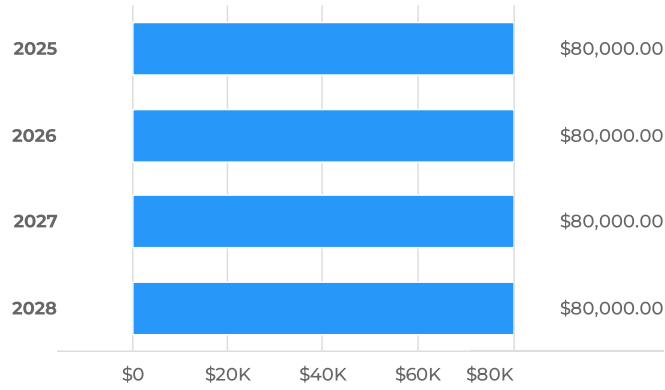


## Funding Sources

Total Budget (all years)  
**\$320K**

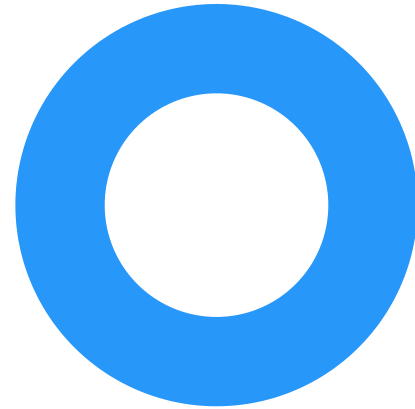
Project Total  
**\$320K**

Funding Sources by Year



● EF Debt

Funding Sources for Budgeted Years



● EF Debt (100%)

\$320,000.00

**TOTAL**

**\$320,000.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
EF Debt	\$80,000	\$80,000	\$80,000	\$80,000	\$320,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$320,000</b>



# Telescoping boom forklift DPU Waste Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Waste Water
Type	Capital Equipment

---

## Description

Purchase one current model year Telescoping boom forklift in FY25

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## Images



REPRESENTATIVE IMAGE

REPRESENTATIVE IMAGE ACTUAL  
MODEL MAY VARY

---

## Details

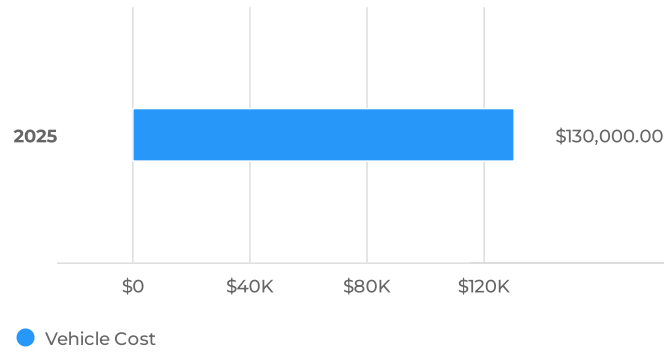
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

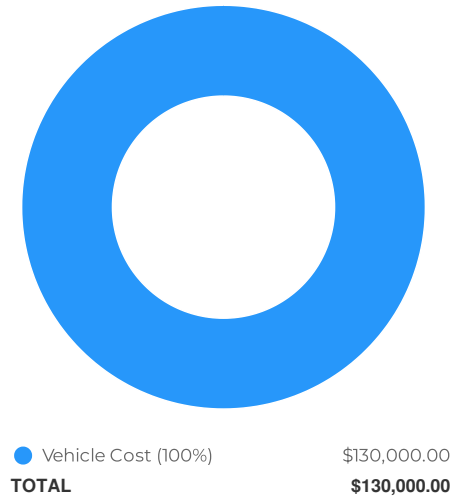
Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Capital Cost by Year



Capital Cost for Budgeted Years



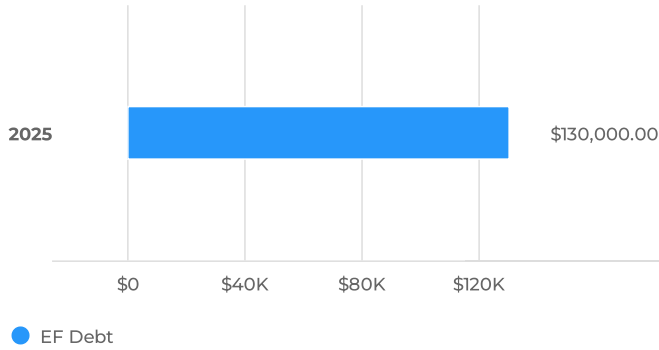
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

## Funding Sources

Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

---

# **DPU WATER TREATMENT REQUESTS**

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# 1 Ton Hook Lift DPU Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

---

## Description

Purchase 1 current model year 1 Ton Hook Lift all season truck (dump plow sand)with attachments in FY24. The unit being replaced is a 2008 Ford F550 with 98000 miles. This unit is in the 10 year replacement category and is one of the most utilized for public utilities. The reason for replacement is body and under carriage rot plus the age of the unit. This truck is used for salting in the winter and has been rehabbed once already. I don't believe that investing money in this truck will yield a positive outcome.

---

## Images



UNIT 1513

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## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

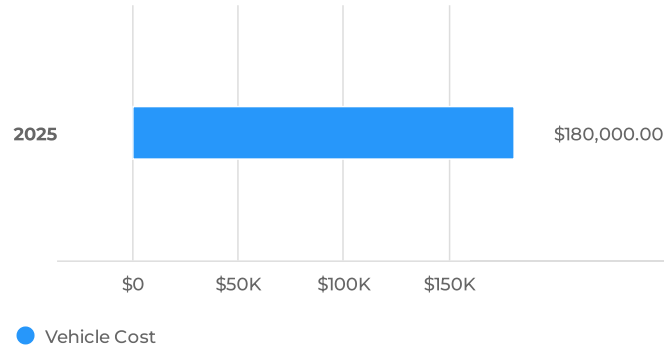


## Capital Cost

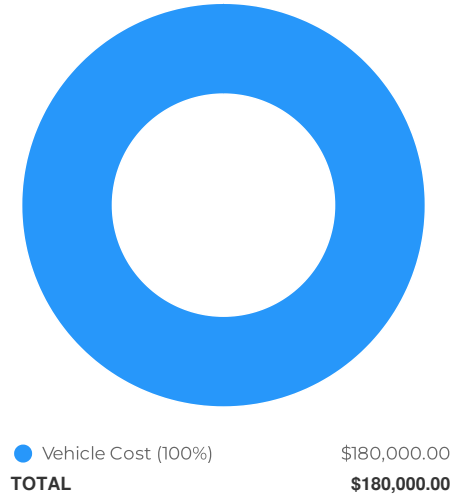
Total Budget (all years)  
**\$180K**

Project Total  
**\$180K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$180,000	\$180,000
<b>Total</b>	<b>\$180,000</b>	<b>\$180,000</b>

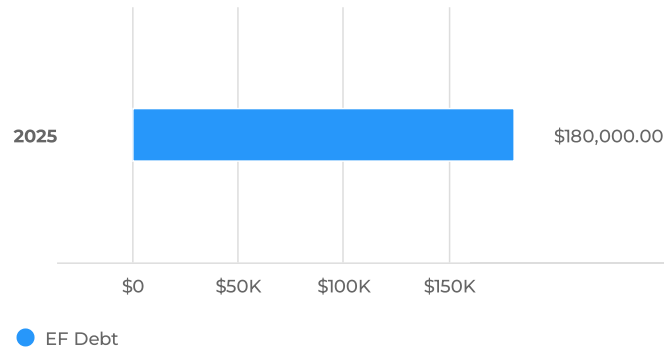


## Funding Sources

Total Budget (all years)  
**\$180K**

Project Total  
**\$180K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$180,000	\$180,000
<b>Total</b>	<b>\$180,000</b>	<b>\$180,000</b>



# 1 Ton Pickup Truck DPU Water

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

## Description

Purchase 1 current model year 1 ton pickups with or without plows to replace same in FY26. This unit is in the 10 year replacement category.

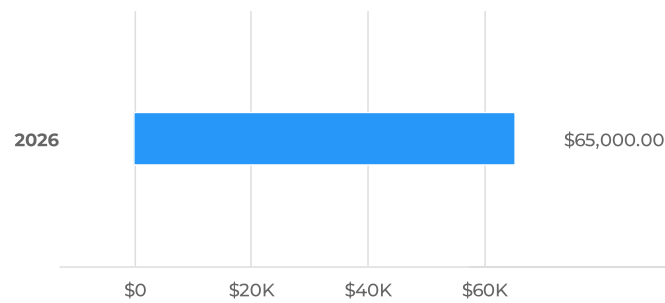
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

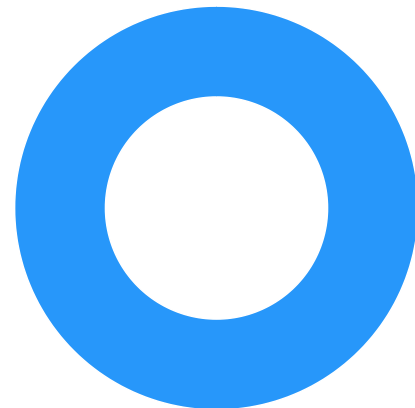
Total Budget (all years)	Project Total
<b>\$65K</b>	<b>\$65K</b>

Capital Cost by Year



● Vehicle Cost

Capital Cost for Budgeted Years



● Vehicle Cost (100%) \$65,000.00  
**TOTAL \$65,000.00**

## Capital Cost Breakdown

Capital Cost	FY2026	Total
Vehicle Cost	\$65,000	\$65,000
<b>Total</b>	<b>\$65,000</b>	<b>\$65,000</b>

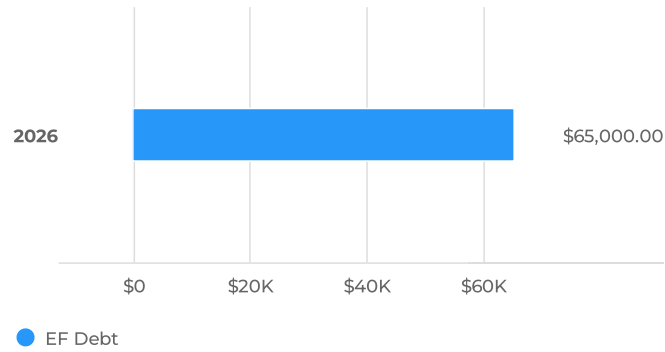


## Funding Sources

Total Budget (all years)  
**\$65K**

Project Total  
**\$65K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2026	Total
EF Debt	\$65,000	\$65,000
<b>Total</b>	<b>\$65,000</b>	<b>\$65,000</b>



# 1 Ton Utility Body Truck DPU Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

---

## Description

Purchase 1 current model year 1 ton utility body truck with plow to replace a 2013 Chevrolet pickup with 110000 miles. the reason for replacement is body rot and high mileage

---

## Images



unit 1504

---

## Details

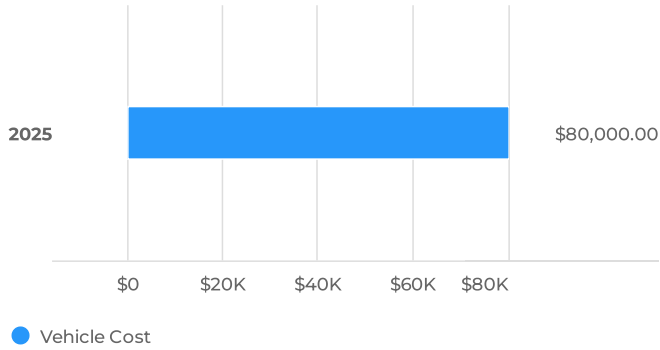
New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

## Capital Cost

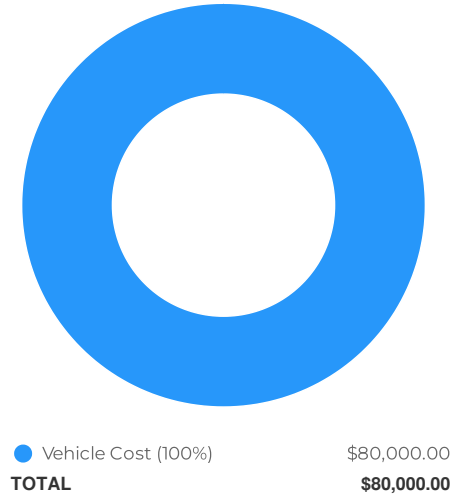
Total Budget (all years)  
**\$80K**

Project Total  
**\$80K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$80,000	\$80,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>

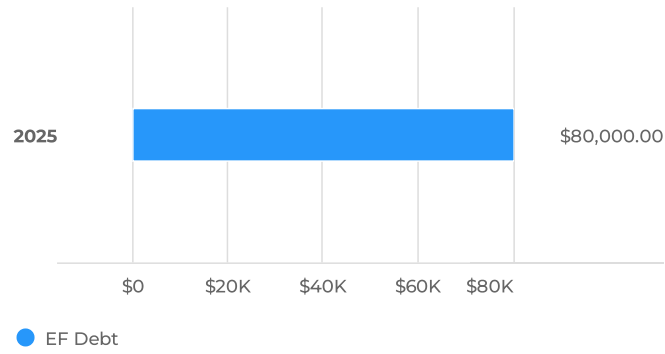


## Funding Sources

Total Budget (all years)  
**\$80K**

Project Total  
**\$80K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$80,000	\$80,000
<b>Total</b>	<b>\$80,000</b>	<b>\$80,000</b>



# 1 ton van DPU Water

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

## Description

Purchase a current model year 1 ton van in FY25 to replace same

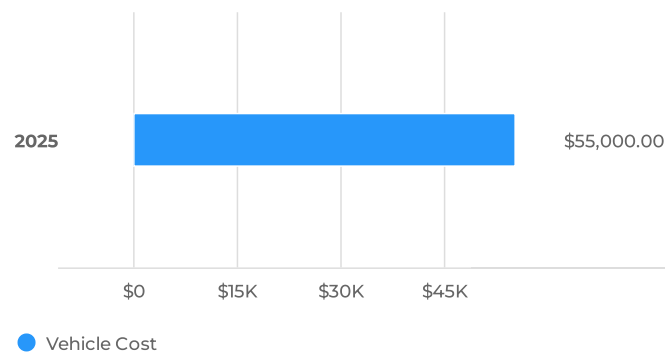
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

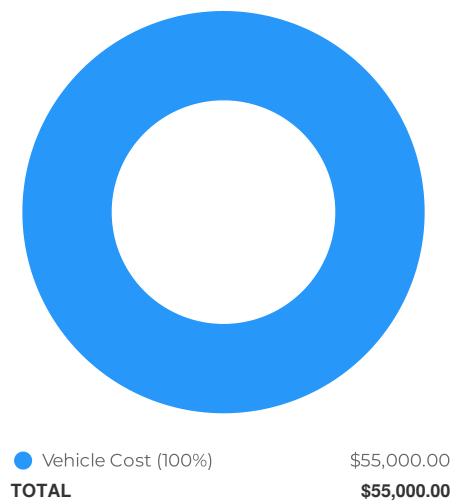
## Capital Cost

Total Budget (all years)	Project Total
<b>\$55K</b>	<b>\$55K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$55,000	\$55,000
<b>Total</b>	<b>\$55,000</b>	<b>\$55,000</b>



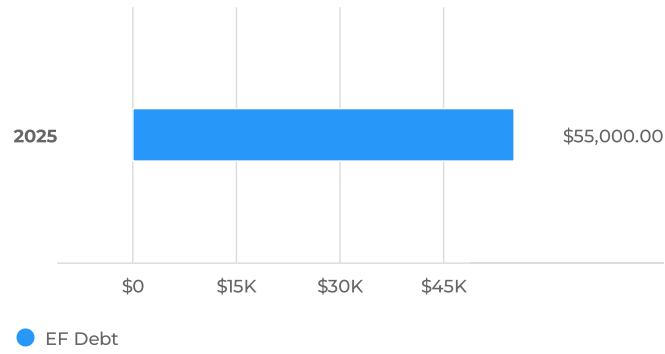


## Funding Sources

Total Budget (all years)  
**\$55K**

Project Total  
**\$55K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$55,000	\$55,000
<b>Total</b>	<b>\$55,000</b>	<b>\$55,000</b>



# AWD SUV DPU Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

---

## Description

Purchase a current model year all wheel drive SUV to replace same in FY24. the unit being replaced is a 2018 Chevrolet Equinox with 90000 miles. This unit is used for meter reading and I would like to trade it in while its still viable

---

## Images



1545

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## Details

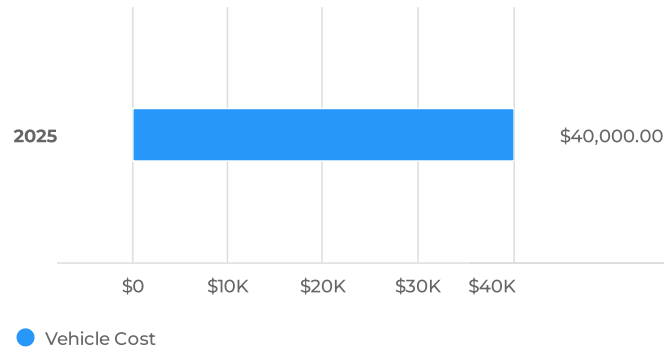
New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	5

## Capital Cost

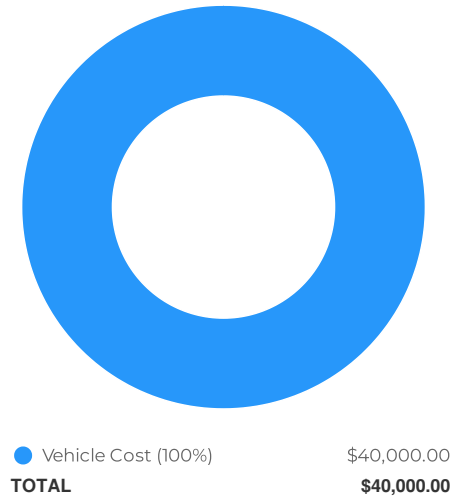
Total Budget (all years)  
**\$40K**

Project Total  
**\$40K**

Capital Cost by Year



Capital Cost for Budgeted Years



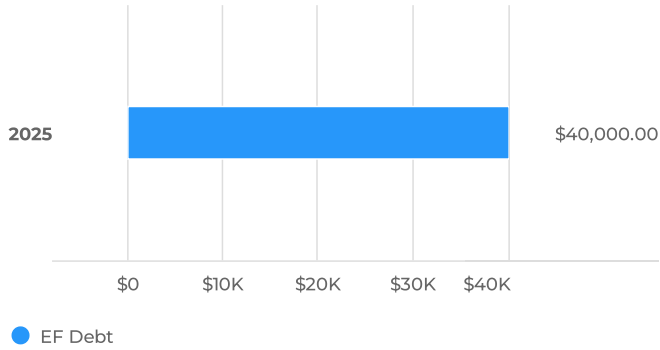
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$40,000	\$40,000
<b>Total</b>	<b>\$40,000</b>	<b>\$40,000</b>

## Funding Sources

Total Budget (all years)  
**\$40K**

Project Total  
**\$40K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$40,000	\$40,000
<b>Total</b>	<b>\$40,000</b>	<b>\$40,000</b>



# Backhoe DPU Water

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

## Description

Purchase one current model year Backhoe to replace the same in FY25.

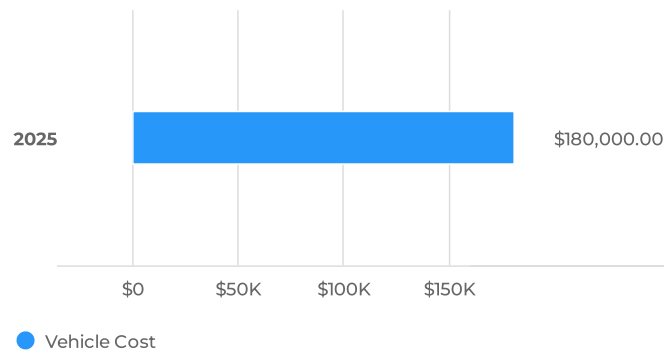
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

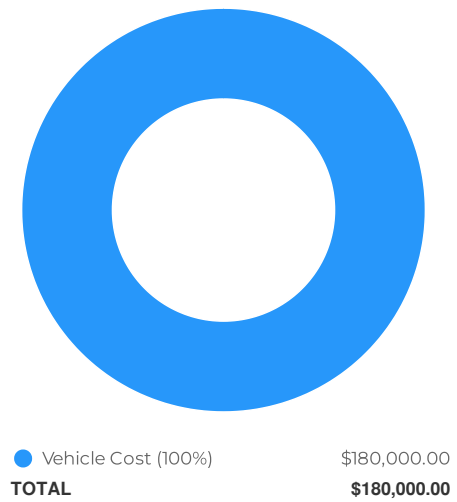
## Capital Cost

Total Budget (all years)	Project Total
<b>\$180K</b>	<b>\$180K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$180,000	\$180,000
<b>Total</b>	<b>\$180,000</b>	<b>\$180,000</b>

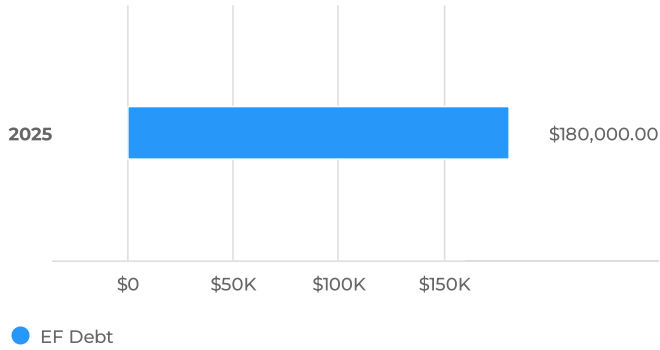


## Funding Sources

Total Budget (all years)  
**\$180K**

Project Total  
**\$180K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$180,000	\$180,000
<b>Total</b>	<b>\$180,000</b>	<b>\$180,000</b>



# GATE BOX EXERCISER

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Improvement

---

## Description

Purchase one current model year Gate Box Exerciser to replace the same. The unit being replaced is a 2005 Wachs. This type of equipment is in the 10 year replacement category and we are well past that point. This unit has reached the end of its serviceable life and I believe investing money in this will not yield a positive outcome.

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## Images



GATE BOX EXERCISER



GATE BOX EXERCISER



GATE BOX EXERCISER



GATE BOX EXERCISER

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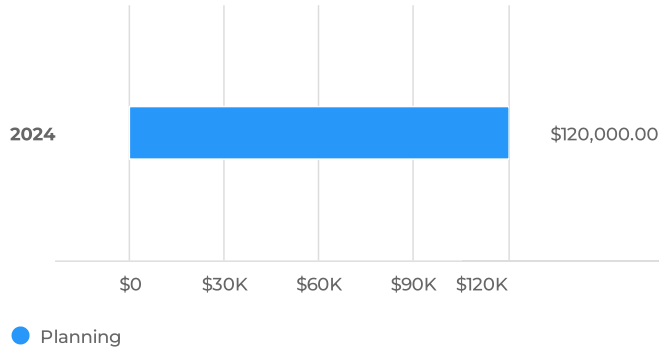
## Details

Type of Project	Equipment
-----------------	-----------

## Capital Cost

FY2024 Budget **\$120,000**      Total Budget (all years) **\$120K**      Project Total **\$120K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Planning	\$120,000	\$120,000
<b>Total</b>	<b>\$120,000</b>	<b>\$120,000</b>





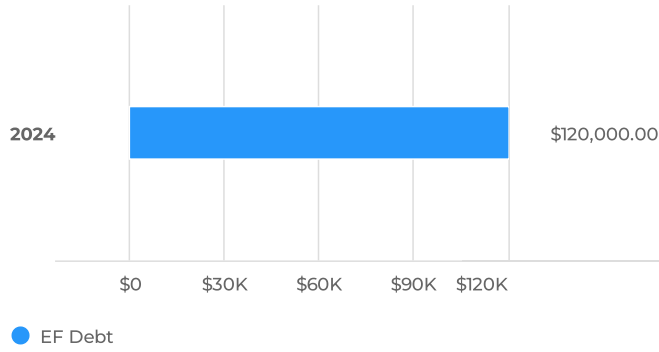
## Funding Sources

FY2024 Budget  
**\$120,000**

Total Budget (all years)  
**\$120K**

Project Total  
**\$120K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$120,000	\$120,000
<b>Total</b>	<b>\$120,000</b>	<b>\$120,000</b>



# Jet rodder DPU Water

---

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Dpu Water Treatment
Type	Capital Equipment

---

## Description

Purchase 2 current model year Jet Rodders one in FY24 and one in FY27. The unit being replaced in FY24 is a 2004 International with 8600 hours. This unit is in the 10 year replacement category and it has gone well beyond that point. The reason for replacement is unit 1728 has reached the end of its serviceable life and I don't believe investing money in this will yield a positive outcome.

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## Images



UNIT 1728

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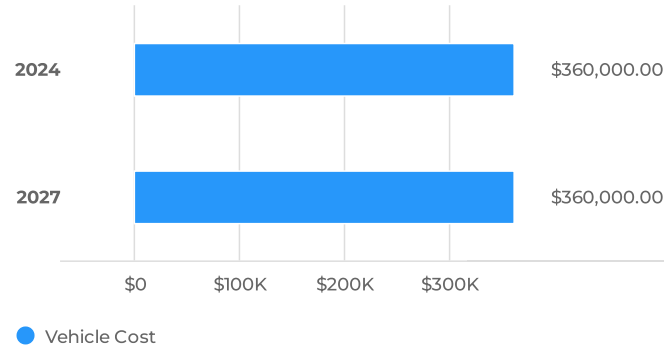
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

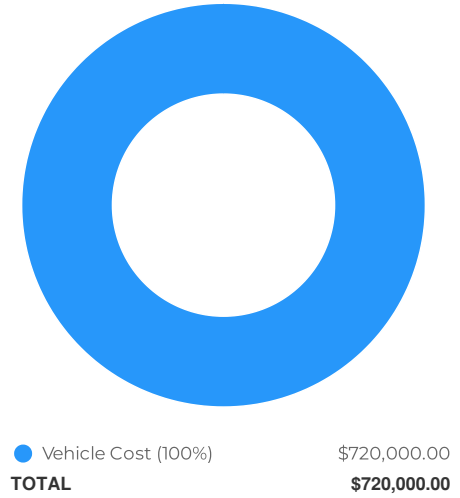
## Capital Cost

FY2024 Budget **\$360,000**      Total Budget (all years) **\$720K**      Project Total **\$720K**

Capital Cost by Year



Capital Cost for Budgeted Years



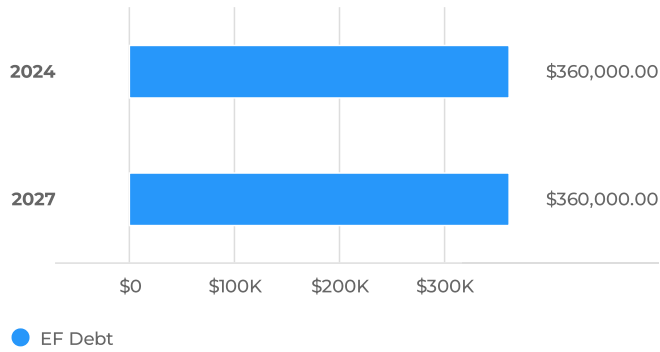
Capital Cost Breakdown			
Capital Cost	FY2024	FY2027	Total
Vehicle Cost	\$360,000	\$360,000	\$720,000
<b>Total</b>	<b>\$360,000</b>	<b>\$360,000</b>	<b>\$720,000</b>



## Funding Sources

FY2024 Budget **\$360,000**      Total Budget (all years) **\$720K**      Project Total **\$720K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2027	Total
EF Debt	\$360,000	\$360,000	\$720,000
<b>Total</b>	<b>\$360,000</b>	<b>\$360,000</b>	<b>\$720,000</b>



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# EDUCATION REQUESTS

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# Replacement of Bus Fleet

## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Education
Type	Capital Equipment
Project Number	2023-544

## Description

Replacement of Bus Fleet

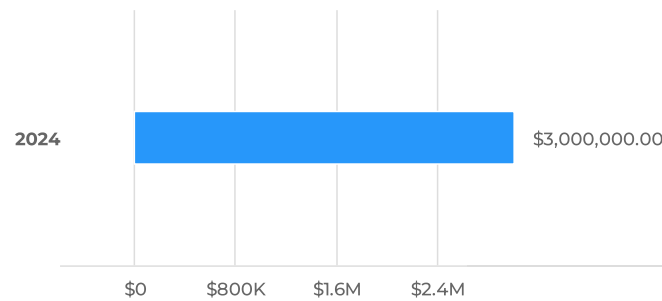
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New
Useful Life	U

## Capital Cost

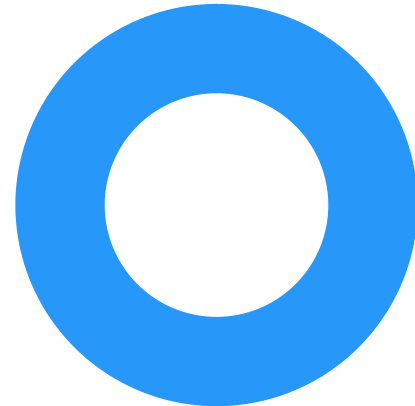
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$3,000,000</b>	<b>\$3M</b>	<b>\$3M</b>

Capital Cost by Year



● Vehicle Cost

Capital Cost for Budgeted Years



● Vehicle Cost (100%) \$3,000,000.00  
**TOTAL \$3,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Vehicle Cost	\$3,000,000	\$3,000,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>



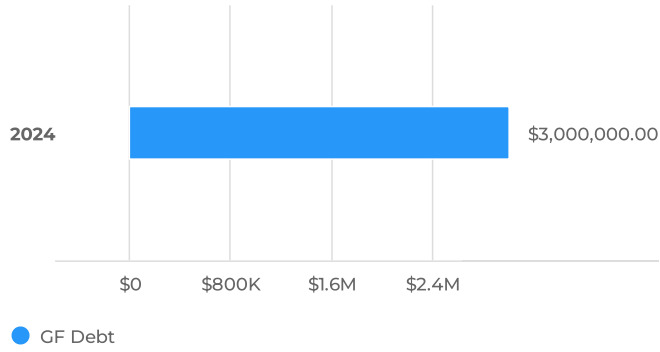
## Funding Sources

FY2024 Budget  
**\$3,000,000**

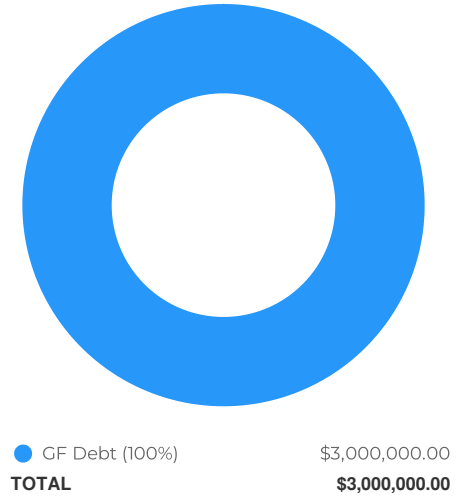
Total Budget (all years)  
**\$3M**

Project Total  
**\$3M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$3,000,000	\$3,000,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$3,000,000</b>



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# **FIRE - UNIFORMED REQUESTS**

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# Pumper/ Fire Engine

## Overview

Request Owner	Tom Sammons, Fire Chief
Department	Fire - Uniformed
Type	Capital Equipment

## Description

Following the vehicle replacement plan. Replace the 2005 Sparten pumper/engine.

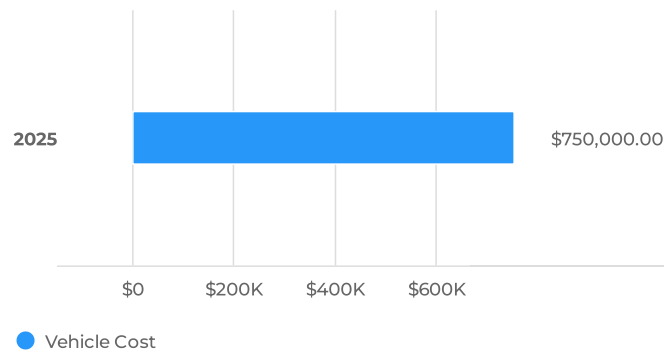
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

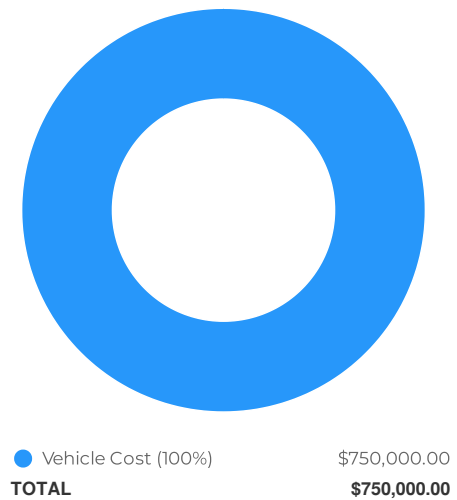
## Capital Cost

Total Budget (all years)	Project Total
<b>\$750K</b>	<b>\$750K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$750,000	\$750,000
<b>Total</b>	<b>\$750,000</b>	<b>\$750,000</b>

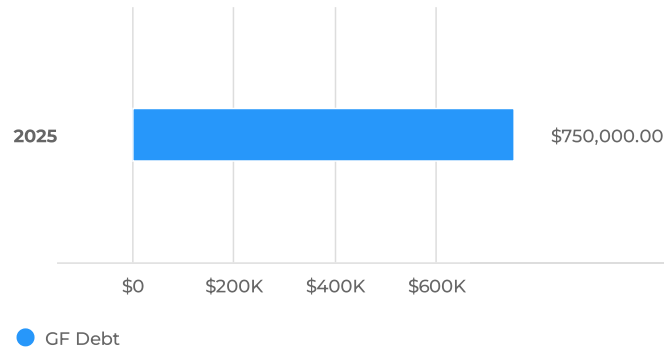


## Funding Sources

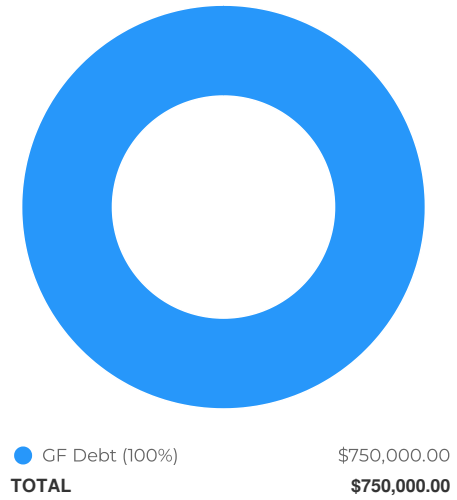
Total Budget (all years)  
**\$750K**

Project Total  
**\$750K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$750,000	\$750,000
<b>Total</b>	<b>\$750,000</b>	<b>\$750,000</b>



# Replace 8 Self-Contained Breathing Apparatus (SCBA) units

## Overview

Request Owner	Tom Sammons, Fire Chief
Department	Fire - Uniformed
Request Groups	Choice 1
Type	Capital Equipment
Project Number	2023-539

## Description

Replace 8 Self-Contained Breathing Apparatus (SCBA) units

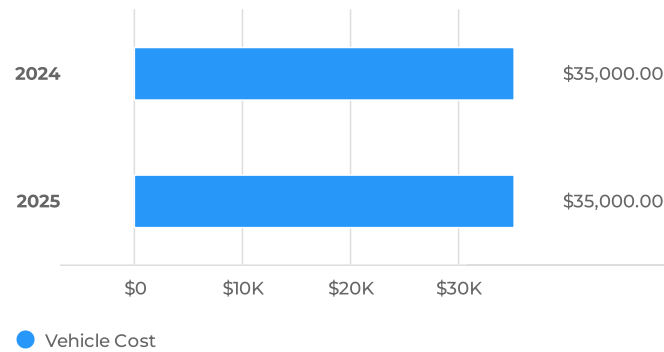
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

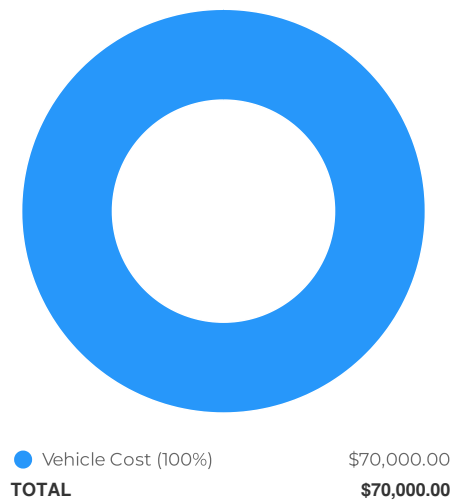
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$35,000</b>	<b>\$70K</b>	<b>\$70K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Vehicle Cost	\$35,000	\$35,000	\$70,000
<b>Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$70,000</b>



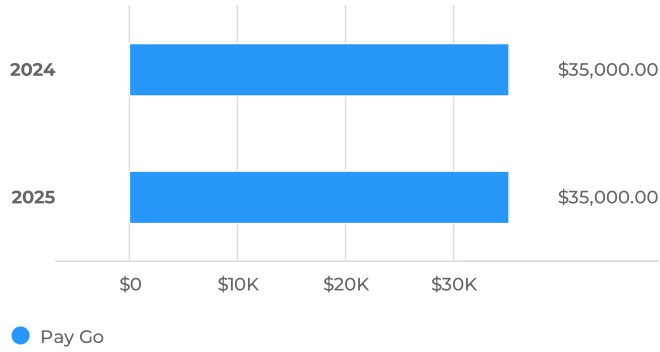
## Funding Sources

FY2024 Budget  
**\$35,000**

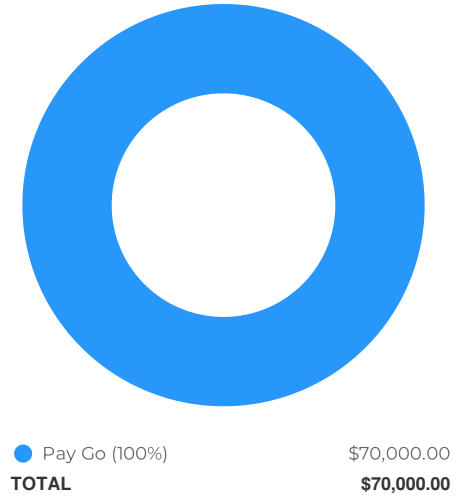
Total Budget (all years)  
**\$70K**

Project Total  
**\$70K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Pay Go	\$35,000	\$35,000	\$70,000
<b>Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$70,000</b>

# RESCUE BOAT

## Overview

Request Owner	Tom Sammons, Fire Chief
Department	Fire - Uniformed
Request Groups	Choice 1
Type	Capital Equipment
Project Number	01

## Description

RESCUE BOAT W/TRAILER

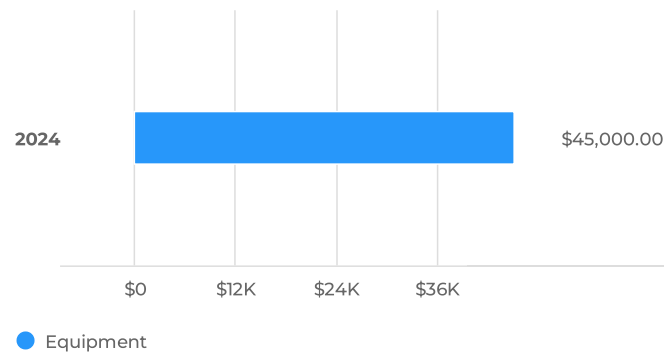
## Details

New Purchase or Replacement New

## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$45,000</b>	<b>\$45K</b>	<b>\$45K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2024	Total
Equipment	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>



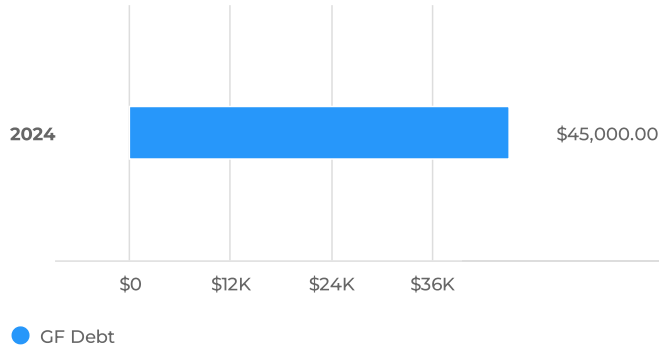
## Funding Sources

FY2024 Budget  
**\$45,000**

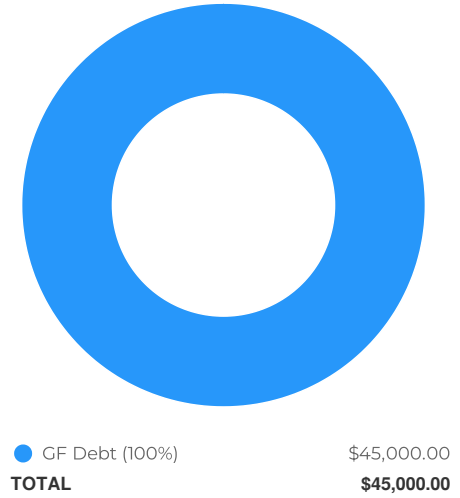
Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>



# Turnout Gear Replacement Program

## Overview

Request Owner	Tom Sammons, Fire Chief
Department	Fire - Uniformed
Type	Capital Equipment
Project Number	FD03

## Description

On going replacement of outdated, noncompliant turnout gear.

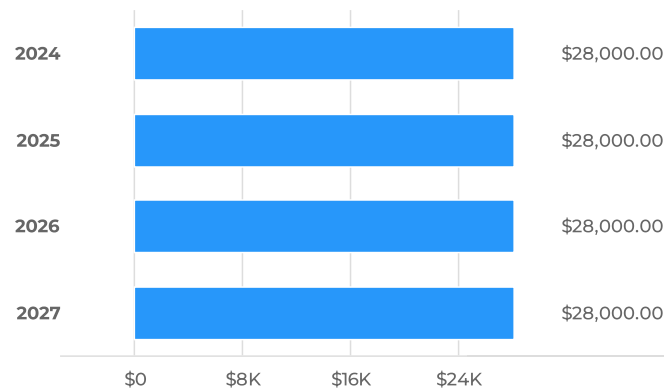
## Details

New Purchase or Replacement                      Replacement

## Capital Cost

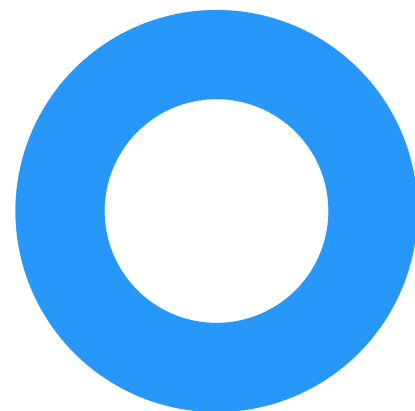
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$28,000</b>	<b>\$112K</b>	<b>\$112K</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%)                      \$112,000.00  
**TOTAL**                                      **\$112,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Equipment	\$28,000	\$28,000	\$28,000	\$28,000	\$112,000
<b>Total</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$112,000</b>



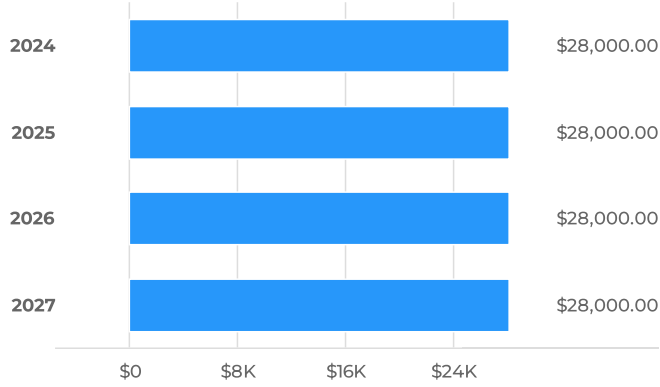
## Funding Sources

FY2024 Budget  
**\$28,000**

Total Budget (all years)  
**\$112K**

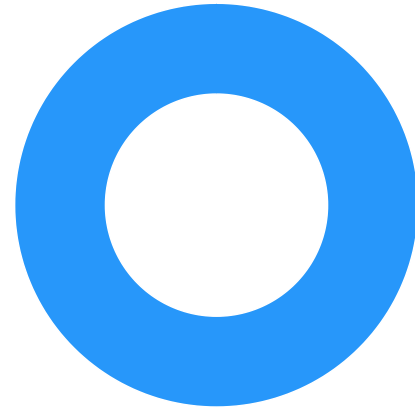
Project Total  
**\$112K**

Funding Sources by Year



● Pay Go

Funding Sources for Budgeted Years



● Pay Go (100%)

\$112,000.00

**TOTAL**

**\$112,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Pay Go	\$28,000	\$28,000	\$28,000	\$28,000	\$112,000
<b>Total</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$112,000</b>





# Upgrade Plymovent to all five fire stations

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	07/01/2023
Est. Completion Date	09/30/2023
Department	Fire - Uniformed
Request Groups	Choice 1
Type	Capital Improvement

## Description

Upgrade existing plymovent system installed in 2006. Several upgrades have been created which is a necessity to be up to code.

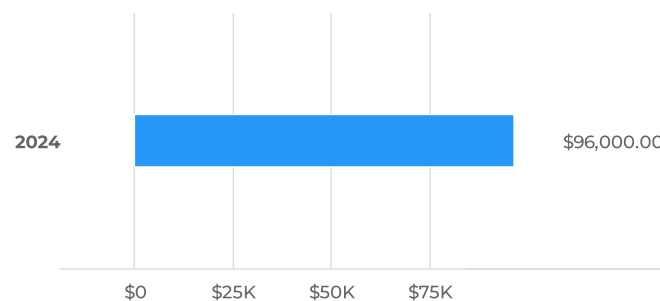
## Details

Type of Project Replacement

## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96K</b>	<b>\$192K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Other	\$96,000	\$96,000	\$192,000
<b>Total</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$192,000</b>



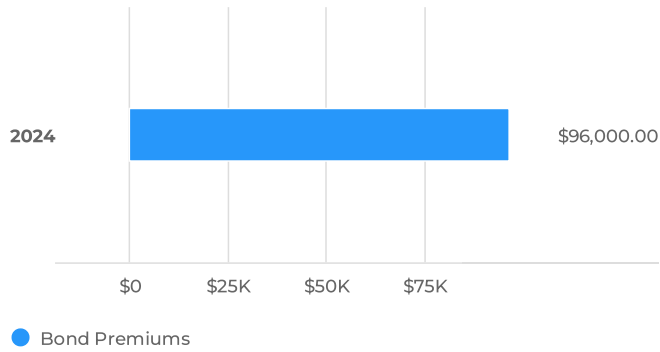
## Funding Sources

FY2024 Budget  
**\$96,000**

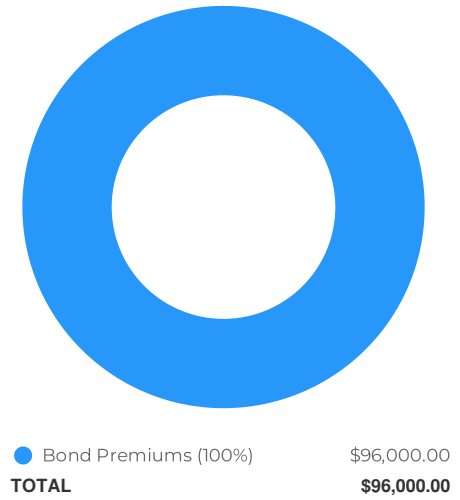
Total Budget (all years)  
**\$96K**

Project Total  
**\$96K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Bond Premiums	\$96,000	\$96,000
<b>Total</b>	<b>\$96,000</b>	<b>\$96,000</b>



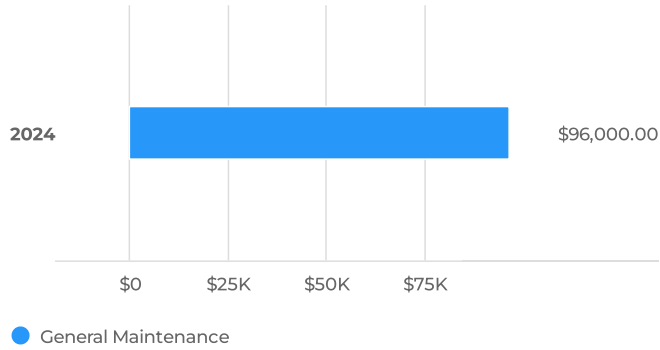
## Operational Costs

FY2024 Budget  
**\$96,000**

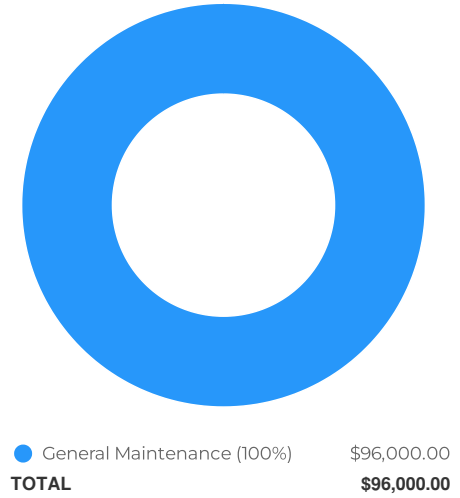
Total Budget (all years)  
**\$96K**

Project Total  
**\$96K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown		
Operational Costs	FY2024	Total
General Maintenance	\$96,000	\$96,000
<b>Total</b>	<b>\$96,000</b>	<b>\$96,000</b>

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# IT REQUESTS

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# City Website Modernization

## Overview

Request Owner	Kevin Zawistowski, IT Director
Department	IT
Type	Capital Equipment
Project Number	2024-03

## Description

Modernize the City website including ADA compliance, branding, domain migration (.gov), and bringing all City-owned websites under the same umbrella.

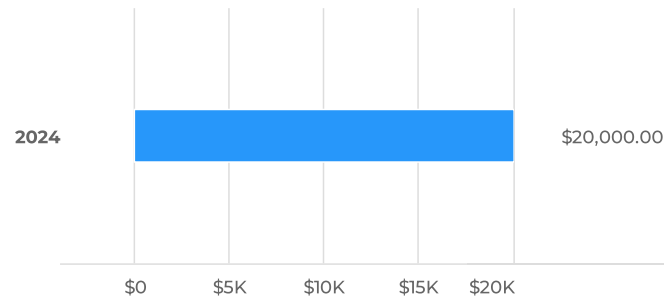
## Details

New Purchase or Replacement                      Upgrade

## Capital Cost

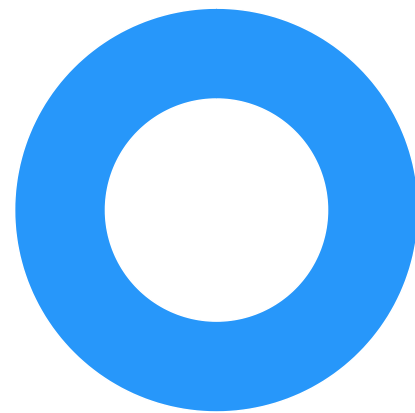
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$20,000</b>	<b>\$20K</b>	<b>\$20K</b>

Capital Cost by Year



● Software

Capital Cost for Budgeted Years



● Software (100%)                      \$20,000.00  
**TOTAL**                                      **\$20,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Software	\$20,000	\$20,000
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>



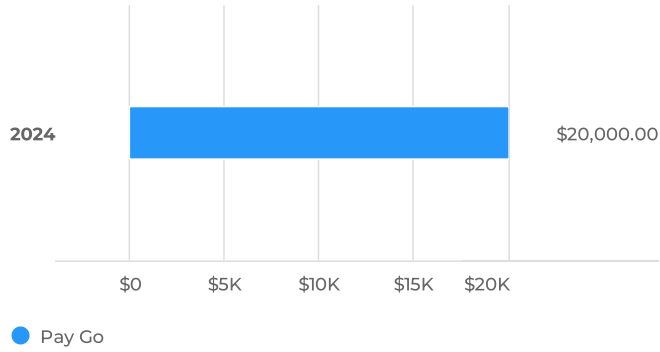
## Funding Sources

FY2024 Budget  
**\$20,000**

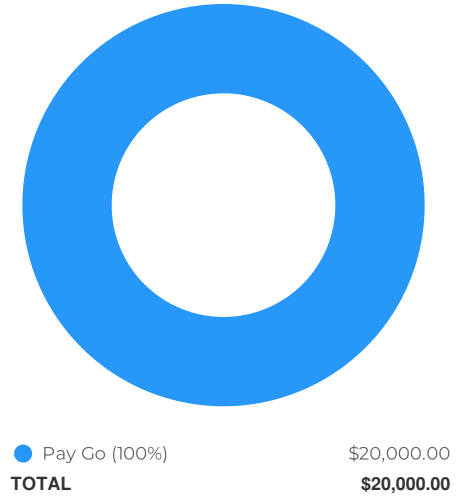
Total Budget (all years)  
**\$20K**

Project Total  
**\$20K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Pay Go	\$20,000	\$20,000
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>



# Desktop PC Refresh

## Overview

Request Owner	Kevin Zawistowski, IT Director
Department	IT
Type	Capital Equipment
Project Number	2024-04

## Description

Regular lifecycle refresh of desktop computers.

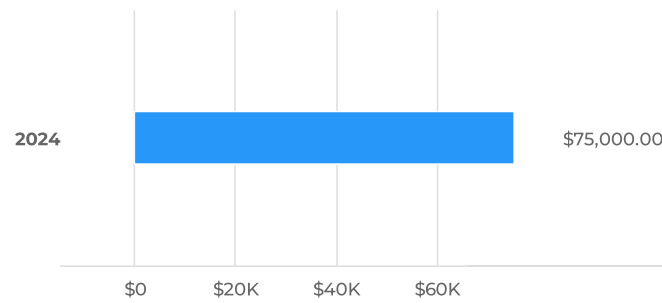
## Details

New Purchase or Replacement                      Replacement

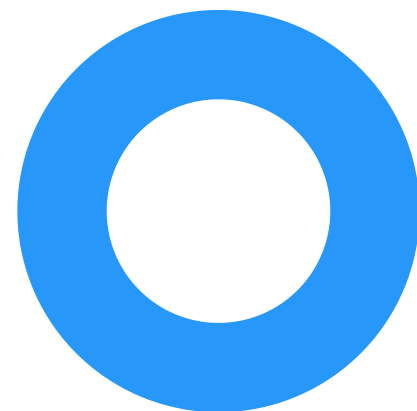
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$75,000</b>	<b>\$75K</b>	<b>\$75K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



● Equipment (100%)                      \$75,000.00  
**TOTAL**    **\$75,000.00**

### Capital Cost Breakdown

Capital Cost	FY2024	Total
Equipment	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>



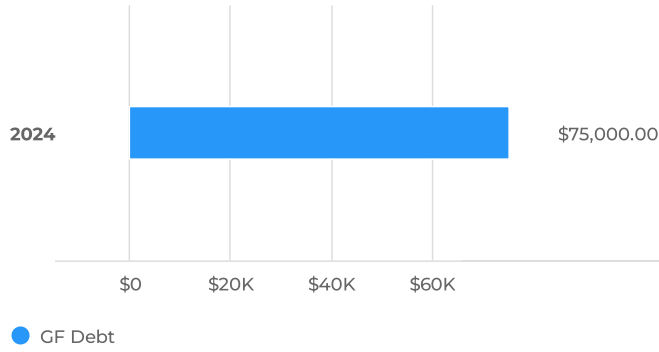
## Funding Sources

FY2024 Budget  
**\$75,000**

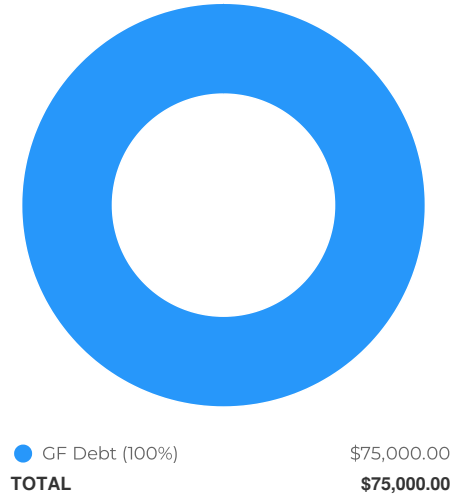
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>





# Laptop Replacement

## Overview

Request Owner	Kevin Zawistowski, IT Director
Department	IT
Type	Capital Equipment
Project Number	2024-05

## Description

Replacement of city laptops to conform with new multi-factor authentication requirements.

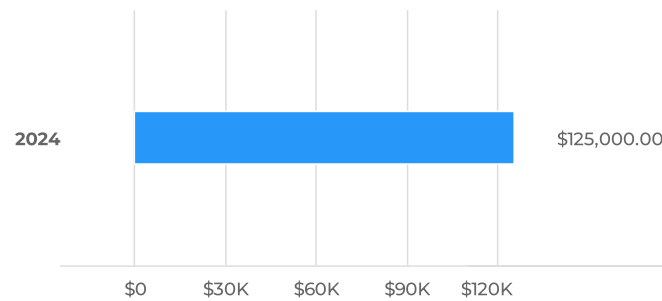
## Details

New Purchase or Replacement                      Replacement

## Capital Cost

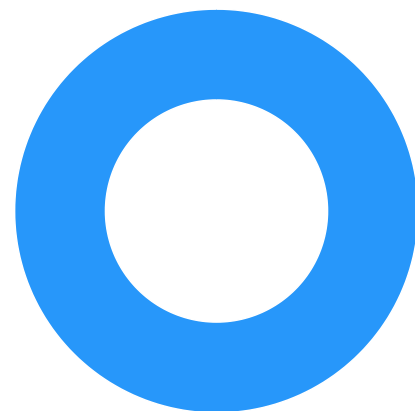
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$125,000</b>	<b>\$125K</b>	<b>\$125K</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%)                      \$125,000.00  
**TOTAL**    **\$125,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Equipment	\$125,000	\$125,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>



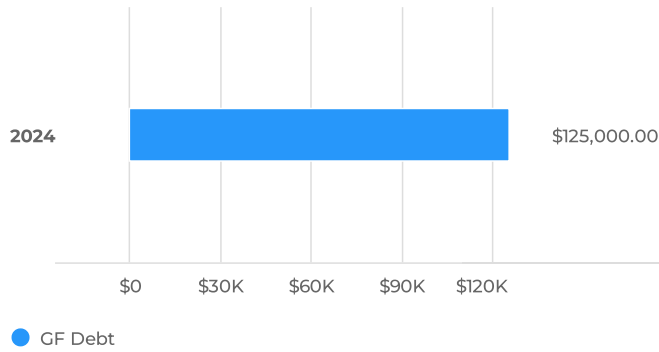
## Funding Sources

FY2024 Budget  
**\$125,000**

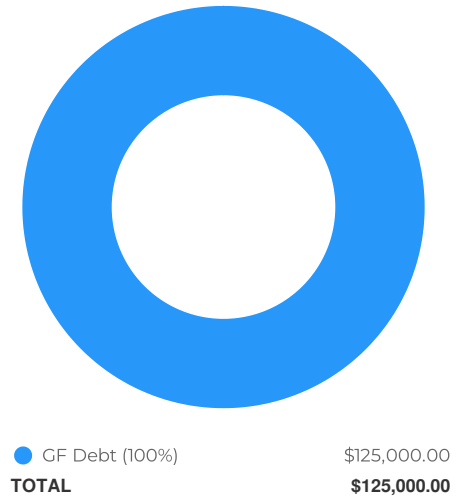
Total Budget (all years)  
**\$125K**

Project Total  
**\$125K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$125,000	\$125,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>



# Munis Migration

## Overview

Request Owner	Kevin Zawistowski, IT Director
Department	IT
Type	Capital Equipment
Project Number	2024-01

## Description

Migration of MUNIS from on-premises to Software as a Service.

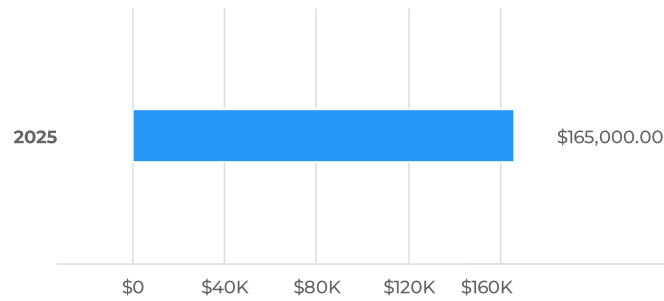
## Details

New Purchase or Replacement                      Upgrade

## Capital Cost

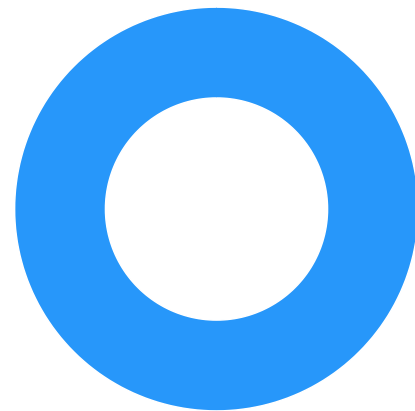
Total Budget (all years)                      Project Total  
**\$165K**    **\$165K**

Capital Cost by Year



● Software

Capital Cost for Budgeted Years



● Software (100%)                      \$165,000.00  
**TOTAL**                                      **\$165,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Software	\$165,000	\$165,000
<b>Total</b>	<b>\$165,000</b>	<b>\$165,000</b>

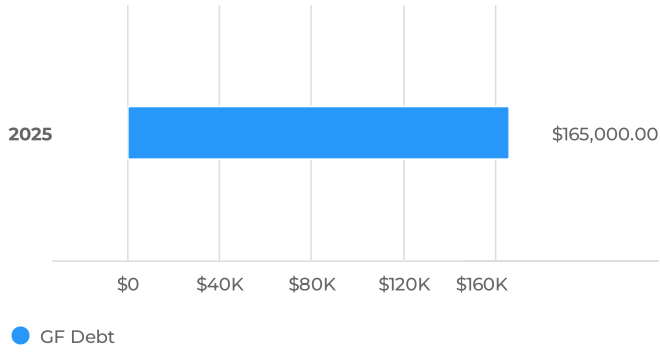


## Funding Sources

Total Budget (all years)  
**\$165K**

Project Total  
**\$165K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$165,000	\$165,000
<b>Total</b>	<b>\$165,000</b>	<b>\$165,000</b>

# Permit Eyes Cloud Migration

## Overview

Request Owner	Kevin Zawistowski, IT Director
Department	IT
Type	Capital Equipment
Project Number	2024-02

## Description

This capital request is for the migration of Permit Eyes 20/20 to the cloud version.

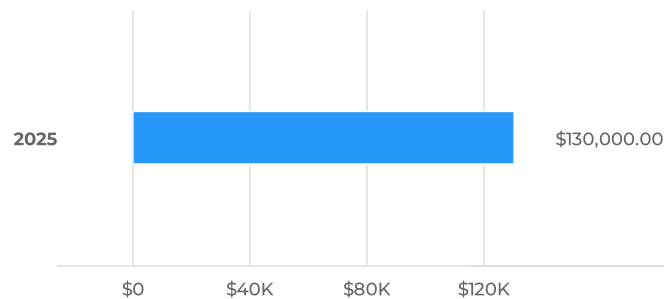
## Details

New Purchase or Replacement                      Upgrade

## Capital Cost

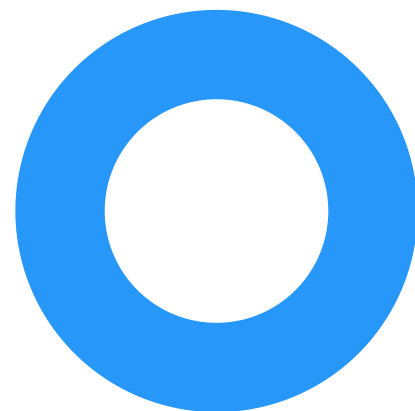
Total Budget (all years)	Project Total
<b>\$130K</b>	<b>\$130K</b>

Capital Cost by Year



● Software

Capital Cost for Budgeted Years



● Software (100%)	\$130,000.00
<b>TOTAL</b>	<b>\$130,000.00</b>

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Software	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

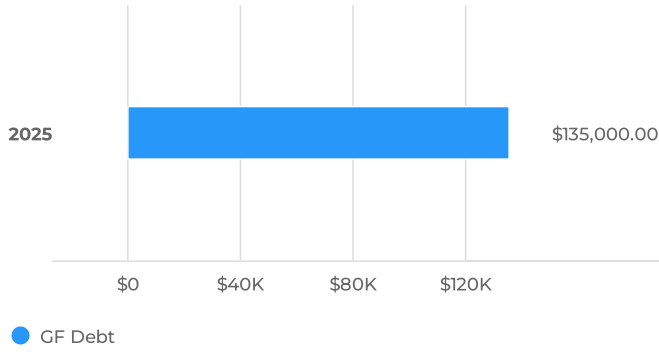


## Funding Sources

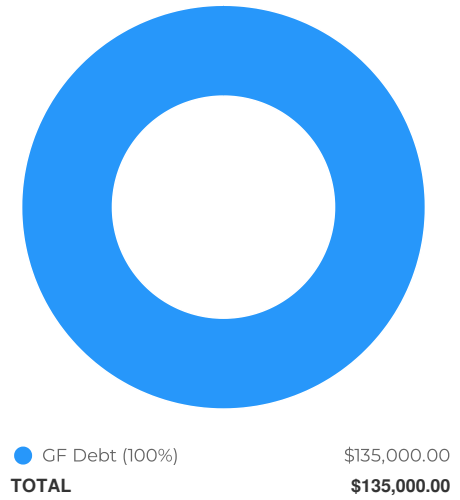
Total Budget (all years)  
**\$135K**

Project Total  
**\$135K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$135,000	\$135,000
<b>Total</b>	<b>\$135,000</b>	<b>\$135,000</b>

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# **MAINTENANCE - CITY REQUESTS**

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# 1 Ton Utility Body Truck

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Maintenance - City
Type	Capital Equipment

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## Description

Purchase 6 current model year 1 Ton Utility Body Trucks with or without plow 1 in FY24 and 1 in each of the following fiscal years. These vehicles are in the 10 year replacement category. The unit being replaced in FY24 is a 2013 Chevrolet Silverado with 75000 miles. The reason for replacement is body rot.

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## Images



UNIT 1238

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## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years



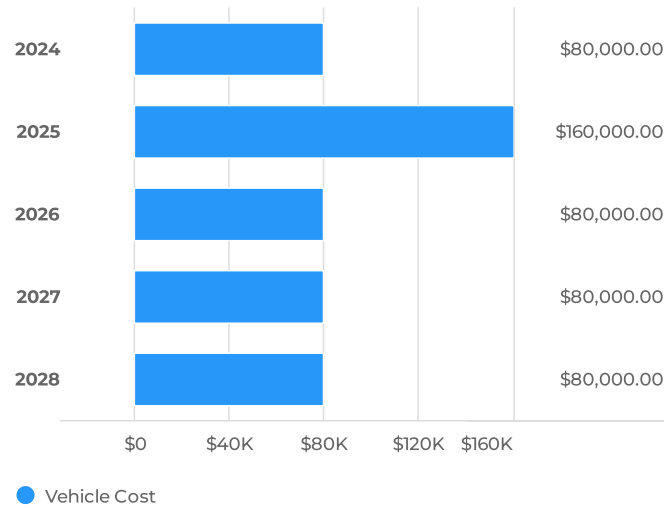
## Capital Cost

FY2024 Budget  
**\$80,000**

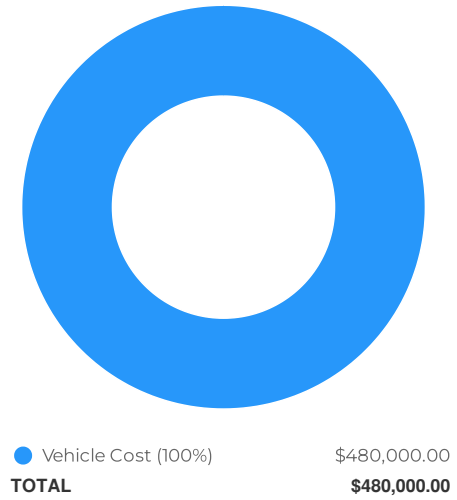
Total Budget (all years)  
**\$480K**

Project Total  
**\$480K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown						
Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Vehicle Cost	\$80,000	\$160,000	\$80,000	\$80,000	\$80,000	\$480,000
<b>Total</b>	<b>\$80,000</b>	<b>\$160,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$480,000</b>

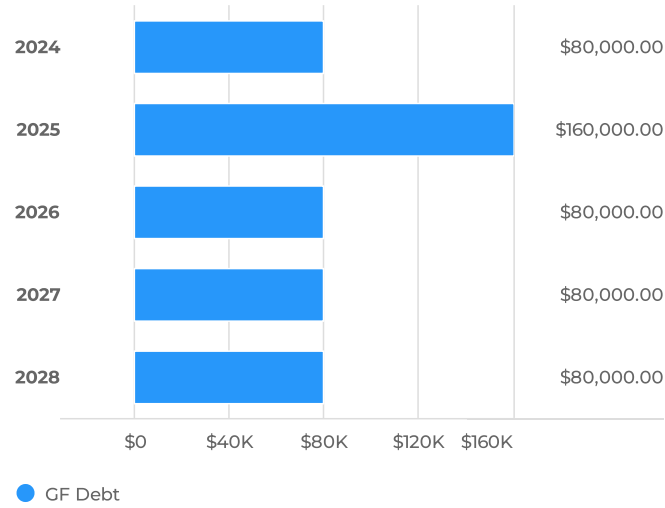
## Funding Sources

FY2024 Budget  
**\$80,000**

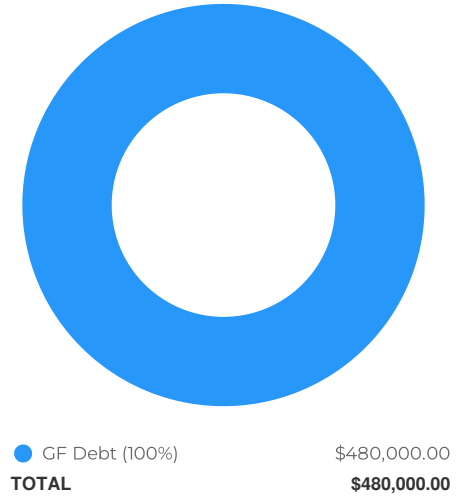
Total Budget (all years)  
**\$480K**

Project Total  
**\$480K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$80,000	\$160,000	\$80,000	\$80,000	\$80,000	\$480,000
<b>Total</b>	<b>\$80,000</b>	<b>\$160,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$480,000</b>



# BMD City - Airport Terminal Renovations

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## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Maintenance - City
Type	Capital Improvement
Project Number	2024-2

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## Description

This project will require the hiring of an architect for design. The main objective of this project is to renovate all of the office area and hallways from the front counter back.

All carpeting and floor tiles have to be removed. (Carpet to be replaced with vinyl flooring)

Abatement of floors and windows.

New flooring to be installed and new windows (6).

The terminal will need an electrical upgrade.

Mini-splits will need to be installed (3) (they have already been purchased)

Conference room needs new countertop and cabinets and should have the table and sink replaced.

Fire Protection Detectors should be installed throughout the building.

The floor tiles in the Maintenance Shop back office should be replaced and abated if needed.

The gutter needs to be replaced.

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## Details

Type of Project	Replacement
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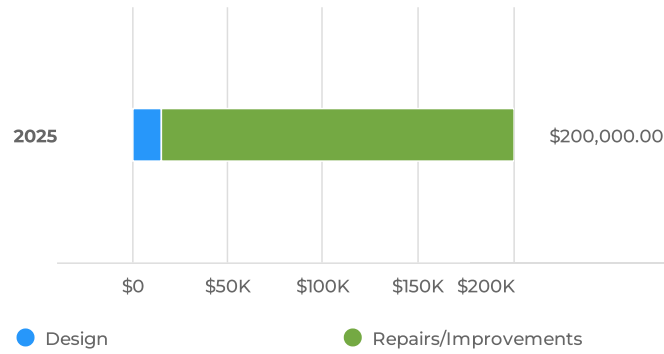


## Capital Cost

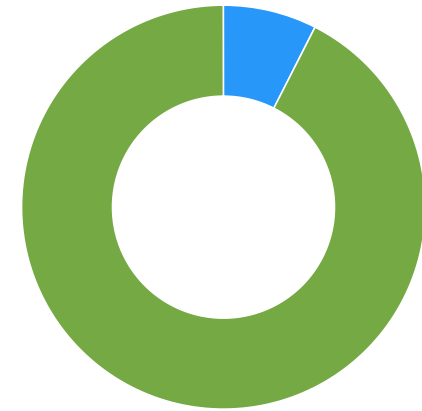
Total Budget (all years)  
**\$200K**

Project Total  
**\$200K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Design (8%)	\$15,000.00
● Repairs/Improvements (93%)	\$185,000.00
<b>TOTAL</b>	<b>\$200,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025	Total
Design	\$15,000	\$15,000
Repairs/Improvements	\$185,000	\$185,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>

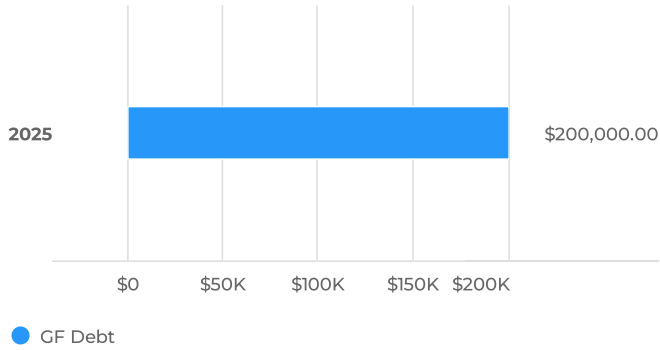


## Funding Sources

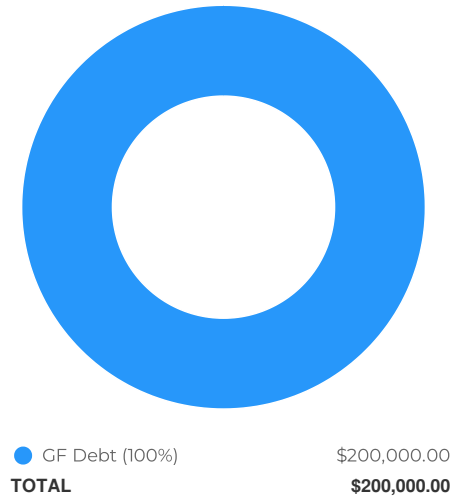
Total Budget (all years)  
**\$200K**

Project Total  
**\$200K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$200,000	\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$200,000</b>

# BMD City - Carpet Replacement Assessor's Office

## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Maintenance - City
Type	Capital Improvement
Project Number	2024-1

## Description

Replace carpet in the entryway to the Assessor's Office at City Hall. This will include abatement of the floor before installing new floor.

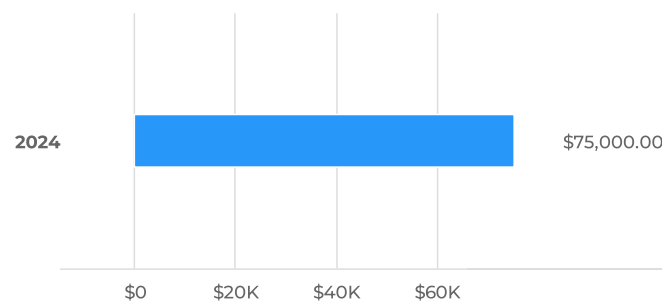
## Details

Type of Project Replacement

## Capital Cost

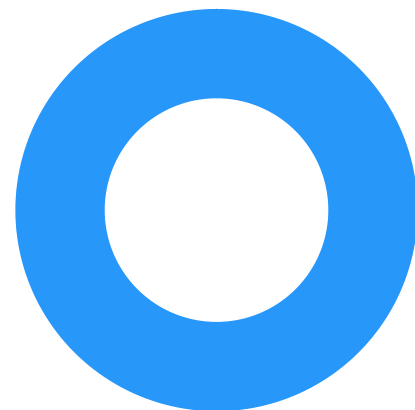
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$75,000</b>	<b>\$75K</b>	<b>\$75K</b>

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$75,000.00  
**TOTAL \$75,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Repairs/Improvements	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>



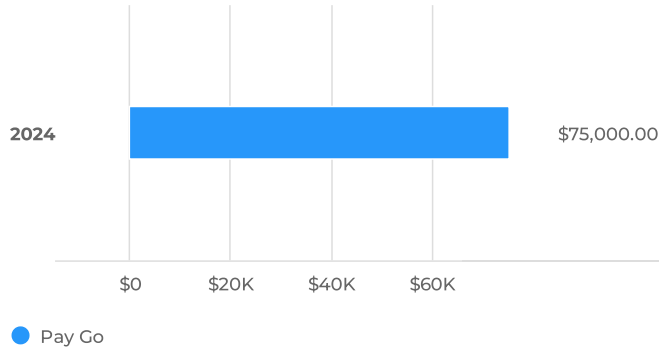
## Funding Sources

FY2024 Budget  
**\$75,000**

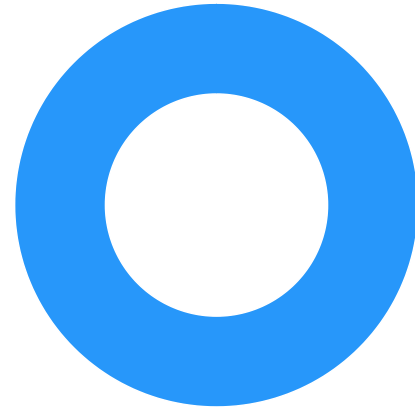
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Funding Sources by Year



Funding Sources for Budgeted Years



● Pay Go (100%) \$75,000.00  
**TOTAL \$75,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	Total
Pay Go	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>



# BMD City - Demolition of Old Bathroom at Clapp Park

---

## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Maintenance - City
Type	Capital Improvement
Project Number	2024-3

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## Description

The old bathroom building at the back corner of the newly renovated Clapp Park should be removed from the property.

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## Details

Type of Project	Other
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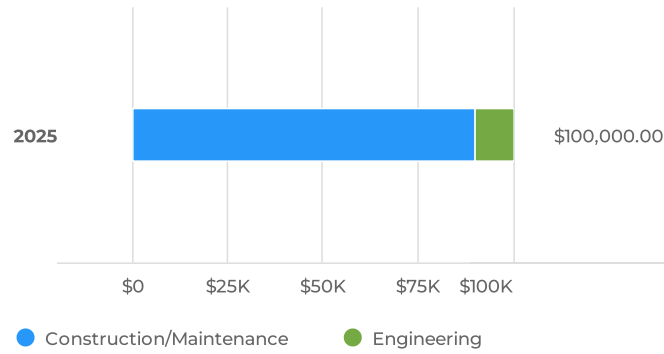


## Capital Cost

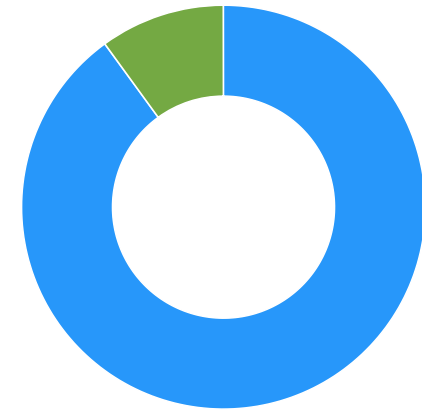
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction/Maintenance (90%)	\$90,000.00
● Engineering (10%)	\$10,000.00
<b>TOTAL</b>	<b>\$100,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025	Total
Engineering	\$10,000	\$10,000
Construction/Maintenance	\$90,000	\$90,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

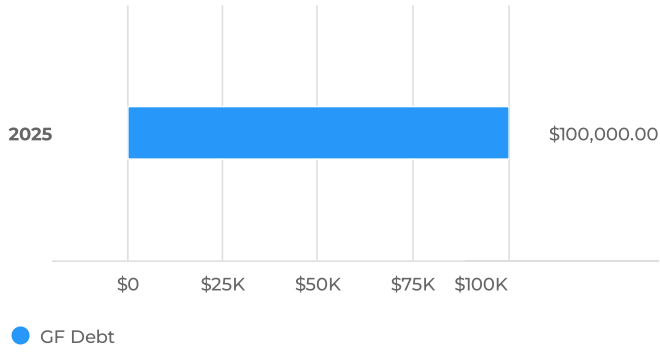


## Funding Sources

Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>



# BMD City - Wahconah Park Renovations

## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	04/01/2025
Department	Maintenance - City
Type	Capital Improvement
Project Number	2024-4

## Description

Skanska has been hired as the Project Management Team. Currently there is a bidding process to hire a design company for the project. This fund request is for the projected cost of renovations, subject to change.

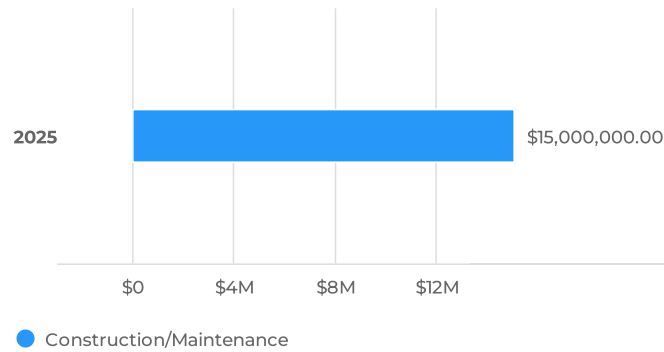
## Details

Type of Project: New Construction

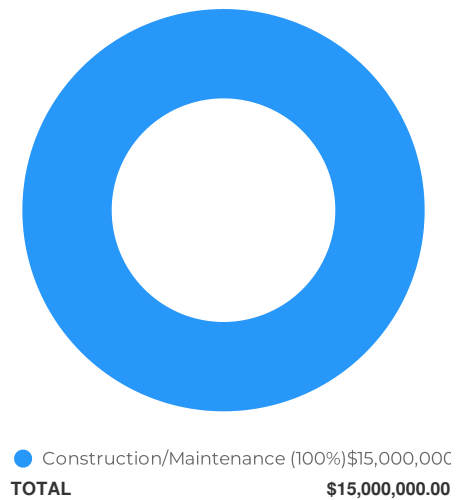
## Capital Cost

Total Budget (all years) **\$15M**  
 Project Total **\$15M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$15,000,000	\$15,000,000
<b>Total</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>

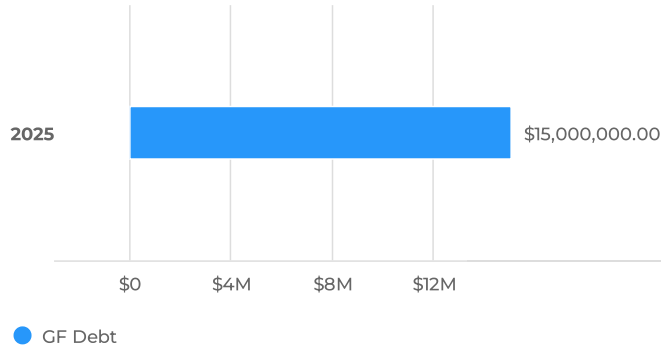


## Funding Sources

Total Budget (all years)  
**\$15M**

Project Total  
**\$15M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$15,000,000	\$15,000,000
<b>Total</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>

# E2 MECHANICS BAY FLOOR

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	08/01/2022
Est. Completion Date	04/28/2023
Department	Maintenance - City
Type	Capital Improvement
Project Number	FD05

## Description

MECHANICS BAY FLOOR IS SLANTED AND IS UNSAFE WHEN HAVE TO PUT TRUCKS ON LIFT NON OSHA COMPLIANT

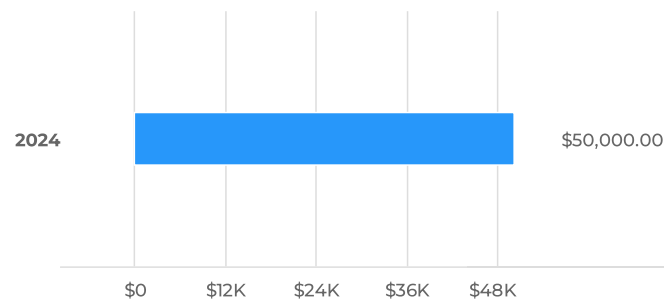
## Details

Type of Project Replacement

## Capital Cost

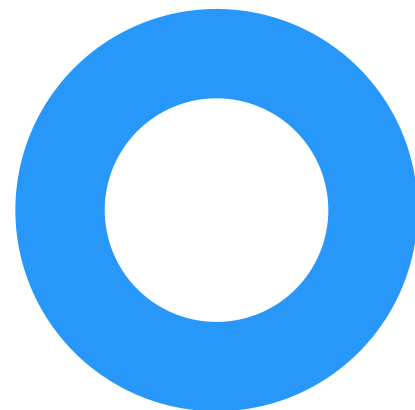
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$50,000</b>	<b>\$50K</b>	<b>\$50K</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$50,000.00  
**TOTAL \$50,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction/Maintenance	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>



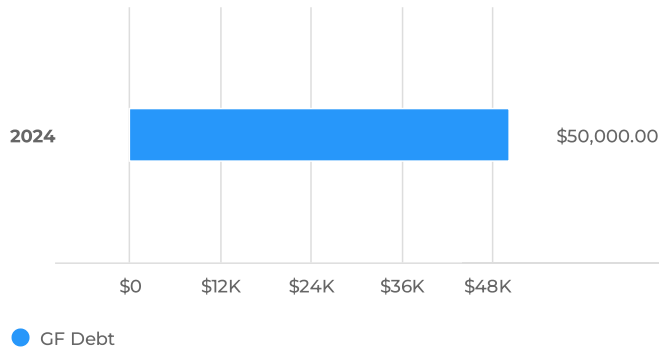
## Funding Sources

FY2024 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>



# generator replacement for three stations

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	07/01/2023
Est. Completion Date	09/30/2023
Department	Maintenance - City
Request Groups	Choice 1
Type	Capital Improvement

## Description

Replace existing generators at three fire stations.

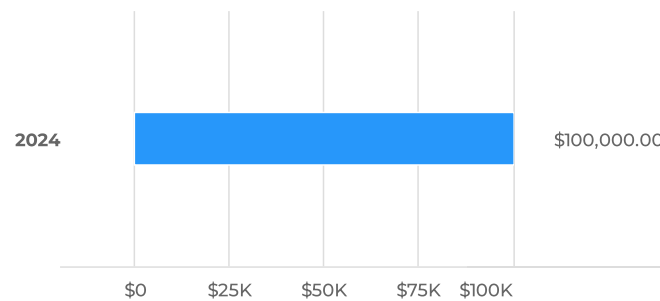
## Details

Type of Project Replacement

## Capital Cost

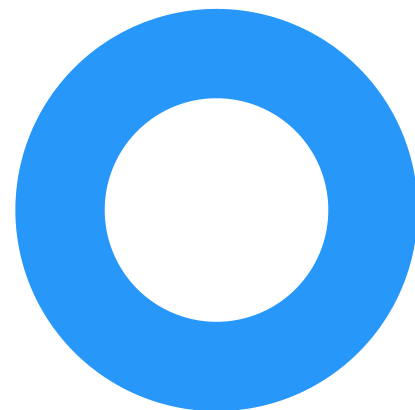
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$100,000</b>	<b>\$100K</b>	<b>\$100K</b>

Capital Cost by Year



● Other

Capital Cost for Budgeted Years



● Other (100%)  
TOTAL

\$100,000.00  
**\$100,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Other	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>



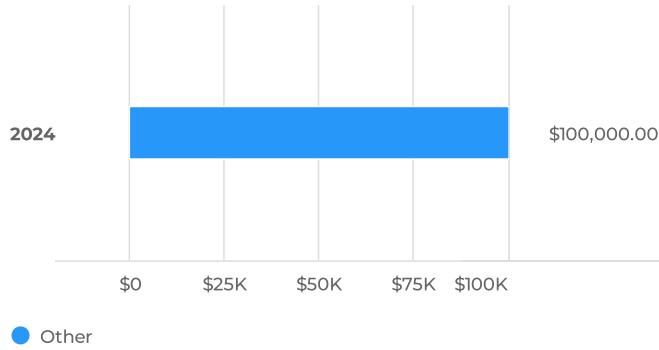
## Funding Sources

FY2024 Budget  
**\$100,000**

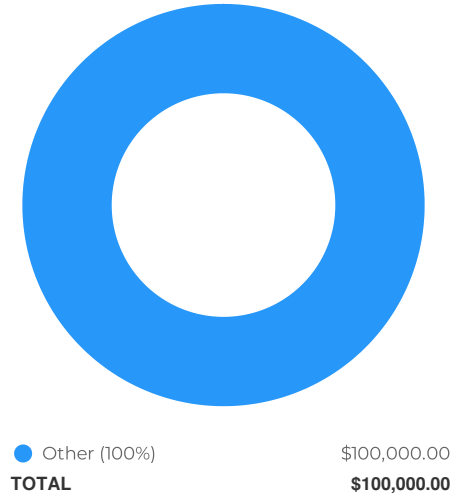
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Other	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>



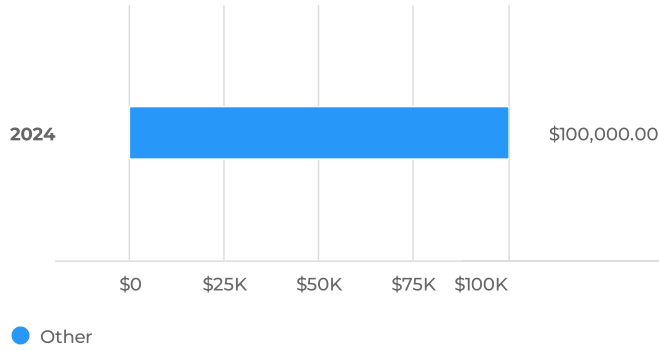
## Operational Costs

FY2024 Budget  
**\$100,000**

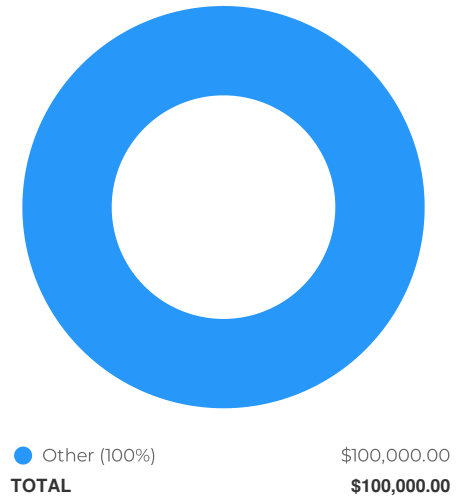
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown		
Operational Costs	FY2024	Total
Other	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

# KITCHEN UPGRADES ALL FIRE STATIONS

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	07/01/2022
Est. Completion Date	04/19/2027
Department	Maintenance - City
Type	Capital Improvement
Project Number	FD06

## Description

COMPLETE KITCHEN UPGRADES TO ALL STATIONS TO INCLUDE FLOORS

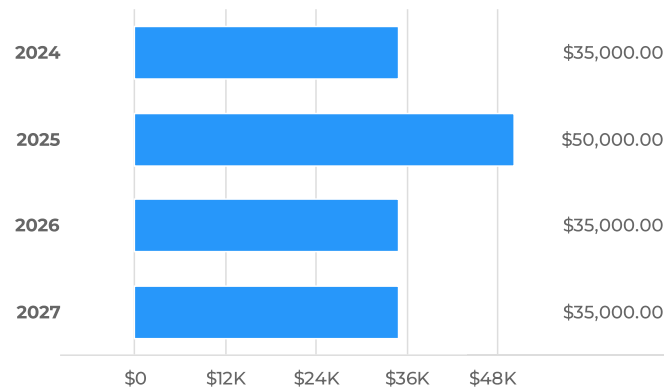
## Details

Type of Project Refurbishment

## Capital Cost

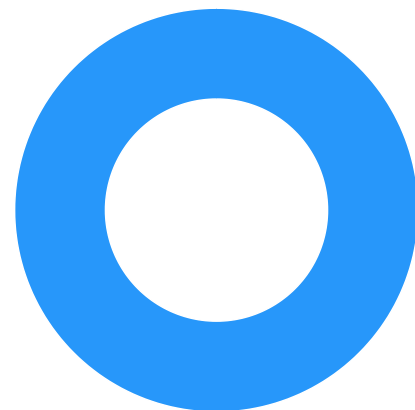
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$35,000</b>	<b>\$155K</b>	<b>\$155K</b>

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$155,000.00  
**TOTAL \$155,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Repairs/Improvements	\$35,000	\$50,000	\$35,000	\$35,000	\$155,000
<b>Total</b>	<b>\$35,000</b>	<b>\$50,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$155,000</b>



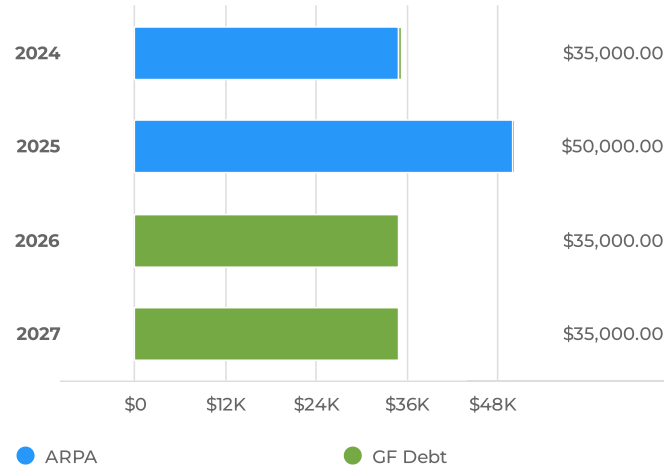
## Funding Sources

FY2024 Budget  
**\$35,000**

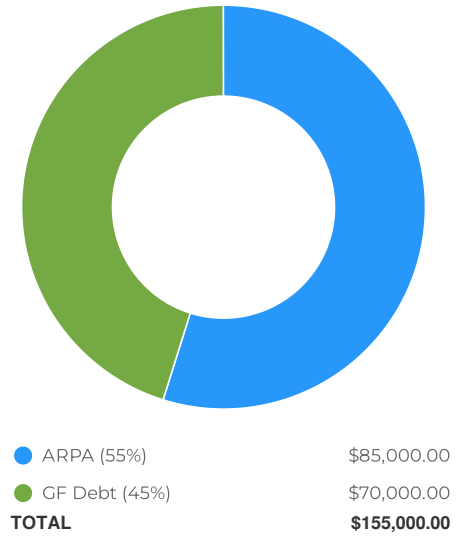
Total Budget (all years)  
**\$155K**

Project Total  
**\$155K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
GF Debt			\$35,000	\$35,000	\$70,000
ARPA	\$35,000	\$50,000			\$85,000
<b>Total</b>	<b>\$35,000</b>	<b>\$50,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$155,000</b>



# One Ton Van

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Maintenance - City
Type	Capital Equipment

---

## Description

Purchase 2 current model year One Ton Vans in FY24. The units being replaced are both Chevrolet's model years 2011 and 2012. These units are in the 10 year replacement category. They are being replaced because of body and undercarriage rot.

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## Images



UNIT 1220



UNIT 1240

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## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

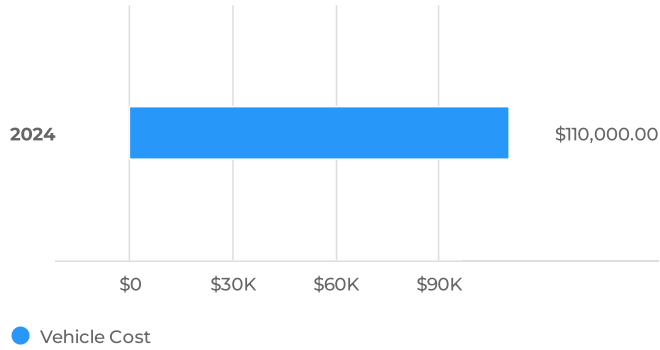
## Capital Cost

FY2024 Budget  
**\$110,000**

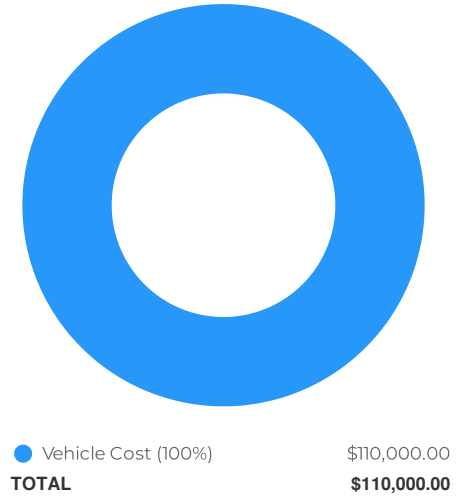
Total Budget (all years)  
**\$110K**

Project Total  
**\$110K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Vehicle Cost	\$110,000	\$110,000
<b>Total</b>	<b>\$110,000</b>	<b>\$110,000</b>

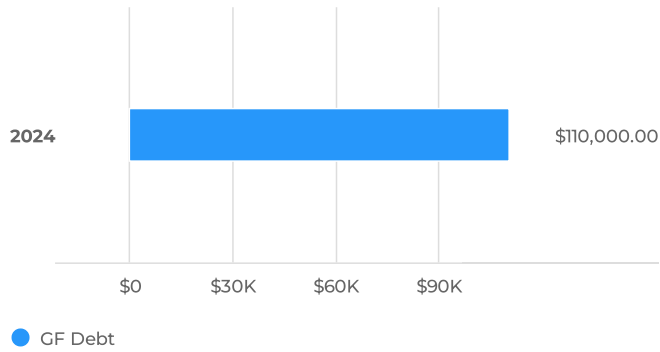
## Funding Sources

FY2024 Budget  
**\$110,000**

Total Budget (all years)  
**\$110K**

Project Total  
**\$110K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$110,000	\$110,000
<b>Total</b>	<b>\$110,000</b>	<b>\$110,000</b>



# Repave front ramp at engine 2

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	07/01/2023
Est. Completion Date	07/15/2023
Department	Maintenance - City
Request Groups	Choice 1
Type	Capital Improvement

## Description

The front ramp at Engine 2, 9 Summerset Ave. needs to have the pavement replaced where the truck pulls out of the station. The truck bounces everytime it pulls out and backs in the station. This wears on the suspension.

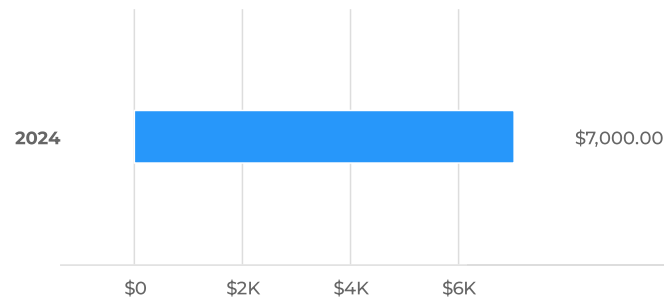
## Details

Type of Project	Replacement
-----------------	-------------

## Capital Cost

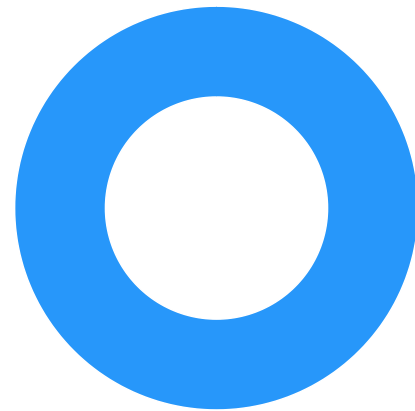
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$7,000</b>	<b>\$7K</b>	<b>\$7K</b>

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$7,000.00  
**TOTAL \$7,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Repairs/Improvements	\$7,000	\$7,000
<b>Total</b>	<b>\$7,000</b>	<b>\$7,000</b>



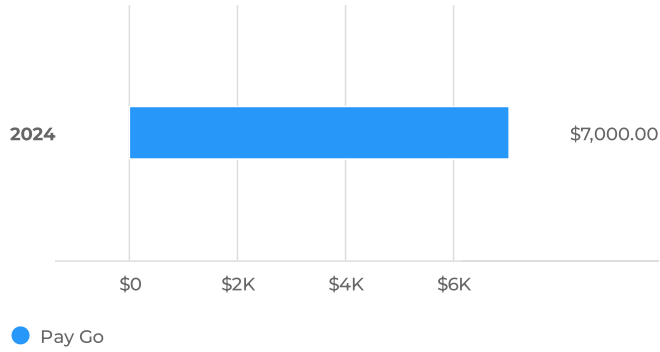
## Funding Sources

FY2024 Budget  
**\$7,000**

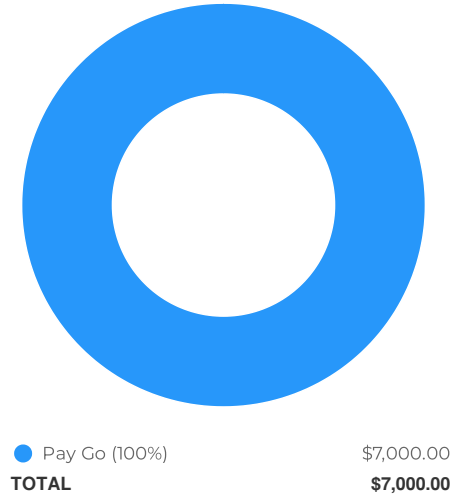
Total Budget (all years)  
**\$7K**

Project Total  
**\$7K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Pay Go	\$7,000	\$7,000
<b>Total</b>	<b>\$7,000</b>	<b>\$7,000</b>





# TRAINING TOWER REPLACEMENT

## Overview

Request Owner	Tom Sammons, Fire Chief
Est. Start Date	07/01/2023
Est. Completion Date	10/31/2023
Department	Maintenance - City
Request Groups	Choice 1
Type	Capital Improvement

## Description

Construction of a new Fire Training Tower

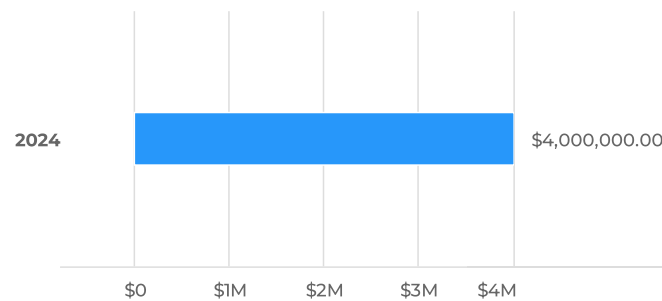
## Details

Type of Project: Other

## Capital Cost

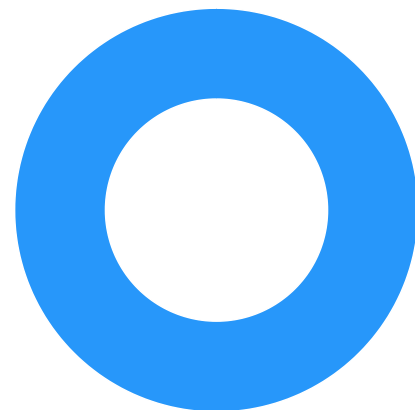
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$4,000,000</b>	<b>\$4M</b>	<b>\$4M</b>

Capital Cost by Year



● Other

Capital Cost for Budgeted Years



● Other (100%) \$4,000,000.00  
**TOTAL \$4,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	Total
Other	\$4,000,000	\$4,000,000
<b>Total</b>	<b>\$4,000,000</b>	<b>\$4,000,000</b>



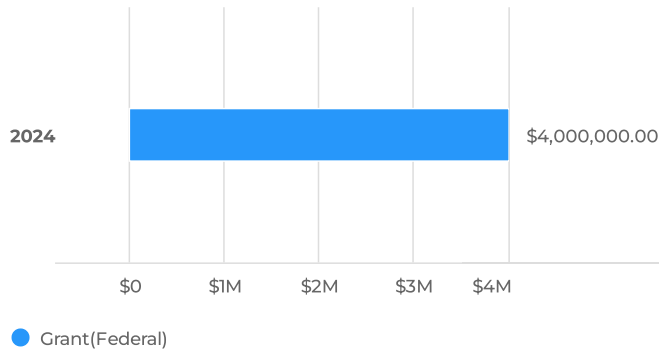
## Funding Sources

FY2024 Budget  
**\$4,000,000**

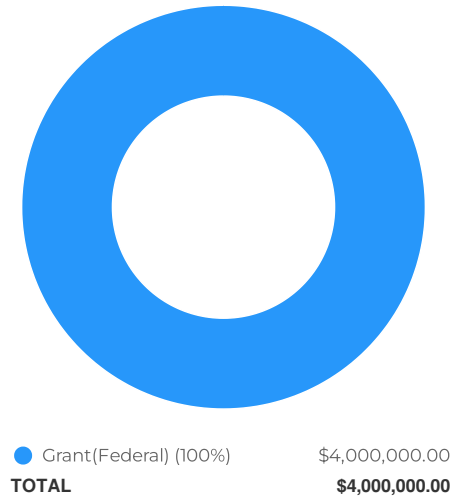
Total Budget (all years)  
**\$4M**

Project Total  
**\$4M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Grant(Federal)	\$4,000,000	\$4,000,000
<b>Total</b>	<b>\$4,000,000</b>	<b>\$4,000,000</b>

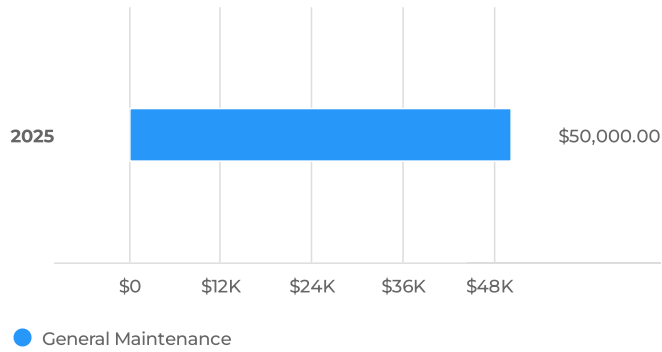


## Operational Costs

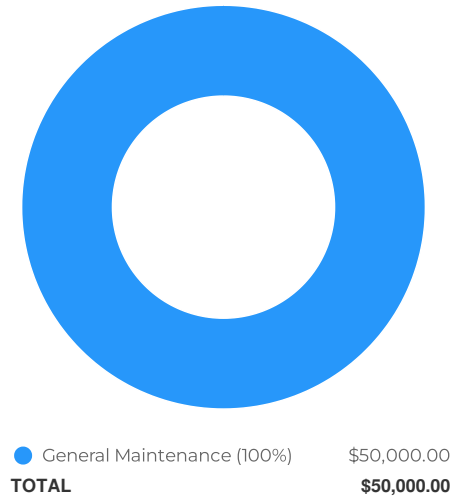
Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown		
Operational Costs	FY2025	Total
General Maintenance	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

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# **MAINTENANCE - SCHOOL REQUESTS**

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# BMD Schools - Boiler Replacement PHS (Critical)

---

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-7

---

## Description

The boilers (3) at PHS are the originals from 1930. We are requesting \$50K for required study to determine how to remove the existing boilers from the basement of the school and where to install the replacements in the first year and then unknown projected funding for the replacement of boilers. This is now in a **CRITICAL MUST HAPPEN STAGE** as the insurance and state have been here to inspect all 3 boilers and are highly concerned. They have mandated that we are not allowed to use boiler #2 and we have locked it out of the system.

---

## Details

Type of Project	Replacement
-----------------	-------------



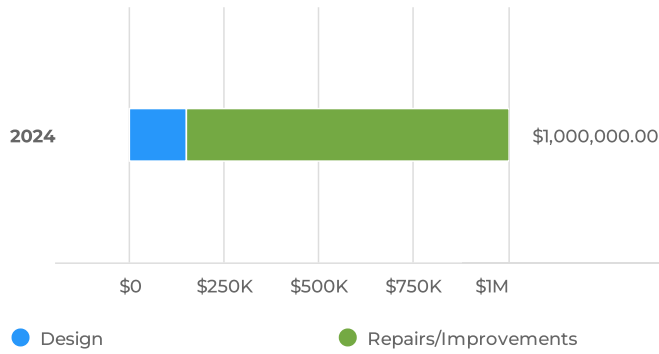
## Capital Cost

FY2024 Budget  
**\$1,000,000**

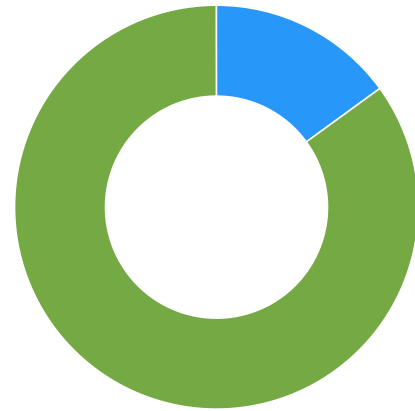
Total Budget (all years)  
**\$1M**

Project Total  
**\$1M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Design (15%)	\$150,000.00
● Repairs/Improvements (85%)	\$850,000.00
<b>TOTAL</b>	<b>\$1,000,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	Total
Design	\$150,000	\$150,000
Repairs/Improvements	\$850,000	\$850,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>



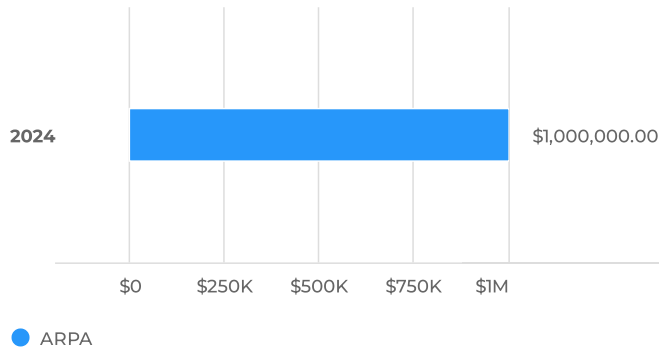
## Funding Sources

FY2024 Budget  
**\$1,000,000**

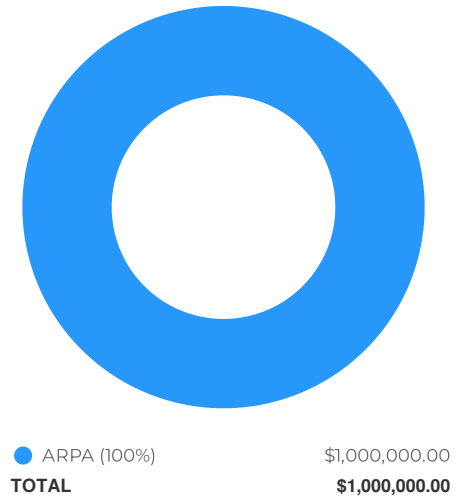
Total Budget (all years)  
**\$1M**

Project Total  
**\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
ARPA	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>



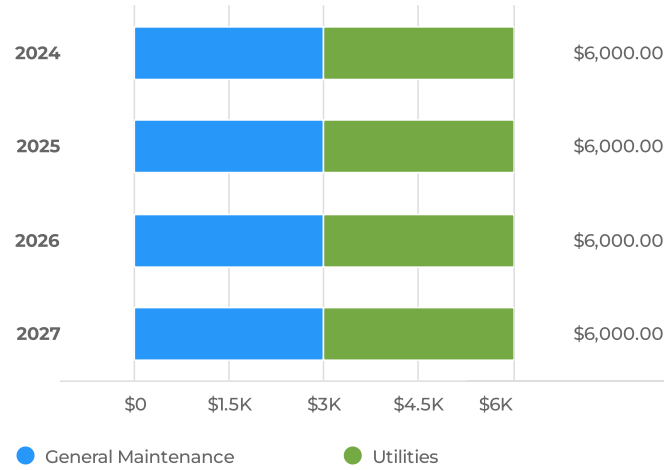
## Operational Costs

FY2024 Budget  
**\$6,000**

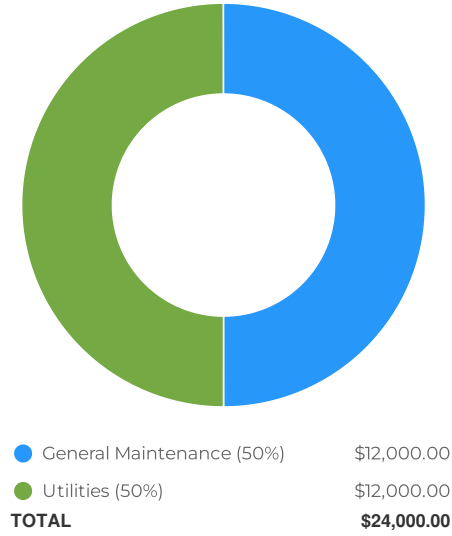
Total Budget (all years)  
**\$24K**

Project Total  
**\$24K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	Total
General Maintenance	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Utilities	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$24,000</b>





# BMD Schools - Boiler Replacements

---

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-6

---

## Description

Replacement of 2 boilers within our schools each year. We have many boilers that are well over 30 years old and require constant attention and repairs and lack efficiency. This request does not include PHS or THS.

FY23 Egremont is out to bid and Conte to follow. Capeless depending on funding left.

FY24 Capeless & Allendale

---

## Details

Type of Project	Replacement
-----------------	-------------



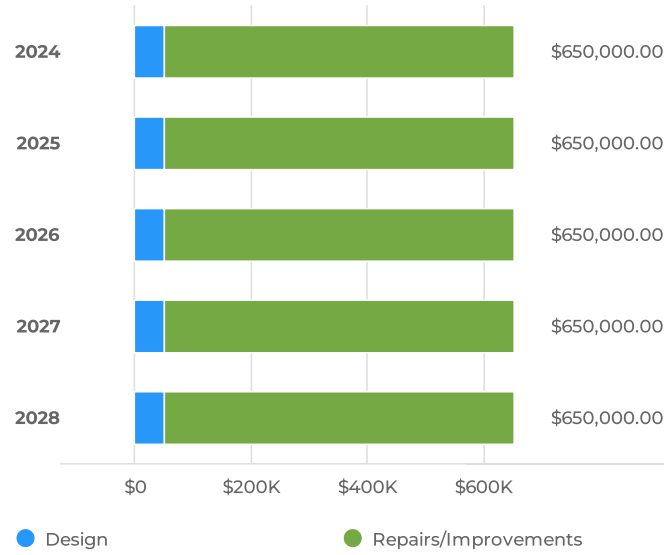
## Capital Cost

FY2024 Budget  
**\$650,000**

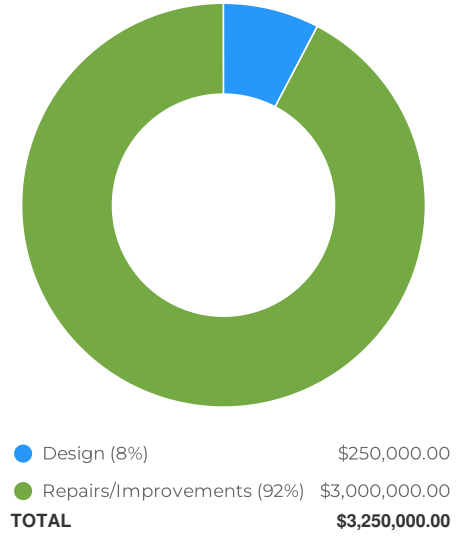
Total Budget (all years)  
**\$3.25M**

Project Total  
**\$3.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Design	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Repairs/Improvements	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
<b>Total</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$3,250,000</b>



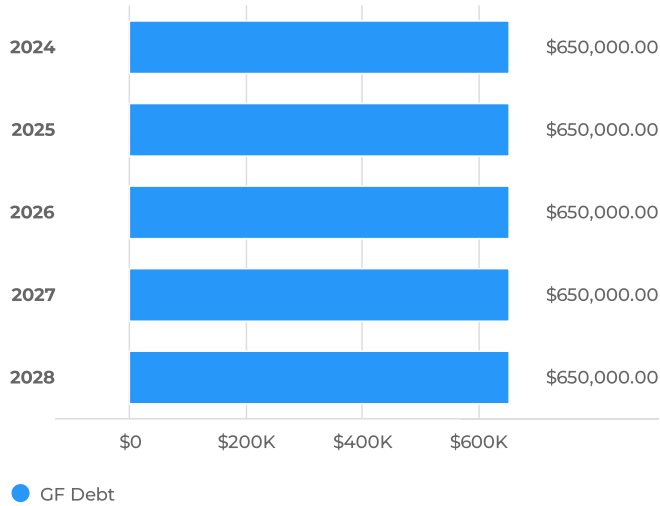
## Funding Sources

FY2024 Budget  
**\$650,000**

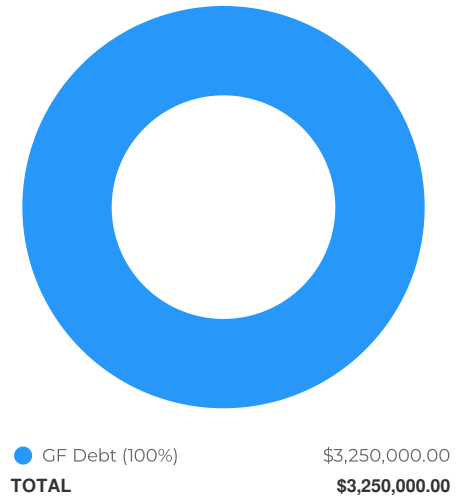
Total Budget (all years)  
**\$3.25M**

Project Total  
**\$3.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,250,000
<b>Total</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$3,250,000</b>



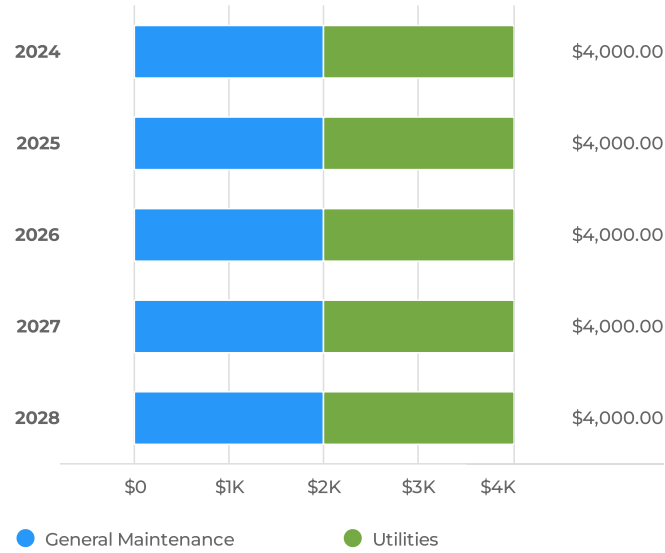
## Operational Costs

FY2024 Budget  
**\$4,000**

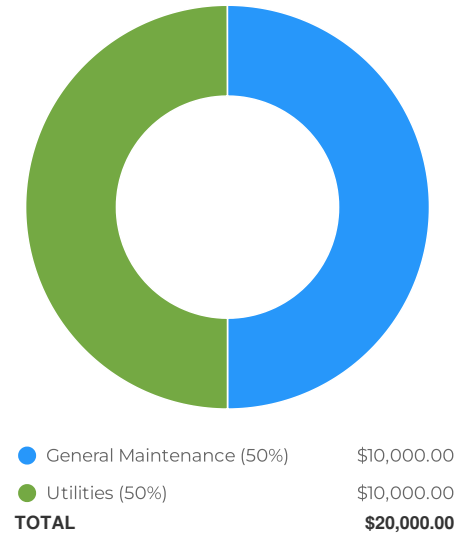
Total Budget (all years)  
**\$20K**

Project Total  
**\$20K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
General Maintenance	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
Utilities	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
<b>Total</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$20,000</b>



# BMD Schools - Dome Renovations (PHS)

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-11

## Description

The dome was repaired and painted 11 years ago and is in need of continued maintenance from the weather and elements.

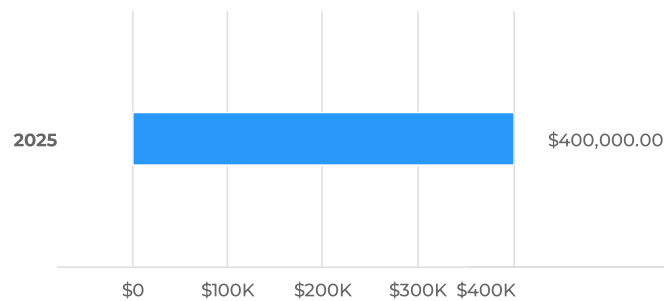
## Details

Type of Project: Refurbishment

## Capital Cost

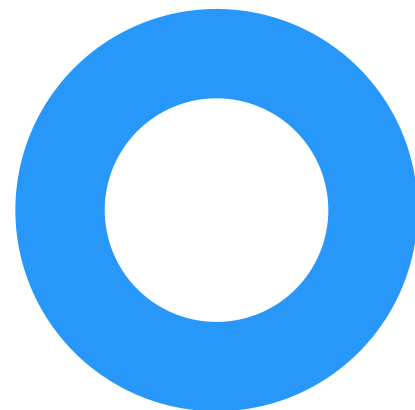
Total Budget (all years)	Project Total
<b>\$400K</b>	<b>\$400K</b>

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$400,000.00  
**TOTAL \$400,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$400,000	\$400,000
<b>Total</b>	<b>\$400,000</b>	<b>\$400,000</b>

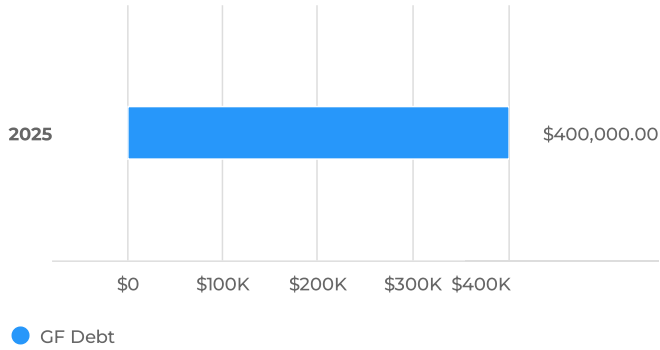


## Funding Sources

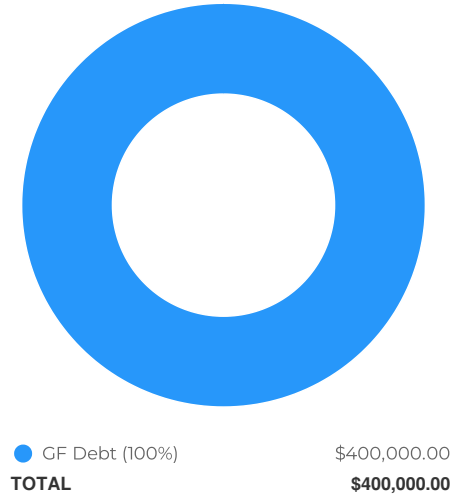
Total Budget (all years)  
**\$400K**

Project Total  
**\$400K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$400,000	\$400,000
<b>Total</b>	<b>\$400,000</b>	<b>\$400,000</b>

# BMD Schools - Doors Upgrade Per Fire Code

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-12

## Description

Per the City's Director of Inspections, all doors in our school buildings need to be evaluated and brought up to fire code

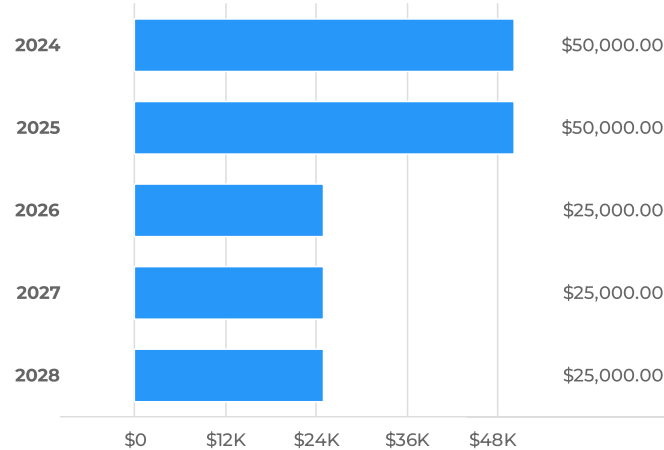
## Details

Type of Project Replacement

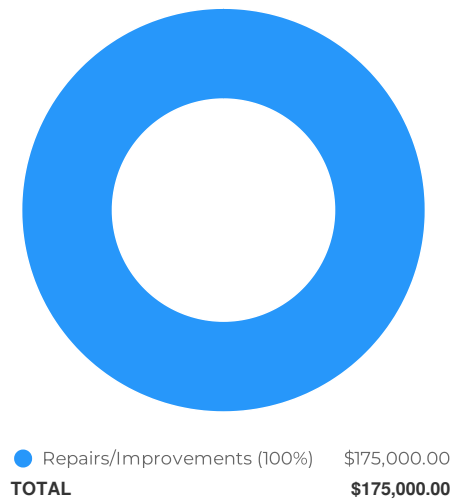
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$50,000</b>	<b>\$175K</b>	<b>\$175K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Repairs/Improvements	\$50,000	\$50,000	\$25,000	\$25,000	\$25,000	\$175,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$175,000</b>



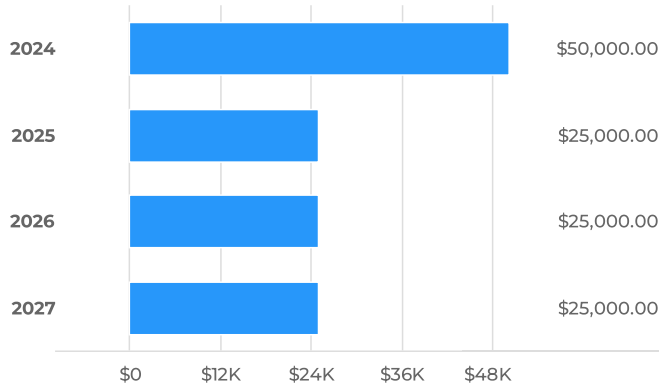
## Funding Sources

FY2024 Budget  
**\$50,000**

Total Budget (all years)  
**\$125K**

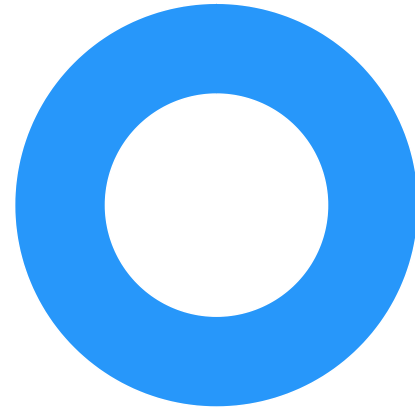
Project Total  
**\$125K**

Funding Sources by Year



● Pay Go

Funding Sources for Budgeted Years



● Pay Go (100%)

\$125,000.00

**TOTAL**

**\$125,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Pay Go	\$50,000	\$25,000	\$25,000	\$25,000	\$125,000
<b>Total</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$125,000</b>





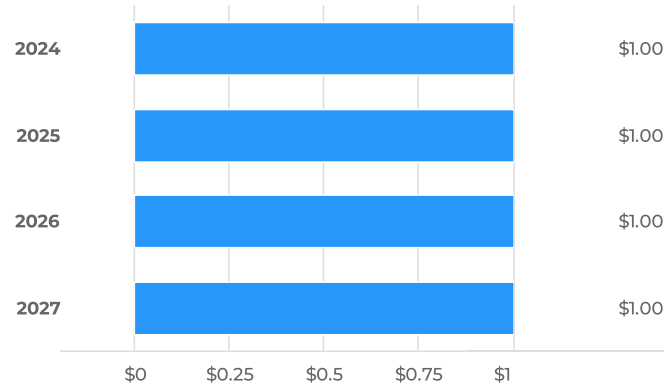
## Operational Costs

FY2024 Budget  
**\$1**

Total Budget (all years)  
**\$4**

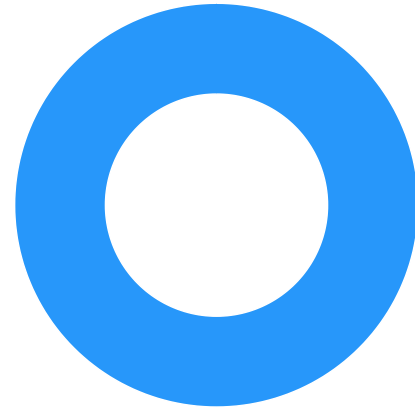
Project Total  
**\$4**

Operational Costs by Year



● General Maintenance

Operational Costs for Budgeted Years



● General Maintenance (100%) \$4.00  
**TOTAL \$4.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	Total
General Maintenance	\$1	\$1	\$1	\$1	\$4
<b>Total</b>	<b>\$1</b>	<b>\$1</b>	<b>\$1</b>	<b>\$1</b>	<b>\$4</b>



# BMD Schools - PHS Oil Tanks Removal

---

## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Maintenance - School
Type	Capital Improvement
Project Number	2024-5

---

## Description

There are 2 underground storage tanks at PHS which are under the courtyard. Estimates are that they contain 2,000 gallons total. We have been reporting this to the State every year per our emissions requirements.

There has been a brief discussion on this and a possibility that after the oil has been removed the tanks themselves might be able to stay providing there has been no corrosion of the tanks or spillage of the oil.

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## Details

Type of Project	Other
-----------------	-------

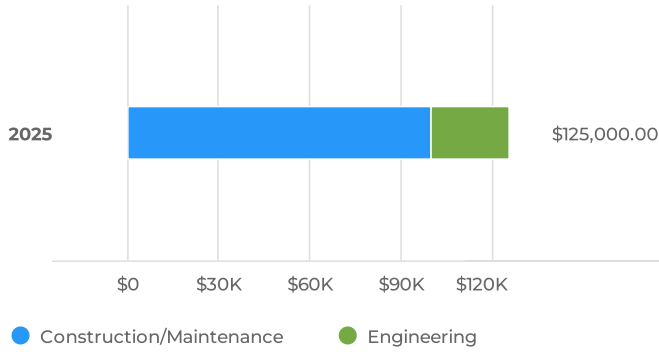


## Capital Cost

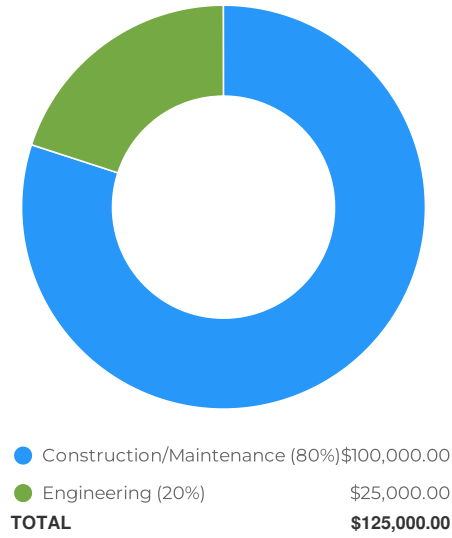
Total Budget (all years)  
**\$125K**

Project Total  
**\$125K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Engineering	\$25,000	\$25,000
Construction/Maintenance	\$100,000	\$100,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>

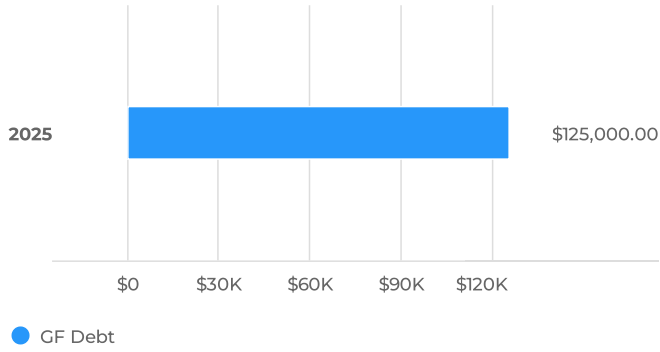


## Funding Sources

Total Budget (all years)  
**\$125K**

Project Total  
**\$125K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$125,000	\$125,000
<b>Total</b>	<b>\$125,000</b>	<b>\$125,000</b>

# BMD Schools - Roof Repairs

---

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-9

---

## Description

We have quite a few schools whose roofing systems are past their life and in critical need of replacing. For FY22 we submitted our 5-year plan to begin the process of repairing/replacing these roofs. In FY22, we were approved \$750K to begin the process. We have completed Capeless school thus far. We are also utilizing previous funding to evaluate and design replacements for Williams and Reid Middle schools. Our plan is to use the remaining funding from the FY22 approval for Williams and move on to Reid next. Therefore, we are submitting a new request for school roof repairs as we determine a more real cost of these replacements. Currently, we are spending \$60-70K a year on constant repairs. After Reid is completed we will move on to Allendale.

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## Details

Type of Project	Replacement
-----------------	-------------

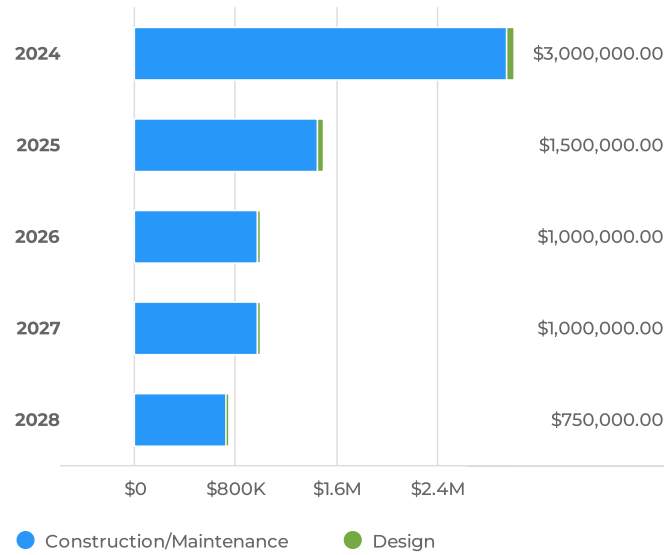
## Capital Cost

FY2024 Budget  
**\$3,000,000**

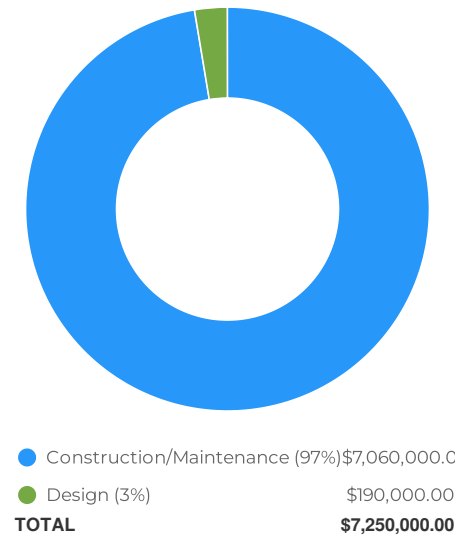
Total Budget (all years)  
**\$7.25M**

Project Total  
**\$7.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown						
Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Design	\$50,000	\$50,000	\$30,000	\$30,000	\$30,000	\$190,000
Construction/Maintenance	\$2,950,000	\$1,450,000	\$970,000	\$970,000	\$720,000	\$7,060,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$1,500,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$750,000</b>	<b>\$7,250,000</b>



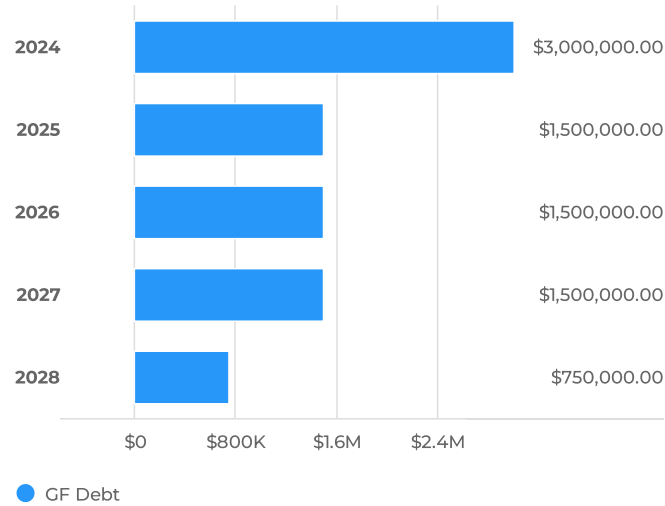
## Funding Sources

FY2024 Budget  
**\$3,000,000**

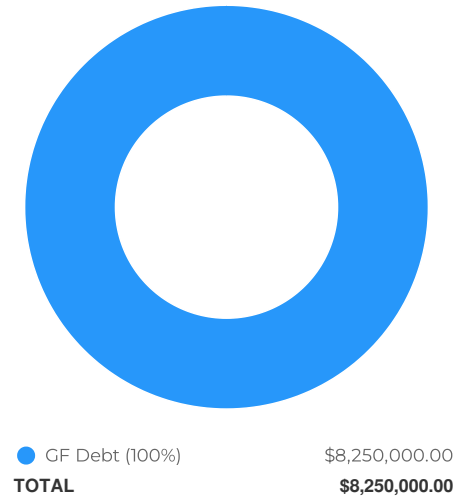
Total Budget (all years)  
**\$8.25M**

Project Total  
**\$8.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
GF Debt	\$3,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$750,000	\$8,250,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$750,000</b>	<b>\$8,250,000</b>



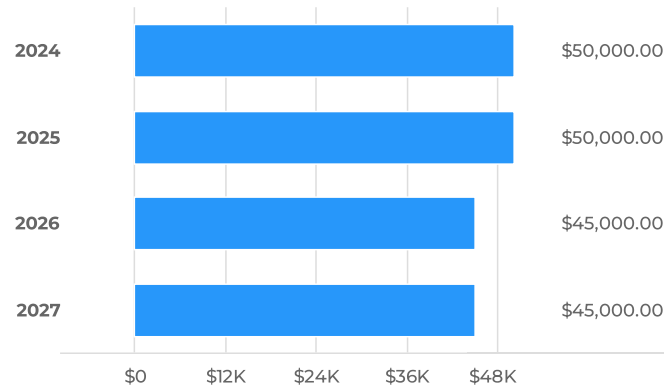
## Operational Costs

FY2024 Budget  
**\$50,000**

Total Budget (all years)  
**\$190K**

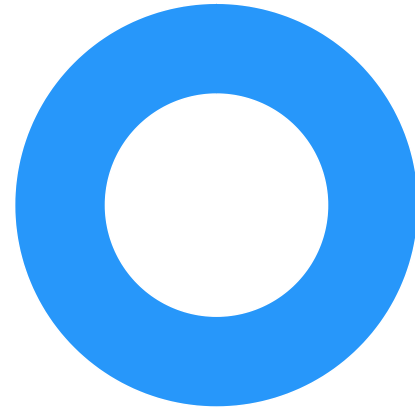
Project Total  
**\$190K**

Operational Costs by Year



● General Maintenance

Operational Costs for Budgeted Years



● General Maintenance (100%) \$190,000.00  
**TOTAL \$190,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	Total
General Maintenance	\$50,000	\$50,000	\$45,000	\$45,000	\$190,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$190,000</b>





# BMD Schools - Sidewalk Repairs

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## Overview

Request Owner	Mike Dean
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Maintenance - School
Type	Capital Improvement
Project Number	2024-6

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## Description

The school buildings are in desperate need of sidewalk repairs, especially because of liability and storm drainage issues. Conte & Reid are 2 important examples to start this project with.

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## Details

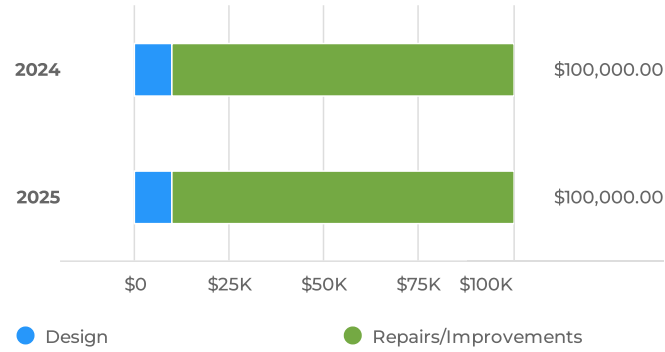
Type of Project	Refurbishment
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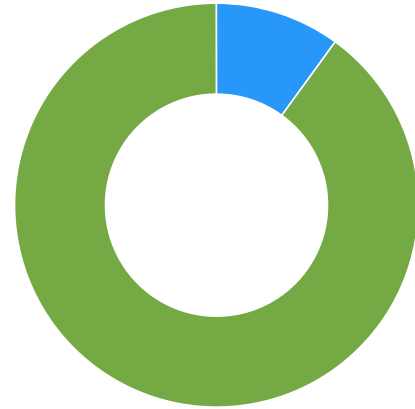
## Capital Cost

FY2024 Budget **\$100,000**      Total Budget (all years) **\$200K**      Project Total **\$200K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Design (10%)      \$20,000.00  
 ● Repairs/Improvements (90%)      \$180,000.00  
**TOTAL**      **\$200,000.00**

### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design	\$10,000	\$10,000	\$20,000
Repairs/Improvements	\$90,000	\$90,000	\$180,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>



## Funding Sources

FY2024 Budget

**\$100,000**

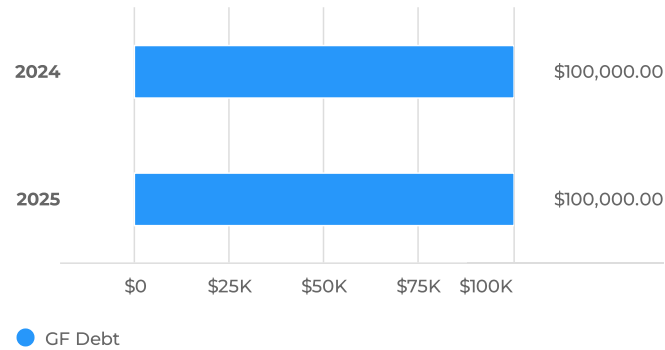
Total Budget (all years)

**\$200K**

Project Total

**\$200K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
GF Debt	\$100,000	\$100,000	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>



# BMD Schools - Sprinkler Systems Upgraded

## Overview

Request Owner	Mike Dean
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Maintenance - School
Type	Capital Improvement
Project Number	2023-14

## Description

In this year's annual sprinkler inspections, it was noted that in some of our buildings, our sprinkler heads are outdated and need replacing. We are planning on meeting with the sprinkler company to determine projected costs and the number of heads that need to be replaced as in some schools there are hundreds. These are only projected costs in our submittal per year.

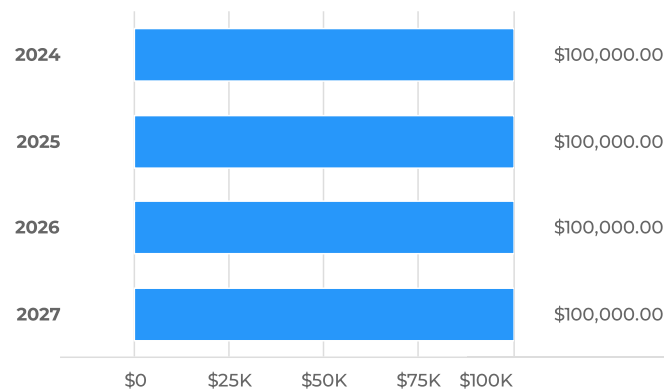
## Details

Type of Project Replacement

## Capital Cost

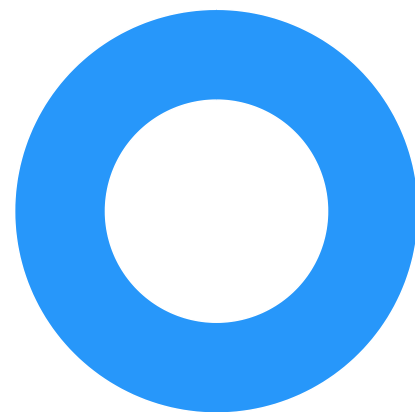
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$100,000</b>	<b>\$400K</b>	<b>\$400K</b>

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$400,000.00  
**TOTAL \$400,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Repairs/Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$400,000</b>



## Funding Sources

FY2024 Budget

**\$100,000**

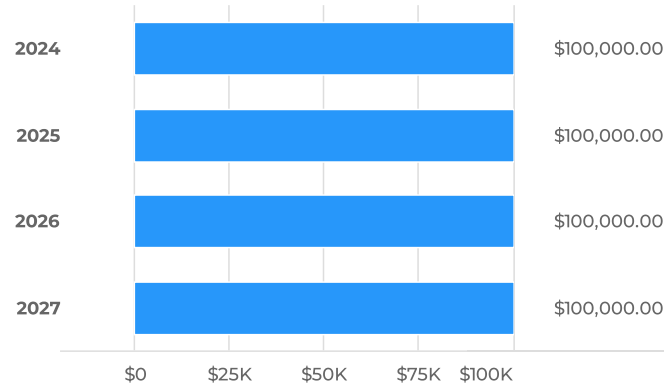
Total Budget (all years)

**\$400K**

Project Total

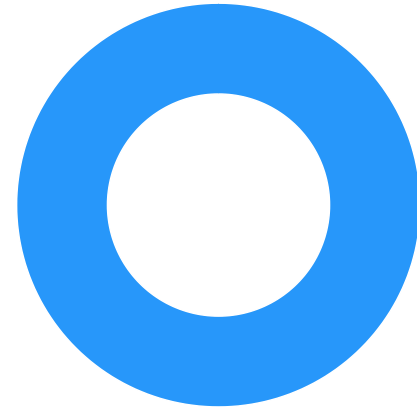
**\$400K**

Funding Sources by Year



● GF Debt

Funding Sources for Budgeted Years



● GF Debt (100%)

\$400,000.00

**TOTAL**

**\$400,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
GF Debt	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$400,000</b>



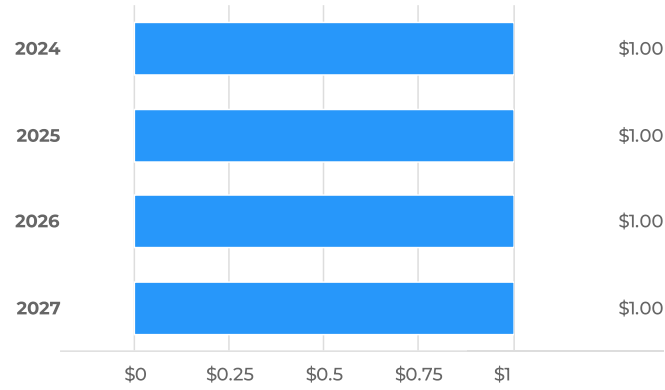
## Operational Costs

FY2024 Budget  
**\$1**

Total Budget (all years)  
**\$4**

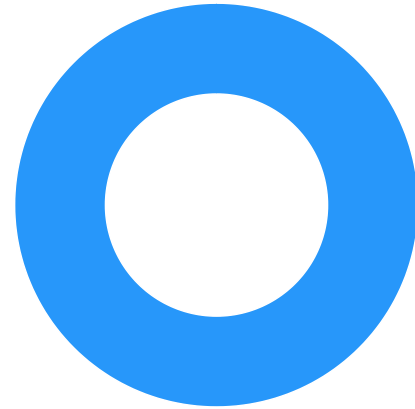
Project Total  
**\$4**

Operational Costs by Year



● General Maintenance

Operational Costs for Budgeted Years



● General Maintenance (100%)

\$4.00

**TOTAL**

**\$4.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	Total
General Maintenance	\$1	\$1	\$1	\$1	\$4
<b>Total</b>	<b>\$1</b>	<b>\$1</b>	<b>\$1</b>	<b>\$1</b>	<b>\$4</b>



# BMD Schools - Upgrade Stage Rigging at PHS

## Overview

Request Owner: Mike Dean  
 Department: Maintenance - School  
 Type: Capital Improvement  
 Project Number: 2023-10

## Description

Upgrade stage rigging at PHS

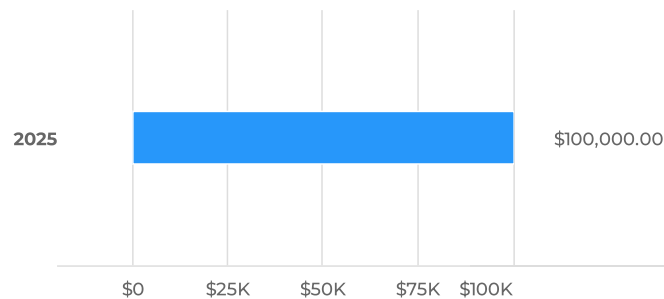
## Details

Type of Project: Refurbishment

## Capital Cost

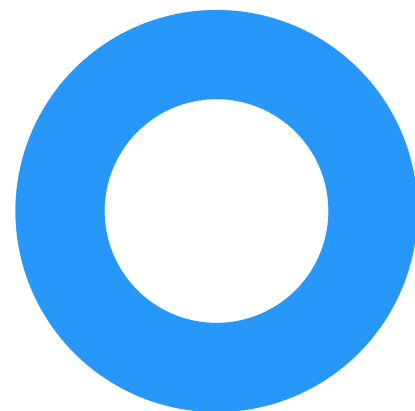
Total Budget (all years) **\$100K**  
 Project Total **\$100K**

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$100,000.00  
**TOTAL \$100,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

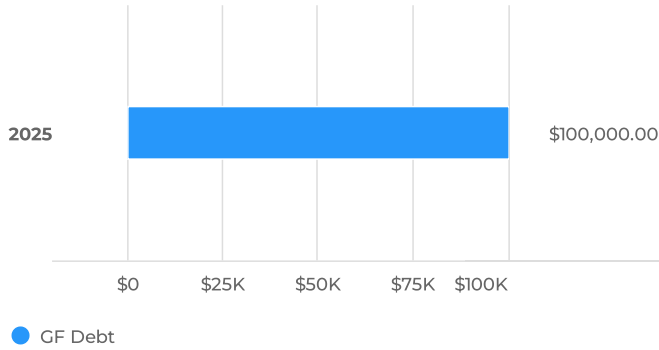


## Funding Sources

Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>





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# **POLICE - UNIFORMED REQUESTS**

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# New Police HQ Design and Planning (Phase I - Site)

## Overview

Request Owner: Mike Wynn, Police Chief  
 Department: Police - Uniformed  
 Type: Capital Improvement  
 Project Number: 2023-619

## Description

New Police HQ Design and Planning (Phase I - Site)

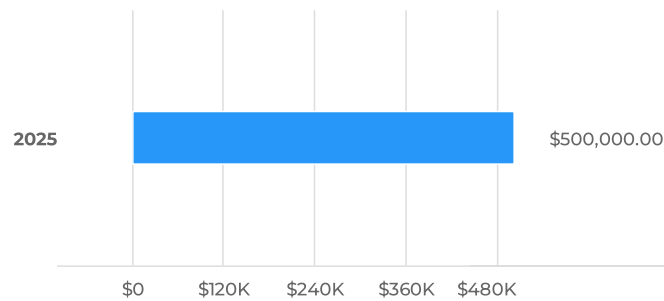
## Details

Type of Project: New Construction

## Capital Cost

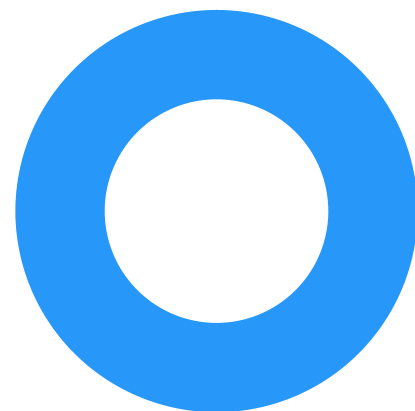
Total Budget (all years) **\$500K**  
 Project Total **\$500K**

Capital Cost by Year



● Repairs/Improvements

Capital Cost for Budgeted Years



● Repairs/Improvements (100%) \$500,000.00  
**TOTAL \$500,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$500,000	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

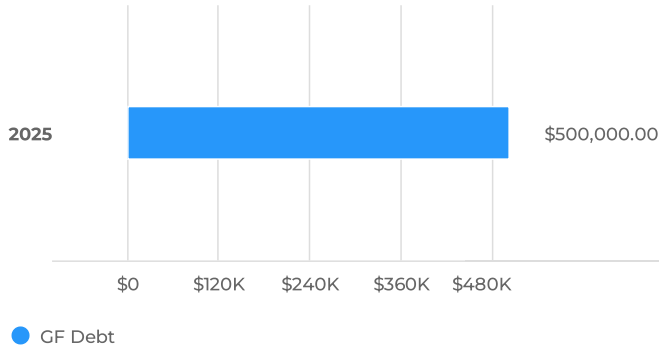


## Funding Sources

Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
GF Debt	\$500,000	\$500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

# New Police HQ Design and Planning (Phase II)

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Improvement
Project Number	2023-620

## Description

New Police HQ Design and Planning (Phase II)

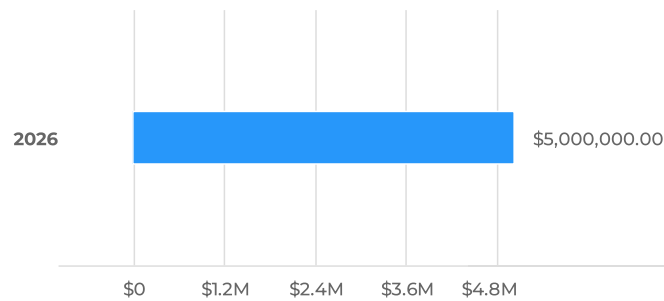
## Details

Type of Project	New Construction
-----------------	------------------

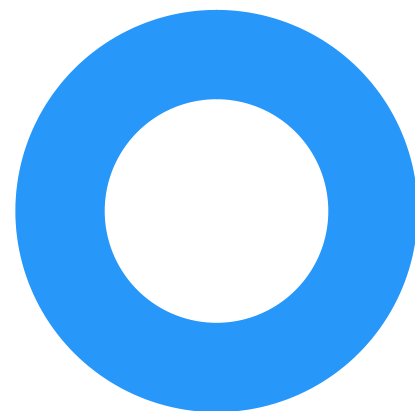
## Capital Cost

Total Budget (all years)	Project Total
<b>\$5M</b>	<b>\$5M</b>

Capital Cost by Year



Capital Cost for Budgeted Years



● Repairs/Improvements

● Repairs/Improvements (100%) \$5,000,000.00  
**TOTAL \$5,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2026	Total
Repairs/Improvements	\$5,000,000	\$5,000,000
<b>Total</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>

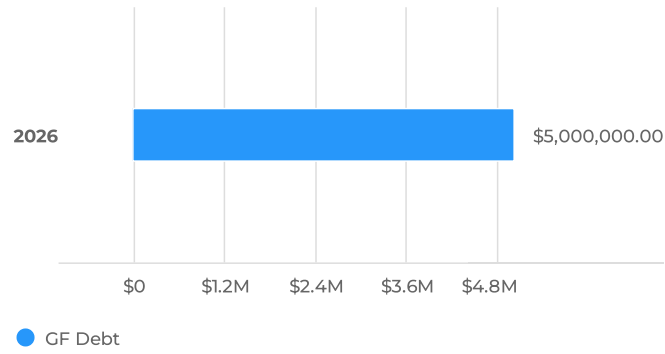


## Funding Sources

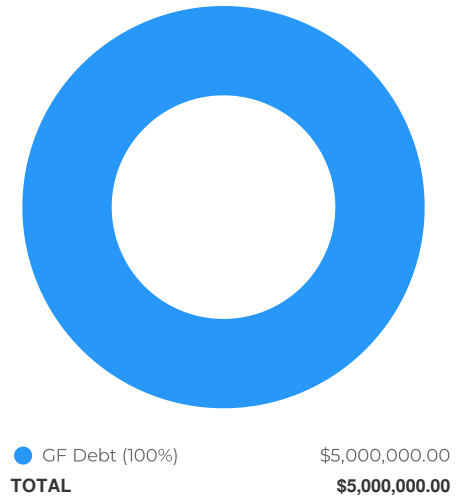
Total Budget (all years)  
**\$5M**

Project Total  
**\$5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2026	Total
GF Debt	\$5,000,000	\$5,000,000
<b>Total</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>



# New Police HQ Facility and Campus - Construction

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Improvement
Project Number	2023-618

## Description

New Police HQ Facility and Campus - Construction

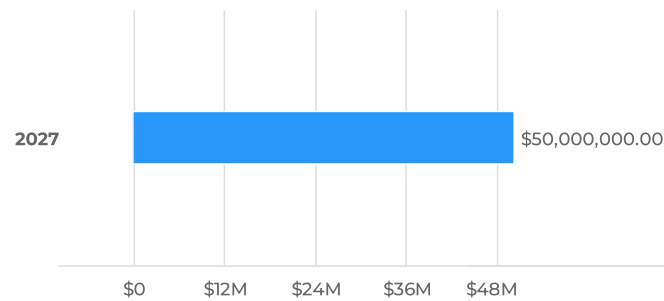
## Details

Type of Project	New Construction
-----------------	------------------

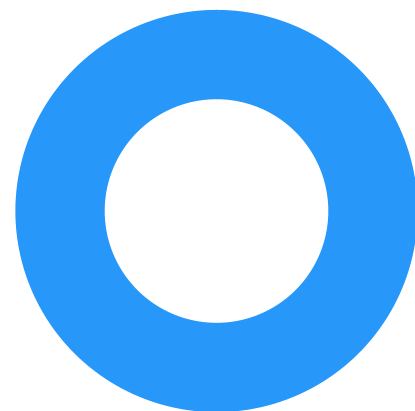
## Capital Cost

Total Budget (all years)	Project Total
<b>\$50M</b>	<b>\$50M</b>

Capital Cost by Year



Capital Cost for Budgeted Years



● Repairs/Improvements

● Repairs/Improvements (100%) \$50,000,000.00  
**TOTAL \$50,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2027	Total
Repairs/Improvements	\$50,000,000	\$50,000,000
<b>Total</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>

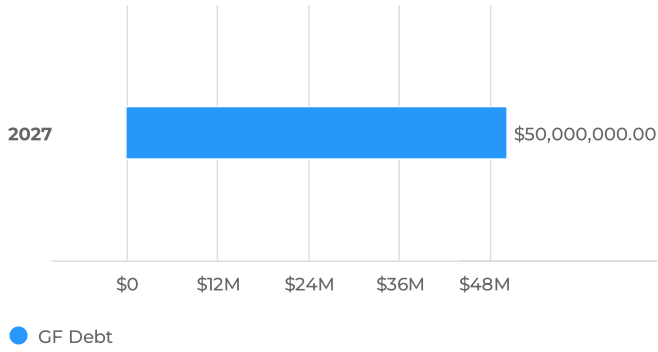


## Funding Sources

Total Budget (all years)  
**\$50M**

Project Total  
**\$50M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2027	Total
GF Debt	\$50,000,000	\$50,000,000
<b>Total</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>

# PD Technology/Software Implementation Program

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-804

## Description

PD Technology/Software Implementation Program

## Details

New Purchase or Replacement                      New Purchase

## Capital Cost

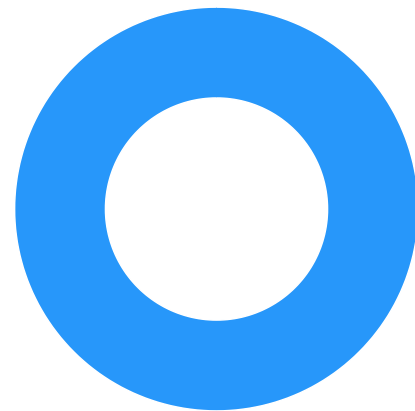
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$50,000</b>	<b>\$150K</b>	<b>\$150K</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%)                      \$150,000.00  
**TOTAL**    **\$150,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Equipment	\$50,000	\$50,000	\$50,000	\$150,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$150,000</b>





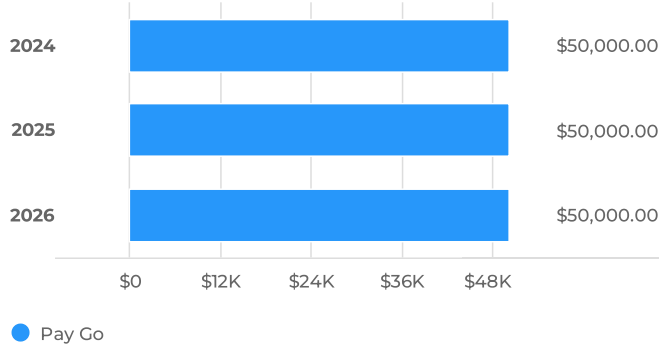
## Funding Sources

FY2024 Budget  
**\$50,000**

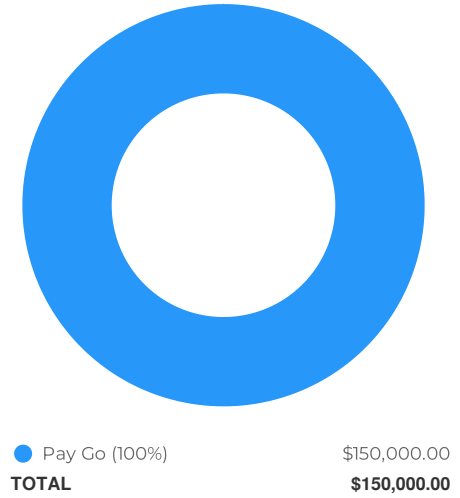
Total Budget (all years)  
**\$150K**

Project Total  
**\$150K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Pay Go	\$50,000	\$50,000	\$50,000	\$150,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$150,000</b>



# Replace Chief's cruiser

## Overview

Request Owner	Matthew Kerwood
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-541

## Description

Replace Chief's cruiser

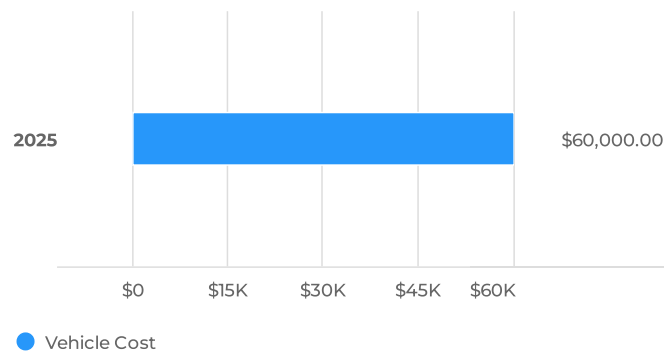
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New
Useful Life	3 or Less

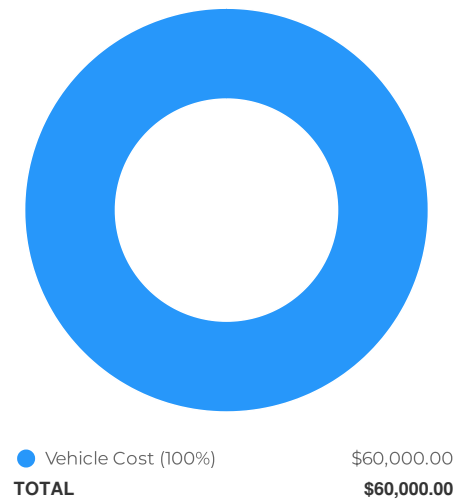
## Capital Cost

Total Budget (all years)	Project Total
<b>\$60K</b>	<b>\$60K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	\$60,000	\$60,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

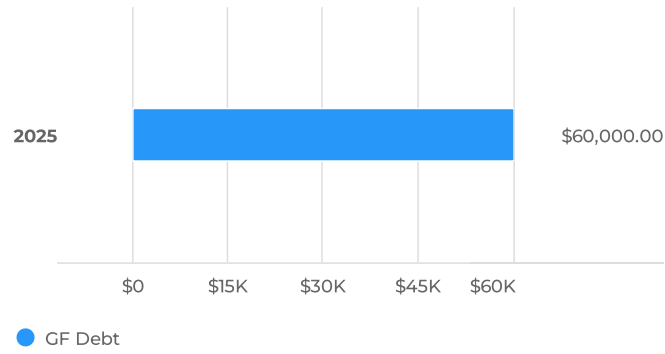


## Funding Sources

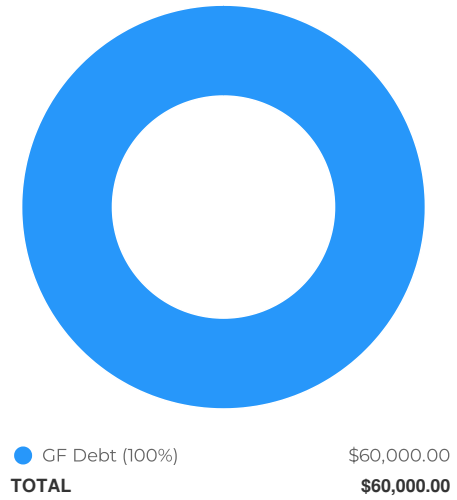
Total Budget (all years)  
**\$60K**

Project Total  
**\$60K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
GF Debt	\$60,000	\$60,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

# Replace frontline cruisers

## Overview

Request Owner	Matthew Kerwood
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-543

## Description

Replace 4 frontline cruisers

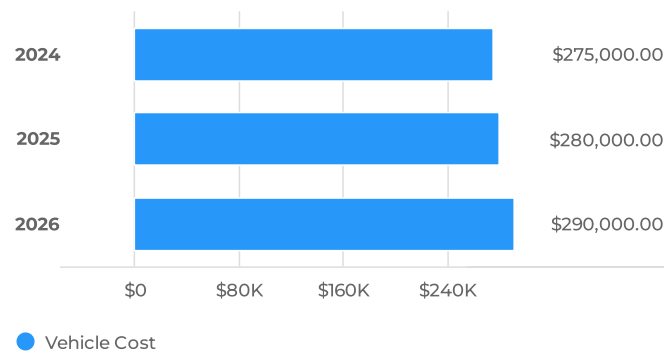
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New
Useful Life	4

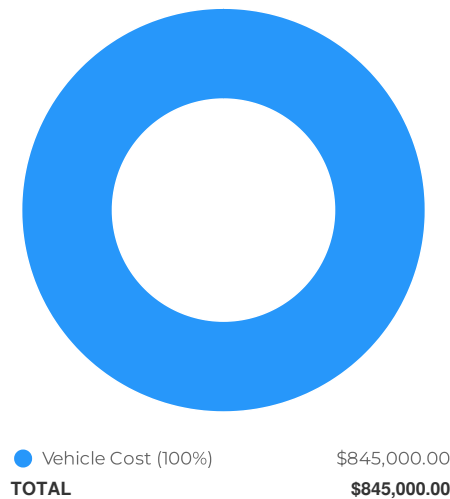
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$275,000</b>	<b>\$845K</b>	<b>\$845K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

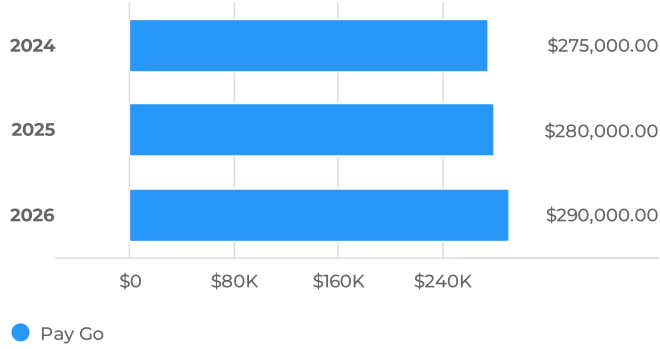
Capital Cost	FY2024	FY2025	FY2026	Total
Vehicle Cost	\$275,000	\$280,000	\$290,000	\$845,000
<b>Total</b>	<b>\$275,000</b>	<b>\$280,000</b>	<b>\$290,000</b>	<b>\$845,000</b>



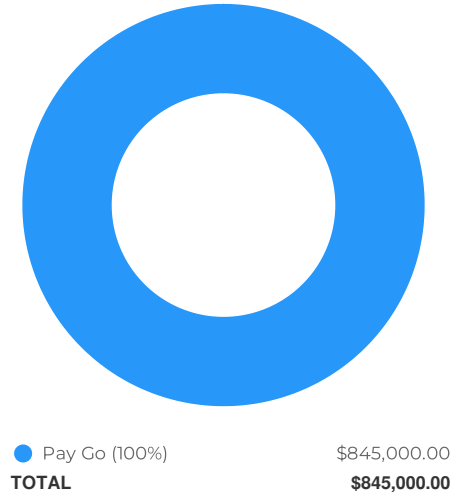
## Funding Sources

FY2024 Budget **\$275,000**      Total Budget (all years) **\$845K**      Project Total **\$845K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	Total
Pay Go	\$275,000	\$280,000	\$290,000	\$845,000
<b>Total</b>	<b>\$275,000</b>	<b>\$280,000</b>	<b>\$290,000</b>	<b>\$845,000</b>



# Replace mobile data terminals (MDTs)

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-809

## Description

Replace mobile data terminals (MDTs)

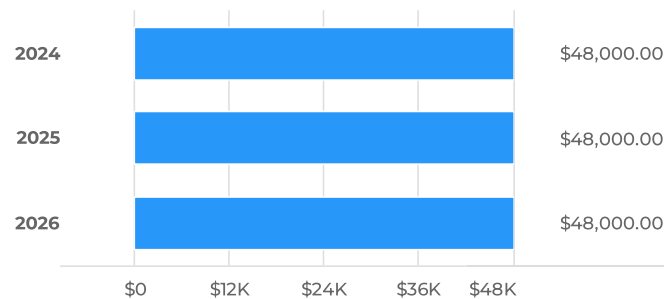
## Details

New Purchase or Replacement Replacement

## Capital Cost

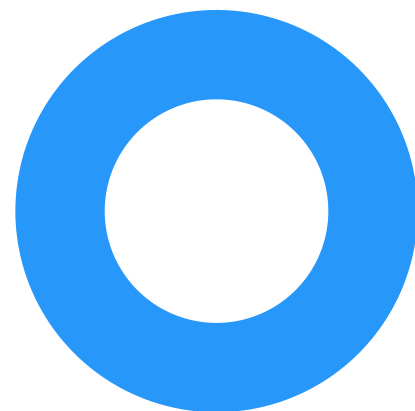
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$48,000</b>	<b>\$144K</b>	<b>\$144K</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%) \$144,000.00  
**TOTAL \$144,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Equipment	\$48,000	\$48,000	\$48,000	\$144,000
<b>Total</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$144,000</b>



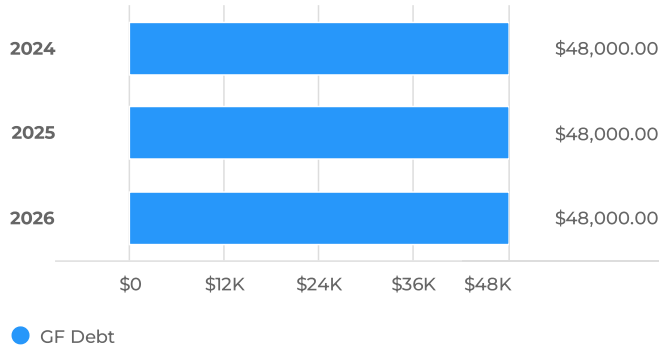
## Funding Sources

FY2024 Budget  
**\$48,000**

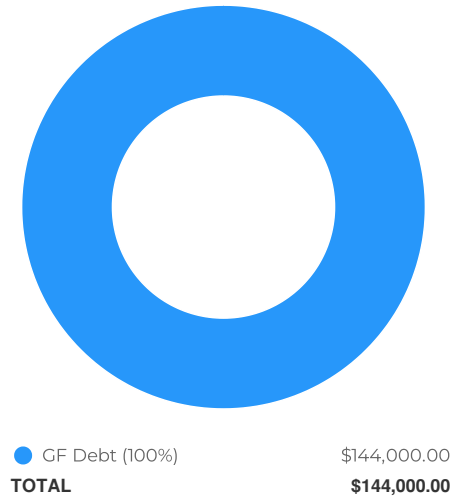
Total Budget (all years)  
**\$144K**

Project Total  
**\$144K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	Total
GF Debt	\$48,000	\$48,000	\$48,000	\$144,000
<b>Total</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$144,000</b>



# Replace Police communications equipment

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-806

## Description

Replace Police communications equipment

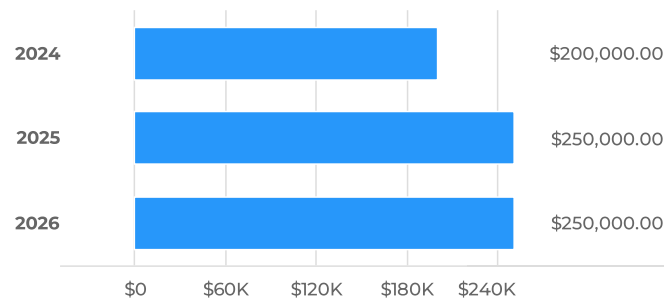
## Details

New Purchase or Replacement Replacement

## Capital Cost

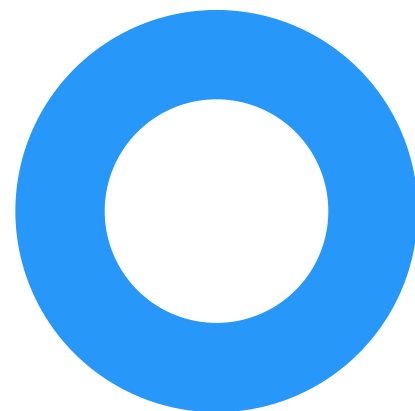
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$200,000</b>	<b>\$700K</b>	<b>\$700K</b>

### Capital Cost by Year



● Equipment

### Capital Cost for Budgeted Years



● Equipment (100%) \$700,000.00  
**TOTAL \$700,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Equipment	\$200,000	\$250,000	\$250,000	\$700,000
<b>Total</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$700,000</b>

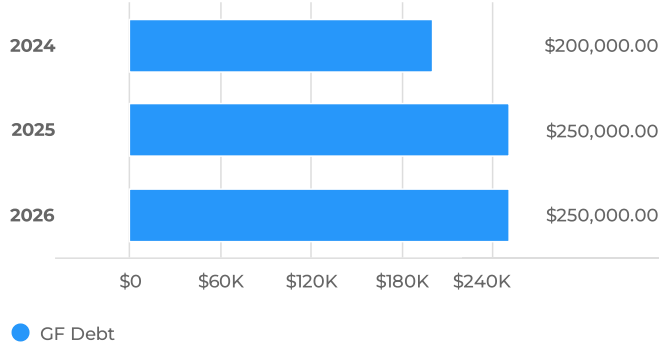




## Funding Sources

FY2024 Budget **\$200,000**      Total Budget (all years) **\$700K**      Project Total **\$700K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
GF Debt	\$200,000	\$250,000	\$250,000	\$700,000
<b>Total</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$700,000</b>



# Replace Police Computers

## Overview

Request Owner	Mike Wynn, Police Chief
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-805

## Description

Replace Police Computers

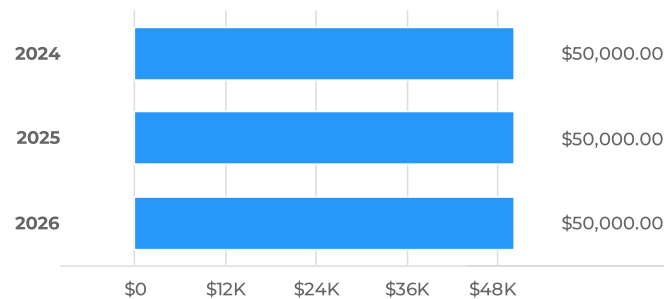
## Details

New Purchase or Replacement                      Replacement

## Capital Cost

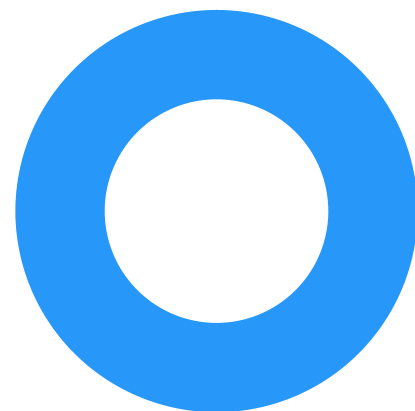
FY2024 Budget	Total Budget (all years)	Project Total
<b>\$50,000</b>	<b>\$150K</b>	<b>\$150K</b>

Capital Cost by Year



● Equipment

Capital Cost for Budgeted Years



● Equipment (100%)                      \$150,000.00  
**TOTAL**    **\$150,000.00**

## Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Equipment	\$50,000	\$50,000	\$50,000	\$150,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$150,000</b>



## Funding Sources

FY2024 Budget  
**\$50,000**

Total Budget (all years)  
**\$150K**

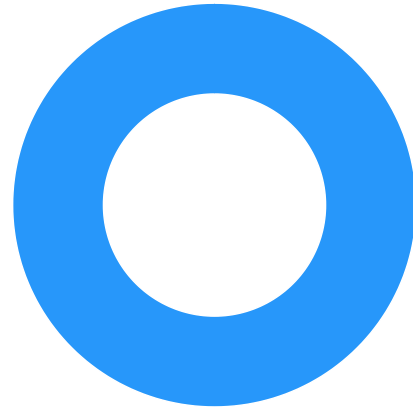
Project Total  
**\$150K**

Funding Sources by Year



● Pay Go

Funding Sources for Budgeted Years



● Pay Go (100%)

\$150,000.00

**TOTAL**

**\$150,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	Total
Pay Go	\$50,000	\$50,000	\$50,000	\$150,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$150,000</b>



# Replace special purpose and support vehicles

## Overview

Request Owner	Matthew Kerwood
Department	Police - Uniformed
Type	Capital Equipment
Project Number	2023-542

## Description

Replace special purpose and support vehicles

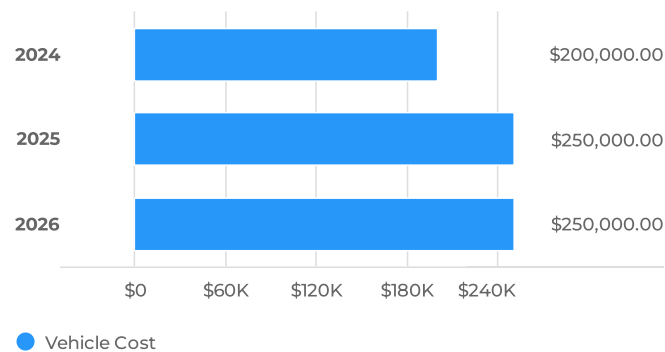
## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New
Useful Life	5

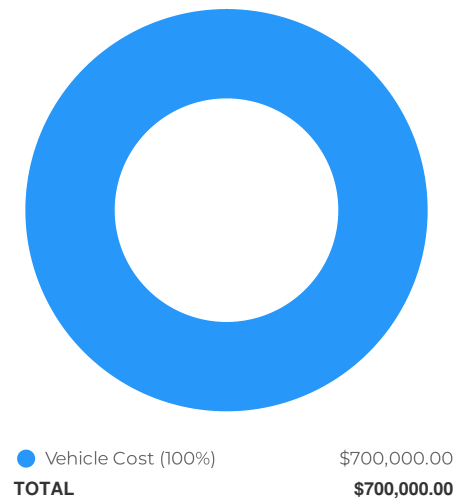
## Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
<b>\$200,000</b>	<b>\$700K</b>	<b>\$700K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

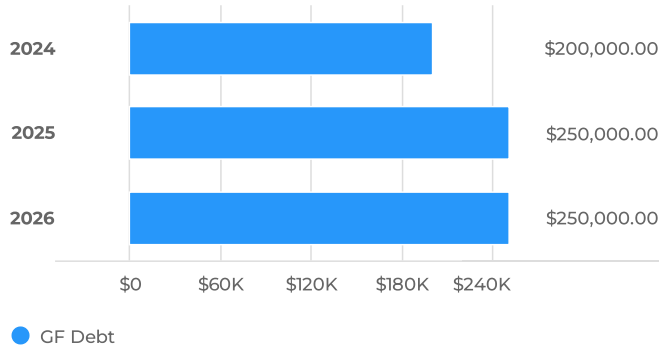
Capital Cost	FY2024	FY2025	FY2026	Total
Vehicle Cost	\$200,000	\$250,000	\$250,000	\$700,000
<b>Total</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$700,000</b>



## Funding Sources

FY2024 Budget **\$200,000**      Total Budget (all years) **\$700K**      Project Total **\$700K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
GF Debt	\$200,000	\$250,000	\$250,000	\$700,000
<b>Total</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$700,000</b>



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# RSVP REQUESTS

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# AWD Van

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## Overview

Request Owner	Jeff Howes, Fleet manager
Department	Rsvp
Type	Capital Equipment

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## Description

Purchase one current model year all wheel drive van in to replace same. the unit being replaced is a 2012 Honda with 77000 miles. this unit is in the 10 year replacement category and is right on schedule.i would like to trade this vehicle while it is still viable.

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## Images



UNIT 3101

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## Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

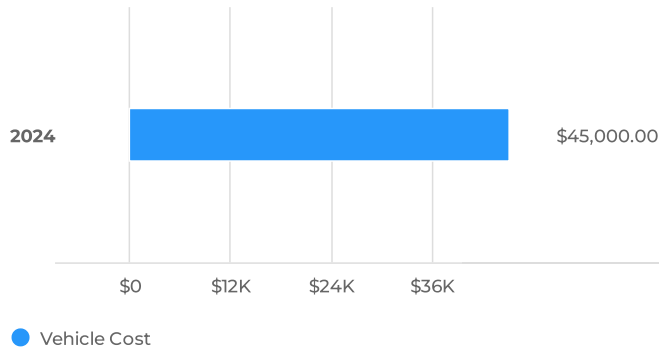
## Capital Cost

FY2024 Budget  
**\$45,000**

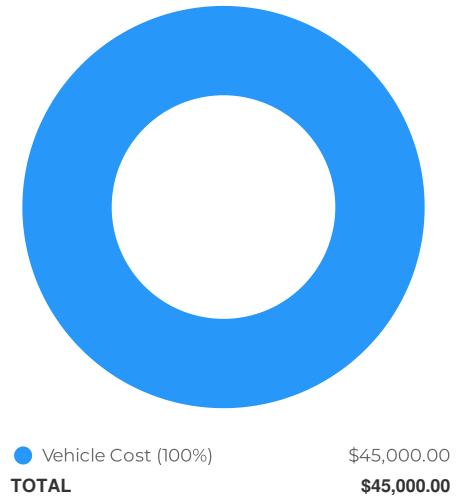
Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Vehicle Cost	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>





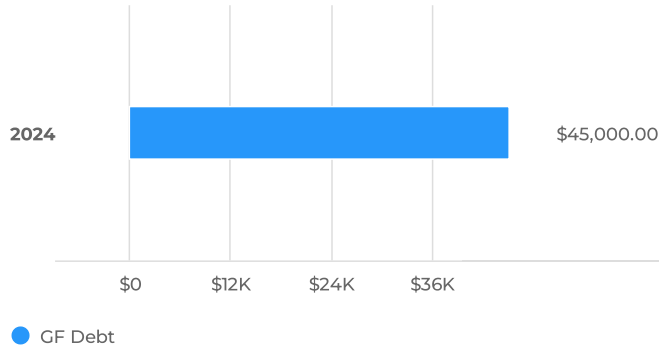
## Funding Sources

FY2024 Budget  
**\$45,000**

Total Budget (all years)  
**\$45K**

Project Total  
**\$45K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
GF Debt	\$45,000	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>



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# SEWER REQUESTS

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# Integrated Water Resources Management Plan (IWRMP)

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Sewer
Type	Capital Improvement

---

## Description

### Project Description:

The purpose of the Integrated Water Resources Management Plan (IWRMP) is to develop an updated, comprehensive plan to manage the City's water, wastewater, and stormwater needs in a holistic and balanced manner. The IWRMP will build off the recently completed Comprehensive Wastewater Management Plan (CWMP) and include the following additional critical components:

- ? Focus on protecting and improving the City's water resources.
- ? Update Wastewater Capital Improvement Plan.
- ? Updated Water Master Plan as the current plan is over 10 years old.
- ? Updated Stormwater Master Plan based on condition, performance, and ability to meet future MS4 requirements.
- ? Development of a Stormwater Utility Feasibility Study.
- ? 20-year Integrated Capital Improvement Plan based on risk.
- ? Water and Sewer Rate Study Updates.

### Current Status:

A preliminary scope of work was previously approved for funding through the 2023 Project Evaluation Form (PEF) under the Massachusetts Clean Water SRF program. The project will be resubmitted to the SRF for approval after local appropriation of funds. The project is anticipated to be included in the SRF program to leverage low-interest loans and potential future grant incentives. Additionally, all projects identified in the report will be eligible for future SRF funding.

### Project Schedule:

The project would begin in early Summer of 2023.

### Project Costs:

The anticipated cost for the project is \$1,300,000.

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## Details

Type of Project	System Improvements/Upgrades
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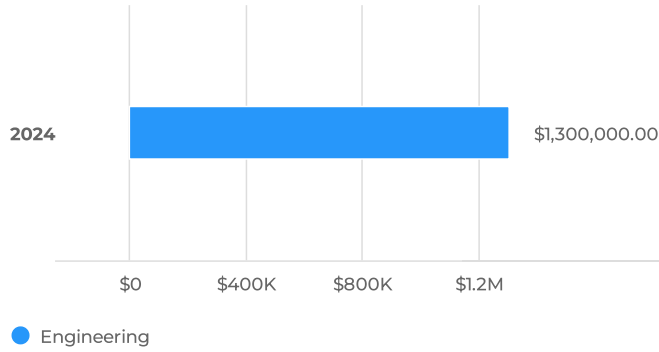
## Capital Cost

FY2024 Budget  
**\$1,300,000**

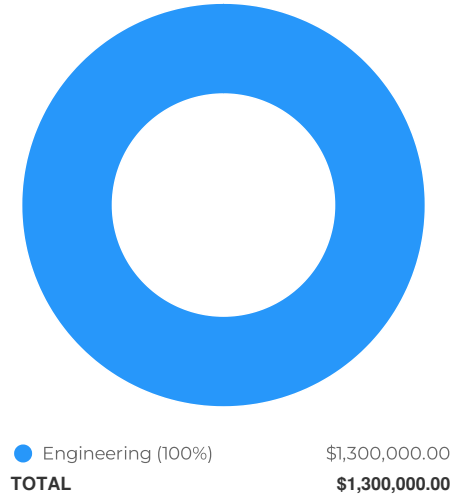
Total Budget (all years)  
**\$1.3M**

Project Total  
**\$1.3M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Engineering	\$1,300,000	\$1,300,000
<b>Total</b>	<b>\$1,300,000</b>	<b>\$1,300,000</b>

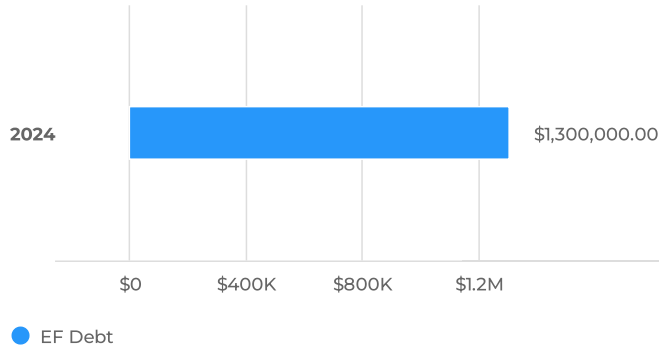
## Funding Sources

FY2024 Budget  
**\$1,300,000**

Total Budget (all years)  
**\$1.3M**

Project Total  
**\$1.3M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$1,300,000	\$1,300,000
<b>Total</b>	<b>\$1,300,000</b>	<b>\$1,300,000</b>

# Sanitary Sewer Evaluation Survey (SSES) – Phase 2

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	04/01/2024
Est. Completion Date	06/30/2025
Department	Sewer
Type	Capital Improvement

---

## Description

### Project Description:

The City's wastewater collection system is subject to increased flows due to Infiltration and Inflow (I/I). Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and manholes. Inflow is extraneous rainwater entering the sewer through roof leaders, catch basins, drains, manhole covers, and sump pumps. I/I significantly drives up the cost of operating and maintaining the City's Wastewater Treatment Plant. Also, peak flows from Inflow can cause sewage overflows in the collection system and at the Treatment Plant.

Massachusetts DEP requires the City to maintain and an Infiltration and Inflow (I/I) Control Plan, by which they review the City's efforts and progress to actively reduce I/I from the sanitary sewer system. Based on a recent review the DEP required the City to conduct a new city-wide flow monitoring program and I/I study. While the City has performed recent investigations and sewer rehabilitation projects, a city-wide flow monitoring program and I/I study has not been completed since 1987.

The flow monitoring program and I/I study is typically followed by a Sanitary Sewer Evaluation Survey (SSES) that includes detailed field investigations to identify and prioritized sewer repairs and phased rehabilitation projects.

### Current Status:

Kleinfelder is under contract and working on the city-wide flow monitoring, I/I study and first phase of the SSES program. Due to budget constraints, only an abbreviated portion of the total anticipated SSES work was included in the current phase of work. A second phase of SSES work will be required to complete the field work. The current project is being funded through a low-interest loan under the Massachusetts Clean Water SRF project, and it is anticipated that future phases will be conducted under the SRF program to leverage the low-interest loans and future potential grant incentives.

### Project Schedule:

The project would begin in early Spring of 2024.

### Project Costs:

The anticipated cost for the second phase of SSES work is \$1,000,000.

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## Details

Type of Project	System Improvements/Upgrades
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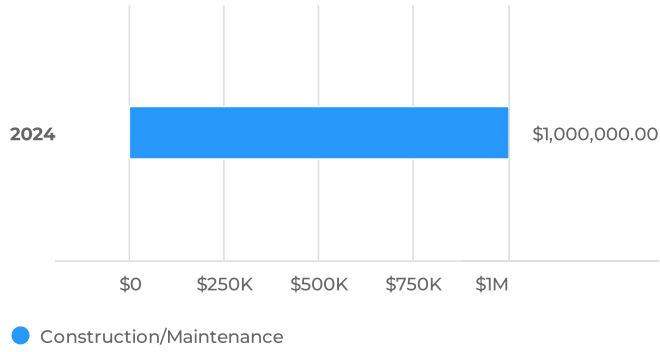
## Capital Cost

FY2024 Budget  
**\$1,000,000**

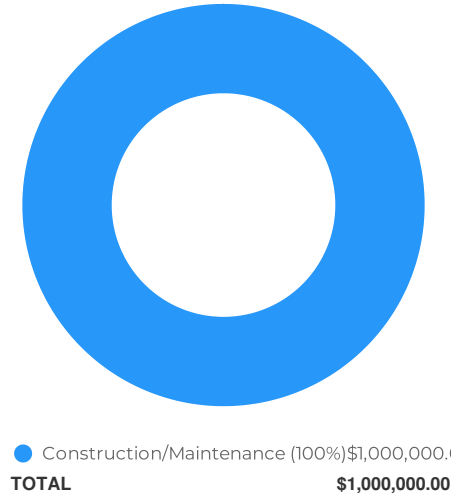
Total Budget (all years)  
**\$1M**

Project Total  
**\$1M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction/Maintenance	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>



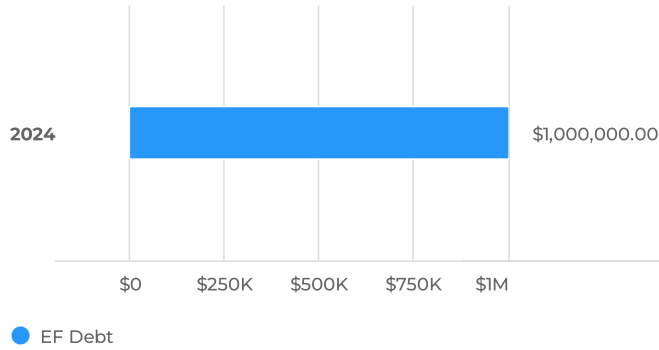
## Funding Sources

FY2024 Budget  
**\$1,000,000**

Total Budget (all years)  
**\$1M**

Project Total  
**\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>





# Second Street Sewer Relocation

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	12/31/2024
Department	Sewer
Type	Capital Improvement

## Description

### Project Description:

In 2013 CSX Transportation lowered the rail line through the City to accommodate double-stacked rail transport. As part of this work, an existing sanitary sewer crossing underneath the rail line at Second Street was protected under temporary measures while a more permanent relocation solution was considered. The current line is subject to loading, displacement, and potential failure in its current condition. Based on an alternatives analysis, it was recommended that the Second Street sewer crossing be abandoned, and those sanitary flows be carried by a new sewer along Cherry Street and Lincoln Street connecting to the existing sewer on Fourth Street.

### Current Status:

Design is on-going by Kleinfelder with anticipated completion in Spring of 2023.

### Project Schedule:

The project would be ready for bidding in July 2023 with construction starting in August 2023.

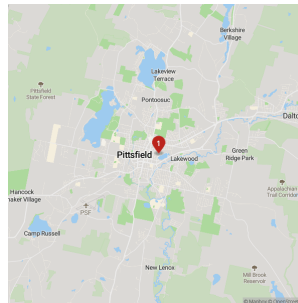
### Project Costs:

The anticipated cost for construction and construction phase services is \$2,500,000.

## Details

Type of Project	New Construction
-----------------	------------------

## Location



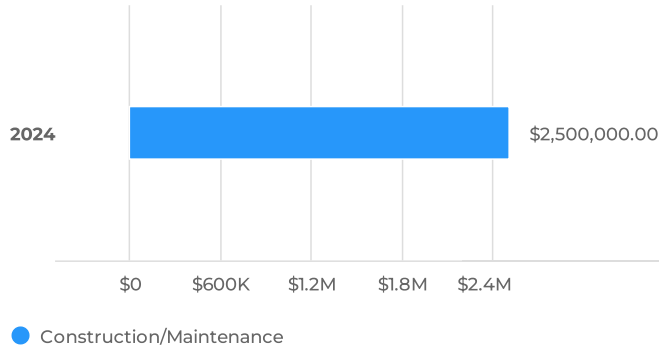
## Capital Cost

FY2024 Budget  
**\$2,500,000**

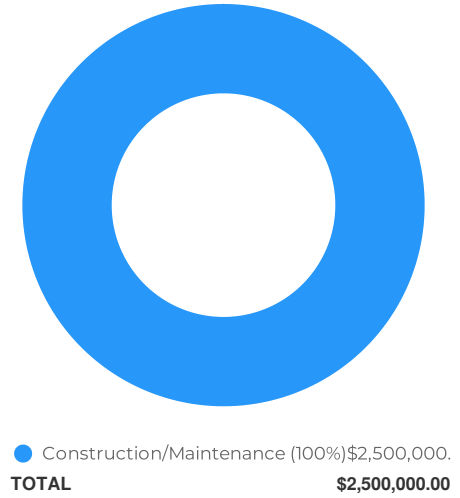
Total Budget (all years)  
**\$2.5M**

Project Total  
**\$2.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$2,500,000	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>

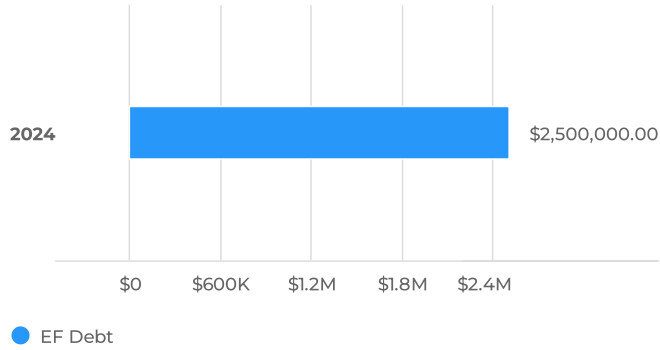
## Funding Sources

FY2024 Budget  
**\$2,500,000**

Total Budget (all years)  
**\$2.5M**

Project Total  
**\$2.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$2,500,000	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>



# Sewer Rehab: Inflow Phase 3, Infiltration Phases 5&6

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Sewer
Type	Capital Improvement

## Description

### Project Description:

The City's wastewater collection system is subject to increased flows due to Infiltration and Inflow (I/I). Infiltration is extraneous groundwater entering the sewer through defective pipes, joints, connections, and manholes. Inflow is extraneous rainwater entering the sewer through roof leaders, catch basins, drains, manhole covers, and sump pumps. I/I significantly drives up the cost of operating and maintaining the City's Wastewater Treatment Plant. Also, peak flows from Inflow can cause sewage overflows in the collection system and at the Treatment Plant. In accordance with an EPA Administrative Consent Order (ACO), the City completed a Sewer System Evaluation Survey (SSES) to identify the cost-effective recommendations for the removal of I/I. The SSES recommendations were separated based on Inflow (April 2011) and Infiltration (March 2012).

The City has completed six phases of sewer rehabilitation projects to-date. The current proposed phase of work includes approximately 25,000 feet of pipe lining ranging from 6-inch to 24-inches in diameter, along with various accompanying manhole repairs.

### Current Status:

Design was completed by Kleinfelder in Spring of 2022.

### Project Schedule:

The project would be ready for bidding in July 2023 with construction starting in August 2023.

### Project Costs:

The anticipated cost for construction and construction phase services is \$2,700,000.

## Details

Type of Project      System Improvements/Upgrades

## Location

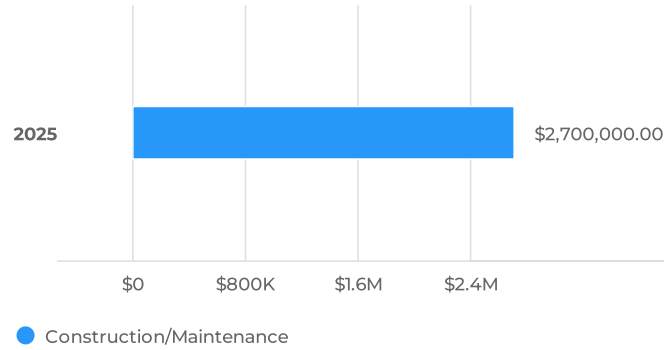


## Capital Cost

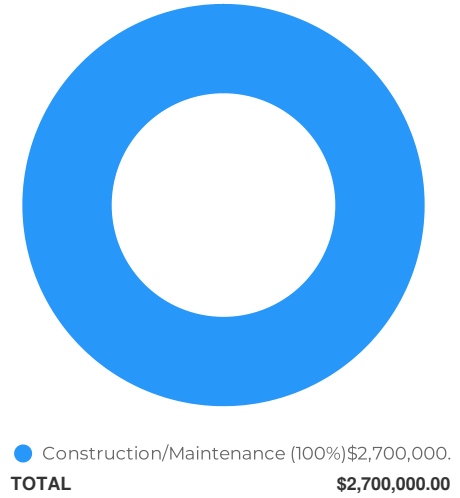
Total Budget (all years)  
**\$2.7M**

Project Total  
**\$2.7M**

Capital Cost by Year



Capital Cost for Budgeted Years



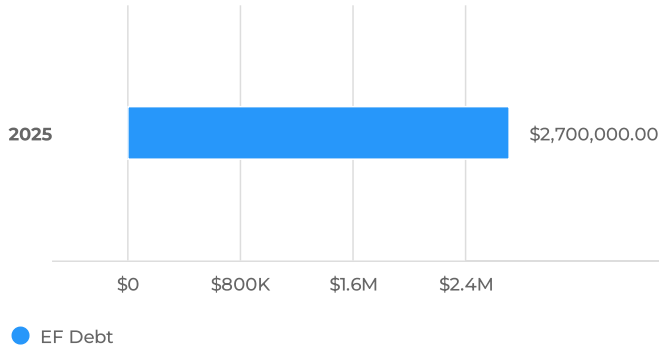
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$2,700,000	\$2,700,000
<b>Total</b>	<b>\$2,700,000</b>	<b>\$2,700,000</b>

## Funding Sources

Total Budget (all years)  
**\$2.7M**

Project Total  
**\$2.7M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$2,700,000	\$2,700,000
<b>Total</b>	<b>\$2,700,000</b>	<b>\$2,700,000</b>



# Wastewater Treatment Plant (WWTP) Ongoing Improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Sewer
Type	Capital Improvement
Project Number	2023-703

## Description

Wastewater Treatment Plant (WWTP) Ongoing Improvements

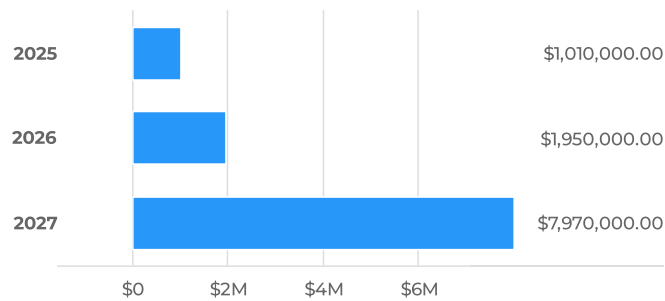
## Details

Type of Project	System Improvements/Upgrades
-----------------	------------------------------

## Capital Cost

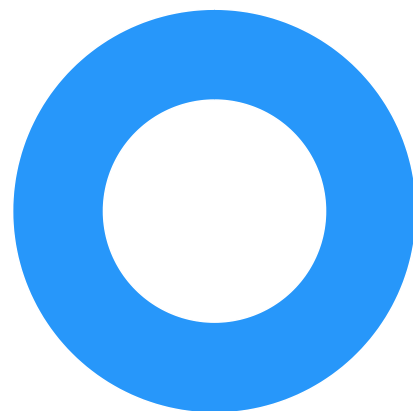
Total Budget (all years)	Project Total
<b>\$10.93M</b>	<b>\$10.93M</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$10,930,000  
**TOTAL \$10,930,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	Total
Construction/Maintenance	\$1,010,000	\$1,950,000	\$7,970,000	\$10,930,000
<b>Total</b>	<b>\$1,010,000</b>	<b>\$1,950,000</b>	<b>\$7,970,000</b>	<b>\$10,930,000</b>

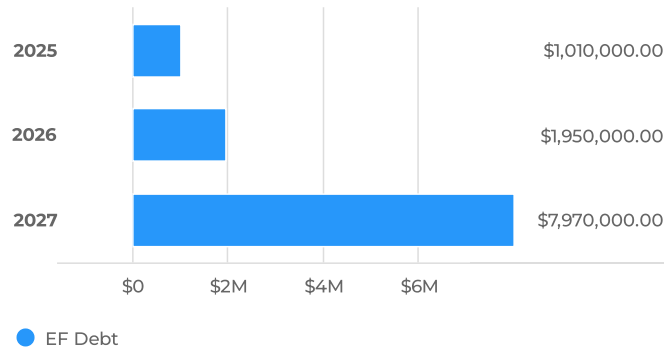


## Funding Sources

Total Budget (all years)  
**\$10.93M**

Project Total  
**\$10.93M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2025	FY2026	FY2027	Total
EF Debt	\$1,010,000	\$1,950,000	\$7,970,000	\$10,930,000
<b>Total</b>	<b>\$1,010,000</b>	<b>\$1,950,000</b>	<b>\$7,970,000</b>	<b>\$10,930,000</b>



# Water Resources Office/Maintenance Facility/Laboratory

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Sewer
Type	Capital Improvement
Project Number	2023-705

## Description

Water Resources Office/Maintenance Facility/Laboratory

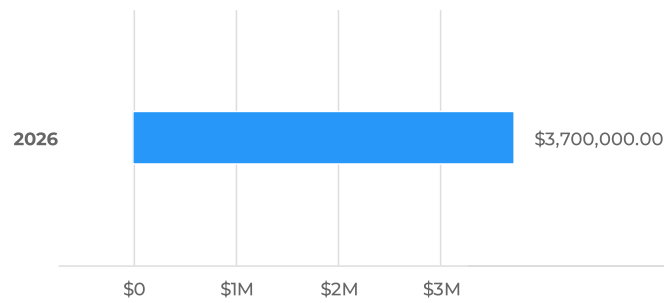
## Details

Type of Project	New Construction
-----------------	------------------

## Capital Cost

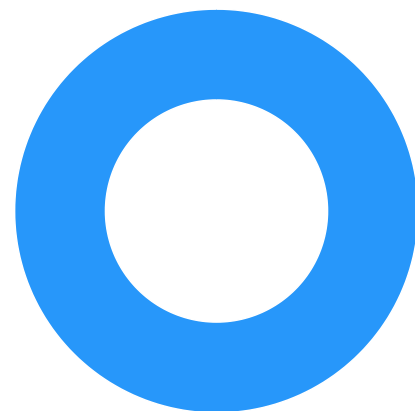
Total Budget (all years)	Project Total
<b>\$3.7M</b>	<b>\$3.7M</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$3,700,000.  
**TOTAL \$3,700,000.00**

## Capital Cost Breakdown

Capital Cost	FY2026	Total
Construction/Maintenance	\$3,700,000	\$3,700,000
<b>Total</b>	<b>\$3,700,000</b>	<b>\$3,700,000</b>

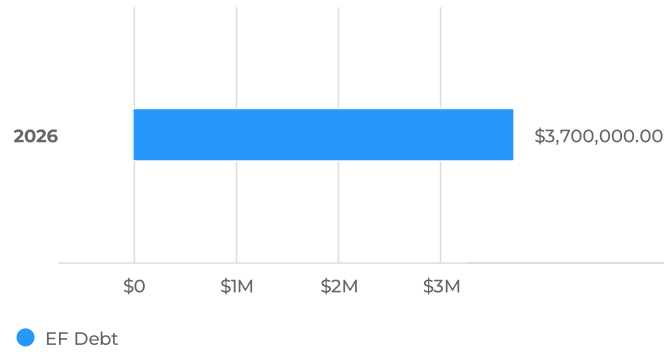


## Funding Sources

Total Budget (all years)  
**\$3.7M**

Project Total  
**\$3.7M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2026	Total
EF Debt	\$3,700,000	\$3,700,000
<b>Total</b>	<b>\$3,700,000</b>	<b>\$3,700,000</b>

# WW Treatment Plant Security Improvements

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	07/31/2024
Department	Sewer
Type	Capital Improvement

## Description

### Project Description:

The 2016 WWTP Facilities Plan identified security improvements at the plant as a high priority. The security at the WWTP was investigated through a Vulnerability Assessment process previously. Applied Risk Management of Boston developed the initial vulnerability assessment, and Kleinfelder completed a peer review of the report. A number of upgrades were identified during this process to increase plant security. Improvements includes installation of intrusion alarms at the WWTP access points, installation of security cameras around the site, improving site lighting, and reconfiguration of the entrance gate. The associated cost estimates are summarized below.

### Current Status:

Partial design funding of \$130,000 was appropriated in FY23. The City is working with Kleinfelder to establish a basis of design and scope of work for security improvements. This project is a high priority and has been planned to occur at the completion of the Nutrient Upgrade project and concurrent with the new Lab Building project.

### Project Schedule:

Design of the project is anticipated to begin in July 2023 and is expected to take approximately four months. The project would be ready for bidding in November 2023 with construction starting in January 2024.

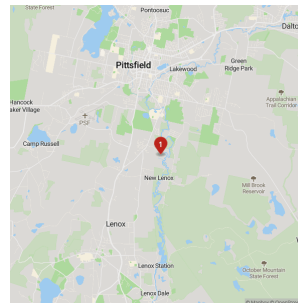
### Project Costs:

The anticipated costs for remaining design and construction is \$900,000.

## Details

Type of Project      System Improvements/Upgrades

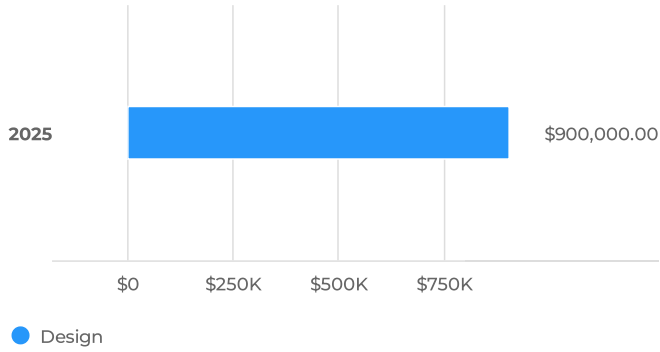
## Location



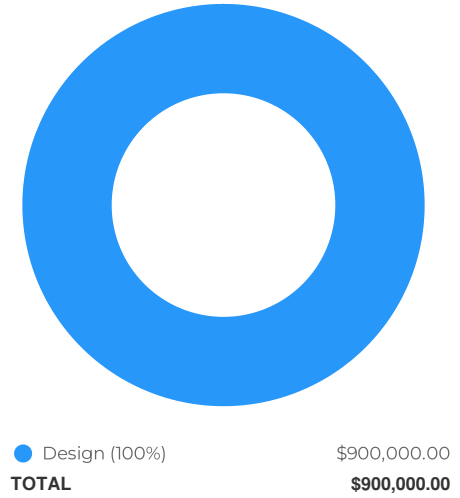
## Capital Cost

Total To Date **\$130,000**      Total Budget (all years) **\$900K**      Project Total **\$1.03M**

Capital Cost by Year



Capital Cost for Budgeted Years



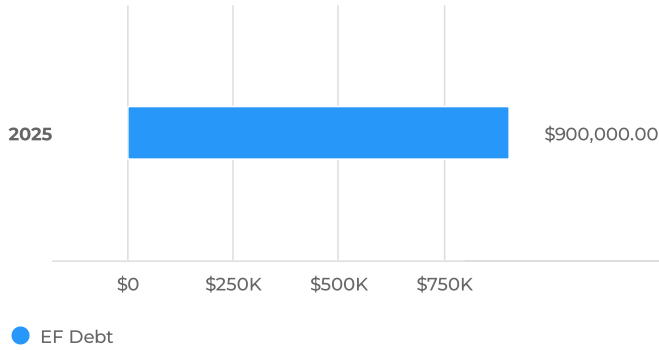
Capital Cost Breakdown			
Capital Cost	To Date	FY2025	Total
Design	\$130,000	\$900,000	\$1,030,000
<b>Total</b>	<b>\$130,000</b>	<b>\$900,000</b>	<b>\$1,030,000</b>



## Funding Sources

Total To Date **\$130,000**      Total Budget (all years) **\$900K**      Project Total **\$1.03M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	To Date	FY2025	Total
EF Debt	\$130,000	\$900,000	\$1,030,000
<b>Total</b>	<b>\$130,000</b>	<b>\$900,000</b>	<b>\$1,030,000</b>



# WWTP CHP Upgrades

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	09/01/2023
Est. Completion Date	12/31/2024
Department	Sewer
Type	Capital Improvement

## Description

### Project Description:

The existing combined heat and power (CHP) system at the wastewater treatment plant (WWTP) was installed in 2010 as part of overall energy upgrades at the plant funded by state and federal grants. The existing CHP microturbines have presented various operational and maintenance problems, resulting in the system being taken off-line indefinitely. A technical study was completed under a recent Massachusetts Clean Energy grant to identify recommended methods of making the CHP system fully operational again, accounting for technical feasibility, operational and maintenance considerations, and payback analyses. The study recommendations included replacement of the microturbines with reciprocating engines.

### Current Status:

The City applied for and received a \$200,000 grant from the Massachusetts Gap III Energy program for the project. The grant funds must be spent before the end of 2024. Kleinfelder is under contract to prepare the design of the planned upgrades.

### Project Schedule:

Engineering design is underway and is expected to be completed by August 2023. Bidding is scheduled to take place in September 2023 with construction starting in October 2023.

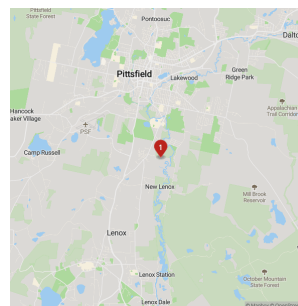
### Project Costs:

The anticipated cost for construction and construction phase services is \$3,000,000

## Details

Type of Project	System Improvements/Upgrades
-----------------	------------------------------

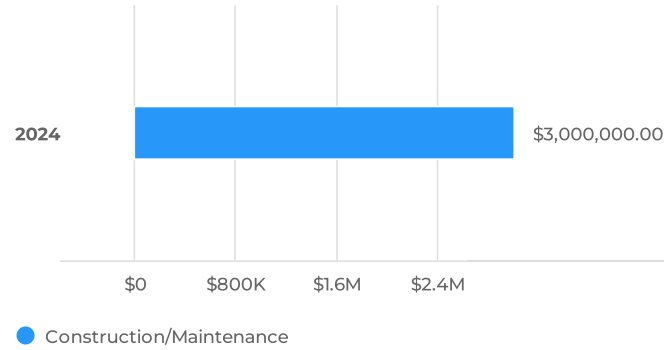
## Location



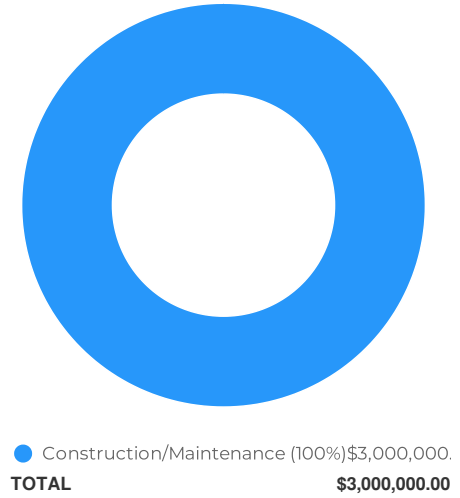
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$200,000</b>	<b>\$3,000,000</b>	<b>\$3M</b>	<b>\$3.2M</b>

Capital Cost by Year



Capital Cost for Budgeted Years

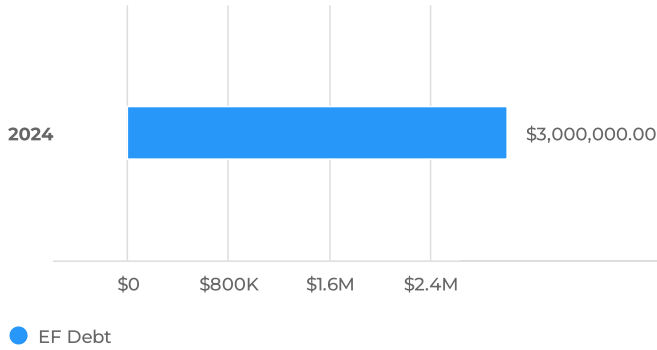


Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Construction/Maintenance	\$200,000	\$3,000,000	\$3,200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$3,000,000</b>	<b>\$3,200,000</b>

## Funding Sources

Total To Date **\$200,000**     
 FY2024 Budget **\$3,000,000**     
 Total Budget (all years) **\$3M**     
 Project Total **\$3.2M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	To Date	FY2024	Total
EF Debt		\$3,000,000	\$3,000,000
Grant(State)	\$200,000		\$200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$3,000,000</b>	<b>\$3,200,000</b>





# WWTP New Laboratory Building

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	04/01/2024
Est. Completion Date	06/30/2025
Department	Sewer
Type	Capital Improvement

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## Description

The existing Laboratory Building was originally constructed in 1938 and converted into the plant laboratory in 1973, 50 years ago. A renovation of the Laboratory Building was included in the 2016 Facility Plan and approved by MassDEP as part of 2018 Comprehensive Wastewater Management Plan as a medium priority. A renovation was only recommended at the time as a stop-gap measure; as a new laboratory space was planned to be included as part of a planned new Water and Wastewater Administration Building project. New lab space was also therefore not originally included as part of the WWTP Nutrient Upgrade project. The planned new Water and Wastewater Administration Building project has not moved forward for various reasons; yet the necessity of addressing the insufficient laboratory space has only increased over time.

Some of the deficiencies with the existing laboratory space include:

- ? Mold issues in the building.
- ? Lack of visual connection for monitoring the septage receiving station.
- ? Lack of exhausted cabinets for flammable storage.
- ? Insufficient hood space for laboratory tests and procedures that require venting.
- ? Insufficient refrigeration capacity for samples.
- ? Insufficient sample bottle processing and storage space.
- ? Configuration of receptacles in relation to lab equipment and accessibility of plugs is not ideal. For instance, a Centrifuge safety concern--instrument is not connected to an accessible plug in case an emergency shut-down is required.
- ? Air conditioning in the building is ineffective.
- ? Mouse issues in building.

To address these many problems with the existing building and laboratory facilities, and to expedite the work due the extremely important role of the laboratory for plant process control, including the new nutrient treatment facilities and reporting, it is essential to construct a new Laboratory Building.

Due to the limited bench and hood space and insufficient locations of electrical receptacles in the existing laboratory facility, samples that are taken for nitrogen and phosphorus measurements are sent to an outside laboratory for analysis, with the results being available days or weeks after the sampling event, which severely hampers process control. The time lag between sample collection and access to the data prohibits the use of the data for operational control and optimization of nutrient removal. A new laboratory will enable same-day analyses of important parameters for process control, including testing within and between treatment trains, as well as calibration and validation of the results of some new, limited, online instrumentation that will be installed in some of the process tanks. Thus, the new laboratory facilities will allow timely access to key operational data for use in reducing effluent nutrient loads to the Housatonic River.

## Current Status:

The design of the new facility has been completed. Kleinfelder is under contract for bidding and initial construction phase services. The project has been advertised for bids on two occasions. In both instances the project came in with only one (same) bidder and was over budget. It was speculated that the bid price and lack of interest in the project was due to market volatility driven by supply-chain issues on mechanical and electrical equipment, labor shortages and other issues driven by COVID, oil prices and inflation.

## Project Schedule:

The project is ready for bidding in Spring 2023 with construction anticipated to begin in Summer



2023.

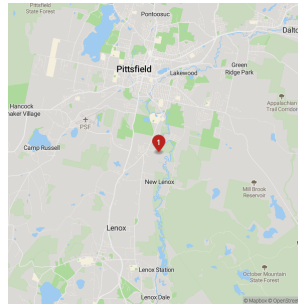
Project Costs:

The anticipated cost for construction and remaining construction phase services is \$10,000,000.

Details

Type of Project      New Construction

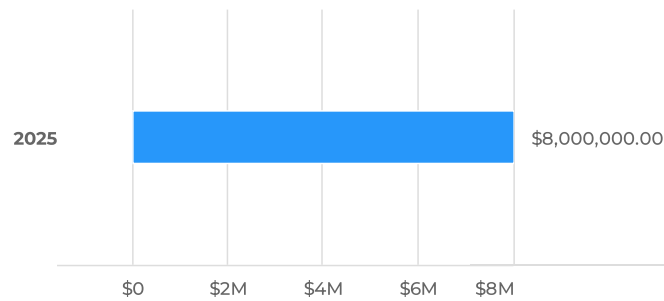
Location



Capital Cost

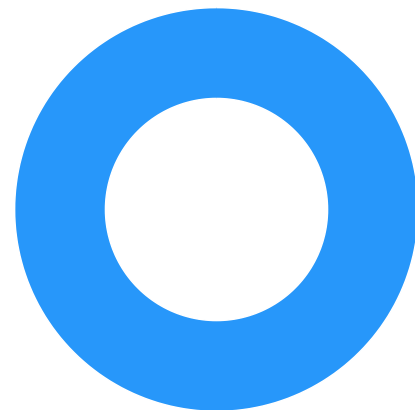
Total To Date      Total Budget (all years)      Project Total  
**\$934,365**      **\$8M**      **\$8.934M**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$8,000,000  
**TOTAL**      **\$8,000,000**

Capital Cost Breakdown

Capital Cost	To Date	FY2025	Total
Design	\$934,365		\$934,365
Construction/Maintenance		\$8,000,000	\$8,000,000
<b>Total</b>	<b>\$934,365</b>	<b>\$8,000,000</b>	<b>\$8,934,365</b>



# WWTP Nitrogen Compliance Planning

## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	08/01/2023
Est. Completion Date	12/31/2026
Department	Sewer
Type	Capital Improvement

## Description

### Project Description:

The City's new NPDES wastewater discharge permit from EPA requires reduced limits for nitrogen compared to the previous permit. The recent WWTP Nutrient Upgrade project included nitrogen optimization improvements, but the effectiveness of the nitrogen removal has yet to be determined. Preliminary modeling indicated that the optimization alone would not be sufficient to meet the new permit. Once the treatment process is stabilized from the recent upgrade project, additional sampling, monitoring and modeling will be required to determine if additional improvements will be required to further reduce Nitrogen. The proposed phase of work would include sampling, modeling and an alternatives analysis of potential improvements to meet the new nitrogen limits.

### Current Status:

Under the new NPDES permit, the City should start nitrogen compliance activities this year. The City has requested but was not granted a schedule extension related to nitrogen compliance.

### Project Schedule:

Compliance planning activities would start in August of 2023.  
Design is anticipated in FY25.  
Construction is anticipated in FY26.

### Project Costs:

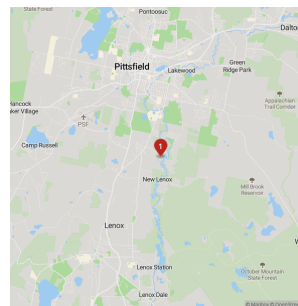
The anticipated costs are as follows:

Compliance Planning (FY24) \$200,000  
Design (FY25) \$1,700,000  
Construction (FY26) \$9,200,000  
Total \$11,100,00

## Details

Type of Project      System Improvements/Upgrades

## Location

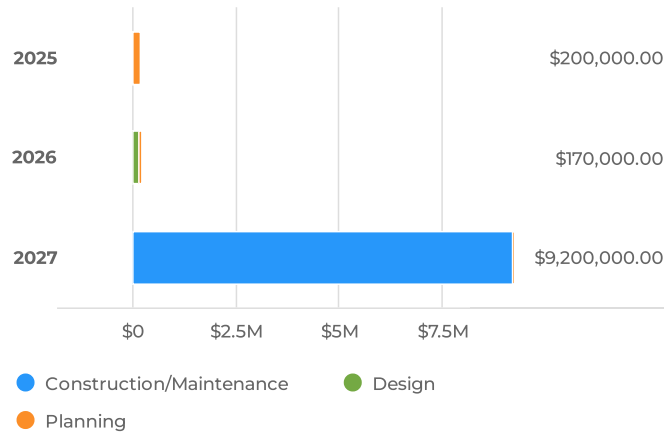


## Capital Cost

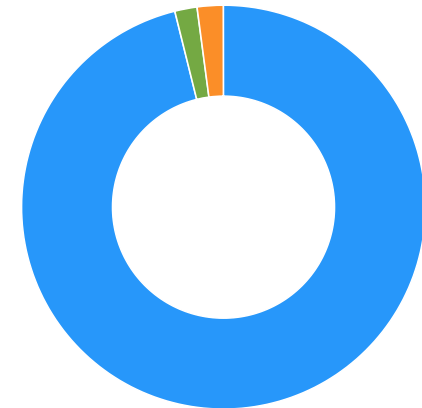
Total Budget (all years)  
**\$9.57M**

Project Total  
**\$9.57M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction/Maintenance (96%)	\$9,200,000.00
● Design (2%)	\$170,000.00
● Planning (2%)	\$200,000.00
<b>TOTAL</b>	<b>\$9,570,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	Total
Planning	\$200,000			\$200,000
Design		\$170,000		\$170,000
Construction/Maintenance			\$9,200,000	\$9,200,000
<b>Total</b>	<b>\$200,000</b>	<b>\$170,000</b>	<b>\$9,200,000</b>	<b>\$9,570,000</b>

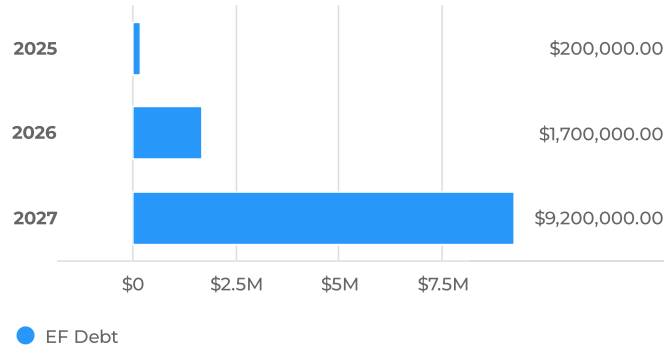


## Funding Sources

Total Budget (all years)  
**\$11.1M**

Project Total  
**\$11.1M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
EF Debt	\$200,000	\$1,700,000	\$9,200,000	\$11,100,000
<b>Total</b>	<b>\$200,000</b>	<b>\$1,700,000</b>	<b>\$9,200,000</b>	<b>\$11,100,000</b>

# WWTP Plant Water System Upgrades

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	08/30/2024
Department	Sewer
Type	Capital Improvement

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## Description

### Project Description:

The 2016 WWTP Facilities Plan identified upgrades to the plant water system as a medium-term priority. The existing plant water system in Chlorination Building is in need of replacement. The pumps do not provide adequate water pressure. The water pressure is only 25-30 psi and is not of great use to the Plant. Operational staff identified the following significant uses of plant water:

- ? Foam control in the aeration tank
- ? Belt cleaning for the GBTs and BFPs
- ? Agitators in the Primary Clarifier Channel
- ? Chemical Systems Carry Water
- ? Recycle of Remaining Water in Single Pass Line to Head of Plant

It is recommended that the City conduct a water audit to evaluate plant water use at each of these locations. This information could be used to design a more efficient system that minimizes plant water use. The exact configuration of the final plant water system may incorporate a pressure tank or a series of progressively sized pumps operating on pressure switches to optimize the system. The modifications will also incorporate replacement of the existing plant water strainer.

During the construction of the WWTP Nutrient Upgrades project, the plant water mains were also identified as problematic. Many of the existing valves were found to be leaking and inoperable and the condition of the existing pipe that was exposed was severely corroded. This contributes to leaking joints, pressure loss and poor water quality throughout the system.

### Current Status:

No funding currently exists for this project. The City is working with Kleinfelder to establish a basis of design and scope of work to upgrade the plant water system.

### Project Schedule:

Design of the project is anticipated to begin in July 2023 and is expected to take approximately six months. The project would be ready for bidding in the Winter 2024 with construction starting in early Spring 2024.

### Project Costs:

The total anticipated cost for design and construction is \$1,900,000.

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## Details

Type of Project      System Improvements/Upgrades

## Location

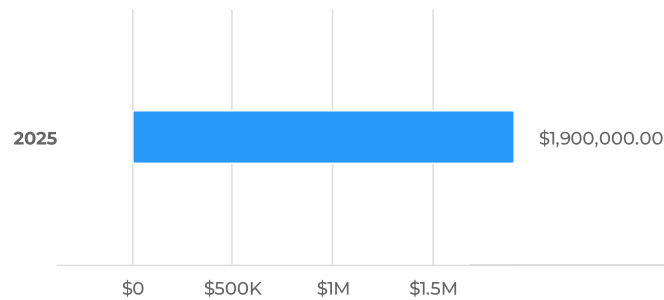




## Capital Cost

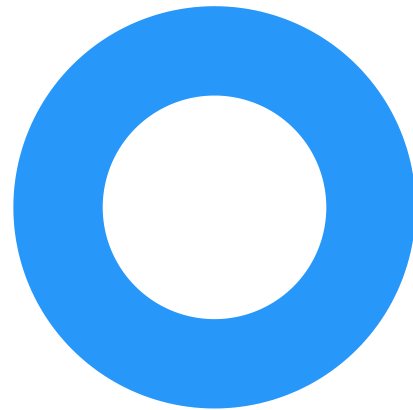
Total Budget (all years) **\$1.9M**      Project Total **\$1.9M**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$1,900,000.00  
**TOTAL** **\$1,900,000.00**

### Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$1,900,000	\$1,900,000
<b>Total</b>	<b>\$1,900,000</b>	<b>\$1,900,000</b>

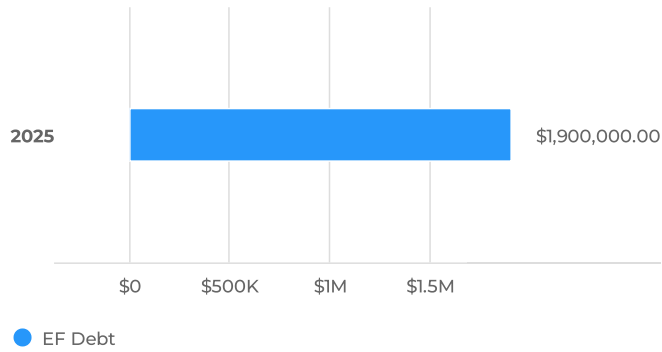


## Funding Sources

Total Budget (all years)  
**\$1.9M**

Project Total  
**\$1.9M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$1,900,000	\$1,900,000
<b>Total</b>	<b>\$1,900,000</b>	<b>\$1,900,000</b>



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# **WATER REQUESTS**

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# Clean and line West Street Water Main

## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Water
Type	Capital Improvement
Project Number	2023-708

## Description

Clean and line West Street Water Main

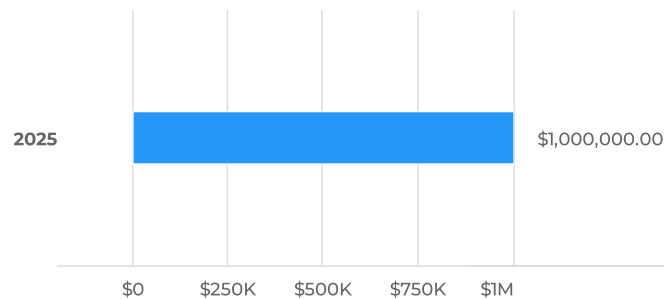
## Details

Type of Project	System Improvements/Upgrades
-----------------	------------------------------

## Capital Cost

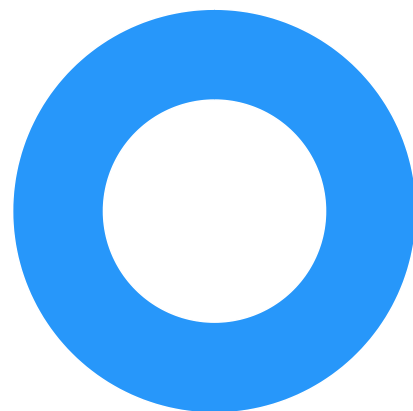
Total Budget (all years)	Project Total
<b>\$1M</b>	<b>\$1M</b>

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$1,000,000.00  
**TOTAL \$1,000,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

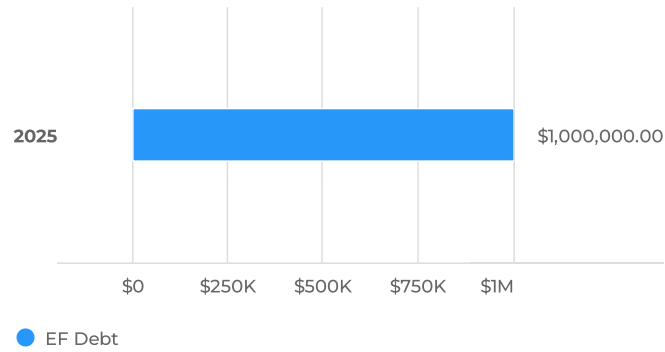


## Funding Sources

Total Budget (all years)  
**\$1M**

Project Total  
**\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
EF Debt	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>



# CLEVELAND AND ASHLEY WATER TREATMENT PLANTS UPGRADE PRELIMINARY DESIGN

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	08/01/2023
Est. Completion Date	07/30/2024
Department	Water
Type	Capital Improvement

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## Description

**PROJECT DESCRIPTION:** The City of Pittsfield owns and operates the Cleveland and Ashley Water Treatment Plants (WTP). The plants were constructed around 1985 and are in need of major upgrades so the City can continue to comply with current regulations. An evaluation of the two water treatment plants was completed in April 2017. The evaluation concluded that several upgrades are required to address aging equipment that is becoming increasingly challenging to repair, to implement newer processes equipment that will better equip WTP operators with meeting current regulations, to provide much needed storage at the WTP sites to provide operational flexibility for treatment plants that are only staffed one shift per day, and to address several deficiencies that have been identified by MassDEP over the years as part of their Sanitary Survey process. A summary of the major upgrades follows:

### Cleveland WTP:

- Four new KROFTA Sandfloat SBP-36 units to replace the existing 35 year old Sandfloat units, including much needed repairs to the building and building systems.
- New 3 million gallon combined chlorine contact tank and clearwell (requires investigation of potential tank sites).
- New chemical storage and feed building to include sodium hypochlorite to replace chlorine gas.

### Ashley WTP:

- Two new KROFTA Sandfloat SBP-36 units to replace the existing 35 year old Sandfloat units, including much needed repairs to the building HVAC system.
- New 1.3 million gallon combined chlorine contact tank and clearwell.

The April 2017 report also recommended a pilot study of the new KROFTA Sandfloat SBP-36 process at the Ashley WTP which has since been completed. Construction of a new Ashley WTP chemical storage and feed building is currently under construction and is expected to be completed by the end of 2023.

The April 2017 report included an implementation schedule for executing the upgrades. A phased approach was recommended which included a preliminary 30% design of the upgrades at both plants which would allow the City flexibility going forward with packaging the upgrades (i.e. one bid package or multiple smaller bid packages). The Department of Public utilities is seeking funding for the 30% preliminary design of the Cleveland and Ashley WTP Upgrades which will include all the upgrades recommended in the April 2017 WTP evaluation with the exception of the Ashley WTP chemical storage and feed building which is going to construction this summer.

**PROJECT SCHEDULE:** The preliminary design is scheduled to begin during August 2023 and be completed around July 2024.

**PROJECT COST:** The recommended budget for the preliminary design of the Cleveland and Ashley WTP Upgrade is \$1,500,000.

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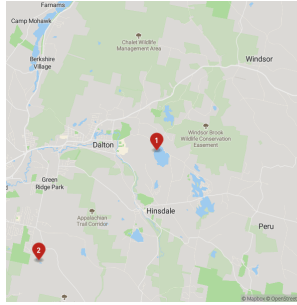
## Details

Type of Project      New Construction

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## Location



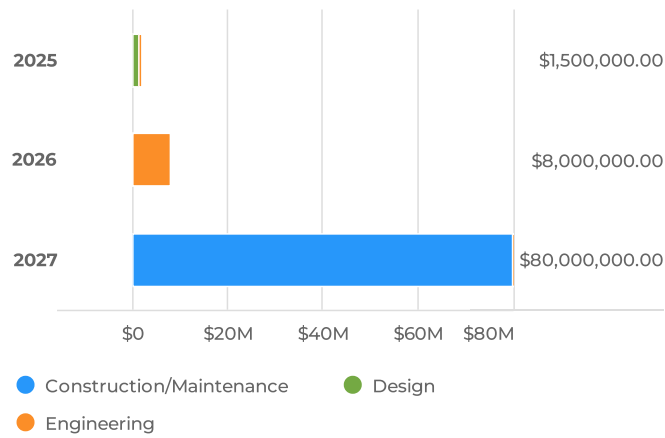


## Capital Cost

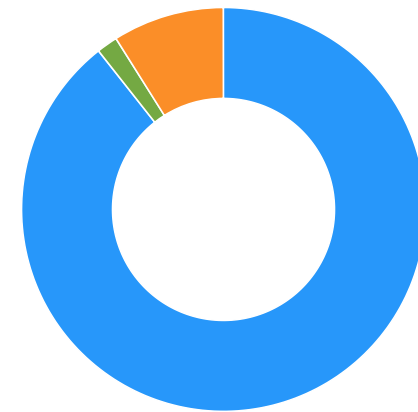
Total Budget (all years)  
**\$89.5M**

Project Total  
**\$89.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction/Maintenance (89%)	\$80,000,000
● Design (2%)	\$1,500,000.00
● Engineering (9%)	\$8,000,000.00
<b>TOTAL</b>	<b>\$89,500,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	Total
Design	\$1,500,000			\$1,500,000
Engineering		\$8,000,000		\$8,000,000
Construction/Maintenance			\$80,000,000	\$80,000,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$8,000,000</b>	<b>\$80,000,000</b>	<b>\$89,500,000</b>

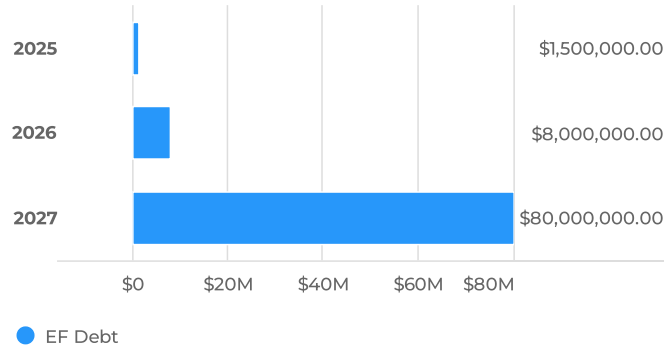


## Funding Sources

Total Budget (all years)  
**\$89.5M**

Project Total  
**\$89.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
EF Debt	\$1,500,000	\$8,000,000	\$80,000,000	\$89,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$8,000,000</b>	<b>\$80,000,000</b>	<b>\$89,500,000</b>

# Improve Water Mains

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## Overview

Request Owner	Ricardo Morales, Commissioner
Department	Water
Type	Capital Improvement
Project Number	2023-709

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## Description

Improve Water Mains

Investing in improvements to water mains in the city of Pittsfield is beneficial to the community in several ways:

1. Improves water quality: Old and deteriorating water mains can leach contaminants into the drinking water supply, leading to potential health hazards. By investing in improvements to the water mains, the quality of the water supply can be improved, providing residents with clean and safe drinking water.
  2. Reduces water loss: Water mains that are old and damaged can leak or burst, resulting in significant water loss. By investing in improvements to the water mains, the city of Pittsfield can reduce the amount of water lost through leaks, reducing water costs for the city and conserving a precious resource.
  3. Enhances public health: Access to clean and safe drinking water is essential for maintaining public health. Improving the water mains can help to ensure that the water supply is free of contaminants and safe for residents to use.
  4. Promotes economic development: Reliable and high-quality water infrastructure is essential for economic development. Investing in water main improvements can attract new businesses to the area, support existing businesses, and promote economic growth in the community.
  5. Increases property values: A reliable and high-quality water supply is a key factor in property values. By investing in water main improvements, the city of Pittsfield can improve property values, attract new residents, and enhance the overall economic vitality of the community.
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## Details

Type of Project	System Improvements/Upgrades
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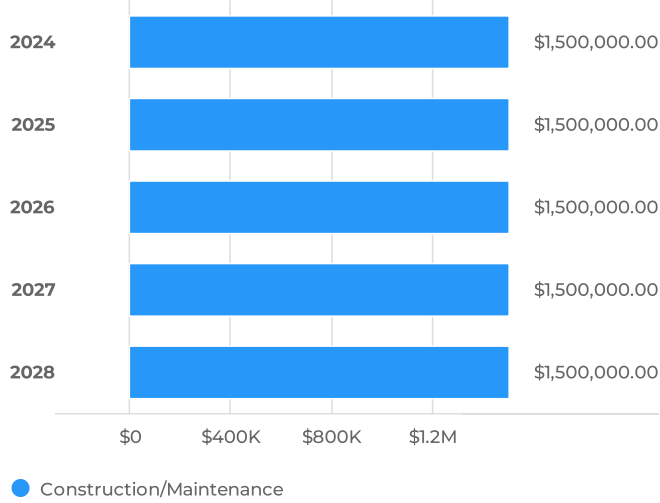
## Capital Cost

FY2024 Budget  
**\$1,500,000**

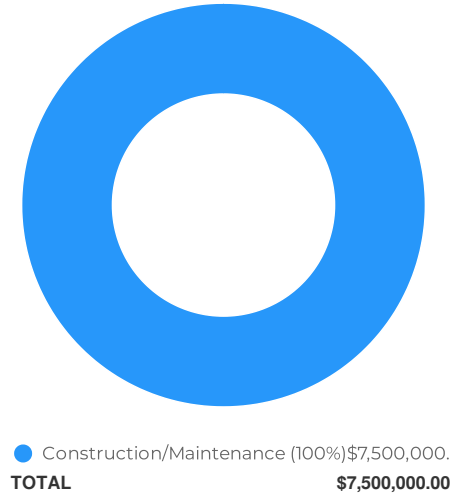
Total Budget (all years)  
**\$7.5M**

Project Total  
**\$7.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$7,500,000</b>





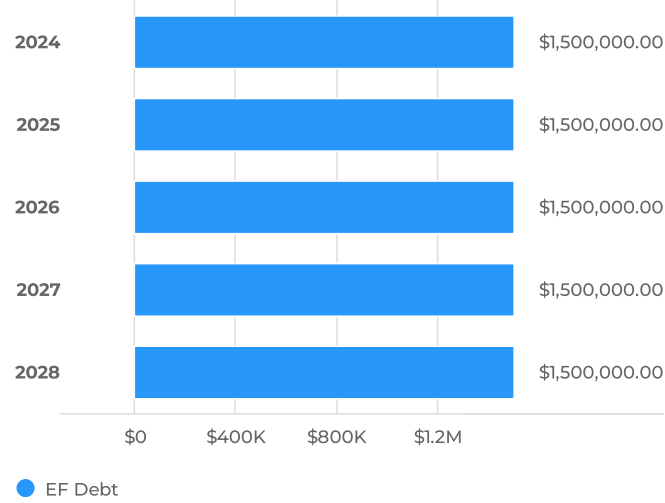
## Funding Sources

FY2024 Budget  
**\$1,500,000**

Total Budget (all years)  
**\$7.5M**

Project Total  
**\$7.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
EF Debt	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$7,500,000</b>



# SANWASH RESERVOIR DAM UPGRADE DESIGN AND PERMITTING

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	08/01/2023
Est. Completion Date	05/31/2024
Department	Water
Type	Capital Improvement

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## Description

**PROJECT DESCRIPTION:** The City of Pittsfield's Ashley Reservoir System consists of Farnham Reservoir, Sandwash Reservoir, Upper Sackett Reservoir, Ashley Lake, and Lower Ashley Reservoir. The Ashley Reservoir system feeds water to the Ashley Water Treatment Plant, which provides approximately 30 percent of the drinking water to the City of Pittsfield.

The Sandwash Reservoir Dam is a LARGE size, HIGH hazard potential, earthen embankment dam located in the Town of Washington, MA. The dam, which was constructed in the 1930's, is 41 feet high, 1,550 feet long, and impounds approximately 450 million gallons of water when the reservoir is at its maximum pool elevation. Failure of this dam would result in significant economic loss to the City of Pittsfield's Water System.

A Phase I Inspection of Sandwash Reservoir Dam on October 19, 2022 and found the dam to be in POOR condition. Several deficiencies were noted during the inspection, which included:

- Localized depressions, erosion, and wet areas on the downstream slope indicate uncontrolled, chronic seepage.
- Deep ruts with standing water observed in several downstream areas.
- Vertical rutting observed on the downstream slope near the gatehouse.
- Multiple animal burrows and depressions noted on the downstream slope.
- Severe spalling and cracked concrete were noted along the face of the spillway.
- Loose and displaced granite blocks were noted at the spillway training walls and at a downstream outlet headwall.
- The left spillway training wall was observed leaning in towards the spillway.
- Cracks have been observed on the Gatehouse downstream side. Several stones have fallen off the surface of the wall. The wall was partially maintained but not completed.
- The gatehouse interior was decaying, paint was peeling off the walls, and the pipes appeared rusty.
- Access road was in a poor condition. A few big boulders and frequent low areas make it difficult for access. Water was overflowing over the access road near the dam.

MassDCR Office of Dam Safety has advised the City that they will be issuing a Notice of Non-Conformance and Dam Safety Order to the City of Pittsfield because Sandwash Reservoir Dam was determined to be structurally deficient and in POOR condition in the last inspection report. The City will be required to conduct six month follow-up inspections until construction begins, conduct a Phase II Investigation, and design and construct repairs to the dam to bring it into compliance with the current dam safety regulations.

**CURRENT STATUS:** The City submitted a grant application for the FY 2024 Dam, Levee, and Seawall Repair and Removal Grant – Design and Permitting which is administered by the Massachusetts executive Office of Energy and Environmental Affairs. The grant program provides up to \$250,000 toward the design and permitting of dam upgrades. The grant program prioritizes dams that have been determined to be in poor or unsafe condition and that are part of a water supply system, both of which apply to Sandwash Reservoir Dam. Notification of grant awards is expected around May 22, 2023.

**PROJECT SCHEDULE:** Design and Permitting is expected to begin around August 2023. Design will include the field work typically required as part of the Phase II Investigation phase.

**PROJECT COST:** The suggested budget for the design and permitting phases is \$600,000. The estimated budget for the construction phase will be determined as part of the design and permitting effort.

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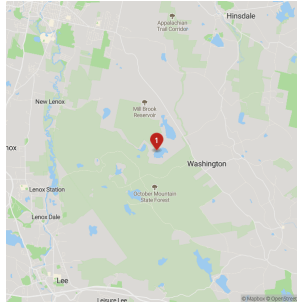
## Details

Type of Project      System Improvements/Upgrades

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## Location

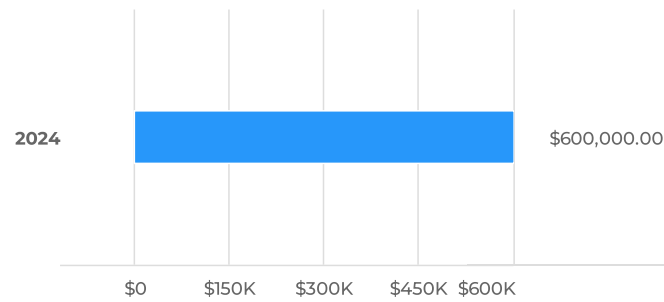




## Capital Cost

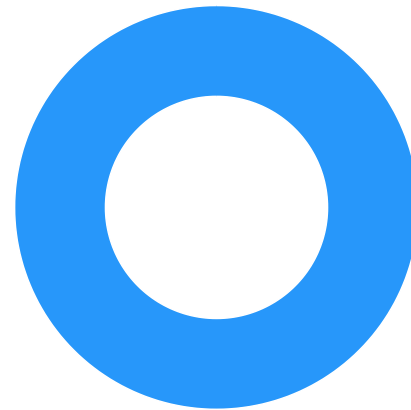
FY2024 Budget **\$600,000**      Total Budget (all years) **\$600K**      Project Total **\$600K**

Capital Cost by Year



● Engineering

Capital Cost for Budgeted Years



● Engineering (100%) \$600,000.00  
**TOTAL \$600,000.00**

### Capital Cost Breakdown

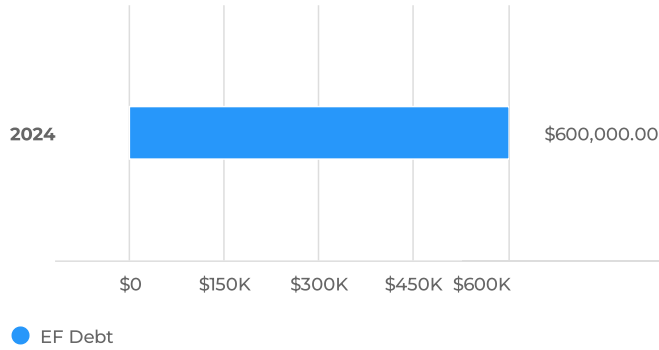
Capital Cost	FY2024	Total
Engineering	\$600,000	\$600,000
<b>Total</b>	<b>\$600,000</b>	<b>\$600,000</b>



## Funding Sources

FY2024 Budget **\$600,000**      Total Budget (all years) **\$600K**      Project Total **\$600K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$600,000	\$600,000
<b>Total</b>	<b>\$600,000</b>	<b>\$600,000</b>



# VALENTINE ROAD WATER TRANSMISSION MAIN PROJECT

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## Overview

Request Owner	Ricardo Morales, Commissioner
Est. Start Date	07/01/2023
Est. Completion Date	12/31/2024
Department	Water
Type	Capital Improvement

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## Description

**PROJECT DESCRIPTION:** The City of Pittsfield recently began construction of the new Tamarack Road Water Storage Tank at the Pittsfield Municipal Airport which will serve the City's western pressure zone. Construction of the new tank is expected to be completed in May 2023 and will provide much needed storage redundancy in the western pressure zone. The western pressure zone is currently fed by two pump stations: South Mountain Road Pump Station and West Street Pump Station. These pump stations move water from the central pressure meet the water demand in the western pressure zone and to maintain the water level in the tanks.

In MassDEP's April 13, 2021 Conditional Approval for the Tamarack Road Water Storage Tank Project, they required the City to implement all recommendations from page 9 of the Pittsfield Water Distribution System – Western Pressure Zone Evaluation, prepared by AECOM in April 2020. One of the recommendations includes reconfiguring the distribution system valving so that the Highland Pump Station draws water from the central pressure zone as originally designed instead of the western pressure zone. When the Pittsfield water system was reconstructed in 1985, the Highland Pump Station drew water from the central pressure zone and pumped it into the northern pressure zone. At some point over the last 37 years, the delineation between the northern, western, and central pressure zones was modified to address low water pressure in the Vin Hebert Blvd and Lakeway Drive area. The result was these areas being moved from the central pressure zone to the higher-pressure western pressure zone. The other result was changing the Highland Pump Station water source from the central pressure zone to the western pressure zone. As a result, every time the Highland Pump Station runs, it cancels out the capacity of one of the two pumps in the West Street Pump Station. This practice has negatively impacted the ability of the City to meet its demands in the western pressure zone on peak demand days. The issue is expected to get worse once the new Tamarack Road Water Storage Tank comes online which is why the recommendation to reconfigure the valving for Highland Pump Station is one of MassDEP's conditions for constructing the Tamarack Road tank.

The City and its water engineering consultant, AECOM, reviewed options for restoring the valving around Highland Pump Station to its original configuration. It was determined that reconfiguring the valves to allow the Highland Pump Station to draw water from the central pressure zone would have adverse impacts to water pressure in the Pecks Road area, south of Highland Ave and Valentine Road. An alternative was developed which includes constructing a new water transmission main from the Valentine Road Water Storage Tank to the Highland Pump Station via Valentine Road. The new Valentine Road Water Transmission Main would deliver the necessary water supply from the central pressure zone to the Highland Pump Station without adversely impacting area water pressure.

The City has also experienced pressure issues in the Lakewood Drive area because of aging water mains. Lakewood Drive is fed from the western pressure zone via Pecks Road and Lakeway Drive. The proposed Valentine Road Water Transmission Main Project will also include construction of a second water main from Pecks Road to Lakewood Drive. This water main will be installed in the same trench as the new transmission main and will deliver much needed high-pressure water to the Lakewood Drive neighborhood.

**Project Schedule:** Design is 100% complete. The goal is to start construction during Summer 2023.

**Estimated Project Cost:** The estimated construction cost is \$3.0M. An additional \$1M is recommended for engineering services during construction and owner's contingency.

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## Details

Type of Project      New Construction

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## Location





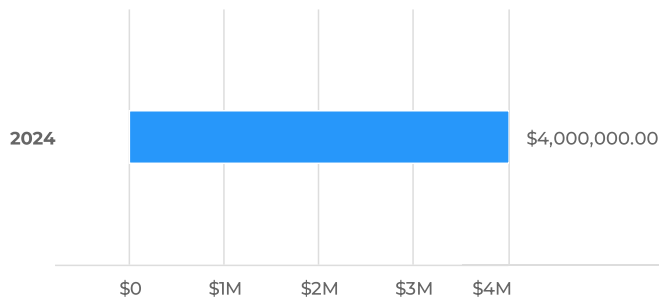
## Capital Cost

FY2024 Budget  
**\$4,000,000**

Total Budget (all years)  
**\$4M**

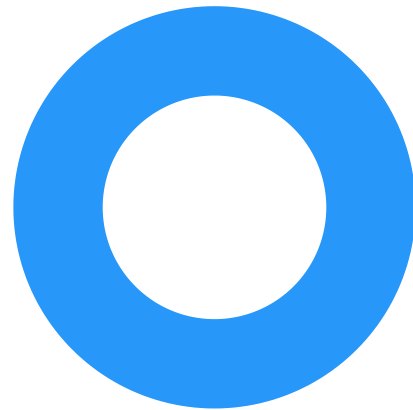
Project Total  
**\$4M**

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$4,000,000  
**TOTAL \$4,000,000.00**

### Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction/Maintenance	\$4,000,000	\$4,000,000
<b>Total</b>	<b>\$4,000,000</b>	<b>\$4,000,000</b>



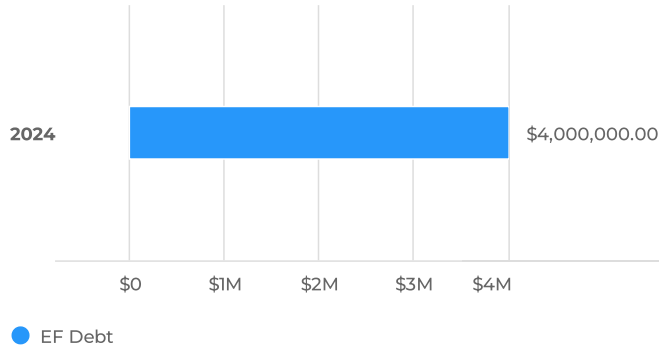
## Funding Sources

FY2024 Budget  
**\$4,000,000**

Total Budget (all years)  
**\$4M**

Project Total  
**\$4M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
EF Debt	\$4,000,000	\$4,000,000
<b>Total</b>	<b>\$4,000,000</b>	<b>\$4,000,000</b>



## Glossary

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Bond and Interest Record:** (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.





**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the



"surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.



**Indirect Cost:** 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.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**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. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of



the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

